

Instructions for Dairy Accelerated Importer Retrieval and Information Exchange System (DAIRIES)

A. General Log-in Procedures:

1. Before you can access the DAIRIES Web application, you need to register for an account with the USDA eAuthentication system. This system is used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. Your eAuthentication account consists of a User ID, a password, and your customer profile containing information about you that will help USDA applications make decisions about your identity. You need to register for a “**Level 1 Access**” account at the following website:
<https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel1Step1.jsp>
 (Fig. 1). You will be sent a confirmation email, which contains a link that you must click to activate your account. If after 24 hours you do not receive the confirmation email, please contact the eAuthentication helpdesk at eAuthHelpDesk@usda.gov with your eAuthentication User ID, first and last name, and email address.

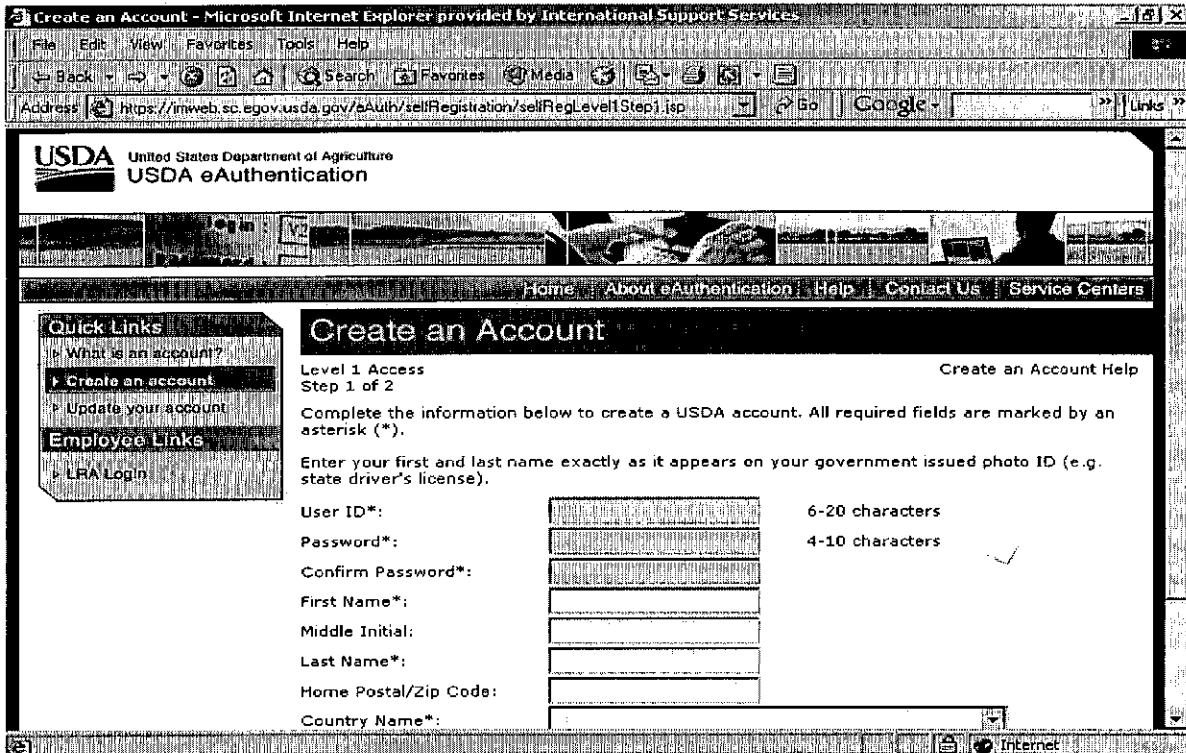


Fig. 1 – eAuthentication Registration

2. After you have activated your eAuthentication account, you can access the DAIRIES application at the following website:

<https://ww2.fas.usda.gov/dairy/login.asp>

3. You will see the USDA eAuthentication warning screen. Please read it and click on “Continue”. Fig 2 will appear. You will be prompt for your eAuthentication User ID and password. Enter your User ID and password, and click on “Login” button.

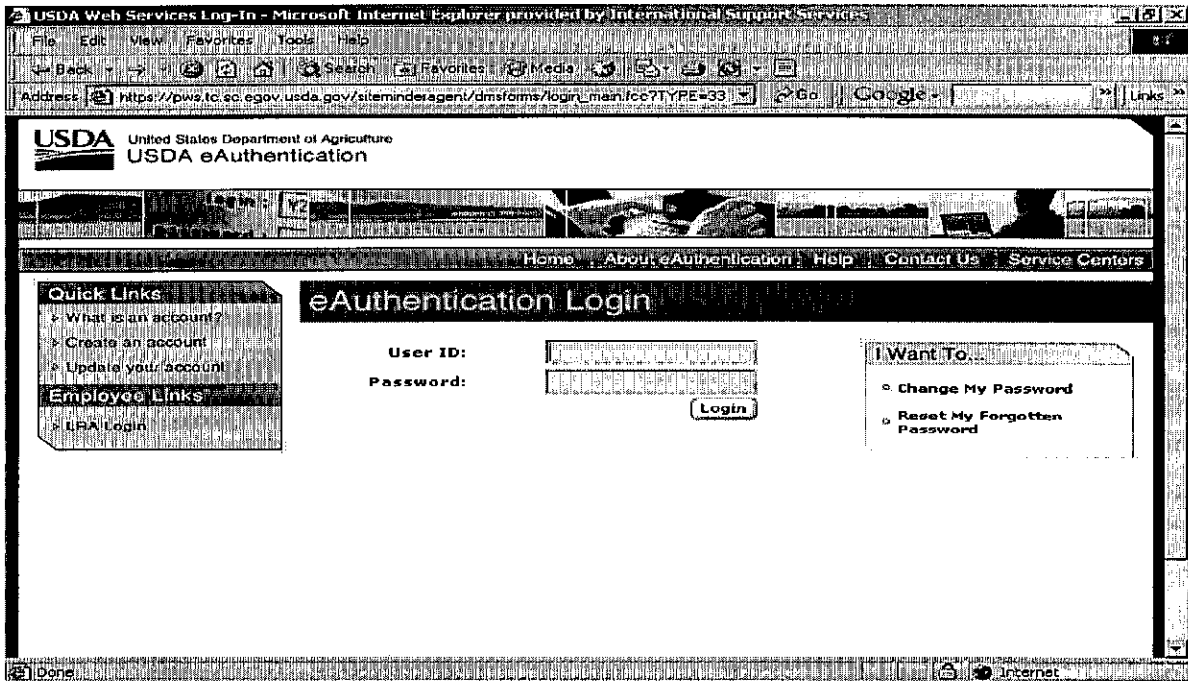


Fig. 2 – eAuthentication Login

4. For all users accessing DAIRIES for the **first time**, you will see Fig.3. Please enter the requested information and click on “Submit for Request for Access” button. After the Dairy Program Office has verified your information, you will receive a verification email with your assigned control number.

Access Request

You have not been verified by the Dairy Program Office to access the DAIRIES site. Please enter and submit the following information on this page. The Dairy Program Office will contact you either by email or by telephone regarding your request.

Your eAuthentication UserID: Test9

1. If you are a current license holder, please enter your Control Number (If new, leave blank.):
2. Enter the number of users you expect to use this control number, including yourself:
3. Your Name:
4. IRS Number:
5. Company Name:
6. Mailing Address:
 - Street:
 - City: State: Zip Code: -
7. Telephone: - -
8. FAX Number: - -
9. Email Address:

Fig. 3 – Dairy Access Request

5. After you have received your verification email, you can access the DAIRIES application at the following website: <https://ww2.fas.usda.gov/dairy/login.asp>. You will see a warning message, click on “Continue”. You will be prompt for your eAuthentication User ID and password (Fig.2). Enter your User ID and password, and click on “Login” button. Next, you will be prompt for your “Control Number” (Fig.4). Enter your assigned control number and click on “Continue”. You will have 5 tries to enter your assigned control number correctly before your verification to the DAIRIES system is re-set.
6. Once you have successfully logged in to the DAIRIES system, you will see the following menu (Figures 4a, 4b, and 4c). There are 18 selections to choose from:
 - i. View Licenses Awarded
 - ii. FAS-923e Certification Form for Dairy Import Licenses
 - iii. Selection of Entries to Qualify for Importers Only
 - iv. FAS-923Ae Application for NonHistorical Cheese Licenses
 - v. FAS-923Be Application for NonHistorical NonCheese Licenses
 - vi. FAS-924Ae License Surrender Form
 - vii. FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts
 - viii. Submitted FAS-923e Certification Form for Dairy Import Licenses (current)
 - ix. Submitted Entries to Qualify (current)

- x. Submitted FAS-923Ae Application for NonHistorical Cheese Licenses (current)
- xi. Submitted FAS-923Be Application for NonHistorical NonCheese Licenses(current)
- xii. Submitted FAS-924Ae License Surrender Form (current)
- xiii. Submitted FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts (current)
- xiv. Review Entries (Replaces ILS VoiceMail System)
- xv. Update User Information
- xvi. Instructions for this system
- xvii. Logout of Dairy Import Licenses System

The first option will display the licenses awarded for a specific year. Fig. 4d is an example displaying licenses awarded for 2004 for an exporter.

The second, fourth, fifth, sixth and seventh selections are used to enter data for selected applications and submit them to the DAIRY staff. When you submit each of the applications, it will go through a validation process to ensure that the data entered is valid. For example, it will check to make sure you have not requested duplicate NonHistorical Cheese Licenses. Once the application is validated, it will be transmitted and added to the DAIRY database.

The third selection, Selection of Entries to Qualify for Importers Only, is used to establish your eligibility as an importer for FAS-923 Certification for Dairy Import Licenses.

The next six selections on the menu are used to view and check the status of the applications and qualifying entries, if applicable, that you have submitted using this system.

The next selection, Review Entries, is used to review all the line entries for a specific license number. This option will replace the existing ILS Voice Mail System.

The next selection, Update User Information, will allow you to update your mailing address, representative name, phone numbers, agent for service name, and email information.

The next selection, Instructions, displays instructions for using this system in either a Microsoft WORD document format or in an Adobe Acrobat PDF format. The Instructions are also broken up into different subject areas so you can select on a specific subject. The files for each of these subject areas are smaller so you will be able to access them quicker.

The last selection, Logout of Dairy Import Licenses System, logs you out of this application and the eAuthentication system.

