



How to fill in a TIR-EPD

The screenshot shows the IRU TIR-EPD website interface. At the top left is the IRU logo, and at the top right is a language dropdown menu set to 'English'. Below the header is a 'Welcome to IRU TIR-EPD' message. The main content area is divided into three sections:

- Login:** A blue header with a login form containing fields for 'Username' and 'Password', a 'Login' button, and a note that both fields are mandatory.
- TIR-EPD Alerts:** A list of alerts with columns for date, title, and a '[Read]' link. The alerts include technical issues and temporary interruptions in Latvia.
- New to TIR-EPD?:** A section with text: 'Contact your issuing authorities to obtain an account or visit IRU TIR-EPD site for more information. For technical support please contact help@iru.org'.
- Countries with TIR-EPD:** A grid of boxes listing countries: Afghanistan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Czech, Croatia, Czech Republic, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iran, Italy, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Macedonia, Maldives, Poland, Romania, Russia, Serbia, Slovakia, Slovenia, Turkey, and Ukraine/Uzbekistan.

Please contact **your National Association** in order to obtain a TIR-EPD user account for sending advance declarations via the application for transport operations under cover of a TIR Carnet.

You can also contact:

TIR-EPD support – for questions regarding pre-declarations submitted via TIR-EPD:

Email : tirepd@iru.org

Phone: +41 (0)22 918 27 83 (Russian, English and French)

TIR Hotline – for questions relating to the application of the TIR Convention, border crossing difficulties, etc.:

Email : hotline@iru.org

Phone: +41 (0)22 918 27 58 (Russian, English and French)

Fax: +41 (0)22 918 27 99

TIR-EPD: General Aspects

This brochure is made available by the IRU in order to provide guidelines to transport operators and TIR Associations.

To start filling in your TIR-EPD, go to the Internet address: <https://tirepd.iru.org>

If you click on the arrow on the top right of the screen, you will be able to choose from the dropdown list the language that you would like to use when working within the TIR-EPD application.

Then enter your **Username** and **Password** and click on **Login** to start the creation of the TIR-EPD.

Primary features available to TIR-EPD users:

- Submission of pre-declarations to customs authorities
- Creation, editing and viewing of your company profile
- Managing the application users at your company level
- Granting permission to your Association to submit pre-declarations on your behalf
- Using the features of pre-declaration messaging to/from respective customs authorities.
- Viewing the printable version of the pre-declaration and TIR-EPD pass.
- Printing out CMR note

Note: The information contained in this brochure is not legally binding. The national customs regulations of each country provide a legal basis for all transport operations on its territory.



How to use this brochure

The brochure is laid out with an **image on the left hand side** of the web-page in question with all the fields duly filled and a **description on the right hand side** of what has to be done.

To illustrate the steps of filling in a TIR-EPD, we have taken an example of a simple transport with 1 Customs office of departure and destination.

Details of the route chosen for the example

		CUSTOMS OFFICE	COUNTRY	TIR-EPD
A	Customs office of departure	Konya Gumruk Mud. 060500 (TR060500)	Turkey	X
B	Customs office of exit	Kapikule Tir Gumruk Mud. 220200 (TR220200)	Turkey	
C	Customs office of entry	Kapitan Andreevo (BG003103)	Bulgaria	X
D	Customs office of exit	Kalotina (BG005804)	Bulgaria	
E	Customs office of entry	Dimitrovgrad CP Terminal Gradina (13013)	Serbia	X
F	Customs office of exit	Novi Sad CP Batrovci (21091)	Serbia	
G	Customs office of entry	Bajakovo (HR070319)	Croatia	X
H	Customs office of destination	Zagreb (HR030716)	Croatia	

