TIR-EPD

User Guide

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1. Introduction

The information contained in this User Guide is applicable to the version of **IRU TIR-EPD** application, available on the site **https://tirepd.iru.org/. In order to obtain access to the TIR-EPD application, please contact your issuing Association.**

TIR-EPD is an application, enabling TIR holders to submit electronic pre-declarations (*EPDs*) to customs authorities in different countries.

1.1. System Requirements

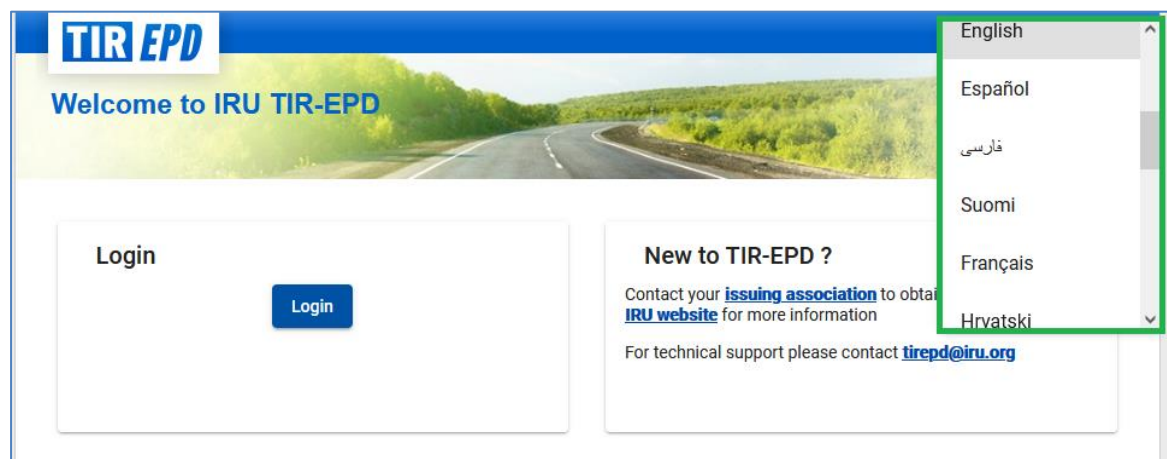The minimum standards required by the TIR-EPD application, are:

→ Internet connection: a stable broadband access (Fiber, Cable, xDSL, 4G, 5G…)
→ Web Browser:
- Microsoft Edge version 107.0 and above
- Mozilla Firefox version 100.3and above
- Safari version 15.6.1 and above
- Google Chrome version 108.0 and above
- Opera: version 87 and above

1.2. Primary Features

→ *Manage* your *company profile*
→ *Publish* your *company profile* to make it visible to other authorised 3rd parties (brokers, freight forwarders, warehouses, exporters/importers) for the purposes of developing business connections and opportunities
→ Access for the *trusted network of 3rd parties*
→ *Manage users* at the company level
→ *Submit EPD* to customs authorities
→ *Grant permission* to your Association and/or 3rd parties to submit pre-declarations on your behalf
→ *Share EPD* and/or EPD drafts with 3rd party
→ View and follow up *EPD message history* from respective customs authorities
→ *Print out the printable version* of the pre-declaration and EPD pass
→ *Print out CMR* note

1.3. Interface language

On log in and any other page, you can choose the interface language (in the right upper corner). The language of the interface can be changed from any screen of the application at any step.

2. Log in to TIR-EPD

URL: **https://tirepd.iru.org/**.

On the main page, you can monitor TIR-EPD *Alerts* – important updates related to the functioning of the TIR-EPD application.

To login into TIR-EPD application:

- Enter your *Username*
- Enter your *Password*
- Click on *Login*
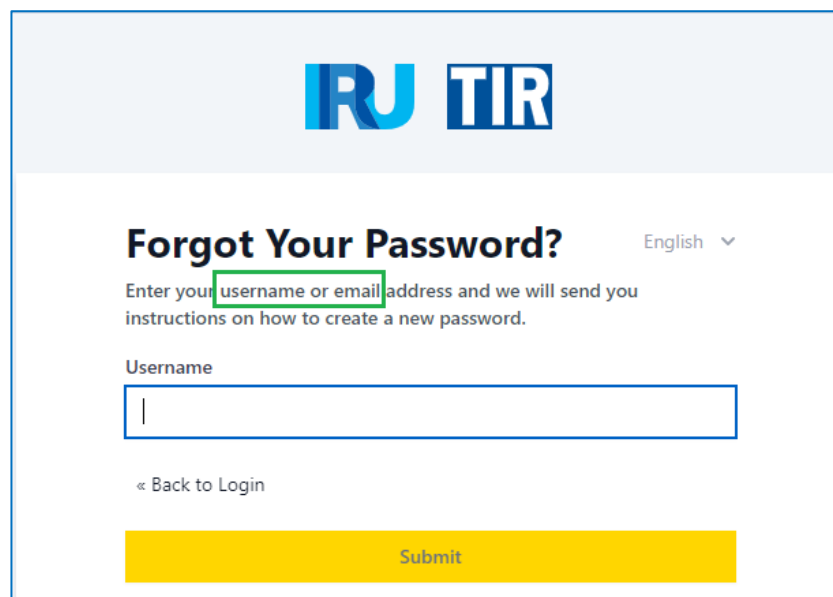
In case you have forgotten your password click on *Forgot Password*:

Enter your username or **valid** email address registered for your TIR-EPD account.

The link to reset your password will be sent on email valid:


Click on the received link and enter the new password:

Note

→ The link is only valid for **5 minutes.** After the link validity time has expired, the password reset process must be started from the beginning.
→ If you did not receive the email, please check your **spam** box.
→ **A valid e-mail address must be registered in your TIR-EPD account** in order to be able to reset the password. If for some reason you have not registered a valid e-mail, please contact TIR-EPD support (tirepd@iru.org).

3. TIREPD home page

On the *Dashboard* you can check the *company situation*, *current balance*, including the *Guarantee quota* and the *Product balance*. This information is progressively updating.
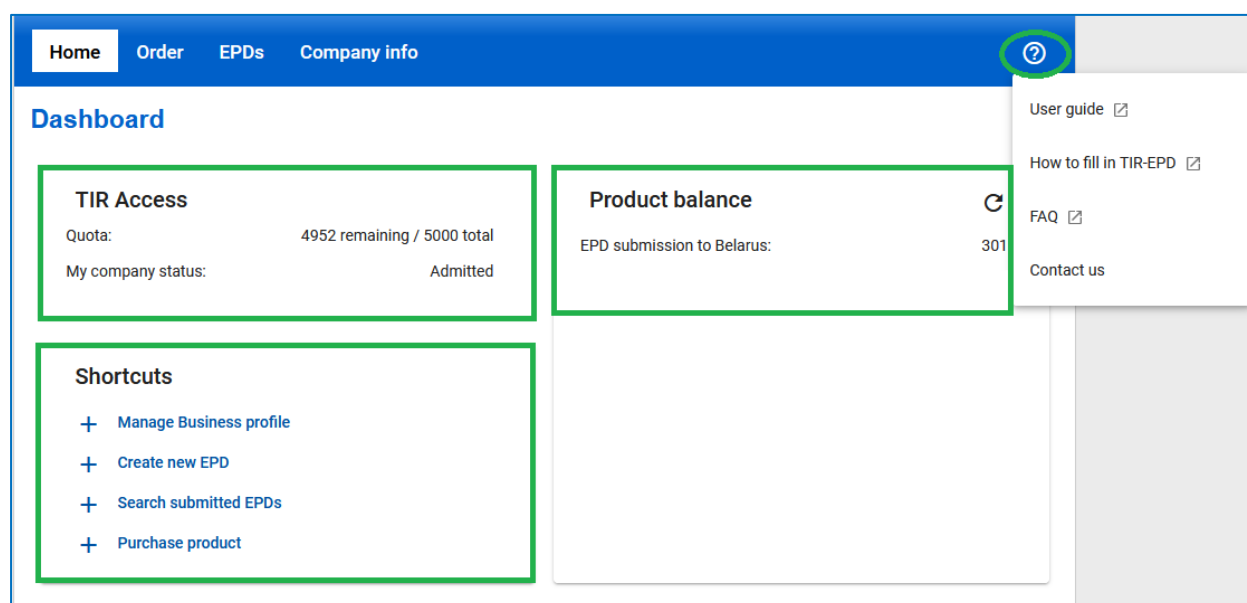
You also have shortcuts with quick access to the most useful actions, such as *Manage Business Profile, Create / Search EPD, Order.*
In the top right corner, you can access the TIR-EPD *user manual, FAQs* and other information.

