Customs warehouse Germany 2.1

Training Material
DAKOSY GE 2024.2
Release Date 2024/10

Alteration service

DAKOSY

Datenkommunikationssystem AG

Training team

Mattentwiete 2

20457 Hamburg

Telephone: +49 40 37003-0

E-Mail: *dokumentation@dakosy.de*

Validity

This document in its respective current version is only valid as of the applicable version designated on the title page.

Liability

Despite careful drafting and checking of this document, no liability claims against DAKOSY AG may be derived from the content!

Applicable documents und sources

in the respective valid versions

[1] the application's online help

[2] *www.zoll.de*

Trademarks

Microsoft, Excel, PowerPoint, and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Table of Contents

1 Customs warehouse procedure

Under the customs warehouse procedure, you can store goods regularly and indefinitely at certain approved locations or storage facilities in the customs territory of the Union. During storage in a customs warehouse, no import duties are payable and no trade policy measures (e.g. submission of import permits or import licences) must be observed.

1.1 Customs warehouse Germany

This chapter describes the customs warehouse procedure in Germany.

Under the customs warehouse procedure, non-community goods may be declared and transferred to a customs warehouse, including from a preliminary procedure, without the levying of import duties and without the application of commercial policy measures. After putting into storage in the customs warehouse, the removal of goods can usually take place at any time.

The customs warehouse procedure is terminated when the goods have been assigned a new permissible customs-approved designation or use. For example, you can continue to process the goods after storage as follows:

- Re-execution
- Transfer into a transit procedure
- Transfer into free circulation under customs law

The customs warehouse procedure is largely supported by the IT procedure ATLAS of the German customs administration. The ATLAS customs warehouse procedure supports the following procedures:

- The transfer of goods to a customs warehouse procedure under standard or simplified procedure.
- The transfer of non-Community goods to a type I public or private customs warehouse.
- The transfer of goods to a customs warehouse in Germany which is supervised in another Member State.
- The declaration of excerpts from the inventory records.
- The completion of a customs warehouse procedure for the former customs warehouse types D and E by submission of an supplementary customs declaration.
- The termination of the customs warehouse procedure by transmission of a completion, provided that the target procedure has been implemented in ATLAS.

All customs warehouse types can be processed with the customs warehouse in DAKOSY GE.

To run a customs warehouse and to participate in the ATLAS procedure, you need appropriate authorizations. A distinction is made between the following procedures:

- Simplified customs declaration
- Local clearance procedure
- Standard procedure

Depending on the authorizations granted, the user has different types of declaration available.

⚠️ **Important:** To be able to work with the customs warehouse at DAKOSY GE, you must first enter configurations. You can find further information in section *Warehouse administration* on page 48.

1.2 Free warehouse

This section describes free warehouses.

The inventory of a free warehouse can be monitored in DAKOSY GE. You can register incoming goods and removals of goods:

- You can find instructions on entering incoming goods in section *WIFL - Create common warehouse incoming* on page 26.

- You can find instructions on entering removals of goods in section *WOFL - Create common warehouse outgoing* on page 37.

The warehouse inventories are shown in the overview **Warehouse Inventorys**.

2 Incoming goods

This section describes the receipt of goods in the customs warehouse procedure.

Incoming goods includes the putting into storage of goods into the customs warehouse, as well as the customs treatment of the procedures. Depending on the present authorization (simplified procedure/ standard procedure), the following types of declarations are possible:

- Transfer into a customs warehouse in the simplified procedure: Simplified customs declaration (VZA-ZL) or clearance notification (AZ-ZL)
- In the simplified procedure, the declaration data transmitted to ATLAS at the time of transfer into the customs warehousing procedure are supplemented by means of an extract from the Register of Stock Receipts (BA).
- Transfer of the goods from a customs warehouse of departure to a customs warehouse of destination (warehouse transfers, LUEGZ) as informal notification to ATLAS
- Transfer into a customs warehouse in the simplified procedure (EZA-ZL)

ℹ️ **Tip:** Some of the described functions are subject to an authorization protection. Each user is assigned to a user group whose authorization level allows or prohibits the execution of certain application functions.

2.1 Incoming goods with final import declaration (WIDC)

If the incoming goods have been delivered to the warehouse using a transit procedure, the incoming goods can be reported with a final import declaration.
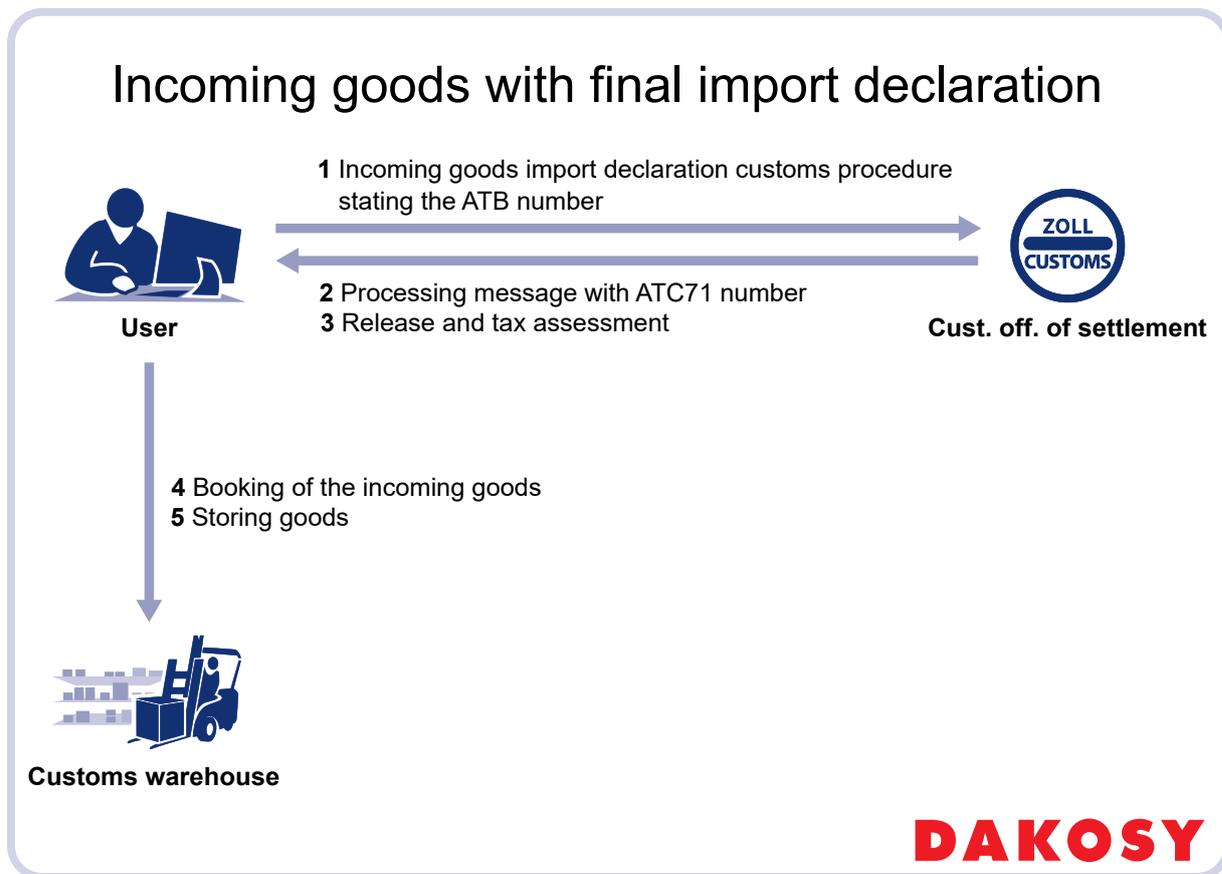
Figure 1: Incoming goods with final import declaration

1. The user creates an entry of goods into a customs warehouse in the simplified procedure (EZA-ZL). He specifies the ATB number. The user sends the incoming goods to the he customs office of clearance.

2. The user receives a processing message from the customs office of clearance with an ATC71 number.
3. The user receives a release of goods and a tax assessment from the customs office of clearance.
4. The user books his incoming goods.
5. The user then stores the goods.

2.2 Import declaration (WPDC) incoming goods with preliminary customs procedure

> Incoming goods can already be transferred to the customs office with a preliminary import declaration before presentation.
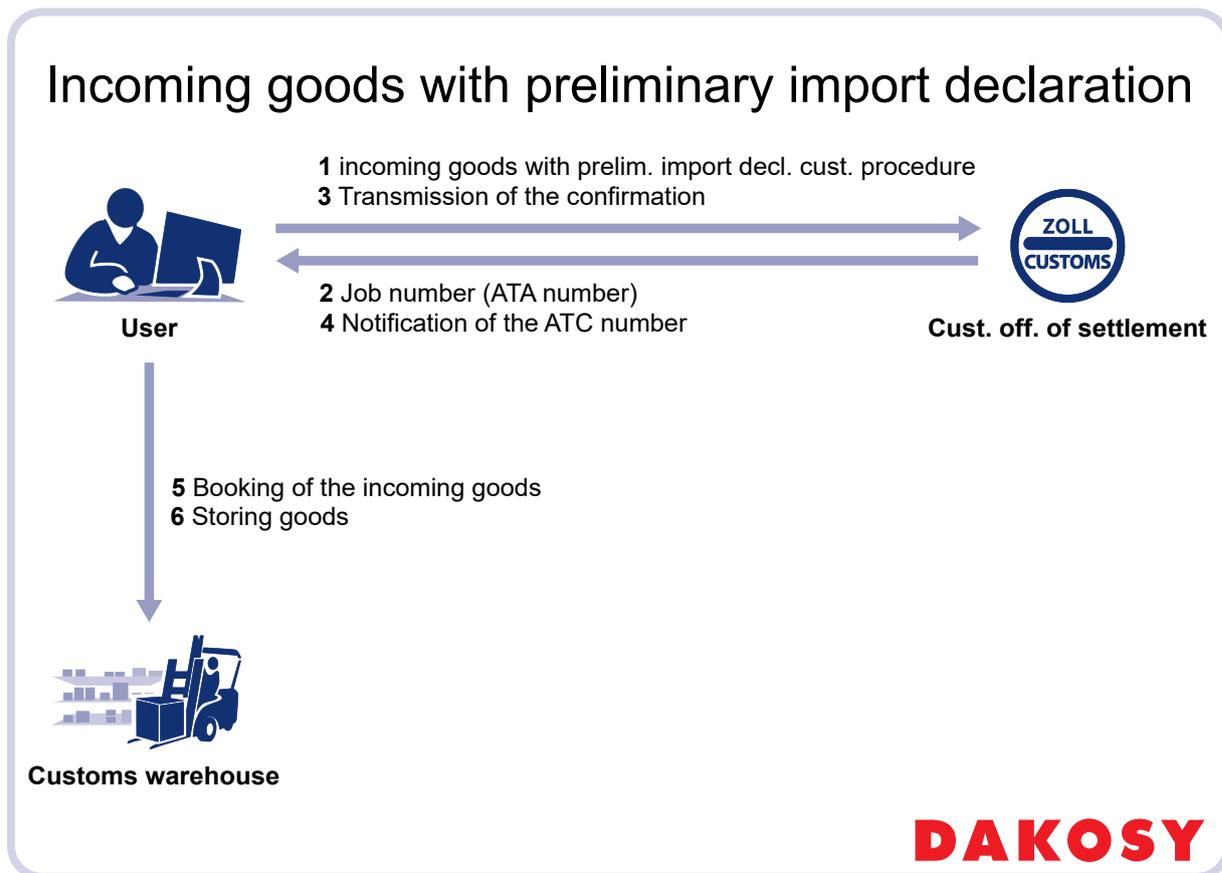
Figure 2: Incoming goods with preliminary import declaration

1. The user creates an incoming goods with transfer to the customs warehouse procedure in the preliminary standard procedure (EZA-ZL) and sends it to the customs warehouse of clearance.
2. The user receives a job number (ATA number) from the customs office of clearance.
3. The user sends the confirmation to the customs office of clearance.
4. The user receives an ATC number from the customs office of clearance.
5. The user books his incoming goods.
6. The user then stores the goods.

