



Export Switzerland 1.12

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Applicable documents und sources

in the respective valid versions

[1] the application's online help

[2] www.bazg.admin.ch

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1 Export declaration

This section describes the export declaration in the Customs procedure Export in Switzerland.

The export declaration is made by a customs customer in one of the following roles:

- As an authorized consignor with a simplified procedure authorization.
- Or as a non-authorized consignor.

The user decides under which role he creates the export declaration. The role is selected in the customs declaration via the content of the field **Clearance Location**.

The export declaration is valid for 30 days. If the consignment is not exported, the export declaration is deleted from the FCA system. The FCA will inform the customs customer 5 days before the expiry of the deadline.



Important: If the transmitted export declaration is not selected, it is automatically deleted 30 days after acceptance. In this case, no electronic tax assessment is generated.

1.1 Export declaration non-authorized consignor

This section describes the export declaration in the customs procedure export for the non-authorized consignor in Switzerland. For this procedure you do not need an authorization.

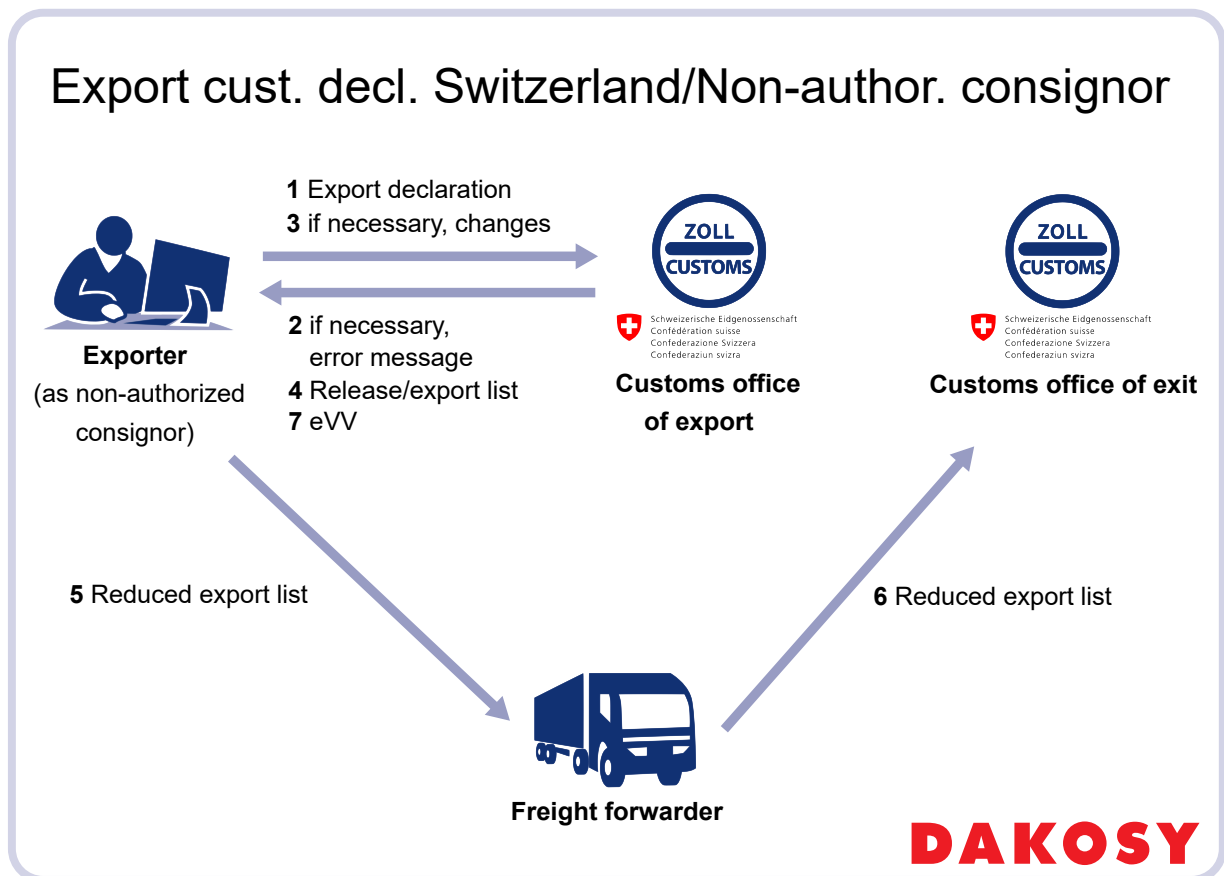


Figure 1: Export declaration of non-authorized consignor Switzerland

1. The exporter (= non-authorized consignor) creates an export declaration and sends it to the customs office of export.
2. If the plausibility check is not successful, the exporter obtains an error message from the customs office of export.

