UCC INF SP

User guide
2020
INF-SP Application
Online Help
2020
Table of Contents

1. Login Customs Office ........................................................................................................................................ 5
2. Navigation Menu ................................................................................................................................................ 6
3. INF Management ................................................................................................................................................ 8
   3.1. Annul INF ..................................................................................................................................................... 9
   3.2. Amend INF ................................................................................................................................................... 10
4. INF Processing .................................................................................................................................................. 13
   4.1. Place Goods ................................................................................................................................................. 14
      4.1.1. Non Union Item Goods Placed Under IP ............................................................................................. 17
   4.2. Discharge Product(s) .................................................................................................................................... 19
      4.2.1. Processed Products Expected To Be Obtained Under IP .................................................................... 21
      4.2.2. Goods in Unaltered Stage ..................................................................................................................... 22
      4.2.3. Intermediate Products .......................................................................................................................... 24
   4.3. Export ............................................................................................................................................................ 26
      4.3.1. Processed Products Subject To Prior Exportation ............................................................................ 27
      4.3.2. Item Goods Which Can Be Placed Under IP ..................................................................................... 29
   4.4. Register Exit Result ...................................................................................................................................... 31
   4.5. Release .......................................................................................................................................................... 32
      4.5.1. Processed Products Which Can be Re-Imported Under OP ................................................................. 34
5. Dashboard ......................................................................................................................................................... 35
   5.1. My INFs ......................................................................................................................................................... 36
   5.2. Search for INF ............................................................................................................................................... 38
   5.3. My INF Requests ......................................................................................................................................... 40
   5.4. My Tasks ....................................................................................................................................................... 42
   5.5. My Notifications .......................................................................................................................................... 44
6. Insert INF Request (Section A) ........................................................................................................................ 46
   6.1. Add Goods Covered By INF ........................................................................................................................ 50
   6.2. Add Processed Product Covered by INF ..................................................................................................... 53
   6.3. Remaining Goods Quantities as Per the Authorisation ........................................................................... 55
   6.4. Multiple Upload of Goods .......................................................................................................................... 56
   6.5. Multiple Upload of Products ....................................................................................................................... 58
7. Insert Request INF (Section B) ........................................................................................................................ 60
   7.1. Goods Item For Which INF Is Requested ................................................................................................. 62
7.2. PROCESSED PRODUCTS FOR WHICH IS REQUESTED .......................................................... 64
7.3. REMAINING GOODS QUANTITIES AS PER THE AUTHORISATION .................................. 66
7.4. MULTIPLE UPLOAD OF GOODS .................................................................................... 67
7.5. MULTIPLE UPLOAD OF PRODUCTS ................................................................................. 69
8. INSERT INF ............................................................................................................................ 71
  8.1. ADD GOODS COVERED BY INF .................................................................................... 75
  8.2 ADD PROCESSED PRODUCT COVERED BY INF .............................................................. 78
  8.3. REMAINING GOODS QUANTITIES AS PER THE AUTHORISATION ............................... 80
  8.4. MULTIPLE UPLOAD OF GOODS .................................................................................... 81
  8.5. MULTIPLE UPLOAD OF PRODUCTS ................................................................................. 83
9. VIEW INF PAGES .................................................................................................................... 85
  9.1. INF VIEW - INF INFO .................................................................................................. 86
  9.2. INF VIEW - STATUS DATA TAB .................................................................................... 88
  9.3. NOTIFICATION VIEW .................................................................................................... 95
  9.4. TASK VIEW .................................................................................................................... 96
  9.5. VIEW GOODS COVERED BY THE INF ........................................................................ 98
  9.6. VIEW PROCESSED PRODUCTS COVERED BY THE INF ............................................. 99
  9.7. VIEW INF REQUEST - INF DATA ................................................................................ 100
  9.8. VIEW INF REQUEST - STATUS DATA ......................................................................... 103
10. LOGOUT ............................................................................................................................... 105
1. **Login Customs Office**

After signing in, the User will enter into INF-SP application by selecting with which Customs Office they will login in the following screen:

1. **Customs Office Code**

   Type here the Customs Office. The Application provides an auto-complete functionality (a dropdown list with possible values appears) while typing (after the 1st digit).

2. **Select Office Button**

   Click on the select office button in order to proceed with login.
2. Navigation Menu

The following links menu is displayed in the left side of the Applications screen. The User may navigate to a page by clicking on the relevant link.

1. "Dashboard" link
   Please click on the link in order to navigate to Dashboard screen.

2. "My INFs" link
   Please click on the link in order to navigate to "My INFs" screen.

3. "Search For INF" link

Please click on the link in order to navigate to "Search for INF" screen.

4. "My INF Request" link
   Please click on the link in order to navigate to "My INF Requests" screen.

5. "My Tasks" link
   Please click on the link in order to navigate to "My Tasks" screen.

6. "My Notifications" link
   Please click on the link in order to navigate to "My Notifications" screen.

7. "Insert INF Request (Section A)" link
   Please click on the link in order to navigate to Insert INF Request (Section A) screen.

8. "Insert Request INF (Section B)" link
   Please click on the link in order to navigate to Insert Request INF (Section B) screen.

9. "Insert INF" link
   Please click on the link in order to navigate to Insert INF screen.
3. INF Management

The User can utilize the Navigation Menu to either select the tab My INFs or Search for INF in order to locate the INF that they are about to manage and/or modify.

The My INFs tab contains a results grid with all the INFs introduced by the Customs Office.

The Search for INF allows the Customs Officer to search for one or more INFs and view it in a grid results format.

From either navigation method the User is able to manage an INF which has acquired an INF Number by the application.
3.1. ANNUL INF

The User can click on the Annul button from the View INF screen in order to proceed with the annulment of the INF:

1. **Annul INF Indicator**
   Set the Annul INF decision in the radio-button (Mandatory field). In case the decision is "NO" then, the below section is hidden.

2. **INF Annulment Justification**
   Type the justification information related to the INF annulment.

3. **Language**
   Select a language from the drop-down menu which will reflect the language of the justification text field.

4. **Cancel Button**
   Select cancel in order to cancel the annulment.

5. **Proceed Button**
   Select proceed in order to complete the annulment process.
3.2. Amend INF

The User can click on the Amend action button from the View INF screen in order to proceed with the amendment of the INF:
1. **General Remarks**
   The general remarks area is editable and can be modified as part of the amendment process.

2. **Add Good**
   During the amendment is possible to select the Add action button in order to declare additional Good(s).

3. **Edit Button**
   Click the Edit button in order to modify the existing entry of Good.

4. **Delete**
   Click the Delete button in order to remove the existing entry of Good from the INF.

5. **Add Product**
   During the amendment is possible to select the Add action button in order to declare additional Product(s).

6. **Edit Button**
   Click the Edit button in order to modify the existing entry of Processed Product.

7. **Delete Button**
   Click the Delete button in order to remove the existing entry of Product from the INF.

8. **Cancel**
   Click on Cancel action button in order to terminate the amendment process.
Click on the amend to proceed with the amendment of the INF. After selection of Amend a pop-up window will appear in order to type a justification of the amendment (Mandatory field).
4. INF PROCESSING

The Customs Officer manages and performs certain processing steps upon an INF. These actions can be performed from within the INF which has acquired an INF Number.

Depending on the Authorisation Type of an INF e.g. IP IM/EX the Application enables the User to trigger the appropriate Process.

