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# **Annex**

## **to the Fuel-Card-Provider-Ordinance FDF**

Technical and Operational Requirements for Fuel Card Provider

# Technical and Operational Requirements for Fuel Card Provider

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# Technical and Operational Requirements for Fuel Card Provider

## 1 Overview

### 1.1 Purpose of the document

This annex contains the following information:

- the technical and operational requirements for the fuel card provider for approval and permanent fulfilment, as well as
- the specifications for the approval procedure to be carried out.

### 1.2 List of changes

| Version | Date       | Section | Change  |
|---------|------------|---------|---|
| 1.0     | 01.12.2024 |         | First published version based on the new Fuel-Card-Provider-Ordinance FDF |

### 1.3 Supplements

| Beilage |   |
|---------|---|
| [1]     | Supplement 1<br>to annex: Process description NMTS                        |
| [2]     | Supplement 2<br>to annex: Fuel Card Provider API Specification            |
| [3]     | Supplement 3<br>to annex: Fuel Card Provider Interface Test Specification |

## Technical and Operational Requirements for Fuel Card Provider

### 1.4 Terms and abbreviations

| Term/Abbreviation  | Meaning  |
|--------------------|--|
| CVV                | Card Verification Value Code   |
| E-Vignette         | Electronic form of payment of the national highway charge (National Highways Charge Act, NSAG; SR <a href="#">741.71</a> ).  |
| Card number        | Unambiguous identification of the fuel card.   |
| Card expiry date   | The term "card expiry date" refers to the date (month/year) stated on a fuel card. Fuel cards are valid until the last day of the month specified as the "card expiry date".   |
| Customer           | The legal or natural person who is responsible to the fuel card provider for payment of the claim made by FOCBS to the fuel card provider.   |
| FOCBS              | Federal Office for Customs and Border Security   |
| LSVA               | Heavy Vehicles Charge HFC (Schwerverkehrsabgabegesetz, SVAG; SR <a href="#">641.81</a> )   |
| LSVA toll domain   | The area in which the LSVA is levied and in which a journey must be registered when using the NMTS.<br>A registration must also be submitted for access to roads from and to the border customs plazas located on foreign territory: Basel/Weil am Rhein motorway, Basel/St. Louis motorway, Laufenburg, Stein/Bad Säckingen and Chiasso Brogeda Autostrada. |
| NMTS               | <b>N</b> ational <b>M</b> anuel <b>T</b> oll <b>S</b> ervice for levying the LSVA.   |
| User               | The person who uses the web shop anonymously (without providing personal details).   |
| PSVA               | Lump-sum Heavy Vehicle Charge (Schwerverkehrsabgabegesetz, SVAG; SR <a href="#">641.81</a> ).  |
| Interface test     | The interface test is the integration test of the fuel card online interface (see 2.1) into the FOCBS's system.  |
| Fuel Card Provider | The legal person authorised by the FOCBS that issues fuel cards for use for payment in the FOCBS web shop.   |
| Transaction        | An operation via the online interface (see 2.1), which results in a financial settlement between the fuel card provider and the FOCBS.   |
| Traffic charges    | The traffic charges are the LSVA, PSVA and the E-Vignette.   |
| Web shop           | Internet application of the FOCBS for the registration of a LSVA journey (NMTS) and for the purchase of PSVA tickets or E-Vignettes by a user.   |

