



NCTS 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 NCTS Switzerland

This chapter describes the NCTS procedure in Switzerland.

The NCTS (New Computerized Transit System) is the IT system of the common transit system. It is mainly used for transit goods in road transport and is obligatory for international transit. The transit procedure is carried out electronically.

This does not apply to transports that are processed in a simplified procedure in one of the following ways:

- Air transport
- Rail transport
- Sea transport
- through pipelines

In Switzerland, NCTS is an independent system that operates independently of e-dec.

There is the one- or two-stage NCTS transit procedure. The consignor chooses a procedure for each individual consignment.

In contrast to other countries, there are separate types of declarations and procedures for transit opening in the national transit procedure (InTV).



Tip: A new version is created for a customs declaration, if the customs declaration sent is corrected. The versions are listed on the **Versions** tab. In order to display the version, double-click the entry in the list. This applies for the following types of customs declaration:

- Declaration (NCAD)
- Exportation (NCAA)
- Exportation InTV (NCAI)
- Exportation InTV at the border (NCAG)

1.1 NCTS transit in the single-stage procedure

This chapter the single-stage procedure describes the customs procedure NCTS in Switzerland.

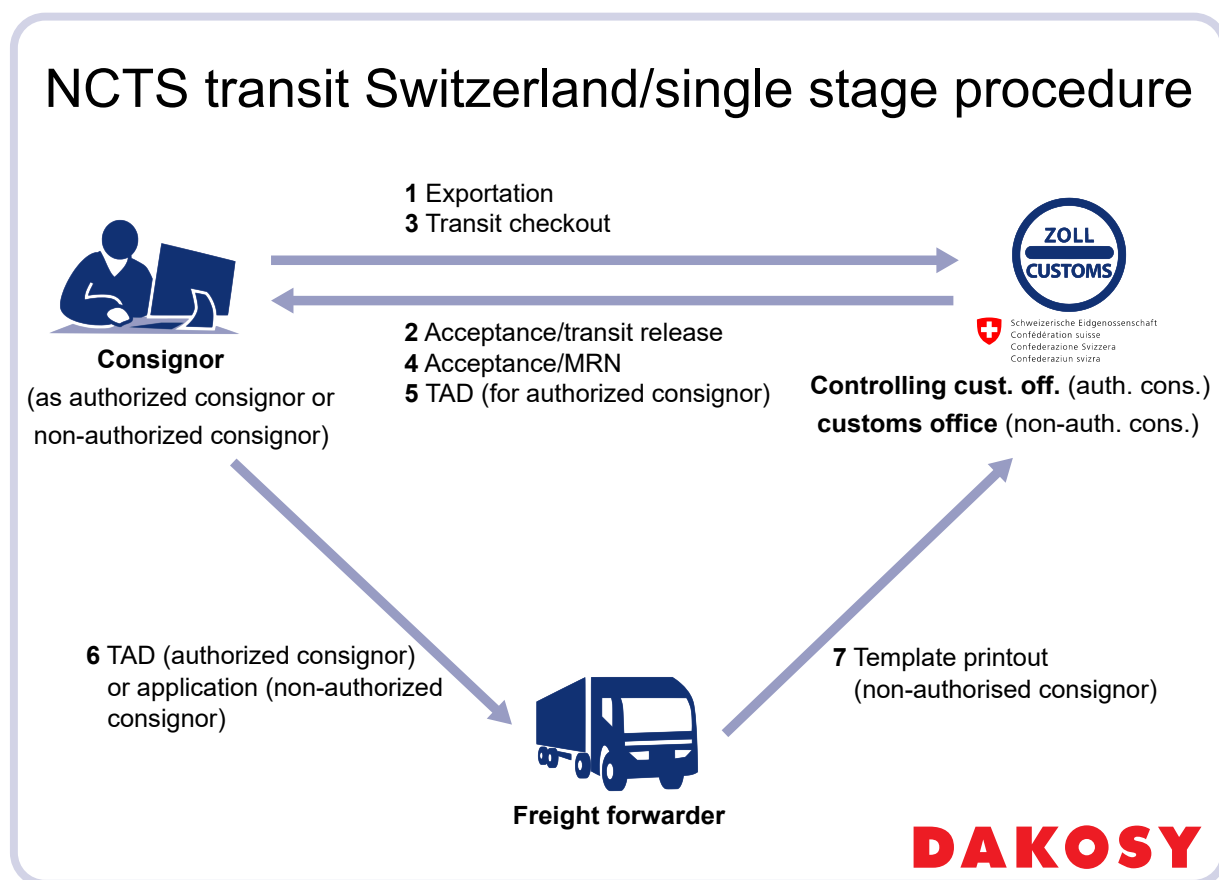


Figure 1: NCTS transit in the single-stage procedure Switzerland

You can use the single-stage procedure as an authorized consignor (AC) or as an unauthorized consignor (non-AC). As authorized consignor you need a customs authorization.

1. The consignor (as authorized consignor or non-authorized consignor) creates an exportation and sends it to the customs office. For the authorized consignor this must be the controlling customs office.
2. The consignor receives an acceptance (transit release) from the customs office.
3. The consignor creates a transit checkout, assigns the exportation to it and sends the transit checkout to the customs office.
4. The consignor receives an acceptance with a Movement Reference Number from the customs office.
 - The authorized consignor receives a TAD and prints it out.
 - The non-authorized consignor receives an application to open a transit procedure, prints it out and signs it.
5. The consignor hands over the documents to the freight forwarder together with the goods.
6. The freight forwarder has two possibilities:
 - If the freight forwarder has received a TAD, he drives directly to the consignee of the goods.
 - If the freight forwarder has received an application to open a transit procedure, he goes to the customs office and presents the application. The freight forwarder drives to the consignee of the goods.

The single-stage procedure is registered in DAKOSY GE with the following types of customs declarations:

- NCAD - NCTS Declaration
- NCTA - NCTS Transit Declaration

1.2 NCTS transit in two-stage procedure

This chapter the two-stage procedure describes the customs procedure NCTS transit in Switzerland.

