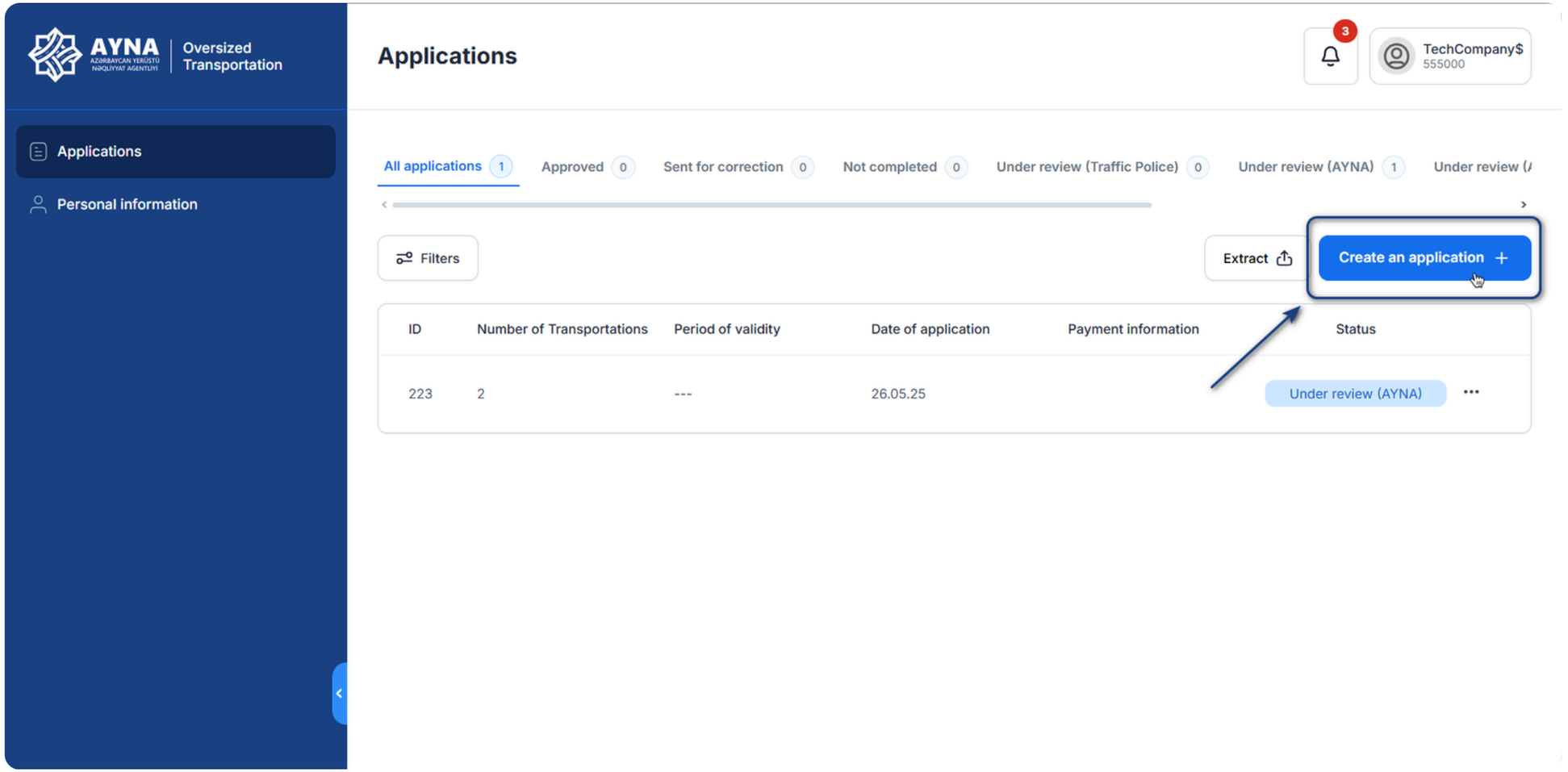
Project for Issuing Special Permits for the Transport of Oversized and Overweight Loads

Carrier Manual

AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Creating a Transport Request

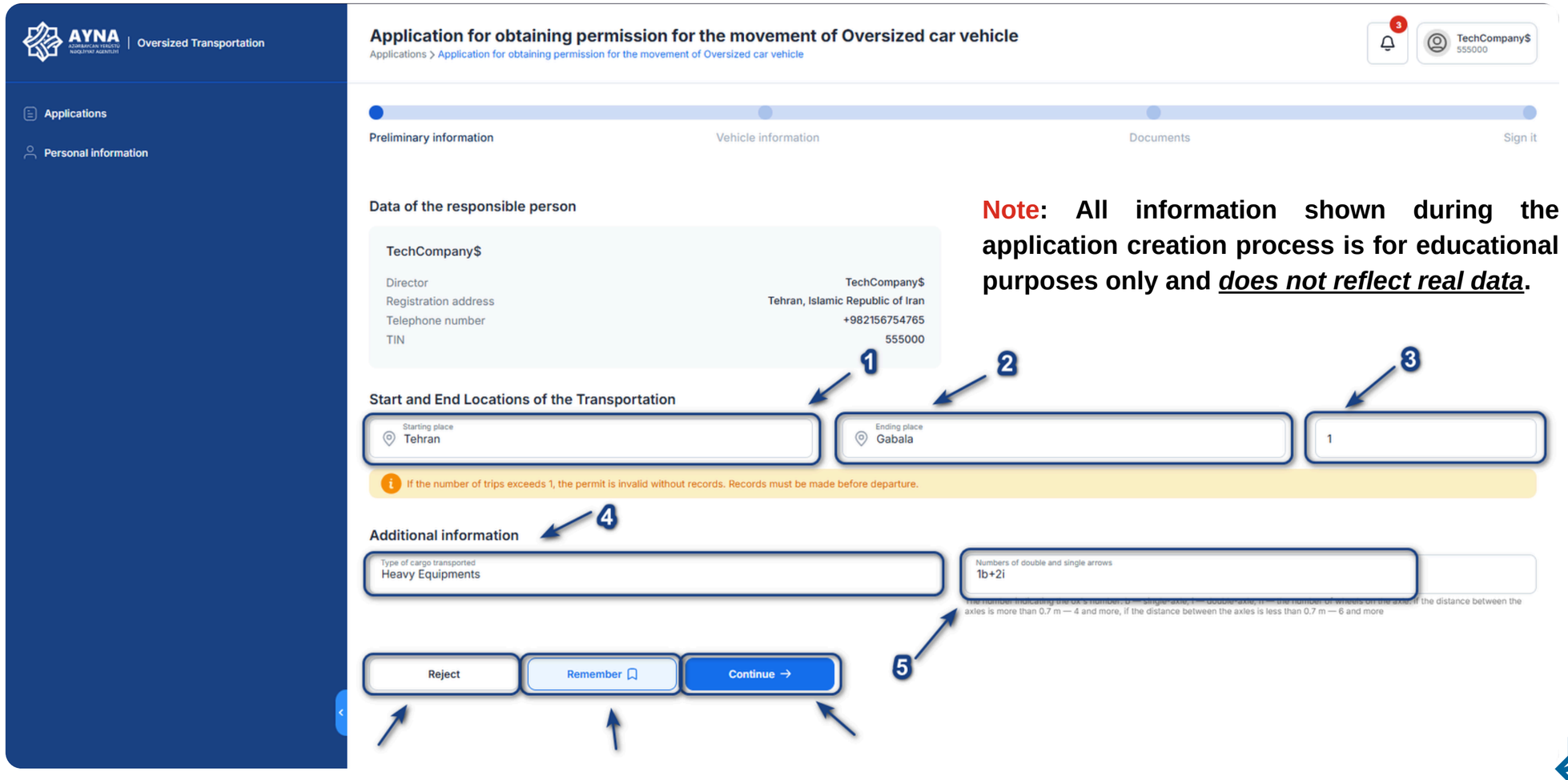
To begin, the carrier should click the “Create an Application” button to start entering the required information.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Creating a Transport Request

