



**MUITINĖS
DEPARTAMENTAS PRIE
LIETUVOS RESPUBLIKOS
FINANSŲ MINISTERIJOS**

NTKS

NATIONAL TRANSIT CONTROL SYSTEM

TRADER PORTAL

User Manual for TRADER PORTAL – TRANSIT System

Issue Date: 17/01/2019

Version: 0.10

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1 Introduction

1.1 Purpose of this document

The purpose of this document is to provide the User Manual of the NCTS Trader Portal Application.

1.2 Intended Audience

This document is intended to be used by all stakeholders involved in the NCTS Trader Portal project.

2 Terminology

2.1 Abbreviations and Acronyms

Abr/Acr	Description
UMN	User Manual
CMS	Content Management System
EU	European Union
GUI	Graphical User Interface
HS	Harmonized System
ICT	Information and Communication Technologies
IP	Internet Protocol
JPG	Graphics file type/extension
LRN	Local Reference Number
MRN	Movement Reference Number
GRN	Guarantee Reference Number
PDF	Package Definition File
SfA	Submitted for Acceptance
SfI	Submitted for Information
SfR	Submitted for Review
SIN	Single Identification Number
SRS	Software requirements specifications
TIN	Trader Identification Number
XML	Extensible Markup Language

3 Application Summary

3.1 Overview

The purpose of NCTS Trader Portal is to enable Traders to submit and further manage Transit Declarations and Arrival Notifications for Transit Movements. In addition, it shall assist and support Traders with the provision of additional functionalities whose aim is to improve daily tasks and provide added business value features that facilitate trader.

Each NCTS Trader Portal user will act on behalf of a Trader (Principal Trader) at any given time and will be able to perform the following main operations:

- Submit/Amend/Cancel Declarations, Request information for non-arrived movements, send Arrival Notification Requests and Unloading Remarks to Customs Offices.
- Retrieve and view responses sent from Customs.
- Save a partially filled Declaration or Arrival Notification in order for the user to complete and submit it later.
- Search and print Accompanying Documents.
- Query Guarantees.
- Get Customs Notifications.

3.2 User Preconditions

A user should meet the following preconditions to use NCTS Trader Portal:

1. User should have an account on Central Authentication Portal (CAP).
2. This account should have the "Transit" Business Profile assigned
3. This account should have at least one active delegation with a Trader for which they will act on behalf of when they are using the NCTS Trader Portal.

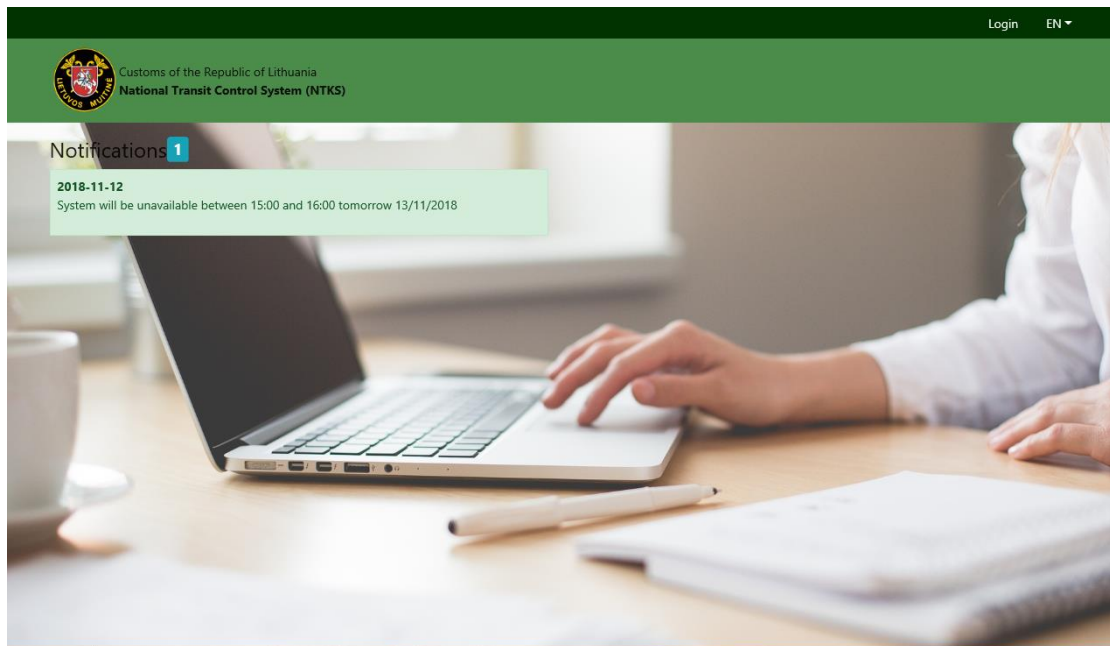
It's not in the scope of this document to describe the procedure required to create an account that will meet the conditions enumerated above. The next chapter, where the Graphical User Interface of NCTS Trader Portal is described, is presented with the assumption that the user has such an account.

4 Graphical User Interface of NCTS Trader Portal Application

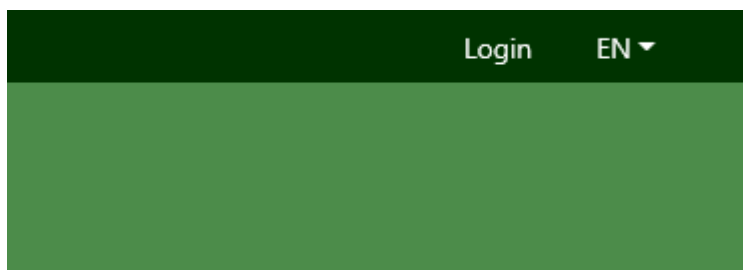
4.1 Login

The purpose of this chapter is to depict the procedure required from the user to follow in order to successfully access the NCTS Trader Portal Application.

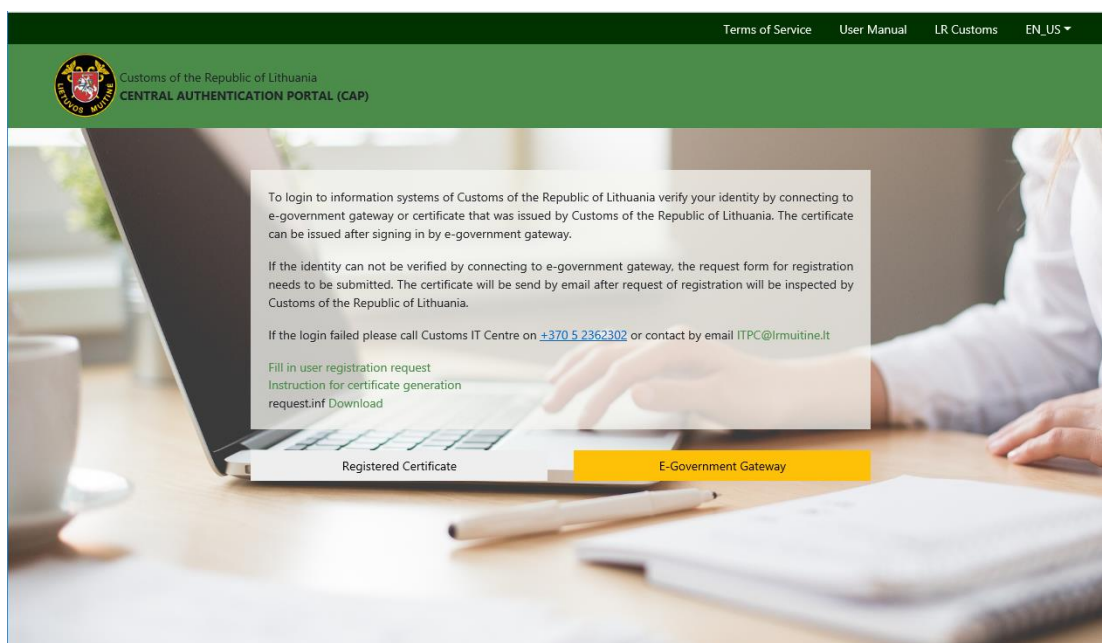
- * The Home Page depicted below is the page that a non-authenticated user sees when accessing the application.



- * The User Clicks on 'Login' button from menu bar.



- * The User is redirected to the CENTRAL AUTHENTICATION PORTAL (CAP) where the User selects how to authenticate.



- * Upon his successful authentication the user is redirected back to NCTS Trader Portal which displays the following page.

