

**进口食品境外出口商或代理商及境内收货人备案
管理系统-境外出口商或代理商企业端
用户手册 V1.0**

**Administrative Recording System for
Overseas Exporters / Agents of Imported Food:
User Manual V1.0**

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1 初次备案申请

1 Application for Initial Recording

1.1 操作步骤

1.1 Procedures

第一步：启动 IE6.0 或以上版本的浏览器。登录进口食品境外出口商或代理商及境内收货人备案管理系统：

Step 1: Start Internet Explorer 6.0 or above. Login the “Administrative Recording System for Overseas Exporters / Agents and for Domestic Consignees of Imported Food”.



Below is the translation of the above screen:

Administrative Recording System for Overseas Exporters or Agents, and for Domestic Consignees of Imported Food	
Administrative Recording System for Overseas Exporters or Agents	Administrative Recording System for Domestic Consignees
Login	Login
Search the Records List	Search the Records List
Download: User Manual for Overseas Exporters or Agents	Download: User Manual for Domestic Consignees

第二步：点击境外出口商或代理商备案系统图片下的【登录系统】连接，进入境外出口商或代理商备案管理子系统：

Step 2: Click on the “Login” link below the logo (of the Administrative Recording System for Overseas Exporters / Agents) and enter the subsystem.



第三步：在上面的页面中点击【初次申请】按钮，进入境外出口商或代理商备案信息初次备案页面：

Step 3: Click on “Initial Registration” button and enter the page of “Initial Recording” (Initial Filing):

初次备案 Initial Filing

Information marked with an * must be submitted

第1项——企业资料 Section 1 - Applicant's Information

*企业名称(英文) Name(in English):	The Russian Federation, "West - Siberian" Import and Export Corporations	
企业名称(中文) Name(in Chinese):	俄罗斯联邦“西-西伯利亚”进出口公司	
*企业地址(英文) Address(in English):	The Siberian city of the Russian Federation, the Communist Street	
企业地址(中文) Address(in Chinese):	俄罗斯联邦西伯利亚市共产主义大街	
*企业类型 Company Type:	<input type="radio"/> 出口商 Exporter <input type="radio"/> 代理商 Agent <input checked="" type="radio"/> 出口商或代理商 Exporter or Agent	
*国家/地区 Country/Region:	俄罗斯(Russia)	*邮政编码 Postal Code: 999081
*联系人姓名 Contractor Name:	李立	
联系人电话(请注明国家/地区代码及区域码) Contractor Telephone(Include Area/Country/Region Code):	375-232-455676788	
联系人传真(请注明国家/地区代码及区域码) Contractor Fax(Include Area/Country/Region Code):	375-232-455676788	
联系人手机(请注明国家/地区代码及区域码) Contractor Cell Phone(Include Area/Country/Region Code):		
*联系人电子邮件信箱 E-mail:	www.yasuoka@kinzoku.co.jp	

第2项——经营食品种类(多选项) Section 2—Food Category of Operation

<input type="checkbox"/> 动物性中药材 medicinal materials of animal origin	<input type="checkbox"/> 非种用鲜蛋类 non-breeding fresh eggs
<input type="checkbox"/> 蔬菜水果制品 vegetable and fruit products	<input type="checkbox"/> 食用海藻及藻类 seaweeds, algae
<input type="checkbox"/> 粮食制品 grain products	<input type="checkbox"/> 食用动物内脏及杂碎类 edible flesh and offal of animal origin
<input type="checkbox"/> 干豆类 dried legume	<input type="checkbox"/> 乳与乳制品类 milk and dairy products
<input type="checkbox"/> 调味品 processed flavorings	<input type="checkbox"/> 油籽类 oil seeds
<input type="checkbox"/> 干坚果类 dried fruits, nuts	<input type="checkbox"/> 咖啡可可原料类 unprocessed coffee and cocoa beans
<input type="checkbox"/> 初榨植物油类 virgin vegetable oil	<input type="checkbox"/> 糖及糖果、巧克力类 sugars, candies, chocolates
<input type="checkbox"/> 食用油 edible oil	<input type="checkbox"/> 转基因食品 GMO foods
<input type="checkbox"/> 特殊食品 foods for special dietary uses	<input type="checkbox"/> 粮食制粉 grain products(flour and rice flour)
<input type="checkbox"/> 饮料类 soft drinks and drinking water	<input type="checkbox"/> 蜂产品 bee products
<input type="checkbox"/> 蛋制品类 egg products	<input type="checkbox"/> 酒类 alcoholic beverage
<input type="checkbox"/> 原糖和制糖原料类 raw sugar	<input type="checkbox"/> 蜜饯类 candied (preserved) fruits
<input type="checkbox"/> 干坚果炒货类 roasted nuts	<input type="checkbox"/> 罐头类 canned foods
<input type="checkbox"/> 糕点饼干类 pastry biscuits, crackers	<input type="checkbox"/> 植物性调料类 vegetal flavorings
<input type="checkbox"/> 动物水产品类 fresh and froze fishery products	<input type="checkbox"/> 熟肉制品(非罐头包装) cooked meat products(non-canned)
<input type="checkbox"/> 粮谷类 grain	<input type="checkbox"/> 植物性中药材类 botanicals
<input type="checkbox"/> 保鲜蔬菜类 fresh-kept vegetables	<input type="checkbox"/> 茶叶 tea leaves
<input type="checkbox"/> 水产制品 preserved aquatic products	

