

**DAKOSY**

# Training Catalogue **2025**



**Dear Readers,**

our training programmes focus on current topics, new logistical processes or software changes that become necessary as a result of release changes.

You can choose between:

- Online training
- Face-to-face seminars
- Customised, customer-specific training (online or in person, as required)

Best regards,

**Your DAKOSY training team**

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## 1 Online seminars

### 1.1 For beginners

In addition to providing technical information, beginners' online seminars also include practical exercises in the DAKOSY training environment.

#### 1.1.1 ZODIAK GE: Import for beginners - Single customs declaration

Your employees are still novices when it comes to import customs clearance, have been working with ZODIAK GE for a maximum of 6 months and have not yet had any customs training. The aim of this training is to convey the customs basics and to create an understanding of the necessary entries in the software.

##### Objectives of the seminar are:

- To impart basic customs knowledge for import customs processing
- To broaden user skills in the software package DAKOSY GE – module ZODIAK
- To practise practical customs clearance using ZODIAK GE

Training duration: approx. 4 hours

Costs: 400,- € plus 19% VAT per participant

##### Contents:

- Import customs basics
  - Overview of the various import customs procedures
  - Terminology and its meaning
  - Person of the customs declarant (rights and obligations, representation)
- Basic principles of the single customs declaration
- Procedures and coding
- Electronic customs tariff
- Preferences
- Customs clearance documents
- Determination of the customs value

##### Practical exercise in ZODIAK GE:

- Recording of individual customs declarations before and after presentation from the practice

Dates and registration at: <https://www.dakosy.de/training>

### **1.1.2 ZODIAK GE: Import for beginners - Transit procedure and summary declaration**

Your employees are still novices when it comes to import customs clearance, have been working with ZODIAK GE for a maximum of 6 months and have not yet had any customs training. The aim of this training is to convey the customs basics and to create an understanding of the necessary entries in the software

#### **Objectives of the seminar are:**

- To impart basic customs knowledge for import customs processing
- To boarden user skills in the software package DAKOSY GE – module ZODIAK
- To practise practical clearance using ZODIAK GE

Training duration: approx. 4 hours

Costs: 400,- € plus 19% VAT per participant

#### **Contents:**

- Customs basics of import clearance
  - Overview of the various import customs procedures
  - Terminology and its meaning
  - Person of the customs declarant (rights and obligations, representation)
- Basic principles underlying the transit procedure
- Types and scope of transit procedures (Community, common and international transit procedures; T 1, T 2, T2L, TIR carnet, NCTS electronic transit procedure)
- Procedures / security guarantees
- The principal (rights and obligations, liability)
- Simplifications in transit legislation (authorised consignee, authorised consignor)
- Identifying and avoiding risks
- Basic principles of temporary storage:
  - Meaning of summary declarations, roles of the depositary/holder of the right of disposal

#### **Practical exercise in ZODIAK GE:**

- Opening transit documents, ending transit documents, possible measures to be taken in relation to summary declarations (including practical exercise)

Dates and registration at: <https://www.dakosy.de/training>

### 1.1.3 ZODIAK GE: NCTS and export from Switzerland

The export processes and thus also the IT systems in Switzerland are currently in a state of upheaval. To properly operate the current export declaration process with E-dec and the transit process with Passar, you need solid application knowledge. We are here to help you! We will support you as you enter the world of ZODIAK GE.

**Objectives of the seminar are:**

- To impart basic customs knowledge for customs processing in NCTS and export from Switzerland
- To boarden user skills in the software package DAKOSY GE – module ZODIAK

Training duration: approx. 2.5 hours

Costs: 300,- € plus 19% VAT per participant

**Contents:**

- E - dec vs. Passar
- Export declaration with E - dec
- Transit openings
- DTEP (data transfer)
- Data transfer with EXPO previous document
- Current changes according to BAZG

Dates and registration at: <https://www.dakosy.de/training>

### **1.1.4 ZODIAK GE: NCTS and import to Switzerland**

Are you using our product ZODIAK GE and starting import clearance in Switzerland? Then we will work with you in this webinar to create the basis for efficient and professional work with ZODIAK GE. In addition to application training, this webinar will also explain basic customs law terms and customs processes.

**Objectives of the seminar are:**

- To impart basic customs knowledge for customs processing in NCTS and import to Switzerland
- To boarden user skills in the software package DAKOSY GE – module ZODIAK

Training duration: approx. 2.5 hours

Costs: 300,- € plus 19% VAT per participant

**Contents:**

- Transit completion
- Inventories
- Import declaration with E - dec
- Current changes according to BAZG
- Outlook Passar Import with ZODIAK GE

Dates and registration at: <https://www.dakosy.de/training>

### 1.1.5 ZODIAK GE: Export from Germany for beginners

The IT procedures AES 3.0 (Automated Export System) and ECS (Export Control System) are the cornerstones of the ATLAS export procedure. Do you need solid application knowledge to operate the procedures correctly? We are here to help you! We will support you as you enter the world of ZODIAK GE.

Training duration: approx. 4 hours

Costs: 400,- € plus 19% VAT per participant

Contents:

- Customs basics of export clearance:
  - Overview of various export customs procedures
  - Customs status of goods
  - Forms of customs declaration (written, verbal, implied, electronic)
  - Procedure at the customs office of export and exit
  - Roles in the export declaration
  - Participant relationship and representation
  - Export simplifications
  - Customs procedures and EU codes
  - Export control and document coding
  - Customs clearance documents

Practical exercise in ZODIAK GE:

Registration of export declarations as one- and two-stage procedure on simple export operations using real life examples

Dates and registration at: <https://www.dakosy.de/training>

### **1.1.6 ZODIAK GE: NCTS - Transit procedure - basics and updates**

This seminar will teach you the basics of the transit procedure and is intended to create an understanding for the necessary entries in the ZODIAK GE software. The updates from the change of NCTS phase 4 to phase 5 will also be handled.

