User Manual for Keepers
European Vehicle Register (EVR)

Released by European Union Agency for railways

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Document History

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</tbody>
</table>
Contents

1. Introduction .................................................................................................................. 7
  1.1. About EVR ................................................................................................................. 7
  1.2. Definitions and Abbreviations .................................................................................. 7
  2. User Manual .................................................................................................................. 9
  2.1. Homepage .................................................................................................................. 9
  2.1.1. Page composition ................................................................................................. 9
  2.1.2. System navigation ................................................................................................ 9
  2.1.3. Info ....................................................................................................................... 9
  2.1.4. Account Information ............................................................................................ 10
  2.2. Access to EVR .......................................................................................................... 11
  2.2.1. Ask for an EVR Account ...................................................................................... 11
  2.2.2. Login ..................................................................................................................... 15
  2.2.3. Password Recovery ............................................................................................... 16
  2.2.4. Logout .................................................................................................................... 17
  2.3. Applications for Vehicle Registration ...................................................................... 18
  2.3.1. Search for Application for Vehicle Registration .................................................. 18
  2.3.1.1. Search Criteria ................................................................................................. 18
  2.3.1.2. Search Results ................................................................................................. 19
  2.3.2. Application Details View ...................................................................................... 19
  2.3.2.1. Vehicle Characteristics ...................................................................................... 20
  2.3.2.2. Standard Form .................................................................................................. 20
  2.3.3. Create Application ............................................................................................... 23
  2.3.3.1. Application Type: New Pre-Reservation ............................................................ 24
  2.3.3.2. Application type: New Registration ................................................................. 33
  2.3.3.3. Update .............................................................................................................. 43
  2.3.3.3.1 Update of Registration .................................................................................... 44
  2.3.3.3.2 Change of Keeper .......................................................................................... 51
  2.3.3.3.3 Change of ECM ............................................................................................... 55
  2.3.3.3.4 Change of Owner ............................................................................................ 59
  2.3.3.3.5 Change of Organisation Data ........................................................................ 63
  2.3.3.4. Suspension ....................................................................................................... 68
  2.3.3.5. Reactivation ...................................................................................................... 72
  2.3.3.6. Change of EVN following technical modifications ............................................ 75
  2.3.3.6.1 Change of EVN following technical modification of vehicle registered under Registration Regime Decision 2007/756/EC ................................................................. 75
  2.3.3.6.2 Change of EVN following technical modification of vehicle registered under Registration Regime Decision (EU) 2018/1614 ......................................................................................... 77
  2.3.3.7. Change of EVN and registering MS ................................................................. 80
  2.3.4. Use of the Wizard to generate Vehicle Number Stub ............................................ 92
2.3.5. Addition and deletion of coded and non-coded conditions for use and other restriction in vehicle application ................................................................. 100

2.3.5.1. Add Coded Conditions for use and restrictions ................................................................. 100

2.3.5.2. Add other coded conditions for use and restrictions ......................................................... 101

2.3.5.3. Add non-coded condition for use and restrictions ............................................................ 102

2.3.6. Re-using (cloning) a rejected application ............................................................................. 103

2.4. Vehicles .................................................................................................................................. 104

2.4.1. Search Vehicles .................................................................................................................... 104

2.4.1.1. Search Criteria .................................................................................................................... 104

2.4.1.2. Search Results .................................................................................................................. 105

2.4.1.3. Export Option .................................................................................................................... 106

2.4.2. Vehicle Details View ........................................................................................................... 106

2.4.2.1. Vehicle History .................................................................................................................. 108

List of figures

Figure 1: EVR Homepage .................................................................................................................. 9
Figure 2: Help Icon ............................................................................................................................ 10
Figure 3: “Information” Icon pop-up window Example from “Account” Page ...................................... 10
Figure 4: Account ................................................................................................................................. 10
Figure 5: Account information ........................................................................................................... 11
Figure 6: Ask for an EVR account ...................................................................................................... 12
Figure 7: Organisation name alias .................................................................................................... 13
Figure 8: Further organization name aliases ..................................................................................... 14
Figure 9: Password Set-Up ................................................................................................................ 15
Figure 10: Login Page ......................................................................................................................... 16
Figure 11: Password Recovery ........................................................................................................... 16
Figure 12: Password Reset ............................................................................................................... 17
Figure 13: Logout ............................................................................................................................... 18
Figure 14: Applications Menu .......................................................................................................... 18
Figure 15: Application Search Criteria ............................................................................................. 18
Figure 16: Application Search Results ............................................................................................. 19
Figure 17: Application Details Ribbon ............................................................................................. 19
Figure 18: Application Details - Vehicle Characteristics Tab ............................................................ 20
Figure 19: Application Details: Standard Form Tab (1) .................................................................... 21
Figure 20: Application Details: Standard Form Tab (2) .................................................................... 22
Figure 21: Create Application: Application Types .......................................................................... 23
Figure 22: Select Registration Entity and Create Application .......................................................... 24
Figure 23: New pre-reservation: Application Type ......................................................................... 24
Figure 24: New pre-reservation: #No of Vehicles .......................................................................... 25
Figure 25: Vehicle Characteristics: Stub Number Created ............................................................... 25
Figure 26: New pre-reservation: Upload Documentation (1) ............................................................ 26
Figure 27: New pre-reservation: Upload Documentation (2) ............................................................ 26
Figure 28: New pre-reservation: Parameter 1 ............................................................................... 27
Figure 29: New pre-reservation: Parameter 4 ............................................................................... 27
Figure 30: New pre-reservation: Parameters 6a and 6b ................................................................. 28
Figure 31: New pre-reservation: Parameters 7, 8 and 9 ................................................................. 30
Figure 32: New pre-reservation: Parameter 11 ............................................................................. 31
Figure 33: New pre-reservation: Additional authorisations ............................................................. 32
Figure 34: Select Registration Entity and Create Application .......................................................... 33
Figure 35: New Registration: Application Type ............................................................... 33
Figure 36: New Registration: #No of Vehicles .............................................................. 34
Figure 37: New Registration: EVNs field .................................................................... 34
Figure 38: New Registration: Upload Documentation (1) ........................................... 35
Figure 39: New Registration: Upload Documentation (2) ........................................... 35
Figure 40: New Registration: Parameter 1 and Parameter 12 ..................................... 36
Figure 41: New Registration: Parameter 4 .................................................................. 37
Figure 42: New Registration: Parameters 6a and 6b .................................................... 38
Figure 43: New Registration: Parameters 7, 8 and 9 ................................................... 40
Figure 44: New Reservation: Additional authorisations ............................................. 42
Figure 45: Update of Reservation: Remove Additional Authorisations .................... 42
Figure 46: Vehicle registration regime update ............................................................ 44
Figure 47: Select Registration Entity and Create Application ..................................... 44
Figure 48: Update of Registration: Application Type .................................................. 45
Figure 49: Update of Registration: EVNs field .......................................................... 45
Figure 50: Update of Registration: Upload Documentation (1) ............................... 46
Figure 51: Update of Registration: Upload Documentation (2) ............................... 46
Figure 52: Update of Registration: Vehicle details Preview drop-down ..................... 47
Figure 53: Update of Registration: Parameter 1 and 12 ............................................. 48
Figure 54: Update of Registration: Parameter 4 ......................................................... 48
Figure 55: Updated of Registration: Parameter 11 ..................................................... 49
Figure 56: Update of Reservation: Additional Authorisations .................................. 50
Figure 57: Update of Reservation: Remove Additional Authorisations ..................... 50
Figure 58: Select Registration Entity and Create Application .................................... 51
Figure 59: Change of Keeper: Application Type ......................................................... 52
Figure 60: Change of Keeper: EVNs field ................................................................. 52
Figure 61: Change of Keeper: Upload Documentation (1) .......................................... 53
Figure 62: Change of Keeper: Upload Documentation (2) .......................................... 53
Figure 63: Change of Keeper: Vehicle details Preview drop-down ............................. 54
Figure 64: Change of Keeper: Parameter 8 ............................................................... 54
Figure 65: Change of Keeper – Acceptance by new Keeper ....................................... 55
Figure 66: Select Registration Entity and Create Application ................................... 56
Figure 67: Change of ECM: Application Type ............................................................ 56
Figure 68: Change of ECM: EVNs field ................................................................... 56
Figure 69: Change of ECM: Upload Documentation (1) .......................................... 57
Figure 70: Change of ECM: Upload Documentation (2) .......................................... 57
Figure 71: Change of ECM: Vehicle details Preview drop-down ............................... 58
Figure 72: Change of ECM: Parameter 9 ................................................................. 58
Figure 73: Change of ECM – Acceptance by new ECM ........................................... 59
Figure 74: Select Registration Entity and Create Application .................................... 60
Figure 75: Change of Owner: Application Type ......................................................... 60
Figure 76: Change of Owner: EVNs field ................................................................. 60
Figure 77: Change of Owner: Upload Technical Characteristics Documentation (1) ... 61
Figure 78: Change of Owner: Upload Technical Characteristics Documentation (2) ... 61
Figure 79: Change of Owner: Vehicle details Preview drop-down ............................. 61
Figure 80: Change of Owner: Parameter 7 ............................................................... 62
Figure 81: Select Registration Entity and Create Application .................................... 63
Figure 82: Change of Organisation Data: Application Type ....................................... 63
Figure 83: Change of Organisation Data: EVNs field ................................................. 64
Figure 84: Change of Organisation Data: Upload Documentation (1) ....................... 64
Figure 85: Change of Organisation Data: Upload Documentation (2) ....................... 65
Figure 86: Change of Organisation Data: Vehicle details Preview drop-down .......... 65
Figure 87: Change of Organisation Data: Parameters 6a and 6b ............................... 66
Figure 88: Change of Organisation Data: Parameter 7 ............................................. 67
Figure 89: Change of Organisation Data: Parameter 8 ............................................. 67
Figure 90: Change of Organisation Data: Parameter 9 ............................................. 68
Figure 91: Select Registration Entity and Create Application .................................... 69
Figure 92: Suspension: Application Type ................................................................. 69
Figure 93: Suspension: EVNs field ........................................................................... 69
Figure 150: Other coded conditions for use and restrictions ................................................................. 102
Figure 151: Clone Application ............................................................................................................. 104
Figure 152: Vehicle Search Criteria .................................................................................................. 105
Figure 153: Vehicle Search Results .................................................................................................. 105
Figure 154: Export Search Results .................................................................................................... 106
Figure 155: Export Search Results Options ....................................................................................... 106
Figure 156: Vehicle Details Page ....................................................................................................... 107
Figure 157: Vehicle Details: Vehicle History ...................................................................................... 108
Figure 158: Vehicle History in the Initial Page ................................................................................... 109
Figure 159: Vehicle History New Window Content .......................................................................... 109
Figure 160: Vehicle History: "New Registration" history details view ............................................ 111
1. Introduction

1.1. About EVR

The European Vehicle Register (EVR) is a register developed and hosted by the Agency that allows vehicle Keepers to submit applications for vehicle registration and Registration Entities (REs) to manage the allocation of vehicle numbers and to record vehicle registrations and their updates.

The EVR will enable:

- Vehicle Keepers and other stakeholders to request EVR accounts to Registration Entities
- Vehicle Keepers to submit applications for vehicle registration and their updates to the RE of the relevant Member State (MS).
- REs to manage user accounts.
- Registration Entities to allocate vehicle numbers to vehicle applications submitted by Keepers.
- REs to approve or reject vehicle applications submitted by Keepers.
- Vehicle Keepers and other stakeholders to consult their vehicle data.

