



Wiederausfuhrkontrollsystem (WKS) 1.0

Training Material
DAKOSY GE 2025.2
Release Date 2025/10

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Applicable documents and sources

in the currently valid version

[1] the online help of the application

[2] www.zoll.de

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1 Re-export control system (WKS)

This chapter describes the ATLAS re-export control system (WKS).

The re-export control system (WKS) is an ATLAS application for processing exit summary declarations (EXS) and re-export notices (WAM). WKS is based on the legal requirements of the Union Customs Code (UCC).



Tip: Further information can be found at [Homepage des Zolls](#) (in German).

Exit declarations and re-export notices cannot be changed. If the EXS or WAM data changes, send a new EXS or WAM.

If at least the exit of one package is not confirmed within 150 days after registration of the EXS/WAM, the EXS/WAM will be declared invalid. If the exit of all declared packages is not confirmed upon finalization of the exit, the provisional completion of the unconfirmed packages in the referenced summary declaration will be canceled.

A preliminary EXS that is transmitted before presentation must be confirmed immediately after presentation. With the confirmation of a preliminary EXS, only the details of the procedure transfer can be changed. A preliminary WAM cannot be submitted.



Important: Control measures can be ordered until the goods actually leave the customs territory of the Union. If a release of goods for exit has already been received, this is canceled with the order of control measures. This also applies outside the system. After finalization of the control measures, the release of goods is issued again outside of ATLAS in this case.

The re-export control system is declared using the following customs declarations:

- **EXCW - Exit summary declaration**
- **REEC - ReExport Notice**

2 EXCW - Create exit summary declaration

This chapter describes how to create a summary exit declaration for the re-export control system (WKS).



Restriction: To create a customs declaration, you need at least the following permissions:

- **CustomsDeclarationWKS > personInChargeDE**
- **Customer > show**

1. Select the menu entry **Start > ☯ Customs declarations**.
2. In the area ☒ **Related actions** click on the entry **+ Create new customs declaration**. The **New Customs Declaration** window opens.
3. Select the customs procedure **WKS**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **EXCW - Exit summary declaration**.
6. Enter a unique **Reference Number/LRN** enter.



Tip:

- To automatically generate a consecutive number, click the  button. The number can be embedded in a sequence of digits and/or letters.
- Only the following characters and special characters are allowed in a reference number: capitals (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).
- In the **Template** field, you can select a template from which the data is transferred to your customs declaration.

7. Click on **OK**.
The **Customs Declaration DE: EXCW, RefNo/LRN: [Reference number]** tab opens.
8. Fill in the fields on the tab **General**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.



Tip: To create an exit summary declaration (EXS), select the value **New** in the **Sending Mode** field. Different fields must be filled in depending on the sending mode.

Field	Description
Registrationnr. /MRN	Unique customs reference or MRN from customs
Total Gross Weight	If you activate the Calculate from Items check box, the Total Gross Weight field is locked for input. The total gross weight for all goods items in kilograms is displayed. If you disable the Calculate from Items check box, you can fill in the Total Gross Weight field manually.
Container indicator	Are the goods in a container at the time of declaration?
Sending Mode	Sending mode of the exit summary declaration. Possible values are: • Exit confirmation (to an EXS) • Confirmation (of an preliminary EXS) • New
Prelodged Declaration	If this is a preliminary entry, activate the check box.

Field	Description
Finalization	If this is a final exit confirmation for EXS, activate the check box.
Gateway customs office	Customs office where the goods leave the customs territory of the Community.
Declarant	Declarant of the goods: Person who submits a customs declaration in his own name or in whose name a customs declaration is submitted (direct representation).



Tip: To enter a new address, right-click in the field **Declarant** or **Agent of Declarant**. Select the entry **Maintain one-time-customer** from the context menu. You can find instructions in the chapter [Creating one-time-customers and print addresses](#) on page 17.

9. To enter addresses in the fields **Carrier**, **Consignor** or **Consignee**, click on the tab **Addresses**.



Tip: Alternatively, you can store the addresses on the **Transport Information** tab.

Field	Description
Carrier	Address of the carrier of the goods. The carrier is the person who transports the goods across the border of the customs territory of the Union or is responsible for their transport across the border of the customs territory of the Union. If the carrier is not the same as the Declarant , this field must be completed.
Consignor	Address of the consignor of the goods. If the consignor is the same for all items, fill in the field at head level. If the consignor is different for each item, fill in the field for each item.
Consignee	Address of the consignee of the goods. If the consignee is the same for all items, fill in the field at head level. If the consignee is different for each item, fill in the field for each item.

