



MUITINĖS DEPARTAMENTAS PRIE LIETUVOS RESPUBLIKOS FINANSŲ MINISTERIJOS

BAP USER GUIDE

09/2023

TURINYS

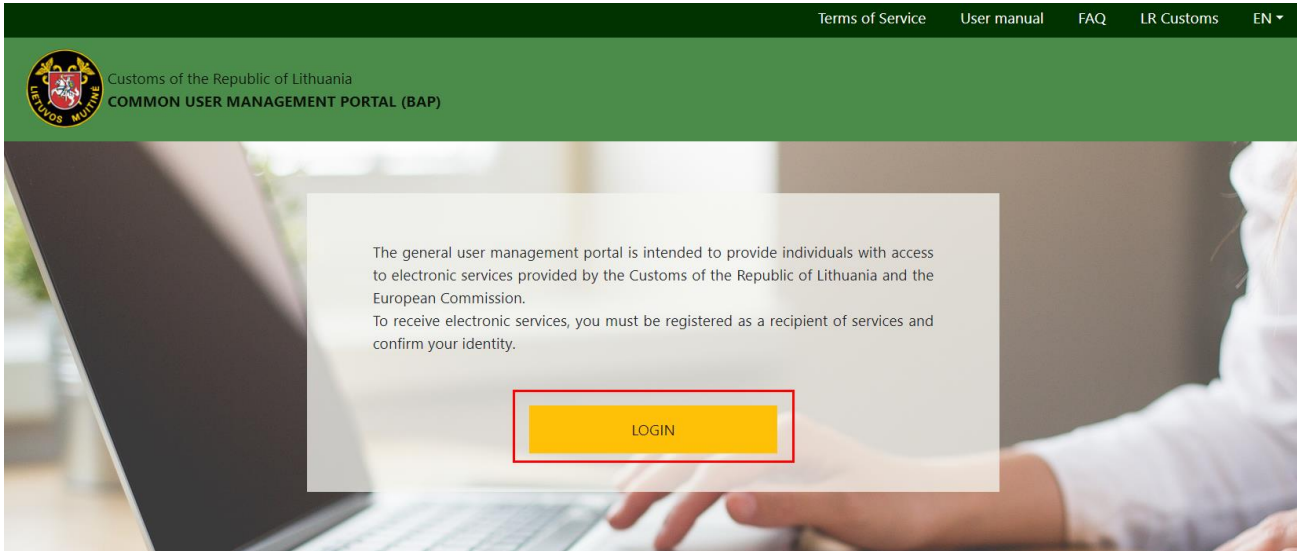
1	Login and logout	3
1.1	Login	3
1.2	Choice of the represented service recipient	7
1.3	Logout	7
2	User registration and data change	8
2.1	Authenticated user registration	8
2.2	Unauthenticated user registration.....	10
2.3	Changing profile data	13
3	View the details of the recipient and the recipient's representative	15
3.1	View of the data when the services recipient and the representative of the services recipient are different persons	15
3.2	View data when the recipient and the recipient's representative match	17
4	Certificate generation	19
4.1	Generate certificate	19
4.2	Certificate removal.....	20
5	Service recipient registration	22
6	Addition of a representative of the recipient of services and management of representation rights	25
6.1	Review of the list of representatives	25
6.2	Addition of a representative	26
6.3	Management of representation rights.....	29
6.4	Removal of a representative	30
7	Development and management of delegation agreements	32
7.1	Revision of the list of delegation agreements.....	32
7.2	Creating a delegation agreement.....	33
7.3	Approval of the delegation agreement.....	35
7.4	Editing a delegation agreement	36
7.5	Termination of the delegation agreement.....	37

1 LOGIN AND LOGOUT

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

1.1 Login

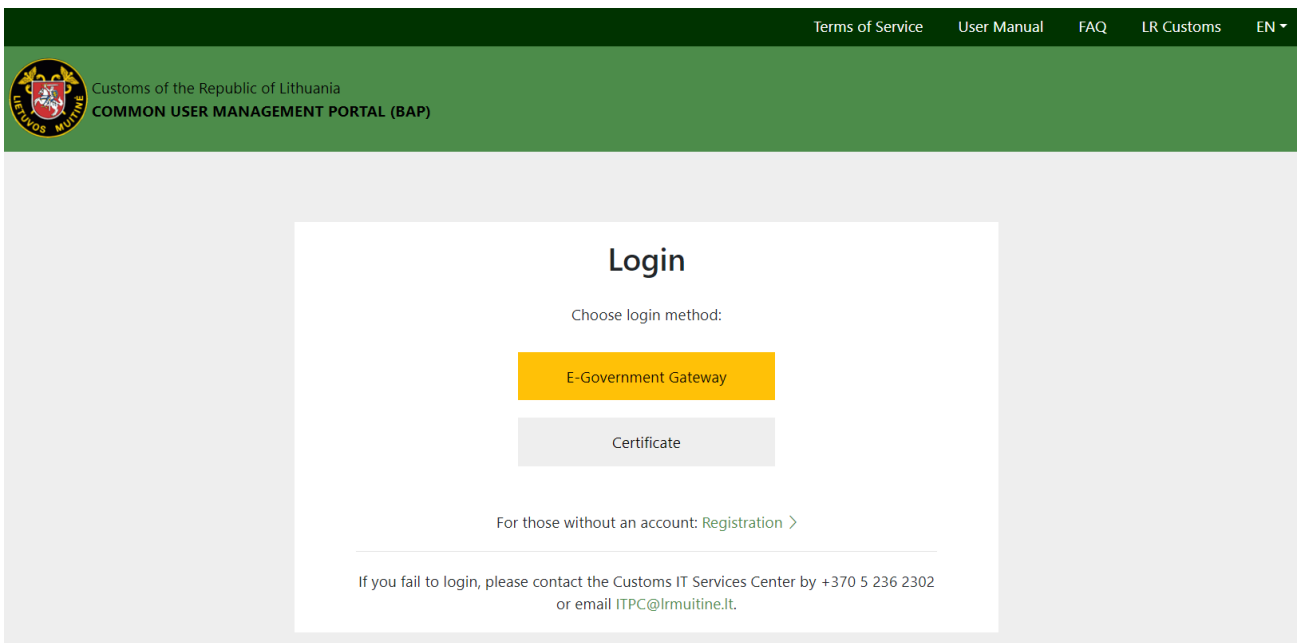
Choose "Login" to start log in to the system:



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.



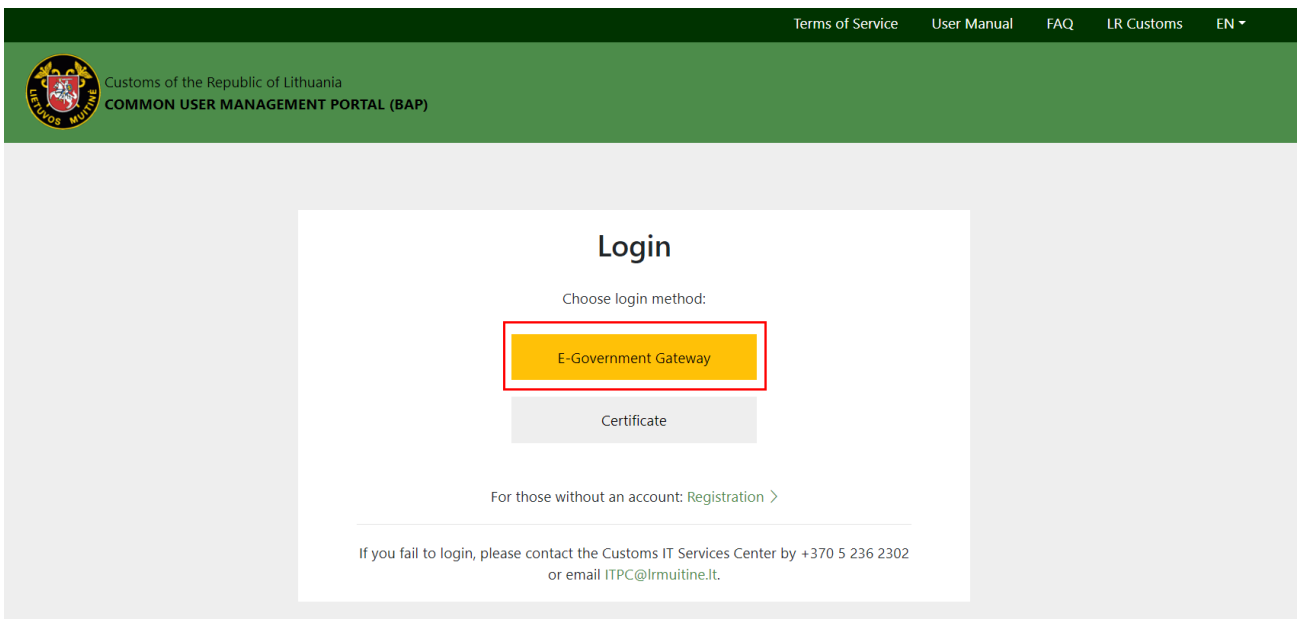
Picture 2. Verify your identity

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:



Picture 3. "E-Government Gateway" button

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









Picture 4. The authentication service methods and providers

Note: Authentication methods and providers may change.

BAP USER GUIDE

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:

 By clicking on "Enter" I express my agreement with the disclosure of my personal data for customer identification purpose to the beneficiary and confirm that I am familiarized with the right to disagree with the processing and disclosure of personal data.

 TAX Board declaration With help of Electronic declaration system you can submit your declarations to Tax Board. More information with help of presenting declarations in Electronic declaration system (EDS). Enter	 E-Government Public e-services portal allows individuals to access government institution and municipality public services through the Internet bank. Enter	 Centre of registers Here you can log on to the portal of Center of registers. Enter
 Sodra e-services Possibility to connect to The State Social Insurance Fund Board under the Ministry of Social Security and Labour e-services web-page for the insured, insurers and other e-services users. Enter	 Certificates for declaration Swedbank information needed for annual income tax declaration you'll find in Internet bank. Review certificates	

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"):

Elektroniniai valdžios vartai
E-Government Gateway
Administracinių ir viešųjų elektroninių paslaugų portalas

Naudotojas: NAME SURNAME
Atstovaujamas asmuo: NAME SURNAME

Pradžia Gyventojams Verslui Viešajam sektoriui e.dokumentai e.pristatymas Centralizuoti viešieji pirkimai **Mano meniu**

SAVITARNA Pranešimai 1 Mano užduotys 0 Mano profilis

Muitinės elektroninių paslaugų naudotojų, siekiančių gauti prieigą prie Europos Komisijos centrinių sistemų, autentifikavimo paslauga

Vardas: NAME
Pavardė: SURNAME
El. pašto adresas: name.surname@namesurname.test
Asmens kodas: 12345678901

Trumpas aprašymas: Paslauga skirta autentifikuoti naudotojus, kurie nori gauti Europos Komisijos centrinių sistmų teikiamas paslaugas.
Paslaugos teikėjas: Muitinės departamentas prie Lietuvos Respublikos finansų ministerijos
Kontaktai: Muitinės IT paslaugų centras
Tel. +370 5 236 2302
ITPC@lrmuitine.lt

[Atšaukti](#) [Patvirtinti](#)

Spustelėję aukščiau esančią nuorodą "Patvirtinti", Jūs patvirtinsite, kad sutinkate, jog Jūsų asmeniniai ar įmonės duomenys, kurie yra nurodyti aukščiau, būtų perduoti šiai trečiajai šaliai - Muitinės departamentas prie Lietuvos Respublikos finansų ministerijos. Jei Jūs nesutinkate jog Jūsų duomenys būtų perduoti šiai trečiajai šaliai, spauskite nuorodą "Atšaukti" Jei norite, kad nebūtų reikalaujama Jūsų papildomo duomenų perdavimo patvirtinimo jungiantis prie šio teikėjo paslaugų, pažymėkite apačioje esantį sutikimą. Sutikimas vėliau gali būti keičiamas profilio nustatymuose.

