Electronic TIR Guarantee
User Manual
Welcome to the course on the electronic TIR guarantees!

This module describes the step by step procedure related to the use of electronic TIR guarantees available to TIR carnet holders from the moment of their authorisation to order the electronic TIR guarantees to the termination of the transport.
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Background information on electronic guarantee and its purpose
Electronic TIR guarantees can be used in the framework of digital TIR – a computerised procedure put in place for the transport of goods under TIR, thanks to interconnected IT tools for all the actors involved in the transport.
Benefits of the electronic guarantee for holders
The benefits of the electronic TIR guarantee for transport operators

**Time and Money saving**
TIR carnets are printed online upon request
Online payment function when available
→ no need to travel the association’s premises to acquire TIR carnets;
→ no need to keep a stock of empty TIR carnets.

**User-friendly and Effective risk monitoring**
TIR carnets are automatically filled in before being printed by the transport operators
→ quicker and less prone to risk of error;
→ can always be re-printed in case of loss;
→ can be sent to driver as pdf file;
→ access to the complete set of customs confirmation messages at any time;
→ helps with inquiries and for real-time monitoring of TIR journeys.
Actors and IT tools involved in the process and steps
Different actors are involved in the digital procedure related to the transport of goods under TIR, and relevant information is transmitted by/to those actors via IT tools developed for them by IRU.
The procedure is composed of different steps which will be performed by the holder and by the association via their dedicated IT tools.
This module will describe the itinerary put in place during the pilot project – from Turkey to Iran – using electronic TIR guarantees.
Prerequisite
Prerequisite

If you wish to use electronic guarantees, please, contact your National association.

Before you will be able to order electronic guarantees, you shall sign the Annex to the Declaration of Engagement to enable your association to activate your rights.
Once the authorisation is granted a new functionality – *Guarantees* – appears on the Home page in the TIR-EPD application.
Company situation
Now that you have access to electronic guarantees, you can also check your company situation, including your guarantee quota, on the TIR-EPD application Home page. This information will be updated with the final discharge of the TIR transport.
Electronic guarantee information and request of a new one
You can view your guarantees and obtain a new one, by clicking on **View Guarantees** or **My Orders**, respectively.
To order a new guarantee, choose **My Orders** in the **Guarantees** section.
To proceed with the new order, click on **New Order**.
The information related to your company is already inserted by default, as well as the office you are ordering your guarantees from. Enter relevant information into the Order details part.

Choose from the drop-down list the available Guarantee type and the Quantity you plan to acquire. In case you need to add more information to your order, use the field dedicated to Comments. Once the fields are filled in, click on Order button.
If the order was successfully placed, an information textbox will be displayed on the screen. Click on **OK** to proceed to the next step.
Electronic guarantee information and request of a new one

Your national association processes the order. If no issues identified, your order is validated, your electronic TIR guarantees issued and the status of your request is changed from Pending to Accepted. This status change will be confirmed by a notification email.
To check (view) your order, select **View order** in the **Actions** drop-down list.
The page with all the details related to your order will be displayed on the screen.
TIR-EPD
As a next step, create the electronic pre-declaration (EPD).
To proceed, click on EPDs function and select Create new EPD.
Select the corresponding **Type of guarantee** and click on **Next**.
In the **Itinerary** part, select from the drop-down list the information corresponding to your journey*:

- Country of departure and destination
- By which means the transport will be performed

Then, click on **Next**.

*the use of electronic guarantees is only allowed for a limited number of countries
Now select the customs offices along your itinerary and the movement reason. Then, click on **Next**.
Enter the **Vehicle** and **driver information**, indicate if your transport use a **container** and click on **Next**.
Enter the information on the **consignment(s)** and click on **Add goods**.
Once you have finished to complete the information of transported goods, click on **Save**.
Check that the information entered in the EPD is correct, choose the relevant electronic guarantee number, accept the terms and conditions by ticking the relevant box and click on Send EPD.

More detailed information on how to fill in an EPD can be found in the TIR-EPD User Manual, downloadable from the application webpage.
To find out how to fill in an EPD, click on the question mark icon on the application webpage and select User guide.
The application will verify whether you would like to submit the EPD or not. To confirm the submission, click on OK.
Once the EPD is sent, you can check the status of answers received from each customs office on the EPD Home page.
Proceed by clicking on the TIR Carnet number.
Customs authorities will allocate Customs Reference Number (e.g. MRN), which will allow you to print your TIR carnet (print@home) and start your transport.
Printing of the TIR carnet
print@home
You can print your carnet by clicking on Action button and selecting **Print TIR carnet** (print@home) from the dropdown list.
This document will be used in the same way as a regular TIR Carnet.

Do not forget to sign the Field 12 of the TIR Carnet.
EPD pass
You can also print the EPD pass by selecting **Print EPD pass** from the list of actions. This pass contains the information sent by customs to confirm your itinerary.
If needed, the application gives you the possibility to print a paper version of the CMR. Select **Print CMR** from the list of actions.
Amendment
In case you need to make any changes to the EPD, you can amend it following the reception of reference number and before the release for transit, by selecting Amend in the list of actions. Please note, every time you amend your EPD, you should print out the updated version of your print@home.
Customs messages
The application also allows you to track and trace the transport operations, by displaying corresponding information for each step along the itinerary.
Finalisation of the transport procedure
Once the transport is finalised, you can keep the print@home in your files, in order to make it available upon Association’s request, or return it to your National Association (to be confirmed by the Associations).
Thank you for completing the course on the electronic TIR guarantees!