

USER GUIDE OF THE ELECTRONIC TIR PRE-DECLARATION (NCTS/TIR) APPLICATION

The IRU has developed an Internet based interface for transport operators that provides them with the possibility to capture and send the information contained in the TIR carnet in an electronic format to the EU member states in advance of their arrival at the office of entry into the EU or at the first office of departure from the EU.

On receipt of the individual Username and secured password the user will gain access to the application. The user has the choice to have the application displayed in English, French or Russian language.

Welcome to IRU's site on NCTS/TIR Pre-declaration facility

Username

Password

English Français Russian

Ok


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To access the interface, the Holder of the TIR Carnet must enter his unique Holder ID, the number of the TIR Carnet in his possession as well as the Validity date mentioned on the TIR Carnet.

Welcome to IRU's site on NCTS/TIR Pre-declaration facility

Holder ID number

TIR Carnet number

Validity date (dd/mm/yyyy) 

Enter data

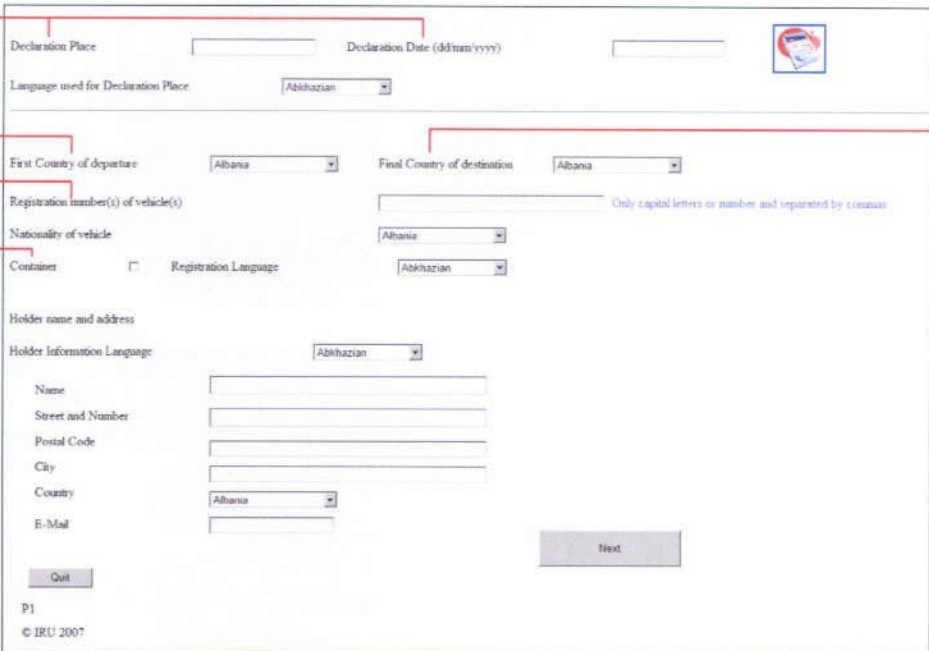
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This information is validated against the data available in CUTE-Wise. If all is correct, the user gains access to the TIR Carnet Data Entry. Otherwise access is denied.

⇒ To enter the validity date either the calendar is used or the date is entered manually with the following format (dd/mm/yyyy).

Then press « ENTER DATA ».

The following screen will be displayed:



The screenshot shows a web-based form for TIR Carnet application. Red lines and labels on the left side of the form map specific fields to boxes on the manifest and cover pages:

- Box 14 of the Manifest:** Declaration Place, Declaration Date (dd/mm/yyyy), and Language used for Declaration Place (Abkhazian).
- Box 6 of the Cover page:** First Country of departure (Albania).
- Box 8 of the Cover page:** Final Country of destination (Albania).
- Box 10 of the Cover page:** Registration number(s) of vehicle(s).
- Box 3 of the Cover page:** Nationality of vehicle (Albania), Holder name and address (Name, Street and Number, Postal Code, City, Country, E-Mail), and Holder Information Language (Abkhazian).
- Box 7 of the Cover page:** Registration Language (Abkhazian).

