



**Amber Road**  
POWERING GLOBAL TRADE

# Ad-Hoc Screening Process

## *Export On-Demand*

December 2017

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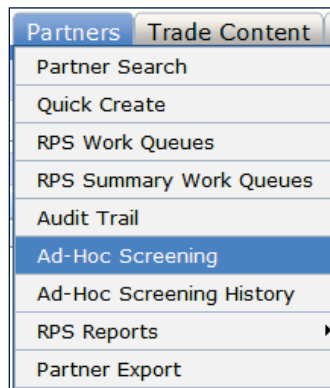
## Ad-Hoc Screening Process

Ad-Hoc screening allows the user to perform a one-time screening of a potential partner without saving the partner information to the database.

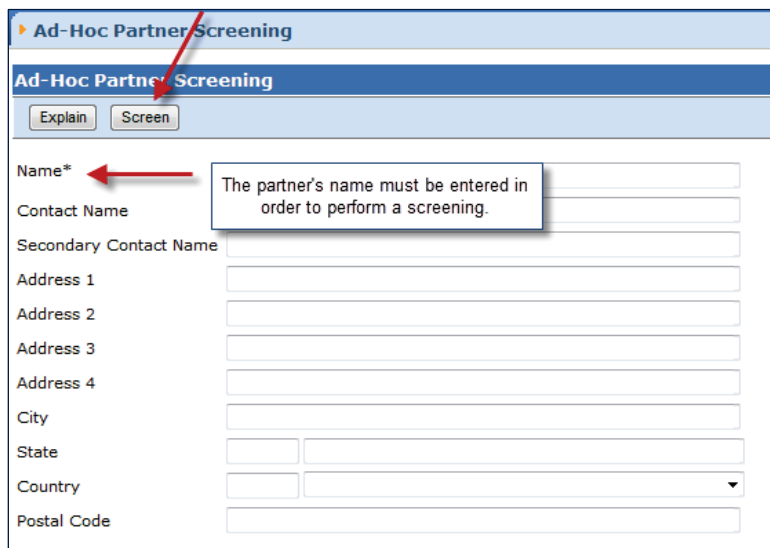
Therefore, the Partner (company or individual) screened through this process will not be included in any future re-screenings, and will not be counted as a Partner Record.

### Performing an Ad-Hoc screening

Navigate to **Partners > Ad-Hoc Screening** to enter the data to be screened.



Enter the Partner information on the Ad-Hoc Partner Screening page. The Partner's Name must be included to successfully perform a search.


 A screenshot of the "Ad-Hoc Partner Screening" form. At the top, there are two buttons: "Explain" and "Screen". Below the buttons are several input fields: "Name\*", "Contact Name", "Secondary Contact Name", "Address 1", "Address 2", "Address 3", "Address 4", "City", "State", "Country", and "Postal Code". A red arrow points from the "Name\*" field to a callout box that says "The partner's name must be entered in order to perform a screening."

Once the applicable data is entered, click on the **"Screen"** button at the top of the page to screen the Partner.

The following fields will be screened independently: **Partner Name, Contact Name, Secondary Contact Name, Address (1-4) fields and Country.**

## Reviewing Ad-Hoc screenings results

### CHECKING STATUS AND MATCH DETAILS

If the status is marked as **“Approved”** (green flag), no further action is needed.  
 If the status is marked as **“Potential Match”** (yellow flag), this Partner must be reviewed.

