USDA 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

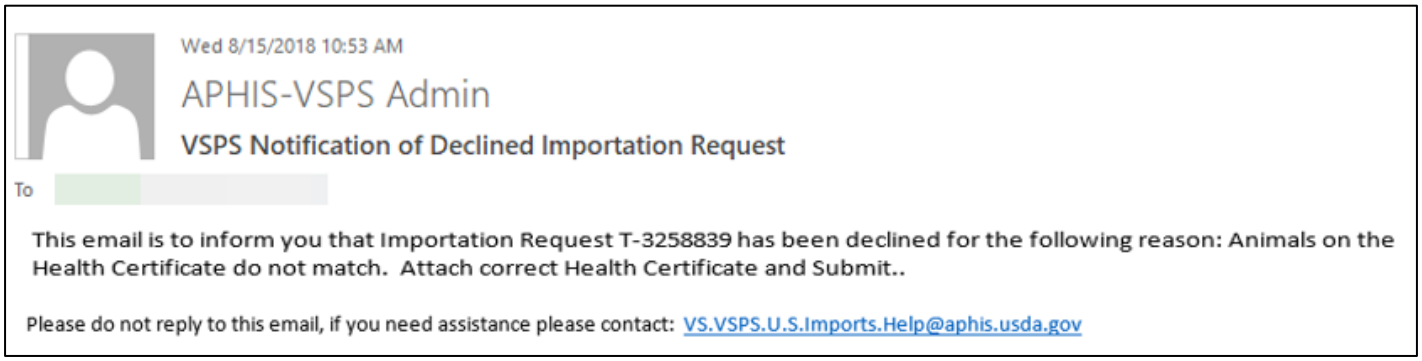
For problems with using VSPS contact:
VS.VSPS.U.S.Imports.Help@aphis.usda.gov

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:


Wed 8/15/2018 10:53 AM

APHIS-VSPS Admin

VSPS Notification of Declined Importation Request

To

This email is to inform you that Importation Request T-3258839 has been declined for the following reason: Animals on the Health Certificate do not match. Attach correct Health Certificate and Submit..

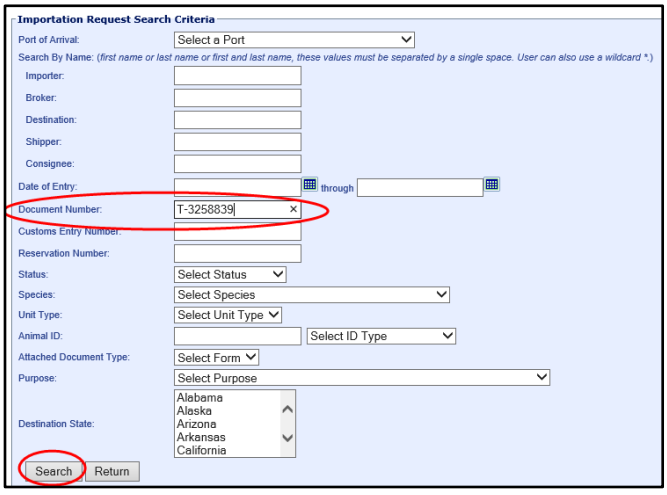
Please do not reply to this email, if you need assistance please contact: VS.VSPS.U.S.Imports.Help@aphis.usda.gov

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.

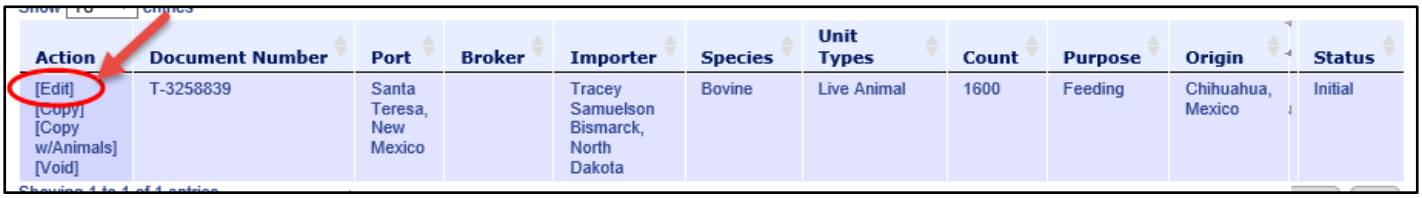
Find the Importation Request Document Number by doing the following:

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

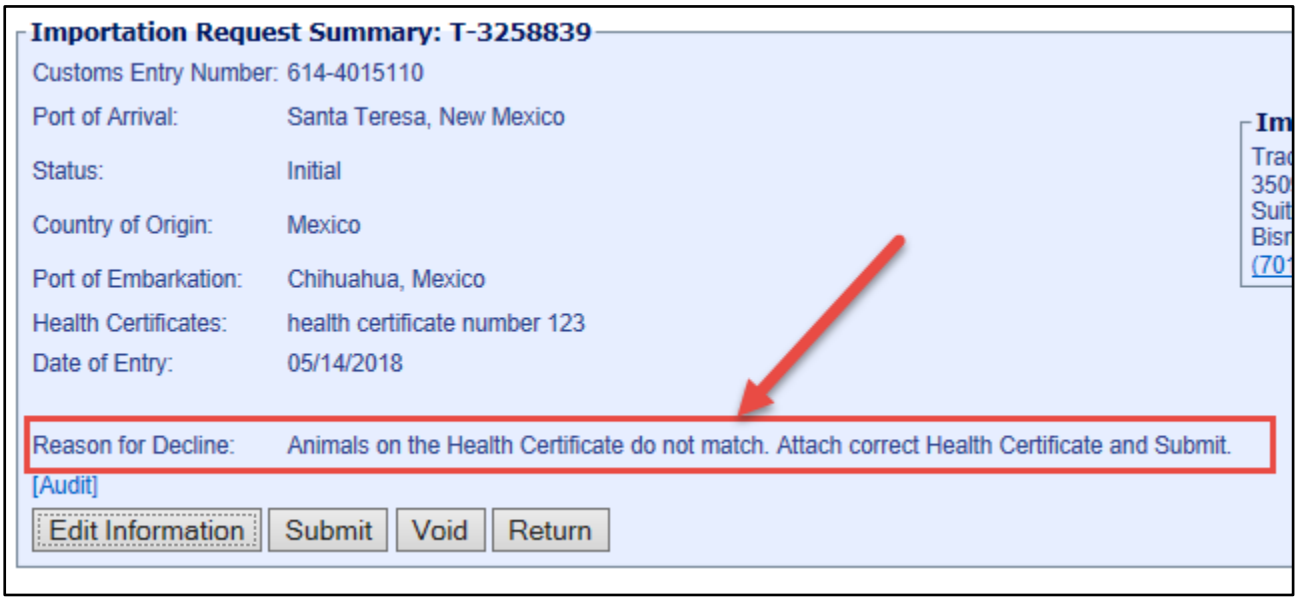
Enter the Document Number from the email into the Document Number search box and click **Search**.



Click **Edit** under the Action area:



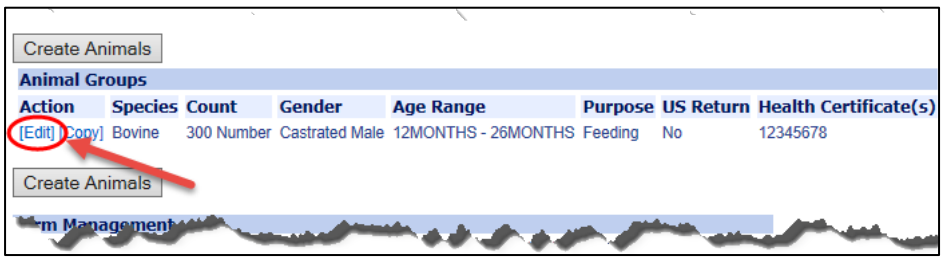
Look in the Reason for Decline area to see what changes need to be made.



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

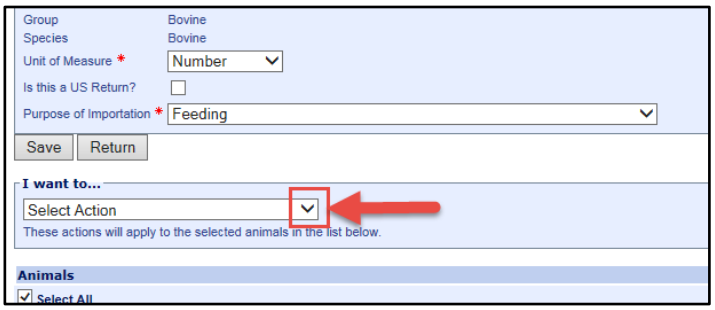
- Date of Entry,
- Importer, Broker,
- Destination,
- Shipper,
- Consignee,
- Customs Entry Number,
- Vehicle Identifiers, or
- Health Certificate Numbers

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.



