NCTS Germany 1.13

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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 Opening NCTS in a standard procedure

This chapter describes opening a NCTS procedure in a standard procedure.

The sender submits a transit declaration at the customs office of departure either in paper form (in which case the customs office will enter the data into the system) or electronically. You can create electronic declarations at the customs office or at the operators' business. Regardless of its form, the declaration must contain all stipulated information and comply with system specifications, since the system checks and encrypts the information automatically.

The system shows any discrepancies in the information. The operator is notified so that he can make the required corrections and the declaration can be accepted. The commodities are transferred for shipment as soon as the checks at the customs office of departure or at the sender's business have been carried out and the collateral deposited. The process gets a one-off registration number, the Movement Reference Number (MRN) upon transferral.

After transferral, you can print out the transit accompanying document and the list of positions, which must be carried together with the commodities during transit and submitted to each transit customs office as well as to be presented to the office of destination. The customs office of departure sends an AAR message to the office of destination. This message contains information from the declaration and enables the office of destination to control the goods after the arrival. The office of destination requires that the information on the transit procedure be as good as possible so that it can make an informed decision on which measures must be taken when the goods arrive. If a border must be crossed at a transit customs office, the customs office of departure will send an advance transit notification so that every transit customs office is informed of the commodities consignments in advance and can carry out the required checks upon their arrival.

