# I. User registration

1. Log in to the Single Window website: https://new.singlewindow.cn/, click the "Register" button on the upper right of homepage or the picture shows "The System of China Import Food Enterprise Registration" below to enter the account registration page.
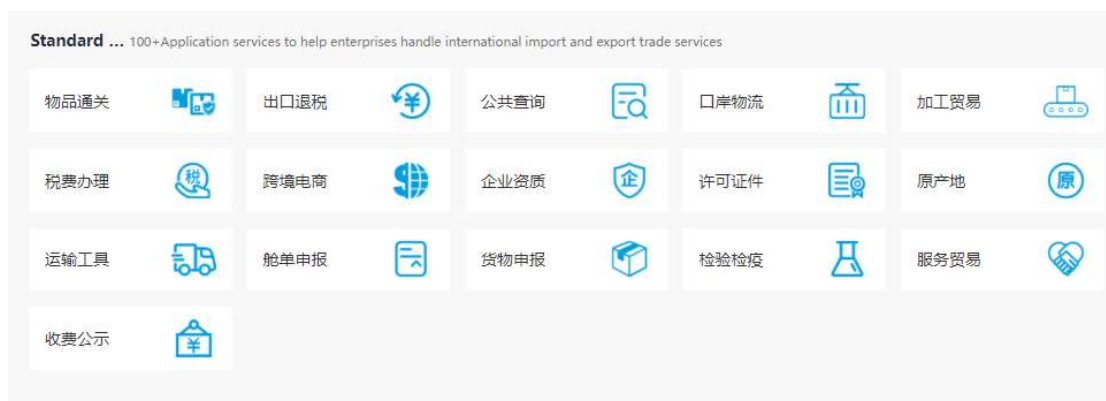
2. Different pop-up pages will show up respectively while choosing the above two registration routes, click "Create an account" or "Overseas Enterprise Registration" on the page that is displayed to enter the same page of account information.



Click picture to enter Page A                    Click "Register" in the account login box to enter Page B

3. Fill in the account information to complete registration, items with * are required. Both English and Chinese language can be selected on this page.

➢ "Contacts" and "Contact Mobile" information should be person to take charge of enterprise registration work.

➢ "Located Country (Region)" should be chosen correctly since **it cannot be modified after selection.**

➢ "Located Country (Region) Register Number" is mandatory to be filled, otherwise subsequent application cannot be made.

➢ "Workplace" should be the name of actual production unit to be registered.

➢ Click "Register now" to complete the account registration.

**Abroad Enterprise Registration**

EN 中

**ENTERPRISE NAME/ADDRESS INFORMATION**

*Username

*Password

The password should be combined of 8-16 capital and lower-case letters, numbers and symbols.

*Confirm password

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

Located Country(Region) Register Number

Please make sure to fill in the Approval NO. If you need to use the China Import Food Enterprise Registration system. Otherwise, your normal use will be affected. Thank you!

*Workplace

Work Department

Job Title

*Contacts

*Contact Mobile

Contact Fax

Mobile

*Contact Address

*E-mail

Remarks

Register now

*Summary*：  *"Username", "Located Country (Region)" and "Located Country (Region) Register Number cannot be modified after filling and registration.* *The other registration information can be modified in the system afterwards.*

4. After registration is complete, click the "Login" button and enter the user name and password to log in to the system. Or return to the home page of Single Window and enter the system through "Account Login".

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

注册完成

尊敬的用户，恭喜您注册成功！接下来您可以登录系统，完善信息

登录系统

**Login**



5. If the Located Country (Region) Register Number was **not filled** in during registration, a message showing that "Your Account Information is Incomplete" will be displayed after login. Applicant can click the username in the upper right corner as prompted to enter the User Information page to add or modify the account information. It should be noted that the registration number of located country (region) can only be added once and **cannot be modified** after submission.
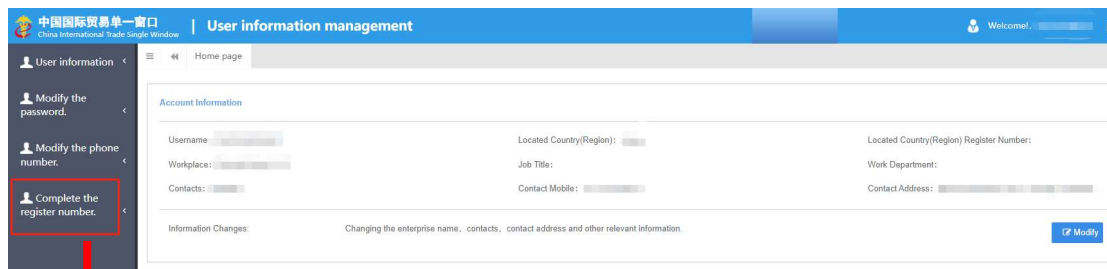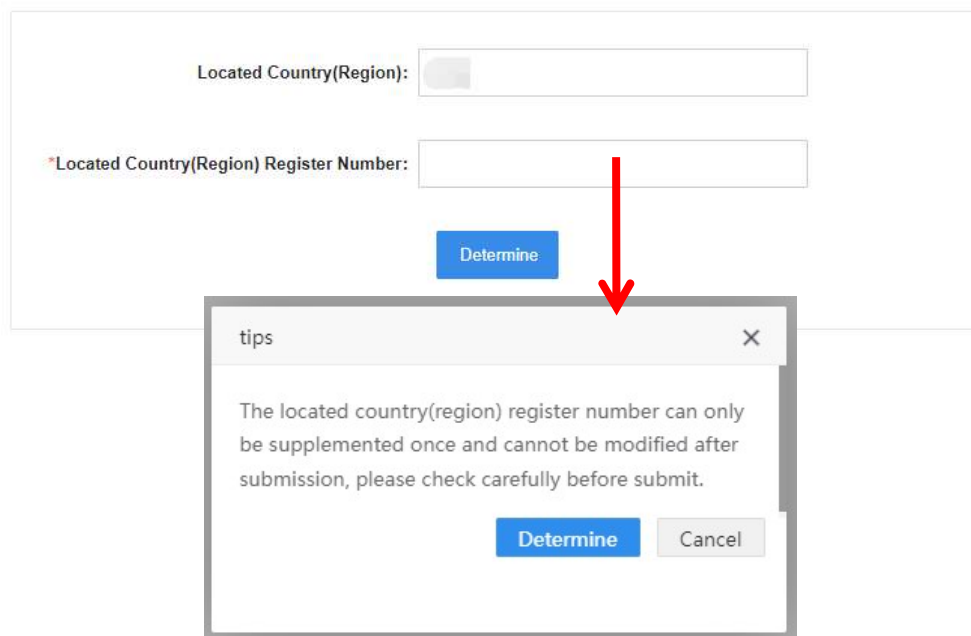
On the User Information page, account password, mobile phone number, contact, contact mobile, workplace, work department, job title, contact address, contact fax, and E-mail can be modified.

As the current system has not been fully developed, user cannot jump to the product registration page after entering the User Information page. Click "Exit" button and then log in to the system again.

# II. User login and information filling

## 1. Login

Enter the account name and password from the homepage of the Single Window to log in directly.

If the system shows up with a blue "404" or "500" interface and could not be logged in, try to "return" to Single Window homepage, click the area shows in the picture below and log again.



## 2. Choose product category

After entering the system interface, select the product category to be exported under the "Registration Application" menu on the left. The system lists the product classification and corresponding secondary classification that "Registration recommends by the competent authority in located country" and "Enterprise registration". Select the secondary classification of the target product to directly enter the registration information filling page of the corresponding product. Take "alcoholic beverage" products as an example, applicant can click any picture of secondary classification to enter the registration information filling page.

中国国际贸易单一窗口
China International Trade Single Window | China Import Food Enterprise Registration

China Import Food Enterprise Registration

Application for register
Intergrated query
Product type query
Operation manual

首页 | Application for register

Enterprise registration, Please select the product category

**Vegetables and vegetable products (Fresh and dehydrated vegetables are excluded )**

**Grain products and other products**

**Tea**

**Nuts and seeds products**

**Alcoholic beverages**

Fermented wines and prepared Fermented wines | Distilled spirits and prepared Distilled spirits | other Spirits and Edible alcohol

**Beverages and frozen beverages**

**Biscuits, cakes and bread**

**Sugars (including raw sugar,sugar, lactose, syrup, etc.)**

## 3. Fill in the product application form

On the product application form page, there are four parts need to be filled: enterprise basic information, production-related information, enterprise declaration and attachment.

### 3.1. Basic information of the enterprise

The basic information of the enterprise includes three parts: basic information of the enterprise, products to be registered/added in China and export trade history in recent 2 years.

### 3.1.1. Basic information of the enterprise

The *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* and *Contact person - E-mail* information are mandatory to fill in.

Among above, the *"contact person"* should be the person in charge of the registration

work of the enterprise. ***Legal representative phone number*** and ***Contact person phone number*** should be entered in the format of "00+ country code + phone number" since the text box only support digital input.



***Name of the registration approval competent authority, Date of reconstruction and expansion, Item of reconstruction and expansion, Production facilities of reconstruction and expansion*** and ***Remarks*** information are optional to fill in, the enterprise can fill according to the reality.

The *"Licensed production certificate issued by the competent authority of the country (region)"* shall be uploaded with the relevant attachments as required. Click "Upload attachments - Add file" to upload the attachments. Click "Upload/Save" to save the attachments in the system. Multiple files can be added at one time. If the production license certificate contains more than one document, they can be either named and

uploaded separately or uploaded together in one document. If the uploaded file is incorrect, click the "Delete" button to delete it and upload it again.
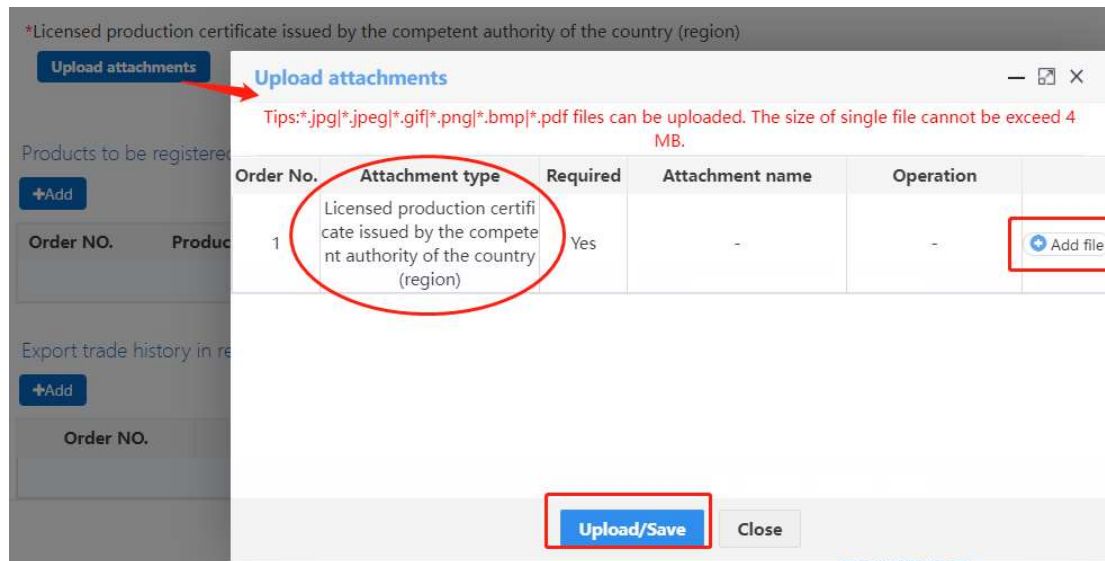


Note (as of 2021.11.30): In the gray area, "Country (Region)" and "Registration number approved by located competent authority" have been synchronized at the time of registration, which cannot be edited and modified in the system; "Registration number (in China)", "Registration date (in China)" and "Registration expiration date (in China)" cannot be edited currently. For newly registered enterprises, these three contents are left blank by default.

### 3.1.2. Products to be registered/added to China

***Required contents.*** Click the "+Add" button below "Products to be registered/added in China" to enter the information filling interface of this column. Applicant need to select the Production type, Specific products for export to China, HS code /CIQ code, Product brand, Designed annual production and processing capacity (tons/year), Actual production and processing capacity (tons/year) and other information as required, and upload product photos.

**Products to be registered/added to China**

| | |
|---|---|
| *Production type | ☐production ☐processing ☐storage |
| *Specific products for export to China | |
| *HS/CIQ code | ▼    ▼ |
| *Product brand | None please fill in none |
| Number of storage warehouse | |
| Capacity of storage warehouse (cubic meters) | |
| *Designed annual production and processing capacity (tons/year) | |
| *Actual production and processing capacity (tons/year) | |

Tips:*.jpg|*.jpeg|*.gif|*.png|*.bmp|*.pdf files can be uploaded. The size of single file cannot be exceed 4MB.

| Order No. | Attachment type | Attachment name | Operation | |
|---|---|---|---|---|
| 1 | Product photo | - | - | ⊕ Add file |

"Production Type" can be single or multiple selected, and be selected according to the actual situation of production/processing/storage of the products in the enterprise to be registered.

"Specific products to be exported to China" should be filled in manually in the text box. It is recommended to specify the product name (including flavor, etc.) on the label of the minimum sales unit of the specific product, and then select the corresponding HS/CIQ code based on the specific product.

The drop-down list in "HS code /CIQ code" is automatically matched by the system according to the secondary classification selected during the application. The two lists should be selected and confirmed respectively according to the actual situation of the products to be registered/added in China. Applicant can search the HS code /CIQ code through "Product type Query" on the left menu of the system.

"Product Brand" is mandatory to fill. If there is no brand, fill in "None". Otherwise, the product cannot be saved.

If "Storage" is selected in "Production Type", *Number of storage warehouse* **and** *Capacity of storage warehouse (cubic meters)* should be filled in according to actual situation. Designed annual production and processing capacity (tons/year), Actual production and processing capacity (tons/year).

"Designed annual production and processing capacity (tons/year)" and "Actual production and processing capacity (tons/year) are mandatory items and should be filled in according to actual conditions (if the processing capacity of each specific product cannot be accurately counted, the total processing capacity of this product category can be filled in and indicated in brackets). The "actual production/processing capacity" shall not be greater than the "Designed annual production/processing capacity". Please be noted that the quantity (weight) of the product declared in the final import declaration shall not be greater than the "actual production/processing capacity" declared here, otherwise it may be considered as illegal export of products produced by unregistered enterprises.

"Product photo" can refer to the product pictures in JD Mall. It is recommended to provide at least product photo show, including all the product label drawings, etc. After naming each file, click "Add file" button. Upload each file separately or assemble a complete file to upload. If the uploaded photo is wrong, applicant can click "Delete" button to delete and upload the correct document again.

Click "Save" button to complete the addition of the product, and the system will automatically generate a unique code of 18 Arabic digits. Then this specific product can

be selected and reported in the subsequent filling of raw materials and production relationship information.

### 3.1.3. Export trade history in recent 2 years

***Export trade history with China is required contents to fill in.*** Click the "+Add" button under "Export trade history in recent 2 years" in the page to enter the information filling interface of this column. Select ***Export product variety, Time of export*** and ***Export country or region*** according to the dialog box.

"Export product variety" can only be selected from the "Products to be registered/added in China" added in the previous step.

"Time of export" and "Export country or Region" information can only be selected year by year and country by country, at least filling the specific products' trade history with China. Other countries information is optional to fill in. Enterprises that need to register recently should report their trade history since November 2019. If the product has only exported to a certain country for less than two years, then the actual trade year will be enough to be selected.



Click the "Save" button after completing all basic enterprise information to enter the tab page of "Production-related Information".

### 3.2. Production-related Information

Production-related information includes raw material/ingredient information, production correspondence, production and processing water, production process and human resources information.

### 3.2.1. Raw material/ingredient information

***Optional contents, applicant can choose to fill in the information about the main ingredients/ingredients, or not to fill in the information.*** Click the "+Add" button below "Raw material/ingredient information" to fill in the information of specific product's raw material/ingredient. If applicant choose to fill in the information, select ***"Specific products for export to China"*** in the dialog box that pops up. The products here can only be selected from the list of specific products to be registered/added to China added in previous step.



"Raw material/ingredient name" should be filled according to the actual name.

"Origin country/region of raw material" shall be selected according to actual conditions. If the same ingredients comes from different countries, all countries should be submitted onto the system.

"Proportion of raw material/ingredient in the product" could be filled in percentage or decimal format. For spices and other ingredients, although the weight may not be reflected in the final product, the proportion of ingredients should also be calculated according to the proportion of the added amount in the total weight of the total product.

Click "+Add" button to submit more material/ingredient information for this product. Click the "Save" button to save the information of all raw materials and ingredients of the specific product.

Return to the page of "Production-related Information", click the "+Add" button under "Raw material/ingredient information" to continue to add the raw material/ingredient information of other specific products, repeat the above steps.



### 3.2.2. Production correspondence

**_Optional contents._** Click the "+Add" button below "Production correspondence" to fill in the affiliated company information of the specific products.