2.3 Incoming goods with simplified customs declaration or in the local clearance procedure (WIDS)

The procedure "Incoming goods with simplified customs declaration or using the local clearance procedure (WIDS)" can be used if the simplified customs declaration or local clearance procedure has been approved.
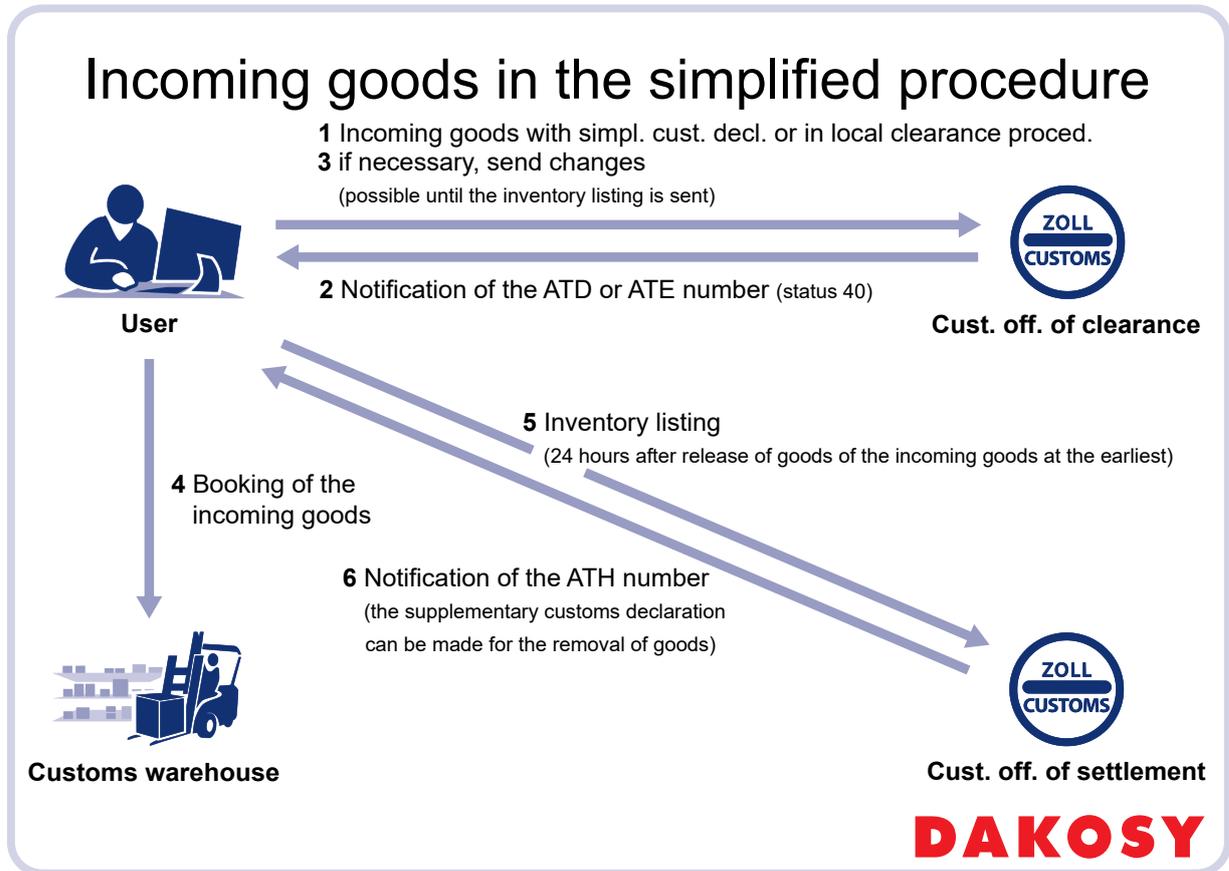
Figure 3: Incoming goods in the simplified procedure

1. The user creates an incoming goods with transfer to the customs warehouse with simplified procedure (VZA-ZL) or with entry into the records (AZ-ZL) and sends it to the customs office of clearance.
2. The user receives an ATD (for the simplified customs declaration) or an ATE number (for the entry into the records) from the customs office of clearance.
3. If necessary, the user can still send changes to the customs office of clearance until the inventory listing is sent.
4. The user books his incoming goods.
5. The user sends the inventory listing to the customs office issuing the invoice at the earliest 24 hours after release of goods.
6. The user receives an ATH number from the customs office issuing the invoice. A supplementary customs declaration can be made for the removal of goods as of this point.
7. The user then stores the goods.

2.4 WIDC - Create customs warehouse incoming declaration

This chapter describes how to create a customs warehouse entry (final customs declaration (EZA-ZL)) 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 **ZL**.
4. Select the country **DE - Germany**.
5. Select the type of customs declaration **WIDC - Customs Warehouse Incoming Declaration**.
6. Enter a clear **Reference-Number**.

> **(i)** **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: WIDC - Customs Warehouse Incoming Declaration** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

Field	Description
Customs Office	Competent customs office at which the customs declaration is cleared.
Incoming Customs Off.	The first EU customs office where the goods are physically and electronically declared. At the customs office of entry, the goods are subjected to appropriate entry checks on the basis of a risk analysis.
Country of Dispatch	Country of consignor
Incomplete	Is this an incomplete customs declaration?
Customs State	What customs law status do the commodities have?
Statistical State	What statistical status do the commodities have?
D.V.1. Mark	Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment.
Consignee	Address of the recipient of the goods
Owner Authorization Number	Holder of the authorization for a customs procedure

9. Click on the tab **Further Details**. To enter container numbers or general documents, proceed as follows:
   a) Click on the ➕ icon in the **Containers** or **Documents** area.
      The relevant window **Edit a Containernumber** or **Edit a Document** opens.
   b) Fill out at least the mandatory fields.
   c) To enter another container or further documents, click on the **Add** button.
   d) To save the container or document entered, click on the **OK** button.

10. To enter previous documents, click on the **Preceding Papers** tab and select the **Prev. Doc. Type**. You have several options:

   • To enter the completions in the summary declaration, select the value **ATNEU** in the field **Prev. Doc. Type**. You can find instructions on how to enter completions in summary declarations in section *Enter the completions for a summary declaration* on page 44.

   • In order to complete the customs warehouse in the clearance for free circulation, select the value **AT-ZL** in the **Prev. Doc. Type** field. You can find instructions on how to enter completions for the customs warehouse in section *Enter the completions customs warehouse* on page 45.

   • To enters the completions in the AV/UV, select the value **AT-AV** or **AT-UV** in the field **Prev. Doc. Type**. You can find instructions on how to enter completions in AV/UV in section *Enter the completions inward processing/conversion* on page 44.

The mandatory fields change depending on the previous document type.

11. To enter general data for the customs value declaration, click on the **DV1** tab. You can record the cost positions in the position or have them shared automatically via cost sharing.

Field	Description
D.V.1. Mark	Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment.
Relation Type	Representation relationship
Relatedness Details	• Identification of the connection between seller and buyer. For values 1 and 2, you must enter an explanation regarding the connection in the following field. • Exact information on the stated connection
Restrictions as to the Disposition by	Restrictions on the use of the authorization. A restriction is established for a commodities tariff number or a country. A warning or error message in response to an attempt to send if there is an active restriction.
Price subject to some condition	Are there conditions or special services?
License Costs	Are there license fees?
Sale Subject to the Proceeds	Is the purchase transaction linked to an agreement under which a part of the proceeds from resale, other releases of goods or uses benefits the seller, either directly or indirectly?

⚠️ **Important:**

The customs office may waive the submission of a D.V.1 in the following cases:

- The customs value cannot be calculated according to the transaction value method under Art. 69 Customs Code (CC).
- According to Art. 6 No. 5a) CC-DA as well as Annex B, Chapter 3, Section 2, remark 20 CC-DA: The customs value of the goods does not exceed 20,000 Euro per consignment, as long as it does not concern multiple consignments or a partial consignment from the same consignee to the same recipient.

ℹ️ **Tip:**

- If a customs declaration is required, enter the following data:
  - Seller information with document type code `5VKA`
  - Seller information with document type code `5KAU`
  - Information on the purchase contract with document type code `5KVT`
- If you enter data into the field **IATA Airport** or **Place of Dispatch**, this will be transferred into the positions still to be recorded if a new customs declaration is set up. If the fields are left blank, you must fill out the fields in every single position on the tab **Item Details/DV1**.
- If the field **Border Transport Mode** does not have the value **4 - Luftverkehr** and the field **Type of Transport** does not have the value **04 - Flugzeug**, you must fill out the field **Place of Dispatch**.

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

13. Click on the icon 🖩.

A new position is set up.

14. Fill in at least the required fields of the position.

> ⚠️ **Important:** Depending on the inventory management procedure, you must create an article.
>
> - If inventory management is carried out electronically, you must create an article.
> - If the declaration is created without electronic inventory management, you do not need to create an item.

> ℹ️ **Tip:**
>
> - You can create an article from the field **Article Code**. You can find instructions in section *Create article (shortcut)* on page 56.
> - If you enter a discount beginning with 2, 3 or 4, you must record evidence of direct consignment. To enter evidence of direct consignments, click on the tab **Item Details/Documents** and add the document `4/7HHF`.

Field	Description
Article Code	Code under which the article data was saved in the master article. You can enter or search for an article to include in the customs declaration. To enter an article for the master article, right click in the field with the mouse and select the menu item **Creates a new article with current customs position data**.
Commodity Code	Commodities number pursuant to customs tariff
Description	Description of goods
Received quantity	Quantity to be stored
Quantity unit	Measurement unit of the quantity to be stored. The value is adopted from the master article.
Net Weight	Entry of the net mass (net weight/weight of the goods without packaging) for this goods position in kilograms
Gross weight	Entry of gross mass (gross weight/weight of the goods incl. packaging) for this goods position in kilograms
Pieces	Number of parcels of the position
Type	Code of the packaging type
Preceding Proc.	Previous customs law designation of the position, such as **00 - kein vorangegangenes Verfahren**.
Pref. Type	The tariff preference may include a preference, such as third-country customs tax or general preferences (APS). This information is relevant for the tax collection to be carried out.
Country of origin	Country of origin of the commodities

15. 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 58.

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

If the customs declaration is free of errors, customs sends a transfer with an ATC-number and a tax assessment. The status of the customs declaration changes to **Decision Licence To Import** and **Notification Dues**. In the status **Notification Dues** you can post the customs declaration to the customs warehouse. For information on how to book incoming goods, see *Book incoming goods* on page 27.

2.5 WIDS - Create customs warehouse incoming declaration simplified (final)

This section describes how to create a customs warehouse entry, (simplified customs declaration (EZA-ZL) or clearance notification (AZ-ZL)) 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 **ZL**.
4. Select the country **DE - Germany**.
5. Select the type of customs declaration **WIDS - Customs Warehouse Incoming Declaration Simplified (final)**.
6. Enter a clear **Reference-Number**.

> ℹ️ **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: WIDS - Customs Warehouse Incoming Declaration Simplified (final)** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

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

Field	Description
Customs Office	Competent customs office at which the customs declaration is cleared.
Incoming Customs Off.	The first EU customs office where the goods are physically and electronically declared. At the customs office of entry, the goods are subjected to appropriate entry checks on the basis of a risk analysis.
Country of Dispatch	Country of consignor
Customs State	What customs law status do the commodities have?
Statistical State	What statistical status do the commodities have?

Field	Description
D.V.1. Mark	Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment.
Declarant	Declarant of the goods: Person submitting a customs declaration in their own name or in whose name a customs declaration is submitted (direct representation).
Owner Authorization Number	Holder of the authorization for a customs procedure
Authorization Number (Simplified Declaration)	Number of authorization for the simplified procedure (simplified procedure or local clearance procedure)

9. Click on the tab **Further Details**. To enter container numbers or general documents, proceed as follows:

   a) Click on the + icon in the **Containers** or **Documents** area.
      The relevant window **Edit a Containernumber** or **Edit a Document** opens.
   b) Fill out at least the mandatory fields.
   c) To enter another container or further documents, click on the **Add** button.
   d) To save the container or document entered, click on the **OK** button.

10. To enter previous documents, click on the **Preceding Papers** tab and select the **Prev. Doc. Type**. You have several options:

    • If the good is in temporary storage, select the value **ATNEU** in the **Prev. Doc. Type** field. You can find instructions on how to enter completions in summary declarations in section *Enter the completions for a summary declaration* on page 44.
    • In order to complete the customs warehouse in the clearance for free circulation, select the value **AT-ZL** in the **Prev. Doc. Type** field. You can find instructions on how to enter completions for the customs warehouse in section *Enter the completions customs warehouse* on page 45.
    • To enters the completions in the AV/UV, select the value **AT-UV** or **AT-AV** in the field **Prev. Doc. Type**. You can find instructions on how to enter completions in AV/UV in section *Enter the completions inward processing/conversion* on page 44.

    The mandatory fields change depending on the previous document type.

11. To enter general data for the customs value declaration, click on the **DV1** tab. You can record the cost positions in the position or have them shared automatically via cost sharing.

Field	Description
D.V.1. Mark	Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment.
Relation Type	Representation relationship
Relatedness Details	• Identification of the connection between seller and buyer. For values 1 and 2, you must enter an explanation regarding the connection in the following field. • Exact information on the stated connection
Restrictions as to the Disposition by	Restrictions on the use of the authorization. A restriction is established for a commodities tariff number or a country. A warning or error message in response to an attempt to send if there is an active restriction.

Field	Description
Price subject to some condition	Are there conditions or special services?
License Costs	Are there license fees?
Sale Subject to the Proceeds	Is the purchase transaction linked to an agreement under which a part of the proceeds from resale, other releases of goods or uses benefits the seller, either directly or indirectly?

> ⚠️ **Important:**
>
> The customs office may waive the submission of a D.V.1 in the following cases:
>
> - The customs value cannot be calculated according to the transaction value method under Art. 69 Customs Code (CC).
> - According to Art. 6 No. 5a) CC-DA as well as Annex B, Chapter 3, Section 2, remark 20 CC-DA: The customs value of the goods does not exceed 20,000 Euro per consignment, as long as it does not concern multiple consignments or a partial consignment from the same consignee to the same recipient.

> ℹ️ **Tip:**
>
> - If a customs declaration is required, enter the following data:
>   - Seller information with document type code `5VKA`
>   - Seller information with document type code `5KAU`
>   - Information on the purchase contract with document type code `5KVT`
> - If you enter data into the field **IATA Airport** or **Place of Dispatch**, this will be transferred into the positions still to be recorded if a new customs declaration is set up. If the fields are left blank, you must fill out the fields in every single position on the tab **Item Details/DV1**.
> - If the field **Border Transport Mode** does not have the value **4 - Luftverkehr** and the field **Type of Transport** does not have the value **04 - Flugzeug**, you must fill out the field **Place of Dispatch**.

