



tulli.fi

INF service for special procedures

User instructions 26.11.2021

## User instructions for the INF service for special procedures

In the electronic INF service, you can submit an INF request for one single customs declaration. If you have an authorisation from the Customs Authorisation Centre, you can also make an INF request for goods remaining in the authorisation or e.g. for a shorter period. The company must follow-up that the quantity of the granted INF number is sufficient. However, when you apply for an authorisation for outward processing with a customs declaration or you export goods as prior export under inward processing, you must make an INF request for each customs declaration.

Complete the request carefully. That way, your matter is processed more quickly by Customs. Requests for further information always slows down the processing.

Note that Customs only processes electronic INF applications Monday to Friday, 8 am to 4.15 pm. Customs declarations are processed every day around the clock.

The following list contains important general information on making an INF request:

- Please use the Firefox or Google Chrome browser, when you log in to the service.
- You log in via the EU Trader Portal with Suomi.fi identification. [Read more about identification via the EU Trader Portal.](#)
- The CEO of the company must mandate himself/herself or the person responsible for the company's customs transactions, before being able to log in to the INF service for special procedures. Give the mandate 'Applying for authorisations for customs operations' in the [Suomi.fi authorization service](#).
- If you want to use a representative for the INF service, or if you cannot be identified, please contact Customs Business Information [yritysneuvonta\(at\)tulli.fi](mailto:yritysneuvonta(at)tulli.fi).
- Contact [yritysneuvonta\(at\)tulli.fi](mailto:yritysneuvonta(at)tulli.fi), if you represent a foreign company or person who doesn't have a Finnish personal ID number or a foreign company that can't log in with Suomi.fi identification.

### Identification

Your company can make its own INF request or use a representative. Your company (authorisation holder) and a possible representative must have an EORI number. If it is missing, it must be applied for immediately. [Read more on the EORI number and on how to apply.](#)

Suomi.fi identification and mandates are used in the service. [Read more on Suomi.fi identification and mandates.](#)

You log in to the INF service for special procedures via the EU Customs Trader Portal. Check the detailed instructions on identification in the EUs e-services.

Log in according to section 2a if the company has given a mandate directly to its own employee. First, provide Employee as type of operator. Second, enter Economic operator (authorisation holder) as type of operator, and as their identification type the EORI number.


Log in according to section 2b if the company has given a mandate to a representative. First, provide Employee as type of operator. Second, enter Economic operator (authorisation holder) as type of operator, and as their identification type the EORI number. Furthermore, add Customs representative as the company's operator type, and enter the operator's EORI number.



The EORI number is made up of the country code FI + Business ID (e.g. FI12456-8)

If you receive an error notification, empty the browser history before logging in again.