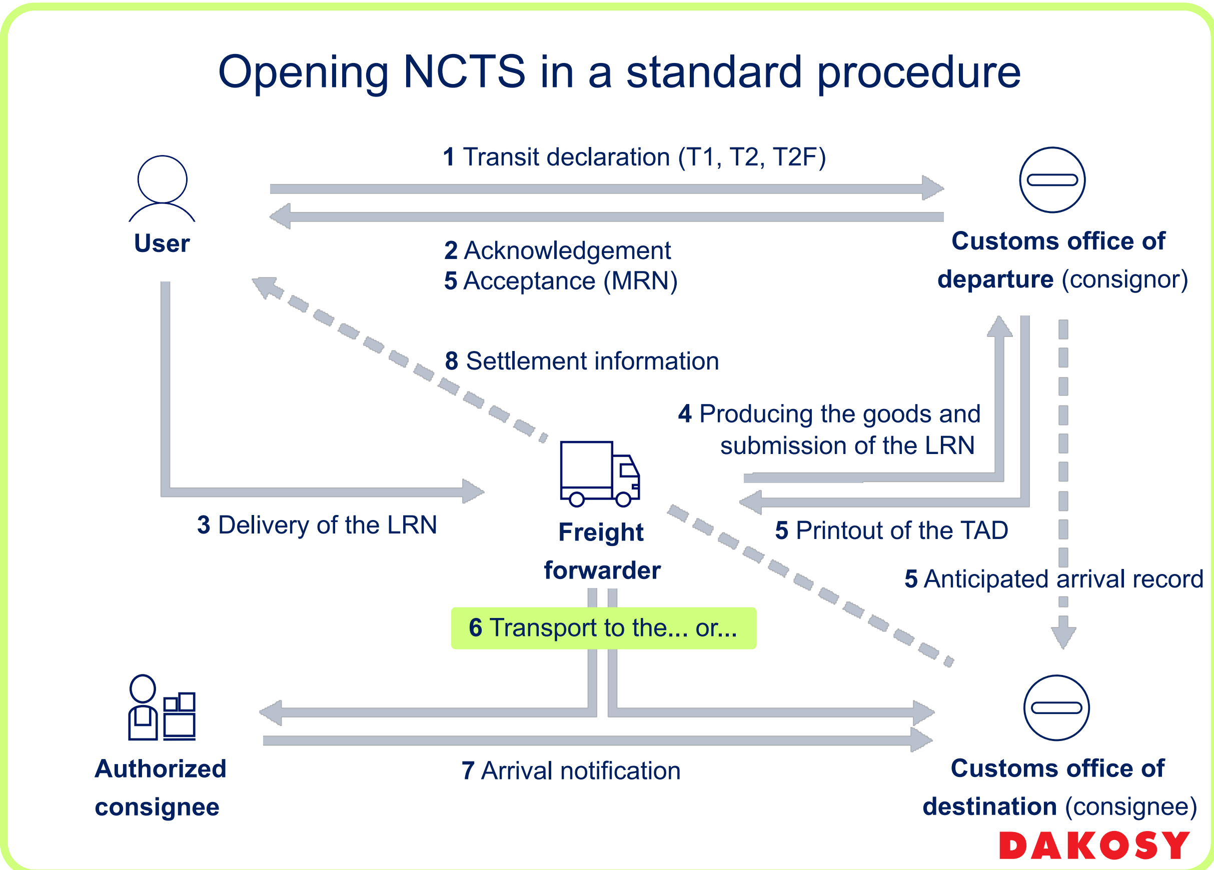

Figure 1: Opening a transit document in standard procedure

1. The user creates a transit declaration and sends this to the customs office of departure.
2. The user receives an acceptance and job number from the customs office of departure.
3. The user gives the job number to the freight forwarder along with the commodities.

4. The freight forwarder drives to the customs office of departure with the job number and presents the commodities there physically.
5. The freight forwarder receives the transit accompanying document (TAD) at the customs office of departure. The customs office of departure sends an AAR message to the office of destination. The user receives an MRN number from the customs office of departure.
6. The freight forwarder takes the commodities and the TAD to the consignee. This can be the office of destination or authorized consignee.
7. The customs office of departure sends an arrival notification to the office of destination.
8. The user receives from the office of destination an automatically generated settlement information.

2 Opening NCTS in a simplified procedure

To create the transit declaration in a simplified procedure, there must be an authorization as authorized consignor by the central customs office.

