



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:

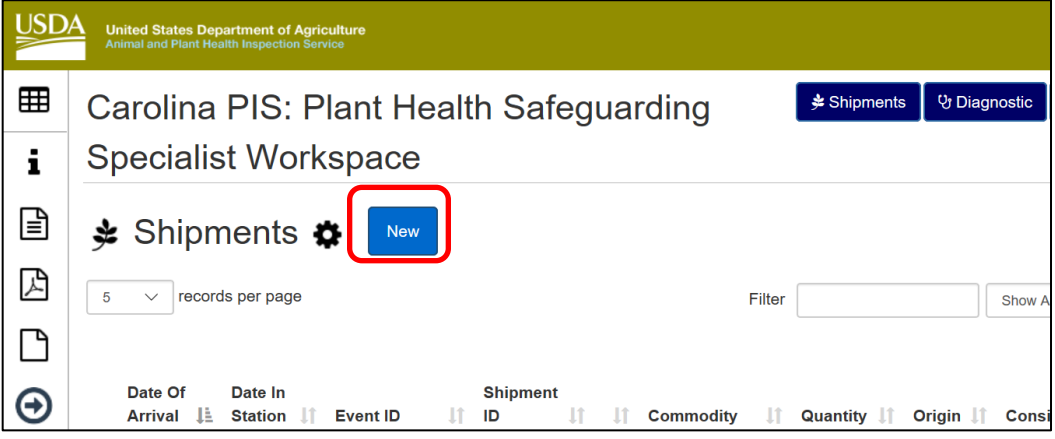
1. Loading APHIS Core Message Set
 - a. Using the Customs Entry Number (CEN)
 - b. Updating a Transfer of Custody (TOC) record with APHIS Core Message Set
2. Validating information not recognized after the loading of the message set
3. Requesting, accepting and declining corrections
4. Handling duplicated 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	<p>Click “New” to the right of the “Shipments” heading on the workspace.</p>  <p>The screenshot shows the USDA Specialist Workspace interface. At the top, it says 'USDA United States Department of Agriculture Animal and Plant Health Inspection Service'. Below that, the workspace title is 'Carolina PIS: Plant Health Safeguarding' with buttons for 'Shipments' and 'Diagnostic'. The main section is 'Specialist Workspace' with a 'Shipments' heading and a gear icon. A blue 'New' button is highlighted with a red box. Below the heading, there is a '5 records per page' dropdown and a 'Filter' input field. At the bottom, a table header is visible with columns: 'Date Of Arrival', 'Date In Station', 'Event ID', 'Shipment ID', 'Commodity', 'Quantity', 'Origin', and 'Consignment'.</p> <p>Note: The Entry and Arrival page displays.</p>

2

Enter the Customs Entry Number in the search box and click on Search.

The screenshot shows the USDA APHIS web application interface. At the top, there is a navigation bar with the USDA logo and the text 'United States Department of Agriculture Animal and Plant Health Inspection Service'. Below the navigation bar, there are several tabs: 'Entry & Arrival', 'Commodity', 'Document Review', 'Inspection Results', 'Diagnostic Request', and 'Clearance Confirmation'. The 'Entry & Arrival' tab is selected. In the main content area, there is a search section with two input fields: 'Customs Entry Number' and 'Bill of Lading Number'. The 'Customs Entry Number' field contains the text 'E10-02350699' and is highlighted with a red rectangle. Below this field is a blue 'Search' button. The page title is 'Entry & Arrival' and the pathway is 'Air Cargo'.

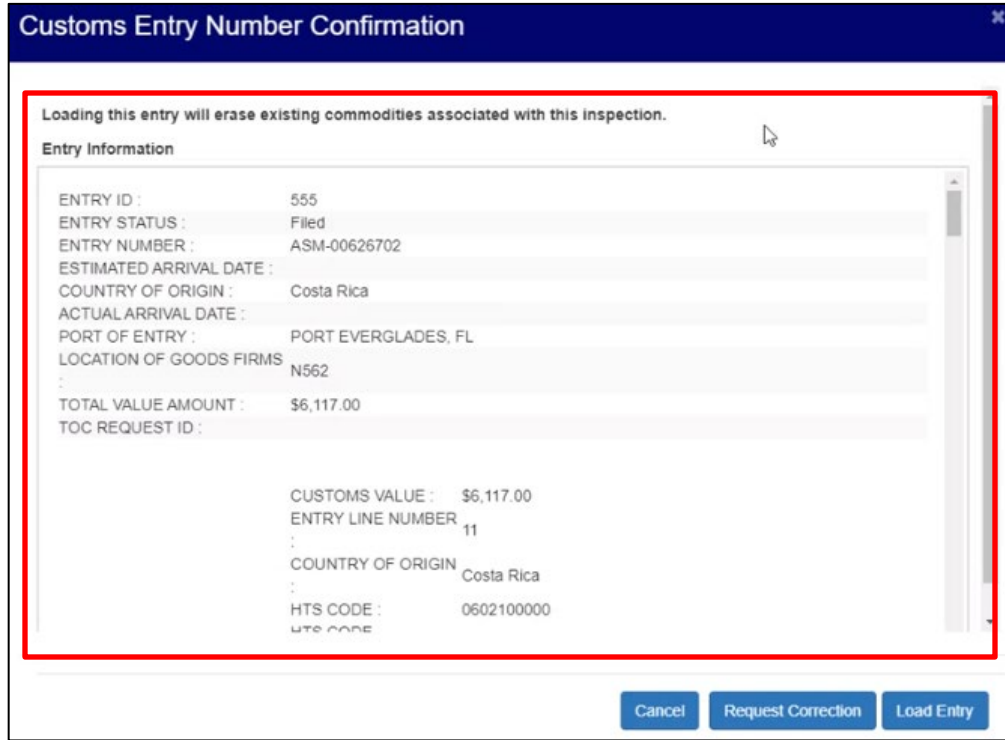
Note: The Customs Entry Number format must be entered as follows:

