



Transport declaration Switzerland (Passar) 1.0

Training Material
DAKOSY GE 2025.3
Release Date 2026/04

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Applicable documents and sources

in the currently valid version

[1] the online help of the application

[2] www.bazg.admin.ch

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1 Transport declaration Switzerland (Passar)

This chapter describes the transport declaration in Switzerland via Passar.

In Passar, goods declarations (customs declarations) do not contain any transport details. The transport details are released to a separate declaration because one means of transport can carry several goods declarations at the same time. The goods declarations are assigned to the transport declaration via the MRN. There are several ways to register a transport:

1. Using the TRDP declaration type from the application DAKOSY GE.
2. With the Transport Cockpit, an application in the Federal Administration's *ePortal*.
3. With the FOCBS app *Activ*.

The transport declaration is only required if a non-authorized consignor creates a goods declaration. An authorized consignor can activate the goods declaration, in which case the transport declaration is automatically created at the border customs office by the FOCBS.

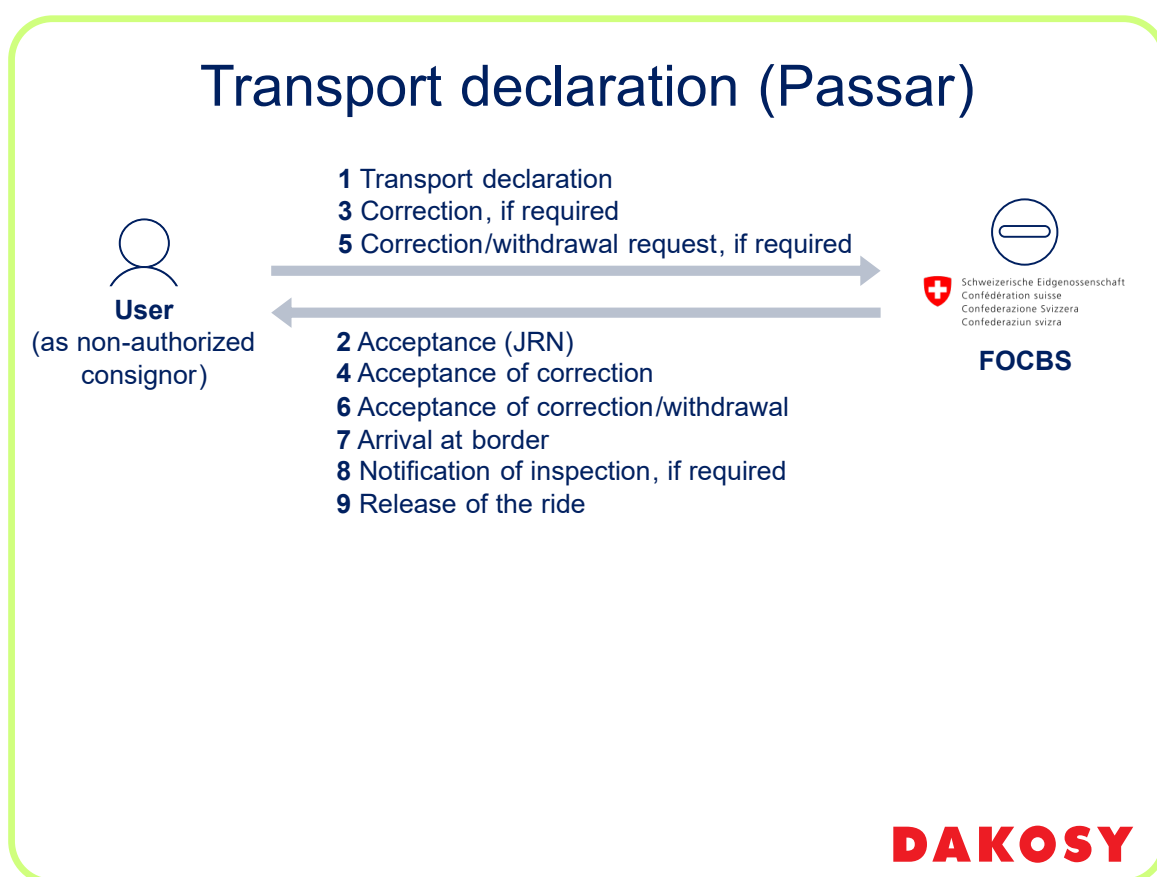


Figure 1: Transport declaration (Passar)

1. The user (as a non-authorized consignor) creates a transport declaration and sends it to the Federal Office for Customs and Border Security (FOCBS).
2. The user receives a technical error message or confirmation acceptance with a Journey Reference Number (JRN) from the FOCBS.
3. If required, the user corrects the transport declaration and sends the correction to the FOCBS.
4. The user receives a technical error message or confirmation acceptance of the correction from the FOCBS.
5. If required, the user sends the withdrawal of the transport declaration to the FOCBS.
6. The user receives a technical error message or acceptance of the withdrawal from the FOCBS.



Important: Upon acceptance, the transport declaration is deleted from the FOCBS.

