## 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

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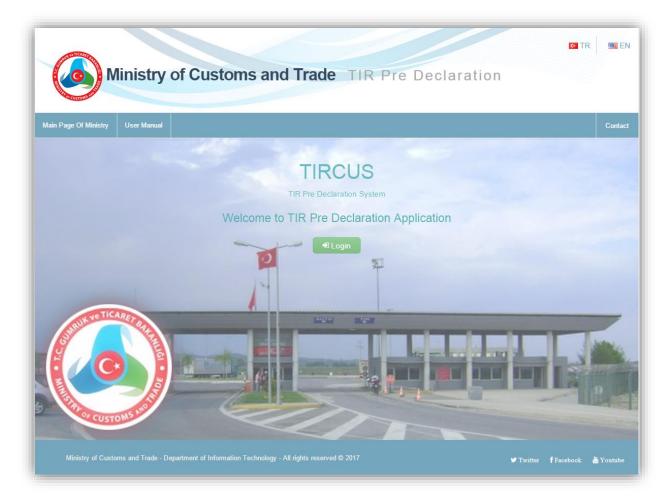
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## 1. INTRODUCTION TO PRE-DECLARATION (TIRCUS)

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 <a href="https://uygulama.gtb.gov.tr/TIRCUS">https://uygulama.gtb.gov.tr/TIRCUS</a>



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)

🐼 TR 🛛 🔤 EN	
Login	
User	4
Password	
Please Retype Security Code	
	Login



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:  $(\blacksquare)$

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:

- <u>Green fields</u> are for the required information
- <u>Grey fields</u> are for the information filled by the system automatically
- <u>White fields</u> are for the optional information

## 2. <u>GENERAL INFORMATION</u>

TIR Carnet Information											
Declarant TIN	Ø	111111116		Declarant		C FIRMASI					
Deviarant Thy	6			Deviarant	9	CT NIKASI					
TIR Carnet Number	Ø		Search	Guaranteeing Association	Ø			Expiry Date			
Holder ID	Ø	TUR/042/		Name of The Holder	Ø	ALZ. PET	ÜRN.OTO.)				
ehicle Information											
	<b>C</b> 1			1					-		-
Truck Number Plate	Ø			Trailer Number Plate 1	Ø		Search	Trailer Number Plate 2	Ø		Sean
Truck Country of Origin	Ø	CHOOSE	~	Trailer 1 Country of	Ø	CHOOSE	~	Trailer 2 Country of	Ø	CHOOSE	
		ISPORT CARRIED OUT		Origin				Origin			
# CONTAINE	on	SPORT CARRIED OUT		Origin				Origin			
# CONTAINE	on	of the driver. ® Turkish		Origin				Origin			
CONTAINE	on ionality (	of the driver. ® Turkish	© Foreigner	Origin	ame	2		Origin			
CONTAINE river Informati ease select the nati Driver's ID N Driver's Nam	on ionality o e	of the driver. ® Turkish	© Foreigner	Origin ch	ame	2		Origin			
CONTAINE river Informati ease select the nati Driver's ID N Driver's Nam	on ionality o e	of the driver. ® Turkish	© Foreigner	Origin ch		Tt Reference Number 1	Date of Issue		je Do	ocument Explanation	Operatio
CONTAINE river Informati ease select the nati Driver's ID N Driver's Nam ttached Docum Document Type Document Reference	on ionality o e ments	of the driver. ® Turkish	© Foreigner	Origin ch			Date of Issue		je Do	ocument Explanation	Operatio
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CONTAINE river Informati ease select the nati Driver's ID N Driver's Nam ttached Docum Document Type Document Reference Number Document Language	on ionality ( e ( e) ments ( e) ( e) ( e) ( e) ( e) ( e) ( e) ( e	of the driver.  Turkish CHOOSE	Foreigner     Searc     v	Origin ch			Date of Issue		je Do	ocument Explanation	Operatio
CONTAINE river Informati ease select the nati Driver's ID N Driver's Nam ttached Docum Document Type Document Reference Number Document	on ionality ( o @ e @ ments @	of the driver.  Turkish CHOOSE CHOOSE	Foreigner     Searc     v	Origin ch			Date of Issue		je Do	ocument Explanation	Operatio

