

Instructions

Swiss Post GLS

November 2022

SWISS POST 

In cooperation with:



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1 Introduction

1.1 Who is this guide written for?

This guide is intended for business customers who send parcels with Swiss Post GLS.

Complying with these guidelines helps ensure that your consignments can be handled quickly and efficiently by Swiss Post GLS and the foreign partners in the GLS network.

1.2 What does this guide include?

This guide is divided into the following sections:

- Introduction
- Swiss Post GLS parcel post
- Related links

1.3 Validity

This guide is valid from November 2022. Swiss Post may make changes to reflect additions or adjustments to the services it offers.

1.4 Contact

Point of contact for operational questions

Customer Service

Post CH Ltd
Logistics Services
Customer Service Swiss Post GLS
Post-Passage 11
4002 Basel
Switzerland

Tel. +41 848 484 847
(CHF 0.08/min. from a Swiss landline)
infogls@swisspost.ch
www.swisspost-gls.ch/en

Point of contact for questions about the service

Sales

Post CH Ltd
Logistics Services
Post-Passage 11
4002 Basel
Switzerland

Tel. +41 848 454 454
(CHF 0.08/min. from a Swiss landline)
business.international@swisspost.ch
www.swisspost-gls.ch/en

2 Swiss Post GLS parcel post

2.1 Services

2.1.1 Introduction

Sending parcels abroad can be so easy: the Swiss Post GLS shipping process is designed to make your export logistics as convenient as possible. You benefit from a simple parcel posting process, a seamless network of countries and flexible customs clearance options. With its attractive value-added services and individual solutions, Swiss Post GLS truly offers a "business class for international parcels".

2.1.2 Parcel logistics

Be it for individual parcels or bulk mailings, one-off shipments or regular processes: **Euro Business Parcel** ensures that international parcels weighing up to 40kg reach their destination quickly, safely and inexpensively – regardless of the number of countries and recipients they are sent to. In most countries, customs clearance costs abroad as well as any customs duties and VAT are paid by invoice. Parcels can be dropped off at any Swiss Post branch, via your existing Swiss Post collection service or by means of a door-to-door delivery service.

Your options for accessing "business class for international parcels"

1. ["Shipping documents for GLS" online service](#)
2. Parcel drop-off at any Swiss Post branch
3. Swiss Post collection service
4. Door-to-door delivery (on request)

You will find the shipping instructions on the next page.

2.1.3 Customs clearance

Our **customs clearance service** ensures that your customs control efforts are reduced to a minimum. The special **EU clearance service** even allows us to get parcels through customs clearance for all EU countries at the outer border of the EU. From the perspective of the foreign importer, this gives you EU supplier status. Your standard commercial invoice is sufficient for customs clearance. With electronic import customs clearance, import clearance can be conducted inexpensively for a number of consignments with electronic support, even if you do not have an importer in Germany. Customs clearance costs as well as state levies can be flexibly allocated between the exporter and the importer using the inco-term system. In order to ensure the greatest possible time and cost efficiency, your IT can also be directly connected to the Swiss Post GLS systems.

2.1.4 Logistics services

Swiss Post GLS is also a professional contact partner for all other logistics-related business processes and offers you tailor-made export efficiency – from logistics consulting and process optimization through sector-specific solutions to the complete outsourcing of warehousing and picking. See for yourself: our customer advisors are always happy to help.

Contact

Post CH Ltd
Logistics Services
Post-Passage 11
P.O. Box
4002 Basel
Switzerland

Tel. +41 848 454 454
business.international@swisspost.ch
www.swisspost-gls.ch/en

2.2 Shipping instructions

2.2.1 Preparing a parcel

You can obtain the necessary labels and shipping material free of charge at www.swisspost-gls.ch/en or from your Swiss Post customer advisor.

Maximum dimensions per parcel

Weight*	Length	Height	Width	Girth**
40 kg	200 cm	60 cm	80 cm	300 cm

* Limitations may apply in certain countries.

