

## Manual

# Air@Gate

Description of the web application

Version 3.0/E

(Valid from September 2023)



Mattentwiete 2 20457 Hamburg www.dakosy.de

Phone: +494037003 - 0

info@dakosy.de



## **Change history**

Version	Concerned section	Reason	Created by/ date	Released by/ date
2.0	All	Complete revision of the document, layout adjustments	P. Springstübe, J. Diettrich 03/2016	
3.0		Introduction of LRN (Local Reference Number) in the frame of the ATLAS AES release 3.0	J. Diettrich 10/2023	M. Kramper 10/2023

# **Change requests**

## **DAKOSY**

## **Datenkommunikationssystem AG**

Mattentwiete 2 20457 Hamburg

Telephone:+ 49 40 37003 - 240 Email: info@dakosy.de

## **Used tools**

Number	Used tools
W1	This document was created with the word processing programme MS Word 2021.

## Liability

1. Please note that no liability claims can be derived towards DAKOSY AG for the content of this manual, despite careful developing and examination of this document!

Manual Air@Gate 3.0 Page 2 of 57



## **Table of contents**

1.	Introduc	tion	7
	1.1 Stru	ucture and content	7
	1.2 Key	v terms	7
2.	Login at	Air@Gate	10
	2.1 Hov	v to reach Air@Gate	10
	2.2 Acc	ess data / Registration	10
	2.2.1	Person-related registration	11
	2.2.2	Company-related registration	11
	2.2.3	First registration	12
	2.2.4	Change your personal keyword	14
	2.2.5	Logout	14
3.	Basic fu	nctions	15
	3.1 Sea	arch	16
		h by: AWB	
		h by: Ort der Ware (location of goods)	
	Searc	h by: Einschränken des Zeitraums (restriction of time period)	
	3.1.1	Two views: Single consignments and master	
	3.1.2	Quick search	21
		ailed information	
		tus	
	3.4 Exp	planations of the single consignment / master view	
	3.4.1	Master view	
	3.4.2	Single consignment view	
	3.4.2.	1 Change of column sequence	
	3.4.3	Action menu in the master / single consignment view	
		1 Action – Initiate departure message	
	3.4.3.		
	3.4.3.	,	
	3.4.3.		
	3.4.3.	1 0	
	3.4.3.	<b>5</b> (1	
		rmation concerning the function last search inquiries ("Letzte Suchanfragen")	
4.		edit and delete Air Waybills	
		cord single AWBs	
	4.1.1	Set indicator	
	4.1.2	Enter MRNs / positions	
	4.1.3	Enter LRNs / positions	
	4.1.4	Send AWB	
		cord of consol master AWBs	
	4.2.1	Mix Air@Gate and EDI communication	
	4.2.2	Airport finder	39



4.3	Revision of AWBs	40
4.4	Deletion of AWBs	42
5. S	hortage in quantity and cancellation at exit	44
5.1	Shortage in quantity	44
5.2	Cancellation at exit	44
5.3	Entry of shortage in quantity or cancellation at exit	45
5.4	Executing a shortage in quantity	46
E	xecuting a shortage of LRNs	
5.5	Executing a cancellation	49
6. M	lobile tours	50
6.1	Create mobile tours	50
6.2	Specification of mobile tours for the complete consol	51
6.3	Display mobile tours	53
6.4	Print out mobile tour	54
7. N	ot assigned MRNs/LRNS	55
7.1	Archiving of MRNs/LRNs	56
8. A	ddresses, support, contact	57



# Table of images

Image 1 Person-related registration	11
Image 2 Company-related registration	12
Image 3 Keyword expired	
Image 4 Change keyword	
Image 5 How to change keywords	14
Image 6 Logout	14
Image 7 Areas	
Image 8 Search function	16
Image 9 Calendar function	18
Image 10 Single consignment view	19
Image 11 Master view	20
Image 12 Quick search	21
Image 13 Waybill Detailed view	
Image 14 Status explanation	
Image 15 Dialogue - Status explanation	24
Image 16 Dialogue – Specification with LRN	24
Image 17 Actions – Departure message	27
Image 18 Actions – Deviating deliveries	
Image 19 Action – Print customs release with MRN	29
Image 20 Action – Print customs release with LRN	30
Image 21 Last search inquiries	30
Image 22 Menu: Record	31
Image 23 Record – Air Waybill (single consignment)	
Image 24 Record – direct MAWB	33
Image 25 Record – HAWB in consol master	
Image 26 Enter MRN	34
Image 27 Add MRN	34
Image 28 Add positions to MRN	35
Image 29 Add seal number to MRN	
Image 30 Add specific circumstances to MRN	36
Image 31 Add LRN	
Image 32 Add positions to LRN	37
Image 33 Record AWB?	38
Image 34 Airport finder	39
Image 35 Edit AWB - MRN	40
Image 36 Edit AWB - LRN	41
Image 37 Deletion of AWB	42
Image 38 Delete HAWB/MAWB	43
Image 39 Recall AWB for shortage	45
Image 40 AWB with two MRNs ready for shortage	46
Image 41 Shortage with partially invalid indications (MRN)	47
Image 42 AWB with one LRN ready for shortage	
Image 43 Shortage with partially invalid indications (LRN)	48
Image 44 MRN ready for complete cancellation	49
Image 45 MRN selected for cancellation	
lmage 46 Recording tour data in "Waybill erfassen" (create waybill) or "Waybill bearbeiten" (edit waybil	-
Image 47 Consol details with link for mobile tour	
Image 48 Definition of mobile tour for consol	52
Image 49 Mobile tours	53



Image 50 Details regarding the mobile tour	53
Image 51 Print out version of mobile tour with QR code	54
Image 52 Unassigned MRNs/LRNs	55
Image 53 Archiving of an MRN	56
Image 54 Confirmation of archived MRN	



#### 1. Introduction

#### 1.1 Structure and content

This manual describes the handling with the application Air@Gate. The web application Air@Gate, developed by DAKOSY, provides the possibility to gain information concerning ongoing processes and to carry out various actions (e.g. presentation, departure message) for registered ZAPP-Air customers.

Air@Gate allows the use of the most important functions of ZAPP-Air without the need to install special software. The only precondition for the use of Air@Gate is internet access and browser support.

The next chapter exemplifies how to reach Air@Gate. Further chapters include more detailed descriptions how to use and work with various functions of the application. The last chapter contains all important contacts and addresses at a glance.

#### 1.2 Key terms

A short overview about the key terms and references of the ZAPP-Air process, by which means you will be working in Air@Gate.

## Air Waybill (AWB)

The term AWB is the abbreviation for the AWB number assigned to an Air Waybill. This number is the central reference within the ZAPP-Air process. A distinction is made between Master Air Waybills (MAWB) and House Air Waybills (HAWB).

## Master Air Waybill (MAWB)

A Master Air Waybill is an AWB reference assigned by an airline. The MAWB is 12-digits long with the form 123-12345675. A distinction is made between direct MAWBs and consol MAWBs. The flight information is included in the MAWB (direct MAWBs also contain the consignment information). Both, the repositiong process as well as the departure / completion process are always carried out via MAWBs.

## House Air Waybill (HAWB)

A House Air Waybill is an AWB reference defined by the freight forwarder. The AWB reference is alphanumeric and up to 12 characters long. A HAWB must be assigned to a consol MAWB in order to complete the export process.

Manual Air@Gate 3.0 Page 7 of 57



#### **Direct MAWB**

A direct MAWB is a MAWB to which consignment data and MRNs are directly assigned. A consolidation does not take place. The whole ZAPP-Air process is carried out by means of this reference.

## **Consol MAWB (Consol-Master)**

A MAWB used to combine (consolidate) one or more HAWBs and to continue the ZAPP-Air process after customs release.

## **Einzelsendung / Single consignment**

A single consignment either refers to a direct MAWB or a HAWB. A single consignment includes information regarding the air freight and the related MRNs. Single consignments are particularly relevant for presentation and release processes.

#### Movement Reference Number (MRN) (two-step AES procedure)

The MRN is the reference by which means the customs communicates within the ZAPP-Air process. A MRN is alphanumeric, 18-digit and contains the year of issuing and the issuing country, e.g. the MRN 15DE123456789012E9 tells us that it has been assigned in 2015 from the German customs.

## Local Reference Number (LRN) (one-step AES procedure)

With the ATLAS AES Release 3.0 in the one-step procedure the MRN will only be assigned with the release. Therefore the communication with ATLAS will not be carried out via the MRN, but instead by using the Local Reference Number (LRN) and additionally the EORI/branch number of the declarant or it's representative (depending on the information given in stage one in the ABD).

#### Gestellung (Gate-In) / Presentation (Gate-In)

The presentation notification is used if the goods arrived at the airport, to report the Gate-In towards customs. After the presentation customs decides whether or not the goods may be exported or if inspections or other measurements are necessary.

#### **Zollentscheid / Customs decision**

Decision, whether or not the goods may be exported or if inspections or other measurements are necessary. All customs decisions are based on MRNs, relevant information is assigned to the respective AWBs by ZAPP-Air and Air@Gate.

#### Freigabe / Release

Release (by customs) that a consignment may be exported.

#### **Beschau / Examination**

Customs message about necessary inspections. This can be the inspection of the freight papers (document inspection) or the physical examination of the goods.

Manual Air@Gate 3.0 Page 8 of 57



## **Untersagung / Prohibition/Interdiction**

Customs decision that the goods may not be exported.

## **Umfuhr / Repositioning**

Notice about the repositioning of the goods to the carrier. Only to be sent after the notification release.

## Abflug / Departure

Notice that the goods have been exported. The notice includes the MAWB and the date/time of departure. The message about the departure can only be sent after the notification release.

## **Abschluss / Completion**

Message confirming that the export process has been completed. Provided everything is in order, the confirmation will be transmitted by customs after the message of departure.

