



Import Germany simplified customs declaration 1.14

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Applicable documents und sources

in the respective valid versions

[1] the application's online help

[2] www.zoll.de

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1 Import simplified procedure Germany

This chapter describes the simplified procedure for Germany.

There are the following simplified import procedures:

- Simplified customs declaration
- Local clearance procedure

The simplified procedure is registered in DAKOSY GE with the following types of customs declaration:

- IMDS (Import declaration simplified (final))
- IPDS (Import declaration simplified preliminary)

2 Simplified customs declaration (vZA), clearance notification (AZ) Germany

This section describes the simplified customs declaration (vZA) and clearance notification (AZ) in the simplified procedure for Germany.

The simplified customs declaration (vZA) and clearance notification (AZ) are entered with the type of declaration IMDS in DAKOSY GE. The type of declaration is selected when creating a declaration.

With the IMDS not all data of a declaration are necessary. The missing data of several simplified customs declarations or clearance notifications are periodically, e.g. monthly, summarised in the form of a *supplementary customs declaration* and subsequently submitted. Only then the import tax occurs.

The procedure must be approved in advance by the competent central customs office.

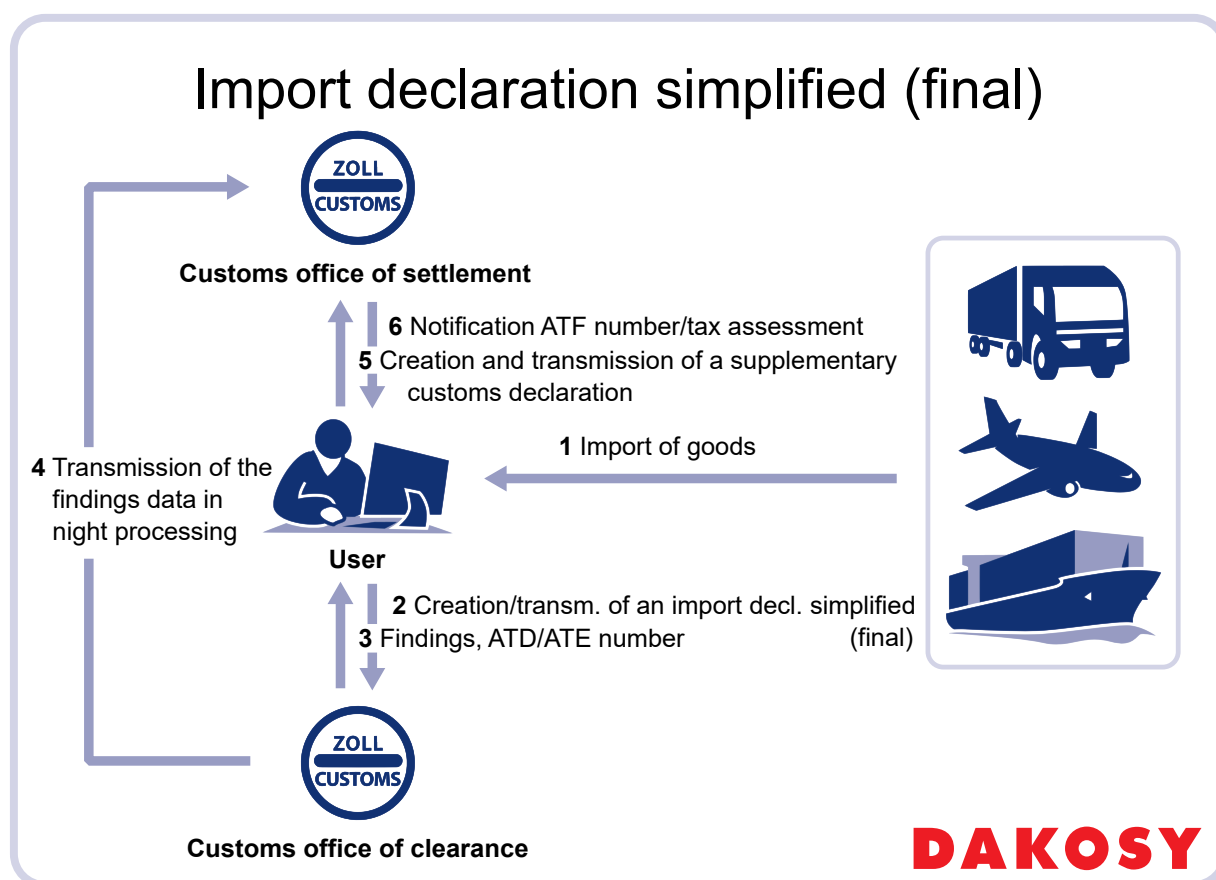


Figure 1: Simplified customs declaration, clearance notification

1. The user receives *non-community goods* and would like to release them for free circulation by paying tax (simplified customs declaration (vZA) or clearance notification - according to its authorization by customs).
2. The user creates a simplified customs declaration or clearance notification and sends this to the customs office of clearance.
3. The user receives findings from the customs office of clearance with a registration number.
 - Simplified customs declaration: ATD number
 - Clearance notification: ATE number
4. In the night-time settlement the findings are transferred by the customs office of clearance to the customs office of settlement.
5. In a defined period the user creates a supplementary customs declaration, in which all declarations with findings can be integrated. The user sends this supplementary customs declaration to the customs office of settlement. The D.V.1 data (customs value data) are also sent.

- The user receives an ATF number and, after the end of the settlement period, a tax assessment from the customs office of settlement.

2.1 IMDS - Create import declaration simplified (final)



This section describes how to create an simplified customs declaration (VZA) or a clearance notification (AZ) for Germany.

In order to be able to participate in the simplified customs procedure, you need one of the following authorizations from the main customs office:

- An authorization for the clearance notification
- An authorization for the simplified customs declaration


You can find out how to enter authorizations in chapter *Create customs authorization* on page 17.