7. The user receives notification from the FOCBS that the goods have arrived at the border.
8. If required, the user receives notification from the FOCBS as to whether the goods are to be checked.
9. The user receives notification from the FOCBS of the release of the ride.

1.1 Creating a transport declaration for Switzerland (Passar)

This chapter describes how to create a transport declaration for Switzerland via Passar. The transport declaration replaces the goods receipt.



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

- **CustomsDeclarationEXPORT > personInChargeCH** or **CustomsDeclarationNCTS > personInChargeCH**
- **Customer > show**

1. Select the menu entry **Start > ☯ Customs declarations**.
2. In the **↑ Overviews** area, click on the **🚚 Transport Declarations CH (TRDP)** entry.
3. In the **☑ Related actions** area, click on the **+ Create Transport Declaration TRDP** entry. The **Create Transport Declaration (TRDP)** window opens.
4. Select the **Procedure**. The corresponding field for the associated reference number or MRN is enabled for input.

| Field | Description |
|--|---|
| Procedure | Customs procedure for which a transport declaration is to be created. |
| Registration No./MRN (Transit-specific) | Reference number or MRN of the transit opening |
| Registration No./MRN (Export-specific) | Reference number or MRN of the goods declaration export (WA A) |
| Registration No./MRN (Import-specific) | Reference number or MRN of the import declaration general |

5. Enter the corresponding reference number or MRN.
6. Click on **OK**.
Depending on the value in the **Registration No./MRN** field, either the **Transport Declaration CH: TRDP/[procedure]**, **Registration No.: [registration number]** or **Transport Declaration CH: TRDP/[procedure], Reference No.: [reference number]** tab opens.
7. Fill in the fields on the **General** tab. Not all fields are mandatory. Mandatory fields are indicated by validation messages, which may change depending on your entries.

| Field | Description |
|-------------------------|---|
| Reference No. | Reference number of the transport declaration. If a customs declaration exists for the customs reference number/MRN, the reference number of the customs declaration is used. Otherwise, the customs reference/MRN is used as the reference number. |
| Registration No. | Depending on the procedure, the customs reference/MRN of the transit opening, the goods declaration export or the import declaration general is displayed. |

| Field | Description |
|--|--|
| Version | Version of the customs reference/MRN of the transit opening, the goods declaration export or the import declaration general |
| Empty journey | Is it an empty journey? |
| Traffic direction | Transport direction crossing the border |
| VoyageID | Voyage number. The entry is only required if the value 8 - Inland waterway transport has been entered in the Mode of transport at the border field. |
| Mode of transport at the border | Mode of transport of the active crossing border means of transport. You can find valid values using the search function. |
| Carrier | Address of the carrier of the goods. Enter an address code or use the search function. |
| TIN/GPID | TIN or business partner ID of the carrier |
| Journey Ref. Nr. | Journey Reference Number (JRN) of the transport declaration |
| Journey version | Version of the JRN of the transport declaration |
| Additional Info | Additional information for the transport declaration. Enter a text or a # followed by the coding of a remark code and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu. |



Tip: The **Journey Ref. Nr.** and **Journey version** fields are filled in automatically if the transport declaration has been sent without errors and has received acceptance from the FOCBS.

- a) To enter a means of transport at the border or a transport document, click on the + icon in the **Border transport means** or **Transport dokument** table.
The **Edit transport means** or **Edit transport document** window opens.
- b) Fill in at least the mandatory fields. Not all fields are mandatory. Mandatory fields are indicated by validation messages, which may change depending on your entries.

| Field | Description |
|-----------------------|---|
| Seq. No. | Consecutive number of the data group. The consecutive number is mandatory within each data group for transmission to Passar and is assigned by the system in ascending order. If a data record is deleted, the consecutive number is automatically adjusted. Depending on the data group, the consecutive number can be 1-digit or multi-digit (usually 2-digit). |
| Type | Type of identification of the crossing border means of transport, for example IATA flight number or license plate. You can find valid values via the search. |
| Identification | License plate or number of the crossing border means of transport |
| Land | Nationality of the means of transport. You can find valid values using the search function. |

| Field | Description |
|--------------------------------|--|
| Transport dokument type | Type of transport document. Valid values can be found using the search function. |
| Reference | Classification characteristic of the transport document |

- c) To enter another data record, click on the button **Add**.
 - d) To save the data, click on the button **OK**.
8. Click on the **Goods declarations** tab. Fill in at least the mandatory fields. Not all fields are mandatory. Mandatory fields are indicated by validation messages, which may change depending on your entries.

| Field | Description |
|----------------------------|---|
| Container Type | Container type of the loading unit |
| Country of Dispatch | Country code of the country of dispatch |
| Identification | License plate or number of the loading unit |
| Loading Unit Type | Type of the loading unit, for example container, semi-trailer or vessel. You can find valid values using the search function. |
| 1. Recipient | Address of the 1st consignee of the goods |
| GPID | Business partner ID of the consignee |

- a) To enter goods declarations or additional procedures, click on the **+** icon in the **Goods declarations** or **Additional Operations** table.
The **Edit goods declaration** or **Edit Additional Operations** window opens.
- b) Fill in at least the mandatory fields. Not all fields are mandatory. Mandatory fields are indicated by validation messages, which may change depending on your entries.