"Specific products" for exported to China" can only be selected from the list of specific products to be registered/added to China added in previous steps.

"Enterprise Type" can be one or more. If "Other" was selected, applicant should specify the enterprise type. If there are more than one raw material suppliers or reprocessing enterprises for a specific product, please fill them in one by one through the "Add" button.

"Type of affiliated company", "Whether the affiliated company obtained the registration number in China" and "Whether the affiliated company obtained the registration qualification in China" should be filled in according to the reality. If the affiliated enterprise has obtained the registration number of the country (region) where the affiliated enterprise is located, the registration number is mandatory to be filled in.



Click "Save" to complete the filling of production relation information of a specific product, return to the page of "Production Related Information", click the "+Add" button below "Production correspondence" to continue to add affiliated company information of other specific products.

### 3.2.3. Production and processing water

"Water source": choose municipal water or enterprise owned water source;

"Whether to test water quality of production and processing water": choose Yes or No;

If the enterprise uses its own water source, it also needs to report "***Whether to disinfect the self-owned water source***" and "***Disinfection treatment method for self-owned water source***".

All information is subject to the actual situation of the enterprise, and the ***<u>production and processing water information is mandatory to be filled</u>***.



### 3.2.4. Production process

***<u>Required content</u>***. Applicant should describe the specific processing methods such as cleaning, heat/cold treatment time and temperature, pickling, dehydration, packaging, etc. in text box with a maximum of 1024 characters. Applicant are advised to upload clear processing flow charts onto the system.



### 3.2.5. Human resources

"Total Number of Employees" and "Number of management and technical personnel" are mandatory to be filled based on the actual situation of the enterprise.

Click "Next page" button to enter the page of "Declaration information".

Human resources

*Total number of employees

*Number of management and technical personnel

⊙Previous page  ⊙Next page

### 3.3. Declaration information

Declaration information has a fixed file template. Applicant need to download the "Enterprise Declaration" file as prompted, sign as required and upload scanned copy.

Click "Upload attachments-Add file-Upload/Save" to complete this step and click "Next page" button to enter the page of "Attachment Information".

Basic information    Production-related information    Declaration information    Attachment Information

🖫Save    delete                                                           current state : saved

declaration of manufactuer

*Please download the enterprise declaration,  and sign as required,upload scanned copy

**Upload attachments**

⊙Previous page  ⊙Next page

### 3.4. Attachment information

Attachments that enterprises need to upload include:

(1) Licensed production certificate issued by the competent authority of the country (region);

(2) Product photo;

(3) Declaration of the manufacturer;

(4) Processing flow chart (recommended for uploading).

Attachment information

Tips:*.jpg|*.jpeg|*.gif|*.png|*.bmp|*.pdf files can be uploaded. The size of single file cannot be exceed 4MB.

| Order No. | Attachment type | Required | Attachment name | Operation |
|---|---|---|---|---|
| 1 | Licensed production certificate issued by the competent authority of the country (region) | Yes | - | - |
| 2 | Product photo | Yes | - | - |
| 3 | Declaration of the manufacturer | Yes | - | - |
| 4 | Processing flow chart | No | - | - |

Previous page    Preview

All attachments shall already be uploaded in the corresponding section, and this section is only for final verification.

Click "Preview" to browse all application information.

Click "Submit" to complete the registration information declaration.

declaration of manufactuer

*Please download the enterprise declaration,  and sign as required,upload scanned copy

Upload attachments

Attachment information

Tips:*.jpg|*.jpeg|*.gif|*.png|*.bmp|*.pdf files can be uploaded. The size of single file cannot be exceed 4MB.

| Order No. | Attachment type | Required | Attachment name | Operation |
|---|---|---|---|---|
| 1 | Licensed production certificate issued by the competent authority of the country (region) | Yes | - | - |
| 2 | Product photo | Yes | - | - |
| 3 | Declaration of the manufacturer | Yes | - | - |
| 4 | Processing flow chart | No | - | - |

Submit    Return

# III. Application Form Query

The submitted or unsubmitted application forms of all products can be queried through the function of "Integrated query-Application form query" in the menu bar on the left.

Usually within 5-10 working days after submitting the application form, the GACC will give the result of registration and specify "Approved" or "Not Accepted" in the "Application status" column. Click the "Examine" button in the "Customs Receipt" column to view the reasons for the inconformity of the registration application, and

click the "Examine" button in the "Operation" column to return to the preview page of the application form.