

EMPLOYEE PROCEDURE

Easy3PL FTZ Receiving SOP

Create, authorize, and receive inventory on FTZ-controlled warehouse receipts

Definitive Workflow

Create WR

Enter admission
lines

Validate

File

Authorize

Receive
inventory

Reconcile

Mark Received

Do not reverse the process

For new FTZ receipts, do not receive inventory first and then create admission lines from that inventory. Admission lines authorize what may be received; inventory confirms what physically arrived.

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CORE RULE

Admission first. Inventory second.

Admission lines are the authorized merchandise declaration. Inventory lines are the physical stock created during receiving.

Do not receive or import inventory onto an FTZ-controlled warehouse receipt until the admission has been authorized.

FTZ receipt

All inventory on an FTZ-controlled WR is FTZ-controlled.

No mixing

If a shipment has FTZ and non-FTZ goods, create separate receipts.

BEFORE YOU START

Confirm setup before creating the receipt

- User has FTZ rights.
- Warehouse has FTZ site configuration.
- Client is marked as an FTZ customer and FTZ profile is complete.
- Item/SKU customs defaults are filled where available.
- Source documents are available: invoice, packing list, ASN, BOL, AWB, or in-bond document.

STEP 1

Create the Warehouse Receipt

Menu path: Warehouse Receipts -> New

Fill the normal receipt fields, then check FTZ-Controlled Receipt in Receipt Options. Save the receipt before working on FTZ admission lines.

- Client
- Warehouse
- Receipt date or expected date
- Supplier if known
- PO number or reference
- Tracking number, BOL, AWB, or in-bond number if known
- Notes if needed

Important

Once FTZ activity or inventory exists, the FTZ designation is locked.

STEP 2

Complete the FTZ / e214 admission header

Open the FTZ / e214 section on the receipt and complete the admission header.

- FTZ Site
- Admission Number
- Requested Zone Status: PF, NPF, D, or ZR
- Import Date and Arrival Date
- Port of Unlading and Foreign Port of Lading
- Bill of Lading, Air Waybill, or In-Bond Number
- Broker Reference
- ACE Submission ID and ACE Reference No, if known
- Estimated Total Value, Qty, and Weight
- Status Message, if needed

Note

At least one reference should be present: Bill of Lading, Air Waybill, or In-Bond Number.

STEP 3

Enter admission lines before authorization

In the Admission Lines section, click Add Line. Admission lines should come from the invoice, packing list, ASN, or other source document, not from physical pallet placement.

- SKU and Description
- HTSUS and COO
- Zone
- Qty and UOM
- Package Count and Package Type
- Weight and Weight UOM
- Value
- Zone Lot

Note

Line quantities and customs values are freely editable while the receipt is still being prepared. After inventory has been received against a line, changing its quantity or customs values becomes a correction: Easy3PL asks for a correction reason and records the old and new values in the FTZ audit trail. See Step 7 - Handle receiving discrepancies.

Important

Do not use Generate From Receipt as the normal process for new FTZ receipts. It builds lines from already-received inventory and should be supervisor-approved only for legacy or backfill situations.

BACKFILL

Generate From Receipt for already-received inventory

Use Generate From Receipt only when inventory has already been received and the receipt must now be brought under FTZ control.

If the receipt is not already FTZ-controlled, open the receipt, check FTZ-Controlled Receipt, save, then click Generate From Receipt.

- Creates the FTZ admission if one does not already exist.
- Runs only when the FTZ admission has no existing admission lines.
- Groups received inventory by item/SKU and lot, so line count may be lower than inventory-row count.
- Seeds SKU, description, HTSUS, COO, quantity, UOM, package details, gross weight, customs value, manufacturer ID, and zone lot.
- Links existing inventory rows to the generated FTZ admission lines.
- Puts the FTZ receipt on hold until the admission is active/authorized.

Important

This does not file anything with CBP, ACE, or ABI, does not automatically fix missing customs data, and does not run after admission lines have already been generated or manually added.

STEP 4

Validate, file, and authorize

Click Save & Validate. Fix all validation errors before continuing. Warnings should be reviewed before filing.