12. Click on the tab **Goods Items**.
    An overview of all positions in this dossier is displayed.
13. Click on the icon 🖳.
    A new position is set up.
14. Fill in at least the required fields of the position.

> ℹ️ **Tip:**
>
> - You can create an article from the field **Article Code**. You can find instructions in section *Create article (shortcut)* on page 56.
> - If you enter a discount beginning with 2, 3 or 4, you must record evidence of direct consignment. To enter evidence of direct consignments, click on the tab **Item Details/Documents** and add the document `4/7HHF`.

Field	Description
Article Code	Code under which the article data was saved in the master article. You can enter or search for an article to include in the customs declaration. To enter an article for the master article, right click in the field with the mouse and select the menu item **Creates a new article with current customs position data**.
Commodity Code	Commodities number pursuant to customs tariff

Field	Description
Description	Description of goods
Received quantity	Quantity to be stored
Quantity unit	Measurement unit of the quantity to be stored. The value is adopted from the master article.
Net Weight	Entry of the net mass (net weight/weight of the goods without packaging) for this goods position in kilograms
Gross weight	Entry of gross mass (gross weight/weight of the goods incl. packaging) for this goods position in kilograms
Pieces	Number of parcels of the position
Type	Code of the packaging type
Preceding Proc.	Previous customs law designation of the position, such as **00 - kein vorangegangenes Verfahren**.
Pref. Type	The tariff preference may include a preference, such as third-country customs tax or general preferences (APS). This information is relevant for the tax collection to be carried out.
Country of origin	Country of origin of the commodities

15. 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 58.

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

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

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

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

19. Check the customs declaration for responses.
If the customs declaration is free of errors, customs sends a transfer with an ATC-number and a tax assessment. The status of the customs declaration changes to **Decision Licence To Import** and **Notification Dues**. In the status **Notification Dues** you can book the customs declaration to the customs warehouse. For information on how to book incoming goods, see *Book incoming goods* on page 27.

2.6 WPDC - Create customs warehouse incoming declaration preliminary

This section describes how to create a customs warehouse entry (preliminary customs declaration (EZA-ZL)) 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 **ZL**.
4. Select the country **DE - Germany**.
5. Select the type of customs declaration **WPDC - Customs Warehouse Incoming Declaration Preliminary**.
6. Enter a clear **Reference-Number**.

> ℹ️ **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: WPDC - Customs Warehouse Incoming Declaration Preliminary** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

Field	Description
Customs Office	Competent customs office at which the customs declaration is cleared.
Incoming Customs Off.	The first EU customs office where the goods are physically and electronically declared. At the customs office of entry, the goods are subjected to appropriate entry checks on the basis of a risk analysis.
Country of Dispatch	Country of consignor
Incomplete	Is this an incomplete customs declaration?
Customs State	What customs law status do the commodities have?
Statistical State	What statistical status do the commodities have?
D.V.1. Mark	Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment.
Consignee	Address of the recipient of the goods
Owner Authorization Number	Holder of the authorization for a customs procedure

9. Click on the tab **Further Details**. To enter container numbers or general documents, proceed as follows:
    a) Click on the + icon in the **Containers** or **Documents** area.
       The relevant window **Edit a Containernumber** or **Edit a Document** opens.
    b) Fill out at least the mandatory fields.
    c) To enter another container or further documents, click on the **Add** button.
    d) To save the container or document entered, click on the **OK** button.
10. To enter previous documents, click on the **Preceding Papers** tab and select the **Prev. Doc. Type**. You have several options:

- To enters the completions in the summary declaration, select the value **ATNEU** in the field **Prev. Doc. Type**. You can find instructions on how to enter completions in summary declarations in section *Enter the completions for a summary declaration* on page 44.
- In order to complete the customs warehouse in the clearance for free circulation, select the value **AT-ZL** in the **Prev. Doc. Type** field. You can find instructions on how to enter completions for the customs warehouse in section *Enter the completions customs warehouse* on page 45.
- To enters the completions in the AV/UV, select the value **AT-AV** or **AT-UV** in the field **Prev. Doc. Type**. You can find instructions on how to enter completions in AV/UV in section *Enter the completions inward processing/conversion* on page 44.

The mandatory fields change depending on the previous document type.

11. To enter general data for the customs value declaration, click on the **DV1** tab. You can record the cost positions in the position or have them shared automatically via cost sharing.

Field	Description
D.V.1. Mark	Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment.
Relation Type	Representation relationship
Relatedness Details	• Identification of the connection between seller and buyer. For values 1 and 2, you must enter an explanation regarding the connection in the following field. • Exact information on the stated connection
Restrictions as to the Disposition by	Restrictions on the use of the authorization. A restriction is established for a commodities tariff number or a country. A warning or error message in response to an attempt to send if there is an active restriction.
Price subject to some condition	Are there conditions or special services?
License Costs	Are there license fees?
Sale Subject to the Proceeds	Is the purchase transaction linked to an agreement under which a part of the proceeds from resale, other releases of goods or uses benefits the seller, either directly or indirectly?

⚠️ **Important:**

The customs office may waive the submission of a D.V.1 in the following cases:

- The customs value cannot be calculated according to the transaction value method under Art. 69 Customs Code (CC).
- According to Art. 6 No. 5a) CC-DA as well as Annex B, Chapter 3, Section 2, remark 20 CC-DA: The customs value of the goods does not exceed 20,000 Euro per consignment, as long as it does not concern multiple consignments or a partial consignment from the same consignee to the same recipient.

> **ⓘ Tip:**
> - If a customs declaration is required, enter the following data:
>   - Seller information with document type code `5VKA`
>   - Seller information with document type code `5KAU`
>   - Information on the purchase contract with document type code `5KVT`
> - If you enter data into the field **IATA Airport** or **Place of Dispatch**, this will be transferred into the positions still to be recorded if a new customs declaration is set up. If the fields are left blank, you must fill out the fields in every single position on the tab **Item Details/DV1**.
> - If the field **Border Transport Mode** does not have the value **4 - Luftverkehr** and the field **Type of Transport** does not have the value **04 - Flugzeug**, you must fill out the field **Place of Dispatch**.

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

13. Click on the icon ⯎.
    A new position is set up.

14. Fill in at least the required fields of the position.

> **ⓘ Tip:**
> - You can create an article from the field **Article Code**. You can find instructions in section *Create article (shortcut)* on page 56.
> - If you enter a discount beginning with 2, 3 or 4, you must record evidence of direct consignment. To enter evidence of direct consignments, click on the tab **Item Details/Documents** and add the document `4/7HHF`.

Field	Description
Article Code	Code under which the article data was saved in the master article. You can enter or search for an article to include in the customs declaration. To enter an article for the master article, right click in the field with the mouse and select the menu item **Creates a new article with current customs position data**.
Commodity Code	Commodities number pursuant to customs tariff
Description	Description of goods
Received quantity	Quantity to be stored
Quantity unit	Measurement unit of the quantity to be stored. The value is adopted from the master article.
Net Weight	Entry of the net mass (net weight/weight of the goods without packaging) for this goods position in kilograms
Gross weight	Entry of gross mass (gross weight/weight of the goods incl. packaging) for this goods position in kilograms
Pieces	Number of parcels of the position
Type	Code of the packaging type
Preceding Proc.	Previous customs law designation of the position, such as **00 - kein vorangegangenes Verfahren**.

Field	Description
Pref. Type	The tariff preference may include a preference, such as third-country customs tax or general preferences (APS). This information is relevant for the tax collection to be carried out.
Country of origin	Country of origin of the commodities

15. 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.
    If the customs declaration is free of errors, customs sends a registration with an ATA number. The status of the customs declaration changes to **Registered**. In the status **Registered** the customs declaration can be finally recorded.

18. To reopen the customs declaration, double click on the customs declaration in the overview.
    This opens the **Customs Declaration DE: WPDC - Customs Warehouse Incoming Declaration Preliminary** tab.

19. Click on the tab **Confirmation**.

20. Fill out the field **Transport ID**.

21. In the area **Actions**, click on the menu entry **Confirm customs declaration**.

22. Close the customs declaration.

23. 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 58.

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

If the customs declaration is free of errors, customs sends a transfer with an ATC-number and a tax assessment. The status of the customs declaration changes to **Decision Licence To Import** and **Notification Dues**. In the status **Notification Dues** you can book the customs declaration to the customs warehouse. For information on how to book incoming goods, see *Book incoming goods* on page 27.

2.7 WPDS - Create customs warehouse incoming declaration simplified preliminary

This section describes how to create a customs warehouse entry (preliminary simplified customs declaration (VZA-ZL)) 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 **ZL**.

4. Select the country **DE - Germany**.

5. Select the customs declaration type **WPDS - Customs Warehouse Incoming Declaration Simplified Preliminary**.

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

> ℹ️ **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: WPDS - Customs Warehouse Incoming Declaration Simplified Preliminary** tab.

8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

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

Field	Description
Customs Office	Competent customs office at which the customs declaration is cleared.
Incoming Customs Off.	The first EU customs office where the goods are physically and electronically declared. At the customs office of entry, the goods are subjected to appropriate entry checks on the basis of a risk analysis.
Country of Dispatch	Country of consignor
Customs State	What customs law status do the commodities have?
Statistical State	What statistical status do the commodities have?
D.V.1. Mark	Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment.
Declarant	Declarant of the goods: Person submitting a customs declaration in their own name or in whose name a customs declaration is submitted (direct representation).
Owner Authorization Number	Holder of the authorization for a customs procedure
Authorization Number (Simplified Declaration)	Number of authorization for the simplified procedure (simplified procedure or local clearance procedure)

9. Click on the tab **Further Details**. To enter container numbers or general documents, proceed as follows:

   a) Click on the icon ✚ in the **Containers** or **Documents** area.
   The relevant window **Edit a Containernumber** or **Edit a Document** opens.
   b) Fill out at least the mandatory fields.
   c) To enter another container or further documents, click on the **Add** button.
   d) To save the container or document entered, click on the **OK** button.

10. To enter previous documents, click on the **Preceding Papers** tab and select the **Prev. Doc. Type**. You have several options:

   - To enters the completions in the summary declaration, select the value **ATNEU** in the field **Prev. Doc. Type**. You can find instructions on how to enter completions in summary declarations in section *Enter the completions for a summary declaration* on page 44.
   - In order to complete the customs warehouse in the clearance for free circulation, select the value **AT-ZL** in the **Prev. Doc. Type** field. You can find instructions on how to enter completions for the customs warehouse in section *Enter the completions customs warehouse* on page 45.
   - To enters the completions in the AV/UV, select the value **AT-AV** or **AT-UV** in the field **Prev. Doc. Type**. You can find instructions on how to enter completions in AV/UV in section *Enter the completions inward processing/conversion* on page 44.

The mandatory fields change depending on the previous document type.

11. To enter general data for the customs value declaration, click on the **DV1** tab. You can record the cost positions in the position or have them shared automatically via cost sharing.

Field	Description
D.V.1. Mark	Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment.
Relation Type	Representation relationship
Relatedness Details	• Identification of the connection between seller and buyer. For values 1 and 2, you must enter an explanation regarding the connection in the following field. • Exact information on the stated connection
Restrictions as to the Disposition by	Restrictions on the use of the authorization. A restriction is established for a commodities tariff number or a country. A warning or error message in response to an attempt to send if there is an active restriction.
Price subject to some condition	Are there conditions or special services?
License Costs	Are there license fees?
Sale Subject to the Proceeds	Is the purchase transaction linked to an agreement under which a part of the proceeds from resale, other releases of goods or uses benefits the seller, either directly or indirectly?

⚠️ **Important:**

The customs office may waive the submission of a D.V.1 in the following cases:

- The customs value cannot be calculated according to the transaction value method under Art. 69 Customs Code (CC).
- According to Art. 6 No. 5a) CC-DA as well as Annex B, Chapter 3, Section 2, remark 20 CC-DA: The customs value of the goods does not exceed 20,000 Euro per consignment, as long as it does not concern multiple consignments or a partial consignment from the same consignee to the same recipient.

ℹ️ **Tip:**

- If a customs declaration is required, enter the following data:
    - Seller information with document type code `5VKA`
    - Seller information with document type code `5KAU`
    - Information on the purchase contract with document type code `5KVT`
- If you enter data into the field **IATA Airport** or **Place of Dispatch**, this will be transferred into the positions still to be recorded if a new customs declaration is set up. If the fields are left blank, you must fill out the fields in every single position on the tab **Item Details/DV1**.
- If the field **Border Transport Mode** does not have the value **4 - Luftverkehr** and the field **Type of Transport** does not have the value **04 - Flugzeug**, you must fill out the field **Place of Dispatch**.

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

13. Click on the icon 📇.
A new position is set up.

14. Fill in at least the required fields of the position.

> **Tip:**
> - You can create an article from the field **Article Code**. You can find instructions in section *Create article (shortcut)* on page 56.
> - If you enter a discount beginning with 2, 3 or 4, you must record evidence of direct consignment. To enter evidence of direct consignments, click on the tab **Item Details/Documents** and add the document `4/7HHF`.