Sutinku, kad mano asmens duomenys, reikalingi tapatybės nustatymui, būtų perduodami šiam teikėjui be papildomo patvirtinimo.

Picture 6. Confirm your consent

BAP USER GUIDE

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

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

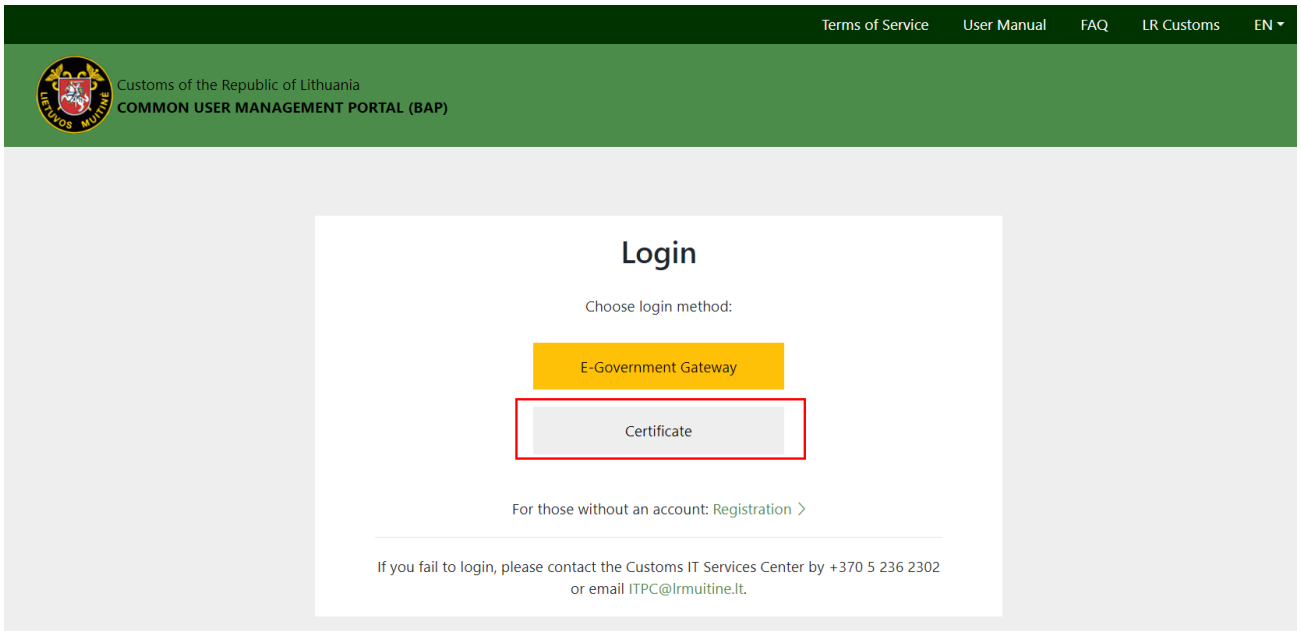
- To connect using a certificate, you must first verify your identity by connecting via Electronic Government Gateway and generate the certificate.

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.

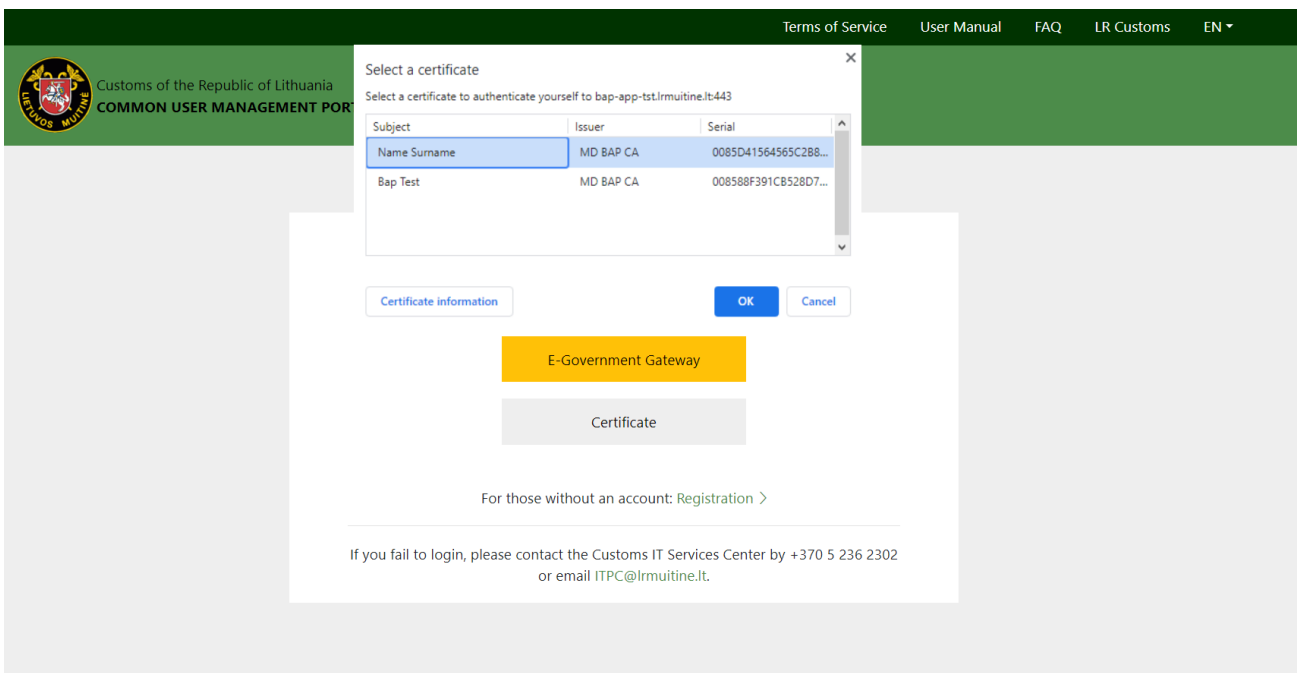
How to submit a request is described in the section "[User registration and data change](#)".

Click the "Certificate" button:



Picture 7. "Certificate" button

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

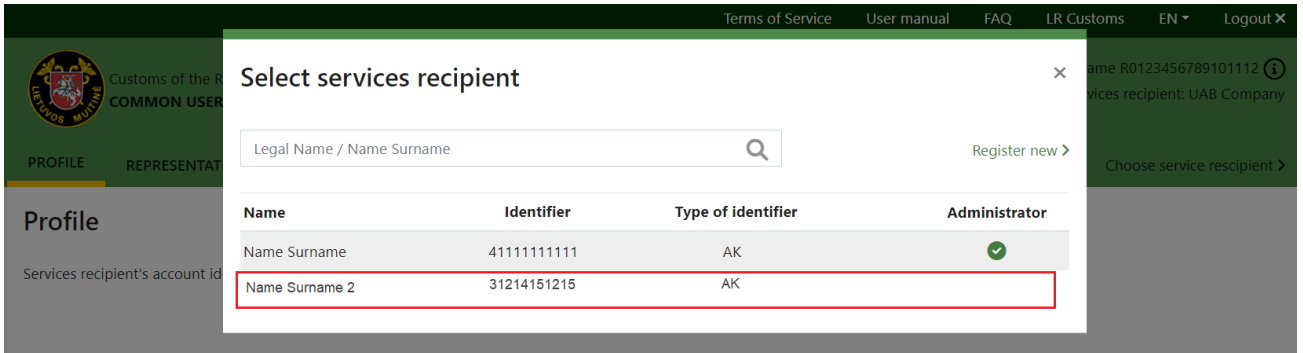


Picture 8. Select the certificate

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

1.2 Choice of the represented service recipient

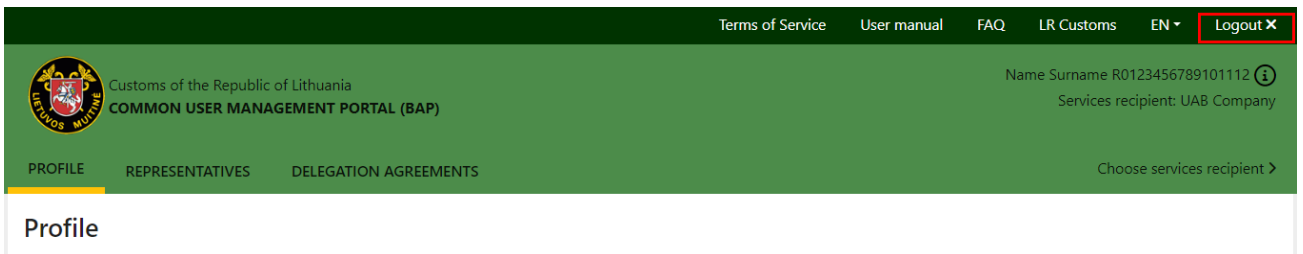
If you are a registered BAP user and represent only one services recipient, only that recipient's account will be logged in. If you represent multiple recipients of the service, a table of recipients will be provided for selection:



Picture 1. Select services recipient

1.3 Logout

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



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 CHANGE

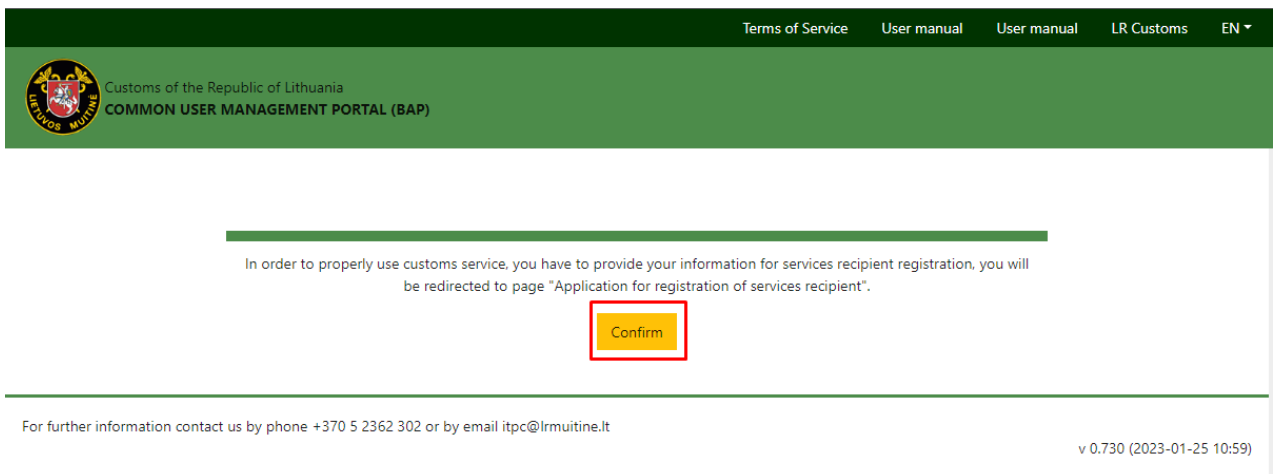
Users of the Customs systems of the Republic of Lithuania can join the BAP. There are two ways to register:

- 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":



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.

Below are both examples (natural person / natural and legal person).

Registration of a natural person as a recipient of services

1. In the form of Application for registration of services recipient (step 1 of the wizard "Natural person person"), 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 recipient

1
2
3

Natural person
Legal person
Review and submission

Natural person

Name

Natural person VAT payer code

Surname

Natural person EORI code ?

