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

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

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
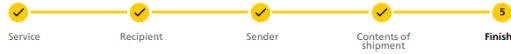fill in the mandatory fields

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=08cUWJljWVpgOxdZYm1HhH-2kteLUGqbo3-jslnRnE79jWVVirD-!-1159754835?l=en

Step 6:
Complete the order and print
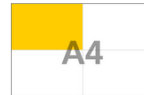
Step 7:
Open document

Double-click to open the PDF
Open

Step 8:
Print the PDF

If you have any questions, please feel free to contact us at support@mul.uzh.ch