



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.**



The screenshot shows a table with columns: Sent to, VPN, Date, Time, Status, and Ref. Number. The first row is highlighted in blue and has a dropdown menu open. The menu options are: Print TSAD and TLoI for EU, Print EPD pass for country, Cancel, Reply to customs request, Amend, and RORO (highlighted with a red box). Below the table are several 'Previous version' buttons, each with a play icon and a 'Sent' timestamp.

Sent to	VPN	Date	Time	Status	Ref. Number
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	

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

Summary declaration (ENS) RORO - Carnet No. MX68359526

Boat selection

Please enter travel dates From: To:


Vehicle selection

Select	Type	Contains goods?	Reg. #
<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

RO-RO message status

Your request has not yet been sent. Once you've sent it, you will see it's status here

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

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

Summary declaration (ENS) RORO - Carnet No. YX66151139

Boat selection

Please enter travel dates: From: 15/07/2013 To: dd/mm/yyyy  

Vehicle selection

Select	Type	Contains goods?	Reg. #
<input type="checkbox"/>	Truck	<input type="checkbox"/>	EIATRUCK
<input type="checkbox"/>	Trailer	<input type="checkbox"/>	BB22





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

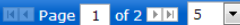



6. All the boats and the timetable corresponding to your entered search criteria will appear as showed below:

Boat selection

Please enter travel dates: From: 15/07/2013 To: 19/07/2013  

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 type="radio"/>	RE201300380	UN MARMARA	PEN	TUR	TLN	17/07/2013	00:00	21/07/2013
<input type="radio"/>	RE201300381	UN 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

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Vehicle selection

Select	Type	Contains goods?	Reg. #
<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

RO-RO message status

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

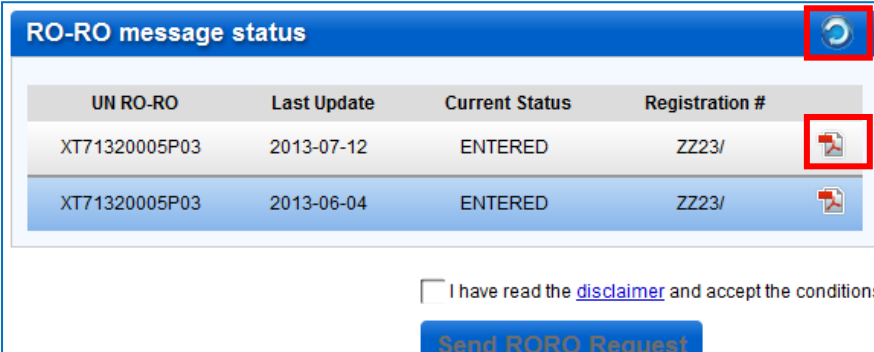


7. Select the respective option from Pendik (PEN) to Trieste (TRI) and then in the “**Vehicle selection**” section choose the vehicle that will be transported by boat and indicate if it contains goods:

Vehicle selection


Select	Type	Contains goods?	Reg. #
<input checked="" type="checkbox"/>	Truck	<input type="checkbox"/>	EIATRUCK
<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 
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



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 form 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.
