TIR Electronic Pre-Declaration (IRU TIR-EPD)

TIR Carnet Holder User Manual

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I. INTRODUCTION

This Manual describes the use of the TIR-EPD application available to TIR carnet holders on the site <u>https://tirepd.iru.org/</u>. In order to obtain access to TIR-EPD application, please contact your issuing Association.

TIR-EPD is an application, enabling TIR carnet holders to submit free-of-charge electronic pre-declarations to customs authorities in different countries in one click. 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.

A. System requirements

User workstations should conform to the minimum standards required by the TIR–EPD application, which are:

- Internet connection: Permanent High Speed Connection (ADSL)
- Web Browser:
 - Microsoft Internet Explorer 8, 9,10 and 11
 - 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

- Create, edit and view your company profile
- Manage the application users at your company level
- Submit TIR-EPD to customs authorities
- Grant permission to your Association to submit pre-declarations on your behalf
- Use the features of pre-declaration messaging to/from respective customs authorities.
- View and print out the printable version of the pre-declaration and TIR-EPD pass.
- Print out CMR note.

C. TIR-EPD application conventions

- Mandatory fields are marked with a star <a>L
- "*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.
- In the process of filling TIR-EPD you can return to the previous steps either by
 pressing the *Previous* button or by clicking on the required step in the progressbar. In case of choosing the progress-bar to jump to one of the previous steps,
 the information entered in all the passed steps will be saved except for the
 unsaved information entered in the last step, from which you decided to return to
 one of the previous pages.

			¥		
Carnet	ltinerary	Customs operations	Vehicle info	Consignments	Send
0	0	0	0	0	

II. LOG IN TO TIR-EPD

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

ogin		TIR-EPD A	lerts	a second states and the	
🖄 Username		08/04/2015	TIR-EPD - Uzbe Uzbekistan reso	kistan: Technical issues i ved	in [Read]
E Password		07/04/2015	TIR-EPD - Uzbe Uzbekistan	kistan: Technical issues	in [Read]
	Login	26/03/2015	TIR-EPD - L messaging ser available again	thuania: All TIR-EPD vices in Lithuania are	[Read]
Mandatory fields		26/03/2015	TIR-EPD - Lithu Lithunia	ania: Technical issues i	n [Read]
ew to TIR-EPD ?	-			_	
ew to TIR-EPD ? Contact your issuing association For technical support please con	n to obtain an account or visit l tact tirepd@iru.org	RU TIR-EPD site for more in	nformation		

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

On this and any other 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 home page.

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III. VIEW YOUR COMPANY PROFILE

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

Home	EPDs -	Company info 🔹	Admin -	Help -
		General info		
Welco	me to IRU 1	Consignors / consignees		
EPDs 8	& customs replie	Vehicles		Shortcuts
Carnet #	From	Drivoro	ge ge	💠 Create new EPD
		Dilvers		
				 View recent messages from customs
	Yo	u don't have mes	sages	Add a new Consignor / Consignee

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 it will be used automatically for the predeclarations sent to the European Union. The validity of the entered EORI number will be checked automatically against the European Commission EORI database and an appropriate notification message concerning the EORI validity will be displayed. You can also verify the correctness of your EORI number by clicking on the binocular icon next to the **Holder EORI** field, which will redirect you to the official site of Taxation and Customs Union.

In case you have indicated your company's EORI number, please, make sure that the company information indicated in the TIR-EPD application corresponds to the information in the EC EORI database, in case of mismatch your EPD may be rejected.

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**.

Company name	000 STA LINE	
Holder ID	CHE/015/000016	
Company email	brown@iru.org	
Street and number	Central 100	
Postal code	143000	
City	Berlin	
Country	Germany (DEU)	
Phone		
Fax		
Input language	English	
Holder EORI	PL23432432432	8 6
Allow association to act on my behalf	7 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 *Consignors / consignees*.
- 2. Click on Add new partner.
- 3. Fill in the required information in the *Add new partner* window. On this screen you can also check the correctness of EORI number.

Please, make sure that the consignor/consignee information indicated in the TIR-EPD application corresponds to the information contained in the EC EORI database, in case of mismatch your EPD may be rejected.

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Home EPDs -	Company info 👻 🗛	dmin -			Help 🔻
Consignors / co	Add new partner		8		
Consignor / Consigr	Default language				
Occurst a Marrie Official Off	Input language	German	1	Add pow	partnor
Search : warne, Street, Oil	🛎 Name	POLAR EXPORT		Add new	partner
Name	Street and number	Central 5		EORI	Actions
ASTANA MARKET	Postal code	2222			∑ ⊠
ASTANA MARKET	City	Berlin			5. 🛙
BERLIN TEXT	Country	Germany (DEU)		PL1111111	≤ 8
BERLIN TEZT	Partner EORI	DE2343434333			× 🛛
BERLIN TEZT	+ Add translation				
Dark Lord Sauror	Mandatory fields	Cancel	Save		<u>×</u> 8
EXPORT	C	entral Vilniu	is Lithuania		N

- 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 Armenia, Belarus, Kazakhstan, Kyrgyzstan 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.

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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. 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.

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. View messages from Customs concerning submitted pre-declarations,;
- 3. Search and view previous and new messages;
- 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.
- 5. 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.
- 6. View and print out the TIR-EPDs sent to customs authorities.
- 7. Print out TIR-EPD pass for the countries where TIR-EPD was submitted for presenting it 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.

