

MUITINĖS DEPARTAMENTAS PRIE LIETUVOS RESPUBLIKOS FINANSŲ MINISTERIJOS

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# BAP USER GUIDE

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# Purpose of the BAP

The Common User Management Portal (BAP) is intended to authenticate and authorize users wanting to connect to the Customs Information Systems of the Republic of Lithuania. BAP is also a common user management system that manages the activity profiles and rights as well as delegation agreements of the recipient's representatives.

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# 1 LOGIN AND LOGOUT

BAP is available at https://bap.lrmuitine.lt

# 1.1 Login

Choose "Login" to start log in to the system:



Picture 1. Login

When logging in, there are two ways to verify your identity with BAP:

- Connecting via the E-Government Gateway.
- Using a certificate issued by the customs of the Republic of Lithuania. If you use several certificates, clicking the "Certificate" button will display all the certificates you have, from which you will have to select one.

	Terms of Service	User Manual	FAQ	LR Customs	EN 👻
Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)					
Login					
Choose login method:					
E-Government Gateway					
Certificate					
For those without an account: Registration >	>				
If you fail to login, please contact the Customs IT Services Center or email ITPC@lrmuitine.lt.	r by +370 5 236 2302				

Picture 2. Verify your identity

**Note:** Using *Chrome* next time you connect, the list of certificates will only be displayed if you have previously closed all windows in that browser.

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# 1. Connecting via Electronic Government Gateway

Click the "E-Government Gateway" button:

		Terms of Service	User Manual	FAQ	LR Customs	EN 🔻
Customs of the Republic of Li COMMON USER MANAGEM						
	Login					
	Choose login method:					
	E-Government Gateway					
	Certificate					
	For those without an account: Registration >					
	or email ITPC@lrmuitine.lt.	,				

Picture 3. "E-Government Gateway" button

You will be directed to a page where you can choose the authentication service method and provider:

E-Government Gateway Administrative and public e-services portal								
🔂 Home	a Citizens	Business	n Public sector E-s	ignature e.delivery 🕑	Centraliz	ed Public Procure	ment 🕑	
Home > Login	1							
Login for	Login for Lithuanian citizens and persons with the permits for residence in Lithuania							
Through a bank	Through a bank							
Swedbank	< 😞	SEB	Luminor   DNB	<b>=</b> Citadele	ŠIAULIŲ	BANKAS	MEDICINOS BANKAS	
Kredite un	U Starupe	KREDA	RÁTO	paySera				
With electronic ic	dentification devic	ce				With Google	account	
Mobile de	a) avices	ID card and reader	USB or card and	•/ •		g+ 6000	le	



Note: Authentication methods and providers may change.

Perform the authentication step. Some service providers may not direct you to the BAP service, in which case you may select the E-Government Gateway service:

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Picture 5. E-Government Gateway service

Depending on the authentication service provider, you will be directed to a page where you will need to confirm your consent to the transfer of personal data.

Check the box as shown in the image below and click "Confirm" ("Patvirtinti"):

Pradžia	🙇 Gyventojams	- Verslui	🍿 Viešajam sektoriui	e.dokumentai	e.pristatymas 🕑	Centralizuoti viešieji pirkimai 🕑	
						Mano i	ner
VITARNA	Pranešimai 🕕	Mano užduotys 🕧	Mano profilis				
luitinės elekti	roninių paslaugų naudoto	jų, siekiančių gauti pr	ieigą prie Europos Komisijo	os centrinių sistemų, at	utentifikavimo paslauga		
	Vardas: Pavardė: El. pašto adresas: Asmens kodas	SURNAME name.surname@	namesumame.test				
	Trumpas aprašymas Paslaugos teikėjas Kontaktai:	Muitinės departar	302		isijos centrinių sistmų teikian	nas paslaugas.	
			Atšaukti	Patvirtinti			
	ukščiau esančia nuoroda "P	Patvirtinti". Jūs patvirtins	site, kad sutinkate, jog Jūsu a	smeniniai ar imonės duo	menys, kurie yra nurodyti au	kščiau, būtų perduoti šiai trečiajai šaliai	_

#### Picture 6. Confirm your consent

After confirmation, you will be redirected to the BAP service page.

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# 2. Logging in with a certificate issued by the Customs of the Republic of Lithuania

• To connect using a certificate, you must first verify your identity by connecting via Electronic Government Gateway and generate the certificate.

How to generate a certificate is described in the section "Generating a certificate".

• If you are not able to confirm your identity by connecting through the Electronic Government Gateway, submit an application to the Customs of the Republic of Lithuania to register as a service recipient.

How to submit a request is described in the section "User registration and data change".

Click the "Certificate" button:

		Terms of Service	User Manual	FAQ	LR Customs	EN 🕶
Customs of the Republic of Lithuania COMMON USER MANAGEMENT P	RTAL (BAP)					
	Login					
	Choose login method:					
	E-Government Gateway	_				
	Certificate					
	For those without an account: Registration	>				
	If you fail to login, please contact the Customs IT Services Cente or email ITPC@Irmuitine.lt.	r by +370 5 236 2302				

# Picture 7. "Certificate" button

				Terms of Service	User Manual	FAQ	LR Customs	EN 🕶
Customs of the Republic of Lithuania COMMON USER MANAGEMENT POR	Select a certificate Select a certificate to authenticate yours	elf to bap-app-tst.lrmuiti	ne.lt:443	×				
COMMON OSER MANAGEMENT FOR	Subject	lssuer	Serial	^				
	Name Surname	MD BAP CA	0085D415645	65C2B8				
	Bap Test	MD BAP CA	008588F391C	B528D7				
				~				
	Certificate information		ОК	Cancel				
	E-C	Government Gatewa	ау					
		Certificate						
	For those wit	hout an account: Re	gistration >					
	f you fail to login, please contact or e	the Customs IT Serv mail ITPC@Irmuitine		/ +370 5 236 2302				

## You will be redirected to a page where you can select the certificate you want to sign in with:

# Picture 8. Select the certificate

Note. If you use multiple certificates, we suggest using the Chrome browser.

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# 1.2 Choice of the represented service recipient

If you are a registered BAP user and represent only one services recipient, only that recipient's account will be logged in. If you represent multiple recipients of the service, a table of recipients will be provided for selection:

			Terms of Service	User manual	FAQ	LR Customs	Logout ×
	Select services	recipient				~	9101112 🚺 AB Company
PROFILE REPRESENTAT	Legal Name / Name Surr	name	Q		Register r		rescipient >
Profile	Name	Identifier	Type of identifier	Ad	ministrate	or	
	Name Surname	4111111111	AK		0		
Services recipient's account id	Name Surname 2	31214151215	AK				

Picture 1. Select services recipient

# 1.3 Logout

To log out of the BAP, click the "Logout" button:

	Terms of Service	User manual	FAQ	LR Customs	EN 🕶	Logout X
Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)			N	ame Surname R0 Services red		9101112 🚺 AB Company
PROFILE REPRESENTATIVES DELEGATION AGREEMENTS				Choo	se service	s recipient >
Profile						

Picture1. Logout

**Note:** If you work with several Customs systems, disconnecting from one system will automatically disconnect you from all the systems you have worked with.



# 2 USER REGISTRATION AND DATA MODIFICATION

Users of the Customs systems of the Republic of Lithuania can join the BAP. There are two ways to register:

- after confirming the identity by logging in via the Electronic Government Gateway, fill in the authenticated user form "Request to a services recipient";
- if it is not possible to confirm the identity via the Electronic Government Gateway, the Customs of the Republic of Lithuania shall submit a request to register as a services recipient by filling in the form "Request to register a services recipient" using the link in the login window.

# 2.1 Authenticated user registration

To register, follow these steps:

- 1. Confirm your identity by connecting via the E-Government Gateway (see Login and logout ).
- 2. When the Common User Management Portal (BAP) page opens, click "Confirm":

	Terms of Service	User manual	User manual	LR Customs	EN 🔻
Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)					
In order to properly use customs service, you have to provide your informa be redirected to page "Application for registration Confirm			you will		
For further information contact us by phone +370 5 2362 302 or by email itpc@Irmuitine.It			v	0.730 (2023-01-2	5 10:59)

# Picture 1. Confirm your identity

**Note.** When connecting via the Electronic Government Gateway as a natural person, a natural person registration form will be provided.

When connecting via the Electronic Government Gateway as a representative of a legal entity, a registration form for an individual and a legal entity will be provided.

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# 2.1.1 Registration of a natural person as a recipient of services

1. In the form of Application for registration of services recipient fill in the fields and click "Continue filling":

	Terms of Service User manual User manual LR Customs EN
Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)	
Application for registration of services rec	cipient
1	2
Natural per	son Review and submission
Natural person	
Name Vardenis	Natural person VAT payer code
Jurname Pavardenis	Natural person EORI code 🕜
ersonal code 3XXXXXXXX65	
5,000,000,05	
Address	
Country *	City *
Choose	•
Municipality	Eldership
Street	House number
Flat/Apartment number	Postal code
<b>6</b>	
Contact details	
Email address *	Mobile phone number
asd@asd.com	+370 🔻
Phone number	
+370 🔻	
Representation in customs 🕜	
Professional qualification certificate number	
•	
CANCEL REGISTRATION CONTINUE FILLING	
For further information contact us by phone +370 5 2362 302 or by email itpc@Irmuit	

Picture 2. Registration of a natural person Step 1

2. In the review form of the request to register a recipient of services check the entered data, mark that you are familiar with the rules for the provision of electronic services and click "Submit":

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# 2.2 Unauthenticated user registration

If you are not able to confirm your identity by connecting through the Electronic Government Gateway, submit an application to the Customs of the Republic of Lithuania to register as a services recipient. After examining the application, you will be given a certificate with which you will be able to confirm your identity by connecting to the Customs Systems of the Republic of Lithuania.

To apply for registration of services recipient, follow these steps:

1. In the Login window, open the "Registration" ink:

		Terms of Service	User Manual	FAQ	LR Customs	EN -
Customs of the Republic of Li COMMON USER MANAGEN	thuania ENT PORTAL (BAP)					
	Login					
	Choose login method:					
	E-Government Gateway					
	Certificate					
	For those without an account <mark>.</mark> Registrat	ion >				
	If you fail to login, please contact the Customs IT Services C or email ITPC@Irmuitine.lt.	enter by +370 5 236 2302				

Picture 1. Registration

2. At Registration window choose a link "Submit a request to register as a recipient of services":

	Terms o	of Service	User Manual	FAQ	LR Customs	EN 🕶
Customs of the Republic of Li COMMON USER MANAGEM						
	Registration					
	To register, follow these steps: 1. Confirm your identity by logging in through the <b>Electronic Government</b> 2. Fill out the registration form	Gateway				
	E-Government Gateway					
	If you are unable to verify your identity when connecting through the Government Portal, please submit a request to register as a service recirequest submitted in this way is examined in accordance with the established by the rules for the provision of electronic services of the Cumay take up to 15 business days.	ipient. The procedure				
	Submit a request to register as a recipient of services $\ >$	]				
	For registered users: Login $ ightarrow$					
	If you fail to login, please contact the Customs IT Services Center by +370 5 or email ITPC@Irmuitine.lt.	5 236 2302				

Picture 2. Submit a request to register as a recipient of services

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3. Fill in the application form provided. Below is the registration form for a natural person.

4. Save the data by clicking the "Submit" button:

		Terms of Service	User manual	LR Customs	EN 🕶
Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)					
Application for registration of services recipient					
To be filled in only by persons who cannot verify their identity by logging in via t	the E-Government Gateway.				
Register natural person					
Register legal and natural persons					
Natural person					
Name *	Personal code *				
Surname *	Email address *				
VAT payer code	EORI code 🕜				
Address					
Street	House number				
Flat/Apartment number	Postal code				
City *	Eldership				
Municipality	Country *				
	¢hoose				•
Contact details	Lithuania Luxembourg				
Email address	Масао				
	Madagascar				
Phone number	Malawi Malaysia				
					•
Representation in customs 🔞					
Professional qualification certificate number					
I have read and accept the Terms of Service					
I'm not a robot					
CANCEL					

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

Picture 3. Submitting

After submitting the data, it will be transferred to the Customs of the Republic of Lithuania and the Customs officials will contact you by your e-mail address for clarification of information (if required) and issuance of a certificate of access.

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# 2.3 Changing profile data

The user is allowed to change the e-mail, postal address, and method of obtaining a reply (for legal persons only) and provide additional data such as EORI, VAT identification number, number of the certificate of professional qualification of customs representation. To change profile data, follow these steps:

1. Select "Profile" from the top menu. The opened window shows the data of the connected user (representative) and the selected services recipient:

		Terms of Service	User manual	FAQ	LR Customs	EN 🕶	Logout X
Customs of the Republic of Common USER MANAGE		Name Surname R012345678910 Services recipient: UAB (					<u> </u>
PROFILE REPRESENTATIVES	DELEGATION AGREEMENTS				Choo	se service	s recipient >

Picture 1. Menu Profile

#### 2. Click the "Edit" button at the bottom of the window:

Contact details	
Email address	Mobile phone number
Phone number	
Customs information notification reception type	
Email O Web service	
Email address *	
email@false.test	
EDIT	

Picture 2. Edit profile information

3. Modify or complete the form with the desired data. If certain data cannot be changed, the fields are inactive.

4. Save your changes by clicking the "Save" button:

Contact details	
Email address	Mobile phone number
Phone number	
Customs information notification reception type	
Email      Web service	
Email address *	
New-email@false.test	
CANCEL SAVE	

Picture 3. Save changes



# 3 VIEW THE DETAILS OF THE RECIPIENT AND THE RECIPIENT'S REPRESENTATIVE

To view the details of the services recipient and/or the recipient's representative, select the "Profile" tab in the top menu.

		Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)	Name Surname R01518910477290292 (j) Services recipient: Name Surname
Р	ROFILE	REPRESENTATIVES DELEGATION AGREEMENTS	Choose another services recipient >

Picture 1. Profile tab selection

There are two possible cases:

- The recipient's representative is the same person as the recipient
- The services recipient and the representative of the services recipient are different persons.

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# 3.1 View data when the recipient and the recipient's representative match

1. The top of the "Profile" page displays the profile information, i.e. the registration identification number of the service recipient's account and the representative of the service recipient, the details of the service recipient's representative: "Certificates", "Business profiles and permissions":

				Terms	of Service	User manual	FAQ	LR Customs	EN 🕶	Logout ×
	Customs of the Republic of Li							ne Surname R04! Services recipien		<u> </u>
PROF	ILE REPRESENTATIVES D	ELEGATION AGREEMENTS						Choose anoth	er services	recipient >
Pro	file									
Servio	es recipient's account identification	number 381								
Name	/ First name Last name									
	ne Surname									
VAT co	ode			EORI code (						
With Co					'					
Other	codes >									
Other	codes >									
Cert	ificates									
	ficate issued by the LR customs can ficate issued by another issuer - for			ss customs system	to system se	rvices.				
Issue	r		Serial		Туре		١	/alid to	Ac	tions
Custo	ms of Lithuania		17013452970453296	8465803622	Permanen	t	2	2024-11-29 13:54	Rer	nove
	EMAILADDRESS=name.surname@r CN=Name Surname	nail.com, OU=BAP, O=LM	45015159950738579	1230960	Permanen	t	2	2028-12-06 09:30	Rer	nove
🕀 Ad	d new									
Busi	ness profiles and permiss	ions								
✓ Ad	Iministrator's rights									
Busine	ess profiles assigned to services recip	pient and its representative								
			11 elements se	lected in this table.						
~	Business profile	Rights granted								
~	AEO_MANAGE_APPL	Manage applications								
~	AEO_MANAGE_AUTH	Manage Authorizations	5							
~	AEO_MANAGE_SUBM_APPL	Manage Submitted a	oplications							
~	CUST_ADMINISTRATIVE	The administrative role	is able to draft an app	lication but not to s	ubmit it					
~	CUST_CONSULTATIVE	CUST_CONSULTATIVE								
			Showing	<b>1-5</b> from <b>11</b> 2 3 ≫						

Picture 1. Profile information: certificate information, business profiles and permissions of the service recipient and his representative

To view the details of a specific activity profile, click on the row of the activity profile entry in the list of activity profiles. A pop-up window will display all the information.

Business profile AEO_MANAGE_A	UTH
Customs electronic service	
EU Customs Trader Portal	
GTP	CLOSE

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The layout of the service user data is shown below:

- "Representation in customs" shown only for a natural person.
- At the bottom of the page, there is an "Edit" button, which gives the possibility to edit the data of the service recipient profile.

Representation in customs	
Representation in customs ③ Professional qualification certificate number	
Address	
Country* Lithuania	Street
City* Vilnius	House number
Municipality	Flat/Apartment number
Eldership	Postal code
Contact details	
Email address *name.surname@mail.com	Phone number +370 💌
Mobile phone number → +370 → 61011511 EDIT	

Picture 3. Profile information: address, contact details, method of receiving notifications



# 3.2 View data when the services recipient and the representative of the services recipient are different persons

1. The top of the "Profile" page displays the profile information, i.e. the registration identification number of the service recipient's account and the representative of the service recipient, "Business profiles and permissions" details:

			Terms of Service	User manual	FAQ	LR Customs	EN 🕶	Logout ×
	Customs of the Republic of Lit			Nai	me Surname R04! Services recip		<u> </u>	
PRO	FILE REPRESENTATIVES DE	LEGATION AGREEMENTS				Choose anoth	er service	s recipient >
Pro	file							
Servio	es recipient's account identification n	umber 277						
Name	e / First name Last name		Company code					
UAI	B "Company"		135150085					
VAT c	ode		EORI code					
LT3	51500811							
✓ A	iness profiles and permissi							
Busin	ess profiles assigned to services recipi		ected in this table.					
~	Business profile	Rights granted					9	Services
~	AEO_MANAGE_APPL	Manage applications						View >
~	AEO_MANAGE_AUTH	Manage Authorizations						View >
~	AEO_MANAGE_SUBM_APPL	Manage Submitted applications						View >
~	CUST_ADMINISTRATIVE	The administrative role is able to draft an appli	cation but not to submit it					View >
~	CUST_CONSULTATIVE	CUST_CONSULTATIVE						View >
		Showing	<b>1-5</b> from <b>18</b> 3 4 ≫					

Picture 1. Profile information: business profiles and permissions of the service recipient and his representative

To view the details of a specific activity profile, click on the row of the activity profile entry in the list of activity profiles. A pop-up window will display all the information.

Business profile AEO_MANAGE_AUTH
Customs electronic service
EU Customs Trader Portal
GTP
CLOSE
icture 2. Business profile details

3. The layout of the service user data is shown below:

• "Representation in customs" - shown only for a natural person.

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- "Notification reception type" selected method and address to which messages from Customs information systems might be sent.
- At the bottom of the page, there is an "Edit" button, which gives the possibility to edit the data of the service recipient profile.

Representation in customs	
Representation in customs (j)	
Professional qualification certificate number	
Address	
Country*	City *
Lithuania 👻	Kaunas
Municipality	Eldership
Kauno m. sav.	
Street	House number
Jonavos g. 196	
Flat/Apartment number	Postal code
Contact details	
Email address *	Mobile phone number
info@mail.com	+370 💌
Phone number	
+370 💌	
Notification reception type	
Customs information notification reception type (	
Email      Web service	
Email address *	
info@mail.com	
EDIT	

Picture 3. Profile information: representation in customs, address, contact details, method of receiving notifications



# 4 CERTIFICATE GENERATION

In order to receive a Lithuanian customs certificate, you must first confirm your identity by connecting through the Electronic Government Gateway.

If you cannot confirm your identity by connecting via the Electronic Government Gateway, submit an application to the Customs of the Republic of Lithuania to register as a recipient of services.

See section "User registration and data modification", section "Unauthenticated user registration".

# 4.1 Generating a certificate offline

If you are already registered as a service recipient but are unable to log in with your existing certificate, select the "Generate new certificate" link in the "Login" window:

Login							
Certificate login failed							
<ul> <li>Possible reasons:</li> <li>The validity period of the certificate issued to you by the customs of the Republic of Lithuania, which you chose to log in, has expired.</li> <li>You do not have a certificate issued by the LR customs.</li> <li>The certificate issued to you by the LR customs is not installed in the browser/computer you are using.</li> </ul>							
E-Government Gateway							
If you cannot verify your identity through the Electronic Government Gateway, generate a new certificate.							
Generate new certificate > For those without an account: Registration >							
If you fail to login, please contact the Customs IT Services Center by +370 5 236 2302 or email ITPC@Irmuitine.lt.							

Picture 1. Generate new certificate

In the new certificate order window, enter your email address to receive a confirmation link, which will allow you to generate a new certificate.

Once you have provided your email address, select the "Submit" button:

	Terms of Service	User manual	FAQ	LR Customs	EN 🕶
Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)					
Ordering a new certificate					
If you are <b>already registered as a recipient of services</b> and do not have the possibility to confirm your ident e-mail address, you will submit a request to receive a new certificate issued by customs. A confirmation link w generate new certificate.					
Email *					

Picture	2.	Requesting	а	new	certificate

SUBMIT

RETURN

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Once you have activated the link you received by email, please follow these steps:

1. Certificate request creation. Upload the CSR file from your computer and select the "Order certificate" button. The creation of the CSR file is described in the "Creating a certificate signing request" section of the "Instructions for certificate preparation", depending on the operating system used.

	Terms of Service	User manual	FAQ	LR Customs	EN 🕶
Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)					
Certificate generation and installation					
1 2	3				
Certificate request creation Certificate download	Certificate insta	illation			
Certificate request creation					
Upload generated CSR ( <i>Certificate signing request</i> ) file. Certificate Generation Guide request.inf Download					
CSR file					
₩.					
Drag or upload a file					
CANCEL ORDER CERTIFICATE					

Picture 3. Certificate request creation step

2. Certificate download. Download the certificate by selecting the "Download" link. After downloading the certificate, select the "Install" button:

	Terms of Service User manual	FAQ LR Custom	s EN <del>-</del>
Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)			
Certificate generation and installation			
1 2	3		
Certificate request creation Certificate download	Certificate installation		
Certificate download			
Certificate was generated successfully.			
Certificates sertifikatas.cer Download			

Picture 4. Certificate download step

Make sure you have downloaded the certificate again and select the "Yes, I downloaded it" button in the pop-up window:



Make sure you have actually downloaded the certificate to your computer. After closing the window, the certificate file will no longer be available for download.



Picture 5. Confirmation about downloaded certificate

3. Certificate installation. To use a certificate to connect to the BAP, install it in the browser you are using. On the certificate file, call the install certificate function and follow the wizard instructions:

	Terms of Service	User manual	FAQ	LR Customs	EN 🕶
Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)					
Certificate generation and installation					
1 2	3	)			
Certificate request creation Certificate download	Certificate inst	allation			
Certificate installation To use a certificate to connect to BAP, please install it in the browser you are using. Call the install function on th	e certificate file and follow	the instructions of	of the wiza	ard.	
Detailed certificate installation instruction: • Windows • MacOS • Linux					
After installing the certificate, restart the browser you are using: close all browser tabs and windows, then reope restarted.	n the browser. The installed	certificate will no	ot be visib	le unless the bro	wser is

# Picture 6. Certificate installation step

Remark. The same steps need to be followed if you are generating a certificate for the first time after receiving a link via email.

# 4.2 Generating and adding a certificate after logging into the portal

Once you have logged in to the portal and selected to represent yourself to generate a certificate, please follow these steps:

1. Select the "Profile" tab from the top menu:

		Terms of Service	User manual	FAQ	LR Customs	EN -	Logout ×
Customs of the COMMON USE	Republic of Lithuania R MANAGEMENT PORTAL (BAP)	Name Surname R0123450 Services reci					$\sim$
PROFILE REPRESENTATIVE	S DELEGATION AGREEMENTS				Choo	ose service	s recipient >



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2. In the "Certificates" section, click on the "Add New" button.

Certificates								
<ul> <li>Certificate issued by the LR customs can be used to connect to customs portals and to access customs system to system services.</li> <li>Certificate issued by another issuer - for access to customs system to system services.</li> </ul>								
Issuer	Serial	Туре	Valid to	Actions				
	User does not have a certificate							
€ Add new								

Picture 2. Add new certificate

3. In the "Adding new certificate" pop-up window that appears for adding an LR customs certificate, select the value "Certificate issued by the customs of the Republic of Lithuania - for connecting to customs portals and accessing customs e-mails provided by system to system services." and click the "Continue" button.

Adding new certificate	×
Type of certificate you want to add	
<ul> <li>Certificate issued by the customs of the Republic of Lithuania - for connecting to customs portals and accessing customs system to system services.</li> </ul>	
<ul> <li>Certificate issued by another issuer - for access to customs system to system services.</li> </ul>	
CLOSE CONTINUE	
Picture 3. Choosing a certificate 4. If you already have a certificate, to generate a new certificate, click o	n "Generate new certificate".
You still have a certificate that is valid to 2024-11-13 12:53. Generating new certificate will replace old one. Are you sure you want to generate certificate?	-
CLOSE GENERATE NEW CERTIFICATE	



5. After selecting the "Generate new certificate" button, you will be redirected to the "Generate certificate" window. In the opened window, upload the generated file in CSR format and click on the "Generate certificate" button:



# Generate certificate

×

Upload generated CSR (Certificate signing request) file.
Certificate Generation Guide
request.inf Download
CSR file
.l.
<b>*</b>
Drag or upload a file
GENERATE CERTIFICATE

Picture 5. Customs of Lithuania for authentication certificate generation

**Note**: You can hold one valid permanent certificate at a time. If you have a valid certificate and generate a new one, the old one will automatically expire.

6. To add a certificate issued by another issuer, select the value "Certificate issued by another issuer - for access to customs and European Commission e-mails provided by system to system services" in the "Adding a new certificate" pop-up window that appears and click the "Continue" button:

Adding new certificate								
Type of certificate you want to add								
<ul> <li>Certificate issued by the customs of the Republic of Lithuania - for connecting to customs portals and accessing customs system to system services.</li> </ul>								
• Certificate issued by another issuer - for access to customs system to system services.								
CLOSE CONTINUE								
Picture 6. Choosing a certificate								

7. The "Adding a certificate for signing" window that opens shows you what you need to do to sign a document with a certificate. Upload the signed document in PDF format and click the "Add certificate" button:

×



# Adding signing certificate

Download document for signing and sign it with certificate of your choosing in Adobe Acrobat Reader. Upload the signed document to add certificate to BAP.

Document for signing  $\downarrow$  Download

## Upload signed document

*	 		
Drag or upload a file	 	 	
ADD CERTIFICATE			

## Picture 7. Adding other issuer's certificate for signing

Note: You can have more than one valid certificate issued by another issuer for signing at the same time.

For digital signing of an uploaded PDF signing document, please refer to the instructions "Signing a PDF document with a certificate using Adobe Acrobat Reader".

