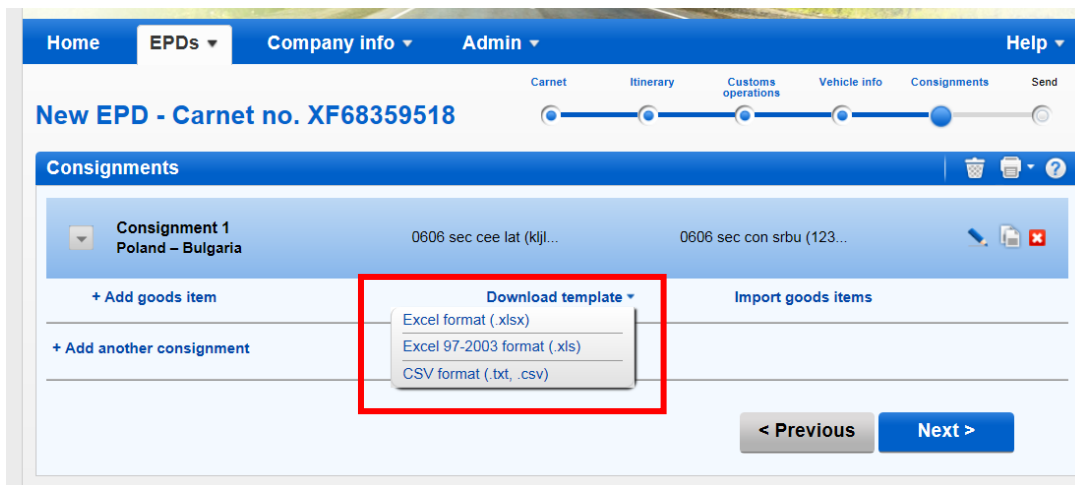


# INSTRUCTION

## for using the function for importing goods items from the Excel / CSV file (“Import function”)

The Import function has been implemented in the TIR-EPD application in order to facilitate the process of entering the information on consignments, containing multiple goods items, which is available in Excel/CSV format.

1. Click on **Download template** hyperlink in order to download a template in proposed formats (Excel, Excel 91-2003 or CSV):



2. The template contains a set of columns, corresponding to data to be entered based on your chosen itinerary (both mandatory and optional fields). For preparing the table, which you will then import to the application, you can choose one of the following options:

- 1) You may decide to prepare your existing file to be imported to the TIR-EPD application in accordance with the template. In this case:
  - i) Delete all rows in your file above the header of the goods items table and after the last row of goods items. There should be no summary or any other data as additional lines after the goods items. If this condition is not observed, the file will not be able to be imported.
  - ii) Copy the columns from the template putting them instead of headers in your table so that the first row of the file contains only the column names in English in accordance with the IRU template (TARIC\_CODE, GENERAL\_DESCRIPTION, etc.) and the 2<sup>nd</sup> and all following rows contain the goods details. The order of columns has no importance. If there are two columns with the same header, it is not an error, but only the data of the last column will be taken into account. Any column with a non-recognised name will be ignored during the import process without any notification to the user.

- 2) You may also decide to feed the information from your file into the template, by copying the relevant columns content from your file into the template. In this case the recommended practice is the following. Enter the details of the 1<sup>st</sup> good item as usual in the TIR-EPD application, then click on [Download template](#) hyperlink. Then the template will appear with the data of the 1<sup>st</sup> goods item already filled. This will help you fill the rest of the table observing the required data format.

Whichever option you choose, all mandatory data shall be filled in for all goods items in correct format. Otherwise, the data will be rejected.

Upon completion of data entry, save the file in one of the formats (with possible extensions: .xlsx, .xls, .txt, .csv), then click on the [Import goods items](#) hyperlink. The import action will replace all previously added goods items of particular consignment (if any).

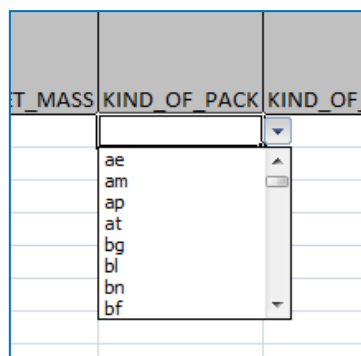
### Recommendations

- In the table below you will find the list of all possible columns of the template with the format of data to be used:

Column header	Meaning	Data format / recommendations
TARIC_CODE	Code TARIC	6 – 10 digits
TNVED_CODE	Code TN VED	6 – 10 digits
GENERAL_DESCRIPTION	Good description	In Latin/ Cyrillic characters Note : you may indicate the general description in Cyrillic if all countries where EPD is to be sent, accept Cyrillic.
GENERAL_DESCRIPTION_LNG	Language of goods description	2-letter abbreviation, in small letters (e.g. <b>en</b> , <b>de</b> , <b>fr</b> ); if Russian in Latin characters, then indicate – <b>ru_latin *</b> ; if Russian in Cyrillic, then indicate <b>ru</b> .
TRANSLATION_DESC	Goods description 2 (translation of goods description)	In Cyrillic characters If TRANSLATION_DESC is used, then GENERAL_DESCRIPTION shall be in Latin characters only.
TRANSLATION_DESC_LNG	Language of goods description 2	<b>ru*</b>
GROSS_MASS	Gross mass	As in application. Accepted decimal separators are «.» and «,»
NET_MASS	Net mass	As in application. Accepted decimal separators are «.» and «,»
KIND_OF_PACK	Kind of packages	2-letter abbreviation, in small letters (see the list in

		Annex 1) (e.g. <b>bx, px</b> )*
KIND_OF_PACK_QUANTITY	Number of packages	As in application
MARKS_NUMBERS	Marks and numbers	As in application
MARKS_NUMBERS_LNG	Language of marks and numbers	2-letter abbreviation, in small letters (e.g. <b>en, de, fr</b> )*
INVOICE_CURRENCY	Invoice currency	3-letter abbreviation, in small letters*.
INVOICE_COST	Invoice amount	As in application. Accepted decimal separators are «.» and «,»
ADDITIONAL_MEASUREMENT_TYPE1	Additional unit of measurement	3-letter abbreviation, in small letters (see the list in Annex 2) (e.g. <b>pce, ltr</b> )*
ADDITIONAL_MEASUREMENT_QUANTITY1	Quantity of additional units of measurement	As in application. Accepted decimal separators are «.» and «,»
CONTAINER	Container	To import the goods in the container, the container should be registered on the vehicle page and then its number should be indicated in the Excel / CSV file for appropriate goods items
SENSITIVE_GOODS	Sensitive goods code	As in application
UN_DANGEROUS_GOODS	Dangerous goods code	As in application
TYPE_DOC1	Document type	Number code (see the list in Annex 3)*
NAME_DOC1	Document number	As in application
LNG_DOC1	Document language	2-letter abbreviation, in small letters (e.g. <b>en, de, fr</b> )*
DATE_DOC1	Document date	dd.mm.yyyy with any separator

\* These fields have drop-down lists, containing the abbreviations/codes to be used. Click on the respective cell of the goods item row to see the drop-down lists.



- The documents related to all goods items of the consignment, shall be indicated at the consignment level. When filling the Excel/CSV table to be imported, indicate only the documents, related to this particular good item. At the same time, if you have more than one document at the goods item level, you can copy all document headers, increase the document number and fill the information in the respective columns: Example:

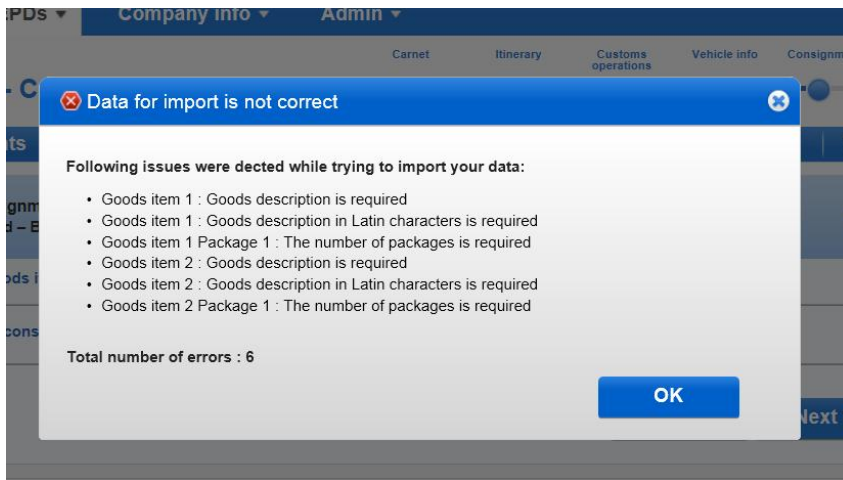
TYPE\_DOC1 – for document 1

TYPE\_DOC2 – for document 2

Name the other copied headers related to documents using the same principle.