3. In this case, the exporter corrects the export declaration and sends the correction to the customs office of export.
4. The exporter receives a release from the customs office of export and an export list with a barcode as a PDF file.
5. The user prints out the export list and passes it on to the freight forwarder together with the goods.
6. The freight forwarder travels to the customs office of exit with the documents and the commodities.
7. After the goods have left the customs office of export receives an exit declaration from the customs office of exit.
8. The exporter can request the electronic tax assessment from customs after a waiting period of 24 hours.

1.2 Export declaration authorized consignor

This section describes the export declaration in the customs procedure export for the authorized consignor in Switzerland. For this procedure you do need an authorization.

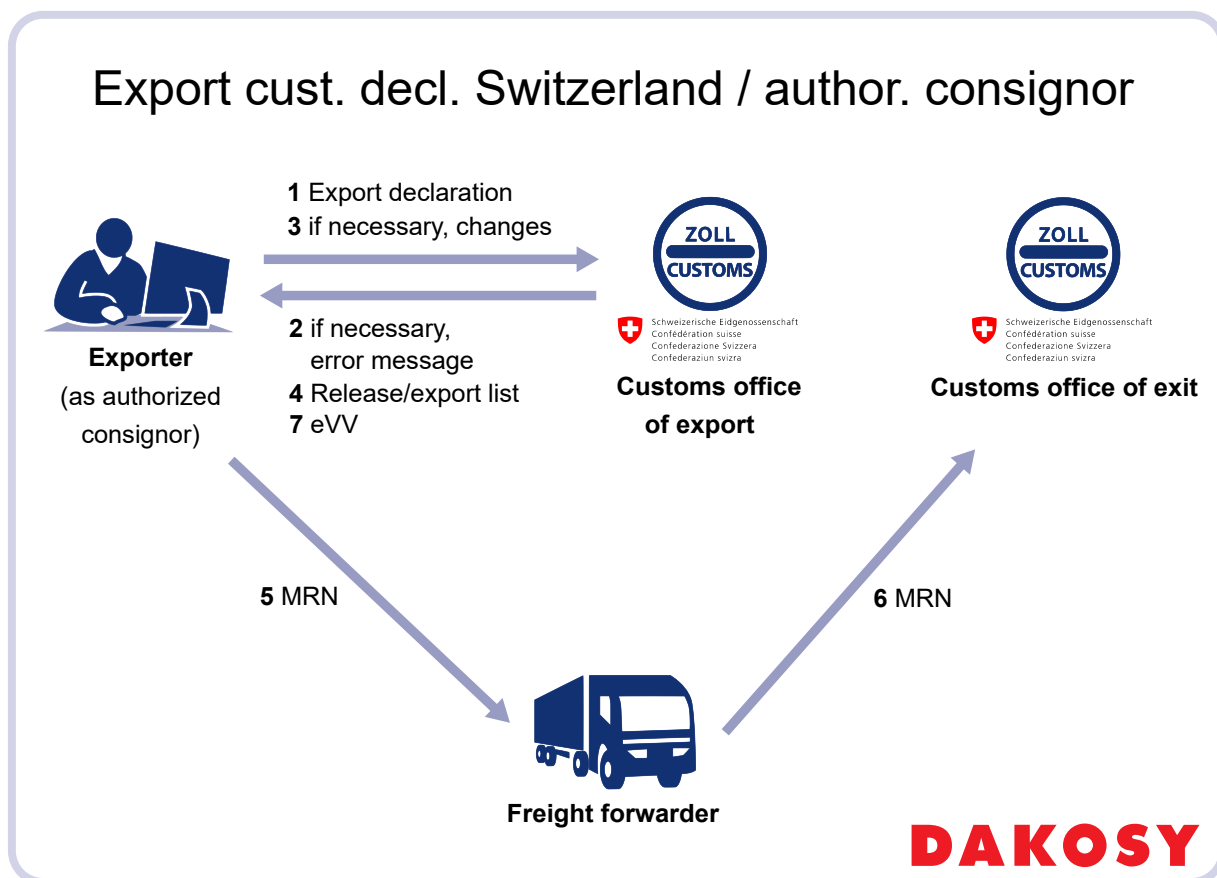


Figure 2: Export declaration authorized consignor Switzerland

1. The exporter (= authorized consignor) creates an export declaration and sends it to the customs office of export.
2. If the plausibility check is not successful, the exporter obtains an error message from the customs office of export.
3. In this case, the exporter corrects the export declaration and sends the correction to the customs office of export.
4. The exporter receives a release from the customs office of export and an export list with a barcode as a PDF file. The export list contains the validity period. Depending on the selection result, the following process flow occurs:
 - If the selection result is **Locked**, the customs staff checks the export list together with the accompanying documents. An additional inspection can be carried out. After the control has been completed, the export declaration is manually released for processing by the customs staff.

The tax assessments are not issued until the goods have been exported or transferred to the transit procedure (NCTS).



- If the selection result is **Release with Restriction**, the export declaration is automatically released by the FCA's IT system and the authorized consignor receives an electronic confirmation. The goods can be exported immediately from Switzerland. If a transit is opened, it is also necessary to wait for the release by the transit system. The corresponding document check is only carried out retrospectively.
 - If the selection result is **Release Without Restriction**, the export declaration is automatically released by the FCA's IT system and the authorized consignor receives an electronic confirmation. The goods can be exported immediately from Switzerland. If a transit is opened, it is also necessary to wait for the release by the transit system. There is no document check.
5. The exporter gives the MRN to the freight forwarder together with the commodities.
 6. Depending on the selection result, the freight forwarder exports the goods directly from Switzerland.
