

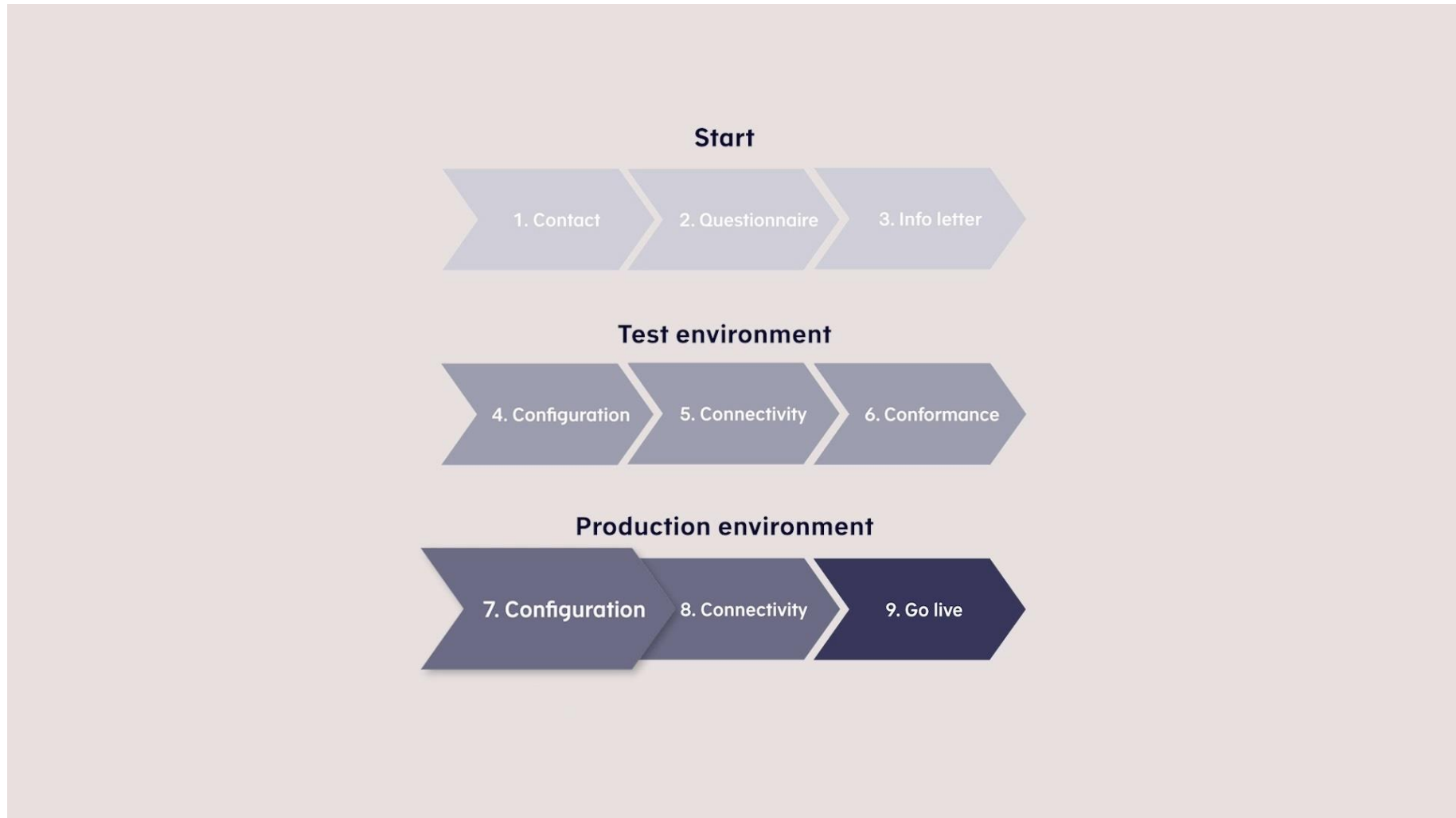
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# STI-STP Access Point for Production



Click guide

You are currently at step 7, Configuration, in the onboarding process for the Shared Trader Interface (STI) system-to-system solution.



# Preface

## Purpose

The purpose of this click guide is to provide a guide for ordering an Access Point in Shared Trader Interface-Shared Trader Portal (STI-STP) as a part of Conformance testing during ICS2 System-to-System onboarding.

## Requirement

As a requirement to this guide, the reader should be able to log on to the STI-STP Production Environment.

## Note

- The images shown in this guide are based on test data.
- In the click guide, all actions are highlighted. In the 'Step' column, all actions are marked in bold, and in the 'Screendumps' column, all actions are marked with orange boxes.

