



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

“单一窗口”标准版用户手册

进口食品境外企业注册管理系统
(境外主管当局端)

中国电子口岸数据中心

Operation Manual of China Import Food Enterprise Registration

(for Foreign Competent Authority)

China E-port Information Data Center

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Chapter I Foreword

Thank you for using the overseas food producer registration system. We developed the use guide with detailed contents to help you to familiarize and use the system.

We try to design/organize the user guide to be comprehensive and easy to understand; the user guide provides various information including system installation steps, system configuration, basic operations, software and hardware use, and safety precautions. When installing and using this system for the first time, please read this manual carefully.

This manual suits users with basic computer knowledge. We assume you are already familiar with the WINDOWS7/10 system, you can use the mouse to operate the system, and have experience in using browsers such as Google Chrome.

This manual mainly consists of three parts:

Chapter II: Operation Hints/Instructions

It introduces the basic operating methods of the system, including: basic operating instructions, entering and exiting the system, interfaces, system applicable environment, etc.

Charter III: Introduction of the System

Including brief introduction of the system, definitions.

Chapter IV and V: explanation of the operations

Introduces the use of major functions of the system, including: Enterprises account application, and application for product registration.

We believe that the information provided in the manual is correct and reliable, and try to avoid error, but there are still unavoidable missing items and deficiencies. Please bear with us.

Chapter II Operation Hints/Instructions

2.1 Portal website

The browser-based system can be accessed at: <https://cifer.singlewindow.cn>

2.2 System environment

2.2.1 Operation system

Windows 7 or 10 (either the 32-bit or the 64-bit operating systems)

Windows XP is not recommended.

2.2.2 Browser

Chrome 50 or higher version

2.3 Entry requirements

2.3.1 About Entry requirements

Fields with * must be filled, and those without * are optional. The fields of grey background are not for information entry. While entering information, if there is a pop-up tip in red, it means that the currently entered information is not compliant with requirements, and shall be revised. The blue buttons are functional keys.

Basic information of the enterprises

*Country (Region) *Registration number approved by located competent authority Name of the registration approval competent authority

Registration number (in China) Registration date (in China) Registration expiration date (in China)

*Enterprise name *Plant establishment time *State/Province/Territory

*Address of manufacturing facility

*Legal representative - name *Legal representative - contact number *Legal representative - email address

*Contact person - name *Contact person - phone number *Contact person - E-mail

Date of reconstruction and expansion Item of reconstruction and expansion Production facilities of reconstruction and expansion

Remarks

Figure: Enterprise Basic Information Entry (Partial)

2.3.2 Keyboard operation

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

Click the **Tab** key to make the interface cursor automatically jump to the entry box of the next field.

Click the **up** and **down** arrow keys to select from the parameters in the drop-down menu on the interface.

Click the **Backspace** button to delete the content currently entered in the box.

2.4 General function

2.4.1 Move tab

If there are many open tabs, click the « or » icon on the interface to move the tabs left and right.

2.4.2 Collapse/Expand Menu

Click the right display area-the ☰ icon in the upper left corner to collapse or expand the left menu bar. After folding, the left menu bar only displays icons, and the effect is as shown in the figure below.



Figure: Comparison of before and after folding the menu bar

2.4.3 Close tab

Click on the right display area-the upper right corner 关闭操作 “close the operation” icon, and a drop-down menu will pop up (as shown below). Select "Close all tabs" to close all open tabs in the current display area; if you select "Close other tabs", you will close other open tabs except the tab currently displayed.



Figure Close tab operation

2.5 Enter or exit the system

Visit <https://cifer.singlewindow.cn>, enter the user name, password, log in to the system, and enter the main interface of the system.

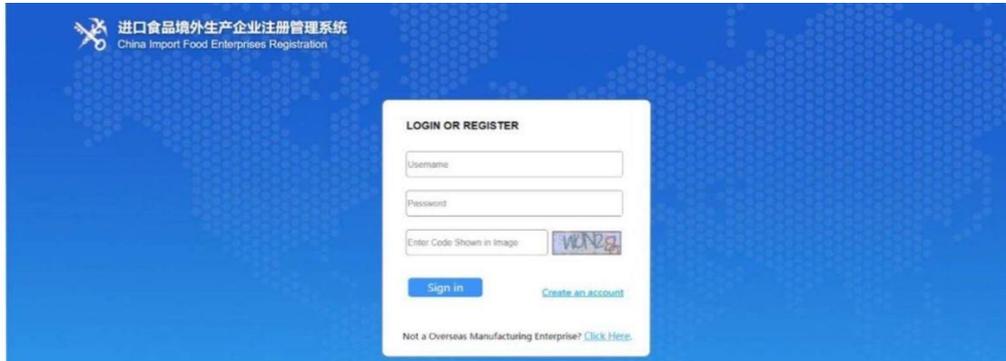


Figure: System login

This system could be used by overseas enterprises and overseas authorities. After entering the system, click [Exit] in the upper right corner of the interface to safely exit the system.

