

Technical specification for the Road User Charge collection service suppliers on the website www.lv vignette.eu according to point 8.1 of the Regulation No.272 of the Cabinet of Ministers of the Republic of Latvia of May 26, 2014, "[Procedure of paying, collection and administration of the road user charge](#)"

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Safety and technical requirements:

For a service provider to ensure the collection of the Road User Charge and related activities, the following safety and technical requirements are preconditions:

- premises with restricted access, for authorised persons only;
- licensed computer software, anti-virus software and a firewall;
- permanent internet connection with the speed of not less than 5 Mbit / sec;
- any web browser software with JavaScript (<http://www.google.com/support/bin/answer.py?answer=23852>) and cookies (cookies) <http://www.google.com/cookies.html> turned on;
- fixed IP address of the computer;
- in order to view the generated PDF documents the latest version of Adobe Reader must be used which can be downloaded for free: <http://get.adobe.com/reader/>.

Authentication:

When entering the website <https://www.lv vignette.eu/auth/> the following dialog box opens where you must fill the required fields – “Lietotāja Vārds” (“User Name”) and “Parole” (“Password”), then press “Turpināt” (“Continue”):

Authentication using the new password:

In order to start using the new password after the old password has been changed, please copy the new password exactly as received in the e-mail so that you, for instance, not have a space in the end of the new password. If the new password is copied incorrectly, the message “User name or password is not entered correctly” appears. The password consists of 16 symbols where the first five symbols are “CSDD_”, for example, **CSDD_01234567891**.

Change of the password:

You can change the password in this section. In order to change your password you have to:

- (1) enter your user name
- (2) enter your current (old) password
- (3) enter your new password:
 - a. the new password can consist only of letters, digits and the following symbols: “_”, “#” and “\$”
 - b. the new password has to start with a letter and has to contain at least 1 digit
 - c. the length of the new password has to be at least 8 characters

Latviešu English Русский
AUTOCEĻU LIETOŠANAS NODEVA

IEGĀDĀTIES
ATSKAITES
ATSKAITES ADM
INFORMĀCIJA, KONTAKTI
LIKMES
MAINĪT PAROLI
BEIGT DARBU

Lai veiktu paroles maiņas procesu, lūdzu ievadīt savu veco un jauno paroli

Lietotāja vārds:

Vecā parole:

Jaunā parole:

Atkārtot jauno paroli:

[Turpināt](#)

Paroles maiņa: šajā sadaļā Jūs varat veikt paroles maiņu. Lai nomainītu paroli, jāievēro sekojoši nosacījumi:

(1) parolei var izmantot tikai burtus, ciparus un šādus simbolus: “_”, “#” un “\$”;

(2) parolei jābūt ar burtu un tajā jābūt vismaz 1 ciparam;

(3) paroles garums nedrīkst būt mazāks par 8 simboliem.

Connection to the system:

In this window – in the upper right part – the respective business location appears, you can see the name of your company / the location where the payment of Road User Charge takes place (“Testa stacija”):

The screenshot shows the top navigation bar of the 'AUTOCEĻU LIETOŠANAS NODEVA' system. The language options are 'Latviešu', 'English', and 'Русский'. The main title is 'AUTOCEĻU LIETOŠANAS NODEVA'. In the top right corner, there is a button labeled 'Testa stacija'. Below the navigation bar, there is a message: 'Autorizācijas process ir izpildīts veiksmīgi. Jūsu lietotāja dati ir sekojoši:'. Below this message is a table with four columns: 'Vārds', 'Uzvārds', 'Iestāde', and 'Amats'. The table is currently empty.

Change of the IP address:

In the upper right part the name of the respective business location (station) appears, but when one IP address is associated with different business locations the button “Mainīt” (“Change”) appears in the right corner next to the location of the given business location:

The screenshot shows the top navigation bar of the 'AUTOCEĻU LIETOŠANAS NODEVA' system. The language options are 'Latviešu', 'English', and 'Русский'. The main title is 'AUTOCEĻU LIETOŠANAS NODEVA'. In the top right corner, there is a button labeled 'Testa stacija' and a button labeled 'Mainīt'. Below the navigation bar, there is a message: 'Autorizācijas process ir izpildīts veiksmīgi. Jūsu lietotāja dati ir sekojoši:'. Below this message is a table with four columns: 'Vārds', 'Uzvārds', 'Iestāde', and 'Amats'. The table is currently empty.

