



Customs-Trade Partnership Against Terrorism

Portal Tutorial: Status Verification Interface (Partner Monitoring)

All partners who currently participate in SVI will have the “Partners Monitoring You” and the “Partners You Are Monitoring” information migrated from Portal 1.0.

Signing the SVI Agreement

Partner monitoring will allow C-TPAT partners to track the C-TPAT status of their business partners to facilitate an advanced network of trade partners with security-minded business practices. To participate in SVI, a company must:

- (1) Have an active C-TPAT account in good standing (certified or above).
- (2) Consent to share your status with other companies, as is stated in the SVI Agreement.

NOTE: If SVI agreement is revoked, your company will be removed from all partners monitoring you and all partners you are monitoring will disappear.

To agree to participate in SVI by clicking on the desired Trade Account and selecting <SVI> from left menu. Sign the SVI Agreement by selecting the <SVI Agreement> tab and clicking in the <Agree> box on the desired account. Click <Apply Changes>.

U.S. Customs and Border Protection
Department of Homeland Security
Customs-Trade Partnership Against Terrorism
Consent to use Company Name

We, the undersigned, consent to the addition of our company name to the C-TPAT application.

The C-TPAT application allows consenting certified C-TPAT partners to verify the participation status of other consenting partners. In order to gain access, each partner must have consented to the release of their company name among the C-TPAT membership. This information is available through an Internet, web-based point of electronic access limited to assenting certified C-TPAT Partners. The C-TPAT application is a secure web site and controlled and maintained by CBP.

In order to participate, a company officer must electronically sign the SVI agreement.

Check To Include In SVI Agreement...			
Agree	C-TPAT Account	Business Type	Account Status
<input checked="" type="checkbox"/>	12757488	Consolidator	Certified

Apply Changes

Consent to share your status (Certified or Not Certified) with other companies by clicking in the <Agree> box. Click <Apply Changes> when data entry is complete.

Request Monitoring: Asking Partners to Monitor You

For each monitoring partner, a request must be sent to establish the list on the <Partner Monitoring You> tab. To add partners to your monitoring list:



- (1) Search for the partner name using the Search box on the Request Monitoring tab.
Note: Only companies that have signed the SVI partner agreement and are currently in Certified status or above will appear in the results.
- (2) Click in the <Select> box by the company that you want to monitor you, and click <Save Selections>.
- (3) The status of the request (pending, accepted, declined) will appear in the **Partners Monitoring You** list. Once the monitoring company approves the request, the company's status will also appear in your **Partners Monitoring You** list.

This section allows your company to send a request to another C-TPAT Partner, to allow that partner to monitor your C-TPAT status. To send a request, follow these steps:

- 1) Search for the company by name in the below search box. You must enter at least three characters, including spaces.
- 2) Your search will return a list of Partners. Click the Select box for each Partner you would like to monitor your account.
Note: if you have multiple accounts (e.g., broker and consolidator) you must also select each of your accounts that you desire the other Partner to monitor. This feature allows you to share just one account or multiple accounts with Partners in a single step.
- 3) Step two will send to the Partner a request to monitor you. That request will appear on this screen in the Partner's account.

If you receive a request from another Partner to monitor them, it will appear on the list below as PENDING. To process the Partner's request, click on the word PENDING to toggle between the options of ACCEPT or DECLINE.

Test Imp

Select	Trade Org	Account Status
<input type="checkbox"/>	CTPAT Test Importer	Certified

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Select	CTPAT Account	Business Type	Account Status	Request Status
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Partners You Are Monitoring: Accepting and Denying Monitoring Requests

As a monitoring partner, the choice to accept, decline, or revoke (decline after initial acceptance) a partner requesting that you monitor them is your decision. To accept a request to monitor a partner:

- (1) Click on <SVI> under the desired Trade Account.
- (2) Select the <Partners You are Monitoring> tab.
- (3) Click in the Request Status column to toggle through the choices—ACCEPT or DECLINE.
 - a. If the request status is in **ACCEPT**, the company status (Certified or Not Certified) will appear in the Account Status column.



- b. If the request status is in **DECLINE**, the company status will not appear in the Certified column. A **DECLINE** Request Status will act as a block to prevent further monitoring requests from this company. To allow a declined monitoring requester to request again, click in the <Remove Monitored> box next to the record and click <Apply Changes>. This will remove the block and allow future requests.

(4) Click <Apply Changes> when your choice is complete.

Below if the list of C-TPAT partners that you are currently monitoring.

Remove Monitored	Monitored Trade Org	Business Type	Account Status	Request Status	Request Date	
1 <input type="checkbox"/>	Highway Carrier 04032014	Highway Carrier - U.S. / Car	Certified	ACCEPT	05/30/2014	

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Apply Changes

Showing: ALL <== click to change

Click in the Request Status column to toggle through the choices—Accept or Decline. Click <Apply Changes> when your choice is complete.

Partners Monitoring You: Reviewing Your Monitoring Partners and Requests

Previously unavailable in Portal 1.0, the “Partners Monitoring You” tab will allow you to see which companies are monitoring you. In Phase 1, you will not be able to request to monitor a company—requests can only be made to have a company monitor you. To filter companies on this page, click on the toggle button at the bottom of the window. The available filters will display companies which have: **Accepted, Declined, or Revoked** your monitoring requests.

Below if the list of C-TPAT partners that you are currently monitoring.

Remove Monitored	Monitored Trade Org	Business Type	Account Status	Request Status	Request Date	
1 <input type="checkbox"/>	Highway Carrier 04032014	Highway Carrier - U.S. / Car	Certified	ACCEPTED	05/30/2014	

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Apply Changes

Showing: ALL <== click to change

To filter companies on this page, click on the toggle button to display: All, Accepted, Declined or Revoked monitoring requests.