第3项——中国贸易伙伴信息 Section 3-Information of the Chinese Trade Partner to be contracted with

*企业名称(中文) Name(in Chinese)	*企业地址(中文) Address(in Chinese)	*联系人 Contact person	*电话/传真 Telephone/Fax	*电子邮件信箱 E-mail	操作
北京对外贸易公司	北京西城区	刘冷风	086-010-98768990	liulengfeng@sina.com	增加(Add) 删除(Del)

第4项——企业承诺书 Section. 4—letter of commitment

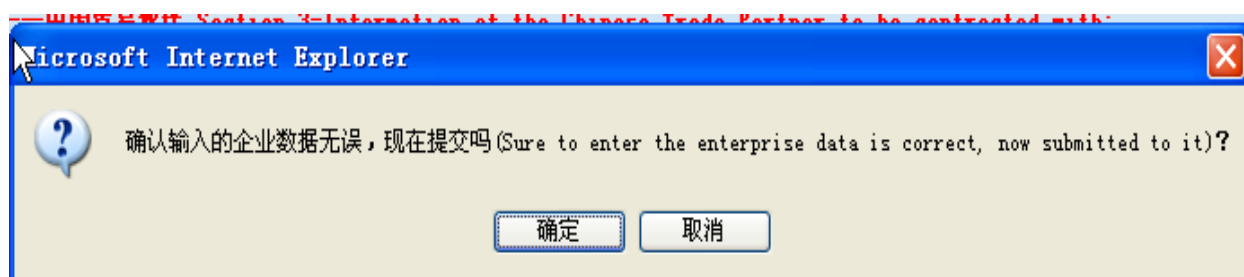
兹承诺: 所提交资料信息准确、真实。 I hereby commits: The information we submit is authentic, and accurate.

*填表人姓名(印刷体) Contractor name(the printing version):	刘冷风
填表人电话 Contractor's office Telephone:	086-010-98768990
填表人传真 Contractor's office Fax:	086-010-98768990
填表人手机 Contractor's office cell phone:	
*填表人电子邮件信箱 Contractor's E-mail Address:	liulengfeng@sina.com

第四步：填写完企业备案信息，点击承诺书【同意】，再点击【暂存】按钮，保存信息。

此时信息被暂存，可以下次登录时进行提交；或者直接点击【提交】按钮。提交成功后，在局端的出口商或代理商备案审核页面可以查看到提交的信息，可以进行备案审核。

Step 4: After all information is completed, please click on “Agree” button at “Section 4 - Letter of Commitment” of the screen. To save the information that you have completed, please click on “Temp Save” at the bottom of the screen and you can submit when you login the system next time. Alternatively, you can also submit the application directly.



第五步：在上面的提交确认页面,点击【确定】按钮.提示”备案提交成功”，弹出结果提示信息，提示备案号与查询号。

Step 5: Click on “确定(confirm)” button if you are sure to submit the application. After the submission, a Filing Code and a Query Code will be shown on the screen.



注意：

用户一定要记录下备案号与查询号,以便于登录出口商或代理商企业端系统，在首页输入备案号与查询号后点击【初次申请】/【登录】按钮后进入初次备案页面，可以进行提交、变更后提交、或变更后暂存操作。

Note:

Users are advised to note down the Filing Code and the Query Code in order to login the Overseas Exporters / Agents System next time. After entering your Filing Code (i.e. Registration No.) and Query Code, you can click on the “Login” button or “Initial Registration” button to revise your recording details, temporarily save your recording or submit your recording.

1.2 填写说明

1.2 Notes on the Recording Form

初次备案 Initial Filing

Information marked with an * must be submitted

第1项——企业资料 Section 1 - Applicant's Information

*企业名称 (英文)
Name (in English):

企业名称 (中文)
Name (in Chinese):

*企业地址 (英文)
Address (in English):

企业地址 (中文)
Address (in Chinese):

*企业类型
Company Type: 出口商 Exporter 代理商 Agent 出口商或代理商 Exporter or Agent

*国家/地区 [1] *邮政编码
Country/Region: Postal Code:

*联系人姓名
Contractor Name:

联系人电话 (请注明国家/地区代码及区域码)
Contractor Telephone (Include Area/Country/Region Code):

联系人传真 (请注明国家/地区代码及区域码)
Contractor Fax (Include Area/Country/Region Code):

联系人手机 (请注明国家/地区代码及区域码)
Contractor Cell Phone (Include Area/Country/Region Code):

*联系人电子邮件信箱 [2]
E-mail:

第2项——经营食品种类 (多选项) Section 2—Food Category of Operation

- | | |
|--|---|
| <input type="checkbox"/> 动物性中药材 medicinal materials of animal origin | <input type="checkbox"/> 非种用鲜蛋类 non-breeding fresh eggs |
| <input type="checkbox"/> 蔬菜水果制品 vegetable and fruit products | <input type="checkbox"/> 食用海藻及藻类 seaweeds, algae |
| <input type="checkbox"/> 粮食制品 grain products | <input type="checkbox"/> 食用动物内脏及杂碎类 edible flesh and offal of animal origin |
| <input type="checkbox"/> 干豆类 dried legume | <input type="checkbox"/> 乳与乳制品类 milk and dairy products |
| <input type="checkbox"/> 调味品 processed flavorings | <input type="checkbox"/> 油籽类 oil seeds |
| <input type="checkbox"/> 干坚果类 dried fruits, nuts | <input type="checkbox"/> 咖啡可可原料类 unprocessed coffee and cocoa beans |
| <input type="checkbox"/> 初榨植物油类 virgin vegetable oil | <input type="checkbox"/> 糖及糖果、巧克力类 sugars, candies, chocolates |
| <input type="checkbox"/> 食用油 edible oil | <input type="checkbox"/> 转基因食品 GMO foods |
| <input type="checkbox"/> 特殊食品 foods for special dietary uses | <input type="checkbox"/> 粮食制粉 grain products (flour and rice flour) |
| <input type="checkbox"/> 饮料类 soft drinks and drinking water | <input type="checkbox"/> 蜂产品 bee products |
| <input type="checkbox"/> 蛋制品类 egg products | <input type="checkbox"/> 酒类 alcoholic beverage |
| <input type="checkbox"/> 原糖和制糖原料类 raw sugar | <input type="checkbox"/> 蜜饯类 candied (preserved) fruits |
| <input type="checkbox"/> 干坚果炒货类 roasted nuts | <input type="checkbox"/> 罐头类 canned foods |
| <input type="checkbox"/> 糕点饼干类 pastry biscuits, crackers | <input type="checkbox"/> 植物性调料类 vegetal flavorings |
| <input type="checkbox"/> 动物水产品类 fresh and froze fishery products | <input type="checkbox"/> 熟肉制品 (非罐头包装) cooked meat products (non-canned) |
| <input type="checkbox"/> 粮谷类 grain | <input type="checkbox"/> 植物性中药材类 botanicals |
| <input type="checkbox"/> 保鲜蔬菜类 fresh-kept vegetables | <input type="checkbox"/> 茶叶 tea leaves |
| <input type="checkbox"/> 水产制品 preserved aquatic products | |

第3项——中国贸易伙伴信息 Section 3-Information of the Chinese Trade Partner to be contracted with

*企业名称 (中文) Name (in Chinese)	*企业地址 (中文) Address (in Chinese)	*联系人 Contact person	*电话/传真 Telephone/Fax	*电子邮件信箱 E-mail	操作 [3]
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	增加 (Add)
					删除 (Del)

第4项——企业承诺书 Section.4—letter of commitment

兹承诺: 所提交资料信息准确、真实。 I hereby commits: The information we submit is authentic, and accurate.

[4]

*填表人姓名 (印刷体)
Contractor name (the printing version):

填表人电话
Contractor's office Telephone:

填表人传真
Contractor's office Fax:

填表人手机
Contractor's office cell phone:

*填表人电子邮件信箱
Contractor's E-mail Address:


1、以上信息中，带*星号的项目如果不填写，系统将无法提交。


The items with asterisk * are compulsory items in order to submit your recording.

2、企业名称 (英文) : 请按照企业名称正确填写，注意空格、字母大小写等

Company name (English):

The company name needs to be correctly entered. Please pay attention to the space, upper case / lower case, etc.

3、[1]国家/地区：输入时，点击蓝色  按钮，在列表中选中对应项目前的单选按钮，点击【确定】按钮。

3. [1] Country/ Region: Please click on the blue  button, select your country and then click on the “OK” button.

4、[2]联系人电子邮件信息：此信息请正确填写，将用于企业查询号的找回。

4. [2] Contact person's email address: Please make sure that the email address is correct. You may need this to find your Query Number.

5、[3]要增加中国贸易伙伴信息，点击【增加】按钮，会增加一条记录。如果要删除一条中国贸易伙伴信息，点击对应行的【删除】按钮，可以删掉当前行。备案申请时，至少要填写一条记录信息。

5. [3] If you wish to add more Chinese trade partners, please click on the “Add” button. If you wish to delete one Chinese trade partner, please click on the “Delete” button. You must enter at least one Chinese trade partner in order to submit your recording.

6、[4]暂存或者提交之前，请阅读企业承诺书，并点击【同意】按钮，才可以完成数据暂存或提交。

6. [4] Before you temporarily save or submit the information, please read the Letter of

Commitment, and click “Agree”.

2 备案变更申请

2. Application for Revision of Recording

2.1 操作步骤

2.1. Procedures

当下面操作中一种情况出现时可以登录企业端，进行备案变更操作。

You can revise your recording when one of the following situations occurs:

1、局端备案审核不通过

1. Recording fails to be approved.

2、局端备案抽查不通过

2. Recording fails to pass random checks.

3、总局备案信息发布

3. Recording is published by AQSIQ.

4、备案信息暂存

4. Records information is temporarily saved.

第一步：启动 IE6.0 或以上版本的浏览器。登录进口食品境外出口商或代理商及境内收货人备案管理系统：

Step 1:

Start Internet Explorer 6.0 or above. Login the Administrative Recording System for

Overseas Exporters / Agents of Imported Food.



第二步：点击境外出口商或代理商备案系统图片下的【登录系统】连接，进入境外出口商或代理商备案管理子系统：

Step 2:

Click on the “Login” link below the logo (of the Administrative Recording System for Overseas Exporters / Agents) and enter the subsystem.



第三步：分别输入企业备案号、查询号以及附加码，然后点击【登录】按钮，进入备案信息维护页面。

Step 3: Enter your Registration No, Query No and Extra code, then click on the “Login” button.

