Customs-Trade Partnership Against Terrorism

C-TPAT Portal
User Manual

June 13, 2016

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Terms and Definitions

Term	Definition
AEO	Authorized Economic Operator. A party involved in the international movement of goods in whatever function that has been approved by or on behalf of a national Customs Administration as complying with WCO or equivalent supply chain security standards. AEO programs are intended to include all economic operators to enhance security along all points of the supply chain.
CBSA	Canada Border Services Agency. The Canadian government agency which administers the supply chain security program, Partners In Protection ("PIP"). (PIP) program.
Certified	Status accorded a successful applicant after its Security Profile has been approved. Also known as Tier I status.
Certified, Exceeding	Status for C-TPAT Importers who meet and exceed the minimum security criteria, as well as engage in several "Best Practices." This status is granted by C-TPAT Headquarters only on a case-by-case basis, after the Importer successfully completed a C-TPAT validation with no Actions Required and verified "Best Practices." Also known as Tier III status.
Certified, Non-Importer Validation Completed	Status of C-TPAT Non-Importer Partners that meet the minimum security criteria and have successfully completed a validation. Non-Importers do not receive "Tier" status or benefits.
Certified, Validated	Status of C-TPAT Importers who have met the minimum security criteria and successfully completed a validation. Also known as Tier II status.
COAC	Advisory Committee on Commercial Operations of Customs and Border Protection ("COAC"). COAC is a 20-member advisory council composed of members of the Trade. The council advises the secretaries of the Department of the Treasury and the Department of Homeland Security on the commercial operations of CBP and related DHS and Treasury functions. COAC considers issues, such as: global supply chain security and facilitation, modernization and automation, air cargo security, customs broker regulations, trade enforcement, exports, trusted trader, revenue modernization, a single U.S. Government approach to trade and safety of imports, agricultural inspection, and the protection of intellectual property rights.

Company Officer	A high level company employee who holds an office of authority, and acts in an official capacity on behalf of a company. A Company Officer would have the authority to contract or otherwise act on behalf of the company.
Company Profile	The portion of a C-TPAT Portal Application or Account that contains basic company information, such as addresses, points of contact, and brief description of company operations.
Consultant	A third party who provides professional or expert advice for his client, the company. However, he is unable to act in an official capacity making decisions for his client. A consultant may submit information to C-TPAT for his client, as long as the client is aware of what is being submitted and accurately reflects his client's security procedures.
C-TPAT	Customs-Trade Partnership Against Terrorism. A voluntary partnership between the U.S. Government and members of the trade based on the security of international supply chains with a focus on anti-terrorism. The program is led by U.S. Customs and Border Protection (CBP).
C-TPAT Account	A designated area of the C-TPAT Portal, as well as a method of managing and recording a company's participation in the C-TPAT Portal. Such participation is according to eligible business types with unique policies and procedures. By this definition a company could have multiple accounts, depending on the number of eligible business types and unique security policies and procedures used to secure the international supply chain.
C-TPAT Annual Review of Security Profile	The account review that must be conducted on an annual basis by the Partner within the 90 days prior to the Partner's "Anniversary Date" shown in the Portal. This process includes a review and update of the Security Profile (Company Profile should also be updated), to ensure that the information contained therein remains current and accurate. The company officer must sign the Membership Agreement in the Portal, prior to submitting the Security Profile to complete the Annual Review. Once submitted, the assigned SCSS must vet the Partner to ensure that it is not barred from further C-TPAT participation based on the eligibility requirements and current vetting thresholds. The SCSS reviews the Security Profile in order to verify that the partner still meets the C-TPAT Minimum Security Criteria.
C-TPAT Application	A C-TPAT application is shown as a C-TPAT account in the Portal, where company and security profiles are completed and initially submitted to C-TPAT for consideration.
C-TPAT Partner	A company that has achieved Certified status with the C-TPAT program, continues to meet the eligibility and vetting requirements, and adheres to the Partner Agreement.
Customs and Border Protection (CBP)	One of the U.S. Department of Homeland Security's largest and most complex components, with a priority mission of keeping terrorists and their weapons out of the U.S. CBP also is responsible for securing and facilitating trade and travel while enforcing hundreds of U.S. regulations, including immigration and drug laws.

Delink Trade Accounts	Delinking Trade accounts allows a company the ability to rescind previously established relationships among C-TPAT Portal trade accounts, so that developments such as divesture and company restructuring are reflected in the accounts.
Eligibility Requirements	Business model and activity requirements relevant to a C-TPAT eligible trade entity. These requirements must be met by C-TPAT program applicants at the time of application for C-TPAT membership.
Expand Security Model	Expanding is the ability to add to a current C-TPAT security model to include an additional eligible business type with identical security practices and procedures as the existing C-TPAT account.
Extract Security Model	The ability to separate a multi-mode security model, such as is the case with an importer/exporter, into two security profiles and accounts where one of the accounts is earmarked to be withdrawn upon approval.
FAST	The Free and Secure Trade program. A commercial clearance program administered by CBP for known low-risk shipments entering the United States from Canada and Mexico. This program allows expedited processing through dedicated vehicle lanes for commercial carriers who have fulfilled certain eligibility requirements. FAST vehicle lanes process cargo at land border ports of entry that serve commercial cargo. Participation in FAST requires that every link in the supply chain, from manufacturer to carrier to driver to importer, is C-TPAT certified.
FMC	U.S. Federal Maritime Commission. An independent federal agency responsible for regulating the U.S. international ocean transportation system for the benefit of U.S. exporters, importers, and the U.S. consumer.
IATA	International Air Transport Association ("IATA"). A global trade association for the airline industry. IATA has 260 member airlines that comprise 83% of total air traffic.
Importer of Record Number (IOR)	Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation.
ISA	Importer Self-Assessment program. The ISA program, launched in 2002, is a trade facilitation partnership program that reaches out to importers with the goal of evaluating and building importers' systems of internal controls. ISA members are exempt from the CBP's Regulatory Audit pool. Membership in C-TPAT is a prerequisite for ISA.
Link Trade Accounts	Linking Trade accounts allows a company the ability to create relationships among C-TPAT Portal trade accounts to represent a company's actual organizational.
Merge Trade Accounts	Merging Trade Accounts allows the ability to consolidate accounts that are at the same level in a Trade Organization hierarchy.
Merge Security Models	Merging C-TPAT Security Models allows the ability to consolidate accounts with identical security practices and procedures to be managed as one account.

Minimum Security Criteria (MSC)	Security standards that companies must meet in order to be accepted as a partner in C-TPAT.
MRA	Mutual Recognition Arrangement. A country's government formally recognizing the AEO program of another country's government, and thereby granting benefits to the AEOs of that country.
NEEC	Nuevo Esquema de Empresas Certificadas (New Scheme of Certified Companies). Mexico's AEO program.
Partner Portal	A single logon system built to establish account relationships across multiple partner government agency programs.
PDF	Portable Document Format. How information is formatted when exporting information from a C-TPAT Account. Such documents are saved electronically using the ".pdf" file extension. An example of this is a Security Profile that has been uploaded to the Partner Document Exchange after Approval.
PGA's	Partner Government Agency (e.g., TSA, FDA)
Phase III	Phase III is the third major deployment of the Portal 2.0 project. This deployment will concentrate on C-TPAT validations and validation responses as well as to rebuild the international areas of Portal 1.0.
PIP	Partners In Protection, a supply chain security program administered by the Canadian Border Services Agency (CBSA).
Point of Contact	The Point of Contact (POC) is any person listed as a contact in C-TPAT's Portal system. These POCs are the only people authorized to work with the C-TPAT program on the company's behalf. Points of Contact must be empowered to make decisions and policy changes regarding the Partner's security procedures.
Portal 1.0	The online system through which CBP and C-TPAT Partners share information on supply chain security and manage the Partners' participation in the C-TPAT program.
Portal 2.0	The next generation of online account management for CBP's industry partnership programs, including C-TPAT and potentially future programs.
Risk Assessment	Risk Assessment for most businesses would mean identifying and evaluating levels of risks involved in all areas of the business. For example, natural disasters, civil unrest, acts of terrorism, labor strikes may all be areas of risk that a business considers when importing merchandise. For C-TPAT purposes, a Risk Assessment is more narrow in scope and may be defined as an International Supply Chain Security Risk Assessment that examines security threats and vulnerabilities associated with a C-TPAT Partner's international supply chain in each node of the chain from the point of origin where the goods are manufactured, packed and stuffed for export, until they reach their final destination for distribution. The assessment should also include a plan to mitigate the risks identified in the assessment.

SCAC Security Model	Standard Carrier Alpha Code. A unique code used to identify transportation companies (highway carriers). Typically four alphabetic letters long, the SCAC was developed by the National Motor Freight Traffic Association in the 1960s to help the transportation industry computerize data and records.
Security Profile	The security profile is the Applicant/Partner's written declaration of security measures and procedures used throughout the international supply chain. The security profile is maintained in the C-TPAT Portal account, and must be reviewed by the C-TPAT Partners on at least an annual basis as part of its required Annual Review of Security Profile. The information provided in the security profile is verified during the validation process.
Split Trade Account	The ability to split an active trade account into two trade accounts and assign a security model to one of the trade accounts (if applicable).
Split Security Model	The ability to separate a multi-mode C-TPAT account into two security models to manage them separately.
Status Verification Interface (SVI)	Online tool used by C-TPAT Partners to verify membership and status of other Partners in the C-TPAT program.
Supply Chain Security Trade Account	The CBP representative who manages the accounts of C-TPAT Partners, and works Generic Company organization profile information that can be used to apply to C-TPAT numerous times, or potentially future industry partnership programs.
Trade User	A person who has a user account in the Partner Portal.
TUI	Trade User Interface
Validation	A verification of security measures and supply chain security practices of partners who meet the minimum security criteria of the SAFE Port Act. Validations are mandated by the SAFE Port Act to take place at least every four years, but may be conducted more frequently based on risk.

Introduction

The C-TPAT web portal is constantly changing to meet the demands of the trade environment. Most recently, C-TPAT has taken on the addition of the Importer Self-Assessment (ISA) compliance elements and the Exporter Entity as well as integrating with other U.S. Government / trade partnership programs such as the Transportation Security Administration (TSA) air carrier validations, and with the Agriculture Programs and Trade Liaison (APTL). Internationally, in response to initiatives driven by the President of the United States, the Secretary of Homeland Security, and the Commissioner of U.S. Customs and Border Protection, the portal has had to change to allow for growing relationships with foreign government Authorized Economic Operator (AEO) programs that would enable U.S. trade to expand benefits to foreign ports of entry. The C-TPAT web portal is able to manage new accounts relating to the many new areas the C-TPAT program has expanded to. This Manual explains the basic maneuverability throughout the portal in order to be able to have an accurate and complete C-TPAT application, so that partners in the program can take advantage of C-TPAT and foreign AEO cargo facilitation benefits within the U.S. and beyond.

Portal Account Management

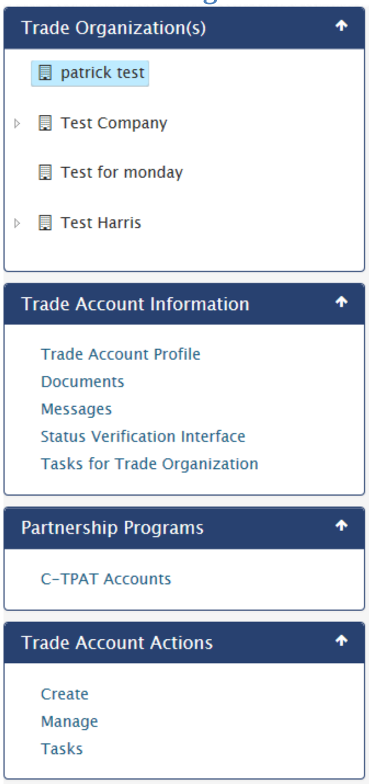
SYSTEMS REQUIREMENTS

- **Internet Explorer 10 (IE 10) to access Portal applications**
- **JAVA updates**
- **Ensure all company profile information has been updated**
  (*Difficulty using portal applications will result if not up-to-date*)

Trade Accounts

The C-TPAT Portal organizes and displays accounts by Trade Account. A Trade Account is an account management tool that stores generic company information, such as addresses and users, which the trade can use to apply to C-TPAT manage multiple C-TPAT accounts, and potentially to apply to future industry partnership programs. All Trade Organizations that you have access to will appear in the upper left corner of the left side menu, and can be accessed at any time during the login session as shown below.

Left Side Navigation Menu



The *left side* navigation menu allows users to see all trade organizations and accounts in which they are listed as a user. The navigation bar will always appear on the left side. Place the cursor over the account name to select the account you wish to access. The account will be highlighted when you place the cursor over it. (Please note; not all C-TPAT participants will have multiple accounts). If you have only one account then only that account will be highlighted. Regardless of whether you have one or multiple accounts, you must click on the trade organization in order to access the various functions in the Portal.

Selecting the trade organization will bring up the Trade Account Profile on the screen, which will be located to the right of the Trade Organization(s) navigation bar. (*The following paragraphs give a general overview of the information boxes to the left. A detailed review of each subtopic is located in the body of this document).*

Trade Account Information

To access the Trade Account Information menu, click on the drop down arrow in the second box on the left. After selecting a Trade Organization, you will see the Trade Account screen of the Trade Organization. On that page, you will have access to Company Information, Addresses and Users associated with the selected Trade Organization.

Partnership Programs

This section allows the user to apply to the various programs within C-TPAT and create a new application for those programs.

Accessing C-TPAT Accounts within a Trade Account

Click on C-TPAT Accounts to see all C-TPAT accounts in the selected Trade Organization displayed in the middle of the screen. Document Library, Messages, Status Verification Interface (Partner Monitoring), and Tasks for Trade Organization are also available from the Trade Account Information block on the lower left side of the screen.

Trade Account Information

To perform trade account operations on your trade accounts, such as *linking trade accounts* to create a trade hierarchy, click on the Trade Organization that you want to work with. Then, when the Trade Account Profile screen comes up, click on “Manage” in the Trade Account Actions block on the left side.

To *review Tasks* related to the Trade Organization that you want to work on, click on the desired Trade Organization and then, when the Trade Account Profile screen appears, click on “Tasks” in the Trade Account Actions block on the left side of the screen.

Tasks for Trade Accounts

Buttons

The basic buttons available and their functions appear below:

Button	Function
Add	Add a new record
Edit	Edit the highlighted record
Delete	Delete the highlighted record
Previous	Previous tab/screen
Next	Next tab/screen

View PDF	Displays all of the information on that page as a .PDF
Save	Save changes locally (not submitted to C-TPAT for review)
Submit	Submit changes for SCSS review
Cancel	Cancel the request with no action taken
Submit Entire Security Profile	Select this option only after all questions have been answered in the security profile.
Upload	Use this to upload documents in the documents section.

Getting Started – Adding Trade Users

A trade user is a person who has a user account in the C-TPAT Portal. New trade users will have to complete a trade user profile before they can create or have access to a Trade Account. Please note that new Trade Users added to existing trade accounts must be added to the users tab of the Trade Account Profile. After the user has been added there, they must also be entered as a C-TPAT contact on the Contacts tab of the C-TPAT account before the user can update a C-TPAT security model (see the section on Trade Accounts on page 9).

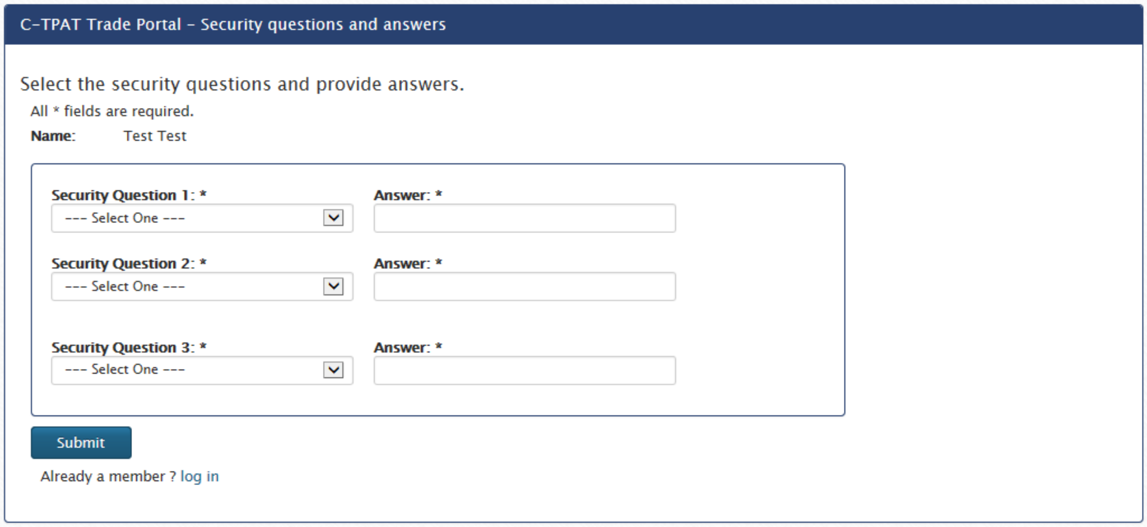
Trade Users are those individuals who:

- Register in the C-TPAT Portal.
- Are entered in the “Users” section of the Trade Account Profile.
- May or may not be a contact for one or more C-TPAT accounts under this Trade Account Profile.
- Can have multiple user roles with multiple organizations associated with C-TPAT.
- Can access all authorized accounts without having to log out and log back in.