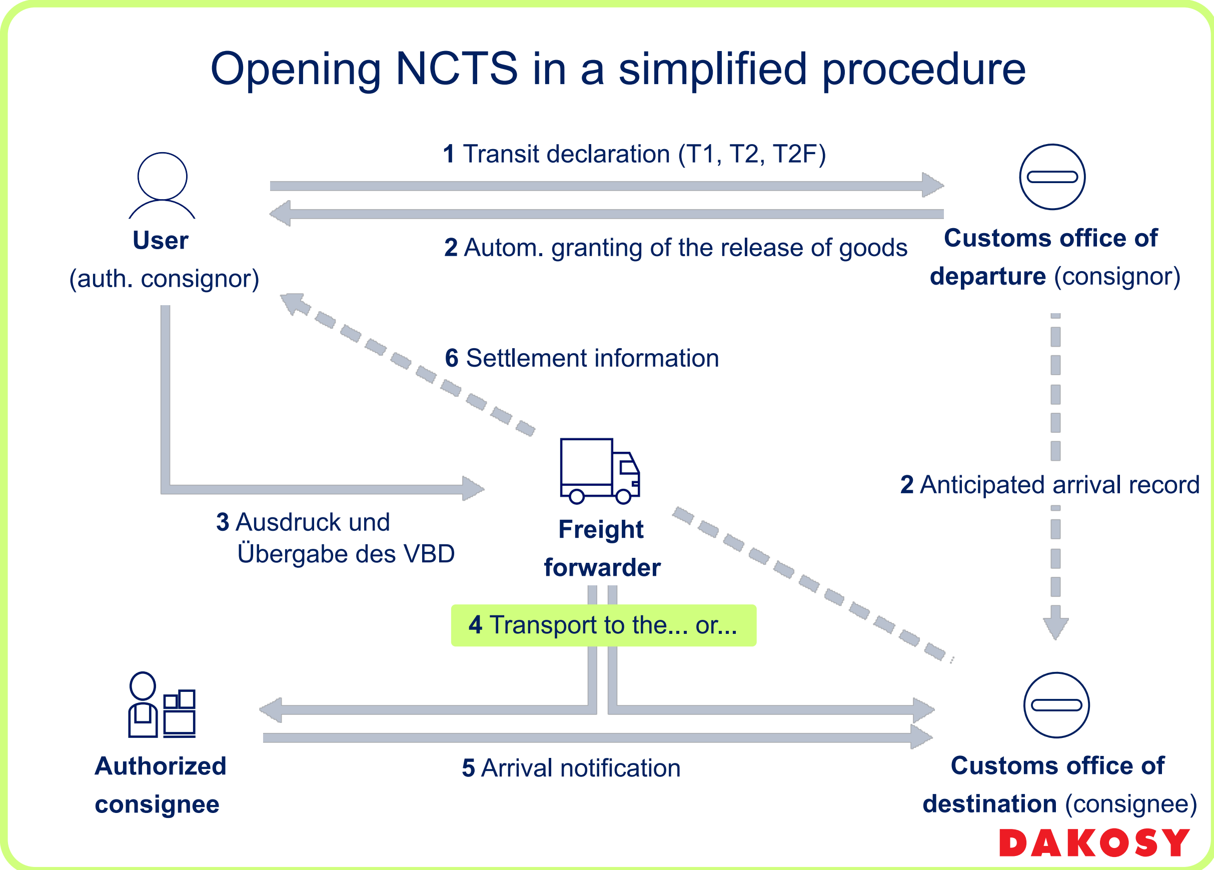

Figure 2: Opening a transit document in a simplified procedure

1. The user (*authorized consignor*) creates a transit declaration and sends this to the *customs office of departure*.
2. The user is granted transfer automatically by the customs office of departure together with the *transit accompanying document (TAD)*. At the same time, the customs office of departure sends an *arrival notification* to the *office of destination*.
3. The user gives the TAD and the commodities to the freight forwarder.
4. The freight forwarder takes the commodities and the TAD to the consignee. This can be the office of destination or an *authorized consignee*.
5. The customs office of departure sends an arrival notification to the office of destination.
6. The user receives from the office of destination an automatically generated settlement information.

The authorized sender is released from his guarantee when the settlement information is received.

3 NCD - Create NCTS departure declaration for Germany

This chapter describes how to create an NCTS transit for Germany.

The prerequisites under customs law for participating in a simplified procedure are:

- You must be an authorized sender (ZV).
- You must have a customs authorization from the central customs office. You can find instructions on an authorization in the chapter *Create customs authorization* on page 12.
- Generally, a guarantee must be deposited at the customs office for the customs authorization. You can find instructions for the saving a guarantee in the chapter *Create guarantee account* on page 14.

1. Select the menu entry **Start** > **Customs Declaration**.
2. In the area **Related actions**, click on the entry **Create new customs declaration**.
   This opens the window **New Customs Declaration**.
3. Select the customs procedure **NCTS**.
4. Select the country **DE - Germany**.
5. Select the type of customs declaration **NCD - NCTS Departure 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: NCD - NCTS Departure Declaration** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change according to entries.

Field	Description
Total Gross Weight	If you deactivate the **Calculate from Positions** check box, the field **Total Gross Weight** is blocked for entries. The overall gross mass for all goods positions is shown in kilograms. If you deactivate the **Calculate from Positions** check box, you can fill out the **Total Gross Weight** field manually.
Departure customs office	Enter the office number of the competent customs office where the transport starts.
Destination customs office	Entry of the office number of the competent customs office where the transport terminates.
Shipping country	Code for the country of consignor
Destination country	Code for the country of destination
Type of declaration	Selection of the type of declaration
Simplified procedure	Is it a simplified procedure?
Procedure owner	Address of the principal
Consignor	Address of the sender of the goods
Consignee	Address of the recipient of the goods
Conveyance departure license	Licence plate of mode of transport upon dispatch

Field	Description
Conveyance departure nationality	Nationality of the mode of transport upon dispatch

Important: To record an NCTS transit in simplified procedure, select the value **Yes** in the field **Simplified procedure**. The fields **Presentation date**, **permit number** and **Authorized CustomsPlace, Warehouse** become mandatory and must be filled out.

