Making the railway system work better for society.

User Manual for Registration Entities

European Vehicle Register (EVR)

Released by European Union Agency for railways

The present document represents the views of the European Union Agency for Railways and is a non-legally binding document. It does not represent the view of other EU institutions and bodies. Furthermore, a binding interpretation of EU law is the sole competence of the Court of Justice of the European Union. This manual provides explanations to facilitate the use of the European Vehicle Register. This manual is publicly available and will be kept updated. The reader should refer to the website of the European Union Agency for railways for information about the latest available edition.

Document History

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1. Introduction

1.1. About EVR

The European Vehicle Register (EVR) is a web-based tool that is used by Keepers to submit applications for vehicle registration and by Registration Entities (REs) to manage the allocation of vehicle numbers and to record vehicle registrations and their updates.

As with the ECVVR, the EVR vehicle registration process is managed at national level.

The EVR will enable:

- Keepers and other stakeholders to request access to the application;
- Keepers to submit applications for vehicle registration and their updates to the RE of the relevant Member State (MS);
- REs to manage user accounts;
- REs to manage submitted applications for vehicle registration and allocation of EVNs;
- Other stakeholders to consult vehicle registrations.

1.2. Definitions and Abbreviations

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<th>Definition</th>
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<td>Applicant</td>
<td>A natural or legal person requesting an authorisations 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>
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<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>
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<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>
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<td>C-ARS function</td>
<td>Application, Registration and data Storage (ARS) function (centralised)</td>
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<td>COTIF</td>
<td>Convention concerning International Carriage by Rail</td>
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<td>D-ARS function</td>
<td>Application, Registration and data Storage (ARS) function (decentralised)</td>
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<td>DSC function</td>
<td>Data Search and Consultation function</td>
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<td>ECM</td>
<td>Entity in Charge of Maintenance</td>
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<td>ECVVR</td>
<td>European Centralised Virtual Vehicle Register, as defined in Decision 2007/756/EC</td>
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<tr>
<td>EIN</td>
<td>European identification number</td>
</tr>
<tr>
<td>EVN</td>
<td>European vehicle number</td>
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2. User Manual

The present User Manual provides a description of the EVR application from the perspective of the Registration Entity (RE) user. The following chapters include descriptions of the User Interface, as well as step by step descriptions of how the RE user may complete certain tasks.
### 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.

![Help Icon](image)

**Figure 2: Help Icon**

![Information Icon pop-up window Example from “Account” Page](image)

**Figure 3: “Information” Icon pop-up window Example from “Account” Page**

### 2.2. Access to EVR

#### 2.2.1. EVR Account for Registration Entities

Registration Entities who wish to have access to EVR, should send an email to servicedesk@era.europa.eu and include in the email their organization codes, first name, last name and professional email addresses. Organization codes are a pre-requisite to EVR account creation and to have access to EVR.

Organisation codes are allocated to Registration Entities by the Agency. Registration Entities can request organisation codes by following the procedure described [here](#).

With the organisation code in hand, ERA EVR Administrators will be able to create EVR account with Registration Entity and Administrator roles.

With this account the Registration Entities will be to create further accounts for their stakeholders (e.g. NSA, Other RE colleagues...) by logging into EVR.
2.2.2. **Login**

By entering the EVR URL in their browsers, 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).

![Login Page](image)

**Figure 4: Login Page**

2.2.3. **Password Recovery**

If a user has forgotten his/her password, he/she can click on the “Did you forget your password?” option on the Login Page. In this case, the following page is opened:
Figure 5: Password Recovery

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 7 below:

![Password Reset Form](image)

Figure 6: 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 button which is available on the right side of the Heading ribbon, on all the EVR Web pages.

![Logout Button](image)

Figure 7: Logout
2.3. User Management by Registration Entities

- Users (e.g. Keepers, Owners, ECMs, …) who need to have access to EVR, need to request an account via EVR (login page), select the roles they wish to have and enter their organization code. Based on the entered organization code, EVR will select the Registration Entity that will handle the request.
- The RE will receive the requests and approve or reject them.

2.3.1. Approval or rejection of user accounts requests

The RE finds the user account that needs to be examined following the process for User Search in chapter 2.1.5.

The RE presses the Edit Button and in the pop-up Menu he presses the Unapproved button so that his status is changed:

![Figure 8: Approve-Reject User.](image)

The respective User that their account has been approved receives an email to set a password.

2.3.2. Users accounts Creation by Registration Entities

In certain particular cases, REs may need to directly create accounts in EVR. For instance accounts for their colleagues.

In order to create a new EVR user, the RE user has to follow the steps described below:

**Step 1:** From within the “Administration” menu, click on the Add user button. This will open the dialogue:

![Figure 9: Add user](image)

**Step 2:** Complete the provided fields below:
- Username
- Email
• First and Last Name
• Comments (optional)
• Account Expiration Date (optional)

Figure 10: Create a new EVR user dialogue

**Step 3:** Complete the required fields for the “Access Profile” to be created

• Add the Organisation Code that the new user belongs to by using the search functionality, clicking on the button. The Country Managing profile is automatically filled and becomes non-editable and the Organisation Name as well as the Organisation Name Aliases fields appear.