Personal code

Address

Country *

City *

Municipality

Eldership

Street

House number

Flat/Apartment number

Postal code

Contact details

Email address *

Mobile phone number

Phone number

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@lrmuitine.lt

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Picture 2. Registration of a natural person Step 1

2. In the review form of the request to register a recipient of services (step 3 of the wizard "Review and submission"), check the entered data, mark that you are familiar with the rules for the provision of electronic services and click "Submit":

[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 recipient

1
2
3

Natural person
Legal person
Review and submission

Natural person

<p>Name</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Vardenis"/>	<p>Natural person VAT payer code</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<p>Surname</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Pavardenis"/>	<p>Natural person EORI code ?</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<p>Personal code</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="3XXXXXXXX65"/>	

Address

<p>Country*</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Choose"/>	<p>City*</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<p>Municipality</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p>Eldership</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<p>Street</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p>House number</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<p>Flat/Apartment number</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p>Postal code</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>

Contact details

<p>Email address*</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="asd@asd.com"/>	<p>Mobile phone number</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="+370"/>
<p>Phone number</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="+370"/>	
<p>Representation in customs ?</p>	
<p>Professional qualification certificate number</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	

CANCEL REGISTRATION
CONTINUE FILLING

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

v 0.730 (2023-01-25 10:59)

Picture 3. Registration of a natural person Step 3 and submitting

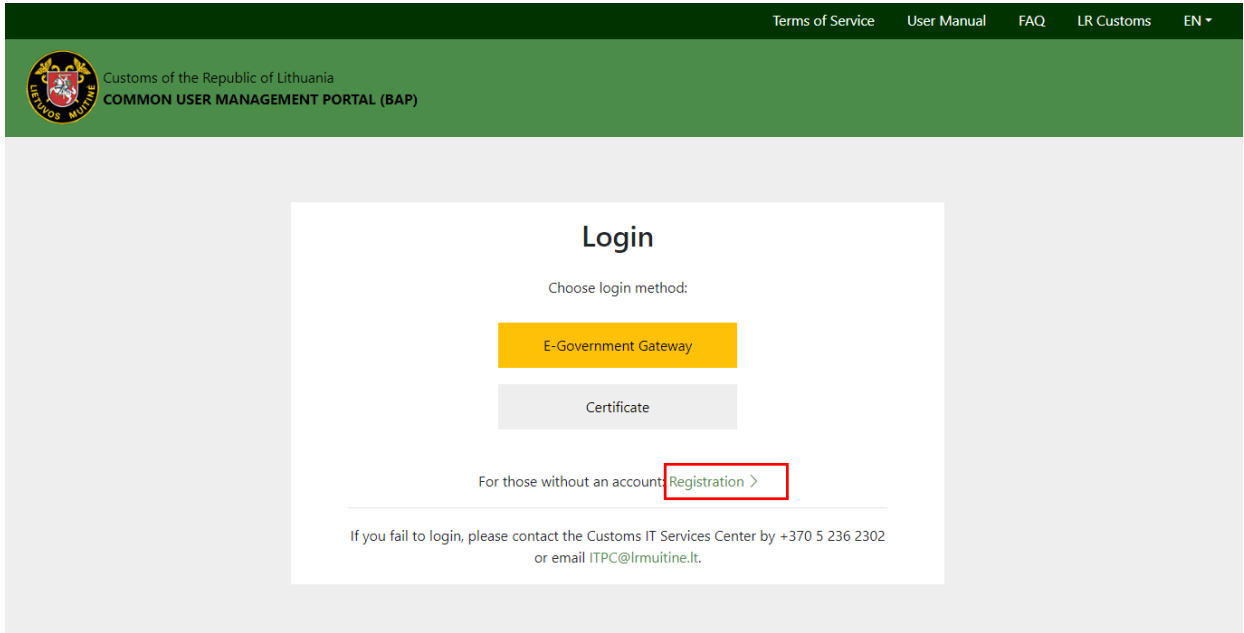
2.2 Unauthenticated user registration

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.

BAP USER GUIDE

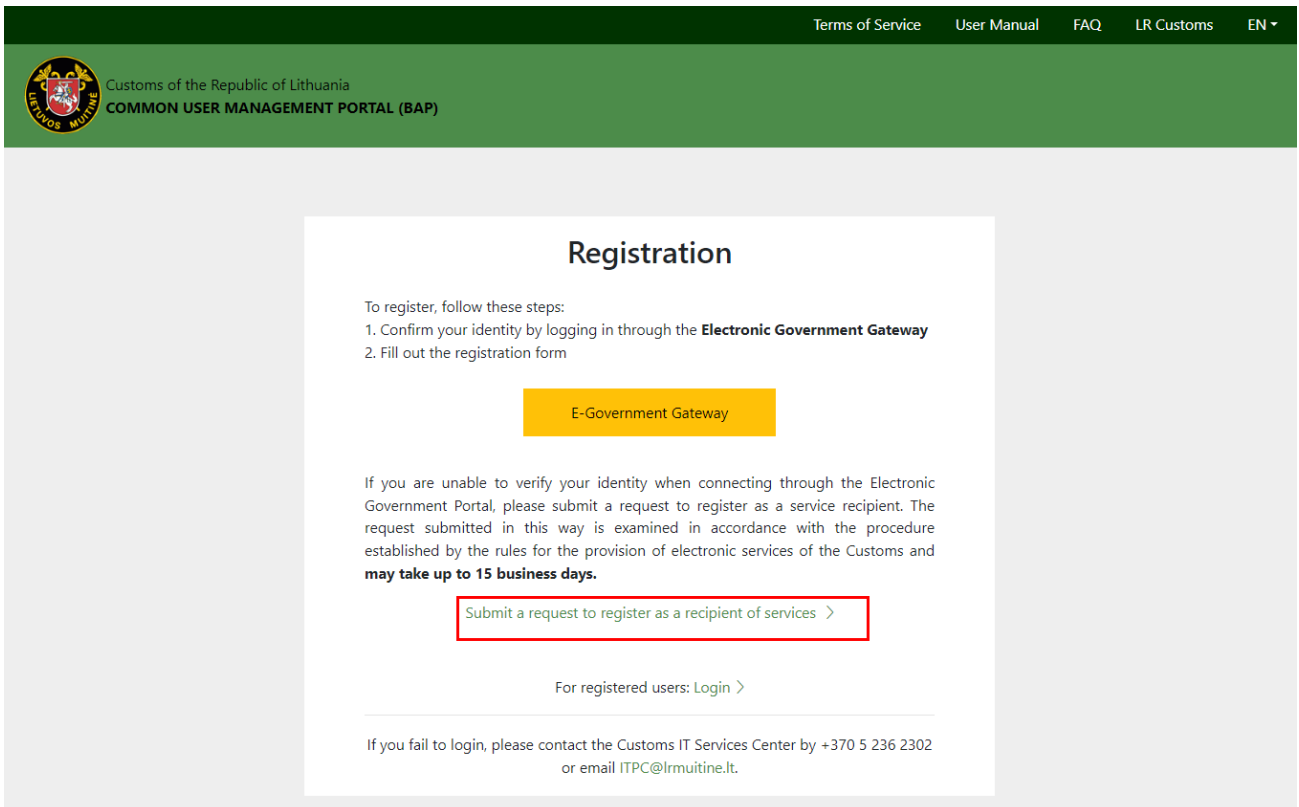
To apply for registration of services recipient, follow these steps:

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



Picture 1. Registration

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



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

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:



Application for registration of services recipient



To be filled in only by persons who cannot verify their identity by logging in via the E-Government Gateway.

- Register natural person
- Register legal and natural persons

Natural person

Name *	Personal code *
<input type="text"/>	<input type="text"/>
Surname *	Email address *
<input type="text"/>	<input type="text"/>
VAT payer code	EORI code ?
<input type="text"/>	<input type="text"/>

Address

Street	House number
<input type="text"/>	<input type="text"/>
Flat/Apartment number	Postal code
<input type="text"/>	<input type="text"/>
City *	Eldership
<input type="text"/>	<input type="text"/>
Municipality	Country *
<input type="text"/>	<input type="text"/>

Choose

- Lithuania
- Luxembourg
- Macao
- Madagascar
- Malawi
- Malaysia

Contact details

Email address

Phone number

Representation in customs ?

Professional qualification certificate number

I have read and accept the Terms of Service

I'm not a robot

CANCEL **SUBMIT**

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

Picture 3. Submitting

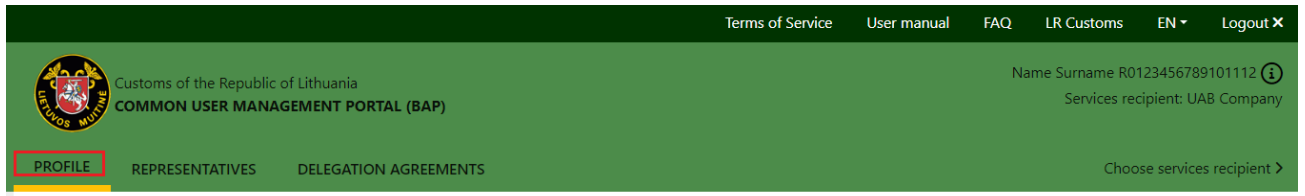
BAP USER GUIDE

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.

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 or 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:



Picture 1. Menu Profile

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

The image displays a 'Contact details' form. It contains several input fields: 'Email address', 'Mobile phone number', and 'Phone number'. Below these is a section for 'Customs information notification reception type' with radio buttons for 'Email' (selected) and 'Web service'. At the bottom, there is a field for 'Email address *' containing the text 'email@false.test'. A yellow 'EDIT' button is located at the bottom left of the form and is highlighted with a red rectangular box.

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:


BAP USER GUIDE

Contact details

Email address

Mobile phone number

Phone number

Customs information notification reception type 

Email Web service

Email address *

Picture 3. Save changes

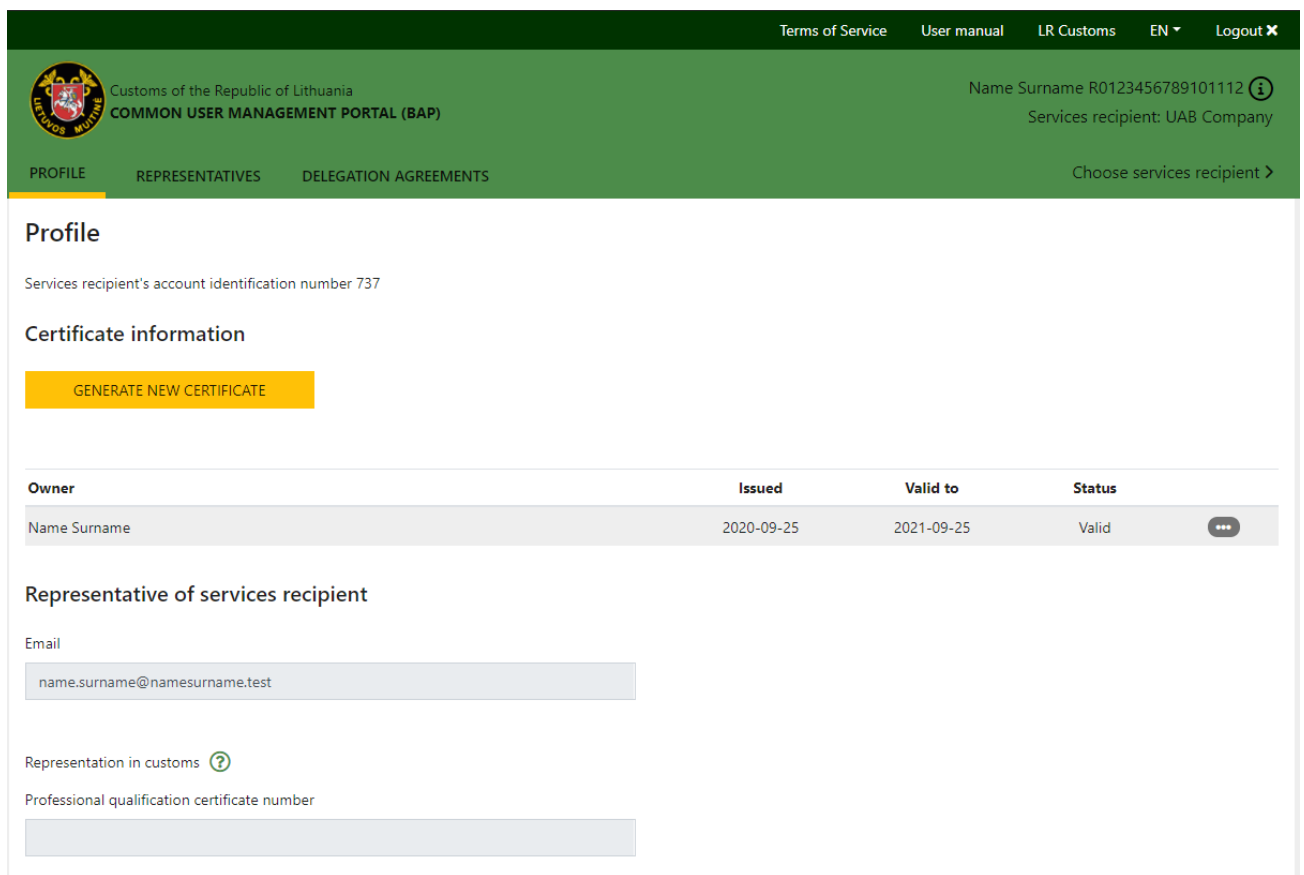
3 VIEW THE DETAILS OF THE RECIPIENT AND THE RECIPIENT'S REPRESENTATIVE

To view the details of the services recipient and/or the recipient's representative, select the "Profile" section in the top menu. There are two possible cases:

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

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

1. When the "Profile" section is opened, the profile information is displayed at the top - the service provider's account registration identification number and the service user's representative data - "Certificate information", "Representative of services recipient",



The screenshot shows the 'Profile' section of the BAP user management portal. The header includes the logo of the Customs of the Republic of Lithuania and the text 'COMMON USER MANAGEMENT PORTAL (BAP)'. The user's name and surname are 'R0123456789101112', and the services recipient is 'UAB Company'. The profile information includes the services recipient's account identification number '737'. Under 'Certificate information', there is a 'GENERATE NEW CERTIFICATE' button. A table shows the certificate details:

Owner	Issued	Valid to	Status
Name Surname	2020-09-25	2021-09-25	Valid

Under 'Representative of services recipient', there is an 'Email' field with the value 'name.surname@namesurname.test'. Below that is a 'Representation in customs' field with a help icon, and a 'Professional qualification certificate number' field.

Picture 1. Profile information. Part 1

below - "Address", "Contact details", the rights granted, and the business profiles assigned to services recipient and its representative:

BAP USER GUIDE

Address

Street

City*

Municipality

Contact details

Mobile phone number

Phone number

Administrator's rights

Business profiles assigned to services recipient and its representative


<input checked="" type="checkbox"/>	Business profile	Rights granted	Services
<input checked="" type="checkbox"/>	GVS_GUARANTOR_FULL	GVS for guarantors full	View >

Showing 1-1 from 1

Picture 2. Profile information. Part 2

2. When you scroll down the page, information about the service recipient is displayed - "Services recipient's data", "Address", "Contact details". Below is the edit button:

Services recipient's data

EORI code  : Value is empty.

VAT code LT100001458417

Address

Street

House number

Flat/Apartment number

Postal code

City*

Eldership

Municipality

Country*

Contact details

Email address

Mobile phone number

Phone number

[EDIT](#)

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Picture 3. Profile information. Services recipient's data

3.2 View data when the recipient and the recipient's representative match

1. At the top of the "Profile" page, the profile information - the registration identification number of the service recipient's account and the data of the service provider's representative, which is also the service recipient - "Certificate information", "Representative of services recipient", the rights granted, and the business profiles assigned to services recipient and its representative is displayed:

The screenshot shows the 'Profile' page of the 'COMMON USER MANAGEMENT PORTAL (BAP)'. The header includes navigation links like 'Terms of Service', 'User manual', 'LR Customs', 'EN', and 'Logout'. The user's name and surname are 'R012345678910112', and the services recipient is 'UAB Company'. The main content area is divided into sections: 'Profile' (with account ID 737), 'Certificate information' (with a 'GENERATE NEW CERTIFICATE' button), 'Representative of services recipient' (with an email field containing 'name.surname@namesurname.test'), and 'Business profiles assigned to services recipient and its representative'. A table lists 14 business profiles with columns for 'Business profile', 'Rights granted', and 'Services'. The first five rows are visible, showing profiles like 'AEO_MANAGE_APPL' and 'CUST_ADMINISTRATIVE'. A pagination control at the bottom indicates 'Showing 1-5 from 14'.

Owner	Issued	Valid to	Status
Name Surname	2020-09-25	2021-09-25	Valid

Business profile	Rights granted	Services
<input checked="" type="checkbox"/> AEO_MANAGE_APPL	Manage applications	View >
<input checked="" type="checkbox"/> AEO_MANAGE_AUTH	Manage Authorizations	View >
<input checked="" type="checkbox"/> AEO_MANAGE_SUBM_APPL	Manage Submitted applications	View >
<input checked="" type="checkbox"/> CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it	View >
<input checked="" type="checkbox"/> CUST_CONSULTATIVE	CUST_CONSULTATIVE	View >

Picture 1. Profile information

2. When you scroll down the page, the information about the service recipient is displayed - "Services recipient's data", "Address", "Contact details". Below is the edit button:

BAP USER GUIDE

Services recipient's data

EORI code  : Value is empty.

VAT code LT10000VATCODE

Address

Street

House number

Flat/Apartment number

Postal code

City*

Eldership

Municipality

Country*

Contact details

Email address

Mobile phone number

Phone number

EDIT

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

Picture 2. Profile information: address, contact details

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 Generate certificate

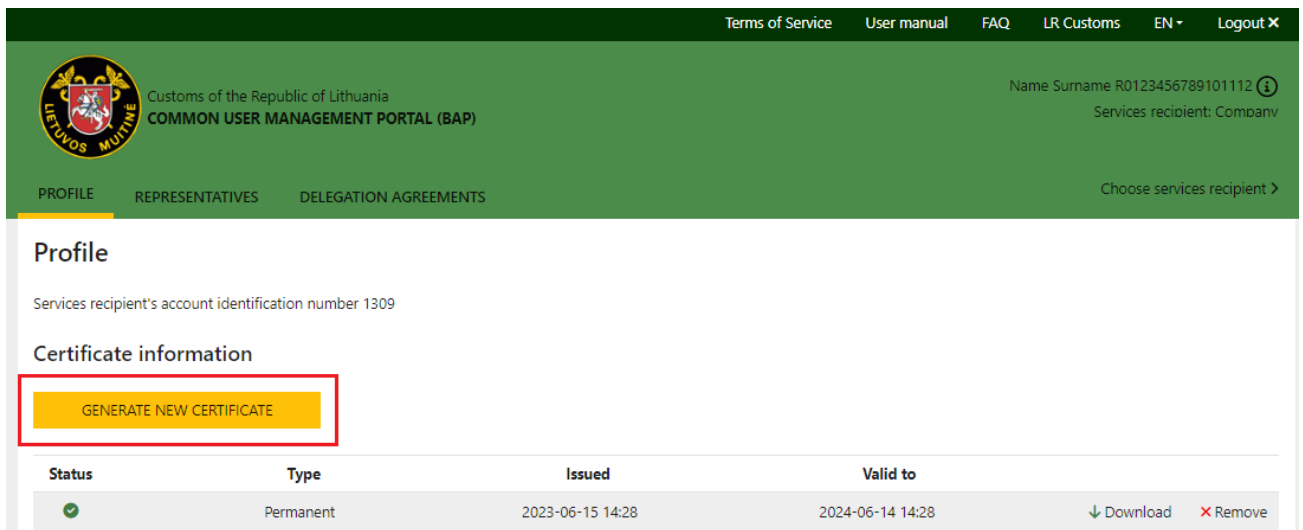
To generate a certificate, follow these steps:

1. Select "Profile" from the top menu:



Picture 1. Menu Profile

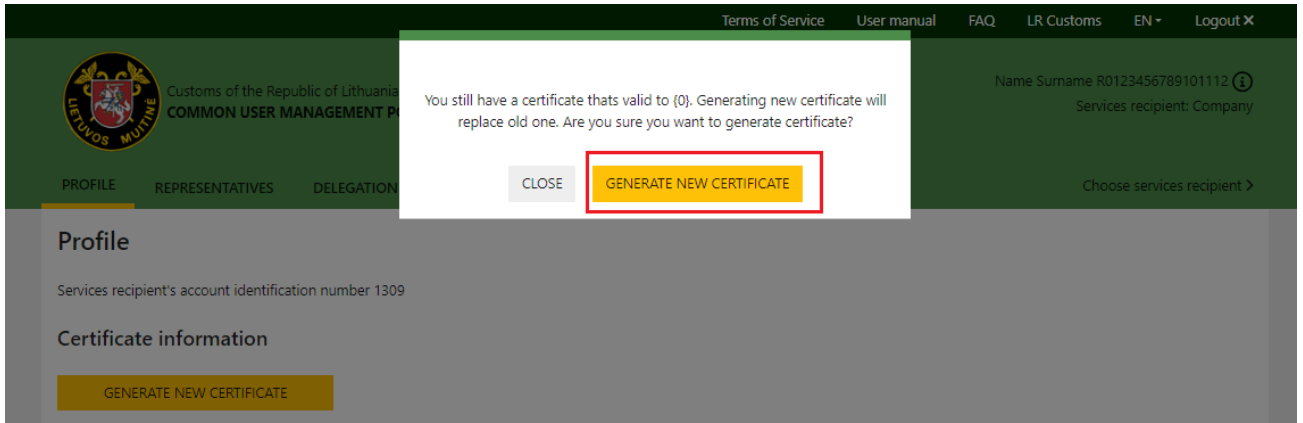
2. In the window that opens, click the "Generate new certificate" button:



Picture 2. Generate certificate

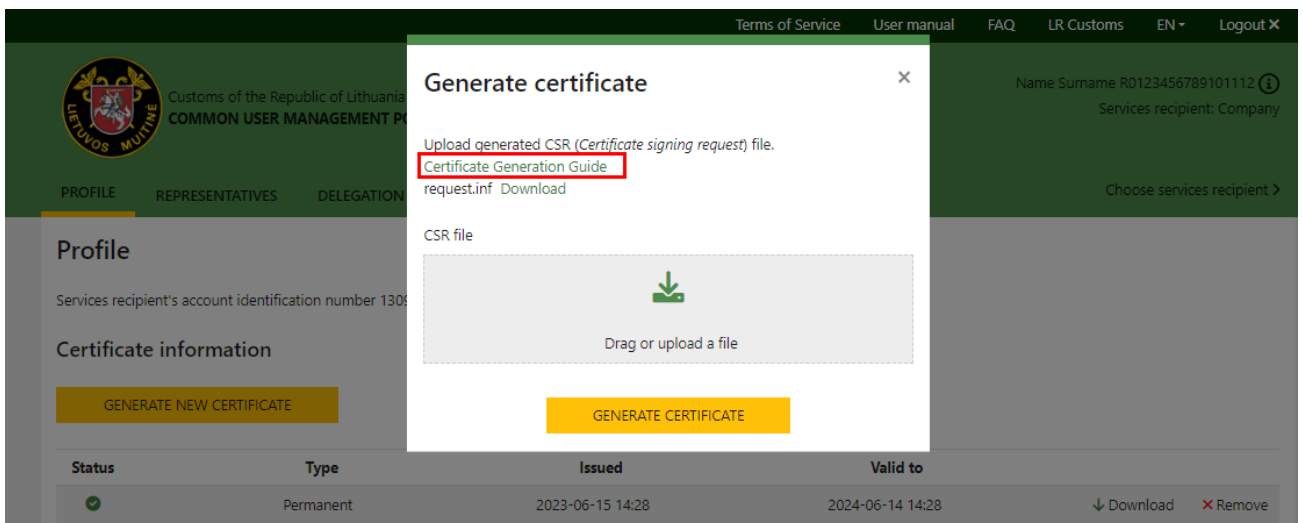
Note: You can have one valid certificate at a time.

