



INF STP

User guide
2020



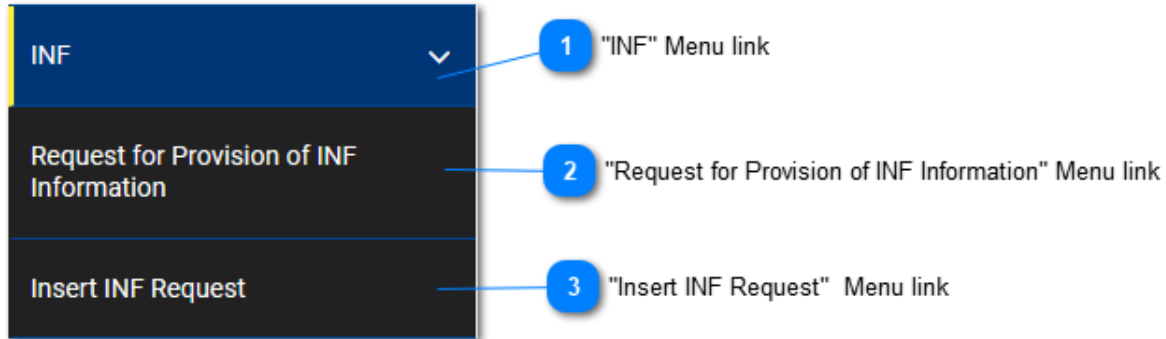
INF-STP Specific Trader Portal
Online Help
2020

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1. Menu

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



1

"INF" Menu link

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

2

"Request for Provision of INF Information" Menu link

This Menu link, redirects the user to the screen where he/she can make a [request for INF Information](#).

3

"Insert INF Request" Menu link

This Menu link, redirects the user to the screen where he/she can make an [INF Request](#) form submission.

2. Insert INF Request

The User can insert an INF Request, by filling out the relevant form. This operation can be accessed by clicking on the Menu link named: "[Insert INF Request](#)".

The screenshot shows the 'INF Creation Request' form. It includes fields for 'Form Language' (set to English), 'Authorization or Declaration Number' (with radio buttons for 'Authorization Number' and 'Declaration Number'), 'Supervising Customs Office', 'Holder Identification (EORI)', 'Holder Address' (Name, Street And Number, Country, Postcode, City), and 'Representative Address' (Name, Street And Number, Country, Postcode, City). There are also sections for 'General Remarks', 'Article 86(3) Checkbox', and 'Prior Exportation Indication'. At the bottom, there are two tables: 'Goods Covered by the INF' and 'Processed Products Covered by the INF'. The form has several action buttons at the top right and bottom right: 'Submit', 'Download as Template', 'Save as Draft', and 'Upload File Template'. Numbered callouts (1-28) identify specific elements: 1. Form Language; 2. Authorization or Declaration Number; 3. Authorization/Declaration Number; 4. Holder Name; 5. Holder's Street and Number; 6. Holder's Country; 7. Holder's Postcode; 8. Holder's City; 9. General Remarks; 10. Article 86(3) Checkbox; 11. Goods Quantities Button; 12. Upload CSV File Button; 13. Download Template Button; 14. Add Goods Button; 15. Add Products Button; 16. Submission Date; 17. Representative Identification (EORI); 18. Representative's Name; 19. Representative's Street and Number; 20. Representative's Country; 21. Representative's Postcode; 22. Representative's City; 23. Prior Exportation Indication; 24. Submit; 25. Download as Template; 26. Save as Draft; 27. Upload File Template.

1 Form Language

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

2 Authorisation or Declaration Number

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

3 Authorisation/Declaration Number

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

4

Supervising Customs Office

Type here the current Customs Office that initiates the INF Creation Request. After the first digit imported an autocomplete list appears to select from.

Supervising Customs Office *

5

Holder Identification (EORI)

This field is automatically filled with the appropriate value, which depends on the value that the user has inserted in the "**Authorization Number**" input field. It is a mandatory field.

6

Holder Name

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

7

Holder's Street and Number

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

8

Holder's Country

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

9

Holder's Postcode

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

10

Holder's City

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

11

General Remarks

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

12

Article 86(3) Checkbox

Select the check box in case the INF Request if the article is applicable.

13

Authorisation Type

In case the Authorisation Number imported is valid in the CDMS external system then, the User will be able to select depending on the decision, code, which is, part of the Authorisation Number the respective Special

Procedure from the drop-down menu.

In case the Authorisation Number is not valid in the CDMS external system then, again the User will be able to select the Special Procedure from the drop-down menu but in this case all four options will be available to select from IP IM/EX, IP EX/IM, OP IM/EX & OP EX/IM. (See screenshot below).

