DCS-ONLINE USER MANUAL

NEXT-GENERATION REPORTING & CUSTOMS MANAGEMENT PLATFORM

DCS-ONLINE | Version 2025

Index

DIGITAL SOLUTIONS

SUSTAINABLE FUTURE

Dear Users,

As DCS, our digital transformation approach is shaped in line with the **10 Principles of the United Nations Global Compact (UN Global Compact)** of which we are a signatory and the Sustainable Development Goals (SDGs). In our operations, we prioritize efficiency, transparency, and sustainability.

As an important component of this approach, **DCS-Online** (Next-Generation Reporting and Customs Management Portal) has been redesigned to strengthen the digitalization of foreign trade and customs processes, enhance operational visibility, and improve the overall user experience.

The new DCS-Online offers:

- a modern and user-friendly interface,
- an advanced reporting and filtering infrastructure,
- instant access to up to 5 years of data on a single screen,
- multi-company management,
- real-time transaction tracking,
- TR/EN language support.

With these features, it provides operational teams with a fast, accurate, and sustainable working environment.

This manual has been prepared to help you use DCS-Online effectively. In this section, you will find the platform’s key functionalities, structures, and usage guidelines.

Welcome to DCS-Online.

Best Regards,
DCS Dijital Gümrük Hizmetleri A.Ş.

1 Introduction

The new DCS-Online is a modern and user-friendly web application that consolidates customs operations and operational reporting into a single interface.

Users can view **data from the last five years,** and if they are authorized for multiple companies, they can switch between companies with a single click.

This manual has been prepared to help you perform your daily tasks in DCS-Online **quickly, consistently** and in a **controlled** manner. Through screenshots, step-by-step explanations, and sample scenarios, the guide aims to ensure that you can both learn and easily apply the system in practice.

1.1. Purpose of the Document

The purpose of this document is to:

- Introduce the overall structure of the new DCS-Online application,
- Provide users with an understanding of login, company selection, and basic navigation steps,
- Explain the logic behind accessing report and dashboard screens,
- Ensure that daily workflows (report viewing, filtering, exporting, etc.) are performed consistently and in the **same standardized** way by all users.

1.2. What Can You Do with the New DCS-Online?

Through DCS-Online, users can:

- Monitor declaration, file, and report data from the **last five years** on a single screen,
- If authorized for multiple companies, **switch between firms** and analyze their data separately,
- Add frequently used reports **to Favorites** for quicker access.

Note: Screenshots used in this guide contain sample data. The values, companies, and declarations seen in your actual system may differ.

1.3. Target Audience

This guide is intended for:

- Customs brokerage and operations teams,
- Import / export specialists,
- Logistics and operations departments,
- Management and reporting teams.

These groups are expected to use DCS-Online actively within their workflows.

2 Logging In (Login Screen)

Access to the new DCS-Online is provided through user authentication with a username and password. The modern interface allows for a fast, secure, and user-friendly login process.

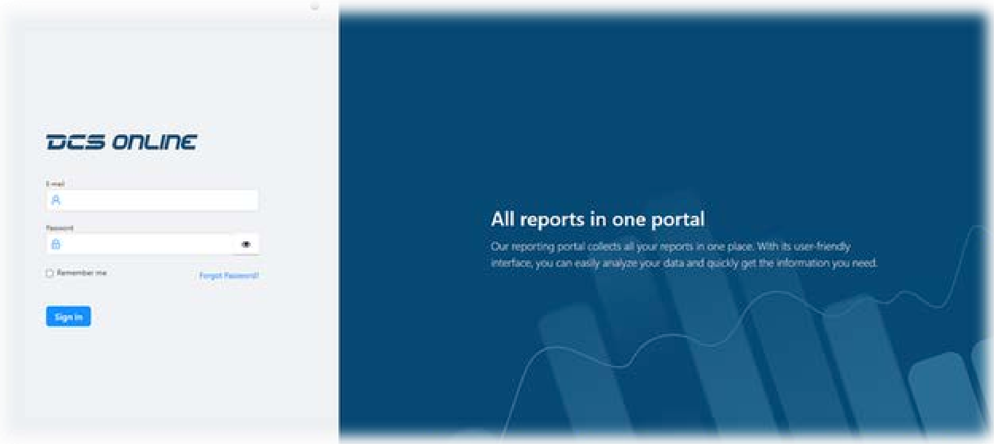
2.1. Login Screen

On the login screen, users can sign in by entering:

- Their **email address,** and
- Their **password.**

Users who frequently access the system can enable the **“Remember Me”** option to have their credentials filled in automatically on their next login.

Tip: Click the eye icon next to the password field to toggle password visibility.

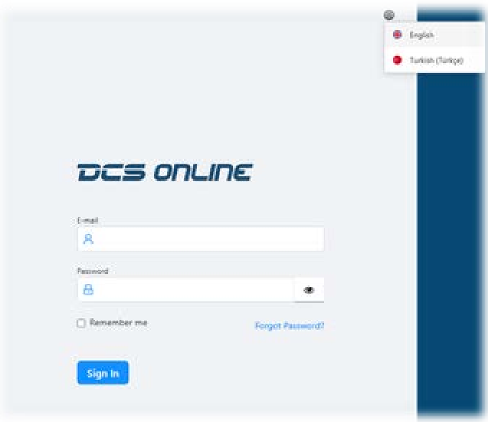


2.2. Language Selection

Using the **language selection button** located in the upper-right corner of the screen, users can view the application in:

- **Turkish,** or
- **English**

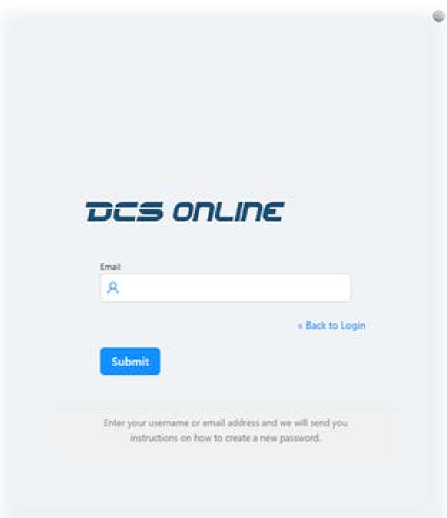
The selected language setting is applied instantly across all screens.



2.3. Password Reset

If you do not remember your password, you can click the **"Forgot your password?"** link and follow the password reset steps.

The process is completed by sending a verification message to your registered email address.



