User Guide: Loading, Validating and Updating APHIS Core Message Set in ARM

Purpose: This user guide describes the process to load, validate and update APHIS Core Message Set into the ARM workspace. The general steps include:
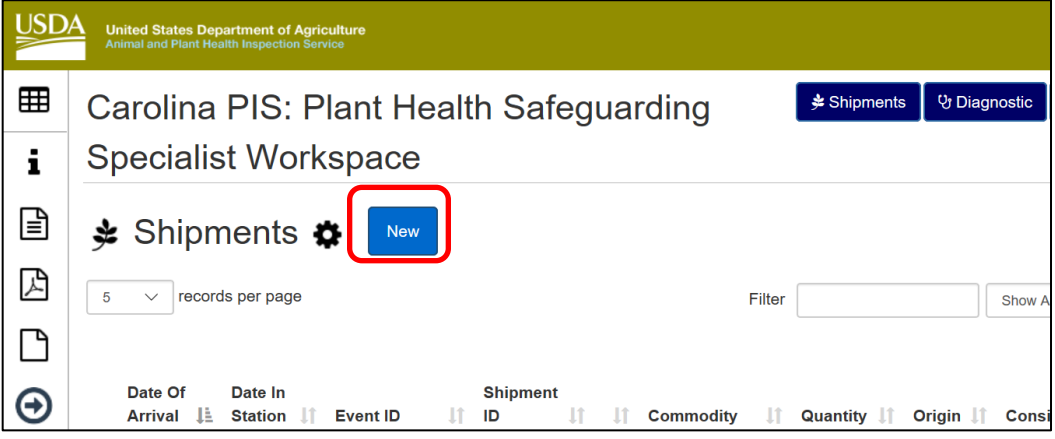
1. Loading APHIS Core Message Set
   a. Using the Customs Entry Number (CEN)
   b. Updating a Transfer of Custody (TOC) record with APHIS Core Message Set
2. Validating information not recognized after the loading of the message set
3. Requesting, accepting and declining corrections
4. Handling duplicated commodities filed using the message set

1.Loading APHIS Core Message Set

When a Trade Party files an entry for a shipment through the APHIS Core Message Set, this data along with APHIS required documents associated with the shipment can be automatically loaded into ARM by using the Customs Entry Number (CEN).

a. Using the Customs Entry Number

To load APHIS Core Message Set using the Customs Entry Number, refer to the table below:

STEP	ACTION
1	Click "New" to the right of the "Shipments" heading on the workspace. **Note:** The Entry and Arrival page displays.

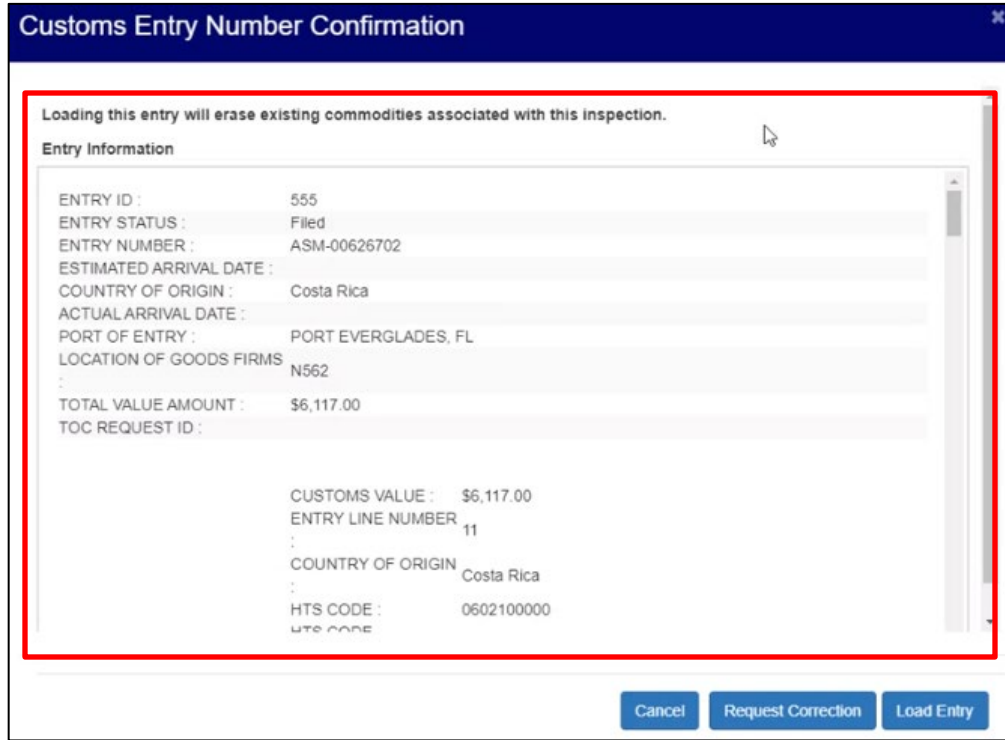| 2	Enter the Customs Entry Number in the search box and click on Search.
	Note: The Customs Entry Number format must be entered as follows:
	• Entry filer code + entry filer assigned number • XXX-NNNNNNNN
	If the Customs Entry Number is not entered correctly, the error message below will display:

3	Verify the Entry Information.

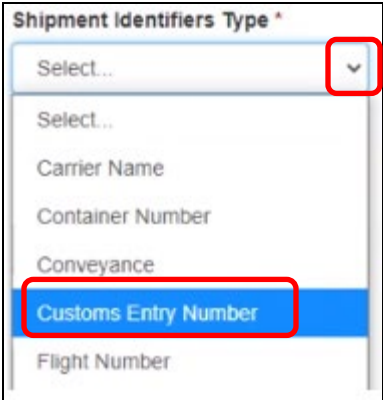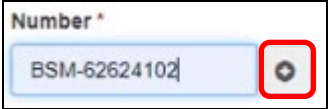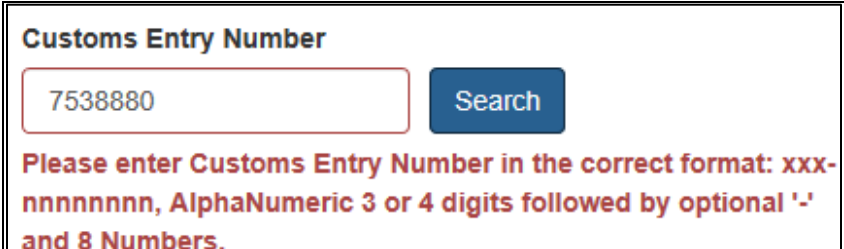| IF ENTRY INFORMATION IS:	THEN:
Correct	**Go to** Step **4**.
Wrong or has mistakes*	1. Contact broker so they can update the information. 2. Click on **Request Corrections** 3. Enter any remarks to send to trade about the errors in the message set that need correcting 4. **Go to** Step **5.**

Note: It is important to verify that the units of measure aligns with PPQ Policy and Manuals (Kilograms and Plant Units). Also verify that commodity/commodities are spelled correctly.

4	IF THE ENTRY IS:	THEN:
	Associated with bill	**Go to** Step **4A**.
	Not associated with bill	**Go to** Step **5**.

4A	Verify the Associated Bill Information.

IF ASSOCIATED BILL INFORMATION IS:	THEN:
Correct	1. Check the box "Included associated Bill data". 2. **Go to** Step **5**.
Wrong or has mistakes*	1. Contact broker so they can update the information. 2. Click on **Request Corrections**. 3. Enter any remarks to send to trade about the errors in the message set that need correcting. 4. Click on **Load Entry**.

*Note: You can only load the entry once, so it is important that Associated Bill Information is correct.