Manual Air@Gate 3.0 Page 9 of 57



## 2. Login at Air@Gate

## 2.1 How to reach Air@Gate

You can reach Air@Gate directly at the URL <a href="https://www-airgate.dakosy.de/">https://www-airgate.dakosy.de/</a>

## 2.2 Access data / Registration

The use of Air@Gate is reserved for registered customers only. Please get in touch with our support team if you wish to receive an account.

Air@Gate supports two different declaration types:

- 1. Person-related registration (each participant receives an own user name and keyword and logs in with the personal combination of participant code, user name and keyword)
- 2. Company-related registration (a participant with a keyword all employees use the same login data)

The management and maintenance of both declaration types is carried out via the DAKOSY support team, to be reached at <a href="https://www.dakosy.de/support">https://www.dakosy.de/support</a>.

Please also compare chapter 8: Addresses, support, contact

Manual Air@Gate 3.0 Page 10 of 57



## 2.2.1 Person-related registration

The login mask of Air@Gate includes three entry fields: (participant code), Benutzer (user), Passwort (keyword). The *Teilnehmercode* (participant code) is the seven-digit code under which your company is registered and working with ZAPP-Air. Please enter the personal user name in the field *Benutzer* (user) as requested at the DAKOSY support. Please enter your personal keyword within the field *Passwort* – the keyword will not be displayed.

Please confirm your entries by pressing the button *Anmelden* (enter).

Please pay attention to the use of capital and small initial letters!



Image 1 Person-related registration

#### 2.2.2 Company-related registration

If you do not work with the person-related registration, the login mask is still the same. Please enter the seven-digit code under which your company is registered and working with ZAPP-Air in the field *Teilnehmercode* (participant code). Please leave the field *Benutzer* (user) empty. Please enter your personal keyword within the field *Passwort* – the keyword will not be displayed.

Please confirm your entries by pressing the button *Anmelden* (enter).

Please pay attention to the use of capital and small initial letters!





Image 2 Company-related registration

## 2.2.3 First registration

Please change your keyword after the first login at Air@Gate in order to work with the application. The change of the keyword is required in case of person-related as well as company-related registration.

## Ihr Passwort ist abgelaufen

Ihr Passwort ist nicht mehr gültig und muss geändert werden. Dies ist immer dann der Fall, wenn das Passwort von DAKOSY neu vergeben wurde. Zu Ihrer eigenen Sicherheit müssen Sie ein neues Passwort wählen.

Neues Passwort wählen.

Image 3 Keyword expired

Please activate the link below "Neues Passwort wählen" (choose new keyword), to enter your own keyword in the opening menu.

Manual Air@Gate 3.0 Page 12 of 57



## Ändern Ihres persönlichen Passwortes

Sie können Ihr persönliches Passwort für Air@Gate ändern. Geben Sie hierzu ihr altes Passwort und das gewünschte neue Passwort an. Um Fehler zu vermeiden müssen Sie das neue Passwort zweimal eingeben.

Das Passwort muss mindestens 10 Zeichen lang sein und sowohl Groß- als auch Kleinbuchstaben enthalten.

Ihr Passwort ist nur für Ihren persönlichen Benutzeraccount. Teilen Sie Ihr Passwort niemandem mit!

#### DAKOSY wird nie per Mail oder am Telefon nach Ihrem Passwort fragen!

Teilnehmercode Firma:	MUSTFRA	
Benutzer:	mustermann	
Altes Passwort:	•••••	
Neues Passwort:	•••••	stark
Neues wiederholen:	•••••	Ok.
Passwort ändern		

Image 4 Change keyword

Please enter your old keyword behind the field "Altes Passwort" (old keyword, marked with the red arrow). Afterwards please enter a new keyword behind the field "Neues Passwort" (new keyword, marked with the green arrow) and repeat the entry behind the field "Neues wiederholen" (repeat the new keyword, also marked with a green arrow).

The new keyword must include at least 10 characters, both big as well as small letters. After the successful change of your keyword, please login with the new keyword in Air@Gate to start working with the application.

This procedure is likewise necessary after requesting a new keyword at the DAKOSY support team.

Manual Air@Gate 3.0 Page 13 of 57



#### 2.2.4 Change your personal keyword

You can always change your personal keyword in Air@Gate by clicking onto your user name (red marking), left beside the link "Abmelden" (logout).



Image 5 How to change keywords

In the following dialogue please activate the link "Ändern ihres persönlichen Passworts" (change your personal keyword), to reach the view displayed in Image 5 How to change keywords. Now you can change your personal keyword by following the instructions as described in chapter 2.2.3 First registration.

The autonomous change of your keyword is only possible in case of person-related registrations. The function is not available in case of company-related registrations. This is to prevent employees to lock out their colleagues from using the application (accidentally or intentionally).

Please get in touch with the DAKOSY support team, in case you would like to change the keyword to your company-related registration.

#### 2.2.5 Logout

Once you finished working with Air@Gate, please activate the button "Abmelden" (logout), right beside the ZAPP-Air logo:



Image 6 Logout

Once you logout the current session in Air@Gate will be terminated. Please login again, in order to continue working with the application.

Manual Air@Gate 3.0 Page 14 of 57



## 3. Basic functions

After registration or login in Air@Gate you will find yourself in the area Air Waybill:

Air@Gate Air Waybill MRN/LRN Mindern / Abbr. Mobile Touren MRN/LRN Statistik Erfassen

Handbuch (pdf) - AWB Löschen

Image 7 Areas

Air Waybill is the central area in Air@Gate. At this point you will receive information regarding your current ZAPP-Air procedures and you can initiate the basic actions "Gestellung" (presentation, Gate-In), "Umfuhr" (repositioning) and "Abflug" (departure).

When calling up the area *Air Waybill*, all AWBs, to which you can initiate actions, are displayed (the 20 most current MAWBs with possible actions are each listed).

In case you would like to get information concerning AWBs which are not listed in the actual menu display (older AWBs or AWBs without possible actions), please use the search function or one of the quick search links based on the status/Ort der Ware (location of goods).

Manual Air@Gate 3.0 Page 15 of 57



#### 3.1 Search

By means of the search function you can specifically search for AWBs or MAWBs which are not listed in the current table. The search mask allows the search by means of different search criteria, whereby you can enter as many as you like. You can, for example, filter all AWBs of a specific shipper within a specific period of time or call up all AWBs with a specific status<sup>a</sup>.

Once you click the cross in the upper left corner or press the link "alle Suchfelder anzeigen" (display all search fields) below in the search mask, extra search criteria will be displayed which you can use:

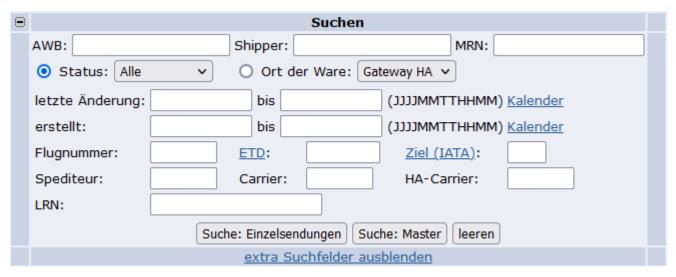


Image 8 Search function

If you wish to modify your searching criteria or correct your entries, you can change it directly in the search fields.

By using the link "leeren" (empty/refresh) you can clear the search mask, in order to be able to enter new searching criteria.

#### Search by: AWB

Entering the precise AWB number is the most efficient search, since you can specifically call up the related consignment data.

You may as well enter parts of a reference number. All consignments which include the specified character string will now be displayed.

If the AWB is not known, it is also possible to search for the MRN or LRN (one-step AES procedure). The reference must each be entered completely.

Manual Air@Gate 3.0 Page 16 of 57

<sup>&</sup>lt;sup>a</sup> Refer to chapter 3.3 for further descriptions of all status.



## Search by: Ort der Ware (location of goods)

If using the search option "Ort der Ware" you can choose between "Spediteur" (= forwarder), "Gateway HA" (Handlings Agent) and "Carrier". By pressing the link "Spediteur" you will get information about every consignment that has not yet arrived at the airport (Gateway HA). Once the consignments are delivered at the airport, they are located at the Gateway HA, during the whole customs decision process, consolidation and subsequent repositioning. After the repositioning or the direct delivery of goods, the consignments are located at the "Carrier". The location of consignments each depends on the respective consignment status.

## Search by: Einschränken des Zeitraums (restriction of time period)

Your requests are being handled through complex data bases, hence the search can take a while. The search effort also depends on the respective verbalisation of your request. Example: In case you have many entries in our database and would like to call up a single view of all consignments which are completed (status "Abschluss" (completion)), it may take a while until the search list will open up.

You can now use the option and restrict the time frame to accelerate the progress, by using the fields "letzte Änderung" (latest modification) and "bis" (until).

If you would like to call up all consignment data which has been completed within the last 14 days, just enter the respective dates in those fields "erstellt".

Alternatively you can use the calendar function by pressing the link "Kalender".

Manual Air@Gate 3.0 Page 17 of 57



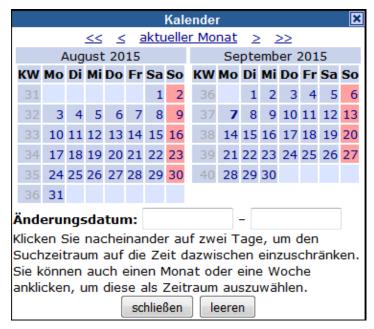


Image 9 Calendar function

First choose the requested monthly view. If you select a certain day, the date will be displayed in the first field "Änderungsdatum" (= date of modification) below the calendar). Your second choice will accordingly appear in the field behind.

If you would like to correct your request, please press the key "leeren" (= clearing). Once you activate the button "schließen"(= closing), a search mask with the selected dates opens up.

Alternatively you can select a certain week (light grey characters in the first column) or month (light blue). The requested time specifications will then be displayed in the fields "Änderungsdatum" (=date of modification).