Authorisation Type

Select an option

IP IM/EX

IP EX/IM

OP IM/EX

OP EX/IM

14

Submission Date

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

Submission Date *

24/07/2018

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

15

Representative Identification (EORI)

If a value does exist in CRS then, this field is automatically filled with the appropriate value, which depends on the value that the user has inserted in the "**Authorization Number**" input field.

16

Representative's Name

This field is automatically filled with the appropriate value, which depends on the value that the user has inserted in the "**Authorization Number**" input field. It is a mandatory field.

17

Representative's Street and Number

If a value does exist then, this field is automatically filled in with the appropriate value, which depends on the value that the user has inserted in the "**Authorization Number**" input field.

18

Representative's Country

If a value does exist, the this field is automatically filled in with the appropriate value, which depends on the

value that the user has inserted in the "**Authorization Number**" input field.

19

Representative's Postcode

If a value does exist then, this field is automatically filled in with the appropriate value, which depends on the value that the user has inserted in the "**Authorization Number**" input field.

20

Representative's City

If a value does exist then, this field is automatically filled with the appropriate value, which depends on the value that the user has inserted in the "**Authorization Number**" input field.

21

Prior Exportation Indication

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

22

Goods Quantities Button

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

23

Upload CSV File Button

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

24

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.

25

Add Goods Button

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

The INF Goods modal is described in section: [Add Good Item Covered By INF](#)

26

Submit

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

27

Download as Template

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

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

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

28

Save as Draft

Clicking on the "**Save as Draft**" button, stores all of the data that the user has inserted up to that point. The data is stored within the INF STP application and associated with each user's account. To store data in the user's computer instead, click on the "**Download as Template**" button.

29

Upload File Template

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

30

Add Products Button

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

2.1. Add Goods Item Covered by the INF

Clicking on the **Add** button of the [Insert INF Request](#) UI page, the following window is displayed where he/she can insert the details of an INF Good:

The screenshot shows a window titled "Add Good Covered by the INF" with a close button (X) in the top right corner. The window contains several sections and fields:

- Equivalent Goods:** A toggle switch labeled "Equivalent Goods" is in the top right. Below it is a "Commodity Code" field with a red asterisk and a placeholder "please provide a commodity code". Below that is a "Commercial Quality and Technical Characteristics of Equivalent Goods (English)" field with a red asterisk and a placeholder "please provide a description".
- Identification of Goods:** A "Identification of Goods" field with a red asterisk and a placeholder "please provide a description".
- Antidumping checkbox:** A checkbox labeled "Non-Union Goods are subject to Antidumping, countervailing, safeguard duty or any additional duty resulting from a suspension of concessions".
- Commodity Code:** A "Commodity Code" field with a red asterisk and a placeholder "please provide a commodity code".
- Description of Goods:** A "Description of Goods (English)" field with a red asterisk and a placeholder "please provide a description".
- Quantity of Goods:** A "Quantity of Goods" field with a red asterisk, a value of "100,000.00", and a "Measurement Unit" dropdown menu.
- Value of Goods:** A "Value of Goods" field with a red asterisk, a value of "100,000.00", and a "Currency" dropdown menu.
- Particulars for Application of Commercial Policy Measures:** A "Particulars for Application of Commercial Policy Measures (English)" field with a red asterisk and a placeholder "please provide a particular".
- Buttons:** "Cancel" and "Save" buttons are at the bottom right.

Numbered callouts (1-14) point to the following elements:

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

1

Equivalent Goods

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

2

Equivalent Goods 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 of Equivalent Goods

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

4

Identification of Goods

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

5

Antidumping checkbox

Check/uncheck the field to mark whether the Equivalent Good is subject to Antidumping. The checkbox is

displayed when Equivalent Goods Indication is enabled.

6

Commodity Code

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

7

Description of Goods

Insert the Description of Goods (Mandatory field). 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

Value of Goods

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

10

Particulars for Application of Commercial Policy Measures

Provide the Particulars for Application of Commercial Policy Measures in the multiple lines of text 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 a currency. Euro is the default value as provided by the system. Value of Goods.

13

Cancel

Click on the button to cancel the entire entry.

14

Save

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

2.2. Add Processed Product Covered by the INF

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

The screenshot shows a window titled "Add Processed Product Covered by the INF" with the following fields and callouts:

- 1** Commodity Code: A text input field with a dropdown arrow and a red asterisk.
- 2** Description of Processed Products: A large text area with a red asterisk and a character limit of 512.
- 3** Quantity of Processed Products: A numeric input field containing "100,000.00" with a red asterisk.
- 4** Value of Processed Products: A numeric input field containing "100,000.00" with a red asterisk.
- 5** Particulars for Application of Commercial Policy Measures: A large text area with a red asterisk and a character limit of 512.
- 6** Measurement Unit: A dropdown menu with "Select unit" and a red asterisk.
- 7** Currency: A dropdown menu with "Euro" and a red asterisk.