## Abbreviations

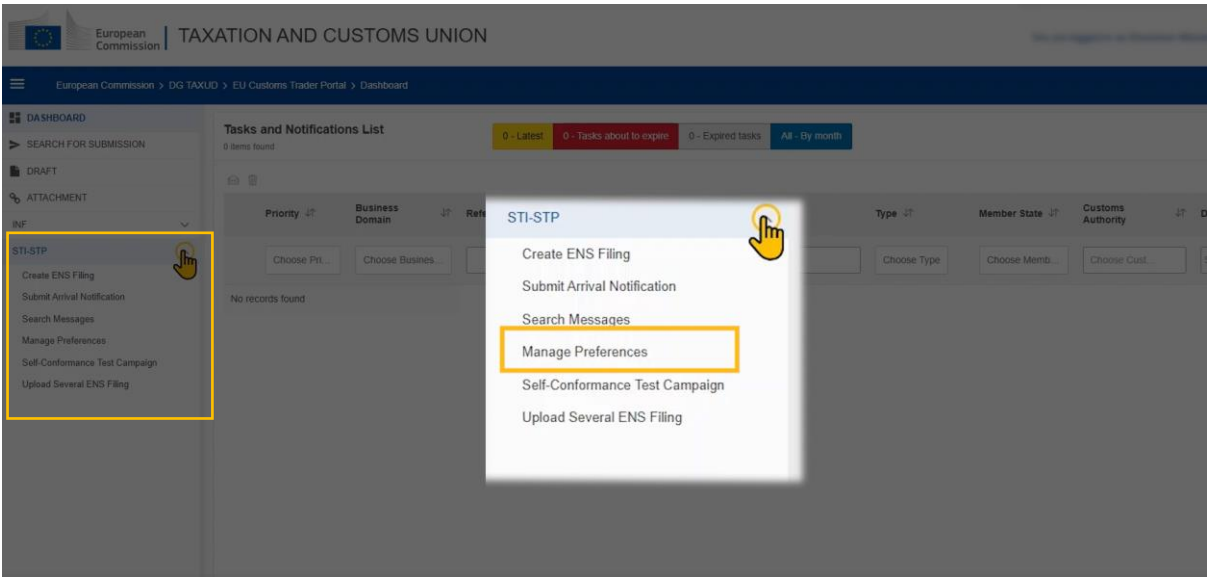
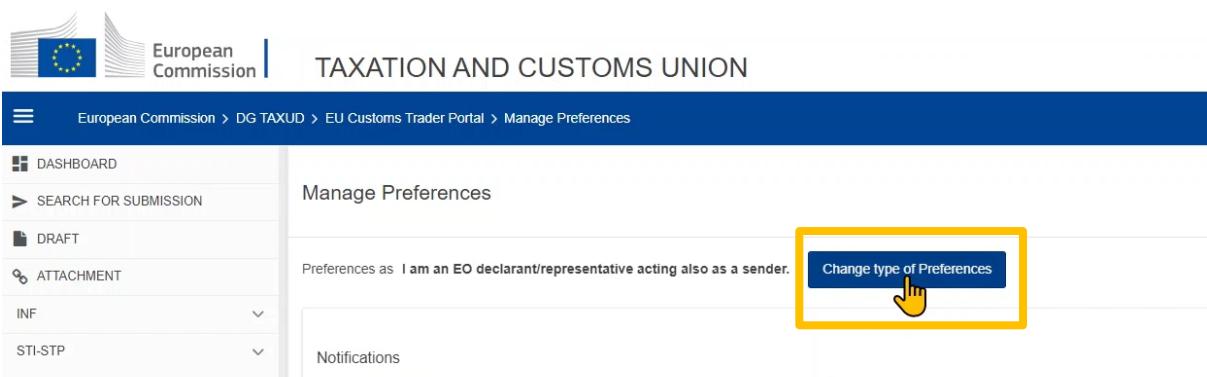
- **STI-STP:** Shared Trader Interface (STI) / Shared Trader Portal (STP)
- **S2S:** System-to-System

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# Order Access Point in STI-STP Production Environment

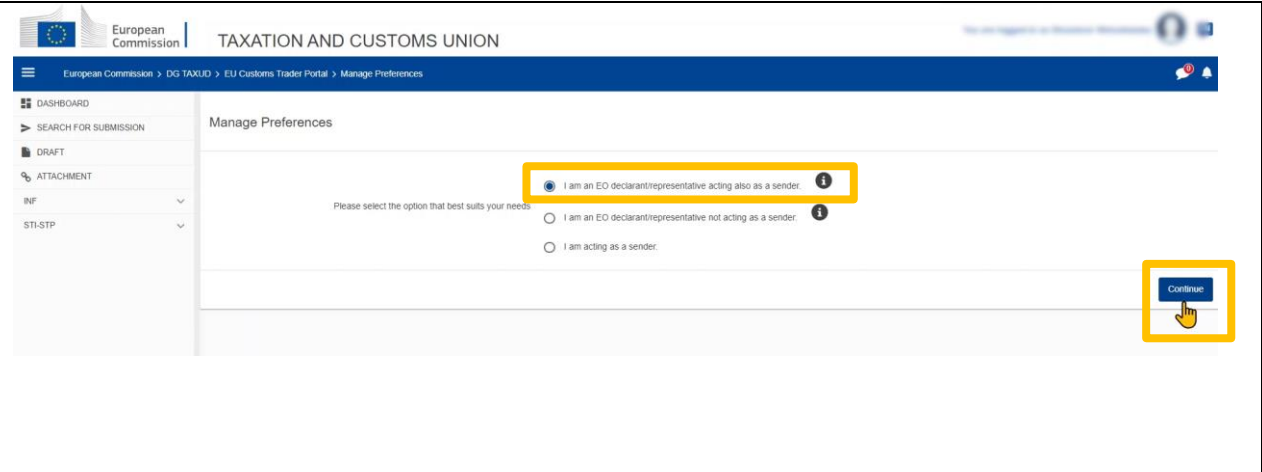
Follow this click guide to initiate the process of ordering an Access Point in the STI-STP Production Environment. Log on to the STI-STP production environment.

Process	Step	Screendumps
<p>Order Access Point in STI-STP</p>	<p>1. Navigate to STI-STP on the left side and click <b>Manage Preferences</b>.</p>	 <p>The screenshot shows the 'European Commission TAXATION AND CUSTOMS UNION' dashboard. On the left sidebar, the 'STI-STP' menu item is highlighted with a yellow box, and a hand cursor is pointing at it. A dropdown menu is open, showing several options, with 'Manage Preferences' highlighted by a yellow box. The background shows a 'Tasks and Notifications List' with filters for 'Latest', 'Tasks about to expire', and 'Expired tasks'.</p>
	<p>2. Click on <b>Change type of Preferences</b>.</p>	 <p>The screenshot shows the 'European Commission TAXATION AND CUSTOMS UNION' 'Manage Preferences' page. The breadcrumb trail is 'European Commission &gt; DG TAXUD &gt; EU Customs Trader Portal &gt; Manage Preferences'. The page title is 'Manage Preferences'. Below the title, there is a section for 'Preferences as' with the text 'I am an EO declarant/representative acting also as a sender.' and a blue button labeled 'Change type of Preferences' highlighted with a yellow box and a hand cursor. Below this is a section for 'Notifications'.</p>