Pressing the button “Mainīt” (“Change”) opens the section where you can chose the desired business location from the list.

Step 1 – entering the information about the vehicle:

In this section – “legādāties” (“Booking”), having entered all the necessary information, you can pay the Road User Charge for using the given vehicle or the combination of vehicles in the territory of Latvia:

The screenshot shows the 'AUTOCEĻU LIETOŠANAS NODEVA' website interface. At the top, there are navigation tabs: 'IEGĀDĀTIES' (highlighted), 'ATSKAITES', 'LIKUMS', 'DOKUMENTĀCIJA', 'MAINĪT PAROLI', and 'BEIGT DARBU'. The main content area contains a form for entering vehicle information. The form fields are: 'Reģistrācijas numurs' (text input), 'Reģistrācijas valsts' (dropdown menu showing 'Latvia'), 'Emisijas klase' (dropdown menu with a 'Meklēt' button), 'Pilnā masa sastāvam' (radio buttons for '3501 - 12000' and '12001 - un vairāk'), and 'Asu skaits' (radio buttons for '1 - 3' and '4 un vairāk'). A 'Turpināt' button is located below the form. To the right of the form, there is a yellow box containing explanatory text in Latvian. The text explains that the registration number is for the vehicle or its composition, the emission class is determined by the country and class, and the total mass and axle count are also defined. It also provides notes on how to enter registration numbers for vehicles from Russia.

“Reģistrācijas numurs” (“Registration number”): the registration number of the vehicle or of the tractor-vehicle in case of the combination must be entered.

NOTES:

- (1) the registration number must be entered in Latin capital letters and Arabic digits; without spaces, dashes (“–”) and / or without any other symbols;
- (2) when the Road User Charge is being paid for the combination of vehicles (consisting of the tractor-vehicle and a trailer or a semi-trailer) only the registration number of the tractor-vehicle must be entered;
- (3) entering the registration numbers of vehicles registered in Russia (Cyrillic letters). In Russia, only those Cyrillic letters are used in the registration numbers which are similar to the Latin letters – A, B, E, K, M, H, O, P, C, T, Y, X. Thus the given Cyrillic letters which are similar to the Latin letters must be entered in Latin capital letters:

Cyrillic letters	A	B	E	K	M	H	O	P	C	T	Y	X
Latin letters	A	B	E	K	M	H	O	P	C	T	Y	X

“Reģistrācijas valsts” (“Country of registration”): must be chosen from the list.

“Emsijas klase” (“Emission class”):

- (1) after the input of the registration number and of the country of registration push the button “Meklēt” (“Search”) or;

(2) choose the emission class from the list.

NOTES:

- (1) emission class "EURO 0" must be chosen when the engine emissions level is not known;
- (2) when the emission class is "EURO 5", "EURO 5a", "EURO 5b", "EURO 6" or "EEV" the emission class "EURO IV and more" must be chosen;

There is number of different possibilities of determination of the emission class:

- (1) the Emission class is indicated in the statement issued by the manufacture's official representative or;
- (2) the Emission class can be indicated in the Registration Certificate of the vehicle or;
- (3) for a number of vehicles first registered in Latvia the Register of Vehicles and Drivers contains reference to the documentation where the emissions class can be determined.

"Pilnā masa sastāvam" (Maximum total laden weight of the combination of vehicles): maximum total laden weight of the vehicle or of the combination has to be entered.

NOTES:

- (1) for the tractor-vehicle with a trailer the maximum total laden weight is the sum of maximum laden weights of both vehicles;
- (2) for the tractor-vehicle with a semi-trailer the maximum total laden weight is the sum of the mass in running order of the tractor-vehicle and maximum laden weight of the semi-trailer.

"Asu skaits" ("Number of axles"): total number of axles of the vehicle or of the combination must be indicated.

After all the necessary information has been entered press the button "Turpināt" ("Submit").

