

INF Special Procedures: Customs Officer & Trader eLearning module

This easy-to-use eLearning module is one of the courses from an extensive UCC EU eLearning programme.

This course guides you through the INF systems for inward and outward processings (Special Procedures in the UCC) with special attention to the specific functionalities for both, customs officers and traders.

Upon completion of the course, you will be able to confidently work with the INF SP and the EU Customs Trader Portal for INF and carry out all the customs officers or traders' actions within the INF process flow.

To fully benefit of the potential of this course, we recommend to integrate the course in your own training programme and to develop a full blended learning programme.

Target audience

Traders from Members States who want to create an INF request and/or consult their current ones.

Customs officers who need to follow up and manage the INF request in the system.



Learning objectives

By the end of this course, depending on your profile, you will be able to understand:

- the basic principles of the use of the INF systems,
- the general functionalities of the systems,
- the benefits of using this system,
- and apply the tasks of the trader or customs officer within the INF system.

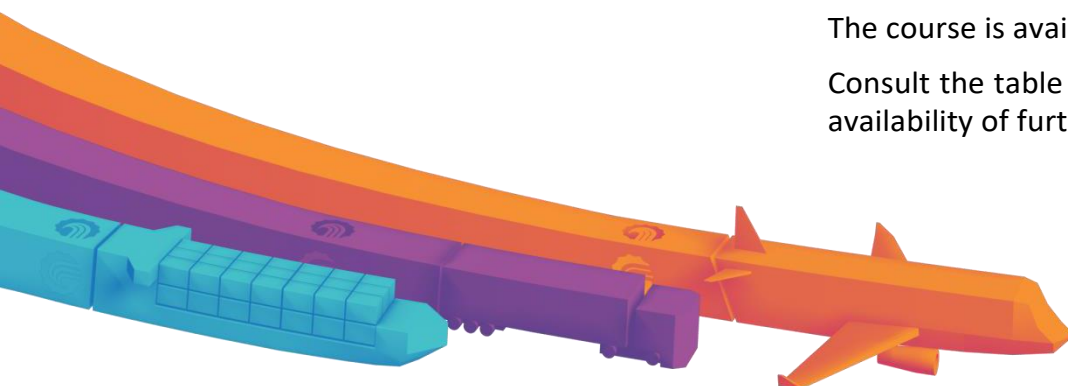
Course duration

The course takes 1,5 to 1 hours depending on your previous knowledge on the inward and outward processing concepts.

Available languages

The course is available in English.

Consult the table on the EUROPA website for the availability of further EU languages versions.



The screenshot shows the 'INF Creation Request' form in the EU Customs Trader Portal. The form is titled 'INF Creation Request' and includes a 'Form Language' dropdown menu set to 'English'. Below this, there are radio buttons for 'Authorisation Number' (selected) and 'Declaration Number'. The 'Authorisation / Declaration Number' field contains the example 'ex. GRIPO00000000000000000000000000000000'. The 'Supervising Customs Office' field is empty. The 'Submission Date' field is set to '13/05/2020'. There are also fields for 'Authorisation Type' (set to 'Select an option') and 'Holder Identification (EORI)' and 'Representative Identification (EORI)'. At the top right of the form, there are buttons for 'Submit', 'Download as Template', 'Save as Draft', and 'Upload File Template'. The left sidebar shows a navigation menu with options like 'Dashboard', 'Search for Submission', 'Draft', 'Attachment', 'INF', 'Request for Provision of INF Information', and 'Insert INF Request'.

Particularities of this course

This course is designed to address the needs of the traders and customs officers in the EU Customs Trader Portal for INF and INF SP after the release in June 2020.

You can experience real examples with “hands-on” activities, real exercises in the system, that can be played during the course.

The course will remember you some of the main inward and outward processing related notions; you can skip this part through the course map or use it to refresh your knowledge.

General Features

You may interrupt your course at any time. When reopening the course you can resume where you have left the course off.

Beside the menu, a course map allows you to quickly access to the sections and subsections. The course map is placed in the upper toolbar of the course.

A course summary of the most relevant information is available in a printable format in the course. You can also print any screen of the course with the print option.

How to start and use these eLearning courses?

- Select the version you wish to download.
- You have the choice between 'no-SCORM' (iso, exe, html/html5) and 'SCORM' (for LMS systems).
- Read the Quick Start Guide available in the downloaded zip folder. It explains how to install the courses to your system.
- Using the course does not require a high level of information technology skills from the learners.
- In case of technical issues contact first your local administrator. If the problem persists, send the description (including screenshots) to taxud-elearning@ec.europa.eu

**Contact: DG TAXUD /E3
Management of Programmes & EU training
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