

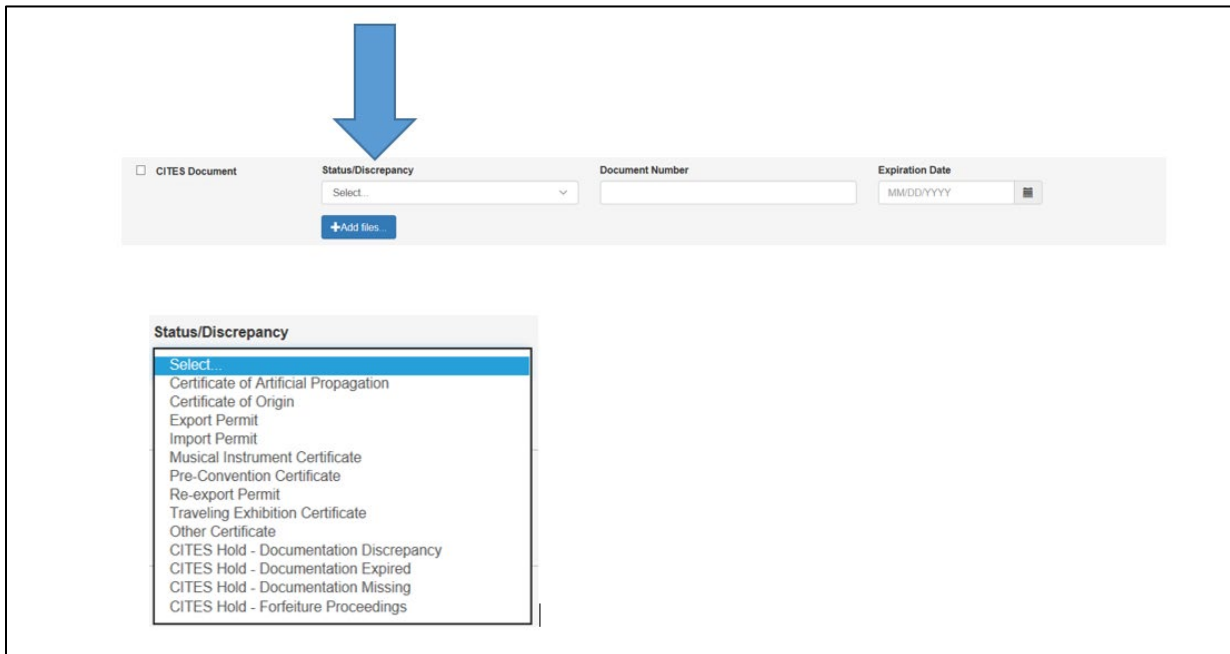
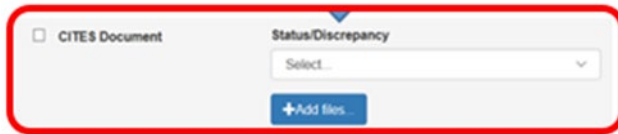
User Guide: Entering CITES Holds and Forfeitures

Purpose: This user guide describes the process to enter a CITES Hold and/or Forfeiture. The general steps include:



1. Add CITES Document or CITES Hold
2. Add Inspection Results
3. Correct pending CITES Document

CITES Status/Discrepancy descriptions

If for any reason the shipment has a discrepancy with CITES documents, you can associate that discrepancy using the status/discrepancy drop-down menu found on the document review page. Click on the arrow in the far right of the field to display the drop-down menu.



1. Add CITES Document or CITES Hold

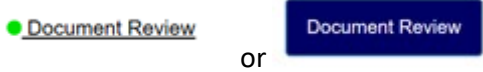
| Step | Action |
|------|--|
| 1 | <p>Click “Document Review” breadcrumb</p> <div data-bbox="293 453 574 537" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> <p>Or.</p> <p>bottom right of the Commodity page.</p> <div data-bbox="305 722 570 821" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div> |
| 2 | Select the “Date in Station”. |
| 3 | Select the commodity that needs to add a Documents under section 1 “Select Commodity”. |
| 4 | Complete all required fields. |
| 5 | Scroll down to Section 3, “Select Document(s).” |
| 6 | Select CITES Document. |