After entering the search criteria please activate the query, either by clicking the button "Suche: Einzelsendungen" (search: single consignments) or "Suche: Master" (search: master).

Manual Air@Gate 3.0 Page 18 of 57



## 3.1.1 Two views: Single consignments and master

The search form Air@Gate provides the option to search by means of the button "Suche: Einzelsendungen" (search: single consignments) and "Suche: Master" (search: master), because there are two different views, in which your AWBs may be displayed.

The single view provides an overview of all single consignments, meaning HAWBs and direct MAWBs. This overview does not include information concerning the consol MAWBs.



Image 10 Single consignment view

The master list also includes an overview of all AWBs, from the MAWB perspective. In case of consol consignments, HAWBs are listed below the consol MAWB they are assigned to.

Manual Air@Gate 3.0 Page 19 of 57



	Mastersicht															
In dieser Sicht werden maximal 20 Ergebnisse aufgelistet, Ihrer Suchanfrage entsprechen jedoch mehr als 20 Einträge. Bitte schränken Sie Ihre Anfrage weiter ein.																
MANAG	Chahua	Chinnen	Consid	C									Harana Sud		Aktionen	
MAWB	Status	<u>Shipper</u>		Carr		ETD	_	Ziel		Kolli		MRNs		5 LL . C . L		
970-27289150	<u>Freigabe</u>		HAMDAKO	XX	XX200	2023-11	-14 <u>I</u>	HAM.	DE003302	/8	338,000	2	2023-10-17 11:3	6 <u>Umfuhr</u>	- Abflug - Druc	<u>ck Freigabe</u>
MAWB	<u>Status</u>	<u>Shipper</u>		Carr		ETD		<u>Ziel</u>		Kolli	<u>GGew</u>	MRNs			Aktionen	
669-83395550	<u>Freigabe</u>	Intership	HAMDAKO	TT	TT3710	2023-10	-19 <u>l</u>	<u>XA</u>	DE005876	31	7,861	1	2023-10-17 10:1	0 <u>Umfuhr</u>	- <u>Abflug</u> - <u>Druc</u>	<u>ck Freigabe</u>
<u>MAWB</u>	<u>Status</u>	<u>Shipper</u>	<u>Sped</u>	<u>Carr</u>	<u>Flug</u>	<u>ETD</u>	1	<u>Ziel</u>	<u>Zollst</u>	<u>Kolli</u>	<u>GGew</u>	MRNs	√ <u>letzte Änd</u>		Aktionen	
669-83395546	<u>Freigabe</u>	Intership	HAMDAKO	TT	TT6603	2023-11	-02	ADE	DE005876	85	0,788	1	2023-10-17 10:1	0 <u>Umfuhr</u>	- <u>Abflug</u> - <u>Druc</u>	ck Freigabe
MAWB	<u>Status</u>	Shipper	Sped	Carr	<u>Flug</u>	ETD		Ziel	Zollst	Kolli	GGew	MRNs	√ <u>letzte Änd</u>		Aktionen	
669-83395535	Freigabe	Intership	HAMDAKO	TT	TT5081	2023-11	-15	KBL	DE005876	25	8,117	1	2023-10-17 10:1	0 Umfuhr	- Abflug - Drug	ck Freigabe
MAWB	Status	Shipper	Sped	Carr	Flug	ETD	,	Ziel	Zollst	Kolli	GGew	MRNs	√letzte Änd		Aktionen	
832-29130393			HAMDAKO				_		DE003302		303,000		2023-10-16 15:1	6 Abweich	ung - Gate-In	
	- migarage			-	00110	2020 20			22000002		555,555	_	2020 20 20 2012	110110101	<u> </u>	
MAWB	Status	Shipper	Sped	Carr	Flug	ETD	1-	Ziel	Zollst	Kolli	GGew	MRNs	√letzte Änd		Aktionen	
								_	DE003302		105,000		2023-10-16 15:1	6 Abwaich		
482-73152122	Angelegt		HAMDAKU	^^	AA/45	2023-10	-1/ [	TAIVI	DE003302	30	105,000	1	2023-10-16 15:1	o <u>Adweici</u>	iung - Gate-in	
				_					- " -							
MAWB	Status	<u>Shipper</u>		Carr		ETD		<u>Ziel</u>	<u>Zollst</u>	Kolli					Aktionen	
754-33333005			HAMDAKO	BY	BY424	2023-10	-14 <u>I</u>	HAM		194	1798,000	16	2023-10-13 15:4	8 <u>Umfuhr</u>	- <u>Abflug</u> - <u>Druc</u>	ck Freigabe
<u>↑HAWB</u>	<u>Status</u>															
HAWB007932			HAMDAKO						DE003302		855,000		2023-10-13 15:5			
HAWB397320	<u>Freigabe</u>		HAMDAKO						DE003302	30	737,000	4	2023-10-13 15:5	Druck F	<u>reigabe</u>	
HAWB681570	<u>Freigabe</u>		HAMDAKO						DE003302	44	45,000	4	2023-10-13 15:5	0 Druck F	<u>reigabe</u>	
HAWB882357	<u>Freigabe</u>		HAMDAKO						DE003302	45	161,000	4	2023-10-13 15:5	0 Druck F	<u>reigabe</u>	

Image 11 Master view

Please also refer to chapter 1.2 Key terms for more detailed information regarding the difference between single consignments and master AWBs.

Manual Air@Gate 3.0 Page 20 of 57



#### 3.1.2 Quick search

Air@Gate provides some search functions above right ("Meldungen" (messages), "Freigabe" ( (release), "Spediteur" (forwarding agent), "Gateway HA" (handlings agent of forwarding agent at gateway), "Carrier" and "kritisch"(critical)), displaying a general view how many of your consignments are currently being processed at this point of the exportation procedure. You can start the search with one mouse click onto the links, below the airplane logo.



Image 12 Quick search

Six different quick search functions are available:

- 1. *Meldungen (messages)*: Display of AWB to which you can initiate messages (presentations or departure) at the moment. This search is automatically initiated once you login.
- 2. Freigabe (release): Display of AWB to which the function "Druck Freigabe" (print release) is possible at the moment and which is not yet completed.
- 3. Spediteur (forwarding agent): Display of AWB, currently classified as "Ort der Ware: Spediteur" (location of goods: forwarding agent). Usually these are AWBs which will be presented (Gate-In) in the next step.
- 4. *Gateway* HA (gateway handlings agent): Display of AWB, currently classified as "Ort der Ware: Gateway Handlings Agent" (location of goods: Gateway handlings agent). Usually these are AWBs which will be repositioned in the next step.
- 5. Carrier. Displays of AWB, currently classified as "Ort der Ware: Carrier" (location of goods: carrier). Usually these are AWBs which will be departed in the next step.
- 6. *Kritisch (critical)*: Display of AWB, which currently have the status "Fehler" (error), "Beschau" (examination) or "Ausgang Untersagt" (interdiction of exit).

Manual Air@Gate 3.0 Page 21 of 57



#### 3.2 Detailed information

If you need to get more information concerning your HAWBs or MAWBs, you can click on the respective HAWB or MAWB reference to reach the detailed view of the waybill.

This view provides details concerning the number and status of the MRN, weigth, number of packages, driver, forwarding agent, person responsible, Gateway handling agent, customs office and information concerning the shipper.

Please activate the link "nach zugehörigem Consol-Master suchen" (search for related consol master) in the last column, if the detailed HAWB view is displayed, but you actually wanted to search for a MAWB. You will then reach the master view including the MAWB, within which your HAWB is consolidated.

Link "Waybill bearbeiten" (edit Waybill): This function is being explained more detailed within chapter 4.3.

	Waybill Detailansicht					
MAWB	970-27289150					
MRNs	23DE345323304980E1 Freigabe					
LRNs	TESTLRN Freigabe					
Spediteur	HAMDAKO					
Sachbearb.	J					
Telefon	040-1234					
Email	test@dakosy.de					
Spediteur	HAMDAKO					
2. Spediteur	MPFTFRA					
GW Handlingsa.	a. HAS0001 - Testhandlingsagent (Spedi					
CA Handlingsa.	HAC0001 - Testhandlingsagent No. 2,					
Zollstelle	DE003302					
Anz. Packst.	78					
Gewicht	338,000 kg					
Shipper						
Name						
Adresse						
	Anlieferung					
Firma						
Fahrer	Hans Meier					
KFZ-Kennzeichen HH-KK 123						
Telefon Fahrer						
Email Fahrer	hans@meier.de					
Stand	2023-10-17 13:54:28					
<u>Waybill bearbeiten</u>						

Image 13 Waybill Detailed view



#### 3.3 Status

The column "Status" displays on how far your consignment is progressed within customs process. Once you activate the link, a dialogue including a brief status explanation opens up:



Image 14 Status explanation

All status are listed in the following:

## **Angelegt (created)**

The data record has been created

## Freigabe (release)

Release of goods by customs authorities

#### Abschluss (completion)

Completion of the process by customs authorities

#### Abw. angl. (delivered with deviations)

The goods have been delivered with deviations at the Gateway HA (of the freight forwarder).

## **Umfuhr (repositioning)**

Repositioning of the goods to the carrier has been carried out.

#### Keine MRN (no MRN)

Neither MRN nor LRN is assigned to the AWB.

#### **Abflug (departure)**

Departure of airplane with the goods

Critical status ("Fehler" (error), "Außerhalb ZAPP-Air" (outside ZAPP-Air), "Ausg. Untersagt" (exit interdicted) or "Ausg. Untersagt / Beschau" (exit interdicted / examination)) are highlighted in orange. In addition to the simple status explanation you will also receive a respective error message incl. the reason for an interdiction / examination by customs (if available), in case of



those status.

## Fehler (error)

An error occured

#### Kritisch (critical)

At least one HAWB of the consol there is labelled with an error, an examination or an interdiction.

## Außerhalb ZAPP-Air (outside ZAPP-Air)

The procedure will be processed outside from ZAPP-Air.

