

Step by stepvejledning til LORI

December 2023

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Step by step-vejledning til LORI

Denne vejledning er udarbejdet af Landbrugsstyrelsen i 2023

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1. Brugeroprettelse i LORI-systemet

1.1 Oprettelse som bruger hos EU-kommissionen med henblik på LORIregistrering og –indberetning

For at få adgang til EU Kommissionens indberetningssystemer, er der nogle steps, der skal gennemføres <u>første</u> gang virksomheden skal oprettes og ansøge om LORI-registrering:

Step 1 - Oprettelse af EU Login

Step 2 - Oprettelse som virksomhed

Når Step 1 og 2 er gennemførte kan virksomheden gå direkte til LORI-kommunikationen og hermed ansøge om LORI-registrering.

1.1.1 Step 1 – Oprettelse af EU Login

For at få adgang til EU-kommissionens indberetningsværktøjer skal virksomheden først have et EU Login fra Kommissionen. Brug følgende indgang:

https://webgate.ec.europa.eu/agriportal/awaiportal/



Vælg "Register with AWAI" – og følg vejledningen. Herefter modtager man et EU Login fra EU-kommissionen.

1.1.2 Step 2 – Oprettelse som virksomhed

Via samme portal https://webgate.ec.europa.eu/agriportal/awaiportal/ logges ind med det tilsendte EU Login.



Oprettelse som virksomhed kan nu begynde. Vælg følgende i den anførte rækkefølge:

- Klik på linket "ISAMM CM" i listen over applikationer.
- Vælg derefter muligheden "A member of an economic operator" og klik "Next".

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Og tryk derefter "Validate and download address" og derefter "Add".

Herefter fremkommer følgende billede, hvor der i nederste billede skal udfyldes "Country" og "Phone (+45 xx xx xx xx)", hvorefter der vælges "Next".

*** IMPORTANT: For the corr	act functioning of the Portal it	t is mandatory to disable as	ny pop-up blocker	in use. Please contac	ct your local IT Sup	oport for further assistant	8. ***							
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Nu skal der vælges adgang til de områder, der henhører under LORI.

Tryk "Add", som det fremgår af følgende billede:

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Herefter skal det generede dokument downloades, printes og underskrives og sendes til <u>licens@lbst.dk</u> til godkendelse. Når tilladelse til kommunikation er godkendt, vil virksomheden få tilsendt e-mail herom. Når godkendelsesmail er modtaget, kan virksomheden gå direkte til "LORI -kommunikation".

1.2 Indberetning af ansøgning om LORI-registrering

Via portalen https://webgate.ec.europa.eu/agriportal/awaiportal/ logges ind med det tilsendte EU Login.



Klik herefter på linket "ISAMM CM" i listen over applikationer.

På efterfølgende billede vælges "LORI" (øverst til venstre på siden) og i undermenuen "Registration – submit or update the information".

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	Registration - submit or update the information	
н	Update reference quantity	1
	Withdraw a registration	
w	Search LORI communications	unctionality in the top menu.

I næste billede vælges via rullemenu virksomhedens EORI-nummer - tryk derefter "Continue".

ISAMM CM » LORI » Registration - submit or update the information						
LORI						
Registration - submit or update the information						
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Herefter kommer man til billedet "Communication Data", som bedes udfyldt for alle påkrævede felter.

Vejledning herom er vedlagt Landbrugsstyrelsens "LORI-vejledning" som Bilag I, hvoraf oversættelse af de enkelte felter til dansk fremgår. Vejledningen kan tilgås på Landbrugsstyrelsens hjemmeside via nedenstående link:

Landbrugsstyrelsens LORI-vejledning

Dog bemærkes følgende til de enkelte afsnit:

Economic operator identity:

"Legal status": Er ansøger en virksomhed angives "legal person"

Declaration of independence pursuant to Article 13 of Delegated Regulation (EU) 2020/760:

Her angives "Yes" for hvert toldkontingentløbenummer, man ønsker at blive LORI-registreret til at ansøge om licens.

Der skal uploades en uafhængighedserklæring for hvert toldkontingentløbenummer, man ønsker at søge om. Erklæringen findes på Landbrugsstyrelsens hjemmeside <u>her</u> – er også vedlagt som bilag til Landbrugsstyrelsens "LORI-vejledning".

Economic operator ownership structure:

Vejledende oversættelser af selskabsformer fra engelsk til dansk:

- Corporation = Selskab med juridisk enhed (A/S eller ApS)
- LLC = Partnerselskab a la et dansk kommanditselskab (K/S)
- Sole proprietorship = Enkeltmandsvirksomhed
- Partnership = Interessentskab (I/S)
- Limited partnership = Kommanditselskab (P/S)
- Cooperative = Kooperativt selskab

Vær opmærksom på, at der nederst i dokumentet er følgende valgmuligheder:

- "Save": Det udfyldte skema gemmes, men er ikke sendt til licensudstedende myndigheder i DK.
- "Send to issuing authority": Det udfyldte skema sendes til Landbrugsstyrelsen.
- "Delete": Skemaet slettes fra systemet.
- "Cancel": De seneste indtastede data slettes, og systemet går til foregående side.

Hvis man vil fremsøge et udkast til skema igen:

- Vælg "LORI" (øverst til venstre på siden)
- Vælg undermenu: "Search LORI communications"
- Vælg "Form name": "All LORI communications"
- Vælg "Status": "Draft"
- Vælg - og der kan rettes i det indtastede

LORI

Search LORI communications

Search criteria										
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1.3 Indberetning eller opdatering af referencemængde

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Continue Back				

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Udfyld tabellen med virksomhedens mængde og tryk derefter "Send".

Landbrugsstyrelsen Nyropsgade 30 1780 København V

www.lbst.dk

<u>ر الم</u>