

NCTS Hub Vehicle Registration

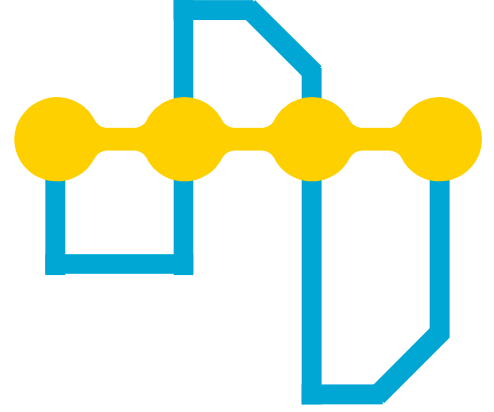
www.ncts.com.tr User Manuel

December 2021

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WE DIGITALIZED OUR PROCESSES TO PROVIDE YOU BETTER SERVICES

This document includes the information regarding how to register plate numbers and new subcontractors on NCTS Hub.



SIMPLIFYING THE TRANSIT PROCESS



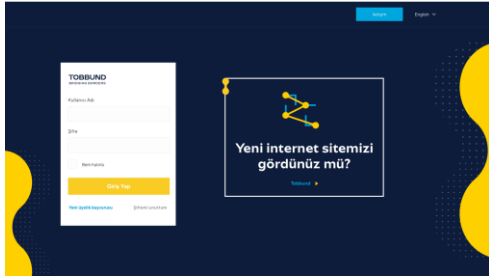
1-Homepage



Web

Go to

www.ncts.com.tr



User Info

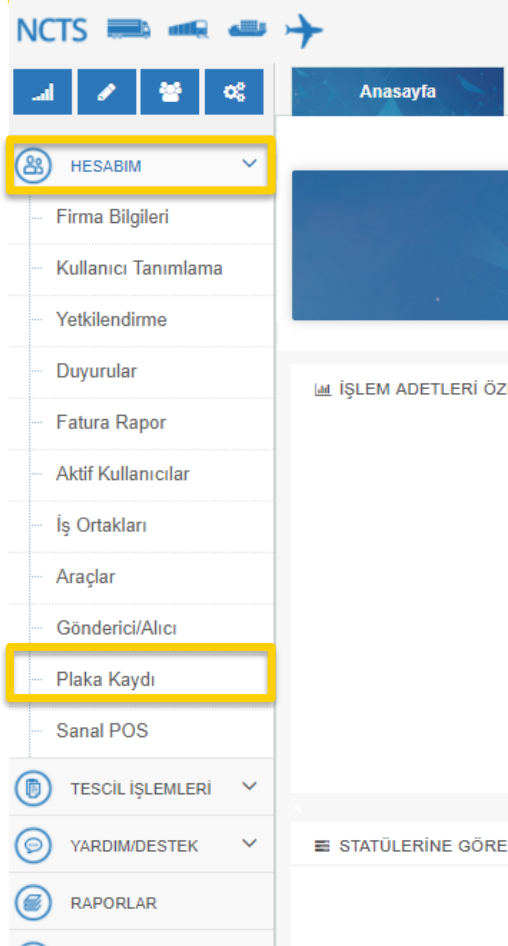
Log in with your e-mail
and password.



Password

In case you do not
remember account
info, please follow
password reminder.

2- Plate Registration



The screenshot shows the NCTS web application interface. The top navigation bar includes the NCTS logo and icons for a truck, a bus, a ship, and an airplane. Below the logo, there are four icons: a bar chart, a pencil, a group of people, and a gear. The main navigation menu is on the left side, with a blue header bar labeled "Anasayfa". The menu items are: HESABIM (highlighted with a yellow box and a '1' next to it), Firma Bilgileri, Kullanıcı Tanımlama, Yetkilendirme, Duyurular, Fatura Rapor, Aktif Kullanıcılar, İş Ortakları, Araçlar, Gönderici/Alıcı, Plaka Kaydı (highlighted with a yellow box and a '2' next to it), Sanal POS, TESCİL İŞLEMLERİ, YARDIM/DESTEK, and RAPORLAR. The main content area on the right is currently blank, with a header "İŞLEM ADETLERİ ÖZ" and a sub-header "STATÜLERİNE GÖRE".

- On Homepage click **MY ACCOUNT** on the left-hand-side and following **Plate Registration**.



3- Plate Registration

NCTS    

1 Anasayfa Plaka Kaydı

Yeni Araç Başvuru Onay Bekleyenler Tamamlanan Onay Tümünü Göster:

Kayıt No	İş Ortağı	2	3	Yetki Belgesi Türü	Durum	Kayıt Tarihi	Onay Tarihi

HESABIM  Firma Bilgileri

- Continue to next screen by clicking **New Vehicle Application**.
- The plate numbers waiting for approval can be displayed through **Pending Approval** and,
- Approved plate numbers by Tobbund that are ready to use for transit can be displayed through **Completed Approval**.