4. Manage company profile

Move your cursor to *Company info* and select *General info* to view your company profile**.**
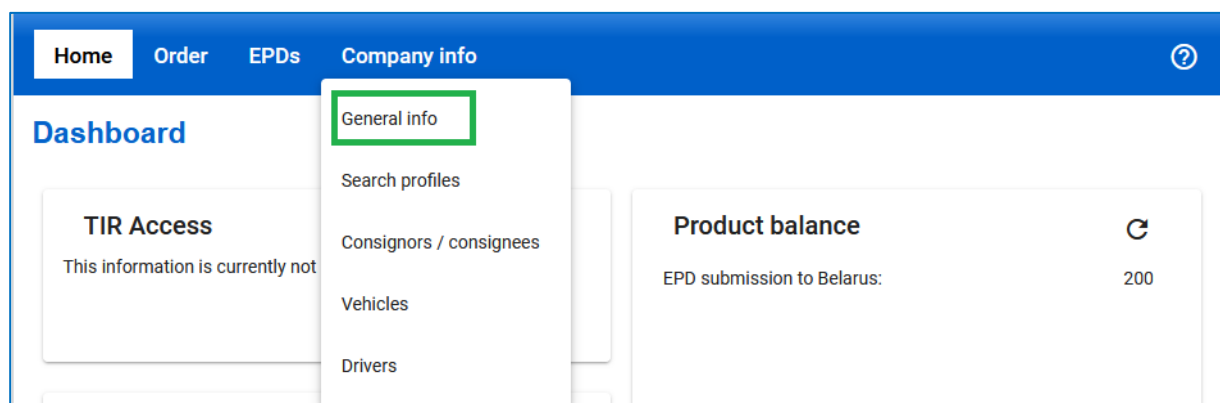
Please make sure that your company information is correct. **A mismatch between the data in your pre-declaration and the one in your TIR Carnet may cause the rejection of your EPD by the customs officer at the border.**

Indicate your *EORI number*, if required, and it **will be used automatically for the pre-declarations 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 *loupe* 🔍 , which will redirect you to the official site of Taxation and Customs Union.

Please, make sure that the company information indicated 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 or representative to submit EPD on your behalf (and representatives to access your vehicle details when needed) by checking the relevant check boxes:

- ✓ *Allow association to act on my behalf*
- ✓ *Allow persons acting on my behalf to access and send my EPDs*
- ✓ *Allow persons acting on my behalf to access vehicle and driver information*

5. Manage TIR-EPD Users

Different user rights or permissions may be granted to the TIR-EPD user. The following roles with *Permissions* are available:

- → *Manage Company Details* – user allowed to manage *Company Information* and *Search Business Profile*
- → *Manage EPDs* – user allowed to *manage EPDs* (read, edit, create, submit), manage *Vehicles*, *Drivers*, *Consignors and Consignees*, view the *list of messages* from Customs
- → *Manage Guarantee orders* - user allowed to *manage Orders*
- → *Manage users* – user allowed to *manage TIR-EPD users* (at company level)

Any user may see the *Company details* in read-only mode, if the *Manage Company details* rights were not attributed.
Any user may order units for EPD submission (required when submitting EPD in Belarus), if the *Manage Guarantee orders* rights were not attributed.

5.1. Create TIR-EPD User

User management is available if the *Manage users'* rights were attributed to the user. To create a new user, go to *Company info => General info => User list =>* click on *Add user.*
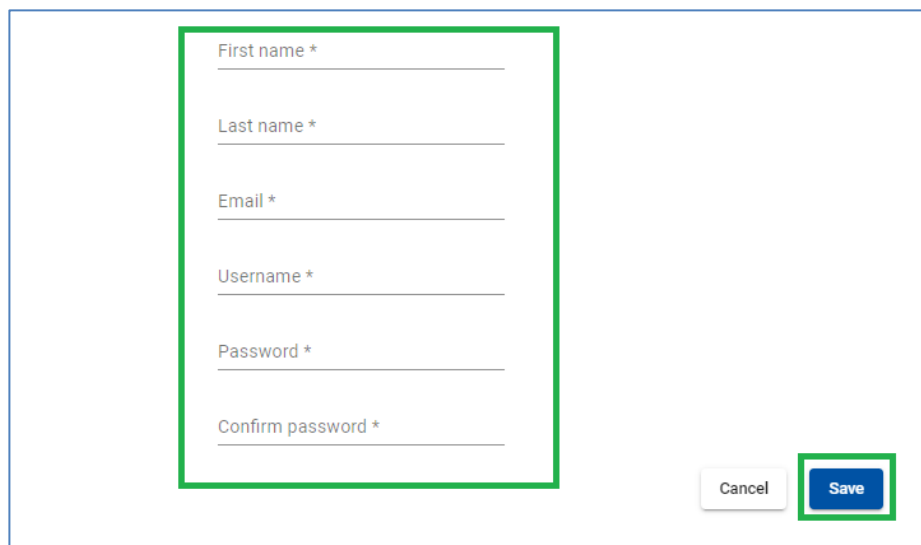
In the new window, fill the required information and click on the *Save* button.
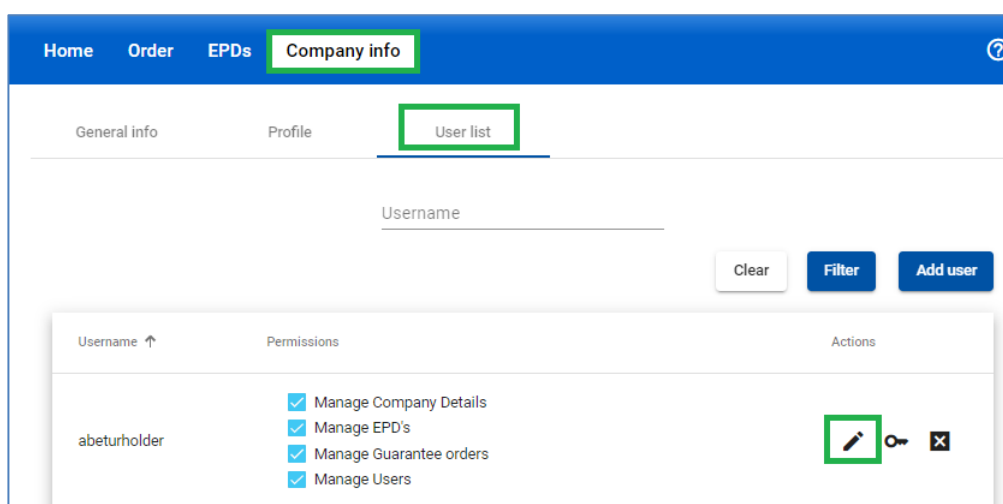
The new user will be displayed in the *User list.*