| Field | Description |
|---------------------------------------|---|
| Seq. No. or Sequenznummer | Consecutive number of the data group. The consecutive number is mandatory within each data group for transmission to Passar and is assigned by the system in ascending order. If a data record is deleted, the consecutive number is automatically adjusted. Depending on the data group, the consecutive number can be 1-digit or multi-digit (usually 2-digit). |
| MRN/Registration no. | MRN or unique customs reference from customs |
| Type | Customs procedure |
| Border clearance | Is this a border clearance? |
| Goods declaration relationship | MRNs or customs references that are related to the goods declaration. To enter one or more MRNs/customs references if required, click on the button + and fill in the field MRN/Registration no. |
| Reference No. | Reference number of the customs declaration of the additional procedure |
| Type | Type of additional procedure, for example TIR carnet. You can find valid values using the search function. |



| Field | Description |
|-----------------------------|---|
| Gross Mass | Gross weight (weight of the goods including packaging) of the goods item in kilograms |
| Tariff Number | Commodity code for additional procedure. You can find valid values using the search function. |
| Description Of Goods | Description of the goods subject to the additional procedure |
| Number Of Packages | Number of packages |

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



The goods declarations or additional procedures are displayed in the **Goods declarations** or **Additional Operations** table.

- 9. To enter information on the goods declaration if required, click on the **Information** tab. Not all fields are mandatory. Mandatory fields are indicated by validation messages, which may change depending on your entries.



| Field | Description |
|------------------------------------|--|
| Opposite Information Number | Reference to the goods declaration |
| Opposite Reference Text | Text for the goods declaration |
| Detail Text | Detailed text for the goods declaration. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu. |


- 10. To save the transport declaration, in the **...** **Actions** area, click on the  **Save** entry. The transport declaration is displayed in the **Transport Declarations** overview.
- 11. To send the transport declaration, in the **...** **Actions** area, click on the  **Send** entry.
- 12. Check the transport declaration for responses. You can find responses on the **Messages & Status** tab or in the **Status** column in the **Transport Declarations** overview.

 **Important:** If you have received an error status for your transport declaration, you must correct the error. You can find instructions in the chapter [Editing errors \(transport declaration Switzerland, Passar\)](#) on page 7.

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

If the transport declaration is error-free, customs will send an acceptance with a journey reference and the docket (Digital Transport Slip). The status of the customs declaration changes to **Accepted**.

- 13. You can correct the transport declaration if required. Supplement or amend the transport declaration and resend. If the transport declaration is free of errors, Customs will send an acceptance of the correction and an updated docket. The status of the transport declaration changes to **Correction/Completion accepted**.
- 14. To print the docket, proceed as follows:
 - a) In the  **Documents** area, click on the  **Document filing** entry. The **DTS Documents** tab opens. The docket for the transport declaration is displayed. If changes or supplements have been sent for the transport declaration and accepted by customs, several dockets are displayed.
 - b) Select the most recent docket.

- c) In the **...** **Actions** area, click on the  **print** entry.
The **Print dialog** window opens.
- d) Select the check boxes for the outgoing message and enter the required data, for example an email address.

| Field | Description |
|----------------------|---|
| Preview | The document is displayed as a PDF file in Adobe Acrobat Reader. |
| Save document | The document is saved and archived in the document filing system. |
| print | If one (or more) printers have been defined and set up for the company by DAKOSY, the selection print is displayed. If several printers have been set up and you activate the check box, a window opens. Select a printer and click on the button OK . The document is printed directly on the corresponding printer. |
| Email | The document is consigned as a PDF file attached to an email. |

- e) Click on the button **OK**.
The document is created.

2 Editing errors (transport declaration Switzerland, Passar)

This chapter describes how to detect and correct errors in a transport declaration for Switzerland via Passar.

You can recognize incorrect transport declarations in the overview **Transport Declarations** by the status **Business Error** in the column **Status**.

1. To open the incorrect transport declaration, double-click on the transport declaration.
The transport declaration opens in a new tab.
2. Click on the tab **Messages & Status**.
3. In the table under the **Show Messages, Direction** field, select the row with the value **Business Error** in the column **Resulting status**.
4. Double-click on the row.
A window with additional information opens. On the **General** tab, the error messages are displayed in the **Reasons** table.
5. Open the explanation with a double-click if required.
6. You have the following options:
 - Correct the error, save the transport declaration and resend.
 - Correct the error at a later time.

3 Print or email a document

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

You have selected a dossier or a document.



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


1. In the **...** **Actions** area click on the **print** entry. Alternatively, right-click on the corresponding line and select the **print** entry from the context menu. The **Reprint** window opens.

2. In the **Available Document Types** area, select the form or document.

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

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

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

| Field | Description |
|-------------|---|
| Text | Free text field for the email text. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry  Open text dialog from the context menu. |

**Tip:**

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

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

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



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

4 Contact information

You will find contact information in this chapter.

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

Questions about DAKOSY GE

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

Technical questions customs Switzerland

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