



UCC INF SP

User guide
2020



INF-SP Application
Online Help
2020

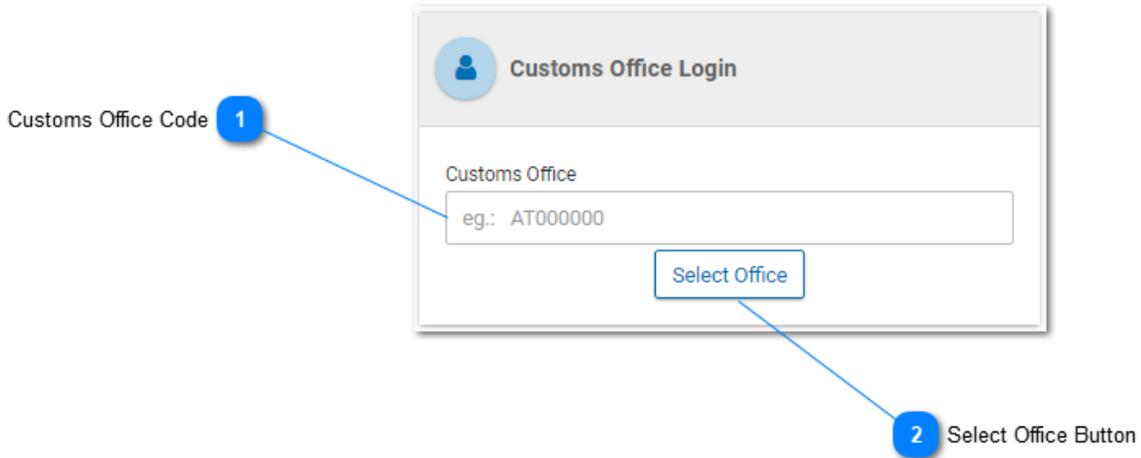
Table of Contents

1. LOGIN CUSTOMS OFFICE	5
2. NAVIGATION MENU	6
3. INF MANAGEMENT	8
3.1. ANNUL INF	9
3.2. AMEND INF	10
4. INF PROCESSING	13
4.1. PLACE GOODS	14
4.1.1. NON UNION ITEM GOODS PLACED UNDER IP	17
4.2. DISCHARGE PRODUCT(S)	19
4.2.1. PROCESSED PRODUCTS EXPECTED TO BE OBTAINED UNDER IP	21
4.2.2. GOODS IN UNALTERED STAGE	22
4.2.3. INTERMEDIATE PRODUCTS	24
4.3. EXPORT	26
4.3.1. PROCESSED PRODUCTS SUBJECT TO PRIOR EXPORTATION	27
4.3.2. ITEM GOODS WHICH CAN BE PLACED UNDER IP	29
4.4. REGISTER EXIT RESULT	31
4.5. RELEASE	32
4.5.1. PROCESSED PRODUCTS WHICH CAN BE RE-IMPORTED UNDER OP	34
5. DASHBOARD	35
5.1. MY INFs	36
5.2. SEARCH FOR INF	38
5.3. MY INF REQUESTS	40
5.4. MY TASKS	42
5.5. MY NOTIFICATIONS	44
6. INSERT INF REQUEST (SECTION A)	46
6.1. ADD GOODS COVERED BY INF	50
6.2. ADD PROCESSED PRODUCT COVERED BY INF	53
6.3. REMAINING GOODS QUANTITIES AS PER THE AUTHORISATION	55
6.4. MULTIPLE UPLOAD OF GOODS	56
6.5. MULTIPLE UPLOAD OF PRODUCTS	58
7. INSERT REQUEST INF (SECTION B)	60
7.1. GOODS ITEM FOR WHICH INF IS REQUESTED	62

7.2. PROCESSED PRODUCTS FOR WHICH IS REQUESTED	64
7.3. REMAINING GOODS QUANTITIES AS PER THE AUTHORISATION	66
7.4. MULTIPLE UPLOAD OF GOODS.....	67
7.5. MULTIPLE UPLOAD OF PRODUCTS.....	69
8. INSERT INF.....	71
8.1. ADD GOODS COVERED BY INF	75
8.2 ADD PROCESSED PRODUCT COVERED BY INF	78
8.3. REMAINING GOODS QUANTITIES AS PER THE AUTHORISATION	80
8.4. MULTIPLE UPLOAD OF GOODS.....	81
8.5. MULTIPLE UPLOAD OF PRODUCTS.....	83
9. VIEW INF PAGES.....	85
9.1. INF VIEW - INF INFO.....	86
9.2. INF VIEW - STATUS DATA TAB	88
9.3. NOTIFICATION VIEW	95
9.4. TASK VIEW	96
9.5. VIEW GOODS COVERED BY THE INF	98
9.6. VIEW PROCESSED PRODUCTS COVERED BY THE INF	99
9.7. VIEW INF REQUEST - INF DATA.....	100
9.8. VIEW INF REQUEST - STATUS DATA.....	103
10. LOGOUT	105

1. LOGIN CUSTOMS OFFICE

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

**1**

Customs Office Code

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

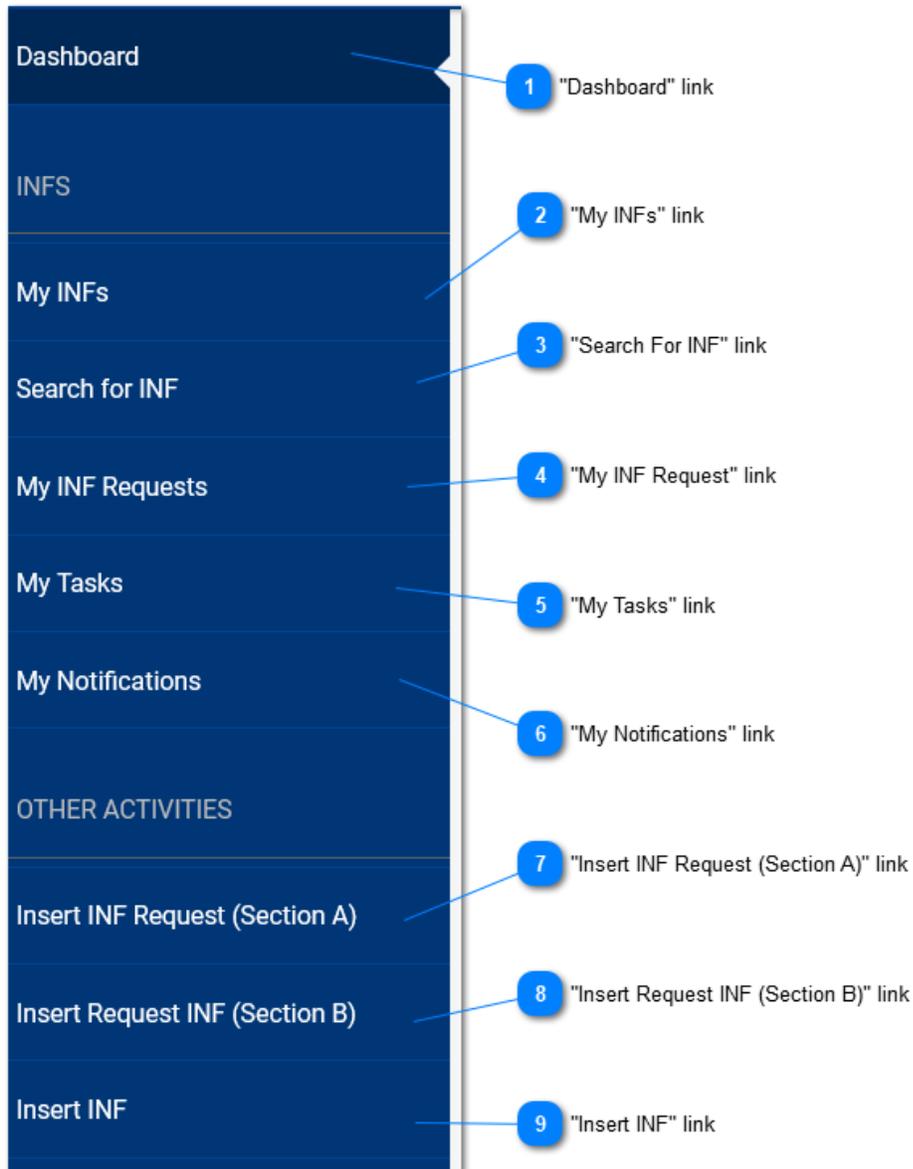
2

Select Office Button

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

2. NAVIGATION MENU

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

**1****"Dashboard" link**

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

2**"My INFs" link**

Please click on the link in order to navigate to "[My INFs](#)" screen

3**"Search For INF" link**

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

4

"My INF Request" link

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

5

"My Tasks" link

Please click on the link in order to navigate to ["My Tasks"](#) screen

6

"My Notifications" link

Please click on the link in order to navigate to ["My Notifications"](#) screen

7

"Insert INF Request (Section A)" link

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

8

"Insert Request INF (Section B)" link

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

9

"Insert INF" link

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

3. INF MANAGEMENT

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

The [My INFs](#) tab contains a results grid with all the INFs introduced by the Customs Office.

The [Search for INF](#) allows the [Customs Officer](#) to search for one or more INFs and view it a grid results format.

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

3.1. ANNUL INF

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

The screenshot shows a web form titled 'Annul INF' for a specific INF ID. The form includes a header with the INF ID and a sub-header. Below the header is a radio button group for 'Annul INF?' with 'Yes' and 'No' options. A 'Cancel' button and a 'Proceed' button are located at the top right. The main body of the form contains a text area for 'INF Annulment Justification' and a 'Language' dropdown menu. Numbered callouts (1-5) point to the 'Annul INF Indicator' (radio button), the 'INF Annulment Justification' text area, the 'Language' dropdown, the 'Cancel Button', and the 'Proceed Button' respectively.

1

Annul INF Indicator

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

2

INF Annulment Justification

Type the justification information related to the INF annulment.

3

Language

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

4

Cancel Button

Select cancel in order to cancel the annulment.

5

Proceed Button

Select proceed in order to complete the annulment process.

3.2. AMEND INF

The User can click on the **Amend** action button from the [View INF](#) screen in order to proceed with the amendment of the INF:

The screenshot displays the 'View INF' screen in the TAXATION AND CUSTOMS UNION INF SP System. The interface includes a top navigation bar with 'European Commission' and 'DG TAXUD' logos, and a user profile 'Welcome co_at'.

The main content area is divided into several sections:

- INF info:** Contains details such as 'Supervising Customs Office' (AT100000), 'Submission Date' (01/11/2018), 'Authorization Number' (DE0902P-DE12791-2017-KY2W42), and 'Holder Identification (EOR)' (DE09142012791).
- Holder Address (EOR):** Lists details like 'Name' (INFSP-ET-05-023-TC-100), 'Country' (Belgium), and 'City' (HollCity).
- Representative Address:** Lists details like 'Name' (Representative), 'Country' (Germany), and 'City' (RepresentativeCity).
- General Remarks:** A text area for entering remarks, currently empty.
- Goods Covered by the INF:** A table with columns: Use Equivalent Goods, Commodity Code, Quantity of Goods, Value of Goods, and ACTIONS. It contains one row with Commodity Code 40029100, Quantity 100.1 Kilogram, and Value 1000.2 EUR.
- Processed Products Covered by the INF:** A table with columns: Commodity Code, Description of Processed Products, Quantity of Processed Products, Value of Processed Products, and ACTIONS. It contains one row with Commodity Code 40028000, Quantity 1000 Kilogram, and Value 1000 EUR.
- Consolidated Data for Placement Processing Operations:** A table with columns: Customs Declaration Reference Number, Commodity Code, and Quantity of goods. It lists five entries with various reference numbers and a quantity of 1 Kilogram each.
- Consolidated Data for Release Processing Operations:** A table with columns: Customs Declaration Reference Number, Commodity Code, and Quantity of Products. It contains one entry with reference number 11113450456745636, Commodity Code 40028000, and Quantity 1 Kilogram.

Callouts on the right side of the screen indicate the following actions:

- 1 Amend (top right)
- 2 Cancel (top right)
- 3 Add Good (Goods Covered table)
- 4 Edit Button (Goods Covered table)
- 5 Delete (Goods Covered table)
- 6 Add Product (Processed Products table)
- 7 Edit Button (Processed Products table)
- 8 Delete Button (Processed Products table)

At the bottom right, there are 'Cancel' and 'Amend' buttons. The version number 'version 1.2.0.0 - 2018' is visible at the very bottom.

1**General Remarks**

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

2**Add Good**

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

3**Edit Button**

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

4**Delete**

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

5**Add Product**

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

6**Edit Button**

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

7**Delete Button**

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

8**Cancel**

Click on Cancel action button in order to terminate the amendment process.

9

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 of the amendment (Mandatory field).