Training duration: approx. 4 hours

Costs: 400,- € plus 19% VAT per participant

Contents:

- Basics of the transit procedure
- Types and scope of transit procedures (Community, common and international transit procedures; T 1, T 2, T2L, TIR carnet, NCTS electronic transit procedure)
- Procedures
- Security guarantees (forms and amount)
- The principal (rights and obligations, liability)
- Simplifications in transit legislation (authorised consignee, authorised consignor)
- Handling of discrepancies
- Changes due to the changeover from NCTS Phase 4 to Phase 5

Dates and registration at: <https://www.dakosy.de/training>

### **1.1.7 CargoSoft GE: Export port communication for Hamburg, Bremen and the western ports (Antwerp and Rotterdam)**

Let us help you with the export processing for the seaports of Hamburg, Bremen/Bremerhaven and the western ports (Antwerp and Rotterdam). In the seminar we explain, among other things, which declaration options are available in the various ports and how the data must be entered in CargoSoft GE.

Training duration: approx. 4 hours

Costs: 400,- € plus 19% VAT per participant

Contents:

- Recording and processing ZAPP declarations
- Recording and processing BHT declarations
- Recording and processing of port orders for Rotterdam and Antwerp
- Change in the recording of the exit submission at the seaport using AES (electronic export declaration) (ZAPP / BHT)

Dates and registration at: <https://www.dakosy.de/training>

### **1.1.8 CargoSoft GE: Freight forwarding processing - Airfreight (2 dates)**

Are you just starting to work in airfreight forwarding with our CargoSoft GE product? Do you want to know how to work best with the shipment?

Shipment - the virtual file in GE - offers you all the possibilities of freight forwarding processing. The best thing to do is to familiarise yourself with the entire airfreight handling process right away, from quotation to invoicing.

Training duration: approx. 2 x 3 hours each

Costs: 550,- € plus 19% VAT per participant

Contents:

- Airfreight processes - import and export
- Airfreight handling with FAIR@Link in Frankfurt and Hamburg
- General / Operation of CargoSoft GE
- Quotations
- Working with the shipment - import and export
- File cover
- Order confirmation
- Preparation of AWB's incl. airfreight calculation
- Declaration of dangerous goods using Infr8
- CASS invoicing
- Transport orders
- Processing incoming and outgoing invoices
- Sending and printing functions
- Master data maintenance

Dates and registration at: <https://www.dakosy.de/training>

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### **1.1.9 CargoSoft GE: Freight forwarding processing - Seafreight (2 dates)**

Are you just starting to work in seafreight forwarding with our CargoSoft GE product? Do you want to know to work best with the shipment?

Shipment - the virtual file in GE - offers you all the possibilities of freight forwarding processing. The best thing to do is to familiarise yourself with the entire seafreight handling process right away, from quotation to invoicing.

Training duration: 2 x 3 hours each

Costs: 550,- € plus 19% VAT per participant

Contents:

- General / Operation of CargoSoft GE
- Create offers
- General / Operation of CargoSoft GE
- Quotations
- eBooking with shipping companies
- Working with shipments - import and export
- File cover
- Order confirmation
- Export certificate
- Booking confirmation
- Packing order
- Dispatch note etc.
- Dock certifications
- Transport orders
- Processing incoming and outgoing invoices
- Sending and printing functions
- Master data maintenance

Dates and registration at: <https://www.dakosy.de/training>

### 1.1.10 ICS2: Import Control System 2 - Airfreight

The European Union has introduced a new customs system for safety and security. This has been mandatory for airfreight since the end of 2023. It is based on a comprehensive freight information system for goods pre-notification.

The data for all goods that are shipped to the EU, Switzerland, Norway or Northern Ireland are recorded before the goods arrive and reported to ICS2 via the Entry Summary Declaration (ENS).

Training duration: 2 hours

Costs: 250,- € plus 19% VAT per participant

Contents:

- Basics of ICS 2
- ICS 2 filing types and combinations
- Arrival notification
- ICS 2 referrals
- Handling of problem cases and error messages

Dates and registration at: <https://www.dakosy.de/training>

### **1.1.11 ICS2: Import Control System 2 - Seafreight**

The European Union has introduced a new customs system for safety and security. This will be mandatory for seafreight from mid-2024. It is based on a comprehensive freight information system for goods pre-notification.

The data for all goods that are shipped to the EU, Switzerland, Norway or Northern Ireland are recorded before the goods arrive and reported to ICS2 via the Entry Summary Declaration (ENS).

Training duration: 2 hours

Costs: 250,- € plus 19% VAT per participant

Contents:

- Basics of ICS 2
- ICS 2 filing types and combinations
- Arrival notification
- ICS 2 referrals
- Handling of problem cases and error messages

Dates and registration at: <https://www.dakosy.de/training>

## **1.2 For advanced users**

### **1.2.1 ZODIAK GE: Declaring repairs and warranty claims correctly – inward processing**

The importance of cross-border production processes is growing. Restorations and repair transport operations across EU borders are frequently increasing. Inward processing is an important instrument in this regard.

Training duration: approx. 2 hours

Costs: 250,- € plus 19% VAT per participant

Contents:

- Legal basis
- Customs procedures and their forms
- ATLAS declaration for inward processing without formal authorisation using ZODIAK GE
- ATLAS deregistration from inward processing using ZODIAK GE

Dates and registration at: <https://www.dakosy.de/training>

### **1.2.2 ZODIAK GE: Declaring repairs and warranty claims correctly – outward processing**

The importance of cross-border production processes is growing. Restorations and repair transport operations across EU borders are frequently increasing. Inward processing is an important instrument in this regard.

Training duration: approx. 2 hours

Costs: 250,- € plus 19% VAT per participant

Contents:

- Legal basis
- Customs procedures and their forms
- ATLAS declaration of outward processing for exports in ZODIAK GE
- Import clearance after outward processing in ZODIAK GE

Dates and registration at: <https://www.dakosy.de/training>

### 1.2.3 ZODIAK GE: Export for advanced users (2 dates)

We brush up your ZODIAK GE and customs knowledge! Your daily routine involving export declarations will run more smoothly. However, there are also special cases, such as consignments requiring an export permit or those for repair, and these sometimes take days to be dealt with. In this seminar, we offer expert training in customs and application technology so that you can confidently clear these cases quickly in the future, too.

