



Commodity Classification User Guide

March, 2022

© OCR 2022, All Rights Reserved

© OCR SERVICES. INC 2022

All rights reserved. The Information in this document contains confidential data that shall not be disclosed outside your company and shall not be duplicated, used, or disclosed-in whole or in part for any purpose without the prior written consent of OCR.

The information contained in this document is the property of OCR. No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means; mechanical, photocopying, recording, or otherwise, without the prior written consent of OCR. Under the law, copying includes translating into another language or format. Legal action will be taken against any infringement.

The information contained in this document is subject to change without notice and does not carry any contractual obligation for OCR. OCR reserves the right to make changes to any products or services described in this document at any time without notice. OCR shall not be held responsible for the direct or indirect consequences of the use of the information contained in this document.

REVISIONS

Date	Version	Description	Author
17 October, 2016	1.0	Document updated with latest screenshot and functionality as per R1-2016 release.	Rohit Manhas
10 January, 2017	2.0	Document updated with latest screenshot and functionality as per 2017 –R1 release.	Rohit Manhas
25 January, 2018	2.1	Document updated with latest screenshot and functionality as per new features added after 2018 release.	Rohit Manhas
15 March, 2019	3.0	Document updated with latest screenshot and functionality as per 2019 release.	Rohit Manhas
15 March, 2020	4.0	Document updated with latest screenshot and functionality as per 2020 release. Please refer the “What is New?” section in this User Guide.	Rohit Manhas
15 July, 2021	5.0	Document updated with latest screenshot and functionality as per 2021 release. Please refer the “What is New?” section in this User Guide.	Rohit Manhas / Imran Mustapha
18 March, 2022	6.0	Document updated with latest screenshot and functionality as per 2022 release. Please refer the “What is New?” section in this User Guide.	Rohit Manhas / Rocky Joseph

Table 1: Revision History

TABLE OF CONTENTS

1. INTRODUCTION	6
1.1 Summary of Contents.....	6
1.2 Readership	6
1.3 How to Read this Document.....	6
1.4 Glossary.....	7
2. OVERVIEW	8
2.1 Purpose	8
2.2 Features Available	8
2.3 Reports Menu Option	9
2.4 Files Menu Options	9
2.5 Tables Menu Options	10
2.6 Administrative Configuration of Commodity Classification Module	11
2.6.1 Configuration of Global & SBU Level Parameters for Product Classification Request.....	11
2.6.2 Configure the Guest User Account for Portal Access	16
2.6.3 Creating Export Reviewers within System	17
2.6.4 System Generated Number File	18
2.6.5 Field Configuration.....	19
2.6.6 Questionnaire Forms Configuration	23
3. COMMODITY CLASSIFICATION FEATURES	34
3.1 Commodity Classification Request.....	35
3.1.1 Create New Request – Portal View.....	35
3.1.2 Create New Request – Registered System Users	36
3.2 Work Queue - Review Process.....	48
3.2.1 Review Process – Access Pending Requests.....	48
3.2.2 Manager Review – Determine the Export and/or Import Classification Reviewer.....	57
3.2.3 Export Classification Review – Review Cycle 3.....	58
3.2.4 Export Classification Review – Review Cycle 2.....	71
3.2.5 Export Classification Review – Review Cycle 1.....	76
3.2.6 Import Classification Review	79
3.2.7 Classification Completed.....	82
3.2.8 Post Review Tab.....	84
3.2.9 Classification Audit Report	90
3.3 Classification Engine.....	92
3.4 Bulk Update Classification	95

3.4.1	Import Classification Regulatory Update	98
3.5	Bulk Product Search	99
4.	REPORTS	105
4.1	Adhoc Report.....	105
5.	APPENDIX A – WHAT IS NEW?.....	107
6.	APPENDIX B – LISTING OF FIGURES	108
7.	APPENDIX C – LISTING OF TABLES	110

1. INTRODUCTION

Global EASE™ (herein referred to as "System") is a web-based enterprise-wide solution used to automate and manage your business process for requesting and applying for Export and Import Licenses from various government agencies, managing the licenses, creating documents necessary for export and imports and sending these documents to your customers, vendors, freight forwarders, or brokers. The System also automates the filing of export and import information to customs. In addition, it ensures that your export and import processes comply with the countries' regulations where you do business.

The System leads directly to higher corporate-wide compliance standards, defined work processes, quality improvement in entire business processes, and ease in license acquisition & license usage, exporting and importing goods with much less time and effort.

This document is a screen-by-screen user guide for the "Commodity Classification" module. It contains proprietary screenshots and descriptive text for features within the Commodity Classification module. This user guide will cover all aspects of the User Interface without regard to the type of user. Depending on your subscription or user privileges, some aspects of this guide might not be applicable.

1.1 Summary of Contents

The User Guide is structured as follows:

- [Chapter 1](#) provides an introduction of this User Guide.
- [Chapter 2](#) provides an overview of the Commodity Classification features, including the purpose, usage, functions, and application configuration.
- [Chapter 3](#) describes the features of the Commodity Classification.
 - [Chapter 3.1](#) describes the procedural steps to use Commodity Classification Request feature.
 - [Chapter 3.2](#) describes the procedural steps to use Work Queue feature.
 - [Chapter 3.3](#) describes the procedural steps to use the Classification Engine feature.
 - [Chapter 3.4](#) describes the procedural steps to use Bulk Update Classification feature.
 - [Chapter 3.5](#) describes the procedural steps to use the Bulk Product Search feature.
- [Chapter 4](#) describes the reports of the Commodity Classification.
- [Appendix A](#) provides a list of new features added in the latest release.
- [Appendix B](#) provides a Listing of Figures used in this User Guide.
- [Appendix C](#) provides a Listing of Tables used in this User Guide.

1.2 Readership

The intended audience for this User Guide is:

- A Business Person, Export Compliance Officer, or Various Industries User, who is responsible for classifying an item.
- A typical user will be a Corporate Administrator (Corp Admin), Strategic Business Unit Administrator (SBU Admin), Compliance Manager (Privileged User), and User (Regular User).

1.3 How to Read this Document

Each System User Guide provides a simple step by step approach to help you in understanding and navigating the screen fields quickly and accurately. An example of each screen is provided, including information about how to initially navigate to the screen/process start point. Each step corresponds to a field within the screen itself and follows a horizontal path across the screen and then down to the row beneath.

The User Guide makes extensive use of icons rather than heavy descriptive text to describe the behaviors, validations, and requirements of the fields, screen responses, and user or system invoked navigations.

The following table provides a description of the icons





Icon	Name	Description
	User Action	Activities the user performs as a result of actions, such as clicking a button on the screen.
	System Action	Activities the system performs as a result of user actions such as clicking a button on the screen or choosing an option within a pop-up (dialogue box).
	Facts	This icon represents key factual information that enables the user to determine the content, validation, and/or behavior of the field it is describing.
	Warning/Errors	This icon represents common reasons for errors normally associated with incorrect completion of fields or missing mandatory information.

Table 2: Description of Icons

1.4 Glossary

The following table lists the terms and their description used in this User Guide.

Terms	Description
CCL	Commerce Control List
CJ	Commodity Jurisdiction
ECCN	Export Control Classification Number
FTA	Free Trade Agreement
HTS	Harmonized Tariff Schedule
ITAR	International Traffic in Arms Regulations
ITC	International Trade Commission
NAFTA	North American Free Trade Agreement
SBU	Strategic Business Unit
USML	United States Munitions List

Table 3: Glossary

2. OVERVIEW

The Commodity Classification module enables corporations to implement a uniform and consistent corporate wide Product Classification and Jurisdiction Request process, and internal review policy for Customs and Export Classifications of Product Catalog. The process allows for multiple levels of review to ensure a complete review cycle of Product Classification Requests for record-keeping and to comply with any U.S. regulations.

The Commodity Classification Module can track:

- Requests for Export Classification for single and group of similar parts
- Requests for Customs Classification including HTS and Schedule B
- Configurable Questionnaires to support internal reviews of Classification Requests
- NAFTA qualification and FTA program qualification worksheets
- Requests for re-classification of existing products based on regulatory changes
- Ability to support Commodity Jurisdiction and related rationale
- Support for multiple reviewers and workflows for specific classifications
- Ability to hold for Commodity Classification, CJ, and Track Reference Numbers while in process

Any employee, company engineer, or contractor who has access to the company's Compliance Portal may submit a Commodity Classification and Jurisdiction Request for internal review. The person does need to be a System user.

2.1 Purpose

The Commodity Classification Request captures initial Product Details along with a questionnaire to guide the request and help to make determinations. All information is automatically stored in System and communicated to the appropriate System User or Reviewer who is selected for Review.

The Review of a Commodity Classification Request takes place within System for record-keeping. The form ultimately leads to a final determination of an Export Classification or a Request for a Commodity Classification/Commodity Jurisdiction. The form also captures Customs Classifications for HTS, Schedule B, and other related HTS rulings.

The information can then be rolled into the Product Database of the specified Business Unit for easy access throughout the System for Licensing or Export/Import Shipments, etc.

2.2 Features Available

The following figure illustrates the features available in the Commodity Classification module.

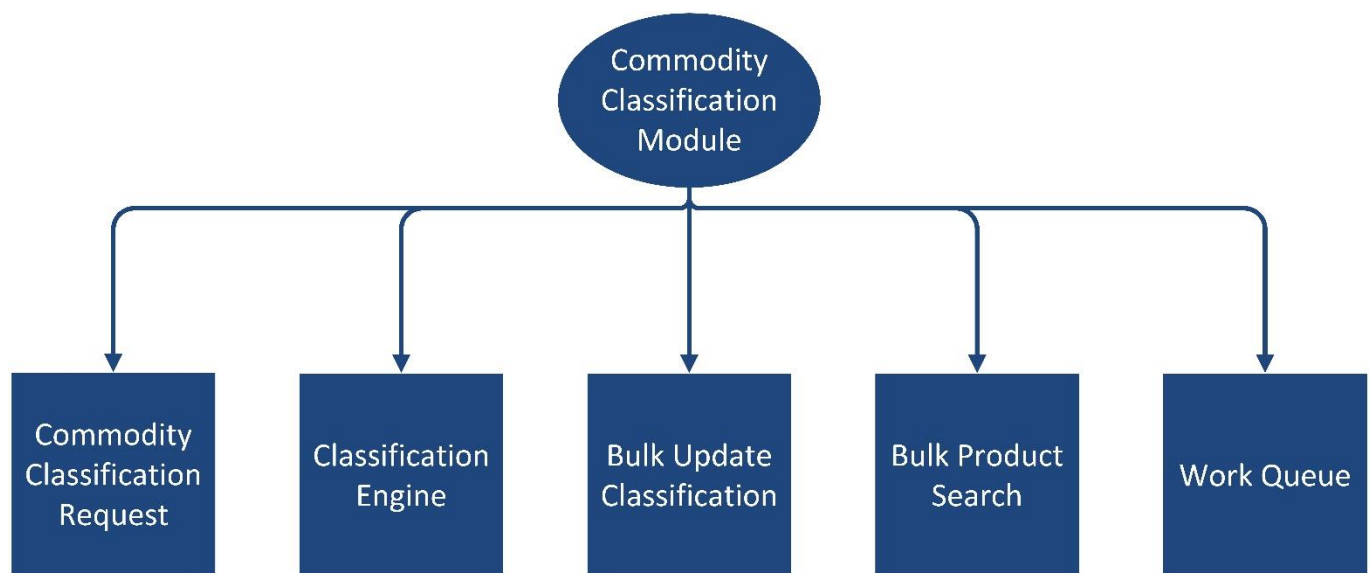


Figure 1: Commodity Classification Module – Features Flow Diagram

2.3 Reports Menu Option

The **Commodity Classification** Module offers various reports to keep an efficient log of your licenses with summary details of the application and internal tracking through the process.

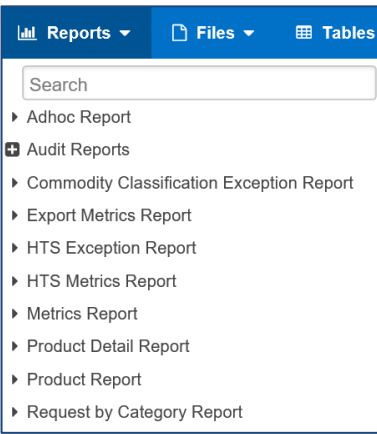
System UI	Report	Description
	Ad hoc	The Ad hoc Report provides a high-level overview of the details for a Product Classification Request.
	Audit Reports: Product Classification Change	The Product Classification Change Audit Report captures an audit of Export and Customs classification changes made using the Product Mass Control tool.
	Audit Reports: Status Change	The Status Change Audit Report captures an audit trail of the changing of Status throughout the Request Review Cycles.
	Commodity Classification Exception Report	The Import Exception Report shows you all Products that have an Invalid Import Classification and shows you when the Product was classified as well as the Reviewer that classified the Product.
	Export Metrics	The Export Metrics Report captures an audit for the number of days throughout the Export Review stages to determine the length of time to complete a Request.
	HTS Exception	The Import Exception Report shows you all Products that have an Invalid Import Classification and shows you when the Product was classified as well as the Reviewer that classified the Product.
	HTS Metrics	The Import Metrics Report captures an audit for the number of days throughout the Import Review stages to determine the length of time to complete a Request.
	Product Detail	The Metrics Report captures an audit for the number of days throughout the different Review stages for both Exports and Imports to determine the length of time to complete a Request.
	Product	The Product Table Detail Report provides an overview of your commodities stored in your Product Database.
	Request By Category	The Request Category report provides users the ability to find which USML/ECCN categories are listed on Commodity Classification requests and how many requests are linked with a USML/ECCN category.

Table 4: Reports Available

2.4 Files Menu Options

The File Drop-down List on the Menu Bar provides the ability to maintain SBU partitioned data, that is creating new, update or delete information. When entering data into a form, links are provided to access stored data from within a specific File.

It is recommended to set up the Files before working on Requests as this feature provides many benefits to help complete the process efficiently and without error. Data that is stored in Files can also be used across the System application in different Modules. The following Files are available for the Commodity Classification Module:

System UI	File	Description
	Commodity Classification Request Template	Templates are available for the Request form to pre-populate common details.
	Flag Reason	Used to set flags for products and commodity classification requests based on user-defined flag reasons.
	Instructions & Statements	Used on the commodity classification request review tabs to indicate the rationale for classifying products listed on a request.
	Product	Used to store all the information related to your products including the product catalog number, its ECCN/USML number, HTS, Unit, and others.
	Product Family	Used to keep information about product family related to product identification.

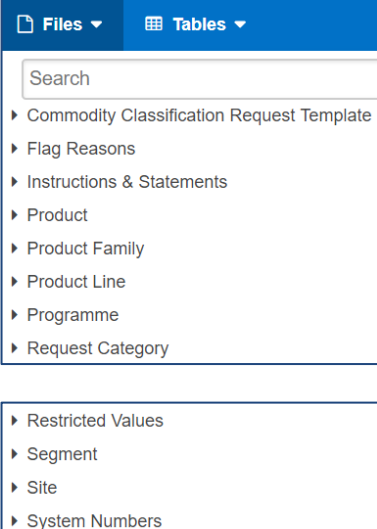
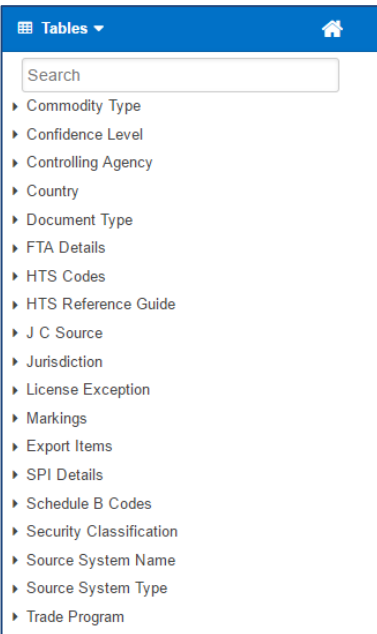
System UI	File	Description
	Product Line	Used to keep information about the product line of the product.
	Programs	Used to keep track of different program names and description under which your Products are associated.
	Request Category	Used to define the category of the request. The categories can be set/defined by the user.
	Restricted Values	Contains the restricted values to enforce the restriction of a certain 'Pre' or 'Post' fixes in a part number. <i>This feature has a major impact on the functioning of the module. Please use this carefully.</i>
	Segment	Used to keep a list of product areas within the program or activity to which export applies.
	Site	Used to keep a list of sites or office locations internal to your business.
	System Numbers	Used to generate License transaction numbers, unique consignee ID/Code, product codes, shipment and invoice numbers if desired.

Table 5: Files Available

2.5 Tables Menu Options

The Table Drop-down List on the Menu Bar provides SBU independent data. All information within these tables is industry standard and is used to help populate forms and requests throughout the System application. Any information added in the various Tables is available to be used in other Modules.

In general, OCR automatically updates the data daily. However, if you need to add information in a Table, you may do so with the appropriate privileges. OCR recommends that you provide the information to OCR so that, if appropriate, it may be included as part of OCR standard data. The following Tables are available in the Commodity Classification Module:

System UI	Table	Description
	Commodity Type	Provides a list of the types of commodities users can cite on a commodity classification request. For example, Hardware, Encryption, Technical Data, Software, etc.
	Confidence Level	User-defined table to be used as a confidence level for a Customs Classification of a Product.
	Controlling Agency	Provides the codes of agencies that control the exporting of commodities.
	Country	Provides the names of Countries and their corresponding codes used by various agencies (International Standards Organization, and Department of State).
	Document Type	Contains the list of available Document Types categorized for attaching documents to a Request form.
	HTS Codes	Lists the Harmonized Tariff Schedules and a brief description of each. The Department of Commerce will accept the HTS number on the export; however, some companies still may choose to report on the Schedule B basis rather than the HTS.
	HTS Reference Guide	Lists the Harmonized Tariff Schedule of United States published by the International Trade Commission (ITC) semi-annually (January and July 1).
	J C Source	An Admin configurable table to cite the source system of the Jurisdiction/Classification of a document attachment.
	Jurisdiction	An Admin configurable table to cite an applicable jurisdiction of a document attachment.
	License Exception	Contains all the license exceptions available for export from EAR regulations (15 CFR Part 710-774).
	Markings	An Admin configurable table to cite document markings to be applied to a document attachment.

System UI	Table	Description
	Export Items	Contains the Export Classification Control Numbers (ECCN) listed on the Commerce Control List (CCL), and the United States Munitions List (USML) defined in the International Traffic in Arms Regulations (ITAR).
	SPI Details	Special Program Indicator; contains codes used to identify specific preferential tariff treatment programs.
	Schedule B Codes	Contains all the valid U.S. Schedule B codes for export purposes.
	Security Classification	Provides a list of security classifications for products cited on a commodity classification request.
	Source System Name	An Admin configurable table to cite the Source System for a document attachment.
	Source System Type	An Admin configurable table to cite document types for an attachment, based on the Source System Name.
	Trade Program	Lists all Trade Programs that Manufacturer's within your Product File can be associated.

Table 6: Tables Available

2.6 Administrative Configuration of Commodity Classification Module

The following configuration sub-sections are for Administrators to reference as preliminary steps in configuring the Commodity Classification module and forms at the Global and SBU Levels.

These configurations will allow you to manage the following functionality in the Commodity Classification module:

- Set Configuration Parameters based on SBU
- Creating a Guest User Account for Portal Access
- Create Reviewers within System
- Assign System Generated Numbers for Request IDs
- Set Workflow Reviewer Configuration for Automatic Submission of a Request
- Deciding to Show/Hide Fields within the Classification Request Process



SBU Parameters take precedence over the Global Configuration Parameters unless there are no SBU parameters set.

2.6.1 Configuration of Global & SBU Level Parameters for Product Classification Request

Set Configuration Parameters to help shape the Commodity Classification module to fit your business process.

These parameters can be set at the Global level, which will be used across all SBUs, or can be defined at each Business Unit level. Certain Parameters may only be available at the Global Level.

2.6.1.1 Global Configuration Level Parameters

Global Configuration Parameters are used throughout the System application and may be configured at any time. These parameters consist of various functionalities across all modules that help with standardizing System for your needs. Only Corp Admins can set Global Configuration Parameters. Since the system allows multiple Corp Admins, it is important that you decide on who has authority to set up and manage the Global Configuration Parameters Refer the following steps to view the Application configuration screen.

1. Navigation to **Configure Application** option under **System** from the Tools () icon drop-down list to configure parameters.



The Search Global Configuration screen is displayed.

The screenshot shows the 'Configure Application' menu on the left, which is highlighted. The main area displays the 'Search Global Configuration' form. The form has a blue header with a search icon and the title 'Search Global Configuration'. Below the header, there are two buttons: 'Search' and 'Reset'. The form contains several input fields: 'Module ID' (a dropdown menu showing 'Commodity Classification'), 'Parameter Name' (a text input field), 'Parameter Value' (a text input field with a small icon on the right), 'Parameter Description' (a text input field with a small icon on the right), 'SBU Independent' (a dropdown menu showing '-SELECT-'), and 'Sort By' (a dropdown menu showing 'Parameter Name').

Figure 2: Search Global Configuration Screen

2. On the **Search Global Configuration** screen, from the **Module** drop-down list, select the desired module or **Commodity Classification** option.
3. On remaining fields, enter required search parameters, if required.



In Sort By drop-down list, the “Parameter Name” option is selected by default.



In Direction drop-down list, the “Ascending” option is selected by default.

4. Once you are satisfied with entered parameters, click the button.



The Global Configuration Parameters screen is displayed.

DEMO - US ▾	Commodity Classification ▾	Features ▾	Reports ▾	Files ▾	Tables ▾	Home	Users	Notifications	Tools	Stars	Help	Print	Email	Share
-------------	----------------------------	------------	-----------	---------	----------	------	-------	---------------	-------	-------	------	-------	-------	-------

i

Global Configuration Parameters

New Search

Total Number of Records Found: 20

<<

>>

Page 1 of 1

<<

>>

20

View 1 - 20 of 20

	Module	Parameter Name ▾	Parameter Value ▾	Parameter Description ▾	SBU Dependent(Y/N) ▾
1	Commodity Classification	ALLOW_FINALIZE_BY_PART		If Parameter Value contains I, then allow for Parts from a CJ Request to be created in the Product File, at the time of individually finalizing the Import classification. If Parameter Value contains E, then allow for Parts from a CJ Request to be created in the Product File, at the time of individually finalizing the Export classification.	Y
2	Commodity Classification	CLASSIFICATION_TYPE		If DEC, CLASSIFICATION_TYPE is Default Export Classification. If DIC, CLASSIFICATION_TYPE is Default Import Classification. If EEC, CLASSIFICATION_TYPE is Enforce Export Classification. If EIC, CLASSIFICATION_TYPE is Enforce Import Classification.	Y
3	Commodity Classification	COMMODITY_PRODUCT_SHARE		This parameter is used to include commodity product share records in regular search results.	N

Figure 3: Global Configuration Parameters Screen

- Under the **Parameters Name** column, select the desired parameter to change its settings. For example: ALLOW_FINALIZE BY PART.



The Edit Global Configuration Parameters screen is displayed.

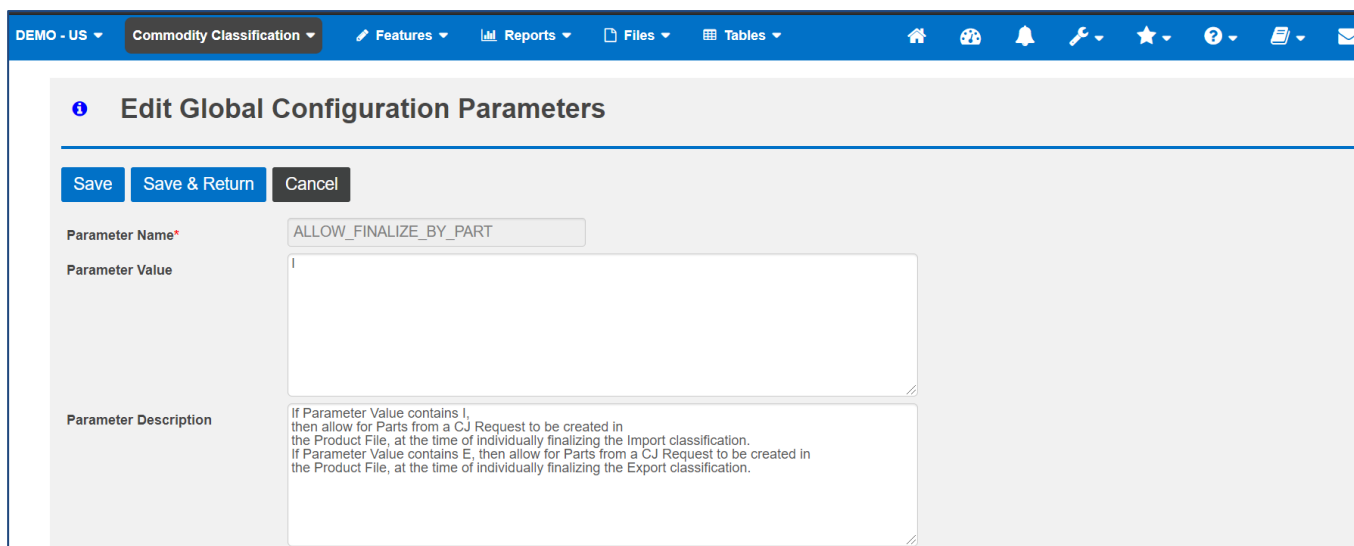


Figure 4: Edit Global Configuration Parameters Screen

6. In the **Edit Global Configuration Parameters** screen, do the desired modification in the **Parameter Value** field based on the instruction in the **Parameter Description** field.
7. Once you are satisfied with modifications, click the **Save** button to save the settings and click the **Save & Return** button to redirect to the **Global Configuration Parameters** screen.



The Global Configuration Parameters screen is redisplayed with the updated settings.



Refer to the following table for a description of the parameters.

Parameter Name	Parameter Value	Description
ALLOW FINALIZE BY PART	I/E	If Parameter Value contains I, then allow for Parts from a CJ Request to be created in the Product File, at the time of individually finalizing the Import classification. If Parameter Value contains E, then allow for Parts from a CJ Request to be created in the Product File, at the time of individually finalizing the Export classification.
CLASSIFICATION TYPE	DEC/DIC/EEC/EIC	If DEC, CLASSIFICATION_TYPE is Default Export Classification. If DIC, CLASSIFICATION_TYPE is Default Import Classification. If EEC, CLASSIFICATION_TYPE is Enforce Export Classification. If EIC, CLASSIFICATION_TYPE is Enforce Import Classification.
COMMODITY PRODUCT SHARE	Y/N	This parameter is used to include commodity product share records in regular search results.
DEFAULT EXPORT COUNTRIES	*Enter Country Code	This parameter is used to set default export countries, where country should be specified using Country Code. If the value is Blank, default export country will be SBU Country.
DEFAULT IMPORT COUNTRIES	*Enter Country Code	This parameter is used to set default import countries, where country should be specified using Country Code. If the value is Blank, default import country will be SBU Country.
ENFORCE CC MANAGER REVIEW	Y/N	If the value is set to "Y" then on the Submit Request Tab only "Manager Review" section will display and the requestor (Registered and Portal) both should be forced to select the Manager Reviewer from the Reviewers drop down. If the value is set to "N" then Manager Review section should not display and the normal "Export and Import Classification Review" Screen should display.
EXPORT BRANCHING CRITERIA	P1/C1/NA/P11C1	If the value is Blank/NA, request branching for Export Classification will be not Applicable. If the value is P1, request branching will be done based on Plant Id. If the value is C1, request branching will be done based on Classification Country. If the value is P1C1, request branching will be done based on Plant Id and Classification Country.
EXPORT CLASSIFICATION REVIEW CYCLE	1/2/3	If the value is 3, there will be 3 Levels of Review: 1. Jurisdiction Determination, 2. Classification Determination, 3. Review and Finalization. If the value is 2, there will be 2 Levels of Review: 1. Jurisdiction and Classification Determination, 2. Review and Finalization. If the value is 1, there

		will be only 1 Level of Review: 1. Jurisdiction, Classification Determination and Finalization. By default, the value of this parameter is 3.
IMPORT BRANCHING CRITERIA	P1/C1/NA/P1 1C1	If the value is Blank/NA, request branching for Import Classification will be not Applicable. If the value is P1, request branching will be done based on Plant Id. If the value is C1, request branching will be done based on Classification Country. If the value is P1C1, request branching will be done based on Plant Id and Classification Country.
ITEM CLASSIFICATION MESSAGE	Text	Customized message to be displayed in the Commodity Info Tab of the CJ Request, as configured.
ITEM EXPORT CLASSIFICATION MESSAGE	Text	This message will be displayed in the Commodity Information Tab if Export Classification under Classification Type is enabled.
ITEM IMPORT CLASSIFICATION MESSAGE	Text	This message will be displayed in the Commodity Information Tab if Import Classification under Classification Type is enabled.
PCS ATTACHMENT WARNING	Text	SBU-configurable warning message to be displayed to the User on the Documents/Notes Tab of the Request. SBU-configurable warning text to go on the attachment screen, if the parameter is Y
PCS LOCK DURATION	Number	Time in minutes the lock corresponding to a PCS request tab will be active.
PCS REVIEW TYPE	Number	SBU configurable parameter - 1=Export Classification 2=Import Classification 3=Both Export and Import Classifications.
REGIME DETAILS REQUIRED	AUGR/MTCR /NSGR/WAA G	If the value contains AUGR, then Regime Details required for Austria Group. If the value contains MTCR, then Regime Details required for Missile Technology Control Regime. If the value contains NSGR, then Regime Details required for Nuclear Suppliers Group. If the value contains WAA, then Regime Details required for Wassenaar Arrangement.
REVIEWER FOR SUBMITTING	M/O/A	If the value is "M", the respective reviewer/s in Submit Request tab of classification request will be mandatory. If the value is "O", the respective reviewer/s based on the classification in Submit Request tab of classification request will be optional. If the value is "A", the system will not show the fields to select reviewer/s in Submit Request tab since it is automatic.
REVIEW BY EXP CONTROL ONLY	Y/N	SBU configurable parameter to limit reviewer drop down to Export Control only during submit of the request. If the value is Y, review will be limited to Export Control reviewers only.
SHOW IMPORT QUESTIONNAIRE DOC	<i>*Attach Document</i>	Please attach the instruction document that need to be displayed within the Import Questionnaire page.
TECHNICAL ADVISOR REVIEW NEEDED	Y/N	If Y, then Technical Advisor Review will be enforced in addition to the PCS Review Type parameter.

Table 7: Parameters Values and Description

2.6.1.2 SBU Configuration Level Parameters

SBU Configuration Parameters, like the Global Configuration Parameters, are used throughout the System application but for each separate SBU. These parameters consist of various functionalities across all modules that help with standardizing System for your needs within your individual SBU. Only Corp and SBU Admins can set SBU Configuration Parameters. Since the system allows multiple Corp Admins, it is important that you decide on who has authority to set up and manage the Global Configuration Parameters

Refer the following steps to view the Application configuration screen.

1. Navigate to **SBU Configuration** from the Tools () icon drop-down list to configure parameters.



The Search SBU Configuration screen is displayed.

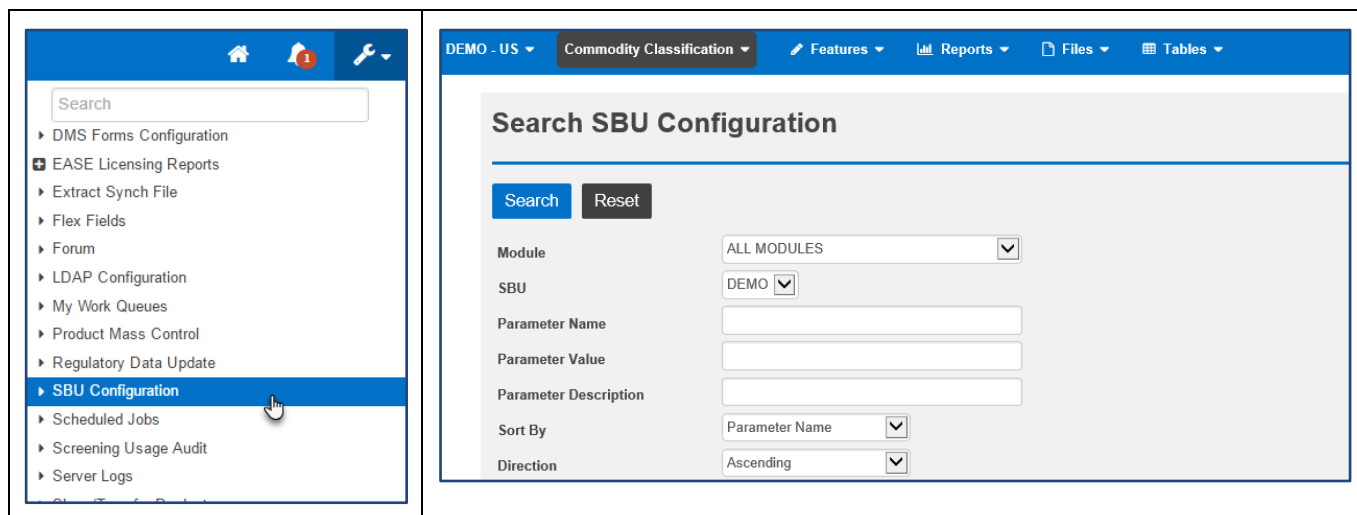


Figure 5: Search SBU Configuration Screen

- On the **Search SBU Configuration** screen, from the **Module** drop-down list, select the desired module or the **Commodity Classification** option.
- On the remaining fields, enter the required search parameters, if required.



In the 'Sort By' drop-down list, the "Parameter Name" option is selected by default.



In the 'Direction' drop-down list, the "Ascending" option is selected by default.

- Once you are satisfied with entered parameters, click the **Search** button.



The SBU Configuration Parameters screen is displayed.

SBU Configuration Parameters					
New Search					
<div> <div> <div></div> <div></div> <div></div> </div> <div>Page 1 of 1</div> <div>20</div> </div> <div>View 1 - 19 of 19</div>					
	Module ID	SBU Code	Parameter Name	Parameter Value	Parameter Description
1	Commodity Classification	DEMO	ALLOW_FINALIZE_BY_PART	E	If Parameter Value contains I, then allow for Parts from a CJ Request to be created in the Product File, at the time of individually finalizing the Import classification. If Parameter Value contains E, then allow for Parts from a CJ Request to be created in the Product File, at the time of individually finalizing the Export classification.
2	Commodity Classification	DEMO	CLASSIFICATION_TYPE		If DEC, CLASSIFICATION_TYPE is Default Export Classification. If DIC, CLASSIFICATION_TYPE is Default Import Classification. If EEC, CLASSIFICATION_TYPE is Enforce Export Classification. If EIC, CLASSIFICATION_TYPE is Enforce Import Classification.
3	Commodity Classification	DEMO	DEFAULT_EXPORT_COUNTRIES		This parameter is used to set default export countries, where country should be specified using Country Code. If the value is Blank, default export country will be SBU Country.

Figure 6: SBU Configuration Parameters Screen

- Under the **Parameters Name** column, select the desired parameter to change its settings. For example; **ALLOW_FINALIZE_BY_PART**.



The Edit SBU Configuration Parameters screen is displayed.

Figure 7: Edit SBU Configuration Parameters Screen

6. In the **Edit SBU Configuration Parameters** screen, enter the desired modification in the **Parameter Value** field based on the instruction in the **Parameter Description** field.
7. Once you are satisfied with the modifications, click the **Save** button to save the settings and click the **Save & Return** button to redirect to the **SBU Configuration Parameters** screen.



The SBU Configuration Parameters screen is redisplayed with the updated settings.



Refer to Table 6 for a description of the parameters.

2.6.2 Configure the Guest User Account for Portal Access

In order to access your company's Compliance Portal, a Guest User account must first be created. The Guest User serves as an 'unregistered user' which allows Portal Users to access and interact with the system through using the Request forms.

The Guest User account can be configured within the User Database and referenced within the Global Configuration. As an Admin, first, create the Guest User account within the User Database.