 7. After the goods have left the customs office of export receives an exit declaration from the customs office of exit.
 8. The exporter can request the electronic tax assessment from customs after a waiting period of 24 hours.

To transfer an export transaction to the transit procedure (NCTS), the authorized consignor in the export declaration sets the indicator NCTS. If the export declaration has the status Übermittlung Transit, the export transaction is assigned to a transit notification.


1.3 EXD - Create export

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

1. Select the menu entry **Start > customs declaration**.
2. In the area **Related actions**, click on the entry **Create customs declaration**. This opens the window **New Customs Declaration**.
3. Select the customs procedure **EXPORT**.
4. Select the country **CH - Switzerland**.
5. Select the type of customs declaration **EXD - Export Declaration**.
6. Enter a clear **Reference-Number**.

 **Tip:** To automatically generate a consecutive number, click on the  button. The number can be included in a sequence of numbers and/or letters.

7. Click on **OK**. This opens the **Customs Declaration CH: EXD - Export Declaration** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.


 **Tip:**


- The customs office only has to be indicated at the domicile.
- Depending on the value selected in the field **Clearance Location**, the declarant takes on one of the following roles:
 - **Domizil** - Authorized consignor (AC)
 - **Customs Office** - non-authorized consignor (Non-AC)


Field	Description
Customs Office	Entry of the office number of the competent customs office to which the declaration is to be sent. If the place of assessment Domizil was selected, enter the controlling customs office.
Language	Entry of the language code

Field	Description
Clearance Location	Entry of the code for the place of clearance/assessment
Decl. Time Type	Type of declaration time for the export customs declaration
Type of Declaration	Depending on the type of customs declaration selected, the type of customs declaration is displayed.
Reason Provisional Handling	Entry of the code for the reason for provisional clearance
Warehouse-Type	To be selected if the goods are exported from a customs warehouse or an interim goods warehouse.
NCTS	Should the data be adopted in the NCTS procedure? The dossier will be transferred automatically to the transit system if it is free of errors (status Transit without Restriction) if the value Yes is entered. Assign the dossier to a transit notification.
Fa. Declarant	Address of the declarant's company. The information on the declarant's company cannot be changed.
TIN/UID	TIN/VAT ID of the declarant's company
Currency	Selection of the currency code
Delivery Terms	Selection of the delivery condition

9. Click on the tab **Containers**.
10. Enter the container numbers. To add a container number, click on the icon +.
11. Click on the tab **Preceding Papers**.
12. Enter the previous document. To add a previous document, click on the icon +.