注：如果企业状态是“备案信息暂存”，且是初次申请，那么此处点击【初次申请】登录境外出口商或代理商备案管理子系统。

Note: If your status is Temporary Save for the initial recording, please click on the “Initial Registration” button to enter the subsystem.

信息变更 Update of Information

说明 (Explain):

1、*为必填项。

Information marked with an * must be submitted

[返回 \(Go Back\)](#)

[备案变更 information changed](#)

[进度信息查询 Information Query](#)

第1项——企业资料 Section 1 - Applicant's Information

*企业名称 (英文) Name(in English):	The Russian Federation, "West-Siberian" Import and Export Corporations		
企业名称 (中文) Name(in Chinese):	俄罗斯联邦“西-西伯利亚”进出口公司		
*企业地址 (英文) Address(in English):	The Siberian city of the Russian Federation, the Communist Street		
企业地址 (中文) Address(in Chinese):	俄罗斯联邦西伯利亚市共产主义大街		
*企业类型 Company Type:	<input type="radio"/> 出口商 Exporter <input type="radio"/> 代理商 Agent <input checked="" type="radio"/> 出口商或代理商 Exporter or Agent		
*国家地区 Country/Region:	俄罗斯(Russia)	*邮政编码 Postal Code:	999061
*联系人姓名 Contractor Name:	李立		
联系人电话 (请注明国家/地区代码及区域码) Contractor Telephone (Include Area/Country/Region Code):	375-232-455676788		
联系人传真 (请注明国家/地区代码及区域码) Contractor Fax (Include Area/Country/Region Code):	375-232-455676788		
联系人手机 (请注明国家/地区代码及区域码) Contractor Cell Phone/Fax (Include Area/Country/Region Code):			
*联系人电子邮件信箱 E-mail:	www.yasuoka@kinzoku.co.jp		

第2项——经营食品种类 (多选题) Section 2—Food Category of Operation

<input type="checkbox"/> 动物性中药材 medicinal materials of animal origin	<input type="checkbox"/> 非种用鲜蛋类 non-breeding fresh eggs
<input checked="" type="checkbox"/> 蔬菜水果制品 vegetable and fruit products	<input checked="" type="checkbox"/> 食用海藻及藻类 seaweeds, algae
<input type="checkbox"/> 粮食制品 grain products	<input type="checkbox"/> 食用动物内脏及杂碎类 edible flesh and offal of animal origin
<input type="checkbox"/> 干豆类 dried legume	<input type="checkbox"/> 乳与乳制品类 milk and dairy products
<input type="checkbox"/> 调味品 processed flavorings	<input type="checkbox"/> 油籽类 oil seeds
<input type="checkbox"/> 干坚果类 dried fruits, nuts	<input type="checkbox"/> 咖啡可可原料类 unprocessed coffee and cocoa beans
<input type="checkbox"/> 初榨植物油类 virgin vegetable oil	<input type="checkbox"/> 糖及糖果、巧克力类 sugars, candies, chocolates
<input type="checkbox"/> 食用油 edible oil	<input type="checkbox"/> 转基因食品 GMO foods
<input type="checkbox"/> 特殊食品 foods for special dietary uses	<input type="checkbox"/> 粮食制粉 grain products (flour and rice flour)
<input type="checkbox"/> 饮料类 soft drinks and drinking water	<input type="checkbox"/> 蜂产品 bee products
<input type="checkbox"/> 蛋制品类 egg products	<input type="checkbox"/> 酒类 alcoholic beverage
<input type="checkbox"/> 原糖和制糖原料类 raw sugar	<input type="checkbox"/> 蜜饯类 candied (preserved) fruits
<input type="checkbox"/> 干坚果炒货类 roasted nuts	<input type="checkbox"/> 罐头类 canned foods
<input type="checkbox"/> 糕点饼干类 pastry biscuits, crackers	<input type="checkbox"/> 植物性调料类 vegetal flavorings
<input type="checkbox"/> 动物水产品类 fresh and froze fishery products	<input type="checkbox"/> 熟肉制品 (非罐头包装) cooked meat products (non-canned)
<input type="checkbox"/> 粮谷类 grain	<input type="checkbox"/> 植物性中药材类 botanicals
<input type="checkbox"/> 保鲜蔬菜类 fresh-kept vegetables	<input type="checkbox"/> 茶叶 tea leaves
<input type="checkbox"/> 水产制品 preserved aquatic products	

第3项——中国贸易伙伴信息 Section 3-Information of the Chinese Trade Partner to be contracted with

*企业名称 (中文) Name(in Chinese)	*企业地址 (中文) Address(in Chinese)	*联系人 Contact person	*电话/传真 Telephone/Fax	*电子邮件信箱 E-mail	操作
北京对外贸易公司	北京西城区	刘冷风	086-010-98768990	liulengfeng@sina.com	<input type="button" value="增加 (Add)"/> <input type="button" value="删除 (Del)"/>

第4项——企业承诺书 Section.4—letter of commitment

兹承诺: 所提交资料信息准确、真实。I hereby commits: The information we submit is authentic, and accurate.