Step 2 – entering information about the date/time:

In this section, having entered all the necessary information, it is possible to specify the period for which the Road User Charge (the vignette) will be valid:

Latviešu English Русский
AUTOCEĻU LIETOŠANAS NODEVA
CSDS Testa stacija, Miera iela 25, Rīga [Mairīt](#)

IEGĀDĀTIES
ATSKAITĒS
LIKMES
DOKUMENTĀCIJA
MAINĪT PAROLI
BEIGT DARBU

Reģistrācijas numurs

Reģistrācijas valsts

Emisijas klase

Pilnā masa sastāvam
 3501 - 12000
 12001 - un vairāk

Asu skaits
 1 - 3
 4 un vairāk

Turpināt

Sākuma datums

Gads (likme 484 Eur)
0.00Eur

Mēneši (likme 40Eur)
0.00Eur

Nedēļas (likme 20Eur)
20.00Eur

Dienas (likme 8Eur)
0.00Eur

Beigu datums

Turpināt

Šajā sadaļā, ievadot visu nepieciešamo informāciju, Jūs varat samaksāt autoceļu lietošanas nodevu, braukšanai ar konkrēto transportlīdzekli vai tā sastāva Latvijas teritorijā.

Reģistrācijas numurs: jāievada transportlīdzekļa vai sastāva vilcēja reģistrācijas numurs.

Emisijas klase: (1) pēc valsts reģistrācijas numura un valsts ievadīšanas jānospiež poga "Meklēt" vai (2) emisijas klase jāizvēlas no piedāvātā saraksta. **PIEZĪME:** (1) emisijas klase "EURO 0" jāizvēlas, ja nav zināms transportlīdzekļa motora izmēru līmenis; (2) ja emisijas klase ir "EURO 5", "EURO 5a" vai "EURO 5b", tad jāizvēlas emisijas klase "EURO V"; (3) emisijas klase "EURO IV" ietver arī "EEV" vai tālākas klases ar zemāku emisiju, piemēram, "EURO V".

Pilna masa: norāda transportlīdzekļa pilno masu vai sastāva kopējo pilno masu. **PIEZĪME:** (1) vilcējam ar piekabi pilna masa ir abu transportlīdzekļu pilno masu summa; (2) vilcējam ar puspiekabi pilna masa ir vilcēja pašmasas un puspiekabes pilnas masas summa.

Asu skaits: norāda transportlīdzekļa vai tā sastāva kopēju asu skaitu.

Sadaļā "Sākuma datums" jāizvēlas datums, no kura Latvijas teritorijā vēlaties noformēt autoceļu lietošanas atļauju (vinjete).

Zemāk – iekavās kreisajā pusē – ir nodevas likmes apjoms (euro) Jūsu iepriekšējā sadaļā atzīmētajam transportlīdzeklim uz gadu, uz mēnesi, uz nedēļu vai uz vienu dienu.

Ar peles palīdzību uz viena no četriem nogriežņiem jāizvēlas laika periods, uz kādu nepieciešams saņemt autoceļu lietošanas atļauju – uz gadu, mēnesi, nedēļām vai dienām (līdz sešām dienām ieskaitot). **PIEZĪME:** Ja atļauju izvēlaties saņemt uz vienu dienu (apakšējais nogrieznis), kreisajā pusē esošajā sadaļā "Laiks" jāizvēlas konkrētais laiks (stundas un minūtes) atļaujas saņemšanai.

Kad izvēlēts nepieciešamais laika periods, jāspiež zemāk esošā poga "Aprēķināt".

In the lower left part (in brackets) the rate of the charge (in Euro) is displayed for the vehicle specified in the previous section for a year ("Gads"), a month (30 days) ("Mēneši"), a week (7 days) ("Nedēļas"), or for one day (24 hours) ("Dienas").

Using the mouse, the time period must be chosen on one of the line segments for the Road User Charge to be valid – for a year ("Gads"), for months ("Mēneši"), for weeks ("Nedēļas"), or for days (up to six days) ("Dienas").

