

UCC

SIMPLICITY SERVICE SPEED

A MODERN FRAMEWORK
FOR CUSTOMS AND TRADE

STANDARDISED EXCHANGE OF INFORMATION

Business User Guide

DG TAXUD

DOCUMENT HISTORY

Version	Release Date	Author	Description
0.01	7/04/2020	DG TAXUD	Initial draft
0.10	27/05/2020	DG TAXUD	Updated draft with input from PG experts and published online as initial version
0.11	10/07/2020	DG TAXUD	Section B added in chapter 1.2 Indication of the customs offices to authorisations in chapter 4.2
0.20	06/05/2025	SOFT-DEV	Submitted for Review (SfR) to DG TAXUD. Updated under RfA766. The following have been updated: <ul style="list-style-type: none"> Definitions and abbreviations Sections: 1.2, 1.2.2.1(only heading title), 1.3, 1.4, 1.5, 1.6, 2.1.1, 2.1.2, 2.2.1, 3.1, 3.2.1, 3.4, 4 (all subsections), 6.3, 6.5 (only the heading title), 6.6, 8 The following have been inserted: <ul style="list-style-type: none"> Sections: 5, 6.7, 7 It is based on INF SP v1.6.0.0 and INF STP v1.7.0.0 which will go live mid-2025.
1.00	26/05/2025	SOFT-DEV	Submitted for Acceptance (SfA) to DG TAXUD. Implemented review comments (QC56615). The following have been updated: <ul style="list-style-type: none"> Document History Definitions and Abbreviations Sections: 1.2 - 1.6, 2.1.1, 2.1.2, 2.2.1, 2.3, 2.4, 3, 3.1, 3.2.1, 3.2.3, 4.1 - 4.4, 4.5.2, 4.5.3, 4.6.2, 4.6.3, 4.7.2, 4.7.3, 4.8.2, 4.8.3, 5, 5.3, 6.1, 6.3, 6.4, 7, 7.1, 7.1.1, 7.1.2, 7.2.1, 7.2.3, 8

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DEFINITIONS AND ABBREVIATIONS

The following definitions are used all over the business guide:

Term	Definition
Authorisation	Act by the customs authorities that pertains to the customs legislation giving a ruling on a particular case, and having legal effects on the person or persons concerned (Art. 5(39) UCC). An authorisation from the customs authorities shall be required for the use of the inward or outward processing procedure, as referred to in article 211 (1A) of the Code.
Customs Authority	Customs administrations of the Member States responsible for applying the customs legislation and any other authorities empowered under national law to apply certain customs legislation. (Art. 5(1) UCC).
Customs Office for Release for Free Circulation	Without prejudice to the provisions for special procedures, any customs office indicated in an authorisation where, for goods brought into the customs territory of the Union the formalities for releasing them for free circulation are to be carried out.
Customs Office of Discharge	Any customs office indicated in the authorisation for a special procedure empowered to release goods to a subsequent customs procedure or to receive the re-export declaration or notification for the purposes of discharging the special procedures.
Customs Office of Exit	The customs office competent for the place from where the goods will leave the customs territory of the Union to a destination outside the customs territory of the Union.
Customs Office of Export	The customs office where for goods being taken out of the customs territory of the European Union the formalities concerning the export customs declaration are to be carried out or where a re-export declaration is to be lodged.
Customs Office of Placement	Any customs office indicated in the authorisation for a special procedure and empowered to release goods for a special procedure.

Term	Definition
Decision-taking Customs Authority	Customs authority competent for 1) taking the decision and 2) managing the decision.
Economic Operator	A person who, in the course of their business, is involved in activities covered by the customs legislation (Art. 5(5) UCC). In this context, also called “trader”.
Holder (of the authorisation)	The legal person(s) or entity(ies) in whose name a decision is issued. This can also refer to the representative of the holder (BPMs).
Supervising Customs Office	The customs office indicated in the authorisation and entitled to supervise a special procedure.
BPM	Business Process Model
CCN, CCN2	Common Communication Network of the Commission
CCO	Competent Customs Office
CDS/CDMS	Customs Decisions (Management) system
CS/RD2	Central Services Reference Data system
CSV	Comma-Separated Values
EORI	Economic Operator Registration and Identification
EU CTP	EU Customs Trader Portal
EX	Export
IM	Import
INF	Standardised exchange of Information
IP, IPO	Inward Processing, Inward Processing Operation
IT	Information Technology
MRN	Movement Reference Number
OP, OPO	Outward Processing, Outward Processing Operation
SCO	Supervising Customs Office
SP	Special Procedures INF SP is used as the term to define the system that is accessible for customs officers
STP	Specific Trader Portal For INF STP, it's the user interface for economic operators and other persons
TARIC	Tarif Intégré des Communautés européennes
TATAFng	Tariff Application Technical Architecture Framework, new generation
TP	Trader Portal
UCC and UCC DA, IA	UCC, referred to as the Code <ul style="list-style-type: none"> - Regulation (EU) No 952/2013 of the European Parliament and of the Council UCC Delegated Act and Implementing Act, also referred to as <ul style="list-style-type: none"> - Commission Delegated Regulation (EU) 2015/2446 - Commission Implementing Regulation (EU) 2015/2447
UUM&DS	Uniform User Management & Digital Signature

1 INTRODUCTION

1.1 THIS GUIDE

The main objective of this document is to create a business user guide of the INF system. It intends to provide documentation that will be used by the end-users, the customs officers to the central INF SP System and traders to the EU Customs Trader Portal (EU CTP), in order to support them in their understanding of the Information Sheet for Special Procedures business aspects.

Once the system has been accessed, the different functionalities and actions are explained in a help file or user guide, that can be consulted to see what a specific button is doing. This particular detailed user guide can be accessed through the system itself and by calling the help functionality, or at the [INF main page on the europa website](#).

1.2 WHAT IS INF?

INF is the standardised exchange of information for the management of standardised information created for inward and outward processing procedures. A standardised exchange of information is handled in different customs offices roles ([see later in the process flow](#)). The information is managed in order to calculate the amount of import duties which have to be paid, to verify the quantities of non-Union goods which are not subject to import duty, verify the equivalence criteria or that the main transformed product has been processed with the goods placed under IP.

The holder of the authorisation provides the INF record with the data elements set out in annex 71-05 of the UCC Delegated Act. Other data elements as stated in this annex will be completed by the concerned customs office.

The concerned customs offices will by retrieving the relevant information, to calculate the import duties and exemptions, e.g. to verify the quantities of non-Union goods released in the customs territory of the Union.

Background

Before the introduction of the INF system, the information sheets were provided in paper forms and had to be stamped by the customs offices.

In order to simplify the use of INF sheets, it was decided to create an IT INF system whose legal basis can be found in the UCC and UCC DA and IA. This INF system was designed as well to reduce the paper workload, provide equal treatment between the economic operators, to speed up the logistics and the export/import operations and to make it easier for the customs to monitor and manage the special regimes.

As UCC, UCC DA and IA did not apply immediately for INF regulation, a transitional period, as described in the Transitional Delegated Acts, was set up. During that period, four kinds of INF forms could be used:

- INF1 for IP IM/EX used to give information to the customs office of discharge concerning the calculation of the customs debt, the amount of guarantee or the application of commercial policy measures;
- INF9 for IP IM/EX used to verify the equivalence criteria or that the main transformed product has been processed with the goods placed under IP;
- INF5 for IP EX/IM used to verify that the quantity of non-Union goods imported correspond to the quantity of Union goods incorporated in the exported product and calculate the amount of customs duties which do not have to be paid;

- INF2 for OP EX/IM used to verify if the main transformed goods were covered by the exported goods and calculate the customs debt when goods under OP are imported on the customs union territory.

The transitional period ended on 1 June 2020 and the INF system became operational. The INF system no longer uses the terminology specific to paper forms INF. Since 1 June 2020, the INF system covers, with a single electronic form, all cases previously managed with different INF sheets: INF IP (inward processing) and INF OP (outward processing), each for IM/EX (import followed by export) and EX/IM (export followed by import).

Annex 71-05 (of the UCC Delegated Act) differentiates the “Standardised exchange of information (INF) between customs authorities is not yet required but the supervising customs office shall make available the relevant INF data elements in the electronic system relating to INF” as Section A, and the “Standardised exchange of information (INF) between customs authorities is required but the INF data elements are not yet available in the electronic system relating to INF” as section B.

Section B is about information request between customs authorities (only) to determine the amount of import duty after an IM/EX IPO. Article 181(1) states that an INF is not mandatory for IP IM/EX involving one Member State, however, when a customs authority asks for information on an IP IM/EX involving one MS, then the SCO has to provide the information using the INF system.

An example on a multi-MSs authorisation: an authorisation IPO IM/EX valid in member state NA for which the customs debt incurs in member state NB. The responsible customs office NB contacts the SCO in NA using an INF section B.

Inward processing

Inward processing means that non-Union goods are imported in order to be processed in the customs territory of the Union in one or more processing operations (manufacturing, repair). When imported, these goods are not subject for import duty, other taxes related to their import such as VAT or excises, and commercial policy measures, insofar as they do not prohibit the entry or exit of goods into or from the customs territory of the Union.

Outward processing

Outward processing is the processing of Union goods outside the customs territory of the Union and when they are coming back as processed products into the Union, they can be released for free circulation. The duties only have to be paid on the value added outside the customs territory of the Union. Under certain circumstances, mainly in the case of repair under guarantee, the reimport is free of duty.

Equivalent goods under IP EX/IM and OP IM/EX

The IP EX/IM process is handling the exit of products processed in the Union by using Union goods in the production as equivalent goods, and while the import of non-Union goods will be handled at a later stage. Under IP IM/EX the non-Union goods are placed for inward processing, but there are cases when a manufacturer is waiting for the non-Union goods to be processed. For logistic and economic reasons, Union goods whether or not partially can be used as equivalent goods instead of non-Union goods to continue the processing of the products at the factory and later on rebalance these Union goods which were used as equivalent goods by placing under the procedure similar quantity of non-Union goods.

The same is applicable for the OP IM/EX procedure where we use non-union goods as equivalent.

1.2.1 ADVANTAGES OF THE SYSTEM

- No more paper-based controls
- Dealing with IPO, OPO IM/EX and EX/IM
- Harmonisation of the procedures used and of the data requirements, defined in the BPMs
- The use of a unique system and trader portal for economic operators and other persons

1.2.2 REFERENCES

1.2.2.1 Legal background

- UCC, Chapter 2, section 1, article 6: means for the exchange and storage of information and common data requirements
- UCC, Title III, chapter 1, section 2, article 86: special rules for calculating the amount of import duty
- DA, article 176: standardised exchange of information and obligations of the holder of an authorisation for the use of a processing procedure
- DA, article 181: standardised exchange of information
- IA, article 271: electronic system relating to standardised exchange of information
- DA annex 71-05: data elements for the fulfilment of processing an INF
- UCC, article 88: The delegation of power (a)

1.2.2.2 Context references

- Reference to the landing page of INF SP
 - https://ec.europa.eu/taxation_customs/inf-system-special-procedures_en
 - What kind of information can be found: Guidance documents, BPM, Q&A, references to the system
- References to the L4 BPMs
 - <https://circabc.europa.eu/w/browse/de2da847-321a-4573-97b7-b34382d892ee>

1.3 FOR WHO IS THIS GUIDE MEANT?

This document is intended for readers with various backgrounds and operational roles within the INF SP related system domain. They may be:

- EU national administrations;
- EU Officials;
- Customs officers within EU – as users of the INF SP system;
- EU Trade Community – as users of the EU CTP/INF STP system.

This section aims at listing the different stakeholders who represent the final users of the INF SP system.

The users of the Trader Portal (EU CTP, INF STP):

- The trader, also called the economic operator, which is the holder of the authorisation in this context;
- The representative, a person who can act on behalf of the trader. Referring to the Guidance for MSs and Trade (https://ec.europa.eu/taxation_customs/sites/taxation/files/docs/body/guidance_special_procedures_en.pdf) only the holder of the authorisation or their direct representative may place the goods, as explained in section “Rights and obligations”;
- The employee of the trader, a person who can act on behalf of trader.

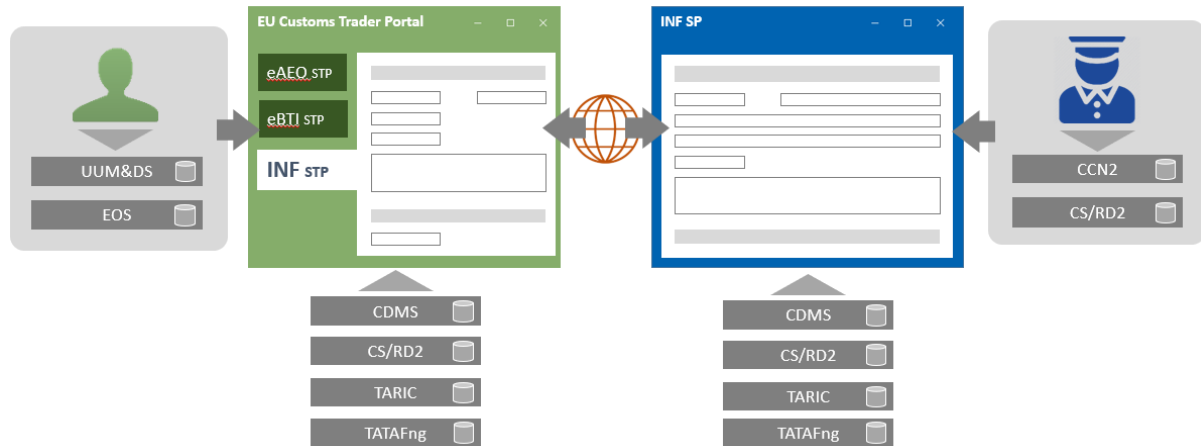
The users of the (central) INF SP system:

- The customs officer of the decision-taking customs authority (DTCA);
- The customs officer of one of the other customs offices mentioned in the IPO/OPO authorisations, other than the DTCA.

1.4 WHAT IS THE SETUP OF THE SYSTEM?

The INF system is a central system, which means that the system is developed at Union level, and is available to all Member States. The system consists of two components: the INF STP system which is accessible by traders and the INF SP system which is accessible by customs officers.

The following graph illustrates the different components of the system:



- The economic operator (user on the left side) who needs to have a valid EORI number, managed in the EOS system. Their credentials and roles are defined in UUM&DS;
- The economic operator will access via UUM&DS the EU CTP, which is used as a unique entry point for several other systems;
- The INF STP, which is a specific module or function defined under the EU CTP. The INF STP must always be accessed through the EU CTP;
- The INF SP, which is the application where the customs officers manage the INFs;
- The customs officer's (user on the right side) user is defined in CCN2, and their office role is defined in CS/RD2;
- The customs officer accesses the INF SP user interface through CCN2 credentials;
- The central INF SP system and the INF STP system interact with information stored in the Customs Decisions system¹, the Central Services Reference Data 2 system, the TARIC system and the TATAFng.

There are no national components.

The strategy of the INF SP system is to use a central approach, where the MSs use only the EU application. In case the MS has chosen a national approach and stores its authorisations in its own national system, or in case of a hybrid approach where a combined national and EU authorisations are used, the information that derives from the Customs Decisions system will not be automatically interlinked between both systems. The same is applicable for the national import and export systems where the declarations are kept. A system-to-system approach to connect the national declarative systems with INF is under elaboration and will be gradually implemented for those Member States who will establish a connection between both systems. During 2024-2025 the architectural setup has been agreed with the involved Member States and further developed in the BPMs. The respective services will be made available to the MSs in 2025-2026.

¹ The authorisations are stored in the Customs Decisions system but the INFs systems retrieve this information from there through the Customer Reference Services system. As this is not a technical document for the sake of simplicity this connection will be omitted.