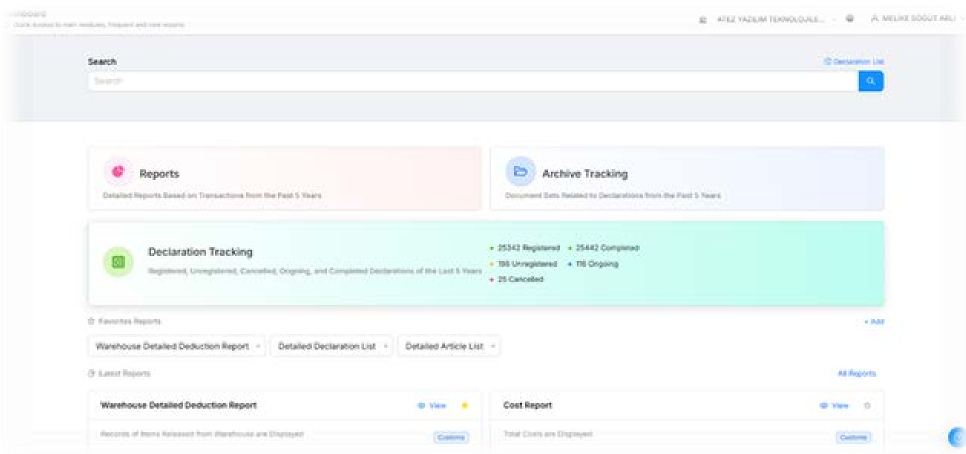
2.4. Signing In

Once all information is entered correctly, you can click the **“Sign In”** button to access the system.

3. Home Page (Dashboard)

After successfully logging in, users are directed to the **Home Page.** This screen provides quick access to the main modules and allows users to easily view frequently used reports.

Note: In this sample screen, the company name is displayed as “Atez Yazılım Teknoloji A.Ş.”.



3.1. Top Menu Area

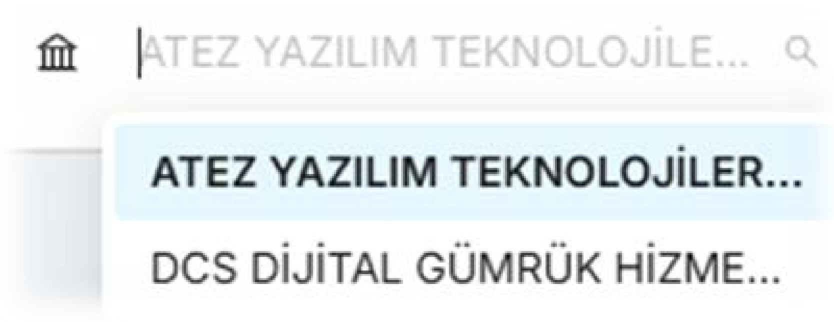
At the top section of the Home Page, there are three main components that allow users to quickly manage essential in-application settings.

3.1.1. Company Selection

If the user is authorized for more than one company, they can switch the active company using the **company selector** located in the upper-left corner of the screen.

- The dropdown displays all companies assigned to the user.
- For example, selecting “Atez Yazılım Teknolojileri A.Ş.” will cause the application to display all data belonging to that company.
- When a company change is made, reports, archive records, and declaration lists are refreshed according to the selected company.

Tip: Company selection is applied instantly; there is no need to refresh the page.



3.1.2. Language Settings

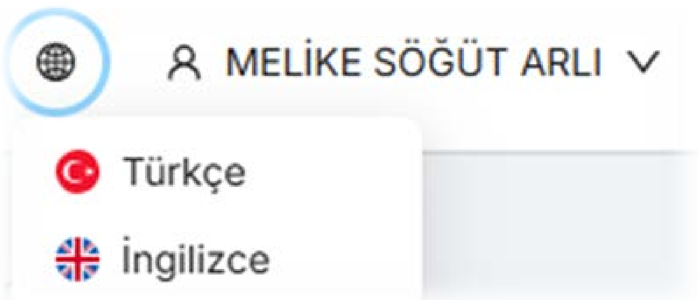
The language selection button located in the middle of the top menu allows users to instantly change the application's language.
Available languages:

- **Turkish**
- **English**

When the language is changed:

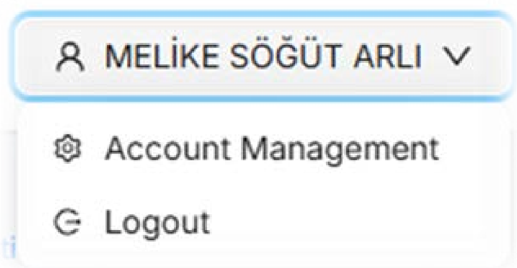
- Menu titles
- Buttons
- Page contents

are automatically updated according to the selected language.



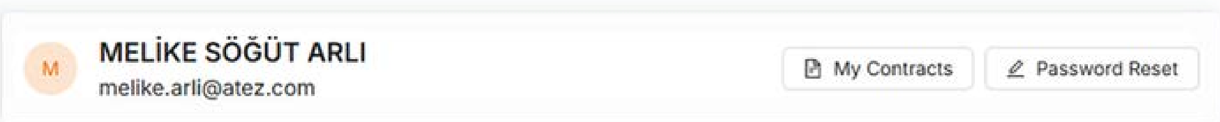
3.1.3. User Information and Account Management

The user menu located in the upper-right corner provides access to profile information and account settings.



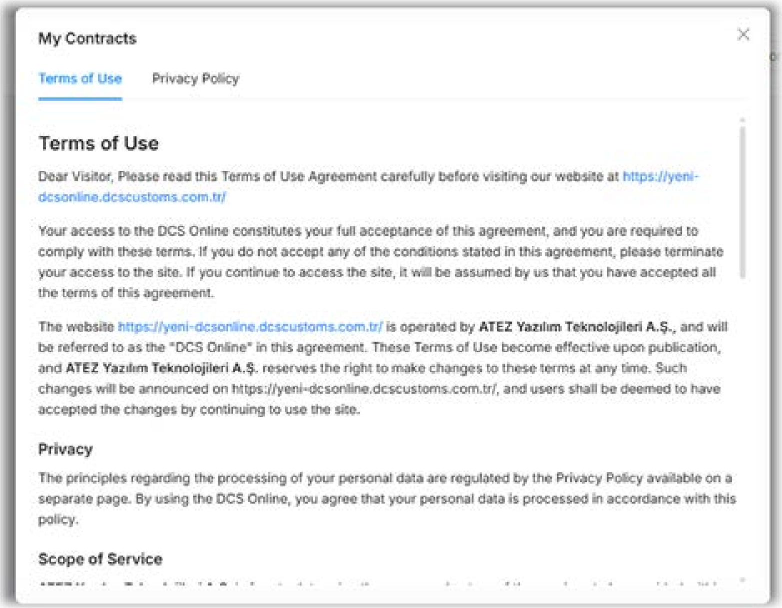
Through this menu, the user can access:

- **Account Management (Profile Section)**

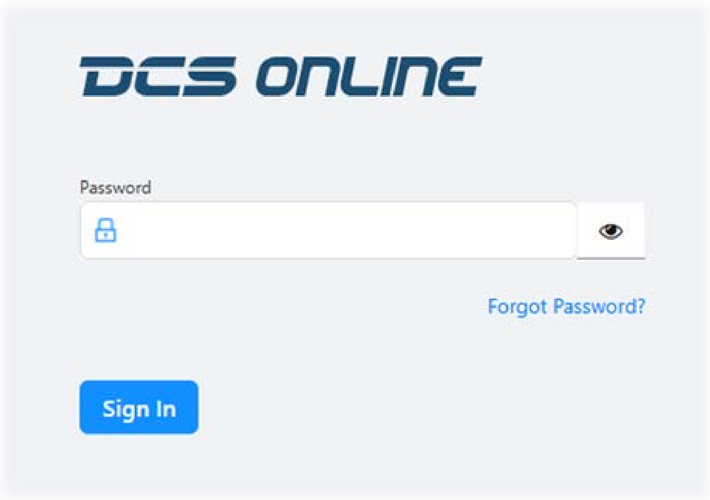


When selected, the user can access the following information:

- Name and email details
- **“My Agreements”** section:
  - o Terms of Use
  - o Privacy Policy



- **·Change Password”** section:
  - oAllows the user to replace their current password with a new one
  - oIn cases requiring security verification, the user may be redirected to the login screen



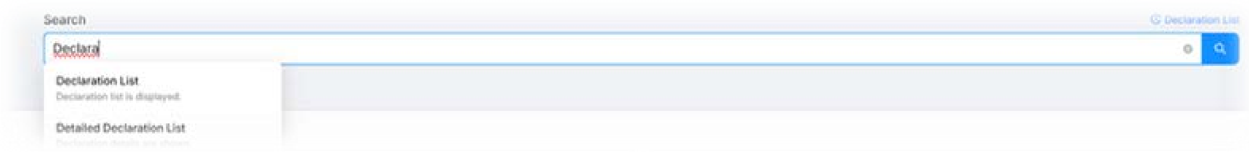
- **Log Out**
  - oAllows the user to securely sign out of the application.
  - oWhen access is needed again, the login screen will be displayed.

Tip: After changing the password, the user is redirected to the authentication screen for security purposes.

3.2. Search Bar

The search bar at the top of the Home Page allows users to quickly access reports or screens by name.

Users can filter results by typing just a few characters from the report name.



3.3. Main Modules

The main modules are presented as visual tiles, each directing the user to a specific functional area:

- **Reports**

Provides access to the section where detailed reports created based on the last five years of transaction data are listed.

- **Archive Tracking**

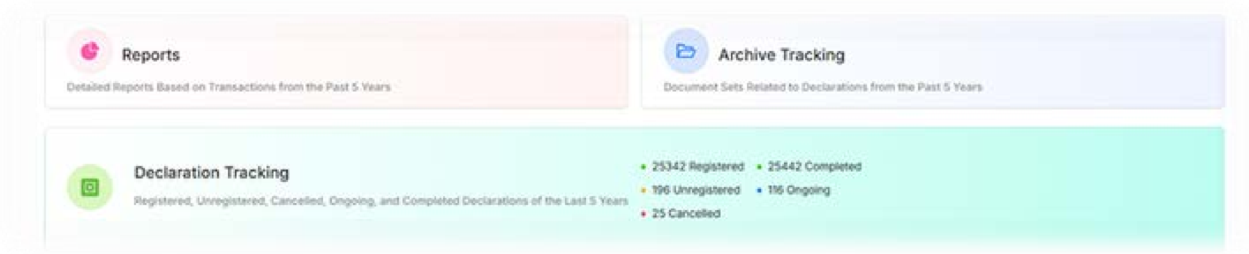
A document management area where all document sets related to declarations can be viewed.

- **Declaration Tracking**

Allows users to monitor the status of declarations from the last five years, including:

- Registered
- Unregistered
- Cancelled
- In Progress
- Completed

On the right side, color-coded status indicators present the total count of declarations in each category.



3.4. Frequently Used (Favorites)

Users can add the reports they access most frequently to this section.

Example entries:

- Detailed Warehouse Consumption Report
- Detailed Declaration List
- Detailed Item List

This section allows users to access their preferred reports instantly.

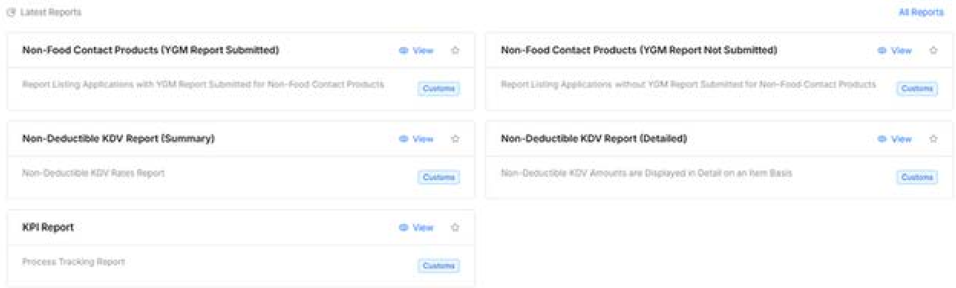
3.5. Recently Added Reports

Newly added reports are listed in this section.

Each report card includes:

- **A View button**
- **A Favorite (star) option**

·The category the report belongs to (e.g., Customs, Finance)

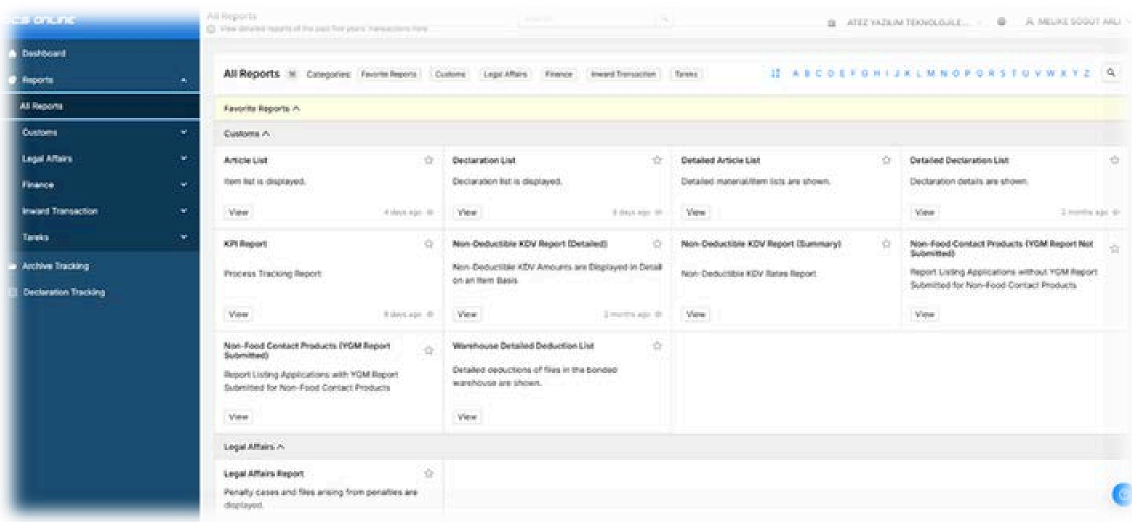


4 Reports Module

The Reports Module is one of the most frequently used areas in DCS-Online, providing users with the ability to manage all operational records from the last five years on a single screen.
In this section, all report lists are presented by category, allowing users to quickly access the reports they need.