Training duration: 2 x 2.5 hours each

Costs: 500,- € plus 19% VAT per participant

Contents:

- Current developments in customs law:
  - Changes in the export procedure (export declaration and exit summary declaration) due to the UCC
- Export declaration:
  - Export declaration/export control incl. from CW, IP, subsequent outward processing
  - Different export declaration options:
    - one- or two-stage procedure
    - Simplified declaration without formal authorisation for outward processing (OP)
    - Simplified customs declaration export with formal authorisation (formerly CD)
- Export control
- Online export licence transcripts (BAFA [German Federal Office of Economics and Export Control])
- Code lists
- Obligations to provide evidence for VAT purposes:
  - Electronic export notice
  - Electronic alternative export notice
  - Alternative evidence
- Cancellation / Follow-up / Investigation
- Special cases and their declaration in ZODIAK IC:
  - Declaration of goods subject to the issue of an export permit
  - Declaring exports for repair correctly
  - What should be kept in mind when dealing with free sample consignments?
  - Procedure and declaration of market regulation goods
  - Declaration for export from inward processing
  - Declaration of excisable goods
  - Declaration for export from the customs warehouse
  - Declaration for outward processing

Dates and registration at: <https://www.dakosy.de/training>

### **1.2.4 ZODIAK GE: Create D.V. 1 correctly for import customs declarations**

It is complex to correctly determine the customs value depending on the respective delivery conditions when importing and to make the necessary entries in the customs declaration. How do you avoid customs failures? And how can you effectively enter the necessary information in ZODIAK GE for customs declarations with many items? You will find answers to these questions in this online seminar.

Training duration: approx. 2 hours

Costs: 250,- € plus 19% VAT per participant

Contents:

- Determining the customs value using the transaction value method
- Factors that affect the customs value
- Enter additions and deductions correctly in ZODIAK GE
- Use cost allocation and DV1 pre-allocations correctly

Dates and registration at: <https://www.dakosy.de/training>

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### 1.2.5 ZODIAK GE: Cross - border traffic Germany - Switzerland

Switzerland is one of Germany's most important trading partners. There are many companies that regularly import or export goods to Switzerland or from Switzerland to Germany, particularly in areas close to the border. With ZODIAK GE, you can handle customs clearance on both sides of the border yourself.

Training duration: approx. 2.5 hours

Costs: 300,- € plus 19% VAT per participant

- Export from Switzerland / Import Germany:
  - What (special) procedures are there?
  - What exactly do you have to look out for?
  - Are there simplifications in terms of systems or customs procedures?
- Export Germany / Import Switzerland:
  - What (special) procedures are there?
  - What exactly do you have to look out for?
  - Are there simplifications in terms of systems or customs procedures?
- Further topics:
  - Data transfer in different ways.
  - Preview ZODIAK Passar

Dates and registration at: <https://www.dakosy.de/training>

### 1.2.6 DAKOSY GE: for administrators

The Global Edition offers various control and configuration options. In this seminar you will learn how to use them effectively.

Training duration: approx. 2 hours

Costs: 250,- € plus 19% VAT per participant

Contents:

- Permissions for users and user groups
- Event control
- Task management
- Analyses and statistics
- Initialisations
- Master data

Dates and registration at: <https://www.dakosy.de/training>

### 1.2.7 DAKOSY GE: Using invoicing and job costings more effectively

With the Invoicing module, invoices for services rendered as a forwarder or as a customs declarant can be easily created. The billing settings are important in ensuring efficient invoicing. To keep cost control over your orders, you can use the Job Costing module to record your incoming invoices and accruals/deferrals. The goal of this workshop is to show how you can optimise this workflow.

Training duration: approx. 3 hours

Costs: 300,- € plus 19% VAT per participant

Contents:

- Cost types
- Cost groups
- Tariffs
- Collective invoices
- Incoming invoices
- System invoices
- Accruals/general items
- Addresses/accounting master data
- Automated workflows

Dates and registration at: <https://www.dakosy.de/training>

## 1.3 Online seminars in English

### 1.3.1 ZODIAK GE: NCTS reception and summary declaration

Let us make you fit for your work with ZODIAK GE! We support you with your entry into the ZODIAK GE world and provide answers to many customs related questions, such as: The exemption from the physical presentation of transit operations by the status of authorised consignee offers a great deal of time saving when importing goods or placing them in a customs warehouse. But this status also requires special care in handling incoming goods. In this seminar you will learn about your rights and obligations.

What may be done with the goods in temporary storage status? What deadlines must be observed? What are the requirements for operating a depository?

Duration: approx. 3 hours

Costs: 300,- € plus tax per participant

Contents:

- General / Operation of ZODIAK GE
- Procedures for receiving transit operations
- Conformity messages
- Recording of deviations
- Overview of custodies
- Breakdown
- Amendment of the specific regulatory text
- Change of depository/custodian
- Consolidation
- Master data maintenance
- Feedback from customs
- Error processing

Dates and registration: <https://www.dakosy.de/en/training>

### 1.3.2 ZODIAK GE: Export for beginners

AES (Automated Export System) and ECS (Export Control System) are part of the ATLAS export procedures in Germany. To be able to operate them properly you need well-founded skills. We can help you with that! Let us introduce you to the world of ZODIAK GE!

