



FOCBS

16 october 2025

Automatic activation with Activ app

Quick guide

Remote loading and DTS Scan

Introduction

Each goods declaration (GD) in Passar must be linked ("referenced") to a transport declaration (TD). As a general rule, the TD is created by the person required to declare the goods. For more detailed information, see [Directive 10-02](#).

This guide describes the steps that are necessary to transfer a TD to the Activ app by using remote loading or DTS (digital transport slip) scan in order to allow a consignment to cross the border automatically.

Note: At the moment, a TD can only be created using industry software.

I. Guide to using remote loading to digitally upload to the Active app

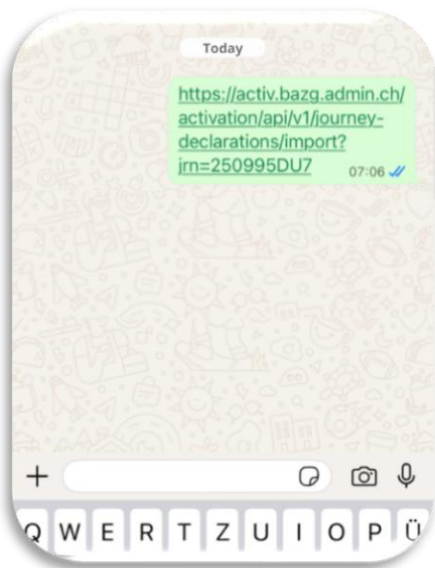
This option is available if you create goods and transport declarations using industry software that contains this functionality. For further information and detailed instructions, please contact your software provider directly.

1. A TD is created in the industry software and transmitted to the FOCBS.
2. The driver receives a deep link with the journey reference number (JRN). In principle, this can be done through various channels, such as WhatsApp, text message, email, etc. (depending on the industry software).

Guide to remote loading and DTS scanning

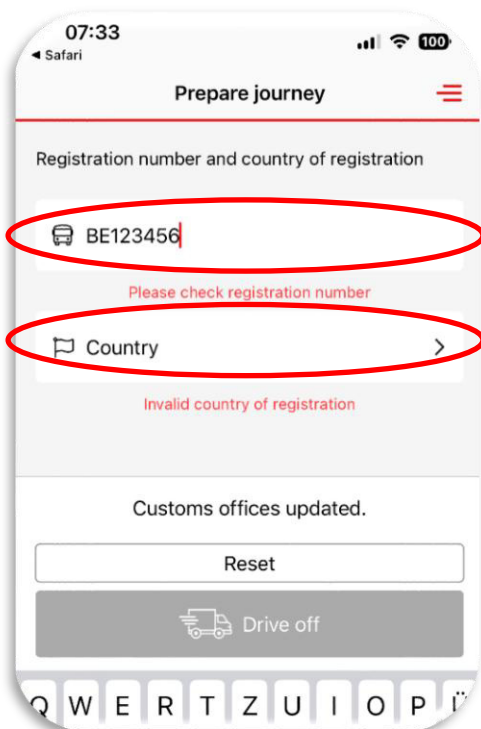
3. When the deep link is clicked, the Activ app opens automatically.

Note: If the Activ app is not yet installed on the driver's smartphone, clicking on the deep link opens the FOCBS's Activ information page. It contains the direct links to download the Activ app from app stores (Apple, Android).



4. The Activ app prompts the driver to enter the vehicle's registration number and country of registration (tractor unit).