5	Click on "Load Entry".

b. Updating a Transfer of Custody (TOC) Record with APHIS Core Message Set

For TOC records with missing information on the shipment, ARM uses the APHIS Core Message Set data to update the record. In other words, an existing TOC record can be wiped clean and be reset with APHIS Core Message Set data in order to make the record complete. To update a TOC record with APHIS Core Message Set data, refer to the table below:
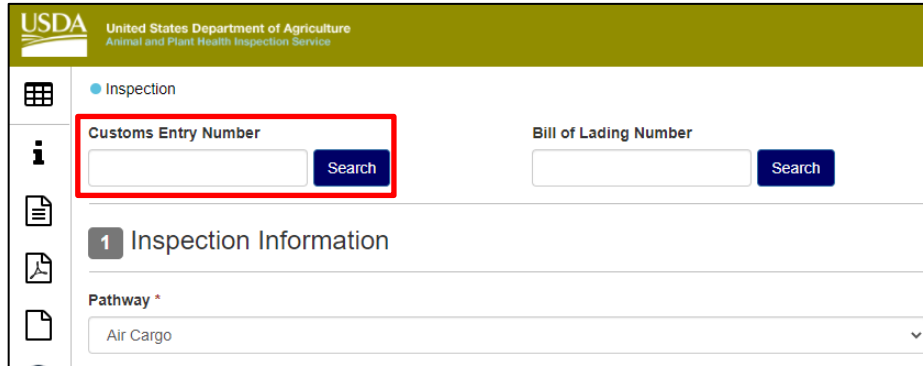
STEP	ACTION
1	Access the record.
2	Select Customs Entry Number from the Shipment Identifiers Type dropdown. Shipment Identifiers Type * Select... ⌄ Select... Carrier Name Container Number Conveyance **Customs Entry Number** Flight Number
3	Enter the Customs Entry Number and click on the plus sign. Number * BSM-62624102 ⊕ **Note:** The Customs Entry Number format must be entered as follows: • Entry filer code + entry filer assigned number • XXX-NNNNNNNN If the Customs Entry Number is not entered correctly, the error message below will display: **Customs Entry Number** 7538880 Search Please enter Customs Entry Number in the correct format: xxx-nnnnnnnn, AlphaNumeric 3 or 4 digits followed by optional '-' and 8 Numbers.

4	**IF TOC RECORD:**	**THEN:**
	Has a Customs Entry Number and entry was received	1. Look for a warning message to appear which indicates an inspection has already been created for the entry. localhost:8080 says An inspection (WASEA21070019) has already been created for this entry. OK 2. Click Ok. **Note:** Since the entry was received, ARM automatically prepoluates the inspection created from the TOC record with APHIS Core Message Set data. 3. Continue with inspection workflow.
	Has a Customs Entry Number but entry was **not** received	1. Check periodically to see if entry has been received by accessing the TOC record and entering the CEN. **Note:** The entry hasn't been received because of a delay in ACE delivering the file to ARM. Once received, ARM will create an inspection for the entry. 2. Look for a warning message to appear which indicates an inspection has already been created for the entry. localhost:8080 says An inspection (WASEA21070019) has already been created for this entry. OK 3. Click Ok. **Note:** Since the entry was received ARM automatically prepoluates the inspection created from the TOC record with the APHIS Core Message Set data.

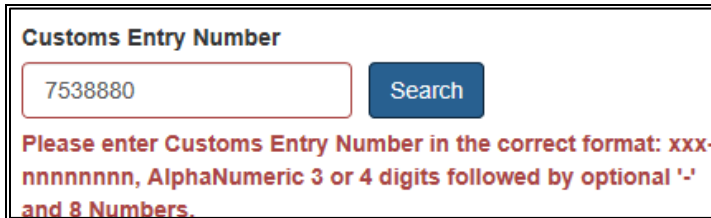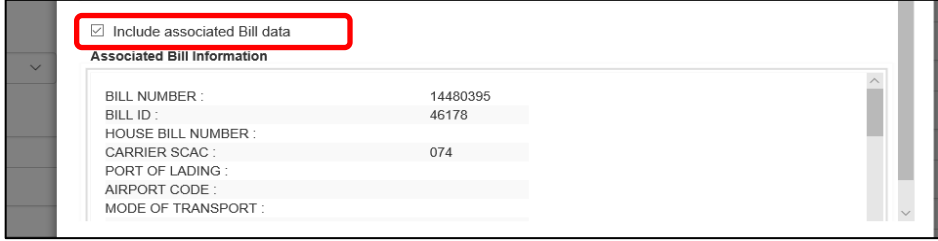|		4. Continue with inspection workflow.
	Has **no** Customs Entry Number	1. Look for a warning message to appear indicating that the entry number was **not** found and asking if you would like to add the Customs Entry Number as a shipment identifier. localhost:8080 says That entry number BSM-62624999 was not found, would you like to add this customs entry number as a shipment identifier? [OK] [Cancel] 2. Click Ok. 3. **Go to** Step **5**.

5	Enter the Customs Entry Number in the search box and click on Search.
	Note: The Customs Entry Number format must be entered as follows:
	• Entry filer code + entry filer assigned number • XXX-NNNNNNNN
	If the Customs Entry Number is not entered correctly, the error message below will display:

6	Verify the Entry Information.

Customs Entry Number Confirmation

Loading this entry will erase existing commodities associated with this inspection.

