

## How to Use iPIC Online

The iPIC (informal Prior Informed Consent) mechanism is a voluntary and informal system of information exchange on intended trade in substances controlled under the Montreal Protocol between the national authorities responsible for issuing in import and export licenses.

The secure, password-protected online system is accessible to registered country member users (country focal points) where they can update their respective iPIC country data and consult those of other member countries.

Those interested to join iPIC can send a registration request through the site's login page.

This brief document explains the steps to access the iPIC system.

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## Accessing the iPIC platform

**Note:** Membership to iPIC is limited to government officials responsible for issuing import/export licences and quotas for Ozone Depleting Substances (ODS) and other substances controlled under the Montreal Protocol.

### iPIC Members:

Simply enter your login credentials to access the iPIC platform.

If you have forgotten your password, click “Forgot Password” to reset it.

### Non-iPIC Members:

If your country is interested in registering with iPIC, but does not yet have an account, you will need to designate your official country iPIC Focal Point – this person will be responsible for entering, updating and maintaining the iPIC country data. An alternate focal point can also be designated. In the absence of a designated Focal Point, the National Ozone Officer can also take on this role.

Visit the [iPIC login page](#) and click on “Submit Request” on the upper right corner of the page.

Don't have an iPIC account? [Submit Request](#)

Don't have an iPIC account? [Submit Request](#)

**iPIC ONLINE** **OzonAction UN ENVIRONMENT**

### Informal Prior Informed Consent

Compliance through informal prior informed consent on trade of ozone depleting substances and HFCs

[UNEP Focal Point](#) [FAQ](#)

[How to use iPIC Online](#)

### Login Account

Enter your iPIC user name and password to continue.

Username \*

Password \*

[Forgot Password](#) [Sign In](#)

Complete the 'Registration Request' form with the required information. Tick the appropriate box to indicate if you are the designated Focal Point or not.

### Registration Request

Complete the form below to request the creation of an account. You will receive a confirmation email once your request has been reviewed and validated by the iPIC Online administrator.

**Note: iPIC online membership is limited to government officials responsible for ODS import/export licences and quotas.**

Title \*  
Select title ▼

Country  
Select country ▼

First Name \*

Last Name \*

Email \*

Government Department/Agency \*

Position \*  
(e.g. National Ozone Officer)

Are you the designated iPIC Focal Point:  Yes  No

Additional information

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[Back to Login page](#)

The iPIC Administrator will review your request and when confirmed, a notification email is then sent to the email address you provided (see below).

Dear Mr / Ms XXXXXXXX,

Your request had been validated by UNEP OzonAction. Please click the link below to create your iPIC Online login.

<https://www.ozonaction.org/ipic/xxxxxxxxxxxxxxxx-xxxxxxxxxxx=xxxx-xxxx>

Regards,  
iPIC UNEP OzonAction

*(example notification email)*

Click the link to complete your registration and create your username and password.

Don't have an iPIC account? [Submit Request](#)

## Registration

Please choose a user name and password.

Title  
Mr. ▼

Country  
Country ▼

First Name  
John

Last Name  
Doe

Email  
ipicuser@email.com 

User Name \*  
Only letters, numbers, underscore and dash accepted

Password \*  
Minimal length is 8

Confirm password \*

[Back to Login page](#)