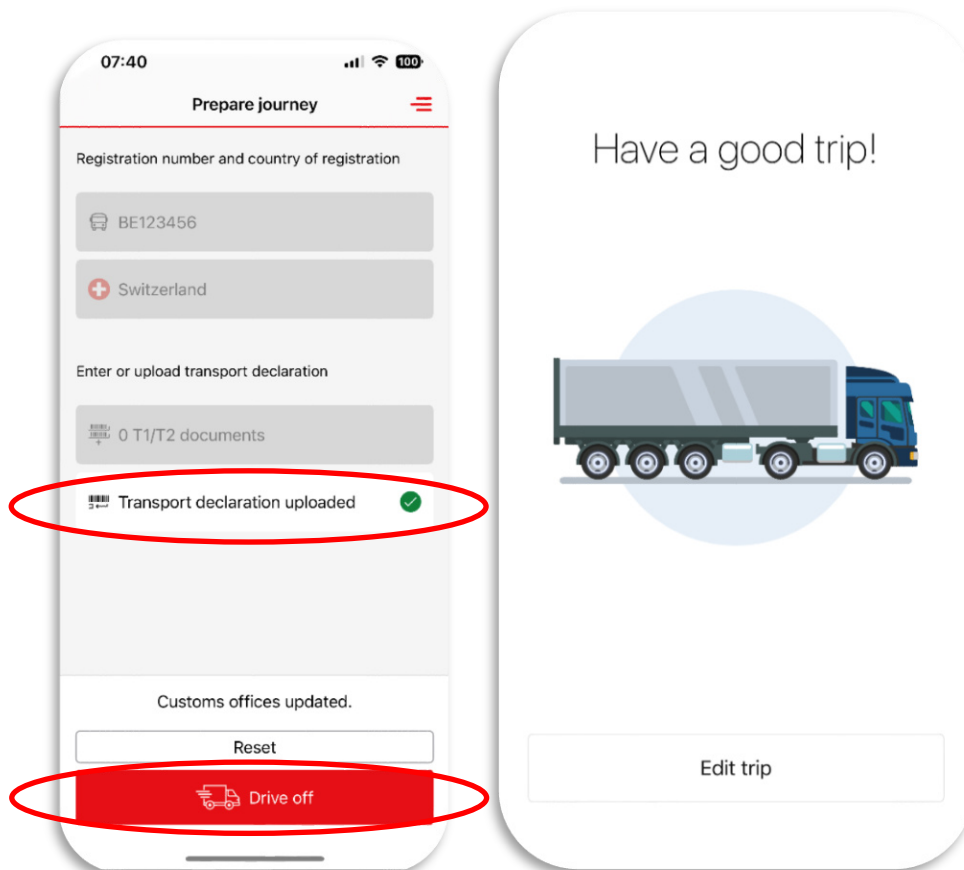
NB: The vehicle data (registration number and country of registration) in the Activ app and the data in the TD must match.



Guide to remote loading and DTS scanning

5. If the details are correct, "Digital transport slip imported" and a green tick will appear on the display. The driver taps "Drive off", and can then start the journey.

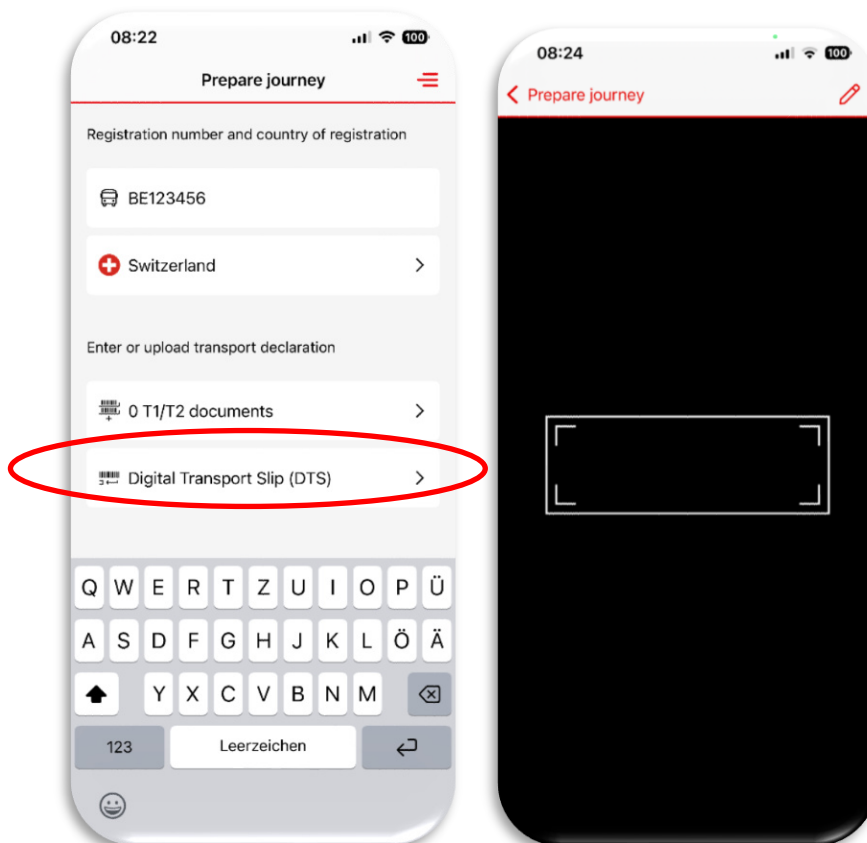
NB: Prior to the journey, the associated DTS must be downloaded from the Chartera Output application, printed out and handed as a paper copy to the driver. You can find a quick guide under section III below.



