

Delivered Duty Paid Implementation Guide

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About this document

Intended audience

This user guide is intended for postal operators who want to roll out the UPU Delivered Duty Paid (UPU DDP) solution, using the Postal Technology Centre (PTC) technologies.

Scope of this document

This document provides the guidelines on the necessary IT, operational, as well as contractual steps for being DDP-ready.

It highlights and explains some decisions to go through before starting a DDP project.

First released on September 5, 2025, this document is dynamic and is continuously updated to reflect changes and updates to the UPU DDP solution.

The document covers both the generic UPU DDP, and, when applicable, the specificities of DDP for the US inbound flows.

For information on:

- The background of the UPU DDP solution, see "[Introduction](#)" on the next page.
- An overview of the UPU DDP APIs, see "[DDP API on the PTC API Gateway](#)" on page 11.
- How to obtain an authorization token and call the UPU DDP APIs, see "[Accessing the APIs](#)" on page 12.
- DDP integration in CDS, see "[DDP Integration in CDS](#)" on page 22.

How to use this manual

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Introduction

Background

The UPU DDP solution was developed in response to regulatory changes affecting US inbound mail items. The aim is to eventually build a generic DDP solution that could be used for any country of destination.

As of August 29, 2025, the de minimis threshold—the minimum value below which imported goods are exempt from duties and taxes—was abolished for mail items entering the United States. The only remaining exemption applies to goods valued under USD 100 that are explicitly declared as gifts.

Under current US regulations, a U.S. Qualified Party (QP) is required to file the CBP International Mail Duty Worksheet with U.S. Customs and Border Protection (US-CBP) and to handle the financial settlement of any applicable duties and taxes. Currently, the UPU has an active contract with Zonos, a registered Qualified Party. Zonos powers the UPU DDP solution, enabling compliance with these regulations. Additional Qualified Parties will be onboarded as needed to meet the requirements of the Posts.

Key Terms

The following terms are used throughout this guide.

CARDIT: An electronic data message sent by a designated operator to a carrier to pre-advise and provide detailed transport instructions for mail consignments, serving as the digital equivalent of CN 38, CN 41, or CN 47 delivery bills.

CDS or Customs Declaration System: A comprehensive solution for streamlining and automating international customs declarations developed by the UPU. CDS enables postal operators and customs authorities to exchange standardized electronic data and expedite cross-border mail clearance.

CDS Kiosk: A web plug-in tool that allows end customers of a Post to enter customs declaration for a mail item that they are sending directly on the Post's web portal.

Declaration ID: A unique identifier assigned by the Qualified Party to a declaration for a landed cost request.

Delivered Duty Paid (DDP): This Incoterm (International Commercial Terms) rule states that the shipper is responsible for handling all costs and risks of transporting goods to a designated location, including customs clearance, import country duties, and taxes.

The solution offered by the UPU is called the UPU DDP.

EAD Customs Declarations: A mobile application available on Android and iOS that allows end customers of a Post to enter customs declaration for a mail item that they are sending.

ITMATT: An electronic message transmitted from the dispatching designated operator to the receiving designated operator at the final destination. This message provides detailed customs-related information about international mail items for security screening and border clearance.

JWT: JSON Web Token. An open standard that defines a compact and secure way for transmitting information between parties as a JSON object. JWT can be sent through a URL, through a POST parameter, or inside an HTTP header. It is transmitted quickly.

A JWT is required for you to access the UPU DDP APIs.

LCC API: The Landed Cost Calculator API. This API calculates the total cost of importing a mail item into its destination country.

Post*Net: The EDI postal network developed and managed by the UPU.

PREDES: An electronic message transmitted from the dispatching designated operator to the receiving designated operator at the final destination. This message provides information about a particular dispatch of mail and pre-advises the receiving designated operator at the final destination about its arrival.

PTC API Gateway: The Postal Technology Centre API Gateway acts as an entry and exit point to allow third party systems to communicate with applications developed by the UPU. This is the entry point of the UPU DDP APIs.

Qualified Party (QP): A Qualified Party for U.S. Customs is an approved and authorized company that collects and remits duties on low-value international postal shipments to fulfill the requirements of Executive Order 14324 suspending the de minimis treatment of goods for all countries. A QP may operate independently or in conjunction with the U.S. Postal Service or with the carriers and facilitate the collection of duties on behalf of U.S. Customs and Border Protection (US-CBP).

RESDIT: An electronic message sent by a carrier to a designated operator, reporting transport events and the status of mail receptacles or containers during their journey, typically in response to a CARDIT message.

S10 Mail item identifier: The UPU S10 standard defines a system for identifying international postal items using a 13-character identifier.

Test environment: A developer portal on the Azure platform that acts as a sandbox, allowing designated operators and other parties interested in using the UPU DDP solution to test the functionality of the APIs.

UPU CL118: UPU Code List 118 is the Party Identifiers code list. This list assigns specific codes to postal entities and organizations for international mail services.

Zonos: A software company offering solutions to manage duties and taxes for international shipping.

The UPU DDP Solution

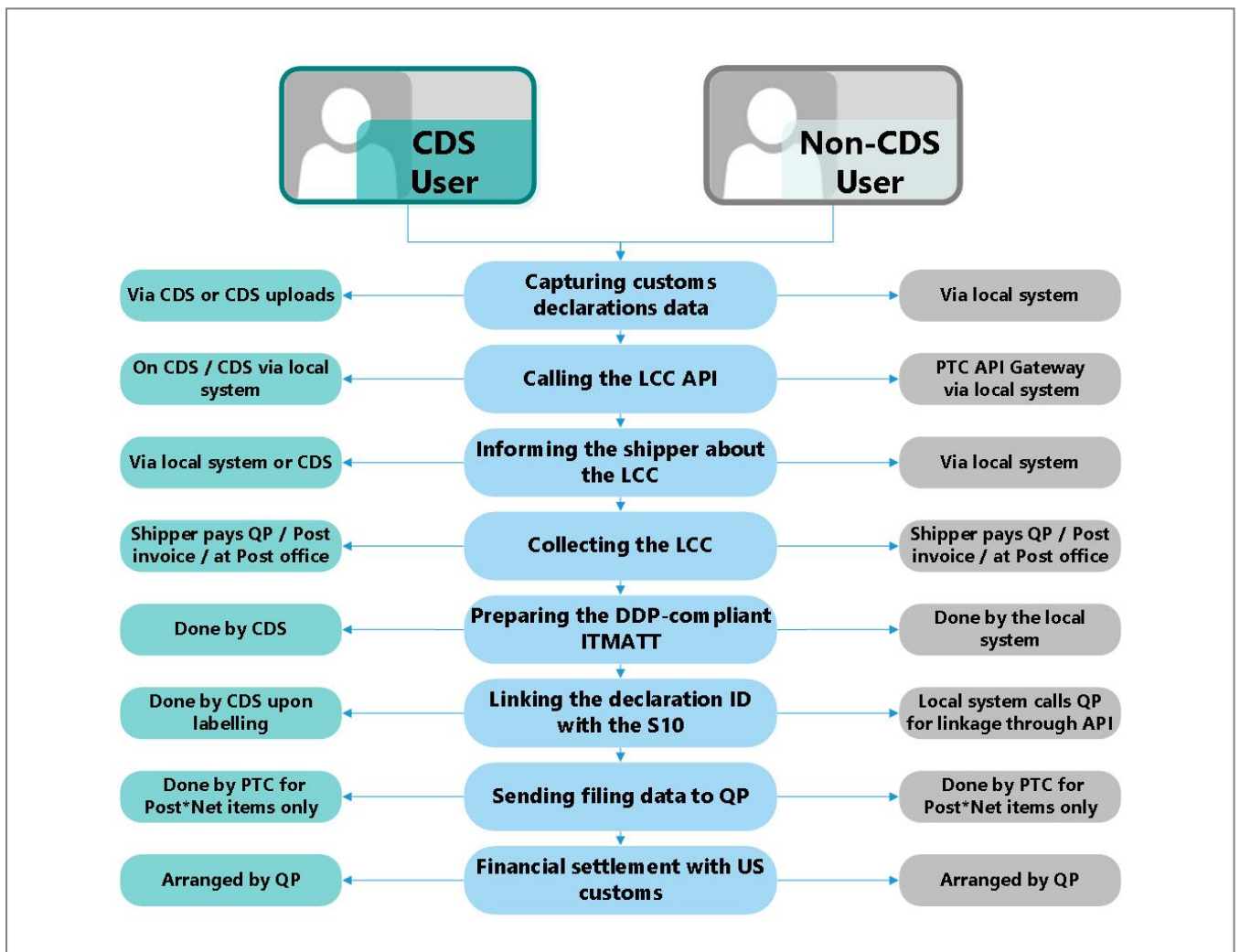
Components

Building on existing UPU technologies and services, the PTC is rolling out its DDP solution in phases:

- **UPU DDP APIs:** The first component to be released via the PTC API Gateway. These APIs are intended for users who do not use the UPU’s Customs Declaration System (CDS).
- **CDS and Post*Net Data Flows:** These are core to the DDP solution and represent the second phase of development.
- **Changes to UPU*Clearing Financial Flows and International Settlement:** This final phase is planned for a later stage and is subject to approval by the UPU*Clearing User Group.

How does the DDP solution work?

The following diagram shows the DDP workflow for a CDS and non-CDS user.



