Nominate a Commodity

When you do not find the commodity in the shipment you're inspecting, you can nominate a commodity in ARM.

- Nominate and search for scientific names only. Do not use trade names or common names.
- Nominate a commodity only for the import level that is required.

Go to the Commodity page.

Click on the magnifying glass to the right of the Commodity field to display the "Find Commodity" pop-up window.
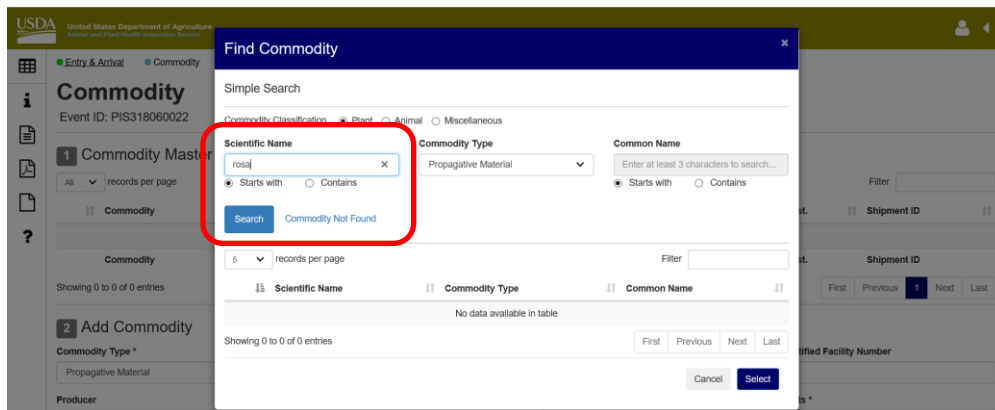

The "Find Commodity" pop-up window will appear:

In the pop-up window, search for your commodity using the "Taxonomic Name" field. Note the two check boxes below the field.

ARM defaults to displaying names that "Start with" the letters you enter. You can change that default by clicking the "Contains" check box.
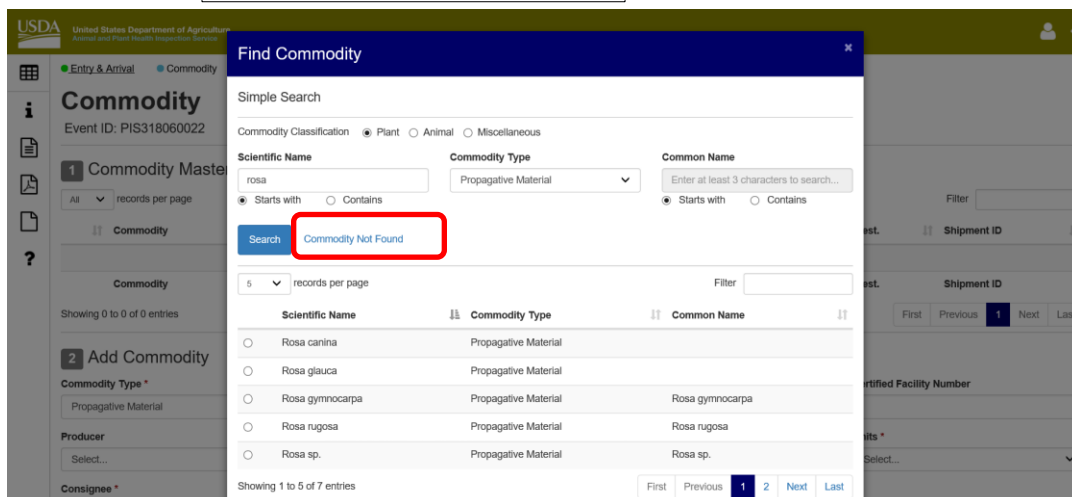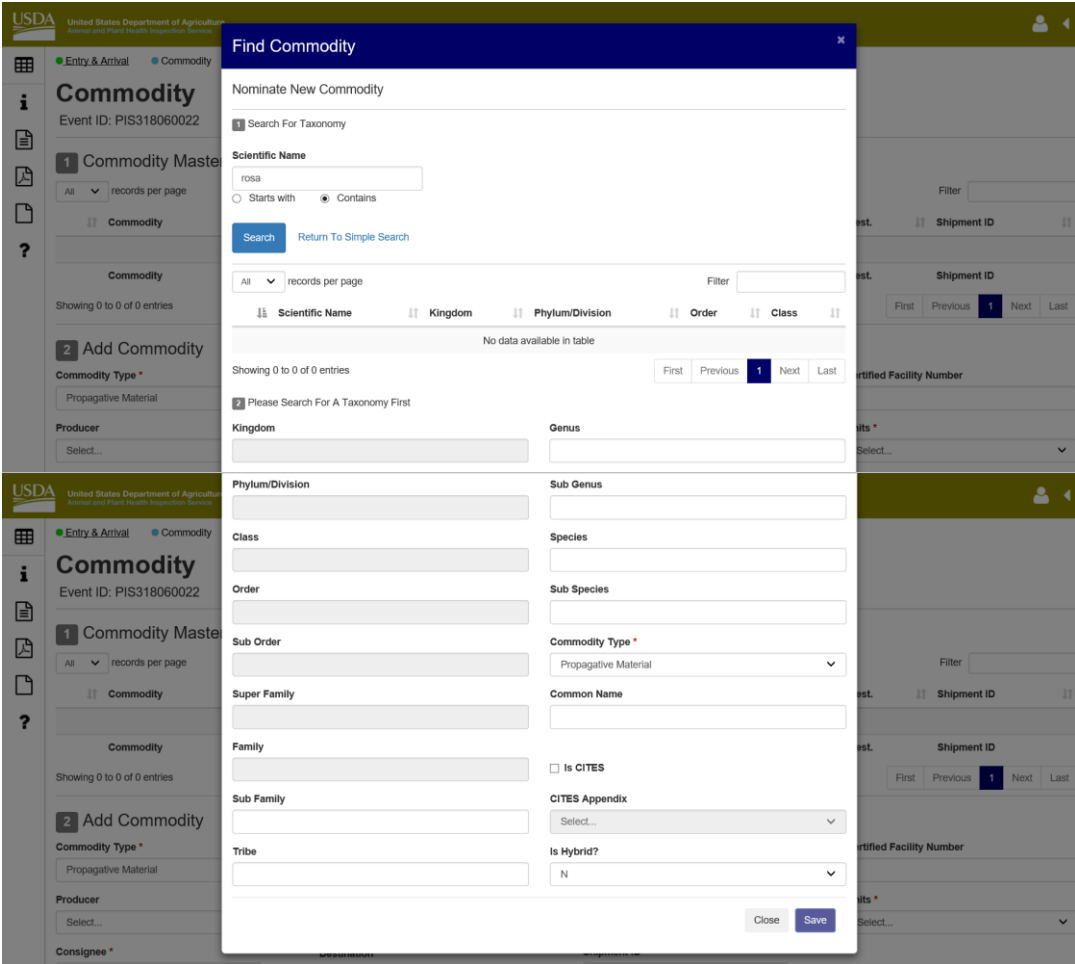
Click the [Search] button