In general, and based on the Authorization type, the application may render the following buttons for an INF respectively:

**IP IM/EX**
- Place Goods > Discharge Products > Exit

**IP EX/IM**
- Export > Exit > Place Goods

**OP IM/EX**
- Release > Place Goods > Exit

**OP EX/IM**
- Place Goods > Exit > Release
4.1. Place Goods

When the User clicks on the "Place Goods" button of the INF View - INF Info page, the Application renders a window where the User is able to proceed with the Placement of Goods.

For instance, in case of INF of type: IP IM/EX the following page will be displayed:

**Step 1:**

![Image of the INF View - INF Info page showing the Place Goods button and the subsequent window for placing goods.]

**Step 2:**
Whereas, in case of IP EX/IM firstly, the following screen will be visible:

![Image of the INF View - INF Info page showing the placement of goods for IP EX/IM.]

Here, the User needs to select via the date picker as seen in the UI screen above the last date of placement and select either to "Proceed" or "Cancel" the process of placement.

**Step 3:**
The User may insert the date and select whether to proceed with INF processing:

![Image of the INF View - INF Info page showing the process of placing goods for IP EX/IM.]

Here, the User needs to select via the date picker the actual Date of Placement and then, select either
"Yes" or "No" via the radio buttons which he/she will decide to proceed with the INF processing. Afterwards, the User needs to select either to "Proceed" or "Cancel" the placement process.

If the User select to "Proceed" in Step 3 then, the UI page in Step 1 appears to the User in order to fill it in and proceed and complete the placement process.

1. **MRN - Customs Declaration Reference Number**
   Insert here the movement reference number for this specific procedure of placement.

2. **Declaration Type**
   Select from the drop-down menu the corresponding declaration type.

3. **Requested Procedure Code**
   Select from the drop-down menu a value.

4. **Previous Procedure Code**
   Select from the drop-down menu a value.

5. **Cancel**
   Select cancel to abort the placement process.

6. **Proceed**
   Select proceed to continue and complete the placement process.

7. **Add Non Union Item Goods Placed Under IP**
   Select the action button add in order to fill the **Non Union Item Goods Placed Under IP** form.

Date: 23/01/2020
8  Customs Declaration of Placement IP Acceptance Date
Select via the date picker the date which corresponds to the acceptance date of the placement.

9  Last Date for Discharge
Select via the date picker which is the most accurate last date of discharge.
4.1.1. **NON UNION ITEM GOODS PLACED UNDER IP**

When user clicks on the Add Good button of the Place Good screen, the following Modal opens where he/she can import a Non Union Good:

1. **Equivalent Goods Indication**
   Switch button for display/hide the "Equivalent Goods" section of the Modal.

2. **Equivalent Goods Commodity Code**
   Insert the Equivalent Commodity Code. The field is displayed when the equivalent goods indication is checked (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 checked (Mandatory field).

4. **Language**
   Select the Language of the Commercial Quality and Technical Characteristics description. The drop-down is displayed when Equivalent Goods Indication is checked (Mandatory field).

5. **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 checked (Mandatory field).

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

7 Commodity Code
Insert the Good(s) Commodity Code (Mandatory field).

8 Description of Goods
Insert the Description of Goods (Mandatory field).

9 Language
Select the Language of the Description of Goods from the drop-down menu (Mandatory field).

10 Quantity of Goods
Insert the Quantity of Goods (numerical value - Mandatory field).

11 Value of Goods
Insert the Value of Goods (Numerical value - Mandatory field).

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

13 Currency
Select from the drop-down menu the Currency for the provided Value of Goods.

14 Cancel
Click on the button to cancel the previously inserted Good.

15 Save
Click on the button to save the inserted Good.

Date: 23/01/2020
4.2. Discharge Product(s)

When the User clicks on the "Discharge Product" button of the INF View - INF Info UI page, the following page opens where the Customs Officer may insert the Declaration of Discharge Acceptance date:

**Step 1:**

Following, provide a decision about the Processing of the INF by selecting either "Yes" or "No" via the radio button (see image below):

**Step 2:**

In case of positive decision (Yes), the User should select "Proceed" and fill in the form below and define at least one Processed Products Expected To Be Obtained Under IP.

In case, the User needs to define "Goods in Unaltered Stage" or "Intermediate Products" he/she should select the corresponding check box as seen in the form below.

Afterwards, the User should select to either "Proceed" or "Cancel" for the Discharge process.

**Step 3:**
1. **Declaration of Discharge Acceptance Date**
Select via the date picker the actual date of discharge.

2. **Cancel**
Select "Cancel" in order to abort the Discharge process.

3. **Proceed**
Select the "Proceed" action button in order to proceed and complete the Discharge process.
4.2.1. **Processed Products Expected To Be Obtained Under IP**

When the User clicks on the Add action button on the grid of Processed Products Expected to Be Obtained under IP the following window opens up where he/she can import a Product:

1. **Commodity Code**
   Insert the Product(s) Commodity Code (Mandatory field).

2. **Description of Products**
   Type here a description for the specific product (Mandatory field).

3. **Language**
   Select from a drop-down list a language for the description text (Optional).

4. **Quantity of Products**
   Insert the Quantity of the Product (numerical value - Mandatory field).

5. **Value of Products**
   Insert the Value of the Product (Numerical value - Mandatory field).

6. **Measurement Unit**
   Select from the drop-down menu the Measurement Unit of the provided Quantity of Product(s) (Mandatory field).

7. **Currency**
   Select from the drop-down menu the currency for the provided Value of Product(s). Euro is the default value as provided by the application.

Date: 23/01/2020
4.2.2. Goods in Unaltered Stage

In the case where the User is at the Discharge process of an INF and select as seen in the image below the check box "Goods in Unaltered Stage Indication" then, an additional grid becomes visible to the User.

As seen in the image below:

1. **Goods in Unaltered Stage Indication**
   During the Discharge process select the check box in case you wish to declare that there are Goods in Unaltered Stage. Upon selection, a new grid named "Goods in Unaltered Stage" becomes visible.

2. **Edit Goods in Unaltered Stage**
   Select "Edit" in order to edit the existing entry of Goods.

3. **Delete Goods in Unaltered Stage**
   Select "Delete" in order to remove the existing entry of Goods.

4. **Add Goods in Unaltered Stage**
   Select "Add" in order to add a new entry of Goods.

5. **Cancel**
   Select "Cancel" to abort the process of Discharge.
6 Proceed
Select "Proceed" to complete the Discharge process.
4.2.3. Intermediate Products

In the case where the User is at the Discharge process of an INF and select as seen in the image below the check box "Intermediate Products Indication" then, an additional grid becomes visible to the User.

As seen in the image below:

**1. Intermediate Products Indication**
During the Discharge process select the check box in case you wish to declare that there are Intermediate Products. Upon selection, a new grid named "Intermediate Products" becomes visible.

**2. Add Intermediate Products**
Select the "Add" button in order to add a new entry of Intermediate Products.

**3. Process can continue**
Select "Yes" if you wish to continue the process of Discharge. Select "No" to halt the Discharge process. In case of "No" the "Proceed" action button becomes greyed out and the only option is to select to cancel the Discharge procedure.

**4. Cancel**
Select "Cancel" in order to abort the Discharge procedure.

Date: 23/01/2020
Select "Proceed" in order to complete the Discharge procedure.
4.3. EXPORT

When the User clicks on the "Export" button of the INF View - INF Info UI page, the following window opens where he/she can proceed with the Export process:

1. **MRN (Customs Declaration Reference Number)**
   Insert here the movement number for the specific Export process (Mandatory field).

2. **Add Processed Products Subject to Prior Exportation**
   Select to insert a processed product which is subject to prior exportation.