** Calculation: length + 2× height + 2× width

2.2.2 Selecting the customs clearance invoicing type

You have the choice between customs clearance for individual countries (**Customs Clearance Service**) and the special EU customs clearance (**EU Clearance Service**). With the **inco-term labels**, customs clearance costs and state levies can be distributed in a flexible manner. In all cases, the cost of transport is borne by the exporter. The importer's costs are settled by invoicing the local GLS partner or in cash on delivery.

inco-term 20/30/40: in many countries, customs clearance requires the authorization of the recipient.

Individual country	EU customs clearance	Customs clearance	Customs duties	VAT
inco-term 10* DDP	inco-term 11 DDP → EU	Exporter	Exporter	Exporter
inco-term 18 DDP		Exporter	–	Exporter
inco-term 20 DAP	inco-term 21 DAP → EU	Importer	Importer	Importer
inco-term 30 DDP, VAT unpaid		Exporter	Exporter	Importer
inco-term 40 DAP, cleared	inco-term 41 DAP, cleared	Exporter	Importer	Importer
	inco-term 33 EU Clearance ¹	Exporter	Exporter	–
	inco-term 91 EU Clearance ²	Exporter	Exporter	–
inco-term 50 DDU, low value		Exporter	–	–

* inco-term 11 also available for Germany.

¹ EU customs clearance via Germany with or without tax representation.

² EU customs clearance via France (S.A.T.) with tax representation, incl. Intrastat declaration.

2.2.3 Creating a commercial invoice

Sample invoices can be found at www.swisspost-gls.ch/en.

Your invoice also serves as a customs document. Create the invoice **in triplicate** and stick the inco-term label on the first invoice.

EORI number

Customs activities within the European Union (EU) are generally no longer possible without an EORI number. For this reason, the contractual partner's EORI number must be included on the invoice for imports to the EU. Consignments sent to private individuals are exempt from this obligation. More information can be found at www.swisspost-gls.ch/en (EORI imports to the EU).

Declaration of origin

Up to EUR 6,000, a certificate of origin containing an original signature and the signatory's name in block capitals on the invoice is sufficient. In the event of a higher value, a certificate of origin with customs authorization number or a EUR.1 form must be enclosed.

Creation of the EUR.1 and EUR-MED goods certificate

The EUR.1/EUR-MED goods certificate is created on the basis of the retailer's invoice and must always be enclosed with the parcels. If you are exporting parcels containing EUR.1/EUR-MED items together with non-EUR.1/EUR-MED items as a collective consignment, a summary of the non-EUR.1/EUR-MED items and a summary of the EUR.1/EUR-MED items must be created at the end of the collective invoice.

Example of a summary at the end of the export collective invoice

Summary of the cumulative non-EUR.1 goods/items for all recipients

Customs tariff number	Origin	Net weight in kg	Gross weight in kg	Value of goods
6108.3100	CH	1	1.5	CHF 7,200
8501.1010	CH	1.5	2	CHF 3,800

Summary of the cumulative EUR.1 goods/items for all recipients

Customs tariff number	Origin	Net weight in kg	Gross weight in kg	Value of goods
6108.3100	CH	2	2.5	CHF 25,000
8501.1010	CH	1	1.3	CHF 4,000

Necessary invoice information

- Name, address, e-mail address, phone number and VAT number or turnover tax ID of the Swiss exporter and foreign importer
- Invoice number, date and location
- EORI number of the importer (EU countries) or recipient
- Detailed description of the goods (not only catalogue/part number)
- Number, weight and country of origin
- Unit price, total value and currency
- inco-term label (on first invoice)
- Barcode control strip with the Swiss Post GLS parcel number
- Declaration of origin (see information above)
- Volatile organic compounds: VOC labels (on all invoices) and VOC content in kilograms in case a refund of the VOC steering tax is requested
- For transit delivery (self customs declaration) to the country of destination: "Delivery under Customs Bond" label (on all invoices)

2.2.4 Labelling and documenting the parcel

The **barcode label** (Maxi-Sticker or Mini-Sticker) contains two control strips: transfer one of these to the first commercial invoice and keep the second for parcel tracking. The **customs document envelope** with the invoices shall be placed **above the label** on the largest surface using the self-adhesive clear plastic cover.

