



eShipPartner[®] Invoice User Guide

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eShipPartner® Invoice User Guide

Client - Minimum System Requirements

Hardware Requirements (PC)

- Scenario: Windows Forms and Windows Services
- Required Processor: Pentium III 1.5 GHz*
- Recommended Processor: Core 2 2GHz or faster
- Required RAM: 1GB
- Recommended RAM: 2GB or higher

Other Hardware

- Laser Printer or other high quality printers appropriate for printing bar codes (Local LPT1 or network accessible, for printing of documents).

Browser Requirements

- Microsoft® Internet Explorer 9.0 or above
- Cookies must be enabled
- Java Script must be enabled
- Security should allow download of signed Active X controls by prompt. Respond appropriately and allow all controls to download to allow for proper system function.
- Anti Virus software must also be configured to allow signed Active X controls to be executed on the machine. There are certain functions that utilize Active X. One such area is in Manage Products and the FDA Product Code Builder. If you require functionality you should disable your virus scan software, access the FDA Product Code builder to allow the Active X controls to load and then re-enable your virus scan. This is only necessary the first time you access the function.

Other Software

- Adobe Acrobat Reader. (See Deringer's website menu for a link to download if you currently do not have Adobe Acrobat Reader).



Registration Process

#	TASK (With Hints)	S-Screen	Access
1	Registering for eShipPartner® Application (Client)	S-Screen	<p>From Deringer's Corporate website, click on Customer Tools. On the left side of the screen under eShipPartner® select eShipPartner® and Access to eShipPartner®. (https://esp.andering.com)</p> <p>To register, click on the link to register on the left side of the screen. Fill in the requested information and click Register Now. Someone will contact you with instructions within 48 hours.</p>



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eShipPartner®

Confidential and Proprietary Information



Account Login

Login ID:

Password:

Remember Login

[→ sign-in](#)

[→ register](#)

Tracking

PAPS/SCN:

First time users must begin by registering

If this is your first visit and would like to use Deringer's online services, please select 'Register'.

If you would like to learn more about eShipPartner and how Deringer could help you with eShipPartner please email us at helpdesk@nderinger.com

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Register A New Account

Company Name:

City:

State:

Country:

First Name:

Last Name:

Email:

Phone:

Fax:

Your Contact Person at Deringer:

When adding an account number you must click the 'Add' button on the right in order to have this account included. You may add multiple accounts this way. Only accounts visible in the 'Accounts Added' box below will submit with this request.

Account Number: Preferred Account Name:

Accounts Added:

Carrier Code(ACE): Linked Carrier Code(ACI):

Carriers Added:

- Services Requested:
- eShipAnalytics (Statistical reporting, image retrieval)
 - eShipInvoice (Online invoice entry, parts management, Tracking)
 - eShipManifest (Online eManifest for Southbound entry)
 - eShipACI (Online ACI manifest entry for Northbound entry)
 - eShipRMA (Distribution Return Material Authorization)
 - eShipPP (Distribution Production Planning)
 - eShipConsol (Distribution Consolidation Services)
 - Carrier
 - Mobile App

Password:

Confirm Password:

[Register Now](#)

[Cancel Registration](#)

First time users must register. After clicking on the [register](#) link:

1. Fill in the blanks.
2. Select [Register Now](#).

Once Deringer receives the submission, a Deringer representative will contact you within 8 hours. To ensure information is properly updated in eShipPartner®, customers must work with a Deringer branch.



eShipPartner® Invoice User Guide

Signing-In

#	TASK (With Hints)	S-Screen	Access
1A	Accessing eShipPartner® Application (Client)	S-Screen	From Deringer's Corporate website, www.nderinger.com , click on Tools. On the left side of the screen select eShipPartner® Invoice, eManifest, & Analytics, and Access. (https://esp.nderinger.com) Enter the email address and password requested when registering.
1B	Accessing eShipPartner® Application (Deringer Employees)	S-Screen	Click on the eShipPartner® Portal option listed under IT then Customer Tools on Deringer's Intranet website. Deringer employees should place a Service Request to gain access to eShipPartner®.



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Confidential and Proprietary Information

Account Login

Tracking

Login ID: PAPS/SCN:

Password:

Remember Login

[sign-in](#)

[register](#)

If this is your first visit and would like to use Deringer's online services, please select 'Register'.

If you would like to learn more about eShipPartner and how Deringer could help you with eShipPartner please email us at helpdesk@nderinger.com

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eShipPartner® Invoice User Guide

eShipPartner® Invoice Main Screen

Once you have signed on, the following tabs will be listed at the top of the screen.

Welcome [mlevick!](#) [Terms of Use & Privacy Notice](#) [Change Password](#) [Logout](#)

DERINGER eShipPartner®
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Invoice eManifest Shipping Parties Products Account Analytics eDMS

Manage Invoice

Choose Importer: Deri... [Add New Invoice](#) [Copy Invoice](#) [Create eManifest](#) [Print Selected](#) Suppress Commodities

Export To Excel... [Information Window](#)

Drag a column header...

Action				Release Port	Entry #	Invoice Date	QTY	Submitted	SCAC			
Edit			<input type="checkbox"/>	Deringer Demo	K101819F6	ODF Change In Progress	Derby Line VT	System Generated	10/16/2019	1		VALR
Edit			<input type="checkbox"/>	Deringer Demo	K101819F5	In Progress	Derby Line VT	System Generated	10/16/2019	1		VALR
Edit			<input type="checkbox"/>	Deringer Demo	K101819F4	In Progress	Derby Line VT	System Generated	10/16/2019	1		VALR
Edit			<input type="checkbox"/>	Deringer Demo	K101819F3	In Progress	Derby Line VT	System Generated	10/16/2019	1		VALR

eShipPartner Applications:

Invoice: This allows a client to create invoices and file them with Deringer.

eManifest: This allows a client to create their eManifest for clearance

Shipping Parties: This allows a client to create and modify any shipping party or manufacturer. This is where shippers, buyers, and consignees are created and saved.

Products: This is where a client creates or modifies their product list and assigns tariff numbers, country of origin, manufacturer identification numbers, food and drug information, etc.

Account: This allows a client to manage their account, update user information and password.

Analytics: An interactive reporting tool that gives the user the ability to access reports and data regarding their shipments. Reference ESP Analytics how to for more details.

eDMS: This is where you would access reports that you ran in Analytics



eShipPartner® Invoice User Guide

Your contact info, default start page and password settings, can be accessed by clicking the "Account" selection in your blue navigation bar.

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Invoice eManifest Shipping Parties Products Account Analytics eDMS

User ID: 61 User Name:mlevick
Login Name:

Personal Information
First Name: Last Name:
Full Name:
Comment:

Contact Information
Email:
Phone: Fax:
City: State:
ZIP: Post Code:
Country: Division:

Other
Display Global Warehouse Customers:

Profile Importers

X Deringer Demo(CREN0T0001)

Profile SCACs

Default Start Page

Change Your Password
Password:
New Password:
Confirm New Password:

Callouts:
 - "You can keep your contact information up to date, here. Remember to click the save button below, to save your changes."
 - "You can set your desired 'default' page (the page you see when you first log in) by selecting in the drop down here. Remember to click save after making your changes."
 - "A user can change their current password at any time, here. Remember to click change password to save your new password."

Column headers:

You can personalize your invoice grid layout by clicking and dragging your column headers into the order that works best for you.

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Invoice eManifest Shipping Parties Products Account Analytics eDMS

Manage Invoice

Choose Importer: Suppress Commodities

Drag a column header here to group by that column

Action	Select	Importer	Invoice #	Status	Release Port	Entry #	Invoice Date	QTY	Submitted	SCAC
<input type="button" value="Edit"/>	<input type="checkbox"/>	Deringer Demo	K101619F6	ODF Change In Progress	Derby Line VT	System Generated	10/16/2019	1		VALR

Callout: "To change the order of the column headers, click on the column header, drag and drop it to reposition."

You can customize your window by clicking on to select optional grid items. Items come up in a column pop up window, like seen below and can be added to the grid by dragging the field to the column header. Don't forget to click "Save Grid Layout", your changes will revert back to the default the next time you log in.



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Invoice Shipping Parties Products Account Analytics eDMS

Manage Invoice

Choose Importer: [Add New Invoice](#) [Copy Invoice](#) [Print Selected](#) Suppress Commodities

[Export To Excel](#) [Clear Grid Layout](#) [Save Grid Layout](#) [Show Customization Window](#)

Drag a column header here to group by that column

	Action	Select	Importer	Invoice #	Cancel	Status	Release Port	Entry #
Edit			<input type="checkbox"/>	Deringer Demo	K101619F6		Derby Line VT	System Generated
Edit			<input type="checkbox"/>	Deringer Demo	K101619F5		Derby Line VT	System Generated
Edit			<input type="checkbox"/>	Deringer Demo	K101619F4		Derby Line VT	System Generated
Edit			<input type="checkbox"/>	Deringer Demo	K101619F3		Derby Line VT	System Generated

Click on "Show Customized Window" to select optional grid items.

Click on a Column Header from the pop up box, drag and drop it in the column row where you would like it.

Column Chooser

- # of ODFs
- BOL
- Buyer
- Carrier Description
- Container #



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Invoice eManifest Shipping Parties Products Account Analytics eDMS

Manage Invoice

Choose Importer: [Add New Invoice](#) [Copy Invoice](#) [Create eManifest](#) [Print Selected](#) Suppress Commodities

[Export To Excel](#) [Clear Grid Layout](#) [Save Grid Layout](#) [Show Customization Window](#)

Drag a column header here to group by that column

	Action	Select	Importer	Invoice #	Status	Release Port	Entry #	Invoice Date	QTY	Submitted	# of OC
Edit			<input type="checkbox"/>	Deringer Demo	K101619F6	ODF Change In Progress	Derby Line VT	System Generated	10/16/2019	1	
Edit			<input type="checkbox"/>	Deringer Demo	K101619F5	In Progress	Derby Line VT	System Generated	10/16/2019	1	
Edit			<input type="checkbox"/>	Deringer Demo	K101619F4	In Progress	Derby Line VT	System Generated	10/16/2019	1	
Edit			<input type="checkbox"/>	Deringer Demo	K101619F3	In Progress	Derby Line VT	System Generated	10/16/2019	1	
Edit			<input type="checkbox"/>	Deringer Demo	K101619F2	In Progress	Derby Line VT	System Generated	10/16/2019	1	
Edit			<input type="checkbox"/>	Deringer Demo	K101619F1	In Progress	Derby Line VT	System Generated	10/16/2019	1	
Edit			<input type="checkbox"/>	Deringer Demo	121234	ODF Change In Progress	Highgate VT	System Generated	10/16/2019	121234	
Edit			<input type="checkbox"/>	Deringer Demo	K101519E6	In Progress	Derby Line VT	System Generated	10/16/2019		
Edit			<input type="checkbox"/>	Deringer Demo		In Progress	Derby Line VT	55149512838	10/16/2019		
Edit			<input type="checkbox"/>	Deringer Demo		In Progress	Derby Line VT	System Generated	10/16/2019		

You can toggle between pages of shipments by clicking on the desired page hyperlink

To access the column headers to the right or left of your current "View", remember to use the scroll bar at the bottom

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eShipPartner® Invoice User Guide

All columns have filter and sort capability. You can change the type of filter to apply by clicking the key located at the top of each column. Then simply type in the input box the data you want to filter on.