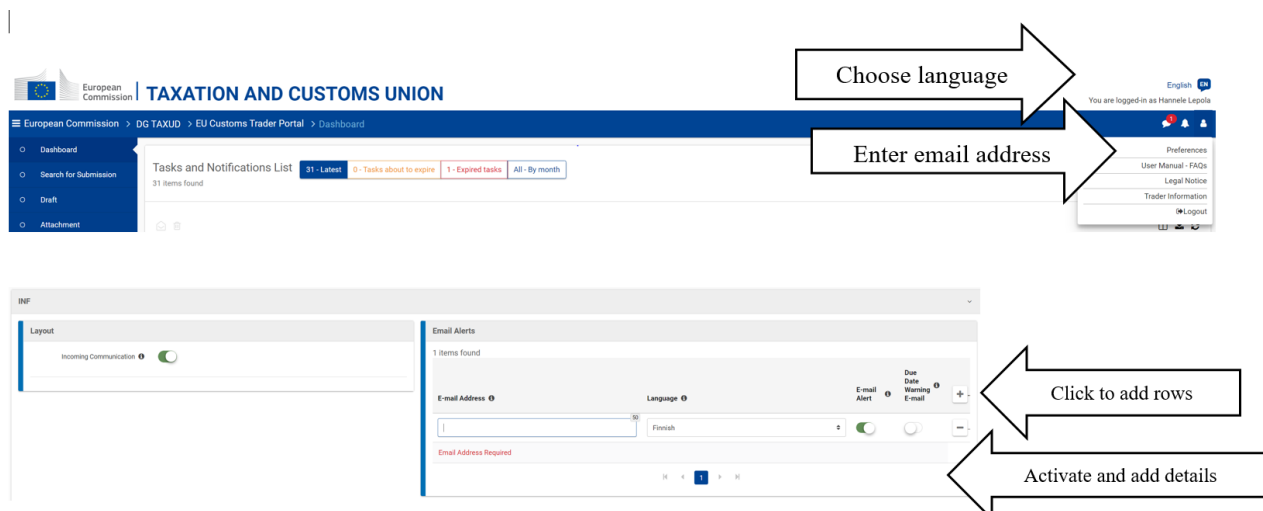
## Exchange of information

All exchange of information between Customs and the declarant takes place electronically via the INF service. When you add your email address in the service, you will receive email message alerts.

Enter your email address via the icon  by choosing under Preferences > INF > Email alerts.

Activate the  icon  in the email address field and then you can fill in your email address. After adding your email address, the system will notify you about status changes in the service and of the acceptance of the declaration.

Enter your work email address or the shared email address of the company. If the employee's rights to the system are cancelled, the employee must delete their email address before the rights are cancelled. The email address can only be deleted personally by the employee.



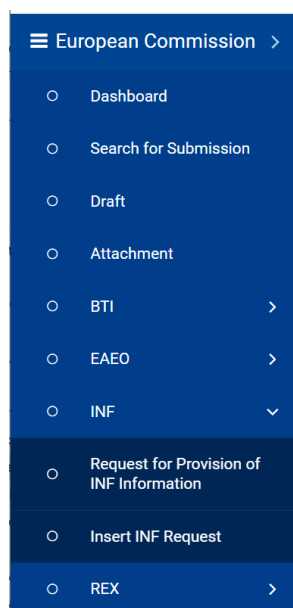
Choose language

Enter email address

Click to add rows

Activate and add details

## Completing, sending and saving the application



The image shows the drop-down menu of the EU e-services. The menu opens when you click on the arrow beside 'INF.'

If you select 'Request for Provision of INF information' you can retrieve the details of an INF you've made previously. See section 2.3 of these instructions. Retrieving INF details.

INF Number \*

ex. OP EX/IM111DEOPODE12751-2017-XYZW42

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If you choose 'Insert INF request', you can make a new INF request. Follow the instructions to make a request.

## I.1. Making an INF request

### INF Creation Request

Choose English as the language.

### Choose the authorisation number or the declaration number

- 1) If you have a written authorisation granted by the Customs Authorisation Centre, choose 'Authorisation Number.' Enter the number of the authorisation in the format FIOPOXXXXXX or FIIPOXXXXXX. A national authorisation cannot be found in the Commission's system. Because of this, the system alerts you, but you can continue to complete the request.
- 2) **If you apply for an authorisation with a customs declaration, choose 'Declaration Number.'** Enter the reference number totalling exactly 18 digits in the field 'Authorisation / Declaration number.' The reference number can be an invoice number or some other unique identifier of the declaration. It must contain numbers and letters. If the invoice number is not long enough, enter enough zeros to make up 18 digits. Enter all digits in a row without spaces. The same reference number must be entered both in the export and import declaration.

Enter in the field 'Supervising Customs Office' the supervising customs office mentioned in the authorisation. **In the simplified authorisation procedure, enter Customs' Electronic Service Centre with code FI002000 as supervising customs office.** Enter FI002 in the field, and then a drop-down menu is opened. Always select the supervising customs office from the list.

Select the correct Authorisation Type in the drop-down menu.

- 'OP EX/IM' is an authorisation for outward processing, which starts with export and ends with import (prev. INF2)
- 'OP IM/EX' is an authorisation for outward processing, which starts with prior import and ends with export
- 'IP EX/IM' is an authorisation for inward processing, which starts with prior export and ends with import (prev. INF5)
- 'IP IM/EX' is an authorisation for inward processing, which starts with import and ends with export (prev. INF9).

The authorisation types OP EX/IM and IP EX/IM always require an INF number. The authorisation types OP IM/EX and IP IM/EX only require an INF number when the procedure concerns several Member States (Union authorisation).

Submission date is the date when the INF request was sent. You can fill in the date yourself or select it from the calendar.

