REPUBLIC OF TURKEY

MINISTRY OF CUSTOMS AND TRADE

Directorate General of Customs

PRE-DECLARATION APPLICATION

USER MANUAL

TIRCUS

MINISTRY OF CUSTOMS AND TRADE

Dumlupınar Bulvarı No: 151
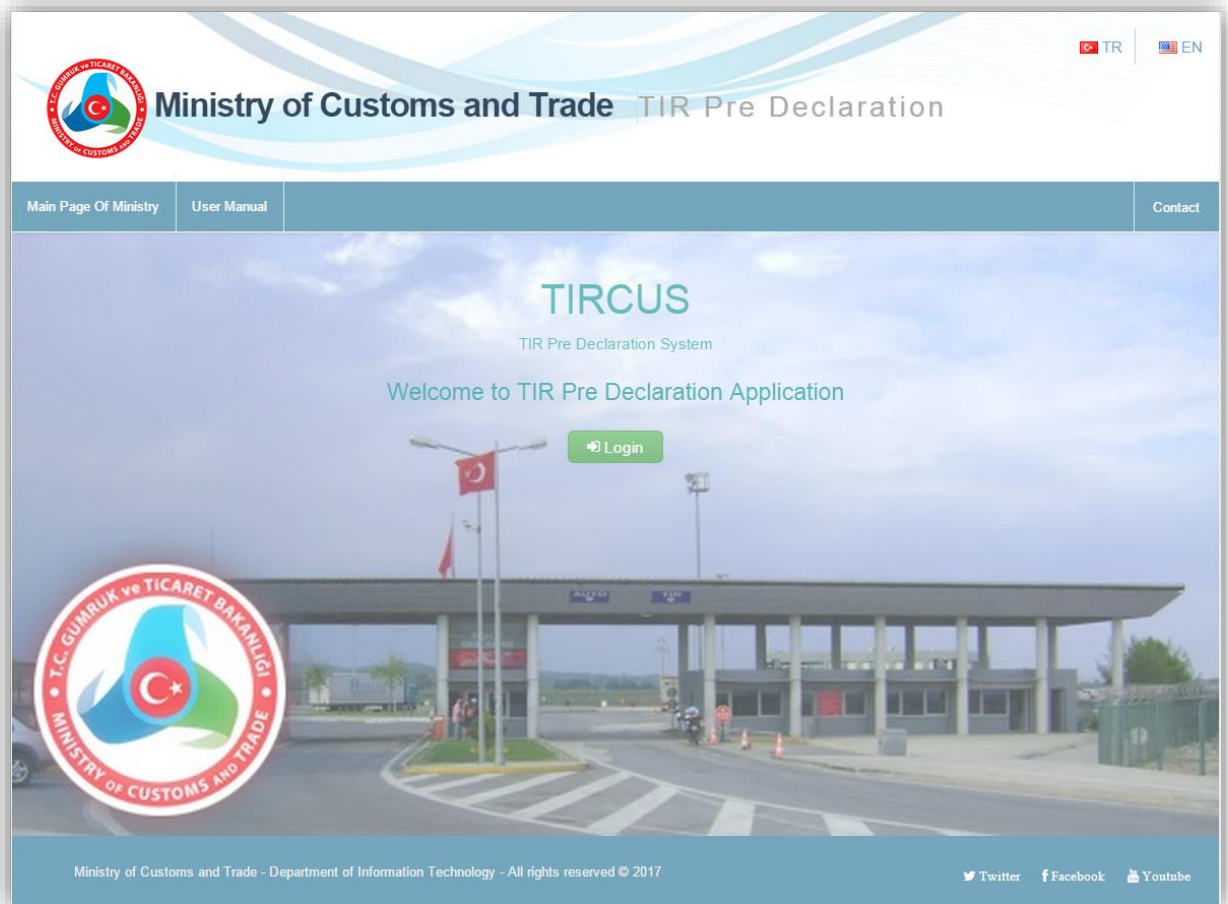Eskişehir Yolu 9. Km.06530
Çankaya / ANKARA

INDEX

1. INTRODUCTION TO PRE-DECLARATION (TIRCUS)

TIRCUS is an application enabling the TIR carnet holder to submit a free-of-charge electronic pre-declaration to customs offices of entry in the Turkish Customs Territory.