Chapter III Introduction of the System

3.1 Users

Competent authority of the country (region) where it is located (hereinafter referred to as the “competent authority”): the official department responsible for the safety and health supervision of the food production enterprise in the country (region) where the overseas production enterprise of imported food is located. The application submitted by the enterprises in their country (region) shall be reviewed and checked through the system and recommended to the General Administration of Customs of the People's Republic of China (hereinafter referred to as the "General Administration of Customs-GACC"). Manage the registered enterprises recommended. Cooperate with GACC in reviewing and rectifying registered enterprises, etc.

Overseas production enterprise of imported food (hereinafter referred to as "Enterprise"): An overseas production, processing, and storage enterprise that exports food to China. Submit enterprise registration applications, change applications, renewal applications, and cancellation applications through the system, submit rectification materials, and receive GACC notices, etc.

3.2 Function introduction

The registration management system for overseas production enterprises of imported food realizes the management of registration of overseas production enterprises of imported food, including applications for registration, alteration, renewal, and cancellation of overseas production

enterprises, as well as searches on applications; the competent authority conducts review and check of enterprise applications and manages registered enterprises.

The registration methods for overseas production enterprises of imported food include registration recommended by the competent authority of the country (region) where they are located and application for registration by enterprises.

Overseas manufacturers of the following foods shall be recommended by the competent authorities of their countries/regions to the GACC for registration: 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 and dried beans, condiments, nuts and seeds, dried fruits, unroasted coffee beans and cocoa beans, foods for special dietary purposes, and functional foods.

Overseas manufacturers of foods other than those 18 categories listed above shall apply for registration with GACC by themselves.

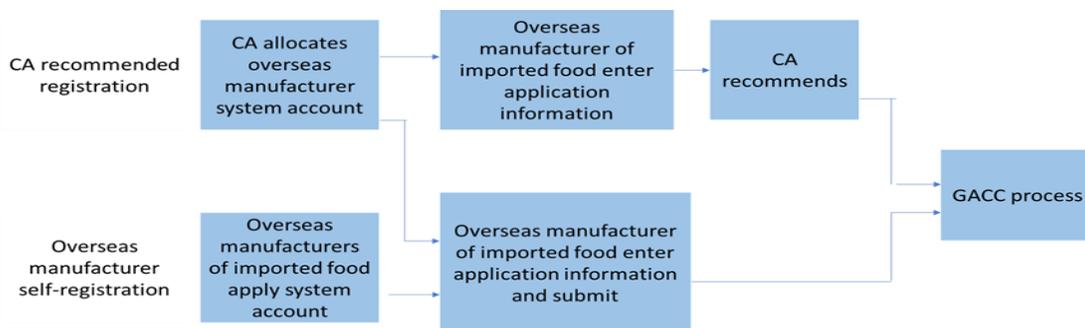


Figure: Registration flow

Chapter IV Management of manufacturers

According to whether or not the manufacturer needs the "recommend registration by the competent authority of the country (region)", the overseas enterprise user’s account can either be allocated and provided by the competent authority or applied by the overseas manufacturer itself.

If the overseas manufacturer account is assigned by the competent authority, it can register all product categories manufactured by overseas manufacturer after logging in to the system.

If the account is applied by the overseas manufacturer itself, it can only be used for registration of food other than 18 categories manufactured by overseas manufacturer.

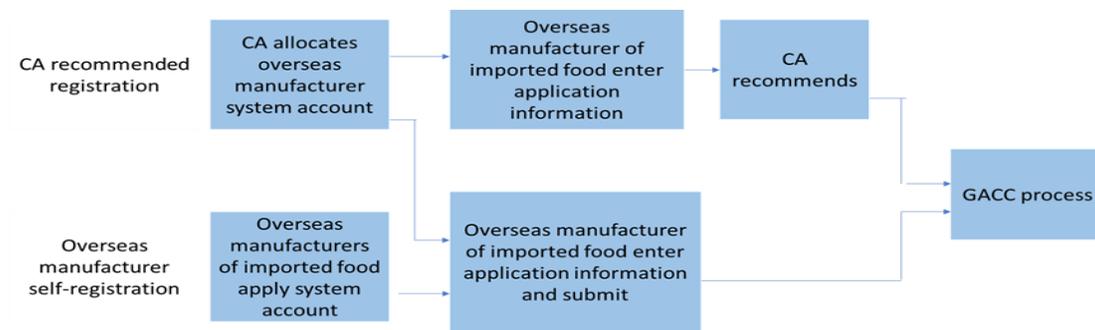


Figure: Flow Chart of Overseas Manufacturer Registration

4.1 Enterprise Account Application

Please enter <https://cifer.singlewindow.cn> at Explore for the log on page

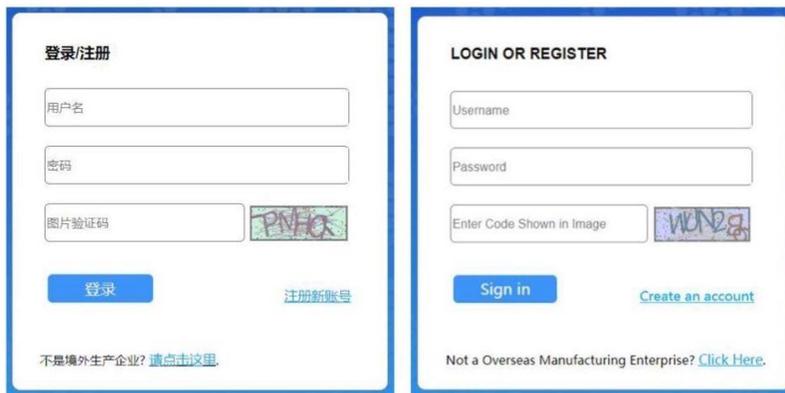


Figure: Log on page in English and Chinese

Enter the overseas competent authority’s account and password, and choose the left-side menu – “Enterprise account application”.

