

ACE FREQUENTLY ASKED QUESTIONS

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I am interested in my company participating but just don't understand a carrier's data entry responsibilities under ACE for a PAPS shipment. 3

Is a carrier able to use the ACE Portal (perhaps via the Significant Activity Log (SAL)) to check the status on PAPS shipments? This would alleviate concerns with shipments whose brokers do not have a tracking website. 3

Is the manifest complete only when the trip and shipment information has been submitted? 3

Is it assumed that one manifest and all of its shipments are submitted by one carrier and/or one user? 3

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I do not understand how to call in the load nor do I understand how to clear the load through the portal. Do you have an example of how to the load through Customs and Border Protection. Will there be any more training in the future? 3

A US importer purchases seed from a Canadian supplier. The seeds are being shipped directly to 226 customers of the U.S. importer. Each of the 226 customers has a US address. The importer is the actual buyer. Does CBP require that all 226 customers/addresses be reported on the e-Manifest or can the U.S. importer (buyer) be shown as the ultimate consignee?..... 3

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At ACE enabled ports, when will the paper CBPF 7512's go away? 3

Customs Form 7533..... 3

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If we are required to keep the 7533 do we need to keep the driver's signed copy? 3

How long are we to keep these records on file? 3

Shipment 3

 Why are there two places to create a shipment visible on the screen? 3

 Is a shipment number equal to the number of shipment control numbers? 3

 Is it possible to populate the shipment control number, bill control number, and shipment identifier according to a rule based on number ranges? For example, if I last used the number 11, can I ask for the subsequent number, that is 12? 3

 Can the BCN have its own Standard Carrier Alpha Code (SCAC) as it may belong to different carrier or forwarder? 3

 What are orphan shipments? 3

 Will the list of unassociated shipments contain only those shipments created by the carrier or a party authorized by the carrier to create shipments, or will it also contain any “shell” shipment records that may have been created by the broker’s filling of pre-filed entry data or by the filing of entry data with incorrect shipment numbers? 3

 Prior to knowing what other shipments will be loaded together, how will a carrier know if the shipment is going to be on a Standard or Preferred manifest? 3

 Once shipment information is created, can it be readily moved from one trip to another without having to recreate the shipment information again? 3

 Although we need the ability to enter shipments during the day and assign shipments to manifests as they are loaded, our original booking information is not accurate as to the piece and weight until we receive faxed copies from the shipper with this specific information. Is there any way we could flag these preliminary bookings until our information is verified as correct? 3

 What is the purpose of the data element, “Service Type, door to door, collect on delivery”? 3

 In a Port/Point of Loading, an LTL carrier has multiple pickup cities. Additionally, various shipments can be loaded at different points, perhaps into different trailers, and brought to a point where some are loaded onto different trailers. Which point does CBP really want to see and why? 3

 Can the Manifest Lookup Shipments screen be revised to provide for sorting shipments by either date of departure, shipper, consignee, or destination zip code? 3

 How long does the information regarding the status of the shipment/conveyance data remain on the screen for viewing (i.e. “preliminary-accepted”) ? 3

 How long are unassociated shipments (shipments not linked to a conveyance) held in your system? Do they automatically purge? 3

 If I obtain release of cargo using a Customs Form 4455 "Certificate of Registration" what shipment release type should be identified in the e-Manifest shipment record? CF-4455 is not one of the selections. 3

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 At what point can you no longer update the boarded quantity or weight? 3

 If it is not necessary to match weight with the custom broker entry, why is this required? 3

Shipment Party 3

 Does the carrier designate a broker on the manifest screen? 3

 Is the consignee always the final user? (i.e. a shipment is delivered to a cross dock and delivered by another carrier to its final destination.) 3

 When the 'ship to' address is an express consolidator, and the goods are sold, or the consignee is known, does CBP require that each consignee be listed in the e-manifest? Is each consignee required on the e-Manifest or just the 'deliver to' party? 3

 Is it possible for ACE to accommodate more than one “notify party” and more than one “type”? 3

 We would like to have the ability to validate or see a party’s CTPAT participation..... 3

Trip 3

Due to the Advance Manifest requirement rule, do we need to know date and time the manifest submission was made and accepted? 3

Is either the arrival date or time optional? 3

I am having difficulty understanding the distinction between the trip number and the shipment control number. If a shipment control number is the pro-bill number, what is the trip number? 3

I am still confused about the reference to Trip number. Is this a PAPS number or can we just issue any number we want? 3

Is it correct to say that the carrier creates the trip number? 3

Can a range of trip numbers be created and defaulted to the next available? 3

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Once I have submitted a manifest, are there limits to any changes I can make to that manifest? 3

How can I correct an SCN if it is wrong, or doesn't match what the Broker reported on the entry? 3

Are there any limits to the number of amendments that can be made to shipments due to incorrect or insufficient information? 3

Can a cargo message be amended once the final conveyance has been saved or submitted? 3

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Is the system going to allow for MDR filling? 3

Reconciliation 3

How is broker entry information linked to the manifest? If exact detail is available as to piece and weight, can the broker's entry information override our original shipment information when they tie the manifest and customs entry together? 3

Periodic Monthly Statement 3

As an Importer, we use multiple customs brokers. Do we need to file an ACE application for each broker? 3

Must the importer and or broker participate in ACE to be eligible for Periodic Monthly Statement (PMS)? Who determines if an importer is eligible? 3

Can a foreign importer of record become an ACE participant, and take advantage of periodic payment? 3

If a broker becomes an ACE account, can he select to have all of his entry summaries paid under periodic monthly statement, regardless if the importer is an ACE account? 3

I am a new ACE participant as a customs broker. I was under the impression that as an ACE approved broker we could get periodic statement privileges for our entries, but it appears that each importer has to be first approved individually. Is this correct? 3

Where can I find a phone number to contact someone about periodic monthly payments? 3

Can an importer use a Broker's ACH account at this time? 3

Can the importer participate in periodic monthly statement without a broker? 3

If both the broker and the importer have signed up, from whose ACH account is the periodic monthly statement paid? 3

Do brokers need to obtain a bond rider in order to participate in processing on behalf of their importer client(s)? 3

Is there any reason why we cannot pay Remote Location Filing (RLF) entries on a Periodic Monthly Statement? 3

Do Brokers involved in Periodic Payment (Release 3) have to be C-TPAT certified? 3

Is a Broker who acts as the Importer of Record eligible for Periodic Payment? 3

Are duty free entries allowed on a Periodic Monthly Statement? 3

How do I indicate the monthly statement on which an entry summary will appear? 3

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Are any changes required for ACH credit? 3
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Can entry summaries be deleted after the preliminary Periodic Monthly Statement has been
generated? 3
Can all entry summaries be included on a Periodic Monthly Statement? 3

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What information is available on the ACE reports? 3
How many years of historical records are being made available to us? 3
Can I set quick view as a default so it remains open? 3
Can I select more than one IR number in a report? 3
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Introduction

Very few problems that users encounter are entirely new. This frequently asked questions (FAQs) document collects often-asked questions and answers about the System/Application Name into a single document so users can quickly find the answer to their question. Although the question you may have may not be specifically addressed in this document, you may find a similar question that will be of help to you.

The questions are divided into categories for easy retrieval. The categories are:

- Systems Background
- Automatic Broker Interface (ABI)
- General
- Application
- Portal Usage – Significant Activities Log (SAL)
- Portal Usage – Bond
- Carriers - General Information
- e-Manifest Information
- Periodic Monthly Statement
- Reports

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Systems Background

Q1. *Why does U.S. Customs and Border Protection (CBP) need to upgrade its current computer systems?*

A1. There are four primary reasons why CBP needs to enhance its current computer systems.

- The ability of CBP to effectively meet mission responsibilities is increasingly challenged by both the growth in trade and security threats to our Nation.
- Government agencies involved in border security need to improve their ability to share and analyze information.
- Current CBP processing systems are based on technology that is over 20 years old. New information technology capabilities must be adopted to meet changing technology needs.
- A number of laws enacted in the past decade require government agencies to become more effective and cost efficient. ACE is the foundation that will help CBP comply with those laws and regulations, and meet the challenges we face today.

Q2. *What systems will be affected?*

A2. Ultimately CBP will modernize its operational processes and the technology that supports them. The ACE system will replace current CBP trade processing systems, including the Automated Commercial System (ACS), the Automated Export System (AES), Border Release Advanced Screening and Selectivity (BRASS), the Customs Automated Forms Entry System (CAFES), Free and Secure Trade (FAST), and the Pre-arrival Processing System (PAPS). It will interface with the Advance Passenger Information System (APIS), the Automated Targeting System (ATS), the Interagency Border Inspection System (IBIS), the National Criminal Information Center (NCIC), and the Treasury Enforcement Communications System (TECS).

Q3. *How will CBP transition from the current systems to ACE?*

A3. Current systems and ACE will initially operate at the same time to ensure there is no degradation in CBP operations. ACE will access existing systems to retrieve data. The transition is a carefully planned, phased process that will enable CBP to verify the operability of ACE before transitioning functions from ACS and other systems to ACE.

Q4. *Who is involved in developing ACE?*

A4. The development of ACE is a collaborative effort among government, the trade community, and support contractors. Personnel from CBP headquarters and field offices are providing their skills and experience to help identify the requirements for ACE and to provide input into its development. CBP is working with representatives from participating government agencies and the trade community to help ensure ACE will have the capabilities needed to facilitate an efficient, user-friendly information exchange between government and the trade community. Industry partners on the ACE Support Team (AST) helping to develop and implement ACE include: IBM Global Services - Federal; Lockheed Martin; BearingPoint; Computer Sciences Corporation; Sandler & Travis Trade Advisory Services, Inc.; and more than 40 medium and small businesses.

Q5. *Who will receive benefits from ACE?*

A5. ACE will benefit U.S. citizens, the trade community, CBP employees, government agencies, and the economy as a whole. Citizens will be better protected from health and safety risks posed by terrorist activities and the influx of narcotics, illegal products, and unsafe goods. The trade community will have a more efficient Web-based interface with government agencies, reducing the cost and burden of processing transactions for both government and the trade community. At CBP, inspectors will benefit from state-of-the-art tools to perform their jobs faster; they will have increased access to information; and the burden of paper-intensive manual processing of goods will be reduced. Government agencies with border enforcement and regulatory responsibilities will be better able to share information, which will improve analysis to better target and analyze goods coming into the country. Finally, moving goods to market faster and at lower cost will have positive impacts on the U.S. economy.

Q6. *When will ACE capabilities be available?*

A6. Please see the **ACE Accomplishments FACT SHEET** on our website at: http://www.cbp.gov/xp/cgov/toolbox/about/modernization/ace/ace_fact_sheets_lp.xml

You can also find a list of the ports where ACE e-manifest is deployed on the CBP website. Look under **Where is ACE e-Manifest: Truck Deployed?** At: http://www.cbp.gov/xp/cgov/toolbox/about/modernization/carrier_info/

Q7. *Where will ACE be fielded?*

A7. Ultimately ACE will be available as the CBP system of record in virtually all of the more than 350 ports and other facilities, bringing capabilities for automation and integration of data to most CBP trade processes. The end of 2010 expects the full deployment of ACE. To see the current list of ACE ports, view the **ACE Accomplishments Fact Sheet** on the CBP website at:
http://www.cbp.gov/xp/cgov/toolbox/about/modernization/ace/ace_fact_sheets_lp.xml

Q8. *Why should my company participate in ACE?*

A8. Participating in ACE supports the Department of Homeland Security (DHS) dual mission to facilitate legitimate trade and secure the Nation's borders. In addition, there are many tangible benefits for importers, brokers, and carriers including:

- Financial savings with the periodic monthly payment capability.
- Reduced processing time at the border with features like e-Manifest: Trucks
- Ability to view shipment status and store data via the ACE Secure Data Portal
- Capabilities to develop over 100 types of customized reports

Q9. *Where can the public learn about ACE and recent developments?*

A9. To stay updated on CBP modernization activities, visit the ACE: Modernization Systems page on the CBP Web site at:

<http://www.customs.gov/xp/cgov/toolbox/about/modernization/>

Automatic Broker Interface (ABI)

Q1. *Will ABI (Automated Broker Interface) remain the system by which trade applications for customs brokers will interface with CBP?*

A1. Yes, at the present time ABI will remain the system through which customs brokers and others will interface with CBP. For more information regarding ABI transaction formats, please refer to the CATAIR on the CBP Web site..

http://www.cbp.gov/xp/cgov/import/operations_support/automated_systems/abi/catair/

Q2. *Will there be a wholesale replacement of ABI even when ACE is fully implemented?*

A2. The communication interface (MQ) and the transaction set formats for ABI, as defined in the CATAIR document, will be maintained during and after the transition of ABI into ACE. The 80 column fixed record sets of the CATAIR format will continue to be supported in ACE. In that regard, the electronic data interchange formats used in other CBP applications, such as the Automated Manifest System (AMS) and Automated Export System (AES) will also be maintained in their current formats: CAMIR and ANSI X12 for Sea AMS, IATA Cargolmp for Air AMS, and AESTAIR for AES.