If a broker packet is needed, use Export PDF Packet, Export CSV Packet, or Export JSON Packet.

Exporting creates a handoff file only; it does not file the admission with CBP, ACE, ABI, the broker, or the FTZ operator.

Use the workflow buttons in order. Each button is an operational statement that the prior work has actually happened.

Save & Validate

Checks the receipt, FTZ header, and admission lines for required data. Fix blocking errors before moving forward; review warnings before filing.

Export PDF/CSV/JSON Packet

Creates a broker or filing-party handoff packet. This button does not submit anything by itself and does not change the admission workflow status.

Mark Validated

Use after Easy3PL validation passes with no blocking errors. This records that the admission is internally ready to file.

Mark Filed

Use after the packet or admission data has actually been submitted to the broker, FTZ operator, or filing party. Exporting a packet alone is not enough unless it was also sent/filed through the required channel.

Mark Authorized

Use only after the responsible party confirms authorization or release to receive under FTZ control. This unlocks receiving.

Mark Received

Use only after inventory has been received/imported, linked to the authorized admission lines, and reconciled with no unresolved overages, mismatches, or missing links.

Important

Do not receive or import inventory before Mark Authorized. Do not use Mark Received as a shortcut before physical receiving and reconciliation are complete.

STEP 5

Receive or import inventory after authorization

After authorization, open the receipt receiving screen. Manual receiving and CSV import both create inventory rows. These rows are the physical stock.

Receiving records what is physically in the building. The admission lines stay the authorized declaration. If the physical count does not equal the authorized quantity, do not adjust either number to force a match — Easy3PL records the difference as a receiving discrepancy and fixes it through the discrepancy workflow.

Manual receive

Enter SKU, storage unit/pallet, location, quantity, lot, expiration, serial, PO, and notes.

CSV import

Download Template, fill the CSV, click Import CSV, review preview, fix errors, then click Import CSV again to import valid rows.

Important

If you receive more than the authorized admission quantity, the admitted portion posts as normal FTZ stock and the excess is held as FTZ suspense with an open overage discrepancy. Suspense stock cannot be picked, shipped, or transferred until compliance resolves the admission.

CSV REQUIREMENTS

Inventory import columns

The template must include Pallet #, SKU, Qty Units Received, and Qty Items Per. Each row must provide either Qty Units Received plus Qty Items Per, or a positive Items/Units Avail value.

- Required columns: Pallet #, SKU, Qty Units Received, Qty Items Per
- Quantity override columns: Qty Unit Available, Items/Units Avail
- Optional columns: Recv Date, Item Description, Location Type, Location, Warehouse Area, Inventory Notes, Storage Unit Type, Part Number, Expiration, Lot #, Serial, PO, Packaging Unit Type, Quantity UOM
- Rack locations should use Location Type = Rack and a full location such as 41-1-1-2-A.
- Floor is the default when location details are not provided.

STEP 6

Verify, reconcile, and mark received

After receiving or importing inventory, confirm the inventory appears under the receipt and review the Linked FTZ Inventory section.

Easy3PL still blocks FTZ receiving when inventory cannot match an existing admission line, and it holds any quantity that exceeds the authorized admission as suspense rather than admitting it.

For master-case receipts, the admission line stores the flat customs quantity/UOM and package count/type; the master-case hierarchy stays on the linked inventory packaging records.

- Review the admission-line balance columns: Admitted, Received, Remaining, and Over/Short.
- Confirm generated lines split by actual package type when a SKU/lot was received as more than one package type.
- Confirm SKU, quantity, COO, HTSUS, zone lot, and zone status.
- Check the FTZ notice on the receipt: it lists excess/suspense inventory, unlinked inventory, over or short admission lines, and open receiving discrepancies.
- Review the receiving discrepancies before continuing. Overages and shortages are recorded, not hidden.
- When physical receiving is complete and reviewed, return to FTZ / e214 and click Mark Received.
- Do not use Mark Received as a way to make a discrepancy disappear. Resolve or acknowledge the discrepancy instead.