Several parcels with one commercial invoice

1. Stick the customs document envelope with the invoices on the first parcel.
2. Stick the labels for the other parcels on top using an empty customs document envelope.
3. Note the parcel number on each envelope (e. g. 1/3, 2/3, 3/3).

Content of the address label

The label must indicate the ISO code or name of the destination country as well as the phone or mobile number of the recipient. For Mini-Stickers, a separate address label indicating the same information is required.

2.2.5 Sending and tracking consignments

Any Swiss Post branch or your Swiss Post **collection service** will accept your parcels. For large quantities, a **pick-up service** is available. To track consignments, the free Track & Trace solution is available at <https://gls-group.eu/GROUP/en/parcel-tracking>, or you can use the proactive **StatusMailer Service**. To track consignments via www.swisspost.ch within Switzerland, please note the domestic parcel number (99...) on the customs document envelope.



2.2.6 Alternative shipping with "Shipping documents for GLS" online service

As an alternative to labelling parcels with a barcode label, the "Shipping documents for GLS" online service can be used for labelling. Full details about the online service and alternative labelling can be found in the [GLS Business Parcel International instructions](#).

2.3 Electronic tax assessment decision (eVV)

2.3.1 Introduction

The e-dec customs system (electronic customs declaration) provides the declarer (in this case: Post CH Ltd) with the tax assessment decision electronically. The customs office creates the tax assessment decision in electronic form (eVV) and generally makes it available within a few days after import/export. It serves as proof of import/export and entitles you to reimbursement of Swiss value added tax.

2.3.2 Where can the electronic tax assessment decision be obtained?

1. Via download at www.swisspost.ch/ecd
2. By receiving the eVV automatically by e-mail

2.3.3 How will I receive my username and password?

For the first login, please use your customer number as shown on the Swiss Post GLS invoice as the username. The password is the postcode in the invoice address.

Example

Login name (customer number): 1234567

Password (invoice address postcode): 8046

After the first login, you will need to change the password to a password of your choice. There is no need for regular login, as the customs clearance documents are sent automatically to your designated e-mail address.

The conditions for eligibility for an assessment notice remain unchanged.


The benefits of electronic customs clearance documents (eCCD) and other information can be found online in our FAQs at www.swisspost-gls.ch.

2.4 Instructions for the eCCD platform (electronic customs clearance documents)

2.4.1 Link to the eCCD platform

www.swisspost.ch/ecd

2.4.2 Customer types and access to the eCCD platform*

SWISS POST  Electronic customs clearance documents [Help](#) [Contact](#)

Electronic customs clearance documents

Receive your documents electronically

You need the customs clearance documents of individual consignments as evidence of international import and export consignments.

For a single consignment

To access the customs clearance documents for individual consignments, enter your consignment number and postcode (for consignments before 1 September 2022) or the code (for consignments from 1 September 2022). As before, TNT consignments can be accessed using the consignment number and postcode. For Swiss Post GLS customers with customer number 5000000 to call up consignment number and code, otherwise use eVD login with individual customer number and password.

Consignment number
Customs clearance, consignment or waybill number


Postcode or code
Swiss sender/recipient postcode or code

Next

Using the eCD account First login

If you have an eCCD account, please log in using your personal login and password. For shipments from **Swiss Post GLS**, please use your customer number as your login, which is on your Swiss Post invoice. For shipments from **Swiss Post Customs Clearance**, you will find your franking licence number in the detailed statement on your monthly postal invoice. You can view the electronic postal invoice at www.swisspost.ch/invoice-manager.

Customer or franking licence number


Password 

→ [Forgot Password?](#)

Login

Using the Swiss Post Customer Login

If you have a Swiss Post Customer Login, you can access the documents from several eCD accounts simultaneously. To do so, link your eCD accounts to your Swiss Post Customer Login.