Amend Justification X

Justification

test 500

English

Amend

4. INF PROCESSING

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

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

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

IP IM/EX

[Place Goods](#) > [Discharge Products](#) > [Exit](#)

IP EX/IM

[Export](#) > [Exit](#) > [Place Goods](#)

OP IM/EX

[Release](#) > [Place Goods](#) > [Exit](#)

OP EX/IM

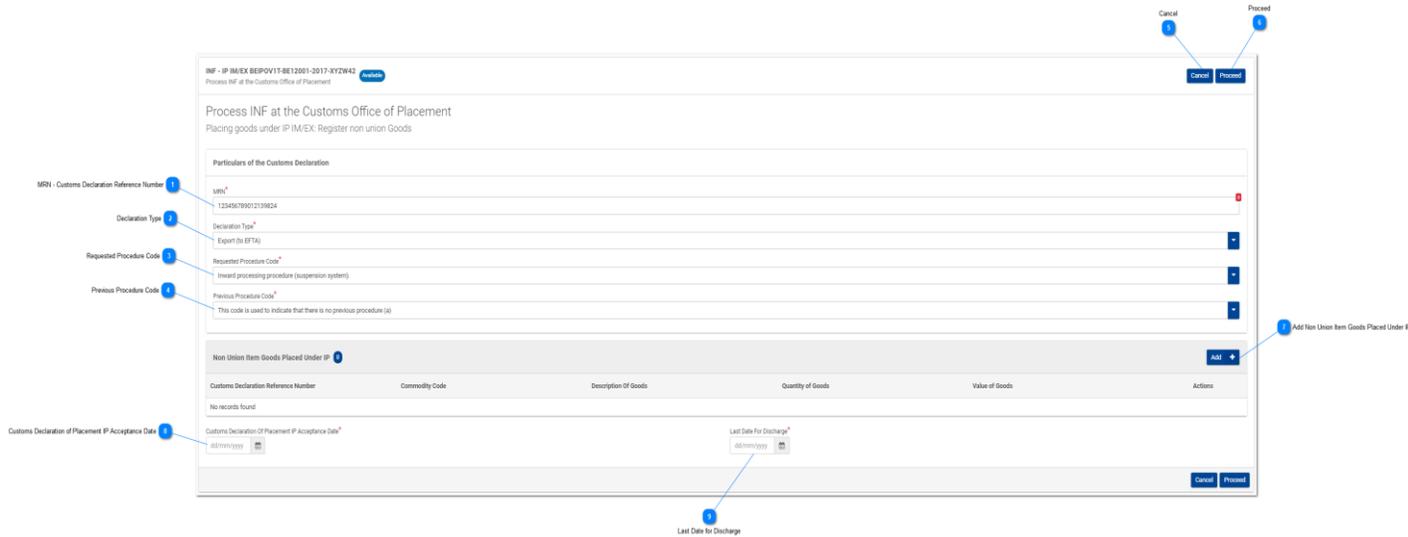
[Place Goods](#) > [Exit](#) > [Release](#)

4.1. PLACE GOODS

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

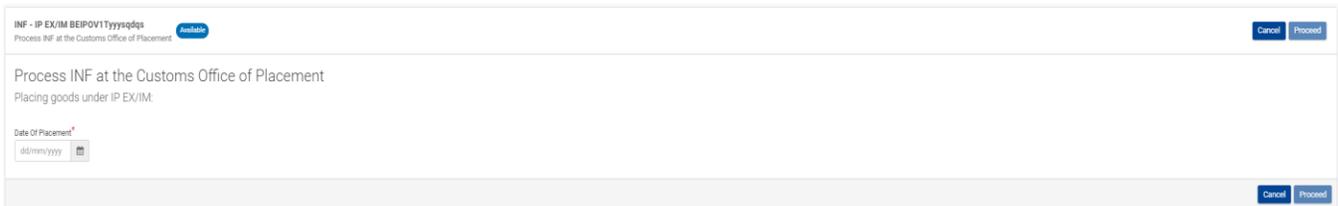
For instance, in case of INF of type: IP IM/EX the following page will be displayed:

Step 1:



Step 2:

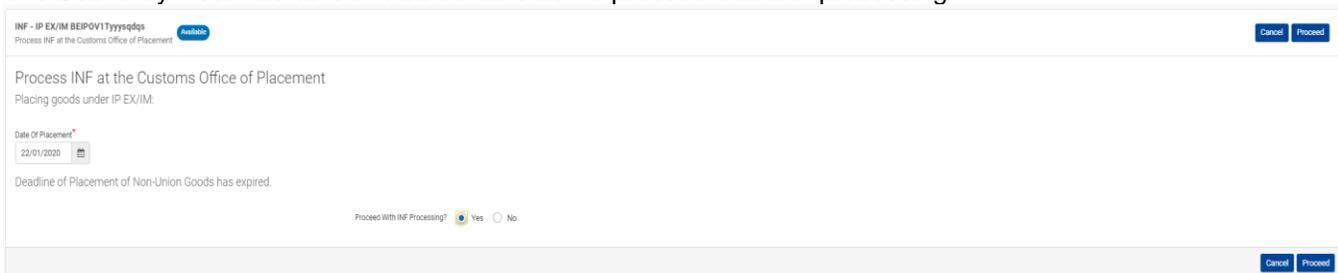
Whereas, in case of IP EX/IM firstly, the following screen will be visible:



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

Step 3:

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



Here, the User needs to select via the date picker the actual Date of Placement and then, select either

Date: 23/01/2020

"Yes" or "No" via the radio buttons which he/she will decide to proceed with the INF processing. Afterwards, the User needs to select either to "**Proceed**" or "**Cancel**" the placement process.

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

1

MRN - Customs Declaration Reference Number

Insert here the movement reference number for this specific procedure of placement.

2

Declaration Type

Select from the drop-down menu the corresponding declaration type.

3

Requested Procedure Code

Select from the drop-down menu a value.

4

Previous Procedure Code

Select from the drop-down menu a value.

5

Cancel

Select cancel to abort the placement process.

6

Proceed

Select proceed to continue and complete the placement process.

7

Add Non Union Item Goods Placed Under IP

Select the action button add in order to fill the [Non Union Item Goods Placed Under IP](#) form.

8

Customs Declaration of Placement IP Acceptance Date

Select via the date picker the date which corresponds to the acceptance date of the placement.

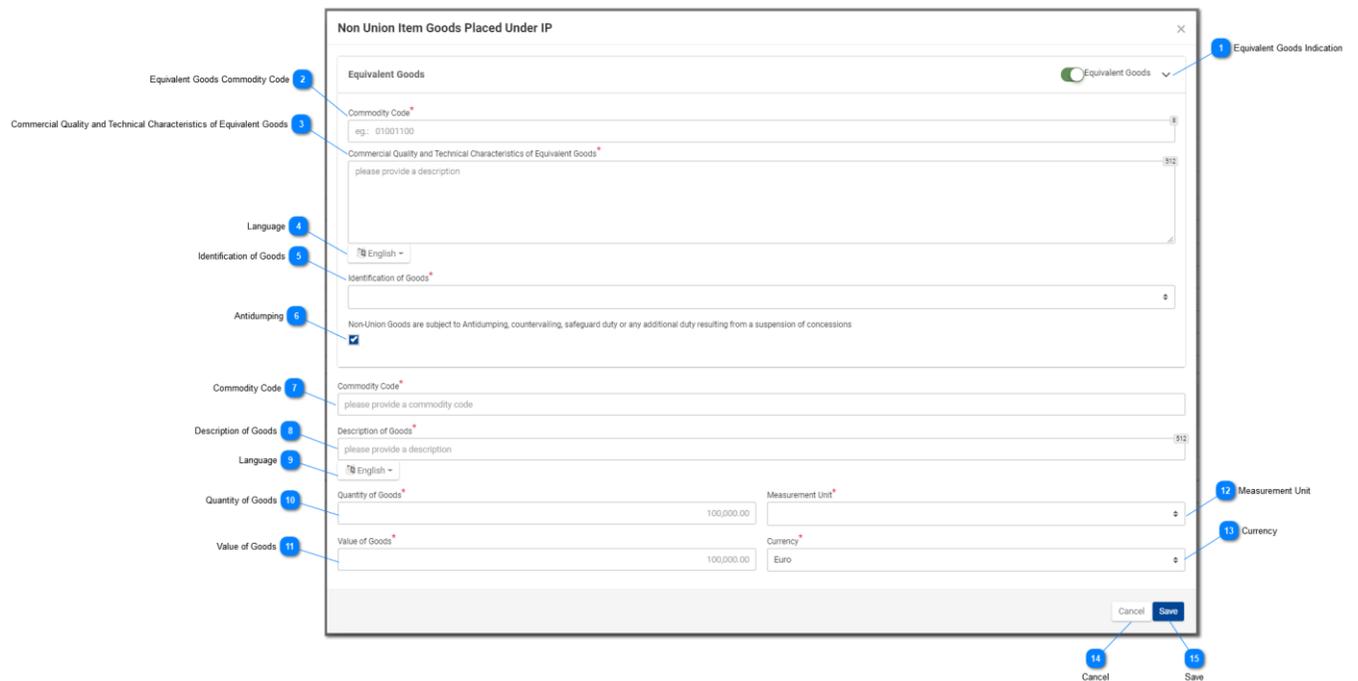
9

Last Date for Discharge

Select via the date picker which is the most accurate last date of discharge.

4.1.1. NON UNION ITEM GOODS PLACED UNDER IP

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



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

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

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

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

5 Identification of Goods

Select the Identification of Goods from the provided values of the drop-down menu. The drop-down is displayed when Equivalent Goods Indication is checked (Mandatory field).

6**Antidumping**

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

7**Commodity Code**

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

8**Description of Goods**

Insert the Description of Goods (Mandatory field).

9**Language**

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

10**Quantity of Goods**

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

11**Value of Goods**

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

12**Measurement Unit**

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

13**Currency**

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

14**Cancel**

Click on the button to cancel the previously inserted Good.

15**Save**

Click on the button to save the inserted Good.

4.2. DISCHARGE PRODUCT(S)

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

Step 1:

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

Step 2:

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

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

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

Step 3:

INF - IP IM/EX BEIPOV2T-BE12001-2017-XYZW42 Cancel Proceed
Discharge Products under IP IM/EX

Process INF at the Customs office of Discharge
 Discharge Products under IP IM/EX

Declaration Of Discharge Acceptance Date
 13/01/2020

Customs Declaration Reference Number *

Processed Products Expected To Be Obtained Under IP Add +

Customs Declaration Reference Number	Commodity Code	Description of Products	Quantity of Goods	Value of Goods	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 Declaration of Discharge Acceptance Date
 Select via the date picker the actual date of discharge.

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

3 Proceed
 Select the "Proceed" action button in order to proceed and complete the Discharge process.

4.2.1. PROCESSED PRODUCTS EXPECTED TO BE OBTAINED UNDER IP

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

1

Commodity Code

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

2

Description of Products

Type here a description for the specific product (Mandatory field).

3

Language

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

4

Quantity of Products

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

5

Value of Products

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

6

Measurement Unit

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

7

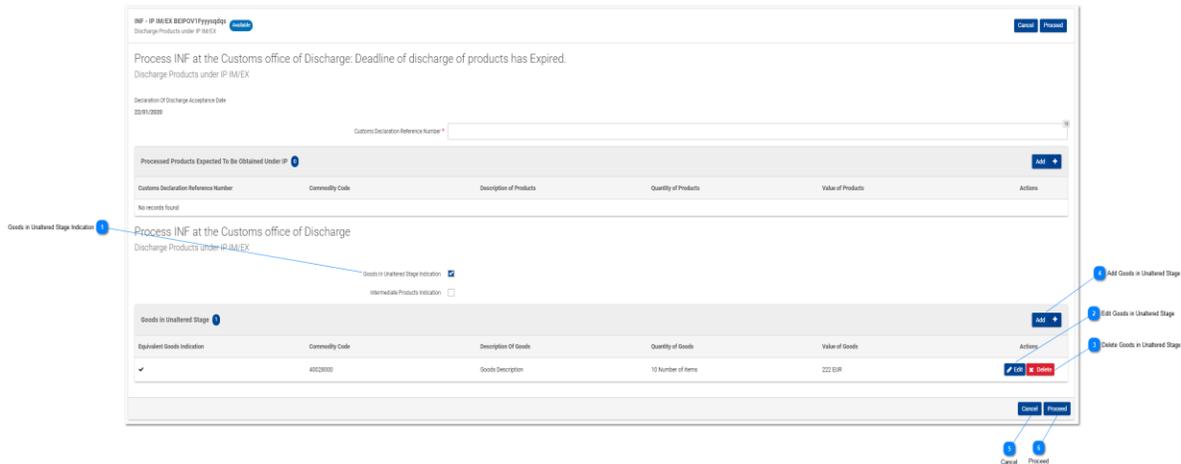
Currency

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

4.2.2. GOODS IN UNALTERED STAGE

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

As seen in the image below:



1 Goods in Unaltered Stage Indication

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

2 Edit Goods in Unaltered Stage

Select "Edit" in order to edit the existing entry of Goods.

