



UCC INF SP

User guide
2024

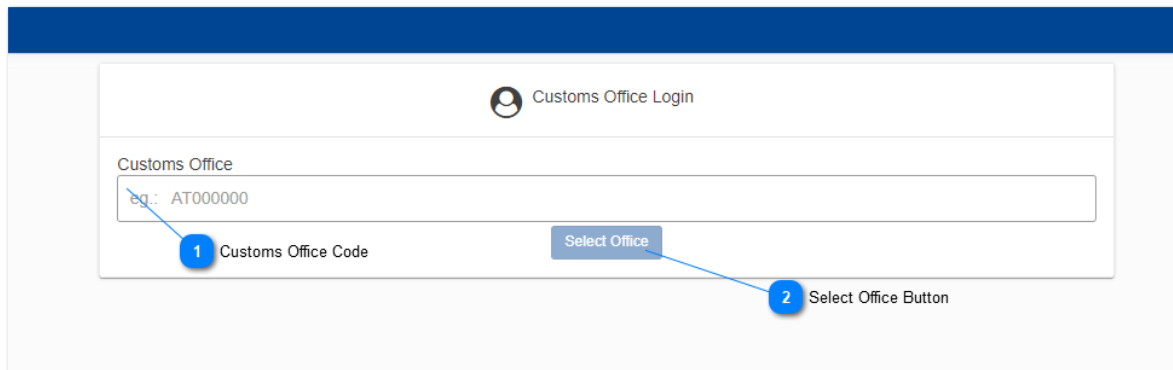
Table of contents

1. Login Customs Office.....	4
2. Navigation Menu.....	5
3. INF Management.....	7
3.1. Invalidate INF.....	8
3.2. Amend INF.....	9
4. INF Processing.....	13
4.1. Place Goods.....	14
4.1.1. Non Union Item Goods Placed Under IP.....	19
4.2. Discharged Products.....	21
4.2.1. Processed Products Expected To Be Obtained Under IP.....	23
4.2.2. Goods in Unaltered Stage.....	24
4.2.3. Intermediate Products.....	26
4.3. Export.....	28
4.3.1. Processed Products Subject To Prior Exportation.....	29
4.3.2. Items Which Can Be Placed Under IP.....	31
4.4. Register Exit Result.....	33
4.5. Release.....	34
4.5.1 Processed Products Which Can be Re-Imported Under OP.....	36
5. Dashboards.....	38
5.1. My INFs.....	39
5.2. Search for INF.....	40
5.3. My INF Requests.....	42
5.4. My Tasks.....	44
5.5. My Notifications.....	46
5.6. INF Consummation.....	47
5.6.1. INF Consummation Details.....	49
5.7. Authorisation Consummation.....	52
5.7.1. Authorisation Consummation Details.....	54
5.8. INF Search and Reporting.....	56
6. Insert INF Request (Section A).....	60
6.1. Add Goods Covered By INF.....	64
6.2. Add Processed Product Covered by INF.....	67
6.3. Remaining Goods Quantities as per the Authorisation.....	69
6.4. Multiple Upload of Goods.....	71

6.5. Multiple Upload of Products	73
7. Insert Request INF (Section B)	75
7.1. Add Goods Item for Which INF is Requested	77
7.2. Add Processed Products for Which INF is Required	79
7.3. Remaining Goods Quantities as per the Authorisation.....	80
8. Insert INF	82
8.1. Add Goods Covered By INF	86
8.2. Add Processed Product Covered by INF.....	89
8.3. Remaining Goods Quantities as per the Authorisation.....	91
8.4. Multiple Upload of Goods	93
8.5. Multiple Upload of Products.....	95
9. View INF Pages.....	97
9.1. INF View - INF Info.....	98
9.2. INF View - Status Data.....	102
9.3. INF View - History	105
9.4. INF View - INF Consummation.....	109
9.5. INF View - Authorisation Consummation.....	111
9.6. Notification View	113
9.7. Task View.....	114
9.8. View Goods Covered by the INF	115
9.9. View Processed Products Covered by the INF.....	116
9.10. View INF Request - INF Data	117
9.11. View INF Request - Status Data.....	121
10. Logout.....	123
10.1. Session Expiration Warning.....	124

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

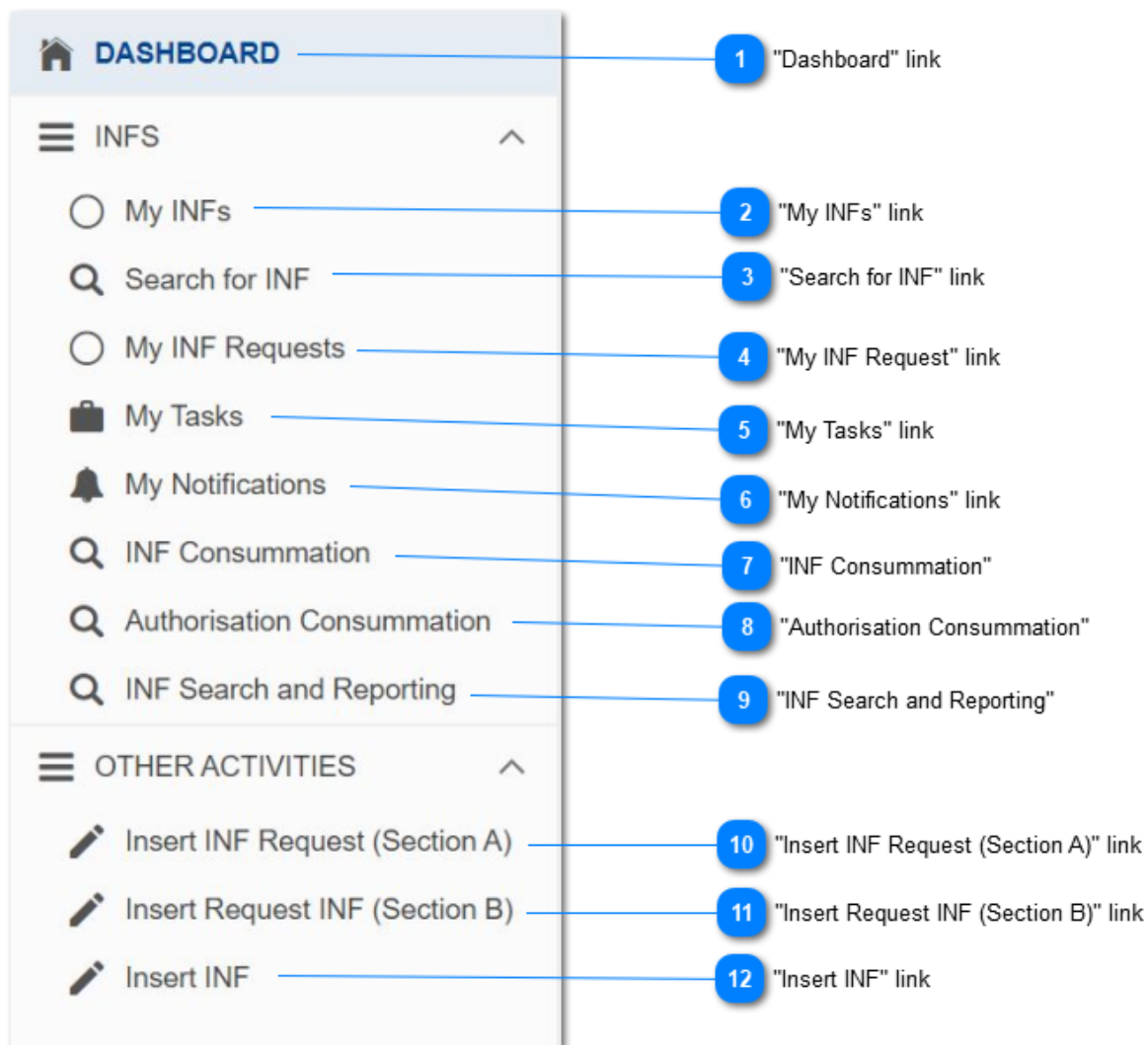
Type here the Customs Office. The Application provides an auto-complete functionality (a dropdown list with possible values appears) while typing (after the **1st** **3rd** digit).

2 Select Office Button

Click on the selected office button in order to proceed with login.

2. Navigation Menu

The following links menu is displayed on the left side of the Application 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 "INF Consummation"

Please click on the link in order to navigate to "[INF Consummation](#)" screen.

8 "Authorisation Consummation"

Please click on the link in order to navigate to "[Authorisation Consummation](#)" screen.

9 "INF Search and Reporting"

Please click on the link in order to navigate to "[INF Search and Reporting](#)" screen.

10 "Insert INF Request (Section A)" link

Please click on the link in order to navigate to "[Insert Request INF \(Section A\)](#)" screen.

11 "Insert Request INF (Section B)" link

Please click on the link on order to navigate to "[Insert Request INF \(Section B\)](#)" screen.

12 "Insert INF" link

Please click on the link in order to navigate to "[Insert INF](#)" screen.

3. INF Management

The User can utilise 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.

[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 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. Invalidate INF

The User can click on the [Invalidate](#) button from the [View INF](#) screen in order to proceed with the invalidation of the INF.

The screenshot shows a web form titled 'INF IP EX/IM BEIPOV1T-BE12001-2017-XYZW42'. Below the title is a message: 'INF is about to be Invalidated. Register Decision to Proceed with INF Invalidation.' At the top right are 'Cancel' and 'Proceed' buttons. The form contains the following elements with numbered callouts: 1. 'Invalidate INF Indicator' label pointing to the 'Invalidate INF?' text. 2. 'Invalidate INF?' text with a red asterisk, followed by 'Yes' (selected with a blue radio button) and 'No' (unselected with a white radio button). 3. 'Language' dropdown menu showing 'English'. 4. 'Cancel Button' label pointing to the 'Cancel' button. 5. 'Proceed Button' label pointing to the 'Proceed' button. A section titled 'INF Invalidation Justification' contains a text area with the placeholder 'feel free to add and describe a justification for invalidation' and a character count '512'.

1 Invalidate INF Indicator

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

2 INF Invalidation Justification

Type the justification information regarding INF invalidation.

3 Language

Select a language from the dropdown menu which will reflect the language of the justification text field.

4 Cancel Button

Select cancel in order to cancel the invalidation.

5 Proceed Button

Select proceed in order to complete the invalidation 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.

INF - IP EX/IM 004137

BEIPOV1T-BE12001-2017-XYZW42

Available

Cancel

Amend

INF Info

Status Data

Notifications

History

INF Consumption

Authorisation Consumption

Amend

User: co_be

Last change made

Date: 17-06-2024

Supervising Customs Office

BE100000

Submission Date *

17/06/2024

Authorisation Type

IP EX/IM

Authorisation Number

Declaration Number

Authorisation / Declaration Number

BEIPOV1T-BE12001-2017-XYZW42

Holder Identification (EORI)

BE05142012001

Representative Identification (EORI)

BE05142012001

Holder Address (EORI)

Representative Address (EORI)

General Remarks

General Remarks

Description about General Remarks

English

Language

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

Article 86 (3) Checkbox

Time Limit

Time Limit

Prior Exportation Indication

122

Goods Covered by the INF

Goods Covered by the INF

Add Good

Use Equivalent Goods

Commodity Code

Quantity of Goods

Value of Goods

Edit Button

Actions

Delete

Items per page: 5

Showing 1-1 of 1

Processed Products Covered by the INF

Processed Products Covered by the INF

Add Product

Commodity Code

Description of Processed Products

Quantity of Processed Products

Value of Processed Products

Edit Button

Actions

Delete

Items per page: 5

Showing 1-1 of 1

Cancel

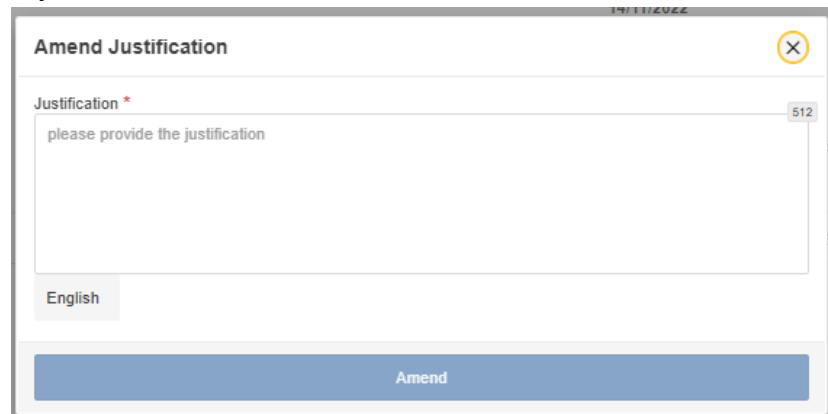
Amend

1 Cancel

Click the Cancel button in order to remove the existing entry of Good from the INF. Click the Cancel button in order to cancel the amendment of the INF. A confirmation pop-up window is displayed.

2 Amend

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 for the amendment (Mandatory field).

**3 General Remarks**

The general remarks area is editable and can be modified as part of the amendment process.

4 Language

Select a Language from the dropdown menu which will reflect the language of the General Remarks field.

5 Article 86 (3) Checkbox

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

6 Time Limit

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

7 Edit Button

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

8 Delete

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

9 Add Good

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

10

Add Product

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

11

Edit Button

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

12

Delete

Click the Delete button in order to remove the existing entry in Product from the INF.

