中国国际贸易单一窗口
China International Trade Single window

"Single Window" Standard User Manual

Registration Management System for Overseas Manufacturers of Imported Food

(For Overseas Manufacturers)

China Electronic Port Data Center

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Part I Preface

Thank you for using the registration management system for overseas manufacturers of imported food. The user manual is provided to enable you to use this system proficiently as soon as possible.

You can find in this manual information on installation procedures, system configuration, and basic operation procedures, software and hardware instructions, and safety precautions. Please read it carefully when installing and using the system for the first time as it will help you to get the most out of the system.

This manual is intended for users with elementary computer knowledge. Here we assume that you are familiar with WINDOWS7/10 and know how to use the mouse and browsers, such as Google Chrome and 360.

All data shown in this manual is test data.

Part II Instructions for Use

2.1 Portal Website

The system is browser-based and can be found at

https://cifer.singlewindow.cn.

2.2 System Environments

2.2.1 Operating System

Windows 7 or 10 (either 32-bit or 64-bit operating system).

Windows XP is not recommended.

2.2.2 Browser

Chrome 50 and above

2.3 Requirements on Entry

2.3.1 Requirements on Entry

In the interface, all fields with * are mandatory, and fields without * are optional. Fields with the background color of grey are not available. If a red alert pops up next to a field when inputting, it indicates that the information currently entered does not meet the requirements and should be modified according to the alert. The blue buttons in the interface are function keys.

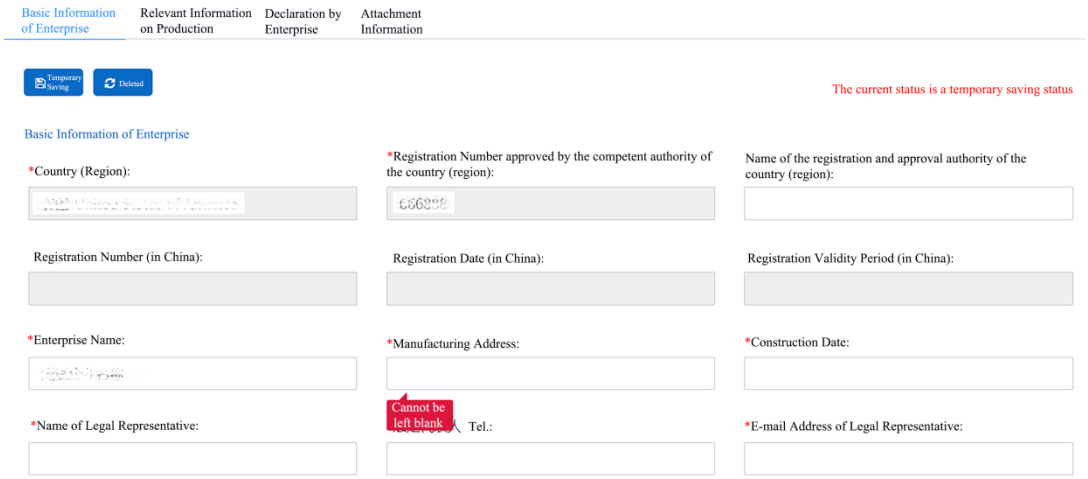


Figure: Basic Information Entry of Enterprise (Local)

2.3.2 Keyboard Operations

Some functions in the interface can be operated quickly by the keyboard.

Pressing **Tab** allows navigating to the next field or text box for entry.

Pressing the **Up** or **Down Arrow** key allows you to select from the parameters in the drop-down menu on the interface.

Pressing **Backspace** allows deleting the content in the current field.

2.4 General Functions

2.4.1 Switch Tabs

If there are many open tabs, you can switch between tabs by clicking the interface icon « or ».

2.4.2 Collapse/Expand the Menu

Click the ☰ icon in the upper left corner of the right display area to collapse or expand the menu bar on the left side. The folded left menu bar displays icons only, as shown in the following picture.

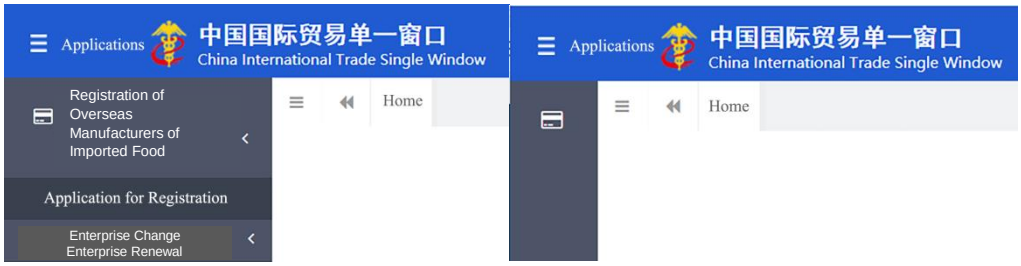


Figure: Comparison of Menu Bar before and after Collapsing

2.4.3 Close the Tab

Click the icon **Closing Operation** ▾(in the upper right corner) of the right display area to bring up the drop-down menu (as shown below). Selecting “Close all tabs” will close all web tabs opened in the current display area. If you select “Close other tabs”, you will close all open tabs except for the currently displayed tab.

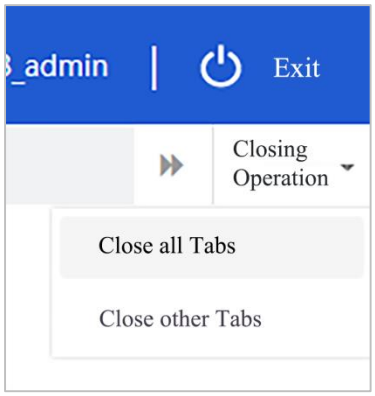


Figure Operation of Closing the Tab

2.5 Log in or Log out of the System

Visit https://cifer.singlewindow.cn, enter the user name and password to log in to the system and then enter the main interface of the system. Click on the 中 EN icon in the upper right corner to select the display language of the system.

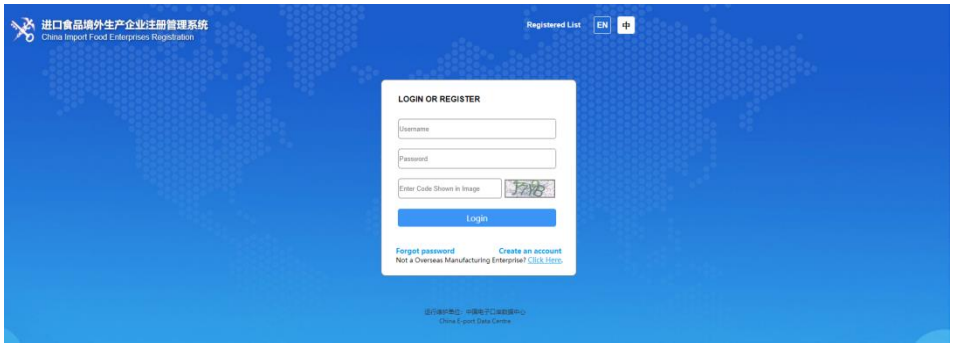


Figure: System Portal

This system is available for overseas enterprise users and overseas competent authorities users. You can safely exit the system by clicking [Exit] in the upper right corner of the interface after entering the system.

Part III Introduction to the System

3.1 Users

Competent authority of the country/region where the enterprise is located (hereinafter referred to as “competent authority”): the official department

responsible for safety and health supervision of food manufactures in the country/region where the overseas manufacturers of imported food are located. Through the system, competent authority shall review and inspect the applications submitted by the local manufactures through the system and recommend them to the General Administration of Customs of the People's Republic of China (hereinafter referred to as the "GACC"). The competent authority shall administer the registered enterprises recommended by it and cooperate with the GACC to conduct recheck and rectification of registered enterprises.

Overseas manufacturers of imported food (hereinafter referred to as "enterprises"): overseas manufacturers, processors and storage facilities that export food to China. Through the system, enterprises submit registration application and rectification materials and receive notice from GACC, etc.

3.2 Function

China Import Food Enterprise Registration Management System aims to administer the registration of overseas manufactures of imported food, including applications for registration, alteration, extension, and cancellation of overseas manufactures, and queries on applications. It also enables the competent authority to conduct review and inspection the registration applications submitted by enterprises, as well as the administration on registered manufactures.

The registration methods for overseas manufacturer of imported food include

recommendation for registration by the competent authorities of the countries or regions where they are located and application for registration by enterprises.

Overseas manufacturers of 18 categories of imported food must be recommended by the competent authority of the country/region where they are located for registration with GACC: meat and meat products, casings, aquatic products, dairy products, bird's nests and bird's nest products, bee products, eggs and egg products, edible oils and fats, oilseeds, stuffed pastry products, edible grains, milled grain industry products and malt, fresh and dehydrated vegetables, dried beans, condiments, nuts and seeds, dried fruits, unroasted coffee and cocoa beans, foods for special dietary purposes, and functional foods.

Overseas manufacturers of imported food other than the 18 product groups listed above shall apply for registration directly with GACC.

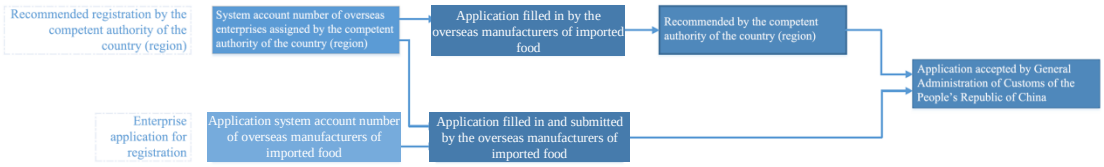


Figure: Registration Process

Part IV User (Account) Management

Depending on whether the enterprise needs to be "recommended by the competent authority for registration of the country/region where it is located", the account for overseas enterprise users to access the system can be obtained either through the assignment of the competent authority or the self-

application of overseas enterprise.

The system account assigned by the competent authority can be used to register an overseas manufacturer of any categories of food after logging in to the system.

The system account applied by the overseas enterprise can only be used to register an overseas manufacturer of imported food products that do not fall into one of the “18 categories”.

If an enterprise has already created a system account, which allows it to register as an overseas manufacturer of imported food products other than the “18 categories”, and is willing to be allowed to register as an overseas manufacturer of imported foods within the “18 categories”, please contact the competent authority in your country (region) to verify the enterprise user account you already have. There is no need to withdraw your account and then have it recreated by the competent authority.

Kind reminder:

1. An overseas enterprise can only apply for one account.

2. If the products of an overseas manufacture involve both “recommended registration” and “self-applied registration”, it is recommended to contact the competent authority to get a system account instead of applying for a system account by its own.

4.1 System Account Assigned by Overseas Competent Authority

Please contact the competent authority to get an assigned system account.

4.2 System Account Applied by Enterprise

Visit https://cifer.singlewindow.cn and click “Create an account” to enter the account entry interface and fill in the account information.

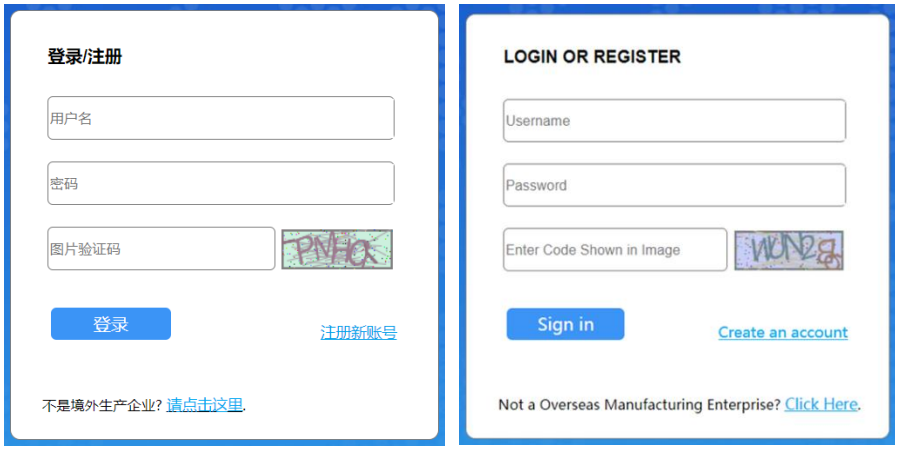


Figure: Chinese/English Login Box

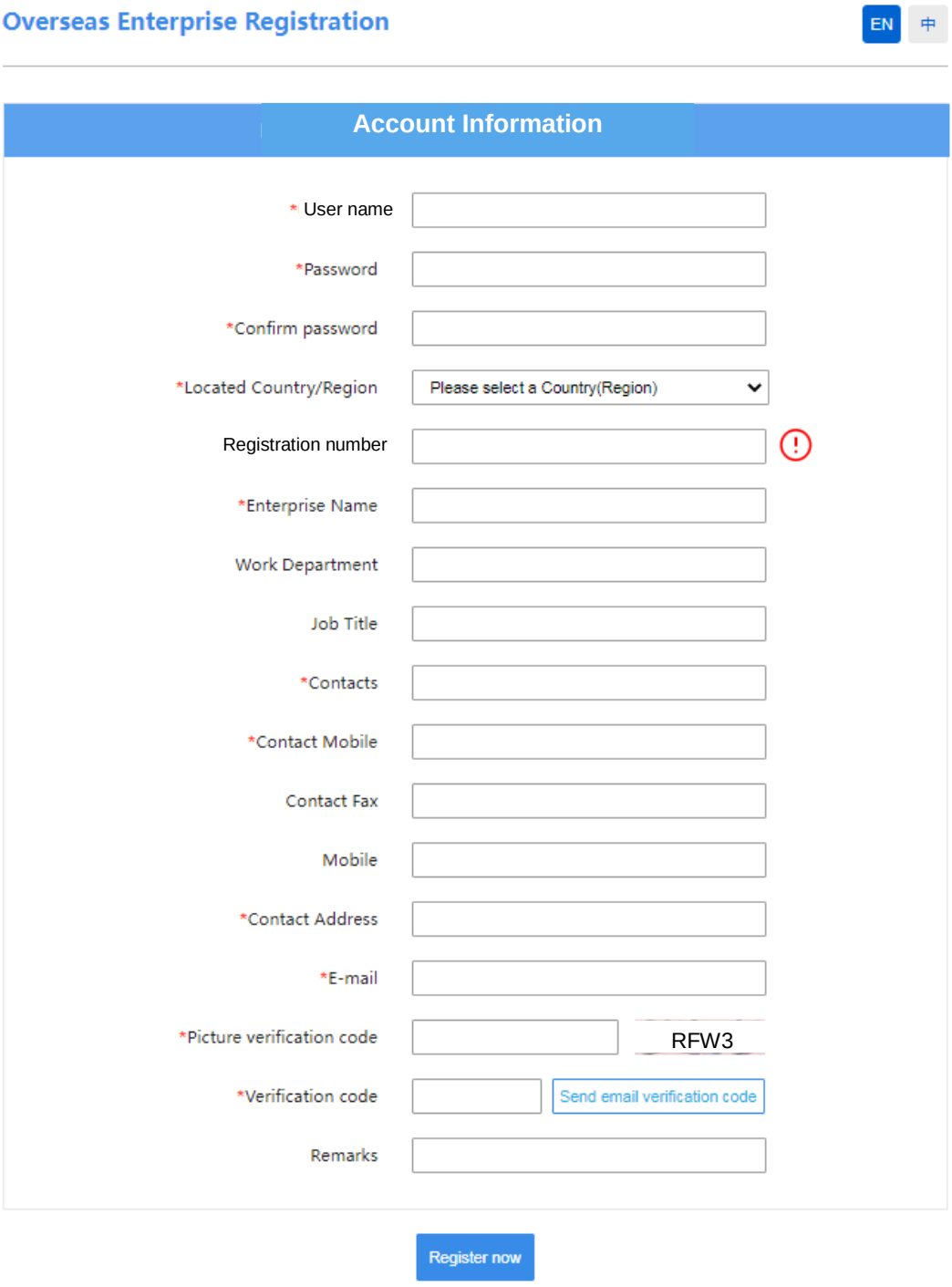


Figure: Account Registration of Overseas Enterprises

Required fields are marked with an asterisk *, including user name, password, workplace (enterprise name), and **registration number**. Click the [Send e-mail verification code] button to send the email verification code to the registered

email and fill in the email verification code. (The validity period of the verification code is 30 min) please click [Register Now] to complete user account registration after filling in all required fields.

After the completion of account registration, please log in to the system with the user name (account) and password.

Kind reminder:

Once an overseas enterprise account is successfully created, the information of user name, located country/region, and registration number of located country/region shall not be modified. Please check them carefully during registration.

4.3 Overseas Enterprise User (Account) Maintenance

After logging in to the system, click on the enterprise name in the upper right corner to access the user (account) maintenance function.

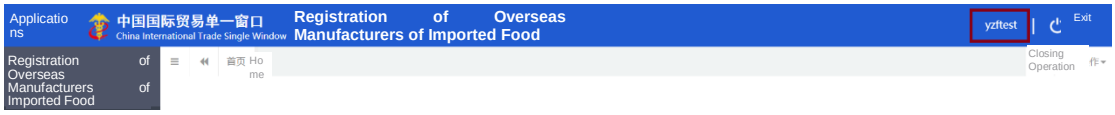


Figure: User (Account) Maintenance Access

After entering the interface of User Information Management interface, enterprise-related information can be modified, including contacts, contact phone number, enterprise name, work department, job title, contact address, contact fax, remarks and email address.

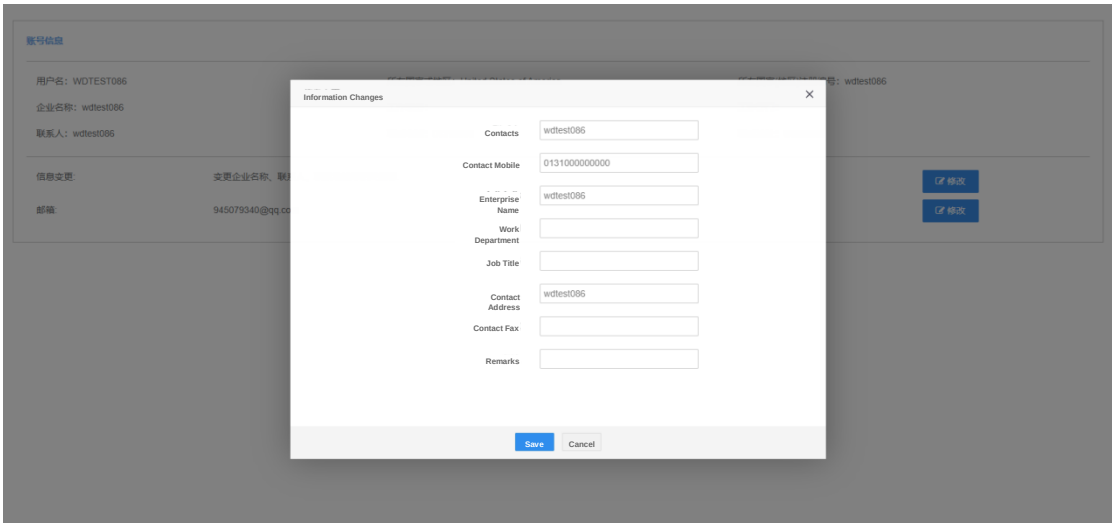


Figure: User Information Management

If “registration number” is not provided when creating account, it can be entered through “Add the registration number” function.

