



AXXESSIBLE US CUSTOMS

*Overview of the recent
changes to the platform*

VERSION ENHANCEMENT GUIDE

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Introduction

The mission of Axxess International Inc is to offer all our clients, regardless of their size, personalized service offered by a team of experts and supported by cutting-edge technology.

With this in mind, we have recently made changes to our Axxess Web platform (Axxessible US Customs). This platform is intended for our customers wishing to prepare their proforma documents online for customs clearance at the American borders and to track US customs shipments/declarations.

This document is not a user guide, it is intended for current users, already familiar with the platform, to inform them of changes.

Distinction between Shipments and Proforma invoices.

Creating a shipment in the portal allow you to assign multiple proforma invoices together by sharing the same Shipment / PAPS #.

It also allows you to add some information such as the carrier, the port of entry, the mode of transport and the actual carrier PAPS number.

Even if this could be interesting, additional steps must be taken when working with the Shipments features.

If this is something that would be interesting for your company, please contact your [US Customs Client service agent](#) as changes will have to be done to your account profile and additional training sessions should be planned.

Home Page – Shipments tab





Search boxes

The following search fields were added to the Shipments main page to allow more searching options:

- Carrier
- Port of entry
- Mode of transport

Action icons

From the shipment main page, you can edit a shipment that is shown in the list (if the shipment status is not “Submitted”, you can view the history of the shipment, you can print all the documents that are related to a shipment, and you can delete a shipment (if the status is not “Submitted”).

-  Edit a shipment
-  View the history of a shipment
-  Print all documents in relation to a shipment
-  Delete a shipment

Shipments

[Home](#) [Products](#) [Organizations](#) [Shipment Tracking](#)

Filter

Account

Shipments	Proforma Invoices	Bills Of Lading	USMCA	TSCA				
+ Shipments : 146								
Action	Shipment / PAPS#	Status	Proforma Invoices	Creation Date	Exporter	Ship to	Carrier	Port of entry
	Enedietest	Open	0	2024-02-28 13:56				
	PAPS11223344NEW	Completed	3	2024-02-23 09:24	WORLDWIDE TRADING COMPANY	11223344NEW	WORLDWIDE TRADING COMPANY	0106 - Houlton
	146687	Submitted	1	2024-02-06 09:06	WORLDWIDE TRADING COMPANY	146687	WORLDWIDE TRADING COMPANY	3802 - Port Huron
	146688FF	Open	2	2024-02-06 09:06	WORLDWIDE TRADING COMPANY	146688FF	WORLDWIDE TRADING COMPANY	3802 - Port Huron
	147008	Open	0	2024-02-06 09:06	WORLDWIDE TRADING COMPANY	147008	WORLDWIDE TRADING COMPANY	3801 - Detroit
	147041	Open	0	2024-02-06 09:06	WORLDWIDE TRADING COMPANY	147041	WORLDWIDE TRADING COMPANY	3801 - Detroit

Shipments page

When entering the Shipment page (when adding or editing a shipment), the following changes were done:

The field previously named “Shipment#” was re-labelled to show “Shipment/PAPS#”.

Additional fields were added to the shipment page:

- Port of entry
- Estimated date of arrival
- Mode of transport
- Shipment status.

Shipment

Home Products Organizations Shipment_Tracking

Status : Open

Shipment / PAPS# 146688FF

Port of entry MICHIGAN - PORT HURON - 3802

Estimated date of arrival

Carrier Code TFFC Name TRAFFIC TECH Mode of transport TRUCK - 30

EXPORTER, SELLER

Code Name Address1 Address2 City Postal code Country CANADA Province/State QUEBEC IRS#

SHIPPED TO

Code Name Address1 Address2 City Postal code Country Province/State IRS#

By default, the status of a shipment is always "Open".

A section was added at the bottom of this page to manage related proforma invoice(s). You can view proforma that were already added to the shipment, and you can:

- You can add one or more than one invoices to a shipment.
- You can edit the invoices that were previously added to a shipment.
- You can print the proforma invoice.
- You can delete invoices that were previously added to a shipment.

Shipment

Home Products Organizations Shipment_Tracking

Status : Completed

Shipment / PAPS# PAPS11223344NEW

Port of entry MAINE - HOULTON - 0106

Estimated date of arrival 02/15/2024

Carrier Code Name NEW CARRIER NAME Mode of transport ROAD, OTHER - 34

EXPORTER, SELLER

Code Name EXPORTER NAME (MANUAL) Address1 Address2 City Postal code Country Province/State IRS#

SHIPPED TO

Code Name SHIP TO NAME (MANUAL) Address1 Address2 City Postal code Country Province/State IRS#

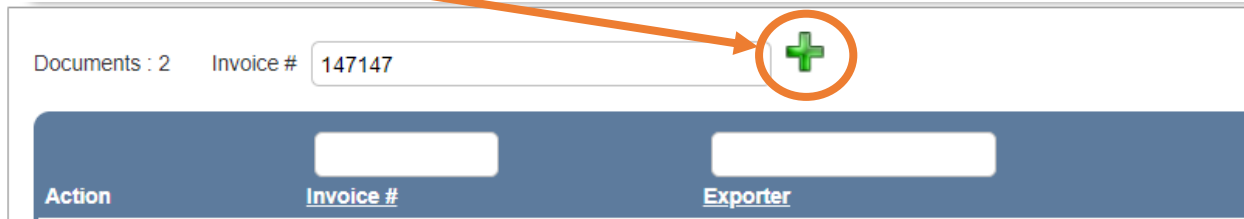
Documents : 3 Invoice #

Action	Invoice #	Exporter	Ship To	Status
	147147			Completed
	147275			Completed
	146992			Completed

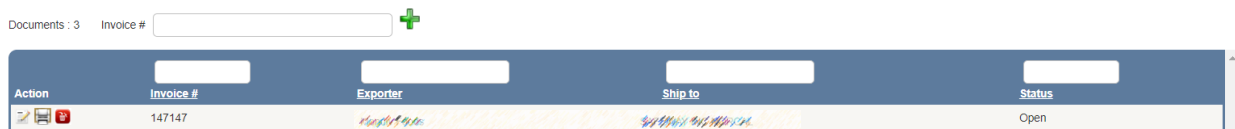
Adding a proforma invoice to a shipment

Before adding a proforma invoice to a shipment, the proforma invoice should exist in the [Proforma Invoices tab](#).