8. To download the certificate data, select the row of the certificate record under "Certificates".

#### Certificates

- Certificate issued by the LR customs can be used to connect to customs portals and to access customs e-mails provided by system to system services. - Certificate issued by another issuer - for access to customs and European Commission e-mails provided by system to system services.

Customs of Lithuania	170134529704532968465803622	Permanent	2024-11-29 13:54	Remove
lssuer	Serial	Туре	Valid to	Actions

#### 🕀 Add new

Picture 8. Download certificate data

9. Clicking on an entry line will bring up the "Certificate details" pop-up window, where you can confirm the certificate data download action by clicking on the "Download" button.



10. A "sertifikatas.cer" file will be sent to your computer.

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# 4.3 Certificate removal

To remove a certificate, follow these steps:

1. Select "Profile" in the top menu.

2. In the "Certificates" section, click the "Remove" button in the row of the certificate record.

Certificates				
<ul> <li>Certificate issued by the LR customs can be used to connect to custo</li> <li>Certificate issued by another issuer - for access to customs system to</li> </ul>		to system services.		
Issuer	Serial	Туре	Valid to	Actions
Customs of Lithuania	170134529704532968465803622	Permanent	2024-11-29 13:54	Remove
C=LT, EMAILADDRESS=name.surname@mail.com, OU=BAP, O=LM BAP, CN=Name Surname	450151599507385791230960	Permanent	2028-12-06 09:30	Remove
↔ Add new				

Picture 1. Removing a certificate

# 3. Click the "Remove" button in the pop-up window.

Are you sure you want to remove certificate?

CLOSE



Picture 2. Approve the remove



# 4.4 Instructions for certificate preparation

# 4.4.1 Introduction

To login to BAP using a certificate, you must first prepare a certificate signing request. With this request, a certificate is generated which must be installed on your computer. Below are instructions on how to generate a certificate signing request on each operating system, how to download the certificate, install it, and transfer it to another computer.

- Certificate management in Windows environment
- Certificate management in MacOS environment
- Certificate management in Linux environment

If you are using a Windows environment, you will need to download the following file to proceed: request.inf.

# 4.4.2 Certificate management in Windows environment

# 4.4.2.1 Creating a certificate signing request

The following sections describe two ways in which this can be done in a *Windows* environment. Choose the one that suits you better and follow the steps below.

- Using the Microsoft Management Console
- Using Command Prompt

# 4.4.2.1.1 Using the Microsoft Management Console

1. First, prepare a location on your computer where you can later save the certificate request created in the next steps of these instructions. We recommend that you create a folder named "bapcrt" at "Computer"  $\rightarrow$  "Local Disc (C :)". The example below shows the folder "bapcrt" created in an analogous location at "This PC"  $\rightarrow$  "Windows (C :)".



2. To open the user certificates manager, type "certificates" in the "Windows Start" bar to search for and choose "Manage user certificates".

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Q cert		
CALL Work Apps Documer	nts We	b Settings People 🕨 insoft.lt 📧 …
Best match		
Manage user certificates Control panel		<b></b>
Settings	_	Manage user certificates
-	>	Manage user certificates Control panel
Manage computer <b>cert</b> ificates	> >	-
		Control panel

Picture 2. Search in Windows Start bar

3. Right-click on "*Personal*" catalog to bring up the internal menu. From this menu, select "*All Tasks*"  $\rightarrow$  "*Advanced Operations*"  $\rightarrow$  "*Create custom request*".



Picture 3. Manage user certificates window

## 4. In opened "Certificates Enrollment" window click "Next".

	-		×
🔄 Certificate Enrollment			
Refere You Regin			
Before You Begin			
The following steps will help you install certificates, which are digital credentials use networks, protect content, establish identity, and do other security-related tasks.	ed to conne	ct to wire	less
Before requesting a certificate, verify the following:			
Your computer is connected to the network You have credentials that can be used to verify your right to obtain the certificate			
	Next 🛌	Can	cel

#### Picture 4. Certificate Enrollment window

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5. The next window will suggest a strategy for applying the certificate. In "Custom Request" select "Proceed without enrolment policy" and click "Next".

🔄 Certificate Enrollm	ent
-----------------------	-----

## Select Certificate Enrollment Policy

Certificate enrollment policy enables enrollment for certificates based on predefined certificate templates. Certificate enrollment policy may already be configured for you.

Configured by your administrator	
Active Directory Enrollment Policy	*
Configured by you	Add New
Custom Request	
Proceed without enrollment policy	
	Next 📐 Cance

Picture 5. Strategy selection window

6. In the next step expand "*Template*" dropdown meniu and select "(*No template*) Legacy key". Note the format "*PKS* # 10" and click "*Next*".

🔄 Certificate Enrollment		-		×
Custom request				
Chose an option from	the list below and configure the certificate options as required.			
Template:	(No template) Legacy key		Ĭ	
	Suppress default extensions			
Request format:	• PKCS #10 • CMC			
	not available for certificates based on a custom certificate request the certificate template.	, even w	hen this	
	N	ext 🕨	Can	cel

Picture 6. Template selection

7. In the certificate information window, expand the "Details" and click the "Properties" button.

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			_		×
🔄 Ce	rtificate Enrollment				
	Certificate Information				
	Click Next to use the options alrea request, and then click Next.	ady selected for this template, or click Details to o	customize tl	he certific	ate
	🖉 Custom request	③ STATUS: Available		Details	
	The following options descri Key usage: Application policies: Validity period (days):	be the uses and validity period that apply to this		tificate: Properties	
		(	Next	Car	ncel

Picture 7. Certificate Information Window

# 8. Select the "Subject" tab in an opened window.

ertificat	te Proper	ties						>
General	Subject	Extensions	Private Key					
A friend	lly name	and descript	ion will mak	e it easier f	to identify	and use a	a certifica	ate.
Friendly	/ name:							
Descrip	tion:							

Picture 8. Subject tab

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9. In the "Type" dropdown menu select "Common name".

Certificate	Propert	ies		×
General	Subject	Extensions	Private Key	
can enter	r inform			computer to which the certificate is issued. You f subject name and alternative name values that
Subject o	of certific	ate		
The user	or comp	outer that is	receiving the	e certificate
Subject n	name:		_	
Туре:				
Full DN		~	·	Add >
Country	on name / i compo ame	<i>•</i>	<	< Remove
Organiz	ation ation un ddress	it		Add > Remove
				OK Cancel Apply

Picture 9. Subject name type selection

10. In the "Value" field enter your Name and Surname and click Add>.

Certificate	e Propert	ies		×
General	Subject	Extensions	Private Key	
can ente	er inform		the user or computer to which the certificate is issued. You the types of subject name and alternative name values that	
Subject	of certific	ate		
The user	r or comp	outer that is	receiving the certificate	
Subject	name:			_
Туре:				
Comm	ion name	. ~	- Add > ►	
Value:			< Remove	
Name	Surname	•	< Neinove	
Alternat	ive name	:		
Туре:				
Directo	ory name	~	~	
Value:			Add >	
			< Remove	
			OK Cancel Apply	

Picture 10. Subject name value

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11. In the "Type" dropdown menu select "Given name", in "Value" field enter your name and click "Add>".

Certificate Properties		×
General Subject Extensions	Private Key	
		which the certificate is issued. You e and alternative name values that
Subject of certificate		
The user or computer that is re	eceiving the certificate	
Subject name:	7	CN=Name Surname
Туре:		CN=Name Surname
Given name $\lor$	Add > 📐	
Value:	< Remove	
Name		
Alternative name:		
Туре:		
Directory name $\sim$		
Value:	Add >	
	Add	
	< Remove	
	ОК	Cancel Apply

Picture 11. Filling in subject data

12. In "Type" dropdown menu select "Surname", in "Value" field enter your name and click "Add>".

Certificate Properties		×
General Subject Extensions	Private Key	
		ich the certificate is issued. You and alternative name values that
Subject of certificate		
The user or computer that is re	eceiving the certificate	
Subject name:		
Туре:		CN=Name Surname G=Name
Surname 🗸 🗸	Add > 🕨	- Hame
Value:	< Remove	
Surname		
Alternative name:		
Туре:		
Directory name $\sim$		
Value:	<pre>Add &gt;</pre>	
	< Remove	
	ОК	Cancel Apply

Picture 12. Filling in subject data

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13. When the "Subject name" values are filled in you can see them on the right pane with attributes CN, G, SN.

Certificate Properties		×
General Subject Extensions	Private Key	
		which the certificate is issued. You e and alternative name values that
Subject of certificate		
The user or computer that is re	ceiving the certificate	
Subject name:	Г	
Туре:		CN=Name Surname G=Name
Surname $\lor$	Add >	SN=Surname
Value:	< Remove	
Alternative name:	_	
Туре:		
Directory name $\lor$		
Value:	Add >	
	< Remove	
	0	Cancel Apply

Picture 13. Subject name result

14. In the "*Alternative name*" section select "*Email*" from "*Type*" dropdown menu, enter your email address in "*Value*" field and click "*Add>*".

Certificate Properties		×
General Subject Extensions Pr	ivate Key	
The subject of a certificate is the can enter information about the can be used in a certificate.		
Subject of certificate		
The user or computer that is rec	eiving the certificate	
Subject name:		
<u>Type:</u>		CN=Name Surname G=Name
Surname ~	Add >	SN=Surname
<u>V</u> alue:	< Remove	
Alternative name:		
Тұре:		
Email 🗸 🗸		
Val <u>u</u> e:	Add >	
mail@email.com		
	< Remove	
	ОК	Cancel <u>Apply</u>

Picture 14. Alternative name data

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15. When the "Alternative name" value is filled in you can see email attribute on the right pane.

Certificat	e Propert	ies			>	<
General	Subject	Extensions	Private Key			
can ent	er inform				ich the certificate is issued. You and alternative name values that	
Subject	of certific	ate				
The use	r or comp	outer that is	receiving the	e certificate		
Subject	name:				CN N	J
<u>T</u> ype: Surnar	ne	~		Add >	CN=Name Surname G=Name SN=Surname	
<u>V</u> alue:			<	Remove		
Alternat	ive name	:				
Туре:					Email mail@email.com	
Email		~	·		mail@email.com	
Val <u>u</u> e:				Add >		
			<	Remove		
				ОК	Cancel Apply	5

Picture 15. Alternative name result

# 16. Select "Private Key" tab section.

Certificate Properties		×
General Subject Extensions	Private Key	
		ich the certificate is issued. You and alternative name values that
Subject of certificate		
The user or computer that is re	ceiving the certificate	
Subject name:	7	
Type:		CN=Vardenis Pavardenis G=Vardenis
Full DN V	Add >	SN=Pavardenis
Value:	< Remove	
Alternative name:	]	
Туре:		Email el.pastas@pastas.lt
Directory name $\lor$		enpastas@pastas.it
Value:	Add >	
	< Remove	
	ОК	Cancel Apply

Picture 16. Private key tab selection

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17. Expand the "Key type" area and select the "Exchange" option.

Certificate Properties	×
General Subject Extensions Private Key	
Cryptographic Service Provider	*
Key options	*
Key type	•
Key usage defines the allowed uses for a private key associated with a certificate.	
● Exchange ▶	
◯ Signature	
OK Cancel Ap	ply

Picture 17. Key type selection

18. Once you have selected the key type, you need to choose which algorithm is used to encrypt the data. To do this, expand the "*Cryptographic Service Providers*" section and make sure that only one option "*Microsoft RSA SChannel Cryptographic Provider* (*Encryption*)" is selected.

Certificate Properties	$\times$
General Subject Extensions Private Key	
Cryptographic Service Provider A CSP is a program that generates a public and private key pair used in many certificate-related processes.	^
Select cryptographic service provider (CSP):           Microsoft DH SChannel Cryptographic Provider (Encryption)           Microsoft Enhanced Cryptographic Provider v1.0 (Encryption)           Microsoft Enhanced DSS and Diffie-Hellman Cryptographic Provider (Encryption)           Microsoft Enhanced RSA and AES Cryptographic Provider (Encryption)           Microsoft RSA SChannel Cryptographic Provider (Encryption)           Show all CSPs	
Key options	*
Key type	~
OK Cancel	Apply

Picture 18. Encryption algorithm selection

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19. Finally, you need to specify the key size by expanding the "*Key options*" section, selecting "2048" next to *Key size* and marking the "*Make private key exportable*" checkbox.

Certificate Properties	×
General Subject Extensions Private Key	
Cryptographic Service Provider	*
Karatian	
Key options Set the key length and export options for the private key.	^
Key size: 2048	
Make private key exportable	
Strong private key protection	
Key type	*
OK Cancel A	pply

20. After completing all the above steps, click on the "OK" button and you will be returned to the "Certificate Enrollment" wizard.

Certificate Properties	×
General Subject Extensions Private Key	
Cryptographic Service Provider	•
Key options	*
Key type	~
OK Cancel	Apply
	· PPP'I

Picture 20. Certificate properties window closing

Picture 19. Key size selection
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21. In "Certificate Enrollment" wizard click "Next" button.

🟹 Ce	ertificate Enrollment		_		×
1	Certificate Information Click Next to use the options already selected for this template, or click request, and then click Next.	Details to custor	nize the	e certificat	e
	Custom request The following options describe the uses and validity period that ap Key usage: Application policies: Validity period (days):			Details A icate:	
		N	ext 🕨	Canc	el

Picture 21. Certificate Enrollment wizard

22. The next step is to specify the disk location where you want to save the certificate request. To do this, click on the "Browse..." button.