Getting Started - Setting User Security

Upon registering in the C-TPAT web Portal for the first time, all trade users will need to select three security questions and create a new password. The process is:

(1) Provide answers to three user specified security questions. The security questions provide an extra layer of security. **Please note**: your answers to the security questions will be required to reset your password. Provide answers that you will recall in the future. Click <Submit> when data entry is complete.



Getting started – Entering Passwords

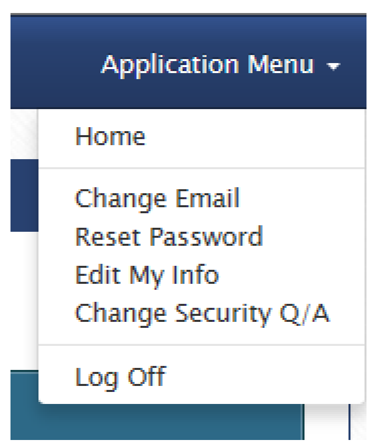
Create a password that complies with DHS Standards:

- Is at least 8 characters in length
- Contains at least one upper case, one lower case, one numeric, and one special character. Valid special characters include (!, @, #, $, %, ^)
  EXAMPLE: A valid example would be: **P@ssw0rd**
- May not be the same as the previous 8 passwords

Passwords expire every 90 days

Managing Account - Resetting Passwords

Passwords must be reset every 90 days, in accordance with DHS Standards pertaining to account security. There are two ways to reset your password:



(1) Reset your password or security questions and answers using the Application Menu tool in the upper right corner of the C-TPAT Portal. Once you are logged into the C-TPAT Portal, click **Application Menu** in the upper right corner of the screen. Follow the system prompts to set either new security questions and answers, or a password. Note that you will be required to provide your current password or security questions and answers to complete the requested action.

(2) If you do not recall your password, go to the C-TPAT Portal login page at https://ctpat.cbp.dhs.gov and click on the <Forgot your password?> link located below the username and password entry boxes. Enter your username (email address used to established the account) and click <Submit>. You will receive an email to that email address with an active link to set a new password. Note the link can only be used once, will expire in 24 hours, and will require you to enter your security questions and answers before you will be prompted to

create a new password. If you do not recall your security questions and answers, please contact the **C-TPAT Helpdesk** for assistance at: **1-800-927-8729**.

Managing Account - Changing Email Address

Users may change their email address. To change your email address, log into the C-TPAT Portal and click Application Menu in the upper right corner of the screen. Select Change Email and follow the system prompts to update your email address. Please note that you will need to provide your current password to change your email address.

Creating a Trade Account

A Trade Account is an account management tool that stores company information, such as addresses and users, which can be used to apply to C-TPAT numerous times, manage multiple C- TPAT accounts, and can be applied to future industry partnership programs.

Creating a Trade Account Profile

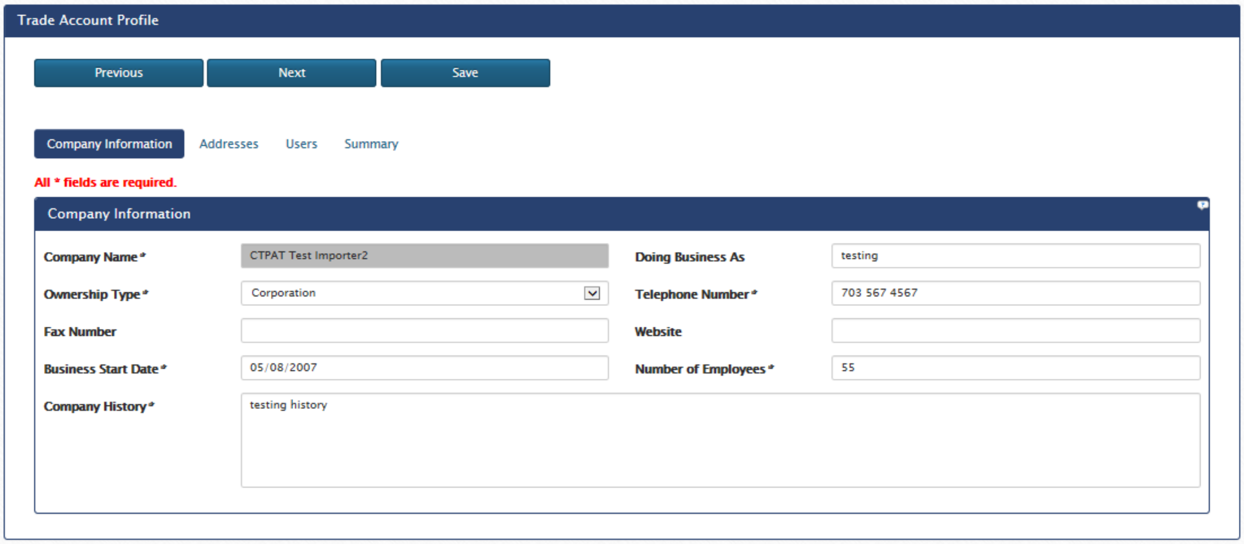
The Trade Account Profile of your Trade account contains common company information that may be used to manage multiple applications or accounts in the Portal system. To access your Trade account information, select the desired account on the left of the screen. Use the tabs in the middle of the screen to review and edit fields in Company Information, Addresses and Users. Click <Next> to continue to the next tab and <Previous> to review the previous tab. The <Summary> tab displays all information entered in the Trade Account Profile, and allows the user to <View .PDF> which is located at the bottom left side of the page.

Creating New Trade Accounts

To create a new trade account, click <Create > on the left side menu in the Trade Account Actions box and start entering Trade Account Profile information. Click <Next> to continue to the next tab and <Previous> to review the previous tab. If your company does not have a trade account, you will need to first create a Trade Account before you can create a C-TPAT application.

Company Information

Company Information contains generic information pertaining to the trade account, such as company name, doing business as name, number of employees, business start date, and a brief company history. All information on the Company Information can be updated by clicking in the box you want to update, then clicking Save at the top. To change the company name, you must contact your assigned SCSS. If your company is not assigned a SCSS, please contact Industry.Partnership@dhs.gov.



Trade Account Addresses

Enter Trade Account addresses related to: headquarters offices (including international corporate headquarters locations), Trade/Security Point of Contacts and office locations, import/export cargo handling facility locations, policy generation and training locations, etc. If numerous import/export cargo handling facilities exist, please provide the Top 3 locations by volume of imported/exported cargo or Top 3 locations with highest risk.

To add an address to your Trade Account:

- Click on <Trade Account Profile>, and then
- Click on the <Addresses> tab.
- Click <Add> and complete the required fields indicated by an asterisk (*), including Type, Street Line 1, City, Country, Postal Code, and State (if applicable).
- Once data entry is complete, select <Save to the list below>.
- Click the <Save> button above the Addresses window to save your changes. **All new C-TPAT addresses will need to be added into Addresses tab of the Trade Account Profile of the Trade Account before they can be associated with your C-TPAT account.**

After clicking "Save" the system will return to the main "Trade Account Profile" page. You may continue to add and edit the Addresses and Users information by returning to the appropriate page.

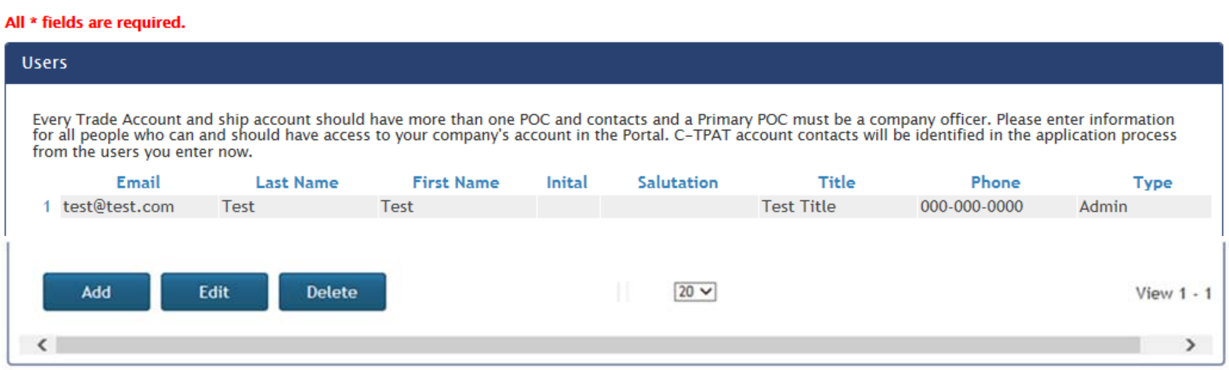
Getting Started – Adding Users to Trade Account

Enter user information for all people who have access to your company's account in the Portal. Every Trade Account and partnership account should have more than one user, and there must be at least one user listed as a Company Admin.

To add a user to your Trade Account:

- Click on <Trade Account Profile>, under the Trade Account Information block on the left side of the screen, and then
- Click on the <Users> tab.
- Click <Add> and complete the required fields indicated by an asterisk (*), including Email, Confirm Email, Salutation, First Name, Last Name, Title, Phone No., and Type.
- Once data entry is complete, select <Save to the list below>, then
- Click the <Save> button above the Users window to save your changes. **All new C-TPAT contacts will need to be added into the Users tab of Trade Account Profile of the Trade Account before they can be associated with our C-TPAT account.**

After clicking "Save" the system will return to the main "Trade Account Profile" page. You may continue to add and edit the Addresses and Users information by returning to the appropriate page.



Review Summary

Review Trade Account information in the Summary. The Summary page will display all information entered into the Trade Account Profile and allow the user to <View.PDF> this command is located at the bottom left. After all information is reviewed for correctness, click <Save> **at the top** of the screen and you will be returned to the main Trade Account Profile page.

Relationships - Trade Account Operations

C-TPAT is encouraging the trade to create relationships among C-TPAT Portal trade accounts to represent a company's actual organizational structure using the Trade Account Management module.

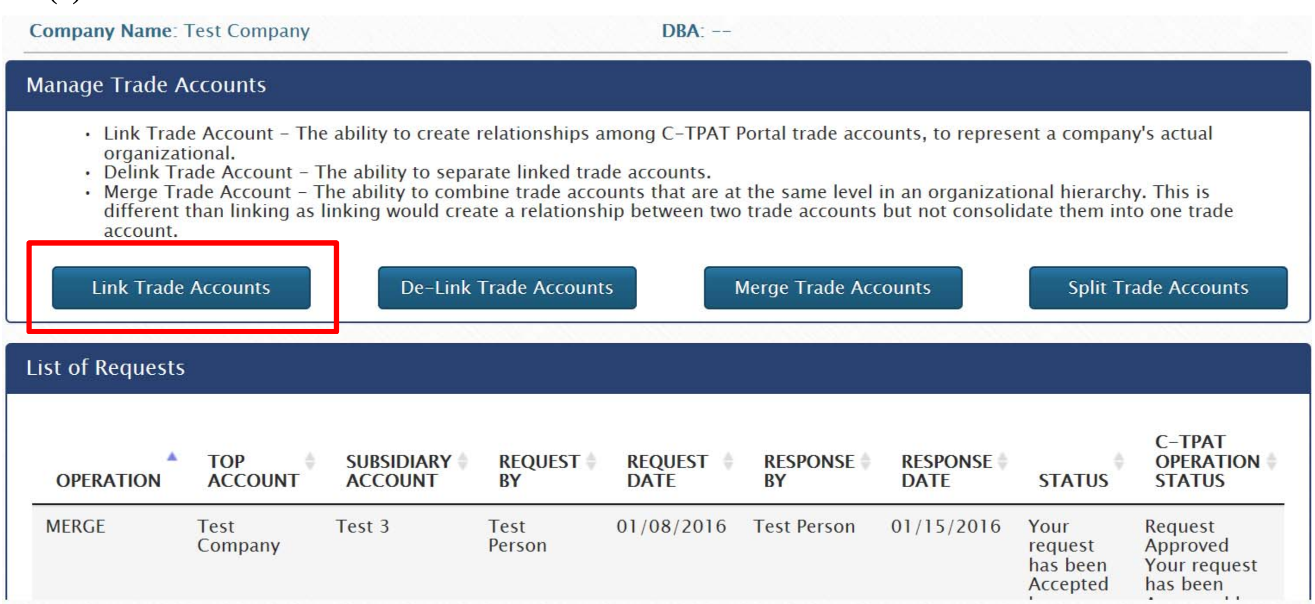
Relationships - Linking Trade Accounts

To support the structure of trade organizations pre-existing in the C-TPAT program, as well as company acquisitions, trade users are able to link their existing trade accounts to create a trade organization hierarchy. To link trade accounts:

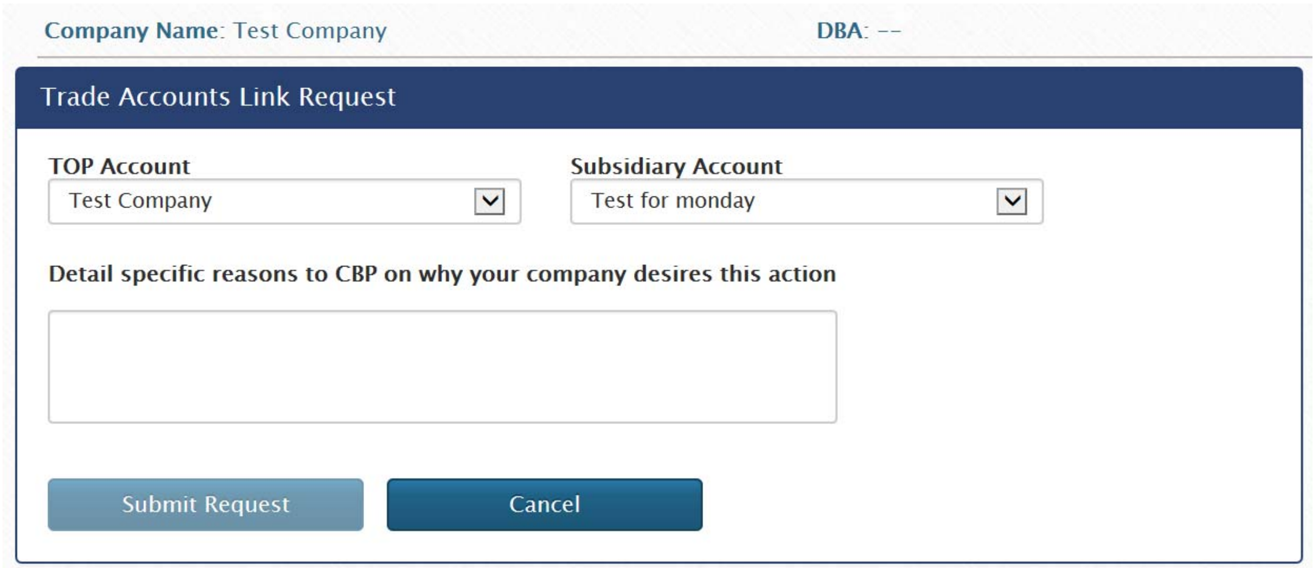
- Trade accounts must be on the same level in a Trade Organization, e.g., a subsidiary trade account cannot be linked to another parent account without being delinked from the current parent account.
- Trade Accounts with an associated C-TPAT account require the approval of C-TPAT management before linking.
- Only a Trade Account user identified as a *Company Administrator* can request to link or accept/decline a request to link.
- A Trade Account user must be present in the role of *Company Administrator* in at least one account, but must be a user in both trade accounts.

To make a request to link two trade accounts:

(1) Log into the C-TPAT Portal.
(2) Click on the <Manage> link in the *Trade Account Actions box* in the lower left of the screen.
(3) Click Link Trade Accounts.



(4) Select a TOP account (parent account) and a Subsidiary Account (child). The Top account will act as the Trade Organization, with the subsidiary account underneath. Only one subsidiary account can be created at a time.
(5) Give a detailed reason for linking these accounts.



(6) This request must be approved by a *Company Administrator* from the non-requesting account (even if it is the same as the user making the request).
(7) The requests will go through an approval process within the C-TPAT Program if there are any C- TPAT Security Models associated to the trade accounts involved in the link. Once the link is approved by *C-TPAT Management*, the newly established trade hierarchy will appear in the upper left corner of the screen under the Trade Organizations box.