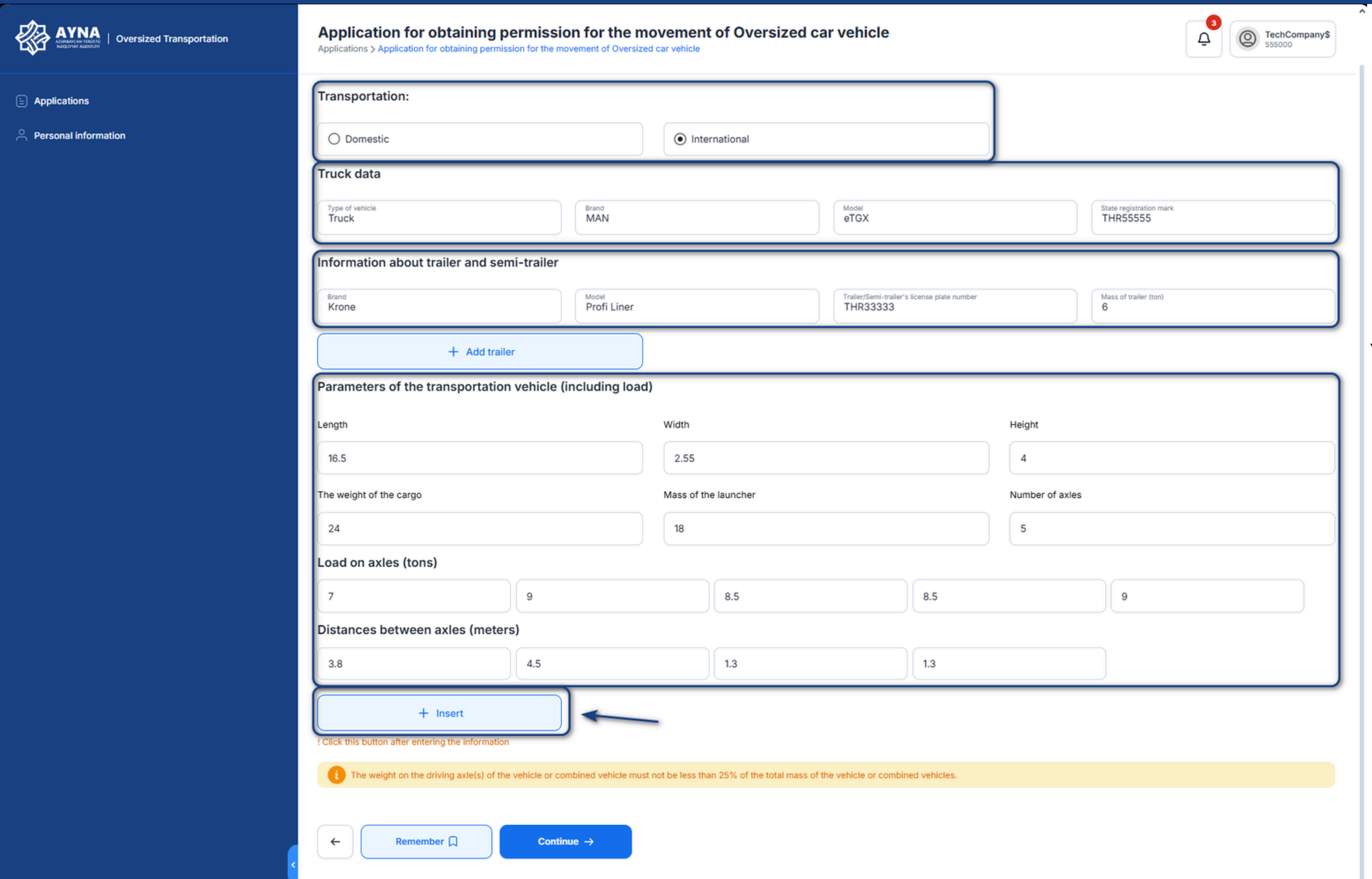
Enter the required transport information in the fields numbered 1 to 5. Click “Reject” to cancel the process, or “Save” to store your progress for later. Once all information has been entered, click “Continue” to proceed.



Note: All information shown during the application creation process is for educational purposes only and *does not reflect real data*.

AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

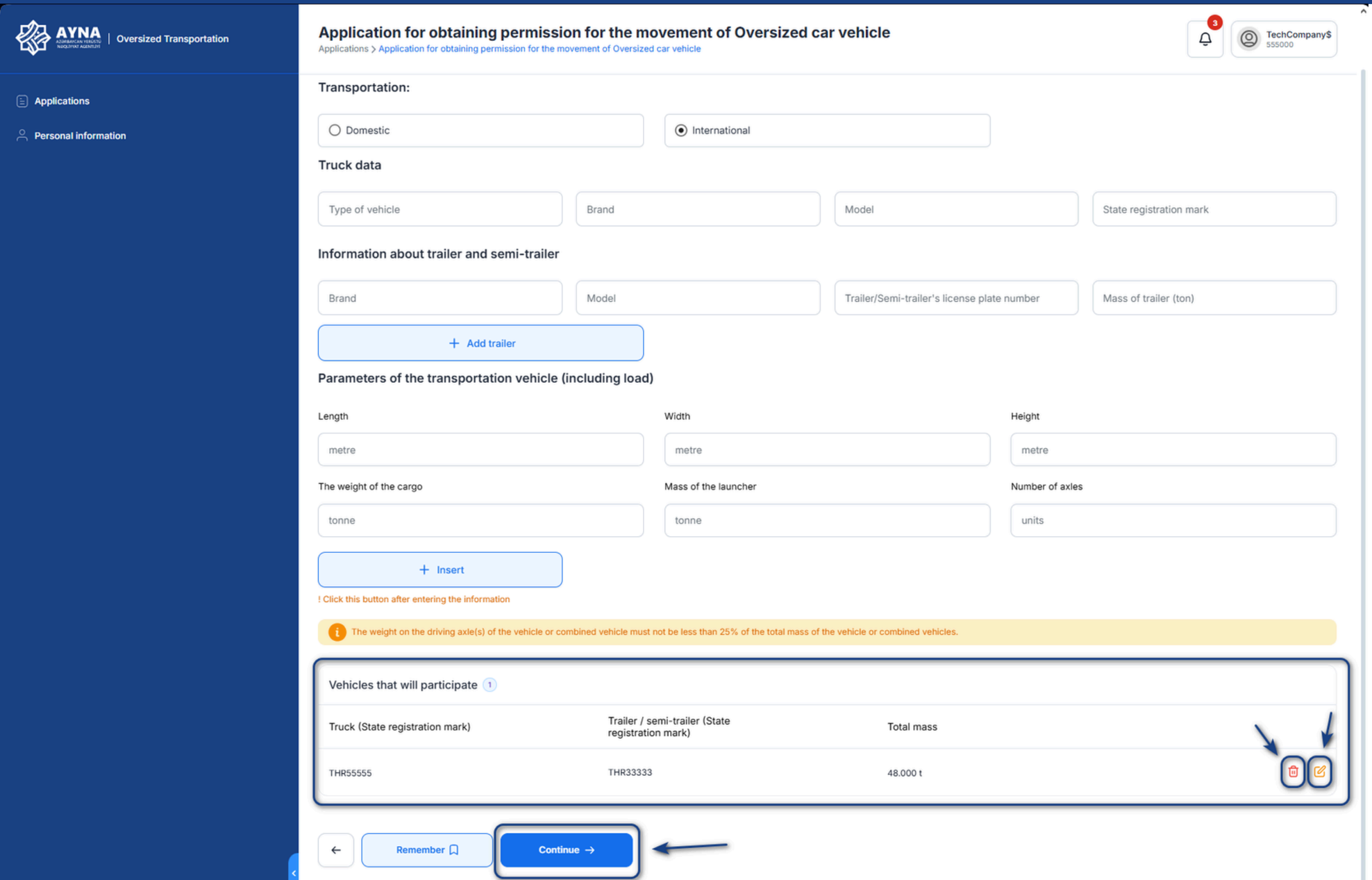
Creating a Transport Request



Fill in all the fields highlighted in the image. You may skip any fields that are not applicable to your transportation request. When finished, click "Insert" to save the vehicle information you have entered.

AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Creating a Transport Request

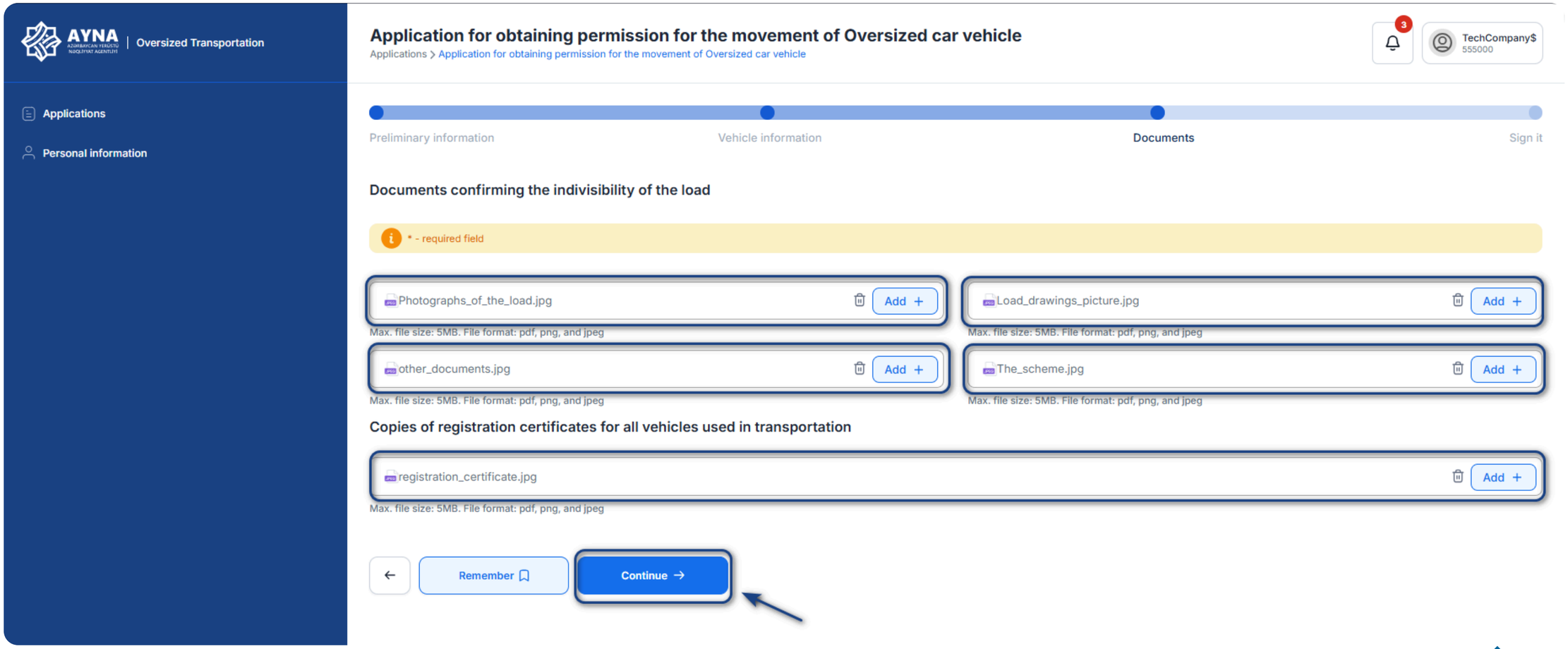


After clicking “Insert”, the vehicle information will appear in the list, as shown in the image. You can click the Bin icon to delete the entry or the Edit icon to make changes. Click “Continue” to proceed to the next page.

AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

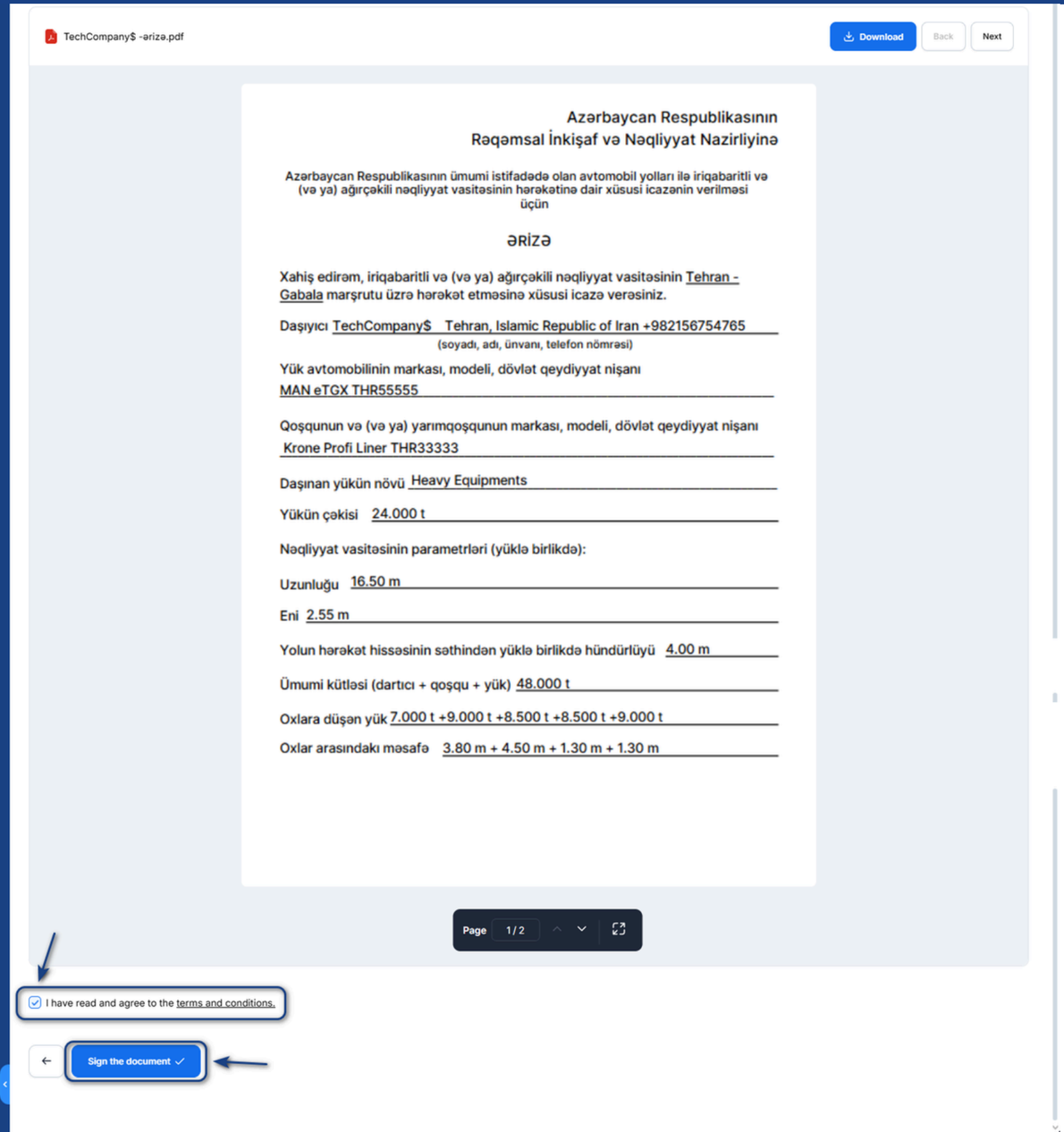
Creating a Transport Request

On the next page, upload the required documents for review by the relevant authorities. Then, click “Continue” to proceed.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Creating a Transport Request

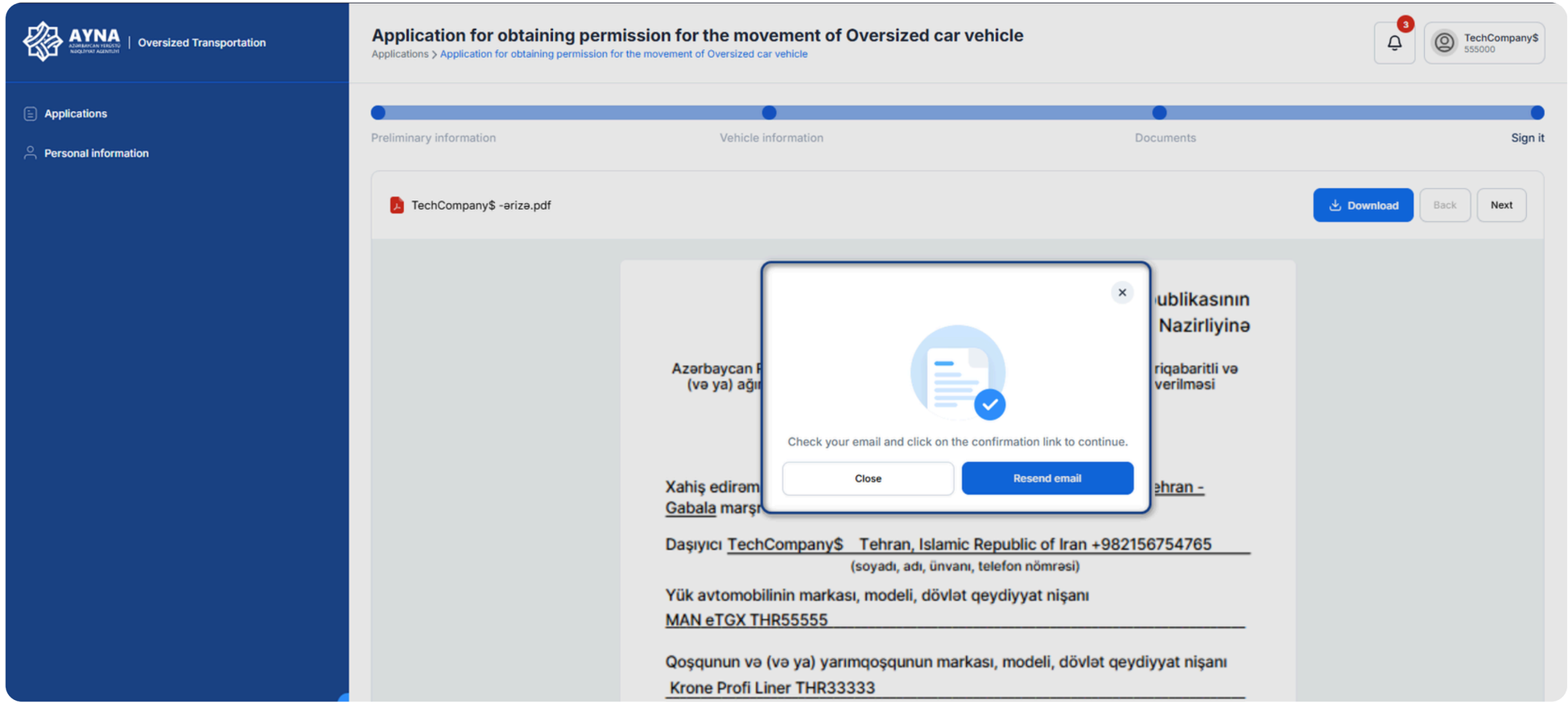


On the final page, the completed application form will be displayed. After reviewing the document and verifying its content, check the highlighted box and click “Sign the Document” to complete the application process.

AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Creating a Transport Request

