

NOP Import Certificate Generation Module

Tip Sheets

HOW TO CREATE NOP IMPORT CERTIFICATES

[Download Document \(PDF\)](#)

HOW TO UPDATE NOP IMPORT CERTIFICATES

[Download Document \(PDF\)](#)

Data Submission Templates

To upload import certificate information, you must prepare a file that includes all required template information. The file cannot exceed 12 MB.

TEMPLATE FOR IMPORT CERTIFICATE DATA SUBMISSION EXCEL WORKBOOK – MANUAL DATA ENTRY

Use this Microsoft Excel file (.xlsm) for manual data entry. You can also download a [version with sample data](#).

[Download Document \(XLSM\)](#)

TEMPLATE FOR IMPORT CERTIFICATE DATA SUBMISSION EXCEL WORKBOOK – AUTOMATED EXPORT

Use this Microsoft Excel file (.xlsm) as a reference if you are exporting data from your system. It contains the required data structure, but no macros.


[Download Document \(XLSM\)](#)

Import Certificate Data Submission Template References

Import Certificate Data Dictionary *(Coming Soon!)*

How to Create Import Certificates

Things to Know

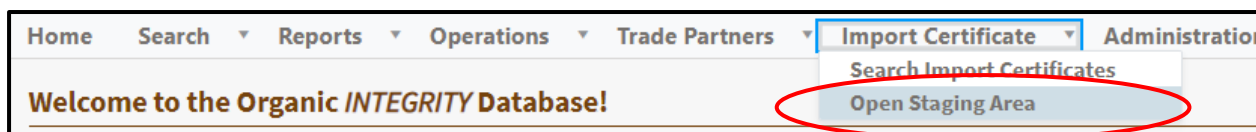
- Certifier *INTEGRITY* Lead and Staff users can generate Import Certificates.
- The NOP Import Certificate can be valid for a single shipment or a period of time (up to 12 months, with extension up to 18 months as determined by the Certifier)
- If you are issuing a certificate for a single shipment, enter the same Start and End date
- One NOP Import Certificate can be issued per commodity or HTS code
- The final Import Certificate number will be autogenerated by the system when published with the following format:
 - The certificate number length is a minimum 21 digits with dashes (123-1234567890-123456).
 - The first three digits are the country code of the Certifying Body issuing the import certificate.
 - The next 10 digits are the certified Exporter or Final Handler NOP Operation ID that the certificate is issued on behalf of by their Certifying Body. The Final Handler must be certified and listed in *INTEGRITY*, but an import certificate can be issued at the request of an Exporter certified by the issuing Certifying Body.
 - The next two digits are the last two digits of the year when the import certificate is issued.
 - The last four digits are an incremental number based on the number of certificates issued for the Exporter or Final Handler operation. That number resets every year on Jan 1.
 - If more than 9,999 certificates are issued for a single operation in one calendar year, the certificate number will be extended to 22 or more digits (123-1234567890-1234567)
- Import Certificates in draft status will have a different number:
 - The number length will be a minimum 12 digits with dashes (123-123456-1)
 - The first three digits will be the certifier number.
 - The next six digits will be the year, month, and day (YYMMDD) of date created.
 - The last 3 digits will be the number of import certificates that certifier created per day.
- The tooltip icon  provides additional information about the field you need to fill in.
- Once you create a new Import Certificate, you'll be able to preview it in PDF.
- New and modified import certificates can be published from the Staging Area page by clicking on the Publish button.

What to Expect

- Draft import certificates will be continuously refreshed and display the current operations data, which will be saved upon clicking the Save button.
- If you want to cancel your import certificate you have to make it invalid by changing the end date.

Create a New Import Certificate

Log in to *INTEGRITY*, navigate to the **Import Certificate** tab and click **Open Staging Area**.



In the Staging Area, select + **Add an Import Certificate** (Option 1) or click **Create Import Certificate** under **Staging Area Actions** in the left menu bar (Option 2).



There are three tabs in the NOP Import Certificate wizard:

1. Entity Information – organic program certified, certificate date, and exporter, final handler, and recipient
2. Product Information – Product as labeled, HTS code, shipping identification, net weight in KG, and other product information
3. Additional Information – Remarks and attestations, in addition to other fields pre-populated by data entered in previous sections.


Entity Information Tab

Select the organic standard you are working under, certificate start/end dates, and country of export. The organic standard will default to match your user profile. Once completed, scroll down to the next section.

In the **Exporter** Information section, select Exporter type (Certified or Uncertified) using the radio buttons. The Exporter is the individual or business that is exporting the product to the U.S. For a Certified Exporter, enter an NOP ID and the system will automatically display the operation's contact information on file. You can look up the NOP Operation ID by clicking the **Advanced Operations Search** button, which opens a new web browser window.

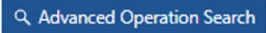
Exporter Information

Select Exporter Type *

☒ Certified Exporter ☐ Uncertified Exporter 

Enter Certified Exporter NOP ID *

6909423262

 Click to look up a NOP ID

Operation ID

6909423262

Business Address

14 Parovozna str., Kherson, Kherson region 73000 Ukraine

Contact Name

Olena Sidorovich

Phone Number

+380552413361


Email

office@sadeko.org

If the Exporter is uncertified, select the **Uncertified Exporter** radio button and enter required fields marked with red asterisk.

Exporter Information

Select Exporter Type *


☐ Certified Exporter ☒ Uncertified Exporter 

Operation Name *

Address Line 1 *

Address Line 2

Country *

Enter Country 

City

State

Zip/Postal Code

Contact First Name *

Contact Last Name *

Phone Number *

Email *

In the **Final Handler** Information section, you can check the Final Handler is same as Exporter to copy information from the Exporter section. The Final Handler is the producer or preparer of the product. If the Final Handler is not the same as the Exporter, enter a certified Final Handler NOP Operation ID. You can look up the NOP Operation ID by clicking on the **Advanced Operations Search** button, which opens a new web browser window. The Final Handler must be certified organic and listed in *INTEGRITY*.

If the best international trade contact information for the Final Handler is different from the primary contact listed in *INTEGRITY*, you can provide **Alternate Final Handler Contact Information** by checking the box and completing required fields.

Final Handler Information

☐ Final Handler is same as Exporter ⓘ

Enter Certified Final Handler NOP ID *

Enter NOP ID

☒ Alternate Final Handler Contact Information ⓘ

Contact First Name *

Contact Last Name *

Phone Number *

Email *

Certifying Body of Final Handler ⓘ
 Not selected

In the **Recipient** section, first select the Recipient type (Certified or Uncertified). The Recipient is the individual or business that will receive the product in the U.S. For a certified Recipient, enter an NOP Operation ID and the system will automatically display the operation's contact information on file. You can look up an NOP Operation ID by clicking on the **Advanced Operations Search** button, which opens a new web browser window.

Recipient Information

Select Recipient Type *

☒ Certified Recipient
 ☐ Uncertified Recipient ⓘ


Enter Certified Recipient NOP ID *

☐ Alternate Recipient Contact Information ⓘ

If the best international trade contact information for the Recipient is different from the primary operation contact listed in *INTEGRITY*, you can provide **Alternate Recipient Contact Information** by checking the box and filling in required fields.


If the Recipient is uncertified, select the Uncertified Recipient radio button and enter required fields marked with red asterisk.

Click **Next** to move to the next section of the Import Certificate. If there is missing data in required fields, *INTEGRITY* will display them at the top of the page and highlight the fields that need to be corrected. You cannot proceed to the next section until required fields are completed.

**Errors:**

Incorrect Exporter Information. Please check below.
Incorrect Final Handler Information. Please check below.
Incorrect Recipient Information. Please check below.

The system will automatically save your progress each time you click **Next** to advance through the wizard, and display the following message with the Draft Import Certificate number.

**Info**

Draft Import Certificate #821-230718-290 (draft) saved.

Product Information Tab

Enter required fields on the **Product Information** tab, then click **Next** to continue.


- Product as Labeled - for raw products, enter the common name of the product(s) (e.g. lemons or limes). For packaged products, enter the name shown on the principal display panel (front of the package).
- Harmonized Tariff Code – Enter the Harmonized Tariff Schedule (HTS) code for the product. HTS codes are listed at <https://hts.usitc.gov/>
- Estimated Total Net Weight – Total net weight of the shipment(s) covered by this Certificate.

Entity Information


Product Information

Additional Information


Product as Labeled *

Magic Wine 


Harmonized Tariff Code *

0101904000 


Estimated Total Net Weight in kg *

34.00 

Estimated Total Number of Containers

78 

Lot Number

1234, 87 

Return

Previous

Next

Additional Information Tab

Most of the fields on the **Additional Information** tab will be pre-populated based on your prior selections. To complete the form, you must select your attestation from the dropdown and click **Save**. The attestation applies to products certified under Trade Partner programs, and will default to the Organic Standard associated with your user profile, but can be changed. If an attestation does not apply (e.g., product is

USDA-NOP certified), choose N/A.

Entity Information

Product Information

Additional Information

Additional Information

City and State of Product Destination

Louisburg, MO

Certifying Body Issuing Certificate

[OEFFA] Ohio Ecological Food and Farm Association

Remarks

Five

Attestations *

Certified in compliance with the terms of the U.S.-Canada Organic Equivalency Arrangement. ×

Certificate Issuer Full Name

Camille Ackerman

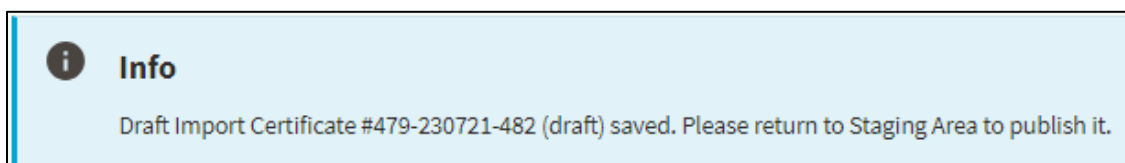
Date Signed

Auto-populated with the date the certificate is published

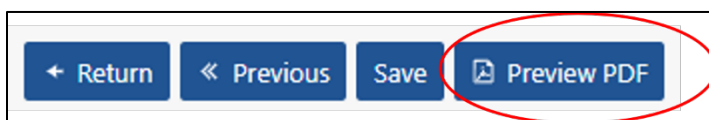
← Return << Previous **Save** Preview PDF

A confirmation message displays at the top of the screen when the Create action is completed, and the new draft import certificate is added to the Staging Area.

The Import Certificate will remain in *draft* status until published. You must go to the Staging Area to publish the import certificate.



You can preview the draft import certificate by clicking on the **Preview PDF** button.



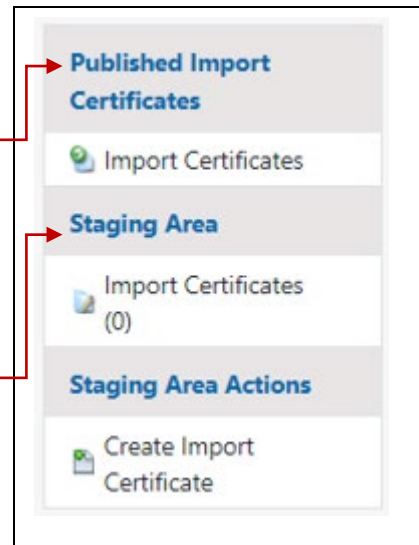
Publishing Import Certificates

After you've published import certificate data, you can see an updated list in the **Published Import Certificates** left menu option:

- **Import Certificates:** click on the View icon to see new data in the system.

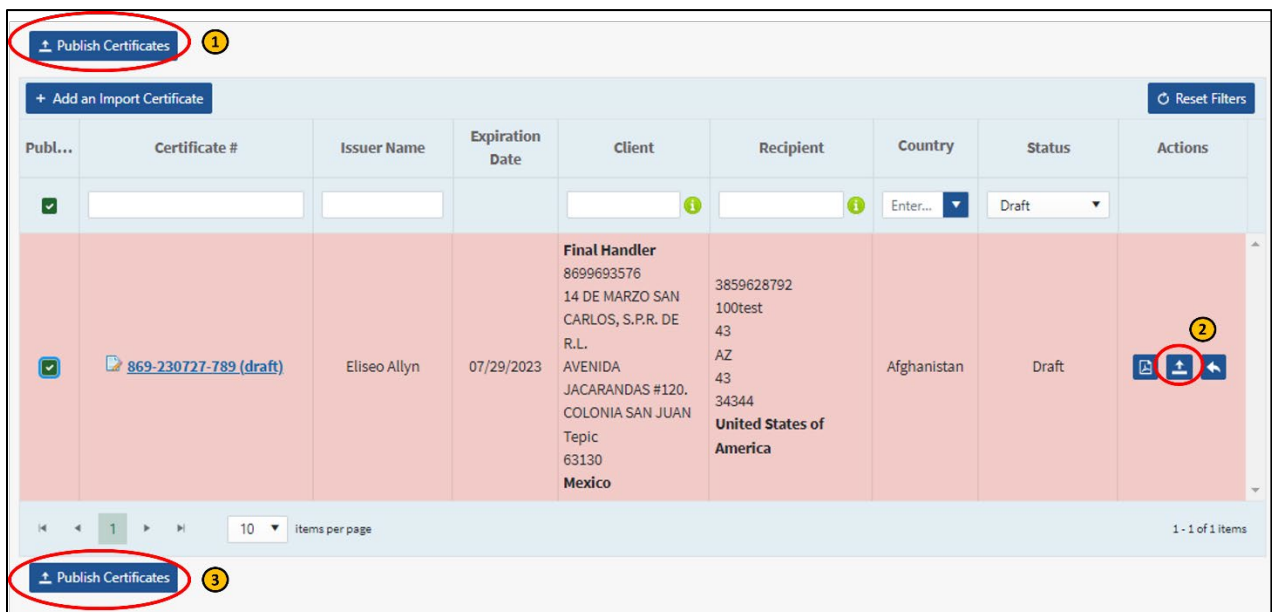
Prior to publishing, you can review the new import certificates from the **Staging Area** left menu option:

- **Import Certificates (#):**
You can preview import certificates by clicking on the PDF icon in the Action column.

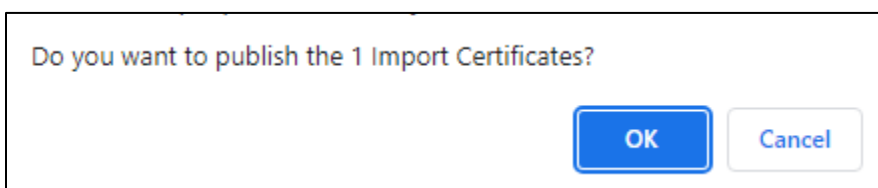


To Publish the import certificate(s):

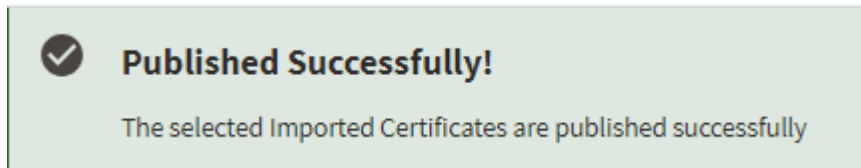
- Go to the Staging Area.
- Use the checkbox column to select all or individual certificates for publishing. Then, click the **Publish Certificates** button (Option 2) in the Actions column to complete the action. If you selected multiple certificates, you can use the **Publish Certificates** button above or below the grid (Option 1 & 3) to proceed with the publication process.



Once you confirm your action by clicking OK.



A success message will confirm the completion of the process.



Congratulations! You can view your new import certificate(s) in the Published Import Certificate page.

How to Edit Import Certificates

Things to Know

- Any field on Draft import certificates can be edited.
- The following fields on Published import certificates can be edited:
 - Certificate End Date
 - Estimated Total Net Weight in KG
 - Estimated Total Number of Containers
 - Shipping Identification (which may include Flight or Vessel Number, Container Number, Lot Number, etc.)
 - Remarks
- The Import Certificate number will remain the same after editing a published certificate.
- Import certificates with Invalid status cannot be edited.

Edit a Published Import Certificate

Go to the Import Certificate tab and select “Open Staging Area.” From the Staging Area, click on the import certificate that you would like to edit.

- The Staging Area defaults to Draft status.
- To view Published import certificates, select the Valid status.

Import Certificates Staging Area

The following Import Certificates are in the Staging Area now. Use filters to find a specific certificate, click on **Certificate #** to open and edit an Import Certificate. You can also add a new Import Certificate by clicking the link at the top of the table.





⚠ If a certificate expires, any edits in progress will be discarded and a new certificate must be issued.

[abc] Test1

[Certifiers](#) > [Import Certificates \(Staging Area\)](#)

[Publish Certificates](#)

[+ Create Import Certificate](#) [Reset Filters](#)

Publ...	Certificate #	Issuer Name	Expiration Date	Client	Recipient	Export Country	Status	Actions
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	Enter ...	Valid	
<input checked="" type="checkbox"/>	 840-7586620577-230020	Eliseo Allyn	10/01/2023	Exporter 7586620577 ABC Test_NEW Test1245 ABC Test1 ABC Test1 VA 22030 United States of America	7586620577 ABC Test_NEW Test1245 ABC Test1 ABC Test1 VA 22030 United States of America	Iran (Islamic Republic of)	Valid	  

On the Import Certificate Profile page, click the **Edit** button.

