INF STP

User guide
2024

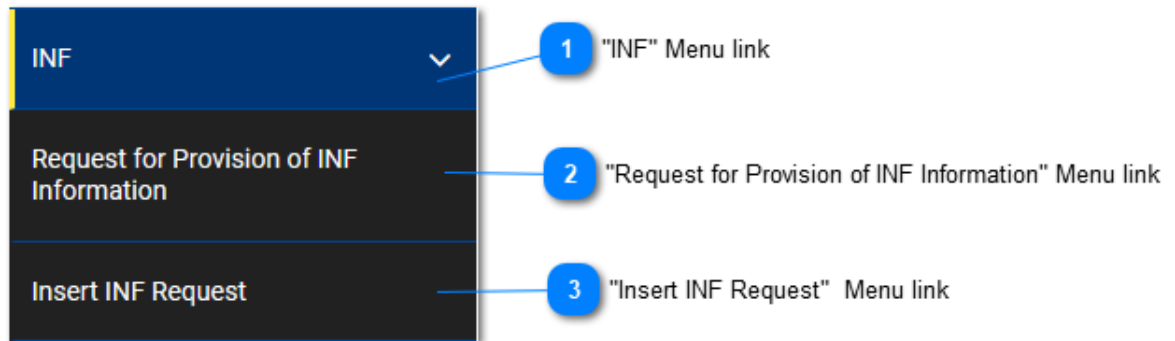# Table of contents

1. Menu

The following Menu links are displayed on the left side of the screen.
In this document only the Menu links that are related to the INF STP application will be showcased.

"INF" Menu link
This Menu link, groups together all of the INF STP specific Menu links. Upon user click, it expands and reveals the sub-links that lead to INF STP specific actions.
When it is expanded it can be clicked on again to collapse and hide its sub-links.

"Request for Provision of INF Information" Menu link
This Menu link, redirects the user to the screen where he/she can make a request for INF Information.

"Insert INF Request" Menu link
This Menu link, redirects the user to the screen where he/she can make an INF Request form submission.

2. Insert INF Request

The User can insert an INF Request, by filling out the relevant form. This operation can be accessed by cllicking on the Menu link named: "Insert INF Request".

① **Form Language**
Select from the drop-down menu a language which will apply as the language of the request form.

② **Authorisation Or Declaration Number**
Select via the radio button if the number about to be imported below should be identified by the application as an Authorisation or a Declaration Number.

③ **Authorisation/Declaration Number**
Insert here the number which identifies as the Authorisation or the Declaration. If a valid Authorisation Number value is inserted, many other fields will automatically get filled with values (e.g., the Authorisation Type, the Holder Identification etc.). This field is mandatory.

④ **Supervising Customs Office**

Type here the current Customs Office that initiates the INF Creation Request. After the first three digits are typed, an autocomplete list appears to select from.

Supervising Customs Office *

> AT0

> AT001000

5 **Holder Identification (EORI)**

This field is automatically filled with the appropriate value, depending on the logged-in user. It is a mandatory field.

6 **Holder Name**

The Holder's name is automatically prefilled by the application.

7 **Holder's Street and Number**

The Holder's street and number are automatically prefilled by the application.

8 **Holder's Country**

The Holder's country is prefilled automatically by the application.

9 **Holder's Postcode**

The Holder's postcode is prefilled automatically by the application.

10 **Holder's City**

The Holder's city is prefilled automatically by the application.

11 **General Remarks**

Here insert any general remarks related to the INF Creation Request.

12 **Article 86(3) Checkbox**

Select the check-box in case the article is applicable.

13 **Authorisation Type**

In case the Authorisation Number imported is valid in the CRS external system then, either the User will be able to select the respective Special Procedure from the drop-down menu or it will be automatically filled-in depending on the decision code which is part of the Authorisation Number.

In case of a Declaration Number or of an Authorisation Number which is not valid in the CRS external system then, the User will be able to select the Special Procedure from the drop-down menu but in this case all four options will be available to select from: IP IM/EX, IP EX/IM, OP IM/EX & OP EX/IM. (see screenshot below).

Authorisation Type

Select an option
IP IM/EX
IP EX/IM
OP IM/EX
OP EX/IM

14 **Submission Date**

Clicking on the "**Submission Date**" input, allows the user to insert the date of the INF Request submission. The user can either type in the date or select it from the calendar input that gets rendered as soon as the user clicks on the input.

This field is mandatory.

Submission Date *

04/10/2022

04/10/2022 ⌄					<	>
Su	Mo	Tu	We	Th	Fr	Sa
OCT						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

15 **Representative Identification (EORI)**

In case the Representative or the Representative's Employee is logged-in, this field is automatically filled with the appropriate value.

16 **Representative's Name**

In case the Representative or the Representative's Employee is logged-in and if the information is available in CRS external system, the Representative's name is prefilled automatically by the application.

17 **Representative's Street and Number**

In case the Representative or the Representative's Employee is logged-in and if the information is available in CRS external system, the Representative's street and number are prefilled automatically by the application.

18 **Representative's Country**

In case the Representative or the Representative's Employee is logged-in and if the information is available in CRS external system, the Representative's country is prefilled automatically by the application.

19 **Representative's Postcode**

In case the Representative or the Representative's Employee is logged-in and if the information is available in CRS external system, the Representative's postcode is prefilled automatically by the application.

20 **Representative's City**

In case the Representative or the Representative's Employee is logged-in and if the information is available in CRS external system, the Representative's city is prefilled automatically by the application.

Prior Exportation Indication

In case the check-box is prefilled by the application the corresponding "Time Limit" field will also be visible for the User to edit. In case the check-box is not prefilled then, it remains empty and it is not editable. The field is only visible and applicable in the case where the Authorisation Type is IP EX/IM.

Goods Quantities Button

Click on the button and the application renders a pop-up window which provides in a report format all the available quantities of the Goods which can be utilised in the request.

Upload CSV File Button

Select the action button in order to upload a csv file which is stored in your local workstation. The csv file should be the template of goods/products in order to be accepted by the system.

