

# Updating Postal Code in the Trade Partner Centre

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Beginning on March 18th, 2023, U.S. Customs and Border Protection (CBP) will be implementing the new postal requirement for imports coming from China. Entries must include the Manufacturers six-digit postal code in order for CBP to screen for imports which are subject to additional scrutiny for the Uyghur Forced Labor Prevention Act (UFLPA).

Follow the steps outlined in this job aid to update your trade partner postal code information and help your Customs Broker meet the new requirements for 6-digit codes.

To learn more about how to link the trade partner data to products, please refer to "How to Link Your Trade Partner to a Product Record."

## How to Update Postal Code in Tradeflow

Two ways to update the postal code: 1) Manual and 2) Upload file

### Manual update:

Step 1 – Log in to Tradeflow



Step 2 – Select Trade Partner from the lefthand menu.



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Step 3 – Click ‘Find Trade Partner’ and then enter the trade partner ID that you need to update the postal code for. Hit Search.

**TRADEflow** Trade Partner Centre  
Find Trade Partner

8.43.8  
Centre Home  
Find Trade Partner **3**  
Add Trade Partner  
Upload Trade Partners  
Maintenance  
Contact Tradeflow® Helpdesk

▼ Search Fields:  
Saved Search: [dropdown]  
**Trade Partner ID** **3** [input]  
Value [input]  
View the Results for  
 Parent Trade Partner  
 Parent Trade Partner and all children  
Name [input]  
Type [all] [dropdown]  
Air Carrier  
Buying Agent  
Consignee  
Enable Screening Yes [dropdown]

Step 4 – Click on the trade partner record you want to update.

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► Search Fields:  
Saved Search: [dropdown]  
► Configure Search Fields:  
► Sort:  
Save Search As: [input]  
 Global Search?  Shared Search?  
Extract Mass Screening  
Found: 1 row

Trade Partner ID	Name	Type	Enable Screening
Update Postal code	Update Postal code	Manufacturer	Yes

Step 5 – Scroll down to the Address section. Update your postal code and hit Save.

\*Address Type [Primary] [dropdown] Address Name [input]  
\*Address Line 1 [123 Postal code] [input]  
Address Line 2 [input]  
\*City [Shandong] [input]  
Postal Code [262600] **5** [input]  
\*Country [China] [dropdown]  
State/Province [input]

Step 6 – Repeat as necessary.

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## Upload file

To update the postal code en masse, you would want to extract your trade partners first.

Follow steps 1 – 4 in the manual update section.

Step 1 – Log in to Tradeflow.

Step 2 – Select Trade Partner from the lefthand menu

Step 3 – Click ‘Find Trade Partner’

## Extracting trade partner data for an upload file

Step 4 - Click on the "Configure Search Fields" button. In the left-hand box, select "Postal Code," hit "Add," and then "Apply." This will enable the postal code field at the top.

Step 5 – Now, select ‘China’ from the Country drop down list. Hit Search.

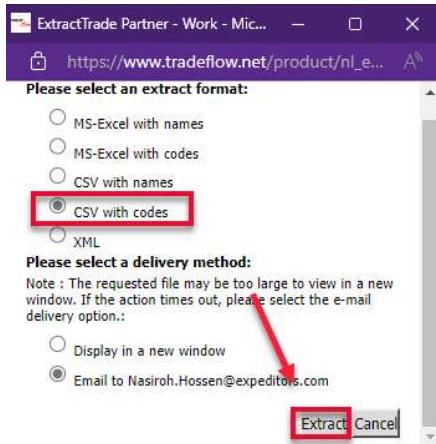
The screenshot shows the 'Search Fields' configuration interface. The top part lists various search criteria like Trade Partner ID, Name, Type, and Address, each with a 'Display' checkbox and a 'Location' dropdown. The 'Country' dropdown is set to 'China'. Below this is the 'Configure Search Fields' section, which has two panes. The left pane lists available fields, and the right pane shows the selected fields. 'Postal Code' is highlighted in the left pane and has been moved to the right pane. The 'Search' button is highlighted at the bottom right.

Step 6 – Upon the returned results, hit extract and select ‘csv with codes’ as the extract format, then hit extract.

If the extract is under the 2K threshold, you have the option to extract the data and save it to your desktop by selecting ‘Display in a new window’. Otherwise, the extract will be sent to you via email.

