



United States
Department of
Agriculture

Veterinary Services Process Streamlining Animal Import Module (AIM) On-Line Process for Land Border Port Importers/Brokers

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Helpful Tips Section

VSPS website: <https://vsapps.aphis.usda.gov/vsps>

Pop-up Blockers: Before logging into a Veterinary Services Process Streamlining (VSPS) module, turn off/disable your web browser's pop-up blocker function.

Required fields: In VSPS, you must enter information into the fields next to text with a red-colored asterisk (*).

Warning!

DO NOT use the browser back button in the VSPS application. Doing so will kick you out of the application. Instead, use the 'breadcrumbs' at the top of the screen:
For example: [VSPS Home](#) | [Animal Import](#) | [Routine Import](#) |

Scope:

This job aid provides instructions for the Importer/Broker to use when working in the VSPS Animal Import module. The action items reflect the process flow diagram. Importation Request will sometimes be referred to as "IR".

For problems with your eAuthentication username/password:

eAuthentication Helpdesk: 1-800-457-3642 (Option 1)
eAuthHelpDesk@ftc.usda.gov

For problems with using VSPS contact:

VS.VSPS.U.S.Imports.Help@aphis.usda.gov

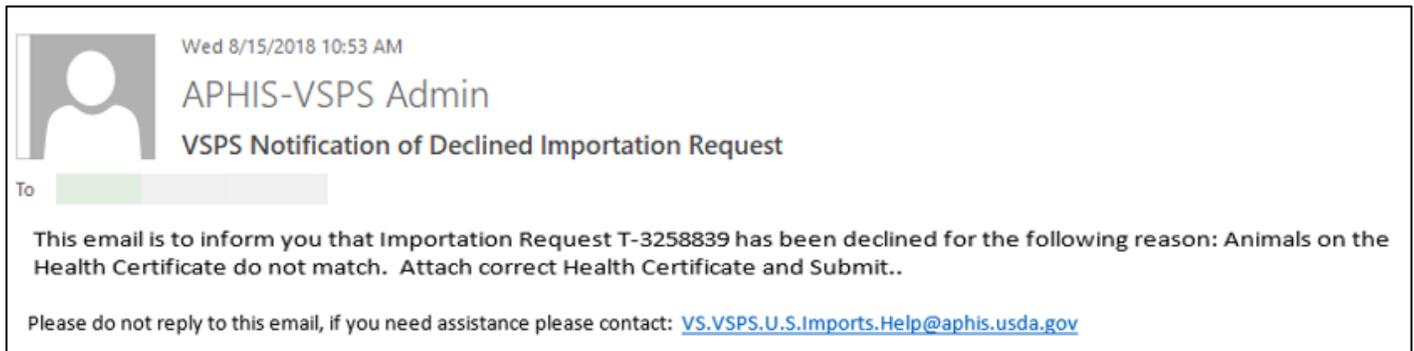
Updating a Declined Importation Request

Note: These instructions can be used if you need to update information on your Importation Request.

You can edit the Importation Request as long as the status is: Initial or Submitted to Port.

- If after submitting an Importation Request to a port, the port finds something on the Importation Request that needs to be changed, they will Decline it and enter comments for what needs to be changed.
- An email will be sent to the person that created the Importation Request notifying of the changes required.
- The person that created the Importation Request will need to edit the Importation Request, and submit it again.

The email will look something like the below example:



When an Importation Request is Declined by the port, the status of the Importation Request will switch back to 'Initial' so the person that created the Importation Request can make the needed changes.

Find the Importation Request Document Number by doing the following:

1. Click on Animal Import on the left blue navigation area,
2. Click Route Import,
3. Click Find Existing Importation.

Enter the Document Number from the email into the Document Number search box and click **Search**.