10. To store special circumstances, the location of goods, additional information or other references, click on the tab **Further Details**. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Specific Circumstance	Selection of special circumstances mark, for example A20 for postal and express items.
Payment Method	Payment method. You can find valid values using the search function. If the payment method is the same for all items, fill in the field at head level.
Reference number UCR	Unique identification of the consignment, for example the reference number or the UCR (Unique Consignment Reference Number). If the reference number is the same for all positions, fill in the field at head level.
Type Of Location	Type of goods location of goods. Valid values can be found using the search function.

Field	Description
Qualifier Of Identification	Type of location determination. Valid values can be found using the search function.
Customs office	Office number of the competent customs office

- a) To enter additional information or additional references, click in the table **Additional Information** or **Other References** on the icon **+**.
The **Additional Information** or **Other Reference** window opens.
- b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Code	Code. You can find valid values using the search function.
Text	Free text field. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key.
Type	Type of additional reference, document or transport documents. Valid values can be found using the search function.
Reference	Classification feature of the additional reference, the document, or the transport documents

- c) To enter another data record, click on the button **Add**.
- d) To save the data, click on the button **OK**.

11. To store supply chain participants or the itinerary, click on the tab **Transport Information**. Proceed as follows:

- a) In the corresponding table **Supply Chain Actors** or **Country Of Routing**, click on the icon **+**.
The **Supply Chain Actor** or **Edit Country Of Routing** window opens.
- b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Function	Role of the economic operator. You can find valid values using the search function.
TIN/EORI	EORI or TCUI number of the economic operator
Nationality	Country code. You can find valid values using the search function.

- c) To enter another data record, click on the button **Add**.

- d) To save the data, click on the button **OK**.
12. To enter transport equipment, click on the tab **Transport Equipments**.

**Important:**

- If you have selected the value **Yes** in the **Transport in Container** field on the **General** tab, you must create at least one transport equipment.
- If you enter multiple containers, you must specify goods item references.

13. Click on the button . Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Sequence Number	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Container Number	Number of the container in which the goods are transported.
Number of seals	Number of seals applied

14. To assign an item to the transport equipment, proceed as follows:
- a) In the table **Positions**, click on the icon .
The **Add Items** window opens.
 - b) Select the item that is packed in the container.
 - To select multiple items, hold down the button CTRL button and select several items.
 - To select several consecutive items, select the first item, hold down the button Shift button and select the last item.
 - c) Click on the button **Add Items**.
15. To store documents or transport documents, click on the tab **Documents**. Proceed as follows:
- a) In the corresponding table **documents** or **Transport Documents**, click on the icon .
The **documents** or **Transport Documents** window opens.
 - b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Type	Type of additional reference, document or transport documents. Valid values can be found using the search function.
Reference	Classification feature of the additional reference, the document, or the transport documents



Tip: To specify a summary declaration, enter the value **N337** in the **Type** field in the **documents** table. Enter the ATB number/MRN in the **Reference** field.

- c) To enter another data record, click on the button **Add**.
- d) To save the data, click on the button **OK**.
- 16. Click on the tab **Goods Items**.
The overview of all items for this dossier is displayed.
- 17. Click on the icon .
A new item is created.

 **Tip:** To confirm the exit for an item, click on the icon .

- 18. Fill in at least the mandatory fields for the item. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

 **Tip:**

- You do not need to enter a customs tariff number in the **Number (KN 8)** field. Instead, fill in the field **Description**.
- You can create an article from the field **Article Code**. You can find instructions in the chapter [Creating an article \(fast entry\)](#) on page 20.

Field	Description
Exit status	Status of the exit confirmation
Confirm position	To confirm items, click on the Confirm exit icon. The check box will be activated.
Number (KN 8)	8-digit commodity code from the Combined Nomenclature (CN8). At least the 6-digit commodity code from the Harmonised System (HS code) is required.
CUS Number	CUS number of a chemical substance. The CUS number is used to identify the chemical substance in the ECICS (European Customs Inventory of Chemical Substances).
Description	Description of the goods
Gross Weight	Gross weight (weight of the goods including packaging) of the goods item in kilograms
Reference number UCR	Unique identification of the consignment, for example the reference number or the UCR (Unique Consignment Reference Number). If the reference number is the same for all positions, fill in the field at head level.
Preceding paper: Type	Code for the previous document. If the goods are in temporary storage, select the value N337 . To enter the completions, click on the Item Details/Summary Transition tab.