*填表人姓名 (印刷体) Contractor name (the printing version):	刘冷风
填表人电话 Contractor's office Telephone:	086-010-98768990
填表人传真 Contractor's office Fax:	086-010-98768990
填表人手机 Contractor's office cell phone:	
*填表人电子邮件信箱 Contractor's E-mail Address:	liulengfeng@sina.com
*填表日期 Date:	2012-02-03
<input type="button" value="暂存 (Temp Save)"/> <input type="button" value="提交 (Commit)"/> <input type="button" value="取消备案 (Cancel Record)"/> <input type="button" value="返回 (Go Back)"/>	

第四步：在上面的页面修改信息内容（如果不是在暂存状态下进行变更，其中企业名称与国家/地区无法修改），点击企业承诺书的同意按钮，点击【提交】按钮。提示“企业端备案提交成功，请等待局端审批”

Step 4: You can revise your recording shown above (if your status is not Temp Save, your Company Name and Country/Region cannot be changed). Click on “Agree” button in “Section 4 - Letter of Commitment” and click Submit. A pop-up message will display: “Successfully submitted. Please wait for AQSIQ’s approval.”

如果是在初次暂存下变更提交后，备案信息流程状态变为：备案申请，待审核。当在其它情况下，备案信息流程状态变为：备案变更，待审核。

3 取消备案申请

3 Application for Cancellation of Recording

3.1 操作步骤

3.1. Procedures

当下面操作中一种情况出现时可以登录企业端，进行备案删除操作。

You can cancel your recording when one of the following situations occurs:

1、局端备案审核不通过

1. Recording fails to be approved.

2、局端备案抽查不通过

2. Recording fails to pass random checks.

3、总局备案信息发布

3. Recorded information is published by AQSIQ.

4、备案信息暂存

4. Recording is temporarily saved.

第一步：启动 IE6.0 或以上版本的浏览器。登录进口食品境外出口商或代理商及境内收货人备案管理系统：

Step 1:

Start Internet Explorer 6.0 or above. Login the Administrative Recording System for Overseas Exporters / Agents of Imported Food.



第二步：点击境外出口商或代理商备案系统图片下的【登录系统】连接，进入境外出口商或代理商备案管理子系统：

Step 2:

Click on the “Login” link below the logo (of Administration Recording Management System for Overseas Exporters / Agents) and enter the subsystem.



第三步：分别输入企业备案号、查询号以及附加码，然后点击【登录】按钮，进入备案信息维护页面

Step 3: Enter your Registration Number, Query Number and Extra-code. Click "Login" button.

信息变更 Update of Information

说明 (Explain):

1、*为必填项。

Information marked with an * must be submitted

[返回 \(Go Back\)](#)

[备案变更 information changed](#)

[进度信息查询 Information Query](#)

第1项——企业资料 Section 1 - Applicant's Information

*企业名称 (英文) Name(in English):	The Russian Federation, "West-Siberian" Import and Export Corporations		
企业名称 (中文) Name(in Chinese):	俄罗斯联邦“西-西伯利亚”进出口公司		
*企业地址 (英文) Address(in English):	The Siberian city of the Russian Federation, the Communist Street		
企业地址 (中文) Address(in Chinese):	俄罗斯联邦西伯利亚市共产主义大街		
*企业类型 Company Type:	<input type="radio"/> 出口商 Exporter <input type="radio"/> 代理商 Agent <input checked="" type="radio"/> 出口商或代理商 Exporter or Agent		
*国家地区 Country/Region:	俄罗斯(Russia)	*邮政编码 Postal Code:	999061
*联系人姓名 Contractor Name:	李立		
联系人电话 (请注明国家/地区代码及区域码) Contractor Telephone(Include Area/Country/Region Code):	375-232-455676788		
联系人传真 (请注明国家/地区代码及区域码) Contractor Fax (Include Area/Country/Region Code):	375-232-455676788		
联系人手机 (请注明国家/地区代码及区域码) Contractor Cell Phone/Fax (Include Area/Country/Region Code):			
*联系人电子邮件信箱 E-mail:	www.yasuoka@kinzoku.co.jp		

第2项——经营食品种类 (多选题) Section 2—Food Category of Operation

<input type="checkbox"/> 动物性中药材 medicinal materials of animal origin	<input type="checkbox"/> 非种用鲜蛋类 non-breeding fresh eggs
<input checked="" type="checkbox"/> 蔬菜水果制品 vegetable and fruit products	<input checked="" type="checkbox"/> 食用海藻及藻类 seaweeds, algae
<input type="checkbox"/> 粮食制品 grain products	<input type="checkbox"/> 食用动物内脏及杂碎类 edible flesh and offal of animal origin
<input type="checkbox"/> 干豆类 dried legume	<input type="checkbox"/> 乳与乳制品类 milk and dairy products
<input type="checkbox"/> 调味品 processed flavorings	<input type="checkbox"/> 油籽类 oil seeds
<input type="checkbox"/> 干坚果类 dried fruits, nuts	<input type="checkbox"/> 咖啡可原料类 unprocessed coffee and cocoa beans
<input type="checkbox"/> 初榨植物油类 virgin vegetable oil	<input type="checkbox"/> 糖及糖果、巧克力类 sugars, candies, chocolates
<input type="checkbox"/> 食用油 edible oil	<input type="checkbox"/> 转基因食品 GMO foods
<input type="checkbox"/> 特殊食品 foods for special dietary uses	<input type="checkbox"/> 粮食制粉 grain products(flour and rice flour)
<input type="checkbox"/> 饮料类 soft drinks and drinking water	<input type="checkbox"/> 蜂产品 bee products
<input type="checkbox"/> 蛋制品类 egg products	<input type="checkbox"/> 酒类 alcoholic beverage
<input type="checkbox"/> 原糖和制糖原料类 raw sugar	<input type="checkbox"/> 蜜饯类 candied (preserved) fruits
<input type="checkbox"/> 干坚果炒货类 roasted nuts	<input type="checkbox"/> 罐头类 canned foods
<input type="checkbox"/> 糕点饼干类 pastry biscuits, crackers	<input type="checkbox"/> 植物性调料类 vegetal flavorings
<input type="checkbox"/> 动物水产品类 fresh and froze fishery products	<input type="checkbox"/> 熟肉制品 (非罐头包装) cooked meat products(non-canned)
<input type="checkbox"/> 粮谷类 grain	<input type="checkbox"/> 植物性中药材类 botanicals
<input type="checkbox"/> 保鲜蔬菜类 fresh-kept vegetables	<input type="checkbox"/> 茶叶 tea leaves
<input type="checkbox"/> 水产制品 preserved aquatic products	

