


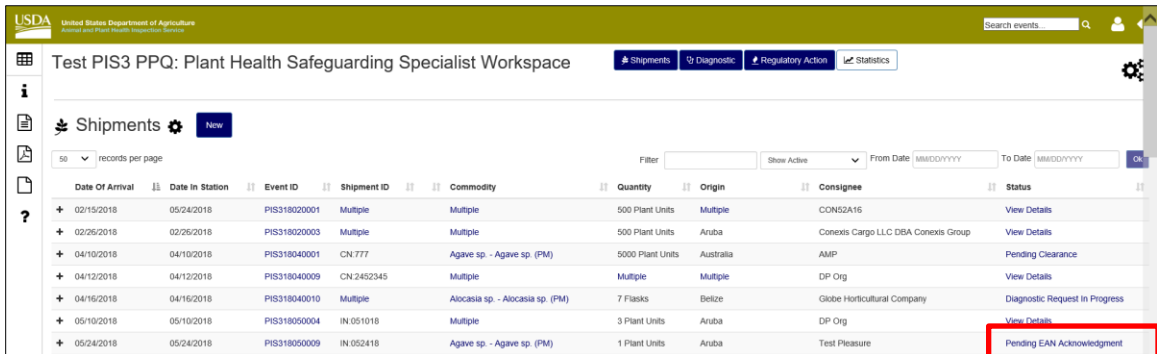
Acknowledge an Emergency Action Notification (EAN)

In ARM, as with the Create EAN function, EANs can be acknowledged singly or in groups. The steps to follow for acknowledging multiple EANs simultaneously largely follow the steps below. For insight into acknowledging multiple EANs simultaneously, see the [Acknowledging multiple EANs at the same time](#) section below.

Getting to the EAN Acknowledgment page

On the Workspace , click on the “Pending EAN Acknowledgment” link from the Status column in either the Shipments or Regulatory Action sections. (See [Reaching the “Create EAN” function from the Shipments section of the Workspace](#) above for guidance on displaying shipments with multiple articles.)

Pending EAN Acknowledgment



The screenshot shows the USDA ARM workspace interface. The main content area displays a table of shipments. The table has columns for Date of Arrival, Date in Station, Event ID, Shipment ID, Commodity, Quantity, Origin, Consignee, and Status. The last row in the table has a status of 'Pending EAN Acknowledgment', which is highlighted with a red box. The interface also includes a search bar, a filter dropdown, and a 'Show Active' button.

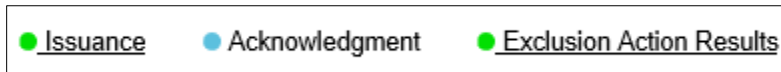
Date of Arrival	Date in Station	Event ID	Shipment ID	Commodity	Quantity	Origin	Consignee	Status
02/15/2018	05/24/2018	PIS318020001	Multiple	Multiple	500 Plant Units	Multiple	CONS2A16	View Details
02/26/2018	02/26/2018	PIS318020003	Multiple	Multiple	500 Plant Units	Aruba	Conexis Cargo LLC DBA Conexis Group	View Details
04/10/2018	04/10/2018	PIS318040001	CN 777	Agave sp. - Agave sp. (PM)	5000 Plant Units	Australia	AMP	Pending Clearance
04/12/2018	04/12/2018	PIS318040009	CN 2452345	Multiple	Multiple	Multiple	DP Org	View Details
04/16/2018	04/16/2018	PIS318040010	Multiple	Alcacia sp. - Alcacia sp. (PM)	7 Flasks	Belize	Globe Horticultural Company	Diagnostic Request In Progress
05/10/2018	05/10/2018	PIS318050004	IN 051018	Multiple	3 Plant Units	Aruba	DP Org	View Details
05/24/2018	05/24/2018	PIS318050009	IN 052418	Agave sp. - Agave sp. (PM)	1 Plant Units	Aruba	Test Pleasure	Pending EAN Acknowledgment

You will be taken to the shipment’s EAN Acknowledgment page.