Staging Area - Import Certificate Profile(#758-230721-516 (draft) - updated by JUAN ALVAREZ on 07/25/2023)

[Import Certificates \(Staging Area\)](#) > [View Import Certificate](#)
You can update information by clicking Edit. [Return to the Staging Area Page](#)

Import Certificate Information

Entity Information

Certified to Organic Standards:	USDA-NOP
Certificate Start Date:	07/21/2023
Certificate End Date:	07/22/2023
Product Exported From:	Benin

Exporter Information

Exporter Type:	Uncertified Exporter
Exporter Name:	test Operation name
Address Line 1:	123 test street
Address Line 2:	
Country:	India
City:	Hyd
State:	Telangana
Zip/Postal Code:	21043
Contact First Name:	
Contact Last Name:	
Phone Number:	
Email:	

All fields can be edited on Draft import certificates. Limited fields can be edited on Published import certificates: Certificate End Date, Estimated Total Net Weight in KG, Estimated Total Number of Containers, Shipping Identification (which may include Flight or Vessel Number, Container Number, Lot Number, etc.) and Remarks.

After making edits in a section, click the **Next** button. The edits will save as you progress through each section.

[abc] Test1 - Edit Import Certificate - 840-7586620577-230020

[Return](#) [Next](#)

Entity Information

Product Information

Additional Information

Entity Information

Certified to Organic Standards *

USDA-NOP (U.S.A.)

Certificate Start Date *

09/18/2023

Certificate End Date *

10/01/2023

Product Exported From *

Iran (Islamic Republic of)

Exporter Information

Select Exporter Type *

☒ Certified Exporter ☐ Uncertified Exporter

Enter Certified Exporter NOP ID *

7586620577

Once you have finished making your edits, click **Save**. If you want to preview the edits, click the **Preview PDF** button. *INTEGRITY* will download a preview of the Import Certificate in PDF format for you to review edits. Click the **Return** button to go back to the Staging Area and list of import certificates.

Entity Information
Product Information
Additional Information

City and Country of Product Destination
ABC Test1, VA

Certifying Body Issuing Certificate
[abc] Test1

Remarks
R4

Attestations *
Certified in compliance with the terms of the U.S.-Switzerland Organic Equivalence Arrange... X

Certificate Issuer Full Name
JUAN ALVAREZ

Date Signed
9/18/2023 12:31:14 PM

Buttons: Return, Previous, Save, Preview PDF

Re-Publish an Import Certificate

You can now re-publish the edited import certificate in the Staging Area. Import certificates ready for publishing will have a check box next to the import certificate number. Select the import certificate and click the **Publish Certificates** button.

If you edited a Draft import certificate, it will be saved in Draft status in the Staging Area. If you edited a Published import certificate, then it will be saved with a Valid status in the Staging Area.







Import Certificates Staging Area

The following Import Certificates are in the Staging Area now. Use filters to find a specific certificate, click on Certificate # to open and edit an Import Certificate. You can also add a new Import Certificate by clicking the link at the top of the table.

If a certificate expires, any edits in progress will be discarded and a new certificate must be issued.

[abc] Test1

Buttons: Publish Certificates, Create Import Certificate, Reset Filters

Publish	Certificate #	Issuer Name	Expiration Date	Client	Recipient	Export Country	Status	Actions
<input checked="" type="checkbox"/>						Enter Country	Draft	
<input checked="" type="checkbox"/>	758-230822-2 (draft)	Eliseo Allym	10/03/2023	Exporter 7586620577 ABC Test_NEW Test123 ABC Test1 ABC Test1 VA 22030 United States of America	7586620577 ABC Test_NEW Test123 ABC Test1 ABC Test1 VA 22030 United States of America	Saint Lucia	Draft	  
<input checked="" type="checkbox"/>	758-230823-2 (draft)	Xiomara Allym	10/30/2023	Exporter 7586620577 ABC Test_NEW Test1245 ABC Test1 ABC Test1 VA 22030 United States of America	7586620577 ABC Test_NEW Test1245 ABC Test1 ABC Test1 VA 22030 United States of America	Mexico	Draft	  

Saved changes to a Published import certificate will remain in the Staging Area until the import certificate is re-published. The import certificate number will remain the same in both the Staging Area and Published import certificate pages.

Organic *INTEGRITY* Database Import Certificate Data Dictionary: please use the instructions below to format your data on NOP Import Certificates for the NOP *INTEGRITY* database.

The NOP Import Certificate and Instructions can be found at <https://www.ams.usda.gov/resources/nop-2110-1>

Data Visibility: Only staff of the Certifier that issued the certificate, their accrediting trade partner government staff, and USDA-NOP staff can view specific NOP Import Certificates.

Fields with green text can be edited.

Data Element	Data Element Name	Required/Optional/Autofilled	Instructions
ic_certNum	Import Certificate Number (Box 4)	Optional	Leave blank for new certificates, enter existing certificate number to edit. Columns S, CJ, CK, CL, CN can be edited.
ic_program	Organic Standard Product Certified To (Box 1)	Required	Select from Organic Standards List - Dropdown Menu
ic_startDate	Certificate Start Date (Box 3)	Required	Date the selected Import Certificate became effective. MM/DD/YYYY
ic_endDate	Certificate End Date (Box 3)	Required - Published ICs can be edited to up to 18 months from Start Date.	Date the selected Import Certificate effective date ended. For single shipment, enter same date as Start Date. MM/DD/YYYY
ic_expCountry	Product Exported From (Box 6)	Required	Select from Country List - Dropdown Menu
ic_expNOPI	Certified Exporter NOP ID (Box 5)	Required for Certified Exporters. If Certified, do not complete columns AA-AL.	NOP's 10-digit unique ID for operation. If entered, columns AA-AL will be ignored.
ic_altExpContact	Alternate Certified Exporter Contact Information	Yes as applicable	Yes/No. Leave columns W-Z blank if no Alternate Exporter Contact Information is needed.
ic_altExpFirstName	Alternate Certified Exporter Contact First Name (Box 5)	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	Enter only one first name. Use Title Case.
ic_altExpLastName	Alternate Certified Exporter Contact Last Name (Box 5)	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	Enter only one last name. Use Title Case.
ic_altExpPhNum	Alternate Certified Exporter Contact Phone Number (Box 5)	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	For U.S. numbers, use (XXX)XXX-XXXX format. Enter extensions as "Ext. XXXX." For international numbers, begin with the country code. Do not include "011." If the exporter does not have a telephone number, leave blank.
ic_altExpEmail	Alternate Certified Exporter Contact Email (Box 5)	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	Do not enter website addresses. Incomplete addresses will be deleted.
ic_unCertExp	Uncertified Exporter	Yes as applicable	Yes/No. Leave columns AB-AL blank if Certified Exporter NOP Operation ID is entered in Column U.
ic_unCertExpOpName	Exporter Operation Name (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified- database does not process this column for Certified Exporters. Operation's business name. Enter text in Title Case.
ic_unCertExpAddLine1	Exporter Address Line 1 (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. City, State/Province, Country, and ZIP/Postal Code information must be entered separately in the relevant columns.
ic_unCertExpAddLine2	Exporter Address Line 2 (Box 5)	Optional; Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. Additional address information.
ic_unCertExpCity	Exporter City (Box 5)	Required if Uncertified (US). Autofilled if Certified.	Do not edit if Certified - database does not process this column for Certified Exporters. Use Title Case. If no city exists, then leave blank. Required for U.S. operations.
ic_unCertExpState	Exporter State/ Province (Box 5)	Required if Uncertified (US). Autofilled if Certified.	Do not edit if Certified - database does not process this column for Certified Exporters. Required for U.S. operations.
ic_unCertExpCountry	Exporter Country (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. Select from Country List.
ic_unCertExpZipPostal	Exporter ZIP/Postal Code (Box 5)	Required if Uncertified (US). Autofilled if Certified.	Do not edit if Certified - database does not process this column for Certified Exporters. Use 5-digit zip code for U.S. states. Use appropriate mailing code for international addresses.