- 19. To enter supply chain participants, dangerous goods, additional information or other references at item level, click on the tab **Item Details/Further Details**. Proceed as follows:
 - a) In the corresponding table **Supply Chain Actors, dangerous goods, Additional Information** or **Other Reference**, click on the icon .
 - The window **Supply Chain Actor, dangerous goods, Additional Information** or **Other Reference** opens.
 - b) Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Seq.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to Passar and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Function	Role of the economic operator. You can find valid values using the search function.
TIN/EORI	EORI or TCUI number of the economic operator
UN-No.	UN number of the dangerous goods
Code	Code. You can find valid values using the search function.
Text	Free text field. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key.
Type	Type of additional reference, document or transport documents. Valid values can be found using the search function.
Reference	Classification feature of the additional reference, the document, or the transport documents

- c) To enter another data record, click on the button **Add**.
d) To save the data, click on the button **OK**.
20. To enter documents or packaging at item level, click on the tab **Item Details/Documents/ Packages**.

**Important:** To complete an export declaration, enter the MRN of the export declaration in the table **Documents**. In the **Type** field, select the value **N830 - Ausfuhranmeldung** and enter the MRN in the **Reference** field.

**Tip:** To confirm the exit for a package, click on the icon .

Proceed as follows:

- a) In the corresponding table **Documents** or **Packages**, click on the icon .
The **Documents** or **Edit Packaging** window opens.
- b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Sequence Number	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Type	Type of additional reference, document or transport documents. Valid values can be found using the search function.

Field	Description
Reference	Classification feature of the additional reference, the document, or the transport documents
Package Type	Packaging type. Valid values can be found using the search function.
Pieces	Number of packages of the item
Confirm pieces	To confirm packages, click on the Confirm exit icon. The check box will be activated.
sign	Marking on the package
Orig. pieces	Original number of packages
Confirmed pieces	Number of confirmed packages

- c) To enter another data record, click on the button **Add**.
- d) To save the data, click on the button **OK**.
- 21. To enter summary completions, click on the tab **Item Details/Summary Transition**. You can find instructions on entering summary declarations in the chapter [Entering summary completions](#) on page 22.

 **Tip:** To confirm the exit for a summary declaration, click on the icon .

- 22. To enter additional references for an item, open the **Item Details/References** tab and click on the icon .
- 23. To enter additional references, open the **References** tab and click on the icon .
- 24. To save the customs declaration, in the area **...** **Actions** click on the entry  **Save**. The customs declaration is displayed in the overview **Customs declarations**.

 **Tip:** The customs declaration is automatically saved when it is sent.

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

 **Tip:** You can select multiple customs declarations in the **Customs declarations** overview and send them simultaneously using the context menu.

- 26. Check the customs declaration for responses. The current status is displayed in the column **Status** of the overview **Customs declarations**. You can find further information on the **Messages & Status** tab of the customs declaration.

 **Important:** If you have received an error status for your customs declaration, you must correct the error. You can find instructions in the chapter [Edit errors \(customs\)](#) on page 24.

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

If the customs declaration is free of errors, the customs office of exit sends an acknowledgement with an MRN. The status of the customs declaration changes to **Accepted**. If it is not a preliminary EXS and the customs office of exit has sent a release of goods, the status changes to **ER**.

- 27. To confirm a preliminary EXS, proceed as follows:
 - a) Click on the tab **General**.
In the field **Sending Mode** the value **Confirmation** has been pre-assigned.
 - b) If required, enter the ATB number of the summary declaration.

c) To save the customs declaration, in the area ... **Actions** click on the entry  **Save**.

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

If the customs declaration is free of errors, the customs office of exit sends an acknowledgement of confirmation. The status of the customs declaration changes to **Accepted confirmation**. If the customs office of exit has sent a release of goods, the status changes to **ER**.

28. To edit the exit confirmation, click on the tab **General**.

In the field **Sending Mode** the value **Exit confirmation** has been pre-assigned.

29. To finally report the exit confirmation, activate the check box **Finalization**.



Tip: The exit confirmation can be sent multiple times. Activate the check box **Finalization** for the last transmission.

30. Supplement data in the customs declaration if required.



Important: You cannot add any packaging, summary completions or items in the exit confirmation.

31. To save the customs declaration, in the area ... **Actions** click on the entry  **Save**.

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

If the customs declaration is error-free, the customs office of exit sends an acknowledgement of the exit confirmation. The status of the customs declaration changes to **Accepted exit confirmation**. If the customs office of exit has sent a completion, the status changes to **Completion**.

3 REEC - Create re-export notice

This chapter describes how to create a re-export notice for the re-export control system (WKS).



Restriction: To create a customs declaration, you need at least the following permissions:

- **CustomsDeclarationWKS > personInChargeDE**
- **Customer > show**

1. Select the menu entry **Start > ☯ Customs declarations**.
2. In the area ☒ **Related actions** click on the entry **+ Create new customs declaration**. The **New Customs Declaration** window opens.
3. Select the customs procedure **WKS**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **REEC - ReExport Notice**.
6. Enter a unique **Reference Number/LRN** enter.