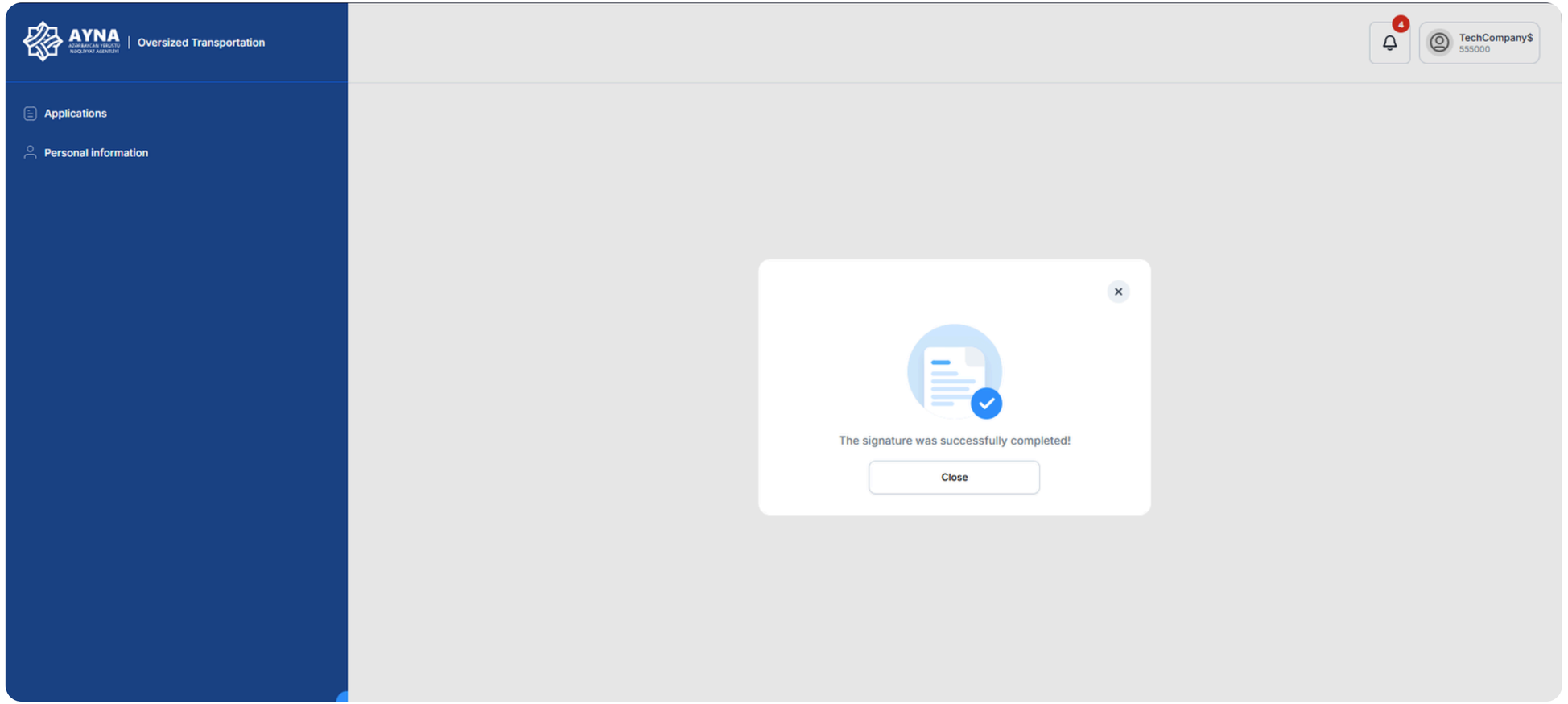
After clicking the “Sign the Document” button, a confirmation message will appear. You should receive an email containing a verification link. Click the link to verify your application. If you do not receive the email (including in your inbox or spam folder), click the “Resend Email” button to request a new one.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Creating a Transport Request

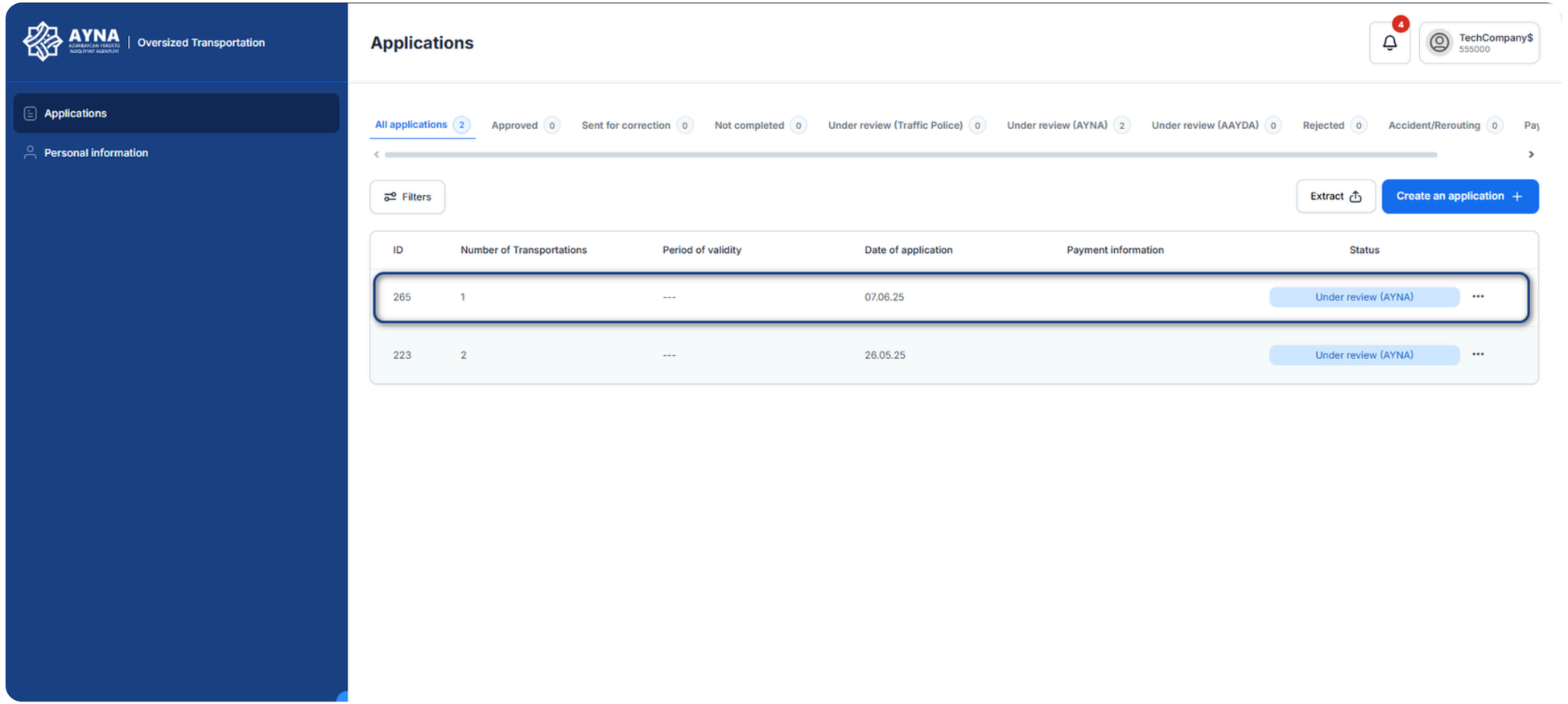
When you open the verification link in the same browser, a confirmation window will appear, indicating that your application has been successfully completed.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Creating a Transport Request

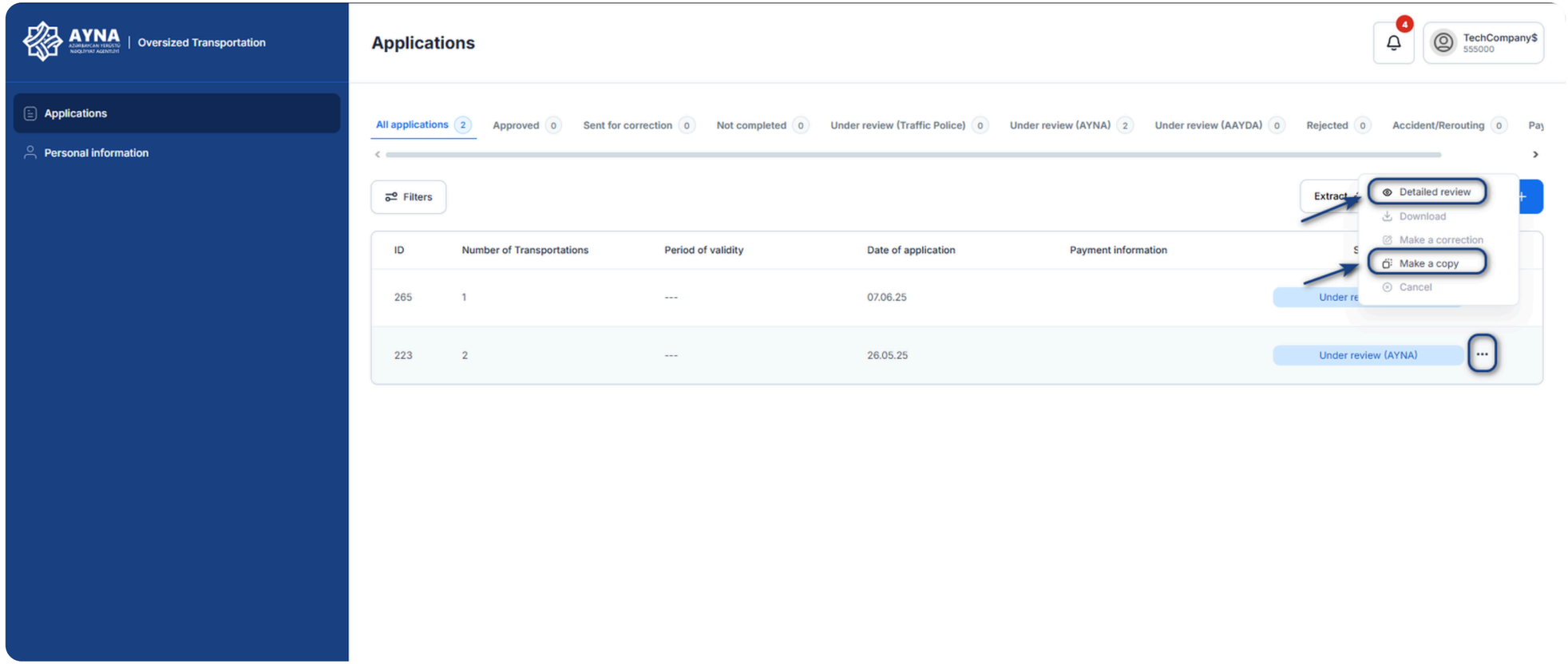
You can now view your application on the homepage. The status “Under Review (AYNA)” means that your request has been sent to *AYNA* for initial evaluation.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Creating a Transport Request