Field	Description
Article Code	Code under which the article data was saved in the master article. You can enter or search for an article to include in the customs declaration. To enter an article for the master article, right click in the field with the mouse and select the menu item **Creates a new article with current customs position data**.
Commodity Code	Commodities number pursuant to customs tariff
Description	Description of goods
Received quantity	Quantity to be stored
Quantity unit	Measurement unit of the quantity to be stored. The value is adopted from the master article.
Net Weight	Entry of the net mass (net weight/weight of the goods without packaging) for this goods position in kilograms
Grossweight	Entry of gross mass (gross weight/weight of the goods incl. packaging) for this goods position in kilograms
Pieces	Number of parcels of the position
Type	Code of the packaging type
Preceding Proc.	Previous customs law designation of the position, such as **00 - kein vorangegangenes Verfahren**.
Pref. Type	The tariff preference may include a preference, such as third-country customs tax or general preferences (APS). This information is relevant for the tax collection to be carried out.
Country of origin	Country of origin of the commodities

15. 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.
    If the customs declaration is free of errors, customs sends a registration with an ATA number. The status of the customs declaration changes to **Registered**. In the status **Registered** the customs declaration can be finally recorded.

18. To reopen the customs declaration, double click on the customs declaration in the overview.
    This opens the **Customs Declaration DE: WPDS - Customs Warehouse Incoming Declaration Simplified Preliminary** tab.

19. Click on the tab **Confirmation**.

20. Fill out the field **Transport ID**.

21. In the area **Actions**, click on the menu entry **Confirm customs declaration**.

22. Close the customs declaration.
23. 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 58.

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

If the customs declaration is free of errors, customs sends a transfer with an ATC-number and a tax assessment. The status of the customs declaration changes to **Decision Licence To Import** and **Notification Dues**. In the status **Notification Dues** you can book the customs declaration to the customs warehouse. For information on how to book incoming goods, see *Book incoming goods* on page 27.

2.8 WIIP - Create customs warehouse incoming without ATLAS

> This section describes how to create incoming goods 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 **ZL**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **WIIP - Customs Warehouse Incoming without ATLAS**.
6. Enter a clear **Reference-Number**.

> ℹ️ **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: WIIP - Customs Warehouse Incoming without ATLAS** tab.
8. With the registration number type you enter in the field **Registry-No.**, the entry rules for the fields **Incoming Customs Reference** and **Incoming customspos.** on the **Item Details/General** tab change.
   - If the number is an ATC or ATT number, only the field **Incoming customspos.** must and can be filled in.
   - If it is an ATD or ATE number, the ATH number must be entered in the **Incoming Customs Reference** field and its position number in the **Incoming customspos.** field.
9. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

Field	Description
Registry-No.	Registration number
access Atlas	Was the referenced delivery declared at ATLAS?
Country of Dispatch	Country from which the commodities are dispatched.
Customs State	What customs law status do the commodities have?
Statistical State	What statistical status do the commodities have?

Field	Description
D.V.1. Mark	Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment.
operative date	Key date
Consignee	Address of the recipient of the goods
Owner Authorization Number	Holder of the authorization for a customs procedure

10. Click on the tab **Further Details**. To enter container numbers or general documents, proceed as follows:

   a) Click on the **+** icon in the **Containers** or **Documents** area.
      The relevant window **Edit Containernumber** or **Edit a Document** opens.
   b) Fill out at least the mandatory fields.
   c) To enter another container or further documents, click on the **Add** button.
   d) To save the container or document entered, click on the **OK** button.

11. To enter general data for the customs value declaration, click on the **DV1** tab. You can record the cost positions in the position or have them shared automatically via cost sharing.

Field	Description
D.V.1. Mark	Is information on the D.V.1 declaration of customs value required? According to UZK, a customs declaration is required if the customs value of the imported goods exceeds EUR 20,000 per consignment.
Relation Type	Representation relationship
Relatedness Details	• Identification of the connection between seller and buyer. For values 1 and 2, you must enter an explanation regarding the connection in the following field. • Exact information on the stated connection
Restrictions as to the Disposition by	Restrictions on the use of the authorization. A restriction is established for a commodities tariff number or a country. A warning or error message in response to an attempt to send if there is an active restriction.
Price subject to some condition	Are there conditions or special services?
License Costs	Are there license fees?
Sale Subject to the Proceeds	Is the purchase transaction linked to an agreement under which a part of the proceeds from resale, other releases of goods or uses benefits the seller, either directly or indirectly?

⚠️ **Important:**

The customs office may waive the submission of a D.V.1 in the following cases:

- The customs value cannot be calculated according to the transaction value method under Art. 69 Customs Code (CC).
- According to Art. 6 No. 5a) CC-DA as well as Annex B, Chapter 3, Section 2, remark 20 CC-DA: The customs value of the goods does not exceed 20,000 Euro per consignment, as long as it does not concern multiple consignments or a partial consignment from the same consignee to the same recipient.

> ℹ️ **Tip:**
> - If a customs declaration is required, enter the following data:
>   - Seller information with document type code `5VKA`
>   - Seller information with document type code `5KAU`
>   - Information on the purchase contract with document type code `5KVT`
> - If you enter data into the field **IATA Airport** or **Place of Dispatch**, this will be transferred into the positions still to be recorded if a new customs declaration is set up. If the fields are left blank, you must fill out the fields in every single position on the tab **Item Details/DV1**.
> - If the field **Border Transport Mode** does not have the value **4 - Luftverkehr** and the field **Type of Transport** does not have the value **04 - Flugzeug**, you must fill out the field **Place of Dispatch**.

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

13. Click on the icon 🖳.
    A new position is set up.

14. Fill in at least the required fields of the position.

> ℹ️ **Tip:**
> - You can create an article from the field **Article Code**. You can find instructions in section *Create article (shortcut)* on page 56.
> - If you enter a discount beginning with 2, 3 or 4, you must record evidence of direct consignment. To enter evidence of direct consignments, click on the tab **Item Details/Documents** and add the document `4/7HHF`.

Field	Description
Article Code	Code under which the article data was saved in the master article. You can enter or search for an article to include in the customs declaration. To enter an article for the master article, right click in the field with the mouse and select the menu item **Creates a new article with current customs position data**.
Commodity Code	Commodities number pursuant to customs tariff
Description	Description of goods
Received quantity	Quantity to be stored
Quantity unit	Measurement unit of the quantity to be stored. The value is adopted from the master article.
Net Weight	Entry of the net mass (net weight/weight of the goods without packaging) for this goods position in kilograms
Grossweight	Entry of gross mass (gross weight/weight of the goods incl. packaging) for this goods position in kilograms
Pieces	Number of parcels of the position
Type	Code of the packaging type
Preceding Proc.	Previous customs law designation of the position, such as **00 - kein vorangegangenes Verfahren**.

Field	Description
Pref. Type	The tariff preference may include a preference, such as third-country customs tax or general preferences (APS). This information is relevant for the tax collection to be carried out.
Country of origin	Country of origin of the commodities

15. In the area **Actions**, click on the entry **Save**.
    The customs declaration appears in the overview **Customs declarations**. The customs declaration can be posted to the customs warehouse. For information on how to book incoming goods, see *Book incoming goods* on page 27.

16. Close the customs declaration.

2.9 WITS - Create customs warehouse incoming stock transfer

This section describes how to create a customs warehouse entry (warehouse transfer) 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 **ZL**.

4. Select the country **DE - Germany**.

5. Select the customs declaration type **WITS - Customs Warehouse Incoming stock transfer**.

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

   > (i) **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: WITS - Customs Warehouse Incoming stock transfer** tab.

8. Fill out the fields of the tab **General**. The mandatory fields can change with the entries you make.

Field	Description
Customs Office	Competent customs office at which the customs declaration is cleared.
Departure Warehouse Keeper	Address of the warehouse keeper of the customs warehouse of dispatch
authorization number departure	Number of authorization for dispatch

9. Click on the tab **Further Details**. To enter general documents, proceed as follows:
   a) Click on the + icon in the **Documents** area.
      The window **Edit a document** opens.
   b) Fill out at least the mandatory fields.
   c) To enter further documents, click on the **Add** button.
   d) To save the document entered, click on the **OK** button.

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

11. Click on the icon ⌕.
    The window **Inventory** opens.

12. If required, supplement the search criteria and click on the **Search** button.
    The inventory data is shown in the table.

13. To select an inventory, click on the row.

> **Tip:** You can select several inventories. We recommend that you do not select any more than 100 positions for each rebooking.

14. Click on the button **OK**.
    The window **Reservation adjustment** opens.

15. Click on the button **OK**.
    The positions are created automatically.

16. If required, correct the positions.

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

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

19. Close the customs declaration.

20. Check the customs declaration for responses.

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

> ⚠️ **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 58.

If the customs declaration is free of errors, customs sends a message for the declaration and an ATT number. The status of the customs declaration changes to **Registered**. The customs declaration can be posted to the customs warehouse. For information on how to book incoming goods, see *Book incoming goods* on page 27.

21. To open the overview **Customs Warehouse Transfer**, select the menu entry **Start** > **Customs Warehouse**.

22. Click on the menu entry **Customs Warehouse Transfer** in the **Overviews** area.

23. If required, enter additional search criteria and click on the **Search** button.

2.10 WIXS - Create customs warehouse periodic declaration

This section describes how to create a customs warehouse periodic declaration for Germany.

1. Select the menu entry **Start** > **customs declaration**.

2. In the area **Related actions**, click on the entry **Create customs declaration**.
   This opens the window **New Customs Declaration**.

3. Select the customs procedure **ZL**.

4. Select the country **DE - Germany**.

5. Select the type of customs declaration **WIXS - Customs Warehouse Periodic 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: WIXS - Customs Warehouse Periodic Declaration** tab.

8. Fill out the fields of the tab **Disposition**. The mandatory fields can change with the entries you make.

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

Field	Description
Message Function	Function of the supplementary customs declaration, for example a complete transmission or supplement.
Owner Authorization Number	Holder of the authorization for a customs procedure
Authorization Number (Simplified Declaration)	Number of authorization for the simplified procedure (simplified procedure or local clearance procedure)
Declaration Type B	Declaration type B
Cons. = Decl.	If the consignee and the declarant are one and the same person, activate the check box.

> ℹ️ **Tip:** You can search for further VZA-ZL/AZ-ZL declarations. Click on the button **Search**.

9. To add a vZA/AZ-ZL declaration to the supplementary customs declaration customs warehouse (EGZ-ZL), highlight the declaration in the table and click on the → icon. Alternatively, you can click on the icon ⟳ in the **Goods Items** tab.

10. Click on the tab **Goods Items**.
In the left column of the table the VZA-ZL/AZ-ZL declarations are displayed, which were found on the tab **Disposition** during the search. In the middle column of the table the VZA-ZL/AZ-ZL declarations are displayed, that have already been transferred.

11. If there are still errors in individual positions, this is displayed in the overview. To edit it, click on the position.
The header data of the vZA/AZ declaration is displayed.

12. Click on the goods position.
Enter missing data and/or correct incorrect entries. Not filled mandatory fields are highlighted.

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

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

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

15. Close the customs declaration.
If the customs declaration is free of errors, customs sends a processing message and an ATH number. The status of the customs declaration changes to **Registered**.

> ⚠️ **Important:** Check the receipt data from ATLAS. Positions can be suspended due to errors.

16. Double click to open the supplementary customs declaration CW.

17. Click on the tab **Messages & Status**.

18. Highlight the row of the table with the incoming message.
The messages for the notification are shown in the area **Message Preview**. The table **Head Messages** shows how many valid positions the supplementary customs declaration CW has.

> ℹ️ **Tip:** Check the **Positions Messages** table. If an error (ERR) occurred, the position was rejected completely. The position must be corrected and transmitted again in the new EGZ-ZL using the **47** or **22** function. If there is a warning (WRG), the position must be corrected and transmitted using the **36** function. With information (INF), no further actions are necessary.

2.11 WIFL - Create common warehouse incoming

This section describes how to create a warehouse entry for the common warehouse.

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 **ZL**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **WIFL - Common Warehouse Incoming**.
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: WIFL - Common Warehouse Incoming** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.
9. Click on the tab **Goods Items**.
   An overview of all positions in this dossier is displayed.
10. Click on the icon 🖳.
    A new position is set up.
11. Fill in at least the required fields of the position.

    > **ⓘ** **Tip:** You can create an article from the field **Article Code**. You can find instructions in section *Create article (shortcut)* on page 56.

Field	Description
Article Code	Code under which the article data was saved in the master article. You can enter or search for an article to include in the customs declaration. To enter an article for the master article, right click in the field with the mouse and select the menu item **Creates a new article with current customs position data**.
Commodity Code	Commodities number pursuant to customs tariff
Description	Description of goods
Received quantity	Quantity to be stored
Quantity Unit	Measurement unit of the quantity to be stored. The value is adopted from the master article.
Net Weight	Entry of the net mass (net weight/weight of the goods without packaging) for this goods position in kilograms
Grossweight	Entry of gross mass (gross weight/weight of the goods incl. packaging) for this goods position in kilograms
Pieces	Number of parcels of the position
Type	Code of the packaging type
Country of origin	Country of origin of the commodities

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

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

13. You have several options:

    • To book the warehouse entry, click on the menu entry **Actions** in the area **Book inventory**.
    • To enter a correction, click on the menu entry **Actions** in the area **Correction**.
    • To cancel the warehouse entry, click on the menu entry **Actions** in the area **Cancel booking**.

14. Close the customs declaration.

2.12 Book incoming goods

This chapter describes how to book incoming goods.

1. Select the menu entry **Start** > **customs declaration**.
2. Open the customs declaration for which you want to book incoming goods by double-clicking on it.
3. In the area **Actions**, click on the menu entry **book incoming**.
   The status of the customs declaration changes to **CW Booked**. You can check the status in the position and on the tab **Warehouse Inventory**.

2.13 Cancel incoming goods

This chapter describes how to cancel incoming goods.

