E2Open Trade Automation

Trade Data Management

Product Master Update Work Instructions

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Document Scope

Purpose of the Document:

1. This document intends to provide a **basic** overview of the **export hold logic** in E2Open Trade Automation that is necessary to understand the importance of accurate and correct Trade Data maintenance.
2. This document aims to provide guidance on **navigating**, **using**, and **updating** the E2Open Trade Automation **Product Master Trade Data elements**.
3. This document is intended to be **Work Instructions** for updating **Trade Data**, but does not describe Regulatory Compliance procedures and policy around export licenses.

Intended Audience:

1. **Global Classification Team** members
2. **License Managers** and application **Administrator** role users as guidance on how to update Trade Data.

Document Revision History

Name	Date	Revision Comments
Gabor Noszlopi	13-JUN-2024	Initial Draft

Section I: Product Master Overview

1. Product Hold Logic

Product Master Level:

- By default, the application checks that a valid (in use, not necessarily accurate to the product) **ECCN** and **Export HS code** are applied to the material.
- For intangible products, the **"Check Export HS"** box may be disabled, which means no validation check is completed.
- If these validations are run and not satisfied, the article is on a **"HOLD"** status.

Product HOLD Status and Transactions:

- If the overall product is on a **"HOLD"** status when it appears in a transaction, the transaction will be held until the product status is resolved to **"PASS."**
- To achieve this, a valid ECCN and HS code must be assigned to the article.

E2Open holds any order if the engine detects missing or incomplete details that could impact license decision outcomes. Here are the conditions under which a license hold occurs with missing sub-paragraph:

- If a transaction involves a product maintained with **ECCN "5A992"** (without sub-paragraph).
- The destination is a **Group D1, D4, or D5 country**, which is not also a Group A5 or A6 country.
- In this scenario, the system will hold the transaction, and a user will need to confirm it as either a **"5A992.z"** ECCN or update the record to a **"5A992.c"** ECCN.
- Once this is completed, the system may determine **"NLR"** (No License Required) if **5A992.c** or confirm a license requirement if **5A992.z**.

However, there's exception where the missing information has no impact on license outcome:

- If the destination(s) involved in license determination would be **"NLR"** even if the complete record were **"5A992.z"** or **"5A992.c"**, then the license determination engine will automatically resolve it as **"NLR"** without requiring the US ECCN record to include the sub-paragraph information.

E2Open holds any order if the engine detects missing or incomplete details that could impact license decision outcomes. Here's an example condition under which a license hold occurs:

- If a transaction involves a product with the **5A002 ECCN**, and any of the following are true:
- The **US record** does not specify the encryption control level (e.g., Unrestricted/Restricted).
- The relevant partners for license determination are not properly maintained (e.g., as Civil, Government, Military).
- The determined license destination(s) are not favorable for encryption (ENC).

However, there's exception where the missing information has no impact on license outcome:

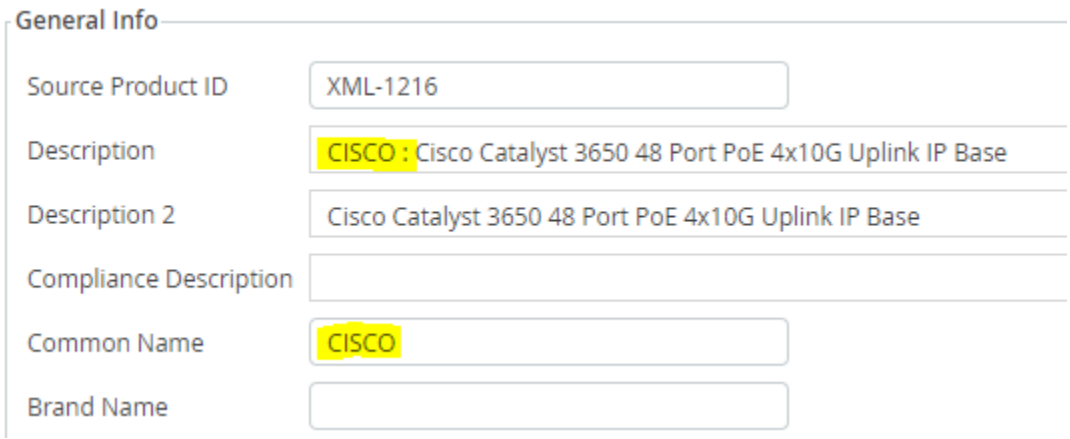
- If the **US record** is not fully maintained for encryption control level
- The relevant partners are marked as **"CIVIL"** end-use partners
- The destination is ENC favorable, the engine can determine an **"ENC"** (or **NLR** for Canada) outcome without prompting users to update additional data.

This is because, regardless of whether the product is "RESTRICTED" or not, the outcome remains the same: **"ENC"** (or **NLR** for Canada).

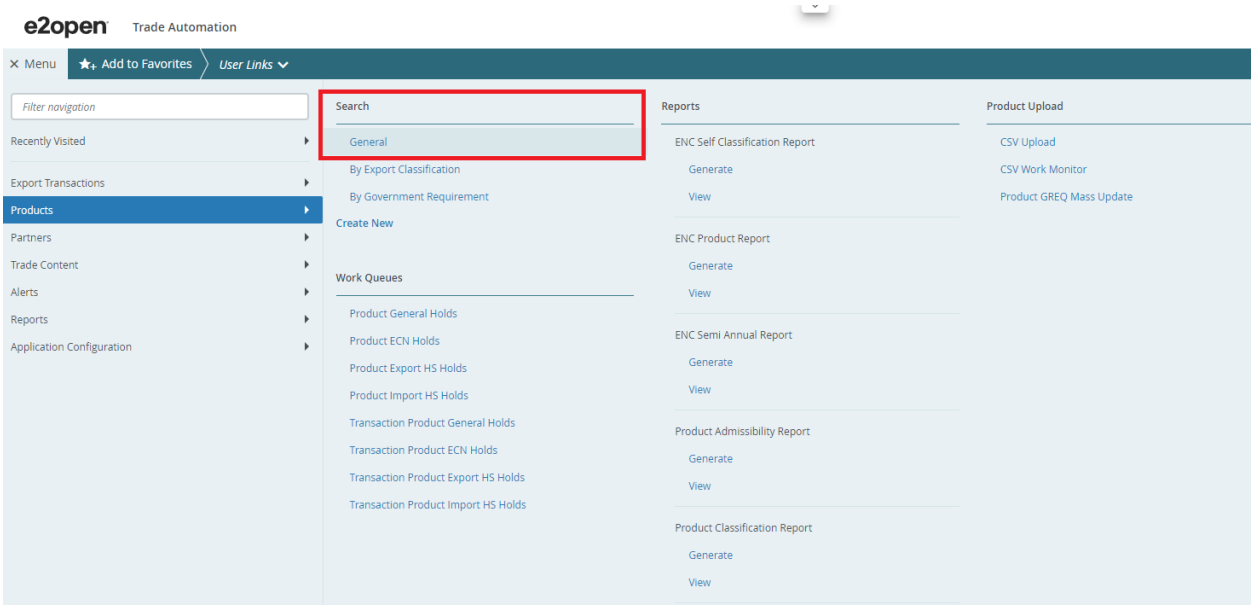
2. Product Search

There is no "manufacturer" field in E2Open, so the filed named "**Common Name**" is used instead

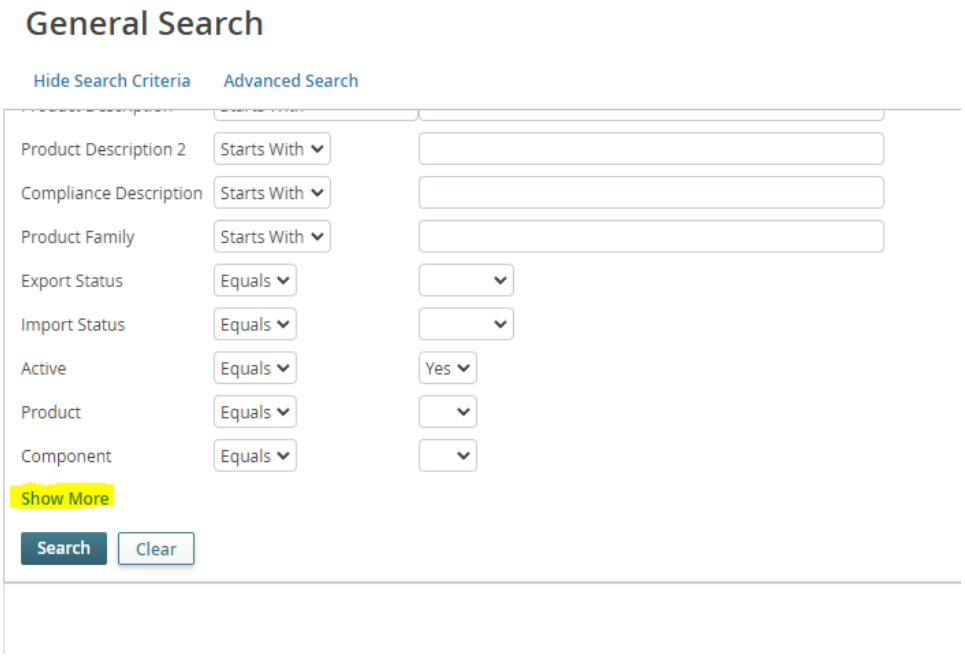
The ¨Common Name" field however is not available on Search page so the Description field has naming convention setup so that it always starts with Manufacturer name. The Description 2 Field is used as description only.