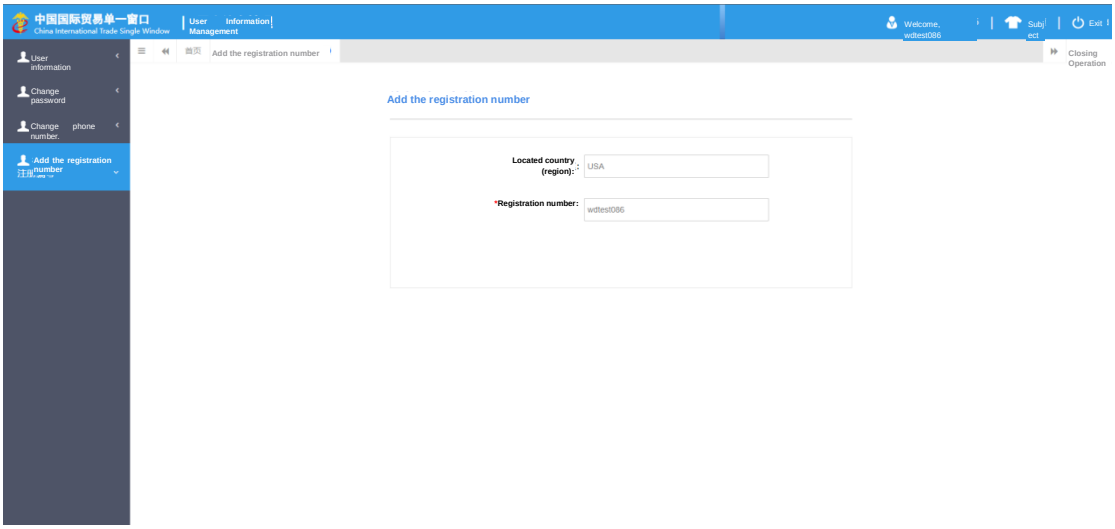


Figure: User Information

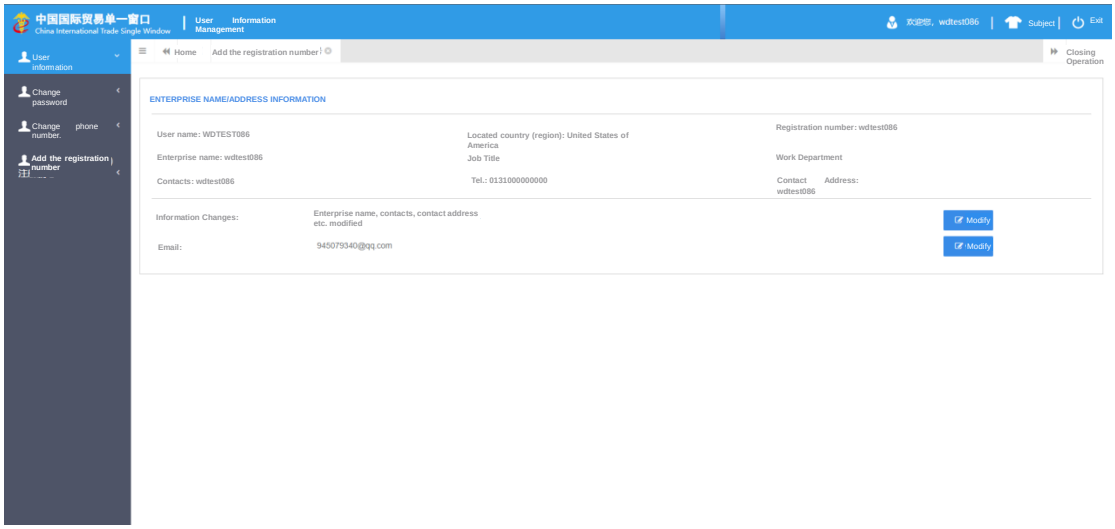


Figure: Effect after Adding Registration Number

Kind reminder:

The registration number can only be added once and cannot be modified after being saved.

4.4 Overseas Enterprise User Account Certification

After logging in to the system with overseas enterprise account, click on “Account Certification” in the menu on the left; the red font displayed on the top of the interface is the current certification application status: “Uncertified”(Manufacturers can only apply for the foods registration which are not required to be recommended by the competent authorities.), “Submitted to the Competent Authority”(Manufacturers should wait be certified by the competent authorities.), “Rejected”(Certification application was refused by the competent authorities.) and “Certified”(Certification application was approved by the competent authority. Manufacturers can apply for the foods application which should be recommended by the competent authorities.).

Basic information of enterprise account, including user name, enterprise name, located country (region), registration number, certification opinion (reason for return of enterprise certification application) fields are grayed, enterprises are not allowed to operate, and the name field of competent authority of located country (region) is required.

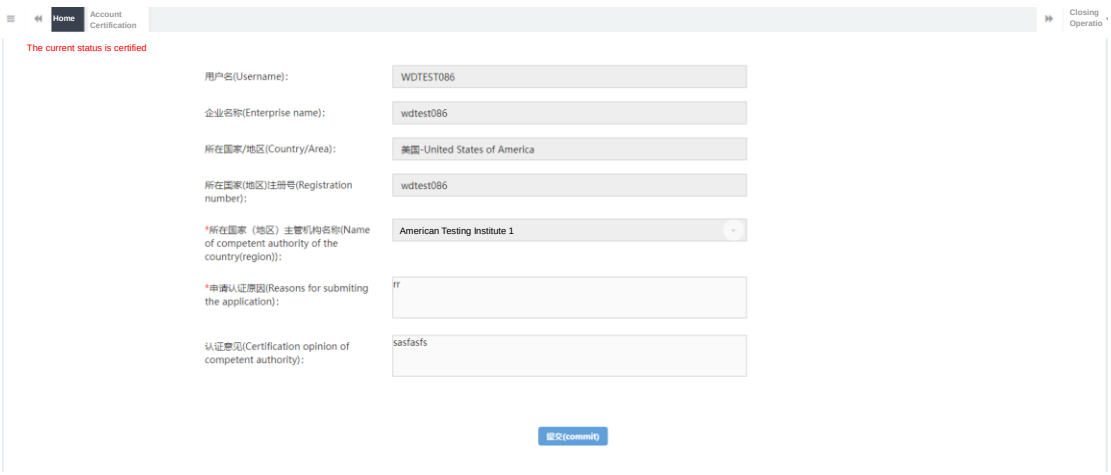


Figure: Account Certification Interface

Click the “submit” button to submit the certification application to the competent authority, and the interface is grayed and cannot be operated. If the competent authority refuses the certification, the application will be returned to the enterprise, which can resubmit it. If the certification is passed, the interface is grayed and cannot be operated. The account and the red font displayed at the top of interface show the certified status. After the enterprise logs in again, it can register the products recommended by the competent authorities of the located country (region) where it is located.

4.5. Reset the account password

Click the [forgot password] at the login interface.

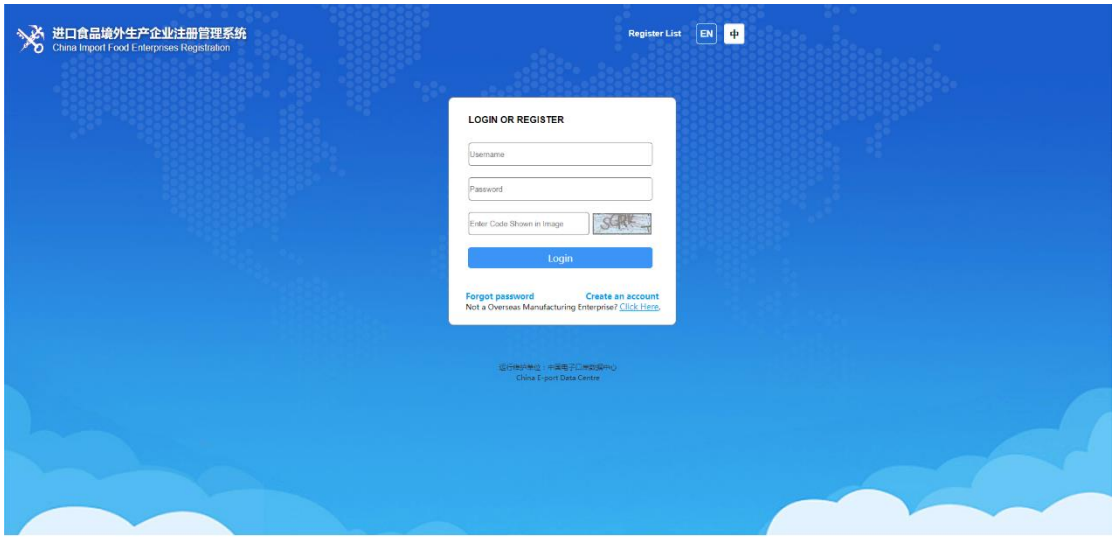


Figure: System Login

Enter into the reset password interface, input the Username, the email which was used to register this account, the Picture verification code. After that, click the [Send email verification code] button.

Your email account will receive an email with the verification code. Input the verification code to the field “E-mail verification code”. Click the [Submit].

Figure: Verification Code

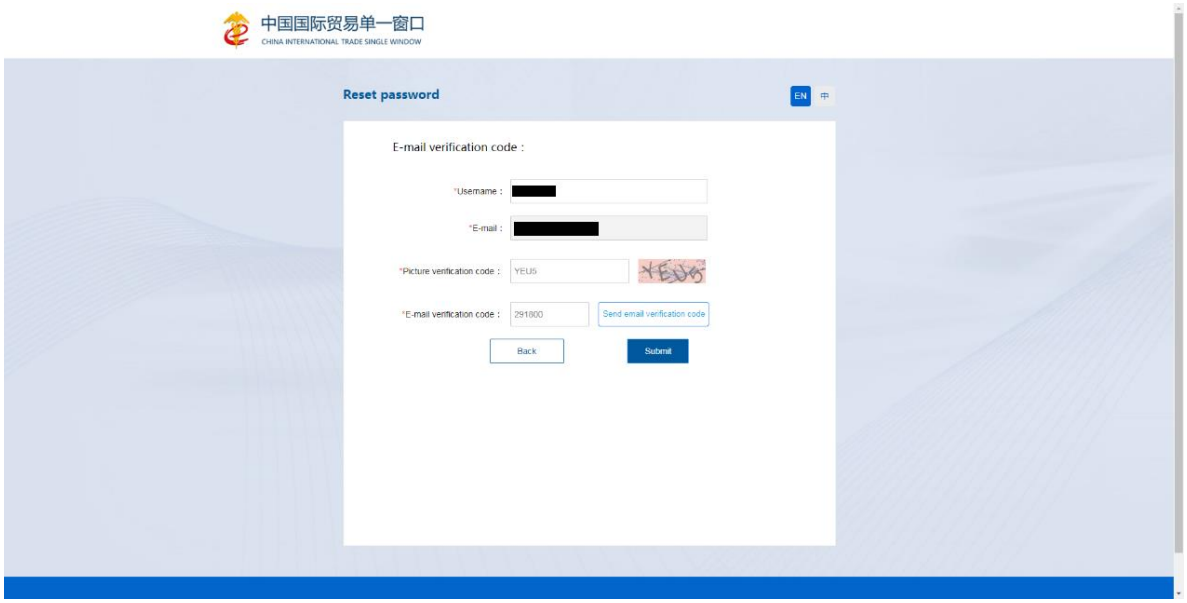


Figure: Reset Password

After the email is verified successfully , entering into the reset password interface. Input the new password and confirm new password with the same password. Click [Determine]. There would have the tips to inform you change the password successfully or not. (Note: The password should combined by 8 to 16 uppercase and lowercase letters, numbers, and symbols in any combination of three or more characters.

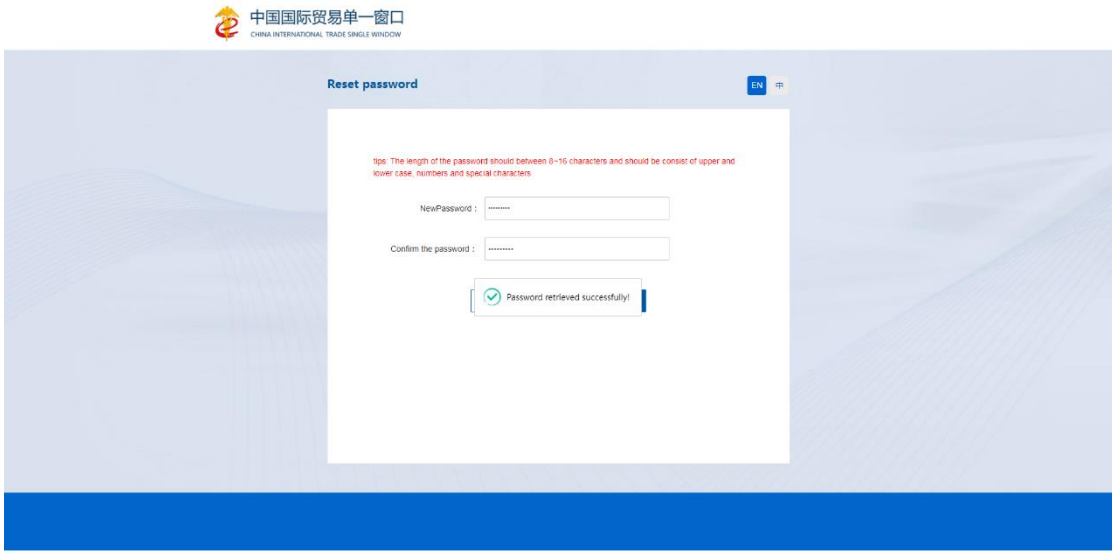


Figure: Input new password

After the password is changed successfully, the system automatically returns to the login page.You may use the new password to login the system.

Part V Application for Registration

5.1. Application for Registration

After logging in to the system with overseas enterprise account, click on “Registration Application” in the menu on the left and select the product category involved in enterprise registration. The product category can be queried according to HS code or product name through “Product Type Query” functions (please refer to section 5.9 for this manual).

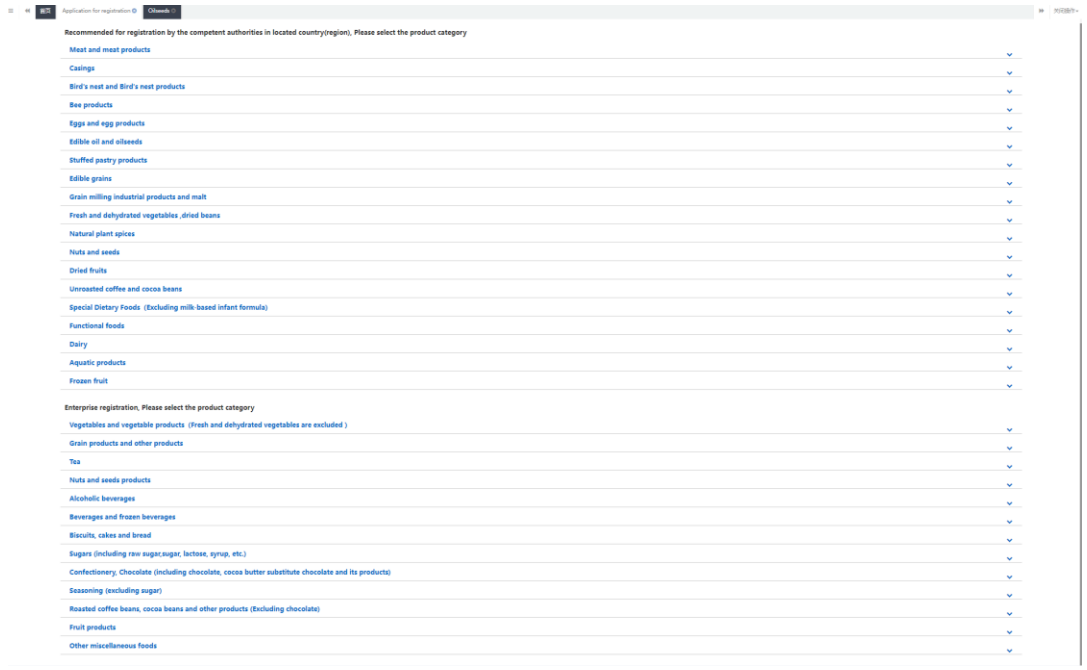


Figure: Product Category Selection for Registration Application

Please input the basic information of the enterprises, production-related information, check list and statement, attachment information, and submit the declaration of manufacture.

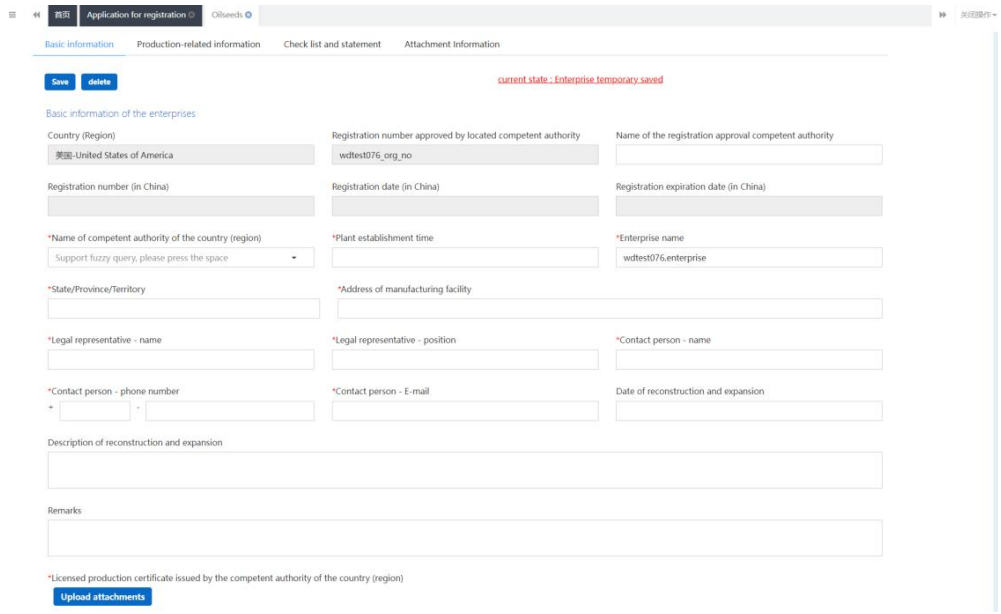
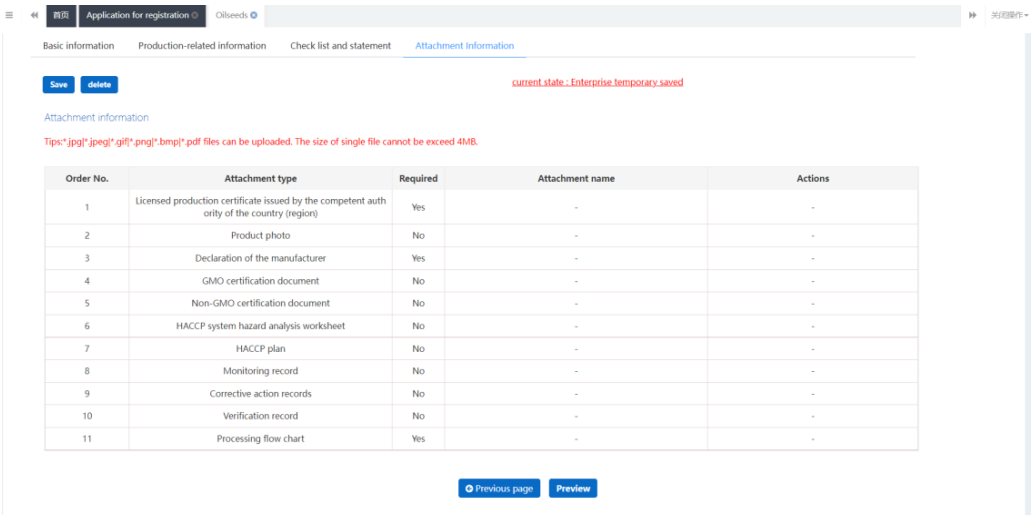


Figure: Enterprise Basic Information

Once completed all the required information, click on [Preview] to display all the entered information for confirmation. After confirmation, click [Submit], the system will automatically submit the information to the competent authorities or GACC according to product categories; click [Return] and return to the application interface.



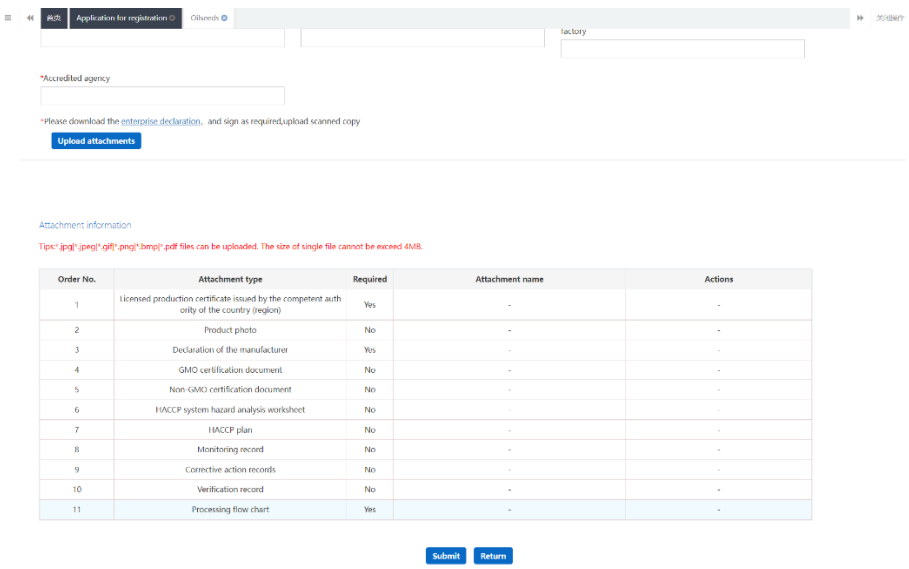


Figure: Preview and Submit

5.1.1 Registration Recommended by the Competent Authority of the Country (Region):

After logging in to the system with overseas enterprise account, click on “Registration Application” in the menu on the left and select the product category involved in enterprise registration.