第3项——中国贸易伙伴信息 Section 3-Information of the Chinese Trade Partner to be contracted with

*企业名称 (中文) Name(in Chinese)	*企业地址 (中文) Address(in Chinese)	*联系人 Contact person	*电话/传真 Telephone/Fax	*电子邮件信箱 E-mail	操作
北京对外贸易公司	北京西城区	刘冷风	086-010-98768990	liulengfeng@sina.com	增加 (Add) 删除 (Del)

第4项——企业承诺书 Section.4—letter of commitment

兹承诺: 所提交资料信息准确、真实。I hereby commits: The information we submit is authentic, and accurate.

[同意 \(Agree\)](#)

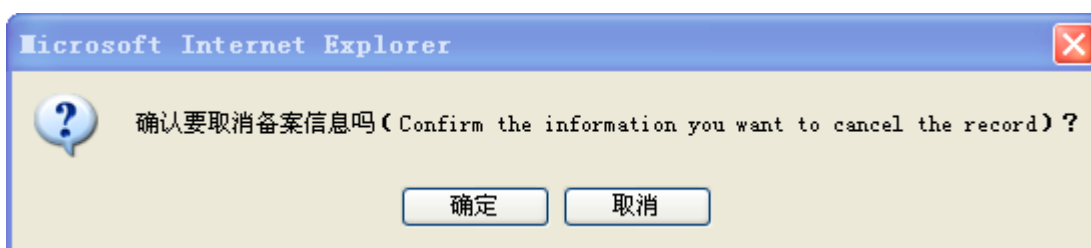
[不同意 \(Disagree\)](#)

*填表人姓名 (印刷体) Contractor name(the printing version):	刘冷风
填表人电话 Contractor's office Telephone:	086-010-98768990
填表人传真 Contractor's office Fax:	086-010-98768990
填表人手机 Contractor's office cell phone:	
*填表人电子邮件信箱 Contractor's E-mail Address:	liulengfeng@sina.com
*填表日期 Date:	2012-02-03

[暂存 \(Temp Save\)](#)
[提交 \(Commit\)](#)
[取消备案 \(Cancel Record\)](#)
[返回 \(Go Back\)](#)

在上面的页面修改信息内容点击 **【取消备案】** 按钮。提示页面如下

Click on “Cancel Record” button at the bottom of the screen. The following dialog box will be shown:



点击 **【确定】** 按钮。提示“取消备案成功等待审核”。

Click on “OK” button. The following message will be shown:

“Cancellation successful. Waiting for approval”.

4 进度信息查询

4 Checking Application Status

4.1 操作步骤

4.1. Procedures

第一步：启动 IE6.0 或以上版本的浏览器。登录进口食品境外出口商或代理商及境内收货人备案管理系统：

Step 1:

Start Internet Explorer 6.0 or above. Login the Administrative Recording System for Overseas Exporters / Agents.



第二步：点击境外出口商或代理商备案系统图片下的【登录系统】连接，进入境外出口商或代理商备案管理子系统：

Step 2:

Click on the “Login” link below the logo (of Administrative Recording System for Overseas Exporters / Agents) and enter the subsystem.



第三步：分别输入企业备案号、查询号以及附加码，然后点击【登录】按钮，进

入备案信息维护页面，点击信息【进度信息查询】项，可以看到在备案信息提交的每个操作过程。备案状态显示为当前最新状态。如备案发布：审核通过已发布。

Step 3: Enter your Registration No., Query No. and the Extra-code. Click Login. Click on the Information Query tab, where you can see the current and previous status of the recording.

信息变更 Update of Information

说明(Explain):
1、*为必填项。
Information marked with an * must be submitted

[返回\(Go Back\)](#)

备案变更 information changed

进度信息查询 Information Query

进度信息查询 Information Query

备案号 Record No :	00410000014	当前处理结果说明 Results of Transaction :	备案申请删除, 已归档
企业名称(中英文) Name(in Chinese/English):	The Russian Federation, "West- Siberian" Import and Export Corporation		
操作日期	处理状态	处理结果说明	
2010-07-08	备案申请删除, 已归档	备案申请删除, 已归档	
2010-07-08	审核不通过, 待修改	111	
2010-07-08	备案申请, 待审核	备案申请,待总局审核	
2010-07-08	备案提交, 待处理		
2010-07-08	备案暂存, 待提交	备案暂存, 待提交	