Navigating the EAN Acknowledgment Page

Breadcrumbs

The breadcrumbs at the top of the page indicate which functional area you are working on in ARM:



RA ID	Shipment ID	Article	Quantity	Consignee	Producer	EAN Reason	Exclusion Options	Status	Issued EAN PDF	Acknowledged EAN PDF
Select All	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...		
<input type="checkbox"/>	PIS318040009-E003	CN - 2452345	Agastache sp. - Aga...	500 Plant Units	DP Org	Not Selected	Pest	Reexport, Destroy...	Pending EAN Acknowl...	<input type="button" value="Upload"/>
<input type="checkbox"/>	PIS318040009-E004	CN - 2452345	Agave arizonica - A...	3 Flasks	DP Org	Jaldety	Pest	Reexport, Destroy...	Pending EAN Acknowl...	<input type="button" value="Upload"/>
<input type="checkbox"/>	PIS318040009-E005	CN - 2452345	Ageratum sp. - Ager...	400 Plant Units	DP Org	Not Selected	Pest	Reexport, Destroy...	Pending EAN Acknowl...	<input type="button" value="Upload"/>
<input type="checkbox"/>	PIS318040009-E002	CN - 2452345	Container: 2452345				Pest	Reexport or Destroy	Completed	<input type="button" value="Upload"/>

The blue dot indicates which page you are on. Links with green dots indicate the other steps in the EAN process. When you click on a link, you will be taken to that page.

Columns and Drop-down Menus

The drop-down menus on the EAN Acknowledgment page are especially helpful when you have multiple EANs to acknowledge.

Section 1 Select Article Information gives you a snapshot of the shipment EANs available for acknowledgment. Columns from left to right in [Acknowledging multiple EANs at the same time](#) are listed below; they can all be sorted using the icons at each column's right.

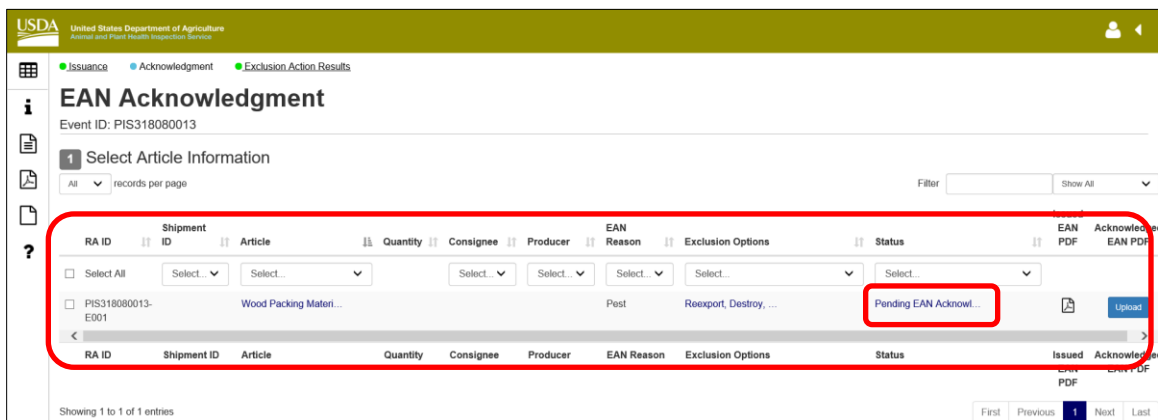
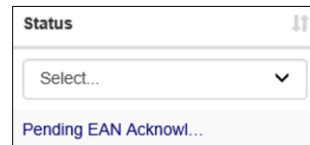
Those in bold have drop-down menus for additional sorting, which is especially useful for processing multiple EANs, which is explained in the [Acknowledging multiple EANs at the same time](#) section.

