

# TIR-EPD for UN RO-RO

## Step-by-step submission process description

1. Submit TIR-EPD as per your itinerary following the usual steps.

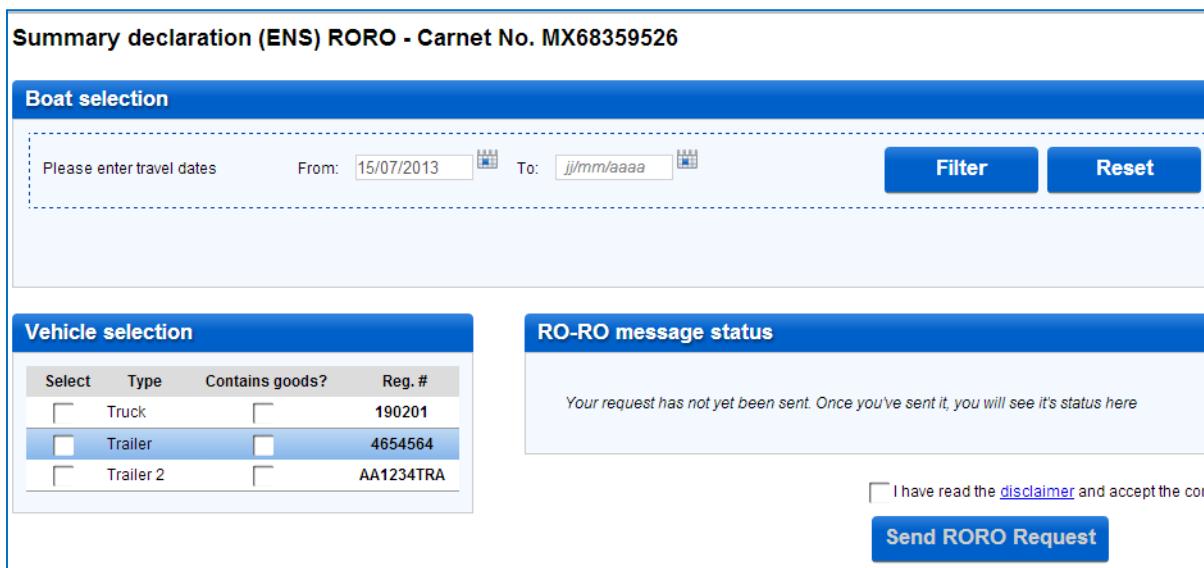
**NB! “Trieste / Sezione Operativa Territoriale Punto Franco Nuovo”** should be indicated as Customs office of Entry to Italy

2. Go to **View all EPDs** section and find the respective TIR-EPD submitted and click on expansion icon  and further on the **Actions** icon 
3. **RORO** link (as shown below) will be activated as soon as “Sent – Wait for reply” status will appear for the respective Customs office (“*Trieste / Sezione Operativa Territoriale Punto Franco Nuovo*”). **However, it is highly recommended to send RO-RO declaration when the MRN number is already allocated to respective TIR-EPD by Italian Customs.**



Current version	Sent : 15/07/2013 06:59	Actions
IT - Trieste / Sezione Operativa Territoriale PUNTO FRANCO NUOVO	9 15/07/2013 06:59	Sent - Wait for reply
PL - AUGUSTOW / AUGUSTOW OC	13 15/07/2013 06:59	Rejection - Check the re
▶ Previous version	Sent : 15/07/2013 06:57	
▶ Previous version	Sent : 15/07/2013 06:56	
▶ Previous version	Sent : 15/07/2013 06:54	<b>RORO</b>
▶ Previous version	Sent : 15/07/2013 06:53	

4. Upon click on the **RORO** link, the RO-RO declaration submission page will appear:



Select	Type	Contains goods?	Reg. #
<input type="checkbox"/>	Truck	<input type="checkbox"/>	190201
<input checked="" type="checkbox"/>	Trailer	<input type="checkbox"/>	4654564
<input type="checkbox"/>	Trailer 2	<input type="checkbox"/>	AA1234TRA

