



Import 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 Import Switzerland

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

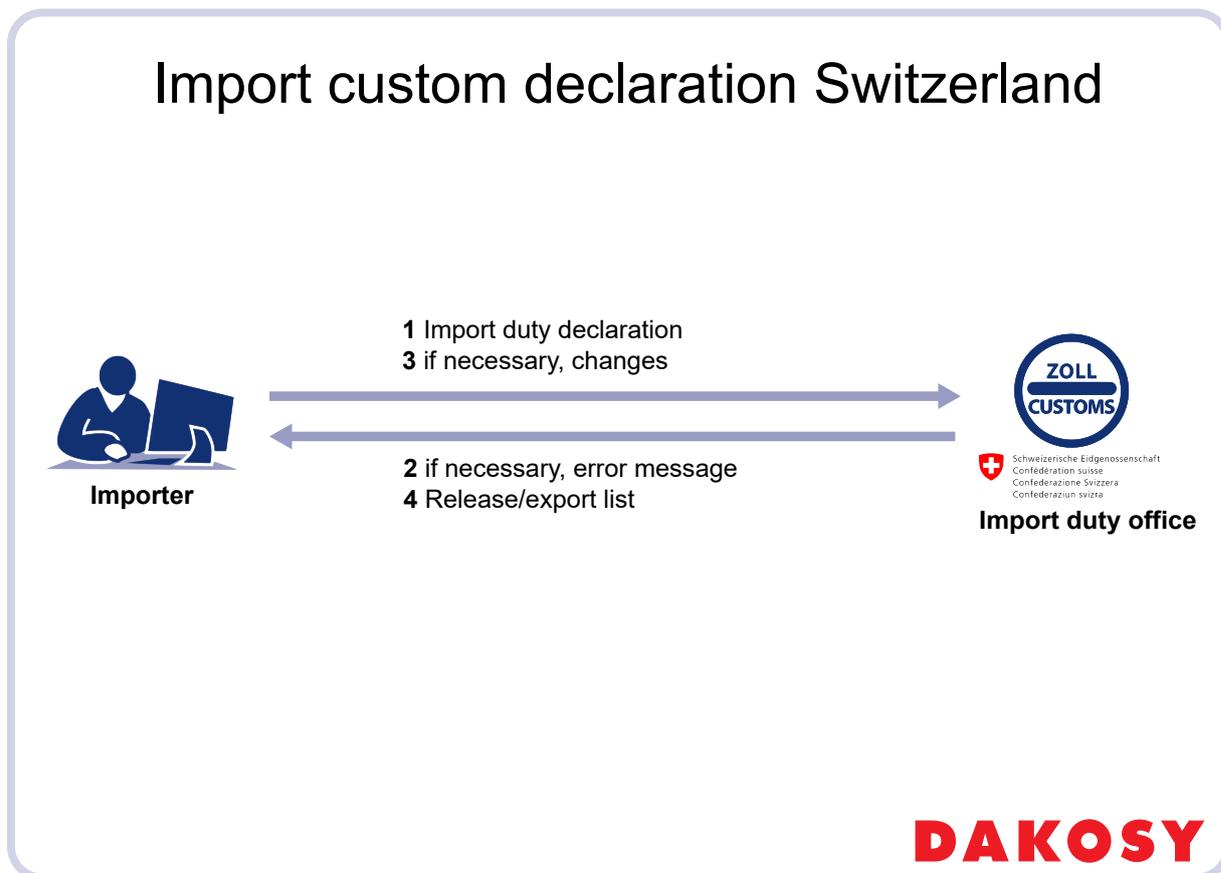


Figure 1: Import custom declaration Switzerland

1. The importer creates an import custom declaration and sends it to the import duty office.
2. If the plausibility check is not successful, the importer obtains an error message from the import duty office.
3. In this case, the importer corrects the import custom declaration and sends the correction to the import duty office.
4. The importer receives a release from the customs office of import, a delivery order and an import list with a barcode as a PDF file. Depending on the selection result, the following process flow occurs:
 - If the selection result is **Locked**, the goods declared for import remain under customs control. It can only be carried out after successfully completed documentary checks (comparison of the import customs declaration with corresponding commercial invoices, delivery notes, certificates of origin) and the ordered material checks.
 - If the selection result is **Release with Restriction**, the goods declared for import remain under customs control. The document check is only carried out retrospectively.
 - If the selection result is **Release Without Restriction**, the goods declared for import remain under customs control. There is no document check.

After the document check or goods removal has been completed, the import customs declaration is released for further processing. Subsequently, the Swiss Federal Customs Administration issues the corresponding customs and VAT documents. Authorized bodies (financial accounting, trade statistics, other federal agencies) receive the corresponding data from the import customs declaration.

The import custom declaration is registered in DAKOSY GE with the customs declaration type IMGES.



Tip: A new version is created for an import custom declaration (IMGE), if the sent customs declaration is corrected. The versions are listed on the **Versionen** tab. In order to display the version, double-click the entry in the list.