TIR	EPD			English	*	IRU Demo User 16 🔻 🔀
000 STA	LINE			Met a	ASJ Sch Ass Ass	wezerlichter Nutzfahrzeugverband ocietion sillste dies transports routiens ocietione siltzera die trasportationi stradaal
Home	EPDs •	Company info -	Admin 🝷			Help 🗸
	Create new EPE					
Welcom	View all EPDs					
EPDs & c	Templates			Shortcuts		
Carnet #	EPD preference	s	Message	💠 Create new	EPD	
				View recent	messag	es from customs
	Y	ou don't have mess	ages	💠 Add a new 0	Consigne	or / Consignee

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.

TIR EPD				English	•	IRU Demo Us	ser 16 🔻 🔣
000 STA LINE	100		and the second s	AL-	AS	AGP diverzenischer Nutzfahrzeus ssociation suisse des transpo ssociatione svizzera dei tras	gverband orts routiens portatori stradali
Home EPDs -	Company info -	Admin 🕶					Help 🔹
New EPD		Carnet	Itinerary	Customs operations	Vehicle info		Send
Carnet validity							0
TIR Carnet nu	umber JX72581267						
Holder uniq	ue ID CHE/015/000016 y date 2/12/08//201/3						
Mandatory fields				Car	ncel	Next >	I

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**":

					Carnet	ltinerary	Customs operations	Vehicle info	Consignments	Send
New F	Help				~				8	_0
Carnet	Welcome to	o the new T	IR-EPD Ap	olication!						0
	Support info	rmation can	be accessed	from any so	reen as show	wn below:	14			
						Help 🔻				
	Carnet	ltinerary	Customs operations	Vehicle info	Consignments	Send				
- 2	•	6	6	0	6	-0				
					1	7 0	0			
						\sim				
	1. Suppor 2. On TIR 3. If you a	t information v Carnet page, re not able to	vill come auto indicate the	matically unl FIR Carnet nu ase check the	ess the 'Don't umber and its data and try	show tutor Validity dat	ial message e. ontact vour	issuing Asso	is ticked.	
	o. Iryou u		proceed, pier	ise encer are		again. or c	ontact your	1350 ing 7550		ational Transport
© 2012 IF										
	Don't show	v tutorial messa	ges again						ОК	
	$\mathbf{\tilde{\mathbf{v}}}$									

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 placed 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 / Unload goods / Start TIR / End TIR**.

	Home	EPDs 🔻	Company info	o▼ A	dmin 🔻					Help 🔻
N	lew EPI	D - Carno	et no. JX7258	31267	Carnet	Itinerary	Customs operations	Vehicle info	Consignments	Send
	Itinerary									**
	Please list all	of the steps in y Country	your itinerary in chronol	ogical order, e	even if TIR operation	s are not per ds	formed in those cou Unload goods	ntries. Start TIR	End TIR	Remove
	Step *	1 Germany	y (DEU)	•	7			•		E
	Step 2	2 Poland (POL)	•			Γ	۲		B
	🗳 Step 🕻	3 Poland (POL)	٠				•	•	E
	Step 4	4 Ukraine	(UKR)	•	Г		Г	C	C	E
	Step f	5 Russia (I	RUS)	٠				•	۲	
(💠 Add step	シ								
	Mandate	ory fields					< Prev	ious	Next >	

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.
- 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.

Note: You must enter all countries of your itinerary, which implies that the countries in 2 consequent steps have a common border. If by mistake you missed a country in your itinerary, the application will display the following reminder:

ltinerary		Warning: Invalid itinerary countries	
Please list all of t	he steps in		
	Country	A Warning: The following countries of your itinerary do not have common borders:	TIR
Step 1	Russia (Russia (RUS) -> Turkey (TUR)	•
		Please ensure that you have listed all the countries of your journey.	
Step 2	Turkey	Don't show this warning message again	
🕈 Add step		Correct itinerary Continue anyway	

You can correct your itinerary or continue by keeping the chosen itinerary; however, this can affect the automatic choice of the Volet number on the next page.

If part of your journey is made by boat and goes through the countries, indicated in the warning, you may click on *Continue anyway*.

Step Three: Customs Operations

On the **Customs operations** page select the customs offices in the fields proposed by the application according to your itinerary. The operations, for which it is possible to create EPD have **Send EPD** check box. 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.

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.

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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.

For certain countries in your itinerary you will be also proposed to select the movement reason in the **Movement reason** field under the respective customs office. The **Movement reason** field will be filled in automatically by the application based on the entered itinerary for all countries where the field is required except for Belarus. You can change the automatically entered values at any time.

Notes:

 Free text is allowed in any place of loading / unloading if the Send EPD mark is inactive or absent for this customs operation. The possibility to select the customs office from the dropdown list (auto complete) is available only if the Send EPD mark is active:



- 2. Upon completion of the customs office of exit from a country, the application fills in automatically the customs office of entry to next country / union, and vice versa, if:
 - \circ $\,$ the EPD data base has information about such connection
 - the field of the customs office of entry (exit) is empty and active:

Custom	s operations			🗑 🖶 🗑
Based on y	our itinerary, TIR-EPD's may be sent to the following coun	itries		
Send EPD	Load / Departure / Entry	Customs union	Unload / Destination / Exit	VPN#
	Poland (Load / Start TIR): Start typing to search ▼ Send security elements ▼	EU	Poland (Exit): TERESPOL / KOROSZCZYN OC (PL ▼	1-2
v	 Belarus (Enter): Brest Kozlovichi (09103) Movement reason: Import of goods to Belarus from Russia Tr 	CIS	 Belarus (End TIR / Unload): Bobrujsk Belshina (20717) 	3-4

At any time, you may select any other Customs Office in Exit / Entry fields.