1. Select the menu entry **Start** > **customs declaration**.
2. Open the customs declaration for which you want to cancel incoming goods by double-clicking on it.
3. In the area **Actions**, click on the menu entry **Cancel booking**.
   The status of the customs declaration changes to **Storno**.

3 Removal of goods

This section describes the removal of goods in the customs warehouse procedure.

The removal of goods includes the removal of goods from the customs warehouse, as well as the customs treatment of the procedures. In a type D customs warehouse, goods can be transferred from the customs warehouse to free circulation under a special local clearance procedure. Depending on the authorization, the following types of declarations are possible:

- Transfer of goods for free circulation (simplified customs declaration-free circulation (VZA-FV), import declaration-free circulation (EZA-FV))
- Transfer of the goods into the transit procedure (NCTS)
- Transfer in the export procedure (AES)
- Declaration (CCC = collective customs clearance) for the removal of goods for which the transfer to the customs warehousing procedure took place using an ATLAS declaration (EZA-ZL, BA, ZiA-ZL, LUEGZ) but the completion of the customs warehousing procedure is not recorded in the ATLAS IT procedure (removal not using BE component ZL).

⚠️ **Important:**

In the case of transfer to the export procedure, the transit procedure and free circulation, the percentage of completion is recorded in the customs declaration. This applies for the following types of customs declaration:

- EXD - export
- NCD - NCTS transit (exit)
- IMDC - Import Declaration complete (final)

You can find out how to record completions for the customs warehouse in chapter *Enter the completions customs warehouse* on page 45.

ℹ️ **Tip:**

Not all of the functions described are available to every user. All functions are subject to authorization protection. Each user is assigned to a user group whose authorization level allows or prohibits the execution of certain application functions.

3.1 Removal of goods Collective customs clearance Customs (WOSC)

Declaration (collective customs clearance) is a message for the removal of goods for which the transfer to the customs warehousing procedure took place using an ATLAS declaration (EZA-ZL, BA, ZiA-ZL, LUEGZ). However, the completion of the customs warehouse procedure is not entered in the ATLAS IT procedure (removal without using BE component ZL).

3.2 Removal of goods in the simplified procedure (WOEB)

The simplified procedure for removing goods from the customs warehouse enables the user to declare his removals of goods to customs once a month.
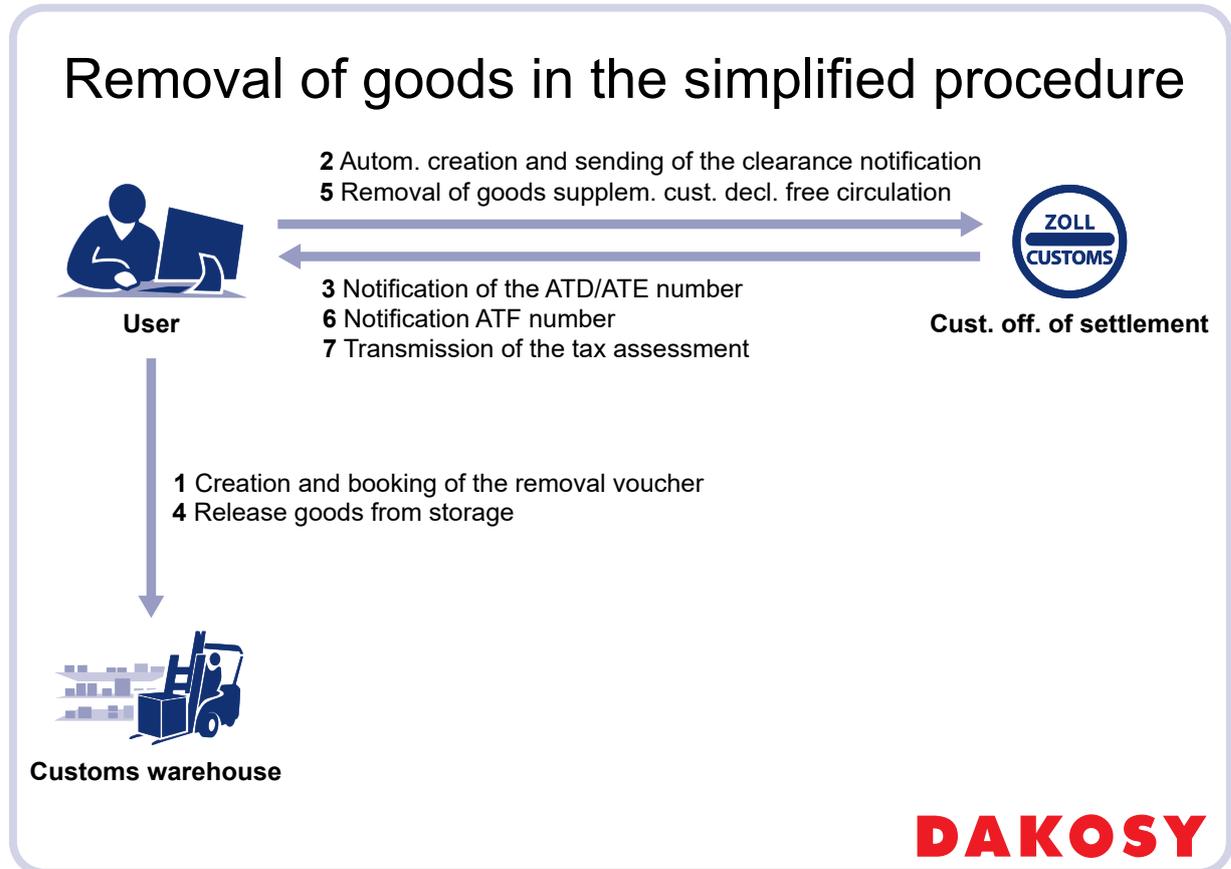
Figure 4: Removal of goods in the simplified procedure

1. The user creates an outgoing voucher (WOEB). This is not sent. The user books his removal of goods.
2. First, the application automatically creates at least one simplified customs declaration from the outgoing voucher and sends it to the clearing customs office.
3. The user receives an ATG/ATE number from the clearing customs office.
4. The user then removes the goods.
5. At least once a month, the user makes a supplementary customs declaration for free circulation (IMXS) and sends it to the clearing customs office.
6. The user receives an ATF number from the clearing customs office.
7. The user receives a tax assessment from the clearing customs office.

3.3 Removal of goods with import declaration (IMDC)

If goods are to be released for free circulation from the customs warehouse, this can be done independently of the customs warehouse permit with a single customs declaration under procedure 4071.
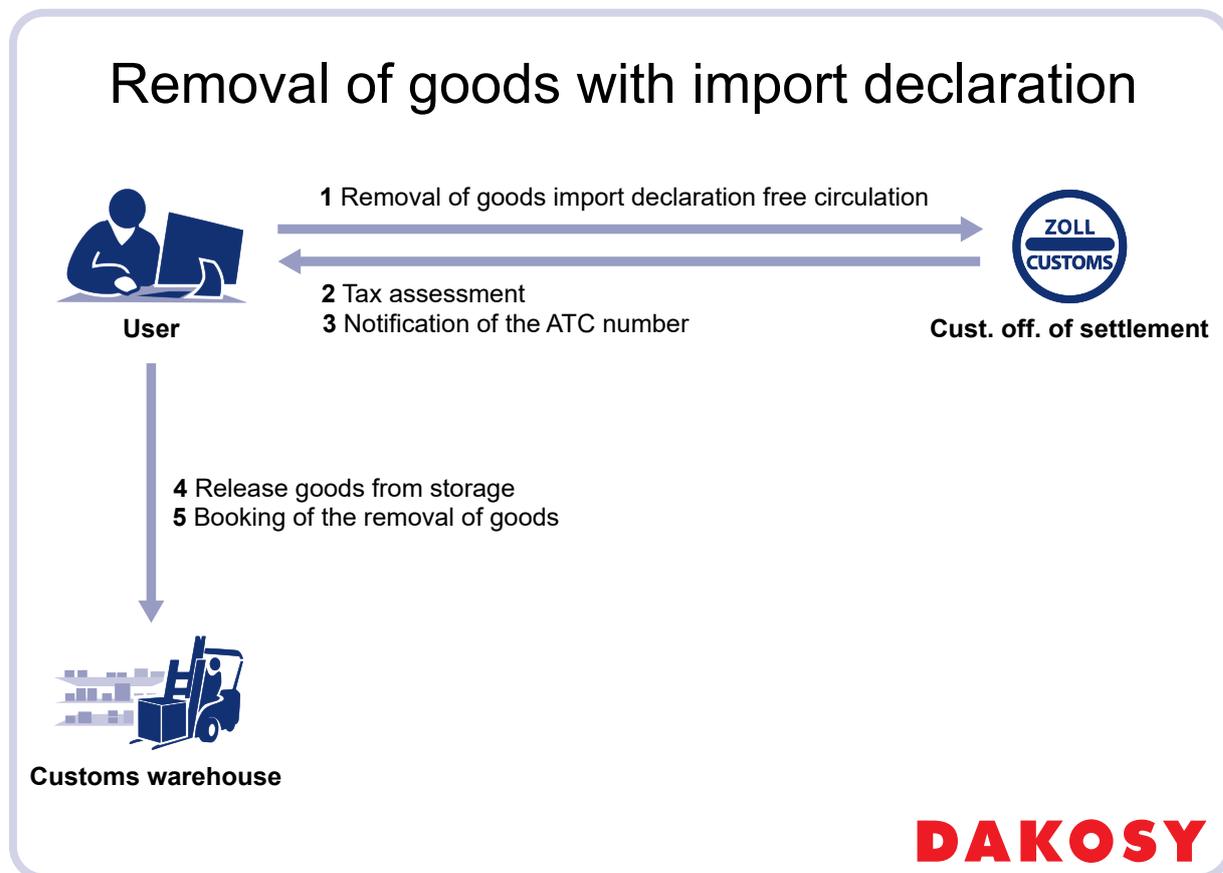
Figure 5: Removal of goods with import declaration

1. The user creates a import declaration (IMDC) under procedure 4071 with the previous document AT-ZL and the customs warehouse completion shares and sends this to the customs office of clearance.
2. The user receives a tax assessment from the customs office of clearance.
3. The user receives an ATC number from the customs office of clearance.
4. The user then removes the goods.
5. The user books his removal of goods.

> ⓘ **Tip:**
> - If you activate the check box when entering the completions customs warehouse **Create positions**, the application automatically creates a position in the customs declaration for each row highlighted.
> - You can find instructions on creating an import declaration in section *IMDC - Create final customs declaration (EZA)* or in the training document Import Germany Import Declaration.

3.4 Removal of goods with NCTS departure declaration (NCD)

If the bonded warehouse goods are to be removed from the customs warehouse and transported without customs clearance, a transit document with the customs warehouse completion shares must be created.
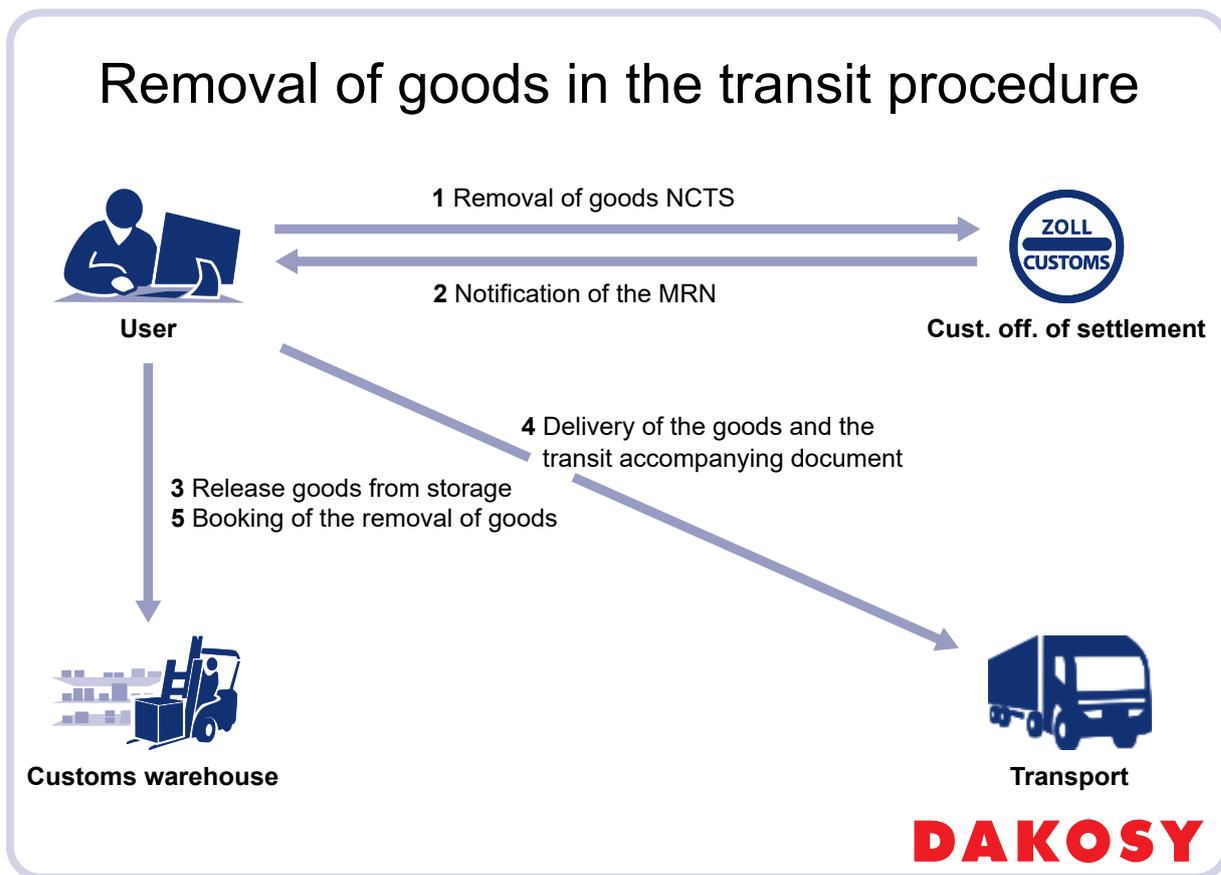
Figure 6: Removal of goods in the transit procedure

1. The user creates a transit procedure declaration (NCTS) with the customs warehouse termination shares and sends it to the customs office of clearance.
2. The user receives an MRN from the customs office of clearance.
3. The user then removes the goods.
4. The user prints the transit accompanying document (VBD) and hands it over to the freight forwarder together with the goods.
5. The user books his removal of goods.