Step 0: Create new EPD

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

The screenshot displays the TIR EPD web application interface. At the top, there is a header with the 'TIR EPD' logo, a language dropdown set to 'English', and a user profile dropdown for 'Dimitri User'. Below the header is a navigation bar with 'Home', 'EPDs', 'Company info', and 'Admin' menus. The 'EPDs' menu is expanded, showing options: 'Create new EPD', 'View all EPDs', and 'EPD preferences'. The 'Create new EPD' option is highlighted with a green border. Below the navigation bar, the main content area is divided into several sections: 'Welcome', 'EPDs & c', 'Shortcuts', 'TIR-EPD Alerts', and 'Search EPDs'. The 'Shortcuts' section contains three items: 'Create new EPD', 'View recent messages from customers', and 'Add a new Consignor / Consignee'. The 'TIR-EPD Alerts' section shows a list of alerts with columns for 'Carrel #', 'EPD', and 'Message'. The 'Search EPDs' section includes a search form with fields for 'Carrel #', 'Country', 'EPDs', 'From', and 'To', and a 'Search' button.

TIR-EPD Alerts

Carrel #	EPD	Message	Action
30/01/2015	TIR-EPD - Temporary interruption on 02/02/2015 from 11:00 to 11:30 (GMT +1)	Pre-Declaration	[Read]
26/01/2015	TIR-EPD - Latvia Temporary interruption on 27/01/2015 07:30 to 08:00 (GMT+2)		[Read]
21/01/2015	TIR-EPD - Georgia Technical issues in Georgia resolved		[Read]
19/01/2015	TIR-EPD - Kyrgyzstan Technical issues in Kyrgyzstan		[Read]
10/01/2015	TIR-EPD - Kazakhstan Temporary interruption from 10/01/2015 00:00 to 10/01/2015 00:00 (GMT+6)		[Read]

Search EPDs

Search by: Carrel #, Country, EPDs, etc.

From:

To:

Step 1: TIR Carnet

1. Enter TIR Carnet **number**.
2. Enter TIR Carnet **expiry date**.
3. Click on **Next**.

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.

The screenshot shows the 'New EPD' form in the TIR EPD system. The interface includes a navigation bar with 'Home', 'EPDs', 'Company info', and 'Admin'. A progress indicator shows the current step is 'Carnet'. The 'Carnet validity' section contains the following fields:

- TIR Carnet number: 2X77342152
- Holder unique ID: OHE01500005
- Expiry date: 29/05/2013

At the bottom, there is a 'Mandatory fields' indicator and two buttons: 'Cancel' and 'Next >'.

Useful tips:

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

TIR EPD
English
IRU Data User 1

Home
EPDs
Company info
Admin

New EPD - Carnet no. JX77342152

Cancel
Itinerary
Customs operations
Vehicle info
Dispositions
Save

Itinerary
🗑️ 🗨️ ?

Please list all of the steps in your itinerary in chronological order, even if TIR operations are not performed in those countries.

	Country	Load goods	Unload goods	Start TIR	End TIR	Remove
Step 1	Turkey (TUR)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Step 2	Bulgaria (BGR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 3	Serbia (SRB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 4	Croatia (HRV)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

➕ Add step

Mandatory fields

< Previous
Next >

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Step 2: Itinerary

1. Enter all the countries of your itinerary in chronological order, from the first place of loading to the last place of unloading (even if those are not performed under TIR procedure):
 - Enter Turkey as Step 1
 - Enter Bulgaria as Step 2
 - click on **+Add step** and add Serbia as Step 3
 - click on **+Add step** and add Croatia as Step 4
2. **Load goods** and **Start TIR** will be placed automatically on the first step, as well as **Unload goods** and **End TIR** will be placed automatically on the last step.
3. Check if the boxes for **Load goods / Unload goods / Start TIR / End TIR** are placed correctly according to your itinerary.
4. Click on **Next**.