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.
- 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.

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.

TIR EPD				En	glish	saturn	_eia 🔀
IRU				Mi - P		BG Unterwegs nach	morgen
Home EPDs v Co	mpany info -					н	elp 🔻
New EPD - Carnet no	o. XB71320045	Carnet	ltinerary	Customs operations	Vehicle info	Consignments	Send
Vehicle information							0
Truck	Enter vehicle #, VIN etc.	• 🔶 👟					
Trailer	Enter vehicle #, VIN etc.	• 🔶 👟					
Trailer 2	Enter vehicle #, VIN etc.	• • 🔨					
Container	Transport includes container	s					
Driver information	Enter driver name	• • •					_
Mandatory fields					< Previous	Next >	
© 2012 IRU — Terms & Conditions	TIR-EPD v1.4.4 - 01/02/2013 1	0:52			Д	RU Interna Road Ti Union	tional ransport

If you want to add a new vehicle or edit the data of an existing vehicle, use the appropriate icons next to the field - $Add \stackrel{\bullet}{=}$ or $Edit \stackrel{\bullet}{>}$. If you choose to add a new vehicle, a window will open, where you can enter the vehicle information.

Home EPDs -	Company info 👻 🛛	Admin -					0
New EPD - Carne	et no. XB71320045	Carnet	ltinerary	Customs operations	Vehicle info	Consignments	Send
Vehicle information	Add a new truck				8		• 0
T Co Driver information	Vehicle Type Registration # Registration nationality Registration language NINU Characie #	Goods Vehicle Russia (RUS) English	•		_		
	Make						
Mandatory fields	Mandatory fields		Cancel	Sa	ve	s Next	: > _
© 2012-2015 IRU Terms &	Conditions TIR-EPD v2.4.4 23/	03/2015 09:52			L	Internet Unio	n nansport

In the same way fill the trailer / semi-trailer information (if applicable). When entering the trailer/semi-trailer details, please choose the appropriate vehicle type – *trailer* or *semi-trailer*.

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 consigner 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.

	PD			E	nglish	▼ sat	um_eia
U				AL PR	R	BC	och morgen
ome EP	Ds ▼ Company info ▼						Help
w EPD -	Carnet no. XB71320045	Carnet	Itinerary	Customs operations	Vehicle info	Consignments	Sent
onsignment	1 of 1						
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		2	•
Transport charges	Payment by credit card						
Consignor							
Consignor	Start typing to search	• 🗴 🔽	Same original	consignor			
Consignee							
Consignee	Start typing to search	• 🔨 🔽	Same final cor	nsignee			
Attached do + Add d	ocuments (0) locument						

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 consignor / 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 Eurasian Customs Union and any other country. 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 correctness of the consignor/consignee EORI number will be verified automatically against the European Commission database and an appropriate notification message will be displayed. You can also verify the correctness of the consignor/consignee EORI number by clicking on the binocular icon next to the **Consignor/Consignee EORI** field, which will redirect you to the official site of Taxation and Customs Union.

lome EF	PDs 🔻	Company info 🝷		Help 🗸
ew EPD -	Carı	New consignor	Con	signments Send
		Default language		
Consignment	1 of 1	Input language	English	
Place of loading	BART	🖬 Name	IMPEX	*
Place of unloading	Bobri	Street and number	Central	•
Transport	Paym	Postal code	2222	
charges		City	Poznan	
Consignor		Country	Poland (POL)	
Consignor	FABR	Consignor EORI	PL34235493059345	
Consignee		+ Add translation		
Consignee	FABR			
Attached do	ocume	Mandatory fields	Cancel Save	
	R - Road	consignment note - [306]		×
2 Com	mercial	invoice - [103]		×
+ Add d	ocumen	t		

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 consignor are not the same as consignor / 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.

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Mandatory fields Cancel Save Add good	+ Add d	ocument								
	Mandatory fi	elds				(Cancel	Save	Add go	ods

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

On the **Goods information** page enter TARIC (and/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 first 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.

ome EPDs			
ome EPDs		Contra la la	BGL Unterwegs nach morgan
	 Company info - 		Help
ew EPD - Ca	came arnet no. XB71320045	t Itinerary Customs Vehicle info Co operations	nsignments Send
onsignment 1, 0	Goods Item 1 of 1		
Goods informatio			
Se Goods dosp	earch TARIC codes		3
Goods desc	Search Codes 950430 Fi	irst language English	
		Polisit	~
	Sea	rch	
	English	Polish	
Additional Unit (95 TOYS, GAMES AND SPORTS REQUISITES; PARTS AND ACCESSORIES THEREOF	95 ZABAWKI, GRY I ARTYKUŁY SPORTOWE; ICH CZEŚCI 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 kasymach oraz	
Danger	950430 Other games, operated by coins, banknotes, bank cards, tokens or by any other means of payment, other than automatic bowling alley equipment	wyposażenie automatycznych kręgielni 950430 Pozostałe gry uruchamiane monetami, banknotami, kartami bankowymi, żetonami lub jakimikolwiek innymi stodkami płatniczymi, inne niż sprzęt	
Packages (1	95043010 Games with screen 95043020 Other games	95043010 Gry z ekranem	
Type (95043090 Parts	95043020 Pozostałe 95043090 Części	
Marks a			•
+ Add		Close	
Attached docume	ents (0) ment		
		Canad	1 4

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 thepart of the table (e.g. English, Polish or Russian Cyrillic) from which 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 Eurasian 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,a-я, A-Я, "-", ")", "(", ",", ".", "/".
- If automatically inserted goods description states "*Others*", or another general name of goods group with the word "other" (e.g, "*Other games*") it is recommended to manually enter the description of transported goods item in accordance with your transport documents.

