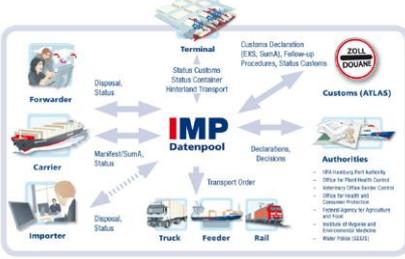
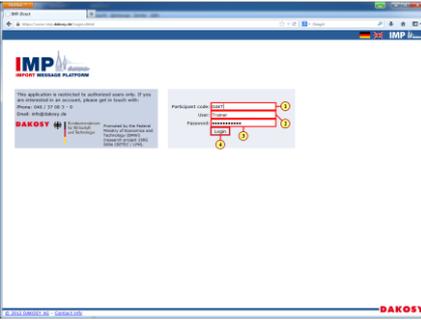
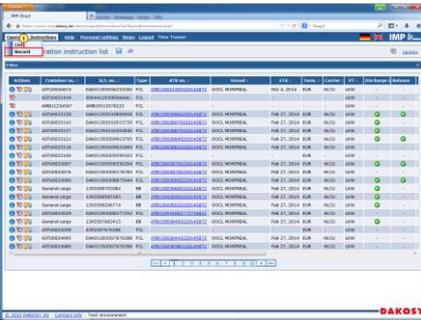
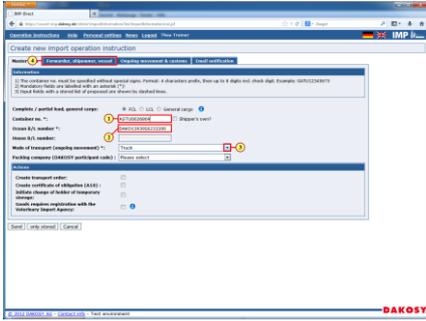
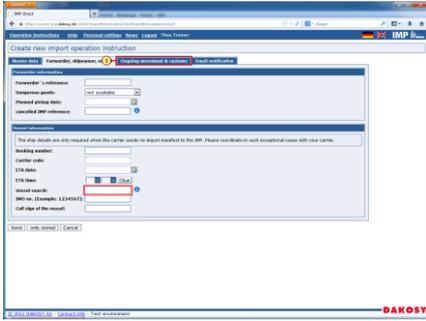
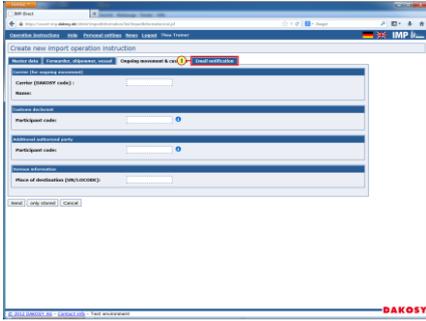
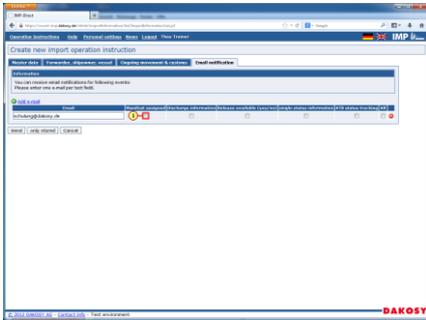
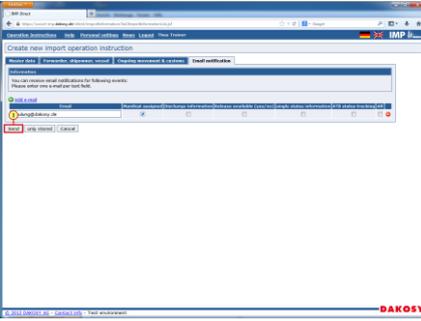
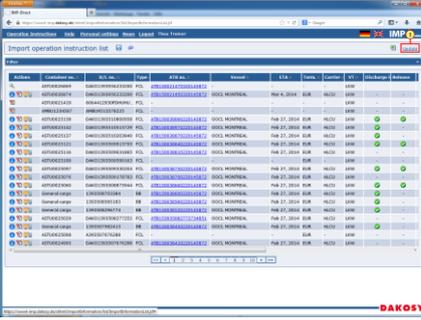
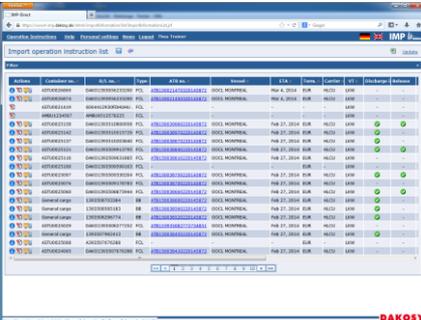
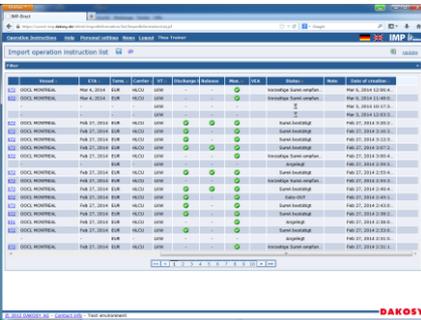