Importation Request Search Criteria

Port of Arrival:

Search By Name: (first name or last name or first and last name, these values must be separated by a single space. User can also use a wildcard *)

Importer:

Broker:

Destination:

Shipper:

Consignee:

Date of Entry: through

Document Number:

Customs Entry Number:

Reservation Number:

Status:

Species:

Unit Type:

Animal ID:

Attached Document Type:

Purpose:

Destination State:

Click **Edit** under the Action area:

Action	Document Number	Port	Broker	Importer	Species	Unit Types	Count	Purpose	Origin	Status
[Edit] [Copy] [Copy w/Animals] [Void]	T-3258839	Santa Teresa, New Mexico		Tracey Samuelson Bismarck, North Dakota	Bovine	Live Animal	1600	Feeding	Chihuahua, Mexico	Initial

Look in the Reason for Decline area to see what changes need to be made.

Importation Request Summary: T-3258839
Customs Entry Number: 614-4015110
Port of Arrival: Santa Teresa, New Mexico
Status: Initial
Country of Origin: Mexico
Port of Embarkation: Chihuahua, Mexico
Health Certificates: health certificate number 123
Date of Entry: 05/14/2018

Reason for Decline: Animals on the Health Certificate do not match. Attach correct Health Certificate and Submit.

[Audit]

Click on **Edit Information** if any of the following information needs to be updated:

- Date of Entry,
- Importer, Broker,
- Destination,
- Shipper,
- Consignee,
- Customs Entry Number,
- Vehicle Identifiers, or
- Health Certificate Numbers

Importation Request Summary: T-3258839
Customs Entry Number: 614-4015110
Port of Arrival: Santa Teresa, New Mexico
Status: Initial
Country of Origin: Mexico
Port of Embarkation: Chihuahua, Mexico
Health Certificates: health certificate number 123
Date of Entry: 05/14/2018

Reason for Decline: Animals on the Health Certificate do not match. Attach correct Health Certificate and Submit.

[Audit]

If you uploaded the wrong spreadsheet of animals or need to remove or update some animals from the Importation Request you would click **Edit** next to the animal group under the Animal Groups section.

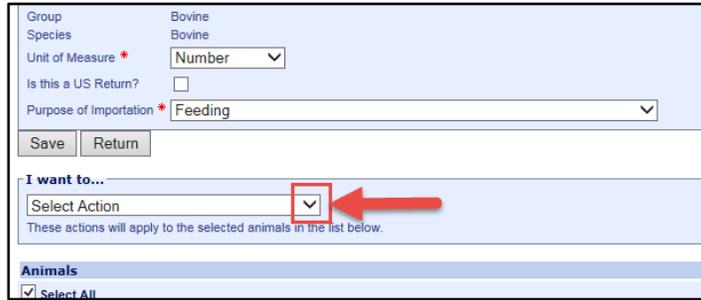
Animal Groups

Action	Species	Count	Gender	Age Range	Purpose	US Return	Health Certificate(s)
[Edit] [Copy]	Bovine	300	Number Castrated Male	12MONTHS - 26MONTHS	Feeding	No	12345678

Animal Management

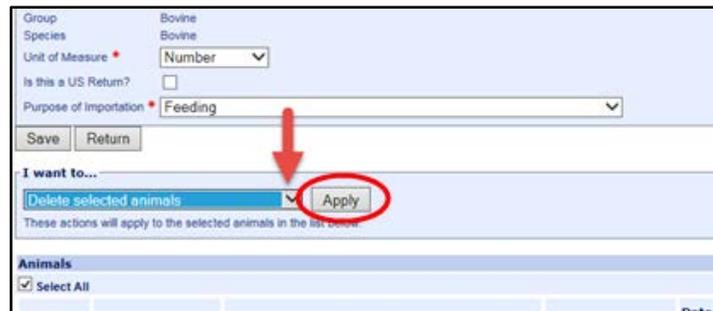
To delete the entire list of uploaded animals so you can upload a new spreadsheet:

Under the **I want to...** section, click the drop down arrow next to the select action box.

