



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

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Helpful Tips Section

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

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

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

Warning!

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

Scope:

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

For problems with your eAuthentication username/password:

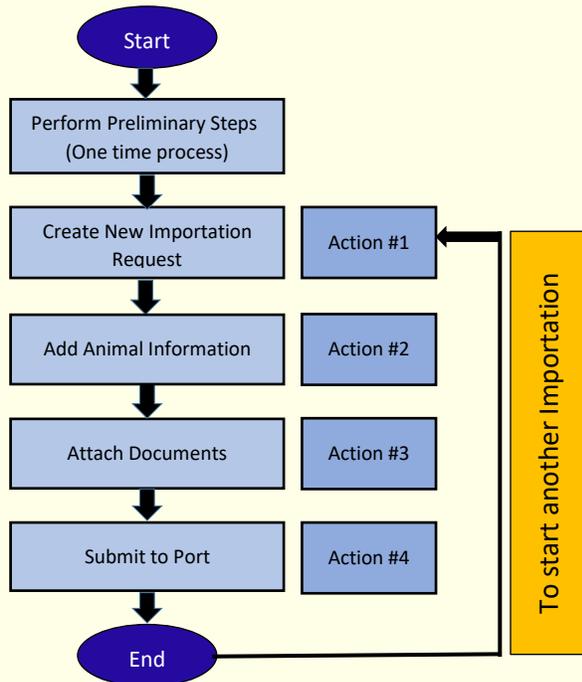
eAuthentication Helpdesk: 1-800-457-3642 (Option 1)
eAuthHelpDesk@ftc.usda.gov

For problems with using VSPS contact:

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

Process Flow

The process flow diagram below shows the sequence of steps that Importers/Brokers perform in the VSPS Animal Import Module to create an Importation Request:



Other Functions

- [Address Book](#) | [Appendix A](#)
- [Find My Existing Importations](#) | [Appendix B](#)

Preliminary Steps (One time process)

1. OBTAIN eAuthentication LEVEL 1

- Go to the eAuthentication website: <https://www.eauth.usda.gov/>
- Click on Create an Account.
- Click on Register for a Level 1 Account.
- Create your brief customer profile.
- Respond to the confirmation e-mail within 7 days to activate your account.

2. LOG INTO VSPS SYSTEM

Log into the Veterinary Services Process Streamlining (VSPS) website: <https://vsapps.aphis.usda.gov/vsps> using your eAuthentication user name and password. If you have problems logging in, contact the e-Authentication Help Desk.

3. VIEW NOTICES

If there are current notices that apply to you, they are displayed now. After reading the notice, click in *Confirm Notice* checkbox, and click on *Submit*.

4. COMPLETE YOUR USER PROFILE

Enter current information in ALL required fields (at a minimum). Click the **Submit** button to save.

- The information you enter in your user profile will show in the Importer area when creating an Importation Request.
- If you need to update your information click Personal Profile on the left, then click My User Profile.

5. SELECT A ROLE

Click the **Request Role** link next to the **Importer** role. Click the **Request** button on the Request ROLE screen.

- The role will be approved by the MCAS helpdesk typically within 24 hours during the weekday.
- No notification will be sent when the role is approved. Check the role status by going to Personal Profile, then click My Roles.

Action #1 Create Importation Request (IR)

Click on *Animal Import* in the dark blue navigation bar.
Click on *Routine Import > Create New Importation*.

Importation Request Fields

Enter data into appropriate fields. See list below for all fields.

Required fields have a red asterisk (*).

***Port of Arrival** – The U.S. port at which the animal(s) is expected to enter the country.

***Date of Entry** – Date the animal(s) enters the U.S.

***Health Certificate Country** – Country that issued the Health Certificate for the animal(s).

***Port of Embarkation (City and State/Province, Country)**
Type the City and State/Province, select the Country from the drop down list.

Transit Void After – ***Not needed for Feeder Cattle.**

Port of Exit – ***Not needed for Feeder Cattle.**

***Customs Entry Number** – Enter the customs entry number. If not available check the ‘not available’ box.

Permit Numbers – Enter if known. One number per line.

Vehicle Identifiers – Identification numbers for vehicles associated with an importation if known or applicable. One number per line.

Health Certificate Numbers – Health certificate numbers associated with the animals involved with an importation. One number per line.

Contact Information

The following contact information applies to the Importer, Broker, Destination, Shipper, & Consignee. Click the  icon to search for a contact in the Address Book. If the contact information is not in your address book, manually enter it into the fields. If you will use an address more than once save it to your address book by clicking  after entering the name/address.

Required fields have a red asterisk (*).

Business Name – Name of business associated with the address.

First Name/Last Name – First & last name of the contact.