Electronic pre-declaration must be sent to a customs office of entry prior to the arrival of goods covered by the TIR Carnet.

You may access TIRCUS on https://uygulama.gtb.gov.tr/TIRCUS

You may access the "**USER MANUAL**" by clicking on the main page and then switch the language from English to Turkish or vice versa on the top right of the screen.

You may access the web site of the Ministry of Customs and Trade and its Twitter, YouTube, and Facebook accounts from TIRCUS main page.

Also it is possible to send technical problems that you may have and your suggestions by clicking the "**CONTACT**" tab.

You can get a BILGE username and a password from customs offices in Turkey in order to use TIRCUS. (see FAQ 1-2-3)
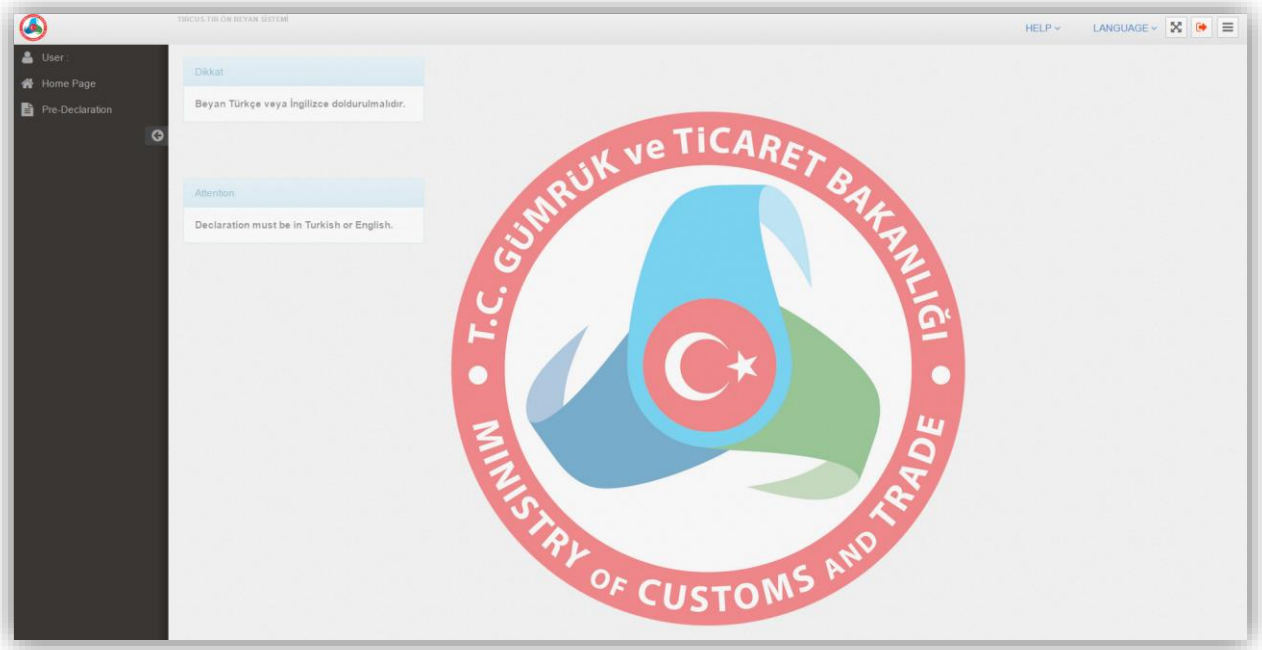
You may access the user manual by clicking the "**HELP**" tab on any step and may switch the language from English to Turkish or vice versa by clicking the "**Language**" tab.