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



IP EX/IM



OP IM/EX



OP EX/IM



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:

INF - IP IM/EX FBPOFR12251-2017-XYZW43

Process INF at the Customs Office of Placement

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

Particulars of the Customs Declaration

MNR *
[Please register an Movement Reference Number]

Declaration Type *
[Please register a Declaration Type]

Requested Procedure Code *
[Please register a Requested Procedure Code]

Previous Procedure Code *
[Please register a Previous Procedure Code]

Non Union Item Goods Placed Under IP

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

Placement Acceptance Date *
[dd/mm/yyyy]

Last Date For Discharge *
[dd/mm/yyyy]

Cancel Process

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

INF - IP EX/IM BEIPOBE12125-2017-XYZW42

Process INF at the Customs Office of Placement

Placing goods under IP EX/IM:

Date Of Placement *
[dd/mm/yyyy]

Cancel Process

where the User may insert the date and select whether to proceed with INF processing:

INF - IP EX/IM BEIPOBE12125-2017-XYZW42

Process INF at the Customs Office of Placement

Placing goods under IP EX/IM:

Date Of Placement *
[19/06/2018]

Deadline of Placement of Non-Union Goods has expired.

Process With INF Processing? ☒ Yes ☐ No

Cancel Process

and then proceed with filling in the relevant form:

INF - IP EX/IM BE/PORE12125-2017-RVZW42

Process INF at the Customs Office of Placement

Cancel

Process

Process INF at the Customs Office of Placement

Placing goods under IP EX/IM:

Date of Placement

19/06/2018

Particulars of the Customs Declaration

Mtns *

please register an Movement Reference Number

Declaration Type *

please register a Declaration Type

Requested Procedure Code *

please register a Requested Procedure Code

Previous Procedure Code *

please register a Previous Procedure Code

Non Union Item Goods Placed Under IP

4

Add

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

Finally, in case OP EX/IM the following page will be rendered:

INF - OP EX/IM ITOPOV1T-IT12601-2017-XYZ42

Process INF at the Customs Office of Placement Available

Cancel Proceed

Process INF at the Customs Office of Placement

Placing goods under OP EX/IM: Register Union Goods

Particulars of the Customs Declaration

MRN *

please register an Movement Reference Number18

Declaration Type *

please register a Declaration Type

Requested Procedure Code *

please register a Requested Procedure Code

Previous Procedure Code *

please register a Previous Procedure Code

Process INF at the Customs Office of Placement

Placing goods under OP EX/IM: Register Union Goods

Date Of Placement *

dd/mm/y...

Last Date Of Re-Importation *

dd/mm/y...

Union item Goods placed under OP0

+ Add

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

Cancel Proceed

1

MRN

Insert the Movement Reference Number (Mandatory field).

2 Declaration Type

Insert or select from the dropdown menu the value of the Declaration Type (Mandatory field). The field provides auto-complete functionality.

Declaration Type *

Community goods
Export (to EFTA)
Export (except to EFTA)
For trade with countries and territories situated outside of the customs territory of the Union other than the EFTA countries...

Top

3 Requested Procedure Code

Insert or select from the dropdown menu the value of Requested Procedure Code (Mandatory field). The field provides auto-complete functionality.

Requested Procedure Code *

00 No Previous Procedure
01 Release For Free Circulation of Goods Simultaneous with Trade
07 Release of goods for free circulation simultaneously placed under a warehousing procedure other than a customs warehousing proc...
10 Permanent Export
11 Export of processed products obtained from equivalent goods under inward processing before placing non-Union goods under inwar...

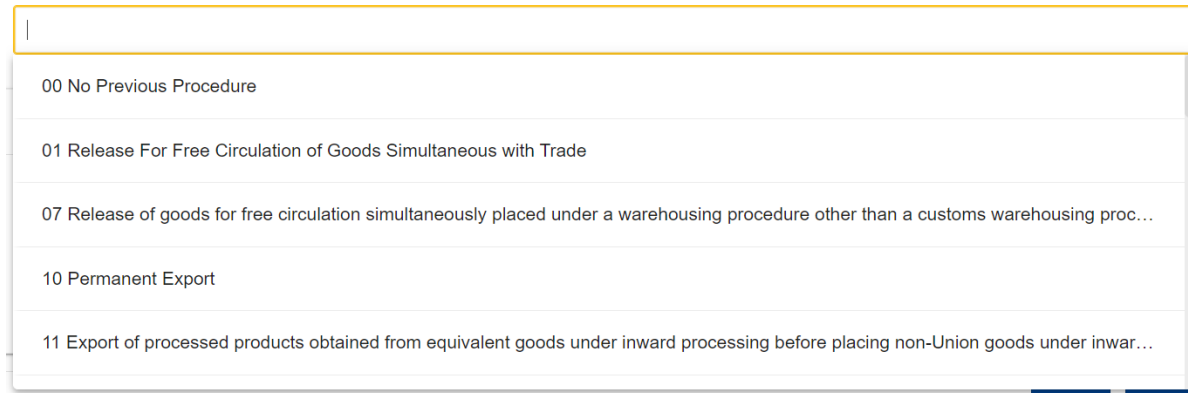
Top

4

Previous Procedure Code

Insert or select from the dropdown menu the value of Previous Procedure Code (Mandatory field). The field provides auto-complete functionality.

Previous Procedure Code *

A screenshot of a web form showing a dropdown menu for the field 'Previous Procedure Code *'. The dropdown is open, displaying a list of options. The first option is '00 No Previous Procedure'. The second option is '01 Release For Free Circulation of Goods Simultaneous with Trade'. The third option is '07 Release of goods for free circulation simultaneously placed under a warehousing procedure other than a customs warehousing proc...'. The fourth option is '10 Permanent Export'. The fifth option is '11 Export of processed products obtained from equivalent goods under inward processing before placing non-Union goods under inwar...'. The dropdown menu has a light gray background and a thin border. The text is in a standard sans-serif font.

5

Placement Acceptance Date

Insert the Customs Declaration of Placement IP Acceptance Date.

6

Last Date For Discharge

Insert the Last Date For Discharge.

7

Add Goods

Click on the button to add [Non Union Item Goods Placed Under IP](#).

8

Cancel

Click on the button to Cancel the Placement process.

9

Proceed

Click on the button to Proceed with the Placement.

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 UnionGood:

The screenshot shows a modal window titled "Non Union Item Goods Placed Under IP" with a close button (X) in the top right corner. The form contains the following fields and controls, each labeled with a blue circle and number:

- 1** **Commodity Code**: A text input field with a red asterisk, containing the placeholder "please provide a commodity code".
- 2** **Description of Goods**: A text input field with a red asterisk, containing the placeholder "please provide a description".
- 3** **Language**: A dropdown menu showing "English".
- 4** **Quantity of Goods**: A text input field with a red asterisk, containing the value "100,000.00".
- 5** **Value of Goods**: A text input field with a red asterisk, containing the value "100,000.00".
- 6** **Measurement Unit**: A dropdown menu with "Select unit" and a downward arrow.
- 7** **Currency**: A dropdown menu showing "Euro".
- 8** **Equivalent Goods Indication**: A toggle switch labeled "Equivalent Goods" which is currently turned off.
- 9** **Combined Nomenclature**: A text input field with a red asterisk, containing the value "eg.: 01001100".
- 10** **Commercial Quality and Technical Characteristics of Equivalent Goods**: A text input field with a red asterisk, containing the placeholder "please provide a description".
- 11** **Language**: A dropdown menu showing "English".
- 12** **Identification of Goods**: A dropdown menu with "Select an option" and a downward arrow.
- 13** **Antidumping**: A checkbox that is currently unchecked.
- 14** **Cancel**: A button labeled "Cancel".
- 15** **Save**: A button labeled "Save".

1 Commodity Code

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

2 Description of Goods

Insert the Description of Goods (Mandatory field).

3 Language

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

4 Quantity of Goods

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

5 Value of Goods

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

6 Measurement Unit

Select from the drop-down menu the Measurement Unit of the provided

Quantity of Goods (Mandatory field).

7 Currency

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

8 Equivalent Goods Indication

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

9 Combined Nomenclature

Insert the Combined Nomenclature Code. The field is displayed when the equivalent goods indication is checked (Mandatory field).

10 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).

11 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).

12 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).

13 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.

14 Cancel

Click on the button to cancel the previously inserted Good.

15 Save

Click on the button to save the inserted Good.

4.2. Discharged Products

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, the User should fill in the following form 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.

If the User wishes to end the lifecycle of the MRN in the Customs Office of Discharge he/she should select the check box "End Processing at Discharge". If this check box is checked, then the MRN will never arrive to the Customs Office of Exit, meaning it will not be possible to perform an Exit process for this MRN.

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

Step 3:

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

Discharge Products under IP IM/EX Available

Cancel

Proceed

Process INF at the Customs office of Discharge: Deadline of discharge of products has Expired.

Discharge Products under IP IM/EX

Process INF at the Customs office of Discharge: Deadline of discharge of products has Expired.

20/06/2024

Customs Declaration Reference Number *

18

End processing at Discharge

☐

Processed Products Expected To Be Obtained Under IP 0

+ Add

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

Process INF at the Customs office of Discharge

Discharge Products under IP IM/EX

Goods In Unaltered Stage Indication

☐

Intermediate Products Indication

☐

Cancel

Proceed

- 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:

The screenshot shows a form titled "Processed Products Expected To Be Obtained Under IP". The form contains the following fields and controls:

- Commodity Code ***: A text input field with a placeholder "please provide a commodity code".
- Description of Products ***: A text input field with a placeholder "please provide a description".
- Language**: A dropdown menu showing "English".
- Quantity of Products ***: A text input field.
- Value of Products ***: A text input field.
- Measurement Unit ***: A dropdown menu showing "Select unit".
- Currency ***: A dropdown menu showing "Euro".

At the bottom right of the form are two buttons: "Cancel" and "Save".

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.

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:

INF - IP IM/EX FRIP0V1F-FR12251-2017-XYZW42

Discharge Products under IP IM/EX Available

Cancel

Proceed

Process INF at the Customs office of Discharge: Deadline of discharge of products has Expired.

Discharge Products under IP IM/EX

Process INF at the Customs office of Discharge: Deadline of discharge of products has Expired.

20/06/2024

Customs Declaration Reference Number *

18

End processing at Discharge

Processed Products Expected To Be Obtained Under IP

+ Add

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

Process INF at the Customs office of Discharge

Discharge Products under IP IM/EX

Goods In Unaltered Stage Indication

☒

1 Goods In Unaltered Stage Indication

Intermediate Products Indication

☐

Add Goods in Unaltered Stage

4

+ Add

Goods in Unaltered Stage

1

Edit Goods in Unaltered Stage

2

Equivalent Goods Indication	Commodity Code	Description Of Goods	Quantity of Goods	Value of Goods	Actions
✓	40029100	DescriptionOfGoods	1000 Kilogram	2000 EUR	Edit Delete

Delete Goods in Unaltered Stage

3

Cancel

Proceed

5

6

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:

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

Discharge Products under IP IM/EX Available

Cancel

Proceed

Process INF at the Customs office of Discharge: Deadline of discharge of products has Expired.

Discharge Products under IP IM/EX

Process INF at the Customs office of Discharge: Deadline of discharge of products has Expired.

20/06/2024

Customs Declaration Reference Number *

18

End processing at Discharge

Processed Products Expected To Be Obtained Under IP 0

+ Add

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

Process INF at the Customs office of Discharge

Discharge Products under IP IM/EX

Goods In Unaltered Stage Indication

Intermediate Products Indication

☒

1 Intermediate Products Indication

Add Intermediate Products 2

Intermediate Products 0

+ Add

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

Intermediate Products are Included in Customs Declaration of Discharge

Register Confirmation that Process can Continue

Process can continue *

☐ Yes

☒ No

3 Process can continue

4 Cancel

5 Proceed

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.

5 Proceed

Select "Proceed" in order to complete the Discharge procedure.

4.3. Export

When the user clicks on "Export" button of the [INF View - INF Info](#) UI page, the following window opens where he/she can proceed with the Export process:

1

Cancel

Click to cancel the entire export process.

2

Proceed

Click to proceed with the export process.

3

Export Declaration Under IP EX/IM was accepted

Select via the date picker the export declaration date (Mandatory field).

4

MRN (Customs Declaration Reference Number)

Insert here the movement number for the specific Export process (Mandatory field).

5

Add Processed Products Subject to Prior Exportation

Select to insert a processed product which is subject to prior exportation.

6

Add Item Goods which Can Be Placed Under IP

Select to insert goods to be placed under inward processing.

7

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).

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:

The screenshot shows a form titled "Processed Products Subject To Prior Exportation" with a close button (X) in the top right corner. The form contains the following fields and controls, each with a numbered callout:

- 1** **Product Commodity Code**: A text input field labeled "Commodity Code *" with a placeholder "please provide a commodity code".
- 2** **Description of Products**: A text input field labeled "Description of Products *" with a placeholder "please provide a description" and a character count "512".
- 3** **Language**: A dropdown menu currently showing "English".
- 4** **Quantity of Products**: A text input field labeled "Quantity of Products *" with a value of "100,000.00".
- 5** **Value of Products**: A text input field labeled "Value of Products *" with a value of "100,000.00".
- 6** **Measurement Unit**: A dropdown menu labeled "Measurement Unit *" with a downward arrow.
- 7** **Currency**: A dropdown menu labeled "Currency" with a value of "Euro" and a downward arrow.
- 8** **Cancel**: A button labeled "Cancel".
- 9** **Save**: A button labeled "Save".