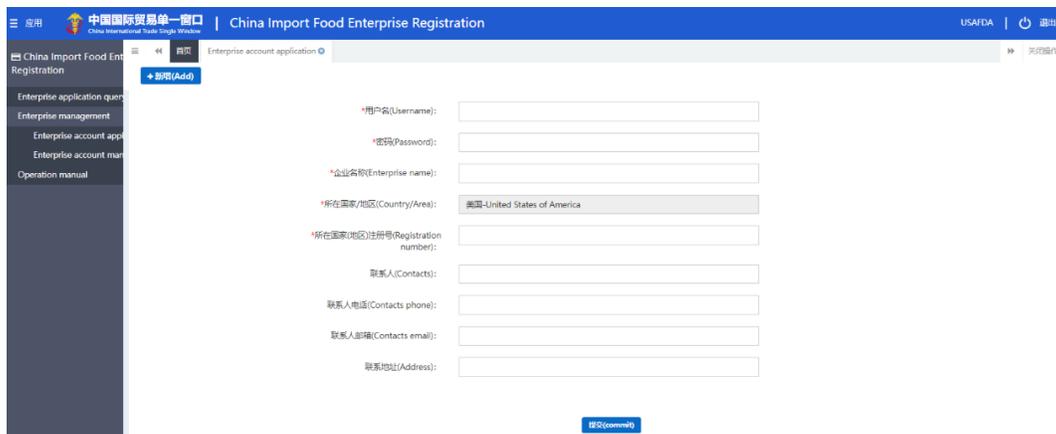


Figure: Enterprise account application

After the entry of information, please click [提交 commit] to complete the registration of a manufacturer. The account information such as the username, password, workplace and register number in located country (region) must be entered fully. After the entry of information is completed, please click the button ‘commit’, system will prompt up "Registration successful", which means completing an application for registration.

Click the left-upper button [新增(add)], clear the entry form and conduct an entry of a new manufacturer’s account.

4.2 Management of manufacturer’s account

4.2.1 Certified account

From the left-side menu, click “Enterprise management” – “Enterprise account management”, the enterprise account management front page will show on the right side. In default, the system is opened on the ‘certified’ page tab. You can query the certified manufacturer’s account through the query conditions of the company name and registration number. When you enter this page, it initializes the query for all accounts.

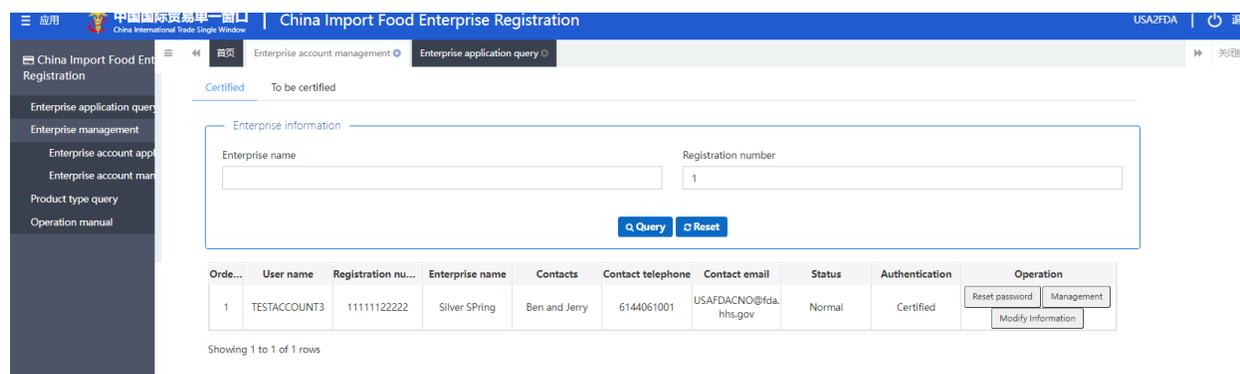


Figure: Manufacturer’s account management

Click [Reset password], enter the new password, click [Save], the new password is successfully modified

