



Transit Switzerland(Passar)

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DAKOSY

Datenkommunikationssystem AG

Training team

Mattentwiete 2

20457 Hamburg

Phone: +49 40 37003-0

Email: dokumentation@dakosy.de

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Applicable documents and sources

in the currently valid version

[1] the online help of the application

[2] www.bazg.admin.ch

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1 Transit Switzerland (Passar)

This chapter describes the transit procedure in Switzerland via Passar.

NCTS (New Computerized Transit System) is the IT system of the gVV (common transit procedure). It is mainly used for transit goods in road traffic and is mandatory for international transit. The transit procedure is processed electronically.

Since June 2023, the Swiss transit procedure via Passar has been gradually replacing the previous NCTS procedure. Passar is the FOCA 's new goods traffic system for the digital processing of customs procedures.

Transit is split into the following areas:

- Transit opening (transit opening) and activation
- Transport declaration
- Data transfer from e-dec to Passar
- Transit destination (transit completion)

2 Transit opening

This chapter describes the transit opening procedure (transit opening) of the Community transit procedure in Switzerland.

For transit opening, you can act as an authorized consignor or a non- authorized consignor. As an authorized consignor, you need an authorization from customs with an authorized customs place. You can activate the transit opening at the authorized customs place. As a non-authorized consignor, you must have the transit declaration activated at the customs office of exit.

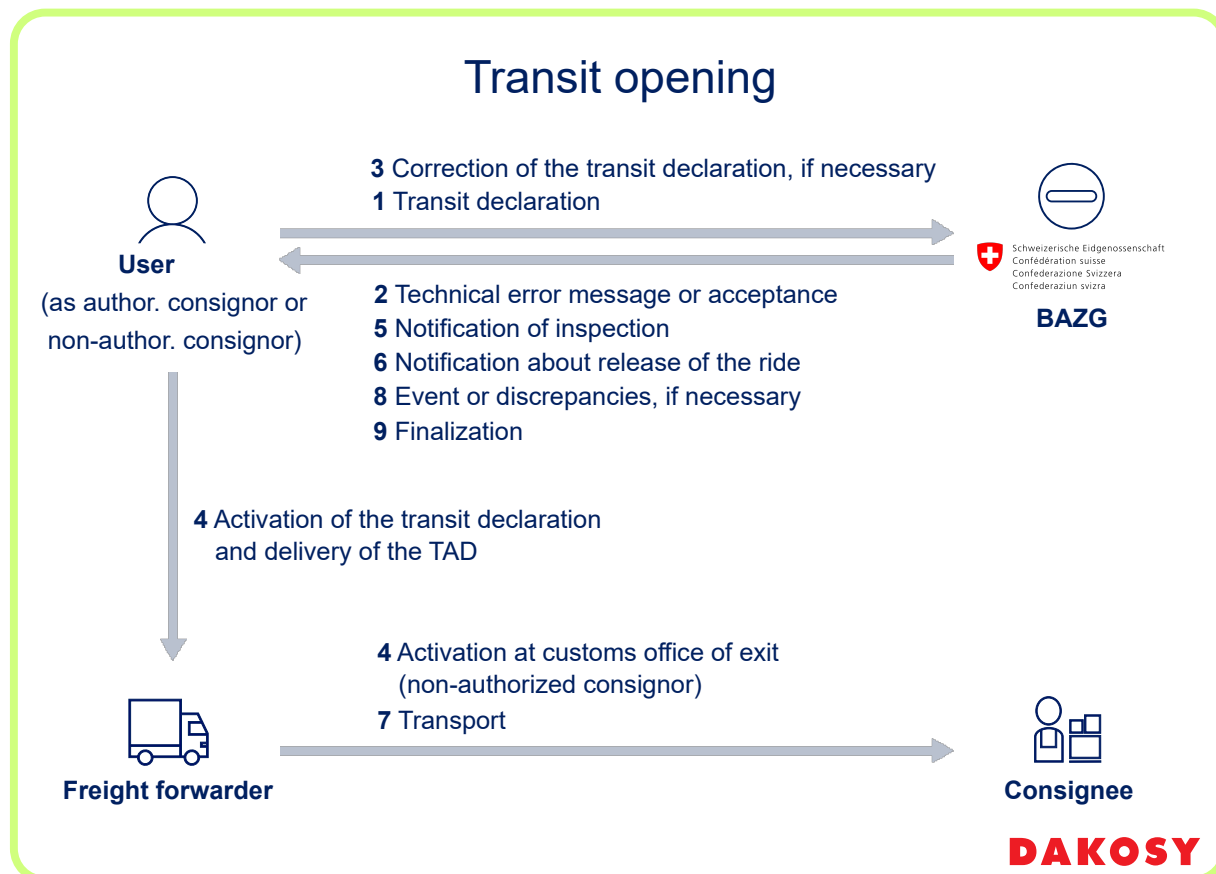


Figure 1: Opening transit

1. The user (as an authorized consignor or non-authorized consignor) creates a transit declaration (NCDP - transit opening) and sends it to the Federal Office for Customs and Border Security (BAZG).
2. The user receives a technical error message or acceptance from the BAZG.
3. If required, the user corrects the transit declaration and sends the correction to the BAZG.
4. There are 2 options:
 - The user (as an authorized consignor) activates the transit declaration and hands over the TAD with the goods to the freight forwarder.
 - The user (as a non-authorized consignor) hands over the transit declaration with the goods to the freight forwarder. The freight forwarder travels to the customs office of exit and has the transit declaration activated. The freight forwarder receives the TAD.
5. The user receives notification from the BAZG indicating whether the goods are to be inspected.
6. The user receives a notification from the BAZG about the release of the ride.
7. The freight forwarder drives to the recipient with the TAD and the goods.
8. If required, the user receives a notification from the BAZG about an event or discrepancies.
9. The user receives a finalization from the BAZG.

2.1 NCDP - Create transit opening (Switzerland)

This chapter describes how to create a transit opening under the common transit procedure for Switzerland.



Restriction:

- The following customs law requirements apply for the simplified procedure:
 - You must be an authorized consignor (ZV).
 - You must have an authorization from the central customs office. You can find instructions on how to create an authorization in the chapter [Creating an authorization](#) on page 30.
 - There are no customs requirements for the procedure as a non-authorized consignor.
 - To create a customs declaration, you need at least the following permissions:
 - CustomsDeclarationNCTS > personInChargeCH**
 - Customer > show**

- Select the menu entry **Start > ⊖ Customs declarations**.
- In the area **Related actions** click on the entry **+ Create customs declaration**. The window **New Customs Declaration** opens.
- Select the customs procedure **NCTS**.
- Select the country **CH - Switzerland**.
- Select the customs declaration type **NCDP - NCTS Departure Predeclaration**.
- Enter a unique **Reference Number/LRN**.



Tip:

- To automatically generate a consecutive number, click the button. The number can be embedded in a sequence of digits and/or letters.
- Only the following characters and special characters are allowed in a reference number: capitals (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).
- In the **Template** field, you can select a template from which the data is transferred to your customs declaration.

- Click on **OK**. The tab **Customs Declaration CH: NCDP, RefNo/LRN: [Reference number]** opens.
- Fill in the fields on the tab **General**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.



Important: If you have permission as an authorized consignor (ZV), you automatically create the transit declaration as a ZV.

Field	Description
Container indicator	Are the goods in a container at the time of declaration?
Binding Itinerary	Is this a predefined mandatory itinerary?
Security	Depending on the country of destination, further security data must be transmitted.
Declaration Type	Declaration type. Valid values can be found via the search.
Language	Language of the customs documents sent by customs.


