

***TIR Electronic
Pre-Declaration (IRU
TIR-EPD)***

***TIR Carnet Holder
User Manual***

Version 4.1

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I. INTRODUCTION

The information contained in this User Guide is applicable to the version of the IRU TIR-EPD software, available on the site www.tirepd.iru.org. The previous version of the application remains available for users on the site www.tirepd.org until full migration to this version takes place. For the latest information on the TIR-EPD service, please contact your Association or the IRU TIR-EPD Support Centre at tirepd@iru.org.

IRU TIR-EPD is an application, enabling TIR carnet holders to submit free-of-charge electronic pre-declarations to customs authorities in different countries. With TIR-EPD, customs authorities are able to confirm that the pre-declaration was submitted by an authorised TIR carnet holder and that the TIR carnet is valid. This exchange of advance information facilitates pre-arrival risk analysis and makes border crossings simpler, safer and faster.

This Manual describes the use of the TIR-EPD application available to TIR carnet holders.

A. System requirements









For using IRU TIR-EPD a computer with access to Internet is required. TIR-EPD is supported by the following browsers:

- MS Internet Explorer: version 8 and 9
- Mozilla FireFox: version 19 and above
- Google Chrome: version 25 and above
- Opera: version 12 and above

B. Primary features available to your company users

- View your company profile
- Manage the application users at your company level
- **Submit TIR-EPD to customs authorities**
- Grant and deny permission to your Association to submit pre-declarations on your behalf
- Use the features of pre-declaration messaging to/from respective customs authorities.
- Print out CMR note.

C. TIR-EPD application conventions

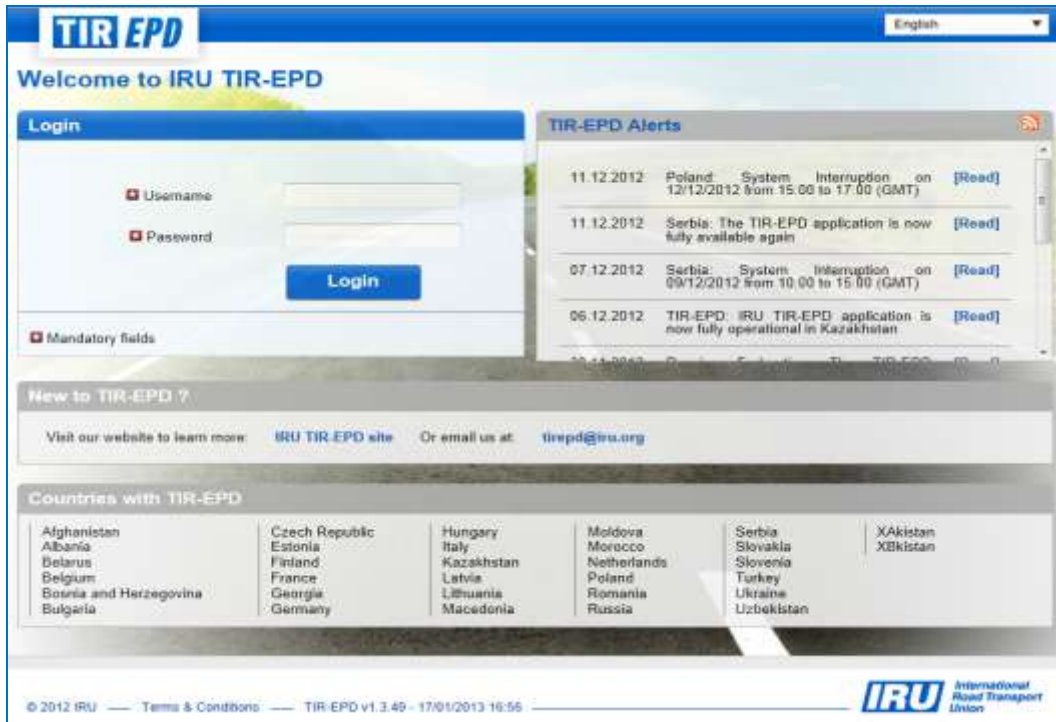
- **Mandatory fields** are marked with a star .
- “**Edit**”  button signifies **View** and **Edit** functions.
- “**Delete**”  button signifies **Delete** function.
- “**Delete draft**”  button signifies the function of deleting draft TIR-EPD in progress.
- “**Add**”  button signifies **Add** function.
- “**Duplicate**”  button signifies the function, enabling to use certain TIR-EPD as a template for creating a new one or to copy the information of the goods item to use it for another goods item (if the data is similar).
- “**Actions**”  button opens the list of certain further actions for the TIR-EPD sent.
-  - log out from the application.

D. Other useful information

The language of the interface can be changed from any screen of the application at any step. When the language is switched in the process of EPD filling, the information, which has been already entered, will be saved.

II. LOG IN TO TIR-EPD

To connect to TIR-EPD, enter the following address to your Internet browser <http://www.tirepd.iru.org>. The screen **Welcome to IRU TIR-EPD** appears.



On this screen you can view **TIR-EPD Alerts** – important updates related to the functioning of the IRU TIR-EPD application.

On this screen you can choose the interface **language** (in the right upper corner).

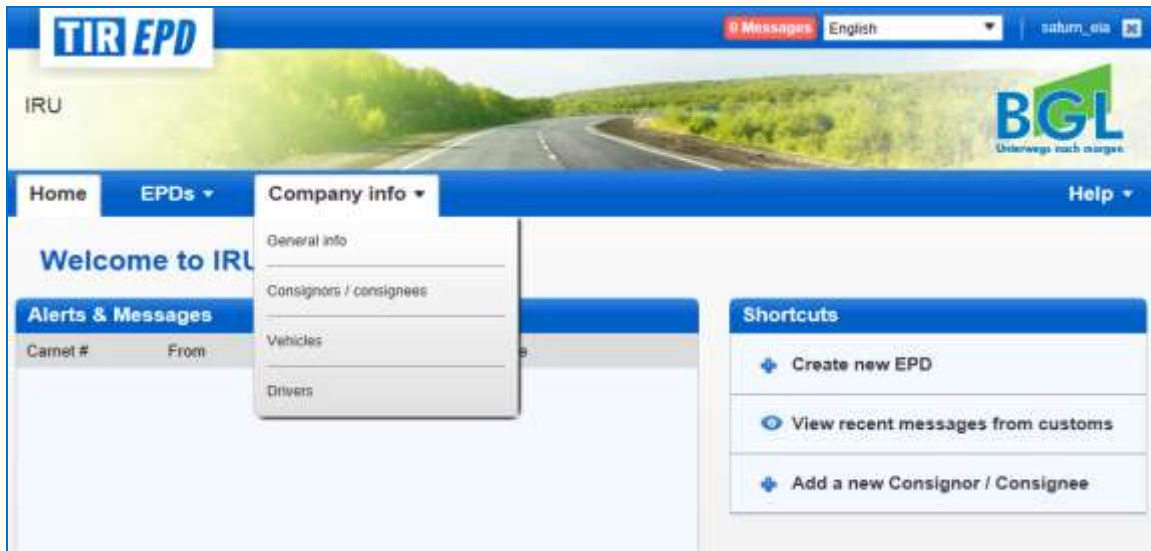
1. Enter your **User Name**.
2. Enter your **Password**.
3. Click on **Login**.

You are now logged in and can view your TIR-EPD main screen.

The system gives you access to the application functions according to your level of authorisation.

III. VIEW YOUR COMPANY PROFILE

Move your cursor to **Company Info** and select **General Info** to view your company profile.



Please make sure that your company information is correct. A mismatch between the data in your pre-declaration and that in your TIR Carnet may result in rejection of your TIR-EPD by the customs officer at the border.

Indicate your EORI number, if any, and then it will be used automatically for the pre-declarations sent to the European Union.

On the **General Info** page you can also indicate if you authorise your association to submit TIR-EPD on your behalf by checking the box **Allow association to act on my behalf**.

