 Getreide, Ölsaaten, Futtermittel Céréales, oléagineux, matières premières	Customs declaration of imported goods to Switzerland	
	Quality Management	Arbeitsanweisung 8517.03
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Work Instruction

1. Goal and Purpose:

Concerns only deliveries crossing the Swiss border. The correct customs declaration and customs clearance is a statutory provision, an important part of business transactions and a requirement which has to be met by the agents listed in 2. Scope of Application. Offences may be punished by fines and imprisonment of up to one year, see the criminal law provisions paragraphs 117 – 129 Customs Act 631.0.

The following information intends to ensure correct customs declaration and clearance on behalf of fenaco GOF at the relevant agents. This work instruction shall be deemed as received and accepted, if this is not the case, an active contradiction is required. If it is contradicted, the competent persons will discuss the further proceedings with the business partner.

2. Scope of Application (Parties Involved):

This work instruction is an integral part of the orders to the parties involved listed below, ordered by fenaco cooperative in customs affairs in the broadest sense. It will be applied if goods of foreign origin are concerned which will be imported during transport into the Swiss customs territory.

- Suppliers
- Transporters / Haulage Contractors
- Customs Agencies
- Consignees

3. Terms and Definition

Exemption number is a synonym of disposition number.

4. General Requirements for all Parties Concerned:

Exemption Number / Disposition Number¹


fenaco GOF makes out all orders in written form. There is an exemption number (example see Annex 1) or for certain products a disposition number (Annex 1) on the document of fenaco GOF. These numbers have to be stated in all contacts with fenaco cooperative as an identification feature. If further documents such as delivery notes, invoices etc. are made out by the parties concerned, these have to be cited.

Data Given on the Customs Order

The data given on the customs order of fenaco cooperative are mandatory. If they are doubted, contact has to be established immediately with the person of fenaco GOF who made out the customs order (see identification in the top right corner on the exemption) and clarification has to be requested by mail.

¹ Disposition numbers will only be used as long as the old software of GOF has not been replaced completely.

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Pfad: https://gof.intranet.fenaco.com/QM/Handbücher/QMH/Zielbibliothek%20QM/Forms/AllItems.aspx		

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5. Obligations of the Suppliers:

Check whether the exemption number fenaco cooperative shown by the forwarding agent is identical to the exemption number the supplier has received from fenaco GOF.

Indication of the exemption number of fenaco cooperative on all documents.

Information to the forwarding agent or haulage contractor at which address the export has to take place and if no valid declaration of origin with permit number is given, the EUR1 is made out.

Have them take the goods accompanying documents with them.

6. Obligations of the Forwarding Agents / Haulage Contractors:

Indication of the exemption number of fenaco cooperative on all documents.

The drivers have to check whether the exemption number of fenaco cooperative which they received is identical to the exemption number which the loading point received from fenaco cooperative.

The exemption number ensures that the consignment can be traced back. It serves as a traceability thread of the delivery and it is mandatory to reconcile it with the transport order and the supplier call when loading the goods. Without a correct exemption number the goods cannot be unloaded at the consignee.

The customs agency agreed with fenaco cooperative (customs agency z at xy) has to be reached. Fenaco cooperative has to be informed in time if another customs agency is used than stated on the transport order.

If the customs duties for the goods are paid on the border, the forwarding agent will have the clearance be confirmed by a stamp (Annex 3) on the CMR/delivery note (not on the invoice for the goods). This conformation has to be shown to the consignee of the goods. Without a stamped document the goods cannot be unloaded at the consignee. The invoice must not be handed over.

If the goods are to be delivered to the consignee without a clearance (delivery to an OZL – Open Customs Warehouse), the forwarding agent will request the transit document from the declarant. This document is to be handed over to the consignee of the goods. Without a transit document the goods cannot be declared at the customs by the consignee and thus they cannot be unloaded.


If the required documents cannot be submitted to the consignee of the goods, these have to be obtained. The forwarding agent will be charged for the resulting waiting times.

7. Obligations of the Warehouse Keeper in Switzerland:

Upon departure of the goods from a Swiss warehouse, the warehouse keeper will confirm the customs status by the stamp "customs duty paid". The stamp is to be applied to the delivery note presented by the driver after checking the exemption number.

Exception: Silo Auhafen, directed by fenaco cooperative is exempted from this regulation.

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8. Obligations of Customs Agencies:

In case of railway transports the customs agency will send the import list via e-mail to fenaco GOF immediately after the customs clearance has been made. In case of truck goods the clearance has to be confirmed on the CMR /delivery note (not on the invoice for the goods!) by the stamp which has been sent by fenaco cooperative. The stamp attests that the goods have been properly registered at the customs declarant for customs clearance in the customs registration system. In this way it can be verified at the place of destination whether the goods have also been registered at import customs as arranged.

The customs agency ordered by us for the clearance enters a **statistical value** into the customs system. The basis for the statistical value is the transit value on the customs clearance instruction which the declarant has received from fenaco GOF. If this transit value is missing, it has to be requested at the relevant dispatcher. In any case a proper invoice for the name of the importer also has to be at hand.

In the import list (rail delivery) always the physical goods consignee is to be stated as consignee. The exemption number as well as the truck licence plate have to be given on the import list according to Annex 2.


9. Obligations for the Consignee of the Goods:

Release of goods into free circulation only if the clearance has been confirmed in the import list (rail goods) by fenaco cooperative GOV via e-mail or the delivery documents including the stamp "customs duties paid" (truck goods), submitted by the driver are on hand. **If the following phrase is written on the job/order number, the truck can be unloaded as well: "The goods can be unloaded if there is no customs stamp (DDP-Purchase)".** If this is not given, the goods must not be unloaded until the situation has been clarified via fenaco GOF. If upon unloading a stamp "customs duties paid" and a T-document are on hand, a written confirmation of the correct registration for clearance also has to be obtained from fenaco GOF. Any confirmation by fenaco GOF has to be in written form.

10. Characteristic Data Clearance as fenaco, all made out in the name of fenaco cooperative, Bern:

Reverse-No. 3130-2:	made out in the name of fenaco Bern for durum-, soft wheat, feed grain and dextrose
Reverse-No. 3305-0	made out in the name of fenaco Sursee for goods of St Feed Specialities,
GEB - Nr. 080069	for durum-, soft wheat for human consumption
GEB - Nr. 000014	for feed grain, feeding stuff and roughage, dextrose for feeding purposes
GEB - Nr. 140029	for sugar as human nutrition
ZAZ 2222-8	made out in the name of fenaco cooperative
UID (VAT)	CHE-106.106.123 VAT for Switzerland

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11. Other Applicable Documents:

Customs Act:	http://www.admin.ch/ch/d/sr/631_0/index.html#id-3-1
Agriculture Act:	https://www.admin.ch/opc/en/classified-compilation/19983407/index.html
Custom Concession Provisions:	https://www.admin.ch/opc/de/classified-compilation/19983490/index.html
Status Tariff Quotas:	https://zollkontingente.douane.swiss/

12. Liability:

The recipient of this document

- Informs his subcontractors on these requirements
- Contacts fenaco GOF (contact on exemption/disposition) immediately when detecting errors
- Is liable towards fenaco cooperative to the full extent for resulting damage (customs fees, duties, fines, turnovers etc.) in case of causal non-compliance with requirements.

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