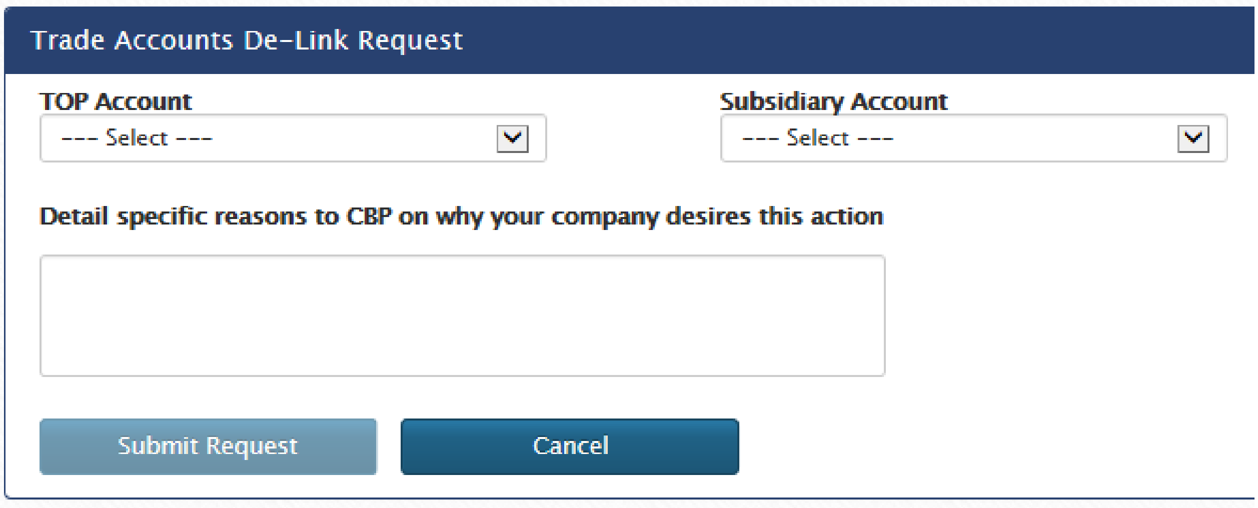
Relationships: De-Linking Trade Accounts

To support divestitures, trade users are able to de-link existing trade accounts to represent their evolving business structures. To de-link trade accounts:

- Trade Accounts with an associated C-TPAT account require the approval of C-TPAT management before de-linking.
- Only a Trade Account user identified as a *Company Administrator* can request to de-link.

To **make a request** to de-link trade accounts:

(1) Log into the C-TPAT Portal.
(2) Click on the <Manage> link in the *Trade Account Actions* box in the bottom left of the screen.
(3) Click the De-Link Trade Accounts link.



(4) Select a TOP account (parent account) and a Subsidiary Account (child). The Top account will act as the Trade Organization, with the subsidiary account underneath.
(5) Give a detailed reason for de-linking these accounts.
(6) The requests will go through an approval process within the C-TPAT Program if there are any C-TPAT Security Models associated to the trade account involved in the de-link. Once the de-link is approved by C-TPAT Management, the once linked accounts will be de-linked and appear in the upper left corner of the screen under the Trade Organizations box as two separate trade accounts.

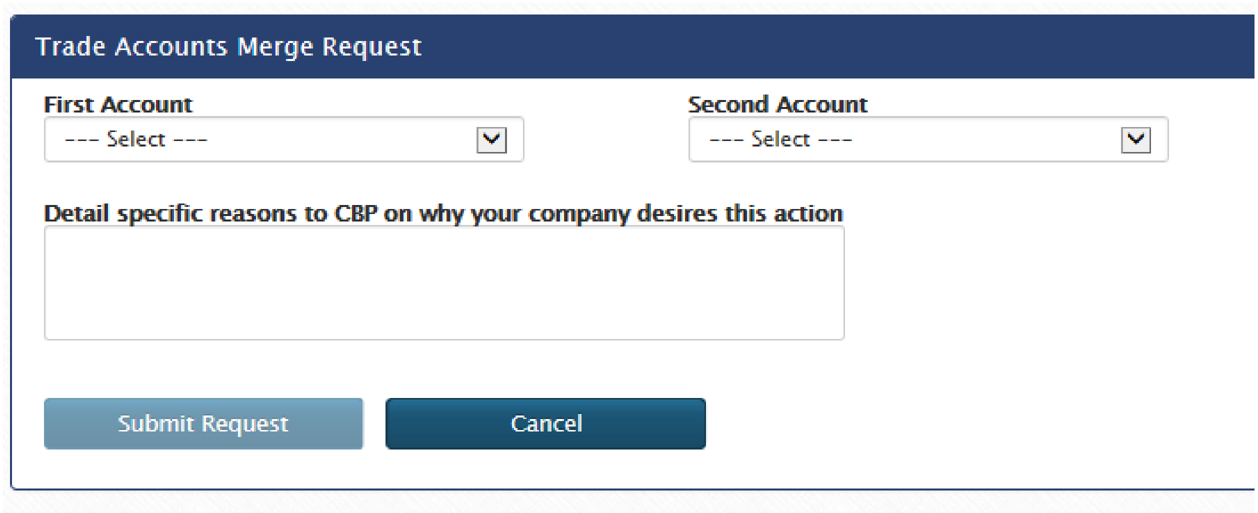
Relationships - Merging Trade Accounts

Merging Trade Accounts allows the ability to consolidate accounts that are at the same level in a Trade Organization hierarchy. To merge trade accounts:

- Trade accounts can be merged only if they are on the same level in in the Trade Organization, e.g., a subsidiary trade account cannot be merged to a parent account.
- Trade Accounts requesting to be merged with associated C-TPAT accounts require permission from all associated S-SCSS/SCSS.
- Only a Trade Account user identified as a Company Administrator can request to merge.
- A Trade Account user must be present in the role of Company Administrator in at least one account, but must be a user in both trade accounts.

To make a request to merge two trade accounts:

(1) Log into the C-TPAT Portal.
(2) Click on the <Manage> link in the *Trade Account Actions box* in the lower left of the screen.
(3) Click the Merge Trade Accounts link.
(4) Select a First account and a Second Account. The First account will act as the primary account, overriding the Trade account profile of the Second Account.
(5) Give a detailed reason for merging these accounts.



(6) This request must be approved by a *Company Administrator* from the non-requesting Second Account (even if it is the same as the user making the request).

(7) The requests will go through an approval process within the C-TPAT Program if there are any C- TPAT Security Models associated to the trade accounts involved in the merge. Once the merge is approved by C-TPAT Management, the Second Account will no longer appear in the upper left corner of the screen as a trade account, but will instead be merged with the First Account.
Accounts that are linked cannot be merged. In order to merge accounts, the account must be de-linked.

Relationships - Splitting Trade Accounts

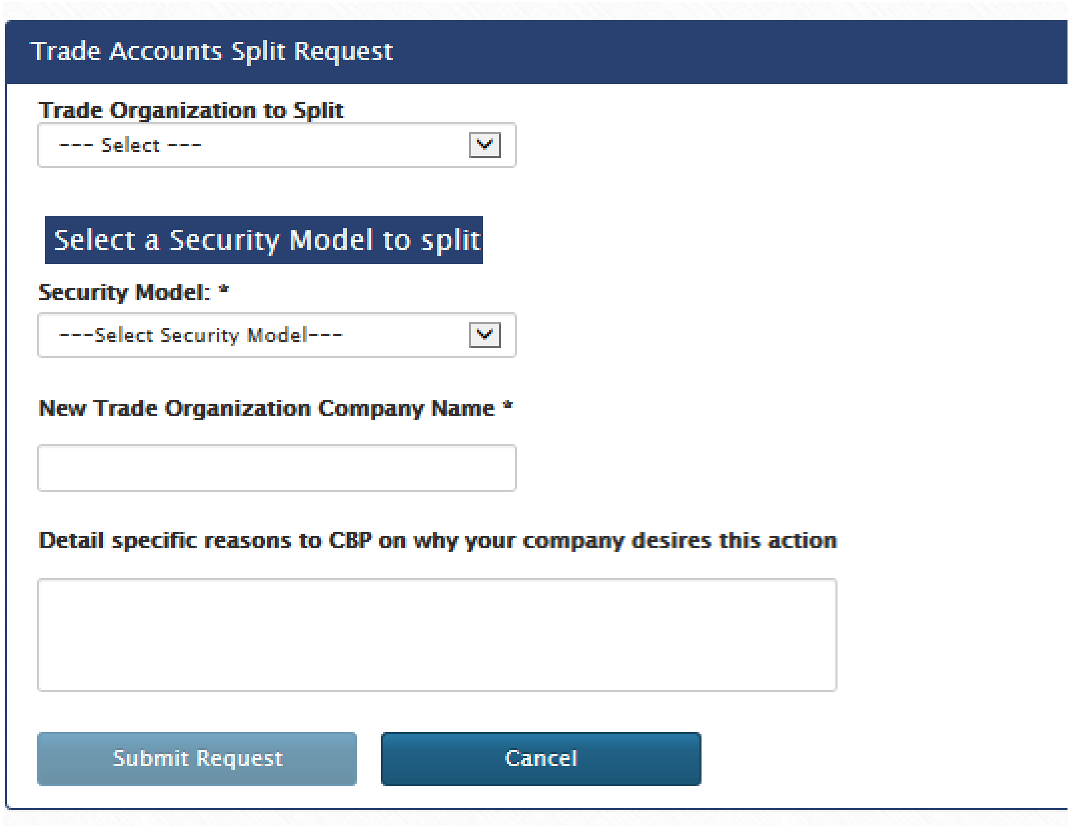
Splitting a Trade Account allows the ability to split one trade account into two separate trade accounts, and assign C-TPAT security models to those accounts, if applicable, to support corporate divestitures.

To split one trade account into two trade accounts:

- Trade Accounts requesting to be split with associated C-TPAT accounts require permission from associated S-SCSS/SCSS.
- Only a Trade Account user identified as a *Company Administrator* can request to split trade accounts.

To make a request to merge two trade accounts:

(1) Log into the C-TPAT Portal.
(2) Click on the <Manage> link in the *Trade Account Actions* box in the lower left of the screen.
(3) Click the Split Trade Account link.

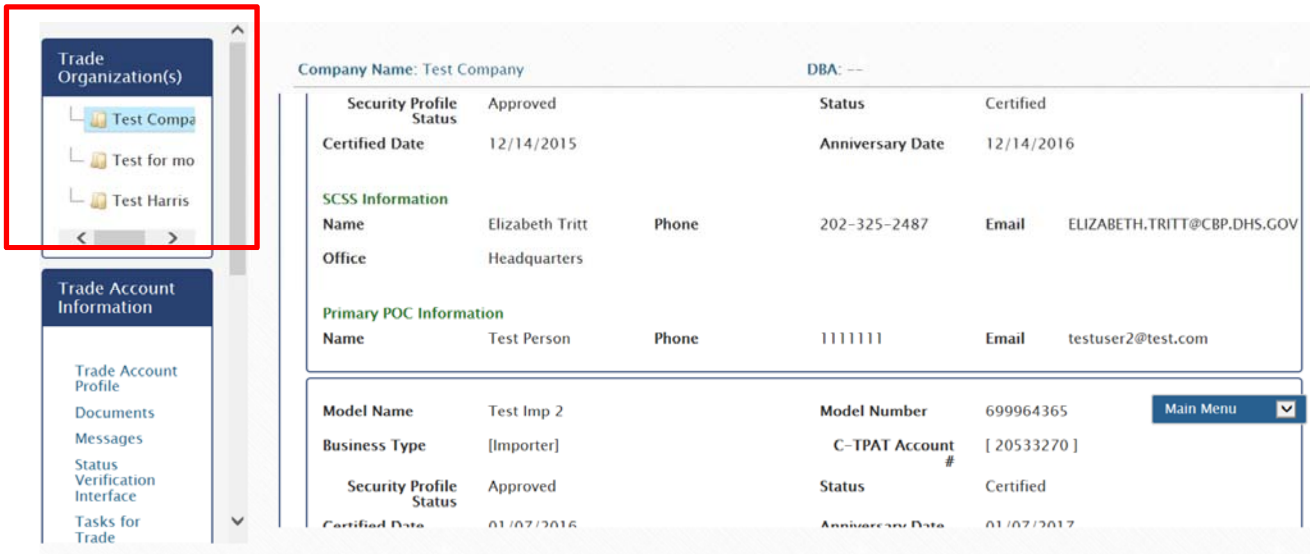


(4) Select a Trade Organization to Split, then select the associated Security Models to split from the Trade Organization (if applicable).
(5) Provide a New Trade Organization Company Name and give a detailed reason for splitting this trade organization into two trade organizations.
(6) The request will go through an approval process within the C-TPAT Program if there are any C-TPAT Security Models associated to the trade accounts involved in the split. Once the split is approved by C-TPAT Management, two trade organizations will appear in the upper left Trade Organizations box where there was once one.

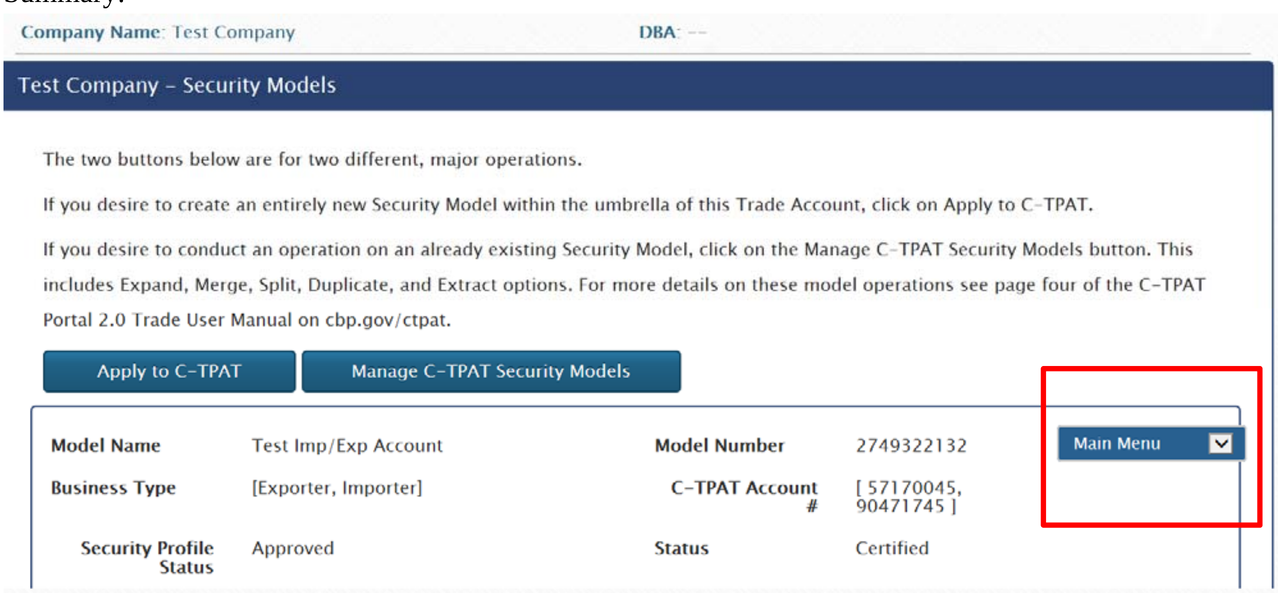
Relationships – C-TPAT Security Model

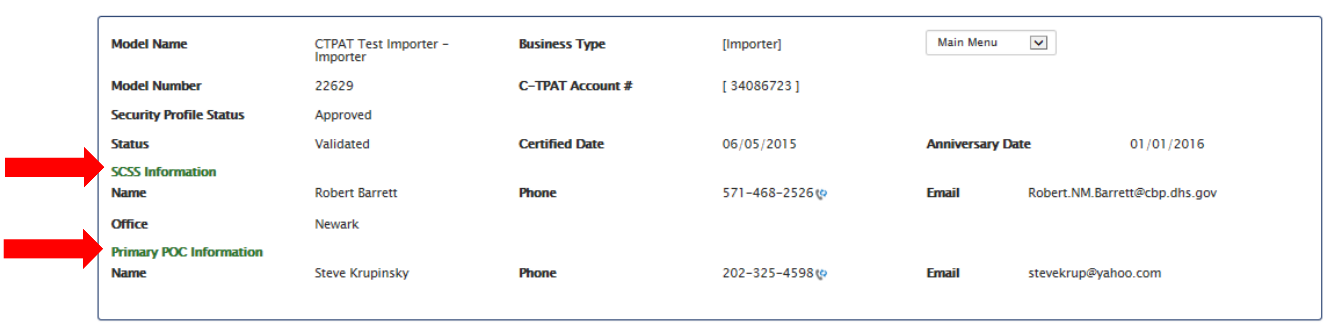
A C-TPAT Security Model is a C-TPAT account that could contain a multi-mode security profile, which allows a C-TPAT Partner to manage several business types (e.g., importer and exporter) in a single C-TPAT account *if both business types share the exact same security procedures*. The C-TPAT Security Model includes the company profile, business entity identifiers and security profile, which could be used to manage multiple business types in one account.