3. **Export Declaration Under IP EX/IM was accepted**
   Select via the date picker the export declaration date (Mandatory field).

4. **Add Item Goods Which Can Be Placed Under IP**
   Select to insert goods to be placed under inward processing.

5. **Last Date of Placement for Non-Union Goods which are replaced by equivalent goods under inward processing**
   Select via the date picker the last date of placement (Mandatory field).

6. **Cancel**
   Click to cancel the entire export process.

7. **Process**
   Click to proceed with the export process.
4.3.1. **Processed Products Subject To Prior Exportation**

When the User clicks on the **Add** button on the grid of Processed Products Subject To Prior Exportation the following window opens up where he/she can import a Product:

![Processed Products Subject To Prior Exportation](image)

1. **Product Commodity Code**
   Insert the Product(s) Commodity Code (Mandatory field).

2. **Description of Products**
   Type here a description for the specific product (Mandatory field).

3. **Language**
   Select from a drop-down list a language for the description text (Optional).

4. **Quality of Products**
   Insert the Quantity of the Product (numerical value - Mandatory field).

5. **Value of Products**
   Insert the Value of the Product (Numerical value - Mandatory field).

6. **Measurement Unit**
   Select from the drop-down menu the Measurement Unit of the provided Quantity of Product(s) (Mandatory field).

7. **Currency**
   Select from the drop-down menu the currency for the provided Value of Product(s). Euro is the default value as provided by the application.
8 Save
Click on the button to save the inserted Product.

9 Cancel
Click on the button to cancel the inserted Product.
4.3.2. **ITEM GOODS WHICH CAN BE PLACED UNDER IP**

When the User clicks on the **Add** button on the grid of Item Goods Which Can Be Placed Under IP the following window opens up where he/she can import a Good.

**Equivalent Goods Indication**
Switch button for display/hide the "Equivalent Goods" section of the Modal.

**Equivalent Goods Commodity Code**
Insert the Equivalent Commodity Code. The field is displayed when the equivalent goods indication is checked (Mandatory field).

**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 checked (Mandatory field).

**Language**
Select the Language of the Commercial Quality and Technical Characteristics description. The drop-down is displayed when Equivalent Goods Indication is checked (Mandatory field).

**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 checked (Mandatory field).
6 **Antidumping**
Check or uncheck the field to mark whether the Equivalent Good is subject to Antidumping. The checkbox is displayed when Equivalent Goods Indication is enabled.

7 **Goods Commodity Code**
Insert the Good(s) Commodity Code (Mandatory field).

8 **Description of Goods**
Insert the Good(s) Commodity Code (Mandatory field).

9 **Quantity of Goods**
Insert the Quantity of Goods (numerical value - Mandatory field).

10 **Value of Goods**
Insert the Value of Goods (Numerical value - Mandatory field).

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

12 **Currency**
Select from the drop-down menu the Currency for the provided Value of Goods.

13 **Cancel**
Select cancel to cancel the process.

14 **Save**
Select save to complete and store the entry.

Date: 23/01/2020
4.4. REGISTER EXIT RESULT

When the User clicks on the "Exit" button of the INF View - INF Info UI page, the following window opens up where the Customs Officer can proceed with the Exit process:

1. **Declaration Reference Number (MRN)**
   The Movement Reference Number is a drop-down field where the user selects from all the available MRN numbers which are to be exited. One value can be selected per exit result.

2. **Control Result Code**
   Select the Control Result Code from the dropdown menu.

3. **Exit Date**
   Using the date picker select the actual exit date for the specific MRN number.

4. **Exit Stopped Date**
   Using the date picker select the date of exit stopped. The date is optional.

5. **State Of Seals**
   Select the State of Seals from the dropdown menu.

6. **Cancel Button**
   By selecting the cancel function button the entire process is cancelled.

7. **Proceed Button**
   By selecting the proceed function button the registration of the exit result will complete and be recorded within the INF.
4.5. RELEASE

When the User clicks on the Release action button of the INF View - INF Info UI page, the application renders a page where the User will be able to initiate the Release process.

In the case of an INF with Authorisation Type OP EX/IM the first step is for the User to select the actual date of Re-Importation for the Products as seen in the image below.

Step One:

Upon selection of the "Proceed" action button the application proceeds to the next UI page where the User imports some necessary information for the Release process as seen in the image below.

Step Two:

Here, the User should import the following mandatory fields (with red asterisk):

• MRN: The Customs Declaration Reference Number of the Release procedure
• Declaration Type: Here the User is able to select from a drop-down menu a value
• Requested Procedure Code: Here the User is able to select from a drop-down menu a value as seen in the image below:
• **Previous Procedure Code:** Here the User is able to select from a drop-down menu a value as seen in the image below:

![Dropdown Menu Image]

Afterwards, the User should select the action button "**Add**" on the right side of the UI page which belongs to the grid "**Processed Products Which Can be Re-Imported Under OP**" in order to add Product(s). Following the addition of Products the User should select to either "Cancel" or "Proceed" with the Release process.
4.5.1. **Processed Products Which Can be Re-Imported Under OP**

1. **Commodity Code**
   Insert here the CN Code for the product.

2. **Description of Products**
   Type here any description of the specific product.

3. **Quantity of Products**
   Insert here the quantity for the specific product.

4. **Value of Products**
   Insert here the value of the quantity of products.

5. **Measurement Unit**
   Select from a list of available values the proper unit.

6. **Currency**
   Select from a list of available values the proper currency. The default value is Euro.

7. **Cancel**
   Select cancel to abort the procedure.

8. **Save**
   Select save in order to save the entry of product.
5. Dashboard

After successful login or click on the relevant link of **Menu**, the User is landed to the Dashboard screen:

**1. Latest Tasks list**
List of the Tasks generated for the logged in Customs Office. The User should click on any "Task" of the Table in order to navigate to the specific **Task's View** screen.

**2. Recently Processed INF list**
List of the INFs processed by logged in Customs Office. The User should click on any INF of the Table in order to navigate to the specific **INF's View** screen.

**3. Latest Notification List**
List of the Notifications generated for the logged in Office. The user should click on any "Notification" in the Table in order to navigate to the specific **Notification's View** screen.

---

Date: 23/01/2020
5.1. My INFs

The User clicks on the My INFs link from the Menu, the Application displays an overview of the INFs inserted by the logged in Customs Office (in tabular format with paging/sorting capabilities as presented below).

For each INF the screen provides the following properties:
1. Authorization Number
2. Authorization Type
3. Creation Date
4. HoA EORI
5. HoA Name
6. INF Number
7. Status
8. Processing Date

The User may click on an INF (table row) in order to navigate to the specific INF View page.

1. Sorting
   Click on the button for each row to sort the search results.

2. Reload
   Click on reload button in order to refresh the search results.

3. Export Data Button
   Click on the export data button in order to export in a CSV file the search results which will automatically save into your workstation. The exported file will include the first 100 results.

4. HoA EORI
   The Holder of Authorisation EORI Number is visible in this column.

5. HoA Name

Date: 23/01/2020
The Holder of Authorisation Name is visible in this column.

6  **INF Number**  
The acquired INF Number for an INF is visible in this column. Each row corresponds to an INF.

7  **Status**  
The INF Status is visible in this column.

8  **Processing Date**  
If there has been a processing upon the INF in this column the processing date will be visible.
5.2. Search for INF

The User clicks on the Search For INF link from the Menu, the Application renders an overview of all INFs (in tabular format with paging/sorting capabilities as presented below).