ic_ucExpFirstName	Exporter Contact First Name (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. Enter only one first name. Use Title Case.
ic_ucExpLastName	Exporter Contact Last Name (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. Enter only one last name. Use Title Case.
ic_ucExpPhNum	Exporter Contact Phone Number (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. For U.S. numbers, use (XXX)XXX-XXXX format. Enter extensions as "Ext. XXXX." For international numbers, begin with the country code. Do not include "011." If the operation does not have a telephone number, leave blank.
ic_ucExpEmail	Exporter Contact Email (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. Do not enter website addresses. Incomplete addresses will be deleted.
ic_fhSameExp	Final Handler is the same as Exporter	Yes as applicable	Yes/No. If Yes, do not complete columns AN-BD, and Column U must be completed with NOP 10-digit unique ID for Certified Exporter
ic_fhNopId	Certified Final Handler NOP ID (Box 14)	Required if Final Handler is not same as Certified Exporter (column AM = No and column U is completed with NOP 10-digit unique ID for Certified Exporter).	NOP's 10-digit unique ID for operation. Final Handler must be certified.
ic_fhAltContact	Alternate Final Handler Contact Information	Yes as applicable	Yes/No. Leave columns AP-AS blank if no Alternate Certified Final Handler Contact Information is needed.
ic_fhAltFirstName	Alternate Final Handler Contact First Name (Box 14)	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Enter only one first name. Use Title Case.
ic_fhAltLastName	Alternate Final Handler Contact Last Name (Box 14)	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Enter only one last name. Use Title Case.
ic_fhAltPhNum	Alternate Final Handler Contact Phone Number (Box 14)	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	For U.S. numbers, use (XXX)XXX-XXXX format. Enter extensions as "Ext. XXXX." For international numbers, begin with the country code. Do not include "011." If the exporter does not have a telephone number, leave blank.
ic_fhAltEmail	Alternate Final Handler Contact Email (Box 14)	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Do not enter website addresses. Incomplete addresses will be deleted.
ic_recNopId	NOP ID for Certified Recipient in the U.S. (Box 7)	Required for Certified Recipients. If Certified, do not complete columns BV-CG.	NOP's 10-digit unique ID for operation.
ic_altRecContact	Alternate Certified Recipient Contact Information	Yes as applicable	Yes/No. Leave columns BR-BU blank if no Alternate Certified Recipient Contact Information is needed.
ic_altRecFirstName	Alternate Certified Recipient Contact First Name (Box 7)	Optional. If any data entered into columns BR-BU, all columns must be complete in order to generate certificate.	Enter only one first name. Use Title Case.
ic_altRecLastName	Alternate Certified Recipient Contact Last Name (Box 7)	Optional. If any data entered into columns BR-BU, all columns must be complete in order to generate certificate.	Enter only one last name. Use Title Case.
ic_altRecPhNum	Alternate Certified Recipient Contact Phone Number (Box 7)	Optional. If any data entered into columns BR-BU, all columns must be complete in order to generate certificate.	For U.S. numbers, use (XXX)XXX-XXXX format. Enter extensions as "Ext. XXXX." For international numbers, begin with the country code. Do not include "011." If the exporter does not have a telephone number, leave blank.

Additional Info	Product Information	ic_altRecEmail	Alternate Certified Recipient Contact Email (Box 7)	Optional. If any data entered into columns BR-BU, all columns must be complete in order to generate certificate.	Do not enter website addresses. Incomplete addresses will be deleted.
		ic_unCertRec	Uncertified Recipient (Box 7)	Yes as applicable	Yes/No. Leave columns BW-CG blank if Certified Recipient NOP Operation ID is entered in Column BP.
		ic_unCertRecOpName	Recipient Operation Name (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Operation's business name. Enter text in Title Case.
		ic_unCertRecAddLine1	Recipient Address Line 1 (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. City, State/Province, Country, and ZIP/Postal Code information must be entered separately in the relevant columns.
		ic_unCertRecAddLine2	Recipient Address Line 2 (Box 7)	Optional, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Additional address information.
		ic_unCertRecCity	Recipient City (Box 7)	Required if Uncertified (US). Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Use Title Case. If no city exists, then leave blank. Required for U.S. operations.
		ic_unCertRecState	Recipient State (Box 7)	Required if Uncertified (US). Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Required for U.S. operations.
		ic_unCertRecCountry	Recipient Country (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Select from Country List.
		ic_unCertRecZipPostal	Recipient ZIP/Postal Code (Box 7)	Required if Uncertified (US). Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Use 5-digit zip code for U.S. states. Use appropriate mailing code for international addresses.
		ic_ucRecFirstName	Recipient Contact First Name (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Enter only one first name. Use Title Case. Enter only one first name. Use Title Case.
		ic_ucRecLastName	Recipient Contact Last Name (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Enter only one last name. Use Title Case.
		ic_ucRecPhNum	Recipient Phone Number (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. For U.S. numbers, use (XXX)XXX-XXXX format. Enter extensions as "Ext. XXXX." For international numbers, begin with the country code. Do not include "011." If the operation does not have a telephone number, leave blank.
		ic_ucRecEmail	Recipient Email (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Do not enter website addresses. Incomplete addresses will be deleted.
		ic_product	Product As Labeled (Box 11)	Required	For raw products, enter the common name of the products(s). For packaged products, enter the name shown on the principal display panel (front of the package).
		ic_htsCode	HTS Code (Box 12)	Required	10-digit HTS Code from https://hts.usitc.gov (do not include any punctuation)
		ic_totalWeight	Total Net Weight (Box 9)	Required - Published ICs can be edited.	Kilograms (KG) for all shipments.
Additional Info	Product Information	ic_totalContainers	Total Containers (Box 10)	Optional - Published ICs can be edited.	Integer whole number
		ic_lotNum	Shipping Identification - Flight #, Vessel #, Container #, Lot #, etc. (Box 13)	Optional - Published ICs can be edited.	Max 4,000 Characters
		ic_remarks	Remarks (Box 16)	Optional - Published ICs can be edited.	Max 256 Characters.
		ic_attestations	Attestations (Box 16)	Required	Select from Attestation List - Dropdown Menu

ic_certNum	ic_certStatus	ic_certifier	ic_isuCbWebSite	ic_isuCbHasAltContact	ic_isuCbContAddLine1	ic_isuCbContAddLine2	ic_isuCbContCity	ic_isuCbContState	ic_isuCbContCountry	ic_isuCbContZip	ic_isuCbContName	ic_isuCbContName	ic_isuCbContPhone	ic_isuCbContEmail
Import Certificate Number (Box 4)	Import Certificate Status	Certifying Body (CB) Issuing Certificate (Box 8)	Issuing CB Website	Issuing CB Alternate Contact Information (Box 8)	Issuing CB Contact Address Line 1 (Box 8)	Issuing CB Contact Address Line 2 (Box 8)	Issuing CB Contact City (Box 8)	Issuing CB Contact State/ Province (Box 8)	Issuing CB Contact Country (Box 8)	Issuing CB Contact ZIP/Postal Code (Box 8)	Issuing CB Contact First Name (Box 8)	Issuing CB Contact Last Name (Box 8)	Issuing CB Contact Phone Number (Box 8)	Issuing CB Contact Email (Box 8)
Optional	Autofilled - Do Not Edit	Autofilled from User Profile - Do Not Edit	Autofilled from User Profile - Do Not Edit	Yes as applicable	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	Autofilled or Optional for Issuing Certifier Satellite Office/ Alternate Contact	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact (US)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact (US)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact (US)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact
Leave blank for new certificates, enter existing certificate number to edit. <i>Columns S, CJ, CK, CL, CN can be edited.</i>	Valid/Invalid. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Certifier Name (ISO 3 Letter Country Code for Program). Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Yes/No. Leave columns F-O blank if no Issuing Certifier Satellite Office/Alternate Contact information is needed.	From Certifier Profile or Satellite Office Alternate Information	From Certifier Profile or Satellite Office Alternate Information	From Certifier Profile or Satellite Office Alternate Information	From Certifier Profile or Satellite Office Alternate Information	From Certifier Profile or Satellite Office Alternate Information.	From Certifier Profile or Satellite Office Alternate Information	From Certifier Profile or Satellite Office/User Alternate Information	From Certifier Profile or Satellite Office/User Alternate Information	From Certifier Profile or Satellite Office/User Alternate Information	From Certifier Profile or Satellite Office/User Alternate Information

ic_program	ic_SingleShipment	ic_startDate	ic_endDate	ic_expCountry	ic_expNOPid	ic_altExpContact	ic_altExpFirstName	ic_altExpLastName	ic_altExpPhNum	ic_altExpEmail	ic_unCertExp	ic_unCertExpOpName	ic_unCertExpAddLine1	ic_unCertExpAddLine2	ic_unCertExpCity	ic_unCertExpState	ic_unCertExpCountry
Organic Standard Product Certified To (Box 1)	Single Shipment	Certificate Start Date (Box 3)	Certificate End Date (Box 3)	Product Exported From (Box 6)	Certified Exporter NOP ID (Box 5)	Alternate Certified Exporter Contact Information	Alternate Certified Exporter Contact First Name (Box 5)	Alternate Certified Exporter Contact Last Name (Box 5)	Alternate Certified Exporter Contact Phone Number (Box 5)	Alternate Certified Exporter Contact Email (Box 5)	Uncertified Exporter	Exporter Operation Name (Box 5)	Exporter Address Line 1 (Box 5)	Exporter Address Line 2 (Box 5)	Exporter City (Box 5)	Exporter State/Province (Box 5)	Exporter Country (Box 5)
Required	Yes as applicable	Required	Required - Published ICs can be edited to up to 18 months from Start Date.	Required	Required for Certified Exporters. If Certified, do not complete columns AA-AL.	Yes as applicable	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	Yes as applicable	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Optional; Autofilled if Certified	Required if Uncertified (US), Autofilled if Certified.	Required if Uncertified (US), Autofilled if Certified.	Required if Uncertified, Autofilled if Certified
Select from Organic Standards List	Yes/No	Date the selected Import Certificate became effective. MM/DD/YYYY	Date the selected Import Certificate effective date ended. For single shipment, enter same date as Start Date. MM/DD/YYYY	Select from Country List	NOP's 10-digit unique ID for operation. If entered, columns AA-AL will be ignored.	Yes/No. Leave columns W-Z blank if no Alternate Exporter Contact Information is needed.					Yes/No. Leave columns AB-AL blank if Certified Exporter NOP Operation ID is entered in Column U.	Operation's business name. Do not edit if Certified- database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.	Select from Country List. Do not edit if Certified - database does not process this column for Certified Exporters.

ic_unCertExpZipPostal	ic_ucExpFirstName	ic_ucExpLastName	ic_ucExpPhNum	ic_ucExpEmail	ic_fhSameExp	ic_fhNopId	ic_fhAltContact	ic_fhAltFirstName	ic_fhAltLastName	ic_fhAltPhNum	ic_fhAltEmail	ic_fhOpName	ic_fhAddLine1	ic_fhAddLine2
Exporter ZIP/Postal Code (Box 5)	Exporter Contact First Name (Box 5)	Exporter Contact Last Name (Box 5)	Exporter Contact Phone Number (Box 5)	Exporter Contact Email (Box 5)	Final Handler is the same as Exporter	Certified Final Handler NOP ID (Box 14)	Alternate Final Handler Contact Information	Alternate Final Handler Contact First Name (Box 14)	Alternate Final Handler Contact Last Name (Box 14)	Alternate Final Handler Contact Phone Number (Box 14)	Alternate Final Handler Contact Email (Box 14)	Final Handler Operation Name (Box 14)	Final Handler Address Line 1 (Box 14)	Final Handler Address Line 2 (Box 14)
Required if Uncertified (US). Autofilled if Certified.	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Yes as applicable	Required if Final Handler is not same as Certified Exporter (Column AM = No)	Yes as applicable	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Autofilled	Autofilled	Autofilled
Do not edit if Certified - database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.	Do not edit if Certified - Do not edit if Certified - database does not process this column for Certified Exporters. Exporters.	Yes/No. If Yes, do not complete columns AN-BO, and column U must be completed with NOP 10-digit unique ID for Certified Exporter	NOP's 10-digit unique ID for operation. Final Handler must be certified.	Yes/No. Leave columns AP-AS blank if no Alternate Certified Final Handler Contact Information is needed.						Operation's business name. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.

ic_fhCity	ic_fhState	ic_fhCountry	ic_fhZip	ic_fhContactFName	ic_fhContactLName	ic_fhContactPhone	ic_fhContactEmail	ic_fhCertBody	ic_fhCBAddLine1	ic_fhCBAddLine2	ic_fhCBCity	ic_fhCBState	ic_fhCBCountry	ic_fhCBZip	ic_fhCBFName
Final Handler City (Box 14)	Final Handler State/ Province (Box 14)	Final Handler Country (Box14)	Final Handler ZIP/Postal Code (Box 14)	Final Handler Contact First Name (Box 14)	Final Handler Contact Last Name (Box 14)	Final Handler Contact Phone Number (Box 14)	Final Handler Contact Email (Box 14)	Certifying Body (CB) of Final Handler (Box 15)	Final Handler CB Address Line 1 (Box 15)	Final Handler CB Address Line 2 (Box 15)	Final Handler CB City (Box 15)	Final Handler CB State/Province (Box 15)	Final Handler CB Country (Box 15)	Final Handler CB ZIP/Postal Code (Box 15)	Final Handler CB Contact First Name (Box 15)
Autofilled	Autofilled	Autofilled	Autofilled	Autofilled	Autofilled	Autofilled	Autofilled	Autofilled from Final Handler Operation Profile	Autofilled	Autofilled	Autofilled	Autofilled	Autofilled	Autofilled	Autofilled
Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Certifier Name (ISO 3 Letter Country Code for Program). Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.

ic_fhCBName	ic_fhCBPhone	ic_fhCBEmail	ic_recNopId	ic_altRecContact	ic_altRecFirstName	ic_altRecLastName	ic_altRecPhNum	ic_altRecEmail	ic_unCertRec	ic_unCertRecOpName	ic_unCertRecAddLine1	ic_unCertRecAddLine2	ic_unCertRecCity	ic_unCertRecState	ic_unCertRecCountry
Final Handler CB Contact Last Name (Box 15)	Final Handler CB Contact Phone Number (Box 15)	Final Handler CB Contact Email (Box 15)	NOP ID for Certified Recipient in the U.S. (Box 7)	Alternate Certified Recipient Contact Information	Alternate Certified Recipient Contact First Name (Box 7)	Alternate Certified Recipient Contact Last Name (Box 7)	Alternate Certified Recipient Contact Phone Number (Box 7)	Alternate Certified Recipient Contact Email (Box 7)	Uncertified Recipient (Box 7)	Recipient Operation Name (Box 7)	Recipient Address Line 1 (Box 7)	Recipient Address Line 2 (Box 7)	Recipient City (Box 7)	Recipient State (box 7)	Recipient Country (Box 7)
Autofilled	Autofilled	Autofilled	Required for Certified Recipients. If Certified, do not complete columns BV-CG.	Yes as applicable	Optional. If any data entered into columns BR- BU, all columns must be complete in order to generate certificate.	Optional. If any data entered into columns BR- BU, all columns must be complete in order to generate certificate.	Optional. If any data entered into columns BR- BU, all columns must be complete in order to generate certificate.	Optional. If any data entered into columns BR-BU, all columns must be complete in order to generate certificate.	Yes as applicable	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Optional, Autofilled if Certified	Required if Uncertified (US). Autofilled if Certified	Required if Uncertified (US). Autofilled if Certified	Required if Uncertified, Autofilled if Certified
From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	NOP's 10-digit unique ID for operation.	Yes/No. Leave columns BR-BU blank if no Alternate Certified Recipient Contact Information is needed.					Yes/No. Leave columns BW- CG blank if Certified Recipient NOP Operation ID is entered in Column BP.	Operation's business name. Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Select from Country List. Do not edit if Certified - database does not process this column for Certified Recipients.

ic_unCertRecZipPostal	ic_ucRecFirstName	ic_ucRecLastName	ic_ucRecPhNum	ic_ucRecEmail	ic_product	ic_htsCode	ic_totalWeight	ic_totalContainers	ic_loiNum	ic_product	ic_remarks	ic_attestations	ic_certissuerFullName	ic_dateSigned
Recipient ZIP/Postal Code (Box 7)	Recipient Contact First Name (Box 7)	Recipient Contact Last Name (Box 7)	Recipient Phone Number (Box 7)	Recipient Email (Box 7)	Product As Labeled (Box 11)	HTS Code (Box 12)	Total Net Weight (Box 9)	Total Containers (Box 10)	Shipping Identification - Flight #, Vessel #, Container #, Lot #, etc. (Box 13)	City and State of Product Destination (Box 2)	Remarks (Box 16)	Attestations (Box 16)	Certificate Issuer Full Name (Box 17)	Date Signed (Box 18)
Required if Uncertified (US). Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Required	Required	Required - Published ICs can be edited.	Optional - Published ICs can be edited.	Optional - Published ICs can be edited.	Autofilled from Recipient in U.S. - Do Not Edit	Optional - Published ICs can be edited.	Required	Autofilled from User Profile - Do Not Edit.	Autofilled from Publication Date - Do Not Edit.
Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	For raw products, enter the common name of the product(s). For packaged products, enter the name shown on the principal display panel (front of the package).	10-digit HTS Code from https://hts.usitc.gov (do not include punctuation)	Kilograms (KG) for all shipments.	Integer whole number	Max 4,000 Characters	Recipient City and State. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Max 256 Characters.	Select from Attestation List	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.

Organic *INTEGRITY* Database Import Certificate Data Dictionary: please use the instructions below to format your data on NOP Import Certificates for the NOP *INTEGRITY* database.

The NOP Import Certificate and Instructions can be found at <https://www.ams.usda.gov/resources/nop-2110-1>

Data Visibility: Only staff of the Certifier that issued the certificate, their accrediting trade partner government staff, and USDA-NOP staff can view specific NOP Import Certificates.

Fields with green text can be edited.