	-		×
Certificate Enrollment			
Where do you want to save the offline request? If you want to save a copy of your certificate request or want to process the request late to your hard disk or removable media. Enter the location and name of your certificate re click Finish.			t
File Name:	Br	owse	
File format: Base 64 Binary			
Fi	nish	Canc	el

Picture 22. Query save dialog

23. Select where you want to save the file.

It is recommended to store the file in the directory "bapcrt" created at the address given in step 1.

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Save As				×
$\leftarrow \rightarrow \checkmark \uparrow$ This PC $\rightarrow$ Windows (C:) $\rightarrow$ bapcrt		~ C	Search bapcrt	م
Organize 👻 New folder				≣ • 😮
Name	Date modified	Туре	Size	
🗸 🛄 This PC	No items match your se	arch.		
> 🛄 Windows (C:)				
> 🛬 Network				
File name:				~
Save as type: Request Files (*.req)				~
∧ Hide Folders			Save	Cancel
- Picture 23. File save dialog				

24. It's important to save a file with a "*csr*" extension - to do this, add "*.csr*" ending to the file name and specify "*All files (\*. \*)*" option in the "*Save as type*" field. Click "*Save*" in the dialog box after completing all the steps.

📮 Save As				×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\square$ $\rightarrow$ This PC $\rightarrow$	Windows (C:) > bapcrt	~ C	Search bapcrt	م
Organize 🔻 New folder			≣	• 😗
This PC     Windows (C:)	• No items mat	ch your search.		
> 💱 Network				~
Save as type: All Files (*.*)				~
A Hide Folders			Save	Cancel

Picture 24. File save dialog

25. You will be returned to the "Certificate Enrolment" wizard. Click the "Finish" button. The CSR has been generated successfully and saved to the file you specified.

	-		
ertificate Enrollment			
Where do you want to save the offline request?			
If you want to save a copy of your certificate request or want to process the rec to your hard disk or removable media. Enter the location and name of your cer click Finish.			
File Name:			
C:\bapcrt\request.csr	B	rowse	
File format:			
O Base 64			
O Binary			
			cel

Picture 25. End of the wizard

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Continue generating the certificate from the "*Download and install the certificate*" chapter.

4.4.2.1.2 Using Command Prompt

1. Create a "request.inf" file. The contents of the file are listed below.

|--|

You can download the prepared "request.inf" file in the certificate generation window or on the login page.

Generate certificate	×
Upload generated CSR ( <i>Certificate signing request</i> ) file. <u>Certificate Generation Guide</u> request.inf Download	
CSR file	
<u>↓</u>	
Drag or upload a file	
GENERATE CERTIFICATE	

Picture 26. Download of the request.inf file for authenticated BAP user

After downloading the file, please enter your full name (CN, G, SN) in the "Subject" line instead of "Name Surname" and your email address in the "\_continue\_" line.

```
;----- request.inf ------
[Version]
Signature="$Windows NT$"
[NewRequest]
Subject = "CN=Name Surname, G=Name, SN=Surname"
KeySpec = 1
KeyLength = 2048
Exportable = True
MachineKeySet = False
SMIME = False
PrivateKeyArchive = FALSE
UserProtected = FALSE
UseExistingKeySet = FALSE
ProviderName = "Microsoft RSA SChannel Cryptographic Provider"
ProviderType = 12
RequestType = PKCS10
KeyUsage = 0xa0
[Extensions]
2.5.29.17 = "{text}"
continue = "email=email@example.com"
[EnhancedKeyUsageExtension]
OID=1.3.6.1.5.5.7.3.1
;-----
```

#### Note

If you have not used the BAP system before and do not have the possibility to log in via the eGovernment Gateway, please see the section "*Download and install the certificate*".

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#### Important

When saving the file "Encoding" must be selected "ANSI".

Save as		×
$\leftarrow \rightarrow ~ \checkmark ~ \uparrow$	🗖 Desktop 🗸 🗸 🖓	Search Desktop
Organize 🔻 Nev	v folder	8: 👻 🔇
E Desktop	Desktop	1
🛓 Downloads	*   <sup>C</sup>	
Documents	Documents	
Z Pictures	*	
File name:	request.txt	~
Save as type:	Text documents (*.txt)	~
▲ Hide Folders	Encoding: ANSI	Save Cancel

Picture 27. Choosing a file encoding

2. Open the "*cmd*" command line. To do this, type "*cmd*" in the address bar of the current "*bapcrt*" folder and press the "*Enter*" key on your keyboard.

apcrt bapcrt	×	+				-	×
⊕ New ~ 🔏 🗘	Ĩ	() ()	∭ î↓ Sort ~	$\equiv$ View $\cdot$			
← → × ↑ 🛅 cma	d			$_{\sim}$ $\rightarrow$ Search	bapcrt		P
A Home	1	Name	^	Date modified	Туре	ize	
		🔄 request.inf		2023-08-11 09:39	Setup Information	1 KB	
🛄 Desktop	*						
↓ Downloads	*						
Documents	*						

Picture 28. Opening CMD through the address bar

G. C:\Windows\System32\cmd.e ×	+	~	-	×
C:\bapcrt>				

Picture 29. CMD line window

#### 3. In the opened window, enter the following command:



Picture 30. Example of command entry

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After successfully creating "request.csr", you will receive a response from the command line:

CertReq: Request Created		
S C:\Windows\System32\cmd.e × + ∨	—	×
C:\bapcrt>certreq -new request.inf request.csr		
CertReq: Request Created		

Picture 31. Response



Picture 32. Creating a file request.csr

4.4.2.2 Certificate download and installation

1. If you have not used the BAP system before and do not have the possibility to log in via the Electronic Government Gateway, please send the prepared "request.csr" file by email to the customs office when requested. You will receive a reply with the sertifikatas.crt attached file, which you should save in the "bapcrt" directory you created.

If you can log in to BAP using the authentication service provided by the Electronic Government Gateway, or if you have already used the BAP system in the past and you are able to login to it, click on the "+Add New" button in the "Profile" section, select the value "Certificate issued by the customs of the Republic of Lithuania - for connecting to customs portals and accessing customs system to system services." in the "Adding a new certificate" modal window, then click on the "Continue" button.

Adding ne	w certifica	te	×
Type of certificate	you want to add		
	customs portals a	is of the Republic of Lithuania - for and accessing customs system to	
Certificate issu system service	-	uer - for access to customs system to	2
	CLOSE	CONTINUE	

Picture 33. "Customs of Lithuania for authentication" selection

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Bookmark the file "request.csr" in the "Generate Certificate" window and click on the "Generate Certificate" button.

Figure 1 CSR file upload location

Generate certificate					
Upload generated CSR ( <i>Certificate signing request</i> ) file. Certificate Generation Guide request.inf Download					
CSR file					
*					
Drag or upload a file					
GENERATE CERTIFICATE					

Picture 34. Uploading the CSR file

Download the "sertifikatas.crt" file by clicking the "Download" button in the pop-up window or in the certificate data table. Move the downloaded file to the "bapcrt" directory.

Figure 2 CRT file download

Generate certificate	×
Certificate was generated successfully.	
Certificate sertifikatas.crt Download ⊾	
CLOSE	

Picture 35. Downloading the CRT file

# Note

The certificate can also be downloaded from the "*Profile*" certificate list by selecting the row of the certificate entry in the list and clicking the "*Download*" button. For more information see "*Generating and adding a certificate after logging into the portal*".

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bapcrt	×	+			-	×
🕀 New 🖌 🛛 🕻	<u>0</u>	A) 🖄 🔟	Sort $\stackrel{_{\scriptstyle \vee}}{=}$ View $\stackrel{_{\scriptstyle \vee}}{=}$			
$\leftrightarrow$ $\rightarrow$ $\checkmark$ $\uparrow$	> This PC >	Windows (C:) > bapcrt >	∽ C Searc	h bapcrt		Q
A Home	1	Name	Date modified	Туре	Size	
		CA	2023-08-11 12:50	File folder		
🛄 Desktop	*	request.csr	2023-08-11 09:52	CSR File	2 KB	
🚽 Downloads	*	🔊 request.inf	2023-08-11 09:39	Setup Information	1 KB	
Documents	*	🔄 sertifikatas.crt	2022-12-02 12:57	Security Certificate	2 KB	
🗸 🛄 This PC						
> 🐸 Windows (C:)						

Picture 36. Creating sertifikatas.crt file

2. Import the certificate into the user certificate cache. Right-click on the "*sertifikatas.crt*" file and select "*Install Certificate*" in the pop-up window that opens.

늘 bapcrt	×	+				-	×
+ New -	0 0	() ()	ı́ îl îl Sort ∽ 📰	View ~ •••			
$\leftrightarrow$ $\rightarrow$ $\checkmark$ $\uparrow$	> This PC >	Windows (C:) > bap	ocrt	~ C Sear	ch bapcrt		p
合 Home	1	Name	^	Date modified	Туре	Size	
		🚞 CA		2023-08-11 12:50	File folder		
🛄 Desktop	*	request.csr		2023-08-11 09:52	CSR File	2 KB	
🛓 Downloads	*	📓 request.inf		2023-08-11 09:39	Setup Information	1 KB	
Documents	*	🔄 sertifikatas.crt		2022-12-02 12:57	Security Certificate	2 KB	
	- 1	:	X (D (A) (C)	Û			
🗸 🛄 This PC			🗔 Open	Enter			
> 🔛 Windows (C:)			🐻 Open with	>			
			Install Certificate				
			😭 Add to Favorites				

Picture 37. Importing a certificate into the user certificate cache

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🔶 🛿 🛃 Certificate Import Wizard	×
Welcome to the Certificate Import Wizard	
This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.	
A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.	
Store Location  Current User  Local Machine	
To continue, click Next.	
Next Can	cel

Picture 38. Certificate Import Wizard: placement location selection

Certificate Store			
Certificate stor	es are system areas wher	e certificates are ke	pt.
Windows can a the certificate.	utomatically select a certi	ficate store, or you	can specify a location for
🔾 Automat	cally select the certificate	store based on the	type of certificate
O Place all	ertificates in the followin	g store	
Certifica	e store:		
			Browse

Picture 39. Certificate Import Wizard: specifying the location

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← 🛿 🖉 Certificate Import Wizard	×
Completing the Certificate Import Wizar	ď
The certificate will be imported after you click Finish.	
You have specified the following settings:	
Certificate Store Selected Automatically determined by the w	izard
Content Certificate	
	Finish Cancel

Picture 40. Certificate Import Wizard: Reviewing settings



Picture 41. Certificate Import Wizard: notification of the successful completion of a certificate import

4.4.2.3 Preparing a certificate to run on another computer

1. To open the user certificates manager, type "certificates" in the "Windows Start" bar to search for and choose "Manage user certificates".

Q cert		
CAll Work Apps Documer	nts We	b Settings People  insoft.lt
Best match		
Manage user certificates Control panel		<b></b>
Settings	_	Manage user certificates
🎲 Manage computer <b>cert</b> ificates	>	Control panel
Anage file encryption certificates	>	🖸 Open
Search work and web		

Picture 42. Search in the Windows Start bar

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You should see the imported certificate in the "Certificates" directory.

🖀 Console1 - [Console Root\Certificates - Current U	Jser\Personal\Certificates]						
🚰 File Action View Favorites Window He	lp						
🗢 🔿 🔁 📰 📋 🙆 🕞 🖬 📷							
<ul> <li>Console Root</li> <li>Certificates - Current User</li> </ul>	Issued To	Issued By	Expiration Date	Intended Purposes	Friendly Name	Status	Cert
Certificates	🙀 Name Sumame	ВАРСА	2028-05-04	<all></all>	<none></none>		
> Trusted Root Certification Authorities							

Picture 43. View the imported certificate

6. Check that the certificate has the appropriate private key. If you double left-click on the certificate, you should see "You have a private key that corresponds to this certificate".

Certificate	Х
General Details Certification Path	
Certificate Information	_
Windows does not have enough information to verify this certificate.	
	-
Issued to: Name Surname	
Issued by: BAPCA	
Valid from 2018-05-07 to 2028-05-04	
You have a private key that corresponds to this certificate.	
Issuer Statement	t
OK	

Picture 44. Certificate private key verification

🔤 certmgr - [Certificates - Current	User\Personal\Certificates]						- 🗆	×
File Action View Help								
← ⇒) 2 □ 4 € X □	1 🔒 🛛 🖬							
Certificates - Current User	Issued To	Issued By	Expiration Date 2028-05-04	Intended Purposes	Friendly Name	Status	Certificate Te	
Certificates Trusted Root Certification Au		Open		<all></all>	<none></none>			
> Enterprise Trust           > Intermediate Certification Au           > Active Directory User Object           > Trusted Publishers           > Untrusted Certificates           > Third-Party Root Certification           > Client Authentication Issuers           > Other People           > Local NonRemovable Certific           > Certificate Enrollment Reque:           > Smart Card Trusted Roots		All Tasks > Cut Copy Delete Properties Help	Open Request Certificate with New Key Renew Certificate with New Key Advanced Operations Export					
Export a certificate								

7. Export the certificate along with the private key to a file so you can use it on other computers and have a backup:

Picture 45. Certificate Export

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8. In the "Certificate Export" wizard, click the "Next" button.

← 🛛 🐉 Certificate Export Wizard	×
Welcome to the Certificate Export Wizard	
This wizard helps you copy certificates, certificate trust lists and certificate revocation lists from a certificate store to your disk.	
A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.	
To continue, click Next.	
Next Cance	

Picture 46. Certificate Export Wizard

9. Mark "Personal Information Exchange - PKCS #12 (.PFX)", mark checkbox "Include all certificates in the certification path is possible" and "Enable certificate privacy" and click "Next".

