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

"Single Window" User Manual

China Import Food Enterprises Registration
(Overseas Enterprises)

中国电子口岸数据中心
China Electronic Port Data Center

Contents

Chapter 1   Preamble

Thank you for using the registration management system for overseas enterprises of imported food. In order to enable you to use this system proficiently as soon as possible, we provide you with this user manual.

You will find in this manual information on installation procedures, system configuration, basic operation, hardware and software use and safety precautions. Please read this manual 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 basic computer knowledge. Here we assume that you are familiar with WINDOWS 7/10 and know how to use mouse and browsers such as Google Chrome, 360 etc.

Chapter 2   Instructions for Use

2.1 Portal

The system is browser-based and can be found at https://cifer.singlewindow.cn.

2.2 System environment

2.2.1 Operating system

Windows 7 or 10 (32-bit or 64-bit operating system).
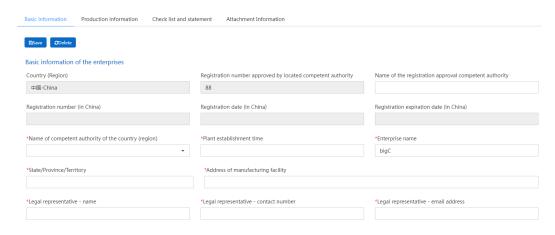Windows XP is not recommendable.

2.2.2 Browser

Chrome 50 $^{+}$

2.3 Input requirements

2.3.1 Input requirements

In the interface, required fields are marked with " * " while optional fields are not. The fields with gray background are not available. If a red alert pops up next to a field when inputting, it means 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.

(Basic enterprise information)

2.3.2 Keyboard operation

Some functions in the interface can be operated quickly by the keyboard.
Pressing the Tab key makes the text cursor automatically advance to the next field.
Pressing the Up or Down Arrow key allows you to select from the parameters in the drop-down menu on the screen.
Pressing the Backspace key can delete the information currently entered in the field.
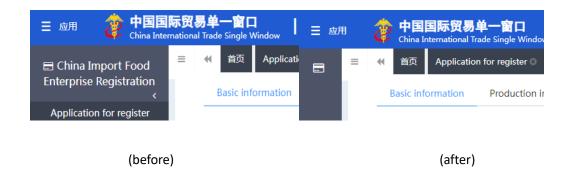
2.4 General functions

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 or expand menu

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

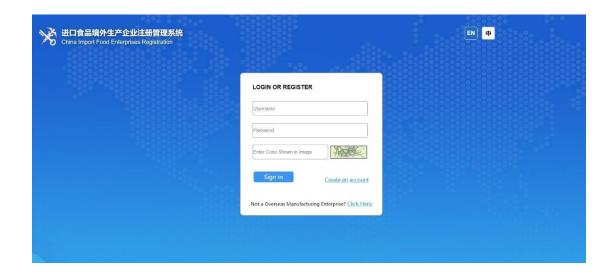(before)   (after)

2.4.3 Close tabs

Click the icon in the upper right corner of the right display area to bring up the drop-down menu (as shown below). Select "Close all tabs" to close all open tabs in the current display area; If you click "Close other tabs", other open tabs will be closed except the tab currently displayed.

(Close tabs)

2.5 Enter or exit the system

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

The system is available to overseas enterprise users and overseas competent authority users. You can safely exit the system by clicking on "Exit" in the upper right corner of the interface after entering the system.

Chapter 3   Introduction to the System

3.1 Users

The competent authority of the country/region (hereinafter referred to as "competent authority"): the official department responsible for the safety and sanitation supervision of food producers in the country/region where the overseas producers of imported food are located. The competent authority shall review and inspect the applications submitted by the local producers 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 recommended enterprises and cooperate with GACC to recheck and supervise the rectification of registered enterprises.

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

3.2 Functions

China Import Food Enterprises Registration System aims to administer the registration of overseas producers of imported food, including applications for registration, alteration, renewal, and cancellation of overseas producers, inquiries on

applications, review and inspection of applications by the competent authority, and the management of registered producers.

The registration method of overseas producers of imported food includes recommendation for registration by the competent authorities of the countries or regions where they are located and application for registration by producer.

Overseas producers of the following product groups must be recommended by the competent authority of the country/region where they are located for registration with GACC: meat and meat products, sausage casings, aquatic products, dairy products, bird nests and bird nest products, bee products, eggs and egg products, edible oils and fats, oilseeds, stuffed wheaten 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 health foods.

Overseas producers of foods other than those product groups listed above are required to register directly with GACC.

(Registration procedures)

Chapter 4　User (Account) Management

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

The system account assigned by the competent authority can be registered as an overseas producer of any food category after logging in to the system.