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 dropdown menu the Measurement Unit of the provided Quality 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 Cancel

Click on the button to cancel the inserted Product.



Save

Click on the button to save the inserted Product.

4.3.2. Items 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.

The screenshot shows a web form titled "Item Goods Which Can Be Placed Under IP". The form contains the following fields and controls, each with a numbered callout:

- 1** Goods Commodity Code: A text input field with a placeholder "please provide a commodity code".
- 2** Description of Goods: A text input field with a placeholder "please provide a description".
- 3** Language: A dropdown menu showing "English".
- 4** Quantity of Goods: A text input field with a value of "100,000.00".
- 5** Value of Goods: A text input field with a value of "100,000.00".
- 6** Measurement Unit: A dropdown menu showing "Select unit".
- 7** Currency: A dropdown menu showing "Euro".
- 8** Equivalent Goods Indication: A toggle switch labeled "Equivalent Goods".
- 9** Combined Nomenclature: A text input field with a placeholder "eg.: 01001100".
- 10** Commercial Quality and Technical Characteristics of Equivalent Goods: A large text area with a placeholder "please provide a description".
- 11** Language: A dropdown menu showing "English".
- 12** Identification of Goods: A dropdown menu showing "Select an option".
- 13** Antidumping: A checkbox.
- 14** Cancel: A button labeled "Cancel".
- 15** Save: A button labeled "Save".

1 Goods Commodity Code

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

2 Description of Goods

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

3 Language

Select from a drop down list a language for the description text (Optional).

4 Quantity of Goods

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

5 Value of Goods

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

6 Measurement Unit

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

7

Currency

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

8

Equivalent Goods Indication

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

9

Combined Nomenclature

Insert the Combined Nomenclature Code. The field is displayed when the equivalent goods indication is checked (Mandatory field).

10

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).

11

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).

12

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).

13

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.

14

Cancel

Select cancel to cancel the process.

15

Save

Select save to complete and store the entry.

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.

4.5.4. 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:

Requested Procedure Code *

please register a Requested Procedure Code

00 No Previous Procedure
01 Release For Free Circulation of Goods Simultaneous with Trade
07 Release of goods for free circulation simultaneously placed under a warehousing procedure other than a customs warehousing procedure where neither VAT nor, when applicable, excise duties have been paid.
10 Permanent Export
11 Export of processed products obtained from equivalent goods under inward processing before placing non-Union goods under inward processing.

- **Previous 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 *

please register a Previous Procedure Code

00 No Previous Procedure
01 Release For Free Circulation of Goods Simultaneous with Trade
07 Release of goods for free circulation simultaneously placed under a warehousing procedure other than a customs warehousing procedure where neither VAT nor, when applicable, excise duties have been paid.
10 Permanent Export
11 Export of processed products obtained from equivalent goods under inward processing before placing non-Union goods under inward processing.

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

The User can import the Processed Products after selection of action button "Add" in [Release](#) process.

The screenshot shows a web form titled "Processed Products Which can be Re-Imported under OP". The form contains several input fields and dropdown menus, each with a numbered callout (1-8) pointing to it. The fields are: "Commodity Code *" (1), "Description of Products *" (2), "Quantity of Products *" (3), "Value of Products *" (4), "Measurement Unit *" (5), and "Currency *" (6). The "Description of Products" field has a character count of 512. The "Measurement Unit" dropdown shows "10" and a downward arrow. The "Currency" dropdown shows "Euro" and a downward arrow. At the bottom right, there are "Cancel" and "Save" buttons, with callouts 7 and 8 pointing to them respectively.

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. Dashboards

After successful login or click on the relevant link of [Menu](#), the User is landed to the Dashboard screen.

Dashboard

Latest Tasks [Export Data](#)

Creation Date	Submission Reference Number	Authorisation / Declaration Number	Authorisation Type	Task Type	Task Done
15/11/2022	22BE00000000000002	BEIPOV1T-BE12001-2017-XYZW43	IP IMEX	Register Information About Goods Which Were Placed Under IP	Not Done
15/11/2022	22BE00000000000001	BEIPOV2T-BE12001-2017-XYZW42	IP EX/IM	Waiting For INF Particulars For INF Creation	Not Done

Latest Notifications [Export Data](#)

Creation Date	Request Type	INF Number or SRN	Authorisation / Declaration Number	Authorisation Type	Notification Type
15/11/2022	INF	IP EX/IM001BEIPOV1T-BE12001-2017-XYZW42	BEIPOV1T-BE12001-2017-XYZW42	IP EX/IM	INF Creation Response Notification
15/11/2022	Request (section A)	22BE00000000000001	BEIPOV2T-BE12001-2017-XYZW42	IP EX/IM	Submission Reference Number
15/11/2022	Request (section A)	22BE00000000000001	BEIPOV2T-BE12001-2017-XYZW42	IP EX/IM	Request Of INF Particulars For INF Creation
15/11/2022	Request (section B)	22BE00000000000002	BEIPOV1T-BE12001-2017-XYZW43	IP IMEX	INF Request Receipt Notification
15/11/2022	Request (section A)	22BE00000000000003	FRIPOV1F-FR12251-2017-XYZW42	IP IMEX	Submission Reference Number

Recently processed INF [Export Data](#)

Authorisation / Declaration Number	Authorisation Type	Creation Date	HoA EORI	HoA Name	INF Number	Processing Date
BEIPOV1T-BE12001-2017-XYZW42	IP EX/IM	15/11/2022	BE05142012001	Contact Full Name 2	IP EX/IM001BEIPOV1T-BE12001-2017-XYZW42	15/11/2022

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 Export Data

Exports the list of the Latest Tasks in CSV format.

3 Latest Notifications 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.

4 Export Data

Exports the list of the Latest Notifications in CSV format.

5 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.

6 Export Data

Exports the list of Recently Processed INFs in CSV format.

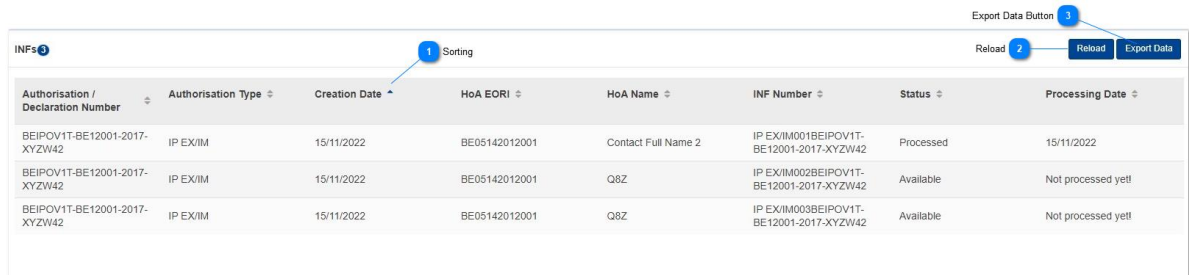
5.1. My INFs

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:

- Authorisation Number
- Authorisation Type
- Creation Date
- HoA EORI
- HoA Name
- INF Number
- Status
- Processing Date

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



The screenshot shows a table titled 'INFs' with 8 columns: Authorisation / Declaration Number, Authorisation Type, Creation Date, HoA EORI, HoA Name, INF Number, Status, and Processing Date. There are three data rows. Annotations are present: '1 Sorting' points to the 'Creation Date' column header; '2 Reload' points to a 'Reload' button in the top right; '3 Export Data Button' points to an 'Export Data' button in the top right.

Authorisation / Declaration Number	Authorisation Type	Creation Date	HoA EORI	HoA Name	INF Number	Status	Processing Date
BEIPOV1T-BE12001-2017-XYZW42	IP EX/IM	15/11/2022	BE05142012001	Contact Full Name 2	IP EX/IM001BEIPOV1T-BE12001-2017-XYZW42	Processed	15/11/2022
BEIPOV1T-BE12001-2017-XYZW42	IP EX/IM	15/11/2022	BE05142012001	Q&Z	IP EX/IM002BEIPOV1T-BE12001-2017-XYZW42	Available	Not processed yet!
BEIPOV1T-BE12001-2017-XYZW42	IP EX/IM	15/11/2022	BE05142012001	Q&Z	IP EX/IM003BEIPOV1T-BE12001-2017-XYZW42	Available	Not processed yet!

1

Sorting

Click on the button for of each row column 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 be automatically saved into your workstation. The exported file will include the first 100 results.

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.

Case Sensitive checkbox

INFs **1** Authorisation/Declaration Number **2** Authorisation Type **3** Creation Date **4** Sorting **5** Reload Export Data Reset Filters **6**

☐ Case sensitive search

Authorisation / Declaration Number	Authorisation Type	Creation Date	HoA EORI	HoA Name	INF Number	Status	Processing Date
DEOPOV1F-DE12751-2017-XYZW42	OP EX/IM	17/11/2022	DE05142012751	Contact Full Name 2	OP EX/IM001DEOPOV1F-DE12751-2017-XYZW42	Available	Not processed yet!
BEIPOV2T-BE12001-2017-XYZW42	IP EX/IM	17/11/2022	BE05142012001	Contact Full Name 2	IP EX/IM001BEIPOV2T-BE12001-2017-XYZW42	Available	Not processed yet!
DEOPOV1F-DE12751-2017-XYZW42	OP EX/IM	17/11/2022	DE05142012751	Contact Full Name 2	OP EX/IM002DEOPOV1F-DE12751-2017-XYZW42	Available	Not processed yet!
DEOPOV1F-DE12751-2017-XYZW42	OP EX/IM	17/11/2022	DE05142012751	Contact Full Name 2	OP EX/IM003DEOPOV1F-DE12751-2017-XYZW42	Available	Not processed yet!
DEOPOV2F-DE12751-2017-XYZW42	OP EX/IM	17/11/2022	DE05142012751	INFSP-ST-DS-052-TC-040	OP EX/IM001DEOPOV2F-DE12751-2017-XYZW42	Available	Not processed yet!

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) and by checking the "Case sensitive search" checkbox.

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

- Authorisation/Declaration Number
- Authorisation Type
- Creation Date
- HoA EORI
- HoA Name
- INF Number
- Status
- Processing Date

For instance the User may insert "OP EX/IM001DEOPOV2F-DE12751-2017-XYZW42" in "INF Number" column and the Application should return the INF that matches the passed criterion (please see screen below):

The screenshot shows a search interface for 'INFs'. At the top right are buttons for 'Reload', 'Export Data', and 'Reset Filters'. Below these is a 'Case sensitive search' checkbox. The main section contains filters for 'Authorisation / Declaration Number', 'Authorisation Type', 'Creation Date', 'HoA EORI', 'HoA Name', 'INF Number', 'Status', and 'Processing Date'. Each filter has a text input, a dropdown menu, or a date picker. Below the filters is a table with the following data:

Authorisation / Declaration Number	Authorisation Type	Creation Date	HoA EORI	HoA Name	INF Number	Status	Processing Date
DEOPOV2F-DE12751-2017-XYZW42	OP EX/IM	17/11/2022	DE05142012751	INFSP-ST-DS-052-TC-040	OP EX/IM001DEOPOV2F-DE12751-2017-XYZW42	Available	Not processed yet!

1 Case Sensitive checkbox

Upon clicking, the case sensitive search is activated.

2 Authorisation/Declaration Number

A text field is available to type in the authorisation or declaration number which you are searching for.

3 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.

4 Creation Date

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

5 Sorting

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

6 Reset Filters Button

Allows to reset any search criteria already selected within the UI page.

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.

The screenshot shows a web interface titled "My INF Requests" with a search bar and filters. Below the search bar is a table with the following columns: Date/Time of Reception, Request Type, Submission Reference Number, Authorisation / Declaration Number, Authorization Type, HoA EORI, HoA Name, and INF Request Status. The table contains five rows of data, all with a status of "Accepted". At the bottom, there is a pagination bar showing "Items per page: 5" and "Showing 1 - 5 of 37 items".

Date/Time of Reception	Request Type	Submission Reference Number	Authorisation / Declaration Number	Authorization Type	HoA EORI	HoA Name	INF Request Status
17/11/2022	INF Request	22BE000000000000	BEIPOV2T-BE12001-2017-XYZW42	IP EX/IM	BE05142012001	Contact Full Name 2	Accepted
17/11/2022	INF Request	22BE00000000000001	BEIPOV2T-BE12001-2017-XYZW42	IP EX/IM	BE05142012001	Q&Z	Accepted
17/11/2022	INF Request	22BE00000000000002	BEIPOV2T-BE12001-2017-XYZW42	IP EX/IM	BE05142012001	Q&Z	Accepted
17/11/2022	INF Request	22BE00000000000003	BEIPOV1T-BE12001-2017-XYZW42	IP EX/IM	BE05142012001	Q&Z	Accepted
17/11/2022	INF Request	22BE00000000000004	BEIPOV1T-BE12001-2017-XYZW42	IP EX/IM	BE05142012001	Q&Z	Accepted

The User can perform a Search based on specific filter criteria by inserting the relevant value in the text field under the specific INF Request property (column) and by checking the "Case sensitive search" checkbox.