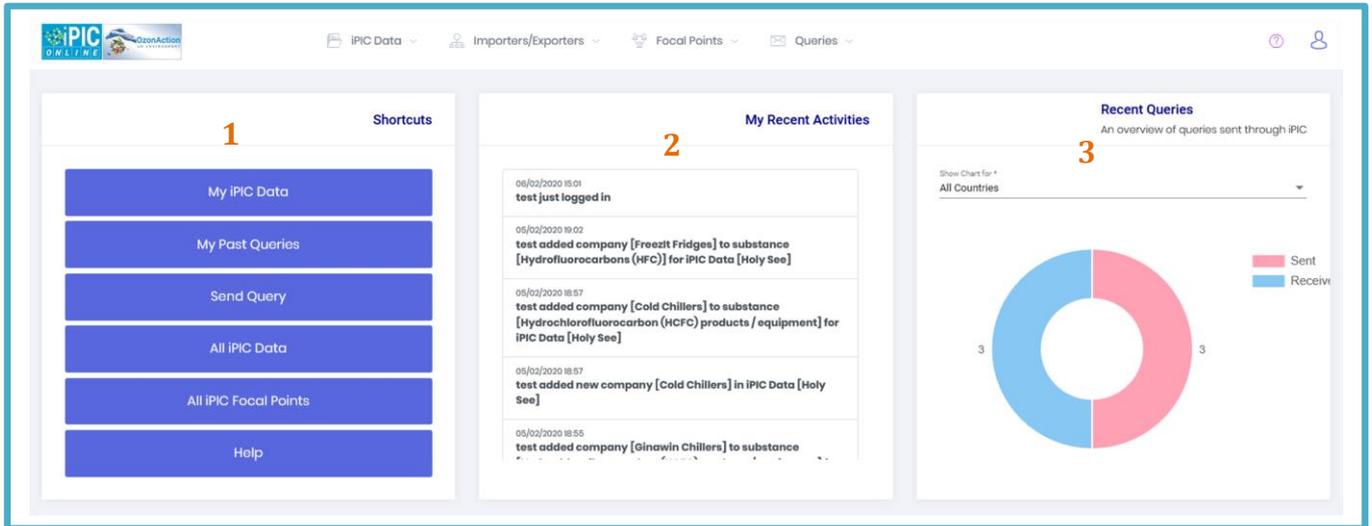
[Submit Request](#)

Once you have completed your registration, you will receive an email from iPIC confirming your successful registration.

In case you have not received a notification regarding your request, you may follow up by sending an email to [unep-ozonaction-ipic@un.org](mailto:unep-ozonaction-ipic@un.org).

## The Home Page

Upon logging in you will be taken to your user Home Page. This page shows four ‘boxes’ and offers an overview of your country data and activities in the iPIC platform.



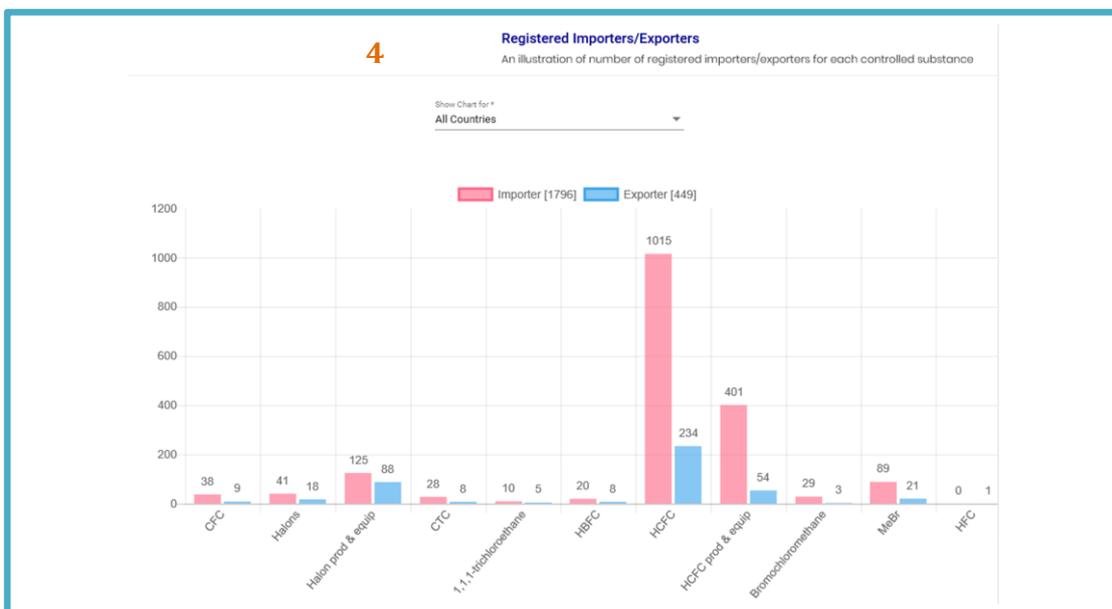
The first box (1) contains the “Shortcuts” to the various pages of the iPIC platform that the user will consult or visit most often. Click on the buttons to jump to the relevant pages.