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Invoice eManifest Shipping Parties Products Account Analytics eDMS

Manage Invoice

Choose Importer: [Add New Invoice](#) [Copy Invoice](#) [Create eManifest](#) [Print Selected](#) Suppress Commodities

[Export To Excel](#) [Clear Grid Layout](#) [Save Grid Layout](#) [Show Customization Window](#)

Drag a **The column header filter is a "fuzzy" field. Upon selecting the correct filter type, you can then type a full or partial item to search on**

	Invoice #	Status	Entry #	Release Port	Invoice Date	QTY	Submitted	# of OD
Edit	Deringer Demo K101619F6	In Progress	System Generated	Derby Line VT	10/16/2019	1		
Edit	Deringer Demo K101619F5			Derby Line VT	10/16/2019	1		
Edit	Deringer Demo K101619F4			Derby Line VT	10/16/2019	1		
Edit	Deringer Demo K101619F3			Derby Line VT	10/16/2019	1		
Edit	Deringer Demo K101619F2			Derby Line VT	10/16/2019	1		
Edit	Deringer Demo K101619F1			Derby Line VT	10/16/2019	1		

Set your filter type by clicking the key located next to the search box and selecting your desired type from the drop down. Setting the correct filter type ensures you return the desired results.

- Begins with
- Contains
- Doesn't contain
- Ends with
- Equals
- Doesn't equal
- Like ('%', '_')

Clicking on the column title will sort by the column, clicking the same title again will reverse the sort.

Invoice Date	Invoice Date
6/10/2008	10/4/2019
7/23/2008	10/4/2019
3/5/2009	9/30/2019
6/15/2009	9/29/2019

Grouping is available by each column. Click and drag the column title to the group by area. The example below shows grouping by "Status". This allows you focus on problems or in process invoices.

Drag a column header here to group by that column

Action	Select	Importer	Invoice #	Status	Release Port	Entry #	Invoice Date	QTY	Submitted
Edit	<input type="checkbox"/>	Deringer Demo	FSIS2018	AND SYS Loaded	Alexandria Bay NY	55164284503	4/18/2018	56	4/18/2018 8:41:57 PM
Edit	<input type="checkbox"/>	Deringer Demo	1079112	ODF Change In Progress	Pembina ND	System Generated	4/13/2018	759	
Edit	<input type="checkbox"/>	Deringer Demo	1159-1	AND SYS Loaded	Alexandria Bay NY	55163940386	3/11/2018	34	3/11/2018 6:55:01 AM
Edit	<input type="checkbox"/>	Deringer Demo	12280311	ODF Change In Progress	Alexandria Bay NY	System Generated	3/11/2018	45	
Edit	<input type="checkbox"/>	Deringer Demo	FSVPTESTING00	ODF Change In Progress	Alexandria Bay	System Generated	3/9/2018	1	





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Status											
Action	Select	Importer	Invoice #	Release Port	Entry #	Invoice Date	QTY	Submitted	SCAC		
<input type="checkbox"/> Status: <input type="checkbox"/> Status: Accepted by customs <input type="checkbox"/> Status: Admissible BOL-Match <input type="checkbox"/> Status: AND SYS Loaded <input type="checkbox"/> Status: Canceled <input type="checkbox"/> Status: In Progress <input type="checkbox"/> Status: ODF Change In Progress <input type="checkbox"/> Status: On hold or rejected <input type="checkbox"/> Status: Review Complete <input type="checkbox"/> Status: Sent to be Processed <input type="checkbox"/> Status: Submitted to A.N. Deringer for ODF											

By adding the “Cancel” option to your grid items, it will allow the cancelling party to cancel any entry and to add comments indicating why they are requesting the invoice to be canceled.

Action	Select	Importer	Invoice #	Cancel	Status	Release Port	Entry #	Invoice Date	QTY	Submitted
Edit	<input type="checkbox"/>	Deringer Demo	K101619F6	Cancel	ODF Change In Progress	Derby Line VT	System Generated	10/16/2019	1	
Edit	<input type="checkbox"/>	Deringer Demo	K101619F5	Cancel	In Progress	Derby Line VT	System Generated	10/16/2019	1	

Add your comments to the pop up screen and click on “Send Request”

Cancel Invoice K101619F6 Request

Reason for cancel:*

! Enter the reason for canceling this invoice

[Close](#) [Send Request](#)

The operations team will get an email notification indicating an invoice is requested to be canceled

- The person issuing the cancel will also get the notification
- The action will be logged in the systems change control logs
- The notice will contain the invoice number as well as the account number and comments
- The cancel option default is to be hidden
- You can now issue a cancel to any submitted invoice

Once completed the invoice status will go to “Canceled”



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Action	Select	Importer	Invoice #	Cancel	Status	Release Port	Entry #	Invoice Date	QTY	Submitted
Edit	<input type="checkbox"/>	Deringer Demo	TESTING1KY	Cancel	Canceled	Champlain NY	55138154107	10/21/2015	12	10/21/2015 11:09:48 PM

You can view the documents that are retained in our imaging system, for any shipment. Simply click the blue entry number hyperlink to open the Available Images popup. There, you can click on the hyperlink of the document you wish to view or print, and it will open.

Edit	<input type="checkbox"/>	Deringer Demo	K101619F3	In Progress	System Generated	Derby Line VT	10/16/2019	1	
Edit	<input type="checkbox"/>	Deringer Demo	K101619F2	In Progress	System Generated	Derby Line VT	10/16/2019	1	
Edit	<input type="checkbox"/>	Deringer Demo	K101619F1	In Progress	System Generated	Derby Line VT	10/16/2019	1	
Edit	<input type="checkbox"/>	Deringer Demo	K101519E6	In Progress	System Generated	Highgate			
Edit	<input type="checkbox"/>	Deringer Demo	K101519E5	AND SYS Loaded	System Generated	Derby Line			
Edit	<input type="checkbox"/>	Deringer Demo	K101519E4	In Progress	System Generated	Derby Line			

Click on the blue entry number hyperlink, and it will open the Available Images popup for you to select the desired images to view or print

Available Images

Document Type	Suffix	DESCRIPTION
670		Manifest
70160		AIMS Proforma Invoice

[Upload](#)

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eShipPartner® Invoice User Guide

Note: The first thing the client should do is click on the **Shipping Parties**.

Shipping Parties

#	TASK (With Hints)	S-Screen	Access
1	Shipping Parties	S-Screen	Once you have logged into eShipPartner®, click on the Shipping Parties tab.



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eShipPartner®
Confidential and Proprietary Information

- Invoice
- eManifest
- Shipping Parties
- Products
- Account
- Analytics
- eDMS

Manage Shipping Parties

Choose Importer:

- Clear Grid Layout
- Save Grid Layout
- Show Customization Window
- Export

Click [New](#) to add a new Shipping party.

Drag a column header here to group by that column

New	Ship Party Name	Importer	City	State/Province	Country	Type
Edit Delete	013117 mc	CRENOT0001	st albans	VT - Vermont	UNITED STATES OF AMERICA - US	Ship Party and Manufacturer
Edit Delete	013117 mc999	CRENOT0001	St Albans	VT - Vermont	UNITED STATES OF AMERICA - US	Ship Party and Manufacturer
Edit Delete	019 mfg	CRENOT0001	montreal	QC - Province of Quebec	CANADA - CA	Ship Party and Manufacturer
Edit Delete	0325 eman party	CRENOT0001	Champlain	NY - NEW YORK	UNITED STATES OF AMERICA - US	eManifest Only
Edit Delete	0325 MFG party	CRENOT0001	Montreal	QC - Province of Quebec	CANADA - CA	Manufacturer
Edit Delete	0325 shipper party	CRENOT0001	Montreal	QC - Province of Quebec	CANADA - CA	Ship Party and Manufacturer
Edit Delete	032516 NEW PARTY	CRENOT0001	ST ALBANS	VT - Vermont	UNITED STATES OF AMERICA - US	Ship Party
Edit Delete	0417 emanifest	CRENOT0001	Champlain	NY - NEW YORK	UNITED STATES OF AMERICA - US	eManifest Only
Edit Delete	0417 mfg	CRENOT0001	montreal	QC - Province of Quebec	CANADA - CA	Manufacturer
Edit Delete	0417 shipper	CRENOT0001	Montreal	QC - Province of Quebec	CANADA - CA	Ship Party and Manufacturer

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Manage Shipping Parties

Choose Importer:

Drag a column header here to group by that column

New	Ship Party Name	Type	City	State/Province	Country	MID
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ship Party Name: Street1:
 Street2: City:
 State/Province: Post Code:
 Country: Phone:
 IRS_No: EDI Customer ID:
 Type: MID:

Buyer requires IRS#: leave MID blank. 'Manufacturer' must have MID and optional IRS#. 'Ship Party' can have both. 'Ship Party and Manufacturer' requires MID. 'eManifest Only' requires neither.

321 Eligible: Use PN Template:

Ship Party ID:

PN Template:

Update/Stay Open to add/edit Contact Templates

Individual Contact Templates								
New	Agency	Program Code	Processing Code	Role	Name	Email	Phone Number	Release Port
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No data to display

Ship Party Details - Ship Party/Manufacturer Details – Field Descriptions – only items with * asterisk are required fields

- Importer:** Defaults to the importer's name.
- Name:** Name of the shipping party. A shipping party is defined as an Exporter, Buyer, Manufacturer, or Consignee.
- Street 1:** Physical Street Address. No P.O. Boxes are allowed.
- Street 2:** If entire address doesn't fit in Street 1, finish the address here. No P.O. Boxes allowed.
- City:** City where named party is located.
- State:** State or province where the named party is located. For overseas accounts, enter "Foreign Nation" and select from the dropdown list.
- Post Code:** Enter a valid postal code
- Country:** Enter country name and select from the dropdown list.
- Phone Number:** Enter the shipping party's phone number.
- IRS #:** If you are adding a U.S. Shipping Party, you must add the party's IRS or Tax Identification Number. This is a U.S. Customs and Border Protection Agency (CBP) requirement. If this party has a CBP assigned number, you would enter that here.
- MID:** If the Shipping Party is outside the U.S., click on the [Click Here to Calculate MID](#) and the program automatically calculates the Manufacturer's Identification Number and populates the field. This is a requirement for CBP, as well as U.S. Food and Drug Administration (FDA).
- Type:** This is where to designate the type of shipping party.
 - Ship Party:** Designate if they are a shipper, buyer, or consignee (delivered to).
 - Manufacturer:** Designate if they are the Manufacturer of a product (FDA purposes).
 - Ship Party and Manufacturer:** Designate if they are the manufacturer of a product you ship, as well as a shipper, buyer, or consignee.
 - eManifest Only:** Designate if this party is to be used on eManifest transactions only.