## Identification details of the holder and the representative

<b>Holder Identification (EORI) *</b> FI7000356-5	<b>Representative Identification (EORI)</b> eg.: ABC0000000000
<b>Holder Address</b> <b>Name *</b> Imedeo Testifirma OY	<b>Representative Address</b> <b>Name</b> eg.: John Derek
<b>Street And Number *</b> Testikatu 3	<b>Street And Number</b> eg.: Kings Street
<b>Country *</b> Finland	<b>Country</b> eg.: Greece
<b>Postcode *</b> 00120	<b>Postcode</b> eg.: AB 88554
<b>City *</b> Testikaupunki	<b>City</b> eg.: Luxemburg

The identification details of the holder and the representative are filled in automatically from the EORI register based on the login details. Make sure that the details are correct, because the details from the EORI register cannot be changed. The holder's identification field must contain the authorisation holder's details. If your company makes the INF request, then the representative's details are not filled in.

## General remarks

**General Remarks**  
 fill in general remarks description

In the field 'General remarks', you can write things to be noted about the request, e.g. repair under warranty free of charge. **Fill in your name and phone number here so that Customs can contact you if needed.**

If a customs debt is incurred the amount of import duty shall be calculated in accordance with Article 86(3) of the Code <input type="checkbox"/>	Prior Exportation Indication <input type="checkbox"/>
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If you have selected IP EX/IM or IP IM/EX as authorisation type, you should enter the customs debt article according to the authorisation. Tick the box if the calculation of the amount of import duties is done in accordance with Article 86(3) of the Customs Code. If you don't tick the box, the customs debt is incurred in accordance with Article 85.

The field 'Prior export indication' should only be activated if you selected IP EX/IM as authorisation type.

## I.2. Adding goods to the INF request

**Goods covered by the INF** (goods or material to be repaired or processed).

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								

You can enter the goods that your INF request concerns by clicking '+Add.' If the request concerns goods under several commodity codes, you can upload the details in a CSV file. First, download an Excel template by clicking on 'Download template.' Instructions on how to make and upload a CSV file can be found in section I.4.

If you use equivalent goods select 'Use Equivalent Goods.' The use of equivalent goods requires authorisation. If you selected as authorisation type IP EX/IM or OP IM/EX, where equivalent goods are used, move to section I.5.

Add Good Covered by the INF

Equivalent Goods ☐ The window can be changed with these buttons

Country Of Processing

Country of processing

Commodity Code \*  eg.: Z1001100

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

The country of processing field is shown only when you make a request for outward processing authorisation type OP EX/IM. The country of processing is selected in the dropdown menu.

If you don't use equivalent good in the procedure, enter the goods details in the first popup window that opens.

The commodity code is entered at eight-digit level.

The goods description must meet the terms of the authorisation granted by the Authorisation Centre. If you apply for an authorisation with a customs declaration, provide the commercial or technical description of the goods.

Enter in section 'Quantity of Goods,' either the quantity to be exported with one customs declaration or e.g. the remaining quantity of the authorisation.

From the dropdown menu, select the measurement unit mentioned in the authorisation granted by the Authorisation Centre.

Enter the value of the goods and select the currency from the dropdown menu (in euros).

Enter possible commercial policy measures associated with the goods. Save the provided information.

### 1.3. Adding processed products to the INF request

#### Processed products covered by the INF (repaired or processed product)

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				

You can enter the processed products covered by your INF request by clicking +Add. If there are several commodity codes, you can upload the details in a CSV file. Instructions on how to make and upload a CSV file can be found in section 1.4.

Add Processed Product Covered by the INF

Commodity Code \*  
eg.: 01001100

Description of Processed Products (English) \*  
please provide a description

Member State Of Re-importation  
select a member state

Quantity of Processed Products \*  
100,000.00

Measurement Unit \*  
Select unit

Value of Processed Products \*  
100,000.00

Currency \*  
Euro

[Cancel](#) [Save](#)

The additional field for the Member State of re-importation of goods is only shown in the dropdown list when you make a request for outward processing authorisation type OP EX/IM. The country of re-importation is selected in the dropdown menu.

Add the processed products that your INF request covers in the popup window that opens.

Enter the commodity code of the processed product at eight-digit level.

The goods description of the processed product must meet the terms of the granted authorisation. If you apply for an authorisation with a customs declaration, provide the commercial or technical description of the goods.

Enter the quantity of the processed product.

From the dropdown menu, select the measurement unit mentioned in the granted authorisation. For example, if finished products are monitored in pairs or pieces with records according to the authorisation, provide the processed products to be imported in units according to the authorisation. The number of individual processed products are also declared in the import declaration.