Q3. *Will any ACE requirements that affect ABI (and vice versa) be implemented by issuing updates to the existing CATAIR specification?*

A3. Yes, any ACE requirements that effect ABI and vice/versa will be implemented by issuing updates to the existing CATAIR specification.

NOTE: If/when CBP introduces other formats for EDI transactions, CBP will post those new formats to the CBP.gov website.

Q4. *What will be the role of the customs broker with the implementation of ACE?*

A4. The role of the broker under ACE will remain largely as it does in the current environment. In addition, ACE will benefit brokers in numerous ways: brokers will be able to manage their account information on line; view their account information and history; generate over 80 customized reports; and pay on a periodic monthly basis. ACE will also improve communications between brokers and their CBP counterparts by allowing on-line, live capabilities to send information and inquiries.

General

Q1. *Where can I find general information on how to become an ACE participant?*

A1. For an ACE Portal Account Application and information on program participation, visit the CBP Modernization Web-site at:
http://www.cbp.gov/xp/cgov/toolbox/about/modernization/ace_app_info/

All Federal Register Notices related to ACE can be found on the CBP website at:
http://www.cbp.gov/xp/cgov/toolbox/about/modernization/ace/frn_notices.xml

Q2. *What kind of hardware and software is required to use ACE?*

A2. To access the ACE Secure Data Portal you need a high-speed internet connection and Internet Explorer 5.5 or higher. Please note that the ACE Portal does not function properly with Mozilla Firefox.

Q3. *What is the web address for the ACE Secure Data Portal?*

A3. <https://ace.cbp.dhs.gov>

Q4. *Are there any fees to access the ACE Secure data portal?*

A4. No access fees or additional costs are required.

Q5. *What type of training will be available to new ACE accounts?*

A5. Web-Based Training (WBT) is now available for ACE Accounts. The WBT information can be found on the CBP website at:
<http://www.cbp.gov/xp/cgov/toolbox/about/modernization/>

Step by Step Truck printable eManifest instructions may also be found at
http://www.cbp.gov/linkhandler/cgov/toolbox/about/modernization/ace/ace_welcome/emanifest_trucks.ctt/emanifest_trucks.pdf

Q6. *What is the ACE Help Desk number?*

A6. Call 800-927-8729, select options 4, 2, and 1 for technical support.

Q7. *Is my current CBP Broker Account Manager going to be my CBP ACE Account Manager and what happens if they are not available to approve changes?*

A7. Yes, your current CBP broker account manager will be your CBP ACE account manager. ACE allows for multiple CBP Account Managers to be assigned to an account. CBP Account Managers should ensure that assistance is available to accounts at all times.

Q8. *What is the CBP policy on the number of password attempts?*

A8. The user is locked out after three password tries. To have your password reset, contact the Help desk at 800-927-8729 options 4, 2, and 1..

Q9. *Can all my employees use my log in and password?*

A9. All users should have their own password and user ID. The Trade Account Owner or Proxy can set up new users in the Manage People view.

Q10. *Can you provide more detail on user roles, for example, who will define user roles?*

A10. Although the full scope of user roles is still being determined, access can be controlled by the Account Owner and the Proxy as follows:

An Account Owner can create:

- Proxies
- Users

A Proxy can create Users but not other Proxies.

Account Owner and Proxy can establish access privileges to various views:

- Importer account
- Broker Account
- Carrier Account
- Manage People

Account Owners and Proxy's may also control the access to specific SCAC's, Filer codes, and IR numbers.

The Account Owner and Proxy can issue user access and control user access within individual Portal Tabs:

- Home
- Accounts
- Reports
- SAL
- Action Plan
- Bond Date
- Manifest
- Search
- In-Bond arrival


Account Owners and Proxies cannot control user access at the field level.

Q11. *What happens if an Account User, Account Owner, or Proxy does not use the Portal during a 90-day period?*

A11. All Trade Users will lose access to the Portal if they are inactive for 90 days, and will have to contact the Ace Portal Help desk @ 800-927-8729, options 4, 2, and 1 to have Portal access restored.

Q12. *When we are in the portal, is there any way to get around the constant questions about secure and unsecured data – “Do you want to display...?”*

A12. Yes. To change the setting:

Step	Action
1.	Open Internet Explorer.
2.	Click the Tools menu.
3.	Select Internet Options from the drop-down menu.
4.	Select the Advanced tab from the Internet Options menu.
5.	Scroll to the Security section of the Settings window.
6.	Uncheck the Warn if changing between secure and not secure mode checkbox.
7.	Click on the world icon that says Internet below it.
8.	Click on the Custom Level button.
9.	Scroll down to Display mixed content and verify that the radio button next to Enable is selected.
10.	Click OK twice to close out the Internet Options window.
	 Note: You may need to close the browser and log back in to verify that the gray pop up "secure and non-secure" has gone away.

Application

Q1. *Account Owner Designation/Authorization form: Are there any guidelines or specifications about who the Account Owner should be?*

We are just wondering who would be most appropriate to designate.

A1. The Account Owner for the Account can be either an individual or a legal entity. In either case, the role of the Account Owner is to oversee the day-to-day operations for the company. For more specific information regarding the role of the Account Owner and the terms and conditions of portal access, please see 72 FR 27632, published May 16, 2007.

Q2. *How do you apply for multiple business categories for your ACE account?*

A2. If you are already an established ACE account, submit an account application with your request for multiple business categories to your CBP Account Manager. Please ensure that the account application process requirements cited in the appropriate FRN have been fully satisfied. Written notification can be sent through the Significant Activity Log (SAL) using SAL Activity Type "Special Programs", or an e-mail may be sent to the CBP Account Manager. No new Account Owner Designation/Authorization form is required. Regardless of the number of business categories associated with the account, there can be only one Account Owner for the account.

If you are not already an established ACE account, refer to the information for new account posted on the CBP Web site www.cbp.gov. An applicant can apply for multiple business categories as part of the account activation process.

Q3. *I submitted an ACE application several weeks ago; will someone contact me?*

A3. Yes, someone will be contacting you as soon as your account is created in ACE.

Q4. *How can I get a new account manager who is physically located near my company?*

A4. To get a new account manager, contact your current account manager with your request for a change due to geographic reasons.

Q5. *What should be done if there is a change in the Account Owner, e.g., the Account Owner leaves the company?*

A5. As indicated in the Terms and Conditions document (see reference above) , the Account must submit immediate notification of a change pertaining to the identity of the Account Owner. If an Account Owner is incapacitated, a new Account owner must be designated to act on behalf of the Account. Once that account has designated a new Account Owner for the Account, a new Account Owner Designation/Authorization must be submitted to the CBP Account Manager. Carrier accounts should be advised that they should send their new Account Owner Designation/Authorization form to the same address where they sent their application.

Q6. *Since my company transmits only through a customs broker, I would think the Interconnection Security Agreement (ISA) is not required. Can you please verify?*

A6. You are correct. If your company transmits through a customs broker, you do not need to sign and submit the ISA. An ISA is only needed if the importer, carrier, or broker is filing EDI transmissions directly with CBP. Since your broker is filing the transaction on your behalf, you do not need to sign an ISA.

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Portal Usage – Significant Activities Log (SAL)

Q1. What is the use of the SAL tab?

A1. The Sal is a repository for historical reference of communications between the Account and CBP, through other means. It doesn't replace regular or required methods of communication. Statements made in an SAL are not the official position of CBP. The official position of CBP is established through binding Rulings issued by the Office of Rulings and Regulations (see 19 CFR part 177). The appropriate way of making disclosures is set forth in 19 CFR 162.74(also reference Part 181, subpart H).

Q2. How will I know when there is a new SAL message?

A2. If you are the Account Owner or the Proxy, there will be a message in your Task List indicating there is a new SAL message. If you are an Account User you will not know unless you go into the Portal and go to the SAL tab.

Portal Usage – Bond

Q1. *What is the bond sufficiency indicator?*

A1. The bond sufficiency indicator is set by CBP and is based on an annual review of bond sufficiency, based on the value of importations made during the previous year .

Q2. *Under the Bond tab, will all bond riders be shown as part of the bond information displayed?*

A2. No. The bond information currently available only reflects the most recent bond rider.

Carriers

Q1. *What makes me a truck carrier? Do I need to own/lease/control the conveyance, equipment, and crew?*

A1. 19 CFR §112. 1 defines the following terms as follows:

Carrier: One who undertakes to transport goods, merchandise or people.

Common carrier: A carrier owning or operating a railroad, steamship, or other transportation line or route which undertakes to transport goods or merchandise for all of the general public that choose to employ him.

Contract carrier: A carrier, which undertakes to transport specific goods or merchandise for a specific person or group of person, and is authorized to operate as such by any agency of the US.

Private carrier: A carrier of his own goods or merchandise.

As indicated above, although the regulations do not require the carrier to own or lease the conveyance or equipment, the definitions are construed to mean that the carrier must have control of the conveyance, equipment, and crew.

Q2. *Who is a carrier? Who can file? What is the liability for filing incorrect or incomplete data?*

- A2.** CBP identifies a carrier as a party with a National Motor Freight Traffic Association (NMFTA) issued Standard Carrier Alpha Code (SCAC). For purposes of ACE, the carrier can file its own manifest or it may authorize another entity to file a manifest on its behalf. Pursuant to a recently issued Federal Register Notice (FRN), Customs brokers and importers can now also apply to file manifests on behalf of carriers.

Current broker or importer ACE portal accounts that do not possess an NMFTA issued SCAC should follow the steps listed below:

1. Contact Dan Buchanan at Daniel.Buchanan@dhs.gov to obtain a Manifest Preparer Code.
2. Inform your CBP Account Manager that you will be adding a carrier view to your account.
3. If you do not have an Account Manager, contact the Account Services Desk at 800-927-8729, Options 4, 2, 1.
4. While on the Accounts Tab within the ACE Secure Data Portal and with your Top Account Name highlighted, select "Carrier" from the "View" drop down menu.
5. Add the CBP assigned Manifest Preparer Code by clicking on the "Add" button in the "Account List" portlet on the "Accounts" tab and by following the steps shown in the portlet. Note: The Trade Account Owner is the only individual within the ACE portal account who has the functionality to add the Manifest Preparer Code and set up the Carrier view. A Proxy Trade Account Owner can NOT do this task.

Carriers will not be required to have a bond on file unless shipments are moving in-bond. The liability for filing incorrect or incomplete data may include liquidated damages and penalties.

Q3. *Must I have an International Carrier bond?*

- A3.** No, not to file an e-Manifest. However, you are required to maintain a bond if you are moving cargo in-bond and if you are making a declaration for Instruments of International Traffic.

Q4. *Why do we need transporter, transponder, and conveyance ID numbers?*

- A4.** The transporter is not a term used in ACE however could be construed to mean carrier which is identified by the SCAC code.

A transponder is not required to participate in ACE; however, if you have a CBP issued transponder it can be used to identify the truck upon arrival and will permit the Primary Booth officer to access the e-Manifest data immediately. When you apply for a transponder, you are required to supply a conveyance ID number. This number is stored in ACE and can be used to identify a specific truck in your fleet.

If you do not have a transponder, you can still record the details of a conveyance including conveyance ID number, conveyance type, Vehicle Identification Number (VIN), and license plate numbers. When creating a manifest you can access these details by simply reporting the conveyance ID number.

Roles

Q1. *If multiple parties can submit information (i.e. several forwarders issue shipment information that will be on one carrier), how are those made visible to the carrier?*

A1. There are a number of different ways that another party can make information visible to a carrier.

1. A third party can create a shipment record via the ACE Secure Data Portal and record the carrier's SCAC in a field called "Authorized account." When this is done, the shipment record will appear in the carrier's "Unassociated Shipment list" of his Portal view.

2. A third party can file a complete manifest on behalf of a carrier and the manifest will appear in the carrier's portal account.

3. A third party can report a shipment in ACE via EDI. The carrier can pull that shipment into an e-Manifest simply by referencing the Shipment Control number.

Currently a third party is defined as a carrier, importer, or customs broker that has the ability to transmit e-Manifests via either EDI or the ACE Secure Data Portal.

Q2. *If a user only has partial information for a transaction and would like to begin keying in the data, does ACE provide the capability to save the partial data keyed in and complete the transaction at a later time?*

A2. Yes, the 'Save and Finish later' button allows the user to save partial data. To save a partial manifest, trip number and estimated date of arrival are required; to save a partial shipment, the SCN number is required.