Useful tips:

- *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.*
- *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.*
- *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.*

TIR EPD English WU Demo User 1

Home EPDs Company info Admin

Customs operations

New EPD - Carnet no. JX77342152

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 #
<input checked="" type="checkbox"/>	Turkey (Load / Exit TR) OUNRUK MUD-060300 (TR0603C) Movement reason: Export <input type="checkbox"/> Send security elements	-	Turkey (Exit) OUNRUK MUD-220000 (TR2200C)	1-2
<input type="checkbox"/>	Bulgaria (Enter) / MP Kapitan Andriev (B200211) <input type="checkbox"/> Send security elements	EU	Bulgaria (Exit) Kalitina / MP Kalitina (B2002804)	5-4
<input type="checkbox"/>	Serbia (Enter) Curt. H. SONTROVORAD CP Termi	-	Serbia (Exit) S. H. NOV. BAO CP Beograd (210)	5-4
<input type="checkbox"/>	Croatia (Enter) D / BOP BAJAROVCI BOP (HR03011) <input type="checkbox"/> Send security elements	EU	Croatia (Exit TR / Unload) D KONTROLNO MJEETO (HR0307)	7-4

Step 3: Customs Operations

1. Select the customs offices in the fields proposed by the application according to your itinerary:
 - Choose Konya Gumruk Mud. (060500) as the customs office of departure in Turkey by typing either the first letters of the customs office name or the customs code.
 - Choose Export as the Movement reason for Turkey
 - Choose Kapikule Tir Gumruk Mud. (220200) as the Exit customs in Turkey.
 - Choose Kapitan Andreevo (BG003103) as the customs of entry to Bulgaria.
 - Choose Kalotina (BG005804) as the customs of exit from Bulgaria.
 - Customs post Dimitrovgrad (13013) will be suggested automatically as the customs of entry to Serbia
 - Choose Novi Sad (21091) as the customs of exit from Serbia.
 - Choose Bajakovo (HR070319) as the customs of entry to Croatia.
 - Choose Zagreb (HR030716) as the customs office of destination in Croatia.

2. In case you do not want to send TIR-EPD to a certain country, you can remove the tick mark from the respective box on the left.

3. Click on **Next**.

Useful tips:

- *Start typing the first letters of the customs office name or its code and the application will give you suggestions in the drop-down list under the field.*
- *Carnet page numbers are calculated automatically. In case of any discrepancies, please verify your itinerary on the previous page.*
- *Free text is allowed in any place of loading / unloading if the Send EPD mark is inactive or absent for this customs operation.*
- *Upon completion of the customs office of exit from a country, the application fills in automatically the customs office of entry to the next country / customs union, and vice versa, when such information is available in the application.*

TIR EPD

Home EPDs Company info Admin

New EPD - Carnet no. JX77342152

Vehicle information

Truck

Trailer

Trailer 2

Container Transport includes containers

Driver information

Driver

Mandatory fields

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Add a new truck

Vehicle Type

Registration #

Registration country

Registration brand

VIN / Chassis #

Make

Mandatory fields

Add driver

Surname

First name

Mobile phone

Sex

Birth date

Birthplace

Job title

Nationality

Turkish national ID

License type

Issue date

Valid until

Issue date

Issuing authority

Mandatory fields

Step 4: Vehicle Information

1. Click on  icon to add a truck
2. In the pop-up window enter the truck information, then click on **Save**.
3. In the same way fill the **trailer / semi-trailer** information (if applicable). When entering the trailer/semi-trailer details, please check the appropriate vehicle type – **trailer** or **semi-trailer**.
4. Check the box **Container**, if you have a container. This will open the field **Container registration number**. To add another container click on **+Add container**.
5. Enter the **Driver** information by clicking on the  button in the corresponding line.
6. Click on **Next**.

Useful tips:

- *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 driver field appears only if you send the EPD to a country, which requires this element.*
- *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. A new driver or a vehicle added will be saved for future use.*

TIR EPD English My TIR card

Home EPDs Company info Admin

New EPD - Carnet no. JX77342182

Configuration 1 of 1

Place of issue: KODLA GURUKA NUS (KODEN) / TURKIE

Place of delivery: SAĞSIZ / ÜSAPOLUSI SİSİTİ KODU-46

Payment method: Payment by credit card

Country of TIR departure: Turkey

Country of TIR destination: Turkey

Consignor: Export Factory (Export Turkey)