 A screenshot of the 'General info' form. The form contains several input fields: 'Company name' (IRU), 'Holder ID' (DEU/016/0001610059), 'Company email' (aaa@aaa.aaa), 'Street and number' (Street 1), 'Postal code' (1000), 'City' (Geneva), 'Country' (Germany), 'Phone', and 'Fax'. There is also an 'Input language' dropdown set to 'English' and an 'EORI' field. At the bottom, there is a checkbox for 'Allow association to act on my behalf' and a link for 'Terms & Conditions'.

IV. MANAGE YOUR DATABASE

By moving the cursor to **Company Info** you can choose **Consignors / consignees**, **Vehicles** and **Drivers** in order to create or update the respective entries in your database, which you can then use when submitting TIR-EPD.

Here we will consider the case of adding and updating a consignor. The same principle applies for adding and updating vehicles and drivers.



1. Move the cursor to **Company Info** and select **Consignor / consignees**.
2. Click on **Add new partner**.
3. Fill in the required information in the **Add new partner** window.

The screenshot shows the 'Add new partner' form in the TIR-EPD application. The form is titled 'Add new partner' and is overlaid on the 'Consignors / consignees' section. The form fields are as follows:

- Default language: English
- Input language: English
- Name: TRANS TECH
- Street and number: Street 1
- Postal code: 1111
- City: Geneva
- Country: Switzerland
- EORI: (empty field)

Below the EORI field, there is a link labeled '+ Add translation'. At the bottom of the form, there are 'Cancel' and 'Save' buttons. The background shows the application's navigation menu with 'Home', 'EPDs', and 'Company Info' options, and a list of partners with 'Add new partner' and 'EORI' buttons.

4. If you know that you might require the consignor / consignee details in both Latin and Cyrillic characters for submitting TIR-EPD to the countries of the Eurasian Customs Union of Belarus, Kazakhstan and the Russian Federation, it is recommended that you click on **+Add translation** and enter the same information in other characters too.
5. Click on **Save** button.

Once the entry is saved you can edit or delete it by clicking on **"Edit"**  and **"Delete"**  icons, respectively, against this entry.

V. TIR-EPD OPERATIONS

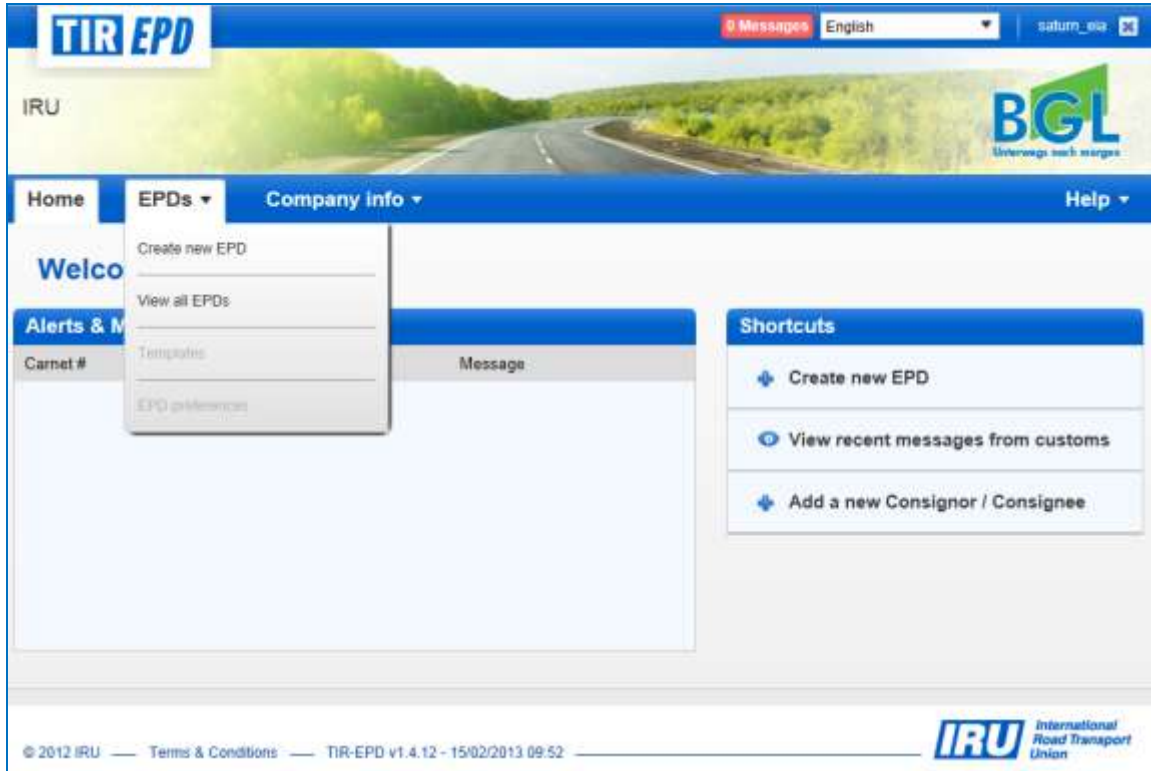
Note: The TIR carnet holder details and the details of the TIR transport included in TIR-EPD must match the respective information indicated in the TIR carnet. Any mismatch can result in the refusal of the TIR transport by the customs authorities.

TIR-EPD application allows the following operations:

1. Create and send pre-declarations. These pre-declarations can be created by
 - a. entering all data for the first time, or
 - b. using a previously sent pre-declaration as a template, thus minimising data entry when the content of the new pre-declaration is similar to the one sent previously;
2. Create and send modified pre-declarations;
3. View messages from Customs concerning submitted pre-declarations,;
4. Search and retrieve previous and pending messages;
5. Access EPDs dashboard to view unsent TIR-EPDs, new messages from Customs and TIR-EPDs, for which customs messages are anticipated but not yet received.
6. Receive e-mails at the e-mail address entered in your company profile with messages received from the customs and with the content of messages you have sent to customs.
7. View and print out the TIR-EPD sent to customs authorities.
8. Print out CMR based on the TIR-EPD information.

A. Create and submit TIR-EPD

On the main screen move the cursor to **EPDs** and select **Create new EPD**, or use the respective shortcut.

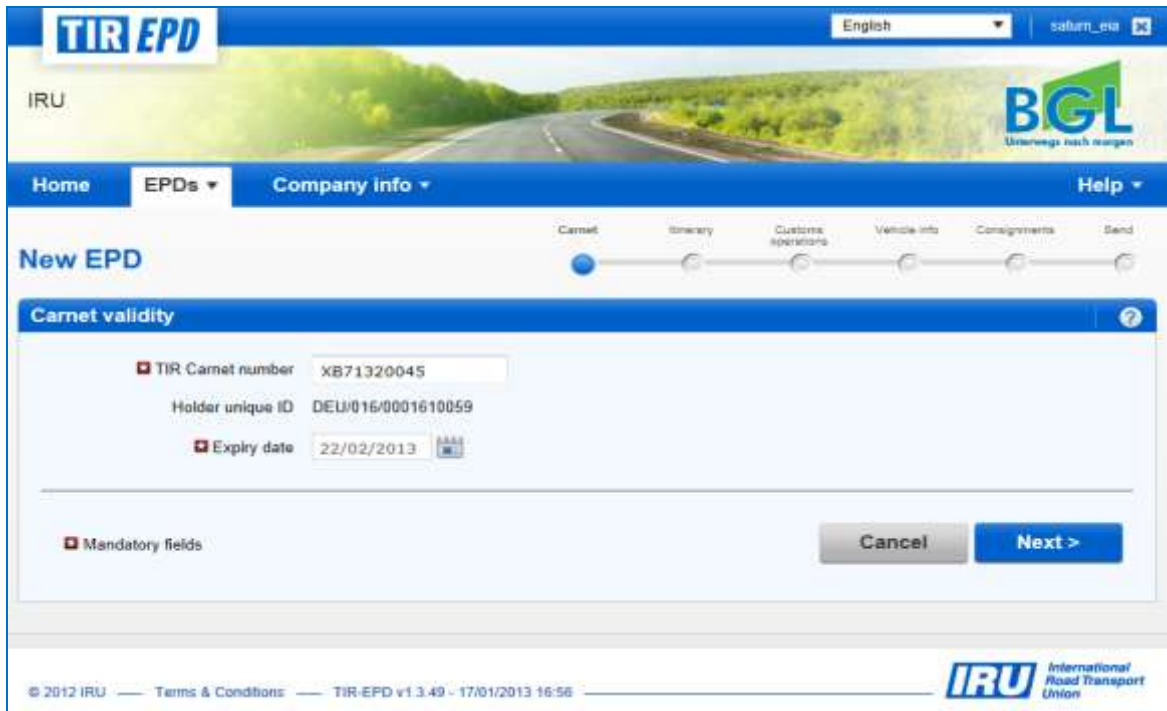


Step One: Carnet

Enter TIR carnet number and its expiry date.