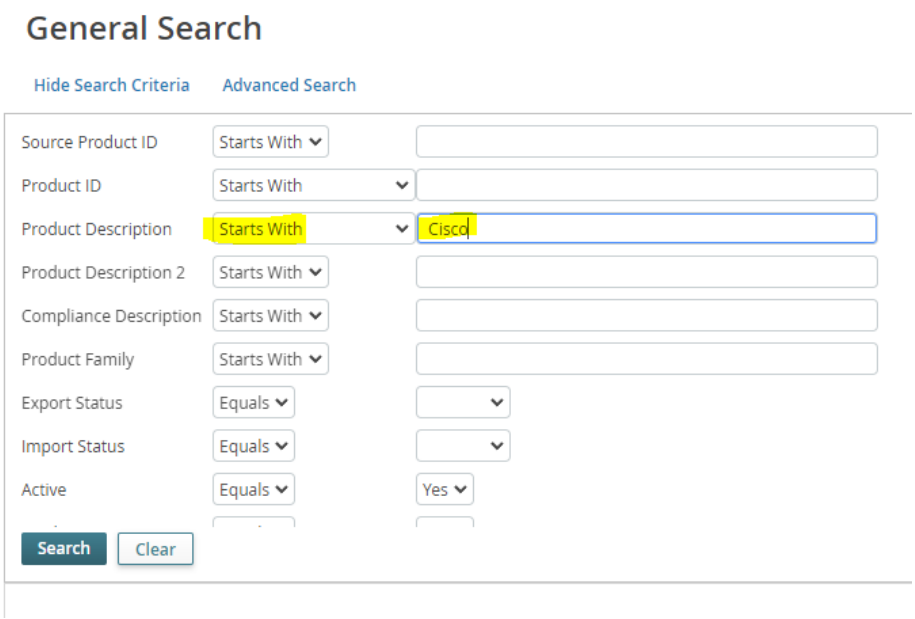
To search for a product or for several products, navigate to Products then Search and General.



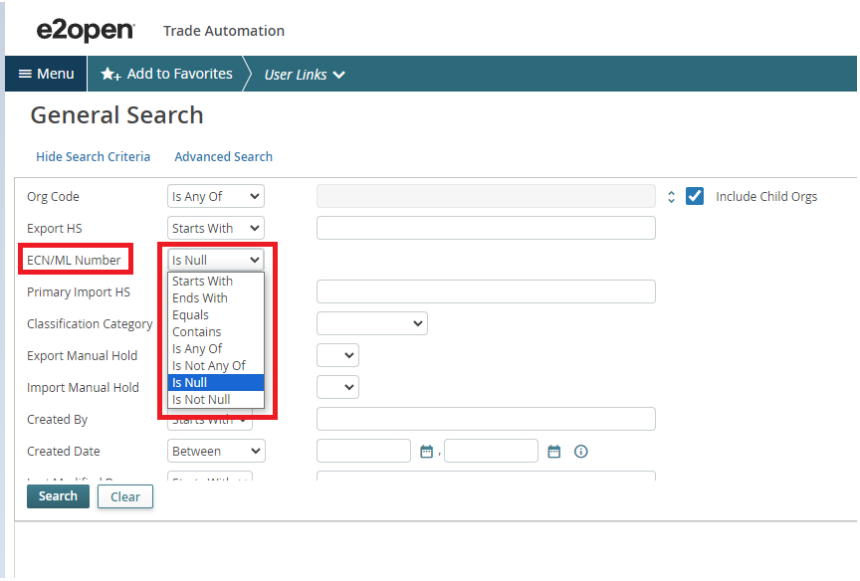
This screen offers a variety of fields that the search be completed on, by **scrolling down**, the **Show More** button opens up even more fields. One single or many field combinations can be used as search criteria. Not one single field is mandatory, however if the search results would be too large the application will time out. 10k is the maximum amount of items a search can show, for larger data a report has to be run instead of a search.



When searching for a particular manufacturer´s items the **Product Description** has to start with the vendor´s name.



Different search fields have different options under the drop downs next to them. For example to search for items with **missing ECCNs** the field **ECN** needs to be selected with the **dropwond Is Null**. However it might be necessary to select secondary search criteria (such as vendor name or article creation timeframe) as the results could be too large.



The most useful Search fields could be:

- Product ID
- Product Description

- Export Status
- Export HS
- ECN
- Created By
- Created Date
- Last Modified By
- Last Modified Date

3. Product Master Summary

Once we find the item we were looking for on the search results screen, the **Source Product ID** is a link to the item and clicking on it, the application will take us to the Product Master Summary page.

3.1. Main Tab

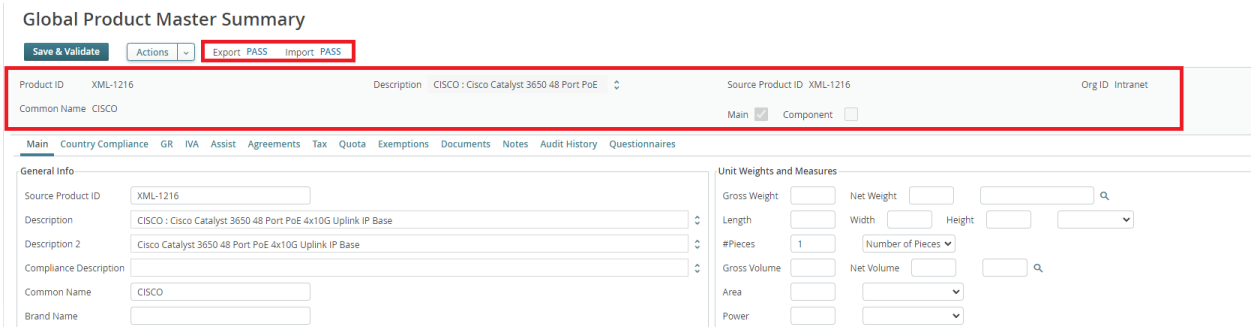
Under the Main Tab of the Product Master Summary we find the **status** of the product (Hold/Pass) and **Header** that has the key information about the product, **general information** about the item, **flex fields** that represent the information in Intranet and the **change history** for the product.

3.1.1. Status and Header

The Header has the key information about the product and stays static on the screen when we navigate to other tabs within Product Master Summary.

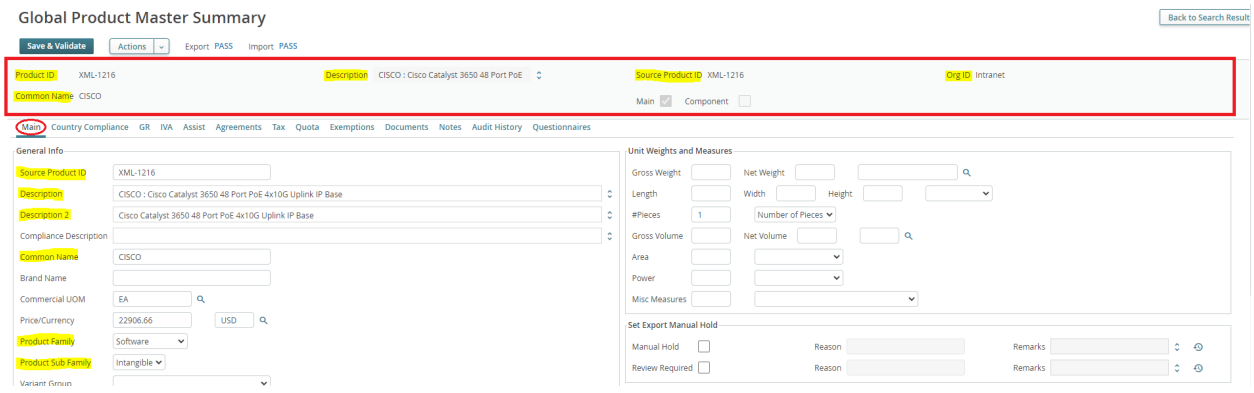
The Export and Import **status** indicator show whether the product is **Hold** or **Pass** status, depending on missing HS or ECN values. Whit this iteration of the E2Open Trade Automation solution we are **only screening for exports** and not for imports.As shown later however there are instances where we turn of Export HS check on purpose (for intangible items for example as the application doesn't recognize dummy values).

In this deployment E2Open Trade Automation with Intranet the **Product ID** and **Source Product ID** are the **same**, both are the **manufacturer´s part number**.



3.1.2. General Info elements

- Source Product ID - Manufacturer´s part number
- Description - Manufactuer name and description
- Description 2 - Only the description by itslef
- Common Name - Manufacturer name
- Product Family
  - Hardware
  - Service
  - Service/Support
  - Software
  - Subscription
- Product Sub Family
  - Intangible
  - Tangible



3.1.3. Flex Fields

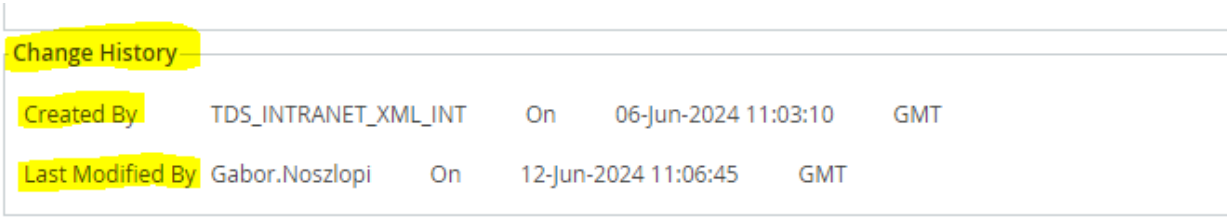
On the Product Master Summary page main tab if we scroll down a bit, on the right side we can find the so called “Flex fields”. These have been renamed to show what value is stored in these fields.

Funcionality currently NOT working (see section 7.1),

3.1.4. Change History

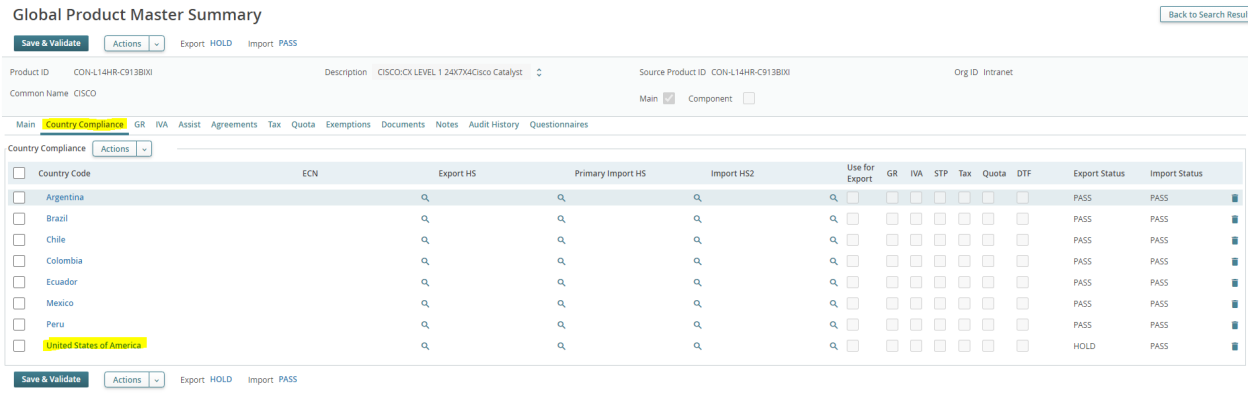
On the Product Master Summary page main tab if we scroll down to the bottm of the page we can find the so called change history for the record. This display when was the product created and by whom. **TDS_INTRANET_XML_INT** denotes the atumatic communication between E2Open Trade Automation and Intranet. So these articles are **automatically created** in E2Open once they are created in **Intranet**.