Type the proforma invoice number in the invoice # field as shown below then click on the green “plus” sign:



If the system found this invoice, it will automatically add it to the shipment, and you will see it right below:



If the system did not find the invoice number, you will get the following error message:

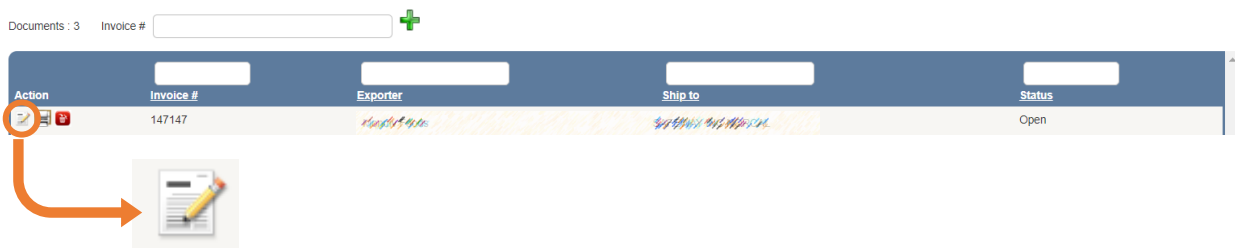
axcesswebtest.axcessintl.com says

The Proforma Invoice was not found

OK

Editing a proforma invoice

Once a proforma invoice has been added to a shipment, you can modify it (Edit) without having to go in the Proforma Invoices tab. Just click on the Edit icon (as shown in the circle below)



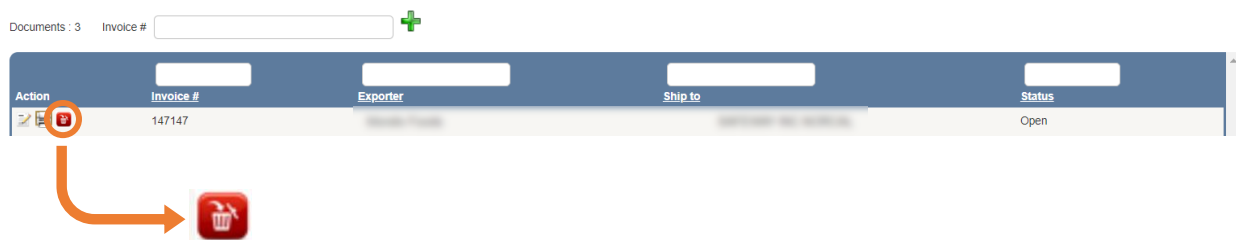
Once the proforma invoice is modified from the shipment page, changes will automatically be applied to the invoice in the proforma invoices tab.

Deleting a proforma invoice



IMPORTANT:

If you delete a proforma invoice by clicking on the trash can icon from the shipment page, this will also **delete the invoice from the Proforma Invoices tab.**



If you do not want to delete the invoice and just remove this invoice **from the shipment**, you must click on the Edit icon and remove the Shipment / PAPS# :

Proforma Invoice

Status: Open

Invoice # 147008 Invoice Date 02/06/2024 Shipment / PAPS# 146688FF

EXPORTER, SELLER

PRODUCER OF GOODS (IF DIFFERENT THAN EXPORTER)

SHIPPED TO

BUYER (IF DIFFERENT THAN CONSIGNEE)

Status of shipments

The status of the shipment will change depending on the status of the proforma invoice(s) which are linked to the shipment.

The following conditions are used to establish the status of the Shipment:

- A shipment is “**Open**” if all its related Proforma invoices are Open or does not have any associated invoices.
- A shipment becomes automatically “**Completed**” when **all** its associated Proforma invoices are Completed. (Note: a shipment must be Completed before it can be submitted)
- A shipment becomes “**Submitted**” once you click on the envelope icon from the top of the Shipment page (see below). All its associated Proforma invoices must have the status to “Completed”.

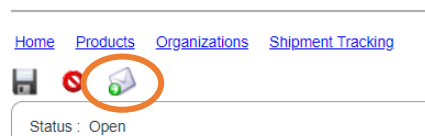


IMPORTANT: a Submitted shipment can no longer be modified, nor can any of its invoices be modified).

[Submitting a shipment](#)

When working with shipments, you no longer submit all the proforma invoices one by one. Submitting a shipment automatically submits all its related proforma invoice at once by clicking on the envelope icon at the top of the page:

Shipment



Home Page - Proforma Invoices

The field previously named "Shipment#" was re-labelled to now be "Shipment/PAPS#".

Action icons

Although there is no change to the action icons, here's a quick reminder:



Edit a proforma invoice



View the history of a proforma invoice



Print a proforma invoice



Delete a proforma invoice

FDA

A field "FDA #" was added to the Proforma page (when creating a new proforma or editing and existing one) for each of the entities of the invoice. These fields can be filled out but are not mandatory.:

- Exporter, Seller
- Producer of goods
- Shipped to (Consignee)
- Buyer

FDA # is a unique registration number that is assigned to organization by the U.S. Food and Drug Administration (FDA). The FDA agency is responsible for protecting public health by regulating imported products. Any company that plans to distribute food, animal, medical, or beauty products for the U.S. market is required to register with FDA.

If you are importing the items listed above in the United States, you probably already have an FDA # and should see this new field in the proforma invoice. [Contact your US Custom Service agent](#) if this is not the case, as we must modify your account profile in order to make this field visible.

If the situation describe above does not apply to your company, you will probably not see these new fields in the proforma invoice.