- Select the menu entry **Start > customs declaration**.
- In the area **Related actions**, click on the entry **Create customs declaration**. This opens the window **New Customs Declaration**.
- Select the customs procedure **IMPORT**.
- Select the country **DE - Germany**.
- Select the type of customs declaration **IMDS - Import Declaration Simplified (final)**.
- Enter a clear **Reference-Number**.


 **Tip:** To automatically generate a consecutive number, click on the  button. The number can be included in a sequence of numbers and/or letters.


- Click on **OK**. This opens the **Customs Declaration DE: IMDS - Import Declaration Simplified (final)** tab.
- Fill out the fields of the tab **General**.


 **Important:** For the **Declaration Code** field, select the value **AZ** or **VZA**.


 **Tip:** Here, the mandatory field check for the simplified customs declaration/clearance notification applies. Further details may be required in the EGZ. In order to display the mandatory field check of the EGZ, activate the check box **Full Validation**.

Field	Description
Record Date, Decl. Mode, Declaration Type B	<ul style="list-style-type: none"> • Date of entry into the records. The date must be stated if it is a clearance notification. • Depending on the type of customs declaration selected, the type of customs declaration is displayed. • Depending on the type of customs declaration selected, the type of customs declaration is displayed. This type of declaration cannot be changed.


 **Important:** The authorization for the simplified procedure must be deposited with the economic operator.

 **Tip:** If the procedure "42" or "63" is indicated, the fields **VAT No. Decl.**, **Tax Office Decl.** and **Buyer in Oth. Member State** must be filled in.


- Click on the tab **Further Details**. The tab opens automatically. Here, you can enter container numbers as well as documents. You can add them using the icon .

 **Important:** The documentation area is not shown as a mandatory field in the **ATLAS** procedure. For customs clearance of "normal" purchase transactions and when specifying a customs value, state the document code **N380** (commercial invoice), the invoice number and the date of the invoice. Failing to provide this information may result in refusals by customs.

10. Click on the tab **Preceding Papers**.
11. Select the **Prev. Doc. Type**.
Depending on the type of previous document, the mandatory fields that must be filled in change.

 **Important:** The previous document type "WITHOUT" is not permitted for the clearance notification.


12. Record the previous document number via the icon **+**.
This opens an entry mask for recording.

 **Tip:** If completions for the summary declaration (ATB number), the customs warehouse, inward processing or conversion procedure are concerned and these procedures are settled via DAKOSY GE, you can search for the ATLAS registration number via the search function.

13. Click on the tab **DV1**.


Field	Description
D.V.1. Mark, Relation Type	<ul style="list-style-type: none"> • Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment. • Representation relationship
Buyer/Seller relation type, Relatedness Details	<ul style="list-style-type: none"> • Identification of the connection between seller and buyer. For values 1 and 2, you must enter an explanation regarding the connection in the following field. • Exact information on the stated connection


You record general data on the customs data declaration on the tab **DV1**. You can record the cost positions in the position or have them shared automatically via cost sharing.

 **Important:** The D.V.1 data is not yet sent to ATLAS in the first step. The data must not be available until the supplementary customs declaration is transmitted. However, you can enter the data in advance.

 **Tip:**

- If you enter data into the field **IATA Airport** or **Place of Dispatch**, this will be transferred into the positions still to be recorded if a new customs declaration is set up. If the fields are left blank, you must fill out the fields in every single position on the tab **Item Details/DV1**.
- If the field **Border Transport Mode** does not have the value **4 - Luftverkehr** and the field **Type of Transport** does not have the value **04 - Flugzeug**, you must fill out the field **Place of Dispatch**.


14. Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed.
15. Click on the icon .
A new position is created.
16. Fill out the mandatory fields for this position.

 **Tip:**

- You can create an article from the field **Article Code**. You can find instructions in section [Create article \(shortcut\)](#) on page 20.
- If you enter a discount beginning with 2, 3 or 4, you must record evidence of direct consignment. To enter evidence of direct consignments, click on the tab **Item Details/Documents** and add the document 4 / 7_{HHF}.
- You can find instructions on how to enter enclosures in section [Enter enclosure \(import\)](#) on page 16.

Field	Description
Section Code	The customs office assigns the department responsible for billing. If no department is stated, a value must be entered, e.g. XX.



17. Click on the tab **Item Details/Further Details**.

 **Tip:**


- If the tobacco tax is paid using revenue stamps for the clearance of tobacco products for free circulation, enter the number on the revenue stamp in the field **Tobacco Duty ID** as a validation mark.
- Handling instructions for the position in the field **Additional Remarks** can be entered.


18. Click on the tab **Item Details/Special Case Data, PV**.


Field	Description
Inward Prov. Value Inc.	The processing fee or the increase in value (based on the currency code) as a basis for calculation of the import VAT upon re-import after outward processing (Sec. 11 UStG (German VAT Act)).


 **Tip:** If the taxes to be charged are to be reduced after outward processing within the framework of differential customs clearance, you can specify the **Charge deduction group** and the **Deduction Amount** via the icon . This is only permitted for procedure code 6121 or 6321 (authorized outward processing).

19. Click on the tab **Item Details/Documents**.

 **Tip:**

- For preference customs payments, specify the proof of preference, for example, a movement certificate. Failing to provide this information may lead to deviations in the collection of customs duties.
- To enter documents for several positions, click on the icon . In the window **Distribute documents** you can enter the documents and assign them to the individual positions.

20. Go to the **Item Details/DV1** tab and record the cost positions with the  icon, depending on the type of transport and delivery condition.

 **Tip:**

- In the simplified procedure, you must first enter the D.V.1 data in the supplementary customs declaration. If you already enter the D.V.1 data in the simplified customs declaration or the clearance notification, you have no need to carry out the step for the supplementary customs declaration.
- Here, costs must only be recorded if the D.V.1 **D.V.1. Mark** was set to the value **1 - Angaben zur D.V.1 vorhanden**.