Tip:

- To automatically generate a consecutive number, click the button. The number can be embedded in a sequence of digits and/or letters.
- Only the following characters and special characters are allowed in a reference number: capitals (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).
- In the **Template** field, you can select a template from which the data is transferred to your customs declaration.

7. Click on **OK**.
The **Customs Declaration DE: REEC, RefNo/LRN: [Reference number]** tab opens.
8. Fill in the fields on the tab **General**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.



Tip: To create a re-export notification (WAM), select the value **New** in the field **Sending Mode**. Depending on the sending mode, different fields must be filled in.

Field	Description
Registrationnr. /MRN	Unique customs reference or MRN from customs
Container indicator	Are the goods in a container at the time of declaration?
Sending Mode	Sending mode of the re-export notice. Possible values are: • Exit confirmation (to a WAM) • New
Finalization	If this is a final exit confirmation for the WAM, activate the check box.
Gateway customs office	Customs office where the goods leave the customs territory of the Community.
Declarant	Declarant of the goods: Person who submits a customs declaration in his own name or in whose name a customs declaration is submitted (direct representation).

**Tip:** To enter a new address, right-click in the field **Declarant** or **Agent of Declarant**. Select the entry **Maintain one-time-customer** from the context menu. You can find instructions in the chapter *Creating one-time-customers and print addresses* on page 17.

9. To enter addresses in the **Carrier** or **Trader** fields, click on the tab **Addresses**.

**Tip:** Alternatively, you can enter the carrier on the **Transport Information** tab.

Field	Description
Carrier	Address of the carrier of the goods. The carrier is the person who transports the goods across the border of the customs territory of the Union or is responsible for their transport across the border of the customs territory of the Union. If the carrier is not the same as the Declarant , this field must be completed.
Consignor	Address of the economic operator

10. To store data on the location of goods, additional information or additional references, click on the tab **Further Details**. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Type Of Location	Type of goods location of goods. Valid values can be found using the search function.
Qualifier Of Identification	Type of location determination. Valid values can be found using the search function.
Customs office	Office number of the competent customs office

- a) To enter additional information or additional references, click in the table **Additional Information** or **Other References** on the icon . The **Additional Information** or **Other Reference** window opens.
- b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Code	Code. You can find valid values using the search function.
Text	Free text field. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key.
Type	Type of additional reference, document or transport documents. Valid values can be found using the search function.

Field	Description
Reference	Classification feature of the additional reference, the document, or the transport documents

- c) To enter another data record, click on the button **Add**.
- d) To save the data, click on the button **OK**.

11. To store supply chain participants, click on the tab **Transport Information**. Proceed as follows:

- a) In the table **Supply Chain Actors**, click on the icon . The **Supply Chain Actor** window opens.
- b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Function	Role of the economic operator. You can find valid values using the search function.
TIN/EORI	EORI or TCUI number of the economic operator

- c) To enter another data record, click on the button **Add**.
- d) To save the data, click on the button **OK**.

12. To enter transport equipment, click on the tab **Transport Equipments**.



Important:

- If you have selected the value **Yes** in the **Transport in Container** field on the **General** tab, you must create at least one transport equipment.
- If you enter multiple containers, you must specify goods item references.

13. Click on the button . Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Sequence Number	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Container Number	Number of the container in which the goods are transported.

14. To assign an item to the transport equipment, proceed as follows:

- a) In the table **Goods References**, click on the icon . The **Add Items** window opens.
- b) Select the item that is packed in the container.
 - To select multiple items, hold down the button CTRL button and select several items.
 - To select several consecutive items, select the first item, hold down the button Shift button and select the last item.

- c) Click on the button **Add Items**.
15. To store documents or transport documents, click on the tab **Documents**. Proceed as follows:
- a) In the corresponding table **documents** or **Transport Documents**, click on the icon **+**.
The **documents** or **Transport Documents** window opens.
 - b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Type	Type of additional reference, document or transport documents. Valid values can be found using the search function.
Reference	Classification feature of the additional reference, the document, or the transport documents



Tip: To specify a summary declaration, enter the value **N337** in the **Type** field in the **documents** table. Enter the ATB number/MRN in the **Reference** field.

- c) To enter another data record, click on the button **Add**.
 - d) To save the data, click on the button **OK**.
16. Click on the tab **Goods Items**.
The overview of all items for this dossier is displayed.
17. Click on the icon .
A new item is created.



Tip: To confirm the exit for an item, click on the icon .

18. Fill in at least the mandatory fields for the item. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Exit status	Status of the exit confirmation
Confirm position	To confirm items, click on the Confirm exit icon. The check box will be activated.
Preceding paper, Type	Code for the previous document. If the goods are in temporary storage, select the value N337 . To enter the completions, click on the Item Details/Summary Transition tab.