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Use PN Template: If the client ships merchandise subject to FDA’s Bioterrorism Act (BTA), click on the box to access and complete the Prior Notice (PN) Template information. (See next page for additional FDA PN template information.)

Use Individual Contact Template: If the client ships merchandise subject to NHTSA, LACEY or FSIS, click on the ‘New’ to access and complete the contact information for each agency.

Once you have completed the information, click on the [Update](#) link to save your changes. If you wish to remove a Shipping Party, you can click on the [Delete this Item](#) link. [Cancel](#) will not save any information added/changed and will return you to the previous screen.

PN Template field descriptions

Last Name: Prior notice contact last name

First Name: Prior notice contact first name

Phone: Named party phone #

Fax: Named party fax #

Email: Named party email address

Firm Name: Named party company name

Address1: Physical address where the party is located

Address2: If entire address doesn't fit in Street 1, finish the address here. No P.O. Boxes allowed.

City: City where the party is located

Zip Postal Code: Valid postal code for named party

State/Province: State or province code for the named party

ISO Country: Country code for the named party

Country of Shipping: Country code of shipping

Manufacturer FDA Reg No.: FDA Manufacturer registration number

Shipper FDA Reg No.: FDA Shipper registration number

Note: Once you have added the information for all shipping parties, you may begin to add product information in the Manage Products section.



Products

#	TASK (With Hints)	S-Screen	Access
1	Products	S-Screen	Once you have logged into eShipPartner®, click on the Products tab.

Product Details

Drag a column header here to group by that column

New	Part Number	Description	Tariff	SI	Country	Binding Ruling #	Unit \$	Product Code	License Permit #
Apply	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part Number:* SI:*

Description:* Country:*

Binding Ruling #: Unit \$:

Product Code: License Permit #:

[Click here for FDA's Product Code Builder](#) Importer:*

Tariffs and Manufacturers:

Manufacturers

Choose Manufacturer:
 Type to search for Manufacturer
[Add Manufacturer from list](#)

Associated Manufacturers:

[Remove Manufacturer](#) [Add New Manufacturer](#)

Tariffs - Your new Product must be saved to enable adding its Tariffs.

New	Tariff	Description	PGA	Disclaimed PGA	IOR PGA	Expired
No data to display						

Textile Template:

Product ID:

[Update](#) [Cancel](#)

Product Details – Field Descriptions – only items with * asterisk are required fields

Part Number: Customer's part # associated with product.

SI: This field allows you to choose if this product qualifies for a Special Duty Rate program. If the product does not qualify for any programs, you must choose "None".

Description: Customer's description of product. (This description prints on the invoice.)

Country: Enter the Country of Origin (C/O) name or two letter ISO country code. Choose the proper C/O from the drop down box on the right. (**Note:** For products originating in Canada, you must use the province of origin. The code selected must begin with an X.)

Binding Ruling #: If CBP issued Binding Ruling for this product, enter it here.

Unit Price: Enter the unit price for the product to have it default when entering the invoice detail, this is optional

FDA Product Code: If the product requires additional filing with FDA, enter the applicable product code here. If you are not sure of the product code, click on the link "[Click here to use the FDA](#)



eShipPartner® Invoice User Guide

[Product Builder](#)". Follow the instructions and build the product code. Then add the product code to the product code field.

Product Details – Field Descriptions (continued)

License/Permit #: Enter the permit number or license for the article if required.

Importer: Use the drop down arrow to select the importer of record

Manufacturer: Select the manufacturer of the product from the drop down box. This is needed for both FDA and CBP. Choose the appropriate manufacturer and click on [Add Manufacturer from list](#). If you have a new manufacturer who is not on your list, click on the [Add New Manufacturer](#) link and you will be prompted to add a new manufacturer. If you wish to remove a manufacturer, simply highlight that manufacturer and click on [Remove from Manufacturers List](#).

Update screen now to be able to enter the tariff information into the part

Tariff (HTS): Click [New](#) and start entering the 10 digit U.S. Harmonized Tariff Number, a drop down box will appear as you type the number, you can type the full number or select the proper tariff number from the drop down by clicking on it.

Tariff	Description	PGA
0901.21.0035	0901.21.0035 - COFFEE,N/DECAF, <=2KG,OTHER	FD4
0901.21.0045	0901.21.0045 - COFFEE,N/DECAF, <=2KG,OTHER	FD4
0901.21.0055	0901.21.0055 - COFFEE,N/DECAF, <=2KG,OTHER	FD4
0901.21.0065	0901.21.0065 - COFFEE,N/DECAF, <=2KG,OTHER	FD4

The tariff you choose will indicate if a PGA (Partner Government Agencies) is required. "Please note: not all tariff numbers are flagged for a PGA reporting when applicable. If your product should have PGA reporting but is not prompted, you will need to select the applicable PGA program under IOR PGA, as shown below.

This is also where you can select to disclaim a PGA, if one is indicated that is not applicable.



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Tariffs						
New	Tariff	Description	PGA	Disclaimed PGA	IOR PGA	Expired
	0901.21.0045	0901.21.0045 - COFFEE,N/DECAF,<=2KG,OTHER	FD4			<input type="checkbox"/>

Tariff:*	<input type="text" value="4402.90.0000"/>	Description:	<input type="text" value="4402.90.0000 - WOOD CHARCOAL OF BAMBOO"/>
PGA:	<input type="text" value="AL2:FD1"/>	Disclaimed PGA:	<input type="text"/>
IOR PGA:	<input type="text"/>	<input type="checkbox"/> Select All <input type="checkbox"/> FDA	

PG Template: This template is accessible for specific Tariff/HTS numbers that require FDA reporting. You can click on new to enter the Program Code, Agency Code and a Temperature Qualifier if applicable.

Product Details – PG Template

PG Templates: FDA Template			
New	Program Code	Agency Code	Temperature Qualifier
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Program Code:* Agency Code:*
 Temperature Qualifier:

[Update](#) [Cancel](#)

PG Template – Field Descriptions

Program Code: Select one of the following program codes: BIO-Biologics, COS-Cosmetics, DEV-Medical Devices, DRU-Drugs, FDA-Disclaimed, FOO-Foods, RAD-Radiation Emitting Products

Agency Code: Select one of the codes from the drop down. Selections are based on the program type that was selected.

Temperature Qualifier: Identifies if the product storage conditions

Once you have completed the information, click on the [Update](#) link to save your changes. [Cancel](#) will not save any information added/changed and will return you to the previous screen.

Textile Template: This template is accessible for specific Tariff/HTS numbers that require a textile declaration. If CBP requires a textile declaration for your product, click on [Textile Template](#) field and the textile template will open for you.

Product Details – Textile Template

Textile Template					
Marks of Identification Numbers: <input type="text"/>					
Description of Manufacturing and/or Processing Operations: <input type="text"/>					
#	Mfgr	Description	Fabric	Yarn	Fiber
Edit	0617 AND Champlain				

Product ID Importer ID

[Update](#) [Cancel](#)

Textile Template – Field Descriptions

Marks of Identification Numbers: Pre-fills from Product Details screen.



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Description of Manufacturing and/or Processing Operations: is entered for each template as appropriate.

Manufacturer: Pre-fills from Product Details screen.

Description: Pertains to the Description of Material and is prefilled from Product Details Description and should be adjusted as appropriate as it pertains to the description of material.

Country of Fabric, Yarn, and Fiber: Select the appropriate ISO Country Code from the drop-down list.

Once you have completed the information, click on the [Save & Update Template](#) link to save your changes and return to the previous screen. [Cancel](#) will return you to the previous screen without saving any updates or changes.

Invoice

#	TASK (With Hints)	S-Screen	Access
1	Invoice	S-Screen	Once you have logged into eShipPartner®, click on the Invoice tab.

This is where you enter specific shipment information for the release of goods. Click on the [Invoice Tab](#) at the top of the page. You will see on the Manage Invoice screen three options. The first is [Use Importer](#). If you have multiple accounts that can be used for Importer of Record, use the drop down box to choose which importer you want to use. The Shipping Parties and Products will pull in from the Importer selected.

The next option is [Add New Invoice](#). This option is used when you want to create a new invoice from the beginning. The third option is [Copy Existing Invoice](#). This allows you to copy an invoice that you have previously created and replace the information that has changed such as values, products, Invoice number, etc. The following information is for using the [Add New Invoice](#) feature. After this feature is described, the [Copy Existing Invoice](#) feature will be outlined.

Welcome [demo!](#) | [Terms of Use & Privacy Notice](#) | [Change Password](#) | [Logoff](#)

DERINGER | eShipPartner®
Confidential and Proprietary Information

Invoice | Shipping Parties | Products | Account | **Click to Add New Invoice**

Manage Invoice

Choose Importer: [Add New Invoice](#) [Copy Invoice](#) [Print Selected](#) Suppress Commodities

[Export To Excel](#) [Clear Grid Layout](#) [Save Grid Layout](#) [Show Customization Window](#)

Drag a column header here to group by that column

Action	Select	Importer	Invoice #	Cancel	Status	Release Port	Entry #	Invoice Date	QTY	Submitted
Edit	<input type="checkbox"/>	Deringer Demo	K101819F6	Cancel	ODF Change In Progress	Derby Line VT	System Generated	10/16/2019	1	



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Cancel/No Save = Returns user to manage invoice screen and does not save the data
Delete Invoice = Deletes invoice
Exit = (Available to the user after the 1st verify and save has been successfully executed) Returns the user back to the manage invoice screen
Verify Then Save = Runs validations on required fields and saves invoice
Save Line Item = Runs validations on required line item fields and saves line item
Submit = Submits invoice to Deringer for processing
Submit/Print = Submits invoice to Deringer and then brings up the print screen
Add New Line Item = Allows user to add a new line item



Invoice 1 ✕

Invoice Number: Invoice Value:
 Importer: Deringer Demo(CREN0T0001) Entered Value:
 PAPS/SCN Number: Invoice Status: In Progress
 Invoice Template

Transaction Type: Invoice Type:

New	Type	SCAC	SCN	Quantity	UOM
No data to display					
Save changes Cancel changes					

Entry Number:
 Importer: Deringer Demo(CREN0T0001)
 Invoice Number:
 Multi-Invoice Open/Close

Exporter/Shipper/Seller:
 Supplier:
 Delivered To:
 IRS No:

Buyer Address:
 IRS No:
 Comments:

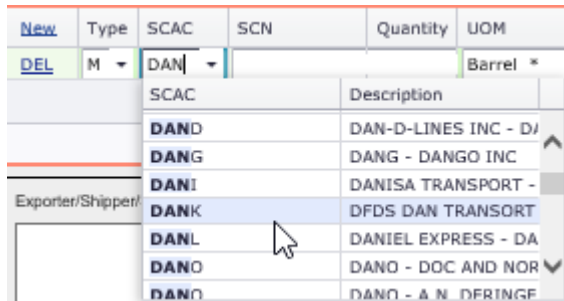
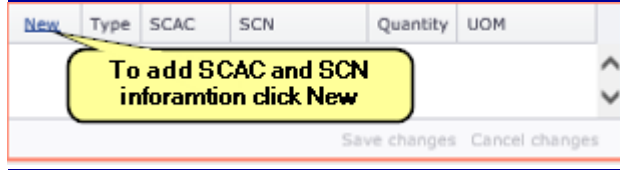
- Importer:** Auto fills from previous screen which designating the importer.
- Entry #:** Deringer/CBP number that identifies the shipment. Automatically generated when the invoice is submitted at the end.
- Invoice #:** Customer's reference number identifying the shipment within the customers own system. Only numbers and letters are allowed (i.e. no dots, dashes, or special characters).
- Transaction Type:** Designates the CBP transaction type.
 - ❑ **Ace Cargo Release** is a northern border transaction where the carrier employs the Pre Arrive Processing System (PAPS).
 - ❑ **RLF** is when Deringer is filing an entry via Remote Location Filing.
 - ❑ **3461** entry/immediate delivery for Air Vessel clearances
 - ❑ **Rail** is for a clearance entering the United States via Rail
 - ❑ **ESC** is for an Inland transaction for Airports and Ocean arrivals.