4.1. All Reports Screen

When the user clicks **"Reports > All Reports",** the system displays a general reports screen where all available reports defined in the system are listed.

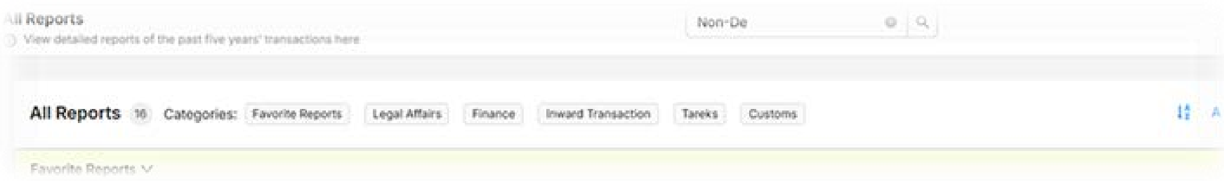


This screen consists of the following components:

4.1.1. Report Search Area

The search box located at the top of the page allows users to quickly find reports by typing any part of the report name.

Search results are filtered instantly as the user types.



4.1.2. Category Filters

All reports can be filtered based on the following categories:

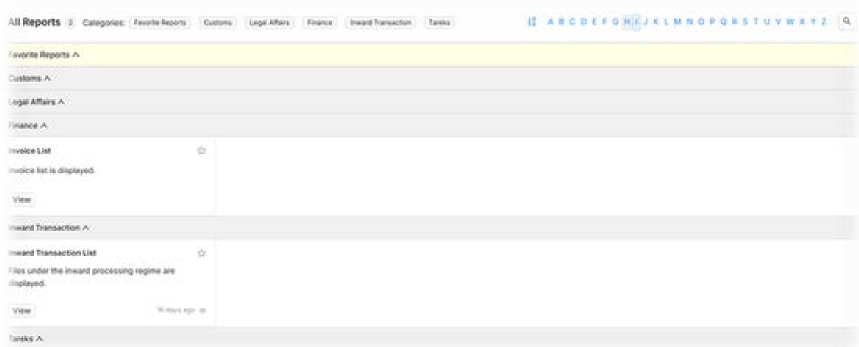
- Customs
- Legal Affairs
- Finance
- Inward Processing
- TAREKS
- Favorite Reports

By clicking on a category, the user can view only the reports belonging to that specific group.

4.1.3. A–Z Alphabetical Navigation

This feature provides quick access to reports based on their initial letter.

For example, when the user clicks the letter “I”, reports such as **Invoice List** and **Inward Transaction List** that start with “I” are brought to the forefront.



4.1.4. Report Cards (List View)

Each report card contains the following information:

- Report Name
- Report Description (what the report displays)
- “View” button
- Favorite (star) icon
- Last updated date

This allows the user to understand the purpose of a report without needing to open it.

4.2. Accessing Reports by Category from the Left Menu

Another way to access reports in DCS-Online is through the **category-based vertical menu** located on the left side of the screen. This area is particularly useful for users who want to quickly access reports related to a specific topic (e.g., only Customs, only Finance, or only Legal).

The left menu is grouped as follows:

Customs Reports

All reports related to customs operations are grouped under this category.

- Example reports:
- Item List
- Declaration List
- Detailed Item List
- Detailed Declaration List
- KPI Report
- Detailed Warehouse Consumption Report
- Non-Food Contact Products (YGM)
- Non-Deductible VAT Report (Detailed / Summary)

This category is the most frequently used set of reports by customs brokerage teams and operational personnel

Legal Affairs Reports

This section lists files and reports related to legal processes.

Example reports:

- Legal Affairs Report

Finance Reports

Contains reports followed by the finance department.

Example reports:

- Cost Report by Declaration
- Receipt List
- Invoice List

Inward Processing Reports

Displays reports related to inward processing authorization certificates and DIIB processes.

Example reports:

- Inward Processing List

TAREKS Reports

Contains reports related to TAREKS operations under a single category.

Example reports:

- TAREKS Report

Menu Features

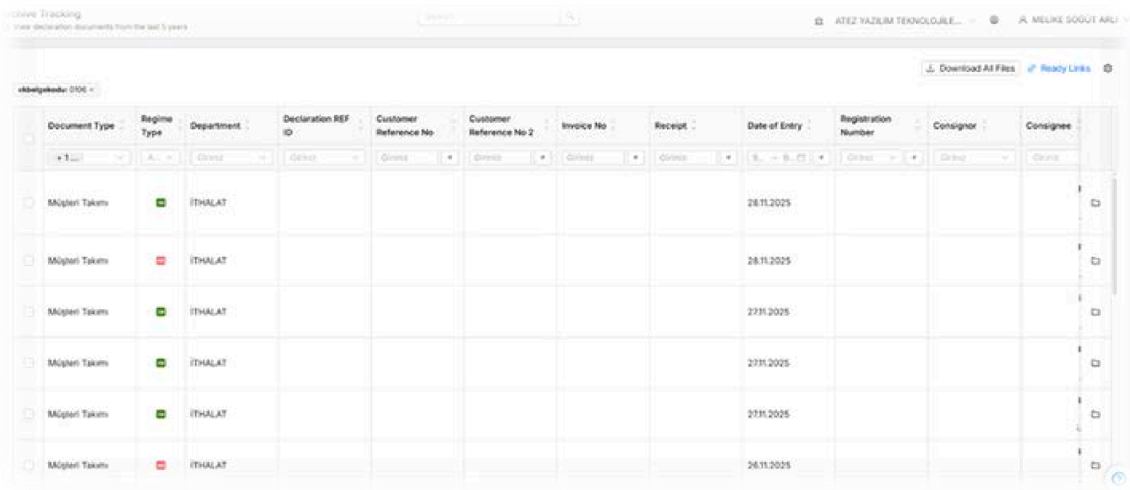
- Categories can be expanded or collapsed.
- Each category lists all reports relevant to that topic.
- When a report is selected, it immediately opens in the main content area on the right.
- To view all reports, the “All Reports” option at the top of the menu can be used.

5

Archive Tracking

The Archive Tracking screen allows users to view and manage **all document sets linked to declarations from the last five years**. From this screen, users can access all archive records such as customer file sets, invoices, receipts, sender/receiver details, and declaration-related files in one central location.