3 Delete Goods in Unaltered Stage

Select "Delete" in order to remove the existing entry of Goods.

4 Add Goods in Unaltered Stage

Select "Add" in order to add a new entry of Goods.

5 Cancel

Select "Cancel" to abort the process of Discharge.



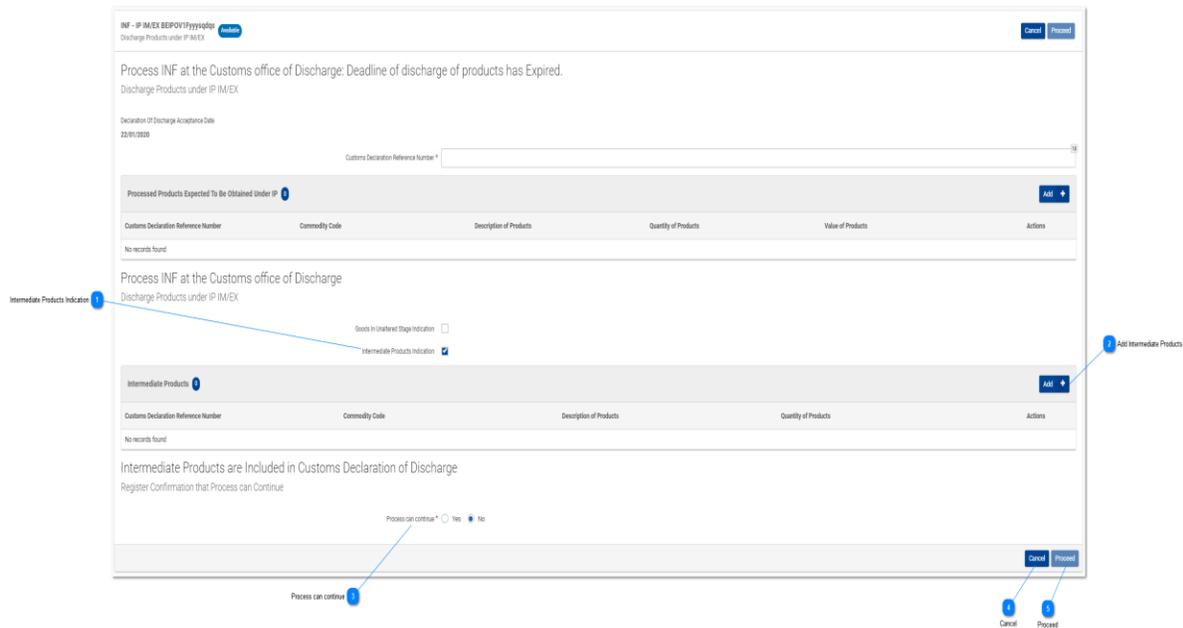
Proceed

Select "Proceed" to complete the Discharge process.

4.2.3. INTERMEDIATE PRODUCTS

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

As seen in the image below:



1 Intermediate Products Indication

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

2 Add Intermediate Products

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

3 Process can continue

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

4 Cancel

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

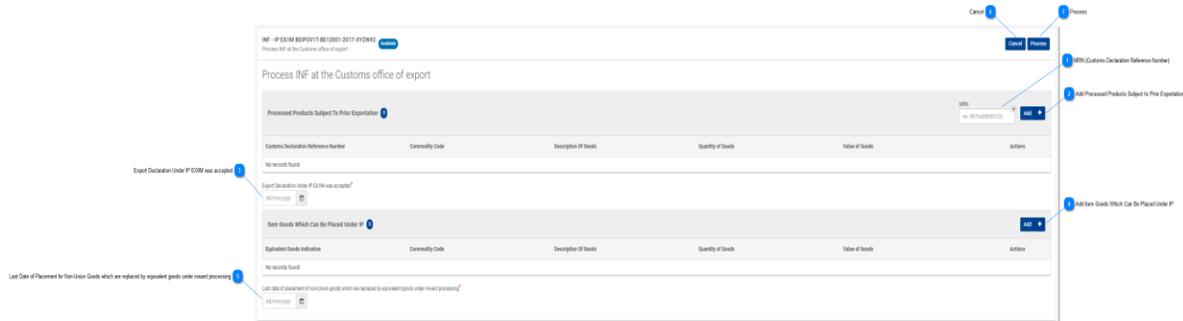
5

Proceed

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

4.3. EXPORT

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



- 1 MRN (Customs Declaration Reference Number)**
 Insert here the movement number for the specific Export process (Mandatory field).
- 2 Add Processed Products Subject to Prior Exportation**
 Select to insert a processed product which is subject to prior exportation.
- 3 Export Declaration Under IP EX/IM was accepted**
 Select via the date picker the export declaration date (Mandatory field).
- 4 Add Item Goods Which Can Be Placed Under IP**
 Select to insert goods to be placed under inward processing.
- 5 Last Date of Placement for Non-Union Goods which are replaced by equivalent goods under inward processing**
 Select via the date picker the last date of placement (Mandatory field).
- 6 Cancel**
 Click to cancel the entire export process.
- 7 Process**
 Click to proceed with the export process.

4.3.1. PROCESSED PRODUCTS SUBJECT TO PRIOR EXPORTATION

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

The screenshot shows a form titled "Processed Products Subject To Prior Exportation" with the following fields and callouts:

- 1** Product Commodity Code: Points to the "Commodity Code*" field.
- 2** Description of Products: Points to the "Description of Products*" field.
- 3** Language: Points to the "Language" dropdown menu.
- 4** Quality of Products: Points to the "Quantity of Products*" field.
- 5** Value of Products: Points to the "Value of Products*" field.
- 6** Measurement Unit: Points to the "Measurement Unit*" dropdown menu.
- 7** Currency: Points to the "Currency" dropdown menu.

At the bottom of the form, there are "Cancel" and "Save" buttons. Below the form, there are two additional callouts: **8** Save (pointing to the "Save" button) and **9** Cancel (pointing to the "Cancel" button).

1

Product Commodity Code

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

2

Description of Products

Type here a description for the specific product (Mandatory field).

3

Language

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

4

Quality of Products

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

5

Value of Products

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

6

Measurement Unit

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

7

Currency

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

8

Save

Click on the button to save the inserted Product.

9

Cancel

Click on the button to cancel the inserted Product.

4.3.2. ITEM GOODS WHICH CAN BE PLACED UNDER IP

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

The screenshot shows a modal window titled "Item Goods Which Can Be Placed Under IP". The window contains several sections and fields:

- Equivalent Goods Indication:** A toggle switch labeled "Equivalent Goods" (1) is checked.
- Equivalent Goods Commodity Code:** A text field labeled "Commodity Code*" (2) with a value of "01001100".
- Commercial Quality and Technical Characteristics of Equivalent Goods:** A large text area labeled "Commercial Quality and Technical Characteristics of Equivalent Goods*" (3) with a value of "(please provide a description)".
- Language:** A drop-down menu labeled "Language" (4) with a value of "English".
- Identification of Goods:** A drop-down menu labeled "Identification of Goods*" (5) with a value of "English".
- Antidumping:** A checkbox labeled "Antidumping" (6) which is unchecked.
- Goods Commodity Code:** A text field labeled "Commodity Code*" (7) with a value of "please provide a commodity code".
- Description of Goods:** A text area labeled "Description of Goods*" (8) with a value of "please provide a description".
- Quantity of Goods:** A text field labeled "Quantity of Goods*" (9) with a value of "100,000.00".
- Value of Goods:** A text field labeled "Value of Goods*" (10) with a value of "100,000.00".
- Measurement Unit:** A drop-down menu labeled "Measurement Unit*" (11) with a value of "Select unit".
- Currency:** A drop-down menu labeled "Currency*" (12) with a value of "Euro".
- Buttons:** "Cancel" (13) and "Save" (14) buttons are located at the bottom right.

1

Equivalent Goods Indication

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

2

Equivalent Goods Commodity Code

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

3

Commercial Quality and Technical Characteristics of Equivalent Goods

Insert the description of "Commercial Quality and Technical Characteristics" of the Equivalent Goods. The field is displayed when Equivalent Goods Indication is checked (Mandatory field).

4

Language

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

5

Identification of Goods

Select the Identification of Goods from the provided values of the drop-down menu. The drop-down is displayed when Equivalent Goods Indication is checked (Mandatory field).

6

Antidumping

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

7

Goods Commodity Code

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

8

Description of Goods

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

9

Quantity of Goods

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

10

Value of Goods

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

11

Measurement Unit

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

12

Currency

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

13

Cancel

Select cancel to cancel the process.

14

Save

Select save to complete and store the entry.

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:

The screenshot shows a web form titled "Please Register the Exit Result". The form has a header with the text "INF - IP IM/EX BE/POV1fyyysqps" and "Process INF at the Customs office of Exit". Below the header, there are five main input fields, each with a numbered callout (1-5) pointing to it from the left. Field 1 is "Declaration Reference Number (MRN)", field 2 is "Control Result Code", field 3 is "Exit Date", field 4 is "Exit Stopped Date", and field 5 is "State Of Seals". At the top right of the form, there are two buttons: "Cancel Button" (6) and "Proceed Button" (7). The form also includes a "Please select a control result code" label and a "Please select State Of Seals" label.

1

Declaration Reference Number (MRN)

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

2

Control Result Code

Select the Control Result Code from the dropdown menu.

3

Exit Date

Using the date picker select the actual exit date for the specific MRN number.

4

Exit Stopped Date

Using the date picker select the date of exit stopped. The date is optional.

5

State Of Seals

Select the State of Seals from the dropdown menu.

6

Cancel Button

By selecting the cancel function button the entire process is cancelled.

7

Proceed Button

By selecting the proceed function button the registration of the exit result will complete and be recorded within the INF.

4.5. RELEASE

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

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

Step One:

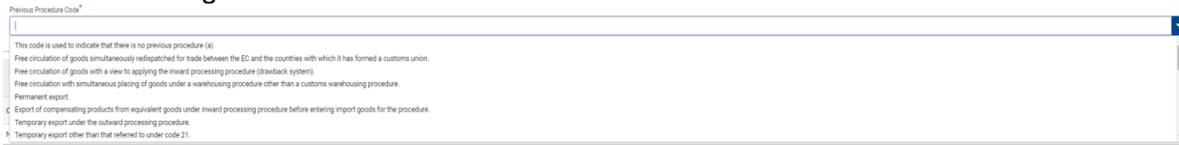
Upon selection of the "**Proceed**" action button the application proceeds to the next UI page where the User imports some necessary information for the Release process as seen in the image below.

Step Two:

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

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

• **Previous Procedure Code:** Here the User is able to select from a drop-down menu a value as seen in the image below:



The image shows a web interface for selecting a 'Previous Procedure Code'. The title of the dropdown is 'Previous Procedure Code*'. The dropdown menu is open, showing a list of options with their corresponding icons and descriptions:

- This code is used to indicate that there is no previous procedure (a)
- Free circulation of goods simultaneously redispached for trade between the EC and the countries with which it has formed a customs union.
- Free circulation of goods with a view to applying the inward processing procedure (drawback system).
- Free circulation with simultaneous placing of goods under a warehousing procedure other than a customs warehousing procedure.
- Permanent export.
- Export of compensating products from equivalent goods under inward processing procedure before entering import goods for the procedure.
- Temporary export under the outward processing procedure.
- Temporary export other than that referred to under code 21.

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 screenshot shows a web form titled "Processed Products Which can be Re-Imported under OP". The form has the following fields and controls:

- Commodity Code** (1): A text input field with a placeholder "please provide a commodity code".
- Description of Products** (2): A text input field with a placeholder "please provide a description" and a language dropdown menu currently set to "English".
- Quantity of Products** (3): A numeric input field containing "100,000.00".
- Value of Products** (4): A numeric input field containing "100,000.00".
- Measurement Unit** (5): A dropdown menu.
- Currency** (6): A dropdown menu currently showing "Euro".
- Buttons**: "Cancel" (7) and "Save" (8) buttons at the bottom right.

1

Commodity Code

Insert here the CN Code for the product.

2

Description of Products

Type here any description of the specific product.

3

Quantity of Products

Insert here the quantity for the specific product.

4

Value of Products

Insert here the value of the quantity of products.

5

Measurement Unit

Select from a list of available values the proper unit.

6

Currency

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

7

Cancel

Select cancel to abort the procedure.

8

Save

Select save in order to save the entry of product.