Q3. *If a broker or forwarder is given access to login under a carrier's Portal, does that give the forwarder or broker access to all carrier information and the ability to change to any other information?*

A3. Yes.

- Q4. *Less than Truck Load (LTL) carriers cannot allow the forwarder, broker, or shipper to see other shipment information on a trip. Will ACE allow viewing of the shipment information specific to the shipment they are party to?***
- A4.** Not unless the carrier gives the forwarder, broker or shipper access to their ACE Portal account. The Carrier can send shipment information to the broker via the Broker Download.
- Q5. *As a service provider, will I be able to manage the accounts for multiple truckers with one login?***
- A5.** As of January 2007, a carrier, broker or importer who has established an ACE Portal account and has a carrier view will be able to create manifests from their own account on behalf of other carriers. A new selection call "Create Standard Manifest for another Carrier" has been added to the Manifest Portlet. Only one login is required.

Drivers/Crew

Q1. *Under Crew Look-Up, will the portal fill in all the fields related to the driver?*

A1. If the driver is looked up using a FAST proximity card number, the driver's details will be associated with the trip and viewable by the officer. FAST driver details are not viewable by the carrier. Non-FAST drivers that have been stored in the carrier's account can be looked up when creating a manifest. The non-FAST driver's details will be displayed for both CBP and the carrier. When reporting a non-FAST driver in an e-Manifest you will be required to report a U.S. address where that driver will be on this trip. This cannot be stored in your portal account and must be entered each time you file a manifest.

Q2. *Why is it necessary to provide a birth date for the driver and crew?*

A2. The birth date is a CBP requirement and a Federal Motor Carrier Safety Association (FMCSA) requirement.

Q3. *If the driver is Free and Secure Trade (FAST) registered and this information has already been pre-submitted, why do you need this information again?*

A3. You are required to identify a driver on the manifest. You can simply supply the FAST proximity card number for FAST approved drivers. The number will be validated but the driver's details will not be displayed in the carrier's view.

Q4. *Why must a foreign driver provide a U.S. address?*

A4. A U.S. address for the driver is required in the event that CBP needs to do any follow up with that individual.

Q5. *In a Standard Manifest, if adding a driver/crew member who might have a proximity card, can the proximity card ID be used as search criteria?*

A5. Yes.

Q6. *Can you add two crew members into the system (i.e., a team), or is the co-driver the passenger?*

A6. Multiple crewmembers, if present, must be declared as crew (a repeatable entry). You must identify one driver as the person in charge. Passengers are non-crew members and must be declared as passengers.

Q7. *Why is it necessary to identify the Person in Charge for a truck? Driver teams are equal, not ranked.*

A7. The provisions of 19 U.S.C 1433(b)(2) place the obligation of reporting the arrival of a vehicle on the "Person in Charge" of that vehicle.

Equipment

Q1. Does ACE allow for two trailers with one tractor?

A1. Yes. Multiple pieces of equipment, if present, must be declared. This includes tandem trailers. A coupler/dolly that connects two pieces of equipment need not be manifested.

Q2. If there are two pup trailers, CBP would like to know on which trailer each shipment is loaded. Wouldn't it be sufficient to advise CBP of all of the equipment data elements and all shipments on that conveyance? Why does CBP need to know the shipments applicable to each trailer?

A2. CBP requires this information to determine which equipment to open when an examination is required.

Q3. Is it correct to assume that when identifying the empty containers, Instruments of International Traffic (IIT) boxes are checked only when the shipment is entirely empty?

A3. The Instruments of International Traffic (IIT) indicators are to be checked only when the conveyance or equipment is carrying Instruments of International Traffic. Empty equipment occurs when there are no shipments and there is no declaration of Instruments of International Traffic.

Seals

Q1. *Do I need to report my seal numbers?*

A1. Yes. If seals exist they must be reported. Seals are required to be used when carrying FAST shipments arriving from Mexico and Canada.

Q2. *Although only one seal is needed per conveyance, it looks like conveyance ID is allowing for multiple seals. Is this to account for the situation when seals are broken and another seal is added to the same conveyance?*

A2. There is no option allowing for multiple seals in the case where new seals are affixed to replace broken seals. Multiple seals are being accommodated only in the case where more than one seal can be attached at one time. Multiple seals can be reported if you have multiple entryways to the cargo.

Q3. *Can we amend the seal number if it is broken?*

A3. Yes, you can record a new seal when a seal has been broken for legitimate reasons. If the new seal is reported after manifest submission, then an amendment code is required. Recording of the seal is for the intention of notifying CBP at the first port of entry as part of an inbound manifest requirement. It is not CBPs intention to use ACE truck manifest to record newly affixed seals that are the result of CBP examinations.

Q4. *If a seal is broken by CBP and a new seal is applied, will we be able to add comments in ACE detailing the conditions for which the seal was broken (that is, by whom, when, and why)?*

A4. There is no area in the manifest to record comments about the breaking of a seal. You may record the new seal through amendment. CBP will not record a new seal for you. The reasons for changing a seal could be maintained by the carrier in their own records.

FDA

Q1. *The FDA confirmation number was put on hold until the final rule. How s the carrier going to know that the importer or shipper has notified FDA within the timeframe?*

A1. Current requirements for carriers to report an FDA indicator have been limited to a Yes/No flag that reports whether a shipment contains merchandise that will require FDA Prior Notice information to be filed. This only applies to shipments that will move in-bond. With Release 4, the carrier will need to coordinate and communicate directly with the FDA Prior Notice information to determine if FDA's requirements have been met.

Q2. *Is there going to be a validation for the FDA confirmation number? When we are given an FDA confirmation number how will we know if it is valid and if it was submitted timely (so to avoid our truck being detained when it reaches the border)?*

A2. FDA confirmation numbers are not required to be transmitted to CBP with the carriers manifest. Additional details are still being worked out between FDA and CBP.

Free and Secure Trade (FAST) Program

Q1. *Is CBP ready for the rush they may get on the driver renewals? Can drivers get renewals three months or so prior to the renewal date in order to avoid delays in CBP processing?*

A1. CBP recognizes that it will be faced with thousands of renewals which may result in a delay for the drivers in getting their FAST cards renewed. Although FAST Drivers may apply for renewal at any time, it is not recommended that they do so. Our first expiration of an approved driver will take place in December 2007. In the current (mail in) application format, it takes about 45 days to get a FAST card into a driver's hand. The time required for a renewal (of which we've had none to date) will likely be considerably less, since much of the current processing time has to do with typos and omissions on the paper forms that must be mailed back to the driver for correction. By late next year, we expect to have FAST applications on-line. We recommend that drivers apply approximately 90 days before the expiration date on their card, whether in the paper or "to be" on-line format. No significant workload issues are anticipated for vetting of the FAST drivers until the BRASS- related renewals occur in the 2009/2010 time frame. By this time, the on-line applications and various other automation projects should resolve all of these issues.

Q2. *I am a carrier with a major hub in Arkansas but I only cross at the northern border. If the driver's FAST Card application was sent to Niagara can the driver go to the southern border enrollment center when the driver receives his call-in letter?*

A2. Yes, however, if the driver does go to the southern border enrollment center, Canada will not extend FAST privileges to the driver when entering Canada since they were not able to participate in that interview.

Q3. *In day to day operations a carrier crosses at both borders. If a driver receives a FAST card for the northern border, can they also use it at the southern border? We are assuming that a card issued at the southern border cannot be used at the northern border since the Canadians did not have the opportunity to vet the driver.*

A3. For purposes of entry into the United States, a northern border FAST card is good for entry into the U.S. at either border. Similarly, a southern border FAST card is good for entry into the U.S. at either border. However, for purposes of entry into Canada, only a northern border FAST Card is good for entry into Canada

Q4. *Scenario: The driver enters the U.S. with an empty to pick up a HAZMAT shipment and then returns to Canada. Does the fact that the driver will be hauling HAZMAT while in the U.S. require the FAST card or does the card only apply to the circumstances present at the port of entry?*

A4. Yes, the FAST card is required.

HAZMAT

Q1. *What is required in the HAZMAT contact field? Is it the 24-hour emergency number or the name of the contact, etc?*

A1. When reporting Hazardous Material (HAZMAT) information both the phone number and the name of a person are required to be reported. It is to be a contact that is available 24 hours a day in the case of an emergency.

Q2. *If HAZMAT shipments are below reportable limits is a HAZMAT shipment notification generated?*

A2. The HAZMAT UNDG code should be supplied with the e-Manifest whenever a carrier is carrying hazardous materials. The reporting of the HAZMAT UNDG code is not affected by the placard reportable limits.

Q3. *Is the United Nations Dangerous Goods (UNDG) number similar to the Chemical Abstract Sheet (CAS)?*

A3. The CAS information is related to the UNDG classification.

Insurance

Q1. *Why is insurance information required for HAZMAT shipments?*

A1. A carrier must have insurance coverage to carry HAZMAT. Therefore, if you are carrying HAZMAT, ACE will require that you have recorded insurance information either in your account or in an individual manifest transmission. Required data elements are name of insurer, date of issuance, policy number, and amount (US dollars).

Q2. *If available, why can't the information for the insurance be populated from the account setup?*

A2. This functionality is not yet available in the ACE Secure Data Portal. The insurance details cannot be stored in an ACE portal account or used to automatically populate the e-Manifest field. The insurance information must be manually entered into the manifest anytime the carrier is carrying HAZMAT.

Instruments of International Traffic (IIT)

Q1. *IIT should be on the shipment level, not the conveyance level.*

A1. IITs cannot currently be reported at the shipment level; they can only be reported at the Trip level. There are four methods to report IITs. Your choices are as follows (Please note: a bond is required when transporting IIT's. ADD bond type):

1. EC – trip consists solely of empty IIT's covered by carrier's bond
2. EI – Trip consists solely of empty IIT's covered by importer's bond
3. MC – Trip consists of merchandise and IIT's covered by carrier's bond.
4. MI – Trip consists of merchandise and IIT's. IIT's covered by importer's bond

Q2. *How do we report a trailer that is empty but has racks that are IIT?*

A2. You would choose one of the following and report it at the equipment level:

EC – trip consists solely of empty IIT's covered by carrier's bond

EI – Trip consists solely of empty IIT's covered by importer's bond

Q3. *Are we required to transmit conveyance/crew data when the trailer is empty? Is the trailer considered an IIT?*

A3. Yes, you are required to send conveyance, equipment, and crew data when you transmit an e-Manifest for an empty trailer. Although there is no regulatory requirement providing for the transmission of e-manifest data for empty trailers, CBP encourages you to do so. Empty trailers are not necessarily considered Instruments of International Traffic (IIT) at land borders.

In-Bond (In Transit, Transfer)

Q1. *Do Immediate Exportations (IEs) and Transportation and Exportations (T&Es) require HTS codes? How many digits?*

A1. T&Es and IEs require HTS information when they are being exported from the U.S. via an ocean vessel. The information is needed by the Army Corps of Engineers for Statistical purposes. Currently 6 digits are required, although 10 may be accepted.

Q2. *If the Shipment Type is changed to an I.T., what is my In-Bond number?*

A2. If you change your Shipment type to In-Bond, you will provide a 9 digit customs assigned in-Bond number.

Q3. *Can the carrier update a cargo record to show an shipment In-Bond while the driver is at the border?*

A3. Yes.

Q4. *Who will perform the In-bond arrival process? Carrier or Broker?*

A4. Either the Broker via QP/WP or the Carrier via ACE.

Q5. *Does the Standard Carrier Alpha Code (SCAC) shown on the ACE Portal match up to the Importer of Record (IR) number that is obligated when the QP or the ACE Portal is used to prepare an In-Bond?*

A5. When an in-bond movement is requested via ACE and no onward carrier is identified, then the ACE Carrier's bond is obligated. The ACE Carrier is identified by his Standard Carrier Alpha Code (SCAC) and the valid IR# associated to that carrier's bond. A carrier can designate another carrier to be responsible for the in-bond move by citing the other carrier's IR# in the manifest.

If a Standard Carrier Alpha Code (SCAC) or IR number other than the ACE carrier's is used in a QP scenario, the ACE Portal will not display the new Standard Carrier Alpha Code (SCAC) or IR number.

In-Bond (In-Transit)

- Q1. *How does the In-Transit work? This system is currently paper based between Canada Customs and CBP. On the screen, it appears to be something that can be done electronically. How is this tied to Canada Customs? How will the Canada Custom and Revenue Agency (CCRA) receive their portion of the necessary information?***
- A1.** This process will continue to be paper based. The In-Transit Indicator is for future use. If cargo is moving from Canada or Mexico through the U.S. and re-exporting, then a conventional electronic in-bond should be provided either through the ABI application QP/WP or the ACE manifest system. If the cargo is moving from the U.S. through Canada or Mexico and returning to the U.S., an electronic declaration is not currently required and the current paper process will continue. This process is not tied to Canadian Customs however Canadian and U.S. Customs services are working toward that end.