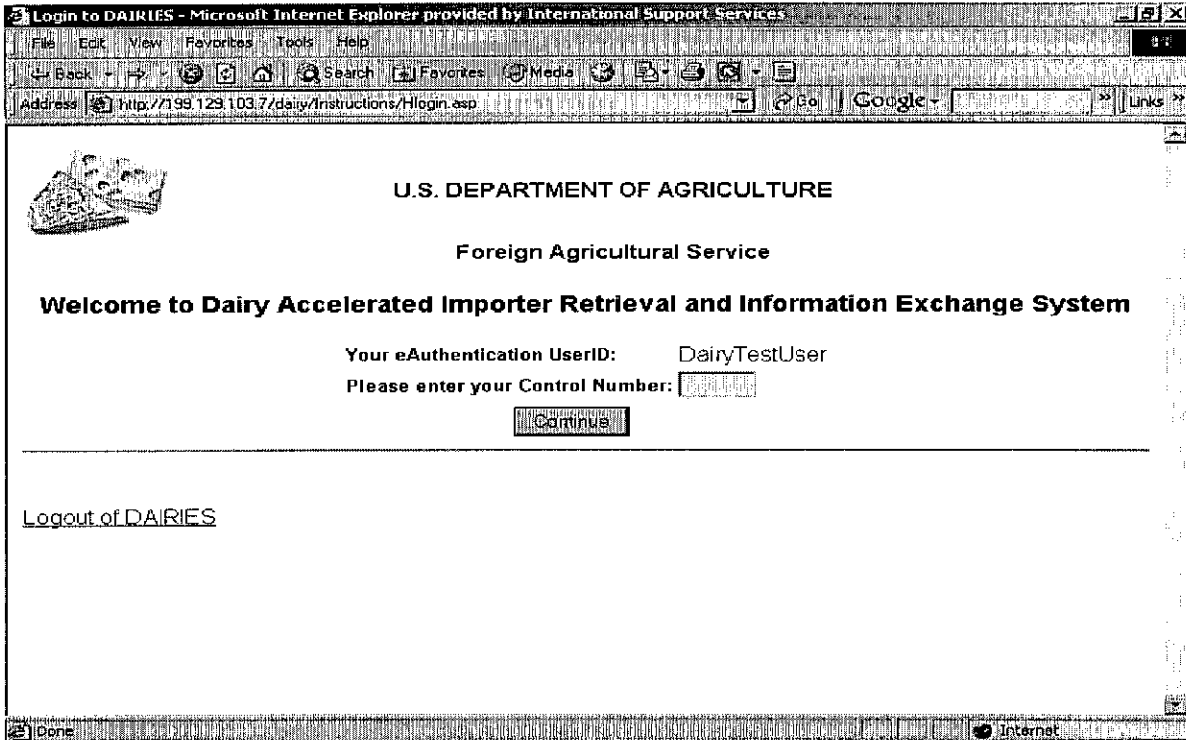


Fig. 4 – Control Number

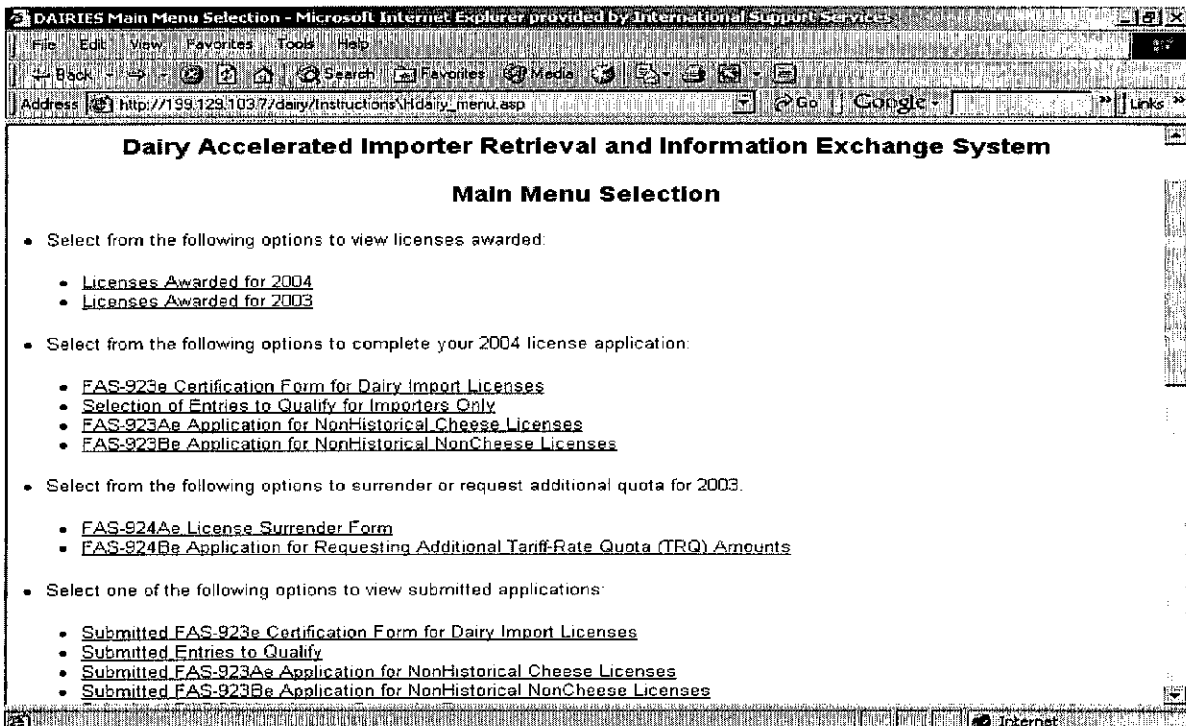


Fig. 4a – Main Menu

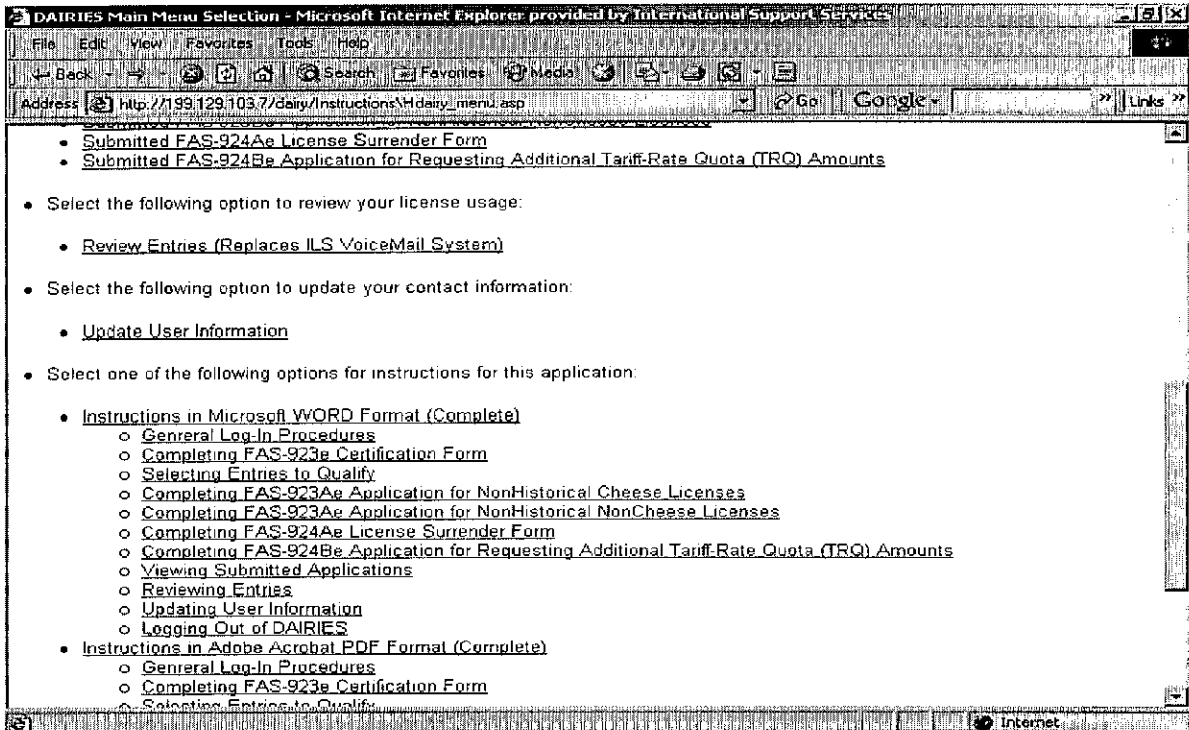


Fig. 4b – Main Menu (Continue)

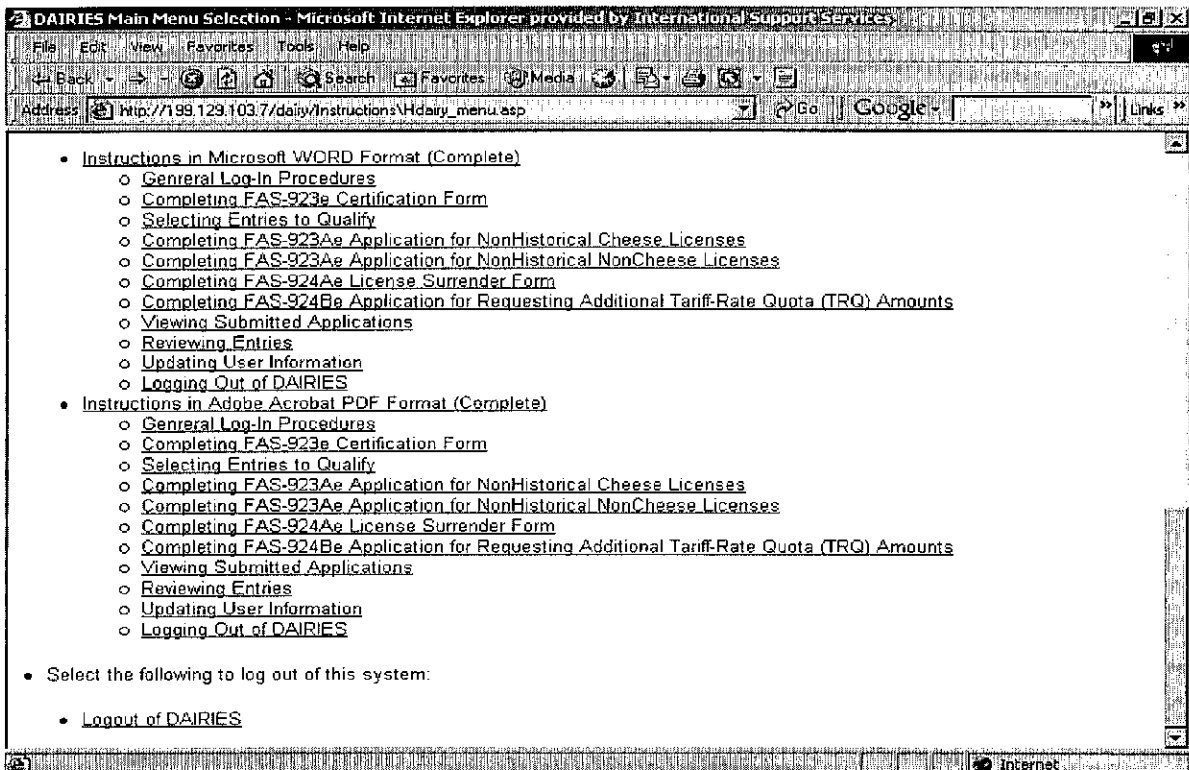


Fig. 4c– Main Menu (Continue)

FAS-923e Certification Required To Apply for Dairy Import Licenses for 2004 - Microsoft Internet Explorer provided by IndusNet

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Address: http://199.129.103.7/dairy/instructions/HFas-923.asp Go Links Google

U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service

FAS-923e Certification Required to Apply for Dairy Import Licenses for 2004

Control No.: 90009
 IRS Number: 99-123456789
 Company Name: CHEESE CO, INC.

1. Mailing Address:
 Street1: 1234 Moss Lane
 Street2: Suite 007
 City: Fairfax State: VA Zip Code: 90012 - 1234

2. Name of Representative: John Smith **3. Agent for Service of Process:** Mary Jones

4. Telephone: 212 - 222 - 3333 **5. FAX Number:** 212 - 555 - 6666

6. Email Address: jsmith@cheese.com

7. Check the box to identify whether you are applying for license as an:
 Importer Exporter Manufacturer

Done Internet

Fig. 5 - FAS-923e Certification

FAS-923e Certification Required To Apply for Dairy Import Licenses for 2004 - Microsoft Internet Explorer provided by IndusNet

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Address: http://199.129.103.7/dairy/instructions/HFas-923.asp Go Links Google

City: Fairfax State: VA Zip Code: 90012 - 1234

2. Name of Representative: John Smith **3. Agent for Service of Process:** Mary Jones

4. Telephone: 212 - 222 - 3333 **5. FAX Number:** 212 - 555 - 6666

6. Email Address: jsmith@cheese.com

7. Check the box to identify whether you are applying for license as an:
 Importer Exporter Manufacturer

LIST OF FIRM'S OWNERS

	First Name	Last Name	Percent of Ownership		First Name	Last Name	Percent of Ownership
1.	John	Smith	60	2.	Mary	Johnson	15
3.	Alan	Thomas	25	4.			
5.				6.			
7.				8.			

Done Internet

Fig. 6 - FAS-923e Certification - Cont.

2. When you click on the “Edit This Certification” button, you will see Fig. 7. You will be in edit mode. You are now ready to add or update any of the information on this form. All the fields on this form must be entered before it will be accepted by the system. You must enter at least one name under the “List of Firm’s Owners”. The total “Percent of Ownership” must equal to 100. When you are done, click on the “Submit This Certification” button at the bottom of this screen, Fig. 8.

U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service
FAS-923e Certification Required to Apply for Dairy Import Licenses for 2004

Control No.: 90009
IRS Number: 99-123456789
Company Name: CHEESE CO, INC.

1. Mailing Address: Street1: 1234 Moss Lane
Street2: Suite 007
City: Fairfax State: VA ZipCode: 90012 - 1234

2. Name of Representative: John Smith
3. Agent for Service of Process: Mary Jones

4. Telephone: 212 - 222 - 3333
5. FAX Number: 212 - 555 - 6666

6. Email Address: jsmith@cheese.com

7. Check the box to identify whether you are applying for license as an:
 Importer Exporter Manufacturer

Fig. 7 - FAS-923e Certification – Edit mode

FAS-923e: Certification Required to Apply for Dairy Import Licenses for 2004 - Microsoft Internet Explorer provided by Internet

File Edit View Favorites Tools Help

Address http://193.129.103.7/dairy/Instructions/Hfas-923E.dll.asp

Representative: John Smith Process: Mary Jones

4. Telephone: 212 - 222 - 3333 5. FAX Number: 212 - 555 - 6666

6. Email Address: jsmith@cheese.com

7. Check the box to identify whether you are applying for license as an:

Importer Exporter Manufacturer

LIST OF FIRM'S OWNERS

	First Name	Last Name	Percent of Ownership		First Name	Last Name	Percent of Ownership
1.	John	Smith	60	2.	Mary	Johnson	15
3.	Alan	Thomas	25	4.			
5.				6.			
7.				8.			

Submit This Certification

[Return to Dairy Import Licenses System Main Menu](#)

Done Internet

Fig. 8 - FAS-923e Certification – Submit

3. Fig. 9 will appear for you to certify the information. Please read the information on this screen. Click on the “I Certify” button when you agree with the statements on this form. If you don’t want to certify, click on the “I Don’t Certify” button. If you click on the “I Don’t Certify” button, you will return to the DAIRY main menu screen. If you click on the “I Certify” button, it will start processing your information. Fig. 10 is an example of a message when your application is submitted correctly. The “Proceed to Selection of Entries to Qualify” link will be discussed later in this document.

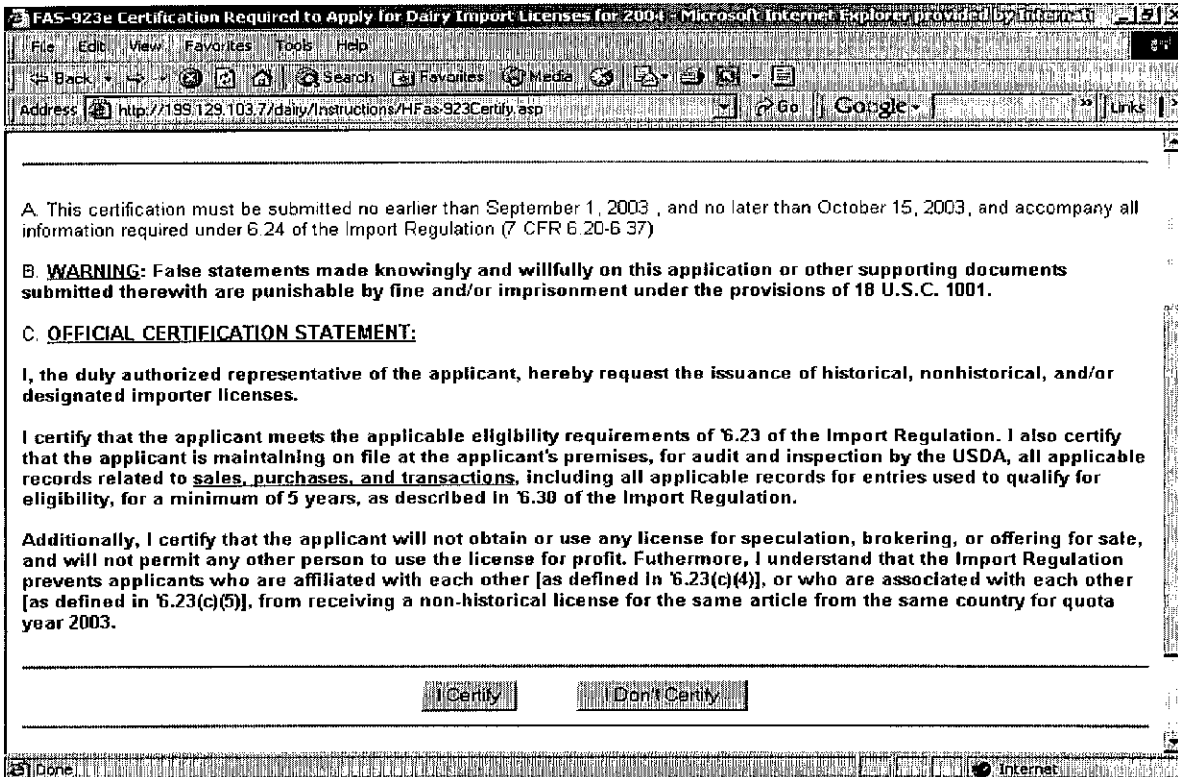


Fig. 9 - FAS-923e Certification – Cont.

