CIFER 系统境外主管官方及境外企业使用指南

CIFER 系统官方网址： http://spj.customs.gov.cn/cifer/

Web site: http://spj.customs.gov.cn/cifer/

完整流程:境外官方为企业生成填写顺序号→企业用填写顺序号登录完善注册信息后提交→境外官方在确认申请页面进行确认→确认信息后提交→在确认申请页面创建本次要提交的批次→提交批次

Introduction of procedure: Competent authorities create Sequence Number for enterprise → The enterprise fills in the information by Sequence Number → Confirm the application by competent authority → Submit the application by competent authority → Create a batch (this batch is including previously submitted applications) → Submit a batch

1. 境外官方为企业生成填写顺序号

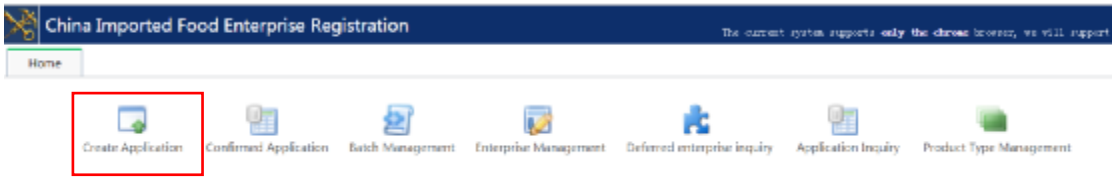
1. Competent authorities create Sequence Number for enterprise

