

Submit a New Shipper Review Request for Anti-Dumping and Subsidy Cases

Submit a new shipper review request, follow these steps:

1. Log in to the system.



• If you are not registered in the system, a new account must be created. To create a new account, please review the user guide "Create a new account" on the main page of the directorate's website.

2. From the **Home Page**, click the of **Active Cases List** , then select the type of request (**Anti-Dumping Or Anti-Subsidy**), a list of cases will appear, select the required case.
3. Then choose Submit a new shipper review request



for the required case.



• To submit a participation request, please review the user guide "Submit a Request to Participate in the Investigation and and Enter the Investigation Page" on the home page of the directorate's website.

4. After accepting my participation application, the case will be on **My List** .
5. From **My List** , click the link on the case, then **Submitting New Shipper Review Request** .
6. The request will initially be not editable, and to fill out and edit the request follow these steps:

- Click on **Fill and Edit**  Review Request.
 - Fill in all the required information, then click **Save**.
7. After filling out the request with the required information, send it by clicking **Submit Review Request** .
8. The Directorate will study the request and based on the study the result will be either:
- **Rejection of The Request for New Shipper Review:** In this case, you will not be able to complete the investigation.
 - **Acceptance of The Request for New Shipper Review:** In this case, several icons will be activated: Investigation Form (non-confidential), written regulations submitted by the participate parties in the investigation (the non-confidential), Written Regulations of Public Hearing(the non-confidential copy), Download and Viewing case documents, Viewing Questionnaires Related to the Case, Viewing Related Parties Information, submitting a questionnaire for new shipper review, Request to Extend the Submitting Period of the Questionnaire. At this phase, the following will be:
 - Activating the exporters' questionnaire in order to fill it with the required data and within a specified period.



- **To submit the questionnaire, please review the user guide “Submit the questionnaire and requested an extension of the period for submitting the questionnaire (Importers, Exporters, Domestic producers)” on the home page of the directorate’s website.**

- Activating the written regulations in order to deposit the written regulations that support your position in the investigation, which are available within a specified period.



- **To file the written regulations, please refer to the “Written Regulations” user guide on the home page of the directorate’s website.**