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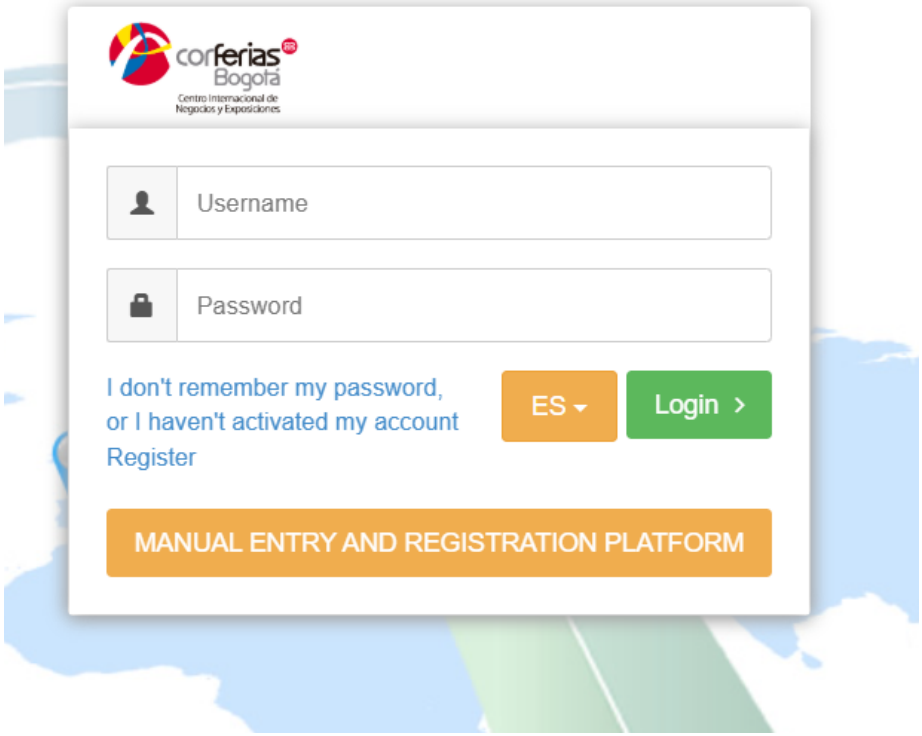
Goods Entry – Free Exhibition Items (Exhibitors)

