



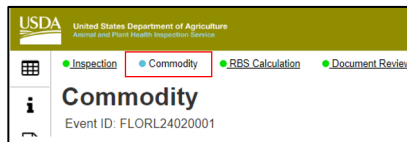
User Guide: Entering Data for Commodity Page in PIS ARM Workspace

Purpose: This user guide describes accessing and entering information in the Commodity Page for records that **were not initiated by a filer via the APHIS Core Message Set**. The following areas are covered in this user guide:

1. Access Commodity page
2. Enter Commodity Information
3. Update or Delete Commodity Information

1. Access Commodity Page

There are two ways to access the Commodity page from the Inspection Information page after creating a record.



1. Click on the Breadcrumb link [Commodity](#) which is at the top of the page.

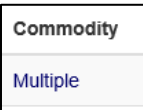
or

2. Click on the Commodity Tab [Commodity](#) which is on the bottom right side of the page.

There are other ways to access the Commodity Page from the Main Workspace. Users can click on the commodity listed on the Inspection's Commodity Column.

Date Of Arrival	Date In Station	Pathway	Event ID	Shipment ID	Commodity	Quantity
01/29/2024	01/29/2024	Express Carrier	FLORL24010055	ITN:EE200405301TH	Multiple	Multiple
01/29/2024	01/26/2024	Air Cargo	FLORL24010048	Multiple	Calathea sp. - Calathea sp. (PM)	22960 Plant Units
01/30/2024	01/30/2024	Express Carrier	FLORL24010056	ITN:EE200405292TH	Multiple	Multiple
01/31/2024	01/31/2024	Express Carrier	FLORL24020001	Multiple	Multiple	Multiple
02/01/2024	02/02/2024	Air Cargo	FLORL24020003	Multiple	Philodendron sp. - Philodendron sp. (PM)	21000 Plant Units
02/02/2024	02/05/2024	Air Cargo	FLORL24020007	Multiple	Tillandsia juncifolia - Tillandsia juncifolia (PM)	2500 Plant Units


When there are multiple commodities in a record, users will see “Multiple” under the Commodity

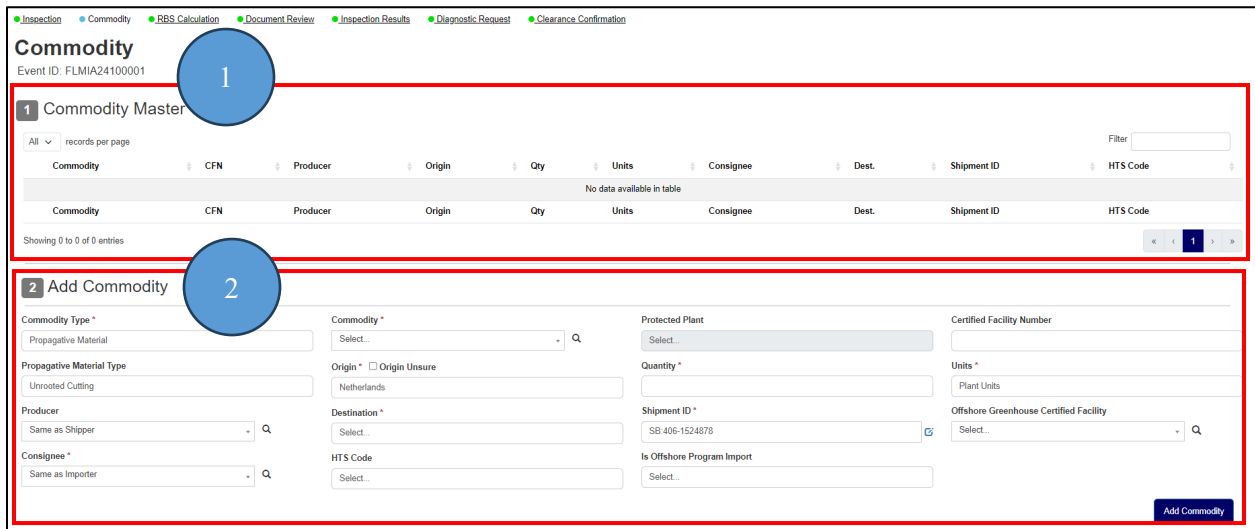
column . Click on “Multiple” to access the Commodity Page as well.