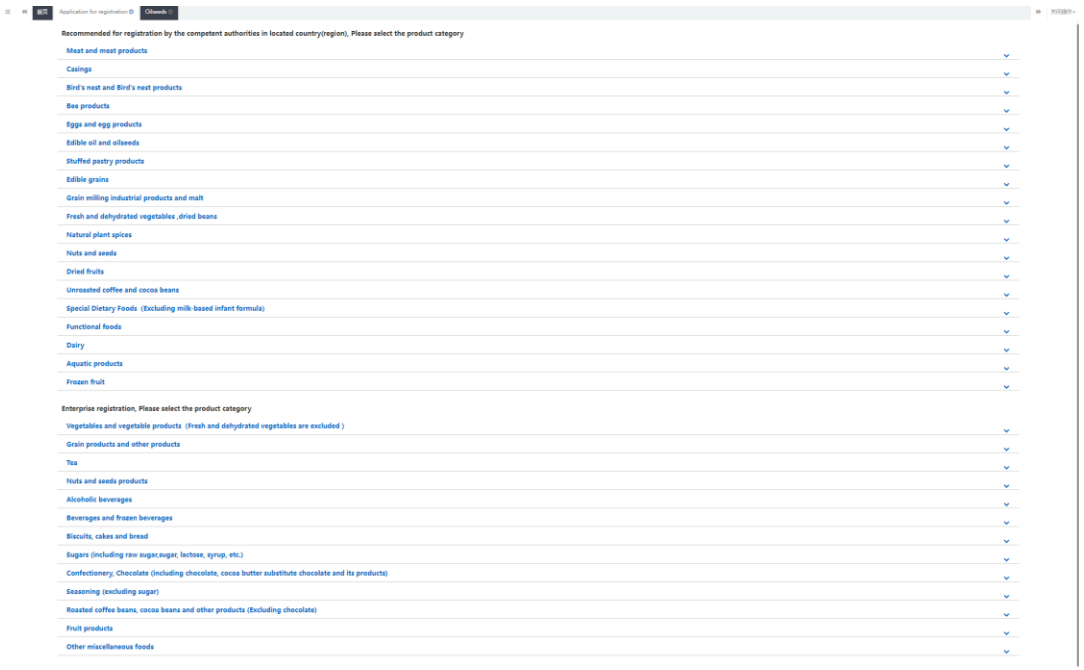


Figure: Product Category Selection for Registration Application

Overseas manufacturers of 18 food categories must be recommended by the competent authority of the country/region where they are located for registration with GACC: meat and meat products, casings, aquatic products, dairy products, bird's nests and bird's nest products, bee products, eggs and egg products, edible oils and fats, oilseeds, stuffed pastry products, edible grains, milled grain industry products and malt, fresh and dehydrated vegetables, dried beans, condiments, nuts and seeds, dried fruits, unroasted coffee and cocoa beans, foods for special dietary purposes, and functional foods.

Overseas manufacturers of food other than the 18 food categories listed above shall apply for registration directly with GACC.

5.1.1.1 Introduction to the Registration Process (Taking Plant-Based Stuffed Pastry Products as an Example)

Registration process:

1. General approval process

Enter information → Preview → Submit to the competent authority → Recommended by the competent authority → Approved by GACC (the enterprise obtains the Chinese registration number).

2. Process of return by the competent authority for supplementation and correction

Enter information → Preview → Submit to the competent authority → Requested by the competent authority to supplement and correct → Modify the

application and re-submit to the competent authority → Recommended by the competent authority → Approved by GACC (the enterprise obtains the Chinese registration number).

3. Process of return (rejection) by the competent authority or GACC

Enter information → Preview → Submit to the competent authority → Rejected by competent authority (the reasons for rejection can be found in the "Integrated query – application form query").

Kind reminder:

Applications that are rejected by the competent authority may not be resubmitted with modifications to the original application form. However, it is permitted to submit a new application.

Main functions:

1. Save: the basic information of the enterprise, production-related information, check list and statement and attachment information which have been entered can be saved temporarily. Temporarily saved data can be deleted or submitted to the competent authority. Data in the status of supplementation and correction returned after approval by the competent authority can be edited and modified.

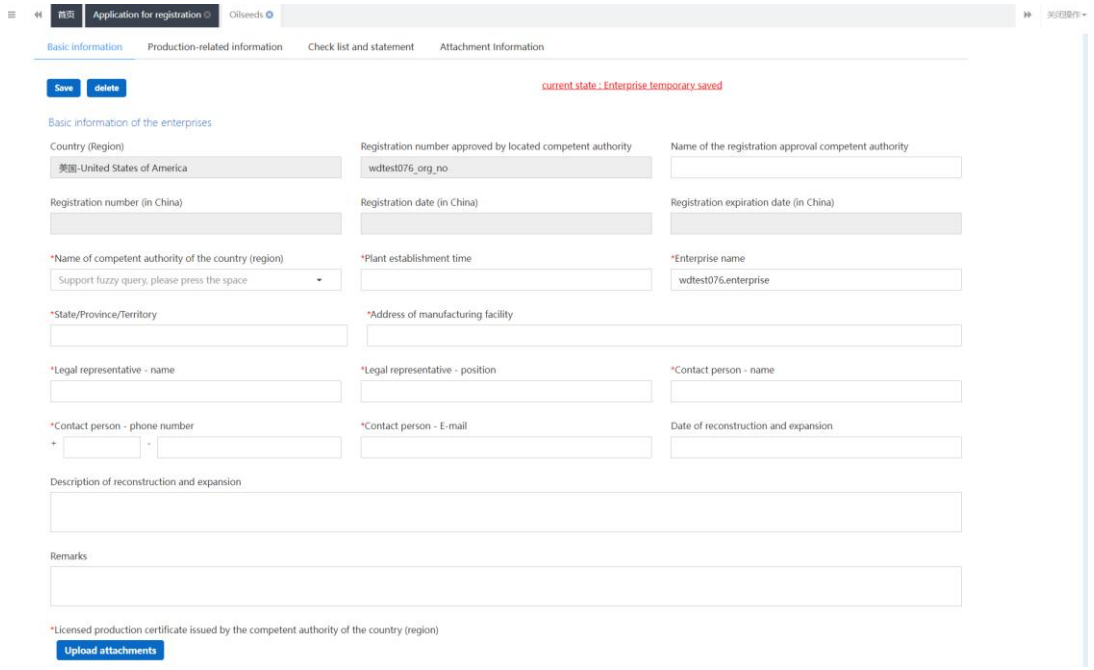


Figure: Enterprise Basic Information

2. Preview: Click on [Preview] at the bottom of “Attachment Information Page” once the input is done, and the page will be switched to the preview mode, and the four-page forms will be displayed together. This is the preparation for submission to the competent authority.

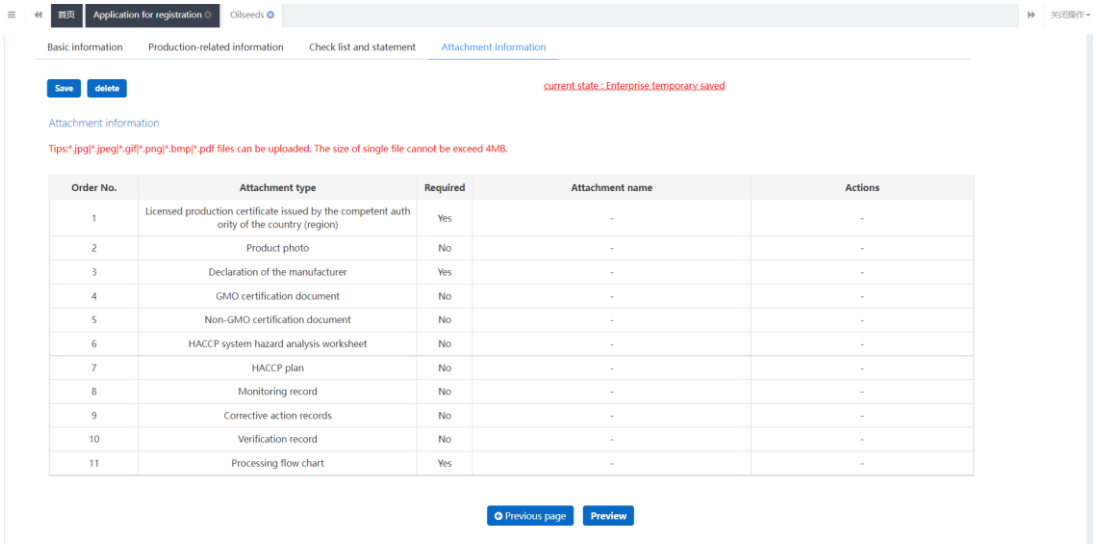


Figure: Attachment Information

3. Submit: after clicking on the “Preview” button, a “Submit” button will be displayed for the user to submit temporarily saved data of the registration application to the competent authority for review. Data that has been submitted to the competent authority can no longer be edited.

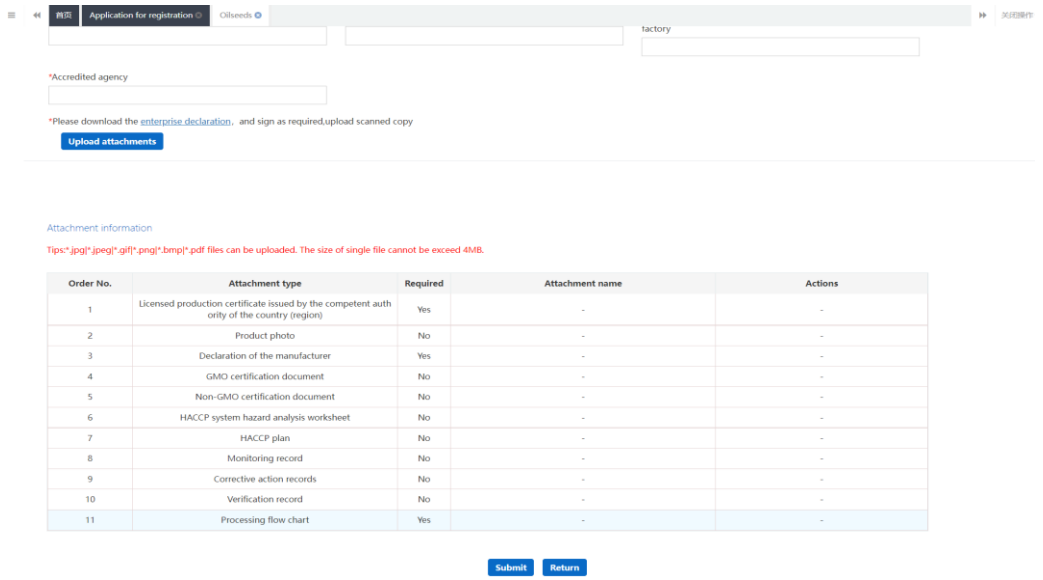


Figure: Preview and Submit

4. Return: switch to separated page view mode. Exit preview mode.

5. Delete: after the input has been done and temporarily saved, the current data can be deleted by clicking on the “Delete” button. Deleted data cannot be recovered.

5.1.1.2 Entry Instructions

Required fields are marked with an asterisk * in the interface. The main fields are described as follows.

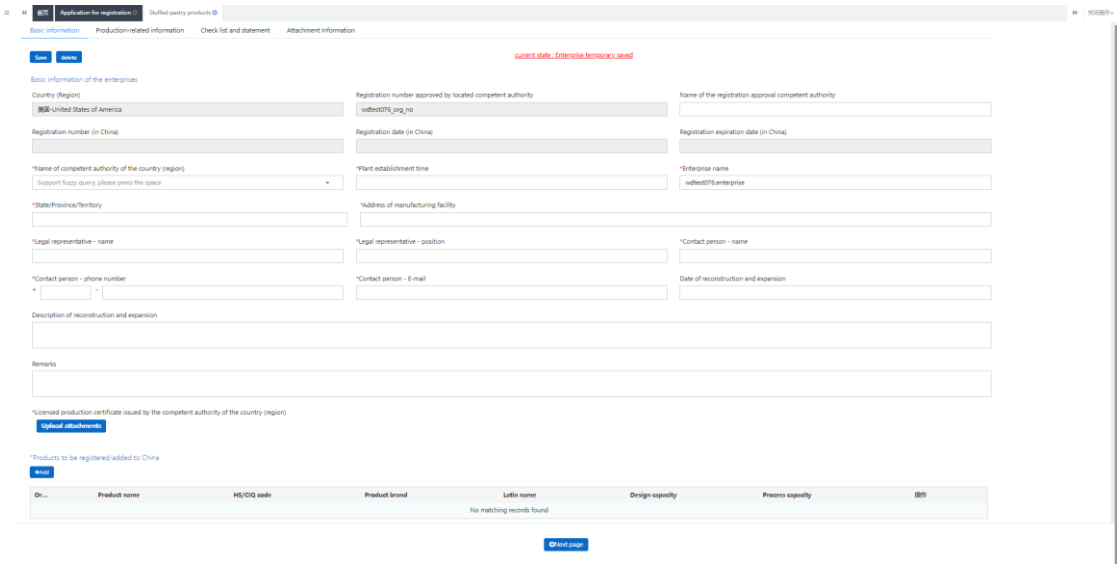


Figure: Enterprise Registration Application Interface I

- Registration number approved by the competent authority of the country (region): it is automatically filled in by the system according to the “registration number of the country (region)” entered by the user when creating the account.
- Name of the registration approval competent authority of the country (region): the overseas official authority that approved the establishment of the enterprise, i.e. the authority of the country/region that granted the “registration number of the country (region)”. Optional field.
- Name of competent authority of the country (region): the name of the authority that assigned a user account to the enterprise. Click on the blank or the triangle icon on the right to select.
- Registration number (in China) / Registration date (in China) / Registration expiration date (in China): it cannot be filled in when entering, for it will be given by the GACC after the approval of the registration application. The number can be found through the function of the “application form query”.
- Enterprise name: it is a required field automatically filled in by the system based on the information of the user account. This field can be edited, but modification is not recommended.

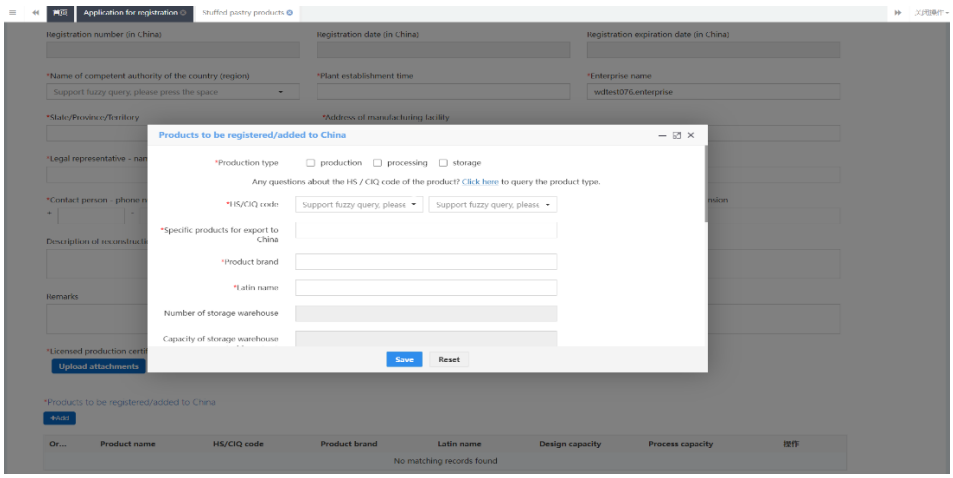


Figure: Interface for “Products to be registered/added to China”

- Product to be registered/added in China: required. After clicking “Add”, the interface of entry will pop up. Only one product’s information can be entered in one interface. If multiple products are required to be entered, save the entered product information and click the “Add” again for addition.

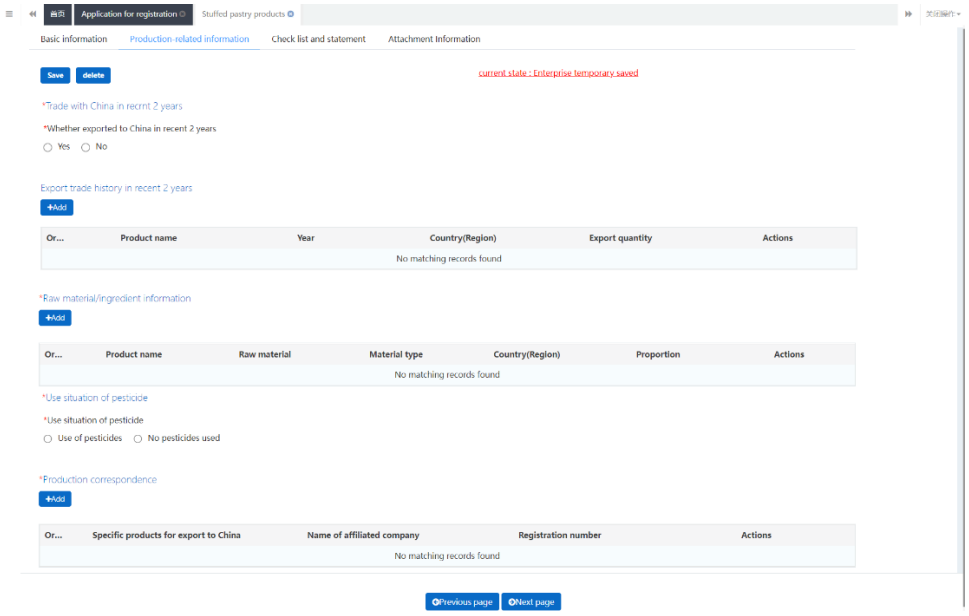


Figure: Enterprise Registration Application Interface II

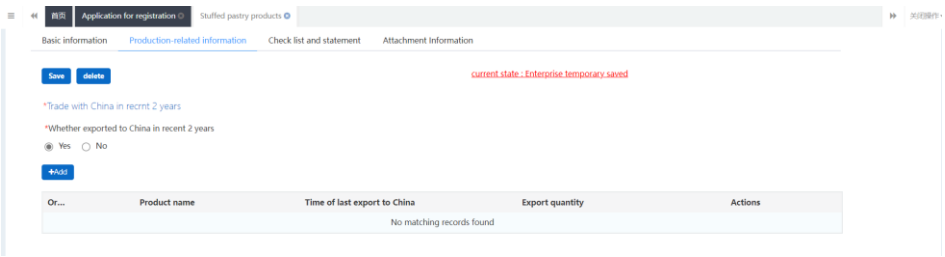


Figure: Selection of Trade with China in Recent 2 Years

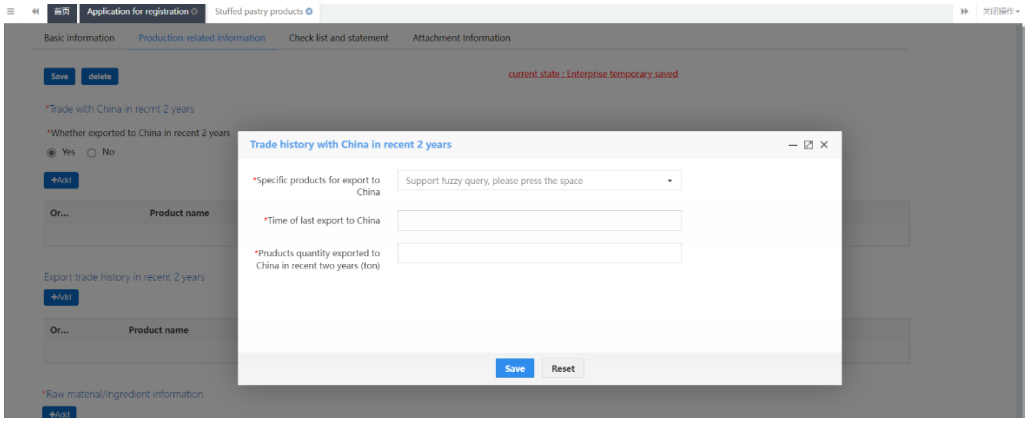


Figure: Form of Trade with China in Recent 2 Years

- Trade with China in recent 2 years: required. If you select “Yes”, it is required to fill in; if you select “No”, then it is not required. Select “Yes” to bring up the form of trade with China in recent 2 years. Click “Add” to bring up the input interface of trade with China in recent 2 years. The parameter options for “Specific products to be exported to China” are generated according to the items filled in for “Specific products to be exported to China” in the field of “Products to be registered/added to China”.

