INF-STP Specific Trader Portal
Online Help
2020
Table of Contents

1. Menu .................................................................................................................................................. 4
2. Insert INF Request.................................................................................................................................. 5
   2.1. Add Goods Item Covered by the INF .......................................................................................... 10
   2.2. Add Processed Product Covered by the INF ................................................................................... 12
   2.3. Remaining Goods Quantities as per the Authorisation ................................................................. 14
   2.4. Multiple Upload of Goods ............................................................................................................. 15
   2.5. Multiple Upload of Products .......................................................................................................... 16
3. Particulars Provision for INF Creation .................................................................................................. 18
   3.1. Add Goods Covered by the INF ..................................................................................................... 22
   3.2. Add Processed Product Covered by the INF ................................................................................... 24
4. Particulars Provision for INF Request .................................................................................................. 26
   4.1. Add Goods Under IP ....................................................................................................................... 29
5. Request for INF Information ................................................................................................................ 31
   5.1 INF Information Details - INF Data ................................................................................................. 32
   5.2. INF Information Details - Status Data .......................................................................................... 37
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".

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.
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.

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.

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

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

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

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

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

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

Article 86(3) Checkbox
Select the check box in case the INF Request if the article is applicable.

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).

**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.

**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.

**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.

**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.

**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.

20. **Representative's City**
If a value does exist, 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, 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:

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:

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.

Measurment 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:
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:

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:

![Excel Template Image]

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

|----------------|----------------|----------------|----------------|----------------|----------------|

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

2. **Description of Goods**
Type here the description for each Good per row.

3. **Quantity of Goods**
Type the quantity at the column "Goods Quantity" and select from the column "Measure Unit" from a list of available values.
4. **Value of Goods**
Type here the value for each Good declared.

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:

![Excel Template Screenshot](image)

**Important Note:** The excel file template contains four different sheets. The first sheet contains important information on how to properly fill it in. The second sheet contains the actual template as seen above, the third sheet contains the function button which will allow to convert the excel template to a CSV file which is the acceptable format by the application to upload into INF-SP application. Last, the fourth sheet contains all the reference data which are utilized by the template and it can be ignored by the User.
1. **Commodity Code**
Type here the commodity code for each Product to be imported in the request form. **Note:** columns which are accompanied by the letter < M> indicate that they are mandatory to fill in.

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

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

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 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.
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.

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".

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.

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

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

Submit
Select submit to complete the particulars provision task.

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.
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.

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

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.

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:

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

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:

![Add Processed Product Covered by the INF Window](image)

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.
Cancel

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

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:

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.
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.

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

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

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

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

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

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.

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”.

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 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)

**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.

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.

![INF Data Screen]

**INF Number input**

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

**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.
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 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.

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:

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
- Currency

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

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.
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.
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