Once you log into TIRCUS, you may click the icons on the top right of the screen:

- To log out (⏻)

- To go to full screen: (⤢)

- To hide/show the menu on the left: (☰)

You can click the "PRE-DECLARATION" icon on the left to reach:

- **"Create and Submit Pre-Declaration"** tab to create a pre-declaration, or

- "**List Pre-Declarations**" tab to list all pre-declarations you have sent to the customs offices of entry. You may edit or cancel your pre-declaration until the goods covered by the TIR Carnet are presented to the related customs office of entry.

The information you enter into TIRCUS must conform with the information on the TIR Carnet

There are three different types of fill-in fields on TIRCUS:

- **Green fields** are for the required information
- **Grey fields** are for the information filled by the system automatically
- **White fields** are for the optional information

2. GENERAL INFORMATION

On the first page of the pre-declaration, TIR Carnet, Vehicle, Driver, and attached document information is entered.

a. TIR Carnet Information

Your TIR Carnet number must be entered into the related field and other information (Declarant TIN Number, Declarant Name, TIR Carnet Holder's ID Number, Guaranteeing Association, Expiration Date of the TIR Carnet, Name of the holder) is filled in automatically by the system based on the TIR Carnet Number when the "**Search**" tab is clicked. (see FAQ 12)

b. Vehicle Information

"Truck Number Plate", "Truck Country of Origin", "Trailer Number Plate 1", and "Trailer 1 Country of Origin" are required fields. "Truck Country of Origin" and "Trailer 1 Country of Origin" are the countries where the truck and trailer are registered in respectively.

If a second trailer is used, Trailer Number Plate 2 and Trailer 2 Country of Origin should be filled in.

If it is a container transport, "Container Registration Number" and "Container Country Of Origin" must be filled in by clicking "**Container Transport Carried Out**".

c. Driver Information

Choose the nationality of the driver.

If the driver of the vehicle is a Turkish national, enter his/her National ID number and then click the "**Search**" tab. The driver's name and surname are filled in by the system automatically.

If the driver of the vehicle is a foreigner, his/her passport number, Driver's name and surname, place of birth, date of birth, and father's name are entered manually.

d. Attached Documents
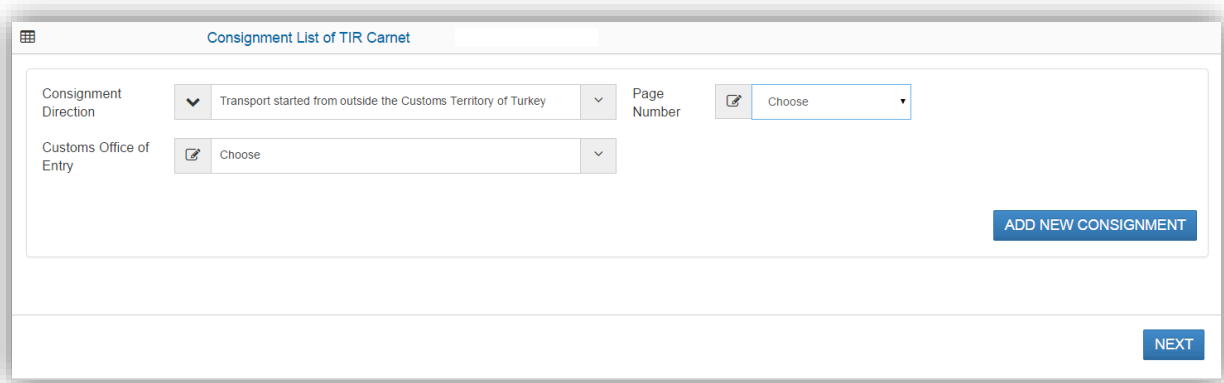
Documents attached to the TIR Carnet and language are chosen from the "Document Type" and the "Document Language" tabs respectively. The document's reference number and date are entered in the related fields. All information is saved by clicking the "Add Document" tab.

If more documents need to be attached, use the same procedure.