The system account applied by an overseas producer can only be registered as an overseas producer of food products that do not fall into one of the 18 food categories.

Note:

・An overseas enterprise can only apply for one account.

　・If the products of an overseas producer 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 itself.

4.1 System account assigned by foreign competent authority

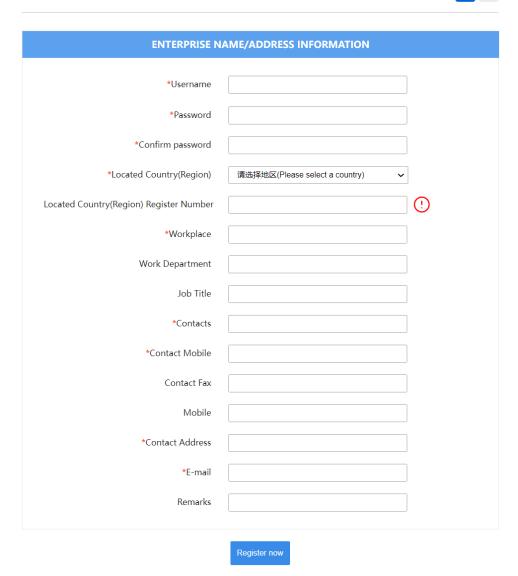Please contact the competent authority to get a system account.

4.2 System account applied by enterprise

Visit https://cifer.singlewindow.cn, click "Create an account" to enter the interface of creating account, and fill in the account information.

(Login interface)

Abroad Enterprise Registration EN 中

ENTERPRISE NAME/ADDRESS INFORMATION

*Username

*Password

*Confirm password

*Located Country(Region)   请选择地区(Please select a country) ⌄

Located Country(Region) Register Number   ⊘

*Workplace

Work Department

Job Title

*Contacts

*Contact Mobile

Contact Fax

Mobile

*Contact Address

*E-mail

Remarks

Register now

Required fields are marked with "*", including username, password, work unit (company name), and the registration number in the country/region. After filling in, click "Register now" to complete the registration of user account.
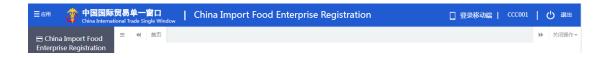
After the completion of account registration, please log in to the system with the username (account) and password.
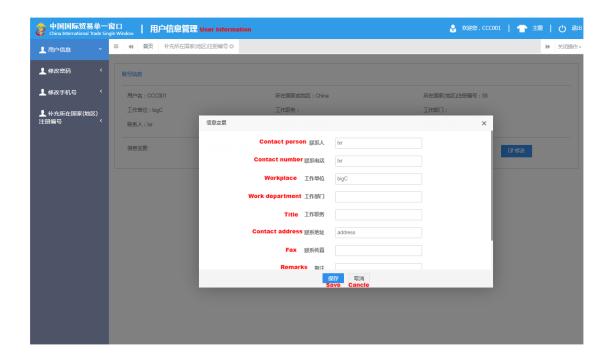
Note:
Once an account is successfully created, the information of username, the country/region where it is located, and the registration number in the country/region cannot be modified. Please check carefully when registering.

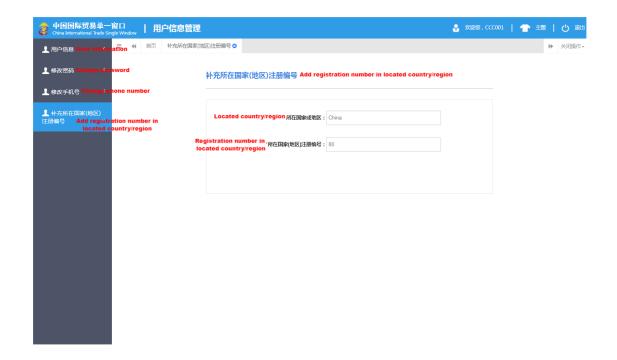4.3 Account maintenance of overseas enterprises (users)

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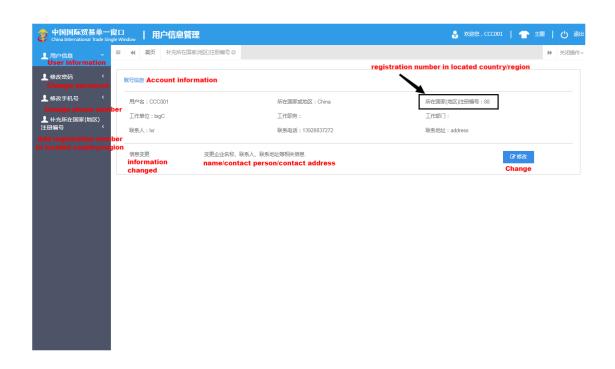

Entering the interface of user information, the information of the enterprise can be modified, including contact person, contact number, workplace (enterprise name), work department, work title, contact address, fax, remarks, and email.