To access your C-TPAT Security Model, select a Trade Account from the *Trade Organization(s)* box in the **upper left** corner of the screen, then click *C-TPAT Accounts* in the Partnership Programs box on the left side of the screen.



This will display the Security Model at-a-glance information, including the Primary POC and SCSS assigned to your account (view in the second box below). Click on the *Main Menu* drop down box, on the far right, to access account information relating to the Company Profile, Security Profile, and Validation Summary.





C-TPAT security Model – Business Type Information

When applying for C-TPAT, you will be asked to identify the type of business you are applying as: highway carrier, importer, consolidator, etc. Eligibility criteria related to your specific business type will follow to determine your C-TPAT eligibility. For example, if applying as a highway carrier, a series of eligibility criteria questions will assist in determining your exact type of Highway Carrier: U.S./Canada Highway Carrier, U.S./Mexico Highway Carrier, or Mexican Long Haul Carrier.

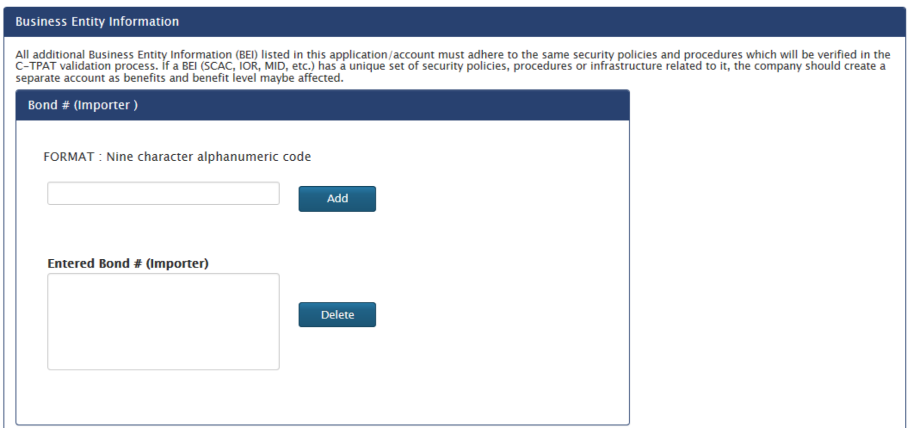
Clicking on Company Profile in the main menu drop down on the right of the screen, the Business Type button displays the business type(s) in this Security Model and their C-TPAT account numbers. Your C-TPAT Security Model may have multiple C-TPAT account numbers, as account numbers are separately assigned for each business type.

C-TPAT Security Models – Adding additional Business Identifiers such as EIN, IOR, MID, SCAC, etc.

For all business types in C-TPAT, certain business entity information is required to be entered as part of the eligibility criteria. For more information on required business entity identifiers, please visit CBP.gov/CTPAT and go to the Applying to C-TPAT link on the right.

To enter business entity information, go to the desired box, enter the ID, and click <Add> to add the ID to the Entered ID's section. Select the ID and click <Delete> to delete the ID.

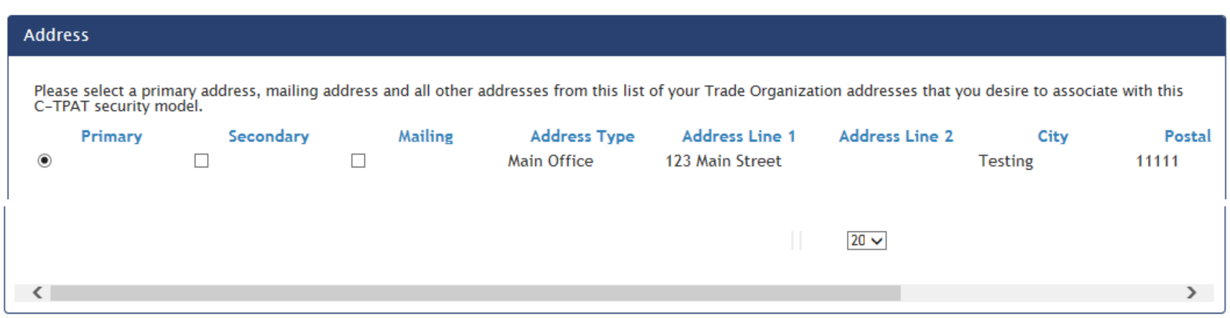
Note: **Certain Business Entity ID's cannot be added, modified, or removed by Trade Users once they have been entered into your account**. *Contact your assigned SCSS to add, modify, or remove Importer of Record, SCAC codes, or MID numbers.* Click <Next> above to continue to the next tab.



C-TPAT Accounts - Addresses

After entering address information into the Trade Account Profile of your Trade Account, click on <C-TPAT Accounts> in the Partnership Programs block on the left side menu, then click on the Main Menu button and select Company Profile. Click on the <Addresses> tab. All C-TPAT accounts must have a designated Primary Address and a Mailing Address (which may be the same address). To indicate the Primary Address, click in the circle of the desired address row. To select Mailing address, click in the Mailing address box in the address line. For all other C-TPAT addresses, select the <Secondary> box. When your selection is complete, click <Next> to continue to the next tab, or <Save> to save your work.

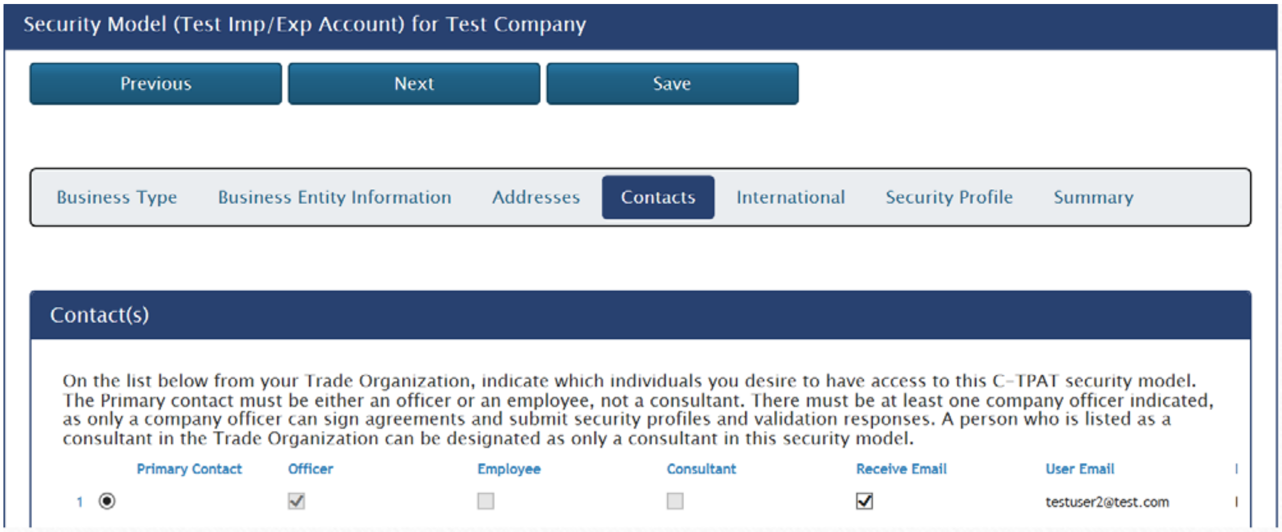
All C-TPAT addresses must be entered into the Trade Account Profile of the Trade Account before they can be associated with your C-TPAT Security Model.



USER ROLES:

C-TPAT Accounts – Security Models – Contacts

After entering the user information into the Trade Account Profile of your Trade Account, click on <C-TPAT Accounts> in the Partnership Programs block on the left side of the screen, then click on the Main Menu button and select Company Profile. Click the Contacts tab.



Every C-TPAT Security Model must have a company officer. A Company Officer is a person who holds an office of authority, and acts in an official capacity on behalf of a company.

***Any* contact can update the security profile, but *only company officers* can *submit* the Annual Review and changes to the Security Profile, and electronically sign the C-TPAT Partner, SVI, Exporter, NEEC, and Mutual Recognition agreements.**

C-TPAT Accounts – Security Model- Primary Point of Contact

Every C-TPAT Security Model must also have a Primary POC. To indicate <Primary Contact> for your C-TPAT account, click in the circle in the desired contact row. The Primary POC can be either a company officer or employee. For all other C-TPAT users, indicate their role in the organization by clicking the Company Officer (Officer), Employee, or Consultant box.

C-TPAT Accounts – User Role Responsibility

Things to remember when assigning contact roles:

- Any contact can update the security profile
- Only an Officer can actually *submit* security profile updates to CBP, and sign agreements
- The Primary POC can be either an Officer or Employee, but not a consultant.

All C-TPAT contacts will have to be entered into the Trade Account Profile of the Trade Account before they can be associated with a C-TPAT Security Model.

International Programs – How to Participate

Listed under the ***International tab*** are the international programs related to C-TPAT that are available to your company based on status and business type. If you would like to participate, a company officer must electronically sign the appropriate program agreements. Click <Next> to continue to the next tab.

Mutual Recognition Agreement

Consent for Disclosure of Customs-Trade Partnership Against Terrorism (C-TPAT) Information to the Specified Mutual Recognition Program Government Officials.

Upon completion of this consent, C-TPAT will be authorized to provide the information outlined below to government officials for the Mutual Recognition Program specified. The information will only be provided to those government officials directly responsible for the program in which United States Customs and Border Protection has entered into Mutual Recognition.

The information that will be released will be:

- Company name
- Company identifiers (i.e. SCAC, IOR, MID)
- Program Status
- Date of membership

Your company has the right to revoke this consent at any time by removing the check block for that program. The revocation will not have any effect on any actions taken in reliance on the consent prior to the time consent was revoked.

Listed below are the international programs recognized by C-TPAT that are available to your company based on status and business type. If you would like to participate a company officer must electronically sign the appropriate program agreements.

Only an individual designated as a company officer in this account is allowed to sign or revoke this agreement.

I Agree ☑

Mutual Recognition Programs

Canada	☑
European Union	☐
Israel	☐
Japan	☐
Jordan	☐
Korea, Republic of	☐
Mexico	☐
New Zealand	☐
Taiwan	☐
Singapore	☐

Security Profile

The Security Profile is formatted as a line-by-line Criteria Statement that covers the Minimum Security Criteria listed on CBP.gov/CTPAT. It is recommended that all new applicants review the minimum security criteria related to the business type(s) before starting a C-TPAT application.

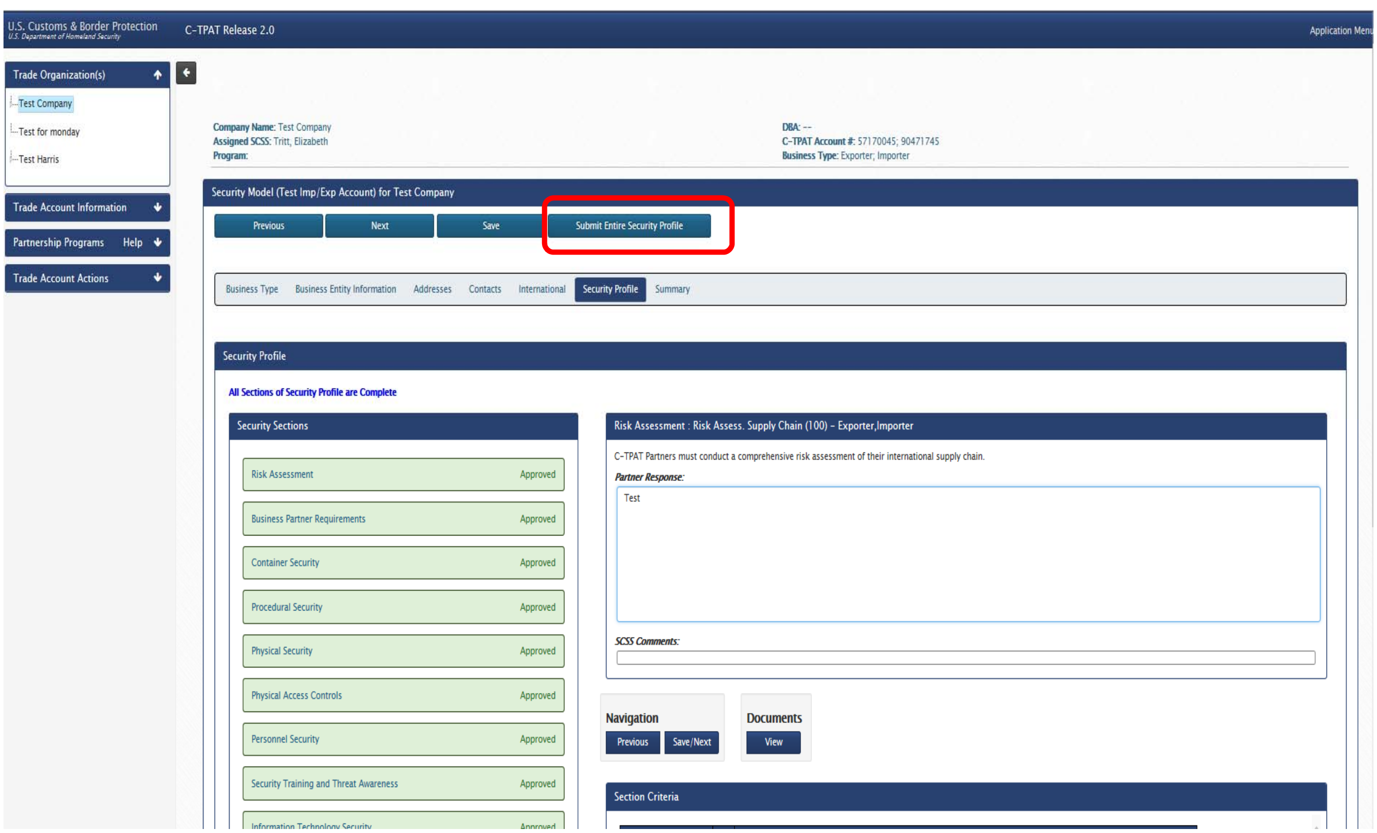
To access your security profile, click **<C-TPAT Accounts >**, then click the **Main Menu** and select **Security Profile.** The Security Profile features major security categories in a column down the left side of the screen and the criteria statements for each category in a chart below the criteria statement being displayed.

Answer each criteria statement with details of how your company adheres to the security practice or procedure listed. If you have evidence of implementation, please use the ***Documents*** section, Upload button, to upload documents relating to specific criteria statements. If a statement is not applicable to your business model, you may respond "Not Applicable," but must also detail the reason why the statement is not applicable. When data entry is complete, click the <Save/Next> button to move to the next statement. The program automatically moves to the next security category.

Once all criteria statements in the Security Profile have a response, click the **<Save>** button at the top of the screen. **Note:** The security profile does not need to be completed at one time. As long as you save each section, the information will be in the security profile when you log back in.

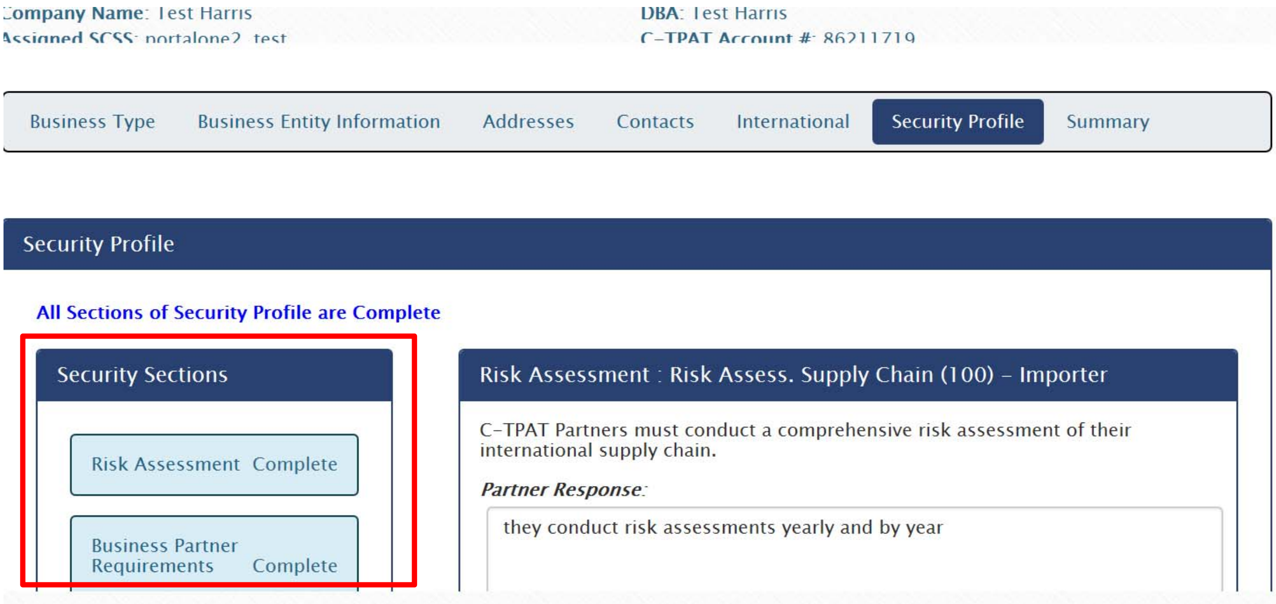
__**Important!**__ When you have answered all of the security profile questions, you **MUST** click on the 

button in order for your SCSS to be able to accept / reject your security profile.