In order to proceed to "**Consignment Information**" page, click the "**Next**" button.

3.   Consignment Information

Consignment Direction: Consignment Direction is set to default as "Transport started from outside the Customs Territory of Turkey" by the system automatically.

Page Number: VOLET -1 page number which will be used in the customs office of entry in Turkey must be chosen.

Customs Office of Entry: The customs office of entry in Turkey must be chosen.

Click the "**Next**" button in order to save the above mentioned information and proceed to the next page.

Clicking the "**Back**" button allows you to go back to "general information" page without saving the data in the "consignment information" page

4. Consignment Details

Country of Departure: Any Contracting Party where the TIR transport of a load or part load of goods begins,

Country of Destination: Any Contracting Party where the TIR transport of a load or part load of goods ends,

Customs office of destination/exit: Customs office where the TIR transport of a load or part load of goods ends / the last customs office in Turkey visited by the vehicle engaged in the transportation of goods covered by the TIR Carnet.

Once the consignment information is entered, next details of the items are entered.

Consignment Information

Country of Departure	✐ CHOOSE	⌄
Country of Destination	✐ CHOOSE	⌄
Customs Office of Destination / Exit	✐ CHOOSE	⌄

Items

Consignor / Consignee Information

☐ Same consignor information

Consignor TIN	✐	Search
Consignor	✐	
Address	✐	
City	✐	
Postal code	✐	
Country	✐ CHOOSE	⌄

☐ Same consignee information

Consignee TIN	✐	Search
Consignee	✐	
Address	✐	
City	✐	
Postal Code	✐	
Country	✐ CHOOSE	⌄

Information of goods

6 Digit HS Code	✐
Description of goods	✐
Gross Weight	✐
Net Weight	✐
Type of transport operation	✓ CHOOSE ⌄

Package Information

Type of Package	✐ CHOOSE ⌄
Number of Packages	✐

Add Package

Package List of Items

Type of Package	Number of Packages	Package Information	Operations

Save

Item List of Consignment Information

Consignor TIN	Consignor	Consignee TIN	Consignee	6 Digit H S Code	Description of goods	Gross Weight	Net Weight	Type of transport operation	Operations

Add New Item

BACK   ADD NEW CONSIGNMENT   NEXT

11

i.   Consignor Information

a. Consignor TIN

b. Consignor

c. Address

d. City

e. Postal code

f. Country

ii.   Consignee Information

a. Consignee TIN

b. Consignee

c. Address

d. City

e. Postal code

f. Country

Consignor / Consignee Information

Same consignor information	☐	
Consignor TIN	✎	Search
Consignor	✎	ABC CO
Address	✎	XYZ STR.
City	✎	BERLIN
Postal code	✎	
Country	✎	GERMANY (004)
Same consignee information	☐	
Consignee TIN	✎	11111111 Search
Consignee	✎	A FIRMASI
Address	✎	ANAFARTALAR CAD.
City	✎	ANKARA
Postal Code	✎	
Country	✎	TURKEY(052)

When Turkey is chosen as "Country of Consignor" or "Country of Consignee", "Consignor TIN" and "Consignee TIN" are required. In this case, when "Consignor TIN" or "Consignee TIN" is searched, all the required information is filled in by the system automatically.

When another country is chosen as "Country of Consignor" or "Country of Consignee", trade name, address, city, and countries of both consignor and consignee are required.

iii. Information of Goods   Information of goods

a. 6 Digit HS Code

b. Description of goods

c. Gross Weight

d. Net Weight

e. Type of transport operation

6 Digit HS Code	✎	080810
Description of goods	✎	STARKING APPLE
Gross Weight	✎	1452
Net Weight	✎	1450
Type of transport operation	⌄	IMPORT ⌄

Information of goods: The information of each item of goods covered by the TIR Carnet must be entered.