19. To enter supply chain participants, additional information or other references at item level, click on the tab **Item Details/Further Details**. Proceed as follows:
- a) In the corresponding table **Supply Chain Actors**, **Additional Information** or **Other Reference**, click on the icon **+**.
The window **Supply Chain Actor**, **Additional Information** or **Other Reference** opens.
 - b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Seq.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to Passar and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Function	Role of the economic operator. You can find valid values using the search function.
TIN/EORI	EORI or TCUI number of the economic operator
Code	Code. You can find valid values using the search function.
Text	Free text field. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key.
Type	Type of additional reference, document or transport documents. Valid values can be found using the search function.
Reference	Classification feature of the additional reference, the document, or the transport documents

- c) To enter another data record, click on the button **Add**.
 - d) To save the data, click on the button **OK**.
20. To enter documents or packaging at item level, click on the tab **Item Details/Documents/ Packages**.

**Important:** You can only enter documents and packages if the **Sending Mode** field has the value **New**.

**Tip:** To confirm the exit for a package, click on the icon .

Proceed as follows:

- a) In the corresponding table **Documents** or **Packages**, click on the icon . The **Documents** or **Edit Packaging** window opens.
- b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Sequence Number	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to ATLAS and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Type	Type of additional reference, document or transport documents. Valid values can be found using the search function.
Reference	Classification feature of the additional reference, the document, or the transport documents

Field	Description
Confirm pieces	To confirm packages, click on the Confirm exit icon. The check box will be activated.
sign	Marking on the package
Exit status	Status of the exit confirmation

- c) To enter another data record, click on the button **Add**.
d) To save the data, click on the button **OK**.
21. To enter summary completions, click on the tab **Item Details/Summary Transition**. You can find instructions on entering summary declarations in the chapter [Entering summary completions](#) on page 22.



Tip: To confirm the exit for a summary declaration, click on the icon .

22. To enter additional references for an item, open the **Item Details/References** tab and click on the icon .
23. To enter additional references, open the **References** tab and click on the icon .
24. To save the customs declaration, in the area **...** **Actions** click on the entry  **Save**. The customs declaration is displayed in the overview **Customs declarations**.



Tip: The customs declaration is automatically saved when it is sent.

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



Tip: You can select multiple customs declarations in the **Customs declarations** overview and send them simultaneously using the context menu.

26. Close the customs declaration.
27. Check the customs declaration for responses. The current status is displayed in the column **Status** of the overview **Customs declarations**. You can find further information on the **Messages & Status** tab of the customs declaration.



Important: If you have received an error status for your customs declaration, you must correct the error. You can find instructions in the chapter [Edit errors \(customs\)](#) on page 24.



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

If the customs declaration is free of errors, the customs office of exit sends an acknowledgement with an MRN. The status of the customs declaration changes to **Accepted**. If the customs office of exit has sent a release of goods, the status changes to **ER**.

28. To edit the exit confirmation, click on the tab **General**.
In the field **Sending Mode** the value **Exit confirmation** has been pre-selected.
29. To finally report the exit confirmation, activate the check box **Finalization**.
30. Supplement data in the customs declaration if required.
31. To save the customs declaration, in the area **...** **Actions** click on the entry  **Save**.
32. To send the customs declaration, in the area **...** **Actions** click on the entry  **Send**.
If the customs declaration is free of errors, the customs office of exit sends an acknowledgement of the exit confirmation. The status of the customs declaration changes to **Accepted exit confirmation**. If the customs office of exit has sent a completion, the status changes to **Completion**.

4 Cancelling a customs declaration (WKS)

This chapter describes how to cancel a summary exit declaration or a re-export notice for the re-export control system (WKS).

The exit confirmation for the exit summary declaration (EXS) or the re-export notification (WAM) has not yet been sent.

- 1. Select the menu entry **Start > ⊖ Customs declarations**.
The overview **Customs declarations** opens.
- 2. Open the EXWC or REEC customs declaration to be canceled with a double-click.
- 3. In the area **⋮ Actions** click on the entry **⊗ Invalidation request**.
The **Invalidation request** window opens.
- 4. Fill in at least the mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Declarant, TIN/EORI	TIN/EORI of the declarant of the goods
Gateway customs office	Customs office where the goods leave the customs territory of the Community.
Reason of Cancellation	Reason for the customs office why the customs declaration is being canceled.

- 5. To save the invalidation message, click on the button **OK**.
- 6. To save the customs declaration, in the area **⋮ Actions** click on the entry **💾 Save**.
- 7. To send the customs declaration, in the area **⋮ Actions** click on the entry **📤 Send**.
The request for invalidation message is sent.
- 8. Check the customs declaration for responses.
Customs sends an acknowledgement of receipt of the invalidation message. The status of the customs declaration changes to **Accepted cancellation** and **Cancellation**.

