User Guide: Navigating Entry Pages with Entry Status Messaging in ARM

Purpose: This user guide describes how to navigate the Entry Pages with Entry Status Messaging in ARM. The following areas are covered:

1. Entry Page
2. Entry Update Page

1. Entry Page

When entries are filed using the APHIS Core Message Set properly, ARM receives notifications from the Automated Commercial Environment (ACE) system for commodities flagged for Plant Inspection Station (PIS) inspection. ACE is the Customs and Border Protection international trade data system that receives entry data from filers and then sends that data over to ARM. ARM business rules validates the message set data tied to the entry and responds to ACE with the following entry status messages:

- Data under PGA (Partner Government Agency) Review
- Hold Intact
- Data Rejected Per PGA Review
- May Proceed

Note that when ARM sends a Hold Intact message to trade/filers, it also places a visual indicator in the workspace to let you know which commodities can move intact to an agency-designated facility for cargo clearance operations.
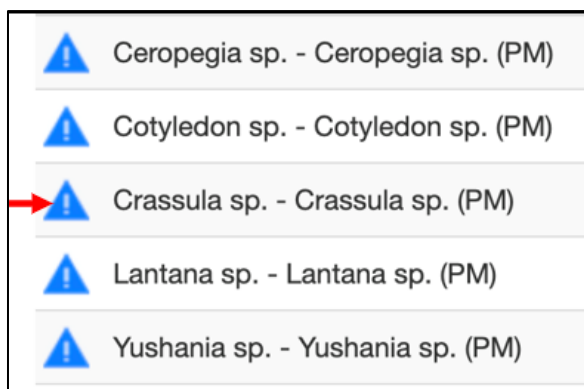
Additionally, ARM categorizes the entry data received from ACE. To view the assigned categorization of commodities in the entry filed using the message set, you can click on the Entry tab located on the Inspection Information Page. Once on the Entry Page, the commodities in the entry are categorized under the following headings:

- Destined for PIS
- Maybe PIS
- Destined for CBP

Below is table defining the categories commodities fall under and the corresponding Entry Status Message received by Trade. Please note that the ARM's entry page allows you to see the category for the commodity but not the Entry Status Messages being sent to trade/filers.
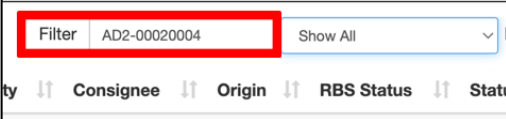
Category	Definition	Entry Status Message
Destined for PIS	All data indicates shipment will be cleared/inspected at PIS	"**Hold Intact**" automated message sent indicating the shipment must be processed at a PIS. Also sending autocorrection messaging for invalid certificate issuance date and/or invalid permit expiration date.
		"**Data Rejected Per PGA Review**" automated message sent to inform Trade that data needs to be corrected (i.e., missing, or inaccurate scientific species or subspecies name or invalid unit of measure).
Maybe PIS	Data is <u>unclear who will inspect</u> shipment	"**Data Under PGA review**" automated message sent to inform Trade that data is under review and needs to be corrected because it does not clearly indicate if the inspection is to be done by PPQ or CBP.
Destined for CBP	All data indicates shipment will be cleared/inspected by CBP	"**May Proceed**" automated message sent indicating the shipment must be cleared/inspected by CBP Agriculture Specialist.

There will be instances when trade/filers incorrectly file message set data for an entry with propagative commodities. When this occurs, these commodities will not appear under "Destined for PIS".

The Entry Page will provide insight into these missing commodity(ies) that should be destined to PIS based on the paperwork or DIS documents. They will appear under the "Maybe PIS" or "Destined to CBP" category.

When ACE notifies ARM that a commodity requires PIS inspection, ARM will create an inspection for the event. Please note, if ARM has received the Entry Occurrence Notification (EON) from ACE, you can locate the entry from the filter field located under the Heading: Inspection in ARM's workspace.
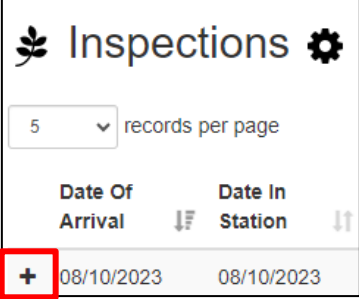
To locate an entry received via EON and gain insights into the filing refer to table below:

STEP	ACTION
1	Enter the entry number on the filter field. ![Filter field with AD2-00020004 entered] **Note:** The event associated with the entry will appear. ![Event row showing 02/15/2023 Pending Air Cargo FLORL23020005 Multiple ... BRANETTS FARM LLC South Africa Draft Inspection] <table><tr><th>IF ENTRY</th><th>THEN</th></tr><tr><td>Appears on the workspace</td><td>**GO TO** Step **2**.</td></tr><tr><td>Does **<u>not</u>** appear on the workspace</td><td>1. Search for the entry using the global search. 2. Claim inspection. See **User Guide: Claim Inspection.** 3. **GO TO** Step **2**.</td></tr></table>

2	Check the Commodity column.

Commodity

Multiple

Scabiosa atropurpurea - Scabiosa atropurpurea (PM)

IF	THEN
One commodity	**GO TO** Step **3A**.
Multiple commodities	1. Click on the plus sign. 🌿 Inspections ⚙ 5 ⌄ records per page Date Of Arrival ⬇ Date In Station ⬍ **+** 08/10/2023 08/10/2023 2. **GO TO** Step **3A**.