The User may click on an INF (table row) in order to navigate to the specific INF View page.

The User can perform a Search based on specific filter criteria by inserting the relevant value in the text field under the specific INF property (column).

As shown in the screenshot, the possible search filter criteria are:
1. Authorization/Declaration Number
2. Authorization Type
3. Creation Date
4. HoA EORI
5. HoA Name
6. INF Number
7. Status
8. Processing Date

For instance the User may insert "IP IM/EX041FRIPOFR12251-2017-XYZW42" in "INF Number" column and the Application should return the INF that matches the past criterion (please see screen below)
1. **Authorisation/Declaration Number**
A text field is available to type in the Authorisation or declaration number which you are searching for.

2. **Authorisation Type**
The drop-down menu provides the Authorisation types which are available in the INF-SP system in order to filter by a selection the results.

3. **Creation Date**
The date picker allows to select a specific date and filter the search results by this date.

4. **Sorting**
The "up" and "down" arrows allow to sort the search results by ascending or descending order.

5. **Paging**
Select from a number of results in order to bring less or more search results to the screen.

6. **Reset Filters Button**
Allows to reset any search criteria already selected within the UI page.

7. **HoA Name**
Here the User can view and search by the Holder of Authorisation Name.

8. **INF Number**
Here the User can view and search by the INF Number.

9. **Status**
Here the User can view and filter by the INF Status.

10. **Reload**
Select the reload button in order to reload the search results.

11. **Export Data**
Select the export data button in order to export the search results in a CSV file.

Date: 23/01/2020
5.3. **My INF Requests**

The User clicks on the **My INF Request** link from the **Menu**, the Application renders an overview of the INF Requests created by the logged in Customs Office (in tabular format with paging/sorting capabilities as presented below).

The User may click on an INF Request (table row) in order to navigate to the specific INF Request page.

For instance the User may insert "19AT000000000001" in the column "Submission Reference Number" and the Application should return the INF Request that matches this criterion (please see screen below):

As shown in the screenshot above, the columns/search criteria are the following:

1. Date/Time of Reception
2. Request Type
3. Submission Reference Number
4. Authorization/Declaration Number
5. Authorization Type
6. HoA EORI
7. HoA Name
8. INF Request Status

The columns are elaborated in the numbering/annotation in the first UI page and their description can be found below as well.

**Date/Time of Reception**

Here shows the date and time that the INF Request has been received by the INF-SP application.
2 **Request Type**
The type of the request (Section A or Section B INF Request).

3 **Submission Reference Number**
The column indicates the submission reference number of this INF Request.

4 **Authorisation/Declaration Number**
The column indicates the Authorisation or Declaration Number acquired by the INF from this INF Request.

5 **Authorisation Type**
The column allows the user to select from the drop-down menu an Authorisation Type in order to filter out results.

6 **HoA EORI**
The column indicates the Holder of Authorisation EORI number and allows the user to search by a specific EORI number.

7 **HoA Name**
The column indicates the Holder of Authorisation Name and allows the user to search by a specific name.

8 **INF Request Status**
The column indicates the status of the specific INF Request which exists currently at. The user is able to select from a drop-down menu a status value to search by.

9 **Reload**
Select the button to reload the search results.

10 **Export Data**
Select the button to export the search results in a CSV file in your local workstation.

11 **Reset Filters**
Select the button in order to reset the current search criteria.
5.4. **My Tasks**

The User clicks on the **My Tasks** link from the **Menu**, the application renders an overview of the Tasks for the logged in Customs Office (in tabular format with paging/sorting capabilities as presented below).

The User may click on a Task (table row) in order to navigate to the specific **View Task** page.

For instance, the User may insert "18AT000000000031" in "INF Number or SRN" column and the Application should return the Task that refer to the inserted SRN (please see screen below):

As shown in the screenshot above, the columns/search criteria are the following:

1. Creation Date
2. INF Number or SRN
3. Authorization Number
4. Authorization Type
5. Task Type
6. Task Done

The columns are elaborated in the numbering/annotation in the first UI page and their description can be found below as well.

**1. Creation Date**
The date that the Task was created.

**2. INF Number or SRN**
The column indicates the INF Number if acquired or the Submission Reference Number (SRN).

<table>
<thead>
<tr>
<th></th>
<th>Authorisation Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The column indicates the Authorisation Number of each Task. The user can search by a specific Authorisation Number.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Authorisation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The user can select from a drop-down menu a specific Authorisation Type to search from.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Task Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The user can select from a drop-down menu a specific Task Type to search from.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Task Done</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The user can select from a task that is completed or not.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Reload</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select the button in case you need to reload the search results.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Export Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select the button in case you need to export the search results in a CSV file in your local workstation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Reset Filters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select the button to reset the current search criteria.</td>
</tr>
</tbody>
</table>
5.5. **My Notifications**

The User clicks on the *My Notifications* link from the *Menu*, the Application renders an overview of the Notifications for the logged in Customs Office (in tabular format with paging/sorting capabilities as presented below).

The User may click on a Notification (table row) in order to navigate to the specific *View Notification* page.

For instance, the User may insert "18AT000000000031" in "INF Number or SRN" column and the Application should return the list of Notifications that refer to the inserted SRN (please see screen below):

As shown in the screenshot, the possible search filter criteria are:

1. Creation Date
2. INF Number or SRN
3. Authorization Number
4. Notification Type

The columns are elaborated in the numbering/annotation in the first UI page and their description can be found below as well.

Date: 23/01/2020
1. **Creation Date**
The date that the Notification was created.

2. **Request Type**
The type of the request for this INF Request.

3. **INF Number or SRN**
The column indicates the INF Number if acquired or the Submission Reference Number (SRN).

4. **Authorisation Number**
The column indicates the Authorisation Number of each Task. The user can search by a specific Authorisation Number.

5. **Authorisation Type**
The user can select from a drop-down menu a specific Authorisation Type to search from.

6. **Notification Type**
The column indicates the type of the Notification. The user can select from a drop-down menu a value to filter by the search results.

7. **Reload**
Select the button in case you need to reload the search results.

8. **Export Data**
Select the button in case you need to export the search results in a CSV file in your local workstation.

9. **Reset Filters**
Select the button to reset the current search criteria.
6. **INSERT INF REQUEST (SECTION A)**

The user should click on the [Insert INF Request (Section A)] link from the [Menu] in order to insert an "INF Request (Section A)" by filling in the form below:

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

2. **Supervising Customs Office**
   The current Customs Office that initiates the INF Creation Request. (Read-only field).

3. **Authorisation Number OR Declaration Number**
   Select via the radio button if the number to be imported underneath will be an Authorisation Number or a Declaration Number.
4. **Authorisation/Declaration Number**
Type the number as selected in the radio button field above.

5. **Holder Identification (EORI)**
Upon insertion of the Authorisation Number the system based on this number will pre-fill the Holder information. In the case where the Authorisation Number is not found in the external system of CDMS you should fill in the EORI information manually.

6. **Holder Address (EORI) Data Group**
Upon insertion of the Authorisation Number the system based on this number will pre-fill the Holder information. In the case where the Authorisation Number is not found in the external system of CDMS you should fill in the information manually.

7. **Submission Date**
Select from the date picker the actual submission date of the INF Request.

8. **Authorisation Type**
Upon insertion of the Authorisation Number the system will either pre-fill the value or provide the respective values to be selected from the user. In the latter case, select a value from the drop-down menu.

