



Summary declaration 3.3

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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 Summary declaration Germany

This chapter explains the summary declaration in Germany.

The summary declaration is used at all sea customs offices, airport customs offices, inland customs offices and border customs offices. The summary declaration includes:

- Recording and submission of summary declarations (preliminary) and summary declarations (final)
- Split of positions of summary declarations already in temporary storage
- Consolidation of positions of summary declarations already in temporary storage
- Change of temporary storage
- Change of holder of right of disposal
- Completion (also of partial quantities) of a position
- Completion of temporary storages via completions
- Completion by re-export or transit procedure according to Art. 444-448 ZK-DVO/Art. 199-200 UZK-DA
- Creation of summary declarations before the end of a transit procedure with the data required by them in the further course by the *authorized consignee*. If summary declarations are made before the end of a transit procedure, the confirmed positions of the summary declaration may be further processed before the end of the transit procedure
- Change of the specific key for summary applications created by NCTS handling

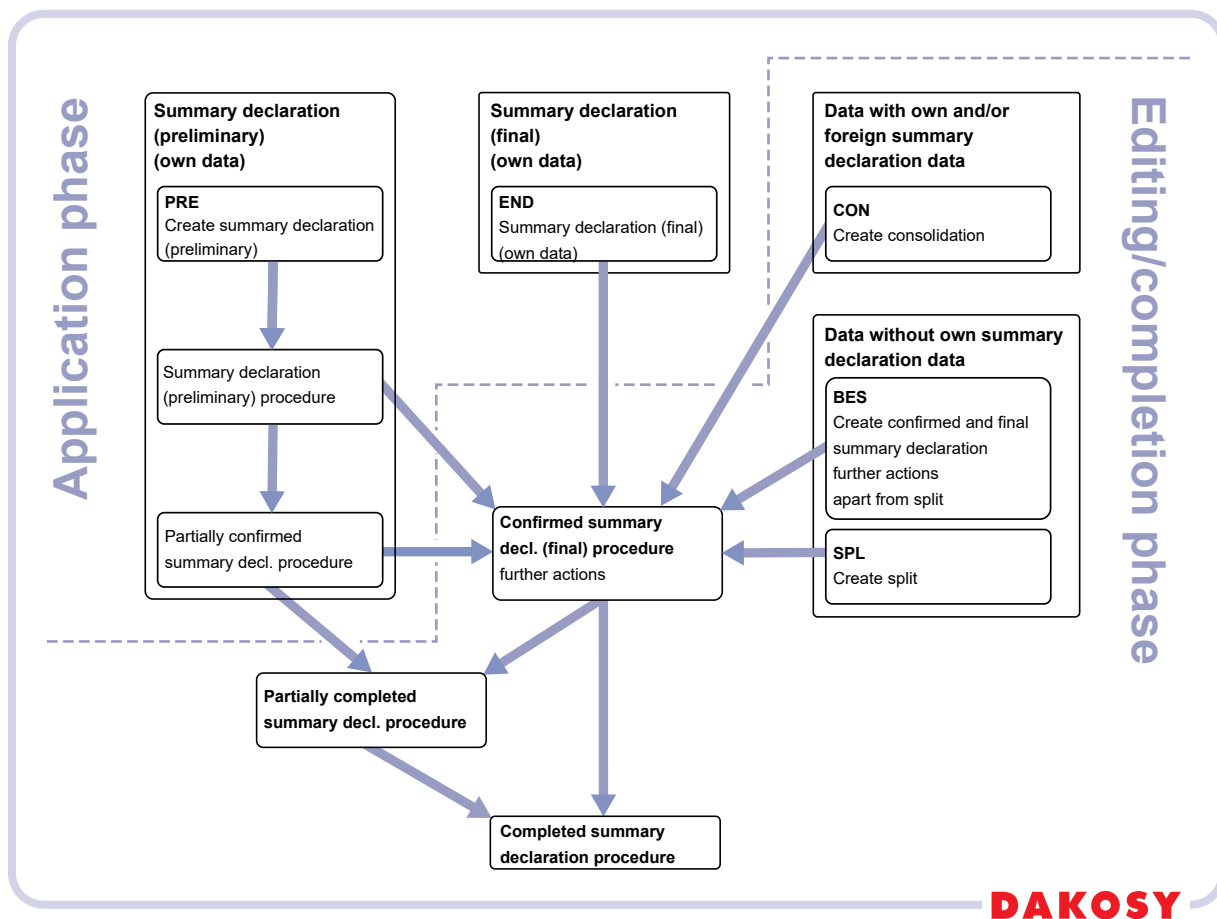


Figure 1: Processing steps of a summary declaration

2 Summary declaration (preliminary/final)

This chapter describes the summary declaration (preliminary/final).

With the summary declaration, goods are declared for presentation to the customs office for the first time. In addition, the time limits for obtaining a customs-approved designation are monitored.

Following their presentation, *non-union goods* brought into the customs territory of the Union must be assigned a customs-approved treatment or use within certain time limits. This can be followed directly by the presentation of a customs declaration, for example when the goods are released for free circulation or in a transit procedure.

