



# Export Schweiz (Passar) 1.0

Training Material  
DAKOSY GE 2025.1  
Release Date 2025/08

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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](http://www.bazg.admin.ch)

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## 1 Export Switzerland (Passar)

This chapter describes the export procedure in Switzerland via Passar.

Since March 2024, the Swiss export procedure via Passar has gradually replaced the previous procedure via e-dec. The Swiss export procedure via e-dec will be discontinued on 31/12/2025. After this date, all customs declarations for exports must be processed via Passar. Passar is the goods movement system from the FOCBS for the digital processing of customs procedures.

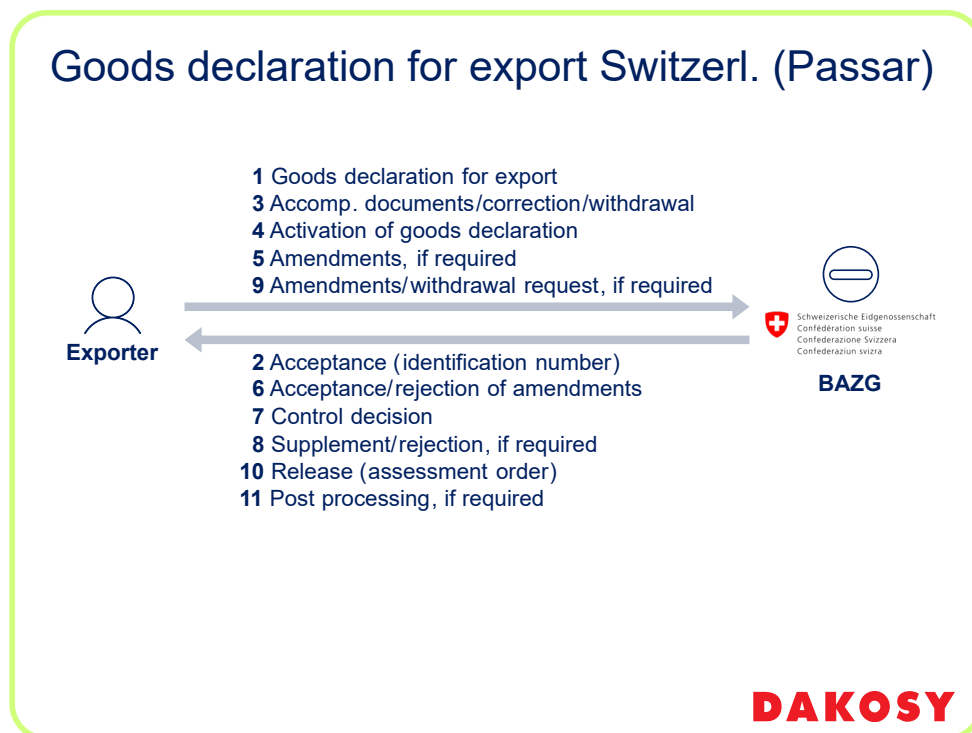
You can find more information on exports via Passar on the FOCBS website, in particular on the following topics:

- [Exportation checklist with Passar](#)
- [Bans, restrictions and conditions](#)

In order to process the export assessment procedure, the business partner must submit a goods declaration export to the FOCBS. In order for the goods declaration export to become legally binding, it must be activated within 30 days. To activate the goods declaration export automatically, it must be referenced with a transport declaration. If no transport declaration is created, the FOCBS will activate the goods declaration export (manual activation). If the goods declaration export is not activated within the deadline, it is deleted by the FOCBS.



**Important:** Currently, transport declarations can be created with the Activ app (from the FOCBS) or with the Transport Cockpit (application in the ePortal).



**Figure 1: Goods declaration export Switzerland (Passar)**

1. The business partner sends the goods declaration export to the FOCBS.
2. The FOCBS sends an acceptance with an identification number.
3. If required, the business partner uploads accompanying documents to Chartera Input, corrects the goods declaration export (as often as required) or withdraws the goods declaration export.
4. The business partner activates the goods declaration export within 30 days.



**Important:** If the goods declaration export is not activated within this period, it will be deleted by the FOCBS.

5. The business partner sends reasoned amendments if required.
6. The FOCBS accepts the amendments or rejects them with reasons.
7. The FOCBS evaluates the goods declaration export, generates a control requirement and sends a positive or negative control decision. If required, an inspection is processed.
8. The FOCBS supplements the goods declaration export or rejects it depending on the result of the inspection.
9. If required, the business partner sends amendments or submits a retraction request.
10. After finalization of the procedure/release of the goods, the FOCBS creates the assessment order. The business partner can download the assessment decision in Chartera Output.
11. The FOCBS can carry out post processing if required.

