

Subscribe to **NTP Permit Return**

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Setup **Document Share Rule**

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Subscribe to **Permit Reconciliation Report Service**

Step 1

Subscribe to **NTP Permit Return**

To subscribe to the Permit Reconciliation Report service, you have to first subscribe to the NTP Permit Return service, where you have to select **BOTH** file formats to receive your permit:

- PDF
- XML

Note: You can access the NTP Permit Return settings (including file format settings) at any time (i.e. during and after successful subscription to NTP Permit Return).

NTP Permit Return Settings



You will be notified once NTP approves your subscription request.

Step 2

Subscribe to **Permit Reconciliation Report Service**

Your subscription request will be sent to your VAS Provider for approval on submission. You will be notified once your VAS Provider approves your subscription request.

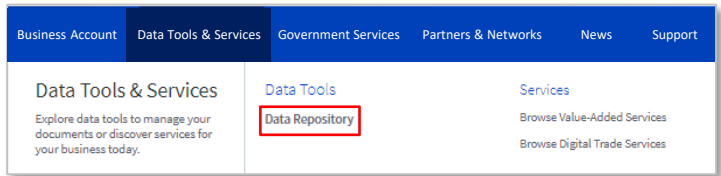
Step 3



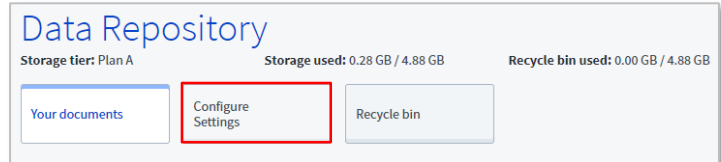
Setup Document Share Rule

The creation of a Document Share rule is a one-time set-up required to automatically share documents with your VAS Provider.

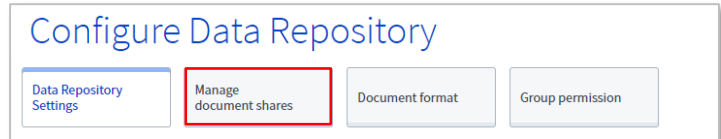
a Go to Data Tools & Services, under Data Tools, click **Data Repository**.



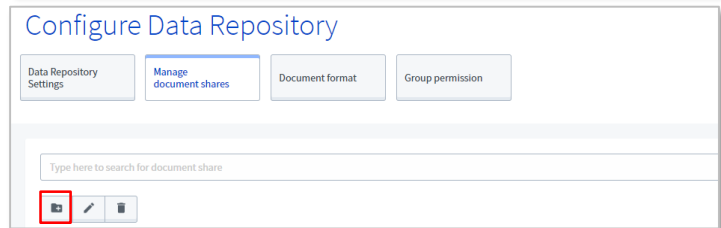
b Click **Configure Settings**.



c Click **Manage document shares**.

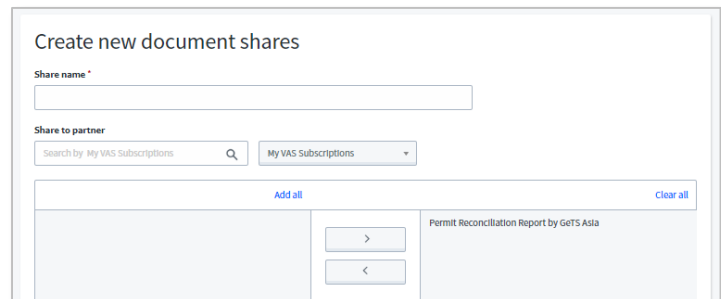


d Click **Create Share** ().




e Enter a name for your Document Share.

f Select from the dropdown menu.



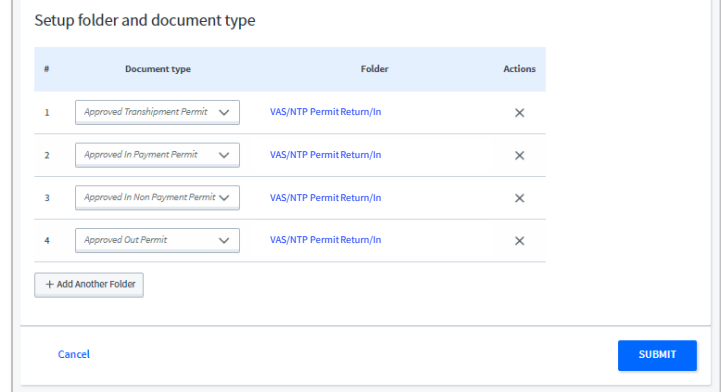
Assign Destination Folder (i.e. Share to)

g Select **Permit Reconciliation Report by <VAS Provider>** and click **Add** ().

Assign Source Folder (i.e. Share from)

h Add the following Document Types*:

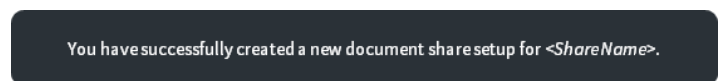
- Approved Transshipment Permit
- Approved in Payment Permit
- Approved in Non Payment Permit
- Approved Out Permit



i For each row, set the folder as **/VAS/NTP Permit Return/In**.

j Click **SUBMIT**.

k A success message will appear at the top of your screen.



- Only documents placed in the Source Folder after the Document Share rule has been created will be shared.
- Do not select "My partners" from the drop-down menu for sending documents to the VAS provider.
- Please confirm with your VAS Provider if additional Document Types are required to be shared.