所有的备案状态分别为，可参见如下：Below is a complete list of all recording status:

备案暂存，待提交；Recording temporarily saved, waiting to be submitted;

备案提交，待处理；Recording submitted, waiting to be processed;

备案申请，待审核；Recording submitted, waiting to be approved;

审核不通过，待修改；Not approved, waiting to be revised;

审核通过，待发布；Approved, waiting to be published;

审核通过，已发布；Approved and published;

抽查不通过，待修改； Fail to pass random checks, waiting to be revised;

备案变更，待审核； Recording revised, waiting to be approved;

备案删除，已归档； Recording deleted, archived;

取消备案申请，待审核 Recording application cancelled, waiting to be approved;

备案申请删除，已归档； Recording application deleted, archived;

备案变更暂存，待提交; Recording revision temporarily saved, waiting to be submitted;

备案变更提交，待处理； Recording revision submitted, waiting to be processed.

5 备案名单查询

5 Checking the list of recordings

5.1 操作步骤

5.1. Procedures

点击国家质检总局食品安全局网站上的备案名单查询链接，弹出页面可以进行备案名单查询。在页面上可以看到单位名称、进口产品种类、主管局信息。

Click the website link of the recording list of China AQSIQ's Food Safety Bureau, where you can search the information of all recorded companies, including the Company Name, Product Category and the relevant Administrative Bureau.

进口食品境外出口商或代理商备案信息查询					
企业名称(英文) Name (in Chinese/English):			国家/地区 Country/Region:		
			查询 重置		
序号	企业名称(英文) Name (in Chinese/English)	企业地址(英文) Address (in Chinese/English)	企业类型 Company Type	国家/地区 Country/Region	产品类别 Product Category
1	shengchan1	11a	代理商 Agent	阿根廷 (Argentina)	熟肉制品(非罐头包装) cooked meat products (non-canned)
2	qw	ddd2	代理商 Agent	阿塞拜疆 (Azerbaijan)	蜜饯类 candied (preserved) fruits, 罐头类 canned foods, 植物性调料类 vegetal flavorings, 动物水产品类 fresh and froze fishery products, 熟肉制品(非罐头包装) cooked meat products (non-canned)
3	jj	jj	代理商 Agent	喀麦隆 (Cameroon)	茶叶 tea leaves
4	qwertyuiopasdfghjklzxcvbnm	qwertyuiopasdfghjklzxcvbnm	代理商 Agent	博茨瓦纳 (Botswana)	咖啡可可原料类 unprocessed coffee and cocoa beans
5	dingguoying	hjkui	出口商或代理商 Exporter or Agent	保税区()	食用海藻及藻类 seaweeds, algae
6	ff	ff	出口商 Exporter	安哥拉 (Angola)	食用油 edible oil
7	applicant der	3456	代理商 Agent	保税区()	蜂产品 bee products
8	ju	uuu	代理商 Agent	博茨瓦纳 (Botswana)	罐头类 canned foods
9	ddl	ddd	出口商或代理商 Exporter or Agent	阿塞拜疆 (Azerbaijan)	转基因食品 GMO foods
10	The Russian Federation, "West - Siberian" Import and Export Corporation	The Siberian city of the Russian Federation, the Communist Street	出口商或代理商 Exporter or Agent	俄罗斯 (Russia)	粮食制品 grain products, 油籽类 oil seeds, 初榨植物油类 virgin vegetable oil, 蜂产品 bee products, 罐头类 canned foods, 植物性调料类 vegetal flavorings
11	qwertyuiopasdfghjklzxcvbnm	qwertyuiopasdfghjklzxcvbnm	出口商或代理商 Exporter or Agent	阿塞拜疆 (Azerbaijan)	动物性中药材 medicinal materials of animal origin, 非种用鲜蛋类 non-breeding fresh eggs, 蔬菜水果制品 vegetable and fruit products, 食用海藻及藻类 seaweeds, algae, 粮食制品 grain products, 食用动物内脏及杂碎类 edible flesh and offal of animal origin, 干豆类 dried legume, 乳与乳制品类 milk and dairy products, 调味品 processed flavorings, 油籽类 oil seeds, 干坚果类 dried fruits, nuts, 咖啡可可原料类 unprocessed coffee and cocoa beans, 初榨植物油类 virgin vegetable oil, 糖及糖果、巧克力类 sugars, candies, chocolates, 食用油 edible oil, 转基因食品 GMO foods, 特殊食品 foods for special dietary uses, 粮食制粉 grain products (flour and rice flour), 饮料类 soft drinks and drinking water, 蜂产品 bee products, 蛋制品类 egg products, 酒类 alcoholic beverage, 原糖和制糖原料类 raw sugar, 蜜饯类 candied (preserved) fruits, 干坚果炒货类 roasted nuts, 罐头类 canned foods, 糕点饼干类 pastry biscuits, crackers, 植物性调料类 vegetal flavorings, 动物水产品类 fresh and froze fishery products, 熟肉制品(非罐头包装) cooked meat products (non-canned), 粮谷类 grain, 植物性中药材类 botanicals, 保鲜蔬菜类 fresh-kept vegetables, 茶叶 tea leaves, 水产制品 preserved aquatic products
12	The Russian Federation, "West - Siberian" Import and Export Corporation	The Siberian city of the Russian Federation, the Communist Street	代理商 Agent	俄罗斯 (Russia)	粮食制粉 grain products (flour and rice flour), 蜜饯类 candied (preserved) fruits, 熟肉制品(非罐头包装) cooked meat products (non-canned)

[关闭](#) 第1页 共1页 共12条 首页 (First Page) 尾页 (Last Page)

查询：

在页面上输入出口商或代理商企业名称(英文)、国家/地区可以查询到要找的企业备案信息。

Search:

Enter the name of the exporter / agent (in English) and country/ region, and you can find the records.

