HOW TO USE IT



## **Getting Started**

## **1. REGISTRATION OF A NEW USER**



#### 2. LOG IN



- Request a user account at:
- https://i2es.incb.org/User/Create
- INCB will verify the authenticity of the request with your Competent National Authority (CNA).
- A confirmation message appears that your request has been sent for approval.
  - Enter your user name and password.
  - A confirmation message appears that your request has type the Captcha (sum of digits that appears on the screen in this case).
- Click on the Login button.

### **3. PASSWORD RECOVERY**



- Click on the forgot your password.
- Enter the user name and the **Captcha** and click on **next**.
- Enter the password answer and submit.
- The password will be emailed to the user

## **Administration - Masters**

### **1. USER MANAGEMENT**



- Users List
- Registration of a New User
- Edit User
- Change Password
- Country Settings

#### 2. ESTABLISHMENTS



- Preparations
- Substances List
- Port List
- Estimates / Assessments List

### **3. PROPERTIES**



- Navigation
- Dynamic filtering
- Expand / Collapse arrow in grids

# Settings - Imports/Exports

#### 4. IMPORTS



- Create import authorization
- Use of codes for CPS (Concentrate of poppy straw)
- View own import authorization
- Drafts
- Authorized import authorizations
- Cancelled import authorizations
- Authorized imports destined for re-export
- View counterpart import authorization
- Authorized import authorization
- Cancelled import authorizations

## 5. EXPORTS



- Create export authorization
- Create from pre-draft
- Create new authorization
- Drafts
- Authorized export authorizations
- Cancelled export authorizations
- View counterpart export authorization
- Authorized export authorization
- Cancelled export authorizations

### 6. CONFIRMATION OF EXPORTS



- Confirm own exports (from pre-drafts)
- View own confirmation of exports
- View counterpart confirmation of exports

## More settings!

## 7. ENDORSMENTS



## 8. XML UPLOAD



#### 9. ALERTS



- Create endorsements (from pre-drafts)
- View own endorsements
- View counterpart endorsements
- Import/export authorizations from XML
- Confirmation of exports from XML
- Endorsements from XML
- Alert messages grid: common features
- Show new alerts
- Short deliveries alert (2 types)
- Cancellations by counterpart (import/export authoizations)
- Excess exports (XML)
- Counterparts endorsements
- Imports not yet re-exported

## **Contact Information**

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