Field	Description
Destination customs office	Enter the office number of the competent customs office where the transport ends. Only customs offices with the corresponding role DES (Office of Destination) are displayed in the search.
Shipping country	Country code of the country of dispatch. If the country of dispatch is the same for all items in a single shipment, fill in the field at the single shipment level. If the country of dispatch is the same for all single shipments, fill in the field at the head level.
Destination country	Country code of the country of destination. If the country of destination is the same for all items in a houseconsignment, fill in the field at houseconsignment level. If the country of destination is the same for all houseconsignments, fill in the field at head level.
Transit Deadline	Number of days the shipment is expected to take.
TransitPrincipal	Address of the holder of the customs procedure and the guarantee
Transit Offices	Offices intended as offices of transit for the transit procedure. To enter one or more offices of transit if required, click on the button + and fill in at least the mandatory fields. You can find valid values using the search function.

9. To enter addresses in the fields **Consignor** and **Consignee** click on the tab **Addresses**.
10. Click on the tab **Further Details**. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Specific Circumstance	Selection of special circumstances mark, for example A20 for postal and express items.
Payment Method of Transport Charges	Payment method. Valid values can be found via the search.
Reference number UCR	Unique identification of the consignment, for example the reference number or the UCR (Unique Consignment Reference Number).
Site	Code assigned by customs for the place of loading or unloading
Country	Country code. Valid values can be found via the search.
UN LOCODE	UN/LOCODE of the place of loading or unloading

- a) To enter designated customs offices of exit, additional information or additional references, click in the table **Declared Offices of Exit, Additional Information** or **Additional References** on the icon **+**.
The window **Declared Offices of Exit, Additional Information** or **Additional Reference** opens.
- b) Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to Passar and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Code	Customs office designated as the customs office of exit at the time of release of goods.
Code	Code. Valid values can be found via the search.
Text	Free text field. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key.
Type	Type of additional reference. You can find valid values via the search.
Reference	Organizational characteristic of the additional reference

- c) To enter another data record, click on the button **Add**.
- d) To save the data, click on the button **OK**.
- 11. To store a guarantee, click on the tab **Securities**. Proceed as follows:
 - a) Click on the icon .




Tip: You can enter a maximum of 9 securities.

A new security is created.


- b) Fill in at least the field **Type**.

Field	Description
Type	Type of guarantee. Valid values can be found via the search.
Other Guarantee Reference	Certificate or evidence that the security has been lodged with the AS in another form or that no security is effectively required.

- c) To enter a security, click on the icon .
- The window **Edit securities** opens.
- d) Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Account number	Selection of the guarantee account. The account must be stored in the economic operator's master data.
Account Name	Select the guarantee account by name. The account must be stored in the economic operator's master data.
Password	Entering the password for the guarantee account
Available	Display the free security of the selected guarantee account
Single Booking Limit	Display of the maximum security for an individual booking

Field	Description
Value of Goods	Value of the goods
Taxrate	Percent of goods value
Security amount	Amount with which the guarantee is debited until the transit procedure is duly closed, usually 25% of the value of the goods.
Calculate from positions	If you activate the check box, the totals are automatically calculated from the positions.
Comment	Comment on the security. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key.


- e) To add another security, click on the button **Add**.
- f) To save the security, click on the button **OK**.
The security is displayed in the table.
12. To store the consignor, consignee, additional parties to the procedure, crossing border means of transport or itinerary, click on the tab **Transport Information**. Proceed as follows:
- a) In the corresponding table, click **Additional Parties, Means of International Transport** or **Country Of Routing** on the icon .
The window **Additional Party, Edit Transport Means** or **Edit Country Of Routing** opens.
- b) Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.


Field	Description
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to Passar and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Role	Role of the economic operator. You can find valid values via the search.
Identificationsnumber	Business partner ID (BP ID) of the economic operator
Identity	Identification of the means of transport at departure
Type of Identification	Type of identification of the means of transport, for example IATA flight number or license plate. Valid values can be found via the search.
Nationality	Nationality of the means of transport. Valid values can be found via the search.
Transport Reference	Transport reference
Declared Border Customs Office	Office designated as the border customs office for the transit operation

Field	Description
Nationality	Country code for the itinerary. You can find valid values using the search function. For the itinerary, enter the codes of the countries through which the commodities pass between the country of export and the country of destination. Note the sequence of the countries. Also enter the countries in which transshipments take place.

- c) To enter another data record, click on the button **Add**.
- d) To save the data, click on the button **OK**.


13. To enter transportation equipment, click on the tab **Transport Equipments**.


Important: If you selected the value **Yes** in the field **Transport in Container** on the tab **General**, you must create at least one piece of transport equipment.


14. Click on the button . Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Container Number	Number of the container in which the goods are transported.
Number of seals	Number of seals applied


15. To enter seals, proceed as follows:

- a) In the table, click on the **Closures** on the icon . The window **Edit Seals** opens.
- b) Fill in the field **Transport Means**.
- c) To enter another seal, click on the button **Add**.
- d) To save the seal, click on the button **OK**.

16. To assign a position to the transport equipment, proceed as follows:

- a) In the table **Positions** click on the icon . The window **Add Items** opens.
- b) Select the position that is packed in the container.
 - To select multiple positions, hold down the button CTRL and select several positions.
 - To select several consecutive positions, select the first position, hold down the button Shift and select the last position.
- c) Click on the button **Add Items**.

17. To store previous documents, accompanying documents or transport documents, click on the tab **Supporting Documents/Prepapers**. Proceed as follows:

- a) In the corresponding table, click **Preceding Papers**, **Supporting Documents** or **Transport-Documents** on the icon . The window **Edit preceding paper**, **Supporting Document** or **Transportdocuments** opens.
- b) Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Seq.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to Passar and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).

Field	Description
Type	Type of accompanying document, transport document, document or previous document. You can find valid values using the search function.
Reference	Classification attribute of the accompanying document, the transport document, the document or the previous document
Number	Line or item number in the accompanying document
Additional	Additional information on the accompanying document or previous document

- c) To enter another data record, click on the button **Add**.
d) To save the data, click on the button **OK**.
18. To optionally send information to customs, click on the tab **Information**.
19. Click on the tab **House Consignments**.
The overview of all consignments for this dossier is displayed.
20. To enter a consignment, click on the icon **+**.
A new consignment is created.
21. Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
RefNo/LRN	Reference number of the consignment. You can enter an identification feature for the consignment of goods. The reference number is not transmitted to Passar.
Reference number UCR	Unique identification of the shipment, for example the reference number or the UCR (Unique Consignment Reference Number). If the reference number is the same for all items in a single shipment, fill in the field at houseconsignment level. If the reference number is the same for all single shipments, fill in the field at head level.
Payment Method of Transport Charges	Payment method. Valid values can be found via the search.

22. To enter previous documents, accompanying documents or transport documents at consignment level, click on the tab **House Consignment/Supporting Documents/Prepapers**. Proceed as follows:
- In the corresponding table, click **Preceding Papers, Supporting Documents** or **Transportdocuments** on the icon **+**.
The window **Edit Previous Document, Supporting Document** or **Transportdocuments** opens.
 - Fill in at least the mandatory fields.
 - To enter another data record, click on the button **Add**.
 - To save the data, click on the button **OK**.
23. To create a position, click on the icon **≡**.
A new position is created.
24. Fill in at least the mandatory fields on the tab **Item Details/General**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.



Tip: You can create an article from the field **Article Code**. You can find instructions in the chapter [Creating an article \(fast entry\)](#).

Field	Description
Article Code	Code under which the article data is saved in the article master. You can enter an article for inclusion in the customs declaration or search for an article. To enter an article for the article master, right-click in the field and select one of the following entries: <ul style="list-style-type: none"> • Create Article : Create article via fast entry • Edit Article Complete: Create article The same article code may not be used for different articles.
National Tariff number	National tariff number
Tariff number Control Code	Control code for the tariff number
Description	Description of the goods
Net Weight	Net weight (net weight/weight of the goods without packaging) of the goods item in kilograms
Gross Weight	Gross weight (gross weight/weight of the goods including packaging) of the goods item in kilograms
additional quantity	Enter the (statistical) additional quantity.
1st Package: Pieces	Number of packages of the position
1st Package: Type	Code of the packaging type. Valid values can be found via the search.
1st Package: Marks	Marking on the package
Declaration Type (Consignment Item)	Declaration type. Valid values can be found via the search.
Permit Obligation	Is there an authorization requirement?