5. DASHBOARD

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

The dashboard contains three main data sections:

- Latest Tasks** (Callout 1): A table with columns: Creation Date, INF Number or SBN, Authorisation Number, Authorisation Type, and Task Type. It lists tasks such as 'Manual INF Validation' and 'Waiting For INF Particulars For INF Creation'.
- Latest Notification** (Callout 3): A table with columns: Creation Date, INF Number or SBN, Authorisation Number, Authorisation Type, and Notification Type. It lists notifications such as 'INF Request Response', 'Submission Reference Number', and 'INF Creation Rejection'.
- Recently processed INF** (Callout 2): A table with columns: Authorisation Number, Authorisation Type, Creation Date, HoA EORI, HoA Name, INF Number, and Processing Date. It lists processed INFs with details like 'Valid_Creation_Request' and 'HoAName'.

1

Latest Tasks list

List of the Tasks generated for the logged in Customs Office. The User should click on any "Task" of the Table in order to navigate to the specific [Task's View](#) screen.

2

Recently Processed INF list

List of the INFs processed by logged in Customs Office. The User should click on any INF of the Table in order to navigate to the specific [INF's View](#) screen

3

Latest Notification List

List of the Notifications generated for the logged in Office. The user should click on any "Notification" in the Table in order to navigate to the specific [Notification's View](#) screen

5.1. My INFs

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

For each INF the screen provides the following properties:

1. Authorization Number
2. Authorization Type
3. Creation Date
4. HoA EORI
5. HoA Name
6. INF Number
7. Status
8. Processing Date

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

The screenshot shows a web interface for 'My INFs'. At the top, there are sorting and export buttons. The table below has columns for Authorization Number, Authorization Type, Creation Date, HoA EORI, HoA Name, INF Number, Status, and Processing Date. A 'Reload' button is also present.

Authorization / Declaration Number	Authorization Type	Creation Date	HoA EORI	HoA Name	INF Number	Status	Processing Date
FRPQVIF-FR12251-2017-0Y2W4Z	IP-AN/EEC	19/12/2019	FR05142012251	Compan Full Name 2	IP-AN/EEC001FRPQVIF-FR12251-2017-0Y2W4Z	Available	19/12/2019
FRPQVIF-FR12251-2017-0Y2W4Z	IP-AN/EEC	20/12/2019	FR05142012251	Compan Full Name 2	IP-AN/EEC002FRPQVIF-FR12251-2017-0Y2W4Z	Available	Not processed yet!

1 Sorting

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

2 Reload

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

3 Export Data Button

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

4 HoA EORI

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

5 HoA Name

The Holder of Authorisation Name is visible in this column.

6 **INF Number**

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

7 **Status**

The INF Status is visible in this column.

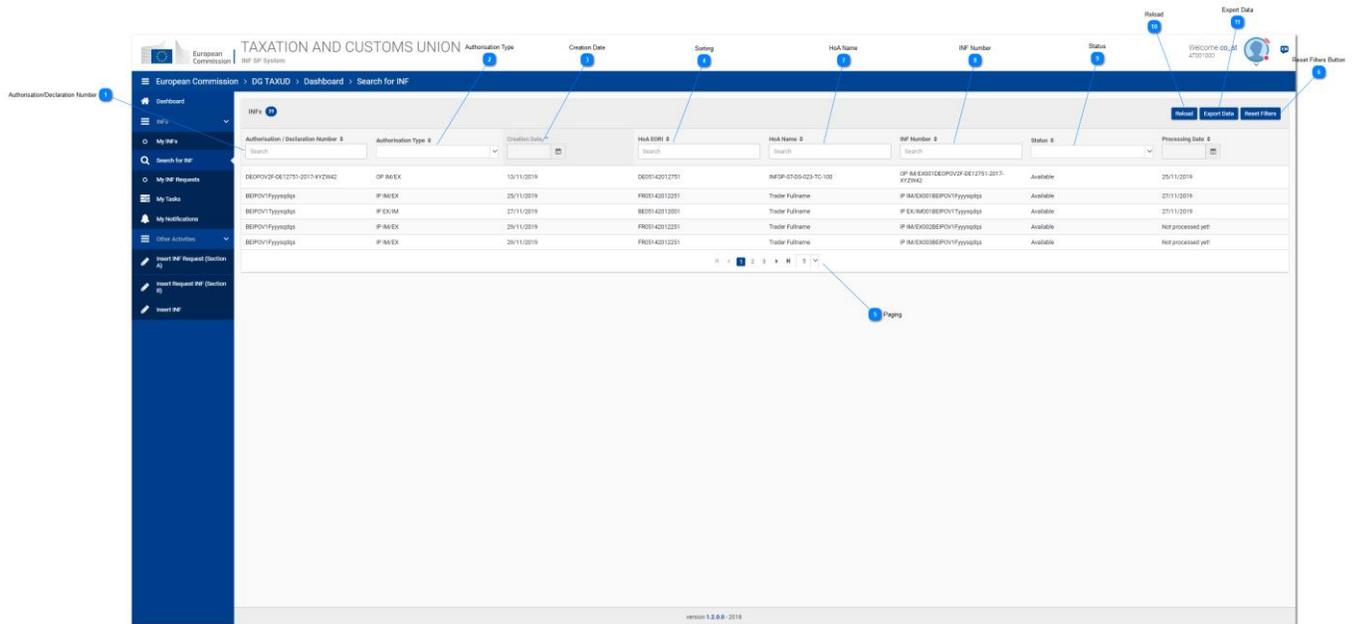
8 **Processing Date**

If there has been a processing upon the INF in this column the processing date will be visible.

5.2. SEARCH FOR INF

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

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

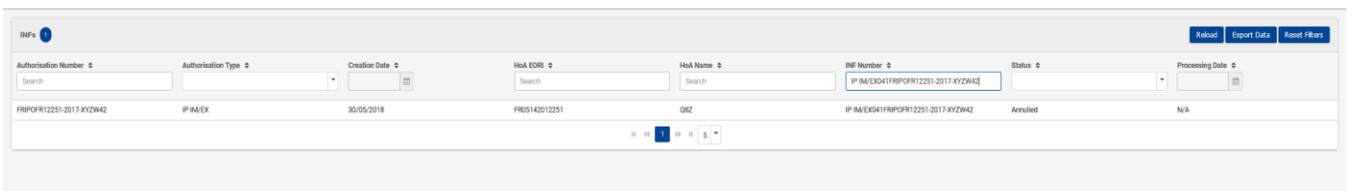


The User can perform a Search based on specific filter criteria by inserting the relevant value in the text field under the specific INF property (column).

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

1. Authorization/Declaration Number
2. Authorization Type
3. Creation Date
4. HoA EORI
5. HoA Name
6. INF Number
7. Status
8. Processing Date

For instance the User may insert "IP IM/EX041FRIPOFR12251-2017-XYZW42" in "INF Number" column and the Application should return the INF that matches the past criterion (please see screen below)



1**Authorisation/Declaration Number**

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

2**Authorisation Type**

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

3**Creation Date**

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

4**Sorting**

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

5**Paging**

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

6**Reset Filters Button**

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

7**HoA Name**

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

8**INF Number**

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

9**Status**

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

10**Reload**

Select the reload button in order to reload the search results.

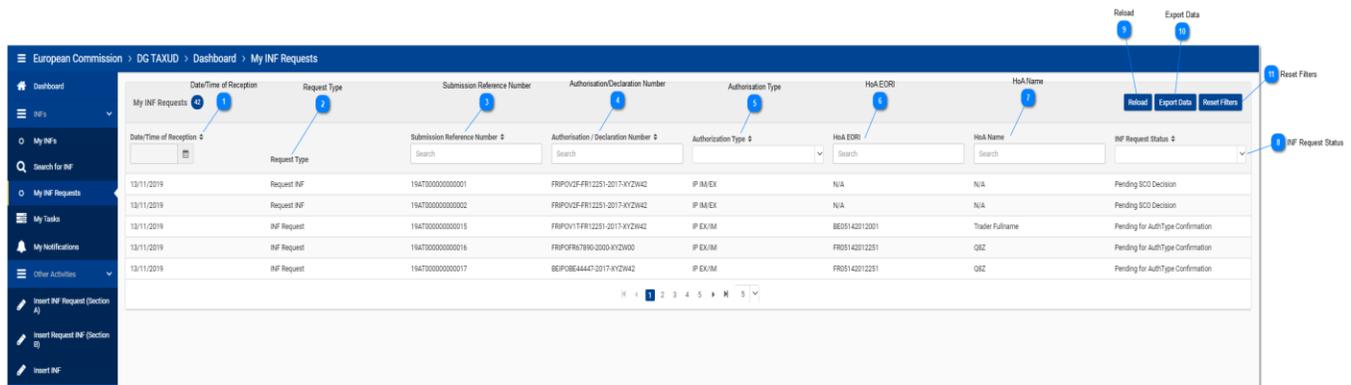
11**Export Data**

Select the export data button in order to export the search results in a CSV file.

5.3. MY INF REQUESTS

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

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



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



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

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

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



Date/Time of Reception

Here shows the date and time that the INF Request has been received by the INF-SP application.

2**Request Type**

The type of the request (Section A or Section B INF Request).

3**Submission Reference Number**

The column indicates the submission reference number of this INF Request.

4**Authorisation/Declaration Number**

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

5**Authorisation Type**

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

6**HoA EORI**

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

7**HoA Name**

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

8**INF Request Status**

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

9**Reload**

Select the button to reload the search results.

10**Export Data**

Select the button to export the search results in a CSV file in your local workstation.

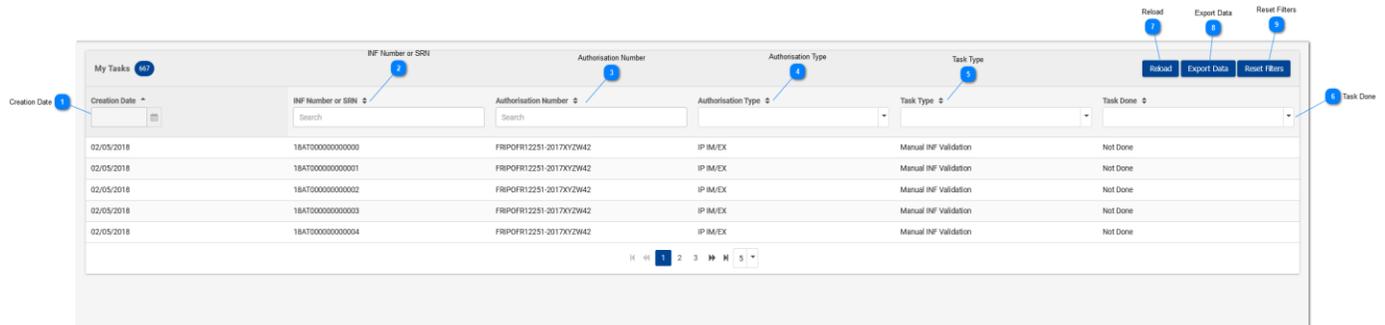
11**Reset Filters**

Select the button in order to reset the current search criteria.

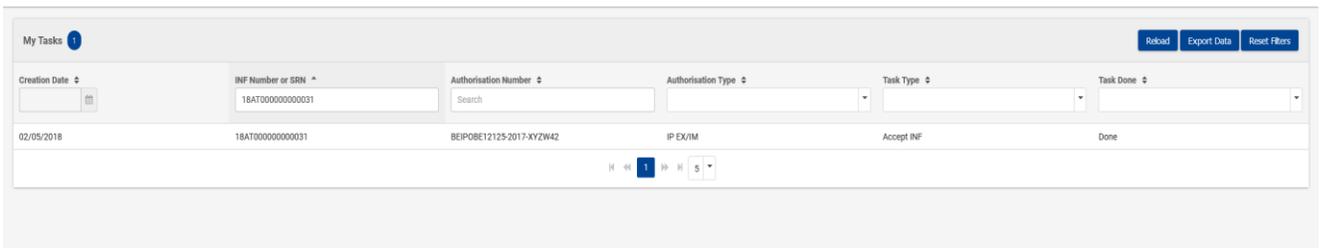
5.4. MY TASKS

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

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



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



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

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

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

1 **Creation Date**

The date that the Task was created.

2 **INF Number or SRN**

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

3**Authorisation Number**

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

4**Authorisation Type**

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

5**Task Type**

The user can select from a drop down menu a specific Task Type to search from.

6**Task Done**

The user can select from a task that is completed or not.

