



**OHASIS**  
**HA-TRANSPORTATION**  
Denton Program | Funded Transportation Program



Defense Security Cooperation Agency

Humanitarian Assistance (HA)

# Transportation Programs Website User Guide

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## 1. Overview:

### Denton Program

The purpose of the Denton Program is to allow U.S. based non-governmental sources to transport humanitarian aid at little or no cost to the donor, while simultaneously putting the extra space on U.S. military transport assets to good use. This program is jointly administered by the U.S. Agency for International Development (USAID), Department of State (DOS) and Department of Defense (DOD). Transportation is generally available to close destinations such as Latin and South America; however, the availability of transportation to particular countries is affected by current military and political situations. Transportation can neither be scheduled nor guaranteed; and therefore, cannot be used to meet urgent needs or deadlines.

### Funded Transportation Program

The Funded Transportation Program is funded by the Department of Defense and provides worldwide ocean transportation of privately donated humanitarian aid originating in the United States at little or no cost to the donor. The donor must be able to fill at least a 20' container (1100 cu. ft.) and meet all requirements as outlined in the guidelines. Donors are responsible for arranging the loading and unloading of the container(s). This program is ideal for bulky and/or sensitive commodities such as medical equipment and school furniture and for shipments going to far-off destinations such as Romania and countries in Africa. Potential shipments are reviewed for appropriateness and feasibility on a case-by-case basis.

### Requesting an account

From the Main page, click "*Request Login*".



The Request Login page will display. Obtaining a login account requires inputting basic contact information for you and your organization.



On this page, you can request access to the HA Transportation system as a member of an organization that has already been approved, or request access for a new organization. If your organization has already been approved (i.e. the organization has donated through these programs in the past), you can find the name in the Organization drop down list on the page.

*First Name	ACS Sister-School Program
*Last Name	Acts of Art
*Phone	Admiral Jeremiah Denton Foundation
Alternate Phone	Adventist Development and Relief Agency
*Email	Afgan Women's And Kids' Education & Necessis
*Confirm Email	Afghan Academy of Hope
*Organization	Afghan American Foundation
	Afghan Assistance
	Afghan Children's Fund Inc.
	Afghan Children's Medical Relief
	Afghan Children's Relief Organization
	Afghan Coalition of Northern California
	Afghan Communicator
	Afghan Student Organization
	Afghanistan Relief Organization
	Afghans for Civil Society, Inc.

Don't see your organization? [Register New Org](#)

If you are requesting approval for your organization, click on the “*Register New Org*” link below the Organization drop down list.

\*Organization

Don't see your organization? [Select from list](#)

For greater security, please create a password at least 10 characters in length, with at least two numbers and two special characters (e.g. &, \$, \*, #).

Please provide a detailed reason for your request. This will help program administrator process your request more efficiently.

Once you have submitted your request, you will receive an email confirmation. When your request has been processed, you will receive notification of the status of your login credentials. Once approved, you will immediately be able to login to the HA Transportation system.



## Logging into the site

Click “*Login*” on the website toolbar. The logon page will display. Enter your logon information and click “*Log In*”.

Login ID

Password

[Forgot Login/Password?](#) | [Need a login account?](#)

If you have forgotten your login or password, you can obtain these via email by clicking on the “*Forgot Login/Password*” link below the Log In button.

## The Applications Home Page

Once you have logged into the system, you will see a page with the applications that have been submitted by your organization. From this page, you can view the details and statuses of your applications, change your password and login information, and begin new applications.

## Change Login/Password

Click the “*Change Login/Password.*” You will see an editable box with your information.

Change your login and password here:

Login

Password

[Hide this dialog box](#)

Click “*Submit*” to save any changes.

## View or Edit an Application

You can review the information on any application, regardless of status, by clicking on the View/Edit link in the list of your applications.