 **Tip:** For example, you can store the goods ID card for border traffic.

13. To enter the fields **Consignor Security** or **Consignee Security**, click on the tab **Security**.
14. Click on the tab **Special Remarks**.
15. Save particular comments. In order to add a comment, click on the icon +.
16. Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed.
17. Click on the icon .
A new position is set up.
18. Fill in at least the required fields of the position.

 **Tip:**

- If entries are rejected by the plausibility check, check them against these documents. If the entries are correct, set the correct code to confirm.
- The weights are checked for plausibility against the customs tariff (Tares).
- To specify the statistical value in a foreign currency, right-click in the **Statistical Value [CH]** field. Select the menu entry **Open Currency-Calculator**. Fill out the fields **Amount** and **Currency** and click on the button **OK**.

Field	Description
Commodity Code	Customs tariff number. The customs tariff can be accessed using the magnifying glass symbol. The first six digits of the 8-digit Swiss tares are identical to the internationally harmonised system (HS).
Statistical Code	Key for the trade code number
Commodity Code Confirmation	Correct code for confirming the trade code number
Customs Clearance-Type	Selection of the assessment type
Commercial Good	Trade goods or non-trade goods
Repair	Is it a correction?
Permit Obligation	Selection of the mandatory authorization code
Non Customs Law Obligation	Selection whether non-customs law remissions (NZE) have to be observed


19. To enter specific information about the goods, click on the tab **Item Details/Goods-Details** and click on the icon +.
20. To enter further packages, click on the tab **Item Details/Packages** and click on the icon +.
21. To enter documents, click on the tab **Item Details/Supporting Documents** and click on the icon +.
22. To enter authorizations, click on the tab **Item Details/Customs Authorizations** and click on the icon +.
23. To enter data for customs declarations, click on the tab **Item Details/Repair and Refinement**.
24. To enter sensitive goods, messages or particular comments, click on the tab **Item Details/Further Details** and click on the relevant icon +.
25. To set up a further positions, click on the icon . A new position is set up. Enter the data as described above:
26. In the area **Actions**, click on the entry **Save**. The customs declaration appears in the overview **Customs declarations**.
27. To send the customs declaration, click on the entry **Send** in the area **Actions**.
28. Close the customs declaration.
29. Check the customs declaration for responses.



Important: If you have received an error status for your customs declaration, you must remedy the error. You can find instructions in section [Edit error \(customs\)](#) on page 10.



Tip:

- The view does not update itself. To update the view, click on the icon .
 - If you have sent a customs declaration and the status remains **sent**, you can resend. To do this, open the customs declaration and change the value in the correction code field. Edit customs declaration. Save the customs declaration and click on the menu entry **Send** in the area **Actions**.
- If the customs declaration is free of errors, customs sends an e-dec acceptance. The status of the customs declaration changes to **Release Without Restriction**. You can print out the export list transferred by customs. You can find instructions in section [Print/fax/mail document](#) on page 11.

- If the customs declaration is free of errors, the status of the customs declaration changes to **Release with Restriction**. Present the export list and the accompanying documents to customs.
- If the customs declaration is blocked by customs, customs announces an intervention. The status of the customs declaration changes to **Locked**.

The electronic assessment enactment is available after 24 hours. DAKOSY GE automatically sends an eVV request to the Federal Customs Administration (FCA). If Customs accepts the request, you will receive the document. You can find the document in the **eVV** overview. To open the overview, click on the menu item **Overviews** in the area **eVV**. You can open the document with a double-click and print it from the browser if required.



Tip: If you want to receive PDF files from the Federal Customs Administration (FCA) by email, assign in the event handling the action **Send email incl. document** to the event **Export > Customs > Customs document received**.

1.4 Correct customs declaration for Switzerland

This section describes how to carry out a correction of a customs declaration for Switzerland. It may be necessary to state the reason for correction, depending on the type of declaration.