Figure 11: Organisation Details after inputting Org. Code

• Complete the “Role” field by selecting from the provided drop-down menu. More than one roles can be selected.
• Profile Expiration Date (optional)
• Comments (optional)
Step 4: Determine the user status:

- If the new user is already approved and can be granted immediate access upon the creation of their account, leave the “Status” option as Approved.
- If it is not certain yet, and has to be decided at a later date, click on the Unapproved button to turn the status into Unapproved.

![Approval buttons](image)

Step 5: If the above steps are completed successfully and the new account is ready to be created, click on the Add User button.

![Add User button](image)

The user that has been approved receives a notification email that his account has been approved and to set his password.

2.3.3. Update of User data

2.3.3.1. Update User: Modify User Details

To modify the details of a user account, the RE user has to follow the next steps:

Step 1: From within the “Administration” menu, search for the user you wish to edit.

![Administration-Search](image)
Step 2: From the user search results table, identify the particular user and click on the icon under the "Edit" tab. The dialogue to Edit the user will open, as shown in Figure 15 below:

Figure 15: Search Results - Edit Button

Step 3: From the user details, edit the desired fields and then click .
2.3.3.2. Edit User: Add New Access Profile

To add a new Access Profile to an existing user account, the RE user has to follow the next steps:

**Step 1:** From within the “Administration” menu, search for the user you wish to edit.

![Figure 17: Administration-Search](image)

**Step 2:** From the user search results table, identify the particular user and click on the icon under the “Edit” tab. The dialogue to Edit the user will open as seen Figure 18 below.

![Figure 18: Search Results-Edit Button](image)
Step 3: To add a new Access Profile, click on the button. This will expand the menu to reveal the following fields to be completed, in the manner described in chapter Figure 20.
Step 4: Then click on **Add Access Profile** and **Update User** to complete the edit action.

![Add Access Profile](image)

![Update User](image)

Afterwards, the user receives a notification email that his account has been created.

2.3.3.3. **Edit User: Revoke Access Profile.**

To revoke an Access Profile from an existing user account, the RE user has to follow the next steps:

**Step 1:** From within the “Administration” menu, search for the user you wish to edit.

![Administration - Search](image)

**Step 2a:** From the user search results table, identify the particular user and click on the **Edit** icon under the “Edit” tab.

![Search Results - Edit Button](image)

**Step 3a:** From the displayed list of Access Profiles granted to this account, identify the one(s) that need to be revoked and click on the **Revoke** button under the “Actions” tab.
Step 4: Then click on **Update User ✓** to complete the edit action.

Alternatively, the user can press the **Tick** in the Status column of the Results and Revoke the account. This button changes to **Tick with exclamation mark**. The actor can undo this operation.

2.3.3.4. **Edit access profile: adding, updating and removing aliases**

To edit access profiles of users, please display the user details, and use “Edit” button as depicted in the screen below and then click on Update user.
2.3.3.5. **Edit User: Change User Password**

To change the password of an existing user account, the RE user has to follow the next steps:

**Step 1:** From within the “Administration” menu, search for the user you wish to edit.

![Figure 24: Administration-Search](image-url)
Step 2: From the user search results table, identify the particular user and click on the icon under the "Edit" tab.

![Figure 25: Search Results-Edit Button](image)

Step 3: Enter the new password in the provided “Password” and “Password Confirmation” text fields and click on [Update User] to complete the action.

Afterwards, the user receives a notification email regards the changes made to his account.

2.3.4. Unlock User

When an EVR User attempts to login by entering an incorrect password more than 2 times, or the expiration date of the account validity has passed

The RE user, in order to unlock an EVR user account, has to follow the next steps:

Step 1: From within the “Administration” menu, search for the user you wish to lock/unlock

![Figure 26: Administration-Search](image)

Step 2a: From the user search results table, identify the particular user and click on the icon under the "Status" tab.
Step 3: View the message displayed by the system and click OK.

evr.local says
Do you want to notify the user by email that his account has been approved?

OK Cancel

Figure 28: Unlock user confirmation

Afterwards, the user receives a notification email regards the changes made to his account.

2.3.5. Locking User accounts

Locking user account means the user won’t be able to access EVR.

To lock an EVR user, the RE user has to follow the next steps:

Step 1: From within the “Administration” menu, search for the user you wish to unlock

Figure 29: Administration-Search

Step 2: From the user search results table, identify the particular user and click on the icon under the “Status” column.

Figure 30: Lock User
2.3.6. Search of User accounts

Step 1: The user inserts the criteria upon which his search will be based. Those filter criteria are shown below:

![Figure 31: User Search Criteria.](image)

Step 2b: After inserting the desired criteria, the user can perform the search by clicking on the button and view the results:
**Figure 32: User Search Results**

**Step 3:** The user optionally can navigate in the through the pages of the results through pressing each page’s number and use the drop down list to change the number of result the system displays per page.

**Step 4:** Optionally and in case the results are not the desired and a new criteria insertion is required click on the button. Press ok in the confirmation text-dialog message.

**Figure 33: Reset Results**

**Figure 34: Reset Confirmation message**

**Step 4:** In case that Results Export is needed then press the following button and decide on the format of the exported data as shown below:
2.4. Search and management of Vehicle Applications

2.4.1. 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 37:
The user has to select the Registration Entity from the drop-down menu and then click on the option. The user will be directed to the Applications search page.

2.4.1.1. Search Criteria

To perform an Application Search, the User has the option to use the following criteria:

![Figure 38: Application Search Criteria](image)

2.4.1.2. Search Results

After clicking on the button, the system returns the Application results in the format presented in the below Figure 39:

![Figure 39: Application Search Results](image)

The User 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.

