Instructions on obtaining access for economic operators to the NCTS5 RO and AES RO systems as well as how to manage their own users through the User Management module (UMG)

content

1. SUMMARY

This document is a user guide intended for the administrator of an economic operator who will submit the request for access to SIIV and will also manage their own users in the User Management module (UMG).

Before using any of the NCTS5 RO and AES-RO systems, an economic operator must be registered in the User Management module (UMG).

Each economic operator completes the application and sends it to the UMG application, where the following data are required:

- Identity data (EORI, Name, etc.). It is very important that the economic operator gives his consent in accordance with the applicable regulations on the protection of personal data as well as on the obligation to comply with the declaration of commitment made available in the access request.

- The e-mail address filled in on the SIIV access request is very important because all subsequent communications (modification requests, communication within the research/recovery procedure from the AES-RO and NCTS5-RO applications, etc.) will be sent to this e-mail!

2. USER GUIDE

2.1. Connecting to the request for access to the Customs Integrated Information System (SIIV)

The link for connecting to the Request for access to SIIV will be found on the website of the National Customs Authority (www.customs.ro) in the section AES and NCTS5 RO UMG Trader Production.
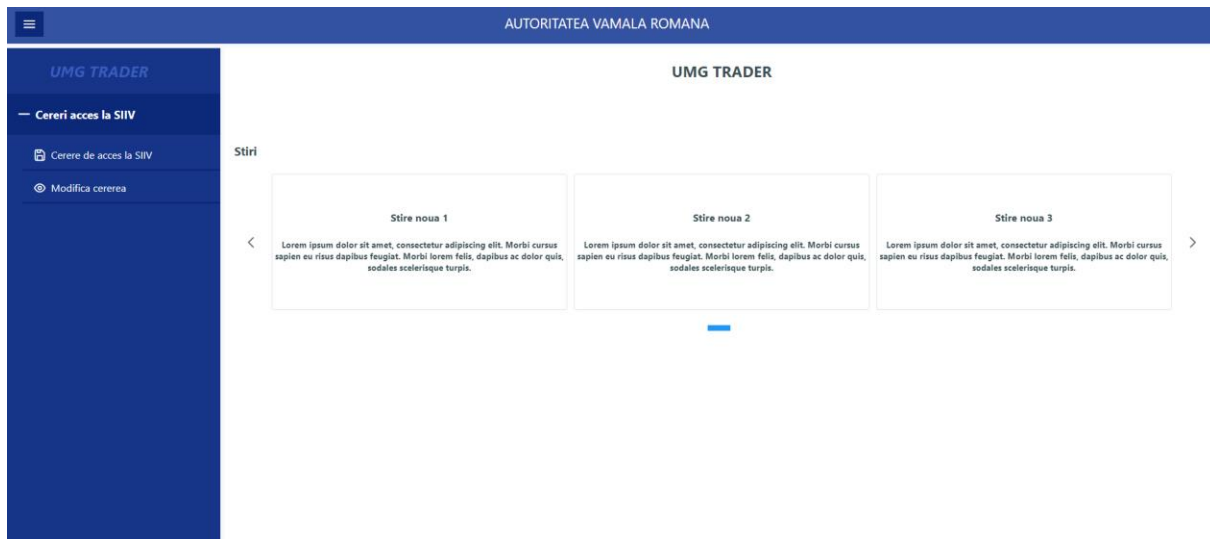
Fig.1- Start screen

2.1.1.Main Menu - Menu description

After accessing the link, the menu of the UMG Trader system is visible on the left side of the screen, which has a main entry – SIIV access requests. The SIIV access requests section has two subdivisions: SIIV access request and Modify request.

Fig.2-The UMG Trader system menu

2.1.2. Menu line [Access request to SIIV]

The application opens a new interface with the SIIV access request form, in the SIIV Access Request tab.

Fig.3-SIIV access requests interface

2.2 . Completing the data from the SIIV access request

The application includes sections that must be filled in and are marked with *:

-Type of entity*

-Upload the qualified certificate *

-Load the chain of trust *

-TYPE access*

- Identifier type *

-Identifier *

-Login username *

-Name * & Surname *

-Email * & Email Confirmation *

The application also includes sections that will be automatically filled in depending on other validated/imported data (e.g., when uploading the qualified digital certificate or filling in the ~~Eori~~ EORI number).

The applications for which access can currently be requested are:

-AES-RO

-NCTS5-RO

2.2.1. Completing the Entity Type field

In this field the user selects the type of entity for which access is desired.

Fig.4-Example of entity type completion

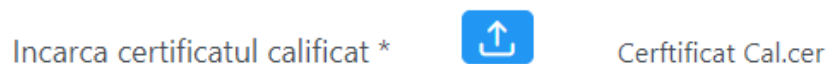## 2.2.2. Completing the field uploads the qualified certificate

The document corresponding to the qualified certificate is uploaded in this field. The user clicks the button to add the document corresponding to the qualified certificate.

After the user presses the button, a local explorer window will open where he can select the document corresponding to the qualified certificate he wants to import.
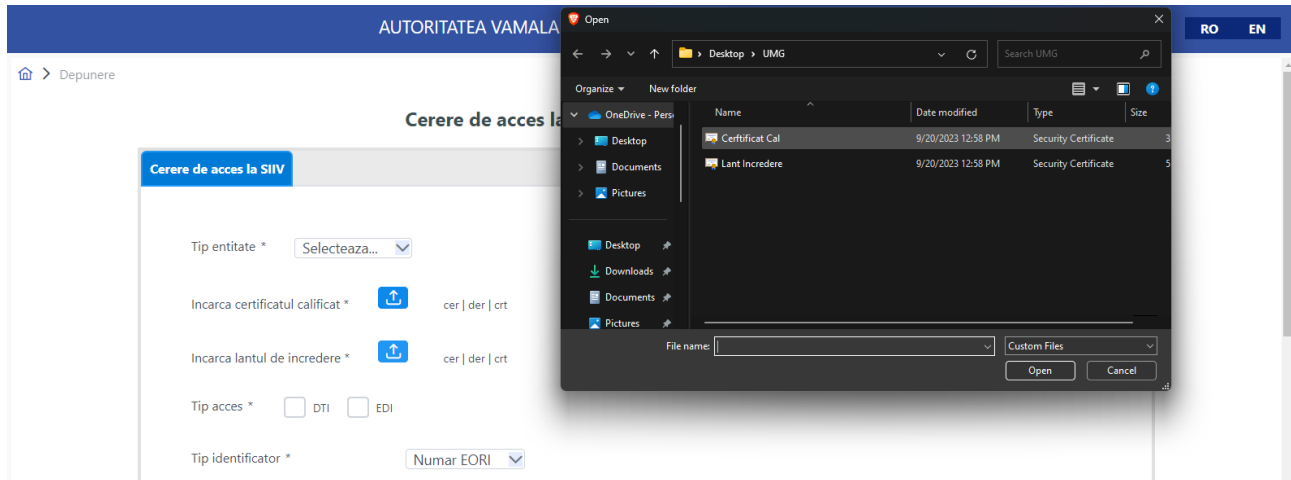
Fig.5- Example of the local explorer window for loading the document corresponding to the qualified certificate

The user selects the document corresponding to the qualified certificate and clicks the "Open" button in the explorer window, and the document corresponding to the qualified certificate is imported into the application, being visible to the user.