Tip:

- The field **Presentation date** can be calculated automatically by means of a specified period for resubmission. The presentation date is calculated from the current date and the period in days. You must specify the period in the corresponding authorization, if necessary depending on the fields **Customs office**, **Destination country** or **OrgUnit**. For instructions on how to set periods, see section *Create customs authorization* on page 12.
- To record a carnet TIR, select the value **TIR** in the field **Type of declaration**. Enter the Carnet TIR book number in the field **ID Holder TIR**.

9. To enter a guarantee, proceed as follows:

a) Click on the tab **Securities**.
b) Click on the icon +.
   The window **Edit securities** opens.
c) Fill out at least the mandatory fields.
d) Click on the button **OK**.
   The collateral is shown in the table.

10. To enter closures, click on the tab **Closures**. You have several options.

- To enter a closure, click on the + icon. The window **add seal** opens. Fill out at least the mandatory fields. To enter another closure, click on the **Add** button. To complete the entry, click on the button **OK**. Fill in the fields **Type of Seals** and **Number of seals**.
- To take several closures from seal management, right click on the **Number of seals** field. Click on the menu entry **Automatic seal allocation**. Fill out the **chargenumber of seal** field and click on the **Search** button. Highlight the desired closures by clicking on them. Click on the button **OK**. Fill in the fields **Type of Seals** and **Number of seals**.

The closures are shown in the table.

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

12. Click on the icon . Alternatively, you can use the quick recording function.

a) Click on the icon .
b) Fill out the mandatory fields for this position. You can also record completions.

   - To record further positions, click on the button **Add**.
   - To complete the entry, click on the button **OK**.

A new position is set up.

13. Fill out the mandatory fields for this position.

Field	Description
Description	Description of goods
1st Package: Pieces	Number of parcels of the position
1st Package: Type	Code of the packaging type
1st Prec. Paper: Type	Selection of the code for the first previous document. You can enter additional previous documents on the following tabs.

Field	Description
1st Prec. Paper: Reference	Reference of the previous document

Tip:

- You can create an article from the field **Article Code**. You can find instructions in section *Create article (shortcut)* on page 16.
- You can find instructions on how to enter enclosures in section *Enter enclosure (NCTS)* on page 7.

14. Fill out the field **Type**.

Tip:

- If there has been no preliminary procedure before the NCTS transit, fill out the field **Type** with the value **OHNE**. If the commodity is in temporary storage, select the value **ATNEU**. Record the completions.
- To complete the customs warehouse in the NCTS transit, select the value **AT-ZL** in the field **Type**.

15. To record completions, click on the tab **Item Details/SumA Completions**. You have several options.

- To search for own summary declaration custodies, enter search criteria. Click on the button **Search**. You can take any existing summary declaration custodies from the table **Depositing** with the buttons › or ». To change the number of parcels for the summary declaration custody, click on the icon ✎. Click on the button **OK**.
- To record foreign deposits, activate the control box **Foreign Depositing**. Click on the icon +. The window **Completed Portion** opens. Fill out the fields and click on the button **OK**.

16. To enter documents, click on the tab **Item Details/documents**. Click on the icon +. To record further documents, click on the button **Add**. To save the entry, click on the button **OK**.

Tip: For a Carnet TIR, enter the document **952 - Carnet TIR** with the Carnet TIR book number in the field **Reference**. The number must have the same form as on the tab **General**.

17. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.

18. To send the customs declaration, click on the entry **Send** in the area **Actions**.

Tip: In the overview **Customs declarations** you can highlight several customs declarations and send them simultaneously via the context menu.

19. Close the customs declaration.

20. 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 19.