✓ Import, Ro-Ro Import, Transit, or Ro-Ro Transit must be chosen as the "**Type of transport operation".**

- If the road transport starts from outside the Customs Territory of Turkey and the goods covered by the TIR Carnet are imported to Turkey, choose IMPORT,
- If the Ro-Ro transport starts from outside the Customs Territory of Turkey and the goods covered by the TIR Carnet are imported to Turkey, choose RO-RO IMPORT,
- If the road transport starts from outside the Customs Territory of Turkey and the goods covered by the TIR Carnet are carried to another country through Turkey, choose TRANSIT,
- If the Ro-Ro transport starts from outside the Customs Territory of Turkey and the goods covered by the TIR Carnet are carried to another country through Turkey, choose RO-RO TRANSIT.

13

"Type of Package" must be chosen and "Number of Packages" must be entered. Information about the package is added into the current item by clicking the "**Add Package**" button after the package information field is filled in. Added packages are listed under the "Package List of Items".

All information is saved by clicking the "**Save**" button and is summarized under "Item List of Consignment Information".

If there is more than one item, information about the items must be entered by clicking "**Add New Item**". "Same consignee information" and/or "Same consignor information" is chosen when the consignor and/or consignee are the same. Information about the consignor and consignee are filled in by the system automatically by using the information entered for the previous item.

14

If there is more than one consignment, information of the first consignment is saved by clicking the "**ADD NEW CONSIGMENT**" button and then the information for the new consignment must be entered accordingly.

All information is saved by clicking the "**Next**" tab to proceed to "**PRE-DECLARATION SUMMARY INFORMATION**" page.

5. PRE-DECLARATION SUMMARY INFORMATION

PRE-DECLARATION SUMMARY INFORMATION PAGE

TIR Carnet Information

TIR Carnet Number:
(STORED)
Holder ID:TUR/042/
Expiry Date:4/2/2017

Truck/Trailer

Truck Number Plate:
Trailer Number Plate
1:
Trailer Number Plate 2:

Driver Information

DRIVER'S NAME :
DRIVER'S ID NO :

Barcode Information

TIR CARNET NUMBER :

ATTACHED DOCUMENTS

Document Type	Document Reference Number	Date of Issue	Document Language	Document Explanation
730	252245	01/03/2017	TR	Road consignment note - CMR
271	2223562	01/02/2017	TR	Packing list

CONSIGNMENT INFORMATION

Page Number	Country of Departure	Country of Destination	Customs Office of Entry	Customs Office of Destination / Exit
3	Germany	Turkey	KAPIKULE TIR GÜMRÜK MÜDÜRLÜĞÜ	ERENKÖY GÜMRÜK MÜDÜRLÜĞÜ

LIST OF ITEMS

Description of goods	Gross Weight	Net Weight	6 Digit HS Code	Total Package Number
STARKING APPLE	1452	1450	080810	1450

Page Number	Country of Departure	Country of Destination	Customs Office of Entry	Customs Office of Destination / Exit
3	Germany	Turkey	KAPIKULE TIR GÜMRÜK MÜDÜRLÜĞÜ	HALKALI GÜMRÜK MÜDÜRLÜĞÜ

LIST OF ITEMS

Description of goods	Gross Weight	Net Weight	6 Digit HS Code	Total Package Number
BOBINS FOR CABLE,PIPE	950	947	732690	150
GEARBOX	850	823	870840	10

TOTAL MASS : 3252   **TOTAL PACKAGE NUMBER :1610**

EDIT GENERAL INFORMATION   EDIT CONSIGNMENT INFORMATION   SEND CUSTOMS OFFICE

Information of pre-declaration is shown on "Pre-Declaration Summary Information" page. Pre-declaration is sent to customs office of entry by clicking the "**Send to Customs**" button, if the information is correct and accurate.

If necessary, it is possible to edit the general information of pre-declaration and/or consignment/s information at this point.

- "**Edit General Information**" button is used to edit general information such as driver, attached document, and plate number.

- All information of consignment/s is shown on the list by clicking the "**Edit Consignment**" button to edit consignment details. icon is used to delete, icon is used to preview in detail, icon is used to edit consignment/item information.