- RA ID
- **Shipment ID**
- **Article**
- Quantity
- **Consignee**
- **Producer**
- **EAN Reason**
- **Exclusion Options**
- **Status**
- Issued EAN PDF
- Acknowledged EAN PDF

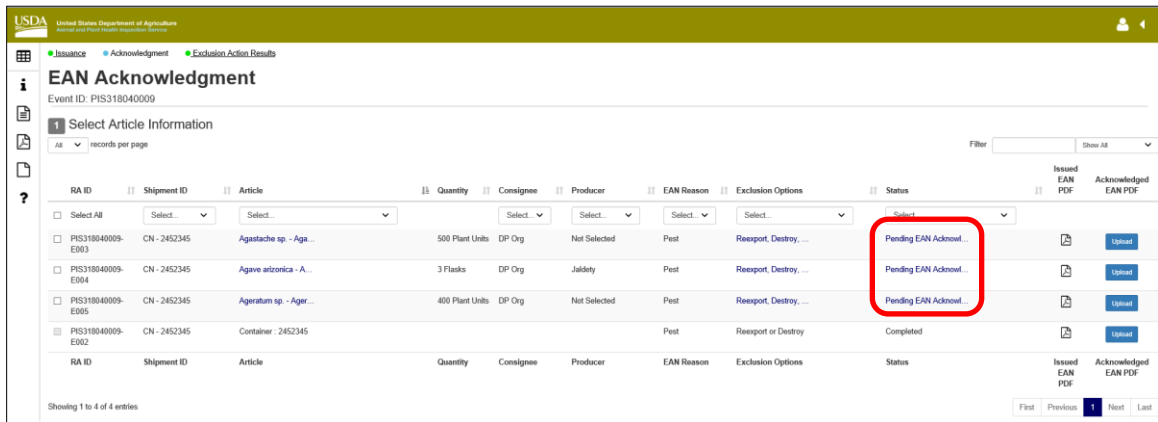
How to Acknowledge an EAN

The steps below provide guidance on acknowledging a single EAN. ARM enables you to acknowledge multiple EANs simultaneously, which follows basically the same steps. For guidance on the nuances of acknowledging multiple EANs simultaneously, please also see the [Acknowledging multiple EANs at the same time](#) section below.

The EAN’s status is displayed for each article:



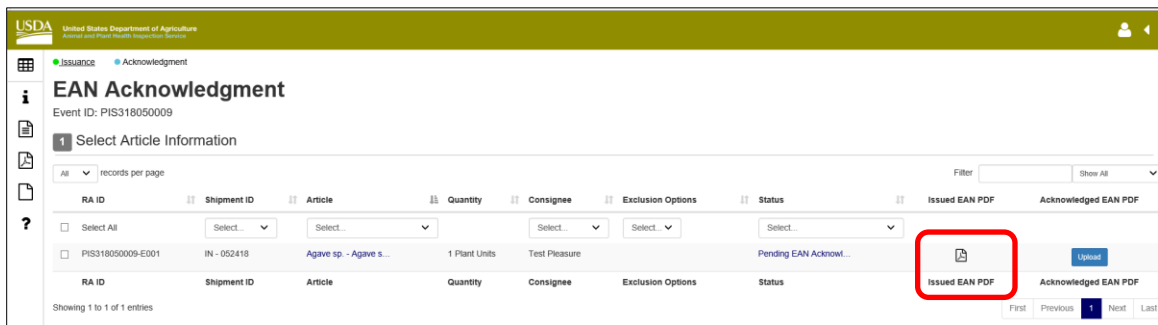
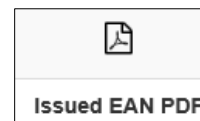
Default view of the EAN Acknowledgment page for a shipment with one commodity



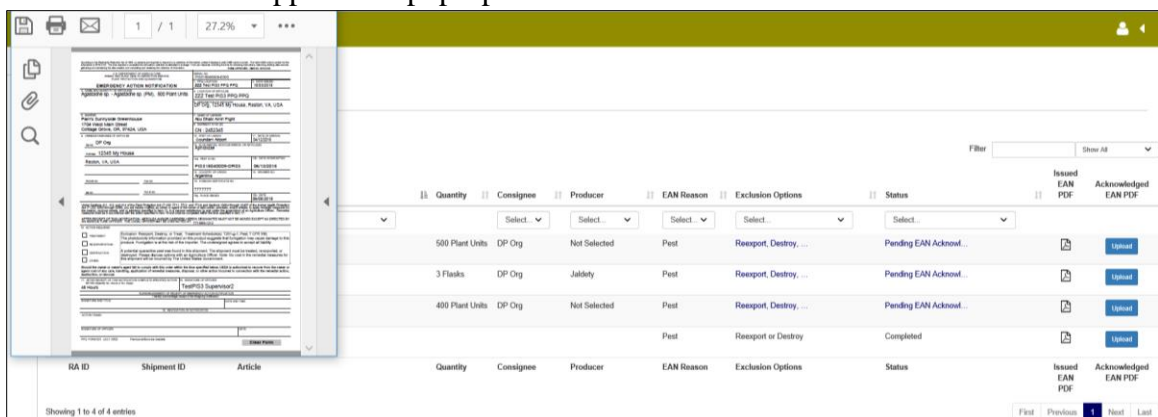
A shipment with multiple EANs ready for acknowledgment. To learn how to acknowledge multiple EANs simultaneously, see the [Acknowledging multiple EANs at the same time](#) section below.