On this change history log we can also see who and when last modified the product.



3.2. Country Compliance

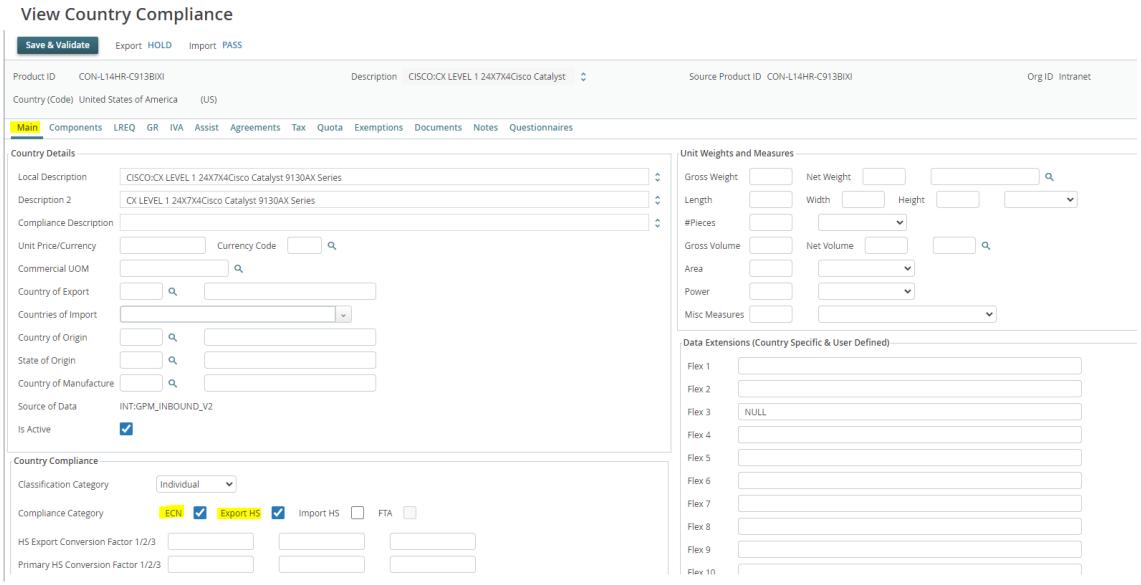
Within the Product Master Summary page by the clicking on the Product Master Summary page **Country Compliance tab** we will see a list of countries where the product is setup. The **ECCN and Export HS** codes we should always maintain in the **United States country**.



3.2.1. Main Tab

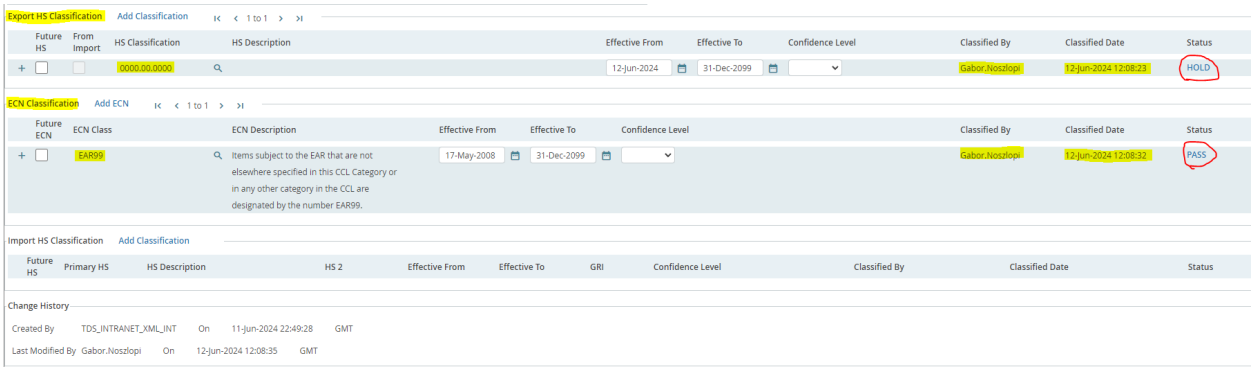
Within the Country Compliance tab we have the Main tab where the the screening for ECN and Export HS check is maintained. **By removing the checkmark the screening can be deactivated**.

For example for **Intangible** items that don't have HTS classification (so we maintain dummy code 0000.00.0000) the check has to be removed so the application the PASS the product without a valid Export HS entered.



Once we scroll down on the page we will find where the **ECN** and **Export HS** is **stored**, where it can be **added** and other key information about the who and when entered the classification.

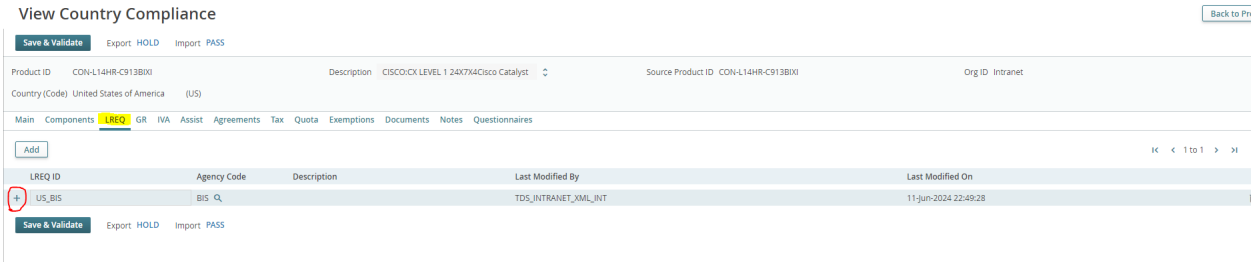
- Export HS Classification
- ECN Classification
- Created By
- Classified Date
- Status
    - HOLD
    - PASS

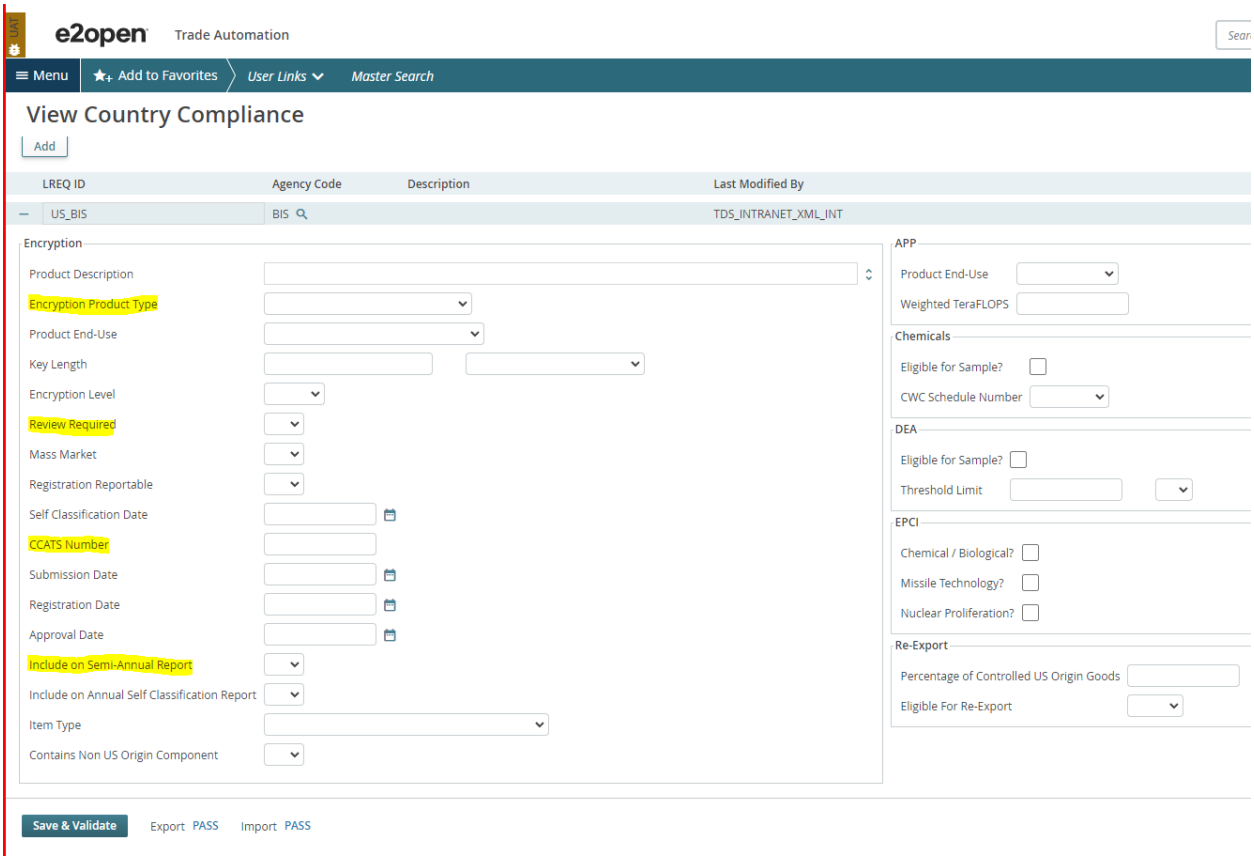


3.2.2. LREQ Tab

Within the Country Compliance by clicking on the LREQ tab we can expand the page clicking on the plus icon next to the US_BIS.

