

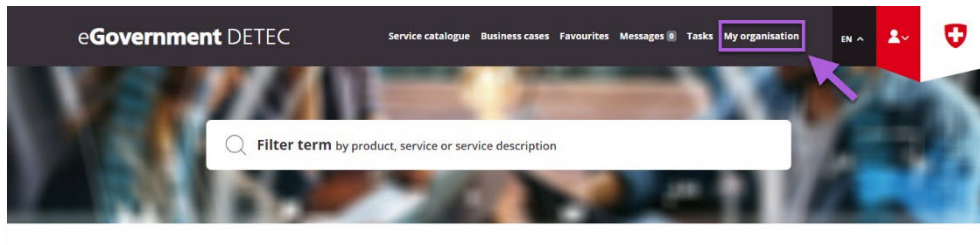
INSTRUCTIONS

Register as cargo acceptance point company and acquire corresponding service role

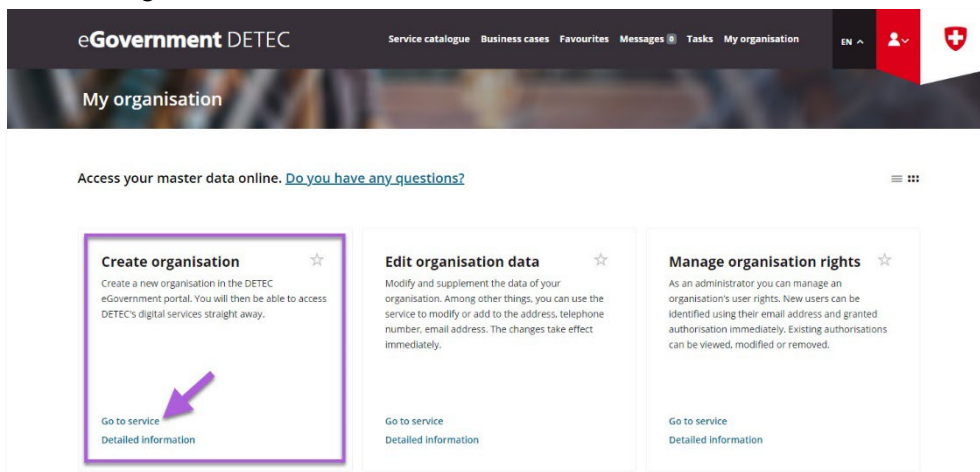
Step 0 (if not yet done): Register and log in to the DETEC eGovernment portal
→ [How can I register and log in to the DETEC eGovernment portal?](#)

Step 1: Create organisation (= Cargo acceptance point company)

Click on «My Organisation»



Start service «Create organisation»



ADMINISTRATIVE INFORMATION – FOR FOCA ONLY

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Enter data of the company (= Cargo acceptance point company)

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Step 1 - Organisation data

Here you can enter your organisation and the communication channels. The mandatory fields are marked with a *.

We recommend that you create your organisation using the UID number. If you do not know your UID, you can search for it in the UID register (www.uid.admin.ch) and copy it.

UID

If your organisation does not have a UID, you can select the check box and enter your organisation manually.

Enter organisation without UID entry

The organisation lines 2 & 3 are used to specify the organisation in more detail (e.g. 'Infrastructure Division', 'Finance Division', 'IT Team Portfolio'). This additional information is needed by other users to identify their organisation.

Company name / organisation name *

Organisation line 2

Organisation line 3

Legal form

Address from UID

The following data is imported from the UID Register.

Additional line 1

Street House number

Detailed information Cancel Complete

- **Important note on the e-mail addresses:** All e-mail addresses specified here will receive an automatically generated excel file sent by e-mail every day between 5:00 - 6:00 a.m. with the latest list of dangerous goods consignor companies complying with the declaration obligation, meaning which have submitted a valid declaration (incl. additional shipping locations).
- **Note on the IBAN:** No IBAN number has to be provided

Reception of transmission confirmation (= Cargo acceptance point company successfully created in the eGovernment DETE portal)

eGovernment DETEC

Service catalogue Business cases Favourites Messages @ Tasks My organisation

Create organisation

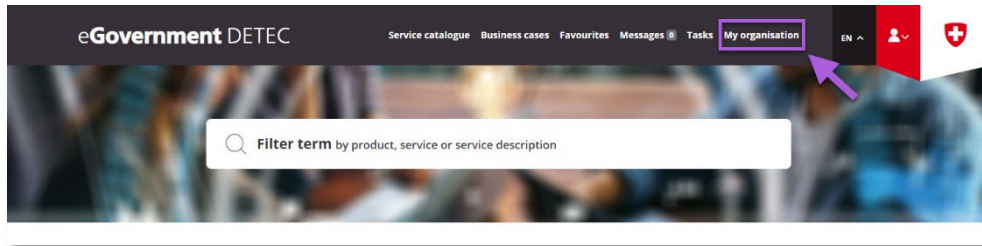
Thank you, your form has been submitted. ✓

Your organisation has been created.