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

- If a simplified procedure is concerned and the customs declaration is free of errors, customs sends a transfer with an MRN number. The status of the customs declaration changes to **Release for Transit**.
- If it is a standard procedure and the customs declaration is free of errors, customs sends a receipt with a job number. The status of the customs declaration changes to **OK**.

3.1 Enter enclosure (NCTS)

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

You have opened a transit 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. The value **NE** may not be selected. If it concerns a vehicle, select the value **VN**.
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 may remain empty.
1st Package: Pieces	The value must be `0`.
Type	Package type The value **NE** may not be selected.
Marks	Same marking as in the main packing position.

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

4 NCTS completion in standard procedure

This chapter describes how the standard procedure is completed with an NCTS procedure.

Upon their arrival, the commodities must be presented to the office of destination with the transit accompanying document TAD and, as the case may be, the list of positions. Since customs already received the AAR message, it has all information pertaining to the consignment and can therefore decide in advance which checks are necessary.

By entering the Movement Reference Number (MRN) into the system, the AAR message is issued automatically, which is the basis for all further measures or checks; at the same time, an arrival notification is sent to the customs office of departure. As soon as the relevant checks have been carried out, the office of destination sends the results of the check to the customs office of departure together with the notification of the check results, which contains any irregularities found. This notification of check results is required to carry out the transit procedure and release the collateral deposited. If the consignment passes through a transit customs office, the commodities must be presented to customs together with the transit accompanying document TAD and, as the case may be, the list of positions.

The advance transit notification which is already in the system is automatically retrieved when the MRN is entered, so that the transit customs office can allow the consignment to cross the border on this basis. At the same time, the notification of border crossing is sent to the customs office of departure. If the commodities pass through a different transit customs office than the one stated, the notification originally sent to this customs office does not have any effect. In such cases, the actual transit customs office must request the advance transit notification by means of a message so that it can obtain the relevant information.

After the check, the actual transit customs office sends the border crossing notification to the customs office of departure. The commodities may also be presented at a different office of destination to the one stated. In such cases, the actual office of destination will request the arrival notification from the customs office of departure so that it has the required information on the commodities consignment. If the transit office or office of destination changes, the messages sent to the registered offices will not be answered. Therefore, the system will automatically send messages to the registered offices, informing them of where and when the commodities were actually presented, so that they can process these notifications (notifications within the European customs administration).

5 NCTS completion in a simplified procedure

This chapter describes the completion of the NCTS procedure in the simplified procedure.

If the prerequisites under customs law for participating in a simplified procedure have been fulfilled and the central customs office has granted the relevant permit, NCTS gives the authorized recipients the following options:

- receive the commodities and the accompanying documentation directly at their place of business.
- Transmit the arrival notification to the arrival notification electronically.
- The other messages with the authorization to unload the commodities, as well as the customs notification on the results of unloading, are obtained electronically and transmitted to it.

After processing reception, the recipient receives temporary storage information.

