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.
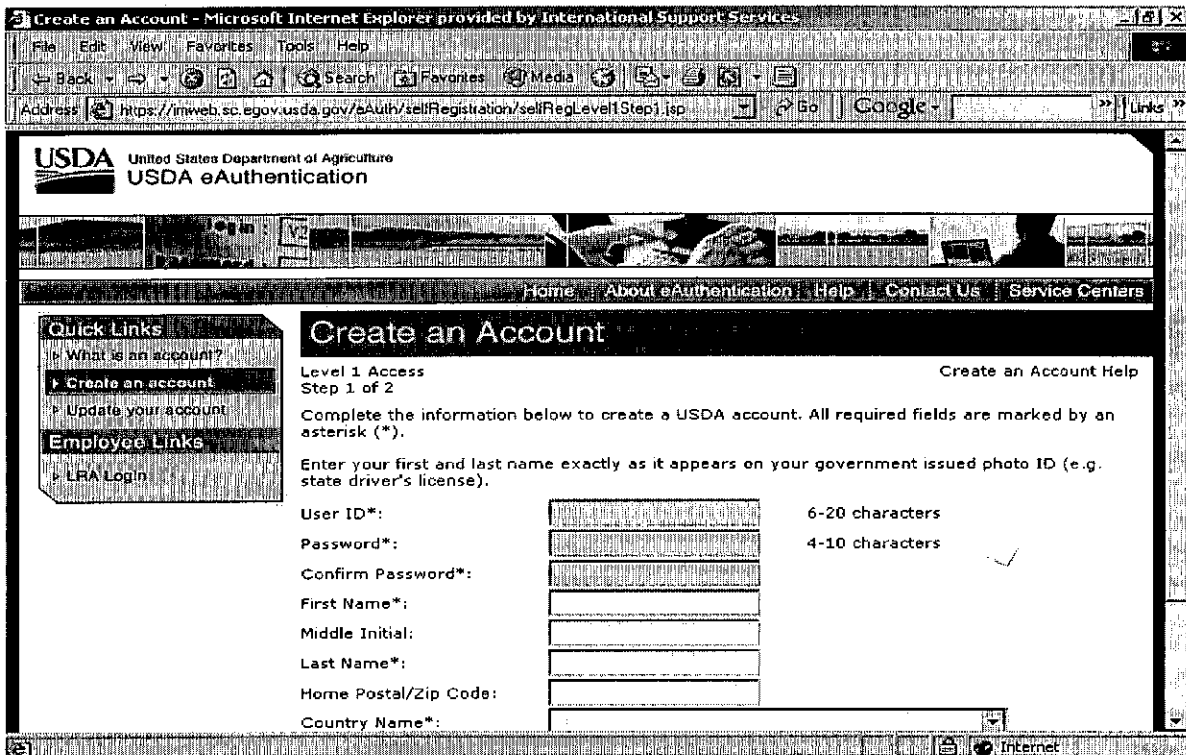

Fig. 1 – eAuthentication Registration

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.
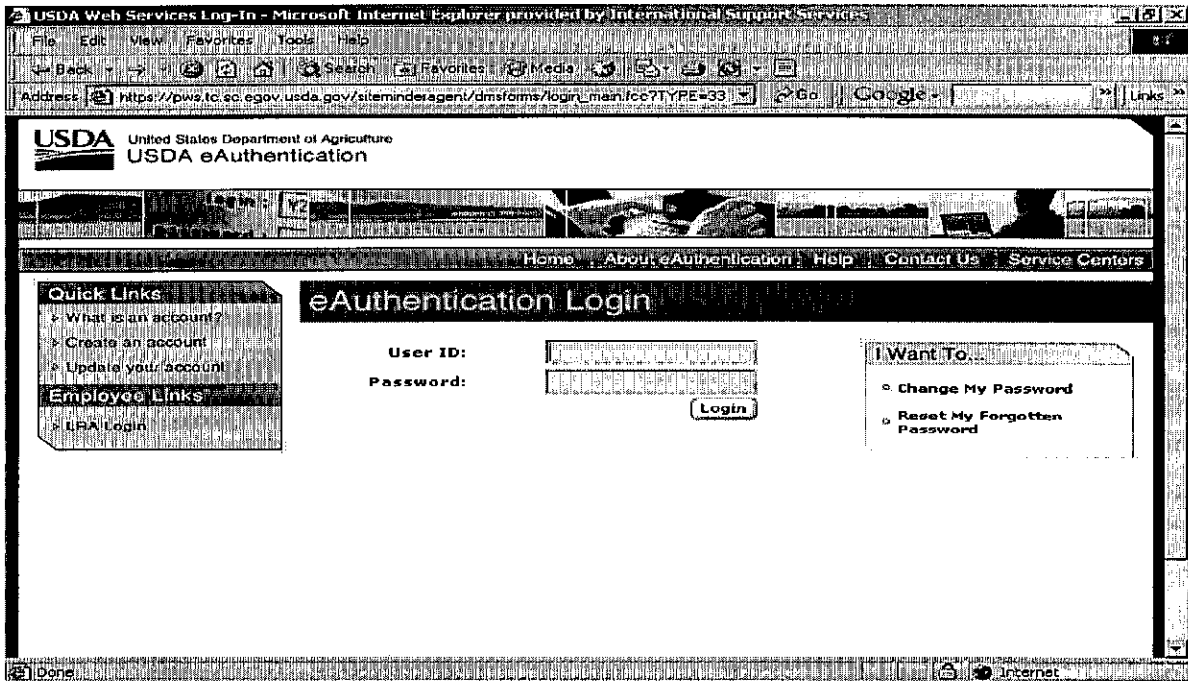

Fig. 2 – eAuthentication Login

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.

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.

U.S. DEPARTMENT OF AGRICULTURE

Foreign Agricultural Service

Welcome to Dairy Accelerated Importer Retrieval and Information Exchange System

Your eAuthentication UserID: DairyTestUser
Please enter your Control Number: [   ]

Continue

Logout of DAIRIES

Fig. 4 – Control Number

Dairy Accelerated Importer Retrieval and Information Exchange System

Main Menu Selection

- Select from the following options to view licenses awarded:

  - Licenses Awarded for 2004
  - Licenses Awarded for 2003

- Select from the following options to complete your 2004 license application:

  - FAS-923e Certification Form for Dairy Import Licenses
  - Selection of Entries to Qualify for Importers Only
  - FAS-923Ae Application for NonHistorical Cheese Licenses
  - FAS-923Be Application for NonHistorical NonCheese Licenses

- Select from the following options to surrender or request additional quota for 2003:

  - FAS-924Ae License Surrender Form
  - FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts

- Select one of the following options to view submitted applications:

  - Submitted FAS-923e Certification Form for Dairy Import Licenses
  - Submitted Entries to Qualify
  - Submitted FAS-923Ae Application for NonHistorical Cheese Licenses
  - Submitted FAS-923Be Application for NonHistorical NonCheese Licenses

Fig. 4a – Main Menu

- Submitted FAS-924Ae License Surrender Form
- Submitted FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts

- Select the following option to review your license usage:

  - Review Entries (Replaces ILS VoiceMail System)

- Select the following option to update your contact information:

  - Update User Information

- Select one of the following options for instructions for this application:

  - Instructions in Microsoft WORD Format (Complete)
    - Genreral Log-In Procedures
    - Completing FAS-923e Certification Form
    - Selecting Entries to Qualify
    - Completing FAS-923Ae Application for NonHistorical Cheese Licenses
    - Completing FAS-923Ae Application for NonHistorical NonCheese Licenses
    - Completing FAS-924Ae License Surrender Form
    - Completing FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts
    - Viewing Submitted Applications
    - Reviewing Entries
    - Updating User Information
    - Logging Out of DAIRIES
  - Instructions in Adobe Acrobat PDF Format (Complete)
    - Genreral Log-In Procedures
    - Completing FAS-923e Certification Form
    - Selecting Entries to Qualify

Fig. 4b – Main Menu (Continue)

- Instructions in Microsoft WORD Format (Complete)
  - Genreral Log-In Procedures
  - Completing FAS-923e Certification Form
  - Selecting Entries to Qualify
  - Completing FAS-923Ae Application for NonHistorical Cheese Licenses
  - Completing FAS-923Ae Application for NonHistorical NonCheese Licenses
  - Completing FAS-924Ae License Surrender Form
  - Completing FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts
  - Viewing Submitted Applications
  - Reviewing Entries
  - Updating User Information
  - Logging Out of DAIRIES
- Instructions in Adobe Acrobat PDF Format (Complete)
  - Genreral Log-In Procedures
  - Completing FAS-923e Certification Form
  - Selecting Entries to Qualify
  - Completing FAS-923Ae Application for NonHistorical Cheese Licenses
  - Completing FAS-923Ae Application for NonHistorical NonCheese Licenses
  - Completing FAS-924Ae License Surrender Form
  - Completing FAS-924Be Application for Requesting Additional Tariff-Rate Quota (TRQ) Amounts
  - Viewing Submitted Applications
  - Reviewing Entries
  - Updating User Information
  - Logging Out of DAIRIES

- Select the following to log out of this system:

  - Logout of DAIRIES

Fig. 4c– Main Menu (Continue)

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites   Media

Address   http://199.129.103.7/dairy/Instructions/HFas-923.asp

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

Done   Internet

Fig. 5 - FAS-923e Certification

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites   Media

Address   http://199.129.103.7/dairy/Instructions/HFas-923.asp

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

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.			

Edit This Certification   Submit This Certification

Done   Internet

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

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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.

