



232 EXCLUSION PORTAL: EXTERNAL USER GUIDE

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Due to the large number of exclusion requests, the U.S. Department of Commerce’s Bureau of Industry and Security (BIS) and Enforcement & Compliance (E&C) staffs collaborated with International Trade Administration’s Office of Chief Information Office (OCIO) team to develop a user-friendly online portal that will replace the use of the increasingly cumbersome Federal rulemaking portal (<http://www.regulations.gov>) for organizations submitting exclusion requests, objections to exclusions requests, rebuttals, and surrebuttals under the 232 exclusion process. The new portal will streamline the exclusion process for external parties, including importers and domestic manufacturers, by eliminating the separate submission of attachments, and replacing the data collection point with a web-based form, with enhanced data integrity and quality controls. In addition, the portal greatly improves transparency by allowing parties to track all information on each exclusion request in one easy-to-use web-based system that is built for the specific needs of the 232 tariff exclusions process. The new portal allows more seamless information sharing across teams and will allow E&C and BIS to eliminate thousands of hours of human data entry procedures by automating them.

INTRODUCTION

In 2017, the Department of Commerce (DOC) was asked to conduct an investigation into the impact on our national security from imports of steel mill products and from imports of wrought and unwrought aluminum. These investigations were carried out under Section 232 of the Trade Expansion Act of 1962, as amended.

On January 11, 2018, the DOC formally submitted to President Trump the results of the investigation.

On March 8, 2018, the President announced Presidential Proclamations 9704, 9705, 9711 and 9710 ordering Section 232 tariffs on imports of steel and aluminum. The Secretary of Commerce has the authority to grant exclusions from the duties, “if the steel or aluminum articles are determined not to be in a sufficient and reasonable available amount or of a satisfactory quality or based upon specific national security considerations.” Individuals or organizations using steel articles in business activities or supplying steel to outside parties in the U.S. may submit exclusion requests with respect to the Proclamation. In addition, any individual or organization in the U.S. can file objections to exclusions.

The DOC’s Bureau of Industry and Security (BIS) is leading the exclusion process. BIS is managing the review process of exclusion applications, which domestic industry has submitted, on a case-by-case basis in a fair and transparent manner. As part of the process, BIS is working closely with industry specialists within Commerce’s International Trade Administration (ITA). The Enforcement and Compliance (E&C) unit of the DOC’s ITA will be responsible for providing technical analyses for product exclusions related to the proceedings, and making recommendations on the Exclusion Requests.

This document outlines the external user flow of the 232-exclusion process.

EXCLUSION PROCESS

Only individuals or organizations using steel or aluminum articles identified in Presidential Proclamations [9704](#) and [9705](#) and engaged in business activities in the United States may submit exclusion requests. Exclusion requests will be posted for a 30-day comment period on <https://trade.gov/232/steelalum>.

Separate exclusion requests must be submitted for each unique steel or aluminum product import. For an exclusion request to be considered, the requester must provide a full factual description of the specific product, its properties, and its quantity.

Any individual or organization in the United States may file objections to steel or aluminum exclusion requests, but the Commerce Department will only consider information directly related to the submitted exclusion request that is the subject of the objection. Organizations submitting an objection filing on an exclusion request should provide specific information on the product that their company can provide that is comparable to the steel or aluminum product that is the subject of the exclusion request.

Organizations filing an objection should also provide factual information on the production capabilities at steel or aluminum manufacturing facilities that they operate in the United States; the availability and delivery time of the products that they manufacture relative to the specific steel or aluminum product that is subject to an exclusion request; and discussion on the suitability of its product for the application or applications identified by the exclusion requestor.

All exclusion requests will be reviewed for completeness. Only fully completed exclusion requests will be considered and posted for public review. All exclusion requests will be made available for public inspection and copying.

Both the exclusion requests and objection filings will be available for public viewing on the online portal. Processing of exclusion requests normally will not exceed 90 days, including adjudication of objections submitted on exclusion requests.

Exclusion requesters will have seven days from the opening of the rebuttal period to submit rebuttals. Objectors to exclusion requests will then have a seven-day surrebuttal period to post responses, which will be opened once rebuttals are posted by the Department and the case file is reopened.

To further assist industry moving through the process, the Department of Commerce is also cataloging the Objection, Rebuttal, and Surrebuttal Identification Number associated with each Exclusion Request.

For questions concerning the exclusion process, contact steel232@bis.doc.gov or 202-482-5642 for steel-related queries and aluminum232@bis.doc.gov or 202-482-4757 for aluminum-related queries.

SEARCH FEATURES

SEARCH FOR PUBLISHED FILINGS BASED ON CRITERIA

After the online portal is officially launched, open the online portal URL at:

<https://trade.gov/232/steelalum>

This section allows users to search published filings, using various criteria including ID, company, product, HTSUS code, status, days remaining, and posted date¹. A user login account is not required to search for published filings.

Click on the appropriate search box of the dashboard and enter your search criteria.

In the search boxes (in rectangle highlighted red below), search a published finding by typing the ID, company name, product, HTSUS code, status, or posted date.

ID	Company	Product	HTSUSCode	Status	Days Remaining	Posted Date	Details
----	---------	---------	-----------	--------	----------------	-------------	---------

*The 'days remaining' (in rectangle highlighted purple above) indicate the days that are left in the comment period to leave any opposing arguments to an exclusion request (objection), submit a rebuttal, and/or submit a surrebuttal.

*To search for exclusion requests, [objections \(pg. 40\)](#), [rebuttals \(pg. 49\)](#), [surrebuttals \(pg. 71\)](#), see search features in subheadings.

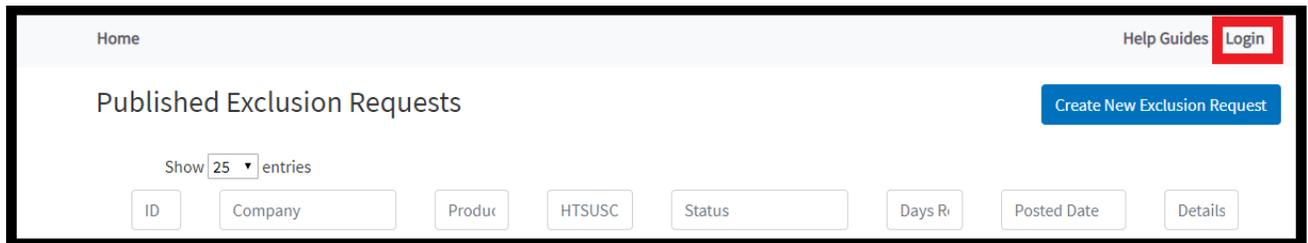
*To extract data for exclusion requests, objections, rebuttals, and surrebuttals, see [data extract instructions](#).

¹ To search for objections, rebuttals, and surrebuttals, see instructions in subsequent sections.

USER REGISTRATION AND LOGIN

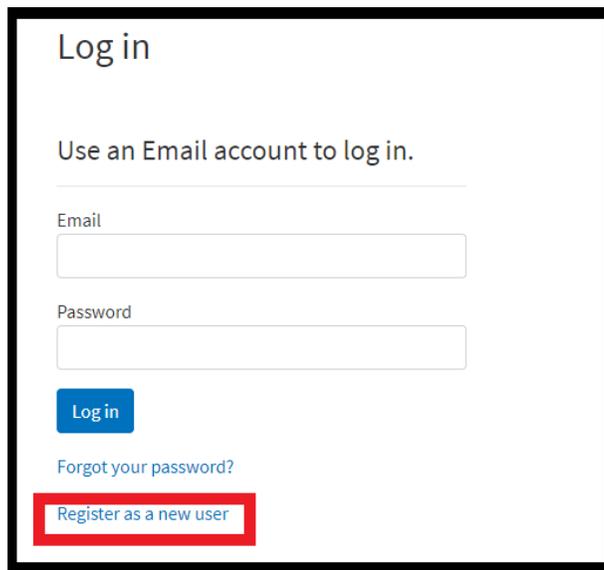
CREATING A USER LOGIN PROFILE

To file any forms in the portal, a user login profile will be required. To create a user login profile, select the 'Login' icon.



STEP 1: REGISTER AS A NEW USER

1a. On the Login page, select 'Register as a new user'.



1b. Each user login profile requires a valid email and a password to complete the registration process.

1c. After the valid email and password are entered, select 'Register'.

The screenshot shows a registration form titled "Register". It includes the instruction "Create a new account." followed by three input fields: "Email", "Password" (with an information icon), and "Confirm password". A blue "Register" button is located at the bottom left of the form and is highlighted with a red rectangular border.

STEP 2: CONFIRM REGISTRATION

2a. A confirmation email will be sent to the login profile email provided. (If you are unable to find the confirmation email, check you spam folder).

2b. Select the link in the email to confirm your account registration.

STEP 3: LOGIN

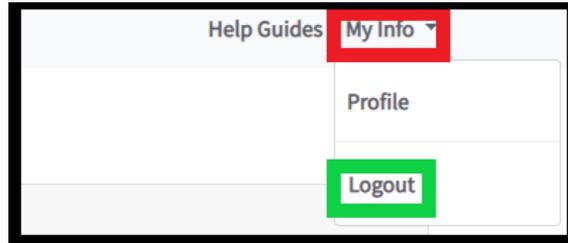
After confirming your account, the portal will allow you to login.

3a. Enter the login profile email and password you provided. Then, select 'Log in'.

The screenshot shows a login form titled "Log in". It includes the instruction "Use an Email account to log in." followed by two input fields: "Email" (highlighted with a red border) and "Password" (highlighted with a blue border). A blue "Log in" button is located below the password field and is highlighted with a green border. At the bottom of the form, there are two links: "Forgot your password?" and "Register as a new user".

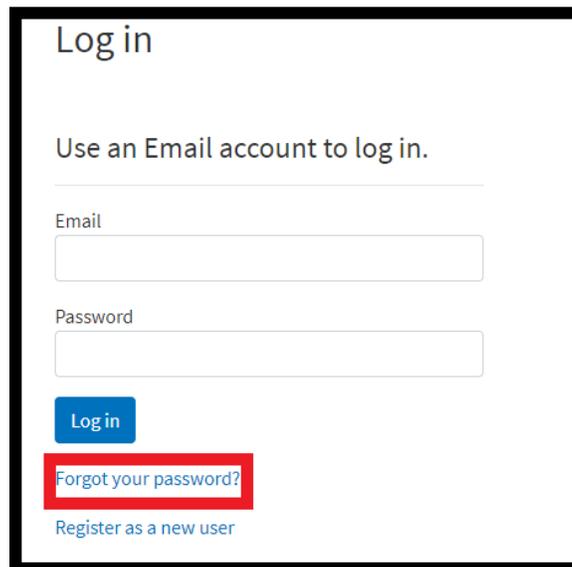
STEP 4: LOGOUT

To logout from the user login account, select the 'My Info' icon, and then, select 'Logout'.

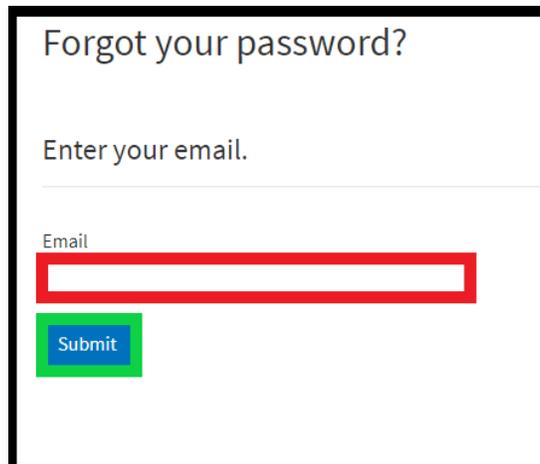


STEP 5: FORGOTTEN PASSWORD

5a. To reset the user login account password, select the 'Forgot your password?' link.



5b. Enter the user login profile email into the space provide, and then, select 'Submit'.



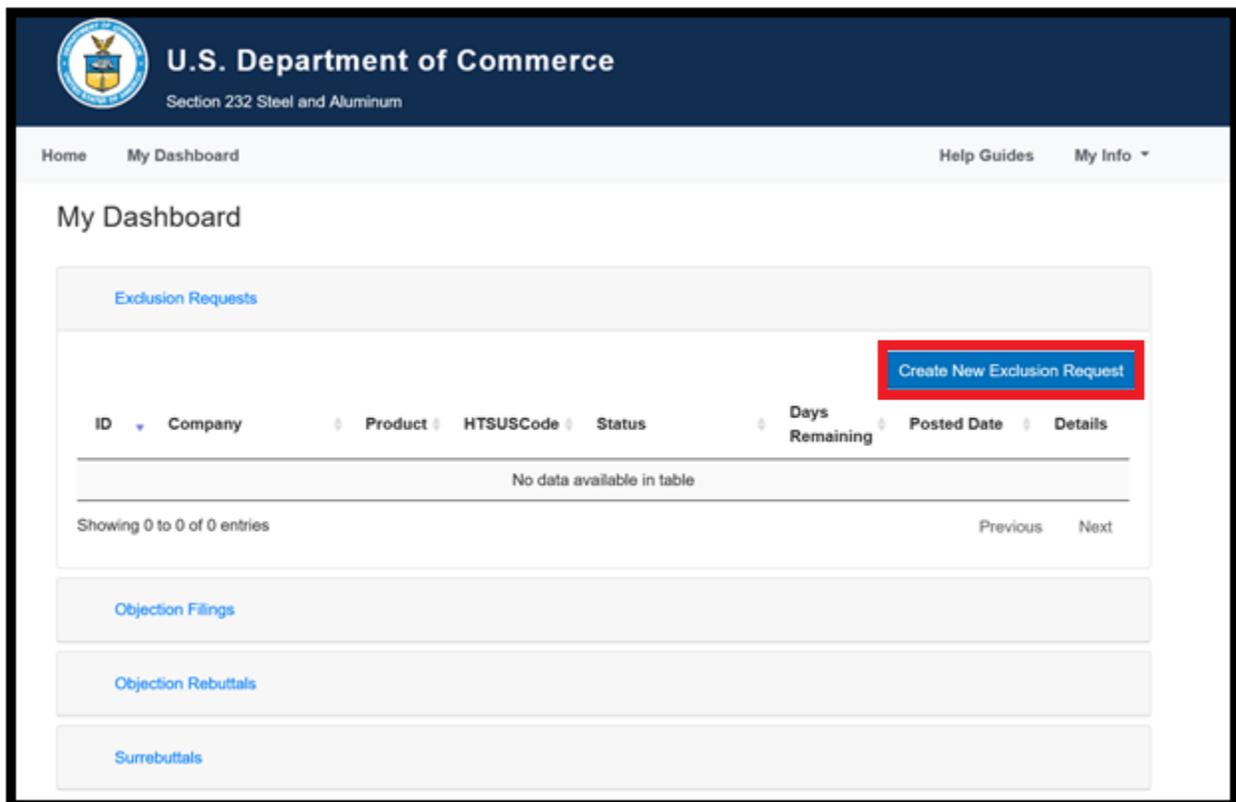
5c. A password reset email will be sent to the login profile email provided. (If you are unable to find the password reset email, check your spam folder)

5d. Select the link in the email and reset your password.

EXCLUSION REQUESTS

CREATING A NEW EXCLUSION REQUEST

To begin creating an exclusion request, the user will login to their user profile, and select 'Create New Exclusion Request' link.



STEP 1: ENTER THE PRODUCT INFORMATION

Each exclusion request must be submitted for each distinct type and dimension of steel or aluminum product to be imported. For an Exclusion Request to be considered, the exclusion requester must provide factual information on:

- i. The product type selected will be **Steel** or **Aluminum**
- ii. The **class of product** will correspond with the selected product type²
- iii. The **10-digit Harmonized Tariff Schedule Code (HTSUS)** should be entered with no spaces, dashes, letters, or punctuation
- iv. If the request is for a renewal of a previously granted exclusion request, the **ID number of the previously granted exclusion request** should be entered.

New Exclusion Request

Step 1 Step 2 Step 3 Step 4 Step 5

Product Information

Please select product type * Steel ▼

Identify the class of product for which the Exclusion is sought * Carbon and Alloy Flat ▼

10-Digit Harmonized Tariff Schedule Code of the United States (HTSUS) for the single product covered by this request *

If this is a renewal of a previously granted exclusion request, please provide the ID number of the previously granted exclusion request

STEP 2: ENTER THE REQUESTING ORGANIZATION INFORMATION

2a. The requesting organization³ and importer of record are required fields. All fields with marked with an * are required. For any required field, do not write N/A.

² Steel – carbon and alloy flat, carbon and alloy long, semi-finished, stainless products, carbon and pipe and tube; Aluminum – slab, sow, billet, flat, plate, sheet, bars, rod, pipe, tube, foil, casting, forging.

³ Requestor

Requesting Organization Information

Full Organization Legal Name *

Street Address * City *

State * Zip Code *

Please Select ▼

Point of Contact Name * Phone Number *

E-mail Address * Web Site Address

All website addresses must contain <http://www>. or <https://www>. in the website address fields to be identified as a valid website.

2b. The parent company of the requesting organization must also be documented if different than the requesting organization. For example:

Parent Company of Requesting Organization

Full Organization Legal Name

Street Address City

Headquarters Country State/Province Zip Code

Please Select ▼

Web Site Address

2c. The importer of record must be completed even if it matches the requesting organization.

*The importer of record should be the organization that is bringing the products into the U.S. from a non-U.S. producer. The importer of record should be the organization that is seeking exclusion. All fields marked with an * are required. For any required field, do not write N/A.*

Importer of Record for Organization Requesting an Exclusion

Full Organization Legal Name *	
<input type="text"/>	
Street Address *	City *
<input type="text"/>	<input type="text"/>
State *	Zip Code *
<input type="text" value="Please Select"/>	<input type="text"/>
Point of Contact Name *	Phone Number *
<input type="text"/>	<input type="text"/>
E-mail Address *	Web Site Address
<input type="text"/>	<input type="text"/>

[Next](#)

Select [Next](#) and continue to the next section.

If the organization has a representative other than the agent submitting the exclusion request on its behalf, the contact information must be disclosed if applicable.

Requester's Authorized Representative/Agent (if applicable)

Requestor Point of Contact Name	Point-of-Contact Organization
<input type="text"/>	<input type="text"/>
Country Location	Phone Number
<input type="text"/>	<input type="text"/>
E-Mail Address	Web Site Address
<input type="text"/>	<input type="text"/>
Other Information	
<input type="text"/>	

2d. Exclusion Request Details

If the parent organization holds any ownership, the activity, country where the organization is headquartered, and primary activity⁴ must be explained:

⁴ Primary activity could include U.S. Distributor, Non-U.S. Distributor, U.S. Service Center, Non- U.S. Service Center, Manufacturer, or other

Does the parent organization hold ownership in (partially or completely), or is it otherwise engaged as a: Manufacturer; Distributor; Exporter or, Importer?

Yes * No

Identify the activity

Please Select ▼

Identify the organization

Identify the country where the organization is headquartered

Please Select ▼

Comments

Identify the primary type of activity of the Exclusion Requester

Other ▼

Comments

If 'other' is selected, a comment section will appear, and details about the selection can be documented.

2e. If the parent organization does not hold ownership, identify the primary type of steel activity. If other, explain:

Does the parent organization hold ownership in (partially or completely), or is it otherwise engaged as a: Steel Manufacturer; Steel Distributor; Steel Exporter or, Steel Importer? *

Yes No

Identify the primary type of steel activity of the Exclusion Requester

Non U.S. Distributor

Total Requested Annual Exclusion Quantity in Kilograms (1 metric ton = 1,000 kilograms) ⓘ Kilograms

Average annual consumption for years 2015-2017 of the steel product that is subject of this Exclusion Request (Kilograms) Kilograms

If 'other' is selected as the primary type of steel activity of the exclusion requestor, a comment section will appear, and details about the selection can be documented.

2f. The exclusion request must provide information on whether the product is manufactured in the United States, whether the product can be sufficiently supplied, and whether domestic producers can produce the product in a timely manner:

- The basis of the exclusion must be one of the drop-down options: insufficient availability, no U.S. production, or national security requirement.

Explain why your organization requires an Exclusion *

No U.S. Production

- The percentage of product that the exclusion product applies to must be disclosed and the manufacturing and delivery times must be recorded in **days**

Identify the percentage of total product covered under this Exclusion Request not available from manufacturers in the United States

0 %

Estimate the number of days required to take delivery of the product covered by this Exclusion Request, from the time the purchase order is issued by your organization *

0 days

Estimate the number of days required to manufacture the product covered by this Exclusion Request, from the time a binding purchase order is executed *

0 days

Estimate the number of days required to ship the product covered under this Exclusion Request, from the foreign port of departure to the Exclusion Requester's loading dock *

0 days

- The number of shipments and port information⁵ must be documented. To add an additional port, click the addition button to add another field. Use the (+) and (-) buttons to add or subtract additional destination ports.

Estimate the number of distinct shipments from the foreign port(s) of departure that will be needed for transporting to the United States the product subject to this Exclusion Request *

0 shipments

Identify the U.S. Destination Port(s) of Entry through which the product subject to this Exclusion Request would be transported ⓘ

Port 1 ⓘ

*Note the units of measurement and delivery/manufacturing time cannot be changed from current settings. All fields with marked with an * are required. For any required field, do not write N/A. If ‘other’ is selected to explain why your organization requires an exclusion, a comment section will appear, and details about the selection can be documented.

If the requestors are submitting the exclusion request on behalf of an international producer that produces products internationally, select ‘Yes’ and identify the non-U.S. producer.

Is the organization making this Exclusion Request doing so on behalf of a non-U.S. producer that does not manufacture products in the United States? Yes * No

Identify the non-U.S. producer

Identify the country where the organization is headquartered

Comments

Select and continue to the next section.

⁵ To add more than one port of entry, select + icon. To remove a port of entry, select – icon.

STEP 3: ENTER EXCLUSION REQUEST PRODUCT INFORMATION

3a. A complete description of the product should be defined and disclosed:

Exclusion Request Product Information

For this single Exclusion Request, provide a full, complete description of the product in the space provided below. See explanation below.

The product for which an Exclusion is being requested is defined as follows: *

ACME Steel pipe, longitudinally submerged arc welded to API 5L, APIX52, NACE MR O 175/103 672mm cross section x 8.33mm thickness, yield strength greater than or equal to 360MPa, carbon content less than or equal to 0.23% by weight, suitable for use in the in steam pipelines and conductor casing in steam drilling

- The description should only include information on a single product and not a range of products
- The description must be limited solely to physical properties (e.g., chemical requirements, mechanical requirements, dimensions, etc.) and exact descriptive terms/phrases covering the product subject to the Exclusion Request (e.g., “hot-rolled,” “seamless pipe,” “suitable for use in boilers,” “longitudinally submerged arc welded,” etc.)
- Physical properties must be defined based on actual, rather than nominal, measurements, references to specific dimensions⁶ or measurements⁷ will be interpreted as meaning the exact dimension or measurement
- Ranges⁸ are allowed and should be identified based on the end points of the range rather than through references to absolute or percentage tolerances

3b. Note that this section allows for multiple standard organizations⁹ to be identified that have set specifications for the product type listed in exclusion request.

⁶ e.g., “cross-sectional diameter of 5.50 mm”

⁷ e.g., “yield strength of 300 MPa,” “carbon content 0.08%,” etc.

⁸ e.g., “cross-sectional diameter falling within the range 5.35 mm and 5.65 mm,” “yield strength greater than or equal to 300 MPa,” “carbon content less than or equal to 0.15%, by weight,” etc.

⁹ ATSM, SAE, British, DIN, EN, etc. These specifications are not interchangeable with HTSUS codes.

Identify the standards organizations that have set specifications for the product type that is the subject of this Exclusion Request, and provide the reference designation(s) for the identified standards organization(s), (e.g., ASTM A108-13):

Organization	Designation
1 ASTM	A53

If 'Not Listed' is selected, type in the name of the organization and provide the designation. Identify the classification and properties of the product covered under this exclusion request.

This should include both the starting materials for the steel product, (such as slab, bloom, billets, etc.) as well as treatments made to the product, (such as annealed, hot/cold rolled, tin plated, etc.). Use the comment box for anything that is not listed in the boxes.

The chemical composition for the product is outlined in 3b.