Field	Description
IATA Airport	IATA code of the departure airport. An entry in this field is considered an application for apportioning air freight costs according to Annex 23/01 CC. The value of the field will be taken from the header data. The air freight costs (charge code LK) will not be apportioned if this field is left blank.
Import Tax Costs (man.)	Other costs factors that are allocated to the ITT costs are entered in this field. This may be necessary in cases of anti-dumping or outward processing, for instance. State the inland transport costs for FOB deliveries in this field.
Import Tax Costs (autom.)	The ITT costs calculated from the D.V.1 data are shown in this field. The value cannot be changed.
Import Tax Costs (Sum)	The sum of the fields Import Tax Costs (man.) and Import Tax Costs (autom.) are shown in this field. The value is transmitted to ATLAS.



Tip:

- Enter the data as follows:
 - Enter the **Cost Type 010 - Lieferungskosten bis Ort des Verbringens (Beförderung)** as a surcharge.
 - Enter the **Cost Type 014 - Beförderungskosten nach Ankunft am Ort des Verbringens** as a discount.
 - Enter insurance premiums and loading costs also as a surcharge.
 - Enter anti-dumping customs or customs and taxes for DPP deliveries as a discount.
- If you have costs positions that must be shared among all positions, please use cost sharing. You can find this in every position. You can also access it via the icon .
- You can select the **Rate Type** for the conversion rates.
- If you do not want to send any D.V.1 to customs, but want to use the functionality to calculate the customs value, activate the field **General** on the tab **Calculate Customs Value**.

21. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.
22. To send the customs declaration, click on the entry **Send** in the area **Actions**.



- Tip:** As long as the customs declaration has not been sent, you can change the declaration type. To change the declaration type, highlight the customs declaration in the overview **Customs declarations** and click on the entry **Actions** in the area **Change Declaration Type**. You can switch between the following declaration types:
- IMDS - Import declaration simplified (final)
 - IPDS - Import declaration simplified preliminary

23. Close the customs declaration.
24. Check the customs declaration for responses.



Important: If you have received an error status for your customs declaration, you must remedy the error. You can find instructions in section [Edit error \(customs\)](#) on page 22.



Tip: The view does not update itself. To update the view, click on the icon .

- If it is a simplified customs declaration and the customs declaration is free of errors, customs sends a message for the declaration and an ATD number.

- If it is a clearance notification (AZ) and the customs declaration is free of errors, customs sends a message for the declaration and an ATE number.

The status of the customs declaration changes to **Registered**.



Important: Over night, the addressed customs office forwards the data to the customs office of clearance. The status changes to **Notification Findings**. To be transferred to the supplementary customs declaration, a declaration must have the status **Notification Findings**.

3 Simplified customs declaration (preliminary) Germany

This chapter describes the simplified customs declaration (preliminary) in the simplified procedure for Germany.

simplified customs declaration (preliminary) is registered with the declaration type APDS in DAKOSY GE. The type of declaration is selected when creating a declaration.

With the IPDS not all data of a declaration are necessary. The missing data of several simplified customs declaration (preliminary)s are periodically, e.g. monthly, summarised in the form of a *supplementary customs declaration* and subsequently submitted. Only then the import tax occurs.

The procedure must be approved in advance by the competent central customs office.