Download Template Button

Select the action button in order to download the template of multiple upload of goods. The excel file will be saved in your local workstation.

Add Goods Button

Clicking on the button in order to add an INF Good. Before adding the INF Good, the User should insert a valid **Authorisation Number** (otherwise an Error message is displayed).

The INF Goods modal is described in section: Add Good Item Covered By INF

Submit

Clicking on the "**Submit**" button, submits the INF Request form and finishes this action.

Download as Template

Clicking on the "Download as Template" button, generates an .xml file which is automatically downloaded in the user's workstation.

This .xml file, contains all the data that the user has inserted in this form up to that point and this way the data can be stored in the user's computer for future use.

To store the data within the INF STP application instead, click on the "**Save as Draft**" button.

Save as Draft

Clicking on the "**Save as Draft**" button, stores all of the data that the user has inserted up to that point. The system suggests a draft title and the user is able to amend it. When the user is editing a draft and saves it again with the same name, the existing draft is updated. When the user is editing a draft and saves it again with a new/different name, a new draft is created. The data is stored within the INF STP application and associated with each user's account. To store data in the user's computer instead, click on the "**Download as Template**" button.

Upload File Template

Clicking on the "**Upload File Template**" button, allows the user to populate the INF Request form with the data that he/she has stored in his/her computer at a previous time. That previously stored data were generated by clicking on the "**Download as Template**" button at some point in the past.

Add Products Button

Clicking on the button in order to add an INF Product. Before adding the INF Product, the user should insert a valid **Authorisation Number** (otherwise an Error message is rendered).
The INF Products modal is described in section: Add Processed Product Covered By INF

2.1. Add Goods Item Covered by the INF

Clicking on the **Add** button of the Insert INF Request UI page, the following window is displayed where the User can insert the details of an INF Good:

1   **Equivalent Goods**
Switch button that shows/hides the "Equivalent Goods" section of the window.

2   **Equivalent Goods Combined Nomenclature**
Insert the Equivalent Combined Nomenclature. The field is displayed when Equivalent Goods Indication is enabled (mandatory field).

3   **Commercial Quality and Technical Characteristics of Equivalent Goods**
Insert the description of "Commercial Quality and Technical Characteristics" of the Equivalent Goods. The field is displayed when Equivalent Goods Indication is enabled (mandatory field).

4   **Identification of Goods**
Select the Identification of Goods from the provided values of the Drop-down menu. The Drop-down is displayed when Equivalent Goods Indication is enabled (mandatory field).

5   **Antidumping checkbox**
Check/uncheck the field to mark whether the Equivalent Good is subject to Antidumping. The checkbox is displayed when Equivalent Goods Indication is enabled.

6   **Commodity Code**
Insert the Good Commodity Code (mandatory field). The Application provides an auto-complete functionality (i.e., a dropdown list with possible values is appeared) while the user is typing (after the 1st digit).

7   **Description of Goods**
Insert the Description of Goods (mandatory field).

8   **Quantity of Goods**
Insert the Quantity of Goods (numerical value - mandatory field).

9   **Value of Goods**
Insert the Value of Goods (numerical value - mandatory field).

Particulars for Application of Commercial Policy Measures
Provide the Particulars for Application of Commerial Policy Measures in the multiple lines of text field.

Measurement Unit
Select from the drop-down menu the Measurement Unit of the provided Quantity of Goods (mandatory field).

Currency
Select from the drop-down menu a currency. Euro is the default value as provided by the system (mandatory field).

Cancel
Click on the button to cancel the entire entry.

Save
Click on the button to save the inserted INF Good. The declared INF Good will be displayed at the grid table of the INF Request.

In the case that the Authorisation Type of the INF Request is of OP EX/IM then, the Goods Covered by the INF UI page is different. The user has the additional field of "Country of Processing" to select from.

In the case that the Authorisation Type of the INF Request is of OP EX/IM or OP IM/EX, then the Goods Covered by the INF UI page does not have the field "Particulars for Application of Commercial Policy Measures".

2.2. Add Processed Product Covered by the INF

Clicking on the Add button of the Insert INF Request screen, the following window appears where the User can create an INF Product:

1 **Commodity Code**
Input for inserting a value for the Processed Product Commodity Code (mandatory field). The Application provides an auto-complete functionality (i.e., a dropdown list with possible values is appeared) while the user is typing (after the 1st character).

2 **Description of Processed Products**
Input for inserting a text for Description of Processed Products. This field is mandatory .

3 **Quantity of Processed Products**
Type here the numeric value for Quantity of Processed Products (mandatory field).

4 **Value of Processed Products**
Type here a numeric value for Value of Processed Products (mandatory field).

5 **Particulars for Application of Commercial Policy Measures**
Type here the Particulars for Application of Commercial Policy Measures. A multiple lines text field of 512 character limit.

6 **Measurement Unit**
By clicking on the drop-down menu brings up a predefined list of values that user must select from.

Measurement Unit *

| Select unit | ⇕ |

Select unit
Percent
Number
Carats (one metric carat = 2 x 10-4kg)
Hectokilogram
Gram
Hectolitre
Kilogram
1000 litres
Kilogram of uranium
Litre
1000 items
Square metre
Cubic meter
Metre
Number of items
Number of cells
Number of pairs
Tonne

7 **Currency**
Select from the drop-down menu the currency for the Value of Processed Products. The default value is Euro (mandatory field).

8 **Cancel**
Clicking on this button will cancel the addition of any data that were inserted in this window and have not been saved.

9 **Save**
Clicking on this button will save any data that were inserted in this window and this Processed Product will eventually be included in the INF Request submission.

The newly created INF Processed Product will be displayed in the "Insert INF Request" screen under the section "**INF Processed Products**".

In the case that the Authorisation Type of the INF Request is of OP EX/IM then, the Processed Products Covered by the INF UI page is different. The user has the additional field of "Member State of Re-Importation" to select from.

In the case that the Authorisation Type of the INF Request is of OP EX/IM or OP IM/EX, then the Processed Products Covered by the INF UI page does not have the field "Particulars for Application of Commercial Policy Measures".