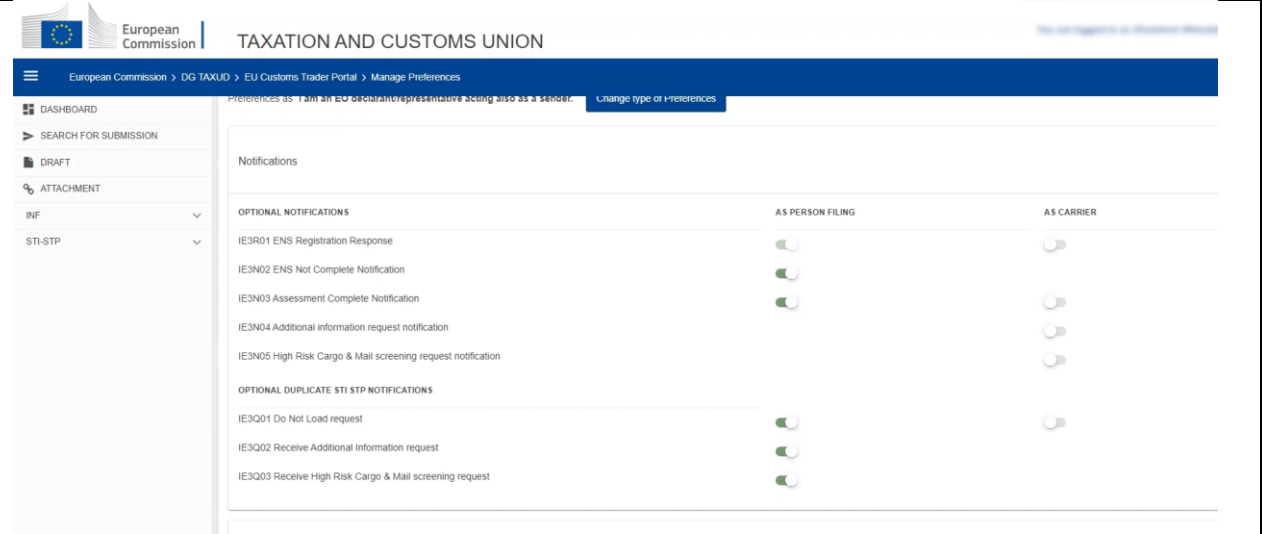
3. Select the option best suited for your needs.

It is recommended to select **I am an EO declarant/presentative acting also as a sender.**

Click on **Continue**

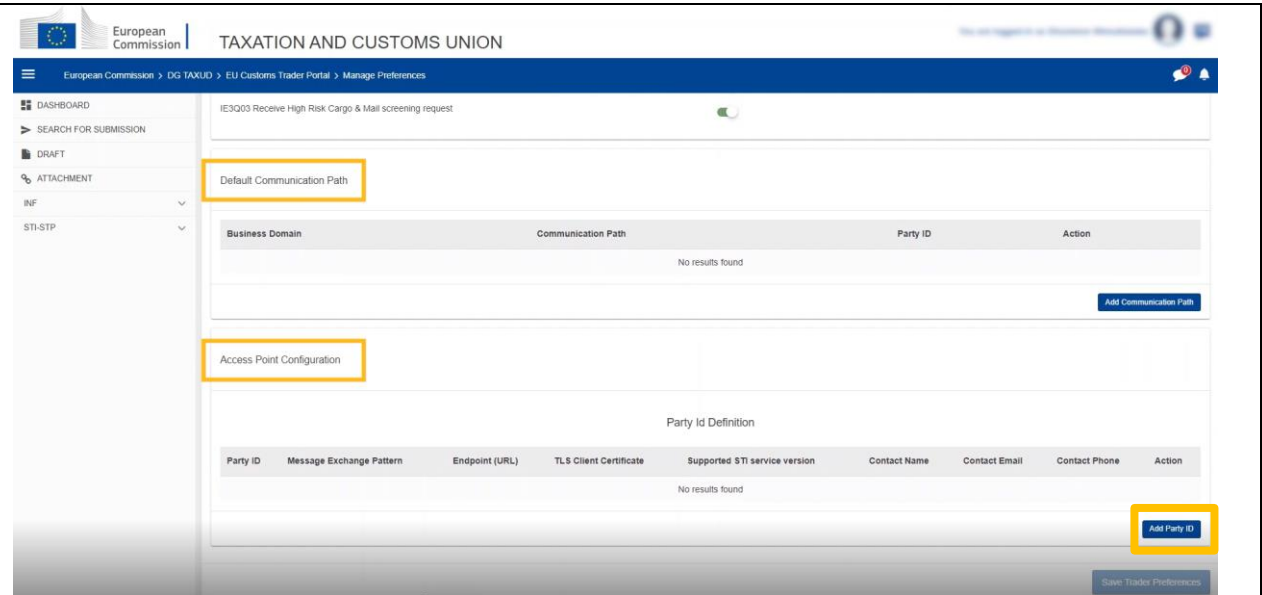


4. Further down on the page 'Manage Preferences' you will be able to adjust notifications to your needs by turning them on or off. Notifications have no effect on ordering an Access Point.



