



**Circulation  
International  
Vignette**

**User Guide**

Overview	3
Application Description	3
Enrolment	3
Authentication	3
Web application Interfaces	4
Main interface	4
Releases	5
Annex	5
Terms and abbreviations	5
External References	5
Error Codes	5
Supported browsers	5

# Overview

## *Application Description*

Portail Civi is a web application for Economic Operators who need to order vehicle vignettes. Web usage only is described in this document. For B2G usage, please refer to document CIVI\_MIG.

## *Enrolment*

Prior to using the application, users need to be granted access. This is done by contacting Administration des Douanes et Accises helpdesk service. The complete enrolment process won't be described in this document and will be given by designated service.

Helpdesk service can be reached :

By email : [servicedesk@do.etat.lu](mailto:servicedesk@do.etat.lu)

By phone : (+352) 28.18.2000

## *Authentication*

Authentication is delegated to CTIE eAccess portal and requires users to have a Luxtrust authentication device such as USB Stick, token, ...

# Web application Interfaces

## Main interface

#	Field	Description
1	Firme Titulaire (company)	Companies linked to the user. User can change company and orders placed will be made for the selected company.
2	E-mail	Email used to receive notifications about orders placed. Email used for previous submission is displayed.
3	Catégorie (category)	Select a category.
4	Marque (brand)	Select a brand in the list. Brands are dependant on the Catégorie List (1). Users can add another brand using the icon
5	Carburant (Fuel type)	Select a fuel type. Fuel type is dependant of the vehicle category (1).
6	Cylindrée (cubic cm)	Select cc of the vehicle. This list is dependant on the selected fuel type and category.
7	Provenance (origin)	Select the origin country code.
8	N° chassis	Enter a chassis number. Chassis format is checked but not enforced.
9	N° facture (billing n°)	Spécify a billing number
10	Valeur (hTVA) (value VAT excl.)	Spécifier the amount (VAT excluded)
11	Ajouter (add)	Add the current vehicle to the list.
12	Soumission (submit)	Submit all the orders for processing. After submission, you will receive an email with a pdf file in attachment containing all the specified Vignettes.
13	Supprimer (delete)	Delete the selected row

# Releases

Version #	Description
1.0.0	Initial Revision

# Annex

## *Terms and abbreviations*

Term	Description
ADA	Administration des Douanes et Accises
B2G	Business to Government. Message exchange via secured protocol.

## *External References*

Ref.	Document	Description
1	CIVL_MIG	Civi Message Implementation Guide. A set of documents explaining the usage of B2G interface.

## *Error Codes*

N/A

## *Supported browsers*

Firefox

Chrome

Safari