7**Reload**

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

8**Export Data**

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

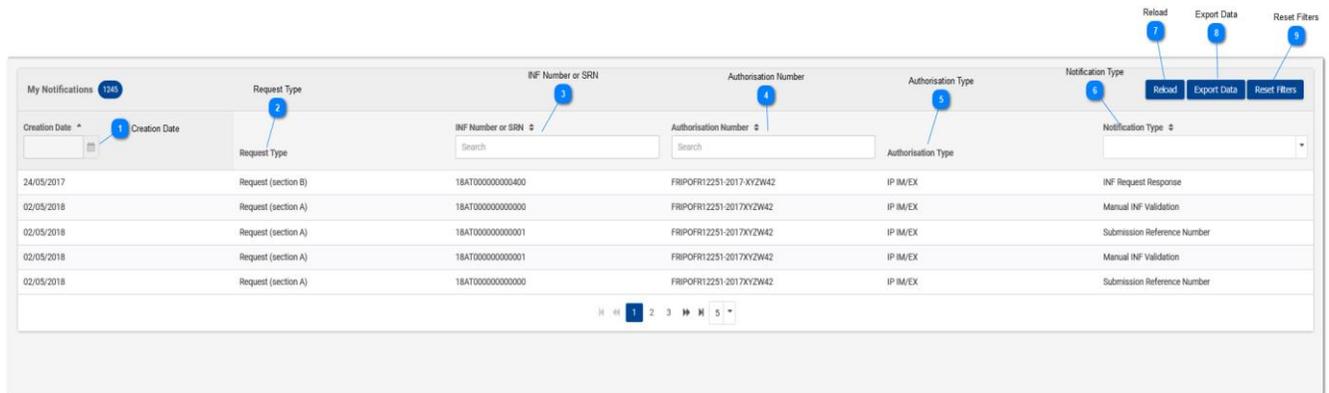
9**Reset Filters**

Select the button to reset the current search criteria.

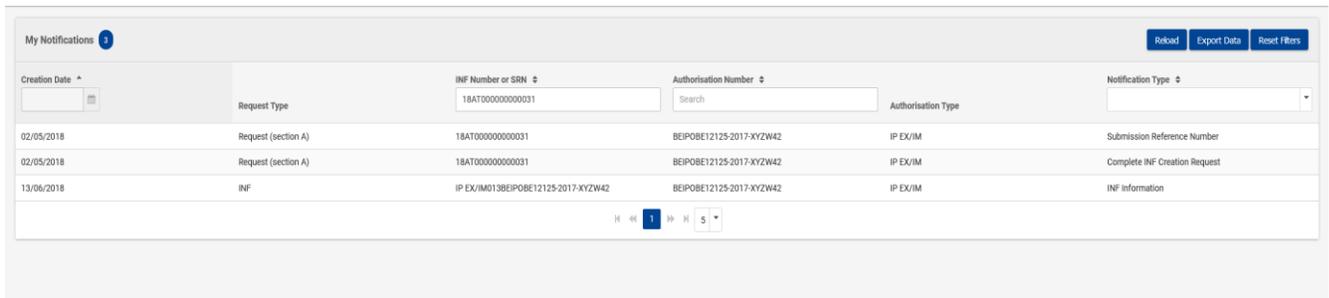
5.5. MY NOTIFICATIONS

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

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



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



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

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

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

1**Creation Date**

The date that the Notification was created.

2**Request Type**

The type of the request for this INF Request.

3**INF Number or SRN**

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

4**Authorisation Number**

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

5**Authorisation Type**

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

6**Notification Type**

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

7**Reload**

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

8**Export Data**

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

9**Reset Filters**

Select the button to reset the current search criteria.

6. INSERT INF REQUEST (SECTION A)

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

The screenshot shows the 'INF Creation Request (Section A)' form. It includes fields for 'Form Language' (1), 'Supervising Customs Office' (2), 'Authorization Number OR Declaration Number' (3), 'Authorization/Declaration Number' (4), 'Holder Identification (EOR)' (5), and 'Holder Address (EOR) Data Group' (6). The 'Holder Address' section includes fields for Name, Street Address, Country, Postcode, and City. There are also fields for 'Submission Date' (7), 'Authorization Type' (8), 'Representative Identification (EOR)' (9), and 'Representative Address' (10). A 'General Remarks' section is present below the address fields. At the bottom, there are two tables: 'Goods Covered by the INF' (11) and 'Processed Products Covered by the INF' (12). The 'Goods Covered' table has columns for 'Use Equivalent Goods', 'Commodity Code', 'Quantity of Goods', 'Value of Goods', 'Country of Processing', and 'ACTIONS'. The 'Processed Products' table has columns for 'Commodity Code', 'Description of Processed Products', 'Quantity of Processed Products', 'Value of Processed Products', 'Member state of the Importation', and 'ACTIONS'. Buttons for 'Goods Quantities' (13), 'Upload CSV File Button' (14), 'Download Template Button' (15), and 'Add Goods Button' (16) are located near the tables. At the very bottom right, there are 'Submit' and 'Cancel' buttons (17).

1 Form Language

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

2 Supervising Customs Office

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

3 Authorisation Number OR Declaration Number

Select via the radio button if the number to be imported underneath will be an Authorisation Number or a Declaration Number.

4

Authorisation/Declaration Number

Type the number as selected in the radio button field above.

5

Holder Identification (EORI)

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

6

Holder Address (EORI) Data Group

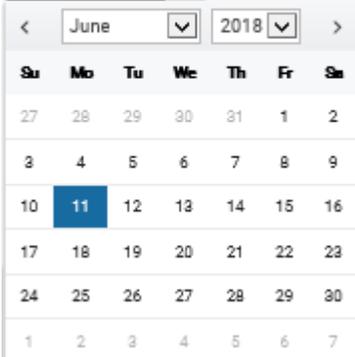
Upon insertion of the Authorisation Number the system based on this number will pre-fill the Holder information. In the case where the Authorisation Number is not found in the external system of CDMS you should fill in the information manually.

7

Submission Date

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

Submission Date *

The image shows a date picker interface. At the top, there is a text input field containing '11/06/2018' and a calendar icon to its right. Below this is a calendar grid for the month of June 2018. The calendar has a header with navigation arrows, the month 'June', and the year '2018'. The days of the week are abbreviated as Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid, with the 11th of June highlighted in a dark blue box. The dates shown are: 27, 28, 29, 30, 31, 1, 2; 3, 4, 5, 6, 7, 8, 9; 10, 11, 12, 13, 14, 15, 16; 17, 18, 19, 20, 21, 22, 23; 24, 25, 26, 27, 28, 29, 30; 1, 2, 3, 4, 5, 6, 7.

8

Authorisation Type

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

9

Representative Identification (EORI)

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

10

Representative Address

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

11

General Remarks

A free text field. (Optional).

12

Goods Covered by the INF

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

Goods Covered by the INF

Use Equivalent Goods	Commodity Code	Quantity of Goods	Value of Goods	ACTIONS
<input checked="" type="checkbox"/>	4002800	10 Number of Items	222 EUR	Add Edit Delete

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

13

Goods Quantities Button

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

14

Upload CSV File Button

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

15

Download Template Button

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

16

Add Goods Button

Select the action button for adding a single Good. Upon selection a pop-up window of "[Add Goods Covered by the INF](#)" is presented.

17

Processed Products Covered by the INF

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

Processed Products Covered by the INF

Processed Products Covered by the INF				Add +
Commodity Code	Description of Processed Products	Quantity of Processed Products	Value of Processed Products	ACTIONS
40029100	Goods Descript..	100 Number of Items	123 EUR	 

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

18**Submit Button**

Select submit in order to proceed with the INF Request.

19**Cancel**

Select cancel in order to cancel the entire form entries.

6.1. ADD GOODS COVERED BY INF

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

The screenshot shows a pop-up window titled "Add Goods Covered by the INF". The window contains several sections and fields:

- 1** Equivalent Goods Indicator: A toggle switch at the top right.
- 2** Equivalent Commodity Code: A text input field.
- 3** Commercial Quality and Technical Characteristics: A large text area for description.
- 4** Identification of Goods: A dropdown menu.
- 5** Antidumping: A checkbox with the text "Non-Union Goods are subject to Antidumping, countervailing, safeguard duty or any additional duty resulting from a suspension of concessions".
- 6** Commodity Code: A text input field.
- 7** Description of Goods: A text input field.
- 8** Quantity of Goods: A text input field.
- 9** Measurement Unit: A dropdown menu.
- 10** Value of Goods: A text input field.
- 11** Currency: A dropdown menu.
- 12** Particulars for Application of Commercial Policy Measures: A text input field.
- 13** Cancel button: A button at the bottom right.
- 14** Save button: A button at the bottom right.

1

Equivalent Goods Indicator

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

2

Equivalent Commodity Code

Insert the Equivalent Commodity Code. The field is displayed when [Equivalent Goods Indication](#) is enabled (Mandatory field).

3

Commercial Quality and Technical Characteristics

Insert the description of "Commercial Quality and Technical Characteristics" of the Equivalent Goods. The field is displayed when [Equivalent Goods Indication](#) is enabled (Mandatory field).

4

Identification of Goods

Select the Identification of Goods from the provided values of the Drop-down menu. The

Drop-down is displayed when [Equivalent Goods Indication](#) is enabled (Mandatory field).

5

Antidumping

Check/uncheck the field to mark whether the Equivalent Good is subject to Antidumping. The checkbox is displayed when [Equivalent Goods Indication](#) is enabled.

6

Commodity Code

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

7

Description of Goods

Insert the Description of Goods (Mandatory field). The Application provides an auto-complete functionality (i.e. a dropdown list with possible values is appeared) while the user is typing (after the 3rd character).

8

Quantity of Goods

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

9

Measurement Unit

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

10

Value of Goods

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

11

Currency

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

12

Particulars for Application of Commercial Policy Measures

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

13

Cancel button

Click on the button to cancel the entire entry.

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 Goods:** A text input field with a placeholder "please provide a description".
- 3 Quantity of Goods:** A numerical input field containing "100,000.00".
- 4 Value of Goods:** A numerical 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".
- 8 Cancel button:** A button to close the modal.
- 9 Save button:** A button to save the entered data.

1

Commodity Code

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

2

Description of Goods

Insert here the description of Goods (Mandatory field).

3

Quantity of Goods

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

4

Value of Goods

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

5

Measurement Unit

Select from the dropdown menu the Measurement Unit of the provided [Quantity of Goods](#) (Mandatory field).

6

Currency

Select from the dropdown menu the Currency for the provided [Value of Goods \(other Currency\)](#). Euro is the default value as provided by the system.

7**Particulars for Application of Commercial Policy Measures**

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

8**Cancel button**

Click on the button to cancel the entry.

9**Save button**

Click on the button to save the inserted INF Product. The created INF Product will be displayed within the [Insert INF 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	123 Number of Items
4002	123 Percent
400270	123 Number of Items
400291	110 Kilogram
85423190	123 Kilogram
85423211	123 Kilogram
8542	123 Number
85423111	123 Kilogram
85423219	123 Kilogram
85423231	123 Kilogram

1

Commodity Code

The CN Code as retrieved by the external system CDMS for this Authorisation Number.

2

Remaining Quantity

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

3

Close

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

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>	Description of Goods <M>	Quantity of Goods <M>		Value of Goods <M>		Particulars for Application of Commercial Policy Measures <D>	Equivalent Goods <D>			
	Text <M> [Jan. 14, minimum 8 digits]	Text <M> [Jan. 812]	Goods Quantity <M> [Jan. 14.6]	Measure Unit <M> [DL, unit]	Amount Value <M> [Jan. 14.2]	Amount Currency <M> [DL, Currency]	Text <M> [Jan. 812]	Combined Nomenclature Code <M> [Jan]	Commercial Quality and Technical Characteristics of Equivalent Goods <M>	Non Union Goods are subject to Anti-Dumping countervailing safeguard duty or any additional duty resulting from a suspension of concessions <M>	Identification of Goods Code <M> [DL, Identification of Goods Code]
1										Non Union Goods are subject to Anti-Dumping countervailing safeguard duty or any additional duty resulting from a suspension of concessions <M> [Y/N / N/A]	

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

1 Commodity Code

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

2 Description of Goods

Type here the description for each Good per row.

3 Quantity of Goods

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

4 Value of Goods

Type here the value for each Good declared.

5

Particulars for Application of Commercial Policy Measures

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

6

Equivalent Goods

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

6.5. MULTIPLE UPLOAD OF PRODUCTS

When at the [Insert INF Request \(Section A\)](#) page, the User is able to select the action button "Download Template" from the Processed Products Covered by the INF grid.

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

The excel file template can be seen below:

	1	2	3	4	5		
	Commodity Code	Description of Processed Products	Quantity of Processed Products	Value of Processed Products	Particulars for Application of Commercial Policy Measures		
1	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 >		
2	Order number #	Combined Nomenclature Code < M > [an8]	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]
3	1						
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 utilized by the template and it can be ignored by the User.

1 Commodity Code

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

2 Description of Processed Products

Type here the description for each Product per row.