1.5 PROJECT HIGHLIGHTS

The high-level and business requirements were developed and published as BPM Level 2 and Level 3, mid-2016.

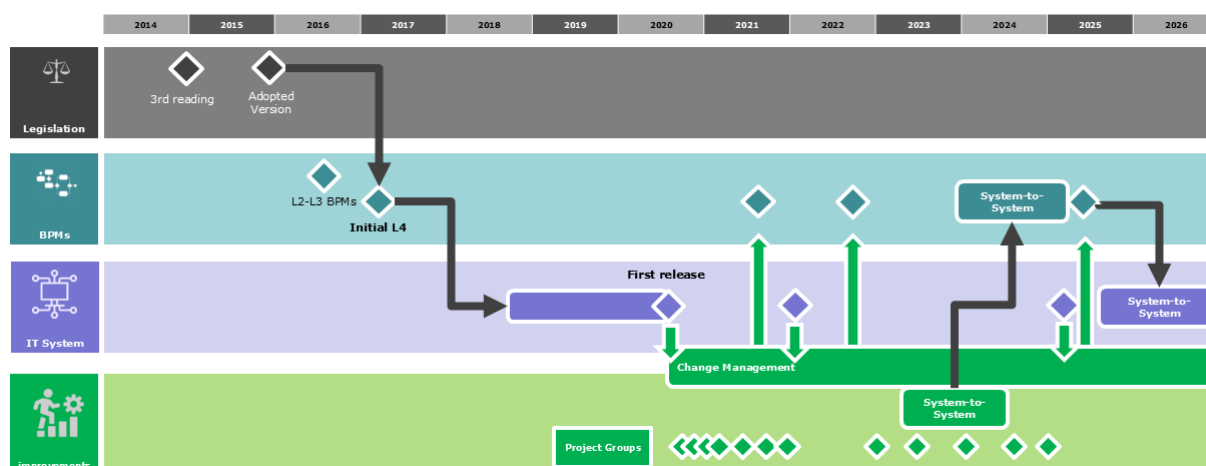
Based on the adopted version of the Implementing and Delegated Acts in December 2015, the initial functional Requirements were created and published by end of 2016 as BPM Level 4.

The development of the system for the pilot phase was based on these initial Functional Requirements.

A pilot phase was introduced for 7 MSs and a number of Traders to use the system as a pre-production phase, all other MSs will join on the go live date.

During this pilot phase, recommendations and corrections from the pilot members were translated into updated technical requirements, as well as functional requirements. This has led to change requests and updated BPM Level 4 diagrams, and updates to the system for the final production date.

The system is operational as from June 2020, ending the transitional period.



Further on, a Business Project Group has been setup with a number of Member States (mainly the ones that participated in the pilot project) and members of the Trade Contact Group. The purpose of this group is to develop the communication materials and improve the system with recommendations and discuss on a tactical level the further development of the process. This has led to the elaboration and realisation of the interface with the declarative systems, as described in the business case and project charter of 2023.

1.6 SCOPE

The INF SP system is aimed to handle special procedures in a unique way using the same electronic information system.

The following is included following an INF request from the Trader, known as Section A:

- inward processing IM/EX which involves more than one Member State;
- inward processing EX/IM which involves one or more than one Member State;
- outward processing EX/IM which involves one or more than one Member State;
- outward processing IM/EX which involves more than one Member State.

A specific function in the INF SP system allows the communication between customs officers (without an INF request been entered by the Trader), known as Section B:

- inward processing IM/EX which involves only one Member State.

As referred to in the setup of the system, the INF is related to the Customs Decisions or authorisation, and can be of national level too.

The main INF SP business processes are:

- Request INF to monitor special procedures
- Create INF to monitor special procedure;
- Request INF to determine duties or commercial policy measures;
- Process INF;
- Amend INF;
- Invalidate INF;
- Finalise INF (*magic button*);
- Provide INF Information to the Holder of Authorisation;
- Consult INF.

An INF is not needed for a trader to submit a request, in case the inward processing involves only one Member State.

When an economic operator imports goods in Portugal for processing and puts these under the inward processing procedure. After processing, even the processing takes further place in Spain, the goods are re-exported from Portugal to a non-EU country.

In that case, an INF request is not needed from the trader.

- For temporary export procedures:
 - when goods are temporarily exported and re-imported to the EU unchanged (procedure code 23..);
 - when goods are exported with a 0% import duty rate for repair, processing or other handling (procedure code 22..);
 - when goods are temporarily exported with an import duty (higher than 0) for outward processing (procedure code 21..).
- Individual persons do not need to file an INF for procedure 21.

2 HOW TO ACCESS THE SYSTEM?

2.1 THE EU CTP AND INF STP

What are the requirements for an economic operator to use the system?

The first prerequisite for an economic operator to be able to use the INF system, is to possess a valid EORI number. In order to obtain an EORI number, the economic operator will need to contact the competent authority for registering the EORI in the country where the main customs activities will take place, such as the authorisation of the inward and/or outward processing procedures.

The economic operator must be identified by the UUM&DS system, which is a federated user management system at trans-European level. The identification of users and their relationship to economic operators in UUM&DS is under the responsibility of the Member States using their national economic operator user management system. Economic operators can access the INF STP as a module in the EU CTP via the internet.

Economic operators or their representatives can only insert, query, consult or modify the information related to their respective INF requests, and provide additional information where requested.

2.1.1 WHAT KIND OF ACCESSES ARE AVAILABLE FOR ECONOMIC OPERATORS?

The economic operator can either access and enter the information in the system himself –or herself, or delegate the task to carry out the customs formalities to somebody else.

The system allows the following representation:

- The EO can delegate to a customs representative and in this case the EO is still responsible for the actions performed by the Customs Representative (delegated entity) on the name of the EO;
- The EO can delegate to an employee and in this case the EO is still responsible for the actions performed by the employee (delegated entity) on the name of the EO.

Please note that indirect representation is not applicable for special procedures.

The delegation scope can be “All” (full) or “Restricted” (partial).

- A Customs Representative or Employee with delegation scope “All” (full) has access to all items related to the EO they are acting on behalf.
- A Customs Representative or Employee with delegation scope “Restricted” (partial) has access only to items related to the EO they are acting on behalf, that have been initiated by them or are related to them.

Refer to the delegations to carry out customs formalities on the <https://taxation-customs.ec.europa.eu> website under AEO for more information about delegations.

2.1.2 WHAT ARE THE DIFFERENT ROLES DEFINED?

- Consultative role:
 - Read-only access to information related to the trader;
 - Download information to a file;
 - Print information;
 - Manage e-mail alerts.
- Executive role:
 - Same as consultative role and
 - Prepare and manage drafts;

- Upload and delete attachments;
- Upload information from a template;
- Submit the INF requests and perform actions related to the requests (like upload templates);
- Provide Particulars for INF Creation (Section A);
- Provide Particulars for INF Request (Section B).

2.1.3 HOW GAIN ACCESS TO THE SYSTEM AS AN ECONOMIC OPERATOR?

In case you (as Economic operator) needs to have access to the system, you should first contact you national customs authorities, that can give you the credentials to access the EU CTP using the UUM&DS system.

2.2 THE CENTRAL INF SP SYSTEM

The customs officers, accessing the INF SP system, must be identified by the CCN2 infrastructure. CCN2 users are linked to a specific Member State. The identification of users and the assignment of their user roles are under the responsibility of corresponding Member State using the CCN2 tools. Customs officers will access the INF SP application user interface via CCN2.

Access control to the INF functionalities is further authorised based on their user roles. User roles are defined based on the organisation services and authorise access to the functionalities required for the execution of the specific tasks. A user role provides authorisation for all information owned by the customs officer's Member State.

2.2.1 WHAT ARE THE DIFFERENT ROLES DEFINED?

The roles depend on the responsible actions and activities performed in the different customs offices and are described in detail in section 4.1.

2.2.2 HOW TO MANAGE THE ACCESS RIGHTS FOR THE USE BY A CUSTOMS OFFICER?

This will need to be done via CCN2: <https://customs.ec.europa.eu/taxud/uumds/admin-ext/>

2.3 RECOMMENDED BROWSERS

A variety of internet browsers exist on the market, and with this diversity, it is not always possible to develop the system in such a way it is behaving in an optimal way for every browser used, due to the fact that information not only has to be displayed on screen, but also requires input and interaction with the end-user.

The web browsers that are supported by the Commission, and thus recommended for use with the INF system, be it to access the trader portal or central INF SP interface are:

- Google Chrome, as from version 80.0 onwards;
- Microsoft Edge, version 44 and above;
- Mozilla Firefox, version 73.0 and above.

Browsers that are based on older technology, such as Microsoft Internet Explorer, may display part of the information correctly, but will not always process and show the result of the processed information in a correct way, and are therefore no longer supported.

2.4 PRE-REQUISITES FOR AN INF

Before starting to insert INF's, it's good to have an understanding about the related information systems, the related information that is used in the INF. The INF is strongly related to the following elements:

- Information about the economic operator;
- The authorisation for which the special procedure is applicable;
- In case the goods or raw materials are imported for processing under special procedure, or the processed products are re-entered under the special procedure, the information that is made available in the customs declaration.

3 GUIDE FOR THE ECONOMIC OPERATOR

For simplicity, the economic operator or its delegate, employee, representative, will be mentioned as the “economic operator” throughout this guide.

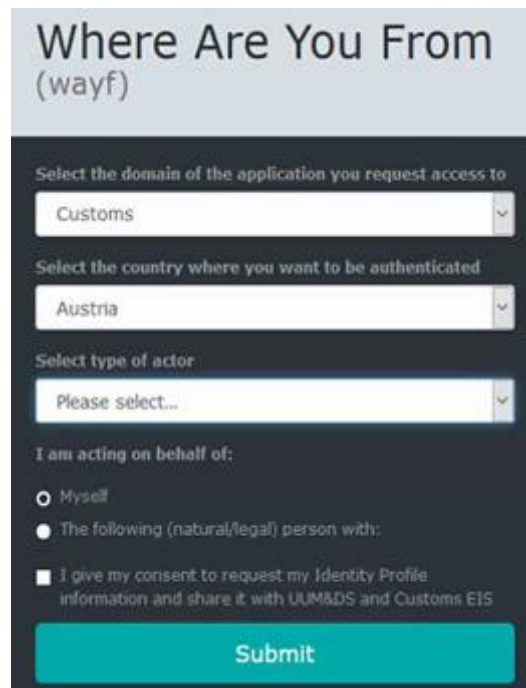
3.1 LOGGING INTO THE SYSTEM

As mentioned in chapter 2.1, the economic operator must have a valid EORI number to enter the EU CTP system. The portal system can be accessed through the internet with the following link:

<https://customs.ec.europa.eu/gtp/>

It's best to start the link from the home page of the EU CTP from the Europa website, as the link might change in the near future (the application is called EU CTP, while it was previously called GTP, generic trader portal)

As you will be authenticated via UUM&DS, the first page you will receive is the “Where are you from” (*wayf*) page.

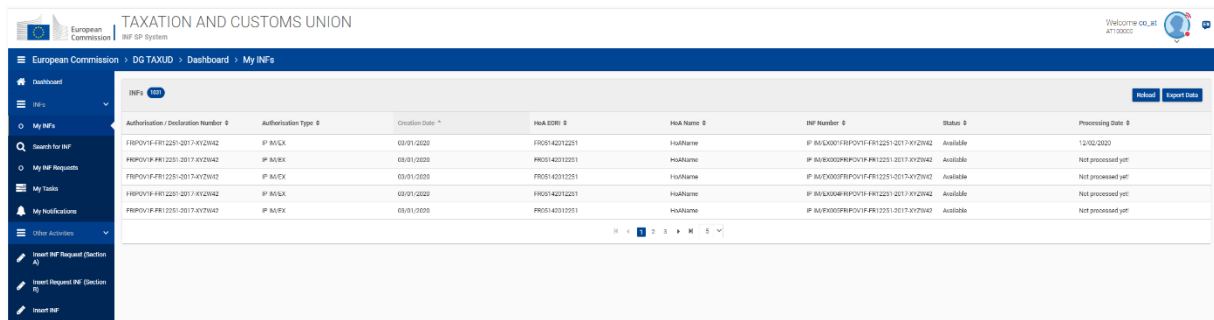


Select “Customs” as the domain, and the country where you want to be authenticated. As type of actor, select whether you enter the system as an economic operator, or when you have been delegated by the economic operator.

The different options are:

- Type of actor = Economic Operator; Acting on behalf of myself;
- First level Delegation:
 - Type of actor = Employee; Acting on behalf of the following natural/legal person with Economic Operator (Directly)
 - Type of actor = Customs Representative; Acting on behalf of the following natural/legal person with Economic Operator (Directly)

The trader will login through the EU CTP. From the left menu, the different STPs can be accessed such as the INF STP. Notifications from all back-office applications are shown for all the different STPs.



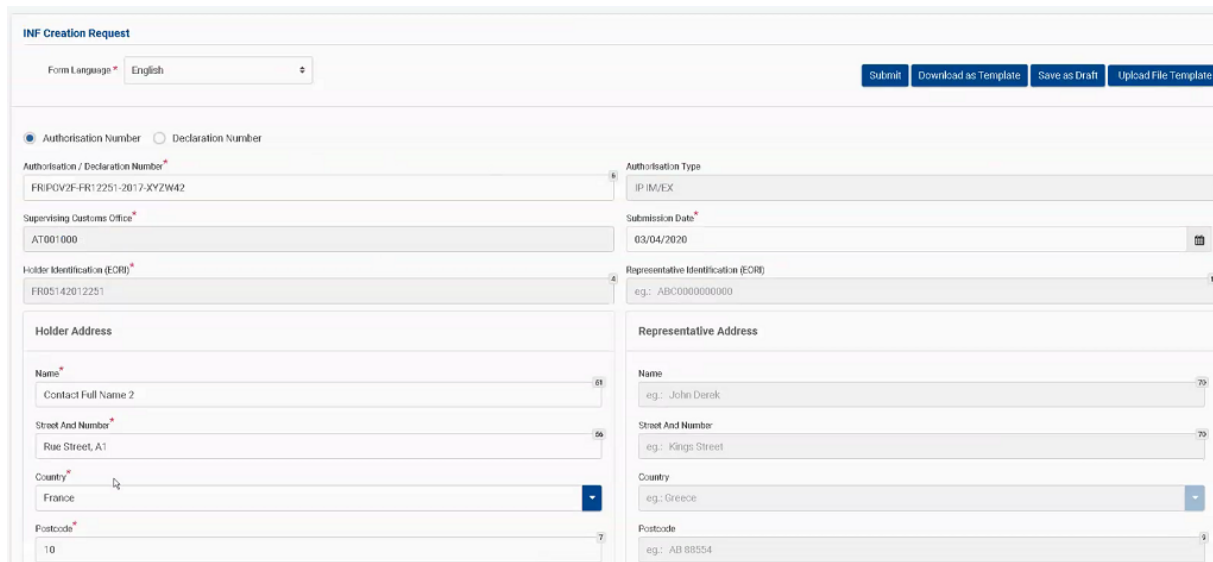
The screenshot shows the 'My INFs' section of the INF STP interface. It contains a table with the following columns: Authorization / Declaration Number, Authorization Type, Creation Date, Holder EORI, Holder Name, INF Number, Status, and Processing Date. The table lists several INFs with their respective details.