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

- Date/Time of Reception
- Submission Reference Number
- Authorisation/Declaration Number
- Authorisation Type
- HoA EORI
- HoA Name
- INF Request Status

For instance the User may insert "22BE00000000000001" in "Submission Reference Number" column and the Application should return the INF Request that matches the passed criterion (please see screen below):

My INF Requests

Reload

Export Data

Reset Filters

☐ Case sensitive search

Date/Time of Reception	Request Type	Submission Reference Number	Authorisation / Declaration Number	Authorization Type	HoA EORI	HoA Name	INF Request Status
		22BE000000000001					
17/11/2022	INF Request	22BE000000000001	BEIPOV2T-BE12001-2017-XYZW42	IP EX/IM	BE05142012001	Q&Z	Accepted

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 Tasks](#) page.

My Tasks 1 Reload Export Data Reset Filters

☐ Case sensitive search

Creation Date	Submission Reference Number	Authorisation / Declaration Number	Authorisation Type	Task Type	Task Done
17/11/2022	22BE000000000040	BEIPOV1T-BE12125-2017-XYZW42	IP EX/IM	Waiting For INF Particulars For INF Creation	Not Done
17/11/2022	22BE000000000041	BEIPOV1T-BE12125-2017-XYZW42	IP EX/IM	Waiting For INF Particulars For INF Creation	Not Done
17/11/2022	22BE000000000042	BEIPOV1T-BE12125-2017-XYZW42	IP EX/IM	Waiting For INF Particulars For INF Creation	Not Done
17/11/2022	22BE000000000043	BEIPOV1T-BE12125-2017-XYZW42	IP EX/IM	Waiting For INF Particulars For INF Creation	Not Done
17/11/2022	22BE000000000044	BEIPOV1T-BE12125-2017-XYZW42	IP EX/IM	Waiting For INF Particulars For INF Creation	Not Done

Items per page: 5 Showing 1 - 5 of 10 items

The User can perform a Search based on specific filter criteria by inserting the relevant value in the text field under the specific Task property (column) and by checking the "Case sensitive search" checkbox.

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

- Creation Date
- Submission Reference Number
- Authorisation / Declaration Number
- Authorisation Type
- Task Type
- Task Done

For instance, the User may insert "22BE000000000040" in "Submission Reference Number" column and the Application should return the Task that refer to the inserted SRN (please see screen below):

My Tasks1

Reload

Export Data

Reset Filters

☐ Case sensitive search

Creation Date	Submission Reference Number	Authorisation / Declaration Number	Authorisation Type	Task Type	Task Done
	22BE000000000040			Select a task type	
17/11/2022	22BE000000000040	BEIPOV1T-BE1212S-2017-XYZW42	IP EX/IM	Waiting For INF Particulars For INF Creation	Not Done

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 Notifications](#) page.

My Notifications 2 Reload Export Data Reset Filters

☐ Case sensitive search

Creation Date ^	Request Type	INF Number or SRN ^	Authorisation / Declaration Number ^	Authorisation Type	Notification Type ^
					Select a notification type v
15/11/2022	INF	IP EX/IM001BEIPOV1T-BE12001-2017-XYZW42	BEIPOV1T-BE12001-2017-XYZW42	IP EX/IM	INF Creation Response Notification
15/11/2022	Request (section A)	22BE00000000000001	BEIPOV2T-BE12001-2017-XYZW42	IP EX/IM	Submission Reference Number
15/11/2022	Request (section A)	22BE00000000000001	BEIPOV2T-BE12001-2017-XYZW42	IP EX/IM	Request Of INF Particulars For INF Creation
15/11/2022	Request (section B)	22BE00000000000002	BEIPOV1T-BE12001-2017-XYZW43	IP IM/EX	INF Request Receipt Notification
15/11/2022	Request (section A)	22BE00000000000003	FRIPOV1F-FR12251-2017-XYZW42	IP IM/EX	Submission Reference Number

The User can perform a Search based on specific filter criteria by inserting the relevant value in the text field under the specific Notification property (column) and by checking the "Case sensitive search" checkbox.

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

- Creation Date
- INF Number or SRN
- Authorisation Number
- Notification Type

For instance, the User may insert "22BE000000000000" 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):

My Notifications 2 Reload Export Data Reset Filters

☐ Case sensitive search

Creation Date ^	Request Type	INF Number or SRN ^	Authorisation / Declaration Number ^	Authorisation Type	Notification Type ^
		22BE000000000000			Select a notification type v
17/11/2022	Request (section A)	22BE00000000000000	BEIPOV2T-BE12001-2017-XYZW42	IP EX/IM	Submission Reference Number
17/11/2022	INF	IP EX/IM001BEIPOV2T-BE12001-2017-XYZW42	BEIPOV2T-BE12001-2017-XYZW42	IP EX/IM	INF Creation Response Notification

5.6. INF Consumption

The User clicks on the [INF Consumption](#) link from the [Menu](#), the Application opens the page. The User is able to search a specific INF Number and view the results regarding the consumption of the Goods Covered by the INF and of the Processed Products Covered by the INF (in tabular format with paging capability as presented below).

The user may click on a specific row in order to view more details for a specific Commodity Code. The [INF Consumption Details](#) pop-up window will be displayed.

The screenshot shows the 'INF Consumption' application interface. At the top right, there is a 'Search' button (2) and a 'Clear' button (3). Below this is a search bar for the 'INF Number' (1) containing the text 'IP IM/EX001FRIPOV1F-FR12251-2017-XYZW42'. The main content area is divided into two sections: 'Goods Consumption' (2) and 'Products Consumption' (1). Each section contains a table with columns for 'Commodity Code' (4), 'Quantity of Goods' (5), 'Declared' (6), and 'Available' (7) for Goods, and 'Commodity Code' (8), 'Quantity of Products' (9), 'Declared' (10), and 'Available' (11) for Products. The 'Goods Consumption' table shows two rows of data. The 'Products Consumption' table shows one row of data. Both tables have pagination controls at the bottom, including 'Items per page: 5' and 'Showing 1-2 of 2' for Goods, and 'Showing 1-1 of 1' for Products.

Commodity Code	Quantity of Goods	Declared	Available
40029100	2 1000 items	0	2
40029100	23523.2 Kilogram	42.2	23481

Commodity Code	Quantity of Products	Declared	Available
40028000	1000 Kilogram	22	978

1

INF Number

A text field is available to type in the INF Number you are searching. The whole INF Number must be inserted.

2

Search

Click on this button to perform the search.

3

Clear

By clicking on this button, the search field and all the results will be cleared out.

4

Commodity Code

The Commodity Code of the Goods Covered by the INF. If the Commodity Code is displayed in red colour it means that it has been invalidated in the TARIC system.

5

Quantity of Goods

The Quantity with its Measurement Unit of the Goods Covered by the INF.

6

Declared

This number is the sum of the quantities that are declared in all the Placement process operations.

7

Available

This number is the quantity that remains available to be processed. It derives from the subtraction of the declared quantity from the initial. The User is able to move the pointer over this number in order to see it as a percentage.

8

Commodity Code

The Commodity Code of the Processed Products Covered by the INF. If the Commodity Code is displayed in red colour it means that it has been invalidated in the TARIC system.

9

Quantity of Products

The Quantity with its Measurement Unit of the Processed Products Covered by the INF.

10

Declared

This number is the sum of the quantities that are declared in either all the Export or Discharge or Release process operations depending on the type of the INF.

11

Available

This number is the quantity that remains available to be processed. It derives from the subtraction of the declared quantity from the initial. The User is able to move the pointer over this number in order to see it as a percentage.

5.6.1. INF Consummation Details

When the User is in the [INF Consummation](#) page and clicks on a specific row of the Goods Consummation table, the following pop-up window on the left is presented.

When the User is in the [INF Consummation](#) page and clicks on a specific row of the Products Consummation table, the following pop-up window on the right is presented.

Alternatively, the User may be in the [INF View - INF Consummation](#) tab and click on a specific row of the tables.

Consummation Details Information		
Consummation Details Information		
1 MRN	2 Equivalent Good Combined Nomenclature	3 Declared
MRN	Equivalent Good Combined Nomenclature	Declared
10000000000000000001		0.2
PLA123456789012345	40029100	1
MRN993377118844001	40029100	1
MRN268193716301937	40029100	40

Consummation Details Information	
Consummation Details Information ³	
MRN	Declared
11111111111111111111	1
432234234234234234	1
DIS123456789012345	20

1

MRN

The Movement Reference Number of the declaration.

2

Equivalent Good Combined Nomenclature

If the declared Good contained Equivalent Good, its Combined Nomenclature code is displayed in this field. If the Combined Nomenclature code is displayed in red colour it means that it has been invalidated in the TARIC system.

3

Declared

This number is the quantity that is declared in each process operation.

5.7. Authorisation Consummation

The User clicks on the [Authorisation Consummation](#) link from the [Menu](#), the Application opens the page. The User is able to search a specific Authorisation Number and view the results regarding the consummation of its Commodity Codes (in tabular format with paging capability as presented below). Two tables are available, one for the goods and one for the products.

The user may click on a specific row to view more details for a specific Commodity Code. The [Authorisation Consummation Details](#) pop-up window will be displayed.

Authorisation Consummation

Search **2** **Search** **Clear** **3**

Authorisation Number **1** **Authorisation Number** **6**

FRIPOV1F-FR12251-2017-XYZW42

Goods Consummation **16**

4 **Authorisation Commodity Code** **5** **Authorisation Quantity** **6** **Authorisation used quantity in Requests** **7** **Authorisation Available Quantity**

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

Items per page: 5 ▾
Showing 11–15 of 16

⏪ ⏩ 1 2 **3** 4 ⏪ ⏩

Products Consummation **15**

Authorisation Commodity Code	Authorisation Quantity	Authorisation used quantity in Requests	Authorisation Available Quantity
40027000	0 Square meter	000	-000
40027000	0 Cubic meter	22	-22
40028000	0 Carats (one metric carat = 2 x 10-4kg)	20400	-20400
40028000	0 Hectolitre	21	-21
40028000	1000 Kilogram	2602	-1602

Items per page: 5 ▾
Showing 6–10 of 15

⏪ ⏩ 1 **2** 3 ⏪ ⏩

1 Authorisation Number

A text field is available to type in the Authorisation Number you are searching.

2 Search

Click on this button to perform the search.

3 Clear

By clicking on this button, the search field and all the results will be cleared out.

4

Authorisation Commodity Code

The Commodity Codes that have been declared in any INF Request that is in status "Accepted" and uses the specific Authorisation.

5

Authorisation Quantity

The quantity of the Commodity Code as declared centrally, in CRS, for the Authorisation. If the Authorisation does not exist in CRS, because it is a national Authorisation, or if it is a Declaration number, then the Amount is 0.

6

Authorisation used quantity in Requests

The sum of the quantities that are declared in all the INF Requests that are in status "Accepted" and use the specific Authorisation.

7

Authorisation Available Quantity

The quantity that remains available when the declared in the INF Requests is subtracted from the one, registered centrally, in CRS. The User is able to move the pointer over this number in order to see it as a percentage.

5.7.1. Authorisation Consumption Details

When the User is in the [Authorisation Consumption](#) page and clicks on a specific row of the Goods Consumption or the Products Consumption table, the following pop-up window is presented.

Alternatively, the User may be in the [INF View - Authorisation Consumption](#) tab and click on a specific row of the tables.

In case the selected Commodity Code has been declared in a process operation, the details will be displayed in the pop-up window. Otherwise, the window will be empty.

Consumption Details Information

Consumption Details Information

1	INF Number	2	MRN	3	Declared
INF Number	MRN	Declared			
IP IM/EX000001FRIPOV1F-FR12251-2017-XYZW42	100000000000021212	1000			
IP IM/EX000001FRIPOV1F-FR12251-2017-XYZW42	100000000000034343	650			
IP IM/EX000014FRIPOV1F-FR12251-2017-XYZW42	100000000000056565	230			

- 1

INF Number
The INFs that have in their declarations the selected Commodity Code.
- 2

MRN
The Movement Reference Number of the declaration.
- 3

Declared

The quantity that is declared in each MRN per INF.

5.8. INF Search and Reporting

The User clicks on the [INF Search and Reporting](#) link from the [Menu](#), the Application displays the search criteria. The table to present the results is also displayed (with paging/sorting capabilities as presented below).