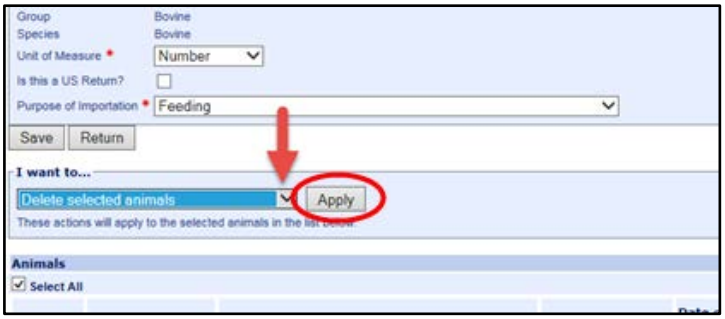
To delete the entire list of uploaded animals so you can upload a new spreadsheet:

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

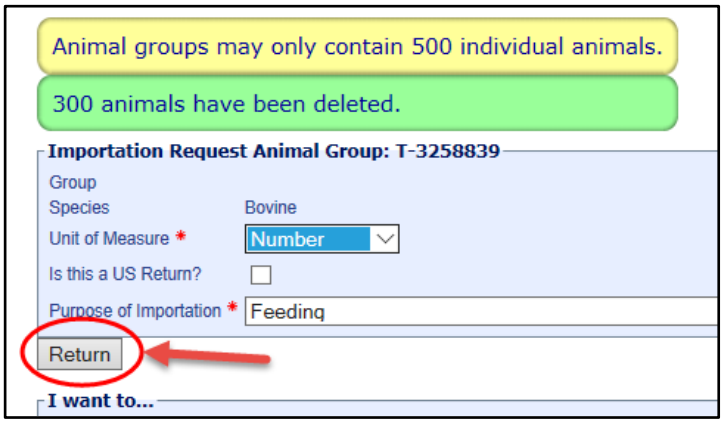


Select **Delete Selected Animals** and click **Apply**.

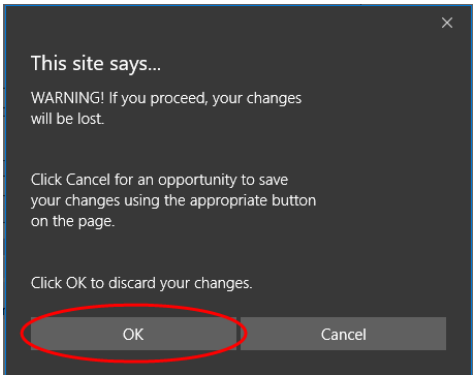
Since all animals are selected this deletes **ALL** animals.



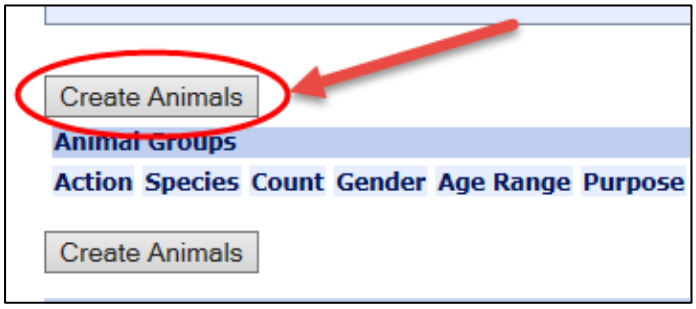
After animals have been deleted, click the **Return** button.



