EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Directorate R. Resources
R.3. Digital solutions

LORI Reference Guide

For MS Users

Date:	14 September 2020
Version:	2.0
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1. INTRODUCTION

1.1.1. Purpose

In accordance with Article 13 of Commission Delegated Regulation (EU) 2020/760[1], the Commission has set up a Licence Operator Registration and Identification (LORI) electronic system, to record information on operators interested in applying for tariff quotas (TRQs) requiring a prior compulsory registration (so called LORI TRQs).

The LORI electronic system is part of the ISAMM database, managed by the Directorate-General for Agriculture and Rural Development.

This document is a reference guide on how to use the LORI electronic system. It describes how to register a company in the LORI electronic system, how to submit data on the reference quantity of that company, and how to withdraw the registration of a company from the LORI electronic system.

1.1.2. Audience

This document is addressed to the Member State users who will either review the LORI registration submitted by the operators via the LORI electronic system, or encode this information in the LORI electronic system in case it has been transmitted by the operator via a different channel. In both cases, the Member State user is responsible for the validation of the data and its submission to the EC.

1.1.3. Glossary

(1) AWAI: Agriculture Web Applications Interface, the DG AGRI Information Systems portal. Its main purpose is to be a single point of access to the rest of the DG AGRI information systems and to manage the user authorizations;

(2) SLB: the Single Liaison Body, nominated by the Permanent Representation of a Member State to the EU, is the entity which authorizes NUA;

(3) NUA: National User Administrator, a physical person nominated (or authorized) by the SLB who approves the requests for access to the LORI electronic system;

(4) LIA: License Issuing Authority, the entity responsible for managing licence applications and for issuing licenses in each Member State;

(5) EU Login: the username and password necessary to access the EU applications;

(6) ISAMM: Information System for Agricultural Monitoring and Management, an IT application used by the Member States to send data to DG AGRI;

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[1] Commission Delegated Regulation (EU) 2020/760 of 17 December 2019 supplementing Regulation (EU) No 1308/2013 of the European Parliament and of the Council as regards the rules for the administration of import and export tariff quotas subject to licences and supplementing Regulation (EU) No 1306/2013 of the European Parliament and of the Council as regards the lodging of securities in the administration of tariff quotas (OJ L 185, 12.6.2020, p. 1).

(7) ISAMM Communication: the webpage with the set of tables where the Agent or the MS user can enter various information such as: name, address, phone numbers, upload documents, quantities, accept various legal agreements. The communication is split into tables that group related information together. There are three different types (Forms) of ISAMM Communications in the LORI electronic system:

(a) Registration of an Operator (or modification of its LORI record) – Form number: 800

(b) Submission of information on the operator`s reference quantities for a given period– Form number 801

(c) Withdrawal of the registration of an operator from the LORI electronic system – Form number 802.

(8) Form Name: name of each of the different types of ISAMM Communication;

(9) Form Number: number assigned to each of the different types of ISAMM Communications;

(10) LORI: Licence Operator Registration and Identification (electronic system);

(11) LORI Workflow: the communications containing LORI data goes through various stages and they are explained in details in the sections below. At each stage some of the parties involved, the Agent and the Member State` user, can do various actions on a communication. Those actions move the communication in one direction or another;

(12) Operator: an economical entity, established in the customs territory of the Union and in possession of an EORI number, interested in applying for LORI tariff quotas. The set of information stored in the LORI electronic system for each operator is called LORI record;

(13) Agent: a person, either from the operator's company or from another company, who is authorized to submit information in the LORI electronic system on behalf of one or more operators;

(14) Member State's User: a person, representing a Member State` competent authority, with the responsibility to check and the right to validate or reject the communications sent by the Agents. In this document it is abbreviated as MS user;

(15) DG AGRI: Directorate-General for Agriculture and Rural Development;

(16) EORI Number: Economic Operators Identification and Registration number.

1.1.4. LORI Workflow

This document describes the process (LORI Workflow) for two different cases:

1. The Agent encodes data on behalf of an operator, and the competent Member State validates it.
2. The MS user encodes data on behalf of an operator, and then validates the data.

1.1.5. Prerequisites

Prerequisites for introducing a request for registration in the LORI electronic system:

1. Before introducing a request for registration in the LORI electronic system, the operator must be registered in the EORI database and must have been assigned an EORI number. For more information on the EORI database, please consult the following webpage: https://ec.europa.eu/taxation_customs/dds2/eos/eori_home.jsp?Lang=en

2. The MS user should be explicitly authorized to access the ISAMM LORI forms as the access to "ALL" business processes does not include access to the LORI system. To get this access, the user should follow the same procedure as for any other ISAMM form, requesting access to the LORI business process (Horizontal sector). It is recommended to request the access as both CA_COMMUNICATION_CONTRIBUTOR and CA_COMMUNICATION_MANAGER profiles.