5.2. Edit TIR-EPD User
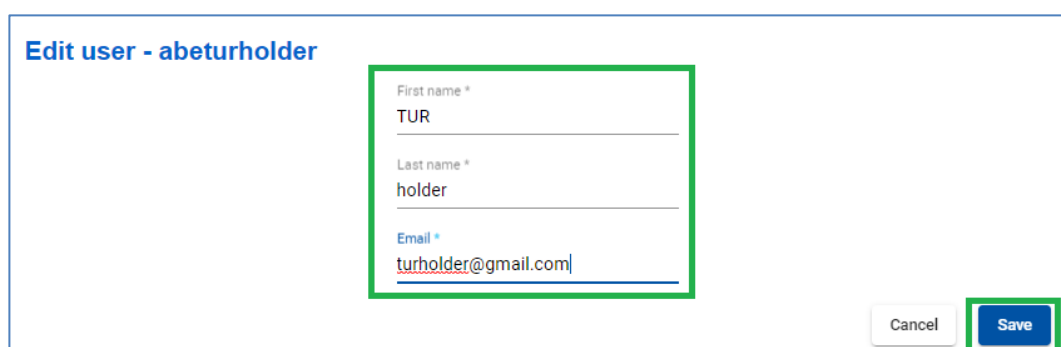
User management is available if the *Manage users'* rights were attributed to the user. To edit a new user, go to Company info => General info => User list => click on *Edit user* in the line, corresponding to this user:
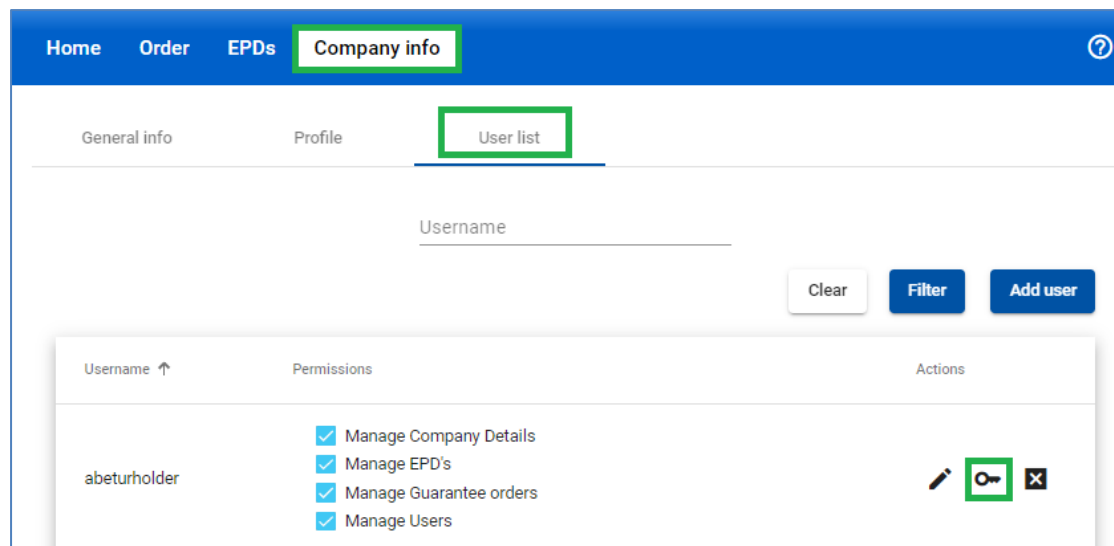

In the *User details* window, make the necessary changes and click on the *Save* button.
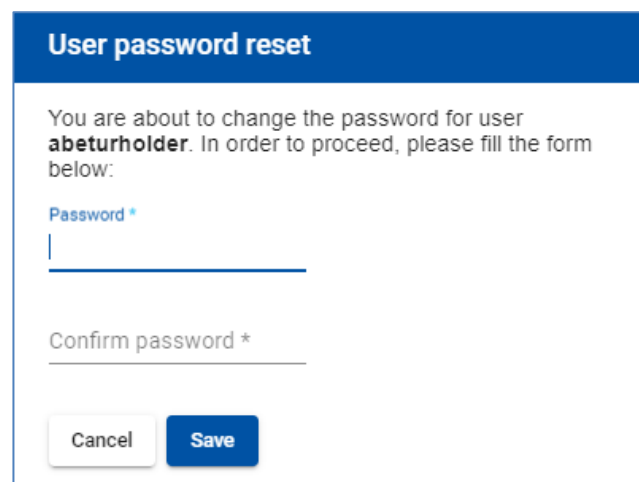
5.3. Change user password

User management is available if the *Manage users'* rights were attributed to the user. To change a password, go to *Company info => General info => User list =>* click on *Change password*:

In the pop-up window, make the necessary changes and click on the *Save* button.

5.4. Delete TIR-EPD User

User management is available if the *Manage users'* rights were attributed to the user. To delete a new user, go to *Company info => General info => User list =>* click on *Delete user*:
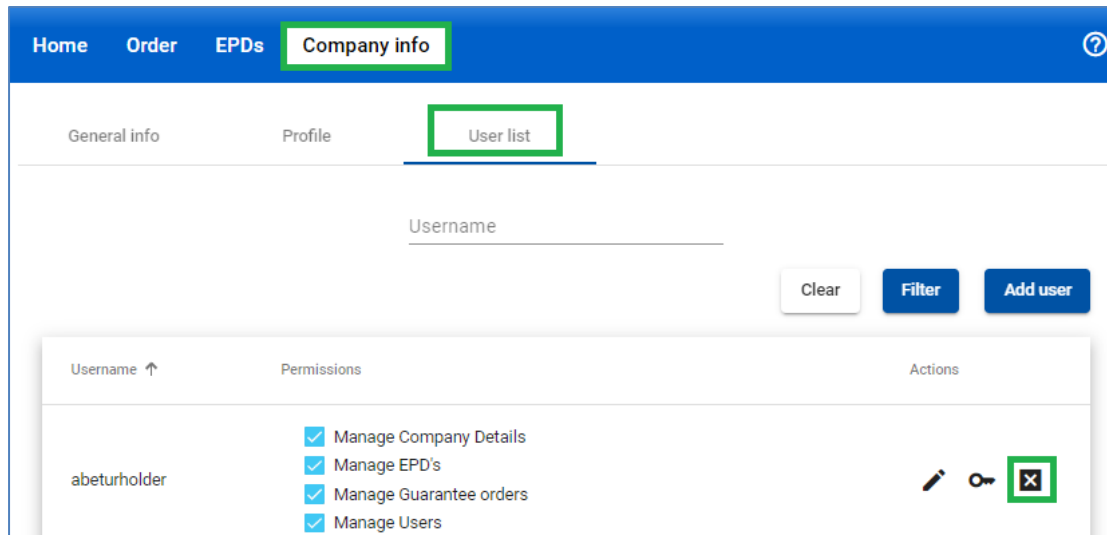
This action will *deactivate* the user, who, however, will remain in the *User list*. If you want to completely *delete* a user, click on icon. To *reactivate* this user, assign the rights again.
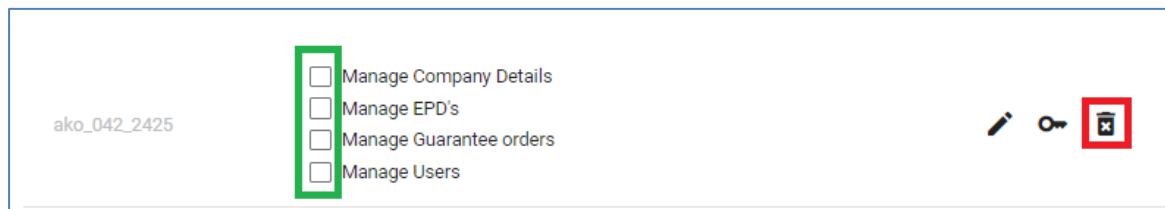
5.5. Change My password

If you want to change your password, click on C*hange password* in the login menu:

6. Manage company Database

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

Here we will take the *Consignors / consignees* section as an example to add and update 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*
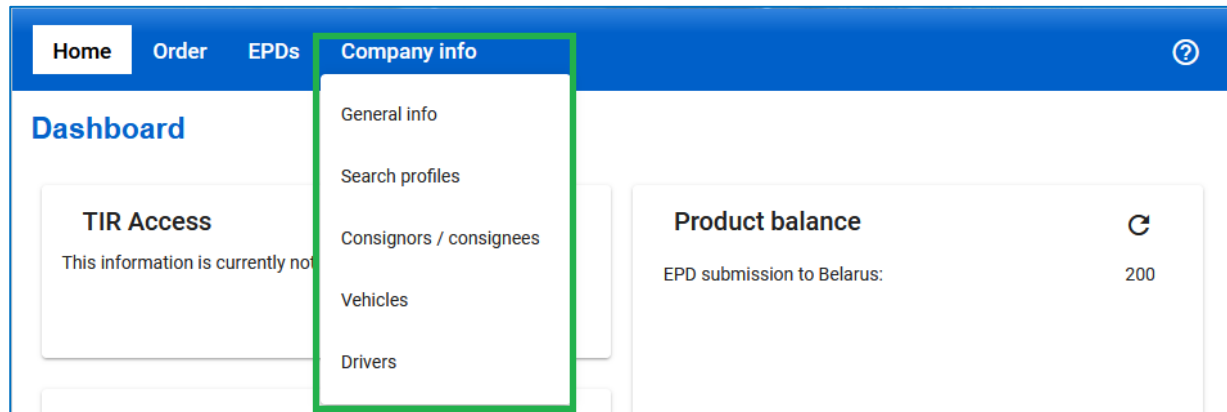3. Fill in the required information in the *Add new partner* window. On this screen you can also check the correctness of *EORI number*.