Authorization / Declaration Number	Authorization Type	Creation Date	Holder EORI	Holder Name	INF Number	Status	Processing Date
FRIP0VIF-FR12251-2017-XYZW42	IP IM/EX	03/01/2020	FR05142012251	HolderName	IP IM/EX03FRIP0VIF-FR12251-2017-XYZW42	Available	12/02/2020
FRIP0VIF-FR12251-2017-XYZW42	IP IM/EX	03/01/2020	FR05142012251	HolderName	IP IM/EX03FRIP0VIF-FR12251-2017-XYZW42	Available	Not processed yet
FRIP0VIF-FR12251-2017-XYZW42	IP IM/EX	03/01/2020	FR05142012251	HolderName	IP IM/EX03FRIP0VIF-FR12251-2017-XYZW42	Available	Not processed yet
FRIP0VIF-FR12251-2017-XYZW42	IP IM/EX	03/01/2020	FR05142012251	HolderName	IP IM/EX03FRIP0VIF-FR12251-2017-XYZW42	Available	Not processed yet
FRIP0VIF-FR12251-2017-XYZW42	IP IM/EX	03/01/2020	FR05142012251	HolderName	IP IM/EX03FRIP0VIF-FR12251-2017-XYZW42	Available	Not processed yet

The INF STP opens within the EU CTP from which INF requests can be launched, consulted, etc.

3.2 CREATE AN INF REQUEST

In the context of the INF cases specified in chapter 1.6, the economic operator can insert a request for an INF, where information will need to be provided, and the INF can be further processed by the Supervising Customs Office.



The screenshot shows the 'INF Creation Request' form. It includes fields for Form Language (English), Submission Date (03/04/2020), and various identification and address details. The form is divided into sections for Holder Information and Representative Information.

Holder Information:

- Authorization / Declaration Number: FRIP0VIF-FR12251-2017-XYZW42
- Supervising Customs Office: AT001000
- Holder Identification (EORI): FR05142012251
- Holder Address:
 - Name: Contact Full Name 2
 - Street And Number: Roe Street, A1
 - Country: France
 - Postcode: 10

Representative Information:

- Authorization Type: IP IM/EX
- Submission Date: 03/04/2020
- Representative Identification (EORI): eg.: ABC0000000000
- Representative Address:
 - Name: eg.: John Derek
 - Street And Number: eg.: Kings Street
 - Country: eg.: Greece
 - Postcode: eg.: AB 88554

3.2.1 ENTERING GENERAL INFORMATION

Upon login, the EORI of the user is pre-filled by the system. We have the following cases:

- The Economic Operator is logged in → their EORI is pre-filled by the system;
- The Employee is logged in → the Economic Operator's EORI is pre-filled by the system;
- The Customs Representative is logged in → their EORI and the Economic Operator's EORI are pre-filled by the system.

For this EORI(s) the address details are retrieved and autocomplete if they are registered in the EORI database. Otherwise, this information must be filled in manually.

With the authorisation reference provided, the following information is available from the customs decision:

- it refers to the decision-taking customs authority where the authorisation was granted (*the Supervising Customs Office*);
- the authorisation type, the goods commodity codes and their quantities, the time limit in case of IP EX/IM;
- the authorisation contains also the references to the holder of the authorisation, and the representative.

When the authorisation reference number has been entered in the form, the information above can be retrieved automatically from the authorisation, when it is possible for the system to connect to the system for customs decisions. The references to the HoA (meaning the EORI) are used for a comparison with the EORI of the user that is logged-in in order to validate that the provided authorisation belongs to this user.

When a declaration number is used instead of an authorisation, the information above is not available.

3.2.2 ENTERING SPECIFIC INFORMATION FOR GOODS AND PRODUCTS

Depending on the different cases for processing (inward or outward) goods are to be filled in, and finally the processed products. In case of IP EX/IM and OP IM/EX, first the processed products are exported or imported, while later the goods entered for inward/outward processing are presented, as opposed to the IP IM/EX and OP EX/IM. This information is to be entered in the goods and processed products form.

If a customs debt is incurred the amount of import duty shall be calculated in accordance with Article 86(3) of the Code

☐

Prior Exportation Indication

☐

Goods Covered by the INF

Goods Covered by the INF 1					Goods Quantities Upload csv File Download Template + Add
	Use Equivalent Goods	CN Code Type of Goods	Quantity of Goods	Value of Goods	ACTIONS
✓	✓	40029100	10 KGM	10 EUR	Edit Delete

Processed Products Covered by the INF

Processed Products Covered by the INF 1					Upload csv File Download Template + Add
	CN Code Type of Goods	Description of Processed Products	Quantity of Processed Products	Value of Processed Products	ACTIONS
✓	40028000	Description 400...	10 KGM	10 EUR	Edit Delete

[Submit](#)
[Download as Template](#)
[Save as Draft](#)
[Upload File Template](#)

3.2.3 PARTICULARS TO BE PROVIDED

Following the creation of an INF request, the customs office will open the request and will ask for particulars if necessary (when the information provided in the INF request is not sufficient to proceed). Whenever such particulars are requested by the customs office, an additional task will appear in the EU CTP, with the notification to provide particulars for this request. By opening the task, the activity can continue in a bilateral way (the customs office will receive a task when completed, etc.).

3.3 SPECIFIC INFORMATION PER TYPE OF INF

For the specific INF's: IP (IM/EX), IP (EX/IM), OP (EX/IM) and OP (IM/EX), there will be rules and conditions for which specific information or fields will be mandatory or optional. This section details the information needed per each type of situation.

3.4 SUCCESSFUL REGISTRATION

When your INF request has been successfully registered, you will receive a notification and the submission reference number.

European Commission > DG TAXUD > EU Customs Trader Portal > Notification

Dashboard

Search for Submission

Draft

Attachment

INF

Request for Provision of INF Information

Insert INF Request

Mock STP 1

Mock STP 3

Submission Reference Number 20AT000000000021 Issued

Notification

Additional Information

Print

Reference Number

20AT000000000021

Status

Read

Notification Title

Submission Reference Number 20AT000000000021 Issued

Date of Reception

03/04/2020 18:37

Due Date

Notification Message

A Submission Reference Number has been issued for your request. This Submission Reference Number will be the unique Identifier for this application until the generation of the INF Number. This does not constitute approval of the request. You can view the details by clicking on the 'Additional Information' tab.

When the INF is created by the supervising Customs Office, the economic operator receives the INF number. This particular INF number will have to be provided in all subsequent customs declarations as additional document (code C710).

What happens in case the customs declaration does not include a reference to the INF although the INF has been requested and created. The customs declaration that will have to contain the reference to the INF, can be complemented later when the INF number is known.

For a detailed explanation on the fields used in the system, please refer to the online help guide available in the system, or [on the INF SP webpage](#), under “Relevant Background Information”.

4 GUIDE FOR THE CUSTOMS OFFICER

4.1 CONFIGURING ACCOUNTS

Before starting to use INF SP as a customs officer, your account will need to be prepared to access and use the application. Your account must be configured by your national administration on the level of CCN2 and CS/RD2.

On CCN2 level, the following roles can be assigned, based on the access rights on the management of INFs:

The role starts with CCN2.Role.INF.

Role	Description
Consultation	With this role, all data or some elements of the data can be accessed in read-only mode, but no edit actions can be taken
INFRequestA	The user can create an INF request type A
INFRequestB	The user can create an INF request type B between different offices for the calculation of duties
INF	This role was intended to insert INFs based on existing paper forms from traders, besides the creation of INFs coming from a request
Process	The user can amend and process the different INFs

On CS/RD2, the following roles can be assigned, based on the type of customs office role in the process of the INFs:

Role	Description
DIS	The customs office of discharge
EXP	The customs office of export
EXT	The customs office of exit
EIN	The customs office of exit - inland
PLA	The customs office of placement
RFC	The customs office of release for free circulation
SCO	The supervising customs office

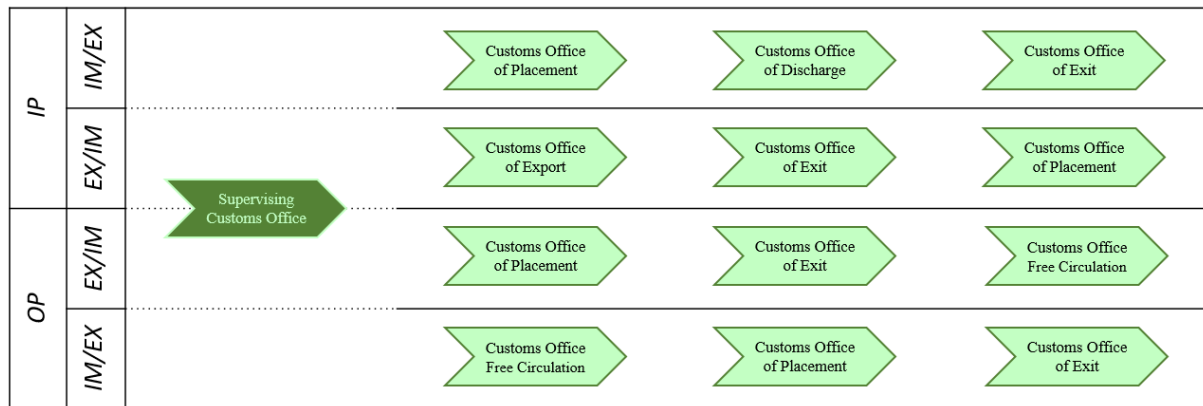
The customs office roles do not have any hierarchical structure. Please pay attention that the roles EXT and EXP are the same as in the Export Control System (ECS), so any changes made in the office's roles EXT and EXP for INF SP will also have an impact on ECS.

According to Article 329(1) of the UCC IA, the customs office of exit (*EXT role*) is located at the border of the customs territory of the EU from where the goods are brought directly to a third country. The customs office of inland (*EIN role*) acts, according to Article 329(2-7) of the UCC IA, as a customs office of exit without being located at the border of the customs territory.

In order to use the INF SP system from the customs administrations, this is a standalone application that can be accessed at the following URL: <https://u2s.prod.ccn2.taxud/inf-ui/loginMS.jsp>

4.2 OVERVIEW

The management of the INF in the different customs offices can be summarised for the types of INFs as follow:



The following table describes the role of the different offices in the INF system:

	<p>The Supervising Customs Office (SCO) is the customs office indicated in the authorisation and entitled to supervise a special procedure. This office could be in practice the customs office indicated in the authorisation as the customs office who authorised the decision (the customs office who granted the authorisation). This office will be reflected in the INF as the supervising customs office. The SCO will be responsible at first instance to:</p> <ul style="list-style-type: none"> • Handle the INF request and complete its validation; • Verify the amendment of the INF criteria, although this can be done by any of the customs offices roles, depending on the criteria; • Invalidate the INF; • Finalise the INF. <p>The SCO is indicated in the authorisation as data element 4/13 according to the UCC DA Annex A.</p>
	<p>The Customs Office of Placement (COoP) is empowered to release the goods for a special procedure.</p> <p>The COoP is indicated in the authorisation as data element 4/10 according to the UCC DA Annex A.</p>
	<p>In case of IP IM/EX, the Customs Office of Discharge (COoD) is empowered to release the goods for subsequent customs procedure or receive the re-export declaration/notification. The Customs Office verifies if there are goods in unaltered stage and/or intermediate products in the customs declaration and identifies if quantities for goods items and processed products have been reached.</p> <p>The COoD is indicated in the authorisation as data element 4/11 according to the UCC DA Annex A.</p>
	<p>The Customs Office of Exit (COoE) is where the goods will leave the EU, and where the exit results are recorded.</p>

The system will pre-fill in the holder's and representative's (if any) EORI, upon insertion of the authorisation number if the authorisation can be retrieved from the Customs Decisions System (CDS). For this EORI the address details are retrieved and autocomplete if they are registered in the EORI database. In cases where the authorisation number cannot be found in CDS, the EORI and address details must be filled in manually. In case the authorisation is done through the customs declaration, the EORI and address details must also be added manually (as this information cannot be retrieved from the national systems).

General Remarks

fill in general remarks description
512

Prior Exportation Indication

☐

Goods Covered by the INF

Goods Covered by the INF 0

Use Equivalent Goods	Commodity Code	Quantity of Goods
No records found		

Processed Products Covered by the INF

Processed Products Covered by the INF 0

Commodity Code	Description of Processed Products	Quantity of Processed P
No records found		

Further the Customs Officer needs to add the goods and processed products covered by the INF request as well as their quantities and values.

The bulk upload templates are available to insert multiple items in an external file and import them in the INF SP application. These Excel templates can be downloaded from the system by clicking the “Download Template” action button of the respective table and contain on the first sheet an explanatory text on how to use them: how to fill in the form, how to export the data to a CSV file and upload them on the appropriate table. These templates contain the following fields to be provided for each specific item:

- The Commodity Code;
- A description of the goods/products;
- The quantity of the goods/products and related measure unit;
- The value (amount and currency) of the goods/products;

and optionally:

- Particulars for the application of commercial policy measures (for the IP);
- Equivalent goods;
- Country of Processing & Member state of re-importation (for the OP EX/IM).

Rules regarding the format of these fields apply while filling in the excel file.

Once the information is completed, the file needs to be converted (export function) to a comma-separated value file, so it can be uploaded into the system.

4.4 ACCEPT THE INF REQUEST AND CREATE THE INF

When the INF request is received, the request contains a specific task to accept the creation of an INF. The customs officer can proceed and create the INF by selecting “Yes” from the selection at the bottom of the request form. In case the customs officer has to be informed about something a relevant message is displayed. There are the following cases:

- The goods quantities in the INF request exceed the goods quantities declared in the authorisation minus the already declared quantities in the INF SP system. In this case an informative message appears within the task as follows: “The Goods Quantities Exceed the Authorisation.”;
- A declaration number is used in the INF request instead of an authorisation number and this specific declaration number is already used by another INF. In this case an informative message appears within the task as follows: “NOTE: Customs Declaration used for creation of this INF Request was already registered in other INF Request(s).”;
- At least one commodity code has been invalidated in the TARIC system prior of the INF creation. In this case an informative message appears within the task as follows: “NOTE: Some Commodity Codes were invalidated in TARIC after creation of this INF Request. Such Commodity Code will not be accepted for declaration.”.

Before taking the decision on creating the INF, the customs officer can view the content of the INF request by clicking on the tab “INF Data”. A relevant notification about acceptance of the INF Request by the Supervising Customs Office will be sent via system to the holder of the authorisation.

Selecting “No” causes the INF request to be rejected. The holder of the authorisation receives relevant notification via INF system about rejection of the INF request by the Supervising Customs Office.

The screenshot shows a web interface for 'INF Request Section A' with the identifier '19AT000000000098'. A green 'Accepted' status badge is visible. The interface has four tabs: 'INF Data', 'Status Data', 'Notifications', and 'Tasks', with 'Tasks' currently selected. The main content area displays the text 'Please take a decision' followed by 'A valid INF Request has been Accepted. Proceed with INF Creation?'. At the bottom right, there is a prompt 'Create INF? *' with two radio buttons: 'Yes' (which is selected) and 'No'.

Before validating the INF Request A for IP EX/IM or OP IM/EX, the Customs Officer has to check that the Economic Operator has included information about the equivalent goods into the request. When viewing the information, a tick “√” is shown in front of a row which includes equivalent goods and a cross “x” is shown in front of a row which does not include equivalent goods.

If equivalent goods are included in the INF, then in the subsequent steps of processing the INF some data fields will be filled in automatically. If the information about equivalent goods is missing from the INF, it is possible for the Supervising Customs Office to amend the INF at a later stage by the Amend-process.

Goods Covered by the INF ²				
Use Equivalent Goods	Commodity Code	Quantity of Goods	Value of Goods	Actions
✗	1701991000	1000 Kilogram	2000 EUR	
✓	01012100	12 Number of items	120000 EUR	

4.5 IP IM/EX

IP IM/EX is a customs procedure where non-union goods are placed under the inward processing procedure, then processed and later the inward processing procedure is discharged by re-exporting the goods in unaltered stage, intermediate products or processed products. Inward processing can be discharged also by placing the goods in unaltered stage, intermediate products or processed products under a subsequent customs procedure (this particular option is not yet implemented).

