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## **INIS Portal User Guide**

**Food of Non-Animal Origin – Pesticide Residues**

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## Document / Version Control

Section Reference	Comments/Summary of Change	Prepared By	Date	Approved / Reviewed By	Approved / Reviewed Date
General	V 0.1	Hilda Corbett	21-07-20		
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# Workflow and Screens

## Pre-Import Submission

The Operator responsible for the consignment must register with DAFM before they can import products into Ireland. For more details on this process please click [here](#).

Once the Operator responsible for the consignment is registered, they will then be able to present consignments for inspection on entry into Ireland.

## Access to the INIS Imports Portal

The Operator responsible for the consignment will access the INIS - Imports Portal through the DAFM website or from [here](#)

Once logged into the registered portal, the user should see a dashboard showing any active applications or requests. *see Figure 1.*

To create a new application the user should select the “New Application” tab in the top left corner

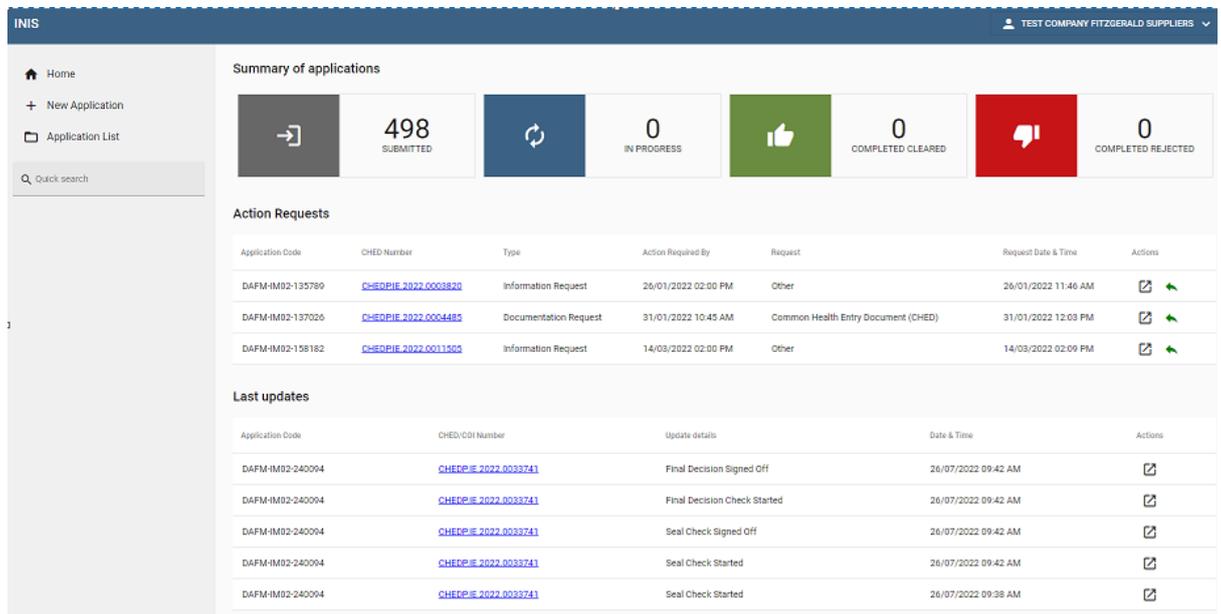
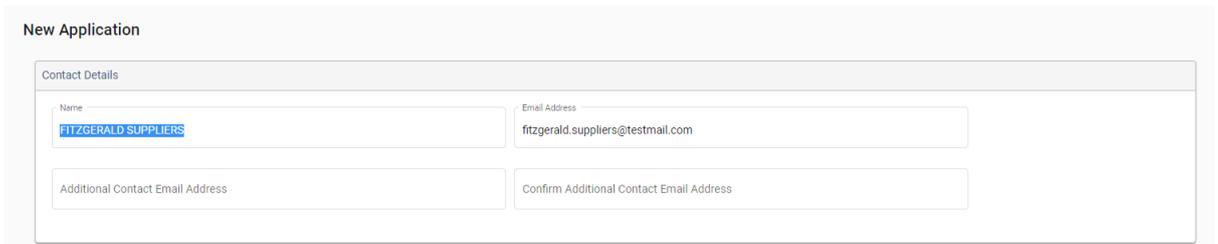


Figure 1: INIS Imports Portal - Home Page

## Application Process

### 1. Contact Details

The Operator responsible for the consignment must provide their company name and email address, which should be prepopulated. The user can also add additional contact email address. *See Figure 2.*