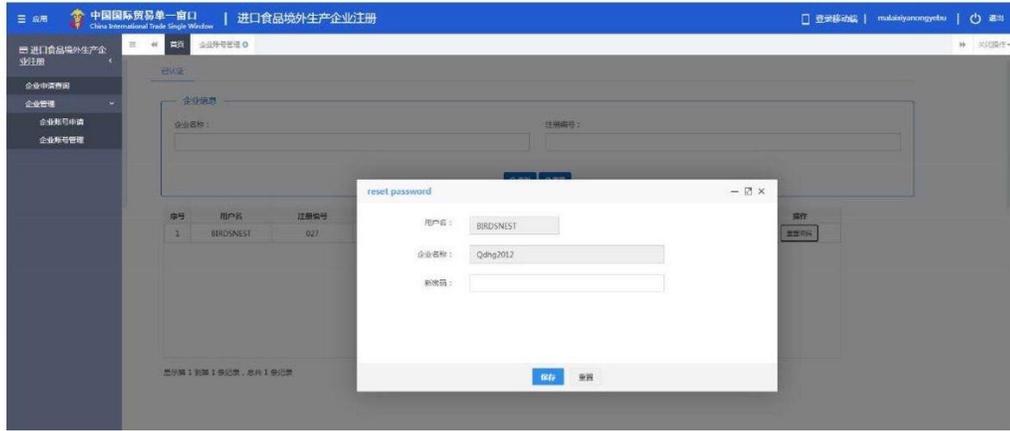


Figure: Modify Password

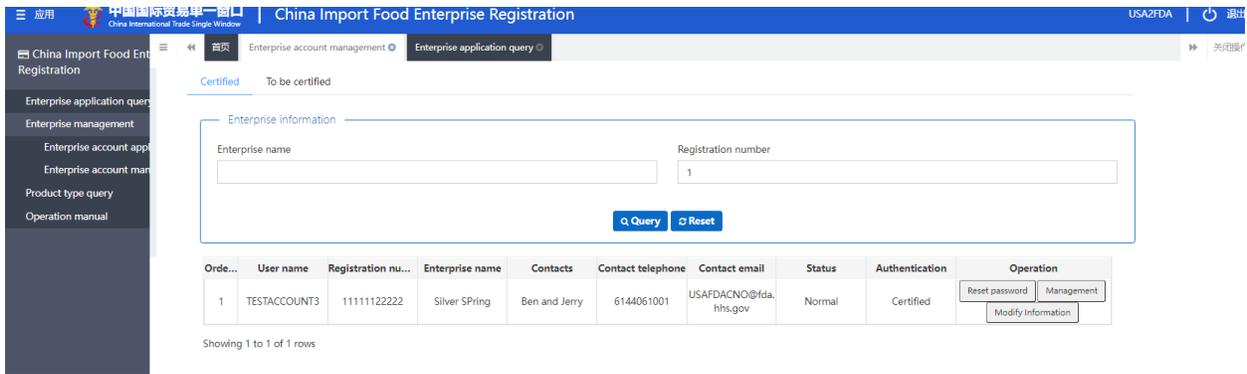


Figure: Manufacturer's account password reset

Click “Management” button, enter into the page of account information, click “Freeze”, it can temporarily suspend the account's function.