In case of inward processing IM/EX which involves more than one Member State, an INF IP IM/EX is needed. After the creation of the INF at the Supervising Customs Office, the processing of the INF in the INF system goes as shown here:



Each of the actions to be taken by a specific Customs Office is available in the top right corner of the screen. The following actions are available in the IP IM/EX process:



4.5.1 PROCESS THE INF AT PLACEMENT

When the customs declaration for placing goods under inward processing procedure (requested customs procedure code 51) refers to an INF with the additional document code C710 accompanied with the INF number, the customs officer logs into the INF SP system and does a search using “Search for INF” section on left menu in order to find the INF matching the declared INF number.

Authorisation / Declaration Number	Authorisation Type	Creation Date	HoA EORI	HoA Name	INF Number	INF Status	Supervising Customs Office	Processing Date
FR1POV1F-FR12251-2017-XYZW42	IP IM/EX	05/02/2025	FR05142012251	Contact Full Name 2	IP IM/EX000013FR1POV1F-FR12251-2017-XYZW42	Available	FR100000	20/03/2025
TESTIPEXIMWITH10	IP EX/IM	05/02/2025	FR05142012251	Contact Full Name 2	IP EX/IM000001TESTIPEXIMWITH10	Available	FR000040	05/02/2025
INSERTOPIPEXWITH10	OP IM/EX	05/02/2025	FR05142012251	Contact Full Name 2	OP IM/EX000001INSERTOPIPEXWITH10	Available	FR000040	05/02/2025
TESTOPEXIMWITH10	OP EX/IM	05/02/2025	FR05142012251	Contact Full Name 2	OP EX/IM000001TESTOPEXIMWITH10	Available	FR000040	05/02/2025
FR1POV1F-FR12251-2017-XYZW42	IP IM/EX	05/02/2025	FR05142012251	Contact Full Name 2	IP IM/EX000014FR1POV1F-FR12251-2017-XYZW42	Processed	FR100000	20/03/2025

The customs officer selects the INF. If the status of the INF is “Available”, then the customs officer may check the quantities that are available for processing in the INF Consummation tab (*more details in section 7.2.1*) and then continue with the placement process in the INF system by clicking the action button “Place goods”.

INF - IP IM/EX000001FRIPOV1F-FR12251-2017-XYZW42

Cancel
Proceed

Process INF at the Customs Office of Placement

Available

Process INF at the Customs Office of Placement

Placing goods under IP IM/EX: Register non union Goods

Particulars of the Customs Declaration

MRN *

please register an Movement Reference Number
18

Declaration Type *

please register a Declaration Type

Requested Procedure Code *

please register a Requested Procedure Code

Previous Procedure Code *

please register a Previous Procedure Code

Customs Declaration of Placement Under Inward Processing Was Accepted *

dd/mm/yy

Last Date For Discharge *

dd/mm/yy

Non Union Item Goods Placed Under IP 0

Upload csv File
Download Template
+ Add

Customs Declaration Reference Number	ID	Commodity Code	Description Of Goods	Quantity of Goods	Value of Goods	Actions
No records found						

Items per page: 5

< < > >

Cancel
Proceed

The following particulars from the customs declaration shall be added:

- MRN;
- Declaration type;
- Requested Procedure Code;
- Previous Procedure Code.

Particulars of the Customs Declaration

MRN *

please register an Movement Reference Number
18

Declaration Type *

please register a Declaration Type

Requested Procedure Code *

please register a Requested Procedure Code

Previous Procedure Code *

please register a Previous Procedure Code

The following information shall also be added:

- The non-union goods which are placed under the inward processing procedure (commodity code, description of the goods, quantity of the goods and measurement unit, value of the goods and currency). The MRN inserted above will be automatically transferred to this field too. In order to be able to add/upload goods the date of placement has to be selected first;

Non Union Item Goods Placed Under IP 0						Upload csv File Download Template + Add
Customs Declaration Reference Number	ID	Commodity Code	Description Of Goods	Quantity of Goods	Value of Goods	Actions
No records found						
Items per page: 5 ▼						⏮ ⏪ ⏩ ⏭

Non Union Item Goods Placed Under IP

Commodity Code *

4

1-40029100 100.2 Kilogram 1000.2 Euro

please provide a description

English

Quantity of Goods *

Measurement Unit *

Select unit

Value of Goods *

Currency *

Euro

Equivalent Goods

☐ Equivalent Goods

Cancel Save

The bulk upload templates are available to insert multiple items in an external file and import them in the INF SP application. These Excel templates can be downloaded from the system by clicking the “Download Template” action button of the respective table and contain on the first sheet an explanatory text on how to use them: how to fill in the form, how to export the data to a CSV file and upload them on the appropriate table. Rules regarding the format of the fields apply while filling in the excel file.

Once the information is completed, the file needs to be converted (export function) to a comma-separated value file, so it can be uploaded into the system.

- Select the actual placement date when the goods were placed under the procedure and the last date for discharging the procedure. The actual date of placing the goods under the procedure may be the current date or any date in the past.

Customs Declaration of Placement Under Inward Processing Was Accepted

dd/mm/yy

*** Last Date For Discharge ***

dd/mm/yy

4.5.2 PROCESS THE INF AT DISCHARGE

When the customs declaration for re-export of goods placed under inward processing procedure refers to an INF with the additional document code C710 accompanied with the INF number, the customs officer of Customs Office of Discharge logs into the INF SP system and does a search using “Search for INF” section on left menu in order to find the INF matching the declared INF number.

DASHBOARD

INF'S

My INF's

Search for INF

My INF Requests

My Tasks

My Notifications

INF Consumption

Authorisation Consumption

INF Search and Reporting

OTHER ACTIVITIES

Insert INF Request (Section A)

Insert Request INF (Section B)

Insert INF

INFs (123)

Case sensitive search

Authorisation / Declaration Number

Authorisation Type

Creation Date

HoA EORI

HoA Name

INF Number

INF Status

Supervising Customs Office

Processing Date

Start Date - End Date

Start Date - End Date

FRIPV1F-FR12251-2017-XYZW42	IP IM/EX	05/02/2025	FR05142012251	Contact Full Name 2	IP IM/EX000013FRIPV1F-FR12251-2017-XYZW42	Available	FR100000	20/03/2025
TESTIPEXIMWITH10	IP EX/IM	05/02/2025	FR05142012251	Contact Full Name 2	IP EX/IM000001TESTIPEXIMWITH10	Available	FR000040	05/02/2025
INSERTOIMEXWITH10	OP IM/EX	05/02/2025	FR05142012251	Contact Full Name 2	OP IM/EX000001INSERTOIMEXWITH10	Available	FR000040	05/02/2025
TESTOPEXIMWITH10	OP EX/IM	05/02/2025	FR05142012251	Contact Full Name 2	OP EX/IM000001TESTOPEXIMWITH10	Available	FR000040	05/02/2025
FRIPV1F-FR12251-2017-XYZW42	IP IM/EX	05/02/2025	FR05142012251	Contact Full Name 2	IP IM/EX000014FRIPV1F-FR12251-2017-XYZW42	Processed	FR100000	20/03/2025

Items per page: 5

Showing 31-35 of 123

The customs officer selects the INF. If the status of the INF is “Available”, then the customs officer may check the quantities that are available for processing in the INF Consumption tab (*more details in section 7.2.1*) and then continue with the discharge process in the INF system. The customs officer of the Customs Office of Discharge should select the “Discharge” action button in order to be re-directed to the following page and proceed with the following tasks.

INF - IP IM/EX000013FRIPV1F-FR12251-2017-XYZW42

Discharge Products under IP IM/EX **Available**

Cancel Proceed

Declaration Of Discharge Acceptance Date

Discharge Products under IP IM/EX

Declaration Of Discharge Acceptance Date *

dd/mm/y...

Cancel Proceed

The customs officer enters the actual date of discharge. When the deadline of discharge from the previous step has passed, then the customs officer is requested to decide whether to proceed with the discharge despite the expiration of the deadline.

INF - IP IM/EX000013FRIPV1F-FR12251-2017-XYZW42

Discharge Products under IP IM/EX **Available**

Cancel Proceed

Declaration Of Discharge Acceptance Date: Deadline of discharge of products has Expired.

Discharge Products under IP IM/EX

Declaration Of Discharge Acceptance Date *

30/04/2025

Proceed with INF Processing? * ☒ Yes ☐ No

Cancel Proceed

(Note: The above steps in italic, as depicted in the above two figures, will be removed from the system by the end of 2025. Upon selection of the “Discharge” action button, the customs officer will be redirected directly to the “Process INF at the Customs office of Discharge” page to provide all the information of the declaration. There, the “Declaration of Discharge Acceptance Date” will have to be

selected by the customs officer and additionally the “Last Date for Discharge”, which was given during the placement, will be displayed as a read-only field.)

A positive decision allows to proceed with the Discharge process in the INF system.

INF - IP IM/EX000002FRIPOV2F-FR12251-2017-XYZW42
Discharge Products under IP IM/EX Available
Cancel Proceed

Process INF at the Customs office of Discharge

Discharge Products under IP IM/EX

Declaration Of Discharge Acceptance Date: Deadline of discharge of products has Expired.

31/05/2025

Customs Declaration Reference Number * 18

End processing at Discharge

☐

Processed Products Expected To Be Obtained Under IP 0 Upload csv File Download Template + Add

Customs Declaration Reference Number	ID	Commodity Code	Description of Products	Quantity of Products	Value of Products	Actions
No records found						

Items per page: 5 ▼ ⏪ ⏩ ⏴ ⏵

Process INF at the Customs office of Discharge

Discharge Products under IP IM/EX

Goods In Unaltered Stage Indication

☐

Intermediate Products Indication

☐

Cancel Proceed

The next action is the actual provisioning of specific particulars:

- The customs declaration reference number (MRN);
- The actual processed products that are obtained under the IP (commodity code, description of products, quantity of products and measurement unit, value of products and currency);

Processed Products Expected To Be Obtained Under IP 0 Upload csv File Download Template + Add						
Customs Declaration Reference Number	ID	Commodity Code	Description of Products	Quantity of Products	Value of Products	Actions
No records found						
Items per page: 5 ▼ ⏪ ⏩ ⏴ ⏵						

Processed Products Expected To Be Obtained Under IP

Commodity Code *

Description of Products *

512

English

Quantity of Products *

Measurement Unit *

Select unit

▼

Value of Products *

Currency *

Euro

▼

Cancel

Save

The bulk upload templates are available to insert multiple items in an external file and import them in the INF SP application. These Excel templates can be downloaded from the system by clicking the “Download Template” action button of the respective table and contain on the first sheet an explanatory text on how to use them: how to fill in the form, how to export the data to a CSV file and upload them on the appropriate table. Rules regarding the format of the fields apply while filling in the excel file.

Once the information is completed, the file needs to be converted (export function) to a comma-separated value file, so it can be uploaded into the system.

- An optional select box for filling in the Goods in unaltered stage, and/or intermediate products. When one of these options are chosen, additional information shall be inserted into the INF system accordingly. The bulk upload functionality is available for these items as well;

Goods In Unaltered Stage Indication



Intermediate Products Indication



Goods in Unaltered Stage 1

Upload csv File

Download Template

+ Add

ID	Equivalent Goods Indication	Commodity Code	Description Of Goods	Quantity of Goods	Value of Goods	Actions
1	✓	40029100	DescriptionOfGoods	100.2 Kilogram	1000.2 Euro	<div>Edit</div> <div>Delete</div>

Items per page: 5

Showing 1–1 of 1

⏪

⏩

1

⏪

⏩

Intermediate Products 0

Upload csv File

Download Template

+ Add

Customs Declaration Reference Number	Commodity Code	Description of Products	Quantity of Products	Actions
No records found				

Items per page: 5

⏪

⏩

Intermediate Products are Included in Customs Declaration of Discharge

Register Confirmation that Process can Continue

Process can continue * ☐ Yes ☒ No

- An optional select box for selecting whether the process will end at the Customs Office of Discharge and not continue to the Customs Office of Exit or not. This has to be selected when the processed products will not leave the EU after all;
- In case the “End processing at Discharge” is selected then it is mandatory to select also what will happen with the products after discharge. The following options are available:
 - Release for free circulation (*the most common*);
 - Customs warehousing (*other than released, which can be abandoned to the state, seized or confiscated*);
 - Temporary admission;
 - End-use;
 - Destruction (*with no waste remaining*).

If none of the above options is applicable then the customs officer may select the value “Other” and type in an additional text box the information.

End processing at Discharge

☒

Handling of the Products after Discharge *

Other

Handling of the Products after Discharge Information *

Please provide more details

4.5.3 PROCESS THE INF AT EXIT

The customs officer of the Customs Office of Exit on the basis of the information of the INF number in the customs declaration logs into the INF SP system and does a search in order to find the INF matching the indicated INF number. The customs officer selects the INF. If the status of the INF is “Available”, then the customs officer may continue with Exit process in the INF system. They should select the “Exit” action button in order to proceed the registration of an exit result. They are re-directed to the following page where they may register an exit result for the specific MRN from a step indicated in section 4.5.2.

INF - IP IM/EX000002FRIPOV1F-FR12251-2017-XYZW42

Process INF at the Customs office of Exit Available

Cancel Proceed

Please Register the Exit Result

MRN *

18

Control Result Code *

Exit Date *

dd/mm/yy

Exit Stopped Date

dd/mm/yy

State Of Seals OK?

Cancel Proceed

The following information is to be provided in case the exit procedure is chosen:

- The MRN, which is a drop down field containing MRN’s from previous discharge operations;
- A control result code;
- In case of a satisfactory result, the exit date;
- In case of a non-satisfactory result, the exit stopped date;
- Optionally the state of the seals.

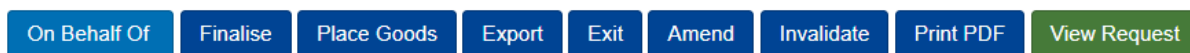
4.6 IP EX/IM

IP EX/IM is a customs procedure where the processed products produced from union goods, which were used as equivalent goods, are first placed under the prior export procedure and later the non-union goods, instead of which the union goods were used as equivalent goods, shall be declared for the inward processing procedure.

In case of inward processing EX/IM an INF IP EX/IM is always needed. After the creation of the INF at the Supervising Customs Office, the processing of the INF in the INF system goes as shown here:



Each of the actions to be taken by a specific Customs Office is available in the top right corner of the screen. The following actions are available in the IP EX/IM process:



4.6.1 PROCESS THE INF AT EXPORT

When the customs declaration concerning obtained processed products under inward processing procedure (requested customs procedure code 11) refers to an INF IP EX/IM with the additional document code C710 accompanied with the INF number, the customs officer logs into the INF SP system and does a search using “Search for INF” section on left menu in order to find the INF matching the declared INF number. The customs officer selects the INF. If the status of the INF is “Available”, then the customs officer may check the quantities that are available for processing in the INF Consumption tab (*more details in section 7.2.1*) and then continue with the export process in the INF system by clicking the action button “Export”.