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

4. If you might require the consignor / consignee details in another alphabet than Latin, 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 from the relevant list.

7. TIR-EPD Operations

The TIR carnet holder details and the details of the TIR transport included in 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 EPD by the customs officer at the border.** Part of the information sent with the EPD will be **automatically controlled by the customs system** (format and logistics control) and may be rejected in case of incorrect or irrelevant data.

By moving the cursor to *EPDs*, you can choose *Create new EPD, Search draft, Search submitted EPDs* and set up *EPD preferences*:

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 (*New EPD*), or
   b. using a previously sent pre-declaration as a template (*Duplicate EPD*), thus minimising data entry when the content of the new pre-declaration is similar to the one sent previously.
2. *Search* for previously sent EPDs using different filters
3. *View messages* from Customs for submitted pre-declarations.
4. *Create EPD drafts*
5. Receive e-mails indicated in your company profile with messages sent to- and received from- the customs.
6. View and *print out EPDs* sent to customs authorities
7. *Print out EPD pass* for countries where EPD was submitted, for presenting it to customs authorities
8. *Print out CMR* based on the EPD information
9. *Share created EPD* with 3rd party if needed

7.1. Create and Submit new EPD

There are several ways to create a new EPD. You can select *Create new EPD* from the home page shortcut or access the function from the EPDs menu. You can also create new EPD from *Search submitted EPDs* page:

Step 1: Declaration start

The first step reflects the type of the guarantee used. Select the corresponding *Type of guarantee*, add a note or description if needed and click on *Next:*

Note:

→ The unique identifier of the holder will be assigned automatically. In case a third party (e.g. a broker) creates an EPD for a TIR holder, it must be indicated *holder unique identifier number.*

→ The information reflected in the *Note/description* will not be sent to the customs authorities, it is for personal use. May be useful when searching for EPDs using the filter *Criteria type = Description*

Step 2: 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.

Note:
→ in line with the TIR Convention the total number of customs offices of departure and destination for the TIR procedure cannot exceed 8 (eight) for a 16v Carnet.

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 of the transport 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 *End TIR* 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 / Start TIR / End TIR.***

The *Means of transport* between countries can be selected (road, rail, air, sea), road being selected by default.

Based on the information indicated at step 2, the TIR-EPD application will calculate, to the customs offices of which countries you shall submit EPDs, 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 2-3 letter ISO code and the application will give you suggestions in the automatically appearing drop-down list under the field.

Step 3: Customs Operations

On the *Customs operations* page select the customs offices along your itinerary.
For certain countries in your itinerary, you will be also proposed to select the *Movement reason*
(import, export, transit), field under the respective customs office.

The operations, for which it is possible to create EPD have *Send EPD* check box, this means that the EPD will be sent to the customs authorities of the respective country. In case you do not want to send EPD to a certain country, you can uncheck the respective box on the left. Carnet page numbers (*VPN*) are calculated automatically. In case of any discrepancies, please verify your itinerary on the previous page.

Notes:

→ A customs operation in countries within the same customs union is represented as a single line.
→ Upon completion of the customs office of exit from a country, the application may fill in automatically the customs office of entry to next country / union, if:
- o the EPD database has information about such connection
- o the field of the next customs office of entry is empty and active

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

Useful tips:

✓ Start typing name or code of the customs office and the application will give you suggestions in the automatically appearing drop-down list under the field

✓ If there are any *available services* provided by third-party at the indicated border crossing point, a special indicator will appear. You can check the relevant information to find more if needed (e.g. additional services provided by the authorised broker, warehouse, freight forwarder).

Step 4: Vehicle Information

On the next page enter the *Vehicle* and *Driver* information, indicate if your transport uses a *Container* in the scope required by those countries of your itinerary, where EPD is going to be sent.

It is possible to select different vehicles and, if required, drivers for each leg of the journey. By default, the application assumes that the vehicle and driver are the same for the whole journey. If it is not the case, the tick mark should be removed from the respective box.

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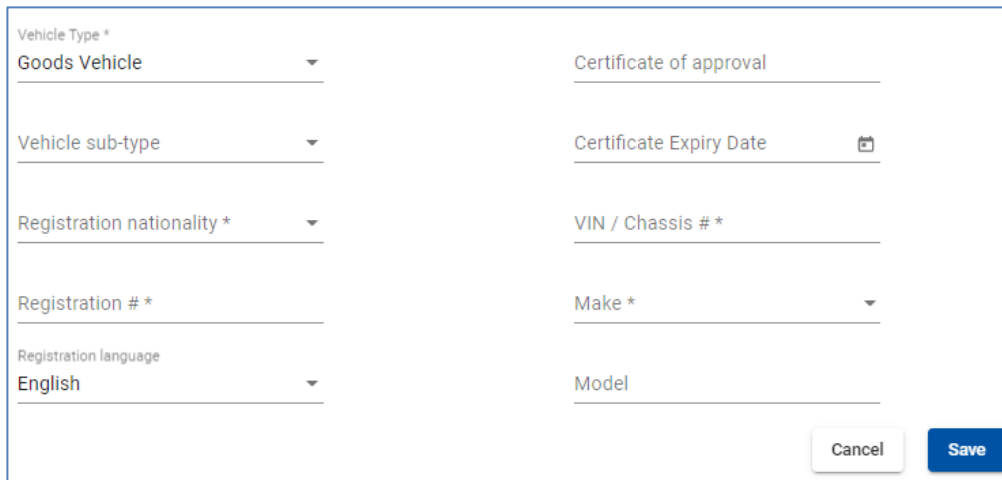
If you want to add a new vehicle or edit the data of an existing vehicle, use the appropriate icons next to the field *Add* ✚ or *Edit* ✏. If you choose to add a new vehicle, a window will open, where you can enter the vehicle information.

Vehicle Type *	Certificate of approval
Goods Vehicle ▼	
Vehicle sub-type ▼	Certificate Expiry Date 📅
Registration nationality * ▼	VIN / Chassis # *
Registration # *	Make * ▼
Registration language English ▼	Model
	Cancel **Save**

Select *vehicle type* and *subtype* as described from the corresponding drop-down lists.

The same way, fill the trailer information (if applicable).

If you transport a container, you might be required to fill in the additional information depending on the countries in your itinerary. If you have several containers, you can add more by clicking on *Add container.*

Note:

→ 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 the future use.

Step 5: Consignment

The data entry at step 5 is organised on consignment and goods item levels. **One consignment means one or more goods items, which are transported from the same consignor to the same consignee under one CMR.** When information is entered at the consignment level, it is related to all goods items within this consignment.

By clicking on the *Duplicate goods item* icon, you can copy the data of relevant consignments / goods item to use it for the new item having similar information. To change the data of item, click on the *Edit* icon.

Note:

→ One consignment must include at least one goods item.

Useful tips:

✓ You can *Import goods items* from an excel file by pre-loading the appropriate *Template* (see yellow highlighted in the image). This function is very useful if you often transport the same goods.

On the *Consignment page* some fields *(Place of loading, Place of unloading, Country of TIR departure, Country of TIR destination, Movement reason)* are filled in automatically based on the information entered on the *Itinerary* and *Customs operation* pages:

Note:

→ In case with *several loading/unloading places*, this implies that you will form more than one consignment, therefore, you shall choose the place of loading/unloading from the drop-down list. The respective country will be displayed automatically once you choose the place of loading/unloading for this consignment.

You can choose early created *Consignor/Consignee* from the list or add ＋ new one.
Before adding a new *Consignor/Consignee*, please check if the *Consignor/Consignee* has already been added and if so, please choose it from the list. Adding duplicate accounts of *Consignors/Consignees* may cause problems when sending EPD to certain countries. Please refer to the section *Manage Database*.

You can edit 🖊 the *Consignor/Consignee* information of needed.

If your itinerary includes an EU country, the boxes *Same original consignor* and *Same final consignee* are shown on this page (see below). These are selected by default. If your original consignor/consignee is not the same as final consignor/consignee, uncheck this box(-es), following which the field(s) for *Consignor/Consignee* (Final Consignor/Consignee) and *Original Consignor/Consignee* will appear, where you shall enter the data.

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*.