Guide to remote loading and DTS scanning

II. Guide to using a DTS scan to manually upload to the Active app

1. A TD is created in the industry software and transmitted to the FOCBS.
2. The associated DTS must then be downloaded from the Chartera Output application in ePortal and printed out. Procedure: see section III.
3. The driver opens the Activ app and enters the vehicle's registration number and country of registration (tractor unit).
4. Tapping on the "Digital transport slip (DTS)" button opens the smartphone's camera. The DTS barcode can then be scanned in using the phone camera.



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Digital Transport Slip

Laufzettel | Fiche de liaison | Scheda di circolazione

CH → AT | DE | FR | IT
Verkehrsrichtung | Direction du trafic | Direzione del traffico

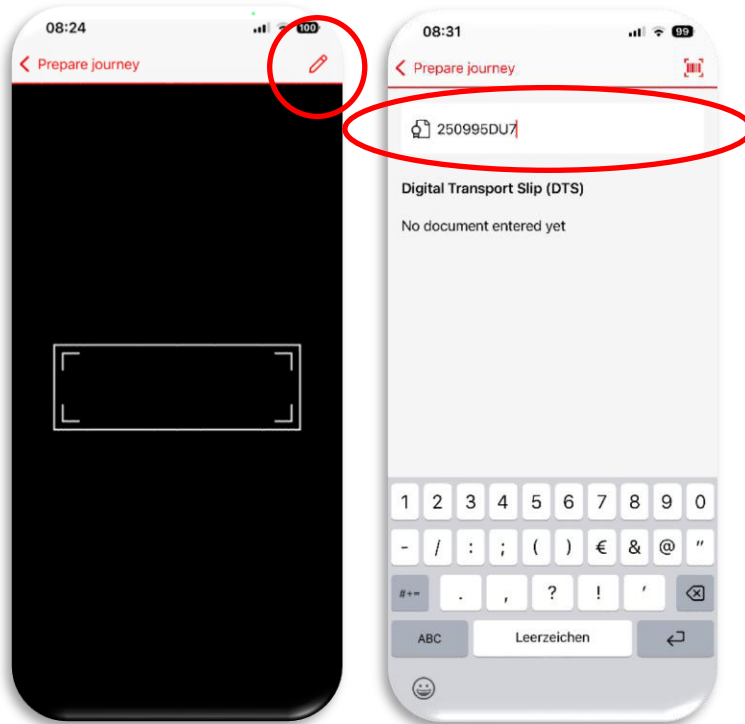
Fahrzeug Kontrollschild-Nr. Immatriculation du véhicule Targa di polizia del veicolo	BE123456	CH
Anhänger Kontrollschild-Nr. Immatriculation remorque Targa di polizia del rimorchio		
Sattelaufleger Kontrollschild-Nr. Immatriculation semi-remorque Targa di polizia del semirimorchio		