INF - IP EX/IM000003BEIPOV1T-BE12001-2017-XYZW42

Cancel
Proceed

Process INF at the Customs office of export

Export Declaration Under IP EX/IM was accepted *

dd/mm/yy

Processed Products Subject To Prior Exportation 0

MRN *

eg.: 9876AB8890123'

18

Upload csv File

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+ Add

Customs Declaration Reference Number	ID	Commodity Code	Description of Products	Quantity of Products	Value of Products	Actions
No records found						

Items per page: 5

Item Goods Which Can Be Placed Under IP 0

Upload csv File

Download Template

+ Add

ID	Equivalent Goods Indication	Commodity Code	Description Of Goods	Quantity of Goods	Value of Goods	Actions
No records found						

Items per page: 5

Last date of placement of non-Union goods which are replaced by equivalent goods under inward processing *

dd/mm/yy

Cancel

Proceed

The following particulars from the customs declaration shall be added:

- Date of acceptance of the customs declaration under IP EX/IM;
- The customs declaration reference number (MRN);
- The actual processed products obtained under the IP that are subject of prior exportation (commodity code, description of products, quantity of products and measurement unit, value of products and currency). In order to be able to add/upload products the date of export has to be selected first;

32

Export Declaration Under IP EX/IM was accepted *

Processed Products Subject To Prior Exportation 0

MRN *
eg.: 9876AB8890123'

18 Upload csv File Download Template + Add

Customs Declaration Reference Number	ID	Commodity Code	Description of Products	Quantity of Products	Value of Products	Actions
No records found						

Items per page: 5 ▼

⏪ ⏩ ⏴ ⏵

Processed Products Subject To Prior Exportation

Commodity Code *
please provide a commodity code

Description of Products *
please provide a description 512
English

Quantity of Products *

Measurement Unit *

Value of Products *

Currency *
Euro

Cancel Save

The bulk upload templates are available to insert multiple items in an external file and import them in the INF SP application. These Excel templates can be downloaded from the system by clicking the “Download Template” action button of the respective table and contain on the first sheet an explanatory text on how to use them: how to fill in the form, how to export the data to a CSV file and upload them on the appropriate table. Rules regarding the format of the fields apply while filling in the excel file.

Once the information is completed, the file needs to be converted (export function) to a comma-separated value file, so it can be uploaded into the system.

- Information about the non-Union goods which may be placed under the inward processing procedure IP EX/IM shall also be added (the bulk upload functionality is available for these items as well):
 - The commodity code of equivalent goods;
 - Commercial quality and technical characteristics of equivalent goods;
 - Identification of goods;
 - Indication whether non-Union goods are subject to antidumping, countervailing, safeguard duty or any an additional duty resulting from a suspension of concessions;
 - Commodity code of the non-Union goods which may be placed under the inward processing procedure IP EX/IM on the basis of the customs declaration with indicated MRN, their description, quantity with measurement unit, their value with currency;

33

Item Goods Which Can Be Placed Under IP 0						
Upload csv File Download Template + Add						
ID	Equivalent Goods Indication	Commodity Code	Description Of Goods	Quantity of Goods	Value of Goods	Actions
No records found						
Items per page: 5 ▼ ⏪ ⏩ ⏴ ⏵						

Item Goods Which Can Be Placed Under IP

Commodity Code *

please provide a commodity code

Description of Goods *

please provide a description

English

Quantity of Goods *

Measurement Unit *

Select unit

Value of Goods *

Currency *

Euro

Equivalent Goods

☒ Equivalent Goods

Combined Nomenclature *

Commercial Quality and Technical Characteristics of Equivalent Goods *

please provide a description

English

Identification of Goods *

Select an option

Non-Union Goods are subject to Antidumping, countervailing, safeguard duty or any additional duty resulting from a suspension of concessions

☐

Cancel

Save

- Last date of placement of non-Union goods which are replaced by equivalent goods under inward processing.

Last date of placement of non-Union goods which are replaced by equivalent goods under inward processing *

dd/mm/yy

4.6.2 PROCESS THE INF AT EXIT

The customs officer of the Customs Office of Exit on the basis of the information of the INF number in the customs declaration logs into the INF SP system and does a search in order to find the INF matching the indicated INF number. The customs officer selects the INF. If the status of the INF is “Available”, then the customs officer may continue with Exit process in the INF system. They should select the “Exit” action button in order to proceed the registration of an exit result. They are re-directed to the following page where they may register an exit result for the specific MRN from a step indicated in section 4.6.1.

INF - IP EX/IM000002BEIPOV1T-BE12001-2017-XYZW42

Process INF at the Customs office of Exit Available

Cancel Proceed

Please Register the Exit Result

MRN *

18

Control Result Code *

Exit Date *

dd/mm/yy

Exit Stopped Date

dd/mm/yy

State Of Seals OK?

Cancel Proceed

The following information is to be provided in case the exit procedure is chosen:

- The MRN, which is a drop down field containing MRN’s from previous export operations;
- A control result code;
- In case of a satisfactory result, the exit date;
- In case of a non-satisfactory result, the exit stopped date;
- Optionally the state of the seals.

4.6.3 PROCESS THE INF AT PLACEMENT

When the customs declaration for placing goods (non-Union) under inward processing procedure (requested customs procedure code 5111²) refers to an INF with the additional document code C710 accompanied with the INF number, the customs officer logs into the INF SP system and does a search using “Search for INF” section on left menu in order to find the INF matching the declared INF number. The customs officer selects the INF. If the status of the INF is “Available”, then the customs

² This is the combined procedure code. In the application the customs officer should select requested procedure code 51 and previous procedure code 11 when registering the placement process.

officer may check the quantities that are available for processing in the INF Consumption tab (*more details in section 7.2.1*) and then continue with the placement process in the INF system. The customs officer of the Customs Office of Placement should select the “Place goods” action button in order to be redirected to the following page and proceed with the following tasks.

INF - IP EX/IM000003BEIPOV1T-BE12001-2017-XYZW42

Process INF at the Customs Office of Placement Available

Cancel Proceed

Process INF at the Customs Office of Placement

Placing goods under IP EX/IM:

Date Of Placement *

dd/mm/yy 

Cancel Proceed

The customs officer enters the actual date of placement. When the deadline of placement from the previous step has passed, then the customs officer is requested to decide whether to proceed with the placement despite the expiration of the deadline.

INF - IP EX/IM000003BEIPOV1T-BE12001-2017-XYZW42

Process INF at the Customs Office of Placement Available

Cancel Proceed

Process INF at the Customs Office of Placement

Placing goods under IP EX/IM:

Date Of Placement *

31/05/2025  

Deadline of Placement of Non-Union Goods has expired.

Proceed With INF Processing? * ☒ Yes ☐ No

Cancel Proceed

(Note: The above steps in italic, as depicted in the above two figures, will be removed from the system by the end of 2025. Upon selection of the “Place Goods” action button, the customs officer will be redirected directly to the “Process INF at the Customs Office of Placement” page to provide all the information of the declaration. There, the “Date of Placement” will have to be selected by the customs officer and additionally the “Last date of placement of non-Union goods which are replaced by equivalent goods under inward processing”, which was given during the export, will be displayed as a read-only field.)

A positive decision allows to proceed with the placement process in the INF system.

Process INF at the Customs Office of Placement

Placing goods under IP EX/IM:

Date Of Placement *

31/05/2025

Particulars of the Customs Declaration

MRN *

please register an Movement Reference Number

18

Declaration Type *

please register a Declaration Type

Requested Procedure Code *

please register a Requested Procedure Code

Previous Procedure Code *

please register a Previous Procedure Code

Non Union Item Goods Placed Under IP ⓘ

Upload csv File

Download Template

+ Add

Customs Declaration Reference Number	ID	Commodity Code	Description Of Goods	Quantity of Goods	Value of Goods	Actions
--------------------------------------	----	----------------	----------------------	-------------------	----------------	---------

No records found

Items per page: 5 ▾

⏮ ⏪ ⏩ ⏭

The following particulars from the customs declaration shall be added:

- The customs declaration reference number (MRN);
- Declaration type;
- Requested Procedure Code;
- Previous Procedure Code.

Particulars of the Customs Declaration

MRN *

18

Declaration Type *

Requested Procedure Code *

Previous Procedure Code *

The following information about the non-Union goods which are placed under the inward processing procedure IP EX/IM shall also be added:

- The commodity code of equivalent goods;
- Commercial quality and technical characteristics of equivalent goods;
- Identification of goods;
- Indication whether non-Union goods are subject to antidumping, countervailing, safeguard duty or any an additional duty resulting from a suspension of concessions;
- Commodity code of the non-Union goods which are placed under the inward processing procedure IP EX/IM on the basis of the customs declaration with indicated MRN, their description, quantity with measurement unit, their value with currency.

Non Union Item Goods Placed Under IP 0						Upload csv File Download Template + Add
Customs Declaration Reference Number	ID	Commodity Code	Description Of Goods	Quantity of Goods	Value of Goods	Actions
No records found						
Items per page: 5 ⌂ ⏪ ⏩ ⌂						

Non Union Item Goods Placed Under IP

Commodity Code *

40029100

Description of Goods *

Tkanina

English

Quantity of Goods *

1000

Measurement Unit *

Metre

Value of Goods *

5000

Currency *

Euro

Equivalent Goods

Equivalent Goods

Combined Nomenclature *

40029100

Commercial Quality and Technical Characteristics of Equivalent Goods *

Fabric

English

Identification of Goods *

taking of samples, illustrations or technical descriptions

Non-Union Goods are subject to Antidumping, countervailing, safeguard duty or any additional duty resulting from a suspension of concessions

☐

Cancel

Save

The bulk upload templates are available to insert multiple items in an external file and import them in the INF SP application. These Excel templates can be downloaded from the system by clicking the “Download Template” action button of the respective table and contain on the first sheet an explanatory text on how to use them: how to fill in the form, how to export the data to a CSV file and upload them on the appropriate table. Rules regarding the format of the fields apply while filling in the excel file.

Once the information is completed, the file needs to be converted (export function) to a comma-separated value file, so it can be uploaded into the system.

4.7 OP EX/IM

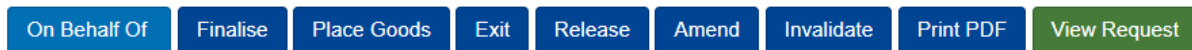
OP EX/IM is a customs procedure where the union goods are released under outward processing procedure to be processed in a third country outside the customs territory of the Union and then brought back and released into free circulation with total or partial release from import duty.

OP EX/IM covers both “normal” processing and repair, also with standard exchange system with replacement products. (note: in case of individuals having their products repaired, this is not considered for the INF system)

In case of outward processing EX/IM an INF OP EX/IM is always needed. After the creation of the INF at the Supervising Customs Office, the processing of the INF in the INF system goes as shown here:



Each of the actions to be taken by a specific Customs Office is available in the top right corner of the screen. The following actions are available in the OP EX/IM process:



4.7.1 PROCESS THE INF AT PLACEMENT

When the customs declaration for placing Union goods under outward processing procedure (requested customs procedure code 21) refers to an INF with the additional document code C710 accompanied with the INF number, the customs officer logs into the INF SP system and does a search using “Search for INF” section on left menu in order to find the INF matching the declared INF number. The customs officer selects the INF. If the status of the INF is “Available”, then the customs officer may check the quantities that are available for processing in the INF Consummation tab (*more details in section 7.2.1*) and then continue with the placement process in the INF system by clicking the action button “Place goods”.

Process INF at the Customs Office of Placement

Placing goods under OP EX/IM: Register Union Goods

Particulars of the Customs Declaration

MRN *

please register an Movement Reference Number

18

Declaration Type *

please register a Declaration Type

Requested Procedure Code *

please register a Requested Procedure Code

Previous Procedure Code *

please register a Previous Procedure Code

Process INF at the Customs Office of Placement

Placing goods under OP EX/IM: Register Union Goods

Date Of Placement *

dd/mm/y...



Last Date Of Re-Importation *

dd/mm/y...



Union item Goods placed under OP 0

Upload csv File

Download Template

+ Add

Customs Declaration Reference Number	ID	Commodity Code	Description Of Goods	Quantity of Goods	Value of Goods	Actions
--------------------------------------	----	----------------	----------------------	-------------------	----------------	---------

No records found

Items per page: 5 ▼

⏮ ⏪ ⏩ ⏭

The following particulars from the customs declaration shall be added:

- The customs declaration reference number (MRN);
- Declaration type;
- Requested Procedure Code;
- Previous Procedure Code.

Particulars of the Customs Declaration

MRN *

please register an Movement Reference Number

18

Declaration Type *

please register a Declaration Type

Requested Procedure Code *

please register a Requested Procedure Code

Previous Procedure Code *

please register a Previous Procedure Code

The following information shall also be added:

- Details of the union goods which are to be placed under the outward processing procedure with their commodity code, description of the goods, quantity with measurement unit of the goods and value with the currency of the goods. In order to be able to add/upload goods the date of placement has to be selected first;

Union item Goods placed under OP

Upload csv File

Download Template

+ Add

Customs Declaration Reference Number	ID	Commodity Code	Description Of Goods	Quantity of Goods	Value of Goods	Actions
No records found						

Items per page: 5

⏮

⏪

⏩

⏭

Union item Goods placed under OP

Commodity Code *

please provide a commodity code

Description of Goods *

please provide a description

English

Quantity of Goods *

Measurement Unit *

Select unit

Value of Goods *

Currency *

Euro

Identification Of Goods

please Provide Identification Of Goods

Equivalent Goods

☐ Equivalent Goods

Cancel

Save

The bulk upload templates are available to insert multiple items in an external file and import them in the INF SP application. These Excel templates can be downloaded from the system by clicking the “Download Template” action button of the respective table and contain on the first sheet an explanatory text on how to use them: how to fill in the form, how to export the data to a CSV file and upload them on the appropriate table. Rules regarding the format of the fields apply while filling in the excel file.

Once the information is completed, the file needs to be converted (export function) to a comma-separated value file, so it can be uploaded into the system.

- The date of placement of the goods;
- The last date of re-importation of obtained processed products.

Date Of Placement *

25/04/2025

×

Last Date Of Re-Importation *

25/04/2025

×

4.7.2 PROCESS THE INF AT EXIT

The customs officer of the Customs Office of Exit on the basis of the information of the INF number in the customs declaration logs into the INF SP system and does a search in order to find the INF matching the indicated INF number. The customs officer selects the INF. If the status of the INF is “Available”, then the customs officer may continue with exit process in the INF system. They should select the “Exit” action button in order to proceed the registration of an exit result. They are re-directed to the following page where they may register an exit result for the specific MRN from a step indicated in section 4.7.1.

Please Register the Exit Result

MRN *

25FR12332432325345

0

Control Result Code *

Satisfactory

Exit Date *

30/04/2025

Exit Stopped Date

dd/mm/yy

State Of Seals OK?

NO

The following information is to be provided in case the exit procedure is chosen:

- The MRN, which is a drop down field containing MRN's from previous placement operations;
- A control result code;
- In case of a satisfactory result, the exit date;
- In case of a non-satisfactory result, the exit stopped date;
- Optionally the state of the seals.

4.7.3 PROCESS THE INF AT FREE CIRCULATION

When the customs declaration for re-importation of processed products obtained under outward processing procedure (requested customs procedure code 6121³) refers to an INF with the additional document code C710 accompanied with the INF number, the customs officer of Customs Office of Free Circulation logs into the INF SP system and does a search using "Search for INF" section on left menu in order to find the INF matching the declared INF number. The customs officer selects the INF. If the status of the INF is "Available", then the customs officer may check the quantities that are available for processing in the INF Consummation tab (*more details in section 7.2.1*) and then continue with the release process in the INF system. The customs officer should select the "Release" action button in order to be re-directed to the following page and proceed with the following tasks.

Processed Products from Customs Declaration for Release for Free Circulation for INF

Date Of Re-Importation of Processed Products *

dd/mm/y...

³ This is the combined procedure code. In the application the customs officer should select requested procedure code 61 and previous procedure code 21 when registering the release process.

The customs officer enters the actual date of re-importation of the processed products. When the deadline of re-importation of processed products from the previous step has passed, then the customs officer is requested to decide whether to proceed with the release, despite the expiration of the deadline.