Navigation: Tools -> Users -> Create/View User

- Click the **Add User Profile** button to create the user account
- Fill in the basic details regarding Name fields, e-mail, etc. This information does not necessarily need to reference a particular person – it is used to represent the Portal User.



Provide the User ID as GUESTUSER or something similar. The User ID will be used to also reference in the Global Configuration Parameter.

- When finished, click the **Save** button. Use the **Additional SBU** button to include all SBUs that would have access to use the Portal for creating requests or reference data.

Edit User Profile

Save Save & Return Cancel

User ID * GUESTUSER
(Max. 50 characters)

Password *

Last Name * User

Middle Initial

First Name * EASE Portal Guest User

Figure 8: Edit User Profile

Once the Guest User Profile has been created, you must reference this User ID within the associated Global Configuration Parameter – **'GUEST_USER'**. The GUEST_USER Parameter can be referenced at the **Global Configuration** level.

Navigation: Tools -> System -> Configure Application

1. Search for Portal Screen and select the **Portal Page** Parameter to upload your specific portal screen.
2. Search **GUEST_USER** Parameter

Global Configuration Parameters

New Search

Total Number of Records Found: 1

	Module	Parameter Name	Parameter Value	Parameter Description	SBU Dependent(Y/N)
1	User Maintenance	GUEST_USER	GUEST_USER	Defines the user name for the guest user in your EASE installation. EASE allows guest users to login without user name and password. However, typically a guest user has limited access to the system based on its user profile.	N

Figure 9: Global Configuration Parameters – Users

3. Click the **GUEST_USER** link under the Parameter Name column.
4. On the **Edit Parameter** Screen, enter the **User ID** for the Guest User account you had created. When finished, click the **Save** button.

2.6.3 Creating Export Reviewers within System

In order to assign Reviewer Roles within a Request, these Users must first be created in the System application as their respective Roles.

The **Reviewer Roles** available for the Commodity Classification Request are:

- CC Manager Reviewer
- Export Classification Technical Advisor
- Export Classification Reviewer
- Import Classification Technical Advisor
- Import Classification Reviewer

To create Users with the appropriate Reviewer Privileges, follow the steps below:

1. As an **Admin User** within System, go to the **Tool Menu -> Users -> Create/View User**

- On the **Search User Profile** screen, click the **Add User Profile** button to access the **User Profile** screen.
- Use the **User Profile** screen to assign appropriate Roles for the Reviewers under the **Permissions** block.

Figure 10: Edit User Permission Screen

- When you have completed the User Profile details, click the **Save** button. Click the **Modify User Modules** button at the bottom of the page to further assign appropriate privileges to that particular user.

2.6.4 System Generated Number File

Using the **System Number** option under the Files drop-down menu, you can automatically assign new Request IDs in sequential order, for example, OCR-09-001, OCR-09-002, etc. Database Name to be selected is "Classification Request ID"

Refer the following steps to create a unique Identification Number:

- Navigate to the Create New System Generated Number Template screen to add a template (Files -> System Number -> Add System Generated Number)

Figure 11: Create a new System Generated Number Template Screen

Field	Description
Database Name	Choose Request ID for Requests, Authorization IDs, Products, etc.
Template	Choose your SBU Id or combination of SBU and Year. The '#' sign is a delimiter. For example, ABC-04#. You can also follow one of the specified Date Formats to generate numbers as well. Refer to the formats below for using Dates.
Width	Refers to the numeric length of values for your transactions.
Last No Generated	Denoted the last number to move forward from when generating new numbers.

Field	Description
Default Flag	If this template is marked as a Default Flag for your Active SBU, this number will be used as a default when creating new records of the specified database.

Table 8: System Generated Number Template Fields Description

The System Generated Number Templates can use a series of formats for generating a number by Date. The correct Syntax is: DATE(format). Do not use '-' or '/' within the format. Please refer to the Table below for an example of Formats. (For example, For Date: 24th Nov 2010)

Template	Generated No.
ES-DATE(YMMMDD)-#	ES-101124-0001
ES-DATE(YMMM)-#	ES-1011-0001
ES-DATE(YY)-#	ES-10-0001
ES-DATE(MMDDYY)-#	ES-112401-0001
ES-DATE(YYYY)-#	ES-2010-0001

Table 9: Template Examples

2.6.5 Field Configuration

A validation tool named 'Field Configuration' is available for the user to make fields mandatory/hidden/disabled in the forms throughout the classification process. The purpose of this tool is to allow the System and Corp Admin to configure fields as needed with the option to add a configurable warning (hard stop) text message to fields that are chosen as mandatory.

To access this tool, any System or Corp Admin can login to the System and navigate to the **Tools** menu option section and search for **Field Configuration** option.

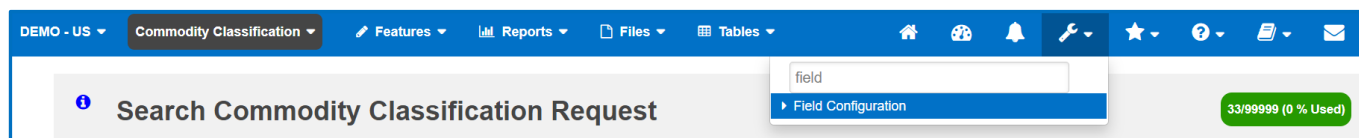


Figure 12: Field Configuration setting in Tools

The System/Corp Admins can define the scope of the validation. Validations can be done for the Account / Country / SBU level to configure certain fields throughout the commodity classification request process.

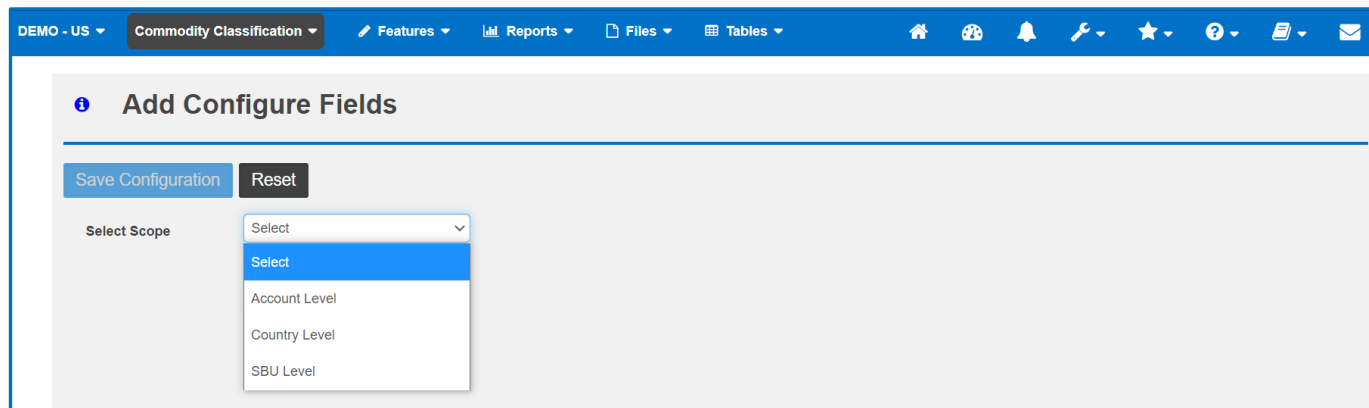


Figure 13: Validation Screen

Once the Scope of Validation is selected, the system will then display the module dropdown to select the module name. If the SBU level was selected as the scope, then an SBU code dropdown would appear before the Module dropdown.

Add Configure Fields

Save Configuration Reset

Select Scope: Account Level

Account No.: OCR

Modules: Select

Field Configuration

Scope Level	Configuration Type	Message	Created By	Created On	Modified By	Modified On	Delete
1 SBU Level	Charge No	Hide	impdemo1	02/17/2021 04:04:08 PM ACST			
2 SBU Level	Charge No	Hide	impdemo1	05/17/2021 03:48:31 PM ACST			

Figure 14: Module Selection

After selecting the module name, select the form type from the Form menu dropdown which in this case, is only Commodity Classification Request.

Add Configure Fields

Save Configuration Reset

Select Scope: Account Level

Account No.: OCR

Modules: Commodity Classification

Form: Select

Field Configuration

Figure 15: Feature Selection

Afterwards, the Page/Tab Name dropdown would appear which corresponds to the Commodity Info, Requestor Info, Export Classification Review and Import Classification Review Tabs.

Add Configure Fields

Save Configuration Reset

Select Scope: Account Level

Account No.: OCR

Modules: Commodity Classification

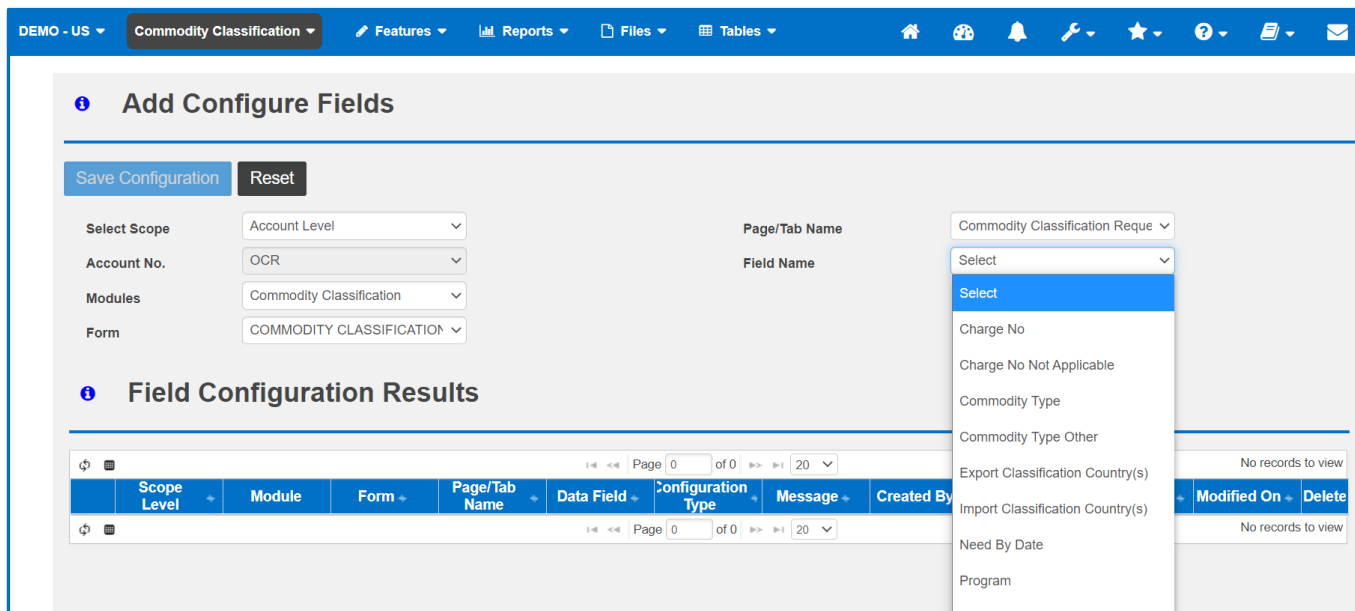
Form: COMMODITY CLASSIFICATION

Page/Tab Name: Select

Field Configuration Results

Figure 16: Validator Dialog-box

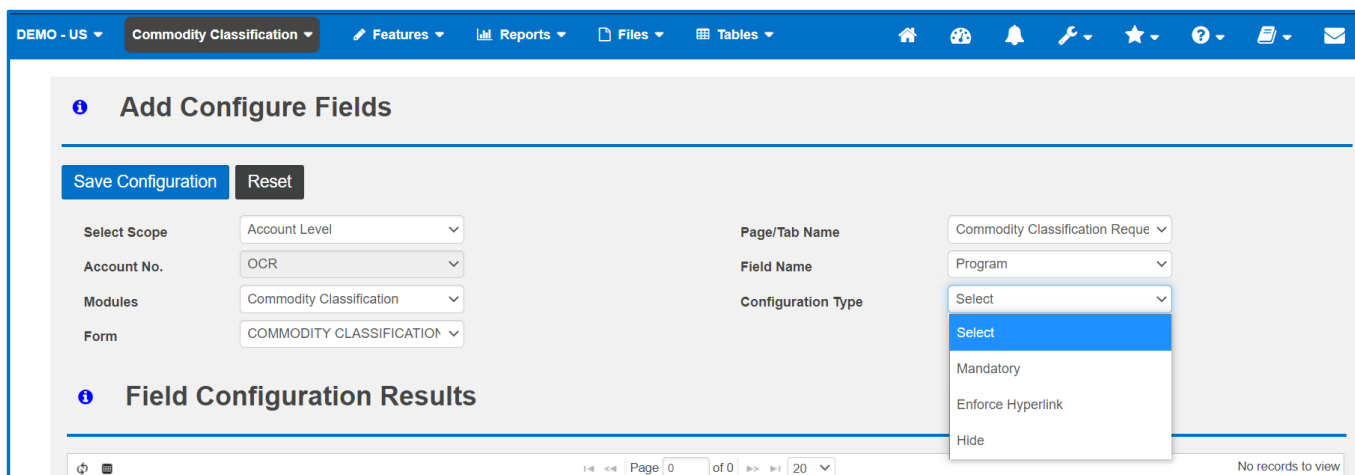
Once the Page/Tab Name has been selected, the Field Name dropdown will appear and you will be able to select the available options from the dropdown.



The screenshot shows the 'Add Configure Fields' interface. On the left, there are filters for 'Select Scope' (Account Level), 'Account No.' (OCR), 'Modules' (Commodity Classification), and 'Form' (COMMODITY CLASSIFICATION). On the right, the 'Page/Tab Name' dropdown is set to 'Commodity Classification Reque' and the 'Field Name' dropdown is open, showing options: 'Select', 'Charge No', 'Charge No Not Applicable', 'Commodity Type', 'Commodity Type Other', 'Export Classification Country(s)', 'Import Classification Country(s)', 'Need By Date', and 'Program'. Below these, the 'Field Configuration Results' table is visible with columns: Scope Level, Module, Form, Page/Tab Name, Data Field, Configuration Type, Message, and Created By. The table currently shows no records.

Figure 17: Field Name Drop-down

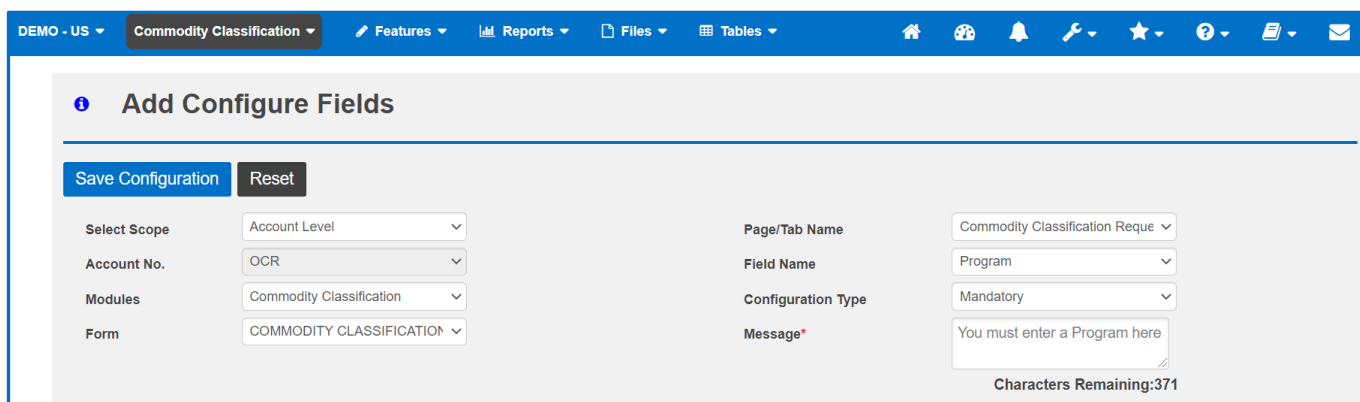
After the Field Name has been selected, you will then be able to select the available options from the Configuration Type dropdown. Some fields may have all options to make Mandatory/Enforce Hyperlink/Hide, while other fields may not have the same options as they may have to be mandatory by default or they are not allowed to be hidden.



This screenshot shows the same 'Add Configure Fields' interface, but now the 'Configuration Type' dropdown is open. The 'Field Name' dropdown is still set to 'Program'. The 'Configuration Type' dropdown shows options: 'Select', 'Mandatory', 'Enforce Hyperlink', and 'Hide'. The 'Field Configuration Results' table remains empty.

Figure 18: Configuration Type Drop-down

If selecting the Configuration Type as Mandatory, then you will also have the option to configure a Validation Message when a User does not enter data in the selected Mandatory Field.



1 Add Configure Fields

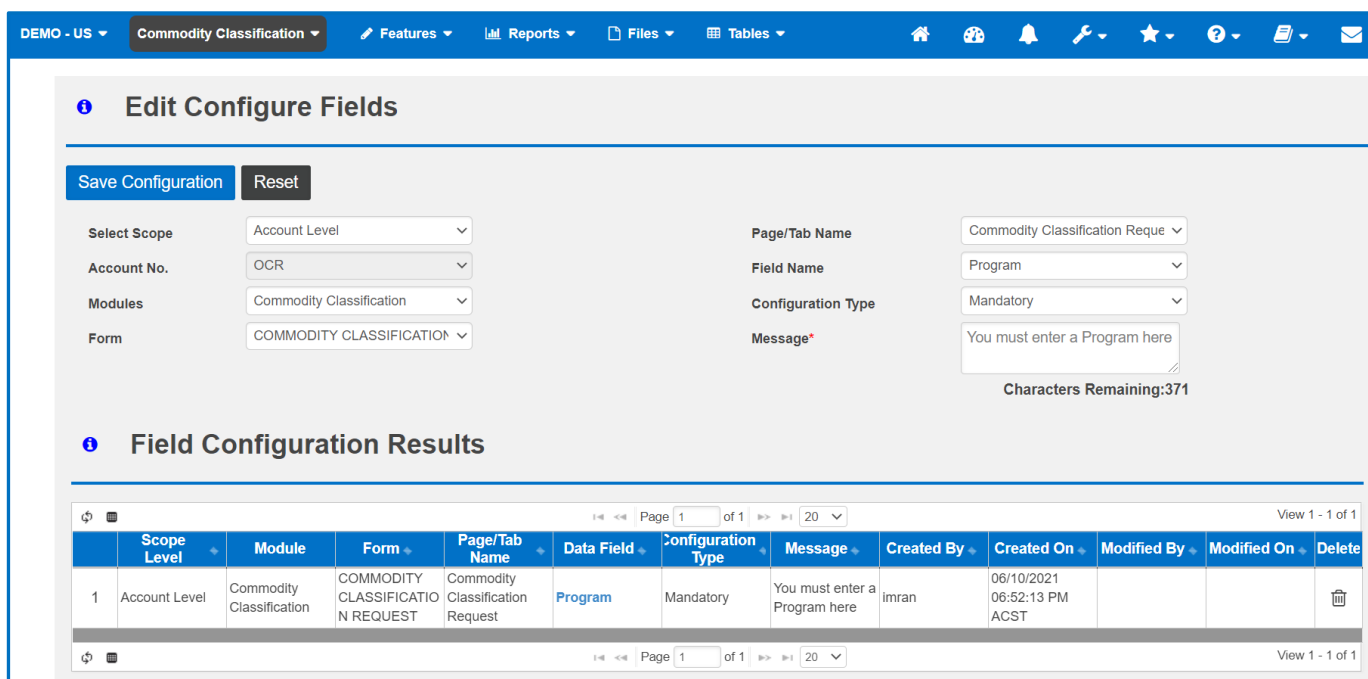
Save Configuration **Reset**

Select Scope: Account Level
 Account No.: OCR
 Modules: Commodity Classification
 Form: COMMODITY CLASSIFICATION

Page/Tab Name: Commodity Classification Reque
 Field Name: Program
 Configuration Type: Mandatory
 Message*: You must enter a Program here
 Characters Remaining:371

Figure 19: Message Description

After clicking the **Save Configuration** button, the system will display the results in the Field Configuration Results section below where you have edited the fields. The system takes note of who created the configuration and provides a time stamp of when it was created as well.



1 Edit Configure Fields

Save Configuration **Reset**

Select Scope: Account Level
 Account No.: OCR
 Modules: Commodity Classification
 Form: COMMODITY CLASSIFICATION

Page/Tab Name: Commodity Classification Reque
 Field Name: Program
 Configuration Type: Mandatory
 Message*: You must enter a Program here
 Characters Remaining:371

1 Field Configuration Results

	Scope Level	Module	Form	Page/Tab Name	Data Field	Configuration Type	Message	Created By	Created On	Modified By	Modified On	Delete
1	Account Level	Commodity Classification	COMMODITY CLASSIFICATION REQUEST	Commodity Classification Request	Program	Mandatory	You must enter a Program here	imran	06/10/2021 06:52:13 PM ACST			

Figure 20: Result Validation Fields

After the configuration is complete, when a requestor (both registered and portal users) creates a new Commodity Classification Request, the system will enforce the field configurations entered.

The screenshot displays the 'Requestor Information' form within the OCR Global Trade Management system. The top navigation bar includes 'TEST - US', 'Commodity Classification', and various utility icons. The form's header shows 'Request ID' and 'PID#'. The 'Form Status' is 'In Progress'. Below the header, there are navigation buttons: '<', '>', 'Save', 'Save & Proceed', and 'Cancel'. A red error message box is visible, stating 'Error! You must enter a Program Here'. The 'Request Details' section contains several fields: 'Request ID' (PID#), 'Request Date' (06/10/2021), 'Need By Date' (MM/DD/YYYY), 'Export Classification' (Yes), 'Import Classification' (Yes), 'Export Classification Country(s)' (UNITED STATES x Add Country), 'Import Classification Country(s)' (UNITED STATES x Add Country), 'Request Type' (New Request), 'Request Category' (- Select -), 'Summary Description' [250 Characters], 'Commodity Type', 'Commodity Type Other', 'Program' [1,100 Characters], and 'Segment' [250 Characters].

Figure 21: Error Message Against Validation

2.6.6 Questionnaire Forms Configuration

There are various Configurable Questionnaires as part of the Commodity Classification Request. Some are traditional based that allows you to configure whole sets of groups and questions, and others are conditional based to guide through a decision tree process and end result.

By clicking the **Add Configuration** button, you will be able to configure which Questionnaires you want to show in each step of the Review Process. You can also decide to configure the system to show different questionnaires that you've already set up by Account/Country/SBU.

For example, from the figure below, we selected the Configuration Level as SBU, the SBU as DEMO, the Module as Commodity Classification, and the Form as Commodity Classification Request.

From there, we can select the Questionnaire that we would like to configure.

Questionnaire Forms Configuration

Save Save & Return Cancel

Configuration Level * SBU

SBU * DEMO

Module * Commodity Classification

Questionnaire * --Select--

Rule * --Select--

Status * --Select--

Account * --Select--

Form * COMMODITY CLASSIFICATION REQUES

Display Name

Questionnaire Type * Regular

Remarks

On

Figure 22: Questionnaire Forms

After selecting the Questionnaire, you can then select from the Rule dropdown where you can choose to make the selected Questionnaire Mandatory, Optional or disable it altogether.

Questionnaire Forms Configuration

Save Save & Return Cancel

Configuration Level * SBU

SBU * DEMO

Module * Commodity Classification

Questionnaire * Export Request

Rule * --Select--

Status * --Select--

Account * --Select--

Form * COMMODITY CLASSIFICATION REQUES

Display Name

Questionnaire Type * Regular

Remarks

On

Figure 23: Rule Drop-down

Afterwards, you would then specify whether the selected Questionnaire is the traditional/regular type or whether it is the conditional/interactive type. This is because you have the option to create both the traditional and the conditional versions of for the Import and Export Request Questionnaires from the Commodity Info Tab.

Figure 24: Questionnaire Type Drop-down

Lastly, if you want to change how the Questionnaire Name is displayed in the Commodity Classification Process for the users, you can also enter that information in the Display Name field.

Figure 25: Display Name

Once you have clicked the **Save & Return** button, the configuration will be saved and you will be able to see the details in the Result Questionnaire Forms Configuration page. Therefore, the configuration listed in the grid will take place for the selected Questionnaire in the Commodity Classification process.

	Configuration Level	Account	Country/SBU	Module	Form	Questionnaire	Display Name	Questionnaire Type	Rule	Edit	Status
1	SBU	S100	DEMO	Commodity Classification	COMMODITY CLASSIFICATION REQUEST	Export Request	Product Request Decision Tree	Interactive	Optional		

Figure 26: Result Questionnaire Forms Configuration Screen

Jurisdiction and Classification Checklist Specific:

For the Jurisdiction and Classification Checklist, there is an additional Field Configuration option for the Questionnaire's Yes/No Workflow. You will be able to configure whether you would like to see these fields as an option at the end of completing the Questionnaire. If answered, these fields from the Questionnaire will populate the fields in the Export Classification Tab.

Figure 27: Questionnaire Forms Configuration Screen

2.6.6.1 Questionnaire Configuration

An option for Admin Users is available under the Tools Menu labeled **'Questionnaire Configuration'** which includes **Group** and **Question** sub-tabs. Questions can be segregated by Groups to display accordingly on the Tab.

Navigation: Tools Menu -> Questionnaire Configuration -> Groups/Questions

Figure 28: Add Group Navigation

To configure the Questionnaires for the Request, you must first define a Group for the Questions to display under on the form.

- Select the **Groups** option under the Questionnaire Configuration in the Tools drop-down icon and the Search Groups screen will be displayed.

- Click the **Add Group** button to create the Group ID for the order of the groups (For example, 1, 2, 3) and provide a Description for titling the Group of Questions (For example, Part Descriptions or HTS Questionnaire, End Item Questions, etc.).
- Click on the Initiating Group checkbox if it should be the first Group to be shown in the Questionnaire.
- The Export/ Import Request Questionnaire types can be regular or interactive:
 - The interactive Questionnaires for those 2 will be marked as Decision Tree.
 - Example: **‘Export Request – Decision Tree’**
- Once finished, click the **Save & Return** button.

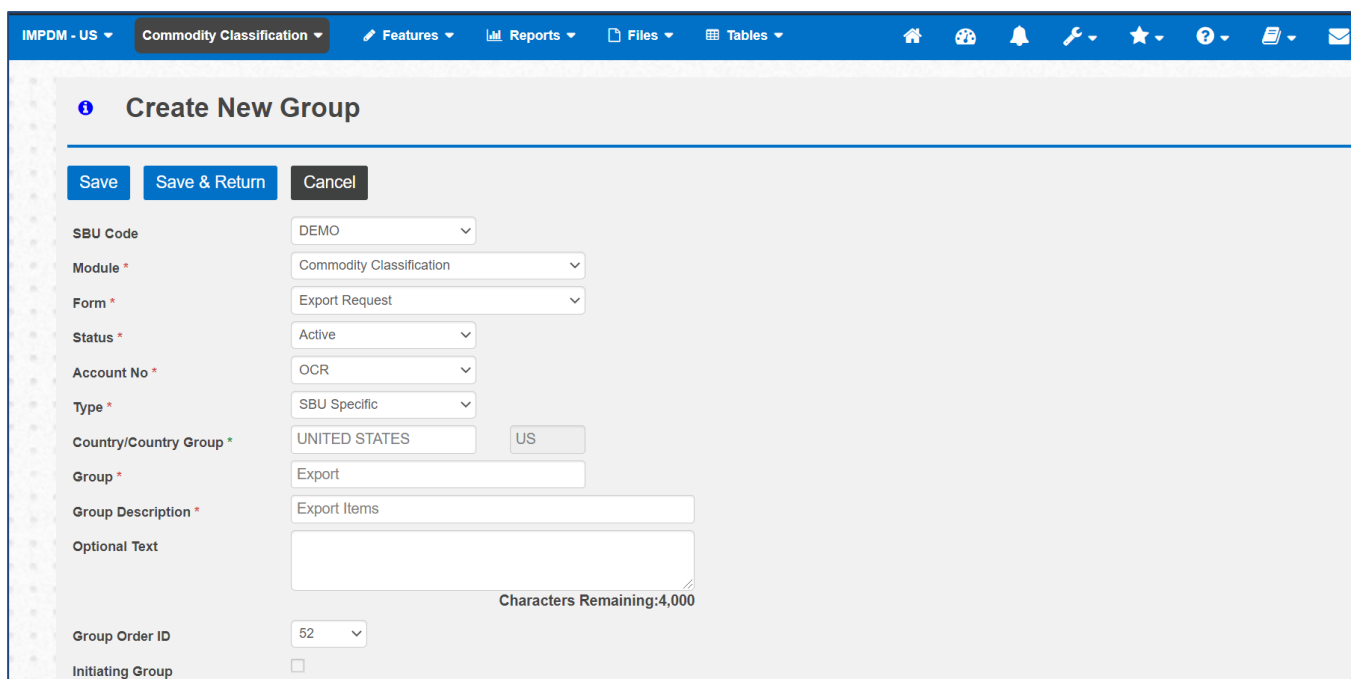


Figure 29: Create New Group Screen

- After a Group has been created, select the **Add Questions** option under the **Tools -> Questionnaire Configuration** menu and the Search Question screen is displayed.
- Click the **Add Question** button to create a question to be displayed on the Request.
 - Questions can be added to ‘Global’ if you are a Corp Admin User – to have the Question used across all Business Units. Otherwise, select the appropriate SBU for the Questions to display.
 - Questions can be assigned to a particular Form and Group and ordered to display accordingly.
 - Select the Form/Group you had first created, then enter the Question.
 - Responses can be set to Objective and/or Descriptive and further parameters can be defined based on the option selected.
 - Response Type:
 - ❖ Objective = Yes/No/Unknown Combination
 - ❖ Descriptive = Text block
 - ❖ Both – Objective, then Descriptive based on response.
 - **For example, Yes/No. If Yes, then Explain.**



'N/A' Response Types and 'Enforce Action' options are NOT available for use in the Commodity Classification Module.

Conditional Based Questionnaire Specific:

- A field to capture Additional Information to display as a tool tip explaining the question can be used.
- Valid Conditional Based Response Types can be set as follows and further parameters can be defined based on the option selected.
 - Objective = Yes/No
 - Both – Objective, then Descriptive based on response.
 - ❖ **For example, Yes/No. If Yes, then Explain.**
- When the Response Type is selected, the Conditional Workflow section appears at the bottom.
 - Based on the Yes or No response, you can drive what the next Group/Question should be, along with any instructions to follow if a response is an endpoint.
 - If the set of questions are all defined, you will notice a preview of the selected Next Question to help ensure appropriate assignment.

Condition Workflow - Yes

Group

ITAR Analysis

Next Question

5

Final Suggestion

-SELECT-

Instruction

PROCEED TO NEXT QUESTION

Question Preview

A - ITAR CATCH:

2. Is the item a part (see §120.45(d) of this subchapter), component (see §120.45(b) of this subchapter), accessory (see §120.45(c) of this subchapter), attachment (see

Condition Workflow - No

Group

ITAR Analysis

Next Question

5

Final Suggestion

-SELECT-

Instruction

PROCEED TO NEXT QUESTION

Question Preview

A - ITAR CATCH:

2. Is the item a part (see §120.45(d) of this subchapter), component (see §120.45(b) of this subchapter), accessory (see §120.45(c) of this subchapter), attachment (see

Figure 30: Condition Workflow Section

- Once finished, click the **Save & Return** button.

2.6.6.2 HTS GRI – Classification Questionnaire

An option for Admin Users is available under the Tools Menu labeled **'HTS Classification Questionnaire'**. This will allow you to search and view the Questions used for the General Rules of Interpretation.

Navigation: Tools Menu -> Questionnaire Configuration -> GRI Worksheet Questionnaire

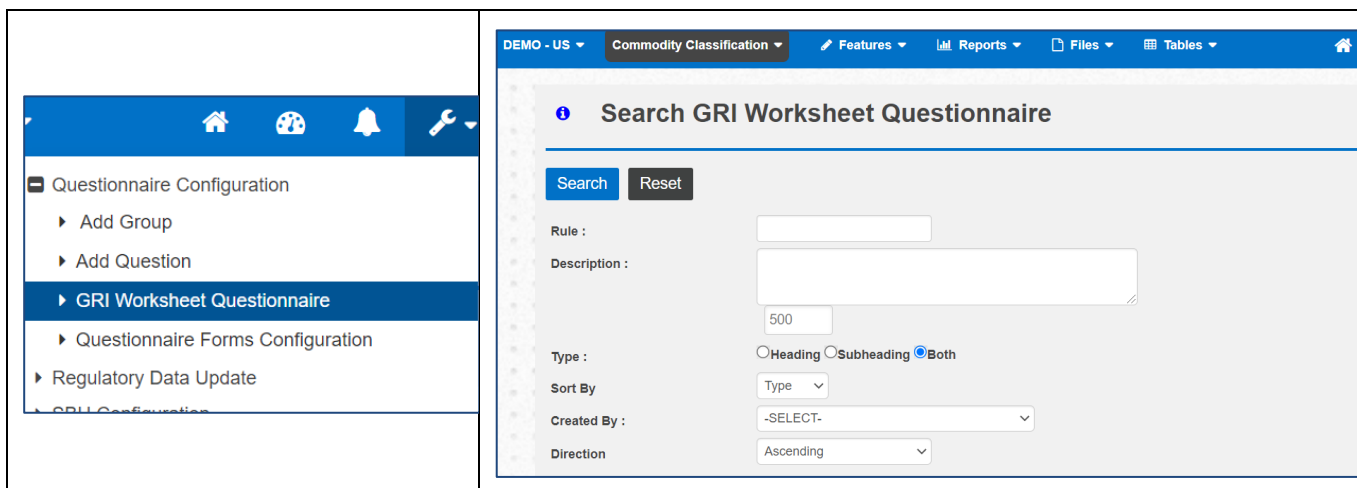


Figure 31: Search HTS Classification Questionnaire Screen Navigation

Navigation: Tools Menu -> Questionnaire Configuration -> GRI Worksheet Questionnaire -> Search Results

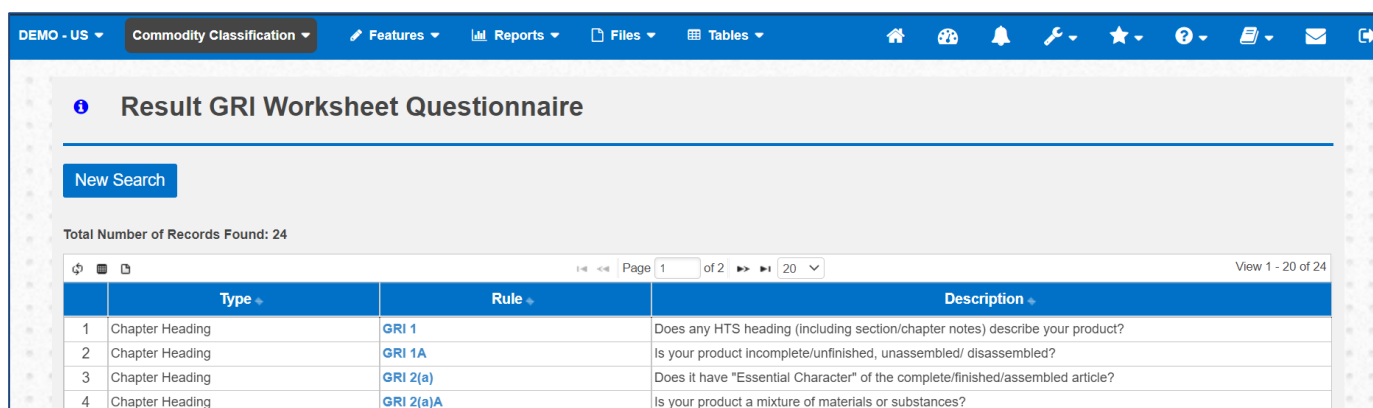


Figure 32: HTS Classification Questionnaire Search Results

2.6.6.3 Workflow Reviewer Configuration

An option for Admin Users is available under the Tools Menu labeled 'Workflow Reviewer Configuration'. This is where you can preconfigure reviewers for each stage of the classification review process. Preconfiguring the selected reviewers will allow you to automate submission process from the requestor to the reviewer. Aside from that, it can also be used to limit the pool of reviewers the requestor would submit the request to.