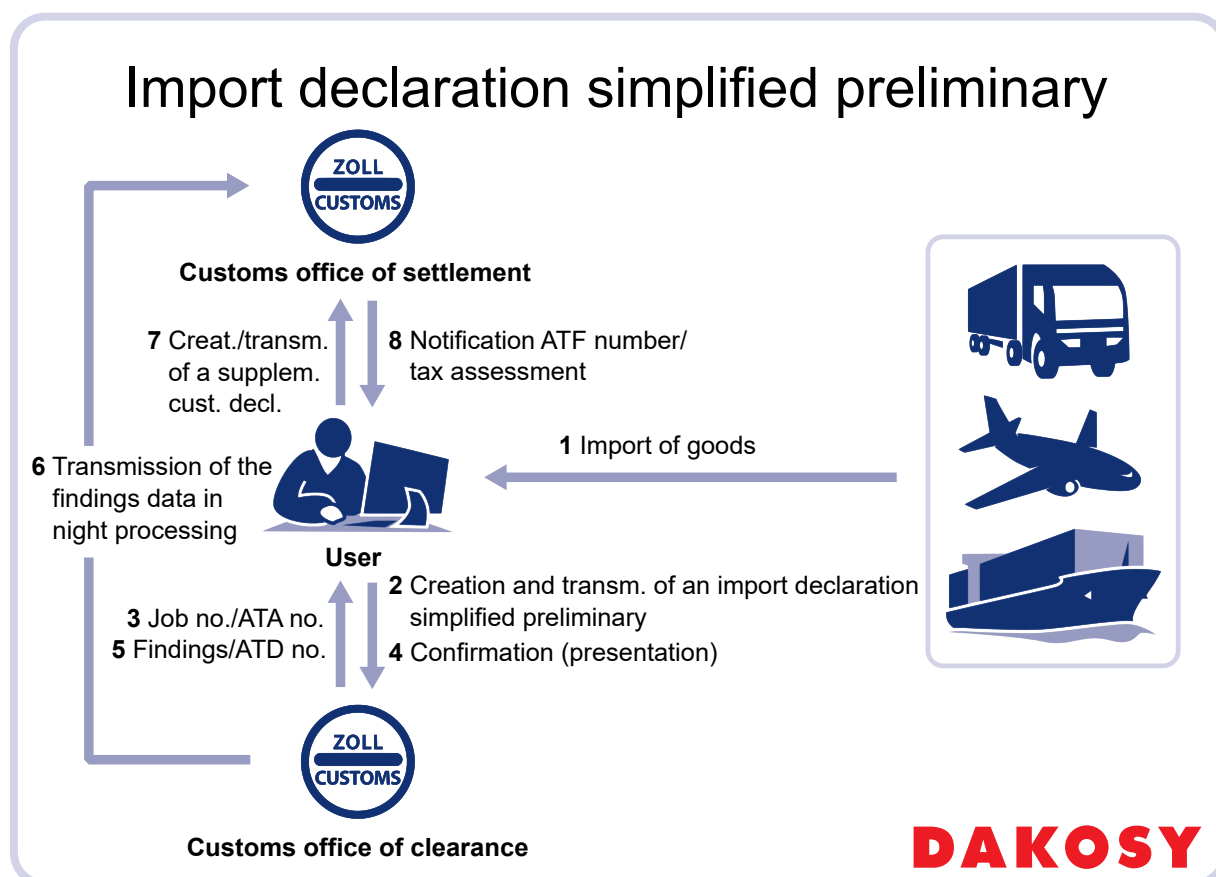


Figure 2: Simplified customs declaration (preliminary)

1. The user receives *non-Community goods* and would like to declare it with an simplified customs declaration (preliminary) and transfer it to free circulation.
2. The user creates an simplified customs declaration (preliminary) and sends it to the customs office of clearance.
3. The user receives a customs decision and an acceptance of the simplified customs declaration with a job number (ATA number) from the customs office of clearance.
4. The user sends a confirmation of the customs declaration to the customs office of clearance und presents therewith the goods.
5. The user receives findings from the customs office of clearance with a registration number (ATD number).
6. In the night-time settlement the findings are transferred by the customs office of clearance to the customs office of settlement.
7. In a defined period the user creates a supplementary customs declaration, in which all declarations with findings can be integrated. The user sends this supplementary customs declaration sends to the customs office of settlement. The D.V.1 data (customs value data) are also sent.

- The user receives an ATF number and, after the end of the settlement period, a tax assessment from the customs office of settlement.

3.1 IPDS - Create import declaration simplified preliminary

This section describes how to create an import declaration simplified preliminary for Germany.


In order to be able to make an import declaration simplified preliminary in accordance with customs law, it was necessary to obtain one of the following authorization from the main customs office:

- An authorization for the simplified customs declaration

You can find out how to enter authorizations in chapter [Create customs authorization](#) on page 17.

- Select the menu entry **Start > customs declaration**.
- In the area **Related actions**, click on the entry **Create customs declaration**. This opens the window **New Customs Declaration**.
- Select the customs procedure **IMPORT**.
- Select the country **DE - Germany**.
- Select the type of customs declaration **IPDS - Import Declaration Simplified Preliminary**.
- Enter a clear **Reference-Number**.



Tip: To automatically generate a consecutive number, click on the  button. The number can be included in a sequence of numbers and/or letters.

- Click on **OK**. This opens the **Customs Declaration DE: IPDS - Import Declaration Simplified Preliminary** tab.
- Fill out the fields of the tab **General**. The mandatory fields can change with the entries you make.




Important: The authorization for the simplified procedure must be deposited with the economic operator.




Tip:


- Here, the mandatory field check for the simplified customs declaration/clearance notification applies. Further details may be required in the EGZ. In order to display the mandatory field check of the EGZ, activate the check box **Full Validation**.
- If the procedure "42" or "63" is indicated, the fields **VAT No. Decl.**, **Tax Office Decl.** and **Buyer in Oth. Member State** must be filled in.

- Click on the tab **Further Details**. The tab opens automatically. Here, you can enter container numbers as well as documents. You can add them using the icon .



Important: The documentation area is not shown as a mandatory field in the **ATLAS** procedure. For customs clearance of "normal" purchase transactions and when specifying a customs value, state the document code **N380** (commercial invoice), the invoice number and the date of the invoice. Failing to provide this information may result in refusals by customs.


- Click on the tab **Preceding Papers**.
- Select the **Prev. Doc. Type**. Depending on the type of previous document, the mandatory fields that must be filled in change.
- Record the previous document number via the icon . This opens an entry mask for recording.


 **Tip:** If completions for the summary declaration (ATB number), the customs warehouse, inward processing or conversion procedure are concerned and these procedures are settled via DAKOSY GE, you can search for the ATLAS registration number via the search function.

13. Click on the tab **DV1**.

Field	Description
D.V.1. Mark, Relation Type	<ul style="list-style-type: none"> Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment. Representation relationship
Buyer/Seller relation type, Relatedness Details	<ul style="list-style-type: none"> Identification of the connection between seller and buyer. For values 1 and 2, you must enter an explanation regarding the connection in the following field. Exact information on the stated connection


You record general data on the customs data declaration on the tab **DV1**. You can record the cost positions in the position or have them shared automatically via cost sharing.

 **Important:** The D.V.1 data is not yet sent to ATLAS in the first step. The data must not be available until the supplementary customs declaration is transmitted. However, you can enter the data in advance.


 **Tip:**

- If you enter data into the field **IATA Airport** or **Place of Dispatch**, this will be transferred into the positions still to be recorded if a new customs declaration is set up. If the fields are left blank, you must fill out the fields in every single position on the tab **Item Details/DV1**.
- If the field **Border Transport Mode** does not have the value **4 - Luftverkehr** and the field **Type of Transport** does not have the value **04 - Flugzeug**, you must fill out the field **Place of Dispatch**.

14. Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed.

15. Click on the icon .
A new position is created.


16. Fill out the mandatory fields for this position.

 **Tip:**

- You can create an article from the field **Article Code**. You can find instructions in section [Create article \(shortcut\)](#) on page 20.
- If you enter a discount beginning with 2, 3 or 4, you must record evidence of direct consignment. To enter evidence of direct consignments, click on the tab **Item Details/Documents** and add the document 4 / 7^{HHF}.
- You can find instructions on how to enter enclosures in section [Enter enclosure \(import\)](#) on page 16.