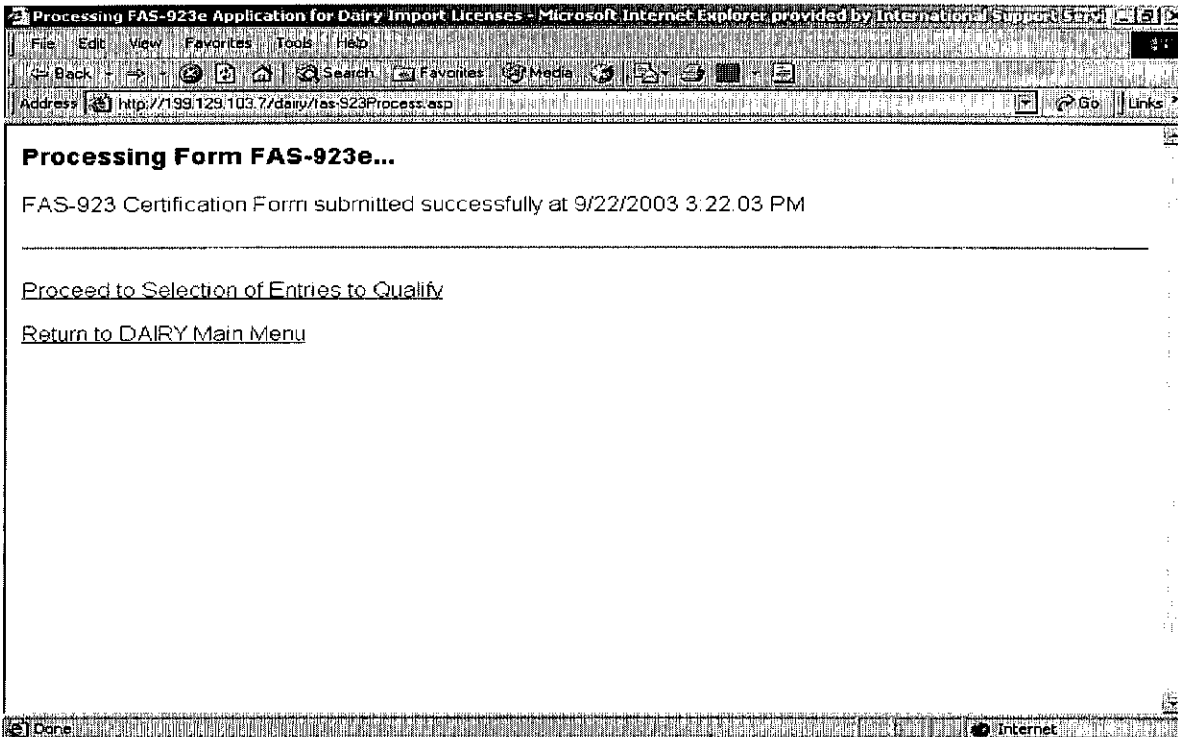
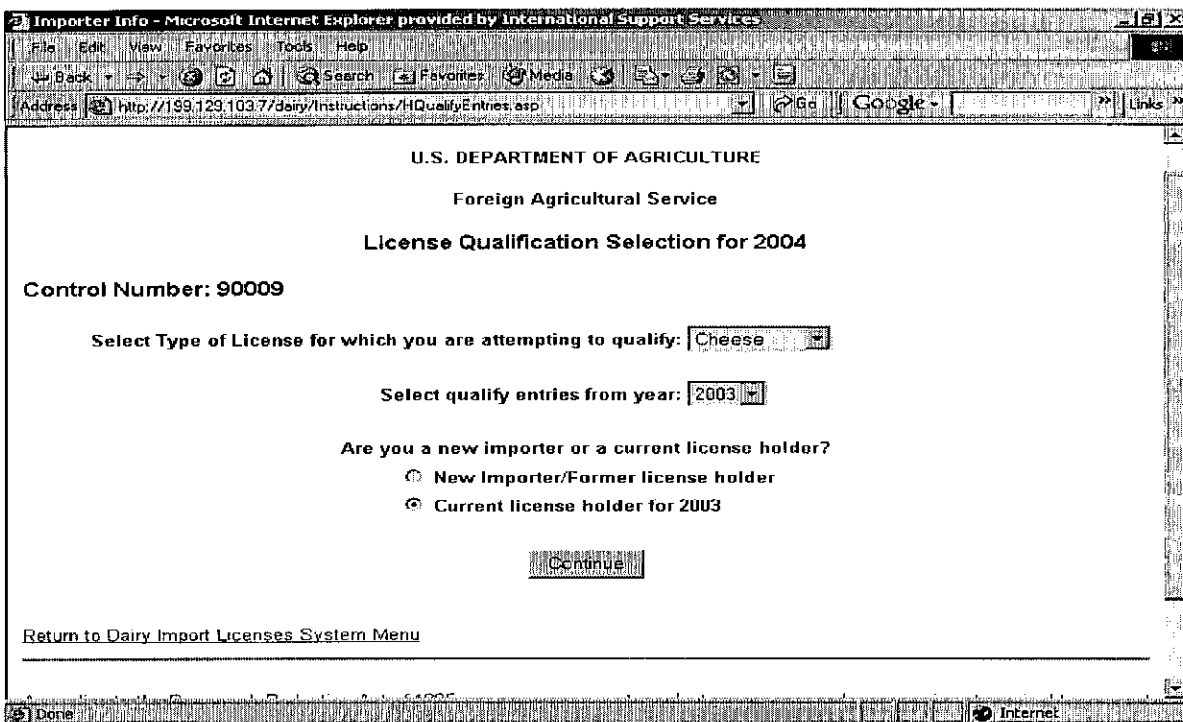


Fig. 10 - FAS-923e Certification – Processed Message

C. Completing “Selection of Entries to Qualify for Importers Only”

1. This option allows you to submit entry forms to verify that you have met license qualifications. When you select this option from the main menu, Fig. 11 will appear. Select the type of license you want to qualify for, either “Cheese”, “NonCheese” or “Both”. Then select the year for the licenses you want to qualify with by clicking on the drop down window and click on the year. If you are a current license holder, click on “Current license holder for 2003”. If you don’t have a current license, click on “New Importer”. Click on the “Continue” button.

NOTE: You could have also selected this option from the FAS-923e Certification Form for Dairy Import Licenses. See Fig. 10.



Importer Info - Microsoft Internet Explorer provided by International Support Services

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Address http://199.129.103.77/dairy/Instructions/HQQualifyEntries.asp

U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service
License Qualification Selection for 2004

Control Number: 90009

Select Type of License for which you are attempting to qualify: Cheese

Select qualify entries from year: 2003

Are you a new importer or a current license holder?

New Importer/Former license holder
 Current license holder for 2003

Continue

Return to Dairy Import Licenses System Menu

Fig. 11 – Select type of license and year

2. Fig. 12 will appear with a list of all your licenses for the selected year. Select the license you want by clicking on the license number.
3. Fig. 13 will appear with a list of all the entries for the selected license number. Click on the entries you want to qualify with. Fig. 14 is an example. Click on the “Continue” button to proceed.
4. Fig. 15 will appear. This is a list of entries you selected with a total quantity line. If you need to make a change, click on the “Previous Page” button.

Select Qualifying Entries for 2004 - Microsoft Internet Explorer provided by International Support Services

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Address http://193.129.103.7/daily/Instructions/HQQualifyEntriesSelect.asp Go Google Links

Foreign Agricultural Service

License Qualification Selection for Cheese Licenses for 2004

Control Number: 90009

Select Cheese Entries to Qualify:

License Type	Article	License No. Click to View	License Amount	License Balance
1	A	415	9070	9072
1	B	519	2302	0
1	B	407	4678	4678
1	C	887	4766	0
1	C	900	4664	0
1	D	091	46042	0
1	D	109	115994	198
1	E	080	386	0

[Return to previous page](#)

Done Internet

Fig. 12 – List of Licenses

List of Entries for Selected License - Microsoft Internet Explorer provided by International Support Services

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Address http://193.129.103.7/daily/Instructions/HQQualifySelectEntries.asp Go Links

U.S. DEPARTMENT OF AGRICULTURE

Foreign Agricultural Service

License Qualification Selection for Cheese Licenses for 2004

Control Number: 90009

Select Entries to Qualify:

License Type	Article	License No	License YR	Presentation Date	Entry Number	Quantity Imported in Kilograms	Click to Select
1	D	091	2003	07/25/03	DP40258255A	16661	<input type="checkbox"/>
1	D	091	2003	07/09/03	DP40256294A	1381	<input type="checkbox"/>
1	D	091	2003	06/20/03	DP40254821A	22765	<input type="checkbox"/>
1	D	091	2003	06/03/03	DP40253126A	5235	<input type="checkbox"/>

Done Internet

Fig. 13 – List of Entries for a License

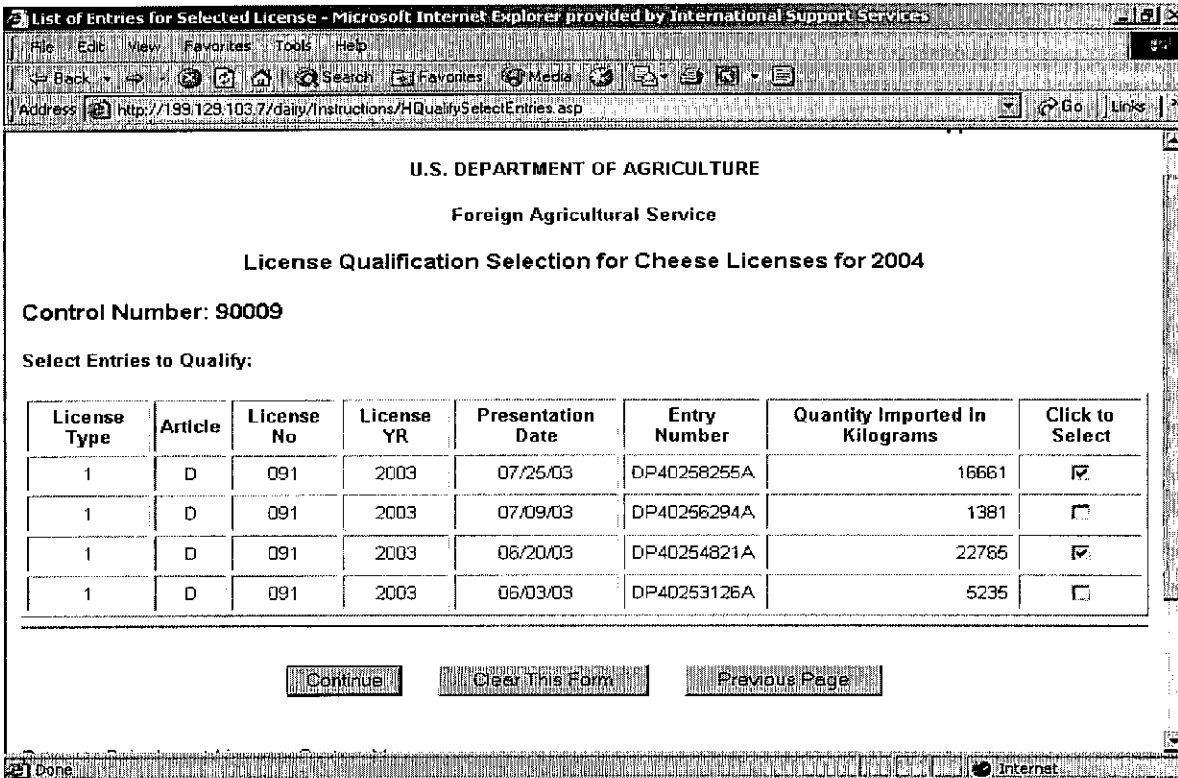


Fig. 14 – Select Entries for a License

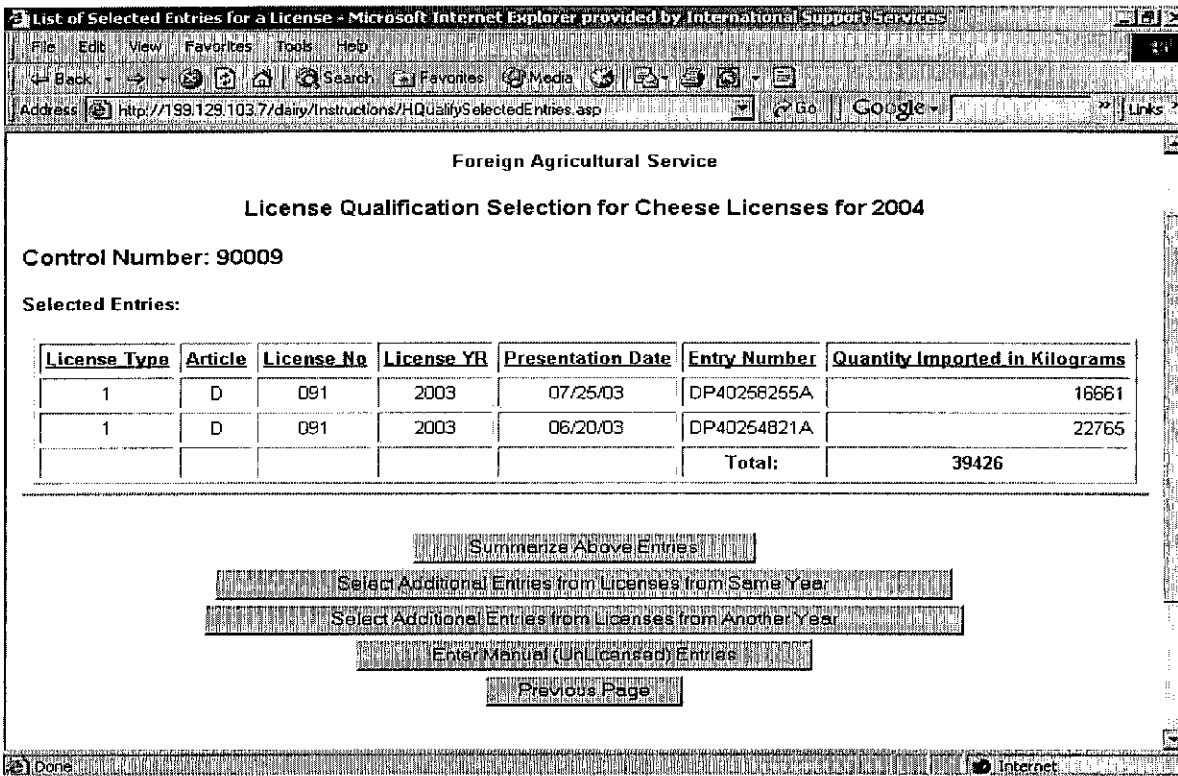


Fig. 15 – Selected Entries for a License

5. If you want to select additional entries from another license for a different year, click on “Select Additional Entries from Licenses from Another Year” button. You will be prompt for the year. Then it will display the licenses for the selected year. Select the license you want by clicking on the license number.
6. If you want to select additional entries from another license for same year, click on “Select Additional Entries from License from Same Year” button. Fig. 16 will appear. The entries that you have already selected the first time are on top of the screen. You will see a list of all your licenses on the bottom. Select the license you want by clicking on the license number.
7. Fig. 17 will appear with a list of all the entries for the selected license number. Click on the entries you want to qualify with. Fig. 18 is an example. Click on the “Continue” button to proceed.
8. Fig. 19 will appear. This is a list of entries you selected the first time and second time. If you need to make a change, click on the “Previous Page” button.
9. If you want to select more entries from another license or from a different year, click on the appropriate button at the bottom.

The screenshot shows a web browser window titled "Select Qualifying Entries for 2004 - Microsoft Internet Explorer provided by International Support Services". The address bar shows "http://139.129.103.7/daiv/Instructions/HQQualityEntriesSelect2.asp". The main content area displays a table titled "Selected Entries from Licensed Entries and/or Manual (UnLicensed) Entries:".

License Type	Article	License No	License YR	Presentation Date	Entry Number	Quantity Imported in Kilograms
1	D	091	2003	07/25/03	DP40258255A	16661
1	D	091	2003	06/20/03	DP40254821A	22765
Total:						39426

Below this table, there is a section titled "Select Cheese Entries to Qualify:" followed by another table:

License Type	Article	License No. Click to View	License Amount	License Balance
1	A	415	9072	9072
1	B	519	2302	0
1	B	407	4678	4678
1	C	887	4766	0
1	C	900	4664	0
1	D	091	46042	0
1	D	109	115994	198
1	E	082	386	0

Fig. 16 – Select Additional Entries

List of Entries for Selected License - Microsoft Internet Explorer provided by International Support Services

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Address http://199.129.103.7/day/Instructions/HQualitySelectEntries2.asp Go Google Links

Selected Entries from Licensed Entries and/or Manual (UnLicensed) Entries:

License Type	Article	License No	License YR	Presentation Date	Entry Number	Quantity Imported in Kilograms
1	D	091	2003	07/25/03	DP40258255A	16661
1	D	091	2003	06/20/03	DP40254821A	22765
Total:						39426

Select Licensed Entries to Qualify:

License Type	Article	License No	License YR	Presentation Date	Entry Number	Quantity Imported in Kilograms	Click to Select
1	D	109	2003	04/15/03	3040150198B	11994	<input type="checkbox"/>
1	D	109	2003	04/08/03	5952340258B	14807	<input type="checkbox"/>
1	D	109	2003	02/14/03	DP40243093B	2500	<input type="checkbox"/>
1	D	109	2003	01/13/03	DP40240197B	3315	<input type="checkbox"/>
1	D	109	2003	01/09/03	5952325582B	14752	<input type="checkbox"/>

Continue Clear This Form Previous Page

Done Internet

Fig. 17 – List of Entries for a different License

List of Entries for Selected License - Microsoft Internet Explorer provided by International Support Services

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Address http://199.129.103.7/day/Instructions/HQualitySelectEntries2.asp Go Google Links

Selected Entries from Licensed Entries and/or Manual (UnLicensed) Entries:

License Type	Article	License No	License YR	Presentation Date	Entry Number	Quantity Imported in Kilograms
1	D	091	2003	07/25/03	DP40258255A	16661
1	D	091	2003	06/20/03	DP40254821A	22765
Total:						39426

Select Licensed Entries to Qualify:

License Type	Article	License No	License YR	Presentation Date	Entry Number	Quantity Imported in Kilograms	Click to Select
1	D	109	2003	04/15/03	3040150198B	11994	<input checked="" type="checkbox"/>
1	D	109	2003	04/08/03	5952340258B	14807	<input checked="" type="checkbox"/>
1	D	109	2003	02/14/03	DP40243093B	2500	<input type="checkbox"/>
1	D	109	2003	01/13/03	DP40240197B	3315	<input type="checkbox"/>
1	D	109	2003	01/09/03	5952325582B	14752	<input type="checkbox"/>

Continue Clear This Form Previous Page

Done Internet

Fig. 18 – Select Additional Entries

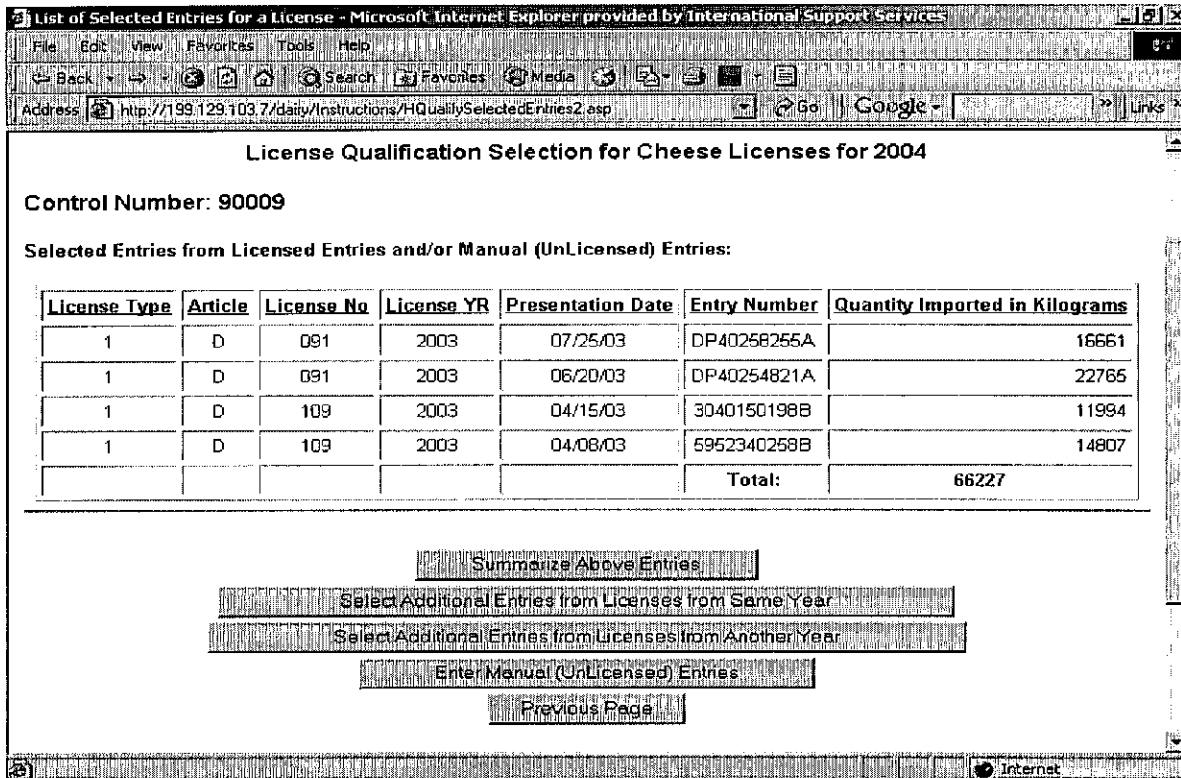


Fig. 19 – Selected Entries

10. If you want to enter some entries manually, select “Enter Manual (UnLicensed) Entries” button. Fig. 20 will appear.
11. Enter the Presentation Date (mm/dd/yy), entry number, HTS number and the quantity imported in kilograms. Fig. 21 is an example. When you are finished entering, click on “Continue” at the bottom of the screen.
12. Fig. 22 will appear. You will see the entries from existing licenses on top and the manual entries on the bottom of the screen. It also gives you a total for each and a grand total of both. To continue, click on the “Continue” button.
13. Fig. 23 will appear. On this screen, the selected entries and manual entries are combined. To enter more manual entries, click on “Enter Additional Manual (UnLicensed) Entries” button. This will take you back to Fig. 20. If you have existing licenses, you will see the “Select Additional Entries from Licenses from Another Year” button. If you select this option, you will see a screen for you to select the license year. After you select the license year, Fig. 16 will be displayed with a list of your licenses for the selected year. You will then select the license and then select the entries. If you have finished selecting all your entries (Fig. 23), click on “Summarize These Entries” button.

14. Fig 25 will appear. At the top of this screen, you will see the selected entries and manual entries are combined. You will notice in this example, the first two entries have the same Presentation Date and Entry Number. At the bottom of the screen, you will see the selected entries and the manual entries summarized by Presentation Dates and Entry Numbers. You will notice that the first two entries at the top are now summarized to one entry.
15. When you're ready to submit these entries, click on the "Submit" button. If there are no errors, you will see Fig. 25 displayed. Your entries have been successfully submitted to the DAIRY staff for their review.
16. If there are errors, you will see an error message displayed. Fig 26 is an example of an error message.
17. From step 13 above, when you click on "Summarize These Entries" button, the application will check to make sure you have not entered duplicate manual entries or selected duplicate entries from existing licenses. If you have, you will see Fig. 27, instead of Fig. 24. Click on "Delete Duplicate Entries" button. Fig. 28 will appear. Click on the "Select Entries" column to select the records, Fig 29. Check to make sure you did not select any duplicate records. Click on the "Continue with Selected Entries" button. You will return back to Fig. 24. Click on the "Submit" button to submit your qualifying entries.

NOTE: Your qualifications are subject to review and approval by the Licensing Authority and you may be contacted for further information.

If you qualify for Cheese license, you are automatically qualified for NonCheese licenses too. You will be allowed to submit both FAS-923Ae Application for NonHistorical Cheese Licenses and FAS-923Be Application for NonHistorical NonCheese Licenses.

If you qualify for NonCheese license and had selected all Cheese entries to qualify, you are automatically qualified for Cheese licenses too. You will be allowed to submit FAS-923Be Application for NonHistorical NonCheese Licenses and FAS-923Ae Application for NonHistorical Cheese Licenses.

Qualifying Entries - Data Entry - Microsoft Internet Explorer provided by International Support Services

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Address http://199.129.103.7/dairy/Instructions/HQQualifyEntriesDE.asp Go Google Links

Selected Entries from Existing Licenses and/or Manual (UnLicensed) Entries:

License Type	Article	License No	License YR	Presentation Date	Entry Number	Quantity Imported in Kilograms
1	D	091	2003	07/25/03	DP40258255A	16661
1	D	091	2003	06/20/03	DP40254821B	22765
1	D	109	2003	04/15/03	3040150198B	11994
1	D	109	2003	04/08/03	5952340258B	14807
Total:						66227

Manual (UnLicensed) Entries:

Presentation Date (mm/dd/yy)	Entry Number	HTS Number	Quantity Imported in Kilograms

Done Internet

Fig. 20 – Manual Data Entry

Qualifying Entries - Data Entry - Microsoft Internet Explorer provided by International Support Services

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Address http://199.129.103.7/dairy/Instructions/HQQualifyEntriesDE.asp Go Google Links

Selected Entries from Existing Licenses and/or Manual (UnLicensed) Entries:

License Type	Article	License No	License YR	Presentation Date	Entry Number	Quantity Imported in Kilograms
1	D	091	2003	07/25/03	DP40258255A	16661
1	D	091	2003	06/20/03	DP40254821B	22765
1	D	109	2003	04/15/03	3040150198B	11994
1	D	109	2003	04/08/03	5952340258B	14807
Total:						66227

Manual (UnLicensed) Entries:

Presentation Date (mm/dd/yy)	Entry Number	HTS Number	Quantity Imported in Kilograms
03/03/03	9000000444	0406000099	12000
04/15/03	3040150198B	1901903400	3030

Done Internet

Fig. 21 – Manual Entries

List of Qualifying Entries Entered - Microsoft Internet Explorer provided by International Support Services

Address: http://199.129.103.7/dairy/instructions/HQQualityEntriesDENext.asp

List of Qualifying Entries Entered:

Licensed Entries:

License Type	Article	License No	License YR	Presentation Date	Entry Number	Quantity Imported in Kilograms
1	D	091	2003	07/25/03	DP40258255A	16661
1	D	091	2003	06/20/03	DP40254821A	22765
1	D	109	2003	04/15/03	3040150198B	11994
1	D	109	2003	04/08/03	5952340258B	14807
Total:						66227

Manual (UnLicensed) Entries:

Presentation Date	Entry Number	HTS Number	Quantity Imported in Kilograms
03/03/03	90000004444	0406000099	12000
04/15/03	3040150198B	1901903400	3030
Total:			15030

	Quantity Imported in Kilograms
Grand Total:	81257

Fig. 22 – List of Entries

List of Selected Entries for a License Summarized - Microsoft Internet Explorer provided by International Support Services

Address: http://199.129.103.7/dairy/instructions/HQQualityEntriesDESum.asp

Licensed Entries and Manual (UnLicensed) Entries Combined:

License Type	Article	License No	License YR	Presentation Date	Entry Number	HTS Number	Quantity Imported in Kilograms
1	D	091	2003	07/25/03	DP40258255A	--	16661
1	D	091	2003	06/20/03	DP40254821A	--	22765
1	D	109	2003	04/15/03	3040150198B	--	11994
1	D	109	2003	04/08/03	5952340258B	--	14807
--	--	--	--	03/03/03	90000004444	0406000099	12000
--	--	--	--	04/15/03	3040150198B	1901903400	3030

	Quantity Imported in Kilograms
Grand Total:	81257

Enter Additional Manual (UnLicensed) Entries Select Additional Entries From Existing Licenses

Summarize Above Entries

Fig. 23 – List of Entries Combined

List of Selected Entries for a License Summarized - Microsoft Internet Explorer provided by International Support Services

Address: http://199.129.103.7/dairy/Instructions/HQQualityEntriesDESun3.asp

License Type	Article	License No	License YR	Presentation Date	Entry Number	HTS Number	Quantity Imported in Kilograms
1	D	109	2003	04/15/03	3040150198B	--	11994
--	--	--	--	04/15/03	3040150198B	1901903400	3030
1	D	109	2003	04/08/03	5952340258B	--	14807
--	--	--	--	03/03/03	90000004444	0406000099	12000
1	D	091	2003	06/20/03	DP40254821A	--	22765
1	D	091	2003	07/25/03	DP40258255A	--	16661
						Total:	81257

Entries Summarized by Presentation Date and Entry Number:

Presentation Date	Entry Number	Quantity Imported in Kilograms
04/15/03	3040150198B	15024
04/08/03	5952340258B	14807
03/03/03	90000004444	12000
06/20/03	DP40254821A	22765
07/25/03	DP40258255A	16661
Total:		81257

Fig. 24 – List of Entries Summarized

Processing Selected Entries - Microsoft Internet Explorer provided by International Support Services

Address: http://199.129.103.7/dairy/Development/QualityEntriesProcess.asp

Processing Selected Entries...

You have successfully submitted entries to qualify for Cheese licenses. A preliminary review of your entries shows that the entries appear to meet the regulatory qualifications for this type of license. However, your qualifications are subject to review and approval by the Licensing Authority and you may be contacted for further information. You may return to the main menu and submit FAS-923Ae Application for Non-Historical Cheese Licenses. Additionally, based on your selected entries, you are qualified for NonCheese licenses. Therefore, you may also submit FAS-923Be Application for Non-Historical NonCheese Licenses from the main menu.