The system provides the following information for the results:

- Procedure Type
- Authorisation Number
- HoA EORI
- INF Number
- INF Status
- Supervising Customs Office
- Processing Date
- Customs Office of Processing
- Process Type
- MRN (displayed only when the Search type is either "MRNs" or "MRNs and Commodities")
- Commodity Code (displayed only when the Search type is "MRNs and Commodities")
- Quantity (displayed only when the Search type is "MRNs and Commodities")
- Measurement Unit (displayed only when the Search type is "MRNs and Commodities")

INF Search and Reporting

Search criteria:

- Procedure Type: Outward Processing EX/IM
- Authorisation Number: 34
- MRN: 18
- INF Number: 48
- Commodity Code: 14
- HoA EORI: 17
- Supervising Customs Office: eg: AT000000
- Customs Office of Processing: eg: AT000000
- Member State of Processing: 11
- Process Type: 10
- Member State Issuer: 11
- Processing Date From: dd/mm/yyyy
- Processing Date Until: dd/mm/yyyy
- Search Type: MRNs and Commodities

Results: 92

Procedure Type	Authorisation Number	HoA EORI	INF Number	INF Status	Supervising Customs Office	Processing Date	Customs Office of Processing	Process Type	MRN	Commodity Code	Quantity	Measurement Unit
OP EX/IM	DEOPOV1F-DE12751-2017-XYZW42	DE05142012751	OP EX/IM025DEOPOV1F-DE12751-2017-XYZW42	Processed	DE100000	16/11/2023	AT100200	PLACEMENT	22AT0010001C980A37	40029100	100.2	Kilogram
OP EX/IM	DEOPOV1F-DE12751-2017-XYZW42	DE05142012751	OP EX/IM022DEOPOV1F-DE12751-2017-XYZW42	Available	DE100000	16/11/2023	AT100200	PLACEMENT	22AT001000138DC1C1	40029100	100.2	Kilogram
OP EX/IM	FREXOV1Fads	FR05142012251	OP EX/IM021FREXOV1Fads	Available	FR100000	13/12/2023	FR100000	PLACEMENT	19AT0010001BFB82C98	40029100	100.2	Kilogram
OP EX/IM	FREXOV1Fads	FR05142012251	OP EX/IM021FREXOV1Fads	Available	FR100000	13/12/2023	FR100000	RELEASE	19AT00100015AB7D43	40029100	800	Kilogram
OP EX/IM	FREXOV1Fads	FR05142012251	OP EX/IM020FREXOV1Fads	Available	FR100000	13/12/2023	FR100000	PLACEMENT	19AT00100017E21FB9	40029100	100.2	Kilogram

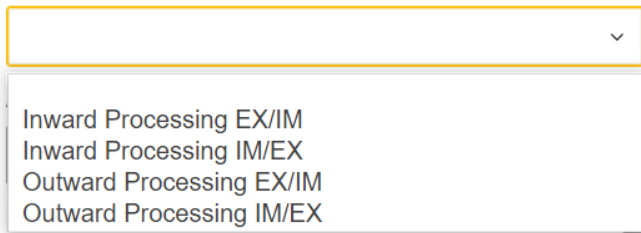
Items per page: 5
Showing 1-5 of 92

1

Procedure Type

You may select a specific Procedure Type from the drop-down menu.

Procedure Type

A screenshot of a web application showing a drop-down menu. The menu is titled "Procedure Type" and is currently open, displaying four options: "Inward Processing EX/IM", "Inward Processing IM/EX", "Outward Processing EX/IM", and "Outward Processing IM/EX". The menu has a white background and a thin orange border. The options are listed in a standard sans-serif font.

2

Authorisation Number

A text field is available to search for a specific Authorisation Number.

3

MRN

A text field is available to search for a specific Movement Reference Number.

The field is enabled for search only when the selected Search Type is either "MRNs" or "MRNs and Commodities".

4

INF Number

A text field is available to search for a specific INF Number.

5

Commodity Code

A text field is available to search for a specific Commodity Code. The field is enabled for search only when the selected Search Type is "MRNs and Commodities".

6

HoA EORI

A text field is available to search for a specific Holder of Authorisation identification number.

7

Supervising Customs Office

The Application provides an auto-complete functionality (i.e. a drop-down list with possible values is appeared) while the user is typing (after the 3rd character). It is the Customs Office that has the role of SCO for the INF.

8

Customs Office of Processing

The Application provides an auto-complete functionality (i.e. a drop-down list with possible values is appeared) while the user is typing (after the 3rd character). It is the Customs Office that performed the process operation.

9

Member State of Processing

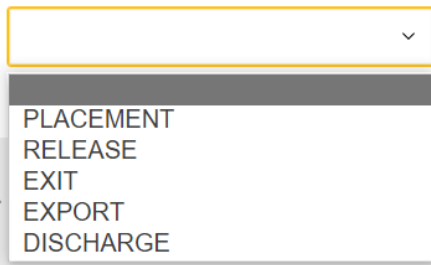
You may select a specific Member State of Processing from the drop-down menu. It is the Member State of the process operation. That is the first two letters of the Customs Office that performed the process operation.

10

Process Type

You may select a specific Process Type from the drop-down menu.

Process Type



11 Member State Issuer

You may select a specific Member State Issuer from the drop-down menu. It is the Member State of the issuer of INF. That is the first two letters of the Supervising Customs Office of the INF.

12 Processing Date From

You may select a specific date from the date picker. It is the date when the process operation was submitted.

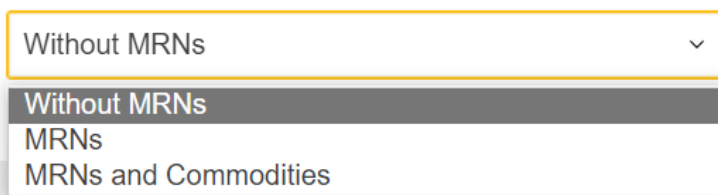
13 Processing Date Until

You may select a specific date from the date picker. It is the date when the process operation was submitted.

14 Search Type

Select a value from the drop-down menu. The default value as provided by the system is the "Without MRNs".

Search Type



15 Results

This is the total number of the results.

16 Search

Click on this button to perform the search. No criteria are mandatory except of the Search Type.

17 Export Data

Click on the Export Data button in order to export in a CSV file the search results. All rows will be exported, although a limitation may be applied. If the limitation

is exceeded, a warning will be displayed. There is no need for the User to perform a search first. The User may fill in any preferred criteria and click the export data button to export the results of these criteria.

18

Clear

By clicking on this button, the search criteria and the results will be cleared out.

19

Sorting

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

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:

INF Creation Request (Section A)

1 Form Language
Form Language * English

2 Supervising Customs Office
Supervising Customs Office * BE100000

3 Authorisation Number OR Declaration Number
Authorisation Number * Declaration Number
Authorisation / Declaration Number * BEIPOV2T-BE12001-2017-XYZW42

4 Authorisation/Declaration Number
BEIPOV2T-BE12001-2017-XYZW42

5 Holder Identification (EORI)
Holder Identification (EORI) * BE05142012001

6 Holder Address (EORI) Data Group
Holder Address (EORI)
Name * Contact Full Name 2
Street And Number * BE Main Street
Country * Belgium
Postcode * BE 12345
City * BE Bruxelles

7 Submission Date
Submission Date * 16/11/2022

8 Authorisation Type
Authorisation Type * Inward Processing EX/IM

9 Representative Identification (EORI)
Representative Identification (EORI) eg.: ABC0000000000

10 Representative Address
Representative Address (EORI)
Name eg.: John Derek
Street And Number eg.: Kings Street
Country eg.: Greece
Postcode eg.: AB 88554
City eg.: Luxemburg

11 General Remarks
General Remarks
fill in general remarks description

12 Article 86 (3) Checkbox
If a customs debt is incurred the amount of import duty shall be calculated in accordance with Article 86(3) of the Code
Prior Exportation Indication
Time Limit 12

13 Time Limit
Time Limit 12

14 Goods Covered by the INF
Goods Covered by the INF

15 Goods Quantities Button
Goods Quantities
16 Upload CSV File Button
Upload CSV File
17 Download Template Button
Download Template
18 Add Goods Button
Add

19 Processed Products Covered by the INF
Processed Products Covered by the INF

20 Upload CSV File Button
Upload CSV File
21 Download Template Button
Download Template
22 Add Processed Products Button
Add

23 Submit Button
Submit
24 Cancel
Cancel

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** **CRS** you should fill in the EORI information manually.

6 **Holder Address (EORI) Data Group**

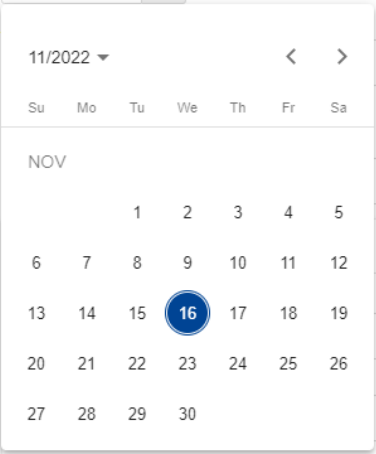
Upon insertion of the Authorisation Number the system based on this number will pre-fill the Holder information. In the case where the Authorisation Number is not found in the external system of **CDMS** **CRS** you should fill in the information manually.

7 **Submission Date**

Select from the date picker the actual submission date of the INF Request.

Submission Date *

16/11/2022 



The image shows a date picker interface. At the top, it displays the current date '16/11/2022' and a calendar icon. Below this is a calendar for November 2022. The days of the week are listed as Su, Mo, Tu, We, Th, Fr, Sa. The calendar grid shows dates from 1 to 30. The date 16 is highlighted with a blue circle, indicating it is the selected date.

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** **CRS** 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** **CRS** you should fill in the EORI information manually.

11 General Remarks

A free text field. (Optional).

12 Article 86 (3) Checkbox

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

13 Time Limit

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

14 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 Covered by the INF ⓘ					Goods Quantities	Upload CSV File	Download Template	Add
Use Equivalent Goods	Commodity Code	Quantity of Goods	Value of Goods	Actions				
☒	4002910010	9 Carats (one metric carat = 2 x 10-4kg)	999999 EUR	☒ Edit ☒ Delete				

Items per page: 5 ▾

Showing 1 - 1 of 1 items

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

15 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.

16 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.

17 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.

18 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.

19 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:

Processed Products Covered by the INF ⓘ

+ Upload csv File
Download Template
+ Add

Commodity Code	Description of Processed Products	Quantity of Processed Products	Value of Processed Products	Actions
40029100	Description of Products	9 Carats (one metric carat = 2 x 10-4kg)	9999 EUR	Edit Delete

Items per page: 5 ▾

Showing 1 - 1 of 1 Items

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

20 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 processed products in order to be accepted by the system.

21 Download Template Button

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

22 Add Processed Products Button

Select the action button for adding a single processed product. Upon selection a pop-up window of "Add Processed Products Covered by the INF" is presented.

23 Submit Button

Select submit in order to proceed with the INF Request.

24 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:

The screenshot shows a form titled "Add Good Covered by the INF" with the following fields and callouts:

- 1** Commodity Code *
- 2** Description of Goods *
- 3** Quantity of Goods *
- 4** Value of Goods *
- 5** Measurement Unit *
- 6** Currency *
- 7** Particulars for Application of Commercial Policy Measures
- 8** Equivalent Goods Indicator
- 9** Combined Nomenclature *
- 10** Commercial Quality and Technical Characteristics of Equivalent Goods *
- 11** Identification of Goods *
- 12** Antidumping
- 13** Cancel button
- 14** Save button

1 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).

2 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).

3 Quantity of Goods

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

4 Value of Goods

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

5 Measurement Unit

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

6 Currency

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

7 Particulars for Application of Commercial Policy Measures

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

8 Equivalent Goods Indicator

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

9 Combined Nomenclature

Insert the Combined Nomenclature Code. The field is displayed when the equivalent goods indication is checked (Mandatory field).

10 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).

11 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).

12 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.

13 Cancel button

Click on the button to cancel the entire entry.

14 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:

The screenshot shows a modal window titled "Add Processed Product Covered by the INF". It contains the following fields and controls:

- 1 Commodity Code ***: A text input field with a placeholder "please provide a commodity code".
- 2 Description of Products ***: A text input field with a placeholder "please provide a description".
- 3 Quantity of Products ***: A text input field with the value "100,000.00".
- 4 Value of Products ***: A text input field with the value "100,000.00".
- 5 Measurement Unit ***: A dropdown menu with "Select unit" selected.
- 6 Currency**: A dropdown menu with "Euro" selected.
- 7 Particulars for Application of Commercial Policy Measures**: A text input field with a placeholder "please provide a particular".
- 9 Save button**: A button labeled "Save" at the bottom right.
- 8 Cancel button**: A button labeled "Cancel" at the bottom left.

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 Products

Insert here the description of Products (Mandatory field).

3 Quantity of Products

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

4 Value of Products

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

5 Measurement Unit

Select from the dropdown menu the Measurement Unit of the provided Quantity Products (Mandatory field).

