

# **Manual for external clients**

## **E-accompanying document**

Version 1.05

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## Table of contents

1	Introduction .....	3
2	Logging onto the system and logging off .....	3
3	Basic settings .....	4
4	Upload documents tab.....	5
4.1	Selecting and filing documents.....	5
4.2	Entering the customs declaration number .....	5
4.3	Accompanying documents ready for uploading .....	6
4.4	Uploaded documents .....	7
4.5	Possible error messages when uploading .....	7
4.6	Overview of the uploaded documents .....	7

## 1 Introduction

The e-accompanying document system (eBD) enables those involved in customs matters to submit the accompanying documents for a customs declaration electronically. This manual describes the functionalities of the e-accompanying document system.

## 2 Logging onto the system and logging off

The link to the application is [ebd.bazq.admin.ch](http://ebd.bazq.admin.ch).

To open the application, use the "Login with certificate" button and then select your certificate. This is the certificate, which you already use for e-dec and have applied for in the customs client administration.

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Electronic accompanying document

de fr it en

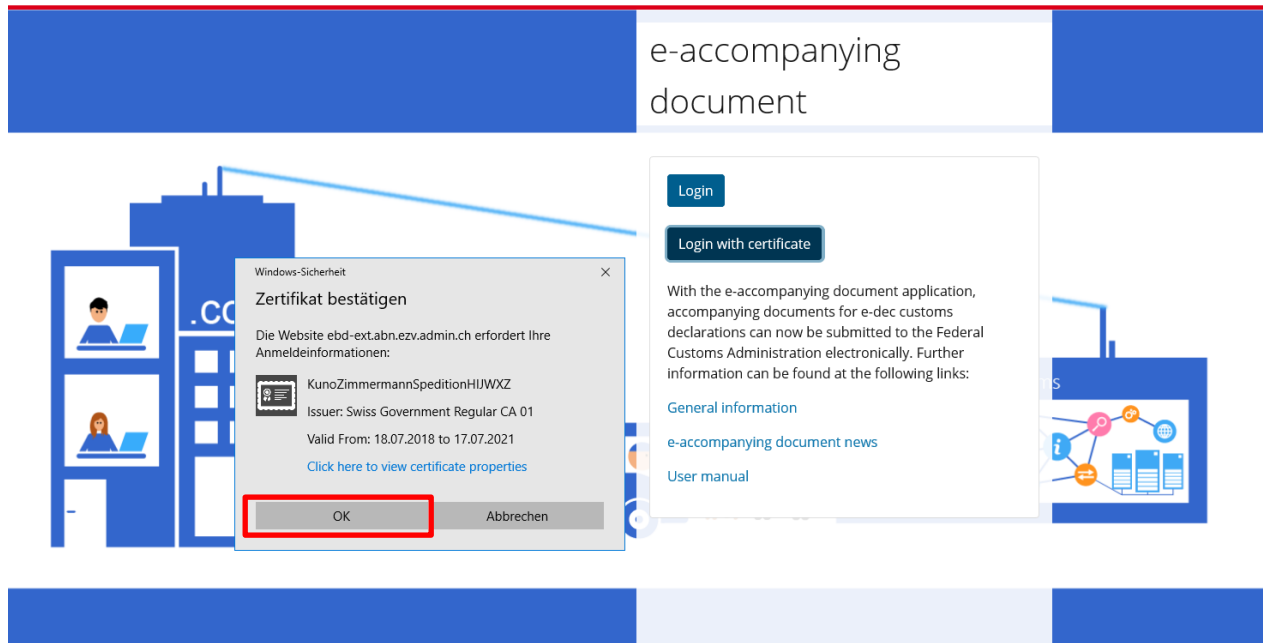
# e-accompanying document

Login

**Login with certificate**

With the e-accompanying document application, accompanying documents for e-dec customs declarations can now be submitted to the Federal Customs Administration electronically. Further information can be found at the following links:

- General information
- e-accompanying document news
- User manual



Users log off by closing all browser windows or using the logout button.



### 3 Basic settings

The e-accompanying document system is translated into 4 languages: English, French, German and Italian. The application opens in the language that the user has set in the Internet Browser. Language settings can be changed at the top right in the header data.

## 4 Upload documents tab

Accompanying documents for a customs declaration can be uploaded in the upload documents tab. The customs client transmits the electronic accompanying documents.

Electronic accompanying document

Upload documents Overview documents

You can send accompanying documents to us via this form. Only PDF files are accepted. Maximum file size is 10MB. No more than 100 files can be uploaded at any one time.