[Return to DAIRY Main Menu](#)

Fig. 25 – Processed Message

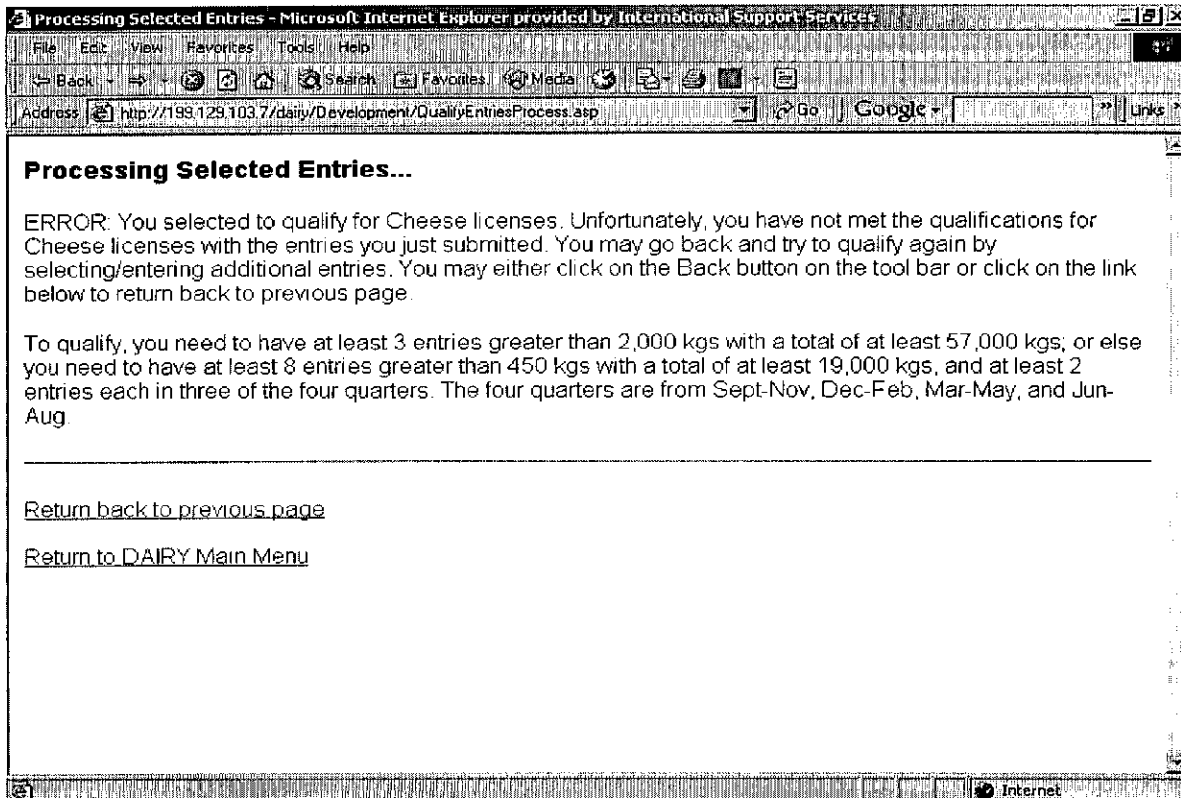


Fig. 26 – Error Message

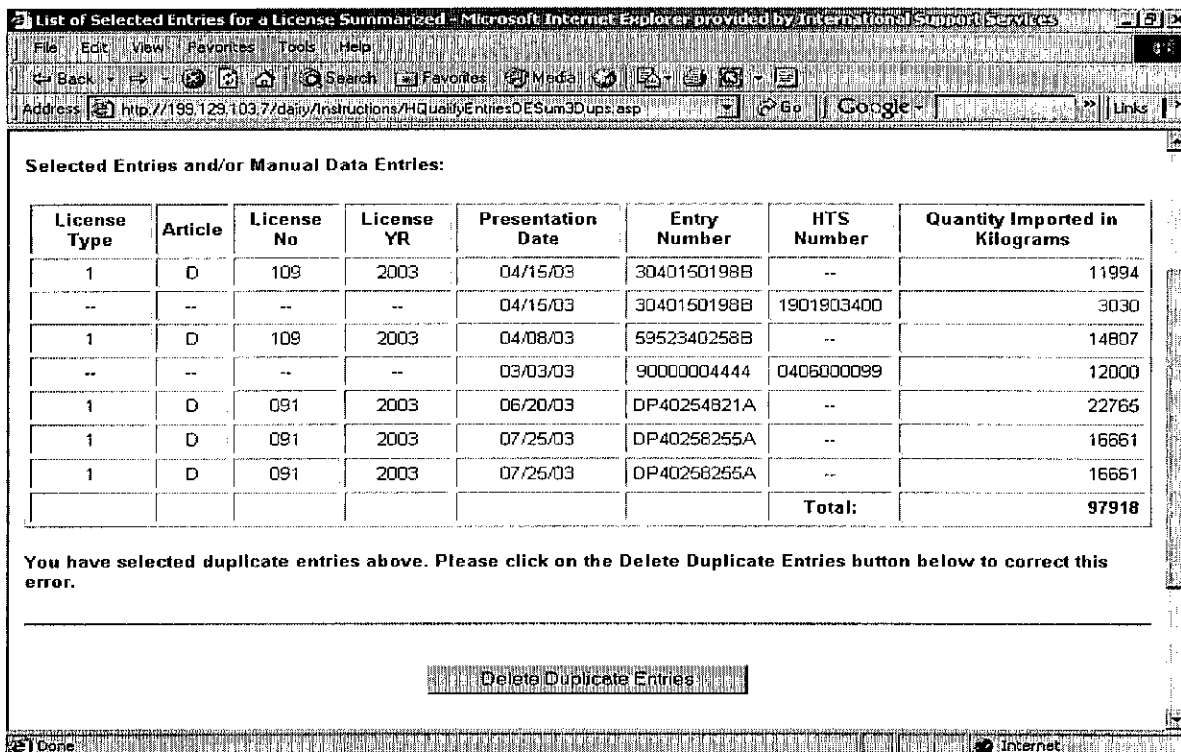


Fig. 27 – Duplicate Entries

List of Selected Entries Containing Duplicates - Microsoft Internet Explorer provided by International Support Services

File Edit View Favorites Tools Help

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Address http://199.129.103.7/dairy/Instructions/HQQualityEntriesDESUMDups.asp Go Google Links

Control Number: 90009

List of Selected Entries that contains at least one set of duplicate entries. Please click on the 'Select Entries' column to select the entries you want to keep. Select only one of each set of duplicate entries.

License Type	Article	License No	License YR	Presentation Date	Entry Number	HTS Number	Quantity Imported in Kilograms	Select Entries
1	D	109	2003	04/15/03	3040150198B	--	11994	<input type="checkbox"/>
--	--	--	--	04/15/03	3040150198B	1901903400	3030	<input type="checkbox"/>
1	D	109	2003	04/08/03	5952340258B	--	14807	<input type="checkbox"/>
--	--	--	--	03/03/03	90000004444	0406000099	12000	<input type="checkbox"/>
1	D	091	2003	06/20/03	DP40254821A	--	22765	<input type="checkbox"/>
1	D	091	2003	07/25/03	DP40258255A	--	16661	<input type="checkbox"/>
1	D	091	2003	07/25/03	DP40258255A	--	16661	<input type="checkbox"/>
Total:							97918	

Continue with Selected Entries Previous Page

Done Internet

Fig. 28 – Select Entries

List of Selected Entries Containing Duplicates - Microsoft Internet Explorer provided by International Support Services

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address http://199.129.103.7/dairy/Instructions/HQQualityEntriesDESUMDups.asp Go Google Links

Control Number: 90009

List of Selected Entries that contains at least one set of duplicate entries. Please click on the 'Select Entries' column to select the entries you want to keep. Select only one of each set of duplicate entries.

License Type	Article	License No	License YR	Presentation Date	Entry Number	HTS Number	Quantity Imported in Kilograms	Select Entries
1	D	109	2003	04/15/03	3040150198B	--	11994	<input checked="" type="checkbox"/>
--	--	--	--	04/15/03	3040150198B	1901903400	3030	<input checked="" type="checkbox"/>
1	D	109	2003	04/08/03	5952340258B	--	14807	<input checked="" type="checkbox"/>
--	--	--	--	03/03/03	90000004444	0406000099	12000	<input checked="" type="checkbox"/>
1	D	091	2003	06/20/03	DP40254821A	--	22765	<input checked="" type="checkbox"/>
1	D	091	2003	07/25/03	DP40258255A	--	16661	<input checked="" type="checkbox"/>
1	D	091	2003	07/25/03	DP40258255A	--	16661	<input type="checkbox"/>
Total:							97918	

Continue with Selected Entries Previous Page

Done Internet

Fig. 29 – Selected Entries

D. Completing an FAS-923Ae “Application for NonHistorical Cheese Licenses”

1. The FAS-923Ae, “Application for NonHistorical Cheese Licenses” screen is shown in Fig. 30. Use the scroll bar on the right to move up and down the screen, Figures 31-32. You are required to select at least 1 but no more than six licenses in the first group. Optionally, you may also select eight “high” licenses, eight “medium” licenses, and eight “low” licenses. You may not select any “high” licenses until you have selected six licenses in the first group. You may not select any “medium” licenses until you have selected all six licenses in the first group and all eight licenses in the “high” group, and so forth. Click on the drop down window, Fig. 34, to see a list of the available licenses. Use the scroll bar on the side of the drop down window to go up and down the list. Select the license you want by clicking on it. If you want to start over or clear the selections for a specific group, click on the “Clear Selection” button under each group.

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SELECT UP TO SIX LICENSES:

RANK ORDER	COUNTRY/COMMODITY
1	None
2	None
3	None
4	None
5	None
6	None

Clear This Selection Help List of Country/Commodity

Fig. 30 - FAS-923Ae Application

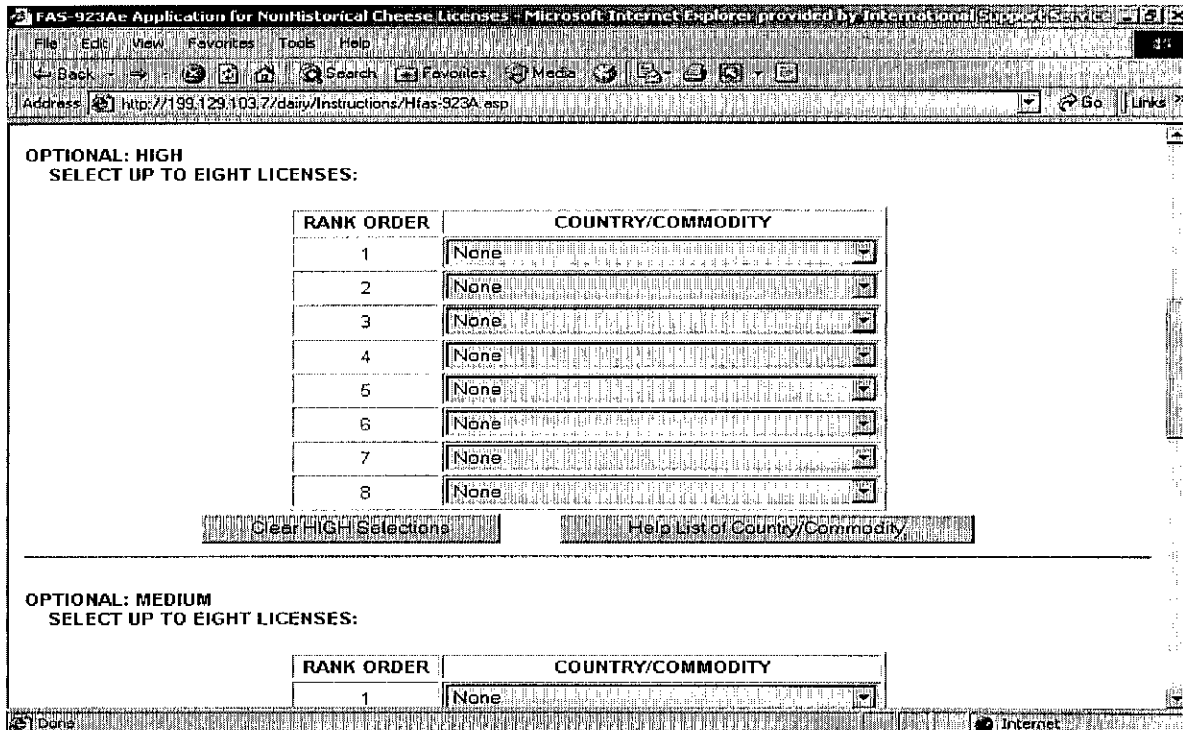


Fig. 31 - FAS-923Ae Application – Cont.

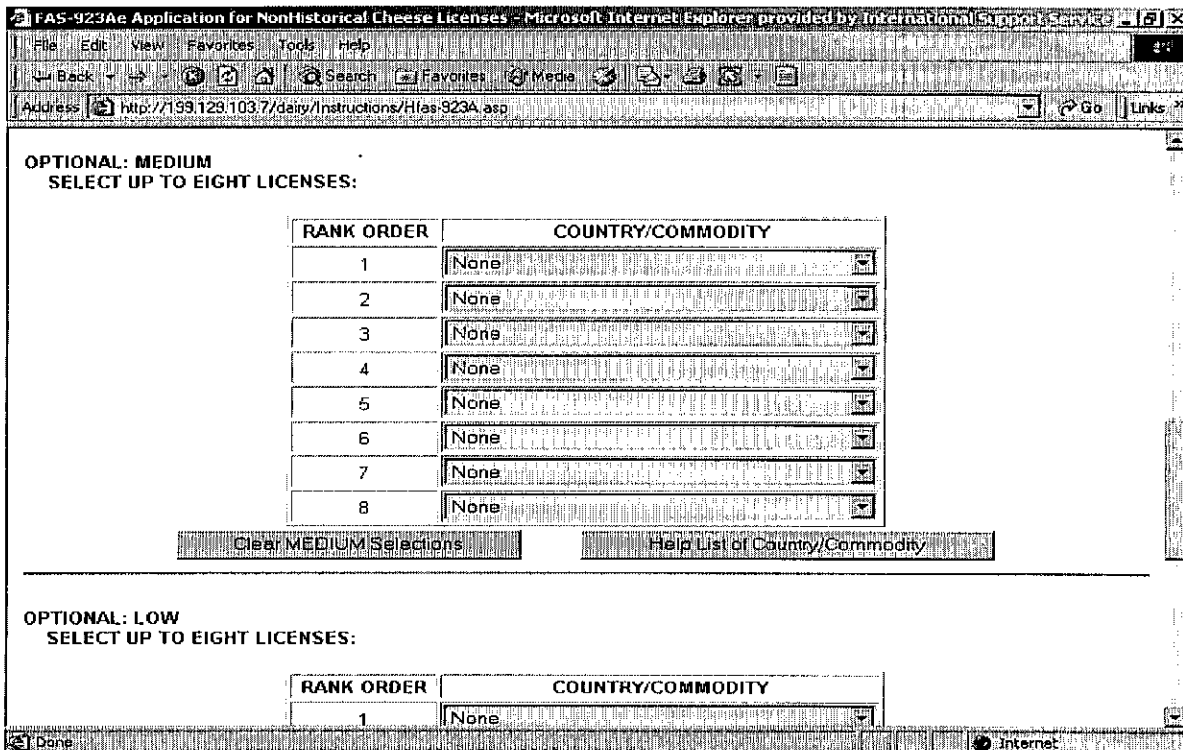


Fig. 32 - FAS-923Ae Application – Cont.