Duration: approx. 4 hours

Costs: 400,- € plus tax per participant

Contents:

- Basics of German customs law regarding exports
  - Overview of different export procedures
  - Customs status of goods
  - Types of customs declarations (written, oral, implied, electronic)
  - Processes at the local customs office and the office of exit
  - Roles in the export declaration
  - Relationship of the participants and representation
  - Simplified export procedures
  - Types of customs procedures and EU-codes
  - Export control and document codes
  - Common documents in exports
- Practical exercises in ZODIAK GE:
  - Creation of export declarations (one- and two-stage declarations) using simple real life examples

Dates and registration: <https://www.dakosy.de/en/training>

### 1.3.3 ZODIAK GE: Import customs declaration for beginners

You are a user of our product ZODIAK GE and now want to start import operations in Germany? Join us in this seminar to form the basis for a professional and efficient workflow in ZODIAK GE. The seminar will cover basic German customs law as well as customs processes

Duration: approx. 4 hours

Costs: 400,- € plus tax per participant

Contents:

- Basics of the imports customs declaration:
  - Declarant (rights and duties, representation)
  - Procedures and codes
  - Electronic customs tariff
  - Tariff preferences
  - Common documents in imports
  - Calculation of the customs value
  - Practical exercise in ZODIAK GE

Dates and registration: <https://www.dakosy.de/en/training>

### **1.3.4 CargoSoft GE: Export port communication for Hamburg, Bremen and the western ports (Antwerp and Rotterdam)**

Let us prepare you for export processing via the seaports of Hamburg, Bremen/ Bremerhaven and the western ports (Antwerp and Rotterdam)!

In the seminar we will explain, among other things, what registration options are available in the various ports and how the data must be recorded in CargoSoft GE.

Duration: approx. 4 hours

Costs: 400,- € plus tax per participant

Contents:

- Registration and processing of ZAPP applications
- Registration and processing of BHT applications
- Recording and processing the port order for Rotterdam and Antwerp
- Change in the recording of the departure position at the sea port with AES (electronic export declaration) (ZAPP / BHT)

Dates and registration: <https://www.dakosy.de/en/training>

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### 1.3.5 ZODIAK GE: NCTS - Transit procedure - basics and updates

This seminar will teach you the basics of the transit procedure and is intended to create an understanding for the necessary entries in the ZODIAK GE software. The updates from the change of NCTS phase 4 to phase 5 will also be handled.

Target group: Beginners who have been working with ZODIAK GE for a maximum of 6 months and have not yet had any specific customs training.

Duration: approx. 4 hours

Costs: 400,- € plus tax per participant

#### Contents:

##### Basics of the transit procedure

- Types and scope of transit procedures (Community, common and international transit procedures; T 1, T 2, T2L, TIR carnet, NCTS electronic transit procedure)
- Procedures
- Guarantee (forms and amount)
- The principal (rights and obligations, liability)
- Simplifications in transit law (authorised consignee, authorised consignor)
- Handling of discrepancies
- Changes due to the changeover from NCTS Phase 4 to Phase 5

Dates and registration: <https://www.dakosy.de/en/training>

## 2 Face-to-face seminars for beginners

### 2.1 ZODIAK GE: Import for beginners - Austria

Are you using our product ZODIAK GE and dealing with import clearance in Austria for the first time? Then let's join forces to create the basis for efficient and professional work with ZODIAK GE in this seminar. In addition to application training, this seminar also explains basic customs terms as well as customs processes.

Target group: Users who have little or no experience of working with ZODIAK GE.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. lunch, training documents and drinks)

Topics: Practical examples of customs clearance will be discussed  
Participants can bring examples from their daily work.

- General information:
  - Overview of ZODIAK GE and its functions
  - Master data (articles, addresses, economic operator)
  - Pre-screening reference
  - Working with master references
- Receiving NCTS shipping documents
  - Procedures
  - Transmit function
  - Error processing
- single customs declaration
  - Creation of a customs clearance in the normal procedure
  - Simplified procedure with authorised location of goods
  - Feedback and error processing
- Working with the electronic customs tariff

Dates and registration at: <https://www.dakosy.de/training>

## 2.2 ZODIAK GE: Import for beginners - Switzerland

Are you using our product ZODIAK GE and dealing with import clearance in Switzerland for the first time? Then let's join forces to create the basis for efficient and professional work with ZODIAK GE in this seminar. In addition to application training, this seminar also explains basic customs terms as well as customs processes.

Target group: Users who have little or no experience of working with ZODIAK GE.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. lunch, training documents and drinks)

Topics: Practical examples of customs clearance will be discussed.  
Participants can bring examples from their daily work.

- General information:
  - Overview of ZODIAK GE and its functions
  - Master data (articles, addresses, economic operators)
  - Pre-screening reference
  - Working with master references
- Receiving NCTS shipping documents
  - Procedures
  - Transmit function
  - Error processing
- Single customs declaration
  - Types of customs declarations
  - Creation of customs clearance
  - Feedback and error processing
- Working with the Tares

Dates and registration at: <https://www.dakosy.de/training>

## 2.3 ZODIAK GE: Export from Germany for beginners

The IT procedures AES (Automated Export System) and ECS (Export Control System) are the building blocks of the ATLAS export procedure. You need solid application knowledge to operate the procedures correctly. Let us get you up to speed! We will support you as you enter the world of ZODIAK GE.

- Target group: Beginners who will be reporting export declarations electronically in the future.  
Depending on requirements, the complete (standard procedure and simplified procedure), incomplete and replacement export declarations in the two-stage export procedure are shown.
- Training duration: approx. 4 hours
- Costs: 400,- € plus 19% VAT per participant  
(incl. training documents and drinks)
- Topics:
- General information:
    - Overview of ZODIAK GE and its functions
    - Master data (articles, addresses, economic operators)
    - Preblend reference
    - Working with master references
  - Customs processes for electronic export declarations with ATLAS
  - Registration and processing of complete export declarations in simplified and emergency procedures, with and without presentation outside the office.
  - Preparation of incomplete export declarations and supplementary/replacement export declarations
  - Feedback from customs
  - Error processing
  - Special functions: Cancellation of transferred export declarations, EUR 1, create ATR, etc.

Dates and registration at: <https://www.dakosy.de/training>

## 2.4 ZODIAK GE: Export from Austria for beginners

The IT procedures AES (Automated Export System) and ECS (Export Control System) are the cornerstone of the e-customs export procedure. You need sound application knowledge to use the procedures correctly. We're here to help! We're here to help you familiarise yourself with ZODIAK GE.