2. Enter Commodity Information

This page consists of two Headings:

a- Heading Number 1 - 

b- Heading Number 2 - 




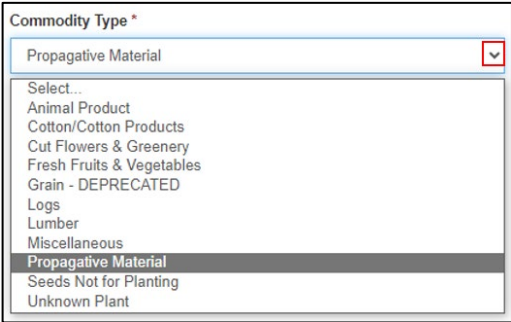

The screenshot shows the 'Commodity' page for Event ID: FLMIA24100001. It features two main sections:

- 1 Commodities Master Table:** A table with columns: Commodity, CFN, Producer, Origin, Qty, Units, Consignee, Dest., Shipment ID, and HTS Code. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.
- 2 Add Commodity:** A form with various input fields, including:
 - Commodity Type * (Propagative Material)
 - Propagative Material Type (Unrooted Cutting)
 - Producer (Same as Shipper)
 - Consignee * (Same as Importer)
 - Commodity * (Select...)
 - Origin * (Origin Unsure, Netherlands)
 - Destination * (Select...)
 - HTS Code (Select...)
 - Protected Plant (Select...)
 - Quantity *
 - Shipment ID * (SB 406-1524878)
 - Is Offshore Program Import (Select...)
 - Certified Facility Number
 - Units * (Plant Units)
 - Offshore Greenhouse Certified Facility (Select...)

The commodity information will be entered in Heading Number 2. Once the information is added by the user, it will show on Heading Number 1.

Note:

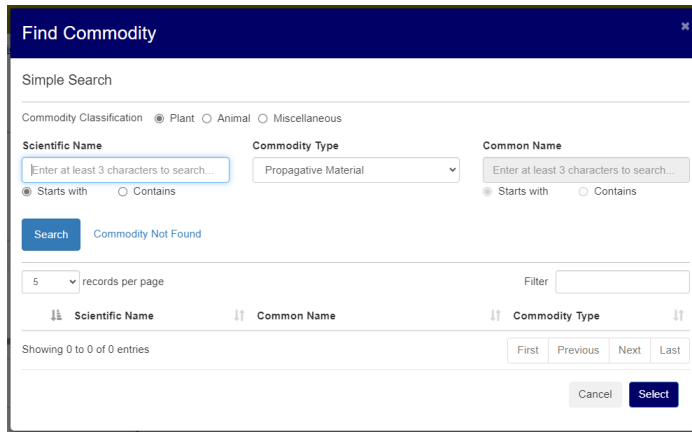
All required fields will show a red asterisk.  Users must enter information in these fields. To learn how to enter commodity information on the commodity page, refer to the table below:

Step	Action						
1	<p>Commodity Type defaults to Propagative Material. If not, select Propagative Material.</p> 						
2	<p>Select a Commodity from the drop-down list.</p>  <p>Note: Users may select from the dropdown list or search for commodities.</p> <table border="1" data-bbox="298 989 1386 1245"> <thead> <tr> <th data-bbox="298 989 732 1052">IF:</th> <th data-bbox="732 989 1386 1052">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="298 1052 732 1150"><u>Not</u> on the dropdown list</td> <td data-bbox="732 1052 1386 1150">Go to Step 3A.</td> </tr> <tr> <td data-bbox="298 1150 732 1245">On the dropdown list;</td> <td data-bbox="732 1150 1386 1245">Go to Step 4.</td> </tr> </tbody> </table>	IF:	THEN:	<u>Not</u> on the dropdown list	Go to Step 3A.	On the dropdown list;	Go to Step 4.
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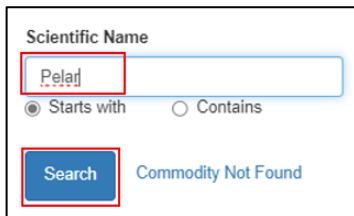
3A Click on the search icon.



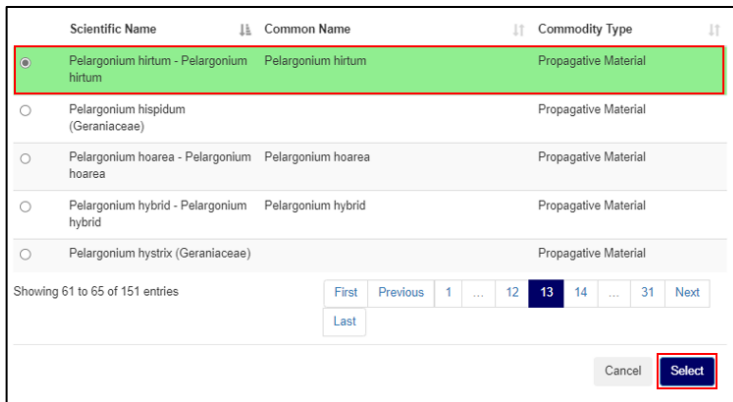
Note: A new window will appear that will allow you to search for a commodity.