Field	Description
Section Code	The customs office assigns the department responsible for billing. If no department is stated, a value must be entered, e.g. XX.



17. Click on the tab **Item Details/Further Details**.

 **Tip:**


- If the tobacco tax is paid using revenue stamps for the clearance of tobacco products for free circulation, enter the number on the revenue stamp in the field **Tobacco Duty ID** as a validation mark.
- Handling instructions for the position in the field **Additional Remarks** can be entered.


18. Click on the tab **Item Details/Special Case Data, PV**.


Field	Description
Inward Prov. Value Inc.	The processing fee or the increase in value (based on the currency code) as a basis for calculation of the import VAT upon re-import after outward processing (Sec. 11 UStG (German VAT Act)).


 **Tip:** If the taxes to be charged are to be reduced after outward processing within the framework of differential customs clearance, you can specify the **Charge deduction group** and the **Deduction Amount** via the icon . This is only permitted for procedure code 6121 or 6321 (authorized outward processing).

19. Click on the tab **Item Details/Documents**.

 **Tip:**

- For preference customs payments, specify the proof of preference, for example, a movement certificate. Failing to provide this information may lead to deviations in the collection of customs duties.
- To enter documents for several positions, click on the icon . In the window **Distribute documents** you can enter the documents and assign them to the individual positions.


20. Go to the **Item Details/DV1** tab and record the cost positions with the  icon, depending on the type of transport and delivery condition.

 **Tip:**

- In the simplified procedure, you must first enter the D.V.1 data in the supplementary customs declaration. If you already enter the D.V.1 data in the simplified customs declaration or the clearance notification, you have no need to carry out the step for the supplementary customs declaration.
- Here, costs must only be recorded if the D.V.1 **D.V.1. Mark** was set to the value **1 - Angaben zur D.V.1 vorhanden**.

Field	Description
IATA Airport	IATA code of the departure airport. An entry in this field is considered an application for apportioning air freight costs according to Annex 23/01 CC. The value of the field will be taken from the header data. The air freight costs (charge code LK) will not be apportioned if this field is left blank.
Import Tax Costs (man.)	Other costs factors that are allocated to the ITT costs are entered in this field. This may be necessary in cases of anti-dumping or outward processing, for instance. State the inland transport costs for FOB deliveries in this field.
Import Tax Costs (autom.)	The ITT costs calculated from the D.V.1 data are shown in this field. The value cannot be changed.
Import Tax Costs (Sum)	The sum of the fields Import Tax Costs (man.) and Import Tax Costs (autom.) are shown in this field. The value is transmitted to ATLAS.

**Tip:**

- Enter the data as follows:
 - Enter the **Cost Type 010 - Lieferungskosten bis Ort des Verbringens (Beförderung)** as a surcharge.
 - Enter the **Cost Type 014 - Beförderungskosten nach Ankunft am Ort des Verbringens** as a discount.
 - Enter insurance premiums and loading costs also as a surcharge.
 - Enter anti-dumping customs or customs and taxes for DPP deliveries as a discount.
- If you have costs positions that must be shared among all positions, please use cost sharing. You can find this in every position. You can also access it via the icon .
- You can select the **Rate Type** for the conversion rates.
- If you do not want to send any D.V.1 to customs, but want to use the functionality to calculate the customs value, activate the field **General** on the tab **Calculate Customs Value**.

21. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.
22. To send the customs declaration, click on the entry **Send** in the area **Actions**.



Tip: As long as the customs declaration has not been sent, you can change the declaration type. To change the declaration type, highlight the customs declaration in the overview **Customs declarations** and click on the entry **Actions** in the area **Change Declaration Type**. You can switch between the following declaration types:


- IMDS - Import declaration simplified (final)
- IPDS - Import declaration simplified preliminary

23. Close the customs declaration.
24. Check the customs declaration for responses.



Important: If you have received an error status for your customs declaration, you must remedy the error. You can find instructions in section [Edit error \(customs\)](#) on page 22.



Tip: The view does not update itself. To update the view, click on the icon .

If the customs declaration is free of errors, customs sends a message for the declaration and an ATA number. The status of the customs declaration changes to **Registered**.

25. To reopen the customs declaration, double click on the customs declaration in the overview. This opens the **Customs Declaration DE: IPDS - Import Declaration Simplified Preliminary** tab.
26. In the area **Actions**, click on the menu entry **Confirm customs declaration**.
If the customs declaration is free of errors, customs sends a message for the declaration and an ATA number. The status of the customs declaration changes to **Registered**.



Important: Over night, the addressed customs office forwards the data to the customs office of clearance. The status changes to **Notification Findings**. To be transferred to the supplementary customs declaration, a declaration must have the status **Notification Findings**.

4 IMXS - Create import periodic declaration

This section describes how to create an import periodic declaration for Germany. At **Import Periodic Declaration**, declarations can be examined for their status, a new import periodic declaration can be created or declarations can be added to an existing import periodic declaration.

In order to be able to make a supplementary customs declaration in accordance with customs law, it was necessary to obtain one of the following authorizations from the main customs office:

- An authorization for the clearance notification
- An authorization for the simplified customs declaration
- You can find out how to enter authorizations in chapter [Create customs authorization](#) on page 17.

1. Select the menu entry **Start > Customs Declaration**.
2. Click on the entry **Import Periodic Declaration** in the **Overviews** area.
3. In the area **Overviews**, click on the entry **Periodic declaration monitor**.

This opens the overview **Periodic declaration monitor**.

For declarations with findings, the field **operative date** is filled out with the date of the findings/ notification date. The field remains empty without findings, which is why the settlement period must be left empty when searching for notifications without findings.