NOTES:

- (1) when the permit is necessary for one day (lowermost line segment) value "1" must be chosen on the line segment "Dienas" ("Days"); then time option "Laiks" ("Time") will appear. In there the exact time (hour and minutes) has to be chosen in order to obtain the permit for 24 hours:

Sākuma datums

Gads (likme 484 Eur)
0.00Eur

Mēneši (likme 40Eur)
0.00Eur

Nedēļas (likme 20Eur)
0.00Eur

Dienas (likme 8Eur)
8.00Eur

Laiks

Beigu datums

	Hour						Minute		
AM	00	01	02	03	04	05	00	05	10
	06	07	08	09	10	11	15	20	25
	12	13	14	15	16	17	30	35	40
PM	18	19	20	21	22	23	45	50	55

- (2) another option to choose the term of the vignette is to use the final date in the section “Beigu datums” (“End date”), and the described line segments will adjust automatically in accordance with the chosen period in years, months, weeks or days:

Sākuma datums

Gads (likme 484 Eur)
0.00Eur

Mēneši (likme 40Eur)
0.00Eur

Nedēļas (likme 20Eur)
20.00Eur

Dienas (likme 8Eur)
40.00Eur

Beigu datums

Jūlijs 2014

Pr	Ot	Tr	Ce	Pk	Se	Sv
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOTES:

- (1) the payment of the daily rate of the charge gives the right to use the main state roads for 24 hours from the time the payer specified;
- (2) the payment of the weekly rate of the charge gives the right to use the main state roads 7 consecutive days starting from the date specified by the payer;
- (3) the payment of the monthly rate of the charge gives the right to use the main state roads 30 consecutive days starting from the date specified by the payer;
- (4) the payment of the annual rate of the charge gives the right to use the main state roads for the period of one interrupted year from the date specified by the payer. This is the maximum payment period for the charge

When the required time period has been chosen press the button “Turpināt” (“Continue”) below.

Step 3 – the information about the validity term:

This section gives information about the date and period of time for which the charge will be valid, and amount to be paid for the given vehicle.

NOTES:

- (1) if the client has chosen to pay for the period shown in the previous step, then the system offers “Optimizēts variants” (“Optimized option”) where longer period is suggested for the same or less amount.. If the client agrees to the “Optimizēts variants” (“Optimized option”), then the choice has to be made between the option as compiled in the previous step or “Klienta variants” (“Client’s Option”) and the option calculated by the system or “Optimizēts variants” (“Optimized option”):

Latviešu English Русский AUTOCEĻU LIETOŠANAS NODEVA CSDD Testa stacija, Miera iela 25, Rīga

IEGĀDĀTIES ATSKAITES LIKĒMES DOKUMENTĀCIJA MAINĪT PAROLI BEIGT DARBU

Reģistrācijas numurs	TEST	
Reģistrācijas valsts	IT	
Emisijas klase	EURO 0	
Pilnā masa sastāvam	3501 - 12000	
Asu skaits	1 - 3	
Sākuma datums	01.07.2014	
	Klienta variants	Optimizētais variants
Dienu skaits	5	0
Nedēļu skaits	1	0
Mēnešu skaits	0	1
Gadu skaits	0	0
Beigu datums	13.07.2014	31.07.2014
Summa apmaksai (EUR)	60.00	40.00
Izvēlētais variants	<input checked="" type="radio"/> Klienta variants <input type="radio"/> Optimizētais variants	
	<input type="button" value="Apstiprināt apmaksu"/> <input type="button" value="Atpakaļ"/>	

- (2) if the client agrees to his / her previously chosen option, that has to be chosen in this step. Then press the button “Apstiprināt apmaksu” (“Confirm payment”). If the client does not agree or there is a need for any corrections, press button “Atpakaļ” (“Back”) and make the necessary corrections:

Latviešu English Русский AUTOCEĻU LIETOŠANAS NODEVA CSDD Testa stacija, Miera iela 25, Rīga

IEGĀDĀTIES ATSKAITES LIKĒS DOKUMENTĀCIJA MAINĪT PAROLI BEIGT DARBU

Reģistrācijas numurs	TEST
Reģistrācijas valsts	IT
Emisijas klase	EURO 0
Pilnā masa sastāvam	3501 - 12000
Asu skaits	1 - 3
Sākuma datums	01.07.2014
Dīenu skaits	2
Nedēļu skaits	1
Mēnešu skaits	0
Gadu skaits	0
Beigu datums	10.07.2014
Summa apmaksai (EUR)	36.00

Apstiprināt apmaksu Atpakaļ

Step 4 – authorisation of the payment:

This section displays all information about the Road User Charge (start date, end of validity date, amount):

The screenshot shows a web application interface with a confirmation dialog box. The dialog box is titled "Apstiprinājums" and contains the following text:

Vai Jūs tiešām vēlaties apstiprināt maksājumu kā izpildītu?