3B Enter at least three characters of a commodity. Click on Search.



3C Select a commodity and click on Select.



4	<p>Select a Protected Plant status.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF:</th> <th style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p>CITES Material</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Select the correct Appendix if needed.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Protected Plant</p> <div style="border: 1px solid gray; padding: 2px;"> <p>CITES II ▼</p> </div> <div style="border: 1px solid gray; padding: 2px;"> <p>Select...</p> <p>CITES Exempt</p> <p>CITES I</p> <p style="background-color: #cccccc;">CITES II</p> <p>CITES III</p> <p>ESA-E</p> <p>ESA-T</p> </div> </div> <p>2. Go to Step 5.</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Not CITES Material</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>Go to Step 5.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Protected Plant</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Select... ▼</p> </div> </div> </td> </tr> </tbody> </table>	IF:	THEN:	<p>CITES Material</p>	<p>1. Select the correct Appendix if needed.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Protected Plant</p> <div style="border: 1px solid gray; padding: 2px;"> <p>CITES II ▼</p> </div> <div style="border: 1px solid gray; padding: 2px;"> <p>Select...</p> <p>CITES Exempt</p> <p>CITES I</p> <p style="background-color: #cccccc;">CITES II</p> <p>CITES III</p> <p>ESA-E</p> <p>ESA-T</p> </div> </div> <p>2. Go to Step 5.</p>	<p>Not CITES Material</p>	<p>Go to Step 5.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Protected Plant</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Select... ▼</p> </div> </div>
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Note: This is a non-required field. **SKIP** this step if needed.

| 5 | Enter Certified Facility Number. **Certified Facility Number** **Note:** This is a non-required field. **SKIP** this step if needed. |
| 6 | Select a Propagative Material Type. Propagative Material Type Select... ▼ Select... Budwood/Graftwood (scion) Bulb, Corm, Rhizome, Tuberous Stem Embedded Seed Meristem or Callus Tissue Culture (micropropagated/in vitro culture) N/A Root cutting, crown, or clump, Tuberous Root Rooted Cutting (including air layer) Rooted Plant (including grafted) Seed Unrooted Cutting Unrooted Plant **Note:** This is a non-required field. **SKIP** this step if needed. |

7	<p>Select an Origin.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">IF:</th> <th style="text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Known</td> <td> <p>1. Select a Country from the Origin dropdown list.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Origin * <input type="checkbox"/> Origin Unsure</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Select...</div> <div style="border: 1px solid red; padding: 2px;">▼</div> <div style="border-left: 1px solid #ccc; padding-left: 5px; margin-left: 5px;"> <p>Select...</p> <p>Afghanistan</p> <p>Aland Islands</p> <p>Albania</p> <p>Algeria</p> <p>American Samoa</p> <p>Andorra</p> <p>Angola</p> <p>Anguilla</p> <p>Antarctica</p> <p>Antigua and Barbuda</p> <p>Argentina</p> <p>Armenia</p> <p>Aruba</p> <p>Australia</p> <p>Austria</p> <p>Azerbaijan</p> <p>Bahamas</p> </div> </div> </div> <p>2. Go to Step 8.</p> </td> </tr> <tr> <td style="vertical-align: top;">Not known</td> <td> <p>1. Click on the Origin Unsure checkbox.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Origin * <input type="checkbox"/> Origin Unsure</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">Select...</div> </div> <p>2. Go to Step 8.</p> </td> </tr> </tbody> </table> <p>Note: If a value was entered or selected on the previous page, the information will auto-populate and you can SKIP this step.</p>	IF:	THEN:	Known	<p>1. Select a Country from the Origin dropdown list.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Origin * <input type="checkbox"/> Origin Unsure</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Select...</div> <div style="border: 1px solid red; padding: 2px;">▼</div> <div style="border-left: 1px solid #ccc; padding-left: 5px; margin-left: 5px;"> <p>Select...</p> <p>Afghanistan</p> <p>Aland Islands</p> <p>Albania</p> <p>Algeria</p> <p>American Samoa</p> <p>Andorra</p> <p>Angola</p> <p>Anguilla</p> <p>Antarctica</p> <p>Antigua and Barbuda</p> <p>Argentina</p> <p>Armenia</p> <p>Aruba</p> <p>Australia</p> <p>Austria</p> <p>Azerbaijan</p> <p>Bahamas</p> </div> </div> </div> <p>2. Go to Step 8.</p>	Not known	<p>1. Click on the Origin Unsure checkbox.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Origin * <input type="checkbox"/> Origin Unsure</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">Select...</div> </div> <p>2. Go to Step 8.</p>
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8	<p>Enter a Quantity.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Quantity *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <div style="flex-grow: 1;">4578</div> <div style="border-left: 1px solid #ccc; padding-left: 5px;">×</div> </div> </div>						