Customs declaration number: 17CHEE123456789123  
Please provide a valid customs declaration number

UID number: 123456789  
Please provide a valid UID number

Trader declaration number:

Select file(s)

Place documents here (drag and drop)

Overview of the documents

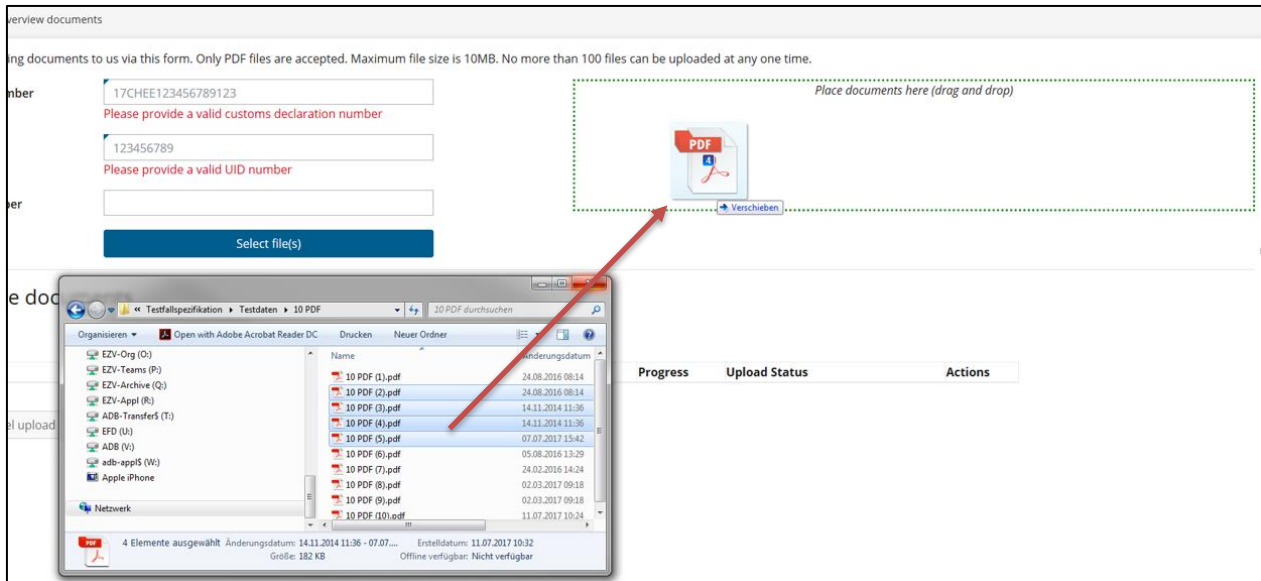
Number of documents 0

Surname	Size	Type	Progress	Upload Status	Actions
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Upload all Cancel upload Delete list

### 4.1 Selecting and filing documents

Accompanying documents can be dragged directly from the file manager (i.e. Windows Explorer, macOS finder, etc.) into the field "Place documents here (drag and drop)".



Or files can be selected using the button "Select file(s)".

### 4.2 Entering the customs declaration number

A customs declaration number and the UID number of the customs declarant must be entered to enable the documents to be uploaded. Insertion of the trader declaration number is optional.

Customs declaration number	17CHEE123456789123 <i>Please provide a valid customs declaration number</i>
UID number	123456789 <i>Please provide a valid UID number</i>
Trader declaration number	

The system checks the format of the customs declaration and the UID. An e-dec Import or e-dec Export customs declaration number must be entered.

An invalid format is indicated in an error text. An upload is possible only if the format is correct.

### 4.3 Accompanying documents ready for uploading

Before the documents are uploaded, the documents must be assigned to a type. If a scan was made of all the documents, then the "all documents in one file" type can be selected.

**Type**

- Choose document type
- Invoice
- Proof of origin
- Bill of landing
- Permits
- Other accompanying documents
- All documents in one file

Documents can be deleted from the list again before they are uploaded. A litter bin is provided in the action column for this purpose.

The whole list can be deleted with the button "Delete list".

The accompanying documents can be uploaded individually with the upload button in the action column or all accompanying documents can be uploaded together with the button "Upload all".

You can cancel the entire upload or just a single document with the "Cancel upload" button or the corresponding symbol next to the document.

Overview of the documents						
Number of documents 4						
Surname	Size	Type	Progress	Upload Status	Actions	
10 PDF (4).pdf	0.003 MB	Choose document type	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	Not yet uploaded		
10 PDF (5).pdf	0.079 MB	Choose document type	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	Not yet uploaded		
10 PDF (2).pdf	0.093 MB	Choose document type	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	Not yet uploaded		
10 PDF (3).pdf	0.003 MB	Choose document type	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	Not yet uploaded		













Upload all
 Cancel upload
 Delete list




## 4.4 Uploaded documents

If the documents have been uploaded successfully, the status is marked with a tick.