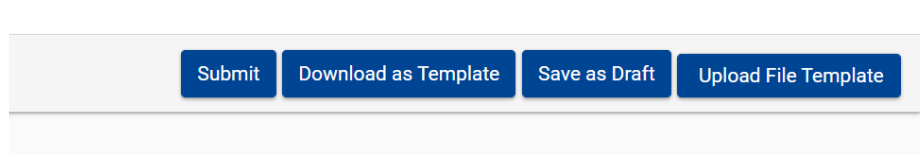
Enter the value of the processed products and choose the currency from the dropdown menu (euro).

- In outward processing, the value of the OP EX/IM processed products consists of the value of the exported goods, the processing costs and the freight costs for the import and export.

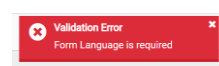
- In the case of an IP IM/EX for inward processing, which requires a written authorisation involving more than one Member State, enter as value of the processed goods the statistical value of the re-export of the goods.

Enter possible commercial policy measures associated with the products.

Save the provided information.



- If you end up having to search for additional information, you can save the request as a draft.
- You can save the request on your computer by selecting 'Download as Template.'
- You can save the request as an XML file by selecting 'Upload File Template.'
- You can send the completed INF request by selecting 'Submit.'



If you've forgotten to save some details, an error notification is shown below.

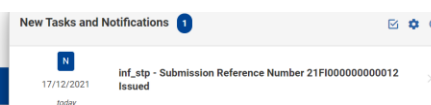


After a successful transmission, you can check the generated INF reference number via the icon in the upper right-hand corner.

## TAXATION AND CUSTOMS UNION

TAXUD > EU Customs Trader Portal > INF > INF

INF Creation Request



## PLEASE NOTE!

**The INF reference number is not the same as the INF number that you enter in the customs declaration.** The INF number to be entered in the customs declaration is created for the INF request once it has been accepted by Customs. The INF reference number functions as a unique identifier for this application until the INF number is created.

## 1.4. Creating CSV files and templates

On the page 'Insert INF request' there is a 'Download as Template' button in the tables for INF goods and INF processed products. By pressing the button, you can download the template as an Excel form to your computer. On the form, there are certain fixed columns and tables that help you upload several goods to your INF request. Separate templates must be made for the goods covered by the INF request and for the processed goods covered by the INF request. Please observe also that the template can be different depending on the procedure. The system does not accept a crosswise usage of templates.

The table can only be converted once into CSV file format. That is why it pays to make several copies of the template, which you later can convert into CSV files. The converted templates are locked and can't be edited further.



The Excel form that opens contains four different tables. The first table contains important details on how to fill in the form correctly. The other table is the actual form and the third table has a function button via which the Excel form can be converted into a CSV file. The fourth table contains data, which can be found in the dropdown menu of the actual table (auxiliary table).

Please note! Columns that have the letter <M> are mandatory, and the columns with the letter <O> are optional. If you are using equivalent goods, then the data of column <O> are mandatory. All data, which can be seen in the popup window that opens with the +Add button, must be entered in the table.

Fill in all data in the table (Fill in this sheet) to be transferred line by line. After filling in the data, save the Excel file in your own file folder. After saving it go to the table marked 'Save this sheet as CSV.' The system creates a new Excel table in CSV format in the file folder where you saved the original Excel table.

Nimi	Muokkauspäivä	Tyyppi	Koko
INFSTP-OPO-EXIM-Goods	22.9.2020 11:26	Microsoft Excel -ti...	14 kt
INFSTP-OPO-EXIM-Goods	22.9.2020 11:26	Microsoft Excel -L...	316 kt


Tyyppi: Microsoft Excel -tiedosto (CSV)  
 Koko: 13,8 kt  
 Muokkauspäivä: 22.9.2020 11:26




The file is shown as an Excel(CSV) file, which you can move to the INF request by clicking the button 'Upload CSV File.' Select 'Upload CSV File' after which you can retrieve the file from the folder and open it.

**Upload Goods Covered by the INF**

You are about to upload a csv file for loading goods  
 File Name  
**INFSTP-OPO-EXIM-Products.csv**  
 ? Size  
**10118 bytes**  
 Last Modified  
**Tue Sep 22 2020 16:06:44 GMT+0300 (Itä-Euroopan kesäaika)**  
 Existing data will be overridden. Do you want to continue?