The table below summarizes the key steps in a DDP workflow.

	CDS User	Non-CDS User
Capturing Customs declaration data	<ul style="list-style-type: none"> • With a CDS interface (Kiosk, Mobile App, CDS screens) • With local system and then upload in CDS 	<ul style="list-style-type: none"> • Local system
Calling the LCC API	<ul style="list-style-type: none"> • CDS calls the LCC (the call can be made from the local system) 	<ul style="list-style-type: none"> • Local system uses the LCC API on the PTC API Gateway
Informing the shipper about the LCC	<ul style="list-style-type: none"> • Local system (or CDS) is used to inform the shipper 	<ul style="list-style-type: none"> • Local system is used to inform the shipper
Collecting the LLC	<p>Different options are possible:</p> <ul style="list-style-type: none"> • LCC paid directly by the shipper to the QP • LCC invoiced by Post to the shipper • LCC paid by the shipper at Post office (over the counter) 	
Preparing the DDP-compliant ITMATT	<ul style="list-style-type: none"> • CDS prepares and sends the ITMATT 	<ul style="list-style-type: none"> • Local system needs to prepare and send the ITMATT with the DDP information coded in the Observation field, see "ITMATT" on the next page.
Linking the Declaration ID with the S10	<ul style="list-style-type: none"> • CDS does that, at the time of item labelling 	<ul style="list-style-type: none"> • Local system needs to call the QP for the linkage (API on the PTC API Gateway)
Sending the data required for filing to the QP	<p>If the relevant mailboxes are on Post*Net, PTC can make the copies to the selected QP. ITMATT, PREDES, and CARDIT/RESDIT are used for sending the following data to the QP:</p> <ul style="list-style-type: none"> • Item ID (S10) • Declared value • Country of Origin • Transport information <p>If the mailboxes are not on Post*Net, you need to use another data transmission solution to the QP.</p>	
Financial settlement to US Customs	<p>Financial settlement is made by the QP. It means that, in case the LCC has been collected by Post, Post need to financially settle with the QP. At the moment, this will be done with the QP invoicing the Post.</p>	

ITMATT

UPU DDP uses ITMATT v1.

The landed cost details will be recorded in the **<observations /> (item.observations)** field of the EDI message:

Listed below are the data elements to be saved in the ITMATT.

Data	Description	Remarks	Example
DDP Flag	The flag indicating the DDP information.	fixed 3-character string	DDP
Declaration ID	The service provider's (e.g., Zonos) ID identifying the landed cost request for a declaration/shipment.	13-character ID	0m123456789ca
Landed Cost breakdown	The breakdown of the landed costs.		
	Currency Code – The associated currency code.	3-letter ISO code	CAD
	Amount – The amount assessed for a given amount type.	max 18 characters	12.00
	Amount Type – The amount type. <ul style="list-style-type: none"> • Duties (D) • Taxes (T) • Fees (F) • Discounts/Adjustments (A) 	1 character	D,T,F,A
	PaymentTo	The party (code identifier) that collects the payment.	max 10 characters
SettleWith	The party (code identifier) to whom the payment is to be made/settled.	max 10 characters	UPU CL118
Hash	The hash of the above landed cost information.	max 256 characters	

The data will be stored as a single formatted string with a maximum length of 388 characters, in the following format:

```
DDP;DeclarationID;LandedCostBreakdown(CurrencyCode+Amount+AmountType, separated by ` , `);PaymentTo;SettleWith;Hash
```

Example:

- Declaration ID: 0m123456789ca
- Duties: 1.00 CAD
- Taxes: 2.00 CAD
- Fees: 3.50 CAD
- Discounts: 0.00 CAD
- PaymentTo: J1CCAA, Canada Post
- SettleWith: JJ00DUS01, Zonos

```
DDP;0m123456789ca;CAD1.00D,CAD2.00T,CAD3.50F,CAD0A;J1CCAA;JJ00DUS01;HASH
```

DDP API on the PTC API Gateway

This chapter provides a brief overview of the UPU DDP APIs.

For information on using the APIs, see "[Accessing the APIs](#)" on the next page.

What's available now

Developer portal (TEST)

Available at <https://ptc.developer.azure-api.net/>

Available APIs (Test & Production)

- Authentication (JWT): Obtains a short-lived token so your systems can call PTC services securely.
- Landed Cost Calculator: Returns the all-in import amount (duties, taxes, fees) from draft customs data, along with a Declaration ID.
- Declaration - S10 Linking: Binds a finalized item (S10) to its Declaration ID and confirms the payment state for downstream messaging.

How it works:

- Your system sends the declaration data
- Gets the landed cost and a Declaration ID
- At finalization (S10), you recalculate and collect
- ITMATT includes the DDP indicator, Declaration ID, and payment status

Integration steps

1. Request access to the production API platform.
2. Implement APIs in your system.
3. Update your retail flow.
4. Enrich ITMATT.

Accessing the APIs

This chapter outlines the step-by-step process for successfully calling the UPU DDP APIs to calculate the landed costs of mail items. The procedure involves obtaining a JSON Web Token (JWT) to authorize API requests, performing the necessary API calls to compute the landed costs, and linking the calculated costs to the corresponding mail items.

 Your organization must already have an API key. Contact the [PTC](#) for more information.

UPU DDP API Access URLs/Endpoints

The following API endpoints are available for interacting with external systems or tools.

GET	Authorization token (JWT) https://api.upu.post/auth-rest/auth/{apiKey}
POST	Landed Cost Calculator https://api.upu.post/lcc-rest/calculate
POST	Get HS Codes https://api.upu.post/lcc-rest/gethscode
POST	Link S10 IDs to Declaration https://api.upu.post/lcc-rest/links10

Test Environment for API calls

To verify the functionality of the APIs, interested postal operators can access the testing portal at: <https://ptc.developer.azure-api.net/>. With a built-in testing feature, postal operators can try various API operations, make test calls, and familiarize themselves with the API specifications.

Alternatively, test calls can also be made from external systems such as Postman or developer platforms to the testing endpoints indicated below.

GET	Authorization token (JWT) https://ptc.azure-api.net/auth-rest/auth/{apiKey}
POST	Landed Cost Calculator https://ptc.azure-api.net/lcc-rest/calculate
POST	Landed Cost Calculator v2 https://ptc.azure-api.net/lcc-rest/calculate-v2

POST	Get HS Codes https://ptc.azure-api.net/lcc-rest/getscores
POST	Link S10 IDs to Declaration https://ptc.azure-api.net/lcc-rest/links10
POST	Link S10 IDs to Declaration v2 https://ptc.azure-api.net/lcc-rest/links10-v2

Interact with the UPU DDP APIs

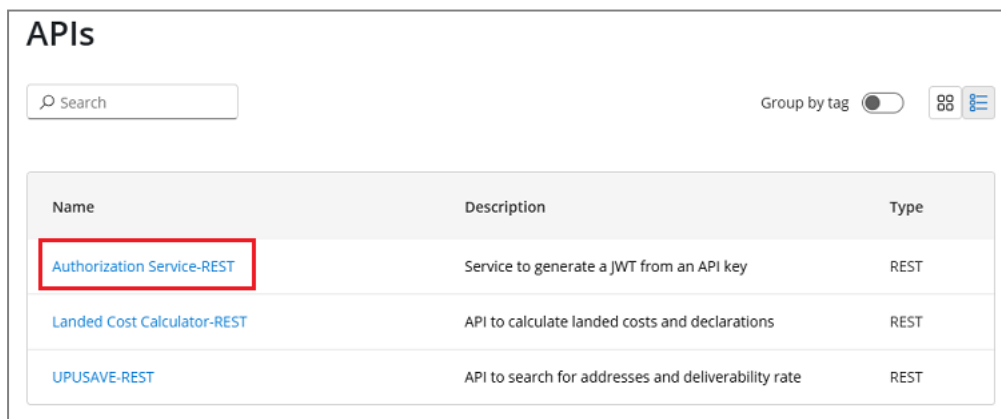
This section describes how to call the UPU DDP APIs using the test platform.

 The data shown in the images are fictitious and are for illustration purposes only.

Obtain an authorization token

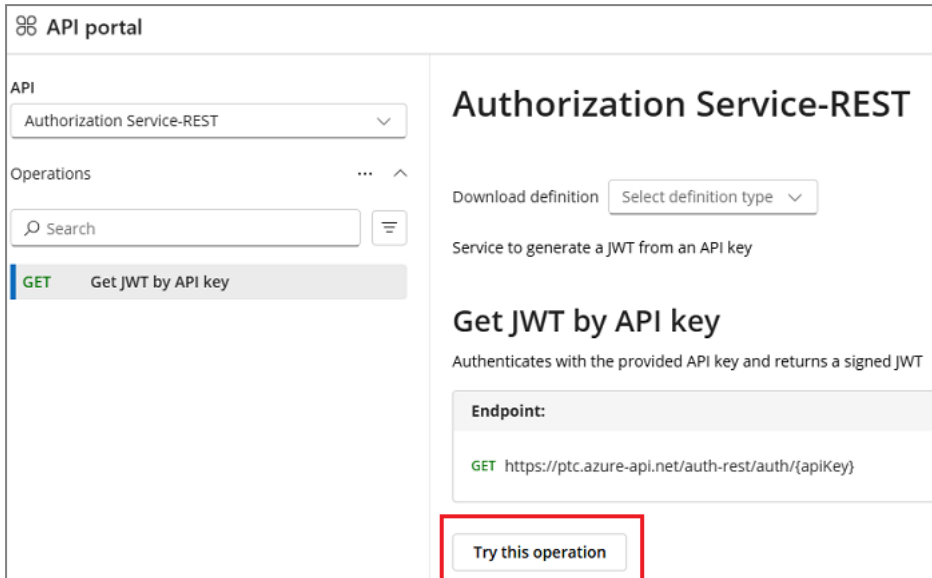
The calling party must obtain a JWT using the API key provided by the PTC to authorize access to the APIs. The token is valid for 24 hours, after which re-authentication is required to obtain a new one.