If the registration number in the country/region is not provided when creating account, it can be entered through "Add the registration number in the country/region".
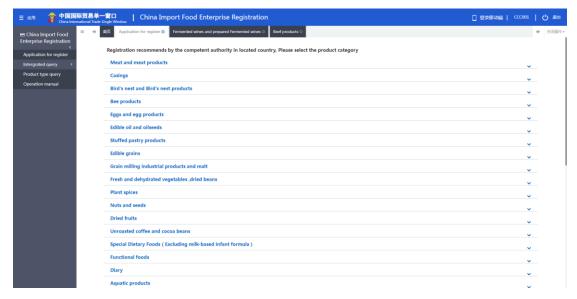
（User information）

(After)

Note:

Once the registration number in the country/region is added, it cannot be modified after saving.
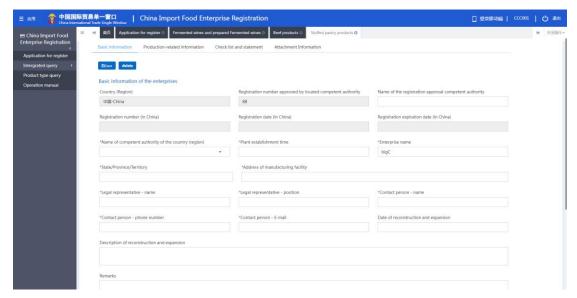
Chapter 5　Enterprise Registration

5.1 Registration application

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 Category Search" (please refer to section 5.3 of this manual).
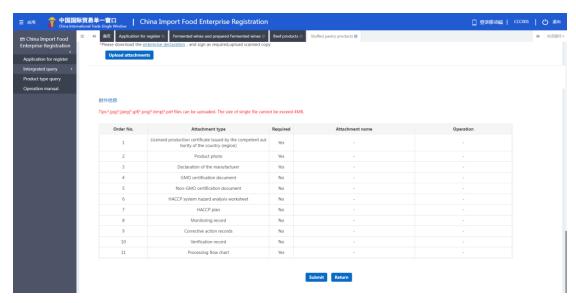

(Product categories)

Please input the basic information of the enterprise, production information, and information about self inspection and annexes, and submit the enterprise's statement.
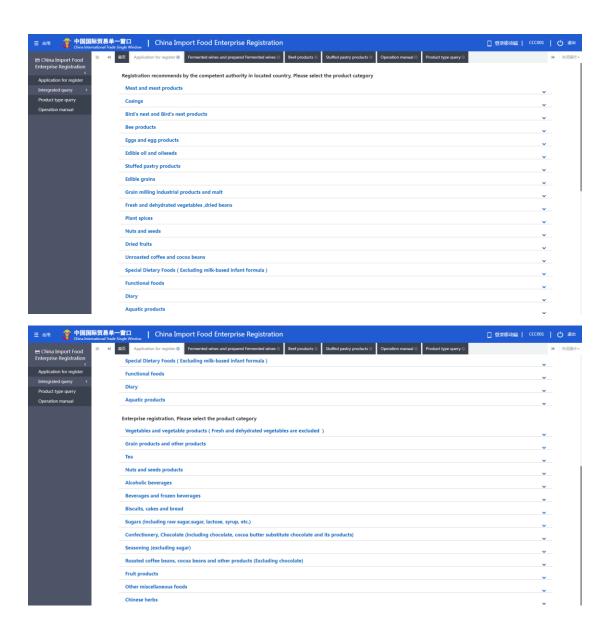
(Basic information of the enterprise)

Once completed, click on "Preview" to display all the information entered to confirm. After confirmation and a click on "Submit", the system will automatically submit to the competent authority or declare to the GACC depending on different product categories. If you click on "Back", it will return to the application interface.

(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.

Overseas producers of the following product groups must be recommended by the competent authority of the country/region where they are located for registration with GACC: meat and meat products, sausage casings, aquatic products, dairy products, bird nests and bird nest products, bee products, eggs and egg products, edible oils and fats, oilseeds, stuffed wheaten 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 health foods.

Overseas producers of foods other than those product groups listed above are required to register directly with GACC.

5.1.1.1 Introduction to the registration process (take plant-based stuffed wheaten product 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 (obtain Chinese food registration number).

(2) The 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 rectify→Revise the application and resubmit to the competent authority→Recommended by the competent authority→Approved by GACC (obtain Chinese food registration number).