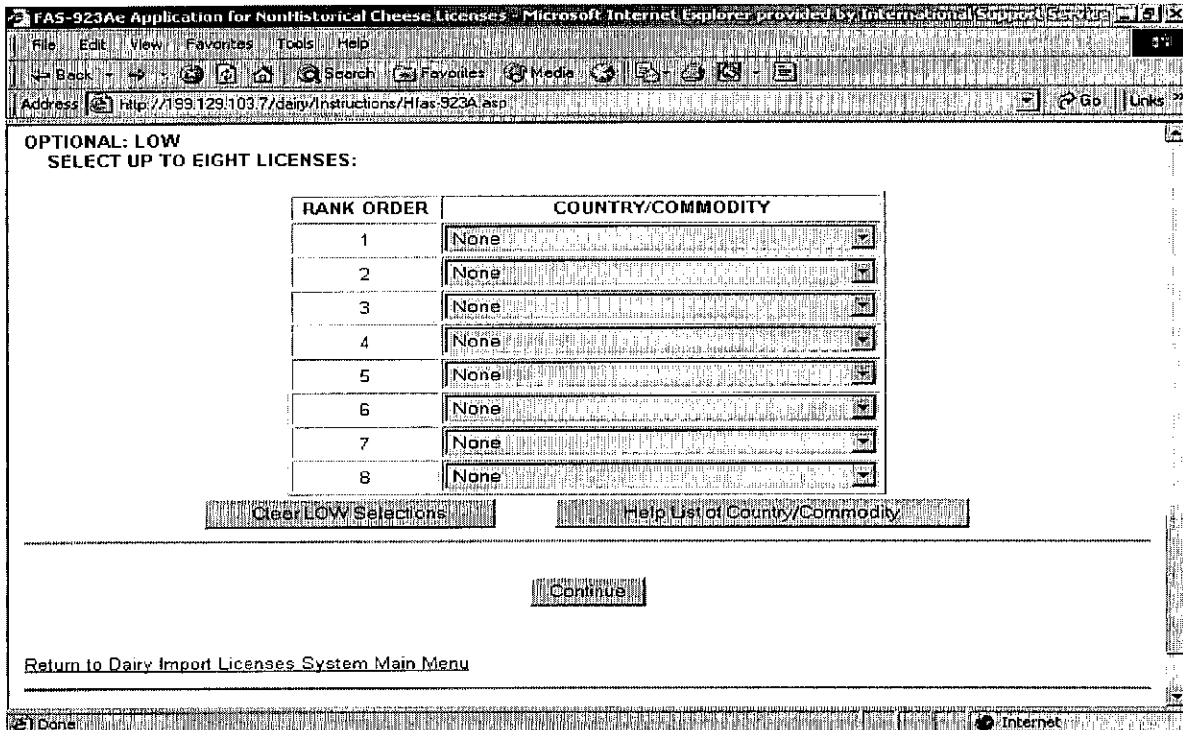


Fig.33 - FAS-923Ae Application – Cont.

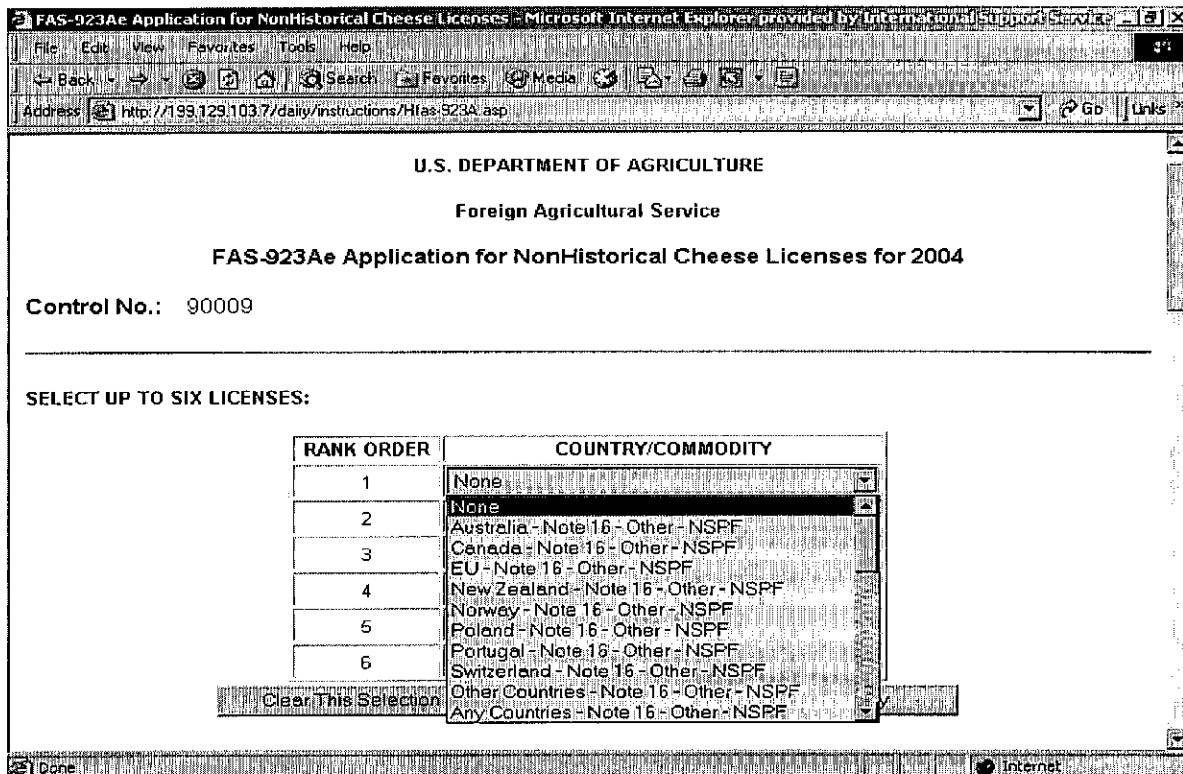


Fig. 34 - FAS-923Ae Application – Cont.

After you have made all of your selections and you are ready to continue (Fig. 35), click on the “Continue” button at the bottom of this screen. A list of the licenses you have selected to apply for will appear, Fig. 36. If you need to make changes, click on the “Edit Selections” button. This will take you back to the previous screen where you can make changes. When you are ready to submit this application, click on the “Submit Application” button at the bottom, Fig. 37.

The system will start validating your licenses. If there are no errors, you will see Fig. 38 displayed. Your application has been successfully submitted to the USDA DAIRY Import License Program.

Fig. 39 is an example of an error found in the validation process. In this case duplicate licenses were selected. To correct the error, click on the “Return back to previous page” link on this page, and then click on the “Edit Selections” button. This will take you back to your application to correct the error and then re-submit the application.

NOTE: Please be sure your application is correct before submitting. After you have submitted your FAS-923Ae, “Application for NonHistorical Cheese Licenses”, you may not make changes. If you need assistance, please call the DAIRY staff at (202)720-9439.

SELECT UP TO SIX LICENSES:

RANK ORDER	COUNTRY/COMMODITY
1	Australia - Note 16 - Other - NSPF
2	Canada - Note 16 - Other - NSPF
3	EU - Note 16 - Other - NSPF
4	New Zealand - Note 16 - Other - NSPF
5	Norway - Note 16 - Other - NSPF
6	Poland - Note 16 - Other - NSPF

Clear This Selection

**OPTIONAL: HIGH
SELECT UP TO EIGHT LICENSES:**

RANK ORDER	COUNTRY/COMMODITY
1	Portugal - Note 16 - Other - NSPF
2	Switzerland - Note 16 - Other - NSPF
3	None

Fig. 35 - FAS-923Ae Application – Cont.

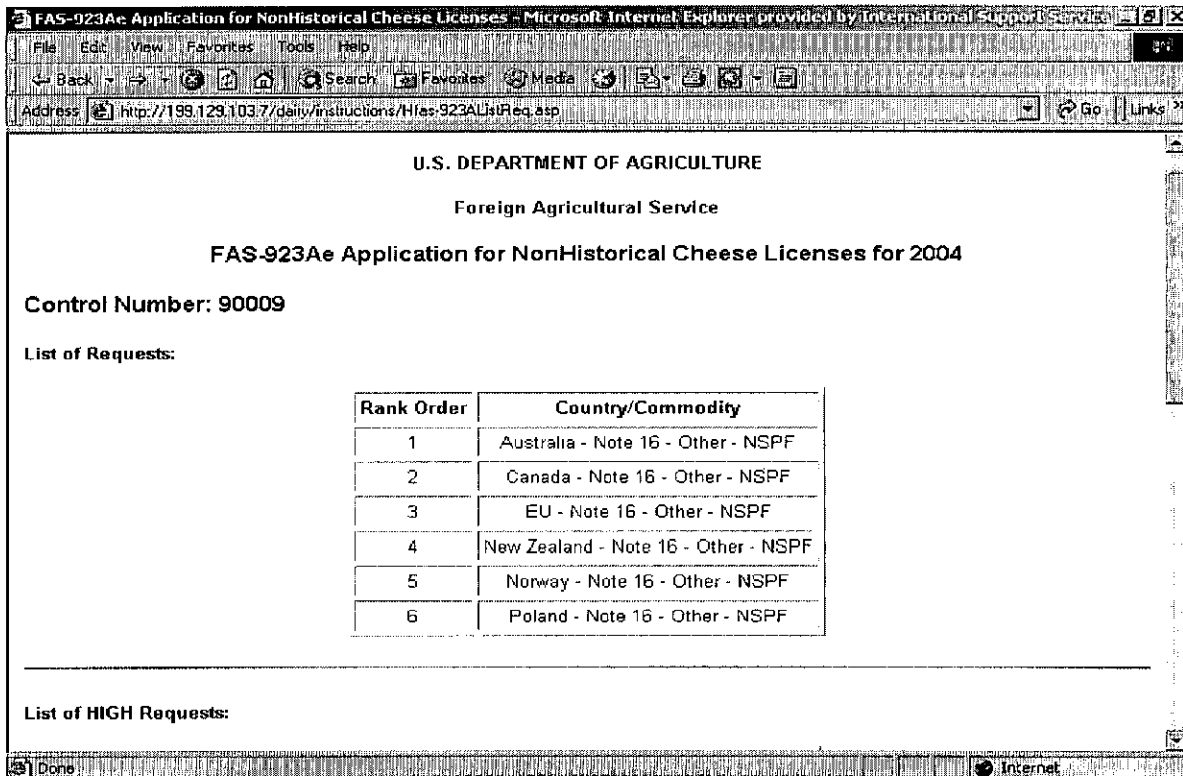


Fig. 36 - FAS-923Ae Application Selected

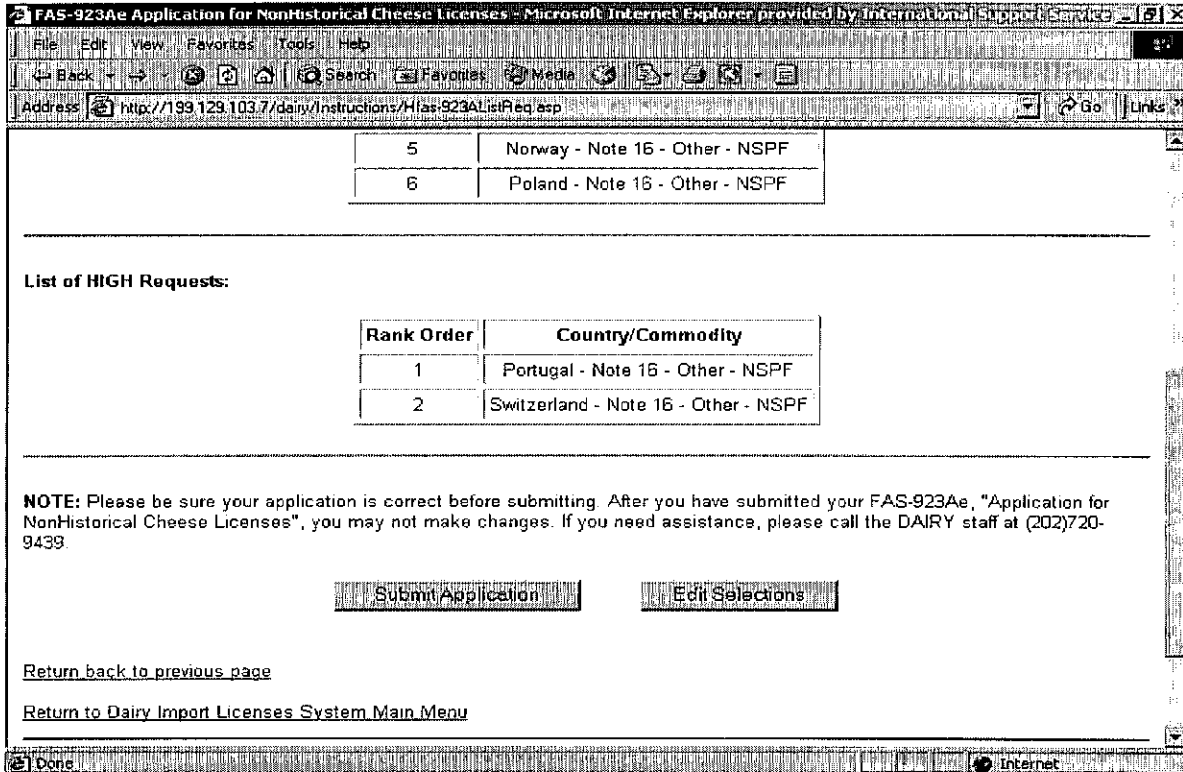


Fig. 37 - FAS-923Ae Application – Selected – Cont.