On this page there are many key information stored about **restricted items**. This page does not need to be mainated for products that have classification that doesn't require export license, e.g. EAR99.





- Encryption Product Type
  - Restricted -
  - Unrestricted -
- Review Required -
- CCATS Number -
- Include on Semi-Annual Report -

Section II: Trade Data Update Process

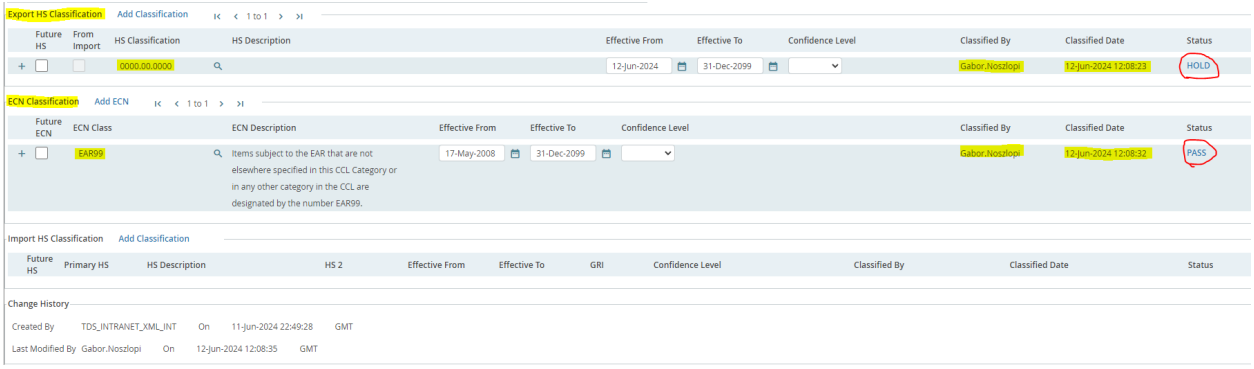
4. Update From Country Compliance

As mentioned in point 3.2 above the ECN and Export HS codes are stored in the Product Master Summary page Country Compliance tab where they are displayed on the Main tab. There are 2 ways of updated trade data records from Country Compliance tab, both are explained in below sub-chapters.

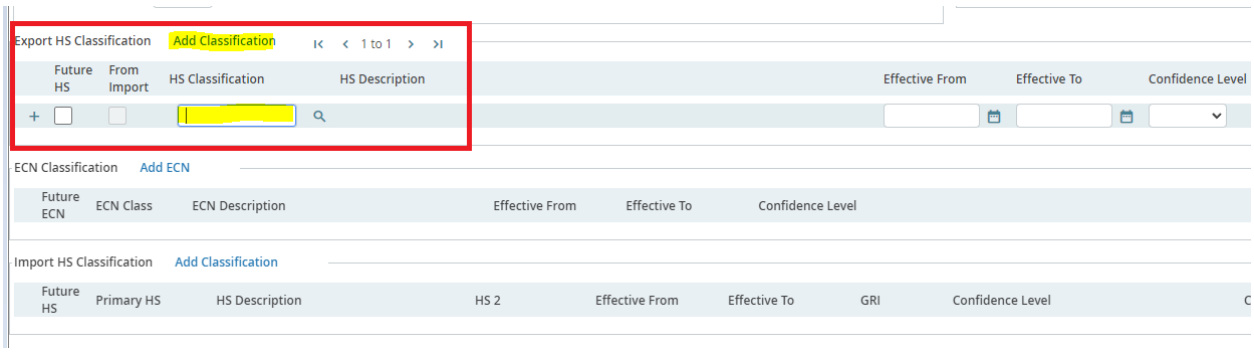
4.1. Within Country Compliance Main Tab

4.1.1. Adding Export HS

From the Country Compliance tab we go to the Unites States country where the ECN and Export HS should be mainted from. Scrolling down on this page we found where these trade data values are stored.

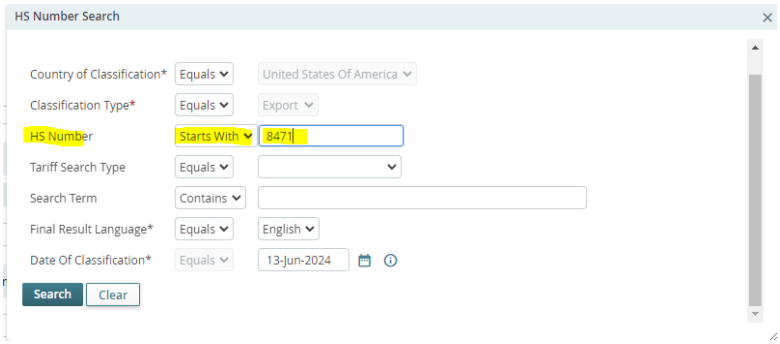


Here we click on **Add Classification** next to the Export HS Classification header. This will create a new line below where we can click into the **HS Classification field** and our cursor will appear indication we can **type in a value**.

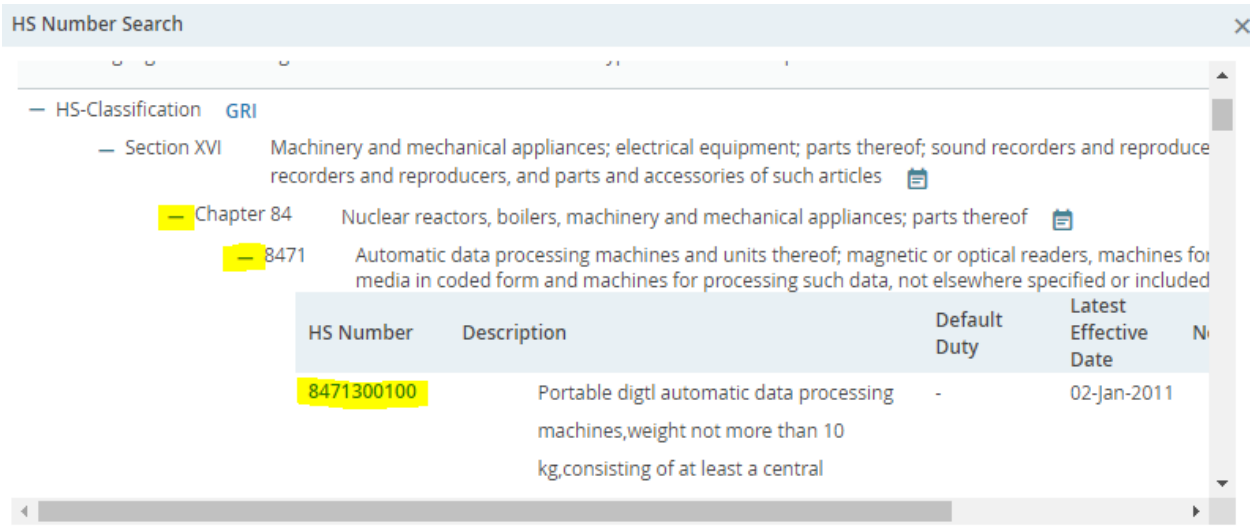


Here we either **type in a value** that we know is a correct US HTS code (we add this without any sperator dots).

Or we can **click on the magnifier glass** next to the field that will bring up a pop-up window. Here we can add different search criteria, for example HS number starts with 8471.

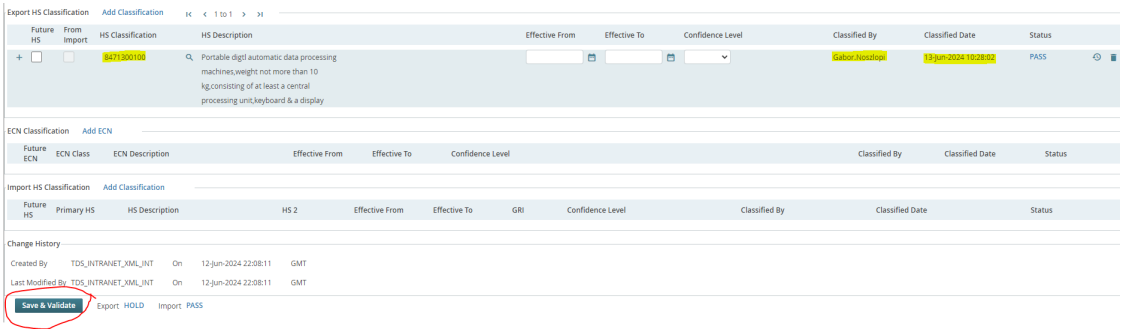


This will then give us all available HS codes that are in 8471 Heading. Here we can expand and collapse by clicking on the plus and minus signs.