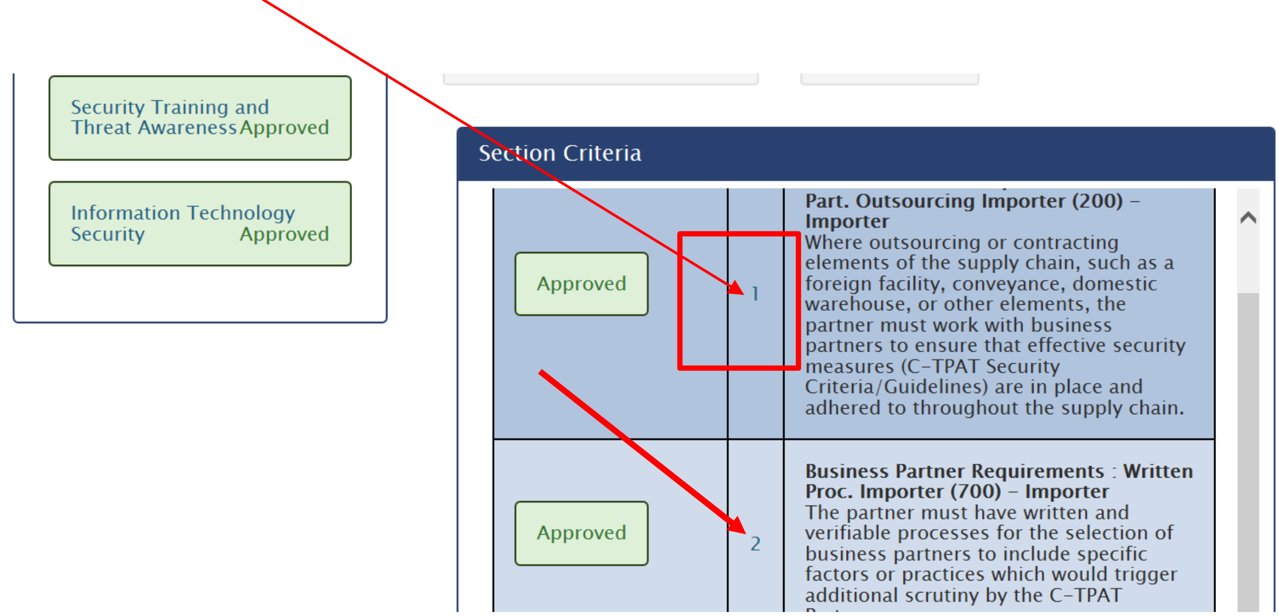


Security Profile - Adding additional Information and Returning to Skipped Questions

Click on the Security category in the “Security Sections” that is shown as “Incomplete”. To the right of the security section, scroll down the Section Criteria box until you locate the “Incomplete” status.



<u>Click on the number</u> to bring up the section. Enter the information and click on save.



Summary

Review C-TPAT Security Model information in the Summary. The Summary page will display all information entered into the C-TPAT Security Model, including the Security Profile, and will allow you to <View PDF> , located at the bottom left of the screen. There is no need to complete all Security Profile input at one time. As long as you “Save” the current information before exiting this section, you may return to add -more information, and/or to make changes to already entered information at any time.

When all information is entered, and all blocks under the header "Security Sections" indicate that the information is complete, the entire Security Profile may be submitted.
Please note that only a company officer can submit a C-TPAT application, as all C-TPAT Partners have to electronically sign the C-TPAT Partner Agreement upon applying to the program, and only company officers are permitted to sign agreements.

Summary

Business Type Information

Security Model Name	Testing - Importer				
Business Type	Importer	**Status**	Applicant	**CTPAT Account #**	
Business Type	Exporter	**Status**	Applicant	**CTPAT Account #**	

Business Entity Information

Importer

BOND

IOR
12-345678910

Exporter

EIN
12-1234567

Dun and Bradstreet Number

Addresses

Primary	Secondary	Mailing	Address Type	Address Line 1	Address Line 2	City	Postal Code	Country	State
Y	N	N	Main Office	123 Main Street		Testing	11111	United States	Michigan

Contacts

Primary Contact	Officer	Employee	Consultant	User Email	Last Name	First Name	Initial	Title	Phone Number
Y	Y	N	N	test@test.com	Test	Test	undefined	Test Title	000-000-0000

International

Mutual Recognition Agreement : Agreed
Mutual Recognition Programs
Canada

Security Profile

Introduction Statements : Point of Origin Statement

The supply chain for C-TPAT purposes is defined from point of origin (manufacturer/supplier/vendor) through to point of distribution - and recognizes the diverse business models C-TPAT members employ.

Partner Response:

Introduction Statements : Int'l Supply Chain Statement

C-TPAT recognizes the complexity of international supply chains and endorses the application and implementation of security measures based upon risk analysis.

Partner Response:

Annual Security Profile Review

The C-TPAT Partner agreement calls for the annual review of the security profile submitted to C-TPAT, “Specifically, the Partner agrees to: Using the online application process (the C-TPAT Security Link Portal), complete a supply chain security profile and update information regarding the company on an annual basis”. The annual review window is initiated 90 days before the partner anniversary date. While Partners are encouraged to update the security profile at any time as company procedures change, only changes made during the 90 day window will satisfy the annual review requirement.

Specifically, the requirement begins with an annual supply chain risk assessment (guidance to complete a Five Step Risk Assessment can be found on www.cbp.gov/ctpat). Completion of the risk assessment may result in changes to your supply chain security policies and procedures. These changes should be reflected in the annual review.

The Partner must review all information in the security profile. If any updates to security practices and procedures have taken place during the year, update the response to the corresponding criteria statement with the updated information. If no changes in security have taken place, there is no need to add supplemental text.

Once all questions have been answered, click <Save> at the top of the screen. Your assigned SCSS will begin reviewing the updates and affirmations you have recorded in the Security Profile.

Validation Summary

To access your Validation records, log into the C-TPAT Portal, select the corresponding Trade Account, then select <C-TPAT Accounts> from the Partnership Programs box on the left side of the screen. Click on the Main Menu box on the far right, and select <Validation Summary>. Your **Validation Report** is available in the lower window for each validation that has been completed for your company. Double click on the desired validation to see more details.

Validation Response

To complete your Validation Response, log into the C-TPAT Portal, select the corresponding Trade Account, then select <C-TPAT Accounts> from the left side menu. Click on the Main Menu and select <Validation Summary>. Double click on the validation with a Response status of **Pending**. Use the space provided in the text boxes to reply to the Recommendations or Actions Required listed, and use the <Upload File> utility under each text box to include required evidence of implementation. To save your work, click <Save> at the bottom of the Validation Response. Click **<Submit>** only when your reply is complete.

Respond to the Executive Summary by clicking on the Executive Summary.
Respond to the Site Visits by clicking on the Site Visits as shown below.

C-TPAT Security Model Operations

Along with trade account operations creating associations between accounts, the Portal allows C-TPAT companies to create multi-modal accounts, using the Security Model Operations option.

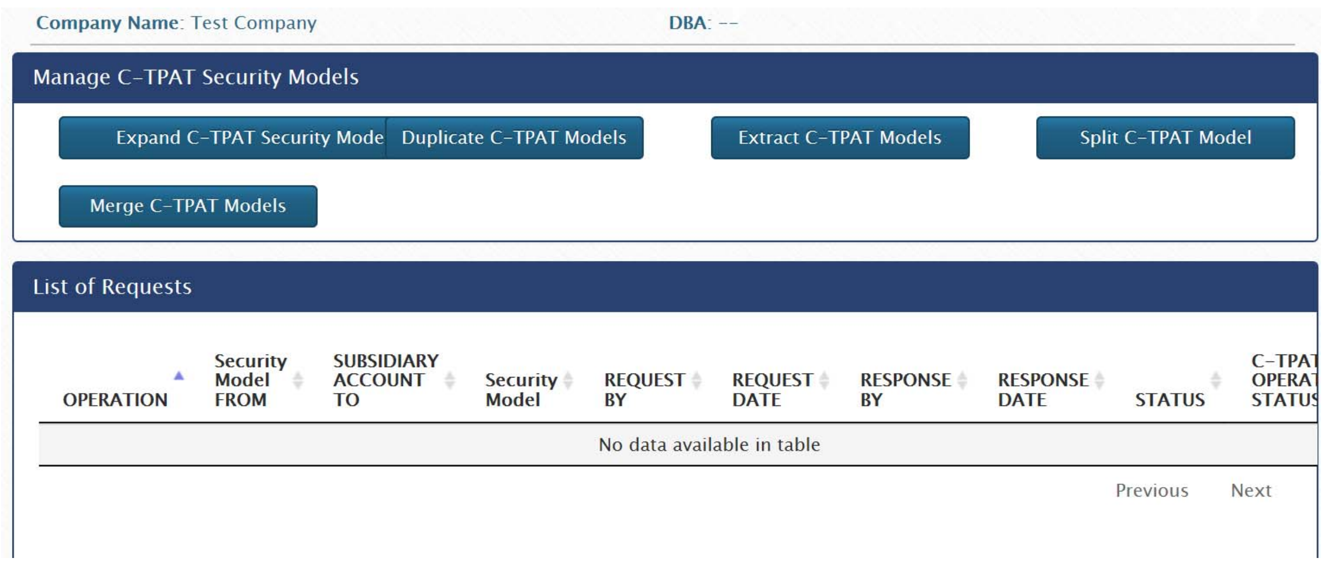
Merging Security Models

Merging two C-TPAT Security Models allows trade members the ability to consolidate accounts with **identical security practices and procedures** to be managed as one account. Merging two C-TPAT Security Models:

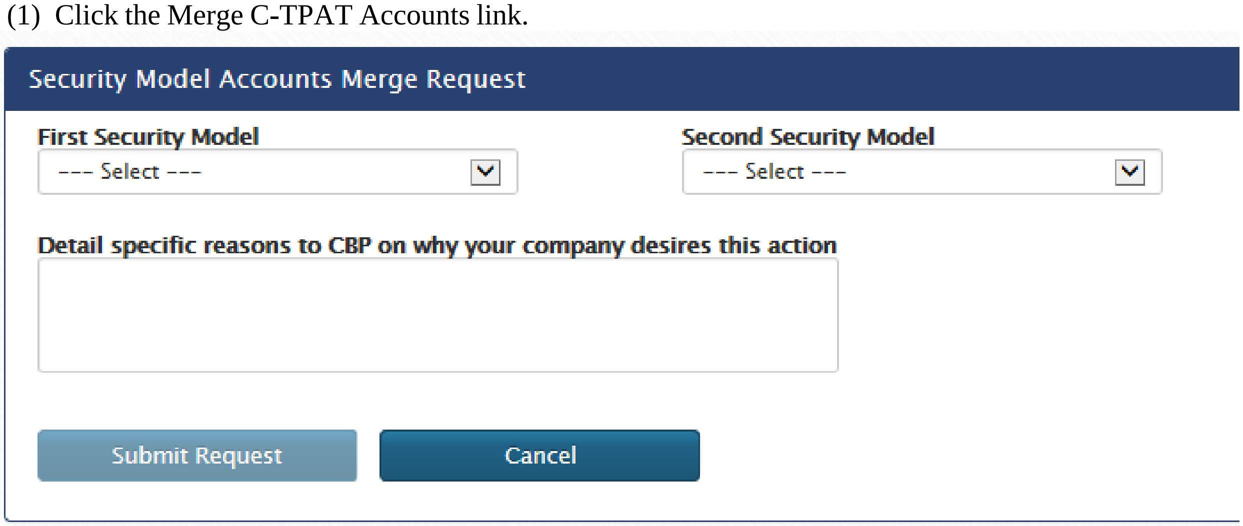
- Requires both C-TPAT Security Models to be managed under one trade account.
- Requires that both accounts have identical security practices and procedures.
- Requires a request made by a company officer.
- Requires that the request be approved by C-TPAT Management.

To make a request to merge two C-TPAT Security Models:

(1) Log into the C-TPAT Portal, and click on the Trade Organizations(s) and select the trade account.
(2) Click on *C-TPAT Accounts* in the middle left side menu in the Partnership Programs Help box.
(3) Click *Manage C-TPAT Security Models*.



(1) Click the Merge C-TPAT Accounts link.



(2) Select a First Security Model and a Second Model.
(3) Give a detailed reason for merging these Security Models.
(4) The requests will go through an approval process within the C-TPAT Program. Once the merge

is approved by C-TPAT Management, the Security Model will subsume the business type(s) of the first and second security models.

(5) A C-TPAT company officer from the security model must then complete a consolidated security model, where the response to common criteria will be presented in a side-by-side comparison of the previously separated security models. The Company Officer should select the appropriate response or provide a new response, then click Submit Entire Security Profile.

Expanding a Security Model

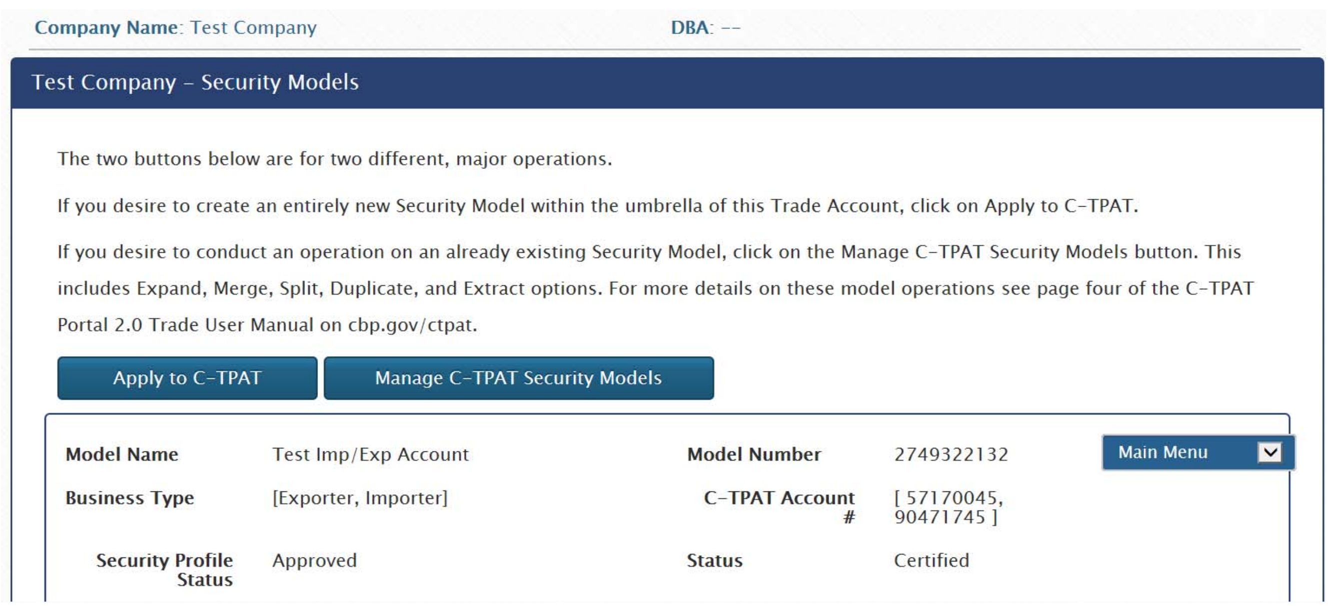
Expanding a Security Model is stretching a current C-TPAT security model to include an additional eligible business type with **identical security practices and procedures** as the existing C-TPAT account.