- Entry filer code + entry filer assigned number
- XXX-NNNNNNNN

If the Customs Entry Number is not entered correctly, the error message below will display:

The screenshot shows an error message in the USDA APHIS web application. The error message is displayed in a red font and reads: 'Please enter Customs Entry Number in the correct format: xxx-nnnnnnnn, AlphaNumeric 3 or 4 digits followed by optional '-' and 8 Numbers.' The error message is displayed below a search box that contains the text '7538880' and a blue 'Search' button.

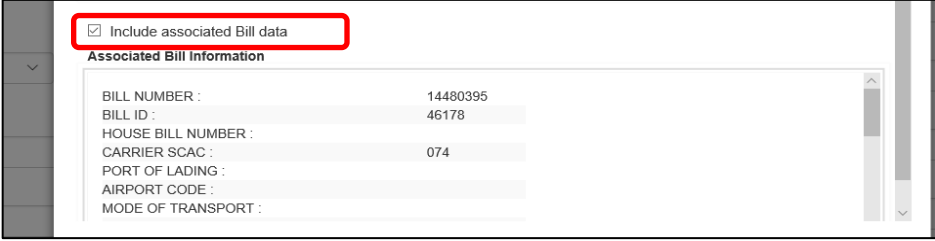
3 Verify the Entry Information.



IF ENTRY INFORMATION IS:	THEN:
Correct	Go to Step 4.
Wrong or has mistakes*	<ol style="list-style-type: none"> 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.

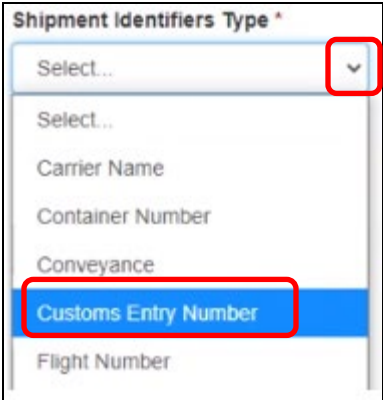
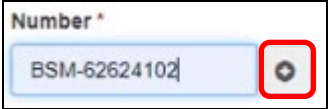
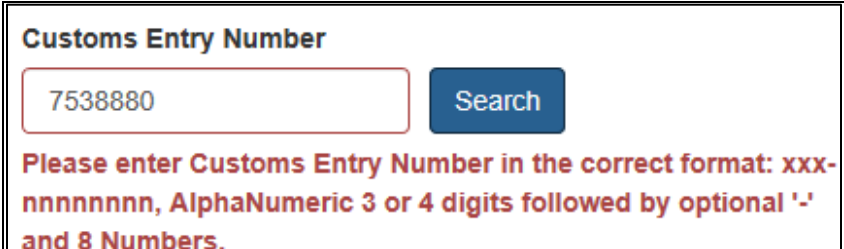
Note: It is important to verify that the units of measure aligns with PPQ Policy and Manuals (Kilograms and Plant Units). Also verify that commodity/commodities are spelled correctly.

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

<p>4A</p>	<p>Verify the Associated Bill Information.</p>  <table border="1" data-bbox="324 493 1416 955"> <thead> <tr> <th data-bbox="324 493 760 592">IF ASSOCIATED BILL INFORMATION IS:</th> <th data-bbox="766 493 1416 592">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 600 760 714">Correct</td> <td data-bbox="766 600 1416 714"> <ol style="list-style-type: none"> 1. Check the box “Included associated Bill data”. 2. Go to Step 5. </td> </tr> <tr> <td data-bbox="324 722 760 955">Wrong or has mistakes*</td> <td data-bbox="766 722 1416 955"> <ol style="list-style-type: none"> 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. </td> </tr> </tbody> </table> <p data-bbox="324 997 1416 1071">*Note: You can <u>only</u> load the entry once, so it is important that Associated Bill Information is correct.</p>	IF ASSOCIATED BILL INFORMATION IS:	THEN:	Correct	<ol style="list-style-type: none"> 1. Check the box “Included associated Bill data”. 2. Go to Step 5. 	Wrong or has mistakes*	<ol style="list-style-type: none"> 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.
IF ASSOCIATED BILL INFORMATION IS:	THEN:						
Correct	<ol style="list-style-type: none"> 1. Check the box “Included associated Bill data”. 2. Go to Step 5. 						
Wrong or has mistakes*	<ol style="list-style-type: none"> 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. 						
<p>5</p>	<p>Click on “Load Entry”.</p>						

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:

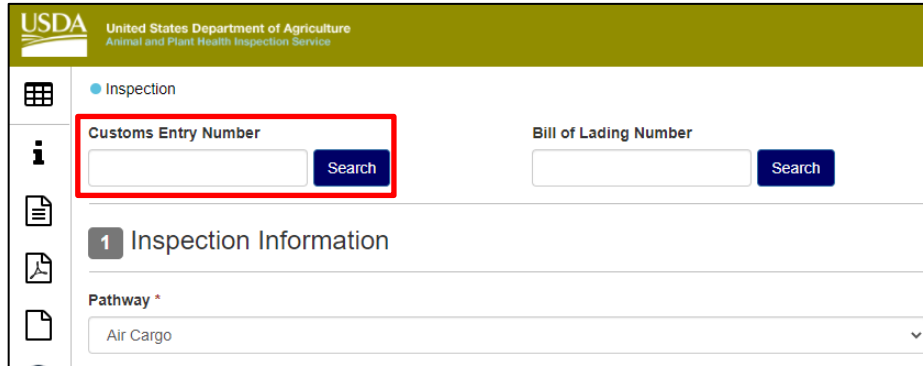
STEP	ACTION
1	Access the record.
2	<p>Select Customs Entry Number from the Shipment Identifiers Type dropdown.</p> 
3	<p>Enter the Customs Entry Number and click on the plus sign.</p>  <p>Note: The Customs Entry Number format must be entered as follows:</p> <ul style="list-style-type: none"> • Entry filer code + entry filer assigned number • XXX-NNNNNNNN <p>If the Customs Entry Number is not entered correctly, the error message below will display:</p> 

<p>4</p>	<p>IF TOC RECORD:</p>	<p>THEN:</p>
	<p>Has a Customs Entry Number and entry was received</p>	<p>1. Look for a warning message to appear which indicates an inspection has already been created for the entry.</p> <div data-bbox="769 407 1325 575" style="border: 1px solid black; padding: 5px;"> <p>localhost:8080 says An inspection (WASEA21070019) has already been created for this entry.</p> <p style="text-align: right;"><input type="button" value="OK"/></p> </div> <p>2. Click Ok.</p> <p>Note: Since the entry was received, ARM automatically prepoluates the inspection created from the TOC record with APHIS Core Message Set data.</p> <p>3. Continue with inspection workflow.</p>
<p>Has a Customs Entry Number but entry was not received</p>	<p>1. Check periodically to see if entry has been received by accessing the TOC record and entering the CEN.</p> <p>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.</p> <p>2. Look for a warning message to appear which indicates an inspection has already been created for the entry.</p> <div data-bbox="769 1470 1325 1638" style="border: 1px solid black; padding: 5px;"> <p>localhost:8080 says An inspection (WASEA21070019) has already been created for this entry.</p> <p style="text-align: right;"><input type="button" value="OK"/></p> </div> <p>3. Click Ok.</p> <p>Note: Since the entry was received ARM automatically prepoluates the inspection created from the TOC record with the APHIS Core Message Set data.</p>	

		4. Continue with inspection workflow.
	Has no Customs Entry Number	<p>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.</p> <div data-bbox="769 443 1330 615" style="border: 1px solid black; padding: 5px;"><p>localhost:8080 says</p><p>That entry number BSM-62624999 was not found, would you like to add this customs entry number as a shipment identifier?</p><p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div> <p>2. Click Ok.</p> <p>3. Go to Step 5.</p>

5

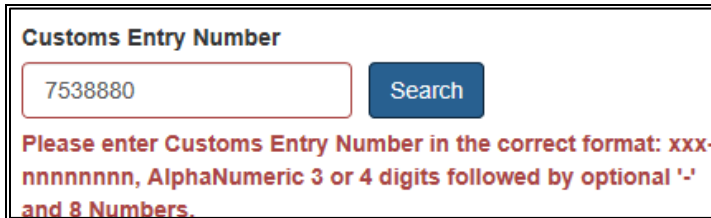
Enter the Customs Entry Number in the search box and click on Search.



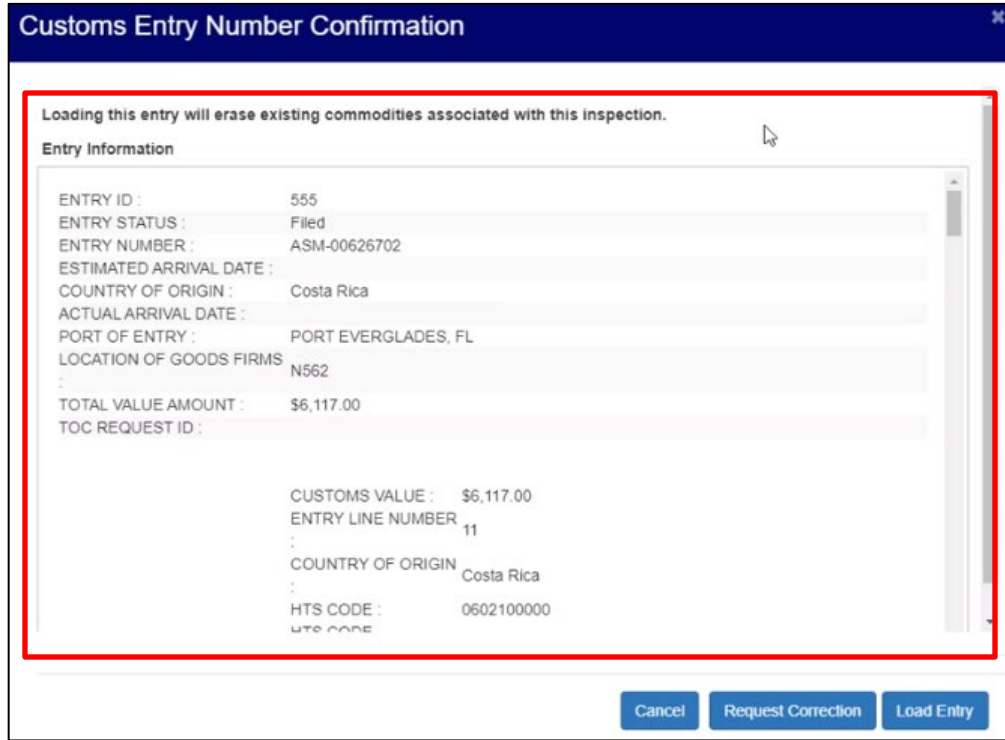
Note: The Customs Entry Number format must be entered as follows:

- 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.

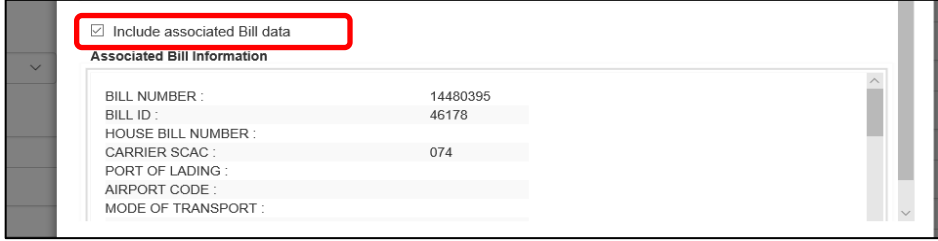


IF ENTRY INFORMATION IS:	THEN:
Correct	Go to Step 7.
Wrong or has mistakes	<ol style="list-style-type: none"> 1. Contact broker so they can update the information. 2. Click on Request Corrections 3. Enter any remarks to send to trade about the errors in the message set that need correcting 4. Go to Step 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

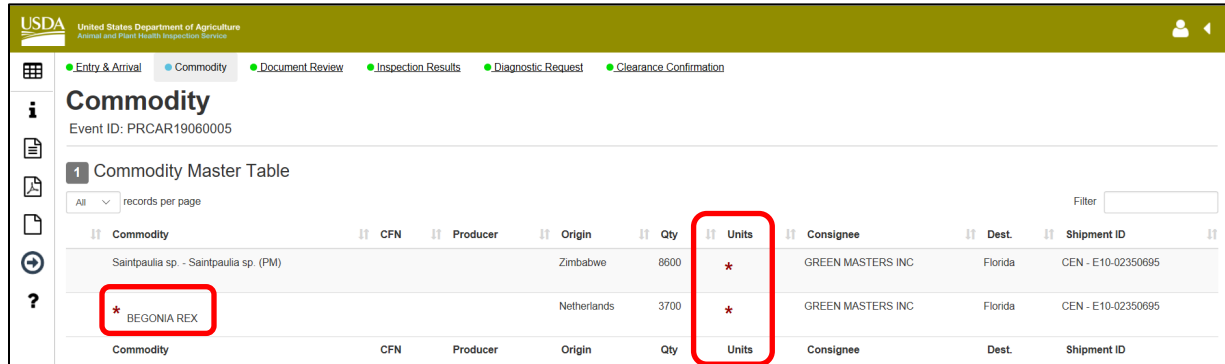
7

IF THE ENTRY IS:	THEN:
Associated with bill	Go to Step 7A.
Not associated with bill	Go to Step 8.

7A	<p>Verify the Associated Bill Information.</p>  <table border="1" data-bbox="321 491 1414 955"> <thead> <tr> <th data-bbox="321 491 760 594">IF ASSOCIATED BILL INFORMATION IS:</th> <th data-bbox="766 491 1414 594">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 602 760 716">Correct</td> <td data-bbox="766 602 1414 716"> <ol style="list-style-type: none"> 3. Check the box “Included associated Bill data”. 4. Go to Step 8. </td> </tr> <tr> <td data-bbox="321 724 760 955">Wrong or has mistakes*</td> <td data-bbox="766 724 1414 955"> <ol style="list-style-type: none"> 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. </td> </tr> </tbody> </table> <p data-bbox="321 997 1414 1071">*Note: You can <u>only</u> load the entry once, so it is important that Associated Bill Information is correct.</p>	IF ASSOCIATED BILL INFORMATION IS:	THEN:	Correct	<ol style="list-style-type: none"> 3. Check the box “Included associated Bill data”. 4. Go to Step 8. 	Wrong or has mistakes*	<ol style="list-style-type: none"> 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.
IF ASSOCIATED BILL INFORMATION IS:	THEN:						
Correct	<ol style="list-style-type: none"> 3. Check the box “Included associated Bill data”. 4. Go to Step 8. 						
Wrong or has mistakes*	<ol style="list-style-type: none"> 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. 						
8	Click on “Load Entry”.						