No Yes

The system will check whether you wish to continue. The CSV file to be uploaded deletes from the data field the CSV file you previously uploaded or the data you saved with the +Add button. If you notice after uploading that a goods item is missing from the CSV file, you can add it to the data field with the +Add button. This will not delete the uploaded data; instead, a new goods row is created in the data field. Choose 'Yes' and the data in the table are transferred to the data field. When the CSV data required by the INF request is uploaded successfully, it is shown with the icon  in the beginning of the row.

Goods Covered by the INF					
Goods Covered by the INF 1					
Use Equivalent Goods	CN Code Type of Goods	Quantity of Goods	Value of Goods	Country of Processing	ACTIONS
 x	87012090	23000 Kilogram	10000 EUR	Ukraine	 

With the 'Delete' button, you can remove single rows in the uploaded CSV file. This does not delete the whole file. With the edit button, you can edit the data fields of the row in question.

**An Excel form with several goods can look like this:**

[illegible]

1. The commodity code of the goods at eight-digit level
2. Goods description according to the trade name or the authorisation
3. Goods quantity and measurement unit in accordance with the authorisation
4. Value of the goods per commodity code and the declared currency amount (euro)
5. Particulars for application of commercial policy measures
6. Additional data for equivalent good (if you use equivalent goods)

**Note.** All data, which can be seen in the popup window that opens with the +Add button, must be entered in the table.

### I.5. Adding equivalent goods to the INF request (authorisation type IP EX/IM or OP IM/EX)

The use of equivalent goods always requires a written authorisation granted by the Customs Authorisation Centre.

### Add good covered by the INF

Add Good Covered by the INF

Equivalent Goods Equivalent Goods

Combined Nomenclature \*

eg: 01001100

Commercial Quality and Technical Characteristics of Equivalent Goods [English] \*


please provide a description

Identification of Goods \*

Non-Union Goods are subject to Antidumping, countervailing, safeguard duty or any additional duty resulting from a suspension of concessions

☐

- A) Enter here the equivalent goods. Example
- 1) Enter in the INF request of the IP EX/IM authorisation the Union goods, which were used in the manufacturing of the processed product, i.e. enter the commodity code of the Union goods and goods description in accordance with the authorisation. Example
- 2) For repair under warranty, enter in the INF request of the IP EX/IM authorisation the INF product exported in place of a broken product.

B) Enter the identifying data of the equivalent goods by clicking the button . Provide the identifying details mentioned in the authorisation. Tick the box if non-Union goods in the declaration are subject to anti-dumping or other equivalent measures resulting from the use of equivalent goods.

The screenshot shows a form with the following fields and labels:

- C)** Points to the 'Commodity Code' field, which has a placeholder 'eg.: 21001100'.
- D)** Points to the 'Quantity of Goods' field, which has a placeholder '100,000.00'.
- E)** Points to the 'Value of Goods' field, which has a placeholder '100,000.00'.

Other visible fields include 'Description of Goods [English]', 'Measurement Unit', 'Currency', and 'Particulars for Application of Commercial Policy Measures [English]'. There are 'Cancel' and 'Save' buttons at the bottom right.

C) Enter here the goods for which a customs declaration is made. Example 1) In the INF request of the IP EX/IM authorisation, enter non-Union goods for which a right of import is generated. Provide the commodity code of the goods at eight-digit level and the goods description in accordance with the authorisation. Example 2) In the INF request of the IP EX/IM authorisation, enter for repair under warranty the broken non-Union item that is imported to the Union for repairs.

D) In the sections 'Quantity of Goods' and 'Measurement Unit', enter the quantity of the goods and the measurement unit. Example 1) Enter in the INF request of the IP EX/IM authorisation, the quantity of non-Union goods for which a right of import is generated. From the dropdown menu, select the measurement unit in accordance with the authorisation.

E) Enter the value of the goods and select the currency from the dropdown menu (in euros). Enter in the INF request of the IP EX/IM authorisation the value of the goods to be imported. The value is the customs value to be entered in the import declaration. This includes the value of the imported goods and the freight costs.

Enter possible commercial policy measures associated with the goods.

Save the provided information.

The screenshot shows a checkbox labeled 'Use Equivalent Goods' which is checked, indicated by a green checkmark icon.

When the equivalent goods are entered in the INF request, the following mark ☒ is shown beside the row.