Important:

- If you want to process several customs declarations via one supplementary customs declaration, you can only select simplified customs declarations or notifications, but you cannot mix them.
- You can only transfer items with a finding in the supplementary customs declaration. AZ declarations that do not obtain an electronic finding can be set manually to the status required for a supplementary customs declaration.
 1. Change to the Overview **vZA/AZ overview**.
 2. Highlight the declaration and click on the entry **set manual findings** in the area **Actions**.



Tip:


- Enter declarations either with the address code of the declarant or with the customs number of the declarant. The system handles the declaration types differently.
- If you want to transfer several vZA/AZ positions, the values in the following fields must match:
 - **Procedure**
 - **Receiver=Declarant**
 - **Input Tax Reduction**
 - **Declarant**

4. Select one or more vZA/AZ declarations.
 - To select multiple vZA/AZ declarations, press and hold the key Ctrl and select multiple vZA/AZ declarations.
 - To move several consecutive vZA/AZ declarations, select the first vZA/AZ declaration, hold down the key Shift and choose the last vZA/AZ declaration.





Tip: vZA/AZ declaration that have not yet been assigned to a supplementary customs declaration can also be attached to an existing supplementary customs declaration.

5. In the area **Actions**, click on the menu entry **create EGZ**. This is the simplest form of creating a supplementary customs declaration, since the application automatically compiles the declarations.


 **Tip:** Alternatively, you can create an AV/UV supplementary customs declaration from the overview of customs declarations by clicking on the entry **Create new customs declaration** in the area **Related actions**.

This opens the window **New Customs Declaration**.


6. Enter a clear **Reference-Number**.

 **Tip:** To automatically generate a consecutive number, click on the  button. The number can be included in a sequence of numbers and/or letters.


7. Click on **OK**.
This opens the **Customs Declaration DE: IMXS - Import Periodic Declaration** tab.
8. Fill out the fields of the tab **Disposition**. The mandatory fields can change with the entries you make.

 **Tip:** Depending on the selected declarations, the fields are filled automatically.


Field	Description
Message Function	Function of the supplementary customs declaration, for example a complete transmission or supplement.

 **Tip:** You can search for further vZA/AZ declarations. Click on the button **Search**.

9. There are several ways to add a vZA/AZ declarations to the supplementary customs declaration:
 - Highlight the vZA/AZ declarations in the table on the tab **Disposition** and click on the icon →.
 - Highlight the vZA/AZ declarations in the table on the tab **Goods Items** and click on the icon →.

 **Tip:** If the holder of the authorization and the communication participant are not identical, a CUSREC message for manual completion of a declaration cannot be received from the holder of the authorization. This means that the declaration is still offered for transfer to the supplementary customs declaration. Operations for manual completion can be highlighted in the overviews **vZA/AZ overview** and **vZA/AZ items**. Right-click on a declaration or a position and choose the item **set manual findings** or **reset manual completion**.

10. Click on the tab **Goods Items**.
In the left column of the table the vZA/AZ declarations are displayed, which were found on the tab **Disposition** during the search. In the middle column of the table the vZA/AZ declarations are displayed, that have already been transferred.
11. If there are still errors in individual positions, this is displayed in the overview. To edit it, click on the position.
The header data of the vZA/AZ declaration is displayed.
12. Click on the goods position.
13. Enter missing data and correct incorrect entries.

 **Important:** Only items with the status Ready to send in the supplementary customs declaration are transferred to the customs office of clearance.

14. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.
15. To send the customs declaration, click on the entry **Send** in the area **Actions**.
16. Close the customs declaration.
This opens the overview **Periodic declaration monitor**.



Tip: Each transferred position is assigned a **EGZ Reference Number**.

17. Click on the entry **Customs Declaration** in the area **Overviews**.
This opens the overview **Customs declarations**. If the customs declaration is free of errors, customs sends a message for the declaration and an ATF number. The status of the customs declaration changes to **Registered**.
18. Check the receipt data from ATLAS. Positions can be suspended due to errors.
19. Double click to open the supplementary customs declaration.
20. Click on the tab **Messages & Status**.
21. Highlight the row of the table with the incoming message.
The messages for the notification are shown in the area **Message Preview**. The **Head Messages** table shows how many valid positions the supplementary customs declaration has.
22. Check the **Positions Messages** table.



Important: If a position has an error (ERR), the position is rejected completely. You must correct the position and resend it in the supplementary customs declaration with the function 22.

- In case of a warning (WRG) you have to correct the position and send it with the function 36.
- With information (INF), no further actions are necessary.

If the customs declaration is free of errors, customs sends a notification. The status of the customs declaration changes to **Notification Dues**. You can print out the notification sent by customs.


5 Enter enclosure (import)

This section describes how to enter an enclosure for customs declarations in the import customs procedure. An enclosure must always relate to a main packing position, which was entered before the enclosure.

You have opened an import customs declaration for which an enclosure is to be entered.

1. Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed.
2. Because an enclosure position always has to refer to a main packing position, you have already entered at least one position for which the fields have been filled out as follows:

Field	Description
Net Weight	Net mass of the main packing position
Grossweight	Total gross mass of the package/packages, including the enclosure
1st Package: Pieces	Number of the package/packages. The value must be greater than 0.
Type	Code for the type of packaging.
Marks	Marking of the package/packages.

3. To add an enclosure position, click on the  icon.
A new position is set up.
4. Fill in at least the mandatory fields of the enclosure position.

Field	Description
Net Weight	Net mass of the enclosure position
Grossweight	The field must remain empty.
1st Package: Pieces	The field must remain empty.
Type	The field must remain empty.
Marks	The field must remain empty.

5. If required, fill out the other positions.
6. In the area **Actions**, click on the entry **Save**.

6 Create customs authorization

This section describes how to create an authorization. An authorization is created for an economic operator.