The next box (2) shows the user’s “Recent Activities” in the iPIC platform. It gives a snapshot at what the Focal Point or the Alternate Focal Point did in the platform – logged in, added, edited or removed information, etc. and when these were done.

The “Queries” (3) in the third box shows a chart representing the number of inquiries sent to you by other country Focal Points and those sent by you.

The dropdown allows you to have a global view of all the Queries exchanged between users through iPIC’s messaging system or just those involving your own country.

The chart in the lower part of the page (4) illustrates the number of Importers/Exporter registered by member countries in the iPIC system for each of the controlled substances under the Montreal Protocol. You can also select from the dropdown, so the chart shows the global figures or just those for your own country.

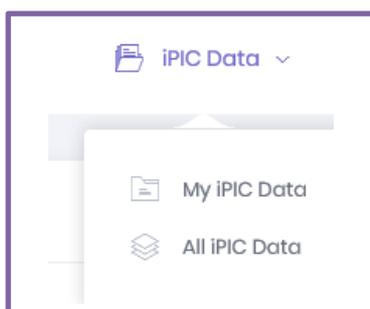


## The Menu Bar



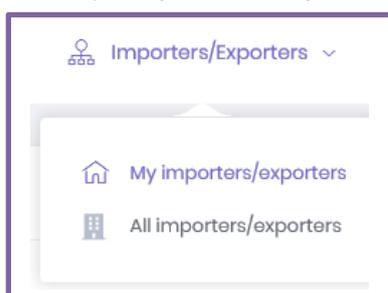
Click on each of the Menu Headings to display their respective menu items.

### a) iPIC Data



- i. **'My iPIC Data'** takes you to your country's iPIC information where you can update or modify relevant iPIC data for your country.
- ii. **'All iPIC Data'** opens the list of all iPIC member countries. Select and click on the country name to view that country's iPIC information and contact details.

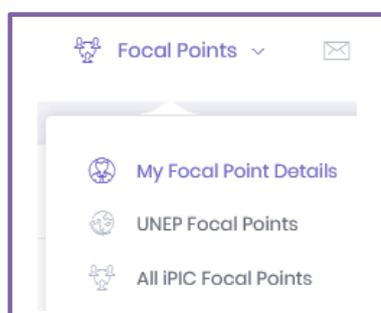
### b) Importers/Exporters



- i. **'My Importers/Exporters'** displays a list of your country's authorised importing/exporting companies that you have registered in iPIC. You can 'Add', 'Edit' or 'Delete' entries from this page.
- ii. **'All Importers/exporters'** displays a list of all importing and exporting companies registered in iPIC by all member countries.

The 'Quick Filter' function located at the top of the page allows you to filter the list using key words. The list is automatically filtered as you begin to type a keyword.

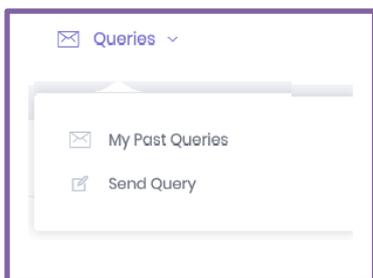
### c) Focal Points



- i. **'My Focal Point Details'** displays a list of your country's designated primary and alternate iPIC Focal Point(s). They can be National Ozone Officer or another government official. The 'Edit' button allows you to update/replace the contact information.
- ii. **'UNEP Focal Points'** lists the different UNEP Focal Points in each region with their email addresses and phone numbers should you need to contact them.
- iii. **'All iPIC Focal Points'** shows the list of all iPIC national focal points. Click on the name to see their contact information.