6 Currency

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

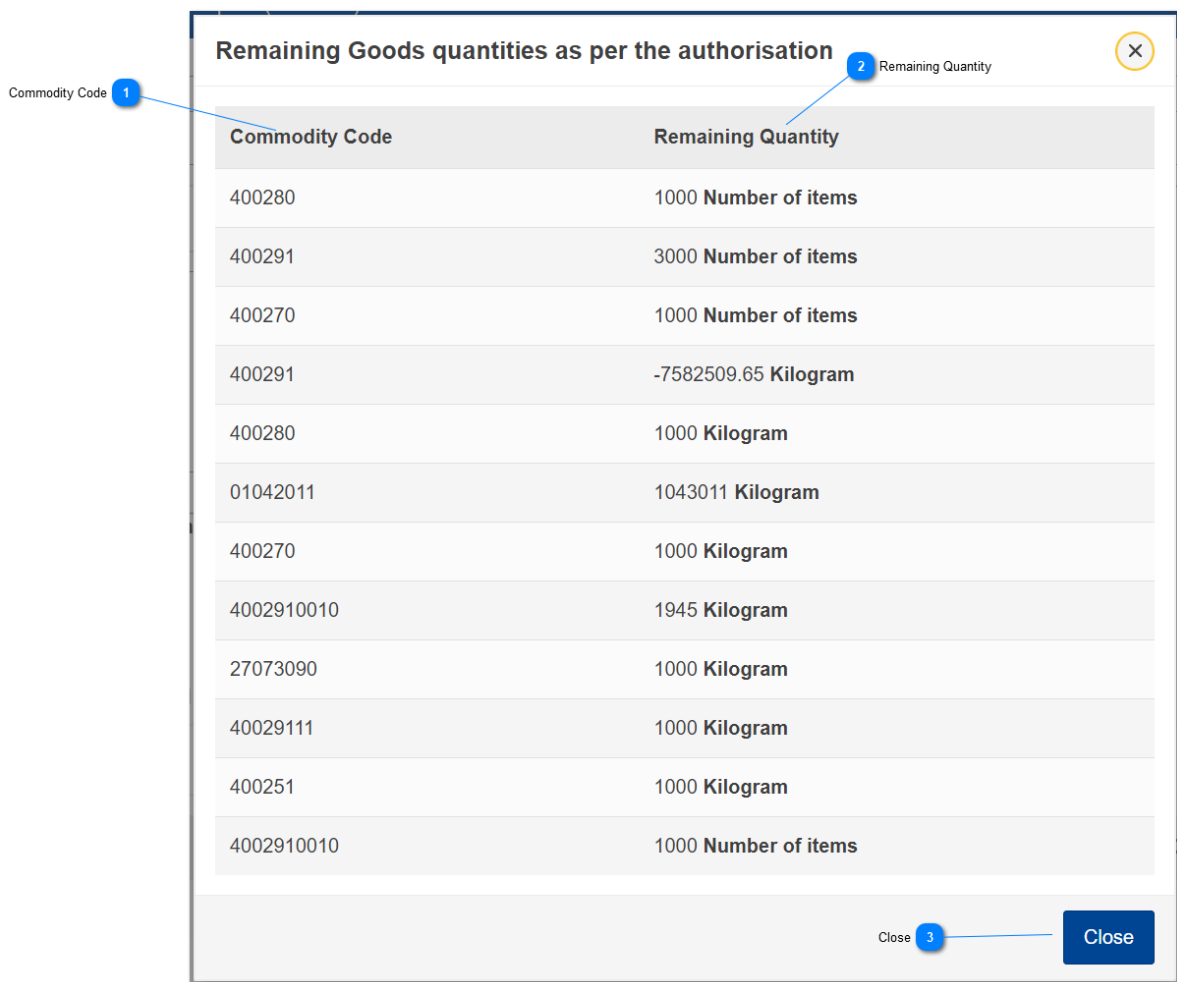
- 7 Particulars for Application of Commercial Policy Measures**
Add here the Particulars for Application of Commercial Policy Measures in the multiple lines of text field.
- 8 Cancel button**
Click on the button to cancel the entry.
- 9 Save button**
Click on the button to save the inserted INF Product. The created INF Product will be displayed within the Insert [INF 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:



Commodity Code	Remaining Quantity
400280	1000 Number of items
400291	3000 Number of items
400270	1000 Number of items
400291	-7582509.65 Kilogram
400280	1000 Kilogram
01042011	1043011 Kilogram
400270	1000 Kilogram
4002910010	1945 Kilogram
27073090	1000 Kilogram
40029111	1000 Kilogram
400251	1000 Kilogram
4002910010	1000 Number of items

1 Commodity Code

The CN Code as retrieved by the external system CRS 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.



Close

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

6.4. Multiple 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:

Order number	Commodity Code < M > [in 10, minimum 8 digits]	Description of Goods < M > Text [in 812]	Quantity of Goods < M > Goods Quantity < M > [in 16,5]	Measure Unit < M > [in 16,5]	Amount Value < M > [in 16,5]	Amount Currency < M > [in 16,5]	Particulars for Application of Commercial Policy Measures < M > Text < M > [in 812]	Combined Nomenclature Code < M > [in 812]	Commercial Quality and Technical Characteristics of Equivalent Goods < M > Text < M > [in 812]	Non Union Goods are subject to Anti-Dumping countervailing safeguard duty or any additional duty resulting from a suspension of remission < M > Text < M > [in 812]	Identification of Goods < M > Text < M > [in 812]
1											

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 utilised by the template and it can be ignored by the User.

1 Commodity Code

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

2 Description of Goods

Type here the description for each Good per row.

3 Quantity of Goods

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

4 Value of Goods

Type here the value for each Good declared.

5 Particulars for Application of Commercial Policy Measures

Type here any particulars per each Good. **Note:** columns which are accompanied by the letter < O > indicate that they are optional to fill in.

6 Equivalent Goods

In case of Equivalent Goods per each Good declared fill in the 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:

Commodity Code		Description of Processed Products		Quantity of Processed Products		Value of Processed Products		Particulars for Application of Commercial Policy Measures	
Order number	Combined Nomenclature Code	Text		Goods Quantity	Measure Unit	Amount Value	Amount Currency	Text	
#	< M > [an.8]	< M > [an..512]		< M > [n..16,6]	< M > [CL Unit]	< M > [n..16,2]	< M > [CL Currency]	< M > [an..512]	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

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 utilised by the template and it can be ignored by the User.

1 Commodity Code

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

2 Description of Processed Products

Type here the description for each Product per row.

3 Quantity of Processed Products

Type the quantity at the column "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.

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 an "Request INF (Section B)" by filling in the form below:

The screenshot shows the 'INF Creation Request (Section B)' form. It includes fields for Form Language, Type of Request, Supervising Customs Office, Authorisation Number, INF Submission date, Responsible Customs Office, Authorisation Type, General Remarks, Goods or Products, and Movement Reference Number (MRN). There are also buttons for Goods Quantities, Add, Submit, and Cancel. A table at the bottom shows 'No records found'.

1 Form Language

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

2 Type of Request

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

3 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)

4 Authorisation Number

Please insert the Authorisation Number (Mandatory field).

5 INF Submission date

Please select the INF submission date (Mandatory field).

6 Responsible Customs Office

Read-only field that displays the Responsible Customs Office.

- 7 Authorisation Type**
Read-only field that displays the Authorisation Type.
- 8 General Remarks Description**
Please insert the Description of General Remarks.
- 9 Goods or Products**
Please select from the drop-down whether a Goods or Product will be created.
- 10 Movement Reference Number (MRN)**
Please insert the Movement Reference Number (Mandatory field).
- 11 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.
- 12 Add button**
Click on the button in order to create an INF Good or Product.
The INF Goods modal is described in section: [Good Item For Which INF is Requested](#).
The INF Products modal is described in section: [Processed Product For Which is Requested](#).
- 13 Submit button**
Please click on the Submit button in order to save the INF Request (Section B).
- 14 Cancel button**
Please click on the Cancel button in order to cancel the previously inserted INF Request (Section B) data.

7.1. Add Goods Item for Which INF 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:

Goods Item For Which INF Is Requested

Commodity Code **1** Commodity Code *

Description of Goods **2** Description of Goods *

Quantity of Goods **3** Quantity of Goods * 100,000.00

Value of Goods **5** Value of Goods * 100,000.00

Measurement Unit **4** Measurement Unit * Select unit

Currency **6** Currency * Euro

Save **8**

Cancel **7** Cancel Save

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

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

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.



Save

Click on the button to save the INF Product.

7.2. Add Processed Products for Which INF is Required

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:

The screenshot shows a modal window titled "Processed Products For Which INF is Requested". It contains several input fields and buttons. Numbered callouts point to the following elements:

- 1** Commodity Code: Points to the "Commodity Code *" input field.
- 2** Description of Products: Points to the "Description of Products *" input field.
- 3** Quantity of Products: Points to the "Quantity of Products *" input field.
- 4** Measurement Unit: Points to the "Measurement Unit *" dropdown menu.
- 5** Value of Products: Points to the "Value of Products *" input field.
- 6** Currency: Points to the "Currency" dropdown menu.
- 7** Cancel: Points to the "Cancel" button.
- 8** Save: Points to the "Save" button.

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 Products

Insert here the Description of Products (Mandatory field).

3 Quantity of Products

Insert here the Quantity of Products (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 Products

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

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 Request INF \(Section B\)](#).

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:

Commodity Code	Remaining Quantity
400280	1000 Number of items
400291	3000 Number of items
400270	1000 Number of items
400291	-7582509.65 Kilogram
400280	1000 Kilogram
01042011	1043011 Kilogram
400270	1000 Kilogram
4002910010	1945 Kilogram
27073090	1000 Kilogram
40029111	1000 Kilogram
400251	1000 Kilogram
4002910010	1000 Number of items

1 Commodity Code

The CN Code as retrieved by the external system CRS 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.



Close

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

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:

The screenshot shows the 'INF' form with the following numbered callouts:

- 1: Form Language (dropdown menu)
- 2: Supervising Customs Office (text field)
- 3: Authorisation/Declaration Number Radio Button
- 4: Authorisation/Declaration Number (text field)
- 5: Holder Identification (EORI) (text field)
- 6: Holder's Name (text field)
- 7: Street and Number (text field)
- 8: Country (text field)
- 9: Holder's Postcode (text field)
- 10: Holder's City (text field)
- 11: Submission Date (calendar icon)
- 12: Authorisation Type (dropdown menu)
- 13: Representative Identification (EORI) (text field)
- 14: Representative's Name (text field)
- 15: Representative's Street and Number (text field)
- 16: Representative's Country (text field)
- 17: Representative's Postcode (text field)
- 18: Representative's City (text field)
- 19: General Remarks (text area)
- 20: Prior Exportation Indication (checkbox)
- 21: Goods Covered by the INF (table header)
- 22: Processed Products Covered by the INF (table header)
- 23: Goods Quantities Button
- 24: Upload CSV File Button
- 25: Download Template Button
- 26: Add Button
- 27: Upload CSV File Button
- 28: Download Template Button
- 29: Add Button
- 30: Submit Button
- 31: Cancel Button

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** **CRS** 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 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.

13 Representaive 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

14 **Representative's Name**

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

15 **Representative's Street and Number**

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

16 **Representative's Country**

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

17 **Representative's Postcode**

In case of manual import, insert here the Representative's postcode.

18 **Representative's City**

In case of manual import, insert here the Representative's city.

19 **General Remarks**

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

20 **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 CRS system. When the check-box is ticked the dependent field Time Limit becomes visible aswell to the user.

21 **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:

Use Equivalent Goods	Commodity Code	Quantity of Goods	Value of Goods	Actions
x	4002910010	6 Carats (one metric carat = 2 x 10 ⁻⁴ kg)	6666 EUR	Edit Delete

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

22 **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 product will be displayed in this section:

Commodity Code	Description of Processed Products	Quantity of Processed Products	Value of Processed Products	Actions
40029100	Description of Products	8 Cubic meter	444 EUR	Edit Delete

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

23 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.

24 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.

25 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.

26 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.

27 Upload CSV File Button

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

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 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.

30 Submit Button

Click on the button to submit the inserted INF. The Application saves the INF and renders the [View INF](#) screen.

31 Cancel Button

Click on the button to cancel the previously inserted INF data.

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:

The screenshot shows a form titled "Add Good Covered by the INF" with the following fields and callouts:

- 1** Commodity Code *
- 2** Description of Goods *
- 3** Quantity of Goods *
- 4** Value of Goods *
- 5** Measurement Unit *
- 6** Currency *
- 7** Particulars for Application of Commercial Policy Measures
- 8** Equivalent Goods Indicator
- 9** Combined Nomenclature *
- 10** Commercial Quality and Technical Characteristics of Equivalent Goods *
- 11** Identification of Goods *
- 12** Antidumping
- 13** Cancel button
- 14** Save button

1 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).

2 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).

- 3 Quantity of Goods**
Insert the Quantity of Goods (numerical value - Mandatory field).
- 4 Value of Goods**
Insert the Value of Goods (Numerical value - Mandatory field).
- 5 Measurement Unit**
Select from the drop-down menu the Measurement Unit of the provided Quantity Goods (Mandatory field).
- 6 Currency**
Select from the drop-down menu a currency. Euro is the default value as provided by the system Value of Goods.
- 7 Particulars for Application of Commercial Policy Measures**
Provide the Particulars for Application of Commercial Policy Measures in the multiple lines of text field.
- 8 Equivalent Goods Indicator**
Switch button for display/hide the "Equivalent Goods" section within the pop-up window.
- 9 Combined Nomenclature**
Insert the Combined Nomenclature Code. The field is displayed when the equivalent goods indication is checked (Mandatory field).
- 10 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).
- 11 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).
- 12 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.
- 13 Cancel button**
Click on the button to cancel the entire entry.
- 14 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.

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:

The screenshot shows a modal window titled "Add Processed Product Covered by the INF". It contains the following fields and controls:

- 1 Commodity Code ***: A text input field with a placeholder "please provide a commodity code".
- 2 Description of Products ***: A text input field with a placeholder "please provide a description".
- 3 Quantity of Products ***: A text input field containing "100,000.00".
- 4 Value of Products ***: A text input field containing "100,000.00".
- 5 Measurement Unit ***: A dropdown menu with "Select unit" as the current selection.
- 6 Currency**: A dropdown menu with "Euro" as the current selection.
- 7 Particulars for Application of Commercial Policy Measures**: A text input field with a placeholder "please provide a particular".
- 9 Save button**: A blue button labeled "Save".
- 8 Cancel button**: A grey button labeled "Cancel".

