



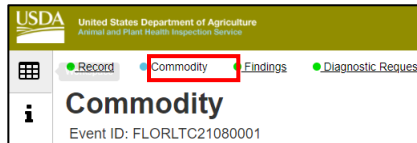
User Guide: Entering Data for Commodity Page in SITC ARM Workspace

Purpose: This user guide describes how to access and enter information on the Commodity Page. The following areas (with the corresponding number on the image) are covered in this user guide:

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

1. Access Commodity Page

There are two ways to access the Commodity page from the Record Information page after a record is created.



1. Click on the Breadcrumb link which is located on the top right side of the page.

2. Click on the Commodity Tab which is located 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 Record's Commodity Column.

Orlando SITC: SITC Officer Workspace

Records [New](#)

5 records per page Filter

	Interception Date	Finding Date	Pathway	Event ID	Commodity
+	06/24/2021	06/24/2021	SITC Commerce Site	FLORLTC21060001	Artware/Craft/Handicraft (MC)
+	06/29/2021	06/29/2021	SITC Commerce Site	FLORLTC21060002	Unknown Seeds - Unknown Seeds (UP)
+	07/26/2021	07/26/2021	SITC Commerce Site	FLORLTC21070001	Artware/Craft/Handicraft (MC)
+	08/12/2021	08/12/2021	SITC Express Courier	FLORLTC21080001	Multiple

When there are multiple commodities on a record; users will see “Multiple” under the

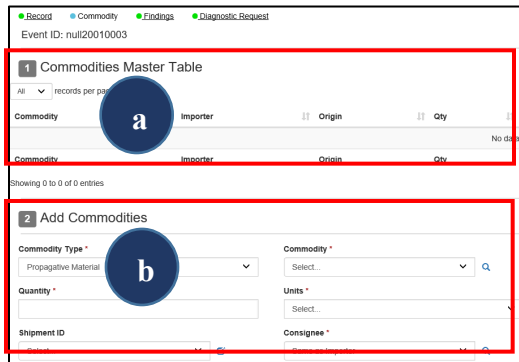
commodity column  instead. Click on “Multiple” to access the Commodity Page as well.

2. Enter Commodity Information

This page consists of two Headings:

a- Heading number 1 - 1 Commodities Master Table

b- Heading number 2 - 2 Add Commodities



The commodity information will be entered on 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 * on. 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>Click on the Commodity Type dropdown and select an option on Heading 2: Add Commodity.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <p>Note: This field will default to Propagative Material. Refer to the different Handouts available for Animal Products, Miscellaneous, Seeds not for Planting, and Unknown Plants for reference on the values available on ARM for these Commodity Types.</p>

Step	Action						
2	<p>Select a Commodity from the drop-down list.</p> <div data-bbox="297 327 721 426" style="border: 1px solid black; padding: 5px;"> <p>Commodity *</p> <p>Select... ▼ </p> </div> <p>Note: Users may select from the dropdown or search for commodities.</p> <table border="1" data-bbox="297 548 1401 804"> <thead> <tr> <th data-bbox="303 548 740 606">IF THE COMMODITY IS:</th> <th data-bbox="740 548 1395 606">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="303 606 740 707"><u>Not</u> on the dropdown list</td> <td data-bbox="740 606 1395 707">Go to Step 3A.</td> </tr> <tr> <td data-bbox="303 707 740 804">On the dropdown list;</td> <td data-bbox="740 707 1395 804">Go to Step 4.</td> </tr> </tbody> </table>	IF THE COMMODITY IS:	THEN:	<u>Not</u> on the dropdown list	Go to Step 3A.	On the dropdown list;	Go to Step 4.
IF THE COMMODITY IS:	THEN:						
<u>Not</u> on the dropdown list	Go to Step 3A.						
On the dropdown list;	Go to Step 4.						
3A	<p>Click on the search Icon.</p> <div data-bbox="297 968 721 1066" style="border: 1px solid black; padding: 5px;"> <p>Commodity *</p> <p>Select... ▼ </p> </div> <p>Note: A new window will appear that will allow you to search for a commodity.</p> <div data-bbox="297 1192 854 1518" style="border: 1px solid black; padding: 5px;"> <p>Find Commodity</p> <p>Simple Search</p> <p>Commodity Classification <input checked="" type="radio"/> Plant <input type="radio"/> Animal <input type="radio"/> Miscellaneous</p> <p>Scientific Name <input type="text"/> Commodity Type <input type="text" value="Fresh Fruits & Vegetables"/> Common Name <input type="text" value="Enter at least 3 characters to search..."/></p> <p><input checked="" type="radio"/> Starts with <input type="radio"/> Contains <input checked="" type="radio"/> Starts with <input type="radio"/> Contains</p> <p><input type="button" value="Search"/> Commodity Not Found</p> <p>5 records per page <input type="text" value="Filter"/></p> <table border="1"> <thead> <tr> <th>Scientific Name</th> <th>Commodity Type</th> <th>Common Name</th> </tr> </thead> <tbody> <tr> <td colspan="3">Showing 0 to 0 of 0 entries</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/></p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Select"/></p> </div>	Scientific Name	Commodity Type	Common Name	Showing 0 to 0 of 0 entries		
Scientific Name	Commodity Type	Common Name					
Showing 0 to 0 of 0 entries							