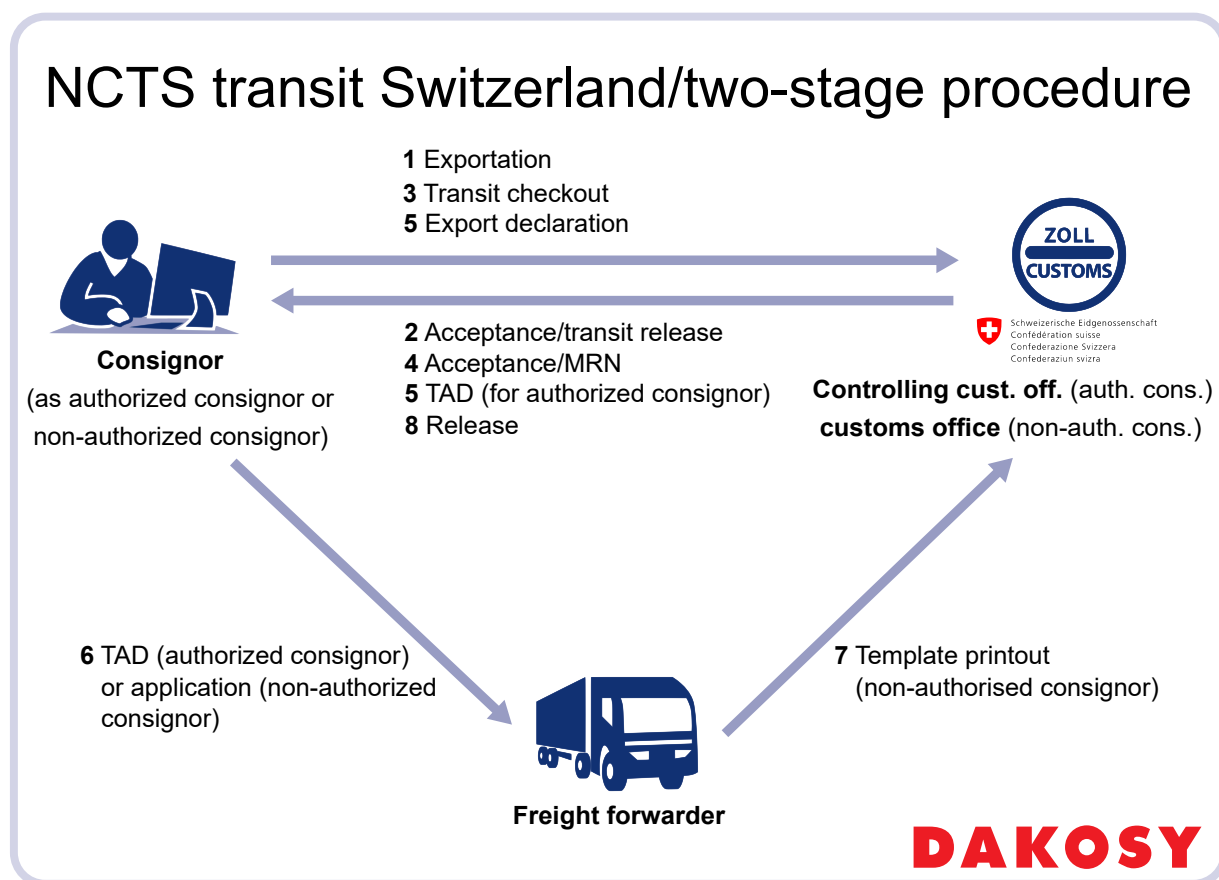


Figure 2: NCTS transit in the two-stage procedure Switzerland

You can use the two-stage procedure as authorized consignor or as non-authorized consignor. As authorized consignor you need a customs authorization.

1. The consignor (as authorized consignor or non-authorized consignor) creates an exportation and sends it to the customs office. For the authorized consignor this must be the controlling customs office.
2. The consignor receives a notice of acceptance from the customs office.
3. The consignor creates a transit checkout, assigns the exportation to it and sends the transit checkout to the customs office.
4. The consignor receives an acceptance with a Movement Reference Number from the customs office.
 - The authorized consignor receives a TAD and prints it out.
 - The non-authorized consignor receives an application to open a transit procedure, prints it out and signs it.
5. The consignor hands over the documents to the freight forwarder together with the goods.
6. The freight forwarder has two possibilities:
 - If the freight forwarder has received a TAD, he drives directly to the consignee of the goods.
 - If the freight forwarder has received an application to open a transit procedure, he goes to the customs office and presents the application. The freight forwarder drives to the consignee of the goods.
7. The consignor creates an export declaration and sends it to the customs office.
8. The consignor receives a release from the customs office.

The two-stage procedure is registered in DAKOSY GE with the following customs declarations types:

- NCAA - NCTS Exportation


- NCTA - NCTS Transit Declaration
- NCAD - NCTS Declaration

1.3 NCAD - Create NCTS declaration

This chapter describes how to create an NCTS declaration for Switzerland using the NCTS transit procedure.

i **Tip:** For the two-step procedure, you can copy an exportation (NCAA) into a NCTS declaration (NCAD). To copy the exportation, click in the area **Actions** on the menu entry **Copy**. Select the value **NCAD - NCTS Declaration** for the field **Type**. The registration number of the exportation is automatically entered as preliminary document in the NCTS declaration.


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 **NCTS**.
4. Select the country **CH - Switzerland**.
5. Select the type of customs declaration **NCAD - NCTS Declaration**.
6. Enter a clear **Reference-Number**.


i **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: NCAD - NCTS Declaration** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.


Field	Description
Departure customs office	Enter the office number of the competent customs office where the transport starts.
Language departure	Entry of the language code
null	Code for the country of destination
currency code	ISO code of the currency
ZV - Code	Should the simplified procedure be used as authorized consignor?
secured	Entry of the security indicator. Depending on the country of destination, additional security data must be transmitted.
NCTS Flag	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.
Status code	Status code
consignor	Address of the consignor of the goods
TIN/UID	TIN/EORI number of the exporter
vat number	Value added tax account number

Field	Description
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
Inland Transport Mode	Mode of transport of the mode of transport inland
inland transport mode confirmation	Correct code for confirming the mode of transport

9. Click on the tab **Containers**.
10. Enter the container numbers. To add a container number, click on the icon +.
11. Click on the **previous document** tab.
12. Enter the previous document. To enter a previous document, click on the icon +.
13. To fill out the fields **Consignor (Security)** or **Consignee (Security)**, click on the **Security** tab.
14. Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed.
15. Click on the icon .
A new position is set up.
16. 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.


 **Tip:** The weights are checked for plausibility against the customs tariff (Tares).

 **Tip:** 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
Number (KN 8)	Commodities number pursuant to customs tariff
Description	Description of goods
Net Weight	Entry of the net mass (net weight/weight of the goods without packaging) for this goods position in kilograms
net weight confirmation	Correct code for confirming the net mass
Total Gross Weight	Entry of gross mass (gross weight/weight of the goods incl. packaging) for this goods position in kilograms
clearance code	Selection of the clearance code
trading goods code	Selection trading or non-trading goods
Statistical Value	Statistical value
statistical value confirmation	Correct code for confirming the statistical value
Permit Obligation	Selection of the mandatory authorization code

Field	Description
non customs law	Selection whether non-customs law remissions (NZE) have to be observed



17. To enter a UN dangerous goods number, sensitive goods or particular comments, click on the tab **Item Details/Further Details** and click on the icon + in the relevant area.
18. To enter further packages, click on the tab **Item Details/Packages** and click on the icon +.
19. To enter documents, click on the tab **Item Details/Documents** and click on the icon +.
20. To enter authorizations, click on the tab **Item Details/Customs authorizations** and click on the icon +.
21. To set up a further positions, click on the icon .
A new position is set up. Enter the data as described above:
22. Click on the tab **References**. Enter references. To enter a reference, click on the icon +.
23. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.


 **Tip:** If you have not yet sent the customs declaration, you can convert the following declaration types to another type of declaration in the list:

- NCAA
- NCAD
- NCAG
- NCAI

Highlight the customs declaration in the overview **Customs declarations** and click on the entry **Change Declaration Type** in the area **Actions**.

24. To send the customs declaration, click on the entry **Send** in the area **Actions**.
25. Close the customs declaration.
26. Check the customs declaration for responses.

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

 **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 35.

Customs sends a confirmation message to the export declaration that changes the status of the export declaration.



- **Release, locked** (selection result code 1 or 4): The customs declaration is locked. An intervention period begins within which customs can carry out a check.
- **Release** (selection result code 3): The customs declaration is released. You can print the delivery disposal. You can find instructions in section [Print/fax/mail document](#) on page 36.

1.4 NCTA - Create NCTS transit declaration

This chapter describes how to create a transit checkout for the customs procedure using the NCTS dispatch 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 **NCTS**.
4. Select the country **CH - Switzerland**.
5. Select the customs declaration type **NCTA - NCTS Transit 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: NCTA - NCTS Transit Declaration** tab.