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 Products

Insert here the description of Products (Mandatory field).

3 Quantity of Products

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

4 Value of Products

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

5 Measurement Unit

Select from the dropdown menu the Measurement Unit of the provided Quantity Products (Mandatory field).

6 Currency

Select from the dropdown menu the Currency for the provided Value of Products (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](#).

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:

Commodity Code	Remaining Quantity
400280	1000 Number of items
400291	3000 Number of items
400270	1000 Number of items
400291	-7582509.65 Kilogram
400280	1000 Kilogram
01042011	1043011 Kilogram
400270	1000 Kilogram
4002910010	1945 Kilogram
27073090	1000 Kilogram
40029111	1000 Kilogram
400251	1000 Kilogram
4002910010	1000 Number of items

1 Commodity Code

The CN Code as retrieved by the external system CRS 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.



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:

Commodity Code < M >		Description of Goods < M >		Quantity of Goods < M >		Value of Goods < M >		Particulars for Application of Commercial Policy Measures < M >		Equivalent Goods < M >	
Order number	Commodity Code < M > [n: 10, maximum 8 digits]	Text < M > [n: 812]	Goods Quantity < M > [n: 16,5]	Measure Unit < M > [n: 16,5]	Amount Value < M > [n: 16,5]	Amount Currency < M > [n: 16,5]	Text < M > [n: 812]	Combined Nomenclature Code < M > [n: 812]	Text < M > [n: 812]	Identification of Goods Code < M > [n: 812]	
1											

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 utilised by the template and it can be ignored by the User.

1 Commodity Code

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

2 Description of Goods

Type here the description for each Good per row.

3 Quantity of Goods

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

4 Value of Goods

Type here the value for each Good declared.

5 Particulars for Application of Commercial Policy Measures

Type here any particulars per each Good. **Note:** columns which are accompanied by the letter < O > indicate that they are optional to fill in.

6 Equivalent Goods

In case of Equivalent Goods per each Good declared fill in the 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:

Commodity Code		Description of Processed Products		Quantity of Processed Products		Value of Processed Products		Particulars for Application of Commercial Policy Measures	
Commodity Code < M >		Description of Processed Products < M >		Quantity of Processed Products < M >		Value of Processed Products < M >		Particulars for Application of Commercial Policy Measures < O >	
Order number #	Combined Nomenclature Code < M > [an.8]	Text < M > [an..512]		Goods Quantity < M > [n..16,6]	Measure Unit < M > [CL Unit]	Amount Value < M > [n..16,2]	Amount Currency < M > [CL Currency]	Text < M > [an..512]	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

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 utilised by the template and it can be ignored by the User.

1 Commodity Code

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

2 Description of Processed Products

Type here the description for each Product per row.

3 Quantity of Processed Products

Type the quantity at the column "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** **six** tabs:

- [INF Info](#)
- [Status Data](#)
- [Notifications](#)
- [History](#)
- [INF Consummation](#)
- [Authorisation Consummation](#)

Via these **three** **six** tabs the User can view core INF information, collective data of the INF and its various processing steps, **and** Notifications related to the INF, **the history of the INF with information about its amendments and information regarding the consummation of the INF and the consummation of its authorisation.**

9.1. INF View - INF Info

When a 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:

- On Behalf Of
- Finalise
- Export
- Amend
- Invalidate
- Print PDF
- View Request

The following functionality is also provided based on the Authorisation Type:

- Place Goods
- Discharge
- Export
- Release
- Exit

On Behalf Of1

Finalise2

Export3

Amend4

Invalidate5

Print PDF6

View Request7

INF - IP EX/IM 004137

BEIPOV1T-BE12001-2017-XYZW42

Available

On Behalf Of

Finalise

Export

Amend

Invalidate

Print PDF

View Request

INF Info

Status Data

Notifications

History

INF Consumption

Authorisation Consumption

User: co_be

Last change made

Date: 17-06-2024

Supervising Customs Office

BE100000

Submission Date

17/06/2024

Authorisation Number

Declaration Number

Authorisation / Declaration Number

BEIPOV1T-BE12001-2017-XYZW42

Holder Identification (EORI)

BE05142012001

Representative Identification (EORI)

BE05142012001

Holder Address (EORI)

Name

Contact Full Name 2

Street And Number

BE Main Street

Country

Belgium

Postcode

BE 12345

City

BE Bruxelles

Representative Address (EORI)

Name

Contact Full Name 2

Street And Number

BE Main Street

Country

Belgium

Postcode

BE 12345

City

BE Bruxelles

General Remarks

EN

Description about General Remarks

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

Prior Exportation Indication

Time Limit

122

Goods Covered by the INF

Goods Covered by the INF1

Use Equivalent Goods

Commodity Code

Quantity of Goods

Value of Goods

Actions

✓

40029100

1235.542 Hectokilogram

31123.99 EUR

Items per page: 5

Showing 1–1 of 1

View INF Good(s)8

Processed Products Covered by the INF

Processed Products Covered by the INF1

Commodity Code

Description of Processed Products

Quantity of Processed Products

Value of Processed Products

Actions

40027000

Description of ...

12332 Hectokilogram

311111 EUR

Items per page: 5

Showing 1–1 of 1

View INF Processed Product(s)9

On Behalf Of

Finalise

Export

Amend

Invalidate

Print PDF

View Request

1 On Behalf Of

Please click on the button in order to insert the Customs Office to act on Behalf of

On Behalf Of Office

✕

Acting based on UCC IA Article 263. Customs declaration lodged at another customs office

☐

Acting On Behalf Of The Specified Office *

eg.: AT000000

Exit

Reset

Proceed

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 Finalise

Finalises an INF without actually performing the processing of the INF. Is visible at all times when the INF is still in status "Available".

3 Export

In case the INF is of Authorisation Type IP EX/IM the check box is marked by default and a Time Limit can be defined by the requester. In case the INF is of Authorisation Type IP EX/IM the user may register an Export declaration.

4 Amend

Click on the button in order to [Amend](#) the INF. Click on the button in order to [Amend](#) only the INF Request part of INF. The button appears only when the logged in Customs Office is the Supervising Customs Office and when the status of the INF is either Available or Processed.

5 Invalidate

Click on the button to navigate to the [Invalidation](#) screen. The button appears only when the logged in Customs Office is the Supervising Customs Office and when the status of the INF is either Available or Processed.

6 Print PDF

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

7 View Request

Click on the button to open up the View INF Product modal. Click on the button to navigate to the [View INF Request](#) page.

8

View INF Good(s)

Click on the eye icon to open the [View Goods Covered](#) by the INF modal.

9

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

From the [View INF Info](#) page the User may select the "Status Data" Tab where an overview of all allowed (depending on the Authorisation 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:

- Reception Process
- Additional Information Requested Info
- Amendments Info
- Invalid Info
- Process at the Customs Office of Export
- Process at the Customs Office of Exit
- Process at the Customs Office of Placement

INF - IP EX/IM 004137

BEIPOV1T-BE12001-2017-XYZW42

Processed

Amend

Invalidate

Print PDF

View Request

INF Info

Status Data

Notifications

History

INF Consumption

Authorisation Consumption

Reception Process

Status	Submission Reference Number	Submission Reference Number	Inf Request Submission Date	Taken Decision Manually
Processed	BE100000	24BE000000004129	2024-06-17	☐

Items per page: 5

Showing 1–1 of 1

Additional Information Requested Info

Additional Information Request Date	Validation Error Code	Error Description	Provision Date
No records found			

Items per page: 5

Amendments Info

MRN	Amendment Date	INF Amendment Justification	Competent Customs Office	Customs Office Role	Process Type
No records found					

Items per page: 5

Invalid Info

Invalidation Date	Supervising Customs Office	Justification
No records found		

Items per page: 5

Process at the Customs Office of Export

MRN	Competent Customs Office Reference Number	Declaration Date	Last date of placement of non-Union goods which are replaced by equivalent goods under inward processing	Exit Result	Actions
EXP123456789012345	BE100000	2024-06-18	2024-06-20	Exit	Actions

Items per page: 5

Showing 1–1 of 1

Process at the Customs Office of Exit

MRN	Competent Customs Office Reference Number	Exit Date	Exit Stopped Date	Control Result Code	State Of Seals OK?	Exit Performed By	Exit Result	Actions
EXP123456789012345	BE100000	2024-06-20	N/A	A1	Yes	CO of Exit	Exit	Actions

Items per page: 5

Showing 1–1 of 1

Process at the Customs Office of Placement

MRN	Declaration Type	Competent Customs Office Reference Number	Requested Procedure Code	Previous Procedure Code	Actions
PLA1111111111111111	EU	BE100000	07	01	Actions

Items per page: 5

Showing 1–1 of 1

Amend

Invalidate

Print PDF

View Request

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

For instance, if the Logged in Customs Office is different than the Office that has **done** **registered** the **Placement** **Process** and also it is not the Supervising Customs Office of the **INF**, then the User will be able to perform only a View action (please see **an example of a Placement screenshot** below):

Process at the Customs Office of Placement ⓘ

MRN ↑	Declaration Type ↕	Competent Customs Office Reference Number ↕	Requested Procedure Code ↕	Previous Procedure Code ↕	Actions
PLA111111111111111	EX	BE100000	11	07	Actions ▾
PLA222222222222222	IM	IT100000	07	01	Action View

Items per page: 5 ▾
Showing 1–2 of 2

⏪ ⏩ 1 ⏪ ⏩

If the Logged in Customs Office is either the Office that has registered the Process or the Supervising Customs Office of the INF, then the User will be able to perform a View action, an Amend action and a Delete action (please see an example of a Placement below).

- View = View the details of the process in a read-only mode.
- Amend = The User may delete or update the declaration's data. This action is available when the status of the INF is either "Available" or "Processed". However, specifically the MRN field can be amended only as long as the status of the INF is "Available".
- Delete = With this action the User can delete the whole declaration (MRN). If the deleted declaration (MRN) has already been used in an Exit operation, that Exit operation will also be deleted automatically. This action is available only when the status of the INF is "Available".

Process at the Customs Office of Placement ⓘ

MRN ↑	Declaration Type ↕	Competent Customs Office Reference Number ↕	Requested Procedure Code ↕	Previous Procedure Code ↕	Actions
PLA111111111111111	EX	BE100000	11	07	Actions ▾
PLA222222222222222	IM	IT100000	07	01	Action View Amend Delete

Items per page: 5 ▾
Showing 1–2 of 2

⏪ ⏩ 1 ⏪ ⏩

9.3. INF View - History

From the [View INF Info](#) page the User may select the "History" Tab where all amendments of the data in the INF are displayed. This information is available only to the Customs Officers that are accessing the INF through the UI of the INF SP. It is not part of the INF data that are available to the Economic Operators in INF STP application.

INF - IP IM/EX 000041
FRIP0V1F-FR12251-2017-XYZW42 Available

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

INF Info Status Data Notifications History INF Consumption Authorisation Consumption

History

1

Date And Time

2

Customs Office

3

Customs Office Role

4

Username

5

MRN

6

Justification

Date And Time	Customs Office	Customs Office Role	Username	MRN	Justification
Thu May 16 2024 17:03:54 GMT+0300	FR100000	PLA	co_fr	PLA222222222222222	delete placement
Thu May 16 2024 17:00:15 GMT+0300	FR100000	PLA	co_fr	PLA222222222222222	amend placement 2
Thu May 16 2024 16:58:22 GMT+0300	FR100000	PLA	co_fr	PLA111111111111111	amend placement
Thu May 16 2024 16:56:34 GMT+0300	FR100000	SCO	co_fr		amend request

Items per page: 5 Showing 1-4 of 4

1

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

- 1 Date And Time
- The date and time of the amendment. The results are sorted by default by this field in a descending order.
- 2 Customs Office
- The Customs Office that performed the amendment.
- 3 Customs Office Role
- The role of the Customs Office that performed the amendment (e.g. "PLA" for

the office with the role of Placement). If the basic INF data are amended (and not a process operation), then the value of this field is "SCO" (Supervising Customs Office).

4

Username

The username of the logged-in user.

5

MRN

In case a process operation is amended, this is the Movement Reference Number of the process operation. Otherwise, if the basic INF data are amended, then this field is empty.

6

Justification

The justification given by the user the moment of the submission of the amendment.

When the User clicks on a specific row of the table a pop-up window is displayed containing more details for the selected amendment.

History Log Details Information				
Identifier	Field	Old Value	New Value	Action
40028000				DELETE_GOOD
40028000				CREATE_PRODUCT
	If a customs debt is incurred the amount of import duty shall be calculated in accordance with Article 86(3) of the Code	true	false	AMEND
40027000				CREATE_GOOD
	General Remarks	General Remarks test	General Remarks test updated	AMEND

- 1

Identifier
If the amended field belongs to a good or product or the action is creation or deletion of a good or product, then the identifier is the Commodity Code.
If the amended field belongs to the basic data of a process operation (like Dates, etc.) or of the INF (like General Remarks, etc.), then this field is empty.
If an entire process is deleted (the action is DELETE MRN), then the identifier is the MRN.
- 2

Field
The field that has been amended. If the action is creation or deletion of a good or product or deletion of a process, then this field is empty.
- 3

Old Value
The value of the field before the amendment. If the action is creation or deletion of a good or product or deletion of a process, then this field is empty.