1.1 IMGE - Create import declaration general

This section describes how to create an import declaration general 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 **IMPORT**.
4. Select the country **CH - Switzerland**.
5. Select the type of customs declaration **IMGE - Import Declaration General**.
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: IMGE - Import Declaration General** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

Field	Description
Customs Office	Customs office of clearance
Language	Language of the customs documents sent by the customs office.
Country of Dispatch	Country of consignor
Confirmation Code	Correct code for confirming the country of dispatch
Clearance Location	Entry of the code for the place of clearance/assessment
Decl. Time Type	Time of declaration
Type of Declaration	The type of declaration is determined by the country of dispatch and the clearance procedure selected.
Reason Provisional Handling	If the type of declaration is provisional, enter the reason for the provisional clearance.
Place of Unloading	Place where the commodities are unloaded. The place of unloading must be stored at the economic operator (customs).
Fa. Declarant	Address of the declarant's company. The information on the declarant's company cannot be changed.
TIN/UID	Operator identification number (OIN) of the declarant
Importer is Identical to Consignee	Is the importer the consignee? To copy the information from the field Consignee into the field Importer , activate the check box. The Importer field is blocked against entries.
Importer	Address of the importer (owner of the commodities)

Field	Description
TIN/UID	TIN/VAT ID of the importer
Customs Account	Account number for the customs levies
VAT Account	Account number for the value added tax
VAT Number	Value added tax number of the importer
Currency	Currency in which the invoice is issued
Delivery Terms	Type of delivery condition according to Incoterm. The value XXX means that the conditions contained in the contract must be stated exactly. If the delivery condition is identical for all goods positions, fill out the field in the header. If the delivery condition is different for all goods positions, fill the field out for each position.

 **Tip:** To create a provisional import declaration, enter the value 2 - Provisional in the **Type of Declaration** field.

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. Click on the tab **Special Mentions**.
14. Save particular comments. In order to add a comment, click on the icon +.
15. Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed.
16. Click on the icon .
A new position is set up.
17. 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).
- You can fill the fields **Statistical Value [CH]** and **VAT Value** with a value in a foreign currency. To specify the value in a foreign currency, right-click in the corresponding 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

Field	Description
Customs Net Weight	Net customs weight in kg for net customs clearance. This refers to the tare of the commodities and their immediate encasement (without transport packaging).
Additional Unit	Entry of the (statistical) additional volume. This is equivalent to the number of packages, for instance.
Add. Unit Confirmation	Correct code for confirming the additional volume
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
Preference	Identification whether a favourable tariff treatment may be claimed
Confirmation	Correct code for confirming the preference
VAT Code	Value added tax code
VAT Code Confirmation	Correct code for confirming the value added tax code
VAT Value	Value added tax in CHF without decimal places. If the value is to be found by converting a foreign currency, use the currency converter from the context menu for the field
VAT Value Confirmation	Correct code for confirming the amount of value added tax
Tare Supplement	Addition for packaging
Tare Suppl. Confirmation	Correct code for confirming the tare surcharge
Rate	Entry of the customs rate in CHF. Should the customs rate from the ECT be adopted?
From Masterdata	If the customs rate should be adopted from the ECT, activate the check box. If the check box Preference is activated at the same time, the group of countries is determined for the country of origin stated. The customs rate for the type of preference (PR) is adopted from the ECT for this group of countries and the commodities number stated. If you do not activate the check box Preference , the customs approach of the type normal tariff (NT) will be taken for the goods number specified in the ECT.
Rate Confirmation	Correct code for confirming the customs rate
Customs Favour Code	Preferential customs code
Net Duty	If you would like to request net duties, activate the check box.

18. To enter specific information about the goods, click on the tab **Position/Goods-Details** and click on the icon +.
19. To enter further packages, click on the tab **Position/Packages** and click on the icon +.
20. To enter documents, click on the tab **Position/Documents** and click on the icon +.
21. To enter authorizations, click on the tab **Position/Customs authorizations** and click on the icon +.
22. To enter data for customs declarations, click on the tab **Position/Repair and Refinement**.
23. To enter additional information, duties or messages, click on the tab **Position/Further Details** and click on the relevant icon +.
24. To enter particular comments, click on the tab **Position/Special Mentions** and click on the 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 7.



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, highlight the customs declaration and click in the area **Actions** on the entry **Send**.
- 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 or the ration coupon transferred by customs. You can find instructions in section [Print/fax/mail document](#) on page 8.
- 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, ration coupon and the accompanying documents.
- If the customs declaration is blocked by customs, customs announces an intervention. The status of the customs declaration changes to **Locked**.

The electronic assessment decisions 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 Swiss Customs Administration (EZV) by email, assign the action **Send email incl. document** to the desired event in event handling.
 - **Customs declaration > CH > Import > Delivery order received**
 - **Customs declaration > CH > Import > Import list received**
- If you have received an e-dec acceptance for a provisional import declaration, the customs declaration also appears in the overview of **Deadline monitoring**. The expiry date field is taken from the e-dec acceptance.