1.1 为新增企业生成填写顺序号

1.1 Create Sequence Number for new application

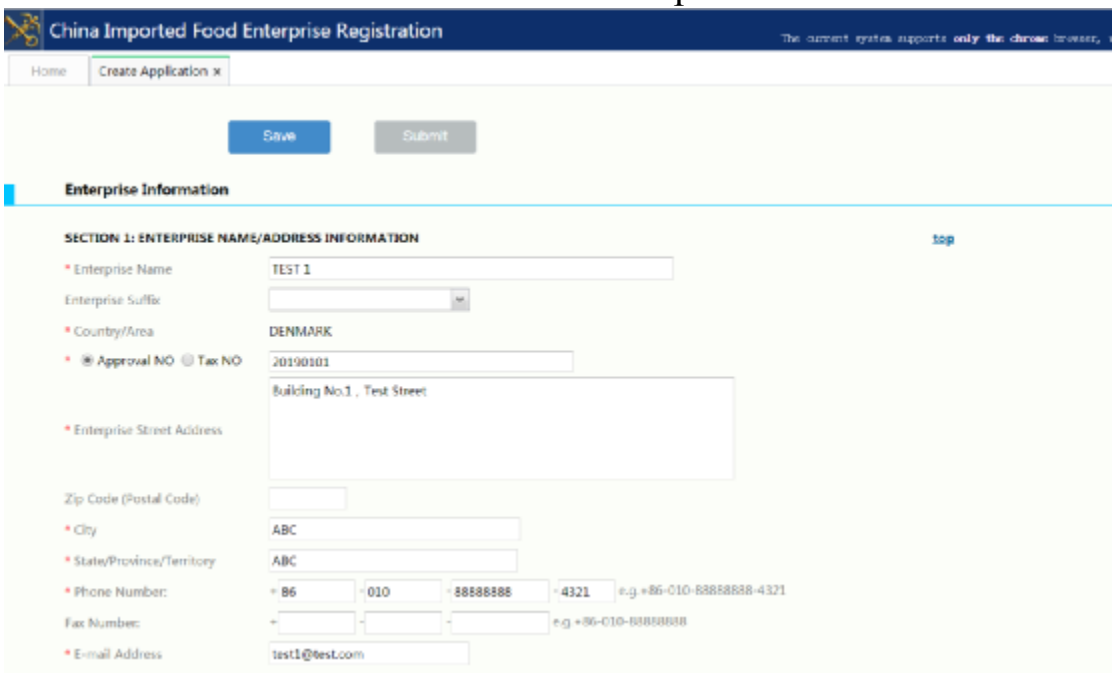
1.1.1 登录境外官方管理端，点击 Create application。

1.1.1 Log into CIFER by user name of Competent authorities and select Create Application.



1.1.2 填写企业基本信息

1.1.2 Fill in the basic information of enterprise



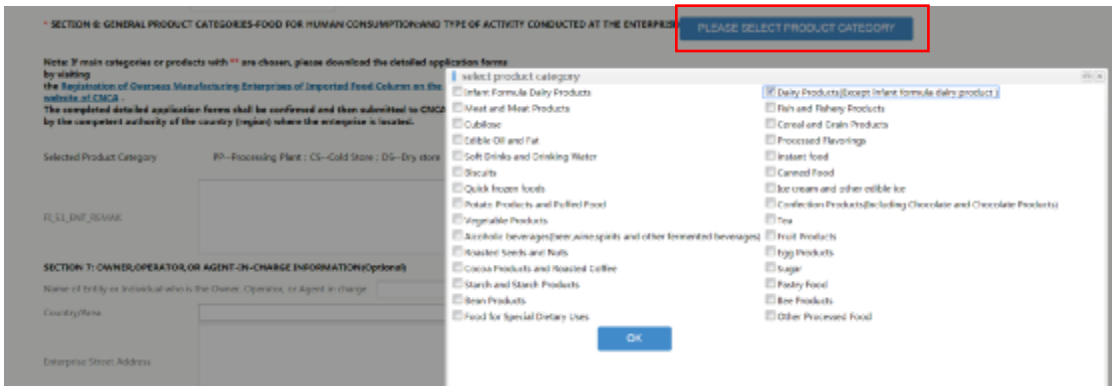
1.1.3 填写企业紧急联系方式

1.1.3 Fill in emergency contact information of enterprise



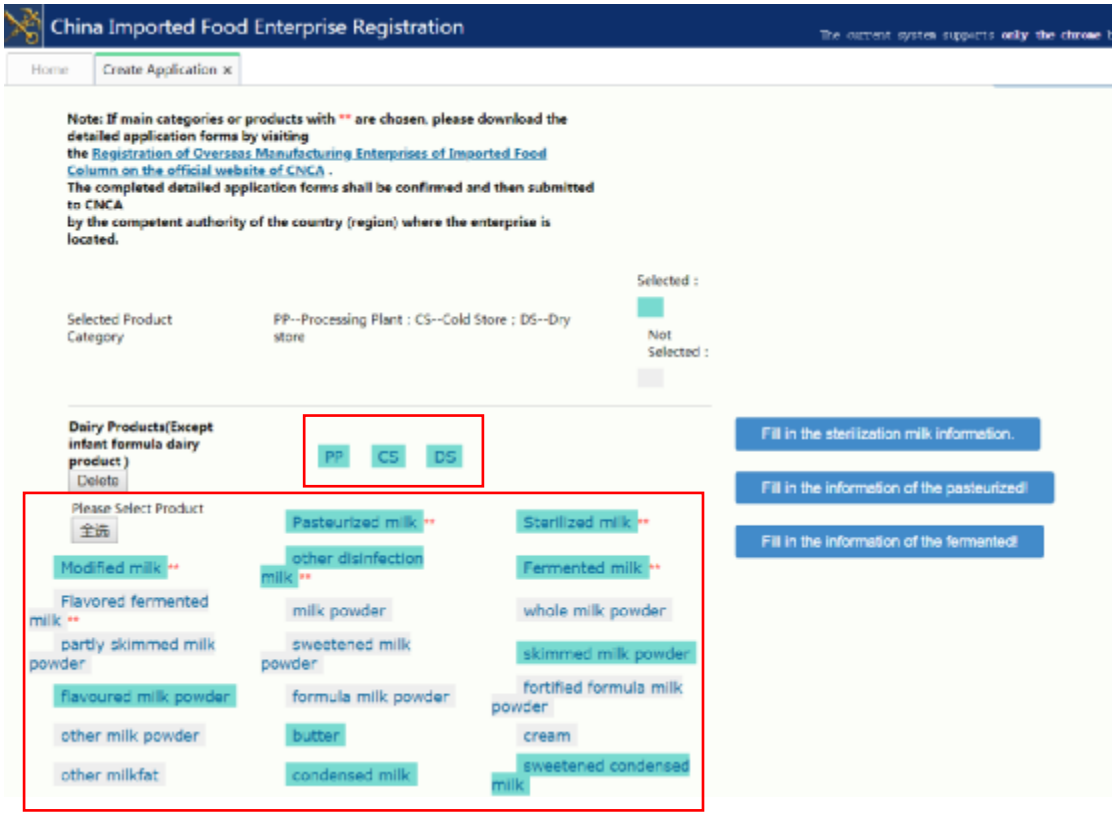
1.1.4 选择企业注册产品种类（大项）

1.1.4 Select product category



1.1.5 选择企业类型及注册产品种类

1.1.5 Select type of enterprise and category of dairy product



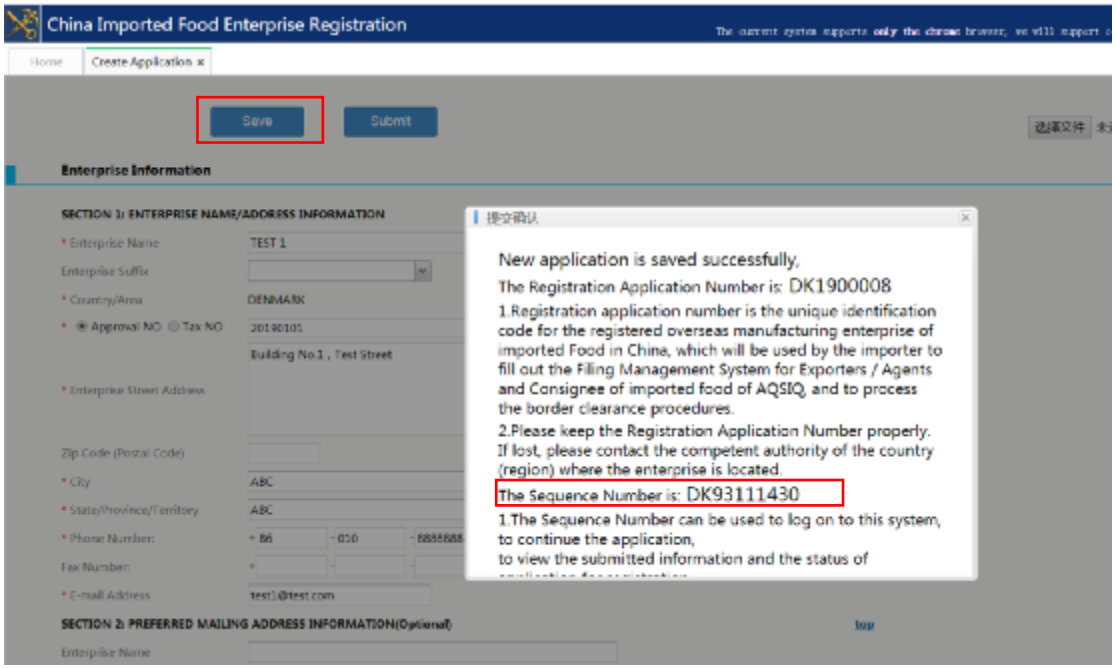
1.1.6 填写提交者信息，选择 Owner/Operator or Agent in Charge

1.1.6 Fill in the information of submitter and choose Owner/Operator or Agent in Charge



1.1.7 保存录入的信息，并得到申请顺序号。

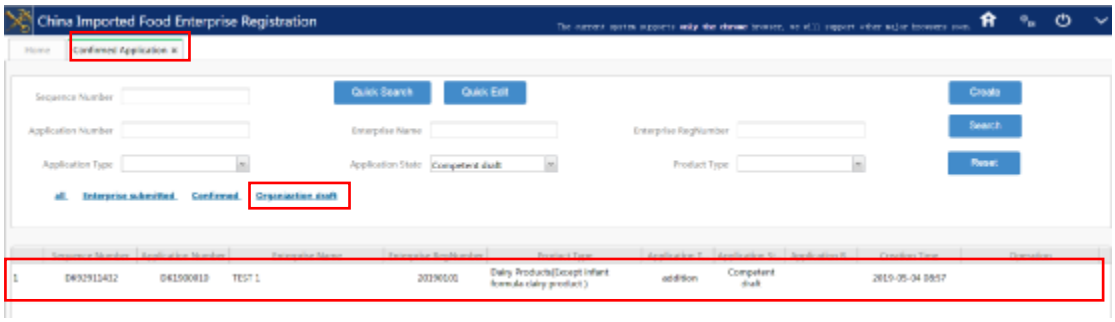
1.1.7 Save information and send Sequence Number to enterprise



1.1.8 保存录入信息后，将申请顺序号通知企业，由企业继续补充技术信息；保存后的申请顺序号可在确认申请页面。Organization draft 内查看。注：Organization draft 状态下的企业信息处于可编辑状态，可由企业通过申请顺序号登陆后继续补充。

1.1.8 After receiving the Sequence Number, the enterprise can log into CIFER by Sequence Number and supplemental technical

information. Competent authorities can view the Sequence Number on the Confirmed Application page. Remarks: The application can be edited in Organization Draft. The enterprise can log into CIFER by Sequence Number and continue to supplements.

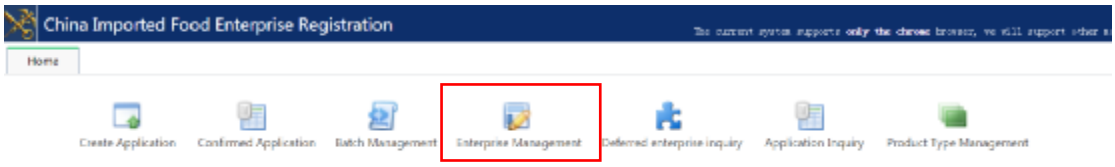


1.2 为变更信息企业生成填写顺序号

1.2 Create Sequence Number for Modification Application

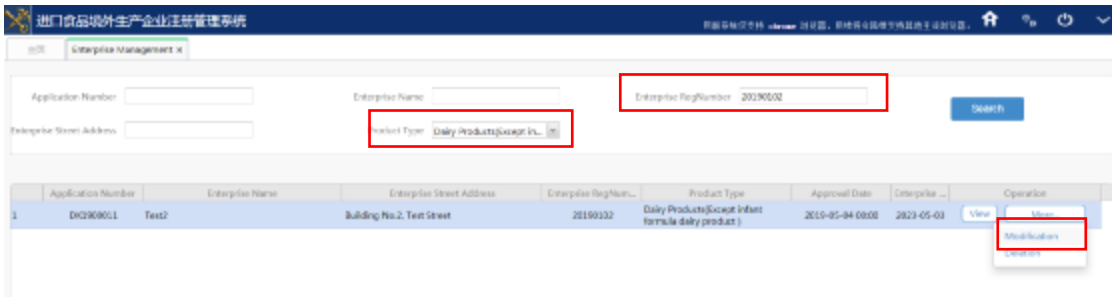
1.2.1 登录境外官方管理端，点击 Enterprise Management