It is not always clear at the time of presentation what will happen to the goods presented and the customs procedure into which they will be placed. Other reasons for a subsequent application for a customs-approved designation are:

- The person making the presentation is not authorized to submit the customs declaration.
- At the time of clearance, documents are still missing, such as an import permit.

Therefore, the customs authorities will grant a period of time for the decision as to which customs-approved designation the goods are to be assigned. The declaration period will be communicated to the participant as confirmation of a summary declaration (final) in a temporary storage message.

The declaration period of 90 days is calculated on the basis of the submission of the summary declaration.

After expiry of this period, the non-union goods provided must be assigned a permitted customs-approved designation.

Pending receipt of a customs-approved designation, the goods presented have the legal status of goods in *temporary storage*. The status of temporary storage involves certain obligations of the participant.

With a summary declaration, up to 9,999 positions can be transmitted.

2.1 Summary declaration (preliminary)

This chapter describes the summary declaration (preliminary).

The submission of an summary declaration (preliminary) enables the creation of a summary declaration without immediate confirmation, for example before an NCTS unloading comment. After the first error-free transmission (of the header and at least one position), a period begins by the end of which all positions of this summary declaration must be confirmed. Until confirmed, the participant has status-dependent change options. With confirmation of at least one position of this application, a period of 24

hours begins again, until the expiry of which the remaining positions of the early summary application must also be confirmed, otherwise they expire at ATLAS.

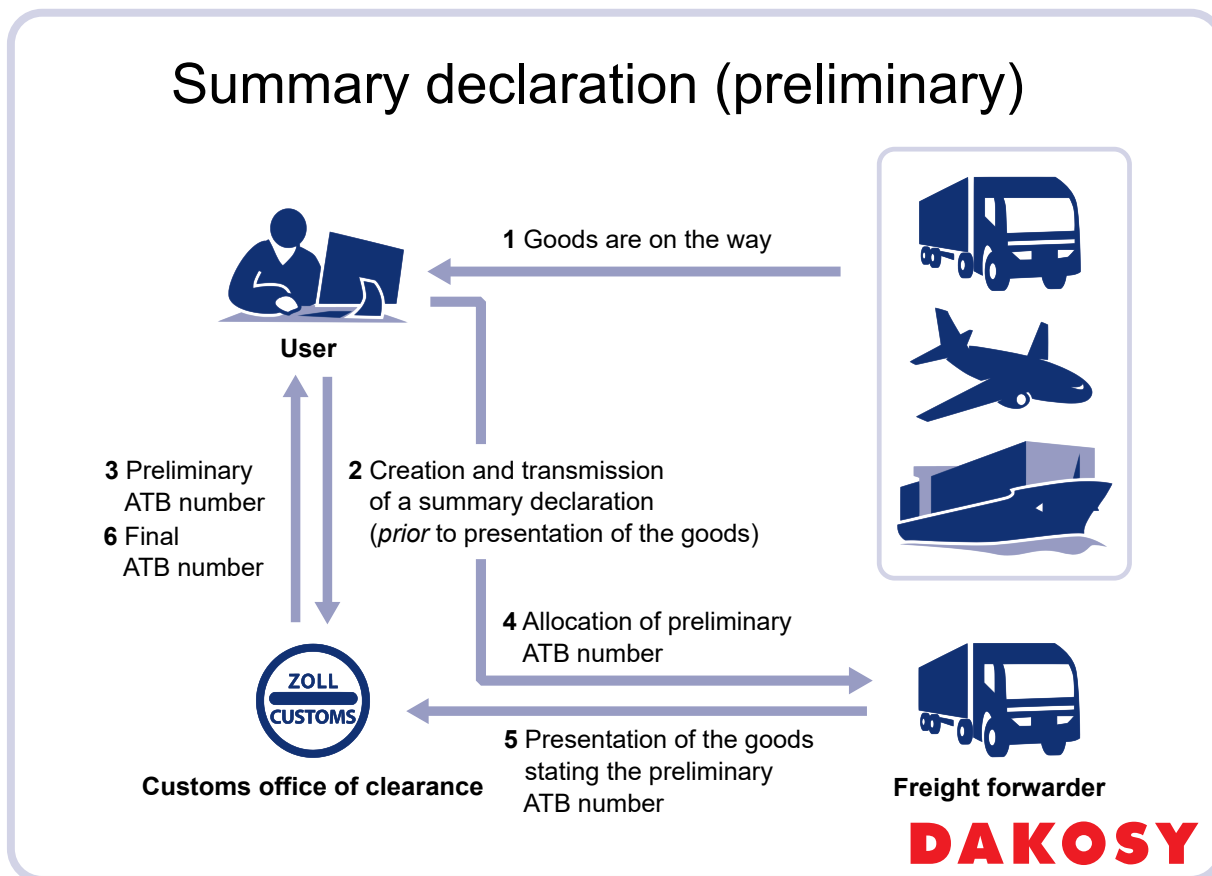


Figure 2: Summary declaration (preliminary)

The summary declaration (preliminary) is the transmission of the data relating to the goods to customs before the goods are presented at the customs office of entry.

1. Commodities are being imported.
2. While the goods are in transit, the user makes an advance summary declaration before presenting the goods and sends it to the customs office of clearance.
3. The user receives a preliminary *ATB number* from the customs office of clearance.
4. The user gives the preliminary *ATB number* to the freight forwarder together with the goods.
5. The freight forwarder travels to the customs office of clearance and presents the goods there physically.
6. After presentation of the commodities, the user receives an *ATB number* from the customs office of clearance.