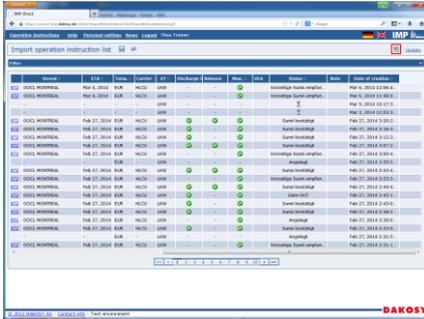
What to do	What to see	What to say
		<p> The declaration processes in the port of Hamburg can be speed up using the import platform IMP. As soon as the information from the import operation instruction and manifest are available, the forwarder is supplied with a huge number of status information, such as the expected time of arrival of the vessel (ETA) in the port and all corresponding changes.</p> <p>The forwarder receives current messages concerning the actions of other process partners besides the status information and decisions of the authorities. This includes for example the release by the ship owner or the line agent or whether a terminal blocked a container to be delivered.</p>
<p>(1) The field <b>Participant code</b> is filled out.                  (2) The field <b>User</b> is filled out.                  (3) The field <b>Password</b> is filled out.                  (4) Click on <b>Login</b>.</p>		<p> Please enter <a href="http://www.imp-direct.de">www.imp-direct.de</a> into your browser or call the IMP-direct application via the menu forwarder on <a href="http://www.dakosy-direct.de">www.dakosy-direct.de</a>.</p>
<p>(1) Click on <b>Operation Instructions</b>.                  Click on <b>Record</b>.</p>		<p> The forwarder initiates the import process in the Import Message Platform with the import operation instruction and simultaneously causes the supervision of the process for which he can receive much status information.</p> <p>The set-up of an import operation will be shown to you subsequently.</p>