INF - OP EX/IM000008DEOPOV2F-DE12751-2017-XYZW42

Processed Products from Customs Declaration for Release for Free Circulation for INF Available

Cancel Proceed

Processed Products from Customs Declaration for Release for Free Circulation for INF

Date Of Re-Importation of Processed Products *

31/05/2025 X 

Deadline for Re-Importation of Processed Products has Expired

Register Decision to Proceed with INF Processing

Proceed? * ☐ Yes ☒ No

Cancel Proceed

(Note: The above steps in italic, as depicted in the above two figures, will be removed from the system by the end of 2025. Upon selection of the “Release” action button, the customs officer will be redirected directly to the “Process INF at the Customs Office of Release for Free Circulation” page to provide all the information of the declaration. There, the “Date Of Re-Importation of Processed Products” will have to be selected by the customs officer and additionally the “Last Date Of Re-Importation”, which was given during the placement, will be displayed as a read-only field.)

A positive decision allows to proceed with the release process in the INF system.

Please Register

Processed Products from Customs Declaration for Release for Free Circulation for INF

Date Of Re-Importation of Processed Products

31/05/2025

Particulars of the Customs Declaration

MRN *

please register an Movement Reference Number

18

Declaration Type *

please register a Declaration Type

Requested Procedure Code *

please register a Requested Procedure Code

Previous Procedure Code *

please register a Previous Procedure Code

Processed Products Which can be Re-Imported under OP 0

Upload csv File

Download Template

+ Add

Customs Declaration Reference Number	ID	Commodity Code	Description of Products	Quantity of Products	Value of Products	Actions
--------------------------------------	----	----------------	-------------------------	----------------------	-------------------	---------

No records found

Items per page: 5 ▼

The following particulars from the customs declaration shall be added:

- The customs declaration reference number (MRN);
- Declaration type;
- Requested Procedure Code;
- Previous Procedure Code.

Particulars of the Customs Declaration

MRN *

please register an Movement Reference Number

18

Declaration Type *

please register a Declaration Type

Requested Procedure Code *

please register a Requested Procedure Code

Previous Procedure Code *

please register a Previous Procedure Code

The following information shall also be added:

- Information about the processed products for re-importation: commodity code, description of the products, quantity (and measurement unit) and value (and currency) of the processed products.

Processed Products Which can be Re-Imported under OP 0						Upload csv File Download Template + Add
Customs Declaration Reference Number	ID	Commodity Code	Description of Products	Quantity of Products	Value of Products	Actions
No records found						
Items per page: 5 ▼				⏪ ⏩		

Processed Products Which can be Re-Imported under OP

Commodity Code *

4

1-40027000 3111.532 Kilogram 34224.66 Euro

512

please provide a description

English

Quantity of Products *

Measurement Unit *

Value of Products *

Currency *

Euro

Cancel

Save

The bulk upload templates are available to insert multiple items in an external file and import them in the INF SP application. These Excel templates can be downloaded from the system by clicking the “Download Template” action button of the respective table and contain on the first sheet an explanatory text on how to use them: how to fill in the form, how to export the data to a CSV file and upload them on the appropriate table. Rules regarding the format of the fields apply while filling in the excel file.

Once the information is completed, the file needs to be converted (export function) to a comma-separated value file, so it can be uploaded into the system.

4.8 OP IM/EX

OP IM/EX is a customs procedure where the processed products with non-union status produced outside the customs territory of the Union from equivalent goods are first released into free circulation in the customs territory of the Union. In course of the period for discharging the procedure the union goods, instead of which the equivalent goods were used, shall be placed under the outward processing

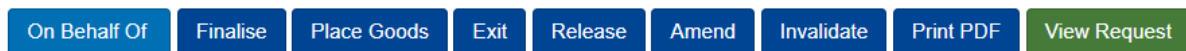
procedure in order to be taken out from the customs territory of the Union. At the point of releasing the processed products into free circulation a guarantee may be required. The amount of the guarantee is determined as the difference of the import under the normal erga omnes -duty and import under the outward processing procedure.

OP IM/EX covers only cases where equivalent goods are used. OP IM/EX is not about prior importation of replacement products under standard exchange system.

In case of outward processing IM/EX which involves more than one Member State, an INF OP IM/EX is always needed. After the creation of the INF at the Supervising Customs Office, the processing of the INF in the INF system goes as shown here:



Each of the actions to be taken by a specific Customs Office is available in the top right corner of the screen. The following actions are available in the IP EX/IM process:



4.8.1 PROCESS THE INF AT FREE CIRCULATION

When the customs declaration concerning obtained processed products under outward processing procedure (requested customs procedure code 46, or until the national import systems are updated according to UCC, 48 B07) refers to an INF with the additional document code C710 accompanied with the INF number, the customs officer logs into the INF SP system and does a search using “Search for INF” section on left menu in order to find the INF matching the declared INF number. The customs officer selects the INF. If the status of the INF is “Available”, then the customs officer may check the quantities that are available for processing in the INF Consummation tab (*more details in section 7.2.1*) and then continue with the release process in the INF system by clicking the action button “Release”.

[Cancel](#)[Proceed](#)

Please Register

Processed Products from Customs Declaration for Release for Free Circulation for INF

Particulars of the Customs Declaration

MRN *

please register an Movement Reference Number

18

Declaration Type *

please register a Declaration Type

Requested Procedure Code *

please register a Requested Procedure Code

Previous Procedure Code *

please register a Previous Procedure Code

Date Of Release *

dd/mm/y...

**Last date of placement of Union goods which are replaced by equivalent goods under outward processing ***

dd/mm/y...



Processed Products Subject to Prior Importation 0

[Upload csv File](#)[Download Template](#)[+ Add](#)

Customs Declaration Reference Number	ID	Commodity Code	Description of Products	Quantity of Products	Value of Products	Actions
--------------------------------------	----	----------------	-------------------------	----------------------	-------------------	---------

No records found

Items per page: 5 ▼



Prior Importation

of processed products

Guarantee? *☐**Amount****Currency**[Cancel](#)[Proceed](#)

The following particulars from the customs declaration shall be added:

- The customs declaration reference number (MRN);
- Declaration type;
- Requested Procedure Code;
- Previous Procedure Code.

Particulars of the Customs Declaration

MRN *

Declaration Type *

Requested Procedure Code *

Previous Procedure Code *

The following information shall be added:

- The actual processed products obtained under OP that are subject to prior-importation (commodity code, description of products, quantity of products and measurement unit, value of products and currency). In order to be able to add/upload products the date of release has to be selected first;

Processed Products Subject to Prior Importation0

Upload csv File

Download Template

+ Add

Customs Declaration Reference Number	ID	Commodity Code	Description of Products	Quantity of Products	Value of Products	Actions
No records found						

Items per page: 5

⏮

⏪

⏩

⏭

Processed Products Subject to Prior Importation

Commodity Code *

1-40027000 3123 Gram 2313155.99 Euro

please provide a description

English

Quantity of Products *

Measurement Unit *

Value of Products *

Currency *
Euro

Cancel Save

The bulk upload templates are available to insert multiple items in an external file and import them in the INF SP application. These Excel templates can be downloaded from the system by clicking the “Download Template” action button of the respective table and contain on the first sheet an explanatory text on how to use them: how to fill in the form, how to export the data to a CSV file and upload them on the appropriate table. Rules regarding the format of the fields apply while filling in the excel file.

Once the information is completed, the file needs to be converted (export function) to a comma-separated value file, so it can be uploaded into the system.

The following information shall also be added:

- Date of Release of the processed products;
- Last date of placement of union goods which were replaced by equivalent non-union goods in the production of the processed products, under the outward processing procedure.

Date Of Release *

Last date of placement of Union goods which are replaced by equivalent goods under outward processing *

- In case a guarantee is required, the relevant checkbox shall be checked and following information shall be provided:
 - o The guarantee reference number (GRN);
 - o Amount of the guarantee;
 - o Currency.

Prior Importation

of processed products

Guarantee? *

☒

GRN *

 18

Amount

Currency

4.8.2 PROCESS THE INF AT PLACEMENT

When the customs declaration for placing union goods under outward processing procedure IM/EX (requested customs procedure code 2146⁴ or until the national import systems are updated according to UCC, 2148⁵) refers to an INF with the additional document code C710 accompanied with the INF number, the customs officer logs into the INF SP system and does a search using “Search for INF” section on left menu in order to find the INF matching the declared INF number. The customs officer selects the INF. If the status of the INF is “Available”, then the customs officer may check the quantities that are available for processing in the INF Consummation tab (*more details in section 7.2.1*) and then continue with the placement process in the INF system. The customs officer of the

⁴ This is the combined procedure code. In the application the customs officer should select requested procedure code 21 and previous procedure code 46 when registering the placement process.

⁵ This is the combined procedure code. In the application the customs officer should select requested procedure code 21 and previous procedure code 48 when registering the placement process.

Customs Office of Placement should select the “Place goods” action button in order to be redirected to the following page and proceed with the following tasks.

INF - OP IM/EX000001ITOPOV1T-IT12601-2017-XYZ42

Process INF at the Customs Office of Placement Available

Cancel Proceed

Place Goods

Placing goods under OP IM/EX: Register Union Goods

Date of Placement *

dd/mm/y...

Cancel Proceed

The customs officer enters the actual date of placement of the union goods under the procedure. When the deadline of placement from the previous step has passed, then the customs officer is requested to decide whether to proceed with the placement despite the expiration of the deadline.

INF - OP IM/EX000001ITOPOV1T-IT12601-2017-XYZ42

Process INF at the Customs Office of Placement Available

Cancel Proceed

Place Goods

Placing goods under OP IM/EX: Register Union Goods

Date of Placement *

31/05/2025 ×

Process INF at the Customs Office of Placement

Placing goods under OP IM/EX: Register Union Goods

Deadline of Placement of Union Goods has Expired * ☒ Yes ☐ No

Cancel Proceed

(**Note:** The above steps in italic, as depicted in the above two figures, will be removed from the system by the end of 2025. Upon selection of the “Place Goods” action button, the customs officer will be redirected directly to the “Process INF at the Customs Office of Placement” page to provide all the information of the declaration. There, the “Date of Placement” will have to be selected by the customs officer and additionally the “Last date of placement of Union goods which are replaced by equivalent goods under outward processing”, which was given during the release, will be displayed as a read-only field.)

Process INF at the Customs Office of Placement

Placing goods under OP IM/EX: Register Union Goods

Date of Placement

31/05/2025

Particulars of the Customs Declaration

MRN *

please register an Movement Reference Number

18

Declaration Type *

please register a Declaration Type

Requested Procedure Code *

please register a Requested Procedure Code

Previous Procedure Code *

please register a Previous Procedure Code

Union item Goods which must be placed under OP 0

Upload csv File

Download Template

+ Add

Customs Declaration Reference Number	ID	Commodity Code	Description Of Goods	Quantity of Goods	Value of Goods	Actions
--------------------------------------	----	----------------	----------------------	-------------------	----------------	---------

No records found

Items per page: 5 ▼

⏪ ⏩ ⏴ ⏵

The following particulars from the customs declaration shall be added:

- The customs declaration reference number (MRN);
- Declaration type;
- Requested Procedure Code;
- Previous Procedure Code.

Particulars of the Customs Declaration

MRN *

please register an Movement Reference Number
18

Declaration Type *

please register a Declaration Type

Requested Procedure Code *

please register a Requested Procedure Code

Previous Procedure Code *

please register a Previous Procedure Code

The following information shall also be added:

- The union goods which are to be placed under the outward processing procedure with their commodity code, description of the goods, quantity with measurement unit of the goods and value with the currency of the goods;

Union item Goods which must be placed under OP 0						Upload csv File Download Template + Add
Customs Declaration Reference Number	ID	Commodity Code	Description Of Goods	Quantity of Goods	Value of Goods	Actions
No records found						
Items per page: 5 ▼						⏪ ⏴ ⏵ ⏩

Union item Goods which must be placed under OP

Commodity Code *

40029100

1-40029100 1000 Kilogram 1000 Euro

testDescription

English

Quantity of Goods *

1000

Measurement Unit *

Kilogram

Value of Goods *

1000

Currency *

Euro

Equivalent Goods ☒ Equivalent Goods

Combined Nomenclature *

40029100

Commercial Quality and Technical Characteristics of Equivalent Goods *

Test Text

English

Identification of Goods *

structured information (INF)

Non-Union Goods are subject to Antidumping, countervailing, safeguard duty or any additional duty resulting from a suspension of concessions

☒

Cancel Save

The bulk upload templates are available to insert multiple items in an external file and import them in the INF SP application. These Excel templates can be downloaded from the system by clicking the “Download Template” action button of the respective table and contain on the first sheet an explanatory text on how to use them: how to fill in the form, how to export the data to a CSV file and upload them on the appropriate table. Rules regarding the format of the fields apply while filling in the excel file.

Once the information is completed, the file needs to be converted (export function) to a comma-separated value file, so it can be uploaded into the system.

4.8.3 PROCESS THE INF AT EXIT

The customs officer of the Customs Office of Exit on the basis of the information of the INF number in the customs declaration logs into the INF SP system and does a search in order to find the INF matching the indicated INF number. The customs officer selects the INF. If the status of the INF is “Available”, then the customs officer may continue with exit process in the INF system. They should select the “Exit” action button in order to proceed the registration of an exit result. They are re-

directed to the following page where they may register an exit result for the specific MRN from a step indicated in section 4.8.2

INF - OP IM/EX000005ITOPV1T-IT12601-2017-XYZ42

Process INF at the Customs office of Exit Available

CancelProceed

Please Register the Exit Result

MRN *

25IT21512432454345

0

Control Result Code *

Satisfactory

Exit Date *

31/05/2025

Exit Stopped Date

dd/mm/yy

State Of Seals OK?

NO

CancelProceed

The following information is to be provided in case the exit is chosen:

- The MRN, which is a drop down field containing the MRN's from the previous placement operations;
- A control result code;
- In case of a satisfactory result, the exit date;
- In case of non-satisfactory result, the exit stopped date;
- Optionally the state of seals.

5 AMENDMENT OF AN INF

When data were entered incorrectly or by accident and need to be corrected, it is possible for the customs officer to amend the inserted values under certain conditions. Both INF request data and processing data can be amended.

5.1 INF REQUEST DATA

The INF request data can be amended only by the Supervising Customs Office of the specific INF (not any office having the SCO role). The amendment can be performed when the INF is either in status “Available” or “Processed” by clicking on the “Amend” action button.

INF - IP IM/EX 000003
FRIPOV1F-FR12251-2017-XYZW42 Available

On Behalf Of Finalise Place Goods Amend Invalidate Print PDF View Request

INF Info	Status Data	Notifications	History	INF Consumption	Authorisation Consumption
----------	-------------	---------------	---------	-----------------	---------------------------

User: co_fr Last change made

Date: 09-08-2024

The data that can be amended are the Goods Covered by the INF, the Processed Products Covered by the INF and the General Remarks. Also, in case of any type of IP the “If a customs debt is incurred the amount of import duty shall be calculated in accordance with Article 86(3) of the Code” checkbox and of IP EX/IM the Time Limit.

In case the processing has started or when the INF is in status “Processed”, then the Commodity Codes that have been declared in the processing of the INF, their quantity and their measurement unit are taken into account during the amendment. For example, the quantities cannot be decreased more than what has already been declared in the processing of the INF. Similarly, if the status is “Processed” and the quantity of an item is increased or a new item is added, then the INF will become “Available” again.