9. **Representative Identification (EORI)**
Upon insertion of the Authorisation Number the system based on this number will pre-fill the Representative information. In the case where the Authorisation Number is not found in the external system of CDMS you should fill in the EORI information manually.
10 Representative Address
Upon insertion of the Authorisation Number the system based on this number will pre-fill the Representative information. In the case where the Authorisation Number is not found in the external system of CDMS you should fill in the EORI information manually.

11 General Remarks
A free text field. (Optional).

12 Goods Covered by the INF
Table that displays the list of the created INF Goods. After the creation of an INF Good (by clicking on "Add" button and fill in the Add Good Item Covered By INF modal), the newly created good will be displayed in this section:

The user will be able to "Edit" or "Delete" the declared INF Good.

13 Goods Quantities Button
Select the button to view a report with all the available Commodity Codes and their respective remainder quantities for the Authorisation Number imported in the form.

14 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 in order to be accepted by the system.

15 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.

16 Add Goods Button
Select the action button for adding a single Good. Upon selection a pop-up window of "Add Goods Covered by the INF" is presented.

17 Processed Products Covered by the INF
Table that displays the list of the created INF Products. After the creation of an INF Product (by clicking on "Add" button and fill in the Add Processed Product Covered by INF modal), the newly created product will be displayed in this section:

Date: 23/01/2020
The user will be able to "Edit" or "Delete" the declared INF Product.

18 Submit Button
Select submit in order to proceed with the INF Request.

19 Cancel
Select cancel in order to cancel the entire form entries.
6.1. Add Goods Covered By INF

When the user clicks on the Add button within the Insert INF Request (Section A) screen, the following pop-up window opens up where they can specify and declare Goods:

1. **Equivalent Goods Indicator**
   Switch button for display/hide the "Equivalent Goods" section within the pop-up window.

2. **Equivalent Commodity Code**
   Insert the Equivalent Commodity Code. The field is displayed when Equivalent Goods Indication is enabled (Mandatory field).

3. **Commercial Quality and Technical Characteristics**
   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**
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). The Application provides an auto-complete functionality (i.e. a dropdown list with possible values is appeared) while the user is typing (after the 3rd character).

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

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

10 **Value of Goods**
Insert the Value of Goods (Numerical value - Mandatory field).

11 **Currency**
Select from the drop-down menu a currency. Euro is the default value as provided by the system. **Value of Goods**.

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

13 **Cancel button**
Click on the button to cancel the entire entry.

Date: 23/01/2020
Save button
Click on the button to save the inserted INF Good. The declared INF Good will be displayed in Insert INF Request (Section A) screen under section INF Goods.
6.2. **ADD PROCESSED PRODUCT COVERED BY INF**

When user clicks on the **Add INF Product** button of the **Insert INF Request (Section A)** screen, the following Modal opens where he can create an INF Product:

![Modal for adding INF Product](image)

1. **Commodity Code**
   Insert here the 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).

2. **Description of Goods**
   Insert here the description of Goods (Mandatory field).

3. **Quantity of Goods**
   Insert here the Quantity of Goods (numerical value - Mandatory field).

4. **Value of Goods**
   Insert here the Value of Goods (Numerical value - Mandatory field).

5. **Measurement Unit**
   Select from the dropdown menu the Measurement Unit of the provided **Quantity of Goods** (Mandatory field).

6. **Currency**
   Select from the dropdown menu the Currency for the provided **Value of Goods (other Currency)**. Euro is the default value as provided by the system.

Date: 23/01/2020
Particulars for Application of Commercial Policy Measures
Add here the Particulars for Application of Commercial Policy Measures in the multiple lines of text field.

Cancel button
Click on the button to cancel the entry.

Save button
Click on the button to save the inserted INF Product. The created INF Product will be displayed within the Insert INF Request (Section A) screen under section INF Products.
6.3. 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 (Section A).

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 retrieved by the external system CDMS for this Authorisation Number.

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.

Date: 23/01/2020
6.4. **Multiples Upload of Goods**

When at the [Insert INF Request (Section A)] 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-SP application. Last, the fourth sheet contains all the reference data which are utilized 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 three columns. The Equivalent Goods are optional to fill in.
6.5. **MULTIPLE UPLOAD OF PRODUCTS**

When at the Insert INF Request (Section A) 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:

![Excel Template Screenshot](image)

**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-SP application. Last, the fourth sheet contains all the reference data which are utilized 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 "Goods Quantity" and select from the column "Measure Unit" from a list of available values.

Date: 23/01/2020
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.
7. **INSERT REQUEST INF (SECTION B)**

The user should click on the **Insert INF Request (Section B)** link from the **Menu** in order to insert a "Request INF (Section B)" by filling in the form below:

1. **Type of Request**  
   Please select from the dropdown menu the Type of Request (Mandatory field)

2. **Supervising Custom Office**  
   Please insert the Supervising Custom Office (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 3rd character)

3. **Authorization Number**  
   Please insert the Authorization Number (Mandatory field)

4. **INF Submission date**  
   Please select the INF submission date (Mandatory field)

5. **Responsible Customs Office**  
   Read-only field that display the Responsible Customs Office.

Date: 23/01/2020
6 Authorization Type
Read-only field that displays the Authorization Type

7 Save button
Please click on the Save button in order to save the INF Request (Section B)

8 Cancel button
Please click on the Cancel button in order to cancel the previously inserted INF Request (Section B) data.

9 General Remarks Description
Please insert the Description of General Remarks

10 General Remarks Language
Please select from the drop-down menu the Language of the previously inserted General Remarks Description.

11 Goods or Products
Please select from the drop-down whether a Goods or Product will be created.

12 Reference Number
Please insert the Movement Reference Number (Mandatory field)

13 Add button
Click on the button in order to create an INF Good or Product. The INF Goods modal is described in section: Goods Item For Which INF is Requested. The INF Products modal is described in section: Processed Product For Which Is Requested.
7.1. **GOODS ITEM FOR WHICH INF IS REQUESTED**

When user clicks on the "Add INF Good" button of the [Insert INF Request (Section B)](##) screen, the following Modal opens where he can create an INF Good:

![Modal for creating INF Good]

1. **Commodity Code**
   
   Insert the 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).

2. **Description of Goods**

   Insert the Description of Goods (Mandatory field).

3. **Quantity of Goods**

   Insert here the Quantity of Goods (numerical value - Mandatory field).

4. **Value of Goods**

   Insert here the Value of Goods (Numerical value - Mandatory field).

5. **Measurement Unit**

   Select from the drop-down menu the measurement unit for the provided Quantity of Goods (Mandatory field).

6. **Currency**

   Select from the drop-down menu the currency for the provided value of goods. Euro is the default currency as provided by the system.
7 **Cancel**
Click on the button to save the INF Good.

8 **Save**
Click on the button to save the INF Good.
7.2. PROCESSED PRODUCTS FOR WHICH IS REQUESTED

When user clicks on the "Add INF Product" button of the Insert Request INF (Section B) screen, the following Modal opens where he can create an INF Product:

1. Commodity Code
   Insert here the Commodity Code (Mandatory field). The Application provides an auto-complete functionality (a dropdown list with possible values is appears) while the user is typing (after the 1st digit).

2. Description of Goods
   Insert here the Description of Goods (Mandatory field).

3. Quantity of Goods
   Insert here the Quantity of Goods (numerical value - Mandatory field).

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

5. Value of Goods

6. Currency
   Select a currency value from the drop-down menu list of values. Euro is the default value as provided by the application and it is editable.
7 **Cancel**
Click on the button to cancel the previously inserted Products data.

8 **Save**
Click on the button to save the INF Product.
7.3. 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 (Section A).

