

IPAFFS Guidance: How to Raise an (IMP) Import Notification for Products of Animal Origin (POAO)

Please follow the steps below to manage an (IMP) Importer Notification for consignments of Products of Animal Origin (POAO) that are being imported from the EU/EEA into Great Britain.

This guide also provides details on managing your IPAFFS address book. You can pre-load your address book in preparation for raising notifications – see [Add an Address to Address Book](#) section.

Login to IPAFFS using your Government Gateway Account

Before you start, you will need to login to the IPAFFS service:

- 1) Click **Start Now** on <https://www.gov.uk/guidance/import-of-products-animals-food-and-feed-system>. This will take you to the Government Gateway sign in
- 2) Enter your **government gateway ID** and **password** and click **sign in**. This will take you to your IPAFFS dashboard
 - If you have not registered for the IPAFFS service, you will be directed to create a Defra account
- 3) If you do not have a Government Gateway account, click the hyperlink **Create sign in details**
 - Guidance is available on gov.uk, to help you to register your business or organisation - [Register a business or organisation for the IPAFFS service](#)

Create a New Importer Notification

- 1) Click **Create a new notification**
- 2) Select **Products of animal origin** and then click **Save and continue**
- 3) **Select a country** of origin from the list and click **Save and continue**
 - For EU imports, this should be the country the goods are being imported from. You must raise a notification for each product that you are importing if they are from different countries of origins
- 4) Enter the commodity code for your consignment into **Search commodities** box and click **Search**
 - Use the commodity tree (under **Search commodities** field) to select the correct commodity code if you do not know it
 - If you do not see your commodity code in the list, please check whether your product requires an SPS notification - www.gov.uk

- 5) Select **Type of commodity** from the list
 - This is dynamic to the commodity code you have entered
- 6) Select **Species of commodity** – all that apply
 - This is dynamic to the commodity code you have entered
 - Click **Add another commodity** to add other commodity codes to the notification if required, and repeat steps 4, 5, 6 and 7 above
 - A notification should be raised for each consignment contained in the load. For example, if you import both fresh chicken and cheese, you would need to raise two notifications. You must not include both commodity codes in the same notification
- 7) Click **Save and continue**
- 8) Enter the total net **Weight** of the commodity in kilograms and click **Save and continue**
 - The total net weight is defined as the mass of the goods themselves without any immediate containers or packaging
 - The total gross weight is the overall weight in kilograms. This is defined as the aggregate mass of the products and of the immediate containers and all their packaging but excluding transport containers and other transport equipment.
- 9) Enter the date that the consignment will enter GB into **Date of entry** field and click **Save and continue**
 - This must be a date in the future
 - You can update this if the date of import changes – see [Amend an Importer Notification](#) section
- 10) Select the **Reason for movement** from the list and click **Save and continue**
- 11) Now you are presented with the document upload screen. There is no requirement to upload documents from 1 January – 30 June 2022.
- 12) Click **Save and continue**
- 13) Next, you will provide details of the traders for the consignment. You must use **place of origin** to provide details of the EU approved establishment
- 14) Click the hyperlink **Add a place of origin** to view the list of Approved Establishment addresses in your address book
 - Click **View** to look at the address and contact details
- 15) Click the hyperlink **Select** next to an approved establishment to add it to the notification
 - If the approved establishment is not listed in your address book, click the hyperlink, **Create a new place of origin**

- i) Enter the name of the Approved Establishment in **Place of origin name**, you must also include the approval number of the approved establishment in this field
 - ii) You can check the Approved Establishment name against the EU's lists of [approved establishments](#) if needed
 - iii) Enter the approved establishment address and contact details, including:
 - (1) **Address Line 1**
 - (2) **Address Line 2 (optional)**
 - (3) **Address Line 3 (optional)**
 - (4) **City or town**
 - (5) **Postcode or Zip Code**
 - (6) **Telephone Number**
 - (7) **Country (selected from the list)**
 - (8) **Email address**
 - iv) Click **Save and continue**
 - v) Receive confirmation that the address has been created
 - vi) Click **Add to notification**
- 16) Click the hyperlink **Add an importer** to view the list of Importer addresses in your address book
- Click **View** to look at the address and contact details
- 17) Click the hyperlink **Select** next to an Importer to add it to the notification
- If the Importer is not listed in your address book, click the hyperlink, **Create a new importer**
 - i) Enter the name of the Importer in **Importer name**
 - ii) Enter the Importer address and contact details, including:
 - (1) **Address Line 1**
 - (2) **Address Line 2 (optional)**
 - (3) **Address Line 3 (optional)**
 - (4) **City or town**
 - (5) **Postcode or Zip Code**
 - (6) **Telephone Number**
 - (7) **Country (selected from the list)**
 - (8) **Email address**
 - iii) Click **Save and continue**