At the bottom right of the window are "Cancel" and "Save" buttons. Below the window, the labels "Cancel" and "Save" are also present with callouts 6 and 7 respectively.

1

Commodity Code

Input for inserting a value for 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 3rd digit).

2

Description of Processed Products

Input for inserting a text for Description of Goods. This field is mandatory and its default language is the English as provided by the application.

3

Quantity of Processed Products

Type here the numeric value for Quantity of Processed Products. (Mandatory field).

4

Value of Processed Products

Type here a numeric value for Value of Good. (Mandatory field).

5

Particulars for Application of Commercial Policy Measures

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

6

Measurement Unit

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

Measurement Unit *

Select unit ▾

Select unit

hectolitre

kilogram

pieces or items

7

Currency

Select from the drop-down menu the currency for the Value of Goods. The default value is Euro. (Mandatory field).

8

Cancel

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

9

Save

Clicking on this button will save any data that were inserted in this window and this Processed Product will eventually be included in the INF Request submission. The newly created INF Good will be displayed in the "[Insert INF Request](#)" screen under the section "**INF Processed Products**".

In the case that the Authorisation Type of the INF Request is of OP EX/IM then, the Processed Products Covered by the INF UI page is different. The UI page can be seen below for this case:

Add Processed Product Covered by the INF ✕

Commodity Code *

Description of Processed Products [English] *

Member State Of Re-Importation *

Quantity of Processed Products * Measurement Unit *

Value of Processed Products * Currency *

Here, the user has the additional fields of “Member State of Re-Importation” to select from. The UI page is identical with the cases where the Authorisation Type is IP IM/EX, IP EX/IM and OP IM/EX except the addition of this specific field.

However, the fields which can be seen in the UI image above are the following in order:

- Commodity Code
- Description of Processes Products [Language of the description area]
- Member State of Re-Importation
- Quantity of Processed Products
- Measurement Unit
- Value of Processed Products
- Currency

The User has the availability of two function buttons: 1) Cancel in order to cancel the entire entry and 2) Save in order to save the current entry.

2.3. Remaining Goods Quantities as per the Authorisation

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

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

The pop-up window can be seen below:

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 existing in the Authorisation.

2 Remaining Quantity

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

3 **Close**

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

2.4. Multiple Upload of Goods

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

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

The excel file template can be seen below:

Commodity Code		Description of Goods		Quantity of Goods		Value of Goods		Particulars for Application of Commercial Policy Measures		Equivalent Goods			
Order number #	Commodity Code < M >	Description Of Goods < M >	Goods Quantity < M >	Measure Unit < M >	Amount Value < M >	Amount Currency < M >	Text < M >	Combined Nomenclature < M >	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 < M >		
	[n. 14], minimum 8 digits	Text < M > [n. 312]	[n. 16.4]	[CL Unit]	[n. 16.2]	[CL Currency]	[n. 312]	[n. 312]	Text < M > [n. 312]	Non Union Goods are subject to Anti-Dumping countervailing safeguard duty or any additional duty resulting from a suspension of concessions < M > [Yes / No]	[CL Identification of Goods Code]		
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 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.

2.5. Multiple Upload of Products

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

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

The excel file template can be seen below:

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 > [an8]	Text < M > [an..512]	Goods Quantity < M > [n..16,6]	Measure Unit < M > [CL Unit]	Amount Value < M > [n..16,2]	Amount Currency < M > [CL Currency]	Text < M > [an..512]	
1								
2								
3								
4	1							
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.

