



HOW TO APPLY FOR A RUSSIAN WOOD TARIFF REDUCTION LICENCE

1. On your **WORKBASKET** screen, Click **CREATE IMPORT APPLICATION** (top left hand side of screen).

The screenshot shows the BIS Workbasket application interface. The browser window title is "Microsoft Internet Explorer" and the address bar shows "https://www.spireuat.bis.gov.uk/icmscl1/fox". The page header includes the BIS logo and the text "Department for Business, Innovation & Skills". The main content area is titled "Workbasket" and features a navigation menu on the left with options like "Create Import Application", "Request Importer Access", "Search Cases", "Update My Details", "Update My Password", and "User Preferences". The main area contains a table with columns for Transaction / Ref, Subject, Topic, Company, Status, Information, and Filter Tag. A message box indicates: "Welcome Mr A Applicant, you last logged in on 18th March 2013 at 11:23. Your current password expires on 14th March 2014." Below this, a table shows the current workbasket items:

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
Not Assigned	Application Derogation from Sanctions Import Ban	ABC LTD	In Progress 21 MAR 2013	Prepare Application	Resume <small>New</small> Cancel/ Delete <small>New</small>

The bottom of the screenshot shows the Windows taskbar with the Start button, several application icons, and the system tray displaying the time as 15:30.

2. You are now at the **CREATE IMPORT APPLICATION** screen.

The screenshot shows a web browser window displaying the 'Create Import Application' page. The page header includes the Department of Business, Innovation & Skills logo and the text 'Department of Business, Innovation & Skills'. A user profile 'Mr A Applicant' is visible in the top right corner. The main content area is titled 'Create Import Application' and contains the following elements:

- A navigation bar with 'Workbasket' and 'Log Out' links.
- A heading 'Create Import Application'.
- Instructional text: 'Please select the type of import application you wish to make, and the importer (and agent if applicable) you are acting as.'
- A dropdown menu for '*Application Type' with 'Wood (Quota)' selected.
- A text field for 'Main Importer' containing 'ABC LTD (2C)' with an information icon.
- A 'Create' button.
- A second navigation bar with 'Workbasket' and 'Log Out' links.
- User information: 'User: Mr A Applicant (a.applicant@jest.com)'.
- Powered by logo: 'Powered by FOXopen'.

The browser's address bar shows 'Internet' and the page is zoomed to 100%.

3. Select the type of import licence you require. The options are:

- Textiles (quotas),
- Steel (quotas),
- Outward Processing Trade,
- Firearms and Ammunition,
- Sanctions import ban derogation,
- Russian wood tariff reduction licence

4. Once you have made your selection, click **CREATE**

5. You are now at the **APPLICANT DETAILS** screen.

Wood

Validation Summary

Submit

Next

Applicant Details

Application Type

Type Wood (Quota)

Importer

Importer ABC LTD (2C)

Address 1 A Street
Somewhere
AB1 2CD

Contact

*Contact Name Mr A Applicant

Telephone +44 (0)207 123 4567 (Work)

Fax

Email a.applicant@test.com

Next

◀ Workbasket Log Out

User: Mr A Applicant (a.applicant@test.com)

Powered by FOXopen

Done Internet 100%

6. If the data is correct, click **NEXT**.

7. You are now at the **WOOD (QUOTA)** screen. Fill in the details. Please use the **i** for further advice on what to put in each box. Upload any supporting documents such as a copy of your export licence. Click **NEXT**

Workbasket
Validate Current Page
Log Out

Previous
Next

Wood (Quota)

Applicant's Reference **i**

*Will the goods be cleared in another Member State of the European Union? Yes No **i**

*Shipping Year **i**

Exporter Details

*Exporter Name

*Exporter Address

*Exporter VAT Number

Goods

*Commodity Code	*Goods Description	*Quantity	*Unit
<input type="text" value="4403201110"/> i	<input type="text" value="Spruce logs"/>	<input type="text" value="100000000"/>	<input type="text" value="cubic metres"/>

Certificates/Documents

Contract/Pre-Contract

Certificates/Documents

Contract/Pre-Contract

Please fill in the details of all relevant contracts or pre-contracts between the importer and exporter, and upload the contract/pre-contract, below.

Add Contract

*Reference No.	*Date	*Upload File
<input type="text" value="12345"/> i	<input type="text" value="01-Apr-2013"/> i	File uploaded by: A Applicant 12 APR 2013 17:36 MY CONTRACT.doc (19.5 KB) Replace file...

Supporting Documents

Please provide any further supporting documents regarding this application.

This may include invoices, evidence of past trade, or contracts.

[Add Supporting Documents](#)

Previous
Next

Workbasket
Log Out

8. You are now at the **VALIDATION SUMMARY** screen. If there are any errors, they will be listed here. Click **PREVIOUS** to return to the **WOOD (QUOTAS)** page and correct any errors. If there are no errors listed, click **NEXT**.

The screenshot shows a web browser window displaying the 'Validation Summary' page of the 'File Transfer System'. The page header includes the Department for Business, Innovation & Skills logo and the text 'Department for Business, Innovation & Skills File Transfer System'. A user profile 'Mr A Applicant' is visible in the top right corner with a 'Log Out' link. A left-hand navigation menu contains 'Applicant Details', 'Textiles', 'Validation Summary', and 'Submit'. The main content area features a 'Workbasket' header with 'Log Out' and two buttons: 'Previous' and 'Next'. Below this, the title 'Validation Summary' is underlined. A message states: 'There are no errors. This application is ready to submit.' Another set of 'Previous' and 'Next' buttons is located below the message. At the bottom of the content area, the user is identified as 'User: Mr A Applicant (a.applicant@test.com)' and the system is noted as 'Powered by FOXopen'. The browser's taskbar at the bottom shows 'Done', 'Internet', and a zoom level of '100%'.