**Target group:** Beginners who will be creating export declarations electronically in the future. The complete customs declaration (normal procedure and simplified procedure) in the export procedure is shown as required.

**Training duration:** approx. 4 hours

**Costs:** 400,- € plus 19% VAT per participant  
(incl. training documents and drinks)

**Topics:**

- General information:
  - Overview of ZODIAK GE and its functions
  - Master data (articles, addresses, economic operator)
  - Pre-screening reference
  - Working with master references
- Customs processes for electronic export declarations with e-customs
- Recording and processing of complete export declarations
  - Cancellation
  - Fallback registration
  - Deferral of presentation to customs
  - Export arrival record
  - Actual exit
- Feedback from customs
- Error processing

Dates and registration at: <https://www.dakosy.de/training>

## 2.5 ZODIAK GE: Export and NCTS from Switzerland for beginners

The Swiss customs system offers different options for export declarations. In Switzerland, you have various options for export declarations: via e-dec and the NCTS procedure. You need sound application knowledge to use the export declaration and transit procedures correctly. We're here to help! We're here to help you familiarise yourself with ZODIAK GE.

Target group: Beginners who will be creating export declarations electronically in the future.

Training duration: approx. 7 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. lunch, training documents and drinks)

Topics:

- General information:
  - Overview of ZODIAK GE and its functions
  - Master data (articles, addresses, economic operator)
  - Pre-screening reference
  - Working with master references
- Customs processes for electronic export declarations (AZA)
- Customs processes for electronic export declarations (NCTS)
- Recording and processing of complete export declarations
- Cancellation
- Fallback registration
- Deferral of presentation to customs
- Export arrival record
- Actual exit
- Feedback from customs
- Error processing

Dates and registration at: <https://www.dakosy.de/training>

## 2.6 ZODIAK GE: Customs warehouse for beginners

The customs' warehouse according to the UCC offers various forms and clearance options. Therefore, sound knowledge of the ZODIAK application is a prerequisite for successful operation. We are here to support you in learning about the customs' warehouse and provide answers to many customs-related questions.

Target group: Beginners who want to become familiar with the ZODIAK customs' warehouse module.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. lunch, training documents and drinks)

Topics: All user functions of the customs warehouse module are presented.

- General information
- Creating and editing master data
- Goods receipt
  - Create and send a goods receipt (single customs declaration and simplified customs declaration)
  - Generating and sending the inventory report (for VZL)
  - Significance of the status
  - Processing error messages and rejections
  - Dealing with varying determinations by customs
- Movement and inventory reports including list creation
- Outgoing goods:
  - Creating and editing a clearance of release for circulation
  - Creating and editing a transit procedure
  - Creating and editing an export declaration
  - Summary Completion
  - Completion information
  - Significance of the status
  - Processing error messages
- Tips & Tricks
  - Initialisation options
  - "Automated workflows"

Dates and registration at: <https://www.dakosy.de/training>

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## 2.7 CargoSoft GE: for beginners – Freight forwarding processing Seafreight

Are you just starting to work with CargoSoft GE? And want to know the best way to work with shipment? Shipment – the virtual file in GE – offers you all the options for freight forwarding. The best thing to do is to familiarise yourself with the entire seafreight handling process right away, from quote to settlement.

Target group: Users who have little or no experience.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant (incl. lunch, training documents and drinks)

Topics:

- General / Operation of CargoSoft GE
- Drawing up quotes
- eBooking with shipping companies
- Working with the shipment - import and export
- File cover
- Order confirmation
- Export certificate
- Booking confirmation
- Packing order
- Dispatch notes, etc.
- Dock certificates
- Transport orders
- Process incoming and outgoing invoices
- Sending and printing functions
- Master data maintenance

Dates and registration at: <https://www.dakosy.de/training>

## **2.8 CargoSoft GE: for beginners - Freight forwarding processing Airfreight**

Are you just starting to work in airfreight forwarding with our CargoSoft GE product? Want to know the best way to work with shipment?

Shipment – the virtual file in GE – offers you all the options for freight forwarding. The best thing to do is to familiarise yourself with the entire airfreight handling process right away, from quote to settlement.

Target group: Users who have little or no experience.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant (incl. lunch, training documents and drinks)

Topics:

- Airfreight processes import and export
- Airfreight handling with FAIR@Link in Frankfurt and Hamburg
- General / Operation of CargoSoft GE
- Drawing up quotes
- Working with the shipment - import and export
- File cover
- Order confirmation
- Preparation of OCs including airfreight calculation
- Declaration of dangerous goods using Infr8
- CASS invoicing
- Transport orders
- Processing incoming and outgoing invoices
- Sending and printing functions
- Master data maintenance

Dates and registration at: <https://www.dakosy.de/training>

## 2.9 CargoSoft GE: Export Declaration, exit summary and port order

Let us help you with export handling via the seaports of Hamburg and Bremen/ Bremerhaven! We help you learn about CargoSoft GE and explain complete export declaration, exit summary declaration and the port order for Hamburg (ZAPP) or Bremen (BHT) in the seminar. ZAPP and/or BHT will be shown depending on participant preference.

Target group: Beginners who have not yet done export clearance via the seaports of Hamburg and/or Bremen/Bremerhaven.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. lunch, training documents and drinks)

Topics:

- General / Operation of CargoSoft GE
- Complete export declaration
- Recording and processing of exit summary declarations
- Recording and processing of ZAPP declarations
- Recording and processing of BHT applications
- Changes in the registration of the exit submission at the seaport using AES (electronic export declaration) (ZAPP / BHT)
- Processing error messages
- Sending and printing functions
- Master data maintenance

Dates and registration at: <https://www.dakosy.de/training>

## **2.10 CargoSoft GE: Export port communication for Hamburg, Bremen and the western ports (Antwerp and Rotterdam)**

Let us help you with export handling via the seaports of Hamburg, Bremen/Bremerhaven and the western ports (Antwerp and Rotterdam). In the seminar, we explain, among other things, which registration options are available in the various ports and how the data is entered in CargoSoft GE

Target group:           Beginners who have not or rarely created a port order.