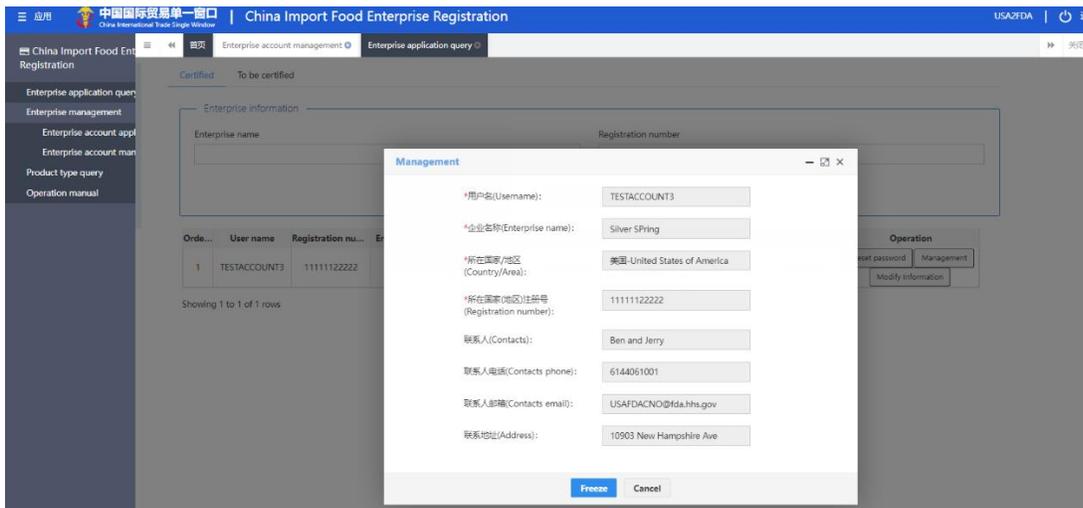


Figure: Account Management

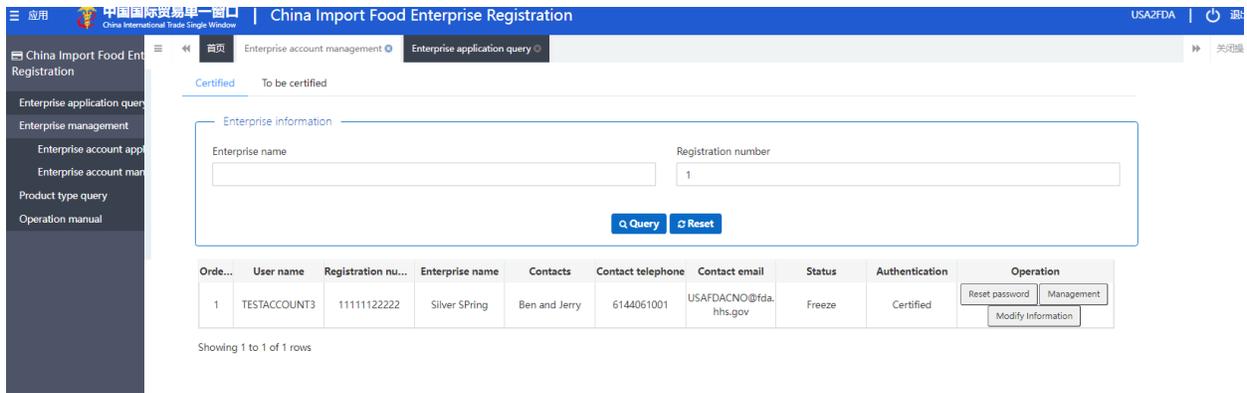


Figure: Freeze Success

Click “Management” button again, and then click “Unfreeze”, the account function will come back to normal.

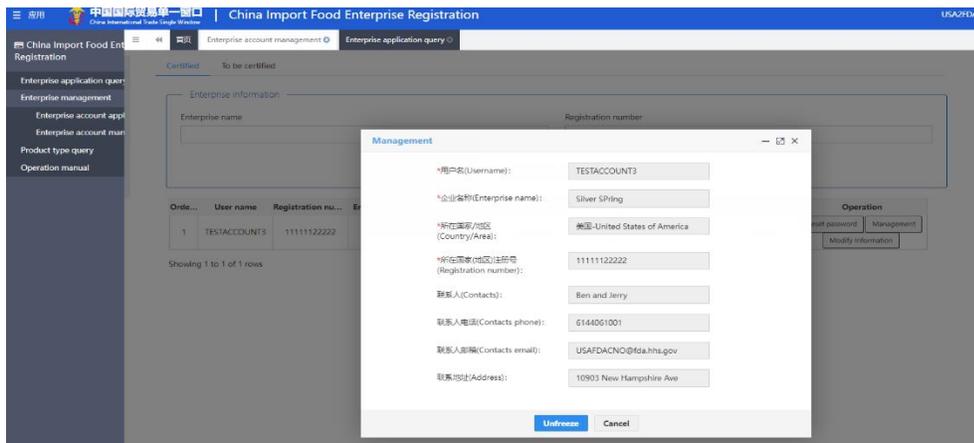


Figure: Account Management

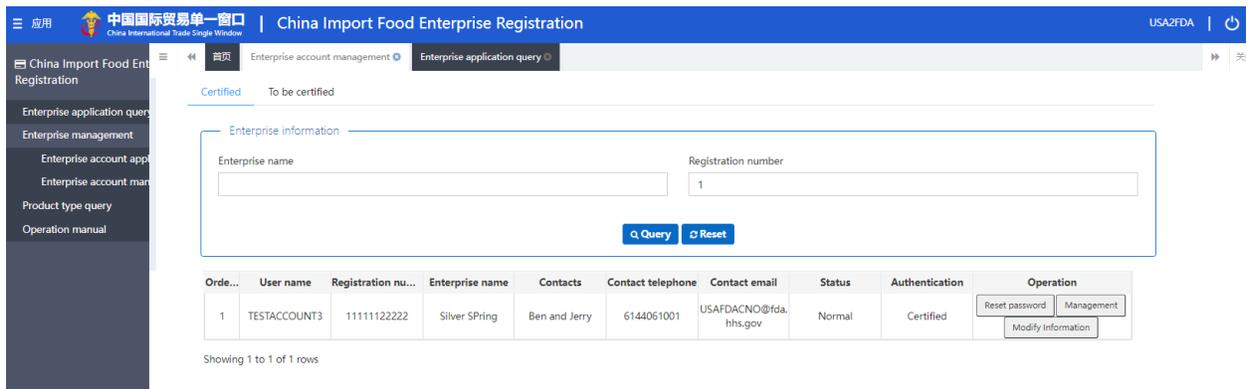


Figure: Unfreeze success

Click the “Modify Information” button, after modifying the enterprise’ information, click “Reset” button. To recover the information before modification, click “Save” button. Then modify information successfully.