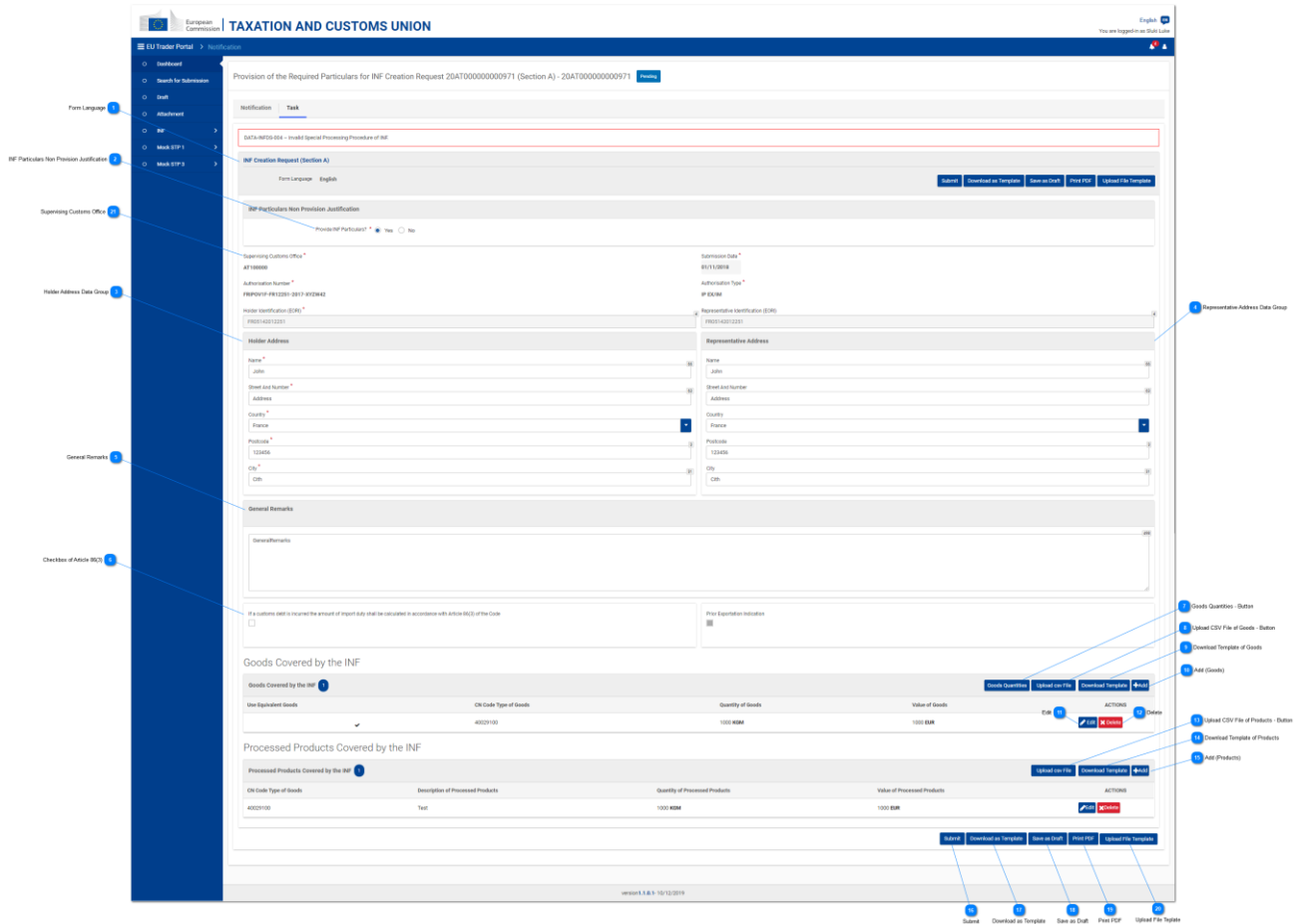
5

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.

3. Particulars Provision for INF Creation

An unsuccessful INF Request can result to a "Task" for the user, to support his/her request with the provision of particulars.



1 Form Language
The language, which is selected for the entire request form.

2 INF Particulars Non-Provision Justification
Reply via the radio button with Yes/No. Its value denotes whether the user intends to provide the requested particulars or not. In the case that the user does not wish to provide the requested particulars, and thus he/she clicks on the "No" value of the radio button then, at the right of this input two more inputs appear.

The user is then required to provide a justification for not providing the particulars and select the language that the justification text has been written. See image below:

The screenshot shows a form with the following elements: a question "Do you want to provide the particulars" with "Yes" and "No" radio buttons (the "No" button is selected); a large text area labeled "Justification if reply is no..."; and a "Language" dropdown menu at the bottom right.

The above screenshot illustrates the following fields:

- Do you want to provide the particulars (radio button) where the User should select “Yes” or “No”
- Justification text where the User can type a multiple lines of text
- Language drop-down menu to select the language of the justification text

3

Holder Address Data Group

The fields are automatically filled in with the appropriate values, which depend on the value that the user has inserted in the "Authorization Number" input field.

4

Representative Address Data Group

The fields are automatically filled in with the appropriate value, which depend on the value that the user has inserted in the "Authorization Number" input field.

5

General Remarks

Insert here the general remarks related to the particulars provision.