Customs of the Republic of Lithuania
National Transit Control System (NTKS)

Haralampos ROUTIS

Messages Declarations Accompanying Documents Guarantees EN Logout

Currently Represented Trader

Principal Trader		Broker	
Company Name	TIN	Company Name	TIN
AB Lietuvos geležinkeliai	LT110053842	UAB "Asur"	LT300054563
UAB "Asur"	LT300054563		
UAB DHL Lietuva	LT111529785		
UAB Vilniaus Tranzitas	LT222618510		

Showing 1 to 4 of 4 entries

Previous 1 Next

Select

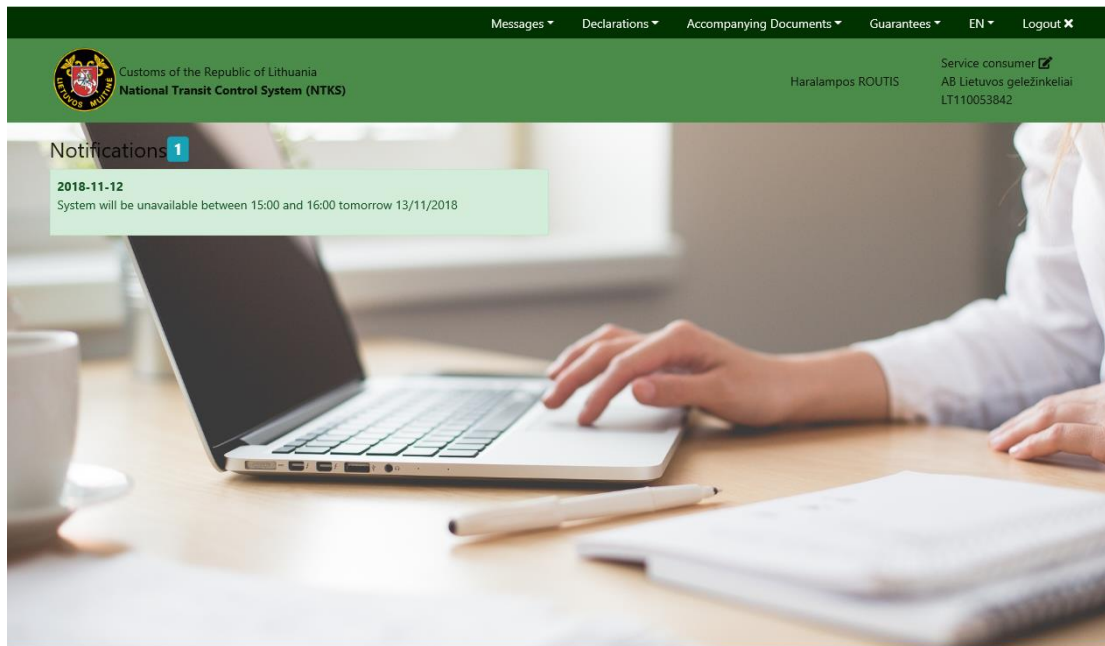
For further information contact us by phone [+370 5 2362 302](tel:+37052362302) or by email itpc@lrmuitine.lt

v 0.4.0 (2018-12-11 17:49)

- * From this page the user should select a trader from the table (this will be the trader that he/she will represent) and click on the 'Select' button. The user is redirected to the application's Home page. All subsequent screens present information for the selected trader in the upper left corner. At any time, the user may change his/her active representation (the procedure is described in 4.2).

4.2 Home Page

The Home Page of the NCTS Trader Portal is the Main Page that the Trader views upon his/her successful Authentication.

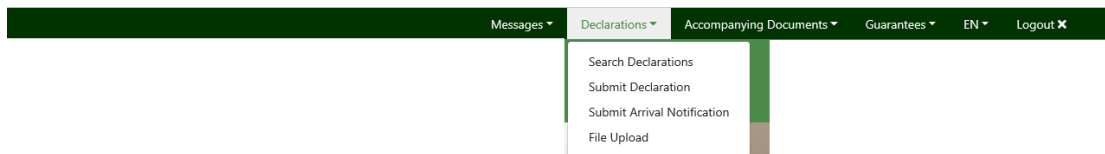


It consists of the following parts:


* Menu Area containing the following:

- *"Messages"* Menu with the option *"Search Messages"* which allows the user to search and view messages stored on ESB.
- *"Declarations"* Menu with the options:
 - ▶ *"Search Declarations"* which allows user to search and view submitted declarations.
 - ▶ *"Submit Declaration"* which allows the user to create and submit a Declaration (IE015).
 - ▶ *"Submit Arrival Notification"* which allows the user to create and submit an Arrival Notification (IE007).
 - ▶ *"File Upload"* which allows the user to upload and submit a message.
- *"Accompanying Documents"* Menu with the option *"Search Accompanying Documents"* which allows to user to search and download Accompanying Documents.
- *"Guarantees Menu"* with the option *"Query on Guarantees"* which allows the user to create and submit a Query on Guarantees (CD034).

- Language Selection Menu with the options “EN” and “LT”. Through this menu the user may change the language of the GUI (EN for English and LT for Lithuanian). The selected language is shown as the menu’s label (on the screenshot English is selected).
- A Logout button to leave the NCTS Trader Portal.

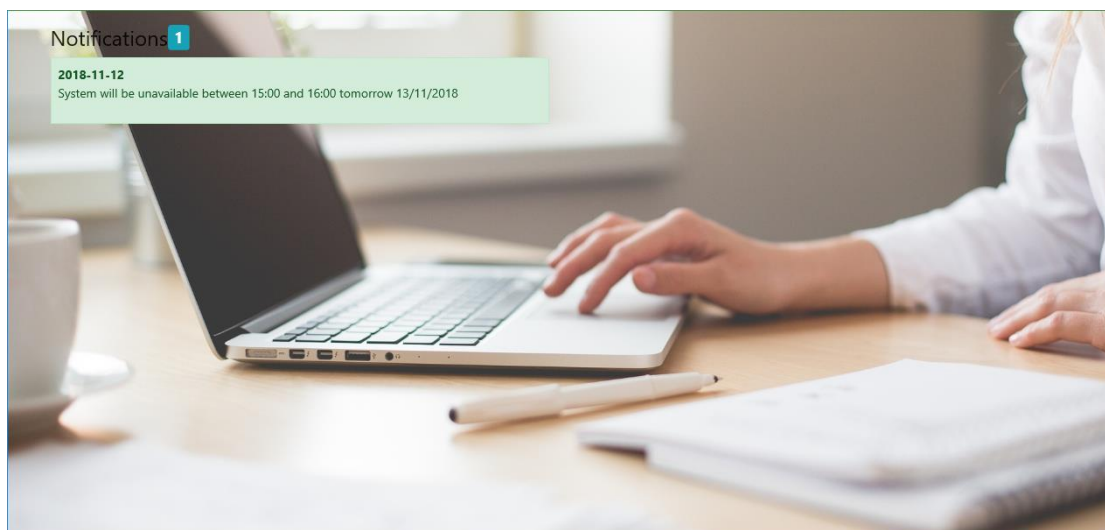


* Banner Area containing the following:

- Logo of the Lithuanian Customs. This logo is also used as a button to take the user back to the Main Page anytime during his/her navigation, if pressed.
- Name of the Application.
- Full Name of the User currently logged in.
- Name and Trader Id of the company that the user represents.
- Change Trader button  that redirects the user to the Select Trader page in which he/she may change the trader to represent.

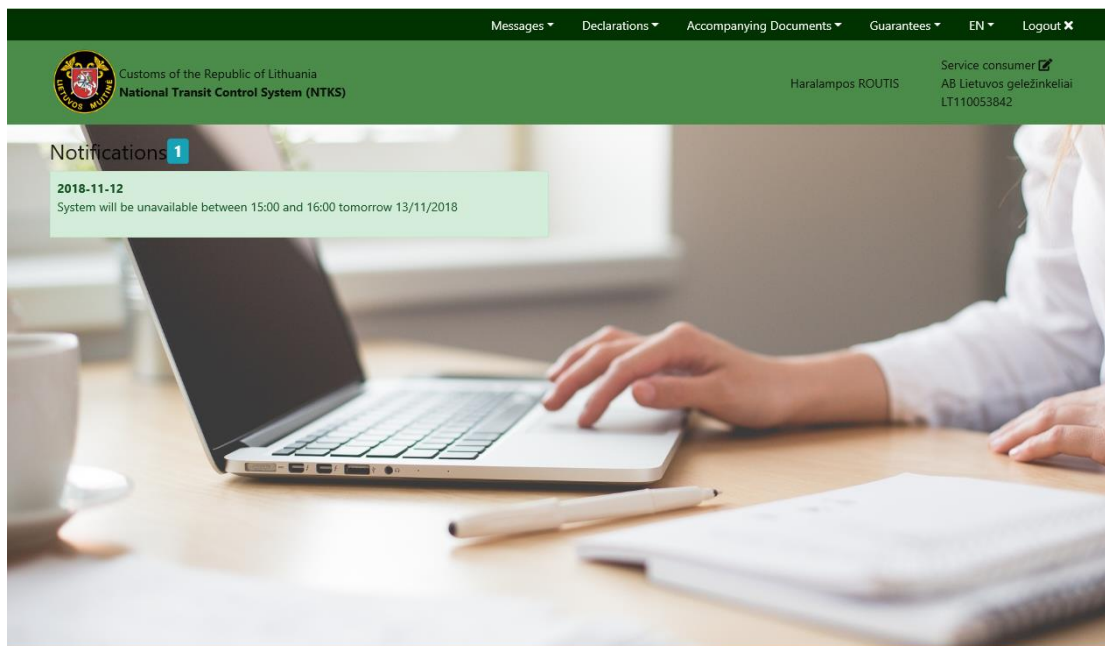


- Main Working Area is the central window where the user performs his/her tasks (e.g. register) or he/she is get informed of results or he/she is get notified (e.g. search).