4-Registered Business Partner

NCTS

Anasayfa Araçlar x Plaka Kaydı x Araç Başvuru x

HESABIM 1

Kayıtlı İş Ortağı Yeni İş Ortağı

Kayıtlı İş Ortağı :

Yetki Belgesi Türü:

Kaydet 5

Kayıtlı İş Ortağı Yeni İş Ortağı

Kayıtlı İş Ortağı :

Yetki Belgesi Türü:

Kaydet

Vergi No Eori No

Araç Araç Temizle Yeni Üyelik Başvurusu

Unvan	Adres	Şehir	Ülke	Posta Kodu	Tir Karne No
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Seç Vazgeç

- By choosing **Registered Business Partner**, on the search field, you can search your own company or previously registered Business partner by Tobbund
- You can search Tobbund Business Partner by search button pointed at **3rd Step** database which are not registered for your company by its **VAT** or **EORI** number. Upon that, simply choose the relevant row to proceed.
- Please do not forget to click **Save** button after its completed.

5-Plate Registration

Kayıt No:

Kayıtlı İş Ortağı:

Yetki Belgesi Türü:

1

Durum	Kimlik	Ülke	Tür	Notlar	Dosya	Gelen Hata	Kayıt Yapan
7	8						

Firma Araç Başvuru

Kimlik: 3

Tür: 4

Notlar:

5

Sozleşme metnini okudum_Onaylıyorum

6

- On the screen opening in the **3rd Step**, **Plate number** on the 2nd field, **Nationality** on the 3rd field, and **Type** on the 4th field shall be entered.
- After filling, proceed by clicking **Save**.
- Upon completion of this screen, check the box «I confirm that I have read and agree to the text of the contract.» and click **Send to Apr**.

- The changes through the button pointed at 7, and the deletion through the button pointed at 8 can be completed.

6-Toplu Plaka Bilgilerini Kaydetme

Toplu İşlem 1

Durum Toplu Araç Ekleme

Excelden yapıştır Örn:

Tür	Plaka Numarası	Ülkesi
1 Çekici	01 ABC 20	TR
2 Çekici	02 ABC 20	TR
3 Treyler	03 ABC 20	TR
4 Treyler	04 ABC 20	TR

Örnek Excel Şablonu

C	01 ABC 20	TR
C	02 ABC 20	TR
R	03 ABC 20	TR
R	04 ABC 20	TR

İçeri Aktar 3

4 Toplu Ekleme Başlat Vazgeç

- İki veya daha fazla plaka kaydetmek istediğinizde, **Toplu işlem** butonuna tıklayınız.
- Açılan ekranda, **2 no.lu** alana Excel'de oluşturduğunuz şablonu yapıştırınız.
- **3 no.lu İçeri Aktar** butonuna tıkladıktan sonra, **4 no.lu Toplu Ekleme Başlat** butonuna tıklayarak işlemi tamamlayınız.

6-Multiple Plate Registration

Toplu İşlem 1

Durum Toplu Araç Ekleme

Excelden yapıştır Öm:

Tür	Plaka Numarası	Ülkesi
1 Çekici	01 ABC 20	TR
2 Çekici	02 ABC 20	TR
3 Treyler	03 ABC 20	TR
4 Treyler	04 ABC 20	TR

C 34 ABC 13 TR

R 34 TR 978 TR

C 01 ABC 20 TR

C 02 ABC 20 TR

R 03 ABC 20 TR

R 04 ABC 20 TR

İçeri Aktar 3

Toplu Ekleme Başlat 4

Vazgeç


Onaya Sun


- In order to register two or more plate, choose **Multiple Operations**.
- On the opening window, paste the table you have formed on your Excel on the **2nd field**.
- Following this, click **Import** button on 3rd and **Upload** on 4th.

7- Uploading Vehicle Licence

Kimlik	Ülke	Tür	Notlar	Dosya	Gelen Hata	Kayıt Yapan	Kayıt Tarihi	Onaylayan
10 AT 124	TR	Treyler		1 Dosya Ekle		Eyşan Şans Test	13.06.2020 16:27	

Dosya Ekleme

Dosya : **2**  Dosya **3**
Yükleme



- Upon completing registrations, upload Vehicle Registration Card(Taşıt Kartı) for registered plates in Turkey and Vehicle Licences for foreign registered vehicles by clicking **Add File** on the **2nd** field.

After choosing the documents, complete the procedure with **File Upload** button.

8-Registering New Business Partner

Kayıtlı İş Ortağı **Yeni İş Ortağı** 1

Yeni İş Ortağı : 3 Yeni iş ortağınızı bu alanda mercekten seçiniz 2

Yetki Belgesi Türü: İş ortağınızın yetki belgesi türünü seçiniz.

4

Notice: Certificate of Authority Type will be chosen by the one doing registration. In order to prevent any setback, It is advised to enter correct information.

- In order to register a Business Partner that is not registered on the system, click **the button at 1st.**
- You will be directed to the related window with «**New Membership Application**».
- On the following window, fill the information of your Business Partner check the **CAPTCHA(I'm not a robot)** box and click **Send** button.
- After this step, you can find your Business Partner on the New Business Partner field with search button on the previous window and proceed by choosing it.

Thank you

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