Navigation: Tools Menu -> Workflow Reviewer Configuration

After navigating to the Workflow Reviewer Configuration Page, click on [Add New Configuration](#) to start adding a new Reviewer to the Commodity Classification Workflow.

Figure 33: Workflow Reviewer Configuration Option

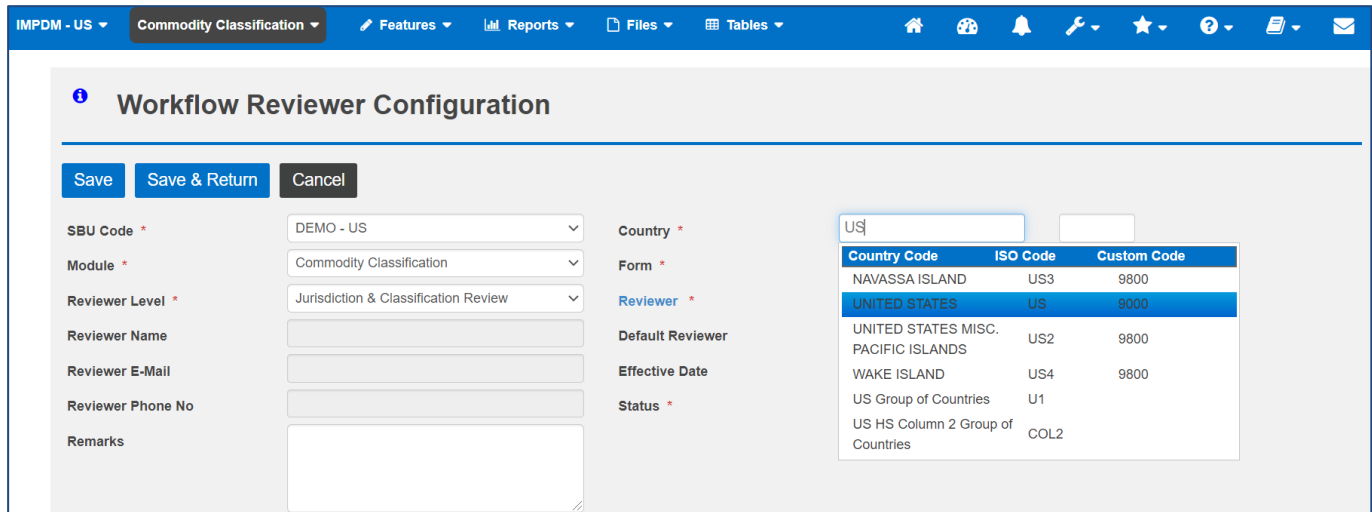
The first step is to define the SBU the reviewer will be configured for.

Figure 34: Select SBU Code

We will then select the module as 'Commodity Classification'.

Figure 35: Module Drop-down

From there, the Form and the Reviewer Level will auto select the first option from their respective dropdown lists. However, we can draw our attention to the Country field where we select the country the reviewer will be configured for.

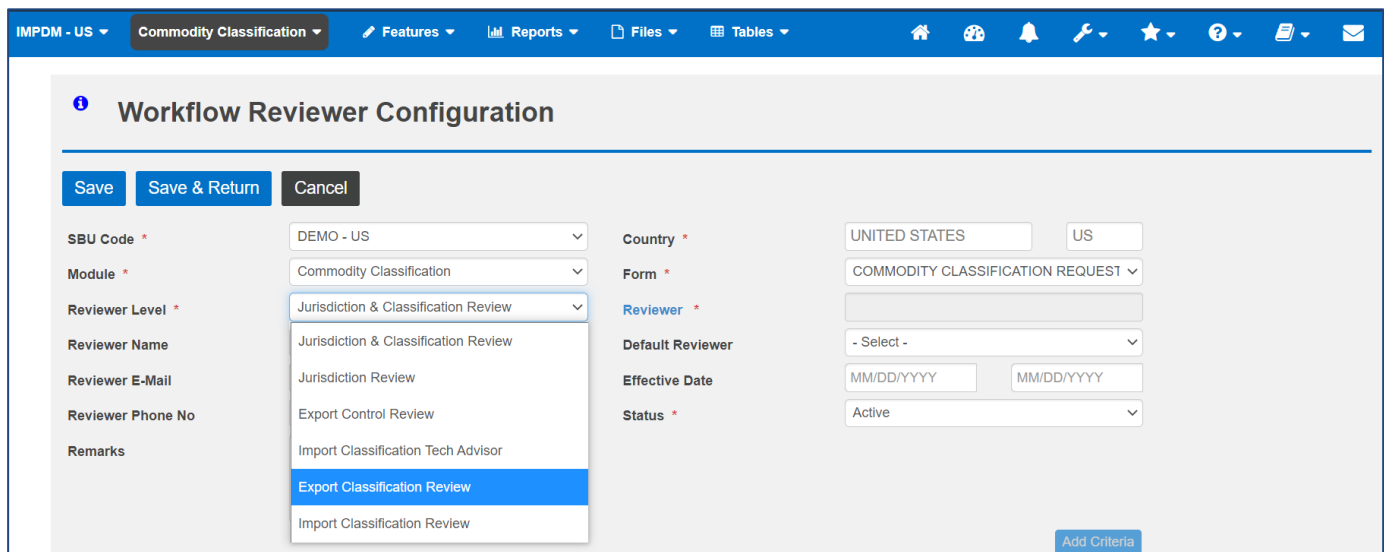


The screenshot shows the 'Workflow Reviewer Configuration' form. The 'Country' field is open, displaying a list of countries with their respective ISO and Custom codes. The 'United States' is highlighted.

Country Code	ISO Code	Custom Code
NAVASSA ISLAND	US3	9800
UNITED STATES	US	9000
UNITED STATES MISC. PACIFIC ISLANDS	US2	9800
WAKE ISLAND	US4	9800
US Group of Countries	U1	
US HS Column 2 Group of Countries	COL2	

Figure 36: Country Drop-down

Next up, for Commodity Classification the only available Form to choose from is the 'Commodity Classification Request'. Therefore, we will move to the Reviewer Level where we can select on which stage of the Review Process we're selecting the Reviewer for.



The screenshot shows the 'Workflow Reviewer Configuration' form. The 'Reviewer Level' field is open, displaying a list of review stages. 'Export Classification Review' is highlighted.

Reviewer Level
Jurisdiction & Classification Review
Jurisdiction Review
Export Control Review
Import Classification Tech Advisor
Export Classification Review
Import Classification Review

Figure 37: Reviewer Level Drop-down

Reviewer Level Stages:

Following the 'EXPORT CLASSIFICATION REVIEW CYCLE' configuration on Page 13. The Export Classification Review process can be configured into one of three Review Cycles.

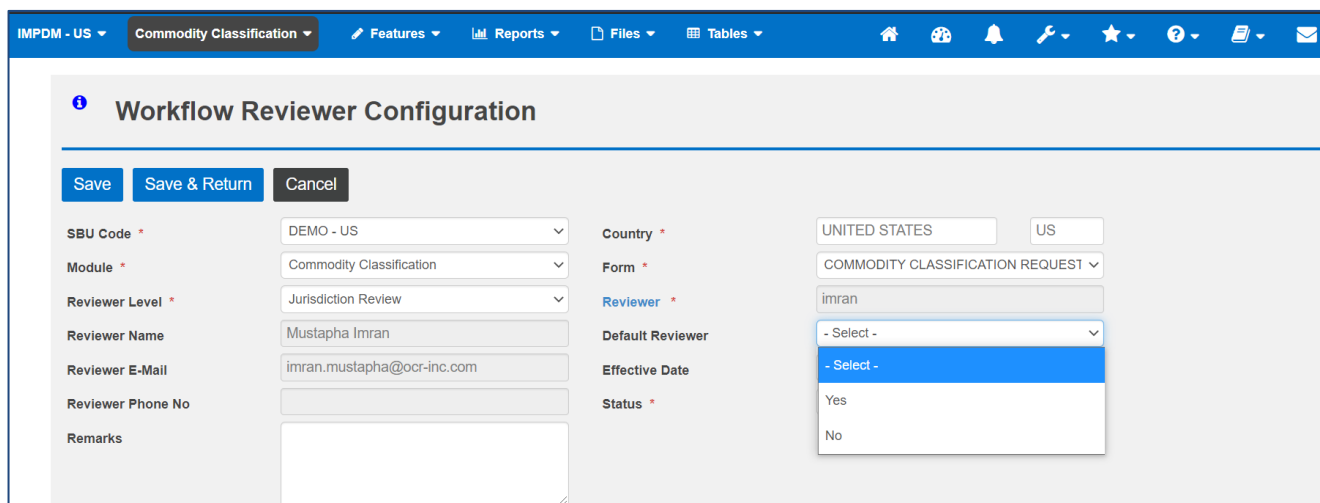
The corresponding Reviewer Level is as follows:

Review Cycle 3	Review Cycle 2	Review Cycle 1
Jurisdiction Review	Jurisdiction & Classification Review	Jurisdiction & Classification Review
Export Classification Review	Export Control Review	
Export Control Review		

Table 10: Reviewer Level Configuration

After selecting the Reviewer Level, you can then click on the blue hyperlink for Reviewer and select the reviewer we are configuring the workflow for.

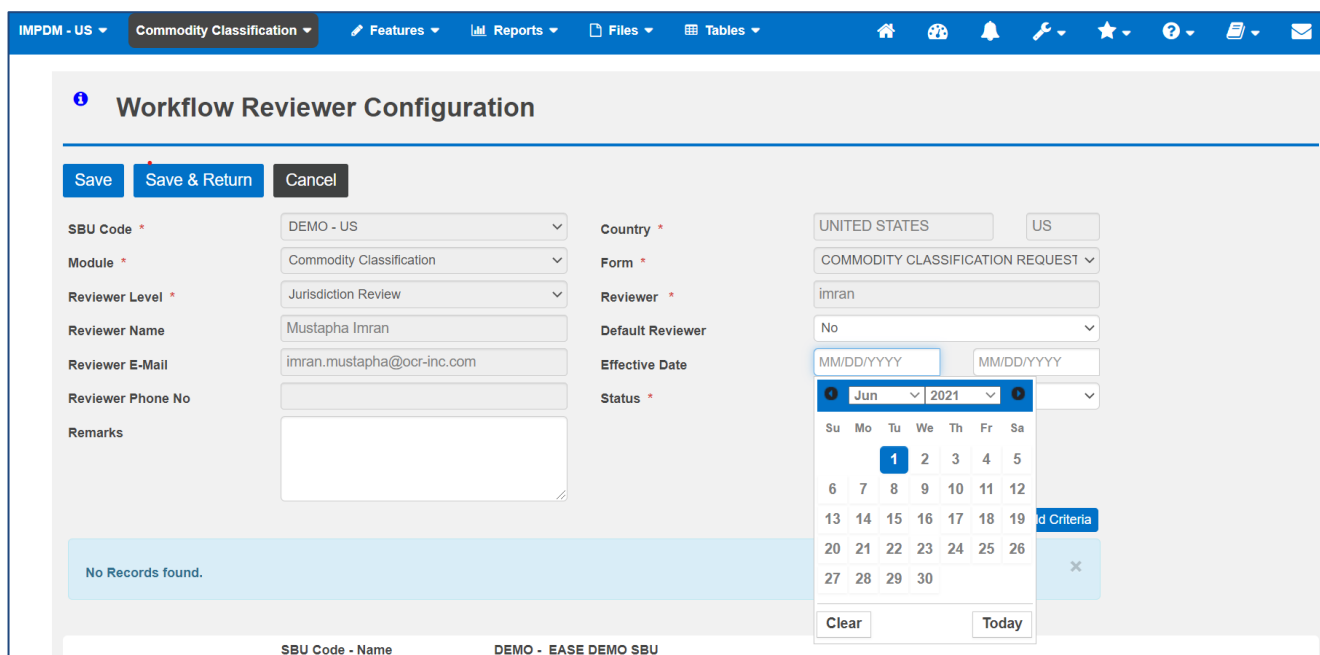
Once the Reviewer has been selected, we have the optional choice of selecting whether they are the Default Reviewer for the Reviewer Level and Country chosen. If 'Yes' is selected, then the system will submit the Classification Request to the default reviewer amongst all the other reviewers that are configured unless specifically specified by the Requestor.



The screenshot shows the 'Workflow Reviewer Configuration' form. The 'Default Reviewer' field is set to '- Select -'. A dropdown menu is open, showing options: '- Select -', 'Yes', and 'No'. The 'Reviewer' field is set to 'imran'. Other fields include SBU Code (DEMO - US), Module (Commodity Classification), Reviewer Level (Jurisdiction Review), Reviewer Name (Mustapha Imran), Reviewer E-Mail (imran.mustapha@ocr-inc.com), Reviewer Phone No, and Remarks.

Figure 38: Default Reviewer Drop-down

Moving on, you can also select a date range you want this configuration to be effective for. Perhaps the main reviewer for US classifications is out of office for a specific date range. Therefore, another reviewer can be set as the default in the meantime and have the requests be submitted to them for dates selected.



The screenshot shows the 'Workflow Reviewer Configuration' form with the 'Effective Date' field selected. A calendar is displayed for June 2021, with the date '1' highlighted. The 'Default Reviewer' field is set to 'No'. Other fields are the same as in Figure 38. The 'Add Criteria' button is visible at the bottom right of the calendar.

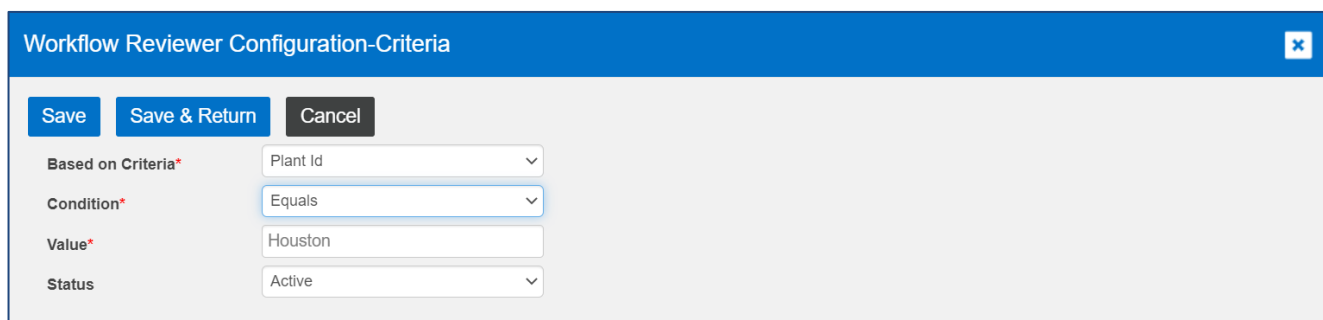
Figure 39: Effective Date Selection

After all selections have been made, you can then click on **Save** to save the configuration. You will notice at this point that the **Add Criteria** button is now selectable.

Upon selection, this button allows you to choose additional criteria that are available to be added to the workflow of this Reviewer.

For example, the 'EXPORT BRANCHING CRITERIA' configuration on page 13 refers to Request Branching based on Plant ID. Therefore, for Commodity Classification, Plant ID is an additional criterion that can be selected and configured after clicking on **Add Criteria**.

You would select the available Criteria, and then the Condition and corresponding Value you are configuring. **Note:** Plant ID is a field located in the Add Commodity Details page under the Commodity Info tab of the Commodity Classification Request.

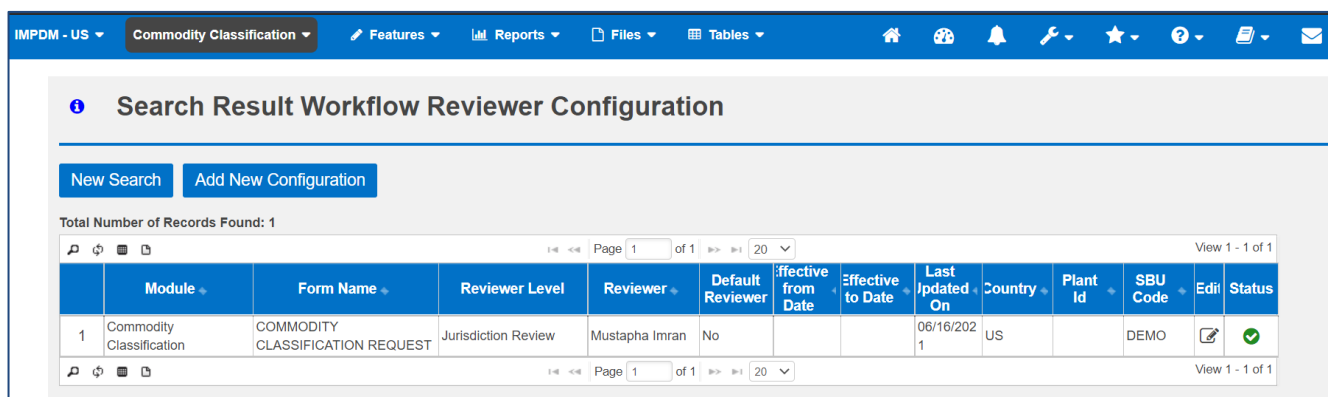


The form is titled "Workflow Reviewer Configuration-Criteria". It contains three buttons at the top: "Save", "Save & Return", and "Cancel". Below these are four dropdown menus:

- Based on Criteria***: Plant Id
- Condition***: Equals
- Value***: Houston
- Status**: Active

Figure 40: Workflow reviewer Configuration Criteria

If the additional Criteria has been added, then you can hit **Save & Return** to return to the Workflow Reviewer Configuration page. Here, you can then search for the configuration you have just added and the information will be displayed on the search results page in a grid format.



The page is titled "Search Result Workflow Reviewer Configuration". It includes buttons for "New Search" and "Add New Configuration". Below these, it states "Total Number of Records Found: 1". The table below shows the search results:

	Module	Form Name	Reviewer Level	Reviewer	Default Reviewer	Effective from Date	Effective to Date	Last Updated On	Country	Plant Id	SBU Code	Edit	Status
1	Commodity Classification	COMMODITY CLASSIFICATION REQUEST	Jurisdiction Review	Mustapha Imran	No			06/16/2021	US		DEMO		

Figure 41: Search Results

3. COMMODITY CLASSIFICATION FEATURES

This section describes the step-by-step procedure to use the Commodity Classification module features to fill details in forms to classify an item and submit for review.

The following steps describe how to navigate to the Commodity Classification module home screen.

1. Go to the **Login** screen of the System application.



Figure 42: Login Screen

2. In the **User Name** and **Password** fields, enter the login credentials provided to you.



Mandatory field, English text and numbers, with a maximum length of 50 characters.



If you have forgotten your User Name or Password, refer 'Getting Started User Guide' to reset them.

3. Click the **Login** button to login into the System application.



The Commodity Classification module home screen or your default set module home screen is displayed.

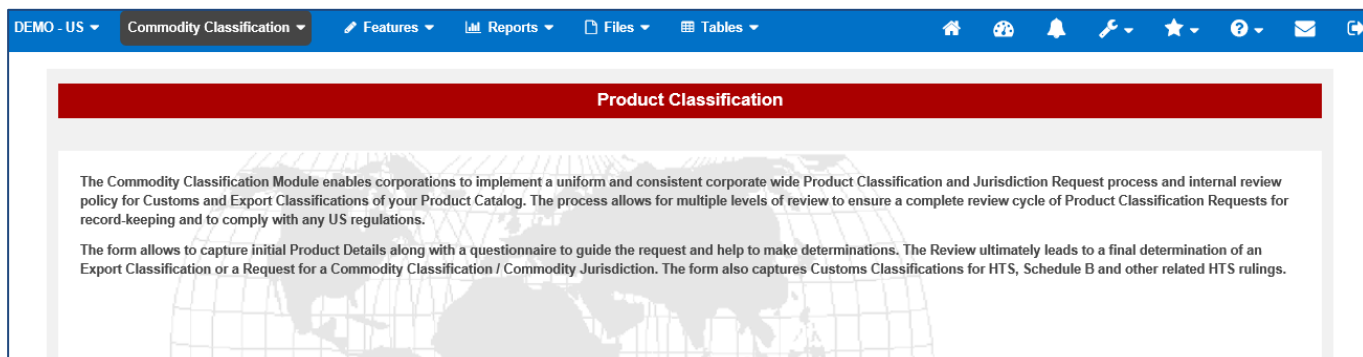


Figure 43: Commodity Classification Module Home Screen



If the Commodity Classification is not your default module, then select the Commodity Classification from the Module selection box to access the Commodity Classification module. You can also set Commodity Classification as your default module; refer 'Getting Started User Guide' for more details on setting default module.

3.1 Commodity Classification Request

3.1.1 Create New Request – Portal View

Refer the following steps to begin the Product Classification Request Process as an external user.

1. Click on the **Compliance Portal Link** or use your **Portal User credentials** to log in from the System **Login** screen.



The EAES Compliance Portal screen is displayed.

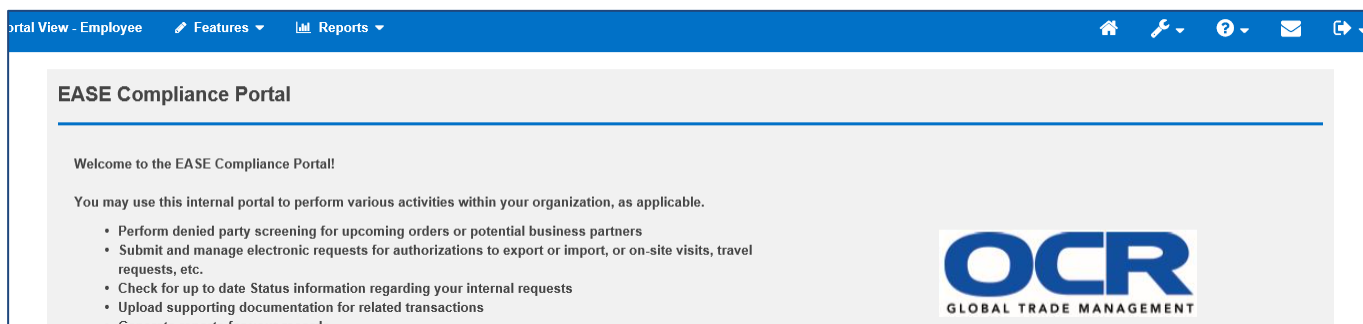


Figure 44: EAES Compliance Portal Screen



Requestors through the Portal are considered “Un-Registered Users” and can be Employees, Engineers, etc. that in some cases do not have access to log into the System application.

2. On the System, Compliance Portal screen, under the Features drop-down menu, select the Commodity Classification Form option (Compliance Portal -> Features -> Commodity Classification Form).



The Search Commodity Classification Form screen is displayed.

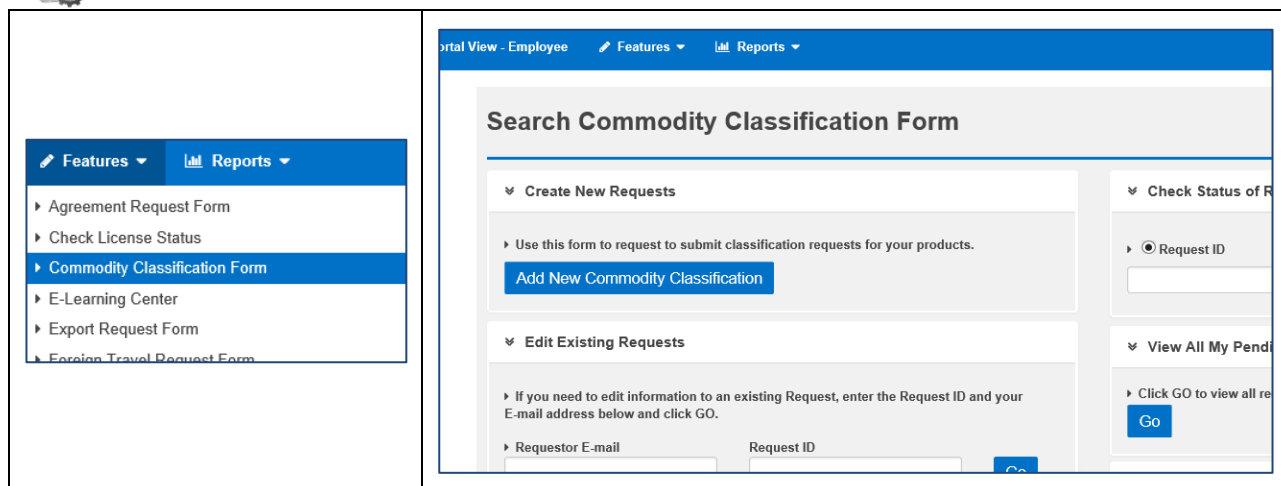


Figure 45: Commodity Classification Form Navigation

3. Click the **Add New Commodity Classification** button provided to initiate a new Commodity Classification Request form.



The Commodity Classification Template screen is displayed.

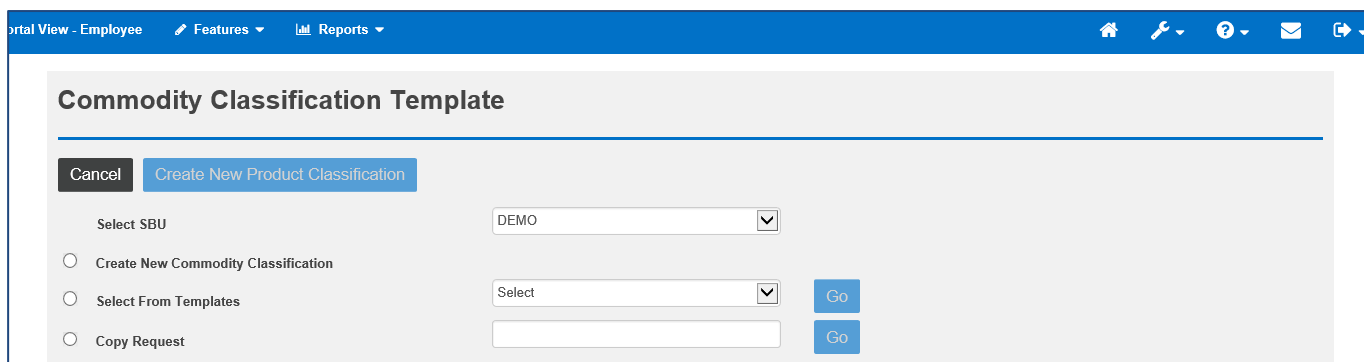


Figure 46: Commodity Classification Template Screen



The form will auto-populate the 'SBU', 'Requestor Name', and 'Email Address' fields.

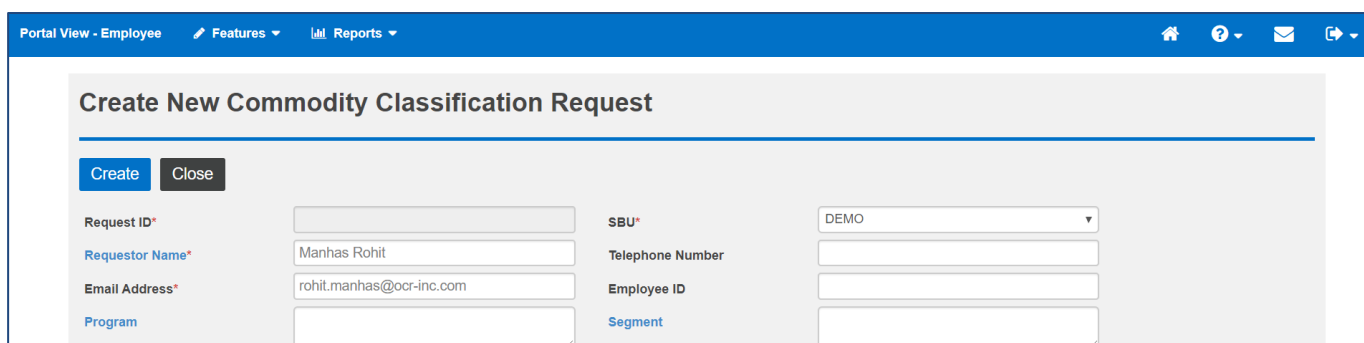


Figure 47: Create New Commodity Classification Request Screen



For further steps refer the section 3.1.2.



Following tables lists the other available option on the Search Commodity Classification Form screen.

Options	Description
Check Status of Existing Request	If you need to check the Status of a Request, enter the Request ID or E-mail ID and click the 'Go' button.
Add Information/Update Existing Request	If you need to add information to a Request form in progress, enter both the Request ID and your E-mail address and click the 'Go' button.
Retrieve all Pending Requests	Click this link to view a complete list of Requests currently being reviewed internally.
Search Existing Requests	Click this link to search and filter for particular Requests in the system.
Product Reports (Under Reports Menu)	As an Unregistered User, you still have access to various Reports related to the Product Table and Request forms. Click on the appropriate links to generate particular Reports as needed.

Table 11: Search Commodity Classification Form Screen Options

3.1.2 Create New Request – Registered System Users

The following steps describe how to create a classification request.

- To add a classification request, you need to first view the **Commodity Classification Template** screen successfully. This can be achieved by the following:
 - Navigating to the **Commodity Classification Request** feature of **Commodity Classification** module (Commodity Classification -> Features -> Commodity Classification Request).
 - On the **Search Commodity Classification Request** screen, click the **Add New Commodity Classification** button to navigate the **Commodity Classification Template** screen.

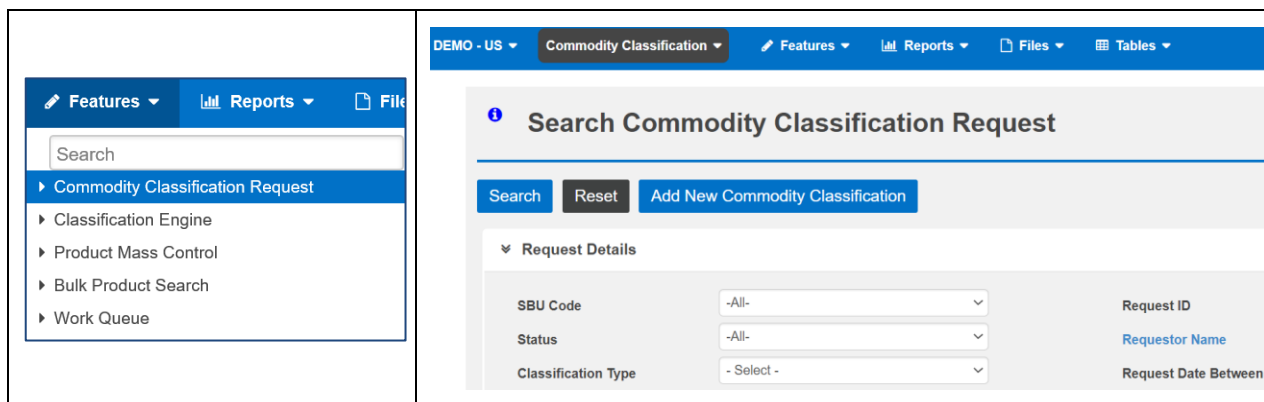


Figure 48: Create Sales Order Screen Navigation



You can also search the required feature from the Search Bar provided in the Features Menu drop-down list.

The Select SBU dialog-box is displayed.

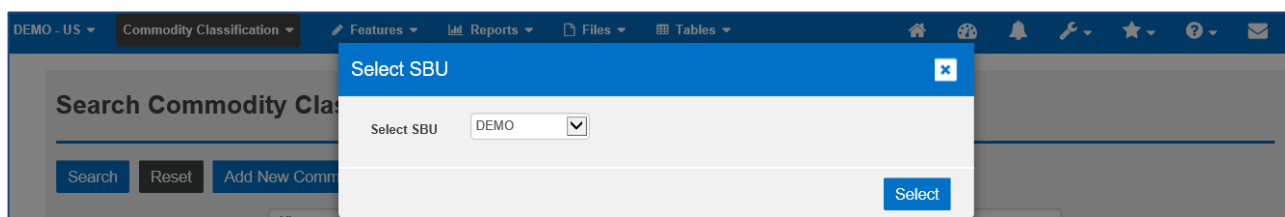


Figure 49: Select SBU Dialog-box

- c. On the **Select SBU** Dialog-box, the **Select SBU** drop-down list displays the default SBU. User can modify the SBU, if required. After selection, click the **Select** button.



The Commodity Classification Template screen is displayed.

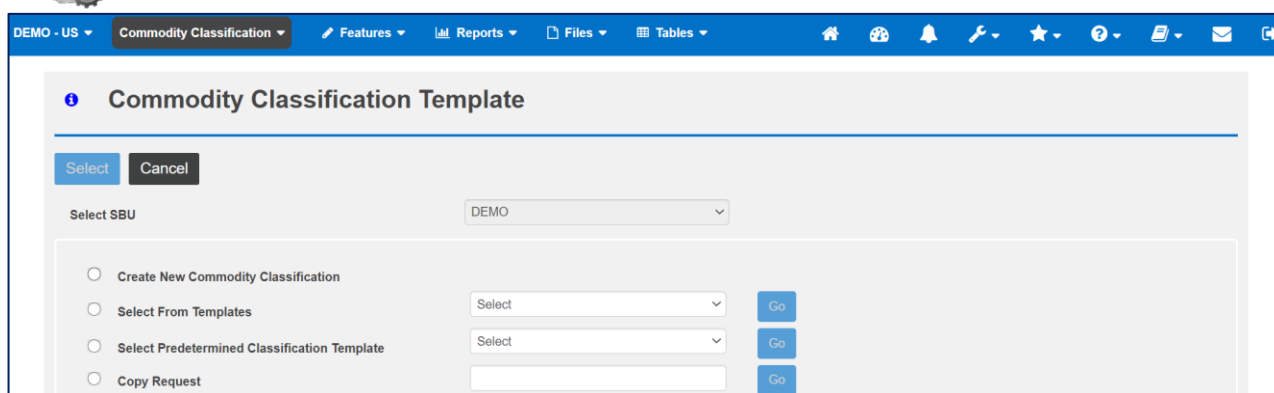


Figure 50: Commodity Classification Template Screen

2. On the **Commodity Classification Template** screen, select the desire radio-button from the available option and click the **Select** button.



The Requestor Info tab is displayed.

DEMO - US | Commodity Classification | Features | Reports | Files | Tables

Requestor Info | Commodity Info | Documents / Notes | Submit Request

Requestor Information

Request ID | CC-#
FormStatus | In Progress

< > Save Save & Proceed Cancel

Request Details

Request ID * CC-#
Request Date * 04/07/2021
Classification Type *
Export Classification No
Import Classification No
Request Type New Request
Summary Description [250 Characters]

Need By Date MM/DD/YYYY
Export Classification Country(s) *
Import Classification Country(s) *
Request Category - Select -

Figure 51: Requestor Info Tab

3. On the **Requestor Info** tab, enter the details of the request, alternate contact and summary description.
 - a. Mark **Request Type**: New Request, or Re-Classification Request
 - b. Mark **Request Category**: Internal, Supplier/3rd Party, or Predetermined Classification



Apart from the fields listed in asterisks in Figure 38, all fields on this page are configurable, under Tools -> Field Configuration.

- c. Mark if requesting:
 - Export Classification
 - Imports Classification



The above-mentioned flags will display and be enforced based on workflow and parameters defined by Admin Users.



The User can also add the Product/Design engineer as well as a Manager by clicking the

Add Contact Details

4. Once you are satisfied with the added details, click the **Save** button to save the details.

DEMO - US | Commodity Classification | Features | Reports | Files | Tables

Requestor Info | Commodity Info | Documents / Notes | Submit Request

Requestor Information

Request ID | CC-#
FormStatus | In Progress

< > Save Save & Proceed Cancel

Request Details

Request ID * CC-#125
Request Date * 05/03/2021
Classification Type *
Export Classification Yes
Import Classification Yes
Request Type New Request
Summary Description [218 Characters] Classification for Turbo Engines
Commodity Type Ground Support and Engines
Program [1,096 Characters] DC17
Need By Date MM/DD/YYYY
Export Classification Country(s) * UNITED STATES x Add Country
Import Classification Country(s) * UNITED STATES x Add Country
Request Category Internal
Commodity Type Other Turbo Engines
Segment [237 Characters] Turbo Engines

Figure 52: Requestor Information



If the Export Classification slider is selected as 'Yes', the Export Classification tab will be displayed.



If the Import Classification slider selected as 'Yes', the Import Classification tab will be displayed.