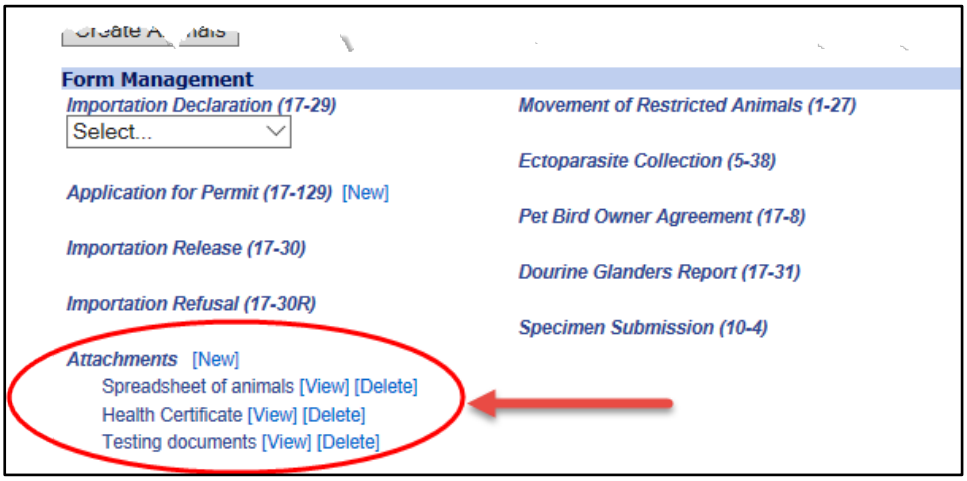
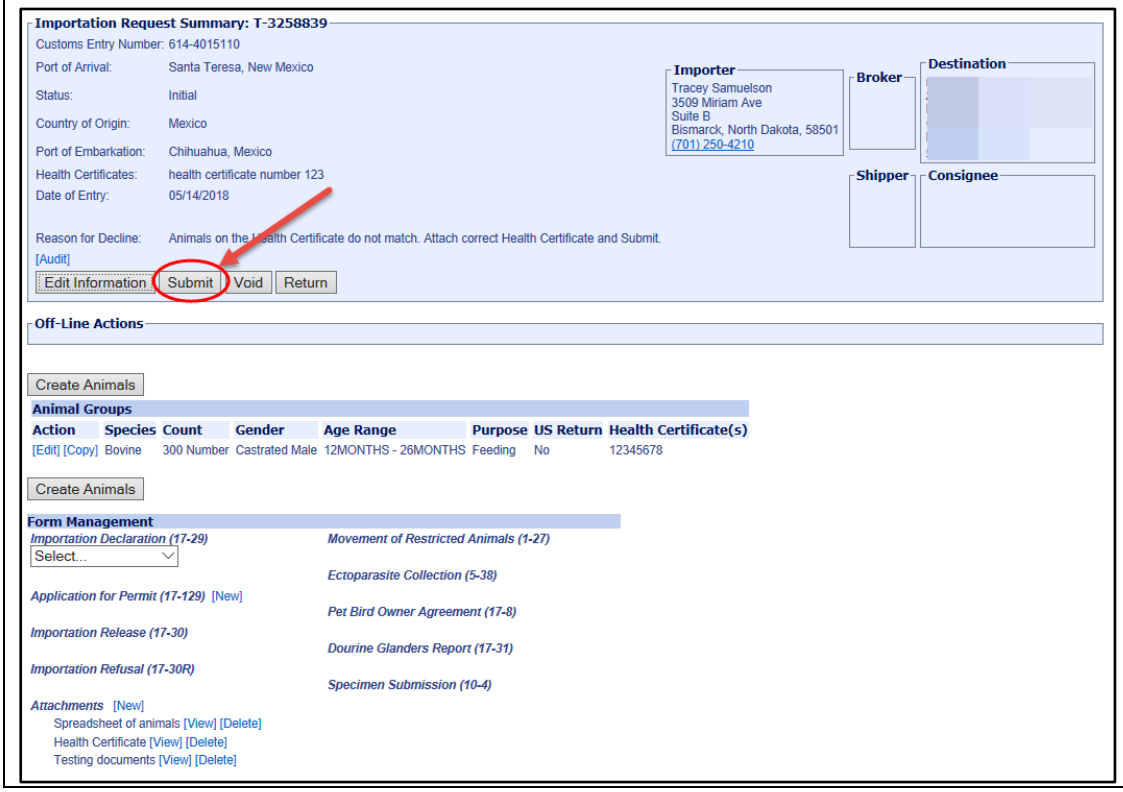
Click **OK** on the warning screen:



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



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.



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