2.2 Summary declaration (final)

This chapter describes the summary declaration (final).

With the summary declaration, goods are declared for presentation to the customs office for the first time. In addition, the 90-day time limits for the receipt of a customs-approved designation are monitored.

The summary declaration for temporary storage is to be submitted by or on behalf of the person presenting the goods. The summary declaration (final) contains the immediate confirmation and must be submitted no later than the next working day after presentation. After error-free transmission (of

the header and at least one position), all incorrect positions of the final summary application to ATLAS expire immediately.

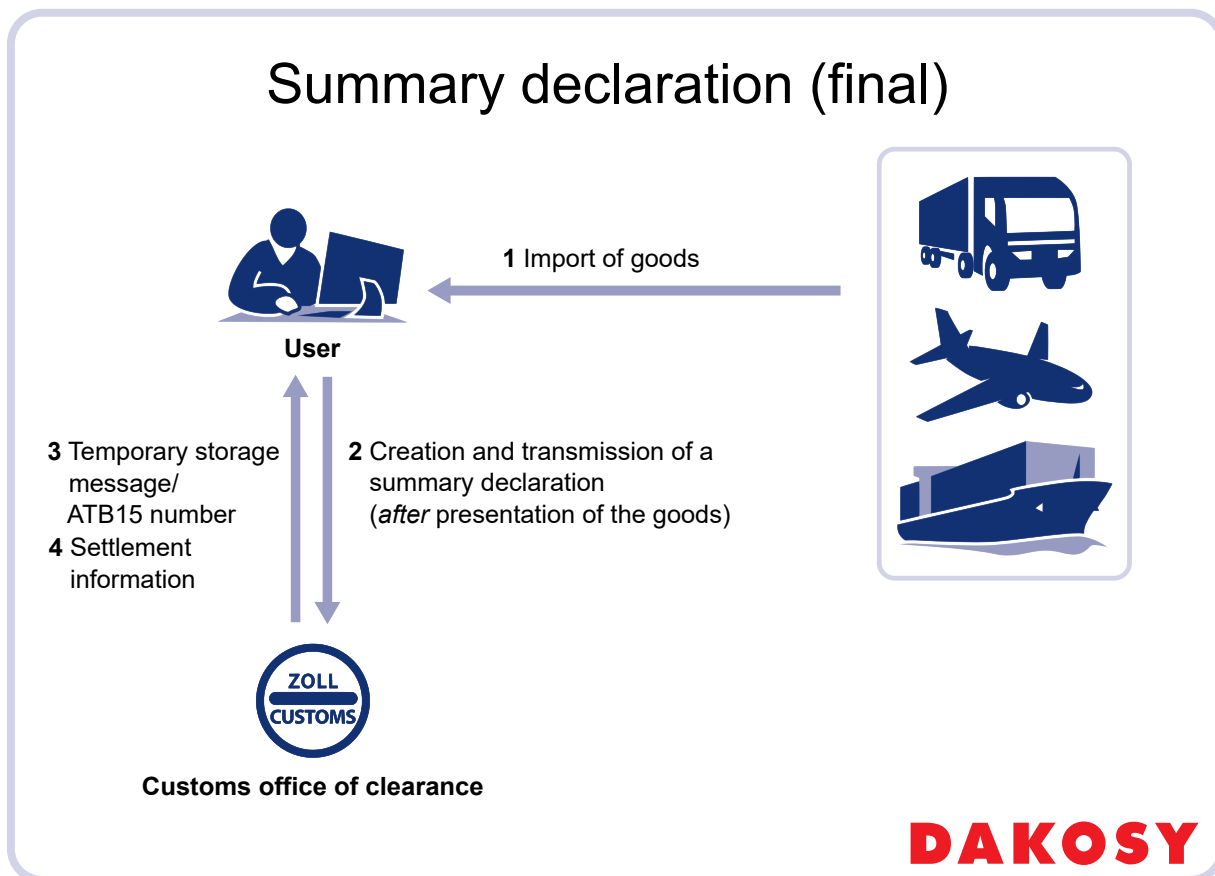


Figure 3: Summary declaration (final)

With the summary declaration, the basic goods data of an import consignment is recorded and transmitted to customs.


1. Commodities are being imported.
2. The user creates an summary declaration after the presentation of the commodities and sends this to the customs office of clearance.
3. The user receives a temporary storage message and an ATB15 number from the customs office of clearance.
4. After presentation of the commodities, the user automatically receives a completion note from the customs office of exit.


2.3 SUDC - Create summary declaration

This section describes how to create a summary declaration for Germany.

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 **SUMA**.
4. Select the country **DE - Germany**.
5. Select the type of customs declaration **SUDC - Summary 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: SUDC - Summary Declaration** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change with the entries you make.
 - To create a final summary declaration, select in the field **Type of Declaration** the value **END**.
 - To create an early summary declaration, select in the field **Type of Declaration** the value **PRE**.
9. Click on the tab **Goods Items**.
10. To set up a new position, click on the icon .
11. Fill out the fields in the position.