2. LORI WORKFLOW 1

In this first workflow the Agent encodes data on behalf of an operator, and the MS user performs the validation.
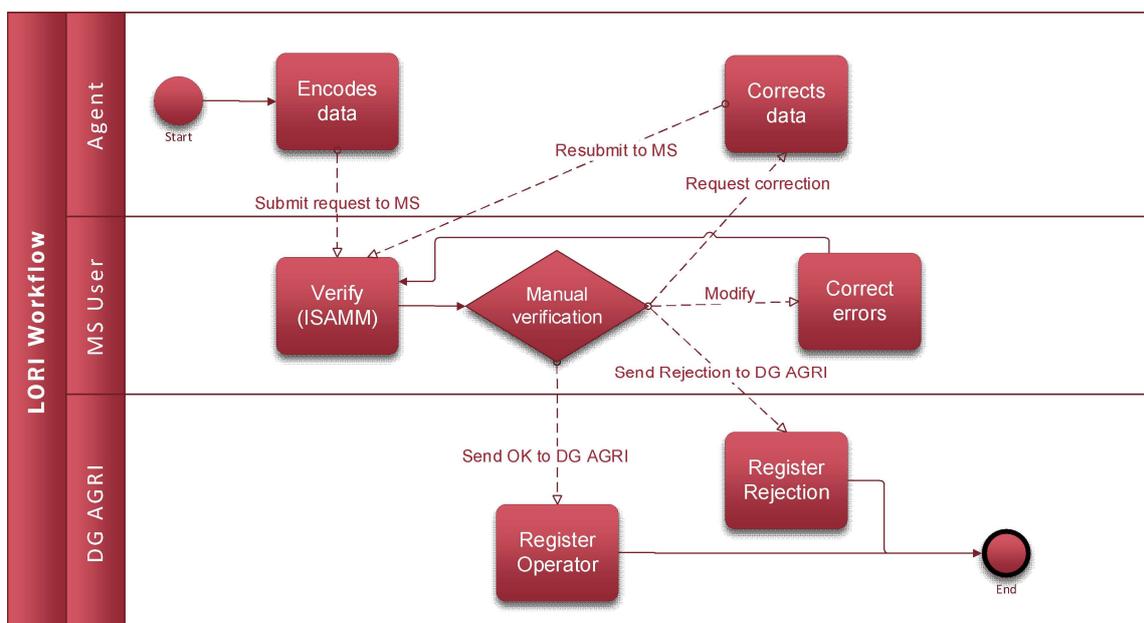
Figure 1 LORI Workflow 1

The points below lists the step by step actions of this workflow:

1. The starting point is when the Agent user creates a communication for an operator;

2. The Agent user sends that communication to the Member State` competent authority (the system will send an email to the MS users with access to that communication).

3. The MS user uses the Search functionality to find the communication;

4. The MS user opens the communication and must do a verification of its content. This verification entails two actions:

a. Click on the Verify button: the system will perform automatic validations (checks), such as duplication of addresses, names, etc.;

b. Manually analyse the communication data in the tables, as well as looking at the information provided by the Agent in the uploaded documents.

5. Upon this verification the MS user should decide among the following options:

   a. Use the button "Ask for correction" to send the communication back to the Agent for correction;

   b. Use the button "Send" to validate and send the communication to the EC as being ok;

   c. Use the button "Reject " to send the communication to the EC as being rejected;

In case the MS user would need to modify directly some data, he/she should use the "Modify" button to edit the communication. Once the modifications are saved, the verification process should be performed again.

2.1. SEARCH LORI COMMUNICATIONS

A MS user can look for communications in the LORI electronic system based on different search criteria:

(1) Search by form name. In case of LORI this can be:

   (a) LORI Registration - Submit and update

   (b) LORI - Update reference quantity

   (c) LORI – Withdraw a registration

(2) Search by operator: you can type an EORI number;

(3) Search by status: you can select from the following list:

   (a) Draft: a communication created and saved by the Agent;

   (b) Review: a communication sent for review by the Agent to the Member State`s competent authority;

   (c) Refuse Review: a communication sent back for correction by the Member State`s competent authority;

   (d) Rejected MS: a communication rejected by the Member State`s competent authority;

   (e) Modified: a communication created and saved by the Member State`s competent authority;

(f)   Sent: a communication validated and submitted by the Member State`s competent authority;

(g)   Accepted: a communication stored in the LORI electronic system.