Training duration:     approx. 7.5 hours

Costs:                 650,- € plus 19% VAT per participant  
(incl. lunch, training documents and drinks)

Topics:

- General / Operation of CargoSoft GE
- Recording and processing ZAPP declarations
- Recording and processing BHT declarations
- Recording and processing of port orders for Rotterdam and Antwerp
- Change in the recording of exit declaration at the seaport with AES (electronic export declaration) (ZAPP / BHT)
- Processing error messages
- Sending and printing functions
- Master data maintenance

Dates and registration at: <https://www.dakosy.de/training>

### 3 Face-to-face seminars for advanced learners

#### 3.1 ZODIAK GE: Customs warehouse in Germany with customs-related explanations from a customs professional

What are the special features of the customs warehousing procedure? What are the sources of errors? In this seminar, in addition to the ZODIAK GE handling, the customs-related information on the processes and all input fields is given.

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Target group: Advanced users who already work with ZODIAK GE and can handle "routine cases" with confidence.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. training documents, lunch and drinks)

Topics:

- Legal basis and requirements
- Operating and monitoring customs warehouses and their procedures
  - Setting up a customs' warehouse in ZODIAK GE
  - Storage of consignments using the normal and simplified procedure
  - Storage, warehousing and inventories
  - De-register from the customs' warehouse for import, export or transit procedures
- Stock monitoring
  - Problems with stock discrepancies and possible solutions
  - Incorrect article numbers
  - De-register with an incorrect article number
  - Changing the follow-up procedure
- Checking mechanisms
- Responsibilities
- Typical problem cases during customs audits

Dates and registration at: <https://www.dakosy.de/training>

### **3.2 ZODIAK GE: Single customs declaration in Germany with customs-related explanations from a customs professional**

We refresh your ZODIAK GE and customs knowledge! In this seminar, in addition to ZODIAK-Handling given the customs information on the processes and all input fields. The seminar is held by the training team, who will also be happy to assist you with any customs-related questions.

Target group: Users who already work with ZODIAK GE and are able to handle "routine cases" with confidence.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. training documents, lunch and drinks)

Topics:

- Customs procedures and EU code
- importance of participants relation
- Fiscal references
- Commodity code number, EZT
- Pre calculation of import duties
- Online depreciation of import licences
- Preferences and document coding
- Customs valuation
- Freight costs distribution / cost management
- Findings and tax assessment notice / combined voucher
- Subsequent collection, refund and remission
- Deferral account maintenance
- Lists and evaluations
- Tips and tools for practice

Dates and registration at: <https://www.dakosy.de/training>

### 3.3 ZODIAK GE: Export declaration from Germany with customs-related explanations from a customs professional

We refresh your ZODIAK GE and customs knowledge! In this seminar, in addition to the ZODIAK handling, customs information on the procedures and all input fields will be given. Which codes are correct? Which constellation of participants should be chosen? The seminar is conducted by the training team, which will also be happy to assist you with customs-related questions.

Target group: Advanced users who already work with ZODIAK and are able to handle "routine cases" with confidence.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. training documents, lunch and drinks)

Topics:

- New features and changes with AES 3.0
- Types of registration
- Different variants of export declarations:
  - Single stage or two-stage procedure
  - Simplified declaration without formal authorisation
  - Outward processing (OP)
  - Simplified export declaration with formal authorisation
  - Simplifications
- Constellation of parties
  - foreign trade law exporter
  - the consignor
  - the carrier and
  - the supply chain participant
- De-registering goods from the customs' warehousing procedure (ZL), inward processing (AV)
- Documents, preliminary papers
- Transport details and transport equipment
- Code lists
- Cancellation
- Follow-up / Investigation
- Lists and evaluations

Dates and registration at: <https://www.dakosy.de/training>

### 3.4 ZODIAK GE: Inward processing Single customs declaration

The importance of cross-border production processes is growing. Inward processing offers the opportunity to organise these processes without incurring customs duties. In addition to the legal framework and structuring options, our ZODIAK customs software will show you how take care of the necessary customs declarations in practice.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. training documents, lunch and drinks)

Topics:

- Legal basis
- Customs procedures and their forms
- ATLAS declaration for inward processing without formal authorisation using ZODIAK GE
- Stock monitoring
- ATLAS deregistration from inward processing using ZODIAK GE
- Tips and tricks that make it easier to work with ZODIAK GE

Dates and registration at: <https://www.dakosy.de/training>

### **3.5 ZODIAK GE: Declaring repairs and warranty claims correctly**

The importance of cross-border production processes is growing. Restoration and repair transport operations across EU borders are becoming increasingly frequent. The simplified application for inward processing and also the simplified application for outward processing provide options to clear this processing without incurring customs costs. Apart from the legal framework and options, we show you how to use our customs software ZODIAK to carry out the practical clearance of the necessary customs declarations.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. training documents, lunch and drinks)

Topics:

- Legal basis
- Customs procedures and their forms
- ATLAS declaration for inward processing without formal authorisation using ZODIAK GE
- ATLAS deregistration from inward processing using ZODIAK GE
- ATLAS declaration of outward processing for exports
- Import clearance after outward processing
- Stock monitoring
- Tips and tricks that make it easier to work with ZODIAK GE

Dates and registration at: <https://www.dakosy.de/training>

### 3.6 CargoSoft / ZODIAK GE: for administrators

The Global Edition offers various control and configuration options.  
In this seminar, you will learn how to use these effectively

|                    |                                                                                                                                                                                                                             |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Target group:      | Users with administrator rights                                                                                                                                                                                             |
| Training duration: | approx. 4 hours                                                                                                                                                                                                             |
| Costs:             | 400,- € plus 19% VAT per participant<br>(incl. training documents and drinks)                                                                                                                                               |
| Topics:            | <ul style="list-style-type: none"><li>• Permissions for users and user groups</li><li>• Event control</li><li>• Task management</li><li>• Analyses and statistics</li><li>• Initialisations</li><li>• Master data</li></ul> |