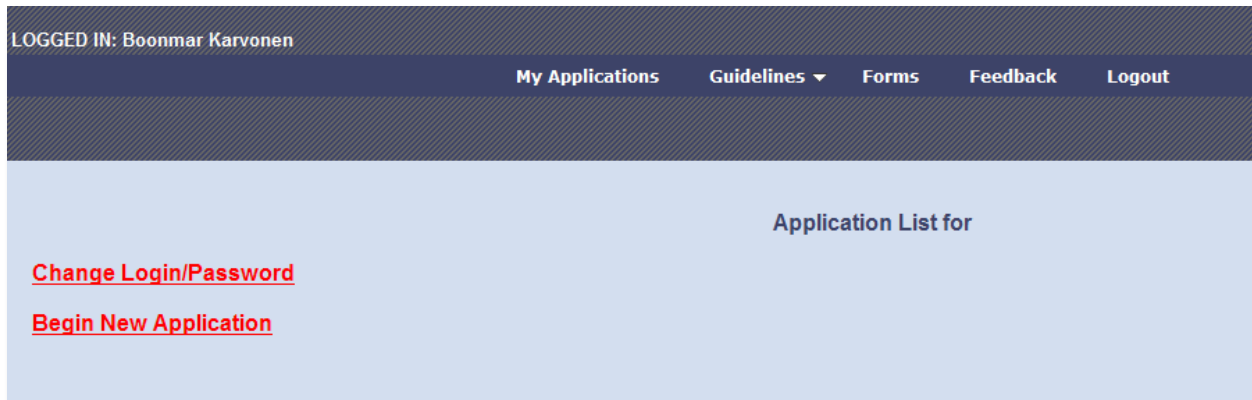
### Withdraw an Application

If you need to withdraw your application, you can click the Withdraw link in your application list.

\*\* Withdrawing an application resets the status to “Incomplete.” If you have submitted your application, you will need to resubmit before any processing can take place. \*\*

### Create New Application

Click “*Begin New Application*” to start the process.



Select the program through which you would like to donate your items. If you do not know, you can have the system select the most appropriate program for you based on the destination by clicking the “*I don't know. Please select one for me*” option.

Which program do you want to use?

- Denton Program
- Funded Transportation Program
- I don't know. Please select one for me.

Select the destination country.

Which program do you want to use?

- Denton Program
- Funded Transportation Program
- I don't know. Please select one for me.

Where do you want to send the donation?

Belarus  
 Belgium  
 Belize  
 Benin  
 Bermuda  
 Bhutan  
 Bolivia

Submit



Please note that not all countries are eligible for transportation through the Denton and Funded Transportation programs. If the country you selected is not eligible for transportation, you will see a message appear in the space below the Submit button.

Click “*Submit.*” Once you have done so, a link “Click here to begin filling out this application” will be displayed that will take you directly to the application.

Your donation qualifies for shipment with the Funded Transportation program.

[Click here to begin filling out this application](#)

You can also get to the newly-created application from your list of applications listed below.

Application List for TEST ORG

[Change Login/Password](#)  
[Begin New Application](#)

Denton Program Applications								
View/Edit App	App ID	Program Type	Recipient	Country	Last Updated	Created By	Application Status	AAR
<a href="#">View/Edit</a>   <a href="#">Withdraw</a>	TESTORGXX3481	Denton		Peru	01/12/2011	Tim Clark	Withdrawn by Admin	
<a href="#">Reactivate</a>	TESTORGXX3440	Denton	Aji International	Peru	11/22/2010	Jim Bailey	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX3426	Denton		Albania	09/01/2010	Tim Clark	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX3412	Denton	test	Albania	10/04/2010	Tim Clark	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX3411	Denton		United States	07/26/2010	Tim Clark	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX3365	Denton		Paraguay	05/25/2010	Jim Bailey	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX3350	Denton		Bahamas	05/06/2010	Tim Clark	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX3349	Denton		Baker Island	05/06/2010	Tim Clark	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX3348	Denton		Baker Island	05/06/2010	Tim Clark	Withdrawn by Donor	
<a href="#">Reactivate</a>	TESTORGXX3305	Denton		Afghanistan	04/13/2010	Karvonen Boonmar	Withdrawn by Donor	

1 2

### Donor Application Page

This page is your application for the HA Transportation programs. From here, you will fill out the required elements for using the programs, upload any supporting documentation, and submit your application to the program administrators.

The page uses “tabs” to organize the information. Clicking on each tab will bring the information on that tab to the front of the screen. This guide will take you through the each of the required tabs in order to submit an application.



Just above the tabs, you will see a notification of the application you are currently editing.

**You are currently editing Application TESTORGXX/3519**

## Donor Tab

This tab page shows the information of the donor's organization. If you need to update your organization's information, you can do so from this tab. By default, a checkbox is checked stating that the information is accurate, and no corrections are necessary. To change the information, uncheck this box, and enter the changes in the editable textboxes below. Click "Update Organization Information" to save any changes.

