

AP - North America Product Import Availability & User Guide

Wonder if a product is available for import into APAC? In general, unless a product is listed in the NA Products for Asia Pacific Export Specification Guide, the product is not approved for sale in APAC and will require the use of the export approval process. This "RP3" process checks that the products meet local regulations and legal requirements. Simple products are more likely to get approval for export. Products that have electrical or architecture implications are generally not approved.

There are two ways to check availability online.

1. Visit amproductavailability.steelcase.com and enter the style number of the product you wish to check. A quick training document on how to use this site is available at AP - North America Product Availability User Guide
2. For Hedberg users, product import availability can be checked from inside of the Hedberg order entry autopricing function.

To request permission for a specific product that is not approved for sale in APAC, please have your Steelcase market manager contact Karen Johnson (AOM for RP3 program) with the details of the product name, ship to location, timing and rough size of the job. The Steelcase market manager is responsible to submit any RP3 request. Any approval is considered a "one off" and any future opportunities require separate approval.

User Guide

Objective: How to use the North Americas Product Availability report and read the results.

Link To North America Product Availability Search Report

<https://amproductavailability.steelcase.com/>

How To Search

The screenshot shows a web form for searching product availability. It includes a search bar, a hierarchy date field, a legal regulation type dropdown, an ultimate destination country dropdown, and search/clear buttons. Numbered callouts 1 through 5 point to specific elements: 1 points to the search bar, 2 points to the hierarchy date field, 3 points to the legal regulation type dropdown, 4 points to the ultimate destination country dropdown, and 5 points to the search and clear buttons.

1. In Search under "Material" (Comma Separated) enter one style # or several (RW20, M02MOBILEP, etc.)
2. Leave "Hierarchy Date" as is, the date will default.

3. Do not select a "Legal Regulation Type" leave it blank as the results will list all restrictions.
4. Under "Ultimate Destination Country" it will allow a specific country to be selected or leave as "All Countries" to show countries that are restricted for that region.
5. Click "Search"

How To Read The Results

1. At the bottom of the "Search" window the results of the restrictions will show up along with the restriction type.
2. Column LR

Restriction codes and definitions

DP: Dual purpose product

Not restricted for sale.

EM: Country/Region Embargo

Restricted for sale due to US government regulations.

IN: Inspection Required

Not restricted for sale.

IP: Intellect Property Rights

Restricted for sale due to trademark issues.

TR: Trade Restrictions

Restricted for sale due to country controls.

TS: Testing Requirement Status

Restricted for sale due to code requirements.

3. If a specific country was not selected and left blank then click on the Region to see a list of restricted countries.