Overview of the documents

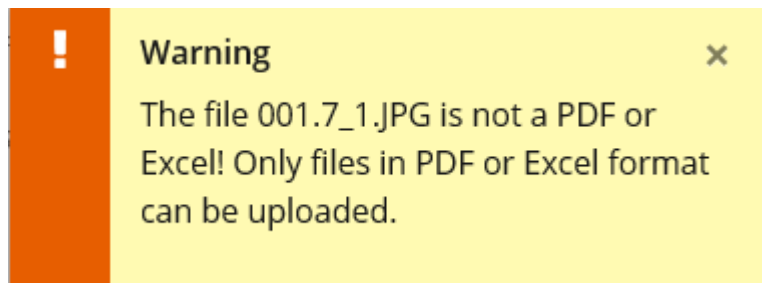
Number of documents 4

Surname	Size	Type	Progress	Upload Status	Actions
10 PDF (4).pdf	0.003 MB	Invoice	<div style="width: 100%;"></div>	✓ Successfully uploaded	  
10 PDF (5).pdf	0.079 MB	Proof of origin	<div style="width: 100%;"></div>	✓ Successfully uploaded	  
10 PDF (2).pdf	0.093 MB	Permits	<div style="width: 100%;"></div>	✓ Successfully uploaded	  
10 PDF (3).pdf	0.003 MB	Proof of origin	<div style="width: 100%;"></div>	✓ Successfully uploaded	  

 Upload all  Cancel upload  Delete list

## 4.5 Possible error messages when uploading

- Only PDF or Excel (\*.xls / \*.xlsx) documents may be uploaded. If a different format is selected, the following error message appears:

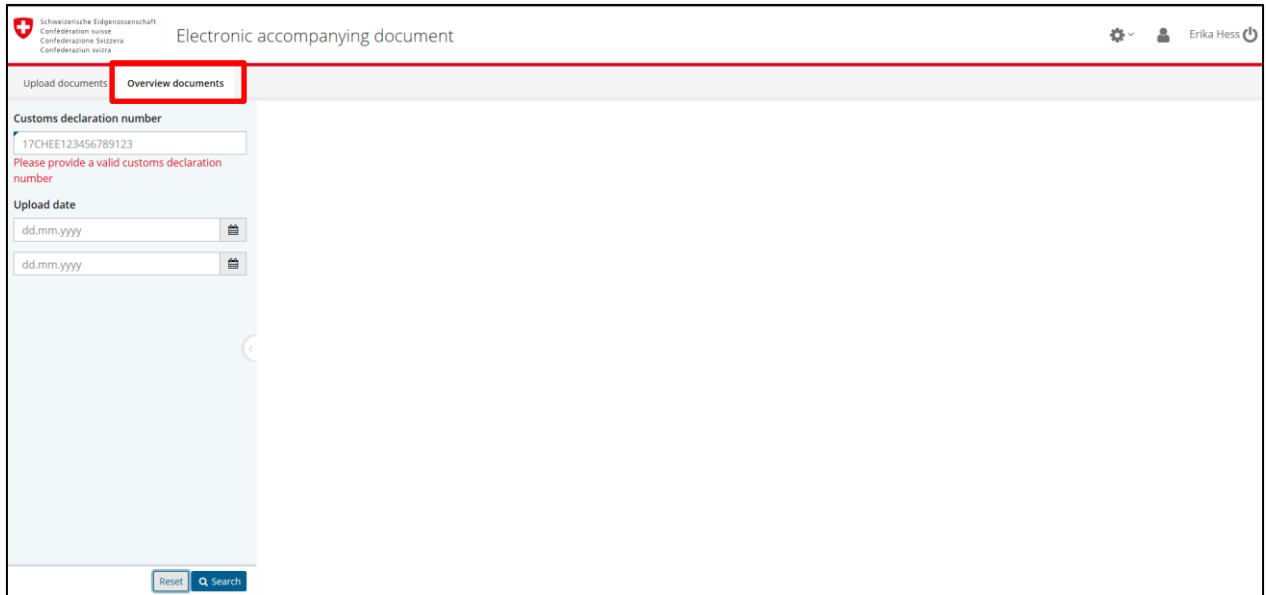


Other possible error messages:

- The maximum file size per file is 30 MB. If a document exceeds this size, an error message is displayed.
- A maximum of 100 documents may be uploaded at a time. An error message appears if more documents are selected.
- If a virus is detected in a document to be uploaded, an error message appears and the corresponding file is deleted during the upload.

## 4.6 Overview of the uploaded documents

The customs client has the option of searching for the uploaded documents. The "Overview documents" tab is intended for this purpose.



The following search criteria can be entered to find the documents:

- Customs declaration number (obligatory)
- Upload date (optional)

**Customs declaration number**

17CHEE123456789123

Please provide a valid customs declaration number

**Upload date**

dd.mm.yyyy

dd.mm.yyyy

If the document is searched, an overview of the results is displayed with the customs declaration numbers, the file name of the uploaded document, the date and time of the upload. The file name of the uploaded document will be displayed. However, the document cannot be opened.

Customs declaration number	Accompanying document	Document type	Upload date
18CHEI000007550567	10 PDF (5).pdf	Permits	20.04.2020 12:01
18CHEI000007550567	10 PDF (4).pdf	Proof of origin	20.04.2020 12:01
18CHEI000007550567	10 PDF (3).pdf	Bill of landing	20.04.2020 12:01
18CHEI000007550567	10 PDF (2).pdf	Other accompanying documents	20.04.2020 12:01
18CHEI000007550567	10 PDF (1).pdf	Invoice	20.04.2020 12:01