- Go to tab selection box or click the **Save & Proceed** button to move to Commodity Info tab.



The Commodity Info tab is displayed.

Figure 53: Commodity Info Tab

- In the **Organization Part Numbers** block, click the **Add Part Number** button to add an item.



The User can also add multiple items from an excel file by clicking the **Add From Excel** button and uploading the file in the system. Click the  icon to download the template file.



When adding multiple items, they must have similar functions and classification criteria – to the same USML or ECCN Classification – if to be reviewed for Export Classification!



The Add/Edit Part Number screen is displayed.

Figure 54: Add/Edit Part Number Screen

- On the **Add/Edit Part Number** screen, from the **Part Number** field, select or enter the required part number or select other available options.

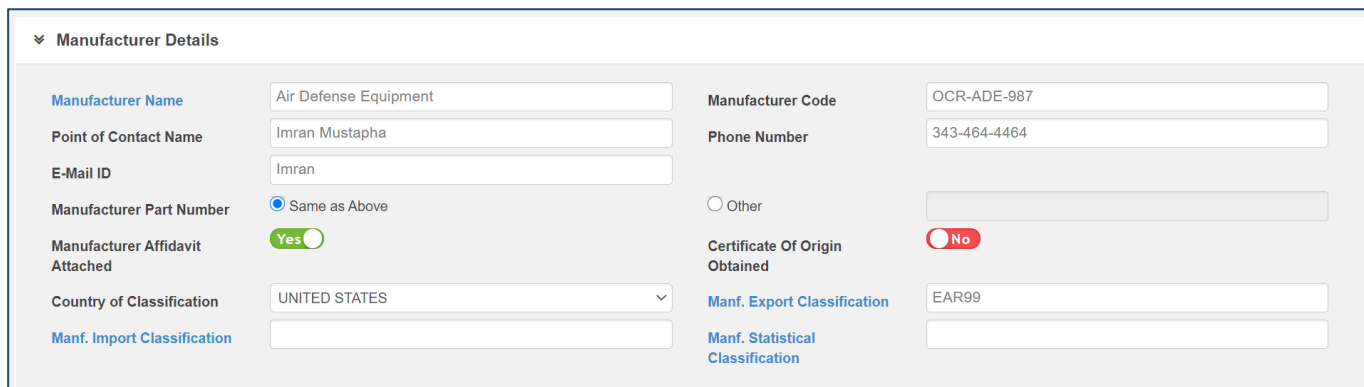


Select the 'Product has no Part Number' radio button if the part number for the product is not available.



Select the 'Assign System Generated Number' radio button if the part number for the product is not available and you want to create a new system generated part number.

8. In the **Commodity Details** section, enter the product details in the available fields such as:
 - In the **Product Name** field, enter the actual name of the Part No./Product
 - Select 'Yes' in the **Company is Design Authority** slider if the part falls in the category
 - In the **Plant ID** field, enter the corresponding Plant where the Product is associated with
 - Enter the **Security Classification** i.e. (Confidential, Secret, Un-classified) as well as any other level of security classification
9. In the **Manufacturer Details** section, enter the details of the manufacturer:



Manufacturer Details

Manufacturer Name	Air Defense Equipment	Manufacturer Code	OCR-ADE-987
Point of Contact Name	Imran Mustapha	Phone Number	343-464-4464
E-Mail ID	Imran		
Manufacturer Part Number	<input checked="" type="radio"/> Same as Above	<input type="radio"/> Other	
Manufacturer Affidavit Attached	<input checked="" type="checkbox"/> Yes	Certificate Of Origin Obtained	<input checked="" type="checkbox"/> No
Country of Classification	UNITED STATES	Manf. Export Classification	EAR99
Manf. Import Classification		Manf. Statistical Classification	

Figure 43: Manufacturer Details Section

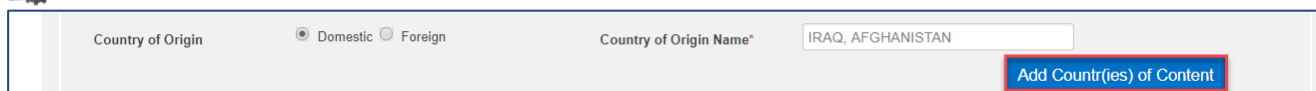


The fields related to Classifications are for when the Manufacturer already has an Export/Import/Statistical Classification for the Product

10. In the **Country of Origin** field, select the desired radio button. The **Country of Origin Name** field displays the country based on the selection.



The **Add Countr(ies) of Content** button is enabled, click the button to add more countries.



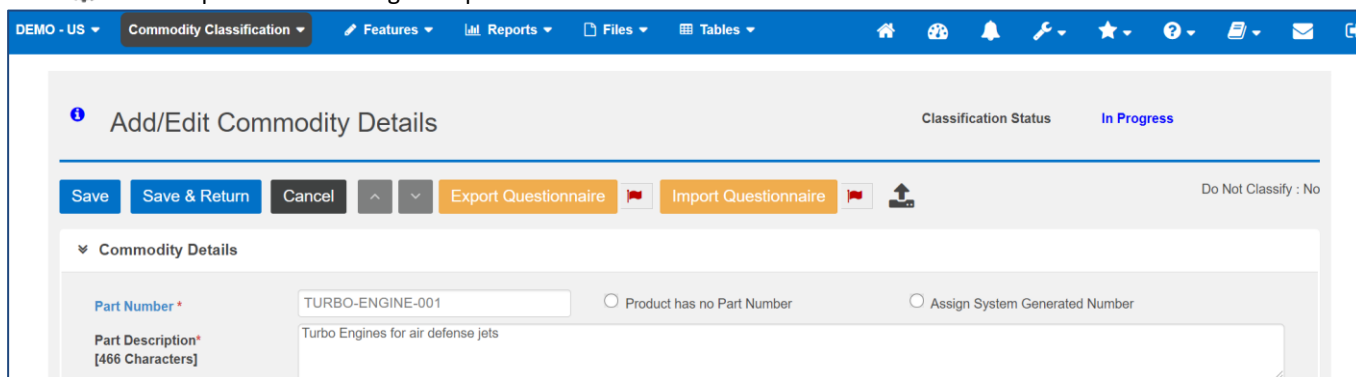
Country of Origin ☒ Domestic ☐ Foreign **Country of Origin Name*** IRAQ, AFGHANISTAN **Add Countr(ies) of Content**

Figure 55: Add Countries

11. Once you are satisfied with the added part details, click the **Save** button.



The Add/Edit Part Number screen is redisplayed with saved information and the buttons which may be accessed to respond to the configured questionnaires.



DEMO - US **Commodity Classification** **Features** **Reports** **Files** **Tables** **Home** **Help** **Search** **Star** **Question** **Print** **Mail** **Share**

Add/Edit Commodity Details **Classification Status** In Progress

Save **Save & Return** **Cancel** **Export Questionnaire** **Import Questionnaire** **Do Not Classify : No**

Commodity Details

Part Number* TURBO-ENGINE-001 ☐ Product has no Part Number ☐ Assign System Generated Number

Part Description* Turbo Engines for air defense jets [466 Characters]

Figure 56: Add/Edit Part Number Screen – Details

12. Click the **Import Questionnaire** button to view the Import questionnaire.



The Import Questionnaire screen is displayed with questions.

Figure 57: Product HTS Questionnaire Screen

13. On the **Import Questionnaire** screen, in the **Documents** block, upload the document related to the commodity.
14. In the **Part Description** block, answer all the available questions and click the **Save** button.

Figure 58: Apply Response Button



The **Apply Responses** button is displayed. User can use this button to apply the same response of answers to another item.



User can also attach the related documents, if required.



Users have the option to choose applying the data to “All items on the request”, “All pending items on the request” (meaning item for which this action is not completed yet), or “Selected Item” to be selected using the grid checkbox provided.



While choosing “All Items on the request”, the system would apply the new data to all the line items on the request even if data entry was already completed for a few line items. Likewise, the user wants to replace/update data related to a specific line item that was already completed.



Use the “Show all items including completed” checkbox and choose the target items wherein data is to be copied /replaced.

15. Once all questions are answered and documents are attached, click the **Save & Return** button to redirect to the Add/Edit Commodity Details page and we can choose to answer the **Export Questionnaire** by clicking the **Export Questionnaire** button.



In the Export Questionnaire screen, answer all the available questions and click the **Save** button. Select the ‘Yes’, ‘No’ or ‘Unknown’ radio button and give an explanation for the decision where required.



In addition to the standard set of questions, Administrators can configure the form to include customized sets of Questions to support internal business processes. Administrators should refer to the Questionnaire Configuration section for further information.



If the Review Process is ONLY HTS Review, then the Export Questionnaire Tab can be skipped. These Questionnaires can also be made Mandatory or Optional under ‘Questionnaire Forms Configuration’.

16. Once all questions are answered and documents are attached, click the **Save & Return** button to redirect to the Commodity Info tab.



The Commodity Information screen is displayed with the product details in the table

Figure 59: Commodity Information – Product Details



If you want to add more items, then click the **Add Part Number** button and refer the previous steps.



You can delete the multiple items, select the required items and click the icon under Actions to delete selected items.



If any conflicts arise with the use of a particular Part No. and the way the Request is defined, the system will indicate notifications to the User and for potential Reviewers of the Request. Refer the following table.

The Notifications would include:

- Whether a particular Part No. mentioned, is already pending on another request
- Whether a particular Part No. mentioned, was defined as a 'New Product' but has already been classified in the Product File.
- Whether a particular Part No. mentioned, already exists in a different Strategic Business Unit (SBU).
- Whether a particular Part No. mentioned, already existing in the product file is missing Manufacturer information.



These warnings will not prohibit the user from proceeding with submitting the Request. If the requestor is unaware of how to manage these situations, further action will take place by the Reviewer prior to finalizing a Request.



The Alerts icon shows any Warnings or Failures that will affect whether the Request will be allowed to be submitted for Review. The screening status will display whether the Request has Passed or Failed screening.

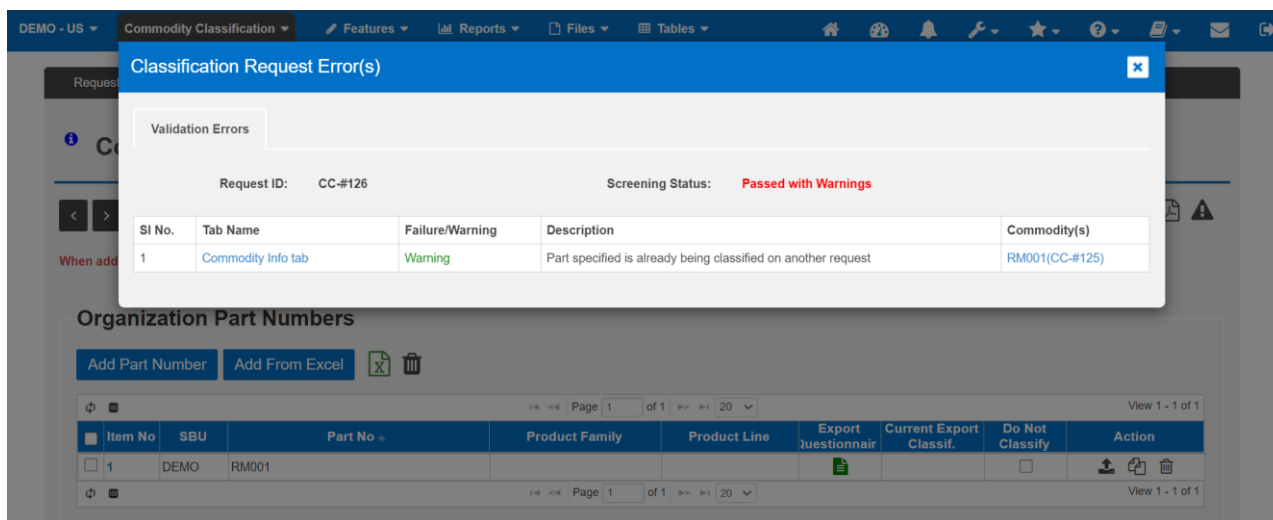



Figure 60: Alert Notification

17. Once you are satisfied that the required product(s) have been added and the questions are answered, click on the right arrow  button to move to the **Documents & Notes** tab.



The Documents & Notes screen is displayed.

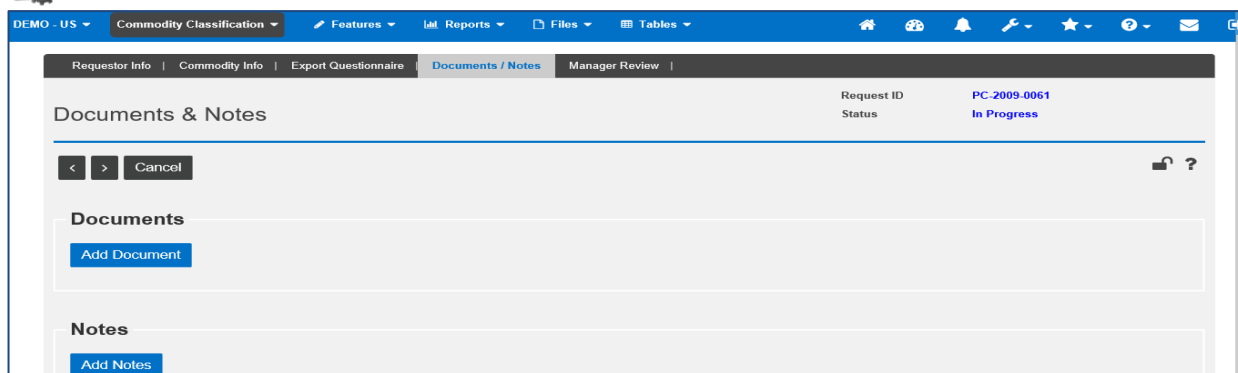
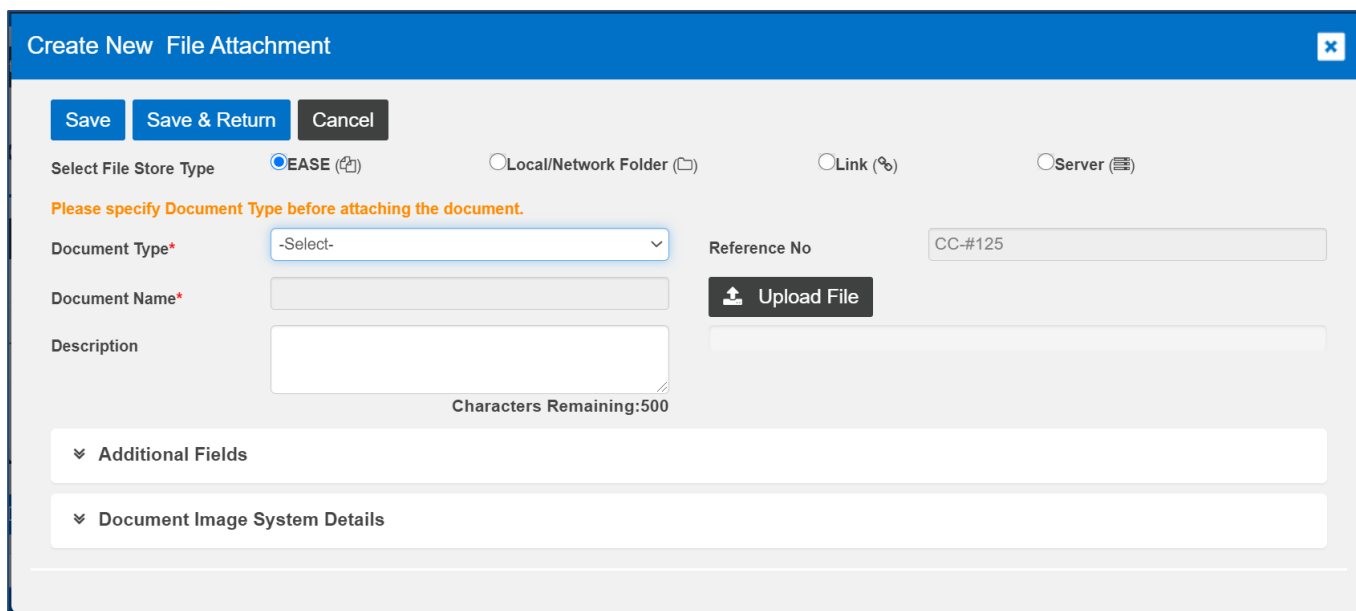


Figure 61: Documents & Notes Screen

18. On the **Documents & Notes** screen, click the  button to add document associated with the commodity.



The Create New File Attachments dialog-box is displayed.



Create New File Attachment

Save Save & Return Cancel

Select File Store Type ☒ EASE ☐ Local/Network Folder ☐ Link ☐ Server

Please specify Document Type before attaching the document.

Document Type* -Select- Reference No CC-#125

Document Name*

Description

Characters Remaining:500

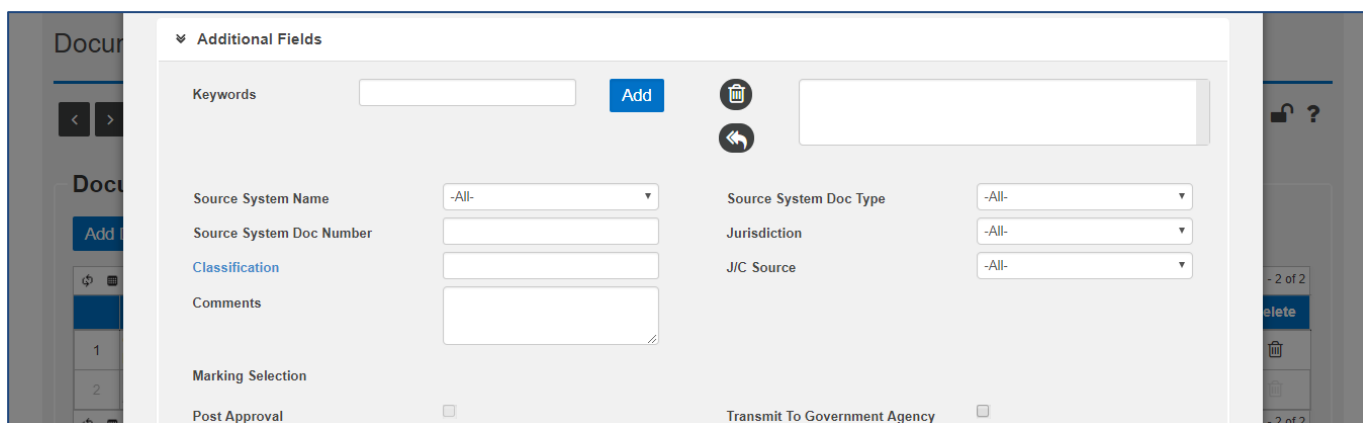
Additional Fields

Document Image System Details

Figure 62: Create New File Attachments Dialog-box



Click the Additional Fields drop-down panel to define the Jurisdiction, Classification of the document and flag for additional markings.



Additional Fields

Keywords Add

Source System Name -All- Source System Doc Type -All-

Source System Doc Number Jurisdiction -All-

Classification J/C Source -All-

Comments

Marking Selection

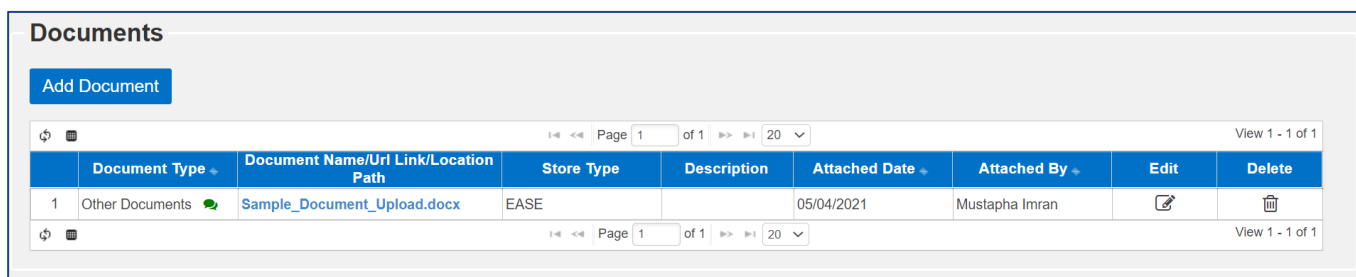
Post Approval Transmit To Government Agency

Figure 63: Additional Fields Drop-down Panel

- On the **Create New File Attachments** dialog box, from the **Select File Source Type** field, select the desired option to save the uploaded documents.
- From the **Document Type** drop-down list, select the type of document and enter the details in the other available fields.
- Click the **Upload File...** button to add defined support documents in PDF or word format.



The **Edit File Attachments** dialog-box is displayed with an uploaded document.



Documents

Add Document

Page 1 of 1 View 1 - 1 of 1

	Document Type	Document Name/Url Link/Location Path	Store Type	Description	Attached Date	Attached By	Edit	Delete
1	Other Documents	Sample_Document_Upload.docx	EASE		05/04/2021	Mustapha Imran		

Page 1 of 1 View 1 - 1 of 1

Figure 64: Edit File Attachments Dialog-box

22. Once the required documents are attached, click the **Add Notes** button to add notes.
23. Once all documents are attached and notes are added click the navigation button to move to the **Submit Request** tab.



The Submit Request screen is displayed.

Figure 65: Submit Request Screen – CC Manager



The CC Manager is a configurable option that will only display when the `ENFORCE_CC_MANAGER_REVIEW` parameter is set to a value of 'Y'.



The Reviewer Actions section will only display to the Manager or users with the Manager Reviewer permission after the request has been submitted for Manager Review.



For review procedure, refer the Section 3.2.



The CC Manage Review helps in situation where a requestor (Portal/Registered) may not know who they should assign the request to for Jurisdiction and/or HTS Review, in that case, requestor can just assign the request to the Manager Reviewer and then it is the job of the Manager Reviewer to assign the request to the appropriate Export and/or Import Reviewer.

24. On the **Submit to Manager** screen, in the **CC Manager Reviewer** drop-down panel, in the **Name** field, enter or select the manager.

25. Once the required manager details are added, click the **Submit Request** button to submit the request to the manager.



For the CC Manager, the Submit Request tab will then be redisplayed with the form status changed to 'Submitted For Manager Review'. Aside from that, the Submit For Review dropdown will also be redisplayed and the Reviewer Actions section will appear.

DEMO - US | Commodity Classification | Features | Reports | Files | Tables

Requestor Info | Commodity Info | Documents / Notes | **Submit Request**

Submit Request

Request ID: CC-#125
Form Status: Submitted For Manager Review

< Save Cancel

Submit For Review

By clicking the submit button below, I certify that the above information is true to the best of my knowledge and I understand that it will be used to make the classification determination.

CC Manager Reviewer* Mustapha Imran imran.mustapha@ocr-inc.com

Number of hours to complete

Export Classification Reviewer* E-mail ID Phone No.

Import Classification Reviewer* E-mail ID Phone No.

Submit Request Cancel Request

Reviewer Actions

Action*: Place Request On Hold

Reason

On Hold

Characters Remaining: 4,000

Figure 66: Submit Request Screen – Submitted to CC Manager

26. If the CC Manager configurable option is set to 'N', then the requestor will select the Export and Import reviewer for request submission.



The Submit Request Screen is displayed

DEMO - US | Commodity Classification | Features | Reports | Files | Tables

Requestor Info | Commodity Info | Documents / Notes | **Submit Request**

Submit Request

Request ID: CC-#145
Form Status: In Progress

< Save Cancel

Submit For Review

By clicking the submit button below, I certify that the above information is true to the best of my knowledge and I understand that it will be used to make the classification determination.

Export Classification Reviewer* E-mail ID Phone No.

Import Classification Reviewer* E-mail ID Phone No.

Submit Request Cancel Request

SBU Code - Name DEMO - EASE DEMO SBU

User Name Nikitina NatCorpAdmin

On 10/05/2017 08:17:36 PM EST

Created By

Updated By

Figure 56: Submit Request Screen

3.2 Work Queue - Review Process

The Commodity Classification Request Review Cycle serves the following:

- **Manager Review**
 - Review to determine the appropriate **Jurisdiction/HTS/Customs Classification/Technical Advisor** to assign the request to.
- **CC Manager**
 - A new user permission has been added for Manager Reviewer i.e. CC Manager Reviewer. Users who are assigned this permission can perform the Manager Review.
- **Jurisdiction Review**
 - Review to determine whether the Product is Military Goods or Dual Use Goods
 - The user would require either **Export Classification** Permission or **Export Technical Advisor** permission.
- **Classification Review (Military Goods or Dual Use Review)**
 - Review to classify the Product based on the Jurisdiction.
 - The user would require either **Export Classification** Permission or **Export Technical Advisor** permission.
- **Export Management Review**
 - Review the final Export Classifications and Import/Export Classification data into the Product Database.
 - In order to finalize the Export Classification user would require the **Export Classification** Permission.
- **Export Technical Advisor**
 - A new user permission has been introduced for Export – Jurisdiction & Classification Review process i.e. Export Technical Advisor. In addition to Export Technical Advisor only a user with Export Classification Permission can perform the Jurisdiction & Classification Review.
- **Import Technical Advisor Review**
 - Review the Product data to determine HTS/Schedule B Customs Classifications and import Customs Classification data into the Product Database.
 - The user would require the **HTS Technical Advisor** Permission.
- **Import Classification Review**
 - In order to finalize the HTS (Customs Classification) the user would require either **Import Technical Advisor** or **HTS/Schedule B Reviewer** Permission
- **Post Review**
 - Specialized review of the request to assign Flag Reasons to the request and/or products cited on the request. Post Review is only applicable when the status of the request is '**Classification Completed**'. Post review does not affect the standard review workflow.

3.2.1 Review Process – Access Pending Requests

Once the Commodity Classification Request has been submitted for review, the intended reviewers will receive email notifications issued by the system. An updated email notification will be sent at each review stage throughout the process.

This email notification can also be configured in Tools -> System -> Configure Email Notifications.

[http://easerelease.ocr-inc.com] - Submitted Import Classification Review Request for Commodity Classification - PID5563

imran.mustapha@ocr-inc.com
to me

Tue, Jul 13, 5:19 PM (10 days ago)

Hi,
This Commodity Classification Request has been submitted for your Import Classification Review.

Request Details					
Request ID	PID5563	Request Date	07/13/2021	SBU	TEST
Requestor Name	Mustapha Imran	Requestor Email	imran.mustapha@ocr-inc.com	Requestor Phone	
Form Status	Review In Progress	Export Classification Status	Pending Jurisdiction Review	Import Classification Status	Pending Import Classification Review

Reviewer Details			
Reviewer Role	Reviewer Name	Reviewer E-mail ID	Reviewer Phone No
Jurisdiction & Classification Reviewer	Mustapha Imran	imran.mustapha@ocr-inc.com	
Export Control Reviewer	Mustapha Imran	imran.mustapha@ocr-inc.com	
Import Classification Reviewer	Mustapha Imran	imran.mustapha@ocr-inc.com	

Commodity Details				
Part Number	Part Description	Commodity Type	Plant Id	Country of Origin
PART-TEST-PRE01	Test			UNITED STATES
PART-TEST-06152021	Enter Description Here			UNITED STATES

[View PDF](#) [Go to Request](#)

Figure 67: Mail Confirmation

As an assigned Reviewer, log into the System application. Use the following options to access the pending Requests:

Dashboard Screen:

- Upon logging in and accessing the Commodity Classification Module, the dashboard screen will display.
- You will have direct access to 'My Queue' and your assigned requests, as well as various Alerts and Pending Notifications.
- On the left, you also have various quick links to Commodity Classification features and links to Reference Guides/Documents.

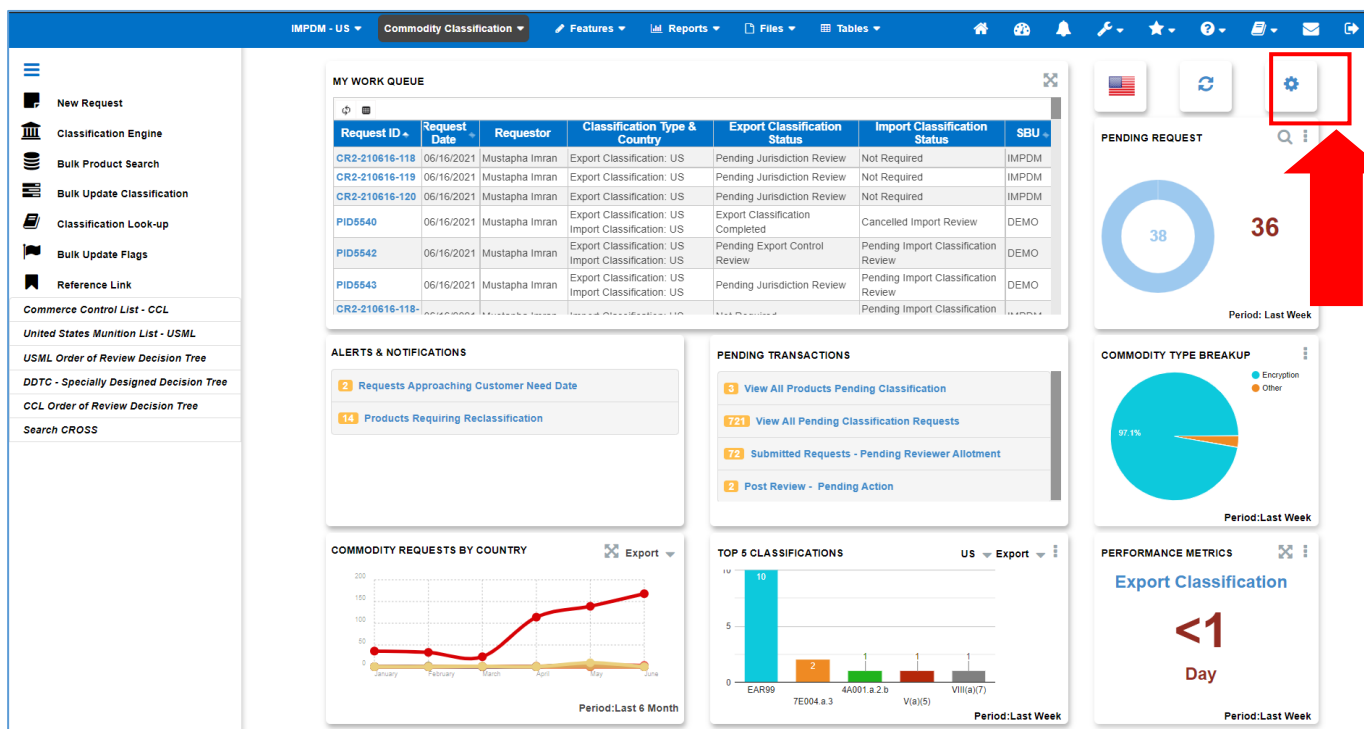


Figure 68: Commodity Classification Dashboard

- The first thing to look at, is the Settings icon on the top left of the Dashboard. This is where you can configure the Notifications and Pending Transactions that will be displayed.
- The Dashboard Settings as shown below, enable you to set whether you want to enable the various notifications and alerts that will show up on the Dashboard.
- Some settings allow you to select a timeframe from the Period dropdown to be alerted based on those settings such as 30 or 60 days.
- Aside from that, you can also add your own Reference Links by clicking the **Add Reference** button.

Dashboard Settings

Default Dashboard Period

Enabled

Yes

Period

Last Week

Parts Impacted by ECR Alert

Enabled

No

Effective Date

MM/DD/YYYY

Category(ies)

Remind Me

Day(s) Prior to effective date

Approaching Customer Need Date Alert

Enabled

Yes

Period

Next 30 Days

Submitted Requests - Pending Reviewer Allotment

Enabled

Yes

View All Products Pending Classification

Enabled

Yes

Created On

Past 30 Days

☒ Export Classification
 ☒ Import Classification
 ☐ Statistical Classification

Products Requiring Reclassification

Enabled

Yes

Country of Classification

UNITED STATES

☒ Export Classification
 ☒ Import Classification
 ☐ Statistical Classification

Choose the Reference Links

Append to Standard

Add Reference

Page 0 of 0

10

No records to view

Reference Name	Reference URL	Delete
<div> <div></div> <div></div> </div>	<div> <div>Page 0 of 0</div> <div>10</div> </div>	No records to view

Save

Save & Return

Cancel

Figure 69: Dashboard Settings

Dashboard Screen – Alerts & Notifications:

- The first Alert is Requests Approaching Customer Need Date.
 - Following the dashboard setting, the system will show you the Requests that are approaching the Need Date set by the Requestor.
 - You are able to use the additional filters on the top of the results to filter by period, SBU, Program and Segment.

IMPDM - US Commodity Classification Features Reports Files Tables

Requests Approaching Customer Need Date

Back

Customer Need Date: Next 30 Days SBU: -All- Program: Segment:

	SBU	Request ID	Requestor Name	Request Date	Customer Need Date	Form Status	Export Classification Status	Import Classification Status	Export Reviewer (Days)	Import Reviewer (Days)	Summary Description
1	IMPDM	CR2-210601-046	Classification Reviewer (EI) Rocky	06/01/2021	06/30/2021	Pending Jurisdiction Review	Pending Jurisdiction Review	Not Required			
2	IMPDM	CR2-210601-047	Classification Reviewer (EI) Rocky	06/01/2021	06/24/2021	Pending Import Classification Review	Pending Jurisdiction Review	Pending Import Classification Review		Classification Reviewer (EI) Rocky(15)	

Page 1 of 1 20 View 1 - 2 of 2

Figure 70: Requests Approaching Customer Need Date Screen

- The 2nd Alert is Products Requiring Reclassification.
 - Following the dashboard setting where you set the country of classification and the classification type, the system will show you the Products where the Classifications are now invalid and require Reclassification.
 - From this screen you can select the Products you want to directly create a New Classification Request for Reclassification.

DEMO - US Commodity Classification Features Reports Files Tables

Products Requiring Reclassification

Create New Classification Request Cancel

SBU: -All- Part Description: Material Type: Product Line:

Commodity Type: -All-

Program:

List Products

Country of Classification: UNITED STATES

☒ Export Classification ☒ Import Classification ☐ Statistical Reporting Statistical

	Part No	Part Description	Export Classification	Import Classification	Statistical Classification	SBU
1	<input type="checkbox"/> 1261709	ASSY, SUPPORT SERVER, PRE-CONFIGURED, 1U, HP PROLIANT DL360P GEN9, ARCLIGHT 2	5A002.a.1	8517620050	8517620050	DEMO
2	<input type="checkbox"/> PART-003	Test	0A918	01		DEMO
3	<input type="checkbox"/> VS1258900	ASSY, SUPPORT SERVER, PRE-CONFIGURED, 1U, HP PROLIANT DL360P GEN9, ARCLIGHT 2	5A002.a.1	8517620050	8517620050	DEMO

Page 1 of 1 20 View 1 - 14 of 14

Figure 71: Products Requiring Reclassification

Dashboard Screen – Pending Transactions:

- 'View All Products Pending Classifications' shows you all existing Products that are part of a Request and are Pending Classifications for the country you configured in the Dashboard Settings. Therefore, if you had selected US as the country of classification, then the system will display the Products in Requests where you have begun Classifications for except for the US.

View All Products Pending Classification

Create New Classification Request Cancel Reset

SBU: -All- Status: Active

Created On: Past 30 Days Description:

Commodity Type: -All- Material Type:

Program: Product Line:

List Products Missing

Country of Classification: UNITED STATES

☒ Export Classification ☒ Import Classification ☐ Statistical Classification ☐ Country of Origin ☐ Manufacturer

	Part No	Description	Export Classification	Import Classification	Statistical Classification	Manufacturer/Country of Origin	SBU Code
1	<input type="checkbox"/> DEMO-PART-003	Enter Description Here	4.(1-2)(JP), 9E003.a.3(EU)	731100000(JP)			IMPDM
2	<input type="checkbox"/> PART-TEST-06152021	Enter Description Here	7A116.b(GB)	7101100000(GB)			IMPDM
3	<input type="checkbox"/> RJ-CBR-001	RJ-CBR-001 desc		06011000(BR)	72085200(BR)		IMPDM

Figure 72: View All Products Pending Classification Screen

- ‘View All Pending Classification Requests’ shows you a list of requests pending in particular Form Statuses and with whom. On the View All Pending Classification Requests screen, under the Request ID column, you would be able to click on the hyperlink of the Request ID to open the request.