Entry Information

ENTRY ID :	555
ENTRY STATUS :	Filed
ENTRY NUMBER :	ASM-00626702
ESTIMATED ARRIVAL DATE :	
COUNTRY OF ORIGIN :	Costa Rica
ACTUAL ARRIVAL DATE :	
PORT OF ENTRY :	PORT EVERGLADES, FL
LOCATION OF GOODS FIRMS :	N562
TOTAL VALUE AMOUNT :	$6,117.00
TOC REQUEST ID :	

CUSTOMS VALUE :	$6,117.00
ENTRY LINE NUMBER :	11
COUNTRY OF ORIGIN :	Costa Rica
HTS CODE :	0602100000

Cancel   Request Correction   Load Entry

IF ENTRY INFORMATION IS:	THEN:
Correct	**Go to** Step **7**.
Wrong or has mistakes	1. Contact broker so they can update the information. 2. Click on **Request Corrections** 3. Enter any remarks to send to trade about the errors in the message set that need correcting 4. **Go to** Step **8.**

Note: It is important to verify that the units of measure aligns with PPQ Policy and Manuals (Kilograms and Plant Units). Also verify that
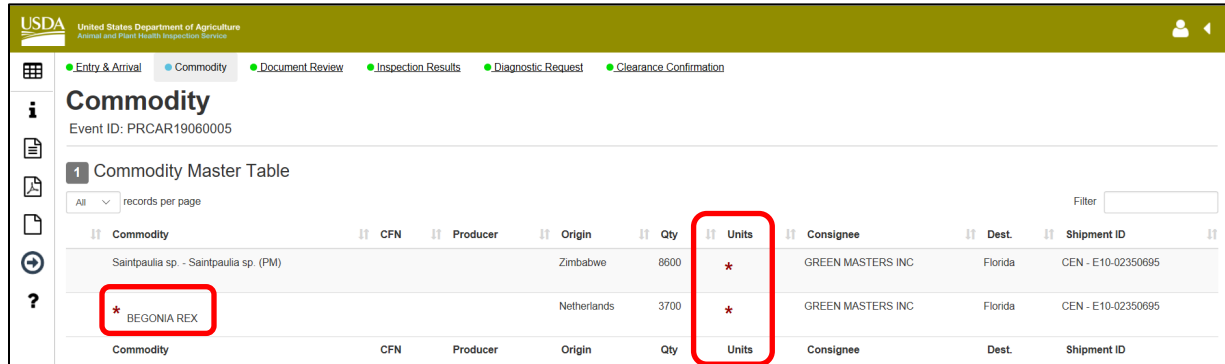
7		
	IF THE ENTRY IS:	**THEN:**
	Associated with bill	**Go to** Step **7A**.
	Not associated with bill	**Go to** Step **8**.

7A	Verify the Associated Bill Information.

IF ASSOCIATED BILL INFORMATION IS:	THEN:
Correct	3. Check the box "Included associated Bill data". 4. **Go to** Step **8**.
Wrong or has mistakes*	5. Contact broker so they can update the information. 6. Click on **Request Corrections**. 7. Enter any remarks to send to trade about the errors in the message set that need correcting. 8. **Go to** Step **8**.

*Note: You can <u>only</u> load the entry once, so it is important that Associated Bill Information is correct.

8	Click on "Load Entry".

2. Validating Information not Recognized after the Loading of the Message Set

When the name of a commodity or the units of measure filed by the broker is not recognized by ARM, the system will display a red asterisk * indicating which commodities need updates.

Note: If you do not enter the missing information or update the fields with the *, then the error message below will display when trying to complete the Document Review:
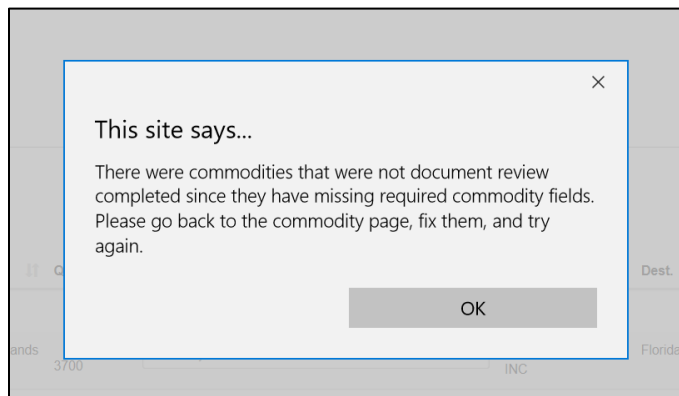
To update a commodity not recognized by ARM, refer to the table below:

STEP	ACTION
1	Scroll up to section 1, "Commodities Master Table."
2	Click on the Commodity in master table #1, which then loads the information back into section #2. This allows you to update the incorrect information and click "Update Commodity."
3	Make updates, as needed.
4	Click on "Update Commodity." The article will appear updated in section number 1, "Commodities Master Table."