This area is particularly critical for **customs operations teams, archive departments,** and units responsible for **monitoring financial documentation.**



5.1. Archive Tracking General Overview

The Archive Tracking screen is presented in a tabular format, where each row represents an archive record belonging to a declaration or a related document.

The screen consists of the following components:

Search Area

The search box at the top of the page allows users to quickly search using fields such as:

- Document type
- Declaration reference number

- Customer reference number
- Invoice number
- Sender / Receiver names

Search results are filtered instantly.

Filter Fields

A filter input is available under each column header, allowing users to refine results based on specific criteria.

For example, users may filter by:

- Document type (Customer File Set, Invoice, EX, etc.)
- Regime type (Import / Export)
- Department
- Entry date
- Registration number
- Sender / Receiver

Users can also sort the table in ascending or descending order by clicking the **arrow icons on the column headers.**

Archive Records Table

The table contains all details related to archive documents:

Column	Description
Document Type	Type of the archived document
Regime Type	Import / Export information
Department	Department managing the transaction
Declaration REF ID	Declaration reference number
Customer Reference No	Customer-provided reference
Invoice No	Relevant invoice number
Receipt	Linked receipt information
Entry Date	Date the document was added to the system
Registration No	Declaration registration number
Sender	Company or party details
Receiver	Company or party details
Submitted Customs	Customs office handling the process
Invoice Amount (TRY)	Declaration's invoice amount in TRY
File Name	Name of the document file

5.2. Bulk Archive Download (Download All Archives)

The **"Download All Archives"** button on the Archive Tracking screen allows users to download archive documents in bulk.
The download behavior changes depending on whether any rows are selected in the table.

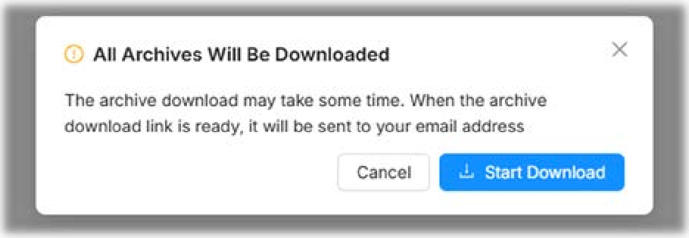
5.2.1. Bulk Download Without Selecting Records

If the user clicks **"Download All Archives"** without selecting any records:

- The system prepares **all available archive documents** for the active company.
- Since the number and size of files may be large, the download **does not start immediately.**
- The full archive set is **prepared in the background as a ZIP file.**
- Once the process is complete, the user **receives an email containing a download link.**

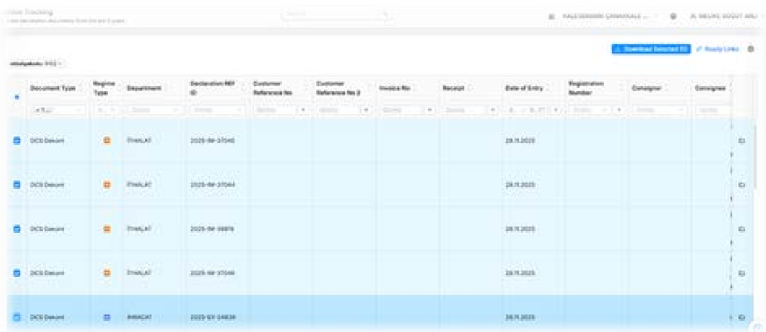
During this process, the user is shown an informational popup indicating that the archive preparation will take some time.

Once the archive preparation is completed, a download link is sent to the user's email address.
The archived files can be accessed through the link in the email for 7 days.



5.2.2. Bulk Download by Selecting Records

When the user selects one or more records in the table and clicks **"Download Selected"**, the system downloads only the documents belonging to the selected records.



The download method varies depending on the number of files:

- **Up to 20 files:**

Documents are downloaded directly to the user's computer.

- **More than 20 files:**

The files are prepared in the background as a ZIP package, and a download link is sent to the user via email.

5.2.3. Download Link Sent via Email

When the bulk download is prepared as a ZIP file:

- A download link is sent to the user by email.
- The files can be **accessed through this link for 7 days.**
- After 7 days, the link becomes inactive, and the user must initiate the **"Download All Archives"** process again to generate a new link.

5.2.4. Ready Links (7-Day Download History)

Download links generated through the **"Download All Archives"** and **"Download Selected (More Than 20 Files)"** actions are also listed under the **Ready Links** section.
The purpose of the Ready Links area is to:

- Allow users to re-download the same archive set without regenerating it,
- Provide quick access to ZIP downloads created within the last 7 days.

Ready Links Features:

- Each generated **download link remains active for 7 days**.
- During this period, the user can download the file either:
  - From the link in the email, or
  - From the **Archive Tracking > Ready Links** section.
- After 7 days, links automatically expire and are removed from the list.

Note: If no valid links are available, the system displays the message "No Links Found."

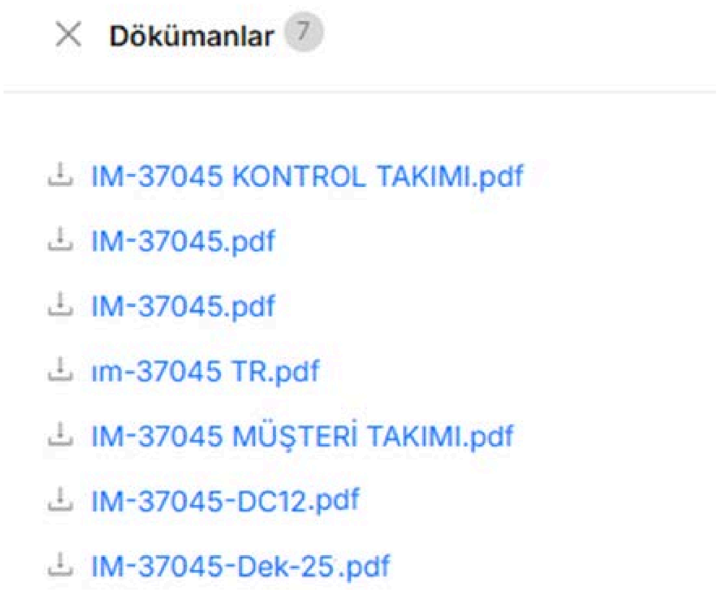
5.3. Document Viewing (Files Icon)

Each row in the Archive Tracking table contains a “Files” icon that provides quick access to all documents associated with the relevant declaration.

Icon Location:
The folder symbol ( ) located on the far right of each row.
Clicking this icon opens a panel that lists all documents linked to the declaration.

The Document Viewing Panel Includes:

- All documents belonging to the declaration shown in a single list
- Each document displayed as a downloadable link with its file name
- All types of attachments such as PDFs, scanned files, customer documents, and user uploads
- Total number of documents displayed in the panel header (e.g., “Documents (10)”)



This feature allows the user to access all documents related to a specific declaration **with a single click.**

5.4. Column Settings

The columns displayed in the Archive Tracking table can be customized based on each user’s preferences.