Section 2, “Acknowledgment Information,” does not display immediately.

If you would like to display the original, pre-acknowledgment EAN, click on the “Issued EAN PDF” icon.



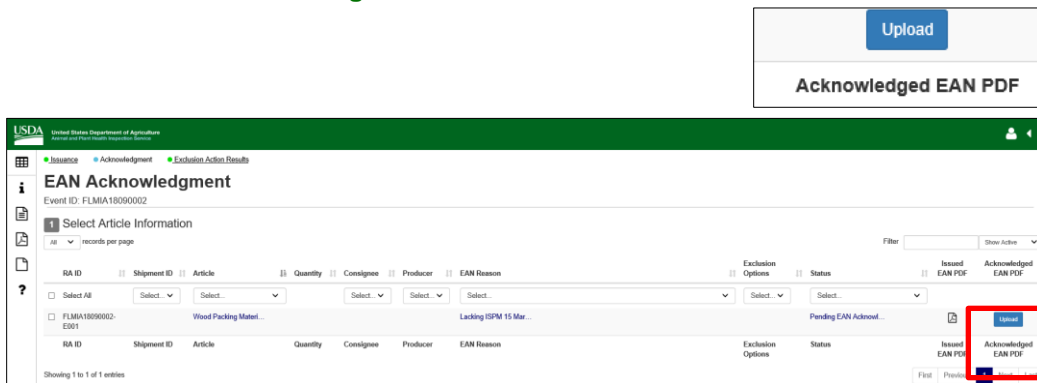
The EAN PDF will appear in a pop-up window:

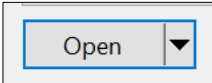


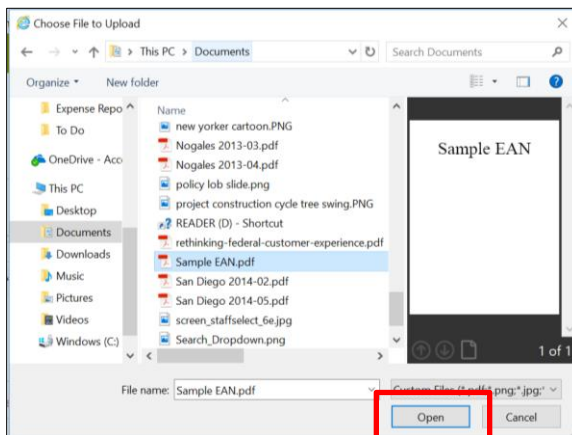
Upload Signed EAN (optional)

While not required, it is recommended that you upload the signed EAN for storage. If you or your stakeholder have scanned several signed EANs together as a single stacked file, it is recommended that you only upload this grouped file to the first of those commodities against which action has been taken.

Add the Acknowledged EAN PDF to the record by clicking the “Upload” button and selecting a document.



Click the  button.



The document will go into the ARM system and the record will reflect its new status:

Exclusion Options	Status	Issued EAN PDF	Acknowledged EAN PDF
Select...	Select...		
	Pending EAN Acknow...		
Exclusion Options	Status	Issued EAN PDF	Acknowledged EAN PDF

First Previous 1 Next Last

Recording the EAN acknowledgment information (section 2)

Next you will need to record the choices made by the Trade Party.

Click the check box next to the article whose EAN has been acknowledged. Even if only one EAN is on the screen, you still need to check the box.