Data Element	Data Element Name	Required/Optional/Autofilled	Instructions
ic_certNum	Import Certificate Number (Box 4)	Optional	Leave blank for new certificates, enter existing certificate number to edit. Columns S, CJ, CK, CL, CN can be edited.
	Import Certificate Status	Autofilled - Do Not Edit	Valid/Invalid. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_certifier	Certifying Body (CB) Issuing Certificate (Box 8)	Autofilled from User Profile - Do Not Edit	Certifier Name (ISO 3 Letter Country Code for Program). Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
	Issuing CB Website	Autofilled from User Profile - Do Not Edit	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_isuCbHasAltContact	Issuing CB Alternate Contact Information (Box 8)	Yes as applicable	Yes/No. Leave columns F-O blank if no Issuing Certifier Satellite Office/Alternate Contact Information is needed.
ic_isuCbContAddLine1	Issuing CB Contact Address Line 1 (Box 8)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	From Certifier Profile or Satellite Office Alternate Information. City, State/Province, Country, and ZIP/Postal Code information must be entered separately in the relevant columns.
ic_isuCbContAddLine2	Issuing CB Contact Address Line 2 (Box 8)	Autofilled or Optional for Issuing Certifier Satellite Office/ Alternate Contact	From Certifier Profile or Satellite Office Alternate Information. Additional address information.
ic_isuCbContCity	Issuing CB Contact City (Box 8)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact (US)	From Certifier Profile or Satellite Office Alternate Information. Use Title Case. If no city exists, then leave blank. Required for U.S. operations.
ic_isuCbContState	Issuing CB Contact State/ Province (Box 8)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact (US)	From Certifier Profile or Satellite Office Alternate Information. Required for U.S. operations.
ic_isuCbContCountry	Issuing CB Contact Country (Box 8)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	From Certifier Profile or Satellite Office Alternate Information. Select from Country List.
ic_isuCbContZip	Issuing CB Contact ZIP/Postal Code (Box 8)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact (US)	From Certifier Profile or Satellite Office Alternate Information. City, State/Province, Country, and ZIP/Postal Code information must be entered separately in the relevant columns.
ic_isuCbContFName	Issuing CB Contact First Name (Box 8)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	From Certifier Profile or Satellite Office/User Alternate Information. Enter only one first name. Use Title Case.
ic_isuCbContLName	Issuing CB Contact Last Name (Box 8)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	From Certifier Profile or Satellite Office/User Alternate Information. Enter only one last name. Use Title Case.
ic_isuCbContPhone	Issuing CB Contact Phone Number (Box 8)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	From Certifier Profile or Satellite Office/User Alternate Information. For U.S. numbers, use (XXX)XXX-XXXX format. Enter extensions as "Ext. XXXX." For international numbers, begin with the country code. Do not include "011." If the exporter does not have a telephone number, leave blank.
ic_isuCbContEmail	Issuing CB Contact Email (Box 8)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	From Certifier Profile or Satellite Office/User Alternate Information. Do not enter website addresses. Incomplete addresses will be deleted.
ic_program	Organic Standard Product Certified To (Box 1)	Required	Select from Organic Standards List - Dropdown Menu
ic_SingleShipment	Single Shipment	Yes as applicable	Yes/No
ic_startDate	Certificate Start Date (Box 3)	Required	Date the selected Import Certificate became effective. MM/DD/YYYY

ic_endDate	Certificate End Date (Box 3)	Required - Published ICs can be edited to up to 18 months from Start Date.	Date the selected Import Certificate effective date ended. For single shipment, enter same date as Start Date. MM/DD/YYYY
ic_expCountry	Product Exported From (Box 6)	Required	Select from Country List - Dropdown Menu
ic_expNOPI	Certified Exporter NOP ID (Box 5)	Required for Certified Exporters. If Certified, do not complete columns AA-AL.	NOP's 10-digit unique ID for operation. If entered, columns AA-AL will be ignored.
ic_altExpContact	Alternate Certified Exporter Contact Information	Yes as applicable	Yes/No. Leave columns W-Z blank if no Alternate Exporter Contact Information is needed.
ic_altExpFirstName	Alternate Certified Exporter Contact First Name (Box 5)	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	Enter only one first name. Use Title Case.
ic_altExpLastName	Alternate Certified Exporter Contact Last Name (Box 5)	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	Enter only one last name. Use Title Case.
ic_altExpPhNum	Alternate Certified Exporter Contact Phone Number (Box 5)	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	For U.S. numbers, use (XXX)XXX-XXXX format. Enter extensions as "Ext. XXXX." For international numbers, begin with the country code. Do not include "011." If the exporter does not have a telephone number, leave blank.
ic_altExpEmail	Alternate Certified Exporter Contact Email (Box 5)	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	Do not enter website addresses. Incomplete addresses will be deleted.
ic_unCertExp	Uncertified Exporter	Yes as applicable	Yes/No. Leave columns AB-AL blank if Certified Exporter NOP Operation ID is entered in Column U.
ic_unCertExpOpName	Exporter Operation Name (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified- database does not process this column for Certified Exporters. Operation's business name. Enter text in Title Case.
ic_unCertExpAddLine1	Exporter Address Line 1 (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. City, State/Province, Country, and ZIP/Postal Code information must be entered separately in the relevant columns.
ic_unCertExpAddLine2	Exporter Address Line 2 (Box 5)	Optional; Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. Additional address information.
ic_unCertExpCity	Exporter City (Box 5)	Required if Uncertified (US). Autofilled if Certified.	Do not edit if Certified - database does not process this column for Certified Exporters. Use Title Case. If no city exists, then leave blank. Required for U.S. operations.
ic_unCertExpState	Exporter State/ Province (Box 5)	Required if Uncertified (US). Autofilled if Certified.	Do not edit if Certified - database does not process this column for Certified Exporters. Required for U.S. operations.
ic_unCertExpCountry	Exporter Country (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. Select from Country List.
ic_unCertExpZipPostal	Exporter ZIP/Postal Code (Box 5)	Required if Uncertified (US). Autofilled if Certified.	Do not edit if Certified - database does not process this column for Certified Exporters. Use 5-digit zip code for U.S. states. Use appropriate mailing code for international addresses.
ic_ucExpFirstName	Exporter Contact First Name (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. Enter only one first name. Use Title Case.
ic_ucExpLastName	Exporter Contact Last Name (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. Enter only one last name. Use Title Case.
ic_ucExpPhNum	Exporter Contact Phone Number (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. For U.S. numbers, use (XXX)XXX-XXXX format. Enter extensions as "Ext. XXXX." For international numbers, begin with the country code. Do not include "011." If the operation does not have a telephone number, leave blank.
ic_ucExpEmail	Exporter Contact Email (Box 5)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Exporters. Do not enter website addresses. Incomplete addresses will be deleted.

ic_fhSameExp	Final Handler is the same as Exporter	Yes as applicable	Yes/No. If Yes, do not complete columns AN-BD, and Column U must be completed with NOP 10-digit unique ID for Certified Exporter
ic_fhNopId	Certified Final Handler NOP ID (Box 14)	Required if Final Handler is not same as Certified Exporter (column AM = No and column U is completed with NOP 10-digit unique ID for Certified Exporter).	NOP's 10-digit unique ID for operation. Final Handler must be certified.
ic_fhAltContact	Alternate Final Handler Contact Information	Yes as applicable	Yes/No. Leave columns AP-AS blank if no Alternate Certified Final Handler Contact Information is needed.
ic_fhAltFirstName	Alternate Final Handler Contact First Name (Box 14)	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Enter only one first name. Use Title Case.
ic_fhAltLastName	Alternate Final Handler Contact Last Name (Box 14)	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Enter only one last name. Use Title Case.
ic_fhAltPhNum	Alternate Final Handler Contact Phone Number (Box 14)	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	For U.S. numbers, use (XXX)XXX-XXXX format. Enter extensions as "Ext. XXXX." For international numbers, begin with the country code. Do not include "011." If the exporter does not have a telephone number, leave blank.
ic_fhAltEmail	Alternate Final Handler Contact Email (Box 14)	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Do not enter website addresses. Incomplete addresses will be deleted.
ic_fhOpName	Final Handler Operation Name (Box 14)	Autofilled	From Final Handler Operation Record. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhAddLine1	Final Handler Address Line 1 (Box 14)	Autofilled	From Final Handler Operation Record. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhAddLine2	Final Handler Address Line 2 (Box 14)	Autofilled	From Final Handler Operation Record. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhCity	Final Handler City (Box 14)	Autofilled	From Final Handler Operation Record. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhState	Final Handler State/ Province (Box 14)	Autofilled	From Final Handler Operation Record. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhCountry	Final Handler Country (Box 14)	Autofilled	From Final Handler Operation Record. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhZip	Final Handler ZIP/Postal Code (Box 14)	Autofilled	From Final Handler Operation Record. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhContactFName	Final Handler Contact First Name (Box 14)	Autofilled	From Final Handler Operation Record. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhContactLName	Final Handler Contact Last Name (Box 14)	Autofilled	From Final Handler Operation Record. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhContactPhone	Final Handler Contact Phone Number (Box 14)	Autofilled	From Final Handler Operation Record. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhContactEmail	Final Handler Contact Email (Box 14)	Autofilled	From Final Handler Operation Record. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhCertBody	Certifying Body (CB) of Final Handler (Box 15)	Autofilled from Final Handler Operation Profile	Certifier Name (ISO 3 Letter Country Code for Program). Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhCBAddLine1	Final Handler CB Address Line 1 (Box 15)	Autofilled	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhCBAddLine2	Final Handler CB Address Line 2 (Box 15)	Autofilled	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not