The 'Quick Filter' function located at the top of the page allows you to filter the list using key words. The list is automatically filtered as you begin to type a keyword.

#### d) Queries

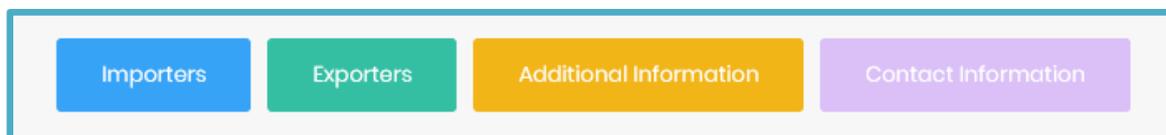


- i. **'My Past Queries'** displays a list of all the queries involving your country. These queries have either been sent by you or sent to you by other member countries regarding a shipment of ODS or other controlled substances.
- ii. **'Send Query'** allows you to draft and send a message to any iPIC member country regarding a particular shipment or company. Simply use the template provided, then send. (or untick the box to use a free-form text field). See "Send A Query" on page 12.

## Updating iPIC Data

**Note:** Only the designated Focal Point and/or the Alternate Focal Point are responsible for entering, updating, and maintaining your country information and data in the iPIC system.

You can update any section of your country's iPIC data at any time. To modify or update the section you want, click on any of the four buttons on the upper right side of the page. This will take you to the exact location of that section.



In the **'Importers'** and **'Exporters'** sections, you may add or remove companies that are accredited and have been issued quotas by your government to import and/or export any of the substances controlled under the Montreal Protocol (including equipment that use ODS, if applicable).

## Add / Remove a company

Slide the **toggle (5)** to the right to show all chemical groups controlled under the Montreal Protocol. Slide it to the left to show only substance groups which already have registered importer(s) or exporter(s) in your country.

Scroll down to the substance under which you wish to register a company.

*Note: If the company is authorised to import AND/OR export several controlled substances, the company should be entered in each substance group and in BOTH 'Importers' and 'Exporters' sections. The company name can be selected from a dropdown list if already entered.*

Click the button **"Add new company to substance group ..."** (6) to open a pop-up form and enter the company name and other details (optional).

**REGISTERED IMPORTERS OF ODS (AND ODS EQUIPMENT IF APPLICABLE)**

[Add note on Importation](#)

Show only groups with registered importer  **5** Show ALL chemical groups

**Hydrochlorofluorocarbon (HCFC)**

**6** [Add new company to substance group Hydrochlorofluorocarbon \(HCFC\)](#)

Search by Company Name

Name ↑
--------

No registered Importer found for the substance Hydrochlorofluorocarbon (HCFC).

Click on the search field 'Company' to display a dropdown list of pre-registered companies. Select the company then click **'save'**.

Companies ×

**Add new company for country Holy See in Methyl bromide (MeBr)**

**Company**

- A1 Company
- Cold Chillers
- Comapny 1
- Comapny A2
- FreezIt Fridges

If the company is not in the dropdown list or has not yet been registered, click "**click here**" to enter the new company's details.