Fig.6-Example after uploading the qualified certificate

### 2.2.3. Completing the field loads the trust chain

In this field, the document corresponding to the trust chain is loaded. The user clicks the button ⬆ to add the corresponding document to the chain of trust .

After the user clicks the button, a local explorer window will open, where they can select the document corresponding to the chain of trust they want to import.
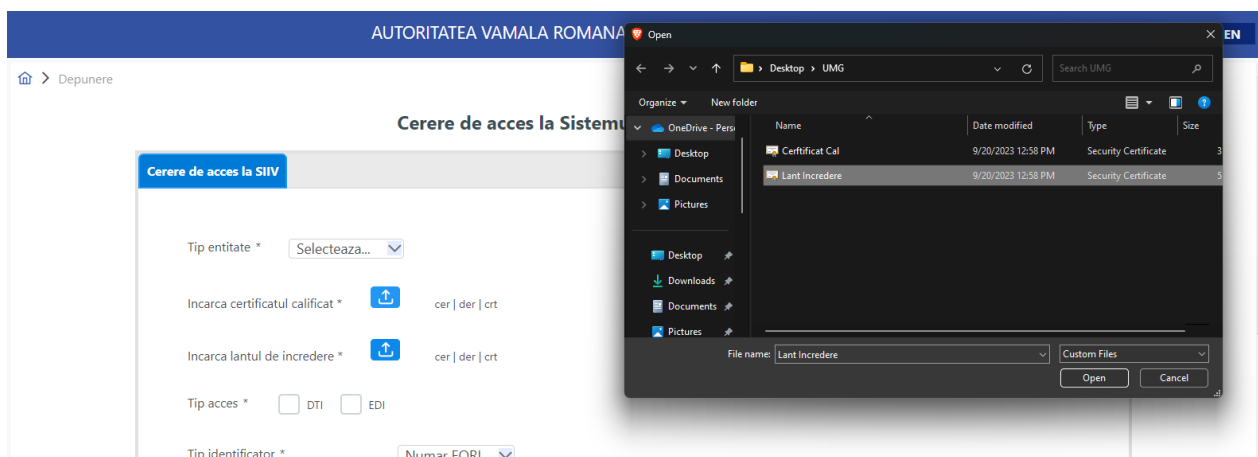
Fig.7- Example of the local explorer window for the document corresponding to the trust chain

The user selects the document corresponding to the chain of trust and clicks the "Open" button in the explorer window, and the document corresponding to the chain of trust is imported into the application, making it visible to the user.
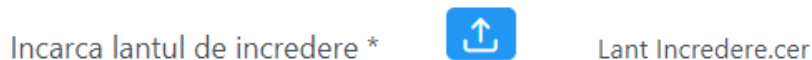
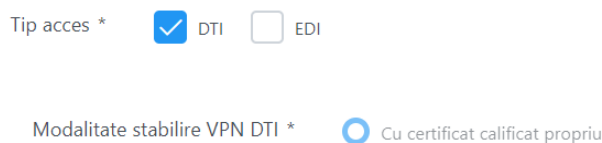*Fig.8 - Example of loading Chain of trust*

2.2.4 . Completing the access type field

In this field the user specifies the type of access desired, which can be:

1. DTI access type

The DTI (Direct Trader Input) option will be checked when the economic operator requests access to the system (application) through the user interface.

After DTI is checked, the field "VPN DTI* establishment mode" will be displayed (where VPN means Virtual Private Network) and the option "With own qualified certificate" will be automatically checked.
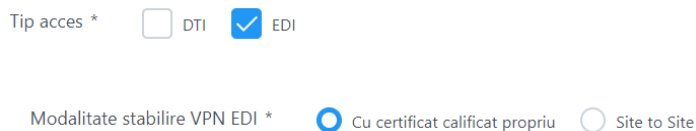
Fig.9-DTI selection example

2. TYPE of EDI access

The EDI (Exchange Data Interface) option will be ticked when the economic operator requests access for secure data exchange between its own applications and the corresponding application within SIIV.

We specify the fact that the access of the economic operators who checked the EDI option, to the AES-RO and NCTS5-RO applications, in the production environment, will be granted after successfully completing the compliance tests and obtaining the Compliance Certificate (Annex 1 to these instructions). The documentation related to this testing is published on the website www.customs.ro in the E-Customs section, NCTS5 RO, respectively AES RO.

After EDI is ticked, the "EDI VPN establishment mode*" field will be displayed (where VPN means Virtual Private Network), with the options "With own qualified certificate" / Site to Site.

Fig.10-Example EDI selection

Tip acces *   ☐ DTI   ☑ EDI

Modalitate stabilire VPN EDI *   ◯ Cu certificat calificat propriu   ⦿ Site to Site

Public IP address of VPN gateway (80.96.3.4) *   [   ]

--- IKE Parameters ---

Authentication method   [Preshared keys (will be delivered separately)]

Algorithm *   [Selectati... ⌄]

Data Integrity *   [Selectati... ⌄]

Diffie-Hellman group (phase 1) *   [Selectati... ⌄]

Timer IKE phase 1 (sec) *   [28800]

Timer IKE phase 2 (sec) *   [3600]

Type *   [Main mode]

Fig.11- Example of EDI selection with Site to Site selection

3. Access type DTI and EDI

    a) Check both options and for EDI, select "With own certificate"

Fig. 12- Example of DTI and EDI selection

    b) Check both options, and for EDI select "Site to Site", where the mandatory fields will be filled in accordingly.