Dates and registration at: <https://www.dakosy.de/training>

## 4 Special face-to-face seminars

### 4.1 ZODIAK GE: Special seminar for ship chandlers

As a ship chandler, you organise direct on-board deliveries or collections of ship spare parts in various ports. You are familiar with the necessary customs tasks for import, export and transit procedures. But are you sometimes unsure about the correct codes for participant constellations, representation relationships, documents or even the applicable customs procedure? In this seminar, the DAKOSY training team will clear up any uncertainties and also provide you with lots of tips and tricks to make your work easier by using ZODIAK GE.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. training documents, lunch and drinks)

Topics:

- Export declarations for ship supplies - when to use which codes in which cases?
- Import declaration
- Creation of transit procedures - with and without presentation
- Dispatch of excise goods
- Declaring of inward processing
- Tips and tricks that make it easier to work with ZODIAK GE

You are welcome to bring your practical examples from daily work to this seminar!

Dates and registration at: <https://www.dakosy.de/training>

## **4.2 ZODIAK GE: Special seminar for logistics between Germany and Switzerland**

Switzerland is one of Germany's most important trading partners. Many companies, especially those in border areas, regularly organise imports or exports to Switzerland or from Switzerland to Germany. With ZODIAK GE you can manage customs clearance on both sides of the border independently. In this seminar, we will use the customs software ZODIAK GE to explain all relevant customs processes for Germany and Switzerland.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. training documents, lunch and drinks)

Topics:

- What needs to be considered for customs declarations when making import and export declarations in Germany?
- How is declaration carried out in Switzerland?
- Preferential rules
- Differences regarding customs tariffs in Switzerland
- Statistical goods numbers
- Tasks of the customs declarant in Switzerland
- The key INCOTERMS when shipping to Switzerland
- Temporary export (repairs, trade fair, processing)
- Scope for optimisation through outward/inward processing
- Tips and tricks that make it easier to work with ZODIAK GE

Dates and registration at: <https://www.dakosy.de/training>

### 4.3 ZODIAK GE: Special seminar on fiscal representation

Let us help you become familiar with ZODIAK GE fiscal representation! The option of fiscal representation has been available since 1997 and is a highly demanding service that requires additional knowledge.

The seminar is intended for all those who are interested in the fiscal representation business and who are employed or wish to become employed as fiscal representative defined by Section 22a et seqq. of the Value Added Tax Act. It covers the specifics, requirements, and advantages/disadvantages for customers and service providers.

Training duration: approx. 6.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. training documents, lunch and drinks)

Topics:

- Introduction "What is a fiscal representation?"
- Requirements for service as a fiscal representative
- Procedure 42 or 63?
- Rights and obligations of the fiscal representative
- Customs clearance using ZODIAK GE incl. INTRASTAT and fiscal summary module
- Intra-Community supply without fiscal representation
- Specifics of the intra-community supply, tax and statistical obligations
- Risk management in the fiscal representative business

Dates and registration at: <https://www.dakosy.de/training>

#### 4.4 ZODIAK GE: Special seminar ECT: Basics, tariffs, handling

Let us help you to become familiar with ZODIAK GE. The Electronic Customs Tariff (EZT) provides information on all customs-relevant goods information such as customs tariff numbers, additional codes and required documents. The seminar provides answers to all related questions, such as How to search effectively in the EZT? How are the instructions to be understood? Which entries must be made in the customs declaration?

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Target group:      | Users who use or want to use the electronic customs tariff integrated in ZODIAK.<br>The module for the calculation of duties will be demonstrated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Training duration: | approx. 7.5 hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Costs:             | 650,- € plus 19% VAT per participant<br>(incl. training documents, lunch and drinks)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Topics:            | Structure of the electronic customs tariff: <ul style="list-style-type: none"><li>• Harmonised System (HS)</li><li>• Combined Nomenclature (CN)<ul style="list-style-type: none"><li>○ Notes and explanations. What is hidden there?</li><li>○ Search for a commodity code</li><li>○ Which measures of a commodity code must be observed?</li><li>○ Detailed recognition of preferences, prohibitions and restrictions and "dual-use" measures</li><li>○ How are import duties calculated?</li><li>○ What are fundamental decisions?</li><li>○ Binding customs tariff information</li><li>○ Practical examples</li></ul></li></ul> |

Further topics are expressly requested for this workshop.

Please send an e-mail with your wishes to [schulung@dakosy.de](mailto:schulung@dakosy.de)

Dates and registration at: <https://www.dakosy.de/training>

## 4.5 ZODIAK EMCS: Special seminar on excise tax

Let us make you fit for EMCS - excise tax. Because mistakes made when handling goods that are subject to excise tax can get very expensive. An unintentional incurrance of excise tax due to incorrect handling can happen very quickly. In addition to the basic knowledge of excise tax law, you will learn how to avoid mistakes and which entries in the software are necessary and correct.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. training documents, lunch and drinks)

Topics:

- Introduction
- EMCS and EU Directive
- SEED database
- Modes of transport for goods subject to excise tax
  - EMCS (under suspension of excise tax)
  - Tax refund (in free circulation): simplified accompanying document
  - Import/export to third country
- Suspension of excise tax and excise tax number
  - Registered consignee
  - Registered consignor
  - Tax warehouse keeper
- Incurrence of tax liability
- Initiating and closing the EMCS procedure
- Tax declaration for registered consignees and tax warehouses
- Interaction with ATLAS customs declarations
- Default concepts

Dates and registration at: <https://www.dakosy.de/training>

## 5 Best practice workshops

### 5.1 Import Port Communication

Importers, hauliers, and truckers can expedite their processes in the Port of Hamburg with greater efficiency. To do this, they can access various IT systems in the form of IMP (Import Message Platform), UNIKAT GE and ZODIAK GE. IMP provides all transport partners, including the authorities, with status information. In this regard, transport orders can be created and sent in combination with UNIKAT GE. When combined with ZODIAK GE, an automated change of depositary and the initiation of customs clearance are made possible.