Your list of results will appear at the bottom of the screen.

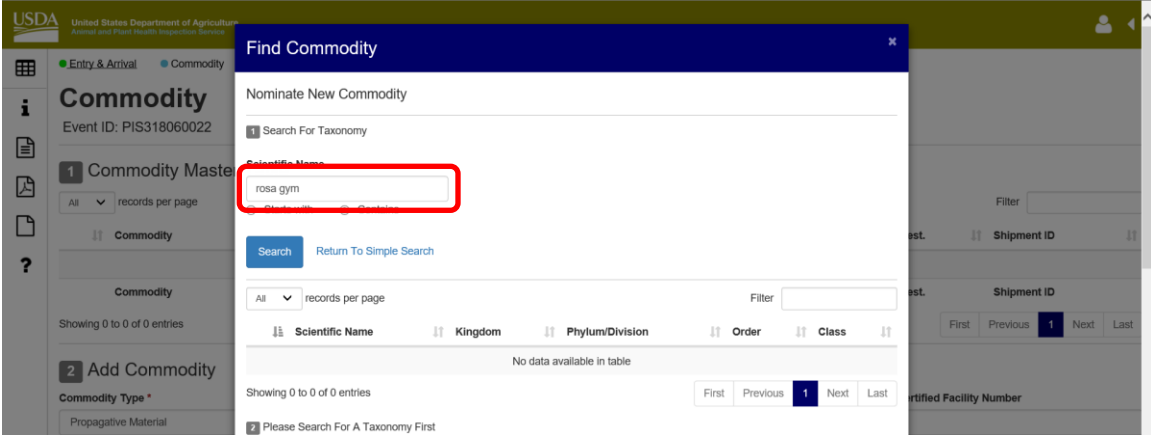**If your results do not include the commodity you need to specify, click "Commodity Not Found."**

You will then see this screen, "Nominate New Commodity":

Go one level higher than the commodity you are trying to nominate (for example, if the genus is not found, then go to family, … etc.) and click the search button.

When you find your commodity, you can nominate it.

Click the button next to the commodity. The entry will turn green.

Scroll down to section 2 and fill in *at least* the required field, "Commodity Type." The field defaults to "Propagative Material."

Expanded "Commodity Type" Drop-down Menu

Click the Save **button.**

Your commodity will now appear on the Commodity page: