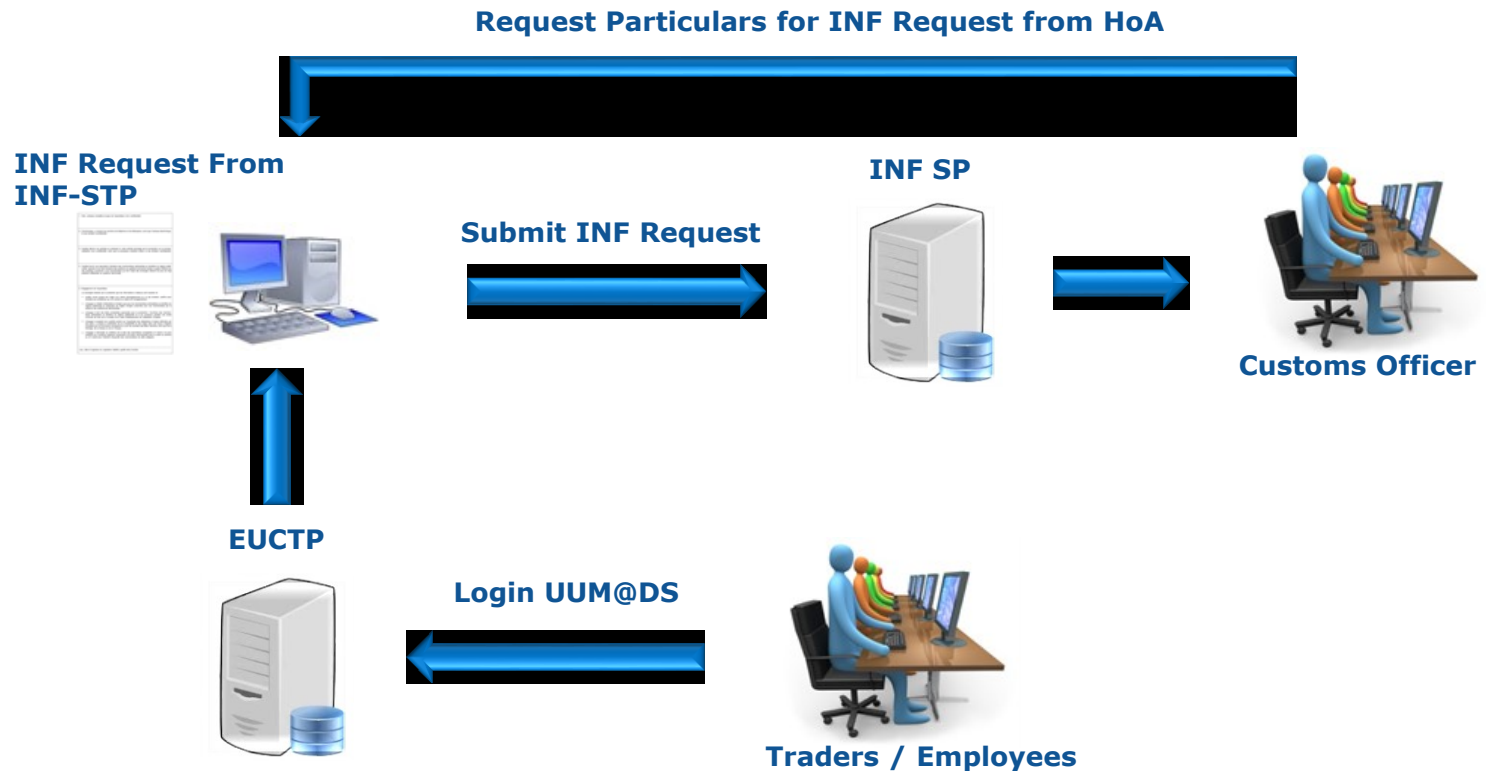


General Scope for INF Specific Trader Portal

Request received by INF-STP:



INF-STP Main Actions - Forms

☰ European Commission > DG TAXUD > EU Customs Trader Portal

- Dashboard
- Search for Submission
- Draft
- Attachment

- INF ▾
 - Request for Provision of INF Information
 - Insert INF Request

**INF Specific Trader Portal modal
(available forms – actions)**

**Available form for Provision of INF
Information**

**Available form for the submission of an
INF Creation Request**



Request for Provision of INF Information

European Commission > DG TAXUD > EU Customs Trader Portal

- Dashboard
- Search for Submission
- Draft
- Attachment
- INF
- Request for Provision of INF Information
- Insert INF Request

INF Data

INF Number * 45

Submit

Provision of the INF Number in the specific format

European Commission > DG TAXUD > EU Customs Trader Portal

- Dashboard
- Search for Submission
- Draft
- Attachment
- INF
- Request for Provision of INF Information
- Insert INF Request

INF Data

INF Number * 18

Submit

Valid INF number as an input



Request for Provision of INF Information

INF Data Status Data

INF Data

Read-only information retrieved from back office (general)

Authorization Number **FRIPOV1F-FR12251**
Authorization Type **IP IM/EX**
Supervising Customs Office **AT100000**
Submission Date **01/11/2018**

Holder Identification (EORI)

EORI **FR05142012251**
Name **Q8Z**
Street And Number **Eighth Street**
Country **FR**
Postcode **hia89w**
City **CHURCH ROCK**

Representative Identification (EORI)

EORI **FR05142012251**
Name **657**
Street And Number **6th Street**
Country **FR**
Postcode **ZoE**
City **BETHEL**

General Remarks

General Remarks

GoodsItem For Which INF Is Requested 1

Read-only information retrieved from back office (goods)

Use Equivalent Goods?	CN Code Equivalent Goods	Commercial Quality and Technical Characteristics of Equivalent Goods	Suspension of Concession	Identification of Goods Code	CN Code Type of Goods	CN description of Goods Code	Quantity of Goods	Value of Goods in Euro	Particulars for Commercial Policy Measures	Action
x			x		40029100	descri	1000 KGM	1000 EUR		

Goods Under IP 1

MRN	CN Code Type of Goods	CN Code Description	Quantity of Goods	Value of Goods	Action
18AT68989890778678	40029100	free text	1100 KGM	1500 EUR	



Request for Provision of INF Information

INF Data **Status Data**

Request Acceptance Process Info 1

Request Submission Date ^	Supervising Customs Office ⇅	Taken Decision Manually ⇅	INF Status ⇅
01/11/2018	AT100000		05

Additional Information Requested Info 1

Additional Information Requested Date/Time ^	Validation Result ⇅	Error Type ⇅
01/01/1970		

Processes At The Customs Office Of Placement 0

MRN ⇅	Declaration Type ⇅	CCO ⇅	Procedure Code ⇅	Prev Code ⇅	Declaration Date ^	Last Date Of Discharge ⇅
No records found						

Processes At The Customs Office Of Discharge 0

MRN ⇅	Declaration Type ⇅	CCO ⇅	Procedure Code ⇅	Prev Code ⇅	Date Of Discharge ⇅	Exit Result ⇅
-------	--------------------	-------	------------------	-------------	---------------------	---------------

Status Data → Information regarding the processing actions executed at the respective Custom Offices

All types of special procedures

Dashboard

Search for Submission

Draft

Attachment

INF

Request for Provision of INF Information

Insert INF Request

Mock STP 1

INF Creation Request

Form language refers to the content of free-text fields manually filled by the user and can be different from UI language

Form Language * English

[Submit](#) [Download as Template](#) [Save as Draft](#) [Upload File Template](#)

Authorisation Number Declaration Number

Authorisation / Declaration Number *

ex. GRIPO00000000000000000000000000000000000000

Authorisation Number is required

Supervising Customs Office *

Supervising Customs Office

Authorisation Type

Select an option

Select an option

IP IM/EX

IP EX/IM

OP IM/EX

OP EX/IM

In case the users enters a Declaration number or an Authorisation number that cannot be found in CDMS, they will have to select from the 4 available types of special procedures; if the Authorisation is found in CDMS, users' selection is limited based on the existing authorisation type [IP or OP]

Insert INF Creation Request IP IM/EX (form's top)

INF Creation Request

Form Language* English

Submit

Download as Template

Save as Draft

Upload File Template

Authorisation Number Declaration Number

Authorisation / Declaration Number*

FRIPOV2F-FR12251-2017-XYZW42

Authorisation Type

IP IM/EX

Supervising Customs Office*

AT001000

Submission Date*

18/03/2020

Holder Identification (EORI)*

FR05142012251

Representative Identification (EORI)

eg.: ABC0000000000

Holder Address

Representative Address

Name*

Slukas Kalathis

Name

eg.: John Derek

Information retrieved based on the provided Authorisation number

Information retrieved based on the EORI of the logged in user [from CRS]



Insert INF Creation Request IP IM/EX (form's bottom)

Goods Covered by the INF

Goods Covered by the INF **0** [Goods Quantities](#) [Upload csv File](#) [Download Template](#) [+ Add](#)

Use Equivalent Goods	CN Code Type of Goods	Quantity of Goods	Value of Goods	ACTIONS
No records found				

Processed Products Covered by the INF

Processed Products Covered by the INF **0** [Upload csv File](#) [Download Template](#) [+ Add](#)

CN Code Type of Goods	Description of Processed Products	Quantity of Processed Products	Value of Processed Products	ACTIONS
No records found				

[Submit](#) [Download as Template](#) [Save as Draft](#) [Upload File Template](#)

Section for the configuration of Goods Covered by the INF

Section for the configuration of Processed Products Covered by the INF



Insert INF Creation Request IP IM/EX (Goods Quantities)

Goods Covered by the INF

Goods Covered by the INF **0**

Goods Quantities

Upload csv File

Download Template

+ Add

Use Equivalent Goods

CN Code Type of Goods

Quantity of Goods

Value of Goods

ACTIONS

No records found

Remaining Goods Quantities as per the Authorisation

×

Commodity Code	Remaining Quantity
400291	1 Number of items
400280	1 Number of items
85423211	1 Number of items
400270	1 Percent
4002	1 Number of items
8542	1 Number of items
85423111	1 Number
85423219	1 Kilogram
85423190	1 Number of items
85423231	1 Kilogram

System calculates the Remaining Goods Quantities based on the Authorisation and the previous INF's

Close



Insert INF Creation Request IP IM/EX (Download Template for Goods)

Goods Covered by the INF

Goods Covered by the INF 0

[Goods Quantities](#)
[Upload csv File](#)
[Download Template](#)
[+](#) [Add](#)

Use Equivalent Goods	CN Code Type of Goods	Quantity of Goods	Value of Goods	ACTIONS
No records found				

Order number #	Commodity Code < M > [an..14], minimum 8 digits	Description Of Goods < M > [an..512]	Quantity of Goods < M >		Value of Goods < M >		Particulars for Application of Commercial Policy Measures < O >	Equivalent Goods < O >		
			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]	Combined Nomenclature < M > [an8]	Commercial Quality and Technical Characteristics of Equivalent Goods < M > [an..512]	Non Union Goods counter additional d
3										
6										
7										
8										
9										
10										
11										
12										
13										
14										

Template for adding multiple Goods through Upload csv functionality
[similar to the one available in CDMS TP]
On Upload, the system validates the format and content of the file and warns the users of potential errors



Insert INF Creation Request IP IM/EX (Add Goods)

Goods Covered by the INF

Goods Covered by the INF **0**

Goods Quantities

Upload csv File

Download Template

+ Add

Use Equivalent Goods

CN Code Type of Goods

Quantity of Goods

Value of Goods

ACTIONS

No records found

Add Good Covered by the INF

Equivalent Goods

Equivalent Goods >

Commodity Code*

please provide a commodity code

Description of Goods [English]*

please provide a description

Quantity of Goods*

100,000.00

Measurement Unit*

Select unit

Value of Goods*

100,000.00

Currency*

Euro

Particulars for Application of Commercial Policy Measures [English]

please provide a particular

Select unit

Select unit

Percent

Number

Carats (one metric carat = 2 x 10-4kg)

Hectokilogram

Gram

Hectolitre

Kilogram

1000 litres

Kilogram of uranium

Litre

1000 items

Square metre

Cubic meter

Metre

Number of items

Number of cells

Number of pairs

Tonne

Zloty

Schilling

Belgian Franc

Deutsche mark

Markka

French Franc

Italian Lira

Spanish Peseta

Drachma

Irish Pound

Luxembourg Franc

Netherlands Guilder

Portuguese Escudo

Slovenian tolar

Kroon

Maltese Pound

Slovak Koruna

Cancel

Save



Insert INF Creation Request IP IM/EX (Download Template for Products)

Processed Products Covered by the INF

Processed Products Covered by the INF **0**

Upload csv File

Download Template

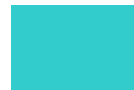
+ Add

CN Code Type of Goods	Description of Processed Products	Quantity of Processed Products	Value of Processed Products	ACTIONS
-----------------------	-----------------------------------	--------------------------------	-----------------------------	---------

No records found

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							

Template for adding multiple Products through Upload csv functionality





Insert INF Creation Request IP IM/EX (Add Products)

Processed Products Covered by the INF

Processed Products Covered by the INF **0**

Upload csv File

Download Template

+ Add

CN Code Type of Goods	Description of Processed Products	Quantity of Processed Products	Value of Processed Products	ACTIONS
No records found				

Available form for inserting the Processed Products (Measurement Unit and Currency lists are the same with Goods screen)

Add Processed Product Covered by the INF

Commodity Code*

Description of Processed Products [English]*

Quantity of Processed Products* Measurement Unit*

Value of Processed Products* Currency*

Particulars for Application of Commercial Policy Measures [English]



Insert INF Creation Request IP IM/EX (Submission)

INF Creation Request

Re-direction to current screen after successful submission

Print PDF

Download as Template

Supervising Customs Office

AT001000

Authorisation Number

FRIPOV2F-FR12251-2017-XYZW42

Holder Identification (EORI)

FR05142012251

Submission Date

19/03/2020

Authorisation Type

IP IM/EX

Holder Address

Name

Slukas Kalathis

Street And Number

Rue Street, A1

Country

Belgium

Postcode

Warning message prior to submission

Proceed?



The Quantities in the INF Request for the following Commodity Code(s) exceed the Authorisation threshold, are you sure you want to continue? (40029100)

NO

YES

Users are warned in case the quantities entered for specific items exceed the quantity from the IP/OP Authorization, but they are allowed to continue [as they can update the Authorization afterwards]



Insert INF Creation Request OP EX/IM (form's top)

INF Creation Request

Form Language * English

[Submit](#) [Download as Template](#) [Save as Draft](#) [Upload File Template](#)

Authorisation Number Declaration Number

Authorisation / Declaration Number *
ITOPOV2THT12601-2017-XYZ42

Authorisation Type
OP EX/IM

Supervising Customs Office
AT001000

Submission Date *
19/03/2020

Holder Identification (EORI) *
IT05142012601

Representative Identification (EORI)
eg.: ABC0000000000

Holder Address

Representative Address

Name *
eg.: John Derek

Name
eg.: John Derek

Information retrieved based on the provided Authorisation number

Information retrieved based on the EORI of the logged in user



Insert INF Creation Request OP EX/IM (form's bottom)

Goods Covered by the INF

Goods Covered by the INF 0						Goods Quantities	Upload csv File	Download Template	+ Add
Use Equivalent Goods	CN Code Type of Goods	Quantity of Goods	Value of Goods	Country of Processing	ACTIONS				
No records found									

Processed Products Covered by the INF

Processed Products Covered by the INF 0						Upload csv File	Download Template	+ Add
CN Code Type of Goods	Description of Processed Products	Quantity of Processed Products	Value of Processed Products	Member state of Re-Importation	ACTIONS			
No records found								