## 2 Technical specifications

### 2.1 Online Interface

| Specification                                     | Description  |
|---|--|
| 1) Functions                                      | <p>The fuel card provider provides the FOCBS with an online interface (API) in accordance with [2] for the following functions:</p> <ul style="list-style-type: none"> <li>• Authorisation request</li> <li>• Cancellation of a previous authorisation</li> <li>• Debit with reference to the previous authorisation</li> <li>• Direct debit</li> <li>• Refund of a previous debit</li> <li>• Collection of a transaction summary</li> </ul> |
| 2) Identification fuel card                       | <p>The user of the web shop manually enters the data required to identify the means of payment in the web shop. The means of payment is identified using the following elements:</p> <ul style="list-style-type: none"> <li>• Card number</li> <li>• CVV (optional)</li> <li>• Card expiry date</li> </ul>   |
| 3) Authorisation request                          | <p>When registering an NMTS journey in the web shop before entering the LSVA domain, an authorisation request ([2], PUT/authorizations) for the expected amount of the charge is made using the details entered by the user in the web shop to identify the fuel card (see [1] for the procedure). The authorisation shall be valid for at least 25 days.</p>  |
| 4) Cancellation of a previous authorisation       | <p>The FOCBS cancels ([2], PUT/cancellations) a previous authorisation if the user cancels the registration in the web shop before entering the LSVA domain or if the expected charge amount due is increased due to a change in the registration before entering the LSVA domain (see [1] for procedure).</p>   |
| 5) Debit with reference to previous authorisation | <p>After exiting the LSVA domain, the FOCBS assesses the journey registered with NMTS and debits [2], PUT/captures) the definitive LSVA charge amount to the fuel card provider with reference to the authorisation request (see [1] for the procedure).</p>   |
| 6) Direct debit                                   | <p>When purchasing PSVA tickets or E-Vignettes in the web shop ([2], PUT/charges), FOCBS directly debits the amount due for the successful purchase using the identification details of the fuel card entered by the user in the web shop.</p>   |
| 7) Refund of a previous debit                     | <p>Due to the correction of the LSVA assessment or the cancellation of PSVA tickets or e-vignette purchases, the FOCBS makes a full or partial refund of the previous debit ([2], PUT/refund).</p>   |
| 8) Collection of a transaction summary            | <p>The fuel card provider provides the FOCBS with a new transaction summary at least daily. The FOCBS is responsible for collecting the transaction summaries ([2], GET/summaries).</p>  |
| 9) Deletion of a transaction summary              | <p>After successful processing of a specific transaction summary, the FOCBS gives the fuel card provider the authorisation ([2], DELETE/summaries) to remove or delete this transaction summary.</p>   |

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| Specification                 | Description  |
|-------------------------------|--|
| 10) Online interface security | The securing of the online interface between the system of the fuel card provider and the system of the FOCBS must be carried out in accordance with the security requirements of the FOCBS. These are defined in [2]. |

### 2.2 Operation of the Interface

| Specification                  | Description  |
|--------------------------------|--|
| 11) Service Level              | <p>The fuel card provider ensures the following service level for the online interface:</p> <ol style="list-style-type: none"> <li>1. Service time Mon - Fri from 07:00 - 18:00<br/>This means for the fuel card provider: <ul style="list-style-type: none"> <li>• The "service" provided is available.</li> <li>• The "service" is secure.</li> <li>• The service is monitored during the service time.</li> <li>• The "Service" may also be temporarily unavailable during the defined maintenance window</li> <li>• Identified incidents are rectified during the service time.</li> <li>• If the FOCBS observes that the service is unavailable, it has the option of sending a corresponding message and thus triggering the rectification of the service availability.</li> </ul> </li> <li>2. Support time Mon.-Fri. from 07:00 - 18:00<br/>This means for the fuel card provider: <ul style="list-style-type: none"> <li>• Receiving requests from the FOCBS</li> <li>• Initiating processing / support</li> <li>• Fulfilment of the request</li> <li>• Informing about the status</li> <li>• When the request is received, it is determined whether it is a functional problem, in which case service processing (according to service time) is initiated, or whether it is a need for support; in this case, the support time defined here applies</li> </ul> </li> <li>3. Availability <ul style="list-style-type: none"> <li>• Maximum downtime per outage: 8 h</li> <li>• Maximum number of outages per quarter: 2x</li> <li>• Maximum recovery time per outage: 8 h</li> <li>• Maximum data loss time: 2 h</li> </ul> </li> </ol> |
| 12) Scheduled service outage   | The fuel card provider informs the FOCBS five working days in advance of a planned outage in the availability of the online interface.   |
| 13) Unscheduled service outage | The fuel card provider shall inform the FOCBS within 15 minutes of the event of the unplanned service outage and the expected downtime.  |