8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.


 **Tip:** If the participant has several authorizations which are linked to certain customs offices or admitted places, the data saved in the master data will be loaded and displayed in the customs declaration. You can change the controlling customs office displayed, this deletes your role as authorized recipient (ZE) or authorized sender (ZV).

Field	Description
Departure customs office	Enter the office number of the competent customs office where the transport starts.
Destination customs office	Entry of the office number of the competent customs office where the transport terminates.
ZV - Code	Should the simplified procedure be used as authorized consignor?
transit period	Date on which the period for repeat presentation expires (repeat presentation date)
control result	Entry of code for the results of monitoring
Principal	Address of the principal
TIN/UID	TIN/VAT ID of the principal
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
Suspension has been permitted	Is it a request to suspend a route ordered by customs?
Inland Transport Mode	Mode of transport of the mode of transport inland
secured	Entry of the security indicator. Depending on the country of destination, additional security data must be transmitted.
Language	Entry of the code for the language
Border Transport ID, Nationality	<ul style="list-style-type: none"> Licence plate of the cross-border active type of transport Country of origin of the cross-border active type of transport. In the case of transport by rail or under one's own power, nationality does not have to be stated.

9. Click on the tab **Security**.


10. Enter safety data. To add a transport itinerary, click on the icon .


11. Click on the tab **Seals**.

12. Enter the closures. In order to add a closure, click on the icon .

13. Click on the tab **Guarantees**.

14. Enter the safeties. To add a safety, 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 tab **References**. Enter references. To enter a reference, click on the icon +.
17. Click on the icon →.
The window opens **Add customs declaration**.
18. Fill out the fields and click on the button **Search**.


 **Tip:** You can assign the transit checkout customs declaration to the customs declaration types EXD, STR, NCAD and NCAA.

 **Tip:**
If you want to assign customs declarations of the transit checkout, the values in the following fields must match:

- **Departure customs office**
- **NCTS Flag**
- **TIN/UID**
- **Border Transport Mode**
- **ZV - Code** (to the extent available for the declaration type)

The overview of all possible customs declarations is displayed.


19. Select one or more customs declarations.
 - To assign a customs declaration, highlight the customs declaration in the overview.
 - To select multiple declarations, press and hold the key Ctrl and select multiple declarations.
 - To move several consecutive customs declarations, select the first customs declaration, hold down the key Shift and choose the last customs declaration.
20. Click on **OK**.
A position is created for each assigned customs declaration.
21. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.


 **Tip:** If you have not yet sent the customs declaration, you can convert the following declaration types to another type of declaration in the list:

- NCAA
- NCAD
- NCAG
- NCAI

Highlight the customs declaration in the overview **Customs declarations** and click on the entry **Change Declaration Type** in the area **Actions**.

22. To send the customs declaration, click on the entry **Send** in the area **Actions**.
23. Close the customs declaration.
24. Check the customs declaration for responses.

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

 **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 35.


If the customs declaration is free of errors, customs sends an acceptance. The status of the customs declaration changes to **Confirmation**. You can print out the TAD (Transit Accompanying Document) sent by customs. You can find instructions in section [Print/fax/mail document](#) on page 36.

1.5 NCAA - Create NCTS exportation

This chapter describes how to create an exportation for Switzerland using the NCTS transit procedure.


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 **NCTS**.
4. Select the country **CH - Switzerland**.
5. Select the type of customs declaration **NCAA - NCTS Exportation**.
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: NCAA - NCTS Exportation** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.






Field	Description
No. of Items	Display of the number of the goods positions entered for the customs declaration.
premature declaration	Indicator whether the declaration is done before presentation
Departure customs office	Enter the office number of the competent customs office where the transport starts.
Language departure	Entry of the language code
Country of Dispatch	Country of consignor
null	Code for the country of destination
ZV - Code	Should the simplified procedure be used as authorized consignor?
secured	Entry of the security indicator. Depending on the country of destination, additional security data must be transmitted.
NCTS Flag	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.
T status	Selection of the type of declaration
Exporter	Address of the exporter of the goods, if the exporter is not identical to the declarant in the export document. If the exporter is identical to the declarant, leave the field empty.
TIN/EORI	TIN/EORI number of the exporter
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

9. To collect safety data, click on the tab **Security**.
10. Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed.
11. Click on the icon .
A new position is set up.
12. 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.

 **Tip:** The weights are checked for plausibility against the customs tariff (Tares).

Field	Description
Description	Description of goods
Net Weight	Entry of the net mass (net weight/weight of the goods without packaging) for this goods position in kilograms
Total Gross Weight	Entry of gross mass (gross weight/weight of the goods incl. packaging) for this goods position in kilograms
clearance code	Selection of the clearance code
clearance type code	Selection of the clearance type code
Permit Obligation	Selection of the mandatory authorization code
1st Package: Pieces	Number of parcels of the position
Type	Code of the packaging type

13. To enter sensitive goods or particular comments, click on the tab **Item Details/Further Details** and click on the icon  in the relevant area.
14. To enter further packages, click on the tab **Item Details/Packages** and click on the icon .
15. To enter previous documents, click on the tab **Item Details/Preceding Papers** and click on the icon .
16. To enter documents, click on the tab **Item Details/Documents** and click on the icon .
17. Click on the tab **References**. Enter references. To enter a reference, click on the icon .
18. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.

**Tip:**

- For the two-step procedure, you can copy an export exit notification (NCAA) into an export declaration (NCAD). To copy the export exit notification, click in the area **Actions** on the menu entry **Copy Customs Declaration**. Select the value **NCAD – NCTS export declaration** for the field **Type**. The registration number of the export declaration is automatically entered as preliminary document in the export declaration.
- If you have not yet sent the customs declaration, you can convert the following declaration types to another type of declaration in the list:
 - NCAA
 - NCAD
 - NCAG
 - NCAI

Highlight the customs declaration in the overview **Customs declarations** and click on the entry **Change Declaration Type** in the area **Actions**.

19. To send the customs declaration, click on the entry **Send** in the area **Actions**.
20. Close the customs declaration.
21. Check the customs declaration for responses.



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



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 35.

If the customs declaration is free of errors, customs sends an acceptance. The status of the customs declaration changes to **Release**. You can print the delivery order. You can find instructions in section [Print/fax/mail document](#) on page 36.

2 NCTS transit InTV

This section describes the transit opening in the national transit procedure (InTV) in Switzerland. In contrast to other countries, there are separate types of declarations and procedures for transit opening InTV.

As of the 1 May 2015, the procedure will require the issuance of national consignment notes (paper procedure). In the following cases, consignment notes were issued:

- If duty on the goods are not cleared at the Swiss border, but are sent in transit to the Swiss consignee.
- When goods are transported from the open customs warehouse in transit, for example to the airport.

There are two types of transit opening for InTV:

- Transit opening in the inland (from the internal customs office)
- Transit opening at the border (from the internal customs office)

Both variants differ in the transferred data and in the processes.

2.1 NCTS transit InTV inland

This section describes the inland transit opening in the national transit procedure (InTV) in Switzerland.