1. To access the testing portal, go to <https://ptc.developer.azure-api.net/>.
2. Click the **Explore APIs** button. A page listing the UPU APIs with their description is displayed.
3. To generate a token for making API calls, click the **Authorization Service-REST** link.

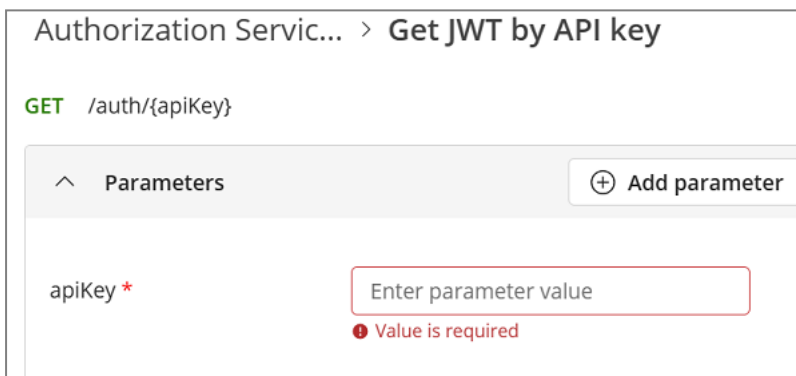



Name	Description	Type
Authorization Service-REST	Service to generate a JWT from an API key	REST
Landed Cost Calculator-REST	API to calculate landed costs and declarations	REST
UPUSAVE-REST	API to search for addresses and deliverability rate	REST

- In the page that opens, click the **Try this operation** button.




- Enter your organization's API key for generating the token in the **apiKey** field.




 If the **apiKey** field is not displayed, press **CTRL+F5** on your keyboard to refresh the page. This issue is due to a known limitation in the Azure platform.

- Click **Send**.
- Copy and paste the JWT value (without the quotation marks) from the response to a notepad or a document. With this token, you can now start calling the UPU DDP APIs for the landed cost calculation.

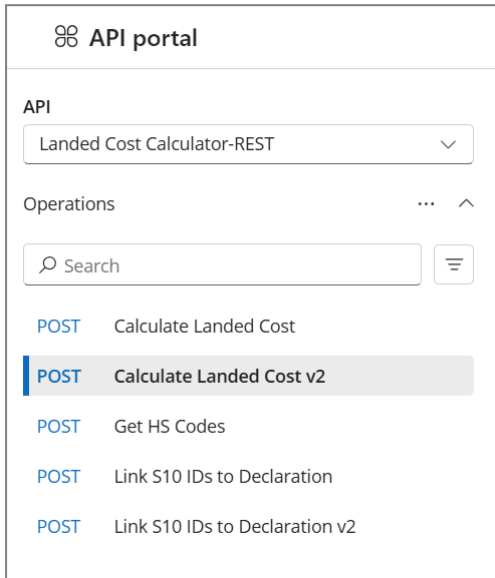
Request a landed cost calculation

 Once JWT is authorized, it remains valid for up to 24 hours. It is not necessary to call the authorization service to reauthorize the token for any subsequent requests to the landed cost service within this 24-hour timeframe.

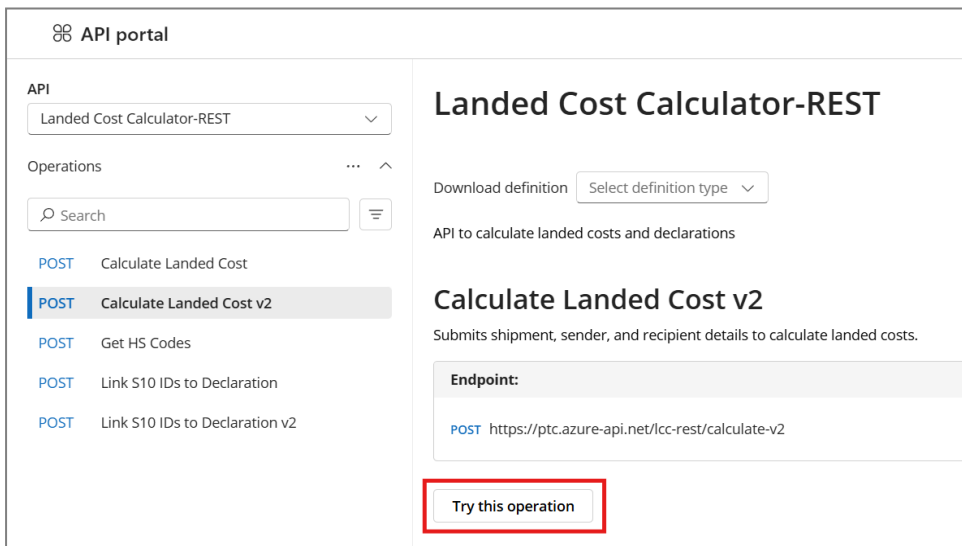
After you receive the landed cost calculation, you can link the cost to mail item (or a list of mail items) via the S10 identifier.

 When calling the endpoints from an external system, include the token as an **Authorization Bearer Token** in the header.

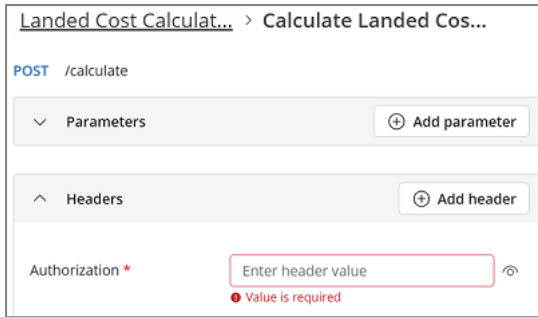
1. In the testing portal (<https://ptc.developer.azure-api.net/>), click **Landed Cost Calculator-REST** from the list of APIs.
2. In the page that opens, ensure that the **POST Calculate Landed Cost v2** operation from the left pane is selected.



3. Click the **Try this operation** button.



4. Enter the JWT value in the **Authorization** field.



- Specify the other body request parameters and click **Send**. Note down the declaration ID received in the response. An example of a request and a response is provided below.

```
{
  "recipient": {
    "address": "456 Market St",
    "locality": "New York",
    "postalCode": "10001",
    "country": "US"
  },
  "sender": {
    "address": "40 Goldfields Road",
    "locality": "Doctor Creek",
    "postalCode": "4352",
    "country": "AU"
  },
  "declaration": {
    "items": [{
      "quantity": 1,
      "description": "T-shirt",
      "hsCode": "610910",
      "countryOfOrigin": "AU",
      "amount": 20,
      "currencyCode": "AUD"
    }],
    "natureType": "gift"
  },
  "shipment": {
    "postage": 5,
    "currencyCode": "AUD"
  },
  "landedCostCalculation": {
    "method": "DDP",
    "currencyCode": "AUD"
  }
}
```

The table below lists the parameters and their descriptions.

Parameter	Description
recipient	The recipient information.
address	The first line (e.g., street address) of the recipient's address.
locality	The locality (city or town) of the recipient.
postalCode	The postal or ZIP code of the recipient.
country	The two-letter ISO country code of the

Parameter	Description
	recipient.
sender	The sender information.
address	The first line (e.g., street address) of the sender's address.
locality	The locality (city or town) of the sender.
postalCode	The postal or ZIP code of the sender.
country	The two-letter ISO country code of the sender.
declaration	The declaration data.
items	The list of content piece items.
quantity	The quantity of the item.
description	The description of the item.
hsCode	The HS Code of the item.
countryOfOrigin	The item's country of origin.
amount	The cost of the item.
currencyCode	The currency in which the item is priced.
natureType	The nature or category of the declaration: <ul style="list-style-type: none"> • Gift • Documents • For_Resale • Not_For_Resale
shipment	The shipment or postage information.
postage	The postage or shipping fee.
currencyCode	The currency used for the postage.
landedCostCalculation	The preferences for calculating the landed costs.
method	The method to use for the landed cost calculation. The value must be DDP.
currencyCode	The currency to use for the landed cost sub-totals.