Enter the remaining data on this page.

TIR EPD				En	glish	▼ 5	aturn_eia
			adam and the sales	4-17 m	C. Constant	D	
		~~	- "JP	14	118 元	Unterwege	5L
ome EPDs • (Company info 🔸						Help
ew EPD - Carnet r	no. XB71320045	Carnet		Customs operations	Vehicle info	Consignments	Sen
onsignment 1, Goods I	tem 1 of 2						
Goods information							
TARIC commodity code	950450	e 🖉	TNVED commo	odity code	950450000	1	
Goods description language	English	• • • •	oods description la	anguage 2	Russian		•
Goods description	Video game consoles and machines, other than those of subheading 9504 30		Goods des	scription 2	консоли дл оборудован видеоигр, указанных	я видеоигр і ние для кроме в субпозици	1 Î
- Re	move translated description				,		
Gross mass	5000	kg.					
Additional Unit of Measurement	Piece]		Quantity			
Invoice currency	Euro Member Countries (EL 🔻]	Invoid	e amount	500000		
Container	DE33333	•					
Dangerous goods code]					
Packages (1)							
100 x Pallet (PX) - [N	lo]						×
Type of packages p	allet (PX)		Number of packages	100			
Marks and numbers	lo		Marks and nos. language	English		•	
+ Add package							
Attached documents (0) + Add document							

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.

Note:

- Upon adding any subsequent goods item to any consignment, the application will fill in the *Kind of packages* and *Invoice Currency* fields with the values, entered for the previous goods item of this consignment. You may change these values at any time.
- If you have indicated one container for your EPD, the application will fill in the *Container* field automatically for the first goods item of any consignment. You may change this value or set the container field as empty. Upon adding any subsequent goods item to any consignment, the application will fill in the container section based on the selection made in the previous goods item.

If the you do not use containers in your EPD, the container field will not appear on goods item page.

By clicking on the **Duplicate goods item** icon, 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. The copied item will be added last in the goods item list. 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* icon and modify the information accordingly.

lome EPDs 🔻	Company info 🔻	Admin -				
ew EPD - Carn	et no. XW7805300	Carnet	Itinerary	Customs operations	Vehicle info Cor	isignments Se
onsignments						🗑 🖥 -
Consignment 1 Ukraine – Turke	у Ехро	tConsignor (Lviv		BerlinTransport	(Berli	S. 🗎 🗷
Goods Item 1	42032990 - Articles of apparel and clo	Box (20)		100 kg.		📐 🗎 🛛
+ Add goods item		Download template	•	Import go	ods items	
Consignment 2 Bulgaria – Turke	e Import P P y	artners (Kashi	тмм т	ELEKOM MAKIN	E MAD	N 🗎 🛛
Goods Item 1	12051090 - Rape or colza seeds, whethe	Unpacked or unpac (1)		100 kg.		📐 🗎 🛛
+ Add goods item		Download template	•	Import go	ods items	
Add another consignme	ent					
					Totals:	
					Package	s Weight
					21	200 kg.
					< Previous	Next >
)12-2015 IRU Terms J	& Conditions — TIR-EPD v2.4.4.2	23/03/2015 09:52				Internation Road Trans

In the same way you can copy a consignment, which can be useful, for example, for such cases when the consignments transported to 2 places of unloading are similar.

When a consignment is copied, click on the *Edit* \searrow icon against the added consignment to bring the necessary changes. Similarly edit the goods items within the copied consignment.

On this page you can 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 either by pressing the **Previous** button or by clicking on the required step in the progress-bar.

- 1. EORI number will be filled automatically if you have indicated it in the *Company general information*.
- 2. Check the **Accept liability** box.
- 3. In the field **Declaration place** enter the place, from which you are sending the preliminary declaration.Click on **Send EPD**.

		W
R Carnet number: XB713	20045	
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 :		
 PD's will be sent to: Poland - POZNAŃ / Ukraine - Krakivets Russia - 10101120 / 	POZNAŃ OC (PL391010) - Korchova (209080200) 1/p MAPP Nehoteevka (10101120)	
Consignment 1 P	oland – Russia BERLIN EXPORT IMPEX	
Consignment 1 P Accept liability	oland – Russia BERLIN EXPORT IMPEX	
Consignment 1 P Accept liability Declaration place	oland – Russia BERLIN EXPORT IMPEX	

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

At any time you may view any EPD, which was created during the current year and last year. 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 a certain criterion, type the data in the *Search messages* field.

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

Show	Confirmed 🔹
	All
	Confirmed
ar	Customs request
	Drafts
	EPD Acknowledgements
	Rejected
es / Weig	Other
	Unsent

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 the current version of the TIR-EPDs sent to all countries for this TIR Carnet.