Expanding your C-TPAT Account:

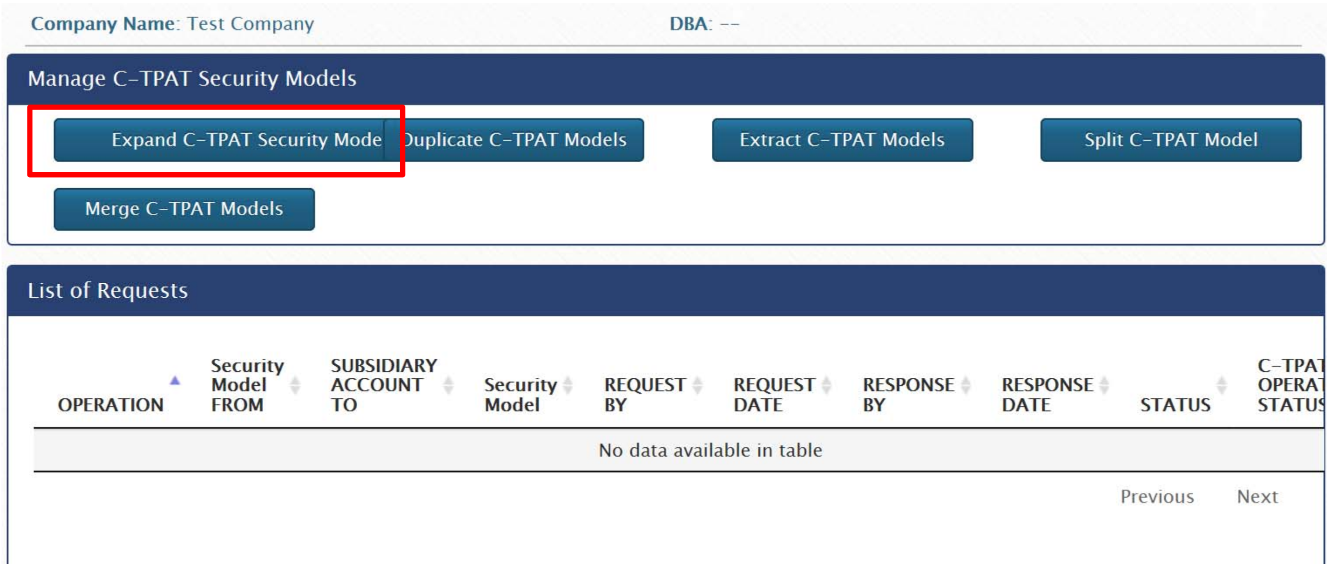
- Requires that both accounts have identical security practices and procedures.
- Requires a request made by a company officer.
- Requires that the request be approved by C-TPAT Management.

To make a request to expand your current C-TPAT Security Model to include an additional eligible business type:

(1) Log into the C-TPAT Portal, and click on the Trade Organizations(s) and select the trade account.
(2) Click on *C-TPAT Accounts* in the middle left side menu in the Partnership Programs Help box.
(3) Click *Manage C-TPAT Security Models*.

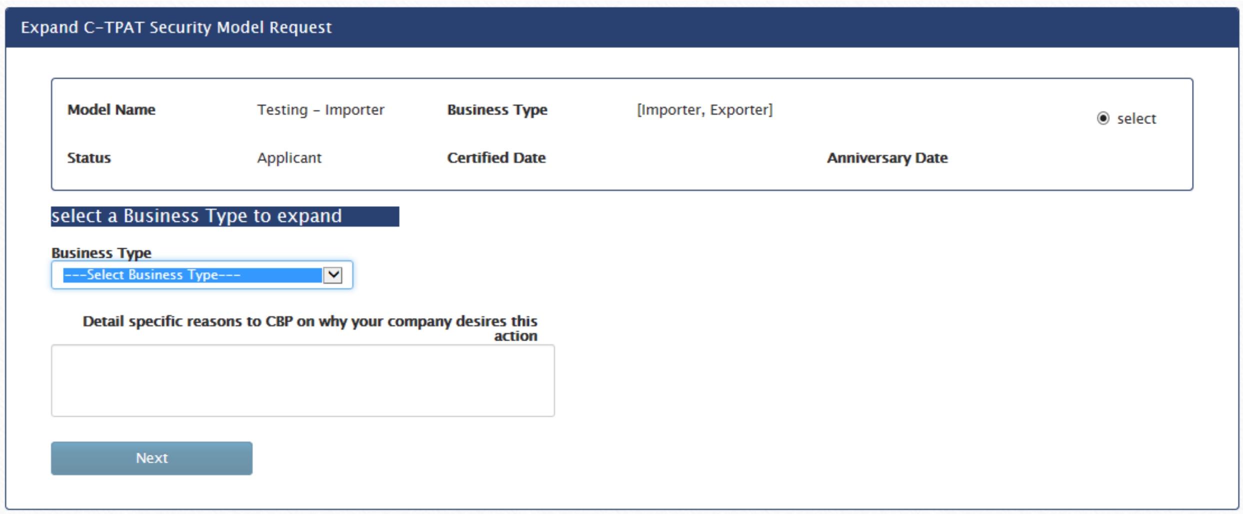


(6) Click on the Expand C-TPAT Security Model option



(7) Select the Security Model you would like to expand by clicking the radio button on the right side.

(8) Select an additional business type to add to the security model. Note you will only be permitted to add one additional business type per request.
(9) Give a detailed reason for expanding your Security Model to include a new business type.



(10) Answer the eligibility criteria and enter the business entity identifiers associated with the new business type.
(11) The request to expand will be reviewed by C-TPAT management. Once the request is approved, you will be prompted to complete a security profile with both common criteria among the business types in the security model, as well as the unique criteria for the additional business type. Note the common criteria should include the security practices and procedures of both business types present in the model.

Splitting a Security Model

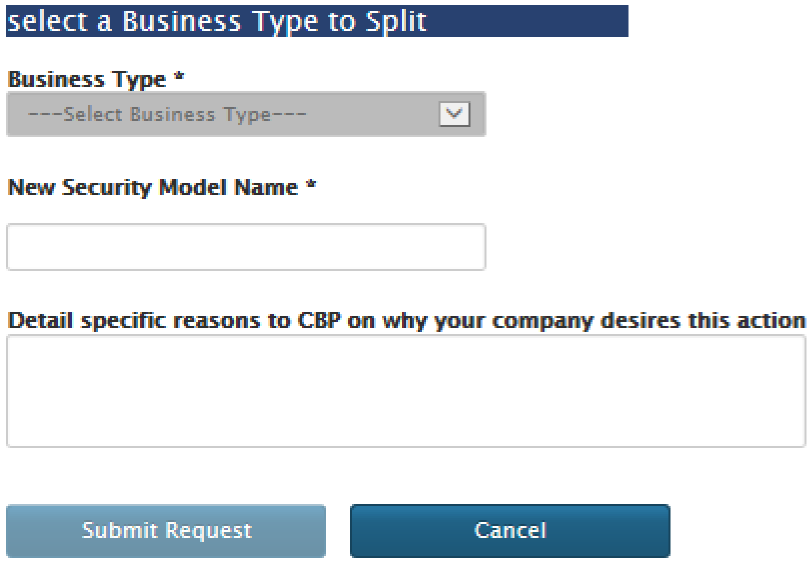
Splitting allows the trade ability to request to separate a multi-mode C-TPAT Security Model into two security models to manage them separately to support corporate divestitures.

Splitting your C-TPAT Security Model:

- Requires that a C-TPAT Security Model in good standing have two or more business types associated with it.
- Requires a request made by a company officer.
- Requires that the request be approved by C-TPAT Management.

To make a request to split your current C-TPAT Security Model into two security models:

(1) Log into the C-TPAT Portal, and click on the Trade Organizations(s) and select the trade account.
(2) Click on *C-TPAT Accounts* in the middle left side menu in the Partnership Programs Help box.
(3) Click *Manage C-TPAT Security Models*.
(4) Click on the Split Security Model link.
(5) Select a Security Model from the list, the select the business type to split from the model. **NOTE: Only one business type can be split per request.**



(6) Provide a name for the new security model, then give a detailed reason for splitting this business type from your Security Model.
(7) The request to split a business type from your Security Model will be reviewed by C-TPAT management. Once the request is approved, you will be prompted to review the security profiles for both security models and submit to the SCSS for approval.

Extracting from a Security Model

Extracting allows the trade ability to request to separate a multi-mode C-TPAT Security Model into two security models and withdraw the split business type to support corporate divestitures.

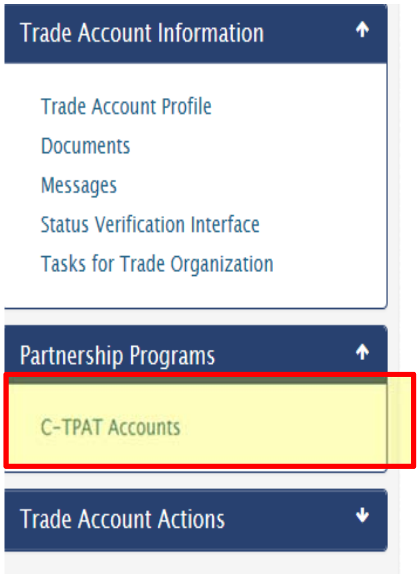
Extracting a business type from your C-TPAT Security Model:

- Requires that a C-TPAT Security Model in good standing have two or more business types associated with it.
- Requires a request made by a company officer.
- Requires that the request be approved by C-TPAT Management.

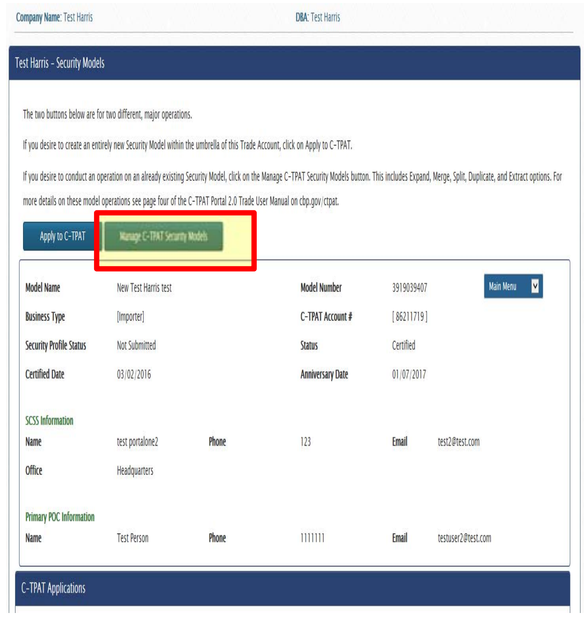
To make a request to extract a business type from your current C-TPAT Security Model into two security models:

(1) Log into the C-TPAT Portal, and click on the Trade Organizations(s) and select the trade account.
(2) Click on *C-TPAT Accounts* in the middle left side menu in the Partnership Programs Help box.
(3) Click *Manage C-TPAT Security Models*.
(3) Click on the **Extract Security** Model link.
(4) Select a Security Model from the list, then select the business type to extract from the model. **NOTE: Only one business type can be extracted per request.**
(5) Provide a name for the new security model, then give a detailed reason for extracting this business type from your Security Model.

Step **One**:

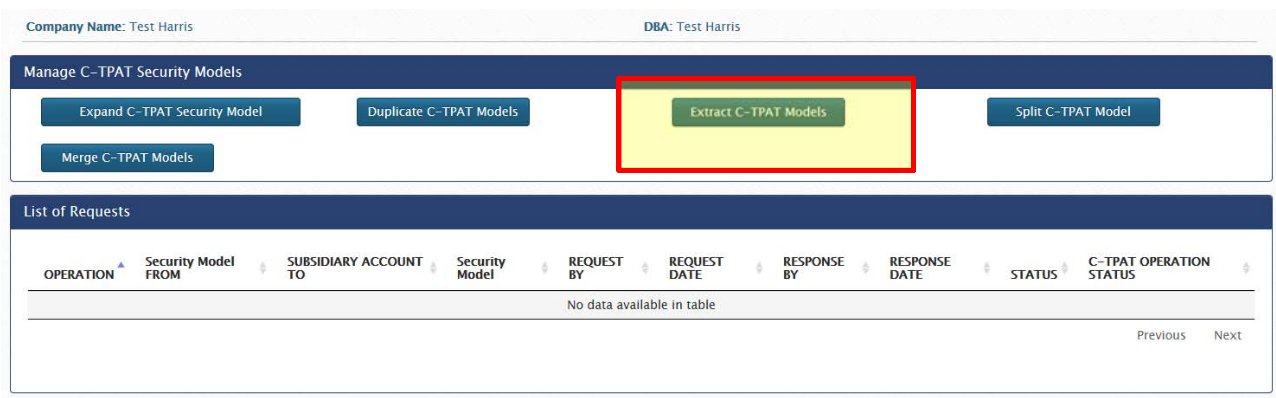


Step **Two**: Select Manage C-TPAT Security Models



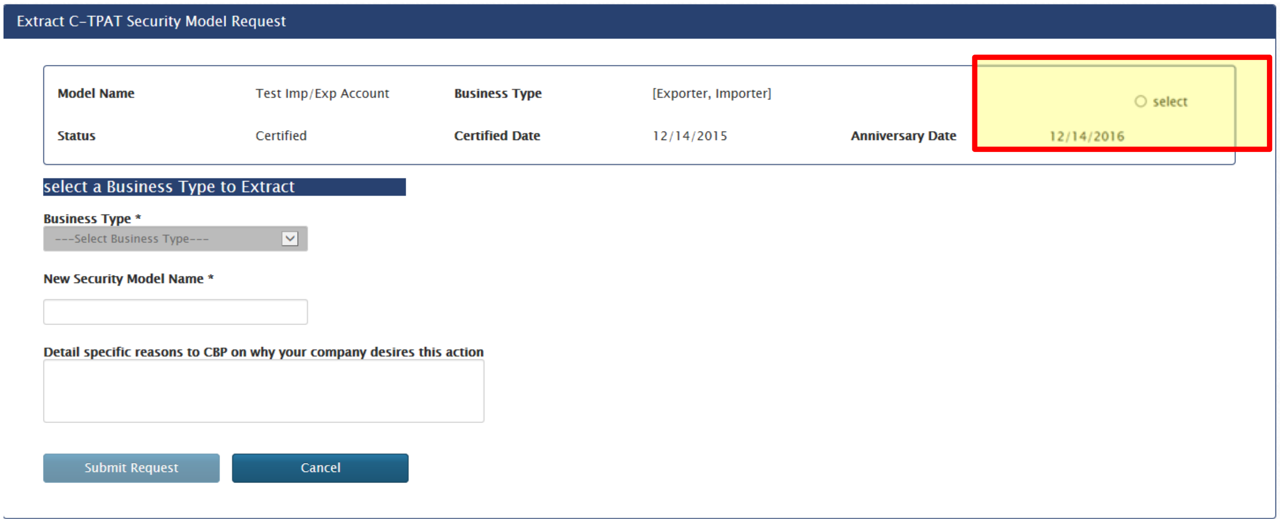
Step **Three**:

Select the Extract C-TPAT Models button:



Step **Four**:

Click on: ○ select located to the far right of the screen as shown below:

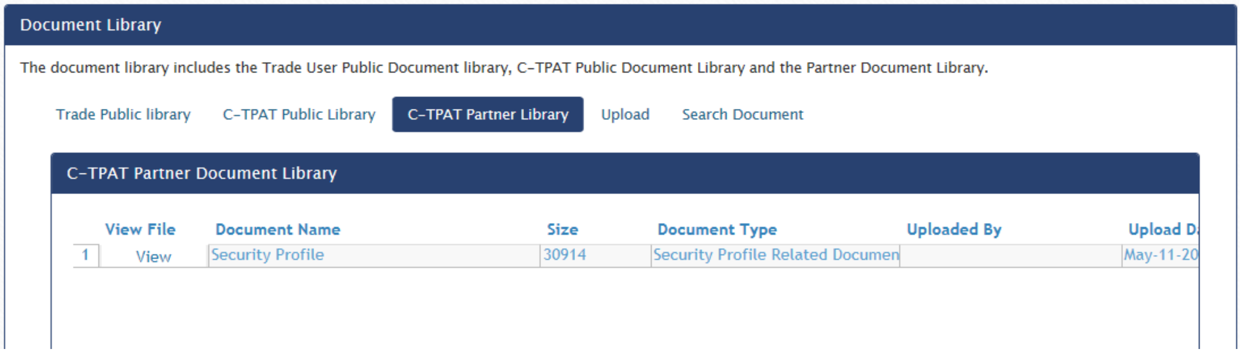


Step **five**: Select a Security Model from the list:

The request to extract a business type from your Security Model will be reviewed by C-TPAT management. Once the request is approved, the business type will be removed from your existing Security Model and withdrawn. You will be prompted to review the security profile for the remaining active security model and submit to the SCSS for approval.

Document Library

The Document Library includes the C-TPAT Partner Library and the Partner Document Exchange, in addition to the Public Library, accessible by all of those users with a Trade Account.



Public Library

All users in a Trade Account will have access to documents in the Trade Public Document Library. A user need not be associated as a Contact in a C-TPAT account to have access to this library. To access the Trade Public Document Library, click on ***Documents*** in the Trade Account Information box on the left side of the screen. Click on the ***Public Library*** tab. Only CBP C-TPAT Administrative personnel are permitted to upload documents into this library.

C-TPAT Partner Library

All users associated as a Contact in a C-TPAT account will have access to documents in the C-TPAT Partner Library. To access the C-TPAT Partner Library, click on Documents in the Trade Account Information box on the left side of the screen, and select ***Documents*** from the options. Then click on C-TPAT Partner Library. Only CBP C-TPAT Administrative personnel are permitted to upload documents into this library.

To open a document, click <View File> on the document row.