3. If you have a valid certificate and you will generate a new one, the old one will automatically expire, so you must approve that you want to generate new certificate:



Picture 3. Approve you want to generate new certificate

4. Detailed instructions for generating a certificate are provided in the certificate generation window:



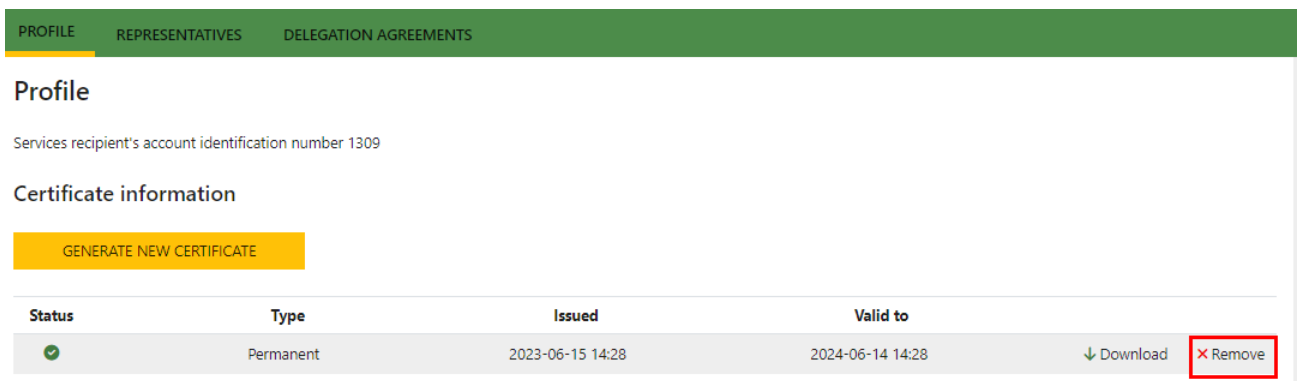
Picture 4. Detailed instructions for generating a certificate

5. After successfully adding the certificate, its data will be presented in the table.

4.2 Certificate removal

To remove a certificate, follow these steps:

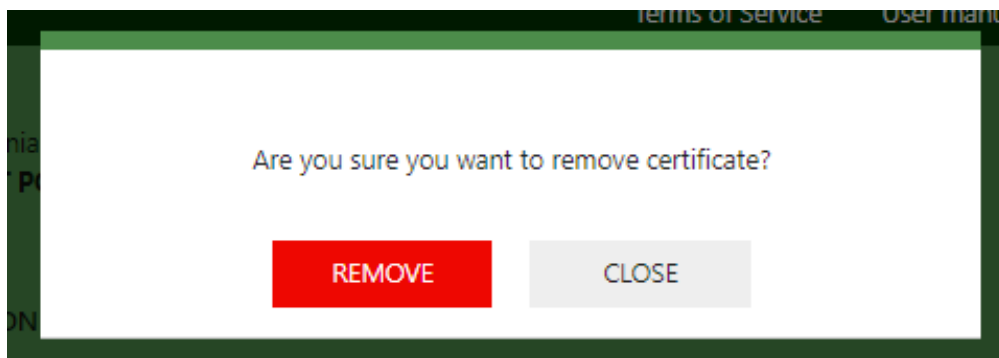
1. Select "Profile" in the top menu (see step 1 in the "Certificate Generation" section).
2. Click the "Remove" button in the certificate data row.



Picture 1. Remove

BAP USER GUIDE

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



Picture 2. Approve the remove

5 SERVICE RECIPIENT REGISTRATION

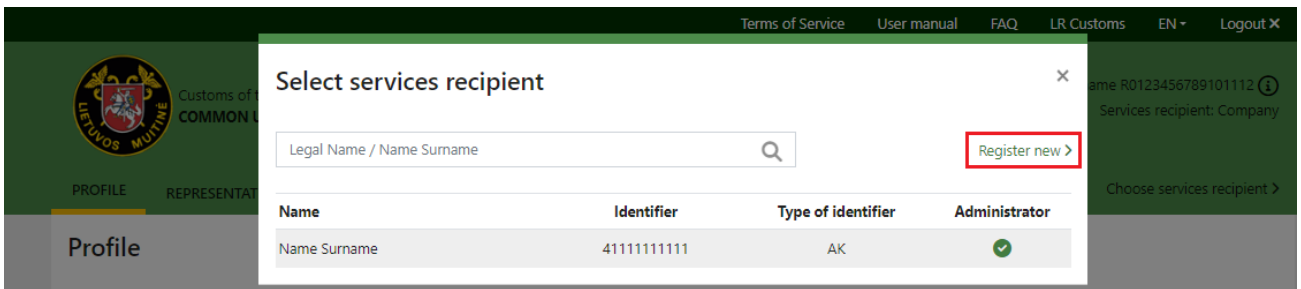
Only a registered user can register a new service recipient. To do this, log in to your registered user account and follow these steps:

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



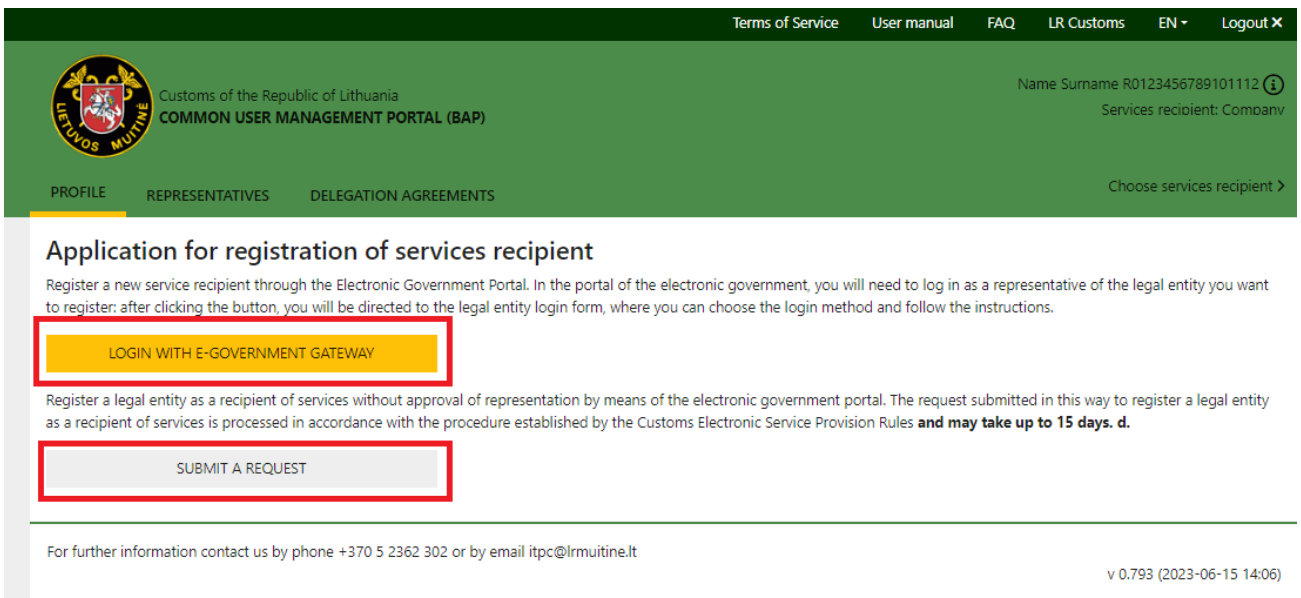
Picture 1. Choose services recipient

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



Picture 2. Register new service recipient

3. Choose the type of registration:



Picture 3. Choose the type of registration

- If you choose "Login with E-Government gateway", you will be directed to a page where you can choose the authentication service method and provider:



Picture 4. Choose the authentication service method and provider

After you choose the authentication service method and provider, you will be redirected to application form, see No 4.

- If you choose "Submit a request", you can fill the application form with 5 steps, see No 4.

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

- 1) Company data
- 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:

PROFILE REPRESENTATIVES DELEGATION AGREEMENTS

Application for registration of services recipient

1 Legal person 2 Address 3 Contact details 4 Notification reception type 5 Review and submission

Review and submission

Company data

Company name *
Company title

Company code *
123123

Legal person VAT payer code

Legal person EORI code ⓘ

Address

Country *
Lithuania

City *
Vilnius

Municipality

Eldership

Street

House number

Flat/Apartment number

Postal code

Contact details

Email address *
title@title.lt

Mobile phone number
+370

Phone number
+370

Notification reception type

Customs information notification reception type * ⓘ

Email Web service

Email address *
title@title.lt

RETURN SUBMIT

✗ Cancel registration

Picture 5. Application for registration of services recipient

Note. 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.

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

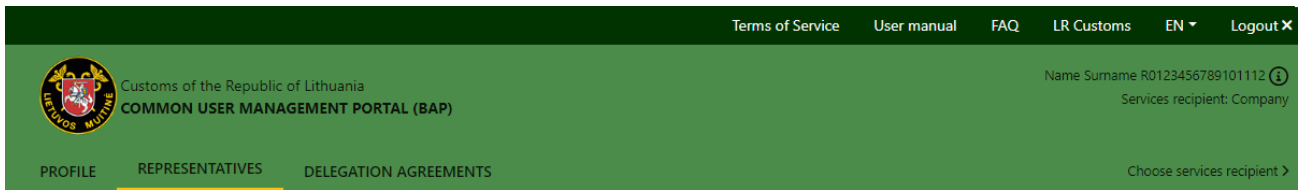
The list of representatives of the services recipient shall include all the representatives assigned to the services recipient. To view a list of agents or the details of a specific agent, follow these steps:

1. Select "Representatives" from the top menu:



Picture 1. Representatives

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:



Management of services recipient's representatives' rights

[+ ADD REPRESENTATIVE](#)

List of services recipient's representatives

Services recipient's representative	User identification number	Actions
Name Surname	R088409311669991	... View >
Name2 Surname2	R8222275RINRIN	... View >

Showing 1-2 from 2

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

Picture 2. View representative

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.