5 Creating one-time-customers and print addresses

This chapter describes how to create one-time addresses and print addresses.

You have opened a dossier, for example an order, a shipment or a customs declaration.

1. Right-click in an address field.
2. In the context menu, click on the entry **+ Maintain one-time-customer**.
The window **Create a one-time customer** opens.
3. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.
Different fields are displayed depending on the type of dossier.

Field	Description
Country	Country of the address
Name	Name of the address
Name 2	Extension for the Name field. The field is not included in German customs declarations. The field is transferred in orders and shipments.
Street	Street of the address
House No	House number of the address. The field is not included in German customs declarations.
Add On	Address suffix
Street 2	Additional field for specifying the street. The field is not included in German customs declarations. The field is transferred to orders and shipments.
ZIP	ZIP code of the address. For Germany, you can search for a ZIP code or a city. As soon as at least 3 digits or letters are entered, a drop-down menu with matching ZIP codes or towns is displayed. If you select an entry from the drop-down menu, the ZIP and City fields are filled in automatically.
City	Place of address. For Germany, the field can be filled by searching for a ZIP code or a city in the ZIP field.
District	City of the address
State	Federal state of the address
Prov.	Province of the address
Language Code	Language code for the address
TaxId	Tax ID of the address
Code	Unique identification number or code. The customer number identifies an address or a customer. Depending on the settings for your company, you can have the application create a consecutive number. Click on the + icon in the field.
Migrate Data to database	If the check box is activated, the address is added to the customer master data and a link is created to the customer master data. The link is used for statistical purposes.
TIN/EORI	Customs identification number of the economic operator to whom the customer is assigned.
Branch number	Establishment number for the EORI of the economic operator to which the customer is assigned.

Field	Description
VAT No. Decl.	VAT identification number of the customer
VAT Country	Country of the customer's VAT identification number
Reference number	The reference number specifies additional duty references, for example the VAT identification number of the importer, the fiscal representative, the acquirer or the IOSS reference number in the IOSS (Import-One-Stop-Shop) procedure. It contains the function code for the role of the person involved. Example: FR1DE123456789 (FR1 = importer, DE123456789 = VAT number)
Function code	The function code indicates the role of the tax operator, which is specified in the reference number. Possible values are: • FR1 = importer • FR2 = acquirer • FR3 = fiscal representative • FR5 = Seller (for IOSS)
Formatted Text	Complete address (print address). To transfer the print address from the address fields, click on the ". To transfer the print address from a text editor, right-click in the text field and select the entry Open text dialog from the context menu. Enter the address data and click on the button Apply . You can also fill in or change the field manually.

**Tip:**

- If you activate the check box **Migrate Data to database** you can add a one-time address in the customer master data and create a link. The link is used for statistical purposes. Fill in the field **Code**.
- The fields **Reference number** and **Function code** only have to be filled for German import customs declarations from ATLAS 9.1 onwards.

4. To create a new *EORI-Nummer* from the **TIN/EORI** field, proceed as follows:

- In the field **TIN/EORI** click with the right mouse button and select the entry **TIN/EORI/UID erstellen** from the context menu.
- Fill in the fields **TIN/EORI/UID** and **Description**.



Important: An EORI may only be stored once. Pay attention to the validity period.

- Click on the button **OK**.
An economic operator (customs) is created.



Important: For the economic operator (customs) created, only the fields **TIN/EORI/UID**, **Description** and **Branch number** are stored. To be able to communicate successfully with ATLAS under this EORI, first store all the required data, for example authorizations or custom places. To edit the economic operator, select the menu entry **Maintenance > Economic Operators (Customs)**.

5. To enter a contact person, fill in the fields in the area **Contact**.

**Tip:**

- If you have copied the address from the address master data, you can select a contact. Click on the button **Choose a contact**. A list of the contacts stored for the address is displayed. The requirement is that the required role has been defined for the contact. Select a contact and click on the button **OK**.
- To enter yourself as the contact, click on the button **Current User**.

6. To transfer the one-time-customer/print address to the dossier, click on the button **OK**.

6 Creating an article

This chapter describes how to create an article.