4

New Value

The value of the field after the amendment. If the action is creation or deletion of a good or product or deletion of a process, then this field is empty.

5

Action

The action that was performed. It can be one of the following:

AMEND, CREATE GOOD, CREATE PRODUCT, CREATE GOOD UNALTERED, CREATE INTERMEDIATE PRODUCT, DELETE GOOD, DELETE PRODUCT, DELETE GOOD UNALTERED, DELETE INTERMEDIATE PRODUCT, DELETE MRN.

9.4. INF View - INF Consumption

From the [View INF Info](#) page the User may select the "INF Consumption" Tab where information regarding the consumption of the Goods Covered by the INF and of the Processed Products Covered by the INF is displayed.

When the User clicks on a specific row of a table a pop-up window is displayed containing more details for the selected Commodity Code. This information is described in the [INF Consumption Details](#).

INF - IP IM/EX 001
FRIPOV1F-FR12251-2017-XYZW42 Available

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

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

Goods Consumption

Commodity Code	Quantity of Goods	Declared	Available
40029100	2 1000 items	0	2
40029100	23523.2 Kilogram	42.2	23481

Items per page: 5
Showing 1-2 of 2

Products Consumption

Commodity Code	Quantity of Products	Declared	Available
40028000	1000 Kilogram	22	978

Items per page: 5
Showing 1-1 of 1

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

1 Commodity Code

The Commodity Code of the Goods Covered by the INF. If the Commodity Code is displayed in red colour it means that it has been invalidated in the TARIC system.

2 Quantity of Goods

The Quantity with its Measurement Unit of the Goods Covered by the INF.

3

Declared

This number is the sum of the quantities that are declared in all the Placement process operations.

4

Available

This number is the quantity that remains available to be processed. It derives from the subtraction of the declared quantity from the initial. The User is able to move the pointer over this number in order to see it as a percentage.

5

Commodity Code

The Commodity Code of the Processed Products Covered by the INF. If the Commodity Code is displayed in red colour it means that it has been invalidated in the TARIC system.

6

Quantity of Products

The Quantity with its Measurement Unit of the Processed Products Covered by the INF.

7

Declared

This number is the sum of the quantities that are declared in either all the Export or Discharge or Release process operations depending on the type of the INF.

8

Available

This number is the quantity that remains available to be processed. It derives from the subtraction of the declared quantity from the initial. The User is able to move the pointer over this number in order to see it as a percentage.

9.5. INF View - Authorisation Consummation

From the [View INF Info](#) page the User may select the "Authorisation Consummation" Tab where information regarding the consummation of the Commodity Codes of the INF's Authorisation Number is displayed. Two tables are available, one for the goods and one for the products.

When the User clicks on a specific row of a table a pop-up window is displayed containing more details for the selected Commodity Code. This information is described in the [Authorisation Consummation Details](#).

INF - IP IM/EX 000039
FRIP0V1F-FR12251-2017-XYZW42 Available

On Behalf OfFinalisePlace GoodsDischargeExitAmendInvalidatePrint PDFView Request

INF InfoStatus DataNotificationsHistoryINF Consumption

Authorisation Consummation

Goods Consumption16

1 Authorisation Commodity Code

2 Authorisation Quantity

3 Authorisation used quantity in Requests

4 Authorisation Available Quantity

Authorisation Commodity Code	Authorisation Quantity	Authorisation used quantity in Requests	Authorisation Available Quantity
40029100	2000 Kilogram	7571022.63	-7569022.63
4002910010	0 Hectokilogram	102	-102
40027000	0 Litre	123	-123

Items per page: 5
Showing 1–5 of 16

Products Consumption15

Authorisation Commodity Code	Authorisation Quantity	Authorisation used quantity in Requests	Authorisation Available Quantity
40028000	1000 Kilogram	2602	-1602
4002	0 Hectokilogram	80	-80
40027000	0 Litre	1236.53	-1236.53

Items per page: 5
Showing 1–5 of 15

On Behalf OfFinalisePlace GoodsDischargeExitAmendInvalidatePrint PDFView Request

1 Authorisation Commodity Code

The Commodity Codes that have been declared in any INF Request that is in status "Accepted" and uses the specific Authorisation.

2 Authorisation Quantity

The quantity of the Commodity Code as declared centrally, in CRS, for the Authorisation. If the Authorisation does not exist in CRS, because it is a national Authorisation, or if it is a Declaration number, then the Amount is 0.

3 Authorisation used quantity in Requests

The sum of the quantities that are declared in all the INF Requests that are in status "Accepted" and use the specific Authorisation.

4 Authorisation Available Quantity

The quantity that remains available when the declared in the INF Requests is subtracted from the one, registered centrally, in CRS. The User is able to move the pointer over this number in order to see it as a percentage.

9.6. 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 Reload

Click to refresh the results of the Notifications Tab.

2 Export Data

Click on the button to export in a CSV file the Notification results. The file is automatically downloaded to your workstation.

3 Print PDF

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

4 View INF

Click on the button to redirect the to the [INF View](#) page.

9.7. 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 a INF Request in "Additional Information Requested" status the following Task View page is displayed to the User:

The screenshot shows a web interface for an 'INF Request Section A' with ID '22BE000000000040' in 'Additional Information Requested' status. The 'Tasks' tab is active. The main content area asks the user to 'Please take a decision' regarding 'INF Particulars Provision Indication'. It features two radio buttons: 'Yes' and 'No'. Below this is a text area for 'INF Particulars Non Provision Justification *' with the prompt 'please register a justification'. On the right, there are 'Cancel' and 'Proceed' buttons. A flow diagram with numbered circles 1 through 5 is overlaid on the page: 1 points to the 'Yes' radio button, 2 points to the justification text area, 3 points to the 'Cancel' button, 4 points to the 'Proceed' button, and 5 points to the 'Request is created on behalf of the HoA' status at the top right.

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 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.

3 Cancel

Click on the cancel button to exit the task page.

4 Proceed

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

5 Request is created on behalf of the HoA

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.

9.8. 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:

Good Covered by the INF 

Commodity Code
40029100

Description of Goods [English]
DescriptionOfGoods

Quantity of Goods
1000

Measurement Unit
Kilogram

Value of Goods
2000

Currency
Euro

9.9. 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:

Processed Product Covered by the INF

Commodity Code

40029100

Description of Products [English]

DescriptionOfGoods

Quantity of Products

500

Measurement Unit

Kilogram

Value of Products

1000

Currency

Euro

9.10. 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:

When a User selects from the [Navigation Menu](#) the Link [My INF Requests](#) and clicks on a specific INF Request from the [My INF Requests](#) page then, INF Request opens up directly to the INF Data Tab as seen below:

INF Request Section A

24BE000000004129

Accepted

Request is created on behalf of the HoA

Print PDF

View INF

INF Data Tab

INF Data

Status Data

Notifications

Tasks

User:co_ba

Last change made

User/Date

Date:17-06-2024

Supervising Customs Office

Supervising Customs Office

Submission Date

Submission Date

17/06/2024

BE100000

Authorisation/Declaration Number Indication

Authorisation Type

Authorisation Type

IP EX/IM

Authorisation Number

Declaration Number

Authorisation/Declaration Number

Authorisation/Declaration Number

BEIPOV1T-BE12001-2017-XYZW42

Holder Identification (EORI)

Holder Identification (EORI)

Representative Identification (EORI)

Representative Identification (EORI)

BE05142012001

BE05142012001

Holder Address (EORI)

Holder Address (EORI) (Data Group)

Representative Address (EORI)

Representative Address (EORI) (Data Group)

Name

Contact Full Name 2

Name

Contact Full Name 2

Street And Number

BE Main Street

Street And Number

BE Main Street

Country

Belgium

Country

Belgium

Postcode

BE 12345

Postcode

BE 12345

City

BE Bruxelles

City

BE Bruxelles

General Remarks

General Remarks

EN

Description about General Remarks

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

Article 86(3) Indication

Prior Exportation Indication

Time Limit

Prior Exportation Indication

122

Goods Covered by the INF

Goods Covered by the INF

Goods Covered by the INF

Use Equivalent Goods

Commodity Code

Quantity of Goods

Value of Goods

Actions

✓

40029100

1235.542 Hectokilogram

31123.99 EUR

View Good

Items per page: 5

Showing 1–1 of 1

Processed Products Covered by the INF

Processed Products Covered by the INF

Processed Products Covered by the INF

Commodity Code

Description of Processed Products

Quantity of Processed Products

Value of Processed Products

Actions

40027000

Description of Produ...

12332 Hectokilogram

311111 EUR

View Product

Items per page: 5

Showing 1–1 of 1

Print PDF

View INF

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 user that performed the last action on the INF Request and when.

4 Supervising Customs Office

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 (EORI) (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 displayed here.

14 Article 86(3) Indication

In the case where there is a customs debt incurred for the INF Request based on Article 86(3) then, the check box will be checked 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 checked and the "Time Limit" dependent field will be visible.

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

By clicking on the eye icon the user can view the pop-up window which contains all the information related to the selected Good.

19 View Product

By clicking on the eye icon the user can view the pop-up window which contains all the information related to the selected Product.

9.11. View INF Request - Status Data

When a User selects from the [Navigation Menu](#) the [My INF Requests](#) page and selects a specific INF **Request** this opens up and the user can click on the Status Data tab as seen below:

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 has been requested for the INF Request is 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.

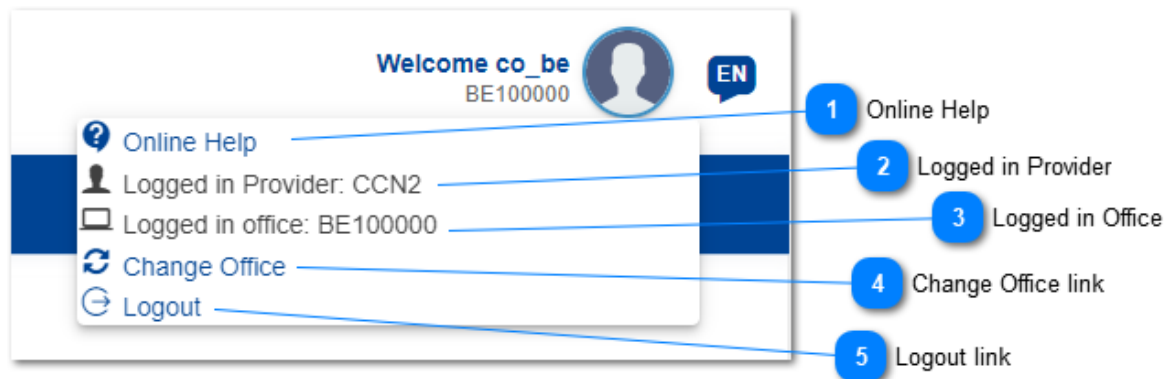
7 View INF

Select the button in order to re-direct to the [INF 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 button so as enable the following options:



1 Online Help

Upon clicking, user is being redirected to User Guide.

2 Logged in Provider

Displays the provider that user is logged in.

3 Logged in Office

Displays the Office that User is logged in.

4 Change Office link

Click on this link to navigate to Customs Office page.

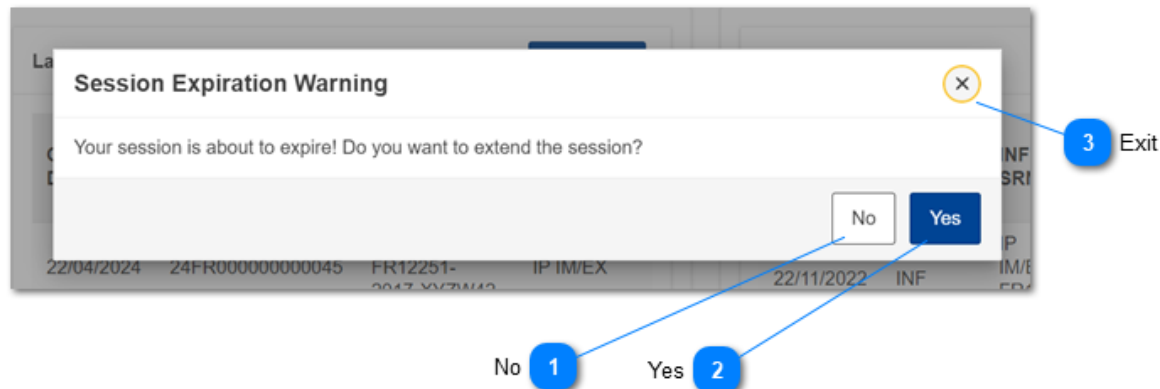
5 Logout link

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

10.1. Session Expiration Warning

When the User is idle for an extensive period of time (e.g. 50 minutes), a warning will be displayed to inform that the session is about to expire and give the option to extend the session.

In case the User does not take any action on time (e.g. 10 minutes), he will be logged-out and navigated to the login page.



1 No

Click on this button to log out and navigate to the login page.

2 Yes

Click on this button to extend the session and stay logged-in.

3 Exit

By clicking on the Exit button, since a movement is performed, the user remains logged-in and the session is extended.