Sākuma datums: **01.07.2014**
 Beigu datums: **31.07.2014**
 Dienas: 0
 Nedēļas: 0
 Mēneši: 1
 Gadī: 0
 Summa (EUR): **40.00**

At the bottom of the dialog box, there are two buttons: "Apstiprināt" (Approve) and "Atcelt" (Cancel).

The background interface shows a form with the following fields:

- Reģistrācijas numurs: TEST
- Reģistrācijas valsts: IT
- Emisijas klase: EURO 6
- Pilnā masa sastā
- Asu skaits
- Sākuma datums
- Dienu skaits
- Nedēļu skaits
- Mēnešu skaits
- Gadu skaits
- Beigu datums
- Summa apmaks
- Izvēlētais variants

If the payment has been effectuated, push the button “Apstiprināt” (“Approve”). Pushing that button means confirmation of the received payment and entry in the State Register of Vehicles and Drivers. If the payment has not been effectuated, push the button “Atcelt” (“Cancel”) or the key “Esc” on the computer keyboard. Thus you will return to the previous window.

Step 5 – printing of the proof:

After the approval of the payment of the charge it is possible to receive the proof in PDF or HTML format so that it can be printed and handed over to the client:

The screenshot shows a confirmation message and two buttons:

Maksājums veiksmīgi apstiprināts.
 Drukāt apliecinājumu

PDF HTML

Step 6 – proof for the client (PDF / HTML):

The printed proof has to be handed over to the client (PDF or HTML):

Autoceļu lietošanas nodeva (VIGNETTE)	
ID. 501	
Transportlīdzekļa valsts reģistrācijas numurs	RJ48
Reģistrācijas valsts	LV
Motora izmēšu līmenis	3
Pilna masa	1
Asu skaits	1
Nodevas samaksas periods	No 31.07.2014 līdz 03.08.2014
Nodevas summa	33.00 EUR
Dati par maksāšanu	

Dokuments sastādīts elektroniski un derīgs bez paraksta
 Apliecinājumam ir informatīva nozīme, nodevas samaksu apliecina ieraksts Latvijas Transportlīdzekļu un to vadītāju valsts reģistrā

Step 7 – viewing of the reports and their cancellation:

This section displays the paid Road User Charges, and allows also to cancel those charges paid in the current day which have not yet become effective:

Latviešu English Русский AUTOCEĻU LIETOŠANAS NODEVA CSDD Testa stacija, Miera iela 25, Rīga

IEĢĀDĀTIES ATSKAITES LIKMES DOKUMENTĀCIJA MAINĪT PAROLI BEIGT DARBU

Atskaites

Periods no 25.06.2014 līdz 25.06.2014 [Atlasīt](#)

	ID	Numurs	Valsts	Datums no	Datums līdz	Summa (EUR)	Maksājuma datums	Lietotājs
Anulēt PDF HTML	3151	TEST4	IT	01.07.2014	10.07.2014	68.00	25.06.2014 09:00:45	...
Anulēt PDF HTML	3149	TEST3	IT	01.07.2014	31.07.2014	40.00	25.06.2014 08:56:31	...

Only those charges can be cancelled which were paid on the current day. The cancellation can be done by the user who received it, or by the user having station manager's access.

Step 8 – preparation of invoices:

In this section you can do what is necessary for verification and preparation of invoices for the Road User Charge (vignette):

In the section “Rēķini” (“Invoices”) subsection “Neapmaksātās vinjetes” (“Unpaid vignettes”) (table), you can see how many vignettes and for what period have not been paid in your business location, as well as approximate time that is required to generate the invoice (Excel and/or PDF).

There is a possibility to generate the necessary invoice for the given period. The vignettes of the current day cannot be included in the invoice as they can still be cancelled.