Partner Document Exchange

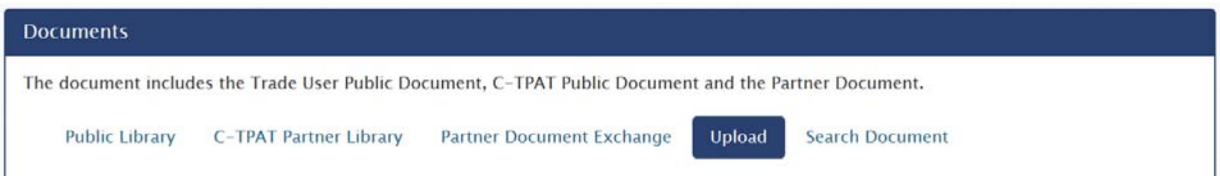
A trade user associated as a contact with a C-TPAT account will have access to the Partner Document Exchange specific for that account. Any documents uploaded as part of a Security Profile or Validation Response in the C-TPAT Portal will be stored in the Partner Document Exchange, tagged to the location in the C-TPAT Portal from which the document was uploaded.

Accessing Documents

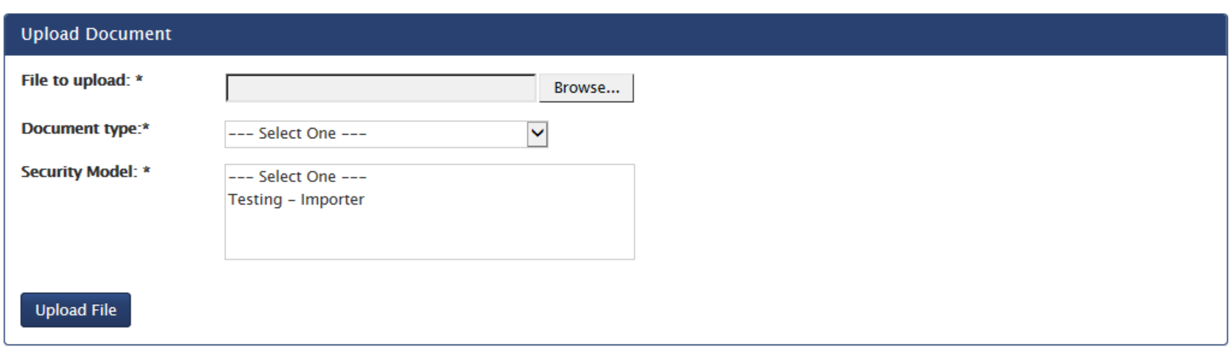
To access the C-TPAT Partner Library, click <Documents>, and select the <C-TPAT Partner Library> tab.

Uploading Documents

To upload a document to the Partner Document Exchange, select the <Upload> tab shown below.



Choose the desired document from your local network or workstation, and specify the *Document type* from the drop down list and the C-TPAT Security Model to which the document is associated from the drop down lists provided. **Note: Any documents uploaded as part of a Security Profile and in the Validation Response in the Partner Portal will be stored in the C-TPAT Partner Library, tagged to the location in the C-TPAT Portal from which the document was uploaded.**

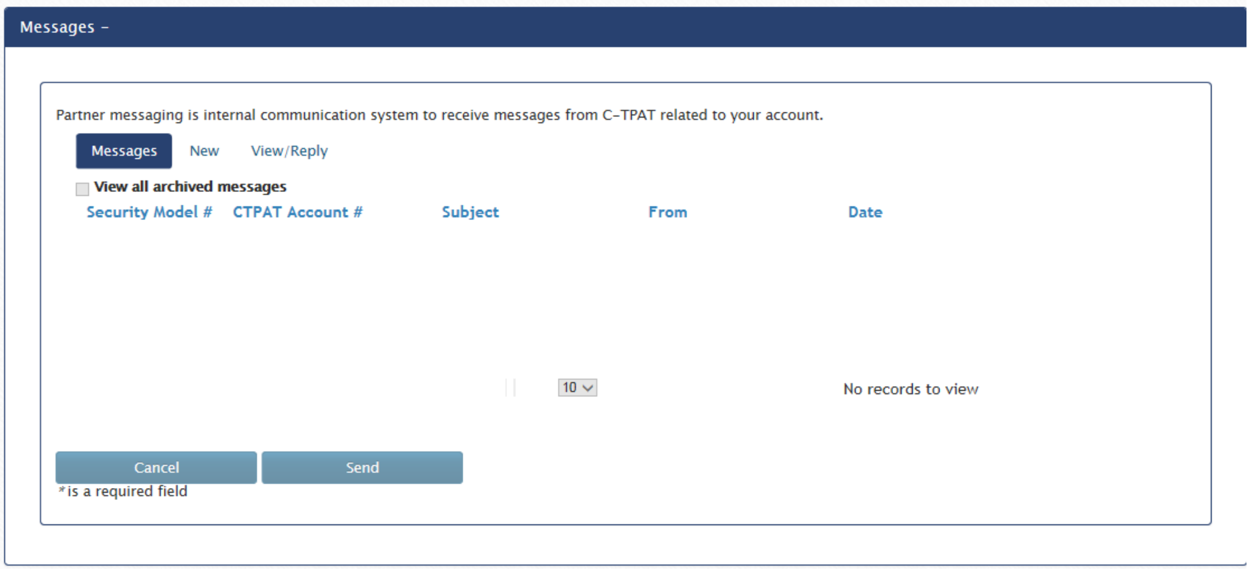


Updating Document Titles

To change the document title of an uploaded document, click on the title and make alterations to the desired document. When alterations are complete, click <Save Changes>. The document name will change, and the old version of the document will be stored in the document archive.

Messages (*The third option on the left side of the screen under Trade Account Information*)

Messages are an internal communication system to record correspondence between Trade Partners and the SCSS assigned to your C-TPAT account. Only trade users who are associated as a Contact in a C-TPAT account will be permitted to view, reply to, or send new Messages.



Viewing and Replying to Messages

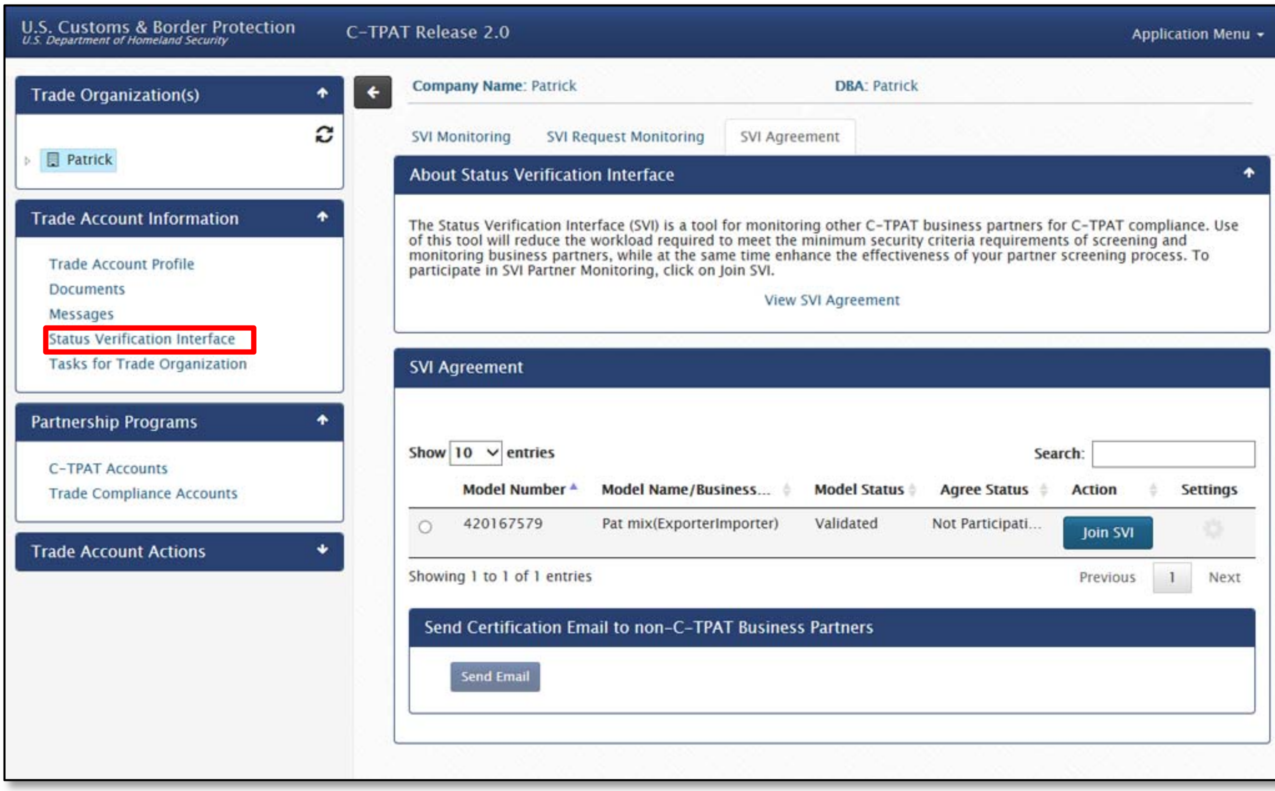
To view or reply to a message, select the corresponding Trade Account, then select <Messages> from the left side menu. Messages appear in the table chronologically, with the newest message first, and unread messages highlighted grey. Double click on the line of the Message you want to view. The message text and thread (all replies to the message) will appear below the reply window in chronological order, with the newest message at the top. Type a message in the box provided and click <Send>. The updated message thread will appear under the Messages tab. To abandon this reply and return to unread Messages, click Cancel.

Sending New Messages

To send a new message to your SCSS, select the corresponding Trade Account, then select <Messages> from the left side menu. Click the <New> tab, and a blank message will appear in the window. Select your C-TPAT account from the list, type the subject and body of the message, upload a related file, if necessary, and click Send. The New message will now appear as a message thread under the messages tab. To abandon any changes and return to the Messages tab, click Cancel.

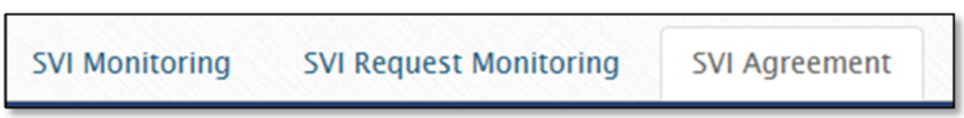
Status Verification Interface (SVI - Partner Monitoring)

SVI or Partner monitoring allows C-TPAT Partners to track the C-TPAT status of their business partners. It is located on the left of the screen in the Trade Account Information navigation box; see below:



Navigating Through SVI

The SVI system is operated and managed through 3 tabs.



Each tab has a specific SVI tasks associated with it. They are,

SVI Monitoring: Provides current list and status of your SVI partners and requests. Also provides capability for users to download a Microsoft Excel spreadsheet of their SVI partners.

SVI Request Monitoring: Enable users to search for and send SVI requests to C-TPAT Partners participating in SVI.

SVI Agreement: Where users agree to Join SVI, manage settings, and email C-TPAT Certification emails to non C-TPAT Business Partners.

SVI Requirements

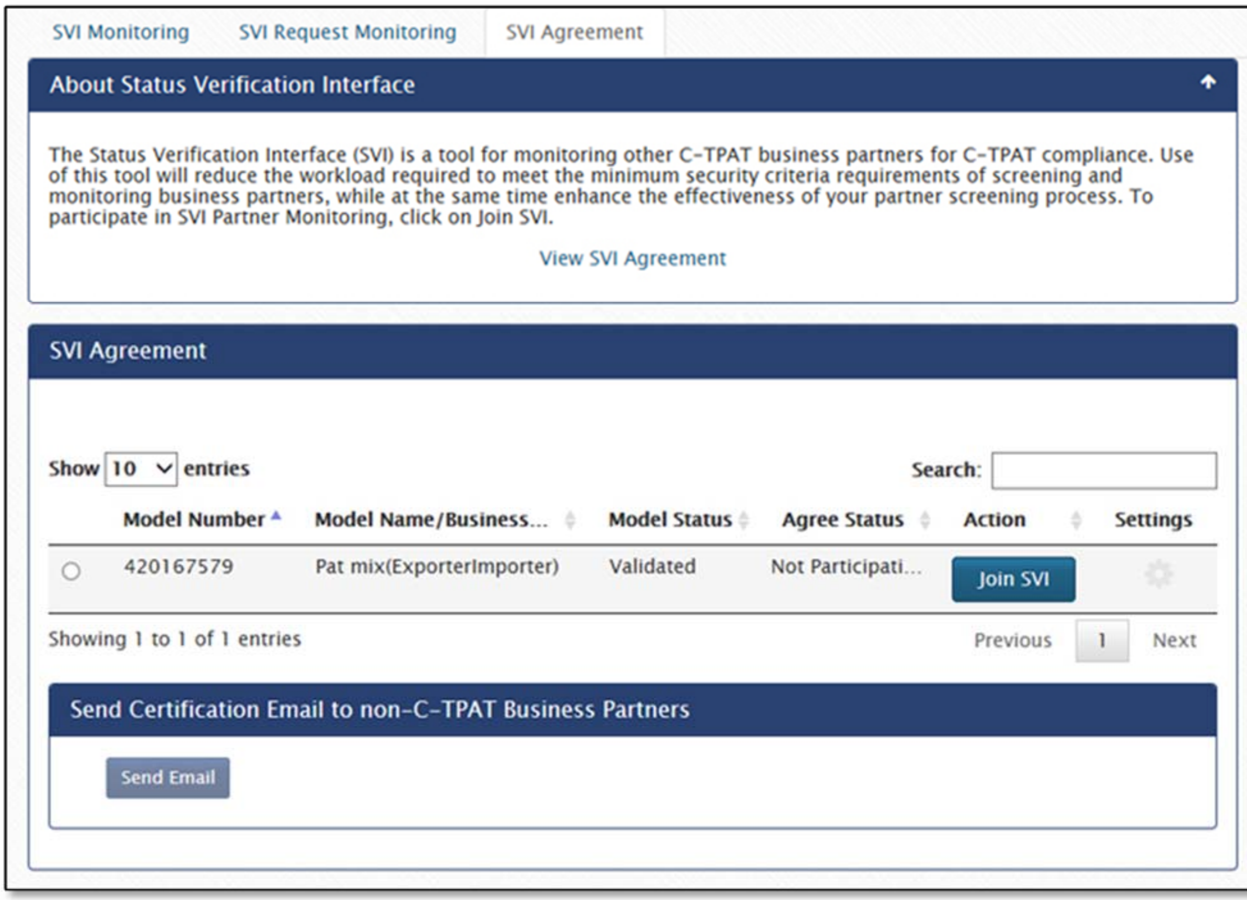
To participate in SVI, a company must:

(1) Have a Certified C-TPAT account in good standing.

(2) Consent to share your status with other companies, as is stated in the SVI Agreement. *NOTE: If SVI agreement is revoked, your company will be removed from all Partners Monitoring You and all Partners You are Monitoring.*

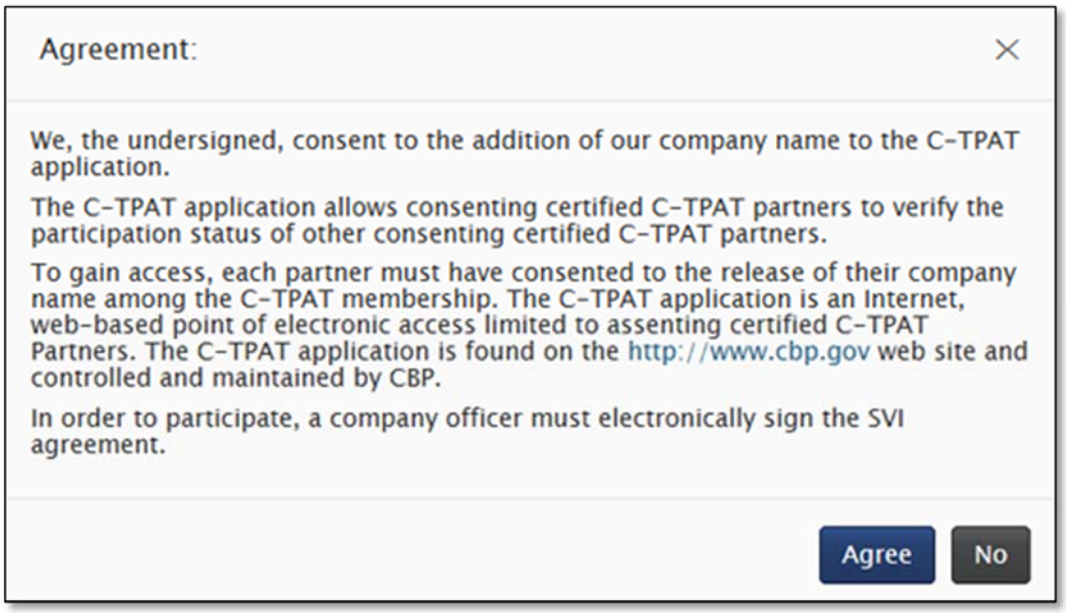
Joining SVI

To participate in SVI, navigate to the “SVI Agreement” tab, select on the desired Model Name and then click on the “Join SVI” button.