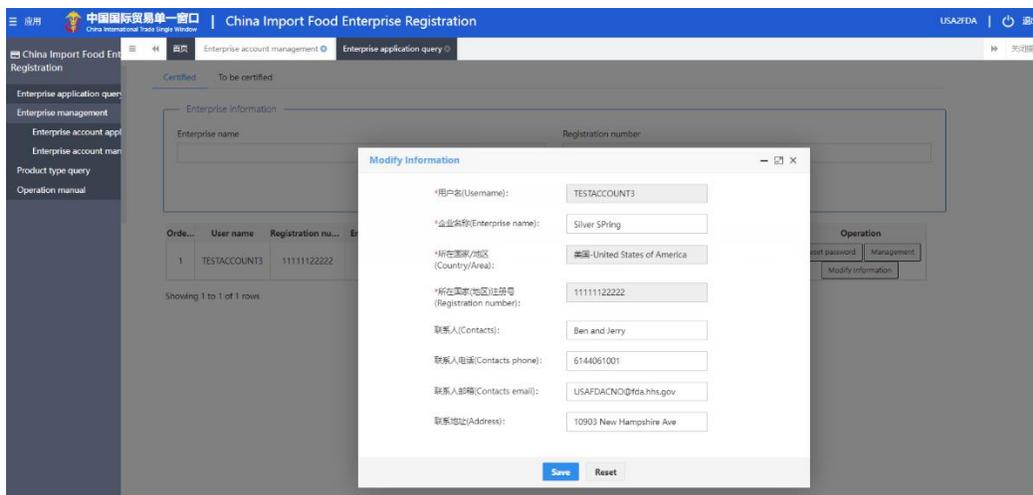


Figure: Modify Information

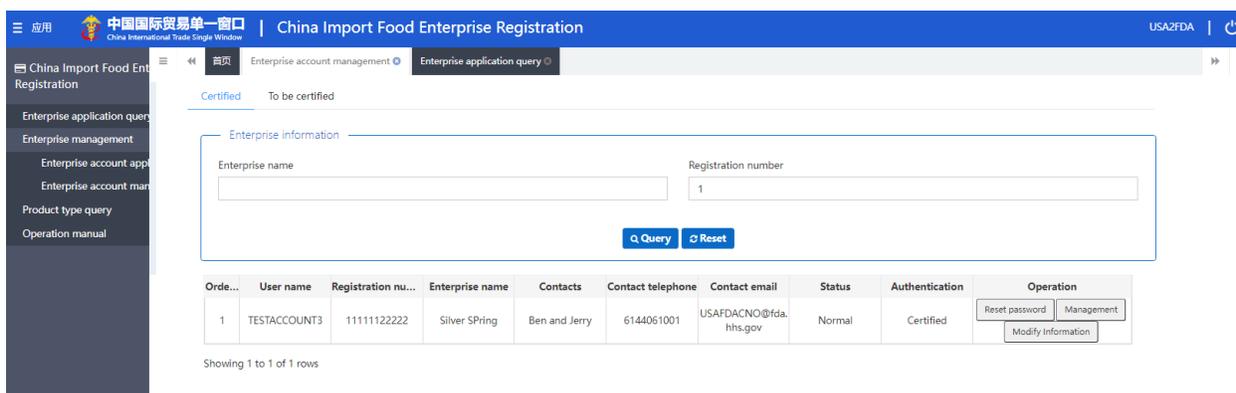


Figure: Modify Saving Successes

Reminder: For those enterprises **uploaded (transmitted)** into this registration system, the account name is the **Chinese Registration Number**, the password is created randomly. The enterprises can get those from their competent authority. The auto created enterprise account password can be modified through “Enterprise Account Management” function after log into the system.

4.2.2 To be certified accounts management

The enterprise self-registered account, can only apply registration for the 18 categories of food after competent authority certified its account. (the detailed products list in Chapter III, 3.2 Function Introduction).

Click “Enterprise Management” → “Enterprise Account Management” on the left of the Screen, then the front page of management will show on the right side. Click the “To be certified” tab. **Must** use enterprise name or registration number issued by the competent authority to query the accounts need to be certified.

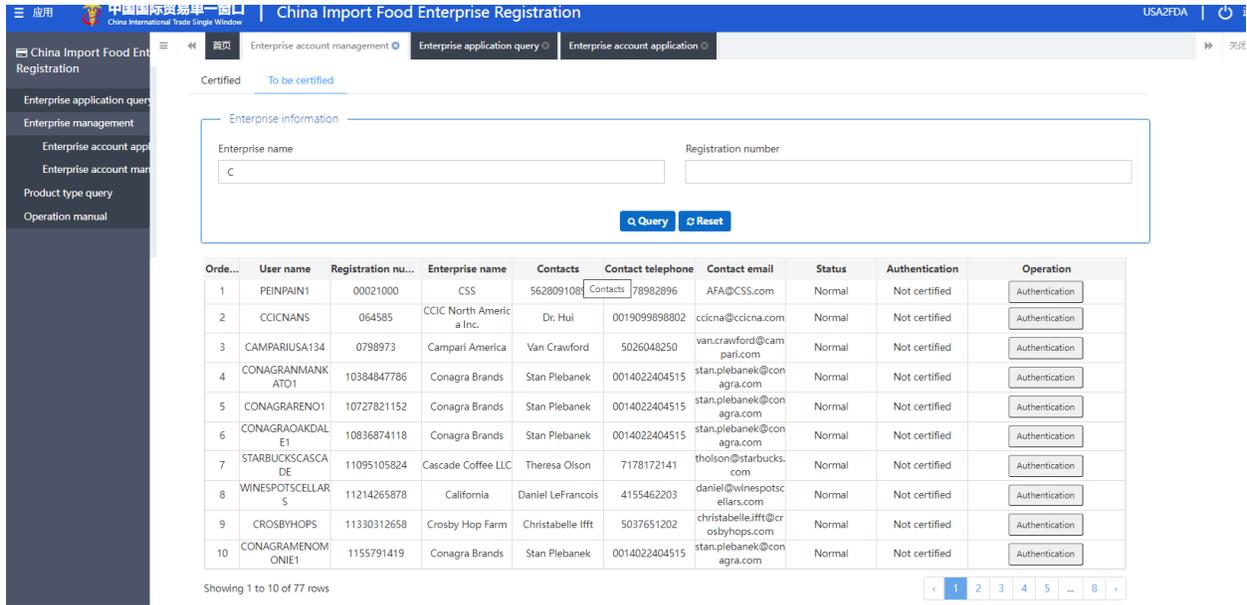


Figure: To be certified query

Click the “Authentication” button, enter the detail information page, then click the “Cancel” button to close the detail information page. Then click the “Authentication” button, certify successfully.