TAXATION AND CUSTOMS UNION
INF SP System

Welcome co_be
BE100000

European Commission > DG TAXUD > Dashboard >

DASHBOARD

INF - IP EXIM 000002
BEIPOV1T-BE12001-2017-XYZW42 Available

Cancel Amend

INF Info
Status Data
Notifications
History
INF Consumption
Authorisation Consumption

User: co_be Last change made
Date: 04-03-2025

Supervising Customs Office
BE100000

Submission Date *
04/03/2025

Authorization Number
Declaration Number
Authorization / Declaration Number
BEIPOV1T-BE12001-2017-XYZW42

Authorization Type
IP EXIM

Holder Identification (EORI)
BE05142012001

Holder Address (EORI)

Name
Contact Full Name 2
Street And Number
BE Main Street
Country
Belgium
Postcode
BE 12345
City
BE Bruxelles

General Remarks

Description about General Remarks

English

If a customs debt is incurred the amount of import duty shall be calculated in accordance with Article 86(3) of the Code

Prior Exportation Indication
Time Limit
122

Goods Covered by the INF

Goods Covered by the INF

ID	Use Equivalent Goods	Commodity Code	Quantity of Goods	Value of Goods	Actions
1	<input checked="" type="checkbox"/>	40029100	1000 Percent	1000.2 Euro	Edit Delete

Items per page: 5
Showing 1-1 of 1

Processed Products Covered by the INF

Processed Products Covered by the INF

ID	Commodity Code	Description of Processed Products	Quantity of Processed Products	Value of Processed Products	Actions
1	40028000	Description of Processed Products	1214 Number of cells	31231 Euro	Edit Delete

Items per page: 5
Showing 1-1 of 1

Consolidated Data for Placement Processing Operations

Consolidated Data for Placement Processing Operations

Customs Declaration Reference Number	ID	Commodity Code	Quantity of Goods
PLA1111111111111111	1	40029100	10 Percent

Items per page: 5
Showing 1-1 of 1

Consolidated Data for Export Processing Operations

Consolidated Data for Export Processing Operations

Customs Declaration Reference Number	ID	Commodity Code	Quantity of Products
EXP1111111111111111	1	40028000	12 Number of cells

Items per page: 5
Showing 1-1 of 1

Consolidated Data for Item Goods Which Can Be Placed Under IP

Consolidated Data for Item Goods Which Can Be Placed Under IP

Customs Declaration Reference Number	ID	Commodity Code	Quantity of Goods
EXP1111111111111111	1	40029100	10 Percent

Items per page: 5
Showing 1-1 of 1

Cancel Amend

In order to perform an amendment, a justification must be provided.

5.2 PROCESSING DATA

The processing data can be amended either by the Competent Customs Office that registered the process or by the Supervising Customs Office of the specific INF (not any office having the SCO role). The amendment can be performed when the INF is either in status “Available” or “Processed” by clicking on the “Amend” action for the specific process that needs to be amended.

MRN ↑	Declaration Type ↕	Competent Customs Office Reference Number ↕	Requested Procedure Code ↕	Previous Procedure Code ↕	Actions
PLA1111111111111111	EX	FR100000	01	01	Actions
PLA2222222222222222	IM	IT100000	43	21	Actions View

Items per page: 5
Showing 1–2 of 2

Amend
Delete

All the data of all processes can be amended, e.g., MRN, Goods and Products, Particulars of the Customs Declaration, all Dates, etc. There are two special cases:

- The Movement Reference Number (MRN) can be amended only as long as the status of the INF is “Available”;
- The Dates that are used to validate the Commodity Codes against the external TARIC system can be amended only after the deletion of the Commodity Codes.

These dates are:

- “Customs Declaration of Placement Under Inward Processing Was Accepted” in IP IM/EX placement;
- “Declaration Of Discharge Acceptance Date” in IP IM/EX discharge;
- “Export Declaration Under IP EX/IM was accepted” in IP EX/IM export;
- “Date Of Placement” in IP EX/IM placement;
- “Date Of Placement” in OP EX/IM placement;
- “Date Of Re-Importation of Processed Products” in OP EX/IM release;
- “Date Of Release” in OP IM/EX release;
- “Date of Placement” in OP IM/EX placement.

So if for example, the “Customs Declaration of Placement Under Inward Processing Was Accepted” needs to be amended, then the customs officer has to first delete all the Non Union Goods Placed Under IP and then the date field will be editable for the user to amend it.

The Commodity Codes of the Covered Items, their quantity and their measurement unit are taken into account during the amendment. For example, the quantities cannot be increased so that they will exceed the covered quantities. Similarly, if the status is “Processed” and the quantity of an item is decreased, then the INF will become “Available” again.

Very often there is the need to amend the “Last date of...” which has been set in the first process of the flow. For example, for IP EX/IM, during the export process the “Last date of placement” is given. This date can be amended only by either the SCO of the specific INF or the Customs Office of Export that registered the export. It is not possible for the Customs Office of Placement to amend it. However, this is not blocking. In case of breach of the placement date, the system does not prevent placing the goods and the Customs Office of Placement can register the process with no issue.

Process INF at the Customs Office of Placement

Placing goods under IP IM/EX: Register non union Goods

Particulars of the Customs Declaration

MRN *

100000000000020164

Declaration Type *

Community goods

Requested Procedure Code *

01 Release For Free Circulation of Goods Simultaneous with Trade

Previous Procedure Code *

00 No Previous Procedure

Customs Declaration of Placement Under Inward Processing Was Accepted

Last Date For Discharge

22/10/2024

22/10/2024

Non Union Item Goods Placed Under IP ¹

+ Add

Customs Declaration Reference Number	Commodity Code	Description Of Goods	Quantity of Goods	Value of Goods	Actions
100000000000020164	40029100	Description Of Goods	1000 Kilogram	2000 EUR	<div>Edit</div> <div>Delete</div>

5.3 DELETE MRN/PROCESSING AT CUSTOMS OFFICE

When there is a lot of information that needs to be changed or the whole customs declaration is wrong for any reason, then it is possible for the customs officer to delete completely the processing. The MRN/processing operation can be deleted either by the Competent Customs Office that registered it or by the Supervising Customs Office of the specific INF (not any office having the SCO role). This action is available only when the status of the INF is “Available”.

The processing operations that can be deleted are the following:

- Placement;
- Discharge;
- Export;
- Release.

In case an Exit result has been registered for the specific declaration (MRN), then that Exit process is also deleted automatically.

Process at the Customs Office of Placement²

MRN ↑	Declaration Type ↓↑	Competent Customs Office Reference Number ↓↑	Requested Procedure Code ↓↑	Previous Procedure Code ↓↑	Actions
PLA1111111111111111	EX	FR100000	01	01	Actions
PLA2222222222222222	IM	IT100000	43	21	Actions View

Items per page: 5 ▾
Showing 1–2 of 2

Amend
Delete

5.4 HISTORY

The system provides the customs officer detailed information related to the amendments that are performed either on the INF request data or on processing data under the History tab when viewing an INF. When an entire process is deleted, it is also logged there.

The history will be expanded in a future version to show also when a new processing operation is registered.

This information is available only to the customs officer that is accessing the INF through the user interface of the INF SP system. It is not part of the INF data that are available to the trader in INF STP system.

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INF SP System

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European Commission > DG TAXUD > Dashboard >

DASHBOARD

INF - IP IM/EX 000035
FR1POV1F-FR12251-2017-XYZW42 Available

On Behalf Of Finalise Place Goods Discharge Amend Invalidate Print PDF View Request

INF Info Status Data Notifications History INF Consumption Authorisation Consumption

History

Date And Time	Customs Office	Customs Office Role	Username	MRN	Justification
Mon Sep 16 2024 13:03:23 GMT+0300	FR100000	DIS	co_fr	DIS1111111111111111	delete discharge
Mon Sep 16 2024 13:00:40 GMT+0300	FR100000	PLA	co_fr	PLA2222222222222222	amend placement 2
Mon Sep 16 2024 12:54:06 GMT+0300	FR100000	PLA	co_fr	PLA1111111111111111	amend placement
Mon Sep 16 2024 12:45:14 GMT+0300	FR100000	SCO	co_fr		amend request

Items per page: 5 ▾
Showing 1–4 of 4

On Behalf Of Finalise Place Goods Discharge Amend Invalidate Print PDF View Request

The customs officer may click on an entry in order to view more detailed information for the specific action. The following pop-up window is presented.

History Log Details Information				
History Log Details Information				
Identifier	Field	Old Value	New Value	Action
40028000				CREATE PRODUCT
40028000				DELETE GOOD
	If a customs debt is incurred the amount of import duty shall be calculated in accordance with Article 86(3) of the Code	true	false	AMEND
40029100	Quantity of Goods	22	222	AMEND
	General Remarks	General Remarks test	General Remarks test updated	AMEND
40027000				CREATE GOOD

History Log Details Information				
History Log Details Information				
Identifier	Field	Old Value	New Value	Action
25FR12345678901234				DELETE MRN

The available actions are: Amend, Create Good, Create Product, Create Good Unaltered, Create Intermediate Product, Delete Good, Delete Product, Delete Good Unaltered, Delete Intermediate Product, Delete MRN.

6 SPECIFIC CASES

6.1 THE USE OF CUSTOMS SEALS

Among others, the verification of the state of customs seals is a data element that has been defined in the BPM L4 as part of the exit result. In the exit result, the exit date and the exit result are to be entered, and an optional element is the state of the seal(s) because seals are basically related to the exportation rules and not to the INF.

Under specific circumstances, the customs at the point of departure can decide to put customs seals on products (of high value, of high fiscal interest (like goods with high duties or in great need of protection like works of art or sensitive materials)): at the exit point from the EU, these seals will be physically checked. The result of this verification will be entered into the system.

If everything is consistent, the exportation occurs, and the INF is validated.

If not, the exportation is cancelled, and no INF will be issued.

In case there are customs seals in the export procedure, like in IP when the customs office of discharge (and exportation) may put some customs seals on the processed goods because these goods could be stolen during the transport to the point of exit, the state of seals will be entered into the system. If the seals are broken, the customs will check the reason and if this reason is allowed (road accident for instance) may restore the seals and let the re-exportation occur.

As the economic operator can/may use their own seals, the customs still may decide to put their own seals on the sending.

In case the export batch is sealed with the economic operator's own seals, their state does not concern the INF.

6.2 PROCESS EXCEPTION TO RELEASE INTO FREE CIRCULATION

Example of the following case: the goods have been placed under IP IM/EX with the intension of re-exporting them as processed products, but plans have been changed and the processed or intermediate products shall be released into free circulation. The INF request has been launched, and processed at the customs office of placement, but at discharge, the INF must be modified accordingly. The declarant mentions the INF number in the declaration for release for free circulation and the INF is modified accordingly by the competent customs authorities.

Note: this is in line with

- Article 176(1c-iv) UCC-DA: “where the customs declarations for the discharge of the processing procedure are lodged, they shall refer to the relevant INF number” and
- Article 181(3) UCC-DA: “Where a customs declaration [...] to an INF, the competent customs authorities shall make the specific data elements set out in Section A of Annex 71-05 available in the electronic system set up pursuant to Article 16(1) of the Code for the purposes of INF.”

6.3 EXIT HAS NOT BEEN CONFIRMED IN THE INF SP SYSTEM

What happens for example in IP EX/IM at the point of placing goods into the procedure, if it is noticed that exit has not been confirmed in the INF SP-system, but exit can be confirmed from the actual customs declaration instead?

It is up to the competent customs authority to solve this case. At the point where the system-to-system connection will be implemented the Customs Office of Exit will be able to confirm the exit by sending the information to the INF SP system.

The declarant fulfils the conditions as they asked for the creation of the INF and provided all the necessary data. The customs authority must decide whether to update or not the INF after confirming or not the exit of the goods. This box must always be filled by the customs authorities and not by the holder in the INF.

6.4 A CUSTOMS DECLARATION SERVES AS AN APPLICATION FOR AN AUTHORISATION

This case is rare and mostly dealt with by customs authorities on national level. Only OP EX/IM could allow such declaration as authorisation (indeed this option is clearly an exception if we think about articles 163(2e) UCC-DA and 163(2d) UCC- DA).

When the customs declaration serves as the application for an authorisation, and reference is to be made to the declaration, there are two possible solutions available:

1. The customs declarations number is to be provided in the INF request at first instance into the “Authorisation/Declaration Number”. After that, the customs declaration is to be amended at a later stage to include in box 44 the INF reference number which is generated by the INF system.
2. The trader enters the LRN (Local Reference Number) from box 7 of the customs declaration into the “Authorisation/Declaration Number” with the addition of zeros if it is shorter than 18 characters. After the INF request has been accepted, the INF number is inserted by the Trader into box 44 of the customs declaration. After a compliance check of the INF data with the customs declaration, the customs officer enters the customs declaration number in the “MRN” field.

These solutions have been discussed and it is up to each Member State to choose one of the two options, until a final solution is implemented in the IT system.

6.5 FUNCTIONALITY “INSERT REQUEST INF (SECTION B)”

This functionality is used in case of section B for the standardised exchange of information between customs authorities where the INF data elements are not yet available in the electronic system relating to INF.

6.6 INVALIDATION OF AN INF

An INF can be invalidated at all times. Meaning, its status may be “Available” and no process has been registered, its status may be “Available” and the processing has started or its status is “Processed”. The invalidation of an INF can be performed only by the Supervising Customs Office of the specific INF (not any office having the SCO role) by clicking on the “Invalidate” action button.

When an INF is invalidated it goes to status “Invalidated”. After INF invalidation, all goods quantities that were included in the invalidated INF will not be deducted any more from the quantities of the goods declared in the same authorisation in INF SP system. So these quantities will not participate in the calculation of the Authorisation’s consummation.

INF - IP IM/EX 000014

FRIPOV1F-FR12251-2017-XYZW42

Processed

Amend

Invalidate

Print PDF

View Request

INF Info

Status Data

Notifications

History

INF Consumption

Authorisation Consumption

User: co_fr [Last change made](#)

Date: 05-02-2025

INF - IP IM/EX000014FRIPOV1F-FR12251-2017-XYZW42

INF is about to be Invalidated. Register Decision to Proceed with INF Invalidation.

Cancel

Proceed

Invalidate INF? * ☒ Yes ☐ No

INF Invalidation Justification

feel free to add and describe a justification for invalidation

512

English

In order to perform an invalidation, a justification must be provided. In case the customs officer wishes to proceed, a confirmation pop-up message is displayed to confirm it.

Proceed?

Are you sure you want to proceed?

No Yes

6.7 FINALISATION OF AN INF

An INF can be manually finalised only when its status is “Available”. The finalisation of an INF can be performed only by the Supervising Customs Office of the specific INF (not any office having the SCO role) by clicking on the “Finalise” action button.

When an INF is finalised its systemic status value is updated to “Processed”. The displayed value in the user interface when viewing an INF is “Processed (Manual Finalisation)”. So, after INF finalisation, all goods quantities that were included in the finalised INF are still deducted from the quantities of the goods declared in the same authorisation in INF SP system. These quantities will continue to participate in the calculation of the Authorisation’s consumption.

INF - IP EX/IM 000002

BEIPOV1T-BE12001-2017-XYZW42

Available

On Behalf Of

Finalise

Place Goods

Export

Exit

Amend

Invalidate

Print PDF

View Request

INF Info

Status Data

Notifications

History

INF Consumption

Authorisation Consumption

User: co_be [Last change made](#)

Date: 04-03-2025

Finalisation Information

Justification *

512

please register a justification

English

Information was received by any other means of electronic exchange

☐

Are you sure you want to proceed? This action will complete INF.

Exit

Proceed

In order to perform a finalisation, a justification must be provided.

7 QUANTITIES MANAGEMENT

Although this is a business user guide and not a technical document, there are some functionalities that have been implemented recently in both INF STP and INF SP systems and are presented in this section as they intend to facilitate the daily usage of the system and provide users with important information.