1.2. Definitions and Abbreviations

<table>
<thead>
<tr>
<th>Acronym/Abbreviation</th>
<th>Definition</th>
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</thead>
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<tr>
<td>Applicant</td>
<td>A natural or legal person requesting an authorisation for placing a Vehicle on the market</td>
</tr>
<tr>
<td>Area of use of a Vehicle</td>
<td>A network or networks within a Member State or a group of Member States in which a Vehicle is intended to be used, as referred to in Article 2 of Directive (EU) 2016/797</td>
</tr>
<tr>
<td>ARS function</td>
<td>Application, Registration and data Storage functions</td>
</tr>
<tr>
<td>ATMF</td>
<td>Uniform Rules concerning the Technical Admission of Railway Material used in International Traffic (ATMF — Appendix G to COTIF)</td>
</tr>
<tr>
<td>Authorising entity</td>
<td>Entity (NSA or the Agency) that authorised the Vehicle for placing on the market</td>
</tr>
<tr>
<td>Authorisation</td>
<td>Authorisation for placing on the market</td>
</tr>
<tr>
<td>C-ARS function</td>
<td>Application, Registration and data Storage (ARS) function (centralised)</td>
</tr>
<tr>
<td>COTIF</td>
<td>Convention concerning International Carriage by Rail</td>
</tr>
<tr>
<td>D-ARS function</td>
<td>Application, Registration and data Storage (ARS) function (decentralised)</td>
</tr>
<tr>
<td>DSC function</td>
<td>Data Search and Consultation function</td>
</tr>
<tr>
<td>ECM</td>
<td>Entity in Charge of Maintenance</td>
</tr>
<tr>
<td>ECVVR</td>
<td>European Centralised Virtual Vehicle Register, as defined in Decision 2007/756/EC</td>
</tr>
<tr>
<td>EIN</td>
<td>European identification number</td>
</tr>
<tr>
<td>Acronym/Abbreviation</td>
<td>Definition</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
</tr>
<tr>
<td>EVN</td>
<td>European Vehicle number</td>
</tr>
<tr>
<td>EVR</td>
<td>European Vehicle Register, as referred to in Article 47 of Directive (EU) 2016/797</td>
</tr>
<tr>
<td>ERA</td>
<td>European Union Agency for railways. See above “Agency”</td>
</tr>
<tr>
<td>ERATV</td>
<td>European Register of Authorised Types of Vehicles, as referred to in Article 48 of Directive (EU) 2016/797</td>
</tr>
<tr>
<td>GDPR</td>
<td>Regulation (EU) 2016/679</td>
</tr>
<tr>
<td>IM</td>
<td>Infrastructure Manager</td>
</tr>
<tr>
<td>ISO</td>
<td>International Organisation for Standardisation</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>NSA</td>
<td>National Safety Authority</td>
</tr>
<tr>
<td>NVR</td>
<td>National Vehicle register referred to in Article 47 of Directive (EU) 2016/797</td>
</tr>
<tr>
<td>OPE TSI</td>
<td>Technical specification for interoperability relating to the operation and traffic management subsystem of the rail system within the European Union</td>
</tr>
<tr>
<td>OTIF</td>
<td>Intergovernmental Organisation for International Carriage by Rail</td>
</tr>
<tr>
<td>RDA function</td>
<td>Reference Data Administration function</td>
</tr>
<tr>
<td>RE</td>
<td>Registration Entity, which is the body designated by each Member State in accordance with Decision (EU) 2018/1614</td>
</tr>
<tr>
<td>RIC</td>
<td>Regulations governing the reciprocal use of carriages and brake vans in international traffic</td>
</tr>
<tr>
<td>RIV</td>
<td>Regulations concerning the reciprocal use of wagons in international traffic</td>
</tr>
<tr>
<td>RU</td>
<td>Railway Undertaking</td>
</tr>
<tr>
<td>TAF (TSI)</td>
<td>Telematics Applications for Freight (TSI)</td>
</tr>
<tr>
<td>TAP (TSI)</td>
<td>Telematics Applications for Passengers (TSI)</td>
</tr>
<tr>
<td>TSI</td>
<td>Technical Specification for Interoperability</td>
</tr>
<tr>
<td>UCA function</td>
<td>User Creation and Administration function</td>
</tr>
<tr>
<td>VKM</td>
<td>Vehicle Keeper Marking</td>
</tr>
<tr>
<td>VKMR</td>
<td>Vehicle Keeper Marking Register</td>
</tr>
<tr>
<td>VVR</td>
<td>Virtual Vehicle Register, as defined in Decision 2007/756/EC</td>
</tr>
</tbody>
</table>
2. User Manual

The present User Manual provides a description of the EVR application from the perspective of the Keeper user. The following chapters include descriptions of the User Interface, as well as step by step descriptions of how the Keeper user may complete certain actions.

2.1. Homepage

2.1.1. Page composition

The European Vehicle Register (EVR) system has a web-based user interface and is accessible from any computer with an internet browser and network accessibility, provided that the user has an approved account. The system features are separated into a series of web pages based on the same standard template.

![EVR Homepage](image)

**Figure 1: EVR Homepage**

Each web page has the following sections (see Figure 1 above):

1. **Header.** This section is always visible and contains functionality that will always be available to the user, such as “Account”, “Logout” and help options. The menu options to navigate to the different application features are also displayed here.
2. **Content.** This section varies according to the Web page – more details provided in the following Chapters of the User Manual.

2.1.2. System navigation

From the EVR Homepage, users can navigate the application pages by clicking on the respective Header Menu options (see Figure 1)

2.1.3. Info

The user can access application help by clicking on the icon on the top right corner of the web page. This will open a new pop-up window with information relevant to the particular Web page that the User is in.
2.1.4. Account Information

For the user to see his account information, the user can click on the Account button as seen below:

The user will be redirected to the following screen where the user can view details on his account, roles etc. and check whether the user wants to receive notifications on the applications as seen in the below Figure 5:
The 1\textsuperscript{st} checkbox is about receiving notifications regarding the EVR Application Notification (Application Submission, Approval, Rejection) and the 2\textsuperscript{nd} is on receiving notification regarding the changes on a vehicle registration (Approval of an update notification) and it applies to users with the role Owner and ECM.

\section*{2.2. Access to EVR}

\subsection*{2.2.1. Ask for an EVR Account}
To request account to EVR, please click on “Ask for an EVR account”. Once this option is selected, the following page is opened:
Please follow the below steps, with reference to Figure 6:

**Step 1:** Fill-in the text fields: “First Name”, “Last Name”, “Email”, “Word verification” (Captcha)

**Step 2:** Enter your organization code in the “Organization Code” field, and click on . EVR will display the following screen (Figure -7)
Step 3: Add any other organisation name aliases of your company in the organisation name aliases list (see below the Figure 8). Please add each alias in a separate line.

NB. Adding all aliases of your company name is very important to ensure that you will be able to consult all your vehicles that are registered under different company name aliases (e.g. organization name = Société nationale de chemin de fer, organization name alias 1 = SNCF, organization name alias 2 = S.N.C.F.).
### Step 4: Select from the drop-down list: “Roles”, the roles you want to apply for. Please note it is possible to specify more than one role.

### Step 5: Select a “Profile Expiration date”, if necessary
Step 6: Click on the “Ask for Registration” button to send your request for EVR account.

Your request for EVR account will be forwarded to the Registration Entity of the country where your organization is located.

Once, the account request is approved by the Registration Entity, you will receive an email with a link to a page to create your password and finalize your account creation as seen in Figure 9:

![Password Set-Up](image)

Figure 9: Password Set-Up

The steps that the user should follow to set-up his password are the following

Step 1: Fill-in the fields: “New Password”, “Password confirmation”, “Word verification” (Captcha)

Step 2: Click on the “Change password” button.

The user is automatically redirected to the initial page.

2.2.2. Login

By entering the EVR URL in their browser, the user can access the Login Page. Within the Login Page. The user should follow the below steps:
• Fill-in the “User name” text field.
• Fill-in the “Password” text field.
• Click on the “Log in” button.

Once the user logs in successfully, the home page of the EVR system will be presented (see Figure 1).

![Figure 10: Login Page](image)

2.2.3. **Password Recovery**

If the user has forgotten their password, they can click on the “Did you forget your password?” option on the Login Page. In this case, the following page is opened:

![Figure 11: Password Recovery](image)

The user should follow the below steps:

• Fill-in the text fields: “Enter your username to receive your password” and “Word verification” (Captcha)
• Click on the “Submit” button.
The user receives an email with a link that redirects him to the password reset page as shown in Figure 12 below:

![Password Reset](image)

**Figure 12: Password Reset**

The user should follow the below steps:

- Fill-in the fields: “New Password”, “Password confirmation” and “Word verification” (Captcha)
- Click the “Change password” button

The user can return to the Login Page by clicking on the “Return to login page” or the “Return to start page” options.

2.2.4. **Logout**

Having already logged in to the EVR application, the user can logout by clicking the **Logout** button which is available on the right side of the Heading ribbon, on all the EVR Web pages.
2.3. Applications for Vehicle Registration

2.3.1. Search for Application for Vehicle Registration

By clicking on the “Applications” menu option on the ribbon that is available in all EVR pages, EVR will display the following screen, as shown in the Figure 14:

![Figure 14: Applications Menu](image)

Please select the country of the Registration Entity from the drop-down list and then click on the View Applications option. EVR will display the Applications search page.

2.3.1.1. Search Criteria

To perform an Application Search, please, if relevant, use the following criteria:

![Figure 15: Application Search Criteria](image)
2.3.1.2. Search Results

After clicking on the button, the system returns the existing applications, in the selected country vehicle register, created by any user of the same organization of the logged in user in the format presented in the below Figure 16:

You can navigate the result pages as well as change the number of results displayed per page using the functionality. Also, they can reset the search using the button.

2.3.2. Application Details View

Please click on the icon in the last column if you want to view more details of a particular Application. By selecting this icon, a new browser tab is opened that displays the Application details. The view will vary according to some characteristics of the application. This view contains the Tabs “Vehicle Characteristics” and “Standard Form” that will be shown in the next chapters. However, the elements that are presented throughout all the Tabs are listed below:

Colour-coded Ribbon:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Current Application State</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Draft</td>
<td>ATKeeper</td>
</tr>
</tbody>
</table>

This contains information about the “Application Type”, “Current Application State” and “Created by” and changes colour according to the Current Application State.
2.3.2.1. **Vehicle Characteristics**

![Figure 18: Application Details - Vehicle Characteristics Tab](image)

On this Tab the user can:
- View the Vehicle(s) related to the Application
- Attach and/or View any Documentation (depending on the Current Application State)

2.3.2.2. **Standard Form**

On this Tab the user can view all the standard EVR Vehicle Details for the EVNs that are associated with this particular Application:
Figure 19: Application Details: Standard Form Tab (1)
### Figure 20: Application Details: Standard Form Tab (2)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner</strong></td>
<td></td>
</tr>
<tr>
<td>Organisation Name</td>
<td>TestOrganisation</td>
</tr>
<tr>
<td>Registered Business Number</td>
<td>TestBN</td>
</tr>
<tr>
<td>Address</td>
<td>TestAddress</td>
</tr>
<tr>
<td>Town</td>
<td>Valenciennes</td>
</tr>
<tr>
<td>Country Code</td>
<td>FR</td>
</tr>
<tr>
<td>Post Code</td>
<td>TestZip</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:testemail@testemail.era">testemail@testemail.era</a></td>
</tr>
<tr>
<td>Organisation Code</td>
<td>eurar</td>
</tr>
<tr>
<td><strong>Keeper</strong></td>
<td></td>
</tr>
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<td>TestOrganisation</td>
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</tr>
<tr>
<td>Name of authorising entity</td>
<td>Test Authorising Entity</td>
</tr>
<tr>
<td>Member State of Authorising Entity</td>
<td>EU</td>
</tr>
<tr>
<td>European Identification Number (EIN)</td>
<td>TEST EIN</td>
</tr>
<tr>
<td>Area of Use</td>
<td>TEST AoU</td>
</tr>
<tr>
<td>Date of Authorisation</td>
<td>2021/11/25</td>
</tr>
<tr>
<td>Authorisation valid until</td>
<td></td>
</tr>
<tr>
<td><strong>Conditions for use of the vehicle and other restrictions</strong></td>
<td></td>
</tr>
<tr>
<td>Coded conditions for use and restrictions</td>
<td>2.4.10, 2.4.20, 2.4.21</td>
</tr>
<tr>
<td>Other coded conditions for use and restrictions</td>
<td></td>
</tr>
<tr>
<td>Non-coded conditions for use and restrictions</td>
<td>Test non-coded conditions for use</td>
</tr>
</tbody>
</table>
2.3.3.  Create Application

As described in the previous chapters, the user can select the option. By clicking on this button, a new window will open in the browser, that will allow the user to select the Application type. The content of this window is displayed in Figure 21 below:

Details for the available Application types, and the steps required by the user to complete them are presented in the following chapters. To proceed to the next stage, the user must select the required Application type and click on on the options menu bar at the bottom of the page. Alternatively, they can click on or to exit.
2.3.3.1. Application Type: New Pre-Reservation

This functionality allows Applicants and Keepers to apply for a pre-reservation of a Vehicle number. The user can apply for a Vehicle number Pre-Reservation by following the next steps:

**Step 1:** In the Applications page, select from the drop-down list, the country of the Registration Entity that will receive and process the application. Then click on the **Create Application** button.