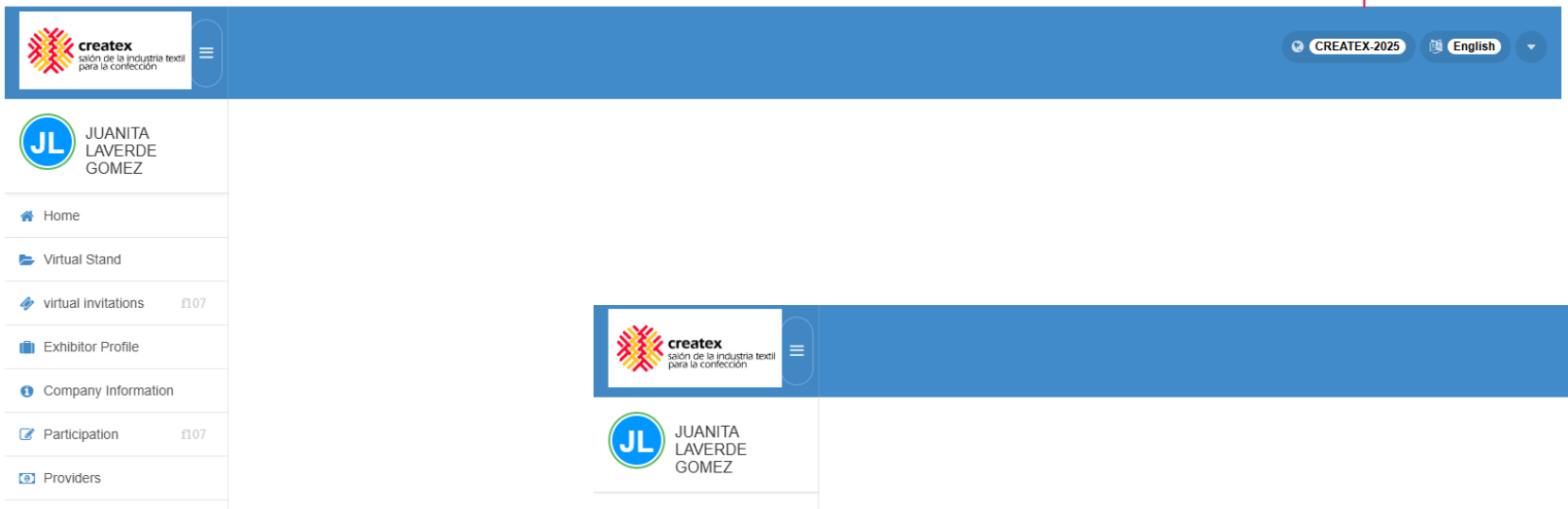
COMEX360 PLATAFORM

STEP 1

Enter the Free Trade Zone Operations Platform, through the **CORFERIAS EXTRANET**, with the user and password assigned and sent by the commercial area to the email registered in the contract of participation in the fair. How to enter the platform.



STEP 2



In the upper right part of the screen, choose the fair and/or event in which you will participate.

On the left side of the screen, click on the **PARTICIPATION button** and choose the **Free Trade Zone**.

STEP 3

Select the type **of transaction**

You must select and click on the operation "**Ingreso de mercancías en libre disposición (nacional y/o nacionalizada**) - **Expositor"** that is to say, produced in Colombia and/or imported with its respective procedure before the customs authority -DIAN, as follows:

The option **"Resto del mundo - Zona Franca"** only applies to goods coming from other countries without nationalization process before the DIAN and require the hiring of a Customs Agency for the corresponding customs procedure or destination from the free trade zone.

SAVE BASIC DATA **OF THE EXHIBITOR**

STEP 4

Start the process of filling out the form "*370 ingreso de mercancías en libre disposición necesarias para la celebración de un evento ferial*":

In gray color, the default information of the contract with the exhibitor is loaded (not editable).

4.1
Click on the "**save**" icon

4.2
Click on the "pencil" icon to enable the default form for this operation in the system.

4.3
Click again on the "save" icon to enable the system to enter goods.

REGISTER THE GOODS TO BE ENTERED USING THE FORM "370"

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STEP 5

At this stage, select the group or category that best fits the description of your merchandise "item", then record the items for each category chosen, their quantity and unit value, as follows:

Click on the "+" icon to start the registration process of your goods "Items": articles, products, equipment, tools, handicrafts, etc.

REGISTER THE GOODS TO BE ENTERED USING THE FORM "370"

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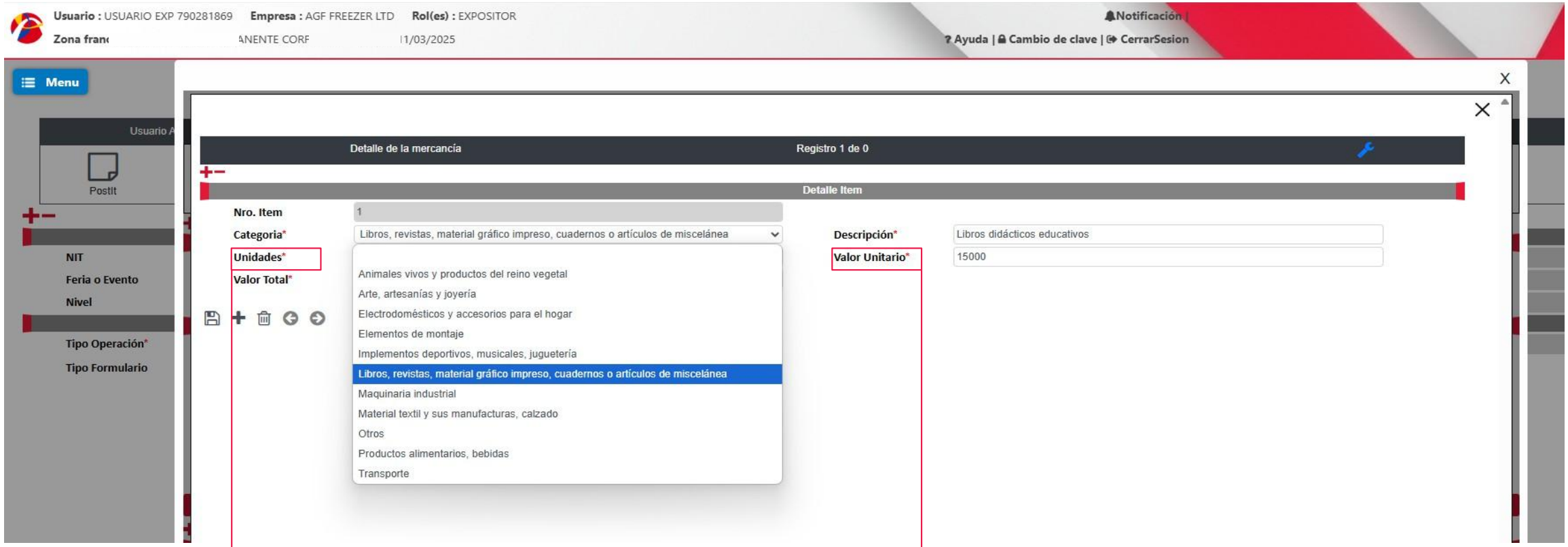
STEP 5.1