Donor	Cargo Location	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	Submit Application
-------	----------------	-----------	-------------------------------------	-------------------------	--------------	--------------------	----------	--------------------

Please contact your organization POC if the information below is incorrect.

<input checked="" type="checkbox"/> Information is accurate. No corrections necessary.	
Organization Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>
Point of Contact First Name	<input type="text"/>
Point of Contact Last Name	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>





### Cargo Location Tab

Enter the location where the cargo is being stored before transportation. Please pay special attention to the Point of Contact (POC) information, as this person will need to be in contact with HA Transportation program cargo inspectors. Click "Submit Cargo Location" to save to record.

Donor	<b>Cargo Location</b>	Container(s)	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	Submit Application
-------	-----------------------	--------------	-----------	-------------------------------------	-------------------------	--------------	--------------------	----------	--------------------

All cargo must be stored in the United States in ONE location. Donor is responsible for storing all cargo until the application is approved and transportation is arranged.

Cargo Location Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
ZIP	<input type="text"/>
Cargo Location POC	<input type="text"/>
Cargo Location POC Phone	<input type="text"/>
Cargo Location POC Email	<input type="text"/>

The Donor will be contacted to arrange an inspection of the cargo. Below, please list any additional individuals who may need to attend the inspection. All fields are required.

Check the box if there will be additional individuals attending the inspection.

To add additional POC for inspection, click the check box.

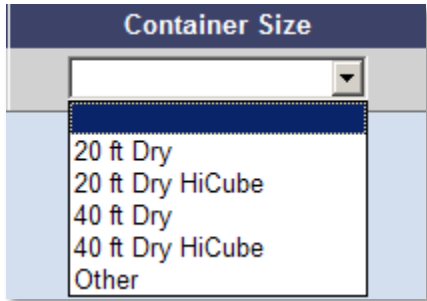
Modify	Delete	Inspector Name	Phone	Fax	Email
	<input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the POC information and click the "Add" button.







**Container(s) Tab (Funded Transportation Program Only)**

If you are applying for transportation through the Funded Transportation Program, you will be required to specify the containers that will be used for shipment. You can choose from 20 ft Dry, 20 ft HiCube, 40 ft Dry, and 40 ft HiCube from the drop down list.



(If you are unsure about container types, please contact the Funded Transportation Program administrator).

Select the container size and click the “Add” button. You can add up to five (5) containers in a single application. If you require more than this, you will need to fill out more applications.

You can edit the containers at any time the application is in progress (status is Incomplete). Under the Modify table heading, click the  icon to edit the container size. To save your edits, click the  icon. To cancel editing, click the  icon. If you want to delete a container from your list, click the .

**\*\* Please note:** containers on the Container(s) Tab are used in the Packing List, which you required to fill out as part of your application. Deleting a container will also delete any Packing List items associated with the container you have entered on the Packing List tab. You will see a warning message before deleting any containers. \*\*





## Consignee Tab

Enter the consignee information. Please be as detailed as possible when entering this information, as it will assist program managers in their efforts to assess the application. Click “*Submit Consignee Information*” to save the record.

Donor	Cargo Location	Container(s)	<b>Consignee</b>	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	Submit Application
-------	----------------	--------------	------------------	-------------------------------------	-------------------------	--------------	--------------------	----------	--------------------

Identify a consignee (individual or organization) located in the destination country who will be responsible for picking up the cargo upon arrival, clearing the cargo through Customs, and storing and distributing the cargo.

Organization Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>
Point of Contact	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>



## Beneficiaries and Distribution Plan Tab

Complete all the fields on this tab. After you have entered information in a field, simply click on the next field and your information will automatically be saved (no buttons to push here).

Donor	Cargo Location	Container(s)	Consignee	<b>Beneficiaries and Distribution Plan</b>	Country Project Manager	Packing List	Required Documents	Comments	Submit Application
-------	----------------	--------------	-----------	--	-------------------------	--------------	--------------------	----------	--------------------

Specific beneficiaries and impact areas must be identified and described in sufficient detail for the U.S. Government to be able to determine the following:

1. There is a legitimate humanitarian need for the supplies by the people for whom they are intended
2. The intended beneficiaries know how to use the supplies
3. The supplies will in fact be used for humanitarian purposes

\*Responses will be saved as soon as you click anywhere outside the input field\*

**Description of Beneficiaries**

Describe the beneficiaries' needs and how the proposed commodities will address those needs. Be specific.