Note:

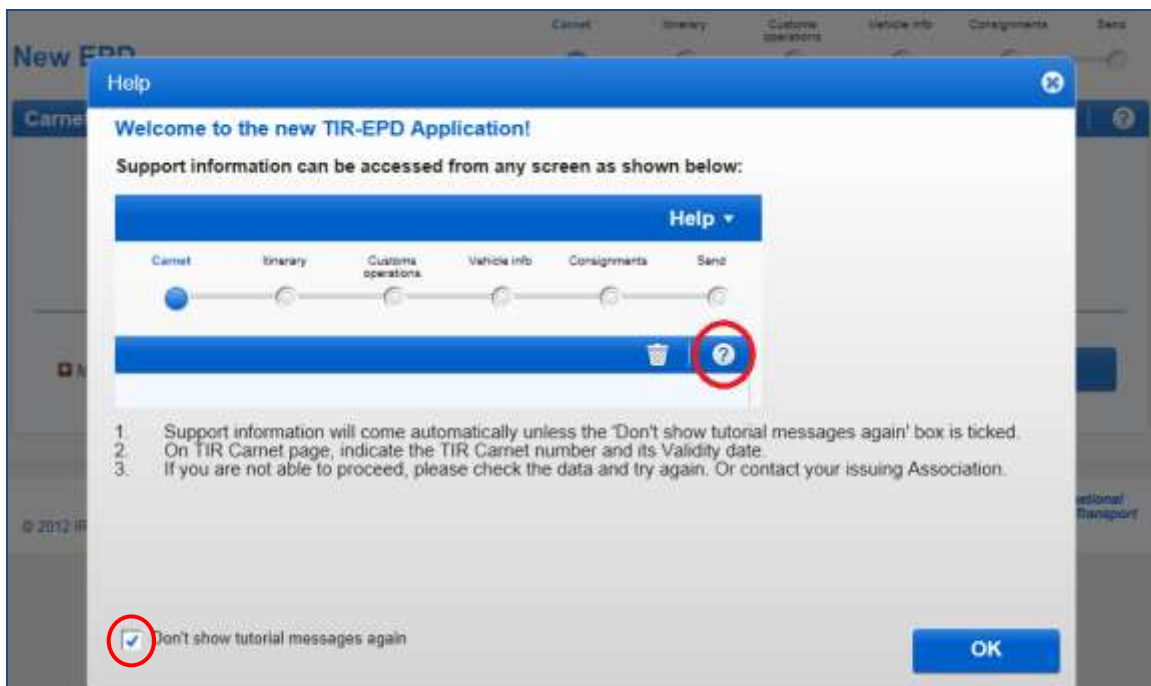
- If you enter incorrect TIR carnet number, the respective field will be highlighted red. You can proceed only after you enter valid TIR carnet number and its expiry date.
- The separators of date, month and year in the date format follow the regional settings for the interface language. If you choose the date from the calendar, the regional format is used automatically. If you enter the date manually, either use the separators according to the regional settings of the interface language (e.g. for English – dd/mm/yyyy), or enter the date without separators (ddmmyyyy) and they will be inserted automatically.



If you are unable to proceed, please verify your data and try again. If the information is still not accepted as correct, please contact your Association.

Note: Starting from this step, you can refer to the support information by clicking on the question icon on each screen.

Besides, the auxiliary help screen with instructions related to each step opens by default if you run the application for the first time. You can deactivate these auxiliary screens by checking the box (***Don't show tutorial messages again***):



Step Two: Itinerary

On the **Itinerary** page enter all the countries of your itinerary in chronological order, from the first loading to the last unloading (even if those are not performed under TIR procedure). List all the countries of your itinerary, including transit countries. Indicate Start and End of TIR operation, and all places of loading and unloading. *In line with the TIR Convention the total number of customs offices of departure and destination for the TIR procedure cannot exceed four.*

If you have more than one loading or unloading operation in the same country, please list this country as many times as necessary, as shown in the example below.

By default there are the fields for 2 steps on this page. You can click on **+Add step** every time you want to add one more step. When a step is added, **Unload goods** and **EndTIR** will be places automatically on the last step. It is recommended to first indicate the full itinerary and then to check the appropriate boxes for **Load goods / Unload goods / Start TIR / End TIR**.

The screenshot shows the 'Itinerary' page in the TIR-EPD application. The page title is 'New EPD - Carnet no. JX68359502'. The 'Itinerary' section contains a table with 5 steps. Step 1: Germany (DEU) with 'Load goods' checked. Step 2: Poland (POL) with 'Load goods' checked and 'Start TIR' selected. Step 3: Poland (POL) with 'Load goods' checked. Step 4: Ukraine (UKR) with 'Start TIR' and 'End TIR' selected. Step 5: Russia (RUS) with 'Unload goods' checked and 'End TIR' selected. An 'Add step' button is circled in red at the bottom left. Navigation buttons '< Previous' and 'Next >' are at the bottom right.

Step	Country	Load goods	Unload goods	Start TIR	End TIR	Remove
Step 1	Germany (DEU)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="X"/>
Step 2	Poland (POL)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="button" value="X"/>
Step 3	Poland (POL)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="X"/>
Step 4	Ukraine (UKR)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="X"/>
Step 5	Russia (RUS)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="X"/>

In the example above, the goods were loaded in Germany and the TIR operation was opened in Poland. Besides, in Poland there were 2 loading places. Ukraine was the country en route, and in Russia the goods were unloaded and the TIR operation was terminated.

Based on this information the TIR-EPD application will calculate, to the customs offices of which countries TIR-EPD is to be submitted, as well as all mandatory information required by the customs authorities of these countries.

Useful tips:

- *Start typing the first letters of the country or its 3 letter ISO code and the application will give you suggestions in the automatically appearing drop-down list under the field. Minimum 2 letters are needed to initiate this automatic search.*
- *If according to the letters entered there is only one country proposed by the automatic search, you can leave the field and it will be filled automatically.*

Step Three: Customs Operations

On the **Customs operations** page select the customs offices in the fields proposed by the application according to your itinerary. In case you do not want to send TIR-EPD to a certain country, you can uncheck the respective box on the left. If the box against the respective line in the **Send EPD** column is checked, this means that the TIR-EPD will be sent to the customs authorities of the respective country.

A customs operation in countries within the same customs union is represented as a single line.

The operations, for which it is possible to create EPD have **Send EPD** check box. You may uncheck the box not to submit the EPD.

Carnet page numbers are calculated automatically. In case of any discrepancies, please verify your itinerary on the previous page.

Please select the Customs Offices where it is mandatory.

If the line with the place of loading or unloading does not have the **Send EPD** check box, you may put the free text as a value in the respective customs office field, as in the example below.