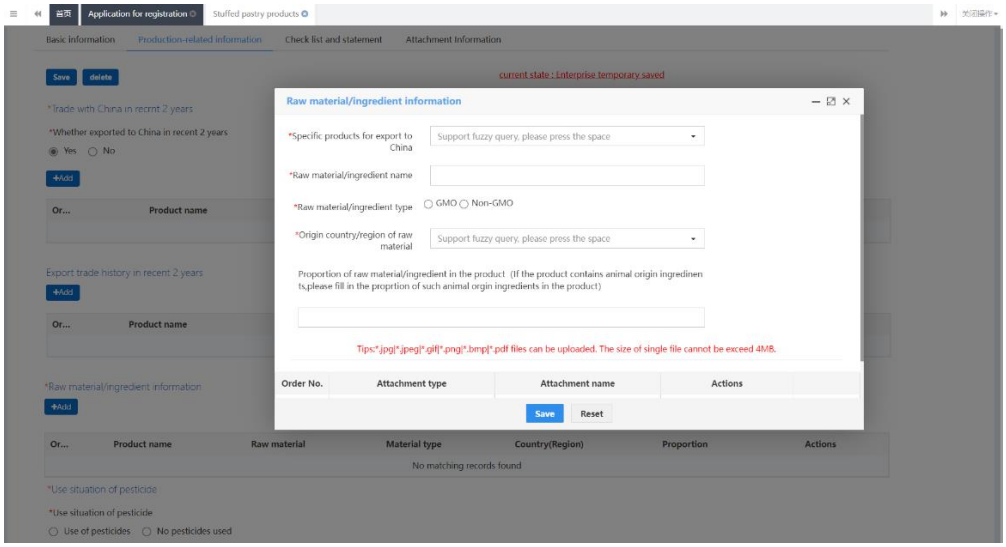


Figure: Interface for Adding the Information about Raw Material/Ingredient

- Raw material/ingredient information form: optional. Click on “Add” to go to the page for “raw material/ingredient information”. The options for “Specific products to be exported to China” are generated according to items filled in for

“Specific products to be exported to China” under the field of “Products to be registered/added to China”.

- Form for use situation of pesticide: required. If you choose “No pesticides used”, then you will not need to fill in the form; if you choose “Use of pesticides”, you must fill in the form below - please click “Add” to go to the page for entering the information about the use situation of pesticide. The options for “Specific products to be exported to China” are generated according to items filled in for “Specific products to be exported to China” under the field of “Products to be registered/added to China”.
- Production correspondence: required. Click on “Add” to go to the page for “Production correspondence”. The options for “Specific products to be exported to China” are generated according to items filled in for “Specific products to be exported to China” under the field of “Products to be registered/added to China”.

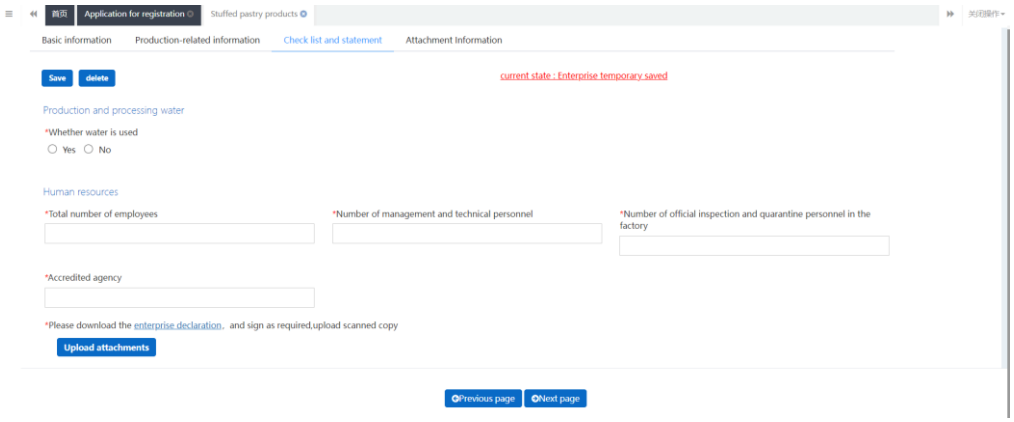


Figure: Check List and Statement

- Enterprise declaration: you need to download the “enterprise declaration”, and have it signed and stamped before uploading a scanned copy here.

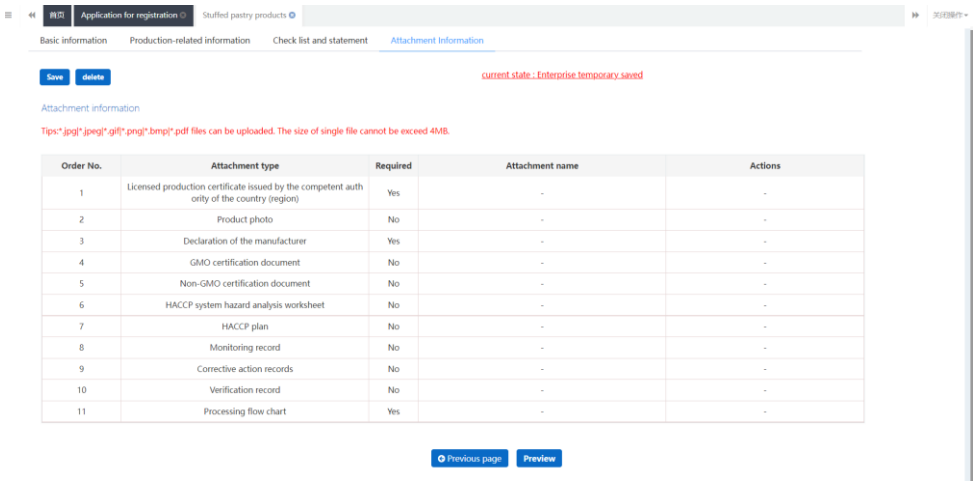


Figure: Attachment Information

- Attachment information: this section summarizes and illustrates details about the attachments uploaded through the “Basic information”, “Production-related information” and “Check list and statement” pages.

5.1.2 Registration applied by enterprise

Overseas manufacturers of food products other than the 18 food categories recommended for registration by the competent authority of the country (region) apply for registration with GACC on their own.

After logging in to the system with overseas enterprise account, click on “Application for registration” in the menu on the left, and select the product(s) for which the enterprise can apply for registration with GACC. The following is an example of “Alcoholic beverages – Distilled spirits and prepared distilled spirits”.

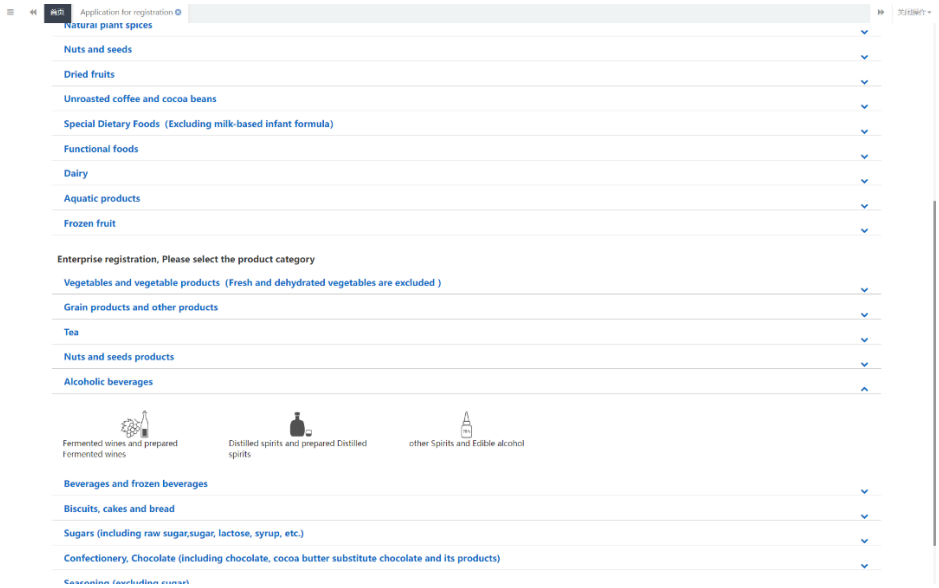


Figure: Product Category Selection for Registration Application

5.1.2.1 Introduction to the Registration Process (Taking Alcoholic beverages – Distilled spirits and prepared distilled spirits as an Example)

Registration process:

1. General approval process

Enter information → Preview → Submit to GACC → Approved by GACC (the enterprise obtains the Chinese registration number)

2. Process of return by GACC for supplementation and correction

Enter information → Preview → Submit → Requested by GACC to supplement and correct → Modify the application and re-submit the application → Approved by GACC (the enterprise obtains the Chinese registration number)

3. Process of return (rejection) by GACC

Enter information → Preview → Submit → Rejected by GACC (the reasons for rejection can be found in “Customs receipt” through the “Integrated query”)

Kind reminder:

Applications that are rejected by GACC may not be resubmitted with modifications to the original application form. However, it is permitted to submit a new application.

Main functions:

Submit: the application data is submitted to GACC for review.

Other functions such as deletion and query are basically the same as those of the application page for the competent authority to recommend products to the GACC for registration.

5.1.2.2 Entry Instructions

Required fields are marked with an asterisk * in the interface. The main fields are described as follows:

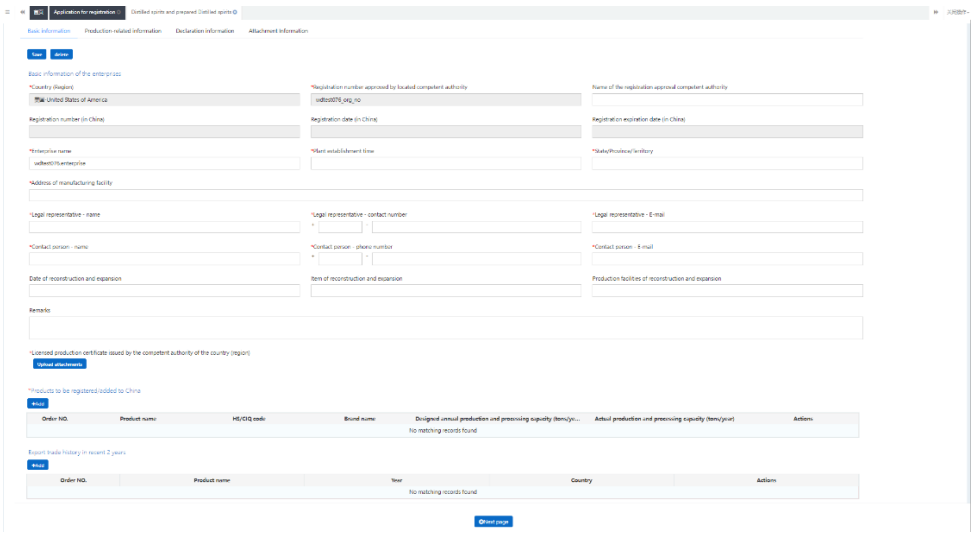


Figure: Enterprise Basic Information

- Registration number approved by the competent authority of the country (region): it is automatically filled in by the system according to the “registration number of the country (region)” entered by the user when creating the account.
- Name of the registration approval competent authority of the country

(region): the overseas official authority that approved the establishment of the enterprise, i.e. the authority of the country/region that granted the “registration number of the country (region)”. Optional field.

- Registration number (in China) / Registration date (in China) / Registration expiration date (in China): enterprise’s registration number in China granted after GACC’s approval. It cannot be filled in when entering, for it will be given by the GACC after the approval of the registration application. The number can be found through the function of the “application form query”.
- Enterprise name: it is a required field automatically filled in by the system based on the information of the user account. This field can be edited, but modification is not recommended.
- Product to be registered/added in China: required. After clicking “Add”, the interface of entry will pop up and multiple products’ information can be entered.
- Export trade history in recent 2 years: optional. After click on the “Add” button, the interface for entering data on export trade history in recent 2 years (form) will pop up.

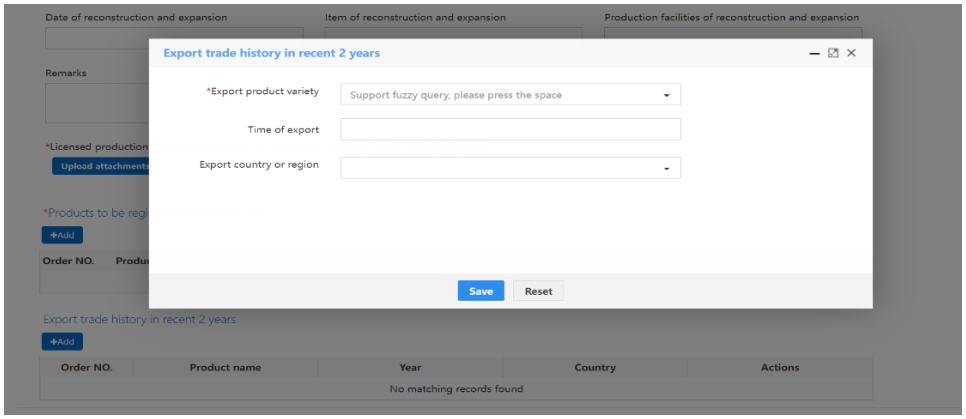


Figure: Interface for Entering Data on Export Trade History in Recent 2 Years

- Export trade history in recent 2 years (form): “Export product variety” is

required, and click on the space or the triangle to the right to display the options. The options for “Export product variety” are generated according to items filled in for “Specific products to be exported to China” under the field of “Products to be registered/added to China”.

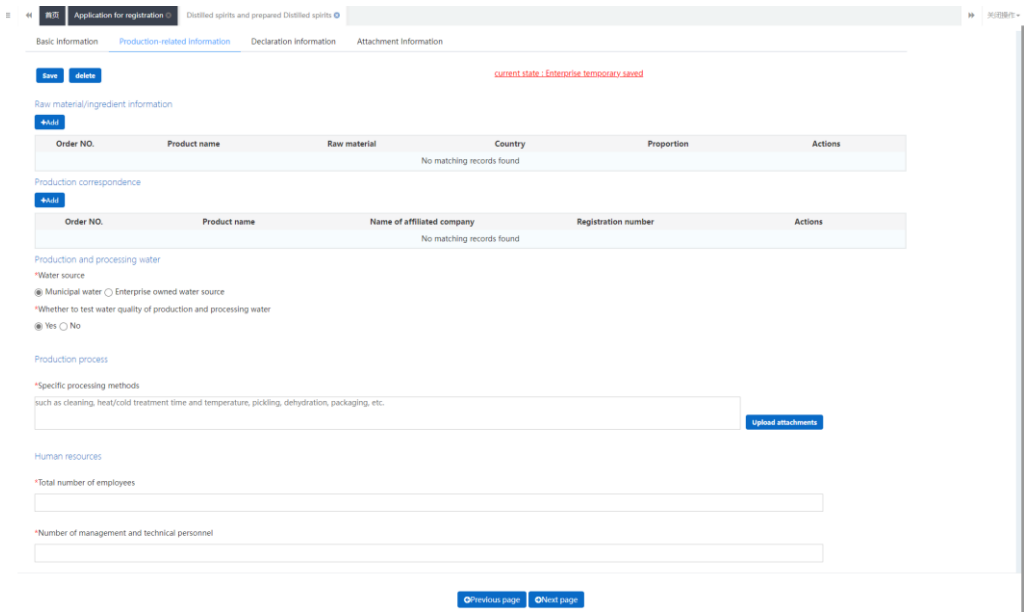


Figure: Production-related information

- Raw material/ingredient information form: optional. Click on “Add” to go to the page for “raw material/ingredient information”. The options for “Specific products to be exported to China” are generated according to items filled in for “Specific products to be exported to China” under the field of “Products to be registered/added to China”.
- Production correspondence: optional. Click on “Add” to go to the page for “Production correspondence”. The options for “Specific products to be exported to China” are generated according to items filled in for “Specific products to be exported to China” under the field of “Products to be registered/added to China”.

Note: For the following three categories, “Vegetables and vegetable

products (fresh and dehydrated vegetables are excluded)", "Grain products and other products", and "Tea", the information about "Production correspondence" is required.

- Production and processing water: choose "Municipal water" or "Enterprise owned water source". If you choose enterprise owned water source, then "Whether to disinfect the self-owned water source" and "Disinfection treatment method for self-owned water source" become required fields, otherwise they are optional. For the disinfection method, if you choose "Other", the field "Other disinfection methods for self-owned water source" will become editable and must be filled in.
- Production process: required. The attachment is optional.

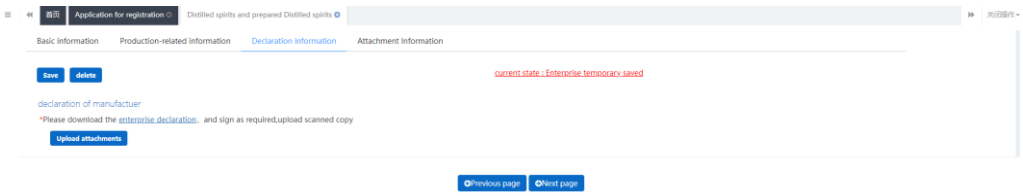


Figure: Enterprise Declaration

- Enterprise declaration: you need to download the "enterprise declaration", and have it signed and stamped before uploading a scanned copy here.

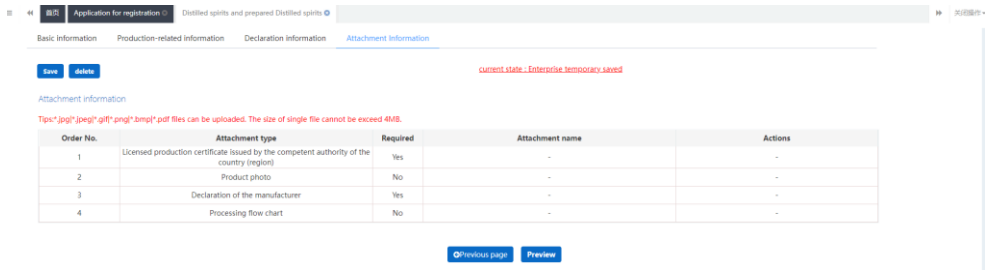


Figure: Attachment Information

- Attachment information: this section summarizes and illustrates details about the attachments uploaded through the "Basic information", "Production-

related information” and “Check list and statement” pages. Editing operations can be performed here.

5.2 Application for Modification

If an overseas manufacturer’s registration information changes , the manufacturer could submit an application for change to the GACC while the registration is valid..

Manufacturers log in to the system and click on the left menu "变更注册" , the system will show you the valid registrations that you have already obtained for China.

Kind reminder: If there are unfinished procedures of change, cancellation and revocation, change is not allowed. After the registration period expires,change application can not be submitted.

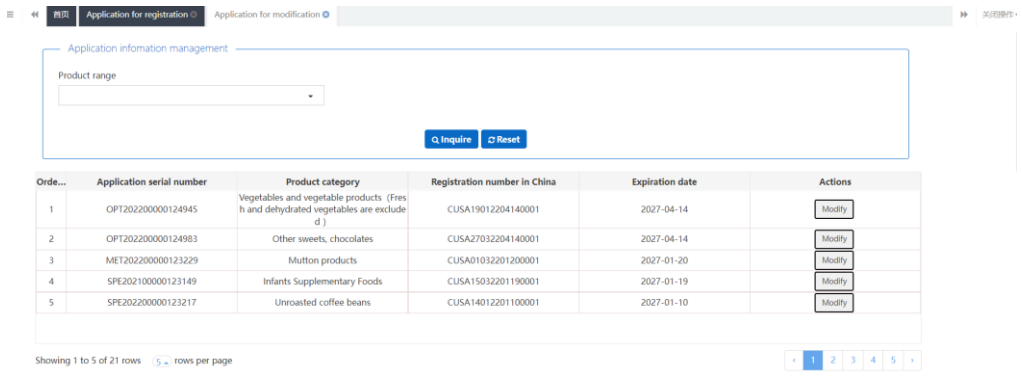


Figure: Query - Applications that can be Modified

Select the registration you wish to change and click on [Modify] to enter the application page. Please amend the changed information one by one and upload the supporting materials related to the changed information;.