Tip: You can create an article from the field **Article Code**. You can find instructions in section [Create article \(shortcut\)](#) on page 24.

12. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.
13. To send the customs declaration, click on the entry **Send** in the area **Actions**.
14. Close the customs declaration. Customs declarations differ depending on the type of declaration:
 - If the declaration is a definitive summary declaration and the customs declaration is correct, customs sends a confirmation and an ATB15 number. The status of the customs declaration changes to **Confirmed**.
 - If the declaration is an early summary declaration and the customs declaration is correct, customs sends an ATB15 number. The status of the customs declaration changes to **Premature**. Early summary declaration must still be confirmed.



Important: The ATB15 early summary declaration number cannot be used for further customs clearance until the status **Final** is achieved.

15. To confirm the early summary declaration, open the customs declaration by double-clicking it.
This opens the **Customs Declaration DE: SUDC - Summary Declaration** tab.
16. In the area **Actions**, click on the menu entry **Confirm VSumA**.



Important:

- To confirm goods positions individually, clear the check box **Confirm Position** of the positions that are not to be confirmed. The status of the customs declaration changes to **Partially Confirmed**.
- To confirm unconfirmed items of a partially confirmed summary declaration, select the check box **Confirm Position**. After the first position has been confirmed, you have 24 hours to confirm further positions.
- Once all positions have been confirmed, the summary declaration has the status **Confirmed**.

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 26.



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

Customs sends a confirmation, if the customs declaration is free of errors, and an ATB15 number. The status of the customs declaration changes to **Confirmed**.

3 Split summary declaration

This chapter describes the split summary declaration.

If goods have been filed and indicated as an item of a summary declaration, they have a common item in a summary declaration. An item can only be processed as a whole, except during completion. Therefore there are several reasons to make a split:

- This is a consolidation, the individual consignments of which are intended for different consignees.
- It is a transport container whose individual goods must be separated.
- The storage conditions for some of the goods must be changed.
- Part of the goods were seized or confiscated.
- The goods are dispatched at different times.
- The goods are cleared under various customs procedures.

The split is a special message. It allows the data of exactly one position of an existing summary declaration to be divided into up to 9,999 positions of a new summary declaration and transmitted.

There are two types of split.

- In the case of the registration number/position number split, the registration and position number of the position of the summary declaration is specified. The item of the summary declaration procedure created during presentation is split.
- When an item of the summary application with a kind of key (AWB or ULD number) is split, all identified positions of the summary application are split. This can also be cross-operational.

The newly created summary declaration transaction (split) with a new registration number and at least two new positions replaces the split items. The declaration period for the split position is transferred to the new positions created during the split.

The split may be made by the provider/agent (summary declaration), the custodian or the authorized representatives of the position to be split. The position to be split can also be a summary of several positions with a specific key that identifies several positions of different summary declarations (one logical goods position).



3.1 SUSP - Create split summary declaration

This section describes how to create a split summary declaration for Germany. You can use the registration number/position number Identification (REG) or key-related identification (AWB) to divide a confirmed summary application.


1. Select the menu entry **Start > customs declaration**.
2. In the area **Overviews** click on the entry **Depositing**.
3. Enter search criteria and click the **Search** button.
The result of your search is displayed in the overview.
4. Click on the temporary storage position which you want to divide.
5. Click on the menu entry **Split** in the area **Change Summary declaration**.
This opens the window **Create a new split declaration**. The field **Reference Number** is preassigned and can be overwritten.
6. Alternatively, you can create a division from an existing summary declaration or as a new customs declaration.
 - To create a division from an existing summary declaration, open the summary declaration by double-clicking it.
 - To use the identification related to the registration number/position number, click in the area **Change Summary declaration** on the entry **Split REG (CUSPCS)**.
 - To use the identification related to the kind of key, click in the area **Change Summary declaration** on the entry **Split AWB (CUSPCST)**.

This opens the window **Create a new split declaration**. The field **Reference Number** is preassigned and can be overwritten.


- To create a division as a new customs declaration, click in the area **Related actions**, click on the entry **Create new customs declaration**. Select the customs procedure **SUMA**. Select the country **DE - Germany**. Select the type of customs declaration **SUSP - Split Summary Declaration**. 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: SUSP - Split Summary Declaration** tab.
- Fill out the fields of the tab **General**. The mandatory fields can change with the entries you make.
- Fill out the field **Customs office**.

 **Tip:** The customs office is the last four digits of the ATB number.

- Select the **Type of Identification**.


 **Important:** Types of identification **AWB** and **ULD** are only permitted at airport customs offices.

- Fill out the fields for the identification.


 **Tip:**



- In the fields **ID Reg No. Atlas** and **Value of Key** you can access the temporary storage using the search function.
- You can change the position number of the registration number in the field **Item Number**.

- Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed. At least two positions must be created. A copy of the first position is therefore created automatically.
- Fill in the marked mandatory fields.


 **Important:**

- The field **Group of Goods** is a conditional mandatory field. If you have goods from groups A (plants) to G (waste), this must be declared.
- The values of the distribution positions may not be lower than those of the temporary storage position to be divided.

 **Tip:** You can create an article from the field **Article Code**. You can find instructions in section [Create article \(shortcut\)](#) on page 24.