1.2.1 Log into CIFER by user name of Competent authorities and select Enterprise Management



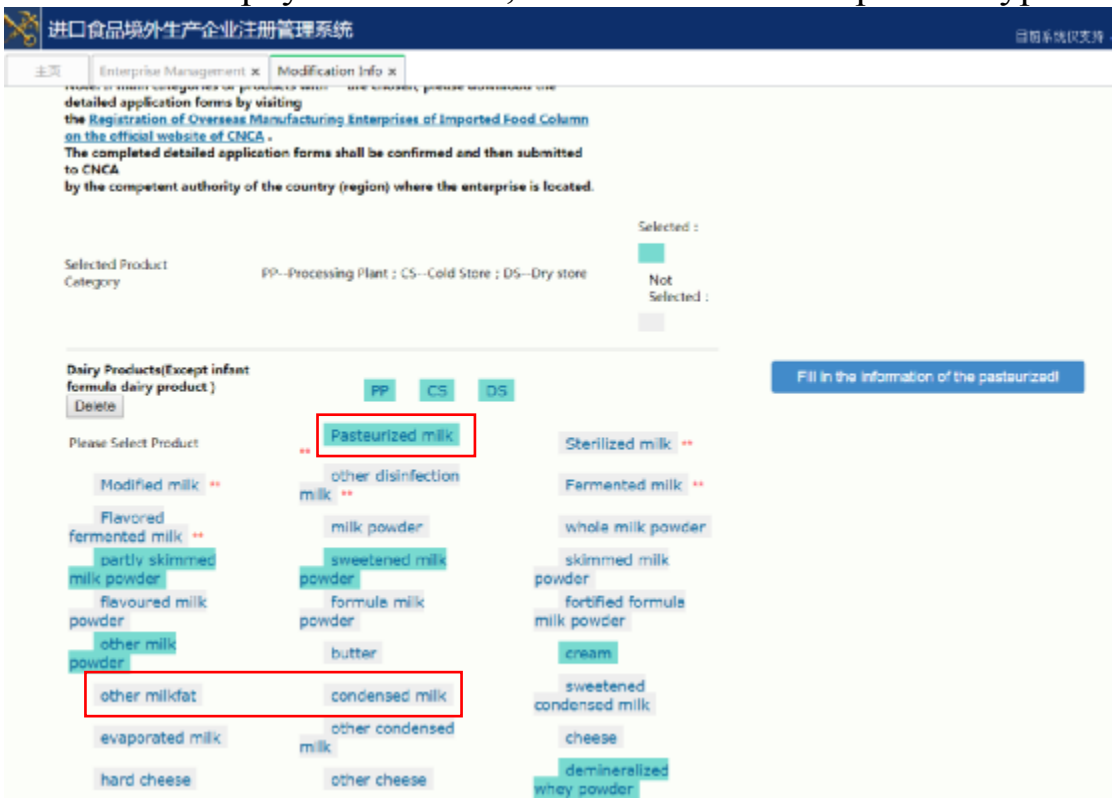
1.2.2 通过企业注册编号、产品类型等，搜索申请变更信息的企业并选择变更。

1.2.2 To modify, search the enterprise by registration number or product type. Select Modification.



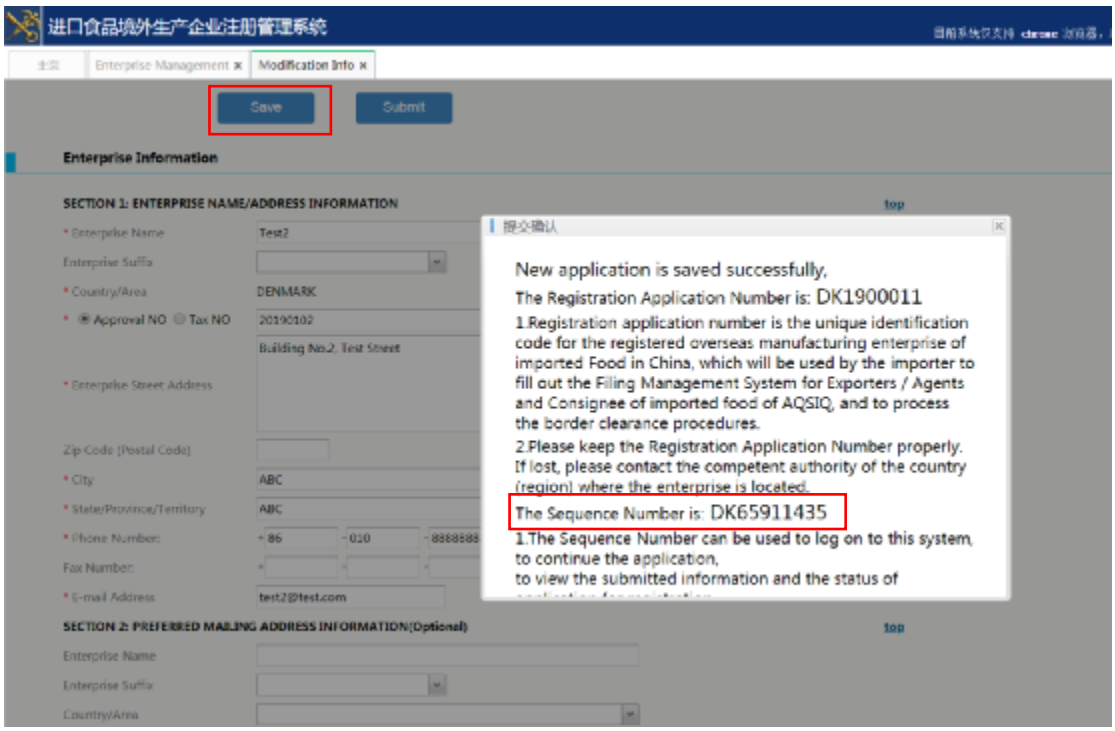
1.2.3 修改企业信息，包括企业名称的改变、行政地址的变更，注册产品种类的增加或减少。

1.2.3 Modify the information of enterprise, including change of name and non-physical address, and add or de-select product types.