By clicking the gear icon ( ) located in the upper-right corner of the screen, the Column Settings panel opens.

What Can You Do in the Column Settings Panel?

- **Show/Hide Columns:**

Each column can be made visible or hidden using the toggle switch next to it.

- **Column Ordering (Drag & Drop):**

Columns can be reordered by dragging the handle icon on the left side.

- **Search:**

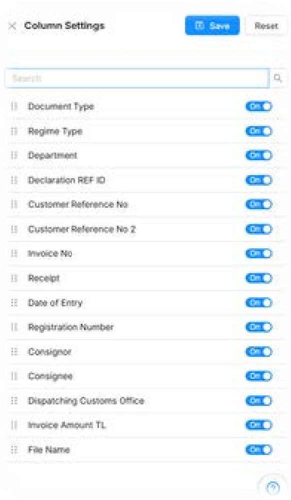
The search box at the top helps users quickly find the column they want to modify, especially when many columns are available.

- **Reset:**

Restores all column settings to their default state.

- **Save:**

Saves all changes permanently and stores the configuration specifically for the logged-in user.



This feature enables users to tailor the Archive Tracking table according to their operational needs.

6 Declaration Tracking

The Declaration Tracking screen allows users to filter and view all declarations from the past five years.

Users can monitor a wide range of data including regime types, sender/receiver information, financial values, and transportation details—on a single screen.

6.1. Filter Area (Advanced Search)

One of the most powerful features of the Declaration Tracking screen is its advanced filtering structure.

A dedicated filter field is available beneath each column header.

Types of Filters:

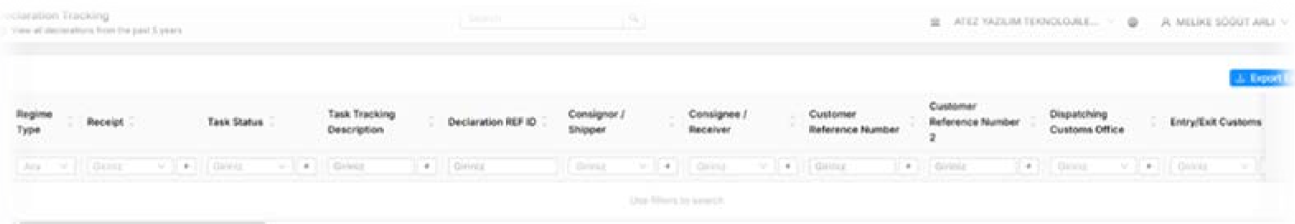
- Text fields (enter a value)
- Dropdown selections
- Min–Max range filters
- Date range selectors

Examples of Filterable Fields:

- Regime type
- Receipt
- Declaration REF ID
- Sender / Receiver
- Customer Reference No. 1 & 2
- Entry / Exit Customs
- Destination Customs
- Loading / Unloading Location
- Country of Trade
- Regime Code
- Registration No. & Registration Date
- Workflow Status & Description
- CIF Value
- Invoice Amount / Currency
- Domestic and foreign amounts
- Exchange rates
- Carrier / Transporter
- Vehicle details (exit vehicle, border vehicle, etc.)
- Container Number
- Warehouse / Customs Bonded Area
- Bank & payment information
- Delivery term
- Contract type
- Gross weight
- Route
- Creation date

Using these filters, users can narrow down thousands of declarations within seconds and quickly locate the exact records they need.

Note: The message "Use filters to search" is displayed to remind users that at least one filter must be applied to perform a search.

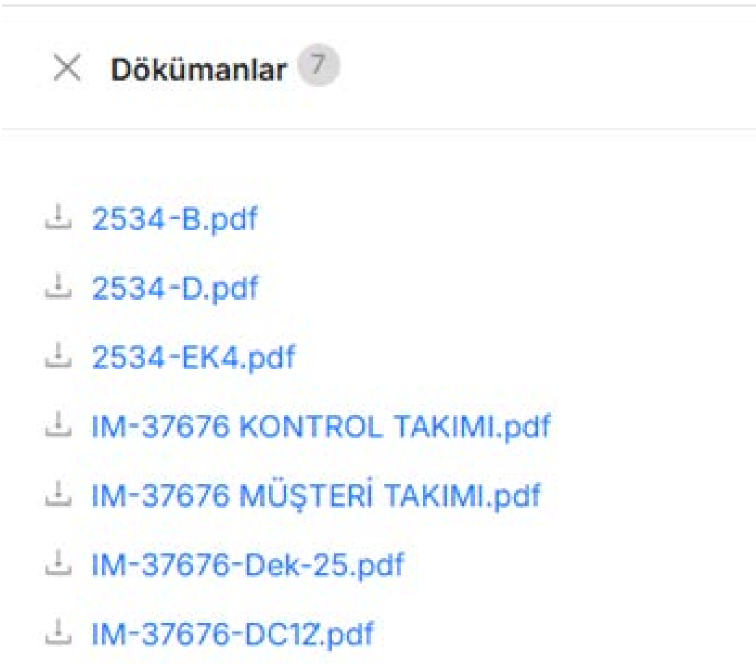


6.2. Files (Document Viewer)

The folder icon ( ) located on the right side of each row displays all documents related to the corresponding declaration.

Within this panel:

- All PDFs, scanned documents, and user-uploaded files linked to the declaration are listed.
- Each file can be downloaded with a single click.
- The total number of documents is shown in the panel header (e.g., Documents (10)).



6.3.Accessing Declaration Details (→ Icon)

The arrow icon (→) located next to the folder icon opens the detailed page of the selected declaration.

On this detail page, users can view comprehensive information such as:
- General information
- Item (line) list
- Tax calculations
- Workflow and tracking activities
- Supplier and buyer details
- Warehouse (bonded area) and transportation information
- Inward Processing (DIIB) connections

All declaration-related data is displayed in full detail on this screen.

6.4. Download as Excel

The Download Excel button located in the upper-right corner of the screen allows the user to export the filtered declaration list in Excel format.

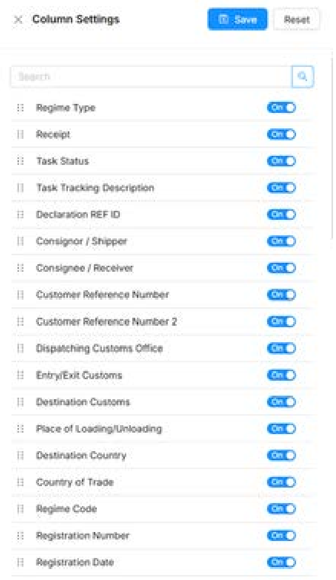
- If no filters are applied, the entire list is exported.
- If filters are applied, only the filtered records are exported.
- The Excel output format is structured to support accounting and reporting requirements.