> ℹ️ **Tip:** You can find instructions on creating a declaration for a transit procedure (NCTS) in section *NCD - Create NCTS departure declaration for Germany* or in the training document NCTS Germany.

3.5 Removal of goods Re-Export (EXD)

If stored goods are to be exported from the customs warehouse back to a third country, the removal is reported to customs with an export declaration under procedure 3171. The completions for the

customs warehouse procedure in the export declaration (EXD) are entered by accessing the customs warehouse stocks and transferred to the customs office.

Removal of goods re-export

1 Removal of goods AES

User

2 Release of the export declaration
Notification of the MRN

Cust. off. of settlement

4 Delivery of the goods and the export accompanying document

3 Release goods from storage
5 Booking of the removal of goods

Customs warehouse

Transport

DAKOSY

Figure 7: Removal of goods re-export

1. The user creates a customs declaration (EXD) for the export procedure (AES) with the customs warehouse completions and sends this to the customs office of clearance.
2. The user receives a release of goods of the export declaration and an MRN from the customs office of clearance.
3. The user then removes the goods.
4. The user prints the export accompanying document and hands it over to the freight forwarder together with the goods.
5. The user books his removal of goods.

> **Tip:** You can find instructions on creating a customs declaration (EXD) in section *EXD - Create export declaration (Germany)* or in the training document Export Germany.

3.6 WOSC - Create customs warehouse outgoing summary completion

This section describes how to create a customs warehouse outgoing summary completion for Germany.

1. Select the menu entry **Start** > **customs declaration**.
2. In the area **Related actions**, click on the entry **Create customs declaration**.
   This opens the window **New Customs Declaration**.
3. Select the customs procedure **ZL**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **WOSC - Customs Warehouse Outgoing Summary Completion**.
6. Enter a clear **Reference Number**.

> (i) **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: WOSC - Customs Warehouse Outgoing Summary Completion** tab.

8. Fill out at least the mandatory fields of the **General** tab.

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

10. Click on the icon ⛷.
    A new position is set up.

11. To limit the inventory for the reservation, fill in the fields for the article.

> (i) **Tip:** You can create an article from the field **Article Code**. You can find instructions in section *Create article (shortcut)* on page 56.

12. Click on the icon ⛰.
    The window **Inventory** opens. If required, change the search criteria.

13. Click on the button **Search**.
    The inventory data is shown in the table.

14. To select an inventory, click on the row.

15. Click on the button **OK**.
    The removal of goods can be added. Many text fields can no longer be changed.

> ⚠ **Important:** You can cancel your reservation by clicking on the ⟲ icon.

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 **Send** in the area **Actions**.

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 58.

> (i) **Tip:** The view does not update itself. To update the view, click on the icon ⟳.

If the customs declaration is free of errors, customs sends a registration with an ATZ number. The status of the customs declaration changes to **Registered**. The customs declaration can be booked into the customs warehouse in the status **Registered**. For information on how to post a collective completion, refer to the chapter *Book removal of goods* on page 38.

3.7 WOIP - Create customs warehouse outgoing without ATLAS

> This section describes how to create removal of goods without ATLAS for Germany.

1. Select the menu entry **Start** > **customs declaration**.

2. In the area **Related actions**, click on the entry **Create customs declaration**.
    This opens the window **New Customs Declaration**.

3. Select the customs procedure **ZL**.

4. Select the country **DE - Germany**.

5. Select the customs declaration type **WOIP - Customs Warehouse Outgoing without ATLAS**.
    Alternatively, you can create a removal of goods from a completion information.

a) Select the menu entry **Start** > **customs declaration**.
b) Click on the menu entry **Completion information** in the **Overviews** area.
c) Click on the completion information for which you want to create the removal of goods.
d) In the area **Related actions**, click on the menu entry **Create WOIP**.

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

> ℹ️ **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: WOIP - Customs Warehouse Outgoing without ATLAS** tab.

8. Fill out at least the mandatory fields of the **General** tab.

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

> ℹ️ **Tip:** If you created the removal of goods from settlement information, a position is created automatically.

10. Click on the icon 📇.
    A new position is set up.

11. To limit the inventory for the reservation, fill in the fields for the article.

> ℹ️ **Tip:** You can create an article from the field **Article Code**. You can find instructions in section *Create article (shortcut)* on page 56.

12. Click on the icon ⓘ.
    The window **Inventory** opens. If required, change the search criteria.

13. Click on the button **Search**.
    The inventory data is shown in the table.

14. To select an inventory, click on the row.

15. Click on the button **OK**.
    The removal of goods can be added. Many text fields can no longer be changed.

> ⚠️ **Important:** You can cancel your reservation by clicking on the ↺ icon.

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

17. Close the customs declaration.
    The customs declaration has the status **Reserved**. The customs declaration can be posted to the customs warehouse. For information on how to post a removal of goods, refer to the chapter *Book removal of goods* on page 38.

> ℹ️ **Tip:** The customs declaration has the status **Outgoings Active**.

3.8 WOTR - Create customs warehouse stock transfer without ATLAS

This section describes how to create customs warehouse stock transfer without ATLAS for Germany.

1. Select the menu entry **Start** > **customs declaration**.

2. In the area **Related actions**, click on the entry **Create customs declaration**.
   This opens the window **New Customs Declaration**.

3. Select the customs procedure **ZL**.

4. Select the country **DE - Germany**.

5. Select the customs declaration type **WOTR - Customs Warehouse stock transfer without ATLAS**.

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

> ℹ️ **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: WOTR - Customs Warehouse stock transfer without ATLAS** tab.

8. Fill out at least the mandatory fields of the **General** tab.

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

> ℹ️ **Tip:** If you created the removal of goods from completion information, a position is created automatically.

10. Click on the icon ⌀.
The window **Inventory** opens. If required, change the search criteria.

11. Click on the button **Search**.
The inventory data is shown in the table.

12. To select an inventory, click on the row.

13. Click on the button **OK**.
The removal of goods can be added. Many text fields can no longer be changed.

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

15. Close the customs declaration.
The customs declaration has the status **Reserved**.

3.9 WOEB - Create picking list

This section describes how to create a picking list for Germany.

1. Select the menu entry **Start** > **customs declaration**.

2. In the area **Related actions**, click on the entry **Create customs declaration**.
This opens the window **New Customs Declaration**.

3. Select the customs procedure **ZL**.

4. Select the country **DE - Germany**.

5. Select the customs declaration type **WOEB - Picking list**.

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

> ℹ️ **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: WOEB - Picking list** tab.

8. Fill out at least the mandatory fields of the **General** tab.

Field	Description
record date	Date of entry into the records
Decl. Proc. Code	Registered procedure
Owner Authorization Number	Holder of the authorization for a customs procedure

Field	Description
Business Type	Type of business

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

10. To add multiple positions, proceed as follows:

    a) Click on the icon ⌞.
       The window **Inventory** opens.
    b) If required, supplement the search criteria and click on the **Search** button.
       The inventory data is shown in the table.
    c) To select an inventory, click on the relevant row.

    > ℹ️ **Tip:** You can select several inventories.
    >
    > • To select multiple inventories, press and hold the Ctrl button and highlight several inventories.
    > • To select several consecutive inventories, highlight the first inventory, hold down the Shift key and select the last inventory.

    d) Click on the button **OK**.
       The window **Reservation adjustment** opens.
    e) If required, change the value in the **reservation quantity** field.
    f) Click on the button **OK**.
       At least one position is created.

11. Alternatively, you can enter a FIFO removal. Proceed as follows:

    a) Click on the icon →.
       The window **Fifo Stock Removal** opens.
    b) Fill out at least the mandatory fields.
    c) Click on the button **OK**.
       A position is created.

12. Fill out at least the mandatory fields.

Field	Description
Preceding Proc.	Previous customs law designation of the position, such as **00 - kein vorangegangenes Verfahren**.
Item Price	The invoice price of the goods declared for this item in the currency due. When creating a new customs declaration, the value of the field **Invoice Price** in the **General** tab is adopted in the field **Item Price**. The value of all other positions must be altered manually if several positions are entered.
Item Price	ISO code of the currency

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

14. To book the removal of goods, click on the menu entry **Book inventory** in the area **Actions**.
    The application automatically creates at least one customs declaration in the simplified procedure (IMDS) from the outgoing voucher. The number of customs declarations is determined by the matching compatibility criteria from the positions. The customs declarations are sent automatically if the following requirements are met:

    • Automatic sending has been saved in the parameters for the owners of the goods.
    • The customs declarations are free of errors.

> ⚠️ **Important:** Depending on the completeness of the data in incoming goods, further mandatory fields must be filled out as required. Check the customs declarations for the status **Complete Validation Error**.

15. Close the customs declaration.

16. Check the customs declarations in the simplified procedure (IMDS) 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 58.

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

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

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

3.10 WOFL - Create common warehouse outgoing

This section describes how to create a removal of goods for the common warehouse.

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 **ZL**.
4. Select the country **DE - Germany**.
5. Select the customs declaration type **WOFL - Common Warehouse Outgoing**.
6. Enter a clear **Reference-Number**.

> ℹ️ **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: WOFL - Common Warehouse Outgoing** tab.
8. Fill out at least the mandatory fields of the **General** tab.
9. Click on the tab **Goods Items**.
   An overview of all positions in this dossier is displayed.
10. Click on the icon ↻.
    The window **Inventory** opens. If required, change the search criteria.
11. Click on the button **Search**.
    The inventory data is shown in the table.
12. To select an inventory, click on the row.
13. Click on the button **OK**.
    The removal of goods can be added. Many text fields can no longer be changed.
14. In the area **Actions**, click on the entry **Save**.
    The customs declaration appears in the overview **Customs declarations**.
15. You have several options:

    • To book the warehouse entrance, click on the menu entry **Actions** in the area **Book inventory**.
    • To cancel the warehouse entrance, click on the menu entry **Actions** in the area **Cancel booking**.

16. Close the customs declaration.

3.11 Book removal of goods

This chapter describes how to book a removal of goods.

> **Tip:** Removals of goods can be automated using owner parameters. Owner parameters are defined in the customs warehouse configuration for the owner. You can find instructions for defining owner parameters in section *Create warehouse configuration* on page 49.

1. Select the menu entry **Home** > **Customs declarations**.

2. Open the customs declaration for which you want to book a removal of goods by double-clicking on it.

3. In the area **Actions**, click on the menu entry **Book inventory**.
The status of the customs declaration changes to **Booked**.

3.12 Cancel removal of goods

This chapter describes how to cancel a removal of goods.

1. Select the menu entry **Start** > **customs declaration**.

2. Open the customs declaration for which you want to cancel a removal of goods by double-clicking on it.

3. In the area **Actions**, click on the menu entry **Cancel booking**.
The status of the customs declaration changes to **Storno**.

4 Inventory administration

> This section describes the inventory administration in the customs warehouse procedure.

The customs warehouse in DAKOSY GE offers the participant:

- Position analysis
- Movement analysis
- Configuration of the application according to individual needs

A requirement for this is that inventory management is carried out in DAKOSY GE. Under customs law it is permissible for inventory management to be organised elsewhere, for example by a warehouse management programme.

Inventory records are to be kept in accordance with the principles of proper accounting. You must make the current inventory visible in a reasonable time. For this purpose, the inventory records can be displayed as well as prepared in electronic form. The records in electronic form are required by the customs administration and the warehouse owner.

In DAKOSY GE you can look at the inventory with different overviews from different angles. You can filter the overviews and send the filtered data as a CSV file by email. Instructions for filtering the overviews and creating a CSV file can be found in the chapter *Export table* on page 59.

In the following you will find a description of the individual overviews:

Article by due date

In this overview, you can display the total inventory for an article by due date. You can filter the selection by articles with or without inventory.

Inventory by due date

In this overview, you can display the positions on the basis of a incoming (incoming position) for each due date.

Inventory information ATLAS

In this overview, you can display a comparison of the following inventories:

- the inventories of the incoming positions from the ATLAS inventory information
- the inventories of the incoming positions in DAKOSY GE

You can filter for differences between the ATLAS inventories and the inventories in DAKOSY GE.

The owner of a customs warehouse is periodically informed by ATLAS with the message **Inventory information (CWSINF)** about incomings to the customs warehouse procedure, if the following applies to these incomings:

- The IT system ATLAS manages a remaining stock.
- No departures have been reported for at least 90 days.

The message **Inventory information (CWSINF)** takes into account warehouse incomings that were transferred to the customs warehousing procedure at least 90 days ago. The message is usually generated every 90 days.