If there is a Eurasian Customs Union country in your itinerary, you will be also proposed to select the movement reason in the **Movement reason** field under the respective customs office.

Useful tips:

- *Start typing the first letters of the customs office name or its code and the application will give you suggestions in the automatically appearing drop-down list under the field. Minimum 2 symbols are needed to initiate this automatic search.*

- If according to the data entered there is only one customs office proposed by the automatic search, you can leave the field and it will be filled automatically.

TIR EPD English | IRU Demo User 16

Jean Dupond Transports 16 **ASAG**
Schweizerischer Kraftfahrzeugverband
Association suisse des transports routiers
Associazione svizzera dei trasportatori stradali

Home **EPDs** Company info Help

Carnet Itinerary **Customs operations** Vehicle info Consignments Send

New EPD - Carnet no. JX68359502

Customs operations

Based on your itinerary, TIR-EPD's may be sent to the following countries

Send EPD	Load / Departure / Entry	Customs union	Unload / Destination / Exit	VPN #
	Germany (Load): Berlin / free entry field	EU		
<input checked="" type="checkbox"/>	Poland (Load / Start TIR): POZNAŃ / POZNAŃ OC (PL391010) Send security elements <input checked="" type="checkbox"/>	EU	Poland (Destination): KRAKÓW / KRAKÓW OC I (PL351010)	1-2
<input checked="" type="checkbox"/>	Poland (Load): KRAKÓW / KRAKÓW OC I (PL351010) Send security elements <input checked="" type="checkbox"/>	EU	Poland (Exit): PRZEMYŚL / PRZEMYŚL OC KOLEJOWY	3-4
<input checked="" type="checkbox"/>	Ukraine (Enter): Krakivets - Korchova (209080200)	-	Ukraine (Exit): Goptivka - Nehotyeyevka (807141800)	5-6
<input checked="" type="checkbox"/>	Russia (Enter): 10101120 / t/p MAPP Nehoteevka (10 Movement reason: Import	CIS	Russia (End TIR / Unload): 10103090 / t/p Moskovskij (10103090)	7-8

Step Four: Vehicle Information



On the next page you will be asked to enter the vehicle information and, for certain countries, the driver information, in the scope required by those countries of your itinerary, where TIR-EPD is being sent.

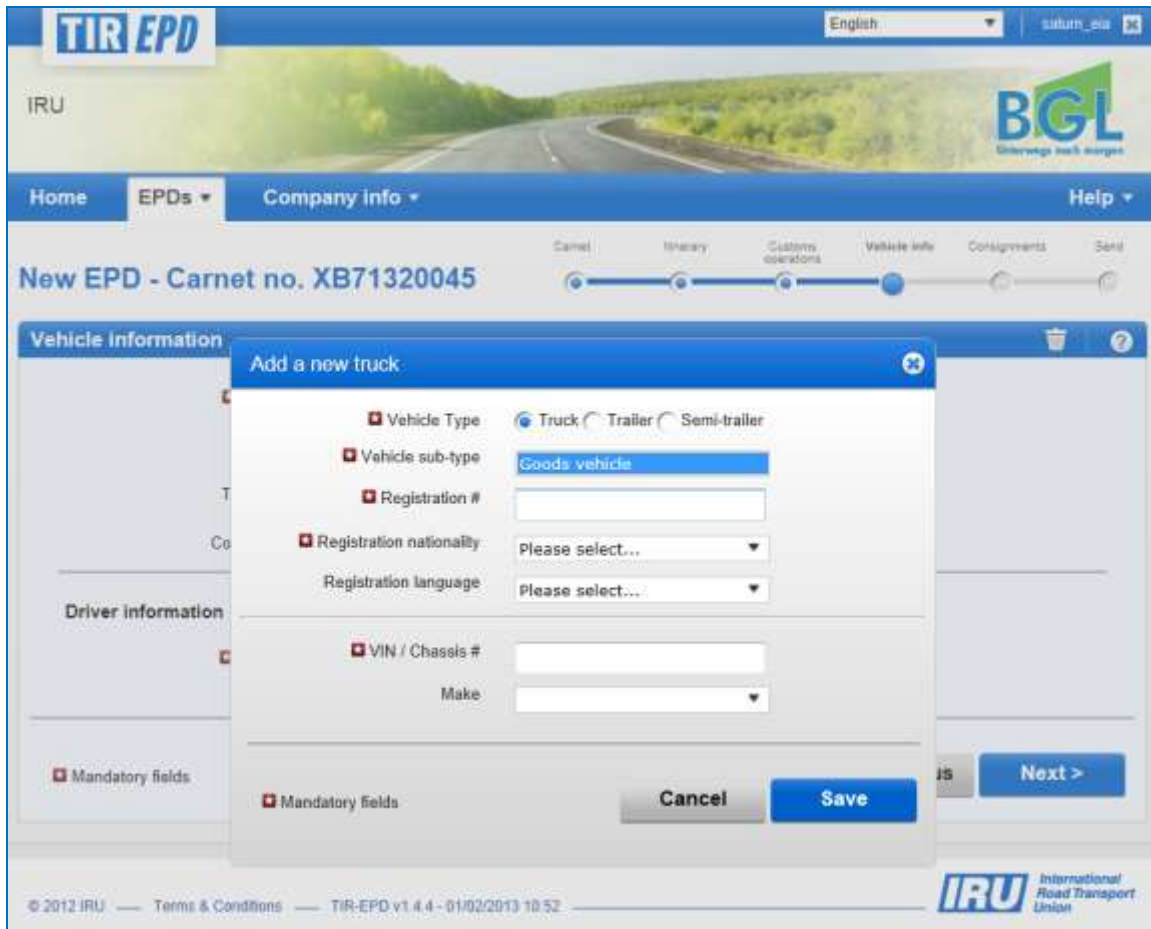
If you want to choose a previously saved vehicle / trailer, start typing the vehicle plate number or VIN. The application will display the search results in the drop-down list.

The screenshot shows the 'New EPD - Carnet no. XB71320045' page. The 'Vehicle information' section contains the following fields:

- Truck:** A dropdown menu with the placeholder text 'Enter vehicle #, VIN etc.' and a blue pencil icon (Edit) and a blue plus icon (Add).
- Trailer:** A dropdown menu with the placeholder text 'Enter vehicle #, VIN etc.' and a blue pencil icon (Edit) and a blue plus icon (Add).
- Trailer 2:** A dropdown menu with the placeholder text 'Enter vehicle #, VIN etc.' and a blue pencil icon (Edit) and a blue plus icon (Add).
- Container:** A checkbox labeled 'Transport includes containers'.
- Driver information:** A dropdown menu with the placeholder text 'Enter driver name' and a blue pencil icon (Edit) and a blue plus icon (Add).

At the bottom of the form, there is a 'Mandatory fields' indicator and two buttons: '< Previous' and 'Next >'. The footer of the page includes the IRU logo and the text '© 2012 IRU — Terms & Conditions — TIR-EPD v1.4.4 - 01/02/2013 10:52'.

If you want to add a new vehicle or edit the data of an existing vehicle, use the appropriate icons next to the field - **Edit**  or **Add** . If you choose to add a new vehicle, a window will open, where you can enter the vehicle information.



In the same way fill the trailer / trailer 2 information (if applicable). Check the box **Container**, if you have a container. This will open the field **Container registration number**. If you have several containers, you can add more by clicking on **Add container**.

The driver field appears only if you send the EPD to a country, which requires this element.

The same principle as for the vehicle information applies for filling the driver's information on this page. If you want to choose a previously saved driver, start typing his last, first or middle name. The application will display the search results in the drop-down list.

If you add a new driver, his nationality is offered by default based on the country of your company profile. However, you are free to change it. New driver or vehicle added will be saved for future use.