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### 2.3 Payment obligation

| Specification         | Description  |
|-----------------------|--|
| 14) Purchase          | The fuel card provider shall be liable to the FOCBS for the payment for each successfully completed purchase (direct charge 6).  |
| 15) NMTS registration | For each successful authorisation (3), the fuel card provider shall be liable to the FOCBS for payment of the subsequent charge for a maximum of 25 calendar days from the date of authorisation <ul style="list-style-type: none"><li>• up to CHF 1,000 for an authorised amount of less than CHF 1,000,</li><li>• up to the authorised amount, if the authorised amount exceeds CHF 1,000.</li></ul> |

### 2.4 Invoicing customer

| Specification                                      | Description  |
|--|--|
| 16) Reference to the NMTS registration             | The fuel card provider must forward the FOCBS reference to its NMTS registration ([2], ReceiptId) to its customer together with the requested charge amount.     |
| 17) Reference to the purchases of the PSVA tickets | The fuel card provider must forward the FOCBS reference to its PSVA tickets purchase ([2], ReceiptId) to its customer together with the requested charge amount. |
| 18) Reference to the purchases of the E-Vignettes  | The fuel card provider must forward the FOCBS reference to its E-Vignettes purchase ([2], ReceiptId) to its customer together with the requested charge amount.  |

### 2.5 Transaction summary

| Specification                               | Description   |
|---|---|
| 19) Content                                 | The fuel card provider creates a transaction summary at least once a day (see 8). A transaction summary contains all transactions that have been successfully processed from the point of view of the FOCBS and have not yet been included in any previous transaction summary; this concerns the transactions captures (see 5), charges (see 6) and refunds (see 7).<br>The transaction summary is unambiguously identifiable for the FOCBS. |
| 20) Availability of the transaction summary | The fuel card provider makes the transaction summaries available to the FOCBS for as long as they are not actively released for cancellation by the FOCBS (see 9).  |

### 2.6 Invoicing the fuel card provider

| Specification                                   | Description  |
|---|--|
| 21) Registration as a business partner of FOCBS | The fuel card provider must register as a business partner of the FOCBS in the corresponding federal portal. |

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| Specification       | Description  |
|---------------------|--|
| 22) Invoice         | The FOCBS issues an invoice to the fuel card provider twice a month. As a collective invoice, the invoice includes all transport charges levied via this fuel card provider during the invoicing period (15 calendar days), based on the transaction summaries created by the corresponding fuel card provider and not yet invoiced (see 2.5). |
| 23) Delivery method | The fuel card provider is automatically informed of the availability of a new invoice and must download the invoice from the FOCBS portal in electronic form.  |



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### 3 Operational specifications

#### 3.1 Financial capacity

The role as a Fuel Card Provider for the traffic charges requires financial capacity. For this reason, the Fuel Card Provider shall demonstrate to the FOCBS both during the approval procedure and during regular operation that it has sufficient liquidity to pay its users' debts.

The Fuel Card Provider must provide proof of liquidity as follows:

- a) During the approval procedure:
  - The Fuel Card Provider shall submit to the FOCBS an up-to-date business plan for the FOCBS web shop business (at least 4 years, including balance sheet and income statement).
  - The Fuel Card Provider shall provide the FOCBS with its audit report, including the balance sheet and income statement for the financial year and the previous financial year. The annual accounts shall be drawn up in accordance with recognised international accounting standards. If the Fuel Card Provider is new to the market and cannot yet submit an audit report, the audit reports of the majority shareholders or partners must be provided.
  - The Fuel Card Provider shall disclose its ownership structure (shareholders/partners) to the FOCBS with official documentation.
- b) During regular operation:
  - The Fuel Card Provider must pay the invoices issued by the FOCBS within the payment period of 30 days in accordance with Art. 7 of the Fuel-Card-Provider-Ordinance FDF<sup>1</sup>.
  - A Fuel Card Provider shall be obliged to provide a financial guarantee as soon as it has accumulated 10 days of delays in payment over a period of 12 consecutive invoices. Each day on which the Fuel Card Provider is or has been in delay with the payment of the invoiced amount due shall be deemed to be a day of arrears.