Dates of the preparation of the invoices can be:

- (1) for any period ending with the unpaid vignettes of the previous calendar day, that includes also the current day, by choosing option “Current date” (“Tekošais datums”). For example, if the invoice is prepared on the 5th of February, (indicatively: for the period from 15th till 31st of January), then the date of the preparation of the invoice will be the 5th of February:

- (2) for any period that includes also the last date that is in the invoice, by choosing option “The last date included in the invoice” (“Pēdējais rēķinā iekļautais datums”). For example, if the invoice is prepared on the 5th of February for the period from the 15th till 31st of January), then by choosing option “The last date included in the invoice” (“Pēdējais rēķinā

iekļautais datums”), the date of the preparation of the invoice will be the 31st of January:

NOTE:

The period of the invoice always will be from the next day after the last prepared invoice or from the last prepared invoice till the one’s chosen date.

After the invoice has been prepared, one has to choose either one of two periods – “Current date” (Tekošais datums”) or “The last date included in the invoice” (“Pēdējais rēķinā iekļautais datums”). Afterwards, by pressing button “Sagatavot rēķinu” (“Prepare the bill”), two files are created:

- (1) “RĒĶINS – ATSKAITE” (“INVOICE – REPORT”) – which is a PDF file;
- (2) “RĒĶINA ATŠIFRĒJUMS” (“TRANSCRIPT OF THE INVOICE”) – which is an Excel file in format (.xlsx), and which shows all vignettes included in the invoice (according to the period your have selected).

Step 9 – operations with invoices:

This section allows further operations with the invoices:

Rēķini

Neapmaksātās vinjetes

Skaitis	Datums no	Datums līdz
Nav datu		

Rēķinu arhīvs

	Rēķins	Sagatavošanas datums	Vinješu periods	Apmaksas datums	Statuss
<div style="border: 1px solid red; padding: 2px;"> PDF XLSX Atzīmēt kā apmaksātu Anulēt </div>	37/15072014	15.07.2014 13:34:47	01.07.2014 - 14.07.2014		Sagatavots

When the invoice has been prepared new entry appears lower in the archive of the invoices having the status “Sagatavots” (“Prepared”).

Four operations are available for the new entry:

- (1) “PDF” – to download the invoice-report in PDF format;
- (2) “XLSX” – to download a list of the vignettes which are included in the given invoice for the requested period;
- (3) “Atzīmēt kā apmaksātu” (“Mark as paid”) – to mark that the money has been transferred to the State Treasury and this invoice is paid;
- (4) “Anulēt” (“Cancel”) – to cancel the invoice.

For example, if on 10.07.2014 the invoice has been generated for the period till 09.07.2014, but it is not paid, and on 15.07.2014 there is a wish to generate the invoice and pay it, there are two options:

- (1) to cancel the previous invoice and to generate new invoice for the whole period till 14.07.2014;
- (2) to generate another invoice for the period from 10.07.2014 till 14.07.2014, and to pay both.

Step 10 – receiving invoices:

When the invoice is cancelled and / or marked as paid the status of the invoice in the archive of invoices changes, and two types of invoices are available – “PDF” or “XLSX”:

Rēķini

Neapmaksātās vinjetes

Skaitis	Datums no	Datums līdz
Nav datu		

Rēķinu arhīvs

	Rēķins	Sagatavošanas datums	Vinješu periods	Apmaksas datums	Statuss
PDF XLSX	38/15072014	15.07.2014 13:47:09	01.07.2014 - 14.07.2014		Apmaksāts
PDF XLSX	37/15072014	15.07.2014 13:34:47	01.07.2014 - 14.07.2014		Anulēts

End – cases of refunding the charge (information for a client):

The charge is refunded in the following cases:

- if the vehicle has been deregistered for export from Latvia;
- if the vehicle is written off;
- if the charge has been overpaid or paid in double amount.

Decision concerning the refund of the charge is made by the State Revenue Service:

- web-site: www.vid.gov.lv
- phone: +371 67120000
- e-mail: VID.konsultanti@vid.gov.lv

Contact information:

- e-mail: info@lvvignette.eu
- phone: +371 67025999