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



Picture 1. Representative's name

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:



Management of services recipient's representatives' rights



Picture 2. Add representative

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:

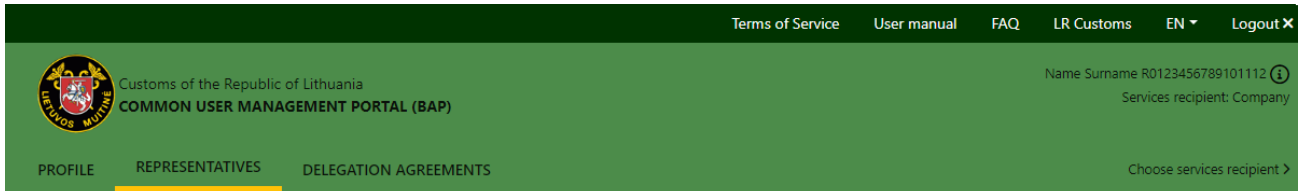


Add services recipient's representative


User identification number

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).



Add services recipient's representative

 Representative linked successfully. All business profiles were assigned, you can now reassign permissions and business profiles.

User identification number
R088409311669991

Name Surname


Picture 4. Check added person

5. By default, the added user assigns all activity profiles available to the service user.

You can change the assigned activity profiles by unchecking or re-checking the check-boxes, as shown in the figure below:



Add services recipient's representative

 Representative linked successfully. All business profiles were assigned, you can now reassign permissions and business profiles.

User identification number
R088409311669991

Name Surname

Administrator's rights

Business profiles assigned to services recipient and its representative

11 elements selected in this table. [Clear selected elements](#)

<input checked="" type="checkbox"/>	Business profile	Rights granted	Services
<input checked="" type="checkbox"/>	AEO_MANAGE_APPL	Manage applications	View >
<input checked="" type="checkbox"/>	AEO_MANAGE_AUTH	Manage Authorizations	View >
<input checked="" type="checkbox"/>	AEO_MANAGE_SUBM_APPL	Manage Submitted applications	View >
<input checked="" type="checkbox"/>	CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it	View >
<input checked="" type="checkbox"/>	CUST_CONSULTATIVE	CUST_CONSULTATIVE	View >

Showing 1-5 from 11
<< 1 2 3 >>

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Picture 5. Change the assigned activity profiles

6. If necessary, assign administrator rights to the user:

The screenshot shows the 'COMMON USER MANAGEMENT PORTAL (BAP)' interface. At the top, there are navigation links: Terms of Service, User manual, FAQ, LR Customs, EN, and Logout. The user's name and surname are R0123456789101112, and the services recipient is a company. The main menu includes PROFILE, REPRESENTATIVES, and DELEGATION AGREEMENTS. The current page is titled 'Add services recipient's representative'. A green success message states: 'Representative linked successfully. All business profiles were assigned, you can now reassign permissions and business profiles.' Below this, there is a form for 'User identification number' (R088409311669991) and 'Name Surname'. A checkbox labeled 'Administrator's rights' is checked and highlighted with a red box. Below the form, it says 'Business profiles assigned to services recipient and its representative' and shows a table with 11 elements selected. The table has columns for Business profile, Rights granted, and Services. The first five rows are visible, showing various roles like AEO_MANAGE_APPL, AEO_MANAGE_SUBM_APPL, CUST_ADMINISTRATIVE, and CUST_CONSULTATIVE. A pagination control shows 'Showing 1-5 from 11' with buttons for navigation. At the bottom of the form are 'CANCEL' and 'SAVE' buttons.

Terms of Service User manual FAQ LR Customs EN Logout

Customs of the Republic of Lithuania
COMMON USER MANAGEMENT PORTAL (BAP)

Name Surname R0123456789101112
Services recipient: Company

PROFILE REPRESENTATIVES DELEGATION AGREEMENTS Choose services recipient

Add services recipient's representative

Representative linked successfully. All business profiles were assigned, you can now reassign permissions and business profiles.

User identification number
R088409311669991 ADD

Name Surname

Administrator's rights

Business profiles assigned to services recipient and its representative

11 elements selected in this table. [Clear selected elements](#)

Business profile	Rights granted	Services
✓ AEO_MANAGE_APPL	Manage applications	View >
✓ AEO_	BAP sukūrimas 2017 > Addition of a representative of the recipient of services and management of representation rights > image2021-6-11_12-1-59.png	View >
✓ AEO_MANAGE_SUBM_APPL	Manage Submitted applications	View >
✓ CUST_ADMINISTRATIVE	The administrative role is able to draft an application but not to submit it	View >
✓ CUST_CONSULTATIVE	CUST_CONSULTATIVE	View >

Showing 1-5 from 11

<< 1 2 3 >>

CANCEL SAVE

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Picture 6. Assign administrator rights

Note. The administrator's right provides for the management of the rights of the recipient's representatives and delegation agreements.

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

The screenshot shows the 'COMMON USER MANAGEMENT PORTAL (BAP)' interface. At the top, there is a navigation bar with links for 'Terms of Service', 'User manual', 'FAQ', 'LR Customs', 'EN', and 'Logout'. Below this, the user's name and surname 'R0123456789101112' and 'Services recipient: Company' are displayed. The main menu includes 'PROFILE', 'REPRESENTATIVES', and 'DELEGATION AGREEMENTS'. A green notification banner states: 'Representative linked successfully. All business profiles were assigned, you can now reassign permissions and business profiles.' Below this, there is a form for 'User identification number' (R088409311669991) and 'Name Surname'. A checkbox for 'Administrator's rights' is present. A table titled 'Business profiles assigned to services recipient and its representative' shows 11 elements. The table has columns for 'Business profile', 'Rights granted', and 'Services'. The first five rows are visible, each with a 'View' link. A pagination control shows 'Showing 1-5 from 11' with buttons for navigation. At the bottom of the form, there are 'CANCEL' and 'SAVE' buttons, with the 'SAVE' button highlighted by a red rectangle.

Terms of Service User manual FAQ LR Customs EN Logout

Customs of the Republic of Lithuania
COMMON USER MANAGEMENT PORTAL (BAP)

Name Surname R0123456789101112
Services recipient: Company

PROFILE REPRESENTATIVES DELEGATION AGREEMENTS Choose services recipient

Add services recipient's representative

Representative linked successfully. All business profiles were assigned, you can now reassign permissions and business profiles.

User identification number
R088409311669991 ADD

Name Surname

Administrator's rights

Business profiles assigned to services recipient and its representative

11 elements selected in this table. [Clear selected elements](#)

Business profile	Rights granted	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 application but not to submit it	View >
✓ CUST_CONSULTATIVE	CUST_CONSULTATIVE	View >

Showing 1-5 from 11

<< 1 2 3 >>

CANCEL SAVE

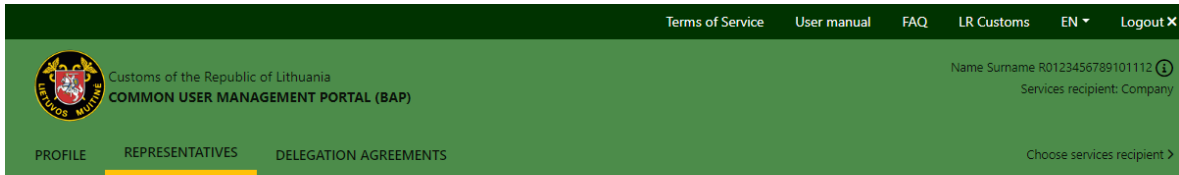
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Picture 7. Save data

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 "Representatives" (see step 1 in the "Review of the list of representatives" section).
2. In the list of service representative's representatives, click the "Edit" button in the line of a specific representative:



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	Actions
Name2 Surname2	R14807186763RINRIN	... View >
Name Surname	R088409311669991	... View >

Showing 1-2 from 2

Edit
Remove

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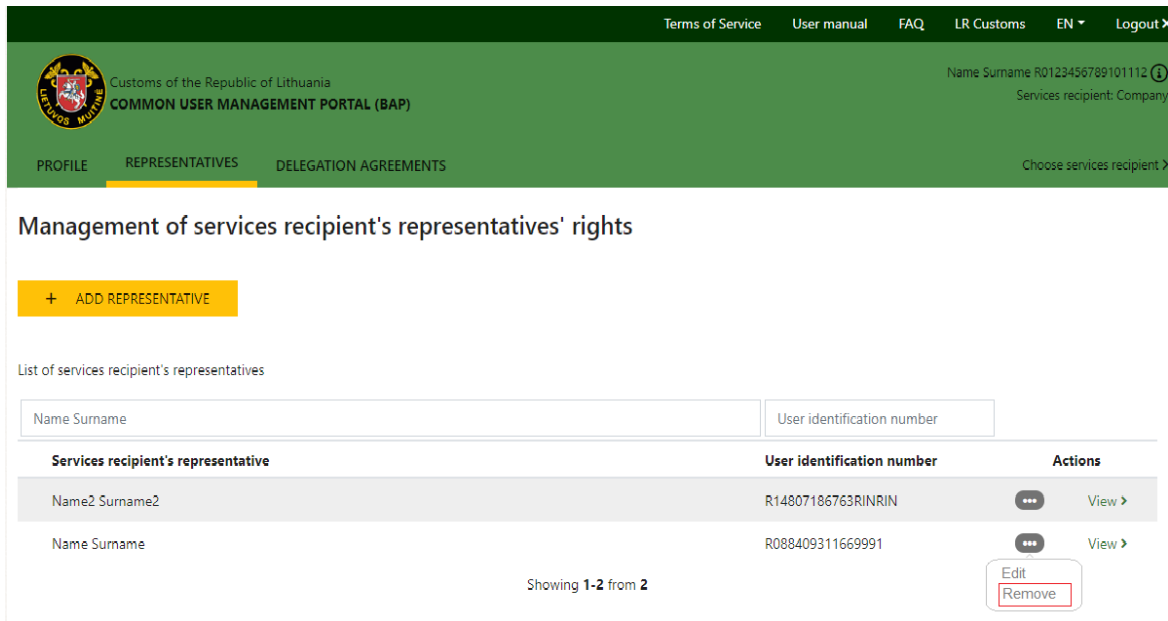
Picture 1. Edit representative

3. In the window that opens, select the desired activity profiles and (or) administrator rights. To do this, see steps 5 and 6 in Adding a Representative.
4. Save your changes by clicking the "Save" button.

6.4 Removal of a representative

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

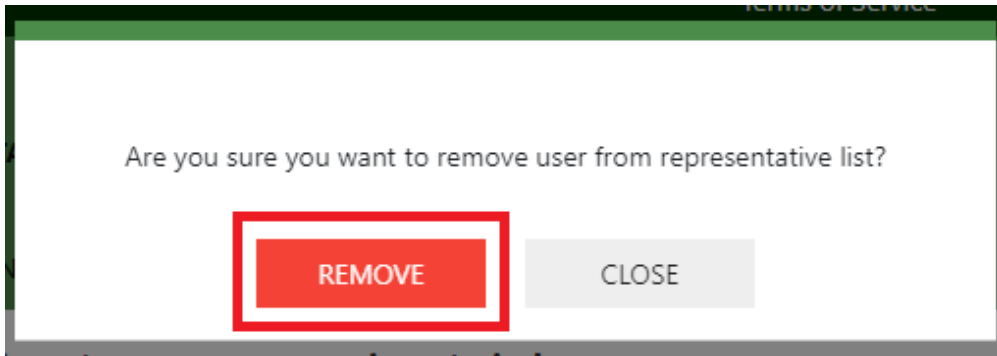
1. In the top menu, select "Representatives" (see step 1 in the "Review of the list of representatives" section).
2. In the list of service representative's representatives, click the "Remove" button in the line of a specific representative:



Picture 1. Remove representative

BAP USER GUIDE

In the dialog that opens, click the "Remove" button. Once a representative is removed, he will no longer be able to represent the recipient:



Picture 2. Confirmation of removal

7 DEVELOPMENT AND MANAGEMENT OF DELEGATION AGREEMENTS

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

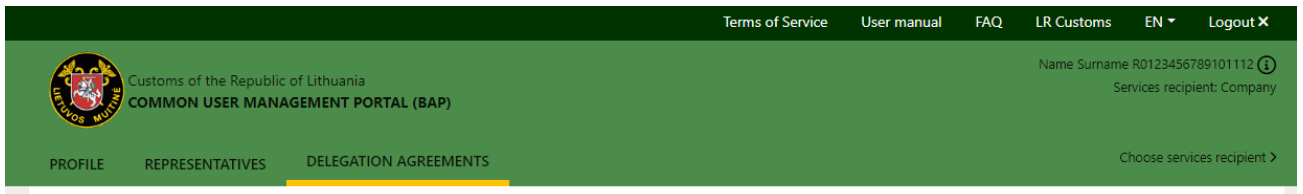
The representative of the service recipient (delegator) may delegate the activity profiles assigned to the service recipient to another service recipient - the delegate, by creating a delegation agreement between these service recipients. The initiator of the delegation agreement is always the delegate. 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.