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 retrieved by the external system CDMS for this Authorisation Number.

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.
7.4. **Multiple Upload of Goods**

When at the *Insert Request INF (Section B)* 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:

![Excel Template Image]

**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-SP application. Last, the fourth sheet contains all the reference data which are utilized 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.

Date: 23/01/2020
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.

Equivalent Goods
In case of Equivalent Goods per each Good declared fill in the three columns. The Equivalent Goods are optional to fill in.
### 7.5. **Multiple Upload of Products**

When at the *Insert Request INF (Section B)* 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:

![Excel Template](image)

**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-SP application. Last, the fourth sheet contains all the reference data which are utilized 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 "Goods 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.
8. **INSERT INF**

The user should click on the **Insert INF** link from the **Navigation Menu** in order to insert an "INF" by filling in the form below:

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

2. **Supervising Customs Office**
   Please insert the Supervising Customs Office (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 3rd character).

3. **Authorisation/Declaration Number Radio Button**
   Select via the radio button if the number to import below is an Authorisation or a declaration number.

4. **Authorisation/Declaration Number**
   Type here the number depending on the selection of the radio button.
5 **Holder Identification (EORI)**
Upon insertion of the Authorisation Number the system based on this number will pre-fill the Holder information. In the case where the Authorisation Number is not found in the external system of CDMS you should fill in the EORI information manually.

6 **Holder's Name**
In case of manual import, insert here the Holder's name (Mandatory field).

7 **Street and Number**
In case of manual import, insert here the Street and Number of the Holder (Mandatory field).

8 **Holder's Country**
In case of manual import, insert here the Holder's country. (Mandatory field).

9 **Holder's Postcode**
In case of manual import, insert here the Holder's postcode (Mandatory field).

10 **Holder's City**
In case of manual import, insert here the Holder's City (Mandatory field).

11 **Submission Date**
Select from the date picker the actual submission date of the INF.

12 **Representative Identification (EORI)**
Upon insertion of the Authorisation Number the application based on this number will pre-fill the Representative Information in case they exist in CRS external system. If not found then, the user should fill in the information manually.

13 **Representative's Name**
In case of manual import, insert here the Representative's name.

14 **Representative's Street and Number**
In case of manual import, insert here the Representative's street and number.

15 **Representative's Country**
In case of manual import, select from the drop-down menu the Representative’s country.

16 **Representative’s Postcode**
In case of manual import, insert here the Representative’s postcode.

17 **Representative’s City**
In case of manual import, insert here the Representative’s city.

18 **General Remarks**
Fill in the description about General Remarks (Mandatory field).

19 **Prior Exportation Indication**
The value of the field (ticked/unticked) depends on the Authorisation Type of the INF and the value as taken from the external CDMS system. When the check-box is ticked the dependent field Time Limit is becomes visible as well to the user.

20 **Goods Covered by the INF**
Table that displays the list of the created INF Goods. After the creation of an INF Good (by clicking on "Add" button and fill in the Add Good Item Covered By INF modal), the newly created good will be displayed in this section:

![Goods Item Covered by the INF Table](image)

The entry can be modified by “Edit” or “Delete” the created INF Good.

21 **Processed Products Covered by the INF**
Table that displays the list of the created INF Products. After the creation of an INF Product (by clicking on Add INF Product button and fill in the Add Processed Product Covered by INF modal), the newly created Good will be displayed in this section:

![Processed Products Covered by the INF Table](image)

The entry can be modified by “Edit” or “Delete” the created INF Product.

22 **Submit Button**
Click on the button to submit the inserted INF. The Application saves the INF and renders the View INF screen.

Date: 23/01/2020
23 **Cancel Button**
Click on the button to cancel the previously inserted INF data.

24 **Goods Quantities Button**
Select the button to view a report with all the available Commodity Codes and their respective remainder quantities for the Authorisation Number imported in the form.

25 **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 in order to be accepted by the system.

26 **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.

27 **Add Button**
Select the action button for adding a single Good. Upon selection a pop-up window of "Add Goods Covered by the INF" is presented.

28 **Download Template Button**
Select the action button in order to download the template of multiple upload of products. The excel file will be saved in your local workstation.

29 **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 in order to be accepted by the system.

30 **Add Button**
Select the action button for adding a single Product. Upon selection a pop-up window of "Add Processed Product Covered by the INF" is presented.
**8.1. ADD GOODS COVERED BY INF**

When the user clicks on the Add button within the Insert INF screen, the following pop-up window opens up where they can specify and declare Goods:

![Pop-up window](image)

1. **Equivalent Goods Indicator**
   Switch button for display/hide the "Equivalent Goods" section within the pop-up window.

2. **Equivalent Commodity Code**
   Insert the Equivalent Commodity Code. The field is displayed when Equivalent Goods Indication is enabled (Mandatory field).

3. **Commercial Quality and Technical Characteristics**
   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
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). The Application provides an auto-complete functionality (i.e. a dropdown list with possible values is appeared) while the user is typing (after the 3rd character).

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

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

10. Value of Goods
Insert the Value of Goods (Numerical value - Mandatory field).

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

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

13. Cancel button
Click on the button to cancel the entire entry.

Date: 23/01/2020
14 Save button
Click on the button to save the inserted INF Good. The declared INF Good will be displayed in the Insert INF screen under section INF Goods.
8.2 Add Processed Product Covered by INF

When the User clicks on the Add INF Product button of the Insert INF screen, the following modal opens where he/she can declare an INF Product:

1. **Commodity Code**
   Insert here the 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).

2. **Description of Goods**
   Insert here the description of Goods (Mandatory field).

3. **Quantity of Goods**
   Insert here the Quantity of Goods (numerical value - Mandatory field).

4. **Value of Goods**
   Insert here the Value of Goods (Numerical value - Mandatory field).

5. **Measurement Unit**
   Select from the dropdown menu the Measurement Unit of the provided Quantity of Goods (Mandatory field).

6. **Currency**
   Select from the dropdown menu the Currency for the provided Value of Goods (other Currency). Euro is the default value as provided by the system.
7  **Particulars for Application of Commercial Policy Measures**  
Add here the Particulars for Application of Commercial Policy Measures in the multiple lines of text field.

8  **Cancel button**  
Click on the button to cancel the entry.

9  **Save button**  
Click on the button to save the inserted INF Product. The created INF Product will be displayed within the [Insert INF](#) screen under section [INF Products](#).
### 8.3. 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 (Section A)](#).

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:

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Remaining Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>400200</td>
<td>122 Number of Items</td>
</tr>
<tr>
<td>4002</td>
<td>122 Percent</td>
</tr>
<tr>
<td>400070</td>
<td>122 Number of Items</td>
</tr>
<tr>
<td>400051</td>
<td>116 Kilograms</td>
</tr>
<tr>
<td>854221140</td>
<td>121 Kilogram</td>
</tr>
<tr>
<td>85421211</td>
<td>121 Kilogram</td>
</tr>
<tr>
<td>85422111</td>
<td>123 Kilogram</td>
</tr>
<tr>
<td>85423219</td>
<td>123 Kilogram</td>
</tr>
<tr>
<td>85425231</td>
<td>123 Kilogram</td>
</tr>
</tbody>
</table>

1. **Commodity Code**
   - The CN Code as retrieved by the external system CDMS for this Authorisation Number.