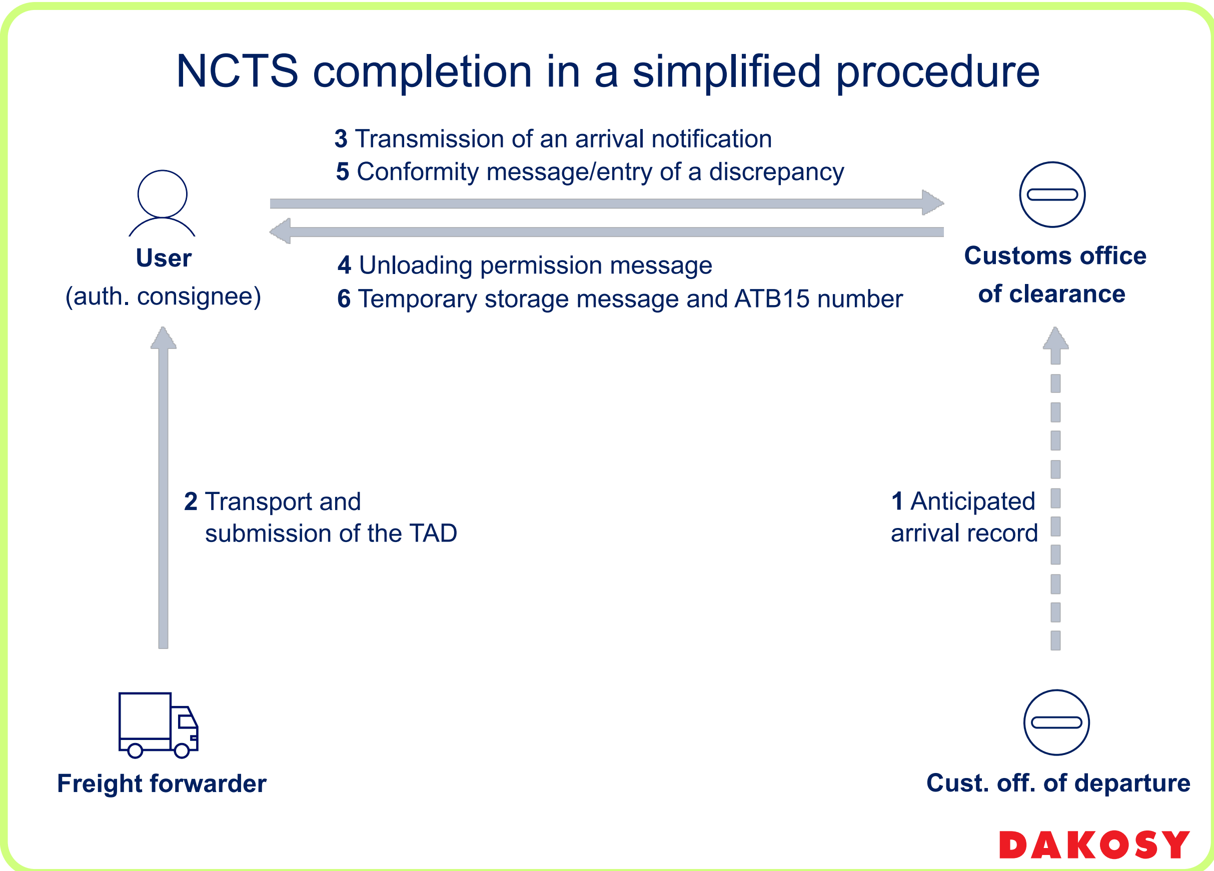

Figure 3: Completing a transit document in a simplified procedure

1. The customs office of departure sends an AAR message to the customs office of clearance.
2. The freight forwarder takes the commodities and the TAD to the user.
3. The user creates a arrival notification and sends it to the customs office of clearance.
4. The user receives commodities data from the customs office of clearance.
5. The user creates a conformity message or records a discrepancy and sends this to the customs office of clearance.
6. The user receives a temporary storage message and the ATB15 number from the customs office of clearance.

6 NCNA - Create NCTS arrival notification for Germany

This chapter describes how to create a NCTS arrival notification for Germany.

The prerequisites under customs law for participating in a simplified procedure are:

- You must be an authorized consignee (ZE).
- You must have a customs authorization from the central customs office. You can find instructions on an authorization in the chapter *Create customs authorization* on page 12.
- Generally, a guarantee must be deposited at the customs office for the customs authorization. You can find instructions for the saving a guarantee in the chapter *Create guarantee account* on page 14.

1. Select the menu entry **Start** > **Customs Declaration**.
2. In the area **Related actions**, click on the entry **Create customs declaration**.
   This opens the window **New customs declaration**.
3. Select the customs procedure **NCTS**.
4. Select the country **DE - Germany**.
5. Select the type of customs declaration **NCNA - NCTS Arrival Notification**.
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: NCNA - NCTS Arrival Notification** tab.
8. Fill out the fields of the tab **general**. The mandatory fields can change according to entries.