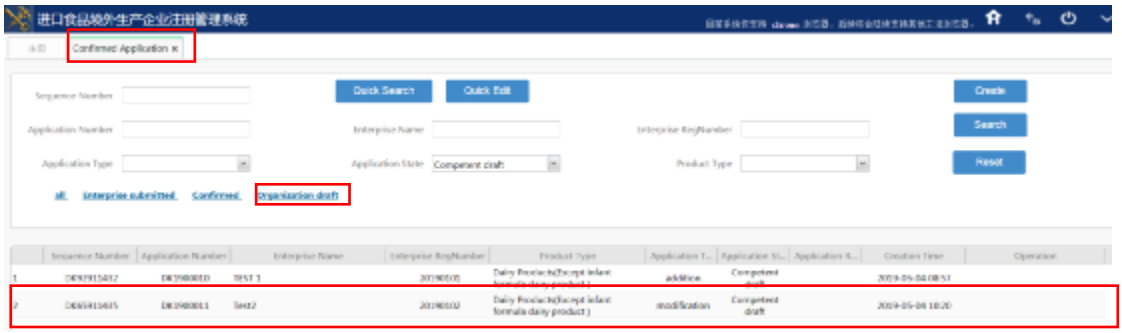
1.2.4 保存录入的信息，并得到申请顺序号。

1.2.4 Save information and send Sequence Number to enterprise.



1.2.5 保存信息后，将申请顺序号通知企业，可由企业补充技术信息或核对变更后的新信息；保存后的申请顺序号可在确认申请页面 Organization draft 内查看。注：Organization draft 状态下的企业信息处于可编辑状态，可由企业通过申请顺序号登陆后进行补充。

1.2.5 After receiving the Sequence Number, the enterprise can log into CIFER by Sequence Number and supplemental technical information. Competent authorities can view the Sequence Number on the Confirmed Application page. Remarks: The application can be edited in Organization Draft. The enterprise can login to CIFER by Sequence Number and continue to supplements.

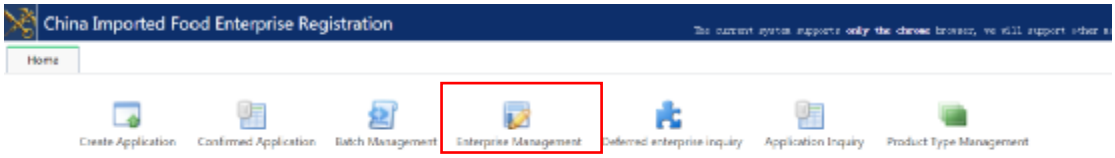


1.3 为注销企业生成填写顺序号

1.3 Create Sequence Number for Deletion Application

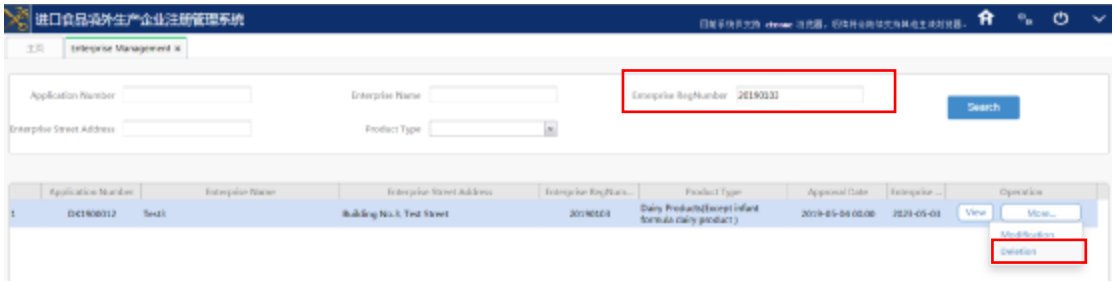
1.3.1 登录境外官方管理端，点击 Enterprise Management。

1.3.1 Sign into CIFER by user name of Competent authorities and select Enterprise Management.



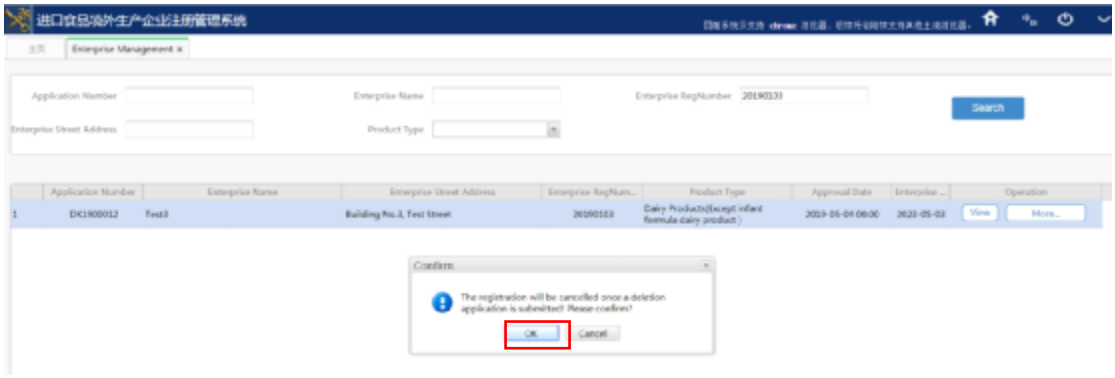
1.3.2 通过企业注册编号、产品类型等方式，搜索申请注销的企业并选择注销。

1.3.2 To delete an enterprise, search for the enterprise by registration number or product type. Select Deletion.



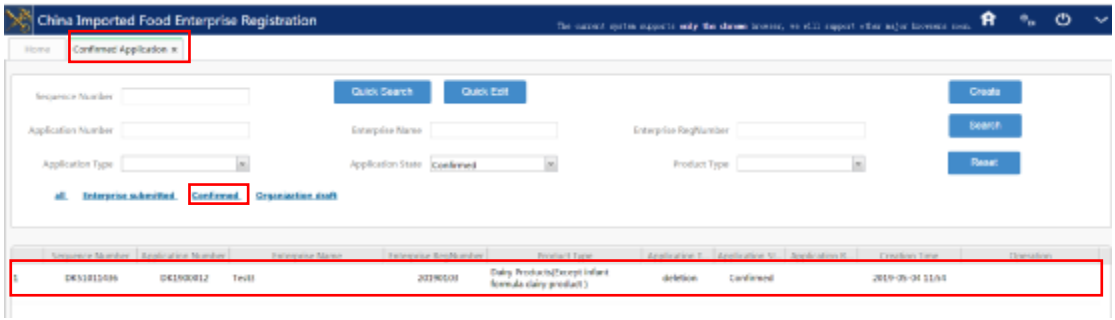
1.3.3 选择注销后，确认注销。

1.3.3 Click OK to confirm.



1.3.4 确认注销后，可在确认申请页面已确认内查看。注：已确认状态的企业信息不可被编辑，注销申请提交后默认为已确认状态。

1.3.4 After confirming, Competent authorities can view this application on the Confirmed Application page. Remarks: The application cannot be edited in the Confirmed status.