 [Log in with Swiss Post Customer Login](#)

* The user interface is optimized on an ongoing basis. The images shown and the content described in the instructions may therefore differ from the current user interface.

2.4.2.1 For individual consignments, if you are not registered

Download the customs clearance documents with the consignment number and the postcode or the code. If the delivery address is different, use the delivery address postcode instead of the importer's address postcode.

The eight-digit code can be found on your consignment or the associated invoice (applies to consignments from 1 September 2022).

For a single consignment

To access the customs clearance documents for individual consignments, enter your consignment number and postcode (for consignments before 1 September 2022) or the code (for consignments from 1 September 2022). As before, TNT consignments can be accessed using the consignment number and postcode. For Swiss Post GLS customers with customer number 5000000 to call up consignment number and code, otherwise use eVD login with individual customer number and password.

Customs clearance, consignment or waybill number

Swiss sender/recipient postcode or code

2.4.2.2 With an eCD account, if you are registered

When logging in for the first time, use the customer or franking licence number (which can be found on the invoice), and enter the postcode of the invoice address as the password. You will then be requested to change the password.

From the second login, use the customer or franking licence number and your chosen password.

Using the eCD account

First login i

If you have an eCD account, please log in using your personal login and password. For shipments from **Swiss Post GLS**, please use your customer number as your login, which is on your Swiss Post invoice. For shipments from **Swiss Post Customs Clearance**, you will find your franking licence number in the detailed statement on your monthly postal invoice. You can view the electronic postal invoice at www.swisspost.ch/invoice-manager.


→ [Forgot Password?](#)

2.4.2.3 Login with Swiss Post Customer Login

If you have a Swiss Post Customer Login (KLP login), you can also obtain your electronic customs clearance documents via the eCCD online service in KLP. In KLP, there is the option of linking the two customer profiles, so that you require just one login for both applications when logging in with KLP again.

Using the Swiss Post Customer Login

If you have a Swiss Post Customer Login, you can access the documents from several eCD accounts simultaneously. To do so, link your eCD accounts to your Swiss Post Customer Login.

 Log in with Swiss Post Customer Login

Important Note

In accordance with the VAT Act, the party liable for VAT, usually the importer, is obliged to keep the eCD files and an audit trail for the entire process within their company. This type of archiving therefore not only involves saving the eCD XML data relating to electronic tax assessment decisions for ten years, but consists first and foremost of linking processes within the accounting system to the associated orders, invoices, etc. This responsibility lies solely with the party liable for VAT and is set out accordingly in the VAT Act and in the Accounts Ordinance (AccO). (Spedlogswiss circular no. 705/2012 – 709/17 update)

Linking a KLP customer profile to an eCCD account


Electronic customs clearance documents

Receive your documents electronically

Link with FDEA account

Benefit from all the advantages of Swiss Post Customer Login and use it to link your customs clearance documents.

Customer or franking licence number

Password 

→ [Forgot Password?](#)

[Cancel](#) [Link now](#)

If the linking process does not work, it may be because the password has been entered incorrectly several times and your customer account has been blocked as a result. If you have forgotten the password, you have the option of resetting it. If the account has been blocked, please contact Customer Service (postverzollung@swisspost.ch) to have it unblocked.

Linking several eCCD accounts to a KLP account

You can link several accounts to the KLP profile.

Electronic customs clearance documents

Receive your documents electronically

Customer number/name
0000000000 / TestFirma AG [Manage and link eCCD accounts >](#)

Business case: All

Consignment number
Customs clearance, consignment or waybill number

Date of customs clearance from: 03.11.2022

Invoice number

When searching for invoice number, leave the consignment number field blank.