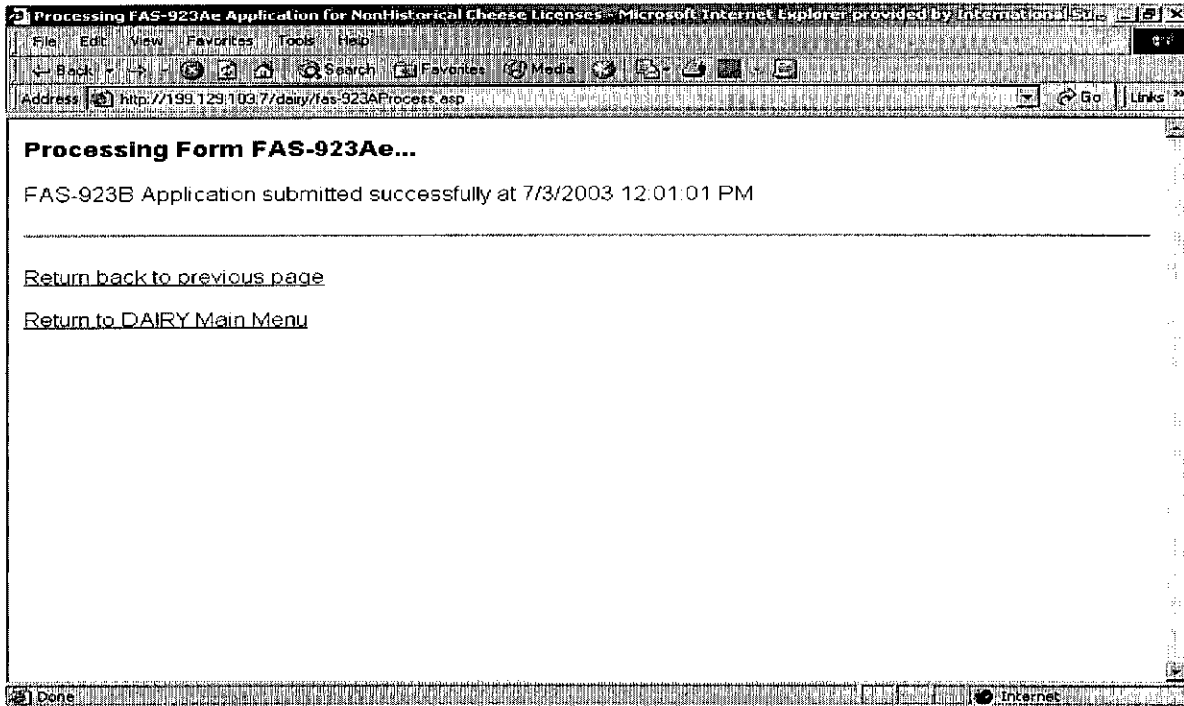


Fig. 38 - FAS-923Ae Application Processed

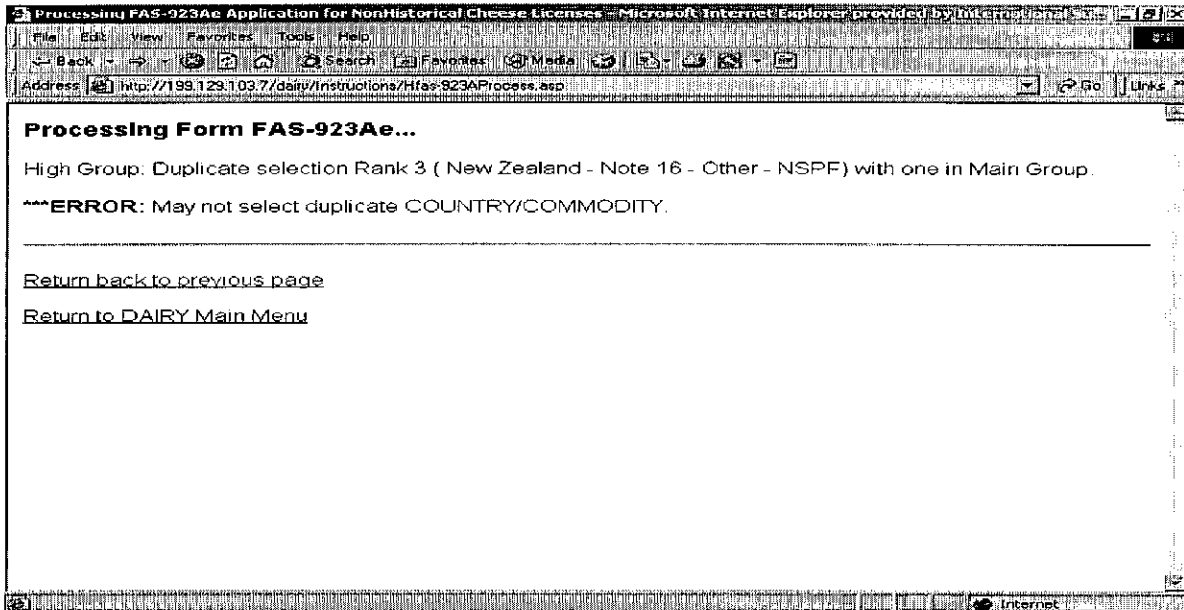


Fig. 39 - FAS-923Ae Application Error Message

2. If you want to see a list of the different cheese licenses that you can select, click on the "Help List of Country/Commodity" button at the bottom of each table (Figures 30-14). Figures 40-41 will appear. To return back to the

previous screen, click on “Return back to previous page” link on the bottom or press the “Back” button on the tool bar.

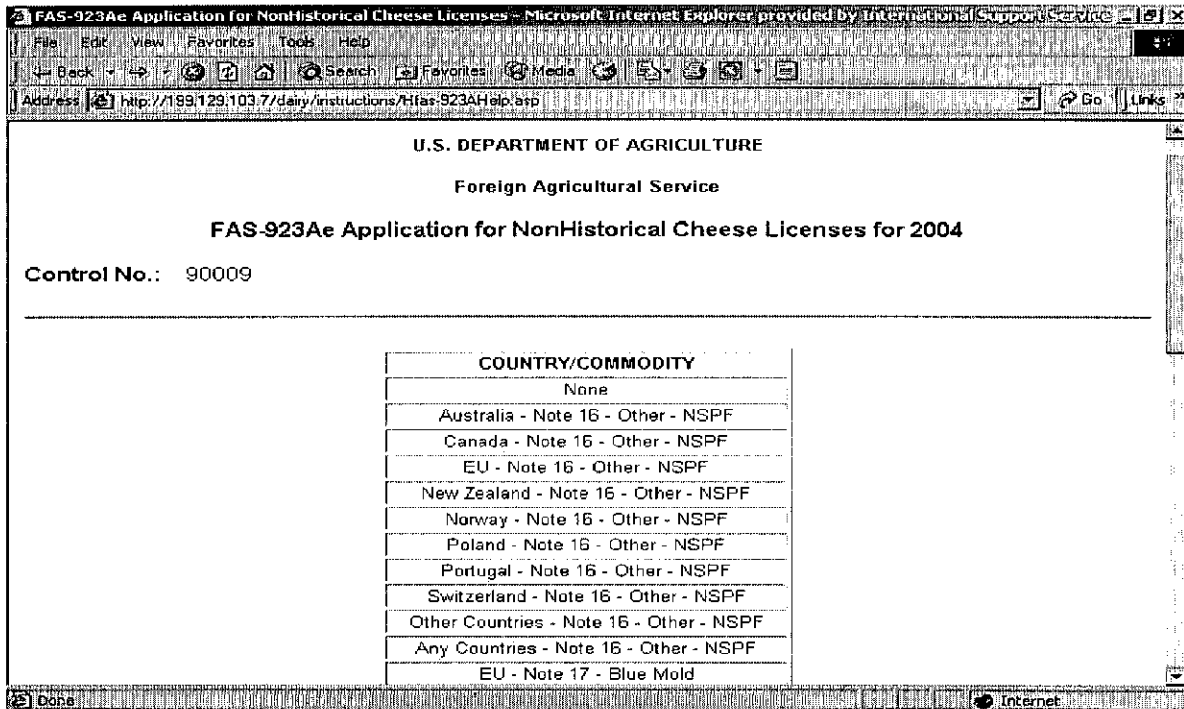


Fig. 40 - FAS-923Ae Application Help Screen

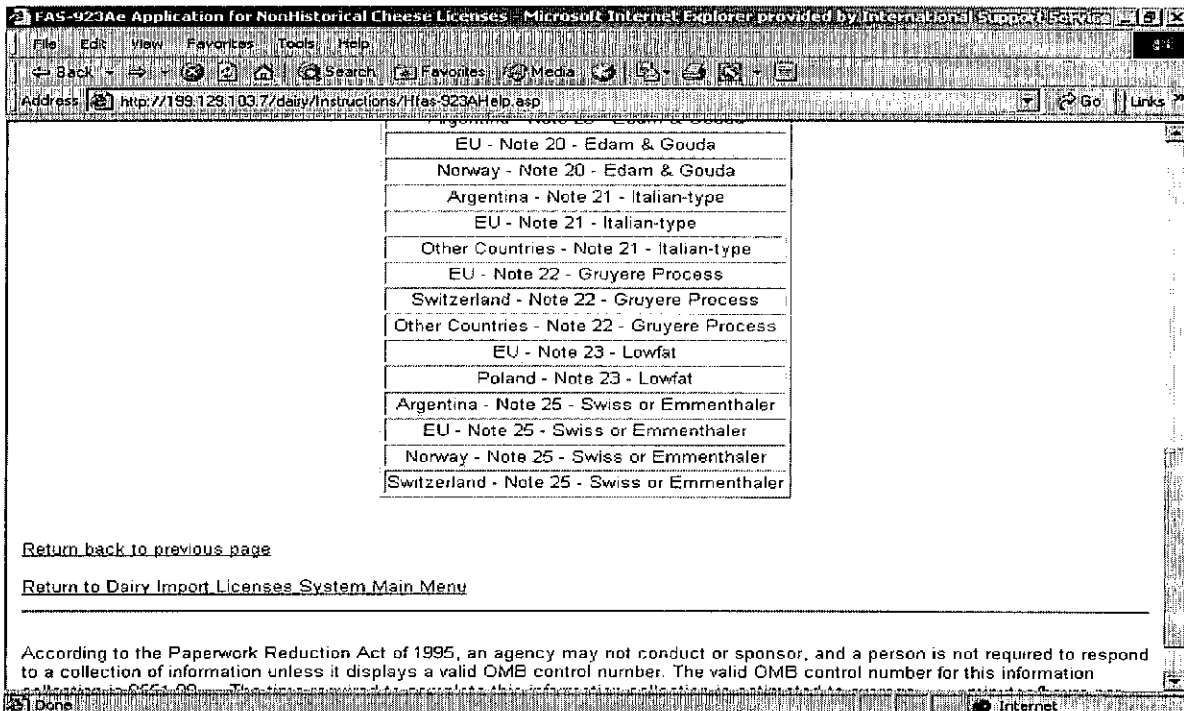


Fig. 41 - FAS-923Ae Application Help Screen – Cont.

E. Completing an FAS-923Be “Application for NonHistorical NonCheese Licenses”

1. The FAS-923Be, “Application for NonHistorical NonCheese Licenses” screen is shown in Fig. 42. Use the scroll bar on the right to move up and down the screen. You are required to select at least 1 but no more than eight licenses. Click on each drop down window, Fig. 43, to see a list of available licenses. Select the license you want by clicking on it. If you want to start over or clear the selections, click on the “Clear” button at the bottom of this screen.

After you have made all of your selections and you’re ready to continue (Fig.44), click on the “Continue” button at the bottom of this screen. A list of all the licenses selected will appear, Fig.45. If you need to make changes, click on the “Edit Selections” button. This will take you back to the previous screen where you can make changes. When you are ready to submit this application, click on the “Submit Application” at the bottom of Fig. 45.

The system will start validating your licenses. If there are no errors, you will see Fig. 46 displayed. Your application has been successfully submitted to the DAIRY staff for their review.

Fig. 47 is an example of an error found in the validation process. In this case duplicate licenses were selected. To correct the error, click on the “Return back to previous page” link on this page, and then click on the “Edit Selections” button. This will take you back to your application to correct the error and then re-submit the application.

NOTE: Please be sure your application is correct before submitting. After you have submitted your FAS-923Be, “Application for NonHistorical NonCheese Licenses”, you may not make changes. If you need assistance, please call the DAIRY staff at (202)720-9439.