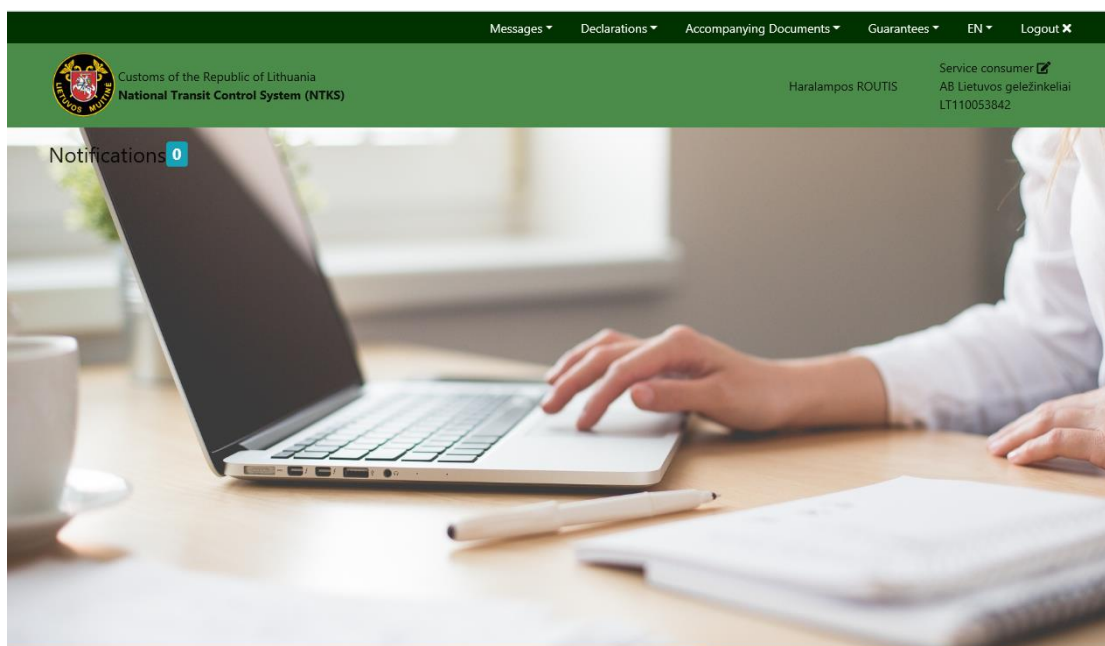


4.2.1 Notifications

- * This Notifications List contains general announcements that the customs administration wants the users of the application to be aware of.



- * If no Notifications exist, the list remains empty.



- * As mentioned before, the Notifications List is displayed when the User enters the NCTS Trader Portal and/or when he/she returns to the Home Page after he/she has completed other tasks within the Portal. In this occasion, the Notifications List is refreshed automatically with new Items provided they exist.
- * The Notifications List consists of the following elements:

- Description – This is the description of the Notification.
- Date – This is the date of the Notification.

4.3 Search Messages

The User wants to search and view messages that he/she submitted for the currently represented principal Trader.

- * Upon selection of the option 'Search Messages' from the "Messages" Menu, the application presents a search screen where the User can specify his/her own criteria to retrieve Messages from ESB.


The screenshot shows the 'Search Messages' form in the NTKS interface. The form is titled 'Search Messages' and contains several input fields for search criteria: Document ID, MRN, LRN, and Message Type. Below these are fields for Submission Date From and Submission Date To, both with a 'yyyy-mm-dd' placeholder. A 'Clear' button and a yellow 'Search' button are at the bottom of the form. The top navigation bar includes links for Messages, Declarations, Accompanying Documents, Guarantees, EN, and Logout. The header also displays the Customs of the Republic of Lithuania logo and the user's service consumer information: Haralampos ROUTIS, Intrasoftware, and LT111529785. A footer note provides contact information: 'For further information contact us by phone +370 5 2362 302 or by email itpc@lrmuitine.lt' and a version string 'v 0.4.0 (2018-12-11 17:49)'.

- * The User enters the Search Criteria and presses the 'Search' button.


This screenshot shows the 'Search Messages' form after the user has entered search criteria. The 'Message Type' field now contains the text 'CC028A MRN Allocated'. The 'Submission Date From' field is filled with '2018-12-01' and the 'Submission Date To' field is filled with '2018-12-31'. The 'Search' button is highlighted in yellow, indicating it is the active element. The rest of the interface, including the navigation bar and header, remains the same as in the previous screenshot.

- * If there are no results matching the submitted criteria an alert is shown.


Messages ▾ Declarations ▾ Accompanying Documents ▾ Guarantees ▾ EN ▾ Logout ✕


 Customs of the Republic of Lithuania
National Transit Control System (NTKS)

Haralampos ROUTIS

Service consumer 
Intrasoft
LT111529785

Search Messages

 No results found!

Document ID MRN LRN Message Type 


Submission Date From Submission Date To

For further information contact us by phone [+370 5 2362 302](tel:+37052362302) or by email itpc@lrmuitine.lt


v 0.4.0 (2018-12-11 17:49)

* Else the matching Results are listed.


Messages ▾ Declarations ▾ Accompanying Documents ▾ Guarantees ▾ EN ▾ Logout ✕

 Customs of the Republic of Lithuania
National Transit Control System (NTKS)

Haralampos ROUTIS

Service consumer 
Intrasoft
LT111529785

Search Messages

Document ID MRN LRN Message Type 

Submission Date From Submission Date To

Document ID	Message Type	Date
SAMPLE028_DOCID	CC028A	2018-12-20

Showing 1 to 1 of 1 entries

For further information contact us by phone [+370 5 2362 302](tel:+37052362302) or by email itpc@lrmuitine.lt

v 0.4.0 (2018-12-11 17:49)

* By clicking the 'Document ID' the Message screen opens.

Document ID	Message Type	Date
<u>SAMPLE028_DOCID</u>	CC028A	2018-12-20

Showing 1 to 1 of 1 entries

* From the Message screen the user can view the message both in HTML or XML format.

4.4 Declarations

4.4.1 Submit Declaration

The user intends to submit a Transit Declaration to a Departure Customs Office on behalf of the currently represented Trader.

- * Upon selection of the option "Submit Declaration" from Declarations Menu, the application presents the Declaration at Departure form.

The screenshot shows the 'Declaration At Departure' form within the NTKS interface. The header includes the Lithuanian Customs logo and navigation links. The form is divided into sections: 'Basic Details' with fields for LRN, Declaration Place, Country of dispatch/export code, Departure Customs Office, Type of Declaration, Declaration date, Country of destination code, and Destination Customs Office; and 'Transit Customs Office' with a table for Reference Number and Arrival Time. A green plus icon is visible at the bottom right of the Transit Customs Office section.

- * The user fills in the form and he may either submit it or save a draft of it by clicking on corresponding button at the bottom of the page.

This screenshot displays the 'Carrier Trader' and 'Goods Items' sections of the form. The 'Carrier Trader' section contains fields for TIN, Name, Street and Number, City, Postal Code, and Country Code. The 'Goods Items' section features a table with columns: Item Number, Goods Description, Commodity code, Gross Mass, Type of Declaration, and Actions. Below the table, it indicates 'No data available in table' and shows 'Showing 0 to 0 of 0 entries'. At the bottom, there are buttons for 'Add Goods Item', 'Save Draft', and 'Submit'. A footer contains contact information and a version number.