7.1 FOR THE ECONOMIC OPERATOR

The system provides information to the Economic Operator regarding the quantities of goods and products (consumed, available, etc.) for a specific INF or for a specific Authorisation.

The Economic Operator is able to retrieve information only related to their own INFs and Authorisations. Also, regarding the delegation:

- the Representatives and Employees with full delegation are able to retrieve information related to all INFs and Authorisations that belong to the EO they are acting on behalf; and
- the Representatives and Employees with partial delegation are able to retrieve information related only to INFs and Authorisations that belong to the EO they are acting on behalf and those INFs have been initiated by them or are related to them.

7.1.1 INF CONSUMMATION

The INF Consumption page allows the Economic Operator or their delegate to view information regarding the consummation of each Commodity Code per measurement unit that is used in the Goods Covered by the INF and Processed Products Covered by the INF for a specific INF. The quantities of the Covered items (*Quantity of Goods* and *Quantity of Products*), the quantities that are declared in the processing operations (*Declared*) and the available quantities (*Available*) are presented. It is possible for the user to move the cursor over the available quantity in order to see it as a percentage.

The validity of the Commodity Codes is checked against the external TARIC system (a multilingual database where among others the Commodity Codes are contained). In case the Commodity Code is displayed in red font, this means that the Commodity Code has been invalidated in the TARIC system and when hovering over the code, a related message informs the trader about this invalidation.

Due to technical limitations, the ID and the Description of Goods and Products are available only for INFs that are created from v1.6.0.0 of INF SP system & 1.7.0.0 of INF STP system and onwards.

European Commission > DG TAXUD > EU Customs Trader Portal > Consumption Reporting - INF Consumption

Dashboard

Search for Submission

Draft

Attachment

INF

Request for Provision of INF Inform...

Insert INF Request

Consumption Reporting

INF Consumption

Authorisation Consumption

INF Consumption

Search

Clear

INF Number

OP EX/IM000111DEOPODE12751

Goods Consumption

ID	Commodity Code	Description of Goods	Quantity of Goods	Declared	Available
1	40029100	Blue fabric	1000 Metre	800	200
2	40029101	Red fabric	1000 Metre	800	200
3	40029103	Yellow fabric	1000 Metre	800	200

Items per page: 5

Showing 1-3 items of 3

Products Consumption

ID	Commodity Code	Description of Products	Quantity of Products	Declared	Available
1	40028100	Blue T-Shirt	500 Number of items	0	500
2	40028102	Red T-Shirt	500 Number of items	0	500
3	40028103	Yellow T-Shirt	500 Number of items	0	500

Items per page: 5

Showing 1-3 items of 3

The trader may click on a specific entry in order to view more detailed information per Commodity Code related to the MRNs that use it and the declared quantities per MRN.

When the trader clicks on a specific entry of the Goods Consumption table, the following first pop-up window is presented, whereas when clicking on a specific entry of the Products Consumption table, the following second pop-up window is presented.

Consumption Details Information

Consumption Details Information

MRN	Equivalent Good Combined Nomenclature	Declared
PLA2222222222222222	40029100	5
TESTTESTTESTST	12345678	10

Items per page: 5

Showing 1-2 items of 2

Consummation Details Information	
Consummation Details Information 2	
MRN	Declared
DIS2222222222222222	2
TESTTESTTESTTE	100
Items per page: 5 ▾ Showing 1–2 items of 2	
<div> <div>⏪</div> <div>⏩</div> <div>1</div> <div>⏪</div> <div>⏩</div> </div>	

7.1.2 AUTHORISATION CONSUMMATION

The Authorisation Consummation page allows the Economic Operator or their delegate to view information regarding the consummation of each Commodity Code per measurement unit that have been used in INF Requests for a specific Authorisation. The quantities of each Commodity Code per measurement unit as they are declared in CDS for the specific Authorisation (*Authorisation Quantity*), the sum of the used quantities in INF Requests (*Authorisation used quantity in Requests*) as well as the quantities that remain available (*Authorisation Available Quantity*) are presented. It is possible for the user to move the cursor over the available quantity in order to see it as a percentage.

In case there are no quantities declared in CDS for a specific measurement unit that is used or a national authorisation number is used or a customs declaration serves as an application for an authorisation, then the Authorisation Quantity is 0.

The available quantity is negative in the above cases or when the authorisation's quantities have been exceeded.

European Commission > DG TAXUD > EU Customs Trader Portal > Consumption Reporting - Authorisation Consumption

Dashboard

Search for Submission

Draft

Attachment

INF

- Request for Provision of INF Inform...
- Insert INF Request
- Consumption Reporting
 - INF Consumption
 - Authorisation Consumption**

Authorisation Consumption

Search Clear

Authorisation Number
FRIPOV1F-FR12251-2017-XYZW42

Goods Consumption 81

Authorisation Commodity Code	Authorisation Quantity	Authorisation used quantity in Requests	Authorisation Available Quantity
40028000	1000 Kilogram	3305.22	-2305.22
40028000	0 1000 litres	1	-1
40028000	0 Litre	45	-45
40028000	0 1000 items	4	-4
40028000	1000 Square metre	1	999

Items per page: 5
Showing 26-30 items of 81

Products Consumption 71

Authorisation Commodity Code	Authorisation Quantity	Authorisation used quantity in Requests	Authorisation Available Quantity
4002	0 Carats (one metric carat = 2 x 10-4kg)	33	-33
4002	0 Hectokilogram	6	-6
4002	0 Gram	7	-7
4002	0 Hectolitre	7	-7
4002	0 Kilogram	50783.12	-50783.12

Items per page: 5
Showing 1-5 items of 71

The trader may click on a specific entry in order to view more detailed information for each Commodity Code related to the INFs that use it and the declared quantities per MRN in those INFs.

Consumption Details Information

Consumption Details Information 3

INF Number	MRN	Declared
IP IM/EX000167FRIPOV1F-FR12251-2017-XYZW42	100000000000003300	0
IP IM/EX000171FRIPOV1F-FR12251-2017-XYZW42	100000000000003302	0
IP IM/EX000300FRIPOV1F-FR12251-2017-XYZW42	111111111111111111	1

Items per page: 5
Showing 1-3 items of 3

7.1.3 INF SEARCH AND REPORTING

Will be implemented in an upcoming release.

Section added as a placeholder in order to be updated later on.

7.2 FOR THE CUSTOMS OFFICER


The system provides information to the customs officer regarding the quantities of goods and products (consumed, available, etc.) for a specific INF or for a specific Authorisation or by defining other criteria.

7.2.1 INF CONSUMMATION



The INF Consumption page allows the customs officer to view information regarding the consumption of each Commodity Code per measurement unit that is used in the Goods Covered by the INF and Processed Products Covered by the INF for a specific INF. The quantities of the Covered items (*Quantity of Goods* and *Quantity of Products*), the quantities that are declared in the processing operations (*Declared*) and the available quantities (*Available*) are presented. It is possible for the customs officer to move the cursor over the available quantity in order to see it as a percentage.

The validity of the Commodity Codes is checked against the external TARIC system (a multilingual database where among others the Commodity Codes are contained). In case the Commodity Code is displayed in red font, this means that the Commodity Code has been invalidated in the TARIC system and when hovering over the code, a related message informs the customs officer about this invalidation. If a Commodity Code has been invalidated in the TARIC system then it cannot be processed anymore.

Due to technical limitations, the ID and the Description of Goods and Products are available only for INFs that are created from v1.6.0.0 of INF SP system & 1.7.0.0 of INF STP system and onwards.



TAXATION AND CUSTOMS UNION
INF SP System

Welcome co_de
DE100000

European Commission > DG TAXUD > Dashboard > INF Consumption

DASHBOARD

INFS

My INFs

Search for INF

My INF Requests

My Tasks

My Notifications

INF Consumption

Authorisation Consumption

INF Search and Reporting

OTHER ACTIVITIES

Insert INF Request (Section A)

Insert Request INF (Section B)

Insert INF

INF Consumption

Search

Clear

INF Number

OP EX/IM000001DEOPOV1F-DE12751-2017-XYZW42

Goods Consumption

ID	Commodity Code	Description of Goods	Quantity of Goods	Declared	Available
1	40029100	Goods information	314.966 Kilogram	26	288.966

Items per page: 5

Showing 1–1 of 1

Products Consumption

ID	Commodity Code	Description of Products	Quantity of Products	Declared	Available
1	40027000	Products information	3111.532 Kilogram	245	2866.532

Items per page: 5

Showing 1–1 of 1

version 1.6.0.0 - 2025

The customs officer may click on a specific entry in order to view more detailed information per Commodity Code related to the MRNs that use it and the declared quantities per MRN.

When the customs officer clicks on a specific entry of the Goods Consumption table, the following pop-up window on the left is presented, whereas when clicking on a specific entry of the Products Consumption table, the following pop-up window on the right is presented.

MRN	Equivalent Good Combined Nomenclature	Declared
PLA1111111111111111	39012010	1
PLA2222222222222222	39012010	2
PLA3333333333333333	39012010	5
PLA4444444444444444	39012010	5

MRN	Declared
DIS1111111111111111	1
DIS2222222222222222	2

7.2.2 AUTHORISATION CONSUMPTION

The Authorisation Consumption page allows the customs officer to view information regarding the consumption of the Commodity Codes per measurement unit that have been used in INF Requests for a specific Authorisation. This information includes the quantities of each Commodity Code per measurement unit as they are declared in CDS for the specific Authorisation (*Authorisation Quantity*), the sum of the used quantities in INF Requests (*Authorisation used quantity in Requests*) as well as the quantities that remain available (*Authorisation Available Quantity*). It is possible for the customs officer to move the cursor over the available quantity in order to see it as a percentage.

In case there are no quantities declared in CDS for a specific measurement unit that is used or a national authorisation number is used or a customs declaration serves as an application for an authorisation, then the Authorisation Quantity is 0.

The available quantity is negative in the above cases or when the authorisation's quantities have been exceeded.



European
Commission

TAXATION AND CUSTOMS UNION

INF SP System

Welcome co_fr
FR100000



European Commission > DG TAXUD > Dashboard > Authorisation Consumption

DASHBOARD

INFS

- My INFs
- Search for INF
- My INF Requests
- My Tasks
- My Notifications
- INF Consumption
- Authorisation Consumption**
- INF Search and Reporting

OTHER ACTIVITIES

- Insert INF Request (Section A)
- Insert Request INF (Section B)
- Insert INF

Authorisation Consumption

Search Clear

Authorisation Number

FRIPOV1F-FR12251-2017-XYZW42

Goods Consumption¹⁶

Authorisation Commodity Code	Authorisation Quantity	Authorisation used quantity in Requests	Authorisation Available Quantity
4002910000	1000 Kilogram	1000	0
4002910000	0 Number of pairs	30240	-30240
4002910010	0 Hectokilogram	102	-102

Items per page: 5
Showing 11–15 of 16

1 2 3 4

Products Consumption¹⁵

Authorisation Commodity Code	Authorisation Quantity	Authorisation used quantity in Requests	Authorisation Available Quantity
40027000	0 Cubic meter	22	-22
40028000	0 Carats (one metric carat = 2 x 10-4kg)	20400	-20400
40028000	0 Hectolitre	21	-21
40028000	1000 Kilogram	2602	-1602

Items per page: 5
Showing 6–10 of 15

1 2 3

The customs officer may click on a specific entry in order to view more detailed information for each Commodity Code related to the INFs that use it and the declared quantities per MRN in those INFs.

When the customs officer clicks on a specific entry of either of the tables, the following pop-up window is presented.

Consumption Details Information		
Consumption Details Information ²		
INF Number	MRN	Declared
IP IM/EX000001FRIPOV1F-FR12251-2017-XYZW42	1000000000000021212	1000
IP IM/EX000001FRIPOV1F-FR12251-2017-XYZW42	1000000000000034343	650
IP IM/EX000014FRIPOV1F-FR12251-2017-XYZW42	1000000000000056565	230

7.2.3 INF SEARCH AND REPORTING

The INF Search and Reporting page allows the customs officer to view information regarding the processing of the INFs, such as the quantities of the Commodity Codes declared per MRN, their processing date, the customs office of processing and other. Using the optional search criteria the user may retrieve more specific results.

There are three modes to search by. These are: “Without MRNs”, “MRNs” & “MRNs and Commodities”. Based on the selection, the displayed information differs.

It is possible for the customs officer to export the results into a CSV file.

European Commission TAXATION AND CUSTOMS UNION
INF SP System

Welcome co. fr FR100000

European Commission > DG TAXUD > Dashboard > INF Search and Reporting

INF Search and Reporting

Search Export Data Clear

Procedure Type: [Dropdown] INF Number: [Text: IP IMEX012034FRIPOV1F-FR12251-2017-XYZW42] Supervising Customs Office: [Text: eg. AT000000] Member State Issuer: [Dropdown]

Authorisation Number: [Text: 34] Commodity Code: [Text: 14] Customs Office of Processing: [Text: eg. AT000000] Processing Date From: [Text: dd/mm/yyyy]

MRN: [Text: 15] HoA EORI: [Text: 17] Member State of Processing: [Dropdown] Processing Date Until: [Text: dd/mm/yyyy]

Results: 4

Process Type: [Dropdown] Search Type: [Text: MRNs and Commodities]

Procedure Type	Authorisation Number	HoA EORI	INF Number	INF Status	Supervising Customs Office	Processing Date	Customs Office of Processing	Process Type	MRN	ID	Commodity Code	Quantity	Measurement Unit
IP IMEX	FRIPOV1F-FR12251-2017-XYZW42	FR05142012251	IP IMEX012034FRIPOV1F-FR12251-2017-XYZW42	Available	FR100000	17/11/2024	FR100000	PLACEMENT	24FR0010001253B677	1	40029100	4	Square metre
IP IMEX	FRIPOV1F-FR12251-2017-XYZW42	FR05142012251	IP IMEX012034FRIPOV1F-FR12251-2017-XYZW42	Available	FR100000	17/11/2024	FR100000	PLACEMENT	24FR0010001253B677	2	40029100	100.1	Square metre
IP IMEX	FRIPOV1F-FR12251-2017-XYZW42	FR05142012251	IP IMEX012034FRIPOV1F-FR12251-2017-XYZW42	Available	FR100000	17/11/2024	FR100000	DISCHARGE	222222222222222222	1	40027000	4	Square metre
IP IMEX	FRIPOV1F-FR12251-2017-XYZW42	FR05142012251	IP IMEX012034FRIPOV1F-FR12251-2017-XYZW42	Available	FR100000	25/10/2024	AT100000	DISCHARGE	24AT00100011450E14	1	40027000	900	Square metre

Items per page: 5
Showing 1-4 of 4

Due to technical limitations, the ID is available only for INFs that are created from v1.6.0.0 of INF SP system & 1.7.0.0 of INF STP system and onwards.

8 PROCESS REFERENCES

Economic Operator

- Create the INF request: L4-INF-01-01
- Retrieve INF information: L4-INF-01-02

Customs Officer

- Create the INF: L4-INF-01-01
- Amend the INF: L4-INF-01-03
- Invalidate the INF: L4-INF-01-10
- Finalise the INF: L4-INF-01-14
- Process the INF at COoP: L4-INF-01-04
- Process the INF at COoE: L4-INF-01-05
- Process the INF at COfR: L4-INF-01-06
- Process the INF at COoD: L4-INF-01-07
- Process the INF at COoExp: L4-INF-01-08
- Request the INF (Section B): L4-INF-01-09
- Consult the INF: L4-INF-01-11

Processes to support the system-to-system connectivity:

- Master Process: L4-INF-01-12
- Retrieve data for system-to-system: L4-INF-01-13