



EU e-Learning module

INF Special Procedures: Customs Officer & Trader

Leading for results.
Learning for purpose.

The INF SP is a trans-European system (TES) that ensures the administrative and standardised exchange of information between economic operators and customs authorities, and between customs authorities themselves involved during the customs procedures of inward and outward processing.

The easy-to-use eLearning course **INF Special Procedures: Customs Officer & Trader** is based on the Union Customs Code and is produced by the European Commission Directorate General for Taxation and Customs (TAXUD) under the Customs Programme.

Scope

This course guides you through the INF systems for inward and outward processing (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.

The course will remind you 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.

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 Outcomes

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 the systems;
- how to apply the tasks of the trader or customs officer within the INF system.

To benefit fully from the course and to achieve the learning outcomes, it is recommended to integrate it in your own training programme and develop a blended learning strategy.



Features

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.

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

Course duration

The course takes 1 to 1.5 hours depending on your previous knowledge on the inward and outward processing concepts.

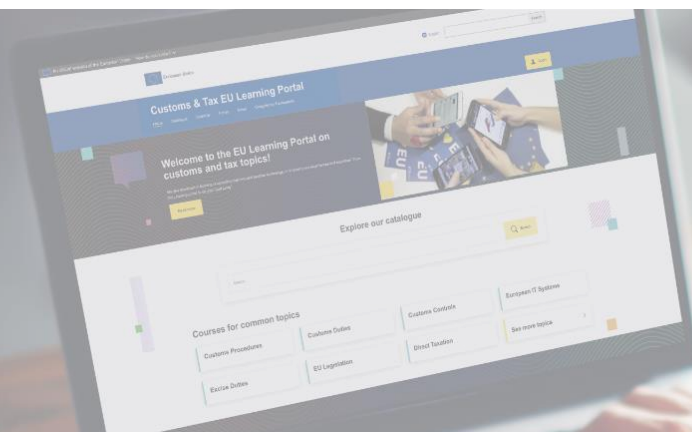
Available languages

The course is available in English. However, consult the [Customs and Tax EU Learning Portal](#) for the availability of further EU language versions.

Let's get started!

- The eLearning module is publicly available and accessible via the [Customs and Tax EU Learning portal](#) for direct view.
- Registered users can download the course.
- Troubleshoot technical issues and get help by clicking on FAQ or Support.

The screenshot shows the 'INF Creation Request' form within the 'EU Customs Trader Portal'. The form includes fields for 'Form' (set to English), 'Authorization Number' (with a dropdown for 'INF' or 'Declaration Number'), 'Authorization Type' (with a dropdown for 'Select an option'), 'Supervising Customs Office', 'Submission Date' (set to 13/05/2020), 'Holder Identification (IDN)', and 'Representative Identification (IDN)'. There are buttons for 'Submit', 'Download as Template', 'Go to Draft', and 'Upload File Template'.



Find out more

Visit the [Customs and Tax EU Learning Portal \(europa.eu\)](#)

Contact DG TAXUD/E3 Management of Programmes & EU training
taxud-elearning@ec.europa.eu