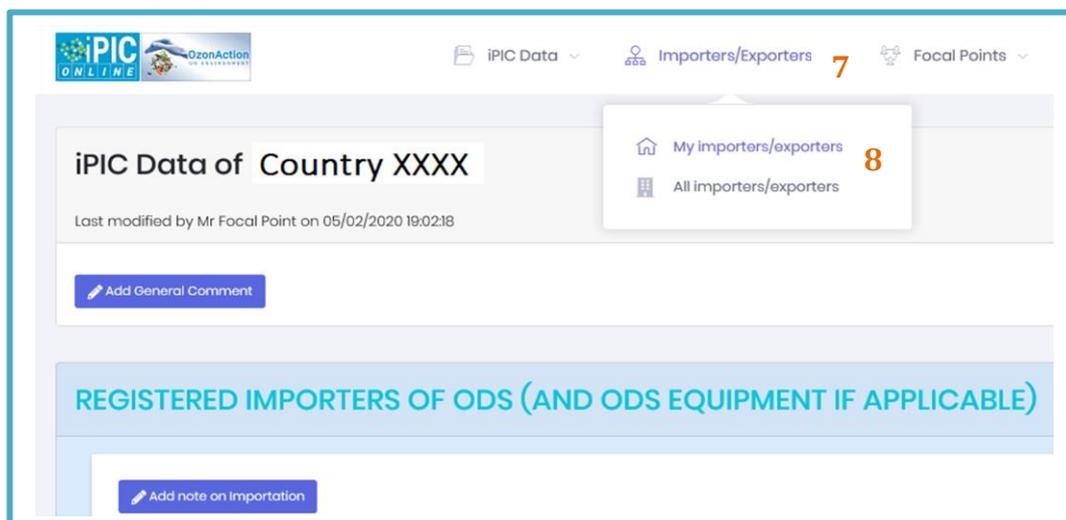
The screenshot shows a dialog box titled "Companies" with a close button (X) in the top right corner. The main heading is "Add new company for country XXXXXXX in Hydrochlorofluorocarbon (HCFC)". Below this is a "Company" label and a text input field. A green instruction reads "Choose existing company to be added to Hydrochlorofluorocarbon (HCFC)". Below the input field, a message states "If the company you are looking for is NOT in the select list, please [click here](#) to add new company". The "click here" link is circled in orange. At the bottom left is a blue "Save" button, and at the bottom right is a grey "Cancel" button.

Enter the company name (required) and other details (optional) and click '**save**'. Repeat the process for each substance group as applicable.

The screenshot shows a dialog box titled "Companies" with a close button (X) in the top right corner. The main heading is "Add new company for country XXXXX in 'Substance XXXXX'". Below this is a blue instruction: "If you want to cancel adding new company, and use the select list, please [click here](#)". The form contains several input fields: "Name \*" (required), "Original Name" (with a green note "If the company has another name in their original language"), "City", "Fax", "Phone", and "Country" (with "Holy See" selected). There is also an "Other Information" section with a text area. At the bottom left, a blue "Save" button is circled in orange. At the bottom right, a grey "Cancel" button is also circled in orange.

## Edit / Remove Company details

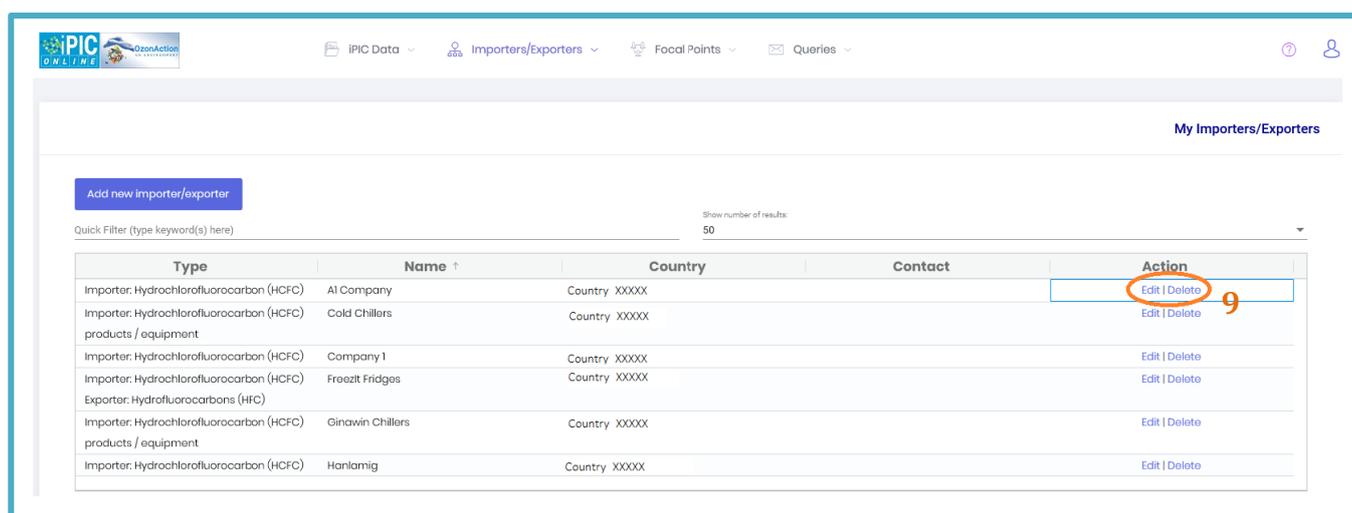
To edit details or remove a company from the list, click “Importers/Exporters” (7) on the menu bar at the top of the page, then click ‘My Importers/exporters’ (8)