## **Errors**

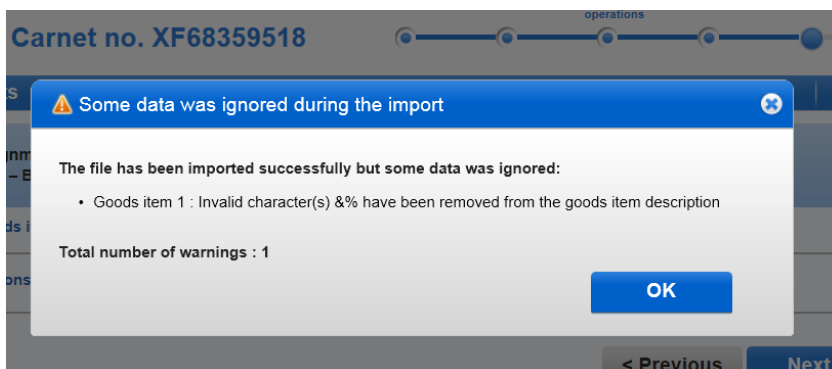
In case of validation errors, the user will receive the Errors Report and the data will not be imported:



The following errors are permitted by the application:

- Unsupported characters like !\$-'"\*:%+;][°·| = № + «»?; – & will be automatically removed from the good description during import process. However, you have to pay attention to such cases and to edit the goods description manually to avoid inaccuracies, e.g. 2+1 will be read as 21 after the unsupported character is removed.
- The additional units of measurements will not be taken into account if the relevant commodity code does not support any additional units of measurement.

The application will show the following warning message in such cases:



If you click the OK button of the warning message, the import process will be completed.

## Useful tips

- If the Error Report shows too many errors, e.g. for each goods item, this can be a sign that your file has not been prepared in a correct format, e.g. you forgot to delete the rows before and after the goods item table or you filled data in format not accepted by the application.
- The 1<sup>st</sup> row of the Excel table is the table header, the 2<sup>nd</sup> row corresponds to the 1<sup>st</sup> goods item, etc. Therefore, Goods item 1 in the Error Report will be found in row 2 of the table. For your convenience you can add a column, containing goods item ordinal numbers, in the table to be imported.
- In case of error “**Commodity code invalid**”, the reasons of error could be insufficient number of digits in the code. You can go to the [Goods item](#) page in the application and check the valid code with the help of the binocular icon next to the [Commodity code](#) field.
- In case of error “**Commodity code invalid**”, if you used both TARIC and TN VED codes, one of them could be invalid. Please check both of them.
- If you forgot to fill the data in one of the fields: INVOICE\_CURRENCY or INVOICE\_COST, the Error Report will indicate that the data in both these fields are not available. Please check both fields.
- If you chose the additional unit of measurements, which is different from the one supported by the goods code, the error will be displayed in the Error Report.
- If you don't know the type of package, you can choose the code **zz**.
- In case you do not know the gross weight per goods position, you can indicate manually “0” in the table to be imported in the column “GROSS\_MASS”. In any case, this column cannot be empty or absent. Besides, make sure that the total gross mass shall be bigger than “0”.
- In case you do not know the number of packages per goods position, you can indicate manually “0” in the table to be imported in the column “KIND\_OF\_PACK\_QUANTITY”. In any case, this column cannot be empty or absent. Besides, make sure that the total number of packages shall be more than “0”.
- Only MAX allowed length of the commodity code will be imported to the application. Exceeding digits will be removed without informing the user. Example, if you have indicated 10 digit commodity code and all countries where EPD is to be sent accept 6 digit code maximum, only the first 6 digits of your 10 digit code will be imported.

**This function also allows the export of data. If you click on [Download template](#) hyperlink in already filled TIR-EPD, the downloaded file will contain all filled data.**

\* \* \* \* \*

## ANNEX 1

### Codes of package type

PACKAGE_CODE	PACKAGE_NAME
ae	Aerosol
am	Ampoule, non-protected
ap	Ampoule, protected
at	Atomizer
bg	Bag
bl	Bale, compressed
bn	Bale, non-compressed
bf	Balloon, non-protected
bp	Balloon, protected
br	Bar
ba	Barrel
bz	Bars, in bundle/bunch/truss
bm	Basin
bk	Basket
bi	Bin
bd	Board
bb	Bobbin
bt	Bolt
gb	Bottle, gas
bs	Bottle, non-protected, bulbous
bo	Bottle, non-protected, cylindrical
bv	Bottle, protected bulbous
bq	Bottle, protected cylindrical
bc	Bottlecrate / bottlerack
bx	Box
bj	Bucket
vg	Bulk, gas (at 1031 mbar and 15°C)
vq	Bulk, liquefied gas (at abnormal temperature/pressure)
vl	Bulk, liquid
vy	Bulk, solid, fine particles ("powders")
vr	Bulk, solid, granular particles ("grains")
vo	Bulk, solid, large particles ("nodules")
bh	Bunch
be	Bundle
bu	Butt
cg	Cage
cx	Can, cylindrical
ca	Can, rectangular
cd	Can, with handle and spout
ci	Canister
cz	Canvas