View All Pending Classification Requests

Back

-SELECT STATUS- -SELECT REVIEWER TYPE-

	SBU	Request ID	Requestor Name	Request Date	Customer Need Date	Form Status	Export Reviewer (Days)	HTS Reviewer (Days)	Summary Description
1	DEMO	CC-0053	Arora Saurabh	12/05/2013		Pending Export Control Review	ocr corp admin(1355)	ocr corp admin(1355)	
2	DEMO	CC-0054	Arora Saurabh	04/30/2014		Assigned To HTS Review		ocr corp admin(1209)	
3	DEMO	CC-0077	Arora Saurabh	05/06/2015		Pending Jurisdiction Review		Arora Saurabh(837)	

Figure 73: View All Pending Classification Requests Screen

- ‘Submitted Requests – Pending Reviewer Allotment’ shows you the Requests where the Review Process is not assigned to anyone. When the Requestor submits the Request without selecting a specific Reviewer, the Export/Import Classification Status will display ‘Submitted For Assignment’ and any Reviewer with the correct permission can Take Ownership of that Request.

DEMO - US ▾ Commodity Classification ▾ Features ▾ Reports ▾ Files ▾ Tables ▾

Submitted Requests - Pending Reviewer Allotment

[Back](#)

SBU: DEMO ▾

Created On: Past 60 Days ▾

Commodity Type: -All- ▾

Program:

Export Classification Country:

Part No:

Pending Classification type: Export ▾

Plant Id:

Material Type:

Product Line:

Import Classification Country:

Page 1 of 1 20 ▾ View 1 - 8 of 3

	Request ID	Requestor	Request Date	Export Classification Country(s)	Import Classification Country(s)	Commodity Type	Plant Id	Export Classification Status	Import Classification Status	SBU
1	PID5520	Mathew Joseph	05/28/2021	US	US		PLANT2, PLANT1, PLANT3	Submitted For Assignment	Pending Import Technical Advisor Review	DEMO
2	PID5520	Mathew Joseph	05/28/2021	US	US		PLANT2, PLANT1, PLANT3	Submitted For Assignment	Pending Import Technical Advisor Review	DEMO
3	PID5520	Mathew Joseph	05/28/2021	US	US		PLANT2, PLANT1, PLANT3	Submitted For Assignment	Pending Import Technical Advisor Review	DEMO

Figure 74: Submitted Requests – Pending Reviewer Allotment

- Following the results page, you can click on the Request ID hyperlink to directly open the Request and click on the **Take Ownership** button to start the Take Ownership of the Review. For example, when selecting on **PID5520**, we are taken directly to the request.

DEMO - US ▾ Commodity Classification ▾ Features ▾ Reports ▾ Files ▾ Tables ▾

Requestor Info | Commodity Info | Documents / Notes | Status/Related Requests | **Export Classification Review** | Import Classification Review

Export Classification Review

Request ID: **PID5520** Form Status: **Review In Progress**

Export Classification Status: **Submitted For Assignment** Import Classification Status: **Pending Import Technical Advisor Review**

[Close](#) [Assign Parts for Separate Classification](#) [Take Ownership](#)

Export Classification Review

Bulk Update ▾

Page 1 of 1 20 ▾ View 1 - 6 of 6

SN.		Country	Part No	Existing Export classificatic	Jurisdiction	Export Classification	Rationale for Classification	Final Export Classification	Classification Status	Finalized	Product File Updated	Action
1	<input type="checkbox"/>	UNITED STATES	PRD1-000188						Pending	No	No	
2	<input type="checkbox"/>	UNITED STATES	PRD1-000189						Pending	No	No	
3	<input type="checkbox"/>	UNITED STATES	PRD1-000190						Pending	No	No	
4	<input type="checkbox"/>	UNITED STATES	PRD1-000191						Pending	No	No	
5	<input type="checkbox"/>	UNITED STATES	PRD1-000192						Pending	No	No	
6	<input type="checkbox"/>	UNITED STATES	PRD1-000193						Pending	No	No	

Page 1 of 1 20 ▾ View 1 - 6 of 6

Note: Click on each commodity line to begin Export classification process.

Figure 75: Export Classification Review Screen

- 'Post Review – Pending Action' will show you the Requests where the Post Review tab still has pending commodities that are not finalized yet. Refer to 3.2.8 for more details on the Post Review Tab

DEMO - US
Commodity Classification
Features
Reports
Files
Tables
Home
Help
Notifications
Tools
Star
Help
Print
Email

Post Review - Pending Action

Back

SBU
-All-

Created On
-All-

Commodity Type
-All-

Program

Export Classification Country

Part No

Pending Classification type
-Select-

Plant Id

Material Type

Product Line

Import Classification Country

	Request ID	Requestor	Request Date	Export Classification Country(s)	Import Classification Country(s)	Summary Description	Commodity Type	Plant Id	Form Status	Export Classification Status	Import Classification Status	SBU
1	CR2-210518-013	ARN1 Classification Reviewer (IE) Rocky	05/18/2021	US				ATN	Classification Completed	Export Classification Completed	Not Required	IMPDM
2	CR2-210520-019-SR0006	ARN1 Classification Reviewer (IE) Rocky	05/20/2021		EU			BOS1,ARN1	Classification Completed	Pending Jurisdiction Review	Import Classification Completed	IMPDM

Figure 76:Post Review – Pending Action

- Upon clicking on the blue hyperlink for the Request ID, you will be taken directly to the request and be able to finish where you left off.

Post Review

Request ID: CR2-210518-013
Form Status: Classification Completed

Note: Being a branched request, If required please repeat this step in other country sub-requests

Include Additional Commodity(s)

Apply Determination Add From Excel Add Commodity

	Part No	Country	Jurisdiction	Export Classification	Associated Tech Data Classification	Statistical Classification	Import Classification	Export Classification Status	Import Classification Status	Product File Updated	Action
1	RJ-SAMPLE-4	UNITED STATES	Dual Use	EAR99				Completed		No	
2	RJ-SAMPLE-3	UNITED STATES	Dual Use	EAR99				Completed		Yes	
3	RJ-SAMPLE2	UNITED STATES	Dual Use	EAR99				Completed		Yes	
4	RJ_TSAMPLE	UNITED STATES	Dual Use	EAR99				Completed		Yes	

Update Classification

Classification details for the following parts on this request is yet to be updated to the Product file

	Part No	Classification Type	Country	Classification	Statistical Classification	Classification Effective Date
1	RJ-SAMPLE-4	Export Classification	UNITED STATES	EAR99		05/25/2021

Figure 77: Post Review Screen

Work Queue

The following steps describe the steps for the review cycle.

- To review a product classification, you need to first view the **Product Work Queues** screen successfully. This can be achieved by the following:
 - Navigating to the **Work Queue** feature of **Commodity Classification** module (Commodity Classification -> Features -> Work Queue).



The Product Work Queues screen is displayed.

Product Work Queues

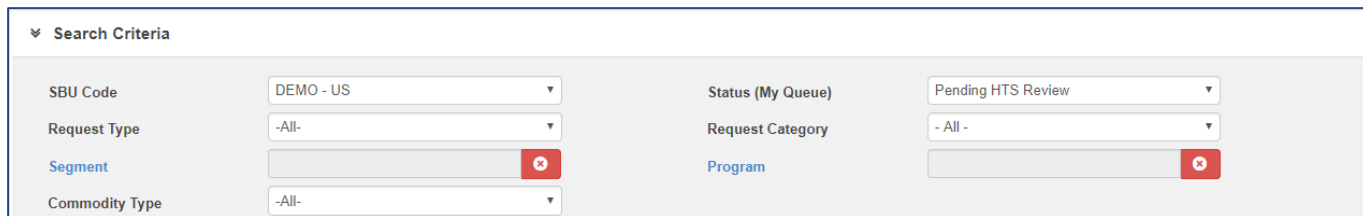
Reset

Search Criteria

SBU Code: -All- Status (My Que...
Request Type: New Request Request Catego...
Segment: Program
Commodity Type: -All-

Figure 78: Product Work Queues Screen Navigation

- On **Product Work Queues** screen, in the **Search Criteria** drop-down panel, from the available option select the desired values.



The Search Criteria panel includes the following fields:

SBU Code	DEMO - US	Status (My Queue)	Pending HTS Review
Request Type	-All-	Request Category	- All -
Segment		Program	
Commodity Type	-All-		


Figure 79: Search Criteria Drop-down Panel



Users can search for open requests by other reviews also (not just "My Queue").



Based on the search criteria set, in the Queues drop-down panel, values in the available drop-down list are changed.



The Queues panel displays the following queues and their corresponding request counts:

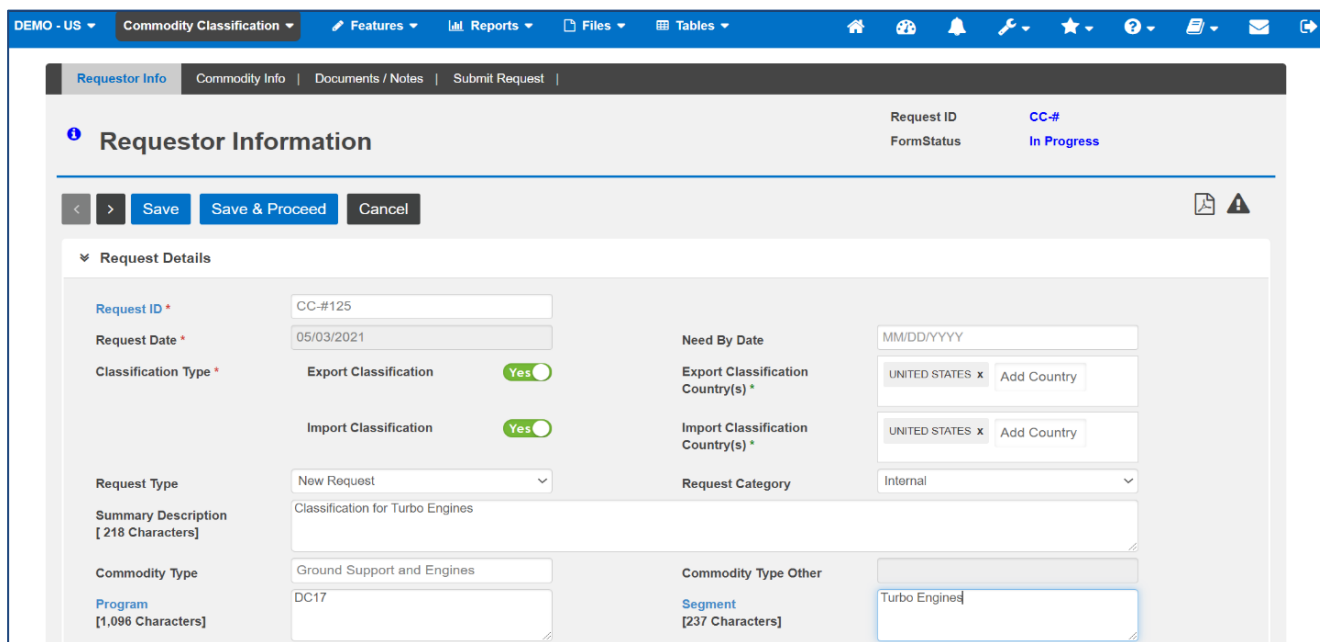
My Queue	-Select-	0	Go
Jurisdiction Review Queue	-Select-	211	Go
Classification Review Queue	-Select-	149	Go
Export Management Review Queue	-Select-	88	Go
HTS/Schedule B Queue	-Select-	441	Go
Trade Program Review Queue	-Select-	18	Go

Figure 80: Product Work Queues Screen – Selected Request ID

- In the **My Queue** or applicable **Review Queue** drop-down list, select the required Request ID to view the product classification details.
- Once the required Request ID is selected, click the **Go** button.



The Requestor Information screen is displayed.



The Requestor Information screen displays the following details:

Request ID *	CC-#125	Need By Date	MM/DD/YYYY
Request Date *	05/03/2021	Export Classification Country(s) *	UNITED STATES x Add Country
Classification Type *	Export Classification Yes	Import Classification Country(s) *	UNITED STATES x Add Country
Request Type	New Request	Request Category	Internal
Summary Description [218 Characters]	Classification for Turbo Engines		
Commodity Type	Ground Support and Engines	Commodity Type Other	
Program [1,096 Characters]	DC17	Segment [237 Characters]	Turbo Engines

Figure 81: Requestor Information Screen



Review the details entered by the user in all available tabs.



Refer the following sections for different types of review procedures.

3.2.2 Manager Review – Determine the Export and/or Import Classification Reviewer



If the Manager Review is enforced, then view the following section. If not enforced, then please skip this section and move to the next Section.

As part of the Manager Review, review the previous tabs (Requestor Info, Commodity Info, Documents/Notes, etc.) for understanding the Commodities listed. When ready, on the **Submit Request** tab, submit the request for review by determining the following:

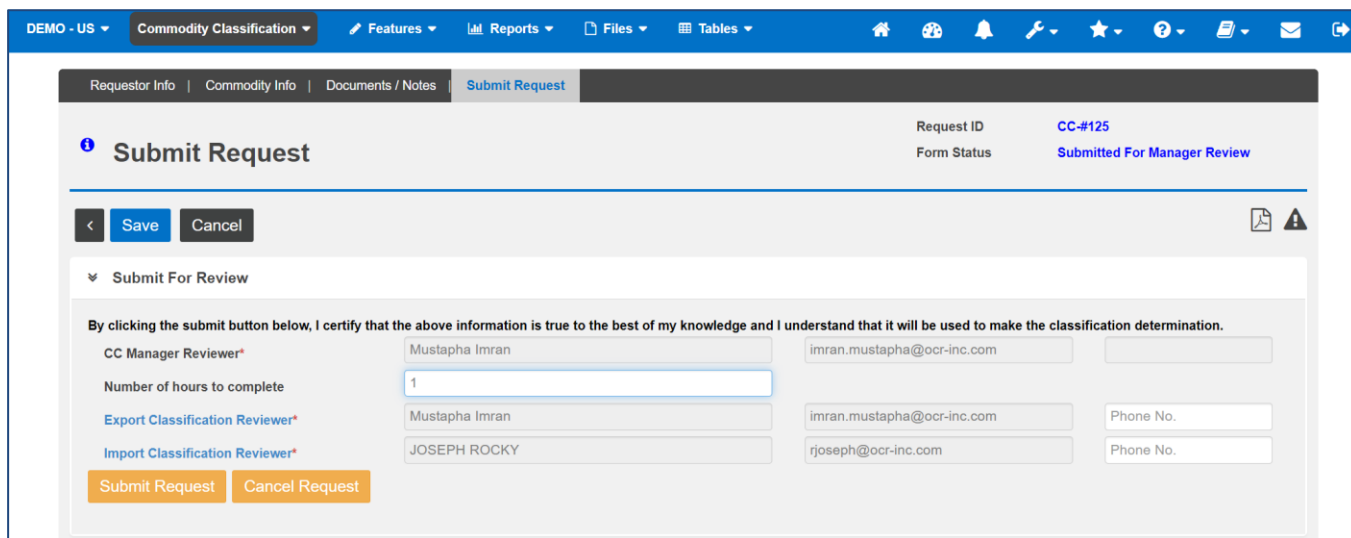
- The **Export Classification Reviewer** and/or the **Import Classification Reviewer**



The 'Workflow Reviewer Configuration' under Tools gives you the ability to determine an automated workflow for the submission of Reviewers or whether you would like to set default Reviewers.



Select the required reviewers and click the **Submit Request** button.



DEMO - US | Commodity Classification | Features | Reports | Files | Tables

Requestor Info | Commodity Info | Documents / Notes | **Submit Request**

Submit Request

Request ID: CC-#125
Form Status: Submitted For Manager Review

< Save Cancel

Submit For Review

By clicking the submit button below, I certify that the above information is true to the best of my knowledge and I understand that it will be used to make the classification determination.

CC Manager Reviewer*	Mustapha Imran	imran.mustapha@ocr-inc.com	
Number of hours to complete	1		
Export Classification Reviewer*	Mustapha Imran	imran.mustapha@ocr-inc.com	Phone No.
Import Classification Reviewer*	JOSEPH ROCKY	rjoseph@ocr-inc.com	Phone No.

Submit Request Cancel Request

Figure 82: Submit Request - Selected Reviewers



The Export Classification Review Tab screen is displayed.

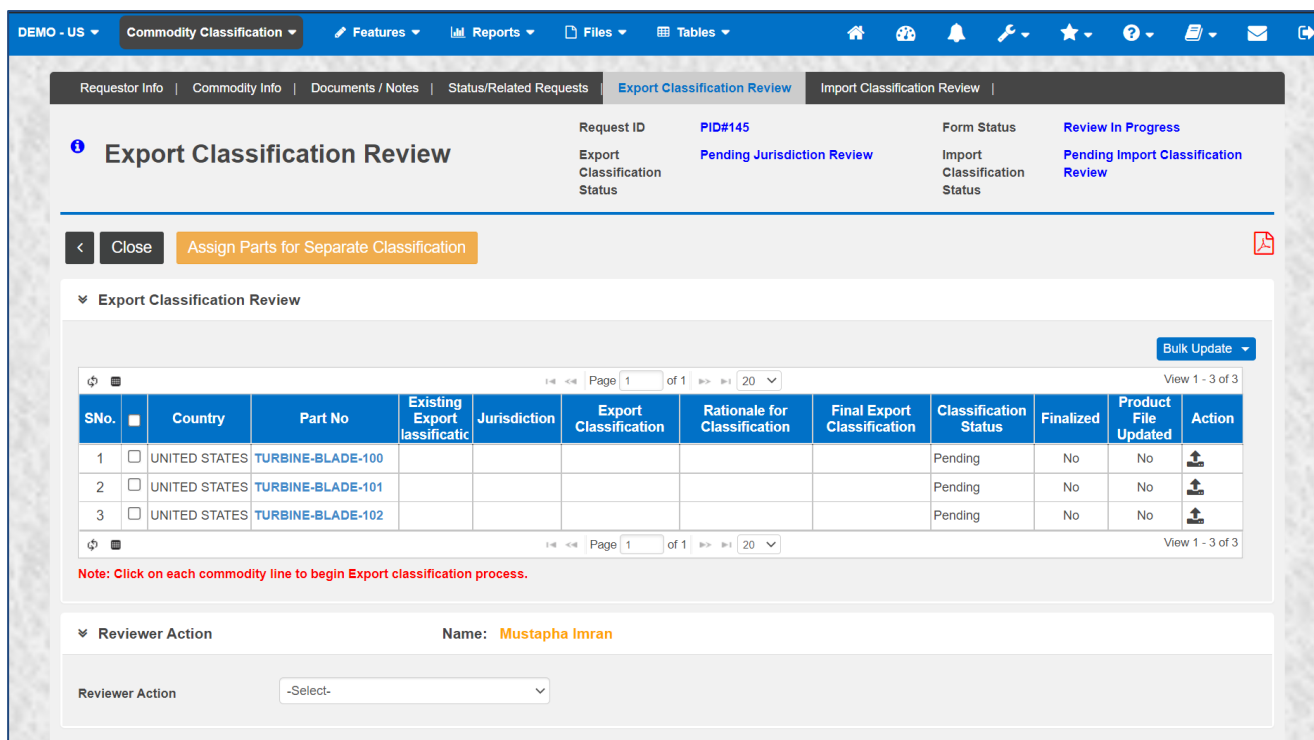


Figure 83: Export Classification Review Screen

3.2.3 Export Classification Review – Review Cycle 3

Following the ‘EXPORT CLASSIFICATION REVIEW CYCLE’ configuration on Page 13. The Export Classification Review process can be configured into one of three Review Cycles.

The corresponding Reviewer Level is as follows:

Review Cycle 3	Review Cycle 2	Review Cycle 1
Jurisdiction Review	Jurisdiction & Classification Review	Jurisdiction & Classification Review
Export Classification Review	Export Control Review	
Export Control Review		

Table 12: Reviewer Cycle Levels



Any number of Additional Classification Reviewers. Once Additional Reviewers are brought into the process, Classification can be finalized only after completion of review by the additional reviewers

3.2.3.1 Jurisdiction Review



If Export Classification Review is enforced, then view the following section. If not enforced, then please skip this section and move to the HTS Review Section.

You can begin the Export Classification Review by clicking on one of the Part Numbers and moving to the Review section.

Figure 84: Export Classification Review: Jurisdiction Determination Screen

As part of the Jurisdiction Review, review the Part Number dropdown to understand the information added by the Requestor.

When ready, under the Jurisdiction Determination dropdown, determine the following:

- Answer the 'Order of Review' checklist if configured and made mandatory.
 - If configured, then the **Order of Review Checklist** button gets enabled. Click this to follow through the conditional based Questionnaire to assist with Jurisdiction determination.



The Order of Review Checklist screen is displayed.

Figure 85: Order of Review Checklist Screen

- Within the checklist, the questions will guide you through a series of yes/no responses. If any explanation is required, the system will indicate upon saving.



Based on how the questions are configured, instructions & helpful tips will be available if hovering over a response or clicking the '?' icon where available for a given question.



The red flag indicator will turn green once the responses are completed for the checklist.

Figure 86: Jurisdiction Determination Screen

- Continue through the Determination - Do the Products fall under ITAR or EAR?
 - If DOS/ITAR Controlled, then select '**Military Goods**' for the Jurisdiction Determination.
 - If DOC/EAR Controlled, then select '**Dual Use**' for the Jurisdiction Determination.
 - Once the Jurisdiction has been determined, please enter the Rationale for the determination.



This can also be defaulted based on your responses to the Order of Review Checklist.

- Is a CCATS, AO or CJ required from the Government to help make a classification?
 - Manage the status of a Government CJ Transaction on this Tab
 - User can set the radio button for '**Hold for Commodity Jurisdiction**' and update the transaction details, as they progress with the Department of State.

- Once all information has been completed, click on the **Save as Complete** button to set the Item Classification status as Jurisdiction Determined. You will then repeat the Jurisdiction Determination process for all commodities in the Request.

Apply Determination

- If the Jurisdiction is the same for multiple commodities in the Request, the **Apply Determination** button can be clicked to copy the information in bulk towards the other applicable commodities.

Apply

Cancel

Country of Classification

UNITED STATES

Source Part No

RJ-UT-C0001

Apply Determination To

Selected Items

Show all items including Completed

Note : Please select either the 'Copy All' checkbox or choose items from 'Details to be Copied' section that has to be applied for enabling the 'Apply' button after choosing the required Country of Classification and the Source Part No.

Details to be copied (Expand to view details)

Copy All

Section	Sub Section	Details	
Commodity Details	Commodity Details	Security Classification : Company is Design Authority : No	<input checked="" type="checkbox"/>
Jurisdiction Determination	Jurisdiction Details *	Dual Use	<input checked="" type="checkbox"/>
	Rationale for Jurisdiction	HGFH	<input checked="" type="checkbox"/>
	OOB Questionnaire *		<input checked="" type="checkbox"/>
	AO, CJ & CCATS Details	AO, CJ & CCATS Details	<input checked="" type="checkbox"/>
	Jurisdiction Determination Status *	Jurisdiction Determined	<input checked="" type="checkbox"/>

Apply to Commodities

	Part No	Export Classification	Commodity Type	Company is Design Authority	Jurisdiction	Statistical Classification	Final Export Classification
<input checked="" type="checkbox"/>	RJ-UT-C0001	EAR99		No	Dual Use		EAR99
<input checked="" type="checkbox"/>	RJ-UT-C0002	EAR99		No	Dual Use		EAR99
<input checked="" type="checkbox"/>	RJ-UT-C0003	EAR99		No	Dual Use		EAR99
<input checked="" type="checkbox"/>	RJ-UT-C0004	EAR99		No	Dual Use		EAR99
<input checked="" type="checkbox"/>	RJ-UT-C0005	EAR99		No	Dual Use		EAR99
<input checked="" type="checkbox"/>	RJ-UT-C0006	EAR99		No	Dual Use		EAR99
<input checked="" type="checkbox"/>	RJ-UT-C0007	EAR99		No	Dual Use		EAR99
<input type="checkbox"/>	RJ-UT-C0008	EAR99		No	Dual Use		EAR99
<input type="checkbox"/>	RJ-UT-C0009	EAR99		No	Dual Use		EAR99
<input type="checkbox"/>	RJ-UT-C0010	EAR99		No	Dual Use		EAR99

Figure 87: Apply Determination Screen



Users have the option to choose applying the data to “All items on the request”, “All pending items on the request” (meaning item for which this action is not completed yet), or “Selected Item” to be selected using the grid checkbox provided.



While choosing “All Items on the request”, the system would apply the new data to all the line items on the request even if data entry was already completed for a few line items. Likewise, the user wants to replace/update data related to a specific line item that was already completed.



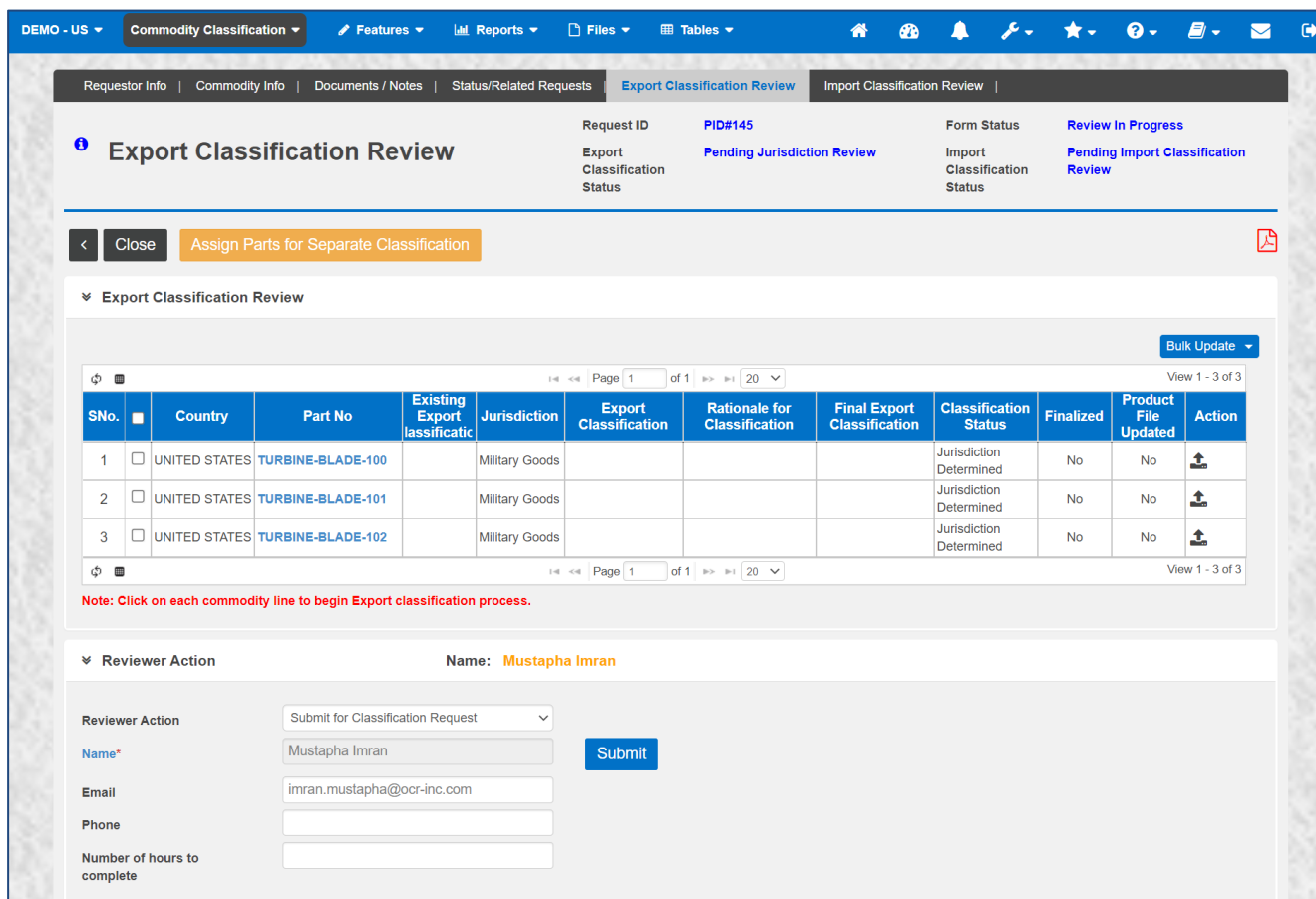
Use the “Show all items including completed” checkbox and choose the target items wherein data is to be copied /replaced.

- You can apply the determination for commodities with the same country of classification.
- First, choose the Source Part Number, then select which specific details you want copied
- You can then choose select commodities to apply it to or select all commodities within that country of classification
- A successful confirmation pop-up will appear after clicking on the **Apply** button.

Reviewer Actions

Once all commodities are under the Jurisdiction Determined status, select the Reviewer Action dropdown at the bottom of the screen.

- Once you have determined the Jurisdiction and are ready to submit for a subsequent Export Classification Review – in the Name hyperlink field, select the Classification Reviewer and click the corresponding **Submit** button.



Export Classification Review

Request ID: PID#145
Export Classification Status: Pending Jurisdiction Review
Form Status: Review In Progress
Import Classification Status: Pending Import Classification Review

Export Classification Review

SNo.	Country	Part No	Existing Export Classification	Jurisdiction	Export Classification	Rationale for Classification	Final Export Classification	Classification Status	Finalized	Product File Updated	Action
1	UNITED STATES	TURBINE-BLADE-100		Military Goods				Jurisdiction Determined	No	No	
2	UNITED STATES	TURBINE-BLADE-101		Military Goods				Jurisdiction Determined	No	No	
3	UNITED STATES	TURBINE-BLADE-102		Military Goods				Jurisdiction Determined	No	No	

Reviewer Action Name: Mustapha Imran

Reviewer Action: Submit for Classification Request

Name*: Mustapha Imran

Email: imran.mustapha@ocr-inc.com

Phone:

Number of hours to complete:

Submit

Figure 88: Classification Reviewer Selected



The Export Classification Status will change from Pending Jurisdiction review to Pending Classification Review.

- If you need to return the Request to ask for additional information from the Requestor, then from the **Reviewer Action** drop-down list, select the option ‘Return to Requestor for Rework’, enter the reason for returning and click the corresponding **Return** button.

Reviewers
Reviewer Action
Name: Mustapha Imran

Reviewer Action
Return To Requestor For Re-Work

Reason
Extra documents required

Return

Characters Remaining: 3,976

Figure 89: Return Request to Requestor

- If you need to reassign the Jurisdiction Review to a different reviewer, then select the option for ‘**Reassign to Jurisdiction Reviewer**’, enter the reason for reassigning and click the corresponding **Reassign** button.

Reviewers
Reviewer Action
Name: Mustapha Imran

Reviewer Action
Reassign To Jurisdiction Reviewer

Name*
Joseph Rocky

Email
rjoseph@ocr-inc.com

Phone

Reason
Not available for Review

Reassign

Characters Remaining: 3,976

Figure 90: Reassign To Jurisdiction Reviewer

3.2.3.2 Additional Reviewer

Any number of Additional Classification Reviewers may be brought into the classification process, both on the Export and Import classification cycles.

Once Additional Reviewers are brought into the process, Classification can be finalized only after completion of review by the additional reviewers.

Reviewers
Reviewer Action
Name: Joseph CC Rocky

Reviewer Action
Submit to Additional Reviewer

Name*
Joseph Rocky

Email
rockytott@ocr-inc.com

Phone
301-208-0700 X 124

Submit

Additional Reviewers

Add Reviewers

Reviewer	Type	Status	Delete
1 Joseph Rocky	Export Control Reviewer	Pending	



Assigned reviewers would be able to bring-in additional reviewers as deemed required using the ‘Add Reviewers’ button.



- To submit the request for Additional Review, from the Reviewer Action Choose “Submit to Additional Reviewer” option.
- If there are more than one additional reviewer, please choose the appropriate reviewer.
- Once the request is assigned for additional review, the assigned additional review would be able to review the request and perform all actions as that of the Final Classification Reviewer.

3.2.3.3 Assign Parts for Separate Classification

If you have multiple parts listed on a request – but during the review, realize that you need additional help with a particular commodity then you can branch the request out by clicking on **Assign Parts for Separate Classification**. You can also branch the request to separate the Part Numbers by Country of Classification to have another reviewer take care of them simultaneously.

- Click the **Assign Parts for Separate Classification** button to view a list of all existing products on the request.
 - Select which Part Numbers are to be moved as well as the associated radio button for Commodity or for Country of Classification. After that selection, click the **Proceed** button to branch the request out.

Branch Request ✕

Classification Status : Review In Progress

Branch Request By*

Assign Branched Request to Reviewer

Export Classification Reviewer

Import Classification Reviewer

Select Commodity(ies) to be branched

☒ Commodities
☐ Country of Classification

Mustapha Imran

Mustapha Imran

imran.mustapha@ocr-in

imran.mustapha@ocr-in

Page 1 of 1
20

	Part No	Part Description	Commodity Type	Material Type	Company is Design Authority	Security Classification
<input type="checkbox"/>	IMP-123-001	Screws			No	
<input type="checkbox"/>	IMP-123-002	Steel Screws			No	
<input checked="" type="checkbox"/>	IMP-123-003	Copper Screws			No	

Page 1 of 1
20

Note: This is a non-reversible action

Proceed
Cancel

Figure 91: Organization Part Numbers Section

- A success validation message will display when this is done and the branched Request ID will be shown.

Branch Request

Information!

- Product successfully transferred to new request : **PID5536-SR0001**

Branch Request By*

☒ Commodities
 ☐ Country of Classification

Classification Status :

Review In Progress

Assign Branched Request to Reviewer

Export Classification Reviewer

Mustapha Imran

imran.mustapha@ocr-in

Import Classification Reviewer

Mathew Joseph

joseph.mathew@kottsof

610-280-7971

Select Commodity(ies) to be branched

Page 1 of 1

20

View 1 - 2 of 2

	Part No	Part Description	Commodity Type	Material Type	Company is Design Authority	Security Classification
<input type="checkbox"/>	IMP-123-001	Screws			No	
<input type="checkbox"/>	IMP-123-002	Steel Screws			No	

Page 1 of 1

20

View 1 - 2 of 2

Note: This is a non-reversible action

Proceed

Cancel

Figure 92: Alert Notification

- You can then navigate to the Status/Related Requests tab to

DEMO - US

Commodity Classification

Features

Reports

Files

Tables

Home

Help

Search

Star

Question

Print

Mail

Requestor Info

Commodity Info

Documents / Notes

Status/Related Requests

Export Classification Review

Import Classification Review

Request ID

PID5536

Form Status

Review In Progress

Save

Cancel

Related Requests

Export Classification Country(s) : US

Import Classification Country(s) : US

Page 1 of 1

20

View 1 - 2 of 2

	Request ID	Status	Part Number	Plant ID	Classification Type & Country	Export Classification Reviewer	Import Classification Reviewer
1	PID5536	Review In Progress	IMP-123-001, IMP-123-002		Export Classification: US Import Classification: US	Mustapha Imran	Mathew Joseph
2	PID5536-SR0001	Review In Progress	IMP-123-003		Export Classification: US Import Classification: US	Mustapha Imran	Mustapha Imran

Page 1 of 1

20

View 1 - 2 of 2

Figure 93: Status/Related Requests

- The new Request will be set to the same Review status, for the Jurisdiction Reviewer to carry through new Order of Review Checklist responses applicable to this separate list of parts.

If HTS Review was enforced on the original request and is pending or completed for any parts that got transferred – all HTS Review information will now be transferred to the new request.

3.2.3.4 Export Classification Review – Military Goods/Dual Use

Depending on the Jurisdiction that was assigned for the Export Classification, the next Review section for the commodities will appear dynamically: **‘Military Goods Review’** or **‘Dual Use Review’**.