Completion information

You can use this overview to display **Cancellation (ECWINF)**.

With the message **Cancellations (ECWINF)**, ATLAS transmits the following information:

- When the customs warehousing procedure is terminated by entering the goods into an import or transit procedure (target procedure), notifications for the registered completion portions are transmitted to customs warehouses.

- When the customs warehousing procedure is terminated by entry of the exit confirmation into an export procedure (target procedure), notifications for the registered completion portions are transmitted to customs warehouses.
- In the case of a warehouse transfer, notifications are transmitted on the reported data of completion.

From the overview **Completion information**, you can create the removal of goods for certain customs declarations directly from the completion information.

Inventories

In this overview, you can display the inventories on the basis of a incoming (incoming position). You can filter the selection by incomings with or without inventory.

Inventory operations

In this overview, you can display the inventory operations in relation to a incoming (incoming position).

Customs Warehouse Transfers

In this overview, you can display the warehouse transfers based on a re-booking/a warehouse transfer (WITS).

Outgoing customs warehouse

You can use this overview to display certain evaluations relating to the removal of goods.

In this overview, you can display the removal of goods from the following areas in relation to an incoming (incoming position):

- Transfers
- Collective customs clearance
- Inventory bookings

> **Tip:** Removal of goods to supplementary customs declaration-CW and removal of goods reported to ATLAS in the completions free circulation, AES or NCTS are not included.

Outgoing customs warehouse EGZ-ZL

In this overview, you can display the removals of goods that are reported to ATLAS using the local clearance procedure with an supplementary customs declaration-CW.

When the ECT is used in DAKOSY GE, the expected charges calculated on the basis of the ECT are displayed.

Incoming customs warehouse

In this overview, you can display the data for the incomings (incoming positions) on the basis of the customs declaration (simplified procedure or standard procedure).

Incoming customs warehouse DV1 costs

In this overview, you can display the D.V.1 data entered for the incomings (incoming positions) on the basis of the customs declaration.

Incoming customs warehouse documents

In this overview, you can display the document codes entered for the incomings (incoming positions) on the basis of the customs declaration. You can filter the incoming goods according to the documents used.

5 Change warehouse profile

This section describes how to change the warehouse profile. A warehouse profile defines the authorization number, the owner of the goods and the storage facility. If you manage the customs warehouse for clients, the warehouse profile corresponds to a customs warehouse client.

1. Select the menu entry **Start** > **Customs declarations**.
2. In the area **Related actions**, click on the menu item **Change warehouse profil**.

> ℹ️ **Tip:** The menu item **Change warehouse profil** is only visible if the user is configured as a customs warehouse user.

The window **current profile** opens.

3. Change the menu entry in the field **current profile**.
   The data in the other fields changes depending on the selected profile.

> ℹ️ **Tip:** You can use the search function to select from all warehouse profiles that are assigned to your user.

4. Click on the button **OK**.
   You now work with the changed warehouse profile.

5.1 Warehouse profile is not defined

You have no authorization to manage a warehouse. Contact your administrator and ask him to create a customs warehouse user in the warehouse management and assign a warehouse profile to him.
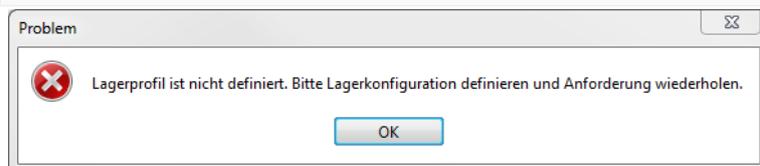
6 Tariff code swap

This section describes the tariff code swap.

Occasionally, customs updates goods tariff numbers so that some goods tariff numbers become invalid and may need to be replaced. If a goods tariff number is replaced, the incoming goods and the master article data must be adapted so that the invalid goods tariff numbers are not sent to ATLAS.

To adjust the goods tariff numbers, you can use the **Change Tariffcode** function. If there is a tariff code swap, the field **Valid to** in the old article data set is automatically filled with the date of the previous day. This means that the article data set is invalid. At the same time, a new article data set is created in which the field **Valid from** is filled out with the current day's date. The article code is not changed.

6.1 Swap tariff codes

This section describes how to do a tariff code swap.

1. Select the menu entry **Home** > **Customs warehouse**.
2. In the area **Direct Entry**, click on the menu entry **Warehouse Inventory** or **Warehouse Inventory - Support**.
3. In the area **Related actions**, click on the entry **Change Tariffcode**.
   The window **change customs tariff** opens.
4. To add a new tariff code swap, proceed as follows:

   a) Click on the icon +.
   b) Select an article code from the available master article data. Alternatively, you can leave the **article code** field empty.
   c) Fill out the field **old CommodityCode**.
   d) Fill out the field **new CommodityCode**.
   e) Fill out the fields **start time** and **end time**.
   f) To add a further tariff code swap, click on the **Add** button.
   g) To save the tariff code, click on the **OK** button.
5. To change a goods tariff number in an existing tariff code swap, highlight the appropriate row in the table and click on the ✏ icon. You can enter the goods tariff number or search for it in the master data.
6. To delete an existing tariff code swap, highlight the appropriate row in the table and click on the 🗑 icon.
7. To start an external data import from articles in a CSV file, click on the 🖿 icon.
   The CSV file imports the following fields:

   • **new CommodityCode**
   • **old CommodityCode**
   • **start time**
   • **end time**
8. To find an article for an existing tariff code swap, highlight the appropriate row in the table and click on the ↻ icon.
   You will get an overview with the articles which use the goods number.
9. You can update the inventory items which are affected by a tariff code swap. To update the inventory, highlight the appropriate row in the table and click on the ⊖ icon.
   The inventory is updated and the number of inventory items is calculated. The **Anzahl Bestände** and **Anzahl Zoll-Positionen** columns in the table are filled out.

   ⚠ **Important:** If you do not update inventories, only the master article data is changed.

10. To start the tariff code swap, highlight the appropriate row in the table and click on the ↩ icon.
    Alternatively, you can click on the **Change Code** button.

This shows how many data sets have been changed.

7 Completions

Completions are shares of a commodity expressed as a volume unit registered for customs (e.g. kilogrammes) that have been transferred from a preliminary customs procedure into a follow-up customs procedure.

7.1 Enter the completions inward processing/conversion

This section describes how to record completions for inward processing/conversion.

You have opened an customs declaration for which one or several completions for inward processing/ conversions are to be created.

1. Click on the tab **AV Completions**.
2. Fill out the field **Authorization-number**.
3. To enter a registration number, click on the ＋ icon.
    The window **Inward Processing/Conversion** opens.
4. Fill out at least the mandatory fields.
5. To enter another registration number, click on the **Add** button and repeat the above steps until you have entered all registration numbers.
6. To finish the data entry and save the completions, click on the **OK** button.
    The completions are shown in the table.

7.2 Enter the completions for a summary declaration

This section describes how to record completions for summary declarations.

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

1. Click on the tab **SumA Completions**.
2. Select the **Type of Identification**.
3. Click on the icon ⟲.
    The window **Available Depositings** opens.
4. To restrict the display of the ATB numbers, enter search criteria. Click on the button **Search**.
    The ATB numbers are shown in the table.
5. You have several options:

    *   To select an ATB number, highlight the ATB number in the table.
    *   To select multiple ATB numbers, press and hold the Ctrl button and highlight several ATB numbers.
    *   To select multiple consecutive ATB numbers, highlight the first ATB number, press and hold the Shift button and select the final ATB number.

6. Click on the button **OK**.
    The completions are shown in the table.
7. Alternatively, you can enter an ATB number. To enter an ATB number, proceed as follows:

    a) Select the **Type of Identification**.
    b) Click on the icon ＋.
        The window **SumA Completions** opens.
    c) Fill out at least the mandatory fields.
    d) To enter further ATB numbers, click on the **Add** button and repeat the above steps until you have entered all ATB numbers.
    e) To finish the data entry and save the completions, click on the **OK** button.
        The completions are shown in the table.

7.3 Enter the completions customs warehouse

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

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

1. Click on the tab **Warehouse Completions**.

2. Click on the icon ⌖.
   The window **Inventory** opens.

3. To restrict the display of inventory data, enter search criteria. Click on the button **Search**.
   The inventory data is shown in the table.

4. You have several options:
   - To select a registration number, highlight the registration number in the table.
   - To select multiple registration numbers, press and hold the Ctrl button and highlight several registration numbers.
   - To select multiple consecutive registration numbers, highlight the first registration number, press and hold the Shift button and select the final registration number.

   > ℹ **Tip:** If you activate the **Create positions** check box, the application automatically creates a position in the customs declaration for each row which is highlighted.

5. Click on the button **OK**.
   The window **Reservation adjustment** opens.

6. If required, change the value in the **reservation quantity** field and click on the **OK** button.
   The field **Authorization-number** is filled out. The completions are shown in the table.

7. Alternatively, you can enter a registration number. To enter a registration number, proceed as follows:
   a) Fill out the field **Authorization-number**.
   b) Click on the icon ＋.
      The window **Entrepot-Exit** opens.
   c) Fill out at least the mandatory fields.
   d) To enter another registration number, click on the **Add** button and repeat the above steps until you have entered all registration numbers.
   e) To finish the data entry and save the completions, click on the **OK** button.
      The completions are shown in the table. The inventories selected are reserved.

8 Authorizations

Simplifications can be applied for at customs for various customs clearances. If these are approved by customs, an authorization is issued. Authorizations are usually applied for at the responsible main customs office. Basic authorization data such as type of authorization and authorization number must be stored in the master data of the economic operator.

8.1 Create customs authorization

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

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

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

Field	Description
Country	Country for which the authorization was granted
Authorization-number	Number of customs authorization. Enter the authorization number without any special characters or spaces. The format for a German customs authorization number (12 characters) is: • Nationality code "DE" (2-characters) • Office number (4-digit) • ID (2 characters) • Consecutive number (4 digits) The new format for an UZK authorization (17 characters) is: • Nationality code "DE" (2 characters) • Type of authorization (3 characters) • Office number (4-digit) • ID (1 character) • Consecutive number (7 digits)
procedure type	Type of procedure for which the authorization was granted
Type	Superior category of procedure for which the customs authorization was issued
Description	Free description of customs authorization
Valid From	Time from which the authorization or restriction is valid
Valid To	Time until which the authorization or restriction is valid

> ⚠️ **Important:** Enter the authorization number without any slashes.

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

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

   a) Click on the icon ✚ in the **Customsplaces** table.
      The window **Edit a Customsplace** opens.

   b) Enter the customs place code which you have received from customs with your authorization in the field **key**.

   c) Fill out at least the mandatory fields.

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

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

   d) Click on the button **OK**.
      The customs place is shown in the table.

7. You can set periods for the NCTS customs procedure. Depending on the specified period, the field **Presentation date** in NCTS dispatch (NCD) is filled. Proceed as follows to enter a new period:

   a) Click on the ✚ icon in the **Deadlines** table.
      The window **Deadline** opens.

   b) Enter a value from `0` to `365` in the **Deadline in days** field.

   c) Periods can be processed depending on other fields. If required, fill out the fields **Customs office**, **Destination country** or **OrgUnit**.

   d) Click on the button **OK**.
      The period appears in the area **Deadlines**.

8. Enter the restrictions on your authorization in the tab **Restrictions**.

9. In the area **Actions**, click on the entry **Save**.
   The authorization appears on the **Trader/Customs Authorizations** tab.

9 Warehouse administration

This chapter explains warehouse administration. In warehouse administration, you can set up configurations for working with a warehouse. For the warehouse administration you need administrator rights.

To be able to work with the customs warehouse at DAKOSY GE, you must first define configurations.

Create the configurations in the following order:

9.1 Warehouse profile

This section describes the warehouse profiles. Warehouse profiles are used to control authorizations and handling.

The following data is stored in the warehouse profile:

• Owner of the goods (warehouse customer)
• Authorization number
• Configuration

When you create receipts or removal of goods, data from warehouse configuration is transferred to the customs declaration. To create clearances of goods for an owner within a warehouse authorization, you need an appropriate warehouse profile. The warehouse profile controls which data is transferred from the warehouse configuration to the customs declaration.

You can find instructions on creating a warehouse profile in section *Create warehouse profile* on page 48.

9.1.1 Create warehouse profile

This chapter describes how to create a warehouse profile. You can only use this function if you have administrator rights.

🔒 **Restriction:** To create a warehouse configuration, you need administrator rights.

You have created a warehouse configuration to which the warehouse profile is to refer. You can find instructions on creating a warehouse configuration in section *Create warehouse configuration* on page 49.

1. Select the menu entry **Maintenance** > **Warehouse Administration**.
2. In the area **Overviews**, click on the entry **Warehouse Profile**.
   This opens the overview **Warehouse Profile**.
3. In the area **Related actions**, click on the menu entry **Warehouse Profile create**.
   This opens the tab **Warehouse Profile**.
4. Enter the name for the warehouse profile in the field **profile**.
5. In the **configuration** field, enter the warehouse configuration to which the warehouse profile is to refer.
6. In the **Owner of Goods** field, select the owner of the goods from the warehouse configuration.
7. In the **storage facility** field, select the warehouse from the warehouse configuration.
8. In the area **Actions**, click on the entry **Save**.
   The user appears in the overview **Warehouse Profile**.

9.2 Warehouse configuration

This section describes warehouse configuration.