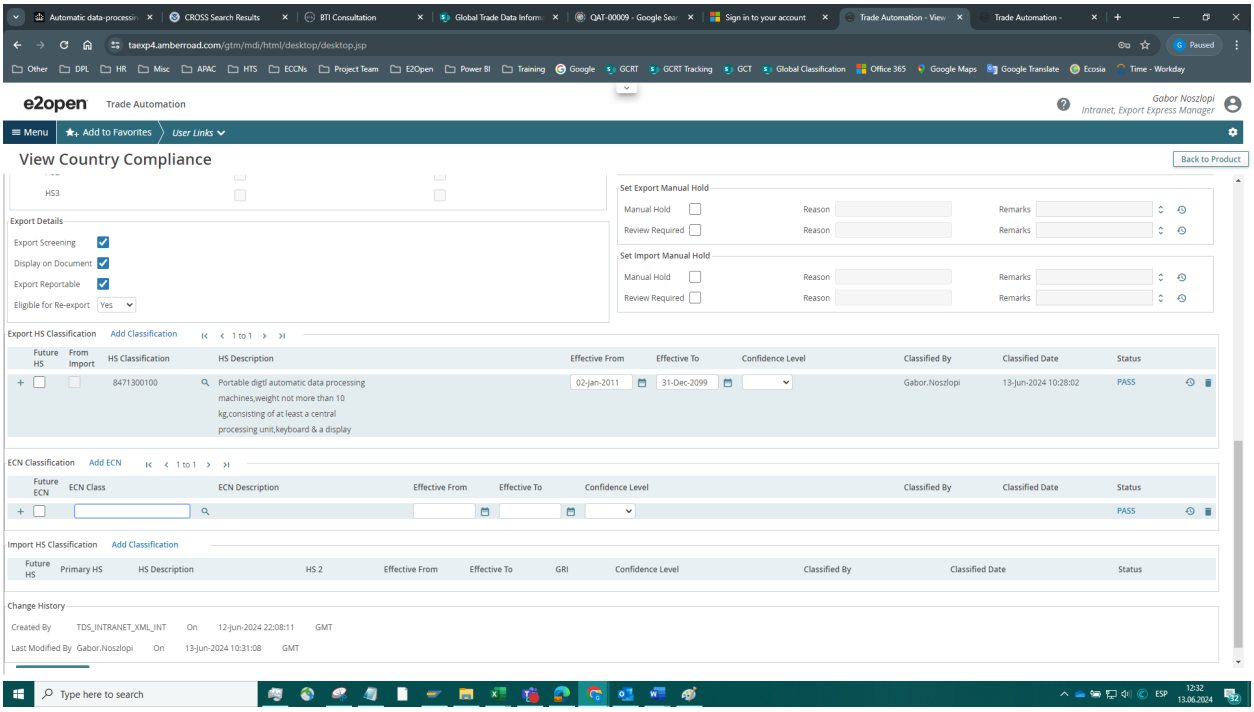
Once we found the HS code we want to select, we then just click on the number and it will select this value and fill it into the HS classification field. It will also add values into the fields Created By and Created Date.

By Clicking the **Save & Validate** button at the bottom of the page the record will be saved and validation for **Pass/Hold decision** will take place.

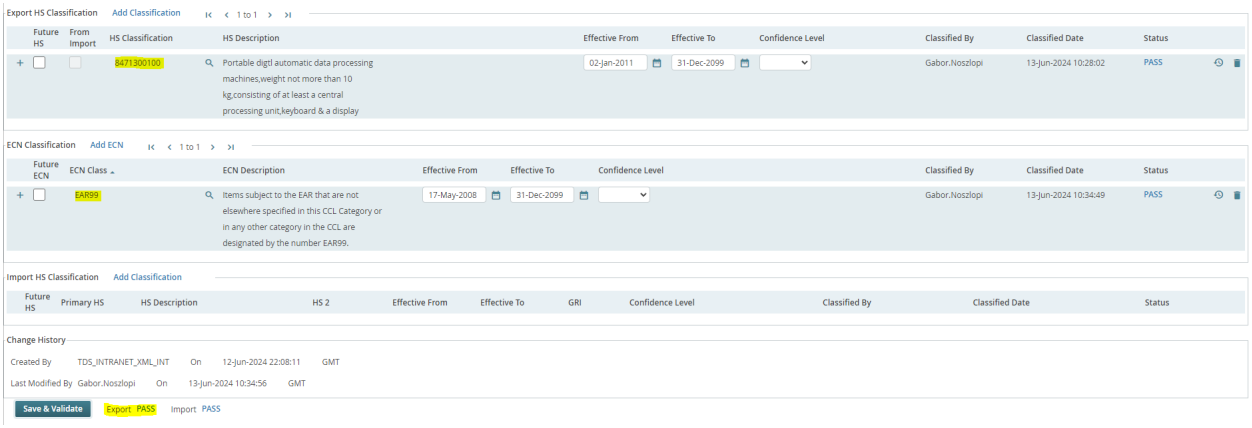


4.1.2. Adding ECN

Updating the ECN is similar process, we click on the **Add ECN** button and new line appears where we either **type** in the value that we know is correct or click on the **magnifier glass** to select it.



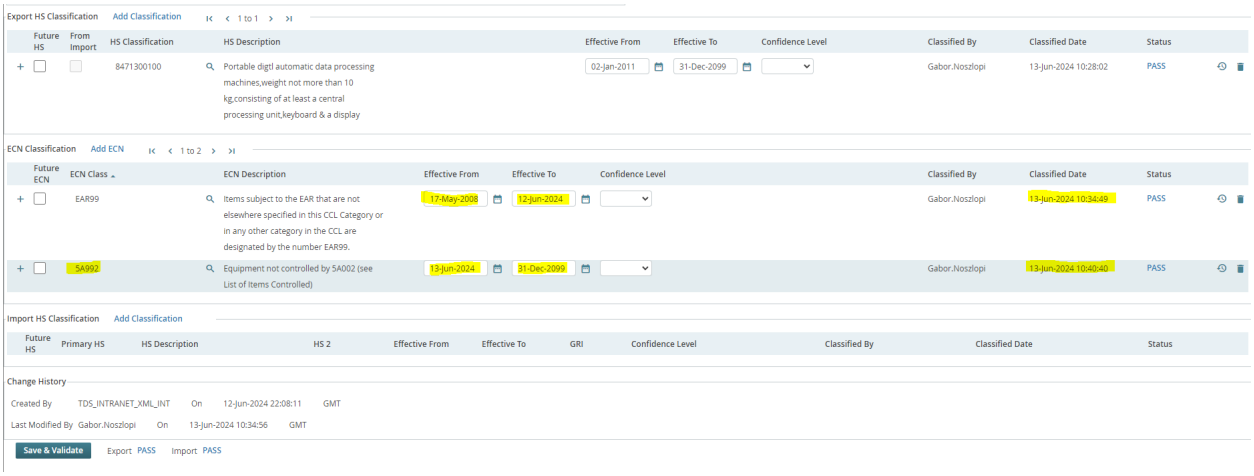
By adding valid Export HS and ECN values after saving and validation the product status changes to PASS.



4.1.3. Changing Existing Classification

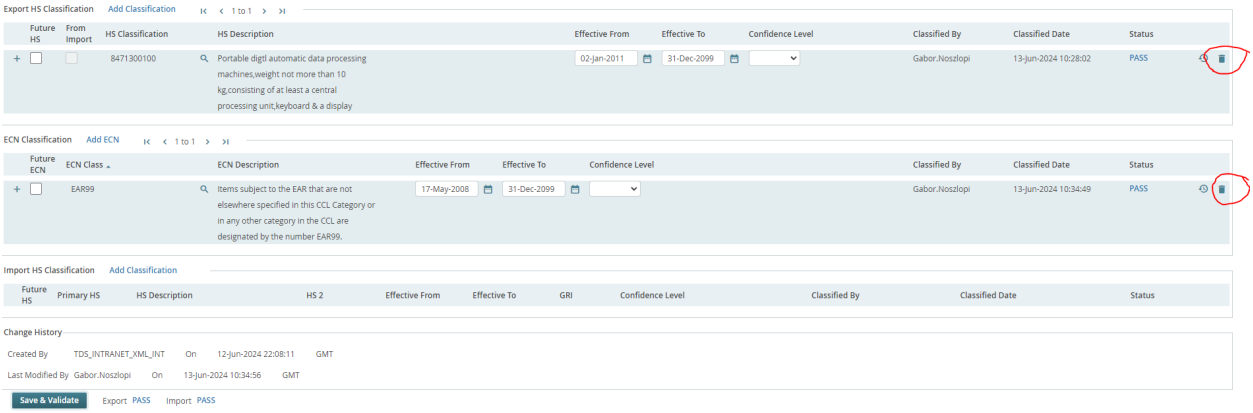
To change the previously entered classification we just need to **add a new value**, by following the same steps as mentioned above when entering new values.

This will create a new value entry and automatically adjust the **Effective from and to dates** that will make the previous classification inactive and the latest addition the active classification.

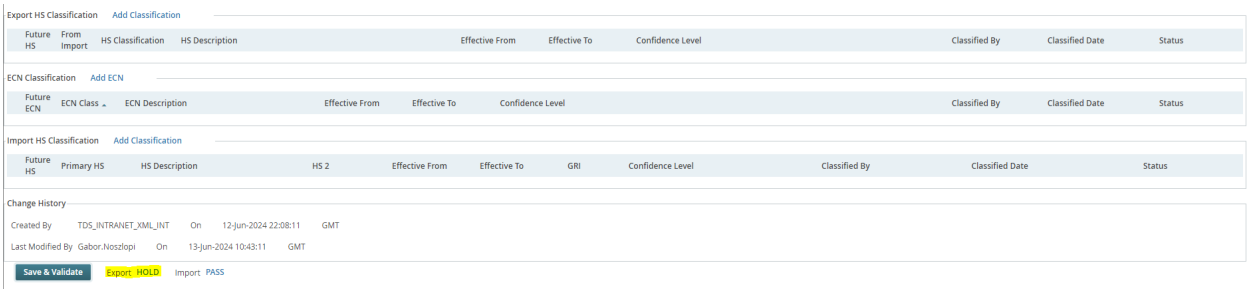


4.1.4. Deleting Existing Classification

To remove classification that was previously added, we just click on the **trash can icon** on the right side of the value that we are looking to remove.



By removing valid Export HS and ECN values we can see that after saving and re-validating the product status changes back to Hold.