- iv) Receive confirmation that the address has been created
 - v) Click **Add to notification**
- 18) Click the hyperlink **Add a place of destination** to view the list of final destination addresses in your address book
- Click **View** to look at the address and contact details
- 19) Click the hyperlink **Select** next to a place of destination to add it to the notification
- If the place of destination is not listed in your address book, click the hyperlink, **Create a new place of destination**
 - i) Enter the name of the place of destination in **Place of destination name**
 - ii) Enter the place of destination address and contact details, including:
 - (1) Address Line 1**
 - (2) Address Line 2 (optional)**
 - (3) Address Line 3 (optional)**
 - (4) City or town**
 - (5) Postcode or Zip Code**
 - (6) Telephone Number**
 - (7) Country (selected from the list)**
 - (8) Email address**
 - iii) Click **Save and continue**
 - iv) Receive confirmation that the address has been created
 - v) Click **Add to notification**
- 20) Click **Save and continue** once the three traders have been added to the notification
- 21) Enter the **Port of entry**, be careful to spell this correctly, then click **Save and continue**
- 22) The final step before you submit the importer notification is to review the information you have provided
- If you have not populated any required information it will be displayed in red at the top of the page. You must add this information this before submitting the notification
- 23) Click the hyperlink **Change** next to the relevant section and update the information you have provided
- 24) Click **Accept and send** to submit your notification
- When submitting an importer notification, you are confirming that you are responsible for the import and that, to the best of your knowledge, the details you are providing are correct

- 25) You will receive on-screen confirmation that your importer notification has been submitted successfully, as well as the unique reference number
- You can copy this reference number and paste it into the search filter on your dashboard to locate the notification – see [Search for an Importer Notification](#) section
- 26) Click **Return to your dashboard**

Copy as New an Importer Notification

- 1) From your dashboard, find an importer notification that you want to copy
- 2) Click the hyperlink **Copy as new** to create a new notification
- 3) Review the information copied into the new notification
- 4) Click the hyperlink **Change** next to the relevant section and update the information, or populate any blank fields
 - When copying a notification, the following information is automatically removed:
 - i) **Weight**
 - ii) **Date of entry**
 - iii) **Purpose of movement**
 - iv) **Accompanying document details**The net weight, date of entry and purpose of movement information must be added into the notification before you submit it
- 5) Click **Accept and send** to submit your notification
 - When submitting an importer notification, you are confirming that you are responsible for the import and that, to the best of your knowledge, the details you are providing are correct
- 6) You will receive on-screen confirmation that your importer notification has been submitted successfully, as well as the unique reference number
 - You can copy this reference number and paste it into the search filter on your dashboard to locate the notification - see [Search for an Importer Notification](#) section
- 7) Click **Return to your dashboard**

Amend an Importer Notification

- 1) From your dashboard, find an importer notification that you want to amend
- 2) Click the hyperlink **Amend**

- 3) From the review your notification find the information that you want to amend
- 4) Click the hyperlink **Change** next to the relevant section and update the information, or populate any blank fields
 - Some information that is added or amended, may require other information in the notification to be added or amended. For example if you add a new commodity code to the notification, you will also need to add Type of commodity, Species of commodity and weight
- 5) Click **Accept and send** to submit your notification
 - When submitting an importer notification, you are confirming that you are responsible for the import and that, to the best of your knowledge, the details you are providing are correct
- 6) You will receive on-screen confirmation that your importer notification has been submitted successfully, as well as the unique reference number. The version number (displayed at the end of the IMP reference number) is also updated, for example: from IMP.GB.XXXX.XXXXXXX-v2
 - You can copy this reference number and paste it into the search filter on your dashboard to locate the notification - see [Search for an Importer Notification](#) section
- 7) Click **Return to your dashboard**