Tip acces *   ☑ DTI   ☑ EDI

Modalitate stabilire VPN DTI *   ◯ Cu certificat calificat propriu

Modalitate stabilire VPN EDI *   ◯ Cu certificat calificat propriu   ⦿ Site to Site

Public IP address of VPN gateway *

Authentication method *

Data Integrity *

Diffie-Hellman group (phase 1) *

Timer IKE phase 1 *

Timer IKE phase 2 *

Type *

IPSEC parameters *

UDP encapsulation *

Protocol *

IPSEC *

Diffie-Hellman group *

Perferct Forward Secrecy (PFS) *

Local VPN domain *

Fig.13-DTI and EDI selection example with Site to Site option

2.2.5 . Completing the Identifier Type field

The identifier type field is pre-filled with EORI Number

Fig. 14-Example selection of the identifier type

2.2.6. Completing the Identifier field

The user fills in the Identifier field with a valid EORI code, and the system automatically fills in the fields: Name of applicant *, Country *, County / District *, City / Town *, Postal code *, Address *, Telephone * with the related data. If one of the fields, which is mandatory, is not pre-filled by bringing the data from EORIori, it will be filled in manually.

Tip identificator *	Numar EORI ∨
Identificator *	RO31284220
Denumire solicitant *	KRD HARPUT LOGISTIC TRANSPORT SRL
Nume utilizator la autentificare *	
Nume *	
Prenume *	
Email *	
Confirmare Email *	
Tara *	RO ∨
Judet / Sector	6 ∨
Oras/Localitate *	BUCURESTI
Cod postal *	061345
Adresa *	BLD. GEN. VASILE MILEA NR.6
Telefon *	+40214400994

Fig.15-Example of completing the Identifier field

2.2.7. Completing the Login Username, Surname and Surname field

The economic operator enters the desired username, which must be unique at the level of the database, in the field Username upon authentication. The first and last name fields will only be filled in if this information is not filled in automatically when uploading the qualified digital certificate.

Nume utilizator la autentificare *	nume
Nume *	Andrei
Prenume *	Florin

Fig. 16 - Example of filling in username, representative name and representative first name when logging in

2.2.8. Email Completion and Email Confirmation

The user enters an existing email address–. At this address, the data related to the confirmation of the SIIV access request and all the exchange of information regarding the SIIV access request, the modification request, as well as the authentication at the UMG will be provided.

The e-mail address filled in on the request for access to the SIIV is very important because all subsequent communications (modification requests, communication within the research/recovery procedure from the AES-RO and NCTS5-RO applications, etc.) will be sent to this e-mail!

| Email * | exemplu@yahoo.com |
| Confirmare Email * | exemplu@yahoo.com |

Fig.17-Example of email completion and email confirmation

2.2.9. Choosing the application to which access is requested

The choice of the application to which access is desired will be made in the section following, with several qualities available for each application:
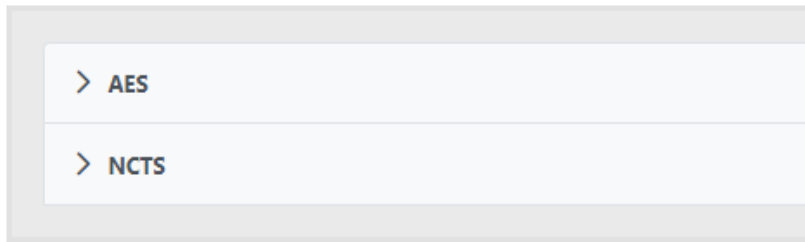
Fig. 18 - The section with the two access options

AES RO

The user activates the drop-down where the following headings are included:

- Economic operator (carries out operations in his own name or appoints a representative),

- Representative (performs operations on behalf of other economic operators),

- Economic operator at the exit (submits notifications/manifest at the exit customs office for export declarations, exit summary declarations-, re-export notification),

- IT application developer.

If the YES option is checked in the "With representative" section, then the economic operator fills in the EORI field with a valid EORI number of the representative.

In order for an economic operator to be able to add a representative, that representative must have previously authorized himself in this capacity.

Fig.19-Example filling in the fields for AES RO

NCTS5 RO

The user activates the drop-down where the following headings are included:

- Holder of the union/common transit regime,

- Representative (performs operations on behalf of other economic operators),

Note: In the section intended for the Representative, if YES is checked, a copy of the customs broker's authorization or representation contract with a transit holder will be uploaded.

- TIR carrier (holder of the TIR regime),

- Trader at the destination (the trader in the normal procedure or the agreed consignee sending the arrival notification),

- IT application developer/Guarantee Association,

- Guarantee.

The user keeps or changes the pre-filled options, and if necessary, adds documents to prove the quality.

If the YES option is checked for the "With representative" section, then complete the EORI field with a valid EORI number.

In order for an economic operator to be able to add a representative, that representative must have previously authorized himself in this capacity.

Fig. 20-Example of completing NCTS5 RO fields

2.3. Terms and conditions

The user reads and understands the terms and conditions and ticks "I have read and understood" if he agrees with them. If this field is not checked, the request cannot be submitted.

Fig. 21-Example of acceptance of the terms and conditions

2.4. Statement of Commitment

The user reads and accepts the declaration of commitment and ticks "I have read and I accept the declaration of commitment" if he agrees with it. If this field is not checked, the request cannot be submitted.
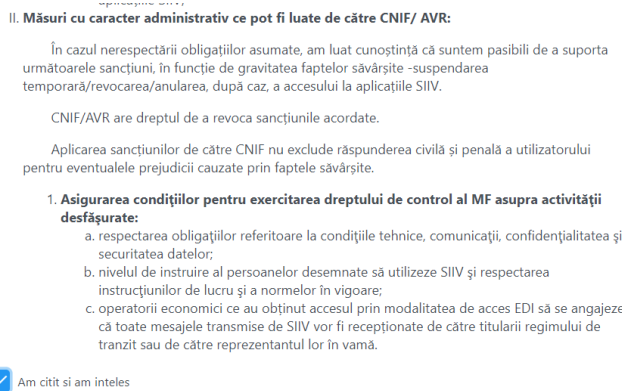
Fig.22-Example of acceptance of the declaration of commitment

2.5. Submitting the request

After completing all the mandatory fields, the user can press the button to send the Request for access to the SIIV.

The user will receive at the e-mail address filled in the application a notification by which he is informed about the approval of access to the requested applications, for the qualities checked in the application.

Bună ziua,

Cererea dvs. de modificare privind accesul la SIIV cu numărul de referință 1808 a fost aprobată.

Aplicațiile/calitățile aprobate sunt următoarele: NCTS = Titular al regimului de tranzit unional/comun, Transportator TIR, Garant; AES = Operator economic, Reprezentant, Operator economic la iesire.

Cu stimă,

Echipa suport

Fig. 23 - Confirmation of sending through a new page with information text and Email

If, as a result of not completing the mandatory data and/or completing them incorrectly on the application form, the transmission cannot be carried out, an error notification will be displayed on the screen. In this case, the economic operator will fill in the missing fields, correct the errors in the registration form and resubmit.