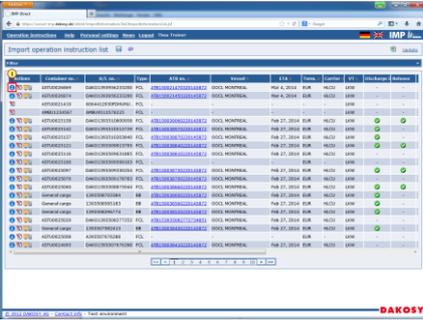
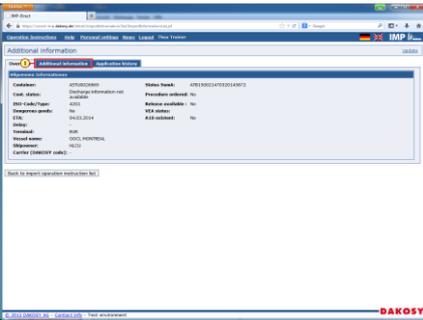
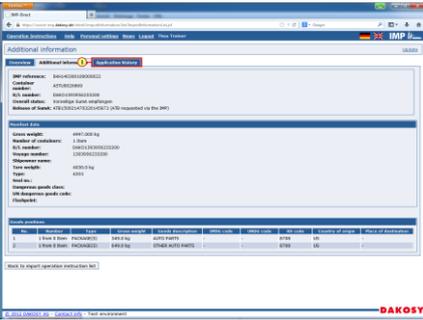
What to do	What to see	What to say
<p>(1) The field <b>Container no. *</b> is filled out.</p> <p>(2) The field <b>Ocean B/L number *</b> is filled out.</p> <p>(3) Click on <b>open</b> .</p> <p>(4) The entry <b>Truck</b> is chosen by clicking.</p> <p>(5) Click on the tab <b>Forwarder, shipowner, vessel</b>.</p>		<p> Please note that also other fields may turn into mandatory fields through specific entries. Therefore, the marking of the mandatory fields with (*) is dynamic.</p> <p>The application first marks the full container load (FCL). If necessary, please switch to less than container load (LCL) or bulk cargo, whereby the processing of LCL-loadings is not technically possible yet.</p> <p>Please fill in the field <b>House B/L number</b> when you choose less than container load (LCL) or bulk cargo.</p> <p>The <b>Packing company</b> for less than container load (LCL) needs to be indicated.</p> <p>If you mark <b>Create certificate of obligation (A18)</b> this one will be created.</p> <p>The action <b>Initiate change of holder of temporary storage</b> is not available yet.</p> <p>If the tag <b>Goods require registration with the Veterinary Import Agency</b> is set, the IMP will provoke a warning in case no registration at the Veterinary Import Agency has been made at the moment of the discharge of a container.</p>

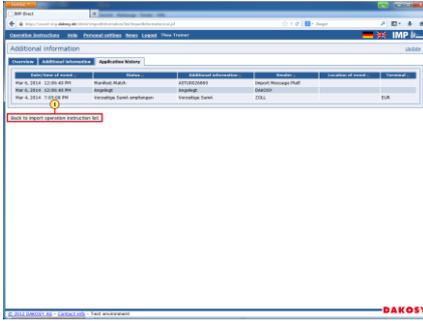
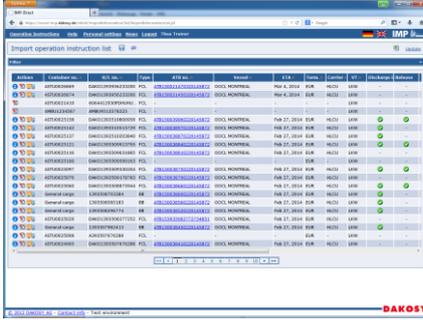
What to do	What to see	What to say
<p>(1) Click on the tab <b>Ongoing movement &amp; customs.</b></p>		<p>If necessary, please enter your <b>Forwarder's reference</b>. The reference does not have any effects on the data transfer.</p> <p>You have the opportunity to indicate whether it concerns <b>Dangerous goods</b>.</p> <p>If necessary, please deposit the <b>Planned pickup date</b>.</p> <p>If the import operation instruction relates to a canceled process, the <b>canceled IMP reference</b> needs to be indicated in order that the current status information can be assigned to the new IMP reference.</p> <p> The <b>Carrier code</b> is not a mandatory field, but it is recommended to fill it in.</p> <p> You only need to capture the vessel specifications when the carrier does not send an import manifest to IMP.</p> <p>You can search for a name of a vessel within the vessel specifications (<b>vessel search</b>). You receive a list that is based on the vessel master data of IMP from the third sign you entered. You can choose an entry from this list.</p> <p>If you cannot find the vessel in the master data, please capture the vessel specifications manually.</p>