15 March, 2022

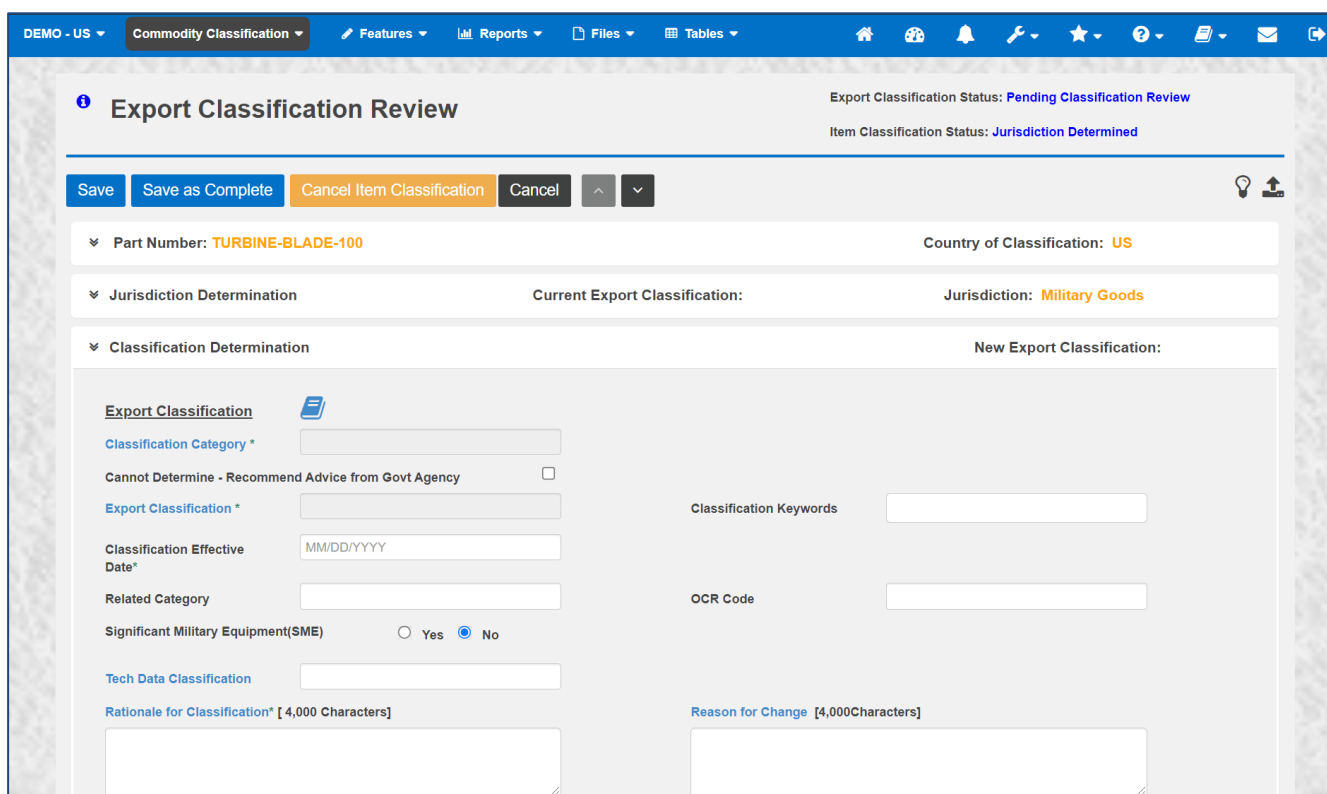
Commodity Classification User Guide
© OCR 2022, All Rights Reserved

Page 65 of 111

3.2.3.5 Military Goods Classification Review

If the Jurisdiction is Military Goods – then when clicking on the Part Numbers, the Export Classification Review will be tailored for **Military Goods**:

- Click the **Military Goods Checklist** button if the questionnaire is configured and mandatory to complete.
 - A similar process from the **Order of Review Checklist** will be applied for the **Military Goods Checklist**.
-  *The red flag indicator will turn green once the responses are completed for the checklist. At this time, a Document icon will also display for reference to the responses given, as well as an audit of who completed the checklist and which date.*
- Select the **Military Goods Category** that the Product falls under
 - Click the Reference Link to view the U.S. Regulations for a particular category
 - Select the **Cannot Determine Military Goods Category** check-box, if you cannot determine the Military Goods Category and need to obtain an Advisory Opinion
- Select the **Military Goods Subcategory** of the Product based on the base Category
 - The form will notify based on the Subcategory if SME
 - Select an **OCR Code & Related Category** if applicable based on the classification.
- Enter the rationale for the assigned Export Classification. When finished, click the **Save** button.



The screenshot shows the 'Export Classification Review' interface. At the top, there's a navigation bar with 'DEMO - US' and 'Commodity Classification'. The main header displays 'Export Classification Review' and status indicators: 'Export Classification Status: Pending Classification Review' and 'Item Classification Status: Jurisdiction Determined'. Below the header, there are buttons: 'Save', 'Save as Complete', 'Cancel Item Classification', and 'Cancel'. The form contains several sections: 'Part Number' (TURBINE-BLADE-100), 'Country of Classification' (US), 'Jurisdiction Determination' (Military Goods), and 'Classification Determination'. The 'Classification Determination' section includes fields for 'Export Classification', 'Classification Category', 'Cannot Determine - Recommend Advice from Govt Agency' (checkbox), 'Export Classification', 'Classification Effective Date', 'Related Category', 'Significant Military Equipment(SME)' (radio buttons for Yes/No), 'Classification Keywords', 'OCR Code', 'Tech Data Classification', 'Rationale for Classification' (4,000 Characters), and 'Reason for Change' (4,000 Characters).

Figure 94: Military Goods Review Screen



User can click the Rationale link to view the rationale stored in the database.

3.2.3.6 Dual Use Classification Review

If the Jurisdiction is **Dual Use** – then when clicking on the Part Numbers, the Export Classification Review will be tailored for **Dual Use items**:

- Click the **Dual Use Checklist** button if the questionnaire is configured and mandatory to complete.
 - A similar process from the **Order of Review Checklist** will be applied for the **Dual Use Checklist**.



The red flag indicator will turn green once the responses are completed for the checklist. At this time, a Document icon will also display for reference to the responses given, as well as an audit of who completed the checklist and which date.

- Select the **Dual Use Category** that the Product falls under
 - Click the **Reference Link** to view the U.S. Regulations for a particular category
 - Select the **Cannot Determine - Recommend CCATS** check-box if you cannot determine the **Dual Use Category** and recommend a CCATS
- Select the **Dual Use Subcategory** of the Product based on the base Category
 - Select the **Item is EAR99** check-box if the item is considered EAR99
- Enter or select the rationale for the assigned Export Classification
- When finished, click the **Save** button.

Figure 95: Dual Use Review Screen



A new button "Classification Suggestion" has been added to suggest potential Export Classification based on the Import classification. Button will be enabled only if data is available in the Regulatory Data Mapping table in the System for the selected Country.

DEMO - US | Commodity Classification | Features | Reports | Files | Tables

Export Classification Review | Export Classification Status: Pending Classification Review | Item Classification Status: Jurisdiction Determined

Save | Save as Complete | Cancel Item Classification | Cancel




Figure 96: Classification Suggestion

Classification Tips:

Upon clicking the icon, you will see 3 separate grids:

- The 1st tip displays classifications tied to the Part Number currently being viewed for other countries.
- The 2nd tip displays the other Country Classifications you entered in the same request if you have done multi-country classification.
- The 3rd tip comes from the Import Classification you entered for the products from the same request or available in product file.

Classification Tips

Part No: **TURBINE-BLADE-003** | Product Name: | Part Description: **Wind turbine blade made from copper** | Commodity Type: | Tech Data Type: | Storage Media:

▼ Other Countries Classification - Product File | Part No: **TURBINE-BLADE-003**

	Country of Classification	Export Classification	Statistical Classification
1	UNITED KINGDOM	9B003	

▼ Other Countries Classification - Related Requests | Part No: **TURBINE-BLADE-003**

	Country of Classification	Export Classification	Statistical Classification	Request ID
1	CANADA	1-9.B.2.a		PID4634832
2	INDIA	8E903.a.4		PID4634832
3	UNITED STATES			PID4634832

▼ Based on Import Classification | Classification: **7020003000**

Select | Cancel

Suggestion Based On	Export Classification	Description
Import Classification	1A006.b	'Disruptors'.
Import Classification	1A227	High-density (lead glass or other) radiation shielding windows, having all of the following characteristics, and specially designed frames therefor:
Import Classification	2B350.a	Reaction vessels or reactors, with or without agitators, with total internal (geometric) volume greater than 0.1 m³ (100 litres) and less than 20 m³ (20 000 litres), where all surfaces that come in direct contact with the chemical(s) being processed or contained are made from any of the following materials:



The red flag indicator will turn green once the responses are completed for the checklist. At this time, a Document icon will also display for reference to the responses given, as well as an audit of who completed the checklist and which date.

The screenshot shows the 'Export Classification Review' form. At the top, there's a navigation bar with 'DEMO - US' and 'Commodity Classification'. The form title is 'Export Classification Review'. On the right, it shows 'Export Classification Status: Pending Export Control Review' and 'Item Classification Status: Classified Pending Approval'. Below the title, there are buttons: 'Save', 'Save as Complete', 'Cancel Item Classification', and 'Cancel'. The form is divided into several sections: 'Part Number: TURBINE-BLADE-100', 'Country of Classification: US', 'Jurisdiction Determination', 'Current Export Classification:', 'Jurisdiction: Dual Use', 'Classification Determination', 'New Export Classification: EAR99', 'Final Review and Approval', 'Current Export Classification:', 'New Export Classification: EAR99', 'CJ & CCATS Details', 'Export Control Regime Details', 'Jurisdiction Determination* (Dual Use)', 'Classification Category* (NOT UNDER DUAL USE)', 'Export Classification* (EAR99)', 'Export Classification Effective Date* (06/03/2021)', 'Tech Data Classification', 'Export Classification Keywords', and 'Reason for Overriding Classification Review Recommendation [1,000Characters]'. There is a large text area for the reason for overriding the recommendation.

Figure 98: Export Classification Review

- When finished reviewing – decide if you wish to import the Commodity Details and Classification into the Product File Database
 - If so, you can Finalize by line item by clicking the **Finalize Classification** button after clicking the **Save as Complete** button for one line item. You do not need to hit **Save as Complete** if Finalizing commodities in bulk using the following steps.
 - If Finalizing multiple commodities but not all of them, select the commodities you want Finalized from the grid, click on the **Bulk Update** button and then chose the 'Finalize Item Classification' option.
 - If Finalizing all commodities at once, you can select the 'Finalize and Update Product File' option under Reviewer actions. You'll be able to add approval notes if needed, and click on the **Finalize Request** button.
 - This will complete the Export Classification Review portion for the entire Request.

IMPDM - US
Commodity Classification
Features
Reports
Files
Tables

Requestor Info
Commodity Info
Documents / Notes
Status/Related Requests
Export Classification Review
Import Classification Review

Export Classification Review

Request ID: PID#145
Export Classification Status: Pending Export Control Review
Form Status: Review In Progress
Import Classification Status: Pending Import Classification Review

Close
Assign Parts for Separate Classification

Export Classification Review

Bulk Update

SNo.		Country	Part No	Existing Export classificatic	Jurisdiction	Export Classification	Rationale for Classification	Final Export Classification	Classification Status	Finaliz	Updated	
1	<input checked="" type="checkbox"/>	UNITED STATES	TURBINE-BLADE-100		Dual Use	EAR99	Enter Rationale Here	EAR99	Classified Pending Approval	No	No	
2	<input checked="" type="checkbox"/>	UNITED STATES	TURBINE-BLADE-101		Dual Use	EAR99	Enter Rationale Here	EAR99	Classified Pending Approval	No	No	
3	<input type="checkbox"/>	UNITED STATES	TURBINE-BLADE-102		Dual Use	EAR99	Enter Rationale Here	EAR99	Classified Pending Approval	No	No	

Note: Click on each commodity line to begin Export classification process.

Reviewer Action

Name: Mustapha Imran
Finalize Request

Certification: I have reviewed all the information provided and certify that the classification determination is reasonable and the documented rationale is appropriate for the item(s) being classified.

Reviewer Action: Finalize and update product file
Number of Hours to Complete Classification:

Approval Notes
Add to Notes
No

Figure 99: Review Completed

3.2.4 Export Classification Review – Review Cycle 2

Review Cycle 2 differs where the Jurisdiction and Classification Review are done in one stage before submitting to the Export Control Reviewer. Otherwise, the process is extremely similar.



Any number of Additional Classification Reviewers. Once Additional Reviewers are brought into the process, Classification can be finalized only after completion of review by the additional reviewers

3.2.4.1 Jurisdiction & Classification Review

You can begin the Export Classification Review by clicking on one of the Part Numbers and moving to the Review section.

Export Classification Review

Export Classification Status: **Pending Jurisdiction Review**
Item Classification Status: **Pending**

Save Save as Complete Cancel Item Classification Cancel

Part Number: **TURBINE-PLANE-200** Country of Classification: **US**

Jurisdiction & Classification Determination Current Export Classification: New Export Classification:

Jurisdiction Item is EAR99 ☐
Jurisdiction* -SELECT- Method Of Determination *

AO, CJ & CCATS Details Available:

Export Classification
Classification Category *
Cannot Determine - Recommend Advice from Govt Agency ☐
Export Classification *
Classification Effective Date* MM/DD/YYYY
Tech Data Classification
Rationale for Classification* [4,000 Characters]
Reason for Change [4,000Characters]

Classification Keywords

Export Control Regime Details Available:

Figure 100: Review Begin From Part Number

- As part of the Jurisdiction & Classification Review, review the Part Number dropdown to understand the information added by the Requestor.
- Then, select the Determination - Does the Product fall under ITAR or EAR?
 - If DOS/ITAR Controlled, then select '**Military Goods**' for the Jurisdiction Determination.
 - If DOC/EAR Controlled, then select '**Dual Use**' for the Jurisdiction Determination.
 - The Method of Determination as defined internally by your company.
- Once the Jurisdiction has been determined, you can now select the Classification Category, the Export Classification, fill in the Rationale for Classification and enter any other information that is needed such as Export Control Regime Details when applicable.

Export Classification Review

Export Classification Status: **Pending Jurisdiction Review**
Item Classification Status: **Pending**

Save **Save as Complete** **Cancel Item Classification** **Cancel** **^** **v**

Part Number: **TURBINE-PLANE-200** Country of Classification: **US**

Jurisdiction & Classification Determination Current Export Classification: New Export Classification:

Jurisdiction Item is EAR99 ☐
Jurisdiction* Dual Use Method Of Determination * ODI - Original Design Intent

AO, CJ & CCATS Details Available:

Export Classification
Classification Category *
Cannot Determine - Recommend Advice from Govt Agency ☐
Export Classification * 7E004.a.3 Classification Keywords
Classification Effective Date* 06/16/2021
Tech Data Classification
Rationale for Classification* [3,980 Characters] Reason for Change [4,000Characters]
Enter Rationale Here

Export Control Regime Details Available:

Figure 101: Complete Review

- Once all information has been entered, click on the **Save as Complete** button to set the Item Classification status as Classified & Approved.
- Once all commodities are under Classified & Approved Status, select 'Submit for Export Control Review' under the Reviewer Actions and click the **Submit** button.

IMPDM - US

Commodity Classification

Features

Reports

Files

Tables

Home

Help

Notifications

Tools

Star

Help

Print

Mail

Requestor Info

Commodity Info

Documents / Notes

Status/Related Requests

Export Classification Review

Import Classification Review

1

Export Classification Review

Request ID

PID5542

Export Classification Status

Pending Jurisdiction Review

Form Status

Review In Progress

Import Classification Status

Pending Import Classification Review

<

Close

Export Classification Review

Bulk Update

1

<<


Page 1

of 1

>>

20

View 1 - 1 of 1

SNo.		Country	Part No	Existing Export Classification	Jurisdiction	Export Classification	Rationale for Classification	Final Export Classification	Classification Status	Finalized	Product File Updated	Action
1	<input type="checkbox"/>	UNITED STATES	TURBINE-PLANE-202		Dual Use	7E004.a.3	Enter Rationale Here		Classified Pending Approval	No	No	

1

<<

Page 1

of 1

>>

20

View 1 - 1 of 1

Note: Click on each commodity line to begin Export classification process.

Reviewer Action

Name: Mustapha Imran

Reviewer Action

Submit for Export Control Review

Name*

Mustapha Imran

Submit

Email

imran.mustapha@ocr-inc.com

Phone

Number of hours to complete

Figure 102: Review Completed

3.2.4.2 Export Control Review

Once the Jurisdiction & Classification Review has been completed, then proceed to the Export Control Review for finalizing the Product's Export Classification.

- Review the current Classification for finalization
 - Review the Jurisdiction & Classification determination dropdown to view the information entered by the previous reviewer.
 - If the Export Control Reviewer wishes to override the existing classification decision made on the Request, then they can update the fields in the Final Review and Approval dropdown and provide a rationale for overriding.

Figure 103: Export Control Review

- When finished reviewing – decide if you wish to import the Commodity Details and Classification into the Product File Database
 - If so, you can Finalize by line item by clicking the **Finalize Classification** button after clicking the **Save as Complete** button for one line item. You do not need to hit **Save as Complete** if Finalizing commodities in bulk using the following steps.
 - If Finalizing multiple commodities but not all of them, select the commodities you want Finalized from the grid, click on the **Bulk Update** button and then chose the 'Finalize Item Classification' option.
 - If Finalizing all commodities at once, you can select the 'Finalize and Update Product File' option under Reviewer actions. You'll be able to add approval notes if needed, and click on the **Finalize Request** button.
 - This will now complete the Export Classification Review portion for the entire Request.

IMPDM - US

Commodity Classification

Features

Reports

Files

Tables

Requestor Info

Commodity Info

Documents / Notes

Status/Related Requests

Export Classification Review

Import Classification Review

Export Classification Review

Request ID

PID5542

Export Classification Status

Pending Export Control Review

Form Status

Review In Progress

Import Classification Status

Pending Import Classification Review

<

Close

Export Classification Review

Bulk Update

Page 1 of 1

20

View 1 - 1 of 1

SNo.	<input type="checkbox"/>	Country	Part No	Existing Export lassificatic	Jurisdiction	Export Classification	Rationale for Classification	Final Export Classification	Classification Status	Finalized	Product File Updated	Action
1	<input type="checkbox"/>	UNITED STATES	TURBINE-PLANE-202		Dual Use	7E004.a.3	Enter Rationale Here	7E004.a.3	Classified & Approved	No	No	

Page 1 of 1

20

View 1 - 1 of 1

Note: Click on each commodity line to begin Export classification process.

Reviewer Action

Name: Mustapha Imran

Finalize Request

Certification: I have reviewed all the information provided and certify that the classification determination is reasonable and the documented rationale is appropriate for the item(s) being classified.

Reviewer Action

Finalize and update product file

Number of Hours to Complete Classification

Approval Notes

Add to Notes

No

Characters Remaining: 4,000

Figure 104: Review Completed

3.2.5 Export Classification Review – Review Cycle 1

In Review Cycle 1, there is no need for submission to an Export Control Reviewer as there is only one stage in the Export Classification Review. The Jurisdiction determination, Classification determination and Finalization of the Products will be done without having to submit to another level of review.



Any number of Additional Classification Reviewers. Once Additional Reviewers are brought into the process, Classification can be finalized only after completion of review by the additional reviewers

You begin the Export Classification Review by clicking on one of the Part Numbers and moving to the Review section.

IMPDM - US | Commodity Classification | Features | Reports | Files | Tables

Export Classification Review | Export Classification Status: **Pending Jurisdiction Review** | Item Classification Status: **Pending**

Save | Save as Complete | Cancel Item Classification | Cancel

Part Number: **TURBINE-PART-203** | Country of Classification: **US**

Jurisdiction & Classification Determination | Current Export Classification: | New Export Classification:

Jurisdiction | Item is EAR99 ☐
Jurisdiction* | -SELECT- | Method Of Determination * |

AO, CJ & CCATS Details | Available:

Export Classification |
Classification Category * |
Cannot Determine - Recommend Advice from Govt Agency ☐
Export Classification * | Classification Keywords |
Classification Effective Date* | MM/DD/YYYY |
Tech Data Classification |
Rationale for Classification* [4,000 Characters] | Reason for Change [4,000Characters] |

Export Control Regime Details | Available:

Figure 105: Pending Jurisdiction Review

- The screen will look exactly the same as 3.2.4.1.
- Therefore, as part of the Jurisdiction & Classification Review, review the Part Number dropdown to understand the information added by the Requestor.
- Then, select the Determination - Does the Product fall under ITAR or EAR?
 - If DOS/ITAR Controlled, then select **'Military Goods'** for the Jurisdiction Determination.
 - If DOC/EAR Controlled, then select **'Dual Use'** for the Jurisdiction Determination.
 - The Method of Determination as defined internally by your company.
- Once the Jurisdiction has been determined, you can now select the Classification Category, the Export Classification, fill in the Rationale for Classification and enter any other information that is needed such as Export Control Regime Details when applicable.
 - In this case, once you have clicked **Save as Complete**, the **Finalize Classification** button will appear as there is no higher level of review left to submit to. Therefore, we can Finalize the line item immediately. You do not need to hit **Save as Complete** if Finalizing commodities in bulk using the steps below.

IMPDM - US | **Commodity Classification** | Features | Reports | Files | Tables

Export Classification Review | Export Classification Status: **Pending Jurisdiction Review** | Item Classification Status: **Classified & Approved**

Finalize Classification | **Rework Classification** | **Cancel** | ^ | v

Part Number: **TURBINE-PART-203** | Country of Classification: **US**

Jurisdiction & Classification Determination | Current Export Classification: | New Export Classification: **VIII(a)(7)**

Jurisdiction | Item is EAR99 ☐

Jurisdiction* | Military Goods | Method Of Determination* | ODI - Original Design Intent

AO, CJ & CCATS Details | Available:

Export Classification |

Classification Category* | VIII

Cannot Determine - Recommend Advice from Govt Agency ☐

Export Classification* | VIII(a)(7) | Classification Keywords |

Classification Effective Date* | 06/16/2021

Tech Data Classification |

Rationale for Classification* [3,980 Characters] | Reason for Change [4,000Characters]

Enter Rationale Here |

Export Control Regime Details | Available:

Figure 106: Complete Review

- If Finalizing multiple commodities but not all of them, select the commodities you want Finalized from the grid, click on the **Bulk Update** button and then chose the 'Finalize Item Classification' option.
- If Finalizing all commodities at once, you can select the 'Finalize and Update Product File' option under Reviewer actions. You'll be able to add approval notes if needed, and click on the **Finalize Request** button.
- This will now complete the Export Classification Review portion for the entire Request.

IMPDM - US
Commodity Classification
Features
Reports
Files
Tables

Requestor Info
Commodity Info
Documents / Notes
Status/Related Requests
Export Classification Review
Import Classification Review

1
Export Classification Review

Request ID: PID5543
Export Classification Status: Pending Jurisdiction Review
Form Status: Review In Progress
Import Classification Status: Pending Import Classification Review

Close

Export Classification Review

Bulk Update

Page 1 of 1
View 1 - 1 of 1

SNo.		Country	Part No	Existing Export classificatic	Jurisdiction	Export Classification	Rationale for Classification	Final Export Classification	Classification Status	Finalized	Product File Updated	Action
1	<input type="checkbox"/>	UNITED STATES	TURBINE-PART-203		Military Goods	VIII(a)(7)	Enter Rationale Here	VIII(a)(7)	Pending	No	No	

Page 1 of 1
View 1 - 1 of 1

Note: Click on each commodity line to begin Export classification process.

Reviewer Action
Name: Mustapha Imran
Finalize Request

Certification: I have reviewed all the information provided and certify that the classification determination is reasonable and the documented rationale is appropriate for the item(s) being classified.

Reviewer Action: Finalize and update product file
Number of Hours to Complete Classification:

Approval Notes
Add to Notes: No

Characters Remaining: 4,000

Figure 107: Review Completed

3.2.6 Import Classification Review

If the Import Classification Review is enforced, then from the **Import Classification Review Tab**, click any Part Number to begin Review.



The Import Classification Review screen is displayed.

Figure 108: Import Classification Review Screen

- Review the Part Number dropdown to understand the information added by the Requestor.
 - The **Review Status** field displays the status as '**Classification Pending**'.



A Snapshot icon  will display in the upper right corner, to provide a snapshot into the Import Questionnaire completed by the requestor.

- If you know the Customs Classification for the Product, then you can click the **Import Classification Review** hyperlink and search for the classification from the HTS Database. Once selecting the classification, the 6-digit HTS No will also populate.
- In the Ruling Details block, enter the details to record any Classification Authorization details. For example; Customs Binding Rulings, Confidence Level, GRI Details, Chapter Notes, etc.



A new button "Classification Suggestion" has been added to suggest potential HTS Classification based on the Export classification. Button will be enabled only if data is available in the Regulatory Data Mapping table in the System for the selected Country.

Figure 109: Classification Suggestion

Classification Tips:

Upon clicking the icon, you will see 3 separate grids:

- The 1st tip displays classifications tied to the Part Number currently being viewed for other countries.

- The 2nd tip displays the other Country Classifications you entered in the same request if you have done multi-country classification.
- The 3rd tip comes from the Export Classification you entered for the products from the same request or product file.

Classification Tips

Part No

TT-NGIS-210209-0005

Product Name

Part Description

TT-NGIS-210209-0005 Description

Commodity Type

Tech Data Type

Other Countries Classification - Product File

Part No : TT-NGIS-210209-0005

Page 1 of 1

10

View 1 - 1 of 1

	Country of Classification	Import Classification	Statistical Classification
1	INDIA	70200019	

Other Countries Classification - Related Requests

Part No : TT-NGIS-210209-0005

Page 1 of 4

10

View 1 - 4 of 4

	Country of Classification	Import Classification	Statistical Classification	Request ID
1	UNITED KINGDOM			PID0005180
2	NORWAY			PID0005180-SR0001
3	CANADA	7020001000		PID0005180-SR0002
4	UNITED STATES	7020003000		PID0005180-SR0003

Based on Export Classification

Classification : 2B350.a

Select

Cancel

Page 1 of 3

10


View 1 - 10 of 22

Suggestion Based On	Import Classification	Description
Export Classification	7020003000	Glass And Glassware - Other Articles Of Glass - Of glass having a linear coefficient of expansion not exceeding 5 x 10-6 per Kelvin within a temperature range of 0 °C to 300 °C

Figure 1109: Classification Suggestion

- If you have any additional documents that you want to attach to the classification section, then first click the

Save

 button on the screen.
 - On the top right of the screen, you have the Attach Documents icon  to upload your attachment.
- If you want to use the system defined GRI (General Rules of Interpretation) – to assist with the determination, then click the **'GRI Worksheet'** to display a popup window for the GRI Questionnaire.
- When you have finished assigning the Customs Classifications:
 - Enter the **'Rationale for Classification'** and **'GRI'** and click **'Save'**.
 - The

Save as Complete

 button will appear at the top. Click this to change the **Review Status** from **'Classification Pending'** to **'Completed'**.

15 March, 2022

Commodity Classification User Guide
© OCR 2022, All Rights Reserved

Page 81 of 111

Figure 111: Classification Status

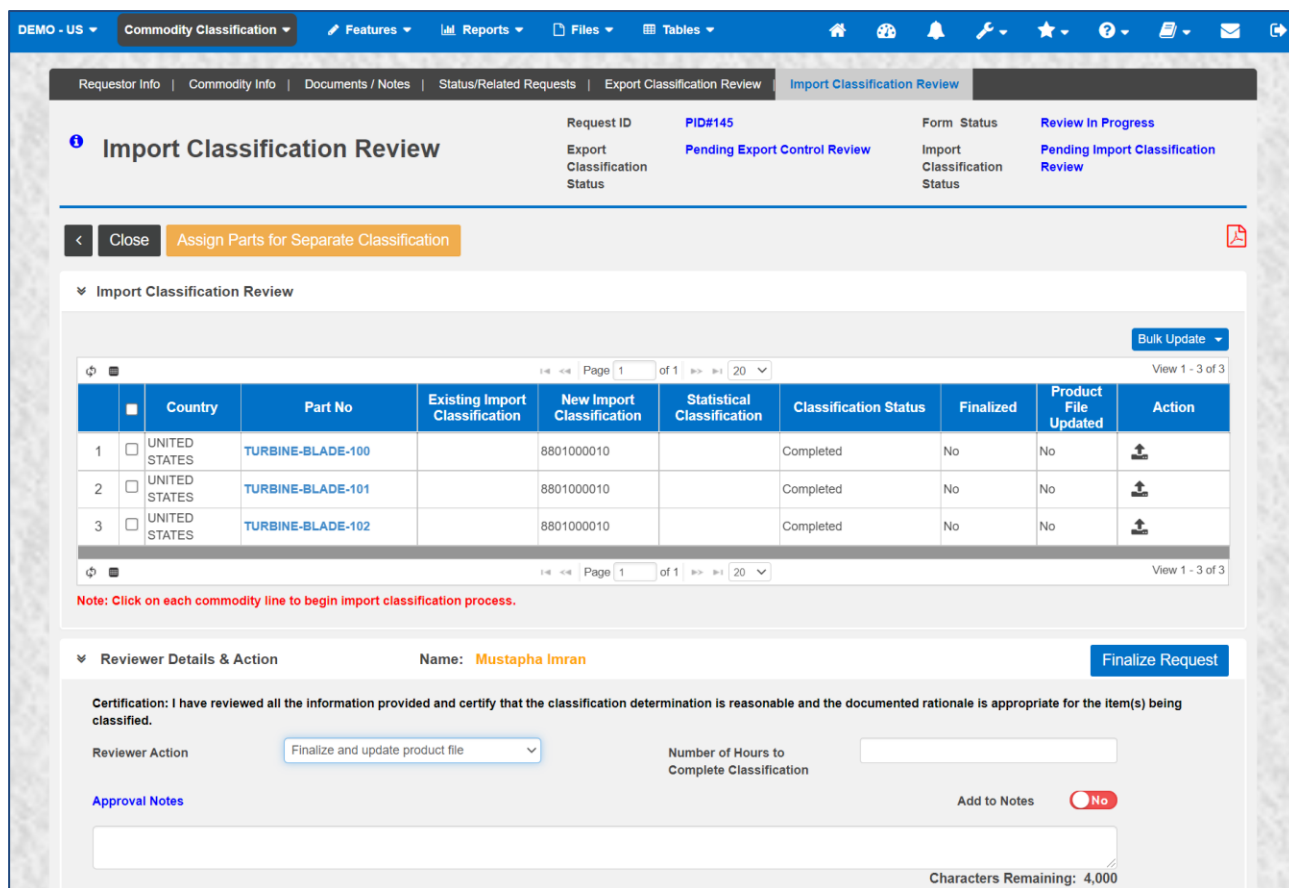


The Apply Determination button works the same throughout Export and Import Review Process. Refer to 3.2.3.2 for details.

3.2.7 Classification Completed

- Once a classification for a part is completed, a button appears for **Apply Determination** in case of multiple parts listed on the request. Use this to apply your same Customs Classification and rationale to additional parts.
- If you need to edit a particular classification that was made, click the **Rework Classification** button to set the Status back to 'Classification Pending'.

If there are multiple reviews/updates to the Customs Classification for a particular item, then each Reviewer's classification decision and rationale will be recorded within the details screen for the record at the bottom of the Classification Details screen.



Import Classification Review

Request ID: PID#145
Export Classification Status: Pending Export Control Review
Form Status: Review In Progress
Import Classification Status: Pending Import Classification Review

[Close](#) [Assign Parts for Separate Classification](#)

Import Classification Review

	Country	Part No	Existing Import Classification	New Import Classification	Statistical Classification	Classification Status	Finalized	Product File Updated	Action
1	UNITED STATES	TURBINE-BLADE-100		8801000010		Completed	No	No	
2	UNITED STATES	TURBINE-BLADE-101		8801000010		Completed	No	No	
3	UNITED STATES	TURBINE-BLADE-102		8801000010		Completed	No	No	

Note: Click on each commodity line to begin import classification process.

Reviewer Details & Action Name: Mustapha Imran [Finalize Request](#)

Certification: I have reviewed all the information provided and certify that the classification determination is reasonable and the documented rationale is appropriate for the item(s) being classified.

Reviewer Action: [Finalize and update product file](#)

Number of Hours to Complete Classification:

Approval Notes:

Add to Notes: ☒ No

Characters Remaining: 4,000

Figure 112: Classification Complete

Reviewer Actions:

After all commodities are Completed under the Classification Status, for all Products on the Request, go over to the Reviewer Actions Dropdown at the bottom of the screen and select the 'Finalize and Update Product File' option. Then, click the [Finalize Request](#) button to update the Product File Database with the Customs Classification details.

This will complete the Import Classification Review portion of the Review Cycle.

- If you need to return the Request to ask for additional information from the Requestor, then select the option for 'Return to Requestor for Rework', enter the reason for returning and click the corresponding 'Return' button.
- When the request is submitted for Export and Import Classification Review and the Export Classification is completed while the Import Classification is still Pending. When HTS Reviewer returns the request to Requestor for Re-work. The Requestor will be able to edit the HTS Worksheet (only) to provide to any further details which could help the HTS Reviewer to assign appropriate classification.



The rest of the request tabs will remain disabled (when Export Classification is completed) and HTS is still pending.

- If you need to reassign the Import Classification Review to a different reviewer, then select the option for 'Reassign to Import Classification Reviewer' and enter the reason for reassigning and click the corresponding 'Reassign' button.

Once all the classifications have been completed:

- An e-mail notification will be sent to the Requestor, with the updated information
- **Portal Users** – The **Status Tab** of the Request will be updated with the Product Classifications
- Product File will be updated with the Part information from the Request.

Product File:

After the classification(s) of the Product have been finalized and the Request has a Status of 'Classification Completed' – this Request record will be retained in the Product File as reference.

- Navigate to **Files -> Products** to search for the Part No.
- Within the Product database for this Part No., you will see all details of the Product, pertaining to the Request.
- Navigate to the **Classification Tab** to view the Export/Customs Classification details as recorded on the request.
- The **Classification History Tab** will display the audit information for those classifications (Classified By, and Date) – as well as refer to the associated Classification Request
 - The Completed Requests section under the Commodity Classification History tab shows the Request ID on which the Part No. was classified.
 - The Pending Requests section under the Commodity Classification History tab shows the Request ID on which the Part No. is still pending classification on.