The customs declaration has already been accepted by the Federal Customs Administration (FCA).



Important: Only the following declaration types can be corrected:

- EXD
- IMGE
- NCAA
- NCAD
- NCAI
- NCAG
- STR

1. Select the menu entry **Start > customs declaration**.
2. To open the customs declaration, double click on the customs declaration in the overview. This opens the **customs declaration CH** tab.
3. For the declaration type EXD or IMGE change the content of the **correction code** field and fill in the **Correction Reason** field.
4. Edit the customs declaration.
5. Click on the entry **Save** in the area **Actions**.
6. To send the customs declaration, click on the entry **Send** in the area **Actions**. The customs declaration is sent.
7. Close the customs declaration.

1.5 Cancel customs declaration for Switzerland

This section describes how to apply for the cancellation of a customs declaration for Switzerland. The decision about the cancellation is made by customs. An application for cancellation cannot be withdrawn and any cancellation made cannot be reversed.

The customs declaration has been sent to customs and accepted.

1. Select the menu entry **Start > customs declaration**.
2. To open the customs declaration, double click on the customs declaration in the overview. This opens the **customs declaration CH** tab.
3. Change the content of the **correction code** field to the value 0 - *Annulation*.
4. Fill in the **Correction Reason** field.

5. In the area **Actions**, click on the entry **Save**.
6. To send the customs declaration, click the **Send** entry in the **Actions** area.
The customs declaration for cancellation is sent.
7. Check the customs declaration for responses.



Tip: Customs sends a cancellation decision containing the notification of the decision on the application for cancellation.

2 Selection and transit

This section describes the message **Selektion und Transit** in the customs procedure export in Switzerland.

A non-authorized consignor can instruct an authorized consignor to further process an export transaction.

With the message **Selektion und Transit** the authorized consignor can carry out the following functions:

- Taking the relevant export declaration into the own responsibility without having to manually re-enter the data of the export declaration.
- If required: Transmission to the transit system (NCTS)

The non-authorized consignor notifies the authorized consignor of the MRN of the corresponding procedure. The authorized consignor sends the selection and transit with this Movement Reference Number to customs. Customs sends the authorized consignor an acceptance and the export list.


The non-authorized consignor can also commission the authorized consignor to transfer an export transaction to the transit procedure (NCTS). To transfer an export transaction to the transit procedure (NCTS), the authorized consignor in the selection and transit sets the indicator NCTS. If the selection and transit has the status **transmission Transit**, the export transaction is assigned to a transit notification.

2.1 STR - Create selection and transit

This section describes how to create an **Selektion und Transit** for Switzerland. With a selection and transit, an authorized consignor (AC) can accept an export customs declaration from a non-authorized consignor (non-AC) for further processing without having to enter the export customs declaration data manually again.

- You are authorized consignor (AC).
 - The MRN of the export customs declaration is available to you.
1. Select the menu entry **Start > customs declaration**.
 2. In the area **Related actions**, click on the entry **Create customs declaration**. This opens the window **New Customs Declaration**.
 3. Select the customs procedure **EXPORT**.
 4. Select the country **CH - Switzerland**.
 5. Select the type of customs declaration **STR - Selection and Transit**.
 6. Enter a clear **Reference-Number**.



Tip: To automatically generate a consecutive number, click on the  button. The number can be included in a sequence of numbers and/or letters.

7. Click on **OK**. This opens the **Customs Declaration CH: STR - Selection and Transit** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

Field	Description
Customs Office	Controlling customs office
NCTS	Should the data be adopted in the NCTS procedure? The dossier will be transferred automatically to the transit system if it is free of errors (status Transit without Restriction) if the value Yes is entered. Assign the dossier to a transit notification.
Version	Version number

Field	Description
Decl. Time Type	Type of declaration time for the export customs declaration

9. To enter reference, click the tab **References** and click on the + icon.
10. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.
11. To send the customs declaration, click on the entry **Send** in the area **Actions**.
12. Close the customs declaration.
13. Check the customs declaration for responses.



Important: If you have received an error status for your customs declaration, you must remedy the error. You can find instructions in section [Edit error \(customs\)](#) on page 10.



