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Foundations Directorate

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# **Supplement 1 to Annex to the Fuel-Card-Providers-Ordinance FDF**

## **Process definition for the use of fuel cards to pay the HVC (LSVA)**

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Version 1.0

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## Process definition for the use of fuel cards to pay the HVC (LSVA)I

### 1 Overview

#### 1.1 Purpose of the document

This document provides the process description for using a fuel card in the national manual collection service NMTS (National Manual Toll Service) to register and pay the HVC.

#### 1.2 Limitations

The binding specifications regarding deadlines and payment limits are set out in the accreditation contract; in the event of contradictions, the regulations in the approval contract apply.

#### 1.3 List of changes

| Version | Date       | Section | Change                  |
|---------|------------|---------|-------------------------|
| 1.0     | 2024-12-01 |         | First published version |

#### 1.4 References

|     | Document                                                                                                               |
|-----|------------------------------------------------------------------------------------------------------------------------|
| (1) | Annex to the Fuel-Card-Providers-Ordinance FDF                                                                         |
| (2) | Supplement 2 to Annex to the Fuel-Card-Providers-Ordinance FDF<br>Fuel Card Online Authorisation Interface (OLA - API) |

#### 1.5 Terms and abbreviations

see Annex to the Fuel-Card-Providers-Ordinance FDF

## **2 Description of the process**

### **2.1 General description**

The manual registration service NMTS (National Manual Toll Service) must be used by foreign vehicles without an electronic recording service to collect the HVC. Each journey must be registered individually. A journey is defined from the entry into the toll domain to the exit from the toll domain. For the registration to be valid, payment must be guaranteed by a fuel card. If the vehicle is not registered, it is treated as a toll offender.

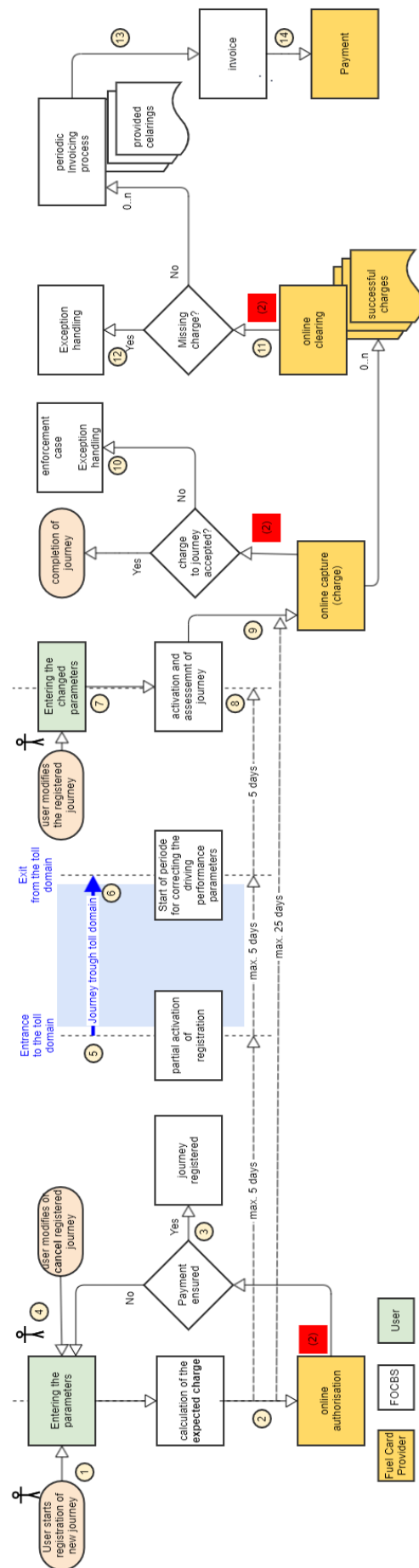
Registration takes place in a FOCBS web shop so that the registration for a specific vehicle can be carried out independently of location either by the driver himself or by the manager of the vehicle fleet. A registration for a journey can be made a maximum of five days before the date of entry. When the registered entry date expires or when the FOCBS detects the entry of the registered vehicle, the registration is partially activated. Once partially activated, the registration can no longer be cancelled and the vehicle data can no longer be changed.