USDA United States Department of Agriculture Animal and Plant Health Inspection Service

Instance Acknowledgment Exclusion Action Results

EAN Acknowledgment

Event ID: FLMA18090002

1 Select Article Information

All records per page

RA ID	Shipment ID	Article	Quantity	Consignee	Producer	EAN Reason	Exclusion Options	Status	Issued EAN PDF	Acknowledged EAN PDF
<input checked="" type="checkbox"/>	FLMA18090002-01	Wood Packing Mater.				Lacking ISPM 15 Mar.		Pending EAN Acknow...		

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Section 2, “Acknowledgment Information,” will display.

2 Acknowledgment Information

Recipient Name*

Date Acknowledged*

Action Required*
 Destroy Other Re-export

Seal Type Seal Number

Facility

Acknowledgment Remarks

Save Submit

Complete all required (*) fields.

The “Action Required” section will display only those selections allowed based on the issued EAN.

When you have completed all required (*) fields and you are ready to submit, click the **Submit** button. You can also save the information by clicking on the **Save** button and submit later.

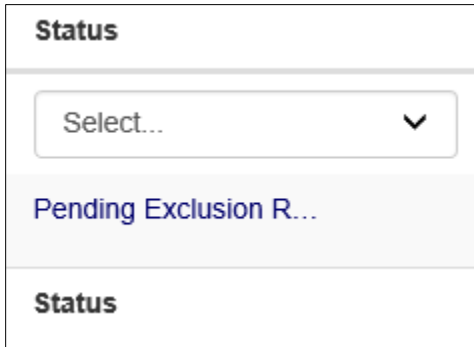
The screenshot shows a form titled "2 Acknowledgment Information". It contains several input fields: "Recipient Name*" with the value "xyj", "Date Acknowledged*" with the value "08/29/2018", "Action Required*" with radio buttons for "Destroy", "Other", and "Re-export" (selected), "Seal Type" (dropdown), "Seal Number", "Facility" (dropdown), and "Acknowledgment Remarks" (text area). At the bottom right of the form, the "Save" and "Submit" buttons are highlighted with a red box. Below the form, a larger view of the "Save" and "Submit" buttons is shown.

If the disposition was Re-export, the status will change to ‘Pending Revocation’ on the EAN Acknowledgment page, as shown below.

The screenshot shows a "Status" dropdown menu. The dropdown is open, showing a "Select..." option and a "Pending Revocation" option.

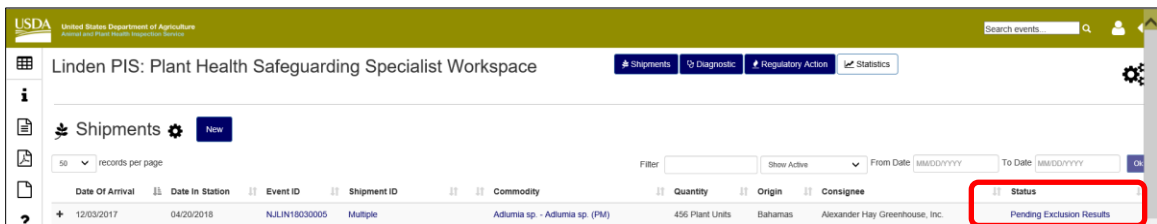
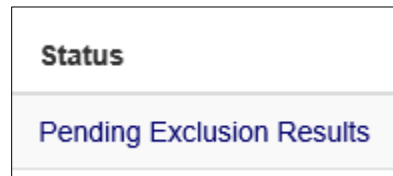
The screenshot shows the "EAN Acknowledgment" page. It features a table with columns: RA ID, Shipment ID, Article, Quantity, Consignee, Producer, EAN Reason, Exclusion Options, Status, Issued EAN PDF, and Acknowledged EAN PDF. The "Status" column is highlighted with a red box, showing a dropdown menu with "Pending Revocation" selected. The table contains one entry with RA ID "PIS318080013-E001", Article "Wood Packing Materi...", and EAN Reason "Pest".

If the disposition was **Treat or Destroy**, the status will change to “Pending Exclusion Results” on the EAN Acknowledgment page, as shown below.