![Figure 22: Select Registration Entity and Create Application](image)

Then select the “New pre-reservation” application type and click on **Save**.

![Figure 23: New pre-reservation: Application Type](image)

**Step 2:** Within the new Application Details page, under the “Vehicle Characteristics” tab, specify the Number of Vehicles by completing the “#No of Vehicles” numeric field.
Figure 24: New pre-reservation: #No of Vehicles

**Step 3:** Under the “Vehicle Characteristics” tab, click on the **Use the Wizard** button.

![Image showing the European Vehicle Register (EVR) application](image1.png)

**Figure 25: Vehicle Characteristics: Stub Number Created**

And follow the steps defined under chapter 2.3.4 *Use of the Wizard to generate Vehicle Number Stub*

**Step 4:** If applicable, in the “Vehicle Characteristics” tab, upload any Technical Characteristics Documentation by clicking on **Choose Files**. By using the pop-up window, the user can select any files from their computer and upload them by clicking on **Open**.

![Image showing the European Vehicle Register (EVR) application](image2.png)

**Figure 26: New pre-reservation: Upload Documentation (1)**
Step 5 [Optional]: Under the “Standard Form” tab, and for all the applicable Vehicles related to this application, provide the following information by completing the following fields for all the requested Vehicle numbers, as also shown in Figure 28 below:

- 1.1 European Vehicle Number: Field locked, as this will be assigned by the RE after submission
- 1.2 Previous Vehicle Number: Free text field
- 5.1 Manufacturing Year: Free text field
- 5.2 Manufacturing Serial Number: Free text field
- 5.3 ERATV Reference: Format must be `NN-NNN-NNNN-N-NNN` or `NN-NNN-NNNN-N-NNN-NNN`
- 5.4 Series: Free text field
- 12.1 Custom Date: Date Field
- 12.2 Custom Text: Free text field
- 12.3 Custom BIT/BOOLEAN column: Boolean
- 12.4 Custom List: List
- 12.5 Custom Number: Integer

The Custom Fields are different per country and may be optional per country.
These fields, because they may be unique for each Vehicle (EVN), they appear in the “Standard Form” page, once for each Vehicle number that is part of the application (in the example Figure above they appear twice, because there are 2 VEHICLEs). In case of multiple VEHICLEs as part of the application, the user can click on \( \text{ }}\) in any field, in order to copy the particular value to the rest of the EVNs too.

**Step 6[Optional]:** Specify any additional condition by selecting the appropriate check boxes under the field “4 Additional Conditions”. Multiple selections are possible. If the appropriate option is “Other”, then please specify by using the related text field as shown in Figure 29 below:

![Figure 29](image)

**Step 7[Optional]:** Complete the “Parameter 6 References to ‘EC’ Declarations of verification”, in the manner described below (apply both to parameter 6a and 6b):

- **6.1 Date of ‘EC’ declaration:** Select date by clicking on the \( \text{ }}\) button
6.2 'EC' Declaration reference: Free text field

6.3.8 Organisation Code: Enter your Org. Code and lick on the button. The following fields will be retrieved and auto-completed:

- 6.3.1 Organisation name: Free text field
- 6.3.2 Registered business number: Free text field
- 6.3.3 Address: Free text field
- 6.3.4 Town: Free text field
- 6.3.5 Country Code: Selection from drop-down menu
- 6.3.6 Post code: Free text field
- 6.3.7 E-mail address: Must be email format

![Image of Organisation Details Form]

**Figure 30: New pre-reservation: Parameters 6a and 6b**

The fields related to the Organisation details can be expanded and collapsed by clicking on the or button. If applicable, the Organisation details that were auto-completed during this step can be copied to the rest of the Organisations in the form below, by clicking on .
Step 8[Optional]: Complete the Owner, Keeper, and Entity in charge of maintenance for in the manner described below:

- **7.8 Organisation Code (Owner):** Enter your Org. Code and lick on the button. The following fields will be retrieved and auto-completed:
  - **7.1 Organisation name:** Free text field
  - **7.2 Registered business number:** Free text field
  - **7.3 Address:** Free text field
  - **7.4 Town:** Free text field
  - **7.5 Country Code:** Selection from drop-down menu
  - **7.6 Post code:** Free text field
  - **7.7 E-mail address:** Must be email format

- **8.8 Organisation Code (Keeper):** Enter your Org. Code and lick on the button. The following fields will be retrieved and auto-completed:
  - **8.1 Organisation name:** Free text field
  - **8.2 Registered business number:** Free text field
  - **8.3 Address:** Free text field
  - **8.4 Town:** Free text field
  - **8.5 Country Code:** Selection from drop-down menu
  - **8.6 Post code:** Free text field
  - **8.7 E-mail address:** Must be email format

- **8.9 Vehicle Keeper Marking:** Free text field (completed by the user)

- **9.8 Organisation Code (Entity in charge of maintenance):** Enter your Org. Code and lick on the button. The following fields will be retrieved and auto-completed:
  - **9.1 Organisation name:** Free text field
  - **9.2 Registered business number:** Free text field
  - **9.3 Address:** Free text field
  - **9.4 Town:** Free text field
  - **9.5 Country Code:** Selection from drop-down menu
  - **9.6 Post code:** Free text field
  - **9.7 E-mail address:** Must be email format

The fields related to the Organisation details can be expanded and collapsed by clicking on the or button. If applicable, the Organisation details that were auto-completed during this step can be copied to the rest of the Organisations in the form below, by clicking on .
Figure 31: New pre-reservation: Parameters 7, 8 and 9

**Step 9 [Optional]:** Complete field “11 Authorisations for placing on the market”. The user can complete the following fields in the manner described below:

- **11.1 Name of Authorising entity:** Free text field - mandatory
- **11.2 Member State of Authorising Entity:** Select from the provided drop-down menu - mandatory
- **11.3 European identification number (EIN):** Free text field - mandatory
- **11.4 Are of use:** Free text field - mandatory
- **11.5 Date of authorisation:** Select date by clicking on the button - mandatory
- **11.6 Authorisation valid until (if specified):** Select date by clicking on the button
**Step 10 [Optional]**: if you need to add coded and non-coded conditions for use and restriction, please follow steps defined in section 2.3.5 *Addition and deletion of coded and non-coded conditions for use and other restriction in vehicle application*.

**Step 11 [Optional]**: in case of multiple Authorisations (EINs), the user click on the + button. This will add to the form an additional set of fields for Parameter 11 and 11.9, corresponding to the additional authorisation to be provided. For each additional authorisation that the user has to provide in the form, **Step 10** and **Step 11** described above can be followed to complete the required fields.

In case the user wants to remove one Authorization Entity, they can click on the - button. This will delete the additional authorization fields.
Step 12: At the bottom of the screen the user is enforced to click on the **Save** button.

This way the user can either revisit the application at a later stage or submit it if it is ready for submission. Note, that the button to submit the application appears only after the application is saved.

Alternatively, there are the following options at the bottom of the screen:

- **Close**: to close the application without saving the progress
- **Refresh**: to refresh the application page and clear all the fields
- **Discard**: to close the application and also delete the Draft created in the system.

After submitting the application to the selected Registration Entity, the user will receive an email notification confirming the successful submission of the application. The application will be reviewed by an agent of the Registration Entity and the user will be notified via email once the decision has been made.

The respective RE will be notified via email that the application has been submitted and the Keeper will be informed on the result.
2.3.3.2. **Application type: New Registration**

The user has the option to apply for a new Vehicle registration for a single or multiple Vehicle Numbers that share the same technical characteristics. The steps that should be followed are described below:

**Step 1:** In the Applications page, select from the drop-down menu, the Registration Entity (country) that will receive and process the application. Then click on the **Create Application** button.

![Select Registration Entity and Create Application](image)

Figure 34: Select Registration Entity and Create Application

Then select the “New Registration” application type and click on **Save**.

![New Registration: Application Type](image)

Figure 35: New Registration: Application Type

**Step 2:** Within the new Application Details page, under the “Vehicle Characteristics” tab, specify the Number of Vehicles by completing the “#No of Vehicles” numeric field.
Step 3: In case there is already a pre-reserved Vehicle number available to be related to this application, that has been already assigned to the Keeper by the RE from a previously completed “New pre-reservation” application, add them by completing the “EVNs” text fields provided under the “Vehicle Characteristics” tab. If the application has no pre-reserved Vehicle numbers, please ignore this step.

Step 4 [applicable if there are no pre-reserved Vehicle numbers]: Under the “Vehicle Characteristics” tab, click on the **Use the Wizard** button. And follow the steps defined under chapter **2.3.4 Use of the Wizard to generate Vehicle Number Stub**

Step 5: If applicable, in the “Vehicle Characteristics” tab, upload any Technical Characteristics Documentation by clicking on **Choose Files**. By using the pop-up window, the user can select any files from their computer and upload them by clicking on **Open**.
Step 6: Under the “Standard Form” tab, and for all the applicable Vehicles related to this application, provide the following information by completing the following fields for all the VEHICLES, as also shown in the Figure 40 below:

- **1.1 European Vehicle Number**: Field locked, as this will be assigned by the RE after submission
- **1.2 Previous Vehicle Number**: Free text field
- **5.1 Manufacturing Year**: Free text field - mandatory
- **5.2 Manufacturing Serial Number**: Free text field
- **5.3 ERATV Reference**: Format must be **NN-NNN-NNNN-N-NNN** or **NN-NNN-NNNN-N-NNN-NNN**
- **5.4 Series**: Free text field
- **12.1. Custom Date**: Date Field
- **12.2 Custom Text**: Free text field
- **12.3 Custom Bit**: Check Box
- **12.4 Custom List**: List
- **12.5 Custom Number**: Number
Figure 40: New Registration: Parameter 1 and Parameter 12

These fields, because they may be unique for each Vehicle (EVN), they appear in the “Standard Form” page, once for each VEHICLE that is part of the application (in the example Figure above they appear twice, because there are 2 VEHICLEs). In case of multiple VEHICLEs as part of the application, the user can click on in any field, in order to copy the particular value to the rest of the VEHICLEs too.