Consignee: Export Factory (Export Chatter)

Attached documents (2)

- 1. 000 - Road assignment note (007903040)
 - Document type: TIR - Road assignment note
 - Document language: English
- 2. Commercial invoice (799452182)

Inventory table

Cancel Save Add goods >

New consignee

Default language: English

Trade language: English

Rate: Export Factory

Road and service: Street 1

Postal code: 42100

City: Samsat

Country: Turkey (Tur)

Consignor EPR:

Turkey TIR ID: 4015290124

+ Add consignee

Inventory table Cancel Save

Step 5 (1): Consignment

1. 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.
2. Choose the method of payment of the **transport charges**.
3. Click on  to add a new **Consignor**.
4. In the pop-up window enter the required details, then click on **Save**.
5. Click on  to add a new **Consignee**, enter the details and click on **Save**.
6. If you entered an **EORI number** of your Consignor/Consignee, it will be checked automatically and an appropriate notification message will appear. You can also check its validity by clicking on the binocular icon next to the Consignor/Consignee EORI field.
7. Click on **+Add document** and indicate the transport documents, which are related to all goods items in your consignment.
8. Click either on **Save** button and view the summary page or on **Add goods** button to proceed to the goods details page. **Regardless which button you choose to click the information will be saved.**

Useful tips:

- *The data on this page 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.*
- *If you have several loading/unloading places, this implies that you have several consignments, and in this case you can choose the place of loading/unloading from the drop-down list.*
- *If there are any documents, related to a particular goods item of the consignment, they can be added further at the goods items level.*
- *If your itinerary includes an EU country, the boxes Same original consignor and Same final consignee are shown on this page and 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.*

TIR EPD English IRU Demo User 1

Home EPDs Company Info Admin

General Entry Customs Declaration Remarks Consignments Site

New EPD - Carnet no. JX77342152

Consignment 1, Goods Item 1 of 1

Goods information

TARIFF commodity code: 64021210

Goods description language: English

Goods description: Ski-boots and cross-country ski footwear

Gross mass: 500 kg

Net mass: 300 kg

Dangerous goods code:

Packages (1)

30 x Box (BX) (1)

Type of packages: Box (BX)

Number of packages: 30

Marks and numbers:

Marks and nos. language: English

Attached documents (0)

+ Add document

Mandatory fields

Cancel Save Add another item >

Step 5 (2): Goods items

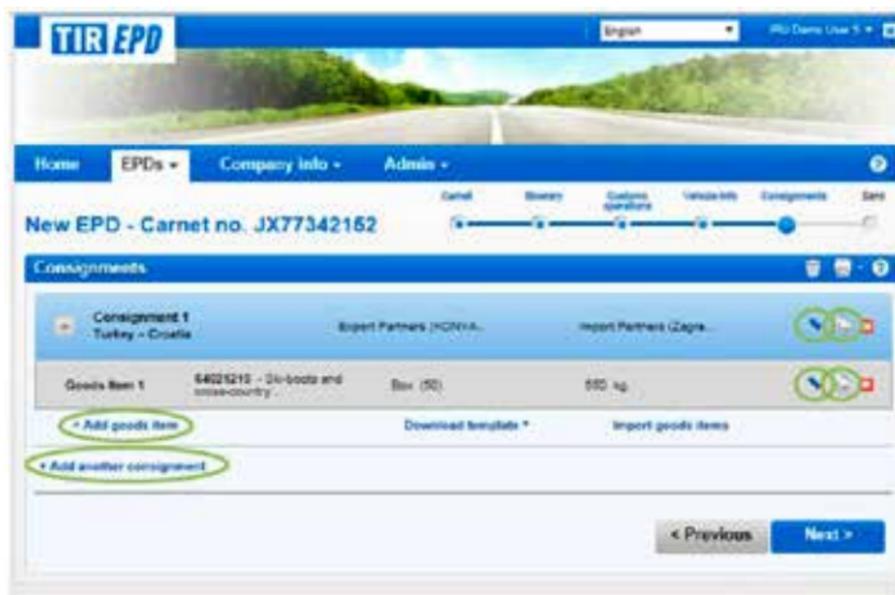
1. Enter **TARIC** code (e.g. 64021210) or click on the binocular icon and type at least its 4 first digits and then click on **Search**.
2. Either type the **goods description** manually or click on the binocular icon and in the pop-up window click on the TARIC code highlighted in blue, the code and the goods description will be entered automatically in the appropriate fields.
3. Fill in the remaining fields.
4. If there are no marks and numbers, enter “-” or “no”
5. If you want to attach documents related exclusively to the given goods item, click on **+Add document**.
6. If you have more goods items in the consignment, click on **Add another item** and fill in the next goods items data or click on **Save** button and the application will bring you to the **Consignments summary page**.