1.2 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.

1.3 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 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.

3 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.

3.1 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 8 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.

4 Deadline monitoring Switzerland

This section describes how to work with deadline monitoring in Switzerland. Lists from deadline monitoring can be sent to you by email as a CSV file.

With DAKOSY GE, the deadlines in the following procedures for Switzerland can be monitored in real time:

- Import declaration (IMGE)
- NCTS transit notification (NCTA, NCTG and NCTI)

Deadline monitoring serves the purpose of finding incomplete operations. For NCTS, the associated guarantee accounts can also be monitored.

The basis for monitoring deadlines in transit notifications is the field **transit period**.

4.1 Carrying out deadline monitoring (Switzerland)

This section describes how to carry out deadline monitoring for Switzerland.

There are customs declarations which satisfy one of the following requirements:

- Import declaration (IMGE):
 - It is a provisional declaration.
 - The declaration has received a customs reference from customs.
- NCTS transit notification (NCTA, NCTG and NCTI): The customs declaration has the status **Confirmation**.

1. Select the menu entry **Start > Customs declarations**.
2. Click on the menu entry **Overviews** in the **Deadline monitoring CH** area. This opens the overview **Deadline monitoring CH**.
3. Enter the search criteria for the deadline monitoring.

Field	Description
Recent Change from/to	First and last date of the period during which the last amendment was made.
Expiration-Date from/to	First and last date of the period during which the time limit expired.
Customs Declaration Type	Selection of the customs declaration type



Tip: For a transit notification, the value entered into the **transit period** field is adopted as an expiry date.

4. Click on the button **Search**.
The result of your search is displayed in the overview.
5. You have several options:
 - To open the customs declaration, click on the menu entry **Actions** in the **Open Declaration** area.
 - To export the overview as a CSV file, click on the menu entry **Related actions** in the **Export Table** area. Select the columns in the table you would like to export and save the file. You can find further information in section [Export overviews](#).

5 Provisional declarations

This chapter described the overview **Deadline monitoring**. In the overview you can monitor the expiry date of provisional import declarations for Switzerland.

To create a provisional import declaration, enter the value 2 - *Provisorisch* in the **Type of Declaration** field. If you have received an e-dec acceptance for a provisional import declaration, the customs declaration also appears in the overview of **Deadline monitoring**. The **Expiration-Date** field is taken from the e-dec acceptance of the Federal Customs Administration (FCA).

The expiry date is automatically checked once a day. If the expiry date minus the current date equals or falls below a specified number of days, an email is sent to the declarant of the import declaration.



Tip: To set the number of days, contact servicedesk@dakosy.de.

If you receive an e-dec acceptance with the status **208 - Provisorische EZV umgewandelt; automatische Umwand** for a provisional import declaration from the FCA, the status of the import declaration changes to **Changed To Definit Dec**. The import declaration is deleted from the **Deadline monitoring** overview. In the **Customs declarations** overview you will still find the import customs declaration.

6 Bordereau of duty

This chapter describes the Bordereau of duty in Switzerland.

The Bordereau is a list of all receipts that were settled for a customs account and a processing centre during an e-dec day-end closing. The list contains the following receipts:

- Assessment decision Customs
- Assessment decision VAT
- Repayment Customs
- Repayment VAT

The Bordereau can be used for accounting purposes.

The list is sorted by customs office, reference and receipt type. The amount is listed for each assessment decision or repayment.

After the e-dec daily closing, a Bordereau is generated as an XML document for each customs account and each processing centre. An import customs declaration must indicate a customs office. This is part of a processing centre. The number of Bordereaux for an account in one day therefore depends on the customs offices via which the import declarations were made.

You can obtain an electronic version of the Bordereau from DAKOSY GE. The XML files are transmitted electronically to DAKOSY immediately after the day-end closing. The document appears in the overview **Bordereaux**. To open the overview, select the menu entry **Start > customs declaration**. Click on the menu entry **Bordereaux** in the **Overviews** area. You can open the document with a double-click and print it from the browser if required.

If it is necessary to create a Bordereau request manually, you will find instructions in the section [Create bordereau request](#) on page 12.

6.1 Create bordereau request

This section describes how to create a bordereau request. Bordereaux are requested automatically from DAKOSY GE. You only need these instructions for a manual request.

1. Select the menu entry **Maintenance > Customs > Customs switzerland > CH Cession Request**. This opens the **CH Cession Request** tab.
2. In the area **Related actions**, click on the menu entry **New CH Cession Request**. This opens the **Edit CH Cession 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. The document appears in the overview **Bordereaux**. To open the overview, select the menu entry **Start > customs declaration**. Click on the menu entry **Bordereaux** in the **Overviews** area. You can open the document with a double-click and print it from the browser if required.

7 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.

7.1 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.

8 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](#).