



Global Trade Solution Implementation – Preparation Work

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Tackling an automation solution implementation can be a monumental task within itself. To ensure an implementation project runs smoothly and efficiently, it's strongly suggested to prepare ahead of time with some key areas of data management. Below you will find data specifically related to global trade compliance. Please note, this is not an all inclusive list, however it does cover the foundational data elements pertaining to global trade compliance.

| | Categories | Preparation Considerations |
|---|-----------------|--|
| 1 | Item Master | Clean and consistent data is critical to an effective and efficient running automated solution. Remember to review any item that is shippable, even if it's in an "end of life" status. If it can be shipped, it needs to come into your Global Trade Solution. |
| 2 | Classifications | Are your import and export classifications current? Import harmonized tariff schedule (HTS) numbers change more frequently than export classifications. Classifications which have been expired by a government, will fail to load into your Global Trade Solution if you have a source of truth to bump it against. Source of truth content ensures a company's classifications can be identified as current or expired, to avoid delays in their shipping process. Many companies will also take a deeper dive and take the opportunity to perform a cursory review of their classifications as a internal audit for accuracy. This can be done in tandem with reviewing for a classification's status. |
| 3 | Party Master | Clean and consistent data. Remove duplicates and characters which your automated solution does not work well with (Ex: >.<\@!*, etc.) Work with your IT team to identify what characters need to be modified or removed. |
| 4 | Location Master | Clean and consistent data. Remove duplicates and characters which your automated solution does not work well with (Ex: >.<\@!*, etc.) Work with your IT team to identify what characters need to be modified or removed. |



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| 5 | EPCI log by involved party type with expiration & activation dates. | EPCI - Enhanced Proliferation Control Initiative. As an exporter / shipper you are obligated to know the organizations and individuals you do business with. EPCI screening is a suggested and common procedure to solicit for EPCI certificates on an yearly basis. An EPCI certificate example can be found at the PITC Resource Center. |
| 6 | Trade Agreements | If you are going to manage trade agreements in a Global Trade Solution, the supporting data and details are a legal and necessary part of qualification and record keeping requirements. Are your details accessible in a data loadable format? Are your data elements organized, accurate and identifiable? Do you have costed bill of materials with accurate countries of origin, suppliers and supporting documents? |
| 7 | Entity Registrations | If you are going to leverage a Global Trade Solution for management of your entity registrations, are they accurately catalogued and documented? What types of registrations do you wish to manage through your solution (i.e. entity registrations, tax registrations, importer of record registrations, exporter of record registrations, commodity registrations, distribution license, power of attorney, continuous customs bonds, etc.)? Do you have all dates accounted for (i.e. submission, expiration, renewal, etc.)? |
| 8 | Global Trade Solution Users | Begin to take a look early to define who your Global Trade Solution users will be and what access level they will have (read only, trade user, super user, administrative or other). |
| 9 | Business Primes for Workshops | Look at what you want to have a solution configured for. Each function will be a workshop. Define who are key business primes to be invited to these workshops. See "Workshop Attendance" document on PITC Resource Center. Proactively advise key project attendees of their required support to the project. |

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