Identify the classification and properties of the product covered under this Exclusion Request. Other classification or properties may be described in the textboxes below. **(Select all that apply)**

Slab <input type="checkbox"/>	Blooms <input type="checkbox"/>	Billets <input type="checkbox"/>	Ingots <input type="checkbox"/>	Flat <input type="checkbox"/>	Long <input type="checkbox"/>
Beams <input type="checkbox"/>	Semi-Finished <input type="checkbox"/>	Pipe <input type="checkbox"/>	Tube <input type="checkbox"/>	Stainless <input type="checkbox"/>	Wire <input type="checkbox"/>
Hot Rolled <input type="checkbox"/>	Cold Rolled <input type="checkbox"/>	Annealed <input type="checkbox"/>	Plated <input type="checkbox"/>	Electro-Plated <input type="checkbox"/>	Galvanized <input type="checkbox"/>
Electro-Galvanized <input type="checkbox"/>	Zinc Plated <input type="checkbox"/>	Aluminum Plated <input type="checkbox"/>	Lead Plated <input type="checkbox"/>	Tin Plated <input type="checkbox"/>	Painted <input type="checkbox"/>
Varnished <input type="checkbox"/>	Plasticized <input type="checkbox"/>	Pickled <input type="checkbox"/>	Fittings <input type="checkbox"/>		

If the classification or property is not listed above, add to text boxes provided. Use comment section to give additional details to the property.

Use the textboxes on the right if property is not listed above.

Comments

3c. Product Information – Description of properties

Identify the chemical composition of the specific steel product for which your organization seeks an exclusion. Numbers may appear rounded, but full values will be stored. The composition should have minimum and maximum values.

Please note that values below 1 should be entered with a zero and decimal point. For example: '0.4'.

Chemical	Aluminum	Antimony	Bismuth	Boron	Carbon
Minimum %	0	0	0	0	0
Maximum %	0	0	0	0	0
	Chromium	Cobalt	Copper	Iron	Lead
Minimum %	0	0	0	0	0
Maximum %	0	0	0	0	0

If the product includes a chemical(s) not listed, use the comment section to provide the name and composition percentages. *Note chemical composition is not proprietary information¹⁰.

¹⁰ See [CBI](#)

3d. Dimensions for the product must be for a single product and a single size, not a range of products and or sizes¹¹.

The dimensions must correspond to the product and should have a minimum and maximum value. If the minimum and maximum values are the same, they should be identified by entering the same number in both the minimum and maximum field¹². This applies to product specifications, strength, and toughness if applicable.

Product Specifications (Millimeters)						
	Thickness	Inside Diameter	Outside Diameter	Length	Width	Height
Minimum	<input type="text" value="0"/>					
Maximum	<input type="text" value="0"/>					

*Note unit of measurement is in **millimeters** and cannot be altered. If there are any additional specifications, explain in comment box.

¹¹ A single request must be filed for each specific product, specific to dimensions and must correspond to product type

¹² Full values are stored, while numbers may appear rounded

3e. Performance data for ductility, magnetic permeability, surface finish should have minimum and maximum values. Coating type and composition values (see highlighted red rectangle below) including metal coating process, material type, weight, and thickness are required.

	Global Ductility		Local Ductility	
	Elongation %	Reduction in Area %	Hole Expansion %	Bendability (mm)
Minimum	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> mm
Maximum	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> mm

	Magnetic Permeability			Surface Finish
	Epstein Test	Greer Lab Method	Stacked Wide Sheet	Profilometer - [SAE J911]
Minimum	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Maximum	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Coating Type and Composition		
Coating Method *	Coating Product Name and Abbreviation *	Composition (e.g., Zn, Al, Si, Mg) *
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Note if there are any additional methods used, identify them in the comment section. All fields with marked with an * are required. For any required field, do not write N/A.

Select [Next](#) and continue to the next section.

STEP 4: COMMERCIAL NAMES AND SOURCE COUNTRIES

4.a The commercial name for the product entry field can be more than one commercial product name. Add additional commercial names for the single product listed for exclusion by using the + or - buttons.

Product Commercial Names

List the Commercial Name(s) of the single product that is the subject of this exclusion

Shoes Profile

Shoes Section

CHQ 1234-A BLUE ROD 5.4 + -

Comments

Construction and drilling equipment.

If a name needs to be explained or more details provided, add to comment box.

4b. The use(s) of the product should be outlined below, as well reasons why existing products are not comparable to the product at the subject of this request. All fields with marked with an * are required. For any required field, do not write N/A.

State the 1) application for the product (e.g., automotive, appliances, industrial products, structural, etc.) that is the subject of this Exclusion Request, and 2) why similar products manufactured in the United States, if available, are not suitable: *

American Steel Company provides critical metal products for gas suppliers. Not enough capacity exists domestically.

If the Exclusion is needed to support U.S. national security requirements (critical infrastructure or national defense systems), provide a detailed description of the specific uses of this single product in the separate comment section/box (not shown).

4c. Source countries: Identify the source countries for the single product for which the Exclusion is requested, the annual quantity to be supplied in kilograms, and the name of the

current manufacturer(s) of the steel product. If this product is not obtained directly from the manufacturer, identify the current supplier(s) and the country of the supplier(s).

The country of origin, country of export, exclusion quantity, current manufacturer, and current supplier are required fields. Add or subtract additional countries of origin, export etc. by using the + or - button.

Source Countries

Identify the source countries for the single product for which the Exclusion is requested, the annual quantity to be supplied in kilograms, and the name of the current manufacturer(s) of the product. If this product is not obtained directly from the manufacturer, identify the current supplier(s) and the country of the supplier(s). The Exclusion Request, if granted, will pertain solely to the identified supplier(s) listed in this form and the country of origin. NOTE: Products encompassing more than one 10 - digit HTSUS code must submit a separate Exclusion Request for each pertinent code.

	Country of Origin	Country of Export	Exclusion Quantity	Current Manufacturer	Current Supplier (if not obtained directly from manufacturer)
1	Please Select ▼	Please Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Note the amount provided here should match the amount provided in the Total Requested Annual Exclusion Quantity in kilograms.

4d. Product Availability Information: This section outlines the product availability within the U.S. If a domestic party currently manufactures the product or a substitute, select 'Yes' and give details in the comment section.

Product Availability Information

Does the Requester possess knowledge of any domestic U.S. parties that currently manufacture the described product in the United States? *

No ▾

Comments

Does the Requester possess knowledge of any parties that currently manufacture the described product in a country exempted from this tariff? If yes, identify the country or countries below. *

No ▾

Comments

Is the Requester aware of any manufacturers capable of producing a substitute for the product in the United States? If "Yes" provide supporting information (name and address) in the space below? *

No ▾

Comments

If the answer to the following question is a 'Yes', a list of manufacturers will appear, a comment box will appear, and details about the response may be detailed.

Has the Exclusion Requester attempted to qualify any manufacturer in the United States as a supplier of the product that is the subject of this Exclusion Request in the past two years? If "Yes" provide supporting information in the space below. *

Yes ▾

Please provide names of the manufacturers.

Manufacturers

1 ⌵

Comments

4e. The Department of Homeland Security/Customs and Border Protection (CBP) reviews the Harmonized Tariff Schedule of the United States (HTSUS) code cited in the submission for accuracy. If CBP determines the code is inaccurate, the request is denied, and the requester provided CBP contact information. If CBP determines the HTSUS is accurate, the request is approved if there are no national security concerns and the decision posted on the portal.

Provide a detailed explanation as to how U.S. Customs and Border Protection (CBP) will be able to reasonably distinguish the aluminum product subject to the Exclusion Request at time of entry, without adding undue burden to their current entry system and procedures. *

Select [Next](#) and continue to the next section.

STEP 5: CERTIFICATION

This Exclusion Request must be signed by an organization official specifically authorized to certify the document as being accurate and complete.

The undersigned certifies that the information herein supplied in response to this questionnaire is complete and correct to the best of his/her knowledge. All fields marked with an * are required.

It is a criminal offense to willfully make a false statement or representation to any department or agency of the United States Government as to any matter within its jurisdiction. [18 U.S.C. 1001 (1984 & SUPP. 1197)]

Company Name *

Name of Authorizing Official *

Title of Authorizing Official *

Phone Number *

Email of Authorizing Official

If the Point of Contact is different from the Authorizing Official provide point-of-contact information below.

Point-of-Contact Name

Title

E-mail Address

Phone Number

SUBMITTING THE EXCLUSION REQUEST

This is the exclusion request can be reviewed prior to submission and where any supporting documents can be attached to the exclusion request form. If any additional information that is business relevant, but proprietary, select 'Yes'. (Note: for an exclusion request, information that is proprietary or otherwise business confidential should not be attached or emailed. If this information is required, it will be requested.)

Do you have additional information to provide that is proprietary or otherwise business confidential that is relevant and necessary to this submission?

In this section, supporting documents can be attached to the exclusion request form. If the additional materials are proprietary or confidential, please click yes. If this information is required, it will be requested. Do not submit proprietary or confidential information through the portal.

Select

After selecting 'Review', a final check will be conducted on your filing to ensure all required fields have been correctly filled. If any required fields have been left blank or are incorrectly filled, a red exclamation point will appear,  showing which section requires corrections. Once all required fields are completed, and 'Review' is selected, an additional screen will appear, allowing users to print a copy of their submission for their records.

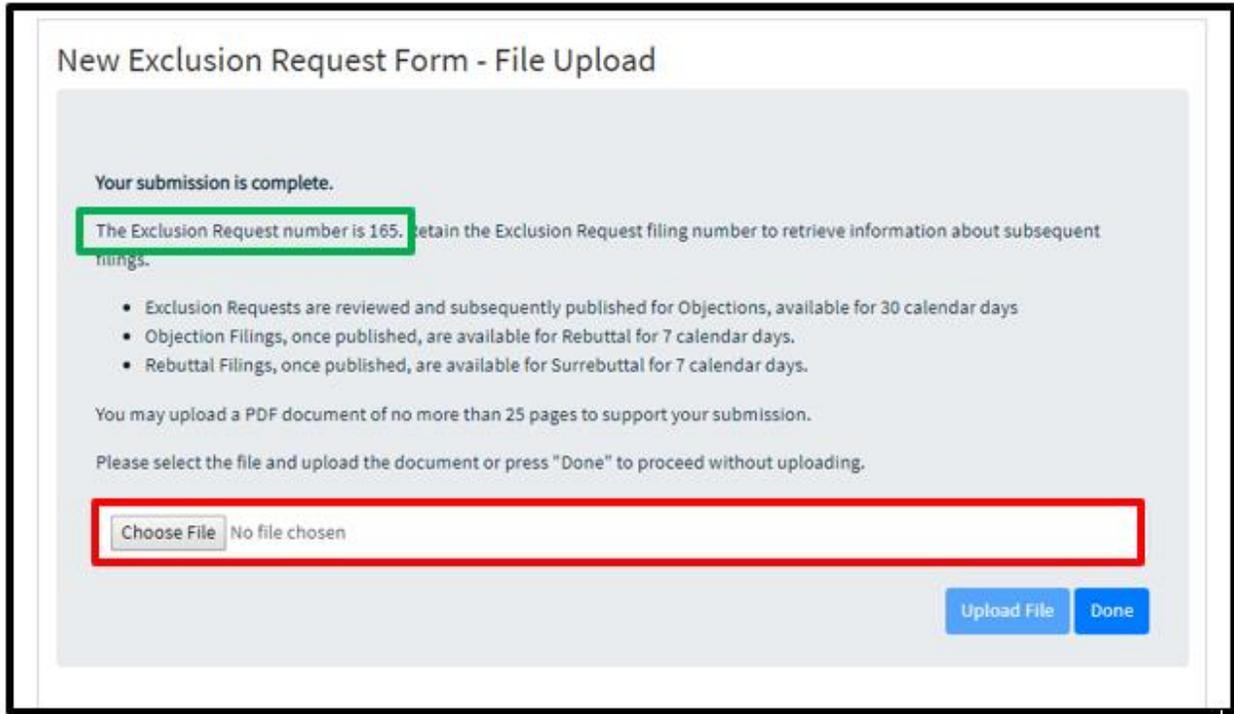


To submit the request, select

After, an additional screen will appear, indicating the **Exclusion Request number**. This number will allow you to search for the specific filing and allow objectors to find and object to the request. Please retain this number for your records.

To upload supporting documents to the **exclusion** request, it must be in the form of a PDF. Select 'Choose File', Click on the documents you wish to upload from your folder and select 'Ok'. Once it appears in the file bar, select 'Upload File' then select 'Done'. (Note: for an exclusion request, information that is proprietary or otherwise business confidential should not be attached or emailed.)

If you do not wish to upload a document, select 'Done'.



CONFIRMATION

Once the exclusion request has been submitted, it enters a pending period for review, and once posted, gives objectors the opportunity to object to the request.

After submission, the exclusion request can be found, and its status tracked, under 'My Dashboard' by the user that submitted the request.

Once posted, the request will appear on the portal homepage. To the right on the same row of an exclusion request ID, 'Details' will allow users to view the posted exclusion requests and submit an objection.

ID	Company	Product	HTSUSC	Status	Days Remaining	Posted Date	Details
419	Test 112pm	Steel	7302101010	Pending-Objection Window Open	13	4/29/2019	Details

Once an exclusion request is posted, those that object to the exclusion will have **30 days** to submit their objections.

PRINTING THE EXCLUSION REQUEST SUBMISSION

To print an Exclusion Request submission simply go to 'Settings' on the upper right corner of your browser and click on Print page or Right click anywhere on the page and select 'Print.'

The screenshot shows the U.S. Department of Commerce website interface for an Exclusion Request Item. The page title is "Exclusion Request Item" and the breadcrumb is "Home >> Exclusion Request". The main content area is titled "Product Information" and contains the following fields:

- Submission Date: 2/6/2019
- Public Status: Pending-Objection Window Closed
- Please select product type: Steel
- Identify the class of product for which you are requesting an exclusion: Carbon and Alloy Flat
- 10-Digit Harmonized Tariff Schedule Code of the United States (HTSUS) for the single product covered by this request: [Empty field]

A browser context menu is open over the "Carbon and Alloy Flat" field, with the "Print..." option highlighted by a blue circle. The context menu includes the following items:

- Back (Alt+Left Arrow)
- Forward (Alt+Right Arrow)
- Reload (Ctrl+R)
- Save as... (Ctrl+S)
- Print... (Ctrl+P)
- Cast...
- Translate to English
- Autofill (checked)
- View page source (Ctrl+U)
- Inspect (Ctrl+Shift+I)

Below the "Product Information" section is the "Requesting Organization Information" section, which contains a field for "Full Organization Legal Name" with the value "ABC Inc".

AUTOFILL

USING AUTOFILL TO DUPLICATE EXCLUSION REQUEST ENTRIES

The autofill option found in web browsers allows you to fill out commonly entered information in a web form. This information is only remembered on your computer and will only be auto-filled in forms if your browser settings permit it. For instructions on how to download autofill on your browser please refer to the [Appendix](#) section of this guide.

GENERATING EXCLUSION REQUEST FORM AUTOFILL RULES

The following instructions explain how to enable the 'Autofill' feature on your Chrome browser.

Step 1: Download the Autofill add-on to your browser. For instructions, please see the [Appendix](#) section.

Step 2: Go to the 232 Portal and complete filling out the Exclusion Request form.

New Exclusion Request Form

U.S. Department of Commerce

Home

OMB Number: 0694-0139 Expiration Date: 3/31/2019

New Exclusion Request

Step 1 Step 2 Step 3 Step 4 Step 5

Certification

Instruction: This Exclusion Request must be signed by an organization official specifically authorized to certify the document as being accurate and complete. The undersigned certifies that the information herein supplied in response to this questionnaire is complete and correct to the best of his/her knowledge.
It is a criminal offense to willfully make a false statement or representation to any department or agency of the United States Government as to any matter within its jurisdiction.[18 U.S.C. 1001 (1984 & SUPP. 1197)]

Company Name *

RTO

Name of Authorizing Official *

RTO

Title of Authorizing Official *

CEO

Phone Number *

111-111-1234

Email of Authorizing Official *

rto@rto.com

If the Point of Contact is different from the Authorizing Official provide point-of-contact information below.

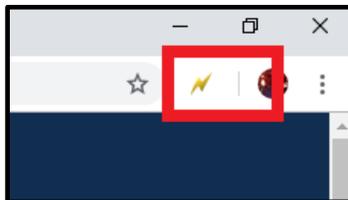
Point-of-Contact Name

Title

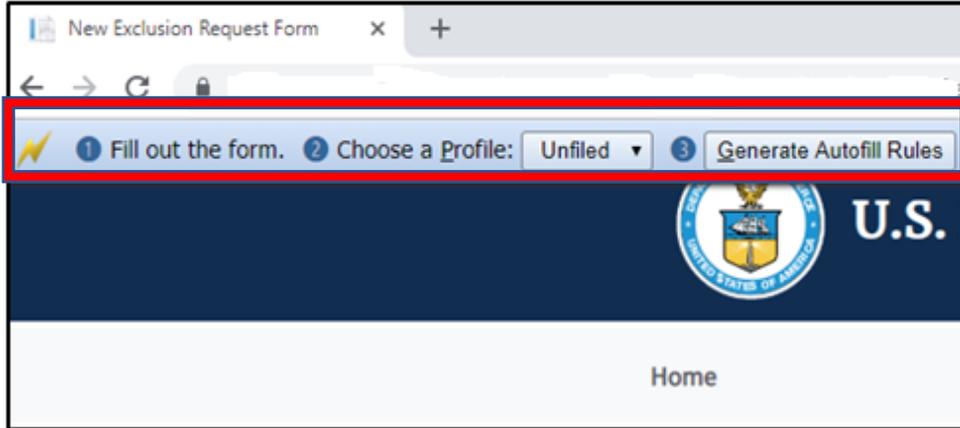
E-mail Address

Phone Number

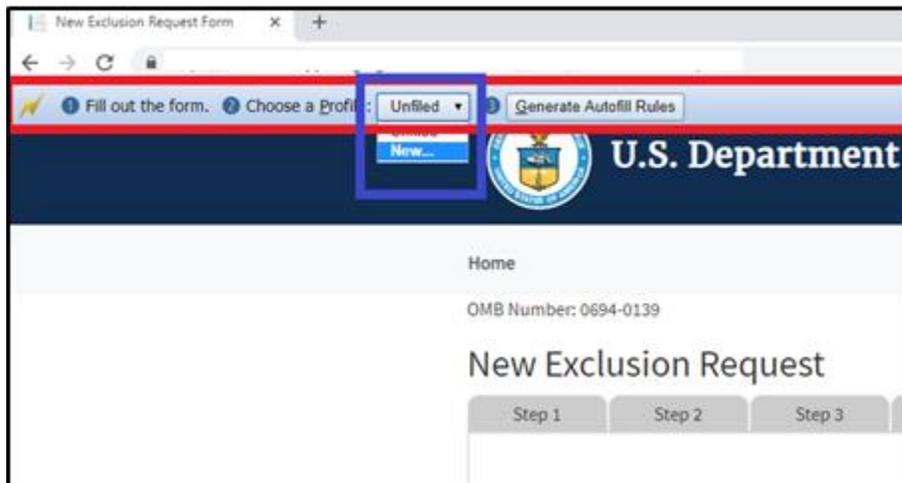
2a. Once you have completed Steps 1-5 of the Exclusion Request form, click on the 'Autofill' logo on the Chrome menu, located on the right-hand upper corner of your browser.



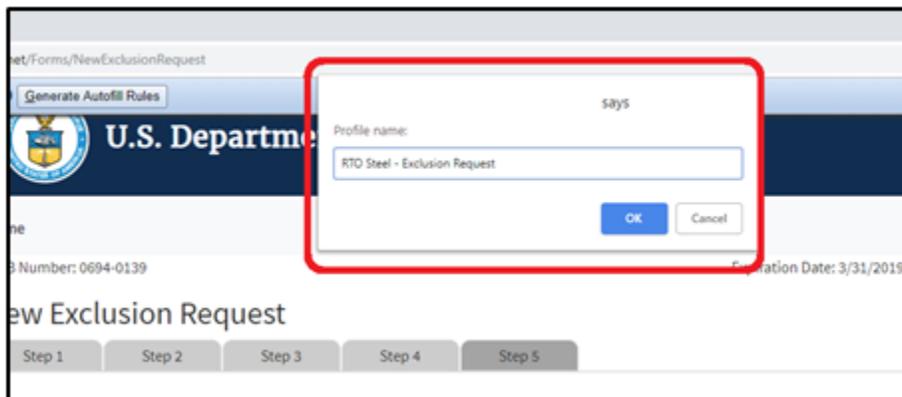
2b. Complete the steps below displayed on the **Autofill task bar**. This option allows you to quickly save all the form data that you've entered into a new profile that you can use at a later time to autofill form fields.



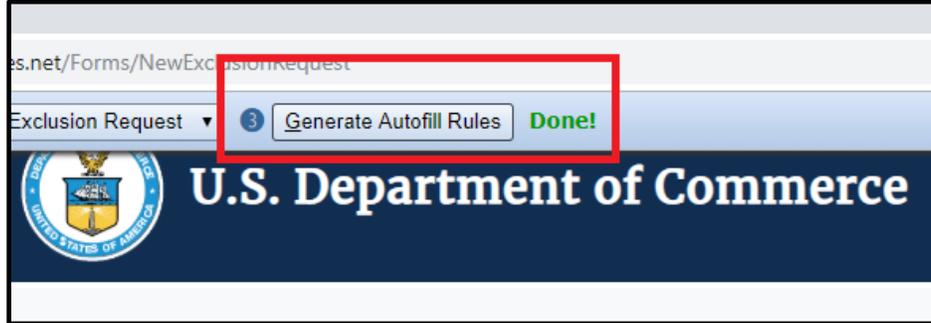
2c. Create a New Profile by selecting 'New' from the dropdown menu on 2) Choose a Profile:



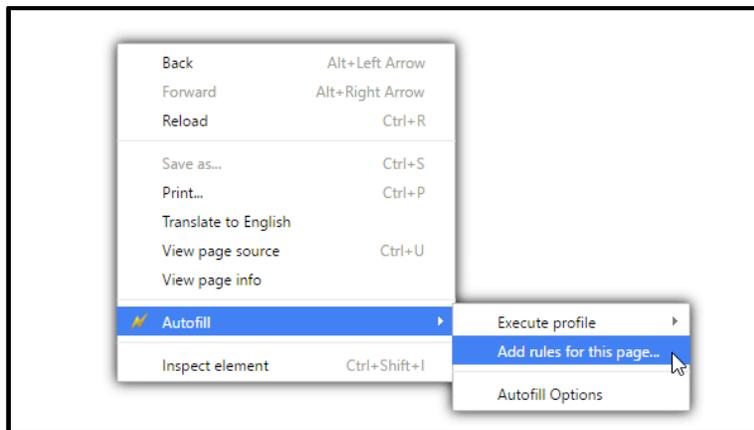
2d. Save New Profile name. For example: "RTO Steel – Exclusion Request" and click OK.



2e. Click on 'Generate Autofill Rules'. You will see a confirmation message that reads "Done!"



Note: Alternatively, after you have completed filling out the form you can right-click anywhere at the page, go to Autofill and select “Add rules for this page” then follow the instructions above from 2d. on how to create a New Profile.



Now that you have created an Autofill Profile, you can use this profile to auto-populate other Exclusion Request forms.

USING AN AUTOFILL PROFILE TO FILL IN EXCLUSION REQUEST FIELDS AUTOMATICALLY

3a. Create a new submission form. In this example, an Exclusion Request. First, on the main page select 'Create New Exclusion Request' icon.

Published Exclusion Requests Create New Exclusion Request

Show 50 entries Search:

Company	Product	HTSUSCode	Status	Created Date	Details
UAT2 - Copper Inc	Aluminum	7206100000	Approved	10/23/2018	Details
SPFX Test Company	Aluminum	7601103000	Approved	10/11/2018	Details
SPFX Test TEst	Aluminum	7601103000	Approved	10/18/2018	Details
SPFX Manufacturing Company	Aluminum	7601103000	Approved	10/19/2018	Details

3b. Right-click anywhere on the *Exclusion Request* form, and select 'Autofill', then 'Execute Profile', and select the profile you want to use to autofill the form. For example: "RTO Steel – Exclusion Request."

 **U.S. Department of Commerce**

Home Expiration Date: 3/31/2019

OMB Number: 0694-0139

New Exclusion Request

Step 1 Step 2 Step 3 Step 4 Step 5

Product Information

Please select product type *

Steel

10-Digit Harmonized Tariff Schedule Code of the product covered by this request

Exclusion is sought *

Autofill Execute profile

- All
- Unfiled
- Test
- Tube
- Testing
- RTO Steel - Exclusion Request
- Objection - Steel
- Rebuttal

Requesting Organization Information

Full Organization Legal Name *

The fields on the form will automatically populate with the data from the profile selected.