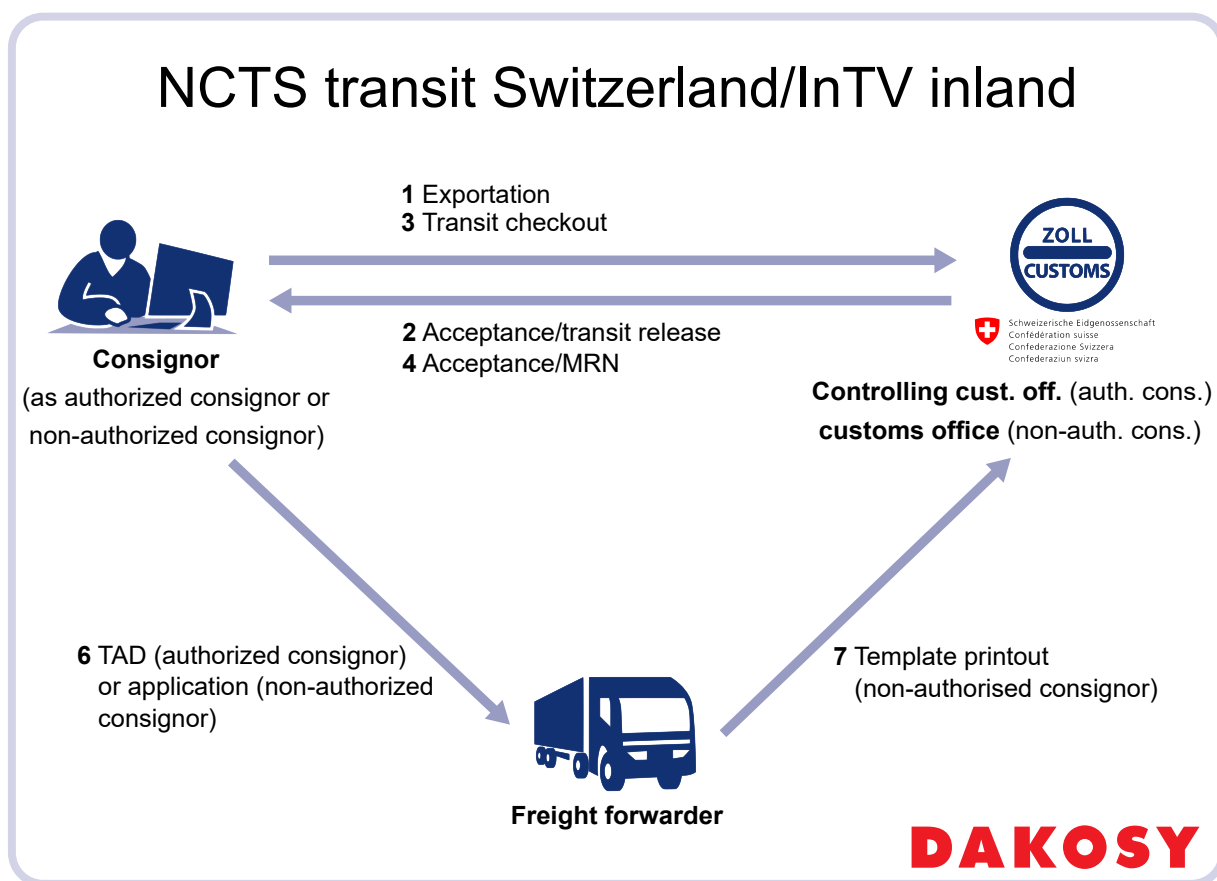


Figure 3: Transit opening inland

1. The consignor (as authorized consignor or non-authorized consignor) creates an exportation and sends it to the customs office. For the authorized consignor this must be the controlling customs office.
2. The consignor receives a notice of acceptance from the customs office.
3. The consignor creates a transit checkout, assigns the exportation to it and sends the transit declaration to the customs office.

4. The consignor receives an acceptance with a Movement Reference Number from the customs office.
 - The authorized consignor receives a TAD and prints it out.
 - The non-authorized consignor receives an application to open a transit procedure, prints it out and signs it.
5. The consignor hands over the documents to the freight forwarder together with the goods.
6. The freight forwarder has two possibilities:
 - If the freight forwarder has received a TAD, he drives directly to the consignee of the goods.
 - If the freight forwarder has received an application to open a transit procedure, he goes to the customs office and presents the application. The freight forwarder drives to the consignee of the goods.

The inland transit opening is registered in DAKOSY GE with the following types of customs declarations:


- NCAI - NCTS Exportation InTV
- NCTI - NCTS Transit Declaration InTV

2.2 NCAI - Create NCTS exportation InTV

This chapter describes how to create an export declaration InTV for Switzerland using the NCTS dispatch customs procedure.

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 **NCTS**.
4. Select the country **CH - Switzerland**.
5. Select the type of customs declaration **NCAI - NCTS Exportation InTv**.
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: NCAI - NCTS Exportation InTv** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.


Field	Description
No. of Items	Display of the number of the goods positions entered for the customs declaration.
premature declaration	Indicator whether the declaration is done before presentation
Departure customs office	Enter the office number of the competent customs office where the transport starts.
Language departure	Entry of the language code
Country of Dispatch	Country of consignor
null	Code for the country of destination
ZV - Code	Should the simplified procedure be used as authorized consignor?

Field	Description
secured	Entry of the security indicator. Depending on the country of destination, additional security data must be transmitted.
NCTS Flag	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.
T status	Selection of the type of declaration
Exporter	Address of the sender of the goods
TIN/UID	TIN/UID number of the consignor of the goods
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

9. To collect safety data, click on the tab **Security**.
10. Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed.
11. Click on the icon .
A new position is set up.
12. 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.

 **Tip:** The weights are checked for plausibility against the customs tariff (Tares).

 **Tip:** 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
Description	Description of goods
Net Weight	Entry of the net mass (net weight/weight of the goods without packaging) for this goods position in kilograms
Total Gross Weight	Entry of gross mass (gross weight/weight of the goods incl. packaging) for this goods position in kilograms
clearance code	Selection of the clearance code
clearance type code	Selection of the clearance type code
Permit Obligation	Selection of the mandatory authorization code
1st Package: Pieces	Number of parcels of the position
Type	Code of the packaging type

13. To enter sensitive goods or particular comments, click on the tab **Item Details/Further Details** and click on the icon **+** in the relevant area.
14. To enter further packages, click on the tab **Item Details/Packages** and click on the icon **+**.
15. To enter previous documents, click on the tab **Item Details/Preceding Papers** and click on the icon **+**.
16. To enter documents, click on the tab **Item Details/Documents** and click on the icon **+**.
17. Click on the tab **References**. Enter references. To enter a reference, click on the icon **+**.
18. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.



Tip: If you have not yet sent the customs declaration, you can convert the following declaration types to another type of declaration in the list:

- NCAA
- NCAD
- NCAG
- NCAI

Highlight the customs declaration in the overview **Customs declarations** and click on the entry **Change Declaration Type** in the area **Actions**.

19. To send the customs declaration, click on the entry **Send** in the area **Actions**.
20. Close the customs declaration.
21. Check the customs declaration for responses.



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



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 35.

If the customs declaration is free of errors, customs sends an acceptance. The status of the customs declaration changes to **Release**. You can print the delivery order. You can find instructions in section [Print/fax/mail document](#) on page 36.

2.3 Create NCTI - NCTS transit declaration InTV


This chapter describes how to create a transit declaration InTV for the customs procedure using the NCTS dispatch 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 **NCTS**.
4. Select the country **CH - Switzerland**.
5. Select the type of customs declaration **NCTI - NCTS Transit Declaration InTV**.
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: NCTI - NCTS Transit Declaration InTV** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.