5. Select the date of the boat travel and press on

**Filter**

**Summary declaration (ENS) RORO - Carnet No. YX66151139**

Boat selection			
Please enter travel dates: From: 15/07/2013 To: dd/mm/yyyy <input type="button" value="Filter"/> <input type="button" value="Reset"/>			
Vehicle selection			
Select	Type	Contains goods?	Reg. #
<input type="checkbox"/>	Truck	<input type="checkbox"/>	EIA TRUCK
<input type="checkbox"/>	Trailer	<input type="checkbox"/>	BB22

I have read the [disclaimer](#) and accept the conditions

6. All the boats and the timetable corresponding to your entered search criteria will appear as showed below:

Boat selection								
Please enter travel dates <input type="text" value="From: 15/07/2013"/> <input type="button" value="To: 19/07/2013"/>		<input type="button" value="Filter"/> <input type="button" value="Reset"/>						
Select	RoRo Ref. #	Boat	Loading Port	Loading Country	Unloading Port	Departure Date	Departure Time	Arrival Date
<input type="radio"/>	RE201300376	UND ATILIM	ISK	TUR	DAM	15/07/2013	00:00	16/07/2013
<input type="radio"/>	RE201300377	UND BIRLIK	PEN	TUR	TRI	16/07/2013	00:00	19/07/2013
<input checked="" type="radio"/>	RE201300380	UND MARMARA	PEN	TUR	TLN	17/07/2013	00:00	21/07/2013
<input type="radio"/>	RE201300381	UND KARADENIZ	MER	TUR	TRI	17/07/2013	00:00	21/07/2013
<input type="radio"/>	RE201300378	SAFFET ULUSOY	PEN	TUR	TRI	17/07/2013	00:00	20/07/2013

Page 1 of 2 5 
View 1 - 5 of 6

Vehicle selection				RO-RO message status			
Select	Type	Contains goods?	Reg. #	 Your request has not yet been sent. Once you've sent it, you will see its status here			
<input type="checkbox"/>	Truck	<input type="checkbox"/>	190201				
<input type="checkbox"/>	Trailer	<input type="checkbox"/>	4654564				
<input type="checkbox"/>	Trailer 2	<input type="checkbox"/>	AA1234TRA				

I have read the [disclaimer](#) and accept the conditions

7. Select the respective option from Pendik (PEN) to Trieste (TRI) and then in the “**Vehicle selection**” section choose the vehicle that will be transported by boat and indicate if it contains goods:

Vehicle selection			
Select	Type	Contains goods?	Reg. #
<input checked="" type="checkbox"/>	Truck	<input type="checkbox"/>	EIA TRUCK
<input checked="" type="checkbox"/>	Trailer	<input checked="" type="checkbox"/>	BB22

8. Upon completing the necessary data, please accept terms and conditions and send the RO-RO request by clicking the button **Send RORO Request**
9. To check the status of the RO-RO declaration, click on the **Reload** icon on the “**RO-RO message status**” grid. The list of RO-RO declarations (if any) will appear.

UN RO-RO	Last Update	Current Status	Registration #
XT71320005P03	2013-07-12	ENTERED	ZZ23/
XT71320005P03	2013-06-04	ENTERED	ZZ23/

I have read the [disclaimer](#) and accept the conditions

**Send RORO Request**

10. When the **Current status** is changed to **Sent to Customs**, this means that the electronic information is transmitted to Italian Customs Authorities at the port of destination.

**NB!** The status of RO-RO Declaration will be changed to **Sent to Customs** only when transport operator has made a reservation on the respective boat for transportation directly with RO-RO Company (UN RO-RO). Selection of respective vessel in TIR-EPD is made only for informative purposes.

11. TSAD from in Italian language that needs to be attached to the TIR Carnet at the port of departure (Pendik), can be printed out by pressing on the icon as showed above.

#### The list of available RO-RO statuses:

- **Entered** - the RO-RO declaration was submitted to the system and is available for UN RO-RO staff.
- **Sent to Customs** - the UN RO-RO staff forwarded the data to Italian Customs
- **Cleared** - Italian Customs have accepted the RO-RO declaration
- **Custom Side Errors** – the RO-RO declaration was rejected by the Italian Customs. UN RO-RO staff will contact the Holder to resolve the issue.

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