The business partner can create a simplified goods declaration export without specifying the national tariff number if the following requirements are met:

- The goods have a statistical value of less than CHF 5,000.00.
- The gross weight of the goods is less than 5,000 kg.

The following goods may not be declared in a simplified goods declaration export:

- Goods that are subject to authorization
- Goods that are subject to assessment control;
- Goods to which non-customs remissions of the federal government apply
- Goods whose country of destination is not within the European security zone (EU countries plus Norway)
- Goods for which one of the following applications is to be made:
  - Application for refund of spirits tax, beer tax, tobacco tax or for foreign returned goods
  - Application for refund or exemption from the incentive tax on VOCs
  - Application for favourable tariff treatment in processing traffic

## 2 EXDP - Create Passar Export

This chapter describes how to create an export declaration for Switzerland.



**Restriction:** To create a customs declaration, you need at least the following permissions:

- **CustomsDeclarationEXPORT > personInChargeCH**
- **Customer > show**

1. Select the menu entry **Start > ☹ Customs declarations**.
2. In the area **Related actions** click on the entry **+ Create new customs declaration**. The **New Customs Declaration** window opens.
3. Select the customs procedure type **EXPORT**.
4. Select the country **CH - Switzerland**.
5. Select the customs declaration type **EXDP - Passar Export**.
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 **Customs Declaration CH: EXDP, RefNo/LRN: [reference number]** tab 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 (AEO), you automatically create the transit declaration as an AEO.

Field	Description
<b>Language</b>	Language of the customs documents sent by customs.
<b>Container indicator</b>	Are the goods in a container at the time of declaration?
<b>Goods Determination</b>	Customs procedure under which the goods are transferred. You can find valid values using the search function.
<b>Input Control</b>	Type of input control. You can find valid values using the search function. To enter an ordinary goods declaration export, enter the value <b>2</b> as standard. To enter a simplified goods declaration export, enter the value <b>1</b> .
<b>Incoterms</b>	Type of terms of delivery according to Inco term. You can find valid values using the search function.
<b>Part Shipment</b>	Are there multiple goods declarations for the goods?
<b>Preference</b>	Should a favourable tariff treatment be claimed?

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.
Consignee	Address of the consignee of the goods item
Identificationsnumber	Business partner ID of the economic operator
AEO-Number	AEO number of the authorized economic operator
Declarant	Declarant of the goods: Person who submits a customs declaration in his own name or in whose name a customs declaration is submitted (direct representation).
Identificationsnumber	Business partner ID of the economic operator
Exporter	Address of the (customs) exporter of the commodity. If the <b>Participants Relation</b> field contains a value with a 1 in the 2nd digit (exporter can be represented indirectly, example <b>0101</b> ), fill in the field.  As a rule, the exporter under customs law and the exporter under foreign trade law are identical. If this is not the case, select a value with a 1 in the 1st digit in the <b>Participants Relation</b> field and fill in the <b>Exporter</b> and <b>Contractual Partner</b> fields.
Identificationsnumber	Business partner ID of the economic operator
AEO-Number	AEO number of the authorized economic operator
Exporter Private Person	If the exporter is a private individual, activate the check box.

**Tip:** For technical reasons, the AEO number cannot yet be stored in the master address data. To avoid entering an AEO number manually for each customs declaration, use a template. You can find instructions on creating a template in the chapter [Creating a template](#).

9. 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
Payment Method	Selection of the code for the method of payment of the transportation costs, for example <b>B</b> for credit card payment. You can find valid values using the search function.
Reference number UCR	Unique identification of the consignment, for example the reference number or the UCR (Unique Consignment Reference Number).
Correlation-ID	Unique identification number of the customs declaration or consignment.

- a) To enter supply chain participants or additional information, click in the table **Supply Chain Actors** or **Additional Information** on the icon **+**.  
The **Supply Chain Actor** or **Additional Information** window 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
<b>SeqNr. or Seq.</b>	Consecutive 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).
<b>Role</b>	Role of the economic operator. You can find valid values using the search function.
<b>Identificationsnumber</b>	Business partner ID of the economic operator
<b>Code</b>	Code. You can find valid values using the search function.
<b>Text</b>	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.

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

- d) To save the data, click on the button **OK**.