- To set up a further positions, click on the icon . Alternatively, you can use the quick recording function.
 - Click on the icon .
 - 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.

 **Tip:** You can divide from one position to up to 9,999 positions.

- In the area **Actions**, click on the entry **Save**.

The customs declaration appears in the overview **Customs declarations**.

16. To send the customs declaration, click on the entry **Send** in the area **Actions**.
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 26.



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

Customs sends a confirmation, if the customs declaration is free of errors, and a new ATB15 number. The status of the customs declaration changes to **Confirmed**.

4 Consol summary declaration

"Consolidation" is a message that transfers data from an existing position to a summary declaration procedure with exactly one position.

For goods that have been presented and recorded as positions in a summary declaration, consolidation to a new position may be necessary for various reasons:

- A participant (e.g. forwarding agent) puts the packages of several shipments (positions) into a new container and hands this over to another participant for further transport. The forwarding Participant reporting the completion of temporary storage can only report the reshipment/completion of the new package, not the original packages contained therein.
- A new transport document is also created when compiling a grouped consignment, which is handed over to the forwarding participant together with the (grouped) consignment. If the consignment is forwarded in parts, the forwarding participant cannot clearly assign to which originally presented consignment the completion refers to, but only that he carries out a partial completion for the grouped consignment.

Consolidation generates a new summary declaration transaction with exactly one position. It contains all the information for monitoring temporary temporary storage, but does not have the legal quality of a summary declaration, as it has already been filed. This means, among other things, that no new declaration period will be charged, but rather that the first period for all consolidated positions will expire. The participant has two options for consolidation:

- Consolidation of summary declaration position by stating declaration and position number
- Consolidation of consignments using the kind of key (AWB)

Note the following for the position resulting from consolidation:

- Only customs status "N" or "F" is permitted.
- If at least one reference item has the customs status "N", the position of the new summary declaration transaction must also have the status "N".
- At least two positions must be included in the new summary declaration transaction.
- The maximum number of new positions may not exceed the total number of reference procedures to be included in the consolidation.
- Positions do not have to be included in the consolidation for the total number of pieces. The specification of partial quantities (for partial completion of the position) is permitted.

4.1 SUCO - Create consol summary declaration

This section describes how to create a consolidation of one or various summary declarations for Germany.

1. Select the menu entry **Start > customs declaration**.
2. In the area **Overviews** click on the entry **Depositing**.
3. Enter search criteria and click the **Search** button.
The result of your search is displayed in the overview.
4. Click on the temporary storage position which you want to consolidate.
 - To select multiple temporary storage positions, press and hold Ctrl and highlight several temporary storage positions.
 - To move several consecutive temporary storage positions, select the first temporary storage position, hold down the key Shift and choose the last temporary storage position.
5. Depending on the identification type of the temporary storage position, you have the following options:
 - To use the identification related to the registration number/position number for the consolidation, click in the area **Change Summary declaration** on the menu entry **Consolidation REG (PRLCON)**.

- To use the identification related to the kind of key for the consolidation, click in the area **Change Summary declaration** on the menu entry **Consolidation AWB (PRLCON)**.


This opens the window **Create a new consol declaration**. The field **Reference Number** is preassigned and can be overwritten.



Tip: The fields are already filled out by the application, depending on the identification value selected.

6. Alternatively, you can create a consolidation as a new customs declaration:
 - a) In the area **Related actions**, click on the entry **Create new customs declaration**. This opens the window **New Customs Declaration**.
 - b) Select the customs procedure **SUMA**.
 - c) Select the country **DE - Germany**.
 - d) Select the customs declaration type **SUCO - Consol Summary Declaration**.
 - e) 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: SUCO - Consol Summary Declaration** tab.
8. If you have created the customs declaration as new, fill out the fields on the **General** tab.
9. Fill out the field **Customs office**.



Important: You can only consolidate temporary storages that have been opened at the same customs office.



Tip: The customs office is the last four digits of the ATB number.

10. If required, select the **Type of Identification**.




Important: The types of identification **AWB** and **ULD** are only permitted at airport customs offices.

11. To add further temporary storages to the consolidation, click on the **Positions to be consolidated** tab.
12. Enter search criteria and click the **Search** button.

The search results are shown in the **Available Depositings** table.



Tip: If you want to enter a third-party temporary storage, click on the icon  in the table **Completed Portions**.

13. Assign the temporary storages.
 - To assign a single temporary storage, select the temporary storage and click the button **>**.
 - To select multiple temporary storages, hold the key **Ctrl** and highlight several temporary storages. Click on the button **>**.
 - To assign multiple consecutive temporary storages, highlight the first temporary storage, hold the key **Shift** and select the last temporary storage. Click on the button **>**.
 - To assign all temporary storages, click on the button **>>**.

The temporary storages are shown in the table **Completed Portions**.

**Important:**

- At least two temporary storages must be specified for a consolidation.
- After consolidation, the temporary storage period of the position with the shortest temporary storage period applies.

14. Click on the tab **Goods Items**.

**Tip:**

- The data for the consolidated positions is entered here.
- In a consolidation from the temporary storages overview, the export country of the first temporary storage is transferred. If different countries have been specified, you must fill the field **Departure Country** manually.