3A	Check for Hold Intact.
	Note: As ARM validates data received from ACE and sends entry status messaging to trade/filers, it places a visual indicator on every commodity with a "Hold Intact".

IF	THEN
<u>No</u> Hold Intact	**GO TO** Step **3B**.
Hold Intact	**GO TO** Step **4**

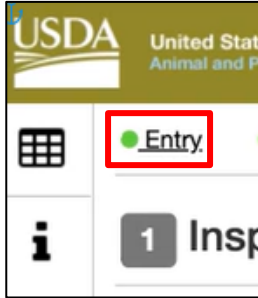|		
3B	Click on "Draft Inspection".	

Note: ARM will re-direct you to the event's Inspection Information page.

Note: On the Inspection Information Page you will see the breadcrumb link to the new Entry Page.

3C	Click on Entry breadcrumb link.

Note: ARM will redirect you to the Entry page.

3D	Check the commodity information for each t column that appear under the Maybe PIS heading panel.

Note: Incorrect information and codes for any of these columns could be triggering the commodity(ies) to appear under the Maybe PIS heading instead of the Destined to PIS heading. The correct information and codes must be:

Processing Code – APHIS Plant Inspection Station – (A02)

Program Code – Plant Protection and Quarantine (APQ)

Commodity Type – Propagative Material (AP0400)

Commodity Sub-Type:

      Bulbs & Underground Portions of Dormant Perennials – 401

      Plants for Planting or Propagation – 402

      Seeds for Planting (For Sowing) – 403

      Plant Cuttings for Planting or Propagation – 404

      Root Cutting or Root Crown for Planting or Propagation – 405
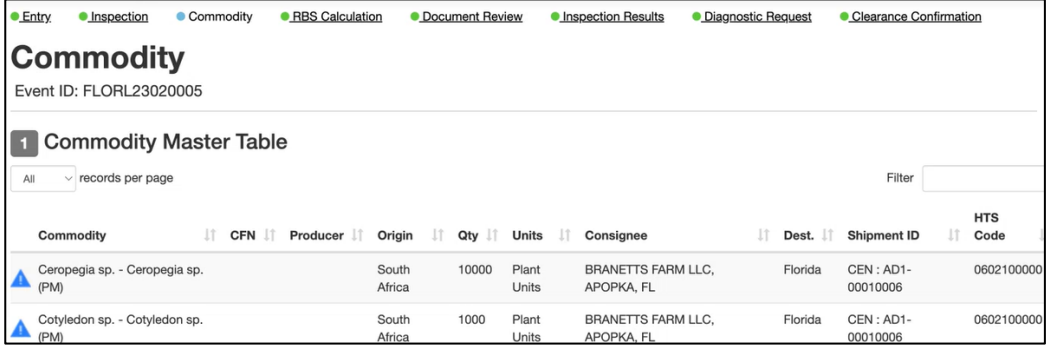
      Meristem tissue – 406

      Budwood/Graftwood - 407 |

3E	Click on Request Correction tab.
	Request Correction
	Note: A new chat box will appear.
	Commodity Correction
	Correction Remarks
	Cancel Submit
3F	Enter corrections that the filer/trade needs to address.
3G	Click on Submit.
	Note: After submitting the request for correction, you must wait for the filer/trade to send the updates requested. The Status in the main workspace will change to Pending Data Update.
3H	Wait for the updates from the filer/trade.
3I	**GO TO** Topic **2**: Entry Updates Page.
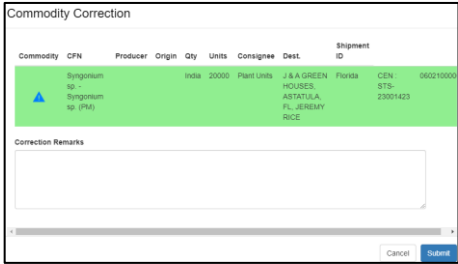
4	Click on the Commodity tab.
	Note: ARM will re-direct you to the Commodity Page and the breadcrumb links for the other pages will appear.

5	Look for red asterisks which indicates the filer must make updates to the entry line commodity.

IF ENTRY LINE	THEN
Has a red asterisk	1. Identify what needs to be corrected. 2. Click on the commodity line that has the red asterisk. 3. Click on Request Correction. **Note:** A new chat box will appear. 4. Enter the information that needs correcting. 5. **GO TO** Step **6**.
Does **not** have a red asterisk	**GO TO** Step **6**.