10. To store previous documents, documents or transport documents, click on the tab **Documents/ Preceding Papers**. Proceed as follows:

- a) In the corresponding table **Preceding Papers, documents** or **Transport-Documents** click on the icon .  
The window **previous document, document** or **Transport-Documents** 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
<b>Seq.</b>	Consecutive 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).
<b>Type</b>	Type of accompanying document, transport document, document or previous document. You can find valid values using the search function.
<b>Reference</b>	Classification attribute of the accompanying document, the transport document, the document or the previous document


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

- d) To save the data, click on the button **OK**.

11. To enter transport equipment, click on the tab **Transport Equipments**.



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

12. 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
<b>Container Number</b>	Number of the container in which the goods are transported.
<b>Number of seals</b>	Number of seals applied

13. To enter seals, proceed as follows:
  - a) In the **Closures** table, click on the icon **+**.  
The **Edit Seals** window 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**.
14. To assign an item to the transport equipment, proceed as follows:
  - a) In the table **Positions** click on the icon **⌕**.  
The **Add Items** window opens.
  - b) Select the item that is packed in the container.
    - To select multiple items, hold down the CTRL button and select several items.
    - To select several consecutive items, select the first item, hold down the Shift button and select the last item.
  - c) Click on the button **Add Items**.
15. To store a justification code if required, click on the tab **Justification/Override**. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.





**Tip:** You only need to enter justification codes if customs sends a corresponding request with an error or response.

Field	Description
<b>Justification Code</b>	Code for the justification of a correction. You can find valid values using the search function.
<b>Justification Text</b>	Detailed 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 <b>Open text dialog</b> from the context menu.

- a) To enter confirmations of override, click on the icon **+** in the table **Confirmations of Override**.  
The **Confirmation of Override** window 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
<b>Seq.</b>	Consecutive 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).
<b>Identificationsnumber</b>	Business partner ID of the economic operator
<b>Remark</b>	Notes for the customs office responsible. Enter a text or a # followed by the coding of a remark code in capital capitals and exit the field with the tab key.

- c) To enter a further confirmation, click on the button **Add**.  
d) To save the confirmation, click on the button **OK**.
16. To optionally enter information on the goods declaration, click on the tab **Information**.  
**Note:** The data on the **Information** tab will not be sent to customs.
17. Click on the tab **Goods Items**.  
The overview of all items of this dossier is displayed.
18. To create an item, click on the icon .  
A new item is created.
19. 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
Restriction Obligation	Is there a restriction obligation?
Repair	Is this a repair?
Article Code	<p>Code under which the article data is saved in the article master. You can enter an article for transfer to 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"><li><b>Create Article:</b> Create article via fast entry</li><li><b>Edit Article Complete</b>Create article</li></ul> <p>The same article code may not be used for different articles.</p>
National Tariff number	National tariff number (Tares). Format: 1234.5678
Tariff number Control Code	Which VAT rate should be used?
CUS-Code	CUS number of a chemical substance. The CUS number is used to identify the chemical substance in the ECICS (European Customs Inventory of Chemical Substances).
Description	Description of the goods
Net Weight	Net weight (weight of the goods without packaging) of the goods item in kilograms
Gross Weight	Gross weight (weight of the goods including packaging) of the goods item in kilograms
additional quantity	(Statistical) additional quantity.
Statistical Value	Value of goods at border/reference amount (statistical value)
Currency	ISO code of the currency

Field	Description
<b>Statistical Value [CHF]</b>	Display of the reference amount (statistical value) in CHF without decimal places. The value is automatically calculated from the fields <b>Statistical Value</b> and <b>Currency</b> fields. The current customs conversion rates are used for the conversion.
<b>InvoiceCurrency</b>	ISO code of the currency in which the invoice was issued
<b>Own Propulsion</b>	Do the goods have their own drive for the border crossing? This information is required for the Stadi connection (via the FOCBS). Examples: Car = <b>Yes</b> , trailer = <b>No</b>
<b>Non-Trading Goods</b>	Are the goods non-trade goods?
<b>Compensation Type</b>	You can use the compensation type to claim refunds, for example. You can find valid values using the search function.

20. To enter restrictions and additional information at item level, click on the tab **Item Details/Further Details**. Proceed as follows:
- In the corresponding table **Restrictions** or **Additional Information**, click on the icon **+**. The **Restriction** or **Additional information** window opens.
  - 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
<b>Seq.</b>	Consecutive 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).
<b>Restriction Code</b>	Restriction code for the goods. You can find valid values using the search function.
<b>Exception</b>	Type of exception. You can find valid values using the search function.
<b>permit number</b>	Number of the authorization
<b>Authorization Holder</b>	Holder of the authorization
<b>Identificationsnumber</b>	Business partner ID of the economic operator
<b>Additional Information</b>	Additional information on the export declaration. Additional information may include a comment made or the existence of a special circumstance. To enter a code and associated text if required, click on the <b>+</b> button and fill in the fields. You can find valid values using the search function.
<b>Code</b>	Code. You can find valid values using the search function.
<b>Text</b>	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.