Journey-Nr. 250995DU7
Interne Ref. / Réf. interne / Rif. interno: 1234
Gesamtgewicht / Poids total / Peso totale: 4.189
Packst. insgesamt / Total des colis / Totale dei colli: 135
Druckdatum / Date d'impression / Data di stampa: 26.09.2025

Abfertigung AT DE FR IT Dédouanement AT DE FR IT Sdoganamento AT DE FR IT	MRN International MRN Internationale	Zollabfertigung Schweiz Dédouanement Suisse Sdoganamento Svizzera	Anzahl Verpackung Nombre Emballage Quantità imballaggio	Bruttogewicht Poids brut Peso lordo
		25CH09EXGZDU2SK6N8.1	135	4.189

Guide to remote loading and DTS scanning

Alternatively, the DTS can be entered manually, e.g. if the phone camera is damaged or the camera function has not been activated for the app. The pencil symbol at the top right opens a new window for manual entry. Press "Enter" to save the entry.



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Fahrzeug Kontrollschild-Nr. Immatriculation du véhicule Targa di polizia del veicolo	BE123456	CH
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Journey-Nr. 250995DU7

Interne Ref. / Réf. interne / Rif. interno: 1234

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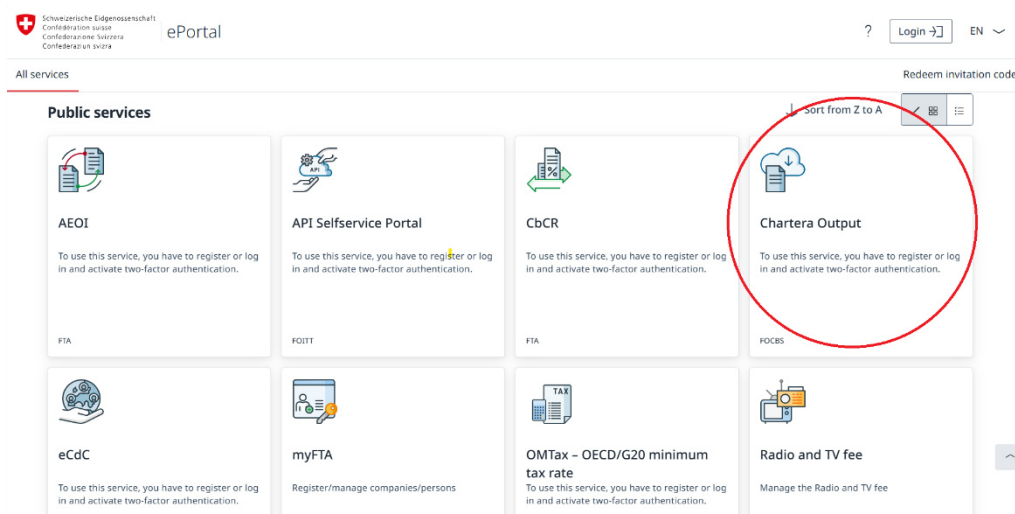
5. If the details are correct, "Digital transport slip imported" and a green tick will appear. The driver taps "Drive off", and can then start the journey.

NB: A paper copy of the DTS must also be carried.