The screenshot shows the iPIC ONLINE interface. At the top, there is a navigation bar with the iPIC ONLINE logo, 'iPIC Data', 'Importers/Exporters' (with a red '7' notification), and 'Focal Points'. Below the navigation bar, the main content area displays 'iPIC Data of Country XXXX' and 'Last modified by Mr Focal Point on 05/02/2020 19:02:18'. A dropdown menu is open under 'Importers/Exporters', showing 'My Importers/exporters' (with a red '8' notification) and 'All Importers/exporters'. Below this, there is a section titled 'REGISTERED IMPORTERS OF ODS (AND ODS EQUIPMENT IF APPLICABLE)' with an 'Add note on Importation' button.

A table listing all registered companies in your country will be displayed, indicating if the company is an importer or exporter or both, and shows the type of substance it can import and/or export.

In the right-most column called ‘Action’, select the action you wish to perform, i.e. “**Edit or Delete**” (9).



The screenshot shows the iPIC ONLINE interface displaying a table of registered importers/exporters. The table has columns for Type, Name, Country, Contact, and Action. The 'Action' column is circled in red, and the text 'Edit | Delete' is highlighted with a red '9' next to it. The table lists several companies, including 'AI Company', 'Cold Chillers products / equipment', 'Company 1', 'Freezit Fridges', 'Ginawin Chillers', and 'Hanlamig'. The 'Action' column for each row contains 'Edit | Delete' links.

Type	Name ↑	Country	Contact	Action
Importer: Hydrochlorofluorocarbon (HCFC)	AI Company	Country XXXXX		Edit   Delete 9
Importer: Hydrochlorofluorocarbon (HCFC) products / equipment	Cold Chillers	Country XXXXX		Edit   Delete
Importer: Hydrochlorofluorocarbon (HCFC)	Company 1	Country XXXXX		Edit   Delete
Importer: Hydrochlorofluorocarbon (HCFC)	Freezit Fridges	Country XXXXX		Edit   Delete
Exporter: Hydrofluorocarbons (HFC)				
Importer: Hydrochlorofluorocarbon (HCFC) products / equipment	Ginawin Chillers	Country XXXXX		Edit   Delete
Importer: Hydrochlorofluorocarbon (HCFC)	Hanlamig	Country XXXXX		Edit   Delete

Click **“Edit”** to open the pop-up form and modify the information on that company. Click **‘Save’** when you are done.

Companies ×

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**Edit Company**

Company \*  
A1 Company

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Original Name  
If the company has another name in their original language

---

City

---

Fax  
Please use international phone number format

---

Phone  
Please use international phone number format

---

Email

---

Country  
Holy See ▼

---

Other Information

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**Save**

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Close

To remove a company, select **‘Delete’** and click **‘Yes’** in the pop-up window to confirm removal of the company from the list. Note: this will delete the company from the database. Click **‘No, Cancel’** to cancel the action.