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

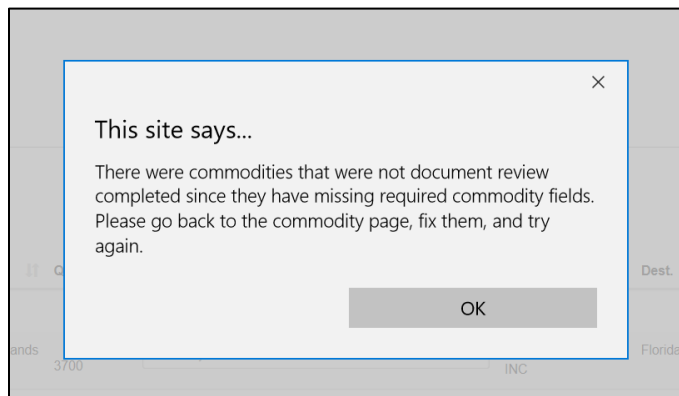
When the name of a commodity or the units of measure filed by the broker is not recognized by ARM, the system will display a red asterisk * indicating which commodities need updates.



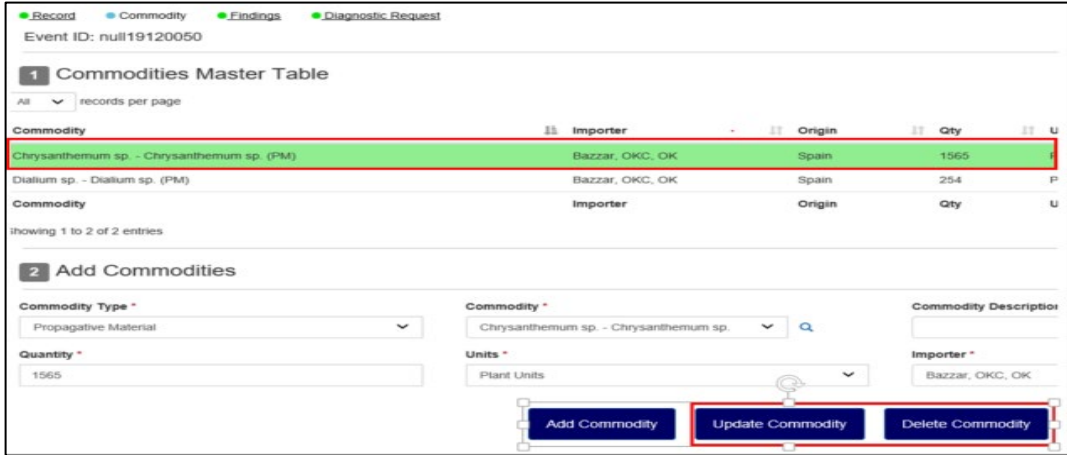
The screenshot shows the USDA APHIS Commodity Master Table interface. The table has columns for Commodity, CFN, Producer, Origin, Qty, Units, Consignee, Dest., and Shipment ID. Two rows are visible: one for 'Saintpaulia sp. - Saintpaulia sp. (PM)' from Zimbabwe with 8600 units, and another for '* BEGONIA REX' from the Netherlands with 3700 units. Red boxes highlight the asterisk in the Units column for the second row and the commodity name in the first row.

Commodity	CFN	Producer	Origin	Qty	Units	Consignee	Dest.	Shipment ID
Saintpaulia sp. - Saintpaulia sp. (PM)			Zimbabwe	8600	*	GREEN MASTERS INC	Florida	CEN - E10-02350695
* BEGONIA REX			Netherlands	3700	*	GREEN MASTERS INC	Florida	CEN - E10-02350695

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:

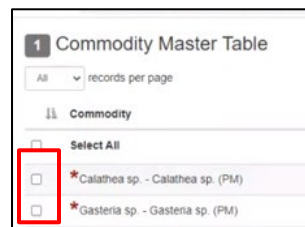


To update a commodity not recognized by ARM, refer to the table below:

STEP	ACTION
1	Scroll up to section 1, “Commodities Master Table.”
2	<p>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.”</p>  <p>The screenshot shows the 'Commodities Master Table' with two entries. The first entry, 'Chrysanthemum sp. - Chrysanthemum sp. (PM)', is highlighted in green. Below the table is the 'Add Commodities' form, which includes fields for 'Commodity Type', 'Commodity', 'Quantity', 'Units', and 'Importer'. The 'Update Commodity' button is highlighted with a red box.</p>
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 : 2952
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

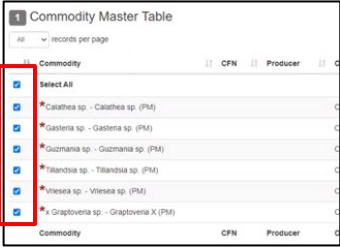
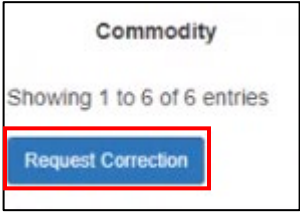
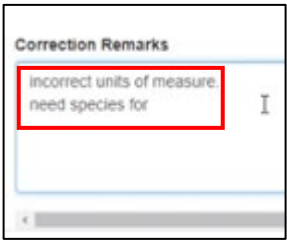
Enter correction remarks and click on submit.

