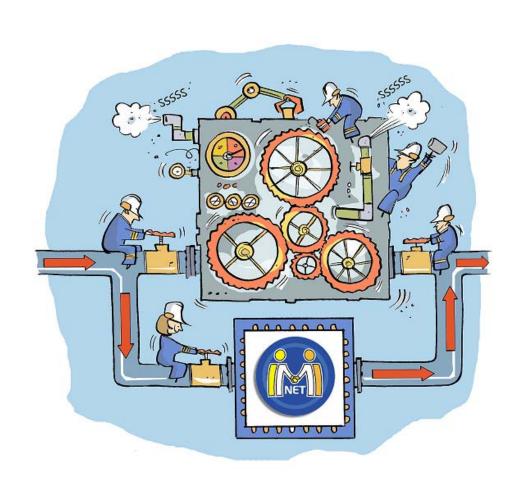
# Internal Market Information System How to split a request?



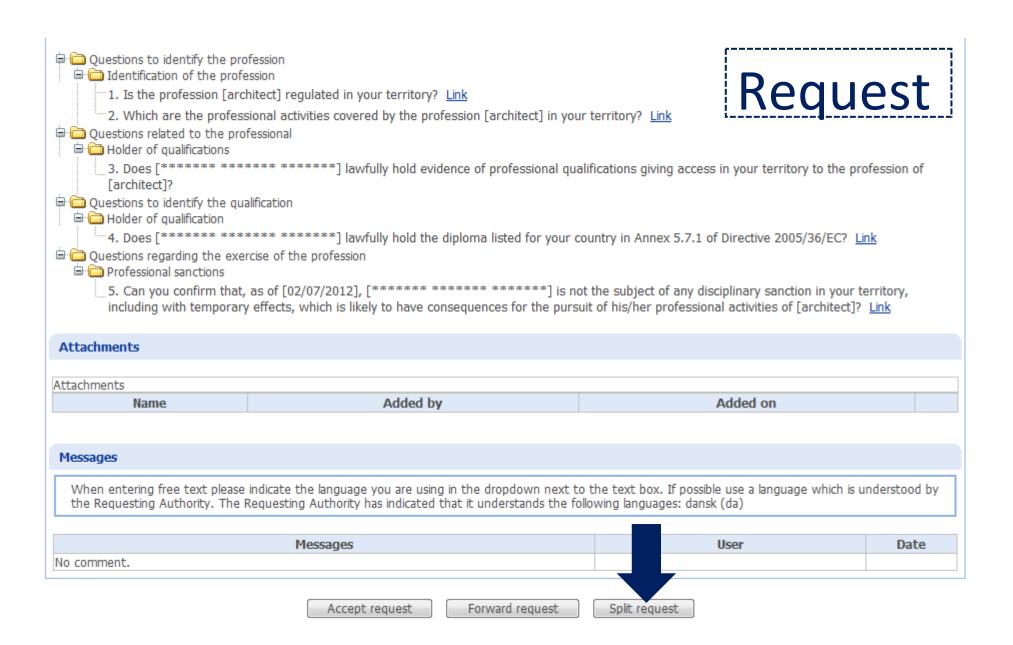
### When to split a request?

✓ Can you answer some questions in a request immediately but other questions require more time?

You can split the request into two, one with the questions you can answer now and a second with the questions that will take more time.