Additional form elements include a 'Quit' button, a 'Next' button, and a small IRU logo in the top right corner. The footer of the form reads 'P1 © IRU 2007'.

The Holder will have to enter the information contained on the Cover page and the Goods Manifest of the TIR Carnet.

N.B.: It is recommended to use Latin character.

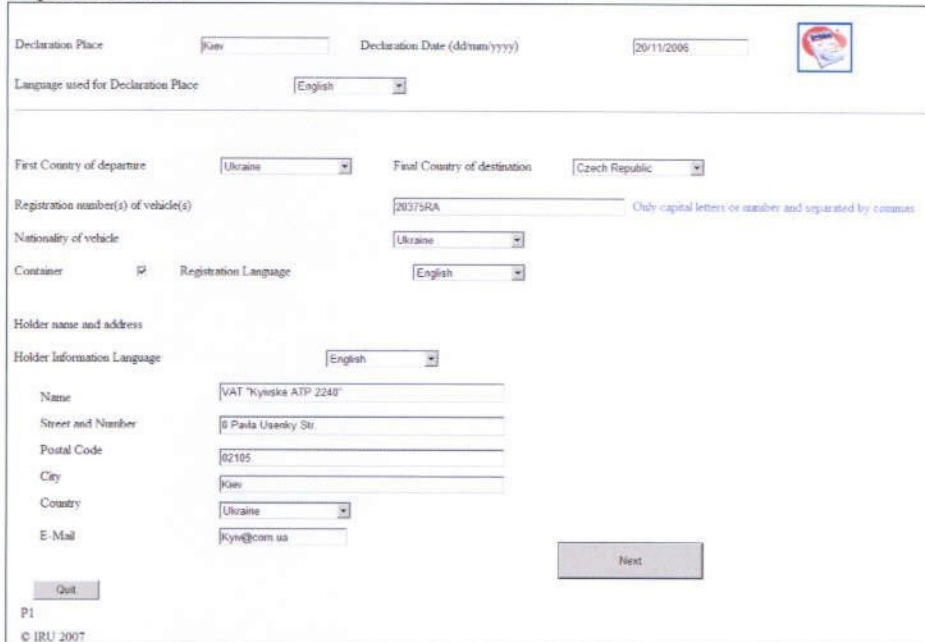
- Declaration place and date on which the TIR Carnet is completed.
 - ⇒ To enter the declaration date either the calendar is used or the date is entered manually with the following format (dd/mm/yyyy).
- First country of departure
- Final country of destination
- Registration number of the vehicle
 - ⇒ Only capital letters or number and separated by commas can be used
- Nationality of vehicle
 - ⇒ Refers to the country in which the vehicle was registered
- Whether a container will be used or not
 - ⇒ By ticking the box or not
- The name and address of the Holder
 - Name
 - Street and Number
 - Postal Code
 - City
 - Country
 - E-mail

N.B.: There are several fields which relates to the language used when typing free text. These will have to be completed.

N.B.: Every field has to be completed in order to get to the next screen. Once all information is captured the Holder will press the « NEXT button »

N.B.: At any time the Holder will be able to quit the application by pressing on the « QUIT » button.

Example of a completed screen:



Declaration Place: Declaration Date (dd/mm/yyyy):

Language used for Declaration Place:

First Country of departure: Final Country of destination:

Registration number(s) of vehicle(s): Only capital letters or number and separated by commas

Nationality of vehicle:

Container: Registration Language:

Holder name and address
 Holder Information Language:

Name:
 Street and Number:
 Postal Code:
 City:
 Country:
 E-Mail:

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Then the following screen will be displayed, where the Holder will have to capture

- the information related to the consignor (optional) and the consignee (mandatory), which are available from the CMR
 - ⇒ The information related to the consignor is optional (except for the situation where Hungary is the first EU country where the TIR Carnet will be presented at departure or entry)
- the details related to the goods transported, which is available from the yellow goods manifest
- The name and address of the consignee (and the consignor)
 - Name
 - Street and Number
 - Postal Code
 - City
 - Country
 - Trader identification number (TIN)
 - ⇒ This information is optional
 - Consignee / Consignor Information Language

To enter the information on the goods transported the Holder will have to press the « ADD GOODS ITEM» button.