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

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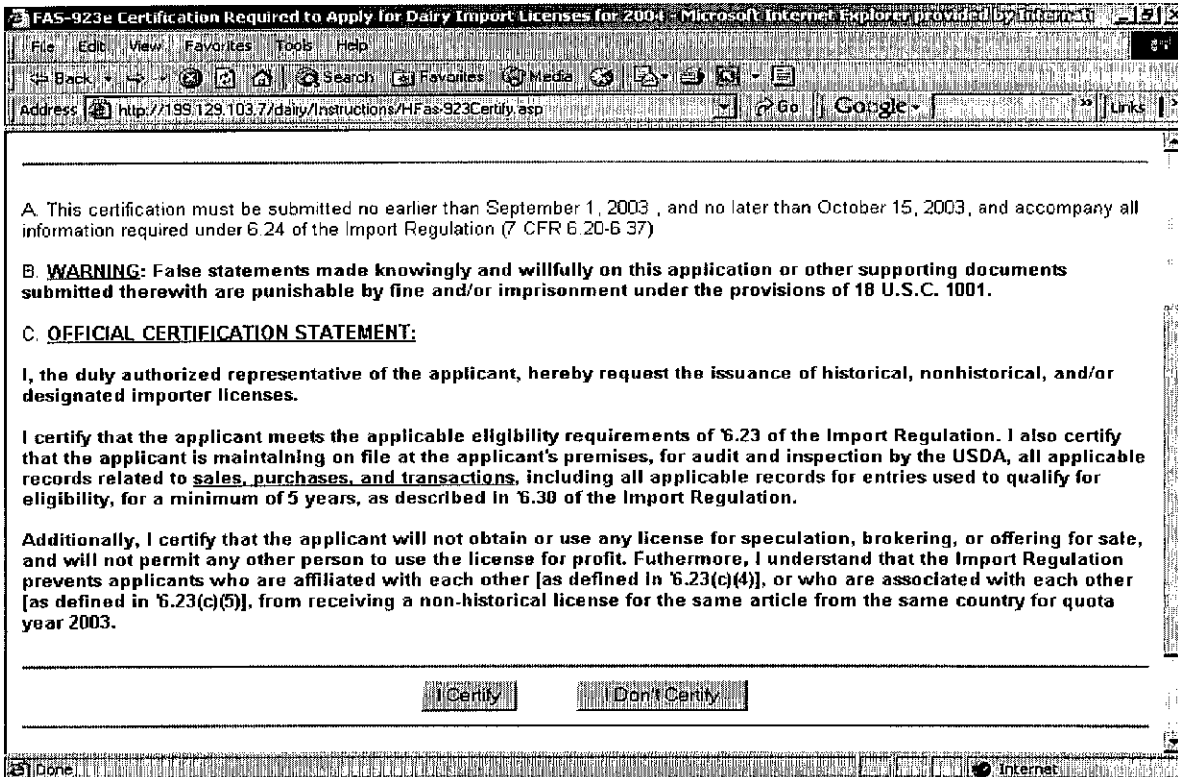
FAS-923e Certification Required to Apply for Dairy Import Licenses for 2004 - Microsoft Internet Explorer provided by Internet

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites   Media

Address   http://199.129.103.7/dairy/Instructions/HFas-923Certify.asp   Go   Google

A. This certification must be submitted no earlier than September 1, 2003, and no later than October 15, 2003, and accompany all information required under 6.24 of the Import Regulation (7 CFR 6.20-6.37)

B. **WARNING: False statements made knowingly and willfully on this application or other supporting documents submitted therewith are punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1001.**

C. **OFFICIAL CERTIFICATION STATEMENT:**

I, the duly authorized representative of the applicant, hereby request the issuance of historical, nonhistorical, and/or designated importer licenses.

I certify that the applicant meets the applicable eligibility requirements of 6.23 of the Import Regulation. I also certify that the applicant is maintaining on file at the applicant's premises, for audit and inspection by the USDA, all applicable records related to sales, purchases, and transactions, including all applicable records for entries used to qualify for eligibility, for a minimum of 5 years, as described in 6.30 of the Import Regulation.

Additionally, I certify that the applicant will not obtain or use any license for speculation, brokering, or offering for sale, and will not permit any other person to use the license for profit. Futhermore, I understand that the Import Regulation prevents applicants who are affiliated with each other [as defined in 6.23(c)(4)], or who are associated with each other [as defined in 6.23(c)(5)], from receiving a non-historical license for the same article from the same country for quota year 2003.

I Certify   I Don't Certify

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

Processing Form FAS-923e...

FAS-923 Certification Form submitted successfully at 9/22/2003 3:22:03 PM

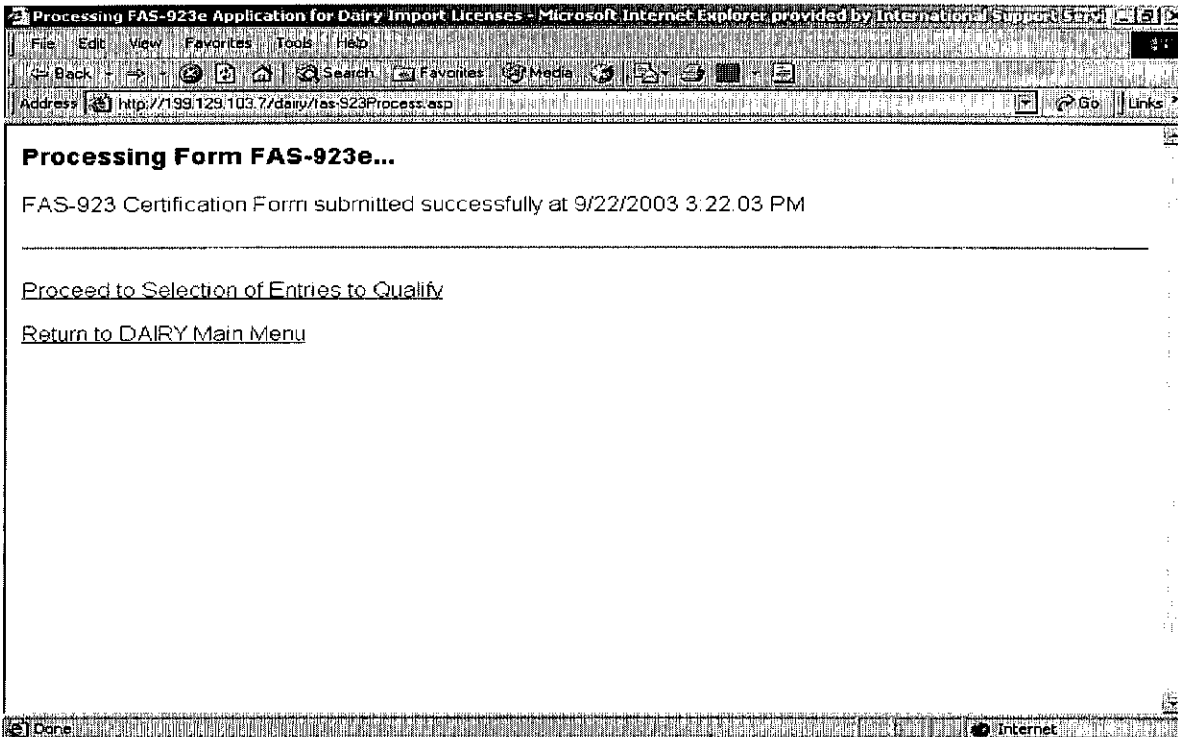Proceed to Selection of Entries to Qualify

Return to DAIRY Main Menu

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.

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.

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

Fig. 12 – List of Licenses

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	☐
1	D	091	2003	07/09/03	DP40256294A	1381	☐
1	D	091	2003	06/20/03	DP40254821A	22765	☐
1	D	091	2003	06/03/03	DP40253126A	5235	☐

Continue   Clear This Form   Previous Page

Fig. 13 – List of Entries for a License

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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	☑
1	D	091	2003	07/09/03	DP40256294A	1381	☐
1	D	091	2003	06/20/03	DP40254821A	22765	☑
1	D	091	2003	06/03/03	DP40253126A	5235	☐