2.1.1. Generic search information

LORI communications will not appear in the standard "Search Communication" menu option but in a specific search in the LORI electronic system.

The MS user goes to the menu: LORI » Search LORI communications

Figure 2 LORI – Search

The elements in the search results table have the following meanings:

(1)   Form number: displays the LORI form numbers: 800, 801, 802;

(2)   Form name: displays the form name: LORI Registration - Submit and update, LORI - Update reference quantity, LORI – Withdraw a registration;

(3)   Business process: displays the Business process of the LORI forms, which is "LORI";

(4)   Sector: displays the sector of the LORI forms, which is Horizontal;

(5)   Reference, article and paragraph: displays the legal basis for the LORI notification;

(6)   EORI: displays the EORI number used in that specific communication;

(7)   Status: displays one of the status from the list above;

(8)   Status changed on: displays a timestamp showing when that last status was changed:

(a)   If the status is "Draft", it shows the date when the Agent saved the communication, which he was editing;

(b)   If the status is "Review", it shows the date when the Agent sent the communication to the Member State`s competent authority, for review;

(c)   If the status is "Refuse review", it shows the date when the Member State`s competent authority sent the communication back to the Agent, for correction;

(d) If the status is "Rejected MS", it shows the date when the Member State`s competent authority rejected the communication;

(e) If the status is "Modified", it shows the date when the Member State`s competent authority saved the communication, after editing it;

(f) If the status is "Sent", it shows the date when the Member State`s competent authority validated the communication;

(g) If the status is "Accepted", it shows the date when the LORI electronic system automatically accepted the communication sent by the Member State`s competent authority.

Figure 3 LORI – Search results

In the search results list, the MS user can find all the communications he has the right to see. For each communication, if any in the list, the MS user can use either of the following icons:

- Attachment: It shows if the communication contains attached documents

- Eye: Opens a communication in view mode

- Pencil: Opens the communication in edit mode

The Pencil and Envelope are only available for certain communication status, depending on whether the MS user can edit that communication or not. The Annex II explains in which case the MS user can edit or just preview the content of a communication.

When the user enters in view mode, with the eye, the system offers two additional features:

- Compare communications: it allows the MS user to compare the data from the current version of the communication with the previous one, by showing the differences in the table for each cell. The system shows in each cell the current value and next to it, the previous value of that filed, using the colours as below:
  - deleted text = red
  - new text = green
  - unchanged = standard colour
- Show evolution of fields: it allows the MS user to enter into a screen mode where by hoovering the mouse over a cell, a table is displayed, showing all values of this particular cell during the time.

2.1.2. How to use "Form name" filters

The MS user goes to the menu: "LORI » Search LORI communications"

Figure 4 LORI – Search by Form Name

Based on the selection from this dropdown the MS user will get in the search results either all the existing communications for all the LORI forms, or only the ones for one form:

Figure 5 LORI – Search by Form Name - results

2.1.3. How to use communication status filters

The MS user goes to the menu: "LORI » Search LORI communications"

Figure 6 LORI – Search by Status

Based on the selection from this dropdown you will get in the search results either all the existing communications, regardless of their status, or only all the forms for the selected status.

For example, you can search for all LORI communication that are in the status ACCEPTED:

Figure 7 LORI – Search by Status - results

2.1.4. How to use the date interval filters

The two dates with label "Date interval" are used to filter changes in status of a communications for a specific period. For instance, when an Agent user saved the communication the system changed its status to Draft, when the Agent user sends the communication to the Member State`s competent authority the system changed its status to Review.

The "Date interval" works in the following way:

(1) If you put a date after "between" the system shows all the communications for which some actions was done after that date;

(2) If you put a date after "and": the system shows all the communications for which an action was done until that date;

(3) If you put one date after "Between" and also after "and": the system shows all the communications for which an action was done during the interval between those dates.

There are a few special cases and they are listed below:

(1) If you put the "between" date > the "and" date the system gives an error message;

(2) If you put the "between" date the same as "and" the system lists all the communications for which actions were done on that specific day;

(3) If you put neither "between" nor "and" date the system shows all the communications.

2.1.5. How to use "Show only the last communication" checkbox

This checkbox appears ticked by default. The MS user can un-tick it, according to his preference.