Select the category (default and drop-down list) that best fits your merchandise, then enter the description of your merchandise "Item", the corresponding units and their unit value. The system automatically calculates the total value.



Choose the category or group that best fits the merchandise (item) to be registered, if the list does not find any option according to the type of merchandise, choose the box "others".

Enter the description "name" of the item to be recorded in the previously selected category.

REGISTER THE GOODS TO BE ENTERED USING THE FORM "370"

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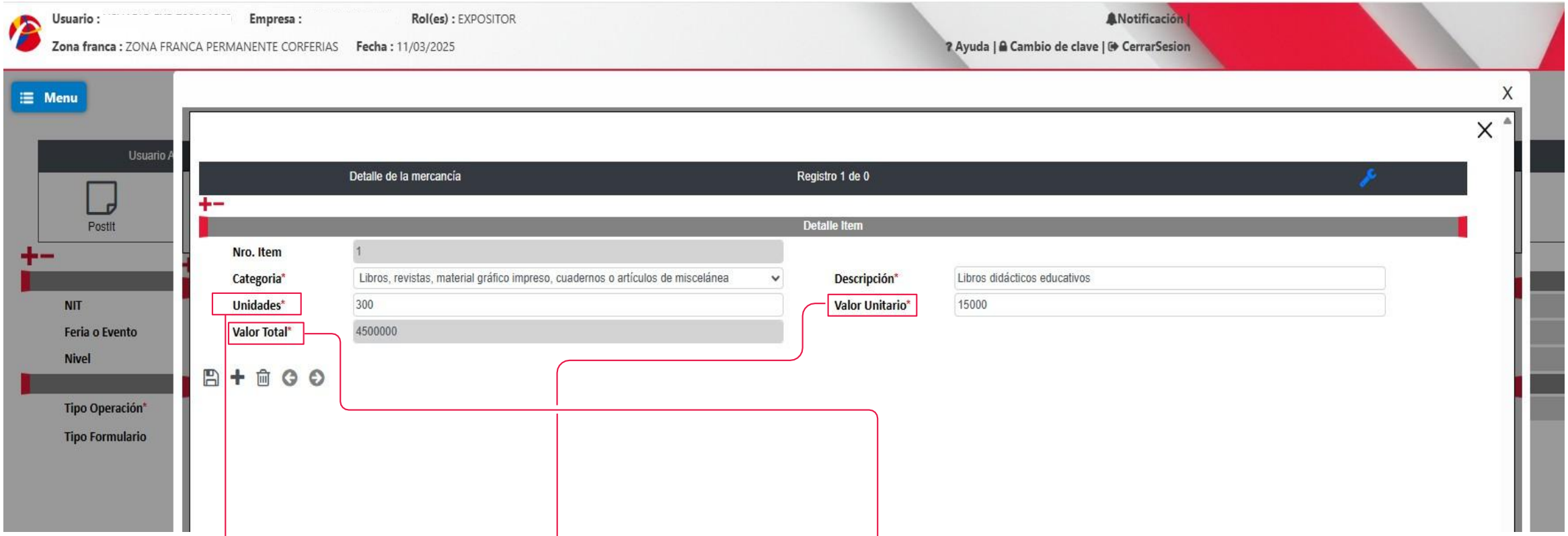
STEP 5.2



UNITS :
Record the quantity of items for each entry.