 **Tip:** If the participant has several authorizations which are linked to certain customs offices or admitted places, the data saved in the master data will be loaded and displayed in the customs declaration. You can change the controlling customs office displayed, this deletes your role as authorized recipient (ZE) or authorized sender (ZV).

Field	Description
Departure customs office	Enter the office number of the competent customs office where the transport starts.
Destination customs office	Entry of the office number of the competent customs office where the transport terminates.
ZV - Code	Should the simplified procedure be used as authorized consignor?
transit period	Date on which the period for repeat presentation expires (repeat presentation date)
control result	Entry of code for the results of monitoring
Principal	Address of the principal
TIN/UID	TIN/VAT ID of the principal
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
Suspension has been permitted	Is it a request to suspend a route ordered by customs?
Inland Transport Mode	Mode of transport of the mode of transport inland
secured	Entry of the security indicator. Depending on the country of destination, additional security data must be transmitted.
Language	Entry of the code for the language
Border Transport ID, Nationality	<ul style="list-style-type: none"> • Licence plate of the cross-border active type of transport • Country of origin of the cross-border active type of transport. In the case of transport by rail or under one's own power, nationality does not have to be stated.

9. Click on the tab **Security**.
10. Enter safety data. To add a transport itinerary, click on the icon +.
11. Click on the tab **Seals**.
12. Enter the closures. In order to add a closure, click on the icon +.
13. Click on the tab **Guarantees**.
14. Enter the safeties. To add a safety, 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 →.
The window opens **Add customs declaration**.
17. Fill out the fields and click on the button **Search**.


 **Tip:** You can only assign customs declarations of the customs declaration type **NCAI - NCTS Exportation InTv** to the transit notification.

 **Tip:**
If you want to assign customs declarations of the transit checkout, the values in the following fields must match:

- **Departure customs office**
- **NCTS Flag**
- **TIN/UID**
- **Border Transport Mode**
- **ZV - Code** (to the extent available for the declaration type)

The overview of all possible customs declarations is displayed.


18. Select one or more customs declarations.
 - To assign a customs declaration, highlight the customs declaration in the overview.
 - To select multiple declarations, press and hold the key Ctrl and select multiple declarations.
 - To move several consecutive customs declarations, select the first customs declaration, hold down the key Shift and choose the last customs declaration.
19. Click on **OK**.
A position is created for each assigned customs declaration.
20. Click on the tab **References**. Enter references. To enter a reference, click on the icon **+**.
21. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.


 **Tip:** If you have not yet sent the customs declaration, you can convert the following declaration types to another type of declaration in the list:

- NCAA
- NCAD
- NCAG
- NCAI

Highlight the customs declaration in the overview **Customs declarations** and click on the entry **Change Declaration Type** in the area **Actions**.

22. To send the customs declaration, click on the entry **Send** in the area **Actions**.
23. Close the customs declaration.
24. Check the customs declaration for responses.

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

 **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 35.

If the customs declaration is free of errors, customs sends an acceptance. The status of the customs declaration changes to **Confirmation**. You can print out the TAD (Transit Accompanying Document) sent by customs. You can find instructions in section [Print/fax/mail document](#) on page 36.

2.4 NCTS transit InTV at the border

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

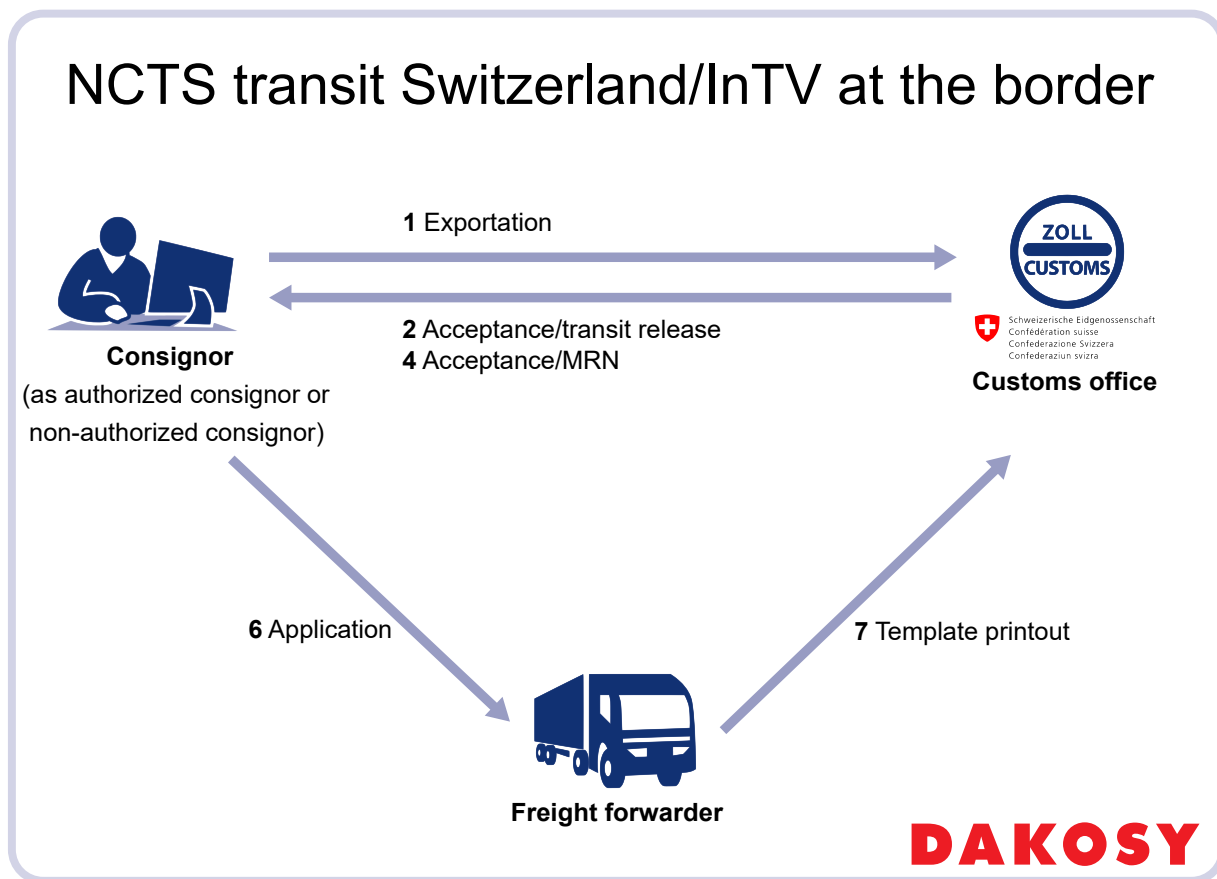


Figure 4: Transit opening at the border

1. The consignor creates an exportation and sends it to the customs office. In this case, the exportation contains all the necessary information, for example:
 - Guarantee
 - Customs office of departure
 - Customs office of destination
2. Customs creates the transit checkout on the basis of the data in the exportation. The consignor receives from the customs office an acceptance of the exportation and an acceptance of the transit checkout. From the acceptance of the transit checkout DAKOSY GE automatically creates a transit checkout. The exportation is assigned to the transit checkout. The consignor receives an application to open a transit procedure, prints it out and signs it.
3. The consignor hands over the documents to the freight forwarder together with the goods.
4. The freight forwarder goes to the customs office and submits the application. The freight forwarder drives to the consignee of the goods.

The transit opening at the border is declared in DAKOSY GE with the following customs declarations types:

- NCAG - NCTS Exportation InTV Border
- NCTG - NCTS Transit Declaration InTV Border




Important: DAKOSY GE automatically creates the transit checkout from the acceptance of the transit checkout by customs. The exportation is assigned to the transit checkout.