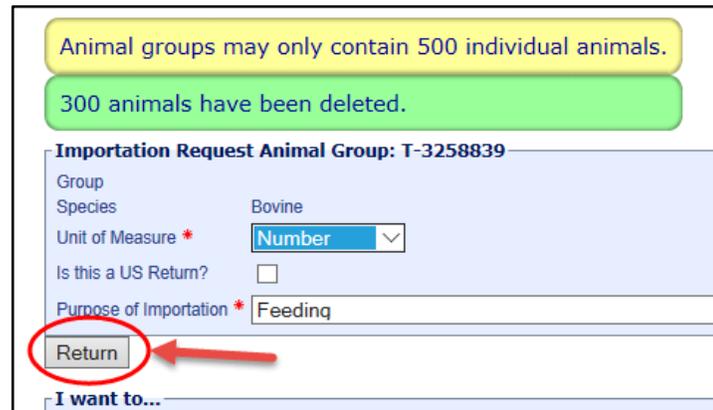


Select **Delete Selected Animals** and click **Apply**.

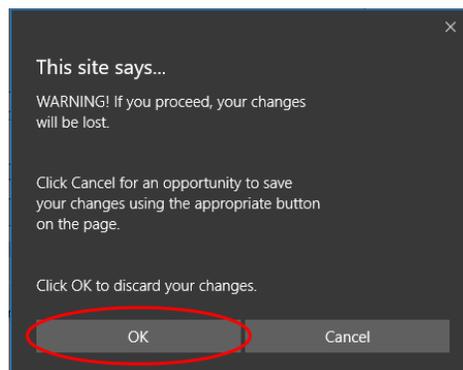
Since all animals are selected this deletes **ALL** animals.



After animals have been deleted, click the **Return** button.



Click **OK** on the warning screen:



Click **Create Animals** to upload the new spreadsheet of animals:

The screenshot shows a web interface with a button labeled "Create Animals" circled in red. A red arrow points to this button from the right. Below the button, there is a section titled "Animal Groups" with a table header: "Action Species Count Gender Age Range Purpose". Another "Create Animals" button is visible below the table.

If you need to update the Attachments, under the Form Management section:
Click on **View** to view the attachment.
Click on **Delete** to delete the attachment.
Click on **New** to add a new attachment.

The screenshot shows the "Form Management" section of a web application. It lists various forms such as "Importation Declaration (17-29)", "Movement of Restricted Animals (1-27)", "Ectoparasite Collection (5-38)", "Application for Permit (17-129) [New]", "Pet Bird Owner Agreement (17-8)", "Importation Release (17-30)", "Dourine Glanders Report (17-31)", "Importation Refusal (17-30R)", and "Specimen Submission (10-4)". The "Attachments" section is circled in red and contains three items: "Spreadsheet of animals [View] [Delete]", "Health Certificate [View] [Delete]", and "Testing documents [View] [Delete]". A red arrow points to the "Attachments" section.

After the changes are made, click **Submit** to submit the Importation Request to the Port again.

The screenshot shows the "Importation Request Summary" page for request T-3258839. It displays details such as "Customs Entry Number: 614-4015110", "Port of Arrival: Santa Teresa, New Mexico", "Status: Initial", "Country of Origin: Mexico", "Port of Embarkation: Chihuahua, Mexico", "Health Certificates: health certificate number 123", and "Date of Entry: 05/14/2018". The "Reason for Decline" is "Animals on the Health Certificate do not match. Attach correct Health Certificate and Submit." The "Submit" button is circled in red with a red arrow pointing to it. Other buttons include "Edit Information", "Void", and "Return".

Off-Line Actions

Create Animals

Action	Species	Count	Gender	Age Range	Purpose	US Return	Health Certificate(s)	
[Edit] [Copy]	Bovine	300	Number	Castrated Male	12MONTHS - 26MONTHS	Feeding	No	12345678

Create Animals

Form Management

Importation Declaration (17-29) *Movement of Restricted Animals (1-27)*
Select...
Application for Permit (17-129) [New] *Ectoparasite Collection (5-38)*
Importation Release (17-30) *Pet Bird Owner Agreement (17-8)*
Importation Refusal (17-30R) *Dourine Glanders Report (17-31)*
Specimen Submission (10-4)

Attachments [New]
Spreadsheet of animals [View] [Delete]
Health Certificate [View] [Delete]
Testing documents [View] [Delete]