General Info Classification Manufacturer Sub-Component HAZMAT Document Notes Images																																												
Export Control Customs Classification Classification History																																												
Result Classification History														Part No BT-032317-001																														
Commodity Classification History																																												
Completed Requests																																												
<div> <div> <div></div> <div></div> </div> <div> <div><<</div> <div><</div> <div>Page 1</div> <div>></div> <div>>></div> <div>500</div> </div> <div>View 1 - 1 of 1</div> </div> <table> <tr> <th>Classification Request No</th><th>Request Date</th><th>Request Type</th><th>Form Status</th><th>Flag Reason</th><th>Action</th><th>Export Review Status</th><th>Export Reviewer</th><th>Classification Final Date</th><th>Jurisdiction</th><th>Export Classification</th><th>HTS Review Status</th><th>HTS Reviewer</th><th>HTS Classification</th><th>PDF</th></tr> <tr> <td>PID4649</td><td>3/23/2017</td><td>New Request</td><td>Review In Progress</td><td></td><td>None</td><td>Export Classification Completed</td><td>Todjo Bernard</td><td>3/23/2017</td><td>USML</td><td>VIII(h)</td><td>Pending HTS Review</td><td>Todjo Bernard</td><td>7505211000</td><td></td></tr> </table>															Classification Request No	Request Date	Request Type	Form Status	Flag Reason	Action	Export Review Status	Export Reviewer	Classification Final Date	Jurisdiction	Export Classification	HTS Review Status	HTS Reviewer	HTS Classification	PDF	PID4649	3/23/2017	New Request	Review In Progress		None	Export Classification Completed	Todjo Bernard	3/23/2017	USML	VIII(h)	Pending HTS Review	Todjo Bernard	7505211000	
Classification Request No	Request Date	Request Type	Form Status	Flag Reason	Action	Export Review Status	Export Reviewer	Classification Final Date	Jurisdiction	Export Classification	HTS Review Status	HTS Reviewer	HTS Classification	PDF																														
PID4649	3/23/2017	New Request	Review In Progress		None	Export Classification Completed	Todjo Bernard	3/23/2017	USML	VIII(h)	Pending HTS Review	Todjo Bernard	7505211000																															
Pending Requests																																												
<div> <div> <div></div> <div></div> </div> <div> <div><<</div> <div><</div> <div>Page 1</div> <div>></div> <div>>></div> <div>500</div> </div> <div>View 1 - 1 of 1</div> </div> <table> <tr> <th>Classification Request No</th><th>Request Date</th><th>Request Type</th><th>Form Status</th><th>Flag Reason</th><th>Action</th><th>Export Review Status</th><th>Export Reviewer</th><th>Classification Final Date</th><th>Jurisdiction</th><th>Export Classification</th><th>HTS Review Status</th><th>HTS Reviewer</th><th>HTS Classification</th><th>PDF</th></tr> <tr> <td>PID4649</td><td>3/23/2017</td><td>New Request</td><td>Review In Progress</td><td></td><td>None</td><td>Export Classification Completed</td><td>Todjo Bernard</td><td>3/23/2017</td><td>USML</td><td>VIII(h)</td><td>Pending HTS Review</td><td>Todjo Bernard</td><td>7505211000</td><td></td></tr> </table>															Classification Request No	Request Date	Request Type	Form Status	Flag Reason	Action	Export Review Status	Export Reviewer	Classification Final Date	Jurisdiction	Export Classification	HTS Review Status	HTS Reviewer	HTS Classification	PDF	PID4649	3/23/2017	New Request	Review In Progress		None	Export Classification Completed	Todjo Bernard	3/23/2017	USML	VIII(h)	Pending HTS Review	Todjo Bernard	7505211000	
Classification Request No	Request Date	Request Type	Form Status	Flag Reason	Action	Export Review Status	Export Reviewer	Classification Final Date	Jurisdiction	Export Classification	HTS Review Status	HTS Reviewer	HTS Classification	PDF																														
PID4649	3/23/2017	New Request	Review In Progress		None	Export Classification Completed	Todjo Bernard	3/23/2017	USML	VIII(h)	Pending HTS Review	Todjo Bernard	7505211000																															

Figure 113: Result Classification History



After finalization, the CJ/CCATS/AO details entered in the CJ request will transfer over to the Product file.

3.2.8 Post Review Tab

After the classification(s) of the Product have been finalized and the Request has a Status of 'Classification Completed' – the Post Review Tab will be displayed for users with the appropriate User Role and Permission to Add Additional Commodities to the Request, or set/remove flag reasons for a request/product(s) cited on the request.

Figure 114: Post Review Tab

- The Post Review tab will display based on user role and permission:
 - Portal Users will be unable to view the Post Review tab
 - Registered User will only be able to view the Post Review tab but unable to make changes
 - Compliance Managers that have the Export Classification Reviewer or HTS Reviewer privileges will be able to make changes
 - SBU Administrators will be able to make changes
 - Corporate Administrators will be able to make changes

Include Additional Commodities:


- To add another commodity to the Request, click on the **Add Commodity** button or the **Add From Excel** to add commodities in bulk. The excel template to add the commodities in bulk can be downloaded by clicking the  icon.
- Note:** Any commodities added in the Post Review tab must be applied the same classifications from the completed request.
- After clicking the **Add Commodity** button, the Add/Edit Commodity Details Page will be displayed exactly like how a commodity is added in the Commodity Info tab.

Figure 115: Add/Edit Commodity Details Screen

- Once you have entered the details and clicked the **Save & Return** button, the new commodity added will be displayed in the Include Additional Commodity(s) grid. If your request was being classified for multiple countries, then the commodity will be added for all countries in the request.

	Part No.	Country	Jurisdiction	Export Classification	Associated Tech Data Classification	Statistical Classification	Import Classification	Export Classification Status	Import Classification Status	Product File Updated	Action
1	POST-REVIEW-001	EUROPEAN ECONOMIC COMMUNITY						Pending	Pending	No	
2	POST-REVIEW-001	JAPAN						Pending	Pending	No	
3	POST-REVIEW-001	UNITED STATES						Pending	Pending	No	

- After the commodities have been added, click the **Apply Determination** button to bring up the Apply Determination screen where we can select the Classification Type as Import/Export, the country of Classification and the Source Part Number we are applying the Determination from.

Figure 116: Apply Determination

- You will then notice that the Classification has been added for the commodity you applied the determination to. However, the new classification has not been transferred to the Product File as seen from the 'Product File Updated' column.
- A new 'Update Classification' section has appeared where upon selecting the Classification and clicking on the **Update Classification** button will the Classification and the Commodity be updated in the Product File.

Requestor Info | Commodity Info | Documents / Notes | Status/Related Requests | Export Classification Review | Import Classification Review | **Post Review**

Request ID: **CR2-210526-030**
Form Status: **Classification Completed**

Post Review

Cancel

Include Additional Commodity(s)

Apply Determination | Add From Excel | Add Commodity

	Part No	Country	Jurisdiction	Export Classification	Associated Tech Data Classification	Statistical Classification	Import Classification	Export Classification Status	Import Classification Status	Product File Updated	Action
1	<input type="checkbox"/> POST-REVIEW-001	EUROPEAN ECONOMIC COMMUNITY						Pending	Pending	No	
2	<input type="checkbox"/> POST-REVIEW-001	JAPAN						Pending	Pending	No	
3	<input type="checkbox"/> POST-REVIEW-001	UNITED STATES	Dual Use	9E620				Completed	Pending	No	

Update Classification

Classification details for the following parts on this request is yet to be updated to the Product file

	Part No	Classification Type	Country	Classification	Statistical Classification	Classification Effective Date
1	<input type="checkbox"/> POST-REVIEW-001	Export Classification	UNITED STATES	9E620		06/10/2021

Figure 117: Post Review Screen

- Once the Update Classification has been completed, the section will disappear and the 'Product File Updated' column in the Include Additional Commodity(s) grid will have changed to Yes for the commodity that was updated.

DEMO - US ▾ Commodity Classification ▾ Features ▾ Reports ▾ Files ▾ Tables ▾

Requestor Info | Commodity Info | Documents / Notes | Status/Related Requests | Export Classification Review | Import Classification Review | **Post Review**

Post Review

Request ID: CR2-210526-030
Form Status: Classification Completed

< Cancel

Include Additional Commodity(s)

Apply Determination Add From Excel Add Commodity

	Part No	Country	Jurisdiction	Export Classification	Associated Tech Data Classification	Statistical Classification	Import Classification	Export Classification Status	Import Classification Status	Product File Updated	Action
1	POST-REVIEW-001	EUROPEAN ECONOMIC COMMUNITY						Pending	Pending	No	
2	POST-REVIEW-001	JAPAN						Pending	Pending	No	
3	POST-REVIEW-001	UNITED STATES	Dual Use	9E620		7311000000	7311000030	Completed	Completed	Yes	

Update Flag Reason

Save

Flag Reason Action

Remove Flag ☐

Reason For Removing Flag

Update Flag to Product

Figure 118: Product File Updated Option

- This process will then be repeated for all the other commodities that are part of separate countries of classification as you can not apply classifications from one country directly to another without review

Adding or Removing Flags:

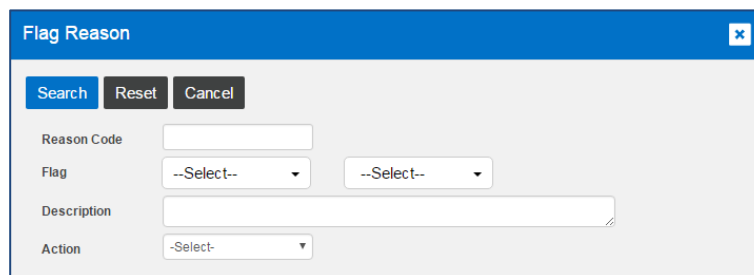
- To set a Flag Reason for a request, click on the **Flag Reason** field hyperlink under the Update Flag Reason section. On the popup screen, search for available Flag Reasons, make a selection and click the **Save** button.



The System will display available Flag Reasons that have been created under Files.

- To remove a Flag Reason assigned to a request, click on the **Remove Flag** check-box and enter a reason for removing the flag and click the **Save** button.
 - When **Add to Notes** is selected, the system will save the reason for removing a flag reason in the Notes section on the **Documents/Notes** tab.
- To set a Flag Reason for a product(s) cited on the request, click on the **Update Flag to Product** button.
 - On the Part Numbers dialog box, click the **Flag Reason** hyperlink, search for and select a Flag Reason, select the product(s) you want to apply the Flag Reason to, and click the **Apply** button.
- To remove a Flag Reason for a product(s) cited on the request, click on the **Update Flag to Product** button.
 - On the Part Numbers dialog-box, click the **Remove Flag** check-box and enter a reason for removing the flag, select the product(s) you want to remove the flag reason from and click the **Apply** button.

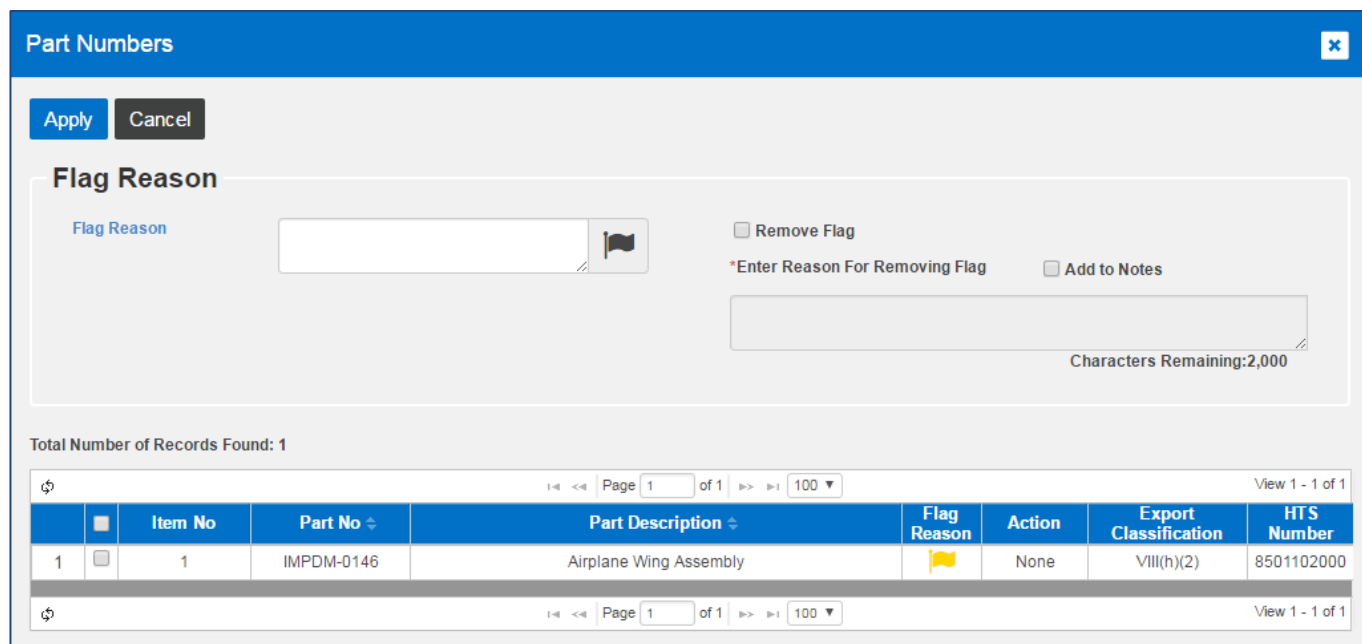
- When **Add to Notes** is selected, the system will save the reason for removing a flag reason in the Notes section on the **Documents/Notes** tab.
- When a user assigns or removes a flag reason for a product and click the **Apply** button, the Product File (**Files -> Product**) is updated with the Flag Reason assigned or removed for the product.
- Instructions or comments pertaining to flag reasons for the request can be entered and saved in the **General Comments** field.



The 'Flag Reason' dialog box contains the following fields and controls:

- Buttons:** Search, Reset, Cancel
- Reason Code:** Text input field
- Flag:** Two dropdown menus, both currently showing '--Select--'
- Description:** Text input field
- Action:** Dropdown menu currently showing '-Select-'

Figure 119: Flag Reason



The 'Part Numbers' screen displays a 'Flag Reason' section with the following elements:

- Buttons:** Apply, Cancel
- Flag Reason:** A text input field with a flag icon to its right.
- Remove Flag:** A checkbox labeled 'Remove Flag'.
- Enter Reason For Removing Flag:** A checkbox labeled 'Enter Reason For Removing Flag'.
- Add to Notes:** A checkbox labeled 'Add to Notes'.
- Characters Remaining:** A text area with a character count of 2,000.

Below the 'Flag Reason' section, the screen shows a table of records with the following columns:

Item No	Part No	Part Description	Flag Reason	Action	Export Classification	HTS Number
1	IMPDM-0146	Airplane Wing Assembly	Flag	None	VIII(h)(2)	8501102000

Figure 120: Flag on Part Number

3.2.9 Classification Audit Report

Classification Audit Report provides all details of the classification process including response to various questionnaires / checklists

Classification Audit Report can be generated from

- Classification Request – Search result list
- Classification Request – Requestor Info Tab, Commodity Info Tab, Export / Import Classification Review Tabs
- Product file – Classification History

IMPDM - US | Commodity Classification | Features | Reports | Files | Tables

Requestor Info | Commodity Info | Documents / Notes | Status/Related Requests | Export Classification Review | Import Classification Review

Commodity Information | Request ID: CR3-220315-012 | Form Status: Review In Progress

< > Close

Organization Part Numbers

Add Part Number | Add From Excel

Item No	SBU	Part No	Commodity Type	Export Request Decision Tree	Current Export Classification	Import Questionnaire for IMPDM	Current Import Classif.	Do Not Classify	Action
1	IMPDM	RJ-UT-C0001							
2	IMPDM	RJ-UT-C0002							
3	IMPDM	RJ-UT-C0003							
4	IMPDM	RJ-UT-C0004							
5	IMPDM	RJ-UT-C0005							
6	IMPDM	RJ-UT-C0006							
7	IMPDM	RJ-UT-C0007							
8	IMPDM	RJ-UT-C0008							
9	IMPDM	RJ-UT-C0009							
10	IMPDM	RJ-UT-C0010							

Page 1 of 10 | View 1 - 10 of 100

Figure 121: Generate Classification Audit Report

Classification Audit Report

Generated On: 04/11/2022 03:21:18.299666500
SBU: IMPDM

Request Details

Request Id: CR3-220315-012 | Status: Review In Progress
Request Date: 03/15/2022 | Need By Date:
Classification Type: Export Classification, Import Classification | Export Classification Country: US
Related Requests: | Import Classification: US
Program: | Segment:
Commodity Type: | Commodity Type Other:
Summary Description:

Requestor and POC Details

Type	Name	Email ID	Phone Number	Employee ID
Requestor	JOSEPH ROCKY	rjoseph@ocr-inc.com		

Reviewer Details

Type	Name	Email ID	Phone Number	Employee ID
Jurisdiction Reviewer	Joseph CC Rocky	rjoseph@ocr-inc.com	301-208-0700	2727
Export Classification Reviewer	Joseph CC Rocky	rjoseph@ocr-inc.com	301-208-0700	2727
Export Control Reviewer	Joseph CC Rocky	rjoseph@ocr-inc.com	301-208-0700	2727
Import Classification Reviewer	Mustapha Imran	imran.mustapha@ocr-inc.com		

Figure 122: Classification Audit Report

3.3 Classification Engine

The Classification Engine functionality of the Commodity Classification module is efficient for narrowing down product classification. Based on a keyword text, the engine will gather results of potential Rating that a particular product could be identified as. There are many cases now where a general item, such as a microchip, could have a dual-use for commercial products (For example; computers, satellites) as well as military applications (For example; missiles).

Classification Engine feature enhanced to give greater flexibility while searching, resulting in increased search options and greater accuracy. Including facility to:

- Search for multiple countries at the same time.
- Perform search for multiple items at the same time (Using Bulk search upload feature).

It is important for a company to know which department classification their product should be filed under to avoid any violations to the U.S. laws and regulations. These determinations can be highly complex and the mistakes costly; therefore, it is crucial for making the right decision.

Export products may be classified to need licenses from Commerce (Commerce Control List, Supplement 1 to EAR Part 774) or State (U.S. Munitions List – USML, ITAR Part 121) Some jurisdiction questions to think about for a license determination would be:

- Is the item a defense article or military item, or specifically designed for a military application?
- Has the item been specifically modified, adapted, or configured for a military application?
- Does the item use military specifications?
- What is the intended use for the item – are there any end-uses military related?
- What, if any, are the civil or commercial related uses of the item?

Answers to these key questions will make the jurisdiction much easier to speed up the process and help to better utilize the **Classification Engine** functionality.

The following steps describe how to use the Classification engine.

1. To access the Classification engine, you need to first view the **Screening Options** screen successfully. This can be achieved by the following:
 - a. Navigating to the **Classification Engine** feature of **Commodity Classification** module (Commodity Classification -> Features -> Classifications Engine).



The Classification Engine screen is displayed.

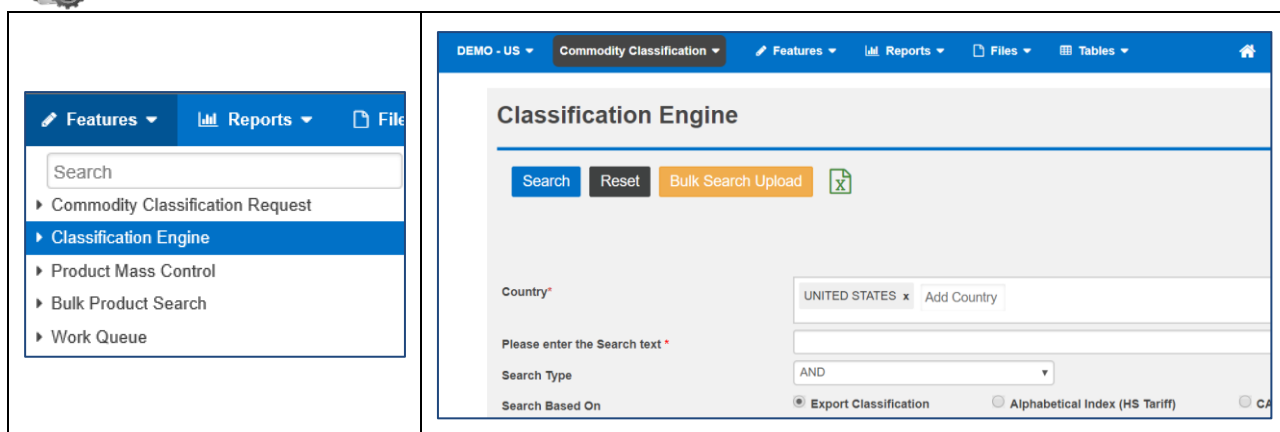


Figure 123: Classification Engine Screen



You can also search the required feature from the Search Bar provided in the Features Menu drop-down list.



You can click the **Bulk Search Upload** button to upload the Excel file to screen multiple parts. Click the  icon to download the template and enter the data.

C16							
	A	B	C	D	E	F	G
1	Country Code	US, GB, AU, JP,FR,IN					
2	Search Type	Export Classification					
3	Search Rule	AND					
4							
5	Part No.	Part Description	Search Text				
6	SAT-PART-001	Navigation Satellite					
7	INT-CIR	Integrated Circuit					
8	TELE-COM	Telecommunication					
9							

Figure 124: Sample Excel File

	A	B	C	D	E	F
1	Classification Result					
2	File Name	RJ-MC-BulkSearchUploadTemplate.xlsx		Country	US, GB, AU, JP,FR,IN	
3	Search Performed By	Joseph Rocky		Search Type	Export Classification	
4	Date	2019-12-19		Search Rule	AND	
5	Regulatory data update date	2018-09-07				
6	Part No.	Part Description	Search Text	Country	Classification	Classification Description
7	INT-CIR	Integrated Circuit		US	XV(e)(3)	Space-qualified focal plane arrays (FPA) having a peak response in the wavelength range exceeding 900nm and readout integrated circuit (ROIC), whether separate or integrated, specially designed therefor;
8	INT-CIR	Integrated Circuit		US	3A001.b.2	Electronic Items as Follows (see List of Items Controlled). Microwave or millimeter wave items, as follows: "Monolithic Microwave Integrated Circuit" ("MMIC") amplifiers that are any of the following:
9	INT-CIR	Integrated Circuit		US	3A001.b.9	Electronic Items as Follows (see List of Items Controlled). Microwave or millimeter wave items, as follows: Microwave Power Modules (MPM) consisting of, at least, a traveling-wave vacuum electronic device, a "Monolithic Microwave Integrated Circuit" ("MMIC") and an integrated electronic power conditioner and having all of the following:
10	INT-CIR	Integrated Circuit		US	5E001.d	"Technology" as follows (see List of Items Controlled). "Technology" according to the General Technology Note for the "development" or "production" of "Monolithic Microwave Integrated Circuit" ("MMIC") amplifiers "specially designed" for telecommunications and that are any of the following:
						Electronic Items as Follows (see List of Items Controlled). Microwave or millimeter wave items, as follows:

Figure 125: Bulk Search Result File

- On the **Classification Engine** screen, in the Country field, select the required countries.
- In the **Please enter the Search text** field, enter the text regarding a specific product for classification results.
- In the **Search Type** drop-down list, select the search type AND or OR.

- Once all fields are populated, click the **Search** button.



The Search Results screen is displayed.

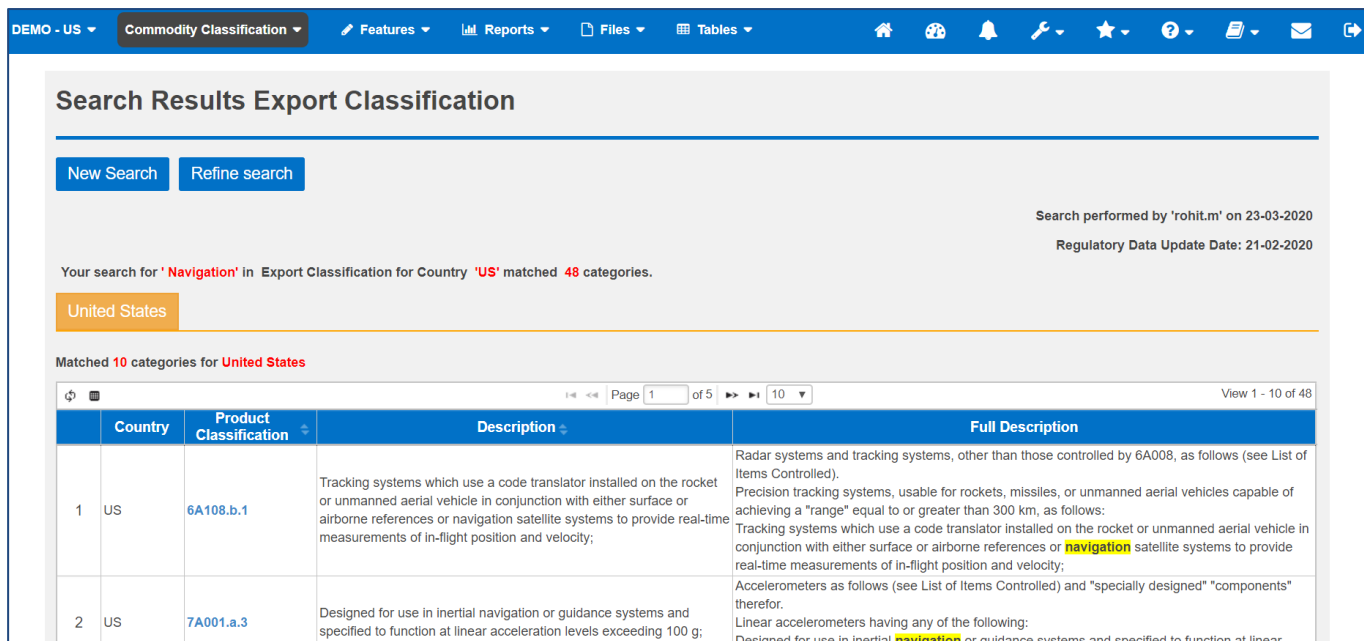


Figure 1266: Search Results Screen



At the top right side of the screen, the regulatory data update date and user name and date the search was performed are displayed.



The search criteria and a number of records found are displayed above the search results table.



You can click the **Refine search** button to modify the search criteria.

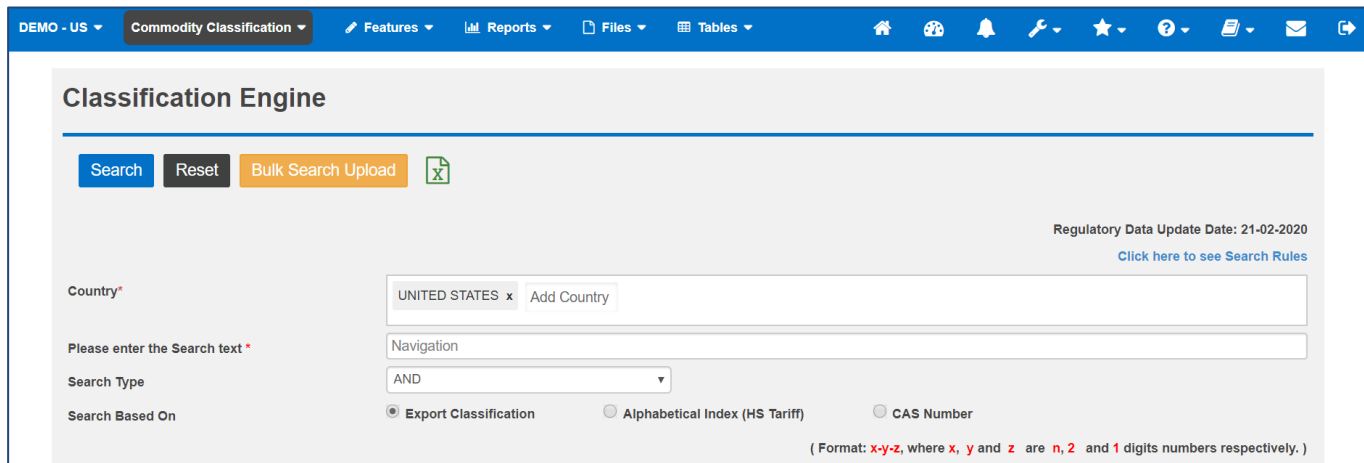


Figure 1277: Refine Search Criteria

- In the **Search Results** table, under the **Product Classification** column, click the desired number link to view its details.



The Classification Number details are displayed in the new window.

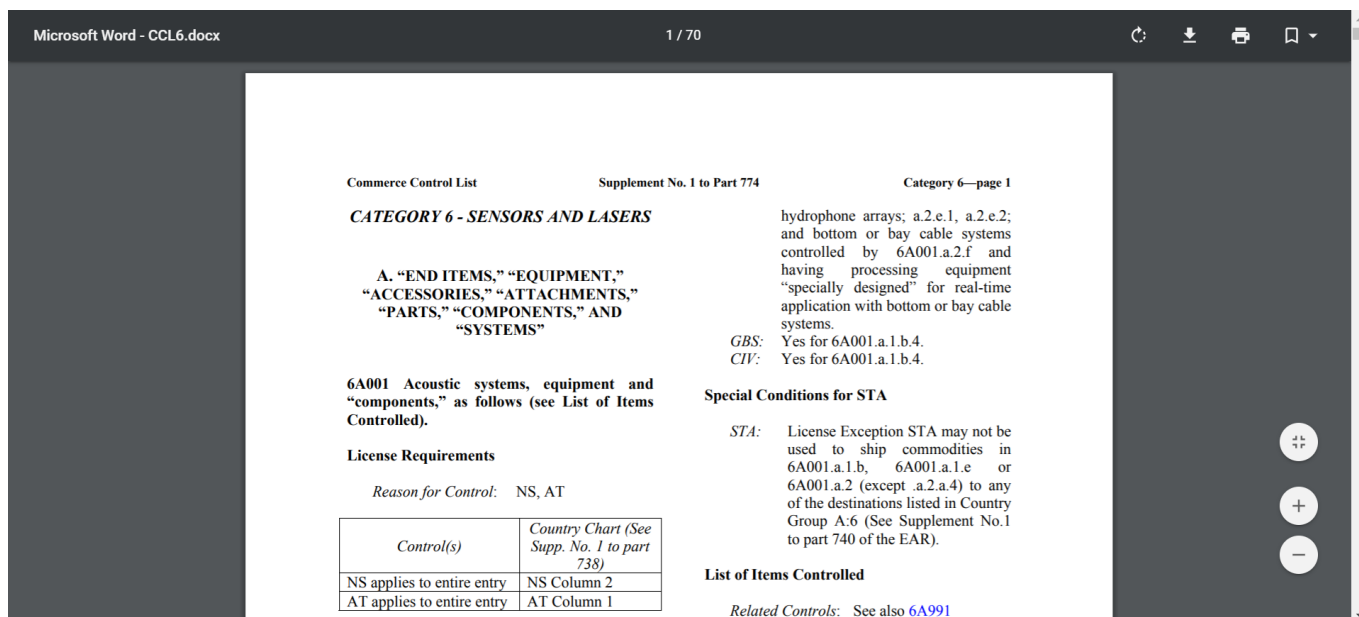


Figure 128: Classification Number Details

3.4 Bulk Update Classification

The Product Mass Control feature is used by the SBU Administrator and above level users to update the classification or flag reasons for more than one product. This feature is divided into two following sections:

- **Bulk Update Product Classifications** - Whenever Export Control Reform or HTS Update takes place, the user can search the impacted categories and bulk update Export and Customs Classification.
- **Bulk Flag Update** - Now with the Flagging capability, products in the database can be flagged for company-specific rules/holds, etc. For example, if there is a category of Products which have EAR99 as classification and under 1 SBU the company wants to review all the Products that are flagged as EAR99. Companies can flag all the EAR99 products as "On Hold until next update" and those Products will not be used for Export. A similar occurred in one of our clients recently for a different category of products.

Refer the following steps to update product classification and flag them.

1. To update the classification, you need to first view the **Search Product** screen successfully. This can be achieved by the following:
 - a. Navigating to the **Bulk Update Classification** feature of **Commodity Classification** module (Commodity Classification -> Features -> Product Mass Control).



The Search Product screen is displayed.

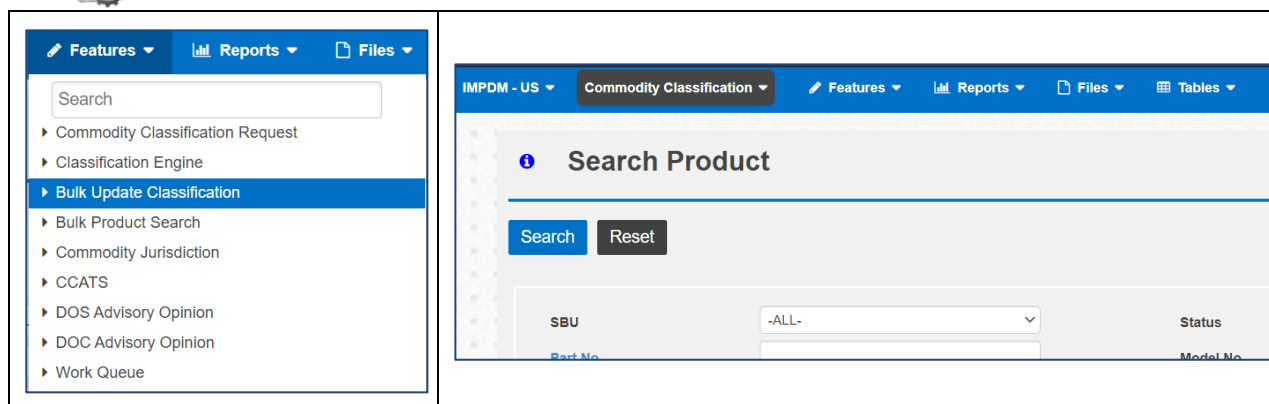


Figure 1299: Search Product Screen Navigation



You can also search the required feature from the Search Bar provided in the Features Menu drop-down list.

- b. On the **Search Product** screen, from the **Select SBU** drop-down list, select the desired SBU and enter the search parameters in the available fields. Once all parameters are filled, click the **Search** button.



The Product Mass Control screen is displayed.

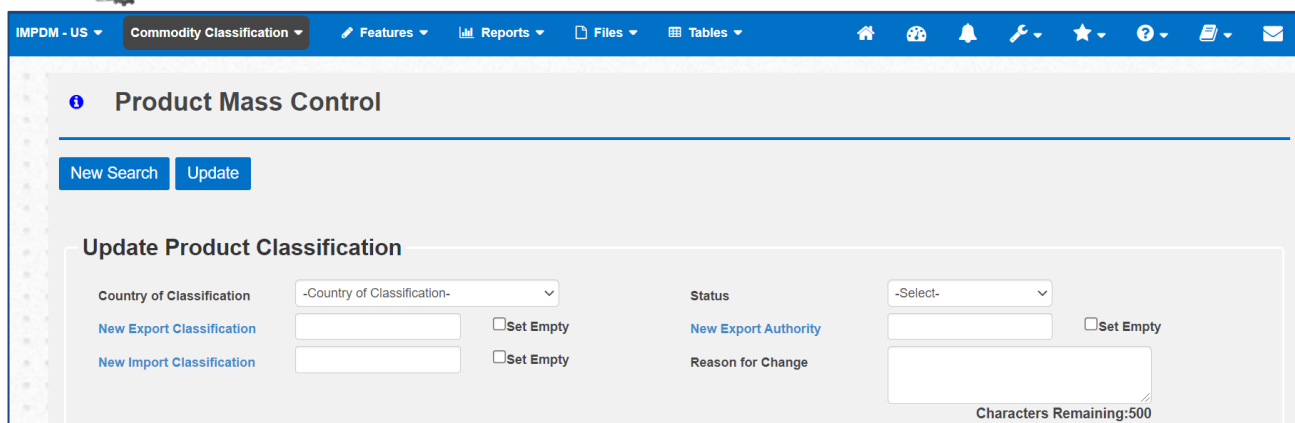
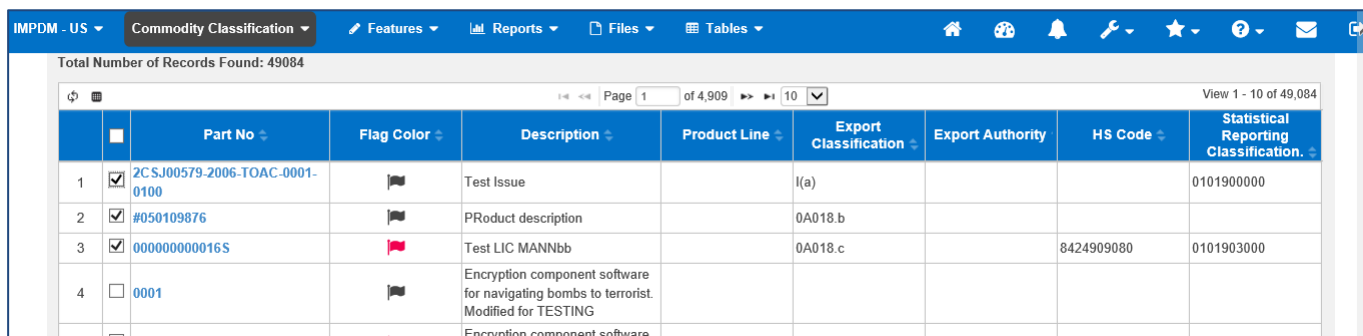


Figure 130: Product Mass Control Screen

2. The **Product Mass Control** screen is divided into three following sections:
 - a. Classification selection block.
 - b. Product Details block.
 - c. Search Results table.
3. To update the Classification of the products, select the products in the search result table.



	Part No	Flag Color	Description	Product Line	Export Classification	Export Authority	HS Code	Statistical Reporting Classification
1	2CSJ00579-2006-TOAC-0001-0100		Test Issue		I(a)			0101900000
2	#050109876		Product description		0A018.b			
3	0000000000165		Test LIC MANNbb		0A018.c		8424909080	0101903000
4	0001		Encryption component software for navigating bombs to terrorist. Modified for TESTING					

Figure 131: Search Results Table – Selected Products

4. For classification update, once all products are selected, go to Classification block, from the country of classification drop-down list, select the classification country. For example; United States.
 - a. Select the desired classification (Import or export) in the available fields. Then, go to Step 6.

