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:

![Email 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.
Click **Edit** under the Action area:

<table>
<thead>
<tr>
<th>Action</th>
<th>Document Number</th>
<th>Port</th>
<th>Broker</th>
<th>Importer</th>
<th>Species</th>
<th>Unit Types</th>
<th>Count</th>
<th>Purpose</th>
<th>Origin</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>T-3258839</td>
<td></td>
<td></td>
<td>Tracy</td>
<td>Bovine</td>
<td>Live Animal</td>
<td>1600</td>
<td>Feeding</td>
<td>Chihuahua, Mexico</td>
<td>Initial</td>
</tr>
</tbody>
</table>

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


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:

![Create Animals button](image)

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.

![Form Management section](image)

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

![Importation Request form](image)