Step Five: Consignment

By clicking on **Next**, you proceed to the next step, where you will have to enter the consignment information. The data entry here is organised on consignment and goods item basis. One consignment means one or more goods items, which are transported from the same consignor to the same consignee under one CMR. When the information is entered at the consignment level, it is related to all goods items within this consignment.

On the **Consignment page** the upper four fields (**Place of loading**, **Place of unloading**, **Country of TIR departure** and **Country of TIR destination**) are filled automatically based on the information entered on the **Itinerary** and **Customs operation** pages. However, if you have several loading/unloading places, this implies that you will form more than one consignment, and in this case you can choose the place of loading/unloading from the drop-down list, whereas the respective country will be displayed automatically once you choose the place of loading/unloading for this consignment.

The screenshot shows the 'New EPD - Carnet no. XB71320045' page in the 'Consignments' step. The page features a progress bar at the top with steps: Carnet, Itinerary, Customs operations, Vehicle info, Consignments, and Send. The 'Consignment 1 of 1' section contains the following fields:

- Place of loading:** Berlin / Zollamt Schöneberg (DE002151)
- Country of TIR departure:** Poland
- Place of unloading:** 10103090 / t/p Moskovskij (10103090)
- Country of TIR destination:** Russia
- Transport charges:** Payment by credit card
- Consignor:** Start typing to search... (with a checkbox for 'Same original consignor')
- Consignee:** Start typing to search... (with a checkbox for 'Same final consignee')
- Attached documents (0):** + Add document
- Mandatory fields:** (indicated by a red cross icon)

At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Add goods >'. The footer includes the IRU logo and the text '© 2012 IRU — Terms & Conditions — TIR-EPD v1.4.7 - 04/02/2013 09:21'.

The same principle as for the vehicle's and driver's information on the previous screen applies for choosing/adding and editing **Consignor** and **Consignee** on the following screen. In addition, the window for entering a new consignee gives a possibility of adding translation into Russian (Cyrillic) by clicking on **Add translation**, which is especially useful for the cases when TIR-EPD should be sent both to a country of the European Union and a country of the Eurasian Customs Union. It is also possible to make the main entry in Russian (Cyrillic) and then use English (or any other language with the use of Latin characters) when adding translation. Once the translation is added, it is also possible to remove it by clicking on **Remove translation**.

The screenshot displays the TIR-EPD web interface. At the top, there is a navigation bar with 'Home', 'EPDs', 'Company info', and 'Help'. The main content area shows a 'New EPD - Car' form. A modal dialog box titled 'New consignee' is open, allowing the user to enter details for a new consignee. The dialog includes a 'Default language' section with an 'Input language' dropdown set to 'English'. Below this are fields for 'Name' (IMPEX), 'Street and number' (Central 82), 'Postal code' (22222), 'City' (Moscow), and 'Country' (Russia). There is also an 'EORI' field and a '+ Add translation' button. At the bottom of the dialog are 'Cancel' and 'Save' buttons. The background form shows fields for 'Place of loading', 'Place of unloading', 'Transport charges', 'Consignor', and 'Consignee'. The footer contains the IRU logo and copyright information: '© 2012 IRU — Terms & Conditions — TIR-EPD v1.4.7 - 04/02/2013 09:21'.

Besides, if your itinerary includes an EU country, the boxes **Same original consignor** and **Same final consignee** are shown on this page (see above). They are checked by default. If your original consignor / final consignee are not the same as consignee / consignee, respectively, uncheck this box(-es), following which the fields for **Original consignor** and **Final consignee** will appear, where you shall enter the data using the same principle for selecting / adding and editing data as described above.

In the same section indicate the documents, which cover all goods items in your consignment. If there are any documents, related to a particular goods item of the consignment, they can be added further at the goods items level. By clicking on **Add document** you will open the respective part for filling the attached document data. If you

want to add another document, click on **Add document**. When finished adding attached documents, you can click either on **Save** button and view the summary page or **Add goods** button to proceed to the goods details page. **Regardless, which button you choose to click, the information entered will be saved.**

Click **Add Goods** to fill in the details of the first goods item.

On the **Goods information** page enter TARIC (or TNVED) code in the appropriate field, and in this case the **Goods description** field remains empty for manual entry, or click on binocular icon, following which **Search TARIC** (or TNVED) **code** window will open.

In this window type either complete TARIC (or TNVED) code or minimum its 4 digits and then click on **Search**. You can also choose the **Second language** to view the code descriptions in another language. The languages in the list are subject to availability of

code descriptions in these languages. This option is provided for reference purpose for those users, who wish to verify the goods description in their language.

The screenshot shows the TIR-EPD web interface. A modal window titled "Search TARIC codes" is open. It contains a search input field with the value "950430", a "First language" dropdown set to "English", and a "Second language" dropdown set to "Polish". A "Search" button is located below the input fields. The search results are displayed in two columns: "English" and "Polish".

English	Polish
95 TOYS, GAMES AND SPORTS REQUISITES; PARTS AND ACCESSORIES THEREOF	95 ZABAWKI, GRY I ARTYKUŁY SPORTOWE; ICH CZĘŚCI I AKCESORIA
9504 Video game consoles and machines, articles for funfair, table or parlour games, including pintables, billiards, special tables for casino games and automatic bowling alley equipment	9504 Konsole i urządzenia do gier wideo, sprzęt do gier towarzyskich, stołowych lub salonowych, włączając bilardy elektryczne, stoły bilardowe, specjalne stoły do gier rozgrywanych w kasynach oraz wyposażenie automatycznych kręgielni
950430 Other games, operated by coins, banknotes, bank cards, tokens or by any other means of payment, other than automatic bowling alley equipment	950430 Pozostałe gry uruchamiane monetami, banknotami, kartami bankowymi, żetonami lub jakimikolwiek innymi środkami płatniczymi, inne niż sprzęt automatycznych kręgielni
95043010 Games with screen	95043010 Gry z ekranem
95043020 Other games	95043020 Pozostałe
95043090 Parts	95043090 Części

The code "950430" is highlighted in blue in both columns. A "Close" button is located at the bottom right of the dialog box. Below the dialog box, there are "Attached documents (0)", "Mandatory fields", "Cancel", "Save", and "Add another item >" buttons.

Only the codes in blue (with hyperlinks) satisfy the customs criteria for the respective country(-ies). Click on the required code in blue and it will be inserted in the **TARIC** (or TNVED) **commodity code** field on the **Goods information** page. In this case the **Goods description** field will be filled automatically with the description, corresponding to this code, in the language depending on from which part of the table (e.g. English, Polish or Russian Cyrillic) you have selected the required code. However, you can edit or complement this information, or delete it in order to enter the description the way you think it is more appropriate, taking into account that it should match the description indicated in the corresponding TIR carnet.

Since the application calculates and shows all the mandatory fields based on the itinerary chosen, and in our example the itinerary includes a Eurasian Customs Union country, the **Goods information** page may display both TARIC and TNVED codes fields.

If your TIR-EPD is sent both to the countries of the Customs Union and to other countries, the goods description must be entered both in Latin characters and in Russian with the use of Cyrillic characters. To add the goods description in another language, click on **Add another language and description**.

In the same way as for TARIC code, you can enter TNVED code, and in this case type the goods description in Russian using Cyrillic characters in the field **Goods description 2**, or click on binocular icon, following which **Search TNVED code** window will open.

In the **Search TNVED code** window you can view the goods description corresponding to TNVED codes in English and in Russian. The **Goods description** field will be filled in English or in Russian depending on from which part of the table (English or Russian) you have selected the required code. However, it is to be remembered that the goods description must be provided in Russian with Cyrillic characters for the Eurasian Customs Union countries; therefore, it is recommended to select the codes in the part of the TNVED table in Russian.

Note:

- For goods description in Latin characters the following symbols are accepted: **a-z, A-Z, 0-9, “-”, “()”, “(”, “)”, “.”, “/”.**
- For goods description in Cyrillic characters the following symbols are accepted: **a-z, A-Z, 0-9, а-я, А-Я, “-”, “()”, “(”, “)”, “.”, “/”.**



Enter the remaining data on this page.