3B	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">IF SEARCHING FOR:</th> <th style="text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Animal Products</td> <td> <p>1. Click on the Animal Product radio button on Commodity Classification.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Simple Search</p> <p>Commodity Classification <input type="radio"/> Plant/Organism <input checked="" type="radio"/> Animal Product <input type="radio"/> Miscellaneous</p> </div> <p>Note: Refer to SITC's Handout for Animal Products for reference on commodities available in ARM for this Commodity Type.</p> <p>2. Go to Step 3C.</p> </td> </tr> <tr> <td style="vertical-align: top;">Miscellaneous Products</td> <td> <p>1. Click on the Miscellaneous radio button on Commodity Classification.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Simple Search</p> <p>Commodity Classification <input type="radio"/> Plant/Organism <input type="radio"/> Animal Product <input checked="" type="radio"/> Miscellaneous</p> </div> <p>Note: Refer to SITC's Handout for Miscellaneous Products for reference on commodities available in ARM for this Commodity Type. Also, for Live Insects/Plant Pathogens and Snails/Mollusks use the plant/organism radio button on Commodity Classification</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Simple Search</p> <p>Commodity Classification <input checked="" type="radio"/> Plant/Organism <input type="radio"/> Animal Product <input type="radio"/> Miscellaneous</p> </div> <p>2. Go to Step 3C.</p> </td> </tr> <tr> <td style="vertical-align: top;">Any other commodity types</td> <td> <p>Go to Step 3C.</p> </td> </tr> </tbody> </table>	IF SEARCHING FOR:	THEN:	Animal Products	<p>1. Click on the Animal Product radio button on Commodity Classification.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Simple Search</p> <p>Commodity Classification <input type="radio"/> Plant/Organism <input checked="" type="radio"/> Animal Product <input type="radio"/> Miscellaneous</p> </div> <p>Note: Refer to SITC's Handout for Animal Products for reference on commodities available in ARM for this Commodity Type.</p> <p>2. Go to Step 3C.</p>	Miscellaneous Products	<p>1. Click on the Miscellaneous radio button on Commodity Classification.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Simple Search</p> <p>Commodity Classification <input type="radio"/> Plant/Organism <input type="radio"/> Animal Product <input checked="" type="radio"/> Miscellaneous</p> </div> <p>Note: Refer to SITC's Handout for Miscellaneous Products for reference on commodities available in ARM for this Commodity Type. Also, for Live Insects/Plant Pathogens and Snails/Mollusks use the plant/organism radio button on Commodity Classification</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Simple Search</p> <p>Commodity Classification <input checked="" type="radio"/> Plant/Organism <input type="radio"/> Animal Product <input type="radio"/> Miscellaneous</p> </div> <p>2. Go to Step 3C.</p>	Any other commodity types	<p>Go to Step 3C.</p>
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Any other commodity types	<p>Go to Step 3C.</p>								

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

Scientific Name

Starts with Contains

Search

Note: ONLY for Fresh Fruits and Vegetables you will be able to search commodities by common name.

<p>Scientific Name</p> <input style="width: 95%; border: 1px solid gray;" type="text" value="Enter at least 3 characters to search..."/> <p> <input checked="" type="radio"/> Starts with <input type="radio"/> Contains </p>	<p>Commodity Type</p> <div style="border: 1px solid blue; padding: 2px; display: inline-block;">Fresh Fruits & Vegetables ▼</div>	<p>Common Name</p> <input style="width: 95%; border: 1px solid gray;" type="text" value="Enter at least 3 characters to search..."/> <p> <input checked="" type="radio"/> Starts with <input type="radio"/> Contains </p>
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3D Select a commodity; Click on Select.