25. To enter the country of destination, additional process participants, dangerous goods, additional information or additional references at item level, click on the tab **Item Details/Further Details**. Proceed as follows:
 - a) In the corresponding table, click **Additional Parties, Dangerous goods, Additional Information** or **Additional References** on the icon **+**.
The window **Additional Party, Dangerous goods, Additional information** or **Additional Reference** opens.
 - b) Fill in at least the mandatory fields.
 - c) To enter another data record, click on the button **Add**.
 - d) To save the data, click on the button **OK**.
26. To enter additional packages for the position, click on the tab **Item Details/Packages**. Proceed as follows:
 - a) In the table, click on the icon **+**.
The window **Edit customs package** opens.
 - b) Fill in at least the mandatory fields.
 - c) To enter another package, click on the button **Add**.
 - d) To save the package, click on the button **OK**.
27. To enter previous documents or accompanying documents at item level, click on the tab **Item Details/Supporting Documents/Prepapers**. Proceed as follows:

- a) In the corresponding table, click **Preceding Papers** or **Supporting Documents** on the icon **+**. The window **Edit Previous Document** or **Supporting Document** opens.
 - b) Fill in at least the mandatory fields.
 - c) To enter another data record, click on the button **Add**.
 - d) To save the data, click on the button **OK**.
28. To enter additional references, open the tab **References** and click on the icon **+**.
29. To save the customs declaration, click in the area **...** **Actions** on the entry **Save**. The customs declaration is displayed in the overview **Customs declarations**.
30. To send the customs declaration, click in the area **...** **Actions** on the entry **Send**.



Tip: In the overview **Customs declarations** you can select several customs declarations and send them simultaneously via the context menu.

31. Close the customs declaration.
32. Check the customs declaration for responses. You can find responses on the tab **Messages & Status** or in the column **Status** in the overview **Working With Customs Declarations**.



Important: If you have received an error status for your customs declaration, you must correct the error. You can find instructions in the chapter [Edit errors \(customs\)](#) on page 32.



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

If the customs declaration is free of errors, customs sends an acceptance with an MRN. The status of the customs declaration changes to **Declaration data acceptance**.



Important: In status **Declaration data acceptance** the transit opening is not legally valid, it must first be activated. Until activation, you can correct the customs declaration as often as you like. A transit opening that has not been activated within 30 days is automatically declared invalid by customs.

You have several options:

- You can correct the transit opening. You can find instructions on how to correct the customs declaration in the chapter [Correcting customs declarations in transit](#) on page 28.
- If it is a transit opening ZV, you can carry out the activation of the transit opening at the authorized customs place in electronic form. You can find instructions on activating a transit opening in the chapter [Activate transit opening](#) on page 27. Print the document **Versandbegleitdokument für Durchfuhren** from the document filing of the customs declaration.
- If it is a transit opening non-CC, the activation of the transit opening must be carried out manually at the customs office. Print the document **Warenanmeldung Durchfuhr eingereicht** from the document filing of the customs declaration.



Tip: You can find instructions on printing customs documents in the chapter [Printing or emailing a document from Chartera Output](#) on page 33.

3 National transit opening

This chapter describes the national transit opening procedure (transit opening) in Switzerland.

For national transit opening, you can act as an authorized consignor or non-authorized consignor. As an authorized consignor, you need an authorization from customs with an authorized customs place. You can activate the transit opening at the authorized customs place. As a non-authorized consignor, you must have the transit declaration activated at the responsible customs office.

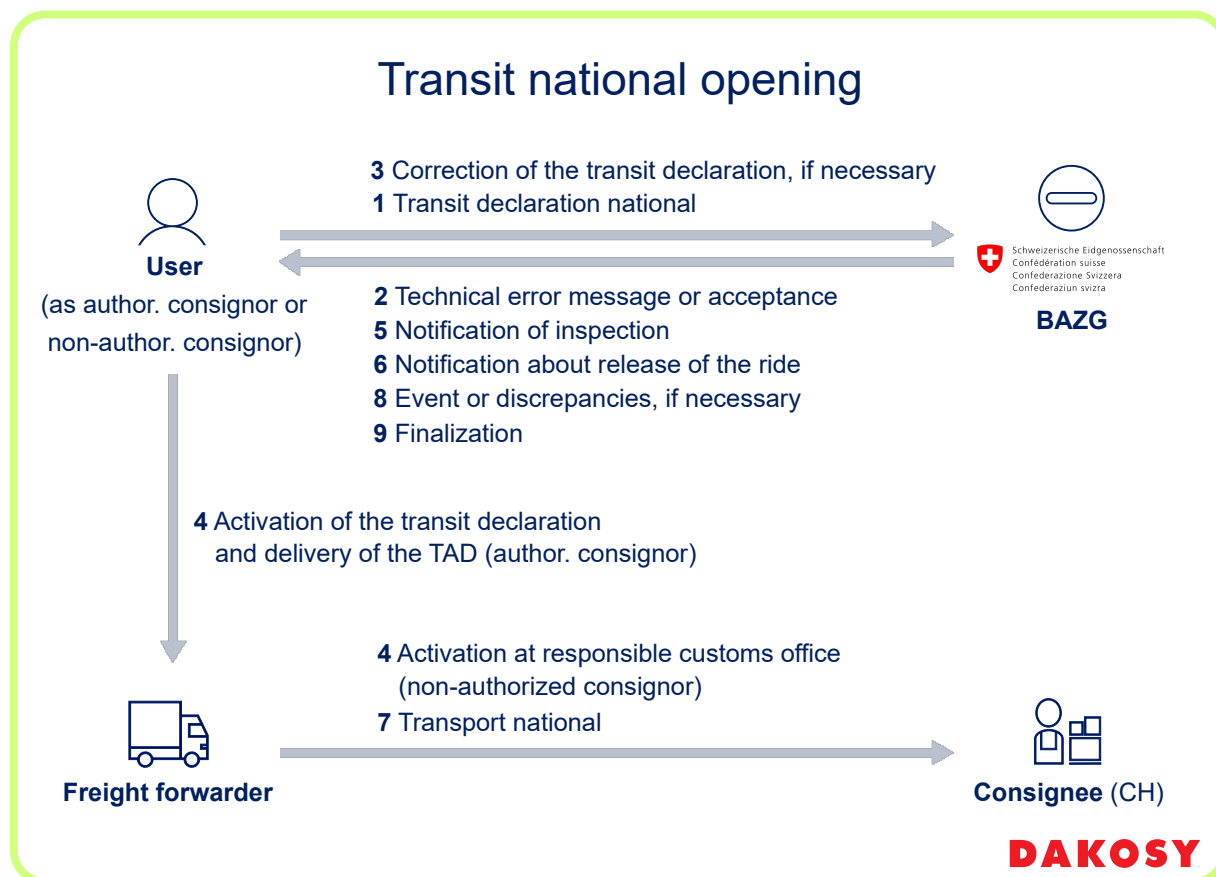


Figure 2: National transit opening

1. The user (as an authorized consignor or non-authorized consignor) creates a transit declaration national (NCDN - transit opening national) and sends it to the Federal Office for Customs and Border Security (BAZG).
2. The user receives a technical error message or acceptance from the BAZG.
3. If required, the user corrects the transit declaration and sends the correction to the BAZG.
4. There are 2 options:
 - The user (as authorized consignor) activates the transit declaration and hands over the TAD with the goods to the freight forwarder.
 - The user (as non-authorized consignor) hands over the transit declaration with the goods to the freight forwarder. The freight forwarder travels to the responsible customs office and has the transit declaration activated. The freight forwarder receives the TAD.
5. The user receives notification from the BAZG indicating whether the goods are to be inspected.
6. The user receives a notification from the BAZG regarding the release of the ride.
7. The freight forwarder drives to the recipient with the TAD and the goods.
8. If required, the user receives a notification from the BAZG about an event or discrepancies.
9. The user receives a finalization from the BAZG.