←	😺 Certificate Export Wizard	×
	Export File Format Certificates can be exported in a variety of file formats.	
	Select the format you want to use:	
	O DER encoded binary X.509 (.CER)	
	Base-64 encoded X.509 (.CER)	
	○ Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)	
	Include all certificates in the certification path if possible	
	Personal Information Exchange - PKCS #12 (.PFX)	
	Include all certificates in the certification path if possible	
	Delete the private key if the export is successful	
	Export all extended properties	
	Enable certificate privacy	
	O Microsoft Serialized Certificate Store (.SST)	
	Next Cance	I

Picture 47. Certificate Export Wizard: Format selection

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10. Select "Yes, export the private key" to export the private key together with the certificate and click "Next".

	$\times$
← 🖉 Certificate Export Wizard	
Export Private Key You can choose to export the private key with the certificate.	
Private keys are password protected. If you want to export the private key with the certificate, you must type a password on a later page.	
Do you want to export the private key with the certificate? Yes, export the private key No, do not export the private key	
Next Can	cel

Picture 48. Certificate Export Wizard: Exporting a private key

11. Create a password that will protect the private key of the certificate and click "Next	t".
--	-----

	×
🗧 嵾 Certificate Export Wizard	
Security To maintain security, you must protect the using a password.	e private key to a security principal or by
Group or user names (recommended)	
	Add
	Remove
Password:	
••••••	
Confirm password:	
••••••	
	Next Cancel

Picture 49. Certificate Export Wizard: Creating a password

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12. Specify the export location and file name through "Browse..." function and click "Next".

					×
÷ 🎍	🖗 Certificate Export Wizard				
	File to Export Specify the name of the file ye	ou want to export			
_					
	File name:				
	C:\bapcrt\sertifikatas.pfx			Browse	
			N	lext Can	cel

Picture 50. Certificate Export Wizard: Creating file name

13. Review the settings and complete the export operation and click "Finish".

~	Ş	Certificate Export Wizard		×
)		Completing the Certificate Expo	ort Wizard	
		You have successfully completed the Certificate f	Export wizard.	
		You have specified the following settings:		
		File Name	C:\bapcrt\sertifikatas.pfx	
		Export Keys	Yes	
		Include all certificates in the certification path File Format	Yes Personal Information Exchange (*.pfx)	
		<	>	
			Finish Canc	el

Picture 51. Certificate Export Wizard: Settings review

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14. After completing this step you will be notified of successful completion of the export.

Certificate Export Wizard X	
The export was successful.	
ОК	

Picture 52. Certificate Export Wizard: Notification of the successful completion of a certificate export

# 15. The resulting "sertifikatas.pfx" file contains your certificate and its private key. You can easily import it to another computer.



Picture 53. Display of the exported sertifikatas.pfx file



# 4.4.3 Certificate management in MacOS environment

# 4.4.3.1 Creating a certificate signing request

If you are using *macOS*, you can generate a certificate request using the "*openssl*" command via a terminal.

1. For your convenience, we recommend that you create a new folder (such as "bapcrt") on your desktop.

🔹 Find	der File Edit View Go Window	Help	Ś.	Finder	File	Edit	View	Go	Window	Help
	New Folder									
	Get Info									
	Change Desktop Background Sort By Show View Options			F						
				bap	crt					

Picture 1. Creating a folder

тин чол	
Terminal	
DEFINITION	
😫 ter-	>
MAGES	
5 terminal	
DEVELOPER	
c termios.h	
c termios.h	Terminal
c termios.h	Version: 2.8.3
c termios.h	
c termcap.h	
DTHEN	Kind Application
<ul> <li>Terminology.jsx</li> </ul>	Size 9,8 MB
terminate	Created 01/08/2017
TT I DOWNLOW OF THE OWNER	Modified 31/12/2020

2. Launch the "Terminal" app. This can be done by using the Command-Space bar and typing "terminal" in the search field:

Picture 2. Terminal launching

E Finder File Edit View	Go Window Help Back	RE				lities	Q, Search	a .
	Forward Select Startup Disk	001 0361			4	-		i i i i i
	Recents     Documents     Desktop	036F 0360 0360	Activity Monitor	Adobe All Applicat_Installer	Adobe All Uninstaller	Adobe Applicat_anager	Adobe Creative Cloud Experience	Adobe Installers
laport	Downloads     Home     Computer     AirDrop	CHL ONH ONC ONR	Adobe Utilities - C56	AirPort Utility	Audio MDI Setup	Bustooth File	Boot Camp Assistant	ColorSyne Utility
	Network     Cloud Drive     Applications	0 8K 0 81 0 8A	WARNET VY 7236	Ø		₽¶ ore	Grapher	R
	Recent Folders	0.00	Console	Digital Color Meter	City Conty	_	Grapher.	Keychain Access
-	Go to Folder Connect to Server	0.3KG 3KK	Migration	Script Editor	System	Terminal	VoiceOver Utility	
State March			Assistant	10.000	Information		111112255	

OR by selecting "Go"  $\rightarrow$  "Utilities" in the "Finder" menu:

Picture 3. Terminal launching

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3. In the terminal, navigate to the "*bapcrt*" directory you created by typing the command (press the "Enter" key to execute the command):

cd Desktop/bapcrt

4. Generate a certificate request using the "openssl" command:

```
openssl req -out request.csr -utf8 -new -newkey rsa:2048 -nodes -keyout certificate.key \
-subj "/GN=Name/SN=Surname/CN=Name Surname" \
-reqexts SAN \
-config <(cat /etc/ssl/openssl.cnf <(printf "\n[SAN]\nsubjectAltName=email:mail@email.com"))</pre>
```

## 5. Check available files:

JN-iMac:bapcrt Jonas\$ ls -l total 16 -rw-r--r-- 1 Jonas staff 1704 Sau 29 21:29 certificate.key -rw-r--r-- 1 Jonas staff 915 Sau 29 21:29 request.csr

#### 4.4.3.2 Certificate download and installation

1. If you have not used the BAP system before and do not have the possibility to log in via the Electronic Government Gateway, please send the prepared "*request.csr*" file by email to the customs office when requested. You will receive a reply with the sertifikatas.crt file, which you should save in the "*bapcrt*" directory you created.

If you can log in to BAP using the authentication service provided by the Electronic Government Gateway, or if you have already used the BAP system in the past and you are able to login to it, click on the "+Add New" button in the "Profile" section, select the value "Certificate issued by the customs of the Republic of Lithuania - for connecting to customs portals and accessing customs system to system services." in the "Adding a new certificate" modal window, then click on the "Continue" button.





Picture 4. "Customs of Lithuania for authentication" selection

2. Bookmark the file "request.csr" in the "Generate Certificate" window and click on the "Generate Certificate" button.



# Generate certificate

Upload generated CSR (Certificate signing request) file.

×

Certificate Generation request.inf Downloa		
CSR file		
	Drag or upload a file	
	GENERATE CERTIFICATE	

Picture 5. Uploading the CSR file

3. Download the "sertifikatas.crt" file by clicking the "Download" button in the pop-up window or in the certificate data table. Move the downloaded file to the "bapcrt" directory.

Generate certificate				
Certificate was generated successfully.				
Certificate sertifikatas.crt Download				
CLOSE				

Picture 6. Downloading the CRT file

# Note

The certificate can also be downloaded from the "*Profile*" certificate list by selecting the row of the certificate entry in the list and clicking the "*Download*" button. For more information see "Generating and adding a certificate after logging into the portal".

# 4. Catalogue content:

```
JN-iMac:bapcrt Jonas$ ls -1
total 12
-rw-r--r-- 1 Jonas staff 1704 Sau 29 21:29 certificate.key
-rw-r--r-- 1 Jonas staff 915 Sau 29 21:29 request.csr
-rw-r--r-- 1 Jonas staff 915 Sau 29 21:29 sertifikatas.crt
```

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5. Generate a PFX file from the certificate and key files. Create a password that will protect the private key.

```
openssl pkcs12 -export -out sertifikatas.pfx -inkey certificate.key -in sertifikatas.crt
```

Figure 3 Example of export



Picture 7. Example of export

6. Check available files:

```
JN-iMac:bapert Jonas$ ls -1
total 12
-rw-r--r-- 1 Jonas staff 1704 Sau 29 21:29 certificate.key
-rw-r--r-- 1 Jonas staff 915 Sau 29 21:29 request.csr
-rw-r--r-- 1 Jonas staff 915 Sau 29 21:29 sertifikatas.crt
-rw-r--r-- 1 Jonas staff 915 Sau 29 21:29 sertifikatas.pfx
```

*sertifikatas.pfx* - a file that contains your certificate and its private key.

7. To import a certificate from the "Finder", select "Go" -> "Utilities" and start the "Keychain Access" application.

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• • •	Utilities						
< > 8 =		≡.~	0	8		۵.	>
Back/Forward Vi	ew Arrange Action Share Edit Tags	Path	Get Info	New Folder	Delete	Eject	
	Utilities						-
Favorites	Name	^	Date Modifie	d	D	ate Crea	ted
Pictures	Adobe Application Manager		2019-02-0	3 13:14	20	018-08	-12
B	Adobe Creative Cloud Experience		2019-01-2	4 12:20	20	019-01	-24
Virtual Machines	Adobe Installers		2019-02-0	3 13:07	20	017-04	-06
O Downloads	Pagalbinés Adobe programos - CS6	3	2019-01-3	1 20:12	20	019-01	-31
AirDrop	Activity Monitor.app		2020-12-3	1 08:51	20	017-08	-03
-	Adobe AIR Application Installer.app	6	2019-02-0	3 13:20	20	019-02	-03
A Google Drive	Adobe AIR Uninstaller.app		2019-02-0	3 13:20	20	019-02	-03
Desktop	AirPort Utility.app		2020-12-3	1 08:51	20	017-07	-16
I Jonas	Audio MIDI Setup.app		2020-12-3	1 08:51	20	017-07	-1
Jonas	🕹 Bluetooth File Exchange.app		2020-12-3	1 08:51	20	017-09	-21
Recents	Boot Camp Assistant.app		2020-12-3	1 08:51	20	017-08	-1
iCloud Drive	🔀 ColorSync Utility.app		2020-12-3	1 08:51	20	017-07	-1
Documents	Console.app		2020-12-3	1 08:51	20	017-07	-1
Di Documents	Ø Digital Color Meter.app		2020-12-3	1 08:51	20	017-07	-1
🞵 Music	Disk Utility.app		2020-12-3	1 08:51	20	017-10	-1
Creative Cloud Files	ff: Grab.app		2020-12-3	1 08:51	20	017-07	-1
	Grapher.app		2020-12-3	1 08:51	20	017-07	-2
Applications	Keychain Access.app		2020-12-3	1 08:51	20	017-10	-0
Devices	Kigration Assistant.app		2020-12-3	1 08:51	20	017-07	-1
JN-iMac	🖌 Script Editor.app		2020-12-3	1 08:51	20	017-07	-1
JN-IMac	System Information.app		2020-12-3	1 08:51	20	017-07	-1
Remote Disc	Terminal.app		2020-12-3	1 08:51	20	017-08	-0
Tags	VoiceOver Utility.app		2020-12-3	1 08:51	20	017-10	-1
😑 Red							
Orange							
	📓 Macintosh HD 🔸 🛅 Applications 🔺 🛄 U	Itilitie	s > 🖟 Keych	ain Access.app			
X Cross	1 of 23 selected, 147,02 GB availat	ale					

Picture 8. Importing a certificate on macOS

•		Keychain Access		
Click to unlock th	e System keychain.		Q Search	
Keychains i login iCloud System System Roots				
	Name	Kind	Expires	Keychai
	com.apple.kerberos.kdc	certificate	2036-11-29 11:39:24	System
	com.apple.systemdefaul	t certificate	2036-11-29 11:39:23	System
	http://openvphtml #157	1467008 certificate	2029-10-16 09:36:48	System
Category				
All Items Passwords Secure Notes My Certificates				
Y Keys				
Certificates				
3	+ i Copy		3 items	

# 4. On the left side of the "Keychain Access" application, select "System".

Picture 9. "System" selection

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5. From the "File" menu, select "Import Items..." function.

🗯 Keychain Access	File Edit View Window He	lp	
Click to unlock the Syst		%N ₩N ₩N	n Access Q Search
	Import Items 0	1361	
i login		9.90	
			dienis 11:39:24 Rytų Europos žiemos laikas d by a third party
System		> <b>%A</b> ≣%≪3	
N	Close	9014/	Expires Keychain
	Close	₩W	ite 2036-11-29 11:39:24 System
	Go There		rte 2036-11-29 11:39:23 System
	Get Info	жı	rte 2029-10-16 09:36:48 System
	Unlock Keychain "System" Lock All Keychains	₩L	
Category	Make Keychain "System" Default	t	
<ul> <li>All Items</li> <li>All Items</li> <li>Passwords</li> <li>Secure Notes</li> <li>My Certificates</li> <li>Y Keys</li> <li>Certificates</li> </ul>			
■ +	F Copy		3 items

Picture 10. "Import Items…" selection

			n Access			
Click to	unlock the System keychain					Q Search
Keycha login		🔲 💷 📰 🖌 🖿 bapcrt	0	٥		earch
) iCloud	Favorites	Name	Date Modified		Size	Kind
System	Recents	😤 certificate.key	šiandien 12:48		2 KB	Keynote
System	Pictures	request.csr	šiandien 12:48		915 bytes	Document
	Virtual Machines	sertifikatas.crt	šiandien 17:23		2 KB	certificate
		sertifikatas.pfx	šiandien 17:24		3 KB	personng
	O Downloads					
	Google Drive					
	Desktop					
	😭 Jonas					
Catego	iCloud Drive					
All Item:	Documents					
Passwor	J Music					
Secure I						
My Cert Keys	Creative Cloud					
Keys Certifica	Applications					
- Certifice	Devices					
	_					
	Options				Cancel	Open

# 6. Select the generated certificate.

Picture 11. Certificate selection

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7. After selecting the certificate, the system will ask you to enter the administrator password, followed by the password of the generated certificate that was created in step 2.