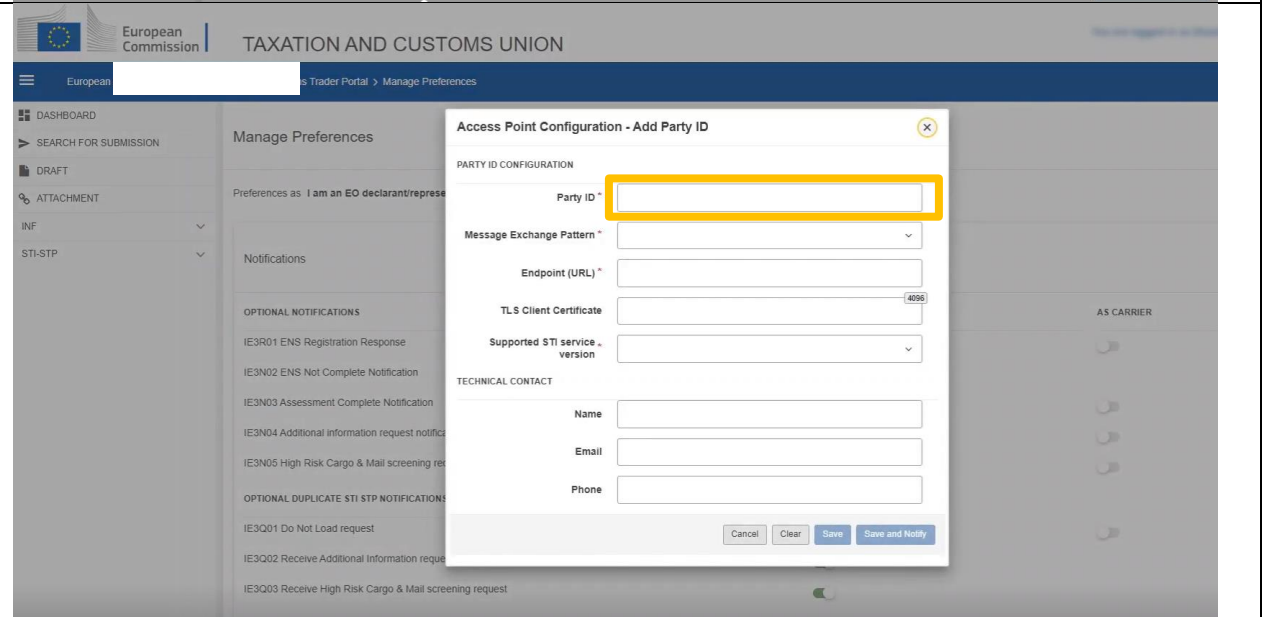
5. At the bottom section of the page, you will find 'Default Communication Path' and 'Access Point Configuration'. It is important to fill out Access Point Configuration first.

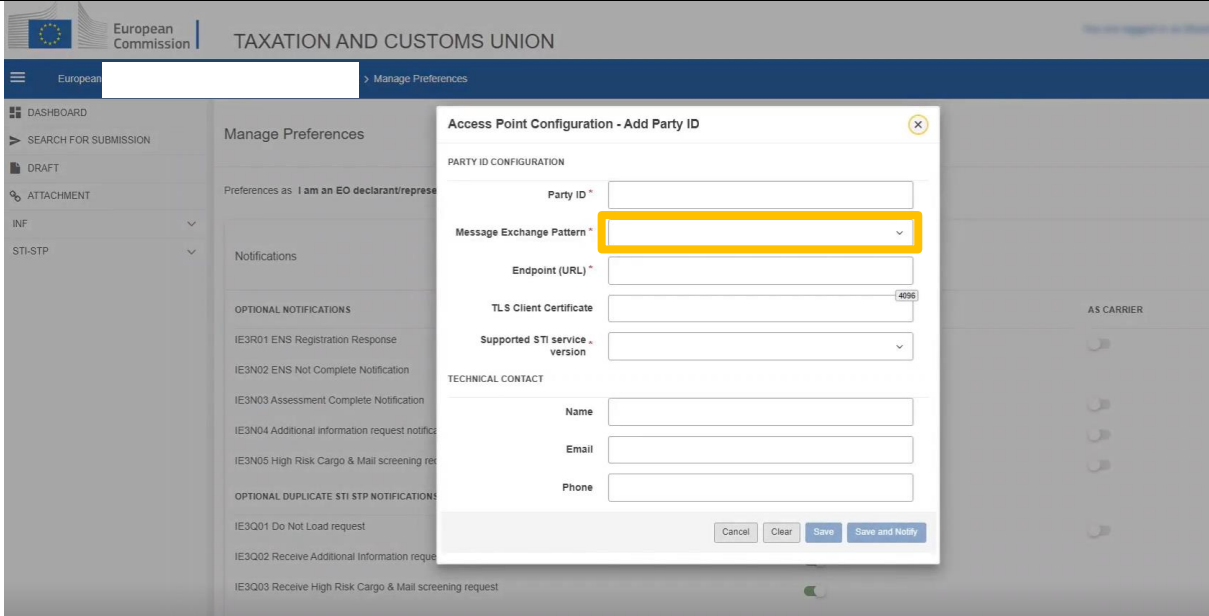
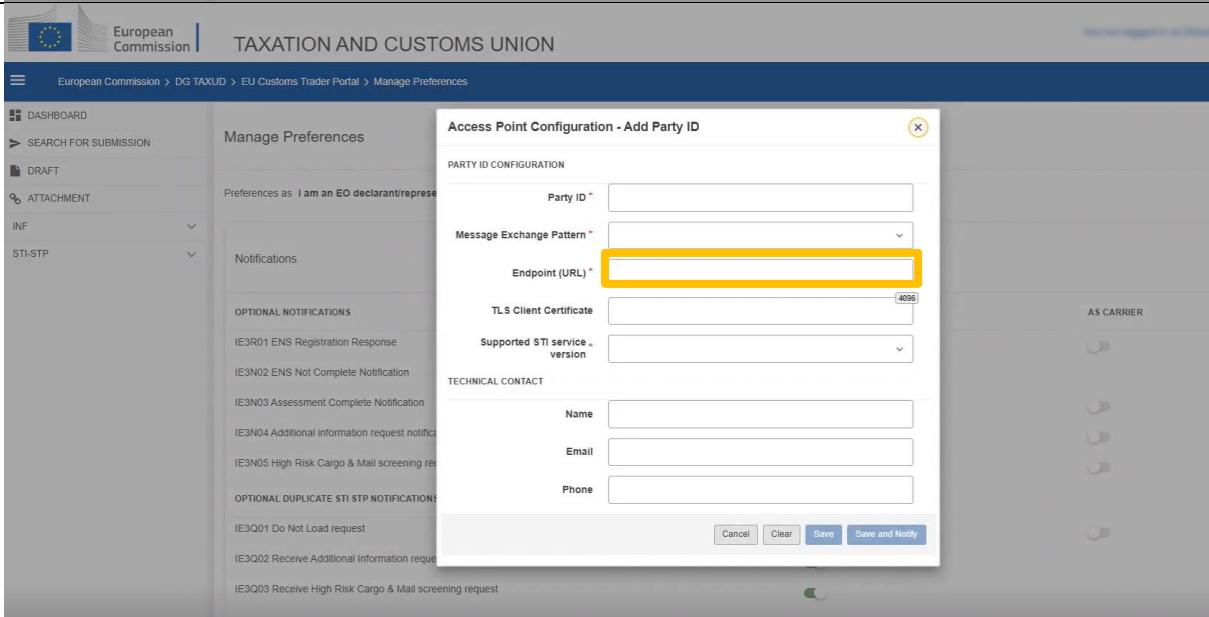
Click on **Add Party ID**