3.1 NCDN - Create transit opening national (Switzerland)

This chapter describes how to create a transit opening national for Switzerland.



Restriction:

- The following customs law requirements apply for the simplified procedure:
 - You must be an authorized consignor (ZV).
 - You must have an authorization from the central customs office. You can find instructions on how to create an authorization in the chapter [Creating an authorization](#) on page 30.
 - There are no customs requirements for the procedure as a non-authorized consignor.
 - To create a customs declaration, you need at least the following permissions:
 - **CustomsDeclarationNCTS > personInChargeCH**
 - **Customer > show**

1. Select the menu entry **Start > ⊖ Customs declarations**.
2. In the area **Related actions** click on the entry **+ Create customs declaration**. The window **New Customs Declaration** opens.
3. Select the customs procedure **NCTS**.
4. Select the country **CH - Switzerland**.
5. Select the customs declaration type **NCDN**.
6. Enter a unique **Reference Number/LRN**.



Tip:

- To automatically generate a consecutive number, click the button. The number can be embedded in a sequence of digits and/or letters.
- Only the following characters and special characters are allowed in a reference number: capitals (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).
- In the **Template** field, you can select a template from which the data is transferred to your customs declaration.

7. Click on **OK**.
The tab **Customs Declaration CH: NCDN, RefNo/LRN: [Reference number]** opens.
8. Fill in the fields on the tab **General**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.



Important: If you have permission as an authorized consignor (ZV), you automatically create the transit declaration as a ZV.


Field	Description
Container indicator	Are the goods in a container at the time of declaration?
Language	Language of the customs documents sent by customs.
Destination customs office	Enter the office number of the competent customs office where the transport ends. Only customs offices with the corresponding role DES (Office of Destination) are displayed in the search.
Transit Deadline	Number of days the shipment is expected to take.
Holder Of Transit Procedure	Address of the holder of the customs procedure and the guarantee

Field	Description
Destination country	Country code of the country of destination. If the country of destination is the same for all items in a houseconsignment, fill in the field at houseconsignment level. If the country of destination is the same for all houseconsignments, fill in the field at head level.




9. Click on the tab **Further Details** and fill in at least the **Payment Method of Transport Charges**.
10. To enter transport equipment, click on the tab **Transport equipments**.



Important: If you selected the value **Yes** in the field **Container indicator** on the tab **General**, you must create at least one piece of transport equipment.

11. Click on the button . Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Container Number	Number of the container in which the goods are transported.
Number of seals	Number of seals applied

12. To enter seals, proceed as follows:
 - a) In the table, click on the **Closures** click on the icon . The window **Edit Seals** opens.
 - b) Fill in the field **Transport Means**.
 - c) To enter another seal, click on the button **Add**.
 - d) To save the seal, click on the button **OK**.
13. To assign a position to the transport equipment, proceed as follows:
 - a) In the table **Goods Items** click on the icon . The window **Add Items** opens.
 - b) Select the position that is packed in the container.
 - To select multiple positions, hold down the button CTRL and select several positions.
 - To select several consecutive positions, select the first position, hold down the button Shift and select the last position.
 - c) Click on the button **Add Items**.
14. To store previous documents, accompanying documents or transport documents, click on the tab **Supporting Documents/Prepapers**. Proceed as follows:
 - a) In the corresponding table, click **Preceding Papers**, **Supporting Documents** or **Transport-Documents** on the icon . The window **Edit preceding paper**, **Supporting Document** or **Transportdocuments** opens.
 - b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.


Field	Description
SeqNr.	Sequence number of the data group. The sequence number is mandatory within each data group for transmission to Passar and is assigned by the system in ascending order. If a data record is deleted, the sequence number is automatically adjusted. Depending on the data group, the sequence number can be 1-digit or multi-digit (usually 2-digit).
Type	Type of accompanying document, transport document, document or previous document. You can find valid values using the search function.

Field	Description
Reference	Classification attribute of the accompanying document, the transport document, the document or the previous document
Number	Line or item number in the accompanying document
Additional	Additional information on the accompanying document or previous document

- c) To enter another data record, click on the button **Add**.
- d) To save the data, click on the button **OK**.
- 15. To optionally send information to customs, click on the tab **Information**.
- 16. Click on the tab **House Consignments**.
The overview of all consignments for this dossier is displayed.
- 17. To enter a consignment, click on the icon **+**.
A new consignment is created.
- 18. Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
RefNo/LRN	Reference number of the consignment. You can enter an identification feature for the consignment of goods. The reference number is not transmitted to Passar.
Reference number UCR	Unique identification of the shipment, for example the reference number or the UCR (Unique Consignment Reference Number). If the reference number is the same for all items in a single shipment, fill in the field at houseconsignment level. If the reference number is the same for all single shipments, fill in the field at head level.
Payment Method of Transport Charges	Payment method. Valid values can be found via the search.

- 19. To enter previous documents, accompanying documents or transport documents at consignment level, click on the tab **House Consignment/Supporting Documents/Prepapers**. Proceed as follows:
 - a) In the corresponding table, click **Preceding Papers, Supporting Documents** or **Transportdocuments** on the icon **+**.
The window **Edit Previous Document, Supporting Document** or **Transportdocuments** opens.
 - b) Fill in at least the mandatory fields.
 - c) To enter another data record, click on the button **Add**.
 - d) To save the data, click on the button **OK**.
- 20. To create a position, click on the icon **≡**.
A new position is created.
- 21. Fill in at least the mandatory fields on the tab **Item Details/General**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.



Tip: You can create an article from the field **Article Code**. You can find instructions in the chapter [Creating an article \(fast entry\)](#).

Field	Description
Article Code	<p>Code under which the article data is saved in the article master. You can enter an article for inclusion in the customs declaration or search for an article.</p> <p>To enter an article for the article master, right-click in the field and select one of the following entries:</p> <ul style="list-style-type: none"> • Create Article : Create article via fast entry • Edit Article Complete: Create article <p>The same article code may not be used for different articles.</p>
National Tariff number	National tariff number
Tariff number Control Code	Control code for the tariff number
Net Weight	Net weight (net weight/weight of the goods without packaging) of the goods item in kilograms
Gross Weight	Gross weight (gross weight/weight of the goods including packaging) of the goods item in kilograms
additional quantity	Enter the (statistical) additional quantity.
1st Package: Pieces	Number of packages of the position
1st Package: Type	Code of the packaging type. Valid values can be found via the search.
1st Package: Marks	Marking on the package
Restriction Obligation	Is there a restriction obligation?

22. To enter restrictions, proceed as follows:
- In the area **Restrictions** click on the icon **+**.
 - Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Authorization Holder	Holder of the authorization for the customs procedure transit national opening
id	Business partner ID of the authorization holder
Code	Type of restriction or additional information. Valid values can be found via the search.
permit number	Number of the authorization
Exception to the authorization obligation	Gross weight (gross weight/weight of the goods including packaging) of the goods item in kilograms
additionalInformation	Additional information on the restrictions. To enter one or more access information if required, click on the + button and fill in at least the mandatory fields. You can find valid values via the search.

- c) To enter another restriction, click on the button **Add**.
- d) To save the restriction, click on the button **OK**.
- 23. To enter a reference number/UCR or dangerous goods at item level, click on the tab **Item Details/Further Details**.
- 24. To enter additional packages for the position, click on the tab **Item Details/Packages**. Proceed as follows:
 - a) In the table, click on the icon **+**.
The window **Edit customs package** opens.
 - b) Fill in at least the mandatory fields.
 - c) To enter another package, click on the button **Add**.
 - d) To save the package, click on the button **OK**.
- 25. To enter previous documents or accompanying documents at item level, click on the tab **Item Details/Supporting Documents/Prepapers**. Proceed as follows:
 - a) In the corresponding table, click **Preceding Papers** or **Supporting Documents** on the icon **+**.
The window **Edit Previous Document** or **Supporting Document** opens.
 - b) Fill in at least the mandatory fields.
 - c) To enter another data record, click on the button **Add**.
 - d) To save the data, click on the button **OK**.
- 26. To enter additional references, open the tab **References** and click on the icon **+**.
- 27. To save the customs declaration, click in the area **...** **Actions** on the entry **Save**.
The customs declaration is displayed in the overview **Customs declarations**.
- 28. To send the customs declaration, click in the area **...** **Actions** on the entry **Send**.