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

## a. <u>TIR Carnet Information</u>

R Carnet Inf	orma	tion						
Declarant TIN	Ø	111111116		Declarant	ľ	C FIRMASI		
TIR Carnet Number	ľ		Search	Guaranteeing Association	ľ		Expiry Date	
Holder ID	Ø	TUR/042/		Name of The Holder	Ø	. MALZ. PET.ÜRN.		

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	8			Trailer Numbe Plate				Search	Trailer Number Plate 2	Ø		Se
of Origin		CHOOSE	~	Trailer Country o Origin	f	CHOOSE		~	Trailer 2 Country of Origin	ľ	CHOOSE	
Container Registration Number	ľ			Containe	r Registr	ation Number	Country	Operat	tions			
Container Country Of	Ø	CHOOSE	~									

"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

Driver Information					
Please select the nation Driver's ID No	ality of the driver. •	Turkish O Foreigner			
Driver's Name	ß		Surname	3	

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.

iver Information										
ease select the nationality of the driver. 🔍 Turkish 🖲 Foreigner										
Passport	đ									
Driver's Name		Surname	Ø							
Place of Birth		Date of Birth								
	Ø		<b>m</b>							
Father's Name	C									

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

Document Type	Ø	CHOOSE	~	Document Type	Document Reference Number	Date of Issue	Document Language	Document Explanation	Opera
Document Reference Number	Ø								
Document Language	Ø	CHOOSE	~						
Date of Issue									
		Ac	ld Document						

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 List of TIR Carnet					
Consignment Direction	•	Transport started from outside the Customs Territory of Turk	ey 🗸	Page Number	Choose	T	
Customs Office of Entry	ľ	Choose	~				
							ADD NEW CONSIGNMENT
							ADD NEW CONSIGNMENT
							NEX

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

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

<u>Customs Office of Entry:</u> 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

nsignment Inf	orma	tion		
Country of Departure	ľ	GERMANY (004)	~	
Country of Destination	ľ	TURKEY(052)	~	
Customs Office of Destination / Exit	ľ	HALKALI GÜMRÜK MÜDÜRLÜĞÜ	~	

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

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

<u>Customs office of destination/exit</u>: 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.

onsignment Info	ormation											
	_	_										
Country of Departur	re (	СНООЗЕ						*				
Country of Destinat	ion I	CHOOSE						*				
Customs Office of Destination / Exit	I	CHOOSE						× .				
ems												
Consignor / Co	nsignee	Information	I			Informati	on of go	oods				
Same consignor						6 Digit	HS Code	Ø				
information Consignor TIN	Ø			Search		Description	of	Ø				
Consignor						goods Gross Wei	ght	Ø				-
Address						Net Weight	t	Ø				-
City						Type of trai	nsport	~	CHOOSE		~	
Postal code	Ø					operation Package	Informat	tion				
Country		CHOOSE		~								
Same consignee information						Туре of Pa				~		
Consignee TIN	Ø			Search		Number of Packages						
Consignee											Add Package	
Address						Package	List of It	tems				
City						Type of Package	Numl Packa	ber of ages	Pa	ckage ormation	Operations	
Postal Code	Ø											
Country		CHOOSE		× .								
												S
m List of Cons	ignment	Information	1									
nsignor TIN Con	algnor C	onsignee TIN	Consignee	6 Digit H S Code	e Description	of goods	Gross Wel	ght	Net Weight	Type of tra	nsport operation	Operation
												Add New Ite
									BAC	K ADD N	EW CONSIGNM	ENT NE
							_	_	_			