The following data is consolidated in the warehouse configuration:

• the warehouse authorizations deposited with the economic operator
• Information from the authorizations
• Owner of the goods and their roles in the customs declarations
• Customs compatibility criteria (incoming goods import criteria)

You can make adjustments for the owner and enter owner parameters.

You can find instructions on creating a warehouse configuration in section *Create warehouse configuration* on page 49.

9.2.1 Create warehouse configuration

This chapter describes how to create a warehouse configuration. You can only use this function if you have administrator rights.

🔒 **Restriction:** To create a warehouse configuration, you need administrator rights.

You have created a holder of the authorization in the economic operator (customs) to whom the warehouse configuration is to refer.

1. Select the menu entry **Maintenance** > **Warehouse Administration**.
2. In the area **Overviews**, click on the menu entry **Warehouse Configuration**.
   This opens the overview **Warehouse Configuration**.
3. In the area **Related actions**, click on the menu entry **Warehouse Configuration create**.
   This opens the **Warehouse Configuration** tab.
4. Fill out at least the mandatory fields.

Field	Description
name	Name of the warehouse configuration
Owner Authorization Number	Holder of the customs warehouse authorization
Authentication	Authorization number (such as DE5863LC0012 or DECW15863LA000012)

5. To add an entry in the **Owner of Goods** area, proceed as follows:
   a) Click on the button ✚.
      The window **Owner of Goods** opens.
   b) Fill out at least the mandatory fields.
   c) To add a role for the owner of the goods, click on the button ✚.
   d) To add parameters for the goods owner, click on the **Parameters** tab. Click on the button ✚. The window **parameter** opens. Fill out at least the mandatory fields and click on the button **OK**.

ℹ️ **Tip:** Depending on the value in the **name** field, you also have to fill out the **value** or **value code list** field.

Field	Description
name	Name of the parameter
value	Value set for the parameter specified

Field	Description
value code list	Value from the code list which was set for the parameter specified

> ℹ **Tip:** To automate the booking of a removal of goods, select one of the following values in the **name** field and fill out the **value code list** field with the value **01 - Ja**.
>
> - **automatic booking outgoing**
> - **automatic booking outgoing by ECWINF**
> - **automatic booking after release**

e) To select compatibility criteria for the owner, click on the tab **WE-Import-Kriterien**. Activate the check box **Status** for each field that you would like to use as a compatibility criterion.

> ℹ **Tip:** You can find a list of compatibility criteria in section *Compatibility criteria (incoming goods import criteria)* on page 52.

f) To save the entry, click on the button **OK**.

6. To add an entry in the **storage facilities** section, click the button **+**. Fill in the **storage facility** field and click on the **OK** button.

7. In the area **Actions**, click on the entry **Save**.
   The configuration is shown in the overview **Warehouse Configuration**.

9.3 Warehouse user

This section describes the warehouse users.

To be able to use the warehouse, the users must be set up in the user administration and in the warehouse administration. To be able to actively perform customs clearance for a goods owner, one or more warehouse profiles must be assigned to the warehouse user.

You can find instructions on creating a warehouse user in section *Create warehouse user* on page 50.

9.3.1 Create warehouse user

This chapter describes how to create a warehouse user.

> 🔒 **Restriction:** To create a warehouse configuration, you need administrator rights.

You have created a warehouse profile which is to be allocated to the warehouse user. You can find instructions on creating a warehouse profile in section *Create warehouse profile* on page 48.

1. Select the menu entry **Maintenance** > **Warehouse Administration**.

2. In the area **Overviews**, click on the menu entry **Warehouse User**.
   This opens the overview **Warehouse User**.

3. In the area **Related actions**, click on the menu entry **new Warehouse User**.
   This opens the **Warehouse User** tab.

4. Enter the **User**.
   The **Name** field displays the name of the user.

5. Highlight an available profile.

6. Assign one or more profiles to the user. To assign a profile to the user, you must move the profile from the **Available Profiles** column to the **Assigned Profiles** column. To remove the assignments, you must move the profile from the **Assigned Profiles** column to the **Available Profiles** column.

> ⚠ **Important:** First assign the **default profile**. The default profile is always the first profile assigned.

- To move a single profile, highlight the house. Click on the ❯ or the ❮ button.
- To drag several houses, hold down the Ctrl key and highlight several profiles. Click on the ❯ or the ❮ button.
- To drag several consecutive profiles, highlight the first profiles, hold down the Shift key and select the last profiles. Click on the ❯ or the ❮ button.
- To drag all profiles, click on the ❯❯ or the ❮❮ button.

The first assigned profile is displayed in the field **default profile**.

7. In the area **Actions**, click on the entry **Save**.
The user appears in the overview **Warehouse User**.

9.4 Warehouse grant access

This section describes warehouse grant access.

You can set up access clearance for customs warehouses at branch level. Within a company, a branch of another branch can allow access to customs warehouse inventory, for example for the outsourcing of goods to the subsequent NCTS procedure.

A requirement is that the warehouse inventory is restricted to the data level WORK, since not all inventory should and may be accessed from every branch. The branch office only sees its own inventory.

You can find instructions on creating a warehouse grant access in section *Create warehouse grant access* on page 51.

9.4.1 Create warehouse grant access

This section describes how to create grant access for the warehouse. You can only use this function if you have administrator rights.

🔒 **Restriction:** To create a warehouse configuration, you need administrator rights.

1. Select the menu entry **Maintenance** > **Warehouse Administration**.
2. In the area **Overviews**, click on the menu entry **Warehouse grant access**.
This opens the overview **Warehouse grant access**.
3. In the area **Related actions**, click on the menu entry **new Warehouse grant access**.
This opens the **Warehouse grant access** tab.
4. Fill out the field **owner orgunit**.
5. To add an entry in the **granted orgunits** area, proceed as follows:
   a) Click on the button ✚.
   A new window opens.
   b) Fill out the field **granted orgunit**.
   c) To add a condition for the authorization for the authorized organisational unit, click on the button ✚.
   d) To save the entry, click on the button **OK**.
6. In the area **Actions**, click on the entry **Save**.
The user appears in the overview **Warehouse grant access**.

9.5 Common configuration

This section describes the common configuration.

The following data is consolidated in the common configuration:

- the customs warehouse authorizations deposited with the economic operator
- Information from the authorizations

- Owner of the goods in the customs declarations

You can find instructions on creating a common configuration in section *Create common configuration* on page 52.

9.5.1 Create common configuration

This section describes how to create a common configuration. You can only use this function if you have administrator rights.

🔒 **Restriction:** To create a common configuration, you need administrator rights.

You have created a holder of the authorization for the economic operator (customs) to whom the common configuration is to refer.

1. Select the menu entry **Maintenance** > **Warehouse Administration**.
2. In the area **Overviews** click on the menu entry **Common Configuration**.
   This opens the overview **Common Configuration**.
3. In the area **Related actions**, click on the menu entry **Common Configuration create**.
   This opens the **Common Configuration** tab.
4. Fill out the field **name**.
5. To add an entry in the **Owner of Goods** area, proceed as follows:
   a) Click on the button **+**.
      The window **Owner of Goods** opens.
   b) Fill out the field **Owner of Goods**.
   c) Click on the button **OK**.
      The owner is shown in the table.
6. In the area **Actions**, click on the entry **Save**.
   The configuration is displayed in the overview **Common Configuration**.

9.6 Owner parameters

This section describes the owner parameters.

Owner parameters are parameters for handling customs warehouse procedures for each owner of the goods. The owner must be defined in a customs warehouse configuration.

⚠️ **Important:** The parameters are recorded in the customs warehouse configuration for the owner.

You can find instructions on creating a customs warehouse configuration in section *Create warehouse configuration* on page 49.

In der overview **Owner-Parameter**, owner parameters are displayed regardless of the associated authorizations. You can activate or deactivate parameters in the overview. You can open the overview using the menu entry **Maintenance** > **Warehouse Administration**.

9.7 Compatibility criteria (incoming goods import criteria)

This section describes compatibility criteria. Compatibility criteria (incoming goods import criteria) are fields which are declared to ATLAS in the header of a clearance notification for free circulation.

If an outgoing voucher is booked, at least one clearance notification is created automatically based on the compatibility criteria stored for the owner of the goods. The number of clearance notifications depends on the compatibility criteria. Only those positions which have the same compatibility criteria can be combined in a import declaration. Different compatibility criteria result in duplicate customs declarations.

You can choose from the following compatibility criteria:

Customs State
What customs law status do the commodities have?

Country of Dispatch
Country of consignor

Border Transport Mode
Mode of transport of the cross-border active type of transport

Type of Transport
Type of cross-border active type of transport

Border Transport Description
Description of the cross-border active type of transport

Nationality
Nationality of the cross-border active type of transport

Inland transport mode, ID
Licence plate or name of the means of transport upon arrival (SAD field 18; MZSW Title II, Section III)

Consignor
Address of the sender of the goods

Delivery Terms
Type of delivery condition according to Incoterm. The value XXX means that the conditions contained in the contract must be stated exactly. If the delivery condition is identical for all goods positions, fill out the field in the header. If the delivery condition is different for all goods positions, fill the field out for each position.

Text
Contract conditions. If you have selected the value **XXX** in the field **Delivery Terms**, fill out the field.

Location place
Place of destination or -departure to which the terms of delivery apply.

Key
Key to delivery condition

Currency
ISO code of the currency

Seller
Seller

Buyer
Purchaser

Buyer/Seller relation type
Identification of the connection between seller and buyer. For values 1 and 2, you must enter an explanation regarding the connection in the following field.

Relatedness Details
Exact information on the stated connection

Restrictions as to the Disposition by
Restrictions on the use of the authorization. A restriction is established for a commodities tariff number or a country. A warning or error message in response to an attempt to send if there is an active restriction.

Price subject to some condition
Are there conditions or special services?

Condition Details
Type of conditions or special services

License Costs
Are there license fees?

Circumstances
Explain the circumstances.

Sale Subject to the Proceeds
Is the purchase transaction linked to an agreement under which a part of the proceeds from resale, other releases of goods or uses benefits the seller, either directly or indirectly?

Circumstances
Explain the circumstances under which a part of the proceeds from resale, other releases of goods or uses benefits the seller, either directly or indirectly.

Statistical State
What statistical status do the commodities have?

Destination country
Code for the country of destination

Federal State
Federal state in which the goods' destination is located.

Business Type
Type of business

10 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**.

10.1 Create article (shortcut)

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

1. Select the menu entry **Maintenance** > **Commodity codes**.
This opens the overview **Commodity codes**.

2. In the area **Actions**, click on the menu entry **New (Quick)**. Alternatively, you can select an article from the data of a customs position.

a) Right click in the **Article Code** field.

b) Select the menu entry **Create article** from the context menu.
The window **Edit article** opens. If you created the article from a customs position, the values in the fields filled out are adopted in the window. You can overwrite the values.

3. Fill out at least the mandatory fields.

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

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

4. You have several options:

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

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

11 Edit error (customs)

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

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

1. To open the incorrect customs declaration, double-click on the customs declaration.
   The customs declaration is opened in a new tab.
2. Click on the tab **Customs System Messages&Status**.
3. Highlight the row of the table with the incoming message.

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

   The responses have different weightings.

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

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

4. Double-click on the row with the message text.
   Depending on the type of error, a window with additional information on the error will open.
5. You now have the following options:

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

12 Export table

This chapter describes how to export tables as CSV files. These tables can be further processed with other programs. For example, you can create loading lists with an exported table from an overview of positions in a dossier.

12.1 Filter overviews

This chapter describes how you can filter overviews by entering search criteria.

1. Open an overview.
2. To filter the overview, fill the text fields or select values from drop-down menus.
    Depending on the overview, fields can have default values. Overwrite the contents if necessary.
3. Click on the button **Search**.
    The result of your search is displayed in the overview.

    > **Tip:** Depending on the context, an overview can also have one filter function per table column instead of search criteria.
    >
    > To display the fields for filtering a column in a table, click on the ⛛ icon.
    >
    > You can filter the contents of a table column by selecting the column name from the drop-down menu of the filter and entering a value in the text field. You can filter for more table columns by clicking on the ⊞ button.

12.2 Export overviews

This chapter describes how you can export overviews from CSV files for further processing with another program.

1. Open an overview.

    > **Tip:** If necessary, you can filter the overview first. Instructions for filtering the overview can be found in section *Filter overviews* on page 59.

2. In the area **Related actions**, click on the menu entry **Export Table**. Alternatively click on the icon ⧉. The window **Select columns** opens.
3. There are several ways to select table columns for export:
    *   To select a column, select the check box.
    *   To deselect a column, clear the check box.
    *   To select all columns, click the button **Select all**.
    *   To select no columns, click the button **Unselect all**.
4. To show the table directly in your standard programme for CSV files, click on the **Show** button.
5. To save the table on your PC, click on the **Save** button.
    The window opens **Save**.
6. Select a location and a name for the file.
7. Click on the button **Save**.

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.

   > ℹ️ **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 60.

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

Field	Description
Available Document Types	The table is only shown if there are several types of document for the highlighted document. • Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. • Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column **Timestamp**. The documents can also be found in the document filing.

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

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

> ℹ️ **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**.

> ℹ️ **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/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 60 is based on the current database of the customs declaration. To print multiple incoming messages, a print per message receipt can be created on the **Messages & Status** tab.

Following messages can be printed:

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

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

Field	Description
Unassigned DocumentTypes	The table is only shown if there are several types of document for the highlighted document. • Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. • Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column **Timestamp**. The documents can also be found in the document filing.

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

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

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

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

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

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

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

Specific questions on customs

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

Specific questions ATLAS

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