**** Either Business Name or First and Last Name are required.**

***Address 1** – Street address for this contact.

Address 2 – Additional address information (Apt#, Bldg#, etc.)

***Postal Code** – **Postal/zip code for the address.**

****When you enter a postal code and click the tab button on the keyboard the system will search for the City and State associated and automatically enter it if found.**

***City/State** – Name of city & State associated with this address.

Note: Select the country first.

Country – Name of country associated with this address.

Phone – Phone number for the contact.

Note: If you are entering a non-U.S. number, manually enter the country code.

Read and check the ‘I affirm’ box and click Create to create the IR. (The status of IR is *Initial*)

The information you entered is now displayed in the *Importation Request Summary* section.

Action #2 Add Animal information

Click the *Create Animals* button on the Importation Request Summary Screen.

Define Animals

You will need to select the Animal Characteristics. The below example is for Bovine Feeder Cattle:

Select the following options:

Unit: Live Animal

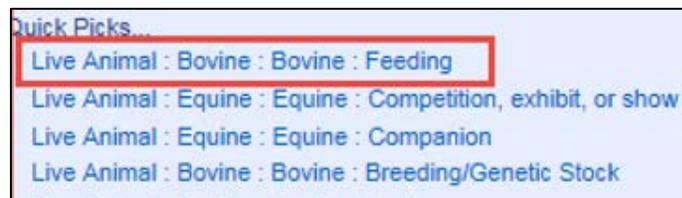
Group: Bovine

Species: Bovine

Unit of Measure: Number

Purpose of Importation: Feeding

****What you selected will show under the Quick Picks to the right the next time you create an importation. You can click on the quick pick item for quicker data entry.**



Quick Picks...

- Live Animal : Bovine : Bovine : Feeding
- Live Animal : Equine : Equine : Competition, exhibit, or show
- Live Animal : Equine : Equine : Companion
- Live Animal : Bovine : Bovine : Breeding/Genetic Stock

Define Animals by clicking the *Upload* button.



Define by:

You will see an *Upload Animal Information File* section.



Upload Animal Information File

File

Browse...

Click Browse... and navigate to the appropriate Excel file template that contains the animal details. Double-click on the file. The file path appears in the field.

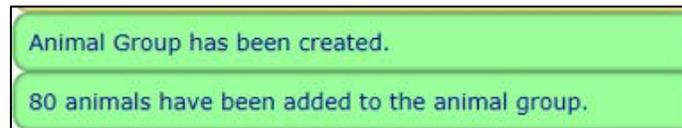
Click *Upload and Create* to create the animal group.



Upload Animal Information File

File C:\Users\... \demo\Animals to uplc

The animal details you uploaded are now listed and two messages appear. The number of animals you uploaded will be listed.



Animal Group has been created.

80 animals have been added to the animal group.

Click **Return** to get back to the Importation Request Summary screen. The animal information you entered is now displayed in the *Animal Groups* section.

Action #3 Attach Documents

To add attachments

Go to the Form Management section of the Importation Request, click on [New] next to Attachments.

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

A data entry screen is displayed:

Importation Request File Attachment: T-394316

File

Name to Use:

File – Click the *Browse...* button to find and select the appropriate file to attach to the Importation Request. The path & file name display in the field after you select a file.

Name to Use– Type the name of the file, as you want it to appear in VSPS.
If you leave the area blank, the name will be the name of the file.

Click **Create** to create the attachment.

Click **Return** to return to the previous screen, without creating the attachment.

In the Form Management section, you now see your attachment:

Attachments [New]

HC #12345 [View] [Delete]

[View] Click, to view the attachment.

[Delete] Click, to delete the attachment.

You can add multiple attachments. Click [New] to add another attachment.

Action #4 Submit to Port

Review all information to make sure it's accurate. Click the **Submit** button to submit the Importation Request to the Port.

Note: You will have the option to Edit the Importation Request up until the port views the importation request.
When the port views the Importation Request the status will be 'Under Review'.

Importation Request Summary: T-394316

Customs Entry Number: 123-4567891-3

Port of Arrival: Laredo, Texas	Importer SHIPPER FIRST NAME SHIPPER LAST NAME 111 SHIPPER ROAD Austin, Texas, 73301 555-5555	Broker BROKER FIRST NAME BROKER LAST NAME 111 BROKER ROAD Austin, Texas, 73301 555-5555	Destination CONSIGNEE FIRST NAME CONSIGNEE LAST NAME 111 CONSIGNEE ROAD Austin, Texas, 73301
Status: Initial			
Country of Origin: Mexico			
Port of Embarkation: Tamaulipas, Mexico			
Health Certificates:			
Date of Entry: 03/08/2018	Shipper SHIPPER FIRST NAME SHIPPER LAST NAME 111 SHIPPER ROAD Austin, Texas, 73301 555-5555	Consignee CONSIGNEE FIRST NAME CONSIGNEE LAST NAME 111 CONSIGNEE ROAD Austin, Texas, 73301	

[Audit]

Animal Groups							
Action	Species	Count	Gender	Age Range	Purpose	US Return	Health Certificate(s)
[Edit] [Copy]	Bovine	80 Number	Female	-	Feeding	No	-0005

Appendix A Address Book

Click Business Profile > Address Book

Click **Search** to see all addresses entered in your address book.

To narrow the search, enter a Business Name, First Name or Last Name and click Search.

To add a contact to the address book

In the Action drop down box 'Add Entry to Book' is selected by default and Personal Address Book is selected.

Click Go.

- Enter the required fields marked with a red asterisk (*) under contact information, main address and phone number.
- Check the 'I affirm...' checkbox.
- Click Save & Return.

To edit an existing contact

- Search for a contact in your address book.
- Click **Edit** next to the contact you want to update.
- Update the contact information and check the 'I affirm...' checkbox.
- Click Save & Return.

Book	Category	Action	Name	Location
Personal		[edit]	DESINATION FIRST NAME DESTINATION LAST NAME	Bismarck, North
Personal		[edit]	Destination Business Name	Austin, Texas

Address Book Options:

In the Action drop down box you have the following options:

Add Entry to Book – Add a contact to the address book selected.

Copy selected to Book – used to copy addresses to a shared address book.

Delete Selected – Search for a contact, check the box next to the contact, select the 'delete selected' option and click Go.

Export and Import - options are not functional at this time.

Mark as Inactive - You can mark a contact as **inactive** if you don't want it to show in the search results, but if you want to save it for possible future use.

Mark as Active - You can search for and mark it as **active** again if needed.

Appendix B

Find My Existing Importations

Click Animal Import > Routine Import > Find Existing Importation.

Click the button without entering any other search criteria to view **all** importations you have created.

Enter one or more of the following search values and click the button to narrow the results.

Port of Arrival - United States port that the animals (identified on the Importation Request) entered or will enter through.

Search by Name fields – (Importer, Broker, Destination, Shipper, Consignee) – Enter a first or last name separated by a single space. You may also enter a partial name and insert an asterisk (*) in place of missing letters.

Date of Entry – Starting date of a date range in which the animals reached the port of arrival.

Through – Ending date of a date range in which the animals reached the port of arrival.

Document Number – Number auto-assigned by VSPS to the importation request. If you haven't submitted the importation request to the port yet, this number will start with a T-.

Status – Current status of the Importation Request

Still able to edit the IR

Initial – The importer/broker has created an Importation Request (IR), but has not submitted it to a port.

Submitted to Port – The importer/broker has submitted the IR to a port.

Can no longer edit the IR (view access only)

Under Review – The port is reviewing the IR.

Approved – The port has approved the IR and is processing it.

Received – The port has received the IR and is processing it.

Closed – The port has completed the IR.

Voided – The IR is nullified.

Species – Species of the animals being imported.

Unit Type – Type of animal import.

Animal ID – Enter an identification number for the animals being imported. In the Select ID Type field, select the type of ID.

Attached Document Type – Type of document that is attached to the IR you area searching for.

Purpose – Purpose of the importation.

Destination State – State (in the United States) to which the animals are being delivered.

The following functions, based on the Importation Request status, are available for the Importation Requests in the search results list.

IR Status = Initial or Submitted to Port	
Edit	Click to open and modify the Importation Request (IR).
Copy	Click to copy IR information (no animal data) to a new IR.
Copy w/Animals	Click to copy IR information (with animal data) to a new IR.
Void	Click to cancel (void) the IR.

IR Status = Under Review, Approved, Received, Closed	
View	Click to open the IR in read-only mode

Example of search results below:

Action	Document Number	Created On	Date Of Entry	Port	Broker	Importer	Species	Unit Types	Count	Purpose	Origin	Destination	Status
[Edit] [Copy] [Copy w/Animals] [Void]	T-394316	03/08/2018	03/08/2018	Laredo, Texas			Bovine	Live Animal	85	Feeding	Mexico		Initial
[View]	18LRD00000	03/08/2018	03/08/2018	Laredo, Texas	Broker Business Name Broker First Name Broker Last Name Austin, Texas	Importer Business Name Importer First Name Importer Last Name City, Chihuahua	Bovine	Live Animal	78	Feeding	Mexico	Destination Business Name Destination First Name Destination Last Name Austin, Texas	Received

Showing 1 to 2 of 2 entries