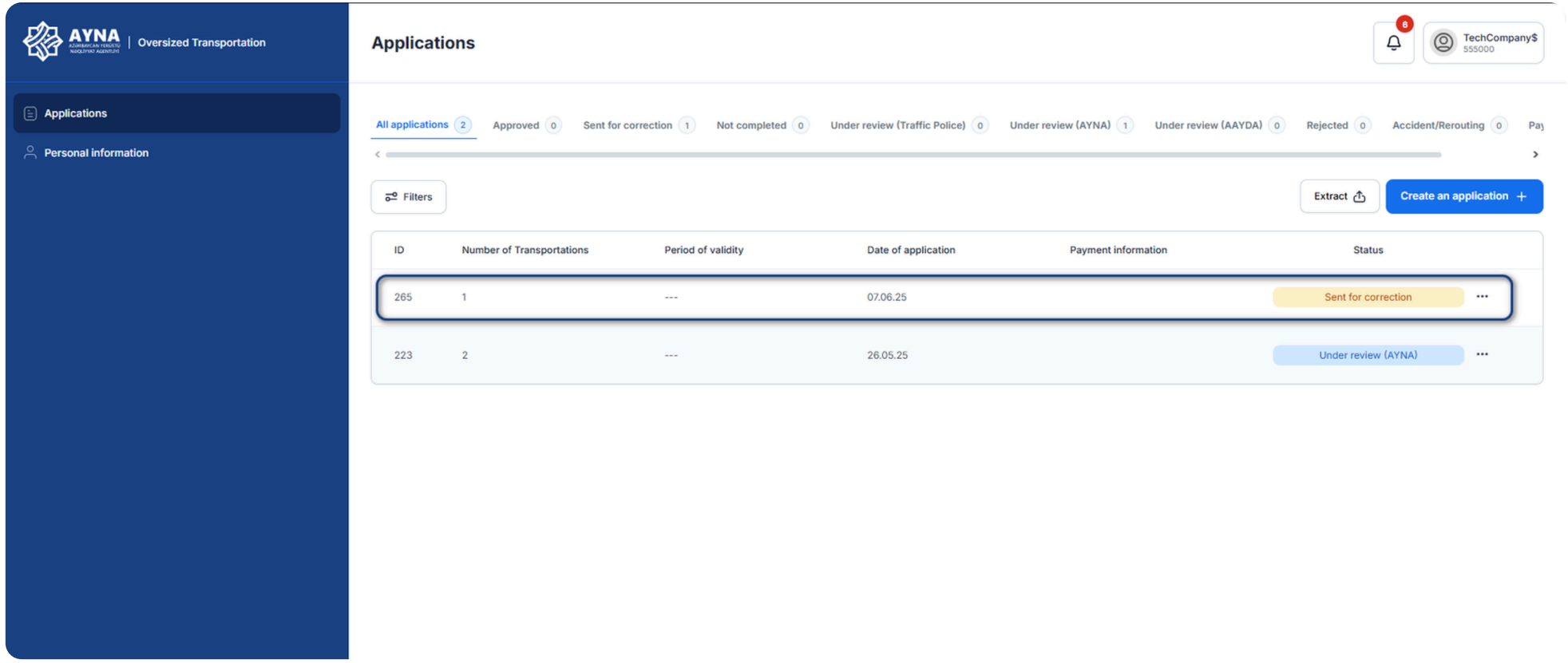
Click the <u>three dots</u> on the right side of the application to access available actions. For example, “Detailed Review” allows you to view the full content of your application, while “Make a Copy” creates a duplicate of your previous application, including all its content.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Different Statuses on the Application

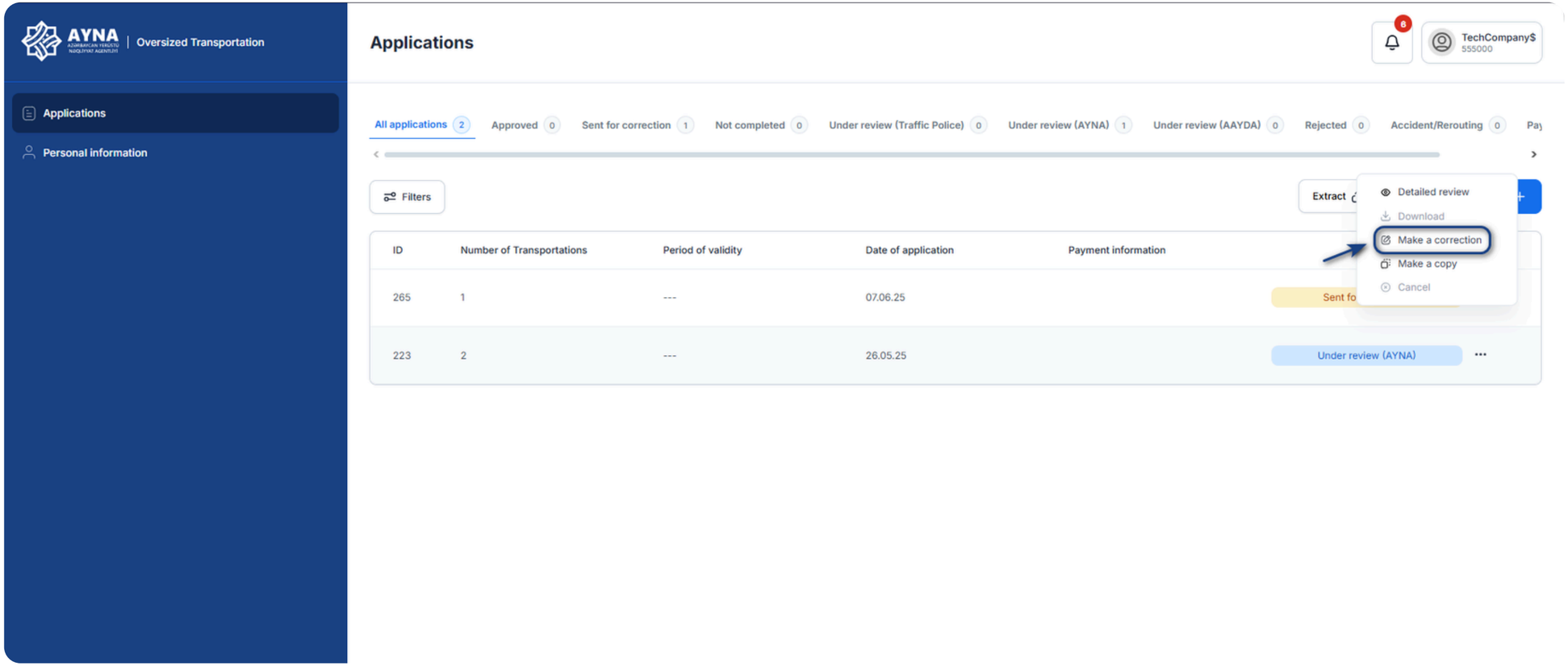
In some cases, institutions may return the application to you for correction if any required information is missing or incorrect. This will appear as the “Sent for Correction” status.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Different Statuses on the Application

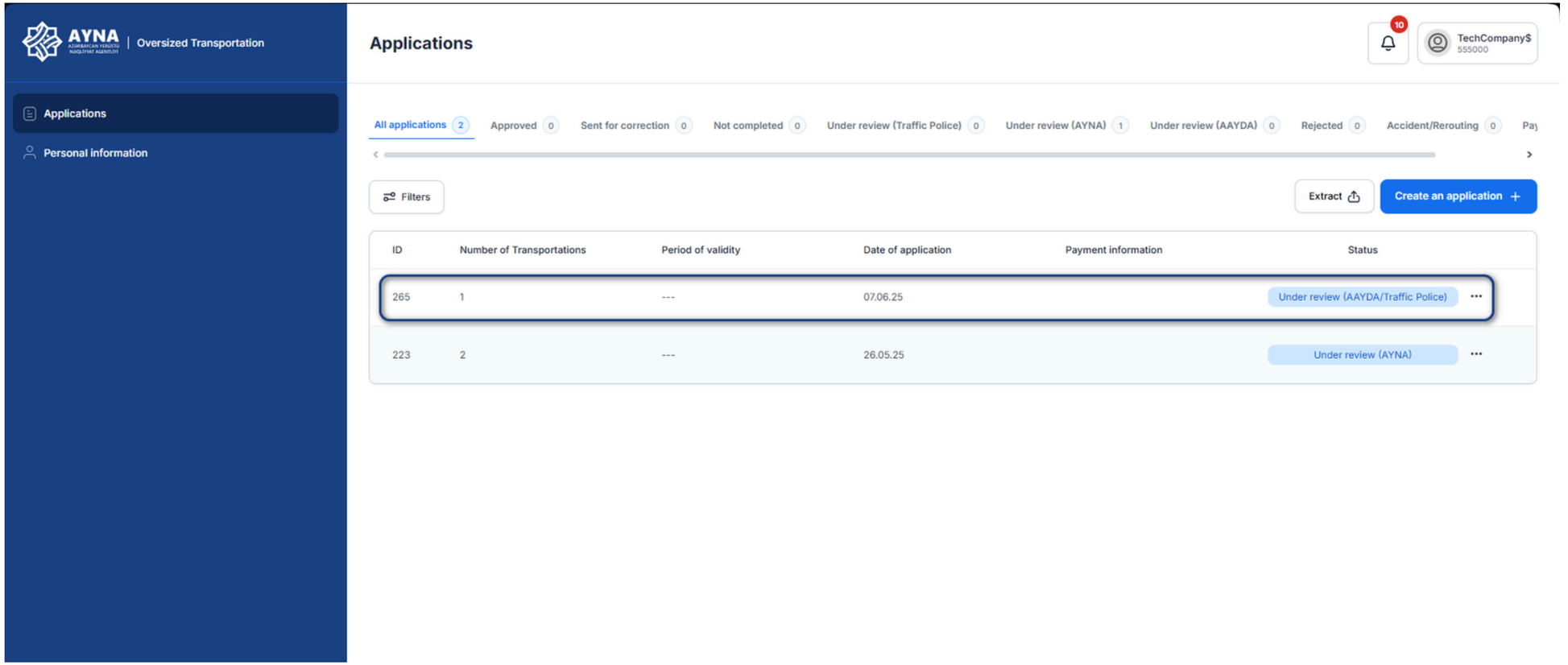
To edit a returned application, click the <u>three dots</u> next to it and select the “Make a Correction” option. After making the necessary changes, you must re-sign the application form so it can be sent back to the relevant institutions. To view the reason for the correction request, click “Detailed Review” to see the comment left by the institution.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Different Statuses on the Application