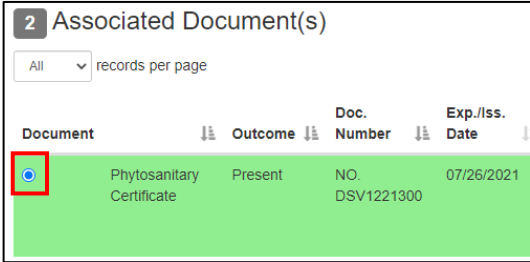

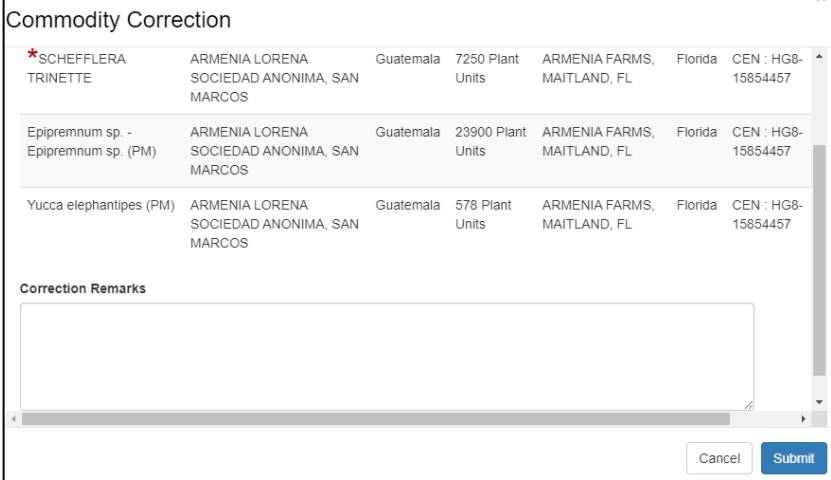
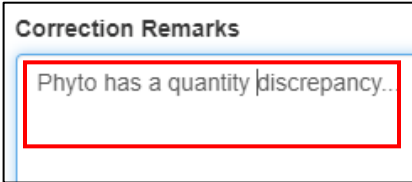
Note: A new window will appear with the Event ID number indicating that a new inspection has been created and that corrections will automatically be updated in the inspection and the record will be ready to continue.

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	<p>Select the commodity(ies) that require(s) an update on the Commodity Page or on the Document Review Page.</p> 	
3B	<p>Click on Request Correction tab.</p> 	
3C	<p>Enter all corrections instructions on the Correction Remarks field.</p> 	
3D	Go to Step 5.	

<p>4A</p>	<p>Click on the document that requires correction under heading number 2 Associated Document(s).</p>  <p>The screenshot shows a table titled "2 Associated Document(s)". At the top, there is a dropdown menu set to "All" and the text "records per page". The table has columns: "Document", "Outcome", "Doc. Number", and "Exp./Iss. Date". A single row is highlighted in green, containing the text: "Phytosanitary Certificate", "Present", "NO. DSV1221300", and "07/26/2021". A red square highlights the selection radio button in the first column of this row.</p>																																
<p>4B</p>	<p>Click on Request Correction above heading number 2.</p>  <p>Note: A new window will appear with the values of your selection.</p>  <p>The screenshot shows a window titled "Commodity Correction". It contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Commodity</th> <th>Origin</th> <th>Country</th> <th>Quantity</th> <th>Plant</th> <th>Location</th> <th>State</th> <th>CEN</th> </tr> </thead> <tbody> <tr> <td>*SCHEFFLERA TRINETTE</td> <td>ARMENIA LORENA SOCIEDAD ANONIMA, SAN MARCOS</td> <td>Guatemala</td> <td>7250</td> <td>Plant Units</td> <td>ARMENIA FARMS, MAITLAND, FL</td> <td>Florida</td> <td>CEN : HG8-15854457</td> </tr> <tr> <td>Epipremnum sp. - Epipremnum sp. (PM)</td> <td>ARMENIA LORENA SOCIEDAD ANONIMA, SAN MARCOS</td> <td>Guatemala</td> <td>23900</td> <td>Plant Units</td> <td>ARMENIA FARMS, MAITLAND, FL</td> <td>Florida</td> <td>CEN : HG8-15854457</td> </tr> <tr> <td>Yucca elephantipes (PM)</td> <td>ARMENIA LORENA SOCIEDAD ANONIMA, SAN MARCOS</td> <td>Guatemala</td> <td>578</td> <td>Plant Units</td> <td>ARMENIA FARMS, MAITLAND, FL</td> <td>Florida</td> <td>CEN : HG8-15854457</td> </tr> </tbody> </table> <p>Below the table is a text area labeled "Correction Remarks" which is currently empty. At the bottom right of the window are "Cancel" and "Submit" buttons.</p>	Commodity	Origin	Country	Quantity	Plant	Location	State	CEN	*SCHEFFLERA TRINETTE	ARMENIA LORENA SOCIEDAD ANONIMA, SAN MARCOS	Guatemala	7250	Plant Units	ARMENIA FARMS, MAITLAND, FL	Florida	CEN : HG8-15854457	Epipremnum sp. - Epipremnum sp. (PM)	ARMENIA LORENA SOCIEDAD ANONIMA, SAN MARCOS	Guatemala	23900	Plant Units	ARMENIA FARMS, MAITLAND, FL	Florida	CEN : HG8-15854457	Yucca elephantipes (PM)	ARMENIA LORENA SOCIEDAD ANONIMA, SAN MARCOS	Guatemala	578	Plant Units	ARMENIA FARMS, MAITLAND, FL	Florida	CEN : HG8-15854457
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<p>4C</p>	<p>Enter correction remarks.</p>  <p>The screenshot shows a window titled "Correction Remarks" with a text area containing the text "Phyto has a quantity discrepancy..". A red rectangle highlights the text area.</p>																																
<p>5</p>	<p>Click on Submit.</p>																																