2.4.2. Application Details View
By clicking the icon in the last column, Registration Entities can 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:**

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<th>Current Application State</th>
<th>Created by</th>
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<tr>
<td>Registration</td>
<td>Draft</td>
<td>AT_Keeper</td>
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![Figure 40: Application Details Ribbon](image)

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

### 2.4.2.1. Vehicle Characteristics

![Figure 41: 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)

### 2.4.2.2. 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:
### Application Details

#### Vehicle Characteristics

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#### Custom Fields - Vehicle #1

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### Member State of Registration

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### Member States where the vehicle is authorised

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<th>3.1 Resulting Area of Use</th>
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### Additional conditions*

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- [ ] TEN-GE
- [ ] TEN-CW
- [ ] TEN
- [ ] RIV
- [ ] RIC
- [ ] OTHER

#### Rolling stock subsystem. References to ‘EC’ Declarations of verification (†)

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### On board CCS subsystem, References to “EC” Declarations of verification (E)

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<th>6.3.1 Organisation name*</th>
<th>Demo ERA organisation 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.3.2 Registered Business Number*</td>
<td>12345678</td>
</tr>
<tr>
<td>6.3.3 Address*</td>
<td>1, Boulevard de Paris</td>
</tr>
<tr>
<td>6.3.4 Town*</td>
<td>Valenciennes</td>
</tr>
<tr>
<td>6.3.5 Country code*</td>
<td>FR - France</td>
</tr>
<tr>
<td>6.3.6 Post code*</td>
<td>53900</td>
</tr>
<tr>
<td>6.3.7 E-mail address*</td>
<td><a href="mailto:servicedesk@era.europa.eu">servicedesk@era.europa.eu</a></td>
</tr>
<tr>
<td>6.3.8 Organisation Code*</td>
<td>00AT</td>
</tr>
</tbody>
</table>

### Owner*

<table>
<thead>
<tr>
<th>7.1 Organisation Name*</th>
<th>Demo ERA organisation 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.2 Registered business number*</td>
<td>12345678</td>
</tr>
<tr>
<td>7.3 Address*</td>
<td>1, Boulevard de Paris</td>
</tr>
</tbody>
</table>

### Keeper*

<table>
<thead>
<tr>
<th>8.1 Organisation name*</th>
<th>Demo ERA organisation 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.2 Registered Business Number*</td>
<td>12345678</td>
</tr>
<tr>
<td>8.3 Address*</td>
<td>1, Boulevard de Paris</td>
</tr>
<tr>
<td>8.4 Town*</td>
<td>Valenciennes</td>
</tr>
<tr>
<td>8.5 Country Code*</td>
<td>FR - France</td>
</tr>
<tr>
<td>8.6 Post code*</td>
<td>53900</td>
</tr>
<tr>
<td>8.7 E-mail address*</td>
<td><a href="mailto:servicedesk@era.europa.eu">servicedesk@era.europa.eu</a></td>
</tr>
<tr>
<td>8.8 Organisation Code*</td>
<td>00AT</td>
</tr>
</tbody>
</table>

### Vehicle Keeper Marking*

| 8.9 Vehicle Keeper Marking* | 12345678 |

### Entity in charge of maintenance*

<table>
<thead>
<tr>
<th>9.1 Organisation name*</th>
<th>Demo ERA organisation 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.2 Registered Business Number*</td>
<td>12345678</td>
</tr>
</tbody>
</table>
2.4.3. **Decision on Vehicle Applications**

Registration Entities can review, approve or reject vehicle applications that have already been submitted. The RE needs to follow the following steps before starting reviewing the applications.

2.4.3.1. **Decision on New Pre-Reservation**

The user can review and decide on whether he will approve or reject new Pre-Reservation application following the below steps:

**Step 1:** Search for a Pre-Reservation Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application.
Step 2: Review the information provided for the Registration in the “Vehicle Characteristics” and “Standard Form” Tabs.

![Figure 44: Review Application Details: “Vehicle Characteristics” and “Standard Form” tabs](image)

a. To Approve the Application

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

Allocate EVNs to the application

Select the ‘EVNs’ tab, the content of which can be viewed below:

![Figure 45: Submitted Pre-Reservation Application Decision: EVNs tab](image)
i. For each one of the proposed Vehicle Numbers, click on the button next to it to expand the available Vehicle Numbers and select on from the list, and click on:

Figure 46: Submitted Application Decision: EVNs tab – Select EVNs

ii. Alternatively to the previous two steps navigate to the ‘Standard Form’ Tab and manually input the Vehicle Number in the 1.1 parameter.

Figure 47: Submitted Application Decision: Standard Form Tab- 1.1 Parameter

iii. Click on

iv. The following dialog box is displayed
Figure 48: Pre-Reservation Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application

Step 3b: If the provided information reviewed in Step 2 are not acceptable, press button. The following dialog box is displayed

Figure 49: Reason for rejecting the Pre-Reservation application

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

2.4.3.2. Application for Vehicle Registration

The user can review and decide on whether he will approve or reject an application for vehicle registration following the below steps:

Step 1: Search for a Registration Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application:
Step 2: Review the information provided for the Registration in the “Vehicle Characteristics” and “Standard Form” Tabs.