| 7 | <p>Select the Status/Discrepancy that apply.</p> <table border="1"> <thead> <tr> <th data-bbox="287 264 761 386">IF THE STATUS/DISCREPANCY IS:</th> <th data-bbox="761 264 1412 386">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="287 386 761 806"> <ul style="list-style-type: none"> • Certificate of Artificial Propagation • Certificate of Origin • Export Permit • Import Permit • Musical Instrument Certificate • Pre-Convention Certificate • Re-export Permit • Traveling Exhibition Certificate Other Certificate </td> <td data-bbox="761 386 1412 806"> <ol style="list-style-type: none"> 1. Complete all the required fields. 2. Proceed to the Next Step. </td> </tr> <tr> <td data-bbox="287 806 761 1146"> <ul style="list-style-type: none"> • CITES Hold – Documentation Discrepancy • CITES Hold – Documentation Expired • CITES Hold – Documentation Missing </td> <td data-bbox="761 806 1412 1146"> <ol style="list-style-type: none"> 1. Complete all the required fields. 2. Proceed to the Next Step. <p>Note: These CITES Hold options allow you to move forward to enter the inspection results (such as a Diagnostic Request) but remember that you must return to the Document Review Page to correct the pending CITES Documents.</p> </td> </tr> <tr> <td data-bbox="287 1146 761 1409"> <ul style="list-style-type: none"> • CITES Hold – Forfeiture Proceedings </td> <td data-bbox="761 1146 1412 1409"> <ol style="list-style-type: none"> 1. Complete all the required fields. 2. Proceed to the Next Step. <p>Note: This CITES Hold option means that the document won't be corrected but you're moving forward with the CITES Seizure.</p> </td> </tr> </tbody> </table> | IF THE STATUS/DISCREPANCY IS: | THEN: | <ul style="list-style-type: none"> • Certificate of Artificial Propagation • Certificate of Origin • Export Permit • Import Permit • Musical Instrument Certificate • Pre-Convention Certificate • Re-export Permit • Traveling Exhibition Certificate Other Certificate | <ol style="list-style-type: none"> 1. Complete all the required fields. 2. Proceed to the Next Step. | <ul style="list-style-type: none"> • CITES Hold – Documentation Discrepancy • CITES Hold – Documentation Expired • CITES Hold – Documentation Missing | <ol style="list-style-type: none"> 1. Complete all the required fields. 2. Proceed to the Next Step. <p>Note: These CITES Hold options allow you to move forward to enter the inspection results (such as a Diagnostic Request) but remember that you must return to the Document Review Page to correct the pending CITES Documents.</p> | <ul style="list-style-type: none"> • CITES Hold – Forfeiture Proceedings | <ol style="list-style-type: none"> 1. Complete all the required fields. 2. Proceed to the Next Step. <p>Note: This CITES Hold option means that the document won't be corrected but you're moving forward with the CITES Seizure.</p> |
|---|--|--------------------------------------|--------------|---|--|--|--|---|--|
| IF THE STATUS/DISCREPANCY IS: | THEN: | | | | | | | | |
| <ul style="list-style-type: none"> • Certificate of Artificial Propagation • Certificate of Origin • Export Permit • Import Permit • Musical Instrument Certificate • Pre-Convention Certificate • Re-export Permit • Traveling Exhibition Certificate Other Certificate | <ol style="list-style-type: none"> 1. Complete all the required fields. 2. Proceed to the Next Step. | | | | | | | | |
| <ul style="list-style-type: none"> • CITES Hold – Documentation Discrepancy • CITES Hold – Documentation Expired • CITES Hold – Documentation Missing | <ol style="list-style-type: none"> 1. Complete all the required fields. 2. Proceed to the Next Step. <p>Note: These CITES Hold options allow you to move forward to enter the inspection results (such as a Diagnostic Request) but remember that you must return to the Document Review Page to correct the pending CITES Documents.</p> | | | | | | | | |
| <ul style="list-style-type: none"> • CITES Hold – Forfeiture Proceedings | <ol style="list-style-type: none"> 1. Complete all the required fields. 2. Proceed to the Next Step. <p>Note: This CITES Hold option means that the document won't be corrected but you're moving forward with the CITES Seizure.</p> | | | | | | | | |
| 8 | <p>Click on “Update & Complete & Upload.”</p> <p>Note:</p> <ul style="list-style-type: none"> • Your CITES document will appear updated in Section 2, “Associated Document(s).” • For all the commodities with any of the CITES Hold - Documentation options the Document Review Completed will be partial. <p>For the commodities with the CITES Hold – Forfeiture Proceedings the Document Completed will be final. Follow the CITES Violations, Seizure and Forfeitures procedure from the PIS Manual.</p> | | | | | | | | |