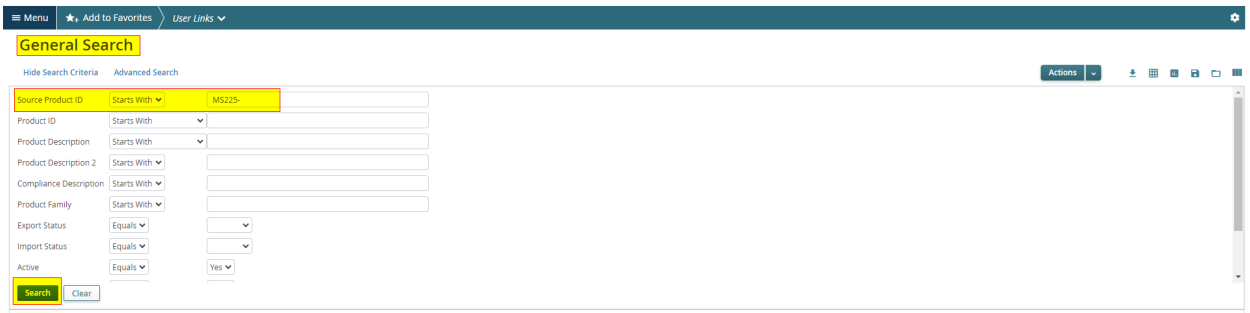


4.2. Directly from Country Compliance Overview

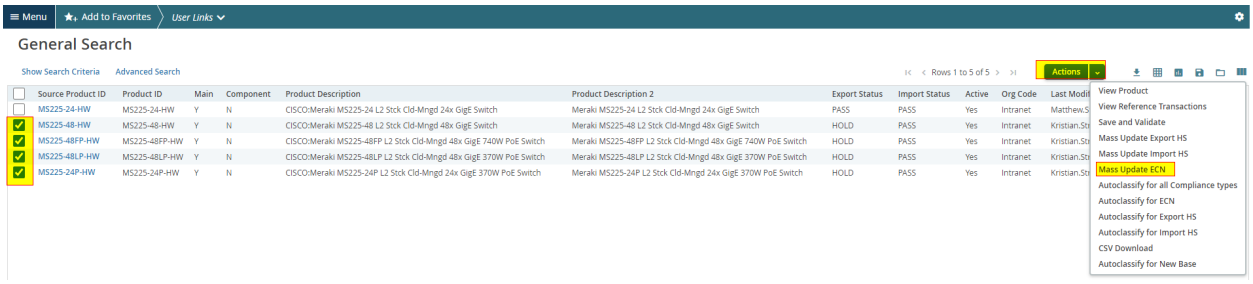
Funcionality is NOT working currently, DO NOT USE (see section 7.2)

5. Mass Update from Search Results

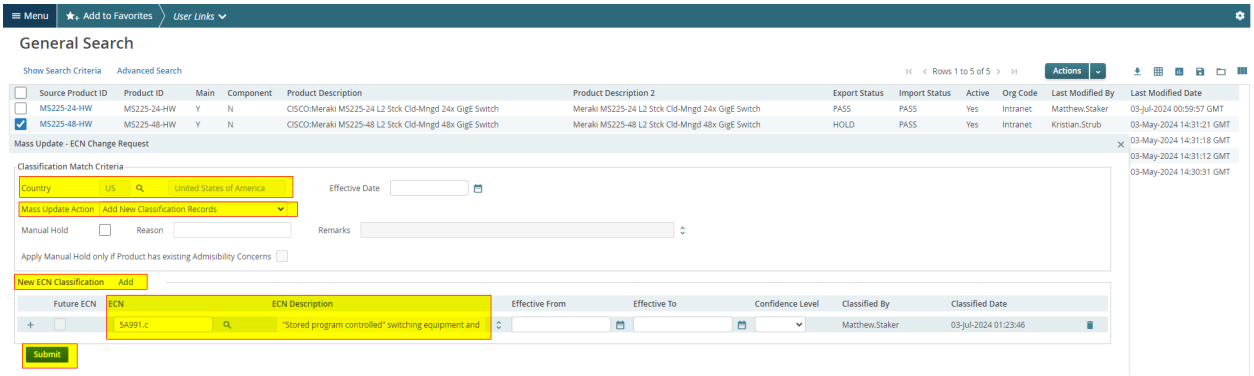
Search for the items you want to update that have the same ECN and Export HS from the **General Search** view.



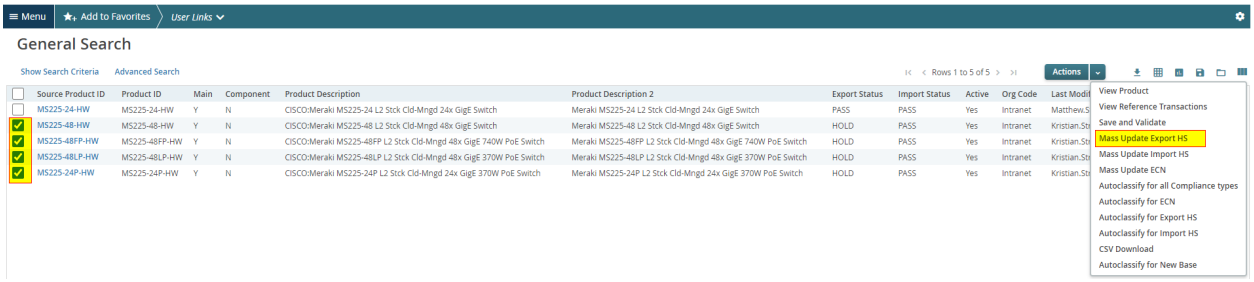
With the items displayed, click in the boxes to te left of the items you want to mass update the ECN and/or Export HS for. Then under the **Actions** button, for ECN, select **Mass Update ECN.**



In the **Mass Update - ECN Change Request** popup box, enter **US** for the Country. You may use the **magnifying glass** to select and verify you entry. The country name United Staes of America will autopopulate. Select the appropriate **Mass Update Action** from the drop down box. In this case we use **Add New Classification Records.** Click **Add** next to **New ECN Classification.** Enter your ECN value in the **ECN field**. You may use the magnifying glass to search for and select you value or verify the value you entered. **ECN Desciption** will autopolulate. Click **Submit** to save you record. You can verify the value is entered by checking one of the items.

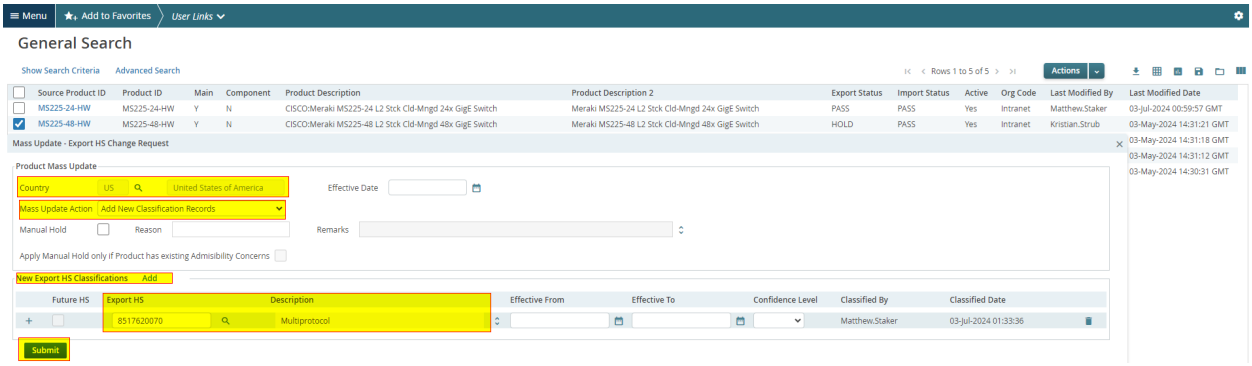


For **Export HS** update select Mass Update Export HS under the Action button.



In the **Mass Update – Export HS Change Request** popup box, enter **US** for the Country. You may use the **magnifying glass** to select and verify you entry. The country name United Staes of America will autopopulate. Select the appropriate **Mass Update Action** from the drop down box. In this case we use **Add New Classification Records.** Click **Add** next to **New Export HS Classification.** Enter your Export HS value in the **Export HS field**. You may use the magnifying

glass to search for and select you value or verify the value you entered. **Export HS Description** will autopolulate. Click **Submit** to save you record. You can verify the value is entered by checking one of the items.



6. Mass Update via Upload File

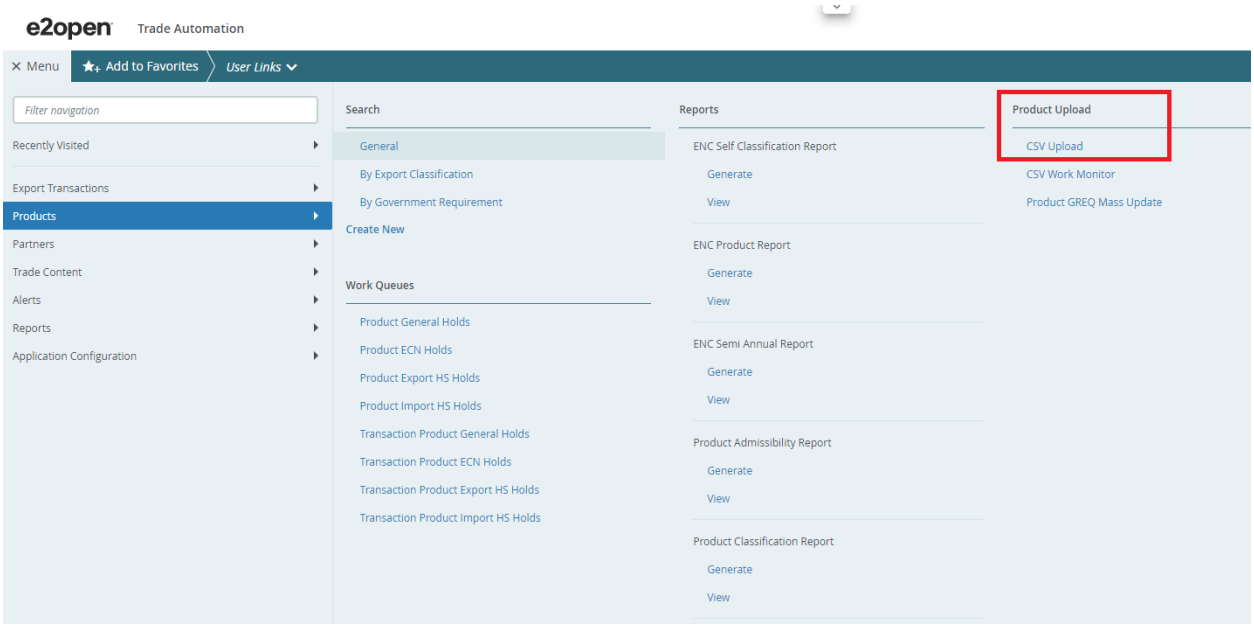
ECCN and Export HS classifications can be uploaded via file as well. This is the best way to update a lot of articles at the same time (as much as 100k or more). There is no limit, but performance will depend on the number of lines in the upload file.

It is possible to upload ECCN and Export HS in one file, however to due complexity it is best to keep them in separate files.