Scientific Name	Commodity Type	Common Name
<input type="radio"/> Citharexylum sp.	Propagative Material	Citharexylum sp.
<input type="radio"/> Citrofortunella microcarpa	Propagative Material	Citrofortunella microcarpa
<input checked="" type="radio"/> Citronella sp.	Propagative Material	Citronella sp.
<input type="radio"/> Citrullus amarus	Propagative Material	Citrullus lanatus var. Citroides
<input type="radio"/> Citrullus lanatus	Propagative Material	Citrullus lanatus

Showing 1 to 5 of 151 entries

First Previous 1 2 3 4 5 ... 31 Next Last

Cancel
Select

4 Enter a Commodity Description.

Commodity Description

Note: This is a non-required field. Any information entered in this field will also appear on the EAN. **SKIP** this step if needed.

<p>5</p>	<p>Select an Origin.</p> <table border="1" data-bbox="302 289 1279 1024"> <thead> <tr> <th data-bbox="302 289 691 348">IF THE ORIGIN IS:</th> <th data-bbox="691 289 1279 348">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="302 348 691 884"> <p>Known</p> </td> <td data-bbox="691 348 1279 884"> <p>1. Select a Country from the Origin dropdown list.</p> <div data-bbox="704 447 1268 772"> </div> <p>2. Go to Step 6.</p> </td> </tr> <tr> <td data-bbox="302 884 691 1024"> <p><u>Not</u> known</p> </td> <td data-bbox="691 884 1279 1024"> <p>1. Click on the Origin Unsure checkbox.</p> <p>2. Go to Step 6.</p> </td> </tr> </tbody> </table>	IF THE ORIGIN IS:	THEN:	<p>Known</p>	<p>1. Select a Country from the Origin dropdown list.</p> <div data-bbox="704 447 1268 772"> </div> <p>2. Go to Step 6.</p>	<p><u>Not</u> known</p>	<p>1. Click on the Origin Unsure checkbox.</p> <p>2. Go to Step 6.</p>
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<p><u>Not</u> known</p>	<p>1. Click on the Origin Unsure checkbox.</p> <p>2. Go to Step 6.</p>						
<p>6</p>	<p>Enter a Quantity.</p> <div data-bbox="298 1169 750 1285"> </div>						
<p>7</p>	<p>Select Units.</p> <div data-bbox="298 1417 750 1535"> </div> <p>Note: Units will default according to the selected Commodity Type.</p>						

8	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">IF THE IMPORTER IS:</th> <th style="text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p><u>Not</u> on the dropdown list</p> </td> <td style="vertical-align: top;"> <p>1. Click on Search.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Importer *</p> <div style="border: 1px solid gray; padding: 2px;"> Katie Craft's LLC., Linden, NJ ▼ Q </div> </div> <p>2. Refer to User Guide: Search, Add, and Update Trade Party information in ARM.</p> <p>3. Go to Step 9 after adding an importer.</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>On the dropdown list;</p> </td> <td style="vertical-align: top;"> <p>1. Select an Importer.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Importer *</p> <div style="border: 1px solid gray; padding: 2px;"> Katie Craft's LLC., Linden, NJ ▼ Q </div> </div> <p>2. Go to Step 9.</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 THE IMPORTER IS:	THEN:	<p><u>Not</u> on the dropdown list</p>	<p>1. Click on Search.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Importer *</p> <div style="border: 1px solid gray; padding: 2px;"> Katie Craft's LLC., Linden, NJ ▼ Q </div> </div> <p>2. Refer to User Guide: Search, Add, and Update Trade Party information in ARM.</p> <p>3. Go to Step 9 after adding an importer.</p>	<p>On the dropdown list;</p>	<p>1. Select an Importer.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Importer *</p> <div style="border: 1px solid gray; padding: 2px;"> Katie Craft's LLC., Linden, NJ ▼ Q </div> </div> <p>2. Go to Step 9.</p>
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9	<p>Select a Destination.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Destination *</p> <div style="border: 1px solid gray; padding: 2px;"> Select... ▼ </div> <ul style="list-style-type: none"> <li style="background-color: #0070C0; color: white; padding: 2px;">Select... Alabama Alaska American Samoa Arizona Arkansas California Colorado Connecticut Delaware District of Columbia Florida Georgia Guam Hawaii </div>						

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IF THE SHIPMENT ID WAS:	THEN:
<u>Not</u> entered on the previous page	Go to Step 11A.
Entered on the previous page	<p>1. Select Shipment ID from the dropdown list.</p> <div data-bbox="743 512 1117 617" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Shipment ID</p> <p>Select... ▼ </p> </div> <p>Note: This field will auto-populate from the previous page. If multiple Shipment IDs were entered, you will be able to select from the dropdown list.</p> <p>2. Go to Step 12.</p>

Note: This is a Non-Required Field. **SKIP** this step if needed.