Q2. *How do I handle in-transit loads through Canada? Currently Canada and the U.S. have an approved form called the "In-transit Manifest" which is used for this purpose. What is transmitted in the ACE portal when the truck is re-entering the U.S.?*

A2. In-transits should be handled in the same manner you have been handling them today. Although there is no advanced manifest requirement at this time for in-transits, this may change in the future.

Q3. *So even when ACE becomes mandatory, you do not have to file an e-Manifest for in-transit shipments?*

A3. Correct. Until the automation is available, the current paper process will continue.

Q4. *If a truck is exiting the U.S., in-bond through Canada, and re-enters the U.S. with same goods, does the carrier need to transmit an e-Manifest?*

A4. No, an electronic declaration is not currently required. U.S. and the Canadian Custom Services are currently working to automate this process.

Q5. *If a truck is exiting Canada, in-bond through U.S., and re-enters Canada with same goods, does we need to transmit an e-manifest?*

A5. Yes, an e-Manifest is required in addition to an electronic in-bond request.

In-Bond (Transfer)

Q1. *Can you be more specific with regard to what Transfer means in each required data field? This terminology is used differently among the different modes/carrier/types/etc.*

A1. The term “Transfer” is referenced in two areas of the ACE Portal manifest screens, both in the shipment record.

“Transfer destination FIRMS code’ is where you can supply the Facilities Information Resource Management (FIRMS) code number of a bonded facility to where merchandise will be transferred within the local port of arrival. Although this is a data element within ACE, as it is not yet an automated process, local port procedures should be followed to report the local transfer of goods under bond.

The second area that references the term “Transfer” is in the “in-bond information” section of a shipment record. Here the term “Transfer Carrier (IRS#) refers to the Internal Revenue Service number of a bonded carrier or cartman that will be transferring merchandise to a bonded facility at the U.S. destination city.

The term “Transfer” refers a local transfer within the port limits. In Ocean, Rail, and Truck this is often referred to as a Permit to Transfer or PTT. In Air AMS, this is referred to as a Local Transfer.

Q2. *What information is required when we will be using a transferring carrier?*

A2. The transferring carrier would be identified by their IR# number. If the field is left blank, you are obligating the bond of the manifesting carrier.

Q3. *More clarification is needed with regard to the appropriate use of the term Transfer Destination FIRMS code.*

A3. This term is used to identify the bonded facility to which the merchandise is being transferred if a Local Transfer (Permit-to-Transfer (PTT) is requested.

T & E Bond

Q1. *Does CBP accept EDI as proof of canceled T&E bond? That is, is the EDI response back from CBP good enough to pass an audit to ensure it was cancelled/closed?*

A1. CBP will accept a CBP EDI status message from the trade showing the bond was arrived at its U.S. destination. For proof of exportation, evidence that the merchandise left the country including an outward ocean or airway bill or proof of entry to the foreign country is required by regulations.

e-Manifest - Overview

Q1. *What is an e-Manifest?*

- A1.** An e-Manifest is the submission of trip, conveyance, equipment, crew, passenger, and shipment information electronically. Filing manifests electronically can be accomplished either by a commercial software product or via the Internet through the Automated Commercial Environment (ACE) Secure Data Portal.

Historically, carriers have been required to file a paper manifest with U.S. Customs and Border Protection (CBP) before a shipment can enter the United States. Eventually, filing e-Manifests will be required at all land border ports in accordance with the Customs Border Security Act of 2002 (Trade Act of 2002) advance cargo rule.

Q4. *What is the Trade Act of 2002 advance cargo rule?*

- A4.** The advance cargo rule is outlined in the Customs Border Security Act of 2002, commonly known as the Trade Act of 2002. The advance cargo rule was enacted to help combat terrorism and otherwise unsafe or illegal transports by requiring the submission of cargo information electronically, in advance of shipment arrival to land border ports (See 69 FR 51007, published August 17, 2004). For truck carriers, the e-Manifest capability will be the primary method of satisfying the requirements of the Customs Border Security Act of 2002 advance cargo rule.

Q3 *How does an e-Manifest work?*

- A3** An e-Manifest is submitted to CBP via the ACE Secure Data Portal, Electronic Data Interchange (EDI), or a combination of EDI and the ACE portal through self-filing, or use of third parties. As a truck approaches the primary booth, ACE is used to retrieve e-Manifest information for the CBP officer to review. If the truck is equipped with a CBP-compatible electronic transponder, ACE will automatically retrieve e-Manifest details along with matching pre-filed entries or in-bond requests.

Q4 *I Does a carrier need to have a transponder to use ACE e-Manifest?*

A4 No, transponder technology is not required to use ACE e-Manifest. If a truck does not have a transponder, the CBP officer uses the data on the ACE e-Manifest cover sheet that the driver provides, such as the vehicle license plate or trip number, to retrieve the e-Manifest. .

Q5 *Will e-Manifests save time?*

A5 CBP anticipates that time spent at the borders will be significantly reduced when carriers submit electronic manifests to CBP for review before the truck's arrival. Given the potential problems associated with a paper manifest (such as incomplete data, or illegible writing) some delays can be eliminated as mandatory e-Manifest filing continues. Moreover, electronic filing eliminates the need for a CBP officer to spend time processing paper manifests and Pre-Arrival Processing System (PAPS) barcodes. Several carrier companies have reported significant time savings, as well as a dramatic reduction in paperwork by using e-Manifests.

Q6 *Has the use of e-Manifests decreased processing times?*

A6 Yes. Based on May 2007 averages, filing an e-Manifest reduced processing time by 30 percent (23 seconds) compared to filing a paper manifest. As more drivers use e-Manifests, the processing times are expected to further decrease

Q7 *How do electronic manifests help ensure border security?*

A7 Access to advance shipment data enables CBP officers to prescreen trucks and shipments, freeing up time to inspect suspicious cargo without delaying the border crossings of legitimate carriers. Automating the process also allows information to be integrated electronically with CBP systems to provide better cargo screening and ensure the border crossing process is as smooth, safe, and as efficient as possible.

Q8 *What information is required for an e-Manifest?*

A8 An e-Manifest is composed of approximately 70 data elements, including details on crew, conveyance, equipment, and shipment information. The ACE Truck Manifest Notice published on March 21, 2005, (70 FRN 13514) provides a complete list of all required information for an e-Manifest. This notice is posted on-line at:

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=2005_register&docid=05-5546-filed.pdf

Q9 *What are the specific requirements for Carriers to become ACE Participants?*

A9 Essentially, a carrier interested in becoming an ACE participant must have a Standard Carrier Alpha Code (SCAC). For complete ACE portal eligibility requirements, interested carriers should go to the ACE application found on the CBP.gov website
http://www.customs.gov/linkhandler/cgov/toolbox/about/modernization/ace_app_info/ace_application.ctt/ace_application.pdf or contact a software provider listed on CBP web site at
http://www.cbp.gov/xp/cgov/toolbox/about/modernization/carrier_info/electronic_truck_dps.xml

Filing an e-Manifest

Q1. How can an e-Manifest be filed?

A1. The following options are available to transmit an e-Manifest:

Self-file through the Web-based ACE Secure Data Portal

Self-file via a CBP-compatible Electronic Data Interchange (EDI) program or software package

Self-file via a combination of EDI and the ACE Secure Data Portal

Use a third party to file (usually requires a fee)

Q5. What is the ACE Secure Data Portal?

A5. The ACE Secure Data Portal is a customized, secure Web site for authorized users that connects CBP, the trade community, and participating government agencies with a single, centralized on-line access point for communications and information.

Q3 How can an e-Manifest be filed through the ACE Secure Data Portal?

A3. Establishing an ACE portal account is the first step toward filing an e-Manifest via the ACE portal. The application for an ACE portal account is found on the CBP Web site, www.cbp.gov/modernization. Portal applications may take 6-8 weeks to process.

There is no charge to use the portal, but users must provide their own high-speed Internet access and a compatible Web browser.

Carriers can file an e-Manifest themselves via the portal, use the portal to file an e-Manifest for another carrier, or use a third party to file on their behalf via the portal. Third parties need their own ACE portal account and usually charge a fee.

A third party not currently acting as an importer, broker, or carrier can still act as a third party manifest submitter. To do this, an ACE account must first be established. In addition, the third party should contact Dan Buchanan, at Daniel.buchanan@dhs.gov, with a request for a Manifest Preparer Code (MPC), which will be required to complete an application. Once the application is submitted and processed, the third party will be set up with a "carrier view" and will be able to file manifests on behalf of carriers.

Q4 What is the current response speed through the portal? As an example, how long would it take to input a full trip with four shippers?

A4 Once you are familiar with using the portal for submitting an e-Manifest, a full trip with four shippers could take less than 15 minutes. Having the crew, equipment, and conveyance information entered in the carrier's account can minimize your data entry time.

Q5. *What are the options for companies choosing to use EDI for filing e-Manifests?*

A5. There are several EDI filing options, as follows:

Some companies may opt to develop their own EDI software, which will need to be tested for compatibility with CBP systems. A CBP client representative can provide information on compatibility testing procedures.

Companies may also purchase or lease software from EDI software providers. Some software providers offer access to their software over the Internet. (If carriers use dispatch software, they should ask their vendor if they have developed software compatible with CBP.)

There are 30 software providers listed on the CBP Web site that have tested their software with CBP. Many of these companies have sold their software to customs brokers and other entities to use as e-Manifest Service Providers, (sometimes referred to as third party filers or carrier agents). A list of EDI software providers can be found on the CBP Modernization Web site, www.cbp.gov/modernization, in the "Electronic Truck Manifest" section. The list is continually growing, with more and more companies becoming eligible to transmit e-Manifests via EDI. Please note that inclusion on this list does not constitute endorsement by CBP.

Another option is to use a third party to transmit the e-Manifest via EDI. An ACE account is not needed to file an e-Manifest via EDI, although it is recommended.

Carriers may also use a combination of EDI and the ACE Secure Data Portal to file e-Manifests with CBP.

Q6. *How do I use a third party to file an e-Manifest?*

- A6.** A third party can be used to transmit the e-Manifest via the ACE Secure Data Portal or via EDI. Third parties usually charge a fee to file manifests with CBP. Third parties may offer to file manifests by receiving the information required for an e-Manifest via fax or e-mail, then using that information to create the e-Manifests on the carrier's behalf. Some customs brokers have the ability to file e-Manifests.

Using a third party via EDI, a carrier must provide its Standard Carrier Alpha Code (SCAC) to a third party with an already established EDI account to file an e-Manifest on their behalf.

Using a third party via the ACE Secure Data Portal can be done in two ways. The third party can either establish its own ACE portal account or they can now use the "Create Standard Manifest for Another Carrier" option to create e-Manifests for other carriers.

- Q7. *When must an e-Manifest be received by CBP?***

- A7.** In general, an e-Manifest must be received at least one hour prior to the truck reaching the first port of arrival in the United States.

There are two exceptions as follows:

For FAST/PAPS carriers arriving with shipments qualified for clearance under the Free and Secure Trade (FAST)/Pre-Arrival Processing System (PAPS) program, an e-Manifest can be received at least 30 minutes prior to the carrier reaching the first port of arrival in the United States.

For FAST/NCAP carriers arriving with shipments qualified for clearance under the Free and Secure Trade (FAST)/ National Customs Automation Program (NCAP) program, a FAST/NCAP electronic declaration must be received at least 30 minutes prior to the carrier reaching the first port of arrival in the United States.

- Q8. *How far in advance can an e-Manifest be submitted? May a carrier file an e-Manifest several days prior to the shipment reaching the U.S. border?***

- A8.** An e-Manifest can be filed well before the truck is scheduled to arrive at the U.S. border crossing. We recommend that you do not transmit a manifest earlier than 30 days prior to the estimated date of arrival. The Advance Cargo Rule specifies that the truck should not arrive any earlier than 1 hour from the time of transmission or 30 minutes if the trip qualifies for the FAST program."

Q9. *What features and abilities are provided by the ACE Secure Data Portal?*

A9. The ACE portal provides the following capabilities:

Carriers have the ability to input data, track the CBP status of a truck and its cargo, and develop a variety of reports.

Data regarding trucks, trailers, drivers, shippers, and consignees can be stored and reused, saving time for truck carriers entering recurring trip data and resulting in fewer opportunities for mistakes.

A broker download feature, also available via EDI, enables carriers to quickly transmit shipment details to a customs broker or entry filer, helping carriers and filers reconcile manifest and entry data, minimizing errors and reducing delays. This does not replace sending the required documents needed for entry to the customs broker or entry filer.

ACE makes it easier for CBP officers to release cargo, which can save time for truckers.