Tip: In the overview **Customs declarations** you can select several customs declarations and send them simultaneously via the context menu.

- 29. Close the customs declaration.
- 30. Check the customs declaration for responses. You can find responses on the tab **Messages & Status** or in the column **Status** in the overview **Working With Customs Declarations**.



Important: If you have received an error status for your customs declaration, you must correct the error. You can find instructions in the chapter [Edit errors \(customs\)](#) on page 32.



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

If the customs declaration is free of errors, customs sends an acceptance with an MRN. The status of the customs declaration changes to **Declaration data acceptance**.



Important: In status **Declaration data acceptance** the transit opening is not legally valid, it must first be activated. Until activation, you can correct the customs declaration as often as you like. A national transit opening that has not been activated within 30 days is automatically declared invalid by customs.

You have several options:

- You can correct the transit opening. You can find instructions on how to correct the customs declaration in the chapter [Correcting customs declarations in transit](#) on page 28.
- If it is a transit opening ZV, you can carry out the activation of the transit opening at the authorized customs place in electronic form. You can find instructions on activating a transit opening in the chapter [Activate transit opening](#) on page 27. Print the document **Versandbegleitedokument für Durchfuhren** from the document filing of the customs declaration.
- If it is a transit opening non-CC, the activation of the transit opening must be carried out manually at the customs office. Print the document **Warenanmeldung Durchfuhr eingereicht** from the document filing of the customs declaration.



Tip: You can find instructions on printing customs documents in the chapter *Printing or emailing a document from Chartera Output* on page 33.

4 Transit destination

This chapter describes the transit destination (transit completion) procedure in Switzerland.

For the transit destination, you must act as an authorized consignee. You need an authorization from customs with an authorized customs place.

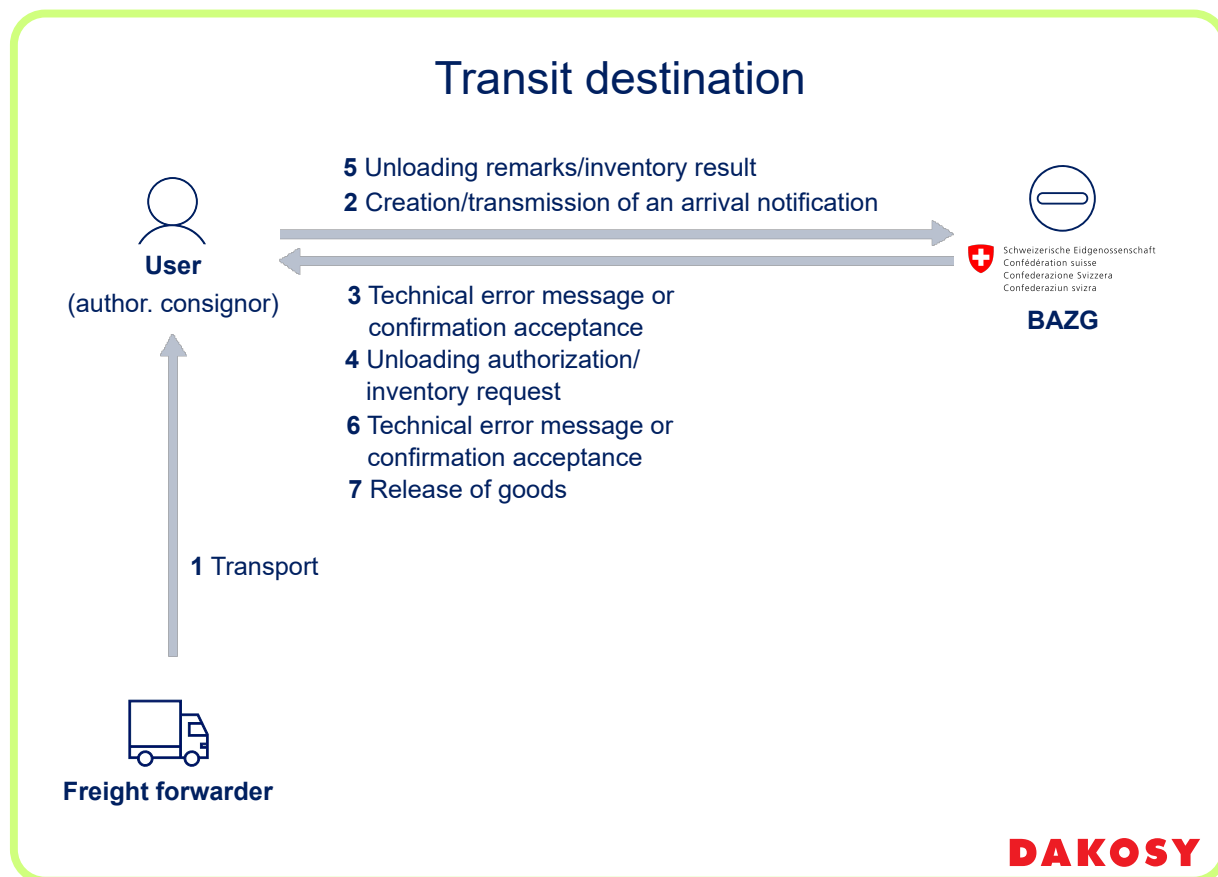


Figure 3: Transit destination

1. The freight forwarder takes the goods to the user (authorized consignee).
2. The user creates an arrival notification (NCAR - transit completion) and sends it to the Federal Office for Customs and Border Security (BAZG).
3. The user receives a technical error message or confirmation acceptance from the BAZG.
4. The user receives an unloading permit with an inventory request from the BAZG. A customs declaration NCUR (NCTS unloading remarks) is automatically created in DAKOSY GE.



Important: If no unloading remarks are sent within 4 days, the user receives another inventory request.

5. The user sends the unloading remarks with the inventory result to the BAZG.
6. The user receives a technical error message or confirmation acceptance from the BAZG.
7. The user receives the goods release from the BAZG. The goods release can contain the following:
 - Release for the entire consignment of goods
 - Multiple releases for houseconsignments or positions
 - Several blocks for houseconsignments or positions

4.1 NCAR - Create transit completion (Switzerland)

This chapter describes how to create an arrival notification for Switzerland.




Restriction:

- The following customs law requirements apply for the simplified procedure:
 - You must be an authorized consignee (ZE).
 - You must have an authorization from the Federal Office for Customs and Border Security (BAZG). You can find instructions on creating an authorization in the chapter [Creating an authorization](#) on page 30.
- To create a customs declaration, you need at least the following permissions:
 - **CustomsDeclarationNCTS > personInChargeCH**
 - **Customer > show**

1. Select the menu entry **Start > ⊖ Customs declarations**.
2. In the area **Related actions** click on the entry **+ Create customs declaration**. The window **New customs declaration** opens.
3. Select the customs procedure **NCTS**.
4. Select the country **CH - Switzerland**.
5. Select the customs declaration type **NCAR**.
6. Enter a unique **Reference Number/LRN**.



Tip:

- To automatically generate a consecutive number, click the  button. The number can be embedded in a sequence of digits and/or letters.
- Only the following characters and special characters are allowed in a reference number: capitals (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).
- In the **Template** field, you can select a template from which the data is transferred to your customs declaration.

7. Click on **OK**. The tab **Customs Declaration CH: NCAR, RefNo/LRN: [Reference number]** opens.
8. Fill in the fields on the tab **general**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Authorized consignee	Address of the authorized consignee
GP-ID	Business partner ID of the authorized consignee
Approved Location of Goods	Select an authorized customs place from the drop-down menu. The authorized customs places are taken from the associated authorization.
Transport Means	Type of means of transportation. You can find valid values via the search.
Identification number	Mark or name of the means of transport
Nationality	Nationality of the means of transportation. Valid values can be found via the search.

