

## **User Guide – Digitoll Portal**

The Digitoll Portal is a collaboration platform for businesses that enables organisations to both share Digitoll messages with other organisations and link messages together. The purpose of the portal is to make it easier for stakeholders to cooperate on the submission and linking of messages in Digitoll.

You can use the Digitoll Portal to:

### **1. View your own messages**

Access messages that you have submitted to the Norwegian Customs Administration through your own system.

### **2. Authorise other organisations**

Grant other parties access to view your messages that you choose to share with them. The purpose is to enable authorised parties to link these messages with their own messages.

### **3. View messages you are authorised to access**

View messages that other organisations have shared with you and use these when creating your own links.

### **4. Create links between your own and others' messages**

Establish links between messages you have submitted and messages that have been shared with you by other parties.

## **Important to note**

### **Submission**

You cannot submit digital notification and information messages through the Digitoll Portal. Messages must be submitted through the system solution you normally use. You may choose whether to link the messages using your system solution or through the Digitoll Portal.

### **Notifications**

No notifications are sent to organisations with whom you share messages or to whose messages you link your own. These notifications must be handled manually by the party sharing the message, using another communication method such as email. However, organisations will be able to see which messages are linked in the overview within the portal.

### **Deleting**

If you change your mind and no longer wish to share messages or create links, you can easily undo the sharing or delete the link.

## **When does the solution work?**

The portal functions if either both parties use the portal, or if one of the parties has implemented the linking API in the system solution, they use to submit digital notification and information messages.

The portal can also be used to link an unauthenticated transport message submitted through Digitoll Transport. Please note that these transport messages will not be visible within this solution.

Previously, it was necessary to exchange identifiers before submitting messages. By using the Digitoll Portal, you can submit messages with incomplete linking information and establish the links afterwards via the portal.

## Explanation of fields and icons

### Tabs and filters

The tab you have open is highlighted in green, allowing you to sort by:

- Transports
- Master consignments
- Consignments

These can then be filtered by:

- Your messages
- Partner messages shared with you
- Your messages shared with partners
- Linked messages
- Unlinked messages

The number shown in parentheses refers to the total number of messages you have access to within the selected category.

When applying filters, a message such as “*You are viewing 14 of 49 transports*” will appear, indicating how many messages are displayed after filtering.

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## Icons








Messages I have shared with others



Messages others have shared with me

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	Master consignment/transport linked to consignment
	Master consignment/consignment linked to transport and consignment
	Hovedforsendelse/forsendelse er koblet til transport
	Transport/consignment linked to master consignment
	Transport linked to master consignment and consignment

## Search

At the top right of the screen you can search using criteria such as:

- Sender
- Recipient
- Vehicle registration number
- Carrier
- Consignment note
- MRN

## How to use the Digitoll Portal

### View more information about messages

By clicking on a message, a panel will open on the right-hand side of the screen. Here you can see additional information about the message, who the message has been shared with, and which messages are linked to it.

From this panel, you can also share the message with a partner and link the message to other messages.

### Access your own messages

By selecting “**My messages**”, you will see an overview of messages you have submitted to the Norwegian Customs Administration, including transport, master consignment and consignment messages.

**Note:** Messages submitted via Digitoll Transport will not be displayed here.

### **Authorise other organisations**

To do this, click on the relevant message and select “**Share with partner**” in the menu on the right.

Enter the organisation number or company name, select the correct option from the drop-down menu, and click “**Share with partner**”.

You will then see a **handshake icon with an arrow pointing to the right** next to the message in your message list. The arrow pointing to the right indicates that you have shared the message with others.

If you change your mind, you can remove the sharing by clicking the **delete (bin) icon**.

### **View messages you are authorised to access**

You can view messages shared with you by selecting “**Partner messages shared with you**”.

The **handshake icon with an arrow pointing to the left** indicates that the message has been shared with you.

You may also remove your own access to messages that another organisation has authorised you to view.

### **Create links between your own and others' messages**

You can establish links between your submitted messages and messages shared with you by clicking on the relevant message and selecting “**Link message**” from the menu on the right.

Enter, for example, the reference number (MRN), select the correct option from the drop-down menu, and click “**Link message**”.

An icon indicating that the message has been linked will then appear in the list.

You can also search using other criteria such as sender, recipient, vehicle registration number, carrier, and consignment note.

**Note:** A consignment can only be linked to **one transport or one master consignment**.