Enter the p	bassword for "se	ertifikatas.pfx	":
Password:	•••••		
		Cancel	ОК

### Picture 12.

Once the certificate has been imported, a new Safari browser will allow you to log in to bap.Irmuitine.It by selecting the certificate. The first time you log in, macOS System will ask you again for your administrator name and password. These will then be used to log in to the system.

#### 4.4.3.3 Preparing the certificate to work on another computer

The PFX file, which was generated in step 2 of "*Download and install the certificate*", is required for work on another computer. Transfer this file to the new computer and continue with the steps described in the installation instructions below.

# 4.4.4 Certificate management in Linux environment

#### 4.4.4.1 Creating a certificate signing request

If you are using Linux, you can generate a certificate request using the "openssl" command via a terminal.

1. First of all, prepare a location on your computer where you will store the certificate request created in the following steps, for this we recommend creating the directory "bapcrt". Navigate to this directory and generate the certificate request using the "openssl" command:

#### 2. Check available files:

```
linux@PC$ ls -l
total 8
-rwxrwxrwx 1 root root 1704 May 7 15:37 certificate.key
-rwxrwxrwx 1 root root 980 May 7 15:37 request.csr
```

#### 4.4.4.2 Certificate download and installation

1. If you have not used the BAP system before and do not have the possibility to log in via the Electronic Government Gateway, please send the prepared "request.csr" file by email to the customs office when requested. You will receive a reply with the sertifikatas.crt file, which you should save in the "bapcrt" directory you created.

If you can log in to BAP using the authentication service provided by the Electronic Government Gateway, or if you have already used the BAP system in the past and you are able to login to it, click on the "+Add New" button in the "Profile" section, select the value "Certificate issued by the customs of the Republic of Lithuania - for connecting to customs portals and accessing customs system to system services." in the "Adding a new certificate" modal window, then click on the "Continue" button.



Adding new certificate

×

Type of certificate you want to add

- Certificate issued by the customs of the Republic of Lithuania for connecting to customs portals and accessing customs system to system services.
- Certificate issued by another issuer for access to customs system to system services.



Picture 1. "Customs of Lithuania for authentication" selection

2. Bookmark the file "request.csr" in the "Generate Certificate" window and click on the "Generate Certificate" button.

Generate certificate					
Upload generated CSR ( <i>Certificate signing request</i> ) file. Certificate Generation Guide request.inf Download					
CSR file					
*					
Drag or upload a file					
GENERATE CERTIFICATE					

Picture 2. Uploading the CSR file

3. Download the "sertifikatas.crt" file by clicking the "Download" button in the pop-up window or in the certificate data table. Move the downloaded file to the "bapcrt" directory.



# Generate certificate

Certificate was generated successfully.

Picture 3. Downloading the CRT file

#### Note

The certificate can also be downloaded from the "*Profile*" certificate list by selecting the row of the certificate entry in the list and clicking the "*Download*" button. For more information see "Generating and adding a certificate after logging into the portal".

×

#### 4. Catalogue content:

```
linux@PC$$ ls -1
total 12
-rwxrwxrwx 1 root root 1704 May 7 15:37 certificate.key
-rwxrwxrwx 1 root root 980 May 7 15:37 request.csr
-rwxrwxrwx 1 root root 1127 May 7 15:41 sertifikatas.crt
```

## 5. Generate a PFX file from the certificate and key files. Create a password that will protect the private key.

```
linux@PC$:/mnt/d/bapcrt/linux$ openssl pkcs12 -export -out sertifikatas.pfx -inkey
certificate.key -in sertifikatas.crt
Enter Export Password:
Verifying - Enter Export Password:
```

# 6. Check available files:

```
linux@PC$:/mnt/d/bapcrt/linux$ ls -1
total 16
-rwxrwxrwx 1 root root 1704 May 7 15:37 certificate.key
-rwxrwxrwx 1 root root 980 May 7 15:37 request.csr
-rwxrwxrwx 1 root root 1127 May 7 15:41 sertifikatas.crt
-rwxrwxrwx 1 root root 2389 May 7 15:43 sertifikatas.pfx
```

sertifikatas.pfx - a file that contains your certificate and its private key.

7. Importing a certificate for use on a *Linux* system is configured in the browser. Open your browser settings, locate the "*Privacy & Security*" section, select "*Certificates*" option and click "*View Certificates*".



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	O Your browser is being managed by your organization.     P Find     P	in Options
🕻 General	Privacy Notice	
Home	Allow Figefox to send technical and interaction data to Mozilla Learn	n more
-	Allow Firefox to make personalized extension recommendations	Learn more
Search	Allow Firefox to install and run studies View Firefox studies	
Privacy & Security	Allow Firefox to send backlogged crash reports on your behalf	Learn more
9 Sync	Security Deceptive Content and Dangerous Software Protection Block dangerous and deceptive content Learn more Block dangerous downloads Warn you about unwanted and uncommon software	
	Certificates Query OCSP responder servers to confirm the current validity of certificates	View <u>C</u> ertificates Security <u>D</u> evices

Picture 4. "View Certificates" tab

8. In an opened window in the "Your Certificates" section, click "Import", specify your PFX file and the password you specified in step 3.

Certificate Manager					
Your Certificates	Authentication Decisions	People Servers	Authorities		
You have certificates f	rom these organizations that id	lentify you			
Certificate Name	Security Device	Serial Number	Expires 🛱		
> MD BAP					
> Sectigo Limited					
<u>V</u> iew <u>B</u> a	ckup Bac <u>k</u> up All I <u>r</u>	<u>n</u> port <u>D</u> elete			
			ОК		

Picture 5. Certificate installation window

9. After the certificate has been uploaded successfully, you will see it in the list.

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	Certificate N	lanager		
Your Certificates	Authentication Decisions	s People	Servers	Authorities
You have certificates	rom these organizations that	t identify you		
Certificate Name	Security Device	Serial Number	Exp	ires On
✓ MD BAP	_			
Name Surnam	e Software Security Devi	. 00:85:D4:15:64:56	5:5C:2 Friday	/, April 8, 2022
View	Rodeus All	Import	) alata	
<u>V</u> iew <u>B</u>	ackup Bac <u>k</u> up All	I <u>m</u> port	<u>)</u> elete	
				OK

Picture 6. List of certificates

4.4.4.3 Preparing the certificate to work on another computer

To work on another computer, you need the *PFX* file that was generated in step 2 in the section "*Download and install the certificate*". Transfer this file to a new computer and continue with the steps in the installation instructions below.

# 4.5 Signing a PDF document with a certificate using Adobe Acrobat Reader

To sign a downloaded document for signature, follow these steps.

1. Download the PDF document and open the file.

Adding signing certificate					
Download document for signing and sign it with certificate of your choosing in Adobe Acrobat Reader. Upload the signed document to ado certificate to BAP.	ł				
Document for signing $\downarrow$ Download					
Upload signed document					
*					
Drag or upload a file					
ADD CERTIFICATE					

1 pav. Download a document

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4. In the open document, click on the signature area.



2 pav. Signing a document: selecting the signature area

4. In the "Sign with a Digital ID" window that opens, select the signature you want to sign with from the list and click the "Continue" button.

Sign with a	a Digital ID	×
Choose the	Digital ID that you want to use for signing:	Refresh
• @	John Smith (Windows Digital ID) Issued by: ADIC CA ECC TEST, Expires: 2026.03.27	View Details
?	Configure New Digital ID	Continue

3 pav. Signing a document: choosing a digital identity

5. The "Sign as 'First name Last name'" box will display the standard text of the signature. Click on the "Sign" button.

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Sign as "Joh	nn Smith"		×
Appearance	Standard Text	$\checkmark$	Create
Jo	hn	Digitally by Johr	v signed n Smith
Sr	nith		024.01.03 8 +02'00'
Lock doct	ument after signing		View Certificate Details Back

4 pav. Signing a document: choosing a signature display

6. Follow the on-screen instructions - depending on the type of certificate, you may be asked to provide a certificate PIN, password or other information identifying the certificate. Once these have been provided, the document will be signed and will need to be saved on your computer.

7. PDF document signed with a certified signature.



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Prašome pasirašyti dokumentą kvalifikuotu parašu.

John Smith Digitally signed by John Smith Date: 2024.01.03 16:08:52 +02'00'

5 pav. Example of a document signed with a certificate

8. Upload the signed document to the BAP as described in "Generating and adding a certificate after logging into the portal".



# 5 SERVICE RECIPIENT REGISTRATION

Only a registered user can register a new service recipient. To do this, log in to your registered user account and follow these steps:

1. In the top menu, select "Choose another services recipient":

	Terms of Service	User manual	FAQ	LR Customs	EN 🕶	Logout 🗙
Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)			Na	me Surname R01 Servio		9101112 🚺 nt: Company
PROFILE REPRESENTATIVES DELEGATION AGREEMENTS				Choose anot	her service	es recipient >

Picture 1. Choose services recipient

# 2. If you don't find recipient, register by choosing "Register new":

			Terms of Service U	lser manual	FAQ LR CI	ustoms E	Logout 🗙
Customs of the R COMMON USER	Select services recipient				×		01112 <b>(</b> : Company
PROFILE	Legal Name / Name Surname		Q	R	egister new <b>&gt;</b>	se another :	recipient >
Profile	Name	Identifier	Type of identifie	er Admi	inistrator		
Services recipient's account ide	Name Surname	4111111111	AK		0		
Services recipient s decount lac							

Picture 2. Register new service recipient

3. You will be directed to the page where you will need to choose the type of registration: via e-government gateway or submit a request.

	Terms of Service	User manual	FAQ	LR Customs	EN 🕶	Logout 🗙
Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)			Na	ame Surname R0 Servi		9101112 <b>()</b> ent: Company
PROFILE REPRESENTATIVES DELEGATION AGREEMENTS				Choose anot	her service	s recipient >
Application for registration of services recipient Register a new service recipient through the Electronic Government Portal. In the portal of the electron register: after clicking the button, you will be directed to the legal entity login form, where you can che LOGIN WITH E-GOVERNMENT GATEWAY Register a legal entity as a recipient of services without approval of representation by means of the electron submit A REQUEST	ctronic government po	and follow the ins	tructions. submitted	in this way to re		
For further information contact us by phone +370 5 2362 302 or by email itpc@lrmuitine.lt				v 0.83	9 (2023-0	)9-25 08:50)

Picture 3. Choose the type of registration

# 5.1 Services recipient registration on request

1. On the screen "Application for registration of services recipient" click "Submit a request" button.

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	Terms of Service	User manual	FAQ	LR Customs	EN 🕶	Logout 🗙
Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)			Na	ame Surname RO Servi		9101112 <b>()</b> nt: Company
PROFILE REPRESENTATIVES DELEGATION AGREEMENTS					her service	s recipient >
Application for registration of services recipient		ill pood to log in a		antativa of the los	ral antituu	ou want to

Register a new service recipient through the Electronic Government Portal. In the portal of the electronic government, you will need to log in as a representative of the legal entity you want to register: after clicking the button, you will be directed to the legal entity login form, where you can choose the login method and follow the instructions.

#### LOGIN WITH E-GOVERNMENT GATEWAY

Register a legal entity as a recipient of services without approval of representation by means of the electronic government portal. The request submitted in this way to register a legal entity as a recipient of services is processed in accordance with the procedure established by the Customs Electronic Service Provision Rules and may take up to 15 days. d.

SUBMIT A REQUEST

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

v 0.839 (2023-09-25 08:50)

Picture 1. Choose the type of registration

2. Fill out the form provided. This form has 5 steps:

1) Legal person

2) Address

3) Contact details

4) Notification reception type

5) Review and submission

Save the request by clicking the "Submit" button on Review and submission step:

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The data will be transmitted to customs.

The customs officers will contact you via e-mail address or telephone number specified in your registration request after examining your application or after examining and activating the account of the registered service recipient.

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# 5.2 Service recipient registration by logging via e-government gateway

1. On the screen "Application for registration of services recipient" click "Login with e-government gateway" button.



Picture 1. Choose the type of registration

2. You will be directed to a page where you can choose the authentication service method and provider.

3. After authentication you will be directed to "Application for registration of services recipient" form of 5 steps:

1) Legal person

2) Address

3) Contact details

4) Notification reception type

5) Review and submission

Save the request by clicking the "Submit" button on "Review and submission" step:

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Picture 2. Application for registration of services recipient



# 6 ADDITION OF A REPRESENTATIVE OF THE RECIPIENT OF SERVICES AND MANAGEMENT OF REPRESENTATION RIGHTS

Recipient rights management functionality is available to users with administrator privileges.

Managing agent rights includes adding representatives, terminating representation, assigning administrator rights, assigning activity profiles.