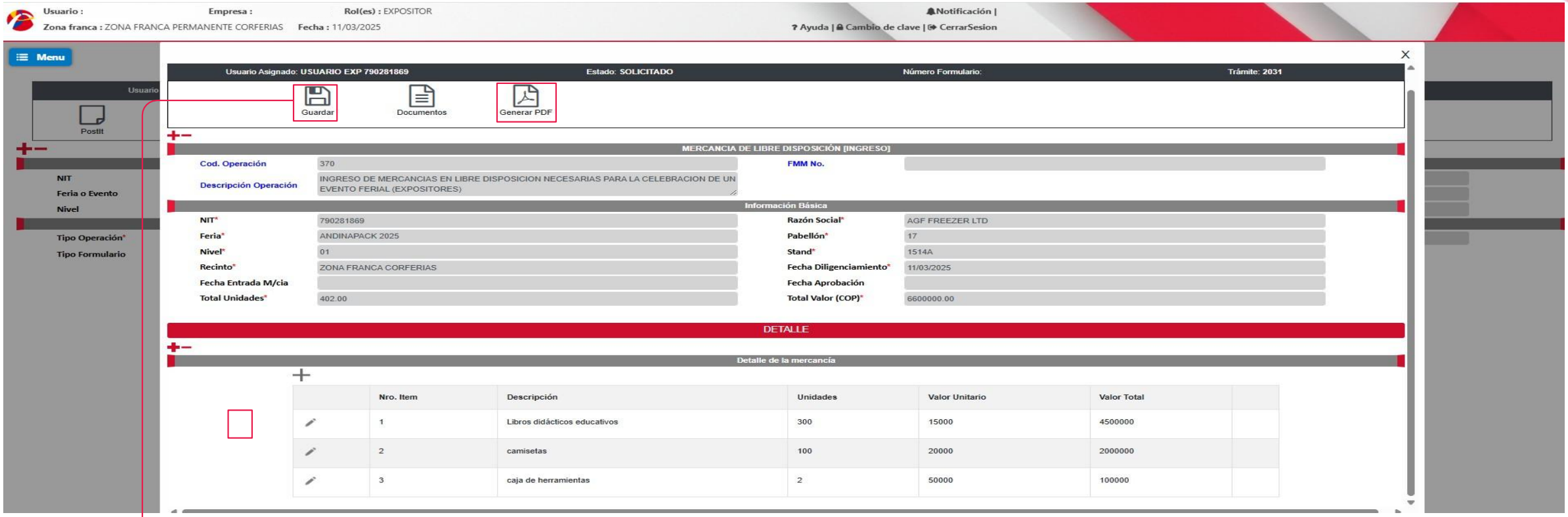
UNIT VALUE:
Record the unit value of each item.

TOTAL VALUE:
The system automatically multiplies the "units" by the "unit value" and calculates the total value.

GENERATE THE PDF FORM

STEP 6

The information collected is stored in the system and immediately assigns you a form number that you can download in PFD format with a QR reader code.



SAVE:

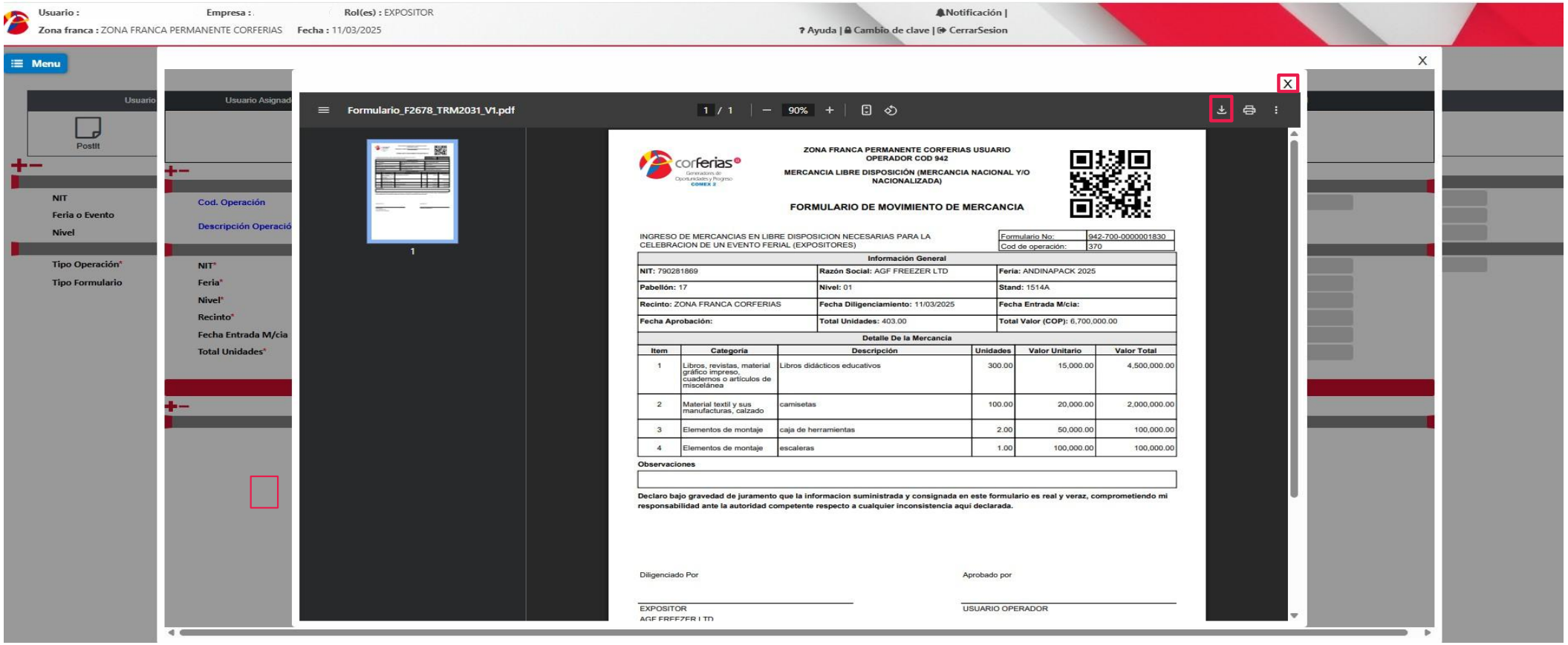
Once you have finished recording all the item information, click on the save icon.

GENERATE PDF:

Click on the “Generar PDF” icon to obtain the “Form for the entry of goods in free disposal necessary for the celebration of a trade fair event – exhibitors”.

GENERATE THE PDF FORM

The information collected is stored in the system and immediately assigns you a form number that you can download in PFD format with a QR reader code.



DOWNLOAD AND SAVE:

At this point, you can download the form to your computer or print it.

CLOSE:

Close the window.

UNIQUE PDF FORM WITH QR CODE

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COMEX 2

ZONA FRANCA PERMANENTE CORFERIAS USUARIO OPERADOR COD 942

MERCANCIA LIBRE DISPOSICIÓN (MERCANCIA NACIONAL Y/O NACIONALIZADA)

FORMULARIO DE MOVIMIENTO DE MERCANCIA

INGRESO DE MERCANCIAS EN LIBRE DISPOSICION NECESARIAS PARA LA CELEBRACION DE UN EVENTO FERIAL (EXPOSITORES)

Formulario No:	942-700-0000001830
Cod de operación:	370

Información General		
NIT: 790281869	**Razón Social:** AGF FREEZER LTD	**Feria:** ANDINAPACK 2025
Pabellón: 17	**Nivel:** 01	**Stand:** 1514A
Recinto: ZONA FRANCA CORFERIAS	**Fecha Diligenciamiento:** 11/03/2025	**Fecha Entrada M/cia:**
Fecha Aprobación:	**Total Unidades:** 403.00	**Total Valor (COP):** 6,700,000.00