2.6. [Edit request] menu bar

An access request modification process will be initiated for the following situations:

- The user wants to either extend access or give up access to one or more applications,
- The user wants to add a new quality or drop an existing quality.

The economic operator will complete the change request in the UMG TRADER application. It will open the next page 'Modify the application', where the EORI code related to the application that is to be modified is entered and the button is pressed **Transmitere**.
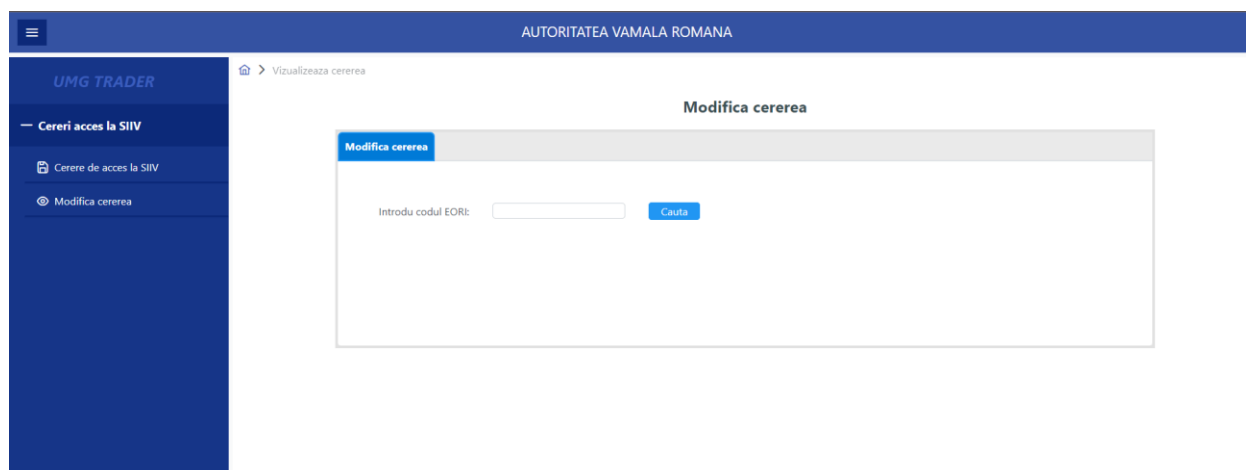
Fig.24 - Change request interface

After the user enters the EORI code and presses the Submit button, the following information message will appear about the receipt of an authentication e-mail, for the purpose of modifying the request:
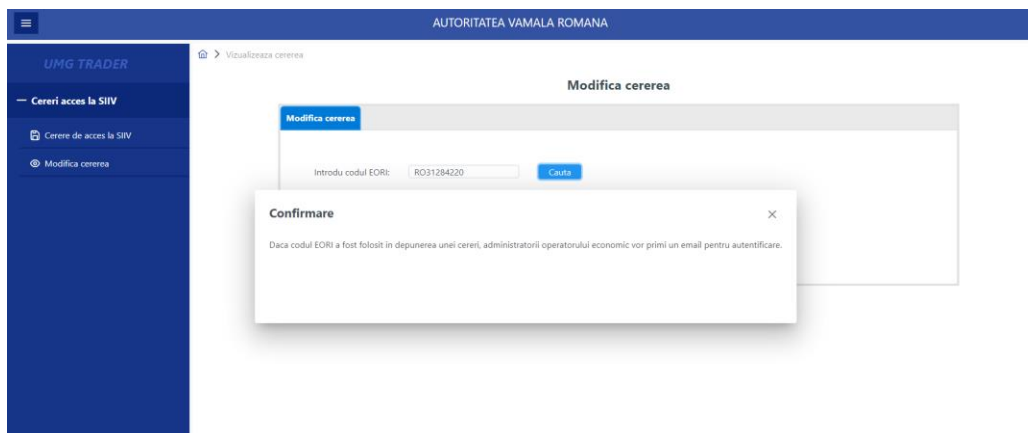
Fig.25 - Confirmation message for the entered EORI code

The user will receive on the e-mail address initially filled in the request for access to the SIIV, the link that they must access in order to modify the request.

Bună ziua,

Link-ul pentru modificarea cererii de acces la SIIV este **http://172.20.1.90:9100/umg-trader/pages/enroll/modify/modify-user-enrollment.xhtml?token=667146c1-e496-4ff0-b287-4479242a17f7-2023-11-03T15:41:21.505731890Z** .

Cu stimă,

Echipa suport

Fig.26 - The message sent by email with the link to change the request for access to SIIV

By accessing the link received in the email, the application modification page will open, where the following information from the initial application can be modified:

- The country,
- County,
- City/Town,
- Postal code,
- Address,
- Phone,

also be possible to request the expansion or restriction of access rights, depending on the application and the qualities.

Fig. 27 - The request modification page

In the AES-RO subsection the following can be changed:

- Economic operator
    - o In own name (YES/NO)
    - o With representative (YES/NO)
- Representative
    - o In own name (YES/NO)

- Economic operator at the exit
    - In own name (YES/NO)
- IT application developer
    - (YES NO)

Fig.28 - The AES RO subsection of the application modification page

In the subsection NCTS5 -RO, the fields can be modified:

- Holder of the union/common transit regime
    - In own name (YES/NO)
- Representative
    - In own name (YES/NO)
    - Upload a document that proves the quality (add/delete file)
- TIR carrier
    - In own name (YES/NO)
- Trader at destination
    - In own name (YES/NO)
    - With representative (YES/NO)
- IT application developer
    - (YES NO)
- Guarantor
    - In own name (YES/NO)

NCTS

Titular al regimului de tranzit unional/comun

In nume propriu:　　○ DA　　● NU

Reprezentant(efectueaza operatiuni in numele altor operatori economici)

In nume propriu:　　○ DA　　● NU

⬆ Incarcati un document care sa dovedeasca calitatea (max 10MB)

[+ Adauga un fisier]　　[- Sterge un fisier]