(1) When the MS user clicks on "Search" and this checkbox is ticked, the system shows only the latest version of each communication;

(2) When the MS user clicks on "Search" and this checkbox is not ticked, the system shows all versions of the communications, taking into consideration other filters if any were selected, e.g. if an EORI number was typed, the system shows all the communications for that EORI.

If, on top of that, a date interval was selected, the system shows all the communications for that EORI during that date interval;

The example below shows a search results where the MS user filters the LORI "registration" communication for one EORI number:

Figure 8 LORI – Search using: "Show only the last communication"

3. VERIFY A COMMUNICATION

The MS user must perform a verification of the communication, before sending it to the EC. The first step in this verification is using the button "Verify", which shows the results in the tab, Messages:

The messages tab contains the details about each rule that failed (meaning that the pass condition for that validation rule has not been met), and for each one it shows additional options.

The table has the following columns:

(1) Rule #: a specific code that uniquely identifies the rule that filed;

(2) Message details: a sentence that describes exactly the reasons why a rule failed;

(3) Last executed: indicates the day of the week, date and time when the latest verification of that rule was done by the system;

(4) Previously ignored: it indicates if the MS user had previously ignored a rule that failed. If a rule failed with a warning and the MS user, after verification, decides that the data is correct, the MS user can select in the next column: "Ignore" from the drop down.

If the MS user then uses the "Ask for correction" functionality and the Agent submits a new version, when the same rule is executed, because it was previously selected as ignored, the system puts as ticked the checkbox "Previously Ignored", so that the MS user knows that it does not need to address this rule again.

Selecting "Ignore" from the dropdown does not mean that from now on that specific validation rule will be ignored. The rule will still be executed every time the MS user clicks on Verify or on Send, and if the problem was not corrected the message will reappear in the table.

This ticked checkbox is simply a visual indication about a previous decision. The MS user also has the possibility to write a comment about that decision for further reference.

Even if this checkbox is ticked, and after further considerations the MS user thinks that the rule should not have been ignored, the MS user can modify his selection, selecting from the column Action: "Send back" instead of "Ignore".

(5) Action: offers a selection between two options:

(a) "Ignore": the MS user should select this option if the warning present about that rule, after manual investigation, was found not to be an error/problem. In this case, the behaviour of the system will be as described in the point above and this line will not be visible to the Agent user;

(b) "Send back": the MS user should select this option if the warning present about that rule was found to be an error, and the Agent is expected to correct it.

If the MS user select "Send back" for at least one line of the table, the system does not allow the MS user to send the communication to the EC.

It is mandatory for the MS user to select at least one option from this dropdown, for each line.

(6) Comment: a text box is provided, where the MS user can write a message to the Agent about the rule that failed. <u>The Agent user can see this message</u> but cannot reply to it via the ISAMM system.

(7) Private comment: a second text box is provided, where the MS user can write a message about the decision on this rule. <u>This message will only be visible by authorized MS users</u> in the same MS as the user.

After having analysed the warnings, the MS user can click on the following buttons:

- Send: if there are no warnings, or you chose "Ignore" for all warnings, the communication can be sent to the EC;

- Ask for correction: this sends the communication back to the Operator, which will see only the warnings for which the MS user selected "Send back" in the dropdown list in the Action column of the Message table;

- Reject: the communication data indicates that the operator does not meet the criteria to be registered in the LORI electronic system. Once rejected, the Agent will not be able to perform any further action on this communication version. When this option is used in case of an update of a LORI record, it means that the operator no longer meets the eligibility criteria and therefore the "reject" removes the operator from the list of registered operators in the LORI electronic system. This action "terminates" the current communication and it is no longer possible to modify it. In order for the operator to be registered again, the Agent must create a new communication;

- Modify: it allows the MS user to edit a communication which has been sent by the Agent. This action cannot be performed if the communication is in status "Draft", "Refuse Review" or "Reject MS".