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

- If the customs declaration is free of errors, customs sends an e-dec acceptance. The status of the customs declaration changes to **Release Without Restriction**. You can print out the export list transferred by customs. You can find instructions in section [Print/fax/mail document](#) on page 11.
- If the customs declaration is free of errors and Customs sends a document request, the status of the customs declaration changes to **Release with Restriction**. Present the export list and the accompanying documents to customs.
- If the customs declaration is blocked by customs, customs announces an intervention. The status of the customs declaration changes to **Locked**.

The electronic assessment enactment is available after 24 hours. DAKOSY GE automatically sends an eVV request to the Federal Customs Administration (FCA). If Customs accepts the request, you will receive the document. You can find the document in the **eVV** overview. To open the overview, click on the menu entry **Overviews** in the area **eVV**. You can open the document with a double-click and print it from the browser if required.



Tip: If you want to receive PDF files from the Federal Customs Administration (FCA) by email, assign in the event handling the action **Send email incl. document** to the event **Export > Customs > Customs document received**.

3 Edit error (customs)


This section describes how you can find and remedy errors using the example of a customs declaration.

Erroneous customs declarations are recognisable in the overview **Customs declarations** by the status in the column **Status**. The statuses have different names according to the type of customs declaration.

1. To open the incorrect customs declaration, double-click on the customs declaration.
The customs declaration is opened in a new tab.
2. Click on the tab **Customs System Messages&Status**.
3. Highlight the row of the table with the incoming message.
The messages are shown in the area **Message Preview**.
The details of the message are shown in the column **Text**.
4. Double-click on the row with the message text.
Depending on the type of error, a window with additional information on the error will open.
5. You now have the following options:
 - Remedy error, save customs declaration and resend.
 - Remedy errors at a later point.

4 Print/fax/mail document

This section describes how you print or fax a document or create it as a pdf file. You can request several documents at the same time; these are then combined to form one file when creating the pdf.

1. Click on the entry **Actions** in the area  **Actions print**
The window **Reprint** will open.
2. Highlight the form or document in the area **Available Document Types**.

Field	Description
Available Document Types	<p>The table is only shown if there are several types of document for the highlighted document.</p> <ul style="list-style-type: none"> • Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. • Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column Timestamp. The documents can also be found in the document filing.

3. Highlight the check box for the issue and enter the necessary data, such as an email address.

Field	Description
Preview	Prints or opens the document as a pdf document.
Save document	The document is stored.
print	If one (or several) printers have been defined and set up for the company by DAKOSY, the selection print will be displayed. The document is printed directly on the relevant printer.
Fax	The document is being sent as a fax.
Email	The document is sent as a pdf file in an attachment to an email.



Tip: Alternatively, open the form or document as a pdf file by double clicking on it.

The appropriate columns **Name**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

4. Highlight a further document type and repeat the previous step.
5. In order to create the documents, click on the button **OK**.



Tip: If you print a customs form, please pay attention to the size of the form on the print-out. Some customs offices do not accept any print-outs which are not identical to the original form. To print out a PDF file of the correct size from Adobe Acrobat Reader, activate the **Custom Scale** option with the value **100 %** in the **Page Sizing & Handling** area of the print dialogue.

4.1 Print/fax/mail message

This section describes how you print a message, for example a processing message (CUSREC). You can also fax the message or create it as a pdf file.

The print dialog *Print/fax/mail document* auf Seite 11 is based on the current database of the customs declaration. To print multiple incoming messages, a print per message receipt can be created on the **Messages & Status** tab.

Following messages can be printed:

- **CUSREC - information on declaration**
- **CURREL - decision of customs office for customs declaration**
- **CUSTAX - decision/result**
- **CUSTST - Verwahrungsmitteilung**
- **CUSFIN - summary declaration completion information**

1. Open the tab **Messages & Status** of the customs declaration.
2. Highlight the message receipt.
3. Right-click with the mouse.
4. Select the menu item **print**.
This opens the window **Reprint:Documents**.
5. Highlight the form in the area **Unassigned DocumentTypes**.

Field	Description
Unassigned DocumentTypes	<p>The table is only shown if there are several types of document for the highlighted document.</p> <ul style="list-style-type: none"> • Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. • Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column Timestamp. The documents can also be found in the document filing.