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Invoice Type: Click on the down arrow in the box and choose the invoice type you have. (Commercial, Proforma, etc)

Adding SCAC and SCN information to your invoice



Carriers/SCAC Code: Enter the Carriers SCAC code or the Carriers name, as you type choices will come up in the drop down menu. Choose the appropriate Carrier/SCAC code from the drop down box below the SCAC field.

Bill of Lading: Click in the box and enter the carrier's Bill of Lading without the SCAC code in front of it. Click on Add to List Below. Once you are done, click on the Save changes button and you will see the information populated in the box.

Supplier: Click on the drop down box and choose the product's supplier from the templates added in the [Manage Shipping Parties](#) screens.

Exporter: Click on the drop down box and choose the Exporter of the product from the templates previously added.

Delivered To: Click on the drop down box and choose the Ultimate Consignee from the templates previously added.

Buyer: Click on the drop down box and choose the Buyer of the product in the transaction.

Comments: Notes added here will print in the comments section of the invoice.

Invoice Template: Check this block if you would like to use this invoice as a template on future shipments.

Add Import/Tracking Ref#: Additional reference numbers can be entered in the Bill of Lading, Customer PO and Order No boxes and then click "Add Import/Tracking Ref#" and the data will appear in the box below. This data can be used for additional tracking on the invoice.



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Invoice Date: <input type="text" value="10/24/2019"/>	<input type="checkbox"/> Shipment Insured by Deringer
Date Of Sale: <input type="text" value="10/24/2019"/>	Related Party: <input type="text" value="No"/>
Country of Export: <input type="text" value="CANADA - CA"/>	Duty and Brokerage Paid By: <input type="text" value="Shipper"/>
Arrival Date: <input type="text" value="10/24/2019"/>	Invoice Value Includes: <input type="text" value="No"/>
Export Date: <input type="text" value="10/24/2019"/>	Delivery Terms: <input type="text" value="Please Select Delivery Terms"/>
Release Port: <input type="text" value="Highgate VT"/>	Currency: <input type="text" value="Please Select A Currency."/>
Total Shipment Quantity: <input type="text" value="1"/>	Freight/Insurance Charges, If Included(USD)
Unit Of Measure: <input type="text" value="Units"/>	Freight: <input type="text" value="0"/> Currency: <input type="text" value="UNITED STATES OF AMERIC."/>
Total Gross Weight(KG): <input type="text" value="500"/>	Insurance: <input type="text" value="0"/> Currency: <input type="text" value="UNITED STATES OF AMERIC."/>
<input type="checkbox"/> Container Number Open/Close	Discount Amount: <input type="text" value="0"/> Currency: <input type="text" value="UNITED STATES OF AMERIC."/>
<input type="text"/>	Other Non Durable Charges: <input type="text" value="0"/> Currency: <input type="text" value="UNITED STATES OF AMERIC."/>
	Other Invoice Additions: <input type="text" value="0"/> Currency: <input type="text" value="UNITED STATES OF AMERIC."/>
	Freight Charges to Border(USD): <input type="text" value="150.00"/>

Country of Export: Enter the name of the Country the freight is being exported from and click on Search/Load. Select the country from the drop down box on the right.

Release Port: In this field you designate where the freight will be arriving for clearance. If you are using eShipPartner® for Remote Location Filing, choose the Deringer office followed by the Arrival Port of the freight. If you are using this for a U.S./Canadian Border or a regular Deringer Inland clearance, choose the appropriate arrival port.

Shipment Quantity: Enter the number of shipping units being shipped. (IE. 50 if shipping 50 cartons, 25 if shipping 25 barrels, etc.)

Unit of Measure: Choose the unit of measure that you are shipping. (Cartons, Barrels, Linear Feet, etc.)

Total Gross Weight: Enter the gross weight of the shipment in Kilograms (Kg). Using the calculator allows you to convert pounds to kilograms.

Container #: If your shipment is moving via ocean transportation, click open/close next to Container #. You are brought to the Container Screen. Enter in your container(s) number(s) and gross weight one at a time and click add to the list below.

Shipment Insured by Deringer: Check this box, if you would like to have the shipment insured by Deringer. **Note:** Insurance is subject to approval by Deringer. Checking the box does not guarantee Insurance Coverage.

Related Party: Are the Seller and the Buyer in the transaction related companies? Choose yes if they are, no if they are not.

Invoice Value Includes: Select the appropriate deduction. Fees = Deringer brokerage fees, if included. Fees, Duty and USC User Fees = Deringer Fees, U.S. Customs Duty and MPF and Taxes Charges if included, and Duty and USC User Fees = if just the Duty, MPF and Taxes are included in the price sold.

Delivery Terms: This field is for the INCO terms for the freight part of the transaction. The drop down box has the different terms, just click on the one that pertains to this shipment.

Currency: Designates what type of currency is for the invoice value. By typing in the name of the Country, then clicking on the [Search/Load](#) button, the correct currency should appear. If it does not, simply click on the drop down box to the right and select the correct currency.



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Freight: If the cost of freight is included in the invoice price, enter that amount here and select currency.

Insurance: If the cost of insurance is included in the invoice price, enter that amount here and select currency.

Discount Amount: If you are discounting the cost of the products to a customer, enter that discount dollar amount here and select currency.

Other Non Dutiable Charges: If you are deducting other charges from the cost of the products to a customer, enter that dollar amount here and select currency.

Other Invoice Additions: If you are adding to the cost of the products shipping to a customer, enter that additional dollar amount here and select currency.

Freight Charges to Border (USD): This is the amount of freight that was charged to get the product from the foreign origin to the first U.S. Port of Arrival.

IT Date: <input type="text"/>	IT Number: <input type="text"/>		
IT Port of Unlading: <input type="text" value="Please Select A Port"/>	<input type="text"/>		
<input type="button" value="Add IT Info"/>		<input type="button" value="Remove IT Info"/>	
USC Location: <input type="text" value="None"/>	Delivery Locations: <input type="text" value="None"/>		
Port Of Lading: <input type="text" value="Please select port of lading"/>	Payment Terms: <input type="text" value="Basic"/>		
Vessel Name: <input type="text"/>	Vessel/Flight#: <input type="text"/>		
<input type="checkbox"/> Related Documents Open/Close	Shipment Desc: <input type="text"/>		

Immediate Transportation: If your freight is moving to an inland destination for clearance and is travelling under an Immediate Transportation Bond (I.T.) Enter the I.T. Date, I.T. number and select the IT Port of Unlading. Click on the [Add IT info](#) button.

Related Documents: Check if you have accompanying documents for the shipment that pertain to Other Government Requirements. The documents supported in here are TSCA Statement, Certificate of Age/Origin, Certificate of Label Approval, and Basic Permit from the Department of Alcohol, Tobacco, and Firearms. If you have one of these forms, click in the box and a pop up screen will open. Choose the form you have from the drop down box, enter the Certificate number in the box to the right and click on the button [Add to List Below](#). Once you are done with the screen, click on the link [Open/Close](#) to close the window.

Shipment Description: List general product description for goods on the invoice. (IE Food Products, Machine Parts, Etc.)



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Line Number: <input type="text" value="1"/>	Total Invoice Value: \$ 0.00	
Part Number: <input type="text" value="lacey"/>	Product Description: <input type="text" value="lacey"/>	(Product List/Search)
Tariff: 4421.90.9740 (edit)		
Invoice Qty: <input type="text" value="0"/>	Invoice UOM: <input type="text" value="M3"/>	
USC Qty: <input type="text" value="0"/>	SI: <input type="text" value="Nafta CA"/>	
USC Qty2: <input type="text" value="0"/>	SI2: <input type="text" value="None"/>	
Manufacturer/Shipper: <input type="text" value="A B C, Inc."/>		
Country Of Origin: <input type="text" value="QUEBEC - XQ"/> (search)		
Unit Price: <input type="text" value="175.6"/>	Total Item Value: <input type="text"/>	
<input type="checkbox"/> Discount Percentage Open/Close	<input type="checkbox"/> Line Item Adjustments Open/Close	
Binding Ruling Number: <input type="text"/>	Binding Ruling Type: <input type="text" value="No Binding Rule Type Needed"/>	
License Permit Number: <input type="text"/>	Recon Nafta Flag: <input type="text" value="No"/> Other Recon: <input type="text" value="No Reconciliation"/>	
Gross Weight(KG): <input type="text"/>	Basis Unit Price: <input type="text" value="Each"/>	
Delivered To: <input type="text" value="None"/>	Delivery Terms: <input type="text" value="None"/>	
Payment Terms: <input type="text" value="None"/>	Export Date: <input type="text" value="11/02/2015"/>	
View/Edit OGA/PGA Forms	Custom Documents: <input type="text" value="Create Custom Document"/>	
<input type="button" value="Save Line Item"/>	<input type="button" value="Submit"/>	<input type="button" value="Submit/Print"/>

Line Number: The line number in sequence will automatically appear.

Tariff (edit capability): Tariff number and description can be changed on the fly within the invoice. Changes to the tariff and description are not saved to the part, they apply only to the invoice they were changed on.

Product Description:

- ❑ Start typing in the product description field and the program will use the type ahead functionality to give you a list of all items that contain what you have entered in the product description field.
- ❑ Click on [Product/List Search](#)
 - a. Click the down arrow and your most frequent products will appear in the right hand drop down
 - b. Enter in your part number and click on [Search](#).
 - c. Enter in a word in the description and click on [Search](#). Choose the correct part form the drop down window on the right hand side.

Invoice Qty: Enter the quantity of the product being shipped

Invoice UOM: Enter the unit of measure of the product being shipped. If you will be creating a manifest from this invoice and want the line quantity to pull over to the manifest you have to select a valid unit of measure that is accepted for emanifest (see list below).