Other changes

If you are also using the [Shipments features](#) of the Axxess web application, additional controls have been added to the Proforma invoice page.

While saving the Proforma Invoice with “Completed” status, the Shipment/PAPS# will be validated.

You will not be able to save a Proforma invoice with the “Completed” if the Shipment/PAPS# that was entered is associated to a Shipment that was already submitted. This control was put in place to prevent the addition of an invoice to a shipment that would have already been transmitted to American customs.

You will need to change the field value or keep the Proforma Invoice in Open status.

Proforma Invoice Lines

Additional search field were added to the Proforma Invoice Line page to allow more searching options:

Lines:3

Total	HS Quantity	HS UOM	Packaging Qty	Packaging UOM	MID	PGA Quantity	PGA UOM	Gross Weight (KG)
43528.32	15	BBL	340	FT	mid12	120	CM3	
442.00	22	CG	3	FBM	123	4	CKG	

- HS Quantity
- HS Unit of Measure (UOM)
- Packaging Quantity
- Packaging Unit of Measure (UOM)
- MID # (Manufacturer Identification code)
- PGA Quantity (Partner Government Agent)
- PGA UOM
- Gross Weight (KG)

These new fields can be provided when entering the invoice line but are not considered mandatory.

If provided, these will print on the Proforma invoice lines and will be included in the transmission of the information when the shipment or the proforma invoice will be submitted.

Lines edition

Product Code	00649889	Description	[REDACTED]		
HS Number	2103.20.4020	Origin	CA - CANADA	QUEBEC	USMCA <input type="checkbox"/>
UOM	CS-CASE	Unit Price	51.600	[REDACTED]	
Quantity	189.00	Total	9752.40	[REDACTED]	
HS Quantity	135	HS UOM	LB -POUNDS, (WEIGHT)	[REDACTED]	
PGA Quantity	136	PGA UOM	L-LITERS	[REDACTED]	
Packaging Qty	137	Packaging UOM	CT-CARTONS	[REDACTED]	
Manufacturer ID	[REDACTED]	Gross Weight (KG)	[REDACTED]	[REDACTED]	

Product Code

The “Product code” field allows to search by Products code or description.

While typing in this box, the system will show you the values found that matches the character you typed. The more you type the more precise the research becomes.

Lines edition

Product Code	PROD	Description	[REDACTED]
HS Number	AAA111-Product AAA111 AAA112-Product AAA112 BBB111-Products BBB111	Origin	[REDACTED] USMCA <input type="checkbox"/>
UOM	[REDACTED]	Unit Price	[REDACTED]
Quantity	[REDACTED]	Total	[REDACTED]
HS Quantity	[REDACTED]	HS UOM	[REDACTED]

Once you find the desired product, only the code is automatically returned to this field.

When a product is chosen, all its default values (shown in the boxes circled below, default values are entered in the [Products table](#)) are brought to the proforma line. Default values can be change if necessary.

Lines edition

Fill out the remaining fields as usual.

Home Page - TSCA Certificate tab (Toxic Substance Control Act)

If your company import chemical substances to the Unites-States, you might need to produce a TSCA declaration. This is a self-declaration document to show customs that all chemical substances imported in the United States either comply with the Toxic Substance Control Act (TSCA) at the time of import (positive certification) or not subject to TSCA requirements (negative certification).

The Axxess web platform now allows you to prepare this certificate. You will not see this tab if the merchandise that you are importing in the United States do not require this declaration.

When goods imported are subject to TSCA, click on the tab TSCA, then click on the green “plus” sign:

Choose one of the 2 options (carefully read the description of the two options to choose the proper one:

- Positive Certification: when you certify that all the chemical substances in the shipment comply with all application rules under TSCA.
- Negative Certification: when you certify that all chemicals in the shipment are not subject to TSCA.

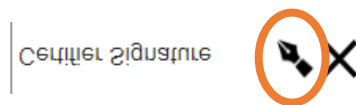
Fill out the fields for Company Name and address.

By default, the certifier name will be the name that Axxess have in your user profile.

Enter your title and phone number.

By default, the certifier email address will be the name that Axxess have in your user profile.

Click on the pencil icon to do your electronic signature.



A box will open, sign in the signature space in the box, then click on the disk icon.

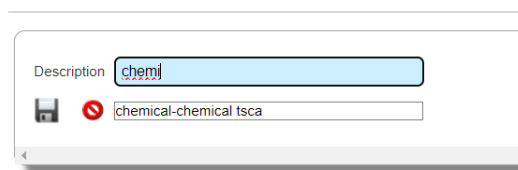


Enter the shipment date (click on the calendar icon to select the date).

Click on the green "plus" sign.

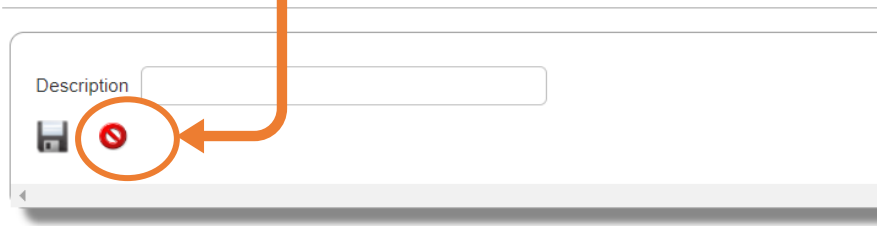
Type in the description box the description of the product that should be included in the TSCA declaration. The system will search within your [products table database](#) within the Axxess web application and will show you the products that matches the description you typed. If nothing is showing up, you will have to add the item to your product database or edit an existing item that is already in your product database with the TSCA. Refer to the [Products page](#).

Lines edition



Once the product is found, click on the disk icon. The description field will become empty again and you can add a second product if needed. If you don't have anything else to add, click on the Cancel button.

Lines edition



Lines:1

When all pertinent information has been entered, click on the disk icon at the top of the screen to save the TSCA certificate.

By default, the status always remains "Open".