15. Enter the data as you want the position to be after consolidation at customs.

16. In the area **Actions**, click on the entry **Save**.

The customs declaration appears in the overview **Customs declarations**.

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

18. Close the customs declaration.

19. 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 26.



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

Customs sends a confirmation, if the customs declaration is free of errors, and an ATB15 number. The status of the customs declaration changes to **Confirmed**.

5 Re-export/Dispatch (REXDIS)

This chapter describes the message for re-export or transit procedures according to Art. 444-448 ZK-DVO/Art. 199-200 UZK-DA.

The message "Re-export/dispatch 444-448 (Rexdis)" serves to transmit information on re-export or transit procedures in accordance with Art. 444-448 ZK-DVO/Art. 199-200 UZK-DA.

- Art. 199 UZK-DA: Authorization to use an electronic transport document as a transit declaration for air transport
- Art. 200 UZK-DA: Authorization to use an electronic transport document as a transit declaration for sea transport

The provisions on re-export and on the implementation of a transit procedure shall remain unaffected. Based on the transmitted actual load actual, only the IT-supported completion of the relevant positions in the summary declaration procedures is made.

For the performance of a re-export or transit procedure in accordance with Art. 444-448 ZK-DVO/Art. 199-200 UZK-DA, the participant must have an authorization. The participant has two options for completion:

- Use registration and position numbers to complete positions of the summary declaration
- Use a specific key (completion ID) to complete consignments

5.1 Create re-export/dispatch (REXDIS)

This chapter describes how to create the message for re-export or transit procedures according to Art. 444-448 ZK-DVO/Art. 199-200 UZK-DA. You can use the message via the registration number/item number (REG) or via the kind of key (AWB) for the change.

1. Select the menu entry **Start > customs declaration**.
2. In the area **Overviews** click on the entry **Depositing**.
3. Enter search criteria and click the **Search** button.
The result of your search is displayed in the overview.
4. Click on the temporary storage location for which you want to create the re-export message. Alternatively, you can open a confirmed summary declaration from the overview **Customs declarations** with a double-click.
5. Depending on the identification type of the temporary storage position, you have the following options:
 - To use the identification related to the registration number/position number for using the Re-export/Dispatch, click in the area **Change Summary declaration** on the entry **Re-Export/Dispatch REG (REXDIS)**.
 - To use the identification related to the kind of key for using the Re-export/Dispatch, click in the area **Change Summary declaration** on the entry **Re-Export/Dispatch AWB (REXDIS)**.

The window **Re-Export/Dispatch** opens.



Tip: The fields are already filled out by the application, depending on the identification value selected.

6. Fill out the mandatory fields.
7. For the identification via the registration number/position number, you must continue the processing in the position.
 - a) To select a position, activate the check box in the **Join** column.
 - b) Double click to open the position.
The window opens **Edit Item**.
 - c) Fill out the mandatory fields.



Tip: You can highlight several positions. Look through the positions and fill out the mandatory fields.

d) Click on the button **Close**.



Important: To abort the change in temporary storage, click on the button **Close**. In the area **Change Summary declaration**, click on the entry **Info-Change undo**.

8. Click on the button **Save**.
9. Click on the button **Send**.
10. 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 26.



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

Customs sends a confirmation if the customs declaration is free of errors. The status of the customs declaration changes to **Confirmed** or **Partially Confirmed**.

6 Change of kind of key

This chapter describes the message "Changing the kind of key".

With the message "Change of kind of key" the participant can change the kind of key. The requirements are:

- The summary declaration procedure was created due to a dispatch termination (NCTS).
- The type of kind of key in the summary declaration procedure is **ZZZ** (= Miscellaneous).

By changing the kind of key, the participant can specify the goods to customs.

In subsequent processing, the goods can be identified via the "Completion ID". The "Completion ID" consists of the following information:

- Custodian
- Type of kind of key
- Specific category

Identification via the "Completion ID" is permitted for the following functions:

- Change of the party authorized to dispose
- Apportioning
- Change of temporary storage
- Transfer of the goods into a destination procedure (dispatch, free circulation, customs warehouse, etc.)

6.1 Create change of kind of key

This chapter describes how to change the kind of key. You can use the identification via registration number/position number or via MRN/position number (MRN) for the change.

1. Select the menu entry **Start > customs declaration**.
2. In the area **Overviews** click on the entry **Depositing**.
3. Enter search criteria and click the **Search** button.
The result of your search is displayed in the overview.
4. Click on the temporary storage position for which you want to change the kind of key. Alternatively, you can open a confirmed summary declaration from the overview **Customs declarations** with a double-click.
5. Depending on the identification type of the temporary storage position, you have the following options:
 - To use the identification related to the registration number/position number for changing the kind of key, click in the area **Change Summary declaration** on the entry **Kind of key REG (CHGSPO)**.
 - To use the MRN-related identification for changing the kind of key, click in the area **Change Summary declaration** on the entry **Kind of key NCTS (CHGSPO)**.

The window **Change Key Info** opens.



Tip: The fields are already filled out by the application, depending on the identification value selected.

6. Fill out the mandatory fields.
7. To select a position, activate the check box in the **Join** column.
8. Double click to open the position.
The window opens **Edit Item**.
9. Fill out the mandatory fields.