ic_fhCBCity	Final Handler CB City (Box 15)	Autofilled	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhCBState	Final Handler CB State/Province (Box 15)	Autofilled	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhCBCountry	Final Handler CB Country (Box 15)	Autofilled	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhCBZip	Final Handler CB ZIP/Postal Code (Box 15)	Autofilled	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhCBFName	Final Handler CB Contact First Name (Box 15)	Autofilled	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhCBLName	Final Handler CB Contact Last Name (Box 15)	Autofilled	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhCBPhone	Final Handler CB Contact Phone Number (Box 15)	Autofilled	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_fhCBEmail	Final Handler CB Contact Email (Box 15)	Autofilled	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
ic_recNopId	NOP ID for Certified Recipient in the U.S. (Box 7)	Required for Certified Recipients. If Certified, do not complete columns BV-CG.	NOP's 10-digit unique ID for operation.
ic_altRecContact	Alternate Certified Recipient Contact Information	Yes as applicable	Yes/No. Leave columns BR-BU blank if no Alternate Certified Recipient Contact Information is needed.
ic_altRecFirstName	Alternate Certified Recipient Contact First Name (Box 7)	Optional. If any data entered into columns BR-BU, all columns must be complete in order to generate certificate.	Enter only one first name. Use Title Case.
ic_altRecLastName	Alternate Certified Recipient Contact Last Name (Box 7)	Optional. If any data entered into columns BR-BU, all columns must be complete in order to generate certificate.	Enter only one last name. Use Title Case.
ic_altRecPhNum	Alternate Certified Recipient Contact Phone Number (Box 7)	Optional. If any data entered into columns BR-BU, all columns must be complete in order to generate certificate.	For U.S. numbers, use (XXX)XXX-XXXX format. Enter extensions as "Ext. XXXX." For international numbers, begin with the country code. Do not include "011." If the exporter does not have a telephone number, leave blank.
ic_altRecEmail	Alternate Certified Recipient Contact Email (Box 7)	Optional. If any data entered into columns BR-BU, all columns must be complete in order to generate certificate.	Do not enter website addresses. Incomplete addresses will be deleted.
ic_unCertRec	Uncertified Recipient (Box 7)	Yes as applicable	Yes/No. Leave columns BW-CG blank if Certified Recipient NOP Operation ID is entered in Column BP.
ic_unCertRecOpName	Recipient Operation Name (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Operation's business name. Enter text in Title Case.
ic_unCertRecAddLine1	Recipient Address Line 1 (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. City, State/Province, Country, and ZIP/Postal Code information must be entered separately in the relevant columns.
ic_unCertRecAddLine2	Recipient Address Line 2 (Box 7)	Optional, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Additional address information.
ic_unCertRecCity	Recipient City (Box 7)	Required if Uncertified (US). Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Use Title Case. If no city exists, then leave blank. Required for U.S. operations.
ic_unCertRecState	Recipient State (box 7)	Required if Uncertified (US). Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Required for U.S. operations.
ic_unCertRecCountry	Recipient Country (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Select from Country List.

Product Information	ic_unCertRecZipPostal	Recipient ZIP/Postal Code (Box 7)	Required if Uncertified (US). Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Use 5-digit zip code for U.S. states. Use appropriate mailing code for international addresses.
	ic_ucRecFirstName	Recipient Contact First Name (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Enter only one first name. Use Title Case. Enter only one first name. Use Title Case.
	ic_ucRecLastName	Recipient Contact Last Name (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Enter only one last name. Use Title Case.
	ic_ucRecPhNum	Recipient Phone Number (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. For U.S. numbers, use (XXX)XXX-XXXX format. Enter extensions as "Ext. XXXX." For international numbers, begin with the country code. Do not include "011." If the operation does not have a telephone number, leave blank.
	ic_ucRecEmail	Recipient Email (Box 7)	Required if Uncertified, Autofilled if Certified	Do not edit if Certified - database does not process this column for Certified Recipients. Do not enter website addresses. Incomplete addresses will be deleted.
	ic_product	Product As Labeled (Box 11)	Required	For raw products, enter the common name of the products(s). For packaged products, enter the name shown on the principal display panel (front of the package).
	ic_htsCode	HTS Code (Box 12)	Required	10-digit HTS Code from https://hts.usitc.gov (do not include any punctuation)
	ic_totalWeight	Total Net Weight (Box 9)	Required - Published ICs can be edited.	Kilograms (KG) for all shipments.
	ic_totalContainers	Total Containers (Box 10)	Optional - Published ICs can be edited.	Integer whole number
	ic_lotNum	Shipping Identification - Flight #, Vessel #, Container #, Lot #, etc. (Box 13)	Optional - Published ICs can be edited.	Max 4,000 Characters
Additional Information	ic_productCityState	City and State of Product Destination (Box 2)	Autofilled from Recipient in U.S. - Do Not Edit	Recipient City and State. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
	ic_remarks	Remarks (Box 16)	Optional - Published ICs can be edited.	Max 256 Characters.
	ic_attestations	Attestations (Box 16)	Required	Select from Attestation List - Dropdown Menu
	ic_certIssuerFullName	Certificate Issuer Full Name (Box 17)	Autofilled from User Profile - Do Not Edit.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.
	ic_dateSigned	Date Signed (Box 18)	Autofilled from Publication Date - Do Not Edit	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.

ic_certNum	ic_certStatus	ic_certifier	ic_isuCbWebSite	ic_isuCbHasAltContact	ic_isuCbContAddLine1	ic_isuCbContAddLine2	ic_isuCbContCity	ic_isuCbContState	ic_isuCbContCountry	ic_isuCbContZip	ic_isuCbContFName
Import Certificate Number (Box 4)	Import Certificate Status	Certifying Body (CB) Issuing Certificate (Box 8)	Issuing CB Website	Issuing CB Alternate Contact Information (Box 8)	Issuing CB Contact Address Line 1 (Box 8)	Issuing CB Contact Address Line 2 (Box 8)	Issuing CB Contact City (Box 8)	Issuing CB Contact State/ Province (Box 8)	Issuing CB Contact Country (Box 8)	Issuing CB Contact ZIP/Postal Code (Box 8)	Issuing CB Contact First Name (Box 8)
Optional	Autofilled - Do Not Edit	Autofilled from User Profile - Do Not Edit	Autofilled from User Profile - Do Not Edit	Yes as applicable	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	Autofilled or Optional for Issuing Certifier Satellite Office/ Alternate Contact	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact (US)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact (US)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact (US)	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact
Leave blank for new certificates, enter existing certificate number to edit. Columns S, Cj, CK, CL, CN can be edited.	Valid/Invalid. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Certifier Name (ISO 3 Letter Country Code for Program). Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Yes/No. Leave columns F-O blank if no Issuing Certifier Satellite Office/Alternate Contact Information is needed.	From Certifier Profile or Satellite Office Alternate Information	From Certifier Profile or Satellite Office Alternate Information	From Certifier Profile or Satellite Office Alternate Information	From Certifier Profile or Satellite Office Alternate Information	From Certifier Profile or Satellite Office Alternate Information.	From Certifier Profile or Satellite Office Alternate Information	From Certifier Profile or Satellite Office/User Alternate Information

ic_isuCbContLName	ic_isuCbContPhone	ic_isuCbContEmail	ic_program	ic_SingleShipment	ic_startDate	ic_endDate	ic_expCountry	ic_expNOPIid	ic_altExpContact	ic_altExpFirstName	ic_altExpLastName	ic_altExpPhNum
Issuing CB Contact Last Name (Box 8)	Issuing CB Contact Phone Number (Box 8)	Issuing CB Contact Email (Box 8)	Organic Standard Product Certified To (Box 1)	Single Shipment	Certificate Start Date (Box 3)	Certificate End Date (Box 3)	Product Exported From (Box 6)	Certified Exporter NOP ID (Box 5)	Alternate Certified Exporter Contact Information	Alternate Certified Exporter Contact First Name (Box 5)	Alternate Certified Exporter Contact Last Name (Box 5)	Alternate Certified Exporter Contact Phone Number (Box 5)
Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	Autofilled or Required for Issuing Certifier Satellite Office/ Alternate Contact	Required	Yes as applicable	Required	Required - Published ICs can be edited to up to 18 months from Start Date.	Required	Required for Certified Exporters. If Certified, do not complete columns AA-AL.	Yes as applicable	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.
From Certifier Profile or Satellite Office/User Alternate Information	From Certifier Profile or Satellite Office/User Alternate Information	From Certifier Profile or Satellite Office/User Alternate Information	Select from Organic Standards List	Yes/No	Date the selected Import Certificate became effective. MM/DD/YYYY	Date the selected Import Certificate effective date ended. For single shipment, enter same date as Start Date. MM/DD/YYYY	Select from Country List	NOP's 10-digit unique ID for operation. If entered, columns AA-AL will be ignored.	Yes/No. Leave columns W-Z blank if no Alternate Exporter Contact Information is needed.			