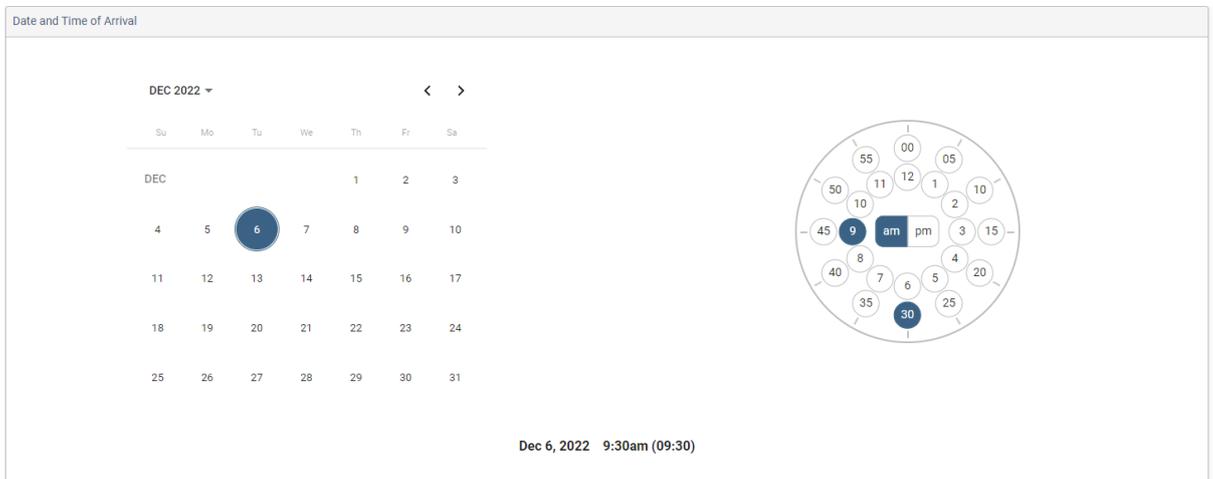
The screenshot shows a 'New Application' form with a 'Contact Details' section. It contains four input fields: 'Name' (pre-filled with 'FITZGERALD SUPPLIERS'), 'Email Address' (pre-filled with 'fitzgerald.suppliers@testmail.com'), 'Additional Contact Email Address', and 'Confirm Additional Contact Email Address'.

**Figure 2: INIS Imports Portal – Contact Details**

### 2. Date and time

The Operator responsible for the consignment must select the date of arrival from the calendar and the expected time of arrival in Ireland. *See Figure 3.*

Note: The date and time entered should be in local Irish time.



The screenshot shows a 'Date and Time of Arrival' interface. On the left is a calendar for December 2022 with the 6th selected. On the right is a circular time picker showing 9:30 am. Below the calendar and time picker, the selected date and time are displayed as 'Dec 6, 2022 9:30am (09:30)'.

Figure 3: INIS Imports Portal – Date and Time

### 3. Country of Dispatch and Point of Arrival

For the commodity being imported, the Operator responsible for the consignment must select both the Country of Dispatch, the Point of Arrival in Ireland and the means of transport into the country from the relevant dropdown lists.. See Figure 3.



The screenshot shows a form titled "Country of Dispatch and Point of Arrival". It contains three input fields: "Country of Dispatch" (a text box), "Point of Arrival" (a dropdown menu), and "Means of Transport" (a dropdown menu). The "Means of Transport" dropdown is open, showing three options: "Roll On/Roll Off", "Load On/Load Off", and "Airplane".

Figure 4: INIS Imports Portal – Country of Dispatch and Point of Arrival

### 4. Commodities

The Operator responsible for the consignment must select the commodity 'Forestry'. If further information is required on the 'Registration and Procedures for Imports' process they can click on the link provided [here](#) for more details. . See Figure 5.

Commodity Type

- Animal Products
- Food of Non-Animal Origin - Pesticide Residues
- Forestry
- Live Animals
- Organic Food and Feed
- Plant and Horticulture

**Figure 3: INIS Imports Portal – Commodities**

### 5. Food of Non-Animal origin – Pesticide Residues

The Operator responsible for the consignment must input the following information required for the Food of Non-Animal origin – Pesticide Residues commodity: CHED Number, and MRN are mandatory. An explanation relating to the numbers required can be viewed by clicking the Question Mark (in green) at the end of each box.

Food of Non-Animal Origin - Pesticide Residues

Details

MRN (Movement Reference Number) if appropriate ?

CHED (Common Health Entry Document) number ?

**Figure 4: INIS Imports Portal – Food of Non-Animal origin – Pesticide Residues**

### Documentation

Mandatory documents – marked with an Asterix (\*\*\*) must be uploaded. The Operator responsible for the consignment clicks on the  sign to upload the relevant document. More than one document can be uploaded for each type of document by clicking the upload button again.

A Commercial invoice and an import declaration are the only mandatory documents to be uploaded but others are available.