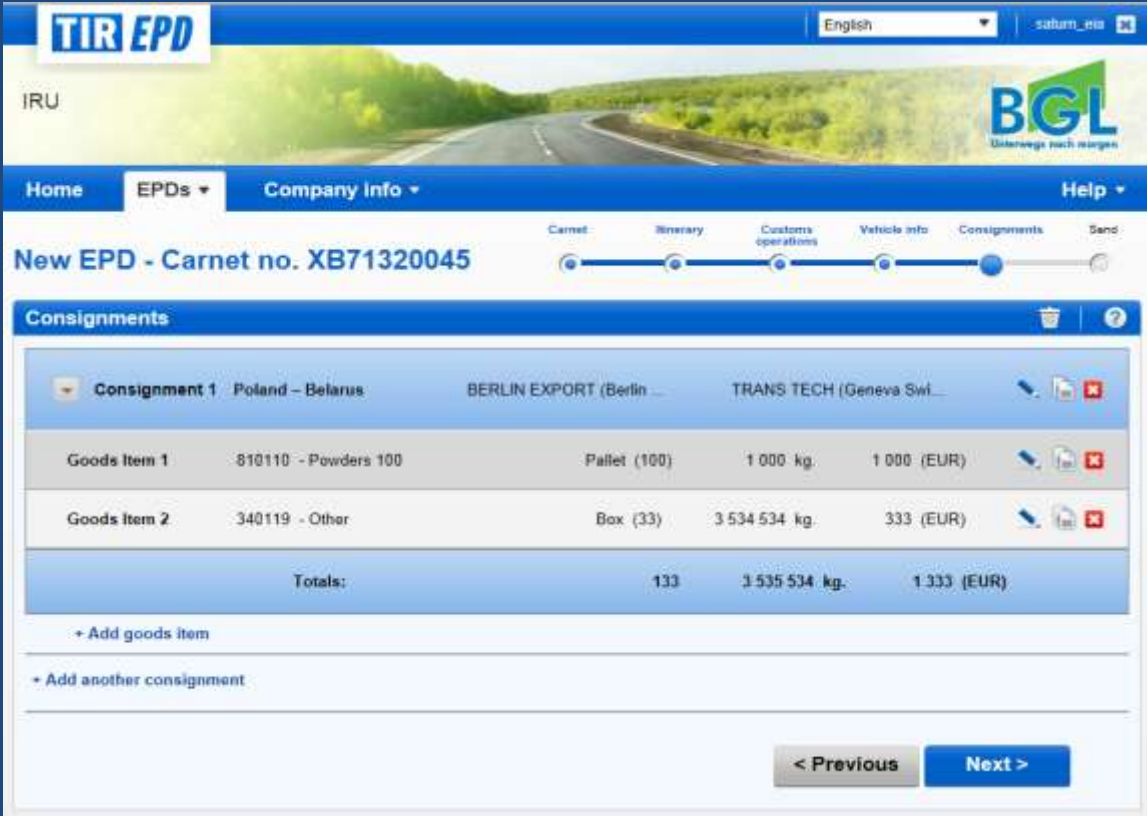
Note:

- The list of languages makes it possible to enter goods description in Russian in Latin characters, and in this case **Russian (Latin)** must be chosen as the goods description language, or in Russian in Cyrillic characters and in this case **Russian (Cyrillic)** must be chosen.
- The weight format is uniform for all languages and is generated automatically, e.g. **1 000.00** for one thousand kg (hundreds from thousands are separated by space, and decimals from units are separated by full stop).
- The field **Additional units of measurement** with its respective field **Quantity** appears according to the commodity code chosen, i.e. for those goods items, for which additional units of measurement are applicable. Possible units of measurement are given then by default in this field (e.g. number of pairs for roller skates).

- For **Invoice currency** you can use the automatic search function by starting typing the first letters of the country or the currency conventional abbreviation.
- For the **Type of packages** you can use the automatic search function by starting typing the first letters of the package type or its conventional abbreviation.
- The attached documents, which you have added at the consignment level, apply for all goods items of the given consignment. However, if you want to add one or more attached documents related exclusively for the given goods item, you can add them in the **Attached documents** section on the goods item page.

If you have more goods items in the consignment, click on **Add another item** and fill in the next goods items data. When finished, click on **Save** button and the application will bring you to the **consignments summary page**, from which you can also add goods items and another consignments, if required.

By clicking on the **Duplicate goods item**  button, you can use the function of copying the data of a certain goods item to use it for the next goods item having similar information. When you click on this button, another line appears under the copied goods item with consecutive goods item number. All information related to this new goods item is copied from the previous goods item. Now to change the data of this copied goods item, click on the **Edit**  button and modify the information accordingly.



Consignments				
Consignment 1 - Poland - Belarus				
BERLIN EXPORT (Berlin ...)		TRANS TECH (Geneva Swi...)		
Goods Item 1	810110 - Powders 100	Pallet (100)	1 000 kg.	1 000 (EUR)
Goods Item 2	340119 - Other	Box (33)	3 534 534 kg.	333 (EUR)
Totals:		133	3 535 534 kg.	1 333 (EUR)

On this page you can also use regular editing and deleting functions, add another goods item of the consignment and add another consignment. When finished, click on **Next**.

Note: One consignment must include at least one goods item.

Step Six: Send

The next page gives you the summary of the information you have entered, including the total number of packages and the total weight. You are also informed where TIR-EPD will be sent. Check the correctness of the data; if necessary, return to the previous pages to edit the information. Fill the required fields on this page, check the **Accept liability** box. EORI number will be filled automatically if you have indicated it in the **Company general information**. Click on **Send EPD**.

The screenshot shows the 'Summary' page of the TIR-EPD application. At the top, there is a navigation bar with 'Home', 'EPDs', 'Company info', and 'Help'. Below this is a progress bar with steps: 'Carnet', 'Itinerary', 'Customs operations', 'Vehicle info', 'Consignments', and 'Send'. The main content area is titled 'New EPD - Carnet no. XB71320045' and contains the following information:

Summary

TIR Carnet number: XB71320045

Departure / Entry : Germany – Berlin / Zollamt Schöneberg (DE002151)
 Destination / Exit : Russia – 10103090 / t/p Moskovskij (10103090)
 Vehicle number : DE123456
 Number of packages : 130
 Total weight : 6,000 kg.
 EORI :

EPD's will be sent to:

- Poland - POZNAŃ / POZNAŃ OC (PL391010)
- Ukraine - Krakivets - Korchova (209080200)
- Russia - 10101120 / t/p MAPP Nehoteevka (10101120)

Consignment 1 Poland – Russia BERLIN EXPORT IMPEX

Accept liability View liability terms and conditions
 Declaration place

< Previous Send EPD

© 2012 IRU — Terms & Conditions — TIR-EPD v1.4.8 - 08/02/2013 13:54 IRU International Road Transport Union

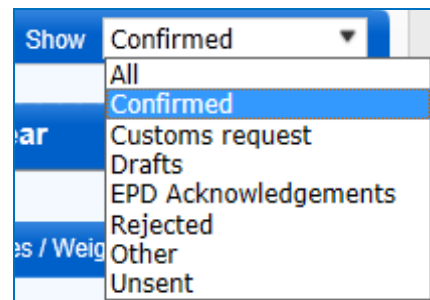
B. Functions, which can be accessed from the “View my EPDs” page



At any time you may view any EPD, which was created. You can either move cursor to **EPDs** and then select **View all EPDs** from the menu or use the **View recent messages from Customs** shortcut on the Home page.