11A

Click on the Pencil Icon

Shipment ID

Select... ▼

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

Shipment Identifiers x

Shipment Identifiers Type * Number *

Select... []

Cancel Save

11B	<p>Select a Shipment Identifier Type.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div> <p>Note: Some Shipment identifiers have a unique format. These are the different formats for the most used shipment identifiers in ARM:</p> <ol style="list-style-type: none"> 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-nnnnnnnn 3 alphanumeric digits followed by a dash (-) and 8 alphanumeric digits. 3- Container Number- XXXXnnnnnnn, 4 upper case characters followed by exactly 7 digits. 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" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <thead> <tr style="background-color: #cccccc;"> <th style="padding: 5px;">IF:</th> <th style="padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Adding a Master Bill:House Bill</td> <td style="padding: 5px;">Go to Step 11C.</td> </tr> <tr> <td style="padding: 5px;"><u>Not</u> adding a Master Bill:House Bill</td> <td style="padding: 5px;">Go to Step 11F.</td> </tr> </tbody> </table>	IF:	THEN:	Adding a Master Bill:House Bill	Go to Step 11C.	<u>Not</u> adding a Master Bill:House Bill	Go to Step 11F.
IF:	THEN:						
Adding a Master Bill:House Bill	Go to Step 11C.						
<u>Not</u> adding a Master Bill:House Bill	Go to Step 11F.						
11C	<p>Select Master Bill:House Bill Shipment identifier.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div>						
11D	<p>Enter the number following the format previously provided. Click on the plus icon.</p>						

	<div data-bbox="295 205 829 300" data-label="Form"> <p>Number</p> <input type="text" value="123-989966"/> + </div>
<p>11E</p>	<p>Type the House bill number and then click on the plus icon.</p> <div data-bbox="295 432 889 543" data-label="Form"> <p>Master Bill:House Bill House Bill</p> <input type="text" value="123-989966"/> 🗑️ <input type="text" value="1236456"/> × + </div> <p>Note: Repeat this step for any other House bills to be entered if needed.</p> <div data-bbox="295 678 651 867" data-label="Form"> <p>House Bill</p> <input type="text" value="789966"/> 🗑️ <input type="text"/> + </div>
<p>11F</p>	<p>Enter a Number.</p> <div data-bbox="295 1010 657 1094" data-label="Form"> <p>Number *</p> <input type="text" value="123-156959"/> × + </div>
<p>11G</p>	<p>Click on Save.</p>

12	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">IF THE CONSIGNEE IS:</th> <th style="text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p><u>Not</u> on the dropdown list</p> </td> <td style="vertical-align: top;"> <p>1. Click on Search.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Consignee *</p> <p>Same as Importer ▼ Q</p> </div> <p>2. Refer to User Guide: Search, Add, and Update Trade Party information in ARM.</p> <p>3. Go to Step 13 after adding a Consignee.</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>On the dropdown list;</p> </td> <td style="vertical-align: top;"> <p>1. Select a Consignee.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Consignee *</p> <p>Same as Importer ▼ Q</p> </div> <p>2. Go to Step 13.</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 THE CONSIGNEE IS:	THEN:	<p><u>Not</u> on the dropdown list</p>	<p>1. Click on Search.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Consignee *</p> <p>Same as Importer ▼ Q</p> </div> <p>2. Refer to User Guide: Search, Add, and Update Trade Party information in ARM.</p> <p>3. Go to Step 13 after adding a Consignee.</p>	<p>On the dropdown list;</p>	<p>1. Select a Consignee.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Consignee *</p> <p>Same as Importer ▼ Q</p> </div> <p>2. Go to Step 13.</p>
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13	Click on Add Commodity.						

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 click on Add Commodity.

3. Update and 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.

Users will have the option of updating any information on the fields or deleting 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. 2. Click on Delete Commodity.