ic_altExpEmail	ic_unCertExp	ic_unCertExpOpName	ic_unCertExpAddLine1	ic_unCertExpAddLine2	ic_unCertExpCity	ic_unCertExpState	ic_unCertExpCountry	ic_unCertExpZipPostal	ic_ucExpFirstName	ic_ucExpLastName	ic_ucExpPhNum
Alternate Certified Exporter Contact Email (Box 5)	Uncertified Exporter	Exporter Operation Name (Box 5)	Exporter Address Line 1 (Box 5)	Exporter Address Line 2 (Box 5)	Exporter City (Box 5)	Exporter State/Province (Box 5)	Exporter Country (Box 5)	Exporter ZIP/Postal Code (Box 5)	Exporter Contact First Name (Box 5)	Exporter Contact Last Name (Box 5)	Exporter Contact Phone Number (Box 5)
Optional. If any data is entered into columns W-Z, all columns must be complete in order to generate certificate.	Yes as applicable	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Optional; Autofilled if Certified	Required if Uncertified (US). Autofilled if Certified.	Required if Uncertified (US). Autofilled if Certified.	Required if Uncertified, Autofilled if Certified	Required if Uncertified (US). Autofilled if Certified.	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified
	Yes/No. Leave columns AB-AL blank if Certified Exporter NOP Operation ID is entered in Column U.	Operation's business name. Do not edit if Certified-database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.	Select from Country List. Do not edit if Certified - database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.	Do not edit if Certified - database does not process this column for Certified Exporters.

ic_ucExpEmail	ic_fhSameExp	ic_fhNopId	ic_fhAltContact	ic_fhAltFirstName	ic_fhAltLastName	ic_fhAltPhNum	ic_fhAltEmail	ic_fhOpName	ic_fhAddLine1	ic_fhAddLine2	ic_fhCity
Exporter Contact Email (Box 5)	Final Handler is the same as Exporter	Certified Final Handler NOP ID (Box 14)	Alternate Final Handler Contact Information	Alternate Final Handler Contact First Name (Box 14)	Alternate Final Handler Contact Last Name (Box 14)	Alternate Final Handler Contact Phone Number (Box 14)	Alternate Final Handler Contact Email (Box 14)	Final Handler Operation Name (Box 14)	Final Handler Address Line 1 (Box 14)	Final Handler Address Line 2 (Box 14)	Final Handler City (Box 14)
Required if Uncertified, Autofilled if Certified	Yes as applicable	Required if Final Handler is not same as Certified Exporter (Column AM = No)	Yes as applicable	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Optional. If any data entered into columns AP-AS, all columns must be complete in order to generate certificate.	Autofilled	Autofilled	Autofilled	Autofilled
Do not edit if Certified - database does not process this column for Certified Exporters.	Yes/No. If Yes, do not complete columns AN-BD, and column U must be completed with NOP 10-digit unique ID for Certified Exporter	NOP's 10-digit unique ID for operation. Final Handler must be certified.	Yes/No. Leave columns AP-AS blank if no Alternate Certified Final Handler Contact Information is needed.					Operation's business name. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.

ic_fhState	ic_fhCountry	ic_fhZip	ic_fhContactFName	ic_fhContactLName	ic_fhContactPhone	ic_fhContactEmail	ic_fhCertBody	ic_fhCBAddLine1	ic_fhCBAddLine2	ic_fhCBCity	ic_fhCBState
Final Handler State/ Province (Box 14)	Final Handler Country (Box14)	Final Handler ZIP/Postal Code (Box 14)	Final Handler Contact First Name (Box 14)	Final Handler Contact Last Name (Box 14)	Final Handler Contact Phone Number (Box 14)	Final Handler Contact Email (Box 14)	Certifying Body (CB) of Final Handler (Box 15)	Final Handler CB Address Line 1 (Box 15)	Final Handler CB Address Line 2 (Box 15)	Final Handler CB City (Box 15)	Final Handler CB State/Province (Box 15)
Autofilled	Autofilled	Autofilled	Autofilled	Autofilled	Autofilled	Autofilled	Autofilled from Final Handler Operation Profile	Autofilled	Autofilled	Autofilled	Autofilled
Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Certifier Name (ISO 3 Letter Country Code for Program). Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column .	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column .	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column .	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column .

ic_fhCBCountry	ic_fhCBZip	ic_fhCBFName	ic_fhCBLName	ic_fhCBPhone	ic_fhCBEmail	ic_recNopId	ic_altRecContact	ic_altRecFirstName	ic_altRecLastName	ic_altRecPhNum	ic_altRecEmail	ic_unCertRec
Final Handler CB Country (Box 15)	Final Handler CB ZIP/Postal Code (Box 15)	Final Handler CB Contact First Name (Box 15)	Final Handler CB Contact Last Name (Box 15)	Final Handler CB Contact Phone Number (Box 15)	Final Handler CB Contact Email (Box 15)	NOP ID for Certified Recipient in the U.S. (Box 7)	Alternate Certified Recipient Contact Information	Alternate Certified Recipient Contact First Name (Box 7)	Alternate Certified Recipient Contact Last Name (Box 7)	Alternate Certified Recipient Contact Phone Number (Box 7)	Alternate Certified Recipient Contact Email (Box 7)	Uncertified Recipient (Box 7)
Autofilled	Autofilled	Autofilled	Autofilled	Autofilled	Autofilled	Required for Certified Recipients. If Certified, do not complete columns BV-CG.	Yes as applicable	Optional. If any data entered into columns BR-BU, all columns must be complete in order to generate certificate.	Optional. If any data entered into columns BR-BU, all columns must be complete in order to generate certificate.	Optional. If any data entered into columns BR-BU, all columns must be complete in order to generate certificate.	Optional. If any data entered into columns BR-BU, all columns must be complete in order to generate certificate.	Yes as applicable
From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column .	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column .	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column .	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column .	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column .	From Certifier Profile. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column .	NOP's 10-digit unique ID for operation.	Yes/No. Leave columns BR-BU blank if no Alternate Certified Recipient Contact Information is needed.					Yes/No. Leave columns BW-CG blank if Certified Recipient NOP Operation ID is entered in Column BP.

ic_unCertRecOpName	ic_unCertRecAddLine1	ic_unCertRecAddLine2	ic_unCertRecCity	ic_unCertRecState	ic_unCertRecCountry	ic_unCertRecZipPostal	ic_ucRecFirstName	ic_ucRecLastName	ic_ucRecPhNum	ic_ucRecEmail	ic_product
Recipient Operation Name (Box 7)	Recipient Address Line 1 (Box 7)	Recipient Address Line 2 (Box 7)	Recipient City (Box 7)	Recipient State (box 7)	Recipient Country (Box 7)	Recipient ZIP/Postal Code (Box 7)	Recipient Contact First Name (Box 7)	Recipient Contact Last Name (Box 7)	Recipient Phone Number (Box 7)	Recipient Email (Box 7)	Product As Labeled (Box 11)
Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Optional, Autofilled if Certified	Required if Uncertified (US). Autofilled if Certified	Required if Uncertified (US). Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Required if Uncertified (US). Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Required if Uncertified, Autofilled if Certified	Required

Operation's business name. Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Select from Country List. Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	Do not edit if Certified - database does not process this column for Certified Recipients.	For raw products, enter the common name of the product(s). For packaged products, enter the name shown on the principal display panel (front of the package).
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ic_htsCode	ic_totalWeight	ic_totalContainers	ic_lotNum	ic_productCityState	ic_remarks	ic_attestations	ic_certissuerFullName	ic_dateSigned
HTS Code (Box 12)	Total Net Weight (Box 9)	Total Containers (Box 10)	Shipping Identification - Flight #, Vessel #, Container #, Lot #, etc. (Box 13)	City and State of Product Destination (Box 2)	Remarks (Box 16)	Attestations (Box 16)	Certificate Issuer Full Name (Box 17)	Date Signed (Box 18)
Required	Required - Published ICs can be edited.	Optional - Published ICs can be edited.	Optional - Published ICs can be edited.	Autofilled from Recipient in U.S. - Do Not Edit	Optional - Published ICs can be edited.	Required	Autofilled from User Profile - Do Not Edit.	Autofilled from Publication Date - Do Not Edit.
10-digit HTS Code from https://hts.usitc.gov (do not include any punctuation)	Kilograms (KG) for all shipments.	Integer whole number	Max 4,000 Characters	Recipient City and State. Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Max 256 Characters.	Select from Attestation List	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.	Available in exports from Published ICs/IC Search. Do not edit - database does not process this column.