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Code	Name	Code	Name	Code	Name	Code	Name
BAG	Bag	CBY	Carboy	KEG	Keg	SAK	Sack
BBL	Barrel	CCS	Can Case	LBK	Liquid Bulk	SHT	Sheet
BDL	Bundle	CHS	Chest	LOG	Logs	SID	Sides of Beef
BIC	Bing Chest	COL	Coil	LUG	Lugs	SKD	Skid
BIN	Bin	COR	Cord	LVN	Lift Van	TBE	Tube
BKT	Bucket	CSK	Cask	PAL	Pail	TBN	Tote Bin
BLE	Bale	CTN	Carton	PCL	Parcel	TIN	Tin
BOX	Box	CYL	Cylinder	PCS	Pieces	TNK	Tank
BSK	Basket	DBK	Dry Bulk	PKG	Package	UNT	Unit
CAN	Can	DRM	Drum	POV	Private Vehicle	VEH	Vehicle
CAR	Carcass	GAL	Gallon	QTR	Quarters of Beef	VPK	Van Pack
CAS	Case	HED	Heads of Beef	REL	Reel	WDC	Wooden Case
CBC	Container Bulk Cargo	HMP	Hamper	ROL	Roll		

USC Qty: This field is what kind of quantity CBP wants reported. For example, if Customs wants KG's enter the number of kilograms for that product. You will see the reporting unit Customs wants displayed in blue to the right of the box.

USC Qty 2: If Customs requires a second reporting unit as well you can enter it here. You will know to enter it, if you see a reporting unit to the right of the field.

SI: This field is for Special Program Indicators. Examples of these are if your products qualify for NAFTA, GSP, Civil Aircraft. If you set a special indicator under the Manage Products tab, it will automatically populate.

SI2: If you claim more than one indicator, Civil Aircraft and NAFTA for example, you would need to click on the drop down box and choose the second program you wish to choose.

Manufacturer: This field will automatically populate based on the set up in the Manage Products tab.

Country of Origin: This field will auto load from the set up done in the Manage products Tab.

Unit Price: Enter the Unit Price per piece or the contract price.

Total Item Value: Enter the total value for the product in this line. This field will auto calculate based on the unit price entered and the invoice quantity.

Discount Percentage: If the line item is discounted, click the open/close and you are brought to the Discount Percentage screen. Enter the Percentage of the discount. If the discount is 10% enter 10. If it 2.5% enter 2.5. Select the currency for the discount. Use the Search link to find a currency not shown in the drop down. Once you enter the percentage and the currency click on [Add to List Below](#). When done click on the [Close Discount Percentages](#) button.

Line Item Adjustments: If a line item assist needs to be entered, click the open/close and you are brought to the Line Item Adjustments screen. Enter the amount of the assist and select the currency for the assist. Use the Search link to find a currency not shown in the drop down. Click on [Add to List Below](#). When done click on the [Close Line Item Adjustments](#) button.

Binding Ruling Number: This field will automatically populate based on the set up in the Manage Products tab. Or can be entered on the shipment by the user.

Binding Ruling Type: Select the binding ruling type from the drop down list.

License Permit Number: This field will automatically populate based on set up in the Manage Products tab. Or can be entered on the shipment by the user.

Recon Flag: Select Yes or No from the dropdown list.

Gross Weight: (Optional) Enter the gross weight of the line item in Kilograms (Kg). If using emanifest and you have a multiple line shipment enter the gross weight per line so it will carry over to the manifest.

Basis unit Price: Not necessary for PAPS-BCS transactions.

Delivered To: If a buyer was selected in Step 1, line item consignees will not be allowed to be entered here. If you select "None" for the Delivered to the beginning of the invoice, then you will be able to enter line item Delivered To information.

Export Date: Not necessary for PAPS-BCS transactions.



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Delivery Terms: Not necessary for PAPS-BCS transactions.

Payment Terms: Not necessary for PAPS-BCS transactions.

Click on [Save this Line](#) Item. If you need to enter another, you will be brought back to the blank screen again. Keep doing this until you have entered all of your lines. If you save your line and it is an FDA required product, you will automatically be brought to the FDA screen. Please proceed to the next page to view how to complete this screen.

Once all line items have been entered, click on [Submit](#) or [Submit/Print](#). After the invoice is submitted, an Entry number will be assigned to the file. If you do not use Submit/Print you can print the invoice by using the printer icon on the Manage Invoice screen. When the invoice is printed a Deringer Pro Forma Invoice will open and you will see the Entry Number on top. If you selected a PAPS-BCS, you will also see the PAPS number on the top.

The FDA form is optional this time

FDA Product Code Line

Ecomplete Enabled

FDA Form # 1 of 1

Entered So Far: 0.00

Other Codes/Qualifiers [View/Edit](#)

Value USD:

Description: FEED CORN

Product Code: 70AY-02

CS Status: Ambient Temp

Prior Notice [View/Edit](#) 2nd

Prior Notice Confirmation Email:

FDA Country: CANADA - CA

FDA Manufacturer: 019 mfg - 665 st laurent - montreal - QC G5H 4R4 - CA

FDA Shipper: 019 mfg - 665 st laurent - montreal - QC G5H 4R4 - CA

FEI now set in FDA Parties.

Line Value: 0.00

Rate Per: 200.000

Invoice UOM:

Brand Name:

Dim Width: Dim Height: Dim Length:

Contact info now set in FDA Parties.

Once you enter the correct information into the highlighted fields continue into the view/edit Quantities/UOM & Prior Notice (if you do the quantities before the prior notice you will have less chance of forgetting a step).

Click the check box to open the Prior Notice window

Click the check box to open the Quantity/UOM window

1st

Description: The customer's description of the product will appear.

Product Code: This will auto fill from the set up in the Manage Products Screen.

CS Status: This refers to what temperature conditions the product is shipped in. Your choices are Frozen, Refrigerated, or Ambient (Room Temperature).

Prior Notice: Refer to Prior Notice instructions

Prior Notice Confirmation Email: List the email address where you want FDA's PN Confirmation sent.

FDA Country: This should auto load from the set up done in the Manage Products Screen. If it is not correct you can change by typing in the Country and clicking on Search/Load.

FDA Manufacturer: This should auto load from the set up in the Managed Products tab. If you have more than one Manufacturer for a product, you will have a drop down box to choose from.

FDA Shipper: This should auto load from the set up in the Managed Products tab. If you have more than one shipper for a product, you will have a drop down box to choose from.

Line Value: Enter the value of the item

Quantities/Units of Measure: [Quantity/UOM](#) Refer to Quantities/UOM instructions



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Rate per: Enter the individual price of each unit. (Not a Required Field)

Brand Name: If the product is sold under a particular brand name, enter that name here. Example Oreo or Chips Ahoy. Not a required field.

Dim Width, Length, Height: Not required fields at this time.

Quantities/Unit of Measure Screen

Quantity & UOM

Enter Quantities in order from Outermost/Largest to Innermost/Smallest or Customs will not accept.

Unit of Measure: Quantity:

[Add to the list below](#)

BG - BAG	50
KG - KILOGRAMS	50

[To Remove. Select a Quantity then Click Here](#)

[Close Quantity/UOM](#)

Click in the box next to the Unit of Measure field and it will bring you into the FDA approved UOM choices. Hit the first letter of the UOM and it will bring you to everything starting with that letter. Select which UOM pertains to your shipment and then put the quantity of that UOM in the right hand box. Click on the [Add to List Below](#) button. When done adding all quantities click on the [Close Quantity/UOM](#) as outlined in the screen shot above

Prior Notice (PN) is notification to the FDA that an article of food, including animal feed or pet food, is being imported or offered for import into the United States in advance of the arrival of the article of food at the U.S. border. With very few exceptions, PN must be submitted **and** FDA must confirm the submission no more than 5 days before arrival **and** no sooner:

- 2 hours before arrival, if the food is arriving by land by road;
- 4 hours before arrival, if the food is arriving by land by rail
- 4 hours before arrival, if the food is arriving by air; and
- 8 hours before arrival, if the food is arriving by water.

FDA Prior Notice



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Prior Notice Confirmation Number: This will auto populate once the PNC number is received back from FDA. Or if not subject to PN, the user can enter PND to disclaim the item from PN.

Prior Notice

Confirmation number will be assigned once submitted and accepted by FDA.

Note: If you make a prior notice template, it will preload the name/address into this form

Submitter Information:
 * Indicates Required Fields
 Prior Notice Confirmation No.:
 Last Name:* Levick
 Phone:* 8024668617
 Email:* mlevick@anderinger.com
 Submitter Firm Type:* Select One
 Address 1:* 665 Saint Laurent St
 City:* Montreal
 State/Province:* XQ - QUEBEC
 ISO Country:* CANADA - CA
 Anticipated Port of Arrival:* HIGHGATE SPRINGS - 0212
 Country of Shipping:* CANADA - CA

Other Codes/Qualifiers [View/Edit](#)

First Name:* Melissa
 Fax:* 8024668636
 Firm Name:* ABC Inc
 Owner Firm Type:* Select One
 Address 2:
 Zip/Postal Code:* G5G4R4

Anticipated Arrival Date/Time is now entered in the PGA section of the main FDA form.
 Anticipated Point of Crossing:* Highgate VT

Other Information

Voyage/Flight No.:
 Carrier Country:
 Air Waybill:
 Container Number: Use FDA Containers at bottom of FDA screen
 Manuf. FDA Reg. No.:
 Food Facility Registration Exemption: --Empty--
 Shipper FDA Registration No.:

Carrier Name: DANQ - A.N. DERINGER IN
 BOL(incl SCAC): DANQ11122019ML
 House Air Waybill:
 Rail Car No.:
 Producer Firm Type: --Empty--

Privately Owned Info is now entered from the 'Optional' link in the PGA section of the FDA form.

Package/Can Code - 1:
 Package/Can Code - 2:
 Package/Can Code - 3:
 Package/Can Code - 4:
 Package/Can Code - 5:
 Package/Can Code - 6:
 Package/Can Code - 7:
 Package/Can Code - 8:
 Package/Can Code - 9:
 Package/Can Code - 10:

If your product is applicable to the Package/Can code requirements for FDA enter them here.

Complete the highlighted areas above and then click "Save Prior Notice".

[Save Prior Notice](#) [Cancel](#) [Delete Prior Notice](#)

Last Name: Type the Last Name of the person who is supplying the information.

First Name: Type the First name of the person who is supplying the information.



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Phone: Type the phone number of the person who is supplying the information. No dashes or spaces are allowed

Fax: Type the fax number of the person who is supplying the information. No dashes or spaces are allowed

E-mail: Type the e-mail address of the person who is supplying the information. FDA restriction of 25 characters.

Firm Name: The customers company name.

Submitter Firm Type: Indicate the type of firm the submitter is to the transaction. The choices are:

M = Manufacturer/Producer **S** = Shipper **C** = Carrier
I = Importer **U** = Consignee **F** = Filer or Agent

Owner Firm Type: Indicate the type of firm the Owner of the goods is to the transaction. **Note:** These choices are not the same as the previous field. The choices are:

M = MFG/Producer **I** = Importer **U** = Consignee **C** = Carrier

Address 1: Submitters company address.