A sample API response is shown below.

```

{
  "data": {
    "landedCosts": {
      "method": "DDP",
      "currency": "AUD",
      "subTotals": {
        "duties": 5.3,
        "taxes": 0.0,
        "fees": 4.4,
        "discounts": 0.0,
        "shipping": 5.0
      },
      "landedCostTotal": 9.7
    },
    "declaration": {
      "id": "0mv38entahsxr",
      "status": "OPEN",
      "paymentStatus": "OPEN"
    },
    "additionalInfo": ""
  }
}

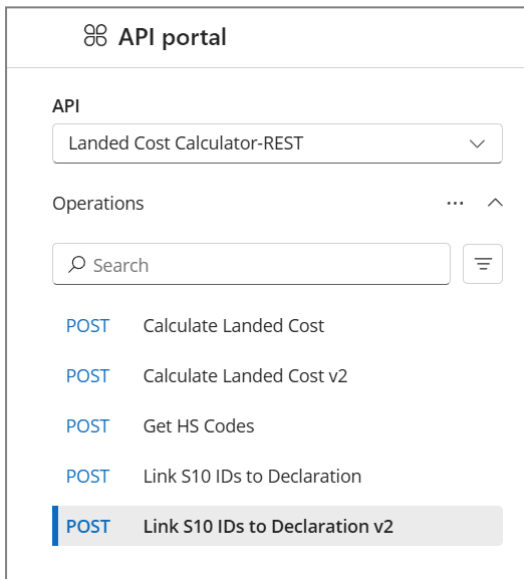
```

The response data description is as follows:

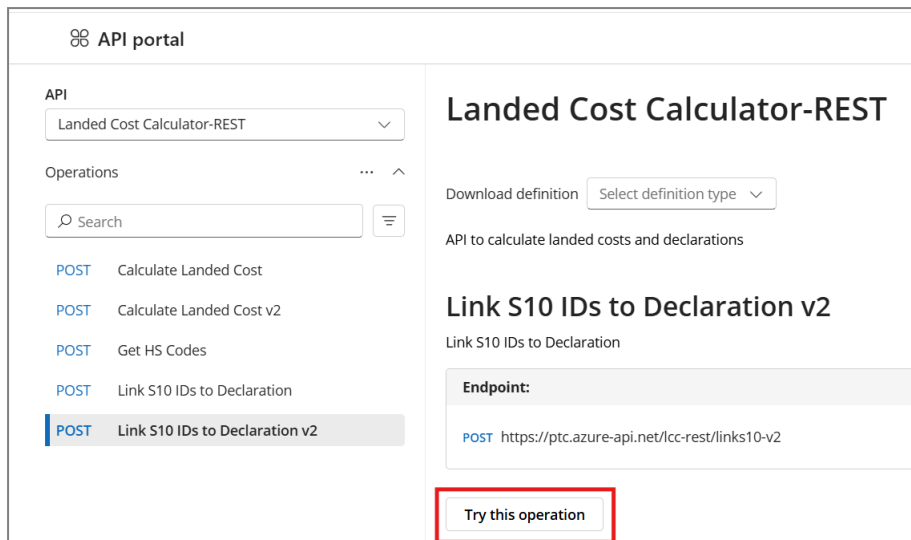
Parameter	Description
data	The response data.
landedCosts	The calculated landed costs.
method	The method used for the landed cost calculation. The value shown is DDP.
currencyCode	The currency used for the landed cost calculation.
subTotals	The breakdown of the landed costs.
duties	The duties assessed for the landed cost.
taxes	The taxes assessed for the landed cost.
fees	The fees assessed for the landed cost.
discounts	The discounts assessed for the landed cost
shipping	The shipping costs.
landedCostTotal	The total amount of duties, taxes, and fees.

Parameter	Description
declaration	landedCostTotal = duties + taxes + fees
id	The declaration data.
status	The ID associated with the declaration/shipment from the provider, Zonos.
paymentStatus	The current status of the declaration.
additionalInfo	The status of payment for the declaration.
	Additional notes or information, if any.

6. Select the **POST Link S10 IDs to Declaration v2** operation in the left pane.



7. Click the **Try this operation** button.



8. Enter the JWT value in the **Authorization** field.
9. In the request body, enter the declaration ID from step 4.
10. To associate the declaration ID with a mail item(s), enter one or more S10 IDs.

```
{
  "declarationId": "0mv38entahsxr",
  "S10": "RR123456789AU"
}
```

11. Click **Send**.

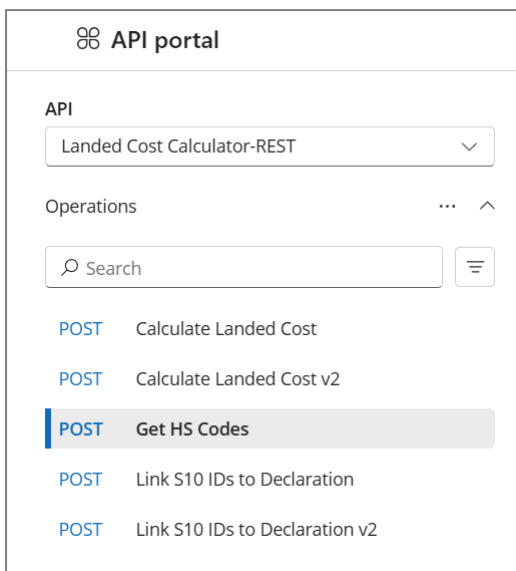
The API returns the response data details with the result set to "SUCCESS" if successful, or "FAILURE" if it fails.

```
{
  "data": {
    "result": "SUCCESS"
  }
}
```

Get HS Codes

If you only have the item description and you want to get the HS code for the item, you can use this method.

1. In the testing portal (<https://ptc.developer.azure-api.net/>), click **Landed Cost Calculator-REST** from the list of APIs.
2. In the page that opens, ensure that the **POST Get HS Codes** operation from the left pane is selected.



3. Click the **Try this operation** button.
4. Enter the JWT value in the **Authorization** field.
5. In the request body, enter the description of the good.

```
{  
  "goodDescription": "tobacco"  
}
```

6. Click **Send**.

DDP Integration in CDS

This chapter outlines the prerequisites and the required configuration for CDS to display landed costs calculations when creating outbound customs declarations. The DDP solution is available in CDS, CDS Cloud, and CDS.POST.

Prerequisites

- **CDS, CDS Cloud or CDS.POST:** You must use CDS.POST, CDS Cloud, or have installed CDS version 2025 or later.
- **API token:** You must have obtained a unique API token from the PTC for your organization to enable CDS to call the LCC API.

Configure your organization's settings

For the landed cost calculation to be displayed on the relevant screens, your system administrator must configure the settings listed below in CDS. Refer to the [CDS online help](#) or the [CDS Postal User Guide](#) for a detailed description of the parameters.

Function / Screen	Tab	Parameter	Value
Manage organization preferences	Advanced settings	Destination countries where Landed Costs will be calculated (e.g. AU, NZ, FR, or use ? for all)	Country-codes separated by commas
		Destination countries where Origin Country of goods is required (e.g. AU, NZ, FR, or use ? for all)	Country codes separated by commas
		DDP Payment To (Party Identifier)	The party that collects the payment (e.g., the post or the landed cost provider if payment is made from a prepaid app)
		DDP Settle With (Party Identifier)	The party to whom the payment is to be made (i.e., the Qualified Party for mail to the US)
		Landed Cost Provider	API URL and token A successful connection must be established.

CDS APIs

CDS provides multiple APIs that allow domestic applications of posts to interface with it for seamless data import and export. It can also be used as a proxy between the domestic applications and service providers, to obtain the amount of landed costs, store or retrieve the customs declarations, etc.

CDS offers postal customers three options for paying landed costs:

1. Payment at the post office

This is the most common option. Customers complete their customs declaration at home using CDS Kiosk or a domestic application. In some cases, the customs declaration is completed at the post office. The customer then hands their postal item over at the post office counter and pays the landed costs.

2. Payment through a prepaid application

Some service providers offer a mobile application through which customers can enter customs declaration information. The landed costs are calculated immediately, and the customer pays through the app. This amount is paid directly to the service provider. The customer then hands their postal item over at the post office counter. The post office does not collect the payment, so it is not invoiced by the service provider.

3. Payment on invoice for shipping partners

E-commerce companies can sign a contract with service providers to obtain the landed cost amount for their international shipments. These companies pay the landed costs directly to the service provider. They hand their postal items over to the post, but the post office does not collect the payment and this is therefore not invoiced by the service provider.