(3) The process of return (rejection) by the competent authority or GACC.
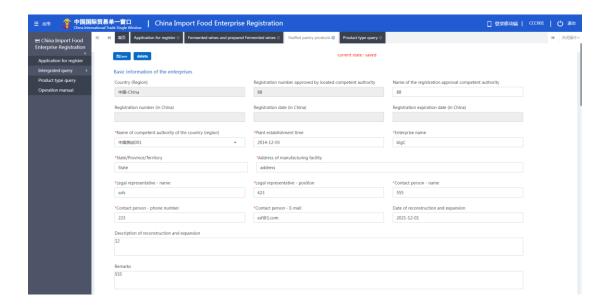
Enter information→Preview→Submit to the competent authority→Rejected by the competent authority (the reasons for rejection can be found in the "General inquiries - application inquiry").
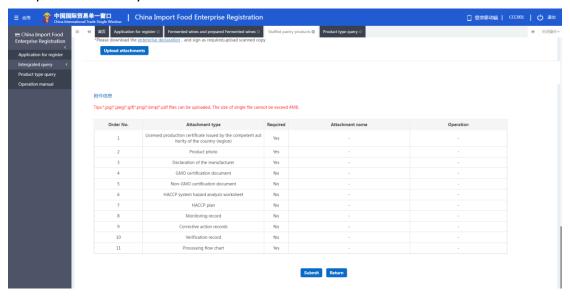
Note:
Applications that are not recommended by the competent authority may not be resubmitted with amendments to the original application form. However, it is permitted to submit a new application.
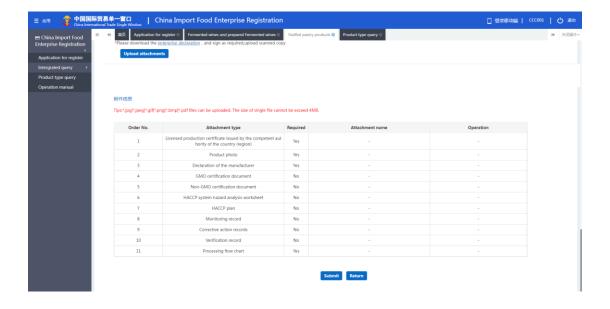
Main functions:
(1) Save: the basic information of the enterprise, production information, and information about self inspection and annexes which have been entered can be saved temporarily.

(2) Preview: once the input is complete, click on the "Preview" button at the bottom of the "Annex Information Page" to switch to preview mode, displaying all four pages of the form together. This is the preparation for submission to the competent authority.
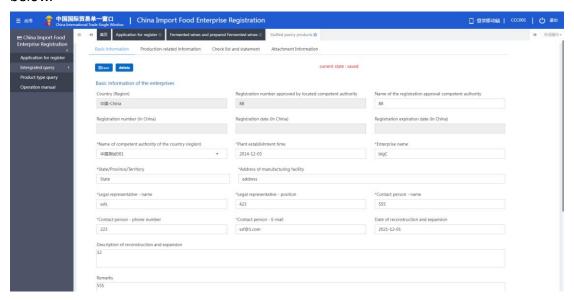

(3) Submit: after preview, click on the "Submit" button at the bottom of the interface to submit the registration application to the competent authority for review.
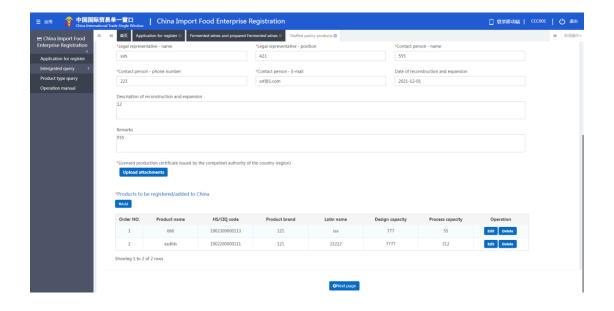
(4) Back: switch to single page view mode; exit preview mode.

(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.
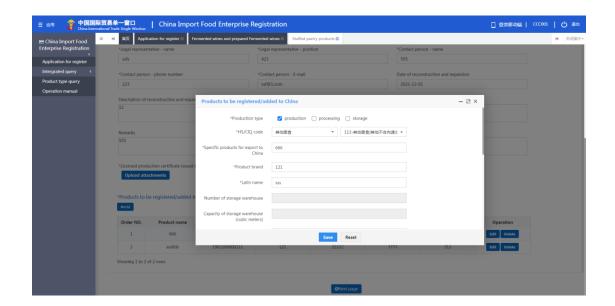
5.1.1.2 Instructions for input