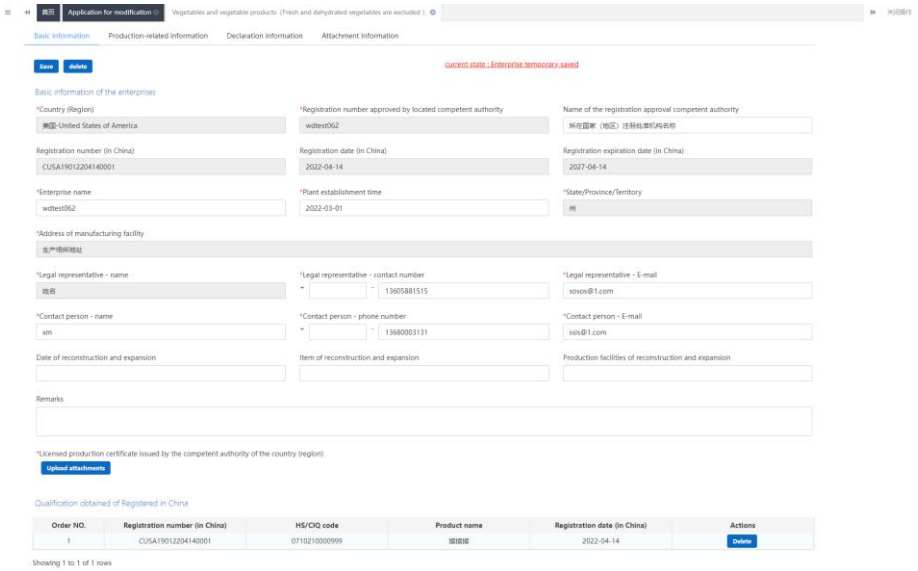


Figure: Modification entry interface

click [Preview] to view the change application.After confirmation, click [Submit].Wait for review and inspection.click “Return” and return to the application interface. If the registration is "recommended by the competent authority", the application for change will be forwarded to the competent authority of the country (region) where the manufacturer is located, which will be examined and checked before recommending it to the GACC.

If the registration is "by self-registered", the application for change submitted by the manufacturer will be forwarded to the GACC for examination and inspection.

5.2.1 Application for modification of registration application recommended by the competent authority of the country (region)

5.2.1.1 Introduction to the Modification Process (taking sheep casing as an example)

Modification process:

1. General approval process

Enter the information → Preview → Submit to the competent authority → Recommended by the competent authority → Approved by GACC (registration information will be updated to the latest contents submitted for modification)

2. Process of return by the competent authority for supplementation and correction

Enter the information → Preview → Submit to the competent authority → Requested by the competent authority to supplement and correct → Modify the application and re-submit to the competent authority → Recommended by the competent authority → Approved by GACC (registration information will be updated to the latest contents submitted for modification)

3. Submission returned by the competent authority (Recommendation denied) or GACC approval not granted

Enter the information → Preview → Submit to the competent authority → Submission returned by the competent authority (Recommendation denied)

Enter the information → Preview → Submit to the competent authority → Competent authorities submit the information to GACC → GACC approval not granted (the reasons for the rejection can be found in through "Integrated query" - "Application form query"; re-select the approved registration on the "Application for modification" page to apply for new modification.)

Kind reminder:

For applications rejected by the competent authority (recommendation

denied), it is not possible to make changes to the original application and submit it again. However, it is allowed to apply for new modification.

Main functions:

1. Save: the basic information about the enterprise, production-related information, check list and attachment information which have been entered can be saved temporarily. Temporarily saved data can be deleted or submitted to the competent authority. Data in the status of supplementation and correction returned after approval by the competent authority can be edited and modified.

2. Submit: after clicking on the [Preview] button, a [Submit] button will be displayed for the user to submit temporarily saved data to the competent authority for review. Data that has been submitted to the competent authority can no longer be edited.

3. Delete: delete the data that is temporarily saved, and the deleted data cannot be recovered.

"Preview" and "Return" functions here are consistent with the functions that exist on the "Application for registration" page.

5.2.1.2 Entry Instructions

After entering the "modification entry" interface, most of the main field's contents displayed are from the approved registration. Required fields are marked with an asterisk * in the interface. The requirements for entering data in other fields are basically in line with the requirements for data entry in the "Application for registration" interface. If these fields ("State/Province/Territory",

"Address of manufacturing facility" and "Legal representative-name") be changed,"Supporting materials to modify information" must be uploaded to make explanation. The following provides instructions on the fields for which the requirements are inconsistent with those for "Application for registration".

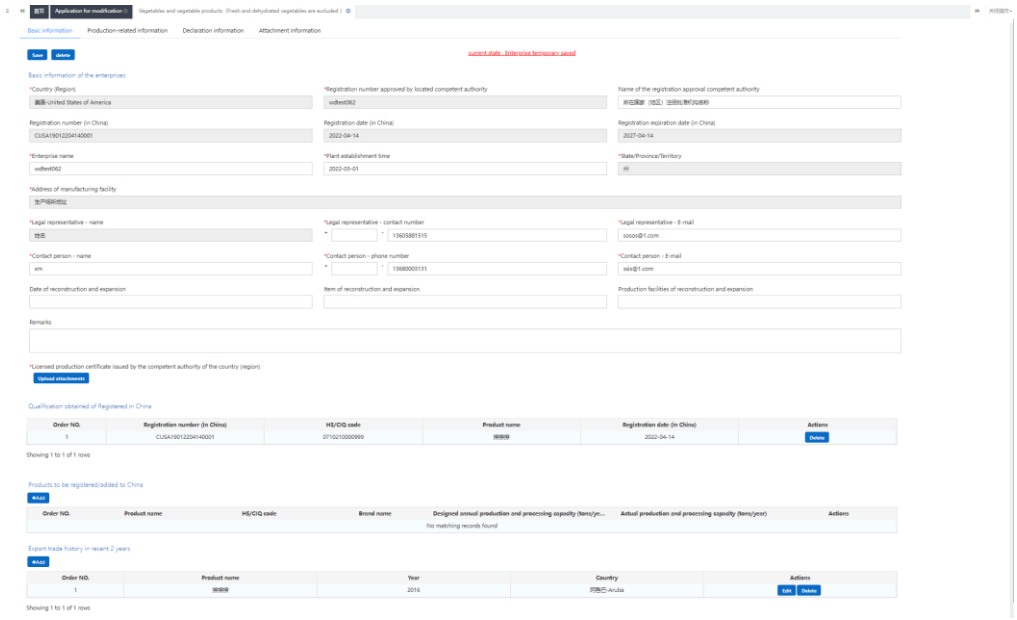


Figure: "Application for modification" interface I

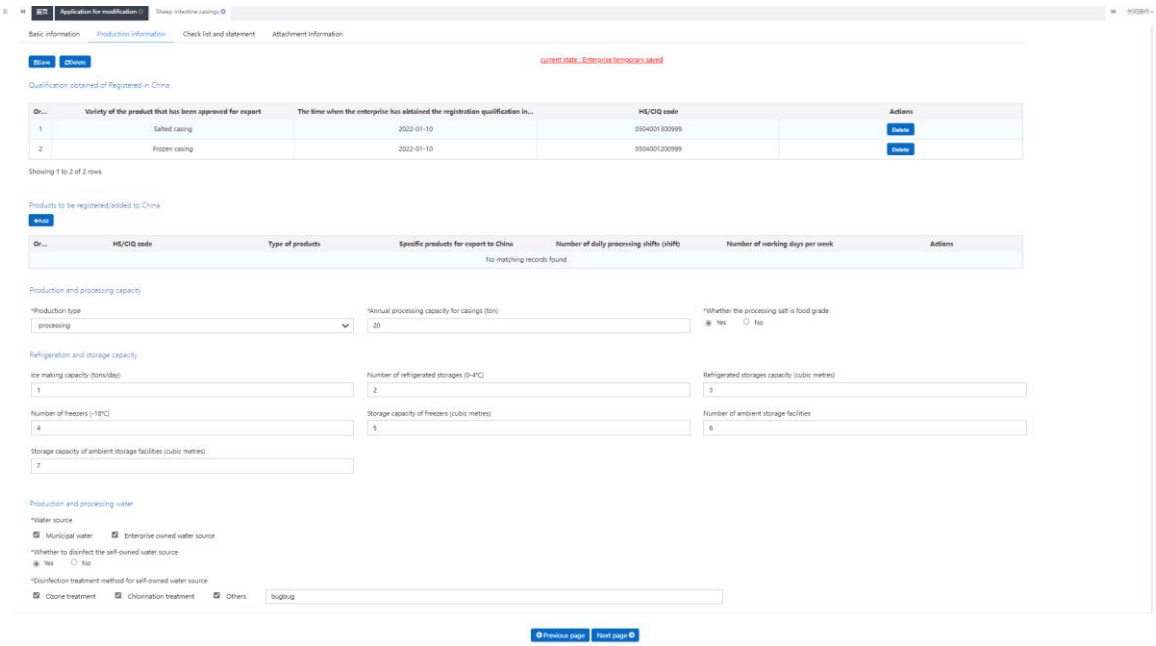


Figure: "Application for modification" interface II

- Registration number (in China) has been granted: The list shows all types of products that have been granted registration number (in China) to be

exported to China; click the [Delete] button to cancel the registration, and after the application for modification is approved by GACC, the product associated with the canceled registration will lose the qualification to be exported to China.

- Products to be registered/added to China: Optional. After clicking “Add”, the interface of entry will pop up. Only one product’s information can be entered in one interface. If multiple products are required to be entered, save the entered product information and click the “Add” again for addition.
- Supporting materials related to the modification of information: Click [Upload Attachment] to access the "upload attachment" interface, add files, save them, etc. as required.

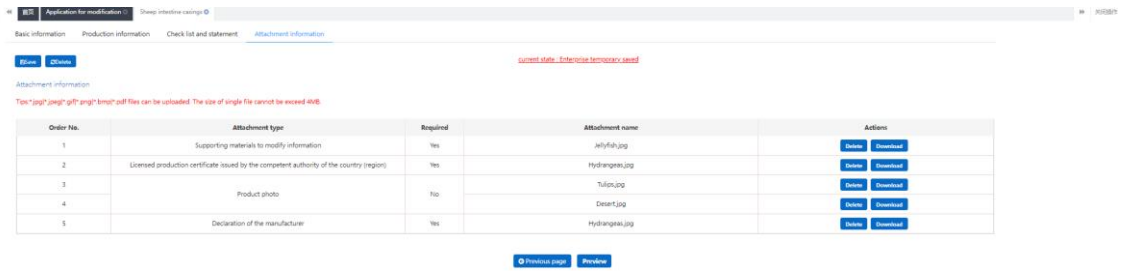


Figure: "Application for modification" interface - 3

5.2.2 Application for modification of enterprise self-registration application

5.2.2.1 Introduction to the modification process (taking fermented wines and prepared fermented wines as an example)

Modification process:

1. General approval process

Enter the information → Preview → Declare (to GACC) → GACC approval (registration information will be updated to the latest contents submitted for modification)

2. Process of return by GACC for supplementation and correction

Enter the information → Preview → Declare → GACC return the submission for supplementation or correction →Modify the application and re-submit → GACC approval (registration information will be updated to the latest contents submitted for modification)

3. Submission returned by Customs (Application for modification not approved)

Enter the information → Preview → Declare → GACC does not approve the application (the reasons for rejection can be found through "Customs receipt" in the "Integrated query" - "Application form query". You need to re-select the approved registration application from the modification application page to initiate a new modification.)

Kind reminder:

For applications rejected by the GACC, it is not possible to make changes to the original application and submit it again. However, it is allowed to apply for new modification.

Main functions:

Submit: The data for modification will be submitted to GACC for review.

"Delete", "query" and other functions here are basically consistent with the functions exist on the page for "Application for modification" of registration modification recommended by the competent authority to GACC.

5.2.2.2 Entry Instructions

After entering the "modification entry" interface, most of the main field's contents displayed are from the approved registration. Required fields are marked with an asterisk * in the interface. The requirements for entering data in other fields are basically in line with the requirements for data entry in the "Application for registration" interface. If these fields ("State/Province/Territory", "Address of manufacturing facility" and "Legal representative-name") be changed,"Supporting materials to modify information" must be uploaded to make explanation. The following provides instructions on the fields for which the requirements are inconsistent with those for "Application for registration":

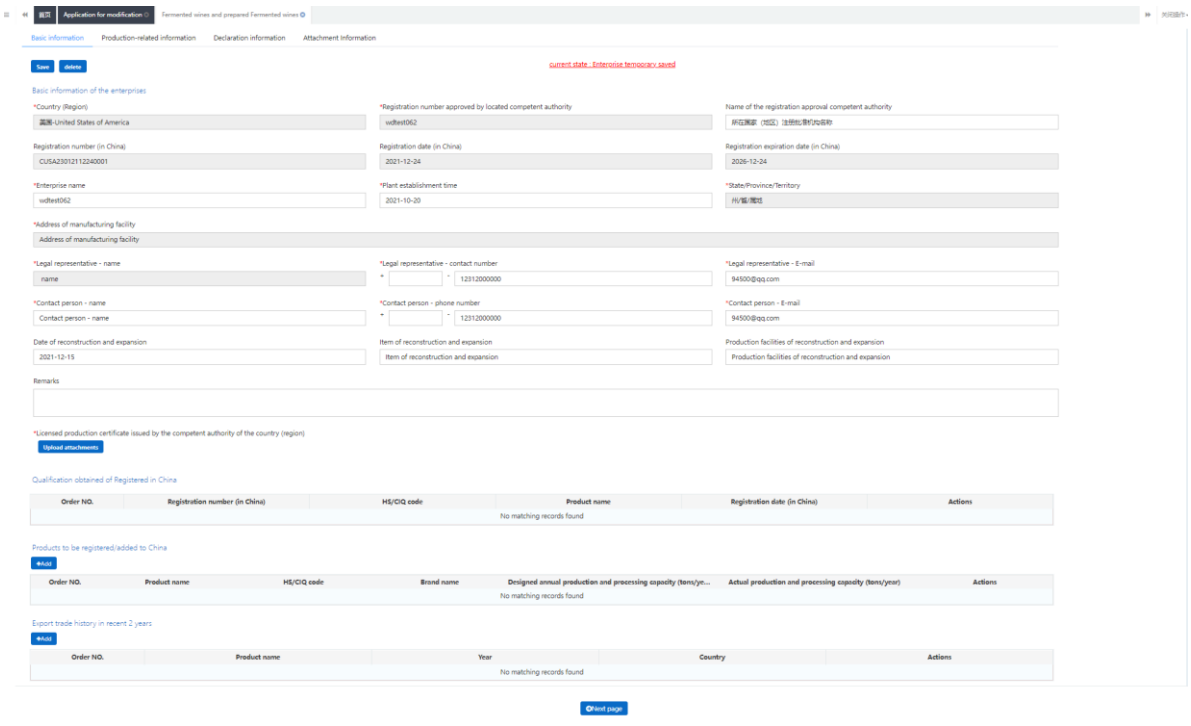


Figure: Enterprise Basic Information

- Registration number (in China) has been granted: The list shows all types of products that have been granted registration number (in China) to be exported to China; click the [Delete] button to cancel the registration, and after the application for modification is approved by GACC, the product associated with the canceled registration will lose the qualification to be exported to China.
- Products to be registered/added to China: Optional. After clicking “Add”, the interface of entry will pop up. Only one product’s information can be entered in one interface. If multiple products are required to be entered, save the entered product information and click the “Add” again for addition.
- Supporting materials related to the modification of information: Click [Upload Attachment] to access the "upload attachment" interface, add files, save them, etc. as required.

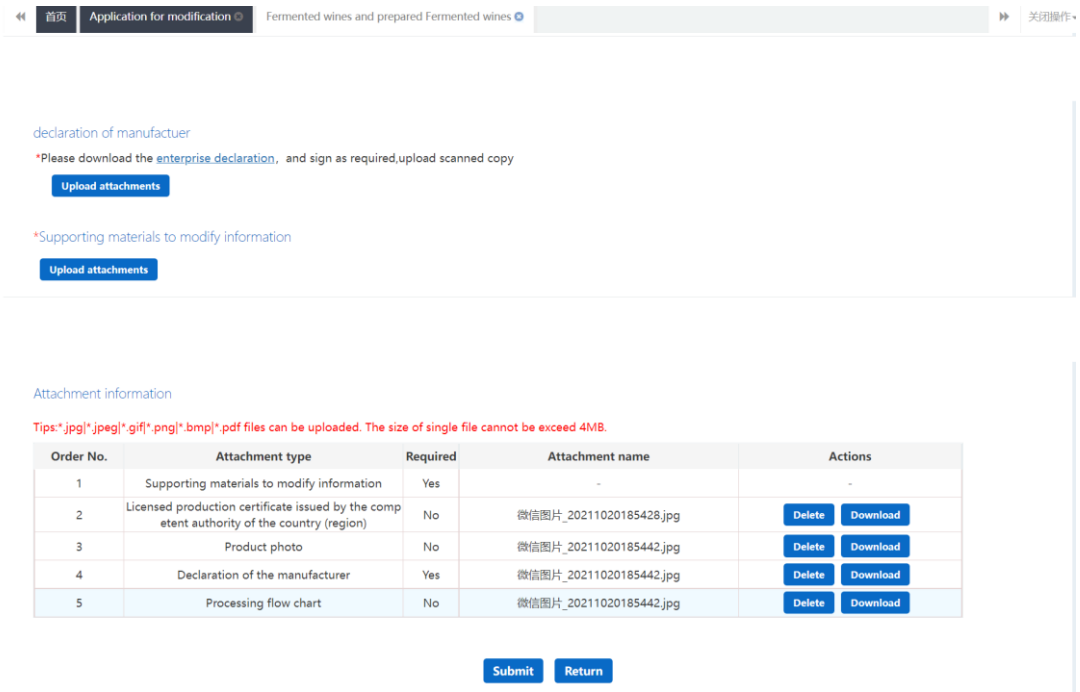


Figure: Attachment Information

5.3 Application for cancellation

Enterprises that have obtained the registration number in China can initiate cancellation of the approved registration application. (Cancellation cannot be initiated in the status of import suspension,reexamination and rectification)

Log in to the overseas account system, click "enterprise cancellation" on the left menu, and query the registration application for cancellation by product category.

Kind reminder: If the enterprise has an in-transit application for modification at this time, it can also initiate cancellation.

(I) When the application for cancellation is approved, if the in-transit application for modification is at the competent authority, the competent authority can only return it (the enterprise cannot edit it). If it is at the Customs, the result of Customs modification approval will only affect the content of the application for modification, but will not affect the result of cancellation approval. That is, the result of approval for modification can only affect whether the data of the product application for modification will be updated, but will not affect the cancelled status of the product's qualification to be exported to China.

(II) When the application for cancellation is not approved, the in-transit application for modification will not be affected and subsequent business can be continued.

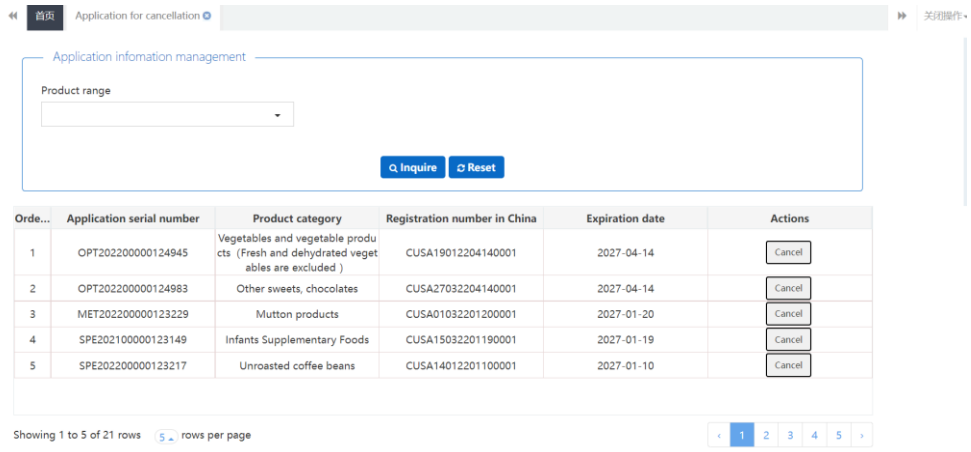


Figure: Query of Application for Cancellation

Click on the [Cancel] button to enter the cancellation page. Select the competent authority of the country (region) and fill in the reasons for cancellation.