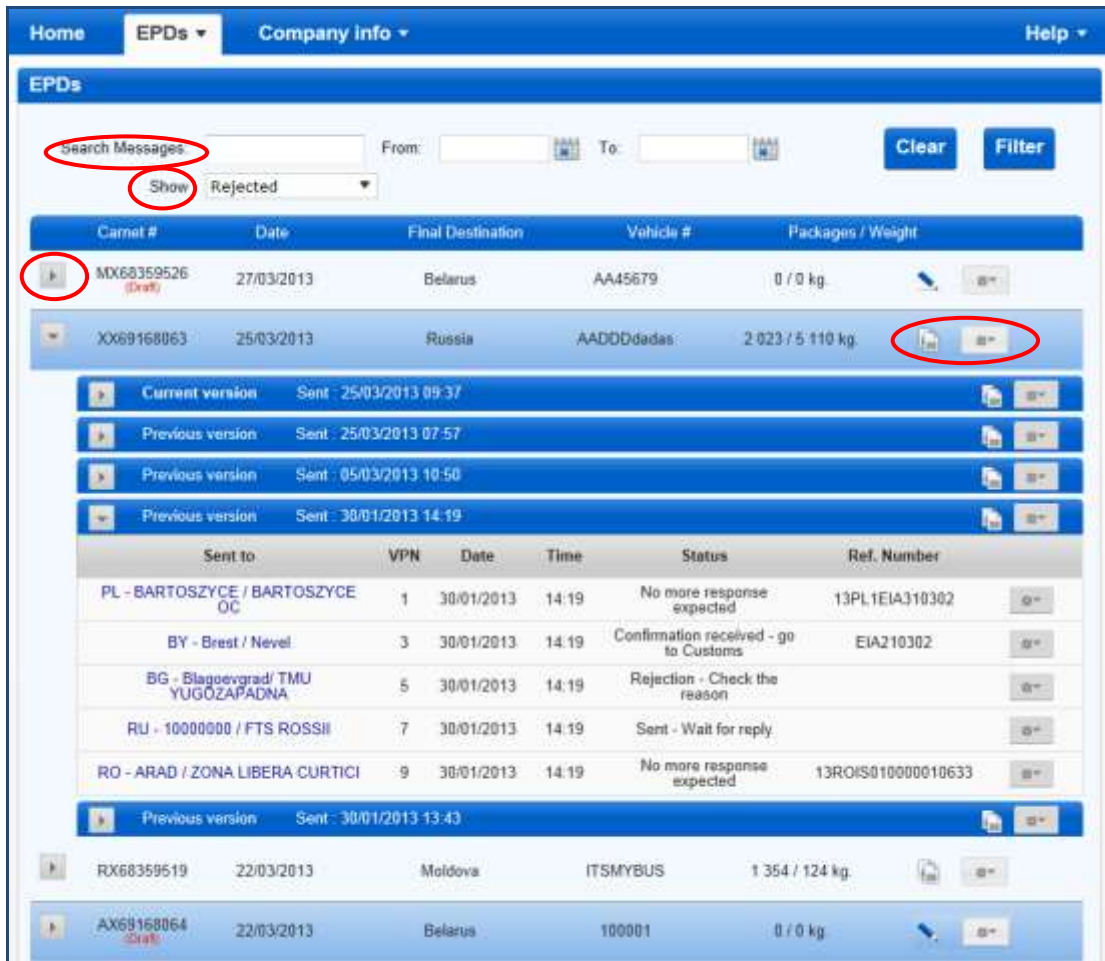
1. On this page you can use the **Search Messages** function, which allows TIR EPDs search by:
 - TIR Carnet number,
 - Country, where TIR-EPDs were submitted
 - Name and code of customs office, where TIR-EPDs were submitted
 - Vehicle registration number
 - Pre-declaration reference number
 - Period.

To search for TIR-EPDs according to the chosen criterion, start typing in the **Search messages** field.

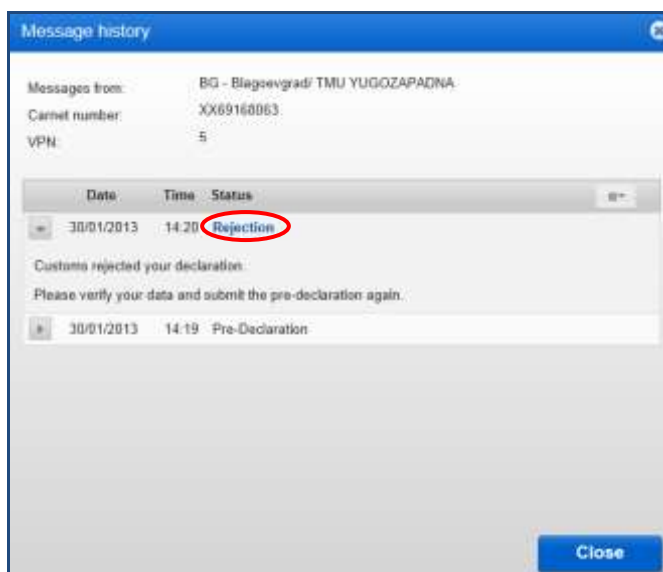
2. You can also use the **Show** filter in order to view TIR-EPDs according to their status.



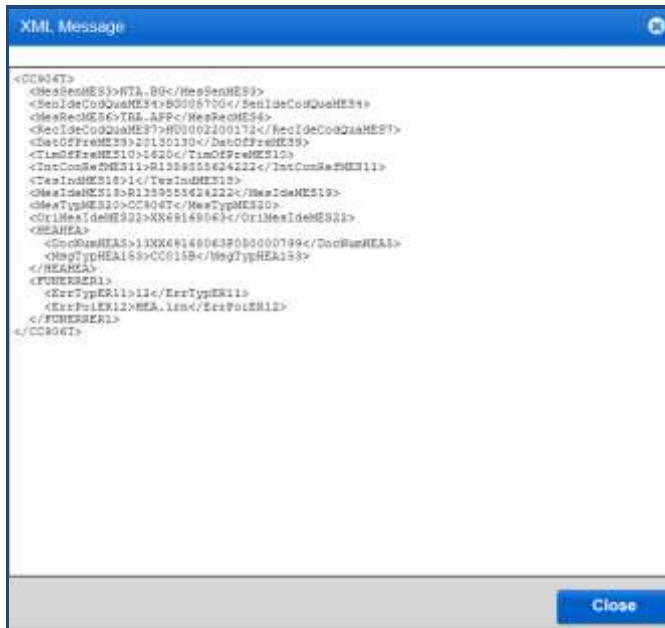
3. The table on this page shows one summary line per each TIR Carnet number. For viewing the TIR-EPD details for a certain TIR Carnet click the expansion icon . The expanded list will show you TIR-EPDs sent to all countries for this TIR Carnet – the current version and the previous versions. By clicking on expansion icon  in the version line you will view the detailed information: VPN, date and time, when TIR-EPD was sent, its status and the attributed reference number.






4. You can click on the customs office, where TIR-EPD was submitted, in the first column in order to see the history of the message exchange:



If the message was rejected for some reason, you can click on the hyperlink of **Rejection** status to view the XML message, containing the rejection reason:



5. By clicking on the **Actions** icon  in each line of the TIR-EPDs table you can view and print out the printable version of the corresponding TIR-EPD with complete summary of the information sent. You can also print CMR and use other functions available.
6. By clicking on the **Duplicate EPD** icon , you can use this TIR-EPD as a template for creating a new TIR-EPD with similar data, editing the existing data where necessary.
7. By clicking on the **View or edit** icon , you can continue working with the Draft EPD.