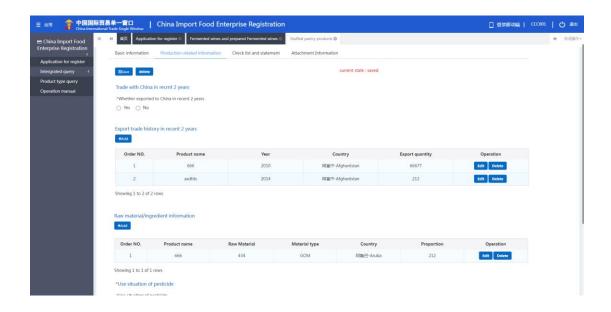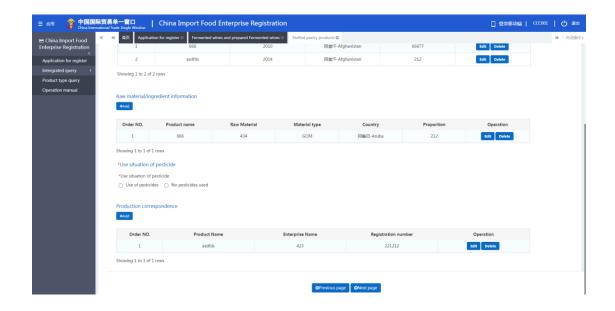Required fields are marked with "*" in the interface. The main fields are described below.

 • Registration number approved by the competent authority of the country/region in which the producer is located: it is automatically filled in by the system according to the "Registration number in the country/region where the producer is located" entered by the user.

 • Name of the competent authority of the country/region approving registration: the overseas official authority that approved the establishment of the enterprise, i.e. the authority of the country/region that granted the registration number. Optional field.

 • Name of the 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.

 • (Chinese) Registration number/ time of registration (in China)/ validity period of registration (in China): it cannot be filled in when entering, for it will be given by the Customs after the approval of the registration application. The number can be found through the function of the application form inquiry.

 • 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.
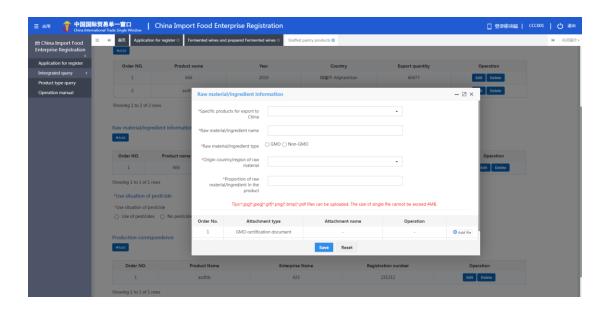
 • Product(s) to be registered or added: required. After clicking "Add", the interface of entry will pop up. Only one product's information can be entered in one interface. If there are multiple products to be exported to China, the information of each product shall be entered.
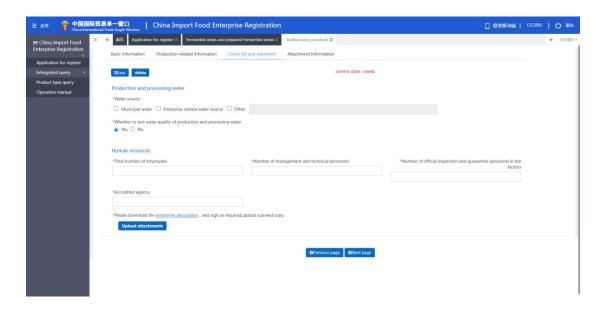
 • Trade with China in the last 2 years: required. If you select "Yes", it is required to fill in; if you select "No", leave it blank. Select "Yes" to bring up the form of specific products exported to China. Click "Add" to bring up the input interface of trade with China in the last 2 years. The parameter options for "Specific products exported to China" come from the "Specific products to be exported to China" in the field of "Products to be registered or added".

 • Export trade in the last 2 years (form): optional. Click "Add" and choose "Export Products". Click on the blank or the triangle icon on the right to get the parameters. The parameter options for "Specific products exported to China" come from the "Specific products to be exported to China" in the field of "Products to be registered or added".
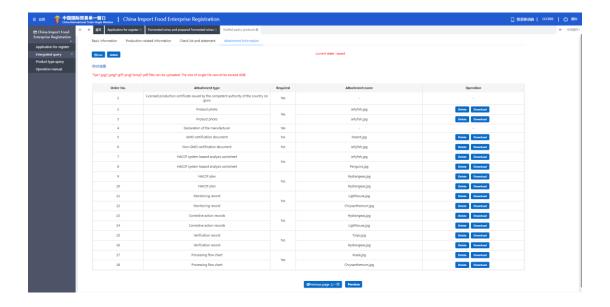

 • Information of raw material and ingredient: optional. Click "Add" to bring up the

entry interface of raw material or ingredient. The parameter options for "Specific products exported to China" come from the "Specific products to be exported to China" in the field of "Products to be registered or added".