Item Number *	Goods Description	Commodity code *	Gross Mass	Type of Declaration	Actions
No data available in table					

Showing 0 to 0 of 0 entries

Buttons: Add Goods Item, Save Draft, Submit

Footer: For further information contact us by phone +370 5 2362 302 or by email itpc@lrmluitne.lt. v 0.4.0 (2018-12-11 17:49)

- * By clicking *"Save Draft"* a xml file is downloaded which could be later get uploaded through the *"File Upload"* page for the user to resume his/her work (see 4.4.4).
- * The user fills in the form and click on the *"Submit"* button at the bottom of the form to submit a new Declaration (IE015A). A confirmation dialog appears where the user may either press submit to confirm his/her action or press cancel to abort.

The screenshot shows a web form for the National Transit Control System (NTKS). A modal dialog box is centered on the screen, asking "Are you sure you want to submit the form?". The dialog has two buttons: "Cancel" and "Submit". In the background, the form is visible, showing fields for TIN, Name, Street and Number, City, Postal Code, and Country Code. Below these is a table for "Goods Items" with columns for Item Number, Goods Description, and Actions. The table contains three rows of data. At the bottom of the form, there are buttons for "Add Goods Item", "Save Draft", and "Submit".

Item Number *	Goods Description	Actions
1	description1	✖ ✎
2	description2 another 500 T2 Goods moving under internal Communi	✖ ✎
3	description3 200	✖ ✎

Showing 1 to 3 of 3 entries

Previous 1 Next

Add Goods Item

Save Draft Submit

For further information contact us by phone +370 5 2362 302 or by email itpc@lrmitine.lt

v 0.4.0 (2018-12-11 17:49)


- * Upon clicking on *"Submit Button"*, form validation takes place. If validation errors exist, they are presented to the user.

The screenshot shows the NTKS web application interface. The header includes navigation links: Messages, Declarations, Accompanying Documents, Guarantees, EN, and Logout. The main content area is titled "Declaration At Departure". A red banner at the top indicates "Errors exist in the form". Below this, the "Basic Details" section contains several form fields with validation errors:

- LRN ***: LT111529785211218rstnb
- Declaration Place ***: place
- Country of dispatch/export code**: LT Lithuania
- Departure Customs Office ***: LTVR3000 Krovinų postas "Kirtimai"
- Type of Declaration ***: Select One (Type of Declaration is required)
- Declaration date ***: yyyy-mm-dd (Declaration Date is required)
- Country of destination code**: GB United Kingdom
- Destination Customs Office ***: (Destination Customs Office is required)

- * The user should correct the errors and click again the *"Submit"* button. Upon successful submission of the form the user is notified, and the form is cleared.


Messages
Declarations
Accompanying Documents
Guarantees
EN
Logout


Customs of the Republic of Lithuania
National Transit Control System (NTKS)

Haralampos ROUTIS

Service consumer
AB Lietuvos geležinkeliai
LT110053842

Declaration At Departure


Message sent successfully with document id: **ESB-2018-T29731781**

Basic Details

LRN *

Type of Declaration *

Declaration Place *

Declaration date *

Country of dispatch/export code


Country of destination code


Departure Customs Office *

Destination Customs Office *


Transit Customs Office

- * On the successful submission notification, the user may click on the document id. The user then gets redirected to the Search message page to view his/her submitted message.


Message sent successfully with document id: **ESB-2018-T29731781**



Messages
Declarations
Accompanying Documents
Guarantees
EN
Logout


Customs of the Republic of Lithuania
National Transit Control System (NTKS)

Haralampos ROUTIS

Service consumer
AB Lietuvos geležinkeliai
LT110053842

Search Messages

Document ID

MRN

LRN

Message Type

Submission Date From

Submission Date To

Document ID	Message Type	Date
ESB-2018-T29731781	CC015B	2018-12-21

Showing 1 to 1 of 1 entries

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v 0.4.0 (2018-12-11 17:49)

4.4.2 Search Declarations

The User wants to search for Declarations that were submitted for the currently represented Trader to a Departure/Destination Customs Office. Upon retrieving the desired declaration, he/she may proceed to send a message to the corresponding Customs Office in order to amend its details or alter its state.

- * Upon selection of the option “Search Declarations” from Declarations Menu, the application presents the Search Declarations page.

The screenshot shows the 'Search Declarations' page of the NTKS system. The header includes the Lithuanian Customs logo, the text 'Customs of the Republic of Lithuania National Transit Control System (NTKS)', the user 'Haralampos ROUTIS', and the service consumer 'AB Lietuvos geležinkeliai LT110053842'. The main form contains several input fields: MRN, LRN, Date From (2018-12-21), Date To (2018-12-21), State at Office Of Departure, State at Office of Destination, Departure Office Code, and Destination Office Code. There is also a Procedure dropdown menu. At the bottom of the form are 'Clear' and 'Search' buttons. A footer note provides contact information: 'For further information contact us by phone +370 5 2362 302 or by email itpc@lrmuitine.lt' and a version string 'v 0.4.0 (2018-12-11 17:49)'.

- * If the User enters an invalid combination of search criteria an error is shown.

This screenshot shows the same 'Search Declarations' page as before, but with an error message displayed in a red box at the top of the form area. The message reads: 'At least one of State at Office Of Departure or State at Office of Destination must be provided'. The input fields and buttons remain the same, and the footer information is also present.

- * The User enters a valid combination of Search Criteria and presses the “Search” button.

Search Declarations

MRN

LRN

Date From

Date To

State at Office Of Departure

State at Office of Destination

Departure Office Code

Destination Office Code

Procedure

Clear

Search

LRN	MRN	Declaration Type	Declaration Date	Departure Office Code	Destination Office Code	State at Office Of Departure	State at Office of Destination
LRN-20181001163210636	18LTLU900000000071	T1	2018-10-01	LTLU9000	LTLR1000	ACD	
LRN-20181009151156170	18LTVK80000000019C9	T1	2018-10-09	LTVK8000	LTVK8000	ACD	
LRN-20181025132851221	18LTVK80000000019E5	T1	2018-10-25	LTVK8000	LTVK8000	ACD	
LRN-20181207104739177	18LTVK80000000025A2	T1	2018-12-07	LTVK8000	LTVK8000	ACD	

Showing 1 to 4 of 4 entries

Previous

1

Next

* By clicking the 'MRN' the Declaration page opens.

LRN-20181001163210636	18LTLU900000000071	2018-10-01	LTLU9000	LTLR1000	ACD
-----------------------	--------------------	------------	----------	----------	-----

Messages

Declarations

Accompanying Documents

Guarantees

EN

Logout

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LT110053842

Declaration

State at Office Of Departure

State at Office of Destination

ACD Accepted

--

Basic Details

LRN

MRN

Type of Declaration

Declaration Place

LRN-20181001163210636

18LTLU900000000071

T1 Goods moving under external Comm.

VILNIUS

Declaration date

Country of dispatch/export code

Country of dispatch/export code

2018-10-01

LT Lithuania

LT Lithuania

Control Result

Control Result Code


Date Limit

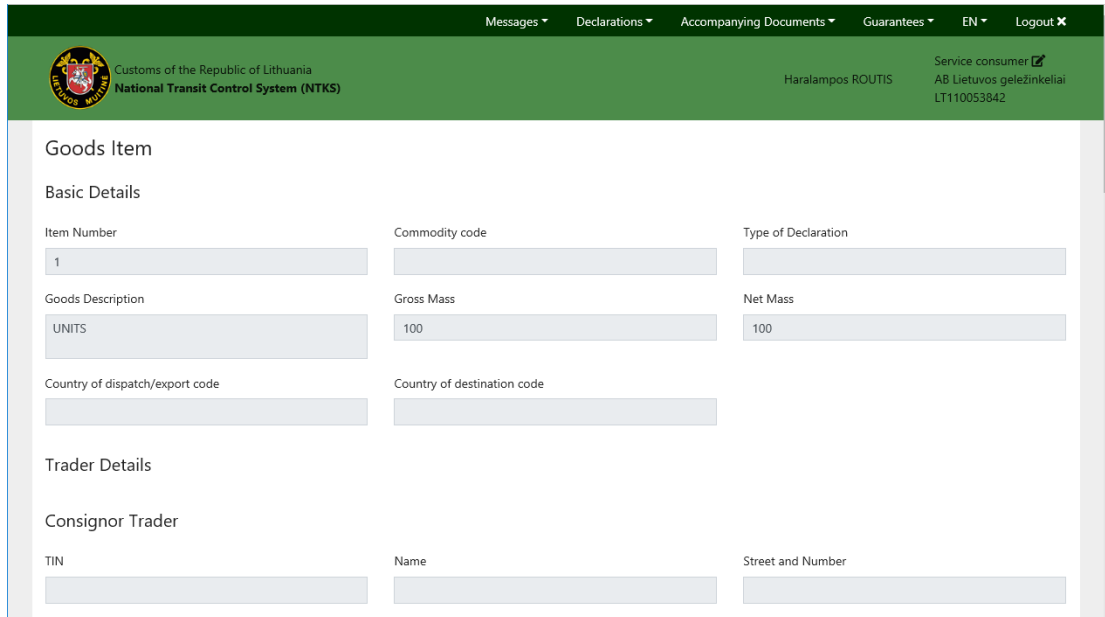
Departure Customs Office

* On the Declaration screen the user may see the details of a declaration. All the fields are read-only. In the Goods Item section the User may view a summary of the goods items contained in the declaration.