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

i. <u>Consignor Information</u>	Consignor / Con	signee Information
a. Consignor TIN	Same consignor information	
b. Consignor	Consignor TIN	Image: Search
c. Address	Consignor	ABC CO
d. City	Address	🕜 XYZ STR.
e. Postal code	City	BERLIN
f. Country	City	G BERLIN
	Postal code	C
ii. <u>Consignee Information</u>	Country	GERMANY (004) ~
a. Consignee TIN	Same consignee information	
b. Consignee	Consignee TIN	Image: Comparison of the second sec
c. Address	Consignee	I A FIRMASI
d. City	Address	ANAFARTALAR CAD.
e. Postal code	City	I ANKARA
f. Country	Postal Code	C
	Country	<b>TURKEY(052)</b>

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	6 Digit US Code	Ø	080810	
b. Description of goods	6 Digit HS Code	ß	000010	
c. Gross Weight	Description of goods	Ø	STARKING APPLE	
d. Net Weight		_		
a. The weight	Gross Weight	Ø	1452	
e. Type of transport operation				
	Net Weight	Ø	1450	
	Type of transport	~	IMPORT	~
	operation			

**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.

Package Informat	on			
Type of Package	BOX(E	X)		~
Number of Packages	<b>Ø</b> 90			
			Add Pack	age

"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".

T ackage i	ist of Items		
Type of Package	Number of Packages	Package Information	Operations
BX	90	Box	Ē

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

Consignor TIN	Consignor	Consignee TIN	Consignee	6 Digit HS Code	Description of goods	Gross Weight	Net Weight	Operations
	B FIRMASI		A FİRMASI	080810	STARKING APPLE	1452	1450	<b>3</b>

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.

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

TIR Carnet Inform	ation	Truck/	Trailer		Driver Information	Barcode Information
TIR Carnet Numbe (STORED) Holder ID:TUR/042 Expiry Date:4/2/20	2/	Trailer 1:	Number Plate: Number Plate Number Plate 2:		DRIVER'S NAME : DRIVER'S ID NO :	TIR CARNET NUMBER :
			A	TTACHED DC	OCUMENTS	
Document Type	Document	Reference Numbe	ег	Date of Issue	Document Language	Document Explanation
730	252245			01/03/2017	TR	Road consignment note - CMR
Page Number	Country of Departu	re Count	CON try of Destination	USIGNMENT II	NFORMATION ce of Entry	Customs Office of Destination / Exit
	Country of Departu Germany	re Count Turkey	try of Destination	Customs Offi		Customs Office of Destination / Exit ERENKÖY GÜMRÜK MÜDÜRLÜĞÜ
3 (			try of Destination	Customs Offi	ce of Entry	
3 CLIST OF ITEMS	Germany	Turkey as Weight	try of Destination / Net Weight	Customs Offi KAPIKULE TI 6 Digit HS Code	ce of Entry R GÜMRÜK MÜDÜRLÜĞÜ Total Package Number	
3 LIST OF ITEMS	Germany	Turkey as Weight	try of Destination	Customs Offi KAPIKULE TI	ce of Entry R GÜMRÜK MÜDÜRLÜĞÜ	
3 CLIST OF ITEMS Description of good STARKING APPLE	Germany	Turkey ss Weight	try of Destination / Net Weight 1450	Customs Offi KAPIKULE TI 6 Digit HS Code 080810	ce of Entry R GÜMRÜK MÜDÜRLÜĞÜ Total Package Number	
3 CHARTER STARKING APPLE 3 CHARTER STARKING APPLE	Germany ds Gros 1452	Turkey	try of Destination / Net Weight 1450	Customs Offi KAPIKULE TI 6 Digit HS Code 080810	ce of Entry R GÜMRÜK MÜDÜRLÜĞÜ Total Package Number 1450	ERENKÖY GÜMRÜK MÜDÜRLÜĞÜ
3 CHARTER STARKING APPLE 3 CHARTER STARKING APPLE	Germany ds Gros 1452 Germany	Turkey	try of Destination / Net Weight 1450	Customs Offi KAPIKULE TI 6 Digit HS Code 080810	ce of Entry R GÜMRÜK MÜDÜRLÜĞÜ Total Package Number 1450 R GÜMRÜK MÜDÜRLÜĞÜ	ERENKÖY GÜMRÜK MÜDÜRLÜĞÜ
3 CHARGE STARKING APPLE 3 CHAR	Germany ds Gros 1452 Germany	Turkey ss Weight Turkey Gross Weight 950	try of Destination ( Net Weight 1450 ( Net Weight 947	Customs Offi KAPIKULE TI 6 Digit HS Code 080810 KAPIKULE TI 6 Digit HS Code 732690	ce of Entry R GÜMRÜK MÜDÜRLÜĞÜ Total Package Number 1450 R GÜMRÜK MÜDÜRLÜĞÜ ie Total Package Number 150	ERENKÖY GÜMRÜK MÜDÜRLÜĞÜ
3 Contraction of good starking apple and the	Germany ds Gros 1452 Germany	Turkey sweight Turkey Gross Weight	try of Destination / Net Weight 1450 / Net Weight	Customs Offi KAPIKULE TI 6 Digit HS Code 080810 KAPIKULE TI 6 Digit HS Code	ce of Entry R GÜMRÜK MÜDÜRLÜĞÜ Total Package Number 1450 R GÜMRÜK MÜDÜRLÜĞÜ	ERENKÖY GÜMRÜK MÜDÜRLÜĞÜ