![Image of European Vehicle Register](image1)

Figure 51: Review Application Details: “Vehicle Characteristics” and “Standard Form” tabs

a. To approve the Application

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

i. Browse in the EVNs tab, the content of which can be viewed below:

![Image of EVNs tab](image2)

Figure 52: Submitted Registration Application Decision: EVNs tab
ii. For each one of the proposed Vehicle Numbers, click on the button next to it to expand the available Vehicle Numbers, select on from the list, and click on : 

![Figure 53: Submitted Application Decision: EVNs tab – Select EVNs](image)

iii. Alternatively to the previous two steps navigate to the ‘Standard Form’ Tab and input the Vehicle Number in the 1.1 parameter.

![Figure 54: Submitted Application Decision: Standard Form Tab- 1.1 Parameter](image)

iv. click on 

v. The following dialog box is displayed

![Figure 55: Registration Approval Message](image)

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.
• If you click on Approve
  o Application is approved
  o The submitter of the application is notified via email about the approval of their application

• If you click on Cancel
  o Action is cancel
  o Dialog box is closed

b. **To Reject the Application**

**Step 3b:** If the provided information reviewed in Step 2 are not acceptable, the following dialog box is displayed.

![Figure 56: Reason for rejecting the Registration application](image)

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

• If you click on Approve
  o Application is approved
  o The submitter of the application is notified via email about the approval of their application

• If you click on Cancel
  o Action is cancel
  o Dialog box is closed

2.4.3.3. **Update of Registration Data**

The user can review and decide on whether he will approve a new Update of Registration Data application following the below steps:
Step 1: Search for an Update of Registration Data Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application

![Figure 57: Submitted Update Registration: Search](image)

Step 2: Review the changes that were made in the “New Values” Column of the “Standard Form” Tab.

![Figure 60: Update of Registration: Vehicle Characteristics and Standard Form Review](image)

a. **To Approve the Application**

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step, click on **Approve**.

In case you click on Approve, the following dialog box is displayed.
Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. **To Reject the Application**

**Step 3b:** If the provided information reviewed in Step 2 are not acceptable, button. Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- “Reject” to finalize the rejection.
EVR marks the application as Rejected, and email notification is sent to the Submitter of the application.

- “Cancel” - to cancel the action
  EVR will close the dialog box and action is cancelled.

### 2.4.3.4. Change of Keeper

The user can review and decide on whether he will approve a new Change of Keeper application following the below steps:

**Step 1:** Search for a Change of Keeper Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application.

![Submitted Change of Keeper: Search](Figure 60: Submitted Change of Keeper: Search)
Step 2: Review the changes that were made in the “New Values” Column for the Keeper Parameter of the “Standard Form” Tab

Figure 61: Review Application Details: “Vehicle Characteristics” and “Standard Form” tabs

a. To Approve the Application

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, click on Approve.

Then the following dialog box is displayed

Figure 62: Change of Keeper Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application

- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application

Step 3b: If the provided information reviewed in Step 2 are not acceptable, click on Reject button.
Then specify the reason for rejecting the application by completing the text field on the dialog. User can optionally upload one or more files as part of the justification for rejection. User then clicks on:
  
  • “Reject” to finalize the rejection.

![Reject dialog](image)

Figure 63: Reason for rejecting the Update Of Registration application

EVR marks the application as Rejected, and email notification is sent to the Submitter of the application.

  • “Cancel” - to cancel the action

  EVR will close the dialog box and action is cancelled.

The Keeper is notified via email on the outcome of the examination of his application.

2.4.3.5. Change of ECM

The user can review and decide on whether he will approve a new Pre-Reservation application following the below steps:

Step 1: Search for a Change of ECM Data Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application
Step 2: Review the changes that were made in the “New Values” Column for the ECM Parameter of the “Standard Form” Tab

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, click on

Then the following dialog box is displayed
Figure 66: Change of ECM Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application

Step 3b: If the provided information reviewed in Step 2 are not acceptable, button. Then specify the reason for rejecting the application by completing the text field on the dialog. User can optionally upload one or more files as part of the justification for rejection. User then clicks on:

- “Reject” to finalize the rejection.
Figure 67: Reason for rejecting the Change of ECM application

EVR marks the application as Rejected, and email notification is sent to the Submitter of the application.

- “Cancel” - to cancel the action
  EVR will close the dialog box and action is cancelled.

2.4.3.6. Change of Owner

The user can review and decide on whether he will approve a new Change of Owner application following the below steps:

Step 1: Search for a Change of Owner Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application:
Step 2: Review the changes that were made in the “New Values” Column for the Owner Parameter of the “Standard Form” Tab.

![Application Details](image)

Figure 69: Review Application Details: “Vehicle Characteristics” and “Standard Form” tabs

a. **To Approve the Application**

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step click on Approve.

When you click on Approve, the following dialog box is displayed

![Accept](image)

Figure 70: Change of Owner Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. **To Reject the Application**

Step 3b: If the provided information reviewed in Step 2 are not acceptable, button.
Then specify the reason for rejecting the application by completing the text field on the dialog.
User can optionally upload one or more files as part of the justification for rejection.
User then clicks on:

- “Reject” to finalize the rejection.

Figure 71: Reason for rejecting the Change of Owner application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- “Cancel” - to cancel the action
  EVR will close the dialog box and action is cancelled.

