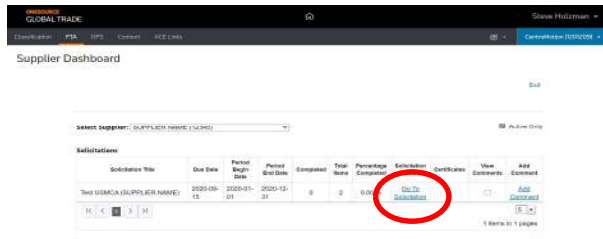


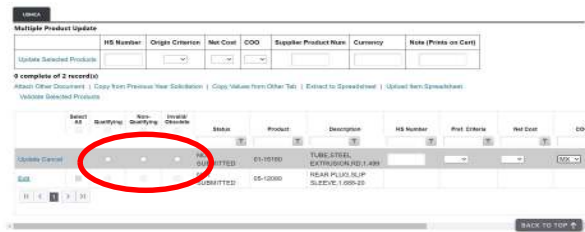
1) Click on the link in the email



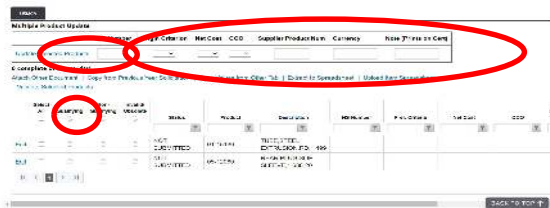
2) Click on "Go To Solicitation"



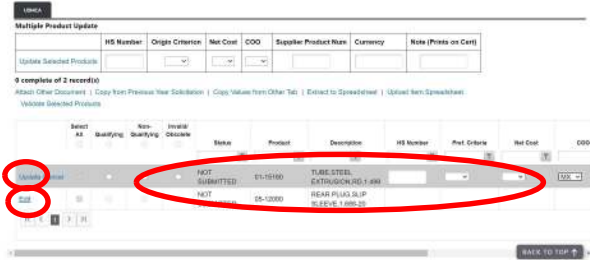
3) Click on Qualifying/Non-Qualifying/Invalid for EACH item



4) A) To mass update all items
Click on "select all" then update the data in the top grid then click "update selected products"

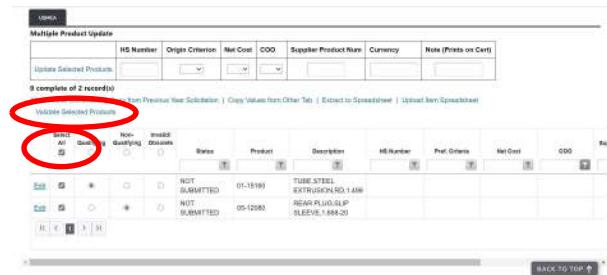


4) B) to update items one-by-one
Click on "edit" then update the data on the bottom grid then click "update"

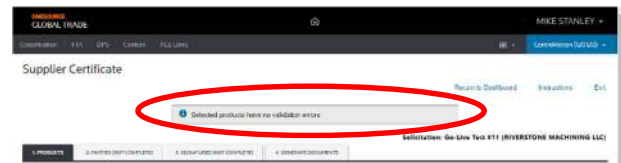


NOTE 1: HTS numbers must be populated!
NOTE 2: For non-qualifying items HS Number and COO must be populated. For qualifying items HS Number, Origin/Pref Criteria, Net Cost, and COO must be populated
NOTE 3: For the definitions of Origin/ Preference criteria or Net Cost hover over the field with your cursor and the system will pop-up a description of each option or selection

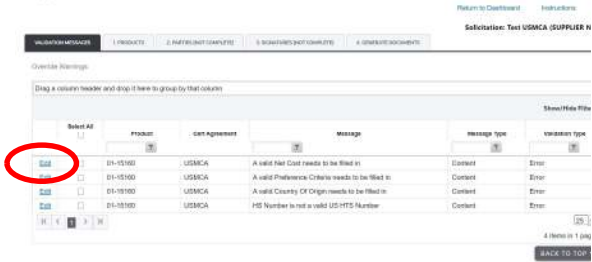
5) Validate the items
Click on "select all" and then click on "Validate Selected Products"



6) A) Review the result of validation – If there are no issues a message of "selected products have no validation errors" will appear. Then go to the next tab