2.5 NCAG - Create NCTS exportation InTV border

This chapter describes how to create an exportation InTV at border using the NCTS dispatch customs procedure 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 **NCTS**.
4. Select the country **CH - Switzerland**.
5. Select the type of customs declaration **NCAG - NCTS Exportation InTV Border**.
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: NCAG - NCTS Exportation InTV Border** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.


Field	Description
No. of Items	Display of the number of positions
premature declaration	Indicator whether the declaration is done before presentation
Departure customs office	Enter the office number of the competent customs office where the transport starts.
Destination customs office	Entry of the office number of the competent customs office where the transport terminates.
Country of Dispatch	Country of consignor
null	Code for the country of destination
ZV - Code	Should the simplified procedure be used as authorized consignor?
secured	Entry of the security indicator. Depending on the country of destination, additional security data must be transmitted.
NCTS Flag	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.
T status	Selection of the type of declaration
Currency	ISO code of the currency
Language departure	Entry of the language code
control result	Entry of code for the results of monitoring
transit period	Date on which the period for repeat presentation expires (repeat presentation date)

Field	Description
Principal	Address of the principal
TIN/UID	TIN/VAT ID of the principal
Consignor	Address of the sender of the goods
TIN/UID	TIN/UID number of the consignor of the goods
Consignee	Address of the recipient of the goods
TIN/UID	TIN/VAT ID of the consignee of the goods
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
Inland Transport Mode	Mode of transport of the mode of transport inland

9. Click on the tab **Security**.
10. Enter safety data. To add a transport itinerary, click on the icon +.
11. Click on the tab **Containers**.
12. Enter the container. To add a container, click on the icon +.
13. Click on the tab **Seals**.
14. Enter the closures. In order to add a closure, click on the icon +.
15. Click on the tab **Guarantees**.
16. Enter the safeties. To add a safety, click on the icon +.
17. Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed.
18. Click on the icon .
A new position is set up.
19. 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.

 **Tip:** The weights are checked for plausibility against the customs tariff (Tares).

 **Tip:** 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
Description	Description of goods
Net Weight	Entry of the net mass (net weight/weight of the goods without packaging) for this goods position in kilograms
Total Gross Weight	Entry of gross mass (gross weight/weight of the goods incl. packaging) for this goods position in kilograms
clearance code	Selection of the clearance code

Field	Description
clearance type code	Selection of the clearance type code
Permit Obligation	Selection of the mandatory authorization code

20. To enter sensitive goods or particular comments, click on the tab **Item Details/Further Details** and click on the icon + in the relevant area.
21. To enter further packages, click on the tab **Item Details/Packages** and click on the icon +.
22. To enter previous documents, click on the tab **Item Details/Preceding Papers** and click on the icon +.
23. To enter documents, click on the tab **Item Details/Documents** and click on the icon +.
24. Click on the tab **References**. Enter references. To enter a reference, click on the icon +.
25. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.



Tip: If you have not yet sent the customs declaration, you can convert the following declaration types to another type of declaration in the list:

- NCAA
- NCAD
- NCAG
- NCAI

Highlight the customs declaration in the overview **Customs declarations** and click on the entry **Change Declaration Type** in the area **Actions**.

26. To send the customs declaration, click on the entry **Send** in the area **Actions**.
27. Close the customs declaration.
28. Check the customs declaration for responses.



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



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 35.

If the customs declaration is free of errors, customs sends an acceptance. The status of the customs declaration changes to **Release**. You can print the delivery order. You can find instructions in section [Print/fax/mail document](#) on page 36.

2.6 NCTG - Create NCTS transit declaration InTV border



This chapter describes how to create a transit declaration InTV at border using the NCTS dispatch customs procedure for Switzerland. DAKOSY GE automatically creates the transit checkout from the acceptance of the transit checkout by customs. The transit checkout is assigned to the exit deregistration.




Important: DAKOSY GE as a rule automatically creates the transit checkout from the acceptance of the transit checkout by customs. You do not need to create the transit checkout. However, if you have this transit checkout cancelled by customs, for example, you can manually recreate the transit checkout and send it to customs.

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 **NCTS**.


4. Select the country **CH - Switzerland**.
5. Select the customs declaration type **NCTG - NCTS Transit Declaration InTV Border**.
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: NCTG - NCTS Transit Declaration InTV Border** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.


 **Tip:** If the participant has several authorizations which are linked to certain customs offices or admitted places, the data saved in the master data will be loaded and displayed in the customs declaration. You can change the controlling customs office displayed, this deletes your role as authorized recipient (ZE) or authorized sender (ZV).

Field	Description
Departure customs office	Enter the office number of the competent customs office where the transport starts.
Destination customs office	Entry of the office number of the competent customs office where the transport terminates.
ZV - Code	Should the simplified procedure be used as authorized consignor?
transit period	Date on which the period for repeat presentation expires (repeat presentation date)
control result	Entry of code for the results of monitoring
Principal	Address of the principal
TIN/UID	TIN/VAT ID of the principal
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
Suspension has been permitted	Is it a request to suspend a route ordered by customs?
Inland Transport Mode	Mode of transport of the mode of transport inland
secured	Entry of the security indicator. Depending on the country of destination, additional security data must be transmitted.
Language	Entry of the code for the language
Border Transport ID, Nationality	<ul style="list-style-type: none"> Licence plate of the cross-border active type of transport Country of origin of the cross-border active type of transport. In the case of transport by rail or under one's own power, nationality does not have to be stated.

9. Click on the tab **Security**.
10. Enter safety data. To add a transport itinerary, click on the icon .
11. Click on the tab **Seals**.

12. Enter the closures. In order to add a closure, click on the icon +.
13. Click on the tab **Guarantees**.
14. Enter the safeties. To add a safety, 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 →.
The window opens **Add customs declaration**.
17. Fill out the fields and click on the button **Search**.


 **Tip:** You can assign only assign customs declarations of the customs declaration type **NCAG - NCTS Exportation InTV Border** to the transit notification.

 **Tip:**
If you want to assign customs declarations of the transit checkout, the values in the following fields must match:

- **Departure customs office**
- **NCTS Flag**
- **TIN/UID**
- **Border Transport Mode**
- **ZV - Code** (to the extent available for the declaration type)

The overview of all possible customs declarations is displayed.


18. Select one or more customs declarations.
 - To assign a customs declaration, highlight the customs declaration in the overview.
 - To select multiple declarations, press and hold the key Ctrl and select multiple declarations.
 - To move several consecutive customs declarations, select the first customs declaration, hold down the key Shift and choose the last customs declaration.
19. Click on **OK**.
A position is created for each assigned customs declaration.
20. Click on the tab **References**. Enter references. To enter a reference, click on the icon +.
21. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.


 **Tip:** If you have not yet sent the customs declaration, you can convert the following declaration types to another type of declaration in the list:

- NCAA
- NCAD
- NCAG
- NCAI

Highlight the customs declaration in the overview **Customs declarations** and click on the entry **Change Declaration Type** in the area **Actions**.

22. To send the customs declaration, click on the entry **Send** in the area **Actions**.
23. Close the customs declaration.
24. Check the customs declaration for responses.

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

 **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 35.

If the customs declaration is free of errors, customs sends an acceptance with a request for opening a transit procedure. The status of the customs declaration changes to **Confirmation**. You can print the request. You can find instructions in section [Print/fax/mail document](#) on page 36.