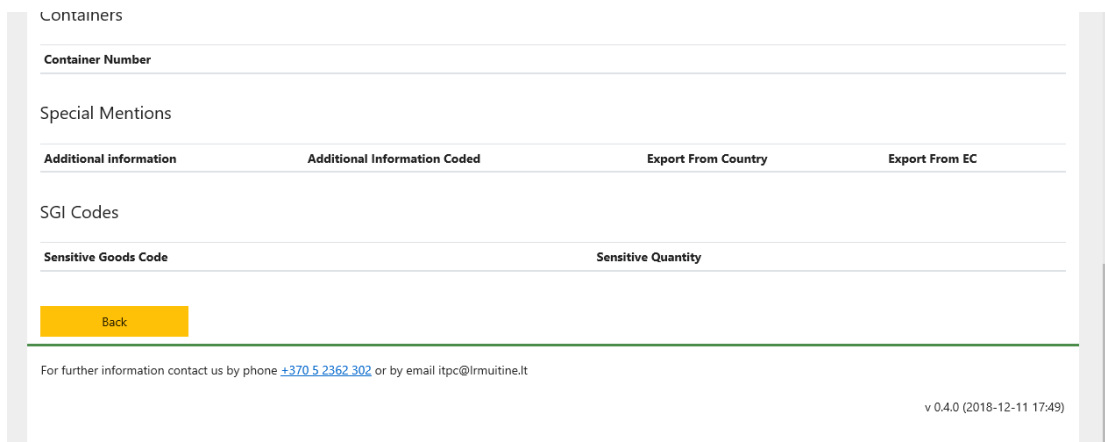
Goods Items

Item Number	Goods Description	Commodity code	Gross Mass	Type of Declaration	Actions
1	UNITS		100.000		

- * The user may view the details of each goods item by clicking the  button of a specific row. The User then is redirected to View Goods Item page where he/she may view the details of the selected goods item.



- * By clicking on the 'Back' button located at the bottom of the screen the User may return at the Declaration page.



- * The user may choose one of the following actions from the menu at the bottom of the page.

- Save as XML
- Cancel
- Amend (Full, Guarantee, Documents)
- Register Unloading Remarks
- Register Arrival Notification

● Register Information on Non-Arrived Movement

Carrier Trader

TIN:

Name:

Street and Number:

City:

Postal Code:

Country Code:

Save as XML
Cancel
Amend
Register Unloading Remarks
Register Arrival Notification
Register Information on Non-Arrived Movement

Commodity code	Gross Mass	Type of Declaration	Actions
	100.000		

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4.4.2.1 Cancellation Request

The user wants to cancel a Declaration that is filed to the currently represented Trader.

- ✳ Upon selection of the option “Cancel” from the Actions Menu of the Declaration page, the application presents the Declaration Cancellation form. The form is pre-populated with data from the declaration.

Messages ▾ Declarations ▾ Accompanying Documents ▾ Guarantees ▾ EN ▾ Logout ✕

Customs of the Republic of Lithuania
National Transit Control System (NTKS)

Haralampos ROUTIS

Service consumer
AB Lietuvos geležinkeliai
LT110053842

Declaration Cancellation

Basic Details

MRN *

Departure Customs Office *

Cancellation Reason *

Principal Trader

TIN

Name

Street and Number

City

Postal Code

Country Code

Holder ID TIR

- ✳ The user fills in the form and he/she proceed with the submission of the form by clicking the ‘Submit’ button at the bottom of the page. A confirmation dialog appears where the user may either press submit to confirm his/her action or press cancel to abort.

Declaration Cancellation

Basic Details

MRN * Departure Customs Office *

Cancellation Reason *

Principal Trader

TIN Name Street and Number

City Postal Code Country Code

Holder ID TIR

For further information contact us by phone [+370 5 2362 302](tel:+37052362302) or by email itpc@lrmuitine.lt

Confirmation Dialog:

Are you sure you want to submit the form?

- * Upon clicking on Submit Button, form validation takes place. If validation errors exist, they are presented to the user.

Declaration Cancellation

Errors exist in the form

Basic Details

MRN * Departure Customs Office *

Cancellation Reason *

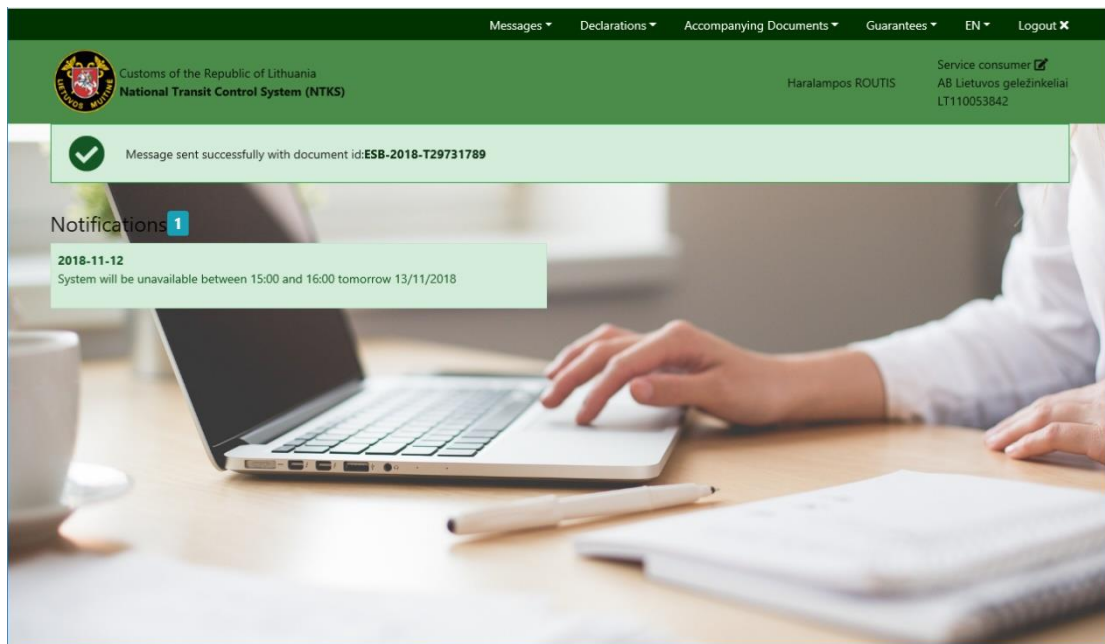
Cancellation Reason is required.

Principal Trader

TIN Name Street and Number

City Postal Code Country Code

- * The user should correct the errors and click again the "Submit" button. Upon successful submission of the form the user is notified and is redirected to the Home Page.



- * On the successful submission notification, the user may click on the document id. The user then gets redirected to the Search message page to view his/her submitted message.



The 'Search Messages' page features a search form with the following fields: Document ID (containing 'ESB-2018-T29731789'), MRN, LRN, and Message Type. Below these are 'Submission Date From' and 'Submission Date To' fields, both with 'yyyy-mm-dd' placeholders. A 'Clear' button and a yellow 'Search' button are positioned below the form. The search results are displayed in a table with columns for Document ID, Message Type, and Date. The table contains one entry: Document ID 'ESB-2018-T29731789', Message Type 'CC014A', and Date '2018-12-21'. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' pagination controls. At the bottom, contact information is provided: 'For further information contact us by phone +370 5 2362 302 or by email itpc@lrmitine.lt'. The version 'v 0.4.0 (2018-12-11 17:49)' is noted in the bottom right corner.

Document ID	Message Type	Date
ESB-2018-T29731789	CC014A	2018-12-21

4.4.2.2 Declaration Amendment

The user wants to amend the details of a Declaration that is filed to the currently represented Trader.

- * Upon selection of the option 'Amend' from the Actions Menu of the Declaration page the user should also select an amendment type (Full, Guarantee, Documents).

TIN

Name

Street and Number

City

Postal Code

Country Code

Save as XML

Cancel

Amend

Full

Guarantee

Documents

Register Unloading Remarks

Register Arrival Notification

Register Information on Non-Arrived Movement

Commodity code	Gross Mass	Type of Declaration	Actions
100.000			

v 0.4.0 (2018-12-11 17:49)

- * Upon selection of an amendment type the application presents Declaration Amendment form. The form is pre-populated with data from the declaration.

