User Guide: Claim a Plant Inspection Station (PIS) Inspection Record

Purpose: This user guide describes how to claim an inspection record for a shipment at your location, that is not appearing in your location's workspace. Then you can perform the inspection of the record in your location. The following content is covered in this user guide:
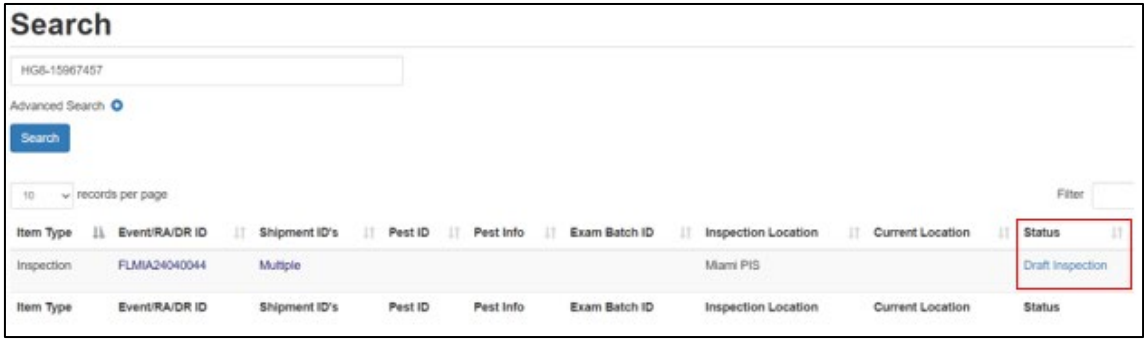
1. Claim an Inspection Record.

Note:

   • "Claim Inspection" is necessary **only** when the Customs Entry Number (CEN) **is not appearing** in your active workspace.
   • **Do not** use the "Claim Inspection" unless the shipment has arrived at your location.
   • "Claim Inspection" **is available only** when an inspection is in **"Draft Inspection"** status.
   • If another **user has already started** working on the record, ARM will prevent anyone else from claiming it.
   • We advise working on the record created via APHIS Core Message Set and not creating a new record.

1. Claim an Inspection Record

When a shipment arrives at your location, but the CEN does not appear in your location's workspace ARM now provides the ability to Claim an Inspection Record. Then you can continue the clearance of that record in your location.

Refer to the table below to claim an Inspection Record in the PIS Workspace:

STEP	ACTION
1	Locate the Customs Entry Number (CEN) from your workspace. <table><tr><td>**IF THE CEN IS:**</td><td>**THEN:**</td></tr><tr><td>Found</td><td>Continue with the clearance process.</td></tr><tr><td>Not Found</td><td>Go to Step 2.</td></tr></table>

STEP	ACTION
2	Enter the CEN into the Search Events box in the upper right corner of the workspace then click the magnifying glass icon. **Note:** Ensure you enter the full CEN for the search, as partial entries may pull up multiple matches and the record needs to be in the "Draft Inspection" Status.
3	Click Draft Inspection on the Status column at the far right on the Search page.
4	Click on the Claim Inspection button on the Inspection Information page. **Note:** After clicking on the Claim Inspection tab, the Inspection record will now appear in your workspace, and you may continue the clearance process.