### Country Project Manager Tab

This information is required only if a different person in-country will be overseeing the distribution of the donation. By default, a checkbox stating that the consignee will be the person responsible for overseeing the distribution is checked. If you wish to add a Country Project Manager, uncheck the box, and fill in the required information. Click “*Submit Country Project Manager Information*” to save the record.

Donor	Cargo Location	Container(s)	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	Submit Application
-------	----------------	--------------	-----------	-------------------------------------	-------------------------	--------------	--------------------	----------	--------------------

Provide the name and contact information for the individual directly overseeing the project(s) that will be receiving the commodities. This individual may or may not be the same as the consignee.

<input checked="" type="checkbox"/> The Consignee will be responsible for overseeing the project in the destination country.	
Destination Country Project Manager Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

### Packing List Tab

The Packing List is designed to provide you a useful interface for uploading information about your donation. This information is used during the application approval phase, cargo inspections, loading onto military transport, and overall program management. We ask that you be as specific as possible when adding items to this list, as it provides us the information that will allow the applications to be processed more efficiently.

Donor	Cargo Location	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	Submit Application	AAR
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[How to use the Packing List](#)

[Click to Add New Item\(s\) to Packing List](#)

Packing List for Application TESTORGXX/3305
No packing list items have been added yet.

Vehicles List for Application TESTORGXX/3305
No vehicles have been added yet.



The two programs have small differences in requirements. **Each program's Packing List instructions can be found by clicking the "How to Use Packing List" link at the top of the Packing List tab.**

### Required Documents Tab

On this tab, you can upload the documentation required to process your application. Duty Free documentation, Consignee Affidavit, and a Certificate of Compliance and Liability Release form are required before an application can be submitted.

To upload documents, click the "Browse" button to select the proper document to be uploaded.

Enter the document description and corresponding document type.

**\*\* Selecting the incorrect document type will delay processing of the application \*\***

Click "Upload Document" to save the record.

Donor	Cargo Location	Container(s)	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	<b>Required Documents</b>	Comments	Submit Application
-------	----------------	--------------	-----------	-------------------------------------	-------------------------	--------------	---------------------------	----------	--------------------

In order to avoid the commodities being held by Customs Officials and assure they get to those who need them, Duty Free Clearance must be obtained from the destination country on destination country letterhead. Upload a signed, dated letter on letterhead from the host nation government indicating that these goods will not be taxed, embargoed, stored or otherwise delayed from reaching the intended beneficiaries. Include the name of the responsible official for customs clearance along with full title and contact information. [\[Click here to download the cover sheet\]](#)

Please upload your [Consignee Affidavit form](#) and [Certificate of Compliance and Liability Release form](#) here.

**If proper documentation is not submitted, the application will not be processed.**

Upload the documentation below, including an English translation (if necessary).

Modify	View	Delete	Document Name	Document Type	Document Size	Description
			<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



### Comments Tab

This tab page allows you to enter comments related to the project. Enter the comment and click “Add” to save the record.

This tab also allows you to see any comments the program administrators have posted regarding the application. You will also receive any postings via email.

Donor	Cargo Location	Container(s)	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	<b>Comments</b>	Submit Application
-------	----------------	--------------	-----------	-------------------------------------	-------------------------	--------------	--------------------	-----------------	--------------------

Delete	Additional Comments	Date	Created By
<input type="button" value="Add"/>	<input type="text"/>		
The administrator has not added any comments			

Delete	Additional Comments	Date	Created By
<input type="button" value="Add"/>	<input type="text"/>		

Admin Comments	Date
Comments entered by the admin appear here. You will also receive an email with this information.	01/06/2011

### Submit Application Tab

Donor	Cargo Location	Container(s)	Consignee	Beneficiaries and Distribution Plan	Country Project Manager	Packing List	Required Documents	Comments	<b>Submit Application</b>
-------	----------------	--------------	-----------	-------------------------------------	-------------------------	--------------	--------------------	----------	---------------------------

<b>Incomplete Items (2)</b> (Show Details...)	<input checked="" type="checkbox"/>
<b>Completed Items (32)</b> (Show Details...)	<input checked="" type="checkbox"/>
<b>Notes (9)</b> (Show Details...)	<input checked="" type="checkbox"/>

**Your application is NOT ready to submit. Please review the tabs and fill in any missing required information.**



This tab is the final review and submission point for your application. From here, you can review any information that is missing or completed. Clicking on the header labeled “*Show Details*” will expand the menu and show a detailed description of the items.