# Ausg. Untersagt oder Ausg. Untersagt / Beschau (interdiction of exit or interdiction of exit/examination)

Negative customs decision or customs order for the examination of the goods: customs order to examine the goods solely delays a customs decision. More detailed information and reasons for the interdiction and/or examination of the goods by customs, can be taken from the dialogue box "Statuserklärungen" (status explanation), provided that the customs stated a reason.

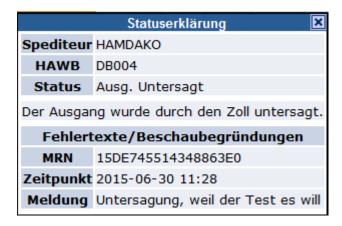


Image 15 Dialogue - Status explanation

For procedures where the LRN is specified, it is shown as follows.

Status	Beschau							
Der Zoll ha	Der Zoll hat eine Beschau angeordnet.							
Fe	ehlertexte/Beschaubegründungen							
LRN	AES30D162E028							
Anmelder	DE9002405 / 0000							
MRN	23DE587601095809A0							
Zeitpunkt	2023-09-08 09:14							
Meldung	10: Dokumentenkontrolle-Dokumentenprüfung							

Image 16 Dialogue - Specification with LRN



#### 3.4 Explanations of the single consignment / master view

#### 3.4.1 Master view

Aktionen

The first column contains the reference number of the MAWB and the related HAWB. The corresponding lines contain the relevant information concerning the individual MAWBs.

•	HAWB	(House Air Waybill) are single consignments which are consolidated in a MAWB.
•	MAWB	(Master Air Waybill) are consignments which are directly carried to the HA of the carrier or several single consignments (HAWBs), packed in one overall package (consol)
•	Status	this column provides information how far your consignments are progressed within the export procedure.
•	Shipper	respective ordering party responsible for the airfreight shipment
•	Sped	Forwarding agent
•	Carr	Carrier
•	Flug	Flight number
•	ETD	Expected date / time of departure
•	Ziel	Destination airport: the airport code assigned by the "International Air Transport Association" (IATA) is specified
•	Zollst.	Customs office of exit
•	Kolli	Specification of how many packages the HAWB or MAWB is comprised
•	GGew	Specification of total /gross weight.
•	MRNs	Number of Movement Reference Numbers or LRNs assigned to an AWB.
•	letzte Änd.	Date and time of most current changes

Actions or messages which currently can be transmitted

Manual Air@Gate 3.0 Page 25 of 57



#### 3.4.2 Single consignment view

The first 3 columns of the results of the single consignment view are arranged differently and complemented by an additional column. The table provides an overview of every single consignment (not yet consolidated or directly delivered), therefore the first column is differently designated.



- AWB Reference number of HAWBs or direct MAWBs (direct deliveries which will not be consolidated)
- T Consignment type: HAWB (H)/direct MAWB (D)

## 3.4.2.1 Change of column sequence

The arrow in the header shows the current sorting order; at the beginning the results are sorted in descending order oriented towards the column "letzte Änderung" (latest change). By clicking the underlined column headers you can re-sort the table in a reverse order (from descending to ascending or vice versa) or against a different column.

Usually the lines are displayed numerically or alphanumerically. The order is based on the progress of the goods in the customs export procedure.

Manual Air@Gate 3.0 Page 26 of 57



## 3.4.3 Action menu in the master / single consignment view

#### 3.4.3.1 Action – Initiate departure message

If the status of your consignment is "Umfuhr" (repositioning) or "Freigabe" (release), you can initiate the message about the "Abflug" (departure). Once you click the link, the following dialogue is displayed. The expected flight number and date of departure are displayed. In case of possible deviations you can correct the entries and add the time of the departure or click the link "jetzt"(now).



Image 17 Actions - Departure message

If the status of all HAWBs is "Freigabe" (released), but the status of the consol master is labelled with "Master fehlt" (missing master), the master data set is not yet available in our database. You can enter the data concerning the consol master via Air@Gate by using the function record of consol master (cf. chapter 4.2).

#### 3.4.3.2 Action – Initiate the repositioning

If the status of an MAWB is "Freigabe" (released), the message "Umfuhr" (repositioning) can be sent. You can initiate the message by clicking the link "Umfuhr" (repositioning) below "Aktionen" (actions). No further information regarding this message is provided.

Action "Umfuhr" (repositioning) in case of direct MAWBs: The message "Umfuhr" (repositioning) can be initiated after the customs release of direct MAWBs (direct deliveries which will not be consolidated).

Action Umfuhr" (repositioning) in case of consol MAWBs: The message "Umfuhr" (repositioning) can only be initiated after every single consignment (HAWBs), to be consolidated to the MAWB, has been released. The status of the consol remains "Teilweise freigegeben" (partially released), as long as only some of the HAWBs are released,

Manual Air@Gate 3.0 Page 27 of 57



If the status of all HAWBs is "Freigabe" (releasedd), but the status of the consol master is labelled with "Master fehlt" (missing master), the master data set is not yet available in our database. You can enter the data concerning the consol master via Air@Gate by using the function record of consol master (cf. chapter 4.2).

## 3.4.3.3 Action – Report of deviating deliveries

Please activate the link "Abweichung" in case of deviations (e.g. weight specifications or damages). You can enter a written notice with specific information concerning the deviation. The status of the consignment then changes to "abweichend angeliefert" (deviating delivery).



Image 18 Actions - Deviating deliveries

#### 3.4.3.4 Actions – Initiate the Gate-In

Once a data set is recorded, possible actions "Gate-In" and "Abweichung" (deviation) are displayed. You can confirm the delivery of the consignment at the airport (presentation) by clicking "Gate-In".

The presentation notification will be initiated once you click the link "Gate-In". No further information regarding this message is provided.

Manual Air@Gate 3.0 Page 28 of 57



## 3.4.3.5 Actions – Subsequent registration of Gate-In (Nachmeldung)

Customs can reject the presentation due to incorrect data.

Example: In case that an incorrect customs office was specified in the AWB, customs will not accept the presentation and the status of the AWB will be "Fehler" (error).

In this situation you can again initiate the presentation using the Gate-In Nachmeldung (subsequent registration).

Please correct the AWB data (via the function "AWB bearbeiten" (revision of AWB, cf. chapter 4.3) and sent the presentation again by clicking the action "Gate-In Nachmeldung" (Gate-In subsequent registration).

## 3.4.3.6 Actions – "Druck Freigabe" (print customs release)

Once the customs released single consignments (HAWBs or direct MAWBs), the link "Druck Freigabe" (print customs release) is displayed. If you click this link, a display showing all required receipt information opens up. You can print out this document, if required.

Anzeige Quittungsdaten 2015-09-07 12:01:24

Testdaten Seite 1/2

Referenz: 9002316Z15A00003083G01

Master Air Waybill: 669-00007092

MRN: 09DE210103435827E9

Zeitpunkt Nachricht empfangen: 31.08.2015 11:21

Ausgangszollstelle: DE005876

Spediteur:

Status der Überwachung: 24 Ausgang freigegeben

Zeitpunkt der Gestellung: 31.08.2015 11:11

Zeitpunkt der Untersagung:

Zeitpunkt der Erlaubnis zum Ausgang: 31.08.2015 11:21

Zeitpunkt Kontrollmaßnahme:

Zeitpunkt Weiterbearbeitung außerhalb AES: Zeitpunkt Ausgang oder Weiterleitung:

Zeitpunkt Abschluss:

Begründung:

http://www.zapp-air.de/ http://www.dakosy.de/

Image 19 Action – Print customs release with MRN

Manual Air@Gate 3.0 Page 29 of 57



ZAPP-Air

#### Anzeige Quittungsdaten

2023-10-17 14:08:29

Testdaten Seite 1/2

Referenz: 0000125Z23A00012250G02

Master Air Waybill: 970-27289150
LRN: TESTLRN

Anmelder: DE471112 / 0001
Zeitpunkt Nachricht empfangen: 17.10.2023 11:36

Ausgangszollstelle: DE005876 Spediteur: 9002316 /

Status der Überwachung: 24 Ausgang freigegeben

Zeitpunkt der Gestellung: 17.10.2023 11:26

Zeitpunkt der Untersagung:

Zeitpunkt der Erlaubnis zum Ausgang: 17.10.2023 11:36

Zeitpunkt Kontrollmaßnahme:

Zeitpunkt Weiterbearbeitung außerhalb AES: Zeitpunkt Ausgang oder Weiterleitung:

Zeitpunkt Abschluss:

Begründung:

Image 20 Action - Print customs release with LRN

#### Please note!

If you performed an operation or initiated a message, the result table contains evidence of the internal processing.

It may take a while until the changes will be displayed in the status overview. Please wait a moment before refreshing the page of your search results.

Please do **not** immediately initiate the same message again, if a status change is not shown promptly.

## 3.5 Information concerning the function last search inquiries ("Letzte Suchanfragen")

You will find a list containing your last three search inquiries in the history log (between search mask and result list), which you can call up anytime by clicking the respective line.