The screenshot shows a web browser window with a tab titled 'New Exclusion Request Form'. The page title is 'New Exclusion Request'. Below the title is a progress bar with five steps: Step 1, Step 2, Step 3, Step 4, and Step 5. The 'Product Information' section contains the following fields:

- 'Please select product type *': A dropdown menu with 'Steel' selected.
- 'Identify the class of product for which the Exclusion is sought *': A dropdown menu with 'Carbon and Alloy Flat' selected.
- '10-Digit Harmonized Tariff Schedule Code of the United States (HTSUS) for the single product covered by this request': A text input field containing '7211130000'.

The 'Requesting Organization Information' section contains the following fields:

- 'Full Organization Legal Name *': A text input field containing 'RTO'.
- 'Street Address *': A text input field containing '1111 15th St NW'.
- 'City *': A text input field containing 'Washington'.
- 'State *': A dropdown menu with 'District Of Columbia' selected.
- 'Zip Code *': A text input field containing '20005'.
- 'Point of Contact Name *': A text input field containing 'RTO'.
- 'Phone Number *': A text input field containing '111-111-1234'.
- 'E-mail Address *': A text input field containing 'rto@rto.com'.
- 'Web Site Address': A text input field containing 'rto.com'.

Step 2 through 5 of the form will be auto-filled too.

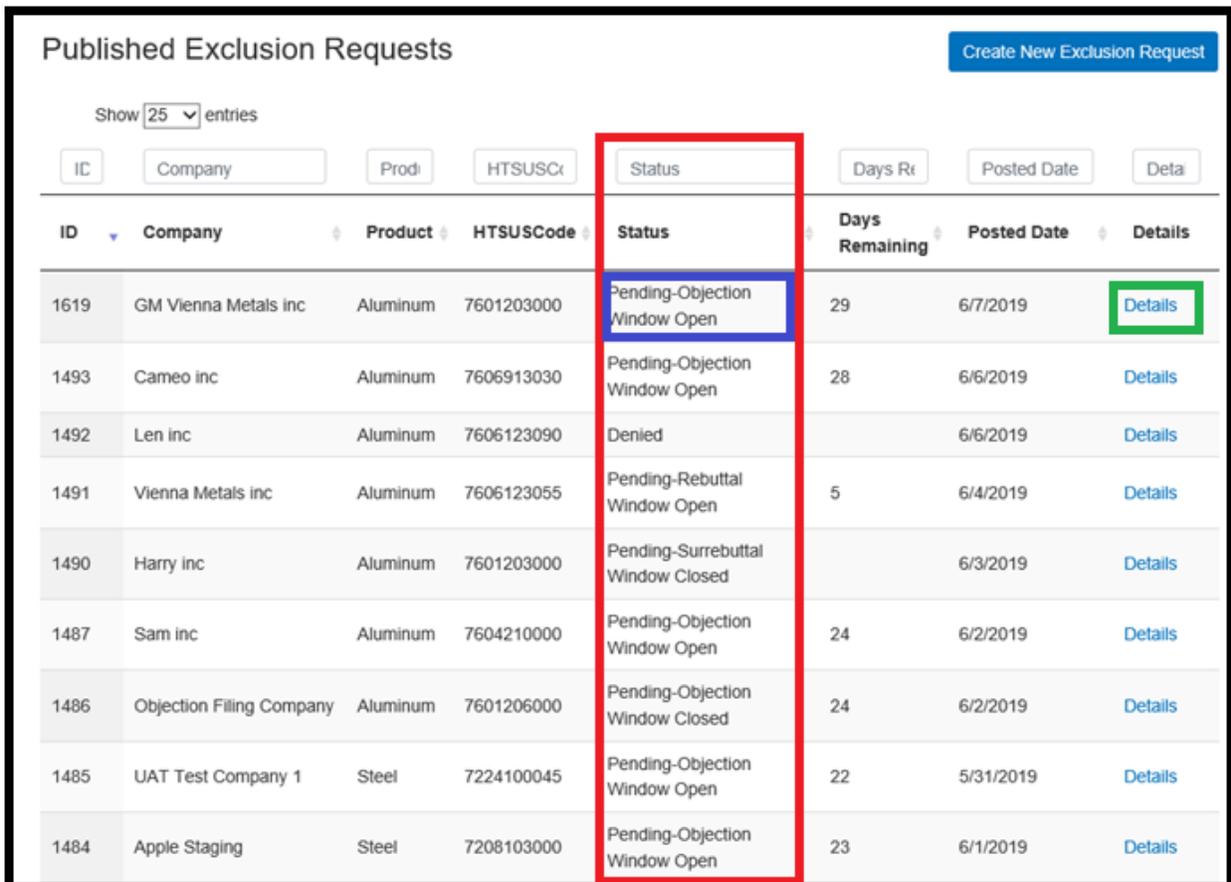
OBJECTION REQUESTS

CREATING A NEW OBJECTION REQUEST

Objection Filing Requirements: Any producer in the United States may file an objection to an Exclusion Request. Each objection request should be specific to a product type based on an exclusion request.

To begin creating the objection request, search for the exclusion request using the search box and entering the **EXCLUSION REQUEST ID** – or sorting by criteria, or manually searching for the exclusion request.

For an objection to be filed, the status of the exclusion request must be 'Pending-Objection Window Open'. To the right on the same row, select 'Details'.



ID	Company	Product	HTSUSCode	Status	Days Remaining	Posted Date	Details
1619	GM Vienna Metals inc	Aluminum	7601203000	Pending-Objection Window Open	29	6/7/2019	Details
1493	Cameo inc	Aluminum	7606913030	Pending-Objection Window Open	28	6/6/2019	Details
1492	Len inc	Aluminum	7606123090	Denied		6/6/2019	Details
1491	Vienna Metals inc	Aluminum	7606123055	Pending-Rebuttal Window Open	5	6/4/2019	Details
1490	Harry inc	Aluminum	7601203000	Pending-Surrebuttal Window Closed		6/3/2019	Details
1487	Sam inc	Aluminum	7604210000	Pending-Objection Window Open	24	6/2/2019	Details
1486	Objection Filing Company	Aluminum	7601206000	Pending-Objection Window Closed	24	6/2/2019	Details
1485	UAT Test Company 1	Steel	7224100045	Pending-Objection Window Open	22	5/31/2019	Details
1484	Apple Staging	Steel	7208103000	Pending-Objection Window Open	23	6/1/2019	Details

Once 'Details' has been selected, the exclusion request, as well as attachments, are visible for review.

At the bottom of the screen, select 'Create Objection Filing'.



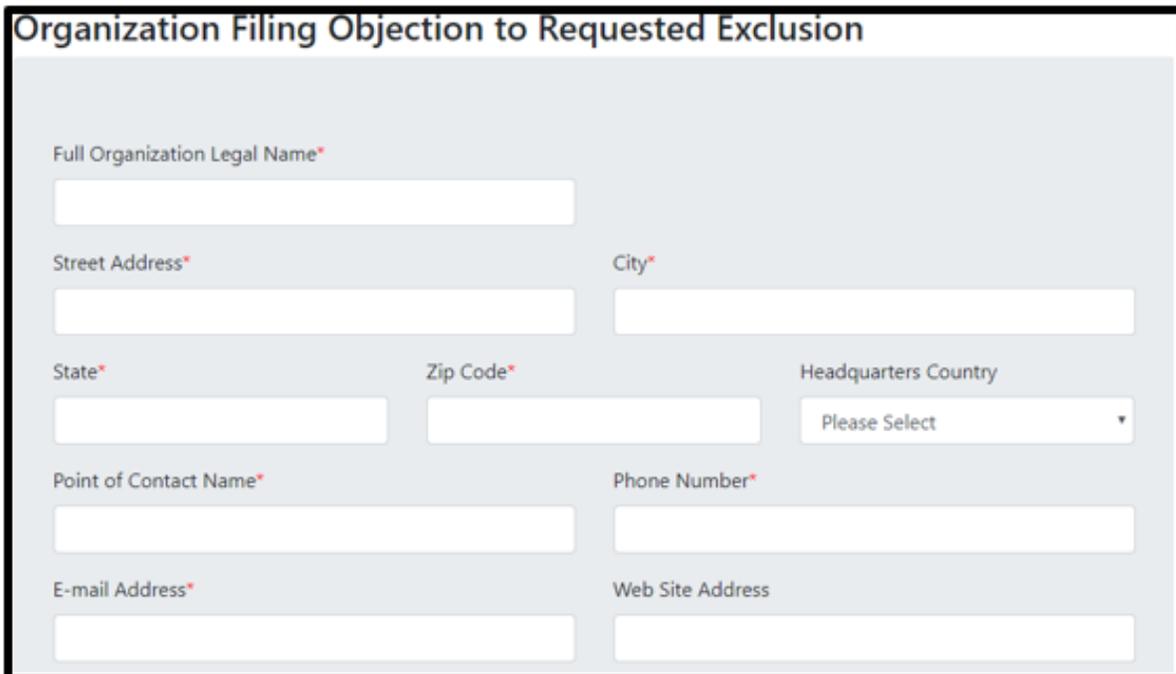
The image shows a rectangular box with a black border. At the top left, the word "Attachment" is written in bold. Below it is a light gray rectangular area containing the text "View attachment file" in blue. At the bottom right of the box, there is a red button with white text that says "Create Objection Filing".

For an objection filing to be considered, organizations must provide factual information on:

- i. the steel or aluminum products that they manufacture in the United States,
- ii. the production capabilities at steel or aluminum manufacturing facilities that they operate in the United States
- iii. the availability and delivery time of the products that they manufacture relative to the specific steel or aluminum product that is subject to an Exclusion Request.

STEP 1: ENTER ORGANIZATION INFORMATION

The objector (organization) is a required field. All fields with marked with an * are required. For any required field, do not write N/A.



The image shows a form titled "Organization Filing Objection to Requested Exclusion". The form has a light gray background and a black border. It contains several input fields and a dropdown menu. The fields are arranged in a grid-like fashion. The "Full Organization Legal Name*" field is a single wide input box. The "Street Address*" and "City*" fields are two input boxes side-by-side. The "State*" field is a single wide input box. The "Zip Code*" field is a single wide input box. The "Headquarters Country" field is a dropdown menu with "Please Select" and a downward arrow. The "Point of Contact Name*" and "Phone Number*" fields are two input boxes side-by-side. The "E-mail Address*" and "Web Site Address" fields are two input boxes side-by-side.

The “Organization Requesting Exclusion” information and “Product Information” are automatically transferred from the original request to the objection filing. The exclusion request identification number corresponds to the specific exclusion request, as does the HTSUS code.

The image shows a screenshot of a web form with two main sections: "Organization Requesting Exclusion" and "Product Information".

Organization Requesting Exclusion

- Full Organization Legal Name: Sam inc
- Street Address: 548 Main st
- City: Ashburn
- State: Indiana
- Zip Code: 32659

Product Information

- Exclusion Request number: 1487
- 10-Digit HTSUS Code: 7604210000
- Annual Exclusion Quantity Requested(Kilograms): 65 Kilograms

The HTSUS code should correspond to the correct HTSUS number of the product subject to objection. If the objector is filing an objection on the inconsistencies of HTSUS codes, that will be noted in ‘Reasons for Objection’.

*Note the annual exclusion quantity requested is not the same as the average annual consumption. The unit of measurement is in kilograms and cannot be changed.

Select [Next](#) and continue to the next section

STEP 2: REASONS FOR OBJECTION

Organizations submitting an objection filing on an Exclusion Request should provide specific information on the product that their company can provide that is comparable to the steel product that is the subject of the Exclusion Request.

This information should include:

- i. discussion on the suitability of its product for the application identified by the Exclusion Requestor
- ii. a full technical description of the properties of the product it manufactures relative to specifications provided in the Exclusion Request posted on the portal, including information on dimensions, strength, toughness, ductility, surface finish, coatings, and other relevant data.

The objection request should pertain to the following: standard product, special order product, or custom product.



Indicate what type of order the Exclusion Request that is the subject of the Objection Filing would pertain to:

Comments

If the identical or substitute product specified in the exclusion request can be domestically manufactured in a period of less than 8 weeks, identify the location, timeframe and plant production information.

Is the product type identified in the Exclusion Request currently manufactured by your organization in the United States , or can it immediately be made (within 8 weeks) by your organization, in a company-owned plant in the United States? If "Yes" identify the location(s) of your production facilities in the United States.

Yes No

Please add locations

City	State	Current Annual Plant Production Capacity (mt)	% Plant Utilization Current	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

This organization does not currently manufacture the identified product, but can produce the product identified in the Exclusion Request within the following time period at the following facilities:

Please add locations

Days	City	State	Current Annual Plant Production Capacity (mt)	% Plant Utilization Current	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

Comments

Multiple facilities and locations can be added or subtracted by selecting the + or - icon. The format is the same for substitute products.

Select [Next](#) and continue to the next section.

STEP 3: CHALLENGING THE OBJECTION

3a. The reason that the exclusion request is being challenged should be outlined using the following criteria:

No Production Capacity	No ▼
Product Quality	Yes ▼
Shipping Time	No ▼
Insufficient Volume	No ▼
Unique Product	No ▼
Other (specify here)	<input type="text"/>

Use the comment box to discuss the suitability of your organization’s steel product compared to the product identified by the Requestor.

3b. Provide a full technical description of the properties of the product it manufactures relative to specifications cited in the Exclusion Request posted in the portal. Identify the chemical composition of the specific product for which your organization can manufacture at a company-owned production facility in the United States. Numbers may appear rounded, but full values will be stored. The composition should have minimum and maximum values.

Chemical	Aluminum	Antimony	Bismuth	Boron	Carbon
Minimum %	<input type="text" value="0"/>				
Maximum %	<input type="text" value="0"/>				
Chemical	Chromium	Cobalt	Copper	Iron	Lead
Minimum %	<input type="text" value="0"/>				
Maximum %	<input type="text" value="0"/>				

If the product includes a chemical(s) not listed, use the comment section to provide the name and composition percentages. *Note chemical composition is not proprietary information¹³.

3c. Performance data for ductility, magnetic permeability, surface finish should have minimum and maximum values. Coating type and composition values including metal coating process, material type, weight, and thickness are required¹⁴.

	Global Ductility		Local Ductility	
	Elongation %	Reduction in Area %	Hole Expansion %	Bendability (mm)
Minimum	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> mm
Maximum	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> mm

	Magnetic Permeability			Surface Finish
	Epstein Test	Greer Lab Method	Stacked Wide Sheet	Profilometer - [SAE J911]
Minimum	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Maximum	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Coating Type and Composition		
Coating Method *	Coating Product Name and Abbreviation *	Composition (e.g., Zn, Al, Si, Mg) *
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Note if there are any additional methods used, identify them in the comment section. All fields with marked with an * are required. For any required field, do not write N/A

Select Next and continue to the next section.

STEP 4: QUANTITY AND TIME

4a. This section should document the percentage of product that can be covered under the objection request. The available quantity should show that domestic product is available in

¹³ See [CBI](#)

¹⁴ Add coating weight and thickness where applicable

sufficient quantity, and/or the objector can produce and supply the percentage of steel product mentioned at the subject of the request.

Manufacturing time and delivery time should be detailed to include:

- if the product is made in the U.S. at or can be manufactured at U.S facilities
- if the objector can manufacture the product within the time frame specific to the request
- the time it takes to manufacture the product from the time the purchase order has been completed
- the time it takes to ship the product once manufacturing has been completed
- domestic steel product is available for timely delivery from the time the purchase order is received until the product is ready to ship

What percentage of the total product tonnage requirement covered under the Exclusion Request that is the subject of this Objection Filing can your organization manufacture at its U.S. plants on a timely basis? %

State the number of days required by your organization to ship from its U.S. manufacturing plant the product covered by this Exclusion Request from the time the purchase order is received:

State the number of days required to manufacture the product covered by this Exclusion Request from the time a binding purchase order is received:

State the delivery time in days for the product covered under this Exclusion Request from the time it is shipped from your manufacturing plant to the Exclusion Requestor's loading dock:

Comments

Use the comment section to include any additional details on quantity and manufacturing/delivery time.

4b. The following sections allow the objector to justify the objection request.

Identify the reasons your organization objects to an Exclusion Request being granted to the applicant. Written comments may be submitted (not required) for each of the reasons your organization has cited in the Objection Filing form. Organizations filing Objections should identify factual problems in the Exclusion Request (e.g., product description).

Has the organization making the Exclusion Request asserted that there is no capability in the United States to manufacture this type of product it requires?

Comments

4c. If there has been any attempt to purchase or sell the product to the requestor in the last two years, select 'Yes' and detail in the comment section.

Has the organization making this Objection Filing within the last two years attempted to sell, or successfully sold, the product described in the Exclusion Request to the exclusion requestor previously?

Does your organization manufacture a product similar to that cited in the Exclusion Request for which it has asked to Exclusion Requestor, within two years of the filing of the Exclusion Request, to perform a formal technical qualification to determine equivalency in form, fit, function and performance?

Did the Exclusion Requestor accept or reject the request to perform a formal technical qualification?

Comments

Select [Next](#) and continue to the next section.

STEP 5: CERTIFICATION

This objection request must be signed by an organization official specifically authorized to certify the document as being accurate and complete.

The undersigned certifies that the information herein supplied in response to this questionnaire is complete and correct to the best of his/her knowledge. All fields with marked with an * are required.

It is a criminal offense to willfully make a false statement or representation to any department or agency of the United States Government as to any matter within its jurisdiction. [18 U.S.C. 1001 (1984 & SUPP. 1197)]

Company Name *

Name of Authorizing Official * Title of Authorizing Official *

Phone Number * Email of Authorizing Official (Email address will be used for submission and withdrawal verification!)

If the Point of Contact is different from the Authorizing Official provide point-of-contact information below.

Point-of-Contact Name Title

E-mail Address Phone Number

SUBMITTING THE OBJECTION REQUEST

This is where any supporting documents can be attached to the objection request form. If any additional information that is business relevant, but proprietary, select 'Yes'.

In this section, supporting documents can be attached to the objection request form. If however the additional materials are proprietary or confidential, please simply note that you have such information by clicking yes. If this information is required, it will be requested. Do not submit proprietary or confidential information through the portal.

I have additional information to provide that is proprietary or otherwise business confidential that is relevant and necessary to this submission:*

No

Select [Prev](#) [Review](#)

After selecting 'Review', a final check will be conducted on your filing to ensure all required fields have been correctly filled. If any required fields have been left blank or are incorrectly

filled, a red exclamation point will appear,  showing which section requires corrections. Once all required fields are completed, and 'Review' is selected, an additional screen will appear, allowing users to print a copy of their submission for their records.



To submit the request, select

After, an additional screen will appear, indicating the **Objection Filing number**. This number will allow you to search for the specific filing and allow rebutters to find and respond to the objection. Please retain this number for your records.

To upload supporting documents to the **objection** request, it must be in the form of a PDF. Select 'Choose File', Click on the documents you wish to upload from your folder and select 'OK'. Once it appears in the file bar, select 'Upload File' then select 'Done'. (Note: for an objection filing, information that is proprietary or otherwise business confidential should not be attached or emailed.)

If you do not wish to upload a document, select 'Done'.

The screenshot shows a web interface titled 'File Upload'. At the top, it says 'Your submission is complete.' Below this, a green box highlights the text 'The Exclusion Request number is 164'. To the right of this text, it says 'Retain the Exclusion Request filing number to retrieve information about subsequent filings.' There is a bulleted list of three items: 'Exclusion Requests are reviewed and subsequently published for Objections, available for 30 calendar days', 'Objection Filings, once published, are available for Rebuttal for 7 calendar days.', and 'Rebuttal Filings, once published, are available for Surrebuttal for 7 calendar days.' Below the list, it says 'You may upload a PDF document of no more than 10 pages to support your submission.' and 'Please select the file and upload the document or press "Done" to proceed without uploading.' At the bottom, there is a file selection bar with a 'Choose File' button and the text 'No file chosen'. To the right of the bar are two blue buttons: 'Upload File' and 'Done'.

CONFIRMATION

Once the objection has been submitted, it enters a pending period for review, and once posted, gives rebutters the opportunity to respond to the objection.

After submission, the objection can be found under 'My Dashboard' by the user that submitted the objection.

Once posted, the objection will appear in the details of the exclusion request it is linked to. On the homepage, to the right on the same row of an exclusion request ID, 'Details' will allow users to view the posted exclusion requests and see any posted objections.

ID	Company	Product	HTSUSC	Status	Days R	Posted Date	Details
ID	Company	Product	HTSUSCode	Status	Days Remaining	Posted Date	Details
419	Test 112pm	Steel	7302101010	Pending-Objection Window Open	13	4/29/2019	Details

At the end of the submitted request, there is a section 'Published Objection Filings' which will have the posted objection filing. 'Details' will allow users to view the submitted objection filing and submit a rebuttal.

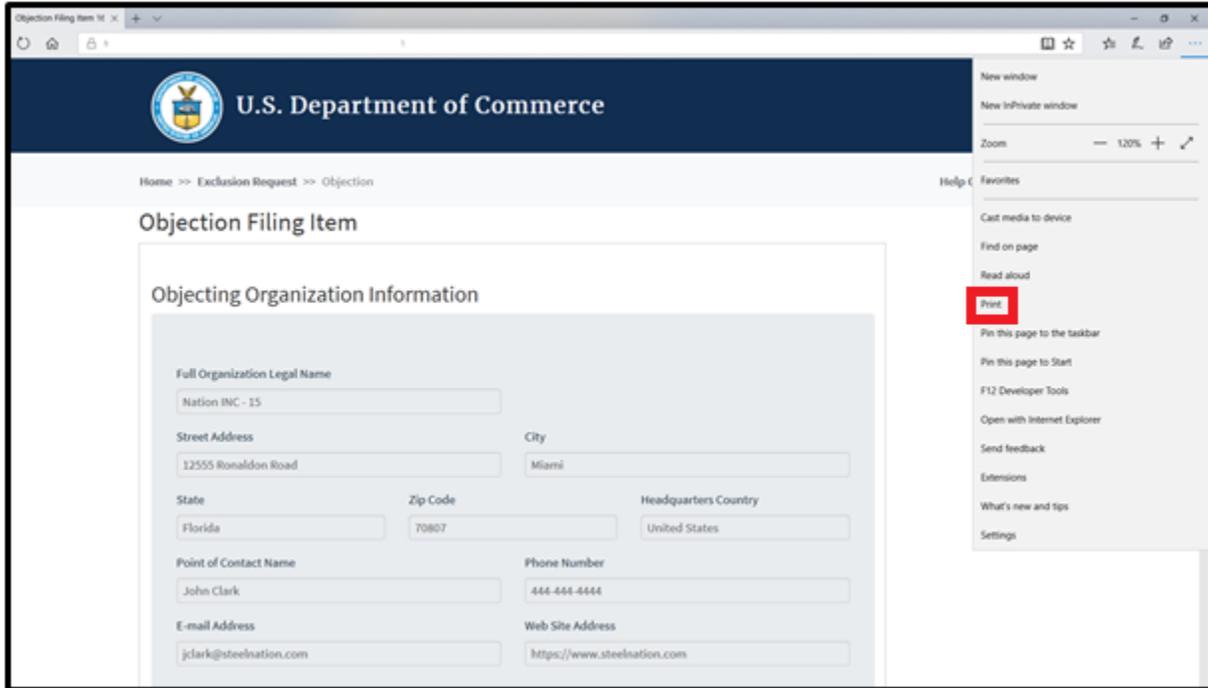
Published Objection Filings			
Company	Product	Created Date	Details
MP 11.8.2	Steel	11/8/2018	Details

The requestor will have **7 days** to submit their rebuttals to the objection.

All Objections Filings will be reviewed for completeness. Only fully completed Objection filings will be considered and posted for public review.

PRINTING THE OBJECTION FILING

To print the Objection filing submission simply go to 'Settings' on the upper right corner of your browser and click on Print page or right click anywhere on the page and select 'Print,' or right-click anywhere on the page and select Print.



AUTOFILL

USING AUTOFILL TO DUPLICATE OBJECTION REQUEST ENTRIES

The autofill option found in web browsers allows you to fill out commonly entered information in a web form. This information is only remembered on your computer and will only be auto-filled in forms if your browser settings permit it. For instructions on how to download or add an autofill extension to your browser please refer to the [Appendix](#) section of this guide.