3. Requesting, accepting and declining corrections

ARM has the capability of requesting, accepting and declining corrections from trade after entries have been submitted. Users can request a correction for commodities, quantity, units or missing documents. Any commodity(ies) that has wrong information will show a red asterisk near it after the entry has been accepted.
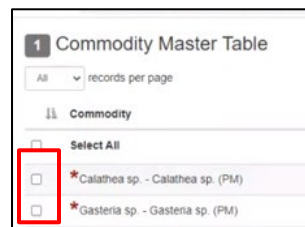
You can request corrections on for commodities and commodities information on the Commodity Page in ARM. For missing documents or discrepancies on documentation you can request corrections from the Document Review page in ARM.

     a.   To request a correction, please refer to table below:

Step	Action	
1	**IF REQUESTING CORRECTION:**	**THEN:**
	Before Loading an Entry	**Go to** Step **2A.**
	After Loading an Entry	**Go to** Step **3.**

2A	Click on request correction after searching for an entry on inspection information page.
	Customs Entry Number Confirmation ✕
	Entry Information
	ENTRY ID : 11704420
	ENTRY STATUS : Filed
	ENTRY NUMBER : AGD-12055888
	ESTIMATED ARRIVAL DATE :
	COUNTRY OF ORIGIN : Chile
	ACTUAL ARRIVAL DATE :
	PORT OF ENTRY : LOS ANGELES, CA
	LOCATION OF GOODS FIRMS : Z952
	TOTAL VALUE AMOUNT : $20,800.00
	TOC REQUEST ID :
	CUSTOMS VALUE : $20,800.00
	ENTRY LINE NUMBER : 11
	COUNTRY OF ORIGIN : Chile
	HTS CODE :
	HTS CODE DESCRIPTION :
	Cancel Request Correction Load Entry
	Note: A new window will appear asking for corrections remarks.
	Commodity Correction ✕
	Correction Remarks
	Note: An inspection will be created when the correction request is submitted. Corrections will automatically update the inspection record in ARM at which point the record will be ready to proceed.
	Cancel Submit
	You will also find a note in the window indicating that an inspection will be created once the correction is submitted. Corrections will automatically update the inspection record in ARM at which point the record will be ready to proceed.
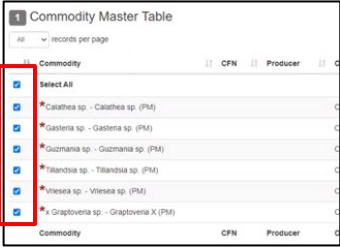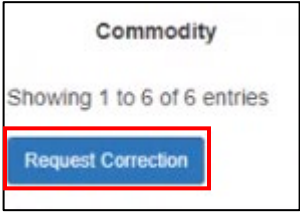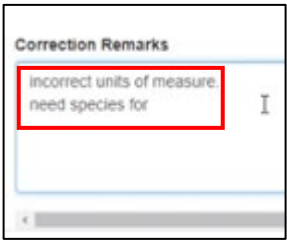
2B	Enter correction remarks and click on submit.
	Note: A new window will appear with the Event ID number indicating that a new inspection has been created and that corrections will automatically be updated in the inspection and the record will be ready to continue.
2C	Click OK.
	ARM will re-direct you to the inspection information page where the new Event will appear. All the data associated to the entry will also populate in ARM.
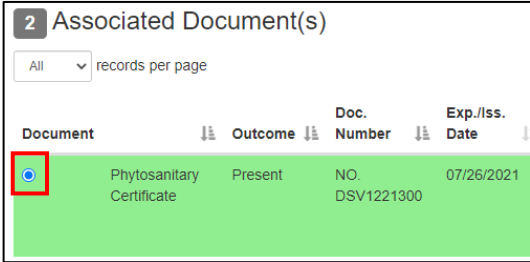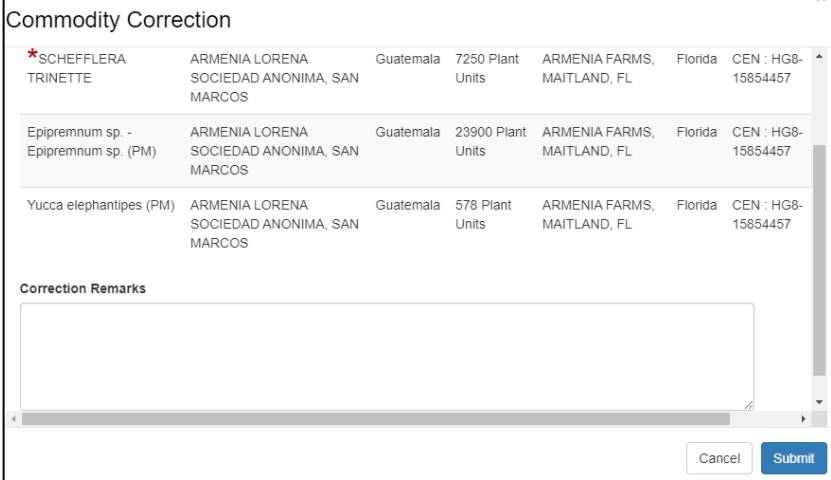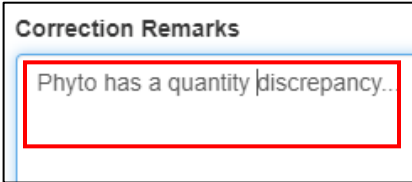
2D	**Go to** Step **5**.