As for the custom field, the ability to each MS to have some custom fields per Vehicle is given that can have the type mentioned below. It is not mandatory for each MS to use them and can use only a part of the,

Step 7: Specify any additional condition by selecting the appropriate check boxes under the field “4 Additional Conditions”. This is a mandatory field, and multiple selections are possible. If the appropriate option is “Other”, then please specify by using the related text field as shown in Figure 41 below:
Step 8: Complete the “Parameter 6 References to ‘EC’ Declarations of verification”, in the manner described below (apply both to parameter 6a and 6b):

- **6.1 Date of ‘EC’ declaration**: Select date by clicking on the button
- **6.2 ‘EC’ Declaration reference**: Free text field
- **6.3.8 Organisation Code**: Enter your Org. Code and lick on the button. The following fields will be retrieved and auto-completed:
  - **6.3.1 Organisation name**: Free text field - mandatory
  - **6.3.2 Registered business number**: Free text field - mandatory
  - **6.3.3 Address**: Free text field - mandatory
  - **6.3.4 Town**: Free text field - mandatory
  - **6.3.5 Country Code**: Selection from drop-down list - mandatory
  - **6.3.6 Post code**: Free text field - mandatory
  - **6.3.7 E-mail address**: Must be email format – mandatory
The fields related to the Organisation details can be expanded and collapsed by clicking on the $\uparrow$ or $\downarrow$ button. If applicable, the Organisation details that were auto-completed during this step can be copied to the rest of the Organisations in the form below, by clicking on $\Rightarrow$.

**Step 9:** Complete the Owner, Keeper, and Entity in charge of maintenance for in the manner described below:

- **7.8 Organisation Code (Owner):** Enter your Org. Code and click on the $\Rightarrow$ button. The following fields will be retrieved and auto-completed:
  - **7.1 Organisation name:** Free text field - mandatory
  - **7.2 Registered business number:** Free text field - mandatory
  - **7.3 Address:** Free text field - mandatory
  - **7.4 Town:** Free text field - mandatory
  - **7.5 Country Code:** Selection from drop-down list - mandatory
  - **7.6 Post code:** Free text field - mandatory
  - **7.7 E-mail address:** Must be email format - mandatory
- **8.8 Organisation Code (Keeper):** Enter your Org. Code and click on the button. The following fields will be retrieved and auto-completed:
  - **8.1 Organisation name:** Free text field - mandatory
  - **8.2 Registered business number:** Free text field - mandatory
  - **8.3 Address:** Free text field - mandatory
  - **8.4 Town:** Free text field - mandatory
  - **8.5 Country Code:** Selection from drop-down list - mandatory
  - **8.6 Post code:** Free text field - mandatory
  - **8.7 E-mail address:** Must be email format – mandatory

- **8.9 Vehicle Keeper Marking:** Free text field - mandatory (completed by the user)

- **9.8 Organisation Code (Entity in charge of maintenance):** Enter your Org. Code and click on the button. The following fields will be retrieved and auto-completed:
  - **9.1 Organisation name:** Free text field - mandatory
  - **9.2 Registered business number:** Free text field - mandatory
  - **9.3 Address:** Free text field - mandatory
  - **9.4 Town:** Free text field - mandatory
  - **9.5 Country Code:** Selection from drop-down list - mandatory
  - **9.6 Post code:** Free text field - mandatory
  - **9.7 E-mail address:** Must be email format - mandatory

The fields related to the Organisation details can be expanded and collapsed by clicking on the or button. If applicable, the Organisation details that were auto-completed during this step can be copied to the rest of the Organisations in the form below, by clicking on .
Step 10: Complete field “11 Authorisations for placing on the market”. The user can complete the following fields in the manner described below:

- **11.1 Name of Authorising entity**: Free text field - mandatory
- **11.2 Member State of Authorising Entity**: Select from the provided drop-down list - mandatory
- **11.3 European identification number (EIN)**: Free text field - mandatory
- **11.4 Are of use**: Free text field - mandatory
- **11.5 Date of authorisation**: Select date by clicking on the button - mandatory
- **11.6 Authorisation valid until (optional)**: Select date by clicking on the button
It is possible to add further Authorization for placing on the market by clicking on 

Step 11: if you need to add coded and non-coded conditions for use and restriction, please follow steps defined in section 2.3.5 Addition and deletion of coded and non-coded conditions for use and other restriction in vehicle application.

Step 12: In case of multiple Authorisations (EINs), the user click on the button. This will add to the form an additional set of fields for Parameter 11 and 11.9, corresponding to the additional authorisation to be provided. For each additional authorisation that the user has to provide in the form, Step 10 and Step 11 described above can be followed to complete the required fields.
In case the user wants to remove one Authorization Entity, they can click on the button. This will delete the additional authorization fields.
Step 13: At the bottom of the screen the user is enforced to click on the button.

This way the user can either revisit the application at a later stage or if it is ready for submission. Note, that the button to submit the application appears only after the application is saved.

Alternatively, there are the following options at the bottom of the screen:

- Close: to close the application without saving the progress
- Refresh: to refresh the application page and clear all the fields
- Discard?: to close the application and delete the Draft created in the system.

After submitting the application to the selected Registration Entity, the user will receive an email notification confirming the successful submission of the application.

The application will be reviewed by an agent of the Registration Entity and the user will be notified via email once the decision has been made.

2.3.3.3. Update

The user has the ability to update information that supplement the Vehicle regarding the characteristics of the Vehicle(s) (e.g. Manufacturing year, Additional Conditions, Authorisations etc.) or change the Organisations related to the Vehicle (e.g. Keeper, Owner etc.)

These application types are:

- Update Registration
- Update of Organisation Data
- Change of Keeper
- Change of Owner
- Change of ECM

It is possible for the user to submit the above Update application types in any combination (i.e. two of them combined, or even all of the types combined).

In case the vehicle is registered under the old regime, and the Keeper decides to update the application and the user chooses any of the above mentioned application the system automatically shows a message asking the user if they want to update the vehicle to the new regime, as seen in Figure 46. If they click ok, the application is changed automatically to “VehicleModification,UpdateRegistration,UpdateChangeOfOwner, UpdateChangeOfKeeper, UpdateChangeOfECM, UpdateOrganisationData”.
2.3.3.3.1 Update of Registration

The user has the option to apply for Update of Registration for a single multiple Vehicles, provided they are the Keeper of these Vehicles. This update application type allows the user to change the registration details of the Vehicle(s), such as the Manufacturing Year, Authorisations, etc. The steps that should be followed are described below:

Step 1: In the Applications page, select from the drop-down menu, the Registration Entity (country) that will receive and process the application. Then click on the Create Application button.

Then select the “Update of Registration” application type and click on Save.
Step 2: Within the new Application Details page, under the “Vehicle Characteristics” tab, type or paste the VEHICLE(s) that are part of this application:

Then click on button $\text{Validate EVNs}$ to validate the entered EVNs.

In case of update of a vehicle that was registered under the old regime the message, as seen in Figure 46, appears.

Step 3: If applicable, in the “Vehicle Characteristics” tab, upload any Documentation by clicking on $\text{Choose Files}$. By using the pop-up window, the user can select any files from their computer and upload them by clicking on $\text{Open}$.
**Step 4:** Under the “Standard Form” tab, the left-side column “Current values” displays the current registration details for the selected ENV(s). In case of multiple VEHICLES, the user can switch detail views by selecting the desired EVN from the “Vehicle details Preview” drop-down menu as shown in Figure 52 below:
For the applicable VEHICLE(s) related to this application, provide the following information by completing the following fields for all the VEHICLEs, on the right-side column of the page "New values", as also shown in Figure 53 below.

- **1.1 European Vehicle Number**: Field locked, as this will remain unchanged by this application type
- **1.2 Previous Vehicle Number**: Free text field
- **5.1 Manufacturing Year**: Free text field - mandatory
- **5.2 Manufacturing Serial Number**: Free text field
- **5.3 ERATV Reference**: Format must be NN-NNN-NNNN-N-NNN or NN-NNN-NNNN-N-NNN-NNN
- **5.4 Series**: Free text field
- **12.1 Custom Date**: Date
- **12.2 Custom Text**: Free Text Field
- **12.3 Custom Bit**: CheckBox
- **12.4 Custom List**: List
- **12.5 Custom Number**: Int
These fields, because they may be unique for each Vehicle (EVN), they appear in the “Standard Form” page, once for each VEHICLE that is part of the application (in the example Figure above they appear twice, because there are 2 EVNs). In case of multiple VEHICLES as part of the application, the user can click on \( \equiv \) in any field, in order to copy the particular value to the rest of the VEHICLES too.

**Step 5:** On the right-side column of the page “New values”, specify any additional condition by selecting the appropriate check boxes under the field “4 Additional Conditions”. This is a mandatory field, and multiple selections are possible. If the appropriate option is “Other”, then please specify by using the related text field as shown in Figure 54 below:

**Step 6:** Complete field “11 Authorisations for placing on the market”. The user can complete the following fields in the manner described below, on the right-side column “New values” of the form:

- **11.1 Name of Authorising entity**: Free text field - mandatory
- **11.2 Member State of Authorising Entity**: Select from the provided drop-down menu - mandatory
- **11.3 European identification number (EIN)**: Free text field - mandatory
- **11.4 Are of use**: Free text field - mandatory
- **11.5 Date of authorisation**: Select date by clicking on the button - mandatory
- **11.6 Authorisation valid until (if specified)**: Select date by clicking on the button

![Figure 55: Updated of Registration: Parameter 11](image)

**Step 7**: If order to add/update “Conditions for use of the Vehicle and other restrictions”, please see section 2.3.5 *Addition and deletion of coded and non-coded conditions for use and other restriction in vehicle application*

**Step 8**: If necessary, update section 11 Authorisations for placing on the market. Further authorisation sections can be added by clicking on +.
In case the user wants to remove one Authorization Entity, they can click on the `-` button. This will delete the additional authorization fields.
Step 13: At the bottom of the screen the user is enforced to click on the **Save** button.

This way the user can either revisit the application at a later stage or if it is ready for submission. Note, that the button to submit the application appears only after the application is saved.

After the user submits the application, the respective Registration Entity will be notified via email that this application has been submitted in order to examine the application and approve it.

Alternatively, there are the following options at the bottom of the screen:

- **Close**: to close the application without saving the progress
- **Refresh**: to refresh the application page and clear all the fields
- **Discard?**: to close the application and also delete the Draft created in the system.

Once the Registration Entity approves or rejects the application, The Keeper will be notified about the decision.

The Keeper will be notified on the outcome of examination by the RE (approval or rejection).

The other stakeholders that are referred to the application will be notified via email for the changes on the EVN in case they have subscribed for the respective notification.

2.3.3.3.2 Change of Keeper

The user has the option to apply for Change of Keeper for a single or multiple Vehicles, if they are the Keeper of these Vehicles. The steps that should be followed are described below:

Step 1: In the Applications page, select from the drop-down menu, the Registration Entity (country) that will receive and process the application. Then click on the **Create Application** button.

Then select the “Change of Keeper” application type and click on the **Save** button.
**Step 2:** Within the new Application Details page, under the “Vehicle Characteristics” tab, type or paste the VEHICLE(s) that are part of this application:

![Figure 60: Change of Keeper: EVNs field](image)

Then click on button **Validate EVN(s)** to validate the entered EVNs.

In case of update of a vehicle that was registered under the old regime the message, as seen in Figure 46, appears.

**Step 3:** In the “Vehicle Characteristics” tab, upload any Technical Characteristics Documentation by clicking on **Choose Files**. By using the pop-up window, the user can select any files from their computer and upload them by clicking on **Open**.
Step 4: Under the “Standard Form” tab, the left-side column “Current values” displays the current registration details for the selected ENV(s). In case of multiple VEHICLES, the user can switch detail views by selecting the desired VEHICLE from the “Vehicle details Preview” drop-down menu as shown below:
For the applicable VEHICLE(s) related to this application, provide the following information by completing the following fields, on the right-side column of the page "New values" as also shown in Figure 64 below.