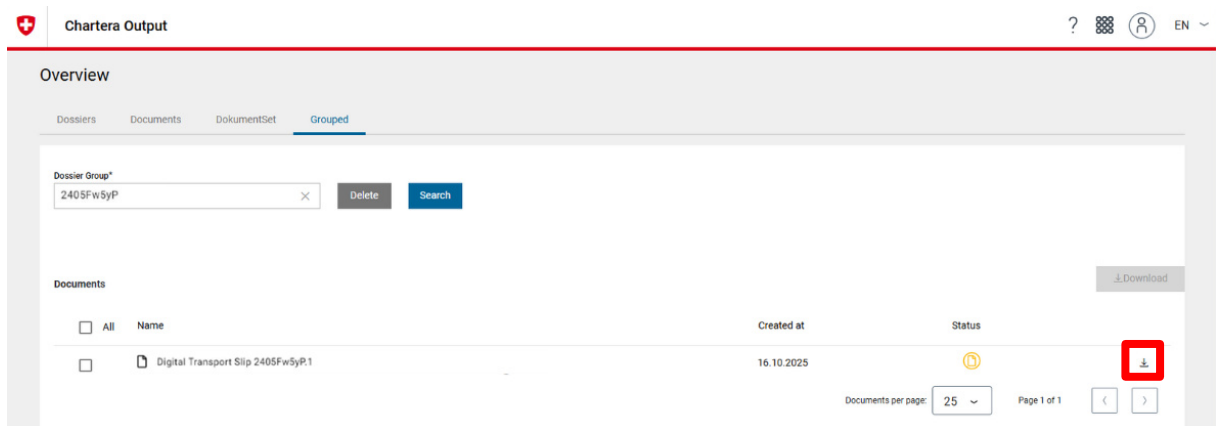
Guide to remote loading and DTS scanning

III. Quick guide to printing the DTS via Chartera Output

1. The web application Chartera Output is available as a button in the federal ePortal:
www.eportal.admin.ch



2. This requires prior registration in ePortal as an FOCBS business partner with the "Freight" or "Transport" business partner role. More information at:
www.bazg.admin.ch/onboarding
3. The DTS can be downloaded in Chartera Output by clicking on the download arrow.



NB: A TD may be modified as often as desired prior to crossing the border. In such cases, any documents already downloaded (especially the DTS) must be downloaded again.

[More information](#) on Chartera Output

Guide to remote loading and DTS scanning

Sample DTS printout

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Digital Transport Slip
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Targa di polizia del rimorco

Sattelauflieger Kontrollschid-Nr.
Immatriculation semi-remorque
Targa di polizia del semirimorco

Journey-Nr. 250995DU7
Interne Ref. / Ref. interne / Rif. interno: 1234
Gesamtgewicht / Poids total / Peso totale: 4.169
Paket. insgesamt / Total des colis / Totale dei colli: 136
Druckdatum / Date d'impression / Data di stampa: 26.09.2025

Abfertigung AT DE FR IT Dedouanement AT DE FR IT Sdoganamento AT DE FR IT	MRN international MRN internazionale	Zollabfertigung Schweiz Dedouanement Suisse Sdoganamento Svizzera	Anzahl Verpackung Nombre Emballage Quantità Imballaggio	Bruttogewicht Poids brut Peso lordo
		2SCH09EXQ2DU2SK6N6.1	136	4.169

Zollstelle | bureau de douane | ufficio doganale AT | DE | FR | IT

Kontrolle Contrôle Controllo	Abfuhrkontrolle Contrôle départ Controllo Asportazione	Anmeldepflichtige Person Personne assujettie à l'obligation de déclarer Persona soggetta all'obbligo di dichiarazione
		Fieracipraxis am Tannenberg AG (1000092334) Hauptkassenstrasse 17 6205 Walddorf St. Gallen Tel.: 0714331660

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Test

Journey-Nr. 250995DU7
Interne Ref. / Ref. interne / Rif. interno: 1234
Druckdatum / Date d'impression / Data di stampa: 26.09.2025

Details Warenanmeldungen Schweiz
Détails déclarations de marchandises Suisse | Dettagli Dichiarazioni delle merci Svizzera

Zollabfertigung Schweiz Dedouanement Suisse Sdoganamento Svizzera	Zeichen und Nummern Marques et numéros Marche e numeri	Anzahl Nombre Quantità	Verpackung Emballage Imballaggio	Bezeichnung der Ware Designation de la marchandise Designazione della merce	Bruttogewicht Poids brut Peso lordo
2SCH09EXQ2DU2SK6N6.1	866216975321689648	105	PK	Stoppdecken	1.0
	852355862154765236	20	PK	synthetischen Fasern	1.125
	962003254803269547	10	PK	Stoffmose	0.553

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