GENERATING OBJECTION FORM AUTOFILL RULES

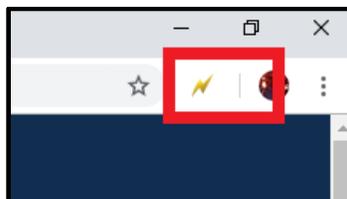
The following instructions explain how to enable the 'Autofill' feature on your Chrome browser.

Step 1: Download the Autofill add-on to your browser. For instructions, please see the [Appendix](#) section.

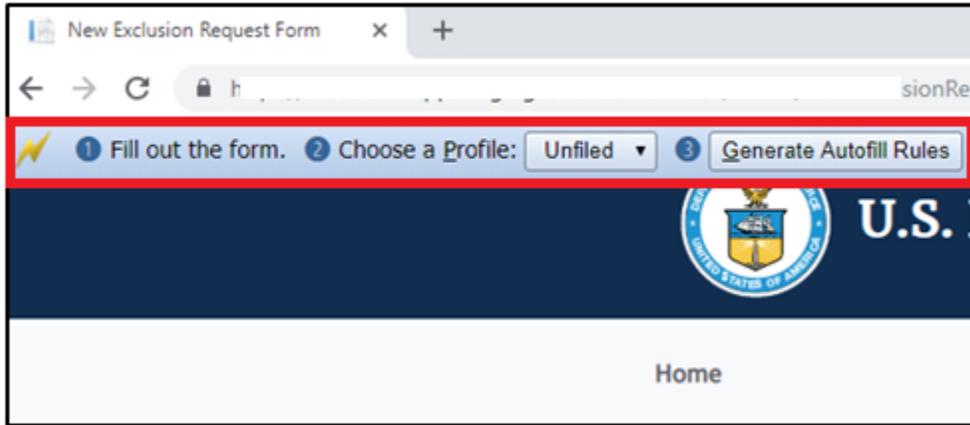
Step 2: Go to the 232 Portal and complete filling out the Objection Filing form.

The screenshot displays the 'New Objection Filing Form' on the U.S. Department of Commerce website. The page header includes the department's logo and name. The breadcrumb trail shows 'Home >> Exclusion Request >> New Objection'. The OMB Number is 0694-0138 and the Expiration Date is 3/31/2019. The form is titled 'New Objection Filing Form' and has five steps, with Step 5, 'Certification', highlighted. The 'Certification' section contains an instruction: 'This Objection Filing must be submitted by an organization official authorized to certify the document as being accurate and complete.' Below this is a statement: 'The undersigned certifies that the information herein supplied in response to this questionnaire is complete and correct to the best of his/her knowledge. It is a criminal offense to willfully make a false statement or representation to any department or agency of the United States Government as to any matter within its jurisdiction. [18 U.S.C. 1001 (1984 & SUPP. 1197)]'. The form fields are: Company Name (ABC Global), Name of Authorizing Official (RTO), Title of Authorizing Official (CEO), Phone Number (123-456-7890), and Email of Authorizing Official (rto@abcglobal.com). There are also fields for Point-of-Contact Name and Title, which are currently empty.

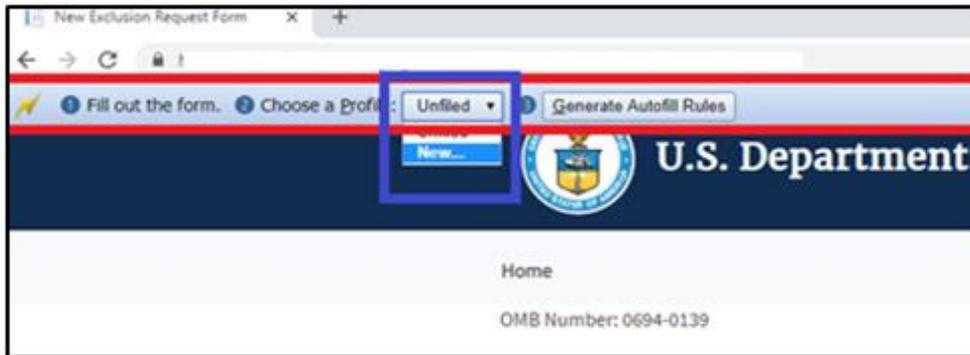
2a. Once you have completed all of the steps of the objection filing form, click on the 'Autofill' logo on the Chrome menu, located on the right-hand upper corner of your browser.



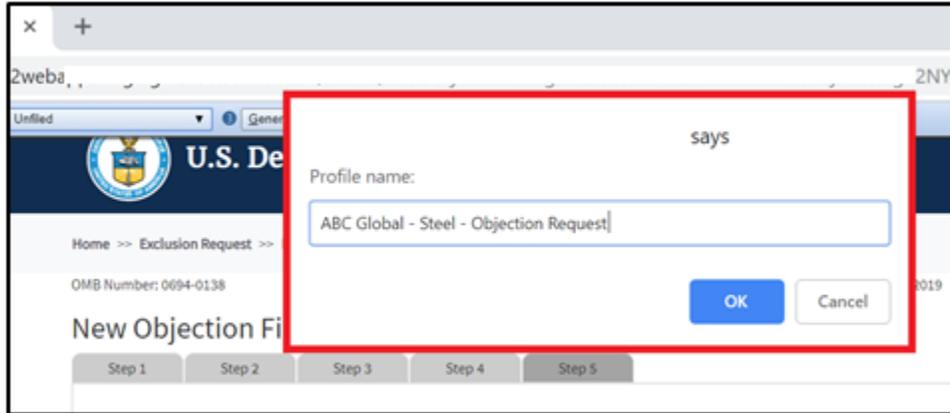
2b. Complete the steps below displayed on the **Autofill task bar**. This option allows you to quickly save all the form data that you've entered into a new profile that you can use at a later time to autofill form fields.



2c. Create a New Profile by selecting 'New' from the dropdown menu on 2) Choose a Profile:



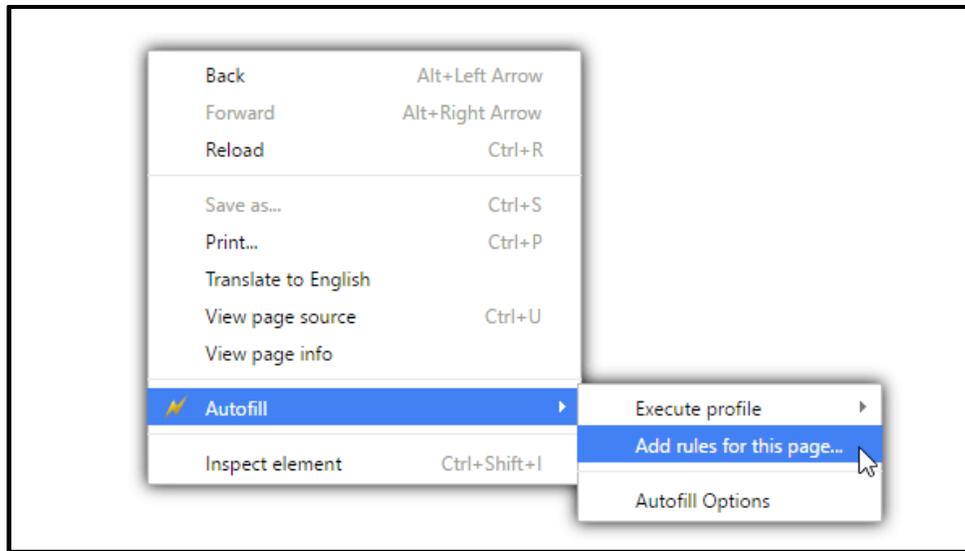
2d. Save New Profile name. For example: "ABC Global – Steel – Objection Request" and click OK.



2e. Click on 'Generate Autofill Rules'. You will see a confirmation message that reads **“Done!”**



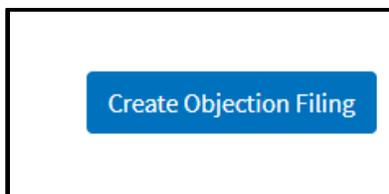
Note: Alternatively, after you have completed filling out the form you can right-click anywhere at the page, go to Autofill and select “Add rules for this page” then follow the instructions above from 2d. on how to create a New Profile.



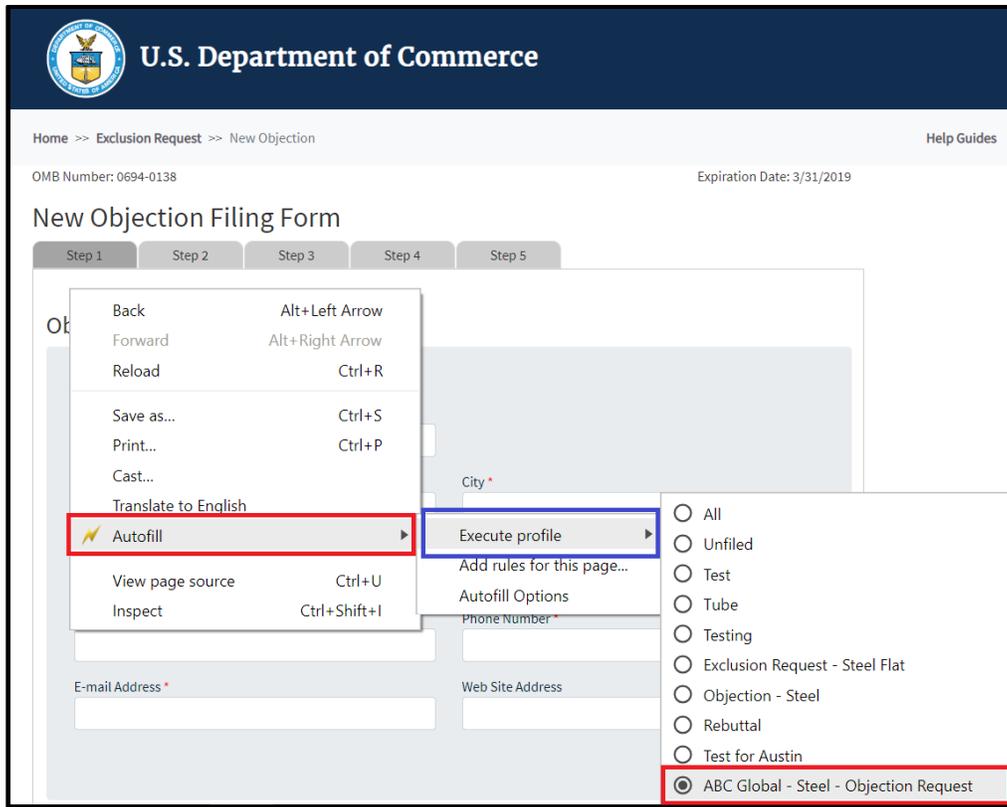
Now that you have created an Autofill Profile, you can use this profile to auto-populate other Exclusion Request forms.

USING AN AUTOFILL PROFILE TO FILL IN OBJECTION FORM FIELDS AUTOMATICALLY

3a. Create a New Objection Filing Form.



3b. Right-click anywhere on the New Objection Filing Form and select 'Autofill', then 'Execute Profile', and select the profile you want to use to autofill the form. For example: "[ABC Global – Steel – Objection Request](#)."



The fields on the form will automatically populate with the data from the profile selected:

New Objection Filing Form

Step 1

Step 2

Step 3

Step 4

Step 5

Objecting Organization Information

Full Organization Legal Name *

ABC Global

Street Address *

1234 Southwest

City *

Dallas

State

Texas

Zip Code *

74171

Headquarters Country *

United States

Point of Contact Name *

RTO

Phone Number *

202-345-6572

E-mail Address *

rto@abcglobal.com

Web Site Address

abcglobal.com

Step 2 through 5 of the form will be auto-filled too.

REBUTTAL REQUESTS

CREATING A REBUTTAL

Rebuttals to objections will be allowed only from individuals or organizations that have submitted an exclusion request. Rebuttal periods will last for **seven (7) days**, and the Commerce Department will open rebuttal periods once it has posted all the complete objections received on an exclusion request.

STEP 1: SEARCH FOR THE OBJECTION

After the objection comment period closes for your exclusion request, use the search box to find the exclusion request¹⁵. Have the search criteria available to locate the specific exclusion request.

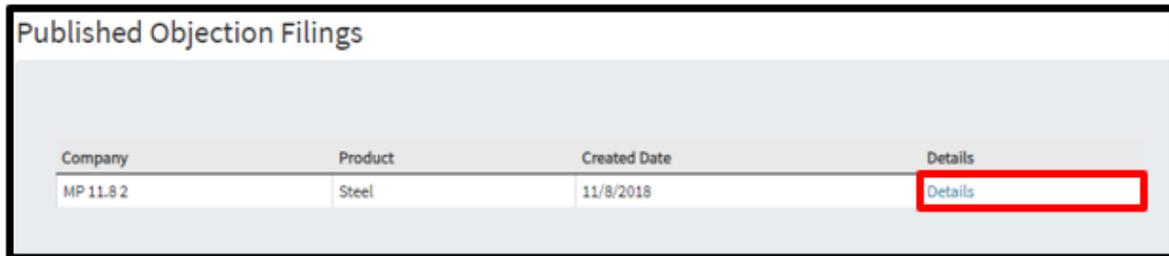
To begin creating the rebuttal objection request, search for the exclusion request using the search box and entering the **EXCLUSION REQUEST NUMBER** – or sorting by criteria, or manually searching for the exclusion request.

Company	Product	HTSUSCode	Status	Created Date	Details
2nd Tests Company	Steel	7206100000	Pending-Objection Window Open	10/26/2018	Details
Aluminium Co	Aluminum	7604101000	Pending-Objection Window Closed	10/24/2018	Details
Aluminium Department	Aluminum	7605110090	Approved	10/11/2018	Details
Ball So Hard Steel	Steel	7227100000	Pending-Rebuttal Window Open	10/24/2018	Details
BAO win steel llc	Steel	7304191020	Pending-Rebuttal Window Open	10/24/2018	Details
Chen manufactures	Aluminum	7604293010	Pending-Objection Window Open	10/26/2018	Details
ESA	Steel	7227100000	Pending-Objection Window Open	10/24/2018	Details
Fake Steel Co	Steel	7601103000	Pending-Objection Window Open	10/25/2018	Details
Flotum Inc. New Case 1	Aluminum	7608200090	Approved	10/24/2018	Details

¹⁵ As a courtesy, the Commerce Department maintains an Excel spreadsheet available on www.commerce.gov that identifies all rebuttals filed against your objections. Please note, however, that these instructions are not meant to be considered binding and are only suggested guidance. While this spreadsheet is updated daily, parties should rely on the documents from www.regulations.gov to identify the universe of exclusion requests, objections, and comments.

On the home screen, enter the Company in the search box and then under status 'Pending- Rebuttal Window Open' should be shown.

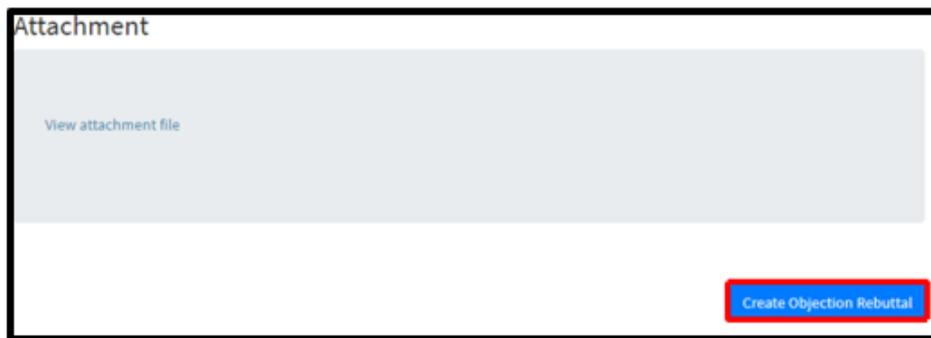
To the right on the same row, 'Details' will allow users to view the original exclusion request and view the objection.



Company	Product	Created Date	Details
MP 11.8 2	Steel	11/8/2018	Details

At the bottom of the submitted request, there is a section 'Published Objection Filings' which will have the submitted objection request. 'Details' will allow users to view the submitted objection request and submit a rebuttal.

Scroll to the bottom of the objection request to the attachment section and select 'Create Objection Rebuttal'.



STEP 2: ENTER REBUTTING ORGANIZATION INFORMATION

2a. The rebutting organization would be the requestors of the original exclusion request and should match previously submitted information. The requesting organization is a required field.

All fields marked with an * are required. For any required field, do not write N/A.

Rebutting Organization Information

Full Organization Legal Name*

Street Address* City*

State* Zip Code* Headquarters Country

Point of Contact Name* Phone Number*

E-mail Address* Web Site Address

2b. The rebuttal form will include the request identification number and the objection to the exclusion request number. These identification numbers can be used in the search feature.

Rebuttal of Objections Filed Against An Exclusion Request

Regulations.Gov Exclusion Request Identification #

Objection to Exclusion Request Identifier #

Does this rebuttal address a substitute or an identical product?

Are you submitting confidential business information with this form?(If yes, please email it to 232rebuttals@doc.gov and submit the public version along with this form.Confidential business information related to this rebuttal will not be made available to the public on Regulations.gov)

*Note the [exclusion request identification # \(Page 38\)](#) and the [objection to the exclusion request identifier # \(Page 48\)](#). These are unique identifiers that can be used to search for the related cases and can be used to create rebuttals and surrebuttals.

The rebuttal request should pertain to a substitute product or identical product.

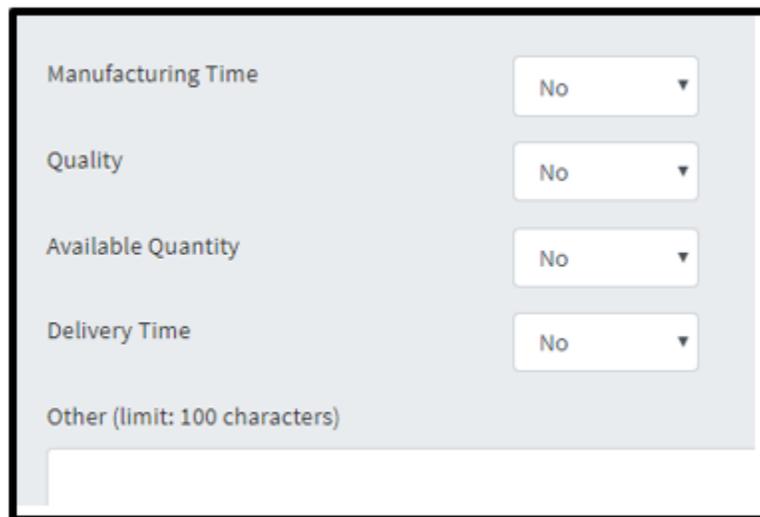
To include CBI information with the rebuttal request, see [CBI](#).

2c. The basis of the rebuttal should challenge the objector's ability to:

- i. make the substitute/identical product in a reasonable amount of time
- ii. manufacture a product that is of sufficient quality standards as mentioned in the original exclusion request
- iii. can supply the requested amount as specified in exclusion request
- iv. can deliver the product from the manufacturing facility to its destination in a timely manner

If the rebuttal is challenging manufacturing time, quality, available quantity, and/or delivery time, select 'Yes' and continue to Step 3.

If the rebuttal is challenging the objector on the basis other than the above factors, explain the rebuttal basis under 'Other' and provide the rebuttal basis in detail in Step 3.



The image shows a screenshot of a web form. It contains four rows of dropdown menus, each with the label 'No' and a downward arrow. The labels are 'Manufacturing Time', 'Quality', 'Available Quantity', and 'Delivery Time'. Below these is a text input field with the label 'Other (limit: 100 characters)'. The entire form is enclosed in a light gray box with a black border.

Select [Next](#) and continue to the next section.

STEP 3: BASIS FOR REBUTTAL OF OBJECTION FILINGS

The rebutters will have the ability to identify the specific challenge they are refuting. Each section manufacturing time, quality, available quantity, and delivery time must have 'Yes' or 'No' responses.

Example: If 'Yes' is selected under 'Manufacturing Time', the corresponding section 'Manufacturing Time challenging the objector's assertion that' must have one of its subcategories with an answer of 'Yes'.

If a 'Yes' answer for the statement is selected, you must provide your reasoning to why the point(s) are invalid for each statement and section.

If the product cannot be made in a sufficient time frame, select 'Yes' to appropriate claim and provide reasoning in the comment section.

MANUFACTURING TIME Challenging the Objector's assertion that:

The product is currently made in the U.S. or can be manufactured at U.S. facilities within approximately eight weeks.	No ▼
The Objector does not currently manufacture the identified product at U.S. facilities, but states the time period within which they can do so	No ▼
The Objector can currently manufacture an acceptable substitute product at U.S. facilities within approximately eight weeks.	No ▼
The Objector does not currently manufacture an acceptable substitute product at U.S. facilities, but states the time period within which they can produce an acceptable substitute product.	No ▼
The Objector can manufacture the product within the time frame stated in their Objection filing.	No ▼

Please provide a brief explanation of your challenge to the product manufacturing time (limit: 1,000 characters)

Manufacturing time in the objection may be found in the spaces below, but not limited to comment or other documents throughout the objection.

State the number of days required by your organization to ship from its U.S. manufacturing plant the product covered by this Exclusion Request from the time the purchase order is received:

State the number of days required to manufacture the product covered by this Exclusion Request from the time a binding purchase order is received:

If a product in the objection request is not of identical, substitute, or adequate (interchangeable) quality, under the quality factor, select 'Yes' and provide a detailed description on why the product does not meet quality requirements.

QUALITY Challenging the Objector's assertion that their product is interchangeable with respect to its:

Chemical composition

Dimensional specifications

Strength

Please provide a brief explanation of your challenge to the product manufacturing time (limit: 1,000 characters)

If the quantity in the objection is not a sufficient amount necessary to meet the capacity as mentioned in the exclusion request, select 'Yes' where appropriate and detail the reasoning in the comment section.

AVAILABLE QUANTITY Challenging the Objector's assertion that:

Domestic product is available in sufficient quantity.

The Objector can supply the percentage of product stated in their Objection filing.

U.S. manufacturers have the capability to manufacture the identified product.

The Objector has sold or has attempted to sell the product described in the Exclusion Request.

Please provide a brief explanation of your challenge to the product manufacturing time (limit: 1,000 characters)

If the product at the subject of the request cannot be delivered in a timely manner, select 'Yes' where appropriate and detail the reasoning in the comment section.

DELIVERY TIME Challenging the Objector's assertion that:

Domestic product is available for timely delivery from the time the purchase order is received until the product is ready to ship.

Domestic product is available for timely delivery from manufacturing plant to loading dock.

Please provide a brief explanation of your challenge to the product manufacturing time (limit: 1,000 characters)

Delivery time in the objection may be found in the space below, but not limited to comment or other documents throughout the objection.

State the delivery time in days for the product covered under this Exclusion Request from the time it is shipped from your manufacturing plant to the Exclusion Requestor's loading dock:

Select and continue to the next section.

SUBMITTING THE REBUTTAL FILING

STEP 4: CERTIFICATION

This rebuttal objection must be signed by an organization official specifically authorized to certify the document as being accurate and complete.

The organization information must match the organization submitting the rebuttal request.

It is a criminal offense to willfully make a false statement or representation to any department or agency of the United States Government as to any matter within its jurisdiction. [18 U.S.C. 1001 (1984 & SUPP. 1197)]

Company Name *

Name of Authorizing Official * Title of Authorizing Official *

Phone Number * Email of Authorizing Official (Email address will be used for submission and withdrawal verification!)

If the Point of Contact is different from the Authorizing Official provide point-of-contact information below.

Point-of-Contact Name Title

E-mail Address Phone Number

The undersigned certifies that the information herein supplied in response to this questionnaire is complete and correct to the best of his/her knowledge. All fields with marked with an * are required. For any required field, do not write N/A.



Select

After selecting 'Review', a final check will be conducted on your filing to ensure all required fields have been correctly filled. If any required fields have been left blank or are incorrectly

filled, a red exclamation point will appear,  showing which section requires corrections.

Once all required fields are completed, and 'Review' is selected, an additional screen will appear, allowing users to print a copy of their submission for their records.