<p>9</p>	<p>Select Units.</p> <div data-bbox="295 285 812 449"> </div> <p>Note: For Propagative Material, the Units will default to Kilograms or Plant Units. Select according to the PPQ Policy for Propagative Material Type.</p>						
<p>10</p>	<table border="1"> <thead> <tr> <th data-bbox="295 651 730 714">IF:</th> <th data-bbox="730 651 1386 714">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="295 714 730 1146"> <p>Not on the dropdown list</p> </td> <td data-bbox="730 714 1386 1146"> <p>1. Click on Search.</p> <div data-bbox="756 789 1230 873"> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. Go to Step 11 after adding a producer.</p> </td> </tr> <tr> <td data-bbox="295 1146 730 1402"> <p>On the dropdown list;</p> </td> <td data-bbox="730 1146 1386 1402"> <p>1. Select a Producer.</p> <div data-bbox="748 1209 1243 1293"> </div> <p>2. Go to Step 11.</p> </td> </tr> </tbody> </table> <p>Note: If a value was entered or selected on the previous page, the information will auto-populate, and you can SKIP this step if needed.</p>	IF:	THEN:	<p>Not on the dropdown list</p>	<p>1. Click on Search.</p> <div data-bbox="756 789 1230 873"> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. Go to Step 11 after adding a producer.</p>	<p>On the dropdown list;</p>	<p>1. Select a Producer.</p> <div data-bbox="748 1209 1243 1293"> </div> <p>2. Go to Step 11.</p>
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11	<p>Select a Destination.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Destination *</p> <div style="display: flex; align-items: center;"> <input style="width: 150px; border: 1px solid gray; padding: 2px 5px;" type="text" value="Select..."/> <div style="margin-left: 5px; border: 1px solid red; padding: 2px;">▼</div> <div style="margin-left: 5px; border: 1px solid gray; padding: 2px;"> <p style="background-color: #0070C0; color: white; padding: 2px;">Select</p> <p>Alabama</p> <p>Alaska</p> <p>American Samoa</p> <p>Arizona</p> <p>Arkansas</p> <p>California</p> <p>Colorado</p> <p>Connecticut</p> <p>Delaware</p> <p>District of Columbia</p> <p>Florida</p> <p>Georgia</p> <p>Guam</p> <p>Hawaii</p> </div> </div> </div>						
12	<p>Enter a Shipment ID.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF:</th> <th style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><u>Not</u> entered on the previous page</td> <td style="padding: 5px;">Go to Step 13A.</td> </tr> <tr> <td style="padding: 5px;">Entered on the previous page</td> <td style="padding: 5px;"> <p>1. Select Shipment ID from the dropdown list.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="font-size: small; margin: 0;">Shipment ID</p> <div style="display: flex; align-items: center;"> <input style="width: 100px; border: 1px solid gray; padding: 2px 5px;" type="text" value="Select..."/> <div style="margin-left: 5px; border: 1px solid red; padding: 2px;">▼</div> <div style="margin-left: 5px; font-size: x-small; color: #0070C0;">🔗</div> </div> </div> <p style="font-size: small; margin-top: 10px;">Note: This field will auto-populate from the previous page. If multiple Shipment IDs were entered, you will select from the dropdown list.</p> <p>2. Go to Step 14.</p> </td> </tr> </tbody> </table> <p style="margin-top: 20px;">Note: This is a non-required field. SKIP this step if needed.</p>	IF:	THEN:	<u>Not</u> entered on the previous page	Go to Step 13A.	Entered on the previous page	<p>1. Select Shipment ID from the dropdown list.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="font-size: small; margin: 0;">Shipment ID</p> <div style="display: flex; align-items: center;"> <input style="width: 100px; border: 1px solid gray; padding: 2px 5px;" type="text" value="Select..."/> <div style="margin-left: 5px; border: 1px solid red; padding: 2px;">▼</div> <div style="margin-left: 5px; font-size: x-small; color: #0070C0;">🔗</div> </div> </div> <p style="font-size: small; margin-top: 10px;">Note: This field will auto-populate from the previous page. If multiple Shipment IDs were entered, you will select from the dropdown list.</p> <p>2. Go to Step 14.</p>
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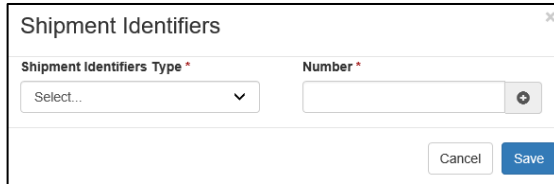
13A