Tip: You can highlight several positions. Look through the positions and fill out the mandatory fields.

10. Click on the button **Close**.



Important: To abort the change in temporary storage, click on the button **Close**. In the area **Change Summary declaration**, click on the entry **Info-Change undo**.

11. Click on the button **Save**.
12. Click on the button **Send**.
13. 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 26.



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

Customs sends a confirmation if the customs declaration is free of errors. The status of the customs declaration changes to **Confirmed** or **Partially Confirmed**.

7 Change of beneficiary

This chapter describes the message "beneficiary change".

With the message "beneficiary change" you can initiate the change of the holder of right of disposal for one or more positions of a summary declaration. With identification using the kind of key, the change applies to all parts of a consignment that are stored with the same custodian. If the holder of right of disposal changes, you can adjust the summary declaration accordingly and re-transmit it. The new holder of right of disposal can, in turn, carry out further actions for the summary declaration or bring the summary declaration to clearance as a completion part of a customs declaration.

7.1 Create change of beneficiary

This chapter describes how to change the holder of right of disposal. You can use the identification via the registration number/item number (REG) or via the specific key (AWB) for the change.

1. Select the menu entry **Start > customs declaration**.
2. In the area **Overviews** click on the entry **Depositing**.
3. Enter search criteria and click the **Search** button.
The result of your search is displayed in the overview.
4. Click on the temporary storage position for which you want to change the holder of right of disposal. Alternatively, you can open a confirmed summary declaration from the overview **Customs declarations** with a double-click.
5. Depending on the identification type of the temporary storage position, you have the following options:
 - To use the identification related to the registration number/position number for changing the holder of right of disposal, click in the area **Change Summary declaration** on the entry **Beneficiary change REG (CHGOFF)**.
 - To use the identification related to the kind of key for changing the holder of right of disposal, click in the area **Change Summary declaration** on the entry **Beneficiary change AWB (CHGOFF)**.

The window **Change Beneficiary Info** opens.



Tip: The fields are already filled out by the application, depending on the identification value selected.

6. Fill out the mandatory fields.
7. For the identification via the registration number/position number, you must continue the processing in the position.
 - a) To select a position, activate the check box in the **Join** column.
 - b) Double click to open the position.
The window opens **Edit Item**.
 - c) Fill out the mandatory fields.



Tip: You can highlight several positions. Look through the positions and fill out the mandatory fields.

- d) Click on the button **Close**.




Important: To abort the change in temporary storage, click on the button **Close**. In the area **Change Summary declaration**, click on the entry **Info-Change undo**.

8. Click on the button **Save**.
9. Click on the button **Send**.
10. 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 26.



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

Customs sends a confirmation if the customs declaration is free of errors. The status of the customs declaration changes to **Confirmed** or **Partially Confirmed**.

8 Change of temporary storage (depositing information change/depositing place change)

This chapter describes the change of temporary storage.

The change in temporary storage can involve a change of custodian or a change in the temporary storage location. If goods stored in temporary temporary storage are to be stored at another location, the customs office must give its consent. If the new temporary storage location has been approved by the customs office, consent is automatically given without further processing by customs. To this end, the new custodian sends a request to the office competent for the current temporary storage location.

A change of temporary storage is only possible within an administrative district. The change in the custodian/temporary storage location relates to one position in each case. If the change in temporary storage only affects part of the position, you must apportion the position. In a message, you can initiate the change of the custodian/temporary storage location for several positions of a summary declaration. With identification using the specific key, the change of the custodian/temporary storage location applies to all parts of a consignment that are stored with the same custodian at a temporary storage location.

8.1 Create change of temporary storage (depositing information change/depositing place change)

This chapter describes how to create a change of the temporary storage. The change in temporary storage can involve a change of the custodian or a change of the place of temporary storage. You can use the identification via the registration number/item number (REG) or via the kind of key (AWB).

1. Select the menu entry **Start > customs declaration**.
2. In the area **Overviews** click on the entry **Depositing**.
3. Enter search criteria and click the **Search** button.
The result of your search is displayed in the overview.
4. Click on the temporary storage position which you want to change. Alternatively, you can open a confirmed summary declaration from the overview **Customs declarations** with a double-click.
5. Depending on the identification type of the temporary storage position, you have the following options:
 - To use the identification related to the registration number/position number for changing the custodian, click in the area **Change Summary declaration** on the entry **Depositing information change REG (CHGTST)**.
 - To use the identification related to the kind of key for changing the custodian, click in the area **Change Summary declaration** on the entry **Depositing information change AWB (CHGTST)**.
 - To use the identification related to the registration number/position number for changing the place of temporary storage, click in the area **Change Summary declaration** on the entry **Depositing place change REG (CHGTST)**.
 - To use the identification related to the kind of key for changing the place of temporary storage, click in the area **Change Summary declaration** on the entry **Depositing place change AWB (CHGTST)**.

The **Change of temporary Storage** window opens.



Tip: The fields are already filled out by the application, depending on the identification value selected.

6. Fill out the mandatory fields.
7. For the identification via the registration number/position number, you must continue the processing in the position.
 - a) To select a position, activate the check box in the **Join** column.

- b) Double click to open the position.
The window opens **Edit Item**.
- c) Select a value in the field **New place of temporary storage**.