Detalle De la Mercancía

Item	Categoría	Descripción	Unidades	Valor Unitario	Valor Total
1	Libros, revistas, material gráfico impreso, cuadernos o artículos de miscelánea	Libros didácticos educativos	300.00	15,000.00	4,500,000.00
2	Material textil y sus manufacturas, calzado	camisetas	100.00	20,000.00	2,000,000.00
3	Elementos de montaje	caja de herramientas	2.00	50,000.00	100,000.00
4	Elementos de montaje	escaleras	1.00	100,000.00	100,000.00

Observaciones

Declaro bajo gravedad de juramento que la informacion suministrada y consignada en este formulario es real y veraz, comprometiendo mi responsabilidad ante la autoridad competente respecto a cualquier inconsistencia aquí declarada.

Diligenciado Por

EXPOSITOR
AGF FREEZER LTD
USUARIO EXP 790281869

Aprobado por

USUARIO OPERADOR

FEATURES :

- Allows and facilitates the security and control in the entry of the goods that the Exhibitor needs for the assembly of his stand and/or the exhibition at the trade show event, by presenting the only authorized form, which will be scanned (QR code reading) by the authorized security personnel at the access gates to verify its authenticity, registered information and allow entry.
- The exhibitor may present the form digitally to the authorized security personnel at the access gates.

VIGENCY:

The form assigned by the system is the only one that allows the entry of goods into the Corferias Free Zone during the days of assembly, the development of the fair and/or event and the last day.

For the dismantling days, the document that will allow the exit of goods from the Corferias Free Zone will be the corresponding "paz y salvo".

CREATION OF NEW ITEMS – ONLY ONE FORM REGISTERED

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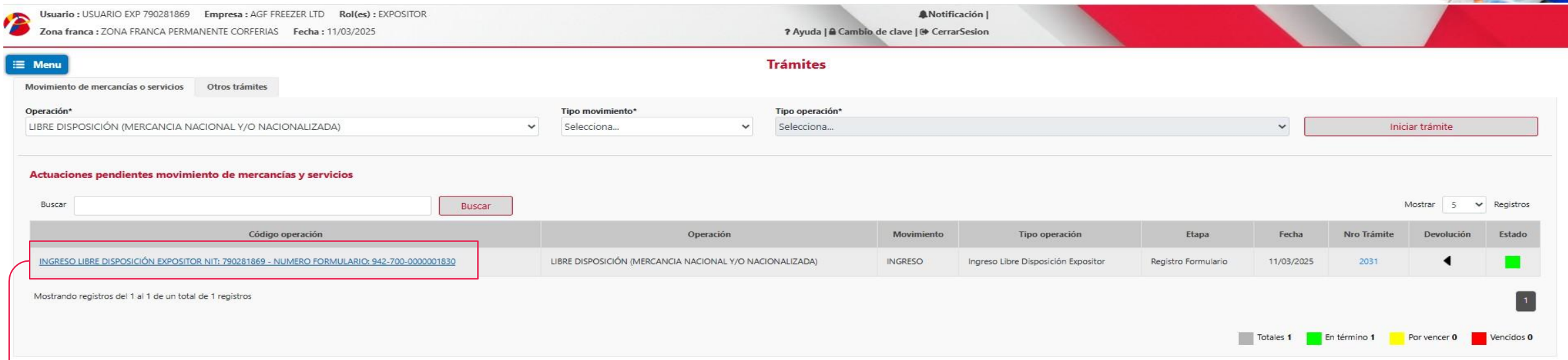

STEP 1:

You must log in to the extranet with your username and password.

STEP 2:

Select fair and participation in the Free Trade Zone option "Foreign Trade":

- On the home screen you will find the unique "Formulario de ingreso de mercancía en libre disposición necesarias para la celebración de un evento ferial" enabled by the system, so that you can add new merchandise (items) that you need to enter the venue during the trade fair and/or event.
- Click on the link and you will be taken to step 4.2. "Click on the "pencil" icon to enable the selected form in the system and continue with the following steps of the instructions.

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THANKS

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