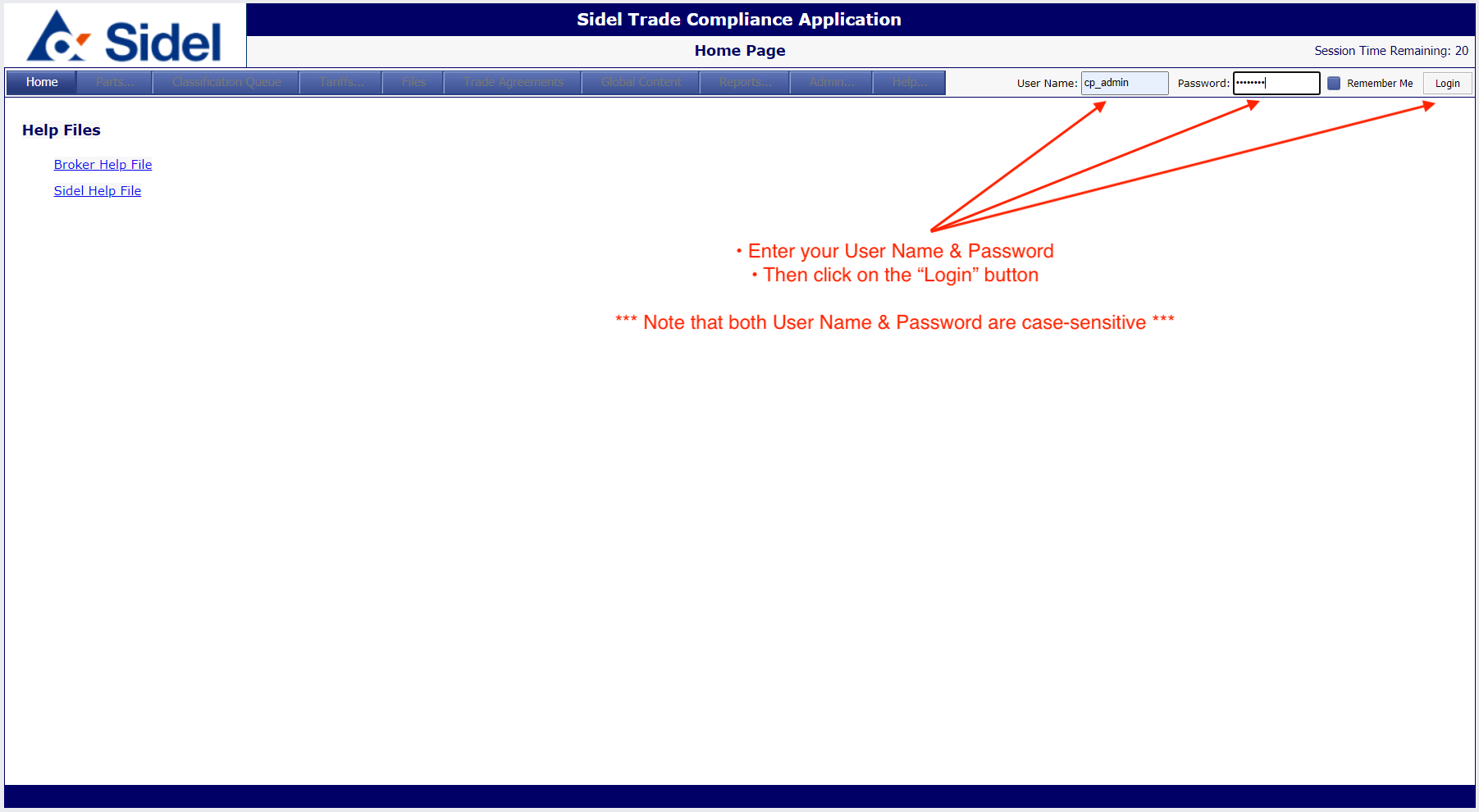
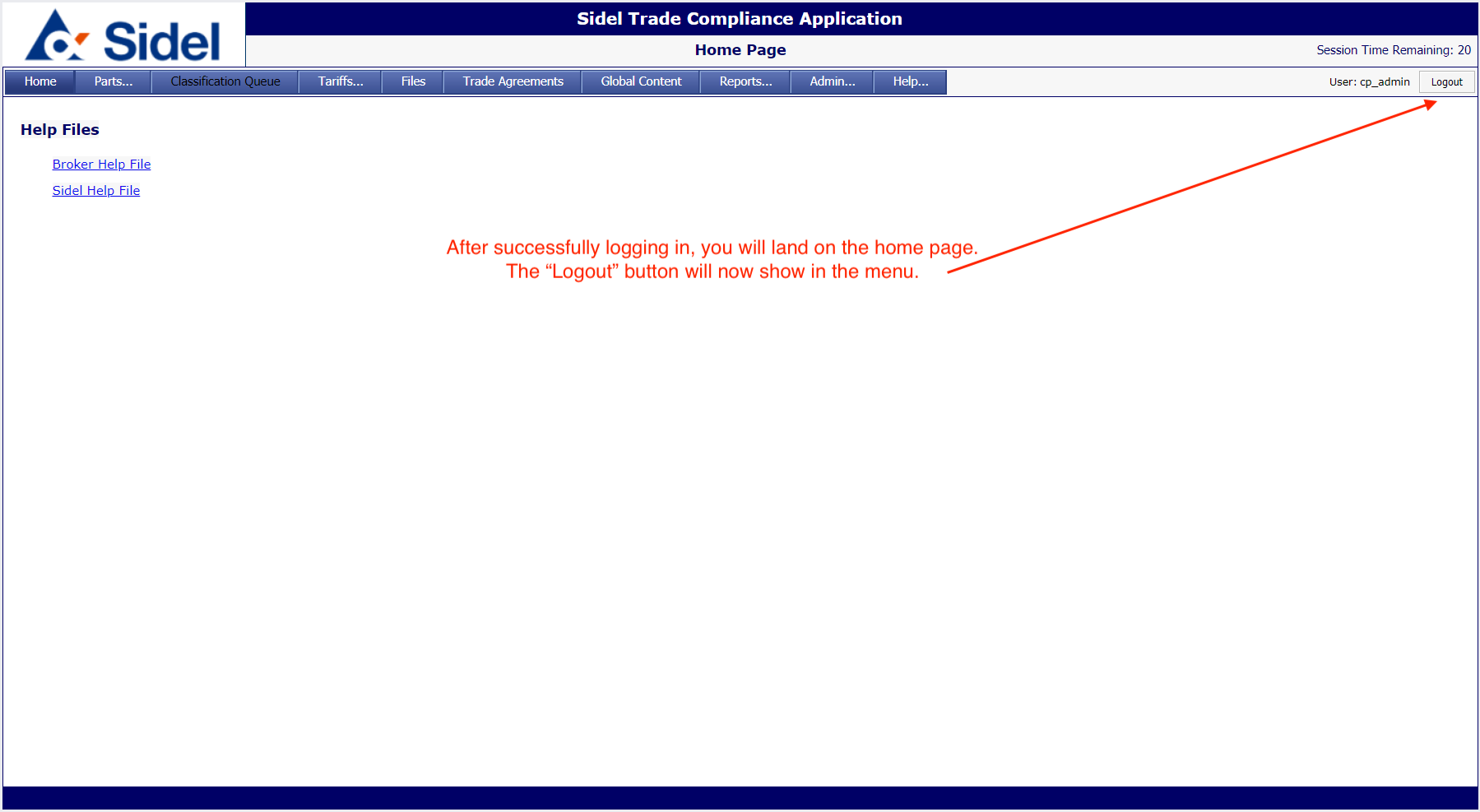
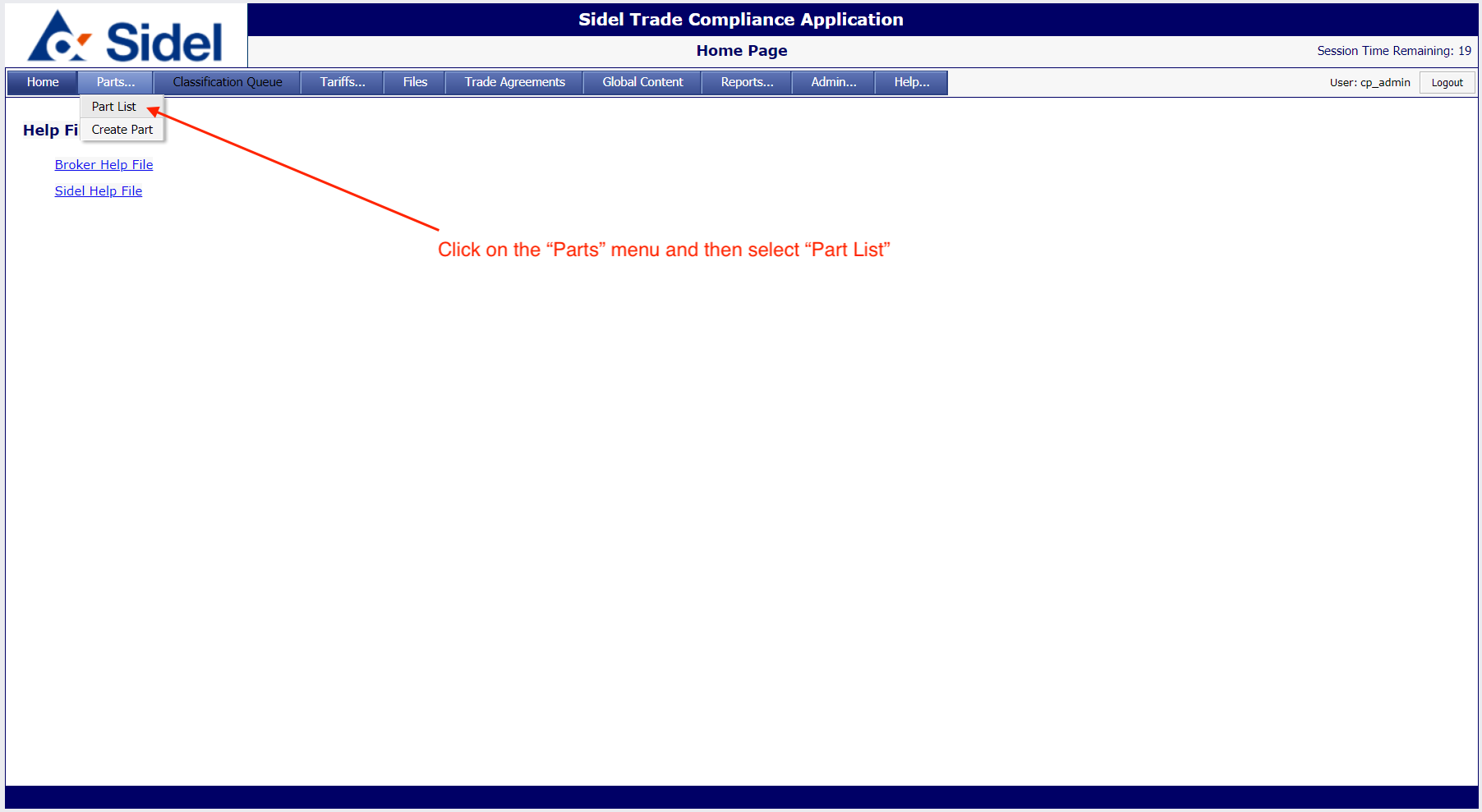
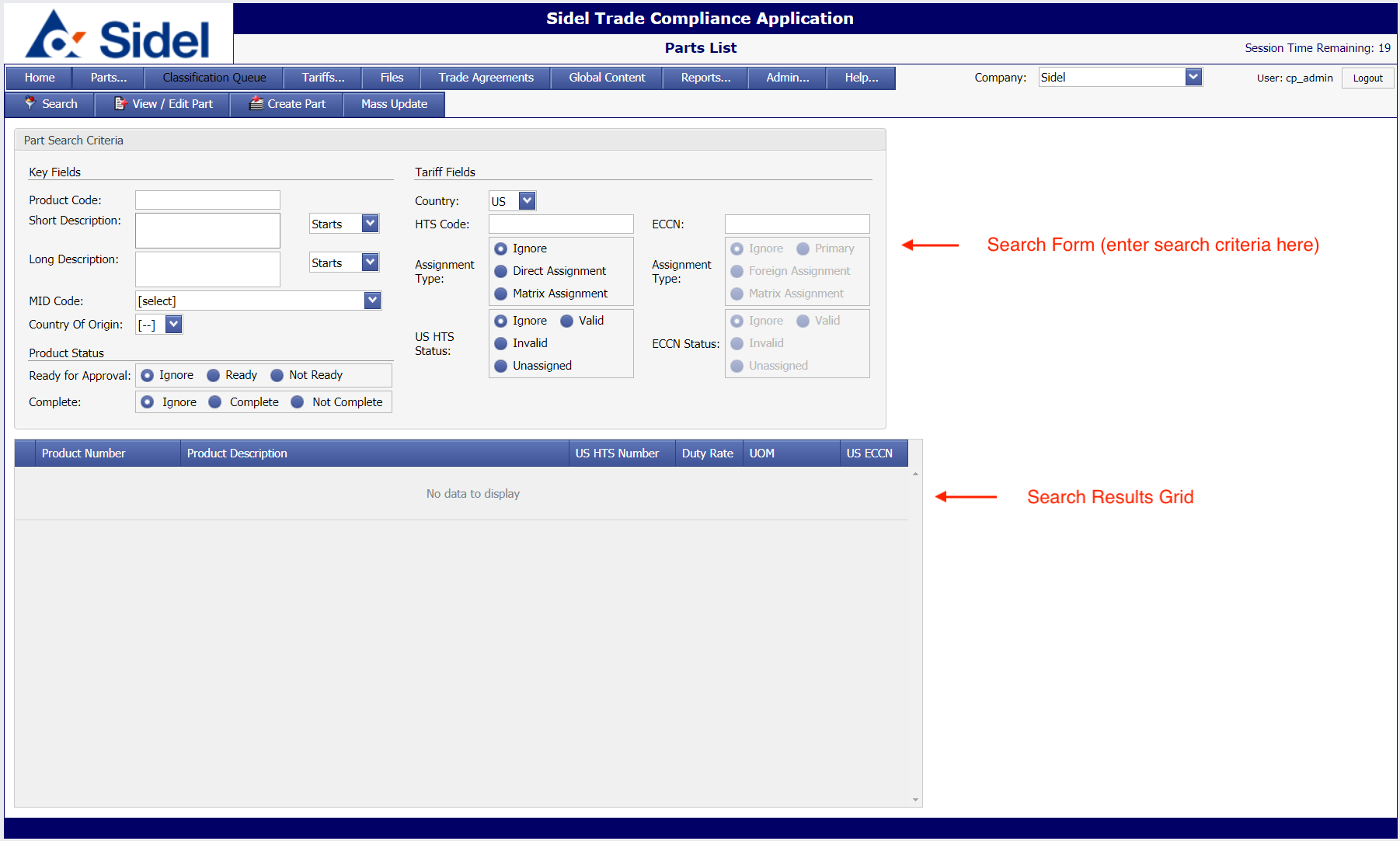
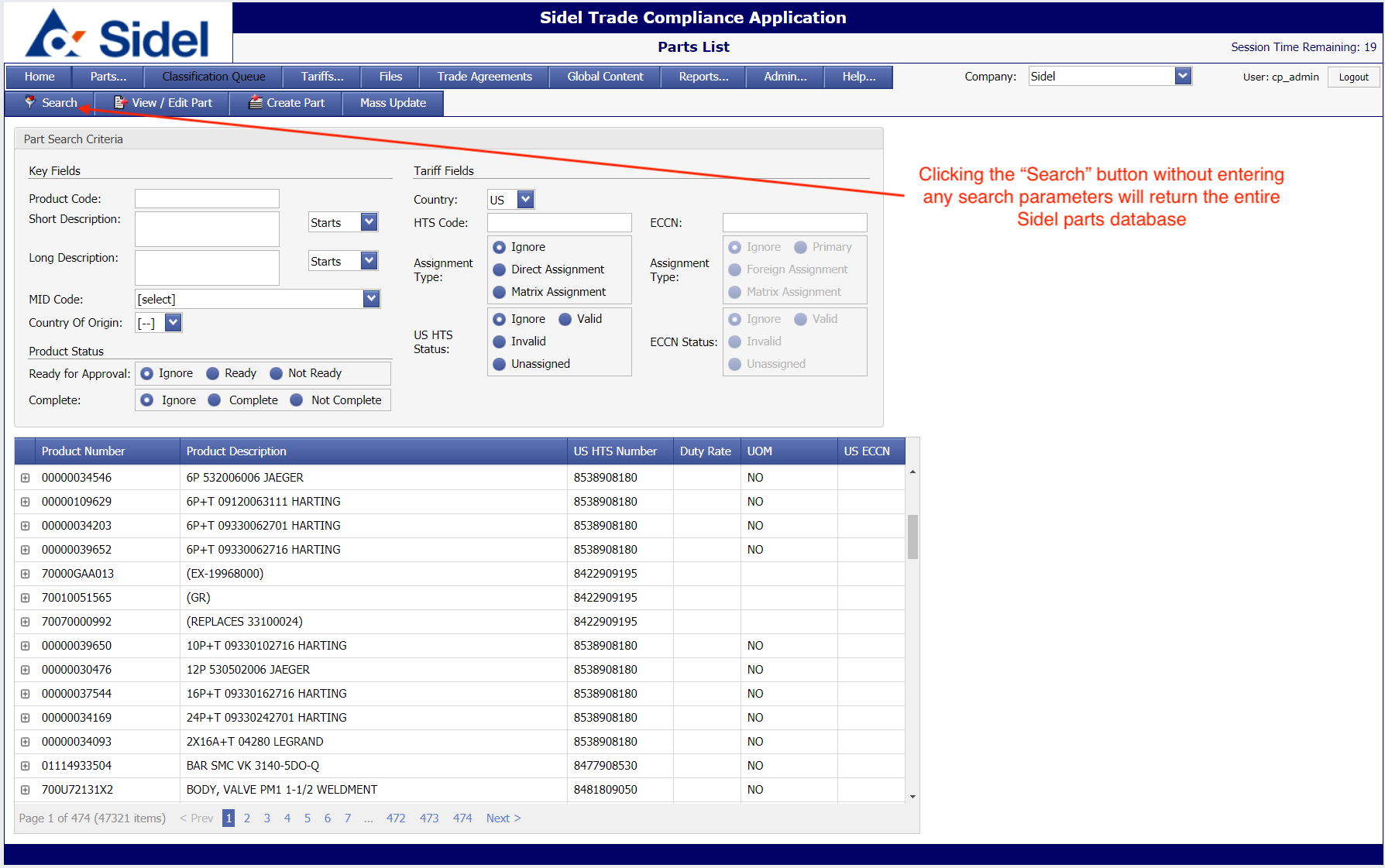
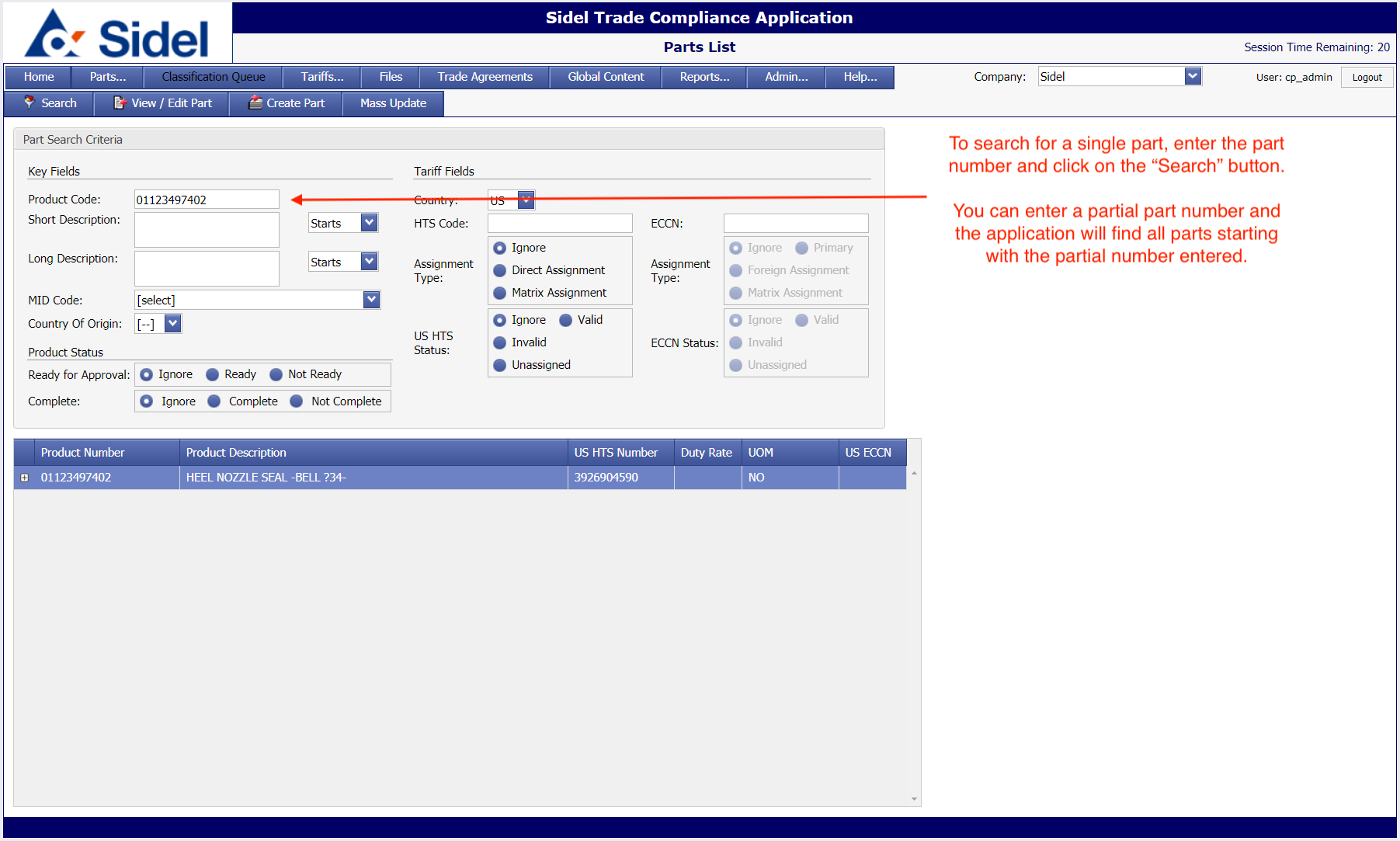
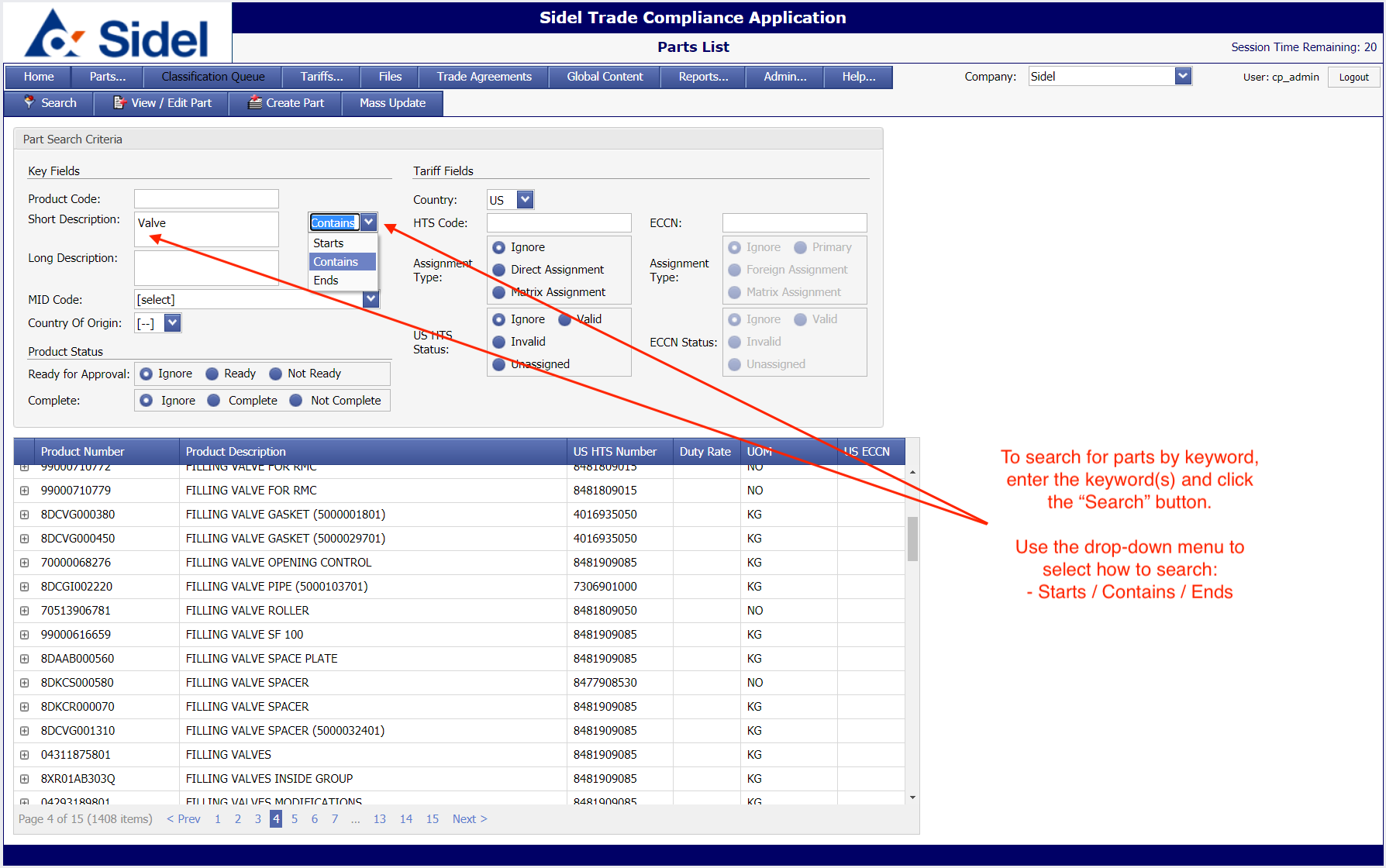
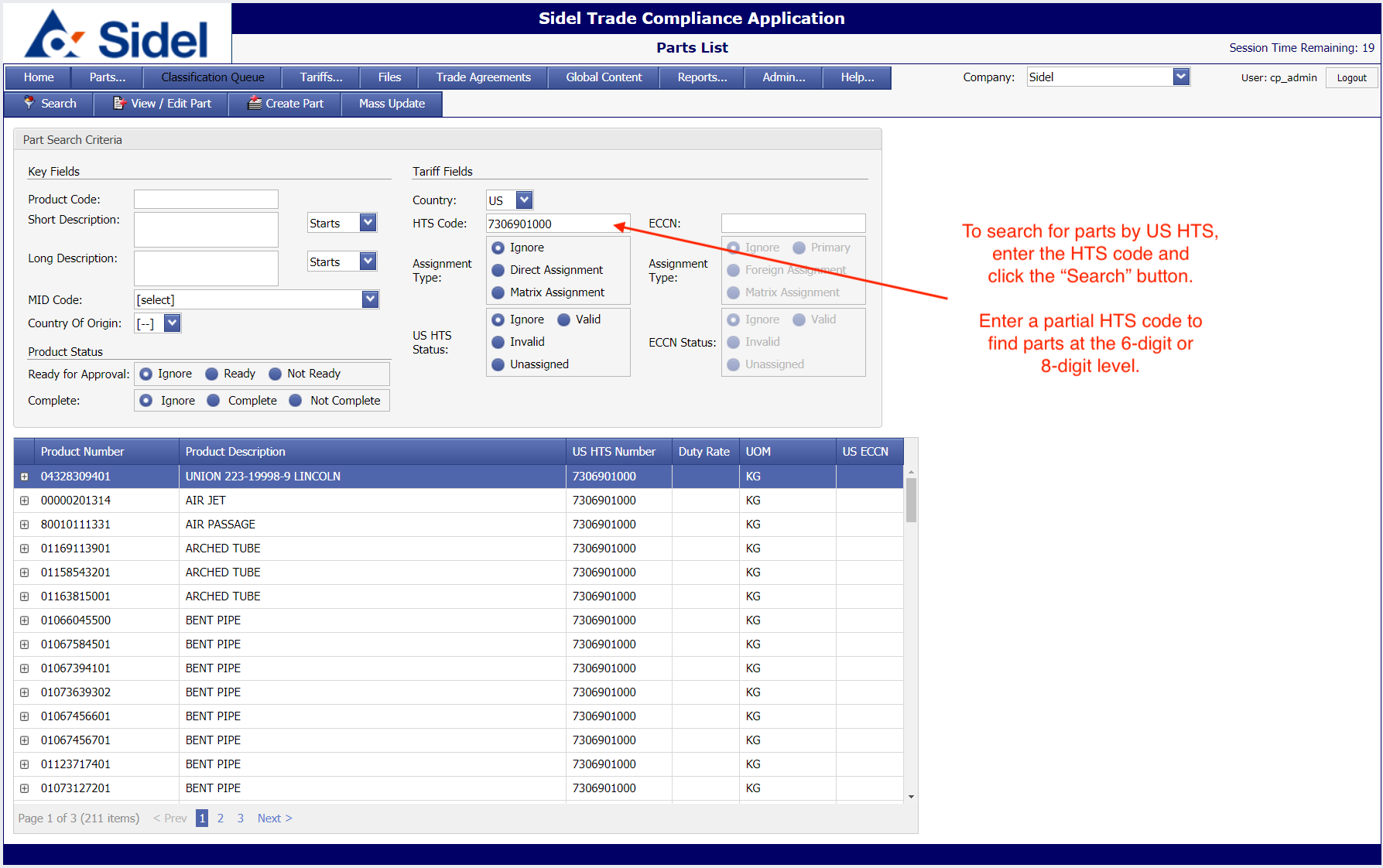
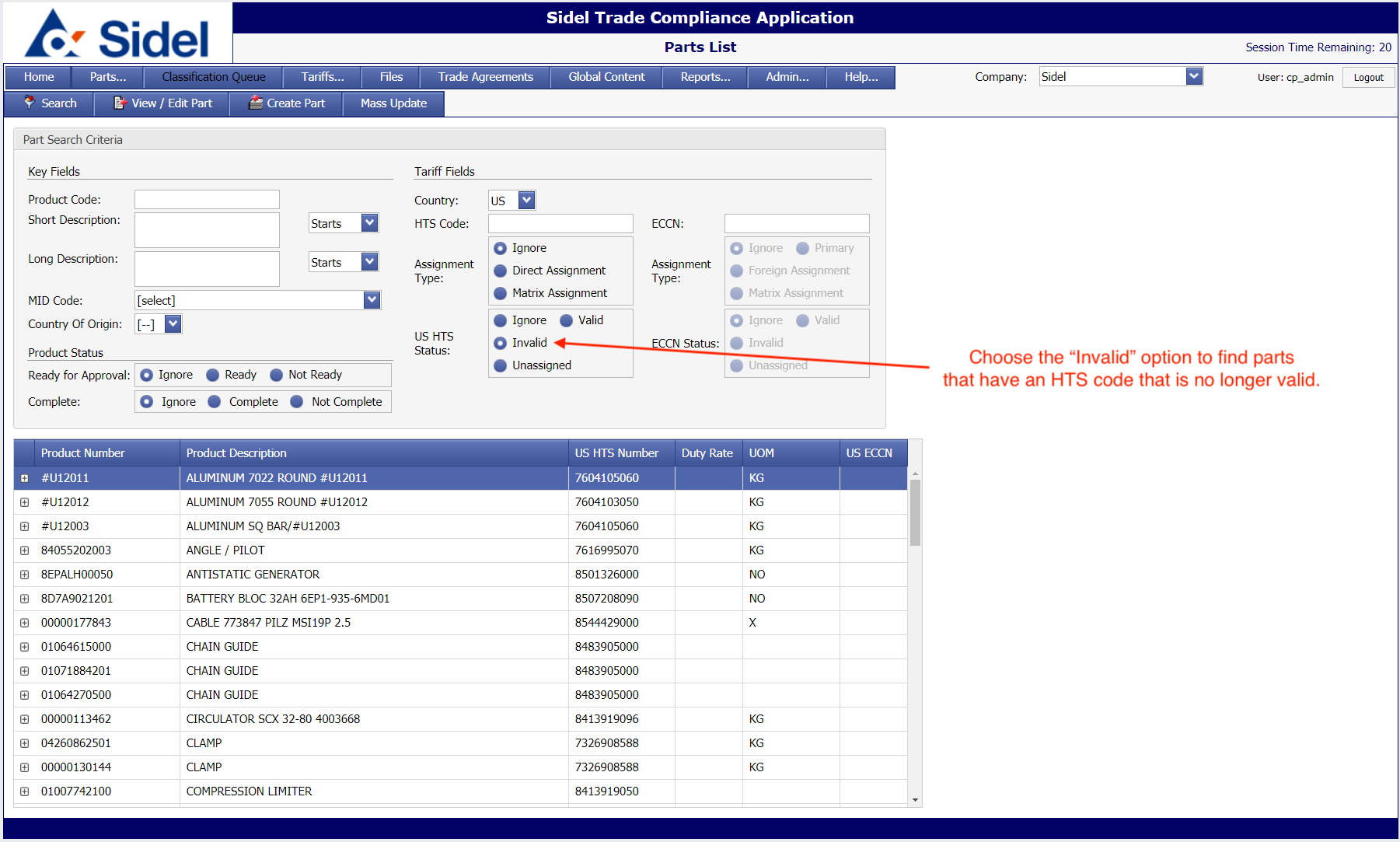
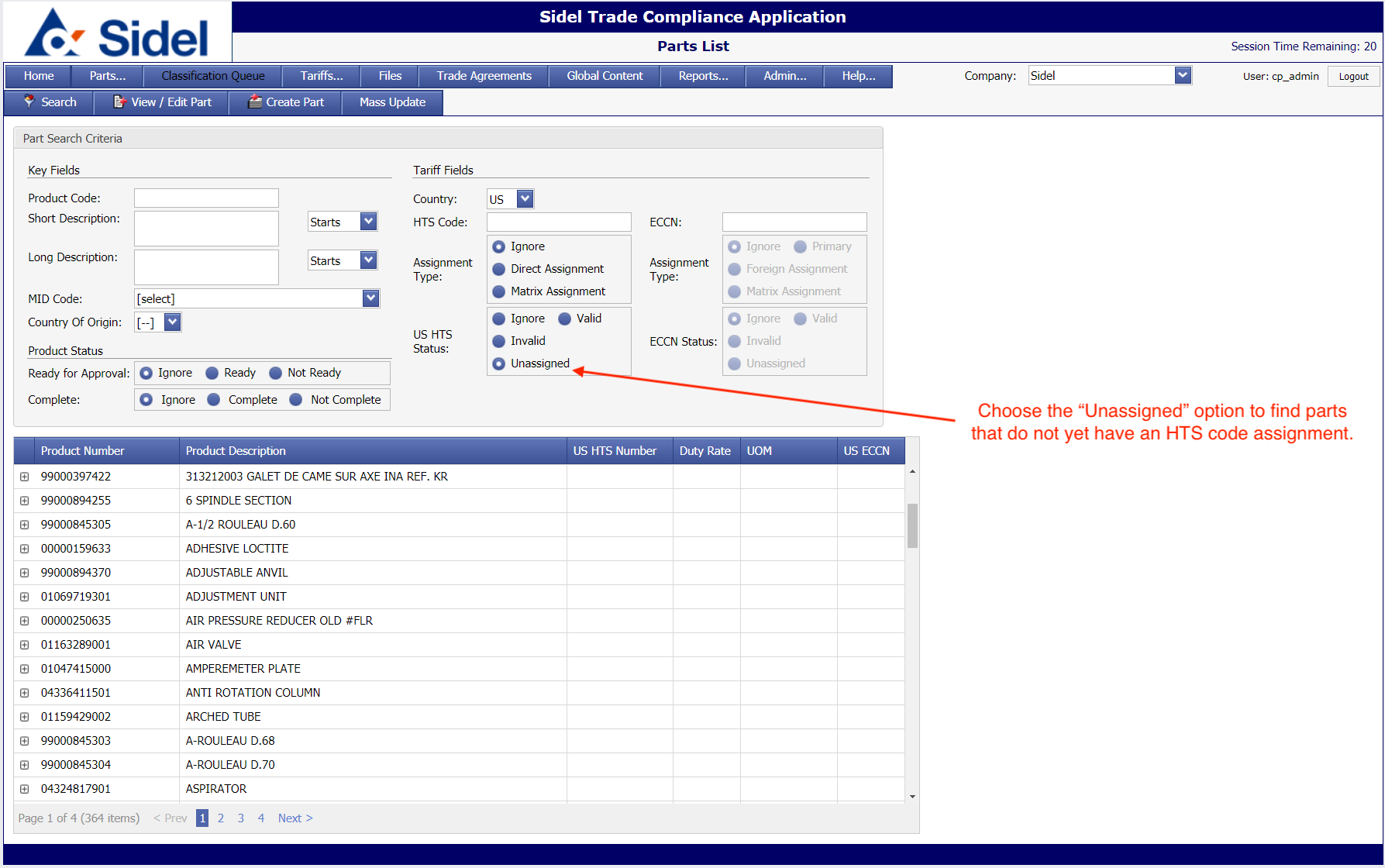
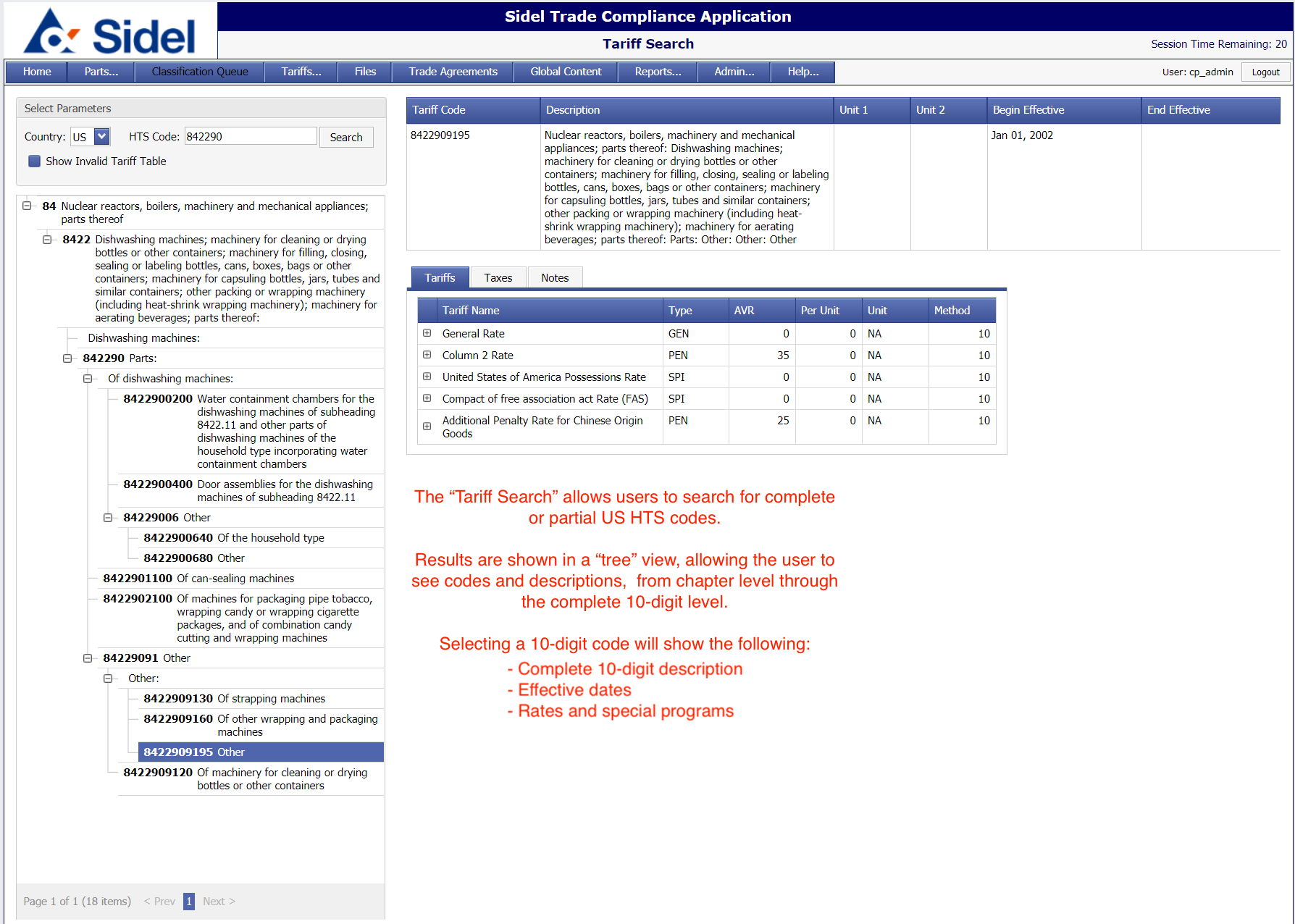
**Sidel Trade Compliance Application – Help File (Brokers)**

1. **Logging into the website**