   > **Tip:** If an incident occurs, e.g. an accident that has already been recorded by the authorities, activate the check box **Event occured**.

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

    > **Tip:** In the overview **Customs declarations** you can highlight several customs declarations and send them simultaneously via the context menu.

11. Close the customs declaration.
    If the customs declaration is free of errors, customs sends an unloading permit. The status of the customs declaration changes to **Licence To Unload**.

    > **Tip:** The expiry of the deadline for re-presentation does not trigger a summary declaration procedure in ATLAS after the unloading comment (NCNU) has been sent and the NCTS procedure is not completed. If the deadline for re-presentation has expired, the status of the customs declaration changes to **Licence To Unload Presentation Date Expired**. Please contact your competent customs office.

12. To reopen the customs declaration, double click on the customs declaration in the overview.
    This opens the **Customs Declaration DE: NCNA - NCTS Arrival Notification** tab.
13. Click in the area **Appliance** on the entry **Unloading Remarks**.
    This opens the **Customs Declaration DE: NCNU - NCTS Unloading report** tab.
14. Fill out the fields. You have several options.
    - To register receipt-compliant, activate the control box **Conform flag** and **closure Ok**.
    - To register a different volume upon receipt, do not activate the control box **Conform flag**. Fill out the field **Explanation discrepancy**. Click on the tab **Goods Items**. Click on the position

with a different volume. In the field **Status**, select the value **Different**. Amend at least the entries in the fields **Net Weight** and **1st Packagecount**.

- To register a missing position upon receipt, do not activate the control box **Conform flag**. Fill out the field **Explanation discrepancy**. Click on the tab **Goods Items**. Click on the missing position. In the field **status**, select the value **Missing**.
- To register another missing position, do not activate the control box **Conform flag**. Fill out the field **Explanation discrepancy**. Click on the tab **Goods Items**. Click on the icon . The value **Create new customs declaration** will be displayed in the field **Status**. Fill out at least the mandatory fields.
- To register a defective cap upon receipt, do not activate the control box **closure Ok**. Fill out the fields **Explanation discrepancy** and **Unloading remark**.
- To register an incident upon receipt, select the value **Yes** in the field **Has Event**. Click on the tab **All events**. Click on the icon . Fill out at least the mandatory fields.
- To revoke an incident that was registered with the arrival notification, select the value **Revocation** in the field **Has Event**. Click on the tab **All events**. Click on the icon . Fill out the field **Facts and activities**.

15. In the area **Actions**, click on the entry **Save**.
16. In the area **Actions**, click on the menu entry **Send**.
17. Close the customs declaration.
18. 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 19.

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 an temporary storage message. The status of the customs declaration changes to **Depositing**.

7 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	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: • Nationality code “DE” (2-characters) • Office number (4-digit) • ID (2 characters) • Consecutive number (4 digits) The new format for an UZK authorization (17 characters) is: • 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.

8 Create guarantee account

This chapter describes how to create a guarantee account for an economic operator.

Restriction: To create a guarantee account, you need at least the authorization **CustomsGuaranteeAccount** > **create**.

1. Select the menu entry **Maintenance** > **Economic Operator (Customs)**.
2. Open the economic operator by double clicking.
   This opens the **Economic Operator** tab.
3. Click on the tab **Customs Guarantees**.
4. To set up a new guarantee, click on the + icon.
   This opens the **Accounts of Guarantees of Customs** tab.
5. Fill out at least the mandatory fields.

Field	Description
Account GRN	Account number of guarantee account, as stated on the authorization.
Type	Type of guarantee account, as stated on the customs authorization.
Name	Name of guarantee account (may be freely chosen)
Reference Amount	The bookable amount. If the reference amount is exceeded, a warning is issued.
Overdraft-Released	Indicator of overdraft approval. To exceed your security amount, activate the check box.
Single Booking Limit	Maximum amount for an individual booking
Valid From	Date as of which the guarantee account may be used. Use the field to avoid overlapping time periods in case the account is changed.
Valid To	Date until which the guarantee account may be used. Use the field to avoid overlapping time periods in case the account is changed.