2.3. Remaining Goods Quantities as per the Authorisation

When the User is about to define Goods for the INF Request they are able to select the action button "Goods Quantities" which is seen in the Insert INF Request page.

After clicking on the button the application renders a pop-up window which illustrates in a report format all the remaining quantities per each Commodity Code for this Authorisation.

The pop-up window can be seen below:

1 **Commodity Code**
The CN Code as existing in the Authorisation.

2 **Remaining Quantity**
For each specific Commodity Code the remaining quantity which is left and can be declared within the INF Request is visible here along with its measurement unit.

3 **Close**
Select the action button to close down the pop-up window.

2.4. Multiple Upload of Goods

When at the Insert INF Request page, the User is able to select the action button "Download Template" from the Goods Covered by the INF grid.

Upon selection, an excel file template is downloaded to the User's workstation. The template contains certain static columns and sheets which assist the User to perform a multiple upload of Goods into the INF Request.

The excel file template can be seen below:

Important Note: The excel file template contains four different sheets. The first sheet contains important information on how to properly fill it in. The second sheet contains the actual template as seen above, the third sheet contains the function button which will allow to convert the excel template to a CSV file which is the acceptable format by the application to upload into INF-STP application. Last, the fourth sheet contains all the reference data which are utilised by the template and it can be ignored by the User.

1 Commodity Code
Type here the commodity code for each good to be imported in the request form. **Note:** columns which are accompanied by the letter < M> indicate that they are mandatory to fill in.

2 Description of Goods
Type here the description for each Good per row.

3 Quantity of Goods
Type the quantity at the column "Goods Quantity" and select from the column "Measure Unit" from a list of available values.

4 Value of Goods
Type here the value for each Good declared.

5 Particulars for Application of Commercial Policy Measures
Type here any particulars per each Good. **Note:** columns which are accompanied by the letter < O > indicate that they are optional to fill in.

6 Equivalent Goods
In case of Equivalent Goods per each Good declared fill in the four columns. The Equivalent Goods are optional to fill in.

2.5. Multiple Upload of Products

When at the Insert INF Request page, the User is able to select the action button "Download Template" from the Processed Products Covered by the INF grid.

Upon selection, an excel file template is downloaded to the User's workstation. The template contains certain static columns and sheets which assist the User to perform a multiple upload of Products into the INF Request.

The excel file template can be seen below:

Important Note: The excel file template contains four different sheets. The first sheet contains important information on how to properly fill it in. The second sheet contains the actual template as seen above, the third sheet contains the function button which will allow to convert the excel template to a CSV file which is the acceptable format by the application to upload into INF-STP application. Last, the fourth sheet contains all the reference data which are utilised by the template and it can be ignored by the User.

1 Commodity Code
Type here the commodity code for each Product to be imported in the request form. **Note:** columns which are accompanied by the letter < M > indicate that they are mandatory to fill in.

2 Description of Processed Products
Type here the description for each Product per row.

3 Quantity of Processed Products
Type the quantity at the column "Processed Products Quantity" and select from the column "Measure Unit" from a list of available values.

4 Value of Processed Products
Type here the value for each Product declared and select from the column "Currency" from a list of available values.

5 Particulars for Application of Commercial Policy Measures
Type here any particulars per each Product. **Note:** columns which are accompanied by

the letter < O > indicate that they are optional to fill in.

3. Particulars Provision for INF Creation

An unsuccessful INF Request can result to a "Task" for the user, to support his/her request with the provision of particulars.
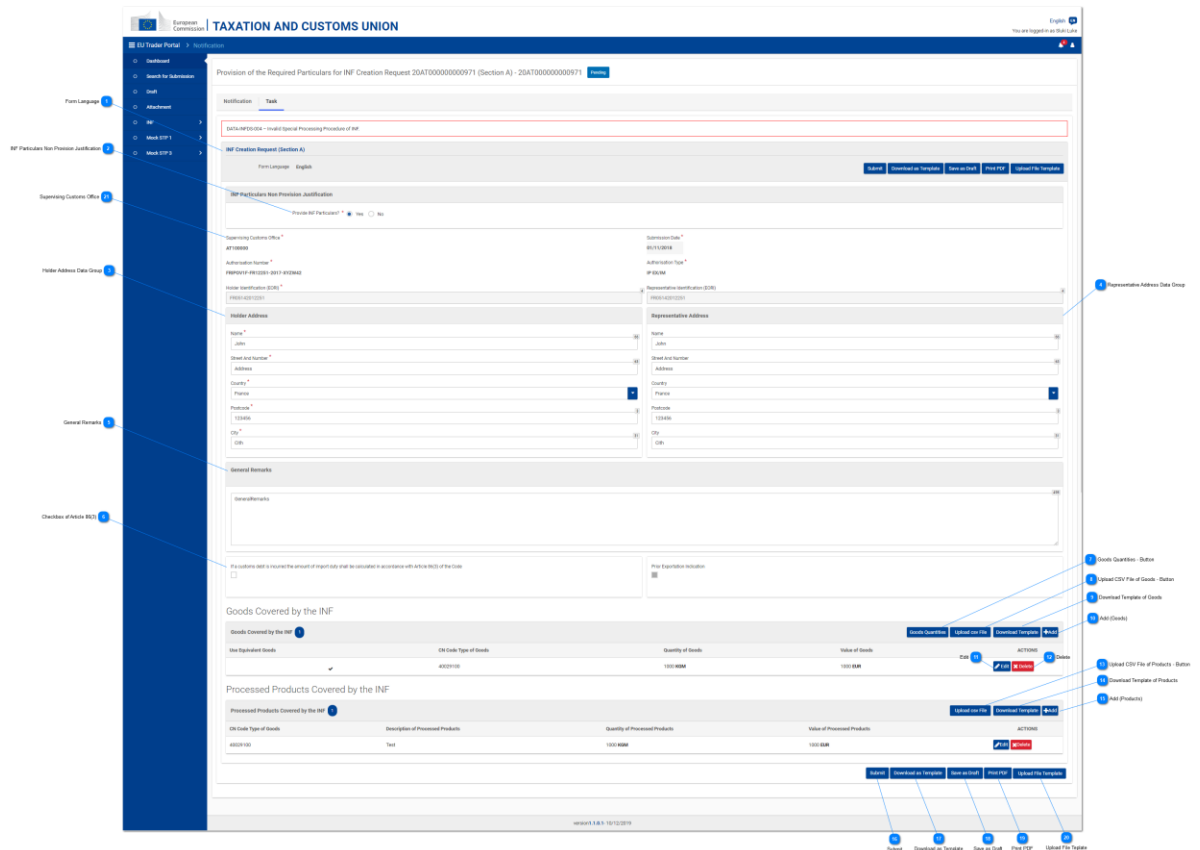
 Form Language
The language which has been selected for the entire request form.