Letzte Suchanfragen

→ #3: Freigabe (Mastersicht) ←

#2: 20150817, 20150907, alle (Einzelsicht)

#1: Meldungen absetzbar (Mastersicht)

Image 21 Last search inquiries

Manual Air@Gate 3.0 Page 30 of 57



## 4. Record, edit and delete Air Waybills

Air@Gate provides the possibility to create new waybills in our database system. If you can access this function due to your Air@Gate account, the menu item "Erfassen" (record) is displayed in the navigation bar at the top of the page. Once you click the entry, the following submenu opens up, where you can choose whether you want to record a single waybill or a consol master waybill:

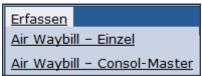


Image 22 Menu: Record

Once you have made your decision, the corresponding entry mask opens up. The masks may look like as is shown on the image below:

Manual Air@Gate 3.0 Page 31 of 57



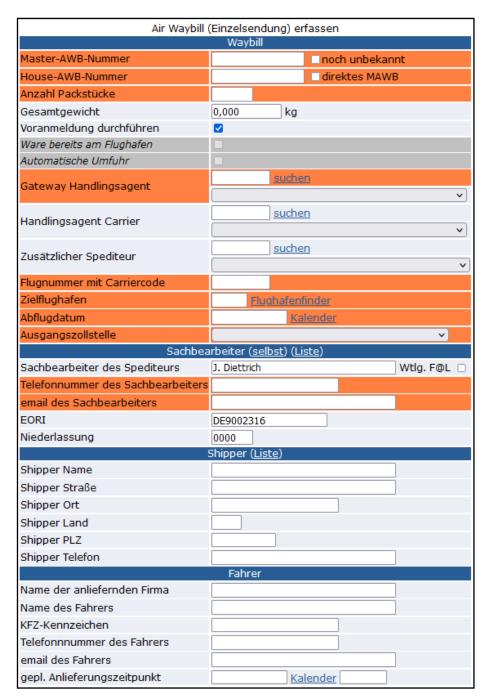


Image 23 Record - Air Waybill (single consignment)

In the entry mask you receive immediate feedback regarding your specifications. If you entered a formally correct entry within a row, it will be highlighted in *bright blue*. The related row is highlighted in *orange*, as long as mandatory entries are still missing or specifications are syntactically incorrect (please cf. the example in image 21: "Anzahl Packstücke" (number of packages) which may not contain alphanumeric characters). As long as the entry mask still contains orange rows, information is still missing or entries are incorrect and cannot be accepted. *Grey* coloured rows mean that this field cannot be used at the moment.

<u>Tip</u>: If you want to successively fill in the fields you can use the tab key for jumping into the next field.



The single entry masks are described in more detail in the following sections.

## 4.1 Record single AWBs

By using this function you can record single consignments, thus meaning direct MAWBs and HAWBs (to be summarized in a consol-master).

For the recording of a direct MAWB please leave the field "House-AWB-Nummer" empty and activate the checkbox "direktes MAWB" instead.

Master-AWB-Nummer	123-12345678	noch unbekannt		
House-AWB-Nummer		☑ direktes MAWB		

Image 24 Record - direct MAWB

For the recording of a HAWB please do not activate the checkbox but fill in the HAWB number within the field "House-AWB-Nummer".Please enter the respective consol-master in which your HAWB is included/consolidated in the field "Master-AWB-Nummer" in such case. If the number of the consol-master is not yet known, you can leave the field MAWB empty and activate the checkbox "noch unbekannt" (still unknown).

Master-AWB-Nummer	123-45678901	noch unbekannt
House-AWB-Nummer	ABC012345	direktes MAWB

Image 25 Record - HAWB in consol master

Manual Air@Gate 3.0 Page 33 of 57



#### 4.1.1 Set indicator

You can set different indicators while recording single consignments (cf. Image 23 Record – Air Waybill (single consignment)):

- Carry out pre-announcment (Voranmeldung durchführen)
  If this indicator is set, the customs will already be informed before the presentation that the goods are about to be delivered.
- Goods already at airport (local goods) (Ware bereits am Flughafen)
   The presentation notification towards customs is directly initiated when recording the AWB.
- Automatic repositioning (Automatische Umfuhr)
   The repositioning message towards customs will be initiated as soon as the customs release for all MRNs included is available.

#### 4.1.2 Enter MRNs / positions

Below the display mask to enter Air Waybills you will find a table (empty to begin with) to record MRNs of the waybill. A single consignment in the two-step AES procedure must at least include one MRN. Please enter the MRN to be added to the waybill in the empty field and click the button "MRN hinzufügen" (add MRN).



Image 26 Enter MRN

Please note: only MRNs with a valid format and correct check digit will be accepted.



Image 27 Add MRN

Manual Air@Gate 3.0



To begin with there is no information regarding single items available for newly added MRNs. You can add further MRNs to the AWB or remove already added ones, in case you made a mistake.

Please click the button "Positionen" (items) if you want to specify item details regarding a MRN, in order to record an item with a number, net weight and indicator of completeness.

Please click the button "weitere Position" (another item) to create another item assigned to the same MRN. You can always remove single items or alternatively activate the button "keine Positionsdaten" (no item data) to return to the status before the addition of items.



Image 28 Add positions to MRN

## Splitting of a MRN to several AWBs

It is possible to split one MRN to several AWBs. For this you have to record MRNs with item data and assign and fill in the different items to single AWBs. Please keep in mind that you have to use different item numbers.

Example: If you create two more items for the MRN 08DE123456789123E4, cf. the above example, which you want to book to another AWB, please do not use the position number 001-003 for the second AWB, but record the positions 004 and 005.

If you use an MRN without position data within a second AWB or if you would like to use the same position within a second AWB, the entry is going to be removed from the first AWB! Once you recorded a MRN which is already used in another AWB, you will receive a warning explaining this subject to avoid the unintentional removing of a MRN from an AWB.

Manual Air@Gate 3.0 Page 35 of 57



#### Remark:

The MRN 15XY100714061002E0 is already assigned to another AWB. This is not an error.

If you assign a MRN which is already used, to this AWB, the MRN will be removed from all other AWBs. If you want to split the MRN between several AWBs, you have to enter single positions of the MRN and use different position numbers for each AWB.

The MRN is already part of the following AWBs:

- HAWB t0223 (forwarding agent: HAMDAKO)

#### Add: Seal number

If you activate the link "keine" (none) within the column "Siegel" (seal), the following box is displayed, within which you can enter a seal number and specifications concerning the condition of the seal.

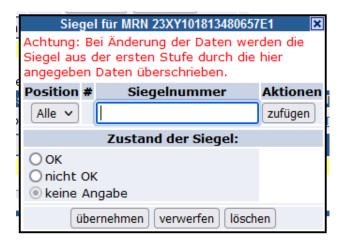


Image 29 Add seal number to MRN

#### Add: BTB (specific circumstances)

Once you activate the link "keine" (none) within the column "BTB", the following box is displayed, within which you can enter specifications concerning specific circumstances referring to the MRN. By clicking the link below "Was sind besondere Tatbestände?" (What are specific circumstances?) you will be informed in which cases these specifications may be required.

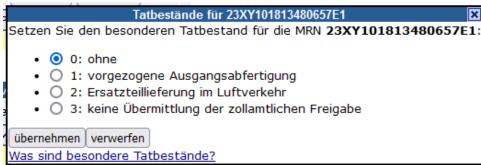


Image 30 Add specific circumstances to MRN



#### 4.1.3 Enter LRNs / positions

Below the display mask to enter Air Waybills you will find a table (empty to begin with) to record LRNs of the waybill. A single consignment in the one-step AES procedure must at least include one LRN. Enter the LRN to be added to the waybill in the empty field.

Enter the EORI number and the "Niederlassungsnummer" (NLNR/branch number) of the declarant (or representative), indicated in the ABD, and select the corresponding role in the menu "Rolle EORI" (Anmelder oder Vertreter/declarant or representative). Then click the button "LRN hinzufügen" (add LRN).

Note: If, during the creation of the ABD, the representative has also been added to the declarant, the declaration has to be carried out with the information (EORI/NLNR) of the representative.



Image 31 Add LRN

To begin with there is no information regarding single items available for newly added LRNs.

Please click the button "Positionen" (items) if you want to specify item details regarding a LRN. You can enter an item with a number, the net weight and the indicator of completeness into the corresponding fields

Please click the button "weitere Position" (another item) to create another item assigned to the same LRN. You can always remove single items or alternatively activate the button "keine Positionsdaten" (no item data) to return to the status before the addition of items.

LRNs / Positionen										
LRN	EORI	EORI NLNR R Pos Eigenmasse Vollst. BTB Aktion								
TEST2300	DE900231	6 0001 A	A 001 0,000 Nein v keine entfernen keine Positionsdaten weitere Positionsdaten				veitere Position			
LRN	E	ORI			NLNR	Rolle E	ORI 🗸	LRN hinzufügen	mit Positionen hir	nzufügen

Image 32 Add positions to LRN

#### 4.1.4 Send AWB

If you finished filling in all entries, <u>please check if all entries are correct</u>. If you are satisfied with the results, please press the button "AWB Absenden" (send AWB). In case you made invalid specifications, you will be informed and the respective fields are highlighted in orange to easily detect and correct them.

If all field contents are correctly field, a confirmation dialogue is displayed, where you are again asked whether or not you want to record the AWB like this. If you click "OK" the AWB will be transmitted to DAKOSY and stored in our database.

Manual Air@Gate 3.0



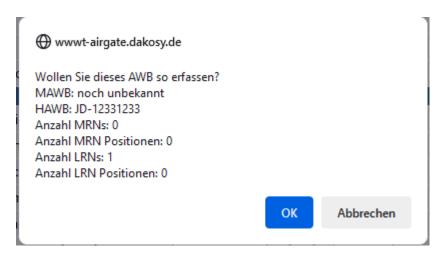


Image 33 Record AWB?

#### 4.2 Record of consol master AWBs

This function is used to record consol masters, MAWBs, provided to consolidate several HAWBs.

The input mask is quiet similar like the one for single consignments, you only need to enter less information. Especially the recording of MRNs/LRNs and their positions is not necessary for the consol master. Neither is it necessary to specify HAWBs consolidated to a consol master; the assignment of a HAWB to its consol master is guaranteed due to the field "Master-AWB-Nummer," specified when recording the HAWB.

Manual Air@Gate 3.0 Page 38 of 57



#### 4.2.1 Mix Air@Gate and EDI communication

Of course it is possible to consolidate HAWBs, which have been recorded by means of conventional EDI communication, within a consol master, that has been recorded in Air@Gate and vice versa. After the recording there is no difference whatsoever between waybills recorded in Air@Gate and waybills transmitted via EDI interface to DAKOSY.