There is no charge to use the portal, but users must provide their own high-speed Internet access (dial-up service does not have the capacity for portal navigation) and a compatible Web browser. To use the portal, a carrier must establish an ACE portal account. Currently, nearly 7,700 carriers have established ACE portal accounts.

In early 2007, new capabilities were added to the ACE portal that enable a third party filer to create an e-Manifest on behalf of another carrier. (This capability has been available using EDI since March 2006).

The Portal also provides a reporting tool that will allow Portal users to run a number of different reports.

Q10. *What are the costs for filing e-Manifests?*

A10. CBP does not charge a fee for filing an e-Manifest via the ACE Secure Data Portal, although users must provide their own high-speed Internet access. No special software is required to use the portal, only a compatible Internet Web browser. A third party may charge a fee to file on a carrier's behalf. If a company chooses to file e-Manifests directly with CBP via EDI, software will either need to be developed, purchased, or leased. The software must be tested for CBP system compatibility. There may be administrative set-up and training costs, although e-Manifests eventually should reduce administrative costs.

Q11. *How can a truck carrier prepare for the mandatory e-Manifest policy?*

A11. Truck carriers should establish ACE truck carrier accounts as soon as possible, or contact a customs broker, service provider, or other authorized filer to discuss how to submit e-Manifests. The Portal also provides a reporting tool that will allow Portal users to run a number of different reports.

Q12. *What additional information/documentation do I need for border crossings using e-Manifests? Do I still need paper?*

A12. A cover sheet or CBP Form 7533 (Inward Cargo Manifest), is still required. After successfully transmitting an e-Manifest, ACE Portal users may now print a cover sheet through ACE. In the alternate, carriers or their agents can prepare and provide the driver with a CBP Form 7533 or a plain paper printout (cover sheet). If using a cover sheet, please include the following information in at least 22 point type:

“ACE Electronic Manifest” (should be printed on the document).

“Trip number:” Standard Carrier Alpha Code (SCAC), plus up to 16 alpha/numeric characters: This should be clearly labeled as “trip number.” [Note: this is not the Shipment Control Number (SCN) or PAPS number].

Driver’s Name

Truck (Tractor) License Plate (Must be the one that is listed in the e-Manifest transmission to CBP)

Shipment Control Number (SCN): (PAPS or other shipment ID SCAC, plus up to 12 alpha numeric characters)

Carriers should not place PAPS barcode labels on any forms to be handed to CBP officers in primary booths. If invoices and PAPS bar-coded manifests are provided to the driver, they should remain in the driver’s control and not be given to CBP except upon request. CBP officers will use these documents only in the event of CBP system downtime, or for the purpose of shipment validation/examinations.

Free and Secure Trade (FAST) manifest cover sheets should continue to be used for FAST shipments.

Additional Paperwork. Carriers should continue to carry all paper documents as done prior to ACE (e.g. commercial Invoices, special permits and licenses etc.).

Mandatory e-Manifest Policy

Q1. *Where is the e-Manifest capability currently available?*

A1. The e-Manifest capability for trucks is available at all land border ports featuring ACE, which is the commercial trade processing and communications system being developed by CBP. ACE is currently deployed at all land ports along the southern border, as well as most land ports along the northern border, with the exception of those in Alaska.

Q2. *When and how will e-Manifests become mandatory?*

A2. Currently, CBP requires filing e-Manifests at the following ports:

- All land border ports in the states of Arizona, California, Michigan, New Mexico, New York, Texas, and Washington
- All land border ports in North Dakota, Vermont, and New Hampshire
- All land border ports in Idaho and Montana
- All land border ports in Maine and Minnesota

Schedules detailing when each port will implement the policy are announced via the Federal Register as well as the CBP Modernization Web site (www.cbp.gov/modernization) 90 days before each implementation. The mandatory e-Manifest Federal Register Notices (FRNs) published to date include: 71 FR 62922; 72 FR 2435; 72 FR 8109; 72 FR 18574, and 72 FR 25965 and 72 FR 39312. These FRNs can be found at:

http://www.cbp.gov/xp/cgov/toolbox/about/modernization/ace/frn_notices.xml

Mandatory deployment dates can be found at:

http://www.cbp.gov/xp/cgov/toolbox/about/modernization/carrier_info/e-manifests_info/scheduled_dates.xml

Port Cluster	FRN Publish Date	Phase I Enforcement Date	Phase II Enforcement Date	Phase III Enforcement Date
I. Washington, Arizona, & Eastern North Dakota	October 27, 2006	January 25, 2007	April 26, 2007	May 26, 2007
II. Texas, New Mexico, California	January 19, 2007	April 19, 2007	June 19, 2007	July 19, 2007
III. Michigan, New York	February 23, 2007	May 24, 2007	July 23, 2007	August 23, 2007
IV. Vermont, New Hampshire, Western North Dakota	April 13, 2007	July 12, 2007	September 12, 2007	October 12, 2007
V. Idaho and Montana	May 8, 2007	August 6, 2007	October 5, 2007	November 5, 2007
VI. Maine, Minnesota	July 18, 2007	October 16, 2007	December 16, 2007	January 16, 2008

Q3. *How will the mandatory e-Manifest policy be enforced?*

A3. Upon implementation of the mandatory e-Manifest policy at a group of ports, CBP intends to use the following phases of enforcement:

- Phase 1: CBP will begin to exercise enforcement discretion in the form of an informed compliance period of at least 60 days. This period may be extended based on system performance issues and operational readiness. During this period CBP officers working in primary lanes will provide an informed compliance notice to the driver of any conveyance that fails to meet the requirement.
- Phase 2: CBP will deny a permit to proceed into the United States to any carrier, required to submit an e-Manifest, which arrives without submitting or attempting an e-Manifest. CBP officers may accept the ACE e-Manifest cover sheet as initial proof of this attempt. Prior to the beginning of this phase, CBP officers will also be provided with a process they can use to check for transmission attempts by carriers. Validation of e-Manifest participation should ideally take place in a secondary inspection environment.
- Phase 3: Continuing as ongoing Trade Act enforcement, CBP will deny a permit to proceed into the United States for any truck, required to submit an e-Manifest, which arrives at one of the ports covered under this memorandum without first successfully transmitting an e-Manifest for that trip. For egregious violations, a monetary penalty (\$5000 for the first offence and \$10,000 for subsequent offences) may be issued to the driver in care of the carrier under 19 USC 1436. Egregious violators are defined as those carriers that make no attempt to comply with the requirements.
- Additional Phases: Once CBP achieves substantial compliance with the requirements to file manifests, additional phases will be announced for enforcement of other Trade Act elements including timeliness of submission, accuracy of data and completeness of manifests.

Q4. *Will carriers be able to continue using other entry/release systems to comply with the Trade Act of 2002 advance cargo rule?*

A4. No. All carriers crossing at land border ports where e-Manifest filing has become mandatory must file advance cargo information in the form of either an e-Manifest or a FAST/NCAP electronic declaration prior to arrival at the border.

During the transition period at ports where ACE is not available or e-Manifest use is not yet mandatory, current processes (including FAST/National Customs Automation Program (NCAP) electronic messages) will continue to be used to comply with the rule until the mandatory policy is implemented.

For more details on the advance cargo information required by the Customs Border Security Act of 2002 (Trade Act of 2002), visit the CBP Web site, www.cbp.gov/modernization.

Q5. *How does the use of an e-Manifest impact current procedures for filing an entry?*

A5. Effects on current entry filing procedures include:

The Shipment Control Number (SCN) must be communicated to the Broker so that the Broker may report the SCN on the entry.

The following release processes are now automated in the e-Manifest: Section 321, Goods Astry, General Headnote 1, and the declaration of Instruments of International Traffic. This means that the carrier can request release of these shipments via the e-Manifest.

In-bond movement authority can also be requested by the carrier via the e-Manifest.

Brokers can also request an in-bond movement authorization. If the broker creates an in-bond movement authorization, a shipment record will be created in ACE, which the carrier must then incorporate into the e-Manifest.

CBP will continue to use PAPS as a mechanism for submitting entry data in conjunction with a carrier's ACE e-Manifest. CBP recommends continuing to use PAPS in all cases where it is currently used to file entries, even when filing an e-Manifest. As far as CBP enforcement is concerned, in the e-Manifest environment, the PAPS entry is the responsibility of the broker/importer of record, and the carrier is solely responsible for the manifest.

If the entry is not on file, the truck will not be allowed to leave the border until the entry is made or an in-bond movement is requested. Lack of an e-Manifest will ultimately result in a denial to proceed, which means the truck could be turned around at the border, unable to cross until compliance with the policy is achieved.

Q6. *How does the use of an e-Manifest impact PAPS?*

- A6** CBP will continue to use PAPS as a mechanism for submitting entry data in conjunction with a carrier's ACE e-Manifest. CBP recommends continuing to use PAPS in all cases where it is currently used to file entries, even when filing an e-Manifest. Use of PAPS means the entry is filed via the Automated Broker Interface (ABI) prior to the arrival of the truck. Filing the entry is the responsibility of the broker/importer of record.

It is imperative that brokers and carriers coordinate the filing of the entry and the manifest. While a carrier can satisfy the advance cargo rule from the Customs Border Security Act of 2002 (Trade Act of 2002) by submitting an e-Manifest, the carrier will not be able to cross the border until the entry has been filed. An e-Manifest eliminates the need for a carrier to present a PAPS barcode to the CBP officer; however, some customs brokers can scan the bar code in order to automatically record the number it represents (shipment control number) into the corresponding data element in a customs entry (master bill of lading).

Filing an e-Manifest as soon as possible benefits everyone. Advance submissions give both the carrier and the broker time to confirm that the entry data filed by the broker (through PAPS) matches the manifest data filed by the carrier (through an e-Manifest). Reporting the Shipment Control Number (SCN) to the entry filer enables e-Manifest data to be associated with the corresponding entry data. The SCN must be reported in the entry, and must match the SCN reported in the manifest, or no entry will match the manifest, and the truck will not be allowed to proceed until an entry is linked to the manifest. . The second data element that must match between shipment record and customs entry is the manifest piece count

- Q7.** *Will carriers be able to continue using other entry/release systems to submit entries and obtain cargo releases?*

- A7.** Yes. ACE supports existing entry/release processes, including the Pre-Arrival Processing System (PAPS), the Border Release Advanced Selectivity System (BRASS), in-bond processing, and Section 321 processing, as well as the Free and Secure Trade (FAST) program.

It is imperative that brokers and carriers coordinate the filing of the entry and the manifest. The e-Manifest satisfies the requirement to electronically transmit cargo information to CBP in advance of arrival at a U.S. land border port of entry. However, in addition to the e-Manifest, carriers must still make sure that arrangements have been made for the release of the cargo that they are carrying. Therefore, carriers can continue to use all existing entry and release methods, such as PAPS and electronic in-bond (QP/WP) messages will continue to be used.

Q8. *Does the phased implementation of the mandatory e-Manifest policy mean carriers will have to use two systems until ACE deployment is complete if they are crossing at ACE and non-ACE ports?*

A8. There are three possible types of scenarios during the transition period to ACE e-Manifest capabilities: Note: All three scenarios require a customs entry to be filed in order for the shipment to be released.

At a port that has mandated the use of e-Manifests:

A carrier must transmit an e-Manifest at least one hour prior to the arrival of the truck (30 minutes if FAST-qualified).

In addition, a customs entry or an in-bond entry must be filed for the merchandise being transported. Releases can be obtained by previously used methods such as a pre-filed entry through PAPS. In-bond requests can be made via the e-Manifest.

At a port that has deployed ACE but has not mandated the filing of e-Manifests:

Carriers have the option to file via an e-Manifest or to use previously prescribed methods, namely PAPS or QP/WP to comply with the Advance Cargo Rule. Previously documented exceptions to e-Manifest filing will continue to exist, such as cargo moving in-transit from point to point in the United States, and certain informal entries.

At ports where ACE is not yet deployed: Carriers will continue to use the same systems and paper manifests they are using now until the transition to ACE is made.

Q9. *Do all shipments require an e-Manifest?*

- A9. The following shipments are currently exempt from the advance electronic filing requirement for incoming cargo and do not require an e-Manifest. However, a carrier can submit an e-Manifest for these shipment types, and CBP encourages them to do so:
- Cargo in transit from point to point in the United States after transiting Canada or Mexico. For example, a truck that leaves Michigan with a shipment bound for New York may pass through Canada on its way to New York. In such an instance, an e-Manifest would not be required for the New York bound shipment.
 - Certain informal entries:
 - o Merchandise that can be informally entered on Customs Form (CF) 368 or 368A (cash collection or receipt);
 - o Merchandise unconditionally or conditionally free, not exceeding \$2,000 in value, eligible for entry on CF 7523;
 - o Products of the United States being returned to the United States, for which entry is prescribed on CF 3311.
 - The following shipment types do not currently require use of an e-Manifest, although e-Manifests may eventually be required.
 - o Merchandise that is subject to the provisions of 19 USC 1321 (Sec. 321 releases).
 - o Empty trucks and truck cabs.
 - o Shipments consisting solely of Instruments of International Traffic eligible for release under 19 CFR 10.41(a).
 - o International mail shipments being shipped by a contract carrier from a foreign postal service to the US Postal Service.
 - o Carnets.
 - o A delivery ticket for movement to a CBP bonded warehouse or a CBP 214 admitting merchandise to a Foreign Trade Zone.