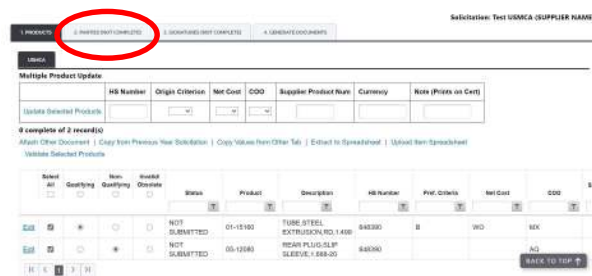


6) B) Review the result of validation – If at the top of the page, the system indicates error then to address any issues click on "edit"

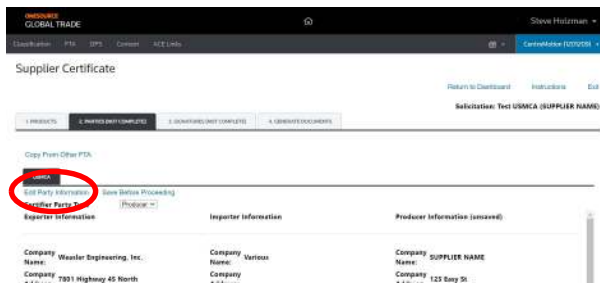


NOTE: After clicking “Validate Selected Products” all updates need to be made on THIS tab. You will NOT be able to make updates on the “Products” tab

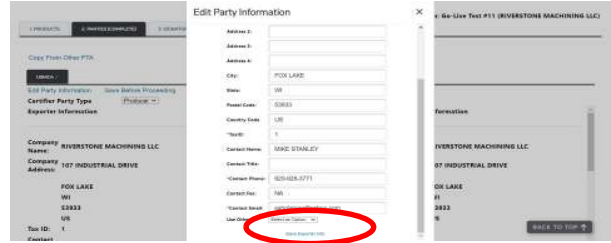
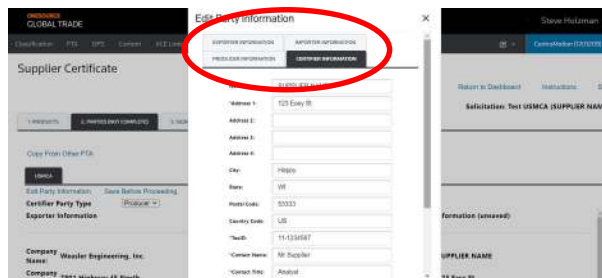
7) Click on the “2. PARTIES” tab



8) Click on “Edit Party Information”



9) Click on 3 tabs (Exporter, Producer, AND Certifier) and verify that all fields with a red * have data populated – Then scroll down to the bottom of each page and click “save”

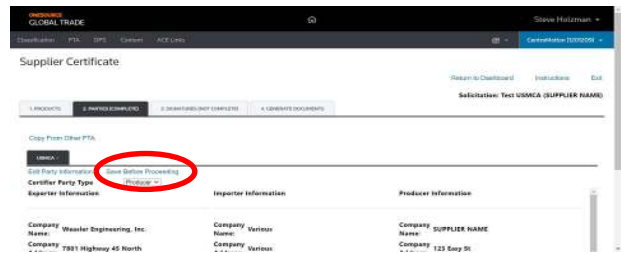


Click “X” at the top to exit the screen

NOTE: TAX ID is a REQUIRED field

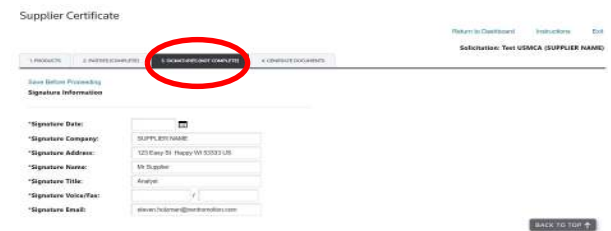
NOTE 2: You MUST complete the information in the Exporter, Producer, AND Certifier tabs

10) Click “Save Before Proceeding”

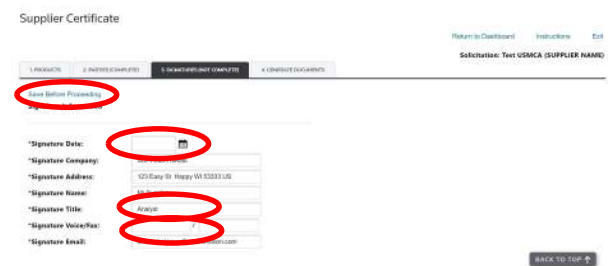


NOTE: On the tab name you should see the status change from “Not Complete” to “Complete”