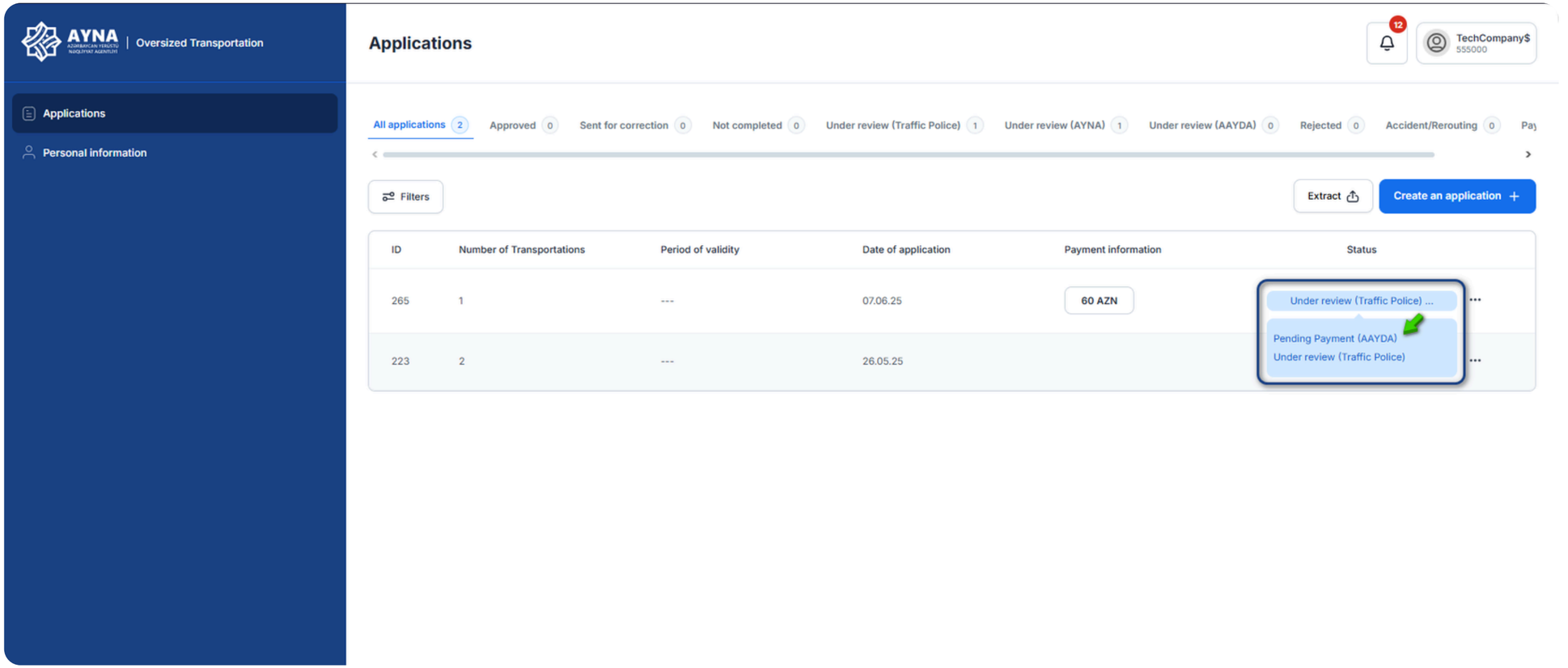
This status indicates that your application is currently under review by AAYDA (the State Agency of Azerbaijan Automobile Roads) and the Traffic Police.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Different Statuses on the Application

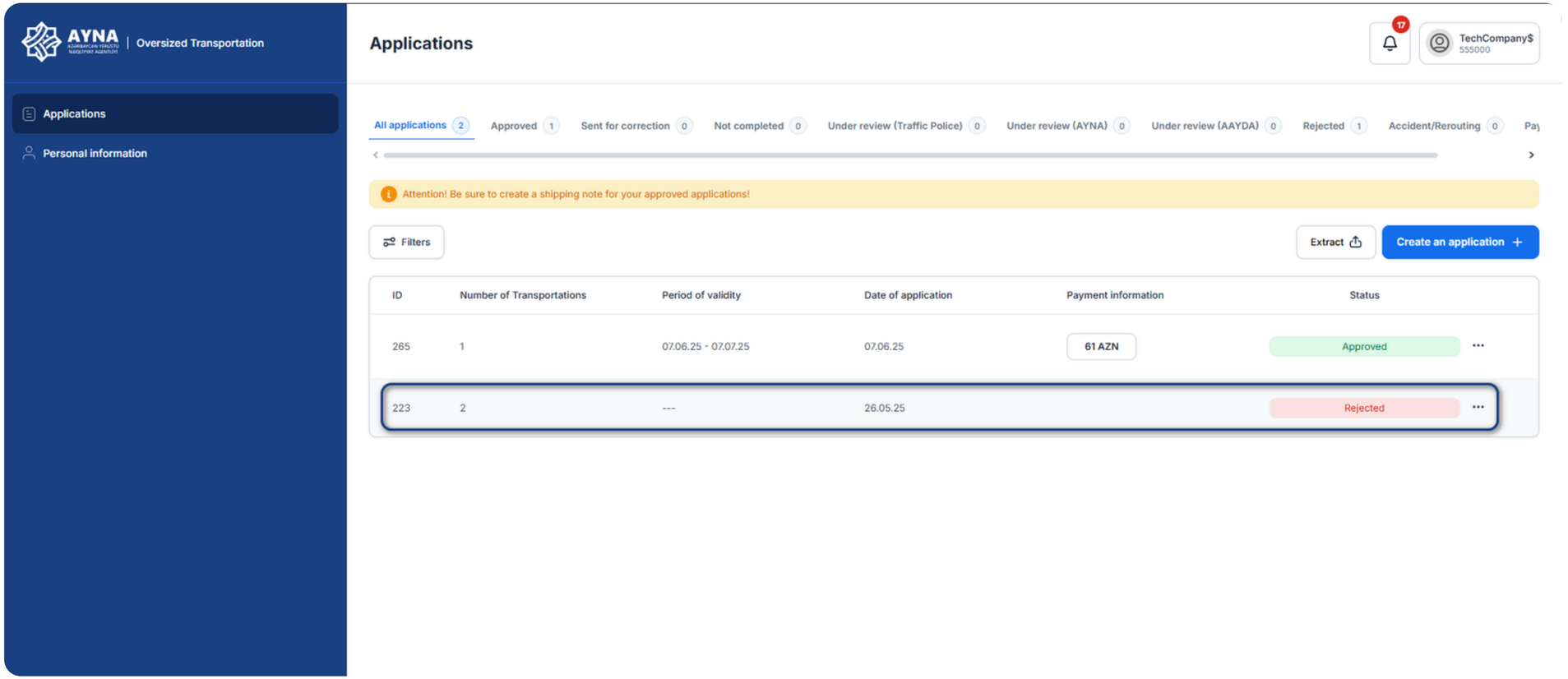
If your application shows a “Pending Payment” status from one of the institutions, click the displayed amount *(e.g., 60 AZN)* to proceed with the payment. Once the payment is completed, the institution will continue processing your application.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Different Statuses on the Application

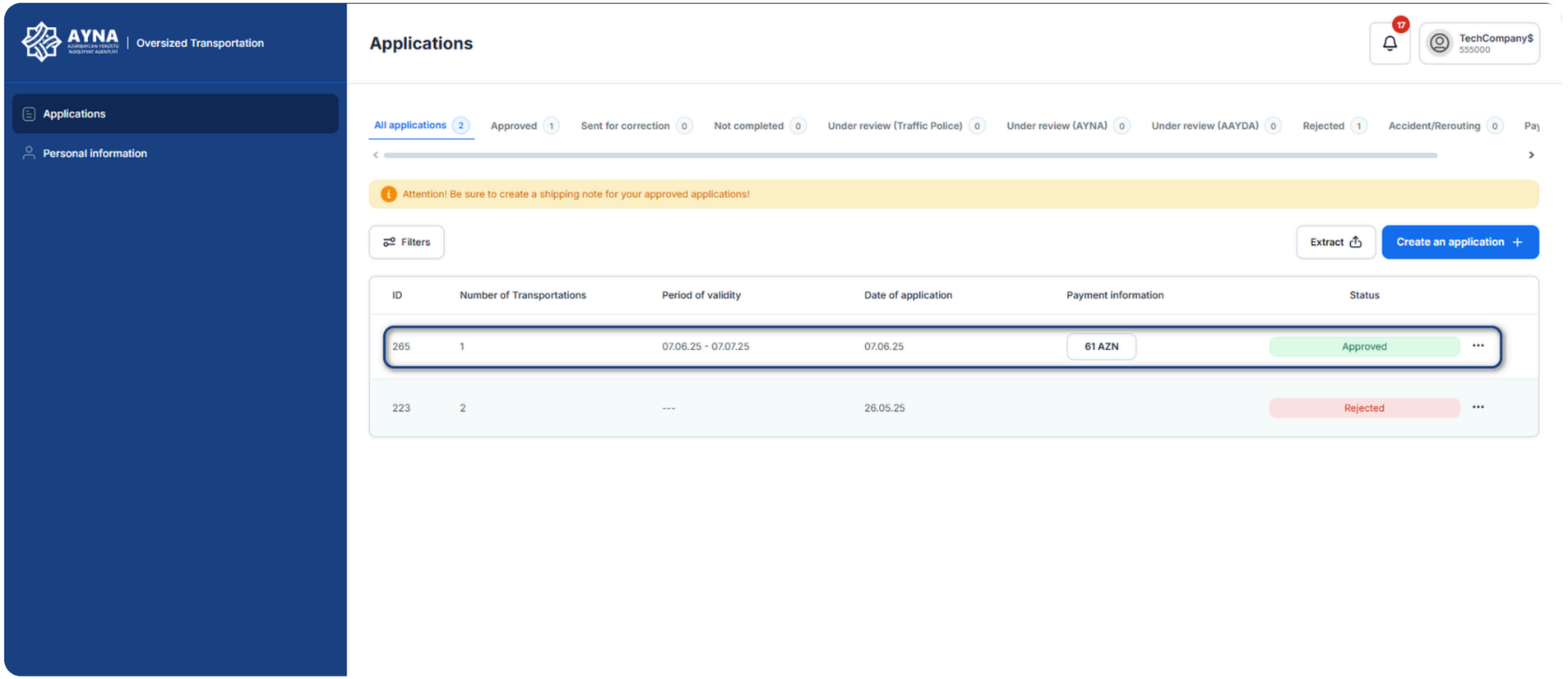
If your application shows a “Rejected” status, it means that it was not accepted by the reviewing institution.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Different Statuses on the Application