You can prepare TSCA certificates templates in advance and leave the status at open. Then when you must submit one certificate with a shipment, you can copy the certificate, by clicking on the copy button shown in the circle below, enter a TSCA # and a valid PAPS #, sign it, enter a shipment date, change the status to "Complete" and save it.

Filter

Account

Shipments Proforma Invoices Bills Of Lading USMCA **TSCA**

+ Documents : 2

Action	DocumentID	Certificate Type	Shipment / PAPS#	Status
	ccsz148944164	P	ccsz148944164	Completed
	TSCA-template	P		Open

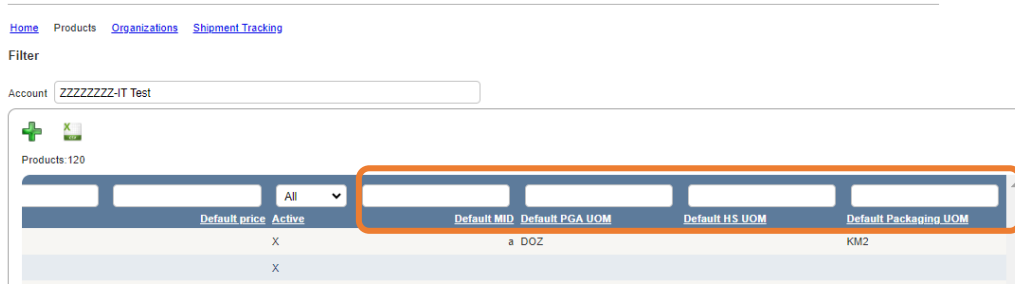
When you will submit your proforma invoice in relation to this PAPS#, the TSCA certificate declaration will automatically be included with the transmission.

Products Page – Search boxes

The following search fields were added to the Products main page to allow more searching options:

- Default MID
- Default PGA UOM
- Default HS UOM
- Default Packaging UOM

Products

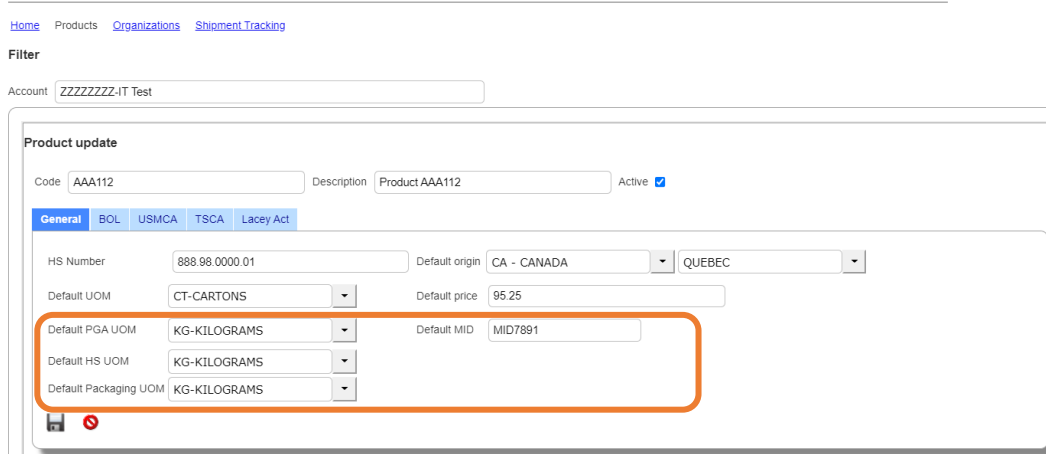


Product Table

When entering the Products page (when adding or editing a product), the same fields mentioned previously were added to the General Tab:

- Default MID
- Default PGA UOM
- Default HS UOM
- Default Packaging UOM

Products



Products - TSCA Tab

Beside the new field mentioned above, the only other change to the product table is the addition of a new tab "TSCA".

This tab allows you to identify for a specific product one of the 3 options below:

The screenshot shows a 'Product update' form. At the top, there are input fields for 'Code' (BBB111), 'Description' (Products BBB111), and a checked 'Active' checkbox. Below these are five tabs: 'General', 'BOL', 'USMCA', 'TSCA', and 'Lacey Act'. The 'TSCA' tab is selected. Under the 'TSCA' tab, there are three radio button options: 'TSCA POSITIVE certification required', 'TSCA NEGATIVE certification required', and 'TSCA no applicable', which is selected. At the bottom left of the form are icons for a floppy disk and a red prohibition sign.

Organization page - Search boxes

The FDA # search fields were added to the Organization main page to allow more searching using the FDA #.

When entering the Organization page (when adding or editing an organization), the same field was added to the USA Tab:

The screenshot shows the 'Organizations' page. At the top, there are navigation links for 'Home', 'Products', 'Organizations', and 'Shipment Tracking'. Below these is a 'Filter' section with an 'Account' dropdown menu set to 'ZZZZZZZZ-IT Test'. The main content area is a 'Organization update' form. It has tabs for 'General', 'Canada required information', and 'USA'. The 'USA' tab is selected and circled in orange. An orange arrow points from the 'Organizations' page title to this 'USA' tab. Under the 'USA' tab, there are input fields for 'Code' (CONS1234), 'Name' (CONSIGNEE1234), 'IRS#' (99-498461354), and 'MID#' (USCON2POR). Below these is a field for 'FDA#' (DFA79436113), which is also circled in orange. At the bottom left of the form are icons for a floppy disk and a red prohibition sign.

When an organization is chosen in a proforma invoice, the default values are used to speed up the editing process.



Proforma invoice print out layout changes.

The new fields that were added to the Axxess web portal will be printed on the proforma invoice (pdf) if they are filled out. If not, these fields will be blank.

