

# Onboarding Checklist

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## General

- ☐ EU EORI
  - ☐ Tax number (GER)
  - ☐ Item overview with the following information:
    - ☐ Article number
    - ☐ Article description
    - ☐ Custom tariff number
    - ☐ Country of production
  - ☐ Overview contact persons  
(Logistics / Support / Accounting / IT)
- 

## Technical integration

Depending on the respective setup:

- ☐ Provide Importer credentials (from ERP)
- ☐ Set up integration  
(via exporto API, Barcodeshipping or directly via national carrier)
- ☐ Integration [exporto API](#)

**Do you need help or have any questions  
about exporto Onboarding?**

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We look forward to answering your questions!

**Email Support:**  
[onboarding@exporto.de](mailto:onboarding@exporto.de)

# Fiscal Representation

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## Application for VAT ID and GB EORI:

Duration for (new) application:  
**2-4 months**

Please complete the following [questionnaire](#) 

**It requires the upload of the following documents:**

- ☐ Certificate of registration (not older than 3 months)
- ☐ ID of the managing director (e.g. an identity card or a copy of the passport)  
Birth certificate or marriage certificate of the managing director
- ☐ At least two documents to confirm the address of the managing director (as stated on the ID)

**These can be:**

- Rental agreement
- Insurance documents
- Work permit or visa
- Utility bill (not older than 3 months)
- Mortgage certificate
- Marriage certificate
- Any other official documents showing the name and address of the director, e.g., proof of salary

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# Fiscal Representation

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## Application for CH UID and ZAZ Number:

Duration for (new) application:  
**3–5 weeks**

Please complete the following [questionnaire](#) 

**It requires the upload of the following documents:**

- ☐ Certificate of registration (not older than 3 months)
- ☐ Consultation meeting eCommerce fiscal representation Switzerland with GJS Consulting ([calendar link](#)) to apply for the CH-UID and the ZAZ account

**Please note that:**

- For opening the ZAZ account (customs account), the Swiss customs administration requires a deposit of at least 2,000 CHF.
- For opening the VAT account at the ESTV (Federal Tax Administration), a deposit of 3 % of the expected annual turnover, at least 2,000 CHF, is required.

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