Useful tips:

- *Only the TARIC/TNVED codes displayed in the Search window highlighted in blue (with hyperlinks) satisfy the customs criteria for the respective country.*
- *You can edit, complement, shorten or delete the goods descriptions entered automatically, taking into account that the goods description should match the description indicated in the TIR Carnet and the transport documents.*
- *If you have indicated a 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.*
- *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 (if applicable) you can use the automatic search function by starting typing the first letters of 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.*

Step 5 (3): Consignments

1. If you have more than one consignment, click on **+Add another consignment** or click on the **Duplicate consignment** icon (🔄), all the information about the first consignment will be copied to the second one.
2. When a consignment is copied, click on the **Edit** icon (✎) against the added consignment to bring the necessary changes.
3. If you want to add another goods item to a consignment, click on **+Add goods item** or click on the **Duplicate consignment** icon (🔄), which allows to copy the data of a certain goods item to use it for the next goods item having similar information.
4. To change the data of this copied goods item, click on the **Edit** icon (✎) and modify the information accordingly.
5. In case you have a big number of goods items, **Import function** can significantly facilitate the process of data entry. For further information on the Import function you can refer to the dedicated guide available in the “Help” section of the TIR-EPD application.
6. When finished, click on **Next**.



Useful tips:

- One consignment must include at least one goods item.

Step 6: Send

1. Check the correctness of the information you have entered.
2. 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.
3. Your company EORI number will be filled automatically if you have indicated it in the **Company general information**.
4. Check the **Accept terms and conditions** box.
5. Fill in the field **Declaration place**.
6. Click on **Send EPD**.

TIR EPD English IRU Client User 1

Home EPDs Company info Admin

Carnet Energy Customs declarations Vehicle info Commitments Send

New EPD - Carnet no. JX77342152

Summary

TIR Carnet number: JX77342152

Departure / Entry: Turkey - KONYA GÜMRÜK BÜS-06000 (TR06000)

Destination / Exit: Croatia - ZAGREB / KONTROLNO MJESTO PODLUŽJE KONTROLNO MJESTO (HR0307H)

Vehicle number: 129P783

Number of packages: 50

Total weight: 550 kg

EORI: HR193876893456724

EPD's will be sent to:

- Turkey - KONYA GÜMRÜK BÜS-06000 (TR06000)
- Bulgaria - Kapitan Andreev / MP Kapitan Andreev (BG00910)
- Serbia - Cui. H. DIMITROVGRAD CP Terminal Gradina (TS013)
- Croatia - BAJKOVO / RDP BAJKOVO RDP (HR0101B)

Consignment 1: Turkey - Croatia Export Petries Import Petries

Accept terms and conditions [View terms and conditions](#)

Declaration place:

< Previous **Send EPD**

TIR EPD
English ▾
IRU Demo User 16 ▾

Home
EPDs ▾
Company info ▾
Admin ▾
?

