

Migration Guide

# Customs Management NCTS5 Migration Guide (BE)

November 2024

[www.aeb.com](http://www.aeb.com)

AEB

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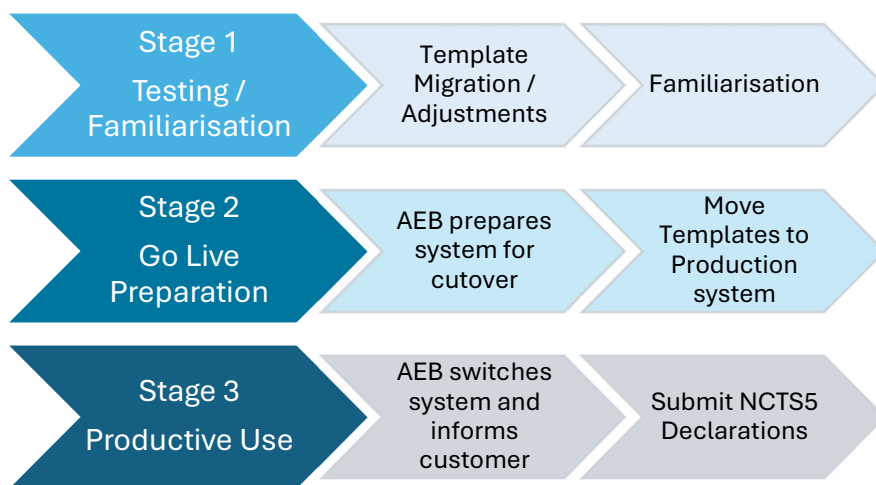
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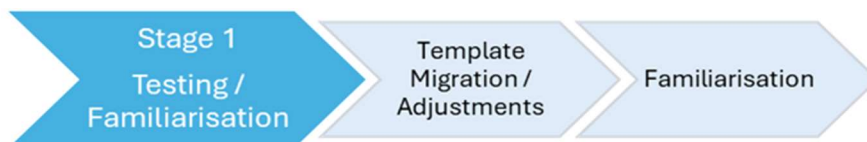
This guide covers the migration from NCTS4 to NCTS5 within the AEB Customs Management System. This guide is to be used in tandem with articles found in the [NCTS Phase 5 Migration](#) section of the AEB Help Center.

## 1 Migration Plan

The diagram below outlines the 3 stages and key points for the migration of your AEB Customs Management solution from NCTS4 to NCTS5. Please review and make sure that you follow the steps outlined as they are a key part of a successful migration to NCTS5. Belgium Customs will be switching to NCTS5 on 16<sup>th</sup> December 2024. From this date, **all new** NCTS declarations will need to be submitted on the new system. **You will no longer be able to submit new declarations using NCTS4 from this date**, however declarations submitted prior to this date and still open will be completed in NCTS4.



### 1.1 Stage 1: Testing / Familiarisation



#### 1.1.1 Template Migration and adjustments.

AEB provides a template converter tool that changes your NCTS4-templates to NCTS5 -templates.

The tool will transfer values that have not changed from NCTS4 to NCTS5, it will remove values that are not applicable for NCTS5, and where possible it will change "NCTS4 -values" to "NCTS5 -values".

After the conversion, you can download a csv-file which will list the data converted by the tool.

AEB will transfer all your existing NCTS4 templates and template selectors from your production system to your test system, so that they will be available for you to convert to be NCTS5 compatible as part of your preparation and testing. It is your responsibility to check all data within the templates once converted, and ensure that they hold the correct information.

Information on templates and conversion of templates can be found in the [AEB Help center](#)

## 1.1.2 Familiarisation

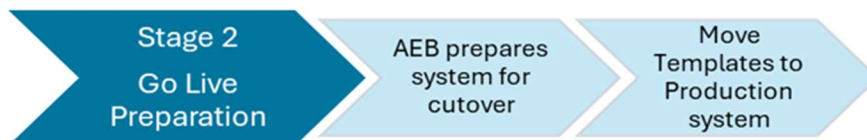
It is important that before the NCTS5 cutover you become familiar with the changes and differences from NCTS4 to NCTS5. You will receive a response from Belgium Customs when sending a test transit declaration and it is highly recommended that you complete a number of test declarations with your own data. Failure to do this will mean that you will be far more likely to encounter issues during cutover. Guidance for the changes in NCTS5 can be found in the [AEB Help Center](#).

Belgium Customs have stated that they will automatically transfer business specific information, such as authorisation information, which they hold. Belgium Customs will issue updated guarantee reference numbers directly to businesses; if you have not received this or require further information, please contact Belgium Customs directly. More information can be found at [www.naforna.be](http://www.naforna.be). Once this information has been received you will need to review your templates to ensure that you have updated the guarantee reference within them.

### API

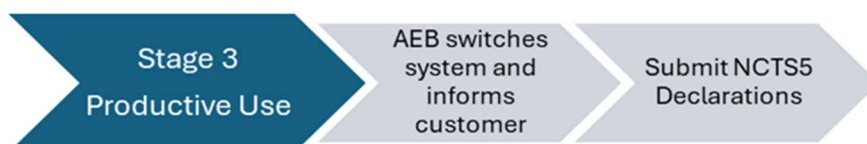
If you have written an API to send data to the AEB customs management system for NCTS4, you may wish to modify the API to change data values or send extra information if available. For further information on changes please consult the [AEB Help Center](#).

## 1.2 Stage 2: Go Live Preparation



- Any templates that have been created or modified on the test system will need to be copied over to the live system. It is your responsibility to do this, and guidance on this process can be found in the [Help Center](#).

## 1.3 Stage 3: Go Live and Onwards



- You will now be able to send live NCTS5 declarations in your production system.
- Once your system has been changed to NCTS5, you can contact the AEB Migration Team by emailing [migrationsupport@aeb.com](mailto:migrationsupport@aeb.com) for the first week post go-live. For anything after this, please switch to your BAU support route in accordance with the support agreement you have in place. All timelines will be communicated with you by the AEB Migration project team.

## 2 Responsibilities and what AEB will provide

### 2.1 Your Responsibility

As part of the migration, it is your responsibility to carry out appropriate steps and actions to make the migration successful.

- Use your test system and the AEB Help Center for the NCTS5 migration.  
[AEB Help Center](#)
- Carry out the actions as detailed above in readiness for the migration on 16<sup>th</sup> December.
- Perform appropriate testing covering the needs of your individual business in terms of the data and processes used.
- More information can be found regarding the changes in NCTS5 on the Belgium Customs website ([www.nafora.be](http://www.nafora.be)).

### 2.2 What AEB will provide

- Setup of a test system to allow you to become familiar with the screens and changes made for NCTS5.
- Links to Help Center articles covering NCTS5 Migration.
- Cutover of your production system for customs management system with NCTS5.
- An email address ([migrationsupport@aeb.com](mailto:migrationsupport@aeb.com)) that you can use to confirm actions and ask any questions during your testing and early life support period of the AEB Migration team.