Note: If the aforementioned shipment types are included on a truck carrying cargo that requires the filing of an e-Manifest, such as Less-Than-Truckload (LTL) shipments, the carrier must file an e-Manifest for all shipments on the truck, including those listed above.

Carriers must file an e-Manifest for all other shipment types, including personal effects using form CBP 3299.

During the transition period at ports where ACE is not available or e-Manifest use is not yet mandatory, current processes (including FAST/National Customs Automation Program (NCAP) electronic messages) will continue to be used to comply with the rule until the mandatory policy is implemented.

For more details on the advance cargo information required by the Customs Border Security Act of 2002 (Trade Act of 2002), visit the CBP Web site, www.cbp.gov/modernization.

Q10. *How will CBP be able to handle a rapid influx of e-Manifests?*

A10. The system has been designed to handle high volumes of electronic manifests. The question will be whether carriers are ready. CBP has already seen an increase in the numbers of e-Manifests filed: from 1,000 e-Manifests submitted in April 2006, to more than 400,000 submitted in May 2007. To date, more than 1,400,000 e-Manifests have been filed since the first e-Manifest was submitted in 2005.

The number of ACE portal carrier accounts more than doubled in that same time period, and now stands at nearly 7,700 as of June 28, 2007. Further growth in e-Manifest filings is expected as the mandatory policy is implemented. Carriers are encouraged to establish ACE truck carrier accounts, or contact a customs broker, service provider, or other authorized filer as soon as possible to discuss how to submit e-Manifests. A list of service providers can be found on the CBP Web site, www.cbp.gov/modernization. Truck carriers should be making plans now to avoid being stuck in the last minute influx of carriers rushing to comply.

e-Manifest - Technical Information

Q1. *Can multiple Shipment Control Numbers (SCNs) be submitted with multiple party records (i.e., consignees) in the same message or in separate batches?*

A1. A shipment record includes one shipper and one consignee. Additional parties to the transaction can be reported within the shipment. One SCN is used to identify one shipment. Multiple shipments can be submitted in one 309 or CUSCAR message set (EDI). Multiple shipments can be created in the ACE Portal and associated to one trip. One entry can be filed for multiple shipments but all of the shipment control numbers (SCN) must be reported in the entry filed.

Q2. *What is the Bill Control Number (BCN)?*

A2. The BCN is a field to report a House Bill of Lading Number. There are a variety of names that could be used for this number. For example House Air Waybill, House Bill of Lading, etc. The Multi-Modal Manifest committee of the Trade Support Network chose to call it BCN for the same reasons they are using Shipment Control Number (SCN) instead of Pro-bill, Air Waybill or Ocean Bill of Lading. Future releases of ACE will accommodate accounts for NVOCC's and Freight Deconsolidators.

The Bill Control Number should not be used unless both the carrier and entry filer/customs broker agree to the use of this number. It has been recommended that this field not be used by either a carrier or entry filer.

Q3. *Will there be some way for the broker to verify the BCN, which in the air environment can be numeric or alphanumeric?*

A3. If a BCN is used it must be used in association with an SCN. The carrier and the broker must ensure that each has reported the appropriate numbers in the corresponding manifest shipment record and entry.

Good communication between the carrier and broker is paramount.

Q4. *How long before a trip number, SCN or BCN, can be reused?*

A4. CBP has requested that you do not repeat a Trip number for a period of one year. SCN numbers and the combination SCN and BCN numbers should be unique for at least one year.

Q5. *Is tariff number required for Section 321 shipments?*

A5. No. However, there are certain commodities that cannot be reported under Section 321 rules. Carriers should be careful not to request Section 321 release when not appropriate. If in doubt of the appropriate regulations to follow, consult a CBP officer or a customs broker.

Q6. *Do you have to use QP/WP to submit Section 321 for the time being?*

A6. No. Section 321 shipment release types can be declared.

Q7. *Will the Common Carrier Commodity Codes (C-4 code) process allow for multiple C-4 codes on one SCN record?*

A7. Yes. By entering one C4 code per commodity record, as many as C4 codes as necessary can be added to the same SCN record. The importer of record (IR) and entry filer must be the same for all C-4 codes that are reported under one SCN. Close coordination between the customs broker/entry filer, the importer, and the carrier must be maintained. Documentation will not be transferred from the carrier to the broker by CBP.

Q8. *Is there an estimated timeframe for CAFES to be phased out?*

A8. When the advance cargo rule (mandatory e-manifest filing) is implemented at a border crossing, CAFES will no longer be accepted.

Q9. *Was Broker Download included in Release4?*

A9. Yes. It was included and is being used today.

Q10. *Will the Secondary Notify party on a shipment receive all messages that are posted against the related SCN?*

A10. Yes. All 350 or their equivalent Electronic Data Interchange for Administration, Commerce and Transport (EDIFACT) messages will be sent to the designated Secondary Notify party.

Q11. *What is the benefit to preparing your manifest in parts, rather than waiting until you have all the information? Is this more efficient? Is this for convenience only? Will it expedite the clearance process?*

A11. The benefit of preparing your manifest in parts is to accommodate the availability of data. The three option process was developed to support the business processes in use by carriers. Some carriers may receive shipment information in advance, and may create the shipments and save them, and later, create a manifest and add the shipments at that time. Other carriers may know in advance what trucks and drivers they will be sending, but not have any shipment details available. These carriers may create and save the trip, and create and add the shipments later. Some carriers may elect to create the complete manifest and shipments together. ACE was designed to accommodate all three of these business scenarios.

Q12. *How far in advance of an estimated (shipment arrival) date can manifest data be entered?*

A12. An e-Manifest should not be filed any more than 30 days prior to the estimated date of arrival.

Q13. *What is the purpose of the address field on the driver/crew screen and will it be the driver/crew home address?*

A13. The driver/crew address requested in e-Manifest is where, in the U.S., the driver/crew could be located on the related trip. This could be a consignee's location, a hotel, a truck stop, or a family or friend's address. Free and Secure Trade (FAST) drivers are exempt from this requirement.

Q14. *Can you set up account information via Electronic Data Interchange (EDI), or must you do it through the portal?*

A14. No. An ACE account with a Portal view cannot be set up via EDI. Conveyance, equipment, and driver information can be added to a carrier's portal account via a UN/EDIFACT EDI message known as MEDPID.

Q15. *What resources will be available to help get the small carriers certified via EDI?*

A15. There are a number of software providers that have tested their software applications with CBP/ACE and that are listed on the CBP web site at http://www.cbp.gov/linkhandler/cgov/toolbox/about/modernization/carrier_info/etruck_tech_info/vendor_list.ctt/vendor_list.doc

These companies have developed software for a variety of computer platforms. Similarly, Application Service Providers (ASPs) are also offering their services over the Internet.

ACS Client Representatives will be assigned to any carrier or vendor that wants to interface with ACE via EDI. They will guide you through the process of testing your data transmissions.

Any carrier can also use the ACE Secure Data Portal as a free alternative.

Q16. *If a carrier uses EDI, can they then use the portal to check the status or send updates? If yes, will they be able to see all data elements as they were transmitted via EDI?*

A16. Yes to both questions.

Q17. *What is the current response speed through the portal? As an example, how long would it take to input a full trip with four shipments?*

A17. Once you are familiar with the Portal functionality for submitting an e-Manifest, a full trip with four shipments could take less than 15 minutes. Having the crew, equipment, and conveyance information entered in the carrier's account can minimize your data entry time.

Q18. *Electronic Data Interchange for Administration, Commerce, and Transport (EDIFACT) has a restriction of only accepting 9 House Bill of Lading numbers. When will this be expanded and can it be expanded while the message is being approved?*

A18. This feature has been modified and you can now send up to 999 BCNs (House Bill of Lading Numbers).

Q19. *Will CBP be posting a list of approved vendors or service providers? If so, when?*

A19. CBP does not approve or certify software providers. CBP does however, provide a listing of software providers that have tested their software with CBP on the CBP website:
http://www.cbp.gov/linkhandler/cgov/toolbox/about/modernization/carrier_info/etruck_tech_info/vendor_list.ctt/vendor_list.doc

Q20. *Is there any sequence for submitting Customs Cargo Report (CUSCAR), Passenger List (PAXLIST), or Customs Conveyance Report (CUSREP) when submitting EDI in EDIFACT?*

A20. The PAXLST must be submitted after the CUSCAR or CUSREP. The CUSCAR or CUSREP can be sent in either order.

Q21. *Regarding CUSRES, please confirm that for the preferred manifest there is no “status notification beginning of message” (BGMsegment known as “cargo status”) and only “accept/reject” (BGM segment known as “customs clearance notice”)?*

A21. Until Preferred Manifests are filed directly in ACE, no messaging to the carrier will occur from ACE. Carriers will continue to receive messages from the system in which they file. When a Free and Secure Trade (FAST) trip is released in ACE, no new status notification will be sent to the carrier other than the messages that they currently receive in FAST.

Q22. *When e-Manifest is fully functional and live, will there be a 24-hour help desk at CBP/eCP?*

A22. The Help Desk can provide answers regarding the use of ACE and can also create trouble tickets should ACE users experience issues with their ACE account.

Q23. *How will you communicate future changes?*

A23. Message formats will be posted on CBPs Web site at http://www.cbp.gov/xp/cgov/toolbox/about/modernization/carrier_info/etruck_tech_info/ace_edi_drafts/

Q24. *How long must an ACE e-Manifest be stored?*

A24. As per 19 CFR part 163, the period reported in the (a)(1)(A) list is 5 years.

Q25. *Is there a means for a freight forwarder to submit supplementary information in the truck manifest system similar to ocean Automated Manifest System (AMS)?*

A25. Currently, any entity that has established an importer, broker, or carrier ACE Account with a carrier portal view can create manifests via the ACE Secure Data Portal. Shipment records can be created and shared with other carriers by identifying the other carrier

Q26. *How often is ACE updated with FAST information?*

A26. At least every half hour.

Q27. *Why can't we add a preferred shipment to a standard manifest?*

A27. One of the requirements to use the FAST lane is that all of the shipments on board the truck qualify for FAST.

Q28 *Does e-Manifest: Trucks replace PAPS?*

A28. Although ACE supports the PAPS process, it does not replace it. PAPS equates to an entry being pre-filed in the Automated Broker Interface system (ABI) prior to the arrival of a conveyance. It also utilizes a bar code that identifies the customs entry that was pre-filed by the customs broker or importer. Although the filing of an e-Manifest does not replace a PAPS entry, it does satisfy the requirement for advance cargo data to be supplied to CBP at least 1 hour prior to the arrival of the conveyance. Until e-Manifests are mandatory, the pre-filed entry satisfied the advance cargo rule. The customs entry must still be filed; the earlier the entry is filed, the better. If an e-Manifest and entry have been successfully filed and both have recorded the same shipment control number (this number can be a PAPS number, bill of lading number, or as is used on the southern border, the carrier's SCAC followed by the brokers entry number) there is no need for a PAPS barcode to be given to the Primary booth officer. PAPS bar codes should NOT be given to the Primary booth officer if an e-Manifest has been filed. If a bar code is attached to the invoice, a line must be drawn through it to prevent the barcode from being read by the scanner.

Note: Some customs brokers scan the PAPS barcode into a customs entry to guarantee that their entry will match up to what the carrier supplies CBP. In this case, it is recommended to continue to send PAPS barcodes to the Broker (NOTE: do NOT hand the PAPS barcode to the Primary booth officer.

Q29. *A carrier may submit PAPS to the broker. If for whatever reason the PAPS entry fails, what happens to our manifest/driver waiting at the border?*

A29. If a pre-filed entry does not post to the Manifest and cannot be resolved by the primary inspector, the driver is directed to secondary where further processing can take place. A carrier could request an in-bond move via e-Manifest or further research can be done by the broker to determine why the pre-filed entry (PAPS release) was not received. The most common reason a PAPS entry fails is due to a mismatch between what the broker reported as the SCN on the entry and what the carrier reported as the SCN on the manifest. There are two methods to correct this error: the broker may file a bill of lading update, reporting the SCN that was reported on the manifest, or the carrier must delete the shipment and create a new shipment. NOTE: A shipment control number can not be changed in ACE.