Address 2: If you run out of room in Address 1, finish in Address 2.

City: Name of the city that the submitters company resides.

Zip/Postal Code: The Postal code in which the submitters company resides. No spaces allowed.

State/Province: Enter the State or Province where the submitters company resides and the click on the Search Load button. Choose from the drop down window. **Note:** For Canadian Provinces choose the Actual Province code and not the X province code (Ontario would be ON instead of XO).

ISO Country: Type the country where the submitters company resides and click on the [Search/Load](#) button. Choose the correct one from the drop down window on the right hand side. (Note: For Canada, CA is acceptable.)

Anticipated Port of Arrival: Type the name of the Customs port where the freight is expected to arrive first. (Examples: Champlain, Boston, Houston, etc.)

Country of Shipping: Type Country the product is exporting from and click on [Search/Load](#). Choose the correct country from the drop down box on the right hand side. **Note:** For Canada enter CA here.

Anticipated Point of Crossing: This is a free text field and pertains to in the Port of Arrival has different points of crossing. I.E. If the Port of Arrival is Buffalo will the shipment be crossing on the Peace Bridge or the Lewiston Bridge?

Voyage/Flight Number: Enter the voyage # for an ocean shipment or the flight # for an air shipment.

Carrier Name: Enter the name of the company carrying the freight on air or ocean shipments only.

Carrier Country: Enter the Two Letter ISO Country of Origin Code the carrier originates from.

BOL (Including SCAC): Enter the Bill of Lading (ocean, truck, or rail) with the carrier's SCAC code first that pertain to the shipment. Example: YFSY1234567

Manuf. FDA Registration No.: Enter the FDA provided Registration number for the manufacturer

Producer Firm Type: Enter the producer's firm type. The options are:

G = Grower / Harvester **C** = Consolidator **M** = Manufacturer

Food Facility Registration Exemption: Select the exemption from the drop down list that applies to the shipment.

Shipper FDA Registration Number: Enter the shipper's FDA provided registration number.

Package/Can Code 1-10: If your product is applicable to the Package/Can code requirements for FDA enter them here. PK1 – PK10 (PK 10 is enter by using PK0)

Once you have completed this screen, click on [Save Prior Notice](#) on the bottom left hand side of the page and it will return you to the previous FDA screen. If you wish to delete this page, you can click on the [Delete this Item](#) button. [Cancel](#) will not save any information added/changed and will return you to the previous FDA screen.



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PGA

Disclaimer Type:

Program:

Processing Code:

Intended Use Base: Intended Use Sub: Intended Use Desc:

Negative Temperature: Degree Type: Location:

Lot No: No. Assigned By: Production Start: Production End:

Genus Name: Species Name: Sub Species Name:

Anticipated Arrival Date/Time:

FDA Countries: [View/Edit](#) FDA Parties: [View/Edit](#) FDA Lots: [View/Edit](#)

FDA Ingredients: [View/Edit](#) FDA Containers: [View/Edit](#) FDA Remarks: [View/Edit](#)

FDA Optional: [View/Edit](#)

Once all applicable fields and Parties are complete - Click save and close FDA Product Code Line

[Save and Close FDA Product Code Line](#) [Save and add another form](#) [Delete this form](#) [Close FDA Product Code Line](#)

Required Parties: DEQ, DFP, FD1, FSV, PNS, PNT, UC, DFI or FDC or MF.

New	Party	Role	Individual Name	Individual Phone	Individual Email	Party Number Type	Party Number
Edit Delete	019 mfg - 665 st laurent - montreal - QC G5H 4R4 - CA	DEQ - Shipper					
Edit Delete	Domtar Inc - 395 Maisonneuve Blvd - Montreal - QC H3A 1L6 - CA	DFP - Owner	Murray Ross	7058692020	murray.ross@domtar.com		
Edit Delete	Domtar Inc - 395 Maisonneuve Blvd - Montreal - QC H3A 1L6 - CA	FD1 - FDA Importer 1	Murray Ross	7058692020	murray.ross@domtar.com		
Edit Delete	Cavendish Farms Operations Inc. - 25 Burlington Mall Rd. - Burlington - MA 01803 - US	FSV - Foreign Supplier Verification Program			sjones@mail.com	DUNS	345678345
Edit Delete	019 mfg - 665 st laurent - montreal - QC G5H 4R4 - CA	MF					

Page 1 of 2 (7 items)

[Close Parties](#)

Verify and complete any missing REQUIRED FDA Parties that are listed in red at the top of the Parties screen - Then click Close Parties

Disclaimer Type: Select from drop down list, either 'Not Disclaimed' or 'Product is not regulated by this agency'

Program: Select one of the following program codes: BIO-Biologics, COS-Cosmetics, DEV-Medical Devices, DRU-Drugs, FDA-Disclaimed, FOO-Foods, RAD-Radiation Emitting Products

Processing Code: Select one of the codes from the drop down. Selections are based on the program type that was selected.



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Intended Use Base: Select one of the codes from the drop down if required for the product being shipped. Selections are based on the program/processing code that was selected.

Intended Use Sub: Select one of the codes from the drop down if required for the product being shipped. Selections are based on the program/processing code that was selected.

Intended Use Desc: Enter intended use description if required for the product being shipped.

Temperature: Enter temperature if required for the product being shipped.

Degree Type: Select degree type if a temperature is entered F=Fahrenheit, C=Celsius, K=Kelvin

Location: Select location if temperature is entered A=product, B=container, C=conveyance

Lot No: Enter lot number if required for the product being shipped

No Assigned By: Select No. Assigned By if a lot number is entered. 1=Manufacturer, 3=Grower

Production Start: The date when the production for the Lot started

Production End: The date when the production for the Lot started

Genus Name: Enter Genus name if required for the product being shipped

Species Name: Enter Species name if required for the product being shipped

Sub Species Name: Enter Sub Species name if required for the product being shipped

Anticipated Arrival Date/Time: Select the estimated date and time of arrival of the goods at the border

FDA Countries: Codes needed are dependent on program and processing code selected

FDA Parties: Required party types will show and prefill based on invoice data where possible.

Enter any missing parties and add contact information where needed

FDA Lots: Enter additional lot numbers if necessary

FDA Ingredients: Enter active ingredient and ingredient information if required for the product being shipped

FDA Containers: Enter container number if required

FDA Remarks: Enter remarks if required

FDA Optional: Enter License plate information if required for shipment



DOT/NHTSA

DOT Form

DOT Form # of 0

Port of Entry: **Champlain NY**

Customs Port Code: **0712**

Customs Entry Number: **[System Generated]**

Entry Date: **10/25/2016**

Make of Vehicle:

Model:

Year:

VIN:

[Add VIN Number](#)

[Remove VIN Number](#)

Description of merchandise if motor vehicle equipment:

Vehicle Equipment: **Program Code, Category Type and Category must be set in the PGA section below**

Tire Manufacturer:

Tire Brand Name:

1. The vehicle is 25 or more years old or the equipment item was manufactured on a date when no applicable Federal Motor Vehicle Safety Standard or Theft Prevention Standard was in effect.

Date Of Manufacture:

2a. The vehicle or equipment item conforms to all applicable Federal Motor Vehicle Safety Standards...

2b. The vehicle was certified by its original manufacturer as conforming to all applicable Canadian...

Attachment: Copy of manufacturer's confirmation letter.

3. The vehicle does not conform to all applicable Federal Motor Vehicle Safety...

NHTSA Registration Number:



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Surety Company:

Eligibility Number

Attachments: Copy of DOT Bond; and Copy of Contract with a Registered Importer, if applicable.

4. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety... [Toggle 4 Text](#)

5. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety... [Toggle 5 Text](#)

Passport No. Country Of Issue:

6. The vehicle does not conform to all applicable Federal Motor Vehicle Safety... [Toggle 6 Text](#)

Name of Embassy:

Country Of Issue:

Attachment: Copy of Official Orders.

7. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety... [Toggle 7 Text](#)

8. The vehicle was not manufactured primarily for use on the public roads... [Toggle 8 Text](#)

Attachment: Importer's statement substantiating that the vehicle was not manufactured for use on the public roads, or that the equipment item was not manufactured for use on a motor vehicle or is not an item of motor vehicle equipment. [591.6(a)]

9. The vehicle or equipment item requires further manufacturing operations... [Toggle 9 Text](#)

Attachment: For a vehicle, a copy of the Incomplete Vehicle Document, issued by the incomplete vehicle manufacturer, providing guidance on completing the vehicle so that it conforms to all applicable Federal Motor Vehicle Safety Standards (FMVSS). For an equipment item, a statement issued by the item's manufacturer identifying the applicable FMVSS to which the item does not conform and describing the further manufacturing required for the item to perform its intended function. [591.6(b)].

10. The vehicle does not conform to all applicable Federal Motor Vehicle Safety... [Toggle 10 Text](#)

Attachment: Copy of NHTSA Permission Letter

11. The equipment item is subject to the Theft Prevention Standard and is marked in accordance with the requirements of 49 CFR Part 541. [591.5(k)]

12. The vehicle does not conform to all applicable Federal Motor Vehicle Safety... [Toggle 12 Text](#)

Country Of Issue:

Attachment: Copy of Official Orders.

13. The vehicle does not conform to all applicable Federal Motor Vehicle Safety... [Toggle 13 Text](#)

Attachment: Copy of NHTSA permission letter.

PGA

Disclaimer Type:

Program:

Original Vehicle Manufacturer Month/Year Mfg (MMCCYY): Drive Side:

Category Type: Category:

Date Signature:

NHTSA Bond: [View/Edit](#) NHTSA Permission Letter: [View/Edit](#) NHTSA Other Permits: [View/Edit](#)

NHTSA Parties: [View/Edit](#) NHTSA Products: [View/Edit](#)

[Save DOT Form](#) [Save and Add Another Form](#) [Delete DOT Form](#) [Close DOT Form](#)

Make of Vehicle: Enter the make of the vehicle.

Model: Enter the model of the vehicle

Year: Enter the year the vehicle was made

VIN: Enter the 16 digit vehicle identification number.

Description of Merchandise if motor vehicle equipment: Enter the description.

Tire manufacturer: Enter the tire manufacturer



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Tire Brand name: Enter the tire brand name

Select the statement that applies and enter the applicable information (options are 1-13).

Disclaimer Type: Select from drop down list, either 'Not Disclaimed' or 'Product is not regulated by this agency'

Program: Select one of the following program codes: MVS-Motor Vehicle designed for public roads, OEI-Other motor vehicle equipment not regulated by FMVSS or FMVPS, OFF-Motor vehicles not designed for public roads, REI-Regulated motor vehicle equipment regulated by FMVSS, TPE-Replacement motor vehicle equipment regulated by FMVPS

Original Vehicle Manufacturer: Mandatory when box 7 is checked

Month/Year Mfg: Date of Manufacture entered as month and year (MMCCYY)

Drive Side: Select Left, Right or None. Required if 2b or 3 is selected

Category Type: Dropdown selection is dependent on the program type that was selected

Category: Dropdown selection is dependent on the Category Type that was selected

NHTSA Bond: Enter bond information if required

NHTSA Permission Letter: Enter Permission Letter information if required

NHTSA Other Permits: Enter permit information if required

NHTSA Parties: Required party types will show and prefill based on invoice data where possible.