av	Capsule
co	Carboy, non-protected
cp	Carboy, protected
cm	Card
ct	Carton
cq	Cartridge
cs	Case
ck	Cask
ch	Chest
cc	Churn
ai	Clamshell
cf	Coffer
cj	Coffin
cl	Coil
6p	Composite packaging, glass receptacle
6h	Composite packaging, plastic receptacle
aj	Cone
cn	Container, not otherwise specified as transport equipment
cv	Cover
cr	Crate
ce	Creel
cu	Cup
cy	Cylinder
dj	Demijohn, non-protected
dp	Demijohn, protected
dn	Dispenser
dr	Drum
en	Envelope
fp	Filmpack
fi	Firkin
fl	Flask
ft	Foodtainer
fo	Footlocker
fr	Frame
gi	Girder
gz	Girders, in bundle/bunch/truss
hr	Hamper
hg	Hogshead
in	Ingot
wa	Intermediate bulk container
jr	Jar
jy	Jerrycan, cylindrical
3h	Jerrycan, plastic
jc	Jerrycan, rectangular
3a	Jerrycan, steel

jpg	Jug
jt	Jutebag
kg	Keg
lv	Liftvan
lg	Log
lz	Logs, in bundle/bunch/truss
lt	Lot
mt	Mat
mx	Matchbox
zz	Mutually defined
ns	Nest
nt	Net
na	Not available
pk	Package
pa	Packet
pl	Pail
px	Pallet
pb	Pallet, box
pc	Parcel
pf	Pen
pi	Pipe
pv	Pipes, in bundle/bunch/truss
ph	Pitcher
pn	Plank
pg	Plate
pt	Pot
po	Pouch
pj	Punnet
rk	Rack
rt	Rednet
rl	Reel
rg	Ring
rd	Rod
ro	Roll
sh	Sachet
sa	Sack
se	Sea-chest
sx	Set
st	Sheet
sm	Sheetmetal
sz	Sheets, in bundle/bunch/truss
sw	Shrinkwrapped
si	Skid
sb	Slab
sy	Sleeve



sl	Slipsheet
sd	Spindle
so	Spool
su	Suitcase
ty	Tank, cylindrical
tk	Tank, rectangular
tc	Tea-chest
ti	Tierce
tn	Tin
pu	Tray
tr	Trunk
ts	Truss
tb	Tub
tu	Tube
tz	Tubes, in bundle/bunch/truss
to	Tun
uc	Uncaged
ne	Unpacked or unpackaged
ng	Unpacked or unpackaged, multiple units
nf	Unpacked or unpackaged, single unit
vp	Vacuum-packed
vk	Vanpack
va	Vat
vi	Vial
wb	Wickerbottle

## ANNEX 2

### Additional units of measurement

UNIT_CODE	UNIT_NAME
cct	Carrying Capacity In Metric Ton
mtq	Cubic Meter
cur	Curie
grm	Gram
gfi	Gram Of Fissile Isotope
cen	Hundred
kdw	kilogram drained net weight
kns	Kilogram Named Substance
khy	kilogram of hydrogen peroxide
kma	Kilogram of methylamine
kni	Kilogram Of Nitrogen
kpp	Kilogram Of Phosphorus Pentoxide (Phosphoric Anhydride)
kph	Kilogram Of Potassium Hydroxide (Caustic Potash)
kpo	Kilogram Of Potassium Oxide
ksh	Kilogram Of Sodium Hydroxide (Caustic Soda)
ksd	Kilogram Of Substance 90% Dry
kur	Kilogram Of Uranium
ltr	Liter
lpa	Liter Of Pure Alcohol
mwh	Megawatt Hour (1000 KWH)
mtr	Meter
ctm	Metric Carat
ncl	Number Of Cells
npr	Number Of Pairs
pce	Piece
mtk	Square Meter
d30	Terajoule
mil	Thousand
r9	Thousand Cubic Metre
d40	Thousand Litre

### ANNEX 3

#### Codes of attached documents

DOCUMENT_TYPE_CODE	DOCUMENT_TYPE_NAME
740	Air waybill
705	Bill of lading
787	Bordereau
730	CMR - Road consignment note
933	Cargo declaration
785	Cargo manifest
2	Certificate of conformity
861	Certificate of origin
865	Certificate of origin form GSP
3	Certificate of quality
iru01	Certificate of state registraton issued by Customs Union for sanitary and epidemiological safety
380	Commercial invoice
235	Container list
823	Control document T8
862	Declaration of origin
750	Despatch note
820	Despatch note model T
821	Despatch note model T1
822	Despatch note model T2
825	Despatch note model T2L
954	EUR 1 certificate of origin
941	Embargo permit
830	Goods declaration for exportation
714	House bill of lading
703	House waybill
911	Import licence
741	Master air waybill
704	Master bill of lading
18	Movement certificate A.TR.4
760	Multimodal/combined transport document
zzz	Other
271	Packing list
851	Phytosanitary certificate
864	Preference certificate of origin
325	Proforma invoice
722	Road list-SMGS
852	Sanitary certificate
955	TA carnet
951	TIF form
853	Veterinary certificate