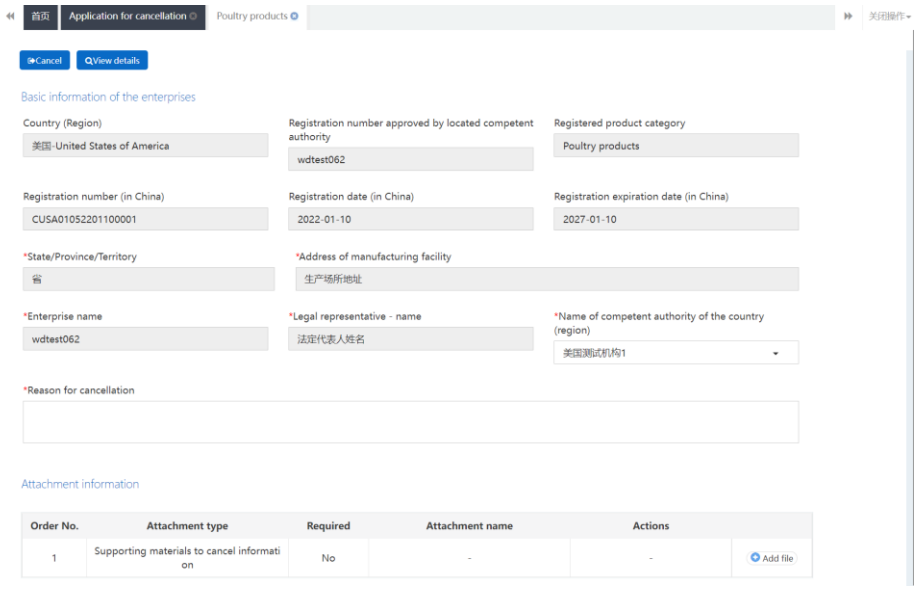


Figure: Interface of Application for Cancellation

After filling in, click [View Details], and the system will display the registration application information of the product. Click [Return] to return to the details page interface. After confirmation, return to the cancellation page and click [Cancel], the system will automatically submit the application for cancellation to the corresponding competent authority or the GACC according to different product categories;

5.3.1 Cancellation of registration recommended by the competent authority of the country (region):

5.3.1.1 Introduction to process for cancellation (taking mutton as an example)

Process for cancellation:

1. General approval process

Enter the cancellation information → Submit to the competent authority → Competent authorities submit the application for cancellation to the GACC→ the GACC approval granted

2. Process of return by the competent authority

Enter the cancellation information → Submit to the competent authority → GACC returns the application (the reasons for the rejection can be found through the “Institution receipt” in the“Integrated query” - “Application form query”; re-select the approved registration on the “Application for cancellation” page to apply for new cancellation.)

3. GACC approval not granted

Enter the cancellation information → Submit to the competent authority → Competent authorities submit the information to GACC → GACC approval not granted (the reasons for the rejection can be found through the “Institution receipt” in the “Integrated query” - “Application form query”; re-select the approved registration on the “Application for cancellation” page to apply for new cancellation.)

Kind reminder:

For applications rejected by the competent authority, it is not possible to make changes to the original application and submit it again. However, it is allowed to resubmit a new application for cancellation.

Main functions:

1. Cancel: Click on the [Cancel] button to submit the data of application for cancellation to the competent authority for review. Data that has been submitted to the competent authority can no longer be edited.

2. View the details: Click on the [View Details] button, the details page will display the registration application information of the product.

"Preview" and "Return" functions here are consistent with the functions that exist on the "Application for registration" page.

5.3.1.2 Entry Instructions

Enter the “cancellation entry” interface, most of the main field’s contents displayed are from the approved registration. Required fields are marked with an asterisk * in the interface. Except for three fields (“Name of competent authority of the country (region)”, “Reasons for cancellation” and “Cancellation-related attachment information”), other fields and the fields on the [View Details] page are not allowed to be modified. The relevant fields are described below.

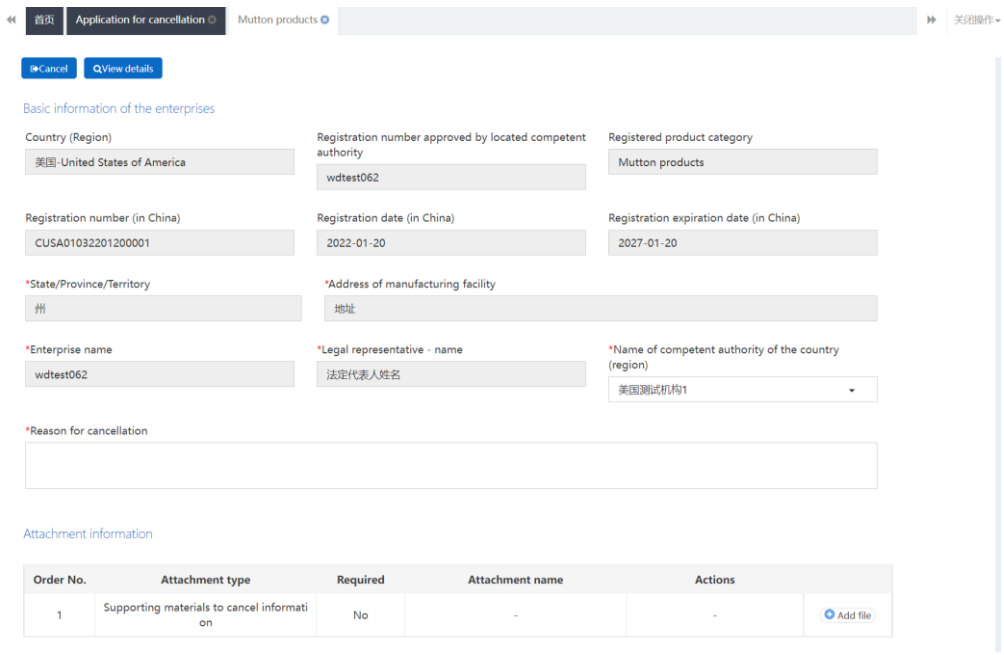


Figure Interface 1 of Enterprise Cancellation

- Name of competent authority of the country (region): required. The authorities with jurisdiction over the qualification of such products in the country (region) where the enterprise is currently located will be listed here. When there are multiple management authorities in the drop-down menu, please confirm with the local competent authority before selecting.
- Reasons for cancellation: required. Specify reasons for cancellation.
- Cancellation-related attachment information: optional field. Click on [Add File] in the list, the file selection interface will pop up, then select a file as required. Multiple attachments can be added.

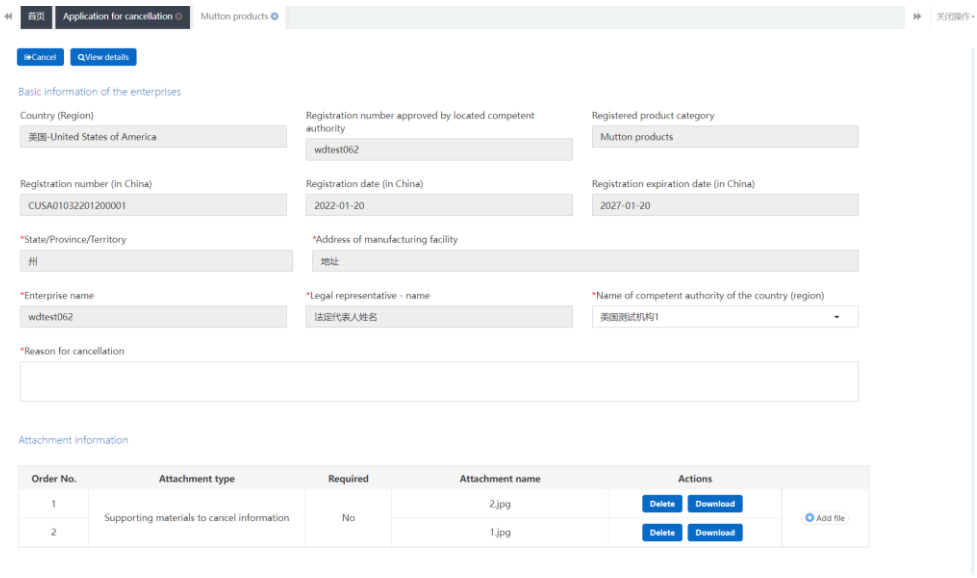


Figure Interface 2 of Enterprise Cancellation

5.3.2 Application for cancellation of enterprise self-registration application

5.3.2.1 Introduction to process for cancellation (taking candy as an example)

Process for cancellation:

1. General approval process

Enter the cancellation information → Cancel (submit to the GACC) → the GACC approval granted

2. Submission returned by Customs

Enter the cancellation information → Cancel (submit to the GACC) → GACC approval not granted (the reasons for the rejection can be found through the “Customs receipt” in the “Integrated query” - “Application form query”). You need to re-select the approved registration application from the cancellation application page to initiate a new cancellation.)

Kind reminder:

For applications rejected by the GACC, it is not possible to make changes to the original application and submit it again. However, it is allowed to resubmit a new application for cancellation.

Main functions:

1. Cancel: Click on the [Cancel] button to submit the data of application for cancellation to the GACC for review. Data that has been submitted can no longer be edited.

2. View the details: Click on the [View Details] button, the details page will display the registration application information of the product.

"Preview" and "Return" functions here are consistent with the functions that exist on the "Application for registration" page.

5.3.2.2 Entry Instructions

Enter the “cancellation entry” interface, most of the main field’s contents displayed are from the approved registration. Required fields are marked with an asterisk * in the interface. Except for two fields (“Reasons for cancellation” and “Cancellation-related attachment information”), other fields and the fields on the [View Details] page are not allowed to be modified. The relevant fields are described below.

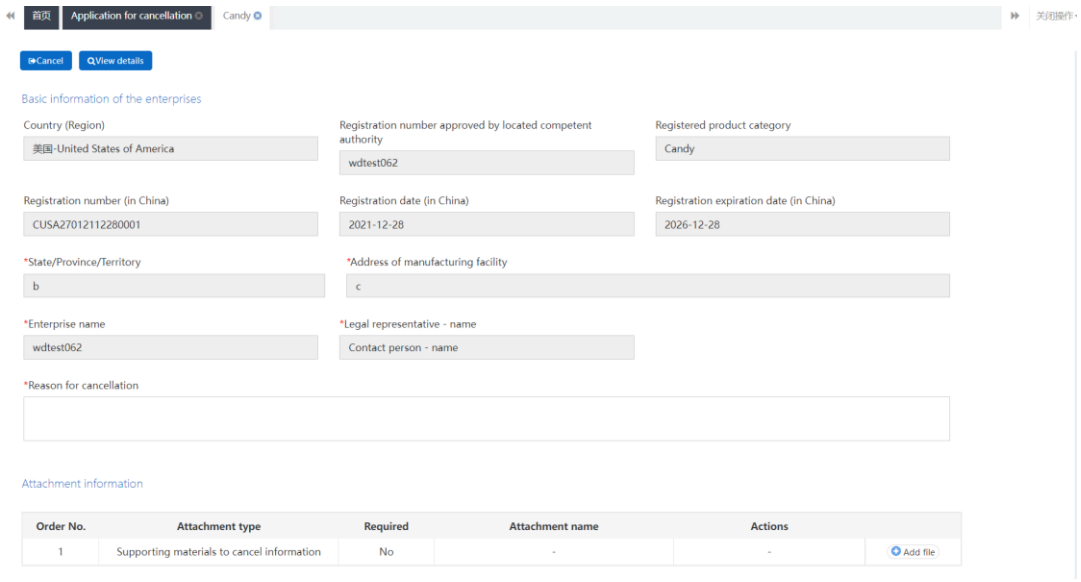


Figure Interface 1 of Enterprise Cancellation

- Reasons for cancellation: required. Specify reasons for cancellation.
- Cancellation-related attachment information: optional field. Click on [Add File] in the list, the file selection interface will pop up, then select a file as required. Multiple attachments can be added.

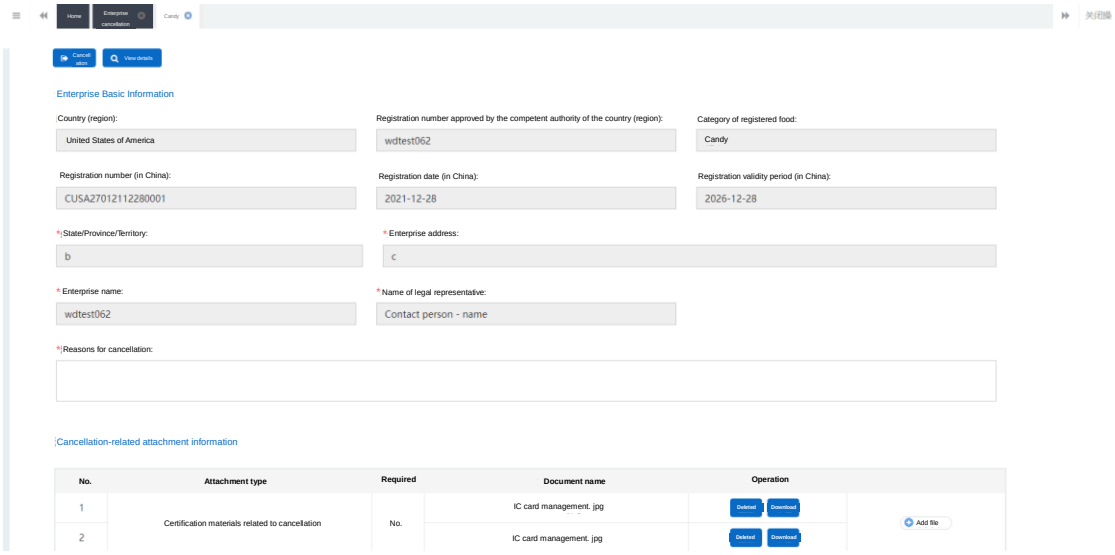


Figure Interface 2 of Enterprise Cancellation

5.4 Application for extension

Enterprises that have obtained the registration number in China, under normal registration status and within the remaining time of registration validity period

of 3-6 months, can initiate the application for extension registration. After the extension application is approved, the registration validity period will be extended for 5 years on the basis of the original registration validity period.

Six months before the expiration of the enterprise qualification, the system will automatically display a pop-up window to remind the enterprise every time the enterprise enter the interface. The prompt content is: “Your registration number in China: xxxxxxxxxx; valid until (MM/DD/YYYY), and the deadline for submission of the extension application is (MM/DD/YYYY) (if there are multiple pieces of data that need to be extended, list them one by one), please submit the extension application in time as required. If you have submitted a extension application already, please ignore this prompt!” Enterprises and competent authorities can click “confirm” to close the pop-up window and perform other operations normally. This prompt will no longer pop up after the enterprise submits a extension application.

Log in to the overseas account system, click "Enterprise extension" on the left menu, and query the registration application for extension by product category.

Kind reminder: If there are unfinished procedures of extension, cancellation and revocation, extension is not allowed. If the GACC has initiated the revocation procedure, when the enterprise initiates the extension application, the GACC will handle it as a refund.

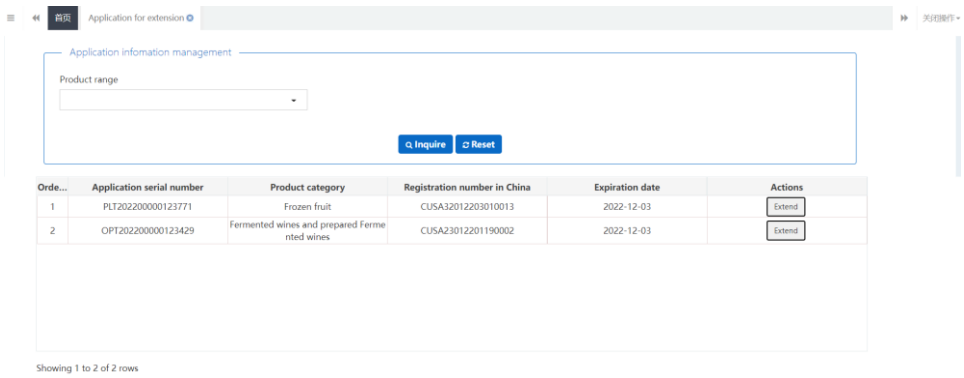


Figure Continuation Application Query

Click the [Extension] button to enter the extension application page. Select the competent authority of the country (region) where you are located, and upload the attachment of the "Enterprise extension application statement".

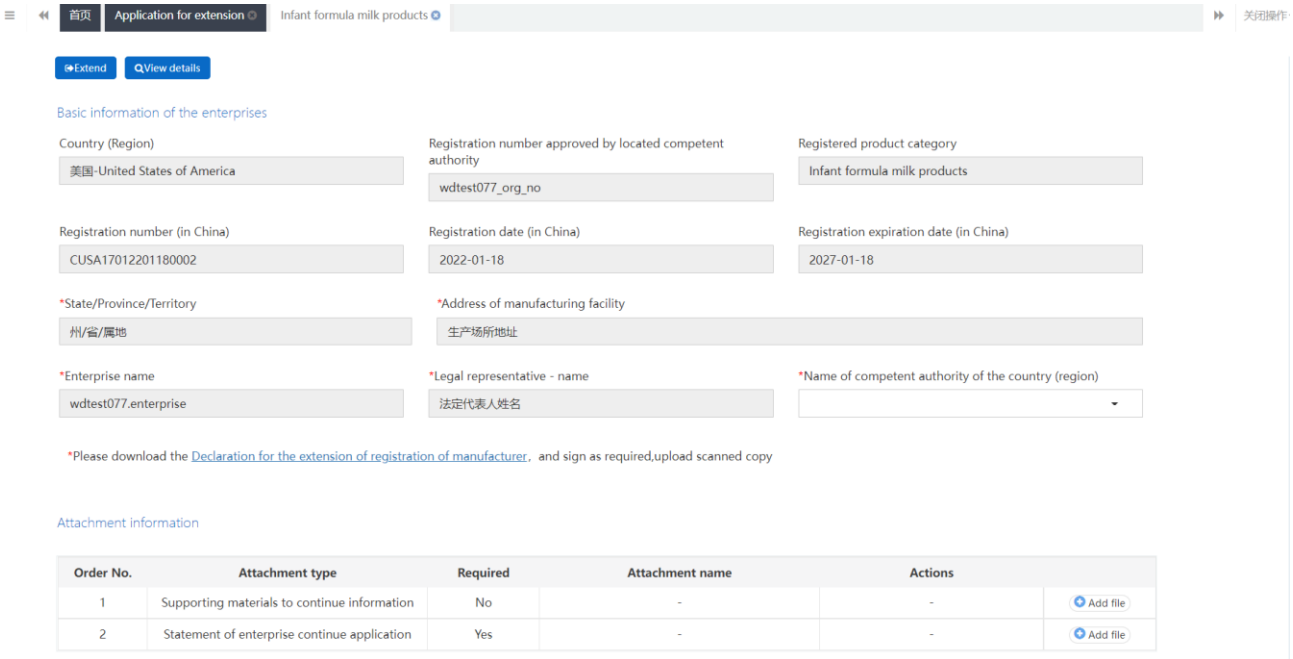


Figure Continuation Application Interface

After filling in, click [View Details], and the system will display the registration application information of the product. Click [Return] to return to the details page interface. After confirmation, return to the extension page and click [Extension], the system will automatically submit the application for extension to the corresponding competent authority or the GACC according to different product categories;

5.4.1 Registration extension recommended by the competent authority of the country (region):

5.4.1.1 Continuation procedure introduction (taking infant supplementary food as an example)

Continuation procedure:

1. General approval process

Enter the extension information → Submit to the competent authority → Competent authorities submit the application for extension to the GACC→ the GACC approves the application

2. Process of return by the competent authority

Enter the extension information → Submit to the competent authority → GACC returns the application (the reasons for the rejection can be found through the "Institution's receipt" in the"Integrated query" - "Application form query"; re-select the approved registration on the "Application for extension" page to apply for new extension.)

3. GACC approval not granted

Enter the extension information → Submit to the competent authority → Competent authorities submit the information to GACC → GACC approval not granted (the reasons for the rejection can be found through the "Institution's receipt" in the "Integrated query" - "Application form query"; re-select the approved registration on the "Application for extension" page to apply for new extension.)

Kind reminder:

For applications rejected by the competent authority, it is not possible to make changes to the original application and submit it again. However, it is allowed to resubmit a new application for extension.