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

Consignment 1, Goods Item 1 of 2

Goods information

Tariff	Commodity code	Countries	Search
TARIC	310210	Turkey Iran Uzbekistan	🔍

Goods description

Send	Language	Alphabet	Suggested descriptions	Description
☑	Russian	Cyrillic		Мочевина, в том числе в водном растворе
☑	English ▼	Latin	🔍	Urea, whether or not in aqueous solution

Add new description

Attributes

Gross mass (kg.) *
7800

Net mass (kg.) *
7450

Invoice currency *
US Dollar (USD) ▼

Invoice amount *
23000

Container
3183781268 ▼

Dangerous goods code

Packages

Type of packages *
Pallet, box (PB) ▼

Number of packages *
21

Marks and numbers *
test

Marks and nos. language *
English ▼

Attached documents (0)

+ Add document

Cancel   **Save**   **Add another item >**

On the *Goods information* page, enter the goods commodity code *(TARIC, and/or TNVED/ CHN HS)* in the appropriate field. The *Goods description* field can be filled in manually, or click on *loupe* 🔍 icon, following which *Search code* window will open.

In a *Commodity code* window type either a complete code or minimum first 4 digits of the code and then click on *Search*. The search window will display all available codes closest to your search criteria with the corresponding description in two languages for the purpose of reference.

Only the codes in blue (with hyperlinks) comply with the customs criteria for the respective country(-ies). Click on the required code in blue and it will be inserted in the *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 and in corresponding language, depending on which part of the table (e.g. English, Russian (Cyrillic) or Chinese) you have selected the required code from. However, you can edit, complete or delete this information when required, considering that **it shall correspond to the description in the TIR carnet.**

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**, **А-Z**, **0-9**, **а-я**, **А-Я**, **-**, **)**, **(, ,, .,/**
→ If automatically inserted goods description states *"Others"*, or other general name of goods group with the word "other" is used (e.g. *"Other games"*), it is recommended to manually enter the description of transported goods item in accordance with your accompanying documents.

Enter other remaining data on this page:

- 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).
- For *Invoice currency*, you can use the automatic search function by starting to type the first letters of the country or the currency conventional abbreviation. Please note that depending on your itinerary and if multiple currencies are indicated, you will be asked to add currency exchange rate.
- The field *Additional units of measurement* with its respective field *Quantity* appears according to the selected commodity code, 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). Quantity field needs to be filled for the information to be transmitted to the customs.

Note:

→ When sending an EPD to Belarus, it is possible to add more additional units of measurement by selecting the corresponding button: *Add Units of Measurement*, and choosing the required unit from the list and indicating the Quantity

→ For the *Type of packages*, you can use the automatic search function by starting to type 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*. This page gives you the summary of the information you have entered, including the total number of packages and the total weight.

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 you have indicated multiple containers, the application will not prefill the *Container* field, you will need to select the appropriate container under each goods item.

Step 6: Send

The *TIR carnet number* and its *validity date* are entered on the last page of the EPD filling process. This page gives you the summary of the information you have entered, including the t*otal number of packages, the total weight, countries where EPD will be sent*. You can also check and, if necessary, change the company information using the *Edit* 🖉 button next to *Holder unique ID*.

Check that the information entered in the EPD is correct, accept the terms and conditions by ticking the relevant box, fill in Declaration Place and click on Send EPD.

Note:

→ If you enter incorrect TIR Carnet information, the respective field will be highlighted in red.

→ The separators of date, month and year in the date format follow the regional settings for the interface language. If you choose the date from the calendar, the regional format is used automatically. If you enter the date manually, either use the separators according to the regional settings of the interface language (e.g. for English - dd/mm/yyyy), or enter the date without separators (ddmmyyyy) and they will be inserted automatically.

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

Useful tips:

✓ If for some reason you do not want/can't send the EPD, the information previously entered is automatically saved in a draft, which you can find at *Search draft* section

✓ In the process of EPD filling you can return to the previous steps either by pressing the *Previous* button or by clicking on the required step in the progress-bar. 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.

7.2. Search submitted EPDs

At any time, you may need to view an EPD, which was sent earlier.

On this page you can use the *Search* function, which allows EPDs search by:

- → TIR guarantee number
- → Type of TIR guarantee (paper, electronic)
- → Country, where EPDs were submitted
- → Status of submitted EPD
- → EPD reference number (LRN, MRN)
- → Period
- → Description (indicated at "Note / description" when sending an EPD)

The table on this page shows summary per each TIR Carnet number:

Indications for icons:

👥 - indicates that the EPD belongs to more than one user (e.g. TIR holder and broker)

📘 - eGuarantee

🕓 - EPD version(s). When clicking on the icon, the system filters all versions for the corresponding TIR Carnet. To see all EPD versions of relevant TIR Carnet click on version icon:

✉ - view EPD Message history

⚙ - other actions that can be applied to an EPD

View EPD messages

To see the message history for sent EPD of certain TIR Carnet click the *Message history* icon ✉ ▸.

Here you will find information on EPD, and movement statuses, messages and reference codes received from the relevant customs offices, and you can print out the EPD pass for the respective country:

Messages for: JX85151526

Submitted on: 17/11/2022, 17:49:36 CET

Holder ID : TUR/042/2425
Holder name : HKSUSTUNULUSNAKLOJVYATISLDTICLTDSTI
Final Destination : Turkey
Modified by : tr_h2425admin

From	To	VPN	EPD Status	Reference #	Movement status
IRN - Khoramabad	IRN - Bazargan	1	Confirmed 17/11/2022, 17:56:49 CET	IRNCUS568372274566	
TUR - AGRI / GURBULAK GUMRUK MUDURLUGU	TUR - KONYA / KONYA GUMRUK MUDURLUGU	3	Confirmed 17/11/2022, 17:56:59 CET	20TUR66280465747123	Print EPD pass for country

TIREPD also allows you to track and trace the transport operations, by displaying corresponding information for each step along the itinerary. When the relevant *Movement status* has been confirmed by Customs, the colour of the relevant movement status icon will change from grey to flashing green. Example:

From	To	VPN	EPD Status	Reference #	Movement status
ARE - (DUBAI) DUBAI AIRPORT FREE ZONE	ARE - AEQIW AHMED BIN RASHID U.A.Q PORT	1	Confirmed 24/11/2022, 1:00:00 CET	22ARE1123AUTO0118274	

For more information and/or to view and *download XML* of the messages click on the hyperlinked customs office name:

Messages for: JX85151526

Submitted on: 24/11/2022, 17:20:54 CET

Holder ID : TUR/042/2425
Holder name : HKSUSTUNULUSNAKLOJVYATISLDTICLTDSTI
Final Destination : Turkey
Modified by : tr_h2425admin

From	To	VPN	EPD Status	Reference #	Movement status
IRN - Khoramabad	IRN - Bazargan	1	Unsent 24/11/2022, 17:20:54 CET		
TUR - AGRI / GURBULAK GUMRUK MUDURLUGU	TUR - KONYA / KONYA GUMRUK MUDURLUGU	3	Sent 24/11/2022, 17:20:55 CET		

| Date - Time	Status	Actions
24/11/2022, 1:00:00 CET	Customs Transit termination	
24/11/2022, 14:45:25 CET	Write-Off Notification	👁 ⬇
24/11/2022, 14:40:46 CET	Release for Transit	👁 ⬇
23/11/2022, 9:40:24 CET	MRN Allocation	👁 ⬇
23/11/2022, 9:36:26 CET	Pre-Declaration	👁 ⬇

EPD rejection

In case the EPD has been rejected, click on *hyperlinked Customs office name* at message history **and** then click on *View XML* to find more on the rejection reason:

Messages for: XK72563980

Submitted on: 15/09/2022, 17:45:29 CEST

Holder ID : TUR/042/2425
Holder name : HKSUSTUNULUSNAKLOJVYATISLDTICLTDSTI
Final Destination : Turkmenistan
Modified by : tr_h2425admin

Return to search

From	To	VPN	EPD Status	Reference #	Movement status
TKM - <<Farap awtoyollary>> gumruk posty	TKM - <<Asgabat>> gumruk posty	3	Rejected 15/09/2022, 17:47:12 CEST		I→ ♡ ✔ ⚙

Date - Time	Status	Actions
15/09/2022, 17:47:12 CEST	Rejection	👁 ⬇
15/09/2022, 17:46:03 CEST	Receipt Confirmation	👁 ⬇
15/09/2022, 17:45:29 CEST	Pre-Declaration	👁 ⬇

XML content will appear in a pop-up window. Here you can find out the reason for the refusal, if any, given by the customs authorities:

EPDs actions

By clicking on the *Actions* icon ⚙ of each corresponding EPD, you can:

→ *View any EPD*, which was sent, in *Read-only* mode
→ *View and print out the printable version of the EPD* with complete summary of the information
→ *Print CMR* - if needed you can print a paper version of CMR
→ *Print EPD pass* for countries where EPD was sent to EPD pass is generated in 2 languages, in the language of the country where EPD is sent to, and in the interface language (if the interface language is different from the country language). EPD pass contains summary information, which can be presented to the customs officer.
→ *Print TIR Carnet* – available for e-guarantee only
→ *Amend an EPD* that was already sent, and for which confirmation from Customs was already received in case a modification is needed
→ *Duplicate EPD* - you can use this EPD as a template for creating a new EPD with similar data, editing the existing data, where necessary.
→ *Share the EPD* in case there is a need to share the EPD with 3rd party (e.g. with authorised broker)
→ *Resend EPD*
→ *Manage attachments*

EPD pass

You can print an EPD pass by selecting *Print EPD pass - all* from the list of actions in *Search submitted EPD* (see *EPDs actions* above current document) or by selecting *Print EPD for country* from *Message history* of an EPD:

The first page of the EPD pass contains summary information: *TIR Carnet number, customs posts where the EPD was sent, relevant customs references, registration dates.* EPD pass contains also a *PIN code* that can be sent and used by a 3rd party to assist in resolving an issue related to the EPD:

TIR Guarantee

JX85151526

PIN code 15a4

Transit electronic declaration details:

Country	Customs Ref. Number	Registration Date
IR - Khoramabad [IR15501]	IRNCUS568372274566	17/11/2022 16:56 UTC
TR - AGRI / GURBULAK G... [TR041600]	20TUR66280465747123	17/11/2022 16:56 UTC

IX85151526

Next EPD pass pages are dedicated to the appropriate customs office where EPD was sent:

IRNCUS568372274566

TIR-EPD

Information for customs officers

TIR Carnet number - Volet Page Number	**JX85151526 - VPN1**
Country - Customs	IR - Khoramabad [IR15501]
Transit electronic information number	**IRNCUS568372274566**
Receipt date and time for the number	17/11/2022 16:56 UTC

Note

This declaration is submitted in accordance with the agreement between the National Customs Authorities and the IRU and serves as a trade facilitation tool. Thus, it allows to increase the security and reduce the border crossing time.

PIN code 15a4

Share EPD

If you need to share submitted EPD with a 3rd party (e.g. broker or your association) you can use *Share EPD* from the *EPD actions*. A relevant content will appear in a pop-up window:

Click on *Copy the link* to send it together with the *Holder ID* to the relevant third party.

Note:

→ To authorise a third party to submit an EPD on your behalf, check if the relevant rights are set up on the *Company Information - General Information* page (see *Company Profile* above current document)

Amend EPD

The amendment action is available for EPDs which have already been sent and for which the confirmation from customs has been received before the release for transit message.
An amendment may be necessary if there are changes to the information previously declared in the EPD (e.g. the route has changed, or the driver has had to be changed, etc.).
To amend an EPD click on *Amend* from actions menu for the relevant EPD. The EPD form will open:

XB76779256 *JOR-ISR Veh IF90KSM/IF29KSM 24.11.22*		24/11/2022 *tr_h2425admin*	Romania	IF90KSM,IF29KSM	38 / 8500 kg.	View EPD
XE76779257 *JOR-ISR Veh 34GP0051/34FB1838 24.11.22*		24/11/2022 *tr_h2425admin*	Romania	34GP0051,34FB1833	8 / 8500 kg.	View printable version
XH76779258 *JOR-ISR Veh 34BS6931/34BS3165 24.11.22*		24/11/2022 *tr_h2425admin*	Romania	34BS6931,34BS3163	8 / 8500 kg.	Print CMR
XK82800199 *CAPP-2779 - 3rd party icon*	👥	23/11/2022 *tr_h2425admin*	Uzbekistan	1104I48	84 / 22200 kg.	Print EPD pass - all
XT76779147 *ISR-JOR 34EM4210/34DC2826 21.11.22 (2nd)*		21/11/2022 *tr_h2425admin*	Jordan	34EM4210,34DC28223	/ 7800 kg.	Amend
XW76779148 *ISR-JOR 27AIL563/42EM563 21.11.22 (2nd)*		21/11/2022 *tr_h2425admin*	Jordan	27AIL563,42EM563	23 / 7800 kg.	Duplicate EPD
XZ76779149 *ISR-JOR Veh 27SB512/27SZ266 21.11.22 (2nd)*		21/11/2022 *tr_h2425admin*	Jordan	27SB512,27SZ266	23 / 7800 kg.	Share the EPD
JX85151526 *Printable Carnet Crash*		17/11/2022 *tr_h2425admin*	Turkey	123456,33AAS734	917 / 50966 kg.	⚙ ✉

① CARNET ── ② ITINERARY ── ③ CUSTOMS OPERATIONS ── ④ VEHICLE INFO ── ⑤ CONSIGNMENTS ── ⑥ SEND

New EPD

Note / description
Printable Carnet Crash ✏

< 🗑 🖨

Guarantee

Holder unique ID
TUR/042/2425 ▾

⦿ Paper carnet
◯ eGuarantee

Cancel　**Next >**

Once the data has been changed and the new EPD has been sent, the *Versions* icon 🕐 is applied to the relevant EPDs. To see all EPD versions click on versions 🕐 icon:

Note:

→ Every time you amend your EPD, **you should print out the updated version of your TIR Carnet and EPD Pass**.

Resend EPD

You may need to *Resend* the EPD if it has not been delivered to the customs system due to connection problems *(EPD status = Not sent / Not processed*). A pop-up message will indicate to which customs offices it is possible to resend and additional warning messages for specific countries, if any (e.g. warning messages when resending EPD to BLR).

Manage Attachments

By clicking on *Manage attachments* from *Action* menu next to the selected EPD, you can upload a scan copy of accompanying documents or used TIR Carnet.

To add copies of documents, click on the *Upload files* button or use the *drop* feature.

These documents will not be sent to the customs authorities but can be *shared with your national association:*

7.3. Search draft

At any time, you can prepare and save a draft for an EPD to be submitted later. You can create draft by clicking on *New EPD* or on *Duplicate* to create a draft from submitted EPD. New EPDs that have been created but for some reason have not been finalised and sent at the last step are also automatically saved in *Search draft* section.

On this page you can use the *Search* function, which allows EPDs draft search by:

→ TIR guarantee number
→ Type of TIR guarantee (paper, electronic)
→ Period
→ Description (indicated at *Note / description*)

The table on this page shows a summary, starting from the last EPD draft created.

Indications for icons:

✏️ - edit draft

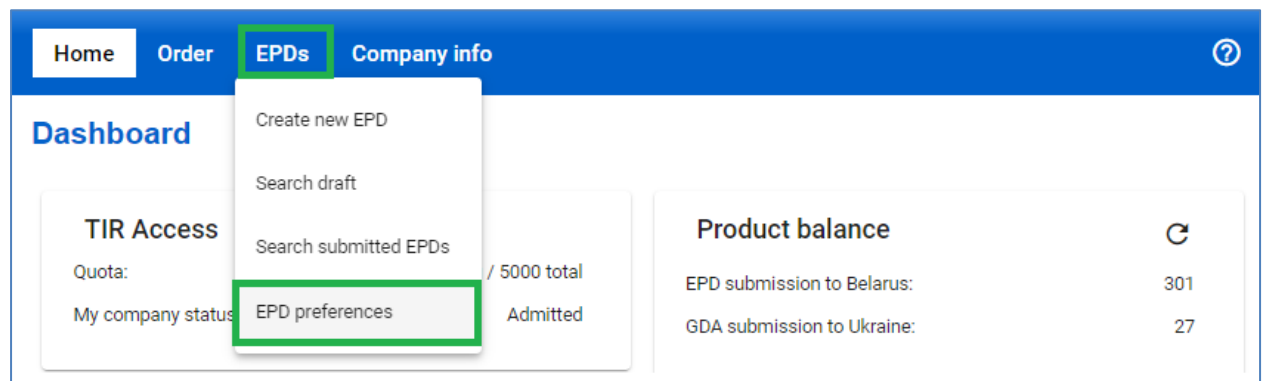⚙️ - actions that can be applied to a draft:
- *View printable version*
- *Print CMR*
- *Share the EPD* – to share the EPD draft with 3rd party if needed
- *Delete draft*

8. TIR-EPD Preferences

Move your cursor to *EPDs* and select *EPD preferences*:

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

In case you do not want to send EPDs to certain countries or customs unions, you can mention them in the relevant section.