[Home](#) > [My Post](#) > [Electronic customs clearance documents](#) > [Manage linked eCCD account](#)

Manage linked eCCD account

Customer number	Name	Street	Postcode	Town	
0000000000	TestFirma AG	Via Test 1	6500	Bellinzona	⋮

[Linking additional accounts +](#)

2.4.2.4 Resetting the password


If you have forgotten your password, you can reset it as follows:

Platform eCCD

Click on the "Forgot password" link on the eCCD platform on www.swisspost.ch/eccd and follow the instructions. The email address is the contact email address you have recorded in your customer profile.

Using the eCD account First login

If you have an eCCD account, please log in using your personal login and password. For shipments from **Swiss Post GLS**, please use your customer number as your login, which is on your Swiss Post invoice. For shipments from **Swiss Post Customs Clearance**, you will find your franking licence number in the detailed statement on your monthly postal invoice. You can view the electronic postal invoice at www.swisspost.ch/invoice-manager.



[Forgot Password?](#)

Forgot Password?


Fill in the form to reset your password and to receive an e-mail with instructions.

You will now receive an e-mail from noreplyevd@swisspost.ch with a link. Click on the link and reset your password.


Reset password

Fill in the form to reset your password and to receive an e-mail with instructions.

Customer or franking licence number
0000000000

New password 

At least 8 characters, at least 1 lowercase letter and 1 number

Repeat password 

Password reset by customer service

If you are unable to reset your password yourself, for example because the contact email address is missing in your customer profile, please contact Customer Service at postverzollung@swisspost.ch. You should also enter a contact e-mail address in your customer profile. This e-mail address will be used by our Customer Service to reset your password. You will receive an email in your inbox from noreplyevd@swisspost.ch with a link. Click on the link and reset your password.

2.4.3 Obtaining the electronic customs clearance documents

You can enter e-mail addresses (e.g. your own and/or your customer's) in your customer profile. You will then receive your electronic customs clearance documents automatically. Another option is to access the electronic customs clearance documents via FTP server. Please contact your Customer Support Officer to set up the FTP server together.

After selecting automatic dispatch of customs clearance documents, the frequency of sending must be activated and the e-mail address entered if dispatch is via e-mail. Several e-mail addresses can be entered.

Delivery of documents

Receive documents automatically by e-mail

How do you want to receive your documents?

Frequency: **Daily** | Delivery method: **One e-mail per document**

What tax level should be reached before you are sent your documents?

VAT and customs duties are only levied from CHF 5.

VAT duty: **All** | Customs duty: **All**

At which addresses do you want to receive your documents?

E-mail address	Import	EU export/import	
document-delivery-setting.email-address	<input type="checkbox"/>	<input type="checkbox"/>	

Add e-mail address +

2.4.4 Business cases

The business cases of "Import", "Export" and "EU import" are shown on the eCCD platform. To select the relevant business case, use the "Business case" drop-down field, select the relevant business case and complete the procedure by selecting "Search".

Customer number/name
0000000000 / TestFirma AG

Business case: **All** (dropdown menu open showing: Import, **Export**, EU import, All)

Consignment number


Customs clearance, consignment or waybill number

Date of customs clearance to: **10.11.2022**

Invoice number

When searching for invoice number, leave the consignment number field blank.

<input type="checkbox"/>	Consignment number	Customs clearance nu...	Incoterm	Business case	Name	Date	Pos
<input type="checkbox"/>	43125384788/5950000	100000019760237	40	Import	TonerPartner GmbH c/o Alpina ...	13/10/2022	605
<input type="checkbox"/>	32633586498/-	100000019757430	20	Import	Laura Holddner	06/10/2022	631
<input type="checkbox"/>	20641153043/-	100000019757316	20	Import	MOHAMED BAYOUMY	06/10/2022	41c
<input type="checkbox"/>	20641153050/-	100000019757283	20	Import	SIMON KUTTEL	06/10/2022	60c
<input type="checkbox"/>	20292284221/5950000	100000019757275	20	Import		03/10/2022	
<input checked="" type="checkbox"/>	19220310447/5950000	100000019756775	20	Import	Timezone GmbH	03/10/2022	63f
<input type="checkbox"/>	12327331387/5950000	100000019757248	40	Import	Keep Moving GmbH	03/10/2022	40f
<input type="checkbox"/>	19220312398/5950000	100000019756534	30	Import		03/10/2022	
<input type="checkbox"/>	22299567970/5950000	100000019757196	30	Import		03/10/2022	
<input type="checkbox"/>	15203718047/5950000	100000019757007	30	Import		03/10/2022	