The maximum duration of the journey is limited to 5 calendar days when registering. After leaving the toll domain, the person registering has five days to correct the registration in accordance with the actual distance driven. Once this period has expired, the registration becomes binding and the FOCBS assesses the registration.

The user is anonymous and to register a journey, the user only needs to enter the vehicle data relevant for the calculation of the charge and the data required for the means of payment. The information is only valid for one journey and must be entered again to register a new journey.

The use of the fuel card as a means of payment in the web shop is intended to ensure that the vehicle does not have to stop at the border either on entry or exit. To this end, when registering before entering the toll domain, it must be ensured that the payment of the amount of the charge due, which is only determined after leaving the toll domain, is guaranteed.

## 2.2 Process diagram



## 2.3 Process steps according to the process diagram

| Step | description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <p>The user registers the journey in the web shop.</p> <p>He must enter the following parameters</p> <ol style="list-style-type: none"> <li>1. vehicle lpn and country code</li> <li>2. the total weight of the vehicle combination relevant for the HVC</li> <li>3. the Euro Emission Class</li> <li>4. the expected distance that will be driven</li> <li>5. Date of entry to the toll domain</li> <li>6. Date of exit from the toll domain</li> <li>7. <b>the fuel card identification data</b></li> </ol> |
| 2    | FOCBS has the fuel card provider authorise payment of the expected charge amount calculated from the registered parameters for the relevant fuel card.                                                                                                                                                                                                                                                                                                                                                        |
| 3    | Registration is only valid with successful authorisation. Without authorisation, the user must use another means of payment.                                                                                                                                                                                                                                                                                                                                                                                  |
| 4    | <p>The user can change all registered parameters or cancel the registration until the registered entry date expires or until the physical entry is recognised by a FOCBS camera.</p> <p>If the correction causes the new expected charge amount to exceed the previously authorised amount, a new authorisation is issued for the new charge amount according to step 2 and the previous one is cancelled.</p>                                                                                                |
| 5    | After expiry of the registered entry date or with the detection of the physical entry of the vehicle into the toll domain by a camera of the FOCBS, the registration is partially activated, i.e. partially binding.                                                                                                                                                                                                                                                                                          |
| 6    | The expiry of the registered exit date or the detection of the physical exit of the vehicle from the toll domain by a camera of the FOCBS, the five-day period for correcting the driving performance parameters starts.                                                                                                                                                                                                                                                                                      |
| 7    | <p>Until activation, the user can correct the following driving performance parameters</p> <ol style="list-style-type: none"> <li>1. Driving distance in both directions</li> <li>2. Increase in the total weight of the vehicle combination</li> </ol>                                                                                                                                                                                                                                                       |
| 8    | <p>Once the five-day correction period has expired, the registration is fully activated and therefore binding.</p> <p>The registered parameters are checked for plausibility against the vehicle passages recorded via cameras of the FOCBS and the definitive charge amount is determined on the basis of the plausibility check.</p> <p>The assessment statement is made available to the user in the web shop and contains all the details of the journey so that the user can verify its correctness.</p> |
| 9    | <p>FOCBS charges the fuel card provider the assessed charge amount with reference to the corresponding prior authorisation.</p> <p>The fuel card provider accepts a charge amount up to the maximum time period of 25 calendar days from the date of authorisation and up to the maximum amount agreed in the approval contract.</p>                                                                                                                                                                          |

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| Step | description                                                                                                                                                                                                                                                                         |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10   | If the fuel card provider refuses the charge, the vehicle or driver is treated as an enforcement case.                                                                                                                                                                              |
| 11   | The fuel card provider generates a daily summary of the charges it accepts and makes it available to the FOCBS.                                                                                                                                                                     |
| 12   | <p>The FOCBS checks whether all open accepted charges are included in a daily summary.</p> <p>In the event of discrepancies, the FOCBS contacts the fuel card provider to clarify and resolve the discrepancy.</p>                                                                  |
| 13   | <p>FOCBS invoices all open daily summaries provided by the fuel card provider in accordance with the period agreed in the approval contract.</p> <p>The invoice is published on the FOCBS portal and the fuel card provider is notified of the availability of the new invoice.</p> |
| 14   | The fuel card provider must retrieve the invoice and pay the invoiced amount to the FOCBS within the payment period specified in the approval contract.                                                                                                                             |