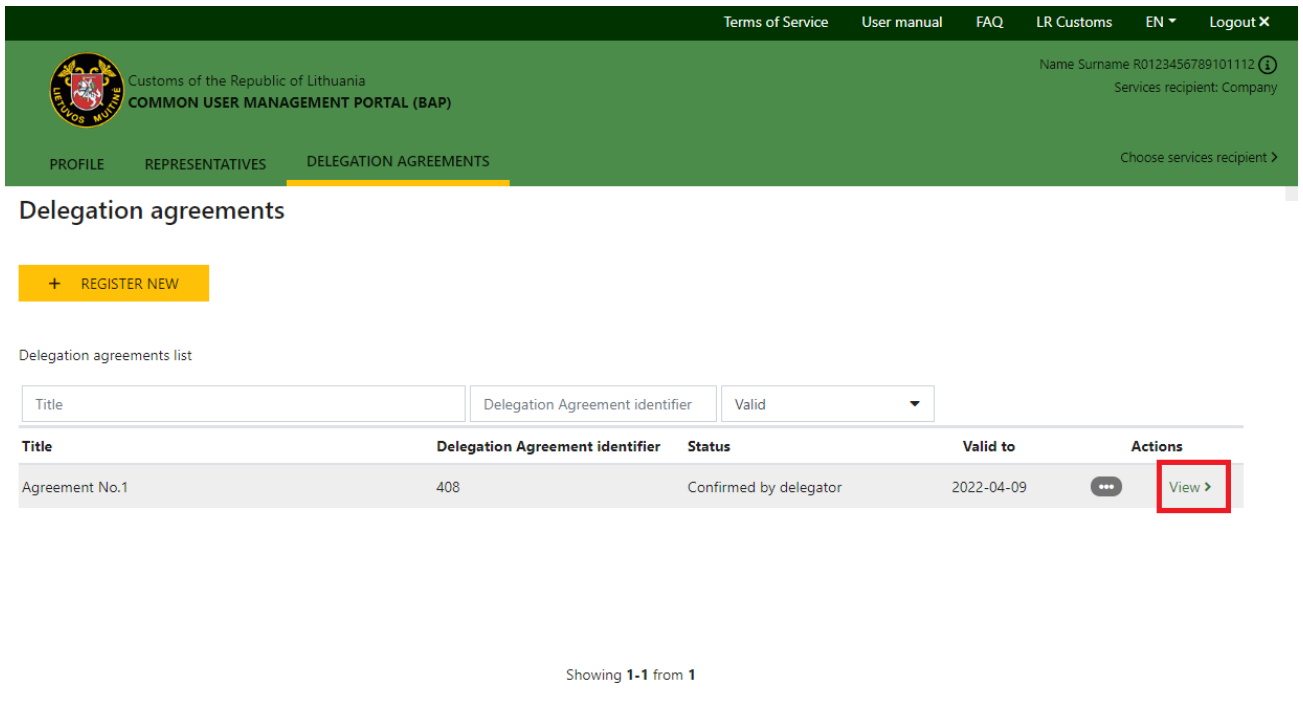
To view a list of delegation agreements or the details of a specific agreement, follow these steps:

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



Picture 1. Delegation agreements

2. The window that opens lists the delegation agreements created and/or received by the service recipient. Click the "View" button to view the details of a specific delegation agreement.



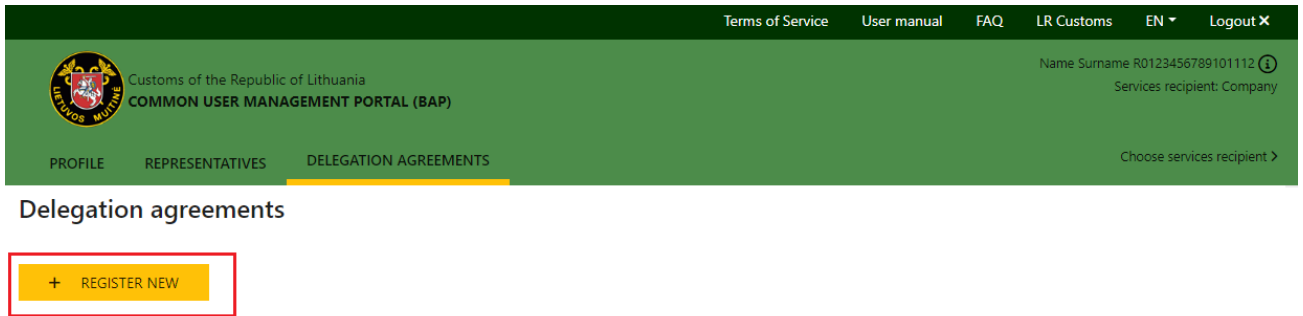
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Picture 2. View the details of a specific delegation agreement

7.2 Creating a delegation agreement

To create a delegation agreement, follow these steps:

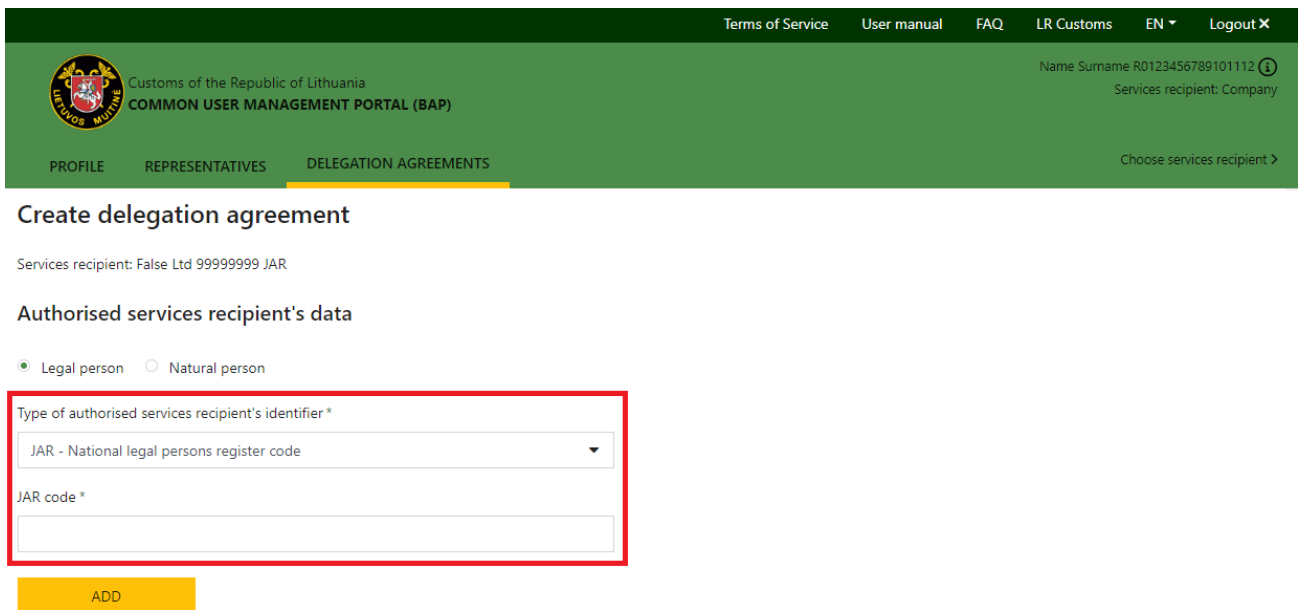
1. Select "Delegation agreements" in the top menu (see step 1 in the "[Revision of the list of delegation agreements](#)" section).
2. In the window that opens, click the "Register New" button:



Picture 1. Register new delegation agreement

3. Provide details of the authorized recipient (delegate). If you want to delegate activity profiles to a legal entity, select in the window for creating a delegation agreement that the authorized service recipient will be a legal entity.

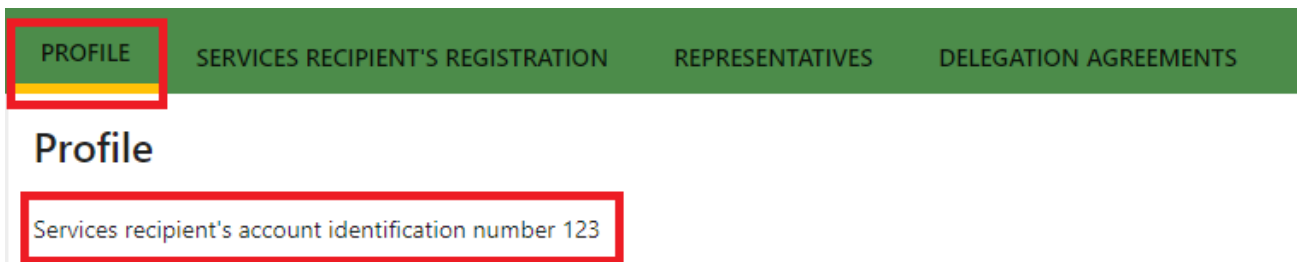
Choose which legal entity identification code to use and enter it:



Picture 2. Legal entity identification code

If you want to delegate activity profiles to a natural person, in the window for creating a delegation agreement, check that the authorized service recipient will be a natural person.

Select an available identification code and provide the person's name, selected code and TCA number (Trader Customs Agreement) Services recipient's account identification number, which you will find in the "Profile" window, as shown in the figure below:



Picture 3. Services recipient's account identification number

Note: You may enter into a delegation agreement only 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 change](#)" and click "Add" button:

The screenshot shows the 'Create delegation agreement' page with the 'DELEGATION AGREEMENTS' tab selected. Under the 'Authorised services recipient's data' section, the 'Natural person' radio button is selected. A red box highlights the form fields: a dropdown menu for 'Type of authorised services recipient's identifier' (selected: 'AK - National personal identification code'), and four input fields: 'Name *', 'Surname *', 'Personal code *', and 'Services recipient's account identification number *'. A yellow 'ADD' button is located below the form.

Picture 4. Authorised services recipient's data

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

The data of the authorized services recipient shall be provided after the data of the services recipient creating the agreement.

The screenshot shows the 'Create delegation agreement' page with a green success message: 'Authorised services recipient found. Do fill delegation agreement data.' Below the message, the 'Services recipient: False Ltd 99999999 JAR' is shown. A red box highlights the 'Authorised services recipient: Name3 Surname3 14725836900 AK' text. A grey 'CHANGE' button is located below the highlighted text.

Picture 5. Authorised services recipient

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

Create delegation agreement

✓ Authorised services recipient found. Do fill delegation agreement data.