NHTSA Products: Enter additional products if needed

Once you have completed this screen, click on [Save DOT Form](#) on the bottom left hand side of the page and it will return you to the previous screen. Click [Save and Add Another Form](#) to add an additional DOT form. If you wish to delete this page, you can click on [Delete DOT Form](#). [Cancel](#) will not save any information added/changed and will return you to the previous screen.

Lacey

PGA Lacey Aphis Declaration

Lacey Form #:

of 0

Description:*

HTS 4418.90.4695

Value:*

Components:				
New	Element Name:	Quantity:	% Recycled	Unit Of Measure:
No data to display				

Containers:	
New	Container Number
No data to display	

PGA

Importer Individual Name:

Importer Email Address:

Importer Phone Number:

Date Signature:

Use QTY for Species Country

Permits:				
New	Permit Type	Permit Type Code:	Permit Number	Permit Date:
No data to display				



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Description, HTS and Value: These fields pull from the line item entered in the line detail of the invoice.

PGA Lacey Aphis Components

You can have multiple ingredients for a single line item.

Components:				
New	Element Name:	Quantity:	% Recycled	Unit Of Measure:
	Element Name:* <input type="text"/>	Quantity:* <input type="text"/>		Unit Of Measure:* <input type="text" value="Please Select a Value"/>
	% Recycled: <input type="text"/>			<input type="button" value="Update"/> <input type="button" value="Cancel"/>

Element Name: This is the LACEY ingredient name. I.e. Spruce, Pine, fir, etc. This would be what would be entered in field 13 of the PPQ 505 form.

QTY and UOM: These two fields pull from the line item detail and can be edited if needed. These two items would be entered in fields 16 and 17 of the PPQ 505 form. If the exact quantity is not known for each Ingredient, report the total of the item on each line. Do not fabricate. Do not pro-rate. *Note: These UOMs are kg m, m2 & m3*

% Ingredient – % Recycled content: This applies to paper and paperboard products only. If the product is paper or paperboard, enter the percentage of recycled material it contains (0-100). Not scheduled for enforcement until April 1, 2010. Until that time this field should be left blank. Field 18 from the PPQ 505 form.

After entering each ingredient click **Update** then **New** to add the next ingredient.

PGA Lacey Aphis Genus & Species

Components:				
New	Element Name:	Quantity:	% Recycled	Unit Of Measure:
<input type="checkbox"/>	Edit Delete	pine	15.00	0 Kilogram
Genus & Species:				
New	Genus Name:	Species Name:	Country	Unknown Harvest Source Or Species
	Genus Name:* <input type="text" value="Please Select A Genus"/>	Species Name:* <input type="text" value="Please Select A Species"/>	Country:* <input type="text"/>	Unknown Harvest Source Or Species: <input type="checkbox"/>
				<input type="button" value="Update"/> <input type="button" value="Cancel"/>

You can have multiple Genus and Species for a single line item. Declare any Genus and Species that may have been used to produce the plant product.

Genus Name: Select the Genus from the dropdown. From field 14 of the PPQ505 form.

Species Name: Select the Species from the dropdown. From field 14 of the PPQ505 form.

Country: Select the country of origin from the dropdown

If the country of harvest is unknown, check off the Unknown Harvest Source or Species box. From field 15 of the PPQ 505 form.

After entering each line click **Update** then **New** to add the next ingredient.



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PGA Lacey Aphis Containers

This window can only be used when container numbers were entered in the header of creating the invoice.

To add container numbers click Add Container. A dropdown list of container numbers entered in Step 2 will appear. Select the applicable container # to add.

Always click Update after selecting the container #.

Importer Individual Name: Name of the individual certifying the Lacey Act Declaration information

Importer Email Address: Email address of the person certifying the Lacey Act Declaration information

Importer Phone Number: Phone number of the person certifying the Lacey Act Declaration information

Date Signature: Date of the certification

Permit Type: Select a type from the dropdown Single Use, Continuous or General

Permit Type Code: Select the permit type being used from the dropdown

Permit Number: Enter the permit number

Permit Date: Select the permit date

Click Update after entering the permit data or click New to enter an additional permit

Once you have completed this screen, click on Save and Close PGA Form on the bottom left hand side of the page and it will return you to the previous screen. Click Save and Add another form to add an additional LACEY form. If you wish to delete this page, you can click on Delete this form. Close PGA Form will not save any information added/changed and will return you to the previous screen.



FSIS

FSIS Form

FSIS Form # of 1

Location Type:*

Location:* BOX 6 ON 9540

Inspection Date/Time:*

Date Signature:*

Product ID Type:

Product ID:

Intended Use Base:

Intended Use Sub:

THESE FOUR FIELDS ARE OPTIONAL, ONLY COMPLETE IF THEY ARE PROVIDED

FSIS Parties: [View/Edit](#) Products/Certificates/Lots: [View/Edit](#)

[Save and Close FSIS Product Code Line](#)
 [Save and add another form](#)
 [Delete this form](#)
 [Close FSIS Product Code Line](#)

Location Type: Select 8-Inspection Establishment Number Qualifier or 10-FSIS Processing Establishment Number Qualifier (eggs)

Location: Enter the FSIS official import inspection establishment where the shipment will present

Inspection Date/Time: Select the date and time of scheduled inspection

Date Signature: Select the date of the certification

Product ID Type: Select the product ID type for the product if required

Product ID: Enter the product ID for the product if required

Intended Use Base: Select the intended use code if required

Intended Use Sub: Select the intended sub use code if required

FSIS Parties: Required party types will show and prefill based on invoice data where possible.



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Parties

Customs Broker

Individual Name:*

Individual Email:* Individual Phone:*

Certifying Individual

Party:*

Individual Name:*

Individual Email: Individual Phone:

Consignee

Party:*

Individual Name:*

Individual Email:* Individual Phone:*

Importer

Party:*

Individual Name:*

Individual Email:* Individual Phone:*

Update Cancel

Products/Certificates/Lots:

Product Components			
	New	Is Component	Producing Country Cd
<input type="checkbox"/>		N - No	CANADA - CA
		Is Component: Defaults to No	Producing Country Cd:* BOX 1 ON 9540
		<input type="text" value="N - No"/> <input type="button" value="v"/>	<input type="text" value="CANADA - CA"/> <input type="button" value="X"/> <input type="button" value="v"/>
			Source Country Cd: BOX 23 ON 9540
			<input type="text" value="Type to search..."/> <input type="button" value="X"/> <input type="button" value="v"/>
			<input type="button" value="Update"/> <input type="button" value="Cancel"/>

Is Component: Defaults to No

Producing Country Cd: Select production country from dropdown list

Source Country Cd: Select source country from drop down list if different than production country

Click Update



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Certificates				
New	Issuing Country	Issuing State/Province	Is Ecert Country	Certificate Number
<input type="checkbox"/>	CANADA - CA	SK - SASKATCHEWAN	N	583732

Issuing Country:*	Issuing State/Province:
CANADA - CA	SK - SASKATCHEWAN
Is Ecert Country:	Certificate Number:*
N	583732

Canada is not an eCert Country

BOX 2 ON 9540

[Update](#) [Cancel](#)

Issuing Country: Select issuing country code from dropdown list

Issuing State/Province: Select issuing state/province from dropdown list

Is Ecert Country: Prefills for the user based on the country code selected in Issuing Country

Certificate Number: Enter Certificate number that applies to the shipment

Click [Update](#)

Certificate Products						
New	Species	Process Category	Characteristic	Producing Establishment Nbr	Exporting Establishment Nbr	Source Establishment Nbr
<input type="checkbox"/>	06 - Meat: Pork	FCNS - Fully Cooked - Not Shelf Stable	1B	049 - PREMIUM BRANDS OPERATING GP INC.	049 - PREMIUM BRANDS OPERATING GP INC.	

Species:*	Process Category:*
06 - Meat: Pork	FCNS - Fully Cooked - Not Shelf Stable
Characteristic:*	Producing Establishment Nbr:*
1B - Ready-To-Eat (RTE) Fully Cooked Meat : Sai	049 - PREMIUM BRANDS OPERATING GP INC.
Exporting Establishment Nbr:	Source Establishment Nbr:
049 - PREMIUM BRANDS OPERATING GP INC.	

refer to Certificate of Inspection for species

BOX 27 ON 9540

BOX 3 ON 9540

BOX 26 ON 9540

BOX 22 ON 9540

BOX 24 ON 9540

[Update](#) [Cancel](#)

Species: Select the Species from the dropdown list

Process Category: Select the Process Category from the dropdown list

Characteristic: Select the Characteristic from the dropdown list

Producing Establishment Nbr: Select the Producing Establishment Nbr from the dropdown list

Exporting Establishment Nbr: Select the Exporting Establishment Nbr from the dropdown list

Source Establishment Nbr: Select the Source Establishment Nbr from the dropdown list if needed

Click [Update](#)



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Lots								
New	Lot Number	Date Production Start	Date Production End	Packaging Quantity1	Packaging Uom Cd1	Packaging Identifier1	Net Weight Uom	Net Weight
Edit Delete	01	02/01/2018	02/02/2018	759.00	CT - CARTON	583732	LB	9108.00

Lots								
New	Lot Number	Date Production Start	Date Production End	Packaging Quantity1	Packaging Uom Cd1	Packaging Identifier1	Net Weight Uom	Net Weight
	01	02/01/2018	02/02/2018	759.00	CT - CARTON	583732	LB	9108.00

Lot Number:*	Date Production Start:	BOX 15	Date Production End:
<input type="text" value="01"/> BOX 12	<input type="text" value="02/01/2018"/>		<input type="text" value="02/02/2018"/>
Packaging Quantity1:*	Packaging Uom Cd1:	BOX 17	Packaging Identifier1:*
<input type="text" value="759.00"/> BOX 18	<input type="text" value="CT - CARTON"/>		<input type="text" value="583732"/> BOX 2
Packaging Quantity2:	Packaging Uom Cd2:	BOX 19	Packaging Identifier2:
<input type="text" value="4.00"/> BOX 20	<input type="text" value="PK - PACKAGE"/>		<input type="text" value="583732"/>
Packaging Quantity3:	Packaging Uom Cd3:		Packaging Identifier3:
<input type="text"/>	<input type="text"/>		<input type="text"/>
Packaging Quantity4:	Packaging Uom Cd4:		Packaging Identifier4:
<input type="text"/>	<input type="text"/>		<input type="text"/>

Lot Number: Enter the Lot Number for the product

Date Production Start: Enter the date when the production for the Lot started

Date Production End: Enter the date when the production for the Lot ended

Packaging Quantity 1-6: Enter the total quantity for the packaging level.