					1/1 8 .				
ontainers Lto	d.	1.17			a mi		Schweizenisc Association n Association	her Nutzlahrze suisse des trans	ugverband ports routiers asportatori str
ome EF	PDs ▼ C	ompany ir	nfo ▼ Adm	in ▼					
PDs Search Met	ssages Show: All		From: 20	0/04/2015	To: dd/m	т/уууу 🔛		Clear	Filte
Car	met #	Date 🗸	Final [Destination	Vehicle #	Package	es / Weight		
JX77	342152	20/05/20	15 C	roatia	12NP768	110/	1 200 kg.		8×
JX77(655849)raft)	20/05/20	15		5345345	0/1	120 kg.	N .	<u>ن</u> *
▶ PX78	057454	28/04/20	15 B	elarus	5345345	1 410 /	90 000 kg.	G	₩*
AV79	53,4990				5245245	0./	/ D ka		
(D	524096)raft)	27/04/20	15		5345345	07	u ky.		\$\$*
	524096 (raft)	27/04/20	15 RE Page	a 1 of 1 12121 10	>>4>>4>	07	U NG.	Vie	w 1 - 4 o
12-2015 IRU — Carnet	- Terms & Conditi #	27/04/20 ions — TIR Date -	15 EEPD v2.4.4 23/03/201 Final Des	e 1 of 1 2122 10 5 09:52	5345345	Packages	_ // R / Weight	Vie U In U	w 1 - 4 o ternation bad Trans
12-2015 IRU — Carnet SX683599	- Terms & Conditi # 528	27/04/20 ons — TIR Date • 20/05/2015	15 ETET Page -EPD v2.4.4 23/03/201 Final Des Hung	e 1 of 1 2002 10 5 09:52	ehicle #	Packages / 10 / 10	/ Weight		w 1 - 4 o ternation ad Trans
12-2015 IRU — Carnet SX68359:	- Terms & Conditi # 528 To	27/04/20 ons — TIR Date - 20/05/2015 VPN	15 EPD v2.4.4 23/03/201 Final Des Hung EPD Status	1 of 1 10 5 09:52	ehicle # 012014 Release for transit	Packages / 10 / 10 Exit / Transit terminated	/ Weight) kg. Discharge		w 1 - 4 o ternation ad Transion
Carnet SX68359: MRUK D060500	- Terms & Conditi # 528 To TR - A.H.L. YC SALONU GUM MUD340100	27/04/20 ons — TIR Date - 20/05/2015 VPN DLCU 1 IRUK	15 EPD v2.4.4 23/03/201 Final Des Hung EPD Status Goods released for transit	1 of 1 10 5 09:52	chicle # 012014 Release for transit	Packages / 10 / 10 Exit / Transit terminated	/ Weight) kg. Discharge		× w 1 - 4 o ternation and Transion
Carnet SX68359: MRUK D-060500 Kapitan reevo / MP tan Andreevo	- Terms & Conditi # 528 To TR - A.H.L. YC SALONU GUM MUD340100 BG - Blagoevgr TMU YUGOZAPADI	27/04/20 ons — TIR Date - 20/05/2015 VPN DLCU 1 IRUK 1 IRUK 3 NA	15 EPD v2.4.4 23/03/201 Final Des Hung EPD Status Goods released for transit Rejection - Check the reason	1 of 1 10 5 09:52	ehicle # 012014 Release for transit	Packages / 10 / 10 Exit / Transit terminated	/ Weight / Weight) kg. Discharge		ي ي ternation ad Trans ad Trans ي ي x × × × × × × × × ×
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Carnet Carnet SX683599 Com KONYA IRUK D060500 Kapitan reevo / MP itan Andreevo Cust. H. ITROVCRAD Ferminal lina Beregsurány / I SZSZBMVPI gsurányi Hk.	- Terms & Conditi # 528 To TR - A.H.L. YC SALONU GUM MUD340100 BG - Blagoevgr TMU YUGOZAPADI RS - Cust. H. BEOGRAD CP Luka Beograd HU - Budapest ker. / NAV Ész Budapesti VPI	27/04/20: ions — TIR Date - 20/05/2015 VPN DLCU 1 IRUK 1 IRUK 3 NA 5 5 5 , III. 7 tak-	15 EPD v2.4.4 23/03/201 Final Des Hung, EPD Status Goods released for transit Rejection - Check the reason Sent - go to Customs Sent - Wait for reply	1 of 1 10 5 09:52	ehicle # 012014 Release for transit	Packages / 10 / 10 Exit / Transit terminated	/ Weight / Weight) kg. Discharge		بهت بهت بهت بهت بهت بهت

If you have submitted several versions of EPD for the same TIR Carnet, you can view the previous versions by clicking on the arrow near the "EPD Versions" field at the bottom of the table.

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

Message hist	tory	8
Messages from: Carnet number: VPN:	BG - Blagoevgrad/ TMU YUGOZAPADNA XX69168063 5	
Date	Time Status	**
30/01/20	113 14:20 Rejection	
Customs reject	ted your declaration	
Please verify y	our data and submit the pre-declaration again.	
> 30/01/20	13 14:19 Pre-Declaration	
		Close

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:

TIR/2	PD		English 🔻	
Evgeniya Tra	nsport			
Home E	AME Message			Help 🔻
Welcome EPDs & cust Carnet # YX68359507	<pre><ccsotts< pre=""></ccsotts<></pre>			
YX68359507	<pre><magtyphea153>CC015B</magtyphea153> <funerrer1></funerrer1></pre>			
YX68359507	<pre><errtyper11>12</errtyper11> <errpoier12>HEA.lrn</errpoier12> </pre>			nsignee
YX68359507 [See all messag				
04/07/2013				RN, etc.
28/06/2013				
27/06/2013	<u> </u>			
24/06/2013			Close	On such
07/06/2013	Moldova: Technical Issues in Moldova [Read]	-		Search