## Add processed product covered by the INF

The screenshot shows a form titled 'Add Processed Product Covered by the INF' with the following fields:

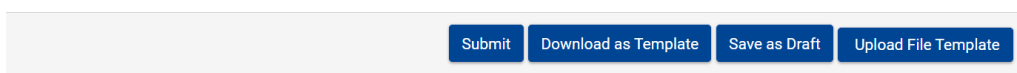
- Commodity Code**: Placeholder 'eg.: 01001100'.
- Description of Processed Products [English]**: Placeholder 'please provide a description'.
- Quantity of Processed Products**: Placeholder '100,000.00'.
- Measurement Unit**: Placeholder 'Select unit'.
- Value of Processed Products**: Placeholder '100,000.00'.
- Currency**: Placeholder 'Euro'.
- Particulars for Application of Commercial Policy Measures [English]**: Placeholder 'please provide a particular'.

There are 'Cancel' and 'Save' buttons at the bottom right.

Provide here the finished processed products entered in the export declaration. Example 1) In the INF request of the IP EX/IM authorisation, enter the product for which Union goods were used in the manufacturing. Example 2) Enter in the INF request of the IP EX/IM authorisation for repair under warranty, the product exported in place of a broken product. The provided details must match both the details of the export declaration and the authorisation.

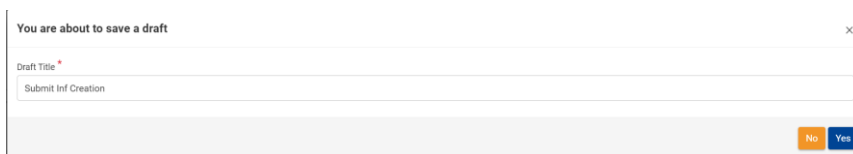
A separate INF request must be made for each export declaration with the procedure (I lxx). Use the measurement and value details provided in the export declaration. From the dropdown menu, select the measurement unit and currency.

## 1.6. Save the incomplete INF request as a draft



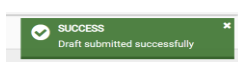
A horizontal bar containing four buttons: 'Submit', 'Download as Template', 'Save as Draft', and 'Upload File Template'.

If you can't fill in the whole INF request at once, you can fill in part of the mandatory details and save the incomplete request as a draft by selecting 'Save as draft.'



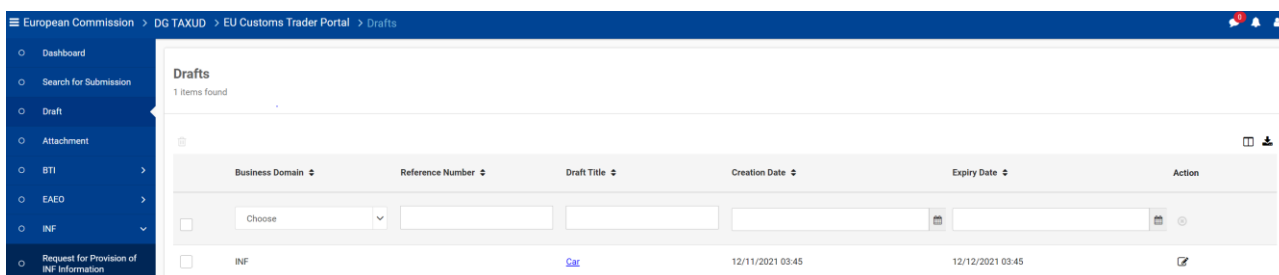
A modal window titled 'You are about to save a draft'. It contains a text input field for 'Draft Title' with the placeholder text 'Submit Inf Creation'. At the bottom right are 'No' and 'Yes' buttons.

The system opens a popup window. Give the draft a title and choose 'Yes.'



You will receive a notification that the draft was submitted successfully.

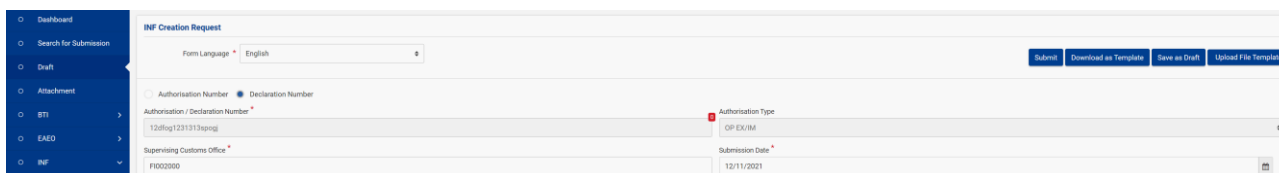
When you wish to continue filling in the INF request, select 'Draft' from the main menu; this opens the menu below.