**Tip:** Enter A or W codes for example for alcohol or road vehicles in the table **Additional Information** (code list **Additional Information Code Commodity Specification (NCL1118)**).

- c) To enter another data record, click on the button **Add**.
  - d) To save the data, click on the button **OK**.
21. To enter previous documents and documents at item level, click on the tab **Item Details/Documents/Preceding Papers**. Proceed as follows:
- a) In the corresponding table **Preceding Papers** or **documents**, click on the icon **+**. The **previous document** or **document** window 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
Seq.	Consecutive 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 previous document or document. You can find valid values using the search function.
Reference	Classification characteristic of the transport document, the document, the reference or the previous document

- c) To enter another data record, click on the button **Add**.
  - d) To save the data, click on the button **OK**.
22. To enter additional packages for the item, click on the tab **Item Details/Packages**. Proceed as follows:
- a) In the table, click on the icon **+**. The **Package** window 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	Code of the packaging type. You can find valid values using the search function.
Pieces	Number of packages of the item
Bypack type	Type of enclosure. If this is the main package, select the value <b>MASTER</b> . For the next package with the corresponding enclosure, select the value <b>BYPACK</b> .
Bypack correlation identifier	Identifier for the correlation of the enclosure

Field	Description
Shipping Marks	Shipping reference



**Tip:** If you do not have an enclosure, leave the **Bypack type** and **Bypack correlation identifier** fields empty.

- c) To enter another package, click on the button **Add**.
- d) To save the package, click on the button **OK**.
- 23. To enter dangerous goods, click on the tab **Item Details/dangerous goods**. Proceed as follows:
  - a) In the table, click on the icon **+**.  
The **dangerous goods** window opens.
  - b) Fill in at least the mandatory fields.
  - c) To enter another dangerous good, click on the button **Add**.
  - d) To save the dangerous goods, click on the button **OK**.
- 24. To enter data for finishing or for returned goods, click on the tab **Item Details/Refinement and Goods Returned**. 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
Accounting Type	Type of billing. You can find valid values using the search function.
Refinement Process Type	Procedure for finishing. You can find valid values using the search function.
Supervision Office	Office number of the customs office monitoring the processing. You can find valid values using the search function.
Refinement Type	Processing type. You can find valid values using the search function.
Method of Refinement / Repair	Type of processing or repair. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key.
Goods Returned	Are these returned goods?
Refund Reference	Reference of the returned goods process
Sequence Number	Item number of the reference of the returned goods process
Refund Reason	Reason for the returned goods process. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key.

- 25. To enter additional references at item level, open the **Item Details/References** tab and click on the icon **+**.
- 26. To enter additional references at head level, open the **References** tab 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 **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 14.



**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 an acceptance with an MRN. The status of the customs declaration changes to **Accepted**.



**Important:** In status **Accepted** the export declaration is not legally valid and must first be activated. Until activation, you can correct the customs declaration as often as you like. An export declaration that has not been activated within 30 days is automatically declared invalid by customs.

You have several options:

- You can correct the export declaration. You can find instructions on how to correct the customs declaration in the chapter [Correct customs declaration \(Passar\)](#) on page 13.
  - Activate the goods declaration export. You can find instructions on activating a goods declaration in the chapter [Activate goods declaration export](#) on page 11. The status of the customs declaration changes to **Release**. The goods declaration is legally valid.
31. When customs has sent the assessment decision, the status of the customs declaration changes to **Assessment Notice generated**. If required, print the assessment decision. You can find instructions in the chapter [Print or email a document](#) on page 15.

## 2.1 Activate goods declaration export

This chapter describes how to activate a goods declaration for export to Switzerland.

The goods declaration export has the status **Accepted**.

A goods declaration export that has the status **Accepted** is not legally valid. To become legally valid, it must be activated. There are different ways of activation:

- To activate the goods declaration export automatically, it must be referenced with a transport declaration.
- If no transport declaration is created, the FOCBS activates the goods declaration export (manual activation).



**Important:** A goods declaration export that has not been activated within 30 days is automatically declared invalid by customs.

1. Open the goods declaration export in the overview **Customs declarations** with a double-click.
2. In the area **...** **Actions** click on the entry **Activate**.  
The **Activation [MRN]** tab opens. The activation is displayed in the overview **Activations**.
3. To fill the **Approved Location of Goods** field, click on the button **Select location**. The currently valid authorized customs place is taken from the authorization of the economic operator.