3 NCTS transit completion

This section describes the NCTS transit completion in Switzerland.

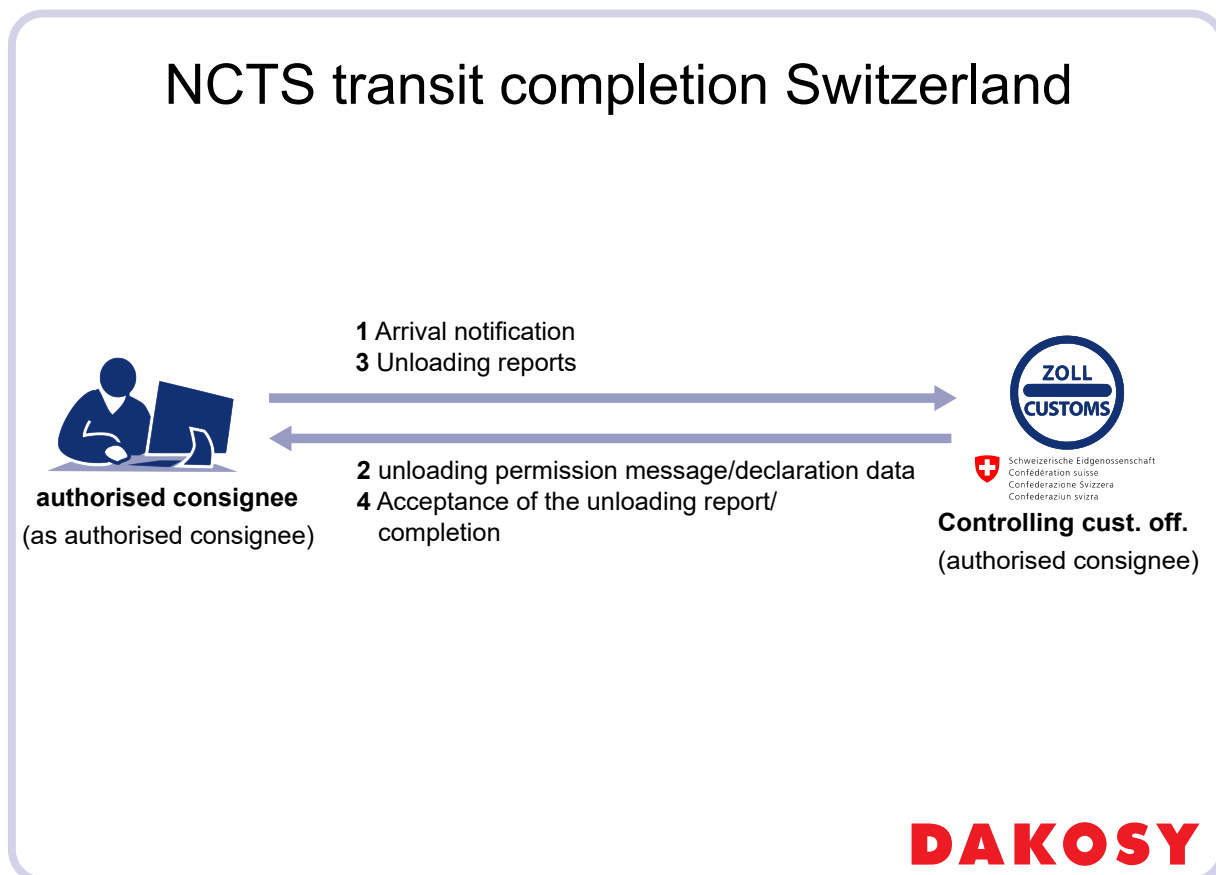


Figure 5: NCTS transit completion

You must act as an authorized consignee for the NCTS transit completion. You need an authorization from customs with an approved location of goods.

1. The consignee (as the authorized consignee) creates an unloading report for each goods item and an arrival notification for the entire transport. The consignee assigns the unloading reports of the arrival notification and sends the arrival declaration to the controlling customs office.
2. The consignee receives an unloading permission message with the declaration data from the customs control office. The declaration data is automatically assigned to the unloading reports.
3. The consignee processes the unloading report and sends it to the controlling customs office.
4. The consignee receives an acceptance of the unloading report/completion with the status "completed".

The NCTS transit completion is registered in DAKOSY GE with the following types of customs declarations:



- NCNU - NCTS Unloading report
- NCNA - NCTS Arrival notification

3.1 NCNU - Create NCTS unloading report

This section describes how to create NCTS unloading report 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 **NCTS**.
4. Select the country **CH - Switzerland**.
5. Select the type of customs declaration **NCNU - NCTS Unloading report**.
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: NCNU - NCTS Unloading report** tab.
8. Fill out the fields of the tab **general**. The mandatory fields can change according to entries.

Field	Description
Transit Paper Type	Type of transit document
Number	Customs registration number of the transport paper
Mode	Display of the processing status
Request AAR Data	<p>Should AAR data be requested? You can use the anticipated arrival record request to request anticipated arrival record data for an authorized recipient (AR) before the consignment arrives and use it for further customs handling, e.g. e-dec import.</p> <p>To request the AAR data in advance, proceed as follows:</p> <ol style="list-style-type: none"> 1. Activate the check box Request AAR Data. 2. Send the NCNU. 3. If the AAR data have been received, click in the area Related actions on Copy. This opens the window Copy Customs Declaration. 4. In the field Type select the value IMGE - Import Declaration General. 5. To continue after normal procedure (without requesting the AAR data in advance), assign the NCNU to an NCNA.
Approved Consignee	Address of the authorized consignee.
TIN/UID	TIN/VAT ID of the authorized consignee



 **Tip:** If you make an early import declaration, select the check box **Request AAR Data**. After returning the declaration data, you can copy the customs declaration NCNU (NCTS unloading report) into a customs declaration IMGE (import customs declaration).

9. To report an incident at reception, click on the tab **All events**.
 - a) Click on the icon .
 - b) Fill out at least the mandatory fields.
10. Click on the tab **References**. Enter references. To enter a reference, click on the icon .
11. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.
12. To receive declaration data, create an arrival notification and assign the unloading report to the arrival notification. You can find instructions in section [NCNA - Create NCTS arrival notification](#) on page 27.

3.2 NCNA - Create NCTS arrival notification

This section describes how to create an NCTS arrival notification 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 **NCTS**.
4. Select the country **CH - Switzerland**.
5. Select the type of customs declaration **NCNA - NCTS Arrival Notification**.
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: NCNA - NCTS Arrival Notification** tab.
8. Fill out the fields of the tab **general**. The mandatory fields can change according to entries.

Field	Description
Destination customs office	Entry of the office number of the competent customs office where the transport terminates.
Language	Language of the customs documents sent by the customs office.
Approved Consignee	Address of the authorized consignee.
TIN/UID	TIN/VAT ID of the authorized consignee
Conveyance arrival license	Licence plate of mode of transport upon arrival
Country	Nationality of the mode of transport upon arrival
Consignor	Address of the sender of the goods
TIN/EORI	TIN/EORI number of the consignor of the goods

9. Click on the tab **Goods Items**. An overview of all positions in this dossier is displayed.
10. Click on the icon →. The window opens **Add NCNU**.
11. Fill out at least the mandatory fields and click on the button **Search**. The overview of all possible unloading comments is displayed.
12. Select one or more customs declarations.
 - To assign a customs declaration, highlight the customs declaration in the overview.
 - To select multiple declarations, press and hold the key Ctrl and select multiple declarations.
 - To move several consecutive customs declarations, select the first customs declaration, hold down the key Shift and choose the last customs declaration.
13. Click on **OK**. A position is created for each assigned customs declaration.
14. In the area **Actions**, click on the entry **Save**. The customs declaration appears in the overview **Customs declarations**.
15. To send the customs declaration, click on the entry **Send** in the area **Actions**.
16. Close the customs declaration.