Confirmation ×

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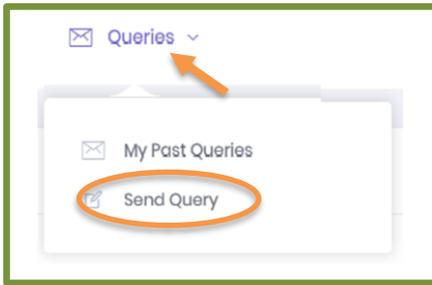
Are you sure you want to delete this company ?

**WARNING : This will delete the company from the database.**

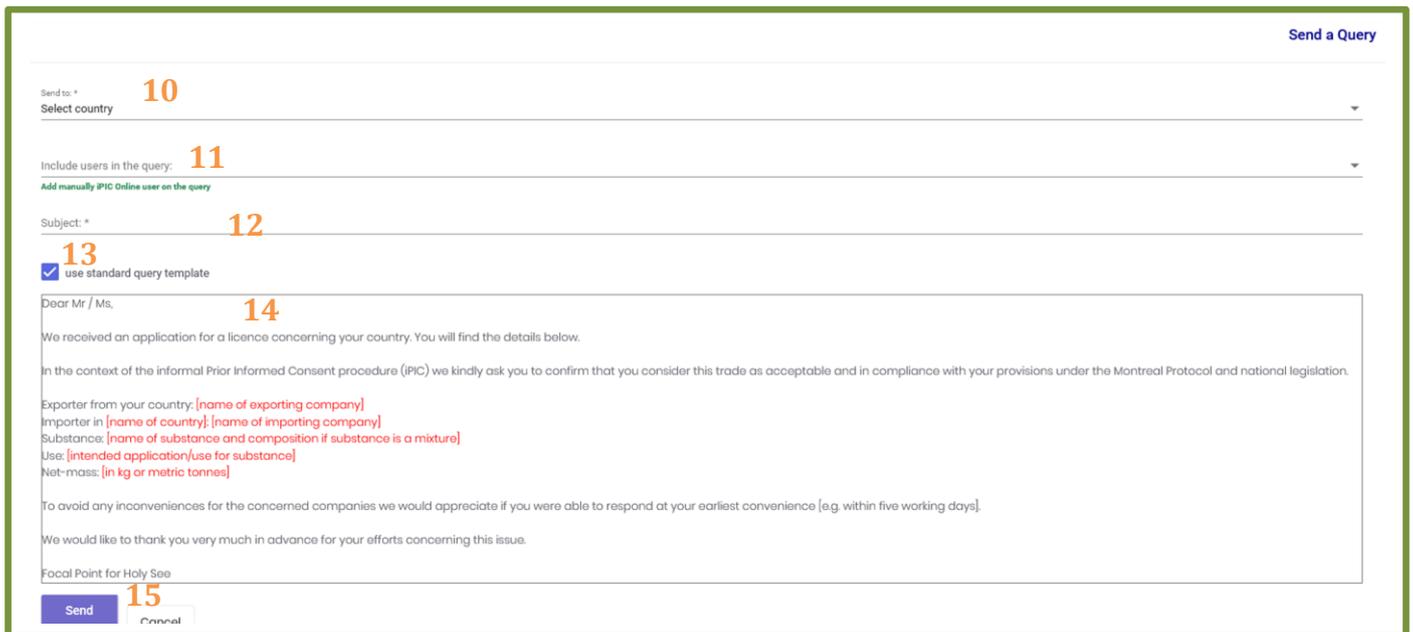
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**Yes** **No, Cancel**