Transportator TIR

In nume propriu:　　○ DA　　● NU

Trader la destinatie(traderul din procedura normala sau destinatarul agreat)
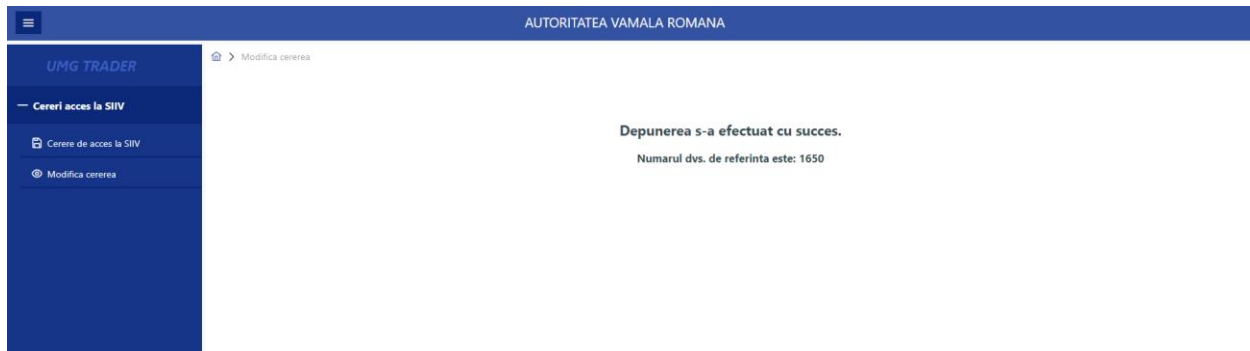
In nume propriu:　　○ DA　　● NU

Dezvoltator aplicatie IT

In nume propriu:　　○ DA　　● NU

Garant

In nume propriu:　　○ DA　　● NU

Fig.29 - Subsection NCTS5 RO from the application modification page

After modifying the desired fields by the user, the button will be pressed

Transmitere cerere to send the modification request to the stream. The following information message will be displayed-:

Fig.30 - Information message regarding the submission

Also-, the user will receive an approval message for the change made and sent to the e-mail address filled in the request for access to the SIIV.

Bună ziua,

Cererea dvs. de modificare privind accesul la SIIV cu numărul de referință 1808 a fost aprobată.

Aplicațiile/calitățile aprobate sunt următoarele: NCTS = Titular al regimului de tranzit unional/comun, Transportator TIR, Garant; AES = Operator economic, Reprezentant, Operator economic la iesire.

Cu stimă,

Echipa suport

Fig.31 - Email message regarding the approval of the change made

Cancellation/Suspension/Invalidation of an economic operator's access to one of the applications/qualities to which he received access can be carried out at the request of the economic operator or by the Customs Authority/CNIF (Annex 2 to these instructions), as follows:

- at the written request of the economic operator, if he no longer wishes to have access to SIIV applications-,

- by the customs authority, in justified cases (aspect of a customs nature or in which a security problem has been identified),

- by the CNIF, in case of non-compliance with the Declaration of Commitment assumed with the submission of the request for access to the SIIV.

2. 7. Administration of External Users

After granting access to the VPN, the user will receive an email with the following information:

- confirmation of VPN access approval,
- portal login password,
- the link to access the user management application – UMG,
- username,
- information on setting a password at first login.

When logging in for the first time in the UMG-user administration application, the company administrator will receive a password reset link by email.

Bună ziua,

Link-ul pentru resetarea parolei dvs. este http://172.20.1.90:9030/umg/reset-password.xhtml?token=6a69a317-30d3-4baf-832c-5c4b864766ff.

Dacă întâmpinați probleme la conectarea la aplicație, vă rugăm să contactați echipa de suport trimițând un e-mail la adresa umg_suport@customs.ro.

Cu stimă,

Echipa suport

Fig.32 - Email message regarding password reset

After logging in to the UMG application, he can view his own user and create users for the designated people within the company for which he obtained access to the SIIV.

The company administrator can create one or more such users with the user administration role, but it is recommended that their number be limited, for a good management of both the authorization and the company's users.

2.7.1. Create external user account

To register an external user, access from the menu **+ Gestionare utilizatori** , and then **Q Utilizatori externi** open the "Administration of users" page.
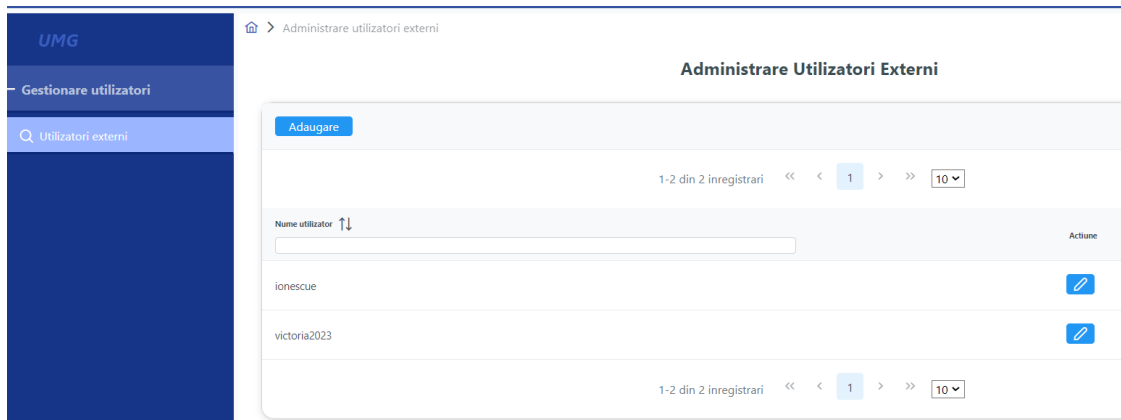
Fig. 33 - Administration of external users

The button to add a new user will be pressed [Adaugare] and the next page will open.

Fig. 34 - Account registration - details

The following fields on the "User details" page will be filled in: Username, Surname, Surname, E-mail, E-mail confirmation, Valid from, Valid until and Customs offices, where you will add the customs offices to which you will be able to ~~to~~ submit customs declarations.

After completing the above data, the next page titled "Roles" will be accessed.
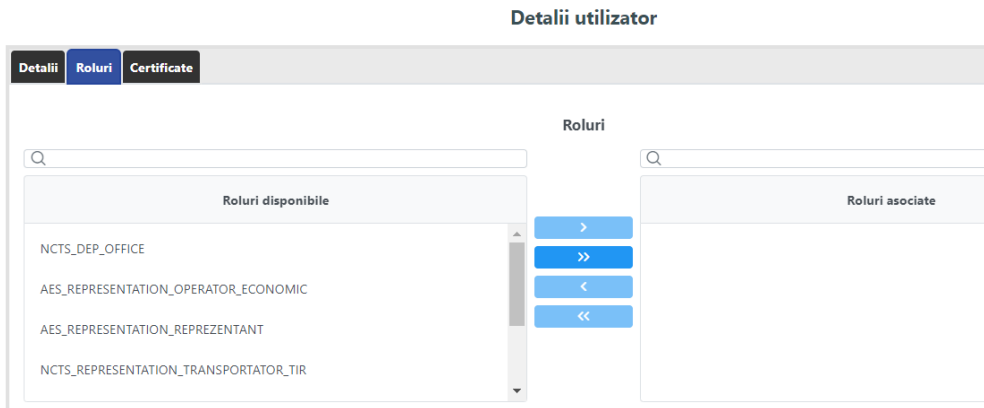
Fig. 35 - Account registration - roles

Depending on the application and the required qualifications, for which access to the SIIV was obtained, certain roles will be available in the Available Roles column.