 INF Particulars Non Provision Justification
Reply via the radio button with Yes/No. Its value denotes whether the user intends to provide the requested particulars or not.

In the case that the user does not wish to provide the requested particulars, and thus he/she clicks on the "No" value of the radio button then, at the right of this input one more input appears.

The user is then required to provide a justification for not providing the particulars. See image below:

3 **Holder Address Data Group**

The fields are automatically filled in with the appropriate values.

4 **Representative Address Data Group**

The fields are automatically filled in with the appropriate value.

5 **General Remarks**

Insert here the general remarks related to the particulars provision.

6 **Checkbox of Article 86(3)**

Select the checkbox in order calculate any customs debt based on Article 86(3).

7 **Goods Quantities - Button**

Click on the button to view a pop-up window which illustrates in a report format all the Commodity Codes as they derive from CRS external system for this Authorisation and their remaining Goods quantities which can be declared within the INF Request.

8 **Upload CSV File of Goods - Button**

Click on the button and the application will open the local workstations file explorer to choose the CSV file to upload into the application.

9 **Download Template of Goods**

Click on the button in order to download the excel file template of multiple upload of Goods.

10 **Add (Goods)**

Select the action button in order to add a single Good into the task.

11 **Edit**

Clicking on this button, the Add Goods/Products pop-up window will be displayed with all of the details for the specific INF Product/Good of the same row.

The user will be able to edit any of those details and save them again.

12 **Delete**

Clicking on this button the INF Good entry of the same row, will be deleted from the current INF Request. Upon click, the user will be promted with a confirmation window, to select whether he/she is sure about the deletion of that specific INF Good.

Proceed?

⚠ Are you sure you want to proceed?

NO   YES

The above screenshot indicates the following message: "Are you sure you want to proceed?". Here, the User has the option to select either action buttons "No" or "Yes".

13 **Upload CSV File of Products - Button**

Click on the button and the application will open the local workstations file explorer to choose the CSV file to upload into the application.

14 **Download Template of Products**
Click on the button in order to download the excel file template of multiple upload of Products.

15 **Add (Products)**
Select the action button in order to add a single Product into the task of the particulars.

16 **Submit**
Select submit to complete the particulars provision task.

17 **Download as Template**
Clicking on the "Download as template" button, generates an .xml file which then gets automatically downloaded in the user's workstation.

This .xml file, contains all the data that the user has inserted in this form up to that point and this way the data can be stored in the user's computer for future use.

To store the data within the INF STP application instead, click on the "Save as Draft" button.

18 **Save as Draft**
Clicking on the "Save as Draft" button, stores all of the data that the user has inserted up to that point. The system suggests a draft title and the user is able to amend it. When the user is editing a draft and saves it again with the same name, the existing draft is updated. When the user is editing a draft and saves it again with a new/different name, a new draft is created. When the user submits the draft, then it is removed from the Draft menu automatically. The data is stored within the INF STP application and associated with each user's account. To store data in the user's computer instead, click on the "Download as Template" button.

19 **Print PDF**
Select the action button to print out the current page in a PDF format.

20 **Upload File Teplate**
Clicking on the "Upload File Template" button, allows the user to populate the INF Request form with the data tha he/she has stored in his/her computer at a previous time. That previously stored data were generated by clicking on the "Download as Template" button at some point in the past.

21 **Supervising Customs Office**
The user can view the Supervising Customs Office in this field. This is a Read-Only field.

3.1. Add Goods Covered by the INF

Clicking on the Add INF Good button or the INF Good Edit button of the Particulars provision for INF Creation screen, the following window is displayed where he/she can insert/modify the details of an INF Good:
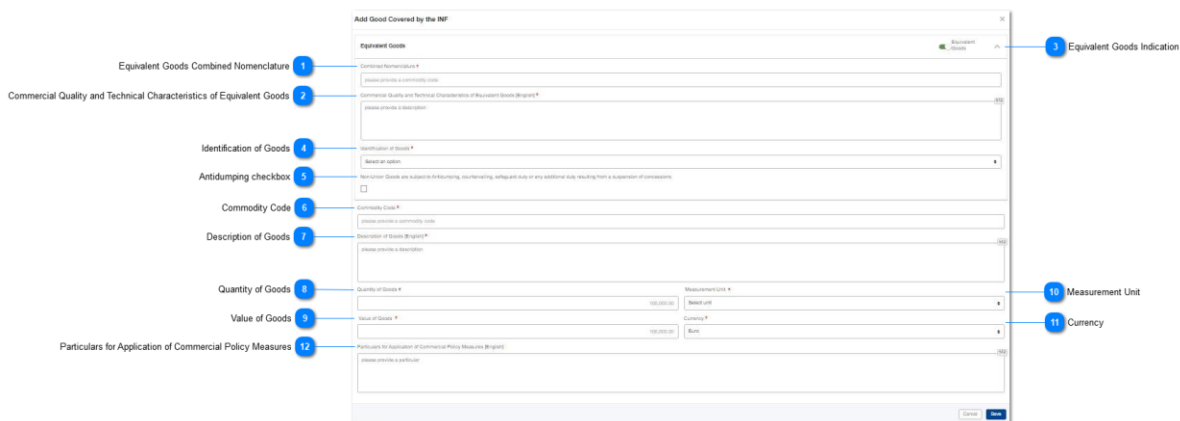
1 **Equivalent Goods Combined Nomenclature**
A field that is used for inserting the Equivalent Combined Nomenclature. The field is displayed only when Equivalent Goods Indication is checked and in that case it is also mandatory.