Main functions:

1. Extension: Click on the [Extension] button to submit the data of application for extension to the competent authority for review. Data that has been submitted to the competent authority can no longer be edited.

2. View the details: Click on the [View Details] button, the details page will display the registration application information of the product.

"Preview" and "Return" functions here are consistent with the functions that exist on the "Application for registration" page.

5.4.1.2 Entry Instructions

Enter the "Continuation entry" interface, most of the main field's contents displayed are from the approved registration. Required fields are marked with an asterisk * in the interface. Except for "the name of the competent authority in the country (region)", other fields and the fields on the [View Details] page are not allowed to be modified. The relevant fields are described below.

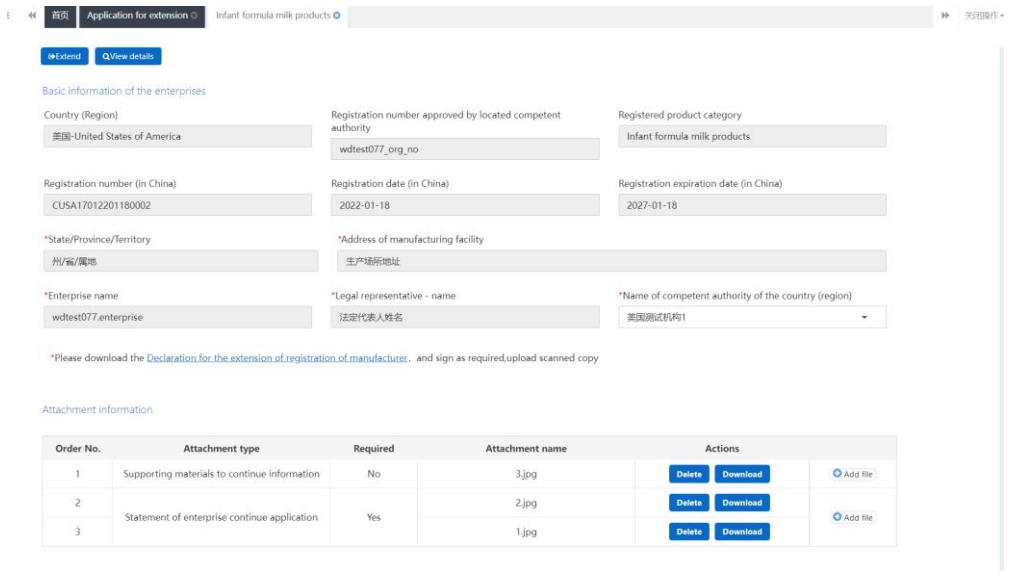


Figure Enterprise Extension Interface 1

- Name of competent authority of the country (region): required. The authorities with jurisdiction over the qualification of such products in the country (region) where the enterprise is currently located will be listed here. When there are multiple management authorities in the drop-down menu, please confirm with the local competent authority before selecting.
- "Extension application statement" attachment: required, with template.
- "Other attachments" attachment: optional transmission, no template and specific requirements, supporting enterprises to upload supporting materials and related documents related to extension applications. Multiple attachments can be added.

5.4.2 Application for extension of enterprise self-registration application

5.4.2.1 Introduction to process for extension (Fermented wines and prepared Fermented wines as an example)

Continuation procedure:

1. General approval process

Enter the extension information → Submit the extension (submit to the GACC) → the GACC approval granted

2. Submission returned by Customs

Enter the extension information → Submit the extension (submit to the GACC) → GACC approval not granted (the reasons for the rejection can be found through the "Customs receipt" in the "Integrated query" - "Application form query"). You need to re-select the approved registration application from the extension application page to initiate a new extension.)

Kind reminder:

For applications rejected by the GACC, it is not possible to make changes to the original application and submit it again. However, it is allowed to resubmit a new application for extension.

Main functions:

1. Extension: Click on the [Extension] to submit the data of application for extension to the GACC for review. Data that has been submitted can no longer be edited.

2. View the details: Click on the [View Details] button, the details page will display the registration application information of the product.

"Preview" and "Return" functions here are consistent with the functions that exist on the "Application for registration" page.

5.4.2.2 Entry Instructions

Enter the "Continuation entry" interface, most of the main field's contents displayed are from the approved registration. Required fields are marked with an asterisk * in the interface. All fields and the fields on the [View Details] page are not allowed to be modified. The relevant fields are described below.

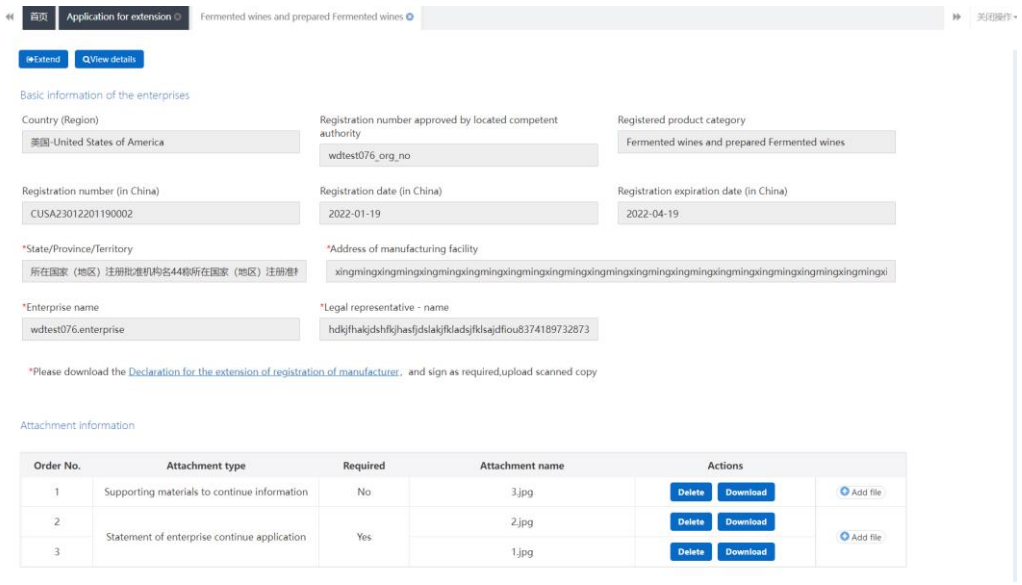


Figure Enterprise Extension Interface 1

- "Extension application statement" attachment: required, with template.
- "Other attachments" attachment: optional transmission, no template and specific requirements, supporting enterprises to upload supporting materials and related documents related to extension applications. Multiple attachments can be added.

5.5 Notification

This function enables enterprises to query the notification information initiated by the GACC, including import suspension notification, import resumption notification, revocation notification and cancellation notification. The enterprises that receive the notification will have an impact on the registration number of the products involved in the notification in China.

Suspension of import, the corresponding registration number in China will be suspended, and the corresponding goods will not be cleared through Customs. The corresponding registration application cannot be canceled.

Resumption of import, the corresponding registration number in China will return to normal, and the corresponding registration application can be changed, continued and canceled.

Revoked, if the registration number of the corresponding product in China is invalid, the enterprise must apply for registration again.

Canceled, if the registration number of the corresponding product in China is invalid, the enterprise must apply for registration again.

Click the menu "Notification" on the left to enter the notification page. (See the figure below)

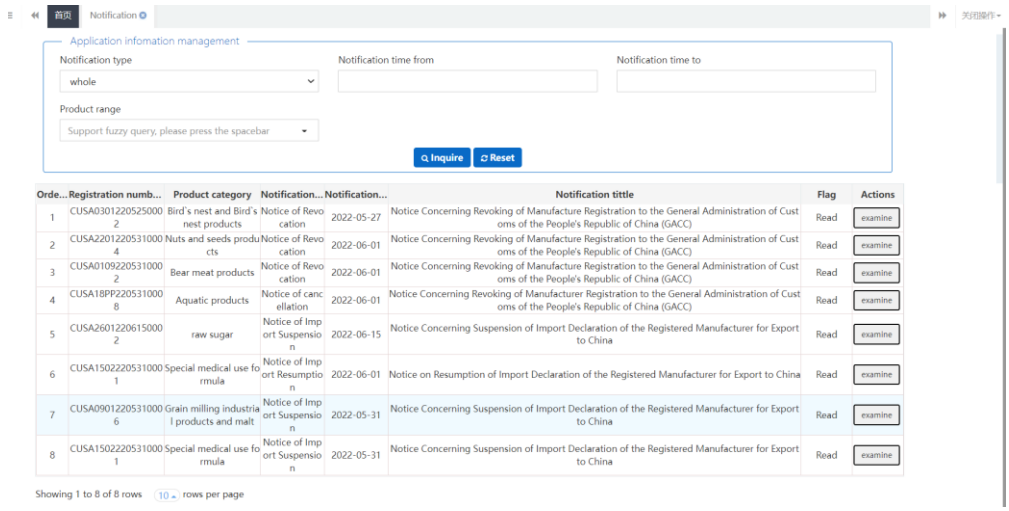


Figure Notification Page

Operation Flow:

1. Select the query criteria and click [Inquire] to list the query results according to the query criteria.

2. If you do not click [View] to open the notification of details, the column “Read or Not” will be displayed. Click on [View] to display “Read”.

2. Click on [View] in the data operation column to open the notification and display details. Details are divided into enterprise basic information and notification content. (See the figure below)

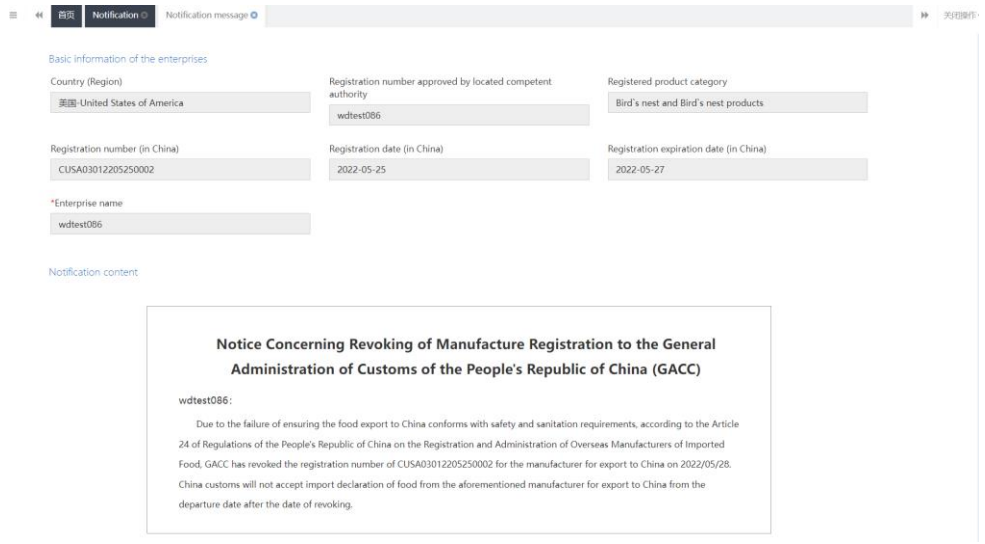


Figure: Notification details

5.6 Rectification

The rectification process can only be initiated by China Customs. The enterprise is required to cooperate and submit relevant materials for rectification. The rectification registered by the enterprise is only for one registration number in China under the name of the enterprise, but not for the whole enterprise. If the competent authorities and enterprises fail to finish rectification within the prescribed time limit, the rectification shall be deemed to be unqualified.

The status of enterprise registration is changed from “Normal” to “Import Suspended”, click “Integrated Query” on the right, and click Enterprise Registration Query to view the enterprise registration status.

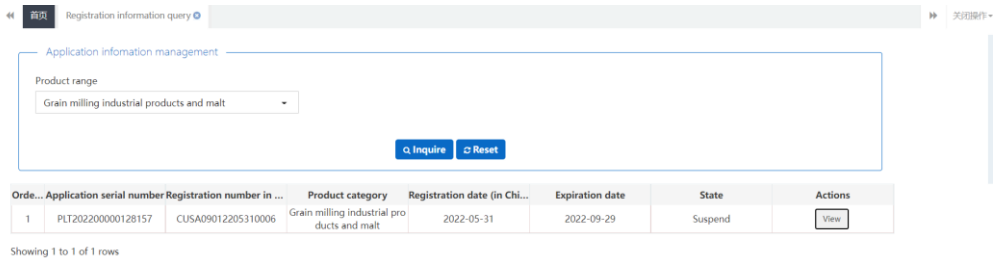


Figure: Enterprise registration information query

Click the “Rectification” menu on the left to view the rectification information registered by the enterprise.

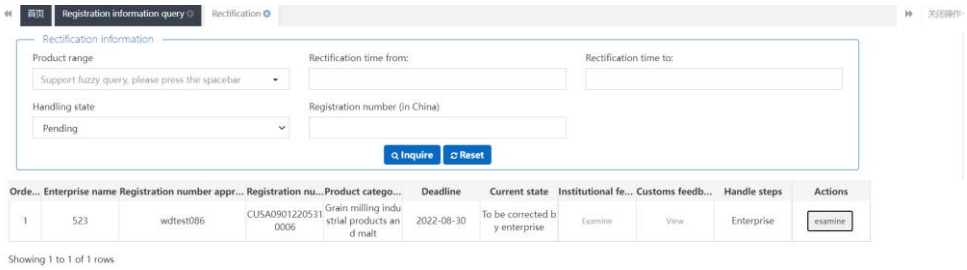


Figure: Rectification query

Click the Rectification List Information [View] button to jump to the Rectification Details page. When the processing is still being performed by the enterprise

and the rectification process is not completed, the enterprise can operate the rectification information. Otherwise, the enterprise can only view the rectification information.

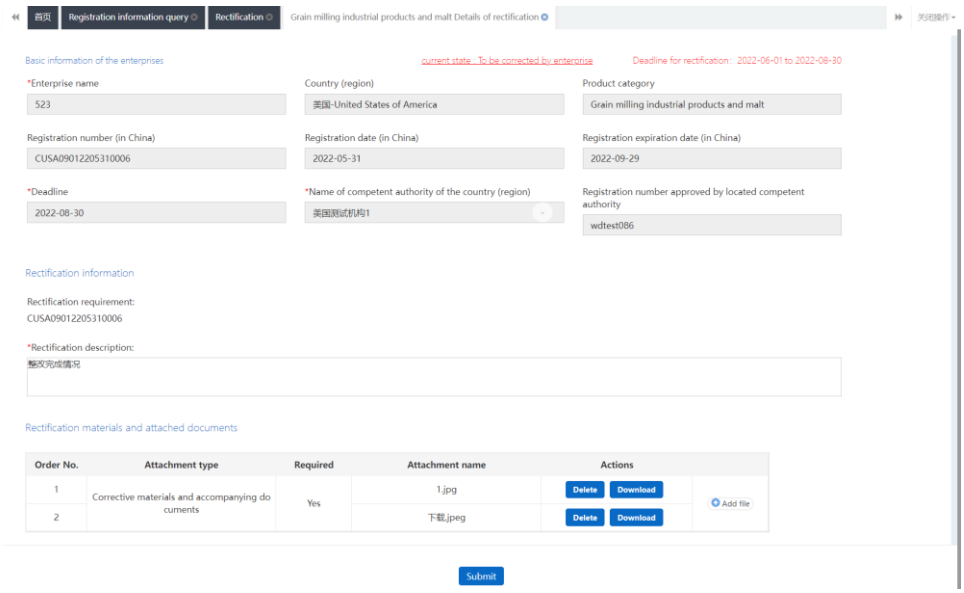


Figure: Rectification details page

Click Submit. If the rectified product is a product recommended for registration by the competent authority of the country (region), the enterprise shall submit the rectification materials to the competent authority. Then the competent authority shall implement review and inspection, and may modify the rectification materials submitted by the enterprise. If the materials submitted by the enterprise are deemed to meet the requirements, they shall be submitted to China Customs for review and approval. If the materials submitted by the enterprise fail to meet the requirements, they may be returned to the enterprise for supplementation and correction. The enterprise shall be allowed to submit the rectification materials to the competent authority after supplementation and correction. If it does not need to get the rectified product registered as recommended by the competent authority of the country (region), it shall be

directly submitted to Customs for approval.

When the rectification is accepted, China Customs will restore the import process. If the rectification fails, China Customs initiates the process of canceling the enterprise registration.

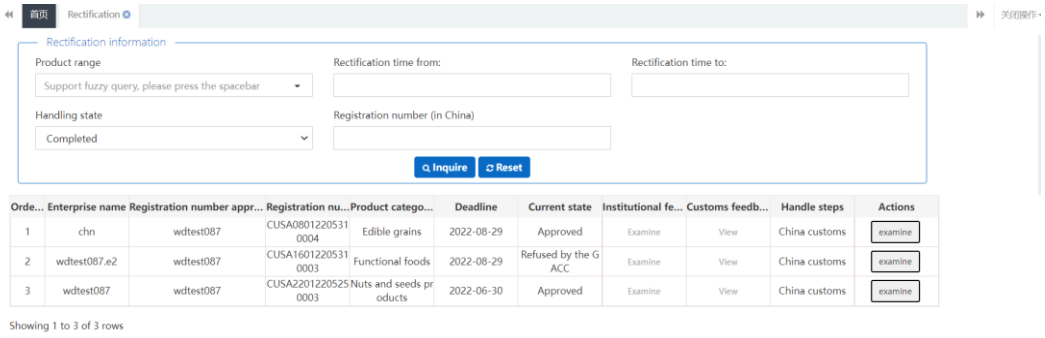


Figure: Rectification approved/unapproved

5.7 Reexamination

The reexamination process is initiated by China Customs and is divided into two situations. In one situation, it requires that the enterprise shall cooperate and submit certain materials to support the reexamination. In the other situation, the enterprise is reexamined but does not need to cooperate with the submission of any materials. The reexamination process of enterprise registration is only for products registered in China under the name of the enterprise, but not for the whole enterprise. If the competent authority and enterprise fail to complete the reexamination process within the specified time limit, the reexamination shall be deemed as unqualified. There is no need for the enterprise to submit the reexamination notice of the materials, and China Customs will not set a time limit.

Click the “Reexamination” menu on the left to view the reexamination information of enterprise registration. The reexamination information of status to be processed is queried by default.

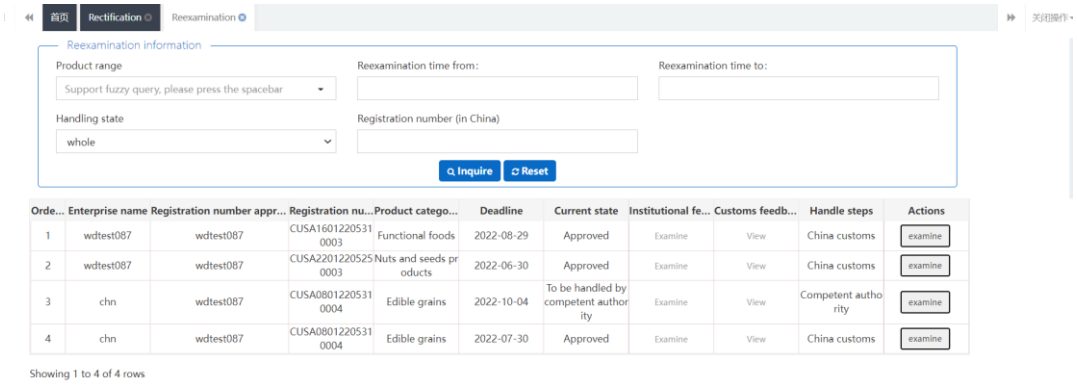


Figure: Reexamination

Click the Reexamination List Information [View] button to jump to the Reexamination Details page. When the processing is still being performed by the enterprise and the reexamination process is not completed, the enterprise can operate the reexamination information. Otherwise, the enterprise can only view the reexamination information.