3		IF REQUESTING CORRECTION FROM:	THEN:
Commodity Page	**Go to** Step **3A.**
Documents Review Page	**Go to** Step **4A.**

3A	Select the commodity(ies) that require(s) an update on the Commodity Page or on the Document Review Page.

3B	Click on Request Correction tab.

3C	Enter all corrections instructions on the Correction Remarks field.

3D	**Go to** Step **5**.

4A	Click on the document that requires correction under heading number 2 Associated Document(s).

4B	Click on Request Correction above heading number 2.

Note: A new window will apppear with the values of your selection.

4C	Enter correction remarks.

5	Click on Submit.

The status on the main workspace will appear as Pending Data Update for the commodity(ies) that needs a correction.

After the broker re-submits the entry with all required updates, the status on your main workspace will appear as "Draft Inspection".

b. To accept or decline the entry update, refer to table below:

STEP	ACTION
1	Click on the Draft Inspection link. **Status** Draft Inspection **Note:** ARM will re-direct you to the Inspection Information page.
2	Enter any required data on Inspection Information page.

3	Click on the Commodity tab.

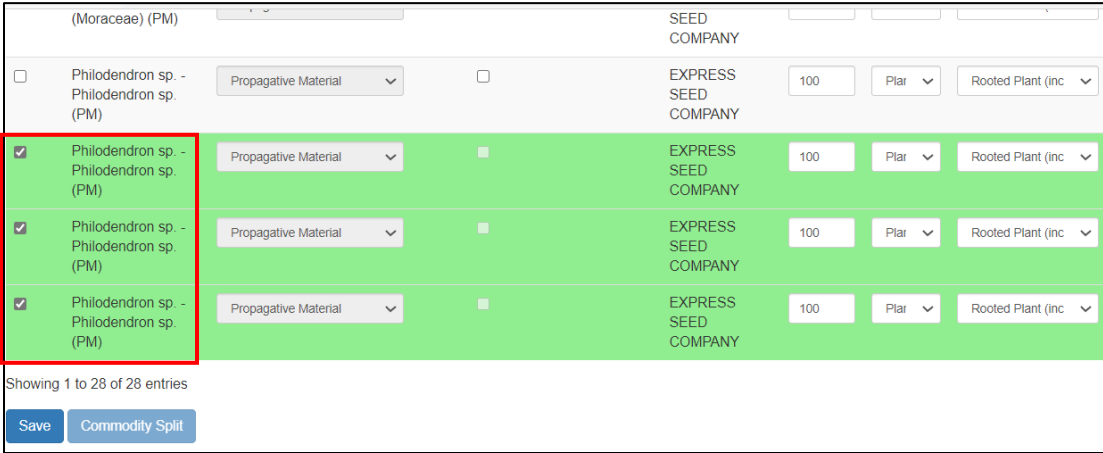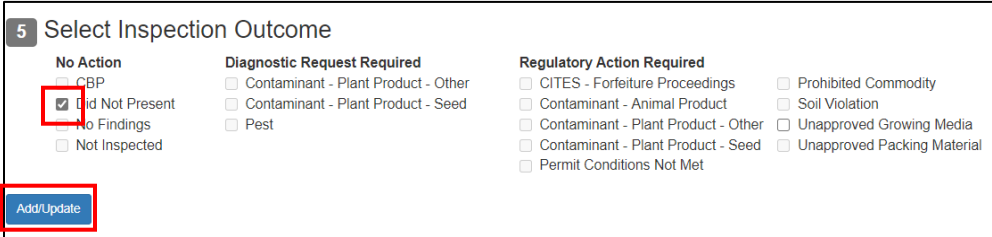**Note:** ARM will re-diret you to the Commodity page. The commodities will show the red asterisk near them.
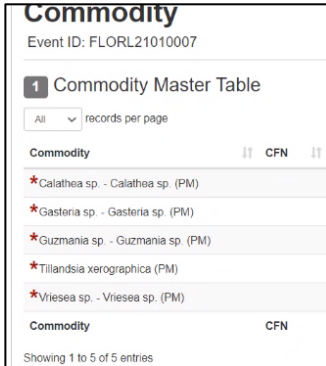
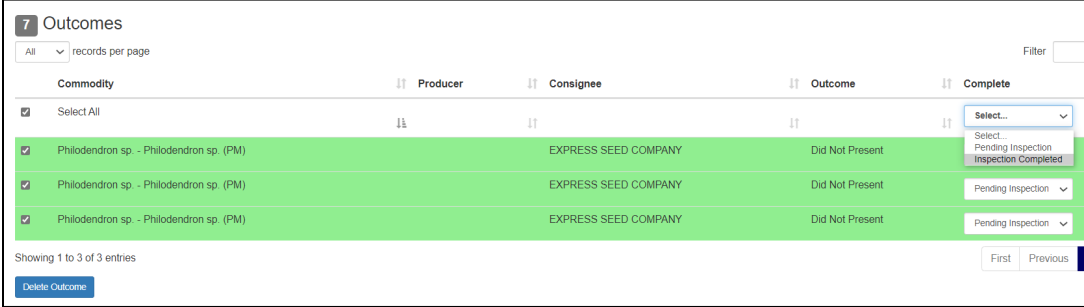**Also,** a message will appear asking to Accept or Decline the entry update.

4		
	IF YOU CLICK ON:	**THEN:**
	Accept	1. Refresh the Commodity Page. **Note:** All the red asteriks will dissapear and the information that required update will appear updated. 2. **Go to** Step **5.**