2 **Commercial Quality and Technical Characteristics of Equivalent Goods**
A field that is used for inserting a description text for Commercial Quality and Technical Characteristics. The field is displayed only when Equivalent Goods Indication is checked and in that case it is also mandatory.

3 **Equivalent Goods Indication**
Switch button that shows/hides the "Equivalent Goods" section of the window.

4 **Identification of Goods**
Clicking on this input, brings up a predefined list of values that user must select from:
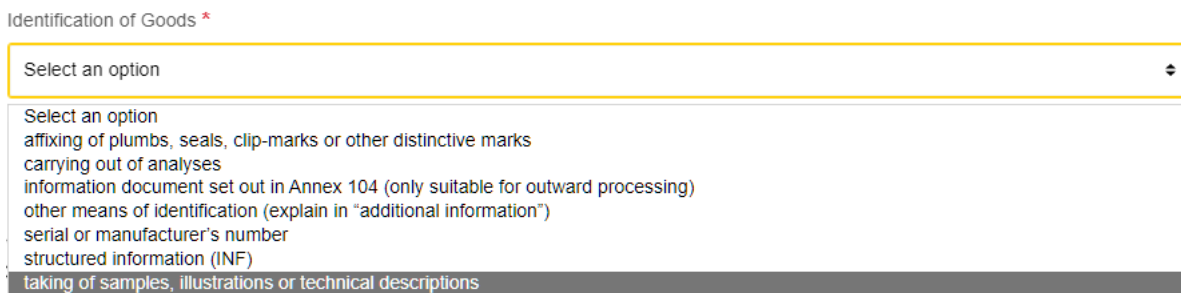
5 **Antidumping checkbox**
This is true/false input that the user can set or unset by clicking on it.

6 **Commodity Code**
Input for inserting a value for the Good(s) Commodity Code (mandatory field).

7 **Description of Goods**
Input for inserting a text value for the Description of Goods (mandatory field).

8 **Quantity of Goods**
Input for inserting a numeric value for Quantity of Goods (mandatory field).

9 **Value of Goods**
Input for inserting a numeric value for Value of Goods which is mandatory. Euro is the default value as provided by the application.

10 **Measurement Unit**
Clicking on this input, brings up a predefined list of values that user must select from.

11 **Currency**
Select from the drop-down menu a currency. Euro is the default value as provided by the system (mandatory field).

12 **Particulars for Application of Commercial Policy Measures**
Type here any additional particulars for the specific Good.

3.2. Add Processed Product Covered by the INF

Clicking on the Add INF Product button or the INF Product Edit button of the [Particulars Provision for INF Creation](#) screen, the following window appears where he/she can create/modify an INF Product:

1 **Commodity Code**
Input for inserting a value for the Processed Product Commodity Code (mandatory field).
The application provides an auto-complete functionality (a dropdown list with possible values) while the user is typing (after the 1st digit).

2 **Description of Processed Products**
Input for inserting a text for Description of Processed Products. This field is mandatory.

3 **Quantity of Processed Products**
Define here the numeric value for Quantity of Processed Products (mandatory field).

4 **Value of Processed Products**
Define here the numeric value for Value of Processed Products (mandatory field). Note here the default currency is Euro.

5 **Particulars for Application of Commercial Policy Measures**
Type here any additional particulars for the specific Product.

6 **Measurement Unit**
Clicking on this input, brings up a predefined list of values that user must select from.

7 **Currency**
Select from the drop-down menu a currency. Euro is the default value as provided by the system (mandatory field)

8 **Cancel**
Clicking on this button will cancel the addition of any data that were inserted in this window and have not been saved.

9 **Save**
Clicking on this button will save any data that were inserted in this window and this Processed Product will eventually be included in the initial submission.

The newly created INF Processed Product will be displayed in the "Particulars Provision for INF Creation" screen under the section "INF Processed Products".

4. Particulars Provision for INF Request

The Particulars provision for INF Request is showcased below:
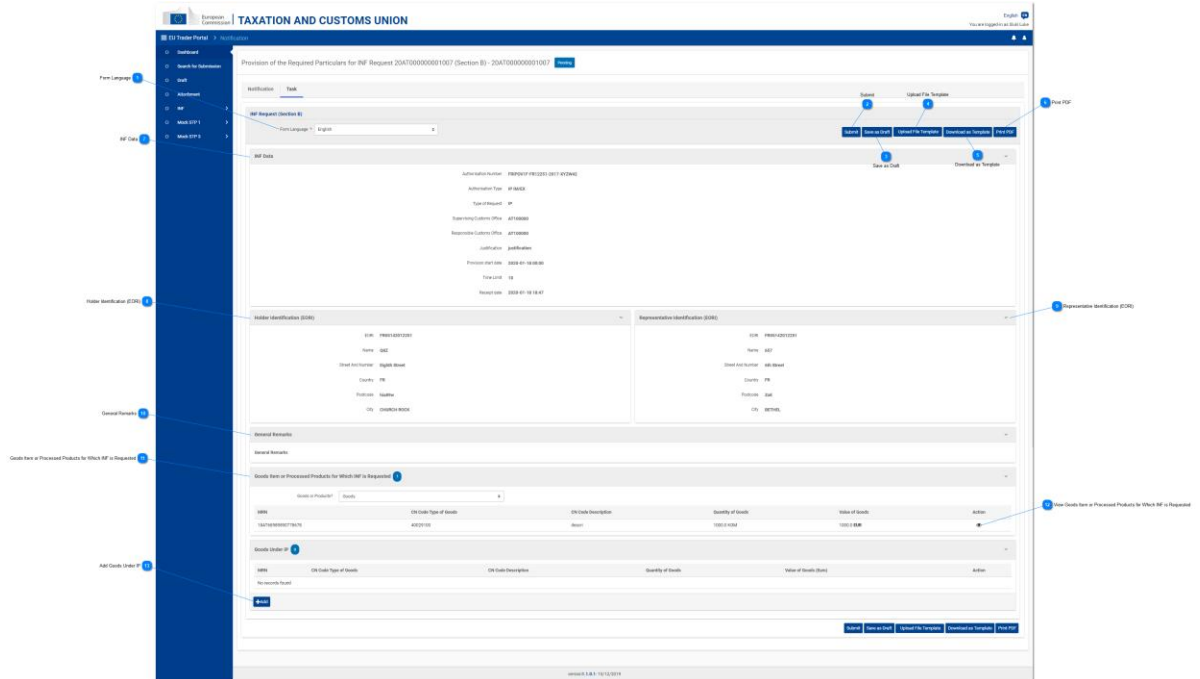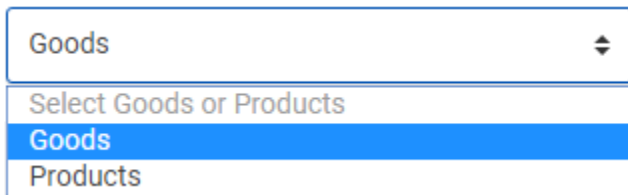
1 **Form Language**
Select the language of the particulars task form.