# 6.1 Review of the list of representatives

The list of representatives of the services recipient shall include all the representatives assigned to the services recipient. To view a list of agents or the details of a specific agent, follow these steps:

# 1. Select "Representatives" tab from the top menu:

	Customs of the Republic COMMON USER MANA	of Lithuania GEMENT PORTAL (BAP)	Name Surname R04532968465803622 🛈 Services recipient: Name Surname
PROFILE	REPRESENTATIVES	DELEGATION AGREEMENTS	Choose another services recipient >

Picture 1. Selecting the "Representatives" menu item

2. The opened window shows the list of representatives assigned to the service recipient. Click the "View" button to view the details of a specific agent:

	Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)	Name Surname R04532968465803622 👔 Services recipient: Name Surname
PROFILE	REPRESENTATIVES DELEGATION AGREEMENTS	Choose another services recipient >

# Management of services recipient's representatives' rights

+ ADD REPRESENTATIVE	
Name Surname	User identification number
Services recipient's representative	User identification number
Name Surname 1	R21612486659607244
Name Surname	R04532968465803622
	Showing 1-2 from 2

## Picture 2. List of service user representatives

3. To view the data of a specific representative, click on the row of the representative's record in the list of service recipient's representatives and you will be redirected to the "Representative of services recipient" data view window.

To view or edit the details of a specific representative, click on the row of the representative's record in the list of service recipient's representatives and follow the steps described in "Management of representation rights".

# 6.2 Addition of a representative

You can only add a person already registered in the Customs Information System to the services recipient you represent.

The person who will be assigned as the services recipient must self-register with the BAP (the registration process is described in the section "User registration and data change") and pass on the user identification number (RIN) assigned to the user by the user of the user.

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1. It is displayed in the top bar below the Representatives's name as shown in the image below:

			Terms of Service	User manual	FAQ	LR Customs	EN 🕶	Logout 🗙	
Customs of the Republic of Lithuania COMMON USER MANAGEMENT PORTAL (BAP)					Nam	e Surname R045 Services rec	P	803622 (j	umber (RIN).
PROFILE F	REPRESENTATIVES	DELEGATION AGREEMENTS		Choose another services recipient >					

Management of services recipient's representatives' rights

Picture 1. User Identification Number (RIN)

#### To add a recipient representative, follow these steps:

2. In the top menu, select "Representatives" (see step 1 in the "Review of the list of representatives" section).

In the window that opens, click the "+ Add Representative" button:

PROFILE	REPRESENTATIVES	DELEGATION AGREEMENTS	Choose another services recipient >
Manage	ement of servic	es recipient's representatives' rights	
+ AD	D REPRESENTATIVE		
Picture 2.	Add representativ	re	

3. In the window that opens, enter the user identification number (RIN) you want to add in the field "User ID number" and click the "Add" button:

PROFILE	REPRESENTATIVES	DELEGATION AGREEMENTS	Choose another services recipient >

Add services recipient's representative

User id	dentification number			
R23	688447105804			ADD
Ac	dministrator's rights			
Busine	ess profiles assigned to s	services reci	pient and its represent	ative
	Business profile		<b>Rights granted</b>	l.
	AEO_MANAGE_APPL		Manage applica	tions
	AEO_MANAGE_AUTH	I	Manage Author	izations
	AEO_MANAGE_SUBM	1_APPL	Manage Submit	ted applications
	CUST_ADMINISTRATI	VE	The administrati	ive role is able to draft an appli
	CUST_CONSULTATIVE	-	CUST_CONSULT	ATIVE
				Showing
	CANCEL		SAVE	

Picture 3. User identification number

4. Make sure you really add the person you want. The user name found is displayed below the user identification number (RIN).

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PROFILE	REPRESENTATIVES	DELEGATION AGREEMEN	ITS			Choose another services recipient >				
Add services recipient's representative										
$\odot$	Representative linked successfully.All business profiles were assigned, you can now reassign permissions and business profiles.									
User identific	ation number									
oser identifie	ation number									
R2368844	7105804		ADD							
Name Surnar	ne									

Picture 4. Name and surname of the found user

5. By default, the added user is assigned all the activity profiles available to the service user. You can modify the assigned activity profiles by unchecking or re-checking the check-boxes, as shown in the image below:

PRO	ILE REPRESENTATIVES	DELEGATION AGREEMENTS	Choose another services recipient >				
Add services recipient's representative							
(	Representative linked su	cccessfully.All business profiles were assigned, you can now reassign permissions and business pr	ofiles.				
User i	dentification number						
R23	688447105804	ADD					
Name	Name Surname						
_							
	dministrator's rights						
Busine	ess profiles assigned to services n						
	Business profile	17 elements selected in this table. <u>Clear selected elements</u> Rights granted					
	AEO_MANAGE_APPL	Manage applications					
	AEO_MANAGE_AUTH	Manage Authorizations					
$\overline{\mathbf{v}}$	AEO_MANAGE_SUBM_APPL	Manage Submitted applications					
	CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it					
$\overline{}$	CUST_CONSULTATIVE	CUST_CONSULTATIVE					
Showing 1-5 from 17           《         1         2         3         4         >>							
	CANCEL	SAVE					

Picture 5. Business profiles

6. If necessary, assign the user administrator rights to a user. Save your data by clicking the "Save" button.

Note: The administrator right allows you to manage the rights of service user representatives and delegation agreements

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PRO	FILE REPRESENTATIVES	DELEGATION AGREEMENTS	Choose another services recipient $oldsymbol{>}$				
Add services recipient's representative							
Representative linked successfully. All business profiles were assigned, you can now reassign permissions and business profiles.							
User identification number							
R23	3688447105804	ADD					
Name	Name Surname						
Administrator's rights							
Busin	ess profiles assigned to services r	recipient and its representative					
		17 elements selected in this table. Clear selected elements					
~	Business profile	Rights granted					
~	AEO_MANAGE_APPL	Manage applications					
$\checkmark$	AEO_MANAGE_AUTH	Manage Authorizations					
~	AEO_MANAGE_SUBM_APPL	Manage Submitted applications					
~	CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it					
~	CUST_CONSULTATIVE	CUST_CONSULTATIVE					
		Showing <b>1-5</b> from <b>17</b> ≪ <b>1</b> 2 3 4 ≫					
	CANCEL	SAVE					

Picture 6. Adding administrator rights

# 6.3 Management of representation rights

You can grant or revoke administrator rights and grant or revoke activity profiles to the recipient's representative. To manage representation rights, follow these steps:

1. In the top menu select tab "Representatives".

2. In the list of service recipient's representatives, select the row of the representative's record and you will be redirected to the service representative of services recipient data view window:

PROFILE REPRESENTATIVES DELEGATION A	AGREEMENTS	Choose another services recipient ${\boldsymbol{\flat}}$					
Management of services recipient's representatives' rights							
+ ADD REPRESENTATIVE							
List of services recipient's representatives							
Name Surname	User identification number						
Services recipient's representative	User identification number						
Name1 Surname1	R01518910477290292						
Name Surname	R23688447105804						
Showing 1-2 from 2							

Picture 1. List of services recipient's representatives
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3. In the representative of services recipient preview window click the button "Edit".

PROF	ILE REPRESENTATIVES	DELEGATION AGREEMENTS	Choose another services recipient $m >$
<	Return		
Rep	resentative of servic	es recipient	
Name	Surname		
User i	dentification number: R236884471	05804	
	lministrator's rights		
	ess profiles assigned to services reci	ningt and its conceptation	
DUSING	iss promes assigned to services red		
~	Business profile	17 elements selected in this table. Rights granted	
	-		
~	AEO_MANAGE_APPL	Manage applications	
$\checkmark$	AEO_MANAGE_AUTH	Manage Authorizations	
~	AEO_MANAGE_SUBM_APPL	Manage Submitted applications	
~	CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it	
~	CUST_CONSULTATIVE	CUST_CONSULTATIVE	
		Showing 1-5 from 17	
		« 1 2 3 4 <b>»</b>	
	REMOVE	EDIT	

Picture 2. Editing the rights of service user representatives

4. In the window that opens, select the desired activity profiles and/or administrator rights by unticking or re-ticking the checkboxes as shown in the image below.

Save your data by clicking on the "Save" button:

PRO	ILE REPRESENTATIVES	DELEGATION AGREEMENTS	Choose another services recipient ${\boldsymbol{\flat}}$				
Rep	Representative of services recipient						
Name	Surname						
User i	dentification number: R0453296	;8465803622					
	dministrator's rights ess profiles assigned to services i	recipient and its representative					
		10 elements selected in this table. Select 11 elements in all pages.					
	Business profile	Rights granted					
$\checkmark$	AEO_MANAGE_APPL	Manage applications					
	AEO_MANAGE_AUTH	Manage Authorizations					
$\checkmark$	AEO_MANAGE_SUBM_APPL	Manage Submitted applications					
$\checkmark$	CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it					
$\checkmark$	CUST_CONSULTATIVE	CUST_CONSULTATIVE					
	CANCEL	Showing 1-5 from 11					
		JAVE					

Picture 3. Managing the rights of Service User Representatives

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# 6.4 Removal of a representative

To remove a representative from the list of recipients, follow these steps:

1. In the top menu, select "Representatives" tab.

2. In the list of service recipient representatives, click on the row of the representative's record and you will be redirected to the "Service recipient representative" data view window.

	Customs of the Republic	of Lithuania	Name Surname R04532968465803622 🚯
	COMMON USER MANA	GEMENT PORTAL (BAP)	Services recipient: Name Surname
PROFILE	REPRESENTATIVES	DELEGATION AGREEMENTS	Choose another services recipient >

### Management of services recipient's representatives' rights

Showing 1-2 from 2

Picture 1. List of service user representatives

#### 2. In the window that appears, click the "Remove" button.

PROF	ILE REPRESENTATIVES	DELEGATION AGREEMENTS	Choose another services recipient >
<	Return		
Rep	resentative of servi	ces recipient	
Name	Surname		
User io	dentification number: R23688447	105804	
✓ Ad	lministrator's rights		
	ess profiles assigned to services re	cipient and its representative	
	1 3	11 elements selected in this table.	
~	Business profile	Rights granted	
~	AEO_MANAGE_APPL	Manage applications	
~	AEO_MANAGE_AUTH	Manage Authorizations	
~	AEO_MANAGE_SUBM_APPL	Manage Submitted applications	
~	CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit	it
~	CUST_CONSULTATIVE	CUST_CONSULTATIVE	
		Showing <b>1-5</b> from <b>11</b>	
	REMOVE	EDIT	

Picture 2. Selecting the "Remove" action

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3. In the dialog box that opens, confirm that you want to remove the representative from the list of representatives by clicking on the "Remove" button.

Are you sure you want to remove user from representative list?



Picture 3. Confirmation of removal

# 7 REGISTRATION AND MANAGEMENT OF DELEGATION AGREEMENTS

Delegation contract management functionality is available to users with administrator rights.

The representative of the service recipient (delegator) may delegate the activity profiles assigned to the service recipient to authorised service recipient - the delegate, by creating a delegation agreement between these service recipients. The initiator of the delegation agreement is always the delegate. The delegation agreement enters into force when it is approved by the authorized recipient of services (delegate) and the date corresponds to the date of commencement of the agreement specified in the agreement. After the conclusion of the delegation agreement, the users representing the delegate may act as the delegate's representatives within the activity profiles provided for in the delegation agreement. The delegation agreement shall expire when it expires or is terminated by either party.

# 7.1 Revision of the list of delegation agreements

The list of delegation agreements shall include all agreements created by the recipient and/or assigned to the recipient.

To view a list of delegation agreements or the details of a specific agreement, follow these steps:

#### 1. Select "Delegation agreements" tab in the top menu:

			Terms of Service	User manual	FAQ	LR Customs	EN 🔻	Logout 🗙
	Customs of the Republic COMMON USER MANA	of Lithuania AGEMENT PORTAL (BAP)			Nam	ie Surname R045. Services rec		803622 <b>i</b> me Surname
PROFILE	REPRESENTATIVES	DELEGATION AGREEMENTS				Choose anoth	her service	s recipient <b>&gt;</b>

Picture 1. Delegation agreements

#### 2. The window that opens provides a list of delegation agreements created and/or received by the service user.

PROFILE REP	RESENTATIVES DELEGATION	AGREEMENTS		Choose another services recipient >			
Delegation agreements							
+ REGISTER NEW Delegation agreements list							
Delegation id	Services recipient	Delegate	Valid	-			
Delegation id	Services recipient	Delegate	Status	Valid to			
511	Name Surname	UAB CompanyLT225863550 EO	RI Prepared	2024-02-10			
501	Name Surname	UAB Company 1 LT1000079216	17 VAT Prepared	2024-01-01			

Picture 2. View the details of a specific delegation agreement

3. To view the details of a specific delegation agreement, click on the row of the delegation agreement record in the list of delegation agreements and you will be redirected to the "Delegation Agreement" data view window.

# 7.2 Creating a delegation agreement

To create a delegation agreement, follow these steps:

1. Select "Delegation agreements" in the top menu (see step 1 in the "Revision of the list of delegation agreements" section).

2. In the window that opens, click the "+ Register New" button:

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Picture 1. Register new delegation agreement

3. Please provide the details of the authorized recipient (delegate).

• If you want to delegate the activity profiles to a legal entity, in the Delegation Agreement creation window, tick that the authorized service recipient will be a legal person. Select and enter the legal entity identification code to be used:

PROFILE	REPRESENTATIVES	DELEGATION AGREEMENTS				Choose another services recipient ${f >}$
Create	delegation agr	eement				
Services recip	pient: Name Surname 473	36070239 AK				
Authoris	ed services recipie	ent's data				
Legal per	rson O Natural persor	1				
Type of auth	orised services recipient's	identifier *		1		
JAR - Natio	onal legal persons register	r code	•	1		
JAR code *				1		
A	ADD			-		

Picture 2. Details of the legal entity of the authorized recipient

• If you want to delegate the activity profiles to a natural person, in the in the delegation agreement creation window, tick that the authorized service recipient will be a natural person.