Figure 132: Classification Block

- For Flag Reason update, go to Product Details block and select the desired flag for the selected products.

Figure 1333: Flag Reason Block

- Once all required fields are populated, click the **Update** button to update the classification/Flag Reason of the selected products.



The Product Mass Control screen is redisplayed and in search results table selected products are not displayed.

	Part No	Flag Color	Description	Product Line	Export Classification	Export Authority	HS Code	Statistical Reporting Classification
1	_NV_TD_TUBE		TEST123		I(a)		0101210010	
2	0001		10 RU Rolling Case, PN RESK-3SKB-R910U30 10U					0106110000
3	0002		Cisco 2960 Switch, 48 port, PN WS-C2960-48					8517620050
4	0003		NPB 1000.1					8517620050
5	0004							8517620050

Figure 1344: Search Results Table



Click the **New Search** button to search again.

3.4.1 Import Classification Regulatory Update

The Import Classification Regulatory Update feature is used to update the Import Classification of existing products in the database. Refer the following steps to check the latest update for Import Classifications and update the Import Classifications for one or more products.

- To update the classification, you need to first view the **Search Import Classification Regulatory Update** screen successfully. This can be achieved by the following:
 - Navigating to the **Bulk Update Classification** feature of **Commodity Classification** module (Commodity Classification -> Features -> Product Mass Control).



The Search Product screen is displayed.

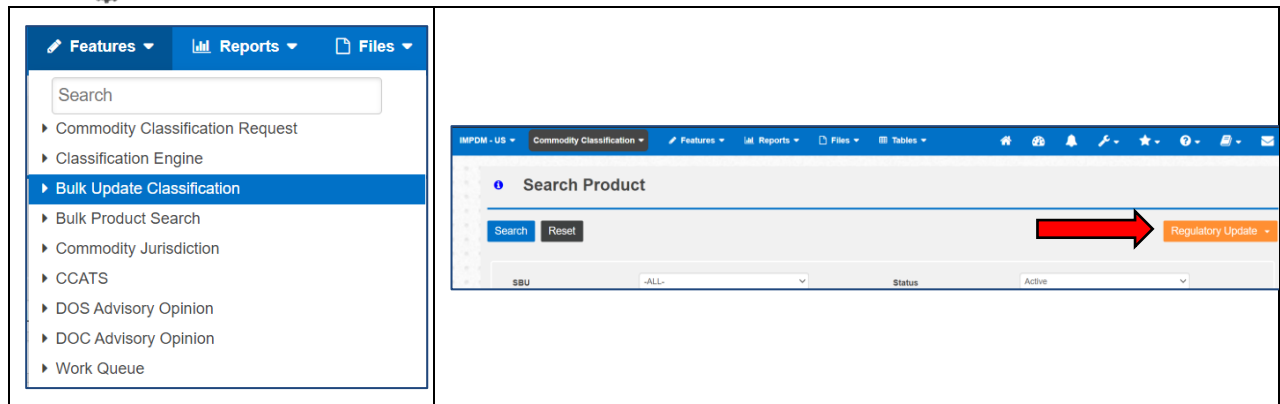


Figure 1355: Search Product Screen Navigation



You can also search the required feature from the Search Bar provided in the Features Menu drop-down list.

- On the **Search Product** screen, select the Regulatory Update drop-down list and click the **Import Classification** button.



The Search Import Classification Regulatory Update screen is displayed.

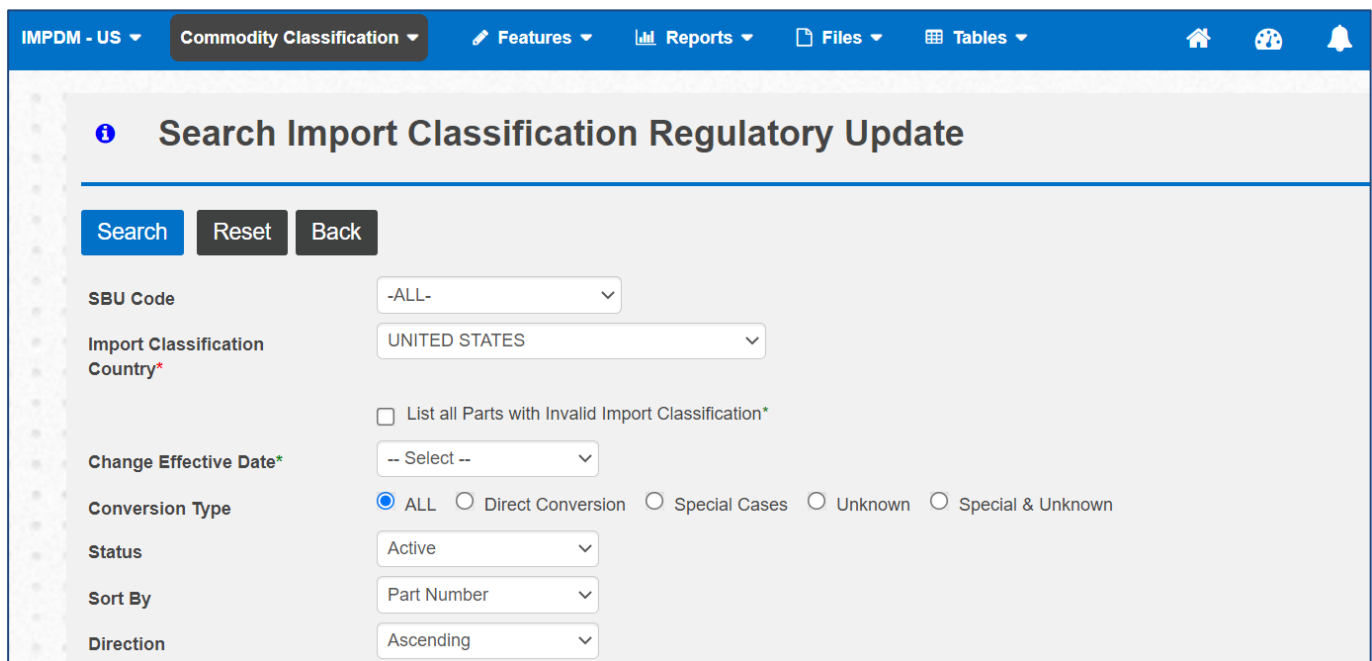


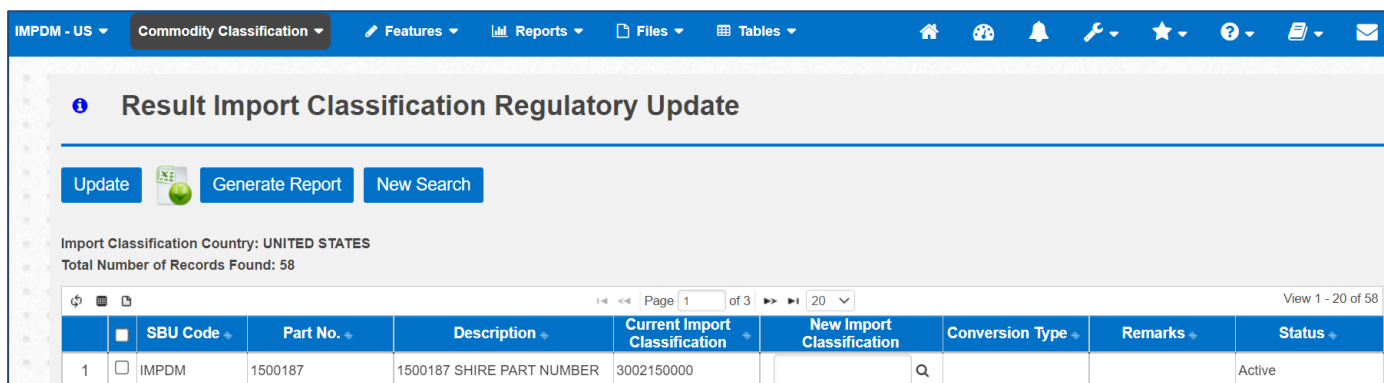
Figure 1366: Search Import Classification Regulatory Update Screen

- On the Search Import Classification Regulatory Update screen, from the **SBU Code** drop-down list, select the desire SBU.

4. From the **Country of Classification** drop-down list, select the country of classification.
5. Select the '**List all Parts with Invalid Import Classification**' checkbox, or select a **Change Effective Date** from the dropdown options.
6. Enter or select the other search parameters from the available options and click the **Search** button.



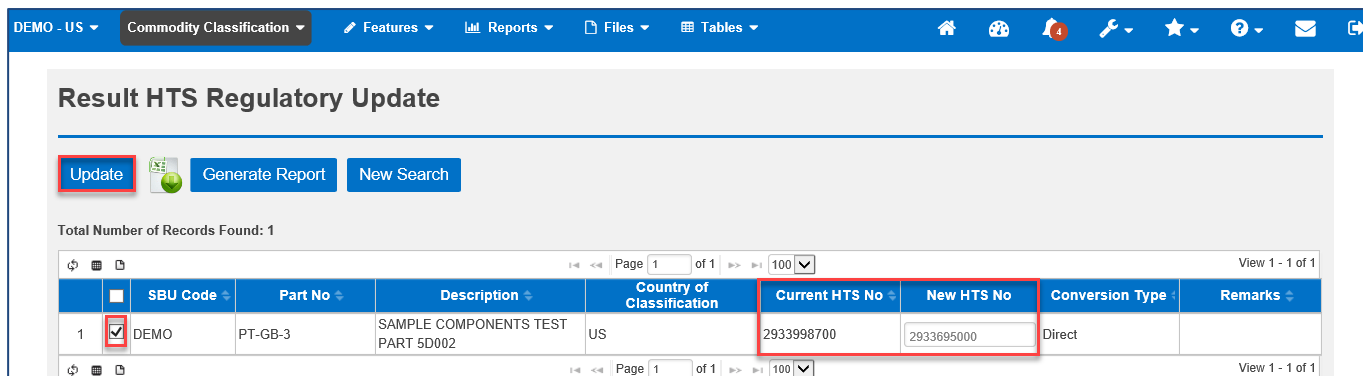
The Result Import Classification Regulatory Update screen is displayed.



	SBU Code	Part No.	Description	Current Import Classification	New Import Classification	Conversion Type	Remarks	Status
1	IMPDM	1500187	1500187 SHIRE PART NUMBER	3002150000				Active

Figure 1377: Result Import Classification Regulatory Update Screen

7. On the **Result Import Classification Regulatory Update** screen, in the search result table, under the **Current HTS No.** column, the old HTS number of the product will be displayed and you will be able to select the new HTS number in the New Import Classification column.
8. In the Result table, select the product for which HTS number update is required and click the **Update** button.



	SBU Code	Part No.	Description	Country of Classification	Current HTS No.	New HTS No.	Conversion Type	Remarks
1	DEMO	PT-GB-3	SAMPLE COMPONENTS TEST PART 5D002	US	2933998700	2933695000	Direct	

Figure 1388: Selected Product(s)



The Result Import Classification Regulatory Update screen is redisplayed with updated products record removed.

3.5 Bulk Product Search

The Bulk Product Search features is used to upload the multiple product lists in the system through an excel sheet. Moreover, user can also check whether the uploaded product is already available in the database or not and apply for the classification of newly added products. Refer the following steps to upload an excel sheet and view uploaded products details.

1. To upload an excel sheet, you need to first view the **Bulk Product Search** screen successfully. This can be achieved by the following:
 - a. Navigating to the **Bulk Product Search** feature of **Commodity Classification** module (Commodity Classification -> Features -> Bulk Product Search).



The Bulk Product Search screen is displayed.

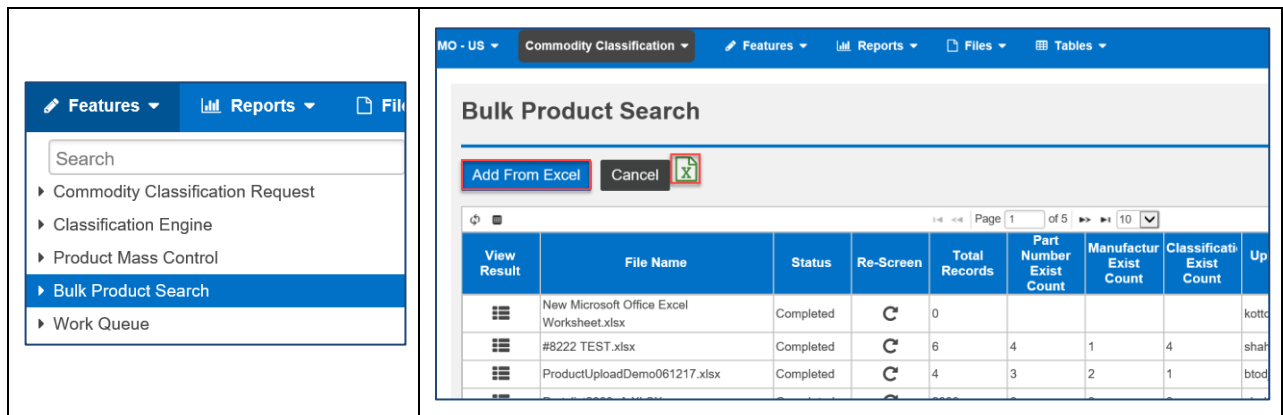


Figure 1399: Search Product Screen Navigation



You can also search the required feature from the Search Bar provided in the Features Menu drop-down list.

- On the **Bulk Product Search** screen, click the icon to download the excel template, if required.



The sample excel file will be downloaded in the local system.



In the downloaded excel file, enter the products information.

Part No	Description	Product Name	Manufacturer Code	Manufacturer Name	Manufacturer Part No.	Country Of Origin	Affidavit Obtained	Manuf. Contact Name	Manuf. Contact Email	Manuf. Contact Phone	Manuf. Country of Classification	Manuf. Jurisdiction	Manuf. ECN Code

Figure 140: Excel File Header

- Once the excel sheet is ready, click the **Add From Excel** button to upload the excel file.



The Attach File dialog box is displayed.

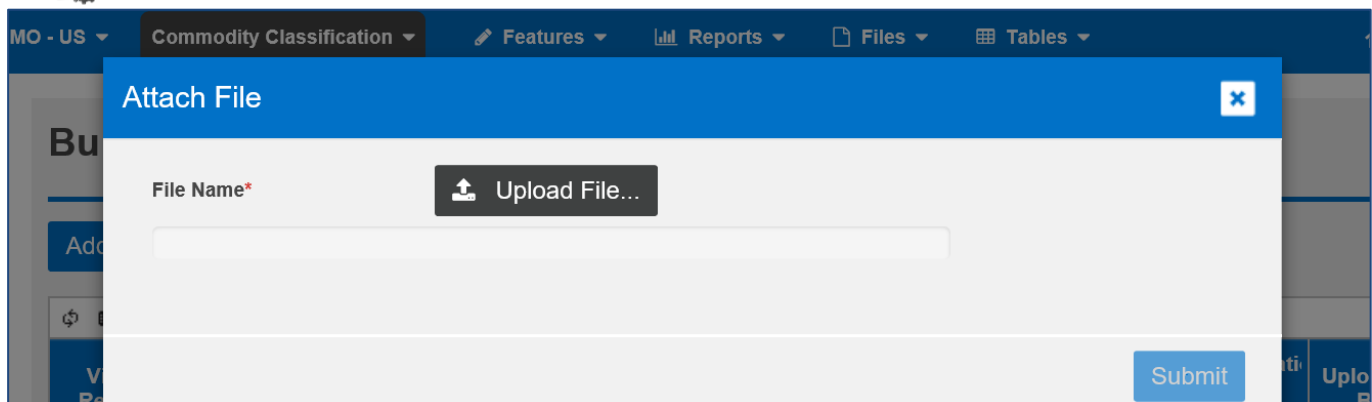


Figure 141: Attach File Dialog-box

- After the file is uploaded successfully, click the **Submit** button.



The Bulk Product Search screen is redisplayed with added file status in the result table.

Bulk Product Search

Add From Excel Cancel

Page 1 of 5 View 1 - 10 of 47

View Result	File Name	Status	Re-Screen	Total Records	Part Number Exist Count	Manufactur Exist Count	Classificati Exist Count	Uploaded By	Uploaded On	Submitted Date	Completed Date	Delete
	ProductUploadTemplate.xlsx	Completed		5	1	1	1	rohit.m	08/24/2017	08/24/2017	08/24/2017	
	New Microsoft Office Excel Worksheet.xlsx	Completed		0				kottcorpadmin	08/23/2017	08/23/2017	08/23/2017	
	#8222 TEST.xlsx	Completed		6	4	1	4	shaha	07/10/2017	07/10/2017	08/17/2017	

Figure 1422: Uploaded File Status

5. On the result table, in the **View Result** column, click the icon to view the details of the uploaded products.



The Bulk Product Search – New Products screen is displayed with all newly added product details.



This screen is divided into two tabs; New Products and Existing Products. The New Products tab is opened, by default.

Bulk Product Search - New Products

Create New Product Request Create Product Cancel

Country of Classification

ECCN/USML HTS SchB

Total Number of Records Found: 4

Page 1 of 1 View 1 - 4 of 4

	Notificat	Part No	Description	Mfg Id	Mfg Name	Mfg Part No	Country Of Origin	Mfg Affidavit	Mfg Contact Name	Mfg Contact Phone	Mfg Contact Email	Country Of Class	Mfg Jurisdicti
1	<input type="checkbox"/>	RM002	Laptop	124	OCR	456	UNITED STATES	Y	Rohit Manhas				
2	<input type="checkbox"/>	RM003	Laptop	125	OCR	457	UNITED	Y	Rohit Manhas				

Figure 1433: Bulk Product Search – New Products Screen

6. On this screen, select the product to create a new classification request by clicking the **Create New Product Request** button.



The Bulk Product Search – New Products screen is redisplayed with the confirmation message.

DEMO - US | Commodity Classification | Features | Reports | Files | Tables

New Products | Existing Products

Bulk Product Search - New Products

Create New Product Request | Create Product | Cancel

Information!

PC-2009-0073 : Request has been created successfully.

Country of Classification:

ECCN/USML: HTS: SchB:

Total Number of Records Found: 4

Page 1 of 1 | View 1 - 4 of 4

	Notificat	Part No	Description	Mfg Id	Mfg Name	Mfg Part No	Country Of Origin	Mfg Affidavit	Mfg Contact Name	Mfg Contact Phone	Mfg Contact Email	Country Of Class	Mfg Jurisdict
1	<input checked="" type="checkbox"/>	RM002	Laptop	124	OCR	456	UNITED STATES	Y	Rohit Manhas				

Figure 1444: Confirmation Message



Go to the Commodity Classification feature to fill other details of the product and submit for review.

- If you know the classification of the product, after selecting the product(s), enter the details in the available fields and click the **Create Product** button to create a product in the database.

DEMO - US | Commodity Classification | Features | Reports | Files | Tables

New Products | Existing Products

Bulk Product Search - New Products

Create New Product Request | Create Product | Cancel

Country of Classification: UNITED STATES

ECCN/USML: 2B005.c.2 HTS: 9017208040 SchB:

Total Number of Records Found: 4

Page 1 of 1 | View 1 - 4 of 4

	Notificat	Part No	Description	Mfg Id	Mfg Name	Mfg Part No	Country Of Origin	Mfg Affidavit	Mfg Contact Name	Mfg Contact Phone	Mfg Contact Email	Country Of Class	Mfg Jurisdict
1	<input type="checkbox"/>	RM002	Laptop	124	OCR	456	UNITED STATES	Y	Rohit Manhas				
2	<input checked="" type="checkbox"/>	RM003	Laptop	125	OCR	457	UNITED STATES	Y	Rohit Manhas				

Figure 1455: Product Classification Information



The Bulk Product Search – New Products screen is redisplayed with confirmation message and product is added in the database.

Bulk Product Search - New Products

Create New Product Request Create Product Cancel

Information!
Product(s) have been created successfully.

Country of Classification:
 ECCN/USML: HTS: SchB:

Total Number of Records Found: 4

	Notificat	Part No	Description	Mfg Id	Mfg Name	Mfg Part No	Country Of Origin	Mfg Affidavit	Mfg Contact Name	Mfg Contact Phone	Mfg Contact Email	Country Of Class	Mfg Jurisdict
1	<input checked="" type="checkbox"/>	RM002	Laptop	124	OCR	456	UNITED STATES	Y	Rohit Manhas				

Figure 1466: Confirmation Message

8. Go to the **Existing Products** tab to view the details of the existing products.



The Bulk Product Search – Existing Products screen is displayed.



This screen is divided into two blocks; Existing Product Information and Excel Product Information. The Existing Product Information block is opened, by default.

Bulk Product Search - Existing Products

Create New Product Request Update Cancel

Country of Classification: UNITED STATES
 ECCN/USML: HTS: SchB:

Existing Product Information Excel Product Information

Total Number of Records Found: 1

	Notification	SBU	Part No	Description	ECCN/USML
1		DEMO	RM001	TOSHIBA LAPTOP	

Figure 1477: Existing Products Tab

9. In the **Existing Product Information** block, under the **Notification** column, click the icon to view about the product

Existing Product Information Excel Product Information

Total Number of Records Found: 1

Alert:
Part No : RM001 already exists on Request ID : PC-2009-0061

	Notification	SBU	Part No	Description	ECCN/USML
1		DEMO	RM001	TOSHIBA LAPTOP	

Figure 1488: Notification Column

10. To view the other details of the product uploaded from the excel sheet, go to the **Excel Product Information** block.

Bulk Product Search - Existing Products

Create New Product Request **Update** Cancel

Country of Classification: UNITED STATES

ECCN/USML: HTS: SchB:

Apply Manufacturer Details: ☐

Existing Product Information **Excel Product Information**

Total Number of Records Found:1

Page 1 of 1

	Notification	SBU	Part No	Description	ECCN/USML	Mfg Id	Mfg Name	Mfg PartNo	Country Of Origin	Mfg Affidavit
1		DEMO	RM001	Laptop		123	OCR	455	UNITED STATES	Y

Page 1 of 1

Figure 1499: Excel Product Information Block

11. To transfer the excel sheet information in the product database, select the product and click the **Update** button.



The Bulk Product Search – New Products screen is redisplayed with a confirmation message and product information is updated in the database.

Bulk Product Search - Existing Products

Create New Product Request **Update** Cancel

Information!
Part Number [RM001] has been updated successfully

Country of Classification: UNITED STATES

ECCN/USML: HTS: SchB:

Apply Manufacturer Details: ☐

Existing Product Information **Excel Product Information**

Total Number of Records Found:1

Page 1 of 1

	Notification	SBU	Part No	Description	ECCN/USML	Mfg Id	Mfg Name	Mfg PartNo	Country Of Origin	Mfg Affidavit
1		DEMO	RM001	Laptop		123	OCR	455	UNITED STATES	Y

Page 1 of 1

Figure 15050: Confirmation Message

4. REPORTS

This section describes how to generate reports to keep an efficient log of your screenings with summary details and internal tracking.

The following are the list of available report categories.

- Adhoc Report
- Audit Reports
- Export Metrics Report
- Import Exception Report
- Import Metrics Report
- Metrics Report
- Product Details Report
- Product Report
- Request by Category Report



Procedure to generate all reports is the same, this section gives an example to generate Adhoc report.

4.1 Adhoc Report

The Adhoc Report provides a high-level overview of the details for a Product Classification Request. The requestor, reviewers, commodity type and part number details associated with the particular Request ID are displayed in the report.

The following steps describe how to generate Adhoc report.

1. To generate a report, you need to first view the **Search Adhoc Report** screen successfully. This can be achieved by the following:
 - a. Navigating to the **Adhoc Report** option in **Reports of Commodity Classification** module (Commodity Classification -> Reports -> Adhoc Report).



The Search Adhoc Report screen is displayed.

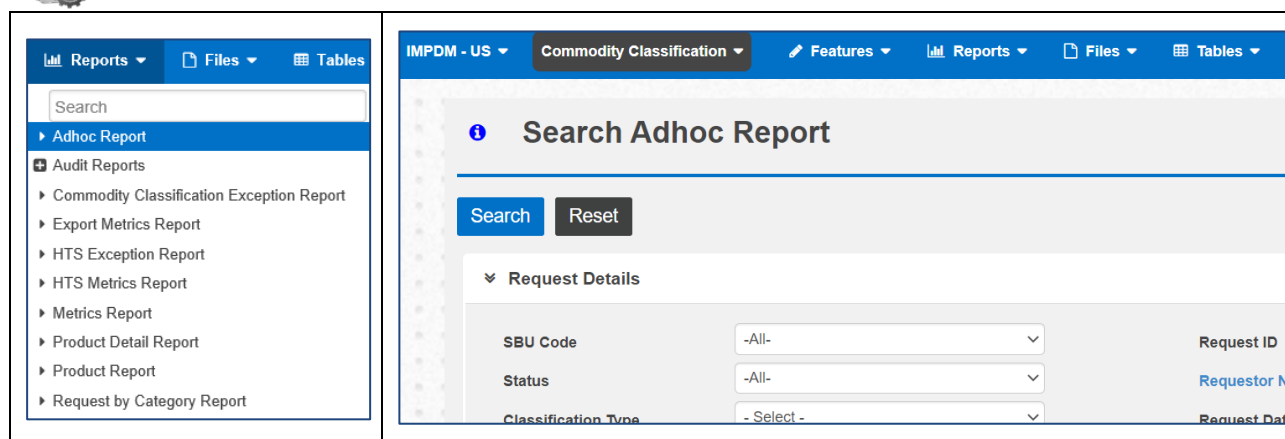


Figure 151: Search Adhoc Report Screen Navigation



You can also search the required option from the Search Bar provided in the Reports Menu drop-down list.



At any given time while you are on the screen, you can click the **Reset** button to reset the fields to their default values.

2. In the **Search Adhoc Report** screen, select the required SBU from **SBU Code** drop-down list. Enter the search parameters based on the Reviewers, item/rating details, status, screening dates, etc. and click the **Search** button.



The date format is DD/MMM/YYYY.



The Product Classification Adhoc Report screen is displayed.

Commodity Classification Adhoc Report											
<div> <div> <div>14</div> <div>4</div> <div>1</div> <div>60</div> <div>60</div> <div>60</div> <div>60</div> <div>60</div> <div>60</div> <div>60</div> <div>60</div> <div>60</div> </div> <div>Page 1/364</div> </div>											
<p>Total Number of Records Found : 7279</p> <p>SEARCH CRITERIA SBU Code : DEMO Status : All Date: 07-23-2021 Time: 08:38:28 AM</p>											
Request ID	Date Initiated	Item No	Part Number	Manuf.Part No	Model No	National Stock Number	Product Name	Part Description	Program	Segment	Commo
PID1020		1473	0009					Migrated part from custom section			BASE I ARTICLE ME
PID3578		2091	0053308HA					Migrated part from custom section			

Figure 152: Product Classification Adhoc Report Screen




The total number of records, search criteria, and a report generated with the date and time are displayed above the table.



The total number of Classification Completed, Pending Reviews, In progress, Re-work and Cancel Request ID are displayed above the table.



You can export the report to '.xls' or '.pdf' file by clicking  or  button, respectively.

- Click the  icon to generate a new report.

5. APPENDIX A – WHAT IS NEW?

- Simultaneous multi-country classification for Exports including classification of associated technical data, Imports and Statistical Classification
- Automated screening of product classifications, view upcoming changes to customs or export controls and related impacts on your products classifications.
- Classification Tips which suggest potential classifications for the product & Reference to Regulatory Content.
- Ability to automate Classification Request Submission to Reviewer.
- Ability to configure the fields across the Commodity Classification Request Process and make them mandatory/disabled.

6. APPENDIX B – LISTING OF FIGURES

Figure 1: Commodity Classification Module – Features Flow Diagram	8	Figure 42: Login Screen.....	34
Figure 2: Search Global Configuration Screen.....	12	Figure 43: Commodity Classification Module Home Screen.....	34
Figure 3: Global Configuration Parameters Screen.....	12	Figure 44: EAES Compliance Portal Screen	35
Figure 4: Edit Global Configuration Parameters Screen.....	13	Figure 45: Commodity Classification Form Navigation	35
Figure 5: Search SBU Configuration Screen.....	15	Figure 46: Commodity Classification Template Screen	36
Figure 6: SBU Configuration Parameters Screen.....	15	Figure 47: Create New Commodity Classification Request Screen	36
Figure 7: Edit SBU Configuration Parameters Screen.....	16	Figure 48: Create Sales Order Screen Navigation.....	37
Figure 8: Edit User Profile.....	17	Figure 49: Select SBU Dialog-box.....	37
Figure 9: Global Configuration Parameters – Users.....	17	Figure 50: Commodity Classification Template Screen	37
Figure 10: Edit User Permission Screen	18	Figure 51: Requestor Info Tab	38
Figure 11: Create a new System Generated Number Template Screen	18	Figure 52: Requestor Information	38
Figure 12: Field Configuration setting in Tools.....	19	Figure 53: Commodity Info Tab	39
Figure 13: Validation Screen	19	Figure 54: Add/Edit Part Number Screen	39
Figure 14: Module Selection.....	20	Figure 55: Add Countries	40
Figure 15: Feature Selection.....	20	Figure 56: Add/Edit Part Number Screen – Details	40
Figure 16: Validator Dialog-box	20	Figure 57: Product HTS Questionnaire Screen	41
Figure 17: Field Name Drop-down	21	Figure 58: Apply Response Button.....	41
Figure 18: Configuration Type Drop-down.....	21	Figure 59: Commodity Information – Product Details.....	43
Figure 19: Message Description	22	Figure 60: Alert Notification	44
Figure 20: Result Validation Fields	22	Figure 61: Documents & Notes Screen	44
Figure 21: Error Message Against Validation.....	23	Figure 62: Create New File Attachments Dialog-box.....	45
Figure 22: Questionnaire Forms	24	Figure 63: Additional Fields Drop-down Panel	45
Figure 23: Rule Drop-down.....	24	Figure 64: Edit File Attachments Dialog-box	45
Figure 24: Questionnaire Type Drop-down	25	Figure 65: Submit Request Screen – CC Manager	46
Figure 25: Display Name	25	Figure 66: Submit Request Screen – Submitted to CC Manager.....	47
Figure 26: Result Questionnaire Forms Configuration Screen	25	Figure 67: Mail Confirmation.....	49
Figure 27: Questionnaire Forms Configuration Screen	26	Figure 68: Commodity Classification Dashboard.....	49
Figure 28: Add Group Navigation.....	26	Figure 69: Dashboard Settings	50
Figure 29: Create New Group Screen	27	Figure 70: Requests Approaching Customer Need Date Screen.....	51
Figure 30: Condition Workflow Section.....	28	Figure 71: Products Requiring Reclassification.....	51
Figure 31: Search HTS Classification Questionnaire Screen Navigation	29	Figure 72: View All Products Pending Classification Screen	52
Figure 32: HTS Classification Questionnaire Search Results	29	Figure 73: View All Pending Classification Requests Screen.....	52
Figure 33: Workflow Reviewer Configuration Option	30	Figure 74: Submitted Requests – Pending Reviewer Allotment	53
Figure 34: Select SBU Code.....	30	Figure 75: Export Classification Review Screen	53
Figure 35: Module Drop-down	30	Figure 76: Post Review – Pending Action	54
Figure 36: Country Drop-down.....	31	Figure 77: Post Review Screen	55
Figure 37: Reviewer Level Drop-down.....	31	Figure 78: Product Work Queues Screen Navigation	55
Figure 38: Default Reviewer Drop-down.....	32	Figure 79: Search Criteria Drop-down Panel	56
Figure 39: Effective Date Selection.....	32	Figure 80: Product Work Queues Screen – Selected Request ID	56
Figure 40: Workflow reviewer Configuration Criteria	33	Figure 81: Requestor Information Screen.....	56
Figure 41: Search Results	33	Figure 82: Submit Request - Selected Reviewers.....	57

Figure 83: Export Classification Review Screen.....	58	Figure 118: Product File Updated Option.....	89
Figure 84: Export Classification Review: Jurisdiction Determination Screen ..	59	Figure 119: Flag Reason	90
Figure 85: Order of Review Checklist Screen	60	Figure 120: Flag on Part Number	90
Figure 86: Jurisdiction Determination Screen	60	Figure 121: Generate Classification Audit Report	91
Figure 87: Apply Determination Screen.....	61	Figure 122: Classification Audit Report	91
Figure 88: Classification Reviewer Selected	62	Figure 123: Classification Engine Screen	92
Figure 89: Return Request to Requestor	63	Figure 124: Sample Excel File.....	93
Figure 90: Reassign To Jurisdiction Reviewer.....	63	Figure 125: Bulk Search Result File.....	93
Figure 91: Organization Part Numbers Section.....	64	Figure 1266: Search Results Screen	94
Figure 92: Alert Notification	65	Figure 1277: Refine Search Criteria	94
Figure 93: Status/Related Requests	65	Figure 128: Classification Number Details.....	95
Figure 94: Military Goods Review Screen.....	66	Figure 1299: Search Product Screen Navigation	95
Figure 95: Dual Use Review Screen	67	Figure 130: Product Mass Control Screen.....	96
Figure 96: Classification Suggestion.....	68	Figure 131: Search Results Table – Selected Products.....	96
Figure 97: MTCR Review Screen	69	Figure 132: Classification Block	97
Figure 98: Export Classification Review.....	70	Figure 1333: Flag Reason Block.....	97
Figure 99: Review Completed.....	71	Figure 1344: Search Results Table	97
Figure 100: Review Begin From Part Number	72	Figure 1355: Search Product Screen Navigation	98
Figure 101: Complete Review.....	73	Figure 1366: Search Import Classification Regulatory Update Screen	98
Figure 102: Review Completed.....	74	Figure 1377: Result Import Classification Regulatory Update Screen	99
Figure 103: Export Control Review	75	Figure 1388: Selected Product(s).....	99
Figure 104: Review Completed.....	76	Figure 1399: Search Product Screen Navigation	100
Figure 105: Pending Jurisdiction Review	77	Figure 140: Excel File Header.....	100
Figure 106: Complete Review.....	78	Figure 141: Attach File Dialog-box	100
Figure 107: Review Completed.....	79	Figure 1422: Uploaded File Status.....	101
Figure 108: Import Classification Review Screen	80	Figure 1433: Bulk Product Search – New Products Screen	101
Figure 109: Classification Suggestion.....	80	Figure 1444: Confirmation Message	102
Figure 1109: Classification Suggestion.....	81	Figure 1455: Product Classification Information	102
Figure 111: Classification Status	82	Figure 1466: Confirmation Message	103
Figure 112: Classification Complete	83	Figure 1477: Existing Products Tab	103
Figure 113: Result Classification History	84	Figure 1488: Notification Column.....	103
Figure 114: Post Review Tab	85	Figure 1499: Excel Product Information Block.....	104
Figure 115: Add/Edit Commodity Details Screen	86	Figure 15050: Confirmation Message	104
Figure 116: Apply Determination	88	Figure 151: Search Adhoc Report Screen Navigation	105
Figure 117: Post Review Screen.....	88	Figure 152: Product Classification Adhoc Report Screen.....	106

7. APPENDIX C – LISTING OF TABLES

<i>Table 1: Revision History</i>	<i>3</i>	<i>Table 7: Parameters Values and Description.....</i>	<i>14</i>
<i>Table 2: Description of Icons</i>	<i>7</i>	<i>Table 8: System Generated Number Template Fields Description</i>	<i>19</i>
<i>Table 3: Glossary</i>	<i>7</i>	<i>Table 9: Template Examples.....</i>	<i>19</i>
<i>Table 4: Reports Available.....</i>	<i>9</i>	<i>Table 10: Reviewer Level Configuration</i>	<i>31</i>
<i>Table 5: Files Available</i>	<i>10</i>	<i>Table 11: Search Commodity Classification Form Screen Options</i>	<i>36</i>
<i>Table 6: Tables Available.....</i>	<i>11</i>	<i>Table 12: Reviewer Cycle Levels.....</i>	<i>58</i>



TRADE COMPLIANCE IS YOUR RESPONSIBILITY,
AUTOMATING THE PROCESS IS OURS