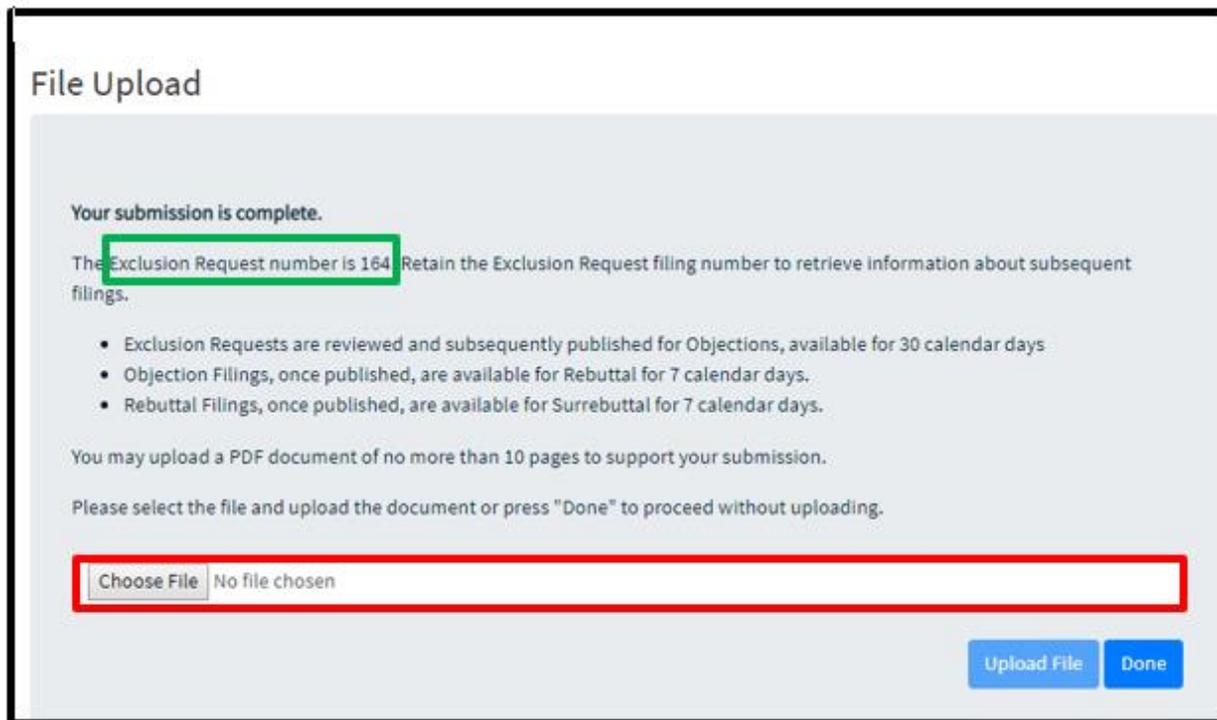


To submit the request, select

After, an additional screen will appear, indicating the **Objection Rebuttal number**. This number will allow you to search for the specific filing and allow surrebutters to find and respond to the rebuttal. Please retain this number for your records.

To upload supporting documents to the **rebuttal** request, it must be in the form of a PDF. Select 'Choose File', Click on the documents you wish to upload from your folder and select 'Ok'. Once it appears in the file bar, select 'Upload File' then select 'Done'. (Note: for CBI information with the rebuttal request, see [CBI](#).)

If you do not wish to upload a document, select 'Done'.



The screenshot shows a 'File Upload' window with the following content:

- File Upload**
- Your submission is complete.
- The Exclusion Request number is 164. Retain the Exclusion Request filing number to retrieve information about subsequent filings.
- Exclusion Requests are reviewed and subsequently published for Objections, available for 30 calendar days
- Objection Filings, once published, are available for Rebuttal for 7 calendar days.
- Rebuttal Filings, once published, are available for Surrebuttal for 7 calendar days.
- You may upload a PDF document of no more than 10 pages to support your submission.
- Please select the file and upload the document or press "Done" to proceed without uploading.
- A file upload bar with a 'Choose File' button and 'No file chosen' text.
- 'Upload File' and 'Done' buttons at the bottom right.

CONFIRMATION

Once the objection rebuttal has been submitted, it enters a pending period for review, and once posted, gives surrebutters the opportunity to rebut the objection rebuttal.

After submission, the objection rebuttal can be found under 'My Dashboard' by the user that submitted the objection.

Once posted, the objection rebuttal will appear in the details of the exclusion request and objection filing it is linked to. On the homepage, to the right on the same row of an exclusion request ID, 'Details' will allow users to view the posted exclusion requests and see any posted objections and objection rebuttals.

Aluminum	7601203000	Pending-Objection Window Closed	11/8/2018	Details
Aluminum	7606113030	Pending-Surrebuttal Window Open	11/8/2018	Details
Steel	7206100000	Pending-Objection Window Closed	11/8/2018	Details

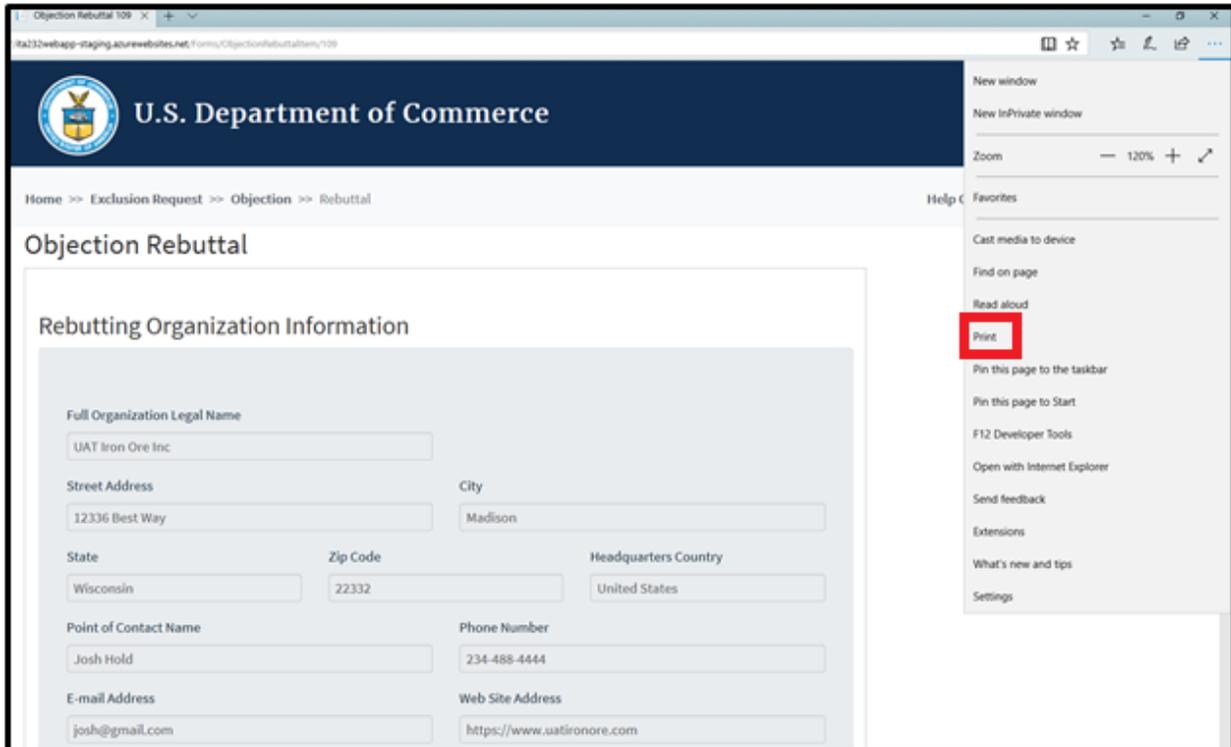
At the end of the submitted request, there is a section ‘Published Objection Filings’ which will have the posted objection filing and posted objection rebuttal. ‘Details’ will allow users to view the posted objection filing, posted objection rebuttal, and submit a surrebuttal.

Published Objection Filings			
Company	Product	Created Date	Details
MP 11.8.2	Steel	11/8/2018	Details

The surrebutters will have **seven (7) days** to submit their surrebuttals to the objection rebuttal. All rebuttal filings will be reviewed for completeness. Only fully completed objection rebuttal filings will be considered and posted for public review.

PRINTING THE REBUTTAL FILING

To print the Rebuttal filing submission. Simply go to ‘Settings’ on the upper right corner of your browser and click on Print page or right click anywhere on the page and select “Print.”



AUTOFILL

USING AUTOFILL TO DUPLICATE REBUTTAL FILING ENTRIES

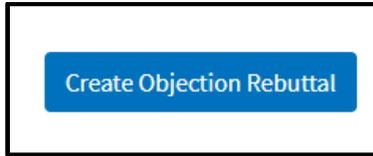
The autofill option found in web browsers allows you to fill out commonly entered information in a web form. This information is only remembered on your computer and will only be auto-filled in forms if your browser settings permit it. For instructions on how to download or add an autofill extension to your browser please refer to the [Appendix](#) section of this guide.

GENERATING REBUTTAL FORM AUTOFILL RULES

The following instructions explain how to enable the 'Autofill' feature on your Chrome browser.

Step 1: Download the Autofill add-on to your browser. For instructions, please see the [Appendix](#) section.

Step 2: Go to the 232 Portal and complete filling out the Objection Rebuttal form.



New Objection Rebuttal Form

Step 1 Step 2 Step 3 Step 4 Step 5

DELIVERY TIME Challenging the Objector's assertion that:

Domestic product is available for timely delivery from the time the purchase order is received until the product is ready to ship. Yes ▼

Domestic product is available for timely delivery from manufacturing plant to loading dock. Yes ▼

Please provide a brief explanation of your challenge to the product manufacturing time (limit: 1,000 characters)

TEST

Certification

Instruction: This Objection Rebuttal must be submitted by an organization official authorized to certify the document as being accurate and complete.

The undersigned certifies that the information herein supplied in response to this questionnaire is complete and correct to the best of his/her knowledge. It is a criminal offense to willfully make a false statement or representation to any department or agency of the United States Government as to any matter within its jurisdiction. [18 U.S.C. 1001 (1984 & SUPP. 1197)]

Company Name *
ABCD International

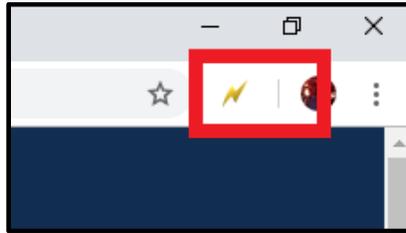
Name of Authorizing Official *
RTO

Phone Number *
123-456-7890

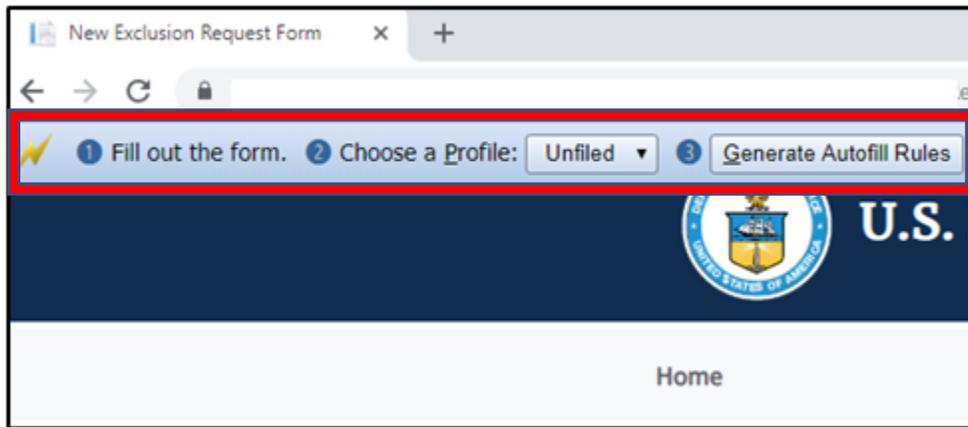
Title of Authorizing Official *
CEO

Email of Authorizing Official (Email address will be used for submission and withdrawal verification!)
rto@abcdinternational.com

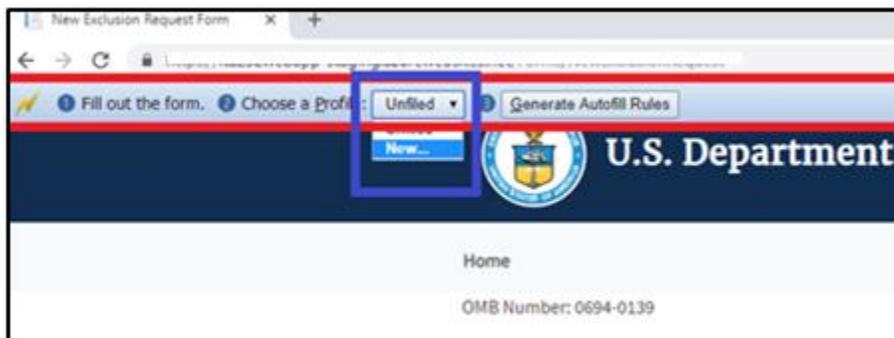
2a. Once you have completed Steps 1-5 of the Objection Rebuttal form, Click on the ‘Autofill’ logo on the Chrome menu, located on the right-hand upper corner of your browser.



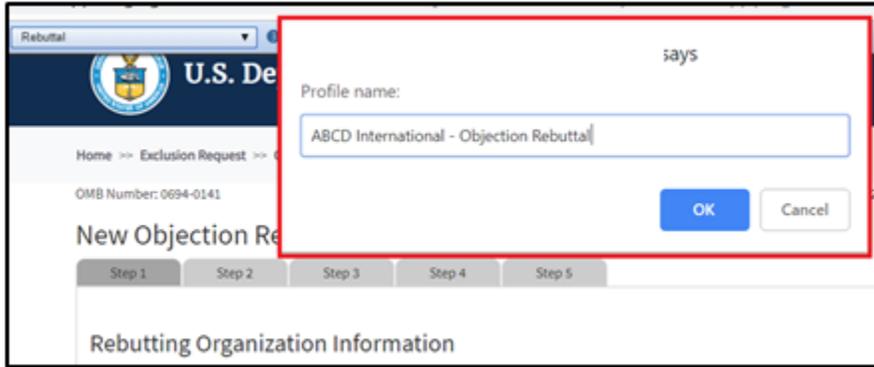
2b. Complete the steps below displayed on the **Autofill task bar**. This option allows you to quickly save all the form data that you’ve entered into a new profile that you can use at a later time to autofill form fields.



2c. Create a New Profile by selecting ‘New’ from the dropdown menu on 2) Choose a Profile:



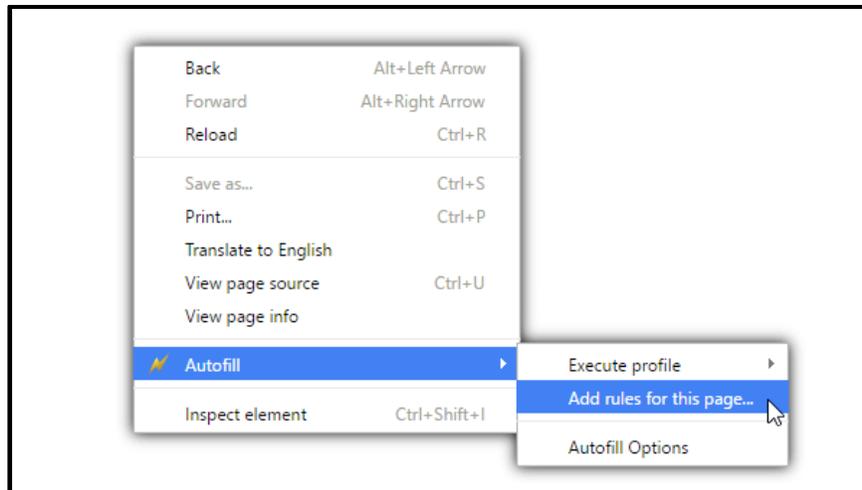
2d. Save New Profile name. For example: “**ABCD International – Objection Rebuttal**” and click OK.



2e. Click on 'Generate Autofill Rules'. You will see a confirmation message that reads **“Done!”**



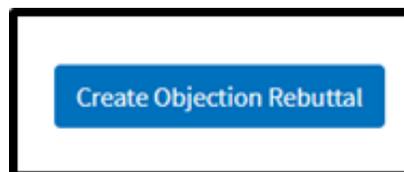
Note: Alternatively, after you have completed filling out the form you can right-click anywhere at the page, go to Autofill and select “Add rules for this page” then follow the instructions above from 2d. on how to create a New Profile.



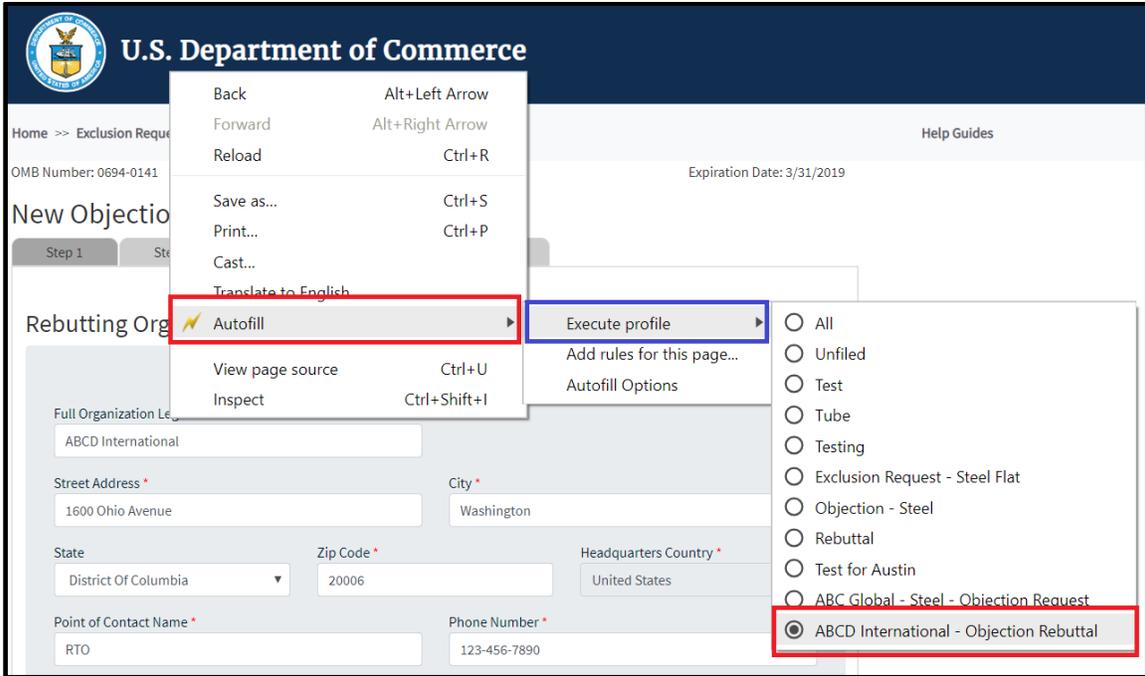
Now that you have created an Autofill Profile, you can use this profile to auto-populate other Exclusion Request forms.

USING AN AUTOFILL PROFILE TO FILL IN OBJECTION REBUTTAL FORM FIELDS AUTOMATICALLY

Step 1: Create a New Objection Filing Form.



Step 2: Right-click anywhere on the New Objection Rebuttal Form and select 'Autofill', then 'Execute Profile', and select the profile you want to use to autofill the form. For example: ["ABCD International – Objection Rebuttal."](#)



The fields on the form will automatically populate with the data from the profile selected:

The screenshot shows the 'Rebutting Organization Information' form. The form is titled 'Rebutting Organization Information' and is on 'Step 1'. The form fields are auto-filled with data from the selected profile:

- Full Organization Legal Name: ABCD International
- Street Address: 1600 Ohio Avenue
- City: Washington
- State: District Of Columbia
- Zip Code: 20006
- Headquarters Country: United States
- Point of Contact Name: RTO
- Phone Number: 123-456-7890
- E-mail Address: rto@abcdinternational.com
- Web Site Address: abcdinternational.com

Step 2 through 5 of the form will be auto-filled too.

SURREBUTTAL REQUESTS

CREATING A SURREBUTTAL

SURREBUTTALS TO REBUTTALS WILL BE ALLOWED ONLY FROM INDIVIDUALS OR ORGANIZATIONS THAT HAVE SUBMITTED AN OBJECTION REQUEST. SURREBUTTAL PERIODS WILL LAST FOR SEVEN DAYS, AND THE COMMERCE DEPARTMENT WILL OPEN SURREBUTTAL PERIODS ONCE IT HAS POSTED ALL THE COMPLETED REBUTTALS RECEIVED ON AN EXCLUSION REQUEST.

STEP 1: SEARCH FOR THE REBUTTAL

After the objection comment period closes for the rebuttal, use the search box to find the exclusion request that pertains to the rebuttal you want to surrebut. Have the search criteria available to locate the specific exclusion request.

To begin creating the surrebuttal, search for the exclusion request using the search box and entering the **EXCLUSION REQUEST NUMBER** – or sorting by criteria, or manually searching for the exclusion request.

ID	Company	Product	HTSUSCode	Status	Created Date	Details
115	Buy Steel Inc	Steel	7206100000	Pending-Surrebuttal Window Open	11/13/2018	Details
128	KK Aluminum 11.14	Aluminum	7604293010	Pending-Surrebuttal Window Open	11/14/2018	Details

On the home screen, enter the Company in the search box and then under status 'Pending-Surrebuttal Window Open' should be shown.

To the right on the same row, 'Details' will allow users to view the original exclusion request view the objection.

*Note the search criteria can include the exclusion request number, the objection to the exclusion request identifier, as well as company criteria:

Exclusion Request number	<input type="text" value="416"/>
Objection to Exclusion Request Identifier #	<input type="text" value="267"/>

Published Objection Rebuttal

Company	Product	Created Date	Details
ABC Legal advisors	Aluminum	11/8/2018	Details
Chen & co	Aluminum	11/8/2018	Details
Vegas Inc	Aluminum	11/8/2018	Details

At the bottom of the submitted request, there is a section 'Published Objection Filings' which will have the submitted objection request. 'Details' will allow users to view the submitted objection request, the submitted rebuttal and submit a surrebuttal.

Scroll to the bottom of the objection rebuttal request to the attachment section and select 'Create Surrebuttal'.

Attachment

There are no attachments for this objection filing

[Create SurRebuttal](#)

STEP 2: ENTER REBUTTING ORGANIZATION INFORMATION

2a. The rebutting organization would be the objectors of the original exclusion request and should match previously submitted information. The requesting organization is a required field. All fields with marked with an * are required. For any required field, do not write N/A.

The screenshot shows a form titled "Surrebutting Organization Information". It contains several input fields, most of which are marked with an asterisk (*) to indicate they are required. The fields are: "Full Organization Legal Name*", "Street Address*", "City*", "State*", "Zip Code*", "Headquarters Country" (a dropdown menu with "Please Select" as the current selection), "Point of Contact Name*", "Phone Number*", "E-mail Address*", and "Web Site Address".

2b. The surrebuttal form will include the exclusion request identification number and the objection to the exclusion request number. These identification numbers can be used in the search feature.

The screenshot shows a form titled "Surrebuttal of Objections Filed Against An Exclusion Request". It features three input fields for identification numbers, which are highlighted with a blue box: "Regulations.Gov Exclusion Request Identification #" with the value "100", "Objection to Exclusion Request Identifier #" with the value "67", and "Rebuttal Identification #" with the value "51". Below these fields is a dropdown menu for "Does this surrebuttal address a substitute or an identical product?" with "Please Select" as the current selection. At the bottom, there is a checkbox for "Are you submitting confidential business information with this form ?(if yes, please email it to 232rebuttals@doc.gov and submit the public version along with this form. Confidential business information related to this surrebuttal will not be made available to the public on Regulations.gov)" with a "No" dropdown menu.

*Note the [exclusion request identification # \(Page 38\)](#) and the [objection to the exclusion request identifier # \(Page 48\)](#). These are unique identifiers that can be used to search for the related cases and can be used to create rebuttals and surrebuttals.

The surrebuttal request should pertain to a substitute product or identical product.

To include CBI information with the surrebuttal, see [CBI](#).

2c. The basis of the surrebuttal should challenge the rebutter's ability to:

- i. make the substitute/identical product in a reasonable amount of time
- ii. manufacture a product that is of sufficient quality standards as mentioned in the original exclusion request
- iii. can supply the requested amount as specified in exclusion request
- iv. can deliver the product from the manufacturing facility to its destination in a timely manner

If the surrebuttal is challenging manufacturing time, quality, available quantity, and/or delivery time, select 'Yes' and continue to Step 3.