1. Select the menu entry **Maintenance > Commodity codes**.
The **Commodity codes** overview opens.
2. Click on the entry **+ New** in the area **...** **Actions**. Alternatively, you can create an article from the data of a customs position:
 - a) Right-click in the **Article Code** field.
 - b) From the context menu, select the entry **+ Edit Article Complete**.
The **Edit article** window opens. If you have created the article from a customs position, the values of the filled fields are transferred to the window. You can overwrite the values.
3. Fill in at least the mandatory fields on the **General** tab. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	To identify an item, you can use the item number in addition to the article code. However, articles are only referenced using the article code. The item number is a mandatory field in some customs declarations.
Nature of goods	Description of an article. The description is used on certain documents, for example customs declarations.
Owner of goods	The customer (owner) of the item. Referenced to the master data customer/address.
Valid from	Date from which the item can be used.
Valid to	Date up to which the item can be used. If the date is before the current date, the item will not be displayed when selecting via the Article Code field.
Volume per package	Volume per package

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



Tip: If you fill in the **Customs goods description** field, the goods description for customs declarations is taken from this field. If you do not fill in the field, the goods description is taken from the **General** tab.

8. To enter commodity codes for customs procedures from different countries, proceed as follows:
 - a) In the **Customs tariff numbers** area, click on the flag of the desired country. Depending on the settings, not all countries are visible.

- The **Edit a Tariff number** window opens.
- Fill in at least the mandatory fields.
 - Click on the **OK** button.
The commodity code is displayed with the corresponding country code in the **Customs tariff numbers** area.
9. Optionally, enter translations for the customs goods description. To add a new translation, proceed as follows:
- In the **Customs goods description (Translations)** area, click on the icon **+**.
The **Edit translation** window opens.
 - Fill in at least the **Language** and **Translation** fields.
 - Click on the **OK** button.
The translation is displayed in the area **Customs goods description (Translations)**.
10. You can enter documents for customs declarations per article. To enter documents, proceed as follows:
- Click on the tab of the corresponding country.
 - Click on the **Documents** tab.
 - Click on the icon **+**.
The **Edit a Document** window opens.
 - Fill in at least the mandatory fields.
 - To enter another document, click on the **Add** button.
 - To end the entry, click on the **OK** button.
- The document is displayed in the table.
- You can find an overview of all entered documents on the **Customs/Documents** tab.



Tip: If you select the article in a customs declaration, the stored documents are transferred to the customs declaration.

11. To enter data for the import or the customs warehouse Germany, click on the **Germany** tab and fill in the fields.
12. To enter additional taxes for import Switzerland, proceed as follows:
- Click on the **Switzerland** tab.
 - Click on the **Import** tab.
 - In the **Additional Taxes** area, click on the icon **+**.
The **Edit Additional Tax** window opens.
 - Fill in at least the mandatory fields.
 - To enter additional taxes, click on the **Add** button.
 - To end the entry, click on the **OK** button.
- The additional taxes are displayed in the table.



Tip: If you select the article in a customs declaration IMGE, the additional taxes stored are transferred to the corresponding position in the customs declaration.

13. To display a list of the users of the article, click on the **Info center** tab.
14. To save the article, click on the **Save** entry in the area **... Actions** area.
The article is displayed in the **Commodity codes** overview.

6.1 Creating an article (fast entry)

This chapter describes how to create an article using fast entry.

- Select the menu entry **Maintenance > Commodity codes**.
The **Commodity codes** overview opens.
- Click on the entry **+ New (Quick)** in the area **... Actions**. Alternatively, you can create an article from the data of a customs position. Proceed as follows:

- a) Right-click in the **Article Code** field.
- b) From the context menu, select the **+ Artikel erstellen** entry.

The **Edit article** window opens. If you have created the article from a customs position, the values of the filled fields are transferred to the window. You can overwrite the values.

3. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they can change depending on your entries.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	To identify an item, you can use the item number in addition to the article code. However, articles are only referenced using the article code. The item number is a mandatory field in some customs declarations.
Owner of goods	The customer (owner) of the item. Referenced to the master data customer/address.
Valid from	Date from which the item can be used.
Valid to	Date up to which the item can be used. If the date is before the current date, the item will not be displayed when selecting via the Article Code field.
Nature of goods	Description of an article. The description is used on certain documents, for example customs declarations.
Inventory unit	Unit of measurement under which the item is listed in the customs warehouse inventory.
Batch management required	If the check box is activated, the item is subject to batch duty.
Tariff no.	8-digit customs tariff number of the Combined Nomenclature/Tares
Taric	The 9th and 10th digit of the customs tariff number (TARIC)
National	The 11th, purely national digit of the total customs tariff number
Valid from	Date from which the commodity code can be used.
Valid to	Date up to which the commodity code can be used.
Supplement	The supplement code depends on the commodity code. Supplementary codes can be trade policy or customs measures that are dependent on <i>EZT</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 cancel the creation of the article, click on the **Cancel** button.

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

7 Completions

Completions are parts of a good in a customs-registered unit of measure (for example, kilograms) that have been transferred from a source procedure to a destination procedure.

7.1 Entering summary completions

This chapter describes how to enter completions for the summary declaration.