In the same way, the XML content of any other message can be seen via History screen. For this it is required to click on the respective message hyperlink. The content will appear in a pop up window:

Message history		8	XML Message	0
Messages from: Carnet number: VPN:	PL - BALICE / KRAKOW-BALICE OC PORT LOTNICZY MX68359526 9		CTSSAE unitan-Things//www.ivekine.ocs.gov.gt//#c16 CEncessat/Barlings//www.ivekine.ocs.gov.gt//#c16 CEncessat/Barlings/Were/Tencessae.ive CEncessAE/Barlings/Cencessae CENCESSAE CENCES	<pre>x/file/RM/sed/TBRING/TLast Poter picerania "PCIFOUT" Distilation: 2003 th" DiseMines: "Nar do Compre 10" Kodfor DiseMines: "Nar do Compre 10" Kodfor</pre>
Date	Time Status 12:18 UTC Receipt Confirmation	<u>8</u> 7.		
Customs confirm the CH31735700000000 Please wait for refer	e receipt of your pre-declaration 0013S0000809 rence number from Customs.			
▶ 12/09/2013	12:18 UTC Pre-Declaration		r (Close

TIR-EPD User Manual

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Note: It is also possible to view the message content from TIR-EPD *Home* page by clicking on the respective message hyperlink in the *EPDs & customs replies* section.

- 5. By clicking on the *Actions* icon in each line of the TIR-EPDs table you can:
 - a. View and print out the printable version of the corresponding TIR-EPD with complete summary of the information sent.
 - b. Print out TIR-EPD pass either for all countries where TIR-EPD was sent for certain TIR Carnet or for one country. TIR-EPD pass is generated in 2 languages – in the language of the country where TIR-EPD is sent and in the interface language, if the interface language is different from the country language. TIR-EPD pass contains concise information, which can be presented to the customs officer.
 - c. Print CMR.
 - d. Delete TIR-EPD draft.
 - e. View any EPD, which was send, in *Read-only mode.*

Home	EPDs 🔻	Company info 🔻	Admin 🝷		0
EPDs					
Sea	rch Messages: Show: All		From: 18/04/2015	To: dd/mm/yy	Clear Filter
	Carnet #	Date 🗸	Final Destination	Vehicle #	Packages / Weight
•	XW78053003	18/05/2015	Turkey	FR567326Q	21 / 200 kg. 👔 🐲
Þ	XB71320045 (Draft)	18/05/2015		123456	View printable version Print EPD pass - all
Þ	XN75412094	13/05/2015	Belarus	128449	Print CMR Delete draft
Þ	YX75404568	29/04/2015	Russia	135632485	Resend EPD Amend
			ICINE Page 1 of 1 DDI	10 🗸	View 1 - 4 of 4
2012-2015 I	RU — Terms & C	onditions — TIR-EPD v2.4	.4 23/03/2015 09:52		International Road Transpor

You my jump to any step in the *Read-only mode* and may use the "eye" icons to view the details of any section:

Home	EPDs 🔻	Company info 🔻	Admin 👻			Help 🔻
New EPI	D - Carn	et no. XH683595	510 Carnet	Itinerary Customs operation:	S Vehicle info Consignmen	nts Send
Consignm	nents					- ?
Co Mo	onsignment 1 oldova – Bulga	aria (1606 sec cee lat (kljl	0606 sec ce	e lat (kljl	\bigcirc
Goods	ltem 1	01012100 - sdads	Rack (2)	123 kg.	2 (BGN)	\bigcirc
				<	Previous Next >	

f. **Re-send TIR-EPD.** This option is available for any EPD, which has already been sent.

GX78116	584 08/0	07/2015	R	ussia	123456	315 / 59 095 kg.	
From	То	VPN	EPD Status	Reference #	Release for transit	Exit / Transit Discharge	æ• Action
PL - BARTOSZYCE / BARTOSZYCE OC	PL - BEZLEDY / BEZLEDY OC	1	Not Sent / Not processed			View printable version Print EPD pass - all Print CMR	
PL - BEZLEDY / BEZLEDY OC	PL - BIAŁYSTOK / BIAŁYSTOK OC	3	Not Sent / Not processed			Delete draft Resend EPD	
UA - ChuhunivkaVeryhov	UA - Chop Zahon ka	5	Not Sent / Not processed			Amend	
RU - t/p MAPP Gukovo	RU - Baltijskaja	7	Not Sent / Not processed			*	\$**
EPD Version 🔳 🔤	of 1 🕨					Sent: 08/07/2015 1	3:50 UT
AX757033 (Draft)	307 26/0	06/2015			123456	0 / 0 kg. 📃 💊	*
				1 of 1 DD 10		16	wr 1 - 2

When this option is chosen, the application will duplicate and send exactly the same EPD. It is not possible to re-send an EPD in less than 15 minutes after it has been sent initially. It is recommended to wait for customs reply for at least 30 minutes before re-sending your EPD.

- 6. By clicking on the **Duplicate EPD** icon icon icon 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.