Download selected documents 

Number of entries 10 1 2 3 4 5 24 >

To open the documents, select a consignment by clicking on the applicable checkbox individually, or select several consignments by clicking on the general checkbox, and complete the procedure by clicking on the "Download selected documents" button, which appears below the last consignments listed on the page.

If no documents are available due to the shipping conditions, this is indicated with an "i".

If you are looking for a particular consignment/customs clearance or order number, this can be entered in the "Consignment number" field. If a digit is missing, a * can be added to the incomplete number, as otherwise only the exact number you have entered will be searched for.

2.4.5 Data storage

Important

In accordance with the VAT Act, the party liable for VAT, usually the importer, is obliged to keep the eCCD files and an audit trail for the entire process within their company. This type of archiving therefore not only involves saving the eCCD XML data relating to electronic tax assessment decisions for ten years, but consists first and foremost of linking processes within the accounting system to the associated orders, invoices, etc. This responsibility lies solely with the party liable for VAT and is set out accordingly in the VAT Act and in the Accounts Ordinance (AccO). (Spedlogswiss circular no. 705/2012 – 709/17 update)

2.5 Imports to the EU: listing the EORI number on the invoice

2.5.1 Introduction

Customs activities within the European Union (EU) are generally not possible without an EORI number. For this reason, the contractual partner's EORI number must be included on the invoice for imports to the EU.

2.5.2 What is an EORI number?

EORI (Economic Operators' Registration and Identification) is the central database of all EU declarants. The EORI number is a one-off number assigned by the Member State authorities in the country where the contractual partner is based.

2.5.3 Who is the contractual partner in terms of EORI?

Your contractual partner is the purchaser of the goods in the EU. The contractual partner's EORI number must be included on your invoice.

2.5.4 Why must there be an EORI number on the invoice?

The EORI number identifies the contractual partner, who must be available to answer any questions from the customs and tax authorities.

2.5.5 Which contractual partners require an EORI number?

Companies and persons that are considered as economic operators by the European customs authorities. These are natural or legal persons involved in business activities covered by customs legislation. Goods imported for private use do not require registration. The same applies to imports from companies that are not part of the core business (e.g. customer gifts from an architect's office).

2.5.6 What are the consequences of a missing EORI number?

If an EORI number is missing or incomplete, the consignment is blocked until the number is submitted. The consignment is returned at the sender's expense if the EORI number cannot be submitted on time.

2.5.7 How can an EORI number's validity be checked?

Enter the EORI number here: http://ec.europa.eu/taxation_customs/dds2/eos/eori_validation.jsp?Lang=en

If the EORI number is valid, either the name and address of the contractual partner or only "This EORI number is valid" will be displayed.

2.5.8 Can imports be carried out while the contractual partner is waiting to be assigned an EORI number?

Yes. In this case, please provide Swiss Post GLS with a copy of the completed registration submitted to the relevant authority together with the invoice.

2.5.9 Is an EORI number required for all consignments?

No. Goods consignments sent to companies or persons who do not fulfil the criteria for an economic operator are exempted. This usually relates to goods imported for private use.

2.5.10 To which authority can the contractual partner apply for an EORI number?

The relevant authority can be found at the following link: https://taxation-customs.ec.europa.eu/customs-4/union-customs-code/national-customs-administrations_en

2.5.11 Incomplete EORI number

Since 1 July 2016, Swiss Post has invoiced costs resulting from incomplete, missing or incorrect EORI numbers. The handling fee is CHF 25 per incomplete, missing or incorrect EORI number.