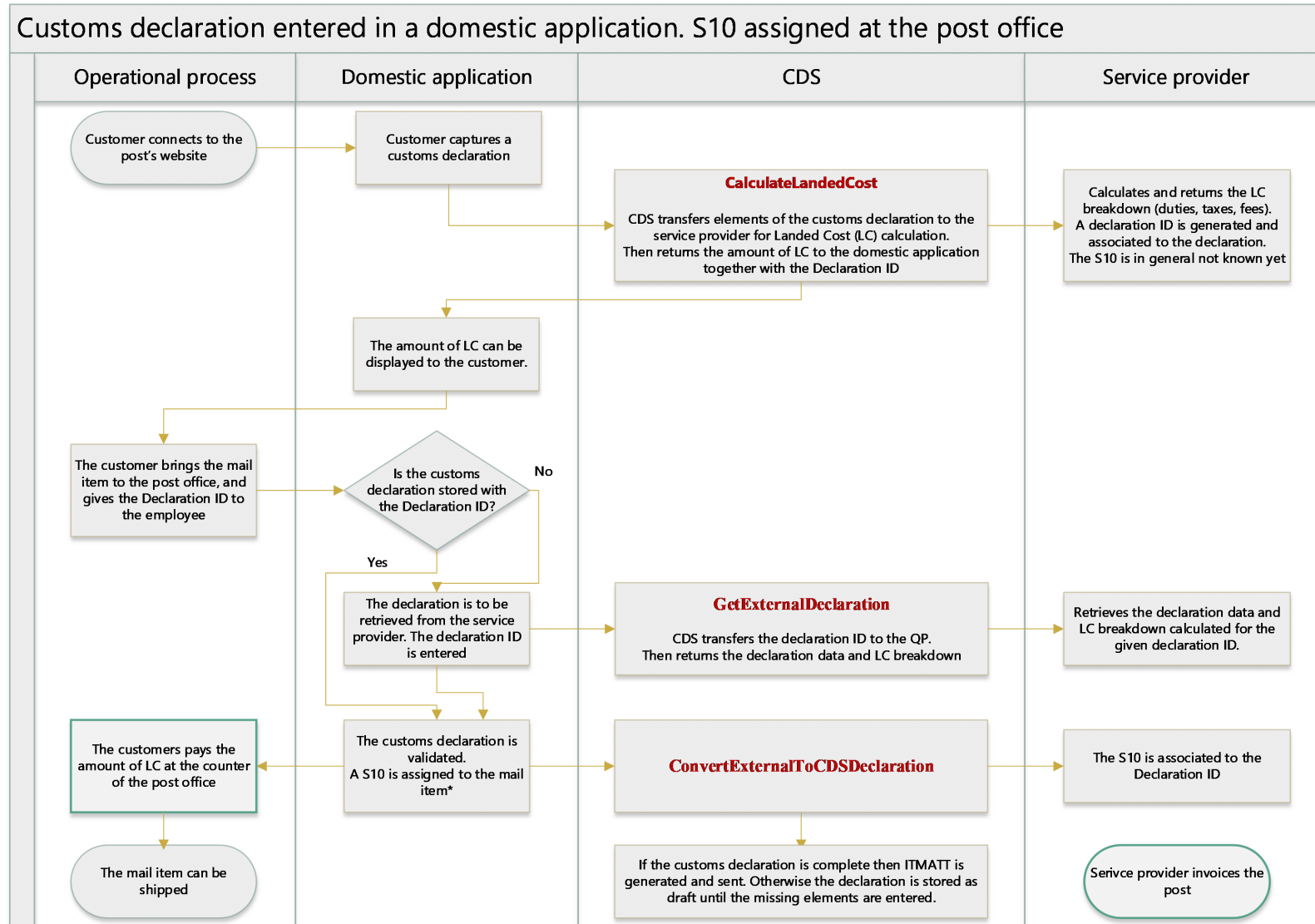
Workflow overview

This section describes several workflows that are based on:

- how customs declarations are entered (e.g., via CDS Kiosk, an API, etc.)
- the payment method (e.g., at the post office, prepaid app, shipping partners)

Source of customs declaration	Payment method
CDS Kiosk	Customers to the post then transferred to the qualified party
CDS Web	Customers to the post then transferred to the qualified party
Domestic application	Customers to the post then transferred to the qualified party
Prepaid application	Customers to the qualified party via the prepaid application
Domestic application	Shipping partner to the qualified party on invoice

Customs declarations captured with CDS Kiosk. Payment at the post office



Configuration parameters and requirements

CDS Kiosk URLs	
CDS.POST Production	https://www.cds.post/CDS.Web/operational/andeclaration.aspx
CDS.POST PreProduction	https://cds.preprod.upu.org/CDS.Web/operational/andeclaration.aspx
CDS	Contact your CDS administrator
CDS Cloud	Contact the UPU helpdesk (https://support.upu.int)

Once the required configuration is complete, you can start to create outbound declarations.

Create anonymous declarations in CDS Kiosk

Before lodging mail items at the post office for shipment, customers can complete customs declarations in CDS Kiosk. The information is then retrieved at the post office counter when the customer hands in the mail item to be sent.

1. Access CDS Kiosk from your postal organization's website or from the link provided to you by the PTC for CDS.POST users. The Kiosk page appears.
2. Enter information about the sender such as the country of origin for the mail, the sender's name, email address, and street address. Fields with an asterisk are mandatory.

You've just started filling a new customs declaration

Sender

Country *

Please give address information from where you are posting the mail

Name

Telephone Email *

Address *

Post code/ZIP Locality

State/Province

Country *

Note: If you experience problems moving to the next page of the customs declaration, please click [here](#)

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3. Click **Next** to continue. On the page that appears, enter the recipient's information. This will be similar to the details provided for the sender. For the destination country, we are selecting the United States.

Recipient

Country *
 US (United States of...)

Name

Telephone Email *

Address *

Post code/ZIP Locality

State/Province

Country *

[Previous](#) [Next](#)

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- Click **Next** to list the content pieces. Specify the nature of the nature of the content pieces to be sent, their description, HS code, quantity, value, and weight.

Content

EMS

Nature of goods
 Gift Sale of goods Commercial sample Returned goods Documents Other

What's inside

	Description (Use English, French or the language of the destination country)	HS code	Origin country	Article value in CHF	Weight in KG (approx. if unknown)
Delete	Artisanal chocolates	180632 Food/Nourriture	CH	300	0.5
Delete	<input type="text"/>	<input type="text"/>	CH	<input type="text"/>	<input type="text"/>
Delete	<input type="text"/>	<input type="text"/>	CH	<input type="text"/>	<input type="text"/>

[+](#)

[Previous](#) [Next](#)

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- Click **Next** to continue. A breakdown of the landed cost calculation for the content pieces is displayed for you to review. Note that the amount consists of duties only and excludes additional fees such as postage.

Confirm

Your customs declaration is about to be stored.

By continuing you certify that the particulars given in this customs declaration are correct and that this item does not contain dangerous articles or articles prohibited by legislation or by postal or customs regulations.

Landed cost breakdown

	Amount	Currency	Notes
Duties	117.0	CHF	
Taxes	0.0	CHF	
Fees	0.0	CHF	
Total	117.0	CHF	

Please enter the security number shown in the picture below:



[Review data](#)

[Confirm and continue](#)

Note: If you experience problems moving to the next page of the customs declaration, please click [here](#)

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6. After you have reviewed the landed cost breakdown, enter the security number in the field provided, then click **Confirm and continue**. CDS Kiosk displays the declaration ID. You can print the declaration and present it at the post office counter along with the content pieces to be sent, or simply note down the declaration ID.

Receipt

Data has been stored

Your declaration ID is: **160918CH**

You must now print, sign and stick the print out on your item.

If you cannot print, please note down the declaration ID and provide it to the post office.

[Print declaration and finish](#)

Note: If you experience problems moving to the next page of the customs declaration, please click [here](#)

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Validate outbound declarations on CDS Web using data captured in CDS Kiosk

At the post office counter, postal employees have two options to create an outbound declaration using the data captured in CDS Kiosk by the sender:

1. Using the **Create declaration for outbound item at post** function:

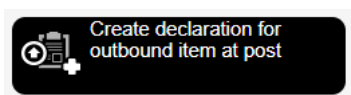
This function allows the employee of the post office employee to open the customs declaration and review it before validation.

2. Using the **Validate anonymous or external declaration for identified items** function

This function validates the customs declaration without opening it.

Option 1: Create declaration for outbound item at post

1. Log in to CDS and select **Create declaration for outbound item at post**.



2. Enter the **Item Id** and click **Ok**.

 The screenshot shows a web interface with a breadcrumb trail: "Home" > "Create declaration for outbound item at post". Below this, there is a form with a label "Item id *" and a text input field containing "RC20251014XCH". To the right of the input field is a blue "Ok" button.

3. To fill in the declaration, there are two options: filling it out manually, or filling it in using the anonymous declaration data captured in CDS Kiosk. Since the declaration data already exists in CDS Kiosk, click the **Fill from anonymous declaration** button.
4. When prompted, enter the declaration ID and click **Find**. This is the declaration ID displayed in CDS Kiosk which you noted down.

 A dialog box titled "CDS" with a close button in the top right corner. The main text says "Look for anonymous declaration". Below this, there is a prompt "Please enter the declaration ID" followed by a text input field containing "160918CH". A blue "Find" button is positioned below the input field. At the bottom right of the dialog box is a blue "Close" button.

CDS retrieves the data from Kiosk and populates the fields accordingly. By default, the **New action** field displays **2 (Store final (automatic transfer))** as the value.

Home **Create declaration for outbound item at post** Back

Item id *

General

Destination country
 Destination post * Local id
 Mail class * Mail state
 Posting date * / / - :
(dd/mm/yyyy)

Details

Status at post **New**

Postal declaration (CN23)

Sender	Recipient
Name <input type="text"/>	Name <input type="text"/>
Id. ref. <input type="text"/>	Id. ref. <input type="text"/>
Address * <input type="text" value="Wellpoststrasse 4"/>	Address * <input type="text" value="475 L&39;Enfant Plaza SW"/>
Address (cont.) <input type="text"/>	Address (cont.) <input type="text"/>
Post code/ZIP <input type="text" value="3015"/> Locality * <input type="text" value="Bern"/>	Post code/ZIP <input type="text" value="20260"/> Locality * <input type="text" value="Washington"/>
State/Province <input type="text" value="BE"/>	State/Province <input type="text" value="DC"/>
Country * <input type="text" value="CH (SWITZERLAND)"/>	Country * <input type="text" value="US (United States of...)"/>
Email * <input type="text" value="info@upu.int"/>	Email * <input type="text" value="info@usps.com"/>
Telephone <input type="text"/>	Telephone <input type="text"/>
	Fax <input type="text"/>

Content pieces (Σ=300.00 CHF)

	Number *	Description *	Revised HS	Orig country	HS	Net weight (kg) *	Amount *	Currency *	(in CHF)
Delete	1	Artisanal chocolates		CH	180632	0.500	300.00	CHF	300.00
Delete				CH				CHF	
Delete				CH				CHF	

- Click **Store**. A breakdown of the landed cost calculation is displayed to ensure that any changes in the calculation—from the time the data was captured in CDS Kiosk to when the content pieces were physically presented at the post office counter—are accounted for.