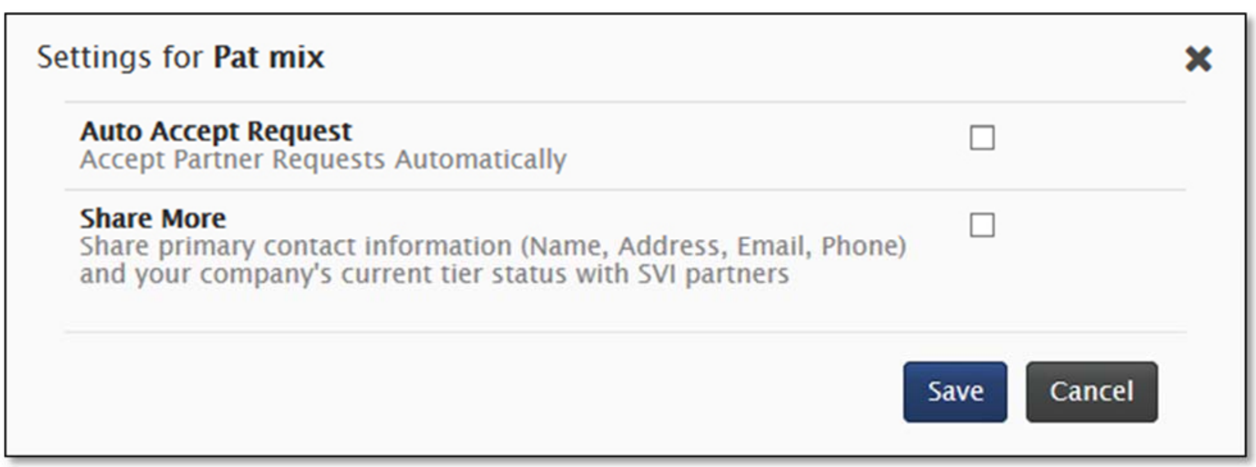
Note: If you are already participating in SVI, the “Join SVI” button will say “Withdraw”.

Once the user clicks on the "Join SVI" button, the SVI agreement will appear and will prompt the user to either agree or to cancel.



SVI Settings

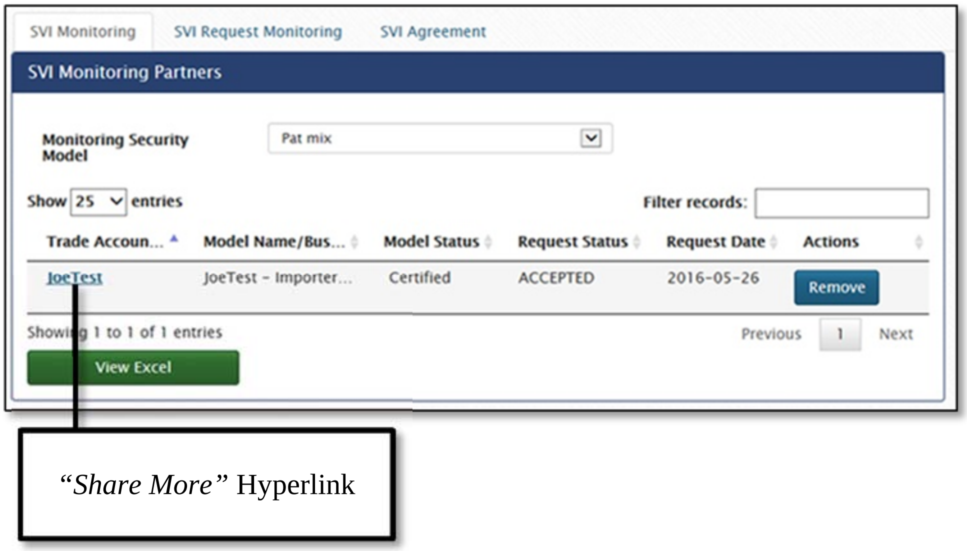
Once the agreement is accepted, the SVI settings daialog box will appear. Users can always change setting at any time by clicking the Settings icon from the SVI Agreement tab.



Auto Accept Request: When checked, the Portal will automatically except all incoming requests from other partners.

Share More: When checked the Portal will provide other partners additional information that you have agreed to provide.

When a user chooses to share additional information with the *Share More* option, their name will appaear as a hyperlink to all of their SVI partners. To view additional partnerner details, click the hyperlink.



"Share More" detial.

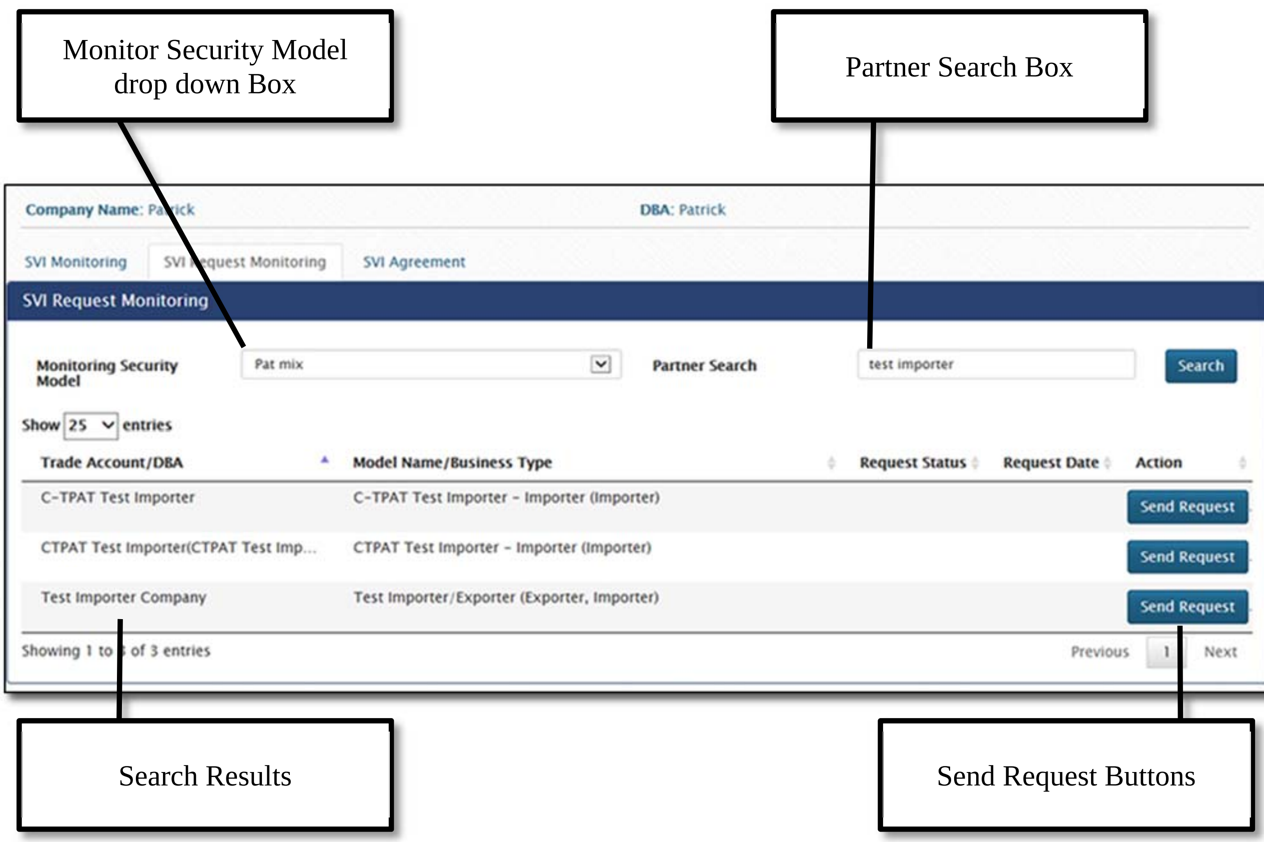
Sending Requests

To request a Partner to monitor you:

(1) Click SVI Request Monitoring tab.
(2) From the Monitoring Security Model drop down box, select security model to share.
(3) In the Partner Search box, type the company name you want to find and click the <Search> button. You may enter as few as 3 characters of the name, as long as the characters (including spaces and special characters) appear consecutively within the name. For instance, if a company's name is "ABC Trucking" you may find them by typing in ABC or C T or kin, but not by typing BCT (no space between the C and the T).

    Note: Only companies that have accepted the SVI Partner agreement and are currently in Certified status or above will appear in the results.

(4) Click in the <Send Request> button by the company that you want to monitor.



Accepting, Denying, and Blocking Requests

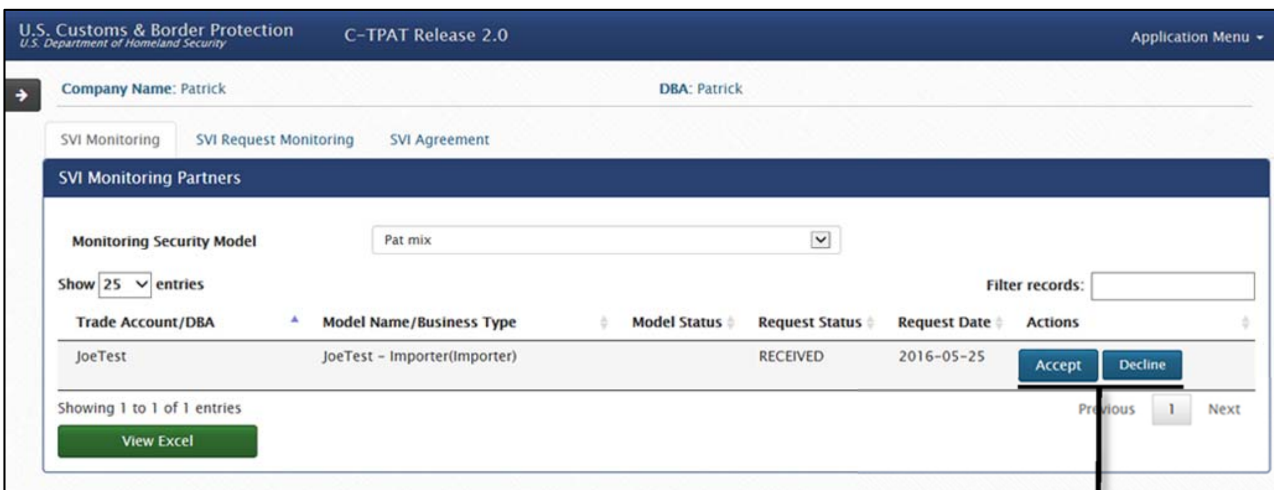
Unless the users has selected to Auto Accept in the settings dialog box, each new incoming SVI request will need to accepted or declined by the recipient. Even if the request is accepted, either monitoring partner may stop all monitoring at any time from the SVI monitoring Tab by clicking the Remove button.

To accept a request to monitor a Partner:

(1) Go to the Status Monitoring tab.
(2) Click the ACCEPT button for the requesting partner.

To decline an incoming request:

(1) Go to the Status Monitoring tab.
(2) Click the DECLINE button for the requesting partner.



Accept or Decline SVI request buttons

The decline button works as a toggle that has two options, they are: Decline and Remove Block. With each click the button will change to the next action.

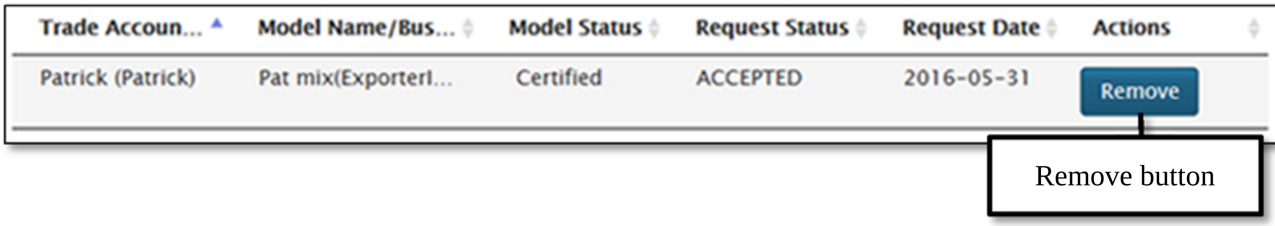
Click to deny the request. By doing so the user will automatically block any new requests from the sender.

Click to remove the block. By doing so, the user will remove the block allowing new requests from the sender.

Stop Monitoring Partners

A user can stop monitoring a partner at any time they choose. To stop monitoring a partner:

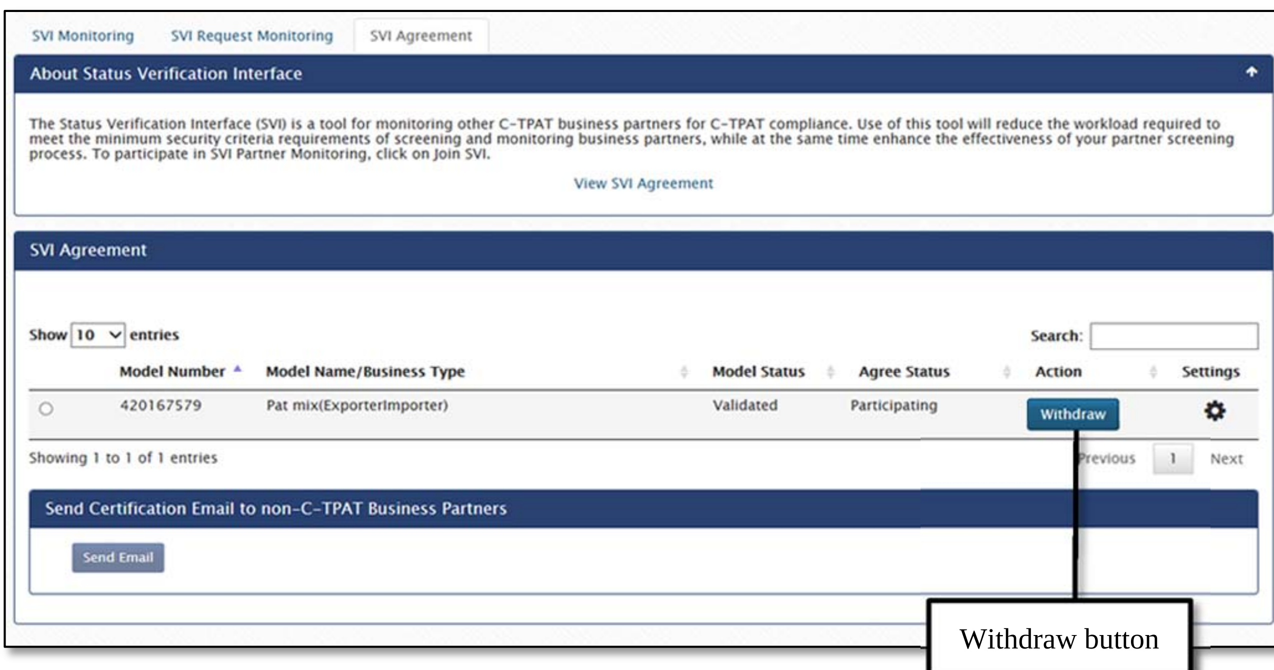
(1) Navigate to the SVI Monitoring tab.
(2) Click the Remove button associated with the partner that you wish to stop monitoring.



Quitting SVI

C-TPAT Partners may withdrawal from and rejoin the SVI program at any time. Upon withdrawal from the SVI program, all existing links with monitoring companies will be broken and the Partner will no longer be visible in the SVI system.

To withdrawal from SVI, navigate to the "SVI Agreement" tab, select on the desired Model Name and then click on the "Withdraw" button.



European Union Authorized Economic Operator (AEO) Registration

On May 4, 2012, the United States of America (U.S.) and the European Union (EU) signed a decision on the Mutual Recognition of their respective trade partnership programs, namely the Customs-Trade Partnership Against Terrorism (C-TPAT) program in the U.S. and the (AEO) program in the EU.

The exchange of program information and the granting of benefits to operators holding a membership status in the respective trade partnership programs are implemented in two phases. Following the launch of the information exchange of EU AEO members in July 2012, manufacturers and exporters shipping to the U.S. started to receive a reduction of their targeting scores in CBP's Automated Targeting System.

CBP's targeting system cannot process the EU Economic Operator Registration and Identification Scheme (EORI) number. It can only process information linked to a Manufacturer's Identification Number (MID) or an Importer of Record Number (IOR). In order for AEO manufacturers and exporters to get a reduction in their targeting score in CBP's targeting system, a "matching procedure" to associate EORI numbers and MID numbers was established. U.S. CBP created a web application where AEO manufacturers/exporters may register their EORI numbers and associate them with their MID number(s). IMPORTANT: this applies only to manufacturing or exporting companies in the EU. Other EU AEOs do not need to register. Companies outside the EU may not register.