17. Check the customs declaration for responses.



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



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 35.

If the customs declaration is free of errors, customs sends unloading permission and the declaration data of the assigned positions. The status of the customs declaration changes to **Receipt of Licences To Unl.** The assigned unloading comments are automatically filled with the declaration data. The status of the customs declaration changes to **Licence To Unload**.

3.3 Report the receipt as conform or non-conform

This chapter describes how to report an NCTS unloading report for Switzerland as compliant or non-compliant.

1. To reopen the customs declaration, double click on the customs declaration in the overview. This opens the **Customs Declaration CH: NCNU - NCTS Unloading report** tab.
2. To enter an unloading report, click on the tab **Unloading Remark**. You have several options:
3. To report a reception as compliant, proceed as follows:
 - a) Fill out the field **Unloading Date**.
 - b) For the fields **Conform flag** and **closure Ok** the value **Yes**.
4. To report a different quantity on receipt, proceed as follows:
 - a) Fill out the field **Unloading Date**.
 - b) Select the value **No** for the field **Conform flag**.
 - c) For the field **closure Ok** select the value **Yes**.
 - d) Click on the tab **Positions**.
 - e) Click on the position with a different volume. In the field **Status**, select the value **Different**.
5. To report a missing position on receipt, proceed as follows:
 - a) Fill out the field **Unloading Date**.
 - b) Select the value **No** for the field **Conform flag**.
 - c) For the field **closure Ok** select the value **Yes**.
 - d) Click on the tab **Positions**.
 - e) Click on the missing position. In the field **status**, select the value **Missing**.
6. To report an additional position on receipt, proceed as follows:
 - a) Fill out the field **Unloading Date**.
 - b) Select the value **No** for the field **Conform flag**.
 - c) For the field **closure Ok** select the value **Yes**.
 - d) Click on the tab **Positions**.
 - e) Click on the icon . The value **Create new customs declaration** will be displayed in the field **Status**. Fill out at least the mandatory fields.
7. To report a defective closure on receipt, proceed as follows:
 - a) Fill out the field **Unloading Date**.
 - b) Select the value **Yes** for the field **Conform flag**.
 - c) For the field **closure Ok** select the value **No**.
 - d) Fill in the fields **Type of Seals** and **Number of seals**.
8. To report a missing document on receipt, proceed as follows:
 - a) Click on the tab **Positions**.
 - b) In the field **Status**, select the value **Documents not presented**.
 - c) To add a new document, open the tab **documents** and click on the icon .
 - d) To switch the status **Presented** of a document, select the document in the table and click on the icon .

9. In the area **Actions**, click on the entry **Save**.
10. In the area **Actions**, click on the menu entry **Send**.
11. Close the customs declaration.
12. Check the customs declaration for responses.



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



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 35.

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.

5 Cancel NCTS for Switzerland

This section describes how to cancel an NCTS procedure for Switzerland. A cancellation made cannot be reversed once it is done.

The customs declaration has been sent to customs and accepted.



Important: The following declaration types can be cancelled:

- NCAA
- NCAD
- NCAG
- NCAI
- NCTA
- NCTG
- NCTI

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. In the area **Actions**, click on the menu entry **Cancel**.
The window **Cancellation** opens.
4. Fill in the **Cancellation reason** field and click on **OK**.
The cancellation is sent.
5. Check the customs declaration for responses.

6 Create customs authorization

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



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

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Customs Authorizations**.
4. To set up a new authorization, click on the icon **+**.
This opens the **Customs authorization** tab.
5. Fill out at least the mandatory fields. You will find all necessary information in your authorization from customs.

Field	Description
Country	Country for which the authorization was granted
Authorization-number	<p>Number of customs authorization. Enter the authorization number without any special characters or spaces. The format for a German customs authorization number (12 characters) is:</p> <ul style="list-style-type: none"> • Nationality code "DE" (2-characters) • Office number (4-digit) • ID (2 characters) • Consecutive number (4 digits) <p>The new format for an UZK authorization (17 characters) is:</p> <ul style="list-style-type: none"> • Nationality code "DE" (2 characters) • Type of authorization (3 characters) • Office number (4-digit) • ID (1 character) • Consecutive number (7 digits)
procedure type	Type of procedure for which the authorization was granted
Type	Superior category of procedure for which the customs authorization was issued
Description	Free description of customs authorization
Valid From	Time from which the authorization or restriction is valid
Valid To	Time until which the authorization or restriction is valid



Tip: If you enter a customs office, this will be used for all customs places. Leave the field blank and enter the customs office for the specific customs place if all custom places are allocated to different customs offices.

6. You can determine the customs places for the export customs procedure and NCTS as well as generally available customs places for the Netherlands or Austria. Proceed as follows to enter a new custom place:
 - a) Click on the icon **+** in the **Customsplaces** table.
The window **Edit a Customsplace** opens.

- b) Enter the customs place code which you have received from customs with your authorization in the field **key**.
- c) Fill out at least the mandatory fields.

Field	Description
Type	Type of customs place
Key	Code issued by customs for the customs place.
Customs office	Entry of the office number at the customs office competent for the customs place.
Postal address	Address of the customs place
Description	Free text field for description of the customs place

- d) Click on the button **OK**.
The customs place is shown in the table.
- 7.** In the area **Actions**, click on the entry **Save**.
The authorization appears on the **Trader/Customs Authorizations** tab.

7 Create guarantee account

This chapter describes how to create a guarantee account for an economic operator.



Restriction: To create a guarantee account, you need at least the authorization **CustomsGuaranteeAccount > create**.

1. Select the menu entry **Maintenance > Economic Operator (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Customs Guarantees**.
4. To set up a new guarantee, click on the **+** icon.
This opens the **Accounts of Guarantees of Customs** tab.
5. Fill out at least the mandatory fields.

Field	Description
Account GRN	Account number of guarantee account, as stated on the authorization.
Type	Type of guarantee account, as stated on the customs authorization.
Name	Name of guarantee account (may be freely chosen)
Reference Amount	The bookable amount. If the reference amount is exceeded, a warning is issued.
Overdraft-Released	Indicator of overdraft approval. To exceed your security amount, activate the check box.
Single Booking Limit	Maximum amount for an individual booking
Valid From	Date as of which the guarantee account may be used. Use the field to avoid overlapping time periods in case the account is changed.
Valid To	Date until which the guarantee account may be used. Use the field to avoid overlapping time periods in case the account is changed.

6. Enter at least one access code. To enter an access code, please proceed as follows:
 - a) Click on the **+** icon in the **Access-Codes** table.
The window **Add Access-Code** opens.
 - b) Fill out at least the mandatory fields.

Field	Description
Code	Access code for the guarantee
Default	If the access code should be adopted as standard, activate the check box.
Valid From	Time from which the access code is valid.
Valid To	Time until which the access code is valid.

- c) Click on the button **OK**.
The access code is shown in the table.
7. In the area **Actions**, click on the entry **Save**.
The guarantee account appears on the **Trader/Customs Guarantees** tab.

8 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.

9 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.

9.1 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 36 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.

10 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**.

10.1 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](#).

11 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](#).