CDS

Landed cost breakdown:

	Amount	Currency	Notes
Duties	67.5	CHF	
Taxes	0.0	CHF	
Fees	0.0	CHF	
Total	67.5	CHF	

Payment To

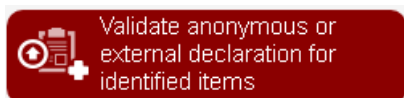
Settle With

Payment Status

- Click **Continue**. The outbound declaration is automatically transferred to the local Customs or to the destination post, depending on the configuration specified by your administrator.
- The customer pays the landed cost to the postal employee.

Option 2: Validate anonymous or external declaration for identified items

1. Log in to CDS and select **Validate anonymous or external declaration for identified items**.



2. Provide the S10 or the international mail item ID and the declaration ID from CDS Kiosk. Click **Store**.

Home
Validate anonymous or external declaration for identified items

Please enter the international ID of the item

Please enter the declaration ID

A breakdown of the landed cost calculation is displayed to ensure that any changes in the calculation – from the time the data was captured in CDS Kiosk to when the content pieces were physically presented at the post office counter – are accounted for.

CDS

Landed cost breakdown:

	Amount	Currency	Notes
Duties	67.5	CHF	
Taxes	0.0	CHF	
Fees	0.0	CHF	
Total	67.5	CHF	

Payment To

Settle With

Payment Status

3. Click **Continue**. The outbound declaration is automatically transferred to the local Customs or to the destination post, depending on the configuration specified by your administrator.

Home **Validate anonymous or external declaration for identified items**

Please enter the international ID of the item

Please enter the declaration ID

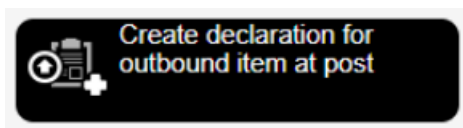
Anonymous or external declaration with ID 175904CH has been successfully validated by CDS

Store

- The customer pays the landed cost to the postal employee.

Create an outbound declaration on CDS Web. Payment at the post office

- Log in to CDS and select **Create declaration for outbound item at post**.



- Enter the **Item Id** and click **Ok**.
- Enter the details of the customs declaration.

Home **Create declaration for outbound item at post** **Back**

Item id * **Ok**
Fill from anonymous declaration

General

Destination country
 Destination post * Local id
 Mail class * Mail state
 Posting date * (dd/mm/yyyy) / / - :

Details

Status at post **New**

Postal declaration (CN23)

Sender		Recipient	
Name	<input type="text"/>	Name	<input type="text"/>
Id. ref.	<input type="text"/>	Id. ref.	<input type="text"/>
Address *	<input type="text" value="Welpoststrasse 4"/>	Address *	<input type="text" value="475 L&39;Enfant Plaza SW"/>
Address (cont.)	<input type="text"/>	Address (cont.)	<input type="text"/>
Post code/ZIP	<input type="text" value="3015"/> Locality * <input type="text" value="Bern"/>	Post code/ZIP	<input type="text" value="20260"/> Locality * <input type="text" value="Washington"/>
State/Province	<input type="text" value="BE"/>	State/Province	<input type="text" value="DC"/>
Country *	<input type="text" value="CH (SWITZERLAND)"/>	Country *	<input type="text" value="US (United States of...)"/>
Email *	<input type="text" value="info@upu.int"/>	Email *	<input type="text" value="info@usps.com"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
		Fax	<input type="text"/>

Content pieces (Σ=300.00 CHF)

	Number *	Description *	Revised HS	Orig country	HS	Net weight (kg) *	Amount *	Currency *	(In CHF)
Delete	<input type="text" value="1"/>	<input type="text" value="Artisanal chocolates"/>	<input type="text"/>	<input type="text" value="CH"/>	<input type="text" value="180632"/>	<input type="text" value="0.500"/>	<input type="text" value="300.00"/>	<input type="text" value="CHF"/>	<input type="text" value="300.00"/>
Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="CH"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="CHF"/>	<input type="text"/>
Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="CH"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="CHF"/>	<input type="text"/>

+ Delete all CP

- Click **Store**. A breakdown of the landed cost calculation is displayed.

CDS

Landed cost breakdown:

	Amount	Currency	Notes
Duties	67.5	CHF	
Taxes	0.0	CHF	
Fees	0.0	CHF	
Total	67.5	CHF	

Payment To

Settle With

Payment Status

5. Click **Continue**. The outbound declaration is automatically transferred to the local Customs or to the destination post, depending on the configuration specified by your administrator.
6. The customer pays the landed cost to the postal employee.

Customs declaration entered in a domestic application. Payment at the post office

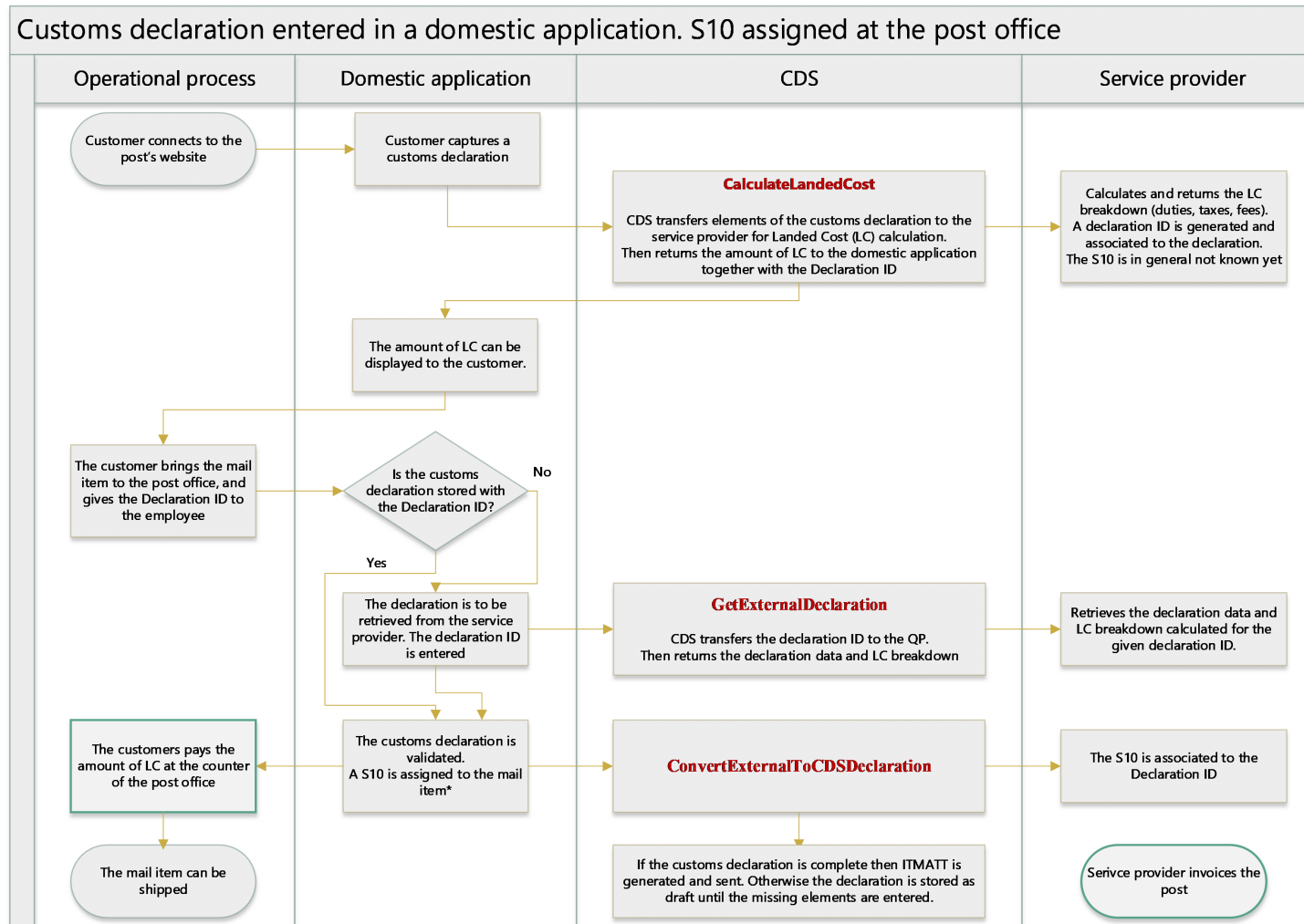
This section describes the workflows for a customs declaration entered in a domestic application and then imported into the CDS. The payment method is: payment at the post office.

In the first option, the S10 is assigned at the post office after the customs declaration has been entered.

In the second option, the S10 is assigned at the time of the customs declaration is entered.

Option 1: the S10 is assigned at the post office

The names of the CDS API methods that must be used by the domestic application are shown in red.