6. Start by entering your **Party ID**. Your Party ID is the EORI number of your Company.

EORI numbers consists of 10 digits. E.g. DK12345678.



<p>7. In the field 'Message Exchange Pattern' you can choose between <b>PUSH or PULL</b>.</p> <p>Choose PUSH if your company has set up an AS4-server. In this instance you must fill out 'Endpoint (URL)'.</p> <p>Choose PULL if your company HAS NOT set up an AS4-server. In this instance it is not possible to fill out the next field 'Endpoint (URL)'.</p>	 <p>The screenshot shows the 'Access Point Configuration - Add Party ID' dialog box in the 'TAXATION AND CUSTOMS UNION' system. The 'Message Exchange Pattern' dropdown is highlighted with a yellow box, indicating the selection of 'PUSH'. Other fields include 'Party ID', 'Endpoint (URL)', 'TLS Client Certificate', and 'Supported STI service version'. The 'TECHNICAL CONTACT' section includes fields for Name, Email, and Phone.</p>
<p>8. If you are using <b>PUSH</b>, you must provide your <b>AS4 Gateway Endpoint</b> in Endpoint (URL).</p>	 <p>This screenshot is identical to the one above, showing the 'Access Point Configuration - Add Party ID' dialog box. In this instance, the 'Endpoint (URL)' text input field is highlighted with a yellow box, indicating that it must be filled out when using the 'PUSH' message exchange pattern.</p>



9. Enter the certificate you want to use for Transport Layer Security in the field **TLS Client Certificate**.

The format must be a base64 coded string beginning with “-----BEGIN CERTIFICATE-----” and ending with “-----END CERTIFICATE-----”.

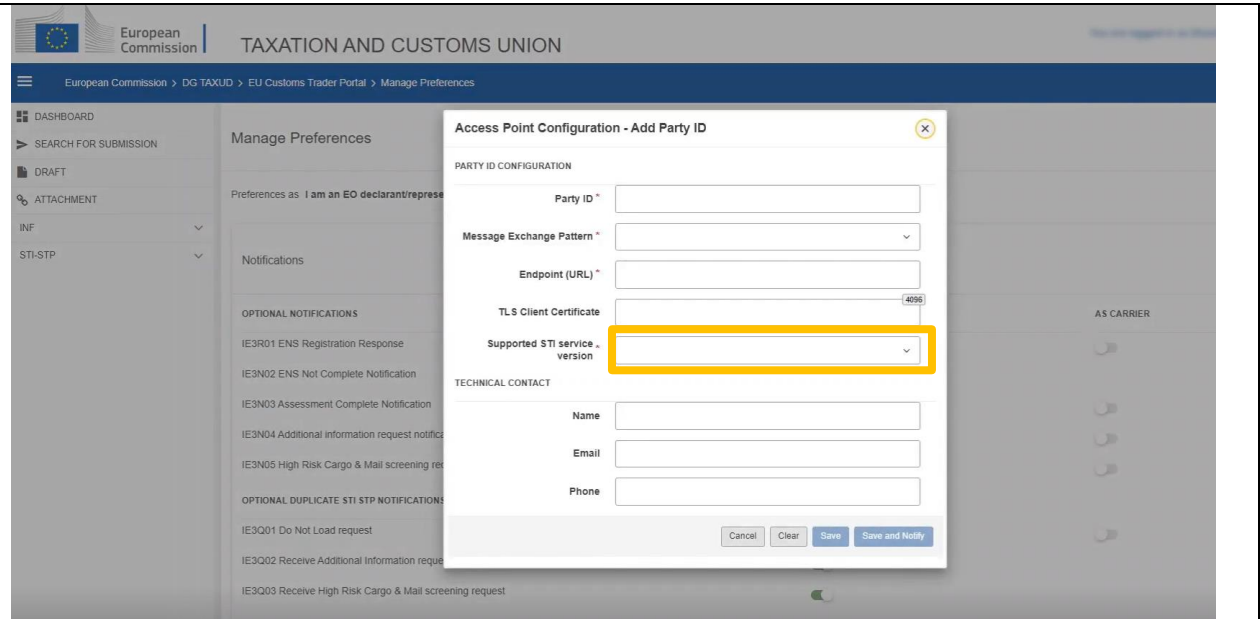
**NOTE:** It is recommended to use the MitID Production Certificate created for you. You will also be using it for signing AS4 messages. However, any SSL certificate can be used if the Certificate Authority is on the EU’s list of approved CAs (Certificate Authorities).

The screenshot displays the 'European Commission TAXATION AND CUSTOMS UNION' interface. The main content area is titled 'Manage Preferences' and shows a list of notification preferences under 'OPTIONAL NOTIFICATIONS' and 'OPTIONAL DUPLICATE STI STP NOTIFICATIONS'. A modal dialog box titled 'Access Point Configuration - Add Party ID' is open in the foreground. The dialog box contains the following fields:

- Party ID \*
- Message Exchange Pattern \*
- Endpoint (URL) \*
- TLS Client Certificate (highlighted with a yellow box)
- Supported STI service version \*
- TECHNICAL CONTACT fields: Name, Email, and Phone.