Q30. *I am interested in my company participating but just don't understand a carrier's data entry responsibilities under ACE for a PAPS shipment.*

A30. A carrier is responsible for the filing of a manifest. As set forth in the Trade Act of 2002 (Advance Cargo Rule), carriers will become responsible for filing manifest information electronically to CBP at least one hour prior to the arrival of the truck unless the trip qualifies for FAST in which case it is 30 minutes prior to the arrival of the truck. PAPS was a temporary method in which to satisfy the Advance Cargo Rule until the ACE Truck manifest system was available. Now that ACE e-Manifest for Trucks is available, CBP will be implementing the mandatory filing of electronic manifests. Carriers can file these e-Manifests themselves or they may authorize other entities to file them on their behalf. The filing of an e-Manifest does not replace the requirement for a Customs entry to be filed. Customs entries should still be filed prior to the arrival of the truck and it is critical that the customs entry filer report the exact same Shipment Control Number and piece count as is reported in the carrier's e-Manifest.

Q31. *Is a carrier able to use the ACE Portal (perhaps via the Significant Activity Log (SAL)) to check the status on PAPS shipments? This would alleviate concerns with shipments whose brokers do not have a tracking website.*

A31. A carrier can verify that a Customs entry was filed via the ACE Secure Data Portal or via an EDI message only after they have filed their e-Manifest and the entry was filed. In addition, a carrier will be notified if there was a discrepancy between the manifest quantity reported by the carrier in the e-Manifest and the manifest quantity reported by the entry filer in the Customs entry.

Q32. *Is the manifest complete only when the trip and shipment information has been submitted?*

A32. Yes. However, for empty crossings, only the trip information is required (no shipments) and marked 'Complete and Submitted'. For empties, a manifest is complete when crew, conveyance, and trip information has been submitted. Although you are currently not required to file an e-Manifest for empties, you are encouraged to do so.

Q33. *Is it assumed that one manifest and all of its shipments are submitted by one carrier and/or one user?*

A33. No. Any manifest filer can create a shipment record and flag it to be used by another manifest filer. In the Portal, this data element is called "Authorized Account." Also, a carrier can establish multiple users within their own account; this would enable multiple users to work on different aspects of the same manifest. It is not recommended that this be done at the same time.

Q34. *How easy is it to navigate from the submission screen to the screen that will provide me with the release information?*

A34. On the portal screen, the user has three main tabs: Manifest, Search, and In-Bond Arrival. By clicking on the Search tab, one is able to easily check the release status of trips and shipments. Additional status information can be viewed in the "Transactions Tab" which is located in the Carrier view. Currently, only the Trade Account Owner can view this tab.

Q35. *Is there a method to allow a trucking firm to populate CBP ACE web form data elements from their own in house computer systems?*

A35. There is no restriction that would prevent the Trade community from developing this on their own initiative.

Q36. *Can I search a Manifest by shipper, wildcards, or by entering only partial information and still be able to select all shipments that match a particular piece of information?*

A36. Manifest search can be done on wildcards for the trip number, and shipment control number. The filter also includes the Estimated Date of arrival, First Expected Port of Arrival, Type, and Status.

Q37. *When will ACE retain inputted account information without purging?*

A37. The split of the Training and Certification environment has occurred. Data sent to the Certification environment will not be purged weekly, as previously was the case.

Q38. *I've sold items on eBay and crossed into the U.S. to mail the merchandise to the buyers. How does the filing of e-Manifest affect me?*

A38. Although all commercial shipments will ultimately be required to be reported to CBP via an e-Manifest, there are some exceptions to this rule. The following is an excerpt from a public notice that has been published on the CBP web site.

“These enforcement actions are based on the implementing regulations of the Trade Act of 2002 for truck carriers found in the Code of Federal Regulations, Title 19, Part 123.92 (19 CFR 123.92). This regulation requires that advanced electronic cargo information, in the form of an eManifest, be provided to CBP one hour (thirty minutes for FAST) prior to the arrival of the conveyance in the first U.S. port of arrival. This rule includes goods moving under bond between U.S. ports of entry as well as goods moving in transit through the U.S. The following shipments are currently exempt from the advance electronic filing requirement for incoming cargo:

- *Cargo in transit from point to point in the United States after transiting Canada or Mexico*
- *Certain informal entries:*
 - *Merchandise which may be informally entered on Customs Form (CF) 368 or 368A (cash collection or receipt);*
 - *Merchandise unconditionally or conditionally free, not exceeding \$2,000 in value, eligible for entry on CF 7523*
 - *Products of the United States being returned, for which entry is prescribed on CF 3311.*
- *The following shipment types are not specifically exempted by the regulation but use of eManifest is not currently required for:*
 - *Merchandise that is subject to the provisions of 19 USC 1321 (Sec. 321 releases).*
 - *Empty trucks and truck cabs.*
 - *Shipments consisting solely of Instruments of International Traffic eligible for release under 19 CFR 10.41(a)*

All other shipments are required to provide advance electronic cargo information via an eManifest including personal effects using form CBP 3299.”

Q39. *If I am in Detroit and the driver possesses a FAST card do you still want the shipment E-filed on ACE?*

A39. There are two forms of FAST. A Standard e-Manifest is required for FAST/PAPS shipments; e-Manifest filing will not be required for FAST/NCAP shipments since FAST/NCAP shipments already provide an electronic declaration.

http://www.cbp.gov/xp/cgov/newsroom/fact_sheets/trade/fact_sheet_fast1.xml

Q40 *What are the e-truck manifest filing options for carriers that solely use the ACE Secure Data Portal to file their e-Truck Manifest during CBP downtime?*

A.40 If CBP experiences downtime, regardless if an e-manifest is filed via the portal or EDI, CBPs downtime procedures will be instituted. The use of the downtime procedures by CBP should result in minimal impact to the driver. If downtime occurs, the CBP Officer will ask the driver for their shipment documents including invoices and PAPS bar-coded manifests or CBP 7512 in-bond documents, invoices, and any other release documentation. These documents should be in the driver's control and the CBP Officer will use these documents for downtime processing and for processing in ACE once the system is back up.

Please note however, if a filer uses the ACE Secure Data Portal and the filer experiences problems with their Internet connection, that is out of CBP control. A carrier is required to file an eManifest unless CBPs system is down. Carriers have several options for a back up system. They may use EDI through a third party, use a Custom Broker or, they might consider giving someone in another location access as a user to their account.

Q41. *I do not understand how to call in the load nor do I understand how to clear the load through the portal. Do you have an example of how to the load through Customs and Border Protection. Will there be any more training in the future?*

- A41.** Creation and filing of an e-Manifest are explained in great detail on the CBP Web Site. The training materials can be found at:

https://nemo.customs.gov/ace_online

User Name: user01

Password: 1Password

A manifest is not “called into” Customs and Border Protection. The e-Manifest is filed either by using commercially provided software or via the ACE Secure Data Portal. Upon completion of an e-Manifest in the ACE Secure data Portal, there is a selection to “Send To Customs”. This selection will send the manifest information to CBP. If you are using commercially provided software you will need to refer to the provider of the software for instructions on how to file the manifest.

Clearing the load is usually done by a customs broker or a self filing importer. In most cases a carrier cannot “clear” the load unless they are a licensed customs broker. It is important that you supply the customs broker or self filing importer with the shipment control number and the manifest piece count. It is through these two data elements that the customs entry, which obtains release of the cargo, is matched with your shipment declarations within an e-Manifest.

- Q42.** *A US importer purchases seed from a Canadian supplier. The seeds are being shipped directly to 226 customers of the U.S. importer. Each of the 226 customers has a US address. The importer is the actual buyer. Does CBP require that all 226 customers/addresses be reported on the e-Manifest or can the U.S. importer (buyer) be shown as the ultimate consignee?*

- A42.** In this specific case, the US importer is the nominal consignee for consolidation. If they purchased the seed they would also be the ultimate consignee for purposes of customs entry. The deliver to parties would each need to be accommodated on the manifest as consignees. This would require reporting of 226 Shipment Control Numbers (SCN) which could be tied to a single entry.

Customs Form 7512

Q1. *At ACE enabled ports, when will the paper CBPF 7512's go away?*

A1. For a complete explanation of this policy, please visit the CBP website at: http://www.cbp.gov/xp/cgov/toolbox/about/modernization/carrier_info/inbond/no_paper.xml

In pertinent part, that policy states the following:

Currently, commercial truck carriers arriving in the U.S. with merchandise for in-bond transportation must present a paper CBP Form 7512 to initiate either a QP or CAFES in-bond movement. With the advent of ACE, carriers will be able to directly file their in bond movement with the ACE e-Manifest transmission to CBP.

Effective immediately, carriers who elect to use ACE to transmit in-bond movements to CBP will not be required to provide a CBP Form 7512 at the time of arrival into the United States or upon arrival at the destination port. Carriers who elect not to present a CBP Form 7512 will be required to provide the existing e-Manifest cover sheet, outlined in the memorandum, Uniform Guidance for Presentation of Manifests to CBP Officers for ACE Electronic Truck Manifest, which will include the following information. The ACE Portal now offers the ability to print the cover sheet after successfully transmitting the manifest to CBP.

- 1) Trip number (required for all trips)
- 2) Tractor plate that was transmitted to CBP (required for all trips)
- 3) Drivers Name (required for all trips)
- 4) Shipment control number (optional but highly recommended)
- 5) Shipment description (only required for in-bond shipments, optional for all others)
- 6) In-Bond number (required only for in-bond shipments)
- 7) Quantity and weight (required only for in-bond shipments)

In-bond shipments that are electronically transmitted to CBP via ACE e-Manifest will be considered to be paperless (such as electronic "V" in-bonds). Carriers who transmit in-bond shipments to CBP through ACE e-Manifest will be required to electronically transmit the arrival of the in-bond at the destination port. When export messaging becomes available, carriers will be required to transmit the export message as well. The cover sheet and the in-bond number should be provided to CBP to process the export transaction or at any location to act as identification of the in-bond shipment if requested.

This information has been disseminated to all CBP Ports through the Directors, Field Operations. For more information on the preparation of the ACE e-Manifest Cover Sheet please see the Important e-manifest Truck Guidance.

Customs Form 7533

Q1. *Are we required to keep the Electronic report from the E-manifest or the 7533 OR both?*

A1. You are required to keep both. Since CBP is requesting that carriers continue to keep back up documentation for the e-Manifest, it would also be advisable to retain the hard copy.

Q2. *If we are required to keep the 7533 do we need to keep the driver's signed copy?*

A2. Yes. We will continue the same requirement as today.

Q3. *How long are we to keep these records on file?*

A3. These records are to be kept for five years. As per 19 U.S.C. 1508, the 5-year statutory mark is implemented under section 163.1(a)(2)(i) of the regulations (19 CFR 163.1(a)(2)(i)). This regulation imposes a 5-year retention requirement on parties involved in "Any importation, declaration or entry."

Shipment

Q1. *Why are there two places to create a shipment visible on the screen?*

A1. There are two places to create shipments within the manifest view. The first location is on the manifest/trip portlet. There are two options, "Create shipment or look up shipment". Creating a shipment from this location will allow you to place the shipment on this trip, or you may look up a shipment that you previously created, and the shipment to the manifest.

If you scroll down to the next portlet, the "Create Shipment Portlet" you have two more options, create shipment and create shipment for another carrier. If you select create a shipment from this location, you will create an unassociated shipment, a shipment that is not linked to a manifest. You may also create a shipment for another carrier by selecting create shipment for another carrier. By reporting another carrier's SCAC code in the shipment, you can create a shipment for another carrier which will appear in his ACE account.

Q2. *Is a shipment number equal to the number of shipment control numbers?*

A2. Yes. There are a number of places where shipment numbers are referred to:

Manifest Tab, first screen, manifest box:

Number of Shipments = The total number of shipments contained within a trip (system generated).

Manifest Tab, first screen, shipment box:

Total shipment Qty = Total lowest external package units in the shipment.

Create Standard Shipment

Shipment Control Number = Pro bill number, simple or master bill number or on the Southern Border, this number is frequently the carriers SCAC code plus the customs entry number.

Bill Control Number = House bill number. Carriers and brokers at land border crossings are currently advised not to use this number.

Shipment Identifier = Number provided by the shipper to be passed through to the broker when using broker download

Q3. *Is it possible to populate the shipment control number, bill control number, and shipment identifier according to a rule based on number ranges? For example, if I last used the number 11, can I ask for the subsequent number, that is 12?*

A3. Yes. However it is the carrier's responsibility to maintain their SCNs and to ensure that other parties creating a manifest on their behalf use SCN numbers that are unique. It is advised that bill control numbers not be used at land border crossings at this time. If you are a broker or a third party filer you must make sure that the SCN is unique for that carrier regardless of who files manifests on behalf of the carrier.