2.企业填写申请注册信息

2. The enterprise fills in the information

2.1 申请新增注册的企业

2.1 Enterprise for new application

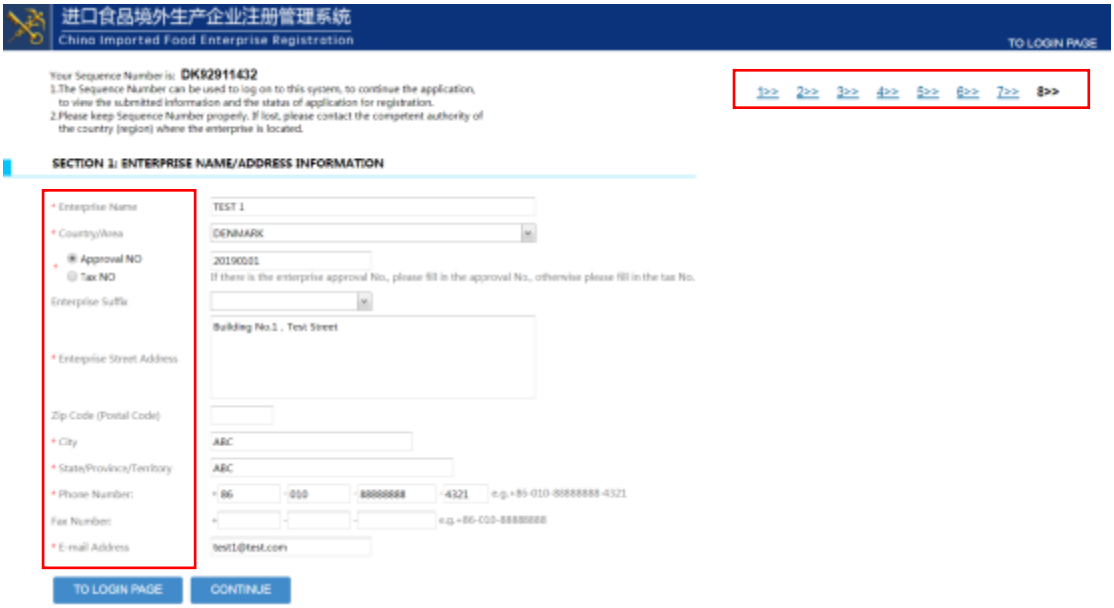
2.1.1 通过填写顺序号登录 CIFER 系统。

2.1.1 The enterprise signs into CIFER by Sequence Number.



2.1.2 登陆后企业可看到由官方录入的基本信息，共 8 个章节，其中标有红色“*”的项目为必填项。

2.1.2 After login, the enterprise can view 8 sections which were previously completed by the competent authorities. Items with red "*" must be filled in.



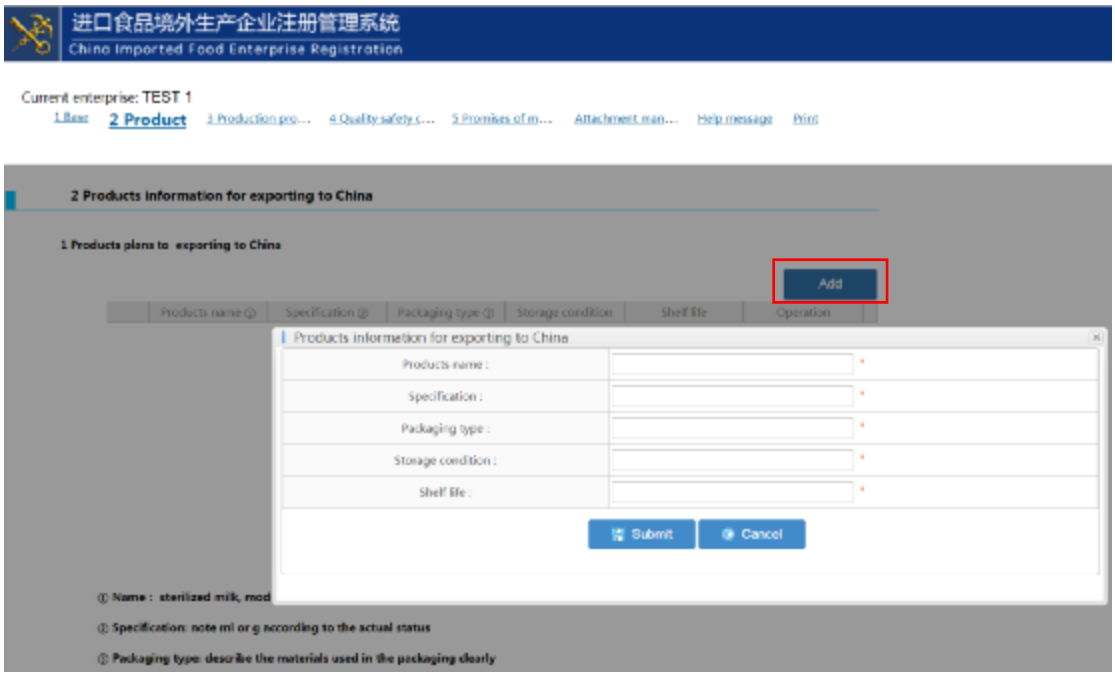
2.1.3 按照产品注册类型，填写相应的技术材料。

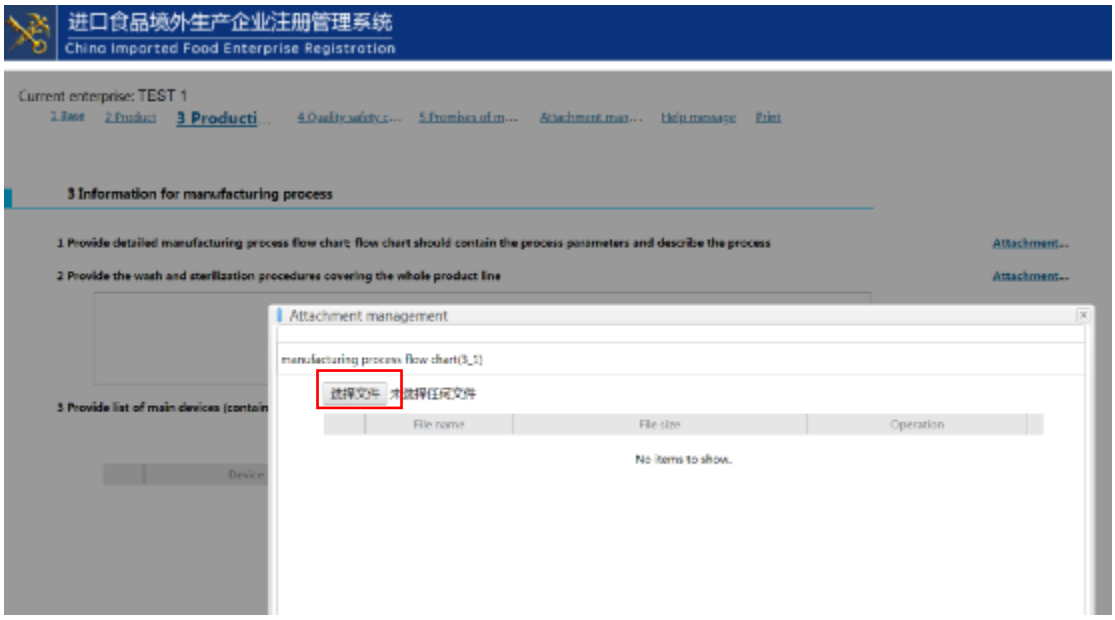
2.1.3 Fill in the corresponding information by product types.