Messages

Declarations

Accompanying Documents

Guarantees

EN

Logout

Customs of the Republic of Lithuania

National Transit Control System (NTKS)

Haralampos ROUTIS

Service consumer

AB Lietuvos geležinkeliai

LT110053842

Declaration Amendment

Basic Details

LRN *

MRN

Type of Declaration *

Amendment Place

Amendment Date

Amendment Type

Country of dispatch/export code

Country of destination code

Departure Customs Office *

Destination Customs Office *

Transit Customs Office

Reference Number

Arrival Time

- * Based on the selected amendment type the form is presented in different modes.
 - Full Amendment: The user may edit any field of the form except from LRN, MRN, Type of Declaration, Amendment Type, Departure Customs Office, Control Result, Principal Trader, Customs Broker Information Trader, Representative Name and Type of Declaration inside Goods Items.

- Guarantee Amendment: The user may only edit the Guarantee Details.
- Documents Amendment: The user may only edit Previous/produced documents inside goods items.

- * The user fills in the form and he/she proceed with the submission of the form by clicking the 'Submit' button at the bottom of the page. (see 4.4.2.1).

4.4.2.3 Register Unloading Remarks

The user wants to submit the Unloading Remarks for an arrived movement that is filed to the currently represented Trader.

- * Upon selection of the option 'Register Unloading Remarks' from the Actions Menu of the Declaration page, the application presents the Register Unloading Remarks form. The form is pre-populated with data from the declaration.

Customs of the Republic of Lithuania
National Transit Control System (NTKS)

Haralampos ROUTIS

Service consumer
AB Lietuvos geležinkeliai
LT110053842

Register Unloading Remarks

Basic Details

MRN *
18LTLU900000000071

Presentation Customs Office *

Total Number of Items		Total Number of Packages		Total Gross Mass	
Original Value	Corrected Value *	Original Value	Corrected Value	Original Value	Corrected Value
1	1	10	10	100	100
Remarks		Remarks		Remarks	

Identity of Means of Transport at Departure		Nationality of Means of Transport at Departure	
Original Value	Corrected Value	Original Value	Corrected Value
ggk 123	ggk 123		


- * The user fills in the form and he/she proceed with the submission of the form by clicking the 'Submit' button at the bottom of the page. (see 4.4.2.1).

4.4.2.4 Register Arrival Notification

The user wants to submit an Arrival Notification request for an arrived movement that is filed to the currently represented Trader.

- * Upon selection of the option 'Register Arrival Notification' from the Actions Menu of the Declaration page, the application presents the Arrival Notification form. The MRN field is pre-populated from the declaration.

Messages
Declarations
Accompanying Documents
Guarantees
EN
Logout


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Arrival Notification

Arrival Notification Details

MRN *	Arrival Notification Place *	Arrival Notification Date *
18LTU900000000071		yyyy-mm-dd
Procedure *	Type of Unloading	Violet Page Number
Normal		

Destination Trader

TIN	Name	Street and Number
LT110053842	AB Lietuvos geležinkeliai	
City	Postal Code	Country Code

Presentation Office

Presentation Customs Office *


- * The user fills in the form and he may either submit it or save a draft of it by clicking the corresponding button at the bottom of the page (see 4.4.1).

4.4.2.5 Register Information on Non-Arrived Movement

The user wants to submit an "Information on Non-Arrived Movement" message for a movement that is filed to the currently represented Trader.

- * Upon selection of the option 'Register Information on Non-Arrived Movement' from the Actions Menu of the Declaration page, the application presents the Information on Non-Arrived Movement form. The form is pre-populated from the declaration.

Messages
Declarations
Accompanying Documents
Guarantees
EN
Logout


Customs of the Republic of Lithuania
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Information on Non-Arrived Movement

Basic Details

MRN	Competent Authority of Departure Office	Presentation Customs Office
18LTU900000000071	LTLU9000 Malkų įlankos jūrų uosto postas	

Enquiry

☐ TC11 delivered by Customs

☐ Information (on paper) available

Delivery Date TC11

yyyy-mm-dd

Information Text

Principal Trader

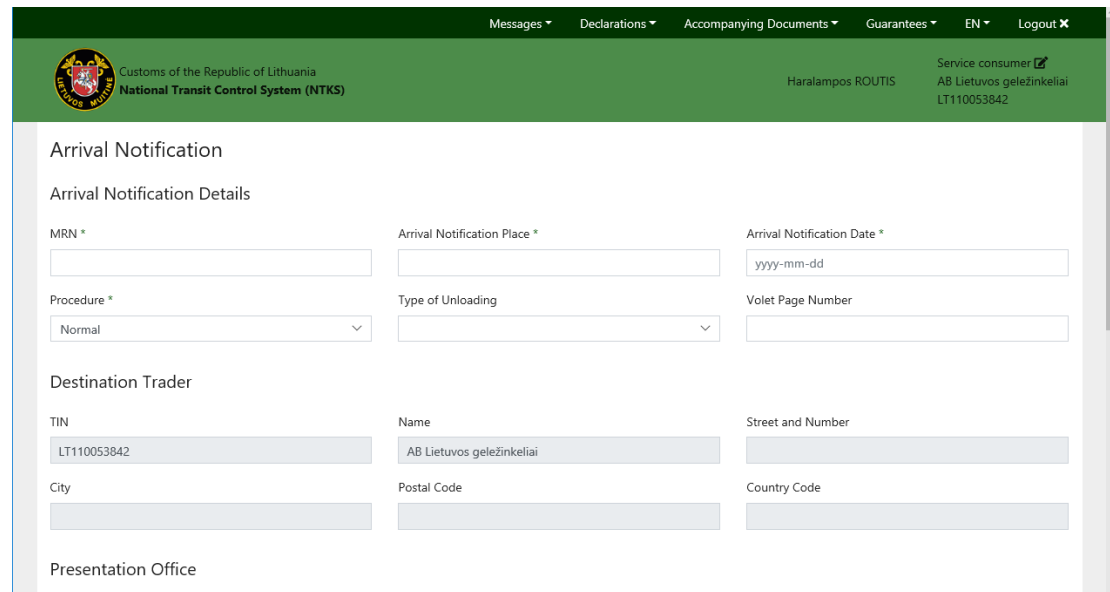
TIN	Name	Street and Number
LT110053842	AB Lietuvos geležinkeliai	

- * The user fills in the form and he/she proceed with the submission of the form by clicking the 'Submit' button at the bottom of the page. (see 4.4.2.1).

4.4.3 Submit Arrival Notification

The user selects to submit an Arrival Notification request to a Destination Customs Office on behalf of the currently represented Trader.

- * Upon selection of the option 'Submit Arrival Notification' from Declarations Menu, the application presents the Arrival Notification form.



The screenshot shows the 'Arrival Notification' form within the 'National Transit Control System (NTKS)' interface. The header includes navigation links: Messages, Declarations, Accompanying Documents, Guarantees, EN, and Logout. The user is logged in as 'Haralampos ROUTIS' with service consumer 'AB Lietuvos geležinkeliai' and TIN 'LT110053842'. The form is titled 'Arrival Notification' and contains the following sections:

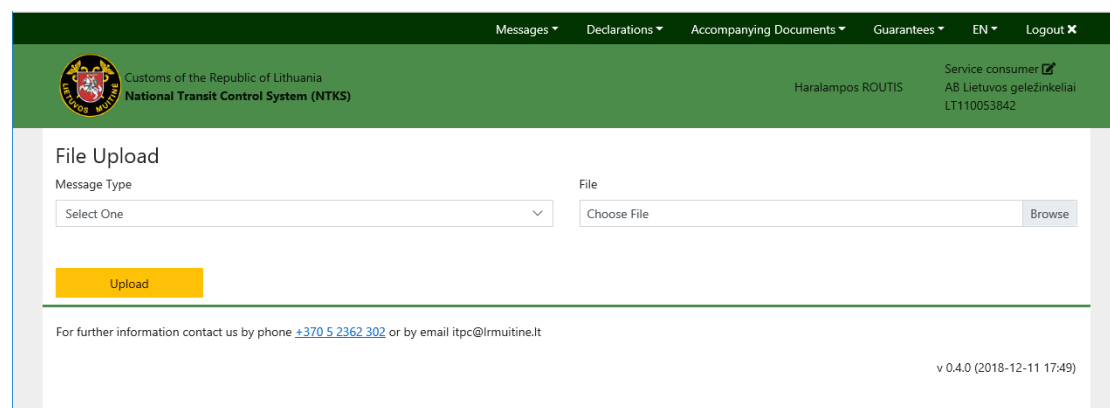
- Arrival Notification Details:**
 - MRN *: Text input field.
 - Arrival Notification Place *: Text input field.
 - Arrival Notification Date *: Text input field with placeholder 'yyyy-mm-dd'.
 - Procedure *: Dropdown menu with 'Normal' selected.
 - Type of Unloading: Dropdown menu.
 - Violet Page Number: Text input field.
- Destination Trader:**
 - TIN: Text input field with 'LT110053842'.
 - Name: Text input field with 'AB Lietuvos geležinkeliai'.
 - Street and Number: Text input field.
 - City: Text input field.
 - Postal Code: Text input field.
 - Country Code: Text input field.
- Presentation Office:** Text input field.