Let us help you become familiar with more efficient import clearance! In this seminar, you will learn about the scope for process optimisation at the Port of Hamburg.

Target group: Importers, hauliers, and truckers who wish to make their clearance processes in the port faster and more efficient.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. training documents, lunch and drinks)

Topics:

- IMP regulation
- Status request
- Transport orders
- Truck pre-announcements at the terminals/port lane
- Summary declaration
- Clearance of veterinary-related goods

Dates and registration at: <https://www.dakosy.de/training>

## 5.2 Cargosoft GE: Refresh – take advantage of the software's full capabilities!

Refresh your Cargosoft GE knowledge! Who hasn't experienced this? It's been a while since your last DAKOSY training course. You are working with Cargosoft GE, but somehow you have the feeling that there are more or new functions that you are not familiar with. Then this workshop is exactly what you are looking for!

- Target group: Users who already work with Cargosoft GE and would like to get to know more functionalities of the product.
- Training duration: approx. 7.5 hours
- Costs: 650,- € plus 19% VAT per participant  
(incl. training documents, lunch and drinks)
- Topics:
- Seafreight (SEA)
    - Master data management
    - Utilisation of the shipment
    - Utilisation of the transport order
    - Generating pdf documents
    - Port communication (Hamburg, Bremen, Wilhelmshaven)
    - Notification of presentation to customs at Rotterdam/ Amsterdam/Antwerp
    - International electronic B/L shipment and receipt
    - Import clearance Hamburg / Bremen / Wilhelmshaven
    - Consolidation functions
    - Booking requests (e-Booking)
    - Customised statistics
  - Airfreight (AIR)
    - AWB communication (master, individual and in-house AWB)
    - Consolidation functions
  - Warehouse
    - Management of goods receipts and issues
  - Offers
    - Drawing up of traffic- and customer-dependent quotes using predefined rates
  - Invoicing
    - Creation of outgoing invoices/credit notes with cost types to be filed individually
    - Creation of collective invoices
  - Job Costing
    - Entry of incoming invoices, accruals/deferrals
    - Preparation of forwarding sheet

Dates and registration at: <https://www.dakosy.de/training>

### 5.3 ZODIAK GE: Refresh – take advantage of the software's capabilities!

We brush up your ZODIAK GE knowledge! Have you been working with our customs application ZODIAK GE for some time and want to find out about its new features and enhancements? Then this workshop is exactly what you need!

Target group: Users who are already work with ZODIAK GE and would like to get to know more functionalities of the software.

Training duration: approx. 7.5 hours

Costs: 650,- € plus 19% VAT per participant  
(incl. training documents, lunch and drinks)

Topics:

- Initialisations of data and templates
- Master data maintenance (addresses and articles)
- Event control
- Task list
- Compliance Explorer
- Lists and analyses
- Electronic customs tariff
- Status overview (filters and search options)
- Tips and tricks in ZODIAK GE (quick entry, document distribution, etc.)
- Outlook for the further development of ZODIAK GE

Additional topic requests are specifically requested for this workshop.

Please send your requests via email to [schulung@dakosy.de](mailto:schulung@dakosy.de)

Dates and registration at: <https://www.dakosy.de/training>

## 5.4 Workshop for DAKOSY GE - IMP

We brush up your DAKOSY knowledge! We all know the problem. It's been a while since your last DAKOSY training. Work with DAKOSY applications continues as before, but somehow you have the feeling that there are other product features that you have yet to learn about. Or you are already working very efficiently with one DAKOSY product and would now like to know if other DAKOSY applications can make your work easier. In that case this workshop is exactly what you need!

**Target group:** Users who already work with the DAKOSY products ZODIAK GE, CargoSoft GE, Unikat GE (truck station) or IMP direct and would like to familiarise themselves with further functionalities.  
The seminar is also intended for companies that only use one DAKOSY application but would like to get an overview of additional services.

**Training duration:** approx. 7.5 hours

**Costs:** 650,- € plus 19% VAT per participant  
(incl. training documents, lunch and drinks)

**Topics:**

- Tips and tricks for working with ZODIAK:
  - Initialisations of data and templates
  - Master data maintenance (addresses and articles)
  - Task list
  - Logbook
  - Compliance Explorer
  - Lists and analyses
  - Electronic customs tariff
  - Status overview (filters and search options)
  - Guarantee management
  - Monitoring transit procedures
  - Outlook for the further development of ZODIAK
- Innovations linked to the compilation of port data records (HDS) and presentation notifications
- Facilitations when importing via the Port of Hamburg through IMP direct
- Unikat GE - the new truck station

Additional topic requests are specifically requested for this workshop.

Please send your requests via email to [schulung@dakosy.de](mailto:schulung@dakosy.de).

Dates and registration at: <https://www.dakosy.de/training>

## 5.5 DAKOSY GE: Using invoicing and job costing more effectively

The Invoicing module makes it easy to create invoices for services provided as a freight forwarder or customs declarant. The invoicing settings are essential for efficient invoicing. To maintain cost control over your orders, you can use the Jobcosting module to record your incoming invoices and accruals/deferrals. The goal of this workshop is to show how you can optimise this workflow.

Target group: Users who already work with the DAKOSY products ZODIAK GE, CargoSoft GE and would like to familiarise themselves with further functionalities.

Training duration: approx. 4 hours

Costs: 400,- € plus 19% VAT per participant (incl. training documents, lunch and drinks)

Topics:

- Cost types
- Cost groups
- Tariffs
- Collective invoices
- Incoming invoices
- System invoices
- Accruals/general items
- Addresses/accounting master data

Dates and registration at: <https://www.dakosy.de/training>

## TRAINING CATALOGUE 2025

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