PROFILE	REPRESENTATIVES	DELEGATION AGREEMENTS		Choose another services recipient ${f >}$			
Create	Create delegation agreement						
Services recip	pient: Name Surname 473	36070239 AK					
Authoris	Authorised services recipient's data						
C Legal per	rson 💿 Natural person	i i i i i i i i i i i i i i i i i i i					
Type of auth	orised services recipient's	identifier *					
AK - Natio	nal personal identification	code	•				
Name *			Personal code *				
Surname *			Services recipient's account identification r	number *			
Å	ADD						

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Select an available identification code and provide the person's name, selected code and the registration identification number of the authorised service user's account.
 You can find the account number of the authorised recipient number by logging into your account and selecting the "Profile" tab, as shown in the image below:

PROFILE	REPRESENTATIVES DELEGATION AGREEMENTS	Choose another services recipient >
Profile		
Services recip	ient's account identification number 381	
Picture 4.	Services recipient's account identification number	

**Note:** You can only conclude a delegation agreement with a natural or legal person who is already registered in the Customs Information System.

How to register a natural or legal person is described in the section "User registration and data modification" and click "Add" button:

4. Once you have entered the service recipient's details, click the "Add" button:

PROFILE	REPRESENTATIVES	DELEGATION AGREEMENTS			Choose another services recipient ${\boldsymbol{\flat}}$
Create	delegation agr	eement			
Services recip	pient: Name Surname 473	36070239 AK			
Authoris	ed services recipie	nt's data			
Legal per	rson O Natural person				
Type of auth	orised services recipient's	identifier *			
JAR - Natio	onal legal persons register	code	•		
JAR code *					
P	ADD				
Picture 5.	Adding an author	ized recipient			

5. Make sure that the delegation agreement contains the correct details of the authorized services recipient.

The details of the authorized services recipient shall be provided below the details of the services recipient creating the agreement.

PROFILE	REPRESENTATIVES	DELEGATION AGREEMENTS	Choose another services recipient ${f >}$
Create	delegation agr	eement	
$\bigcirc$	Authorised services recip	vient found. Do fill delegation agreement data.	
Authorised s	oient: Name Surname 473 ervices recipient: Name 1 ANGE	36070239 AK Surname1 46846804602 AK	

Picture 6. Authorized services recipient

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6. Enter the details of the delegation agreement and specify the activity profiles you want to delegate.

PROF	ILE REPRESENTATIVES [	DELEGATION AGREEMENTS	Choose another services recipient ${\boldsymbol{\flat}}$								
Cre	Create delegation agreement										
	~										
(	Authorised services recipient found. Do fill delegation agreement data.										
Service	Services recipient: Name Surname 47336070239 AK										
Autho	rised services recipient: Name 1 Surr	name1 46846804602 AK									
	CHANGE										
Aare	eement data										
Title *		Description									
litie *		Description									
Valid f	rom ^	Valid to *									
Delega	ated business profiles										
	Business profile	Rights granted									
	AEO_MANAGE_APPL	Manage applications									
	AEO_MANAGE_AUTH	Manage Authorizations									
	AEO_MANAGE_SUBM_APPL	Manage Submitted applications									
	CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it									
	CUST_CONSULTATIVE	CUST_CONSULTATIVE									
_		<pre>showing 1-5 from 11 </pre>									
	CANCEL	SAVE									
	AEO_MANAGE_APPL AEO_MANAGE_AUTH AEO_MANAGE_SUBM_APPL CUST_ADMINISTRATIVE CUST_CONSULTATIVE	Manage applications Manage Authorizations Manage Submitted applications The administrative role is able to draft an application but not to submit it CUST_CONSULTATIVE Showing 1-5 from 11									

Picture 7. Specification of contract details and delegated activity profiles.

### 7. Save the data by clicking the "Save" button:

Business profile	Rights granted
AEO_MANAGE_APPL	Manage applications
AEO_MANAGE_AUTH	Manage Authorizations
AEO_MANAGE_SUBM_APPL	Manage Submitted applications
CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it
CUST_CONSULTATIVE	CUST_CONSULTATIVE
	Showing 1-5 from 11           <

Picture 8. Save data

Once the agreement is saved, it will be redirected to the authorized recipient. The representative of the authorized recipient with administrator rights will see the contract by logging into the Authorized services recipient's account which will be able to approve or reject upon review as described in "Approval and rejection of the delegation agreement".

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# 7.3 Approval and rejection of the delegation agreement

Once a delegation agreement has been created by the service recipient, it must be approved by the Authorized service recipient. A contract that is not approved is invalid.

In order to approve a contract delegated to an authorised service recipient, the representative of the authorised service recipient, who has administrator right, must complete the following steps:

1. Select "Delegation agreements" from the top menu. The window that opens shows a list of delegation agreements created and/or received by the service user. Contracts with a status of "Prepared" are awaiting approval.

2. To approve a specific contract, in the list of delegation agreements, click on the row of the delegation agreement record whose status is "Prepared". You will be redirected to the data preview window of the selected delegation agreement.

Delegation agreements + REGISTER NEW	PROFILE REPR	ESENTATIVES DELEGATION AGREEMENTS		Cł	noose another services recipient >						
	Delegation agreements										
Delegation agreements list	+ REGISTER										
Delegation id Services recipient Delegate Valid 🔻	Delegation id	Services recipient	Delegate	Valid	•						
Delegation id Services recipient Delegate Status Valid to	Delegation id	Services recipient	Delegate	Status	Valid to						
513 Name Surname Name1 Surname1 Prepared 2024-12-31	513	Name Surname	Name1 Surname1	Prepared	2024-12-31						

## 3. In the window that opens, click the "Accept" button:

PROF	ILE REPRESE		DELEG	ATION AGREEMENTS						Choose another services n	ecipient >
<	Return										
Dele	Delegation agreement										
Service	es recipient: Name	Surname 3920	6191972	2 AK							
Autho	rised services recip	ient: Name1 Si	urname1	47336070239 AK							
Agre	ement data										
Title						Description					
Title	Nr.1										
Valid f	rom			Valid to							
2023	3-12-21		<b>#</b>	2024-12-31	ŧ						
Delea	ated business profi	los									
Delegi	ated business pron	105		11 ele	ments sele	ected in this table.					
~	Business profile	,		Rights granted	Seree Seree						
~	AEO_MANAGE_A	APPL	1	Manage applications							
~	AEO_MANAGE_A	AUTH		Manage Authorizations							
~	AEO_MANAGE_S	UBM_APPL		Manage Submitted applications							
~	CUST_ADMINIST	RATIVE		The administrative role is able to dra	ft an applic	cation but not to s	submit it				
~	CUST_CONSULT	ATIVE	(	CUST_CONSULTATIVE							
						<b>1-5</b> from <b>11</b> 2 3 ≫					
	REJECT		ACCE	PT							

Picture 2. Accept delegation agreement

Picture 1. Delegation agreement selection



- 4. To reject the delegation agreement, click the "Reject" button.
- 5. In the dialogue window that opens, confirm that you want to reject the agreement by clicking on the "Reject" button.

Are you sure you want to reject the agreement?



Picture 3. Rejection of delegation agreement

If the contract is rejected, it will be removed from the list of delegation agreements.

# 7.4 Editing a delegation agreement

The delegation agreement can be edited by the person who created it. Only a prepared agreement with the status "Prepared" is allowed to edit all fields.

Once the contract has been approved by the Authorized Service Recipient (agreement status "Confirmed by delegator"), editing the contract allows changes to the assigned activity profiles and the agreement expiry date.

**Note**: The result of editing a Delegation agreement with status "Confirmed by delegator" does not need to be approved by the Authorized service recipient.

To edit a delegation agreement, follow these steps:

1. Select "Delegation agreements" in the top menu.

2. In the list of delegation agreements, click on the row of the delegation agreement record. You will be redirected to the data view window of the selected delegation agreement.

PROFILE RE	PRESENTATIVES DELEGATION A	GREEMENTS		Choose another services recipient >							
Delegation agreements											
+ REGIST											
Delegation id	Services recipient	Delegate	Valid	•							
Delegation id	Services recipient	Delegate	Status	Valid to							
513	Name Surname	Name1 Surname1	Prepared	2024-12-31							

Picture 1. Delegation agreement selection

3. Click the "Edit" button and change the information you want in the contract details. Fields for which changes are not allowed are shown as inactive.

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PROF	ILE REPRESENTATIVES	DELEGATION AGREEMENTS	Choose another services recipient >						
<	Return								
Del	Delegation agreement								
Servic	Services recipient: Name Surname 39206191972 AK								
Autho	Authorised services recipient: Name1 Surname1 47336070239 AK								
Agre	ement data								
Title			Description						
Title	Nr.1								
Valid	rom	Valid to							
202	3-12-21	<b>±</b> 2024-12-31 <b>±</b>							
Dolog	ated business profiles								
Deleg	accu business promes	11 elements	selected in this table.						
~	Business profile	Rights granted							
~	AEO_MANAGE_APPL	Manage applications							
$\checkmark$	AEO_MANAGE_AUTH	Manage Authorizations							
~	AEO_MANAGE_SUBM_APPL	Manage Submitted applications							
$\checkmark$	CUST_ADMINISTRATIVE	The administrative role is able to draft an a	oplication but not to submit it						
~	CUST_CONSULTATIVE	CUST_CONSULTATIVE							
		Showi	2 3 <b>≫</b>						
	EDIT								

Picture 2. Edit delegation agreement

### 4. Save your changes by clicking the "Save" button:

PROF	ILE REPRESENTATIVES	DELEGATION AGREEMENTS	Choose another services recipient >							
Del	Delegation agreement									
	Services recipient: Name Surname 39206191972 AK									
	rised services recipient: Name1									
Aaro	ement data									
Agre	ement data									
Title *			Description							
Title	Nr.1									
Valid f	rom *	Valid to *								
2023	3-12-21	<b>#</b> 2024-12-31 <b>#</b>								
Dolog	ated business profiles									
Delegi	ated business promes	<b>11 elements</b> selected in	his table. <u>Clear selected elements</u>							
~	Business profile	Rights granted	no dole, <u>elea selecea cemeno</u>							
~	AEO_MANAGE_APPL	Manage applications								
~	AEO_MANAGE_AUTH	Manage Authorizations								
~	AEO_MANAGE_SUBM_APPL	Manage Submitted applications								
~	CUST_ADMINISTRATIVE	The administrative role is able to draft an a	plication but not to submit it							
~	CUST_CONSULTATIVE	CUST_CONSULTATIVE								
			ig 1-5 from 11							
		« 1	2 3 🔉							
	CANCEL	SAVE								
<b>&gt;</b>	AEO_MANAGE_AUTH AEO_MANAGE_SUBM_APPL CUST_ADMINISTRATIVE CUST_CONSULTATIVE	Manage Authorizations Manage Submitted applications The administrative role is able to draft an ap CUST_CONSULTATIVE Showi								

Picture 3. Save edited delegation agreement

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# 7.5 Termination of the delegation agreement

An existing delegation agreement may be terminated by either party. To terminate the contract, follow these steps:

1. Select "Delegation agreements" in the top menu.

2. In the list of delegation agreements, click on the row of the delegation agreement record whose status is "Confirmed by delegator". You will be redirected to the data view window of the selected delegation agreement.

PROFILE	REPRESENTATIVES	DELEGATION AGREEMENTS		Ch	oose another services recipient >					
Delegation agreements										
	SISTER NEW									
Delegation	id Services r	ecipient	Delegate	Valid	•					
Delegation	d Services re	cipient D	elegate	Status	Valid to					
513	Name Surna	ame N	lame1 Surname1	Confirmed by delegator	2024-12-31					

Picture 1. Delegation agreement selection

### 3. In the preview window, click the "Revoke" button.

PROFIL	E REPRESENTATIVES	DELEGA	ATION AGREEMENTS						Choose another services recipient >	
<b>&lt;</b> R	eturn									
Dele	Delegation agreement									
	Services recipient: DOVYDAS MAČIULIS 39206191972 AK									
Authori	Authorised services recipient: Vardenis Pavardenis 47336070239 AK									
Agree	ement data									
Title					)	Description				
Title N	Nr.1									
Valid fro	om		Valid to							
2023-	12-21	ŧ	2024-12-31	ŧ						
Delegat	ed business profiles									
				11 elements sel	lecte	ed in this table.				
~	Business profile	F	Rights granted							
~	AEO_MANAGE_APPL	N	Manage applications							
$\checkmark$	AEO_MANAGE_AUTH	Ν	Manage Authorizations							
~	AEO_MANAGE_SUBM_APPL	Ν	Manage Submitted applicat	tions						
$\checkmark$	CUST_ADMINISTRATIVE	Т	he administrative role is ab	ole to draft an appli	icatio	on but not to submit it				
~	CUST_CONSULTATIVE	c								
				Showing	<b>1-5</b> 2	from 11 3 >>>				
	REVOKE									

Picture 2. Termination of delegation agreement



4. In the dialogue that opens, confirm that you want to cancel the contract by clicking on the "Revoke" button.

Are you sure you want to revoke the agreement?



Picture 3. Confirmation of termination

In the event of termination, the delegation agreement will be removed from the "Delegation agreements" list.