### 6. Terms and Conditions

The Operator responsible for the consignment must read and accept the Terms and Conditions by ticking the box at the end of the page to continue with the application. Once accepted, the Operator responsible for the consignment can then click 'Submit Application' to notify DAFM of the consignment. *See Figure 7.*

Terms and Conditions

- Do not proceed with this application if you are not registered with Department of Agriculture, Food & the Marine (*hereafter referred to as DAFM*) as an operator. For information on how to register as an operator please click [here](#)
- All required fields and appropriate documentation for the respective commodity must be completed in order to submit this application.
- Submitting this application constitutes an official declaration on your behalf or on the behalf of the company you represent. Submission of inaccurate, false or misleading information can result in delays and or possible cancellation of this application.
- Failure to submit all the required documentation may result in delays in processing your application.
- Details on DAFM processing of the submission of personal data can be found [here](#) and privacy notice details can be found [here](#)
- An acknowledgement email will be issued confirming your application has been received by DAFM, this does not grant approval for your consignment's entry into the European Union.
- The acknowledgement email will contain commodity-specific requirements and a reference number which is unique to this application. Please use this reference number if you are submitting queries regarding your consignment or submitting late documentation or information.
- From December 14th 2019, all official controls and other official activities performed to ensure the application of food and feed law, rules on animal health and welfare, plant health and plant protection products are governed by - [Regulation 2017/625](#).

I have read and accept the terms and conditions

[Submit Application](#)

**Figure 5: INIS Imports Portal – Terms and Conditions**

## 7. Submit

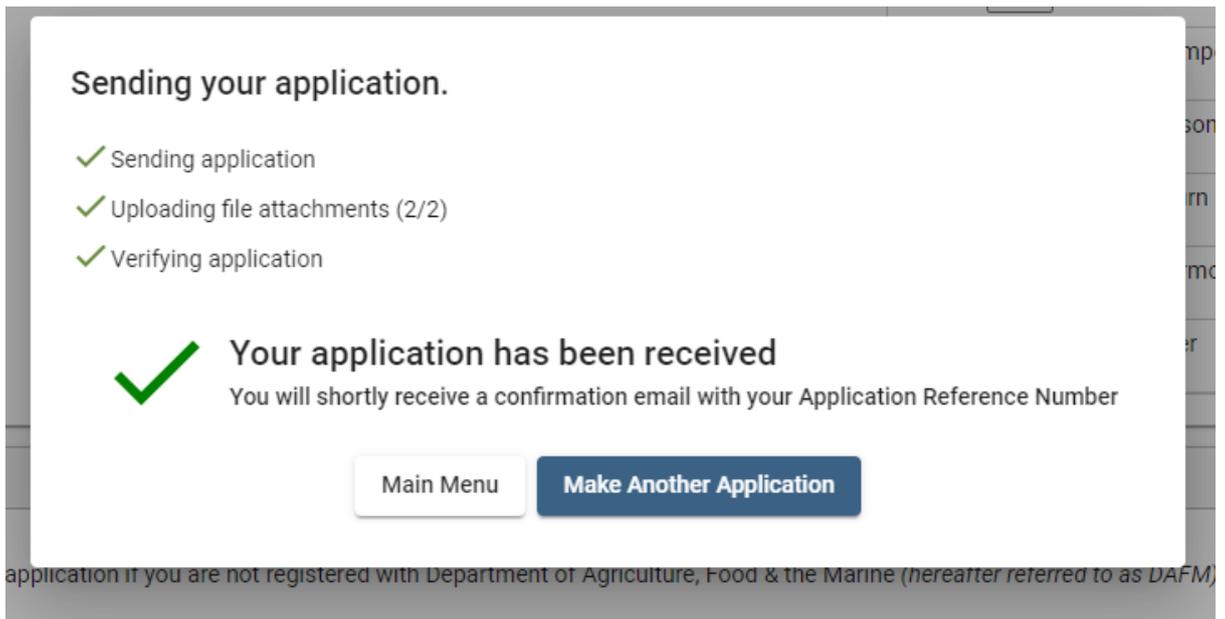
On completion of the application submission the Operator responsible for the consignment will see the following details on screen.

1. The number of files/documents uploaded.
2. Confirmation the application was successfully submitted.

In addition to the above a confirmation email, containing application details, will also be sent to the email address provided in Section 1.

## 8. Close/Submit Another Application

The Operator responsible for the consignment can either click 'Main Menu' which will bring them back to the home page of the INIS Imports Portal or click 'Make another application' which will bring them back to Section 2. Their contact details /date and time of arrival / country of dispatch and means of arrival will be preserved in Section 1. *See Figure 9.*



**Figure 8: INIS Imports Portal – Close/Submit Another Application**