Trade Partner ID	Name	Type	Enable Screening	Address Line 1	City	Country	State/Province	First Name	Last Name	Image	Postal Code
Update Postal code	Update Postal code	Manufacturer	Yes	123 Postal Code	Shangdong	China					262600
Update Postal code 2	Update Postal code	Manufacturer	Yes	123 Postal Code	Booshan	China					
Update Postal code 3	Update Postal code	Manufacturer	Yes	123 Postal Code	Shanghai	China					

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## Constructing an upload file

Step 1 - Open the extract file and start modifying the file.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Trade Partner ID	Name	Type	Enable Screening	Address Line 1	City	Country	State/Province	First Name	Last Name	Image	Postal Code	
2	Update Postal code	Update Postal code	Manufacturer	Y	123 Postal Code	Shangdong	CN					262600	
3	Update Postal code 2	Update Postal code	Manufacturer	Y	123 Postal Code	Boashan	CN						
4	Update Postal code 3	Update Postal code	Manufacturer	Y	123 Postal Code	Shanghai	CN						
5													
6													
7													
8													

Step 2 – Remove all the columns except for:

- Trade Partner ID, Name, and Postal Code

Then insert the following:

- Add two rows and one column
- Add file signature, 'partner' in cell A1.
- Add field IDs in row 2
  - 0 = action code
  - 1 = trade partner ID
  - 2 = trade partner name
  - 42 = postal code

	A	B	C	D	E
1	partner				
2	0		1	2	42
3	<b>Action Code</b>	<b>Trade Partner ID</b>	<b>Name</b>	<b>Postal Code</b>	
4	M	Update Postal code	Update Postal code	262600	
5	M	Update Postal code 2	Update Postal code	200000	
6	M	Update Postal code 3	Update Postal code	201600	
7					

Remove row three, field names are highlighted in yellow. This is for illustration purposes.

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It should look like this:

	A	B	C	D
partner				
	0	1	2	42
M	Update Postal code	Update Postal code	Update Postal code	262600
M	Update Postal code 2	Update Postal code	Update Postal code	200000
M	Update Postal code 3	Update Postal code	Update Postal code	201600

Step 3 - Save the file in csv format



Step 4 – Upload trade partner upload file to Tradeflow

- In Tradeflow, Click ‘Upload Trade Partners’.
- Upload your trade partner upload file by clicking on, ‘Choose File’.
- Click Upload
- You will get a yellow message at the top, and upload results will be emailed to you from Tradeflow Support.



Step 4 – Checking postal code update

To ensure that the postal code has been updated, find the trade partner by searching by the trade partner ID.

Trade Partner ID	Name	Type	Enable Screening	Address Line 1	City	Country	State/Province	First Name	Last Name	Image	Postal Code
Update Postal code	Update Postal code	Manufacturer	Yes	123 Postal Code	Shangdong	China					262600
Update Postal code 2	Update Postal code	Manufacturer	Yes	123 Postal Code	Boashan	China					200000
Update Postal code 3	Update Postal code	Manufacturer	Yes	123 Postal Code	Shanghai	China					201600

**You successfully completed your update!**

# Updating Postal Code in the Trade Partner Centre

## How to link your trade partner to a product record

Step 1 – Click 'Find Product' in the Product Management Centre. Step 2 – Enter the product ID you need to link the trade partner data to. Hit Search

Step 3 – Upon the results, drill into the product record.

Product ID	Verified	Inactive	Product Type	Classification Country/Union	Commercial Description	HS Code	Components	Image
test	No	No	Single	United States	TRUCKS	8708.90.8000		

Step 4 – Scroll down to the Vendors section (mid-way through the page). Enter the trade partner ID and hit Search. A pop-up window will be displayed.

Step 5 – Check the box and click Add to link the trade partner to the product record.

Trade Partner ID	Name	Address Line 1	City	Country	State/Province	First Name	Last Name	Image
Update Postal code	Update Postal code	123 Postal Code	Shangdong	China				

Step 6 – Once the trade partner has been added successfully, it should look like this:

Trade Partner ID	Vendor Name	Address Line 1	City	State/Province	Country
Update Postal code	Update Postal code	123 Postal Code	Shangdong		China

Step 7 – Hit Save and close. The vendor (trade partner) has been successfully added to the product record.

Make sure the product record is marked verified yes. This will trigger an alert to flow the product information to our Expeditors Brokerage system.

If you have any questions, please contact [Tradeflow.Helpdesk@expeditors.com](mailto:Tradeflow.Helpdesk@expeditors.com) or your branch local contact.