The following screen will be displayed:

- Information for each line item on the yellow goods Manifest
 - Description of the goods
 - Description Language
 - Kind of packages
 - ⇒ A drop down list is available
 - Number of packages
 - Number of pieces
 - Marks
 - Marks Language
 - Load compartment of container
 - ⇒ The field will appear only if a container is used and was ticked in the previous screen (P1)
 - Gross weight in kg

N.B.: There are several fields which relates to the language used when typing free text. These will have to be completed.

N.B.: When the kind of package is chosen from the drop down list, either the fields related to the number of pieces and the number of packages is displayed or only one of the two is available (depending on the rules and conditions related to the kind of package)

N.B.: Every field has to be completed in order to get to the next screen.

To go back to the previous screen the Holder will have to press « CANCEL » or « OK »

The Holder will also have the possibility to specify the documents attached to the TIR Carnet. To this end he only needs to press the « ADD ATTACHED DOCUMENT » button and enter the details, which will appear in this screen.

Document Attached to the Manifest

Document Type: CMR
Document Reference:
Document Reference Language: Abkhazian

Quit Cancel OK

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To go back to the previous screen the Holder will have to press « CANCEL » or « OK »

Example of a completed screen:

Enter the Consignee Name and Address here

Consignee Information Language: English
Name: MDT
Street and Number: Obrancov Menu 28
Postal Code: 08001
City: Presov
Country: Czech Republic
Trader identification number (TIN):

Enter the Consignor Name and Address here

Consignor Information Language: Abkhazian
Name:
Street and Number:
Postal Code:
City:
Country: Albania
Trader identification number (TIN):

Add Goods Item

Description of the goods	Description Language	Gross weight in kg	Delete
0 Technical equipment	EN	12558.000	Delete

Quit Next

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Once the information related to the details of the goods is captured, the Holder will go back to the previous screen by pressing « OK ». A summary table of the goods item will be presented, where the Holder will have the possibility to modify or delete the information he has just captured by pressing the delete hyperlink.

For each line item in the yellow goods manifest, the Holder will have to enter the information by pressing the « ADD GOODS ITEM » button.

When the Holder presses the « NEXT » button, he will be presented with the final screen.

The Holder must then select:

- the EU country where he will first present the TIR Carnet as well as the EU Customs office of entry or departure;
- The page number of the TIR Carnet that will be presented at the first EU Customs office of entry or departure;
- the EU country where he will last present the TIR Carnet as well as the EU Customs office of exit or destination.

The screenshot shows a web form titled "Select the EU country where you will first present the TIR carnet to customs". It contains several dropdown menus and a text input field. The first dropdown is set to "Hungary". The second dropdown, labeled "Select the EU customs office of entry or departure", is set to "Békéscsaba / Békéscsaba Fv. (HU521000)". The third dropdown, labeled "Select the Page Number which will be used at the EU Customs Office of entry or departure", is set to "05". The fourth dropdown is also set to "Hungary". The fifth dropdown, labeled "Select the EU customs office of exit or destination", is set to "Budapest / 2. sz. Repülőtér Vh. (HU122000)". Below these is a text input field for an email address, containing "lagierl@bluewin.ch", and a "Send" button. At the bottom left, there is a "Quit" button and the copyright notice "© IRU 2007".

To allow him to have a copy of the generated file, the Holder can enter his own e-mail address to which the file will be sent to once he presses « SEND ». A message will indicate him whether the message could be processed to the selected customs office or not.

With regard to the EU country where he will first present the TIR Carnet, this will determine the country where the file will have to be sent to.

The file will be in XML format and sent either through secured e-mail or FTP

To quit the application, the Holder will press on the « QUIT » button.

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