- **8.8 Organisation Code (Keeper):** Enter your Org. Code and lick on the button. The following fields will be retrieved and auto-completed:
  - **8.1 Organisation name:** Free text field - mandatory
  - **8.2 Registered business number:** Free text field - mandatory
  - **8.3 Address:** Free text field - mandatory
  - **8.4 Town:** Free text field - mandatory
  - **8.5 Country Code:** Selection from drop-down list - mandatory
  - **8.6 Post code:** Free text field - mandatory
  - **8.7 E-mail address:** Must be email format – mandatory

- **8.9 Vehicle Keeper Marking:** Free text field - mandatory (completed by the user)

- **Date of change of Keeper:** Select date by clicking on the button – mandatory

- **Acceptance by new Keeper:** Select date by clicking on the button - mandatory

For the **Acceptance by the new Keeper**, additionally an attachment is to be uploaded to include the "**Title, name and signature of authorised representative**":

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**Figure 63:** Change of Keeper: Vehicle details Preview drop-down

**Figure 64:** Change of Keeper: Parameter 8
Step 5: At the bottom of the screen the user is enforced to click on the button.

This way the user can either revisit the application at a later stage or if it is ready for submission. Note, that the button to submit the application appears only after the application is saved.

Alternatively, there are the following options at the bottom of the screen:

- **X Close**: to close the application without saving the progress
- **Refresh**: to refresh the application page and clear all the fields
- **Discard?**: to close the application and also delete the Draft created in the system.

After submitting the application to the selected Registration Entity, the user will receive an email notification confirming the successful submission of the application. The application will be reviewed by an agent of the Registration Entity and the user will be notified via email once the decision has been made.

The Keeper will be notified for the acceptance or rejection of the application for the RE.

In case of acceptance, the other respective organisations (Owner, ECM) will be notified for the change on the vehicle in case the respective users with these roles have opted to receive this kind of notification receival.

2.3.3.3 Change of ECM

The user has the option to apply for Change of ECM for a single or multiple Vehicles, provided that they are the Keeper of these Vehicles. The steps that should be followed are described below:

Step 1: In the Applications page, select from the drop-down menu, the Registration Entity (country) that will receive and process the application. Then click on the button.
Then select the “Change of ECM” application type and click on **Save**.

**Figure 67: Change of ECM: Application Type**

**Step 2:** Within the new Application Details page, under the “Vehicle Characteristics” tab, type or paste the VEHICLE(s) that are part of this application:

**Figure 68: Change of ECM: EVNs field**

Then click on button **Validate EVN(s)** to validate the entered EVNs.

In case of update of a vehicle that was registered under the old regime the message, as seen in Figure 46, appears.
Step 3: In the “Vehicle Characteristics” tab, upload any Technical Characteristics Documentation by clicking on [Choose Files]. By using the pop-up window, the user can select any files from their computer and upload them by clicking on [Open].

Figure 69: Change of ECM: Upload Documentation (1)

Figure 70: Change of ECM: Upload Documentation (2)

Step 4: Under the “Standard Form” tab, the left-side column “Current values” displays the current registration details for the selected ENV(s). In case of multiple VEHICLES, the user can switch detail views by selecting the desired VEHICLE from the “Vehicle details Preview” drop-down menu as shown below:
For the applicable Vehicles(s) related to this application, provide the following information by completing the following fields, on the right-side column of the page "New values" as also shown in Figure 72 below.

- **9.8 Organisation Code (Entity in charge of maintenance)**: Enter your Org. Code and click on the button. The following fields will be retrieved and auto-completed:
  - **9.1 Organisation name**: Free text field - mandatory
  - **9.2 Registered business number**: Free text field - mandatory
  - **9.3 Address**: Free text field - mandatory
  - **9.4 Town**: Free text field - mandatory
  - **9.5 Country Code**: Selection from drop-down menu - mandatory
  - **9.6 Post code**: Free text field - mandatory
  - **9.7 E-mail address**: Must be email format - mandatory

- **Date of change of ECM**: Select date by clicking on the button – mandatory

- **Acceptance by new ECM**: Select date by clicking on the button - mandatory

For the **Acceptance by the new ECM**, additionally an attachment is to be uploaded to include the “**Title, name and signature of authorised representative**”:
Step 5: At the bottom of the screen the user is enforced to click on the **Save** button.

This way the user can either revisit the application at a later stage or submit it if it is ready for submission. Note, that the button to submit the application appears only after the application is saved.

Alternatively, there are the following options at the bottom of the screen:

- **X Close**: to close the application without saving the progress
- **Refresh**: to refresh the application page and clear all the fields
- **Discard?**: to close the application and also delete the Draft created in the system.

After submitting the application to the selected Registration Entity, the user will receive an email notification confirming the successful submission of the application. The application will be reviewed by an agent of the Registration Entity and the user will be notified via email once the decision has been made.

In case of acceptance of the application the stakeholders that are referred in the application will be notified for the change on the vehicle. This happens in case the respective users have subscribed for this kind of notifications.

2.3.3.3.4 Change of Owner

The user has the option to apply for Change of Owner for a single or multiple Vehicles, provided that they are the Keeper of these Vehicles. The steps that should be followed are described below:

Step 1: In the Applications page, select from the drop-down menu, the Registration Entity (country) that will receive and process the application. Then click on the **Create Application** button.
Then select the “Change of Owner” application type and click on ![Save](image).

**Figure 75: Change of Owner: Application Type**

**Step 2:** Within the new Application Details page, under the “Vehicle Characteristics” tab, type or paste the VEHICLE(s) that are part of this application:

![Vehicle(s) field](image)

**Figure 76: Change of Owner: EVNs field**

In case of update of a vehicle with an that was registered under the old regime the following message will appear:

**Step 3:** If applicable, in the “Vehicle Characteristics” tab, upload any Technical Characteristics Documentation by clicking on ![Choose Files](image). By using the pop-up window, the user can select any files from their computer and upload them by clicking on ![Open](image).
Step 4: Under the “Standard Form” tab, the left-side column “Current values” displays the current registration details for the selected ENV(s). In case of multiple VEHICLES, the user can switch detail views by selecting the desired VEHICLE from the “Vehicle details Preview” drop-down menu as shown below:

Figure 77: Change of Owner: Upload Technical Characteristics Documentation (1)

Figure 78: Change of Owner: Upload Technical Characteristics Documentation (2)

Figure 79: Change of Owner: Vehicle details Preview drop-down
For the applicable VEHICLE(s) related to this application, provide the following information by completing the following fields, on the right-side column of the page “New values” as also shown in Figure 78 below.

- **7.8 Organisation Code (Owner):** Enter your Org. Code and lick on the button. The following fields will be retrieved and auto-completed:
  - **7.1 Organisation name:** Free text field - mandatory
  - **7.2 Registered business number:** Free text field - mandatory
  - **7.3 Address:** Free text field - mandatory
  - **7.4 Town:** Free text field - mandatory
  - **7.5 Country Code:** Selection from drop-down menu - mandatory
  - **7.6 Post code:** Free text field - mandatory
  - **7.7 E-mail address:** Must be email format - mandatory

- **Date of change of Owner:** Select date by clicking on the button – mandatory

![Figure 80: Change of Owner: Parameter 7](image)

**Step 5:** At the bottom of the screen the user is enforced to click on the button.

This way the user can either revisit the application at a later stage or if it is ready for submission. Note, that the button to submit the application appears only after the application is saved.

Alternatively, there are the following options at the bottom of the screen:

- **Close:** to close the application without saving the progress
- **Refresh:** to refresh the application page and clear all the fields
- **Discard:** to close the application and also delete the Draft created in the system.

After submitting the application to the selected Registration Entity, the user will receive an email notification confirming the successful submission of the application. The application will be reviewed by an agent of the Registration Entity and the user will be notified via email once the decision has been made.

The Keeper will be notified for the acceptance or rejection of the application for the RE.

In case of acceptance of the application, the other respective organisations (Owner, ECM) will be notified for the change on the vehicle in case the respective users with these roles have opted to receive this kind of notification receiveal.
2.3.3.3.5 Change of Organisation Data

The user has the option to apply for Change the Organisation Data for a single or multiple Vehicles, provided they are the Keeper of these Vehicles. This application type allows the Keeper to modify only the data related to an Organisation, without changing the Organisation Code. The steps that should be followed are described below:

Step 1: In the Applications page, select from the drop-down menu, the Registration Entity (country) that will receive and process the application. Then click on the Create Application button.

![Select Registration Entity and Create Application](image)

Step 2: Within the new Application Details page, under the “Vehicle Characteristics” tab, type or paste the VEHICLE(s) that are part of this application:

![Change of Organisation Data: Application Type](image)
In case of update of a vehicle with an that was registered under the old regime the following message will appear:

**Step 3:** If applicable, in the “Vehicle Characteristics” tab, upload any Technical Characteristics Documentation by clicking on **Choose Files**. By using the pop-up window, the user can select any files from their computer and upload them by clicking on **Open**.
Step 4: Under the “Standard Form” tab, the left-side column “Current values” displays the current registration details for the selected ENV(s). In case of multiple VEHICLES, the user can switch detail views by selecting the desired Vehicle from the “Vehicle details Preview” drop-down menu as shown below:

For the applicable VEHICLE(s) related to this application, provide the following updated information as required by completing the following fields, on the right-side column of the page “New values” as also shown in Figure 87 below. The below actions apply both to Parameter 6a and 6b:

- **6.1 Date of ‘EC’ declaration**: Select date by clicking on the button
- **6.2 ‘EC’ Declaration reference**: Free text field
- **6.3.8 Organisation Code**: Enter your Org. Code and lick on the button. The following fields will be retrieved and auto-completed, or they can be edited manually in case the Org. Code remains unchanged:
  - **6.3.1 Organisation name**: Free text field - mandatory
  - **6.3.2 Registered business number**: Free text field - mandatory
6.3.3 Address: Free text field – mandatory
6.3.4 Town: Free text field – mandatory
6.3.5 Country Code: Selection from drop-down menu – mandatory
6.3.6 Post code: Free text field – mandatory
6.3.7 E-mail address: Must be email format – mandatory

Step 5: For the applicable VEHICLE(s) related to this application, provide the following updated information as required by completing the following fields, on the right-side column of the page “New values” as also shown in Figure 88 below.

- 7.1 Organisation name: Free text field
- 7.2 Registered business number: Free text field
- 7.3 Address: Free text field
- 7.4 Town: Free text field
- 7.5 Country Code: Selection from drop-down menu
- 7.6 Post code: Free text field
- 7.7 E-mail address: Must be email format
Step 6: For the applicable VEHICLE(s) related to this application, provide the following updated information as required by completing the following fields, on the right-side column of the page “New values” as also shown in Figure 89 below.

- **8.1 Organisation name**: Free text field
- **8.2 Registered business number**: Free text field
- **8.3 Address**: Free text field
- **8.4 Town**: Free text field
- **8.5 Country Code**: Selection from drop-down menu
- **8.6 Post code**: Free text field
- **8.7 E-mail address**: Must be email format
- **8.9 Vehicle Keeper Marking**: Free text field

Step 7: For the applicable VEHICLE(s) related to this application, provide the following updated information as required by completing the following fields, on the right-side column of the page “New values” as also shown in Figure 90 below.

- **9.1 Organisation name**: Free text field
- **9.2 Registered business number**: Free text field
- **9.3 Address**: Free text field
- **9.4 Town**: Free text field
- **9.5 Country Code**: Selection from drop-down menu
- **9.6 Post code**: Free text field
- **9.7 E-mail address**: Must be email format
Step 8: At the bottom of the screen the user is enforced to click on the `Save` button.

This way the user can either revisit the application at a later stage or if it is ready for submission. Note, that the button to submit the application appears only after the application is saved.

Alternatively, there are the following options at the bottom of the screen:

- `Close`: to close the application without saving the progress
- `Refresh`: to refresh the application page and clear all the fields
- `Discard?`: to close the application and also delete the Draft created in the system.

