# Updating Postal Code in the Trade Partner Centre

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

TRADE	Expeditors' suit Tradeflow® incl
Language Language: [	(default) 🗸 🔇
— Log in —	Register · Forgot your password2
User Name:	, ,, ,
Password:	
1	Log in Clear

Step 2 – Select Trade Partner from the lefthand menu.

TRADE flor	v
8.43.8	5
Administration Centre	
NewsCaster	
Product Management Centre	
Shipment Management Centre	
Trade Partner Centre	
Trade Reference Centre	

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

TRADE	Trade Partner Centre								
The	Find Trade Partner								
8.43.8 Centre Home Find Trade Partner 3	Search Fields:	~							
Add Trade Partner Upload Trade Partners Maintenance	Trade Partner ID	Value							
Contact Tradeflow® Helpdesk	View the Results for	Parent Trade Partner Parent Trade Partner and all children							
	Name Туре	[all]							
ß	Enable Screening	Buying Agent Consignee							

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

TRADE	Trade Partn	er Centre			
Tlou	Find Trade P	artner			
8.43.8 Centre Home Find Trade Partner Add Trade Partner	Saved Search:	~			
Upload Trade Partners Maintenance	Configure Search	Fields:			
Contact Tradeflow® Helpdesk	Sort:				
		Save Search As:	Global Search?	□ Shared S	earch?
	Extract Mass Screening Found: <b>1 row</b>				
4	Trade Partner ID Update Postal code	Name Update Postal code	Type Manufacturer	Enable Se Yes	reening

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

*Address Type	Address Name
Primary ~	
*Address Line 1	
123 Postal code	
Address Line 2	
*City	
Shandong	
Postal Code	
262600 5	
*Country	
China	~
State/Province	
	50
<b>~</b>	

Step 6 – Repeat as necessary.

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# Updating Postal Code in the Trade Partner Centre

### **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.

	,		/ /		
▼ Search Fields:					
Saved Search:	~				
	Value	Display Location	Value	Disg	lay Location
Trade Partner ID		🖾 begins 👻	Country Central	African Rei +	equals 👻
View the Results for			Chad		
	Parent Irade Partner		China		
Name	Parent trade Partner and all children	Pa begins Y	State/Province [all]	- 5	equals 👻
Ter	(7-10)		Ajman		
type	Air Carrier		Aberder	en City 👻	
	Buying Agent		First Name		begins V
	Consignee *		Last Name		
Enable Screening	Yes 🗸		Cast Home		begins 👻
Address Line 1		🖬 begins 👻	Image [[ai] V	5	1
City		Ea begins Y	Postal Code		begins 🗸
♥ Configure Search Fields:				h	
	- 4				
		Account ID	Enable Screening	^	
		Address Line 2	Add >>  Address Line 1		
		Address Name	City		
		Carrier Code	<< Remove State/Province		
		Chemical or Biological Weaponary	First Name		
		Country of Origin	Last Name	4	
		Created date	Postal Code	-	
			Move Up Move Down		
Sort:					0
					T
	Save Search As:		Saud Saus Ealds Only Edit List		
			save news Only Edit List		1
	Glo	sal Search? 🛄 Shared Search?			
					Control of the second
					Search Add Clear A

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

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.

Extract 125 Seconding											
Trade Partner ID	Name	Туре	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					
Update Postal code 3	Update Postal code	Manufacturer	Yes	123 Postal Code	Shanghai	China					



## Constructing an upload file

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

		В	с										M
	Trade Partner ID	Name	Туре	Enable Screening	Address Line 1	City	Country	State/Province	First Name	Last Name	Image	Postal Code	
	Update Postal code	Update Postal code	Manufacturer	Y	123 Postal Code	Shangdong	CN					262600	
	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						
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
  - $\circ$  0 = action code
  - 1 = trade partner ID
  - 2 = trade partner name
  - 42 = postal code

	А	В	с	D	Е
1	partner				
2	0	1	2	42	
3	Action Code	Trade Partner ID	Name	Postal Code	
4	м	Update Postal code	Update Postal code	262600	
5	м	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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# Updating Postal Code in the Trade Partner Centre

#### It should look like this:

4	A	В	с	D
	partner			
	0	1	2	42
	M	Update Postal code	Update Postal code	262600
	M	Update Postal code 2	Update Postal code	200000
	М	Update Postal code 3	Update Postal code	201600
⊳				

### Step 3 - Save the file in csv format

↑ 🗁 Desktop		
postal zip code update		
CSV (Comma delimited) (*.csv)		/e
More options	<b>k</b>	

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	Туре	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!

### 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.

TRADE flow	Product Management Centre Find Product											
643.8 6	♥ Search Fields: swed search{ Product ID verified Inactive Product Type Classification Country/Union D	Value test [al] V No V [al] Cholee Single United Kingdom United Kingdom United Kingdom	Dispt	y [scation [equals v]	Description L Description T Description M KS Code Components Image	value anguage English ype Comme [all v [all v	v rcial v	Display	begins v	]		
	▷ Configure Search Fields:											
<b>T 1</b>	Sort:	Save Search	As: Global Search?	Shared Search?	Save Save	e Fields Only Edit List				arch <mark>A</mark> dd Clear All		
Expeditors' Property of Expeditors International of Washington, Inc. Business Confidential and Propriate Confidential and Propriate Reproduction by written authorization only. C2000 - 2003 Departure International of Washington, Inc. Refer Pending.	Extract Mass Update Found: 1 row Product 10 Ver test No	ified Inactive No	Product Type Single	Classification Country/U United States	Inion	Commercial Descri TROCARS	ption	HS Code 9018.90.8000	Components	Image		

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.

Description	🏊 Product Management Centre - Vendor S	earch - Work - Microsoft Edge	- 0 ×									
Language: E	nglis 🗇 https://www.tradeflow.net/pro	thtps://www.tradeflow.net/product/product/enter/ElServlet#FocusSection										
С туре: С	Comm		*									
	ound: 1 row	dress I I I	Add Cancel	A								
Туре	Partner ID Name Lin	e 1 City Country State/Provin	ce Name Name Image ion									
Commercial	Posal code Update 123 Posal code Postal code Cod	e Shangdong China	S	11 <sup>-</sup>								
Vendors Vendor (Trade Partner ID): Upload Add Search												
Trade Partner ID	Vendor Name	Address Line 1 Cit	y State/Province	Country Manufacturers								
Step 6 – Once the trade partner has been added successfully, it should look like this:												
Vendors												
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 <u>Tradeflow.Helpdesk@expeditors.com</u> or your branch local contact.

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