4. LORI WORKFLOW 2

In this second workflow the MS user both encodes data on behalf of an operator and performs the validation.
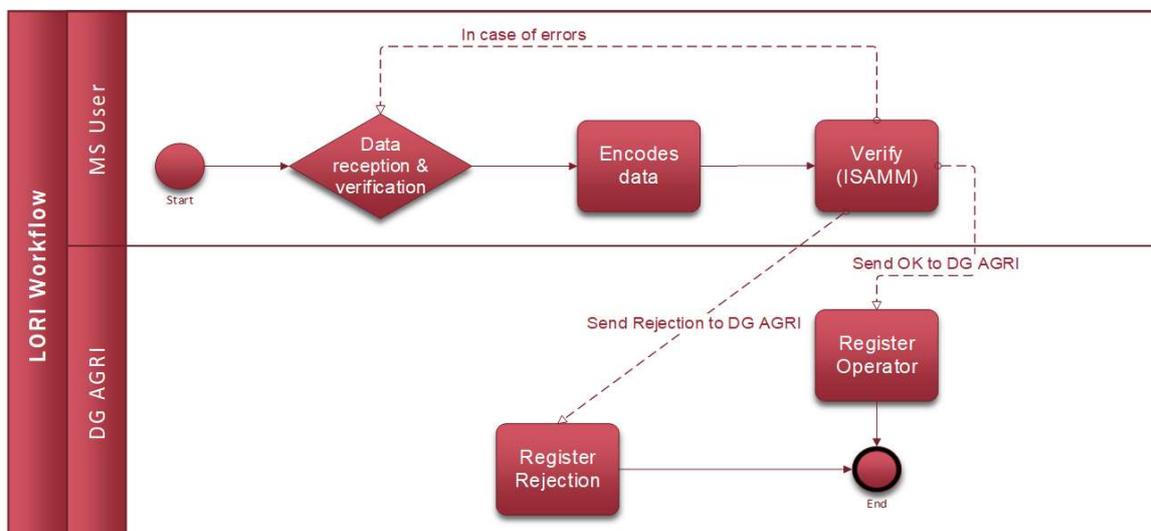
Figure 9 LORI Workflow 2

The points below lists the steps by steps actions of this workflow:

(1) The MS user creates a communication for a specific operator;

(2) The MS user verifies the communication using the mechanism described in the section "Verification of a communication"

(3) The MS user can send the communication to the EC in order to register the operator in the LORI electronic system, or can reject the communication in order to communicate to the EC that the registration of the operator has been rejected by the MS.

4.1. REGISTRATION - SUBMIT OR UPDATE THE INFORMATION (FORM NUMBER 800)

This section describes the actions for registering a new operator in the LORI electronic system or for updating the information on an operator (the so-called LORI record) stored in the LORI system.

4.1.1. Registration of an operator in the LORI electronic system

To register the operator`s information in the LORI electronic system the first time, the MS user must follow the steps outlined below.

4.1.1.1. Access the LORI registration menu

The MS user must go to the menu "LORI » Registration - submit or update the information" in order to start the registration process:
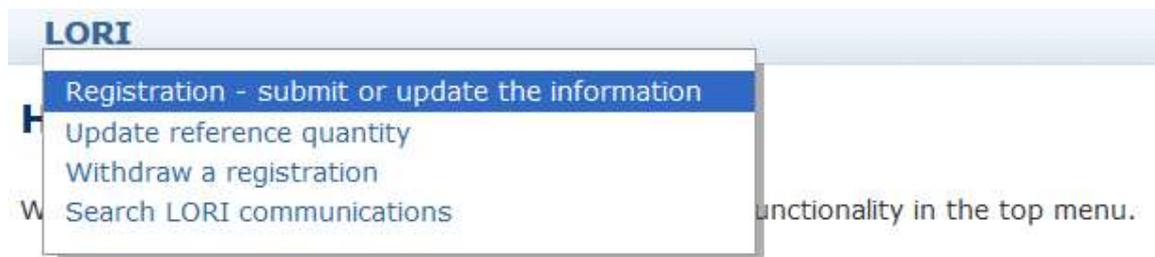
Figure 10 LORI Registration - Submit and update

4.1.1.2. Select an EORI

The first page shows a text box, where the MS user can type the EORI numbers corresponding to the operators for which he wants to encode data.

The MS user should type the EORI number and click "Continue":

Figure 11 LORI Registration - Submit and update – Select EORI

4.1.1.3. Enter data in the communication

The MS user can fill out the LORI information in the Communication Data tab:

Figure 12 LORI Registration - Submit and update – Enter data

4.1.1.4. EORI Validation and first set of information on the operator

The first table in the communication tab presents the basic information about the operator.

The system automatically verifies if the EORI number indicated is valid and registered in the EORI database. In case of problems, an error message (in red) appears. If the validation is successful, a positive message (in green) appears.

If the headquarter address for the operator is publicly available in the EORI database, the system displays it in the first part of the table, as non-editable fields. (If the address in the EORI database is not up to date, it is necessary to modify it first in the EORI database. Once done, the LORI electronic system will automatically retrieve the new address).