Addition of the shipment/PAPS #:

		PROFORMA	Phone:1-855-624-3287 Fax:1-888-514-2902 Email: paps@axcessintl.com
Invoice #: INV123456	Invoice Date:	Shipment/PAPS# CCSZ148999999	Page: 1/1
EXPORTER, SELLER EXPORTATEUR, VENDEUR EXPORTER TEST COMPANY INC 11234 STREET ONE TROIS-RIVIERES J2G 0D4 QC CA IRS NUMBER: 88-16496461		PRODUCER OF GOODS (IF DIFFERENT THAN EXPORTER) FABRICANT DES MARCHANDISES (SI AUTRE QUE L'EXPORTATEUR) EXPORTER TEST COMPANY INC 11234 STREET ONE TROIS-RIVIERES J2G 0D4 QC CA IRS NUMBER: 88-16496461	
FDAM# 1496749849		FDAM# 1496749849	

FDA #:

		PROFORMA	Phone:1-855-624-3287 Fax:1-888-514-2902 Email: paps@axcessintl.com
Invoice #: INV123456	Invoice Date:	Shipment/PAPS# CCSZ148999999	Page: 1/1
EXPORTER, SELLER EXPORTATEUR, VENDEUR EXPORTER TEST COMPANY INC 11234 STREET ONE TROIS-RIVIERES J2G 0D4 QC CA IRS NUMBER: 88-16496461		PRODUCER OF GOODS (IF DIFFERENT THAN EXPORTER) FABRICANT DES MARCHANDISES (SI AUTRE QUE L'EXPORTATEUR) EXPORTER TEST COMPANY INC 11234 STREET ONE TROIS-RIVIERES J2G 0D4 QC CA IRS NUMBER: 88-16496461	
FDAM# 1496749849		FDAM# 1496749849	
SHIPPED TO EXPÉDIÉ À CONSIGNEE1234 ADDRESS1 ADDRESS2 PORTHURON 58842 MI US IRS NUMBER: 99-164599400		BUYER (IF DIFFERENT THAN CONSIGNEE) ACHETEUR (SI AUTRE QUE LE DESTINATAIRE) BUYER 1234 LLC ADDRESS STREET 1 SOMECITY 99999 HI US IRS NUMBER: 89-748949	
FDAM# 194894496		FDAM# 414941	

Carrier, port of entry and mode of transport and estimated date of arrival (will be filled out only if you are using the shipment features of the platform, otherwise it will be blank.

SHIPPED TO EXPÉDIÉ À CONSIGNEE1234 ADDRESS1 ADDRESS2 PORTHURON 58842 MI US IRS NUMBER: 99-164599400		BUYER (IF DIFFERENT THAN CONSIGNEE) ACHETEUR (SI AUTRE QUE LE DESTINATAIRE) BUYER 1234 LLC ADDRESS STREET 1 SOMECITY 99999 HI US IRS NUMBER: 89-748949	
FDAM# 194894496		FDAM# 414941	
PARTIES TO THIS TRANSACTION ARE LES TRANSACTIONNAIRES SONT <input type="checkbox"/> RELATED ASSOCIÉ <input type="checkbox"/> NOT RELATED NON ASSOCIÉ		COUNTRY OF FINAL DESTINATION (IF OTHER THAN U.S.A.)	
CARRIER CARRIER TRANSPORT INC		SHIPPING WEIGHT 2250	
MODE OF TRANSPORT Truck		PORT OF ENTRY 0712 - Champlain	
		ESTIMATED DATE OF ARRIVAL 04/25/2024	

Origin Province, HS Quantity, HS Unit of Measure (UOM), Packaging Quantity, Packaging Unit of Measure (UOM), MID # (Manufacturer Identification code), PGA Quantity (Partner Government Agent), PGA UOM, Gross Weight (KG)

ORIGIN	PRODUCT CODE - DESCRIPTION OF GOODS			HS NUMBER HS QTY / UOM	UNIT QTY	UNIT PRICE	TOTAL
	MID	PGA QTY / UOM	PACKAGING				
CA	10021130176189-SIGNATURE SELECT FOUR CHEESE			2103.90.9091	112.00 CS	22.820	2555.84
(XQ)	ALFREDO SAUCE						
	CAMONDIV3810BOI	112/CT	112/CT	75/KG			
CA	10021130176172-SIGNATURE SELECT GARLIC ALFRE			2103.90.9091	1008.00 CS	22.820	23002.56
(XQ)	DO SAUCE						
	CAMONDIV3810BOI	1008/CT	108/CT	1200/KG			

Origin Province: Required to determine the provinces when origin country is Canada:

XA = Alberta	XB = New-Brunswick
XC = British-Columbia	XM = Manitoba
XN = Nova-Scotia	XO = Ontario
XP = Prince Edward Island	XQ = Québec
XS = Saskatchewan	XT = Northwest Territories
XW = Newfoundland & Labrador	XY = Yukon

HS Quantity and HS Unit of measure:

ORIGIN	PRODUCT CODE - DESCRIPTION OF GOODS			HS NUMBER HS QTY / UOM	UNIT QTY	UNIT PRICE	TOTAL
	MID	PGA QTY / UOM	PACKAGING				
CA	10021130176189-SIGNATURE SELECT FOUR CHEESE			2103.90.9091	112.00 CS	22.820	2555.84
(XQ)	ALFREDO SAUCE						
	CAMONDIV3810BOI	112/CT	112/CT	75/KG			
CA	10021130176172-SIGNATURE SELECT GARLIC ALFRE			2103.90.9091	1008.00 CS	22.820	23002.56
(XQ)	DO SAUCE						
	CAMONDIV3810BOI	1008/CT	108/CT	1200/KG			

Packaging Quantity, Packaging Unit of Measure (UOM):

ORIGIN	PRODUCT CODE - DESCRIPTION OF GOODS			HS NUMBER HS QTY / UOM	UNIT QTY	UNIT PRICE	TOTAL
	MID	PGA QTY / UOM	PACKAGING				
CA	10021130176189-SIGNATURE SELECT FOUR CHEESE			2103.90.9091	112.00 CS	22.820	2555.84
(XQ)	ALFREDO SAUCE						
	CAMONDIV3810BOI	112/CT	112/CT	75/KG			
CA	10021130176172-SIGNATURE SELECT GARLIC ALFRE			2103.90.9091	1008.00 CS	22.820	23002.56
(XQ)	DO SAUCE						
	CAMONDIV3810BOI	1008/CT	108/CT	1200/KG			