2. Add Inspection Results

| Step | Action | | | | | | |
|-----------------------------------|--|-----------------------------------|-------|-------------|--|-------------|--|
| 1 | <p>Proceed to Inspection Results Page. Refer to the Inspection Results User Guide.</p> <p>Note:</p> <ul style="list-style-type: none"> For all the commodities with any CITES Hold on the document review page – after the inspection you must return to the document review page to correct the pending CITES document. | | | | | | |
| 2 | <p>Select Inspection Outcomes under Section 3.</p> <table border="1" data-bbox="293 688 1357 1165"> <thead> <tr> <th data-bbox="293 688 618 764">If Replacement CITES Document(s):</th> <th data-bbox="618 688 1357 764">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 764 618 982">Not Present</td> <td data-bbox="618 764 1357 982"> <ol style="list-style-type: none"> In Section 3 Select Inspection Outcome(s), including CITES – Forfeiture Proceedings. Complete all the required fields. Click “Add/Update”. Complete the Inspection. Proceed to Clearance Confirmation Page. </td> </tr> <tr> <td data-bbox="293 982 618 1165">Are Present</td> <td data-bbox="618 982 1357 1165"> <ol style="list-style-type: none"> In Section 3 Select the Inspection Outcome. Complete all the required fields. Click “Add/Update”. Complete the Inspection. Proceed to next step. </td> </tr> </tbody> </table> | If Replacement CITES Document(s): | Then: | Not Present | <ol style="list-style-type: none"> In Section 3 Select Inspection Outcome(s), including CITES – Forfeiture Proceedings. Complete all the required fields. Click “Add/Update”. Complete the Inspection. Proceed to Clearance Confirmation Page. | Are Present | <ol style="list-style-type: none"> In Section 3 Select the Inspection Outcome. Complete all the required fields. Click “Add/Update”. Complete the Inspection. Proceed to next step. |
| If Replacement CITES Document(s): | Then: | | | | | | |
| Not Present | <ol style="list-style-type: none"> In Section 3 Select Inspection Outcome(s), including CITES – Forfeiture Proceedings. Complete all the required fields. Click “Add/Update”. Complete the Inspection. Proceed to Clearance Confirmation Page. | | | | | | |
| Are Present | <ol style="list-style-type: none"> In Section 3 Select the Inspection Outcome. Complete all the required fields. Click “Add/Update”. Complete the Inspection. Proceed to next step. | | | | | | |

3. Correcting pending CITES Document

| Step | Action | | | | | | |
|-----------------------------------|--|-----------------------------------|-------|-------------|---|-------------|--|
| 1 | <p>Click “Document Review” breadcrumbs or bottom right of the Commodity page.</p>  | | | | | | |
| 2 | <p>In the Document Review Page;</p> <table border="1" data-bbox="305 653 1365 1150"> <thead> <tr> <th data-bbox="305 653 626 730">If Replacement CITES Document(s):</th> <th data-bbox="626 653 1365 730">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="305 730 626 926">Are Present</td> <td data-bbox="626 730 1365 926"> <ol style="list-style-type: none"> In Section 2 Associated Document(s), select the CITES document that need to be replace. Update the Status/Discrepancy. Complete all the required fields. Proceed to next step. </td> </tr> <tr> <td data-bbox="305 926 626 1150">Not Present</td> <td data-bbox="626 926 1365 1150"> <ol style="list-style-type: none"> In Section 2 Associated Document(s), select the CITES document that need to be replace. In the Status/Discrepancy dropdown select CITES Hold – Forfeiture Proceedings. Complete all the required fields. Proceed to next step. </td> </tr> </tbody> </table> <p>Note: All the initial holds will remain available in the info panel.</p> | If Replacement CITES Document(s): | Then: | Are Present | <ol style="list-style-type: none"> In Section 2 Associated Document(s), select the CITES document that need to be replace. Update the Status/Discrepancy. Complete all the required fields. Proceed to next step. | Not Present | <ol style="list-style-type: none"> In Section 2 Associated Document(s), select the CITES document that need to be replace. In the Status/Discrepancy dropdown select CITES Hold – Forfeiture Proceedings. Complete all the required fields. Proceed to next step. |
| If Replacement CITES Document(s): | Then: | | | | | | |
| Are Present | <ol style="list-style-type: none"> In Section 2 Associated Document(s), select the CITES document that need to be replace. Update the Status/Discrepancy. Complete all the required fields. Proceed to next step. | | | | | | |
| Not Present | <ol style="list-style-type: none"> In Section 2 Associated Document(s), select the CITES document that need to be replace. In the Status/Discrepancy dropdown select CITES Hold – Forfeiture Proceedings. Complete all the required fields. Proceed to next step. | | | | | | |
| 3 | <p>Click on “Update & Complete & Upload.”</p> <p>Note:</p> <ul style="list-style-type: none"> For the commodities with CITES Hold – Forfeiture Proceedings follow the CITES Violations, Seizure and Forfeitures procedure from the PIS Manual. | | | | | | |