

# Onboarding Checklist

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## Generell

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

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## Technical integration

Depending on the respective setup:

- Provide importer credentials from ERP / WWS
- Set up label connection  
(via ex:porto API, Barcodeshipping or directly via national carrier)
- Integration to the [ex:porto API](#) ↗

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## Fiscal representation for non-EU countries

See appendix




Do you need help or have any questions  
about ex:porto Onboarding?

We look forward to answering your questions!

Email support:

✉ [onboarding@ex:porto.de](mailto:onboarding@ex:porto.de)

# Fiscal Representation CH

 Duration for (new) application of CH UID and ZAZ Number: 4 Weeks

[To the fiscal representation form CH ↗](#)

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

- Certificate of registration (not older than 3 months)
- Form tax representation** [↗](#)

**After submitting the CH fiscal representation form:**

- [Consultation with our internal experts on applying for a CH UID and ZAZ account.](#)  
**Make an appointment** [↗](#)

**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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# Fiscal Representation UK

**i** Duration for (new) application of  
**VAT-ID** and **GB EORI**: 6–12 Weeks

[To the fiscal representation form UK ↗](#)

## 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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