In case the customs declaration imported into CDS is incomplete, the ITMATT cannot be generated and sent to the destination post. The posts that have implemented this workflow must regularly check that customs declarations that have been imported as draft are not left unprocessed, otherwise no ITMATT will be generated and sent for these declarations. They are imported as draft if at least one mandatory element in ITMATT is missing in the declaration.

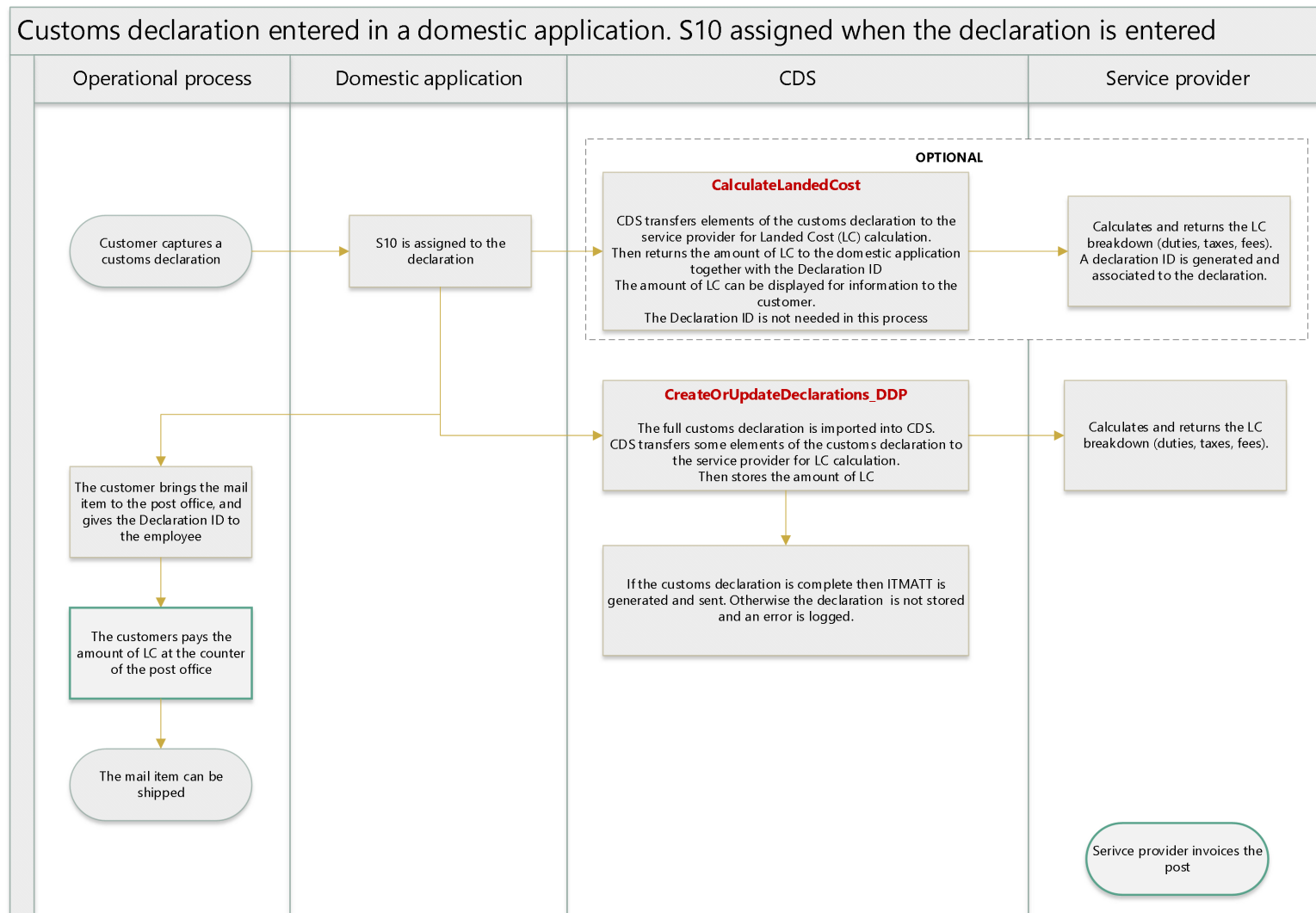


The **Search declarations** function allows posts to search for declarations within a range of dates and displays their status (draft, final, etc.).

If you find a draft declaration, click **Select**, update the declaration and store it.

Option 2: the S10 is assigned when the customs declaration is entered

The names of the CDS API methods that must be used by the domestic application are shown in red.



The **CalculateLandedCost** API call is optional, it allows the post to show the amount of LC to the customer when entering the customs declaration.

The post does not need to store neither the breakdown of LC nor the declaration ID.

CreateOrUpdateDeclarations_DDP allows the post to import the full customs declaration into CDS, then upon import of data, an API call is made to the service provider to retrieve the LC breakdown.

All mandatory elements of a customs declaration must be provided otherwise the import will fail and no ITMATT will be generated.

Customs declaration entered and paid in the service provider's prepaid application

Some service providers offer a prepayment service via a mobile app. This service allows customers to pay the amount of duties and taxes directly to the service provider, before handing over the postal item to the post office. As a result, the post office does not collect these taxes and duties. Please contact the UPU for information on service providers that offer this service.

There are two options for validating the customs declarations captured on the prepaid applications:

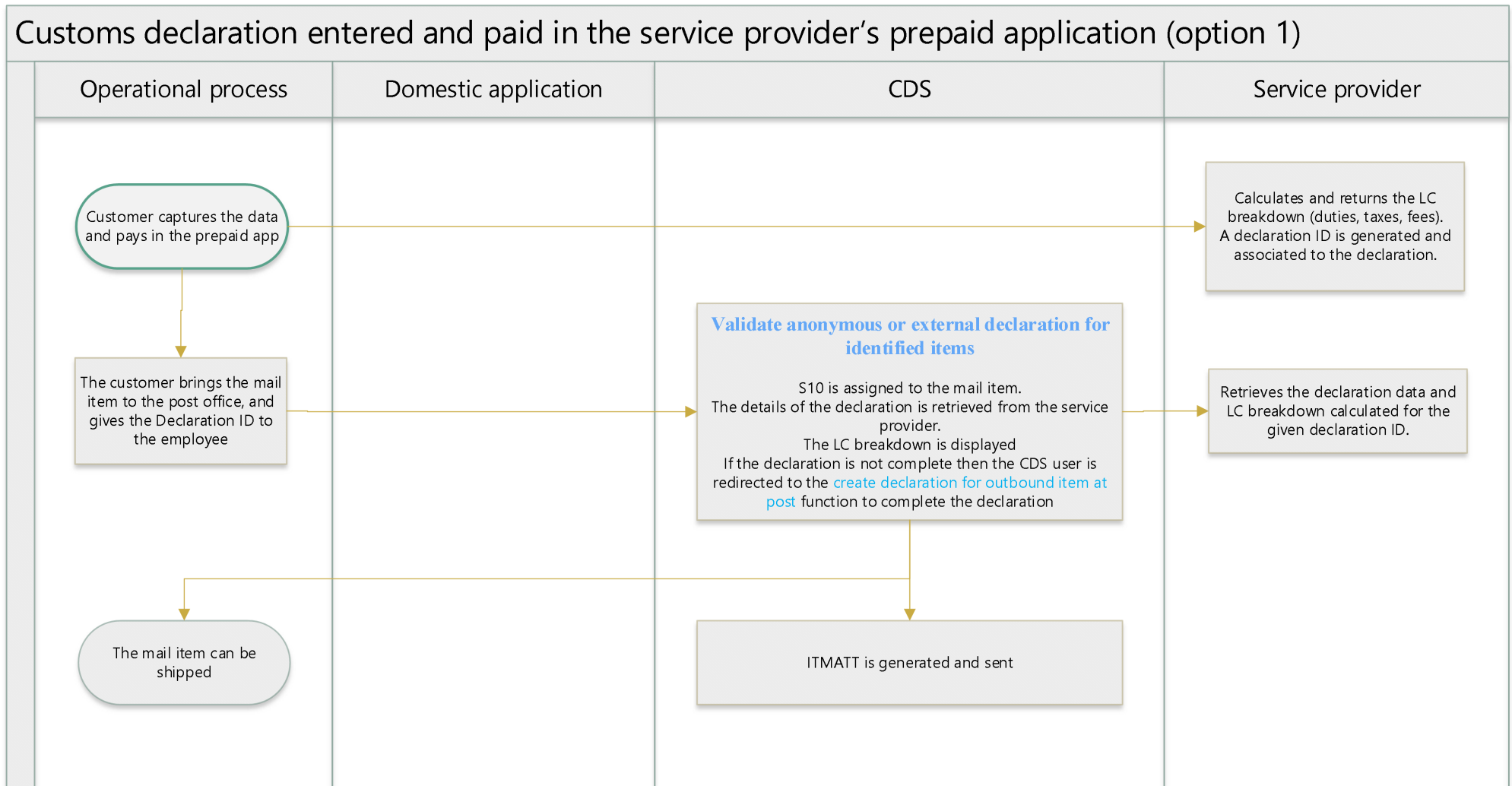
1. Using the **Validate anonymous or external declaration for identified items** function.
2. Using the **Create declaration for outbound item at post** function.

For both options, no API call is required, only CDS is involved in this process.