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.
8.4. **Multiple Upload of Goods**

When at the Insert INF 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-SP application. Last, the fourth sheet contains all the reference data which are utilized 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 three columns. The Equivalent Goods are optional to fill in.
### 8.5. **Multiple Upload of Products**

When at the Insert INF 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:

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description of Processed Products</th>
<th>Quantity of Processed Products</th>
<th>Value of Processed Products</th>
<th>Particulars for Application of Commercial Policy Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>&lt; M &gt;</strong></td>
<td></td>
<td>&lt; M &gt;</td>
<td>&lt; M &gt;</td>
<td>&lt; Q &gt;</td>
</tr>
</tbody>
</table>

**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-SP application. Last, the fourth sheet contains all the reference data which are utilized 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 "Goods 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.
9. View INF Pages

The User is able via the Navigation Menu to either select the tab My INFs or Search for INF in order to search and open an INF to work upon.

An opened INF is comprised from the following three tabs:

- INF Info
- Status Data
- Notifications

Via these three tabs the User can view core INF information, collective data of the INF and its various processing steps and Notifications related to the INF.
9.1. INF VIEW - INF INFO

When an User Creates an INF or clicks on a specific INF from the My INFs page, then the View INF page ("INF Info" tab) is displayed.

All INF View screens provide the following generic functionality:
1. On Behalf Of
2. Amend
3. Annul
4. Print PDF
5. View Request

1 On Behalf Of
Please click on the button in order to insert the Customs Office to act on Behalf of
The change of Customs Office is valid only for the current screen, i.e. in case the User is navigated to another screen then the User will act as the logged in Customs Office.

2. **Amend**
   Click on the button in order to Amend the INF.

3. **Annul**
   Click on the button to navigate to the Annul screen. The button appears only when the logged in Customs Office is the Supervising Customs Office.

4. **Print PDF**
   Click on the button in order to print the View page in PDF format.

5. **View Request**
   Click on the button to open up the View INF Product modal.

6. **View INF Good(s)**
   Click on the eye icon to open the View Goods Covered by the INF modal.

7. **View INF Processed Product(s)**
   Click on the eye icon to open the View Processed Products Covered by the INF modal.
9.2. INF View - Status Data Tab

From the View INF Info page the User may select the "Status Data" Tab where an overview of all allowed (depending on the Authorization type) Processes of the INF are displayed.

For instance, for the case of an IP EX/IM, the application renders the list of the following Processes:

1. Reception Process
2. Additional Information Requested Info
3. Amendments Info
4. Annulments Info
5. Process at the Customs Office of Placement
6. Process at the Customs Office of Export
7. Process at the Customs Office of Exit

For any Process the User may be able to perform some actions based on Logged in Customs Office permissions.

For instance, if the Logged in Customs Office is different than the Office that has done the Placement then, the User will be able to perform only a View action (please see screenshot below):
The columns of the image above are the following:

1. MRN (Movement Reference Number)
2. Declaration Type
3. Competent Customs Office Reference Number
4. Requested Procedure Code
5. Previous Procedure Code
6. Actions Menu ("View" action)

The columns are dedicatedly explained in the numbering/annotation below in the Process at the Customs Office of Placement grid.

1. INF Status
   Here the user can always view the current INF Status.

2. On Behalf Of
   The user can click on this button and the application renders a pop-up window for the user to fill in the Office which will act as another Customs Office. The following pop-up window will appear:

   ![Pop-up Window]

   Here, the user can select the check box in order to verify they are acting on behalf of another Customs Office and then type which Customs Office they want to give the permission to act on behalf of them. In addition, the user has three action buttons to utilize. These are:
   • Exit (select to exit the current process)
   • Reset (select to reset the information imported in this window)
   • Proceed (select to proceed with the action)

3. Place Goods
   Select the button in order to initiate the Placement of Goods procedure for this INF.

4. Export
   Select the button in order to initiate the Export process procedure for this INF.
5. Exit
Select the button in order to initiate the Exit process procedure for this INF.

6. Amend
Select the button in order to amend the current INF information.

7. Print PDF
Select the button in order to print the current page in a PDF format.

8. View Request
Select the button in order to view the INF Request of this INF.

9. Reception Process
Underneath this grid the user is able to view all the information related to the reception of the INF from the INF-SP system.

10. Status
Here, the user can view the status of the INF upon reception of the INF.

11. Supervising Customs Office
Here, the user can view the Office which was the supervising one when the INF was received.

12. Submission Reference Number
Here, the user can view the SRN number of the INF.

13. INF Request Submission Date
The date that the INF Request was submitted to the INF-SP application.

14. Taken Decision Manually
In case the Supervising Customs Office has taken a manual decision to accept the Authorisation Number for the INF Request and proceed with INF creation the flag will be checked.

15. Additional Information Requested Info

Date: 23/01/2020
In case there has been any additional information requested by the Supervising Customs Office such as particulars certain technical information related to the INF will appear here.

<table>
<thead>
<tr>
<th></th>
<th>Amendments Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any amendment performed on the INF will be visible per row in this grid. Specific details related to the amendment will be visible.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>MRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Here, the user can view the specific MRN (movement reference number) for the specific amendment.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Amendment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Here, the user can view the actual Amendment date.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>INF Amendment Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any justification written related to the amendment will be visible here.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Competent Customs Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>In case the CCO (Competent Customs Office) performs an amendment on the INF their office will be visible here.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Customs Office Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Here, the user can view the Role under which was performed the amendment.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Process Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>In this column the user can view the type of process for this amendment.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Annulments Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Here, the user can view any annulment information performed on the INF.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Annulment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Here will be recorded the actual annulment date.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Supervising Customs Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Here, the user can view the Supervising Customs Office which performed the annulment.</td>
<td></td>
</tr>
</tbody>
</table>

Date: 23/01/2020
Justification of Annulment
Here, the user can view the justification for the annulment as written by the SCO.

Process at the Customs Office of Placement
Any Placement process done at the INF will be shown here.

MRN (Movement Reference Number)
Here, the user can view the MRN for the specific placement process.

Declaration Type
Here, the user can view the declaration type for the placement.

Competent Customs Office Reference Number
The user can view here the Customs Office number which performed the placement process.

Requested Procedure Code
Here is visible the code as defined in the placement process.

Previous Procedure Code
Here is visible the code as defined in the placement process.

Actions Menu
By clicking on the arrow the user can either "View" or "Amend" the placement process. The latter will be available in case the user is logged in with the same Customs Office which performed initially the placement.

Process at the Customs Office of Export
Any Export process done at the INF will be shown here.

MRN (Movement Reference Number)
Here, the user can view the MRN for the specific export process.

Competent Customs Office Reference Number
The user can view here the Customs Office number which performed the placement process.

**Declaration Date**
The declaration date of the export process.

**Last Date of Placement of Non-Union Goods Which are Replaced By Equivalent Goods Under IP**
The last date of placement of non-union goods.

**Exit Result**
Here, the user can view the exit result in case a certification of exit has occurred from within the Export Customs Office.

**Actions Menu**
By clicking on the arrow the user can either "View" or "Amend" the export process. The latter will be available in case the user is logged in with the same Customs Office which performed initially the export.

**Process at the Customs Office of Exit**
Any Exit process done at the INF will be shown here.

**MRN (Movement Reference Number)**
Here, the user can view the MRN for the specific Exit process.

**Competent Customs Office Reference Number**
The user can view here the Customs Office number which performed the exit process.

**Exit Date**
The Exit Date will be shown here in case there has been an exit.

**Exit stopped Date**
In the case of non-exit an exit stopped date will be visible here.

**Control Result Code**
The control result code imported during the exit process will be visible here.
State of Seals
In case there has been a state of seals defined in the exit process it will be visible here.

Exit Performed By
Here will be shown which Customs Office performed the exit process.