VI. MANAGE TIR-EPD USERS

A. Create TIR-EPD User

Move your cursor to Admin and select EPD Users:

Home	EPDs •	Company info -	Admin 🕶	Help 🔻
			EPD Users	
Welco	me to IRU	TIR-EPD		-
EPDs 8	customs repl	lies		Shortcuts
Carnet #	From		Message	💠 Create new EPD
				 View recent messages from customs

In order to add a new user click on the *Add user* button:

Jser Accoun	ts				
User list					
				A	dd user
First name	Sumame	Username	Active	Email address	Actions
IRU Demo	User 16	user16	×		N
		KIKI Page 1 o	f 1 EDI 10 💌		View 1 - 1 of 1

Then in the window, which will be displayed, fill the required information and click on the **Save** button. The new user will be displayed in the **User list**.

B. Edit TIR-EPD User

In order to edit a TIR-EPD user, click on the Edit icon in the line, corresponding to this user. In the **User details** window, make the necessary changes and click on the **Save** button.

Home EPDs • Co	ompany info 👻 Admin 👻 🕜	5
User details		
General info		
First name	Demo	
🖬 Last name	User	
🗳 Email	demouser@email.com	
Active		
User info		
🛚 Username	User	
Password	Change password	
🛚 Default Language	English	
Permissions	Administrator (all rights)	
	Manage EPD's	
	Manage Users	
	Manage Company Details	
Mandatory fields	Cancel Save	

In the same window you can also change the user's password by clicking on *Change password.* If you want to change the password of another user, the window will open, in which you can enter the user's new password:

🗳 Last n	Change password			8
E E				
A	New password			- 1
	Confirm password			
		Cancel	Save	
🖬 Usern				
Pass				

If you want to change your own password, then this window will have the *Old password* field:

Old password	•••••	
New password	•••••	
Confirm password	•••••	
	Cancel	Save

Different user rights or permissions may be granted to the Holder user through the menu on the **User Details** page. When a new user is created, "**Administrator (all rights)**" will be ticked by default.

The following types of Holder user rights are available:

- Administrator (all rights) user allowed to perform any action in the TIR-EPD application
- **Manage EPDs** user allowed to manage EPDs, Drivers, Partners, view the list of new messages from Customs
- Manage users
- Manage Company details

Any user may see the "Company details" in read-only mode, if the "Manage Company details" right was not attributed.

IRU will be able to assign the following rights to <u>the Association user</u> following the appropriate request:

- Administrator (all rights) user allowed to perform any action in the TIR-EPD application
- Manage EPDs user allowed to manage EPD, Drivers, Partners
- Manage Holder user allowed to manage Holder details and Holder users

C. Delete TIR-EPD User

To delete a user, click on the Delete icon 23. This action will deactivate the user, who, however, will be displayed in the **User list** table, but with deactivated status. In case you

need to activate this user again, click on the Edit icon and put a tick in the *Active* box.

VII. CHANGE MY PASSWORD

If you want to change your own password, you can either follow the instructions given in Section VI.B or use a shortcut available in the right upper part of any TIR-EPD screen:



After you click on *Change password,* the window will be displayed, in which you will be asked to enter your new and old passwords (the same as shown above).

VIII. TIR-EPD PREFERENCES

Move your cursor to EPDs and select EPD preferences:

Home	EPDs 🕶	Company inf	io 🔻	Admin -			Help 🔻
	Create new EP	D					
Welcom	View all EPDs						
EPDs & c	Templates					Shortcuts	
Carnet #	EPD preference			Message		💠 Create new EPD	
			ļ		-	 View recent messages from custo 	oms
	Y	′ou don't have	messa	iges		💠 Add a new Consignor / Consigne	e

1. In the EPD preferences window choose the language, which you would like to set by default for the mentioned fields:

PD Preferences				
eneral preferences				
Language				
Default document language	English	•		
Default marks and numbers language	English	•		
Default partner language	German	•		
Default vehicle language	Finnish	•		
Do not send EPDs to following countries / unions				
	Georgia (GEO)		• 2	
	EU - Customs union (EU)		• 8	×
	💠 Add more			
				Cancel Save

In case you do not want to send EPD to certain countries or customs unions, you can mention them in the section *Do not sent EPDs to following countries / unions*. You can click on *Add more*, if you want to add more countries / customs unions to the list.

After filling your preferences click on Save button.

Notes:

1. If you don't choose default languages in your preferences, the default language in the specified fields will be the language of the interface.

If after saving in your preferences the countries / unions, to which you don't want to send EPD, you decide to send your TIR-EPD there exceptionally, you can put a tick

mark in the **Send EPD** column on the **Customs operation** page, when filling your TIR-EPD, following which the hidden fields, which will become required, will be displayed:

Custom	Customs operations 🛛 👘 🧿						
Based on y	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#	
	Georgia (Load / Start TIR): Start typing to search	٠	-	Georgia (Exit):		1-2	
	 Russia (Enter): Start typing to search Movement reason: 	•	CIS	Belarus (Exit): Start typing to search	•	3-4	
	Poland (Enter):		EU	Poland (End TIR / Unload): Start typing to search	٠	5-6	

2. If you decide to copy such TIR-EPD for creating a new one, the flags choice in the **Send EPD** column will be saved as in the copied TIR-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 (EPD09)	The Customs Authorities have decided to cancel your pre – declaration after assigning the MRN Number.
Pre-declaration (EPD15)	Pre-declaration was sent to customs authorities
Rejected (EPD16/906)	Your declaration has been rejected by the Customs Authorities. Make necessary corrections and send your EPD again.
MRN Assigned (EPD28)	The MRN number has been assigned to the electronic pre - declaration
Release for transit (EPD29)	The goods have been released for transit.
Transit Refused (EPD51)	The goods have not been released for transit.
Guarantee Problem (EPD55)	There is a problem with the TIR Guarantee.
Control decision (EPD60)	Customs authorities have taken a decision to control the transported goods
Errors (EPD907/917)	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 (EPD928)	The Custom System is able to process the electronic pre – declaration. The structure of the message is correct.
Write off Notification (EPD45)	The Customs closed the movement

ANNEX 3: CUSTOMS AUTHORITY SPECIFIC INFORMATION

A. Messages to customs

Pre-Declaration (EPD15) is sent to the customs authorities of all countries where TIR-EPD is operational.