**Tip:** The requirement is that the custom place is stored in the economic operator's authorization and the following fields have the specified values:

- Field **procedure type** = **AES - Export**
- Field **type** = **CH: Passar Export**

4. In the area **...** **Actions** click on the entry  **Send**.

When customs confirms the activation, the activation status changes to **Accepted**. The status of the goods declaration export changes to **Release**. The transit opening is legally valid.

### 3 Correct customs declaration (Passar)

This chapter describes how to process a correction of a Swiss customs declaration for the Passar goods traffic system.

The customs declaration with one of the following customs declaration types has received acceptance from the Federal Office for Customs and Border Security (FOCBS):

- EXDP
- NCDN
- NCDP

1. Select the menu entry **Start > ☯ Customs declarations**.
2. To open the customs declaration, double-click the customs declaration in the overview. The **customs declaration CH** tab opens.
3. If it is an EXDP customs declaration, click on the tab **Justification/Override**.
4. Fill in the fields **Justification Code** and **Justification Text**. For customs declarations NCDN and NCDP, you will find the fields on the **General** tab in the area **Correction**.

Field	Description
Justification Code	Code to justify a correction. You can find valid values using the search function.
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 <b>Open text dialog</b> from the context menu.

5. Edit the customs declaration.
6. In the area **⋮ Actions** click on the entry **💾 Save**.
7. 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**.



## 4 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.

## 5 Print or email a document

This chapter describes how to print a document or output it as a PDF file. You can request several documents at the same time; when you create a PDF file, they are merged into one file.

You have selected a dossier or a document.


 **Tip:** If customs sends PDF files (for example export or transit accompanying documents), you can open these from the preview of the **Customs declarations** overview. Click on the icon . You can print the document directly via the print dialog from Adobe Acrobat Reader.


1. In the **...** **Actions** area click on the  **print** entry. Alternatively, right-click on the corresponding line and select the  **print** entry from the context menu. The **Reprint** window opens.
2. In the **Available Document Types** area, select the form or document.

Field	Description
<b>Available Document Types</b>	<p>The table is only displayed if several document types are available for the selected document.</p> <ul style="list-style-type: none"> <li>• <b>Forms</b> are manually created documents, for example shipments, customs declarations and customs returns, for example findings.</li> <li>• <b>Documents</b> are automatically created documents, for example export accompanying documents. Previously created documents are also listed. The <b>Timestamp</b> column shows the creation time of the document. The documents can also be found in the document filing.</li> </ul>

3. Activate the check boxes for the output and enter the required data, for example an email address.

Field	Description
<b>Preview</b>	The document is displayed as a PDF file in Adobe Acrobat Reader.
<b>Save document</b>	The document is saved and archived in the document filing system.
<b>Language</b>	Language in which the document is output
<b>print</b>	If one (or more) printers have been defined and set up for the company by DAKOSY, the selection <b>print</b> 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 <b>OK</b> . The document is printed directly on the corresponding printer.
<b>Printer</b>	Name of the printer on which the document will be printed
<b>Copies</b>	Number of copies to be created.
<b>Tray (1. page)</b>	Name of the paper tray that is addressed for the 1st page
<b>Tray (following pages)</b>	Name of the paper tray that is addressed for the following pages
<b>Scale</b>	How should the page be customized?
<b>Two-Sided printing</b>	Should double-sided printing be used?
<b>Email</b>	The document is consigned as a PDF file attached to an email.
<b>Email to</b>	Email address of the recipient
<b>Email cc</b>	Email address of the consignee of a copy
<b>Email bcc</b>	Email address of the consignee of a blind copy
<b>Subject</b>	Subject of the email


Field	Description
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  <b>Open text dialog</b> from the context menu.

 **Tip:**

- Alternatively, open the form or document as a PDF file with a double-click.
- The functions **Scale** and **Two-Sided printing** must be supported by your printer.

In the **Available Document Types** area, the corresponding columns **Name**, **Copies** and/or **Email to** for the selected document type are filled automatically. This allows you to see what you have already selected.

- 4. If required, select another document type and repeat the previous step.
- 5. To create the forms or documents, click on the **OK** button.

 **Tip:** If you are printing a customs form, pay attention to the size of the form on the printout. Some customs offices do not accept prints that do not match the original form. To print a PDF file in the correct size from Adobe Acrobat Reader, activate the **Customs Scale** radio button with the value **100 %** in the **Page Sizing & Handling** area of the print dialog.

## 6 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](mailto:servicedesk@dakosy.de)
- [Contact form](#)

### Technical questions customs Switzerland

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