3 Quantity of Processed Products

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

4

Value of Processed Products

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

5

Particulars for Application of Commercial Policy Measures

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

7. INSERT REQUEST INF (SECTION B)

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

The screenshot shows the 'INF Request (Section B)' form. It includes the following fields and buttons:

- 1** Type of Request (dropdown menu)
- 2** Supervising Custom Office (dropdown menu)
- 3** Authorization Number (text field)
- 4** INF Submission date (date field)
- 5** Responsible Customs Office (read-only field)
- 6** Authorization Type (text field)
- 7** Save button and Cancel button (top right)
- General Remarks Description (text area)
- General Remarks Language (dropdown menu)
- Goods or Products (text field)
- Movement Reference Number (MRFN) (text field)
- Goods Item For Which INF is Requested (table with columns: Customs Declaration Reference Number, Commodity Code, Description Of Goods, Quantity of Goods, Value of Goods, Actions)
- Reference Number (text field)
- Add button (bottom right)

1

Type of Request

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

2

Supervising Custom Office

Please insert the Supervising Custom Office (Mandatory field). The Application provides an auto-complete functionality (i.e. a dropdown list with possible values is appeared) while the user is typing (after the 3rd character)

3

Authorization Number

Please insert the Authorization Number (Mandatory field)

4

INF Submission date

Please select the INF submission date (Mandatory field)

5

Responsible Customs Office

Read-only field that display the Responsible Customs Office.

6**Authorization Type**

Read-only field that displays the Authorization Type

7**Save button**

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

8**Cancel button**

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

9**General Remarks Description**

Please insert the Description of General Remarks

10**General Remarks Language**

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

11**Goods or Products**

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

12**Reference Number**

Please insert the Movement Reference Number (Mandatory field)

13**Add button**

Click on the button in order to create an INF Good or Product. The INF Goods modal is described in section: [Goods Item For Which INF is Requested](#). The INF Products modal is described in section: [Processed Product For Which Is Requested](#).

7.1. GOODS ITEM FOR WHICH INF IS REQUESTED

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

1

Commodity Code

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

2

Description of Goods

Insert the Description of Goods (Mandatory field).

3

Quantity of Goods

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

4

Value of Goods

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

5

Measurement Unit

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

6

Currency

Select from the drop-down menu the currency for the provided value of goods. Euro is the default currency as provided by the system.

7

Cancel

Click on the button to save the INF Good.

8

Save

Click on the button to save the INF Good.

7.2. PROCESSED PRODUCTS FOR WHICH IS REQUESTED

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

1

Commodity Code

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

2

Description of Goods

Insert here the Description of Goods (Mandatory field).

3

Quantity of Goods

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

4

Measurement Unit

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

5

Value of Goods

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.

8 **Save**

Click on the button to save the INF Product.

7.3. REMAINING GOODS QUANTITIES AS PER THE AUTHORISATION

When the User is about to define Goods for the INF Request they are able to select the action button "Goods Quantities" which is seen in the [Insert INF Request \(Section A\)](#).

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

The pop-up window can be seen below:

Commodity Code	Remaining Quantity
400280	123 Number of items
4002	123 Percent
400270	123 Number of items
400291	110 Kilogram
85423190	123 Kilogram
85423211	123 Kilogram
8542	123 Number
85423111	123 Kilogram
85423219	123 Kilogram
85423231	123 Kilogram

1

Commodity Code

The CN Code as retrieved by the external system CDMS for this Authorisation Number.

2

Remaining Quantity

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

3

Close

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

7.4. MULTIPLE UPLOAD OF GOODS

When at the [Insert Request INF \(Section B\)](#) page, the User is able to select the action button "Download Template" from the Goods Covered by the INF grid.

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

The excel file template can be seen below:

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

1 **Commodity Code**

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

2 **Description of Goods**

Type here the description for each Good per row.

3 **Quantity of Goods**

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

4 **Value of Goods**

Type here the value for each Good declared.

5

Particulars for Application of Commercial Policy Measures

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

6

Equivalent Goods

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

7.5. MULTIPLE UPLOAD OF PRODUCTS

When at the [Insert Request INF \(Section B\)](#) page, the User is able to select the action button "Download Template" from the Processed Products Covered by the INF grid.

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

The excel file template can be seen below:

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 < M> [ans]	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									

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

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

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

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

4

Value of Processed Products

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

5

Particulars for Application of Commercial Policy Measures

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

8. INSERT INF

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

The screenshot shows the 'Insert INF' form with the following fields and callouts:

- 1: Form Language (dropdown menu)
- 2: Supervising Customs Office (text field)
- 3: Authorisation/Declaration Number Radio Button (radio buttons)
- 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: Holder's Country (dropdown menu)
- 9: Holder's Postcode (dropdown menu)
- 10: Holder's City (dropdown menu)
- 11: General Remarks (text area)
- 12: Prior Exportation Indication (checkbox)
- 13: Goods Covered by the INF (table with columns: Use Equivalent Goods, Commodity Code, Quantity of Goods, Value of Goods, ACTIONS)
- 14: Processed Products Covered by the INF (table with columns: Commodity Code, Description of Processed Products, Quantity of Processed Products, Value of Processed Products, Prior Exportation of These Units, ACTIONS)
- 15: Submit Button
- 16: 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 you should fill in the EORI information manually.

6

Holder's Name

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

7

Street and Number

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

8

Holder's Country

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

9

Holder's Postcode

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

10

Holder's City

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

11

Submission Date

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

12

Representative Identification (EORI)

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

13

Representative's Name

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

14

Representative's Street and Number

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

15

Representative's Country

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

16

Representative's Postcode

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

17

Representative's City

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

18

General Remarks

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

19

Prior Exportation Indication

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

20

Goods Covered by the INF

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

Goods Item Covered by the INF

Use Equivalent Goods	CN Code Type of Goods	Quantity of Goods	Value of Goods in €	Duties calc under Article 86(3)	ACTIONS
<input checked="" type="checkbox"/>	40029100	50 PCE	100 EUR 1000 SEK	<input checked="" type="checkbox"/>	Edit Delete

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

21

Processed Products Covered by the INF

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

CN Code Type of Goods	Description of Processed Products	Quantity of Processed Products	Value of Processed Products	Duties calc under Article 86(3)	Prior Exportation of Time Limit	ACTIONS
40029100	Description of Processed Products	100 PCE	400 EUR 400 SEK	x	x	Edit Delete

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

22

Submit Button

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

23

Cancel Button

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

24

Goods Quantities Button

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

25

Upload CSV File Button

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

26

Download Template Button

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

27

Add Button

Select the action button for adding a single Good. Upon selection a pop-up window of "[Add Goods Covered by the INF](#)" is presented.

28

Download Template Button

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

29

Upload CSV File Button

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

30

Add Button

Select the action button for adding a single Product. Upon selection a pop-up window of "[Add Processed Product Covered by the INF](#)" is presented.

8.1. ADD GOODS COVERED BY INF

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

The screenshot shows a pop-up window titled "Add Goods Covered by the INF". The window contains several sections and fields:

- 1** Equivalent Goods Indicator: A toggle switch at the top right.
- 2** Equivalent Commodity Code: A text input field.
- 3** Commercial Quality and Technical Characteristics: A large text area for description.
- 4** Identification of Goods: A text input field.
- 5** Antidumping: A checkbox labeled "Non-Union Goods are subject to Antidumping, countervailing, safeguard duty or any additional duty resulting from a suspension of concessions".
- 6** Commodity Code: A text input field.
- 7** Description of Goods: A text input field.
- 8** Quantity of Goods: A text input field with "100,000.00" entered.
- 9** Measurement Unit: A dropdown menu with "Select unit" selected.
- 10** Value of Goods: A text input field with "100,000.00" entered.
- 11** Currency: A dropdown menu with "Euro" selected.
- 12** Particulars for Application of Commercial Policy Measures: A text input field.
- 13** Cancel button: A button at the bottom right.
- 14** Save button: A button at the bottom right.

1

Equivalent Goods Indicator

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

2

Equivalent Commodity Code

Insert the Equivalent Commodity Code. The field is displayed when [Equivalent Goods Indication](#) is enabled (Mandatory field).

3

Commercial Quality and Technical Characteristics

Insert the description of "Commercial Quality and Technical Characteristics" of the Equivalent Goods. The field is displayed when [Equivalent Goods Indication](#) is enabled (Mandatory field).

4

Identification of Goods

Select the Identification of Goods from the provided values of the Drop-down menu. The Drop-down is displayed when [Equivalent Goods Indication](#) is enabled (Mandatory field).

5

Antidumping

Check/uncheck the field to mark whether the Equivalent Good is subject to Antidumping. The checkbox is displayed when [Equivalent Goods Indication](#) is enabled.

6

Commodity Code

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

7

Description of Goods

Insert the Description of Goods (Mandatory field). The Application provides an auto-complete functionality (i.e. a dropdown list with possible values is appeared) while the user is typing (after the 3rd character).

8

Quantity of Goods

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

9

Measurement Unit

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

10

Value of Goods

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

11

Currency

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

12

Particulars for Application of Commercial Policy Measures

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

13

Cancel button

Click on the button to cancel the entire entry.

14

Save button

Click on the button to save the inserted INF Good. The declared INF Good will be displayed in the [Insert INF](#) screen under section [INF Goods](#).

8.2 ADD PROCESSED PRODUCT COVERED BY INF

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

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

- 1** Commodity Code* (Text input field)
- 2** Description of Goods* (Text input field)
- 3** Quantity of Goods* (Text input field)
- 4** Value of Goods* (Text input field)
- 5** Measurement Unit* (Dropdown menu)
- 6** Currency (Dropdown menu)
- 7** Particulars for Application of Commercial Policy Measures* (Text input field)
- 8** Cancel button
- 9** Save button

Pre-filled values in the form include "100,000.00" for Quantity of Goods and Value of Goods, and "Euro" for Currency.

1

Commodity Code

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

2

Description of Goods

Insert here the description of Goods (Mandatory field).

3

Quantity of Goods

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

4

Value of Goods

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

5

Measurement Unit

Select from the dropdown menu the Measurement Unit of the provided [Quantity of Goods](#) (Mandatory field).

6

Currency

Select from the dropdown menu the Currency for the provided [Value of Goods \(other Currency\)](#). Euro is the default value as provided by the system.

7**Particulars for Application of Commercial Policy Measures**

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

8**Cancel button**

Click on the button to cancel the entry.

9**Save button**

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

8.3. REMAINING GOODS QUANTITIES AS PER THE AUTHORISATION

When the User is about to define Goods for the INF Request they are able to select the action button "Goods Quantities" which is seen in the [Insert INF Request \(Section A\)](#).

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

The pop-up window can be seen below:

Commodity Code	Remaining Quantity
400280	123 Number of items
4002	123 Percent
400270	123 Number of items
400291	110 Kilogram
85423190	123 Kilogram
85423211	123 Kilogram
8542	123 Number
85423111	123 Kilogram
85423219	123 Kilogram
85423231	123 Kilogram

1

Commodity Code

The CN Code as retrieved by the external system CDMS for this Authorisation Number.

2

Remaining Quantity

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

3

Close

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

8.4. MULTIPLE UPLOAD OF GOODS

When at the [Insert INF](#) page, the User is able to select the action button "Download Template" from the Goods Covered by the INF grid.

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

The excel file template can be seen below:

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

1 Commodity Code

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

2 Description of Goods

Type here the description for each Good per row.

3 Quantity of Goods

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

4 Value of Goods

Type here the value for each Good declared.

5

Particulars for Application of Commercial Policy Measures

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

6

Equivalent Goods

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

8.5. MULTIPLE UPLOAD OF PRODUCTS

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

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

The excel file template can be seen below:

Commodity Code		Description of Processed Products		Quantity of Processed Products		Value of Processed Products		Particulars for Application of Commercial Policy Measures	
Order number #	Commodity Code < M >	Description of Processed Products < M >	Goods Quantity < M >	Measure Unit < M >	Amount Value < M >	Amount Currency < M >	Particulars for Application of Commercial Policy Measures < O >		
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 utilized by the template and it can be ignored by the User.

1

Commodity Code

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

2

Description of Processed Products

Type here the description for each Product per row.