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

Date Of Arrival	Date In Station	Pathway	Event ID	Shipment ID	Commodity	Quantity	Consignee	Origin	Status
Pending	Pending	Air Cargo	PIS220120001	Multiple	Multiple	Multiple	DEROOSE PLANTS INC	China	Pending Data Update
01/06/2021	Pending	Air Cargo	PIS221010001	Multiple	Multiple	Multiple	DEROOSE PLANTS INC	China	Pending Data Update
			CEN.INT-20201006		*Gasteria sp. - Gasteria sp. (PM)	26987 Not Specified	DEROOSE PLANTS INC	China	Pending Data Update
			CEN.INT-20201006		*x Graptoveria sp. - Graptoveria X (PM)	10050 Not Specified	DEROOSE PLANTS INC	China	Pending Data Update
			CEN.INT-20201006		*Tillandsia sp. - Tillandsia sp. (PM)	1720 Not Specified	DEROOSE PLANTS INC	China	Pending Data Update
			CEN.INT-20201006		*Calathea sp. - Calathea sp. (PM)	24794 Not Specified	DEROOSE PLANTS INC	China	Pending Data Update
			CEN.INT-20201006		*Guzmania sp. - Guzmania sp. (PM)	4920 Not Specified	DEROOSE PLANTS INC	China	Pending Data Update
			CEN.INT-20201006		*Vriesea sp. - Vriesea sp. (PM)	1320 Not Specified	DEROOSE PLANTS INC	China	Pending Data Update

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

Inspections New									
Date Of Arrival	Date In Station	Pathway	Event ID	Shipment ID	Commodity	Quantity	Consignee	Origin	Status
+ Pending	Pending	Air Cargo	PIS220120001	Multiple	Multiple	Multiple	DEROOSE PLANTS INC	China	Pending Data Update
- 09/29/2020	Pending	Air Cargo	PIS221010001	Multiple	Multiple	Multiple	DEROOSE PLANTS INC	China	Draft Inspection

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

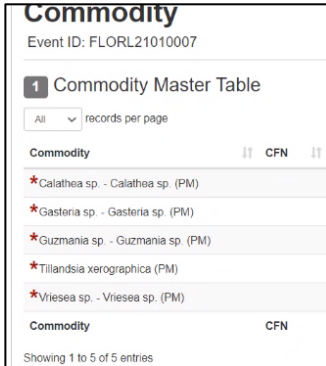
STEP	ACTION
1	<p>Click on the Draft Inspection link.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Status</p> <hr/> <p>Draft Inspection</p> </div> <p>Note: ARM will re-direct you to the Inspection Information page.</p>
2	Enter any required data on Inspection Information page.

3

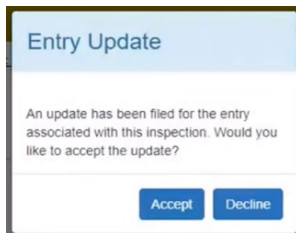
Click on the Commodity tab.



Note: ARM will re-direct you to the Commodity page. The commodities will show the red asterisk near them.



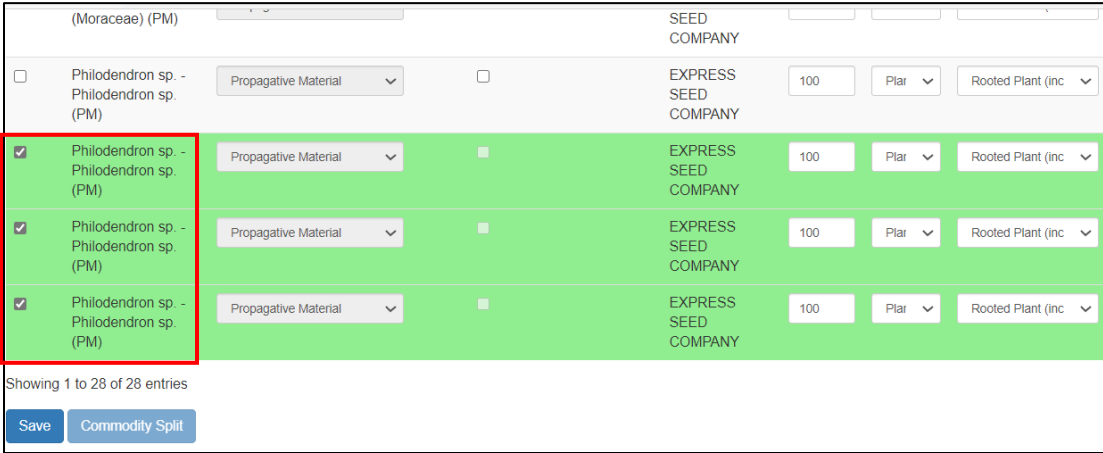
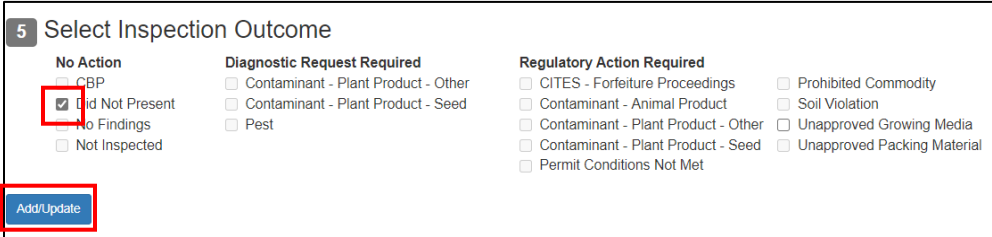
Also, a message will appear asking to Accept or Decline the entry update.