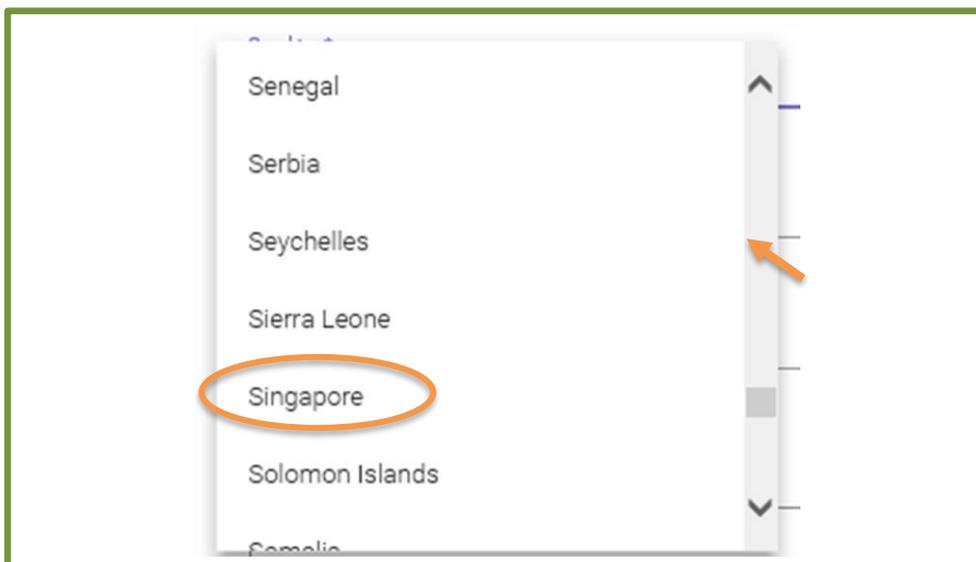
## Send a Query



From the Menu Bar click 'Queries' and select 'Send Query' to open a query form (below).

A screenshot of the 'Send a Query' form. The form is titled 'Send a Query' in the top right corner. It contains several fields and a large text area. Numbered callouts are placed over the form: '10' is over the 'Send to:' field; '11' is over the 'Include users in the query:' field; '12' is over the 'Subject:' field; '13' is over the 'use standard query template' checkbox; and '15' is over the 'Send' button. The text area contains a pre-filled letter template with red placeholder text for fields like '[name of exporting company]', '[name of country]', '[name of importing company]', '[name of substance and composition]', '[intended application/use for substance]', and '[in kg or metric tonnes]'. The letter is addressed to 'Dear Mr / Ms.' and discusses a licence application for a country.

Click the space in the 'Send to' field (10) to open the dropdown list and select the country to which you intend to send your query. (e.g. Singapore)



Selecting the country automatically adds the Focal Point(s) of that country as the recipient of the message and puts in copy the UNEP Focal Point dealing with said country.



The screenshot shows a form with a green border. On the left, there is a box with an orange border containing the text 'Send to: \* Singapore'. Below this, there are labels 'Contact:' and 'CC:'. To the right of these labels, there is a list of names and titles: 'Miss Lim Kai Yun (Scientific Officer) - Primary Focal Point' and 'Mr Shaofeng Hu (Regional Coordinator) - UNEP Regional Focal Point'.

In the next field '*Include users in the query*' (11), you have the option to include other iPIC users/focal points in case they may be concerned by this particular query. If applicable, click on the space to display the dropdown list of the iPIC Users. Tick the appropriate box next to the name of the person you wish to add.

Add the subject of the message in the subject field (12).

Draft your message. You have two options in this section:

- Tick the box (13) to use the standard query template (default setting). Simply fill in the information in the fields in red (14)
- Un-tick the box to draft your message in the free-form text box.

Click '**Send**' (15) once you are done drafting your message.

\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*

### **If you need any assistance:**

Contact your UNEP OzonAction Regional Coordinators or the iPIC Administrators ([unep-ozonaction-ipic@un.org](mailto:unep-ozonaction-ipic@un.org)) who can respond to any further questions