 • Pesticide use: required. If you choose "No pesticide used", you do not need to fill in the form; if you choose "Pesticide used", you have to fill in the pesticide use form below and click "Add" to bring up the entry interface of pesticide use. The parameter options for "Specific products exported to China" come from the "Specific products to be exported to China" in the field of "Products to be registered or added".

 • Production relationship: optional. Click "Add" to bring up the entry interface of production relationship. The parameter options for "Specific products exported to China" come from the "Specific products to be exported to China" in the field of "Products to be registered or added".

 • Enterprise statement: you need to download this document first, sign and stamp before scanning and uploading it here.
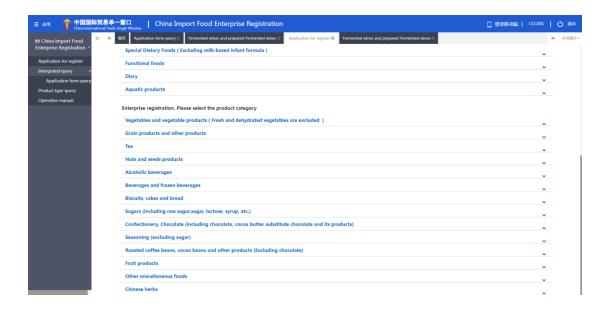
• Annexes: display all the annexes uploaded on the pages of basic enterprise information, production information and self-inspection.

5.1.2 Registration applied by enterprise

Overseas producers of food products other than the 18 food categories recommended for registration by the competent authority of the country/region in which they are located apply for registration with GACC on their own.

After logging in to the system with overseas enterprise account, click on "Registration Application" 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 "Liquor - Distilled and Prepared Spirits".

5.1.2.1 Introduction to the registration process (Liquor - Distilled and Prepared Spirits)

Registration process:

(1) General approval process.

Enter information→Preview→Submit to GACC→Approved by GACC (obtain Chinese registration number).

(2) The process of return by GACC for supplementation and correction.

Enter information→Preview→Submit to GACC→Requested by GACC to supplement and rectify→Revise the application and resubmit to GACC→Approved by GACC (obtain Chinese registration number).

(3) The process of return (rejection) by GACC.

Enter information→Preview→Submit to GACC→Rejected by GACC (the reasons for rejection can be found in "Customs feedback").

Note:
Applications that are rejected by GACC may not be resubmitted with amendments to the original application form. However, it is permitted to submit a new application.
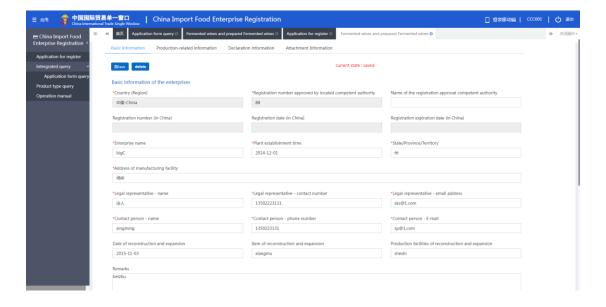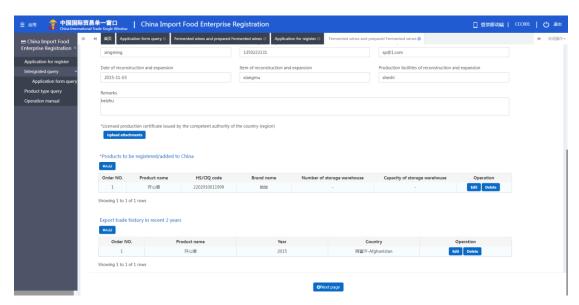
Main functions:
Submission: the application data is submitted to GACC for review.
Other functions such as deletion and inquiry are basically the same as those on the application page for the competent authority to recommend the products for registration to GACC.
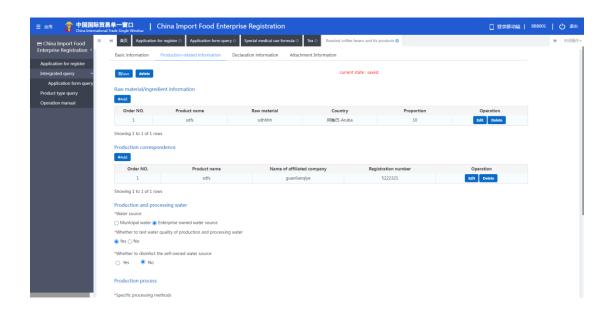
5.1.2.2 Instructions for input