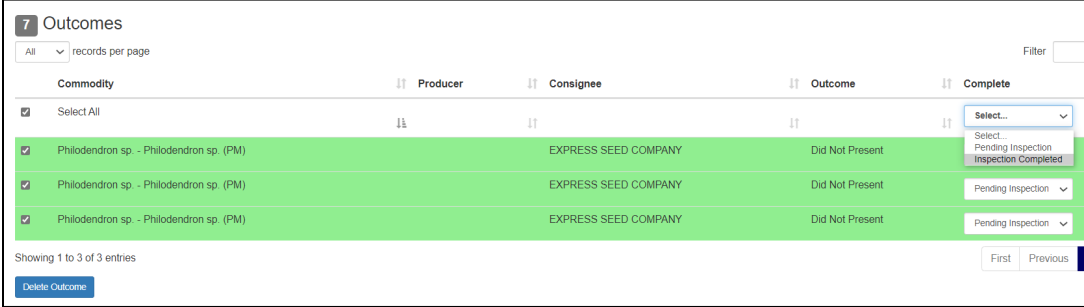




4	IF YOU CLICK ON:	THEN:																																										
	Accept	<p>1. Refresh the Commodity Page.</p> <div data-bbox="771 367 1388 619" style="border: 1px solid black; padding: 5px;"> <p>1 Commodity Master Table</p> <p>All records per page</p> <table border="1"> <thead> <tr> <th>Commodity</th> <th>CFN</th> <th>Producer</th> <th>Origin</th> <th>Qty</th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>Calathea sp. - Calathea sp. (PM)</td> <td></td> <td></td> <td>China</td> <td>24794</td> <td>Plant Units</td> </tr> <tr> <td>Gasteria sp. - Gasteria sp. (PM)</td> <td></td> <td></td> <td>China</td> <td>26987</td> <td>Plant Units</td> </tr> <tr> <td>Guzmania sp. - Guzmania sp. (PM)</td> <td></td> <td></td> <td>China</td> <td>4920</td> <td>Plant Units</td> </tr> <tr> <td>Tillandsia xerographica (PM)</td> <td></td> <td></td> <td>China</td> <td>1720</td> <td>Plant Units</td> </tr> <tr> <td>Vriesea sp. - Vriesea sp. (PM)</td> <td></td> <td></td> <td>China</td> <td>1320</td> <td>Plant Units</td> </tr> <tr> <td>Commodity</td> <td>CFN</td> <td>Producer</td> <td>Origin</td> <td>Qty</td> <td>Units</td> </tr> </tbody> </table> </div> <p>Note: All the red asteriks will dissapear and the information that required update will appear updated.</p> <p>2. Go to Step 5.</p>	Commodity	CFN	Producer	Origin	Qty	Units	Calathea sp. - Calathea sp. (PM)			China	24794	Plant Units	Gasteria sp. - Gasteria sp. (PM)			China	26987	Plant Units	Guzmania sp. - Guzmania sp. (PM)			China	4920	Plant Units	Tillandsia xerographica (PM)			China	1720	Plant Units	Vriesea sp. - Vriesea sp. (PM)			China	1320	Plant Units	Commodity	CFN	Producer	Origin	Qty	Units
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Commodity	CFN	Producer	Origin	Qty	Units																																							
	Decline	<p>1. The record will remain on the same status.</p> <p>2. Communicate the broker about the declination, if needed.</p> <p>3. Go to Step 5.</p>																																										
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	<p>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.</p> 
2	<p>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.</p> 

<p>3</p>	<p>Scroll down to section 7 “Outcomes” and mark the inspection completed for the duplicated commodities.</p> 						
<p>4</p>	<p>Proceed to clearance confirmation page, once you have completed your inspection outcomes for the remainder of the shipment.</p>  <p>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.</p>						
<p>5</p>	<table border="1"> <thead> <tr> <th data-bbox="316 1060 747 1123">IF SHIPMENT HAS:</th> <th data-bbox="747 1060 1404 1123">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 1123 747 1228">Commodities presented for inspection</td> <td data-bbox="747 1123 1404 1228">Continue clearing those commodities on the clearance page.</td> </tr> <tr> <td data-bbox="316 1228 747 1438">Only commodities not presented for inspection</td> <td data-bbox="747 1228 1404 1438">Click on “Close” on the bottom right corner of the inspection results page.</td> </tr> </tbody> </table> 	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.
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