Click on the Pencil Icon



A screenshot of a web form element titled "Shipment ID". It features a dropdown menu with the text "Select..." and a downward arrow. To the right of the dropdown is a small blue pencil icon, which is highlighted by a red rectangular box.

Note: A new window will appear that will allow you to enter the Shipment ID(s).



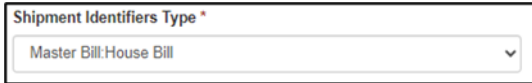


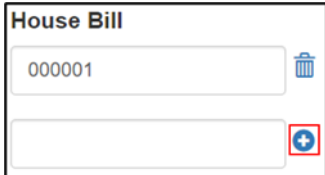


A screenshot of a dialog box titled "Shipment Identifiers". It contains two input fields: "Shipment Identifiers Type" with a dropdown menu showing "Select..." and "Number" with a text input field. Below these fields are "Cancel" and "Save" buttons. The dialog box has a close button (X) in the top right corner.

13B Select a Shipment Identifier Type.



Note: Some Shipment Identifiers Numbers might have a specific format. **If so**, a warning message will show ~~with~~ the correct format. See example below;

Note: Some Shipment identifiers have a unique format. These are the different formats for the most used shipment identifiers in ARM:

- 1- **Simple Bill (Airway bill/Bill of Lading)- xxx-nnnn** 3 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits. This can vary depending on the selected pathway.
Example: On a Sea Cargo Shipment, the format will be 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits: **xxxx-nnnn**.
- 2- **Customs Entry Number- xxx-nnnnnnnnn** 3 alphanumeric digits followed by a dash (-) and 8 alphanumeric digits.
- 3- **Container Number- XXXXnnnnnnnn**, 4 upper case characters followed by exactly 7 digits. There is no hyphen (-) in between.
- 4- **Master Bill: House Bill- xxx-nnnn** 3 alphanumeric digits followed by a dash (-) and 4 alphanumeric digits. This can vary depending on the selected pathway.
Example: On a Sea Cargo Shipment, the format will be 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits: **xxxx-nnnn**.

	<table border="1"> <thead> <tr> <th style="background-color: #cccccc;">IF:</th> <th style="background-color: #cccccc;">THEN:</th> </tr> </thead> <tbody> <tr> <td>Adding a Master Bill: House Bill</td> <td>Go to Step 13C.</td> </tr> <tr> <td>Not adding a Master Bill: House Bill</td> <td>Go to Step 13F.</td> </tr> </tbody> </table>	IF:	THEN:	Adding a Master Bill: House Bill	Go to Step 13C.	Not adding a Master Bill: House Bill	Go to Step 13F.
IF:	THEN:						
Adding a Master Bill: House Bill	Go to Step 13C.						
Not adding a Master Bill: House Bill	Go to Step 13F.						
13C	Select Master Bill: House Bill Shipment identifier. 						
13D	Enter the number following the format previously provided. Click on the plus icon. 						
13E	Type the House bill number and then click on the plus icon.  <p>Note: Repeat this step for any other House bills to be entered if needed.</p> 						
13F	Enter a Number. 						
13G	Click on Save. 						

