



Schweizerische Eidgenossenschaft

Confédération suisse

Confederazione Svizzera

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Swiss Confederation

Federal Department of the Environment,
Transport, Energy and Communications DETEC

Federal Office of Civil Aviation FOCA

Safety Division - Flight Operations

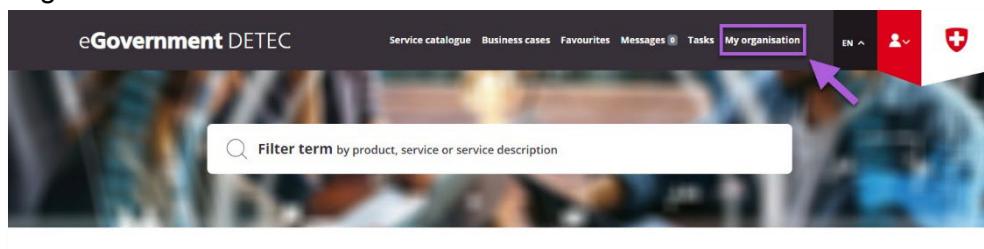
INSTRUCTIONS

Register as cargo acceptance point company and acquire corresponding service role

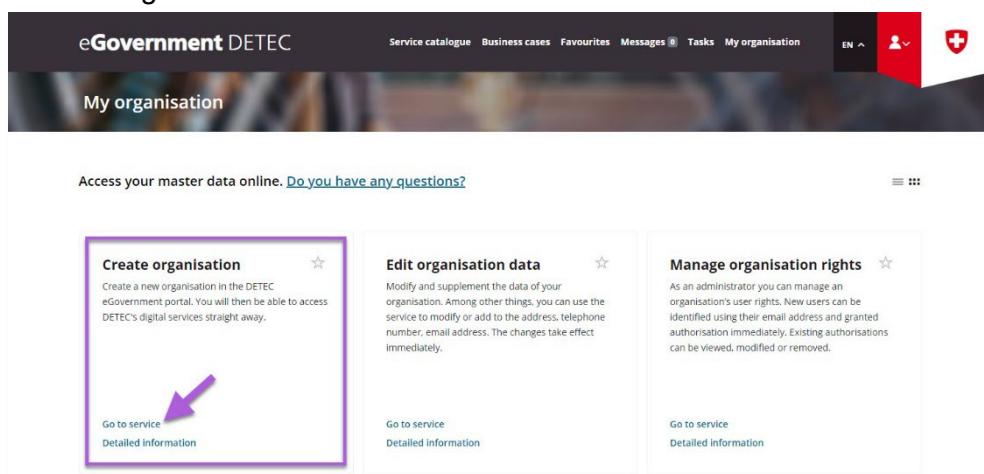
Step 0 (if not yet done): Register and log in to the DETEC eGovernment portal
→ [How can I register and log in to the DETEC eGovernment portal?](#)

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)

1

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.

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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.

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Address from UID

The following data is imported from the UID Register.

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[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 DETEC portal)

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Step 1 - Organisation data

Service catalogue Business cases Favourites Messages 0 Tasks My organisation

Create organisation

EN ⓘ

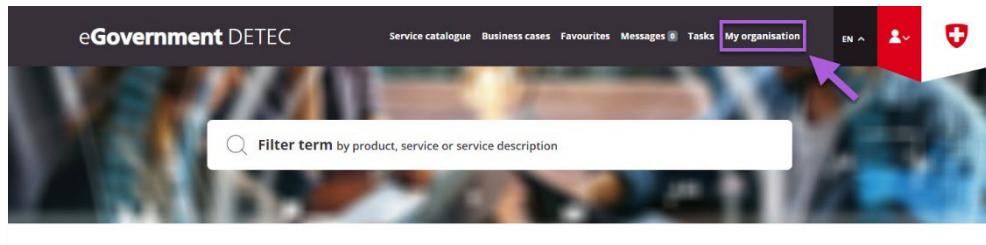
Thank you, your form has been submitted.

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](#).

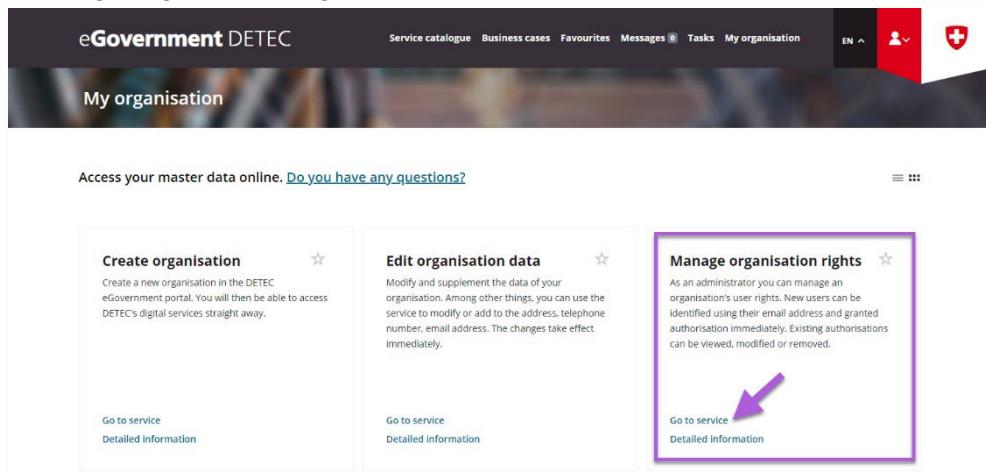
Step 2 (if necessary): Add employees who can check on the eGovernment DETEC portal whether a company subject to declaration has submitted a declaration

Click on «My Organisation»



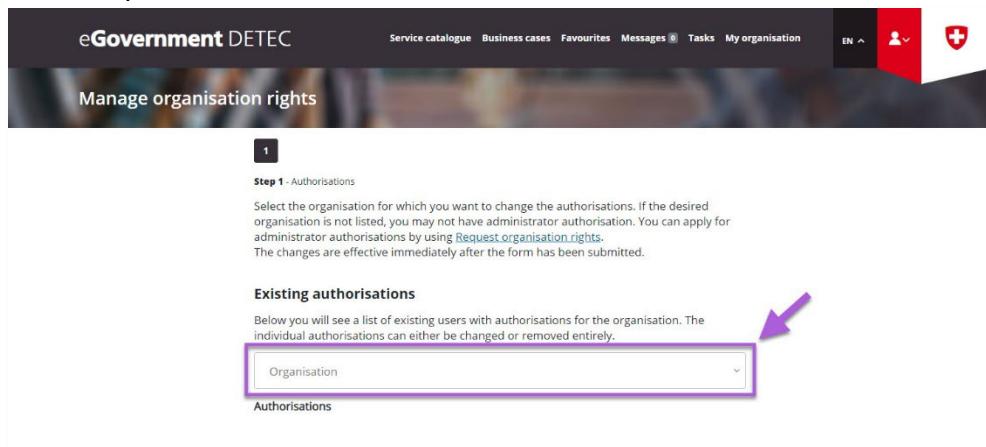
The screenshot shows the eGovernment DETEC portal's main navigation bar. The 'My organisation' menu item is highlighted with a purple box and a purple arrow pointing to it. Other menu items include 'Service catalogue', 'Business cases', 'Favourites', 'Messages', 'Tasks', and a user profile icon.

Start service «Manage organisation rights»



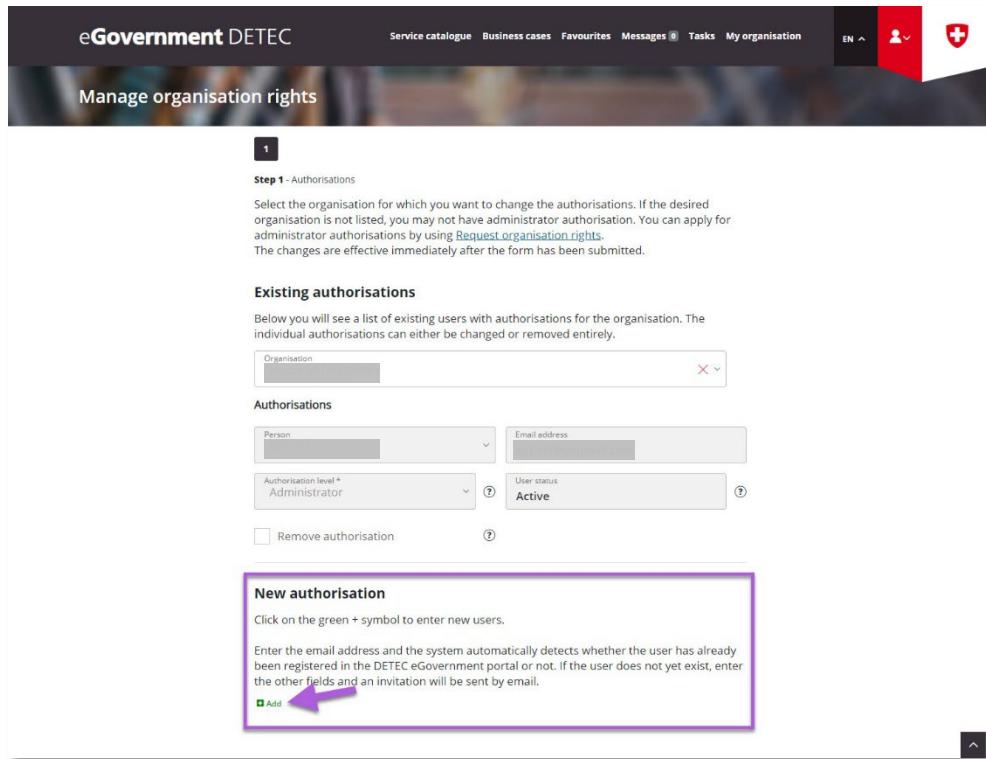
The screenshot shows the 'My organisation' page. The 'Manage organisation rights' service is highlighted with a purple box and a purple arrow pointing to it. Other services listed are 'Create organisation', 'Edit organisation data', and 'Go to service'.

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



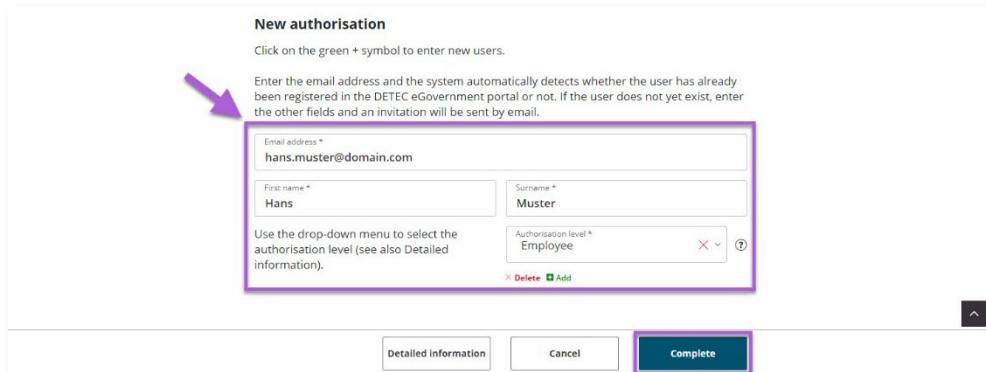
The screenshot shows the 'Manage organisation rights' page. The 'Existing authorisations' section is highlighted with a purple box and a purple arrow pointing to it. The section describes how to change authorisations for an organisation and lists a dropdown menu for selecting an organisation.

Under «New authorisation», click on «Add»



The screenshot shows the 'Manage organisation rights' page. At the top, there is a navigation bar with links for 'Service catalogue', 'Business cases', 'Favourites', 'Messages 0', 'Tasks', 'My organisation', and language selection 'EN'. On the right, there is a user profile icon and the Swiss flag. The main content area is titled 'Step 1 - Authorisations'. It says: '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.' Below this, there is a section for 'Existing authorisations' with fields for 'Organisation', 'Person', 'Email address', 'Authorisation level' (set to 'Administrator'), and 'User status' (set to 'Active'). There is also a 'Remove authorisation' link. The 'New authorisation' section is highlighted with a purple box and a purple arrow pointing to the 'Add' button. It contains instructions: 'Click on the green + symbol to enter new users.' and '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.' The 'Add' button is highlighted with a purple box.

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"



The screenshot shows the 'New authorisation' dialog box. It has fields for 'Email address' (hans.muster@domain.com), 'First name' (Hans), 'Surname' (Muster), and 'Authorisation level' (Employee). Below the form, there is a note: 'Use the drop-down menu to select the authorisation level (see also Detailed information.)'. At the bottom, there are buttons for 'Detailed information', 'Cancel', and 'Complete', with 'Complete' being highlighted with a purple box and a purple arrow pointing to it.

- 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



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