B. Messages from customs

The Table below shows which messages can be received from Customs Authorities of different countries according to the type of messages.

Table: Messages from Customs

Message	Cancelation Decision	Errors (EPD917)	Guarantee Problem	Message Received	MRN Assigned	Control	Rejected	Release	Write-off notification	Transit Refused
Туре	(EPD09)		(EPD55)	(EPD928)	(EPD28)	(EPD60)	(EPD16/906)	(EPD29)	(EPD45)	(EPD51)
AFG	No	No	No	Yes	No	No	No	No	No	No
BEL	Yes	Yes	No	No	Yes	No	Yes	No	No	No
BGR	Yes	No	Yes	No	Yes	No	Yes	Yes	Yes	Yes
BIH	No	No	No	Yes	Yes	No	Yes	Yes	No	No
BLR	No	No	No	No	Yes	No	Yes	Yes	No	Yes
CZE	No	No	No	Yes	Yes	No	Yes	Yes	Yes	No
DEU	No	No	No	No	Yes	No	Yes	No	Yes	No
EST	No	No	No	No	Yes	No	Yes	No	No	No
FIN	No	Yes	No	Yes	Yes	No	Yes	No	No	No
FRA	No	No	No	No	Yes	No	Yes	No	No	No
GEO	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
GRC	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
HRV	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
HUN	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IRN	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes	No
ITA	No	No	No	No	Yes	No	Yes	Yes	No	No
KAZ	No	Yes	No	Yes	Yes	No	Yes	Yes	No	No
KGZ	Yes	No	No	No	Yes	No	Yes	Yes	Yes	No
LTU	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
LVA	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Message Type	Cancelation Decision (EPD09)	Errors (EPD917)	Guarantee Problem (EPD55)	Message Received (EPD928)	MRN Assigned (EPD28)	Control (EPD60)	Rejected (EPD16/906)	Release (EPD29)	Write-off notification (EPD45)	Transit Refused (EPD51)
MLD*	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
MKD	No	Yes	No	Yes	Yes	No	Yes	Yes	No	No
POL	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ROU	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
RUS	No	No	No	No	Yes	No	Yes	Yes	No	No
SRB	No	No	No	No	No	No	No	No	No	No
SVK	No	No	No	No	No	No	No	No	No	No
SVN	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
TUR	No	No	No	Yes	Yes	No	Yes	Yes	No	No
UKR	No	No	No	No	Yes	No	Yes	No	No	No
UZB	No	No	No	Yes	Yes	No	Yes	No	No	No

*Temporarily not operational

C. Sample message flows



D. Reference numbers to be presented to a customs officer upon arrival at the customs point

Country	Reference Number	Example	Remarks
AFG	LRN	XN73776058P030004	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
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	Referenc e number	19400/171213/P0000001	The Customs provide a reference Number after reception of EPD.
CZE	LRN	XX12345678P010002	After reception of EPD, the Customs provide the acknowledgment with the LRN Number.
DEU	MRN	12DE891228208082A0	The Customs provide the MRN Number after reception of EPD.
EST	MRN	13EE1160EET1825300	The Customs provide the MRN Number after reception of EPD.
FIN	MRN	09FI00000000001T1	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.
GRC	MRN	15GRRT133200165123	The Customs provide the MRN Number after reception of EPD.
HRV	MRN	14HR070319T0002398	The Customs provide the MRN Number after reception of EPD.

HUN	LRN	XX12345678P010004	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
IRN	LRN	SX77349584P030123	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
ITA	MRN	11FR00400005956210	The Customs provide the MRN Number after reception of EPD.
KAZ	LRN	YX66151139P030326	After reception of EPD, the Customs provide the acknowledgment with the LRN Number
KGZ	Referenc e number	970004/190515/0000123	The Customs provide a Reference number after reception of EPD.
LTU	LRN	HU00022001721020110054	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
LVA	LRN	00000HU0002200172302MC	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
MLD	LRN	XB68017544P050013	After reception of the EPD, Customs provide the acknowledgment with the LRN.
MKD	MRN	XT74288132P050113CUS	The Customs provide the MRN Number after reception of EPD.
POL	LRN	HU000220017213S1070904	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
ROU	LRN	IRUXX12345678P0100015	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
RUS	Referenc e number	10206040-30-180213-2559-7	The Customs provide a Reference Number after reception of the EPD
SVK	LRN	IRUJX72968518P0101506	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
SVN	LRN	IRUMX73618315P051375	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
SRB	TIR Carnet number	TIR carnet number	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
TUR	LRN	XB68017544P050013	After reception of the EPD, the customs provide the acknowledgment with the LRN

UKR	TIR Carnet number or Referenc e Number	12UA20104180303291203	Upon receipt of Reference number from Customs, please present your TIR carnet number or EPD reference number to Customs Officer.
UZB	LRN	XB68017544P050013	After reception of the EPD, the customs provide the acknowledgment with the LRN