9. You are now at the **DECLARATION OF TRUTH** page.

Department for Business, Innovation & Skills File Transfer System

Applicant Details
Textiles
Validation Summary
Submit

◀ Workbasket Log Out

Previous

Declaration of Truth

WARNING

BIS does not accept responsibility for loss or expense which might arise from refusal of an application or from any delay, however caused, in a licence being granted or received. Goods for which an individual import licence is required but which are imported without a licence are liable to forfeiture. There are penalties for making false statements or giving false information.

By filling in the field below and clicking Submit, you agree to the following:

I am the applicant for this licence or I am authorised to act on their behalf. I undertake that if a licence is granted it will be used solely to import goods which are the property of the applicant. I confirm that I am legally entitled to be in possession of any export licence presented with this application. I undertake to provide any information or documentation required by BIS in connection with this application or in connection with any transaction arising from the use of any licence granted in response to this application. I am aware that BIS may use information in this application for its administration of import policy and that the information may be passed for similar purposes to the Commission of the European Communities and HM Revenue & Customs. I, the undersigned, certify that the information provided in this application is true and given in good faith and that I am established in the Community.

*Confirm that you agree to the above by typing "I AGREE" in this box

Submit

Previous

◀ Workbasket Log Out

User: Mr A Applicant (a.applicant@test.com) Powered by FOXopen

Done Internet 100%

10. If you accept the declaration of truth is correct, type **I ACCEPT** in the box, and click **SUBMIT**. You cannot apply for an import licence unless you accept declaration of truth.

11. Your application for a textile import licence has now been submitted to ILB for approval. You will see the progress of your application in your **WORKBASKET**.

Testing ... Department for Business, Innovation & Skills

Mr A Applicant • Log Out

← Login and Registration Log Out

Workbasket

Transaction / Subject Topic Company Status Information *Filter Tag

Ref [] All [v] [] [] [] [] [] [v] For Attention [v]

Apply Filter
Reset Filter
Show All
Refresh

Your workbasket is currently displayed in the standard Workbasket order ⓘ

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
IMA/2013/00029	Application Wood (Quota)	ABC LTD	Submitted 12 APR 2013	Application Submitted	View Application New ⚠ Withdraw New ⚠
IMA/2013/00028	Application Outward Processing Trade	ABC LTD	Submitted 12 APR 2013	Application Submitted	View Application New Withdraw New
IMA/2013/00027	Application Derogation from Sanctions Import Ban	ABC LTD	Submitted 12 APR 2013	Application Submitted	View Application New Withdraw New
IMA/2013/00025	Application Textiles (Quota)	ABC LTD	Submitted 12 APR 2013	Application Submitted	View Application New Withdraw New
IMA/2013/00022	Application Firearms and Ammunition (Open Individual Import Licence)	ABC LTD	Completed 10 APR 2013	Application View	View Application New Clear New

Done

Acknowledged Notification

Internet 100%

12. If your application is approved, the status in your workbasket will change to **COMPLETED**. A **NOTIFICATION** confirming your import licence has been issued is sent to your workbasket with an **ACTION** for you to **ACKNOWLEDGE NOTIFICATION**. Please acknowledge the notification.

13. On the **ACKNOWLEDGE NOTIFICATION** screen, you will be able to see a PDF copy of your import licence for your records. Click **ACKNOWLEDGE RECEIPT**.

Testing ... Department for Business, Innovation & Skills Notification Set Mr A Applicant • Log Out

◀ Workbasket Log Out

Response

Reference Issued To: ABC LTD
Followup Contact: Mr Roy Smiles

Primary Recipients
Mr A Applicant
Mr B Applicant

Notification List

You have been issued with the following documents. Please view them and take any appropriate action.

Title	Document
Quota Licence	View PDF

[Show System docs](#)

Notification Messages

There are currently no notification messages.

Acknowledgement of Receipt

Please Note

- Once you have acknowledged receipt you will be able to remove this entry from your workbasket.
- Once removed you will be able to view this notification using the Search Notifications option shown in the Workbasket left hand menu.
- Only Authorised Contacts may acknowledge receipt of notifications. Information Contacts can only view the notifications.

Done Internet 100%

14. The status of your import licence request will show **ACKNOWLEDGED NOTIFICATION**. You may now import using your import licence whenever you wish. You will also be able to search for this import licence in your workbasket at any time.

Testing ... Department for Business, Innovation & Skills

Mr A Applicant • Log Out

Workbasket

Transaction / Subject Topic Company Status Information *Filter Tag

Ref IMA/2013/0 Application For Attention

Your workbasket is currently displayed in the standard Workbasket order

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
IMA/2013/00007	Application Textiles (Quota)	ABC LTD	Completed 26 MAR 2013	Application View Acknowledged Notification, Notification of 26th March 2013 12:40	View Application New Clear New View Notification New Clear New

Apply Filter Reset Filter Show All Refresh

Workbasket Item Count: 1

User: Mr A Applicant (a.applicant@test.com) Powered by FOXopen

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