### 2.4.3.7. Update of Organisation Data

The user can review and decide on whether he will approve a new Update of Organisation Data application following the below steps:

#### Step 1: Search for an Update of Registration Data Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application
**Figure 72: Submitted Update of Organisation Data Application: Search**

**Step 2:** Review the changes that were made in the “New Values” Column for the Update Fields of the “Standard Form” Tab.

**Figure 73: Review Application Details: “Vehicle Characteristics” and “Standard Form” tabs**

a. **To Approve the Application**

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step click on ![Approve](image)

When you click on Approve, the following dialog box is displayed
Figure 74: Update of Organisation Data Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application

Step 3b: If the provided information reviewed in Step 2 are not acceptable, "Reject" button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- "Reject" to finalize the rejection.
Figure 75: Reason for rejecting the Update of Organisation Data application

EVR marks the application as Rejected, and email notification is sent to the Submitter of the application.

- “Cancel” - to cancel the action
  EVR will close the dialog box and action is cancelled.

2.4.3.8. Withdrawal

The user can review and decide on whether he will approve a new Withdrawal application following the below steps:

Step 1: Search for a Withdrawal Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application

Step 2: Review the information in the Registration Status Fields in the “Standard Form” Tab.
a. **To Approve the Application**

**Step 3a:** If the information provided in the application are found to be complete and acceptable after the review done in the previous step, click on **Approve**.

When you click on Approve, the following dialog box is displayed:

![Dialog box for approval](image)

**Figure 77: Update of Organisation Data Approval Message**

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. **To Reject the Application**

**Step 3b** information reviewed in Step 2 are not acceptable, click on **Reject**.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:
“Reject” to finalize the rejection.

![Reject dialog box]

Figure 79: Reason for rejecting the Withdrawal application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

“Cancel” - to cancel the action
EVR will close the dialog box and action is cancelled.

2.4.3.9. Suspension

The user can review and decide on whether he will approve a new Suspension application following the below steps:

Step 1: Search for an Suspension Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application

![Submitted Suspension Application: Search]

Figure 80: Submitted Suspension Application: Search
Step 2: Review the information in the Registration Status Fields in the “Standard Form” Tab.

![Application Details](image)

Figure 81: Review Application Details: “Vehicle Characteristics” and “Standard Form” tabs

a. **To Approve the Application**

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step click on the following dialog box is displayed.

![Accept](image)

Figure 82: Update of Organisation Data Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. **To Reject the Application**

Step 3b: If the provided information reviewed in Step 2 are not acceptable, button.

Then specify the reason for rejecting the application by completing the text field on the dialog.
User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- “Reject” to finalize the rejection.

![Reject](image)

**Figure 83: Reason for rejecting the Suspension application**

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- “Cancel” - to cancel the action
  
  EVR will close the dialog box and action is cancelled.

### 2.4.3.10. Reactivation

The user can review and decide on whether he will approve a new Change of Owner application following the below steps:

**Step 1:** Search for an Suspension Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application
Step 2: Review the information in the Registration Status Fields in the “Standard Form” Tab.

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step click on the following dialog box is displayed

a. To Approve the Application

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application

- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application
Step 3b: If the provided information reviewed in Step 2 are not acceptable, button. Then specify the reason for rejecting the application by completing the text field on the dialog. User can optionally upload one or more files as part of the justification for rejection. User then clicks on:

- “Reject" to finalize the rejection.

![Reason for rejecting the Reactivation application](image)

Figure 87: Reason for rejecting the Reactivation application

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- “Cancel” - to cancel the action
  EVR will close the dialog box and action is cancelled.

2.4.3.11. Change of EVN following technical modifications

The user can review and decide on whether he will approve or reject a Change of EVN following Technical Modification application following the below steps:

Step 1: Search for a Registration Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application:
Figure 88: Submitted Change of EVN following Technical Modification Application: Search

Step 2: Review the information provided for the Registration in the “Vehicle Characteristics” and “Standard Form” Tabs.

Figure 89: Review Application Details: “Vehicle Characteristics” and “Standard Form” tabs

a. To approve the Application

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

i. Browse in the EVNs tab, the content of which can be viewed:

Figure 90: Submitted Registration Application Decision: EVNs tab
For each one of the proposed Vehicle Numbers, click on the ▼ button next to it to expand the available Vehicle Numbers and select one from the list, and click on **Use Range ✓**:  

![Figure 91: Submitted Application Decision: EVNs tab – Select EVNs](image)

Alternatively to the previous two steps navigate to the ‘Standard Form’ Tab and input the Vehicle Number in the 1.1 parameter.

![Figure 92: Submitted Application Decision: Standard Form Tab- 1.1 Parameter](image)

iv. click on **Approve✓**

v. The following dialog box is displayed
Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application

- If you click on Cancel
  - Action is cancel
  - Dialog box is closed

b. To Reject the Application

**Step 3b:** If the provided information reviewed in Step 2 are not acceptable, button. Then specify the reason for rejecting the application by completing the text field on the dialog. User can optionally upload one or more files as part of the justification for rejection. User then clicks on:

- “Reject” to finalize the rejection.
2.4.3.12. Change of EVN and registering MS

Part A: Decision on Change of EVN and registering MS + New Registration

The RE user of the New Registering MS can review and decide on whether he will approve or reject a Change of EVN and registering MS + New Registration application following the below steps:

Step 1: Search for a Registration Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application:

Figure 96: Submitted Change of EVN and registering MS + New Registration Application: Search
Step 2: Review the information provided for the Registration in the “Vehicle Characteristics” and “Standard Form” Tabs.

![Figure 97: Review Application Details: “Vehicle Characteristics” and “Standard Form” tabs](image)

a. To approve the Application

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

i. Browse in the EVNs tab, the content of which can be viewed below:

![Figure 98: Submitted Application Decision: EVNs tab](image)

ii. For each one of the proposed Vehicle Numbers, click on the ▼ button next to it to expand the available Vehicle Numbers and select on from the list, and click on Use Range.
iii. Alternatively to the previous two steps navigate to the ‘Standard Form’ Tab and input the Vehicle Number in the 1.1 parameter.

![Standard Form Tab - 1.1 Parameter](image)

Figure 100: Submitted Application Decision: Standard Form Tab - 1.1 Parameter

iv. Click on Approve

The following dialog box is displayed

![Registration Approval Message](image)

Figure 101: Registration Approval Message

Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on Approve
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
b. To Reject the Application

**Step 3b:** If the provided information reviewed in Step 2 are not acceptable, button. Then specify the reason for rejecting the application by completing the text field on the dialog. User can optionally upload one or more files as part of the justification for rejection. User then clicks on:

- “Reject” to finalize the rejection.

![Reject Dialog](image)

**Figure 102: Reason for rejecting the application**

EVR marks the application as Rejected., and email notification is sent to the Submitter of the application.

- “Cancel” - to cancel the action
  EVR will close the dialog box and action is cancelled.

---

**Part B: Decision on Change of EVN and registering MS + Withdrawal**

The RE user of the *Previous Registering MS* can review and decide on whether he will approve or reject a Change of EVN and registering MS + Withdrawal application following the below steps:

**Step 1:** Search for a Registration Application with “Submitted” Status and clicks on the “Actions” Button and redirected to the application:
Step 2: Review the information provided for the Registration in the “Vehicle Characteristics” and “Standard Form” Tabs.

Figure 104: Review Application Details: “Vehicle Characteristics” and “Standard Form” tabs

a. To approve the Application

Step 3a: If the information provided in the application are found to be complete and acceptable after the review done in the previous step, follow the steps below:

i. click on [Approve]

The following dialog box is displayed
Optionally, to attention of the submitter of the application, you can add a comment or upload one more file.

- If you click on **Approve**
  - Application is approved
  - The submitter of the application is notified via email about the approval of their application
- If you click on **Cancel**
  - Action is cancel
  - Dialog box is closed

### b. To Reject the Application

**Step 3b:** If the provided information reviewed in Step 2 are not acceptable, button.

Then specify the reason for rejecting the application by completing the text field on the dialog.

User can optionally upload one or more files as part of the justification for rejection.

User then clicks on:

- “Reject” to finalize the rejection.
2.4.4. 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 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 the options menu bar at the bottom of the page. Alternatively they can click on or to exit.
The RE that will have to examine the application will receive a notification email to examine the application.

The user that applied will be notified for the outcome of the examination.

In case of acceptance, the other stakeholders that are referred to the application will notified for changes on the Vehicle. This happens if the respective users have opted in for the respective notifications.

### 2.4.4.1. Suspension

It is possible for a RE user to apply for the Suspension of one or more vehicles at once, provided that they are registered in the MS of the particular RE. The user can apply for a vehicle Suspension by following the next steps:

**Step 1:** In the Applications page, click on the button.

![Create Application](image)

**Step 2:** Select the “Suspension” checkbox from the Application Type page and click on .

![Suspension: Application Type](image)

**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 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 110: Suspension: EVNs field

Figure 111: Suspension: Upload Documentation (1)

Figure 112: Suspension: Upload Documentation (2)
Step 5: In the “Standard Form” tab, complete field “10.1 Registration Status” by using the drop down menu of Parameter 10.1. In case of multiple Vehicle Numbers, the user can switch detail views by selecting the desired Vehicle Number from the “Vehicle details Preview” drop-down menu:

![Figure 113: Suspension: Standard Form – Registration Status](image)

Figure 113: Suspension: Standard Form – Registration Status

Step 6: Complete field “10.2 Registration status date” by selecting a date >= today’s date.

![Figure 115: Suspension: Standard Form – Registration Status Date](image)

Figure 115: Suspension: Standard Form – Registration Status 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 “13 – The vehicle registration is suspended at the request of the NSA of the Registering Member State” is selected, then field 10.3 remains empty.
- If “14 – The vehicle registration is suspended by decision of the RE” is selected, field 10.3 is mandatory.
Step 8: Click on **Save** to revisit the application at a later stage, or **Submit to RE** 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, 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.

### 2.4.4.1. Reactivation

It is possible for a RE user to apply for the reactivation of one or more vehicles at once, provided that they are registered in the MS of the particular RE. The user can complete the Application for Reactivation by following the next steps:

**Step 1:** In the Applications page, click on the **Create Application** button.
Step 2: Select the “Reactivation” checkbox from the Application Type page and click on Save.

Step 3: In the “Vehicle Characteristics” tab, provide the Vehicle Numbers 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 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 Vehicle Numbers, the user can switch detail views by selecting the desired Vehicle Number from the “Vehicle details Preview” drop-down menu:

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

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:
2.5. Vehicles

2.5.1. 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.