11) Click on “3. SIGNATURES” tab

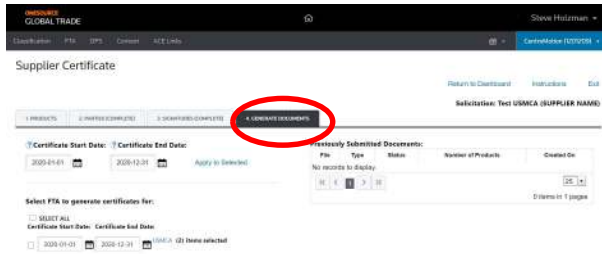


12) Populate the date, title, AND phone number - verify all other information and then click on “Save Before Proceeding”

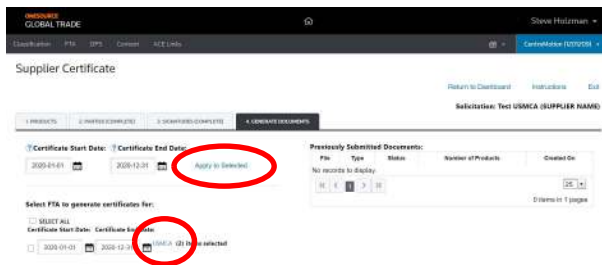


NOTE: on the tab name you should see the status change from “Not Complete” to “Complete”

13) Click on “4. GENERATE DOCUMENTS” tab



14) Click on “Apply to Selected” and then “USMCA”

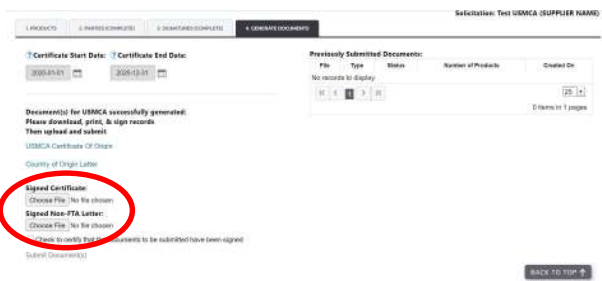


NOTE: Please validate that all start and end dates have the year 2022

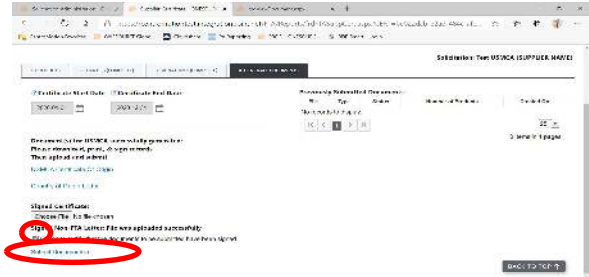
15) Documents will be generated. Click on the link for each document. **Print. Sign. Scan.**



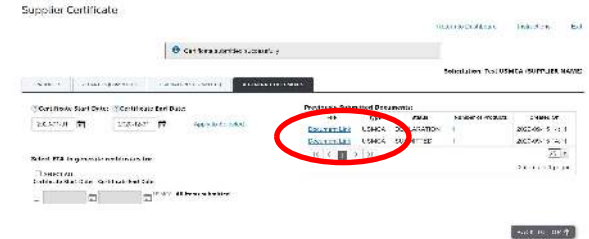
16) Upload each document – click on “Choose file”



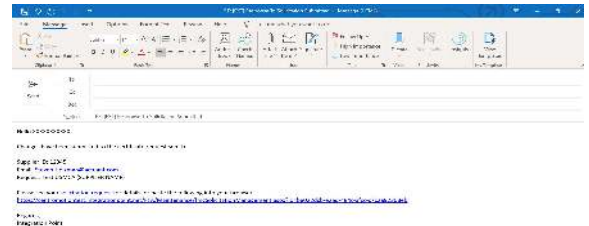
17) When complete, click the check box to “Check to certify that the documents to be submitted have been signed” and then click “Submit Documents”



18) The system should now show your documents uploaded to the system.



19) You should then receive an email that your response was submitted



20) If your documents are accepted you will receive no further communication. If for any reason your documents have an issue you will receive a rejection notice. Please click on the link to update your submission.