2 **Submit**
Clicking on this button, the particulars that are provided, are submitted.

3 **Save as Draft**
Clicking on the "Save as Draft" button, stores all of the data that the user has inserted up to that point. ==The system suggests a draft title and the user is able to amend it. When the user is editing a draft and saves it again with the same name, the existing draft is updated. When the user is editing a draft and saves it again with a new/different name, a new draft is created. When the user submits the draft, then it is removed from the Draft menu automatically.== The data is stored within the INF STP application and associated with each user's account.

4 **Upload File Template**
Clicking on the "Upload File Template" button, allows the user to populate the INF Request form with the data tha he/she has stored in his/her computer at a previous time. That previously stored data were generated by clicking on the "Download File as Template" button at some point in the past.

5 **Download as Template**
Clicking on the "Download File as template" button, generates an .xml file which then gets automatically downloaded in the user's workstation.
This .xml file, contains all the data that the user has inserted in this form up to that point and this way the data can be stored in the user's computer for future use.

To store the data within the INF STP application instead, click on the "Save as Draft" button.

6 **Print PDF**
Select the button to print the current page in a PDF format.

7 **INF Data**
Here are all the core information as recorded in the initial INF Request. (Read-only fields).

8 **Holder Identification (EORI)**
Here are all the Holder of Authorisation Information (details) in a read-only format.

9 **Representative Identification (EORI)**
Here are all the Representative Information (details) in a read-only format.

10 **General Remarks**
If any general remarks have been written during the INF Creation Request then, they will be visible here in a read-only format.

11 **Goods Item or Processed Products for Which INF is Requested**
Clicking on this input, a dropdown list is displayed and the user is expected to select one of the offered values.

Goods	⇕
Select Goods or Products	
Goods	
Products	

According to the selected value, the table below switches into showing entries that match the user's selected value.

e.g., If the user selects the value "Goods" then, the table below will display rows of "Goods".

12 **View Goods Item or Processed Products for Which INF is Requested**
Clicking on the eye icon, displays a window which shows the details of the specific good/product entry in the table.

e.g. of a view window:

Good Item for Which INF is Requested ⊗

Customs Declaration Reference Number (MRN)

21FR12345678901234

Commodity Code

40029100

Description of Goods [English]

Description Of Goods

Quantity of Goods	Measurement Unit
100	**Kilogram**

Value of Goods	Currency
1000	**Euro**

The above UI image contains the following fields in order:

- Customs Declaration Reference Number (MRN)
- Commodity Code
- Description of Goods (language as inherited by the request form)
- Quantity of Goods
- Value of Goods
- Measurement Unit
- Currency

13 **Add Goods Under IP**
Clicking on this button, brings up a window with the title "Add Goods Under IP".
This window can be used to provide and submit the particulars for the INF Request.

4.1. Add Goods Under IP

The user can reach the "Add Goods Under IP", by clicking on the "Add" button of the "Particulars provision for INF Request" screen.

 Customs Declaration Reference Number
In this input the user can insert the value for the MRN. This field is optional.

Commodity Code
Input for inserting a value for the Good Commodity Code (mandatory field).

Description of Goods
Input for inserting a text value for the Description of Goods (mandatory field).

Quantity of Goods
Input for inserting a numeric value for Quantity of Goods. This field is mandatory.

Value of Goods
Input for inserting a numeric value for Value of Goods in Euro. This field is mandatory.

Measurement Unit
Clicking on this input, brings up a predefined list of values that user must select from.

Currency
Select a currency from the list of values provided. Euro is the default value as provided by the application.

Cancel
Clicking on this button will cancel the addition of any data that were inserted in this window and have not been saved.

Save
Clicking on this button will save any data that were inserted in this window and this Good will eventually be included in the Particulars for INF Request submission.
      The newly created INF Good will be displayed in the Particulars provision for INF Request screen, inside the table "Goods Under IP".

5. Request for INF Information

Clicking on the menu link "Request for Provision of INF Information" redirects the user to the following screen. The user can then provide a valid INF Number and request to view the relevant INF Information.

INF Number input
This is a text input that is used for inserting an "INF Number". This filed is mandatory.
Submit button

Clicking on this button, submits the INF number that has been previoulsy inserted in the "INF Number input".
- If the value of the INF Number input is valid then the user will be redirected to the INF Information screen where he/she can view the details of specific INF for that particular INF Number.
- If the INF Number does not exist, then an error will be displayed:

DATA-INFDS-002

INF Number does not exist.
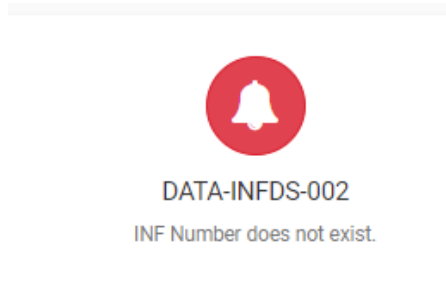
5.1 INF Information Details - INF Data

On this screen the user can view the details of an INF Information request, that he/she has previously requested by submitting an appropriate "INF number" in the screen "Request for INF Information". This screen is composed of 2 sub-screens that are accessed by clicking on each screen's tab.
In the image below the tab "**INF Data**" is showcased.