2.5.1.1. 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 125 below:

![Figure 125: Vehicle Search Criteria](image)

After inserting the desired criteria, the user can perform the search by clicking on the **Search** button, as well as reset the search by clicking on the **Reset** button. The user also has the option to open a new search tab by clicking on the **New Search Tab** button.
2.5.1.2. 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 126 below:

![Figure 126: 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.

2.5.1.3. Export Option

The user has the option to export the search results by clicking either clicking on the or button.

If User clicks on button:
- EVR exports to Excel or CSV file that search results with the columns visible on the search result grid.

User clicks on button:
- EVR exports to Excel or CSV file that search results with vehicle data including information like Keeper’s, Owner’s, ECM’s, Home authorisation’s data.

In either cases, the system presents the following 3 options (XLSX, CSV and Cancel) as shown in Figure 127 below:

![Figure 127: Export Search Results](image)
2.5.2. 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 129: Vehicle Details Page.

![Vehicle Details View](image)

Table: Vehicle Details of EVE 0181050000001

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. European Identification</td>
<td>0181050000001</td>
</tr>
<tr>
<td>1.1. Vehicle number</td>
<td>12345</td>
</tr>
<tr>
<td>1.2. Parent Vehicle number</td>
<td>23456</td>
</tr>
<tr>
<td>2. Manufacturer</td>
<td>ABC Corporation</td>
</tr>
<tr>
<td>2.1. Manufacturer name</td>
<td>ABC Corporation</td>
</tr>
<tr>
<td>2.2. Manufacturer serial number</td>
<td>123456789</td>
</tr>
<tr>
<td>2.3. Vehicle identification</td>
<td>123456789012</td>
</tr>
<tr>
<td>2.4. Geox</td>
<td>9876543210</td>
</tr>
</tbody>
</table>

Figure 129: Vehicle Details Page
From this page the user can click on the **Close** button to exit or the **Load ECM data from ERADIS** button next to field “9. Entity in Charge of Maintenance” in order to Load ECM data from ERADIS.

### 2.5.2.1. Vehicle History

From within the Vehicle Details Page, the user can click on the **Vehicle history** button on the bottom right part of the screen.
Figure 130: Vehicle Details: Vehicle History

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

Figure 131: Vehicle History in the Initial Page
This opens a new window that contains the following:

![Figure 132: Vehicle History New Window Content](image)

- **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 2.5.1.3 Export Option.

- **Results**: presented in a table, listing previous entries of the same Vehicle Number, with information as displayed in Figure 132. Also they can click on the “EVN” hyperlink to open the Vehicle Details view (Chapter 2.5.2 Vehicle Details View). 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. An example for an application for modification is shown in Figure 133 below:
### Vehicle Additional fields #1

<table>
<thead>
<tr>
<th>Code</th>
<th>Data</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3</td>
<td>Manufacturer number</td>
<td>1234</td>
</tr>
<tr>
<td>1.4</td>
<td>VIN</td>
<td>1234</td>
</tr>
<tr>
<td>5.1</td>
<td>Description</td>
<td>EVR</td>
</tr>
<tr>
<td>5.2</td>
<td>Code</td>
<td>EVR</td>
</tr>
<tr>
<td>5.3</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>5.4</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>6.1</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>6.2</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>6.3</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>6.4</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>6.5</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.1</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.2</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.3</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.4</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.5</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.6</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.7</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.8</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.9</td>
<td>Code</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### Vehicle Additional fields #2

<table>
<thead>
<tr>
<th>Code</th>
<th>Data</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3</td>
<td>Manufacturer number</td>
<td>1234</td>
</tr>
<tr>
<td>1.4</td>
<td>VIN</td>
<td>1234</td>
</tr>
<tr>
<td>5.1</td>
<td>Description</td>
<td>EVR</td>
</tr>
<tr>
<td>5.2</td>
<td>Code</td>
<td>EVR</td>
</tr>
<tr>
<td>5.3</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>5.4</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>6.1</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>6.2</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>6.3</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>6.4</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>6.5</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.1</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.2</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.3</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.4</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.5</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.6</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.7</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.8</td>
<td>Code</td>
<td>1.0</td>
</tr>
<tr>
<td>7.9</td>
<td>Code</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### Member States of Registration

<table>
<thead>
<tr>
<th>Code</th>
<th>Data</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Member State of Registration</td>
<td>AT</td>
</tr>
<tr>
<td>2.2</td>
<td>Member State where the vehicle is activated</td>
<td>AT</td>
</tr>
<tr>
<td>2.3</td>
<td>Member State where the vehicle is activated</td>
<td>AT</td>
</tr>
</tbody>
</table>

### 4 Additional conditions

4.1. Conditions applicable to the vehicle

### 4.2 Rolling stock subcategory

<table>
<thead>
<tr>
<th>Code</th>
<th>Data</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Date of 'C' declaration</td>
<td>08/08/2012</td>
</tr>
<tr>
<td>6.2</td>
<td>'C' declaration reference</td>
<td>1234</td>
</tr>
<tr>
<td>6.3</td>
<td>Organization name</td>
<td>Test EVR Company AT</td>
</tr>
<tr>
<td>6.4</td>
<td>Address</td>
<td>AT2245</td>
</tr>
<tr>
<td>6.5</td>
<td>Phone</td>
<td>123456</td>
</tr>
<tr>
<td>6.6</td>
<td>Fax</td>
<td>123456</td>
</tr>
<tr>
<td>6.7</td>
<td>Email address</td>
<td><a href="mailto:office@eurov.com">office@eurov.com</a></td>
</tr>
<tr>
<td>6.8</td>
<td>Organization Code</td>
<td>123456</td>
</tr>
</tbody>
</table>