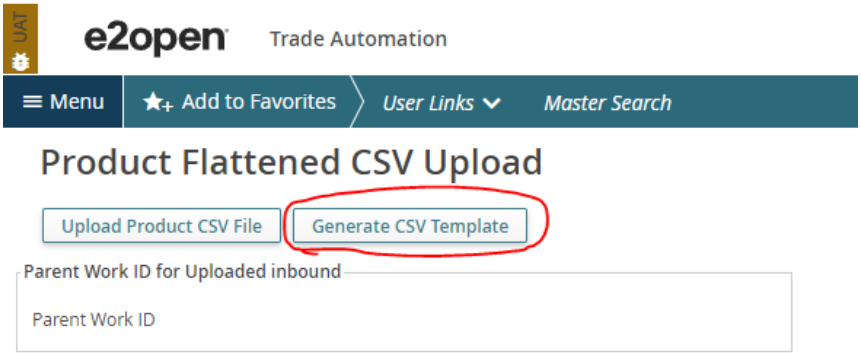
6.1. CSV Template

The original template can be downloaded from E2Open and saved on your computer for later use. This original template contains all the fields that can update update via the upload file, 62 columns in total. However only a few fields are mandatory to be filled. The rest of the columns can be deleted if not intending to update to fields.

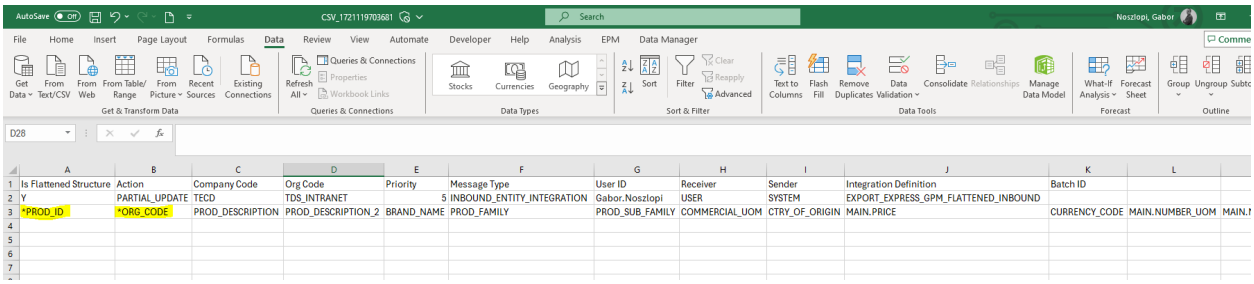
To download the original template go to the PRODUCTS page from the Main Menu doprdown then click on CSV UPLOAD that can be find on the right side under the Product Upload options.



On the next screen click on the GENERATE CSV TEMPLATE button that will initiate the download within your browser.



The first 2 rows of the template do not need and should not be modified. The mandatory fields are starting with an asterix, as highlighted in yellow on below screenshot.



	A	B	C	D	E	F	G	H	I	J	K	L
1	Is Flattened Structure	Action	Company Code	Org Code	Priority	Message Type	User ID	Receiver	Sender	Integration Definition	Batch ID	
2	Y	PARTIAL_UPDATE	TECD	TDS_INTRANET	5	INBOUND_ENTITY_INTEGRATION	Gabor.Noszlopi	USER	SYSTEM	EXPORT_EXPRESS_GPM_FLATTENED_INBOUND		
3	*PROD_ID	*ORG_CODE	PROD_DESCRIPTION	PROD_DESCRIPTION_2	BRAND_NAME	PROD_FAMILY	PROD_SUB_FAMILY	COMMERCIAL_UOM	CTRY_OF_ORIGIN	MAIN.PRICE	CURRENCY_CODE	MAIN.NUMBER_UOM
4												
5												
6												
7												

2 separate upload templates have been created, one for ECCN and one for Export HS upload. These templates only contain the mandatory and most often used fields, so a cleaner version of the original upload template.

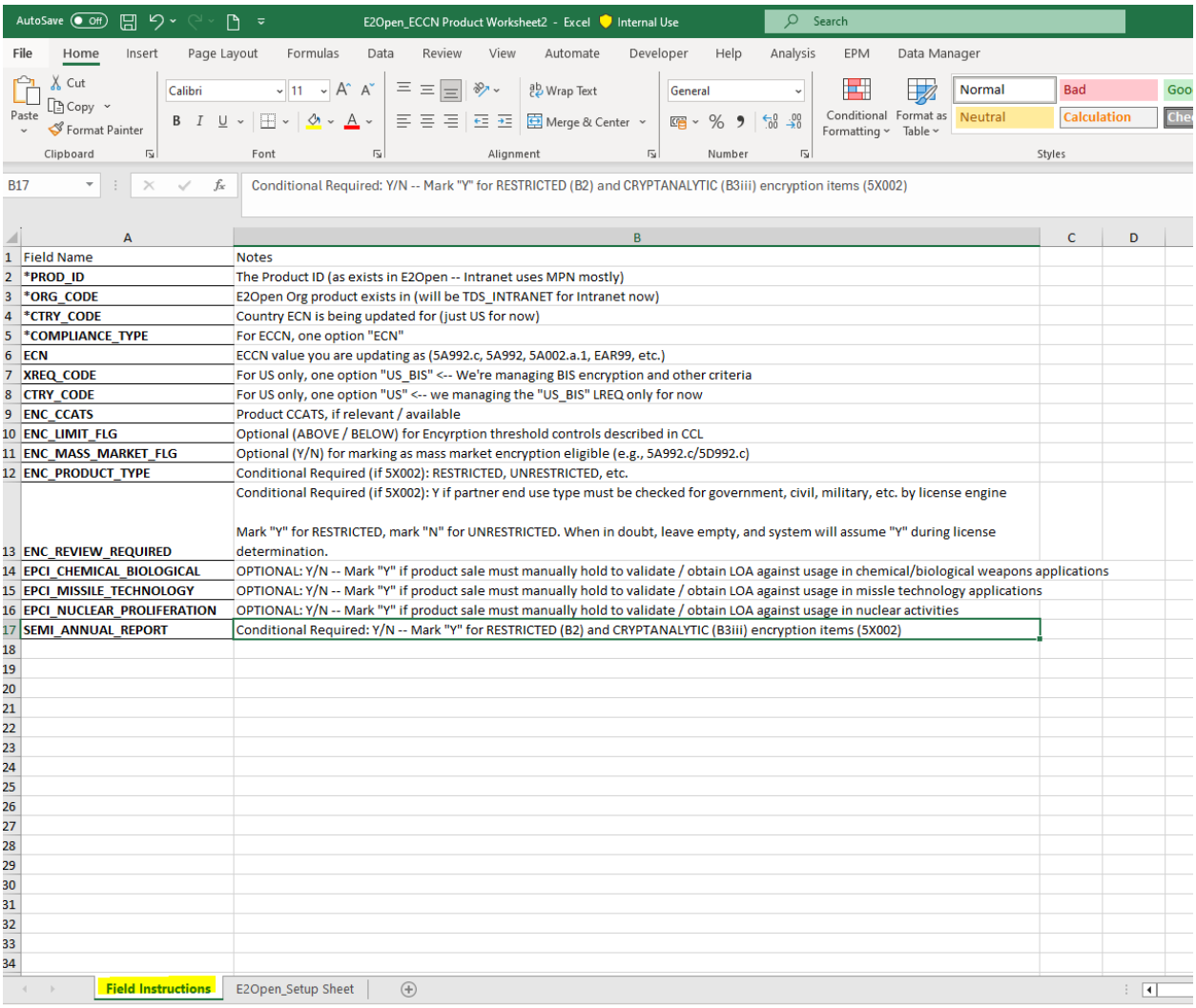
- E2open_CSV ECCN Upload
- E2open_CSV HTS Upload

6.2. Helper Excel File

For the mass update via upload file process to work correctly it is crucial that the mandatory fields are filled and with correct data, otherwise the upload will fail, in which case the uploaded receiver an email from E2Open advising of the fact and pointing to the issue.

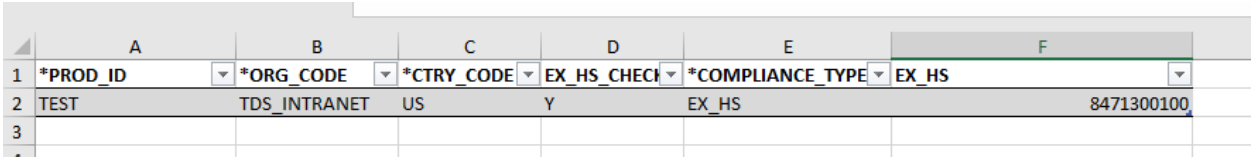
A separate “helper” excel file has been created to help the user fill out the upload file correctly. This file has 2 versions, one for ECCN upload and another for Export HS upload. This file will guide the user to enter all mandatory field values correctly by selecting the entry from a drop-down list. It will similarly help with most of the usual upload values. Once the user fills out this file, will then copy paste as values the table to the pre-cleaned upload templates in section 6.1 above.