Welcome to IRU TIR-EPD

EPDs & customs replies

Carpet #	From	Message
You don't have messages		

[\[See all messages\]](#)

Shortcuts

- [➤ Create new E](#)
- [➤ View recent e](#)
- [➤ Add a new C](#)

IRU Promotion

TRANSE

Your mobile assistant
comfortable and fr

Search EPDs

Search by: [Contact us](#)

From: [📅](#)

To: [📅](#)

[Search](#)

TIR-EPD Alerts

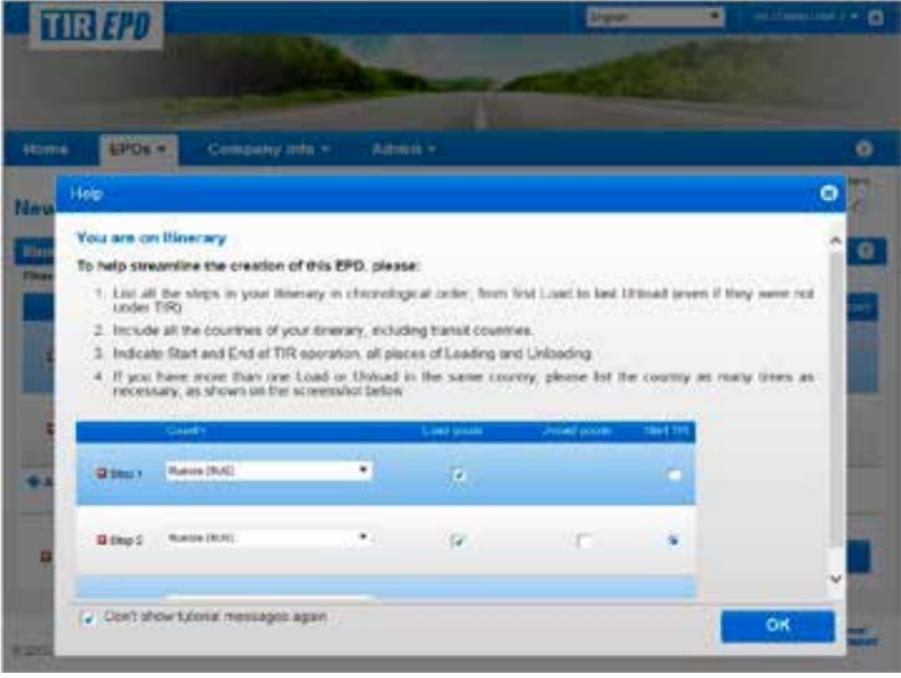
31/09/2015	TIR-EPD - Belarus: Submit your EPDs to Belarus in advance! Possible interruption of the Belarusian customs systems on 01/09/2015.	[Read]
28/09/2015	TIR-EPD: Temporary interruption on 01/09/2015 from 09:00 to 11:00 (GMT +3)	[Read]
28/09/2015	Russian Federation: Technical issues in Russia	[Read]
26/09/2015	Russian Federation: The TIR-EPD application is now fully available again in Russian Federation.	[Read]
26/09/2015	Russian Federation: Technical issues in Russian Federation	[Read]

- [Teaching video](#)
- [FAQ](#)
- [Practical information](#)
- [What's new in TIR-EPD?](#)
- [User guide](#)
- [Import goods items from Excel/CSV](#)
- [RO-RO instructions](#)
- [Association contacts](#)

Help:

The “Help” section contains TIR-EPD teaching video, associations contacts, instructions on how to use the “Import” function and other helpful resources. You can access the “Help” section from any page by clicking on the icon  in the main upper menu.

To get a more detailed explanation on how to complete a particular field on each screen, click on the icon , related to a particular step. A pop-up **Help** window will open, providing you with additional information.



Help

You are on Itinerary

To help streamline the creation of this EPD, please:

1. List all the steps in your itinerary in chronological order, from first Load to last Unload (even if they were not under TIR)
2. Include all the countries of your itinerary, excluding transit countries.
3. Indicate Start and End of TIR operation, all places of Loading and Unloading.
4. If you have more than one Load or Unload in the same country, please list the country as many times as necessary, as shown on the screenshot below.

	Country	Load goods	Unload goods	TIR/TIR
Step 1	Russia (RUS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 2	Russia (RUS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Don't show tutorial messages again

OK



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