If the surrebuttal is challenging the rebutter on the basis other than the above factors, explain the rebuttal basis under 'Other' and provide the rebuttal basis in detail in Step 3.

The basis of your surrebuttal is for the following reason(s):

Manufacturing Time	No ▼
Quality	No ▼
Available Quantity	No ▼
Delivery Time	No ▼

Other (limit: 100 characters)

Select Next and continue to the next section.

STEP 3: BASIS FOR REBUTTAL OF OBJECTION FILINGS

The surrebutters will have the ability to identify the specific challenge they are refuting. Each section manufacturing time, quality, available quantity, and delivery time must have 'Yes' or 'No' responses.

Example: If 'Yes' is selected under 'Manufacturing Time', the corresponding section 'Manufacturing Time challenging the objector's assertion that' must have one of its subcategories with an answer of 'Yes'.

If a 'Yes' answer for the statement is selected, you must provide your reasoning to why the point(s) are invalid for each statement and section.

If the product cannot be made in a sufficient time frame, select 'Yes' to appropriate claim and provide reasoning in the comment section.

MANUFACTURING TIME Challenging the Objector's assertion that:

The product is currently made in the U.S. or can be manufactured at U.S. facilities within approximately eight weeks	<input type="text" value="No"/>
The Objector does not currently manufacture the identified product at U.S. facilities, but states the time period within which they can do so	<input type="text" value="No"/>
The Objector can currently manufacture an acceptable substitute product at U.S. facilities within approximately eight weeks.	<input type="text" value="No"/>
The Objector does not currently manufacture an acceptable substitute product at U.S. facilities, but states the time period within which they can produce an acceptable substitute product.	<input type="text" value="No"/>
The Objector can manufacture the product within the time frame stated in their Objection filing.	<input type="text" value="No"/>

Please provide a brief explanation of your challenge to the product manufacturing time (limit: 1,000 characters)

Manufacturing time in the surrebuttal may be found in the spaces below, but not limited to comment or other documents throughout the objection.

State the number of days required by your organization to ship from its U.S. manufacturing plant the product covered by this Exclusion Request from the time the purchase order is received:	<input type="text"/>
State the number of days required to manufacture the product covered by this Exclusion Request from the time a binding purchase order is received:	<input type="text"/>

If a product in the surrebuttal is not of identical, substitute, or adequate (interchangeable) quality, under the quality factor, select 'Yes' and provide a detailed description on why the product does not meet quality requirements.

QUALITY Challenging the Objector's assertion that their product is interchangeable with respect to its:	
Chemical composition	<input type="text" value="No"/>
Dimensional specifications	<input type="text" value="No"/>
Strength	<input type="text" value="No"/>
<input type="text" value="Please provide a brief explanation of your challenge to the product manufacturing time (limit: 1,000 characters)"/>	

If the quantity in the surrebuttal is not a sufficient amount necessary to meet the capacity as mentioned in the exclusion request, select 'Yes' where appropriate and detail the reasoning in the comment section.

AVAILABLE QUANTITY Challenging the Objector's assertion that:

Domestic product is available in sufficient quantity. ▼

The Objector can supply the percentage of product stated in their Objection filing. ▼

U.S. manufacturers have the capability to manufacture the identified product. ▼

The Objector has sold or has attempted to sell the product described in the Exclusion Request. ▼

Please provide a brief explanation of your challenge to the product manufacturing time (limit: 1,000 characters)

If the product at the subject of the request cannot be delivered in a timely manner, select 'Yes' where appropriate and detail the reasoning in the comment section.

DELIVERY TIME Challenging the Objector's assertion that:

Domestic product is available for timely delivery from the time the purchase order is received until the product is ready to ship. ▼

Domestic product is available for timely delivery from manufacturing plant to loading dock. ▼

Please provide a brief explanation of your challenge to the product manufacturing time (limit: 1,000 characters)

Delivery time in the objection may be found in the space below, but not limited to comment or other documents throughout the surrebuttal.

State the delivery time in days for the product covered under this Exclusion Request from the time it is shipped from your manufacturing plant to the Exclusion Requestor's loading dock:

Select and continue to the next section.

STEP 4: CERTIFICATION

This surrebuttal must be signed by an organization official specifically authorized to certify the document as being accurate and complete.

The undersigned certifies that the information herein supplied in response to this questionnaire is complete and correct to the best of his/her knowledge. All fields with marked with an * are required.

It is a criminal offense to willfully make a false statement or representation to any department or agency of the United States Government as to any matter within its jurisdiction. [18 U.S.C. 1001 (1984 & SUPP. 1197)]

Company Name *	
<input type="text"/>	
Name of Authorizing Official *	Title of Authorizing Official *
<input type="text"/>	<input type="text"/>
Phone Number *	Email of Authorizing Official (Email address will be used for submission and withdrawal verification!)
<input type="text"/>	<input type="text"/>
If the Point of Contact is different from the Authorizing Official provide point-of-contact information below.	
Point-of-Contact Name	Title
<input type="text"/>	<input type="text"/>
E-mail Address	Phone Number
<input type="text"/>	<input type="text"/>

Select Prev Review

After selecting 'Review', a final check will be conducted on your filing to ensure all required fields have been correctly filled. If any required fields have been left blank or are incorrectly filled, a red exclamation point will appear,  showing which section requires corrections. Once all required fields are completed, and 'Review' is selected, an additional screen will appear, allowing users to print a copy of their submission for their records.

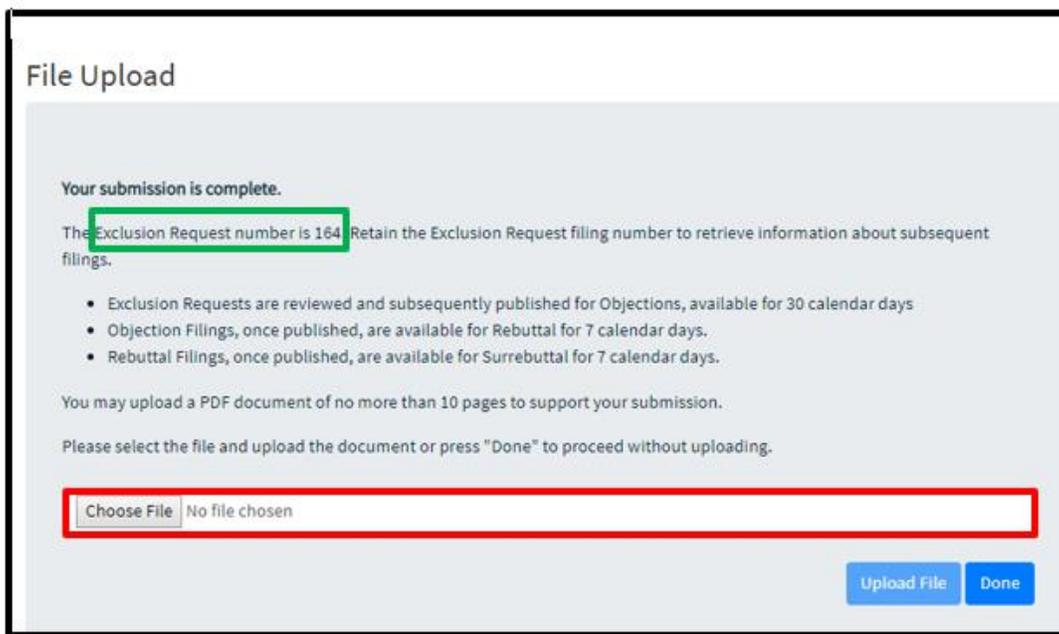
Back Submit

To submit the request, select

After, an additional screen will appear, indicating the **Surrebuttal number**. This number will allow you to search for the specific filing. Please retain this number for your records.

To upload supporting documents to the **surrebuttal** request, it must be in the form of a PDF. Select 'Choose File', Click on the documents you wish to upload from your folder and select 'OK'. Once it appears in the file bar, select 'Upload File' then select 'Done'. (Note: for CBI information with the rebuttal request, see [CBI](#).)

If you do not wish to upload a document, select 'Done'.



The screenshot shows a 'File Upload' interface. At the top, it says 'Your submission is complete.' Below that, it states 'The Exclusion Request number is 164' (highlighted in green) and instructs the user to retain this number. A list of bullet points provides details on the review process: Exclusion Requests are reviewed and published for 30 days; Objection Filings are available for 7 days; and Rebuttal Filings are available for 7 days. It also notes that users can upload a PDF of up to 10 pages. At the bottom, there is a file selection area with a 'Choose File' button and 'No file chosen' text (highlighted in red), and two buttons: 'Upload File' and 'Done'.

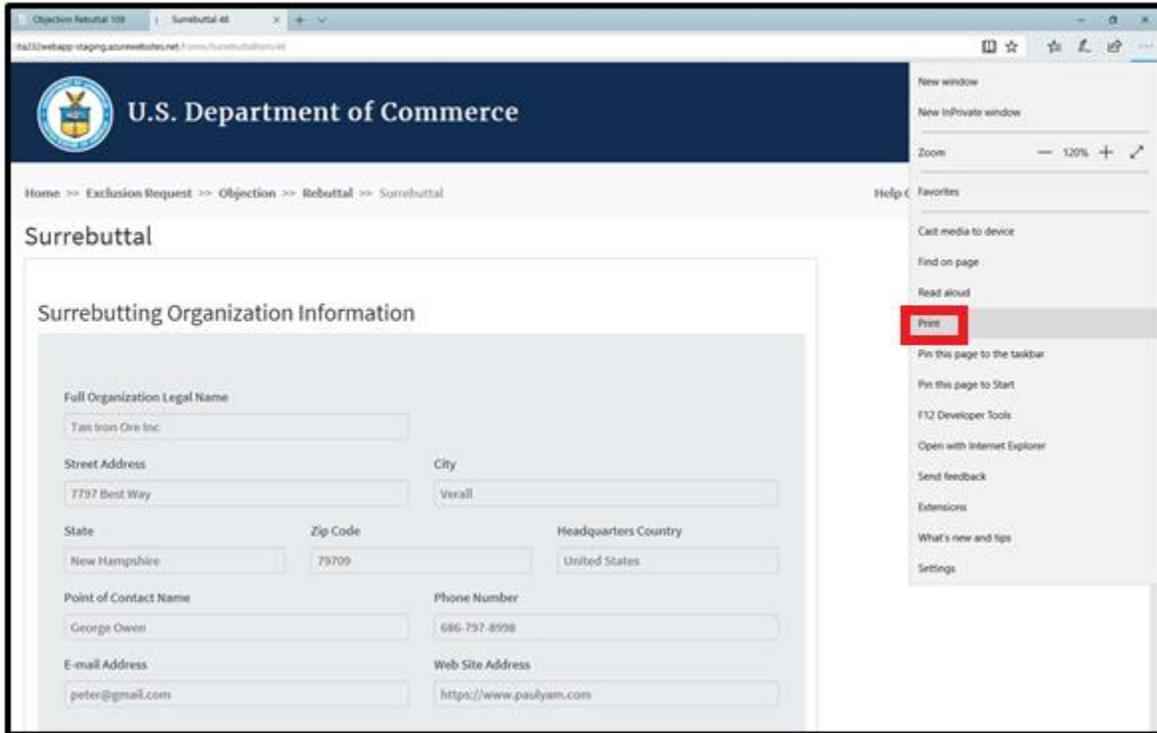
SUBMITTING A SURREBUTTAL FILING

CONFIRMATION

Once the surrebuttal request has been submitted, it enters a pending period for review. All surrebuttal filings will be reviewed for completeness. Only fully completed objection filings will be considered and posted for public review.

PRINTING THE SURREBUTTAL FILING

To print a Surrebuttal filing submission. Simply go to 'Settings' on the upper right corner of your browser and click on Print page or right click anywhere on the page and select "Print."



AUTOFILL

USING AUTOFILL TO DUPLICATE SURREBUTTAL FILING ENTRIES

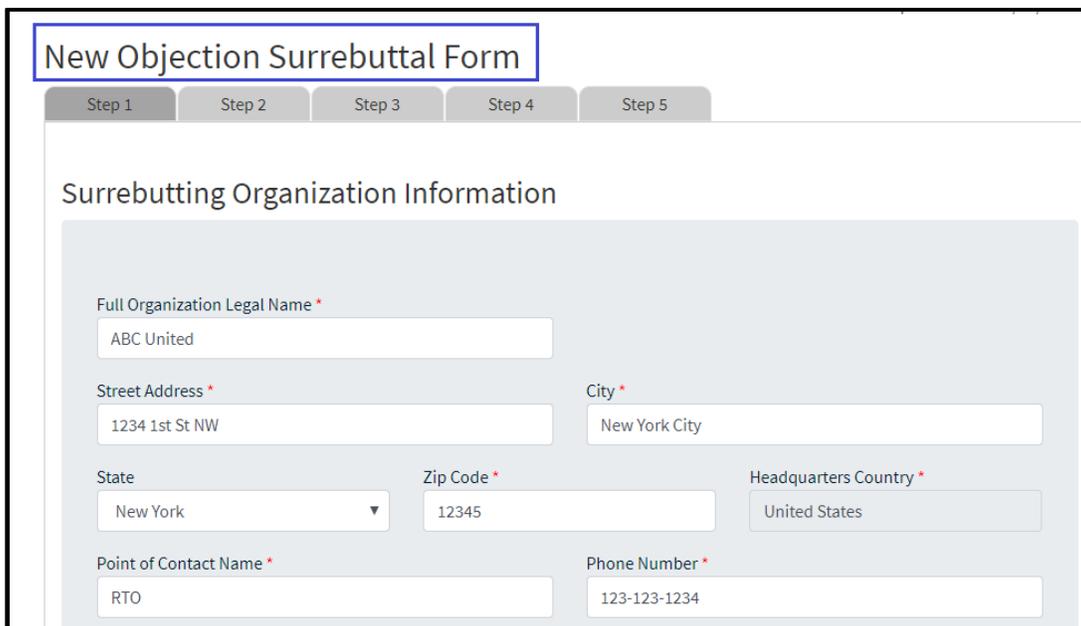
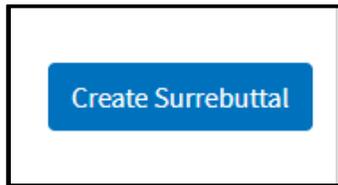
The autofill option found in web browsers allows you to fill out commonly entered information in a web form. This information is only remembered on your computer and will only be auto-filled in forms if your browser settings permit it. For instructions on how to download or add an autofill extension to your browser please refer to the [Appendix](#) section of this guide.

GENERATING SURREBUTTAL FORM AUTOFILL RULES

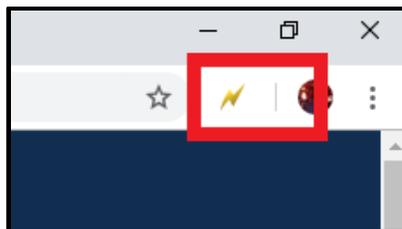
The following instructions explain how to enable the 'Autofill' feature on your Chrome browser.

Step 1: Download the Autofill add-on to your browser. For instructions, please see the [Appendix](#) section.

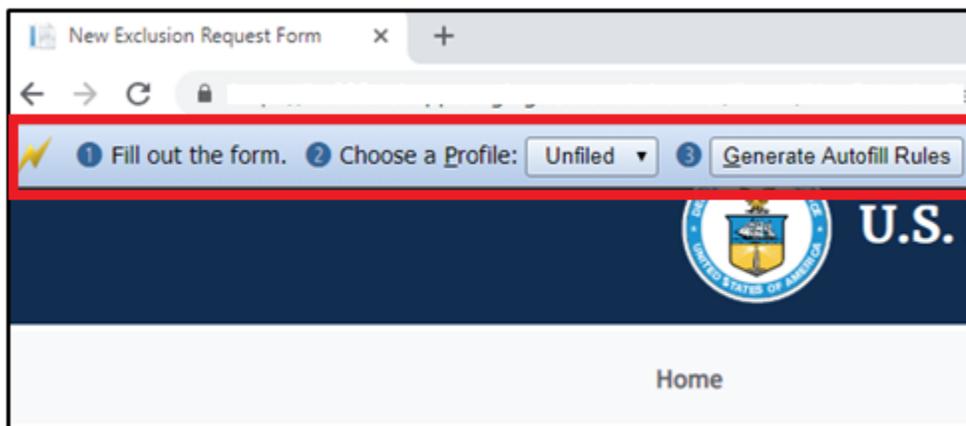
Step 2: Go to the 232 Portal and complete filling out the Objection Surrebuttal form.

A screenshot of a web form titled "New Objection Surrebuttal Form". The form has a progress bar at the top with five steps, where Step 1 is highlighted. The main section is titled "Surrebutting Organization Information" and contains several input fields: "Full Organization Legal Name" (filled with "ABC United"), "Street Address" (filled with "1234 1st St NW"), "City" (filled with "New York City"), "State" (a dropdown menu showing "New York"), "Zip Code" (filled with "12345"), "Headquarters Country" (a dropdown menu showing "United States"), "Point of Contact Name" (filled with "RTO"), and "Phone Number" (filled with "123-123-1234").

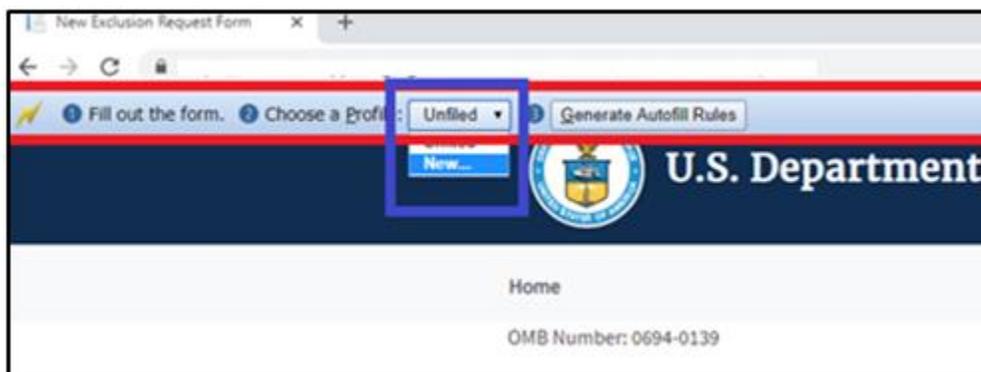
2b. Once you have completed Steps 1-5 of the Objection Surrebuttal form, click on the 'Autofill' logo on the Chrome menu, located on the right-hand upper corner of your browser.



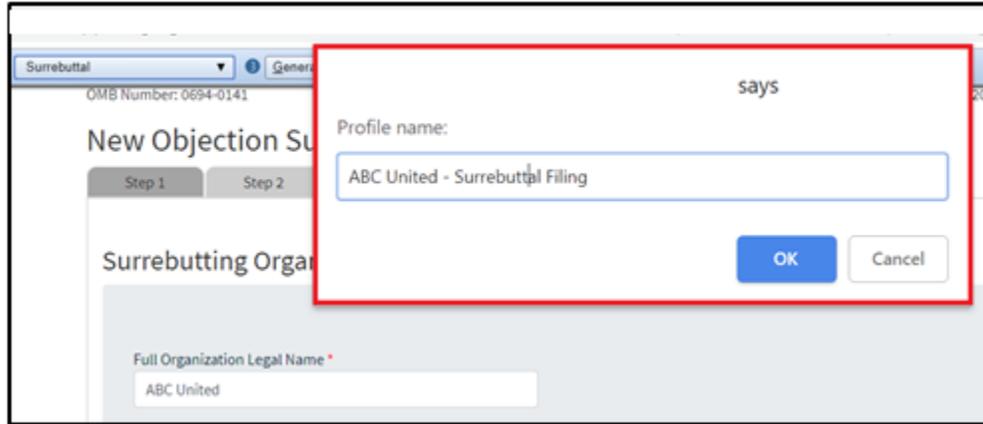
2c. Complete the steps below displayed on the **Autofill task bar**. This option allows you to quickly save all the form data that you've entered into a new profile that you can use at a later time to autofill form fields.



2d. Create a New Profile by selecting 'New' from the dropdown menu on 2) Choose a Profile:



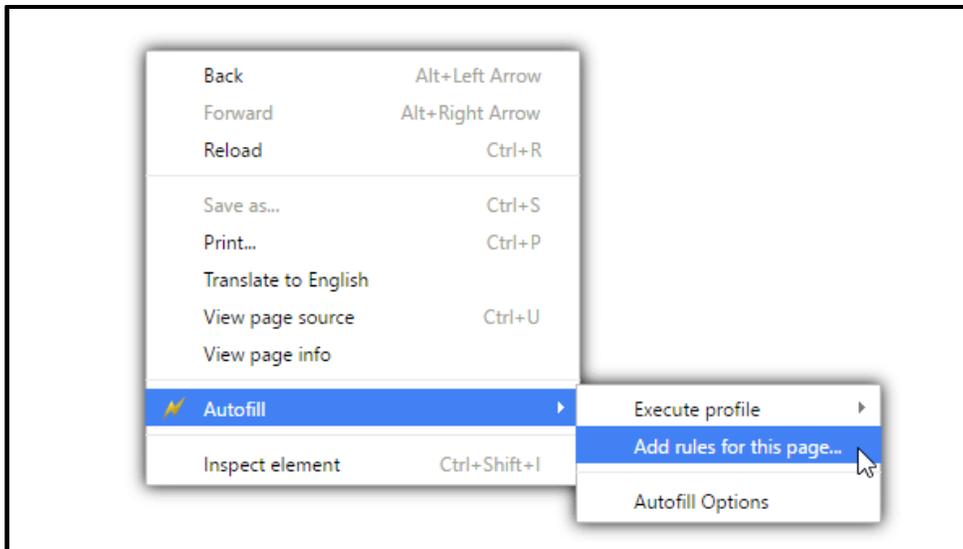
2e. Save New Profile name. For example: "ABC United – Surrebuttal Filing" and click OK.



2f. Click on 'Generate Autofill Rules'. You will see a confirmation message that reads **“Done!”**



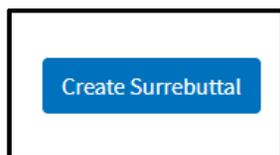
Note: Alternatively, after you have completed filling out the form you can right-click anywhere at the page, go to Autofill and select “Add rules for this page” then follow the instructions above from 2d. on how to create a New Profile.



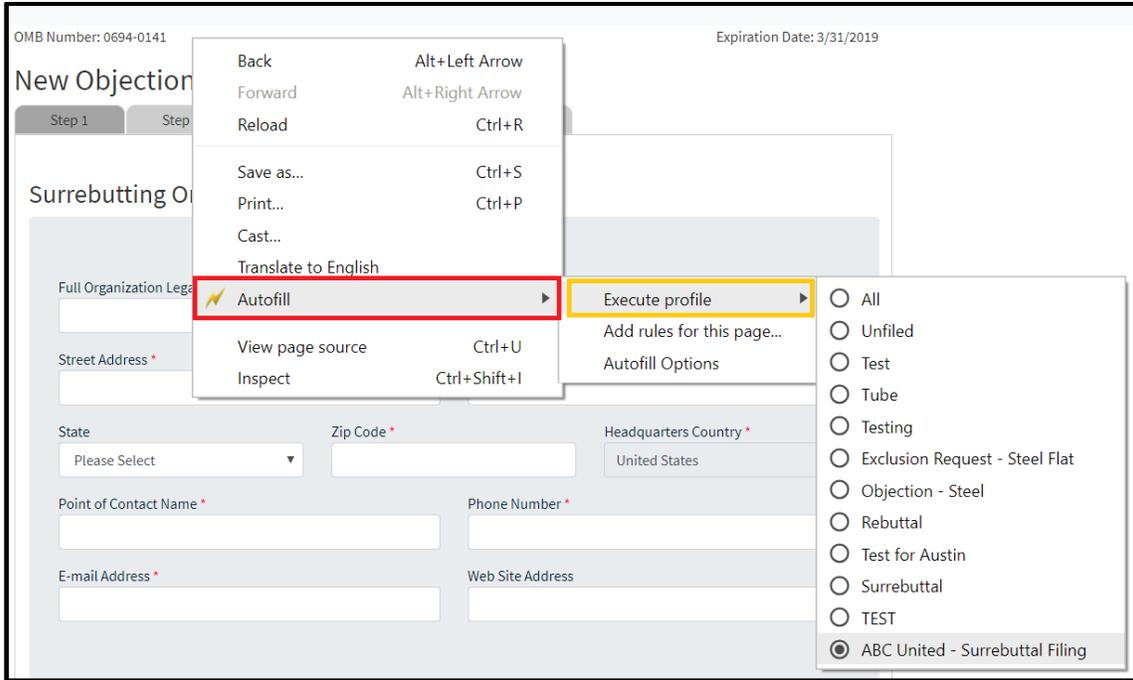
Now that you have created an Autofill Profile, you can use this profile to auto-populate other Exclusion Request forms.