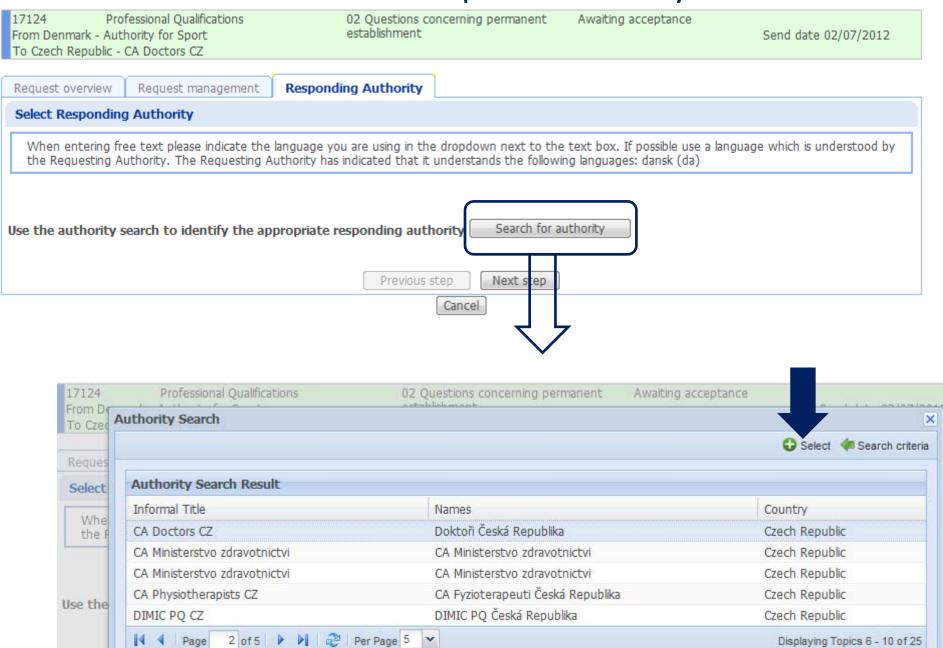
✓ Should some questions in a request be answered by another authority?

You can split the request and send these questions to the other authority.



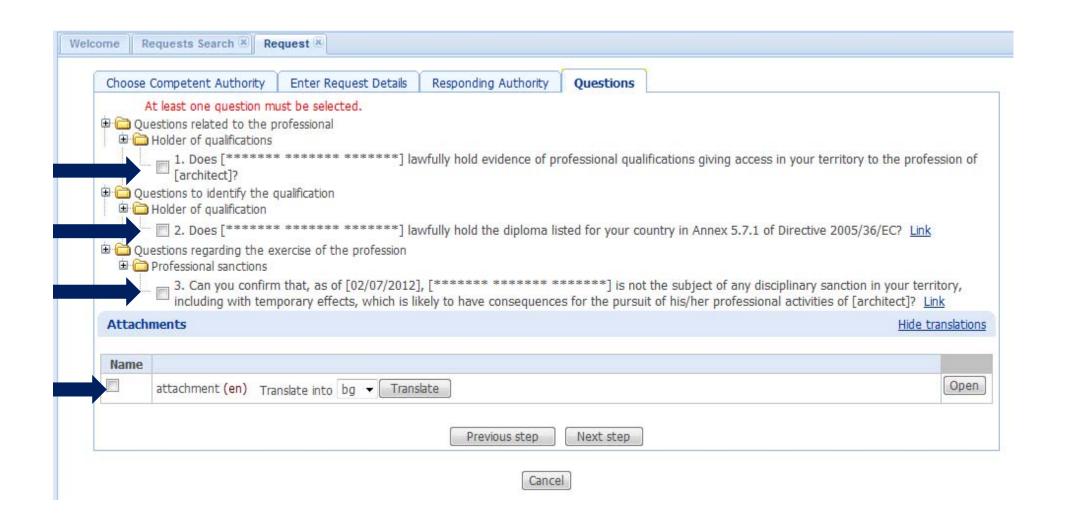
You can split the request before or after acceptance

#### Search for the recipient authority



# Select the questions to be moved to the new request. You may also select attachments (they will remain in the original request as well).

To continue click 'Next step'.



#### Give a reason for splitting and indicate the language of your message.



#### Confirmation: pop-up message and entry in the Activity panel

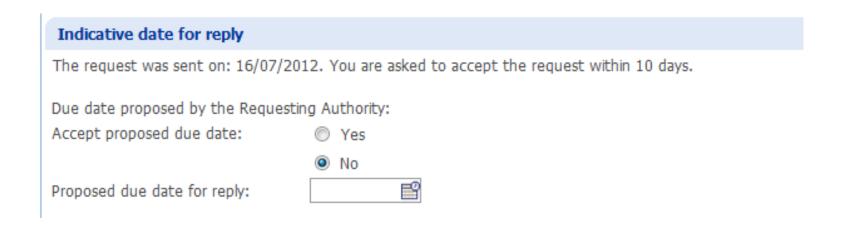
Request has been split



### **Tips and Tricks**

### If you split the request to yourself:

- ✓ You will find the new request in your Action list with a new number.
- ✓ Accept it and give a suitable deadline.



## For more information contact your National IMI Helpdesk

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

