



## COMPLIANCE REQUEST

MAKING TRADE COMPLIANCE  
EVERYONE'S RESPONSIBILITY

OCR's Compliance Request module helps companies prevent infractions by providing uniform and efficient workflows for requests for foreign travel and the import and export of hardware, technology, and services. The Compliance Request process helps businesses identify compliance concerns early-on, efficiently route them to appropriate personnel, and address them after an exchange of information with stakeholders.

### Benefits to the Business

- Configurable, web-based forms custom-designed to support requests for export, import, and re-export, bids and proposals, and the hiring of foreign nationals.
- Two-way communication between business staff, compliance staff, and other stakeholders to minimize duplication of effort and miscommunication.
- Import data from Compliance Requests into actual license applications to avoid duplicate data entry and increase productivity.
- Request templates reduce total time spent preparing license applications and other transaction-related materials.
- Authorize exports and imports using DOS Exemptions, DOC Exceptions, General Export Permits, and/or existing Licenses and Agreements.
- Seamlessly document decisions by compliance staff and communicate them to stakeholders.



With over 35 years of experience OCR is the leading provider of trade management solutions globally.

### About OCR

OCR Services is a leading provider of Global Trade Management Solutions. As an expert in Governance, Risk, and Compliance, OCR is trusted by companies of all sizes, including Fortune 500 corporations, small to medium sized businesses and government agencies worldwide. The EASE platform ensures compliance and efficiency for cross-border transactions through a comprehensive solution with multiple customizable modules to help streamline your business processes.

For more information or a demo, please contact us at [sales@ocr-inc.com](mailto:sales@ocr-inc.com)



FEATURES	BENEFITS
DOS AGREEMENT REQUESTS	<ul style="list-style-type: none"> <li>• Data entered on the Agreement Request form can be instantly imported into Agreement applications in OCR's DOS Licensing module. Once in DOS Licensing, the data on the application can be electronically submitted to DECCS</li> <li>• The Agreement Request form is dynamic and will display appropriate fields and questions based on the type of Agreement (Amendment or Re-Baseline)</li> <li>• Expedites the process of capturing relevant data such as Scope and Statement of Work, Valuation, Type of Export/Import, and Foreign Parties</li> </ul>
EXPORT/ IMPORT REQUESTS	<ul style="list-style-type: none"> <li>• Allows Business Users and Compliance Reviewers to track parties, items (classifications), and documentation to determine if an authority is needed for an export/ import to take place</li> <li>• Export and Import Requests are processed by trade compliance and decisions are made on how to proceed</li> <li>• These forms communicate with all license application modules to streamline the initiation process for license/authorization forms</li> </ul>
FOREIGN TRAVEL REQUESTS	<ul style="list-style-type: none"> <li>• Limit liability by addressing compliance concerns before travel plans are approved</li> <li>• Allows compliance personnel to identify license or export-related issues early in the travel cycle and helps employees obtain necessary authorizations from customs and/or licensing agencies</li> <li>• Allows Requesters and Reviewers to specify dates, nature of visits, and whether technical data exports, services, hardware, or other equipment are involved</li> <li>• Electronic review process avoids duplicate data entry, reduces typographical errors, and increases productivity</li> <li>• Generate automated travel approval letters with appropriate authorizations for employees' hand-carrying tools, equipment, and/or technical data</li> <li>• Manage follow-up actions such as post-travel briefings, travel reports, and export records</li> </ul>
SECURE COMMUNICATION	<ul style="list-style-type: none"> <li>• OCR's Compliance Request module and the entire EASETM application support secure access protocols and user authentication to Active Directory using LDAP, SAML 2.0, and Single Sign-On (SSO) tools</li> <li>• Compliance Request forms support any secure 256-bit encrypted transmission and storage in a Relational Database Management System (RDBMS) such as MS SQL or Oracle</li> </ul>
EASY-TO-USE WEB-BASED WORKFLOW	<ul style="list-style-type: none"> <li>• Employees can access Compliance Request forms via a trade compliance-defined portal page</li> <li>• Use templates and existing database Tables to minimize data entry</li> <li>• Real-time collaboration between business and trade compliance staff such as Empowered Officials</li> <li>• Comprehensive searching and sorting features to assist data retrieval</li> </ul>
MANAGEMENT REPORTING	<ul style="list-style-type: none"> <li>• Comprehensive audit trails provide complete reporting on the entire Compliance Request lifecycle</li> <li>• Comprehensive management reports and dashboards ensure accurate internal metrics</li> </ul>
INTEGRATION WITH THIRD PARTY SYSTEMS	<ul style="list-style-type: none"> <li>• EASE is an open standard, Java-based application which can be integrated seamlessly and in real-time with Oracle, SAP, and other enterprise systems such as ERP, CRM, and Supply Chain Management</li> <li>• Integration support is available for any system (including client-developed software)</li> </ul>

Trade Compliance is Your Responsibility, Automating the Process is Ours



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