The table contains the following columns: Available Roles and Associated Roles.

Roles available for the NCTS5-RO application

ADMIN_OPERATOR_ECONOMIC - role representing admin economic operator,

NCTS_TRA_DEST - role representing trader at the destination-,

NCTS_TRA_DEP_TIR - role representing a tire declarant-,

NCTS_TRA_DEP_T1_T2- role representing T1_T2 declarant-.

Roles available for the AES-RO application

Roluri asociate
ADMIN_OPERATOR_ECONOMIC
AES-TRA-LDG
AES-TRA
AES-TRA-EXI

ADMIN_OPERATOR_ECONOMIC - role representing admin economic operator,

AES_TRA_LDG - role representing deposit trader-,

AES_TRA – role representing trader export-,

AES_TRA_EXI - role representing exit trader-.

The frame can be searched [   ] by role name, the desired role can be selected and added to or removed from Associated Roles by pressing one of the following buttons:

[>] - when pressing this button, a role will be added to the user, i.e. the role selected from the "Available roles" column is transferred to the "Associated roles" column so that the user has access to the application related to the associated role;

[>>] - when pressing this button, all the roles selected from the "Available roles" column will be added and transferred to the "Associated roles" column so that the user can access all the applications related to the associated roles;

[<] - when pressing this button, a role associated with a user will be removed, in the sense that the role selected from the "Associated roles" column will be transferred to the "Available roles" column so that the user will no longer have access to the application related to the removed role-;

« - when pressing this button, all the roles associated with a user will be removed, in the sense that the roles selected from the "Associated roles" column will be transferred to the "Available roles" column so that the user will no longer have access to the applications related to the removed roles-.

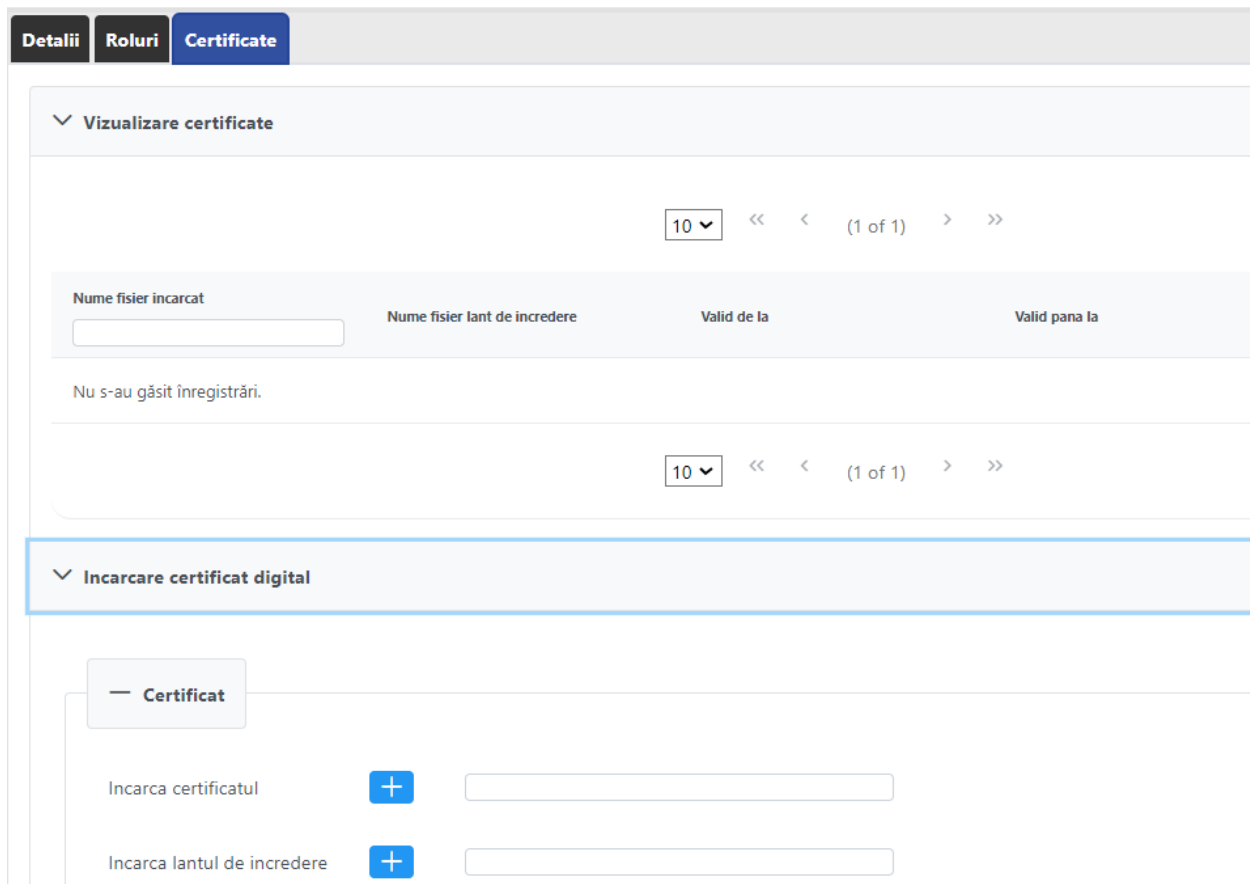After completing this page, the "Certificate" page will be accessed.

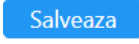*Fig. 36 - Account registration - certificates*

The table contains two subsections

-Certificate view–, which contains the following columns: Uploaded file name, Trust chain file name, Valid from and Valid until.

It is possible to search by the name of the uploaded file by entering the data in the box .

-Upload digital certificate, where qualified certificates can be added.

To upload a certificate, press the button , choose the desired document, which is automatically saved.

After completing all the information on the pages mentioned above (Details, Roles, Certificates), press the button Salveaza . After this action, the message "Save was completed successfully" will be displayed.