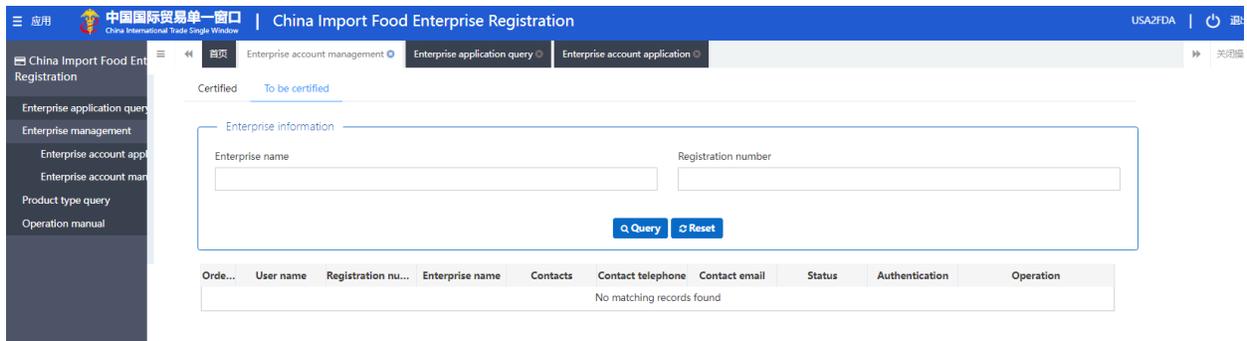


Figure: Certify Success

Once Certified successfully, the enterprise account can be found in the “Certified” tab.

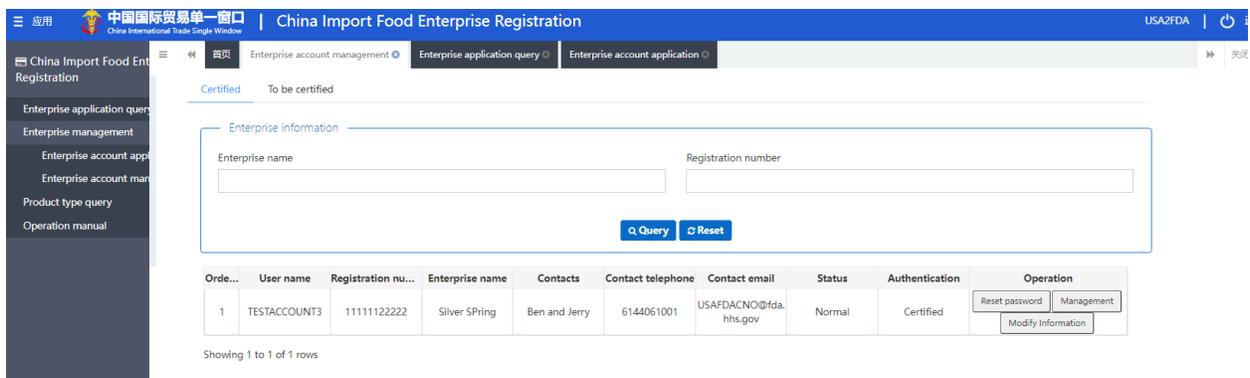


Figure: The certified account shows in the Certified Query page

Chapter V Enterprise application query

5.1 Query of applications data that waiting for processing

Overseas Competent Authority log in to the main page through CA account, click on the left menu "Enterprise Application Query", and all pending data are listed on the right. You can also conduct query filter by entering under the “query information”.



Figure: Query of the applications waiting for processing page

When the status of the registration application is "submitted to the competent authority", "temporarily stored by the competent authority" and "additional information or correction required (competent authority)", the application can be edited and revised, and the following operation can be conducted: recommended, completed and corrected (manufacturer), not recommended (manufacturer). If the application is in other status, it can only be viewed.

Note: Please refer to the appendix at the end of the operation manual for the explanation of each status.

5.1.1 Process introduction (infant formula as an example)

1. In the query list, select the data submitted to the competent authority, and click the [View] button. After entering the application details, you can see the status of the information page at the top.

