# Internal Market Information System How to copy a request

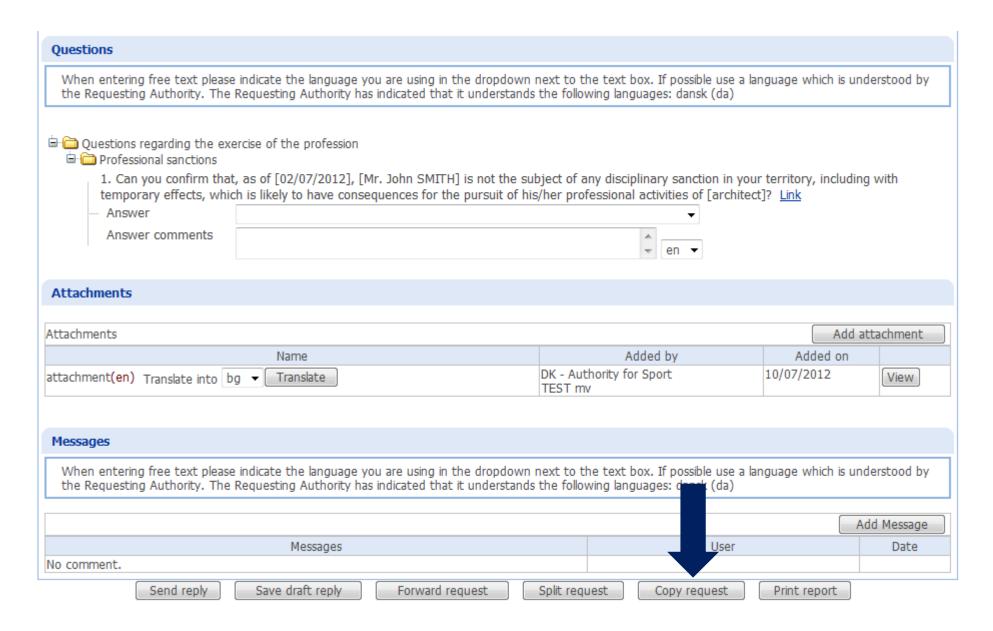


## When to copy a request?

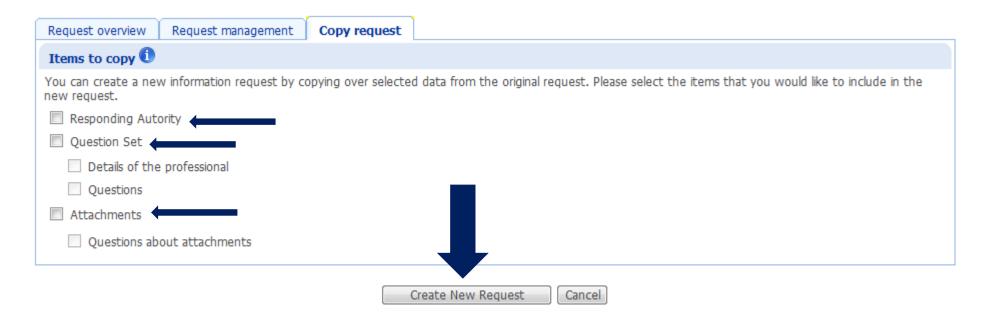
- ✓ Do you often send similar requests? Do you enter the same information again and again?
- ✓ Do you send requests about the same service provider to different authorities?

You can copy a request and save a lot of time.

#### First, open the request and click on 'Copy request'.



Second, select which parts of the original request you want to copy into a new one.



Then add the missing information to complete the request.

### **Tips and Tricks**

- ✓ You can copy all your requests:
  - open or closed,
  - sent or received.
- ✓ For received requests, the 'copy' function is available once the request has been accepted.
- ✓ When copying a received request your authority will always be defined as the requesting authority of the new request.
- ✓ You always need to set a new deadline for your new request.

## For more information contact your National IMI Helpdesk

http://ec.europa.eu/internal\_market/iminet/imi\_helpdesks/index.html