After submitting the application to the selected Registration Entity, the user will receive an email notification confirming the successful submission of the application. The application will be reviewed by an agent of the Registration Entity and the user will be notified via email once the decision has been made.

The Keeper will be notified for the acceptance or rejection of the application for the RE.

In case of acceptance, the other respective organisations (Owner, ECM) will be notified for the change on the vehicle in case the respective users with these roles have opted to receive this kind of notification reception.

### 2.3.3.4. Suspension

This function allows a Keeper to apply for the suspension of one or more Vehicles in one application, provided that they are the Keeper of these Vehicles. The user can apply for a Vehicle Suspension by following the next steps:

**Step 1:** In the Applications page, select from the drop-down menu, the Registration Entity (country) that will receive and process the application. Then click on the `Create Application` button.
Step 2: Select the “Suspension” checkbox from the Application Type page and click on Save.

Step 3: In the “Vehicle Characteristics” tab, provide the VEHICLEs that are related to the application, by typing them in the “VEHICLEs” text field.

In case of update of a vehicle that was registered under the old regime the message, as seen in Figure 46, appears.
Step 4: If applicable, in the “Vehicle Characteristics” tab, upload any Technical Characteristics Documentation by clicking on Choose Files. By using the pop-up window, the user can select any files from their computer and upload them by clicking on Open.

![Figure 94: Suspension: Upload Documentation (1)](image)

![Figure 95: Suspension: Upload Documentation (2)](image)

Step 5: In the “Standard Form” tab, complete field “10.1 Registration Status” by using the drop down menu as shown in Figure 97 and Figure 98 below. In case of multiple VEHICLES, the user can switch detail views by selecting the desired VEHICLE from the “Vehicle details Preview” drop-down menu as shown below:
Step 6: Complete field “10.2 Registration status date” by selecting a date >= today’s date.

Step 7: Complete field “10.3 Registration status reason” by filling in the text field. Depending on the user selection in field “10.1 Registration Status” there are the following 2 cases:

- If “11 – The Vehicle is destined for storage in working order as an inactive or strategic reserve” is selected, then field 10.3 remains empty.
- If “12 – Other reason” is selected, field 10.3 is mandatory.

Step 8: Click on to revisit the application at a later stage, or if it is ready for submission.

Alternatively, there are the following options at the bottom of the screen:
• Close: to close the application without saving the progress
• Refresh: to refresh the application page and clear all the fields
• Discard?: to close the application and also delete the Draft created in the system.

After submitting the application to the selected Registration Entity, the user will receive an email notification confirming the successful submission of the application. The application will be reviewed by an agent of the Registration Entity and the user will be notified via email once the decision has been made.

The Keeper will be notified for the acceptance or rejection of the application for the RE.

In case of acceptance, the other respective organisations (Owner, ECM) will be notified for the change on the vehicle in case the respective users with these roles have opted to receive this kind of notification receipt.

2.3.3.5. Reactivation

This function allows keepers to apply for the reactivation of one or more suspended Vehicle, provided that they are the Keepers of these Vehicles. The user can complete the Application for Reactivation by following the next steps:

Step 1: In the Applications page, select from the drop-down menu, the Registration Entity (country) that will receive and process the application. Then click on the Create Application button.

![Figure 100: Select Registration Entity and Create Application](image)

Step 2: Select the “Reactivation” checkbox from the Application Type (see Figure 101: Reactivation: Application Type) page and click on .
Step 3: In the “Vehicle Characteristics” tab, provide the EVNs that are related to the application, by typing them in the “EVNs” text field.

Step 4: If applicable, in the “Vehicle Characteristics” tab, upload any Technical Characteristics Documentation by clicking on Choose Files. By using the pop-up window, the user can select any files from their computer and upload them by clicking on Open.
**Step 5:** In the “Standard Form” tab, complete field “10.2 Registration status date” by selecting a date \( \geq \) today’s date. This is a mandatory field. In case of multiple EVNs, the user can switch detail views by selecting the desired VEHICLE from the “Vehicle details Preview” drop-down menu as shown below:

![Figure 105: Reactivation: Standard Form – Registration Status Date](image)

**Step 6:** Complete field “10.3 Registration status reason” by filling in the text field. This is a mandatory field.

![Figure 106: Reactivation: Standard Form – Registration Status Reason](image)
Step 8: At the bottom of the screen the user is enforced to click on the button.

This way the user can either revisit the application at a later stage or if it is ready for submission. Note, that the button to submit the application appears only after the application is saved.

Alternatively, there are the following options at the bottom of the screen:

- **Close**: to close the application without saving the progress
- **Refresh**: to refresh the application page and clear all the fields
- **Discard**: to close the application and also delete the Draft created in the system.

After submitting the application to the selected Registration Entity, the user will receive an email notification confirming the successful submission of the application. The application will be reviewed by an agent of the Registration Entity and the user will be notified via email once the decision has been made.

The keeper will be notified for the acceptance or rejection of the application.

In case of acceptance, the other respective organisations (Owner, ECM) will be notified for the change on the vehicle in case the respective users with these roles have opted to receive this kind of notification receival.

2.3.3.6. Change of EVN following technical modifications

This application allows the keeper to change the EVN of a Vehicle, due to technical modifications.

2.3.3.6.1 Change of EVN following technical modification of vehicle registered under Registration Regime Decision 2007/756/EC

If this vehicle was registered under the Registration Regime Decision 2007/756/EC, you need to first upgrade the vehicle data into Registration Regime Decision (EU) 2018/1614.

To do this, please follow the following steps

**Step 1:** In the Applications page, select from the drop-down menu, the Registration Entity (country) that will receive and process the application. Then click on the **Create Application** button.

Then select the “Change of EVN following technical modifications” application type and click on the **Save** button.
Step 2: Within the new Application Details page, under the “Vehicle Characteristics” tab, type or paste the EVN(s) that are part of this application:

![Application Details](image)

Figure 109: Change of EVN following technical modifications: EVNs field

Click on button to validate the entered EVN(s). EVR will display the following information message:

The application contains at least one EVN 218107372227 which is currently registered in the regime Decision 2007/756/EC.

Would you like to select all the checkboxes of this Vehicle Modification application in order to be able to migrate it to the new regime: Decision (EU) 2018/1614?

By accepting the upgrade, we will save the application for you.

OK Cancel

Step 3: Click on OK

EVR will transform this application into application for Update of Registration

Step 4: Please fill in all required data

Step 5: Submit the application to the selected Registration Entity for approval
Step 6: Once the application is approved by the Registration Entity, please follow the steps in section (Change of EVN following technical modification of vehicle registered under Registration Regime Decision (EU) 2018/1614)

2.3.3.6.2 Change of EVN following technical modification of vehicle registered under Registration Regime Decision (EU) 2018/1614

If this vehicle was registered under the Registration Regime Decision 2007/756/EC, you need to first upgrade the vehicle data into Registration Regime Decision (EU) 2018/1614.

The user can perform the application following the below steps:

Step 1: In the Applications page, select from the drop-down menu, the Registration Entity (country) that will receive and process the application. Then click on the button.

Then select the “Change of EVN following technical modifications” application type and click on .

Step 2: Within the new Application Details page, under the “Vehicle Characteristics” tab, type or paste the EVN(s) that are part of this application:
Step 3: Under the “Vehicle Characteristics” tab, click on the **Use the Wizard** button.

And follow the steps defined under chapter **2.3.4 Use of the Wizard to generate Vehicle Number Stub**

Step 4: If applicable, in the “Vehicle Characteristics” tab, upload any Technical Characteristics Documentation by clicking on **Choose Files**. By using the pop-up window, the user can select any files from their computer and upload them by clicking on **Open**.
Step 5: The user optionally navigates to the Standard Form where all the fields are pre-filled and non-editable. The only difference between the “Current Values” and the “New Values” column is that the previous EVN is copied to the respective field of the “New Values” column.
Step 6: At the bottom of the screen the user is enforced to click on the button.

This way the user can either revisit the application at a later stage or if it is ready for submission. Note, that the button to submit the application appears only after the application is saved.

After submitting the application the respective RE receives a notification email to examine the application and either approves it or rejects it.

Alternatively, there are the following options at the bottom of the screen:

- **Close**: to close the application without saving the progress
- **Refresh**: to refresh the application page and clear all the fields
- **Discard**: to close the application and also delete the Draft created in the system.

After submitting the application to the selected Registration Entity, the user will receive an email notification confirming the successful submission of the application. The application will be reviewed by an agent of the Registration Entity and the user will be notified via email once the decision has been made.

The keeper will be notified for the acceptance or rejection of the application.

In case of acceptance, the other respective organisations (Owner, ECM) will be notified for the change on the vehicle in case the respective users with these roles have opted to receive this kind of notification receipt.

2.3.3.7. Change of EVN and registering MS

This function allows keepers to apply for Change of EVN and registering MS for a single EVN or multiple EVNs that share the same characteristics, provided that they are the Keepers of these Vehicles. Because this type of application includes a change of the EVN, due to the change of the Registering MS which is encoded in the EVN itself, it must be completed by executing 2 discrete parts. The steps required to complete each Part are the following:

Part A: Change of EVN and registering MS + New Registration
During this part, the Keeper applies for the re-registration of the Vehicle(s) using a New Registration application, directed towards the New Registering MS.

**Step 1:** In the Applications page, select from the drop-down menu, the Registration Entity (country) of the New Registering MS that will receive and process the application. Then click on the button.

![Select Registration Entity and Create Application](image1.png)

Figure 117: Select Registration Entity and Create Application

**Step 2:** Then select the “Change of EVN and registering MS + New Registration” application types combined and click on **Save**.

![Change of EVN and registering MS + New Registration: Application Type](image2.png)

Figure 118: Change of EVN and registering MS + New Registration: Application Type

From this point onwards, the following steps are similar to a “New Registration” application. Therefore, the Keeper will complete the steps providing the details of the EVN(s).

**Step 3:** Within the new Application Details page, under the “Vehicle Characteristics” tab, specify the Number of Vehicles by completing the “#No of Vehicles” numeric field.
Step 4: Under the “Vehicle Characteristics” tab, click on the button. The Wizard functionality provides the user with the opportunity to specify details and characteristics of the Vehicle(s) that will determine the EVN number(s) of the Application. Upon successfully using the Wizard, the user's application will obtain a “Stub Number”. In order to use the Wizard, the user can follow the next steps:

Step 5: If applicable, in the “Vehicle Characteristics” tab, upload any Technical Characteristics Documentation by clicking on . By using the pop-up window, the user can select any files from their computer and upload them by clicking on .
Step 6: Under the “Standard Form” tab, and for all the applicable Vehicles related to this application, provide the following information by completing the following fields for all the EVNs, as also shown in Figure 123 below:

- **1.1 European Vehicle Number**: Field locked, as this will be assigned by the RE after submission
- **1.2 Previous Vehicle Number**: Free text field
- **5.1 Manufacturing Year**: Free text field - mandatory
- **5.2 Manufacturing Serial Number**: Free text field
- **5.3 ERATV Reference**: Format must be **NNN-NNNN-N-NNN** or **NN-NNN-NNNN-N-NNNN-NNN**
- **5.4 Series**: Free text field
These fields, because they may be unique for each Vehicle (EVN), they appear in the “Standard Form” page, once for each EVN that is part of the application (in the example Figure above they appear twice, because there are 2 EVNs). In case of multiple EVNs as part of the application, the user can click on \( \Rightarrow \) in any field, in order to copy the particular value to the rest of the EVNs too.