Notes:

→ If you do not 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 do not want to send EPDs, you decide to send your EPD there exceptionally, you can put a tick mark in the *Send EPD* column on the *Customs operation* page. The hidden fields will become required.

→ If you decide to duplicate an EPD, the marked choice in the *Send EPD* column will be saved as in the copied EPD.

| Status	Explanation
Not sent / Not Processed	The IRU TIR-EPD application is in the process of sending your pre-declaration. Check the EPD status in several minutes. **If your status remains the same during 10 minutes, please report it to your Association or to 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 EPD was sent, please report it to your Association or to IRU.**
Acknowledgement received, go to Customs	Customs confirm the receipt of your pre-declaration **Present the number in the *Reference #* column to the customs officer.**
Confirmation received, go to Customs	Customs allocated an MRN reference number for your pre-declaration. **Present the number in the *Reference #* column to the customs officer.**
Rejected, check the reason	Your pre-declaration was rejected (was not accepted) by the Customs System. **Check the message from customs with rejection reason, make the necessary corrections and re-submit EPD or contact your Association for support.**
Sent - go to Customs	Your pre-declaration was sent to the Customs Authorities, which do not send the electronic response. **Present the number in the *Reference #* column to the customs officer.**
Goods released for transit	Message from the Customs Office indicating that the **goods were released for transit and left the Customs Office** where the EPD was sent to.
Customs cancelled your data	Submitted EPD was cancelled by the Customs authorities. **This could be due to non-presentation within a given time after sending or due to Amendment of EPD, which leads to cancelation of the original EPD that was sent.** The amended (new) EPD can be accepted by Customs.
Customs discharged your transit operation	Message from Customs notifying that the operation covered by the TIR guarantee on the Customs territory was successfully concluded. **Movement is closed.**
Request on non-arrived movement	Message from Customs Authorities that requests to provide information about the reason for non-presentation at the Customs Office of exit/destination/unload. **Open the message and reply to customs with information about non-arrived movement.**

Annex 2: Purchase of units for submission of advance cargo information to Belarus

To be able to submit the advance cargo information to Belarus, you must purchase the units for 1, 5, 10 or 20 EPD's.

Click on the *Purchase product* button in the Shortcuts section of the home page or click on *Order => New order*:
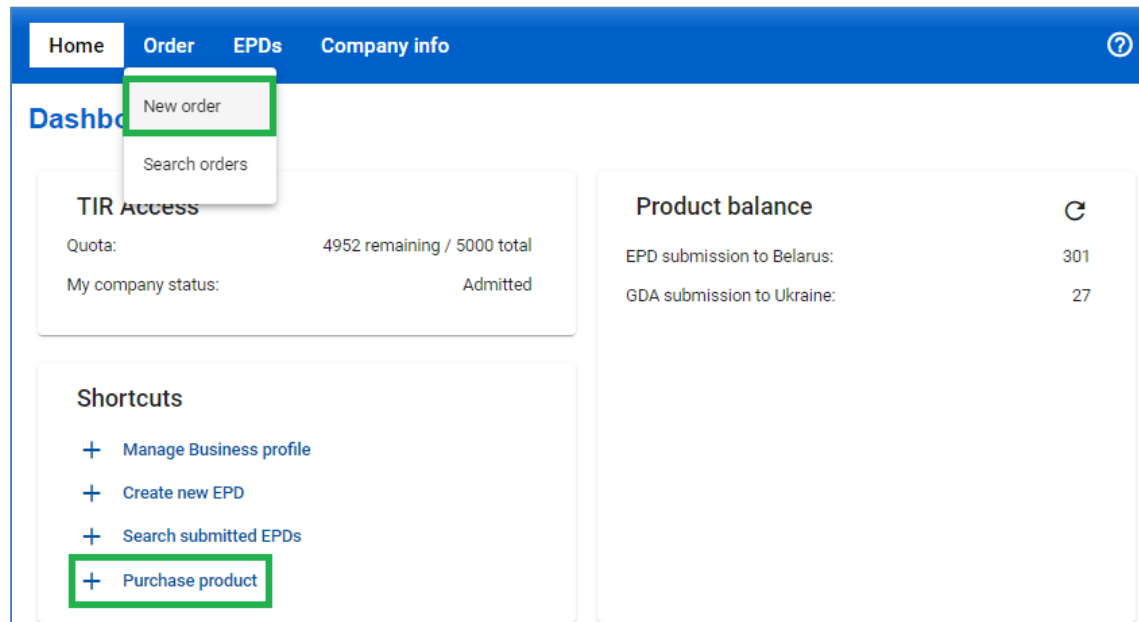
Step 1: Follow the 4-step process. Indicate *Units for EPD submission (issues by IRU)*
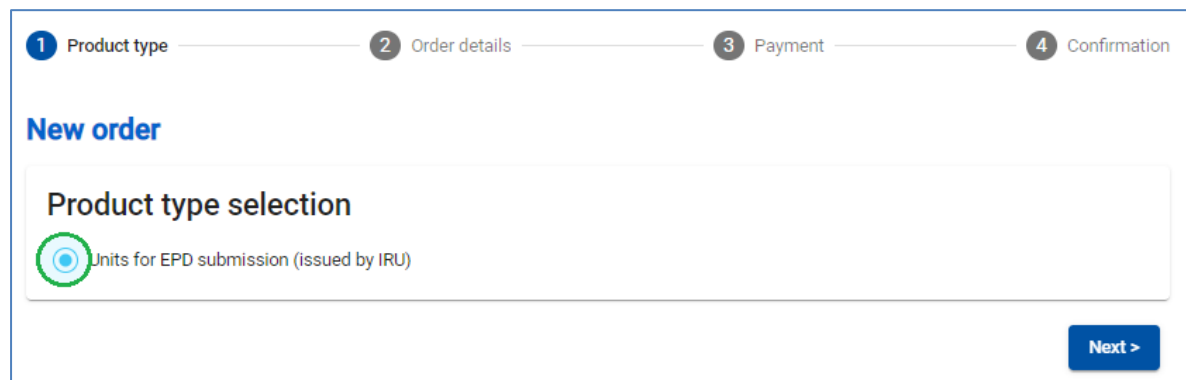
Step 2: Choose the *Quantity* of units at the relevant product section

New order

Product selection

Pack of 1 units for EPD submission to Belarus CHF5.00 - issued by IRU Quantity 🗑 — 2 [+]	**Pack of 5 units for EPD submission to Belarus** CHF22.50 - issued by IRU 🛒
Pack of 10 units for EPD submission to Belarus CHF45.00 - issued by IRU 🛒	**Pack of 20 units for EPD submission to Belarus** CHF90.00 - issued by IRU 🛒

Order view

Product	Quantity	Unit price	Total price	Remove
Pack of 1 units for EPD submission to Belarus	2	CHF5.00	CHF10.00	🗑

Total : 2 units - CHF10.00

Delivery method

After reception of the payment, the ordered units will automatically be added to your wallet.

< Previous   **Next >**

Step 3: Indicate the preferred *Payment means:*

Payment by Credit Card

In case of payment by credit card, you are redirected to the page of our Partner to effectuate it:

Subject to your credit card, you may have a possibility to select the preferred currency of the payment:

When the payment is completed, you will see the corresponding confirmation. You can download the invoice with details of your payment:

Step 4: After the successful payment the relevant message appears:

If required, at this step you can download the *Invoice* for this transaction.

Payment by Bank Transfer

In case of payment by bank transfer, please select the corresponding option at *Step 3,* download the proforma-invoice and proceed to payment:

Step 4:

The bank details are indicated at the bottom of the *proforma-invoice*:

iru.org   IRU   La Voie-Creuse 16   Case postale 44   CH-1211 Geneva 20   Switzerland
+41-22-918 27 00 (tel)   +41-22-918 27 41 (fax)   info@iru.org

IRU

PROFORMA-INVOICE # EPDBYT-00000277

Date of proforma-invoice: 22 January 2020

Description	Quantity	Unit Price	Amount
EPD submission to Belarus - Quantity of units: 10	1	110.00	110.00

Total due in EUR	**110.00**

Payment terms:

Please proceed with payment by bank transfer to the bank details provided below (all bank charges must be borne by the payer).
Please make sure to include the following reference in your bank transfer instructions: EPDBYT-00000277.