Continue   Clear This Form   Previous Page

Fig. 14 – Select Entries for a License

Foreign Agricultural Service

License Qualification Selection for Cheese Licenses for 2004

Control Number: 90009

Selected 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

Summarize Above Entries

Select Additional Entries from Licenses from Same Year

Select Additional Entries from Licenses from Another Year

Enter Manual (UnLicensed) Entries
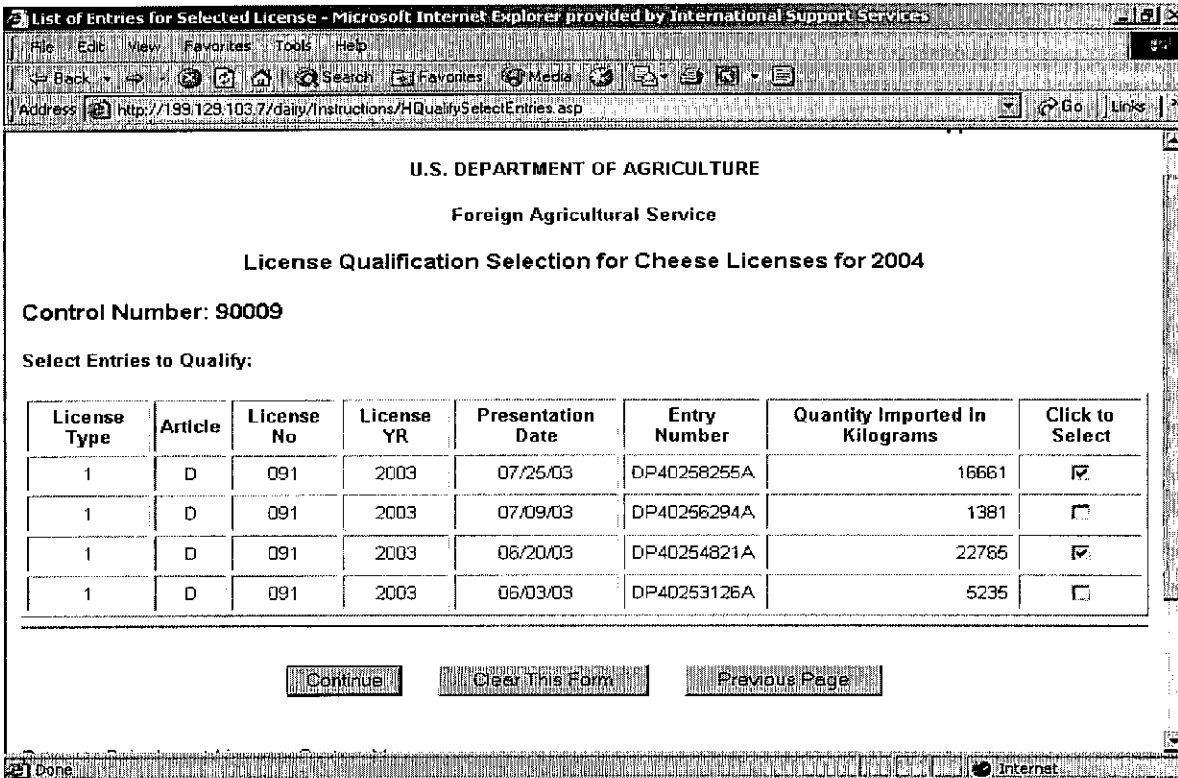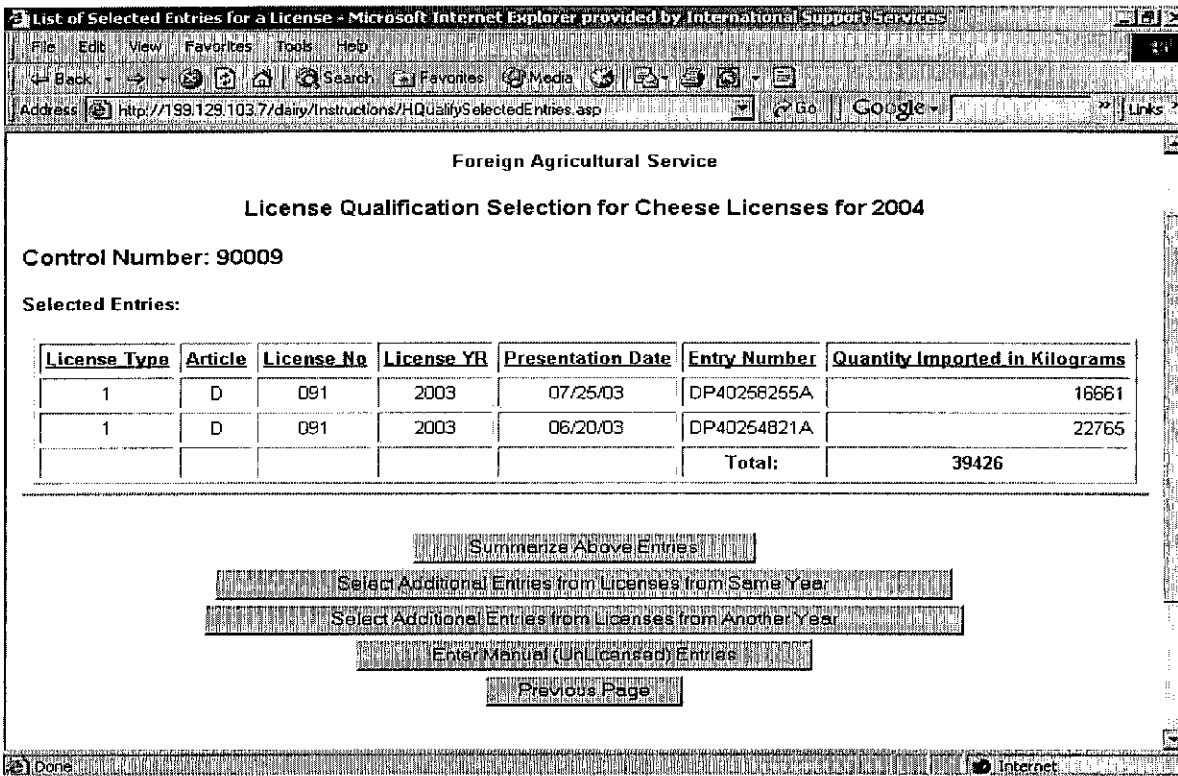
Previous Page

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.

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 Cheese Entries to Qualify:

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

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	☐
1	D	109	2003	04/08/03	5952340258B	14807	☐
1	D	109	2003	02/14/03	DP40243093B	2500	☐
1	D	109	2003	01/13/03	DP40240187B	3315	☐
1	D	109	2003	01/09/03	5952325582B	14752	☐

Continue   Clear This Form   Previous Page

Fig. 17 – List of Entries for a different License

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	☑
1	D	109	2003	04/08/03	5952340258B	14807	☑
1	D	109	2003	02/14/03	DP40243093B	2500	☐
1	D	109	2003	01/13/03	DP40240187B	3315	☐
1	D	109	2003	01/09/03	5952325582B	14752	☐

Continue   Clear This Form   Previous Page

Fig. 18 – Select Additional Entries

License Qualification Selection for Cheese Licenses for 2004

Control Number: 90009

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	18661
1	D	091	2003	06/20/03	DP40254821A	22765
1	D	109	2003	04/15/03	30401501988	11994
1	D	109	2003	04/08/03	59523402588	14807
					Total:	66227

Summarize Above Entries

Select Additional Entries from Licenses from Same Year

Select Additional Entries from Licenses from Another Year
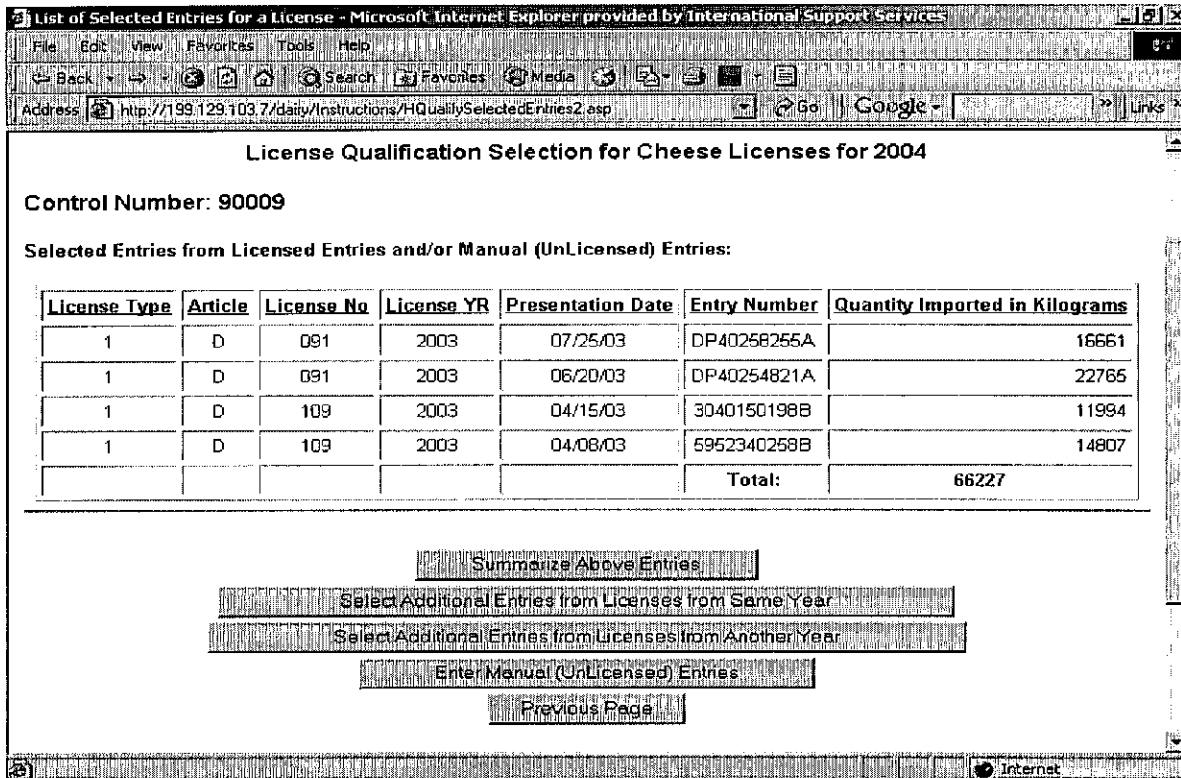
Enter Manual (UnLicensed) Entries

Previous Page

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.

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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.

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

Fig. 20 – Manual Data Entry

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	90000004444	0406000099	12000
04/15/03	3040150198B	1901903400	3030

Fig. 21 – Manual Entries

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

File   Edit   View   Favorites   Tools   Help

Back

Address   http://199.129.103.7/dairy/Instructions/HQualifyEntriesDENext.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

Done   Internet

Fig. 22 – List of Entries

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

File   Edit   View   Favorites   Tools   Help

Back

Address   http://199.129.103.7/dairy/Instructions/HQualifyEntriesDESum.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

Internet

Fig. 23 – List of Entries Combined

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

File   Edit   View   Favorites   Tools   Help

Back | Search   Favorites   Media |

Address http://199.129.103.7/dairy/Instructions/HQualifyEntriesDESum3.asp   Go   Links   Google

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

Done   Internet

Fig. 24 – List of Entries Summarized

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

File   Edit   View   Favorites   Tools   Help

Back | Search   Favorites   Media |

Address http://199.129.103.7/dairy/Development/QualifyEntriesProcess.asp   Go   Links   Google

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 NonHistorical Cheese Licenses. Additionally, based on your selected entries, you are qualified for NonCheese licenses. Therefore, you may also submit FAS-923Be Application for NonHistorical NonCheese Licenses from the main menu.