### 4.2.2 Airport finder

If the IATA code referring to the destination airport is not available you can try determine it with the IATA code finder. Please enter a part of the name of the airport you are looking for (e.g. London) and the system displays a list of all known airports containing the search term. If you are not sure about the correct spelling of the destination, you can try the function "ähnlich" (similar) to search for names which sound similar to your entry.



Image 34 Airport finder

<u>Please note</u>: When using the function for similar sounding airport names, only the first part of the name will be recognized.

Manual Air@Gate 3.0 Page 39 of 57



### 4.3 Revision of AWBs

If your account is activated for it you can edit your existing Air Waybills in Air@Gate. Please look for the respective Air Waybill my means of the search function and open the "Detailansicht" (detailed view) by clicking onto it.

	Waybill Detailansicht			
MAWB	669-00006580			
HAWB	T0215			
MRNs	15DE760214125693E1 <u>Freigabe</u> 15XY061216232514E6 <u>Abgeschlossen</u>			
Spediteur	HAMDAKO			
Sachbearb.	Testender Sachbearbeiter			
Telefon	+49 40 37860990			
Email	noreply@dakosy.de			
Spediteur	HAMDAKO			
2. Spediteur	(keiner)			
GW Handlingsa.	HAS0002			
CA Handlingsa.	HAC0002			
Zollstelle	DE005876			
Anz. Packst.	83			
Gewicht	7,668 kg			
	Shipper			
Name	Intership			
Adresse	Shipway 17 171819 Bateauheim SH			
Telefon	555 12345			
Stand	2015-09-08 16:38:36			
nach zuge	hörigem Consol-Master suchen			
	<u>Waybill bearbeiten</u>			

Image 35 Edit AWB - MRN

Manual Air@Gate 3.0 Page 40 of 57



	Waybill Detailansicht					
MAWB	970-27289150					
MRNs	23DE345323304980E1 Freigabe					
LRNs	TESTLRN Freigabe					
Spediteur	HAMDAKO					
Sachbearb.	J Diettrich					
Telefon	040-1234					
Email	test@dakosy.de					
Spediteur	HAMDAKO					
2. Spediteur	MPFTFRA					
GW Handlingsa.	HAS0001 - Testhandlingsagent (Spedi					
CA Handlingsa.	HAC0001 - Testhandlingsagent No. 2,					
Zollstelle	DE003302					
Anz. Packst.	78					
Gewicht	338,000 kg					
	Shipper					
Name						
Adresse						
	Anlieferung					
Firma						
Fahrer	Hans Meier					
KFZ-Kennzeichen	HH-KK 123					
Telefon Fahrer	040123456					
Email Fahrer	hans@meier.de					
Stand	2023-10-23 15:22:59					
	Waybill bearbeiten					

Image 36 Edit AWB - LRN

If you have the permission to edit Air Waybills the link "Waybill bearbeiten" (edit Waybill) appears at the bottom of the dialogue. Once you click it you will reach the editing mask where you can edit information (also cf. Image 23 Record – Air Waybill (single consignment)).

Please note that the editing of Waybills depends on the current Waybill status!

If you edit a waybill, you practically record it completely new. In order to prevent you from having to reenter all necessary data again, in such case Air@Gate fills in the entry mask with all data currently available for this AWB. You only have to edit the data according to your wishes. The number of the AWB cannot be changed. If you completed your entries your changes will be accepted by clicking "AWB absenden" (send AWB).

Since the editing of an AWB corresponds with the recording of an AWB, please confer with chapter 4 Record, edit and delete Air Waybills for further explanations.

Note: In case you opened the detailed AWB view from the single consignment view and the open ABW is an HAWB, consolidated within a master, you reach the respective master view by

Manual Air@Gate 3.0



clicking the link "nach zugehörigem Consol-Master suchen" (searching for the related consol master).

### 4.4 Deletion of AWBs

If you have the permission to delete Air Waybills, you can use the link "AWB löschen" (delete AWB) by using the navigation bar. Once you click the link, the following view is displayed:

Löschen eines Air Waybills						
Referenz (AWB)						
Art © MAWB © HAWB						
AWB löschen abbrechen						
Der Löschvorgang muss im nächsten Schritt nocheinmal bestätigt werden.						
Falls Ihr Teilnehmercode vom Ersteller eines HAWBs als zusätzlicher Spediteur eingetragen wurde, können Sie auch dieses HAWB löschen. Hierfür müssen Sie allerdings den Code des Erzeugers des HAWBs angeben, da eine eindeutige Zuordnung des HAWBs sonst nicht möglich ist. Bitte nutzen Sie für diesen Fall das folgende Formular.						
Löschen eines House Air Waybills als zusätzlicher Spediteur						
Spediteur						
HAWB						
HAWB löschen abbrechen						
Der Löschvorgang muss im nächsten Schritt nocheinmal bestätigt werden.						

Image 37 Deletion of AWB

Manual Air@Gate 3.0 Page 42 of 57



Above you can enter the AWB reference which you want to delete. Please choose the AWB type, HAWB or MAWB.

If you are acting as additional freight forwarder (zusätzlicher Spediteur) and would like to delete a HAWB, please use the fields below.

After entering a reference please confirm your entry by clicking the button "AWB löschen" or HAWB löschen" (delete AWB or HAWB). The following dialogue opens up, where you will be asked again to confirm the deletion of the reference.



Image 38 Delete HAWB/MAWB



# 5. Shortage in quantity and cancellation at exit

### 5.1 Shortage in quantity

In case that a freight forwarder exports fewer goods as declared for a process at customs, it has to be reported to the customs as shortage in quantity (Mindermenge). ZAPP-Air envisages the report shortage in quantity at different times of the process. The application Air@Gate provides the possibility to report a shortage after the repositioning. Shortage messages at other times can be reported via the Cargo-IMP interface to ZAPP-Air.

"Mehrmengen" (excess quantities) are generally not intended within the customs electronic export procedure.

### 5.2 Cancellation at exit

If already presented goods leave the customs district again, this information has to be reported to the customs as cancellation at exit (Abbruch am Ausgang). Due to this report the export procedure for an MRN/LRN will be reset and the MRN/LRN will be set to status "Angelegt" (draft). The renewed presentation of this MRN/LRN is possible (and required for export). The cancellation of an MRN/LRN may be required in case that the goods are being sent back to the original customer, a procedure is being cancelled or the goods are leaving the EU via another airport as originally reported.

The cancellation is not necessary, if the goods are only flown out by a different carrier as originally reported (as long as the goods do not leave the customs district).

Manual Air@Gate 3.0 Page 44 of 57



# 5.3 Entry of shortage in quantity or cancellation at exit

Shortages as well as cancellation at exit are recorded by using the same display in Air@Gate. Please select the link "MRN/LRN Mindern / Abbr." (shorten/ cancel MRN/LRN) within the navigation bar.

The service is accessed by entering the concerned AWB, the actions shortage and cancellation take place on MRN/LRN level and are also transmitted to customs with reference to the MRN/LRN.



Image 39 Recall AWB for shortage

Please enter the respective AWB you want to cancel or report a shortage for. Information referring to the AWB is provided as well as possible actions.

The function is intended for single consignments (HAWBs or direct MAWBs). In case you entered a consol MAWB reference, a list of all included HAWBs is presented.

Manual Air@Gate 3.0 Page 45 of 57



# 5.4 Executing a shortage in quantity

If you called up an AWB the most important information referring to this AWB is displayed. If the AWB is in the right condition for a shortage, the option will be displayed. The AWB has to be in the status "Umfuhr" (repositioning) and valid position data have to be available.

The example displays a HAWB with two MRNs with two and four positions.

_		A۱	WB-Übe	ersio	ht			
		MAW	/B	12	3-12345678			
		HAW	/B	FR	A00123			
		Stat	us	Um	fuhr			
		Carri	er	AB				
	Flu	gnur	nmer	AB	0123			
			hafen	BK				
Ŀ	ereit	ts ge	minder	t Ne	in			
		Pos	itionen	im .	AWB			
MRN	Pos	ММ	Masse	akt	Masse ne	u .	Aktion	
15DE346842134867E0	001	Nein	2,700 k	g	2,700	kg	vollst. Abbruch	
15DE346842134867E0	002	Nein	0,100 k	g	0,100	kg	-	
15DE721015883460E8	001	Nein	0,900 k	g	0,900	kg	vollst. Abbruch	
15DE721015883460E8	002	Nein	0,100 k	g	0,100	kg	-	
15DE721015883460E8	003	Nein	0,100 k	g	0,100	kg	-	
15DE721015883460E8	004	Nein	0,100 k	g	0,100	kg	-	
	Mi	inderu	ing/Abbru	uch a	bsenden			
		Hilf	e zur Mi	nder	ung			
In der Tabelle <b>Positionen im AWB</b> können Sie Ihre gewünschte Mindermenge erfassen. Wenn Ihr AWB mehr als eine MRN bzw. Position enthält, können Sie diese einzeln mindern. Zeilen, in denen Sie eine Minderung oder einen Abbruch eingegeben haben, werden gelb markiert. Sollte die Eingabe ungültig sein (ist z.B. die neue Masse höher als die aktuelle), so wird diese Zeile markiert. Alle Minderungen/Abbrüche, die Sie eintragen, werden erst an DAKOSY gesendet, wenn die den Absendebutton anklicken. Solange fehlerhafte Eingaben (rot markiert) vorliegen, kann die Minderung nicht abgesendet werden.								
gelb hinterlegt Zu dieser Positi betroffen.	on/M	RN w	urde etv	was	eingegeben,	sie	wird von der Min	deru
rot hinterlegt Bei dieser Posit werden, bevor		_	_	_	_		iese muss korrigie	ert

Image 40 AWB with two MRNs ready for shortage

Manual Air@Gate 3.0 Page 46 of 57



Please enter the new shortened mass for the respective positions in the field "Masse neu" (new mass). You receive a direct feedback to your entries in the table:

Positionen im AWB							
MRN	Pos	мм	Masse akt	Masse ne	u	Aktion	
15DE346842134867E0	001	Nein	2,700 kg	2,700	kg	vollst. Abbruch	
15DE346842134867E0	002	Nein	0,100 kg	0,100	kg	-	
15DE721015883460E8	001	Nein	0,900 kg	0,900	kg	vollst. Abbruch	
15DE721015883460E8	002	Nein	0,100 kg	0,100	kg	-	
15DE721015883460E8	003	Ja	0,100 kg	0,050	kg	zurücksetzen	
15DE721015883460E8	004	Ja	0,100 kg	0,500	kg	zurücksetzen	
Minderung/Abbruch absenden							

Image 41 Shortage with partially invalid indications (MRN)

The lines of positions which have been shortened are highlighted in yellow. If you entered an invalid value, the line of the position concerned is highlighted in orange (positions 004 in the example contains a new value higher than the actual one).