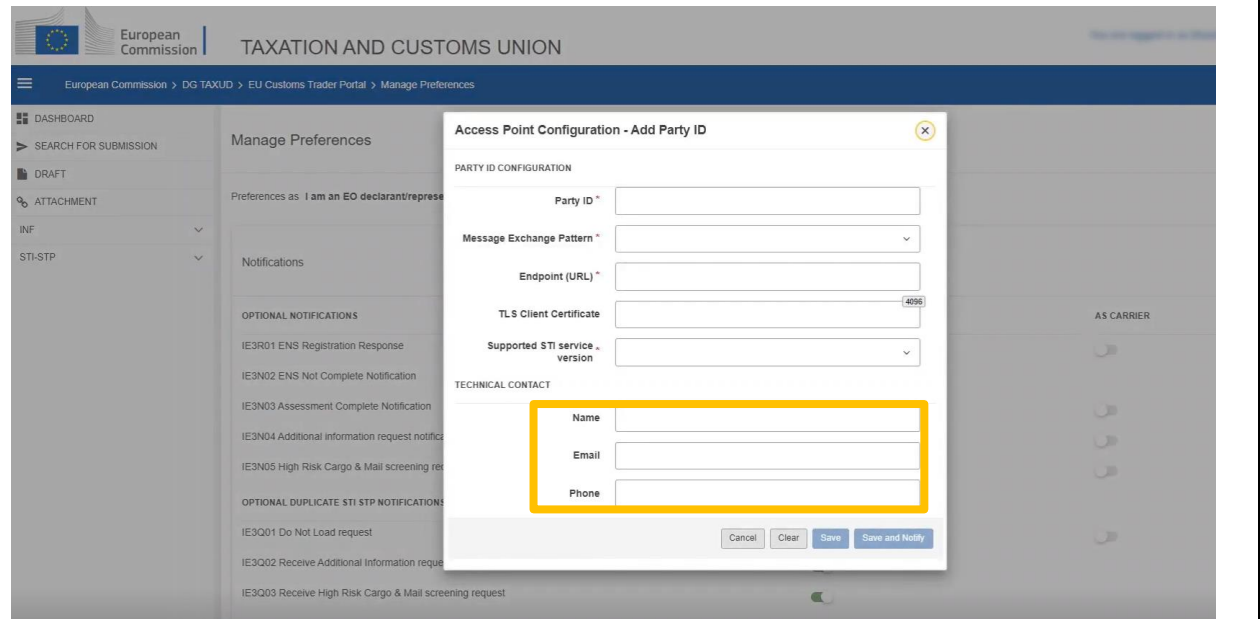
At the bottom of the dialog box, there are buttons for 'Cancel', 'Clear', 'Save', and 'Save and Notify'.

10. In the field 'Supported STI service version' **you should always choose the latest version of service available.**



11. Under 'Technical Contact' you must provide contact information of the Company's technical contact. This includes:

- Name**
- Email**
- Phone number**



12. After providing the necessary information click **Save and Notify** to order the Access Point Configuration.

Do not click save. **Click Save and notify.**

Portal > Manage Preferences

### Access Point Configuration - Add Party ID

PARTY ID CONFIGURATION

Party ID \* DK14106928

Message Exchange Pattern \* PULL

Endpoint (URL)

TLS Client Certificate -----BEGIN CERTIFICATE----- MIIGHzCCBQegAwIBAgIEXoF... 1914

Supported STI service \* version EU-ICS2-TI-V2.0

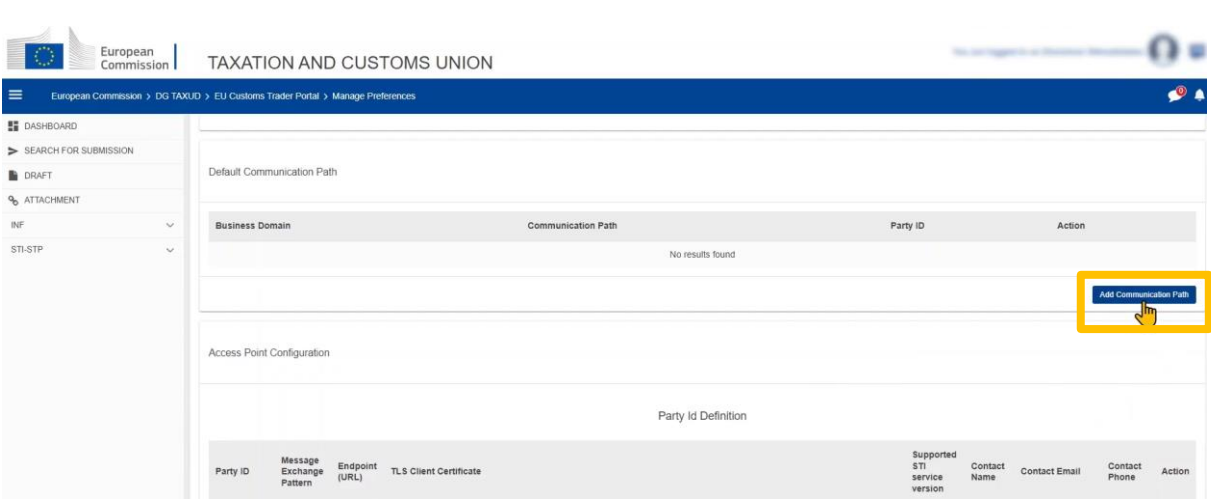
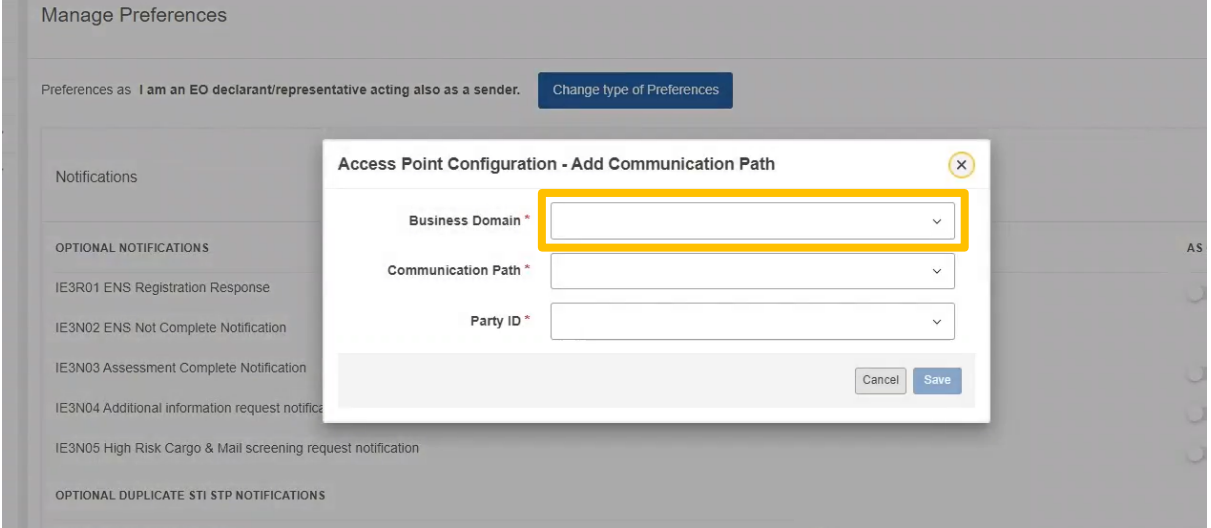
TECHNICAL CONTACT