This helper file contains information on the FIELD INSTRUCTIONS worksheet:



	A	B	C	D
1	Field Name	Notes		
2	*PROD_ID	The Product ID (as exists in E2Open -- Intranet uses MPN mostly)		
3	*ORG_CODE	E2Open Org product exists in (will be TDS_INTRANET for Intranet now)		
4	*CTRY_CODE	Country ECN is being updated for (just US for now)		
5	*COMPLIANCE_TYPE	For ECCN, one option "ECN"		
6	ECN	ECCN value you are updating as (5A992.c, 5A992, 5A002.a.1, EAR99, etc.)		
7	XREQ_CODE	For US only, one option "US_BIS" <-- We're managing BIS encryption and other criteria		
8	CTRY_CODE	For US only, one option "US" <-- we managing the "US_BIS" LREQ only for now		
9	ENC_CCATS	Product CCATS, if relevant / available		
10	ENC_LIMIT_FLG	Optional (ABOVE / BELOW) for Encyrption threshold controls described in CCL		
11	ENC_MASS_MARKET_FLG	Optional (Y/N) for marking as mass market encryption eligible (e.g., 5A992.c/5D992.c)		
12	ENC_PRODUCT_TYPE	Conditional Required (if 5X002): RESTRICTED, UNRESTRICTED, etc.		
13	ENC_REVIEW_REQUIRED	Conditional Required (if 5X002): Y if partner end use type must be checked for government, civil, military, etc. by license engine Mark "Y" for RESTRICTED, mark "N" for UNRESTRICTED. When in doubt, leave empty, and system will assume "Y" during license determination.		
14	EPCI_CHEMICAL_BIOLOGICAL	OPTIONAL: Y/N -- Mark "Y" if product sale must manually hold to validate / obtain LOA against usage in chemical/biological weapons applications		
15	EPCI_MISSILE_TECHNOLOGY	OPTIONAL: Y/N -- Mark "Y" if product sale must manually hold to validate / obtain LOA against usage in missle technology applications		
16	EPCI_NUCLEAR_PROLIFERATION	OPTIONAL: Y/N -- Mark "Y" if product sale must manually hold to validate / obtain LOA against usage in nuclear activities		
17	SEMI_ANNUAL_REPORT	Conditional Required: Y/N -- Mark "Y" for RESTRICTED (B2) and CRYPTANALYTIC (B3iii) encryption items (5X002)		

To fill out the the helper file, navigate to the E2OPEN_SETUP SHEET worksheet, use the provided dropwdowns to select the correct values and enter the other classification data as usual.

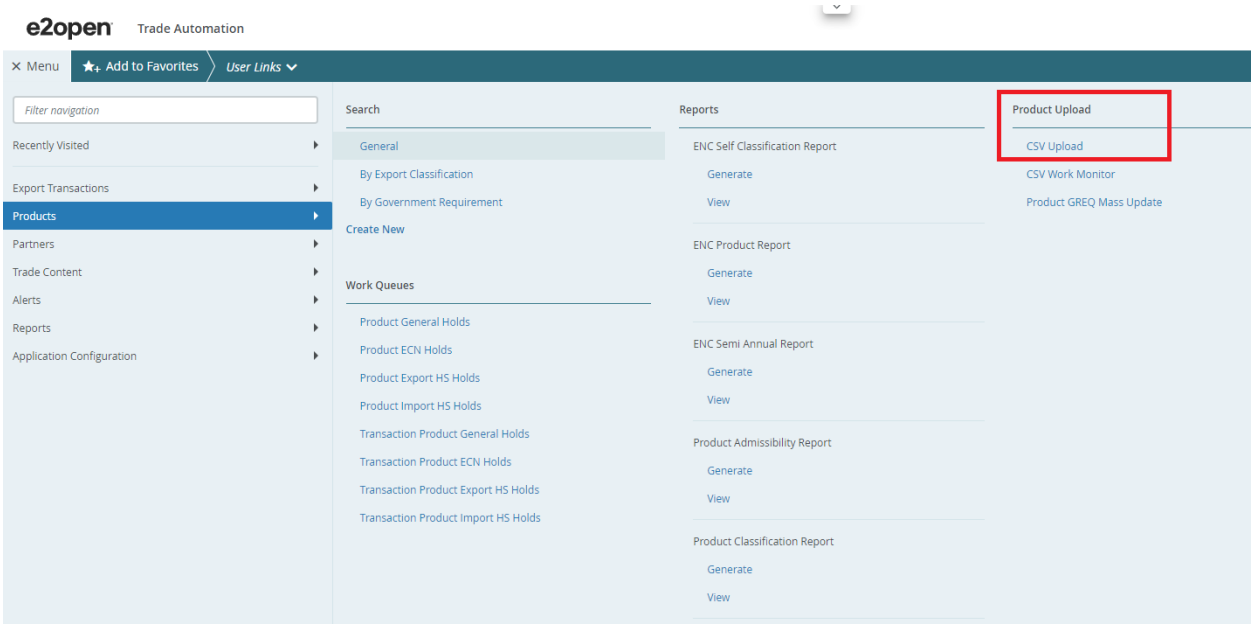


	A	B	C	D	E	F
1	*PROD_ID	*ORG_CODE	*CTRY_CODE	EX_HS_CHECK	*COMPLIANCE_TYPE	EX_HS
2	TEST	TDS_INTRANET	US	Y	EX_HS	8471300100
3						

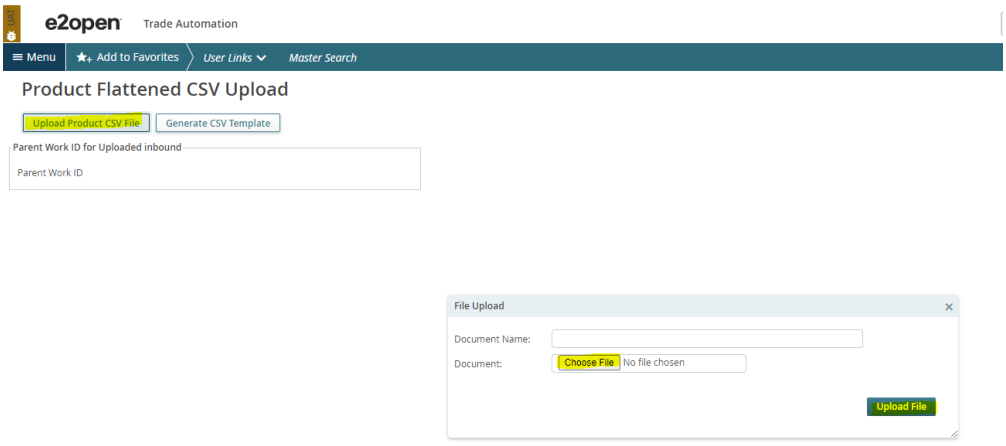
Please note that the use of this heler file is not mandatory. The upload template can be filled in directly, ithe helper file merely helps making sure the mandatory and most used classification fields are filled correctly by providing values in the drop-downs.

6.3. Upload CSV

Once the upload file is ready save it on your computer. Navigate to PRODUCTS page from the Main Menu doprdown then click on CSV UPLOAD that can be find on the right side under the Product Upload options.



On the next screen click on the UPLOAD PRODUCT CSV FILE button and select the upload file from your computer in the popup window then click on UPLOAD FILE.

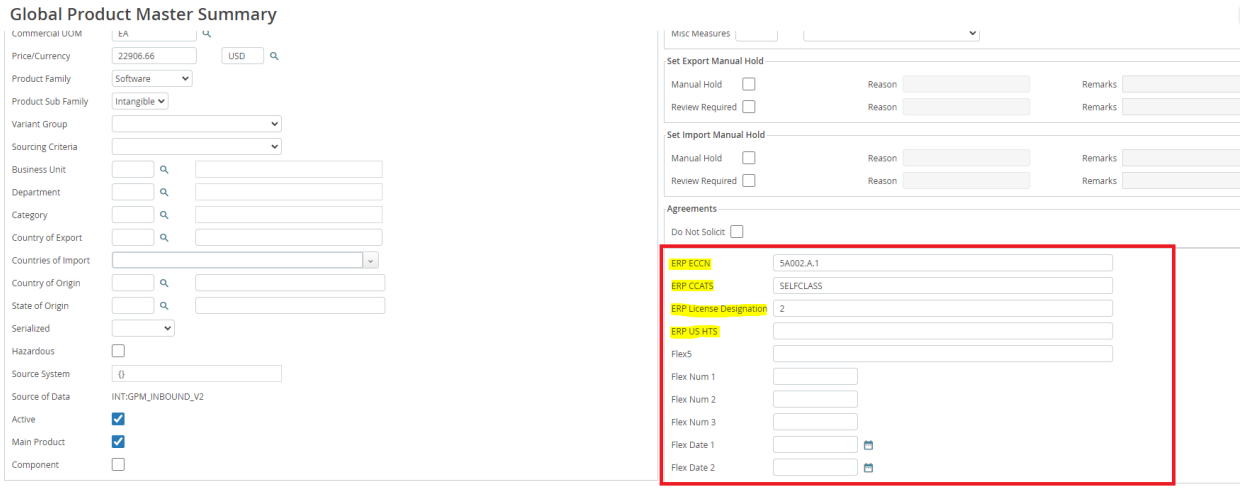


7. Funcionality Currently NOT working

Some funfionality are currently not working and will be fixed by IT post go-live.

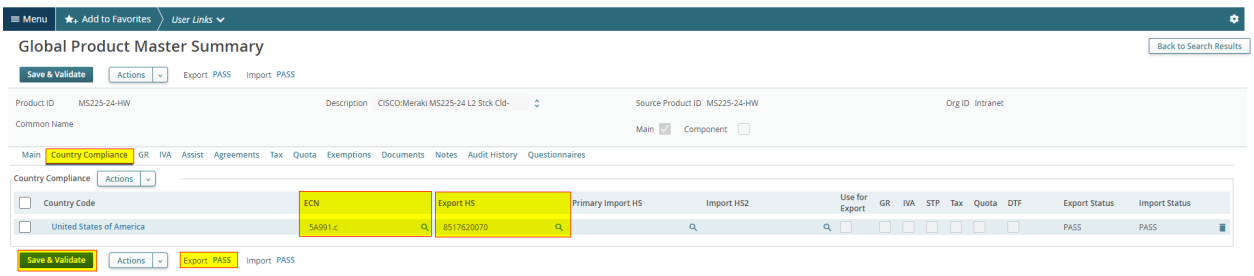
7.1. Flex Fields

Logic describing how the updated Trade Data is sent back to Intranet and then that information is again updated in Flex fields here to confirm ERP update was done – CURRENTLY FUNCIONALITY HAS NOT BEEN DELIVERED BY IT



- ERP ECCN -
- ERP CCATS -
- ERP License Designation -
- ERP US HTS -

7.2. Directly from Country Compliance Overview

Funcionality is NOT working currently, DO NOT USE

To update the ECN and Export HS values directly from the Country Compliance view, click on **Country Compliance** from the Item display. Then enter your ECN and Export HS values in the respective fields. You may use the **magnifying glass** to search for your value to validate them. Once entered, click on **Save & Validate.** Export Status should then be **PASS.**