Restriction: To create an authorization, you need at least the authorization **CustomsAuthorization > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Customs Authorizations**.
4. To set up a new authorization, click on the icon **+**.
This opens the **Customs authorization** tab.
5. Fill out at least the mandatory fields. You will find all necessary information in your authorization from customs.

Field	Description
Country	Country for which the authorization was granted
Authorization-number	<p>Number of customs authorization. Enter the authorization number without any special characters or spaces. The format for a German customs authorization number (12 characters) is:</p> <ul style="list-style-type: none"> • Nationality code "DE" (2-characters) • Office number (4-digit) • ID (2 characters) • Consecutive number (4 digits) <p>The new format for an UZK authorization (17 characters) is:</p> <ul style="list-style-type: none"> • Nationality code "DE" (2 characters) • Type of authorization (3 characters) • Office number (4-digit) • ID (1 character) • Consecutive number (7 digits)
procedure type	Type of procedure for which the authorization was granted
Type	Superior category of procedure for which the customs authorization was issued
Description	Free description of customs authorization
Valid From	Time from which the authorization or restriction is valid
Valid To	Time until which the authorization or restriction is valid



Important: Enter the authorization number without any slashes.




Tip: If you enter a customs office, this will be used for all customs places. Leave the field blank and enter the customs office for the specific customs place if all custom places are allocated to different customs offices.

6. You can determine the customs places for the export customs procedure and NCTS as well as generally available customs places for the Netherlands or Austria. Proceed as follows to enter a new custom place:

- a) Click on the icon + in the **Customsplaces** table.
The window **Edit a Customsplace** opens.
- b) Enter the customs place code which you have received from customs with your authorization in the field **key**.
- c) Fill out at least the mandatory fields.

Field	Description
Type	Type of customs place
Key	Code issued by customs for the customs place.
Customs office	Entry of the office number at the customs office competent for the customs place.
Postal address	Address of the customs place
Description	Free text field for description of the customs place

 **Tip:** If you have not entered a customs office during authorization or the customs office is different to the custom place, enter the customs office.

- d) Click on the button **OK**.
The customs place is shown in the table.
7. You can set periods for the NCTS customs procedure. Depending on the specified period, the field **Presentation date** in NCTS dispatch (NCD) is filled. Proceed as follows to enter a new period:
- a) Click on the + icon in the **Deadlines** table.
The window **Deadline** opens.
 - b) Enter a value from 0 to 365 in the **Deadline in days** field.
 - c) Periods can be processed depending on other fields. If required, fill out the fields **Customs office**, **Destination country** or **OrgUnit**.
 - d) Click on the button **OK**.
The period appears in the area **Deadlines**.
8. Enter the restrictions on your authorization in the tab **Restrictions**.
9. In the area **Actions**, click on the entry **Save**.
The authorization appears on the **Trader/Customs Authorizations** tab.

7 Create article

This section describes how to create an article.

1. Select the menu entry **Maintenance > Commodity codes**.
This opens the overview **Commodity codes**.
2. In the area **Actions**, click on the menu entry **Create commodity code**.
This opens the **Commodity codes** tab.
3. Fill at least all of the mandatory fields out on the **General** tab.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the Article Code field.
Volume per package	Volume per parcel

4. You have the option to enter translations for the goods description. To add a new translation, proceed as follows:
 - a) Click on the **+** icon in the **Goods description (Translations)** area.
The window **Edit translation** opens.
 - b) Fill out the fields **Language** and **Translation**.
 - c) Click on the button **OK**.
The translation is shown in the **Goods description (Translations)** area.
5. To enter dangerous goods data for the article, click on the tab **Dangerous** and fill in the fields.
6. To enter data for the shipment, click on the **Cargo** tab and fill out the fields.
7. To enter data for customs declarations, click on the **Customs** tab.




Tip: If you fill out the **Customs goods description** field, the goods description for customs declarations will be taken from this field. If you do not fill out this field, the commodity description will be taken from the tab **General**.

8. To enter goods numbers for customs procedures in different countries, proceed as follows:
 - a) Click on the flag of the relevant country in the **Customs tariff numbers** area. Depending on the settings, not all countries are visible.
The window **Edit a Tariff number** opens.
 - b) Fill out at least the mandatory fields.
 - c) Click on the button **OK**.
The goods number is shown in the **Customs tariff numbers** area with the relevant country code.

9. You have the option to enter translations for the customs goods description. To add a new translation, proceed as follows:
 - a) Click on the + icon in the **Customs goods description (Translations)** area.
The **Edit translation** window opens.
 - b) Fill out at least the fields **Language** and **Translation**.
 - c) Click on the button **OK**.
The translation is shown in the **Customs goods description (Translations)** area.
10. You can enter documents for customs declarations. To enter documents, proceed as follows:
 - a) Click on the tab of the relevant land.
 - b) Click on the tab **Documents**.
 - c) Click on the icon +.
The window **Edit a document** opens.
 - d) Fill out at least the mandatory fields.
 - To enter further documents, click on the **Add** button.
 - To complete the entry, click on the button **OK**.

The document is shown in the table.

You can find an overview of the documents entered on the **Customs/Documents** tab.

 **Tip:** If you select the article in a customs declaration, the documents stored will be adopted in the customs declaration.

11. To enter data for the import or the customs warehouse Germany, click on the **Germany** tab and fill out the fields.
12. In the area **Actions**, click on the entry **Save**.
The article is shown in the overview **Commodity codes**.

7.1 Create article (shortcut)

This section describes how to create an article using the shortcut.

1. Select the menu entry **Maintenance > Commodity codes**.
This opens the overview **Commodity codes**.
2. In the area **Actions**, click on the menu entry **New (Quick)**. Alternatively, you can select an article from the data of a customs position.
 - a) Right click in the **Article Code** field.
 - b) Select the menu entry **Create article** from the context menu.
The window **Edit article** opens. If you created the article from a customs position, the values in the fields filled out are adopted in the window. You can overwrite the values.
3. Fill out at least the mandatory fields.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.