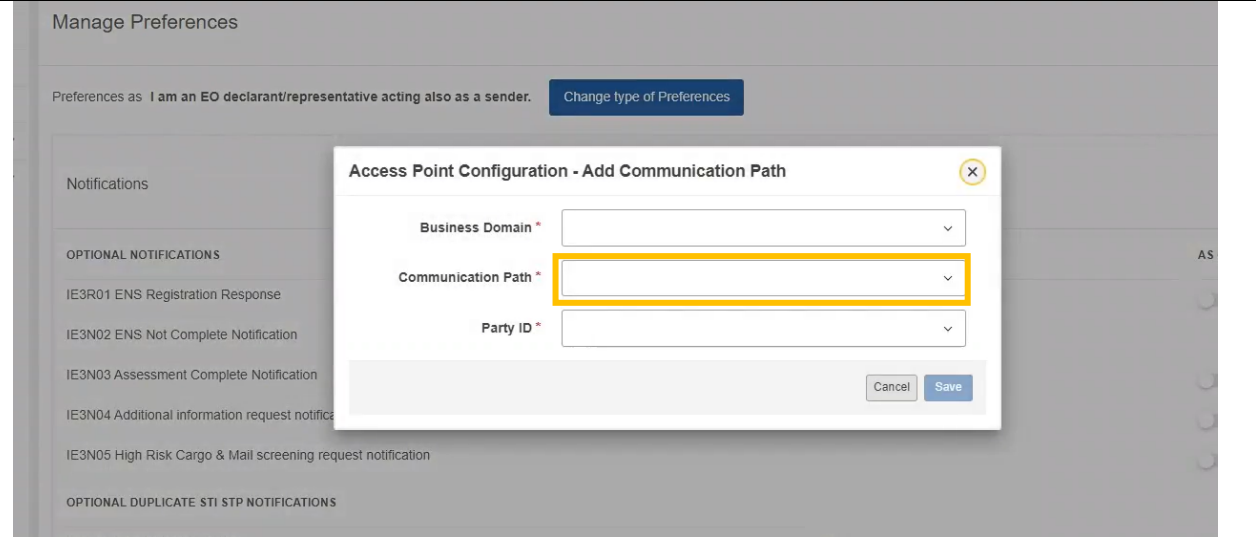
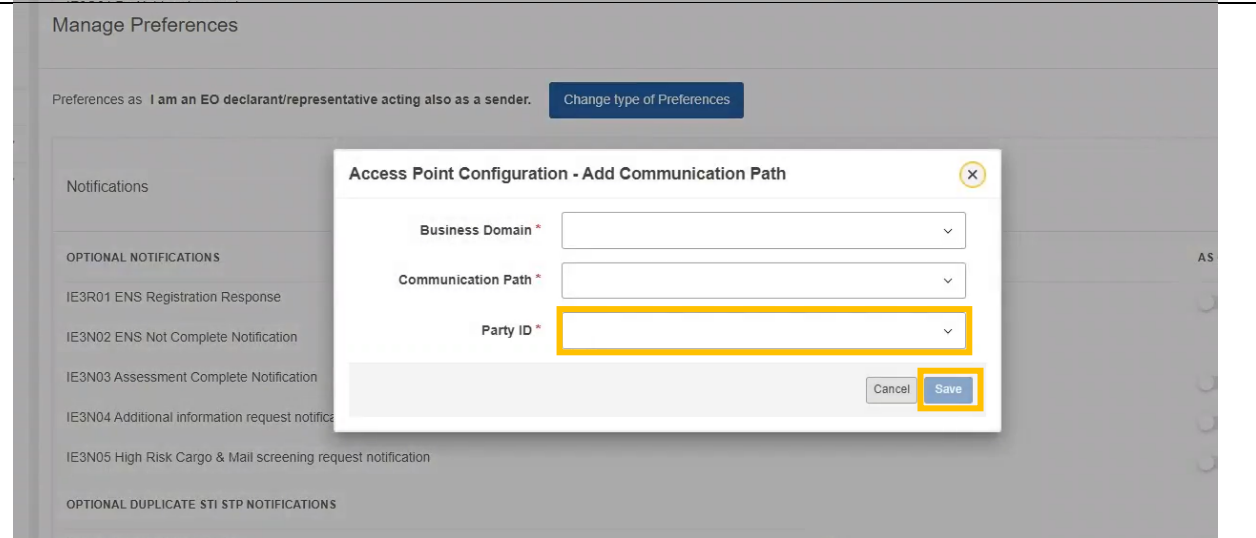
Name Test Testesen