**Step 7:** Specify any additional condition by selecting the appropriate check boxes under the field “4 Additional Conditions”. This is a mandatory field, and multiple selections are possible. If the appropriate option is “Other”, then please specify by using the related text field as shown in Figure 124 below:

**Step 8:** Complete the “Parameter 6 References to ‘EC’ Declarations of verification”, in the manner described below (apply both to parameter 6a and 6b):

- **6.1 Date of ‘EC’ declaration:** Select date by clicking on the \( \Rightarrow \) button
- **6.2 ‘EC’ Declaration reference:** Free text field
- **6.3.8 Organisation Code:** Enter your Org. Code and click on the \( \Rightarrow \) button. The following fields will be retrieved and auto-completed:
  - **6.3.1 Organisation name:** Free text field - mandatory
6.3.2 Registered business number: Free text field - mandatory
6.3.3 Address: Free text field - mandatory
6.3.4 Town: Free text field - mandatory
6.3.5 Country Code: Selection from drop-down menu - mandatory
6.3.6 Post code: Free text field - mandatory
6.3.7 E-mail address: Must be email format – mandatory

Figure 125: Change of EVN and registering MS + New Registration: Parameters 6a and 6b

The fields related to the Organisation details can be expanded and collapsed by clicking on the or button. If applicable, the Organisation details that were auto-completed during this step can be copied to the rest of the Organisations in the form below, by clicking on .

Step 9: Complete the Owner, Keeper, and Entity in charge of maintenance for in the manner described below:

- 7.8 Organisation Code (Owner): Enter your Org. Code and click on the button. The following fields will be retrieved and auto-completed:
  - 7.1 Organisation name: Free text field - mandatory
  - 7.2 Registered business number: Free text field - mandatory
7.3 Address: Free text field - mandatory
7.4 Town: Free text field - mandatory
7.5 Country Code: Selection from drop-down menu - mandatory
7.6 Post code: Free text field - mandatory
7.7 E-mail address: Must be email format - mandatory

8.8 Organisation Code (Keeper): Enter your Org. Code and lick on the button. The following fields will be retrieved and auto-completed:
- 8.1 Organisation name: Free text field - mandatory
- 8.2 Registered business number: Free text field - mandatory
- 8.3 Address: Free text field - mandatory
- 8.4 Town: Free text field - mandatory
- 8.5 Country Code: Selection from drop-down menu - mandatory
- 8.6 Post code: Free text field - mandatory
- 8.7 E-mail address: Must be email format – mandatory

8.9 Vehicle Keeper Marking: Free text field - mandatory (completed by the user)

9.8 Organisation Code (Entity in charge of maintenance): Enter your Org. Code and lick on the button. The following fields will be retrieved and auto-completed:
- 9.1 Organisation name: Free text field - mandatory
- 9.2 Registered business number: Free text field - mandatory
- 9.3 Address: Free text field - mandatory
- 9.4 Town: Free text field - mandatory
- 9.5 Country Code: Selection from drop-down menu - mandatory
- 9.6 Post code: Free text field - mandatory
- 9.7 E-mail address: Must be email format - mandatory

The fields related to the Organisation details can be expanded and collapsed by clicking on the or button. If applicable, the Organisation details that were auto-completed during this step can be copied to the rest of the Organisations in the form below, by clicking on .
**Step 10:** Complete field “11 Authorisations for placing on the market”. The user can complete the following fields in the manner described below:

- **11.1 Name of Authorising entity:** Free text field - mandatory
- **11.2 Member State of Authorising Entity:** Select from the provided drop-down menu - mandatory
- **11.3 European identification number (EIN):** Free text field - mandatory
- **11.4 Are of use:** Free text field - mandatory
- **11.5 Date of authorisation:** Select date by clicking on the button - mandatory
- **11.6 Authorisation valid until (if specified):** Select date by clicking on the button
Step 11: if you need to add coded and non-coded conditions for use and restriction, please follow steps defined in section 2.3.5 *Addition and deletion of coded and non-coded conditions for use and other restriction in vehicle application*.

Step 12: In case of multiple Authorisations (EINs), the user click on the button. This will add to the form an additional set of fields for Parameter 11 and 11.9, corresponding to the additional authorisation to be provided. For each additional authorisation that the user has to provide in the form, Step 10 and Step 11 described above can be followed to complete the required fields.
Step 13: At the bottom of the screen the user is enforced to click on the Save button.

This way the user can either revisit the application at a later stage or if it is ready for submission. Note, that the button to submit the application appears only after the application is saved.

Alternatively, there are the following options at the bottom of the screen:

- Close: to close the application without saving the progress
- Refresh: to refresh the application page and clear all the fields
- Discard?: to close the application and also delete the Draft created in the system.

After submitting the application to the selected Registration Entity, the user will receive an email notification confirming the successful submission of the application. The application will be reviewed by an agent of the Registration Entity and the user will be notified via email once the decision has been made.

In case of acceptance, the other respective organisations (Owner, ECM) will be notified for the change on the vehicle in case the respective users with these roles have opted to receive this kind of notification receipt.

Part B: Change of EVN and registering MS + Withdrawal

During this part, the Keeper user applies for the withdrawal of the existing (old EVN) Vehicle(s) using a Withdrawal application, directed towards the Previous Registering MS, with a specific withdrawal code (22).

Step 1: In the Applications page, select from the drop-down menu, the Registration Entity (country) of the Previous Registering MS that will receive and process the application. Then click on the button.

![Figure 129: Select Registration Entity and Create Application](image)

Step 2: Select the “Change of EVN and registering MS + Withdrawal” checkboxes combined from the Application Type page and click on Save.
**Step 3:** In the “Vehicle Characteristics” tab, provide the EVNs that are related to the application, by typing them in the “EVNs” text field.

**Step 4:** If applicable, in the “Vehicle Characteristics” tab, upload any Technical Characteristics Documentation by clicking on [Choose Files]. By using the pop-up window, the user can select any files from their computer and upload them by clicking on [Open].
**Figure 132**: Change of EVN and registering MS + Withdrawal: Upload Technical Characteristics Documentation (1)

**Figure 133**: Change of EVN and registering MS + Withdrawal: Upload Technical Characteristics Documentation (2)

**Step 5**: In the “Standard Form” tab, complete field “10.2 Registration status date” by selecting a date $\geq$ today’s date.

It should be noted that field “10.1 Registration Status” cannot be edited, as it is automatically completed with “Code 22 – Withdrawn. The vehicle registration is withdrawn at the request of the keeper. The vehicle is known to be re-registered under a different EVN and by a different Member State in the area of use.”
Step 6: At the bottom of the screen the user is enforced to click on the button.

This way the user can either revisit the application at a later stage or if it is ready for submission. Note, that the button to submit the application appears only after the application is saved.

Alternatively, there are the following options at the bottom of the screen:

- Close: to close the application without saving the progress
- Refresh: to refresh the application page and clear all the fields
- Discard?: to close the application and also delete the Draft created in the system.

After submitting the application to the selected Registration Entity, the user will receive an email notification confirming the successful submission of the application. The application will be reviewed by an agent of the Registration Entity and the user will be notified via email once the decision has been made.

The keeper will be notified for the acceptance or rejection of the application.

In case of acceptance, the other respective organisations (Owner, ECM) will be notified for the change on the vehicle in case the respective users with these roles have opted to receive this kind of notification receipt.

### 2.3.4. Use of the Wizard to generate Vehicle Number Stub

The Wizard functionality can be used when there is a need to generate a Vehicle Number in stubs in vehicle registration applications. It allows users to specify details and characteristics of the Vehicle(s) that will determine the EVN number(s) of the Application. Upon successfully using the Wizard, the user’s application will obtain a “Stub Number”. In order to use the Wizard, the user can follow the next steps:

#### Step 1: Click on the button in the Applications page. Then select either “New registration” application type and click on .
Step 2: Within the new Application Details page, under the “Vehicle Characteristics” tab, specify the Number of Vehicles by completing the “#No of Vehicles” text field, and click on the button next to it.

Step 3: Specify the “Category of Rolling Stock” by selecting the appropriate option from the menu below. Then navigate using or .

Step 4a: Specify the Indication of Interoperability of the Freight Wagon(s) fields, by selecting the appropriate values using the drop-down menus of the fields presented in Figure 136 below. These options will determine the 1st and 2nd digits of the Stub Number. Then navigate using , or . The option is available to the User on the Navigation menu at this step.

Step 5a: Specify the Category Letter of the Wagon(s) by selecting the appropriate option from the menu shown in Figure 137 below. This option will determine the 5th digit of the Stub Number. Then navigate using .
Step 6a: Specify the technical Characteristics of the Wagon(s) by clicking on the appropriate options in the provided Table shown in Figure 138 below. These options will determine the 6th, 7th and 8th digits of the Stub Number. Then complete building the EVN Stub Number by clicking on or navigate using or .

### Technical Characteristics of the Wagon(s)

<table>
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<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>81</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>82</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>83</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>84</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>85</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>86</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>87</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>88</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>bçs</td>
<td>bçs</td>
<td>bëks</td>
<td>inns (1)</td>
<td>bëks</td>
<td>inns (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
b. For Hauled passenger Vehicles:

Step 4b: Specify the Indication of Interoperability of the Passenger Carrier(s) by clicking on the appropriate option from the table provided, shown in Figure 139 below. These options will determine the 1st and 2nd digits of the Stub Number. Then navigate using , or .

Step 5b: Specify the Technical Characteristics of the Passenger Carrier(s) by selecting the appropriate options in the table provided shown in Figure 140 below. This option will determine the 5th and 6th digits of the Stub Number. Then complete building the EVN Stub Number by clicking on or navigate using , or .
**Step 6b:** Specify the Special Characteristics of the Passenger Carrier(s) by clicking on the appropriate options in the table provided shown in Figure 141 below. These options will determine the 7th and 8th digits of the Stub Number. Then complete building the EVN Stub Number by clicking on Finish or navigate using or Previous.

**Step 4c:** Specify the Indication of Interoperability of the Traction Unit(s) by clicking on the appropriate option from the table provided, shown in Figure 142 below. This option will determine the 1st and 2nd digits of the Stub Number. Then navigate using or or Next.

**Figure 141:** Wizard: Special Characteristics of Passenger Carrier(s)

**Figure 142:** Wizard: Indication of Interoperability of the Traction Unit(s)
Step 5c: Specify the Sequence Format for Traction Unit(s) by completing the text field as shown in Figure 144 below. This step will determine the 5th, 6th, 7th and 8th digits of the Stub Number. Then complete building the EVN Stub Number by clicking on Finish or navigate using or

European Vehicle Number

Use the EVN Builder Wizard

Sequence Format for Traction Unit(s)
Specify the format for the sequence (using collated S where the sequence will be): 

Finish ✓ Cancel ← Previous

Figure 143: Wizard: Sequence Format for Traction Unit(s)

d. For Train set in fixed or pre-defined:

Step 4d: Specify the Type of the Trainset(s) by clicking on the appropriate option from the table provided, shown in Figure 145 below. This option will determine the 1st and 2nd digits of the Stub Number. Then navigate using Cancel, Previous or Next.

Use the EVN Builder Wizard

Type of the Trainset(s)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>1</td>
<td>Electric locomotive</td>
</tr>
<tr>
<td>2</td>
<td>Diesel locomotive</td>
</tr>
<tr>
<td>3</td>
<td>Electric multiple-unit set (high speed) [power car or trailer]</td>
</tr>
<tr>
<td>4</td>
<td>Electric multiple-unit set (except high speed) [power car or trailer]</td>
</tr>
<tr>
<td>5</td>
<td>Diesel multiple-unit set [power car or trailer]</td>
</tr>
<tr>
<td>6</td>
<td>Specialised trailer</td>
</tr>
<tr>
<td>7</td>
<td>Electric shunting engine</td>
</tr>
<tr>
<td>8</td>
<td>Diesel shunting engine</td>
</tr>
<tr>
<td>9</td>
<td>Special vehicle</td>
</tr>
</tbody>
</table>

Figure 144: Wizard: Type of the Trainset(s)

Step 5d: Specify the Sequence Format for Trainset(s) by completing the text field as shown in Figure 146 below. This step will determine the 5th, 6th, 7th and 8th digits of the Stub Number. Then complete building the EVN Stub Number by clicking on Finish or navigate using Cancel or Previous.
e. For Special Vehicles:

Step 4e: Specify the Authorized Speed of the Infrastructure and Maintenance Vehicles(s) by clicking on the appropriate option from the table provided, shown in Figure 146 below. This option will determine the 6th digit of the Stub Number. Then navigate using , or .

![Figure 146: Wizard: Authorized Speed of the Infrastructure and Maintenance Vehicles(s)](image)

Step 5e: Specify the Technical Characteristics of Infrastructure and Maintenance Vehicle(s) by clicking on the appropriate options in the table provided shown in Figure 147 below. These options will determine the 7th and 8th digits of the Stub Number. Then complete building the EVN Stub Number by clicking on or navigate using .

![Figure 147: Wizard: Technical Characteristics of Infrastructure and Maintenance Vehicles(s)](image)
2.3.5. **Addition and deletion of coded and non-coded conditions for use and other restriction in vehicle application**

Whenever relevant, please follow the steps below to add, remove or update coded and non-coded conditions for use and other restriction in vehicle application.

**Figure 148: Parameter 11.9 Conditions for use of the vehicle and other restrictions**

### 2.3.5.1. **Add Coded Conditions for use and restrictions**

To add Coded conditions for use and restrictions, please click on

This will open the following op-up window from where you will be able to select Coded Conditions for use and restrictions.
2.3.5.2.  Add other coded conditions for use and restrictions

To add other Coded conditions for use and restrictions, please click on \(+ Add Other Coded Restriction\). This feature enables users to manually add other Coded Conditions for use and restrictions not listed on the screen above (Figure 149: Coded conditions for use and restrictions) or to introduce more than once the same coded condition for use and restrictions if needed.

By clicking on \(+ Add Other Coded Restriction\), EVR will add a new text field where you can manually add further coded condition for use and restrictions.
You can add any number of other Coded Conditions for use and restrictions by clicking on

You can delete any added Coded Conditions for use and restrictions by clicking on

2.3.5.3. **Add non-coded condition for use and restrictions**

To add non-coded condition for use and restrictions, please click on

EVR will display the following pop-up window (Figure 149: Coded conditions for use and restrictions).
Please click on \[ Add Non-Coded Restriction \] to add non-coded condition for use and restrictions. EVR will display a text field where you can freely add values.

You can repeat this as many times as needed.

### 2.3.6. Re-using (cloning) a rejected application

You can re-use the content of a rejected application by cloning it.

Cloning functionality allows to quickly create a new application from a rejected application by copying its values.

To clone a rejected application, please open the rejected application and click the “Clone Application” button as shown below:
This will open a new application with the same characteristics (e.g. application type) and information so that the user edits the necessary information and resubmit it.

2.4. Vehicles

2.4.1. Search Vehicles

The user can open the “Vehicles” menu by clicking on the respective button on the Heading that is available in all the EVR Web pages.

2.4.1.1. Search Criteria

There is a number of Search Criteria that the user can define in order to perform their Vehicle search, as shown in Figure 152 below:
After inserting the desired criteria, the user can perform the search by clicking on the button, as well as reset the search by clicking on the button. The user also has the option to open a new search tab by clicking on the button.

### 2.4.1.2. Search Results

Once the user has clicked on the button, any corresponding search results will be returned in a table format as shown in Figure 153 below:

![Vehicle Search Results](image)

At the top, the user can see an indication of successful search and offline countries. At the bottom, the user can navigate the different result pages, and can also use this drop-down menu to change the number of results that the system is displaying per page.
2.4.1.3. Export Option

The user has the option to export the search results by clicking on the button at the bottom left part of the Vehicle Search page. Then the system presents the following 3 options (XLSX, CSV and Cancel) as shown in Figure 154 below:

![Figure 154: Export Search Results](image)

**Figure 154: Export Search Results**

### Export Options

<table>
<thead>
<tr>
<th><strong>Export to:</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>XLSX</td>
<td>Export results as XLSX file</td>
</tr>
<tr>
<td>CSV</td>
<td>Export results as CSV file</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancel export</td>
</tr>
</tbody>
</table>

![Figure 155: Export Search Results Options](image)

**Figure 155: Export Search Results Options**

2.4.2. Vehicle Details View

From the Search Results table page, the user has the option to select the icon in the last column, in order to view more details of a particular Vehicle. By selecting this icon, a new browser tab is opened that displays the Vehicle details as shown in Figure 156 below:

![Figure 156: Vehicle Details View](image)
<table>
<thead>
<tr>
<th>Column</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>European Identification</td>
<td>018290000001</td>
</tr>
<tr>
<td>Member State of Registration</td>
<td>AT</td>
</tr>
<tr>
<td>Member Status where the vehicle is authorized</td>
<td>Austria</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>2020</td>
</tr>
<tr>
<td>Serial Number</td>
<td>513422346L2_737</td>
</tr>
<tr>
<td>EVR Reference</td>
<td>3333333333</td>
</tr>
<tr>
<td>Owner</td>
<td>Test DLR Company AT</td>
</tr>
<tr>
<td>Address of organisation</td>
<td>12 Street, str 2, str 2</td>
</tr>
<tr>
<td>Country Code</td>
<td>AT</td>
</tr>
<tr>
<td>Email address</td>
<td>office@dev-ex евена</td>
</tr>
<tr>
<td>Vehicle Details Page</td>
<td>Figure 156: Vehicle Details Page</td>
</tr>
<tr>
<td>Owner</td>
<td>Test DLR Company AT</td>
</tr>
<tr>
<td>Address of organisation</td>
<td>12 Street, str 2, str 3</td>
</tr>
<tr>
<td>Country Code</td>
<td>AT</td>
</tr>
<tr>
<td>Email address</td>
<td>office@dev-ex евена</td>
</tr>
<tr>
<td>Organisation code</td>
<td>0547</td>
</tr>
<tr>
<td>Owner</td>
<td>Test DLR Company AT</td>
</tr>
<tr>
<td>Address of organisation</td>
<td>12 Street, str 2, str 3</td>
</tr>
<tr>
<td>Country Code</td>
<td>AT</td>
</tr>
<tr>
<td>Email address</td>
<td>office@dev-ex евена</td>
</tr>
<tr>
<td>Organisation code</td>
<td>0547</td>
</tr>
<tr>
<td>Owner</td>
<td>Test DLR Company AT</td>
</tr>
<tr>
<td>Address of organisation</td>
<td>12 Street, str 2, str 3</td>
</tr>
<tr>
<td>Country Code</td>
<td>AT</td>
</tr>
<tr>
<td>Email address</td>
<td>office@dev-ex евена</td>
</tr>
<tr>
<td>Organisation code</td>
<td>0547</td>
</tr>
<tr>
<td>Owner</td>
<td>Test DLR Company AT</td>
</tr>
<tr>
<td>Address of organisation</td>
<td>12 Street, str 2, str 3</td>
</tr>
<tr>
<td>Country Code</td>
<td>AT</td>
</tr>
<tr>
<td>Email address</td>
<td>office@dev-ex евена</td>
</tr>
<tr>
<td>Organisation code</td>
<td>0547</td>
</tr>
<tr>
<td>Registration status</td>
<td>60</td>
</tr>
<tr>
<td>Registration status update</td>
<td></td>
</tr>
<tr>
<td>Authorisations for placing on the market</td>
<td></td>
</tr>
<tr>
<td>Name of authorising entity</td>
<td>AustriaAusth</td>
</tr>
<tr>
<td>Member State code number</td>
<td></td>
</tr>
<tr>
<td>Authorisation Number (EIN)</td>
<td></td>
</tr>
<tr>
<td>Date of authorisation</td>
<td></td>
</tr>
<tr>
<td>Authorisation valid until (if specified)</td>
<td></td>
</tr>
<tr>
<td>Date of suspension of authorisation</td>
<td></td>
</tr>
<tr>
<td>Time of revocation of authorisation</td>
<td></td>
</tr>
<tr>
<td>Conditions for use and other restrictions</td>
<td></td>
</tr>
<tr>
<td>Format condition for use and restrictions</td>
<td></td>
</tr>
<tr>
<td>Format condition for use and restrictions</td>
<td></td>
</tr>
<tr>
<td>Vehicle Additional fields</td>
<td></td>
</tr>
<tr>
<td>Common Name</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>eur 1 fast string</td>
</tr>
<tr>
<td>Long Name</td>
<td></td>
</tr>
<tr>
<td>Common Number</td>
<td></td>
</tr>
<tr>
<td>Restrictions</td>
<td></td>
</tr>
</tbody>
</table>
2.4.2.1. Vehicle History

From within the Vehicle Details Page, the user can click on the button on the bottom right part of the screen.

![Vehicle Details Page with Vehicle History button highlighted]

Alternatively, the Keeper can press the Vehicle History Button in the initial page as seen below:
Figure 158: Vehicle History in the Initial Page

This opens a new window that contains the following:

Figure 159: Vehicle History New Window Content

- **Query field**: the user can enter a different Vehicle Number and then click on the **button** to trigger a new History search or reset the search results by clicking on the **button**.
• **Export**: this functionality is as described in chapter 2.4.1.3

• **Results**: presented in a table, listing previous entries of the same Vehicle Number, with information as displayed in Figure 159. Also, they can click on the “EVN” hyperlink to open the Vehicle Details view (Chapter 2.4.2). The user can also change the number of displayed results per page and navigate in case of multiple results returned and close the tab by clicking on the button. The user can click on the hyperlinks under the “Application type” column that will open the details of the Parameters introduced by that particular Application. For instance, if the user clicks on an application of the type “New Registration”, the respective registration details of that application will open as shown in Figure 160 below:
Depending on the application type that the user will select, the details’ view will vary as indicated below:

- **Update of Registration, Change of Keeper, Change of Owner, Change of ECM, Change of Organisation Data, Change of EVN following technical modifications, Change of EVN and registering MS** →

---

**Figure 160: Vehicle History: “New Registration” history details view**

1. **Vehicle**:
   - **ID**: 1099
   - **Type**: 125
   - **Model**: 125

2. **Member State of Registration**
   - **Type**: national
   - **State**: AT

3. **Member States where the vehicle is authorised**
   - Austria, Belgium

4. **Additional conditions**
   - 11 conditions applicable to the vehicle

5. **Building stock variables, references to “LC” declarations of verification (**)**
   - **Date of LC**: 06/09/2011
   - **LC Reference**: 1234

6. **On-board CCS subsystem, references to “EC” declarations of verification (**)**
   - **Date of EC**: 06/09/2011
   - **EC Reference**: 1234

7. **Owner**
   - **Name**: Test EVN Company AT
   - **Address**: Test Address

8. **Keepers**
   - **Name**: Test EVN Company AT
   - **Address**: Test Address

9. **Units**
   - **Name**: Test Unit

10. **Applications for Registration Status**
    - **Status**: 00
    - **Validity**: The vehicle has a valid registration.
    - **Validity**: The vehicle has a valid registration.

11. **Authorisations for placing on the market**
    - **Name**: Authorising Entity
    - **Authorising Entity**: Authority

12. **Conditions for use and other restrictions**
    - **Conditions**: 123
    - **Restrictions**: 123

13. **Authorisations for placing on the market (**)**
    - **Name**: Authorising Entity
    - **Authorising Entity**: Authority

14. **Conditions for use and other restrictions**
    - **Conditions**: 123
    - **Restrictions**: 123
Modifications Detail View (Parameters before and after) with the changes introduced by that “update” application

- Withdrawal, Suspension, Reactivation → Withdrawal Detail View (Parameter 10 – Registration Status, before and after values) with the change introduced by that application.