You have opened a customs declaration for which one or more summary completions SumA are to be entered.



Important: The following applies to summary completions SumA from a transit completion: If the transit document contains enclosures, ATLAS changes the enclosure to 1 package when the transit document is completed. To correct the number of packages, you can use the Split Summary Declaration functions to create a consolidation and a split. Instructions for the summary declaration functions can be found in the following chapters:

- [SUCO - Creating a Consol Summary Declaration\(s\)](#)
- [SUSP - Creating a Split Summary Declaration](#)

Be sure to discuss your procedure with the customs office responsible.

1. Click on the tab **SumA Completions** or **Summary Transition**.
2. Select the **Type of Identification** tab.
3. Click on the icon .
The window **Available Depositings** opens.
4. To restrict the display of ATB numbers or summary declarations, enter search criteria. Click on the button **Search**.



Tip: If you activate the check box **only available quantity**, only custodians with an available quantity greater than 0 (zero) are displayed.

The ATB numbers or summary declarations are displayed in the table.

5. You have several options:
 - To select an ATB number/SumA-MRN, select the ATB number/SumA-MRN in the table.
 - To select several ATB numbers/SumA-MRNs, press and hold the CTRL button and select several ATB numbers/SumA-MRNs.
 - To select several consecutive ATB numbers/SumA-MRNs, highlight the first ATB number/SumA-MRN, press and hold the Shift button and select the last ATB number/SumA-MRN.
6. Click on the button **OK**.
The completions are displayed in the table.
7. Alternatively, you can enter an ATB number or SumA-MRN. Proceed as follows:
 - a) Click on the icon .
The window **SumA Completions** opens.
 - b) Fill in at least the mandatory fields.

Field	Description
Customs Reference/ MRN	Customs reference or Master Reference Number (MRN) of the completions. Customs reference format: ATB150001230620205866. MRN format: 24DE5866I12345B6U9
Customs Item	Item number for the customs reference of the completions
package count	Number of packages of the completions

- c) To enter an additional ATB number or summary declaration MRN, click on the button **Add**.
- d) To save the completions, click on the button **OK**.
The completions are displayed in the table.
- 8. Depending on the company settings, you can copy ATB15 numbers. You have several options.
- 9. To copy an ATB15 number, proceed as follows:
 - a) Select the ATB15 number in the table.
 - b) Click on the icon .
A new line with the copied ATB15 number is displayed.
 - c) Click on the icon .
The window **SumA Completions** opens.
 - d) Fill in at least the fields **Customs Item** and **package count**.
- 10. To copy an ATB15 number several times, proceed as follows:
 - a) Select the ATB15 number in the table.
 - b) Click on the icon .
The window **Copy ATB15-No incl Items** opens. In the field **From Item Number** the next position is displayed.
 - c) Change the value in the **From Item Number** field if required and fill in at least the **to**.
 - d) Click on the button **OK**.
A line is displayed in the table for each copied position.

8 Edit errors (customs)

This chapter describes how to detect and correct errors using the example of a customs declaration.

You can recognize incorrect customs declarations in the **Customs declarations** overview by the status in the **Status** column and the icon . The statuses have different names depending on the type of customs declaration.

1. To open the incorrect customs declaration, double-click on the customs declaration.
The customs declaration opens in a new tab.
2. Click on the **Messages & Status** tab.
3. In the table below the **Show Messages, Direction** field, select the line with the incoming message.
The messages are displayed in the **Message Preview** area.

There are differences in the weighting of the responses.

- Error (**Error**) - Customs has rejected the declaration because it is incorrect.
- Warning (**Warning**) - Customs reports an error that has not led to a rejection of the declaration.
- Information (**Information**) - Customs has sent a notification.

In the **Text** column details of the message are displayed. Depending on the type of response, the column can also remain empty.

4. Double-click on the line with the message text.
Depending on the type of error, a window with additional information about the error opens.
5. You have the following options:
 - Correct the error, save the customs declaration and resend.
 - Correct the error at a later date.

9 Contact information

You will find contact information in this chapter.

If you have any technical questions, please contact your local customs office. Further contact options:

Questions about DAKOSY GE

- Contact: DAKOSY-Servicedesk
- Phone: [+49 40 37860990](tel:+494037860990)
- Email: servicedesk@dakosy.de
- [Contact form](#)

Technical questions customs

- Contact: Customs Information Center
- Phone: [+49 351 44834-520](tel:+4935144834520)
- Email: info.gewerblich@zoll.de

Technical questions ATLAS

- Contact: Service Desk ITZBund
- Telephone from within Germany (DE): [0800 8007-5451](tel:080080075451)
- Telephone from abroad: [+49 69 20971-545](tel:+496920971545)
- Email: servicedesk@itzbund.de