The button "zurücksetzen" (reset) can be used if you would like to reset your entries for single positions.

When you completed your entries, please press the button "Minderung/Abbruch senden" (send shortage/cancellation) to really carry out the shortage/cancellation, which then need to be confirmed again in a following dialogue box.

Manual Air@Gate 3.0 Page 47 of 57



### **Executing a shortage of LRNs**

In the one-stage procedure the LRN and also the EORI/NL from the declaration are displayed instead of the MRN.

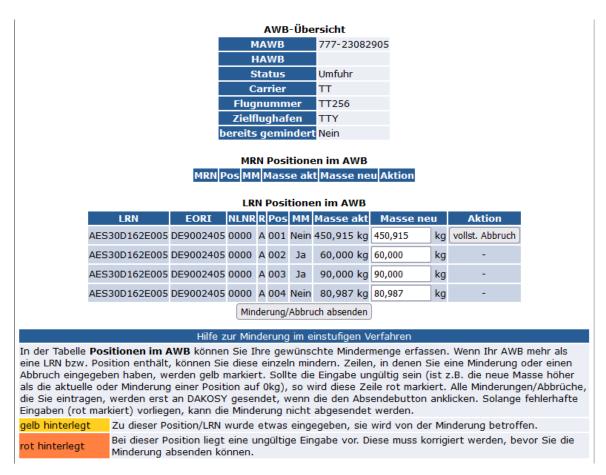


Image 42 AWB with one LRN ready for shortage

#### **LRN Positionen im AWB**

LRN	EORI	NLNR	R Po	s MM	Masse akt	Masse ne	u	Aktion
AES30D162E005	DE9002405	0000	A 00	1 Nein	450,915 kg	450,915	kg	vollst. Abbruch
AES30D162E005	DE9002405	0000	A 00	2 Ja	60,000 kg	60,000	kg	-
AES30D162E005	DE9002405	0000	A 00	3 Ja	90,000 kg	91,000	kg	zurücksetzen
AES30D162E005	DE9002405	0000	A 00	4 Ja	80,987 kg	75,000	kg	zurücksetzen
	)							

Image 43 Shortage with partially invalid indications (LRN)

Note: Keep in mind that the Fehlmenge (missing quantity/shortfall), e.g. the deregistration of a LRN position by recording the mass 0;000, is not allowed in the one-step procedure.

Manual Air@Gate 3.0 Page 48 of 57



### 5.5 Executing a cancellation

The complete cancellation of an MRN is possible during the process step release and completion of an MRN. This means that consignments can be cancelled while being in the status "Freigabe" (release) or "Umfuhr" (repositioning).

Please call up the AWB including the MRN which shall be cancelled, comparable to the action shortage, and use the button "vollst. Abbruch" (complete cancellation). To carry out the action you also have to send the cancellation and then need confirm it again within a next dialogue box.

Positionen im AWB						
MRN	Pos	ММ	Masse akt	Masse ne	eu -	Aktion
15DE586600491341E9	001	Nein	0,296 kg	0,296	kg	vollst. Abbruch

Image 44 MRN ready for complete cancellation

Positionen im AWB						
MRN	Pos	ММ	Masse akt	Masse neu	Aktion	
15DE586600491341E9	Voll	stän	diger Abbru	ch der MRN	kein Abbruch	

Image 45 MRN selected for cancellation



#### 6. Mobile tours

ZAPP-Air provides the possibility to combine single AWBs (HAWBs and direct MAWBs) to a mobile tour. By using this function the presentation process can be facilitated, if several AWBs are delivered with one truck. In particular you can present the consignments via smartphone, so that the driver reports the presentation during the route and can also view the response about the customs decision via smartphone during the tour.

#### 6.1 Create mobile tours

In order to assign an AWB to a mobile tour, you have to include information about the driver in the AWB data. You can either enter the data while recording the AWB data or at a later time by using the function "Waybill bearbeiten" (edit waybill). Included in the recording function you will find a section with the headline "Fahrer" (driver):

Fahrer				
Name der anliefernden Firma	Anliefer GmbH			
Name des Fahrers	Horst Schroeder			
KFZ-Kennzeichen	KF-Z 0815			
Telefonnnummer des Fahrers	555 1234567			
email des Fahrers	fahrer@example.com			
gepl. Anlieferungszeitpunkt	2015-10-07 <u>Kalender</u> 15:00			

Image 46 Recording tour data in "Waybill erfassen" (create waybill) or "Waybill bearbeiten" (edit waybill)

If you enter these specifications the consignment will be assigned to a mobile tour. All consignments being delivered with the same vehicle at the same time are assigned to the same tour. The tour is thus defined via the fields "KFZ-Kennzeichen" (license plate), "geplanter Anlieferzeitpunkt" (scheduled time of delivery - date and time) and the filed "Ausgangszollstelle" (customs office of exit) of the waybill data. If such a tour is not yet existent, it will be created. Thus, if you want to combine several AWBs to a mobile tour, the four fields "Ausgangszollstelle" (customs office of exit), "KFZ-Kennzeichen" (license plate), "geplanter Tag der Anlieferung" (scheduled date of delivery) and "geplante Uhrzeit der Anlieferung" (scheduled time of delivery) must be identical (up to the minute).

Together with a new mobile tour a link is being created, with which you can call up the tour and present it (e.g. via smartphone). The link will be sent via email to the email address of the person responsible and the driver, according to the specifications recorded in the AWB. The link will also be available in Air@Gate.

Manual Air@Gate 3.0 Page 50 of 57



# 6.2 Specification of mobile tours for the complete consol

Alternatively to the recording of mobile tours via single consignments you can also assign all HAWBs of a consol to the same tour. This is particularly helpful if a consol includes many HAWBs.

This function is only available, if the HAWBs are already assigned to the consol.

Moreover the consol master already has to be registered.

If these preconditions are fulfilled, a link to enter a tour for a wole consol is being displayed below in the details view of the waybill.

W	Waybill Detailansicht					
MAWB	669-00007184					
MRNs	15XY100714053237E9 Angelegt 15XY100714055315E6 Angelegt 15XY100714061002E0 Angelegt 15XY100714062106E7 Angelegt					
Spediteur	HAMDAKO					
Sachbearb.	Testender Sachbearbeiter					
Telefon	+49 40 37860990					
Email	noreply@dakosy.de					
Spediteur	HAMDAKO					
2. Spediteur	(keiner)					
GW Handlingsa.	HAS0002					
CA Handlingsa.	HAC0002					
Anz. Packst.	67					
Gewicht	4,154 kg					
	Shipper					
Name	Intership					
Adresse	Shipway 17 171819 Bateauheim SH					
Telefon	555 12345					
Stand	2015-10-07 14:06:59					
Waybill bearbeiten Tour für Consol eintragen						

Image 47 Consol details with link for mobile tour



Once you click onto the link "Tour für Consol eintragen" (register tour for a consol), the following view is being displayed:

Betroffene HAWBs im Consol 669-00007184						
# Sped	liteur HAWB					
1 HAME	DAKO T0221					
2 HAME	DAKO T0222					
3 HAME	DAKO T0223					
4 HAME	OAKO T0224					
Informati	ionen zur Tour					
Name der anliefernden Firma	Anliefer GmbH					
Name des Fahrers *	Horst Schroeder					
KFZ-Kennzeichen *	KF-Z 0815					
Telefonnummer des Fahrers						
email des Fahrers *	schroeder@example.com					
gepl. Anlieferungszeitpunkt *	2015-10-08 <u>Kalender</u> 16:00					
Die Angaben müssen im nächsten Schritt noch bestätigt werden.						
Absenden	abbrechen					

Image 48 Definition of mobile tour for consol

Your entered tour data is taken over for all HAWBs, which are part of the consol at that time. Each HAWB can be edited individually at a later time and the tour data does *not* apply for HAWBs which are booked onto the consol later on. Possible already existing tour data recorded to this HAWB will be overwritten. Please take a look at single HAWBs in case of doubt, whether or not they are combined with the correct tour data and correct them, if necessary.