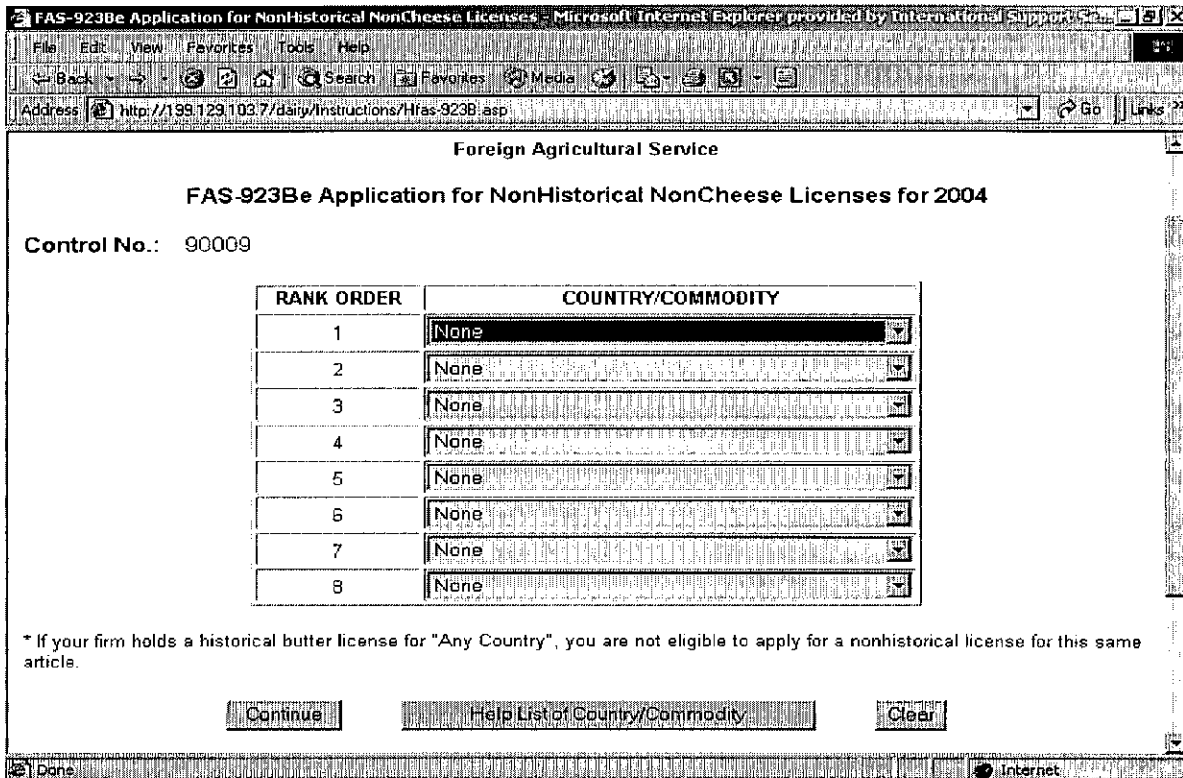


Fig. 42 - FAS-923Be Application

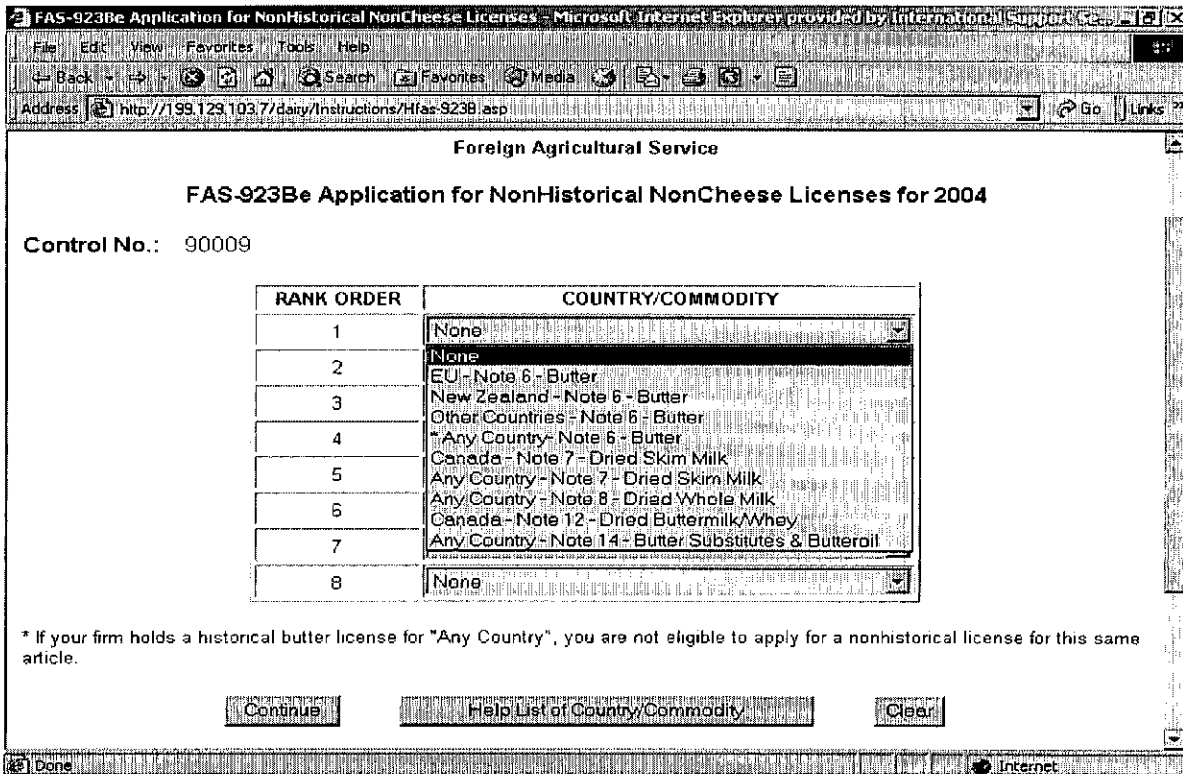


Fig. 43 FAS-923Be Application – Drop Down Window Selection

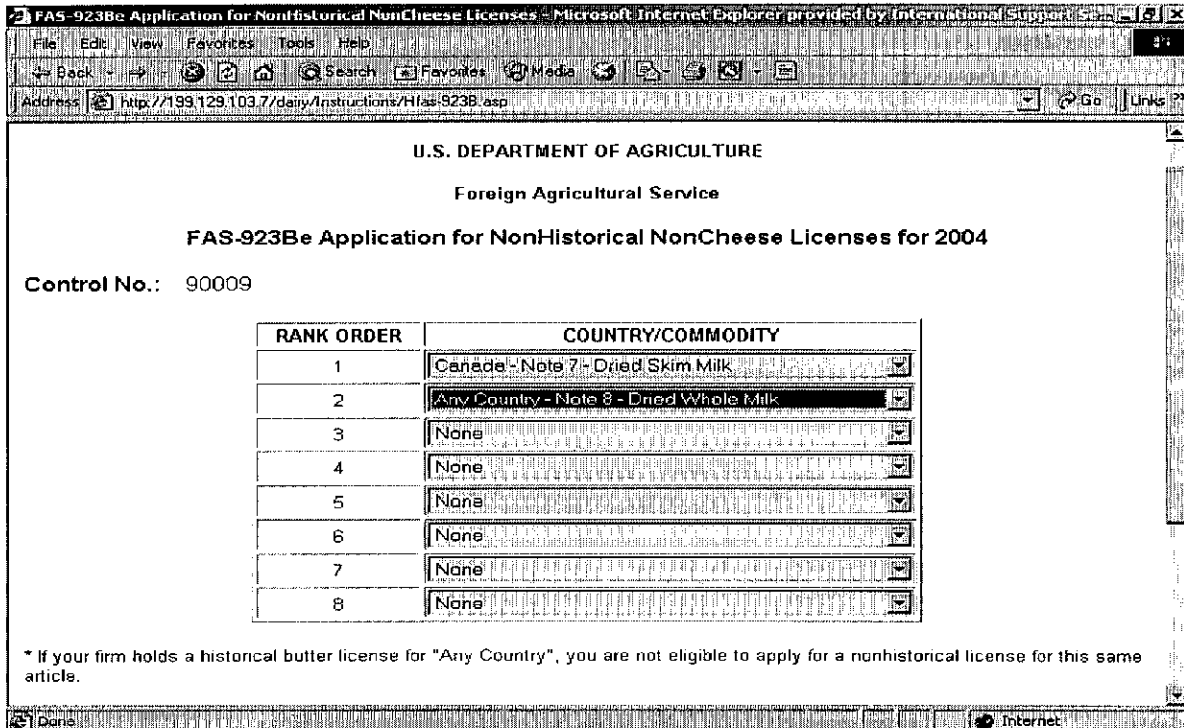


Fig. 44 - FAS-923Be Application Selected

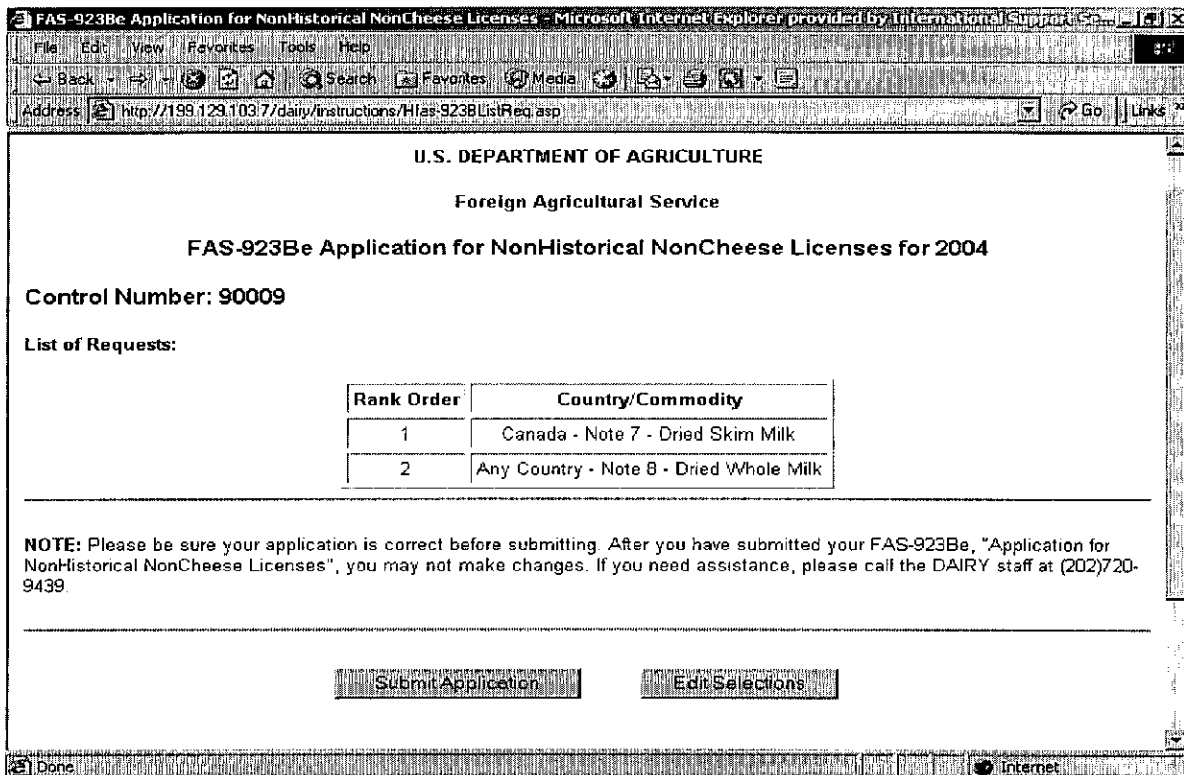


Fig. 45 - FAS-923Be Application Selected – Cont.

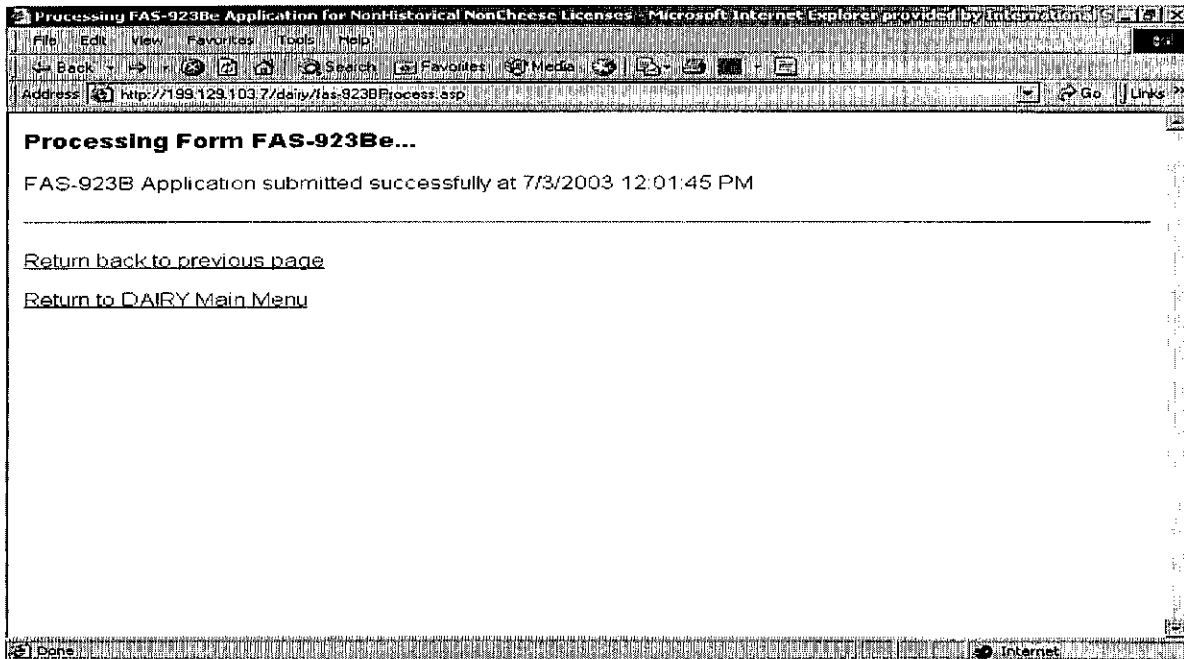


Fig. 46 - FAS-923Be Application Processed

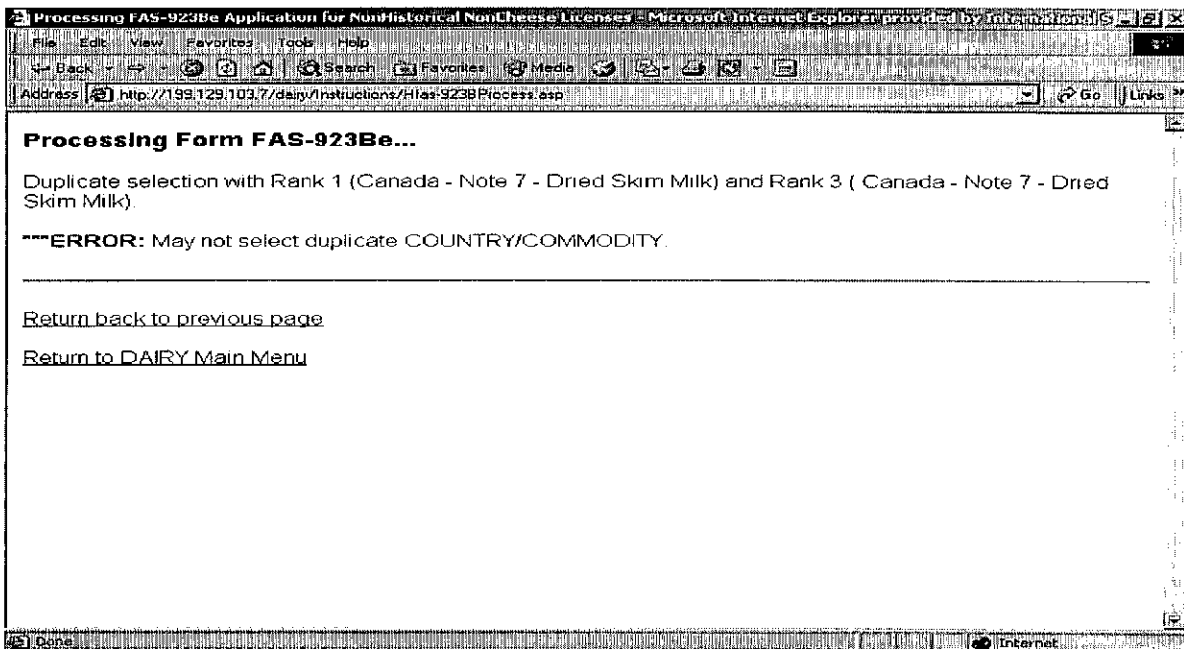


Fig. 47 - FAS-923Be Application Error Message

2. If you want to see a list of the different noncheese licenses that you can select, click on the "Help List of Country/Commodity" button at the bottom, Fig. 42. Fig. 48 will appear. To return back to the previous screen, click on "Return back to previous page" link on the bottom or press the "Back" button on the tool bar.

FAS-923Be Application for Non-Historical Non-Cheese Licenses - Microsoft Internet Explorer provided by International Support Services

File Edit View Favorites Tools Help

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Address: http://193.129.103.7/dairy/instructions/Hfes-923BHelp.asp

U.S. DEPARTMENT OF AGRICULTURE
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FAS-923Be Application for Non-Historical Non-Cheese Licenses for 2004

Control No.: 90009

COUNTRY/COMMODITY
None
EU - Note 6 - Butter
New Zealand - Note 6 - Butter
Other Countries - Note 6 - Butter
* Any Country - Note 6 - Butter
Canada - Note 7 - Dried Skim Milk
Any Country - Note 7 - Dried Skim Milk
Any Country - Note 8 - Dried Whole Milk
Canada - Note 12 - Dried Buttermilk/Whey
Any Country - Note 14 - Butter Substitutes & Butteroil

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Done Internet

Fig. 48 - FAS-923Be Application Help