进口食品境外出口商或代理商备案信息查询					
企业名称(英文) Name(in Chinese/English):		The Russian Federation		国家/地区 Country/Region:	俄罗斯(Russia)
查询 重置					
序号	企业名称(英文) Name(in Chinese/English)	企业地址(英文) Address(in Chinese/English)	企业类型 Company Type	国家/地区 Country/Region	产品类别 Product Category
1	The Russian Federation, "West - Siberian" Import and Export Corporation	The Siberian city of the Russian Federation, the Communist Street	出口商或代理商 Exporter or Agent	俄罗斯(Russia)	粮食制品 grain products, 油籽类 oil seeds, 初榨植物油类 virgin vegetable oil, 蜂产品 bee products, 罐头类 canned foods, 植物性调料类 vegetal flavorings
2	The Russian Federation, "West - Siberian" Import and Export Corporation	The Siberian city of the Russian Federation, the Communist Street	代理商 Agent	俄罗斯(Russia)	粮食制粉 grain products (flour and rice flour), 蜜饯类 candied (preserved) fruits, 熟肉制品(非罐头包装) cooked meat products (non-canned)
关闭 第1页 共1页 共2条 首页 (First Page) 尾页 (Last Page)					

6 找回查询号

6. Find the Query Number.

6.1 操作步骤

6.1. Procedures

第一步：启动 IE6.0 或以上版本的浏览器。登录进口食品境外出口商或代理商及境内收货人备案管理系统：

Step 1:

Start Internet Explorer 6.0 or above. Login to the Administrative Recording System for Overseas Exporters / Agents.



进口食品境外出口商或代理商及境内收货人备案管理系统

<p>境外出口商或代理商 备案管理系统</p>  <p>登录系统</p> <p>备案名单查询</p>	<p>境内收货人 备案管理系统</p>  <p>登录系统</p> <p>备案名单查询</p>
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用户手册下载
User Manual

[出口商或代理商备案系统用户手册](#)

[进口收货人备案系统用户手册](#)

第二步：点击境外出口商或代理商备案系统图片下的【登录系统】连接，进入境外出口商或代理商备案管理子系统：

Step 2:

Click on the “Login” link below the logo (of the Administrative Recording System for Overseas Exporters / Agents) and enter the subsystem.



第三步：在页面上点击【找回查询号】按钮

Step 3: Click on “Find Query No.”

找回查询号 I forgot Query No.	
*企业名称(英文) Company Name(English):	The Russian Federation, "West - Siberian" Import and Export Corporation
*国家/地区 Country/Region:	俄罗斯(Russia)
确定(Ok) 返回(Go back)	

在上面的找回查询号页面，分别输入企业名称（英文）、国家/地区，然后点击【确定】按钮，提示“成功取回查询号信息(Successfully recover the query code information)！”。用户可以在备案信息初次申请时填写的联系人电子邮件邮箱中收到找回查询号邮件。邮件返回客户：查询号、备案号。

On the above dialog box of “I forget Query No.”, enter your Company Name (in English) and Country/Region information and click OK. If the information is correctly entered, a message will pop up saying “Successfully recover the query code information!” You will receive an email showing your Query Number and Registration Number in the email address you entered during initial registration.

7 企业投诉申请

7 Filing a complaint

7.1 操作步骤

7.1 Procedures

在初次申请时，如果填写信息中企业名称、国家/地区已存在，点击【提交】按钮，弹出投诉信息页面。

During initial recording, if the company name and country/region information already exist, the following dialog box will be displayed after the “submit” button is clicked.



Prompt: This company has already been recorded. Repeated filing is not permitted. Do you want to file a complaint?

在上面的页面，点击【确定】按钮。

Click OK.

*企业投诉信息 (Company Complaint Information)			
*企业名称 (英文) Name (in English):	West - Siberian Import and Export Corporation	企业名称 (中文) Name (in Chinese):	俄罗斯联邦“西-西伯利亚”进出口公司
*企业地址 (英文) Address (in English):	of the Russian Federation, the Communist Street	企业地址 (中文) Address (in Chinese):	俄罗斯联邦西伯利亚市共产主义大街
*国家/地区 Country/Region:	俄罗斯 (Russia)	*联系人电话 Contractor Telephone (Include Area/Country/Region Code):	0909-0908655-090
*联系人姓名 Contractor Name:	dingguoying	*联系人电子邮箱 E-mail:	dingguoying@126.com
*投诉原因 complainReason	Enterprise exists		
<input type="button" value="提交 (Commit)"/> <input type="button" value="关闭 (Close)"/>			

在上面的页面中，填写投诉信息，点击【提交】按钮，提示“提交成功”。投诉成功后总局用户就可以在投诉管理页面中看到企业的投诉信息。

On the above page, please fill in the information needed to file a complaint. And click “submit”. A message will display: “successfully submitted”. AQSIQ’s users will be able to see your complaint on the Complaint Management page.