Field	Description
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the Article Code field.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Inventory unit	Measurement units in which the items are kept in the inventory of the customs warehouse.
Batch management required	If the check box is activated, the article must be handled as a batch.
Tariff no.	8-digit customs tariff number of the combined nomenclature/tares
Tarice	The 9th and 10th Digit in the customs tariff number (TARIC)
National	11th, purely national digit in the overall customs tariff number
Valid from	Date from which the goods number may be used.
Valid to	Date until which the goods number may be used.
Supplement	The additional code depends on the commodity number. Additional codes may refer to current trade policies or technical customs procedures that are missing in the <i>Electronic Customs Tariff</i> .

4. You have several options:

- To save the article and enter another article, click on the **Save & New** button.
- To save the article, click on the **Save** button.
- To abort the creation of an article, click on the **Cancel** button.

The article created is shown in the overview **Commodity codes**.

8 Edit error (customs)

This section describes how you can find and remedy errors using the example of a customs declaration.

Erroneous customs declarations are recognisable in the overview **Customs declarations** by the status in the column **Status**. The statuses have different names according to the type of customs declaration.

1. To open the incorrect customs declaration, double-click on the customs declaration.
The customs declaration is opened in a new tab.

2. Click on the tab **Customs System Messages&Status**.

3. Highlight the row of the table with the incoming message.

The messages are shown in the area **Message Preview**.

The responses have different weightings.

- Errors (**Error**) – Customs has refused the declaration because it contains errors.
- Warning (**Warning**) – Customs informs you of an error that has not resulted in the declaration being refused.
- Information (**Information**) – Customs has sent a message.

The details of the message are shown in the column **Text**.

4. Double-click on the row with the message text.

Depending on the type of error, a window with additional information on the error will open.

5. You now have the following options:

- Remedy error, save customs declaration and resend.
- Remedy errors at a later point.

8.1 Edit incorrect supplementary customs declaration

This chapter describes how to edit incorrect supplementary customs declaration.

1. Select the menu entry **Maintenance > Periodic declaration Overview**.
2. In the area **Overviews**, click on the entry **Periodic declaration Overview**.
This opens the overview **Periodic declaration Overview**. The supplementary customs declarations of the current month are displayed.



Tip:

- You can change the search criteria. To start the search, click on the button **Search**.
- You can recognise an incorrect supplementary customs declaration by the error status in the column **Status**.

3. To open an incorrect supplementary customs declaration, double-click the list entry.
4. Click on the tab **Messages & Status**.
5. Highlight the row of the table with the incoming message.
The messages for the notification are shown in the area **Message Preview**. The **Head Messages** table shows how many valid positions the supplementary customs declaration has.



Tip: Check the **Positions Messages** table. If an error (ERR) occurred, the position was rejected completely. The position must be corrected and transmitted again in the supplementary customs declaration using the "22" **Message Function**. With a warning (WRG) the position must be corrected and transmitted with the "36" **Message Function**. With information (INF), no further actions are necessary.


6. Click on the tab **Disposition**.
7. Change the value in the field **Message Function**.
8. Click on the tab **Goods Items**.


The incorrect position is selected in the **All Items** overview.

9. Double-click the incorrect position.
The position data of the incorrect position opens.
10. Correct the mistakes.
11. In the area **Actions**, click on the entry **Save**.
12. In the area **Actions**, click on the menu entry **Send**.
13. Close the customs declaration.

9 Print/fax/mail document

This section describes how you print or fax a document or create it as a pdf file. You can request several documents at the same time; these are then combined to form one file when creating the pdf.

1. Click on the entry **Actions** in the area  **Actions print**
The window **Reprint** will open.


 **Tip:** You can also print older messages for a customs declaration. For instructions on how to print a message, see section [Print/fax/mail message](#).

2. Highlight the form or document in the area **Available Document Types**.

Field	Description
Available Document Types	<p>The table is only shown if there are several types of document for the highlighted document.</p> <ul style="list-style-type: none"> • Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. • Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column Timestamp. The documents can also be found in the document filing.


3. Highlight the check box for the issue and enter the necessary data, such as an email address.

Field	Description
Preview	Prints or opens the document as a pdf document.
Save document	The document is stored.
print	If one (or several) printers have been defined and set up for the company by DAKOSY, the selection print will be displayed. The document is printed directly on the relevant printer.
Fax	The document is being sent as a fax.
Email	The document is sent as a pdf file in an attachment to an email.

 **Tip:** Alternatively, open the form or document as a pdf file by double clicking on it.

The appropriate columns **Name**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

4. Highlight a further document type and repeat the previous step.
5. In order to create the documents, click on the button **OK**.

 **Tip:** If you print a customs form, please pay attention to the size of the form on the print-out. Some customs offices do not accept any print-outs which are not identical to the original form. To print out a PDF file of the correct size from Adobe Acrobat Reader, activate the **Custom Scale** option with the value **100 %** in the **Page Sizing & Handling** area of the print dialogue.

10 Contact information

You will find contact information in this section.

In case of specific questions, please contact the customs office competent for you. Further contact possibilities:

Questions on DAKOSY GE

- Contact partner: DAKOSY service desk
- Telephone: [+49 \(0\)40 3786 0990](tel:+49(0)4037860990)
- Email: servicedesk@dakosy.de
- [Contact form](#)

Specific questions on customs

- Contact partner: Central information customs
- Telephone: [+49 \(0\)351 4483 4520](tel:+49(0)35144834520)
- Email: info.gewerblich@zoll.de

Specific questions ATLAS

- Contact partner: Service Desk ITZBund
- Telephone from within Germany: [0800 8007 5451](tel:080080075451)
- Telephone from outside Germany: [+49 \(0\)69 2097 1545](tel:+49(0)6920971545)
- Email: servicedesk@itzbund.de