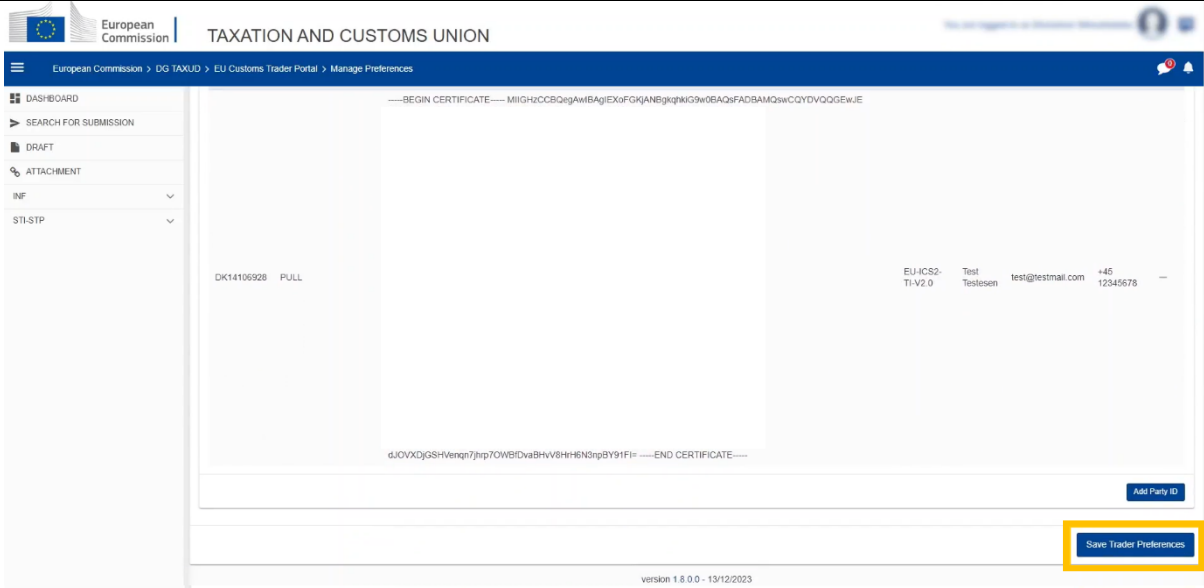
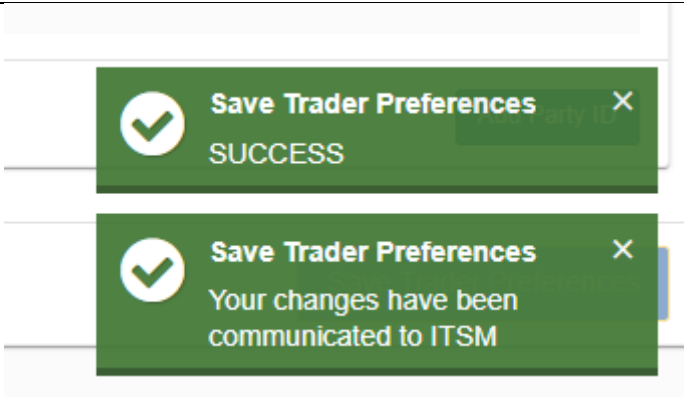
Email test@testmail.com

Phone +45 12345678

Cancel Clear Save Save and Notify

	<p>13. Now you need to set up your Default Communication Path. This is done to establish communication to the System-to-System solution.</p> <p>Click <b>Add Communication Path</b> to set up a communication path.</p>	
	<p>14. First you must choose the <b>Business Domain</b>. The options consist of Postal, Maritime, Air, Rail, Road and Express. Here you will need to choose the relevant Business Domain for the communication path.</p>	

	<p>15. Next you must choose <b>S2S</b> in the dropdown menu 'Communication Path'.</p>	 <p>The screenshot shows the 'Manage Preferences' dialog box. A modal window titled 'Access Point Configuration - Add Communication Path' is open. It contains three dropdown menus: 'Business Domain *', 'Communication Path *', and 'Party ID *'. The 'Communication Path *' dropdown is highlighted with a yellow border. The background shows a list of notification types under 'OPTIONAL NOTIFICATIONS'.</p>
	<p>16. Choose your <b>Company's EORI number</b> from the dropdown menu <b>Party ID</b>.</p> <p>Click <b>Save</b></p>	 <p>The screenshot shows the same 'Manage Preferences' dialog box. In this step, the 'Party ID *' dropdown menu is highlighted with a yellow border. Additionally, the 'Save' button at the bottom right of the modal window is also highlighted with a yellow border.</p>

<p>17. It is important that you save your preferences after adding a communication path.</p> <p>Scroll down and click <b>Save Trader Preferences</b></p>	 <p>The screenshot shows the 'European Commission TAXATION AND CUSTOMS UNION' interface. The breadcrumb trail is 'European Commission &gt; DG TAXUD &gt; EU Customs Trader Portal &gt; Manage Preferences'. The main content area displays a certificate with the text '---BEGIN CERTIFICATE---' and '---END CERTIFICATE---'. At the bottom right, the 'Save Trader Preferences' button is highlighted with a yellow border.</p>
<p>18. Upon clicking Save Trader Preferences two green boxes will appear to confirm that you have successfully saved your preferences and ordered an Access Point.</p>	 <p>The image shows two stacked green notification boxes. The top box contains a white checkmark icon, the text 'Save Trader Preferences', and 'SUCCESS'. The bottom box contains a white checkmark icon, the text 'Save Trader Preferences', and 'Your changes have been communicated to ITSM'. Both boxes have a white 'X' icon in the top right corner.</p>

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