Required fields are marked with "*" in the interface. The main fields are described below.
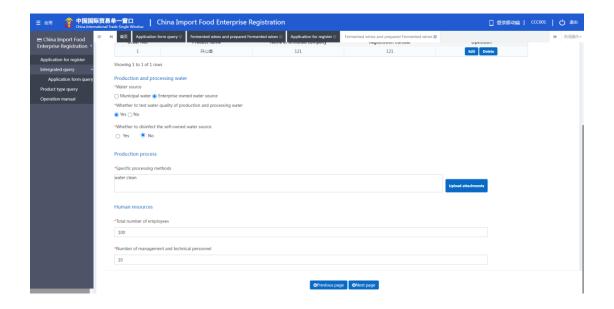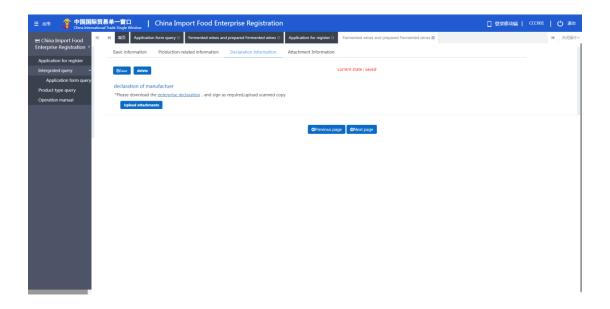
• Registration number approved by the competent authority of the country/region in which the producer is located: it is automatically filled in by the system according to the "Registration number in the country/region where the producer is located" entered by the user when creating the account.

• Name of the competent authority of the country/region approving registration: the name of the regulatory authority of the country/region that granted the registration number. Optional field.

• (Chinese) Registration number/ time of registration (in China)/ validity period of registration (in China): it cannot be filled in when entering, for it will be given by the Customs 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(s) to be registered or added: required. After clicking "Add", the interface of entry will pop up. Information of multiple products can be entered.

• Trade with China in the last 2 years: required. If you select "Yes", it is required to fill in; if you select "No", leave it blank. Select "Yes" to bring up the form of specific products exported to China. Click "Add" to bring up the input interface of trade with China in the last 2 years. The parameter options for "Specific products exported to China" come from the "Specific products to be exported to China" in the field of "Products to be registered or added".

• Export trade in the last 2 years (form): optional. Click "Add" and choose "Export Products". Click on the blank or the triangle icon on the right to get the parameters. The parameter options for "Specific products exported to China" come from the "Specific products to be exported to China" in the field of "Products to be registered or added".

• Information of raw material and ingredient: optional. Click "Add" to bring up the entry interface of raw material or ingredient. The parameter options for "Specific products exported to China" come from the "Specific products to be exported to China" in the field of "Products to be registered or added".

• Production relationship: optional. Click "Add" to bring up the entry interface of production relationship. The parameter options for "Specific products exported to China" come from the "Specific products to be exported to China" in the field of "Products to be registered or added".
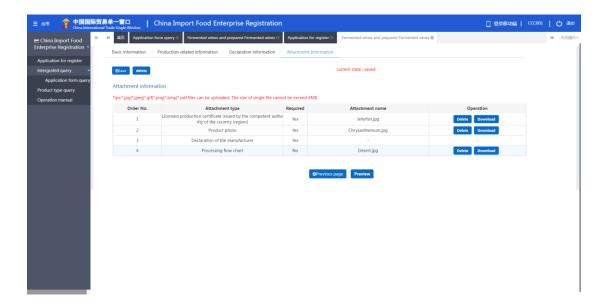
• Water for production and processing: choose public water or enterprise-owned water source. If you choose enterprise-owned water source, then "Whether to disinfect the water" and "Disinfection method for self-owned water" become required fields, otherwise they are optional. For the disinfection method, if you choose "Other", the field "Other disinfection methods for self-owned water source" will become editable and must be filled in.

• Description of product processing technic: required. The annex is optional.

• Enterprise statement: you need to download this document first, sign and stamp before scanning and uploading it here.

• Annexes: display all the annexes uploaded on the pages of basic enterprise information, production information and self-inspection. Editing operations can be performed here.
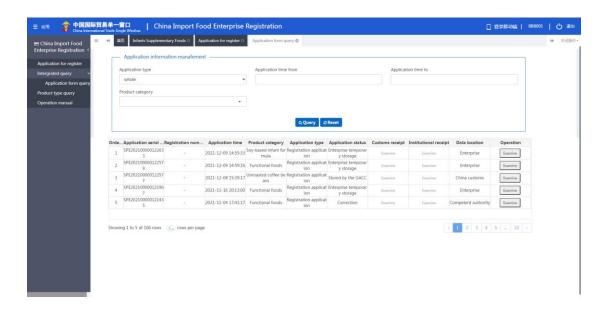
5.2 General inquiries