If the requested information is not complete, an error message will be displayed :

.
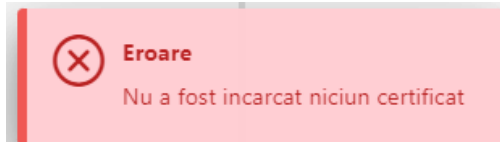
2.7.2. View/Edit external user accounts

To view the list of own external users, click on the [User Management] button, and then on [External Users] from the menu, where the following page will appear.
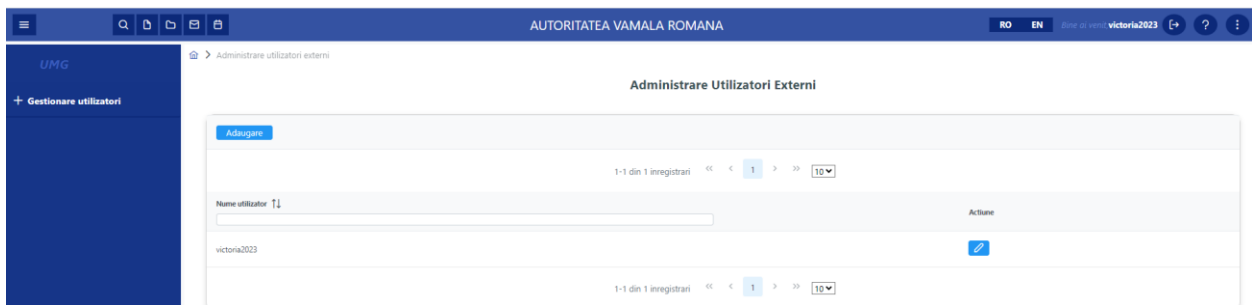
Fig. 37 - External users

The table contains the following columns: Username and Action.

You can search by user name by entering the data in the box
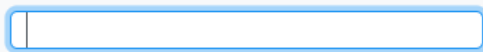
 . Also, the data on the " Username" column can be sorted by pressing the button next to the column.

Edit action is possible-,
In addition to the search, the following button is also available on the "Administration of external users" page:
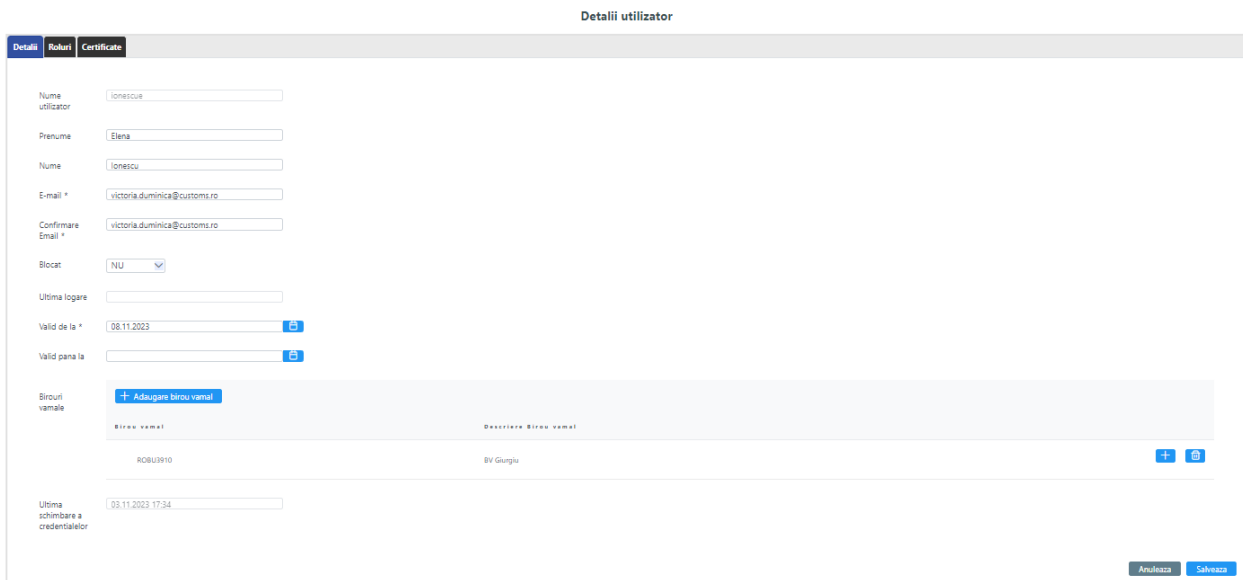
When this button is pressed, the first data entry page for creating a user opens.

2.7.2.1. View/Edit external user account details

To change or view details about a user, press the edit button and the next page will open. After making the related changes, press the [Save] button.

Fig. 38 - External user details

The following fields can be changed on the " Details" page: first name, last name, e-mail, if blocked, valid from to, and adding customs offices.
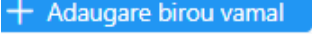
If you want to close a user account, fill in the "Valid until" field with the desired date and the user will no longer have access starting from the date entered.
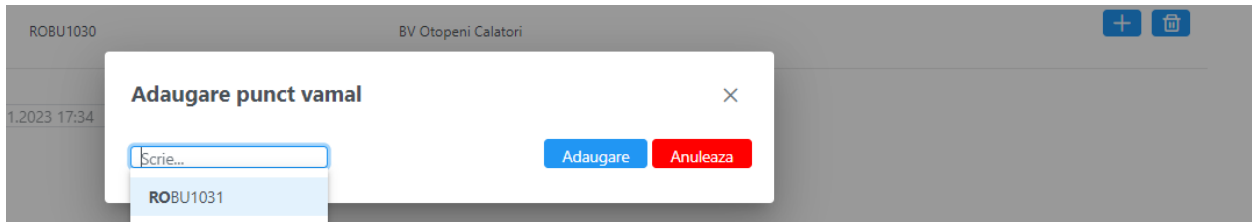
If you want to add a new customs office for the user, press the button , then enter the code of the desired customs office in the box below

If a customs office also includes customs points, they can be added by pressing the button , after which the code of the desired customs point will be entered in the box below

If it is desired to delete a customs office or customs point, the button will be pressed
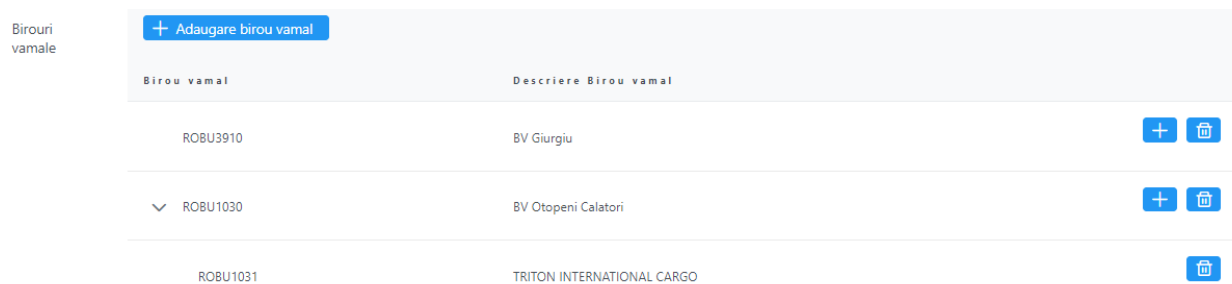
Fig. 39 – External user details - customs offices

