



# Quick Guide accompanying documents for international small goods CN22/CN23 up to 2 Kg

Go to the Swiss Post's online services page "Accompanying documents international letters" <https://www.post.ch/en/sending-parcels/declaration-and-clearing-through-customs/declaring-goods-in-letters-and-small-consignments>

### Step 1:

Create a customs declaration WITH PRINTER

### Step 2:

## Create accompanying document

<p><b>CN 22 label</b></p> <p>Address label for simple customs declaration</p> <ul style="list-style-type: none"> <li>✓ Goods value up to CHF 400.00</li> <li>✓ for simple declaration</li> <li>✓ visible declaration on label</li> </ul> <p>→ Find out more CN22</p> <p>Create multiple labels</p> <p>Create label</p>	<p><b>CN 23 accompanying documents</b></p> <p>Address label and document wallet</p> <ul style="list-style-type: none"> <li>✓ Goods value over CHF 400.00</li> <li>✓ for detailed declaration</li> <li>✓ declaration on additional documents</li> </ul> <p>→ Find out more CN23</p> <p>Create multiple accompanying documents</p> <p>Create accompanying document</p>
--	--

Please note: Fields marked with a \* must be filled in

### Step 3:

Dropdown menu:

Input individual address

Calendar:

Select dispatch date

Additional service: As needed

**Service**

Dispatch date: 26.10.2022

**Additional service**

- No tracking
- Registered
- PRIORITY Plus

**Prepaid postage**

- Print PRIORITY logo
- None
- P.P. - Franking
- P.P. / Journal - Frankatur

Post code and city/town

Save and close Back Next

#### Recipient

Search by name or address code (optional)

#### Recipient's address

Address code (optional)

Name 1

Name 2 (optional)



**Step 4:**

Enter full addresses for recipient and sender

**Important: For sending to companies within European countries the EORI number is mandatory. This must be obtained from the Recipient and filled into the field tax number (EORI number).**

**Step 5:**

Dropdown menu:  
Select type of content and fill in the mandatory fields

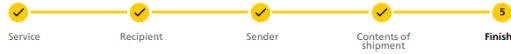
The customs tariff number must be used by business customers, a zero can be entered in the customs tariff number.  
The customs tariff number can be found under the following link be determined.

TARES: <https://xtares.admin.ch/tares/login/loginFormFiller.do?jsessionid=08cUWJjWVpgOxdZYm1HhH-2kteLUGqbo3-jslnRnE79jWVVirD-!-1159754835?!=en>



Step 6:

Complete the order and print



Finish

Define additional information and print options.

Optional information

Customer reference (optional) ⓘ

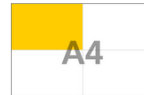
Signature image (optional)  
I will sign manually

Print information

Paper format  
A4 format (max. 4 labels)

Address label print position - landscape format  
top left

Barcode list (optional)  
No selection ⓘ



I hereby, and with my signature on the customs declaration, confirm that the information provided is correct and that the shipment does not contain any items that are prohibited or considered dangerous by postal or customs regulations.

Back Create documents

Step 7:

Open document

Double-click to open the PDF


Open

Step 8:

Print the PDF

CUSTOMS DECLARATION - CN 22		Content:		Gift
Customs control allowed	detailed description	Weight	Value (CHF)	Customs tariff number
	Art 1 1 Super Mario Figur	0.15	112	
	Art 2			
	Art 3			
	<b>Total</b>	<b>0.15</b>	<b>112</b>	

I certify that the particulars given in the declaration are correct and that this item does not contain any dangerous articles prohibited by postal regulations.  
Date: Signature 06.03.2019

<b>FROM</b>	Anna Schweizer Schweizerstrasse 32 4040 Bern Switzerland	Post: CH AG	Bitte frankieren Frière d'affranchir Si prega di affrancare
			
<b>UO 999 001 159 CH</b>			
<b>TO</b>	Max Deutscher Deutschstrasse 23 12487 Berlin GERMANY	+4917812352152	

If you have any questions, please feel free to contact us at [support@mul.uzh.ch](mailto:support@mul.uzh.ch)