2.1.4 填写技术材料时，按照章节，填写或添加相应的材料及附件。

2.1.4 Fill in the technical information and add corresponding attachments to each section.





2.1.5 完成技术材料填写后，在最后一章选择 View&Confirm，核对企业信息。

2.1.5 After completing, select View&Confirm in final section to review the information.



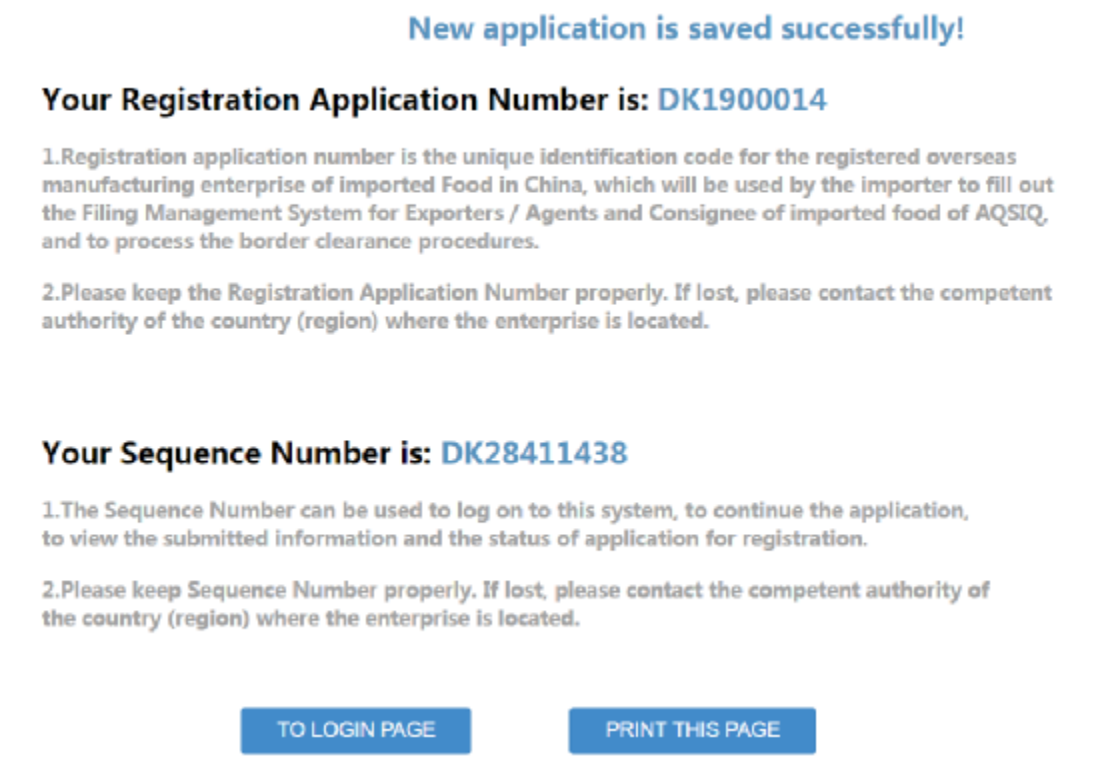
2.1.6 确认信息无误后，点击 submit 进行提交。

2.1.6 After ensuring the information is correct, Submit.



2.1.7 申请成功提交后，CIFER 系统显示已成功提交。

2.1.7 CIFER will show the application is saved successfully.



2.2 申请变更注册信息的企业

2.2 Enterprise for modification application

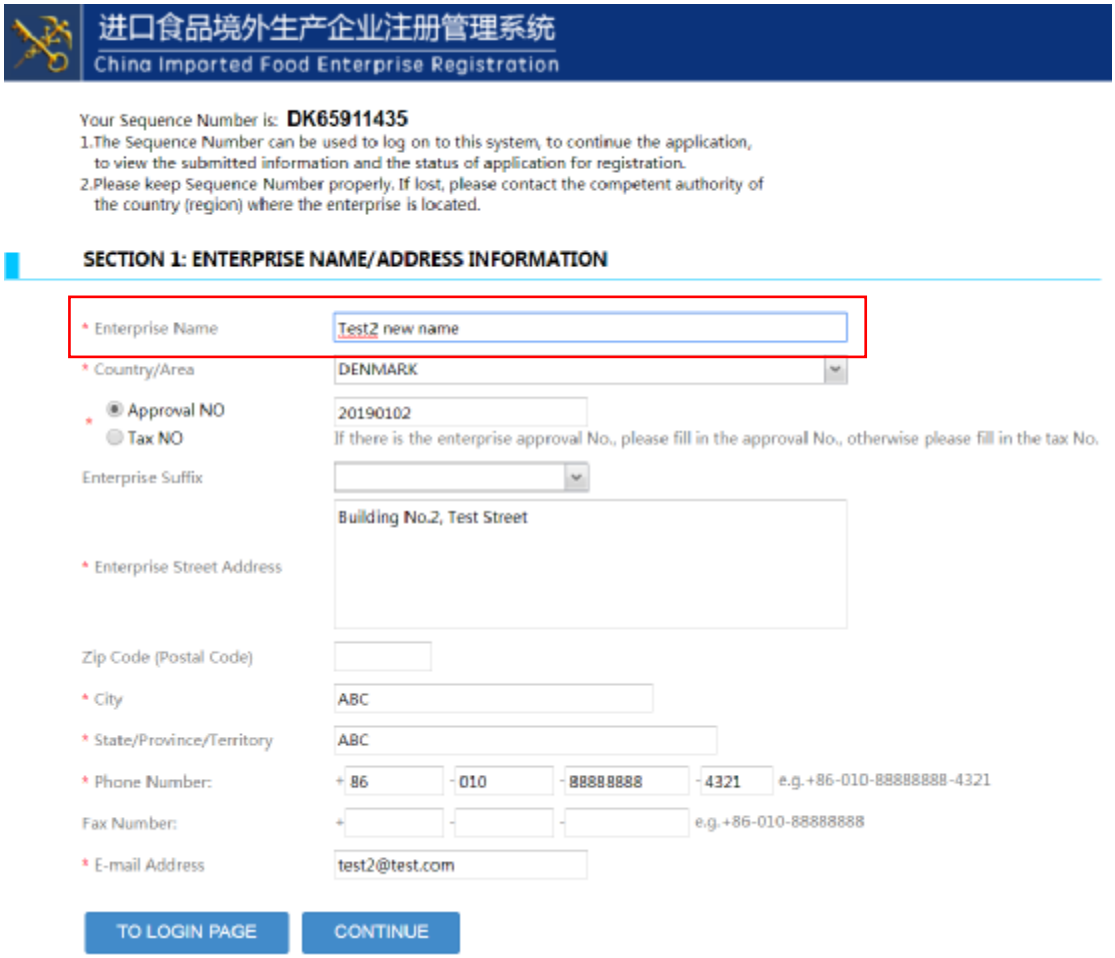
2.2.1 通过填写顺序号登录 CIFER 系统。

2.1.1 The enterprise can log into CIFER by Sequence Number.



2.2.2 登陆后企业可看到已注册信息，共 8 个章节，其中标有红色“*”的项目为必填项，可进行企业名称、行政地址的变更，以及已注册产品种类的增项或减项。注：如已注册企业申请增加液态乳类产品（巴氏杀菌乳、灭菌乳、消毒乳、发酵乳等），则需要提供技术材料，可参考 2.1.3-2.1.4 进行上传。

2.2.2 After login, the enterprise can view 8 sections which were previously completed by the competent authorities. Items with red "*" must be filled in. Modify the information of enterprise, including change of name and non-physical address, and add or de-select product types. Remarks: If adding product types such as Pasteurized Milk, Sterilized Milk or Fermented Milk, the enterprise should submit the information as 2.1.3-2.1.4.