6	Review electronic documents to identify missing commodities from the entry data.	

IF	**THEN**
Missing commodity	**GO TO** Step **7.**
Update was requested	**GO TO** Topic **2**: Entry Updates Page.
<u>No</u> missing commodity	Continue with clearance process.

7	Click on Entry breadcrumb link.	

Note: ARM will redirect you to the Entry page.

The entry will provide insights on the missing commodity. The missing commodity will appear under Maybe PIS or Destined to CBP.

8	Locate the missing commodity under Maybe PIS or Destined to CBP.

IF	THEN
Maybe PIS	1. Click on Request Correction tab and add instructions to the Remarks if a considerable amount time has passed and there has not been an update from the broker. **Note:** ARM sends a message to brokers automatically when there is something wrong with the entry. 2. **GO TO** Step **9**.
Destined to CBP	Same as above.

9	Confirm if filer submitted updates.

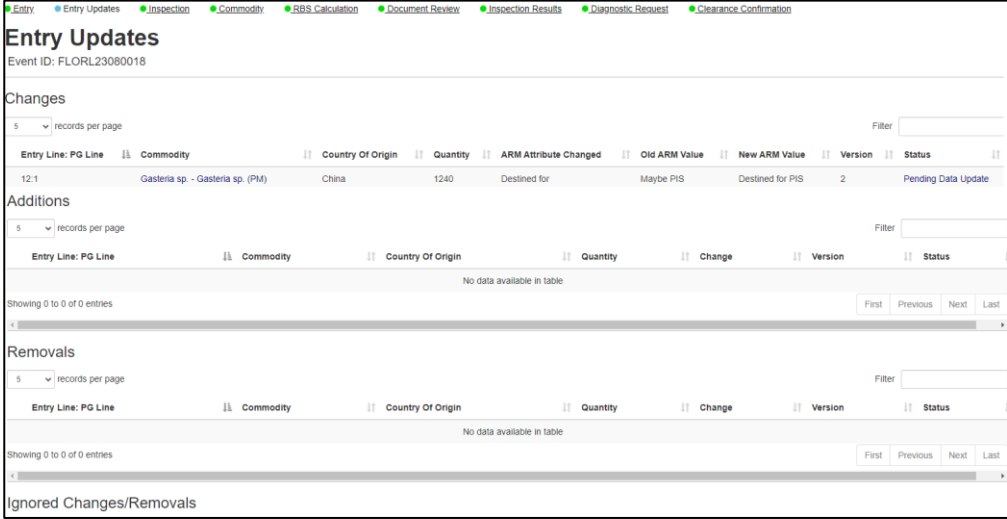| IF	THEN
Updates	**GO TO** Topic 2: Entry Updates Page.
No Updates	Contact filer/trade.

2. Entry Updates Page

ARM sends a message to brokers automatically when there is invalid or missing information with the entry for them to correct. The Entry Updates Page shows updates to the entries as submitted by the filer. ARM categorizes the updates by:

- Material Change
- Non-Material Change

Material Change	Non-Material Change
Updates related to: • Genus/species/subspecies • Country of Origin • Any Document changes. • Propagative Material Type • Quantity • Units • Consignee • Producer • Certified Facility Number **Note:** It is important that the filer/trade provides correct data since the material changes could affect the clearance of the shipment and will trigger a data rejection message.	Updates related to: • Shipment Identifiers • Trade Parties other than consignee/producer • Conveyance/Carrier/Trip Data • Expected Date of Arrival in U.S • Country of Export/Port of Lading • HTS Code

To view updates, refer to table below:

STEP	ACTION
1	Click on Pending Data Update

Click on Pending Data Update

Status ⇅

Pending Data Update

Note: ARM will re-direct you to the Commodity Page. On the Commodity Page you will find a new breadcrumb link on the top of the page named Entry Updates.

● Entry   ● Entry Updates   ● Inspection   ● Commodity   ● RBS Calculation

Commodity

Event ID: FLORL23080018

1 Commodity Master Table

All ⌄ records per page

⇅		CFN	⇅	Producer	⇅
☐ **Select All**					
☐ ⚠ Echeveria sp. - Echeveria sp. (PM)					

2	Click on Entry Updates breadcrumb link. **Note:** ARM will re-direct you to the Entry Updates Page.
3	Confirm updates.
4	Continue the clearance process.

The Entry Updates Page has 4 panels with the following headings:

1. **Changes** – This panel displays updates to the original submission that ARM processed into the inspection record.
2. **Additions** – This panel displays commodities added by the filer/trade since the original submission.
3. **Removals** – This panel displays commodities deleted by the filer/trade since the original submission.
4. **Ignored Updates** – This panel displays updates to the original submission that ARM refused to process into the inspection record.

ARM will allow changes/updates from filer/trade to an entry depending on its status. Changes will be ignored when:

- The event has been cleared or completed.
- An Emergency Action Notification (EAN) has been issued.
- A Diagnostic Request (DR) has been submitted.
- ARM user manually changes or update any field(s) in ARM.