### On board CCS subcategory

<table>
<thead>
<tr>
<th>Code</th>
<th>Data</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Date of 'C' declaration</td>
<td>08/08/2012</td>
</tr>
<tr>
<td>6.2</td>
<td>'C' declaration reference</td>
<td>1234</td>
</tr>
<tr>
<td>6.3</td>
<td>Organization name</td>
<td>Test EVR Company AT</td>
</tr>
<tr>
<td>6.4</td>
<td>Address</td>
<td>AT2245</td>
</tr>
<tr>
<td>6.5</td>
<td>Phone</td>
<td>123456</td>
</tr>
<tr>
<td>6.6</td>
<td>Fax</td>
<td>123456</td>
</tr>
<tr>
<td>6.7</td>
<td>Email address</td>
<td><a href="mailto:office@eurov.com">office@eurov.com</a></td>
</tr>
<tr>
<td>6.8</td>
<td>Organization Code</td>
<td>123456</td>
</tr>
</tbody>
</table>

### Finance

<table>
<thead>
<tr>
<th>Code</th>
<th>Data</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>Organization name</td>
<td>Test EVR Company AT</td>
</tr>
<tr>
<td>7.2</td>
<td>Registered business number</td>
<td>AT2245</td>
</tr>
<tr>
<td>7.3</td>
<td>Address</td>
<td>AT2245</td>
</tr>
<tr>
<td>7.4</td>
<td>Phone</td>
<td>123456</td>
</tr>
<tr>
<td>7.5</td>
<td>Fax</td>
<td>123456</td>
</tr>
<tr>
<td>7.6</td>
<td>Email address</td>
<td><a href="mailto:office@eurov.com">office@eurov.com</a></td>
</tr>
<tr>
<td>7.7</td>
<td>Organization Code</td>
<td>123456</td>
</tr>
</tbody>
</table>

### 5 Insurer

<table>
<thead>
<tr>
<th>Code</th>
<th>Data</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Organization name</td>
<td>Test EVR Company AT</td>
</tr>
<tr>
<td>8.2</td>
<td>Registered business number</td>
<td>AT2245</td>
</tr>
<tr>
<td>8.3</td>
<td>Address</td>
<td>AT2245</td>
</tr>
<tr>
<td>8.4</td>
<td>Phone</td>
<td>123456</td>
</tr>
<tr>
<td>8.5</td>
<td>Fax</td>
<td>123456</td>
</tr>
<tr>
<td>8.6</td>
<td>Email address</td>
<td><a href="mailto:office@eurov.com">office@eurov.com</a></td>
</tr>
<tr>
<td>8.7</td>
<td>Organization Code</td>
<td>123456</td>
</tr>
</tbody>
</table>

### 6 Operator's licence, incl. conformity declarations

<table>
<thead>
<tr>
<th>Code</th>
<th>Data</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1</td>
<td>Organization name</td>
<td>Test EVR Company AT</td>
</tr>
<tr>
<td>9.2</td>
<td>Registered business number</td>
<td>AT2245</td>
</tr>
<tr>
<td>9.3</td>
<td>Address</td>
<td>AT2245</td>
</tr>
<tr>
<td>9.4</td>
<td>Phone</td>
<td>123456</td>
</tr>
<tr>
<td>9.5</td>
<td>Fax</td>
<td>123456</td>
</tr>
<tr>
<td>9.6</td>
<td>Email address</td>
<td><a href="mailto:office@eurov.com">office@eurov.com</a></td>
</tr>
<tr>
<td>9.7</td>
<td>Organization Code</td>
<td>123456</td>
</tr>
</tbody>
</table>

### Vehicle's driver's licence information

<table>
<thead>
<tr>
<th>Code</th>
<th>Data</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1</td>
<td>Organization name</td>
<td>Test EVR Company AT</td>
</tr>
<tr>
<td>10.2</td>
<td>Registered business number</td>
<td>AT2245</td>
</tr>
<tr>
<td>10.3</td>
<td>Address</td>
<td>AT2245</td>
</tr>
<tr>
<td>10.4</td>
<td>Phone</td>
<td>123456</td>
</tr>
<tr>
<td>10.5</td>
<td>Fax</td>
<td>123456</td>
</tr>
<tr>
<td>10.6</td>
<td>Email address</td>
<td><a href="mailto:office@eurov.com">office@eurov.com</a></td>
</tr>
<tr>
<td>10.7</td>
<td>Organization Code</td>
<td>123456</td>
</tr>
</tbody>
</table>
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** → 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.

### 2.6. Allocation of EVNs to applications

#### 2.6.1. Manually by the Registration Entity

The Registration Entity user can manually allocate the EVN by filling in the parameter 1.1 European Vehicle Number.

#### 2.6.2. Via the EVNs tab

i. Browse in the EVNs tab, the content of which can be viewed below:
ii. For each one of the proposed Vehicle Numbers, click on the ▼ button next to it to expand the available Vehicle Numbers, select one from the list, and click on .

iii. Alternatively to the previous two steps navigate to the ‘Standard Form’ Tab and input the Vehicle Number in the 1.1 parameter.