2.2.3 变更信息后，在最后一章选择 View&Confirm，核对企业信息。

2.2.3 After modifying, select View&Confirm in final section to review all information.



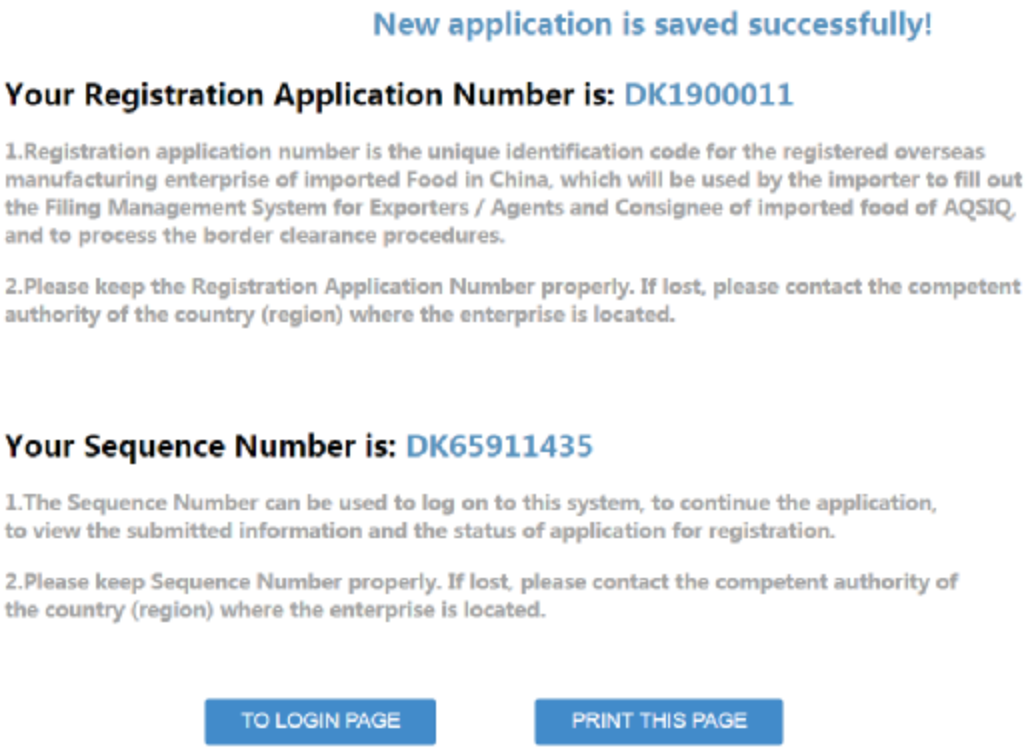
2.2.4 确认信息无误后，点击 submit 进行提交。

2.2.4 After ensuring all the information is correct, Submit.



2.2.5 申请成功提交后，CIFER 系统显示已成功提交。

2.2.5 CIFER will show the application is saved successfully.



2.3 **申请注销的企业**

2.3 Enterprise for deletion application

企业注销申请，统一由官方递交申请，无需企业自行申请。

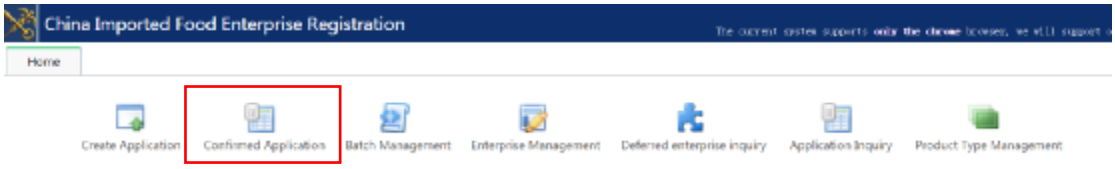
Only submit the deletion application by competent authorities.

3.确认企业申请

3. Confirm the application by competent authority

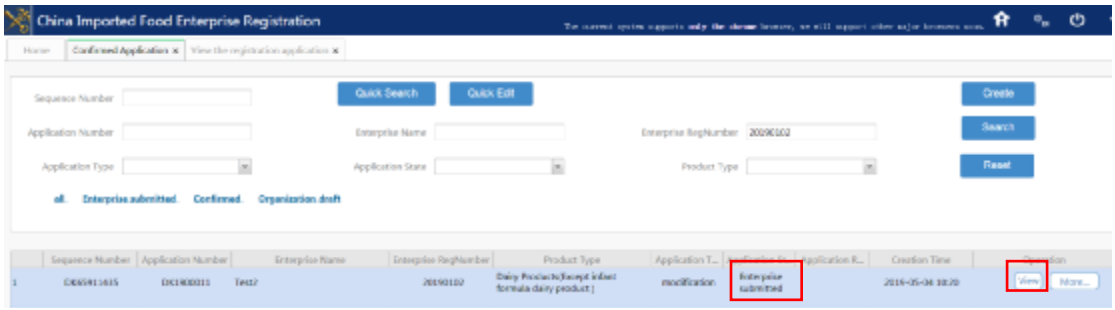
3.1 登录境外官方管理端，进入 Confirmed Application 页面

3.1 Log into CIFER by user name of Competent authorities and find Confirmed Application page



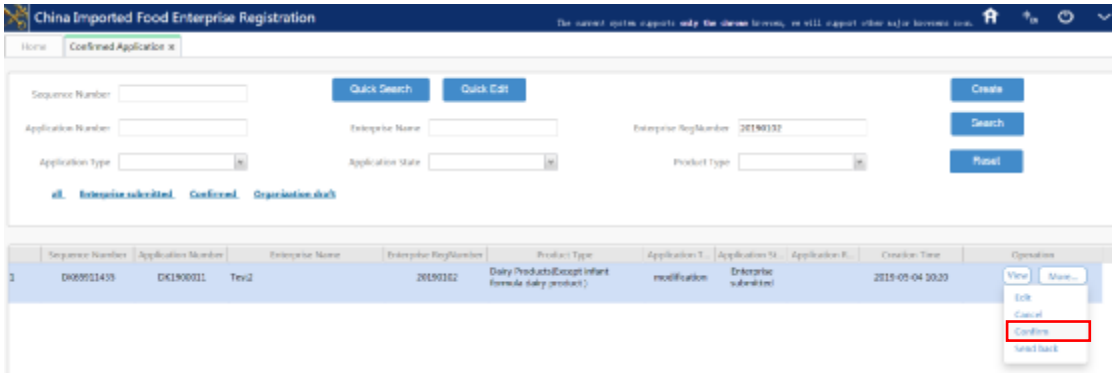
3.2 企业通过填写顺序号登录 CIFER 系统完成提交后，境外官方登录管理端，该企业的状态由 Competent Draft 变为 Enterprise submitted；点击 View 进行查看并核对信息。

3.2 After the enterprise completely submits all information by Sequence Number, the status of application will move from Competent Draft to Enterprise Submitted on the Confirmed Application page. Select View to review all the information.