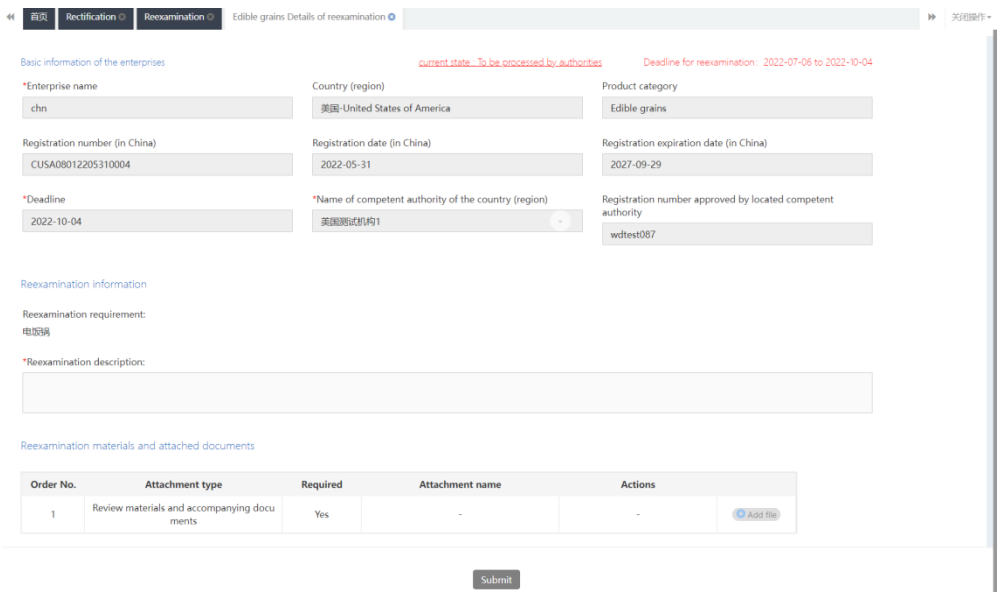


Figure: Reexamination details page

Click Submit. If the reexamined product is a product recommended for

registration by the competent authority of the country (region), the enterprise shall submit the reexamination materials to the competent authority. Then the competent authority shall implement review and inspection, and may modify the reexamination materials submitted by the enterprise. If the materials submitted by the enterprise are deemed to meet the requirements, they shall be submitted to China Customs for review and approval. If the materials submitted by the enterprise fail to meet the requirements, they may be returned to the enterprise for supplementation and correction. The enterprise shall be allowed to submit the reexamination materials to the competent authority after supplementation and correction. If it does not need to get the reexamined product registered as recommended by the competent authority of the country (region), it shall be directly submitted to Customs for approval.

After the product has passed review and approval, China Customs will issue an approval receipt to the enterprise and the competent authority. If the approval fails, the enterprise and the competent authority shall modify and delete the original reexamination notice. Hereby, China Customs will initiate the cancellation process or the process of import suspension.

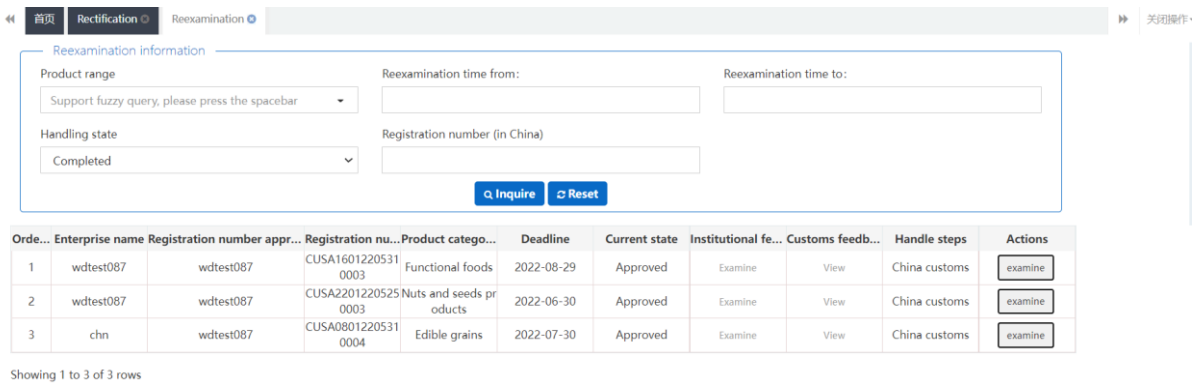


Figure: Product Reexamination Approved/Failed

5.8 Integrated Query

5.8.1 Application Form Query

The system provides the query of various application forms. Overseas enterprise users can enter query criteria to quire the applications they submitted, including application information, recommendation information of competent authorities, and review information by GACC.

For the applications that have been temporarily saved or have not successfully submitted or completed the supplementation and correction, click [View] to enter the page of application details for editing.

For the application form reviewed by the Customs or the competent authority, click [View] in the column of Customs Receipt or the Institution's Receipt column to query the specific contents of the receipt.

Click "Integrated Query - Application Form Query" on the left to expand the service menu. (See the figure below)

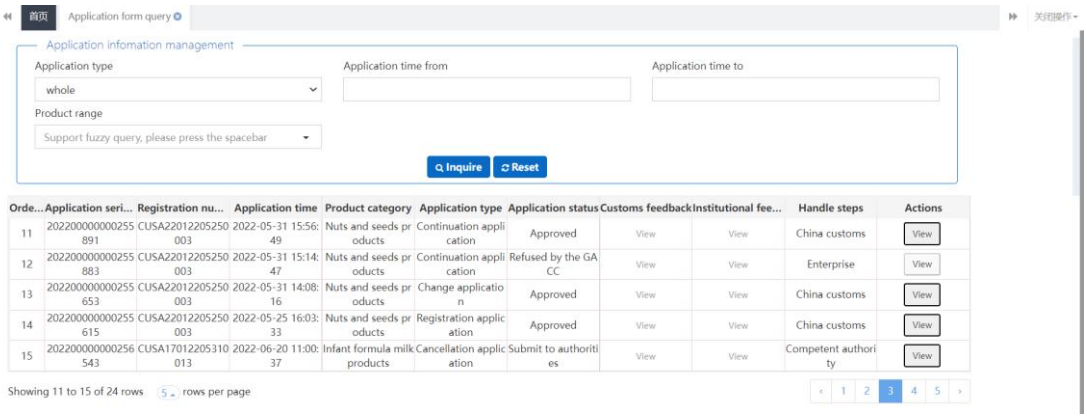


Figure: Application form query

Operation Flow:

1. Select the query criteria and click [Inquire] to list the query results according to the query criteria.

2. Click on [View] in the data operation column to open the application form for details. The application progress can be viewed in the upper right corner of this page. According to different status of the application form, there are the following circumstances:

(1) For applications that have been temporarily saved (to be submitted by the enterprise) or are subject to supplementation and correction (to be submitted by the enterprise), the application forms can be edited, modified and declared. *For canceled and renewed application forms, they will be returned without supplementation and correction. You cannot view the details after the review materials are returned.*

(2) If the application of a product that the enterprise can apply to register with GACC by itself is in the state of “Failed to deliver to Customs” or “Failed to enter Customs database”, the application forms can be edited and modified, and re-declared (see the appendix at the end of this document for detailed explanation). If the registration application of the product recommended by the competent authority to GACC is in the state of “Failed to deliver to Customs” or “Failed to enter Customs database”, the application forms cannot be modified or declared.

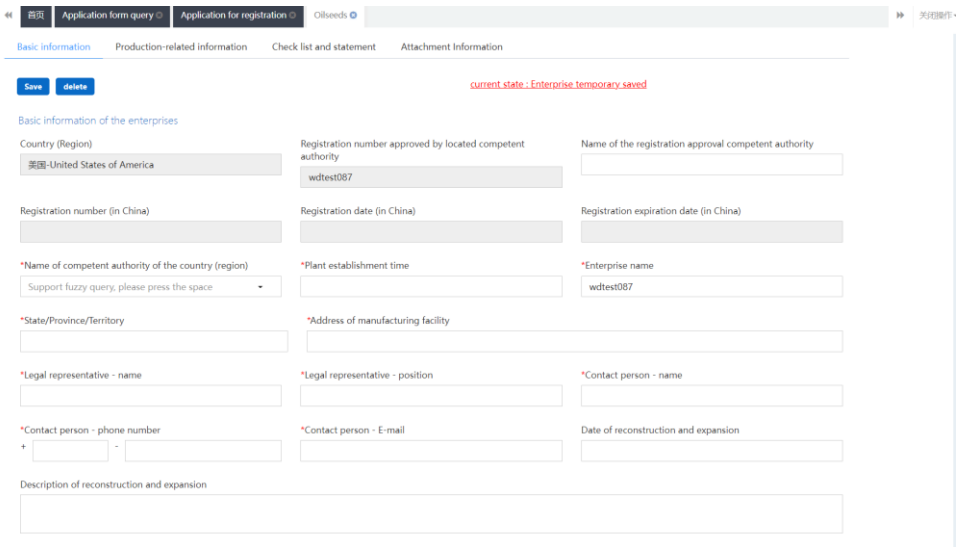


Figure: Enterprise basic information (temporarily saved)

(3) Application forms submitted to the competent authority already, submitted to Customs already (through recommendation), returned (recommendation rejected), sent to the GACC successfully, entered Customs database successfully, unapproved/approved/already accepted/unaccepted/revoked/suspended/subject to rectification are not allowed to be edited, modified and declared.

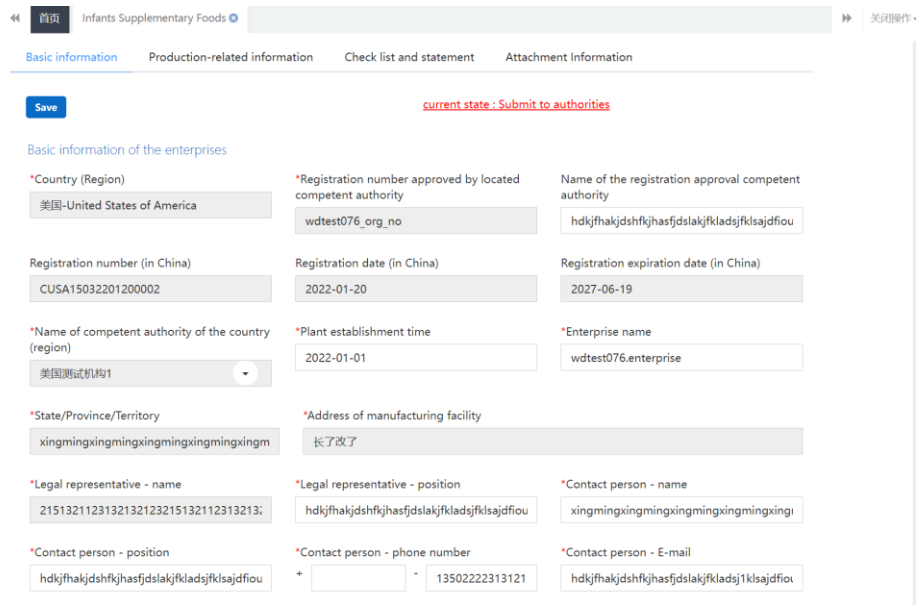


Figure : Enterprise application interface (status of submitting to the competent authority)

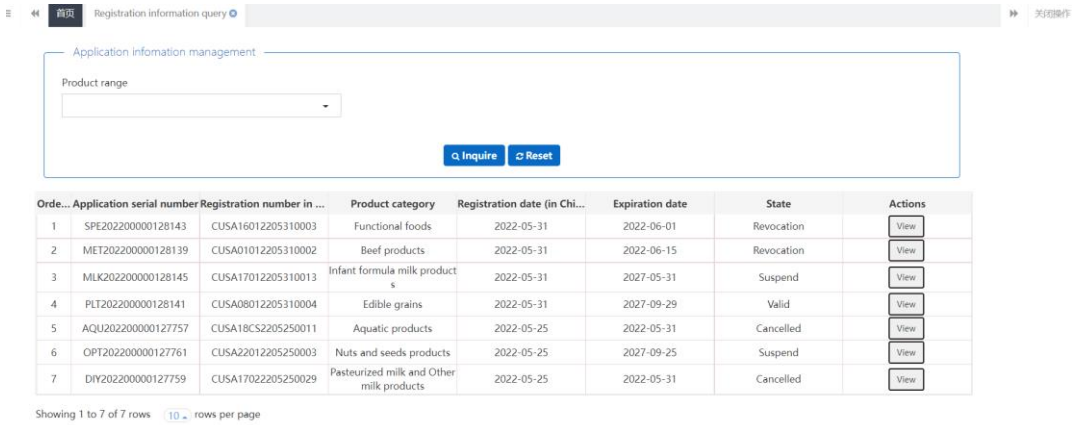
Kind reminder:

If the competent authority is processing the data submitted by the enterprise, the enterprise is not allowed to edit, modify or submit the application.

5.8.2 Registration Information Query

This function can be used to query the registration qualification of products that have been exported to China for enterprises.

Query results can be filtered according to product category criteria. See the figure below



Orde...	Application serial number	Registration number in ...	Product category	Registration date (in Chi...	Expiration date	State	Actions
1	SPE202200000128143	CUSA16012205310003	Functional foods	2022-05-31	2022-06-01	Revocation	View
2	MET202200000128139	CUSA01012205310002	Beef products	2022-05-31	2022-06-15	Revocation	View
3	MLK202200000128145	CUSA17012205310013	Infant formula milk products	2022-05-31	2027-05-31	Suspend	View
4	PLT202200000128141	CUSA08012205310004	Edible grains	2022-05-31	2027-09-29	Valid	View
5	AQU202200000127757	CUSA18CS2205250011	Aquatic products	2022-05-25	2022-05-31	Cancelled	View
6	OPT202200000127761	CUSA22012205250003	Nuts and seeds products	2022-05-25	2027-09-25	Suspend	View
7	DIY202200000127759	CUSA17022205250029	Pasteurized milk and Other milk products	2022-05-25	2022-05-31	Cancelled	View

Showing 1 to 7 of 7 rows 10 rows per page

Figure: Registration information query

Status column shows the latest status of registration information of current products imported to China:

Effective: The registration number applied for registration of this product in China is normal and can be traded normally.

Revoked: if the registration number of the corresponding product in China is invalid, the enterprise must apply for registration again.

Canceled: if the registration number of the corresponding product in China is invalid, the enterprise must apply for registration again.

Suspension of import: The corresponding registration number in China will be suspended, and the corresponding goods will not be cleared through Customs. The corresponding registration application cannot be changed, continued or canceled.

Click [View] to view the corresponding product registration application. The status displayed in the upper right corner is the status of the application form, not the status of the current product registration number in China. Whether the qualification is valid is subject to the status in the list query.

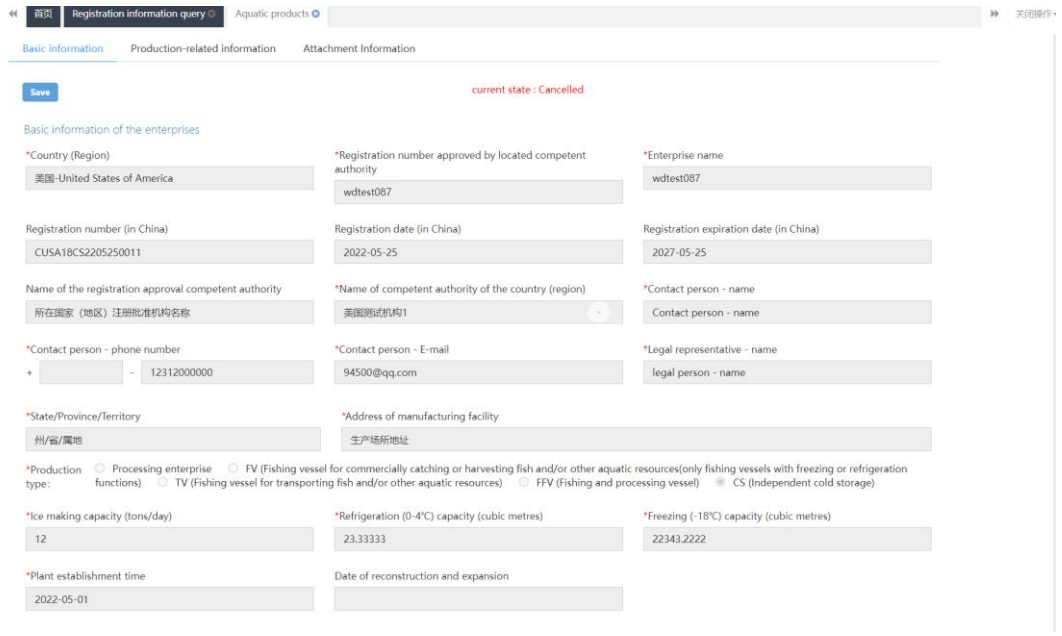


Figure: Record details of registration information query

5.9 Product Category Query

In this module, product categories can be searched by entering HS code or product name. It can be made unconditionally, or by setting one condition or two conditions at the same time. The results are displayed in a list and the number of results displayed on a single page can be customized.

Query: click [Inquire] to query according to query conditions. Query conditions support keyword fuzzy query.

Reset: click [Reset] to clear query conditions.

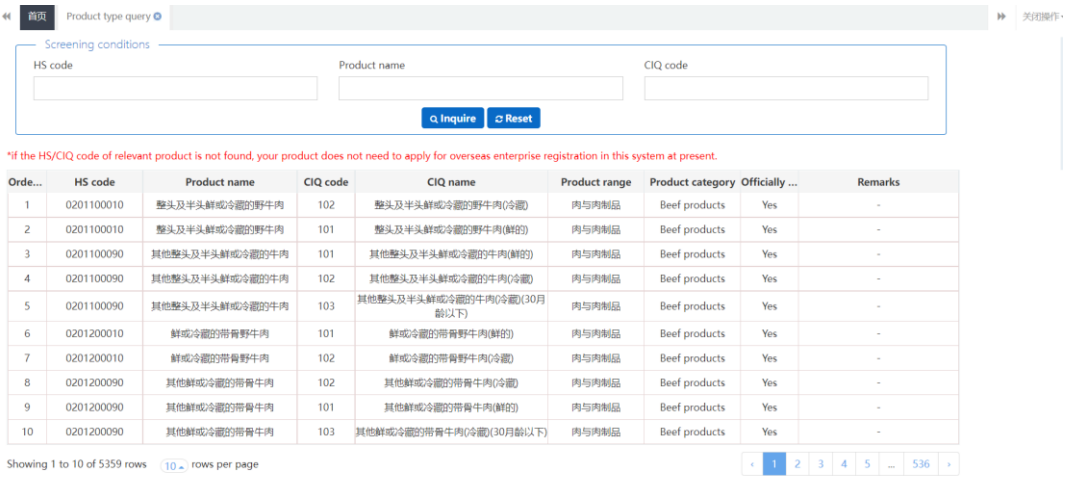


Figure: Product type query

Appendix: System Status Description

Status	Description
Temporarily saved by enterprise	The application is temporarily saved at the enterprise end, which needs to be submitted to the competent authority of the country/region)/GACC
Submitted to the competent authority	The application has been submitted to the competent authority for review.
Submitted to GACC	1. The competent authority has recommended the enterprise's application to GACC. 2. The enterprise has submitted the application to GACC.
Temporarily saved by competent authority	Application information is being processed by the competent authority of the country (region) which is temporarily kept at the competent authority and needs to be submitted to GACC.
Recommendation rejected	The competent authority of the country (region) rejects the application of the enterprise, and the enterprise cannot modify the application. If the enterprise needs to apply to GACC, a new application shall be filled in.
Successfully sent to GACC	System processing. Applications recommended by the competent authorities or submitted by enterprises are being sent to GACC.
Processing failed	An error or anomaly occurred in the processing of the application, and the competent authority or enterprise in the country (region) can submit the application again without filling in a new

	application.
To be accepted (Entered Customs database successfully)	System processing. The application has been received by GACC and will be reviewed.
Accepted	The application has been accepted by GACC and will be reviewed.
Rejected by Customs	GACC has rejected the application.
Supplementation and correction by competent authority	If the submitted application does not comply with the requirements of GACC, and the contents shall be modified or supplemented by the competent authority of the country (region), and the application shall be modified by the competent authority of the country (region) and submitted again. It does not need to fill in a new application.
Supplementation and correction by enterprise	If the submitted application does not comply with the requirements of the competent authority of the country (region) or GACC and it needs to modify or supplement the filled contents, the enterprise shall modify the application and submit it again. It does not need to fill in a new application.
Unapproved	GACC rejects the application recommended by the competent authority or submitted by the enterprise.
Approved	If the overseas manufacturer of imported food meets the requirements, GACC shall approve the registration application and grant Chinese registration number to the enterprise.
Revoked	GACC revokes the registration in China of the registered enterprise.
Suspended	GACC suspends the export of food products by the registered enterprise to China, until the registration requirements are met after rectifications.
Rectification	If a registered overseas manufacturer of imported food no longer conforms to the registration requirements, GACC shall request the manufacturer to rectify within a specified period and shall suspend imports from the manufacturer during this period. The manufacturer shall complete the rectification within the specified period and submit to GACC a written report and a written statement confirming it has conformed to the registration requirements.