	Decline	1. The record will remain on the same status. 2. Communicate the broker about the declination, if needed. 3. **Go to** Step **5**.
5	Proceed to the Documents Review page.	
6	Complete the Documents Review page.	

4. Handling Duplicated Commodities Filed Using the Message Set

After you have worked with trade to correct any errors with duplicated commodities showing in ARM, and all of the attempts to fix the errors have been tried, there is a way to handle those commodities in ARM. Since the delete commodity functionality is not allowed for message set filed shipments, there is another way to handle duplicates. Once you have completed the document review page for all commodities, proceed to the inspection results page.

STEP	ACTION
1	Scroll down to section 4 "Select Commodity" on the inspection results page and select the check box next to all of the commodities that are duplicated.
2	Scroll down to section 5 "Select Inspection Outcome" and select "Did Not Present" for all of the duplicated commodities that weren't presented for inspection and click Add/Update.

3	Scroll down to section 7 "Outcomes" and mark the inspection completed for the duplicated commodities.

4	Proceed to clearance confirmation page, once you have completed your inspection outcomes for the remainder of the shipment.
	On the clearance page, the commodities that show "Did Not Present" will have a status of completed and the disposition code and May Proceed check box will be disabled, since they were not inspected. These commodities will also not appear on the 264.

5	

IF SHIPMENT HAS:	THEN:
Commodities presented for inspection	Continue clearing those commodities on the clearance page.
Only commodities not presented for inspection	Click on "Close" on the bottom right corner of the inspection results page.