PGA Quantity (Partner Government Agent), PGA UOM:

ORIGIN	PRODUCT CODE - DESCRIPTION OF GOODS		PACKAGING	HS NUMBER HS QTY / UOM	UNIT QTY	UNIT PRICE	TOTAL
	MID	PGA QTY / UOM					
CA	10021130176189-SIGNATURE SELECT FOUR CHEESE			2103.90.9091	112.00 CS	22.820	2555.84
(XQ)	ALFREDO SAUCE CAMONDIV3810BOI	112/CT	112/CT	75/KG			
CA	10021130176172-SIGNATURE SELECT GARLIC ALFRE			2103.90.9091	1008.00 CS	22.820	23002.56
(XQ)	DO SAUCE CAMONDIV3810BOI	1008/CT	108/CT	1200/KG			

MID # (Manufacturer Identification code)

ORIGIN	PRODUCT CODE - DESCRIPTION OF GOODS		PACKAGING	HS NUMBER HS QTY / UOM	UNIT QTY	UNIT PRICE	TOTAL
	MID	PGA QTY / UOM					
CA	10021130176189-SIGNATURE SELECT FOUR CHEESE			2103.90.9091	112.00 CS	22.820	2555.84
(XQ)	ALFREDO SAUCE CAMONDIV3810BOI	112/CT	112/CT	75/KG			
CA	10021130176172-SIGNATURE SELECT GARLIC ALFRE			2103.90.9091	1008.00 CS	22.820	23002.56
(XQ)	DO SAUCE CAMONDIV3810BOI	1008/CT	108/CT	1200/KG			

Shipment tracking

The enhanced version of Axxessible US (Axxess web) allow you see the status of your shipment.

The first thing to know about the page is that it does not refresh its contents without input from the user. The page must be refreshed, entered from a different page, or the user must resubmit for the information to update. The information is otherwise updated in near real-time.

By default, the tracker will always list all shipments the user is allowed to see in reverse chronological order. The number of results returned in one search is limited to 1000 to insure best performance of the system.

If a shipment is not within the results returned, the filters above the table should be used to narrow down the search space. The table displays 15 rows per “page”, and the user can change page number at the bottom of the table.





Additionally, the table can be sorted in ascending/descending order of each column by clicking on the header of that column.

Page layout

The screenshot shows the 'Shipment Tracking' interface. At the top, there is a navigation bar with the AXCESS logo and 'AxxessWeb Test' text. Below this, the page title 'Shipment Tracking' is displayed. A breadcrumb trail includes 'Home', 'Products', 'Organizations', and 'Shipment Tracking'. The main content area features a search filter (1) with the text 'ZZZZZZZZ-IT Test'. Below the search is a 'Saved Filters' section (2) with a list of filters and a 'New name for saved filters...' input. The filter section (3) includes 'Creation Date', 'Release Date', 'Status', and 'PGA Status' filters. The 'Status' filter has options: 'New', 'Processed / Entry Created', 'Entry Data Accepted', and 'CBP Hold/Exam'. The 'PGA Status' filter has options: 'PGA Under Review', 'PGA Hold Intact', 'PGA May Proceed', and 'PGA Rejected'. Below the filters, it shows 'Shipments: 0'. A table header (4) is visible with columns: 'Action', 'EIN NUMBER', 'ENTRY NUMBER', 'BUYER'S', 'REFERENCE NUMBER', 'LATTER LOGO', 'STATUS', 'PGA STATUS', 'L109900', 'L201', 'Release Date', and 'Creation Date'. The table body (5) is currently empty.

1 *Account filter:* If a user has access to multiple client accounts, this filter can be used to select just one. Note that when a single account is selected (or if the user only has access to a single account to begin with), the Customer column will no longer appear in the table.


2 *Saved filters:* This allows the user to save the current filters (see 3 and 4) and reuse them later. The saved filters functions are listed below in the order they appear on screen, but they will be described in a logical procedural order in the example on [page 23](#), please refer to the section "[Saved filters - step by step example](#)".


- Move the selected filter up or down in the list: 
- Load the selected filter: 
- Delete the selected filter: 
- Save the current filters:  a unique name must be provided in the text box, and this name cannot be more than 50 characters long; additionally, please note that the filters that are saved are the ones currently displayed on the page, not the ones that are currently applied to the table.
E.g. if the user searches for new shipments from the last 3 days, then changes the filters for Released shipments from the past day and saves the filters.

3 *Date and status filters:* Allows the user to filter on a specific date range for shipment creation/release or a rolling period over the past X days, where X cannot be greater than 180. This selection is made with the selection buttons within each category. If no selection buttons are clicked, no filter is applied.

Also allows for filtering on the selected U.S. Customs and PGA statuses. If all checkboxes in a category are left blank, all statuses will be displayed (same as checking all checkboxes).

<p>Status:</p> <div style="border: 1px solid gray; padding: 5px;"> <input type="checkbox"/> New <input type="checkbox"/> Processed / Entry Created <input type="checkbox"/> Entry Data Accepted <input type="checkbox"/> CBP Hold/Exam </div>	<p>PGA Status:</p> <div style="border: 1px solid gray; padding: 5px;"> <input type="checkbox"/> PGA Under Review <input type="checkbox"/> PGA Hold Intact <input type="checkbox"/> PGA May Proceed <input type="checkbox"/> PGA Rejected </div>
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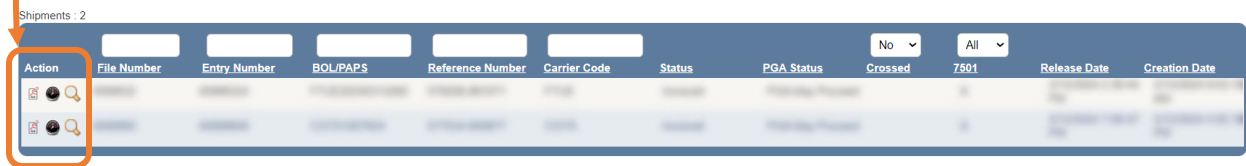
The "Clear Filters" button  [Clear Filters](#) will reset all filters on the page to their blank state. This is the only way to unselect a radio button once selected.