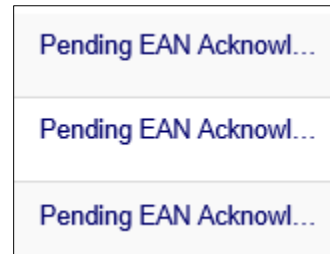
Workspace Status

The Workspace will reflect the new status:



Acknowledging multiple EANs at the same time

See the [How to Acknowledge an EAN](#) section above for complete guidance. The EAN Acknowledgment page below displays three EANs that are ready to be acknowledged in ARM.

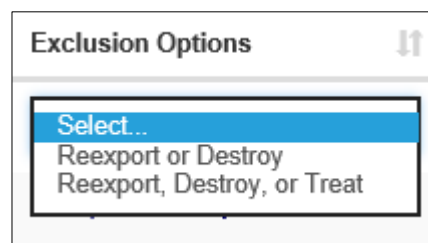


RA ID	Shipment ID	Article	Quantity	Consignee	Producer	EAN Reason	Exclusion Options	Status	Issued EAN PDF	Acknowledged EAN PDF
<input type="checkbox"/>	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...		
<input type="checkbox"/>	PIS31804009-E004	CN - 2452345	3 Flasks	DP Org	Jaklely	Pest	Reexport, Destroy, ...	Pending EAN Acknowl...		
<input type="checkbox"/>	PIS31804009-E003	CN - 2452345	500 Plant Units	DP Org	Not Selected	Pest	Reexport, Destroy, ...	Pending EAN Acknowl...		
<input type="checkbox"/>	PIS31804009-E005	CN - 2452345	400 Plant Units	DP Org	Not Selected	Pest	Reexport, Destroy, ...	Pending EAN Acknowl...		
<input type="checkbox"/>	PIS31804009-E002	CN - 2452345	Container : 2452345			Pest	Reexport or Destroy	Completed		

Like the “Create EAN” function, the ARM system cycles one at a time when the EAN box is checked at the far left of the EAN row. To acknowledge multiple EANs at the same time, the following must match:

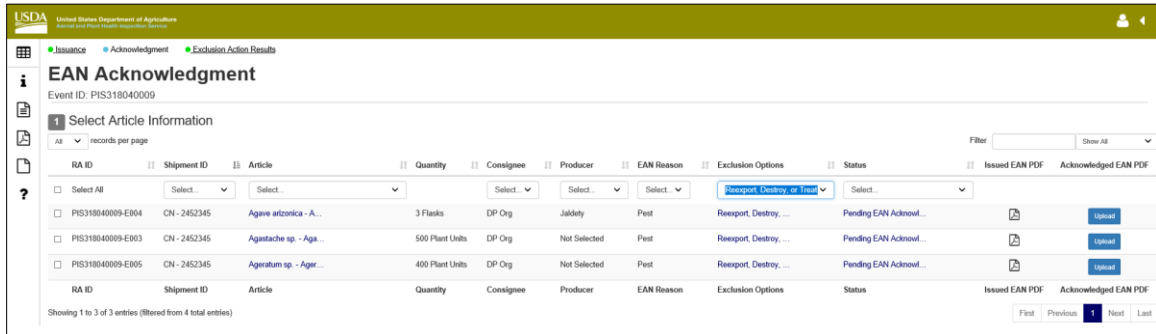
- Recipient Name
- Exclusion Options

This is where the drop-down menus can facilitate the process, if you have many EANs. The drop-down menus will show you the subcategories into which the EANs on your screen can be divided. Exclusion Options are a most useful way to begin, when you have multiple EANs. In the case of the shipment above, the EANs fall into the following two categories:



Select an Exclusion Option from the drop-down menu.