6

Checkbox of Article 86(3)

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

7

Goods Quantities - Button

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

8

Upload CSV File of Goods - Button

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

9

Download Template of Goods

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

10

Add (Goods)

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

11

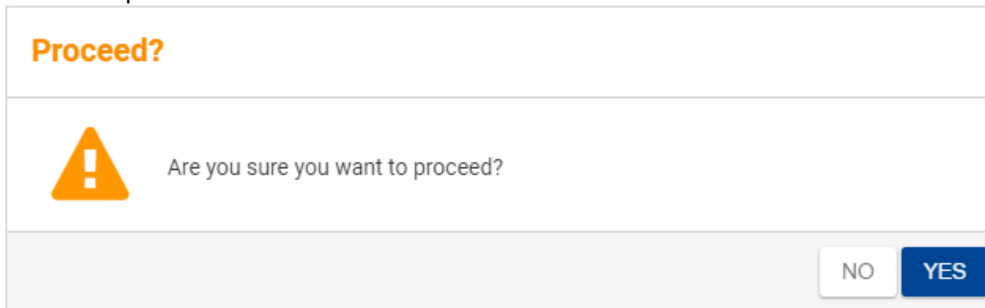
Edit

Clicking on this button, the Add Goods/Products pop-up window will be displayed with all of the details for the specific INF Product/Good of the same row. The user will be able to edit any of those details and save them again.

12

Delete

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



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

13

Upload CSV File of Products - Button

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

14

Download Template of Products

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

15

Add (Products)

Select the action button in order to add a single Product into the task of the particulars.

16

Submit

Select submit to complete the particulars provision task.

17

Download as Template

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

This .xml file contains all the data that the user has inserted in this form up to that point and this way the data can be stored in the user's computer for future use. To store the data within the INF STP application instead, click on the "[Save as Draft](#)" button.

18

Save as Draft

Clicking on the "Save as Draft" button, stores all of the data that the user has inserted up to that point. The data is stored within the INF STP application and associated with each user's account. To store data in the user's computer instead, click on the "Download as Template" button.

19

Print PDF

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

20

Upload File Template

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

21

Supervising Customs Office

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

3.1. Add Goods Covered by the INF

Clicking on the [Add INF Good](#) button or the [INF Good Edit](#) button "of the [Particulars provision for INF Creation](#) screen, the following window is displayed where the User can insert/modify the details of an INF Good:

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

- 1** Equivalent Goods Commodity Code: A text input field located at the top left of the "Equivalent Goods" section.
- 2** Commercial Quality and Technical Characteristics of Equivalent Goods: A large text area for description, located below the commodity code.
- 3** Equivalent Goods Indication: A toggle switch at the top right of the "Equivalent Goods" section.
- 4** Identification of Goods: A dropdown menu located below the description field.
- 5** Antidumping input: 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 located below the identification of goods.
- 7** Description of Goods: A large text area for description, located below the commodity code.
- 8** Quantity of Goods: A text input field with a value of "100,000.00".
- 9** Value of Goods: A text input field with a value of "100,000.00".
- 10** Measurement Unit: A dropdown menu with "Select unit" selected.
- 11** Currency: A dropdown menu with "Euro" selected.
- 12** Particulars for Application of Commercial Policy Measures: A large text area for additional details.

1 Equivalent Goods Commodity Code

A field that is used for inserting the Equivalent Commodity Code. The field is visible only when [Equivalent Goods Indication](#) is checked and in that case, it is mandatory.

2 Commercial Quality and Technical Characteristics of Equivalent Goods

A field that is used for inserting a description text for Commercial Quality and Technical Characteristics. The field is displayed only when [Equivalent Goods Indication](#) is checked and in that case it is also mandatory.

3 Equivalent Goods Indication

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

4 Identification of Goods

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

Identification of Goods *

<p>serial or manufacturer's number affixing of plumbs, seals, clip-marks or other distinctive marks structured information (INF) taking of samples, illustrations or technical descriptions carrying out of analyses information document set out in Annex 104 (only suitable for outward processing) other means of identification (explain in "additional information") without identification measures according to Article 162(2)(b) of the Code (only suitable for temporary admission)</p>
--

5

Antidumping input

This is a true/false input that the User can set or unset by clicking on it.

6

Commodity Code

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

7

Description of Goods

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

8

Quantity of Goods

Input for inserting a numeric value for Quantity of Goods. (Mandatory field).

9

Value of Goods

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

10

Measurement Unit

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

11

Currency

A read-only field that displays the Currency and its default value is Euro.

12

Particulars for Application of Commercial Policy Measures

Type here any additional particulars for the specific Good.