6. LIST PRE-DECLARATIONS

It is possible to preview all your pre-declarations sent to customs office of entry by using "Search Criteria".

View: icon is used to preview the related pre-declaration.

It is possible to edit or cancel the pre-declaration prior to the arrival of the vehicle in the customs office of entry.

Update: icon is used to edit general information and consignment/item details.

Delete: icon is used to delete the pre-declaration

7. FREQUENTLY ASKED QUESTIONS

1. How can I get a username and password for TIRCUS?

You can get your BİLGE[1] username and password from customs offices in Turkey.

2. Is it possible for foreigners to send a pre-declaration on TIRCUS?

Yes. According to the related legislation, foreigners who have a TIN or foreigner ID number given by the Turkish Government are authorized to declare their own behalf by providing their TIN or ID numbers. This authorization is valid in all customs offices in Turkey.

3. I already have a BİLGE username and password. Do I need to get another one to use TIRCUS?

No. You can access TIRCUS using your current username and password.

4. Is pre-declaration for TIR transports mandatory?

Yes. It is mandatory to send pre-declaration to the customs office of entry prior to the arrival of goods covered by the TIR Carnet to be transported to/through Turkey.

5. Which languages are pre-declaration filled in?

Pre-declaration can be filled in in Turkish or English. The description of goods should be filled in using Turkish. When Turkish description is not known, it can be filled in using English as well. Description must include an exact identification of the goods. Such phrases like "goods covered in the invoice", "goods covered in the attached list", "electronics" or "food" cannot be used as description of goods.

6. Until when can I send pre-declaration?

Pre-declaration must be sent to the customs office of entry in Turkey before the arrival of the vehicle carrying the goods covered by the TIR Carnet. If a pre-declaration is sent after the vehicle arrives at the customs office of entry in Turkey, the transporter and the goods are also subjected to risk measurements.

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[1] BİLGE is the Turkish Customs System, it stands for "Bilgisayarlı Gümrük Etkinlikleri" which means "Computerized Customs Activities". The detailed information can be seen at this web-site http://english.gtb.gov.tr/frequently-asked-questions/risk-management-and-control

7.   How can I preview pre-declarations that I have sent?

By clicking the ⊙ icon in "List Pre-Declarations" page under "Pre-Declaration" on the main page of TIRCUS, it is possible to preview the pre-declaration sent to customs office of entry.

8.   If the TIR transport is cancelled after I have sent the pre-declaration to customs office of entry. What should I do?

By clicking 🗑 icon in "List Pre-Declarations" page under "Pre-Declaration" on the main page of TIRCUS, it is possible to delete the pre-declaration sent to customs office of entry.

9.   I have noticed that there are some mistakes in the pre-declaration information after I sent it to the customs office of entry. What should I do?

In "List Pre-Declarations" page under "Pre-Declaration" on the main page of TIRCUS, click the pre-declaration of consignment that is going to be edited. "Pre-Declaration Summary Information" page of that consignment can be seen by clicking the 🖉 icon. See pg. 16-17 for the next steps.

10.   Until when can I delete or update the pre-declaration?

You can delete or update the pre-declaration until the vehicle arrives in the customs zone. However, it is not possible to make any change or deletion related to the pre-declaration once the vehicle arrives in the customs zone.

11.   I have sent the pre-declaration to the customs office of entry using both TIRCUS and TIR-EPD. Which one is taken into consideration by the customs office of entry?

When the pre-declaration related to the same TIR Carnet is sent to the customs office of entry using both TIRCUS and TIR-EPD, information in TIRCUS is taken into consideration by the customs office of entry.

12.   When I sent the pre-declaration, the TIR Carnet was valid. However, it has expired before the vehicle will arrive in the customs office of entry. Is the TIR Carnet still deemed to be valid?

TIR Carnets which were accepted on or before the expiration date by the customs office of departure shall be deemed valid until the conclusion of TIR transport.