14	<p>Select an Offshore Greenhouse Certified Facility.</p> <div data-bbox="297 285 885 380" style="border: 1px solid black; padding: 5px;"> Offshore Greenhouse Certified Facility Select... Q </div> <p>Note: ARM will display a ▶▶ fast-forward symbol to the left of the commodity name to flag that the commodity is from an Offshore Greenhouse Certified Facility Program. SKIP this step if needed. For more information about the Offshore Program List, go to the facility section in ACIR Facility Search.</p>						
15	<p>Select a Consignee.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF:</th> <th style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><u>Not</u> on the dropdown list</td> <td style="padding: 5px;"> 1. Click on Search. <div data-bbox="748 831 1297 930" style="border: 1px solid black; padding: 5px;"> Consignee * Select... Q </div> 2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM. 3. Go to Step 16 after adding a Consignee. </td> </tr> <tr> <td style="padding: 5px;">On the dropdown list</td> <td style="padding: 5px;"> 1. Select a Consignee. <div data-bbox="756 1184 1317 1287" style="border: 1px solid black; padding: 5px;"> Consignee * Select... Q </div> 2. Go to Step 16. </td> </tr> </tbody> </table> <p>Note: If a value was entered or selected on previous pages, the user may use any of the “Same as” options, and the information will auto-populate.</p>	IF:	THEN:	<u>Not</u> on the dropdown list	1. Click on Search. <div data-bbox="748 831 1297 930" style="border: 1px solid black; padding: 5px;"> Consignee * Select... Q </div> 2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM . 3. Go to Step 16 after adding a Consignee.	On the dropdown list	1. Select a Consignee. <div data-bbox="756 1184 1317 1287" style="border: 1px solid black; padding: 5px;"> Consignee * Select... Q </div> 2. Go to Step 16 .
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On the dropdown list	1. Select a Consignee. <div data-bbox="756 1184 1317 1287" style="border: 1px solid black; padding: 5px;"> Consignee * Select... Q </div> 2. Go to Step 16 .						
16	<p>Select an HTS Code.</p> <div data-bbox="297 1570 927 1669" style="border: 1px solid black; padding: 5px;"> HTS Code Select... v </div> <p>Note: This is a non-required field. SKIP this step if needed.</p>						

<p>17</p>	<p>Select if the commodity is being imported from an Offshore Program.</p> <div data-bbox="295 285 987 499" style="border: 1px solid black; padding: 5px;"> <p>Is Offshore Program Import</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Select...</p> <p style="background-color: #0056b3; color: white; padding: 2px;">Select...</p> <p>Yes</p> <p>No</p> </div> </div> <p style="text-align: center;">  </p> <p>Note: ARM will display a  globe symbol to the left of the commodity name to flag that the commodity is from an Offshore Program. This is a non-required field. SKIP this step if needed. For more information about the Offshore Program List, go to the facility section in ACIR Facility Search.</p>
<p>18</p>	<p>Click on Add Commodity.</p> <div data-bbox="295 793 532 884" style="border: 1px solid black; padding: 5px; text-align: center;"> <p style="background-color: #0056b3; color: white; padding: 5px 15px;">Add Commodity</p> </div>

Note: After one commodity is added, most of the fields will remain with the values previously entered. If users need to add more commodities, update the fields as needed, and then click on Add Commodity.

3. Update or Delete Commodity Information

Once a commodity has been added and appears under the Commodity Master Table, users can update or delete the information if needed. When users click on the commodity, the row will turn green and two additional tabs will show on the screen.

Commodity
Event ID: FLMIAZ4100001

1 Commodity Master Table

All records per page Filter

Commodity	CFN	Producer	Origin	Qty	Units	Consignee	Dest.	Shipment ID	HTS Code
Pelargonium sp. - Pelargonium sp. (PM)	524102121	Dummen Orange The Netherlands B.V. PS De Lier	Netherlands	500	Plant Units	Aaron Huck, Rochester, NY	New York	SB: 406-1524878	

Showing 1 to 1 of 1 entry

2 Add Commodity

Commodity Type *

Propagative Material Type

Producer *

Consignee *

Commodity *

Origin * Origin Unsure

Destination *

HTS Code

Protected Plant

Quantity *

Shipment ID *

Is Offshore Program Import

Certified Facility Number

Units *

Offshore Greenhouse Certified Facility

Users will update any information in the fields or delete the commodity.



To update or delete a commodity already entered, refer to the table below.

IF:	THEN:
Updating a commodity	<ol style="list-style-type: none"> 1. Click on the Commodity on Heading Number 1. 2. Review information and update fields. 3. Click on Update Commodity.
Deleting a commodity	<ol style="list-style-type: none"> 1. Click on the Commodity on Heading Number 1. 2. Click on Delete Commodity.

Note: After following the steps above, if you still are having issues updating or deleting a commodity, please contact the ARM Help Desk for guidance.