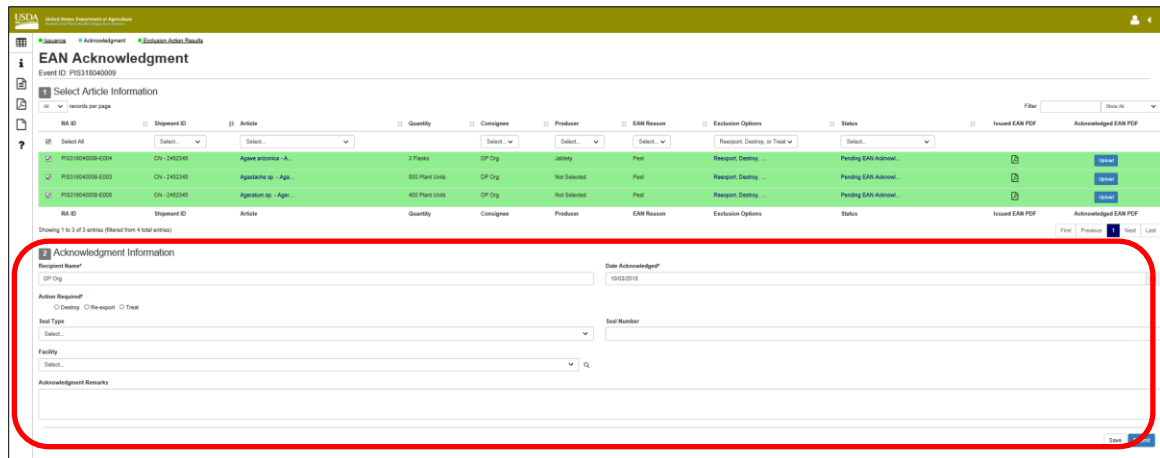
In this case, “Reexport, Destroy or Treat” was selected.



By doing this, you are much more likely to have grouped the EANs appropriately to acknowledge at the same time.

Click on the boxes at the left or click the “Select All” box to start the EAN acknowledgment process.

Section 2 Acknowledgment Information displays, as shown below.



NOTE: If the EANs do not match properly, you will receive an error message that will tell you which fields do not match. Follow instructions to correctly group the EANs. An example error message is shown below:

2 Acknowledgment Information

For the selected articles, the following fields must be the same in order to show the acknowledgment information section:

- * Exclusion Options

Fill in the Action Required, which is a required field, and add any additional information needed.

Required fields are shown below:


2 Acknowledgment Information	
Recipient Name*	Date Acknowledged*
<input type="text" value="CON52A16"/>	<input type="text" value="09/04/2018"/>
Action Required*	


See the [How to Acknowledge an EAN](#) section above for complete guidance. The batched acknowledgments that you have selected will behave the same way as the single EAN acknowledgment behaves when acknowledged.

Viewing EANs

From the Workspace

To reach the EANs, you must go into the shipment, and from there you can find many ways to reach them.

Both the EAN issued by ARM and the Acknowledged EAN (if you have uploaded it into the system) are located on the Info page, which can be reached via the  in the left-hand drawer when you are inside a shipment, as explained below.

The Acknowledged EAN also can be reached on the Uploaded Documents page, via  the in the left-hand drawer when you are inside a shipment, as explained below.

Shipments section

Click on either the Event ID or the Status column in the Shipments section.

The Event ID takes you to the Single Shipment View. You will need to click on the Status column for the article whose EAN you are seeking.

The Status link will take you into the shipment to the latest step in the AQI process the shipment has reached.

Regulatory Action section

Click on either the number in the RA ID column or on “Pending EAN Acknowledgment” in the Status column.