9. To enter a goods declaration, proceed as follows:
 - a) In the area **goodsDeclarations** click on the icon **+**. The window **goodsDeclarations** opens.

- b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
MRN	Unique customs reference/MRN from customs
State of Seal	Are the closures valid or invalid?
additionalInformation	Additional explanatory information. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu.
Opposite Information Number	Reference to the goods declaration
Opposite Reference Text	Text for the goods declaration
Detail Text	Detailed text for the goods declaration. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu.

- c) To enter another goods declaration, click on the button Add.
d) To save the goods declaration, click on the button **OK**.
The goods declaration is displayed in the area **goodsDeclarations** area.


10. To enter an additional transit procedure, proceed as follows:

- a) In the area **Additional Transit Operation** click on the icon **+**.
The window **Additional Transit Operation** opens.
b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.





Field	Description
Reference Number	Reference of the additional transit procedure
Additional Transit Operation Type	Type of additional transit procedure. You can find valid values via the search.
Number of packages	Number of packages from the additional transit procedure
State of Seal	Are the seals valid or invalid?
Gross Mass	Gross weight from the additional transit procedure
Description of Goods <Text>	Description of goods from the additional transit procedure. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering a more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu.

- c) To enter an additional transit procedure, click on the button Add.
d) To save the additional transit procedure, click on the button **OK**.
The additional transit procedure is displayed in the area **Additional Transit Operation** area.

11. To report excess commodities, click on the tab **supernumerary Goods**. Proceed as follows:

- a) Click on the icon .
The tab **supernumerary Good** opens.
- b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.


Field	Description
Hr.Co.	6-digit commodity code of the Harmonized System (HS code)
Description of goods	Description of the goods
GrossMass	Gross weight (gross weight/weight of the goods including packaging) of the surplus commodity of a commodity code in kilograms
Number of packages	Number of packages of surplus commodities of a commodity code
Type of packages	Code of the packaging type. Valid values can be found via the search.

- 12. To delete surplus commodities, select the surplus commodities and click on the icon .
- 13. To delete the fields **Opposite Information Number**, **Opposite Reference Text** and **Detail Text** fields for all commodities in the arrival notification, click on the tab **Information**.
- 14. To enter additional references, open the tab **References** and click on the icon .
- 15. To save the arrival notification, click in the area **...** **Actions** on the entry  **Save**.
The customs declaration is displayed in the overview **Customs declarations**.
- 16. To send the customs declaration, click in the area **...** **Actions** on the entry  **Send**.
- 17. Check the customs declaration for responses. You can find responses on the tab **Messages & Status** or in the column **Status** in the overview **Working With Customs Declarations**.



Important: If you have received an error status for your customs declaration, you must correct the error. You can find instructions in the chapter [Edit errors \(customs\)](#) on page 32.



Tip: The view does not refresh itself. To update the view, click on the icon .

If the customs declaration is free of errors, customs sends a response to the arrival notification (NT008). The status of the customs declaration changes to **Accepted**. After the response to the arrival notification, Customs sends an inventory request (NT043). The application automatically creates a customs declaration NCUR (NCTS unloading remarks) with the MRN as the reference number.



Tip: If no unloading remarks are sent within 4 days, Customs sends the inventory request again.

4.2 NCUR - Entering NCTS unloading remarks (Switzerland)

This chapter describes how to enter an NCTS unloading remarks for Switzerland.

Customs has sent an inventory request (NT043) on the associated arrival notification (NCAR). The application has automatically created a customs declaration NCUR (NCTS unloading remarks) with the MRN as the reference number.



Restriction:



- The following customs requirements apply to the simplified procedure:
 - You must be an authorized consignee (ZE).
 - You must have an authorization from the Federal Office for Customs and Border Security (BAZG). You can find instructions on creating an authorization in the chapter [Creating an authorization](#) on page 30.
- To create a customs declaration, you need at least the following permissions:
 - **CustomsDeclarationNCTS > personInChargeCH**
 - **Customer > show**

1. In the area **↑ Overviews** click on the entry **⊖ Customs declarations status**.
2. Enter the MRN in the **Customs Reference/MRN** field and click on the button **Search**.
The customs declaration NCUR is displayed. Alternatively, you can use the search function. You can find instructions on how to search for a customs declaration in the chapter [Searching for a customs declaration](#).
3. Open the customs declaration with a double-click.
The tab **Customs Declaration DE: NCUR, RefNo/LRN: [Reference number]** tab opens. The customs declaration is displayed in the overview **Customs declarations** displayed.
4. Fill in at least the mandatory fields depending on the type of unloading remarks. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.


Field	Description
Conform	During unloading, were discrepancies found with the goods-related information transmitted in the unloading permission message?
Unloading Date	Date on which the goods are unloaded
Approved Consignee	Address of the authorized consignee. The authorized consignee may receive the goods without have them been physically presented to customs.

5. To report a compliant receive, proceed as follows:
 - a) If required, open the tab **General**.
 - b) In the field **Conform** select the value **Yes**.
6. To report a discrepancy in the quantity of a position upon receipt, proceed as follows:
 - a) In the field **Conform** select the value **No**.
 - b) Click on the tab **House Consignments**.
 - c) Click on the position with the discrepant quantity.
 - d) In the field **Unloading Remark** select the value **4 - Andere**.
 - e) Fill in the field **Unloading Remark Text**.
 - f) To correct the weight, change the value in the field **Net Weight** or **Gross Weight**.
 - g) To correct the number of packages, click on the tab **Item Details/Packages**. Select the relevant packages and click on the icon . Change the data and click on the button **OK**.
In the field **Change** the value **CHANGED** is displayed.
7. To report a missing position when receiving, proceed as follows:
 - a) In the field **Conform** select the value **No**.
 - b) Fill in the field **Unloading Remark Text**.
 - c) Click on the tab **House Consignments**.
 - d) Click on the missing position.
 - e) Click on the icon .
 - The window **Remove or p.r.n toggle "missing"-marker(s)** opens.
 - f) Click on the button **Yes**.


In the field **Change** the value **MISSING** is displayed.

8. To report an additional consignment on receipt, proceed as follows:
 - a) In the field **Conform** select the value **No**.
 - b) Fill in the field **Unloading Remark Text**.
 - c) Click on the tab **House Consignments**.
 - d) Click on the icon .
 - e) To create a position, click on the icon .
 - f) Fill in at least the mandatory fields.


In the field **Change** the value **NEW** is displayed.

9. To report an additional position upon receipt, proceed as follows:
 - a) In the field **Conform** select the value **No**.
 - b) Fill in the field **Unloading Remark Text**.
 - c) Click on the tab **House Consignments**.
 - d) Click on the consignment with the additional position.
 - e) Click on the icon .
 - f) Fill in at least the mandatory fields.


In the field **Change** the value **NEW** is displayed.

10. To log in a discrepancy at a shutter on receipt, proceed as follows:
 - a) In the field **Conform** select the value **No**.
 - b) Fill in the field **Unloading Remark Text**.
 - c) Click on the tab **Transport equipments**.
 - d) In the table, click **Closures** on the corresponding closure.
 - e) Click on the icon .
The window **Edit Seals** opens.
 - f) Change the values.
 - g) Click on the button **OK**.



In the column **Change** the value **CHANGED** is displayed.

11. To report a missing lock on receipt, proceed as follows:
 - a) In the field **Conform** select the value **No**.
 - b) Fill in the field **Unloading Remark Text**.
 - c) Click on the tab **Transport equipments**.
 - d) In the table, click **Closures** on the missing closure.
 - e) Click on the icon .
The window **Remove or p.r.n toggle "missing"-marker(s)** opens.
 - f) Click on the button **Yes**.

In the column **Change** the value **MISSING** is displayed.

12. To report a new closure on receipt, proceed as follows:
 - a) In the field **Conform** select the value **No**.
 - b) Fill in the field **Unloading Remark Text**.
 - c) Click on the tab **Transport equipments**.
 - d) In the table, click on the icon .
The window **Edit Seals** opens.
 - e) Fill in at least the mandatory fields.
 - f) Click on the button **OK**.