STEP 7

Handle receiving discrepancies (overage, shortage, suspense)

A receiving discrepancy is any difference between the authorized admission quantity and what was physically counted on an FTZ receipt. Easy3PL records every one of them in a discrepancy ledger per receipt, with the authorized quantity, the counted quantity, the variance, who discovered it, and when.

The system keeps this rule true at all times: physical quantity = admitted quantity + suspense quantity. Nothing is adjusted behind the scenes, and the authorized quantity is never overwritten just to match a count.

Overage (counted more than authorized)

The admitted portion posts as normal FTZ stock. The extra units post as FTZ suspense and an open overage discrepancy is created automatically. The receiver sees "Recorded to FTZ suspense" and the receipt shows a discrepancy banner.

Shortage (counted less than authorized)

An open shortage discrepancy is created for the line with the counted quantity. Receiving can finish, but the discrepancy stays visible until compliance accepts or resolves it.

No matching admission line

Receiving is still blocked. Fix the admission line if the goods belong to this admission, or have compliance hold the received row as FTZ suspense from the discrepancy workflow.

Recount or document

Recount, attach the packing list or BOL, or get a corrected document. Do not edit the admission quantity to match the count.

Acknowledge

Compliance acknowledges the discrepancy to show it is being worked. Acknowledgement does not move any merchandise.

Resolve

Compliance resolves the discrepancy with a resolution type (correct the admission, confirm a short shipment, move to the correct receipt, release to FTZ control) and a reason code. Resolving is recorded with the user and timestamp.

Release suspense into admitted stock

Release only after the admission or documentation supports the goods. Easy3PL re-validates the admission line remaining quantity during release, so suspense can never over-admit a line.

Correct an admission line

If the admission itself must change after inventory was received, click Save Admission Lines (or Save & Validate) and Easy3PL asks for a correction reason. Type the reason and the save completes on the retry, storing the old and new values in the FTZ audit trail. Cancelling the prompt leaves the line unchanged.

Important

Never resolve a discrepancy by editing the authorized quantity to equal the physical count, and never leave excess merchandise physically inside the building but absent from the system. Both hide a customs-event from the record.

REFERENCE

Common problems and what they mean

FTZ admission pending authorization

The receipt has not reached Mark Authorized yet. Finish the FTZ workflow before receiving or importing inventory.

No matching admission line

Add or update the FTZ admission line for that SKU/lot, save it, and then receive the inventory.

Admitted quantity would be exceeded

The admitted portion posts normally and the excess is held as FTZ suspense with an open overage discrepancy. Compliance must resolve the admission; do not raise the authorized quantity to make the discrepancy disappear unless the admission genuinely changes.

Receipt shows FTZ suspense or open discrepancies

Open the FTZ discrepancy view for the receipt. Recount and document first. Compliance acknowledges and resolves with a reason code, then releases suspense into admitted stock once the admission supports it.

Line is short of the authorized quantity

Confirm whether more goods are coming, whether the document was wrong, or whether the shortage must be reported. The open shortage discrepancy stays on the receipt until it is resolved.

Correction reason required

You changed an admission line that already has received inventory. Enter the reason for the correction; the old and new values are recorded for the audit trail.

SKU not found

The SKU does not exist for the selected client. Confirm the client and item master.

Rack location invalid or in use

Check Location Type, Location, Warehouse Area, and stack.

Zero rows imported

Review the displayed import errors. The system should not silently close when every row fails.

Mixed FTZ and non-FTZ goods

Create separate receipts.

FINAL CHECKLIST

Before the receipt is considered complete

- | | |
|---|--|
| ☐ Correct client and warehouse selected. | ☐ FTZ-Controlled Receipt checked. |
| ☐ FTZ admission header completed. | ☐ Admission lines entered from source documents. |
| ☐ Save & Validate passed. | ☐ Broker packet exported if required. |
| ☐ Mark Validated completed. | ☐ Mark Filed completed. |
| ☐ Mark Authorized completed. | ☐ Inventory received or imported after authorization. |
| ☐ Linked FTZ Inventory reviewed. | ☐ FTZ notice reviewed (suspense, unlinked, over/short, open discrepancies). |
| ☐ Discrepancies acknowledged or resolved with a reason code. | ☐ Mark Received completed. |