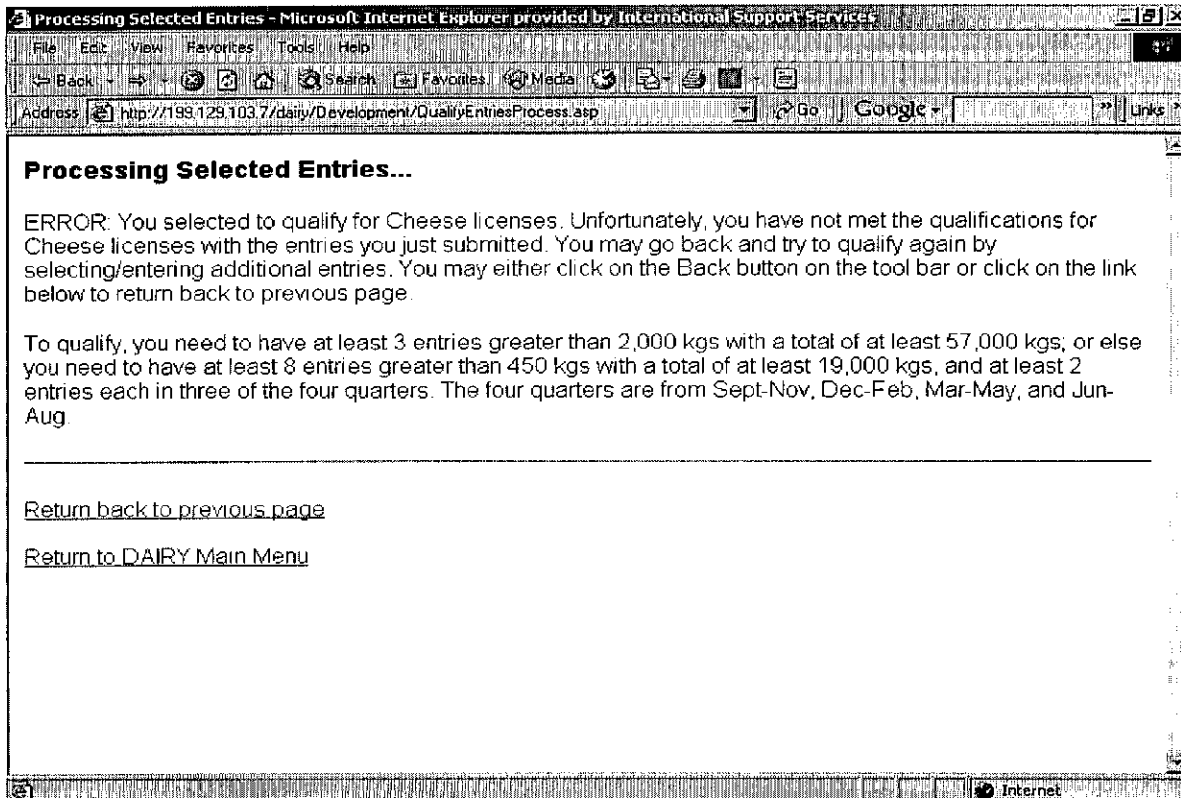Return to DAIRY Main Menu

Done   Internet
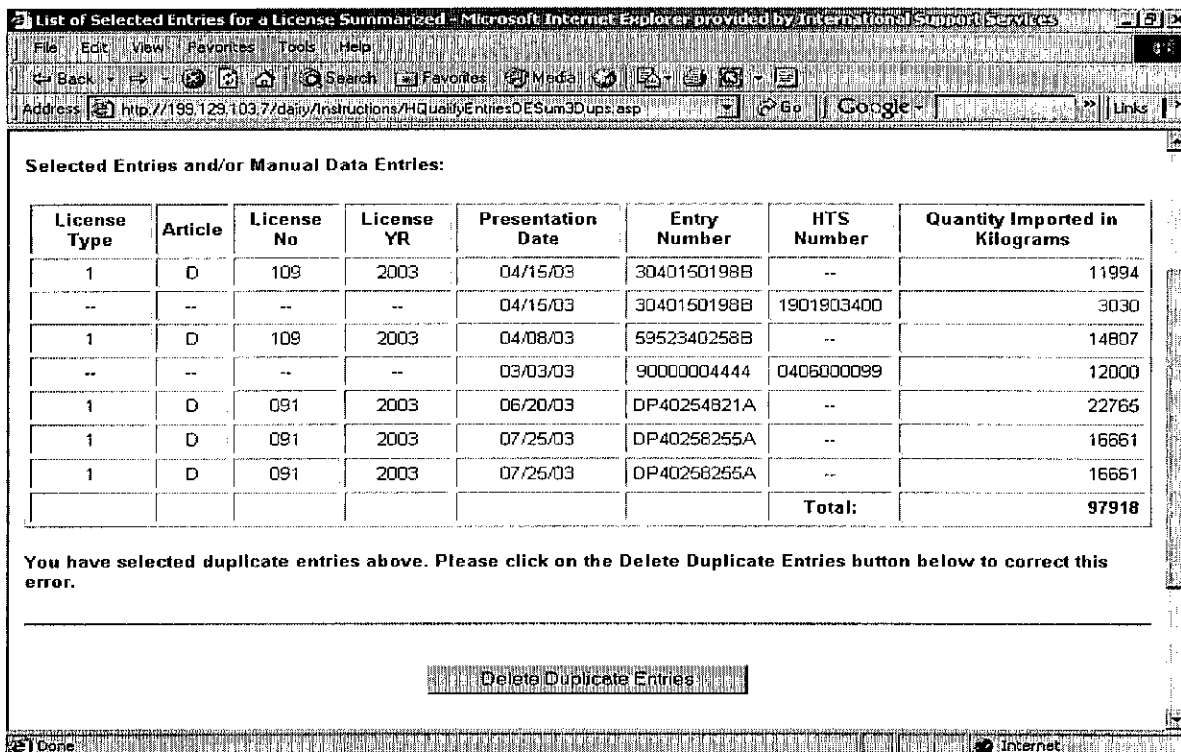
Fig. 25 – Processed Message

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Fig. 26 – Error Message

Selected Entries and/or Manual Data Entries:

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
1	D	091	2003	07/25/03	DP40258255A	--	16661
						Total:	97918

You have selected duplicate entries above. Please click on the Delete Duplicate Entries button below to correct this error.

Delete Duplicate Entries

Fig. 27 – Duplicate Entries

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	☐
--	--	--	--	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	☐
1	D	091	2003	07/25/03	DP40258255A	--	16661	☐
						Total:	97918	

[Continue with Selected Entries]   [Previous Page]

Fig. 28 – Select Entries

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	☑
--	--	--	--	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	☑
1	D	091	2003	07/25/03	DP40258255A	--	16661	☐
						Total:	97918	

[Continue with Selected Entries]   [Previous Page]

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.

Fig. 30 - FAS-923Ae Application

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

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

OPTIONAL: LOW
SELECT UP TO EIGHT LICENSES:

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

Clear LOW Selections   Help List of Country/Commodity

Continue

Return to Dairy Import Licenses System Main Menu

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

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Control No.:   90009

SELECT UP TO SIX LICENSES:

RANK ORDER	COUNTRY/COMMODITY
1	None
2	None
3	Australia - Note 16 - Other - NSPF
	Canada - Note 16 - Other - NSPF
	EU - Note 16 - Other - NSPF
4	New Zealand - Note 16 - Other - NSPF
	Norway - Note 16 - Other - NSPF
5	Poland - Note 16 - Other - NSPF
	Portugal - Note 16 - Other - NSPF
6	Switzerland - Note 16 - Other - NSPF
	Other Countries - Note 16 - Other - NSPF
	Any Countries - Note 16 - Other - NSPF