A screenshot of the 'Drafts' menu in the system. The left sidebar shows the 'Draft' option selected. The main area displays a table with columns: Business Domain, Reference Number, Draft Title, Creation Date, Expiry Date, and Action. One draft is listed with the title 'Car'.

You can edit the draft either by clicking on the title of the draft or one of the icons [Car](#) or .

**The draft is opened for editing of the INF request.**





A screenshot of the 'INF Creation Request' form. It includes fields for 'Form Language' (English), 'Authorisation / Declaration Number' (12345678901234567890), 'Supervising Customs Office' (F1002000), 'Authorisation Type' (INF EX/IM), and 'Submission Date' (12/11/2021). Buttons for 'Submit', 'Download as Template', 'Save as Draft', and 'Upload File Template' are at the top right.

In this view, you can add or edit the details of the draft and then send the completed INF request to Customs. With the 'Save as draft' button, you can make several similar INF requests. Please note that you can only change details regarding the goods in the draft. You can't change the details of the authorisation or the holder. You can also save a new draft version of the draft. An edited draft sent to Customs does not delete the original draft; instead, you can use the same draft template again.

## 2.0. General information on the service

If you select your own front page in the dropdown menu, the view below is opened and there you can check the processing of your requests. You can check a single declaration by clicking the reference number in the 'Title' column. You can check an INF request you have sent by opening

the Additional information section and choosing 'Show INF creation request.' The popup windows of the request are opened via the  icon.

Business Domain	Reference Number	Title	Type	Member State	Customs Authority	Date of Reception	Due Date	Status	Action
<input type="checkbox"/>	Choose		Choose	Choose				Choose	
<input type="checkbox"/>	INF	21FI000000 000009	<a href="#">Submission Reference Number 21FI000000000 0009 issued</a>	Notification	FI	FI002000	12/11/2021 15:08	Unread	

Customs will accept or reject the application. 'Approved' or 'confirmed' is shown in the subject field or status field. The INF number is shown in the reference field when the declaration has been approved by Customs. The INF number of the OP EX/IM declaration has the format OP EX/IM001...

## 2.1. The INF request could not be submitted

If your INF request is unsuccessful, you may be asked to supplement your INF request. If for example, you have forgotten to choose a language for the request, the system will not send the notification until you have chosen it.

If you don't provide all the particulars, you need to justify this choice:

Choose 'Yes' or 'No.' Your choice indicates whether you will provide the requested additional information or not. If you don't want to provide the requested information and you choose 'No', two new fields are shown to the right.

You need to justify in the chosen language, why you will not provide additional information.



Do you want to provide the particulars? ☐ Yes ☒ No

Justification if reply is no...

Language

## 2.2. Editing or deleting erroneous information before sending the INF request

Goods Covered by the INF


Goods Covered by the INF					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			
x	87032390	1 Number of Items	1500 EUR	Ukraine				

If you notice that you've provided incorrect information before sending the request, choose 'Edit' beside that row. The row with the data is opened in a popup window, where you can edit the data and save the changes.

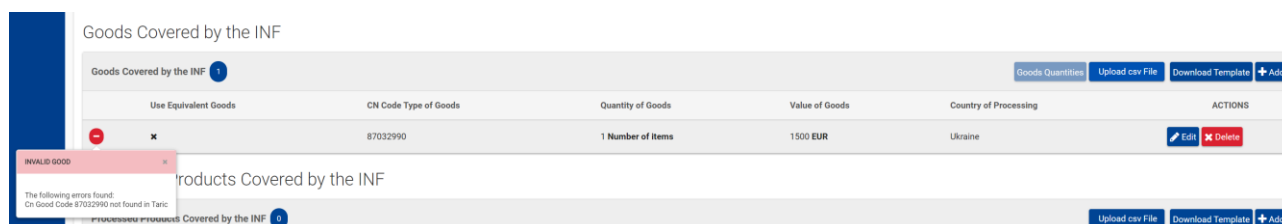
If you notice that there are extra rows in the declaration, you can delete them with the 'Delete' button.