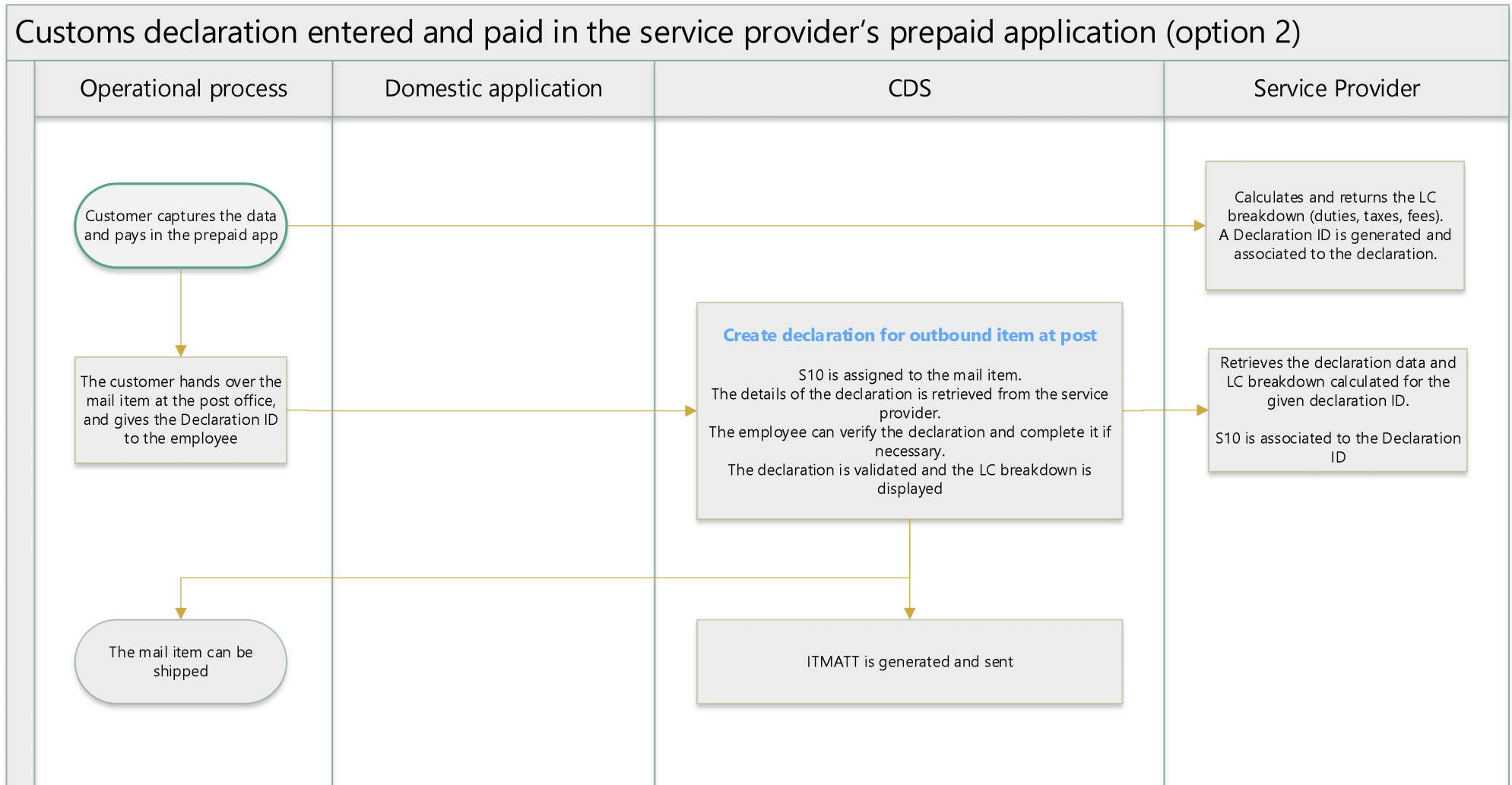
Option 1: Using the Validate anonymous or external declaration for identified items function

The names of the CDS functions that must be used are shown in blue.

This option is recommended if the customs declarations entered in the prepaid app are complete and do not need to be verified or supplemented.

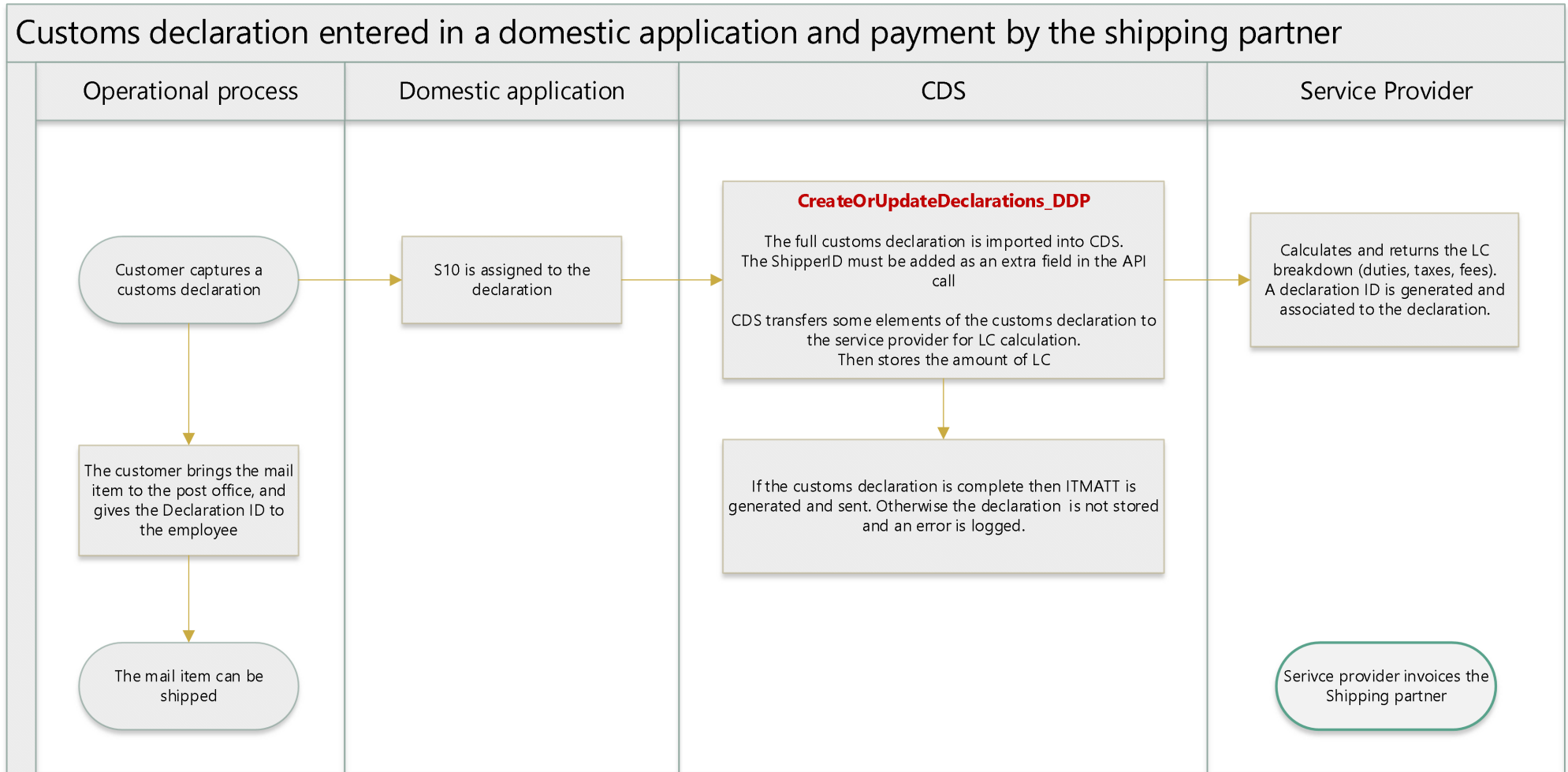


Option 2: Using the Create declaration for outbound items at post function



This option is recommended if the post wants to systematically verify customs declarations entered in the prepaid app and if the app allows incomplete declarations to be entered, provided they are sufficient to calculate the LC.

Customs declaration entered in a domestic application and payment by the shipping partner



This process is used when e-commerce companies (shipping partners) have agreements with service providers for the calculation and payment of landed costs.

Service providers invoice e-commerce companies directly.

The posts do not collect taxes but transport the mail items. They are not invoiced by the service providers.

Payment by the shipping partner is not offered by all service providers.

Please contact the UPU for information on service providers that offer this option.

This process is only supported by the **CreateOrUpdateDeclarations_DDP** API method.

This process only supports Zonos as the service provider.

From CDS 2025 SP1 onwards, the process will support any service provider.

From CDS 2025 SP1 onwards, the behavior of the **CreateOrUpdateDeclarations_DDP** method will be modified to not always update the declaration ID (and landed cost) in specific cases.

When the method is called to update an existing declaration, it checks whether there is already landed cost information. Here is a breakdown of the two possible scenarios:

1. If there is landed cost information, it checks the payment status.

If the service provider confirms that the payment has been made, the method does not recalculate the landed cost and simply preserves all DDP information including the declaration ID.

If the service provider confirms that the payment has not been made, the method recalculates the landed cost, and only if the recalculated values are different will it update the breakdown and the declaration ID. Otherwise (if values are the same), it preserves the stored declaration ID.

2. If there is no landed cost information yet, the method requests for landed cost from the configured DDP provider as usual.