Once the user selected all the desired filter option, the search icon  should be clicked for the system to search within the database.




4 *Text and yes/no filters:* These allow the user to search for specific pieces of text in the respective columns of the result grid or select between Yes/No/All in the dropdown menu for the columns that contains an X (X means Yes and blank means No).

5 *Results grid:* Once filter is applied, the system will search in the database for the U.S. Customs entries that match the criteria entered by the user and will return to a maximum of 1,000 entries. If a shipment is not within the results returned, the filters above the table should be used to narrow down the search space. The table displays 15 rows per “page”, and the user can change page number at the bottom of the table.

Results grid action icons: Once research has been done, the results will show up in the research grid as shown below:



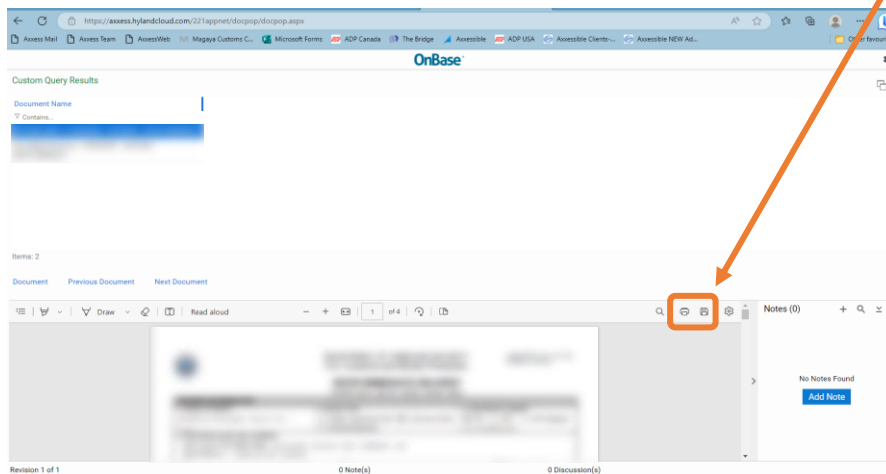
There are 3 action buttons at the complete left of the research grid, next to each entry:

- View documents 
- View history 
- View details 

View documents:

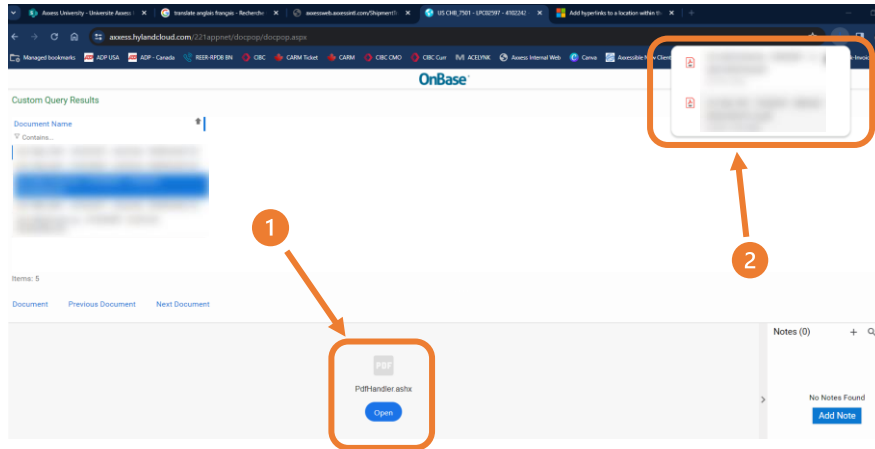
When clicking on the View document icon next to an entry, the system will open a new window.

The user can then choose from the list of available documents (double click) and the document should show at the bottom of the page. From there user can print or save the document.



If the document is not displayed at the bottom of the page, it is possible that the user has specific setup configurations within his web browser that prevent the document from being displayed. Two options are available:

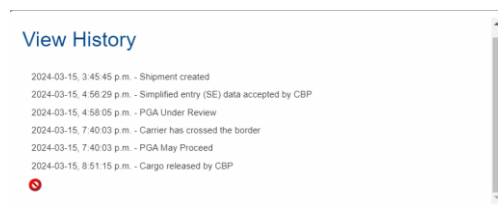
OPTION 1: Click on the open button, then the document will download within the web browser as shown in the 2 steps below:



OPTION 2: User can close the Axxessible US (Axxess web) application from its current web browser and try connecting with another one (Chrome vs Edge may have different configurations). The user can also verify with his IT department to change the web browser configuration.

View history

When a user clicks on the view history icon, the system will pop a new window and the specific milestones for this entry will be displayed in chronological order.



To go back to the results grid, the user should click on the “cancel” icon.



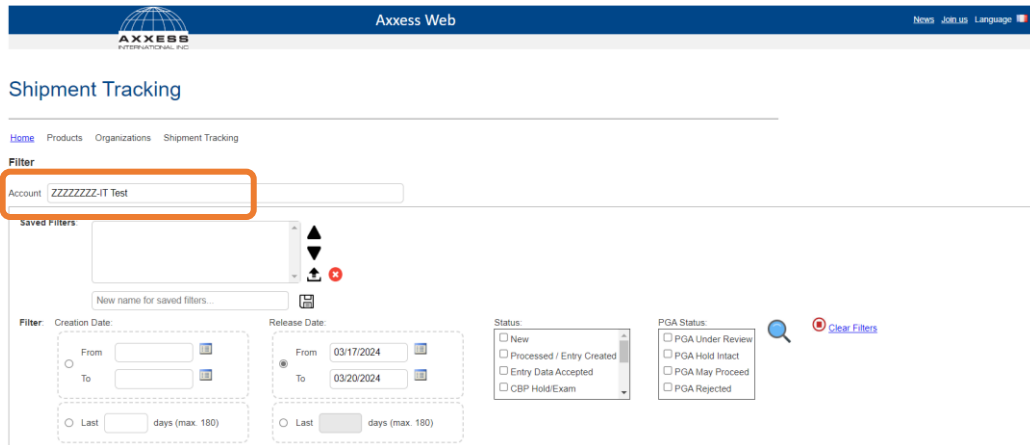
View details

When an entry is transmitted to U.S. Custom and is accepted, the user should see an “X” under the “7501” column of the results grid. For these transactions only it is possible to view the details of the entry by clicking on the “view details” icon.