USING AN AUTOFILL PROFILE TO FILL IN SURREBUTTAL FORM FIELDS AUTOMATICALLY

Step 3: Create a new Surrebuttal Filing Form.



3a. Right-click anywhere on the New Objection Rebuttal Form and select 'Autofill', then 'Execute Profile', and select the profile you want to use to autofill the form. For example: "[ABC United – Surrebuttal Filing.](#)"



The fields on the form will automatically populate with the data from the profile selected:

U.S. Department of Commerce

Home >> Exclusion Request >> Objection >> Rebuttal >> New Surrebuttal

OMB Number: 0694-0141 Expiration Date: 3/31/2019

New Objection Surrebuttal Form

Step 1 Step 2 Step 3 Step 4 Step 5

Surrebutting Organization Information

Full Organization Legal Name *
ABC United

Street Address *
1234 1st St NW

City *
New York City

State
New York

Zip Code *
12345

Headquarters Country *
United States

Point of Contact Name *
RTO

Phone Number *
123-123-1234

E-mail Address *
rto@abcunited.org

Web Site Address
abcunited.org

Step 2 through 5 of the form will be auto-filled too.

SUPPORTING DOCUMENTS

Your supporting documentation should

- i. Be no more than ten pages, and,
- ii. Include public documents and public versions of your confidential business information (CBI) documentation.

If confidential business information (CBI) is part of your requests, you must mark the appropriate sections by selecting 'Yes' where appropriate.

I have additional information to provide that is proprietary or otherwise business confidential that is relevant and necessary to this submission:*

Are you submitting confidential business information with this form?(If yes, please email it to 232rebuttals@doc.gov and submit the public version along with this form. Confidential business information related to this rebuttal will not be made available to the public on Regulations.gov)

No

No

CONFIDENTIAL BUSINESS INFORMATION (CBI)

SUBMITTING CONFIDENTIAL BUSINESS INFORMATION (CBI)

Only as an **alternate** submission, you may email your CBI Rebuttal document to 232rebuttals@doc.gov or CBI Surrebuttal 232surrebuttals@doc.gov on the same day you submit your request on the 232 submission portal.

- a) The email subject line must include the original 232 Exclusions Portal Exclusion Request (ER) ID # and the body of the email must include the 232 Exclusions Portal Rebuttal (RB) ID #, or Surrebuttal (SR) ID # you received from the 232 Exclusions Portal when you successfully submitted your rebuttal or surrebuttal.
- b) An adequate public version, adhering to the requirements outlined in the regulation, must simultaneously accompany the submission of each surrebuttal form. If the submitting person claims that summarization is not possible, the claim must be accompanied by a full explanation of the reasons supporting that claim. Generally, numerical data will be considered adequately summarized if grouped or presented in terms of indices or figures within 10 percent of the actual figure. If an individual portion of the numerical data is voluminous (e.g., 5 pages of numerical data), at least one percent of the numerical data, representative of that portion must be summarized. Submit no more than 5 pages of supporting CBI documentation. Any information that is attached to the rebuttal/surrebuttal forms rather than submitted in the manner specified above will be made public.
- c) If you do not file a public version of the CBI, Commerce will not consider your request to be properly submitted and will exclude it from the analysis.

MY DASHBOARD

VIEWING MY DASHBOARD

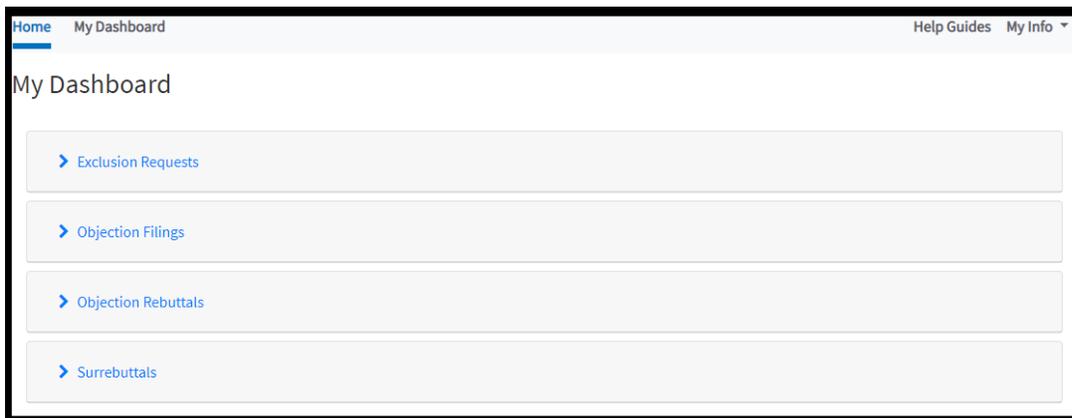
The user dashboard tracks the filings of individual user login profiles. Here, users will be able to view only exclusion requests, objection filings, objection rebuttals, and surrebuttals they have filed, even before they have been posted publicly. 'My Dashboard' allows users to verify their filings based on various criteria including ID, company, product, HTSUS code, status, days remaining, and posted date.

STEP 1: NAVIGATE TO MY DASHBOARD

1a. After a successful login, users can navigate to My Dashboard anytime by selecting 'My Dashboard'.



1b. After selecting 'My Dashboard', users will be taken to the My Dashboard page.



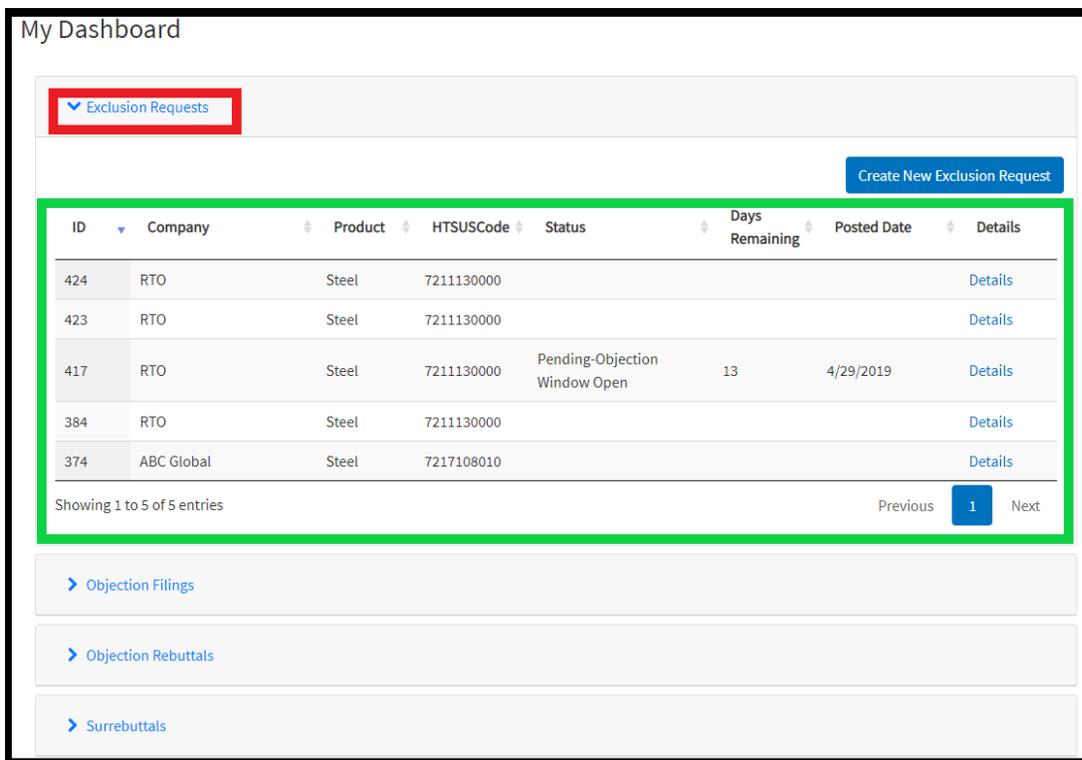
USING MY DASHBOARD

STEP 1: VIEW EXCLUSION REQUEST FILINGS

1a. For a user to view any of their submitted exclusion request filings, select 'Exclusion Requests'.



1b. After selecting the filing type, a dashboard dropdown will appear, showing any filing of that type that a user has submitted. (Note: if a user has not filed any exclusion requests, no documents will appear in the dashboard dropdown for that respective filing type.)



1c. Under the 'Exclusion Requests' dashboard dropdown, the 'Status' column will only show a status if the request has been posted, rejected, or withdrawn.

1d. To view the actual requests, select 'Details' for the request you would like to view.

Exclusion Requests

Create New Exclusion Request

ID	Company	Product	HTSUSCode	Status	Days Remaining	Posted Date	Details
424	RTO	Steel	7211130000	Withdrawn			Details
423	RTO	Steel	7211130000	Rejected			Details
417	RTO	Steel	7211130000	Pending-Objection Window Open	13	4/29/2019	Details
384	RTO	Steel	7211130000				Details
374	ABC Global	Steel	7217108010				Details

Showing 1 to 5 of 5 entries

Previous 1 Next

STEP 2: VIEW OBJECTION FILINGS

2a. For a user to view any of their submitted objection filings, select 'Objection Filings'.

Home My Dashboard Help Guides My Info

My Dashboard

- Exclusion Requests
- Objection Filings**
- Objection Rebuttals
- Surrebuttals

2b. After selecting the filing type, a dashboard dropdown will appear, showing any filing of that type that a user has submitted. (Note: if a user has not filed any objection filings, no documents will appear in the dashboard dropdown for that respective filing type.)

▼ [Objection Filings](#)

ID	Company	Product	ERID	Days Remaining	Posted Date	Details
278	ABC Global	Steel	419			Details
277	ABC Global	Steel	419			Details
276	ABC Global	Steel	419			Details
272	ABC Global	Aluminum	408			Details
246	ABC Global	Aluminum	203			Details
245	ABC Global	Steel	380		4/18/2019	Details
241	ABC Global	Aluminum	373		4/5/2019	Details

Showing 1 to 7 of 7 entries Previous **1** Next

1c. Under the 'Objection Filings' dashboard dropdown, the 'ERID' column will show the exclusion request ID number that the objection filing is linked to, with a link to that request.

▼ [Objection Filings](#)

ID	Company	Product	ERID	Days Remaining	Posted Date	Details
278	ABC Global	Steel	419			Details
277	ABC Global	Steel	419			Details
276	ABC Global	Steel	419			Details
272	ABC Global	Aluminum	408			Details
246	ABC Global	Aluminum	203			Details
245	ABC Global	Steel	380		4/18/2019	Details
241	ABC Global	Aluminum	373		4/5/2019	Details

Showing 1 to 7 of 7 entries Previous **1** Next

1d. To view the actual objection, select 'Details' for the objection filing you would like to view.

▼ [Objection Filings](#)

ID	Company	Product	ERID	Days Remaining	Posted Date	Details
278	ABC Global	Steel	419			Details
277	ABC Global	Steel	419			Details
276	ABC Global	Steel	419			Details
272	ABC Global	Aluminum	408			Details
246	ABC Global	Aluminum	203			Details
245	ABC Global	Steel	380		4/18/2019	Details
241	ABC Global	Aluminum	373		4/5/2019	Details

Showing 1 to 7 of 7 entries Previous **1** Next

STEP 3: VIEW OBJECTION REBUTTALS FILINGS

2a. For a user to view any of their submitted objection rebuttal filings, select 'Objection Rebuttals'.



2b. After selecting the filing type, a dashboard dropdown will appear, showing any filing of that type that a user has submitted. (Note: if a user has not filed any objection rebuttal filings, no documents will appear in the dashboard dropdown for that respective filing type.)

▼ [Objection Rebuttals](#)

ID	Company	Product	ERID	OFID	Days Remaining	Posted Date	Details
181	ABCD International	Aluminum	413	271			Details
177	ABCD International	Aluminum	413	271			Details

Showing 1 to 2 of 2 entries

Previous **1** Next

1c. Under the 'Objection Rebuttals' dashboard dropdown, the 'ERID' and 'OFID' columns will show the exclusion request ID number and objection filing ID number that the objection rebuttal is linked to, with links to those filings.

▼ [Objection Rebuttals](#)

ID	Company	Product	ERID	OFID	Days Remaining	Posted Date	Details
181	ABCD International	Aluminum	413	271			Details
177	ABCD International	Aluminum	413	271			Details

Showing 1 to 2 of 2 entries

Previous **1** Next

1d. To view the actual objection rebuttal, select 'Details' for the objection rebuttal filing you would like to view.

▼ [Objection Rebuttals](#)

ID	Company	Product	ERID	OFID	Days Remaining	Posted Date	Details
181	ABCD International	Aluminum	413	271			Details
177	ABCD International	Aluminum	413	271			Details

Showing 1 to 2 of 2 entries

Previous **1** Next

STEP 4: VIEW SURREBUTTALS FILINGS

2a. For a user to view any of their submitted surrebuttal filings, select 'Surrebuttals'.



2b. After selecting the filing type, a dashboard dropdown will appear, showing any filing of that type that a user has submitted. (Note: if a user has not filed any surrebuttal filings, no documents will appear in the dashboard dropdown for that respective filing type.)

▼ Surrebuttals

ID	Company	Product	ERID	OFID	ORID	Days Remaining	Posted Date	Details
97	ABC United	Steel	416	267	174			Details
92	ABC United	Steel	411	265	176		5/7/2019	Details
84	ABC United	Steel	380	245	162			Details

Showing 1 to 3 of 3 entries Previous 1 Next

1c. Under the 'Surrebuttals' dashboard dropdown, the 'ERID', 'OFID', and 'ORID' columns will show the exclusion request ID number, the objection filing ID number, and objection rebuttal ID number that the surrebuttal is linked to, with links to those filings.

▼ Surrebuttals

ID	Company	Product	ERID	OFID	ORID	Days Remaining	Posted Date	Details
97	ABC United	Steel	416	267	174			Details
92	ABC United	Steel	411	265	176		5/7/2019	Details
84	ABC United	Steel	380	245	162			Details

Showing 1 to 3 of 3 entries Previous 1 Next

1d. To view the actual surrebuttal, select 'Details' for the surrebuttal filing you would like to view.

ID	Company	Product	ERID	OFID	ORID	Days Remaining	Posted Date	Details
97	ABC United	Steel	416	267	174			Details
92	ABC United	Steel	411	265	176		5/7/2019	Details
84	ABC United	Steel	380	245	162			Details

Showing 1 to 3 of 3 entries

Previous **1** Next

APPENDIX

USING AUTOFILL EXTENSIONS ON YOUR BROWSER

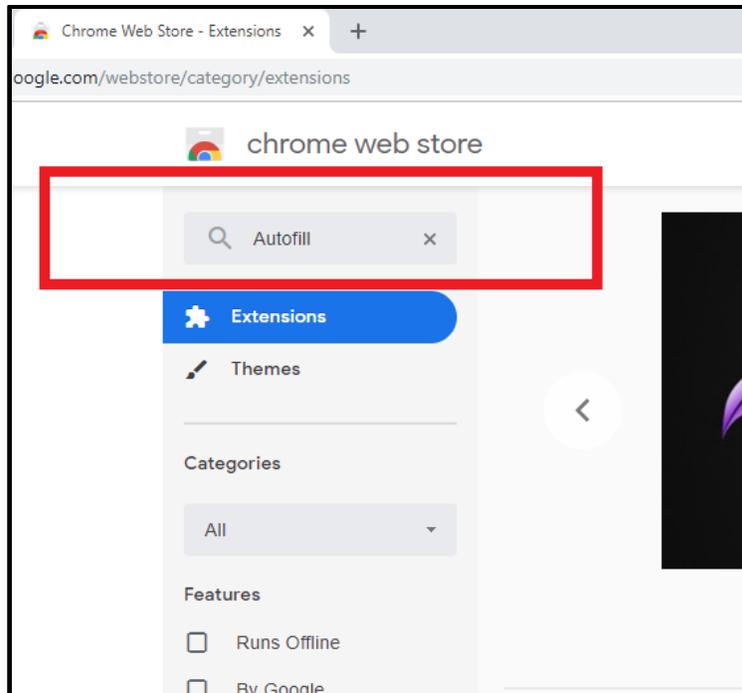
The following instructions explain how to enable the 'Autofill' feature on your Chrome browser.

The autofill option found in web browsers allows you to fill out commonly entered information in a web form. This information is only remembered on your computer and will only be auto-filled in forms if your browser settings permit it.

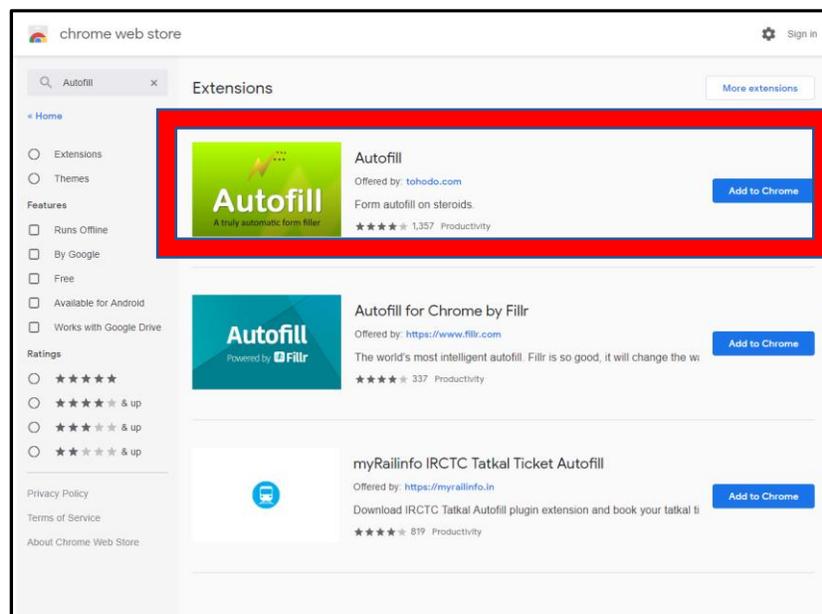
Different browsers offer different types of 'Autofill' features or extensions. The following instructions explain how to download and install the 'Autofill' feature on Chrome.

STEP 1: DOWNLOAD AUTOFILL

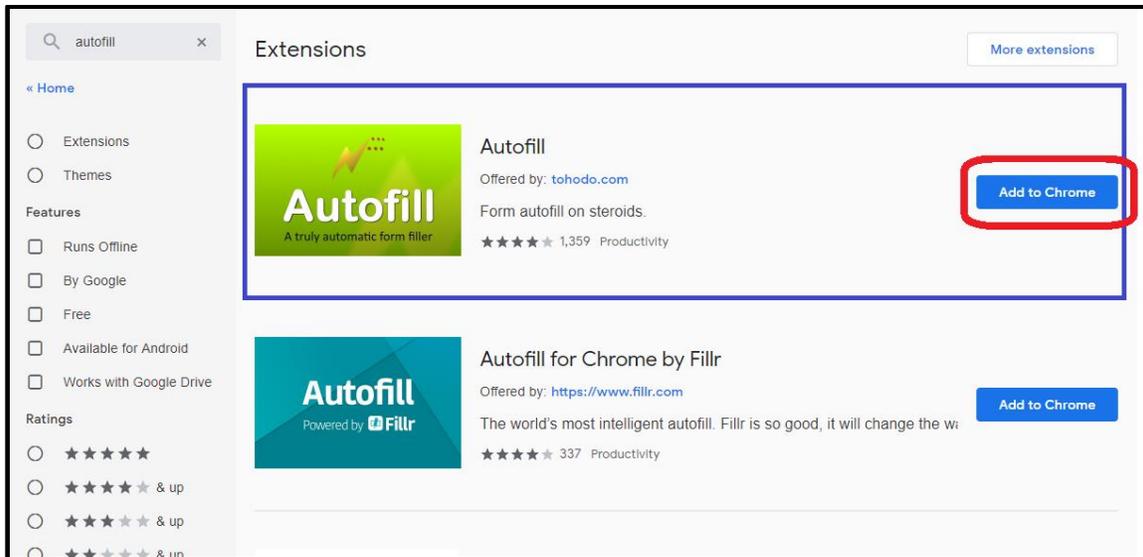
1a. Go to Chrome Web Store and search for "Autofill"



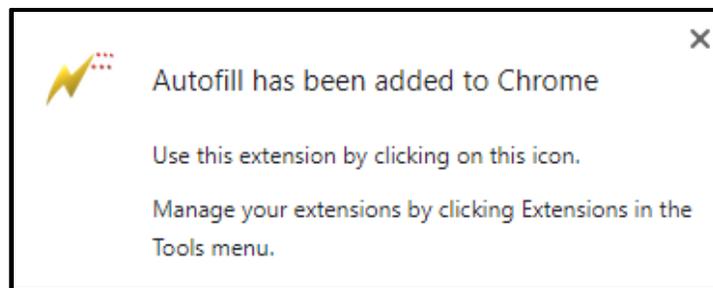
1b. Under Extensions, select Autofill:



1c. Click on the blue box where it says "Add to Chrome"



1d. Verify the Autofill extension has been added to your browser by finding the following logo on your Chrome menu:



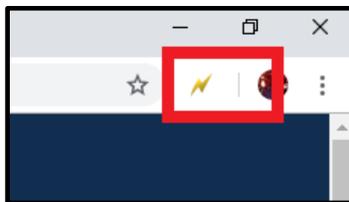
STEP 2: GENERATE AUTOFILL RULES

2a. Go to the 232 Portal and choose the form you want to file (Exclusion Request; Objection request, rebuttals, and surrebuttals.)

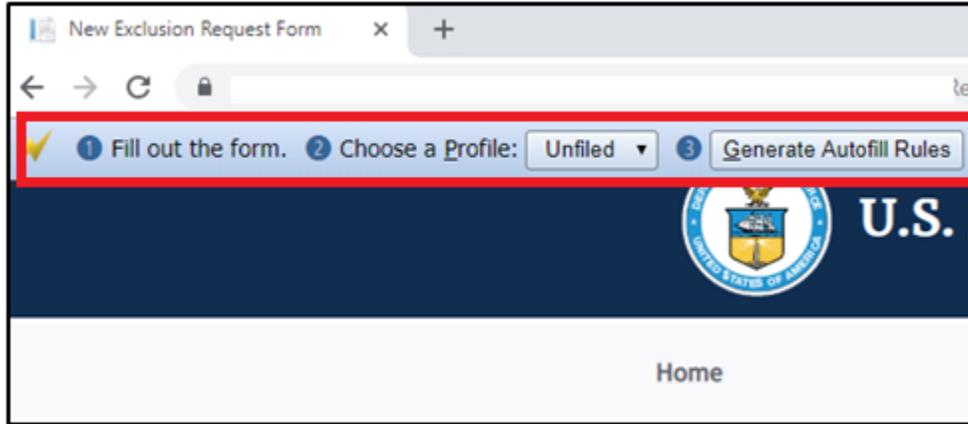
2b. Complete filling out all steps of the form. In this example, we will use an Exclusion Request form:

The screenshot shows a web browser window with the URL 'New Exclusion Request Form'. The page header features the U.S. Department of Commerce logo and name. Below the header, there is a 'Home' link, OMB Number: 0694-0139, and Expiration Date: 3/31/2019. The main heading is 'New Exclusion Request', with a progress bar showing five steps, where Step 5 is highlighted. The 'Certification' section contains the following text: 'Instruction: This Exclusion Request must be signed by an organization official specifically authorized to certify the document as being accurate and complete. The undersigned certifies that the information herein supplied in response to this questionnaire is complete and correct to the best of his/her knowledge. It is a criminal offense to willfully make a false statement or representation to any department or agency of the United States Government as to any matter within its jurisdiction.[18 U.S.C. 1001 (1984 & SUPP. 1197)]'. Below this are several input fields: 'Company Name *' (RTO), 'Name of Authorizing Official *' (RTO), 'Title of Authorizing Official *' (CEO), 'Phone Number *' (111-111-1234), and 'Email of Authorizing Official *' (rto@rto.com). There are also fields for 'Point-of-Contact Name', 'Title', 'E-mail Address', and 'Phone Number'.