In the column **Change** the value **NEW** is displayed.

13. To save the unloading remarks, click in the area **...** **Actions** on the entry  **Save**.
14. To send the customs declaration, click in the area **...** **Actions** on the entry  **Send**.
15. Close the customs declaration.
If the customs declaration is error-free, customs sends a status message. The status of the customs declaration changes to **Release**.

5 Data transfer e-dec to Passar

This chapter describes the message 'Data transfer from e-dec to Passar' in the customs procedure for transit in Switzerland.

If an export declaration is created in the e-dec procedure, it cannot initially be forwarded with a transit via Passar. Due to the difference in electronic procedures, the data cannot be processed together.

During the transitional period before the introduction of the export declaration via Passar, you can therefore create a DTEP customs declaration as a customs declarant, which you can use to transfer an export declaration from the original e-dec sender.



Tip: The transition period is expected to end on 30.12.2025. Further information can be found at [Homepage des Bundesamtes für Zoll und Grenzsicherheit \(BAZG\)](#).

As a non-authorized consignor, you have the following two options for transferring e-dec data to Passar:

- Go to the customs office and have the transit procedure started there. You can optionally create the transport declaration via the BAZG's Activ app.
- Instruct a customs agent to carry out the transport. The customs agent will complete the necessary customs formalities.

5.1 DTEP - Create a data transfer request e-dec to Passar (Switzerland)

This chapter describes how to create a data transfer request e-dec to Passar for Switzerland. With an e-dec to Passar data transfer, an export declaration created in the e-dec procedure can be transferred to Passar for further user processing without having to manually enter the export declaration data again.

You have the MRN of the export declaration.




Restriction:

- You must be an authorized consignor (ZV).
- To create a customs declaration, you need at least the following permissions:
 - **CustomsDeclarationNCTS > personInChargeCH**
 - **Customer > show**

1. Select the menu entry **Start > ☯ Customs declarations**.
2. In the area ☒ **Related actions** click on the entry **+ Create customs declaration**. The window **New Customs Declaration** opens.
3. Select the customs procedure **NCTS**.
4. Select the country **CH - Switzerland**.
5. Select the customs declaration type **DTEP**.
6. Enter a unique **Reference Number/LRN**.



Tip:

- To automatically generate a consecutive number, click the  button. The number can be embedded in a sequence of digits and/or letters.
- Only the following characters and special characters are allowed in a reference number: capitals (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).
- In the **Template** field, you can select a template from which the data is transferred to your customs declaration.


7. Click on **OK**.

The tab **Customs Declaration CH: DTEP, RefNo/LRN: [Reference number]** opens.


- Fill in the fields on the tab **General**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
MRN	MRN of the export declaration
Version	Version number
customsOfficeNumber	Office number of the customs office where the goods are physically and electronically logged in.
e-dec declarationTime	Time of the declaration. Possible values are: <ul style="list-style-type: none"> • 1: Gestellung • 2: Voranmeldung • 3: Nachträgliche Anmeldung • 5: Vorausanmeldung für Zu-/Beilad
Authorized Consignor	Address of the authorized consignor in transit Switzerland procedure
GP-ID	Business partner ID of the authorized consignor
Authorized Consignor	Address of the authorized consignor in the procedure Export Declaration Switzerland
UID	TIN/UID of the authorized consignor
e-dec declarantNumber	Identification number of the declarant
Originalversender e-dec	Address of the original shipper of the export declaration via e-dec
UID	UID of the original shipper of the export declaration via e-dec

- To optionally send information to customs, click on the tab **Information**.
- To enter additional references, open the tab **References** and click on the icon **+**.
- To save the customs declaration, click in the area **...** **Actions** on the entry **Save**. The customs declaration is displayed in the overview **Customs declarations**.
- To send the customs declaration, click in the area **...** **Actions** on the entry **Send**.
- Close the customs declaration.
- Check the customs declaration for responses. You can find responses on the tab **Messages & Status** or in the column **Status** in the overview **Working With Customs Declarations**.



Important: If you have received an error status for your customs declaration, you must correct the error. You can find instructions in the chapter [Edit errors \(customs\)](#) on page 32.



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

If the customs declaration is free of errors, customs sends an acceptance and the status code 203 (shipment release). The status of the customs declaration changes to **Declaration data acceptance** and **Release of customs declaration**. The processing of the customs declaration DTEP is completed.

15. If required, create a transit opening NCDP with the previous document type N830 and the e-dec MRN. You can find instructions on creating a transit opening in the chapter [NCDP - Create transit opening \(Switzerland\)](#) on page 3.
If the transit opening has been activated, customs sends the status code 205 (export declaration transmitted to transit system) for information purposes. The status of the customs declaration DTEP changes to **Submitted to taxud**.

6 Activate transit opening

This chapter describes how to activate a transit opening for Switzerland using the simplified procedure.

- The transit opening was created using the simplified procedure.
- The transit opening has the status **Declaration data acceptance**.

A transit opening that has the status **Declaration data acceptance** is not legally valid. To become legally valid, it must be activated. Depending on the procedure, there are different options for activation:

- If it is a transit opening under the standard procedure (non-authorized consignor), the transit opening is automatically activated upon presentation at the customs office of exit. There are different methods available to customs for this purpose:
 - via a camera and vehicle recognition
 - via telematics
 - via geofencing when using the Activ app
- If it is a transit opening under the simplified procedure (authorized consignor), activation can be carried out at the authorized custom place by exchanging electronic messages.
- If the transit opening was not created in DAKOSY GE, an activation can be created and sent to customs.



Important: A transit opening (national or CTP) that has not been activated within 30 days will automatically be declared invalid by Customs.

1. To activate a transit opening, proceed as follows.
 - a) Open the transit opening in the overview **Customs declarations** with a double-click.
 - b) In the area **...** **Actions** click on the entry **Activate**.
The tab **Activation [Reference number]** opens. The activation is displayed in the overview **Activations**.
 - c) In the area **...** **Actions** click on the entry **Send**.
When customs confirms the activation, the status of the activation changes to **Declaration data acceptance**. The status of the transit opening changes to **Release**.
The transit opening is legally valid.
2. To activate a transit opening that was not created in DAKOSY GE, proceed as follows:
 - a) Select the menu entry **Start > Customs declarations**.
 - b) In the area **↑ Overviews** click on the entry **Activations**.
The overview **Activations** opens.
 - c) In the field **Transit MRN** field, enter the MRN of the transit opening and click on the button **Search**.
 - d) Open the activation with a double-click.
The tab **Activation [Reference number]** opens.
 - e) In the area **...** **Actions** click on the entry **Send**.
When customs confirms the activation, the status of the activation changes to **Declaration data acceptance**.
The transit opening is legally valid.

7 Correcting customs declarations in transit

This chapter describes how to make a correction to a customs declaration in transit for Switzerland.

The customs declaration NCDN or NCDP has received an acceptance from the Federal Office for Customs and Border Security (FOCBS).

- 1. Select the menu entry **Start > ⊖ Customs declarations**.
- 2. To open the customs declaration, double-click the customs declaration in the overview.
The tab **customs declaration CH** opens.
- 3. Fill in the fields in the area **Correction**.

Field	Description
Justification Code	Code to justify a correction. You can find valid values via the search.
Justification Text	Detail text to justify a correction. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu.

- 4. Edit the customs declaration.
- 5. In the area **⋮ Actions** click on the entry **💾 Save**.
- 6. To send the customs declaration, click in the area **⋮ Actions** on the entry **📤 Send**.
The customs declaration is sent.



Tip: The old version of the customs declaration is overwritten. To display a previous version of the customs declaration, click on the tab **Info center**. Open the desired version of the customs declaration with a double-click in the corresponding line in the area **technical Version**.

8 Request for withdrawal

This chapter describes how to enter and send a request for withdrawal for customs declarations in transit through Switzerland.