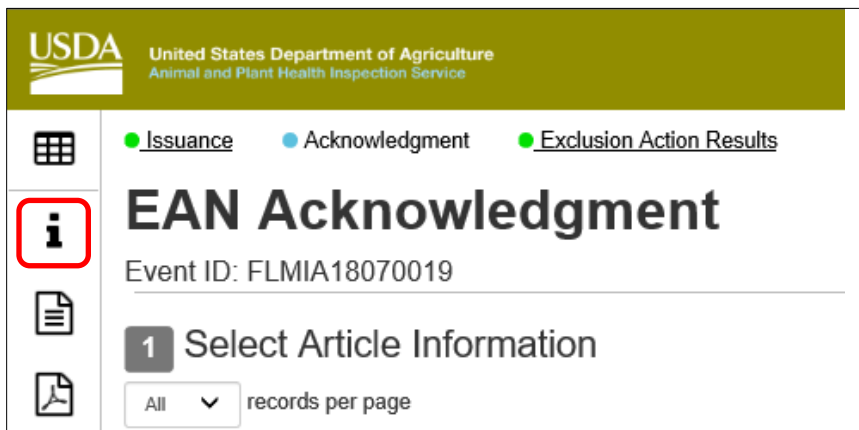
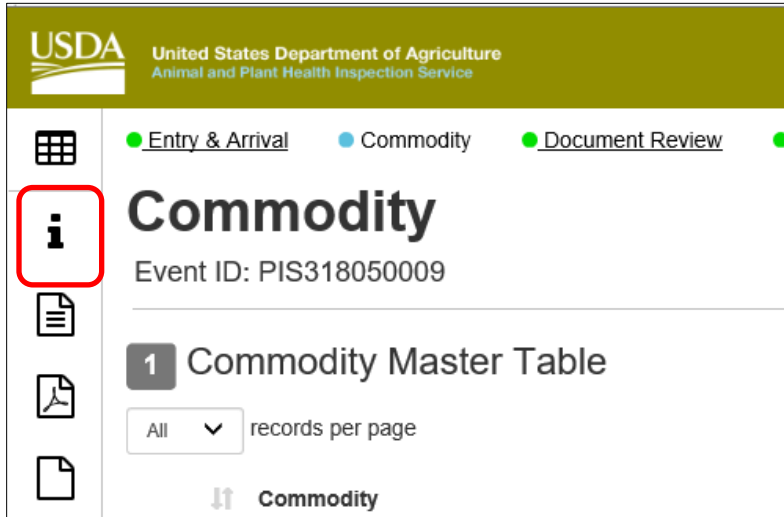
You will be sent to the EAN Acknowledgment page, inside the shipment.

When you are in the Shipment

The **i** icon

From any page inside the shipment, click on the

i icon in the left-hand drawer to reach the shipment's Info page.



Info Page

On the Info page you will find all the information about the shipment from the most recent action to its arrival information.

To find the uploaded, acknowledged EAN click on link in the PDF column in the “EAN Acknowledgment” section and the document will appear in a pop-up window. In this case, the document is called “Sample EAN.”

PDF

Sample EAN.pdf

Commodity	Country of Origin	Consignee	Recipient Name	Recipient Title	Date	Action Taken	Successful?	Treatment Facility	Seal Type	Seal Number	Remarks	Overtime	PDF
Ageratum sp. - Ageratum sp. (PM)	Israel	Danziger "Dan" Flower	AMERTRANS WORLD GROUP INC.		09/30/2018	Re-export		Not Selected				No	Sample EAN.pdf

Commodity	Country of Origin	Consignee	Date Issued	Reasons	Remarks	Internal Remarks	CFR Regulation(s)	PDF	Status
Ageratum sp. - Ageratum sp. (PM)	Israel	Danziger "Dan" Flower	09/27/2018				Plants for Planting	PIS318060021-E001 - Issued EAN Form	Pending Revocation

To find the original issued EAN, click on the link under the “PDF” column in the “EAN Information” section and the document will appear in a pop-up window.

PDF

PIS318060021-E001 - Issued EAN Form

Commodity	Country of Origin	Consignee	Recipient Name	Recipient Title	Date	Action Taken	Successful?	Treatment Facility	Seal Type	Seal Number	Remarks	Overtime	PDF
Ageratum sp. - Ageratum sp. (PM)	Israel	Danziger "Dan" Flower	AMERTRANS WORLD GROUP INC.		09/30/2018	Re-export		Not Selected				No	Sample EAN.pdf

Commodity	Country of Origin	Consignee	Date Issued	Reasons	Remarks	Internal Remarks	CFR Regulation(s)	PDF	Status
Ageratum sp. - Ageratum sp. (PM)	Israel	Danziger "Dan" Flower	09/27/2018				Plants for Planting	PIS318060021-E001 - Issued EAN Form	Pending Revocation

Uploaded Documents page

To see the acknowledged EAN, click on the blue link under “Uploaded Document Name.” The document will appear in a pop-up window.

Uploaded Documents

	Uploaded Document Name	Page Uploaded From
	Inspection.PNG	EAN Acknowledgment