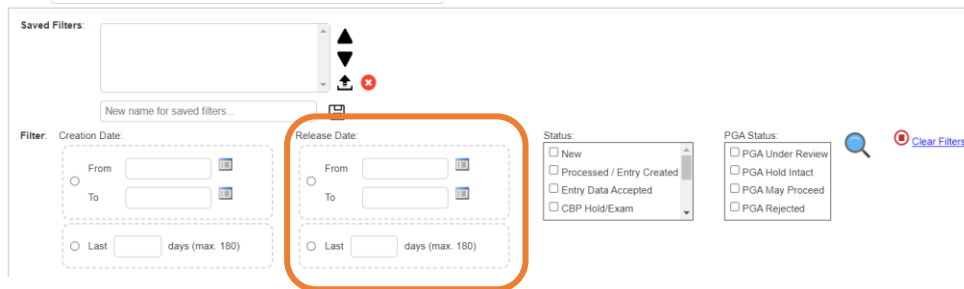
Saved filters - step by step example

A user needs to make the same release research each day to find the entries that were released on the previous day.

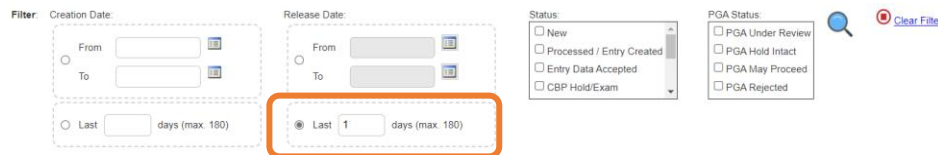
1. From the Shipment tracking main page, the user must 1st ensure that his account is selected:



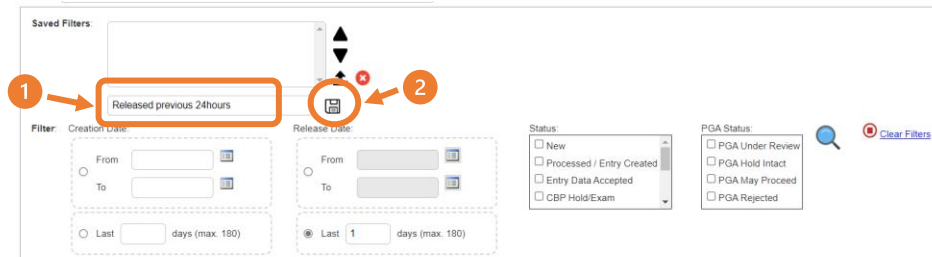
2. Because the user is looking for the released entries, he should use the filter boxes that are under the "Release date" section:



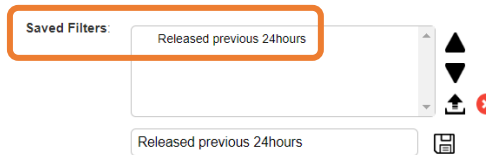
3. The user wants to see the list of entries that were released within the past 24 hours. He should then narrow his research as shown below:



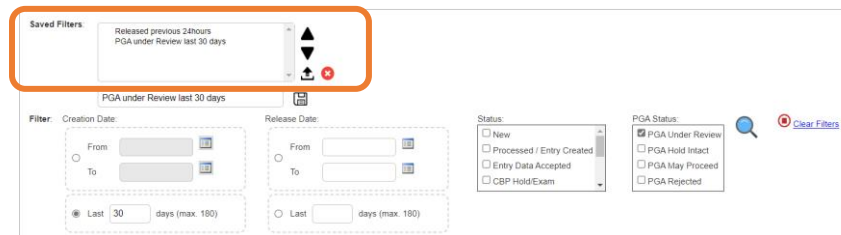
- To save this filter and have it available each time he logs in the platform, the user must then enter a description for this filter, and click on the disk icon:



- This filter will now be showing in the "Saved filters" box:

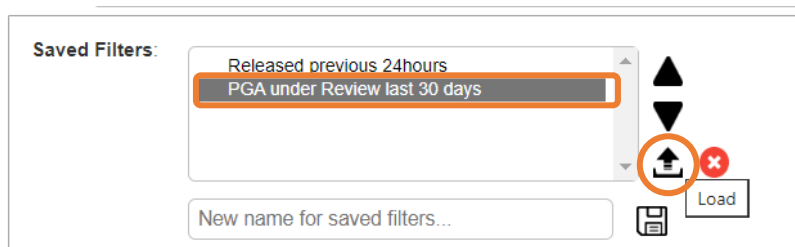


- The user can now prepare a new filter and save it again by clicking on the "Clear Filters" icon and entering new criteria.



- Next time the user will log in, the saved filters will be displayed in the Saved filters box.

- To activate one of the two filters, the user must select the one he wants, then simply click on the "Load" filter icon to activate this filter:



ANNEXES

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LEXICON

MID Code: MID code is short for Manufacturers Identification code and must be shown on the commercial invoice. It's used as an alternative to the full name and address of a manufacturer, shipper or exporter and is always required for U.S. formal customs entries.

PGA: PGA is a short code for Partner Government Agency. It's a division of the federal government that regulates specific products imported in the U.S. along with US Customs.