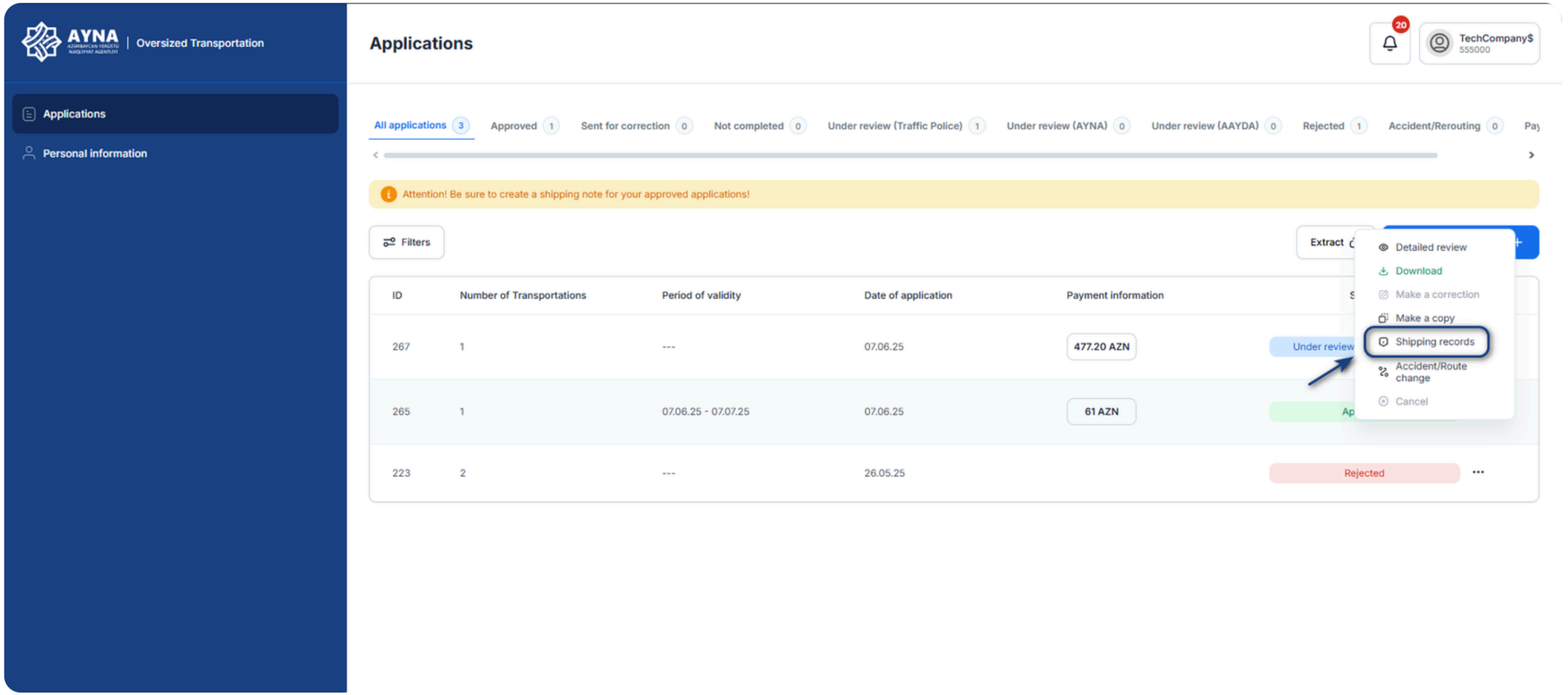
If your application shows an “Approved” status, it means it has been officially accepted by the institutions. *Please note that you must create shipping records before starting the actual transportation.*



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Creating Shipping Records

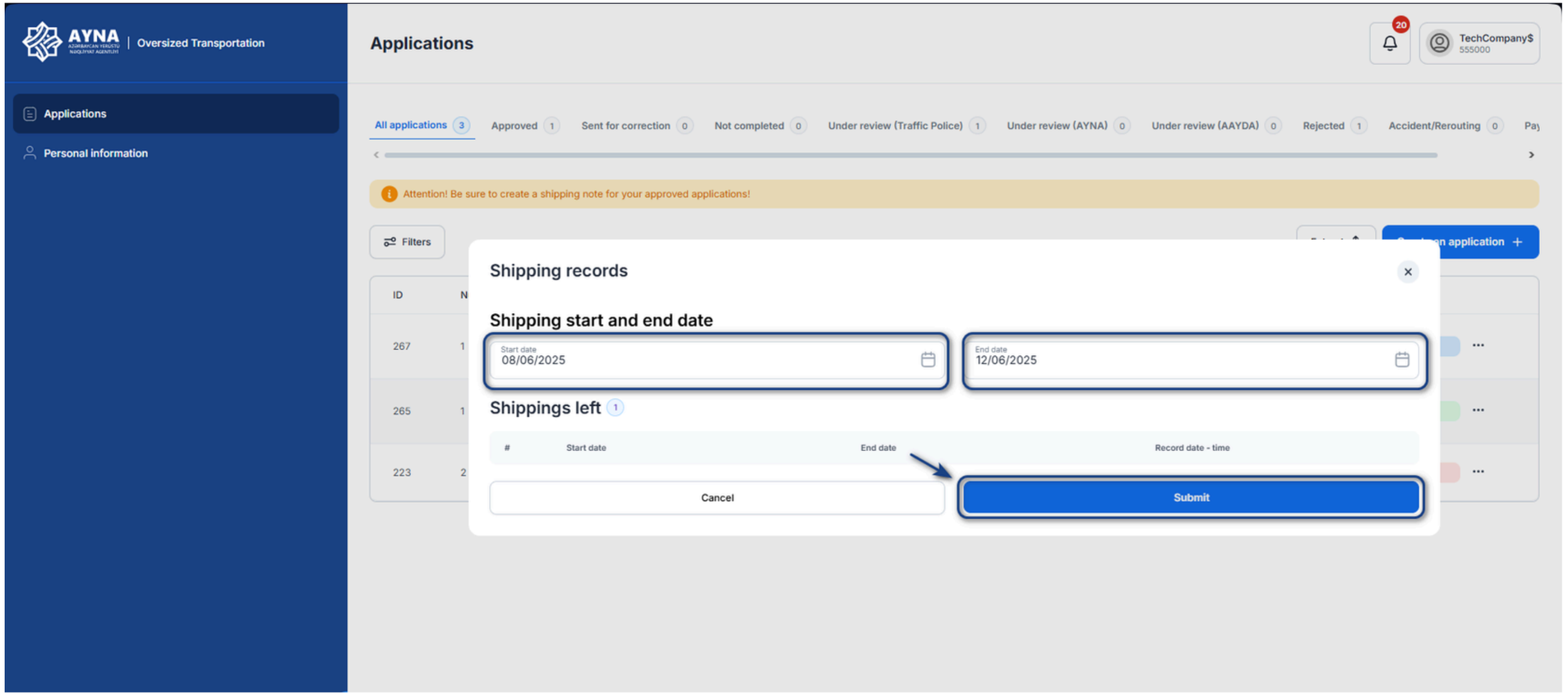
Shipping records are a crucial part of the application process. To create them, click the <u>three dots</u> next to your approved application and select the “Shipping Records” button.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Creating Shipping Records