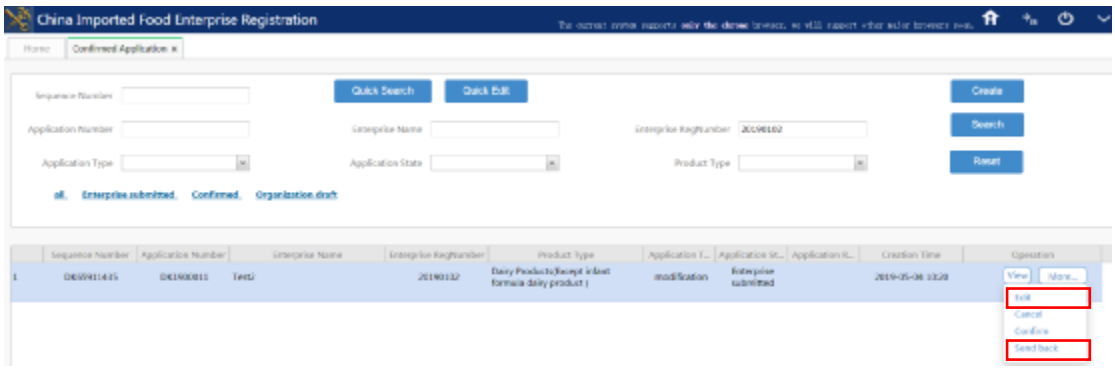
3.3 企业信息核对无需修改后，点击 Confirm 进行确认。

3.3 After ensuring all the information is correct, select Confirm.



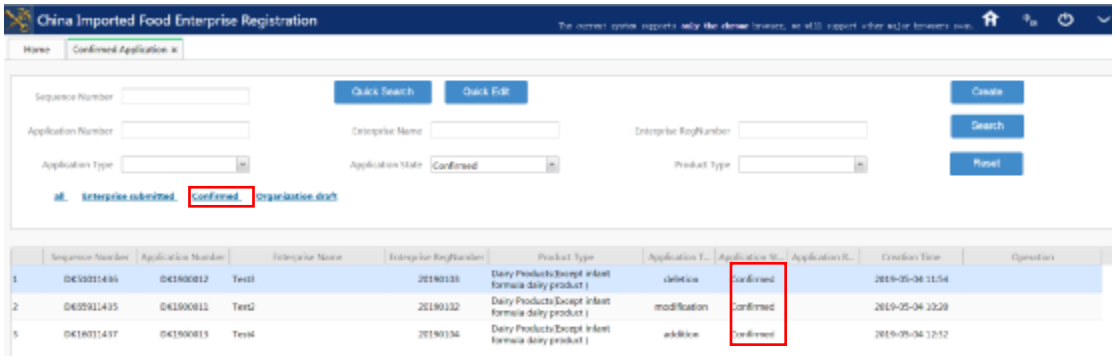
3.4 企业信息核对后认为需要修改，可点击 Edit 由官方进行修改，或点击 Send Back，将产生的填写顺序号再次发送企业，由企业进行补充完善。

3.4 If the information needs to be modified, competent authorities select Edit to modify or select Send Back which will return it to the enterprise and create a new Sequence Number for the enterprise to modify.



3.5 确认后的企业申请可在 Confirmed Application 页面中的 Confirm 中查看。

3.5 After confirming, the application can be viewed on the Confirmed Application page.



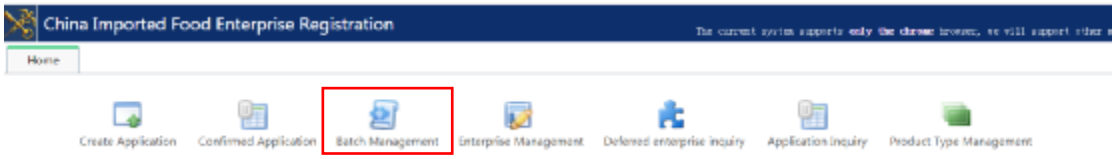
4.生成批次，提交此次申请新增注册、变更注册信息以及申请注销的全部企业申请

4. Create a batch and submit the application including New, Modification and Deletion

4.1 登录境外官方管理端，进入 Batch Management 页面。

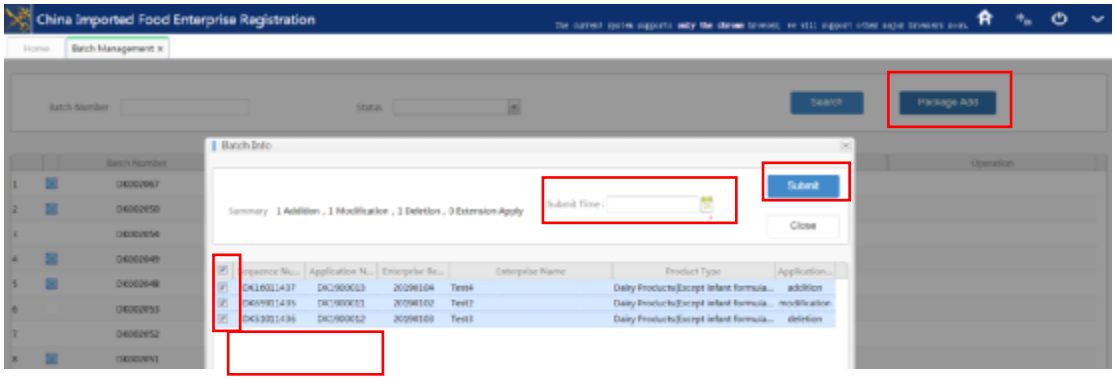
4.1 Log into CIFER by user name of Competent authorities and

select Batch Management.



4.2 进入 Batch Management 页面后，可在该页面看到已经提交的批次状态；点击 Package Add，选中本次提交的企业申请，录入提交时间，提交本批次信息。

4.2 After entering the Batch Management page, the user can view the status of the previously submitted batches. Select Package Add. Select the application to be submitted then select Submit Time. Submit.



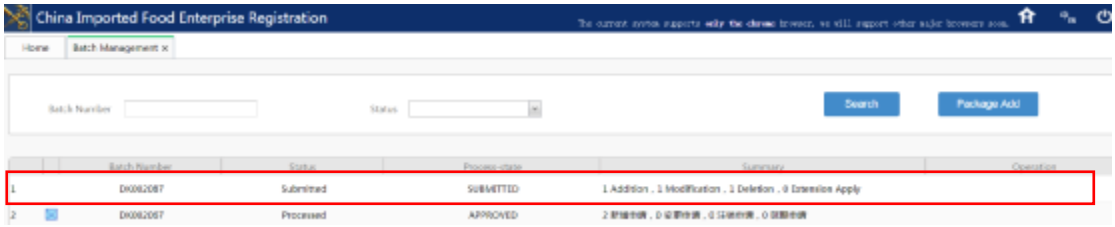
4.3 批次提交成功后，CIFER 系统生成批次号。

4.3 After submission, a Batch number will be shown.



4.4 再次进入 Batch Management 页面，可根据批次号查看本批次状态与注册进展。

4.4 Competent authorities can enter Batch Management page and check the progress of the application by Batch number.


China Imported Food Enterprise Registration
Home
Batch Management
Batch Number
Status
Search
Package Add
Batch Number
Status
Process state
Summary
Operation
1
DK082087
Submitted
SUBMITTED
1 Addition , 1 Modification , 1 Deletion , 0 Extension Apply
2
DK082057
Processed
APPROVED