**Partner Decision**

Save Screening Decision | Create Partner Record | Name Configuration | Go

Status: ■ Potential Match | Match Score: 100%

Add Note (0)

Export Embargo: No  
 Import Embargo: No  
 Screened By: CARY\_SMELONE  
 Screened Date: 08-Aug-2016 17:30:58

**Partner Information**

Name: Abu Omran | Address 1  
 Contact Name | Address 2  
 Secondary Contact Name | Address 3  
 Organization: CARYNC\_MELONE | City  
 State / Province  
 Country  
 Zip / Postal

**Name Match Details (2)**

Show Non Matches | Group By: No-Grouping | Go

Entity ID	RPL Type	Status Flag	Name
<a href="#">ENTITY90931187</a>	AUSTRAC-CON	<span style="color: yellow;">■</span>	ABU OMRAN
<a href="#">ENTITY440111</a>	HKMA-13224	<span style="color: yellow;">■</span>	ABU OMRAN

The Screening results can be emailed or printed

**Partner Decision**

Save Screening Decision | Create Partner Record | Name Configuration | Go | |

### MAKING A DECISION

*Note: it is not possible to modify the Status (flag) of an ad-hoc screening.*  
 You may enter any explanation as a Decision Note by clicking on the **“Add Note”** icon.

**Partner Decision**

Save Screening Decision | Decision Note

Status: ■ Potential Match | Match Score: 26%

Escalation: [v]

Enter Decision Note: [text area]

OK | Cancel

Then, click on “Save Screening Decision”.

**Partner Decision**

Save Screening Decision | Create Partner Record

Status: ■ Approved

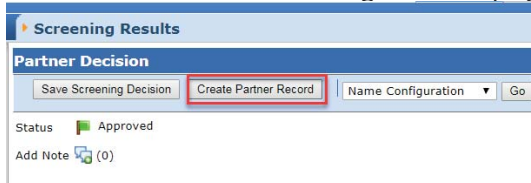
Add Note (0)

Notes entered will be stored along with the Ad-Hoc Screening History for later reference (see ad-hoc screening history).

## Creating a Partner Record from an Ad-Hoc screening

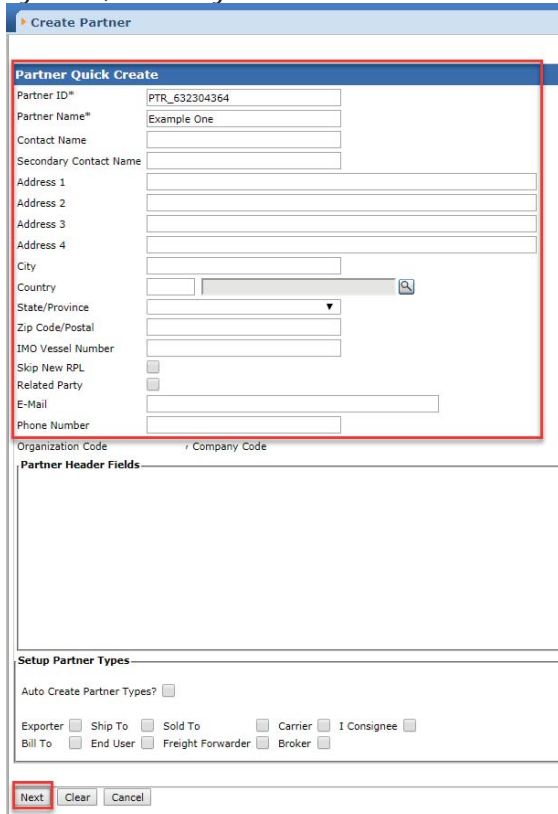
A Partner screened through the Ad-Hoc process can be saved as a **“Partner Record”**, if automatic re-screen by the system is considered necessary.

From the Ad-Hoc Screening Results page, click on the **“Create Partner Record”** button.



The screenshot shows the 'Screening Results' page with a 'Partner Decision' section. The 'Create Partner Record' button is highlighted with a red box. Other buttons include 'Save Screening Decision', 'Name Configuration', and 'Go'. The status is 'Approved' and there are no notes.

The “Quick Create” page will then be displayed with the Partner information you had entered for the ad-hoc screening. Enter a Partner ID if other than the one assigned by the system, and any additional data as needed.