Information of pre-declaration is shown on "Pre-Declaration Summary Information" page. Predeclaration 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 icon is used to delete, 🔍 icon **Consignment**" button to edit consignment details. is used to preview in detail, *local is used to edit consignment/item information.* 

#### **LIST PRE-DECLARATIONS 6**.

Ist of Pre-Declaration	ns						
Search Criteria							
TIR Carnet Number	Truck Numb	er Plate					
Record Date Range							
Start date	End Date	<b>m</b>	SEARCH				
You can search your Pre-I	Declarations by	selecting at least	1 criteria.				
Pre-Declaration Number TIR Carnet Information	Truck/Trailer	Package/Mass informations	Record Date 〇	Status 🔿	Consignment Direction 🔿	Consignment list	10     •     Record       Copy     Print     Excel       Operations     Operations
TIR Carnet Number: Pre-Declaration Number:	Truck Number Plate: Trailer Number Plate 1: Trailer Number Plate 2:	Total Mass :166278 Total Package Number:1610	4/5/2017 9:50:32 AM	STORED	Transport started from outside the Customs Territory of Turkey	Departure / Destination Country of Departure :Germany Country of Destination:Turkey Country of Departure :Germany Country of Destination:Turkey	۲
TIR Carnet Number: Pre-Declaration Number:	Truck Number Plate: Trailer Number Plate 1: Trailer Number Plate 2:	Total Mass :4011 Total Package Number:157	4/3/2017 3:09:18 PM	SENT	Transport started from outside the Customs Territory of Turkey	Departure / Destination Country of Departure :Austria Country of Destination:Turkey	۲
TIR Carnet Number: Pre-Declaration Number:	Truck Number Plate: Trailer Number Plate 1: Trailer Number Plate 2:	Total Mass :220 Total Package Number:160	4/4/2017 10:05:45 AM	SENT	Transport started from outside the Customs Territory of Turkey	Departure / Destination Country of Departure :Austria Country of Destination:Turkey Country of Departure :Germany Country of Destination:Turkey	۲

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

**View:** 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:** I icon is used to edit general information and consignment/item details.

icon is used to delete the pre-declaration **Delete:** 

## 7. FREQUENTLY ASKED QUESTIONS

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

You can get your BİLGE<sup>1</sup> 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.

<sup>&</sup>lt;sup>1</sup> 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 <u>http://english.gtb.gov.tr/frequently-asked-questions/risk-management-and-control</u>

### 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 *seen by clicking the seen  

### 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.