Before deleting, you need to verify that you wish to proceed with deleting the goods.

Proceed?

 Are you sure you want to proceed?

The system gives a notification of errors in the CSV file with the  icon. If you click on the  icon, the reason for the error is shown.



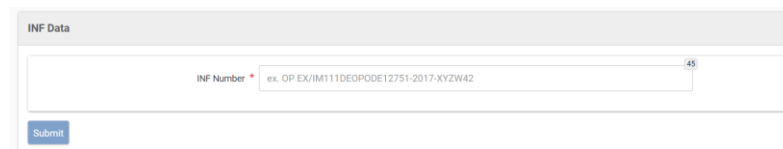
You can correct the errors with the 'Edit' button. Correct the errors and save.

## 2.3. Correcting errors after the INF request has been accepted by Customs

If you notice that, there is an error in the INF request sent to Customs and Customs has already accepted the INF request, Customs can in certain instances, correct the information in an accepted INF request. INF data in an export declaration with confirmation of exit can no longer be corrected or changed. However, value details of processed products (cost for repairs of freight costs higher than estimated) can be changed before the goods are imported to the Union. Customs always inspects on a case-by-case basis if the information provided can be corrected or changed. If the goods have not yet been exported, you may have to make a completely new INF request. If you notice an error in the information of the INF request, contact Customs Business Information [yritysneuvonta\(at\)tulli.fi](mailto:yritysneuvonta(at)tulli.fi).

## 2.4. Searching for INF data

Click on 'Request for Provision of INF Information' and the page below opens:



Fill in the number of the INF that was confirmed by Customs and which details you wish to view, and click 'Submit.'

- If no information is found with the number, you will receive the notification 'Incorrect INF number.'
- If the number is correct, a new window opens.

INF Information Request - IP IM/EX001FIPOEXIM15122020testimny Available

[Close](#) [Print PDF](#) [Download as Template](#)

**INF Data** **Status Data**

**INF Data**

Authorization Number: FIPOEXIM15122020testimny

Authorization Type: IP IM/EX

Supervising Customs Office: FI002000

Submission Date: 15/12/2020

**Holder Identification (EORI)**

EORI: FI0200420

Name: FI\_tradename\_INF

Street And Number: Street\_FI\_1

Country: FI

Postcode: 10000

City: Rovaniemi

**Representative Identification (EORI)**

EORI:

Name:

Street And Number:

Country:

Postcode:

City:

On the tab 'INF Data,' you can view the general information of your request. On the tab 'INF Status,' you can see how your request has been processed.

INF Information Request - IP IM/EX001FIPOEXIM15122020testimny Available

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**INF Data** **Status Data**

**Request Acceptance Process Info** 1

Request Submission Date *	Supervising Customs Office	Taken Decision Manually	INF Status
15/12/2020	FI002000		Available

**Processes At The Customs Office Of Placement** 0

MRN	Declaration Type	CCO	Requested Procedure Code	Previous Procedure Code	Declaration Date *	Last Date Of Discharge
No records found						

**Processes At The Customs Office Of Discharge** 0

MRN	Declaration Type	CCO	Requested Procedure Code	Previous Procedure Code	Declaration Date	Exit Result
No records found						

**Processes At The Customs Office Of Exit** 0

MRN	CCO	Control Result Code	State Of Seals	Exit Date	Exit Stopped Date	Exit Performed By
No records found						

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The INF request above has been approved by Customs, but the customs office of exit has not yet processed the declaration. That is why the customs office of discharge has not made any entries either in the INF request. You can close the screen or print out the declaration for yourself. You can also make an XML template for later use by clicking 'Download as template.'

## 2.5. Remaining goods quantities in accordance with the Union authorisation

When you are adding goods to your INF request, you can check the quantity of goods remaining in the Union authorisation, by choosing 'Quantity of Goods' on the page 'Insert INF request.' The popup window shows how many goods remain in the Union authorisation per commodity code, if the authorisation is available in the outward management system for customs decisions. Authorisations concerning several Member States are processed in the outward management system for Customs decisions.

Remaining Goods Quantities as per the Authorisation		X	
Commodity Code		Remaining Quantity	
17011390		9999620940 Kilogram	
		Close	

The service shows separately the remaining quantity of each commodity code. You can enter the quantity in the INF request. Furthermore, you can see the measurement unit of the goods. This function is only available for Union authorisations.