The screenshot shows the 'Create Partner' page with a 'Partner Quick Create' form. The form includes fields for Partner ID\*, Partner Name\*, Contact Name, Secondary Contact Name, Address 1-4, City, Country, State/Province, Zip Code/Postal, IMO Vessel Number, Skip New RPL, Related Party, E-Mail, and Phone Number. There are also checkboxes for 'Skip New RPL' and 'Related Party'. The 'Next' button is highlighted with a red box.

Then click ‘Next’, at the bottom of the screen: the new Partner Record has been created, including Partner ID, and can be edited as needed.



The screenshot shows the 'Partner Screening Results' page. The status is 'Approved' with a green checkmark. The Partner ID is PTR\_632304364 and the Partner Name is Example One. Buttons for 'View Report', 'New Partner', and 'Edit Partner' are visible.

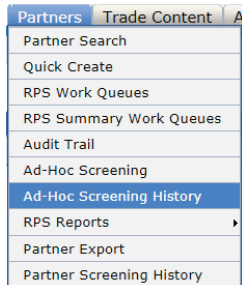
## Reviewing the Ad-Hoc Screening History

Although Ad-Hoc screening are not saved as Partner Records and not re-screened by the system, they are saved as a list: the Ad-Hoc Screening History.

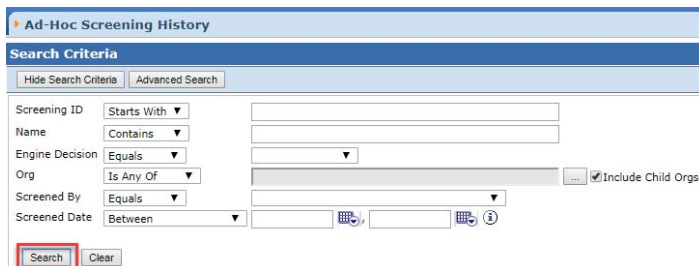
This list is available and includes dates/times of past screenings, as well as the number of Decision Notes associated to each Ad-Hoc Screening.

*Note: this functionality is not available for the RPS\_ADHOC role.*

To view the list, navigate to **Partners > Ad-Hoc Screening History**.

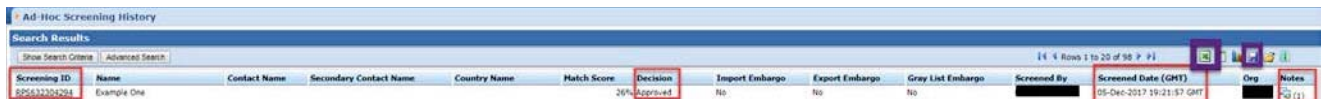


Enter the Search criteria if you want to restrict the displayed results.



A screenshot of the 'Ad-Hoc Screening History' search criteria form. It includes fields for 'Screening ID' (Starts With), 'Name' (Contains), 'Engine Decision' (Equals), 'Org' (Is Any Of), 'Screened By' (Equals), and 'Screened Date' (Between). There are also 'Search' and 'Clear' buttons.

The list is then displayed, including Screening IDs.



A screenshot of the 'Ad-Hoc Screening History' search results table. The table has columns for Screening ID, Name, Contact Name, Secondary Contact Name, Country Name, Match Score, Decision, Import Embargo, Export Embargo, Gray List Embargo, Screened By, Screened Date (GMT), Org, and Notes. The first row shows a Screening ID of 22563325294, Name of Example One, Match Score of 26%, and Decision of Approved. The 'Search' and 'Save' icons are highlighted with purple boxes.

Screening ID	Name	Contact Name	Secondary Contact Name	Country Name	Match Score	Decision	Import Embargo	Export Embargo	Gray List Embargo	Screened By	Screened Date (GMT)	Org	Notes
22563325294	Example One				26%	Approved	No	No	No		05-Dec-2017 19:21:57 GMT		(1)

*Note: these results can be exported to Excel, and the Search criteria can be saved as a Search (Excel and Save icons framed in purple).*