3

Quantity of Processed Products

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

4

Value of Processed Products

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

5

Particulars for Application of Commercial Policy Measures

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

9. VIEW INF PAGES

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

An opened INF is comprised from the following three tabs:

- [INF Info](#)
- [Status Data](#)
- [Notifications](#)

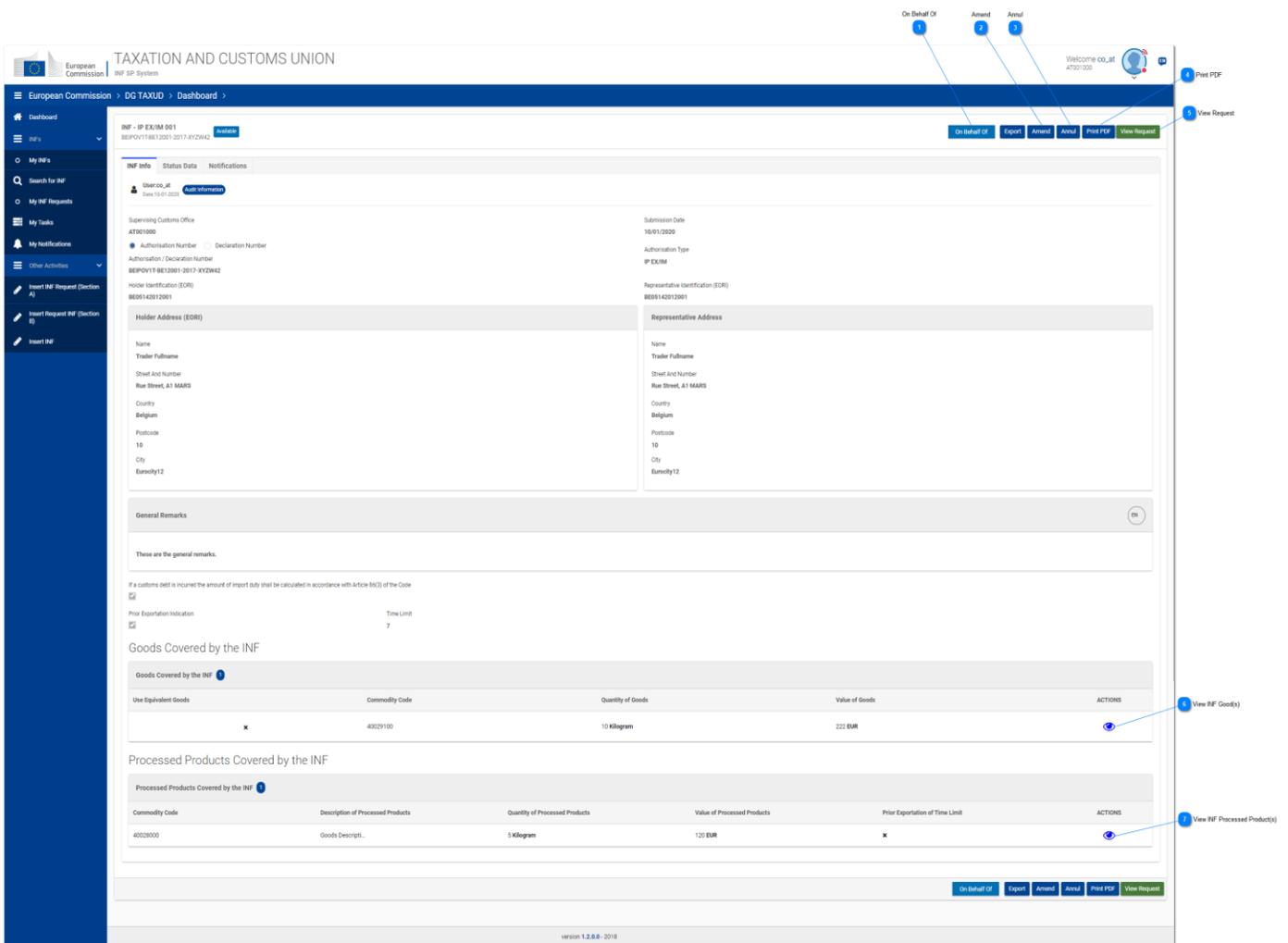
Via these three tabs the User can view core INF information, collective data of the INF and its various processing steps and Notifications related to the INF.

9.1. INF VIEW - INF INFO

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

All INF View screens provide the following generic functionality:

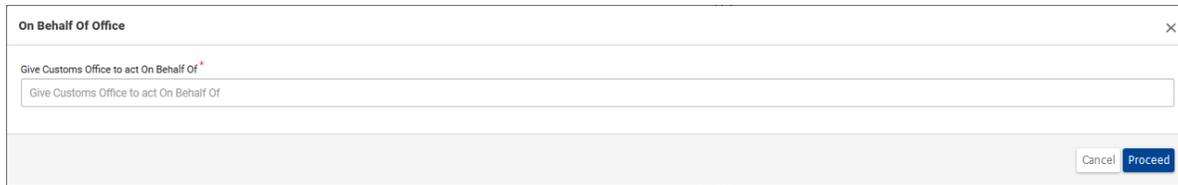
1. On Behalf Of
2. Amend
3. Annul
4. Print PDF
5. View Request



1

On Behalf Of

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



On Behalf Of Office

Give Customs Office to act On Behalf Of*

Give Customs Office to act On Behalf Of

Cancel 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

Amend

Click on the button in order to [Amend](#) the INF.

3

Annul

Click on the button to navigate to the [Annul](#) screen. The button appears only when the logged in Customs Office is the Supervising Customs Office.

4

Print PDF

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

5

View Request

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

6

View INF Good(s)

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

7

View INF Processed Product(s)

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

9.2. INF VIEW - STATUS DATA TAB

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

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

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

The screenshot displays the 'Status Data' tab for 'INF - IP EX/IM 001'. The interface includes a top navigation bar with buttons: 'On Behalf Of', 'Place Goods', 'Export', 'Exit', 'Amend', 'Print PDF', and 'View Request'. The main content area is divided into several sections, each with a table of records:

- Reception Process:** Table with columns: Supervising Customs Office, Submission Reference Number, INF Request Submission Date, Taken Decision Manually.
- Additional Information Requested Info:** Table with columns: Validation Error Code, Error Description, Provision Date.
- Amendments Info:** Table with columns: Amendment Date, INF Amendment Justification, Competent Customs Office, Customs Office Role, Process Type.
- Annulments Info:** Table with columns: Annulment Date, Justification of Annulment.
- Process at the Customs Office of Placement:** Table with columns: Declaration Type, Competent Customs Office Reference Number, Requested Procedure Code, Previous Procedure Code.
- Process at the Customs Office of Export:** Table with columns: Competent Customs Office Reference Number, Declaration Date, Last Date of Placement of Non-Union Goods Which are Replaced By Equivalent Goods Under IP, Exit Result.
- Process at the Customs Office of Exit:** Table with columns: Competent Customs Office Reference Number, Exit Date, Exit Stopped Date, Control Result Code, State Of Seals, Exit Performed By, Exit Result.

Each table includes an 'Actions' menu on the right side of the records. The left sidebar contains numbered links (1-7) that correspond to the sections listed in the text above.

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

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

MRN #	Declaration Type #	Competent Customs Office Reference Number #	Requested Procedure Code #	Previous Procedure Code #	Actions
2223333333...	00	AT01000	54	00	<div style="display: flex; gap: 5px;"> Active View </div>

The columns of the image above are the following:

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

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

1 **INF Status**

Here the user can always view the current INF Status.

2 **On Behalf Of**

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

On Behalf Of Office ✕

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

Give Customs Office to act On Behalf Of*

Exit
Reset
Proceed

Here, the user can select the check box in order to verify they are acting on behalf of another Customs Office and then type which Customs Office they want to give the permission to act on behalf of them. In addition, the user has three action buttons to utilize. These are:

- Exit (select to exit the current process)
- Reset (select to reset the information imported in this window)
- Proceed (select to proceed with the action)

3 **Place Goods**

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

4 **Export**

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

5**Exit**

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

6**Amend**

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

7**Print PDF**

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

8**View Request**

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

9**Reception Process**

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

10**Status**

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

11**Supervising Customs Office**

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

12**Submission Reference Number**

Here, the user can view the SRN number of the INF.

13**INF Request Submission Date**

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

14**Taken Decision Manually**

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

15**Additional Information Requested Info**

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

16**Amendments Info**

Any amendment performed on the INF will be visible per row in this grid. Specific details related to the amendment will be visible.

17**MRN**

Here, the user can view the specific MRN (movement reference number) for the specific amendment.

18**Amendment Date**

Here, the user can view the actual Amendment date.

19**INF Amendment Justification**

Any justification written related to the amendment will be visible here.

20**Competent Customs Office**

In case the CCO (Competent Customs Office) performs an amendment on the INF their office will be visible here.

21**Customs Office Role**

Here, the user can view the Role under which was performed the amendment.

22**Process Type**

In this column the user can view the type of process for this amendment.

23**Annulments Info**

Here, the user can view any annulment information performed on the INF.

24**Annulment Date**

Here will be recorded the actual annulment date.

25**Supervising Customs Office**

Here, the user can view the Supervising Customs Office which performed the annulment.

26

Justification of Annulment

Here, the user can view the justification for the annulment as written by the SCO.

27

Process at the Customs Office of Placement

Any Placement process done at the INF will be shown here.

28

MRN (Movement Reference Number)

Here, the user can view the MRN for the specific placement process.

29

Declaration Type

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

30

Competent Customs Office Reference Number

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

31

Requested Procedure Code

Here is visible the code as defined in the placement process.

32

Previous Procedure Code

Here is visible the code as defined in the placement process.

33

Actions Menu

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

34

Process at the Customs Office of Export

Any Export process done at the INF will be shown here.

35

MRN (Movement Reference Number)

Here, the user can view the MRN for the specific export process.

36

Competent Customs Office Reference Number

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

37

Declaration Date

The declaration date of the export process.

38

Last Date of Placement of Non-Union Goods Which are Replaced By Equivalent Goods Under IP

The last date of placement of non-union goods.

39

Exit Result

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

40

Actions Menu

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

41

Process at the Customs Office of Exit

Any Exit process done at the INF will be shown here.

42

MRN (Movement Reference Number)

Here, the user can view the MRN for the specific Exit process.

43

Competent Customs Office Reference Number

The user can view here the Customs Office number which performed the exit process.

44

Exit Date

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

45

Exit stopped Date

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

46

Control Result Code

The control result code imported during the exit process will be visible here.

47

State of Seals

In case there has been a state of seals defined in the exit process it will be visible here.

48

Exit Performed By

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

49

Exit Result

Here the user will be able to view the actual exit result the values shown here can be:

- Empty
- Non-Exit
- Exit

50

Actions Menu

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

9.3. NOTIFICATION VIEW

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

The screenshot displays the 'View INF Request' page. The main content area shows a table of notifications. The table has the following columns: Creation Date, Request Type, INF Number or SRN, Authorization Number, Authorization Type, and Notification Type. The data rows are as follows:

Creation Date	Request Type	INF Number or SRN	Authorization Number	Authorization Type	Notification Type
10/01/2020	Request (section A)	25AT00000000015	BEPOV1TBE120012017-KYZW42	IP EX/IM	Manual INF Validation
10/01/2020	INF	IP EX/IM01BEPOV1TBE120012017-KYZW42	BEPOV1TBE120012017-KYZW42	IP EX/IM	INF Creation-Response Notification
10/01/2020	Request (section A)	25AT00000000015	BEPOV1TBE120012017-KYZW42	IP EX/IM	Submission Reference Number
10/01/2020	Request (section A)	25AT00000000015	BEPOV1TBE120012017-KYZW42	IP EX/IM	Complete INF Creation Request

Numbered callouts in the image indicate the following actions:

- 1: Print PDF button
- 2: View INF button
- 3: Reload button
- 4: Export Data button

1 Print PDF

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

2 View INF

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

3 Reload

Click to refresh the results of the Notifications Tab.

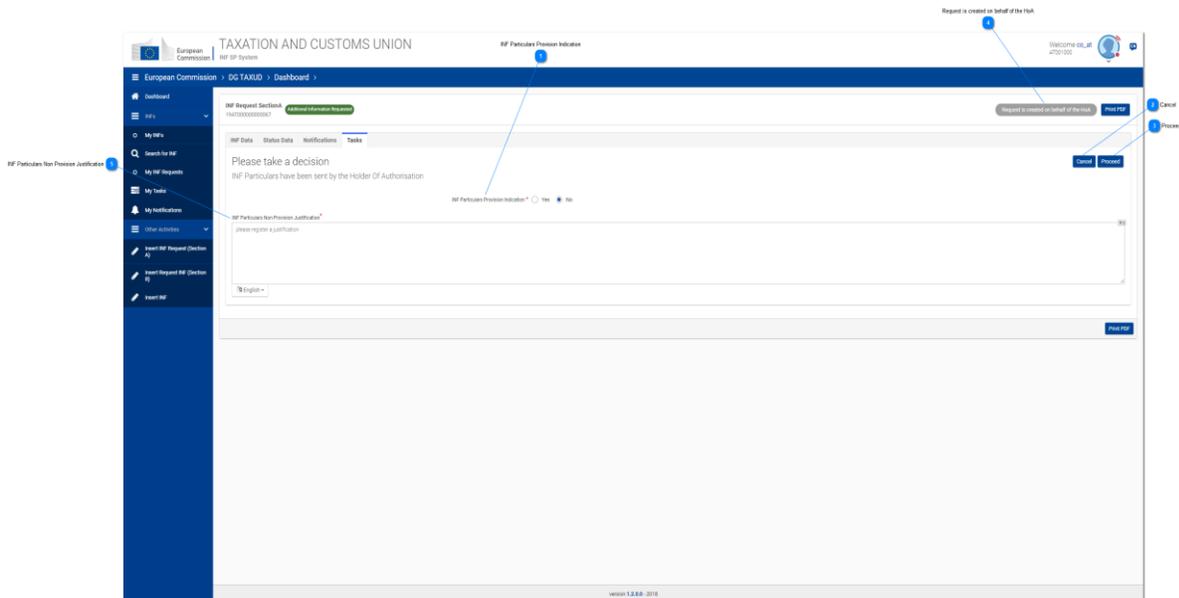
4 Export Data

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

9.4. TASK VIEW

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

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



1

INF Particulars Provision Indication

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

2

Cancel

Click on the cancel button to exit the task page.