Cancel an Importer Notification

- 1) From your dashboard, find an importer notification that you want to cancel
 - Any notification in draft or submitted status can be cancelled
- 2) Click the hyperlink **Amend**
- 3) From the review your notification, click **Cancel notification**
- 4) Click **Yes, cancel this notification**, if you are sure that you want to cancel the importer notification
 - Click the hyperlink **No, don't cancel this notification**, if you do not want to cancel the notification
- 5) When you return to the dashboard, you will find that the status of the notification is updated to **Cancelled**

Search for an Importer Notification

- 1) You can search for notifications using the search criteria fields at the top of the dashboard. You can enter details in one or many fields to refine the list of notifications presented on the dashboard

- 2) Select the search criteria:
 - **Certificate number/keywords** - enter an IMP reference number, part of an IMP reference number, or keyword. If you use a keyword search, all notifications containing that information will appear in the list (e.g. 'Dover' will return all notifications that have 'Dover' in them – BCP/Place of Origin/Importer/Place of Destination)
 - **Border Control Post (BCP)** – select an option from the list
 - **Certificate status** – select an option from the list
 - **Country of origin** – select an option from the list
 - **Consignee/Importer** – enter a name, or part of a name
 - **Certificate type** – select **IMP–POAO** from the list to view all POAO importer notifications
 - **Start Date Range** - enter a start date
 - **End Date Range** - enter an end date
 - **Arrival/Import date range** – select the relevant hyperlink
- 3) Click Search and view the refined list of notifications
 - The **results** number will change to reflect the number of notifications that meet the criteria you have entered
- 4) Click **Clear** to remove the search criteria from your dashboard and list you're your organisations notifications

Add an Address to Address Book

You can use the address book to manage addresses that you add to an importer notification, including approved establishments, importers and places of destination. Follow these steps to add new addresses to the address book:

- 1) Click the **Address book** at the top of the page (next to your username)
- 2) Click **Add an address**
- 3) Select **Operator address** and click **Continue**
- 4) Select the **Operator type**, using the guidance underneath each option to select the correct type, and then click **Continue**
 - Enter the **Operator Name**. Remember for Approved Establishments, you must also include the approval number of the approved establishment
 - Enter the address and contact details, including:
 - i) **Address Line 1**
 - ii) **Address Line 2 (optional)**

- iii) **Address Line 3 (optional)**
- iv) **City or town**
- v) **Postcode or Zip Code**
- vi) **Telephone Number**
- vii) **Country (selected from the list)**
- viii) **Email address**

- Click **Save and continue**
- You will receive confirmation that the address has been added to your address book
- Click **Return to address book** to view the address in your address book

Amend an Address in the Address Book

Follow these steps to amend an existing address in the address book:

- 1) Click the **Address book** hyperlink at the top of the page (next to your username)
- 2) Click **View** next to the address you want to amend
- 3) Click **Edit** and update the information or populate any blank fields
- 4) Click **Save**
- 5) You will receive confirmation that the address details have been changed
- 6) Click **Return to address book** to view the address in your address book

Delete an Address from the Address Book

Follow these steps to delete an address from the address book:

- 1) Click the **Address book** hyperlink at the top of the page (next to your username)
- 2) Click **View** next to the address you want to delete
- 3) Click **Delete**
- 4) Click **Yes, delete this address**, if you are sure that you want to delete it
 - Click the hyperlink **No, don't delete this address**, if you do not want to delete it
- 6) You will receive confirmation that the address has been deleted
- 7) Click **Return to address book**. The address will no longer be visible in your address book

- Any notification that has the deleted address already selected will not be affected, and the address can continue to be used in the notification
- The deleted address will not be available in the list to select when creating a new notifications, or amending an existing notification