ANNEX 1: LIST OF MESSAGE STATUSES

Status	Explanation
NOT SENT / NOT Processed	The IRU TIR-EPD application is in the process of sending your pre-declaration. Check the TIR-EPD status in several minutes. If your status remains the same during 10 minutes, please report it to your Association or to the IRU.
Sent - Wait for Reply	Your pre-declaration was sent to Customs Authorities, which usually send a reply message. You need to wait for the Customs Reply before going to Customs. If no reply is received within 30 minutes after your TIR-EPD was sent, please report it to your Association or to the IRU.
Acknowledgement received, go to Customs	The positive reply is received from Customs Authorities. Present the number in the "Ref. Number" column to the customs officer.
Confirmation received, go to Customs	The positive reply is received from Customs Authorities. Present the number in the "Ref. Number" column to the customs officer.
Rejected, check the reason	Your pre-declaration was rejected (was not accepted) by the Customs System. Check the reason of the rejection or contact your Association for help.
No more responses expected	You should not expect any more replies for this pre-declaration. Usually this happens when your truck has already left the Customs Office where the TIR-EPD was sent.
Reply received	Reply message received for your pre-declaration. Usually this happens when your truck has already left the Customs Office where the TIR-EPD was sent.
Sent - go to Customs	Your pre-declaration was sent to the Customs Authorities which do not reply. Present the number in the "Ref. Number" column to the customs officer.

ANNEX 2: LIST OF EXCHANGED MESSAGES

Message Type	Explanation
Cancelation Decision (IE09)	The Customs Authorities have decided to cancel your pre – declaration after assigning the MRN Number.
Pre-declaration (IE15)	Pre-declaration sent to customs authorities
Rejected (IE16)	Your declaration has been rejected by the Customs Authorities. Make necessary corrections and send your EPD again.
MRN Assigned (IE28)	The MRN number has been assigned to the electronic pre - declaration
Release (IE29)	The goods have been released for transit.
Transit Refused (IE51)	The goods have not been released for transit.
Guarantee Problem (IE55)	There is a problem with the TIR Guarantee.
Control (IE60)	Control message
Errors (IE907/917)	The electronic pre – declaration has been automatically rejected by the Custom System due to the fact that errors have been detected in the message structure.
Message Received (IE928)	The Custom System is able to process the electronic pre – declaration. The structure of the message is correct.

ANNEX 3: CUSTOMS AUTHORITY SPECIFIC INFORMATION

There are differences in the messages accepted and sent by the TIR-EPD participating Customs Authorities. The Tables below show which messages can be sent to and can be received from Customs Authorities of different countries according to the type of messages carrying information exchange (IE) number.

Table A1: Messages TO Customs.

Message Type	Pre-Declaration (IE15)	Amendment (IE13)	Cancelation (IE14)
BEL	Yes	No	No
BGR	Yes	No	Yes
BIH	Yes	No	No
BLR	Yes	No	No
CZE	Yes	No	No
DEU	Yes	No	No
EST	Yes	No	No
FIN	Yes	Yes	No
FRA	Yes	No	No
GEO	Yes	No	No
HUN	Yes	No	Yes
ITA*	Yes	No	No
KAZ	Yes	No	No
LTU	Yes	No	No
LVA	Yes	No	No
MAR	No	No	No
MLD	Yes	No	No
POL	Yes	No	Yes
ROU	Yes	No	No
RUS	Yes	Yes	No
SRB	Yes	No	No
SVK	Yes	No	No
SVN	Yes	No	No
TUR	Yes	No	No
UKR	Yes	No	No
UZB	Yes	No	No

Table A2: Messages FROM Customs

Message Type	Cancellation Decision (IE09)	Errors (IE907/906, IE917)	Guarantee Problem (IE55)	Message Received (IE928)	MRN Assigned (IE28)	Control (IE60)	Rejected (IE16)	Release (IE29)	Transit Refused (IE51)
BEL	No	No	No	No	Yes	No	Yes	No	No
BGR	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes
BIH	No	No	No	No	Yes	No	Yes	No	No
BLR	No	No	No	No	Yes	No	Yes	No	No
CZE	No	No	No	Yes	Yes	No	Yes	Yes	No
DEU	No	No	No	No	Yes	No	Yes	No	No
EST	No	No	No	No	No	No	No	No	No
FIN	No	Yes	No	Yes	Yes	No	Yes	No	No
FRA	No	No	No	No	Yes	No	Yes	No	No
GEO	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
HUN	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITA	No	No	No	No	Yes	No	Yes	Yes	No
KAZ	No	No	No	Yes	Yes	No	Yes	Yes	No
LTU	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
LVA	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MLD	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
POL	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ROU	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
RUS	No	No	No	No	Yes	No	Yes	No	No
SRB	No	No	No	No	No	No	No	No	No
SVK	No	No	No	No	No	No	No	No	No
SVN	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
TUR	No	No	No	Yes	Yes	No	Yes	Yes	No
UKR	No	No	No	No	Yes	No	Yes	No	No
UZB	No	No	No	Yes	Yes	No	Yes	Yes	No

Table B: Reference numbers to be presented to a customs officer upon arrival at the customs point

Country	Reference Number	Example	Remarks
BEL	MRN	12BE891228208082A0	The Customs provide the MRN Number after reception of EPD.
BGR	MRN	09BG00100500000000	The Customs provide the MRN Number after reception of EPD.
BIH	LRN	XB55012056P050006	After reception of EPD, the Customs provide the acknowledgment with the LRN Number.
BLR	MRN	02103/07101A216462	The Customs provide the MRN Number after reception of EPD.
CZE	LRN	XX12345678P010002	Go to the Customs directly after the electronic pre-declaration is sent.
DEU	MRN	12DE891228208082A0	The Customs provide the MRN Number after reception of EPD.
EST	LRN	XX12345678P010003	Go to the Customs directly after the electronic pre-declaration is sent.
FIN	MRN	09FI000000000001T1	The Customs provide the MRN Number after reception of EPD.
FRA	MRN	11FR00400005956210	The Customs provide the MRN Number after reception of EPD.
GEO	LRN	XB68017544P050013	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
HUN	LRN	XX12345678P010004	Present the LRN Number to the Hungarian Customs Officer upon receipt of the confirmation message (IE928).
ITA	MRN	11FR00400005956210	The Customs provide the MRN Number after reception of EPD.

KAZ	MRN	39850710/130113/0000040	The Customs provide the MRN Number after reception of EPD.
LTU	LRN	HU00022001721020110054	Present the LRN Number to the Lithuanian Customs Officer upon receipt of the confirmation message (IE928).
LVA	LRN	00000HU000220017200001	Present the LRN Number to the Latvian Customs Officer attributed when TIR-EPD was sent, or, present the MRN Number in case it was provided by the customs.
MLD	LRN	XB68017544P050013	After reception of the EPD, Customs provide the acknowledgment with the LRN.
POL	LRN	CH31735709S0000001	Present the full LRN number to the Polish Customs Officer upon receipt of the confirmation message (IE928).
ROU	LRN	IRUXX12345678P0100015	Present the LRN number to the Romanian Customs Officer upon receipt of the confirmation message (IE928).
RUS	Reference number	10206040-30-180213-2559-7	The Customs provide the Ref. Number. after reception of the EPD
SVK	LRN	XX12345678P01	Go to the Customs directly after the electronic pre-declaration is sent.
SVN	LRN	XX12345678P010003	Present the LRN number to the Slovenian Customs Officer upon receipt of the confirmation message (IE928).
SRB	TIR number	TIR carnet number	No replies from Customs
TUR	LRN	XB68017544P050013	After reception of the EPD, the customs provide the acknowledgment with the LRN
UKR	MRN	12UA20104180303291203	The Customs provide the after reception of the EPD
UZB	LRN	XB68017544P050013	After reception of the EPD, the customs provide the acknowledgment with the LRN

ANNEX 5: GOODS INVOLVING HIGHER RISK OF FRAUD

HS CODE	DESCRIPTION	ADDITIONAL TIR GUARANTEE REQUIRED
0207 - 12 - 14	Meat and edible offal, of the poultry of heading 0105, of fowls of the species <i>Gallus Domesticus</i> , frozen	YES, if more than 3000 kg
1701 - 11 - 12 - 91 - 99	Cane or beet sugar and chemically pure sucrose, in solid form	YES, if more than 7000 kg