2.7.2.2. View/Edit roles associated with an external user's account

To view or modify the roles associated with a user, click on the [Roles] Tab, which will open the following page containing a table with two columns: Available Roles and Associated Roles.
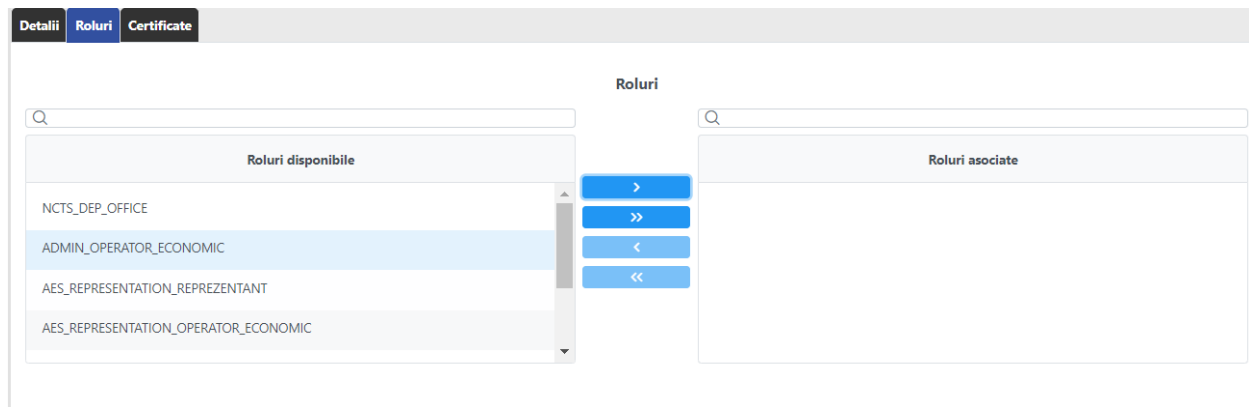
Fig.40 - External user roles

It can be searched in the border [   ] after the role name, select the desired role and add it to or remove it from Associated Roles by pressing one of the following buttons:

- when pressing this button, a role will be added to the user, i.e. the role selected from the "Available roles" column is transferred to the "Associated roles" column so that the user has access to the application and the associated role;

- when pressing this button, all the roles selected from the "Available roles" column will be added and transferred to the "Associated roles" column so that the user has access to all the applications related to the associated roles-;

- when pressing this button, a role associated with a user will be removed, in the sense that the role selected from the "Associated roles" column will be transferred to the "Available roles" column so that the user will no longer have access to the application related to the removed role-;

- when pressing this button, all the roles associated with a user will be removed, in the sense that the roles selected from the "Associated roles" column will be transferred to the "Available roles" column so that the user will no longer have access to the applications related to the removed roles-.

Attention!!! The user who also holds the economic operator administrator role cannot have their roles deleted.

2. 7.2.3 . View / Replace external user certificates

To view or modify the certificates associated with a user, press the [Certificates] button and the following page will appear.
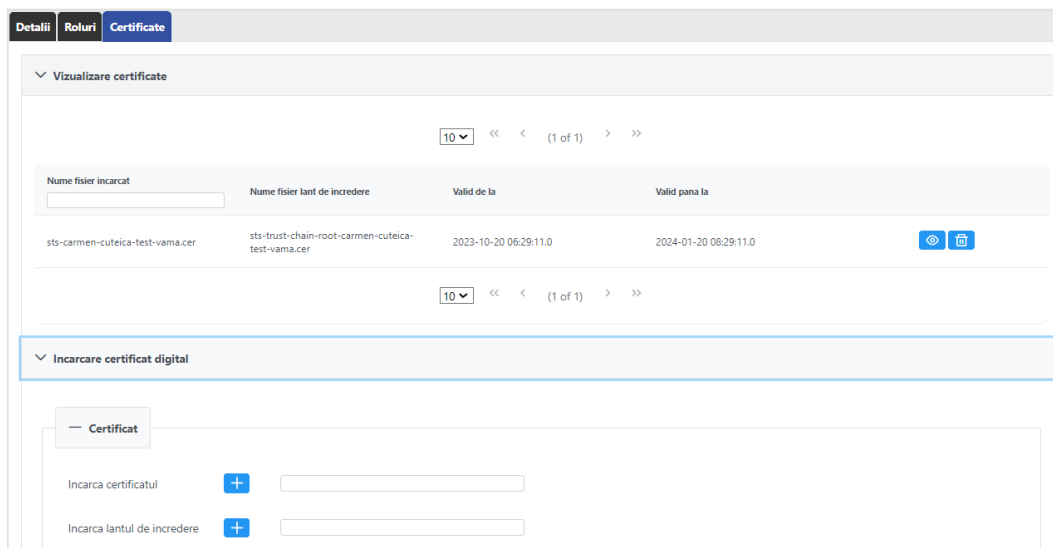

Fig.41 - External user certificates

The table contains the following columns: Loaded File Name, Chain of Trust File Name, Valid From and Valid To.

It is possible to search by the name of the uploaded file by entering the data in the box .

The following actions are available for each result: View , Delete .

If you want to view/download an existing certificate in the View certificates section, press the button , and after opening the window below, you can view data about the digital certificate as well as the possibility of downloading the certificate and the chain of trust by pressing the button

Fig.42 - External user certificate details

If you want to delete a digital certificate, press the button in the View certificates section

Fig. 43 - View external user certificates

the button will be pressed . After this action, the message "Save was completed successfully" will be displayed.

THE MINISTRY OF FINANCE

NATIONAL FINANCIAL INFORMATION CENTER

Directorate of Information Technology, Communications and Customs Statistics

CERTIFICATE OF CONFORMITY

This document certifies that the economic operator:……………………………………………. ....

....

having CUI............................, based in (city, address)……...... ....

....

....

successfully performed compliance tests to connect its own system to the AES-RO/NCTS5-RO application, using the EDI connection solution.

DIRECTOR DTICSV

…………………….