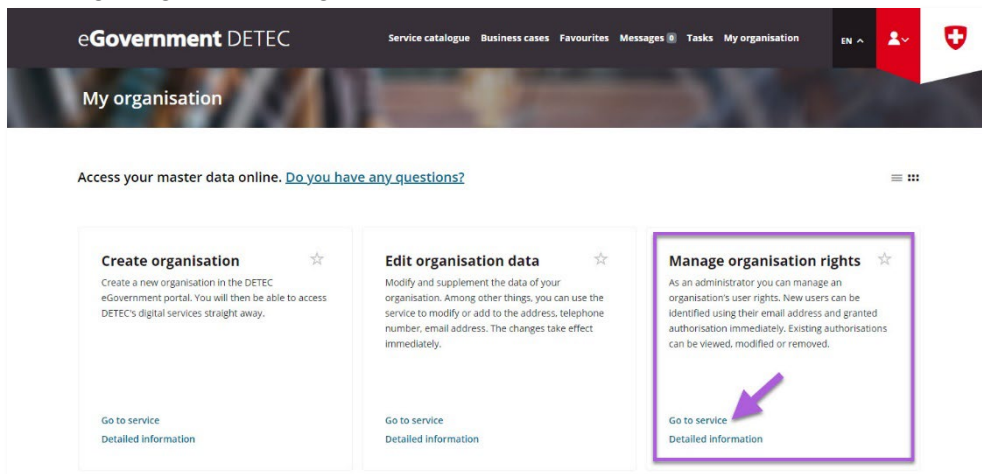
You can find all of your organisation's business cases under [Business cases](#). You can use the [Service catalogue](#) to obtain services for your organisation. You will be notified of any changes to your business cases under [Messages](#).

Step 2 (if necessary): Add employees who can check on the eGovernment DETEC portal whether a company subject to declaration has submitted a declaration

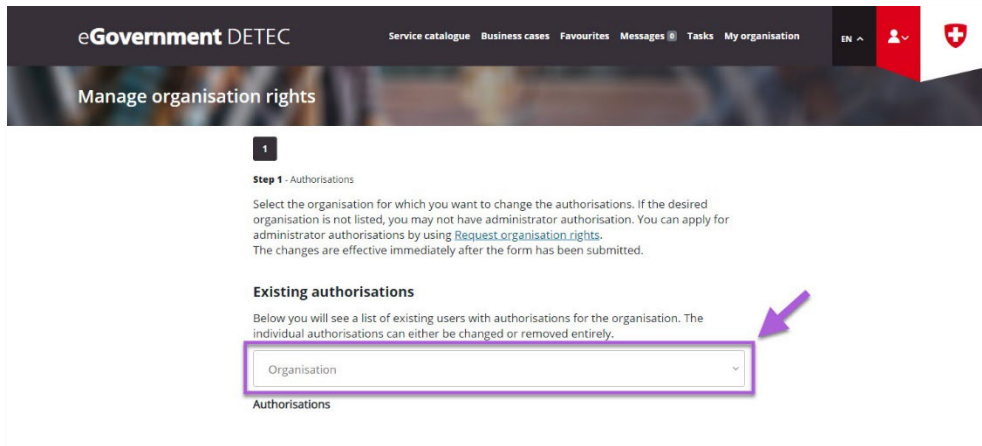
Click on «My Organisation»



Start service «Manage organisation rights»



Select the organisation (= cargo acceptance point company) that has just been created on the eGovernment DETEC portal



Under «New authorisation», click on «Add»

eGovernment DETEC Service catalogue Business cases Favourites Messages Tasks My organisation EN

Manage organisation rights

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Step 1 - Authorisations

Select the organisation for which you want to change the authorisations. If the desired organisation is not listed, you may not have administrator authorisation. You can apply for administrator authorisations by using [Request organisation rights](#). The changes are effective immediately after the form has been submitted.

Existing authorisations

Below you will see a list of existing users with authorisations for the organisation. The individual authorisations can either be changed or removed entirely.

Organisation

Authorisations

Person

Email address

Authorisation level * Administrator

User status Active

Remove authorisation

New authorisation

Click on the green + symbol to enter new users.

Enter the email address and the system automatically detects whether the user has already been registered in the DETEC eGovernment portal or not. If the user does not yet exist, enter the other fields and an invitation will be sent by email.

+ Add

Enter e-mail address, first name & last name as well as authorisation level of the employee (if necessary enter additional employees by "Add") and then click on "Complete"

New authorisation

Click on the green + symbol to enter new users.

Enter the email address and the system automatically detects whether the user has already been registered in the DETEC eGovernment portal or not. If the user does not yet exist, enter the other fields and an invitation will be sent by email.

Email address * hans.muster@domain.com

First name * Hans

Surname * Muster

Use the drop-down menu to select the authorisation level (see also Detailed information).

Authorisation level * Employee

- **Note on the registered employees:** After the successful registration of the employees, they will receive a notification and invitation by e-mail to register in the eGovernment DETEC portal. Once they have registered, they are automatically authorized as employees of the corresponding cargo acceptance company and are able to use the service "Check declarations"
- **Note on the registered employees:** In case a person registered as employee in the eGovernment DETEC portal is no longer active in the cargo acceptance point company or has taken up other responsibilities, this person can be removed by clicking on "Delete" in this service

Step 3: Contact the FOCA via e-mail and submit an application for the assignment of the service role "Cargo acceptance point" in order to be able to use the service "Check declarations" (→ Support-DGDEC@bazl.admin.ch)

Example application letter

Senden	Von	
	An	BAZL-Support-DGDEC < Support-DGDEC@bazl.admin.ch >;
	Cc	
	Bcc	
Betreff		eGov DETEC platform: Application for authorisation as cargo acceptance point company

Dear Sir or Madam,

We hereby submit the application for the official authorisation of our company as "cargo acceptance point" on the eGovernment DETEC platform in order to be able to comply with the declaration verification according to OATr Art. 16d, mandatory as of November 1, 2023.

Name of the company: XYZ
Company on the eGovernment UVEK platform created on: DD.MM.YYYY
Company on the eGovernment UVEK platform created by (administrator): XYZ
Contact details (e-mail, phone number): xyz@xyz.ch, +41 XX XXX XXX

Kind regards,
XYZ