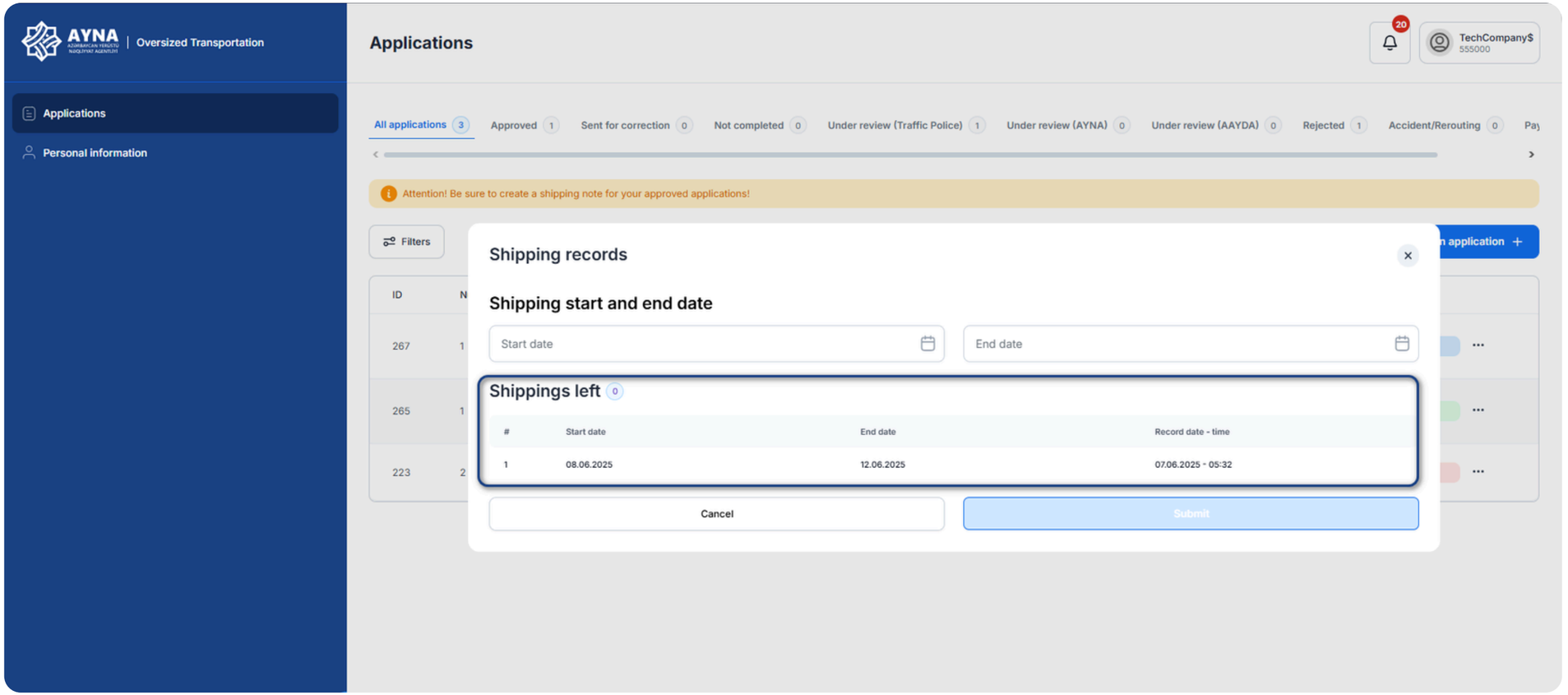
Enter the start and end dates of your transport.
Then, click “Submit” to create the shipping record.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Creating Shipping Records

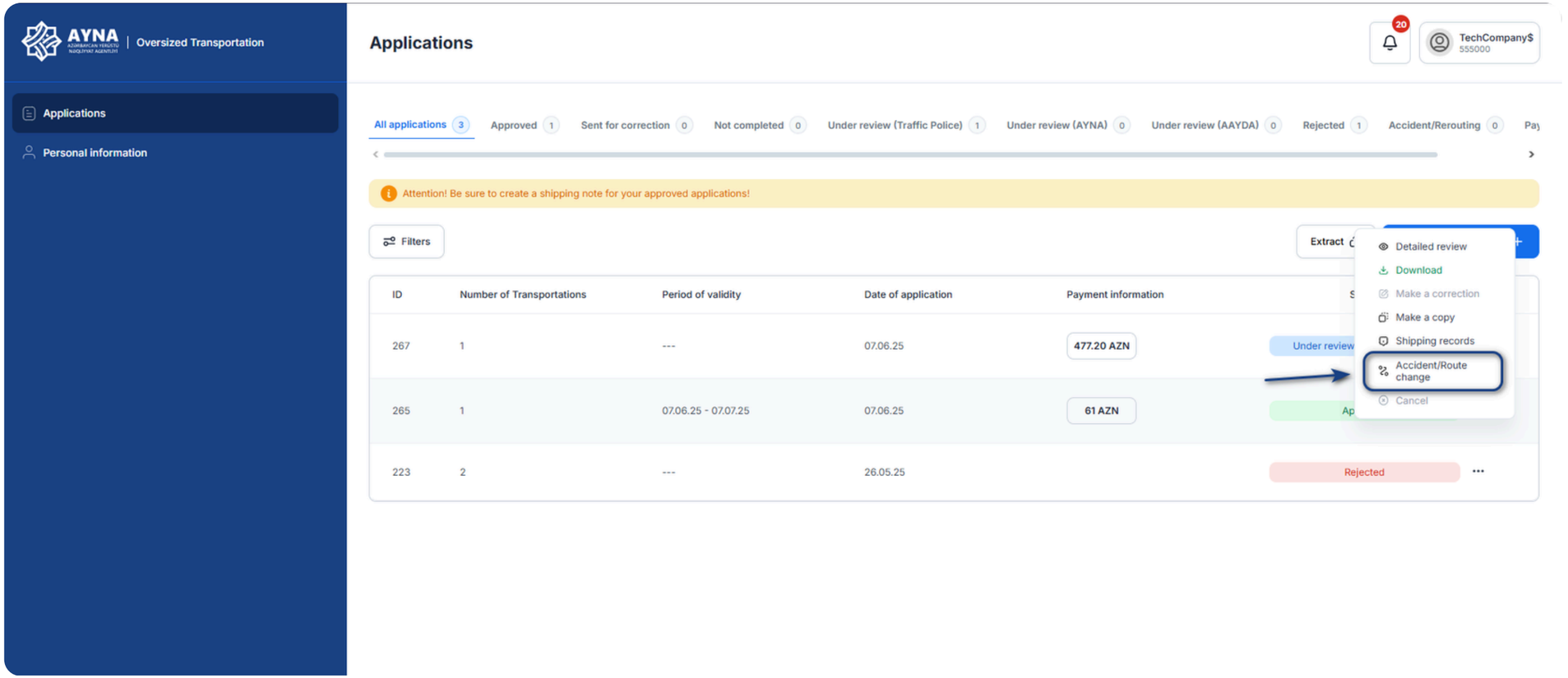
After submission, the newly created shipping record will appear in the highlighted section.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Accident / Route change

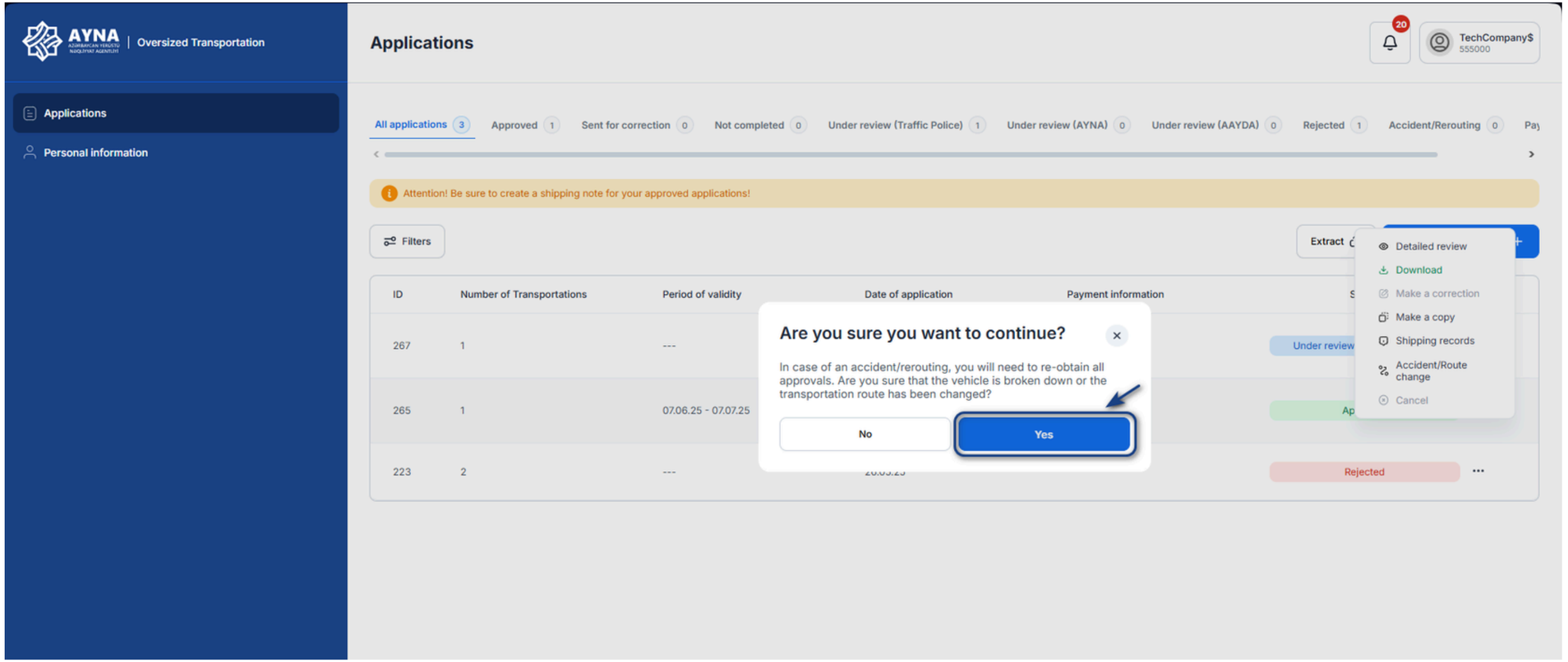
In some cases, transport issues may require a change of vehicle or route. To make such changes, click the <u>three dots</u> next to your approved application and select “Accident/Route Change”.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ

Accident / Route change

Click “Yes” to confirm the changes to your approved application. After updating the necessary information, re-sign the application so it can be reviewed again by the institution.



AYNA
AZƏRBAYCAN YERÜSTÜ NƏQLİYYAT AGENTLİYİ



AYNA

AZƏRBAYCAN YERÜSTÜ
NƏQLİYYAT AGENTLİYİ