**Incomplete Items (2) (Hide Details...)**

- No item(s) specified -- Packing List Tab
- Container(s) Tab -- Please specify at least one container

**Completed Items (32) (Hide Details...)**

- Required Documents Tab -- Duty Free Documentation Uploaded
- Required Documents Tab -- Consignee Affidavit Uploaded
- Required Documents Tab -- Certification of Compliance and Liability Form
- Cargo Location Tab -- Cargo Location Name
- Cargo Location Tab -- Address
- Cargo Location Tab -- City
- Cargo Location Tab -- State
- Cargo Location Tab -- Postal Code
- Cargo Location Tab -- POC Name
- Cargo Location Tab -- POC Phone
- Cargo Location Tab -- POC Email
- Consignee Tab -- Organization Name
- Consignee Tab -- Address
- Consignee Tab -- City
- Consignee Tab -- Country
- Consignee Tab -- Postal Code
- Consignee Tab -- POC Name
- Consignee Tab -- POC Phone
- Consignee Tab -- POC Fax
- Consignee Tab -- POC Email
- Beneficiaries and Distribution Plan Tab -- Desc. of Beneficiaries First Field
- Beneficiaries and Distribution Plan Tab -- Desc. of Beneficiaries Second Field
- Beneficiaries and Distribution Plan Tab -- Desc. of Beneficiaries Third Field
- Beneficiaries and Distribution Plan Tab -- Desc. of Beneficiaries Fourth Field
- Beneficiaries and Distribution Plan Tab -- Desc. of Beneficiaries Fifth Field

For you to be able to submit the application, all require data must be completed.





When all require fields have been entered, the “*Submit Application*” button will be enabled. Click the button to submit the application for review.

**Incomplete Items (0)** (Show Details...)

**Completed Items (34)** (Show Details...)


**Notes (9)** (Show Details...)

**Your application is ready to submit. Once you have submitted, you will receive an email confirmation.**

[Submit Application](#)

Once you have clicked the Submit Application button, your application will be sent to the appropriate program administrator for review. You will receive an email notification that the application has been successfully sent. Once you have submitted the application, you will be redirected to your Applications home page.

### Submitting an After Action Report (AAR)

In order to complete your application, you will need to fill out an AAR. Once your application is in transit, you will see the AAR icon () appear under the AAR column for the application. Clicking on this icon will take you directly to the AAR tab in your application.

Funded Transportation Program Applications								
View/Edit App	App ID	Program Type	Recipient	Country	Last Updated	Created By	Application Status	AAR
<a href="#">View/Edit</a>   <a href="#">Withdraw</a>	DEMO/3458	Funded Transportation	test	Belarus	01/07/2011	Demo for Training	Incomplete	
<a href="#">View/Edit</a>   <a href="#">Withdraw</a>	DEMO/3457	Funded Transportation	Another Recipient Organization	Benin	01/07/2011	Demo for Training	Approved - Shipment in Transit	
<a href="#">View/Edit</a>   <a href="#">Withdraw</a>	DEMO/3456	Funded Transportation	Disaster Response International	Benin	01/06/2011	Demo for Training	Incomplete	



# OHAISIS HA-TRANSPORTATION

Denton Program | Funded Transportation Program



Cargo Location Container(s) Consignee Beneficiaries and Distribution Plan Country Project Manager Packing List Required Documents Comments Submit Application AAR

Please be as specific as possible. If an After Action Report is not completed, you will not be able to submit any new application requests.

Date Material Received	<input type="text"/>
Material Received By	<input type="text"/>
Method of Distribution	<input type="text"/>
Distribution Location	<input type="text"/>
Comments	<input type="text"/>

Submit AAR

After you have filled out the required data elements, click “*Submit AAR.*” Once you have done this, your application is complete.

If you have not submitted an AAR for any applications that have been shipped using the HA Transportation programs, you will not be able to submit further applications until you have done so.