6. Highlight the check box for the issue and enter the necessary data, such as an email address.

Field	Description
Preview	Prints or opens the document as a pdf document.
Save document	The document is stored.
print	If one (or several) printers have been defined and set up for the company by DAKOSY, the selection print will be displayed. The document is printed directly on the relevant printer.
Fax	The document is being sent as a fax.
Email	The document is sent as a pdf file in an attachment to an email.



Tip: Alternatively, open the form or document as a pdf file by double clicking on it.

The appropriate columns **Name**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

7. Highlight a further document type and repeat the previous step.
8. In order to create the documents, click on the button **OK**.



Tip: If you print a customs form, please pay attention to the size of the form on the print-out. Some customs offices do not accept any print-outs which are not identical to the original form. To print out a PDF file of the correct size from Adobe Acrobat Reader, activate the **Custom Scale** option with the value **100 %** in the **Page Sizing & Handling** area of the print dialogue.

5 Electronic assessment decision (eVV)

This section describes electronic assessment decision (eVV) in Switzerland.

Assessment decisions (eVV) are not automatically served by the Swiss Federal Customs Administration (FCA). They must be requested explicitly. The eVV will be drawn up at the earliest 24 hours after selection and release of the export or import declaration.

DAKOSY GE sends automatic an eVV request to the Swiss Customs Administration (EZV). If Customs accepts the request, you will receive the document. You can find the document in the **CH eVV Request** overview. To open the overview, select the menu entry **Start > customs declaration**. Click on the menu entry **Overviews** in the **CH eVV Request** area. You can open the document with a double-click and print it from the browser if required.

If it is necessary to create an eVV request manually, you will find instructions in the section [Create CH eVV request](#) on page 13.

The export declaration is also subject to the following provisions: If the transit is open, the creation period for the eVV is 4 days.

Assessment decisions are transmitted by the EZV in XML format via the SOAP (Simple Object Access Protocol) interface. The XML file contains the following information:

- Content data of the customs declaration
- A digital signature
- A valid certificate

Only the original XML file has legal significance.

If you want to claim deliveries abroad or taxes paid on import, you need an assessment decision. This must be available if the declaration is made in the VAT statement.

The following requirements apply to the archiving of the assessment decision:

- The assessment decision must be systematically and orderly archived until the expiry of the limitation period.
- The EZV does not provide any archiving services for customs partners.
- The EZV makes the eVV available for collection within the statutory period of 11 years (10 years + current year).
- The complete XML file of the eVV and the signature verification log must be retained by the customs partner or by an archiving service provider commissioned by him.

In view of the current status of this documentation, this means that the user or the customs customer is responsible for archiving the data himself.

5.1 Create CH eVV request

This section describes how to create an eVV request. Assessment decisions (eVV) are not automatically served by the Swiss Federal Customs Administration (EZV), but requested automatically by DAKOSY GE. You only need these instructions for a manual request.

- The electronic assessment decision (eVV) will be drawn up at the earliest 24 hours after selection and release of the export or import declaration.
1. Select the menu entry **Maintenance > Customs > Customs switzerland > CH eVV Request**. This opens the **CH eVV Request** tab.
 2. In the area **Related actions**, click on the menu entry **New CH eVV Request**. This opens the **Edit CH eVV Request** tab.
 3. Fill out at least the mandatory fields.
 4. In the area **Actions**, click on the entry **Save**. The request is sent automatically.

If Customs accepts the request, you will receive the document. You can find the document in the **CH eVV Request** overview. To open the overview, click on the menu entry **CH eVV Request** in the area **Overviews**. You can open the document with a double-click and print it from the browser if required.

6 Contact information

You will find contact information in this section.

In case of specific questions, please contact the customs office competent for you. Further contact possibilities:

Questions on DAKOSY GE

- Contact partner: DAKOSY service desk
- Telephone: [+49 \(0\)40 3786 0990](tel:+49(0)4037860990)
- Email: servicedesk@dakosy.de
- [Contact form](#)

Technical questions on Swiss customs

- Contact partner: [Swiss Customs Administration EZV](#) - Customs information desk
- Telephone: [+41 \(0\)58 4671 515](tel:+41(0)584671515)
- Inquiries may also be sent using the contact form from the [homepage of the Swiss Customs Administration](#).