5.2.1 Application forms

The system provides services for inquiring application forms. Overseas enterprise

users can enter key words to inquire the applications they submitted, including application information, recommendations by the competent authority, and reviews 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.
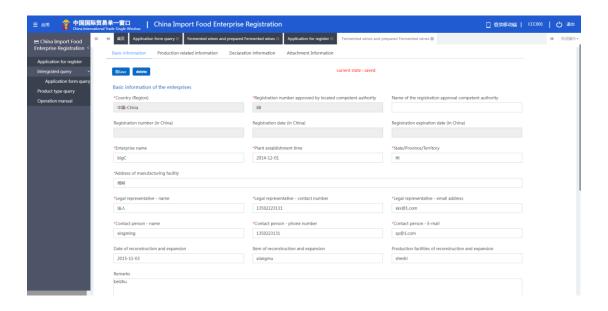
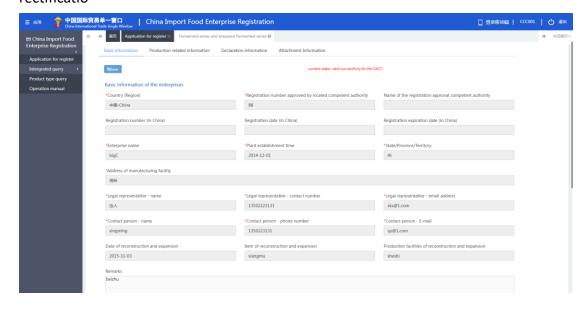Click "General inquiries-Application forms" on the left to expand the menu (as shown below).

Operating procedures:

(1) Set the searching conditions, click "Search", and the results will be listed below according to the searching conditions.

(2) Click "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:

　• For applications that have been temporarily saved or are subject to supplementation and correction, the application forms can be edited, modified and declared.

　•　If the application of a product that the enterprise can apply to register with GACC by itself is in the state of "Failed to send 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 manual for detailed explanation).

If the registration application of the product recommended by the competent authority to GACC is in the state of "Failed to send to Customs" or "Failed to enter Customs database", the application forms cannot be modified or declared.

•Application forms in the following states are not allowed to be edited, modified, or declared:

- submitted to the competent authority already;
- submitted to Customs already (recommended);
- returned (recommendation rejected);
- sent to Customs successfully;
- entered Customs database successfully;
- unapproved/approved/accepted/unaccepted/revoked/suspended/subject to rectificatio
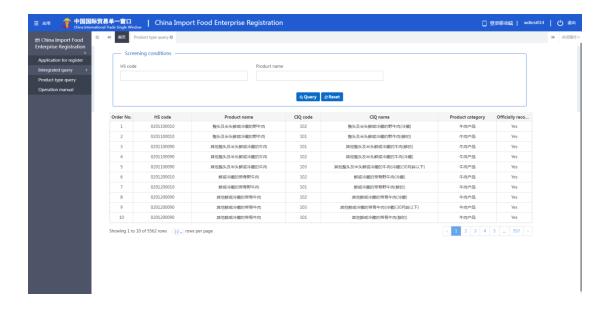
5.3 Product category search

5.3.1 Product category search

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.

Search: Click "Search" to search according to the conditions.
Reset: Click "Reset" to clear the conditions.

Appendix   System Status Description

Status	Description
Temporarily saved	The entered information is saved to the computer.
Submitted (to the competent authority)	The application has been submitted to the competent authority for review.
Submitted (to Customs)	(1) The competent authority has recommended the enterprise's application to GACC. (2) The enterprise has submitted the application to GACC.
Recommendation rejected	The application is returned to the enterprise after being reviewed by GACC or the competent authority.

Sent to Customs successfully	System processing. Applications recommended by the competent authorities or submitted by enterprises have been successfully sent to GACC.
Failed to send to Customs	System processing. Applications recommended by the competent authorities or submitted by enterprises was not successfully sent to GACC due to network problem or other abnormalities.
Entered Customs database successfully	System processing. GACC received the data successfully.
Failed to enter Customs database	System processing. GACC failed to receive the data.
Accepted	The application has been accepted by GACC and will be reviewed.
Unaccepted	The application is returned because GACC doesn't accept and won't review it.
Supplementation and correction	(1) If the submitted application does not meet the requirements, GACC will return the application and request the enterprise or the competent authority to modify the application. (2) The competent authority returns the application and requires the enterprise to modify the application.
Unapproved	GACC rejects the application recommended by the competent authority or submitted by the enterprise.
Approved	If the overseas producer of imported food meets the requirements, GACC shall approve the registration application and grant Chinese registration number to the producer.
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 producer of imported food no longer conforms with the registration requirements, GACC shall request the producer to rectify within a specified period and shall suspend imports from the producer during this period. The producer shall complete the rectification within the specified period and submit to GACC a written report and a written statement confirming it conforms with the registration requirements.