3

Proceed

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

4

Request is created on behalf of the HoA

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

5

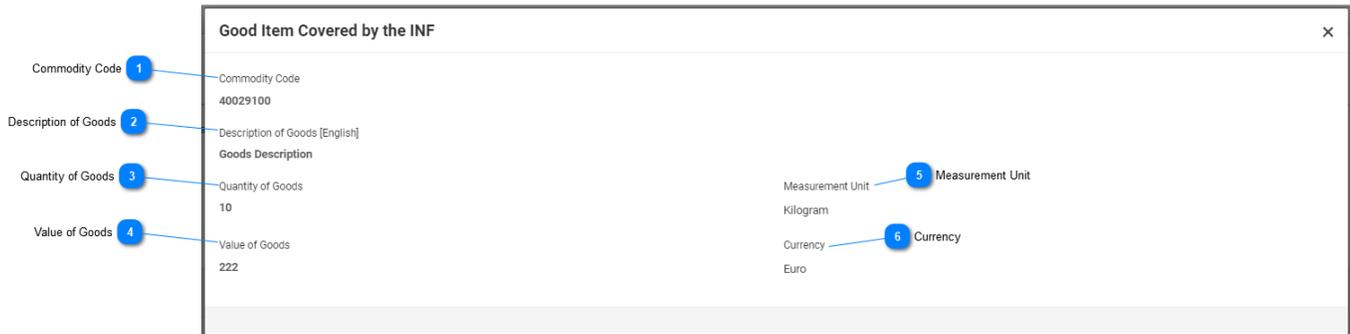
INF Particulars Non Provision Justification

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

9.5. VIEW GOODS COVERED BY THE INF

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

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

**1**

Commodity Code

The CN Code of the specific Good declared.

2

Description of Goods

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

3

Quantity of Goods

The quantity of Goods declared for this CN Code.

4

Value of Goods

The value for the specific quantity of Goods.

5

Measurement Unit

The measurement unit as selected by the Customs Officer.

6

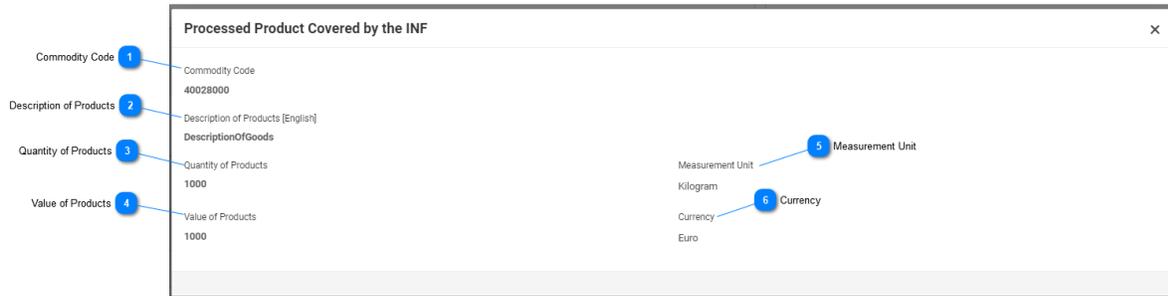
Currency

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

9.6. VIEW PROCESSED PRODUCTS COVERED BY THE INF

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

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

**1**

Commodity Code

The CN Code for the Product declared.

2

Description of Products

Here, the user can view the description of the specific Product.

3

Quantity of Products

Here, the user can view the quantity declared for the specific Product.

4

Value of Products

Here, the user can view the value of the specific Product and for the specific quantity.

5

Measurement Unit

The unit as selected by the Customs Officer.

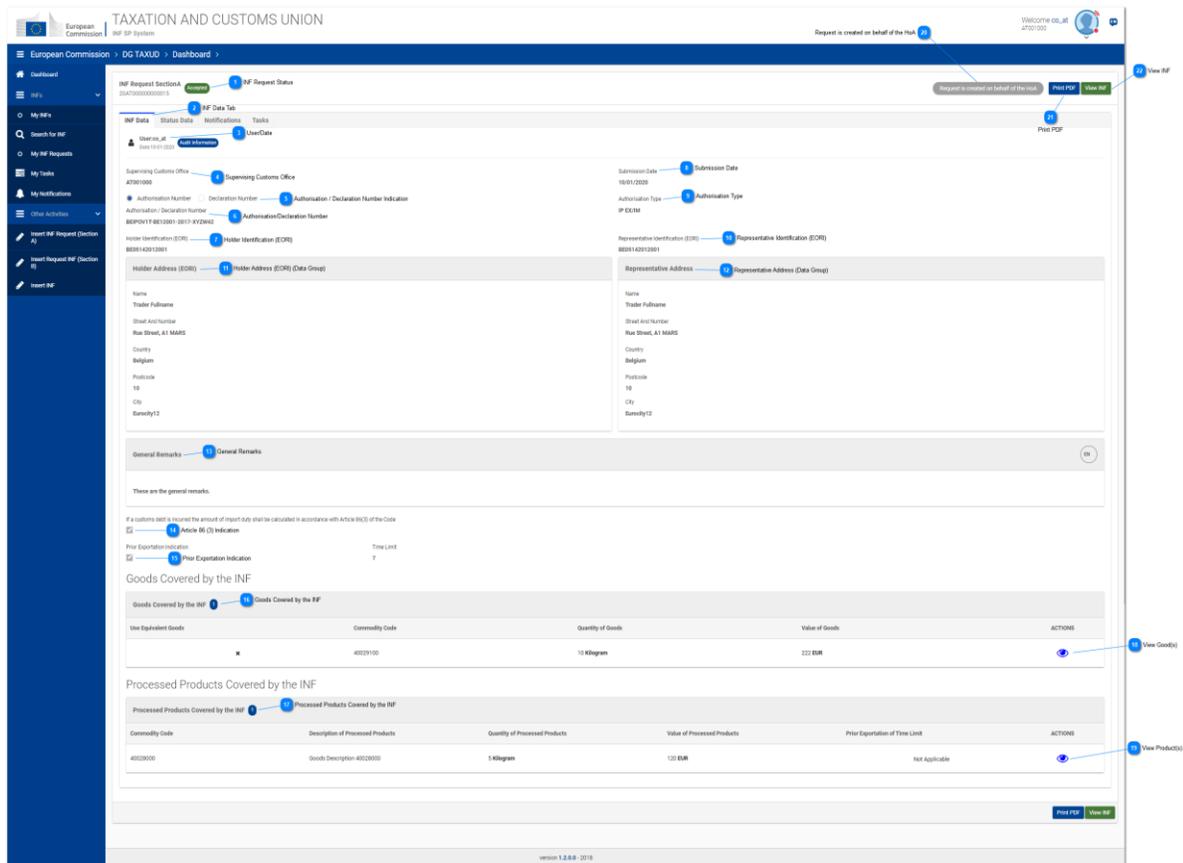
6

Currency

The currency for the value of Product(s) as selected by the Customs Officer. The default value provided by the application is Euro.

9.7. VIEW INF REQUEST - INF DATA

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



1 **INF Request Status**

Here, the user can view the status of the INF Request.

2 **INF Data Tab**

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

3 **User/Date**

Here, it is visible which was the logged in user that performed the INF Request and when.

4 **Supervising Customs Office**

Here, it is visible the Customs Office which is responsible for the INF Request.

5

Authorisation / Declaration Number Indication

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

6

Authorisation/Declaration Number

Here, the user can view in a read-only format the number provided.

7

Holder Identification (EORI)

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

8

Submission Date

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

9

Authorisation Type

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

10

Representative Identification (EORI)

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

11

Holder Address (EORI) (Data Group)

Beneath this data group of information the user can view in a read-only format all the core information of the Holder of Authorisation.

12

Representative Address (Data Group)

Beneath this data group of information the user can view in a read-only format all the core information of the Representative.

13

General Remarks

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

14

Article 86 (3) Indication

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

the check box will be ticked by the initiator of the INF Request.

15**Prior Exportation Indication**

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

16**Goods Covered by the INF**

The grid illustrates the Goods which have been declared during the INF Request.

17**Processed Products Covered by the INF**

The grid illustrates the Products which have been declared during the INF Request.

18**View Good(s)**

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

19**View Product(s)**

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

20**Request is created on behalf of the HoA**

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

21**Print PDF**

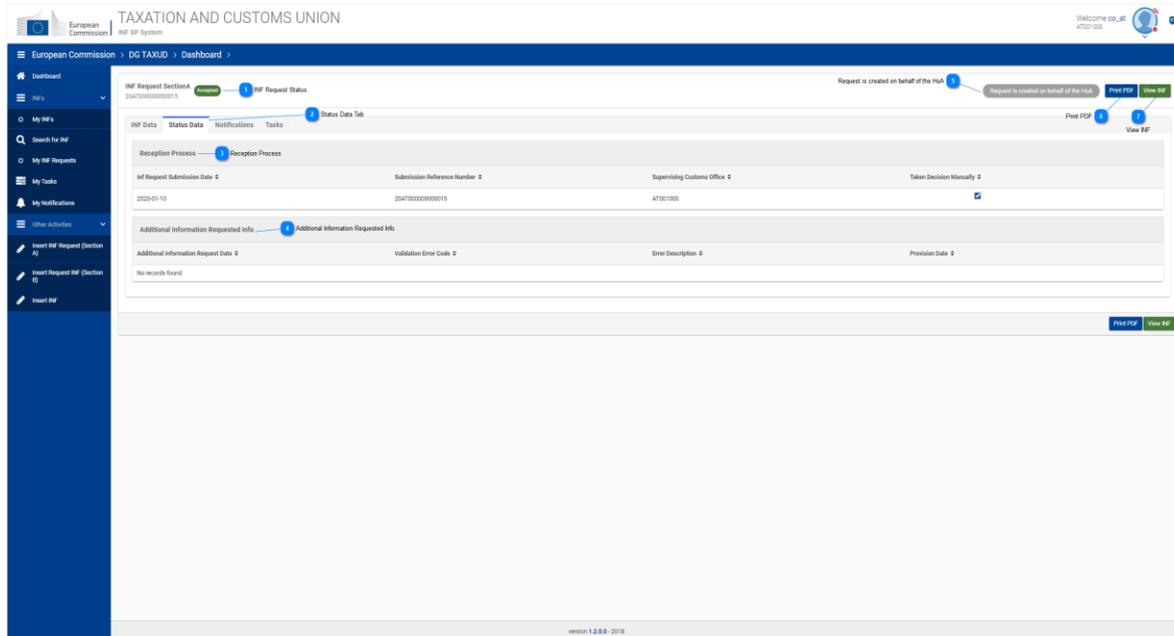
Select the button in order to print the current page in a PDF format.

22**View INF**

Select the button in order to view the INF created out of this INF Request.

9.8. VIEW INF REQUEST - STATUS DATA

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



1

INF Request Status

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

2

Status Data Tab

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

3

Reception Process

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

4

Additional Information Requested Info

Any additional information which have been requested for the INF Request are seen here.

5

Request is created on behalf of the HoA

In case that the INF Request has been requested on behalf of the Holder of Authorisation this read-only button will be visible and greyed out as-is.

6

Print PDF

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

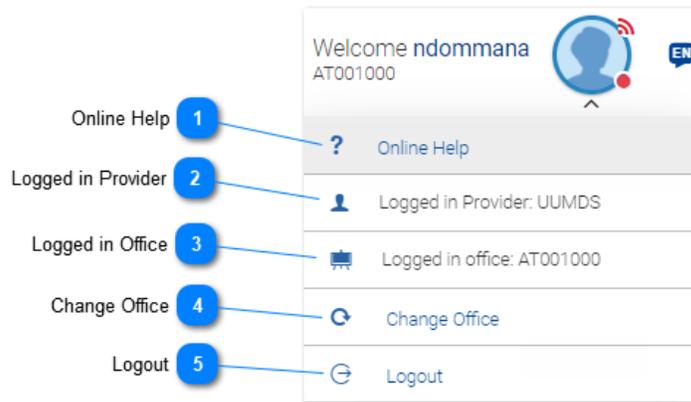
7

View INF

Select the button in order to re-direct to the [View - INF Info](#) tab of the INF which has been created based on this INF Request.

10. LOGOUT

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

**1**

Online Help

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

2

Logged in Provider

The user has logged from the UUMDS access management platform.

3

Logged in Office

Displays the Customs Office Code that the User is logged in.

4

Change Office

Click on this link to navigate to [Login Customs Office](#) page.

5

Logout

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

End of document