Manual Air@Gate 3.0 Page 52 of 57



# 6.3 Display mobile tours

Within the section "Mobile Touren" (mobile tours) you will find a list including all your current mobile tours:

<u>lindern /</u>	ndern / Abbr. Mobile Touren MRN Erfassen								
<u>nen</u>									
	Aktuelle Mobile Touren								
	Tour	Pos	Kennzeichen	Anlagezeitp	ounkt	gepl. Anlie	ferung		
	#TPA-1510000003	4	KF-Z0815	2015-10-07	14:22	2015-10-08	16:00		
	#TPA-1510000002	1	KF-Z0815	2015-10-07	14:05	2015-10-07	7 16:00		
	#TPA-1510000001	1	KF-Z0815	2015-10-07	13:54	2015-10-07	15:00		
	#TPA-1508000002	1	KF-Z0815	2015-08-04	11:43	2015-08-04	13:00		
	#TPA-1508000001	3	KF-Z0815	2015-08-04	10:56	2015-08-04	12:00		

Image 49 Mobile tours

If you select a tour, you can display the details:

Details zur Tour							
Tour	#TPA-1510000003						
erzeugt	2015-10-07 14:22						
geplante Anlieferung	2015-10-08 16:00						
Gestellungsort	DE005876						
anliefernde Firma	nnliefernde Firma Anliefer GmbH						
Fahrer	Fahrer Horst Schroeder						
Email	Email schroeder@example.com						
KFZ-Kennzeichen	KF-Z0815						
Link	Link http://mobilet.zapp-air.de/V?i=gb5wozHXvugH2JEMeozpuxA9fakRiGQ0rT0iuDAYzU						
	<u>Druckversion (mit QR-Code)</u> - <u>zurück</u>						
	Positionen der Tour						
# Spediteur T MAWB HAWB Status							
1 HAMDAKO H 669-00007184 T0221 Angelegt							
	2 HAMDAKO H 669-00007184 T0222 Angelegt						
	3 HAMDAKO H 669-00007184 T0223 Angelegt						
	4 HAMDAKO H 669-00007184 T0224 Angelegt						

Image 50 Details regarding the mobile tour

You can view the tour data and a list of all AWBs (tour positions) included therein at the same time. Status information related to the single AWBs (tour positions) is displayed and if you click onto a tour position (AWB) you get further information regarding the single consignments.

Manual Air@Gate 3.0



The link with which you can call up the tour in ZAPP-Air mobile is also listed in the table. The tour can be presented, completely or partially via ZAPP-Air mobile. Furthermore you can also printout this page (opens in new window). The printout version includes a QR code with which you can also call up the link to ZAPP-Air mobile.

#### 6.4 Print out mobile tour



# Mobile Tour #TPA-151000003



#### Tourdaten

**Druckdatum** 2015-10-07 14:33

Spediteur HAMDAKO

Tour #TPA-1510000003 Tour erzeugt 2015-10-07 14:22 geplante Anlieferung 2015-10-08 16:00

Gestellungsort DE005876 anliefernde Firma Anliefer GmbH anliefernder Fahrer Horst Schroeder

Email Fahrer schroeder@example.com

KFZ-Kennzeichen KF-Z0815

### Positionen der Tour

#	Spediteur	T	MAWB	HAWB			
1	HAMDAKO	Н	669-00007184	T0221			
2	HAMDAKO	Н	669-00007184	T0222			
3	HAMDAKO	Н	669-00007184	T0223			
4	HAMDAKO	Н	669-00007184	T0224			
	4 Positionen in der Tour.						

Image 51 Print out version of mobile tour with QR code

By means of this printout the tour can be checked for completeness at the warehouse/presentation location. The tour can be called up easily in ZAPP-Air mobile via the QR code by using a smartphone, to present it or the view the customs decision.

Manual Air@Gate 3.0 Page 54 of 57



# 7. Not assigned MRNs/LRNS

The basic functions in Air@Gate are each working with the AWB as main reference.

However, it is also possible that MRNs/LRNs are not assigned to an AWB (e.g. if they have been removed from an AWB or if an AWB has been cancelled).

These MRNs/LRNs are not displayed within the section Air Waybill.

Please use the section *MRN/LRNs* to display those MRNs/LRNs. This list includes all MRNs/LRNs which are not assigned to an AWB and your participant code entered as freight forwarder.

nzuge	ordnete MRNs/	LRNs					
ion int oin	o Auflictura allos unto	r Ibram Tailnahmaraa	do orzanaton ME	DNa/LDNa	die keinem AWB zugeordnet sind. Es wer	dan maxim	1 100 MDN-
	e Aumstung aller unte Was zeigt mir diese M		de erzeugten MR	KINS/ LKINS,	die keinem AWB zugeordnet sind. Es wer	den maxin	Idi 100 MKN
därung: MRNs/LRNs archivieren?							
Sped	MRN	LRN Status	Änderung	Arch?	Begründung	Aktionen	
	22XY042111144137E		2022-04-21 11:		falscher Status fürs Archivieren		
	22XY042111134016E		2022-04-21 11:		falscher Status fürs Archivieren		
	21XY022215325603E		2021-02-23 12:		MRN wurde bereits an den Zoll gemeldet		
	16XY122813211552E		2016-12-28 13:	23 Nein	MRN wurde bereits an den Zoll gemeldet		
	16XY111408390918E		2016-11-14 08:	58 Nein	falscher Status fürs Archivieren		
	16XY111408390326E		2016-11-14 08:	58 Nein	falscher Status fürs Archivieren		
	16XY111408385973E				falscher Status fürs Archivieren		
	15XY061216231294E		2015-06-12 16:		falscher Status fürs Archivieren		
	15XY061216204288E		2015-06-12 16:		falscher Status fürs Archivieren		
	15XY021816422939E		2015-02-18 16:		falscher Status fürs Archivieren		
	14XY120216430538E		2014-12-02 16:		falscher Status fürs Archivieren		
	14DE210100000653E		2015-10-16 11:		falscher Status fürs Archivieren		
	13XY090216543050E	_	2013-09-02 16:		falscher Status fürs Archivieren		
	13XY070813574780E		2013-07-08 13:		falscher Status fürs Archivieren		
	13XY020113200262E	_	2013-02-01 14:	29 Nein	falscher Status fürs Archivieren		
	13XY020113194169E		2013-02-01 14:		falscher Status fürs Archivieren		B
	12XY121008432196E		2012-12-10 08:		falscher Status fürs Archivieren		M.
	12XY083115525661E	_	2012-08-31 15:		falscher Status fürs Archivieren		
	12XY082719425770E		2012-08-27 19:		falscher Status fürs Archivieren		
	12XY082719253367E		2012-08-27 19:		falscher Status fürs Archivieren		
	12XY082719245803E	_	2012-08-27 19:		falscher Status fürs Archivieren		
	12XY082719245398E		2012-08-27 19:		falscher Status fürs Archivieren		
	12XY082719202291E		2012-08-27 19:		falscher Status fürs Archivieren		
	12XY082719101633E		2012-08-27 19:		falscher Status fürs Archivieren		
	12XY082719003495E	_	2012-08-27 19:		falscher Status fürs Archivieren		
	12XY061814360470E				falscher Status fürs Archivieren		
	12XY041012453194E		2012-04-10 12:		falscher Status fürs Archivieren		
	12XY012509393194E		2012-01-25 09:	:42 Nein	falscher Status fürs Archivieren		
	12XY012509392956E	_	2012-01-25 09:	41 Nein	falscher Status fürs Archivieren		
	10XY061116480849E		2010-06-11 16:	:50 Nein	falscher Status fürs Archivieren		
MDAKO	10XY061116470940E	Freigabe	2010-06-11 16:	51 Nein	falscher Status fürs Archivieren		
	10XY021514115317E		2010-02-15 14:	:10 Nein	falscher Status fürs Archivieren		
	10XY021514114393E		2010-02-15 14:	:10 Nein	falscher Status fürs Archivieren		
MDAKO	10DE586600234435E	7 Fehler	2010-05-27 10:	:08 Nein	MRN wurde bereits an den Zoll gemeldet		
	10DE586600234433E		2010-05-27 10:	:07 Nein	falscher Status fürs Archivieren		
AMDAKO	10DE586600234432E	0 Freigabe	2010-05-27 10:	:09 Nein	falscher Status fürs Archivieren		
	10DE586600234431E		2010-05-27 10:		falscher Status fürs Archivieren		
	09DE586600108154E		2009-05-21 19:	:16 Nein	falscher Status fürs Archivieren		
	Ns gefunden						

Image 52 Unassigned MRNs/LRNs

Manual Air@Gate 3.0 Page 55 of 57



# 7.1 Archiving of MRNs/LRNs

Under certain circumstances you have the option to archive MRNs/LRNs which are not required anymore. In this case, the MRN/LRN will be removed from the productive systems and is no longer assigned to you. The use of this function is particularly intended for MRNs/LRNs which have not been correctly processed.

A MRN/LRN can only be archived, if it is not included in any AWB. Furthermore the MRN/LRN status has to fulfill certain criteria. A release for this MRN/LRN must not be available (this would require a complete cancellation of the MRN/LRN first).

A customs decision must not be missing (MRNs/LRNs for which a customs message is expected as next step, basically cannot be amended by other parties. MRNs/LRNs which have been completed "normally", cannot be archived.

The archiving process is being recorded by DAKOSY. An archiving cannot be reversed.

### Archivieren einer MRN

Diese Funktion entfernt eine MRN aus unserem System. Die MRN darf dazu in keinem AWB enthalten sein.

Dieser Vorgang kann nicht rückgängig gemacht werden.

MRN	13XY070108523969E7			
Status	Ausgang Untersagt			
letzte Änderung	2013-07-01 09:07			
Archivieren möglich	Ja			
MRN archivieren				

zur Liste unzugeordneter MRNs

Image 53 Archiving of an MRN

Once you clicked the button "MRN archivieren" (archive MRN), the following text field opens up confirming that the respective MRN is stored in the DAKOSY archive.

Die MRN 13XY070108523969E7 wurde archiviert.

<u>zur Liste unzugeordneter MRNs</u>

Image 54 Confirmation of archived MRN

Manual Air@Gate 3.0 Page 56 of 57



# 8. Addresses, support, contact

The most important addresses at a glance:

You will find Air@Gate on the internet at:

https://www-airgate.dakosy.de/

Information concerning ZAPP-Air in general:

https://www.dakosy.de/customs/zollsoftware/atlas-deutschland/zapp-air

DAKOSY-Support, in case of problems/questions, maintaining user registrations and in case of lost keywords:

https://www.dakosy.de/support/

Email: <a href="mailto:support@dakosy.de">support@dakosy.de</a>
Telephone: +49 40 37860990

DAKOSY - Datenkommunikationssystem AG:

https://www.dakosy.de/

Manual Air@Gate 3.0 Page 57 of 57