#### Schematic diagram

| Consecutive invoices with the number of days in delay per invoice |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                        |
|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|------------------------|
| 15  | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | invoice #              |
| +1  | +1 | 0  | +2 | +1 | 0  | -2 | 0  | +2 | +1 | +2 | 0  | -1 | +5 | -3 |    | Days of delay          |
| Consecutive measurement periods over 12 invoices                  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | Days of delay in total |
|   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |    |    |    | <b>9</b>               |
|   |    | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |    |    | <b>13</b>              |
|   |    |    | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |    | <b>13</b>              |

- The delay begins on the day after the payment deadline expires. It ends as soon as the payment has been received by the FOCBS.

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<sup>1</sup> Ordinance of the FDF on the inclusion of fuel card providers in the collection of the heavy vehicle charge, ([SR 641.811.423](#)).

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- The amount of the financial guarantee is calculated based on the average of the last 12 invoice amounts, which is then doubled.
- The EETS provider must provide the financial guarantee either as a general debt guarantee or as a cash deposit in an account designated by the FOCBS within 15 days of the FOCBS request.
- The general debt guarantee must be issued by a bank or insurance company based in Switzerland. This bank or insurance company must be under the supervision of the Swiss Financial Market Supervisory Authority FINMA or listed in the directory of private insurance institutions under federal supervision.
- The financial security will be cancelled if, for 12 consecutive invoices, the days in payment delay do not exceed 4 days, but not before one year after the financial security was provided.
- If significant changes occur with regard to the confirmed ownership structure, it shall notify the FOCBS immediately without being requested to do so. Significant changes to the confirmed ownership structure are a change in the voting or capital share of 10% or more and attaining a capital or voting majority ( $\geq 50\%$ ).

### **3.2 Quality assurance system**

The Fuel Card Provider is certified in accordance with EN ISO 9001 or an equivalent standard.

Any Fuel Card Provider holding certification other than EN ISO 9001 shall be able to demonstrate the equivalence of its quality assurance certification with EN ISO 9001.

### **3.1 Risk management plan**

The Fuel Card Provider shall have a permanent risk management plan which covers toll collection in all toll areas in which it operates.

The management plan shall consider the main risks to which the provision of the payment service for the FOCBS is exposed, such as

- interruption of business operations (interruption of the information processing chain),
- cash flow/liquidity risk,
- economic slowdown,
- increasing competition,
- loss of reputation,
- difficulties in achieving the necessary levels of service,
- liability,
- changes in regulations/legislation.

The management plan shall specify in detail the avoidance and mitigation measures to be taken to counter these risks.

The Fuel Card Provider shall provide the FOCBS with the current, approved risk management plan at least every three years.

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### 4 Approval procedure

The following principle applies to the approval procedure:

- The obligation and responsibility to demonstrate compliance with the conditions for approval lies with the Fuel Card Provider.

Moreover, the following conditions apply

- The Fuel Card Provider shall provide the documents in PDF/A format. Microsoft Office formats are also acceptable for additional attachments such as transaction logs.
- The Fuel Card Provider shall submit the approval application in one of the official Swiss languages. The documents that evidence compliance with the approval requirements can also be sent to the FOCBS in English.
- The FOCBS informs the Fuel Card Provider in writing of the result of its assessment and the further procedure at each approval level.

#### 4.1 Level 1 – Eligibility test

The aim of the eligibility test is to demonstrate that the operational requirements are met.

The Fuel Card Provider shall submit the following documents to the FOCBS with the application form:

- the business plan for establishing the Fuel card business for the web shop application of the FOCBS (see 3.1a),
- the current audit report (see 3.1a),
- the current ownership structure (see 3.1a),
- the quality assurance system certificate (see 3.2),
- the current risk management plan (see 3.1).

Information on the documents to be submitted with the application will be sent to the fuel card provider by e-mail. The FOCBS may entrust third parties with the task of reviewing the documents.

#### 4.2 Level 2 – Testing in test environment/interfaces

The aim of the interface test is to verify that the interfaces have been implemented in accordance with the FOCBS's specifications. All functions of the online interface are tested (see [3]).