2.6 Seamless imports to France: checking the validity of the EORI number

2.6.1 Introduction

Imports to France require commercial invoices with valid EORI numbers. Lately, Swiss Post GLS has increasingly found that these EORI numbers are not registered with EORI. Customs authorities cannot process consignments without a registered EORI number. As a result, these imports remain blocked at customs until the EORI number of the contractual partner responsible has been registered in the EU.

2.6.2 Why are the EORI numbers included on commercial invoices not registered with EORI?

French EORI numbers consist of the "numéro SIRET" and the country prefix "FR". This means that French contractual partners already know their EORI numbers before registration and confirmation by EORI. Businesses often forget to register with EORI as a contractual partner in order to obtain a valid EORI number. The unregistered EORI numbers are subsequently sent to Swiss exporters.

2.6.3 How are French EORI numbers structured?

French EORI numbers consist of the country prefix "FR" and the 14-digit "numéro SIRET" (e.g. FR12345678910119).

2.6.4 How can an EORI number's validity be checked?

Enter the EORI number here: http://ec.europa.eu/taxation_customs/dds2/eos/eori_validation.jsp?Lang=en

If the EORI number is valid, the name and address of the contractual partner, or only "valid", will be displayed.

2.6.5 Where can I find the registration form for registering with EORI?

The registration form can be found here: <https://www.douane.gouv.fr/>

2.6.6 At which customs office can the contractual partner apply for an EORI number?

The relevant office can be found via the following link:

https://taxation-customs.ec.europa.eu/customs-4/union-customs-code/national-customs-administrations_en

2.6.7 Can imports be carried out whilst the contractual partner is waiting to be assigned an EORI number?

Yes. In this case, please provide Swiss Post GLS with a copy of the completed registration submitted to EORI together with the commercial invoice.

2.6.8 Incomplete EORI number

Since 1 July 2016, Swiss Post has invoiced costs resulting from incomplete, missing or incorrect EORI numbers. The handling fee is CHF 25 per incomplete, missing or incorrect EORI number.

3 Related links

3.1 Swiss Post GLS basic services

Swiss Post GLS Euro Business Parcel

<https://www.post.ch/-/media/portal-opp/pl/dokumente/factsheet-gls-ebp.pdf?la=en&vs>

Electronic import customs clearance in Germany

<https://www.post.ch/-/media/post/gk/dokumente/factsheet-elektronische-einfuhrver Zollung-deutschland.pdf?la=en&vs>

3.2 Swiss Post GLS value-added services

Swiss Post GLS value-added services

<https://www.post.ch/en/business-solutions/exports-imports-and-customs-clearance/exports/swiss-post-gls/parcel-post/gls-value-added-services>

Return shipments from the EU

<https://www.post.ch/-/media/post/swiss-post-gls/dokumente/factsheet-retourenloesung.pdf?la=en&vs>

StatusMailer service – track and trace

<https://www.post.ch/-/media/post/swiss-post-gls/dokumente/factsheet-statusmailer-service.pdf?la=en&vs>

3.3 Forms and templates

AddOn Insurance form

https://www.post.ch/-/media/post/swiss-post-gls/dokumente/anmeldeformular-zusatzversicherung-fuer-swiss-post-gls-pakete.xlsx?vs=1&sc_lang=en&hash=0CAE8D46691978F7103D15EB-CE6E06D3

Pick & Ship / Pick & Return order

<https://www.post.ch/-/media/post/swiss-post-gls/dokumente/gls-formular-auftrag-spi-logistics-pick-shop-return.docx?la=en&vs>

“Pallet addressing” template

<https://www.post.ch/-/media/post/swiss-post-gls/dokumente/gls-vorlage-palettenanschrift.docx?la=en&vs>

Example of billing template

<https://www.post.ch/-/media/post/swiss-post-gls/dokumente/gls-vorlage-rechnung-beispiel.doc?la=en&vs>

Post CH Ltd
Logistics Services
Wankdorffallee 4
3030 Berne
Switzerland

Tel. +41 848 484 847
info@swisspost.ch
www.swisspost-gls.ch