- * The user fills in the form and he may either submit it or save a draft of it by clicking the corresponding button at the bottom of the page (see 4.4.1).

4.4.4 File Upload

The user wants to upload a draft file in order to proceed with the submission of a Declaration or an Arrival Notification request.

- * Upon selection of the option 'File Upload' from Declarations Menu, the application presents the File Upload form.



The screenshot shows the 'File Upload' form within the 'National Transit Control System (NTKS)' interface. The header is identical to the previous form. The form is titled 'File Upload' and contains the following sections:

- Message Type:** Dropdown menu with 'Select One'.
- File:** Text input field with 'Choose File' and a 'Browse' button.
- Upload:** A prominent yellow button.

At the bottom, there is contact information: 'For further information contact us by phone +370 5 2362 302 or by email itpc@lrmitine.lt' and a version string 'v 0.4.0 (2018-12-11 17:49)'.

- * For the User should choose the message type and the file to upload and click on 'Upload' button.

File Upload

Message Type: CC015B Declaration Data

File: CC015_LT110053842.xml

Upload

For further information contact us by phone [+370 5 2362 302](tel:+37052362302) or by email itpc@lrmuitine.lt

v 0.4.0 (2018-12-11 17:49)

- * If the upload file is not a valid XML of the given type or the file size exceeds the maximum permitted size of 1MB the user is notified with an error message.

File Upload

Invalid XML

Message Type: CC015B Declaration Data

File: Choose File

File Upload

The file exceeds its maximum permitted size of 1MB

Message Type: Select One

File: Choose File

- * If there are no errors, the XML file is uploaded, and the user is redirected to the corresponding page.

Declaration At Departure

Basic Details

LRN *: LT110053842211218vkmav

Type of Declaration *: (T1) Goods moving under external Communi

Declaration Place *: place

Declaration date *: 2018-12-21

Country of dispatch/export code: PA Panama

Country of destination code: NZ New Zealand

Departure Customs Office *: LTVR1000 Krovinių postas "Savanoriai"

Destination Customs Office *: GR004001 A' ПЕИПАИА

Transit Customs Office

Reference Number	Arrival Time

4.5 Search Accompanying Documents

The User selects to search and download accompanying documents.

- * Upon selection of the option 'Search Accompanying Documents' from the 'Accompanying Documents' Menu, the application presents a search screen.


The screenshot shows the 'Search Accompanying Documents' screen. At the top, there is a green header bar with navigation links: Messages, Declarations, Accompanying Documents, Guarantees, EN, and Logout. Below the header, the page title 'Search Accompanying Documents' is displayed. The main content area contains two date input fields: 'Date From' (2018-12-21) and 'Date To' (2018-12-21). Below these fields are two buttons: 'Clear' and 'Search'. At the bottom of the page, there is a footer with contact information: 'For further information contact us by phone +370 5 2362 302 or by email itpc@lrmuitine.lt' and a version string 'v 0.4.0 (2018-12-11 17:49)'.

- * If the User enters an invalid combination of search criteria an error is shown.


The screenshot shows the 'Search Accompanying Documents' screen with an error message. The error message is displayed in a red box with a red exclamation mark icon: 'Dates Range too long. It should be less than 10'. The date input fields are now 'Date From' (2018-11-01) and 'Date To' (2018-12-21). The 'Clear' and 'Search' buttons are still present. The footer remains the same: 'For further information contact us by phone +370 5 2362 302 or by email itpc@lrmuitine.lt' and 'v 0.4.0 (2018-12-11 17:49)'.

- * The User enters a valid combination of Search Criteria and presses the 'Search' button.

Messages ▾ Declarations ▾ Accompanying Documents ▾ Guarantees ▾ EN ▾ Logout ✕


 Customs of the Republic of Lithuania
National Transit Control System (NTKS)

Haralampos ROUTIS

Service consumer 
 AB Lietuvos geležinkeliai
 LT110053842

Search Accompanying Documents

Date From Date To


Clear Search

For further information contact us by phone [+370 5 2362 302](tel:+37052362302) or by email itpc@lrmuitine.lt


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* If there are no results matching the submitted criteria an alert is shown.


Messages ▾ Declarations ▾ Accompanying Documents ▾ Guarantees ▾ EN ▾ Logout ✕


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National Transit Control System (NTKS)

Haralampos ROUTIS

Service consumer 
 AB Lietuvos geležinkeliai
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Search Accompanying Documents

 No results found!

Date From Date To


Clear Search

For further information contact us by phone [+370 5 2362 302](tel:+37052362302) or by email itpc@lrmuitine.lt


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* Else the matching Results are listed.

Messages ▾ Declarations ▾ Accompanying Documents ▾ Guarantees ▾ EN ▾ Logout ✕


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National Transit Control System (NTKS)

Haralampos ROUTIS

Service consumer 
 AB Lietuvos geležinkeliai
 LT110053842

Search Accompanying Documents

Date From Date To

Clear Search

MRN
18LTVK8000000019E5
18LTVK800000001A01

Showing 1 to 2 of 2 entries

Previous **1** Next

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* By clicking the 'MRN' the Relative PDF is downloaded.

MRN

18LTVK8000000019E5

18LTVK800000001A01

Showing 1 to 2 of 2 entries

Previous

1

Next

EUROPEAN COMMUNITY		1 REGIME	MRN 18LTVK8000000019E5
A TRANSIT ACCOMPANYING DOCUMENT (TAD)	2 Consignor AB LIETUVOS GELEŽINKELIAI MINDAUGO G. 12 VILNIUS	TIN LT110053842 VILNIUS LT-03603 VILNIUS	LT
	3 Consignee UAB DHL LIETUVA DARIAUS IR GIRĖNO G. 40 VILNIUS	TIN LT111529785 VILNIUS LT-02189 VILNIUS	LT
	3 Forms 1 2		5 Items 1
	6 Total packages 10		Return copy has to be sent to the Office LTVK8000 Raigando kelio paštas Gardino g.130, Jaskonių k., 66443, Druskininkų r. sav., LT
15 Country of dispatch/export LT		17 Country of Destination LT	
18 Identification of Means of Transport BOS 1233 LT		56 Other incidents during carriage Details and measures taken G CERTIFICATION COMPETENT AUTHORITIES	
31 Packages and description of goods	Zenkiai ir numeriai - Kontenerių Nr (S) - Skaičius ir rūšis See list of items		32 Item No 33 Commodity Code 35 Gross Weight (kg) 38 Net Weight (kg) 40 Summary declaration/Previous document
44 Additional information/Documents Produced/Certificates and authorisations	Ankstesnės Administracinės Nuorodos Produced Documents		
55 Transshipments	Place and Country Identity and nat. new means trans: Ctr. (1) Identity of new container: (1) Enter 1 if YES or 0 if NO.	Place and Country Identity and nat. new means trans: Ctr. (1) Identity of new container: (1) Enter 1 if YES or 0 if NO.	

4.6 Query on Guarantee

The user wants to submit a "Query on Guarantee" message to the Customs Office in order to view the details of guarantees for declarations that are filed to the currently represented trader.

- * Upon selection of the option 'Query on Guarantee' from the 'Guarantees' Menu, the application presents the Request Query on Guarantee.

The screenshot shows the 'Request Query on Guarantee' form in the NTKS system. The form is titled 'Request Query on Guarantee' and 'New Guarantee Reference'. It contains several input fields: 'GRN *' (empty), 'Query Identifier' (dropdown menu with 'Usage only' selected), 'Start Date' (placeholder 'yyyy-mm-dd'), 'End Date' (placeholder 'yyyy-mm-dd'), 'Owner Principal Trader' (empty), and 'Access Code' (empty). Below the fields is a yellow button labeled 'Add Guarantee Reference'. At the bottom, there is contact information: 'For further information contact us by phone +370 5 2362 302 or by email itpc@lrmluite.lt' and a version number 'v 0.4.0 (2018-12-11 17:49)'. The header of the page shows the 'Customs of the Republic of Lithuania National Transit Control System (NTKS)' logo and navigation links: 'Messages', 'Declarations', 'Accompanying Documents', 'Guarantees', 'EN', and 'Logout'.