3.2. Add Processed Product Covered by the INF

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

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

- 1** **Commodity Code**: A text input field with a red asterisk and a placeholder "please provide a commodity code".
- 2** **Description of Processed Products**: A large text area with a red asterisk and a placeholder "please provide a description".
- 3** **Quantity of Processed Products**: A numeric input field with a red asterisk, containing the value "100,000.00".
- 4** **Value of Processed Products**: A numeric input field with a red asterisk, containing the value "100,000.00".
- 5** **Particulars for Application of Commercial Policy Measures**: A text area with a red asterisk and a placeholder "please provide a particular".
- 6** **Measurement Unit**: A dropdown menu with a red asterisk, currently showing "Select unit".
- 7** **Currency**: A dropdown menu with a red asterisk, currently showing "Euro".

At the bottom right of the form, there are "Cancel" and "Save" buttons. The "Save" button is highlighted in blue. The form also has a close button (X) in the top right corner.

1

Commodity Code

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

2

Description of Processed Products

Input for inserting a text for Description of Goods. This field is mandatory.

3

Quantity of Processed Products

Define here the numeric value for Quantity of Processed Products. (Mandatory field).

4

Value of Processed Products

Define here the numeric value for Value of Goods. (Mandatory field). Note here the default currency is Euro.

5

Particulars for Application of Commercial Policy Measures

Type here any additional particulars for the specific Product.

6

Measurement Unit

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

7

Currency

A read-only field that displays the Currency and its default value is Euro.

8

Cancel

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

9

Save

Clicking on this button will save any data that were inserted in this window and this Processed Product will eventually be included in the initial submission. The newly created INF Processed Product is displayed in the "[Particulars Provision for INF Creation](#)" screen under the section "[INF Goods](#)".

4. Particulars Provision for INF Request

The Particulars provision for INF Request is showcased below:

The screenshot displays the 'EU Trader Portal' interface for 'TAXATION AND CUSTOMS UNION'. The main heading is 'Provision of the Required Particulars for INF Request 20AT000000001007 (Section B) - 20AT000000001007'. The form is divided into several sections:

- Form Language:** A dropdown menu set to 'English'.
- INF Data:** Fields for 'Form Language' (English), 'Activation Number', 'Activation Type', 'Type of Request', 'Supervising Customs Office', 'Responsible Customs Office', 'Justification', 'Provision start date', 'Time Limit', and 'Request date'.
- Holder Identification (EORI):** Fields for 'EORI', 'Name', 'Street and Number', 'Country', 'Postcode', and 'City'.
- Representative Identification (EORI):** Fields for 'EORI', 'Name', 'Street and Number', 'Country', 'Postcode', and 'City'.
- General Remarks:** A section for 'General Remarks'.
- Goods Item or Processed Products for Which INF is Requested:** A table with columns: 'Goods or Product?', 'CN Code Type of Goods', 'CN Code Description', 'Quantity of Goods', 'Value of Goods', and 'Action'. One row is visible with '1647049490776176', '4002110', 'diamond', '1000.0 KGM', and '1000.0 EUR'.
- Add Goods Under IP:** A section for 'Add Goods Under IP' with a table structure similar to the one above, but currently showing 'No records found'.

Numbered callouts (1-4) point to the following buttons:

- Form Language
- Submit
- Save as Draft
- Upload File Template

1 Form Language
Select the language of the particulars task form.

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

3 Save as Draft
Clicking on the "Save as Draft" button, stores all of the data that the user has inserted up to that point. The data is stored within the INF STP application and associated with each user's account.

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

5

Download as Template

Clicking on the "Download File as template" button, generates an .xml file which then gets automatically downloaded in the user's browser. This .xml file, contains all the data that the user has inserted in this form up to that point and this way the data can be stored in the user's computer for future use. To store the data within the INF STP application instead, click on the "Save as Draft" button.

6

Print PDF

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

7

INF Data

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

8

Holder Identification (EORI)

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

9

Representative Identification (EORI)

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

10

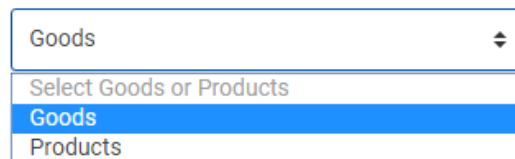
General Remarks

If any general remarks were written during the INF Creation Request then, they will be visible here in a read-only format.

11

Goods Item or Processed Products for Which INF is Requested

Clicking on this input, a dropdown list is displayed and the user is expected to select one of the offered values.



The image shows a dropdown menu with a blue border. The top part is a text box containing the word "Goods" and a small downward-pointing arrow icon. Below this, a list of options is displayed: "Select Goods or Products" (in a lighter grey font), "Goods" (highlighted in blue), and "Products".

According to the selected value, the table below switches into showing entries that match the user's selected value. E.g. If the user selects the value "Goods" then, the table below will display rows of "Goods".