Packaging UOM Cd1-6: Select the unit of measure for the quantity entered

Packaging Identifier 1-6: Enter the shipping mark/identification mark on the shipping container

Click [Update](#) and then [New](#) if another Lot needs to be added on this line item



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Product Components				
	New	Is Component	Producing Country Cd	Source Country Cd
<input type="checkbox"/>	Edit Delete Expand	N - No	CANADA - CA	

Certificates					
	New	Issuing Country	Issuing State/Province	Is Ecert Country	Certificate Number
<input type="checkbox"/>	Edit Delete	CANADA - CA	QC - Province of Quebec	N	123456

Certificate Products							
	New	Species	Process Category	Characteristic	Producing Establishment Nbr	Exporting Establishment Nbr	Source Establishment Nbr
<input type="checkbox"/>	Edit Delete Copy	06 - Meat: Pork	RPI - Raw Product ? Intact	1F			

Lots									
	New	Lot Number	Date Production Start	Date Production End	Packaging Quantity1	Packaging Uom Cd1	Packaging Identifier1	Net Weight Uom	Net Weight
<input type="checkbox"/>	Edit Delete	123	10/25/2016	10/25/2016	350.00	BG - BAG	123456	LB	6500.00

Once you have completed this screen, click on [Save and Close PGA Form](#) on the bottom left hand side of the page and it will return you to the previous screen. Click [Save and Add another form](#) to add an additional FSIS form. If you wish to delete this page, you can click on [Delete this form](#). [Close PGA Form](#) will not save any information added/changed and will return you to the previous screen.

TSCA (Toxic Substances Control Act)

EPA Form

Disclaimer:

Declaration Code:*

Certifying Individual

Name:* Phone #:* Email:*

[Save and Close EPA Form](#) . [Close EPA Form](#)

Disclaimer: Select appropriate option for the item being shipped. If item is disclaimed no other fields need to be completed. Click Save and Close EPA form

Declaration Code: If the Disclaimer is set as 'Not Disclaimed' then select either a Positive Certification or a Negative Certification.

Name: Enter the first and last name of the certifying individual.

Phone number: Enter the phone number for the certifying individual.

Email: Enter the email address of the certifying individual.

Save and Close EPA form saves the information selected to the part and will allow this information to pull in to the invoice the next time that this part is used.



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Close EPA form closes the form and not does not save TSCA data to the line item.

Multiple Invoices: One entry number, multiple Commercial/Electronic Invoices.

- A. To key in a subsequent invoice #, click on [Add to Multi-Invoice](#). Repeat as needed until all invoice #'s have been added. The order the invoice #'s are keyed indicates the sequence in the multi-invoice group.
- B. When done keying all invoice #'s, click on [Save Entries](#). At this time the invoice records will be created in the system and linked to the 1st invoice in the multi-invoice group. The invoices created will be the result of a copy of the 1st invoice in the multi-invoice group. The copy follows the same rules as if you had used the copy feature to copy from one invoice to another.
- C. Each multi-invoice group will be displayed in the invoice list with the Master/1st invoice in the sequence listed with all invoices in the group listed underneath in order. A multi-invoice group is denoted by the sequence #'s listed in the **MI** column. Once submitted the entry # will be listed as it is with any invoice, except that each subsequent invoice in a multi-invoice group will display the same entry #.
- D. You must then edit each invoice in the multi-invoice group and add/change the appropriate information as needed and submit individually. To edit each invoice you can select the invoice you want to edit from the drop down field under invoice number or from the Manage Invoice screen and selecting the pencil for the invoice you would like to edit.

- E. If a multi-invoice group exists, you can add invoices to the group or delete invoices from the group by clicking on [View/Edit](#) next to the Multi-Invoice check-box.
- F. You can add invoices to a multi-invoice group by following the same process as indicated in step C-E above.
- G. You can delete an invoice from a multi-invoice group until it has been submitted by accessing the multi-invoice pop-up as indicated above in I. Highlight the invoice # you wish to delete and



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then click on [Delete from Multi-Invoice](#). **Warning**, deleting an invoice within the multi-invoice pop-up will also delete the invoice from the system.

- H. You can delete a master invoice or 1st invoice in a multi-invoice group if it has not been submitted by clicking on [Delete this item](#) in step 1 while editing the invoice. **Warning**, deleting the master or 1st invoice in a multi-invoice group will delete all associated invoices in the group. Delete confirmation will be displayed and require response to continue.
- I. Invoices in a multi-invoice group must be submitted from the master invoice.
- J. A previously input or submitted invoice cannot be added to a multi-invoice group.



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Copy/Template:

- Invoice
- eManifest
- Shipping Parties
- Products
- Account
- Importers
- Analytics
- eDMS
- Admin

Manage Invoice

Choose Importer: [Add New Invoice](#) [Copy Existing Invoice](#) [Create eManifest](#) Suppress Commodities

Click on Copy Existing Invoice and all invoices that are set as a template will be shown in the grid.

Invoice	eManifest	Shipping Parties	Products	Account	Importers	Analytics	eDMS	Admin																																																													
<input type="checkbox"/> Delete	Invoice No	SCAC	Consignee	Exporter	Prod Desc	Created	Copy	# of Copies	New Invoice Name																																																												
		danq					<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text"/>																																																												
<input type="checkbox"/> Delete	0177876	DANQ	ABC Electrical Inc, NY	A B C, Inc., XQ	Vent Plate	6/26/2008 12:54:58 PM	<input type="checkbox"/>	0																																																													
<input type="checkbox"/> Delete	0177879	DANQ	ABC Electrical Inc, NY	A B C, Inc., XQ	Vent Plate	6/30/2008 10:11:58 AM	<input type="checkbox"/>	0																																																													
<input type="checkbox"/> Delete	0177880	DANQ	ABC Electrical Inc, NY	A B C, Inc., XQ	Vent Plate	7/16/2008 2:33:27 PM	<input type="checkbox"/>	0																																																													
<input type="checkbox"/> Delete	030316MC	DANQ	0615 AND Consignee, NY	A B C, Inc., XQ		3/3/2016 7:53:05 AM	<input type="checkbox"/>	0																																																													
<input type="checkbox"/> Delete	033016	DANQ	VARIOUS, NY	A496 Ray Textile Inc, PQ	description	3/30/2016 10:19:50 AM	<input type="checkbox"/>	0																																																													
<input type="checkbox"/> Delete	0410OGAKY	DANQ	ABC 123, Inc., NY	A B C, Inc., XQ	test	4/10/2015 1:37:28 PM	<input type="checkbox"/>	0																																																													
<input type="checkbox"/> Delete	0415PGA	DANQ	ABC 123, Inc., NY	A B C, Inc., XQ	test	4/15/2016 12:14:20 PM	<input type="checkbox"/>	0																																																													
<input type="checkbox"/> Delete	05312016SINGLE	DANQ	0501 Shipping Party, NY	A B C, Inc., XQ		5/31/2016 1:45:09 PM	<input type="checkbox"/>	0																																																													
<table border="1"> <thead> <tr> <th>Line #</th> <th>Part #</th> <th>Description</th> <th>Country Origin</th> <th>CBP QTY</th> <th>Item Value</th> <th>Unit Price</th> <th>SPI</th> <th>Inv Qty</th> <th>Inv UOM</th> <th>SPI2</th> <th>Disc</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0010</td> <td>Paving Stones</td> <td>XB</td> <td>75 M2</td> <td>675</td> <td>45</td> <td>CA</td> <td>15</td> <td>NO</td> <td>N</td> <td>0</td> </tr> <tr> <td>2</td> <td>DOT PART</td> <td>DOT PART</td> <td>XQ</td> <td>45 KG</td> <td>650</td> <td>65</td> <td>CA</td> <td>10</td> <td>no</td> <td>N</td> <td>0</td> </tr> <tr> <td>3</td> <td>LACEY</td> <td>LACEY</td> <td>XB</td> <td>0 X</td> <td>395.4</td> <td>26.36</td> <td>CA</td> <td>15</td> <td>no</td> <td>N</td> <td>0</td> </tr> <tr> <td>4</td> <td>1000</td> <td>Barley</td> <td>XQ</td> <td>1500</td> <td>18540</td> <td>12.36</td> <td>CA</td> <td>1500</td> <td>KG</td> <td>N</td> <td>0</td> </tr> </tbody> </table>										Line #	Part #	Description	Country Origin	CBP QTY	Item Value	Unit Price	SPI	Inv Qty	Inv UOM	SPI2	Disc	1	0010	Paving Stones	XB	75 M2	675	45	CA	15	NO	N	0	2	DOT PART	DOT PART	XQ	45 KG	650	65	CA	10	no	N	0	3	LACEY	LACEY	XB	0 X	395.4	26.36	CA	15	no	N	0	4	1000	Barley	XQ	1500	18540	12.36	CA	1500	KG	N	0
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1	0010	Paving Stones	XB	75 M2	675	45	CA	15	NO	N	0																																																										
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Page 1 of 9 (87 items) <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/> <input type="button" value="6"/> <input type="button" value="7"/> <input type="button" value="8"/> <input type="button" value="9"/>																																																																					
Update Cancel Return To Invoice List																																																																					

Delete: To delete a template click on delete, click yes, and then Update and the template will be deleted

Expand: Click on the + to show the lines items that are included on the invoice

Copy: Check off the Copy box if you want to copy the invoice




of Copies: Select the number of copies that you would like to make


New Invoice Name: Enter the name that you would like to use for the new invoice. If you are creating more than one invoice then the program will add a 1, 2, 3, etc. to the end of the invoice name to make the invoice name unique for each invoice.





eShipPartner® Invoice User Guide


Invoice Icons:

 If you click on the  in front of an item, it will delete that item. Be sure to click on the  **only** if you want something deleted.

 Clicking on this symbol brings you to Deringer's Tracking and Tracing information screen.

 This icon allows you to print a copy of the document next to it.

 Use this icon to create a template out of the document next to it.

 Use this icon to copy the template located next to it.

Sample Invoice Status Messages:

In Progress	Shipment has not been submitted to Deringer yet, still being created
Canceled	Customer requested that the invoice be canceled, email notification was sent to operations email address that is set up for the importer
ODF Change in Progress	Invoice has been submitted with ODF fields incomplete. Deringer internal user has opened the invoice and started adding ODF fields. The external user can no longer edit the invoice and resubmit
Sent to be Processed	Shipment has been submitted to Deringer for processing
Submitted to AN Deringer for ODF	Customer has submitted an invoice and the invoice has ODF fields that need to be completed
AND SYS Loaded	Shipment is loaded to Deringer and is waiting to be processed
Sent to CBP	Shipment data has been sent to Customs for processing
Accepted by Customs	Release data has been accepted by Customs
Admissible BOL-Match	Entry and emanifest are both on file with Customs
FDA PNs Received	PNC numbers have been received back from Customs/FDA
Shipment Cleared the Border	Customs has release the shipment
On Hold or Rejected	This could be a voided IRS number or other Customs reject for the shipment. Check tracking messages to see the details
Entry Cancelled	Entry has been canceled by Customs