- * The User fills in the form and clicks on 'Add Guarantee Reference' button.

The screenshot shows the 'Request Query on Guarantee' form after data entry. The 'GRN *' field now contains '18LT0000000000E77'. The 'Query Identifier' dropdown menu still shows 'Usage only'. The 'Start Date' and 'End Date' fields still have placeholder text. The 'Owner Principal Trader' field now contains 'LT300054563'. The 'Access Code' field now contains 'oe7'. The yellow button 'Add Guarantee Reference' is still present. The contact information and version number at the bottom remain the same. The header of the page is identical to the previous screenshot.

- * A Guarantee References Table appears containing the created Guarantee Reference.

Request Query on Guarantee

New Guarantee Reference

GRN * Query Identifier Start Date End Date

Owner Principal Trader Access Code

Add Guarantee Reference

Guarantee References

GRN	Query Identifier	Start Date	End Date	Owner Principal Trader	Access Code	Actions
18LT0000000000E77	1			LT300054563	oe7	✖

Showing 1 to 1 of 1 entries

Submit

- * The User may add multiple Guarantee References.

Guarantee References

GRN	Query Identifier	Start Date	End Date	Owner Principal Trader	Access Code	Actions
18LT0000000000E10	3			LT300054563	4526	✖
18LT0000000000E77	1			LT300054563	oe7	✖

Showing 1 to 2 of 2 entries

Previous **1** Next

- * By clicking on ✖ button, the user may delete a row.
- * The user adds the desired Guarantee References and clicks on the "Submit" button located at the bottom of the page. A confirmation dialog appears where the user may either press submit to confirm his/her action or press cancel to abort.

Request Query on Guarantee

New Guarantee Reference

GRN * Query Identifier Start Date End Date

Owner Principal Trader Access Code

Add Guarantee Reference

Guarantee References

GRN	Query Identifier	Start Date	End Date	Owner Principal Trader	Access Code	Actions
18LT0000000000E77	1			LT300054563	oe7	✖

Showing 1 to 1 of 1 entries

Submit

Are you sure you want to submit the form?

Cancel **Submit**

For further information contact us by phone +370 5 2362 302 or by email itpc@lrmultine.lt

- * Upon successful submission of the form the user is notified, and the form is cleared.

Customs of the Republic of Lithuania
National Transit Control System (NTKS)

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Service consumer UAB "Asur" LT300054563

Messages ▾ Declarations ▾ Accompanying Documents ▾ Guarantees ▾ EN ▾ Logout ✕

✓ Message sent successfully with document id: **ESB-2018-T29731787**

Request Query on Guarantee

New Guarantee Reference

GRN *

Query Identifier

Start Date

End Date

Owner Principal Trader

Access Code

Add Guarantee Reference

For further information contact us by phone [+370 5 2362 302](tel:+37052362302) or by email itpc@lrmuitine.lt

v 0.4.0 (2018-12-11 17:49)

- * On the successful submission notification, the user may click on the document id. The user then gets redirected to the Search message page to view his/her submitted message.

✓ Message sent successfully with document id: **ESB-2018-T29731787** ←

↓

Search Messages

Document ID

MRN

LRN

Message Type

Submission Date From

Submission Date To

Document ID	Message Type	Date
ESB-2018-T29731787	CD034A	2018-12-21


Showing 1 to 1 of 1 entries

For further information contact us by phone [+370 5 2362 302](tel:+37052362302) or by email itpc@lrmuitine.lt


v 0.4.0 (2018-12-11 17:49)

4.7 Form Components

4.7.1 Lookup Fields

- * Input fields with the magnifier icon  are lookup. Upon typing, a dropdown list with the filtered results appears.

Country Code




GI Gibraltar

LT Lithuania

MT Malta

- * The User must select a valid value from the dropdown menu.

Country Code




GI Gibraltar

LT Lithuania

MT Malta

Country Code



- * If the user type in an invalid value, the value gets deleted.

Country Code



Country Code




4.7.2 Editable Tables

- * For the simple List of items (i.e. seals, produced documents) the component depicted below is used:

Seals Ids

Seals Identity



- * By clicking on the + button a new row is created. User may add and fill many rows.

Seals Ids

Seals Identity



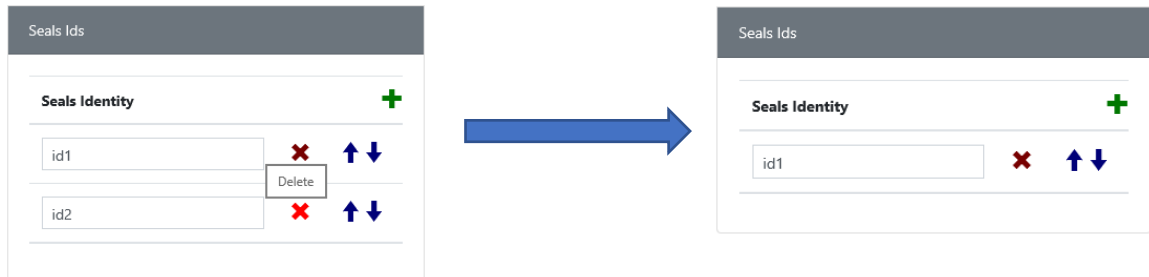
Add New

Seals Ids

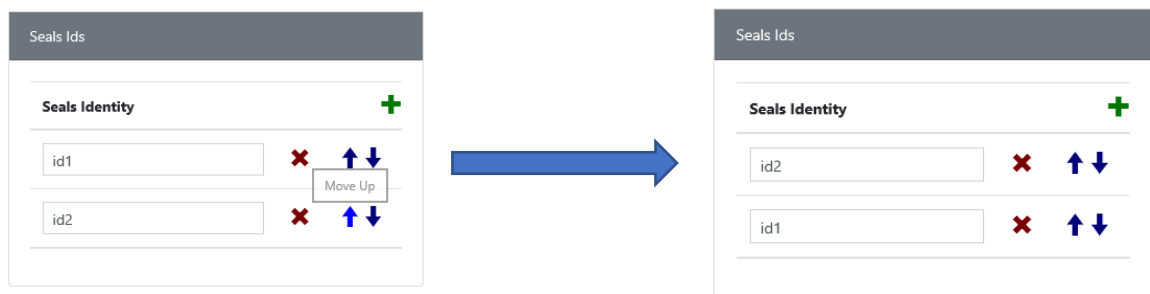
Seals Identity

- * By clicking on X button, the user may delete a row.



- * By clicking on arrows buttons, the user may re-arrange the position of each row.



4.7.3 View Tables

- * For the complex List Items (i.e. Goods Items, Guarantees) the component depicted below is used:

Goods Items						
Item Number	Goods Description	Commodity code	Gross Mass	Type of Declaration	Actions	
1	description1	someCommodityCode	1000	T1 Goods moving under external Communi		
2	description2	another	500	T2 Goods moving under internal Communi		

Showing 1 to 2 of 2 entries

Previous 1 Next

Add Goods Item

- * By clicking on "Add Goods Item" the user is redirected to the Goods Item page to create a new Goods Item.

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National Transit Control System (NTKS)

Haralampos ROUTIS
Service consumer
Intrasoft
LT111529785

Goods Item

Basic Details

Item Number *
3

Commodity code *

Type of Declaration
Select One

Goods Description

Gross Mass

Net Mass

Country of dispatch/export code

Country of destination code

Trader Details

Consignor Trader

TIN

Name

Street and Number

- * The User either fills in the form and presses submit to create a new Goods Item or presses Cancel to abort and return to the previous form.
- * Upon clicking on Submit Button form validation takes place. If validation errors exist, they are presented to the user.

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National Transit Control System (NTKS)

Haralampos ROUTIS
Service consumer
Intrasoft
LT111529785

Goods Item

Errors exist in the form

Basic Details

Item Number *
3

Commodity code

Type of Declaration
Select One

Goods Description *

Gross Mass *

Net Mass

Goods Description is required

Gross mass is required

Country of dispatch/export code







Country of destination code

Trader Details

Consignor Trader

- * The user should correct the errors and click again the "Submit" button. Upon successful submission of the form the user is redirected in the main form. The created goods item is shown on the table.

Goods Items

Item Number	Goods Description	Commodity code	Gross Mass	Type of Declaration	Actions
1	description1	someCommodityCode	1000	T1 Goods moving under external Communi	 
2	description2	another	500	T2 Goods moving under internal Communi	 
3	description3		200		 



Showing 1 to 3 of 3 entries

Previous

1

Next

Add Goods Item

- * By clicking on  button, the user may delete a row.
- * By clicking on  button the user is redirected to the goods item form in order to edit it.

*** END OF DOCUMENT ***