Tip: You can highlight several positions. Look through the positions and fill out the mandatory fields.

8. Click on the button **Close**.



Important: To abort the change in temporary storage, click on the button **Close**. In the area **Change Summary declaration**, click on the entry **Info-Change undo**.

9. Click on the button **Save**.
10. Click on the button **Send**.
11. 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 26.



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

Customs sends a confirmation if the customs declaration is free of errors. The status of the customs declaration changes to **Confirmed** or **Partially Confirmed**.


9 SUCF - Create confirmed summary declaration (temporary storage)

This section describes how to create an confirmed summary declaration (temporary storage) for Germany. Depending on your role (custodian, authorized user, party who presents, representative), you can carry out various summary declaration actions for temporary storage. In order to carry out an action, you create a confirmed summary declaration (SUCF).

Receipt of a CUSTST message automatically creates a temporary storage.

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 **SUMA**.
4. Select the country **DE - Germany**.
5. Select the type of customs declaration **SUCF - Confirmed Summary 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**. Alternatively, you can make a change from the overview of customs declarations.
 - Double click to open the summary declaration.

This opens the **Customs Declaration DE: SUCF - Confirmed Summary Declaration** tab.

8. You have several options:
 - To use the identification related to the registration number/position number for changing the custodian, click in the area **Change Summary declaration** on the entry **Depositing information change REG (CHGTST)**.
 - To use the identification related to the kind of key for changing the custodian, click in the area **Change Summary declaration** on the entry **Depositing information change AWB (CHGTST)**.
 - To use the identification related to the registration number/position number for changing the place of temporary storage, click in the area **Change Summary declaration** on the entry **Depositing place change REG (CHGTST)**.
 - To use the identification related to the kind of key for changing the place of temporary storage, click in the area **Change Summary declaration** on the entry **Depositing place change AWB (CHGTST)**.
 - To use the identification related to the registration number/position number for changing the holder of right of disposal, click in the area **Change Summary declaration** on the entry **Beneficiary change REG (CHGOFF)**.
 - To use the identification related to the kind of key for changing the holder of right of disposal, click in the area **Change Summary declaration** on the entry **Beneficiary change AWB (CHGOFF)**.
 - To use the identification related to the registration number/position number for changing the kind of key, click in the area **Change Summary declaration** on the entry **Kind of key REG (CHGSPO)**.
 - To use the MRN-related identification for changing the kind of key, click in the area **Change Summary declaration** on the entry **Kind of key NCTS (CHGSPO)**.
 - To use the identification related to the registration number/position number for using the Re-export/Dispatch, click in the area **Change Summary declaration** on the entry **Re-Export/Dispatch REG (REXDIS)**.
 - To use the identification related to the kind of key for using the Re-export/Dispatch, click in the area **Change Summary declaration** on the entry **Re-Export/Dispatch AWB (REXDIS)**.

A new window opens for the changes.



Tip: The fields are already filled out by the application, depending on the identification value selected.

9. Fill out the mandatory fields. Create at least one position for the registration number/position number-related identification.
 - a) To set up a position, click on the icon **+**.
The window opens **Edit Item**.
 - b) Fill out at least the mandatory fields.
 - c) To record a further position, click on the button **Add**.
 - d) Click on the button **OK**.



Important: To abort the change in temporary storage, click on the button **Close**. In the area **Change Summary declaration**, click on the entry **Info-Change undo**.

10. Click on the button **Save**.
11. Click on the button **Send**.
12. Close the customs declaration.
13. 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 26.



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

Customs sends a confirmation if the customs declaration is free of errors. The status of the customs declaration changes to **Confirmed** or **Partially Confirmed**.

10 Completion of summary declaration

This chapter describes the completion of confirmed summary declaration. The completion of summary declaration can be made in various ways.

- For goods with customs status C (Union goods), D (goods with transit document (Art. 199-200 UZK-DA) or X (Art. 199-200 UZK-DA), the summary declaration is completed immediately if the goods position has the status "confirmed".
- When transferring to the NCTS dispatch procedure, the ATNEU previous document is specified in the NCTS transit procedure. At the time of transfer to the transit procedure, the referenced positions of the summary declaration are (partially) completed. The Custodian receives the completion notification (CUSFIN).
- The user transmits an import declaration or an import declaration simplified. With the release of the declared goods in the subsequent procedure, the affected positions of the summary declaration are automatically partially settled or settled.

11 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**.

11.1 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**.

12 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.

13 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 28.

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.

13.1 Print a single temporary storage position

This chapter describes how to print a single temporary storage position.

The EORI number of the participants is printed in the temporary storage message. To print a participant's address, create an address for the EORI number and allocate the appropriate role to it. The possible roles are as follows:

- **Summary Declaration Deklarant**
 - **Summary Declaration Beneficiary**
 - **Summary Declaration Deklarant Agent**
 - **Summary Declaration Depositor**
1. Click on the item **print** in the area **Actions**.
The window **Reprint** will open.
 2. Open the temporary storage message in the area **Available Document Types** with a double click.
The PDF document opens.
 3. Print the page with the temporary storage position from the PDF document.

13.2 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 27 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	<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.

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.



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.

7. Highlight a further document type and repeat the previous step.
8. 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.

14 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