Exit Result
Here the user will be able to view the actual exit result the values shown here can be:
• Empty
• Non-Exit
• Exit

Actions Menu
Here, the user when there is an Exit process entry at the grid they will be able to view a similar actions menu button as seen in the previous grids. From there, the user will be able to "View" the specific exit process.
9.3. Notification View

When the User selects View INF Request page (or clicks on a specific Notification from the My Notifications page) then, the View Notification page is displayed:

1. **Print PDF**
   Click on the button in order to Print the View page in PDF format.

2. **View INF**
   Click on the button to redirect the to the INF View page.

3. **Reload**
   Click to refresh the results of the Notifications Tab.

4. **Export Data**
   Click on the button to export in a CSV file the Notification results. The file is automatically downloaded to your workstation.
9.4. Task View

When the User selects the "Tasks" tab in a View INF Request page (or clicks on a specific Task from the My Tasks page) in case a Task (for the specific INF Request) is assigned to the logged in Customs Office, a new UI page appears which displays the Task description and the required Actions.

For instance, for an INF Request in "Additional Information Requested" status the following Task View page is displayed to the User:

1. INF Particulars Provision Indication
   Select the radio button "Yes" if you wish as Customs Officer to validate that indeed the particulars for the INF Request have been sent from the Holder of Authorisation. Select the button "No" in case the Holder of Authorisation has not provided the requested particulars.

2. Cancel
   Click on the cancel button to exit the task page.

3. Proceed
   Click on the proceed button in order to proceed with the decision for the particulars provision.

4. Request is created on behalf of the HoA
   Indicates that the INF Request has been created by a Customs Officer on behalf of the Holder of Authorisation.

Date: 23/01/2020
INF Particulars Non Provision Justification

In the case where no particulars have been provided by the Holder of Authorisation and "No" indication is decided then, a justification should be provided.
9.5. **View Goods Covered by the INF**

When the User clicks on the eye icon from within the INF View - INF Info tab at the Goods Covered by the INF table then, a pop-up window appears to view the Goods declared for this INF.

The window can be seen below and all its elements are in a read-only format:

![Pop-up window for Goods declared](image)

1. **Commodity Code**
   - The CN Code of the specific Good declared.

2. **Description of Goods**
   - The description of the specific Good as provided by the Customs Officer or as retrieved by the INF-SP application.

3. **Quantity of Goods**
   - The quantity of Goods declared for this CN Code.

4. **Value of Goods**
   - The value for the specific quantity of Goods.

5. **Measurement Unit**
   - The measurement unit as selected by the Customs Officer.

6. **Currency**
   - The currency for the value of Goods as selected by the Customs Officer. The default value provided by the application is Euro.

Date: 23/01/2020
9.6. **View Processed Products Covered by the INF**

When the User clicks on the eye icon from within the [INF View - INF Info] tab at the Processed Products Covered by the INF table then, a pop-up window appears to view the Products declared for this INF.

The window can be seen below and all its elements are in a read-only format:

1. **Commodity Code**
   The CN Code for the Product declared.

2. **Description of Products**
   Here, the user can view the description of the specific Product.

3. **Quantity of Products**
   Here, the user can view the quantity declared for the specific Product.

4. **Value of Products**
   Here, the user can view the value of the specific Product and for the specific quantity.

5. **Measurement Unit**
   The unit as selected by the Customs Officer.

6. **Currency**
   The currency for the value of Product(s) as selected by the Customs Officer. The default value provided by the application is Euro.
9.7. **View INF Request - INF Data**

When a User selects from the **Navigation Menu** the Tab **Insert INF Request (section A)** or clicks on a specific INF from the **My INFs** page then, INF Request opens up directly to the INF Data Tab as seen below:

![INF Request screenshot]

1. **INF Request Status**
   Here, the user can view the status of the INF Request.

2. **INF Data Tab**
   By selecting the "INF Data" tab the user can view basic/core information of the INF Request.

3. **User/Date**
   Here, it is visible which was the logged in user that performed the INF Request and when.

4. **Supervising Customs Office**

Date: 23/01/2020
Here, it is visible the Customs Office which is responsible for the INF Request.

5 Authorisation / Declaration Number Indication
The information is provided in a read-only format and illustrates if the number below is an Authorisation or a Declaration Number.

6 Authorisation/Declaration Number
Here, the user can view in a read-only format the number provided.

7 Holder Identification (EORI)
The Holder of Authorisation EORI number is visible here in a read-only format.

8 Submission Date
Here, the user can view in a read-only format the submission date of the request.

9 Authorisation Type
Here, the user can view in a read-only format the Authorisation Type of the INF Request.

10 Representative Identification (EORI)
Here, the user can view in a read-only format the EORI Number of the Representative.

11 Holder Address (EORI) (Data Group)
Beneath this data group of information the user can view in a read-only format all the core information of the Holder of Authorisation.

12 Representative Address (Data Group)
Beneath this data group of information the user can view in a read-only format all the core information of the Representative.

13 General Remarks
In case there have been recorded any general remarks in the INF Request they will be viewable here.

14 Article 86 (3) Indication
In the case where the is a customs debt incurred for the INF Request based on Article 86(3) then,

Date: 23/01/2020
the check box will be ticked by the initiator of the INF Request.

15. **Prior Exportation Indication**  
In the case of Authorisation Type IP EX/IM the check box will be ticked by the application and the "Time Limit" dependent field will be visible and editable for the user to fill it in.

16. **Goods Covered by the INF**  
The grid illustrates the Goods which have been declared during the INF Request.

17. **Processed Products Covered by the INF**  
The grid illustrates the Products which have been declared during the INF Request.

18. **View Good(s)**  
By clicking on the eye icon the user can view the pop-up window which contains all the information related to the Good(s) declared.

19. **View Product(s)**  
By clicking on the eye icon the user can view the pop-up window which contains all the information related to the Product(s) declared.

20. **Request is created on behalf of the HoA**  
Here, the user can view in a read-only format in case the INF Request has been created on behalf of the Holder of Authorisation but by not him/her.

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

22. **View INF**  
Select the button in order to view the INF created out of this INF Request.
9.8. VIEW INF REQUEST - STATUS DATA

When a User selects from the Navigation Menu the My INFs page and selects a specific INF Request this opens up and the user can click on the Status Data tab as seen below:

![INF Request Status](image)

1. **INF Request Status**
The user can view in any tab they redirect the status of the INF Request at all times.

2. **Status Data Tab**
The user is directed to the Status Data tab where consolidated information are stored.

3. **Reception Process**
Here, the user can view all the information related to the reception of the INF Request into the application.

4. **Additional Information Requested Info**
Any additional information which have been requested for the INF Request are seen here.

5. **Request is created on behalf of the HoA**
In case that the INF Request has been requested on behalf of the Holder of Authorisation this read-only button will be visible and greyed out as-is.
6 **Print PDF**
Select the button in order to print the current page into a PDF format.

7 **View INF**
Select the button in order to re-direct to the View - INF Info tab of the INF which has been created based on this INF Request.
10. LOGOUT

On the upper right part of the Application the User can click on the head icon so as open the down-down menu options:

1. **Online Help**
   Click here to re-direct to the Online Help guide of the INF-SP application.

2. **Logged in Provider**
   The user has logged from the UUMDS access management platform.

3. **Logged in Office**
   Displays the Customs Office Code that the User is logged in.

4. **Change Office**
   Click on this link to navigate to Login Customs Office page.

5. **Logout**
   Click on this link to Logout and navigate to User Login page.

End of document