INF Information Request - IP EX/IM012BEIPOV1Tyyysqdqs [Available]

Close | Print PDF | Download as Template

INF Data | Status Data

INF Data ⌄

Authorization Number	BEIPOV1Tyyysqdqs
Authorization Type	IP EX/IM
Supervising Customs Office	AT100000
Submission Date	01/11/2018

Holder Identification (EORI) ⌄

EORI	BE05142012001
Name	Trader Fullname
Street And Number	Rue Street, A1 MARS
Country	BE
Postcode	10
City	Eurocity12

Representative Identification (EORI) ⌄

EORI	BE05142012001
Name	Trader Fullname
Street And Number	Rue Street, A1 MARS
Country	BE
Postcode	10
City	Eurocity12

General Remarks ⌄

sdf

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
✔

Goods Covered by the INF ① ⌄

Use Equivalent Goods?	CN Code Equivalent Goods	Commercial Quality and Technical Characteri... of Equivalent Goods	Suspension of Concession	Identificat... of Goods Code	CN Code Type of Goods	CN description of Goods Code	Quantity of Goods	Value of Goods	Particulars for Commercial Policy Measures	Action
✔	39012010	Commercial Quality and Technical Characteri... of Equivalent Goods	✔	6	40029100	Goods Description	10 KGM	222 EUR	sdf	👁

Processed Products Covered by the INF ① ⌄

CN Code Processed Products	Description of Processed Products	Quantity of Processed Products	Value of Processed Processed Products	Particulars for Commercial Policy Measures	Action
40029100	Goods Description 40029100	10 KGM	123 EUR	sdf	👁

Non Union Item Goods Placed Under IP ①

MRN	CN Code Type of Goods	CN Code Description	Quantity of Goods	Value of Goods	Action
355262523423423423	40029100	Goods Description	1 KGM	222 EUR	👁

Processed Products Subject To Prior Exportation ①

MRN	CN Code Type of Goods	Description of Processed Products	Quantity of Processed Products	Value of Processed Products	Action
425566625234234234	40029100	Goods Description 40029100	1 KGM	123 EUR	👁

Item Goods Which Can Be Placed Under IP ①

MRN	CN Code Type of Goods	CN Code Description	Quantity of Goods	Value of Goods	Action
	40029100	Goods Description	1 KGM	222 EUR	👁

Close | Print PDF | Download as Template

① **Close**
Clicking on this button returns the user to the "Request for INF Information" screen.

② **Print PDF**

Clicking on this button, brings up a preparation window for the user to configure how this page is going to be printed on paper.
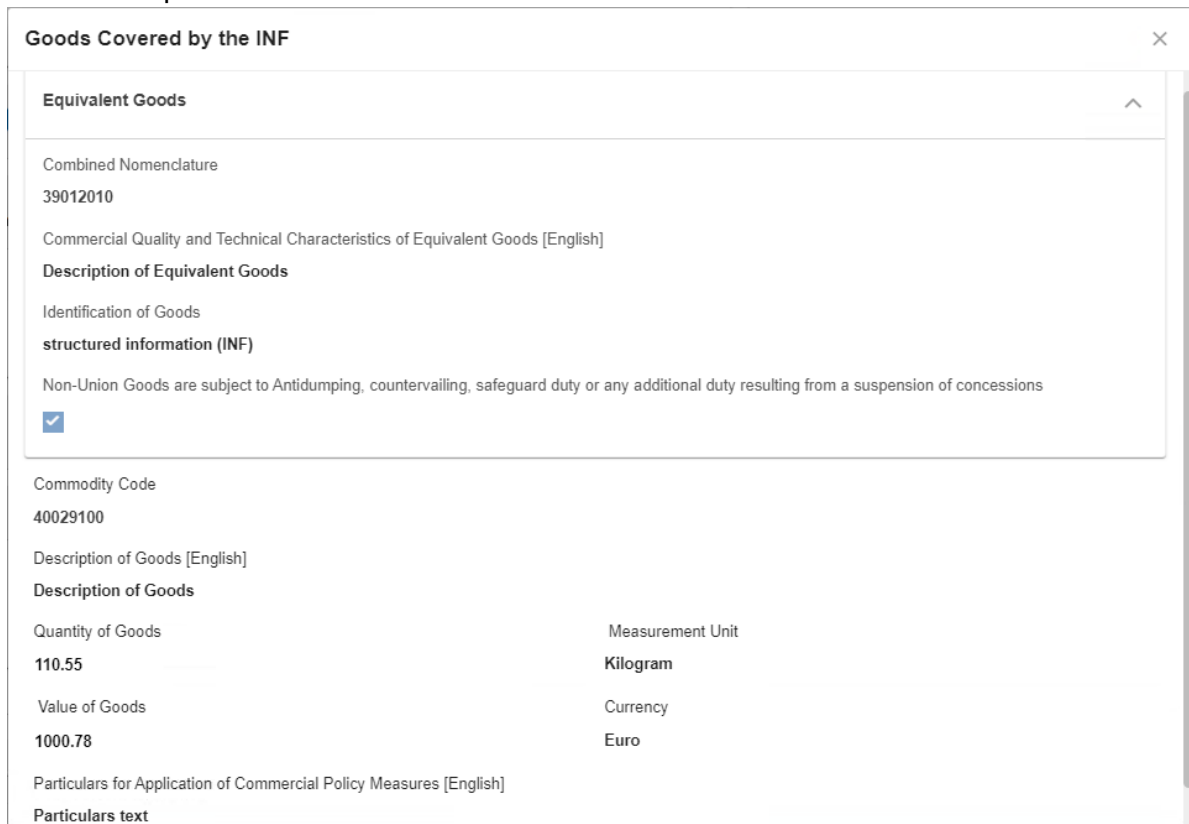
3   **Download as Template**
Clicking on the "Download as template" button, generates an .xml file which then gets automatically downloaded in the user's workstation.