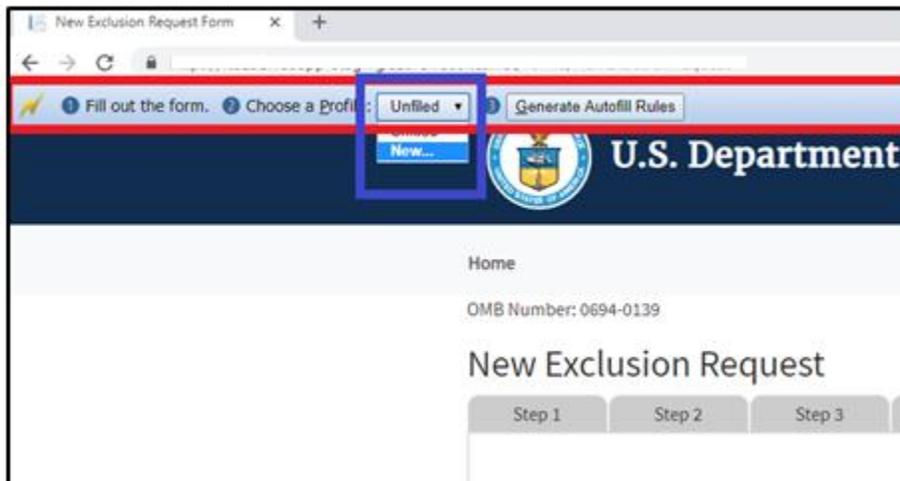
2b. After completing the form, click on the 'Autofill' logo on the Chrome menu, located on the right-hand upper corner of your browser.



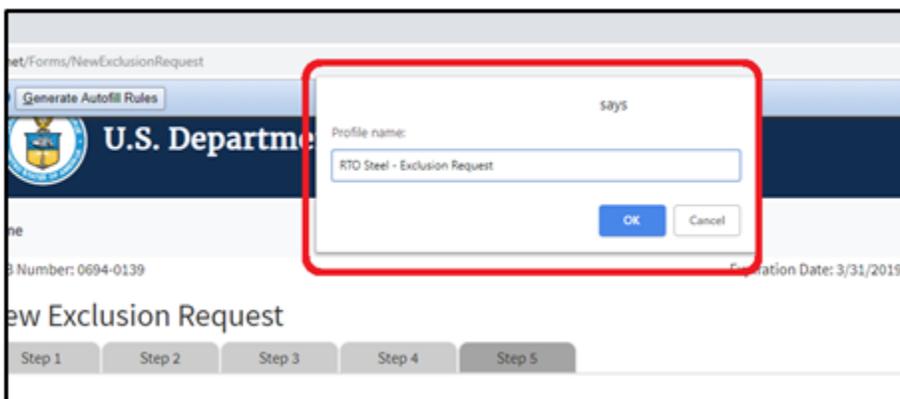
2c. Complete the steps below displayed on the **Autofill task bar**. This option allows you to quickly save all the form data that you've entered into a new profile that you can use at a later time to autofill form fields.



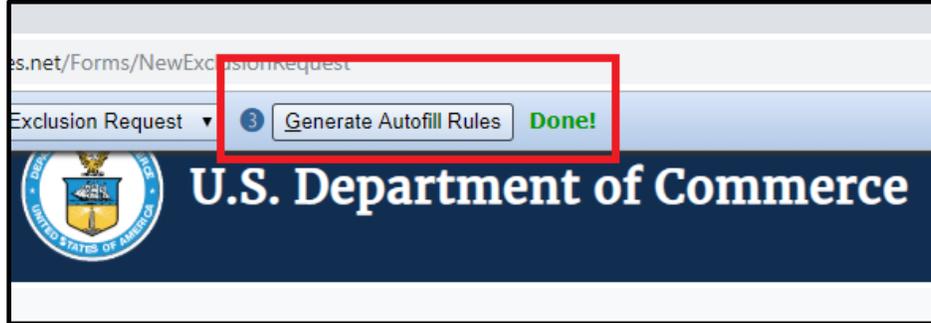
2d. Create a New Profile by selecting 'New' from the dropdown menu on 2) Choose a Profile:



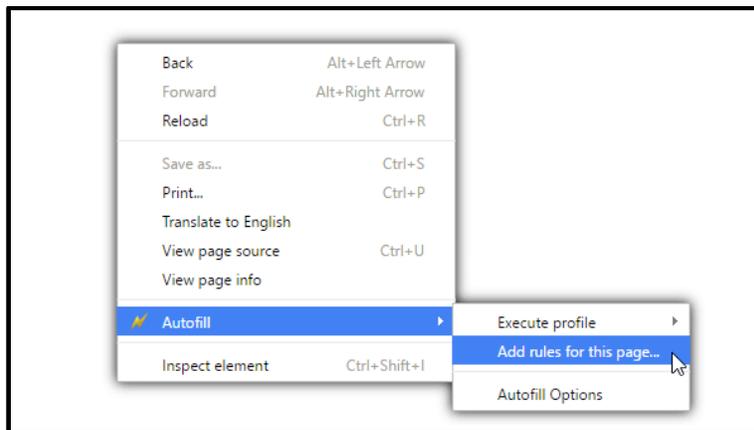
2e. Save New Profile name. For example: "RTO Steel – Exclusion Request" and click OK.



2f. Click on 'Generate Autofill Rules'. You will see a confirmation message that reads "Done!"



Note: Alternatively, after you have completed filling out the form you can right-click anywhere at the page, go to Autofill and select “Add rules for this page” then follow the instructions above from 2d. on how to create a New Profile.



Now that you have created an Autofill Profile, you can use this profile to auto-populate other Exclusion Request forms.

STEP 3: USING AN AUTOFILL PROFILE TO FILL IN FIELDS AUTOMATICALLY

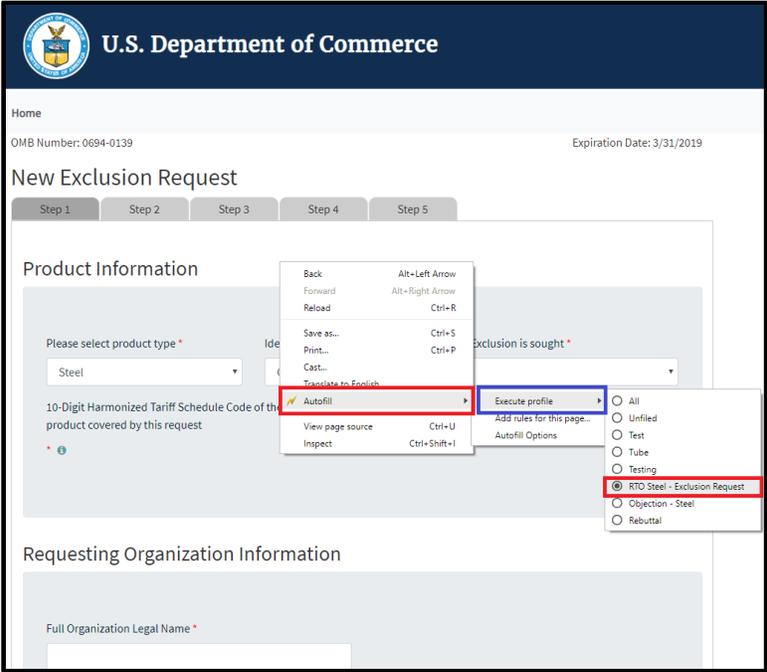
3a. Create a new submission form. In this example, an Exclusion Request. First, on the main page select ‘Create New Exclusion Request’ icon.

Published Exclusion Requests Create New Exclusion Request

Show entries Search:

Company	Product	HTSUSCode	Status	Created Date	Details
UAT2 - Copper Inc	Aluminum	7206100000	Approved	10/23/2018	Details
SPFX Test Company	Aluminum	7601103000	Approved	10/11/2018	Details
SPFX Test TEST	Aluminum	7601103000	Approved	10/18/2018	Details
SPFX Manufacturing Company	Aluminum	7601103000	Approved	10/19/2018	Details

3b. Right-click anywhere on the *Exclusion Request* form, and select ‘Autofill’, then ‘Execute Profile’, and select the profile you want to use to autofill the form. For example: “RTO Steel – Exclusion Request.”



The fields on the form will automatically populate with the data from the profile selected.

New Exclusion Request Form

New Exclusion Request

Step 1 Step 2 Step 3 Step 4 Step 5

Product Information

Please select product type *

Steel

Identify the class of product for which the Exclusion is sought *

Carbon and Alloy Flat

10-Digit Harmonized Tariff Schedule Code of the United States (HTSUS) for the single product covered by this request

7211130000

Requesting Organization Information

Full Organization Legal Name *

RTO

Street Address *

1111 15th St NW

City *

Washington

State *

District Of Columbia

Zip Code *

20005

Point of Contact Name *

RTO

Phone Number *

111-111-1234

E-mail Address *

rto@rto.com

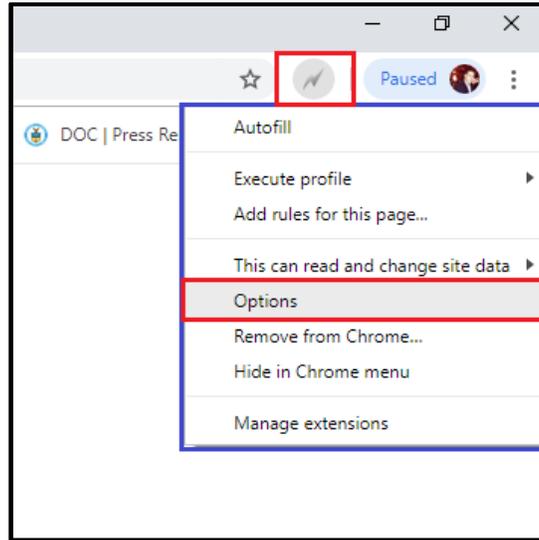
Web Site Address

rto.com

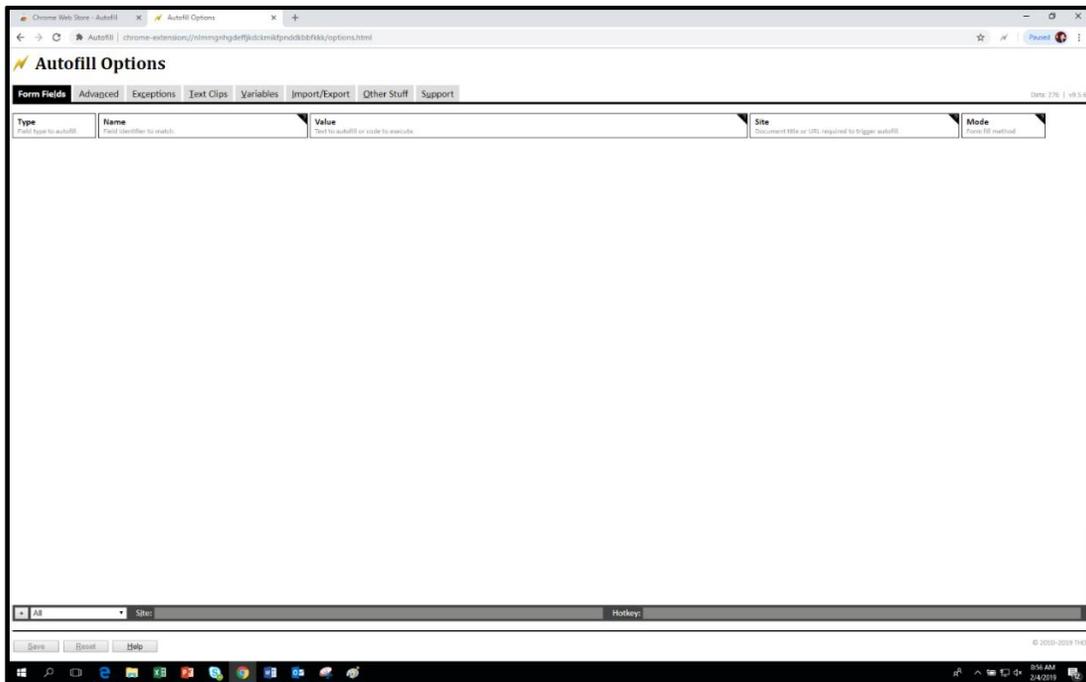
Step 2 through 5 of the form will be auto-filled too.

EXPORTING AUTOFILL RULES FROM AN AUTOFILL PROFILE

Step 1: On your Chrome bar menu, Right-click on 'Autofill' logo and click on Options

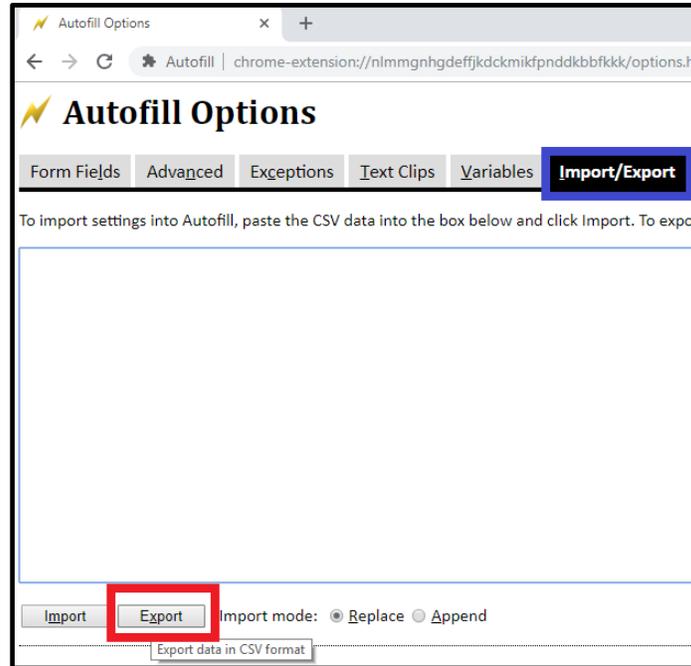


1a. The following window will be displayed:

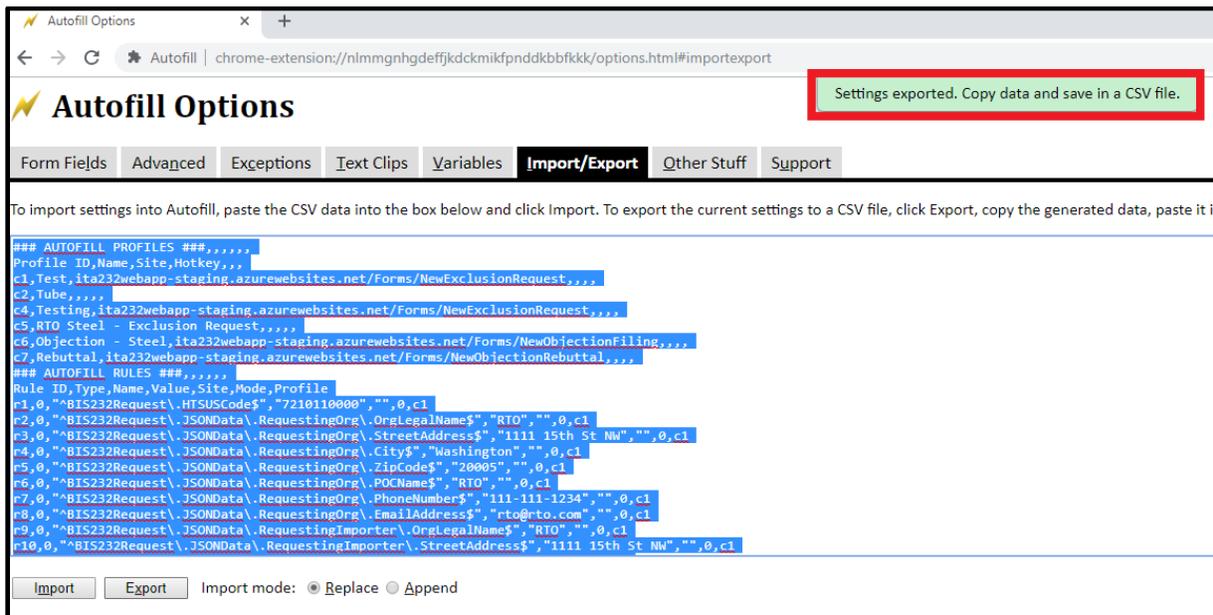


1b. Click the "Import/Export" tab.

1c. To Export the current settings to a CSV file, click Export.

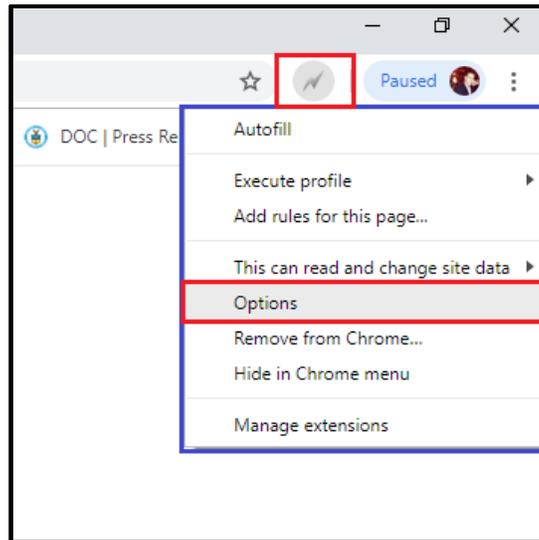


1d. Copy the generated data, paste it into a text editor, and save the file with extension .csv.

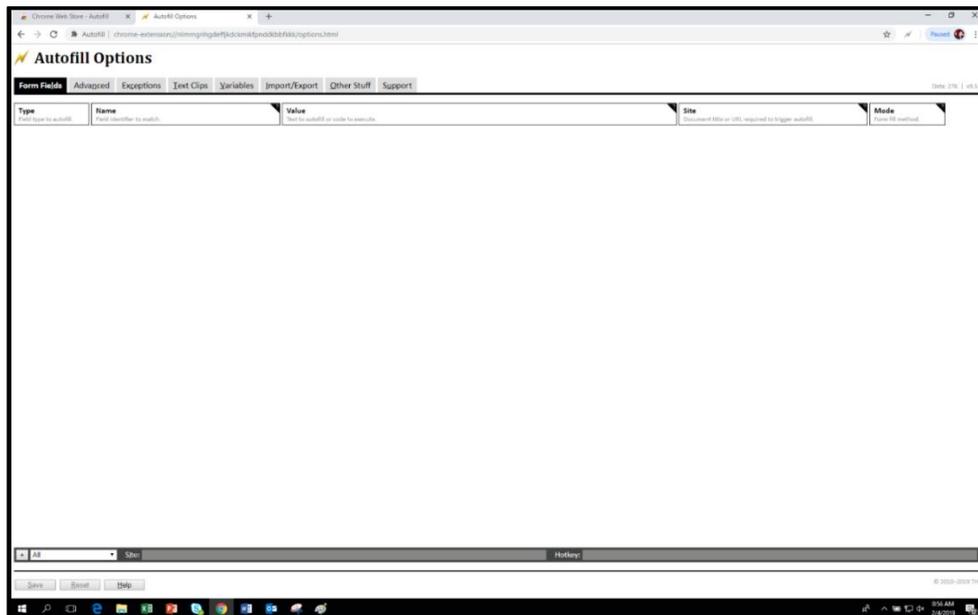


IMPORTING AUTOFILL RULES INOT AN AUTOFILL PROFILE

Step 1: On your Chrome bar menu, Right-click on 'Autofill' logo and click on Options

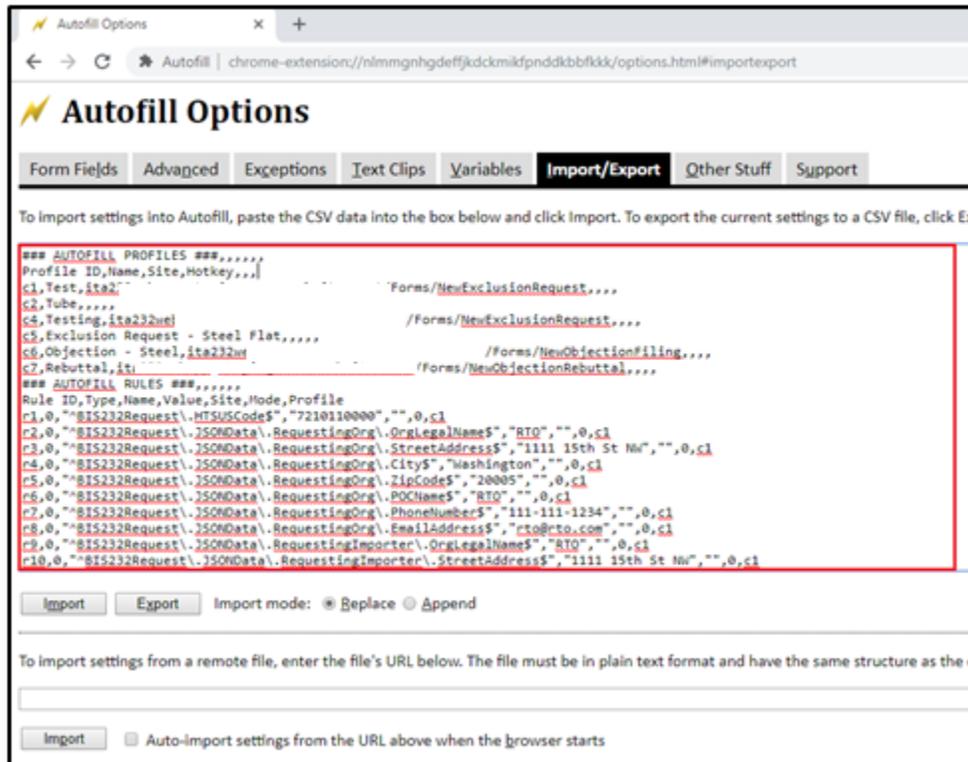


1a. The following window will be displayed:



1b. Click the “Import/Export” tab and paste your desired data on the blank space.

For example:



Make sure to select ‘Append’ so you do not replace current rules or profiles you have saved on your Autofill account.



Once you are done, do not forget to save the changes you made by clicking back on “Form Fields”

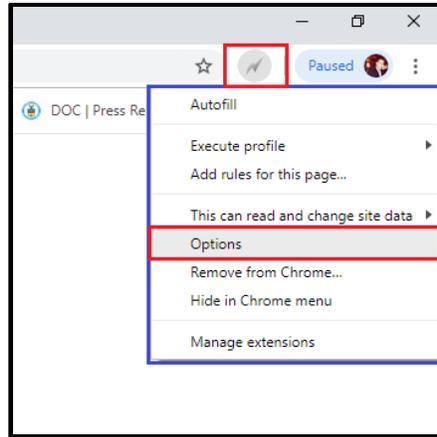


You are now ready to test it out by filling out an Exclusion Request form. If the extension is working properly, you will immediately notice the changes. Each field where you have set a predefined value will be automatically filled out on page load.

MANUAL MODE

To trigger Autofill only when you select a profile, you must turn on Manual mode and save your Autofill settings.

1a. Right-click anywhere on your Chrome browser and Select Autofill, then click on Autofill Options.



1b. Go to 'Other Stuff' on the Autofill Options bar and check the 'Manual mode' box.

Autofill Options

Form Fields | Advanced | Exceptions | Text Clips | Variables | Import/Export | **Other Stuff** | Support

Operation

- Back up text fields larger than:** chars
Automatically save text fields in case Chrome crashes.
- Manual mode**
Trigger Autofill only when you select a profile.
- Autofill delay:** 1 sec
Add a delay before autofill rules are executed.
- Fuzzy label matching**
Try to match a text label even without the `for` attribute.
- Overwrite by default**
Set the default form fill method to Overwrite.
- Expand variables**
Replace a (...) variable with its output. Click on Help for more info.
- Sound effects**
Play sound effects after every autofill operation.
- Wizard's voice:**
Hear the Wizard speak after generating autofill rules.
- Debug mode**
Show debugging messages in the Chrome console.

Security

- Mask passwords**
Replace passwords with bullets (•).

Interface

- Scale rules table**
Resize the rules table to the window height to reduce scrolling.
- Context menu**
Access Autofill from the right-click context menu.

EXTRACTING DATA FROM PORTAL

The following instructions will explain how to use the Application Programming Interface (API) feature to extract data from the portal.

The API allows you to download every field from each kind of filing into an excel document. The data extract only provides data on posted filings. (Note: Data will be unavailable to extract until after the portal launches and after the first filings are publicly posted.) Further instructions on how to use the API/data download tool will be made available after the portal is launched and the first filings are posted. (We anticipate this will be at least 30 days after the launch of the portal.)