Thank you in advance for your payment.

International Road Transport Union (IRU)
Bank UBS SA Geneva, Account CHF n°: 240-C8760824.0
SWIFT: UBSWCHZH80A - IBAN: CH57 0024 0240 C876 0824 0

Once the payment by bank transfer is confirmed, the units will be allocated, and the invoice will be available (at *Search orders*).
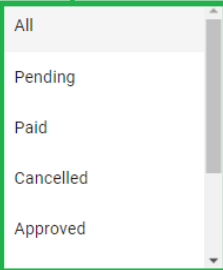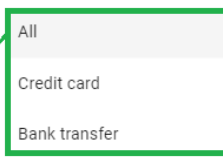
Search orders

The order details are available in the *Search orders*. A pending order can be cancelled, and refund requested to the National Association.

You can manage your unit orders by payment method and order status:

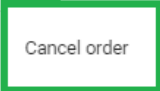Once the payment by bank transfer is confirmed, the units will be allocated, and the invoice will become available. You can also cancel the order if needed. The order can be *Cancelled* if needed.

Note:

→ When you submit EPD to Belarus, on Customs Operations page you will see a Warning message reminding you of the payment. If you have enough units, you can proceed accordingly, if not, you can purchase them by clicking on *Purchase now.*
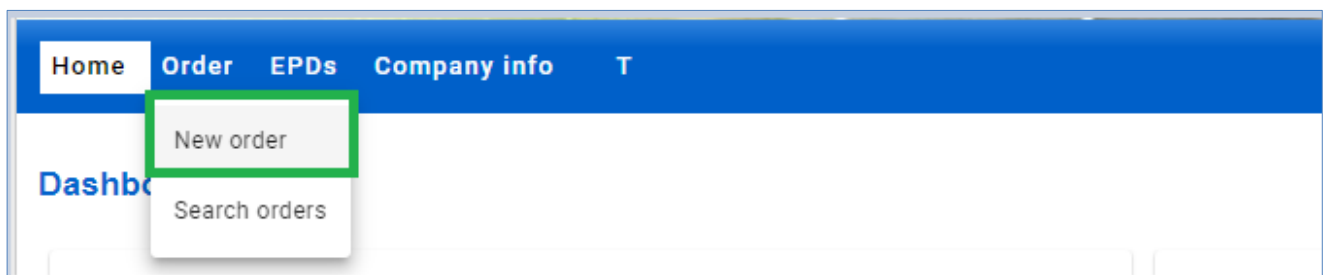

→ Application is reminding you of the payment also on Summary page, in case you do not have enough units to proceed. You can purchase the units by clicking on *Purchase now.*

→ In case you need to resend the pre-declaration to Belarus, please note that a new unit will be consumed.

Annex 3: GDA subissions via TIR-EPD

Purchase the GDA units

To be able to submit the general declaration of arrival to Ukraine, you must purchase the GDA units for 1, 5, 10 or 20 GDA's.

Click on *Order*, select *New order*:

Step 1: Follow the 4-step process. Indicate *Units for GDA submission (issues by IRU):*

Step 2: Choose the *Quantity* of units at the relevant product section. You can purchase the units for 1, 5, 10 or 20 GDAs.

Step 3: Indicate the preferred *Payment means:*

Payment by Credit Card

In case of payment by credit card, you are redirected to the page of our Partner to effectuate it:

Subject to your credit card, you may have a possibility to select the preferred currency of the payment.

When the payment is completed, you will see the corresponding confirmation. You can download the invoice with details of your payment.

Payment by Bank Transfer

In case of payment by bank transfer, please select the corresponding option at *Step 3,* download the proforma-invoice and proceed to payment:

The bank details are indicated at the bottom of the *proforma-invoice*:

iru.org   IRU   La Voie-Creuse 16   Case postale 44   CH-1211 Geneva 20   Switzerland
+41-22-918 27 00 (tel)   +41-22-918 27 41 (fax)   info@iru.org

IRU

HKSUSTUNULUSNAKLOJVYATISLDTICLTDSTI

TUR/042/2425

cevreyolu bulvari no43/a

04400

dogubeyazit, Türkiye

PROFORMA-INVOICE # EPDUAT-00103272

Date of proforma-invoice: 12 January 2024

Description	Quantity	Unit Price	Amount
GDA submission to Ukraine - Quantity of units: 5	1	22.50	22.50
GDA submission to Ukraine - Quantity of units: 1	1	5.00	5.00

Total due in CHF	27.50

Payment terms:

Please proceed with payment by bank transfer to the bank details provided below (all bank charges must be borne by the payer).
Please make sure to include the following reference in your bank transfer instructions: EPDUAT-00103272.

Thank you in advance for your payment.

International Road Transport Union (IRU)
Bank UBS SA Geneva, Account CHF n°: 240-C8760824.0
SWIFT: UBSWCHZH80A - IBAN: CH57 0024 0240 C876 0824 0

Once the payment by bank transfer is confirmed, the GDA units will be allocated, and the invoice will be available (at *Search orders*).

→ When you submit an EPD to Ukraine, you will see a warning on the Customs Operations page reminding you that you need to pay when submitting a GDA to Ukraine. If you have enough units, you can proceed accordingly, if not, you can purchase them by clicking on *Purchase now*.

Purchased GDA units will be displayed on the *Home page* at *Product balance* section:

Search order

The order details are available in the *Search orders*. You can manage your GDA units' orders by payment method and order status. Once the payment by bank transfer is confirmed, the units will be allocated, and the invoice will become available. The order can be *Cancelled* if needed.

Submission of general declaration of arrival to Ukraine

To submit the GDA to Ukraine select *Create new EPD* from the home page shortcut or access the function from the EPDs menu. You can also create new EPD from *Search submitted EPDs* page:

Once Ukraine is added to your route, you will be able to send the GDA to Ukraine.

On **Step 3: Customs Operations** by activating or deactivating the corresponding checkbox, select whether you want to send EPD and GDA at the same time, EPD only or GDA only (if you do not want to send EPD or GDA, you can uncheck the corresponding box on the left). To send the GDA, fill in *Expected arrival date (customs office local time)*.

→ Please note that by default the GDA checkbox is active.
→ By default, *Expected arrival date (customs office local time)* is equal to the current date + 1 hour.

Customs operations

⚠ Payment will be required to submit the general declaration of arrival to Ukraine.

Purchase product

② 🎧 To get services / assistance along your itinerary click here.

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

Send	🔵 EPD		Service Availability	🎧

Customs union : EU   VPN # 1 - 2

Poland (Load / Start TIR)*
BIAŁA PODLASKA / BIAŁA PODLASKA OC (PL301010) ▾

Poland (Exit)*
TERESPOL / TERESPOL OC DROGOWY (PL301060) ▾

🔵 Send security elements

Send	🔵 EPD	🔵 GDA	Service Availability	

VPN # 3 - 4

Ukraine (Enter)*
Shehyni / BCP Shehyni-Medyka CP Mostyska (UA209040) ▾

Ukraine (Exit)*
Krakovets / BCP Krakivets-Korchova (UA209030) ▾

Expected arrival date (customs office local time)*
12/1/2024, 10:55:00 📅

View GDA message

To see the GDA message open the message history for sent EPD of certain TIR Carnet clicking

on *Message history* icon ✉ .

Search submitted EPDs

Criteria type ▾	Search criteria	Show — All submitted EPDs ▾
12/12/2023 − 12/1/2024 📅	Type ▾	

Clear   **Filter**   **New EPD**

Carnet #	Date	Final Destination	Vehicle #	Packages / Weight		
XT73830340	09/01/2024 *tr_h2425admin*	Ukraine	1104I489	676 / 5000 kg.	⚙	✉

Click on the *GDA* tab to see the status of the submitted GDA and the reference number if it has been confirmed. Click on the settings to *Print your GDA pass*, if necessary:

If the GDA was submitted together with the EPD, the GDA pass will be displayed when you click on the *Print EPD pass - all* button:

→ When you click on the *Resend EPD* button, only the EPD will be sent
→ If you need to resent the GDA, use the *Duplicate EPD* action. Be sure to deactivate the *Send EPD* checkbox in step 3 if you only need to send the GDA.

→ If you need to resubmit the GDA to Ukraine, please note that a new unit will be consumed.