4   **View Goods Button**
Clicking on the eye icon, a window is displayed that shows the details of that Goods entry in the table.

Example of Goods details window:

Goods Covered by the INF	×

Equivalent Goods ∧

Combined Nomenclature
39012010

Commercial Quality and Technical Characteristics of Equivalent Goods [English]
Description of Equivalent Goods

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
☑

Commodity Code
40029100

Description of Goods [English]
Description of Goods

Quantity of Goods	Measurement Unit
110.55	**Kilogram**
Value of Goods	Currency
1000.78	**Euro**

Particulars for Application of Commercial Policy Measures [English]
Particulars text

The above UI image contains the following fields in order:
•Equivalent Goods
oCombined Nomenclature
oCommercial Quality and Technical Characteristics of Equivalent Goods [Language of the description text]
oIdentification of Goods
oNon-Union Goods are subject to Antidumping, countervailing, safeguard duty or any additional duty resulting from a suspension of concessions
•Commodity Code
•Description of Goods [Language of the description text]
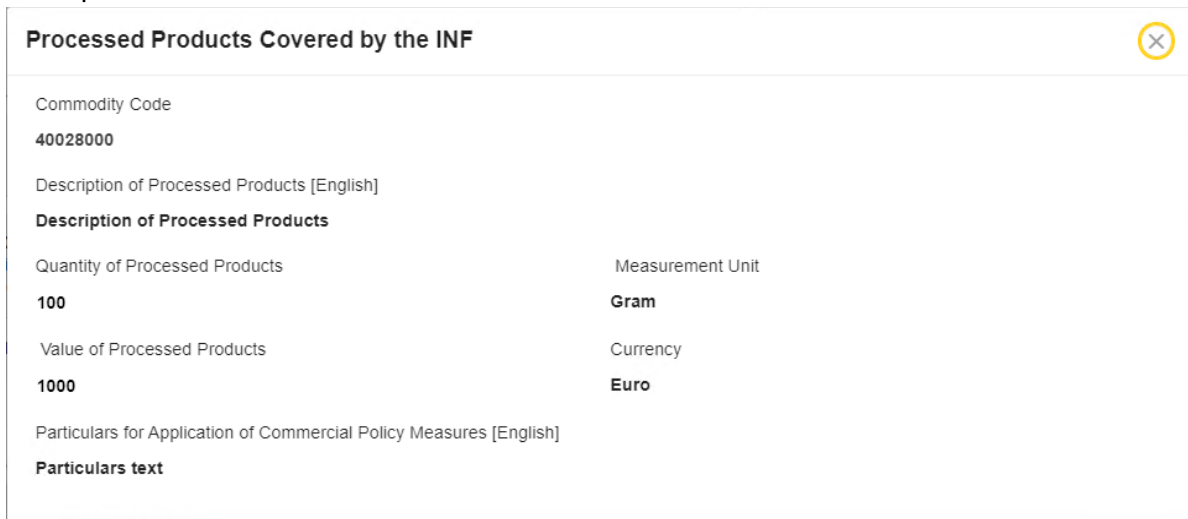•Quantity of Goods
•Measurement Unit

- Value of Goods
- Currency
- Particulars for Application of Commercial Policy Measures [Language of the description text]

5 **View Products Button**

Clicking on the eye icon, a window is displayed that shows the details of that Products entry in the table.

Example of Products details window:

Processed Products Covered by the INF ⊗

Commodity Code
40028000

Description of Processed Products [English]
Description of Processed Products

Quantity of Processed Products	Measurement Unit
100	**Gram**

Value of Processed Products	Currency
1000	**Euro**

Particulars for Application of Commercial Policy Measures [English]
Particulars text

The above UI image contains the following fields in order:
- Commodity Code
- Description of Processed Products [Language of the description text]
- Quantity of Processed Products
- Value of Processed Products
- Measurement Unit
- Particulars for Application of Commercial Policy Measures [Language of the description text]
  - Currency

6 **INF Data**

Here, the User can view all the core information of the INF.

7 **Holder Identification (EORI)**

Here, the User can view all the information of the Holder of Authorisation. e.g., Name, Country, City, etc...

8 **Representative Identification (EORI)**

Here, the User can view all the information of the Reprepsentative of the Authorisation. e.g., EORI number, Name, etc..

9 **General Remarks**

In case there have been provided any remarks related to the INF they will be visible in this section.

10 **Article 86(3) Indication**

In case the INF is subject to customs debt based on Article 86(3) the respective check box will be visible in this section.

11 **Prior Exportation Indication**

In case the INF is of Authorisation Type IP EX/IM the following check box will be marked and a Time Limit will have been defined by the requester.

12 **Goods Covered by the INF**

Under this section will be visible all the Goods which are declared within the INF.

13 **Processed Products Covered by the INF**

Under this section will be visible all the Products which are declared within the INF.

14 **Non Union Item Goods Placed Under IP**

Under this section will be visible all the Non Union Goods which are declared within the INF.

15 **Processed Products Subject To Prior Exportation**

Under this section will be visible all the Products Subject to prior exportation which are declared within the INF.

16 **Item Goods Which Can Be Placed Under IP**

Under this section will be visible all the Goods which were placed under IP.

5.2 INF Information Details - Status Data

On this screen the user can view the details of an INF Information request, that he/she has previously requested by submiting an appropriate "INF number" in the screen "Request for INF Information". This screen is composed of 2 sub-screens that are accessed by clicking on each screen's tab.

In the image below the tab "**Status Data**" is showcased.

1 **Close**
Clicking on this button returns the user to the "Request for INF Information" screen.

2 **Print PDF**
Clicking on this button, brings up a preparation window for the user to configure how

this page is going to be printed on paper.

Download as Template

Clicking on the "Download as template" button, generates an .xml file which then gets automatically downloaded in the user's workstation.