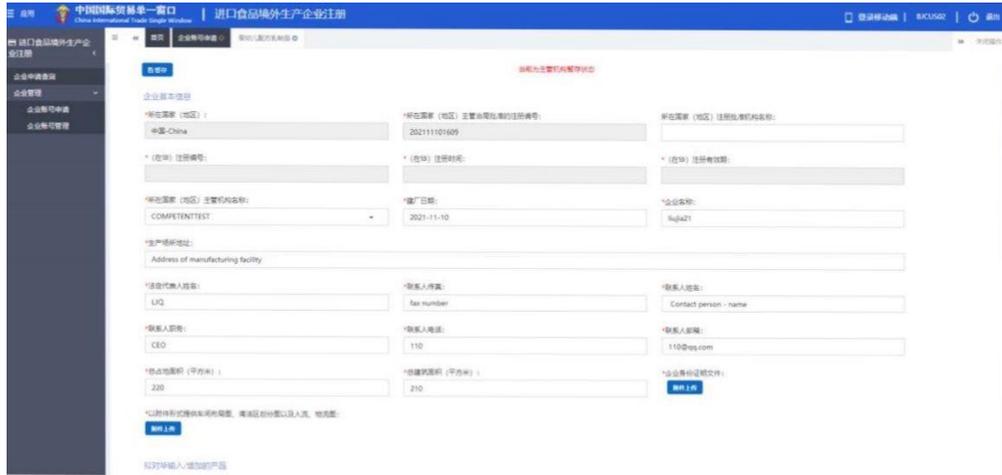


Figure: Application View Details

2. Temporary storage: competent authority can revise or temporarily store the application data that manufacturer submitted.
3. Preview: after the data entry is complete, click the [Preview] button at the bottom of the "Attachment Information Page", the page will switch to preview mode, and the four-page form will be merged and displayed on one page. [Submit], [Return], [Reject], and [Back] buttons will appear on the page at the same time.



Figure: Beginning of the Application Preview Table

序号	材料类型	是否必填	文件名称	操作
1	企业在单一窗口注册时上传的申请表	是	申请表_20211020185428.jpg	删除 下载
2	拟输产品照片	是	申请表_20211020185428.jpg	删除 下载
3	企业声明	是	申请表_20211020185428.jpg	删除 下载
4	原料的转基因生物安全证书	否	申请表_20211020185442.jpg	删除 下载
5	原料的转基因生物安全证书	否	-	-
6	化验分析工作单	否	申请表_20211020185428.jpg	删除 下载
7	计划表	否	申请表_20211020185428.jpg	删除 下载
8	出厂记录	否	申请表_20211020185428.jpg	删除 下载
9	检测报告	否	申请表_20211020185428.jpg	删除 下载
10	验证记录	否	申请表_20211020185428.jpg	删除 下载
11	产高生产/加工工艺说明文件	是	申请表_20211020185442.jpg	删除 下载
12	获得企业的符合性声明	是	-	-
13	企业注册条件及为检验检疫要点	是	-	-
14	获得企业的符合性声明	是	-	-
15	企业注册条件及为检验检疫要点	是	-	-

Figure: End of the Application Preview Table

4. Submit: submit the registration application data from the manufacturer to China Customs for approval.
5. Return: the data submitted by the manufacturer for registration (or returned by the customs for completion and correction) shall be returned to the manufacturer. The manufacturer can edit and modify the data for the second submission.
6. Reject: return the registration application submitted by the manufacturer to the manufacturer. The manufacturer is not allowed to modify the data for a second submission. However, the manufacturer can submit a new registration application.
7. Back, switch the preview mode back to the display mode by pages.

Reminder: A registration application can only be operated in one of the three options of submission, return, and rejection.

5.2 Handled query

Log in to the main page using the account of the overseas competent authority, click on the left menu " manufacturer application inquiry", click on the "Handled" option in the upper left of the page, then all processed data are listed below. You can also perform conditional search and filter by entering search conditions.



Figure: Handled application query

5.2.1 Process introduction (infant formula as an example)

The application type, foreign country registration number, manufacturer name, and application time can be used as conditions in the query page. The system also supports inquiry that have no condition, single entry of one condition or simultaneous entry of multiple conditions. The query results are displayed in the form of a list, and the number of query results on one page can be customized. Currently, the system doesn't support viewing details.

Appendix: List of Registration Application Status at the Competent Authority

Status	Illustration
Temporary storage by the manufacturer (competent authority)	The manufacturer or the competent authority save the registration application for modification
Submitted to competent authority	Submitted the product registration application to the competent authority and wait for the competent authority to review.
Submitted to China Customs	Institution or manufacturer send the registration application recommendations to China Customs
Return to manufacturer (refuse to recommend)	The China Customs or the competent authority user review and return the registration application to the manufacturer
Successfully sent to China Customs	The registration application sent by the competent authority or the manufacturer has been successfully sent to China Customs

Failed to send to China Customs	The competent authority or the manufacturer failed to send a registration application to China Customs
China Customs succeed in receiving data	System processing status, China Customs successfully received the data.
China Customs failed to receive data	System processing status, China Customs failed to receive the data.
Failed to approve	The China Customs rejected the registration application submitted by the manufacturer or the competent authority and sent it back to the manufacturer or competent authority. Can be queried but cannot be operated.
Approved	The China Customs approved the registration application for related products of the manufacturer, and it obtained the China registration number. Revision can be made.
Accepted	China Customs started the reviewing phase.
Not accepted	China Customs didn't enter reviewing phase, the application was returned.
Supplemental materials and correction required	1. China Customs return application data to the manufacturer or competent authority. The manufacturer or the competent authority can submit again after revision. 2. The competent authority returned the application data to the manufacturer, it is only for the registration application and changes application, the manufacturer can submit again after revision.
Cancel	Cancellation of the registration of a certain type of product initiated by China Customs.
Suspension	The temporary suspension of the registration of a certain type of product initiated by China customs.
Corrective measures	Temporary suspension of relevant product registration initiated by the China Customs, manufacturer is required to take corrective actions based on China Customs'

	requirements and submit relevant correction materials and proof documents.
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