What to do	What to see	What to say
<p>(1) Click on the tab <b>Email notification</b>.</p>		<p> You can enter information about the transportation order for the ongoing movement of the goods or other customs specifications. However, the data cannot be processed furthermore.</p> <p> Please enter the participation code of the customs declarant in order to provoke an automatic notification about the confirmation of a summary declaration.</p> <p>Other requirements for this function are:</p> <ul style="list-style-type: none"> <li>• The participant has prepared a customs declaration and refers to the summary declaration.</li> <li>• The message is applied to the participant's customs application automatically.</li> <li>• The customs application offers a corresponding function to confirm the customs declaration automatically.</li> </ul> <p><b>Caution!</b> The automatic confirmation of a customs declaration is charged and needs to be set up by DAKOSY!</p> <p> You can enter a DAKOSY participant code in the field <b>additional authorized party</b>, which contains several status messages that are transmitted to the consignor of the import operation instruction.</p>
<p>(1) Click on <b>Manifest assigned</b> .</p>		<p> E-mail notifications for different events can be sent automatically.</p> <p> Click on <b>Add e-mail</b> to add more addresses. Please, enter only <u>one</u> e-mail address per line!</p>

What to do	What to see	What to say
<p>(1) Click on <b>Send</b>.</p>		<p>The <b>single status information</b> contains a link to the current status of the import operation instruction.</p> <p> You have two options to finish the data input:</p> <p><b>send:</b> entries are saved, checked on correctness and sent to the IMP</p> <p><b>only stored:</b> entries are saved but will not be sent to the IMP</p>
<p>(1) Click on <b>Update</b>.</p>		<p> The new import operation instruction is indicated in the import operation instruction list after sending.</p> <p> It is already being searched for existing information concerning this import operation instruction in the IMP-data pool.</p>
		<p> If necessary, please activate the slider at the bottom of the screen (next picture) to view more columns.</p>
		<p> A search result leads to a status change. Therefore, the indication needs to be updated several times.</p> <p>You will find the meaning of the status in the training manual.</p>

What to do	What to see	What to say
		<p data-bbox="1043 271 1082 309"></p> <p data-bbox="1043 315 1436 376">The following status or tags will be indicated in own overview columns:</p> <ul data-bbox="1082 383 1477 1025" style="list-style-type: none"> <li data-bbox="1082 383 1477 651">• <b>Discharge information:</b> message of a discharge information concerning an IMP process. The container is not released from the terminal yet, but has left the vessel. The final summary declaration for example can now be presented to the customs.</li> <li data-bbox="1082 658 1477 779">• <b>Release:</b> release available. Message that the release for the container exists in an import process.</li> <li data-bbox="1082 786 1477 907">• <b>Man.:</b> manifest match; an appropriate position for an import operation instruction was found in a cargo manifest.</li> <li data-bbox="1082 913 1477 1025">• <b>VEA:</b> a veterinary manifest exists for this container. This will be indicated with a blue VEA symbol.</li> </ul> <p data-bbox="1043 1061 1449 1211">The green check mark symbol signals the achieving of the status, the blue information symbol refers to an existing information for this status (this is not valid for VEA).</p> <p data-bbox="1043 1247 1082 1285"></p> <p data-bbox="1043 1292 1477 1415">In case you would like to download the current import operation instruction list as an Excel-file, please click on the <b>MS-Excel</b> symbol.</p>

What to do	What to see	What to say
<p>(1) Click on <b>Display additional information</b>.</p>		<p> You can call the import operation instruction once again, for example to add more data or to create an update by clicking on <b>Edit import operation instruction</b> . The type of cargo, the container number, the B/L number and the onward transport cannot be changed.</p> <p> You can create a transport order by clicking on <b>Create transport order</b> .</p> <p> You can call the control station by clicking on <b>Display additional information</b> .</p>
<p>(1) Click on the tab <b>Additional information</b>.</p>		<p> You will find miscellaneous additional information as well as the application history of an import operation instruction in the <b>Overview</b>.</p>
<p>(1) Click on the tab <b>Application history</b>.</p>		<p> Here you can find various additional information, such as manifest data and goods positions.</p>

What to do	What to see	What to say
<p>(1) Click on <b>Back to import operation instruction list.</b></p>		<p> Here, all status of the import operation instruction are listed.</p>
		<p> The import operation instruction list is sorted according to the date of recording. You can change the order or set a filter to search for an import operation instruction.</p> <p> You can adjust the column view in the import operation instruction list in IMP-direct. You can organize the column order and sorting according to your individual requirements. You can also hide or display columns. You can save the settings you made. They will also be applied into the MS Excel-file.</p>

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