   1. Go to the following URL in your web browser:
      1. <http://sidel.customspoint.com> OR <http://207.195.233.151/>
      2. Enter your User Name & Password in the upper-right area
      3. Click on the “Login” button
   2. 
   3. 
2. **Accessing the Parts/Products Area**
   1. Click on the Parts menu and then select “Part List”
   2. This will take you to the parts search page
   3. 
3. **Searching for parts in the Sidel catalog**
   1. The Parts List page allows you to search for parts using one or more search parameters
   2. 
   3. Clicking the “Search” button without entering any search parameters will return the entire Sidel parts database
   4. 
   5. To search for a single part, enter the part number and click on the “Search” button.
      1. You can enter a partial part number and the application will find all parts starting with the partial number entered.
      2. The search results will be shown in the table below.
   6. 
   7. To search for parts by keyword, enter the keyword(s) and click the “Search” button.
      1. Use the drop-down menu to select how to search:
         1. *Starts*: Will return all parts with a description starting with the keyword(s) entered.
         2. *Contains*: Will return all parts that have a description that contains the keyword(s) entered.
         3. *Ends*: Will return all parts where the description ends with the keyword(s) entered.
   8. 
   9. To search for parts by US HTS code, enter the HTS code and click the “Search” button.
      1. Enter a partial HTS code to find parts at the 6-digit or 8-digit level.
   10. 
   11. To search for parts based on the HTS Status, choose a status and then click the “Search” button.
       1. Invalid: Choose this option to find parts that have an HTS code that is no longer valid.
       2. 
       3. Unassigned: Choose this option to find parts that do not yet have an HTS code assignment.
       4. 
4. **Part Compare Report**
   1. The Part Compare Report allows you to upload a list of parts to retrieve product and HTS information.
      1. Click on the ‘Part Compare Report’ button to upload a list of parts to retrieve product & HTS information.
      2. You can download a copy of the Excel (XLS) template in the pop-up window.
      3. Add your list of part numbers to the file and save it locally. Once completed, click the ‘Choose File’ button to locate the upload file you created.
      4. Last, click the ‘Get Report’ button to download an Excel file that contains the product & HTS information that you requested.
      5. Graphical user interface, application, Word

         Description automatically generated
      6. Graphical user interface, application, table, Excel

         Description automatically generated
      7. Graphical user interface, application, table, Excel

         Description automatically generated
5. **Search US HTS Data**
   1. The “Tariff Search” allows users to search for complete or partial US HTS codes.
   2. Results are shown in a “tree” view, allowing the user to see codes and descriptions, from chapter level through the complete 10-digit level.
   3. Selecting a 10-digit code will show the following:
      1. Complete 10-digit description
      2. Effective dates
      3. Rates and special programs
   4. 
6. **Support**
   1. For support issues contact:
      1. Patrick Doyle
      2. Email: [patrickd@customspoint.com](mailto:patrickd@customspoint.com)
      3. Phone: 512.983.0294