If the headquarter address is not publicly available in the EORI database, it can be typed manually.

The operational address is always editable and it can be changed freely.

4.1.1.5. Additional EORI information

After you fill out the first table, you can proceed filling out the rest of the form. The tables contain explanatory information and in case of error messages, you can consult Annex I of this manual, which provides details on how to address them.

Please note that certain fields are compulsory. Therefore, if you do not provide the related information or attachment, you cannot submit the communication. In case compulsory information is missing, an error message is displayed above the relevant table.

4.1.1.6. Use the communication buttons

As MS user, when you are in a communication, you can click either of the following buttons:

- Save/Save comments: the communication is saved but not sent;

- Modify: it allows to edit the communication;

- Send: the communication is sent to the EC;

- Back: the system goes to the previous page;

- Verify: the system checks the content of the communication against all the validation rules;

- Delete: this button appears only if this is the first version of the communication, for that EORI number. When the MS user clicks on it, the communication is deleted from the LORI electronic system.

4.1.2. Update a LORI record

Once the operator is registered in the LORI electronic system, the MS user can update the LORI record of that operator every time it is appropriate. This can be done using the same form used for the initial registration (form number 800). The LORI electronic system creates a new version of the communication, showing by default the last available information. The MS user is then allowed to update this information.

4.1.3. The history tab

All the actions done by the MS user are visible in the "History" tab. Here it is shown the time and date, the comments and the person that dealt with each communication; in addition, the user can directly access a specific communication to check its content.

In this tab, using the button "Compare communications", the user can also select two checkboxes to compare two communications at his choice.

4.2. UPDATE REFERENCE QUANTITY (FORM NUMBER 801)

4.2.1. Update the data on the reference quantity of the operator

To update the data on the reference quantity of an operator, the MS user must go to the menu: "LORI » Update reference quantity".

Then the MS user should type the EORI number corresponding to the operator for which he wants to submit the data on reference quantity, and choose a year to which the reference quantity is applicable from the dropdown list. Then click "Continue":

Update reference quantity

Select Eori and Year

Eori number [   ] *

Select Year [∨] *

[Continue] [Back]

Figure 13 LORI – Update reference quantity

The MS user should fill in the tables in this form with the information on the "reference quantity" of the operator. When done, the user shall click on the "Send" button. The system allows sending this communication only if the operator is already registered in the LORI electronic system.

If the operator is not yet registered in the LORI electronic system, or if the registration of the operator has been previously withdrawn, the MS user cannot submit the information on reference quantity. In this case, please ensure that the operator is properly registered in the LORI electronic system, and then submit the information on its reference quantity.

If the form "Update reference quantity" cannot be sent, the system allows to save it and send the communication at a later time.

4.3. WITHDRAW A REGISTRATION (FORM NUMBER 802)

4.3.1. Withdraw the registration of an operator from the LORI electronic system

In order to withdraw the registration of an operator from the LORI electronic system, the MS user must go to the menu: "LORI » Withdraw a registration":

Withdraw a registration

Select Eori Number

Eori number [   ] *

[Continue] [Back]

Figure 14 LORI – Withdraw a registration

The MS user needs to type the operator (identified by its EORI number) for which he wants to withdraw the registration from the LORI electronic system.

After typing the relevant EORI number, the MS user should click "Continue" and then chose "Agree" from the next dropdown list in the form, before sending it.

Please note that this form can be submitted only if the operator is already registered in the LORI electronic system. The consequence of withdrawal are:

(1) The LORI record is kept in ISAMM for seven years following the withdrawal of the operator's registration from the LORI electronic system[2], but the operator is not registered anymore in the LORI electronic system. That means <u>the system does allow neither any update of the LORI record of the operator, nor applications for licences for LORI TRQs</u>.

(2) The operator is un-linked from all the users that are allowed to submit information on its behalf. The LORI electronic system does the un-linking process automatically when the communication for withdrawal has been validated;

(3) The LORI electronic system allows the operator to apply again for registration.

5. ANNEX I – LIST OF ERROR MESSAGES

This section lists the errors the MS user may encounter in the LORI electronic system and their meaning.

5.1.1. This communication contains errors

The user receives this message because the communication cannot be sent due to blocking errors. In order to solve this issue, the user must correct all the errors in the form. Please see below for more details.

5.1.2. The table "Economic operator identity" contains errors

In order to solve the issue, the user must ensure that the following compulsory fields are properly filled:

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[2] In accordance with Article 13(9) of Commission Delegated Regulation (EU) 2020/760.