12

View Goods Item or Processed Products for Which INF is Requested

Clicking on the eye icon, displays a window that shows the details of the specific good/product entry in the table. E.g. of a view window:

The screenshot shows a window titled "Good Item for Which INF is Requested" with a close button (X) in the top right corner. The form contains the following fields and values:

Customs Declaration Reference Number (MRN)	18AT68989890778678	
Commodity Code	40029100	
Description of Goods [English]	descri	
Quantity of Goods	Measurement Unit	
1000.0	Kilogram	
Value of Goods	Currency	
1000.0	Euro	
Particulars for Application of Commercial Policy Measures [English]		

The above UI image contains the following fields in order:

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

13

Add Goods under IP

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

4.1. Add Goods Under IP

The user can reach the "Add Non Union Item Goods Under IP", by clicking on the "Add" button of the "[Particulars provision for INF Request](#)" screen.

The screenshot shows a web form titled "Add Goods Under IP". The form contains several input fields and dropdown menus. Numbered callouts (1-9) point to the following fields:

- 1: Customs Declaration Reference Number (MRN) input field.
- 2: Commodity Code input field.
- 3: Description of Goods (English) input field.
- 4: Quantity of Goods input field.
- 5: Value of Goods input field.
- 6: Measurement Unit dropdown menu.
- 7: Currency dropdown menu.
- 8: Cancel button.
- 9: Save button.

1

Customs Declaration Reference Number

In this input, the user can insert the value for the MRN. This field is mandatory.

2

Commodity Code

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

3

Description of Goods

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

4

Quantity of Goods

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

5

Value of Goods

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

6

Measurement Unit

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

7

Currency

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

8

Cancel

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

9

Save

Clicking on this button will save any data that were inserted in this window and this Good will eventually be included in the Particulars for INF Request submission. The newly created INF Good will be displayed in the [Particulars provision for INF Request](#) screen, inside the table "Non Union Goods":

5. Request for INF Information

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

The screenshot shows a web form titled "INF Data". It contains a text input field labeled "INF Number *" with a placeholder example "ex. OP EX/IM111DEOPODE12751-2017-XYZW42" and a character count of 35. Below the input field is a blue "Submit" button. Two callout boxes with blue circles containing numbers 1 and 2 point to the "INF Number input" and "Submit button" respectively.

1 INF Number input

A close-up of the "INF Number *" input field. The placeholder text "ex. OP EX/IM111DEOPODE12751-2017-XYZW42" is visible, and a character count of 35 is shown in the top right corner of the input box.

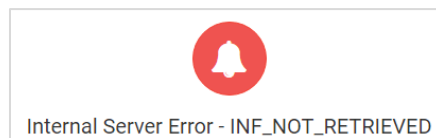
This is a text input that is used for inserting an "INF Number". This field is mandatory.

2 Submit button

A close-up of the blue "Submit" button.

Clicking on this button, submits the INF number that has been previously inserted in the "[INF Number input](#)".

- If the value of the INF Number input is valid then the user will be redirected to the INF Information screen where he/she can view the details of specific INF for that particular INF Number.
- If the value INF Number input is not valid, then an error will be displayed:



5.1 INF Information Details - INF Data

On the screen below, the User can view the details of an INF Information request, that he/she has previously requested by submitting an appropriate "INF number" at the screen of "[Request for INF Information](#)". The screen is composed of two sub-screens, which can be accessed by clicking on each screen's tab. In the image below the tab, "**INF Data**" is showcased.

Close ¹ Print PDF ² Download as Template ³

Close Print PDF Download as Template

INF Information Request - IP EX/IM012BEIPOV1Tyyysqds Available

INF Data Status Data

INF Data

Authorization Number: BEIPOV1Tyyysqds
 Authorization Type: IP EX/IM
 Supervising Customs Office: AT100000
 Submission Date: 01/11/2018

Holder Identification (EORI)

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

Representative Identification (EORI)

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

General Remarks

sdf

Article 86(3) Indication

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

Prior Exportation Indication

Prior Exportation Indication Time Limit

Goods Covered by the INF

Use Equivalent Goods?	CN Code Equivalent Goods	Commercial Quality and Technical Character... of Equivalent Goods	Suspension of Concession	Identical... of Goods Code	CN Code Type of Goods	CN description of Goods Code	Quantity of Goods	Value of Goods	Particulars for Commercial Policy Measures	Action
<input checked="" type="checkbox"/>	39012010	Commercial Quality and Technical Character... of Equivalent Goods	<input checked="" type="checkbox"/>	6	40029100	Goods Description	10 KGM	222 EUR	sdf	

Processed Products Covered by the INF

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

Non Union Item Goods Placed Under IP

MRN	CN Code Type of Goods	CN Code Description	Quantity of Goods	Value of Goods	Action
355262523423423	40029100	Goods Description	1 KGM	222 EUR	

Processed Products Subject To Prior Exportation

MRN	CN Code Type of Goods	Description of Processed Products	Quantity of Processed Products	Value of Processed Products	Action
42556625234234234	40029100	Goods Description 40029100	1 KGM	123 EUR	

Item Goods Which Can Be Placed Under IP

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

Close Print PDF Download as Template

1 **Close**

Clicking on this button returns the user to the "[Request for INF Information](#)" screen.