Submit Download as Template Save as Draft Upload File Template

Section for the configuration of Goods Covered by the INF

Section for the configuration of Processed Products Covered by the INF

Insert INF Creation Request OP EX/IM (Download Template for Goods)

Goods Covered by the INF

Goods Covered by the INF **0**

Goods Quantities

Upload csv File

Download Template

+ Add

Use Equivalent Goods	CN Code Type of Goods	Quantity of Goods	Value of Goods	Country of Processing	ACTIONS
----------------------	-----------------------	-------------------	----------------	-----------------------	---------

No records found

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Order number #	Commodity Code < M > [an..14], minimum 8 digits	Description Of Goods < 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]	Country of Processing < O > [CL Country Code]	Country of Processing < O >	Country of Processing < O >	Country of Processing < O >	Combined Nomenclature Code < M > [an8]	Commercial Quality and Technical Characteristics of Equivalent Goods < M > Text < M > [an..512]	Equivalent Goods < O > Non Union Goods are subject to a countervailing safeguard duty additional duty resulting from a concessions < M > Non Union Goods are subject to a countervailing safeguard duty additional duty resulting from a concessions < M > [Yes / No]
1													
2													
3													
4	1												
5													
6													
7													

Template for adding multiple Goods through Upload csv functionality



Insert INF Creation Request OP EX/IM (Add Goods)

Goods Covered by the INF

Goods Covered by the INF **0**

Goods Quantities

Upload csv File

Download Template

+ Add

Use Equivalent Goods

CN Code Type of Goods

Quantity of Goods

Value of Goods

Country of Processing

ACTIONS

No records found

Add Good Covered by the INF

Available form for inserting the Goods (same as IP IM/EX)

Equivalent Goods

Equivalent Goods >

Country Of Processing

Country of processing

Commodity Code*

please provide a commodity code

Description of Goods [English]*

please provide a description

512

Quantity of Goods*

100,000.00

Measurement Unit*

Select unit

Value of Goods*

100,000.00

Currency*

Euro

Cancel

Save



Insert INF Creation Request OP EX/IM (Download Template for Products)

Processed Products Covered by the INF

Processed Products Covered by the INF **0**

Upload csv File

Download Template

+ Add

CN Code Type of Goods

Description of Processed Products

Quantity of Processed Products

Value of Processed Products

Member state of Re-Importation

ACTIONS

No records found

Submit

Download as Template

Save as Draft

Upload File Template

1	Commodity Code < M >	Description of Processed Products < M >	Quantity of Processed Products < M >		Value of Processed Products < M >		Member State of Re-Importation < M >	
2	Order number #	Combined Nomenclature Code < M > [an8]	Text < M > [an..512]	Processed Products Quantity < M > [n..16,6]	Measure Unit < M > [CL Unit]	Amount Value < M > [n..16,2]	Amount Currency < M > [CL Currency]	Member State of Re-Importation < M >
3								
4	1							
5								
6								
7								

Template for adding multiple Products through Upload csv functionality



Insert INF Creation Request OP EX/IM (Add Products)

Processed Products Covered by the INF

Processed Products Covered by the INF 0

Upload csv File

Download Template

+ Add

CN Code Type of Goods

Description of Processed Products

Quantity of Processed Products

Value of Processed Products

Member state of Re-Importation

ACTIONS

No records found

Submit

Download as Template

Save as Draft

Upload File Template

Add Processed Product Covered by the INF



Commodity Code*

please provide a commodity code

Description of Processed Products [English]*

please provide a description

512

Available form for inserting the Processed Products
(with the option to enter multiple Member States of
Re-importation)

Member State Of Re-Importation*

Germany ✕ Cyprus ✕ Netherlands ✕

Quantity of Processed Products*

100,000.00

Measurement Unit*

Select unit

Value of Processed Products*

100,000.00

Currency*

Euro

Cancel

Save