Phone number
Email address to be used for communication with Member States' licence issuing authorities and customs authorities
Legal status
Principal economic activity of the operator

5.1.3. The table "Proof of substantial economic activity of the economic operator" contains errors:

⚠ Please provide at least one document as proof of activity.

Proof of substantial economic activity of the economic operator

In order to solve the issue, the user must upload at least one document to prove the substantial economic activity of the operator.

5.1.4. The table "Declaration of independence pursuant to Article 12 of Delegated Regulation (EU)" contains errors:

⚠ Please select if you apply or do not apply for the tariff quota in row [1]

Declaration of independence pursuant to Article 12 of Delegated Regulation (EU) 2020/760	
∎ Σ List of tariff quota order numbers and short description	Please select "yes" if you apply for the tariff quota, or "no" if you do not apply for the tariff quota

In order to solve the issue, for each tariff quota, the user must specify if the operator is interested or is not interested in applying for licences. This can be done choosing "Yes" or "No" for each items in column "Please select "yes" if you apply for the tariff quota, or "no" if you do not apply for the tariff quota".

Please select "yes" if you apply for the tariff quota, or "no" if you do not apply for the tariff quota

Another error of this table could be related to the fact that the user has not provided a declaration of independence for a tariff quota for which he has indicated the interest of the operator in applying:

⚠ There is no declaration of independence document for row [1]

| Declaration of independence pursuant to Article 12 of Delegated Regulation (EU) 2020/760		
∎ Σ List of tariff quota order numbers and short description	Please select "yes" if you apply for the tariff quota, or "no" if you do not apply for the tariff quota	Declaration of independence to be attached if in the previous column you have selected "yes"

In order to solve the issue, if the user has selected "Yes" in the second column, he must upload the relevant document (the so called "declaration of independence") in the third column (with title "Declaration of independence to be attached if in the previous column you have selected "yes"").

5.1.5. The table "Persons of the company empowered to introduce a license application on behalf of the operator" contains errors:

> ⚠ It is mandatory to fill out at least one line in the table below

> Persons of the company empowered to introduce a licence application on behalf of the operator
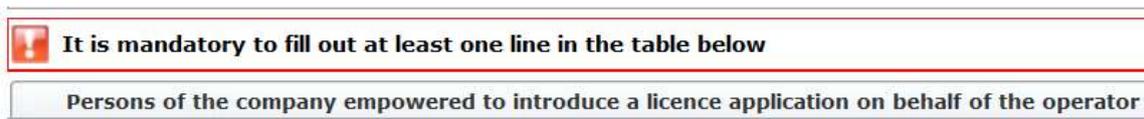
In order to solve the issue, the user must fill in at least one line of the table.

5.1.6. The table "Economic operator ownership structure" contains errors:

> ⚠ It is mandatory to choose at least one line from the dropdown in the table below

> Economic operator ownership structure
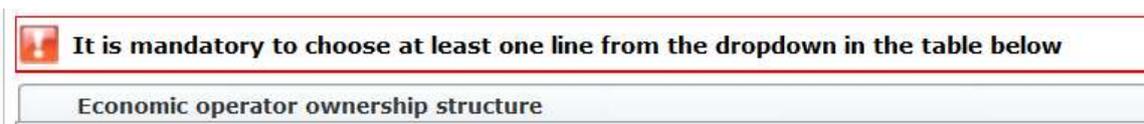
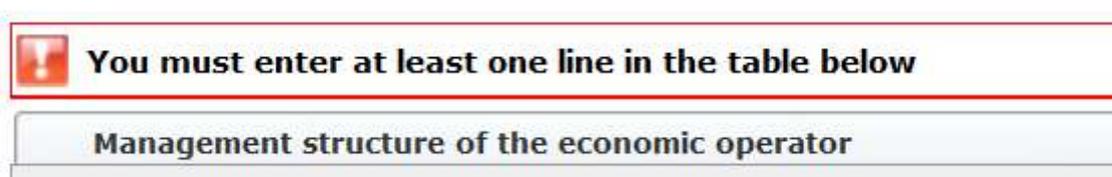In order to solve the issue, the user must select at least one option from the dropdown list.

5.1.7. The table "If the owner(s) is a company:" contains errors:

> ⚠ It is mandatory to fill out at least one line from in either of the following two tables.