6.5. Column Settings

Using the settings icon (   ) in the upper-right corner, users can customize the visibility and order of all columns.

Within this panel, the user can:
- Show or hide columns
- Reorder columns using drag-and-drop
- Save preferences
- Reset all settings to default

Column settings are stored individually for each user.



7

7. Declaration Detail Screen

By clicking the **“Detail” (→)** button on the right side of any record in the Declaration Tracking screen, users can access the full details of the selected declaration.
The detail screen displays all general declaration information, taxes, item details, supporting documents, summary declaration data, and—if available—receipt/invoice details on a single page.

7.1. Overall Structure

The detail screen consists of five main sections:

1.Declaration Information
2.Taxes
3.Items and Supporting Documents
4.Supplementary Information
5.Summary Declaration, Receipt, and Invoice Details
Users can access all information by scrolling through these sections.

7.2. Declaration Information Section

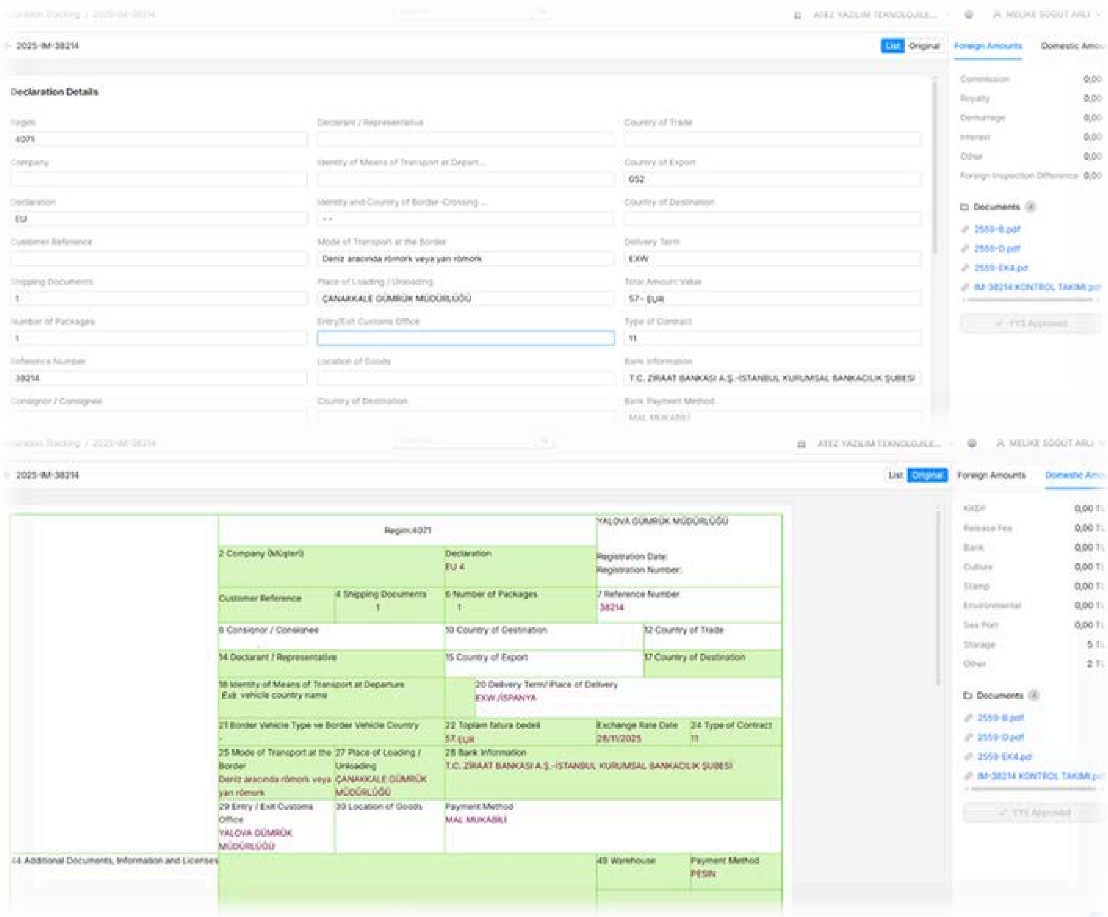
This section contains the essential information related to the declaration.
It includes the following fields:

Key Fields

- Regime Code
- Company (Customer)
- Declaration Type
- Customer Reference
- Cargo Documents / Number of Packages
- Sender / Receiver
- Declarant – Representative
- Exit / Entry Customs Information
- Mode of Transport
- Country of Trade
- Destination Country
- Country of Exit
- Registration Number and Registration Date
- Bank Information
- Total Invoice Amount
- Delivery Terms

This section serves as the digital representation of the declaration form.
All fields are read-only; no edits can be made by the user.

Note: On the right-hand panel, cost or difference amounts may be displayed under “Foreign Amounts” or “Domestic Amounts”, depending on the declaration type.



7.3. Taxes Section

This section lists all taxes accrued within the declaration.
The following fields are displayed:

- Tax Code
- Tax Name
- Payment Type
- Amount

These values are presented in a table format, and the total amount of all tax items is shown at the bottom of the table.

Taxes

Code	Name	Payment Type	Amount
10	Gümrük Vergisi	Peşin	0,00
40	Katma Değer Vergisi	Peşin	611
59	İlave Gümrük Vergisi	Peşin	0,00
89	Damga Vergisi	Peşin	1.3

7.4. Items Section

This section lists all item-level details belonging to the declaration.

Item-Based Information

- Description of Goods
- Delivery Terms
- HS Code (GTIP)
- Gross Weight / Net Weight
- Quota Information
- Unit of Measure
- Item Value
- Exempted Value
- Quantity

Supporting Documents Table

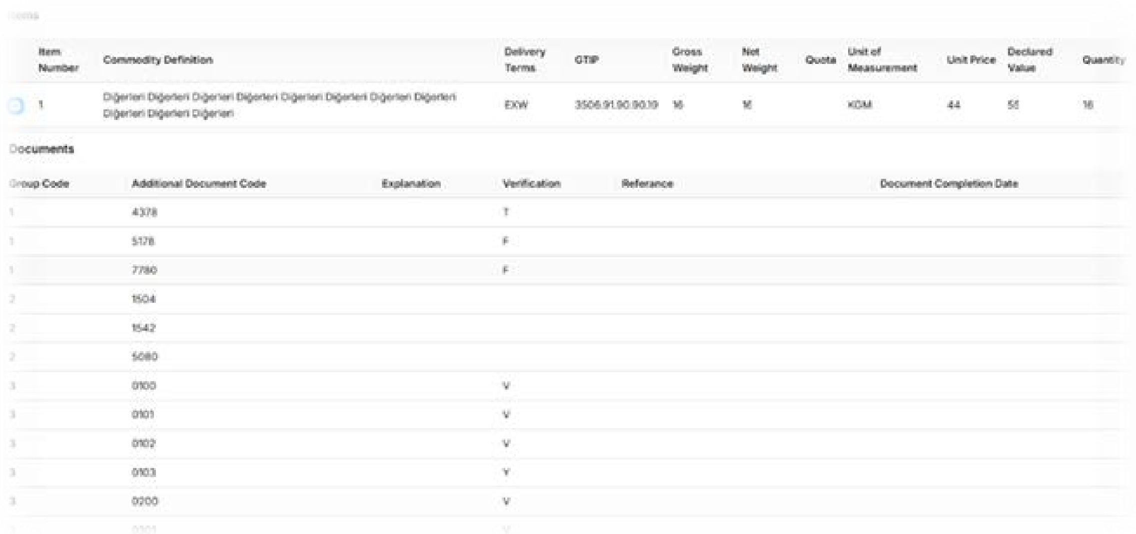
Located below the item details, this table contains the following information:

- Group Code
- Supporting Document Code
- Description
- Verification Status
- Reference
- Document Completion Date

Supplementary Information Table

Also located beneath the item details, this table includes:

- Code
- Supplementary Information Description
- Value



Items

Item Number	Commodity Definition	Delivery Terms	GTIP	Gross Weight	Net Weight	Quota	Unit of Measurement	Unit Price	Declared Value	Quantity
1	Diğerleri Diğerleri Diğerleri Diğerleri Diğerleri Diğerleri Diğerleri Diğerleri Diğerleri Diğerleri Diğerleri	EXW	3506.91.90.90.19	16	16		KOM	44	55	16

Documents

Group Code	Additional Document Code	Explanation	Verification	Referance	Document Completion Date
1	4378		T		
1	5178		F		
1	7780		F		
2	1504				
2	1542				
2	5080				
3	0100		V		
3	0101		V		
3	0102		V		
3	0103		V		
3	0200		V		

7.5. Summary Declaration – Receipt – Invoice Information

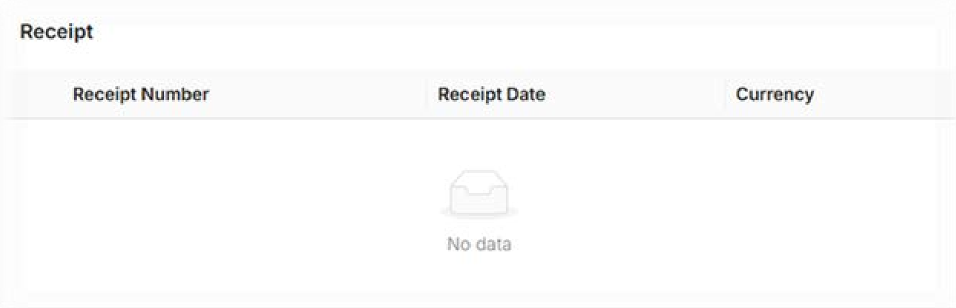
Summary Declaration Section

- Summary Declaration Number
- Summary Declaration Date
- Warehouse Operation Information
- Will It Be Opened Under Another Regime?
- Transport Document Number

Receipt Section

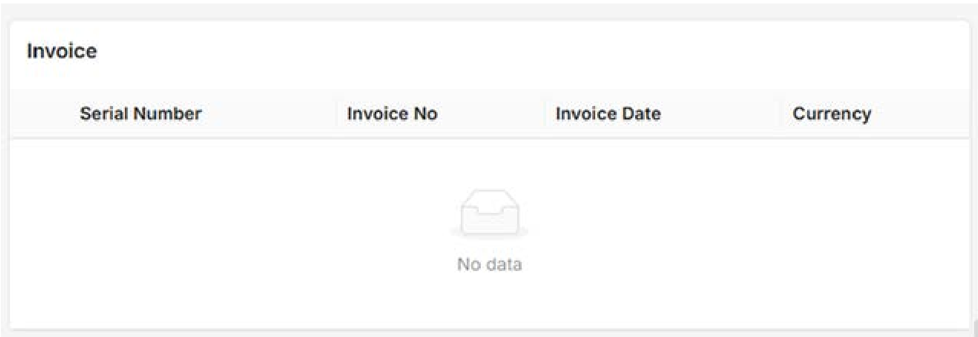
- Receipt Number
- Receipt Date
- Currency Type

(If available, the information is displayed; otherwise, the message “No Data” is shown.)



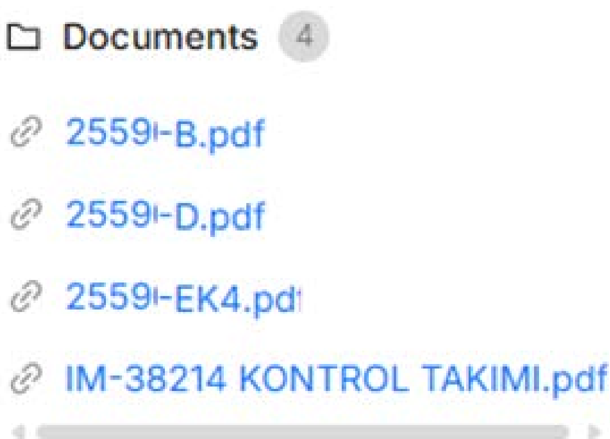
Invoice Section

- Serial Number
- Invoice Number
- Invoice Date
- Currency Type



7.6. Documents Panel

The Documents Panel is located on the right side of the screen.



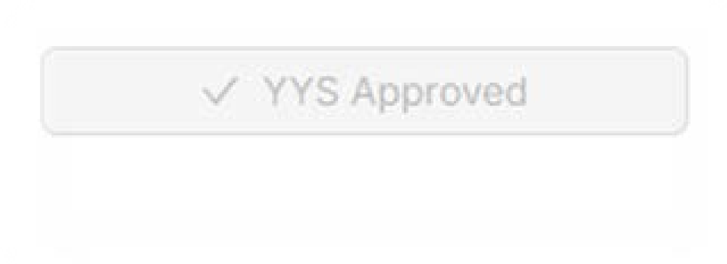
In this panel:

- All PDF documents uploaded to the declaration
- Control team documents
- Export/import-related documents

are listed, and the user can download any of these files with a single click.

7.7. YYS Approval Button

For declarations that fall under **YYS (Authorized Economic Operator Status)**, user approval is required before the declaration can be registered.
Therefore, the **"Approved YYS"** button located in the right-hand panel becomes active only if the declaration is classified as YYS.



YYS Approval Process

- If the declaration falls under YYS scope, the "Approved YYS" button becomes visible in the right-hand panel.
- The declaration cannot be registered unless the user provides YYS approval.
- Once approved, the system switches to "YYS Approved" status, and the declaration becomes eligible for registration.
- For declarations that are not within the YYS scope, the button remains inactive and cannot be clicked.

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