2 **Print PDF**

Clicking on this button, brings up a preparation window for the user to configure how this page is going to be printed on paper.

3 **Download as Template**

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

4 **View Goods Button**

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

Example of Goods details window:

The screenshot shows a window titled "Goods Covered by the INF" with a close button (X) in the top right corner. The window contains the following fields:

- Equivalent Goods** (dropdown menu)
- CN Code Equivalent Goods**: 40029100
- Commercial Quality and Technical Characteristics of Equivalent Goods**: Test Text
- Identification of Goods Code**: 3 - structured information (INF)
- Suspension of Concession**:
- CN Code Type of Goods**: 40029100
- Description of goods English**: TestDescription
- Quantity of Goods**: 1000
- Measurement**: Kilogram
- Value of Goods**: 1000
- Currency**: EUR
- Particulars for Commercial Policy Measures**

An "OK" button is located in the bottom right corner of the window.

The above UI image contains the following fields in order:

- **Equivalent Goods**
 - CN Code Equivalent Goods
 - Commercial Quality and Technical Characteristics of Equivalent Goods
 - Identification of Goods Code

- Suspension of Concession
 - CN Code Type of Goods
 - Description of goods (Language of the description text)
 - Quantity of Goods
 - Measurement
 - Value of Goods
 - Currency
 - Particulars for Commercial Policy Measures

The User is able to close the pop-up window message by selecting the “OK” button at the bottom right of the window.

5 View Products Button

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

Example of Products details window:

Processed Products Covered by the INF

CN Code Processed Products
40029100

Description of Processed Products
Test

Quantity of Processed Products
1000

Measurement
Kilogram

Value of Processed Products
1000

Currency
EUR

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

Particulars for Commercial Policy Measures

OK

The above UI image contains the following fields in order:

- CN Code Processed Products
- Description of Processed Products
- Quantity of Processed Products
- Value of Processed Products
- Measurement
- If a customs debt is incurred the amount of import duty shall be calculated in accordance with Article 86(3) of the Code
- Particulars for Commercial Policy Measures
- Currency

The User is able to close the pop-up window message by selecting the “OK” button at the bottom right of the window.

6

INF Data

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

7

Holder Identification (EORI)

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

8

Representative Identification (EORI)

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

9

General Remarks

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

10

Article 86(3) Indication

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

11

Prior Exportation Indication

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

12

Goods Covered by the INF

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

13

Processed Products Covered by the INF

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

14

Non Union Item Goods Placed Under IP

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

15

Processed Products Subject To Prior Exportation

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

16

Item Goods Which Can Be Placed Under IP

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

5.2. INF Information Details - Status Data

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

Close Print PDF Download as Template

1 2 3

INF Information Request - IP EX/IM012BEIPOV1Tyysqdqs Available

Close Print PDF Download as Template

INF Data **Status Data**

Request Acceptance Process Info 1

Request Submission Date ^	Supervising Customs Office ⇅	Taken Decision Manually ⇅	INF Status ⇅
01/11/2018	AT100000		01

Amendments Info 1

Amendment Date ^	Justification ⇅
01/01/1970	dwedw

Processes At The Customs Office Of Placement 1

MRN ⇅	Declaration Type ⇅	CCO ⇅	Procedure Code ⇅	Prev Code ⇅	Declaration Date ^	Date Of Placement ⇅	Exit Result ⇅
355262523423423...	EU	AT100000	01	01	18/12/2019	N/A	

Processes At The Customs Office Of Export 1

MRN ⇅	CCO ⇅	Export Declaration Date ^	Last Date Of Placement ⇅	Exit Result ⇅
42556625234234234	AT100000	18/12/2018	31/12/2019	Non-Exit

Processes At The Customs Office Of Exit 1

MRN ⇅	CCO ⇅	Exit Date ⇅	Exit Stopped Date ⇅	Control Result Code ⇅	State Of Seals ⇅	Exit Performed By ⇅
42556625234234234	AT100000	18/12/2019	N/A	A1		EXP

Close Print PDF Download as Template

1

Close

Clicking on this button returns the user to the "[Request for INF Information](#)" screen.

2

Print PDF

Clicking on this button brings up a preparation window for the user to configure how this page is going to print on paper.

3

Download as Template

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

End of document