> If the owner(s) is a company:

In order to solve the issue, the user must fill in at least one line completely in either of the following tables:

- "If the owner(s) is a company"
- "If the owner(s) is a natural person"

5.1.8. The table "Management structure of the economic operator" contains errors:

> ⚠ You must enter at least one line in the table below

> Management structure of the economic operator

In order to solve the issue, the user must fill in at least one line of the table completely.

5.1.9. The table "In order to proceed with your application for registration, you must agree with the below statements:" contains errors:

> ⚠ Please confirm you agree with the statements below.

> In order to proceed with your application for registration, you must agree with the below statements:

In order to solve the issue, the user must select "Agreed" from the dropdown list.

5.1.10. The communication cannot be send for review, EORI not registered:

In order to solve the issue, the user must ensure that the operator is correctly registered in the LORI electronic system. The communication "LORI - Update reference quantity" can be sent only for operators already registered in LORI electronic system.

So, in case this error message is displayed, the user should first ensure the registration of the operator in the LORI electronic system is properly finalized, and only after that he can submit the communication on the "reference quantity".

5.1.11. Withdraw a registration - EORI not registered:

Only an operator (identified by its EORI number) registered in the LORI electronic system may withdraw its registration.

If this error message is shown, it means that the operator is not registered in the LORI electronic system.

5.1.12. Warning messages:

Warning messages:

- • DUPLICATED_PERSON: This indicates that the same person name was reported as owner of more than one operator

- • DUPLICATED_ADDRESS: This indicates that the same address was reported by different operators

- • DUPLICATED_COMPANY_NAME: This indicates that the same company name, was reported as owner of more than one operator

6. ANNEX II – ACTIONS ALLOWED ON A COMMUNICATION

This section describes what actions an MS user can do on a communication based on its status. The annex has three sections, one for each of the LORI forms:

    (1)   LORI Registration - Submit and update

    (2)   LORI - Update reference quantity

    (3)   LORI – Withdraw a registration

6.1.1. LORI Registration - Submit and update

6.1.1.1. Create a communication

The prerequisite to be able to create a communication is to have the necessary ISAMM LORI access.

The MS user goes to the menu: "LORI » Registration - Submit or update the information" the following actions can occur:

    (1)   If no communication for that EORI number exists, the system will create a communication and put it in status Modified, see details in the following section;

    (2)   If a communication already exists for that selected EORI number and the status of that communication is not "Rejected MS", the system takes the MS user to that communication;

    (3)   If a communication already exists for that selected EORI number and the status of that communication is "Rejected MS", the system will create a new version of that communication and the MS user can submit again the new LORI registration.

6.1.1.2. Draft communication

When the Agent creates and saves a communication for the very first time, the system assigns it the status "Draft". If the communication is in that state, the MS user can view it but no edit, save, delete or send.

6.1.1.3. Review

When the Agent has sent a communication to the Member State` competent authority for review, the system puts it in the status "Review". In that status the MS user can view, edit, save, send back for correction, verify, send to the EC or reject the communication.

6.1.1.4. Refused Review

When the Member State` competent authority sends a communication back to the operator for correction, the system puts it in status "Refused Review". In that status the MS user can only view it but no edit, save, delete or send.

6.1.1.5. Reject MS

When the Member State` competent authority rejects a communication, it has status "Reject MS". In that status, both the Agent and the MS can only view the content of the communication but not edit it.

6.1.1.6. Accepted

When the Member State` competent authority validates a communication, the system puts it in the status "Accepted". In that status the MS user can view, edit it in case the MS user needs to update the information on the operator, save it and send it to the EC, or send it back for correction.

6.1.1.7. Modified

When the MS edits a communication either one sent by the Agent, or one created by itself, the system puts it in status "Modified". On that status, the MS user can view, edit, save, verify, send back for correction, send to the EC or reject the communication.

6.1.2. LORI - Update reference quantity

The actions available for this communication are exactly as above, with the following exception: the MS user cannot send this communication to the EC for a specific operator, unless the operator is already registered in the LORI electronic system.

The MS user can save the communication and send it a later stage.

6.1.3. LORI – Withdraw a registration

The actions available for this communication are exactly as above with the following exceptions:

- The MS user cannot create or send this communication to the EC for a specific operator unless the operator is already registered in the LORI electronic system;

- The MS user cannot reject this communication.

Disclaimer: These guidelines are aimed at assisting operators. They are provided for information purposes only and are not a legally binding document. They were prepared by Commission services and do not commit the European Commission. In the event of a dispute involving Union law it is, under the Treaty on the Functioning of the European Union, ultimately for the European Court of Justice to provide a definitive interpretation of the applicable Union law.