6. Enter at least one access code. To enter an access code, please proceed as follows:
   a) Click on the + icon in the **Access-Codes** table.
      The window **Add Access-Code** opens.
   b) Fill out at least the mandatory fields.

Field	Description
Code	Access code for the guarantee
Default	If the access code should be adopted as standard, activate the check box.
Valid From	Time from which the access code is valid.
Valid To	Time until which the access code is valid.

   c) Click on the button **OK**.
      The access code is shown in the table.
7. In the area **Actions**, click on the entry **Save**.
   The guarantee account appears on the **Trader/Customs Guarantees** tab.

9 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**.

9.1 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 *Electronic Customs Tariff*.

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**.

10 Enter the completions customs warehouse

This section describes how to record completions for the customs warehouse.

You have opened an customs declaration for which one or several completions for customs warehouses are to be entered.

1. Click on the tab **Warehouse Completions**.
2. Click on the icon .
   The window **Inventory** opens.
3. To restrict the display of inventory data, enter search criteria. Click on the button **Search**.
   The inventory data is shown in the table.
4. You have several options:
   - To select a registration number, highlight the registration number in the table.
   - To select multiple registration numbers, press and hold the Ctrl button and highlight several registration numbers.
   - To select multiple consecutive registration numbers, highlight the first registration number, press and hold the Shift button and select the final registration number.

   Tip: If you activate the **Create positions** check box, the application automatically creates a position in the customs declaration for each row which is highlighted.
5. Click on the button **OK**.
   The window **Reservation adjustment** opens.
6. If required, change the value in the **reservation quantity** field and click on the **OK** button.
   The field **Authorization-number** is filled out. The completions are shown in the table.
7. Alternatively, you can enter a registration number. To enter a registration number, proceed as follows:
   a) Fill out the field **Authorization-number**.
   b) Click on the icon +.
      The window **Entrepot-Exit** opens.
   c) Fill out at least the mandatory fields.
   d) To enter another registration number, click on the **Add** button and repeat the above steps until you have entered all registration numbers.
   e) To finish the data entry and save the completions, click on the **OK** button.
      The completions are shown in the table. The inventories selected are reserved.

11 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.

12 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* on page 20.

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

Field	Description
Available Document Types	The table is only shown if there are several types of document for the highlighted document. • 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.

12.1 Print/fax/mail message

This section describes how you print a message, for example a processing message (CUSREC). You can also fax the message or create it as a pdf file.

The print dialog *Print/fax/mail document* auf Seite 20 is based on the current database of the customs declaration. To print multiple incoming messages, a print per message receipt can be created on the **Messages & Status** tab.

Following messages can be printed:

- **CUSREC - information on declaration**
- **CURREL - decision of customs office for customs declaration**
- **CUSTAX - decision/result**
- **CUSTST - Verwahrungsmitteilung**
- **CUSFIN - summary declaration completion information**

1. Open the tab **Messages & Status** of the customs declaration.
2. Highlight the message receipt.
3. Right-click with the mouse.
4. Select the menu item **print**.
   This opens the window **Reprint:Documents**.
5. Highlight the form in the area **Unassigned DocumentTypes**.

Field	Description
Unassigned DocumentTypes	The table is only shown if there are several types of document for the highlighted document. • 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.

6. 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.

Tipp: 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.

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

Tipp: 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.

13 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*
- Email: *servicedesk@dakosy.de*
- *Contact form*

Specific questions on customs

- Contact partner: Central information customs
- Telephone: *+49 (0)351 4483 4520*
- Email: *info.gewerblich@zoll.de*

Specific questions ATLAS

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