Clear This Selection

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

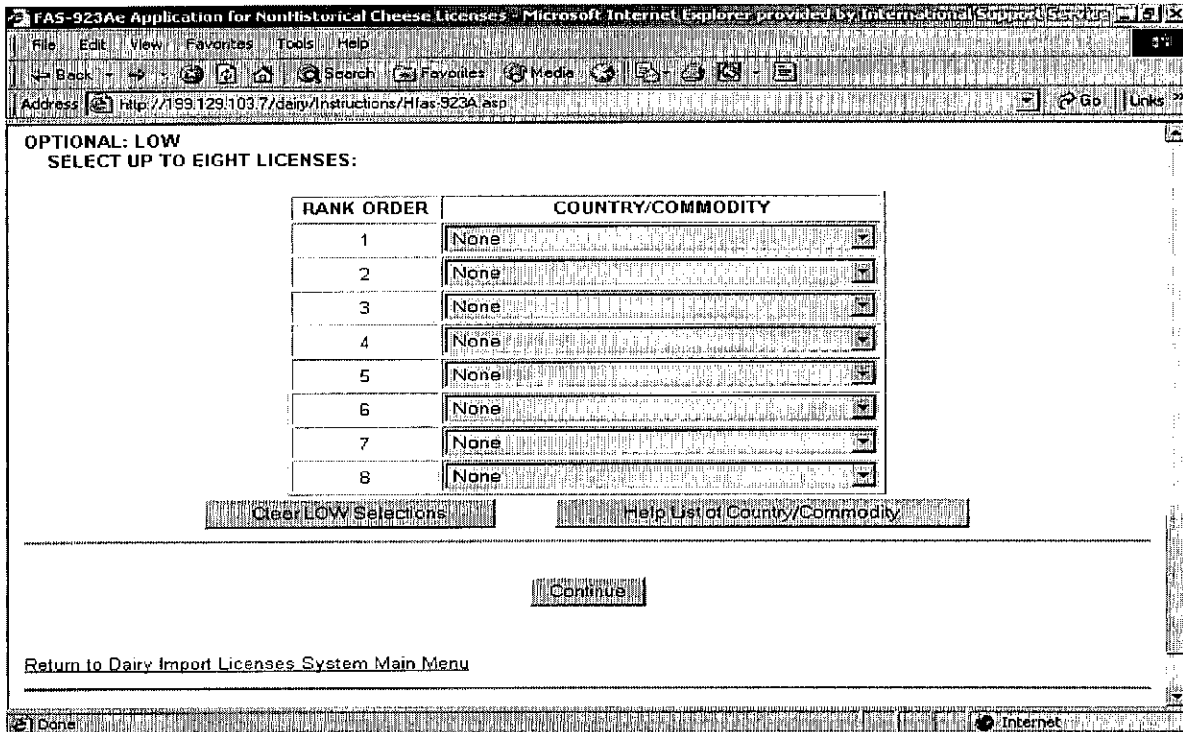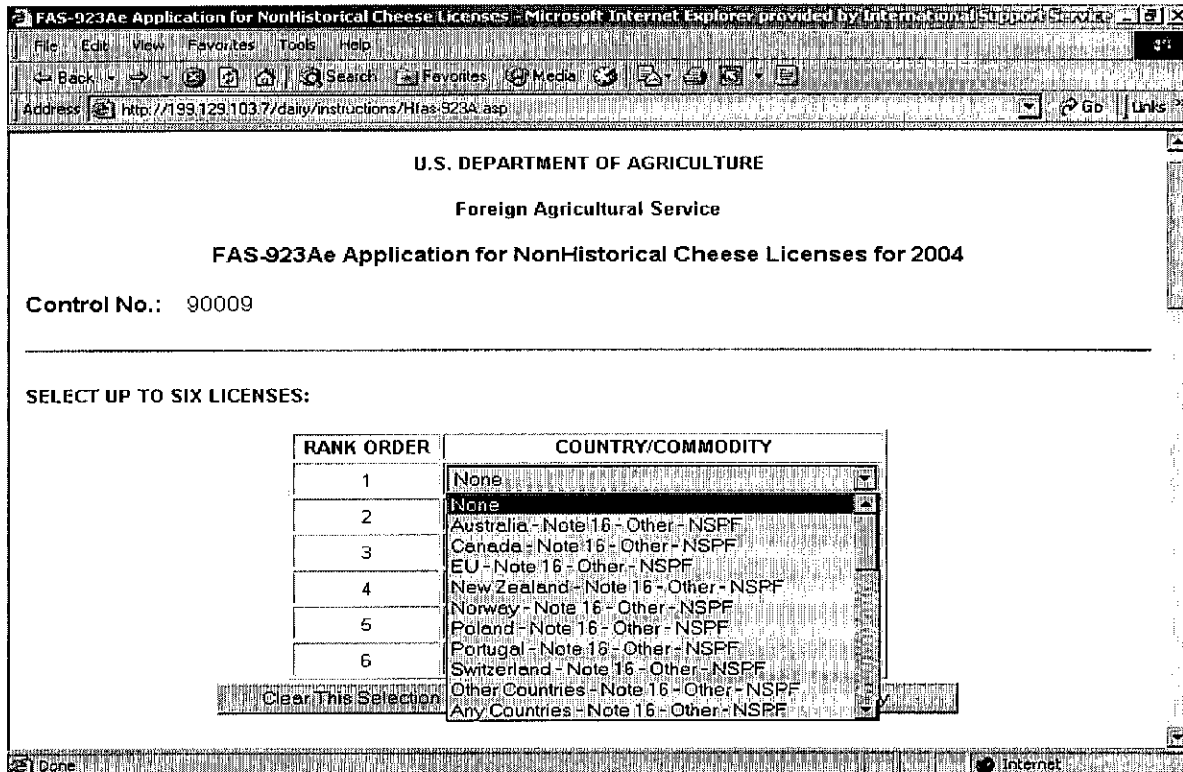After you have made all of your selections and you are ready to continue (Fig. 35), click on the "Continue" button at the bottom of this screen. A list of the licenses you have selected to apply for will appear, Fig. 36. If you need to make changes, click on the "Edit Selections" button. This will take 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.

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

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Control Number: 90009

List of Requests:

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

List of HIGH Requests:

Fig. 36 - FAS-923Ae Application Selected

5	Norway - Note 16 - Other - NSPF
6	Poland - Note 16 - Other - NSPF

List of HIGH Requests:

Rank Order	Country/Commodity
1	Portugal - Note 16 - Other - NSPF
2	Switzerland - Note 16 - Other - NSPF

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.
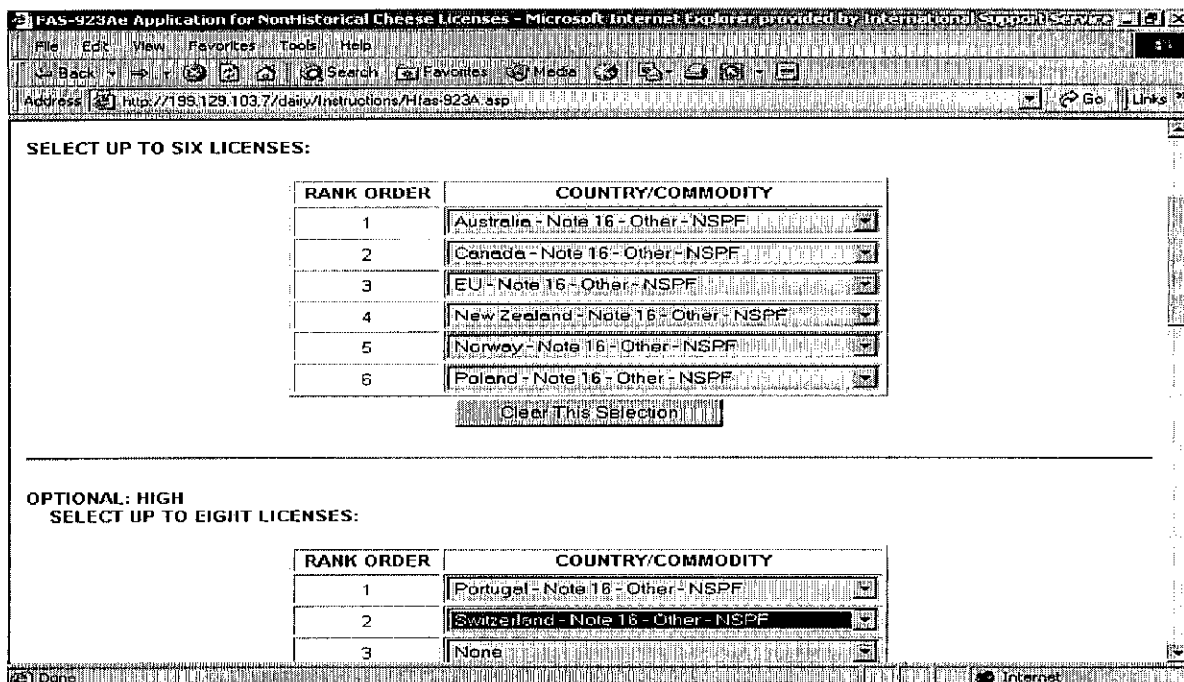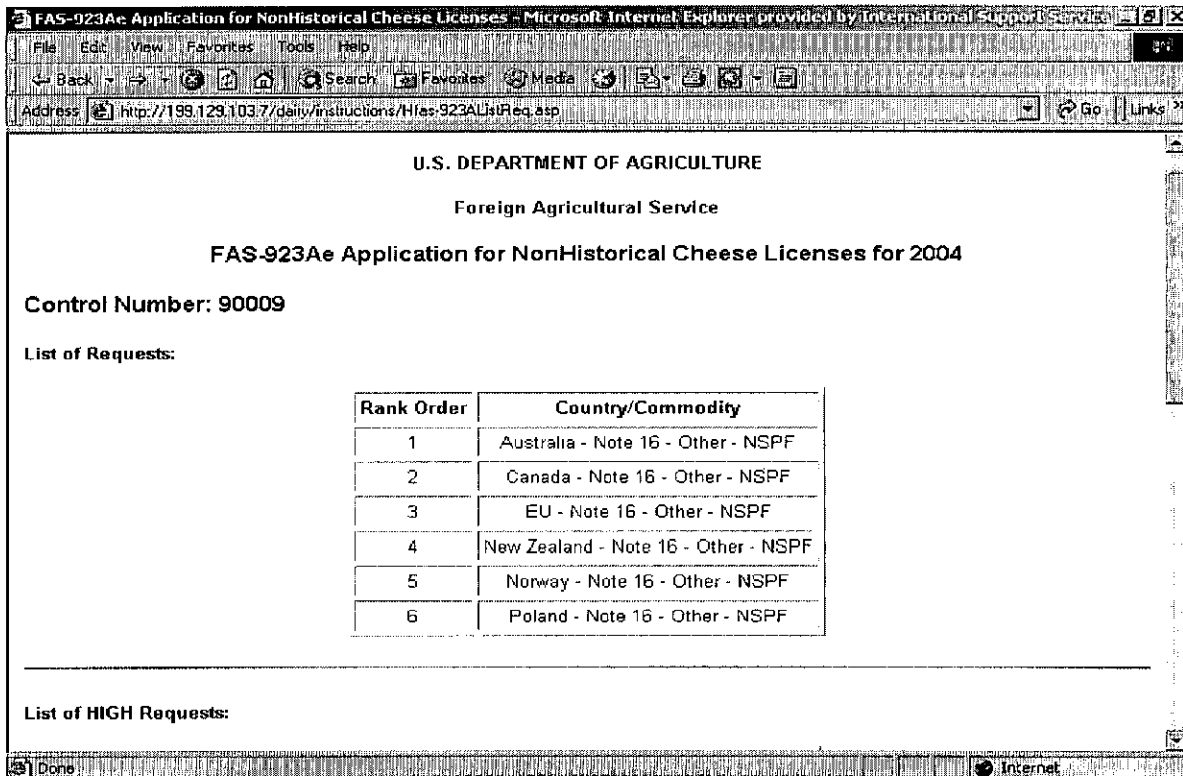
Submit Application   Edit Selections

Return back to previous page

Return to Dairy Import Licenses System Main Menu

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

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Processing Form FAS-923Ae...

FAS-923B Application submitted successfully at 7/3/2003 12:01:01 PM

Return back to previous page

Return to DAIRY Main Menu

Fig. 38 - FAS-923Ae Application Processed

Processing Form FAS-923Ae...

High Group: Duplicate selection Rank 3 (New Zealand - Note 16 - Other - NSPF) with one in Main Group.

***ERROR: May not select duplicate COUNTRY/COMMODITY.

Return back to previous page

Return to DAIRY Main Menu
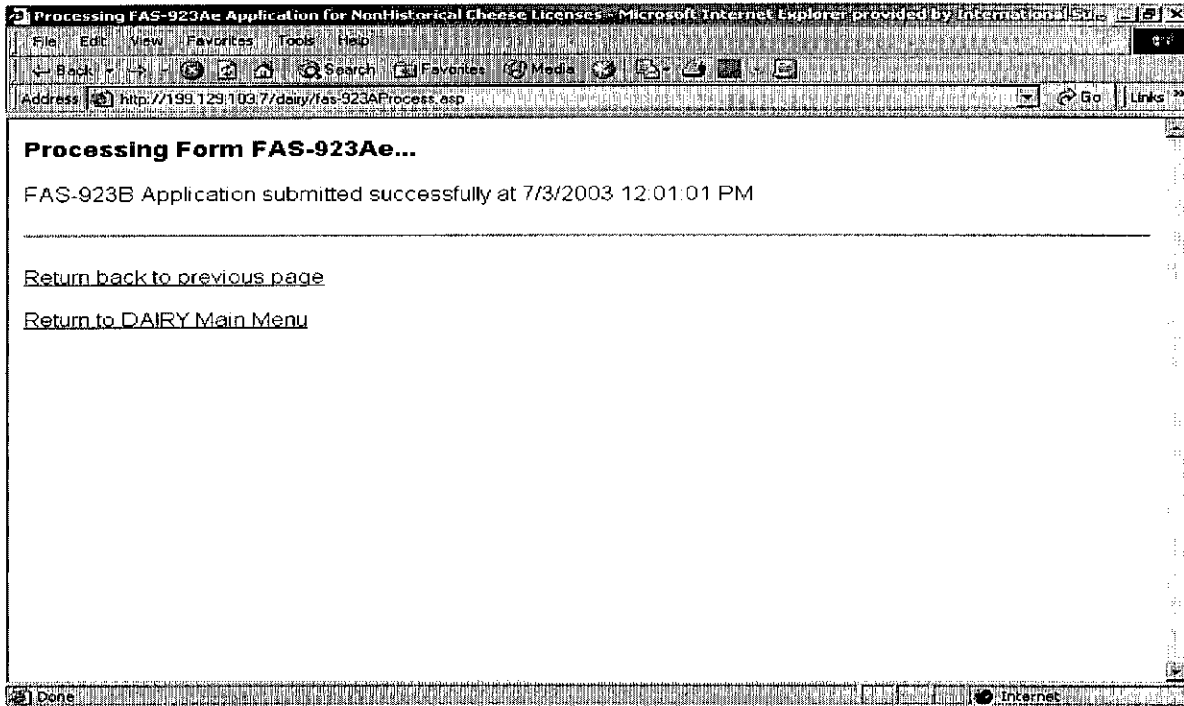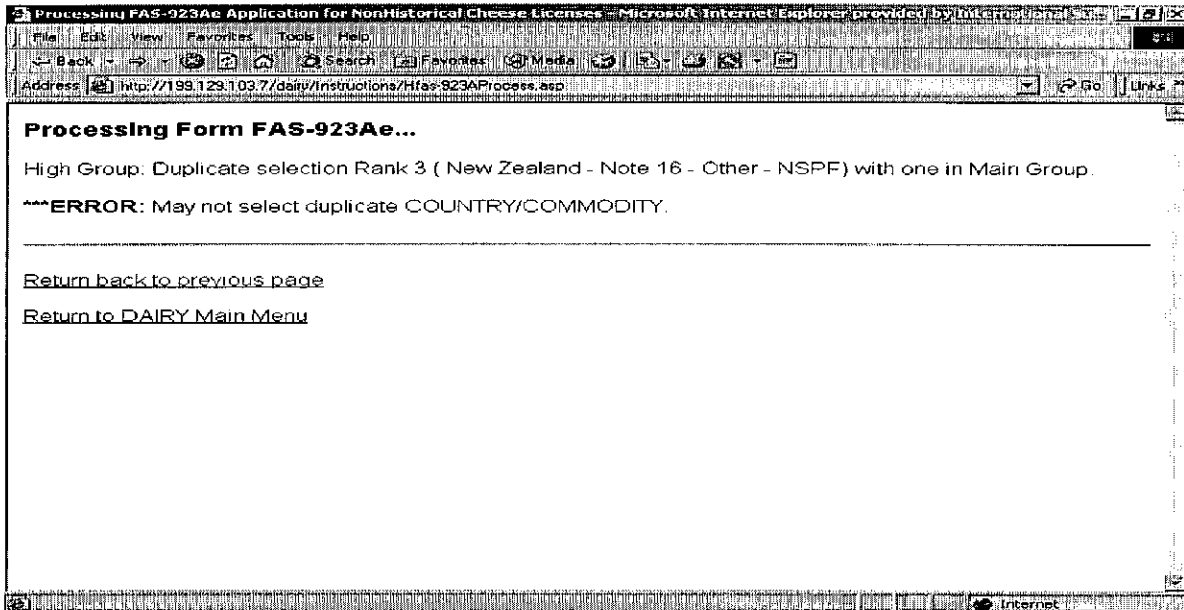
Fig. 39 - FAS-923Ae Application Error Message

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.
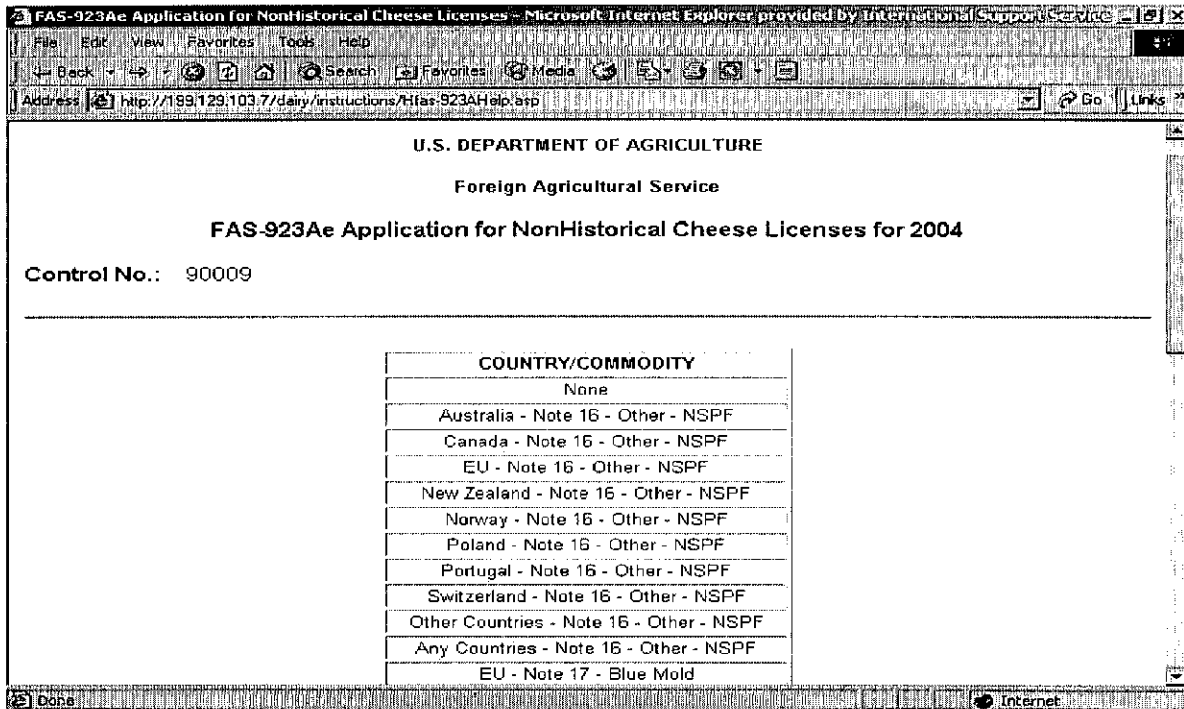

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Foreign Agricultural Service

FAS-923Ae Application for NonHistorical Cheese Licenses for 2004

Control No.:   90009

COUNTRY/COMMODITY
None
Australia - Note 16 - Other - NSPF
Canada - Note 16 - Other - NSPF
EU - Note 16 - Other - NSPF
New Zealand - Note 16 - Other - NSPF
Norway - Note 16 - Other - NSPF
Poland - Note 16 - Other - NSPF
Portugal - Note 16 - Other - NSPF
Switzerland - Note 16 - Other - NSPF
Other Countries - Note 16 - Other - NSPF
Any Countries - Note 16 - Other - NSPF
EU - Note 17 - Blue Mold

Fig. 40 - FAS-923Ae Application Help Screen

EU - Note 20 - Edam & Gouda
Norway - Note 20 - Edam & Gouda
Argentina - Note 21 - Italian-type
EU - Note 21 - Italian-type
Other Countries - Note 21 - Italian-type
EU - Note 22 - Gruyere Process
Switzerland - Note 22 - Gruyere Process
Other Countries - Note 22 - Gruyere Process
EU - Note 23 - Lowfat
Poland - Note 23 - Lowfat
Argentina - Note 25 - Swiss or Emmenthaler
EU - Note 25 - Swiss or Emmenthaler
Norway - Note 25 - Swiss or Emmenthaler
Switzerland - Note 25 - Swiss or Emmenthaler

Return back to previous page

Return to Dairy Import Licenses System Main Menu

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information
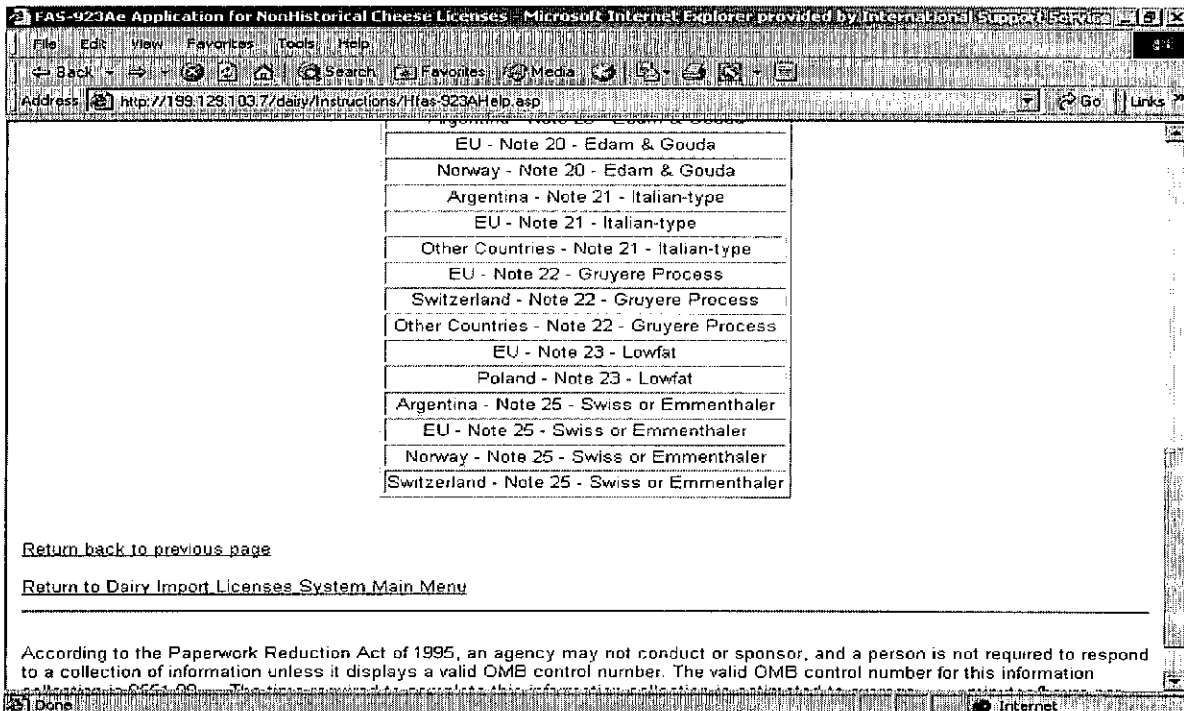
Fig. 41 - FAS-923Ae Application Help Screen – Cont.

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.
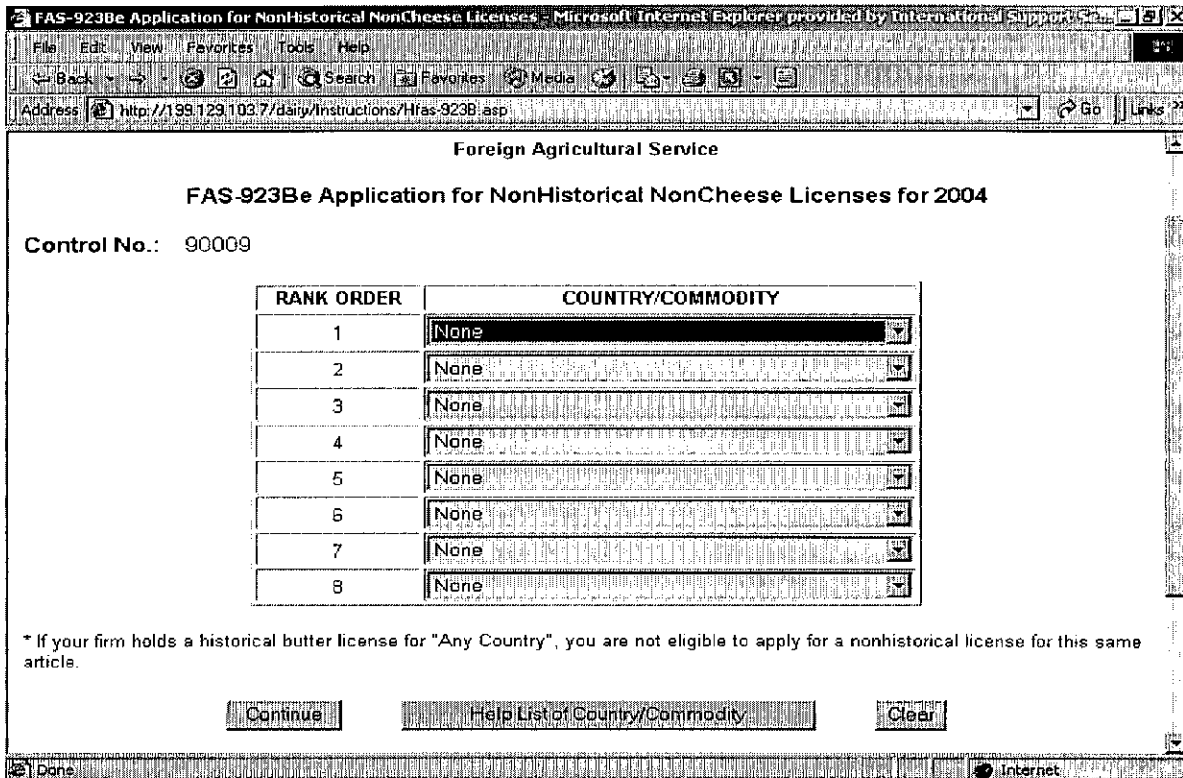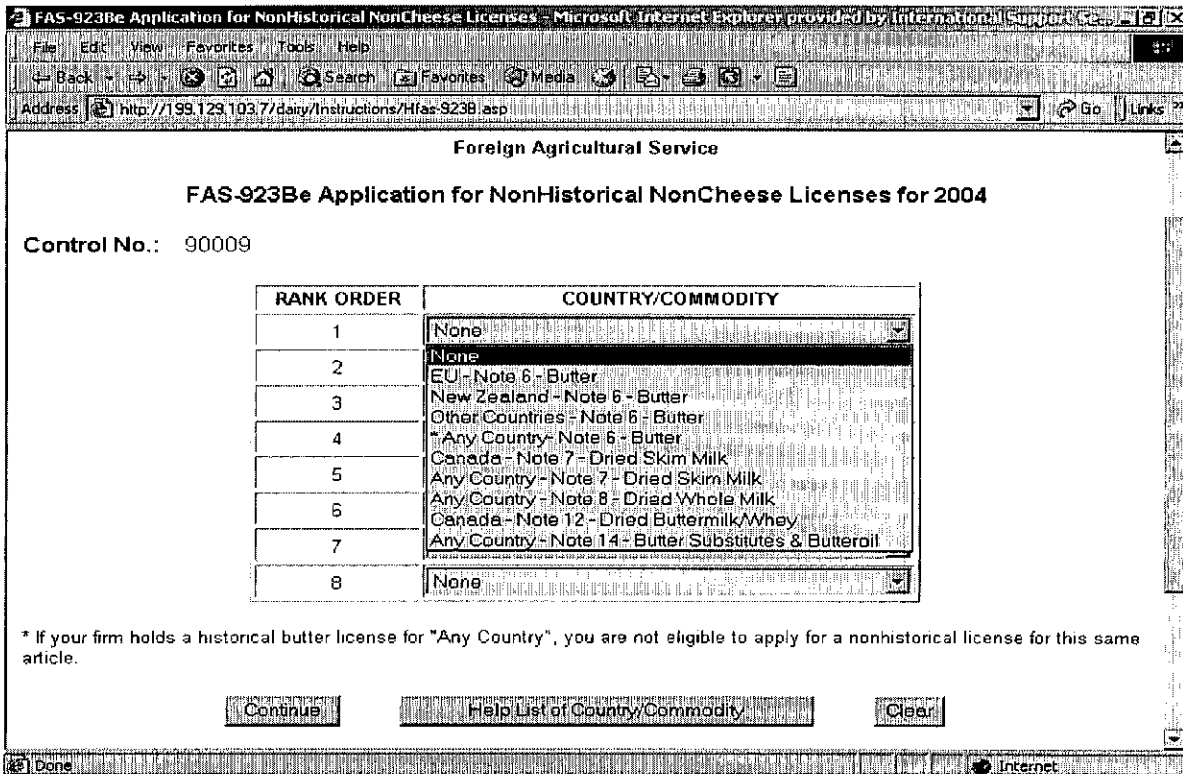
Fig. 42 - FAS-923Be Application

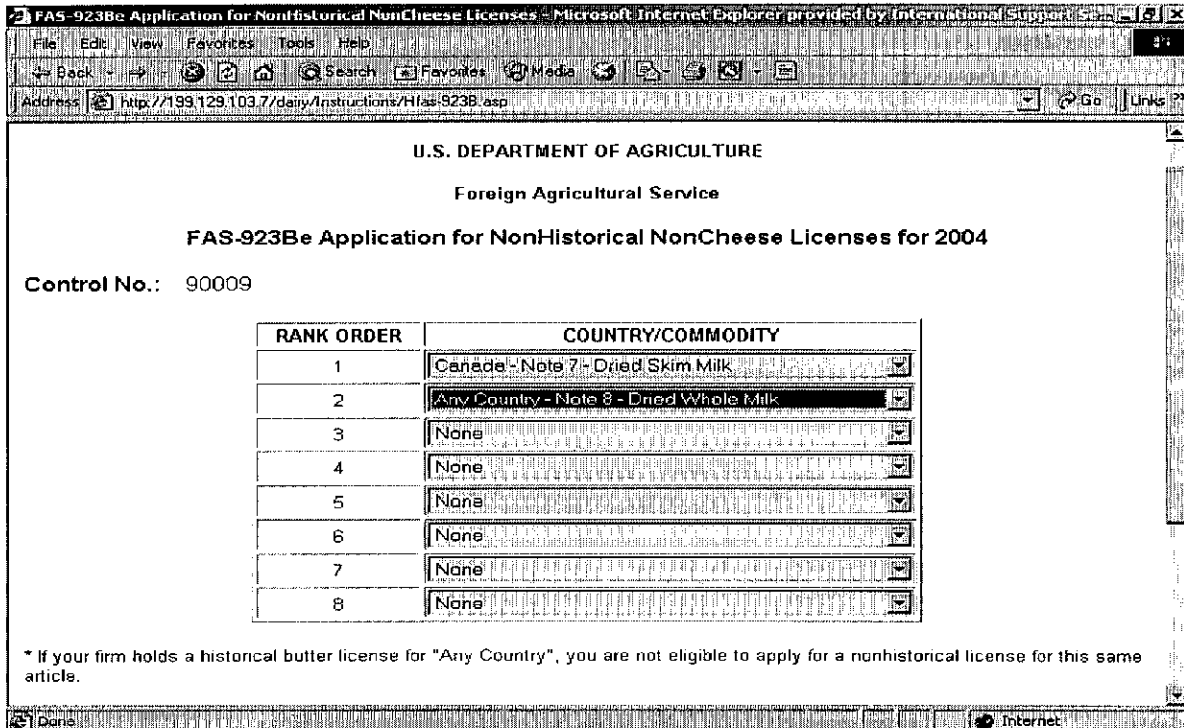Fig. 43 FAS-923Be Application – Drop Down Window Selection

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FAS-923Be Application for NonHistorical NonCheese Licenses for 2004

Control No.: 90009

RANK ORDER	COUNTRY/COMMODITY
1	Canada - Note 7 - Dried Skim Milk
2	Any Country - Note 8 - Dried Whole Milk
3	None
4	None
5	None
6	None
7	None
8	None

* If your firm holds a historical butter license for "Any Country", you are not eligible to apply for a nonhistorical license for this same article.

Fig. 44 - FAS-923Be Application Selected

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Control Number: 90009

List of Requests:

Rank Order	Country/Commodity
1	Canada - Note 7 - Dried Skim Milk
2	Any Country - Note 8 - Dried Whole Milk

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.

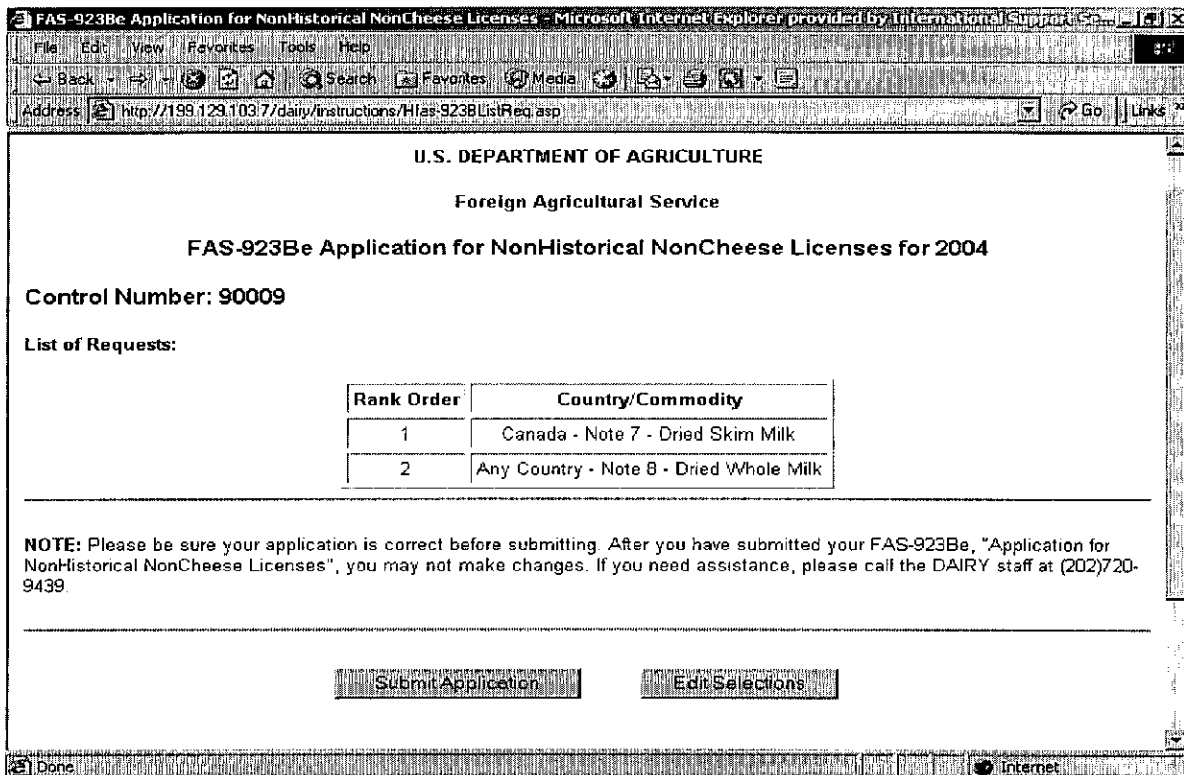[Submit Application]   [Edit Selections]

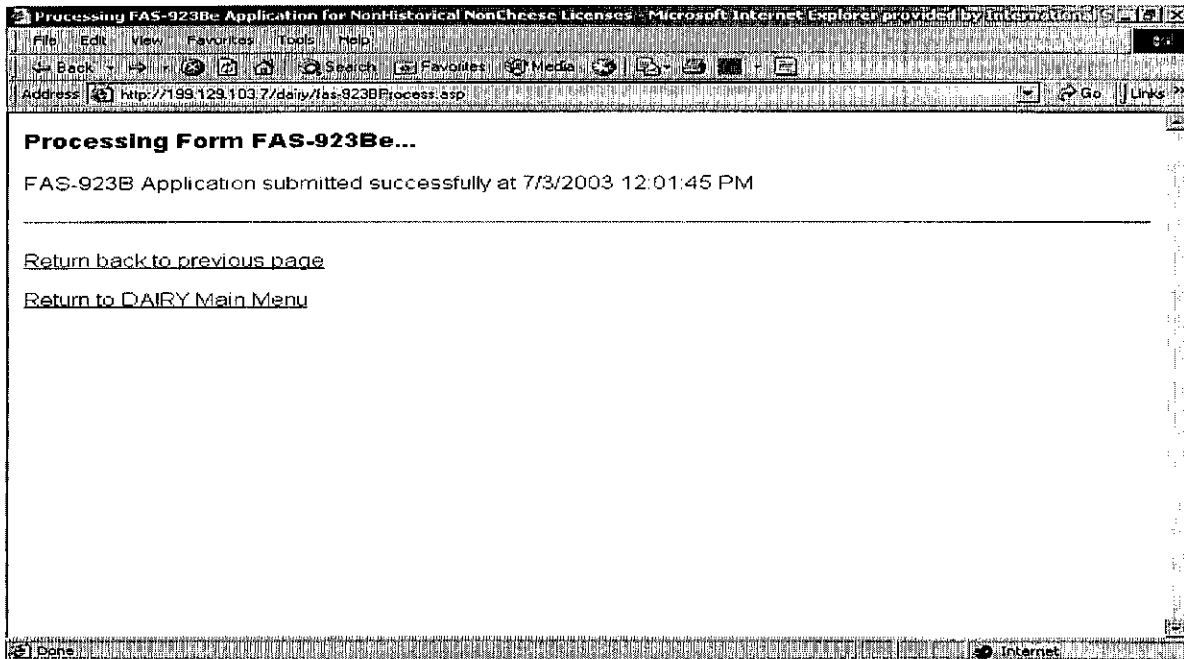Fig. 45 - FAS-923Be Application Selected – Cont.
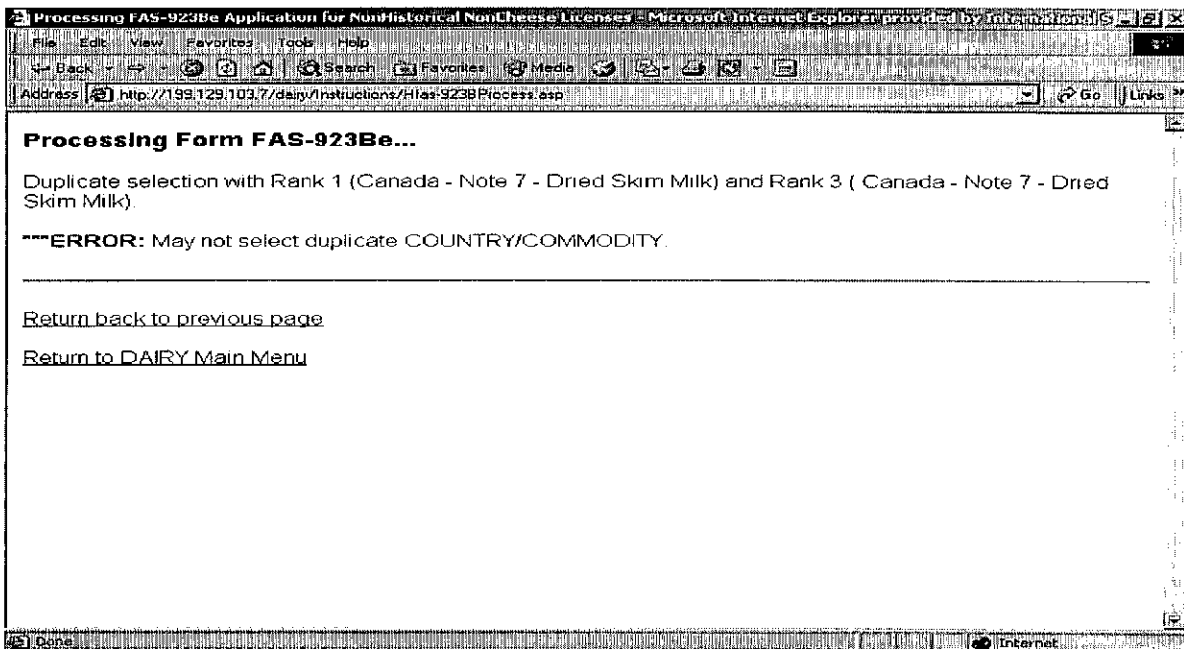
Fig. 46 - FAS-923Be Application Processed

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.

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FAS-923Be Application for NonHistorical NonCheese 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

Return back to previous page

Done   Internet

Fig. 48 - FAS-923Be Application Help