Services recipient: False Ltd 99999999 JAR
Authorised services recipient: Name3 Surname3 14725836900 AK

CHANGE

Agreement data

Title * Description

Valid from * Valid to *

Direct representation Indirect representation

Delegated business profiles

<input type="checkbox"/> Business profile	Rights granted	Services
<input type="checkbox"/> GVS_GUARANTOR_FULL	GVS for guarantors full	View >

Showing 1-1 from 1

CANCEL SAVE

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Picture 6. Agreement data

6. Save the data by clicking the "Save" button:

Delegated business profiles

<input type="checkbox"/> Business profile	Rights granted	Services
<input type="checkbox"/> GVS_GUARANTOR_FULL	GVS for guarantors full	View >

Showing 1-1 from 1

CANCEL SAVE

Picture 7. Save data

Note. Once saved, the agreement will be routed to the Authorized services recipient, who will be seen by the Authorized services recipient's representative who has logged in to the Authorized services recipient's account.

7.3 Approval of the delegation agreement

Once the delegation agreement has been drawn up by the Services recipient, it must be approved by the Authorized services recipient. An unapproved contract will be invalid.

To approve a contract delegated to an Authorized services recipient, the administrator must perform the following steps:

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

BAP USER GUIDE

- The window that opens lists the delegation agreements created and/or received by the service recipient. Agreements with a status of "Prepared" pending approval. Click the "View" button to confirm the specific agreement:

The screenshot shows the 'DELEGATION AGREEMENTS' section of the BAP system. At the top, there are navigation tabs: PROFILE, REPRESENTATIVES, and DELEGATION AGREEMENTS. Below the tabs is a header 'Delegation agreements' and a '+ REGISTER NEW' button. A search bar contains 'Delegation id', 'Services recipient', 'Delegate', and a dropdown menu set to 'Prepared'. Below the search bar is a table with the following data:

Delegation id	Services recipient	Delegate	Status	Valid to	Actions
333	UAB Pavadinimas	UAB Pavadinimas2	Prepared	2025-01-02	View >

Picture 1. Delegation agreements

- In the window that opens, click the "ACCEPT" button:

The screenshot shows the 'Delegation agreement' details page. At the top, there are navigation tabs: PROFILE, REPRESENTATIVES, and DELEGATION AGREEMENTS. Below the tabs is a header 'Delegation agreement' and a '< Return' button. The page displays the following information:

Services recipient: False Ltd 99999999 JAR
Authorised services recipient: Name3 Surname3 14725836900 AK

Agreement data

Title: New Agreement
Description: [Empty text area]

Valid from: 2021-05-30
Valid to: 2022-04-09

Direct representation Indirect representation

Delegated business profiles

Business profile	Rights granted	Services
GVS_GUARANTOR_FULL	GVS for guarantors full	View >

Showing 1-1 from 1

REJECT ACCEPT

Picture 2. Accept delegation agreement

7.4 Editing a delegation agreement

The delegation agreement may be edited by the person who created it. Only the completed agreement (when the contract status is "Prepared") is allowed to edit all fields.

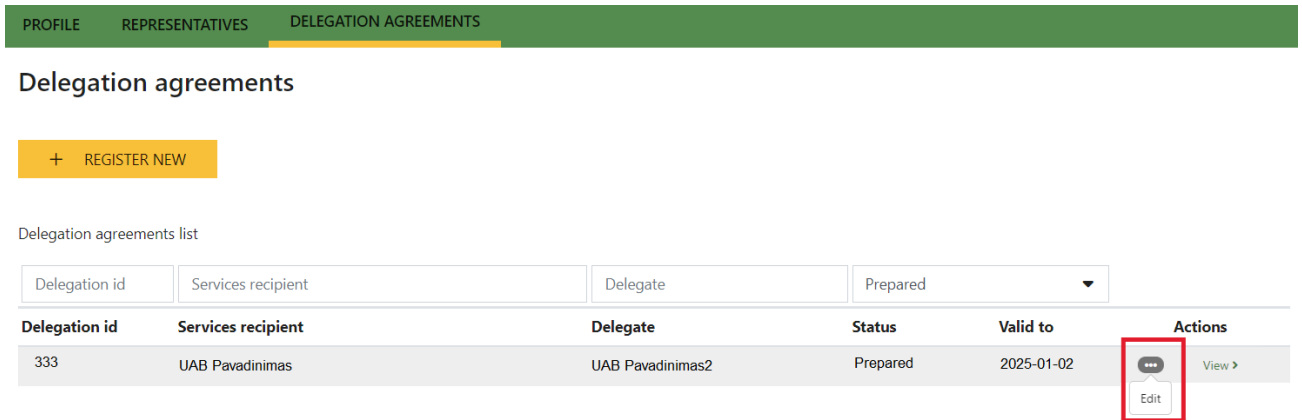
Once the contract has been approved by the Authorized services recipient (contract status "Confirmed by delegator"), editing the contract allows you to change the assigned activity profiles and the agreement validity date.

BAP USER GUIDE

The result of editing an "Confirmed by delegator" delegation agreement does not need to be confirmed by the Authorized services recipient.

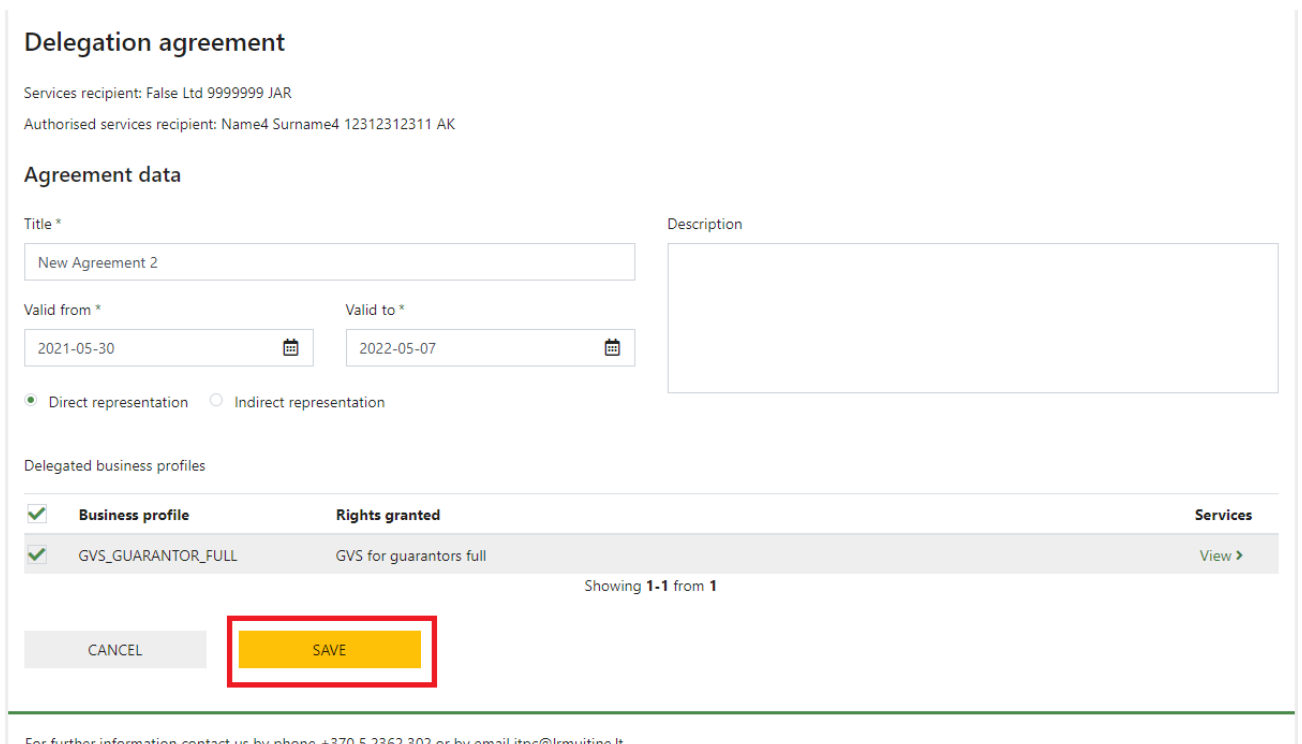
To edit a delegation agreement, follow these steps:

1. Select "Delegation agreements" in the top menu (see No1 in the "Revision of the list of delegation agreements" section).
2. In the list row, expand the additional steps and select "Edit":



Picture 1. Edit delegation agreement

3. Change the desired information in the agreement data. Fields whose data is not allowed to be modified are inactive.
4. Save your changes by clicking the "Save" button:

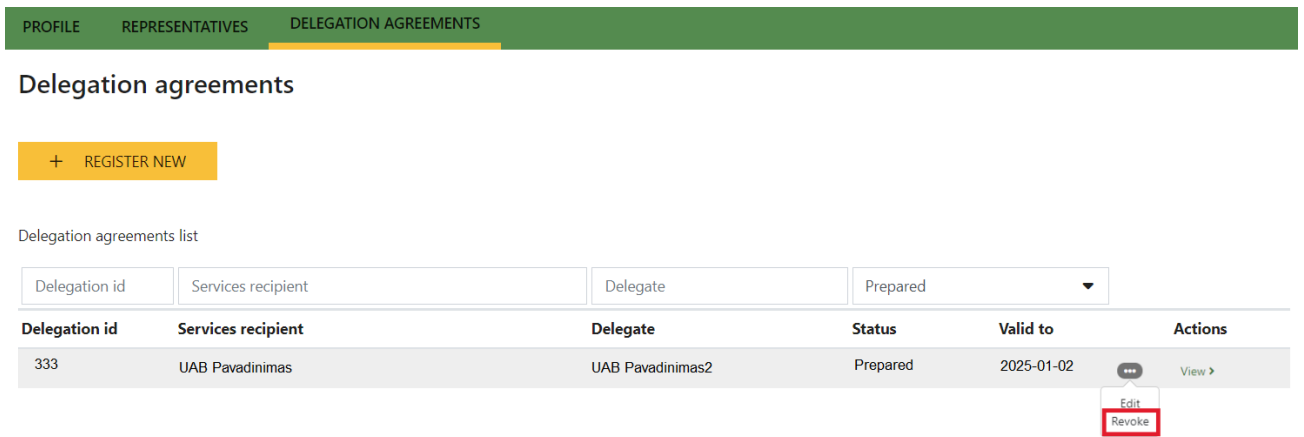


Picture 2. Save edited delegation agreement

7.5 Termination of the delegation agreement

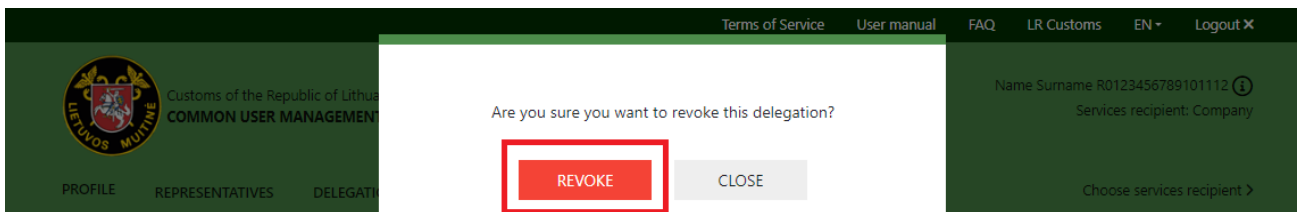
An existing delegation agreement may be terminated by either party. To terminate the contract, follow these steps:

1. Select "Delegation agreements" in the top menu (see No 1 in the "[Revision of the list of delegation agreements](#)" section).
2. In the list row, expand the additional steps and select "Revoke":



Picture 1. Revoke delegation agreement

3. In the dialog that opens, confirm that you want to revoke the contract. Upon revocation, the status of the contract will be changed to "Revoked":



Picture 2. Confirmation