The customs declaration NCDP has received an acceptance from the Federal Office for Customs and Border Security (FOCBS).

1. Select the menu entry **Start** > ⊖ **Customs declarations**.
2. To open the customs declaration, double-click the customs declaration in the overview.
The tab **customs declaration CH** opens.
3. In the area ⋮ **Actions** click on the entry **Withdrawal**.
The window **Send Withdrawal** opens.
4. If required, fill in the fields **Justification Code** and **Justification Text**.
5. Click on the button **OK**.
The request for withdrawal of the goods declaration is sent. When customs has received and accepted the request, the status of the customs declaration changes to **Withdrawal**.

9 Creating an authorization

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



Restriction: To create an *Authorization*, you need at least the permission **CustomsAuthorization > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator with a double-click.
The tab **Economic Operator** opens.
3. Click on the tab **Customs Authorizations**.
4. To create a new authorization, click on the icon **+**.
The tab **Customs authorization** opens.
5. Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries. You will find all the necessary information on your authorization from customs.

Field	Description
Country	Country for which the authorization has been granted.
Authorization-number	Number of the authorization. Enter the authorization number without special characters or spaces. The authorization numbers have different formats depending on the country. <ul style="list-style-type: none"> • Germany: DEABC5863XY123456 (or temporarily still in the old format DE5863XY1234) • Austria: for example ATALGBTF9991 or ATDPOD5GKB33 • Netherlands: NL1234567890123
procedure type	Type of procedure for which the authorization was granted.
Type	Superordinate category of the procedure for which the authorization was granted.
External findings	Should the status External findings be set if the customs declaration IMDS or IPDS (vZA/AZ) was not sent to ATLAS via DAKOSY GE? The status External findings is the basis for creating the EGZ. To set the status, select the value Yes .
Description	Free text field to describe the authorization
Valid From	Time from which the authorization or restriction is valid.
Valid To	Date until which the authorization or restriction is valid.



Important:

- Since the update to AES 3.0 (09/2023), for an authorization as an authorized exporter, the value **Simplified Procedure** must be selected in the field **Type**. If you created the authorization number before the update, change the value **Authorized exporter** to the value **Simplified Procedure** and save the authorization.



Tip:

- If you enter a customs office, this is adopted for all custom places. If your customs places are assigned to different customs offices, leave the field empty and enter the customs offices for the respective customs place.
- Examples of *UCC authorization types* are:
 - ACE, ACR or ACT (NCTS procedure)
 - EIR (local clearance procedure)
 - IPO (inward processing)
 - SDE (simplified procedures)

6. To enter a new custom place, proceed as follows.

You can enter the following custom places:

- Customs places for the export customs procedure
- Custom places for the NCTS customs procedure
- Generally available custom places for the Netherlands
- Generally available custom places for Austria

a) In the table **Customsplaces** click on the icon +.

The window **Edit a Customsplace** opens.

b) Fill in at least the mandatory fields. Depending on the country, different fields must be filled in.

Field	Description
Type	Type of custom place. Depending on the country, you can also leave the field blank.
Key	Code assigned by customs for the custom place. You received the customs location code from customs with your authorization.
Customs office	Authorizing customs office. For the customs place: Office number of the customs office responsible for the customs place.
Postal address	Address of the custom place
Description	Free text field to describe the custom place
valid from	Time from which the custom place is valid.
valid to	Date until which the custom place is valid.

c) To save the custom place, click on the button **OK**.


The custom place is displayed in the table **Customsplaces**.

7. To save the authorization, click in the area ... **Actions** click on the entry **Save**.

The authorization is displayed on the tab **Trader/Customs Authorizations**.

10 Edit errors (customs)

This chapter describes how to detect and correct errors using the example of a customs declaration.

You can recognize incorrect customs declarations in the **Customs declarations** overview by the status in the **Status** column and the icon . The statuses have different names depending on the type of customs declaration.

1. To open the incorrect customs declaration, double-click on the customs declaration.
The customs declaration opens in a new tab.
2. Click on the **Messages & Status** tab.
3. In the table below the **Show Messages, Direction** field, select the line with the incoming message.
The messages are displayed in the **Message Preview** area.

In the **Text** column details of the message are displayed. Depending on the type of response, the column can also remain empty.

4. Double-click on the line with the message text.
Depending on the type of error, a window with additional information about the error opens.
5. You have the following options:
 - Correct the error, save the customs declaration and resend.
 - Correct the error at a later date.

11 Chartera CH documents

This chapter describes the Chartera documents (Switzerland).

Chartera Output is the new internet application of the Federal Office for Customs and Border Security (BAZG). Chartera Output makes all documents available that are issued in connection with customs declarations, for example transit accompanying documents (TADs) or invoices.

If customs declarations have been sent to Passar from DAKOSY GE, the customs documents are automatically downloaded from Chartera. The customs documents are stored in the document filing of the customs declaration and in the **Chartera CH-Documents** overview.

11.1 Printing or emailing a document from Chartera Output

This chapter describes how to output a document from Chartera Output as a PDF file.

A document has been downloaded from Chartera Output for your customs declaration. The document has been filed in the document filing of the customs declaration and in the **Chartera CH-Documents** overview. If a customs document has been downloaded from Chartera Output, the event Document {0} received from customs is displayed on the **Info center** tab.

Customs documents from the overview **Chartera CH-Documents** can be displayed as a PDF file in Adobe Acrobat Reader.



Tip: When printing a customs form, pay attention to the size of the form on the printout. Some customs offices do not accept printouts that do not correspond to the original form. To print a PDF file in the correct size from Adobe Acrobat Reader, activate the radio button **Custom scale** in the print dialog in the area **Customize page and options** with the value **100 %**.

1. To consign a PDF file by email, open the customs declaration in the overview **Customs declarations** with a double-click.
2. In the area **Documents** click on the entry **Document history** Alternatively, in the overview **Customs declarations** right-click on the customs declaration and select the entry **Open document history** from the context menu.
3. Select the customs document in the document filing.




Important:

- If you have sent a transit opening as a non-authorized consignor (non-CC), you have received the document **Goods declaration for transit submitted**. The goods declaration is used for manual activation at the customs office.
- If you have sent a transit opening as an authorized consignor (ZV), you have received the documents **Transit/Security Accompanying Document (TAD)** and **Transit Declaration submitted**.

4. In the area **Actions** click on the entry **print**. Alternatively, right-click on the corresponding line and select the entry **print** from the context menu.
The window **Reprint** window opens.
5. Activate the **Email** check box and enter the required data, for example an email address.
Alternatively, you can also activate one or more check boxes for a different output.

Field	Description
Preview	The document is displayed as a PDF file in Adobe Acrobat Reader.
Save document	The document is saved and archived in the document filing system.
Language	Language in which the document is output

Field	Description
print	If one (or more) printers have been defined and set up for the company by DAKOSY, the selection print is displayed. If several printers have been set up and you activate the check box, a window opens. Select a printer and click on the button OK . The document is printed directly on the corresponding printer.
Printer	Name of the printer on which the document will be printed
Copies	Number of copies to be created.
Tray (1. page)	Name of the paper tray that is addressed for the 1st page
Tray (following pages)	Name of the paper tray that is addressed for the following pages
Email	The document is consigned as a PDF file attached to an email.
Email to	Email address of the recipient
Email cc	Email address of the consignee of a copy
Email bcc	Email address of the consignee of a blind copy
Subject	Subject of the email
Text	Free text field for the email text. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry  Open text dialog from the context menu.

6. To consign the document, click on the button **OK**.

12 Contact information

You will find contact information in this chapter.

If you have any technical questions, please contact your local customs office. Further contact options:

Questions about DAKOSY GE

- Contact: DAKOSY-Servicedesk
- Phone: [+49 40 37860990](tel:+494037860990)
- Email: servicedesk@dakosy.de
- [Contact form](#)

Technical questions customs Switzerland

- Contact: [Service Desk BAZG](#)
- Phone: [+41 58 4626000](tel:+41584626000)
- [Contact form](#)