Q4. *Can the BCN have its own Standard Carrier Alpha Code (SCAC) as it may belong to different carrier or forwarder?*

A4. Yes, the SCAC prefix of a BCN is to be entered in the "Bill Issuer Code" field. As of January 2006, CBP has requested that BCNs or House bills of Lading not be reported in the ACE e-manifest system. If the fields are used, it is imperative that the broker and the carrier understand that an exact match must be created between master bill of lading (shipment control number) and the house bill of lading (bill control number).

(EDI: The BCN is reported in the M1113 and M1111 elements.)

Q5. *What are orphan shipments?*

A5. Orphan shipments, otherwise known as unassociated shipments, are shipments that have been created but are not yet associated to a trip. A shipment filed without a trip number is also referred to as a preliminary shipment.

Q6. *Will the list of unassociated shipments contain only those shipments created by the carrier or a party authorized by the carrier to create shipments, or will it also contain any “shell” shipment records that may have been created by the broker’s filing of pre-filed entry data or by the filing of entry data with incorrect shipment numbers?*

A6. The “Shipment” portlet of the ACE Secure Data Portal will show

1. Shipments created by the carrier that have not yet been associated to a trip.
2. Shipments created by another carrier where the other carrier identified the first carriers in the data element of a shipment labeled “Authorized account.”
3. In-bond shipments that have been identified with the first carrier’s SCAC code and filed to the Automated Commercial System’s (ACS) Automated Broker Interface (ABI) via the electronic in-bond request known as QP/WP.

Pre filed PAPS entries do not create shipment records in a carriers account.

Q7. *Prior to knowing what other shipments will be loaded together, how will a carrier know if the shipment is going to be on a Standard or Preferred manifest?*

A7. Whether or not a manifest is FAST/Preferred must be predetermined by the carrier. A manifest is only deemed FAST/Preferred when the carrier, driver, and shipment data qualify for FAST/Preferred treatment.

Q8. *Once shipment information is created, can it be readily moved from one trip to another without having to recreate the shipment information again?*

A8. Shipments can be linked to and de-linked from trips. The shipment information does not have to be re-entered.

- Q9. *Although we need the ability to enter shipments during the day and assign shipments to manifests as they are loaded, our original booking information is not accurate as to the piece and weight until we receive faxed copies from the shipper with this specific information. Is there any way we could flag these preliminary bookings until our information is verified as correct?***
- A9.** Shipments and Manifest can be created and saved in a preliminary status by using the “Save” option. Only when the information is ready, should the “Submit to Customs” option be selected. Any subsequent changes that are made would be considered an Amendment and would require a reason code. This is akin to an EDI submission where a 309 can be marked as preliminary and later a 353 (once the Trip and Shipments are in) marks the manifest as “Complete and Submitted” to CBP. In the Portal, it is possible to save shipments with zero quantity and weight. When you receive accurate information, i.e, bill of lading, it is a simple process to update these data fields in the portal. In the portal, the quantity and weight are visible on the manifest trip screen, and any shipments showing zero weights or quantities can be reviewed prior to manifest submission and updated with weights and piece counts.
- Q10. *What is the purpose of the data element, “Service Type, door to door, collect on delivery”?***
- A10.** This is a conditional MMM data element. If a service type exists it is to be reported. It is used for purposes of analysis.
- Q11. *In a Port/Point of Loading, an LTL carrier has multiple pickup cities. Additionally, various shipments can be loaded at different points, perhaps into different trailers, and brought to a point where some are loaded onto different trailers. Which point does CBP really want to see and why?***
- A11.** Port/Point of Loading is the point at which the shipment was loaded onto the conveyance that will bring the shipment into the United States. Place of receipt is the point at which the shipment was initially picked up. Place of receipt is only required if it is different than the Port/Point of Loading.

Q12. *Can the Manifest Lookup Shipments screen be revised to provide for sorting shipments by either date of departure, shipper, consignee, or destination zip code?*

A12. Not in Release 4. If this is functionally that is needed by the trade, this recommendation should be documented and presented to the TSN MMM Committee.

Q13. *How long does the information regarding the status of the shipment/conveyance data remain on the screen for viewing (i.e. "preliminary-accepted")?*

A13. Until the record has been archived. Archival time frame has not yet been determined.

Q14. *How long are unassociated shipments (shipments not linked to a conveyance) held in your system? Do they automatically purge?*

A14. Current plans are to automatically purge unassociated shipments after thirty days.

Q15. *If I obtain release of cargo using a Customs Form 4455 "Certificate of Registration" what shipment release type should be identified in the e-Manifest shipment record? CF-4455 is not one of the selections.*

A15. The Customs Form (CF)-4455 is not a release document but a registration form that can be obtained for the purpose of assisting in the release of merchandise upon its return to the U.S. If the value of the merchandise is under \$2000.00 then upon return to the U.S., CF-4455 can be submitted along with the paper CF-7523 "Entry and Manifest Merchandise Free of Duty," which is an "informal entry" process. CF-7523 is also a "shipment release type" that can be identified when creating a shipment record in an e-Manifest and although an e-Manifest is not required for a truckload of cargo being released via CF-7523, you CAN report this type of shipment in an e-Manifest and we would recommend that you do.

Obviously use of a CF-7523 would not apply to a truckload of concert equipment. If the value of the shipment is over \$2,000.00 then a formal entry is required. We recommend that this be filed electronically via the Pre-Arrival Processing System (PAPS), which is simply a customs entry filed via the Automated Broker Interface (ABI). Most licensed customs broker have an interface with ABI.

An e-Manifest IS required if the cargo on your truck is being released via the PAPS process (formal entry). The shipment release type in the manifest would be identified as PAPS, which is the default shipment release type for a shipment when using the ACE Secure Data Portal to file a manifest. Be sure that the "Shipment Control Number" that is reported in your manifest shipment record is relayed to the customs entry filer. The "Shipment Control Number" is the sole data element that will link the customs entry up with your manifest shipment record.

Shipment Commodity

Q1. *At what point can you no longer update the boarded quantity or weight?*

A1. Until the record has been archived. Archival time frame has not yet been determined.

Q2. *If it is not necessary to match weight with the custom broker entry, why is this required?*

A2. Weight has always been a manifest requirement. It is a mandatory data element.

Shipment Party

Q1. *Does the carrier designate a broker on the manifest screen?*

A1. The carrier can identify the broker via the Shipment Party screen. Identifying the customs broker on the Shipment Party screen will activate the broker download process. The broker download process will send a copy of the shipment record to the designated broker via their ABI system. This is in no way “designating” a broker, but only a process to share information with the broker.

Q2. *Is the consignee always the final user? (i.e. a shipment is delivered to a cross dock and delivered by another carrier to its final destination.)*

A2. The Consignee is the party listed on the bill of lading to whom the cargo will be delivered in the United states, (with the exception of “FROB” or Foreign Cargo Remaining On Board). If there is any other commercial party listed in the bill of lading for delivery or contact purposes, the carrier must also report this other commercial party’s identity and address in the “Notify Party” field of the advanced electronic data transmission to CBP. (19 CFR 123.92)

Q3. *When the 'ship to' address is an express consolidator, and the goods are sold, or the consignee is known, does CBP require that each consignee be listed in the e-manifest? Is each consignee required on the e-Manifest or just the 'deliver to' party?*

A3. If the carrier that is crossing the border is contracted to deliver the cargo to the consignee then shipment records must be supplied for each individual shipment. .

Q4. *Is it possible for ACE to accommodate more than one “notify party” and more than one “type”?*

A4. The Shipment-Party option is repeatable and can be used to indicate additional parties.

Q5. *We would like to have the ability to validate or see a party's CTPAT participation.*

A5. C-TPAT participants may verify a business partners status and eligibility in their secure C-TPAT portal.

C-TPAT Status Verification Interface (SVI) Overview

As stated in the C-TPAT Security Criteria, Certified C-TPAT partners need to verify the participation status of other eligible C-TPAT business partners. To address this need, CBP has created the Status Verification Interface (SVI). The SVI allows consenting certified C-TPAT partners to verify the participation status of other consenting certified C-TPAT partners. Each party must have consented to the release of their company name among the C-TPAT membership. The SVI is the point of electronic access to verify the C-TPAT status of another Status Verification Interface Participant (SVIP).

Access to the C-TPAT SVI is now found in the C-TPAT Security Link Portal. SVI Access is granted to certified C-TPAT partners who meet the specific SVIP criteria.

Trip

Q1. *Due to the Advance Manifest requirement rule, do we need to know date and time the manifest submission was made and accepted?*

A1. Yes, on the Portal, an immediate confirmation is provided to indicate CBP accept/reject. Only the message of acceptance would start the Advance Manifest Rule clock. The estimated date and time of arrival that you report in a manifest has no bearing on the one-hour clock.

Q2. *Is either the arrival date or time optional?*

A2. Estimated date and time of arrival are required. CBP recognizes that these are only estimates. A carrier will not be penalized if the truck does not appear at that date and time. The actual acceptance date/time of Manifest and actual arrival date/time is used to determine compliance with the advance pre-filing period regulation (30 minutes for Preferred; 1 hour for Standard) for in-bound trips in the Truck environment.

Q3. *I am having difficulty understanding the distinction between the trip number and the shipment control number. If a shipment control number is the pro-bill number, what is the trip number?*

A3. The trip number is the unique ID given to the conveyance crossing. A trip number represents one crossing, one manifest. One trip number can have multiple shipment control numbers under it.

A shipment control number represents the shipment; every shipment must have a shipment control number associated with it. Shipment control numbers are created by the carrier. You may continue to use PAPS numbers, or, any other number you elect to use. It must remain unique, and must be communicated to the broker so that it may be reported on the entry.

Q4. *I am still confused about the reference to Trip number. Is this a PAPS number or can we just issue any number we want?*

A4. The Trip number is not the same as the PAPS number. The Trip is the SCAC and a unique identifier; the SCN is often the PAPS number. This number also starts with a SCAC code and then a unique identifier. These number combinations must remain unique for 3 years. The Pro-bill can definitely be used as the SCN but you must make sure that the broker is aware that you have used the pro-bill as the (PAPS/SCN) number.

Q5. *Is it correct to say that the carrier creates the trip number?*

A5. Yes, the carrier is responsible for providing the unique trip numbers. For FAST/Preferred Manifests, the trip number and estimated date of arrival cannot be repeated.

Q6. *Can a range of trip numbers be created and defaulted to the next available?*

A6. Not in the ACE Secure Data Portal but many of the EDI software providers have built this functionality into their software packages. It is the carrier's responsibility to maintain the trip number ranges. It is recommended that you do not repeat a trip number for a period of one year. .

Amendments

Q1. *Once I have submitted a manifest, are there limits to any changes I can make to that manifest?*

A1. Once the manifest is submitted you will be able to make changes to all data elements EXCEPT:

- Standard Carrier Alpha Code (SCAC)
- Trip number
- Estimated date of arrival on a standard manifest
- Shipment Control Number
- Manifest Type (Manifest type code, in EDI)

When filing EDI: Mode of transportation cannot be changed. When using the Portal, Release 4 Truck Manifest mode of transportation is established upon login.

Q2. *How can I correct an SCN if it is wrong, or doesn't match what the Broker reported on the entry?*

A2. You may not change a Shipment Control Number, but you may request a "Bill of Lading Update" from the Broker where the Broker will change the SCN reported on the entry to match what the carrier reported as the SCN in the e-Manifest. The other option is to delete the shipment and create a new shipment with a new shipment control number.

Q3. *Are there any limits to the number of amendments that can be made to shipments due to incorrect or insufficient information?*

A3. Currently we do not anticipate enforcing a limit on the number of updates or amendments that can be made. It will be at the discretion of CBP and the Participating Government Agencies whether specific changes will be the basis of a hold. The system will edit for invalid data such as a non-existent port code. The data elements that would cause the Advance Manifest Rule clock to restart have not yet been determined.

NOTE: Updates occur before the manifest has been submitted.
Amendments occur after the message is sent and accepted by CBP.

Q4. *Can a cargo message be amended once the final conveyance has been saved or submitted?*

A4. Although changes can be made after the manifest has been "Completed and Submitted," a reason code (i.e., amendment code) is to be provided to indicate the nature of the change. The Carrier for auditing purposes should maintain substantiating evidence of the change.

Manifest Discrepancy Report (MDR)

Q1. *Is the system going to allow for MDR filling?*

A1. A record filed with an amendment code is considered a Manifest Discrepancy Report.

Reconciliation

Q1. *How is broker entry information linked to the manifest? If exact detail is available as to piece and weight, can the broker's entry information override our original shipment information when they tie the manifest and customs entry together?*

A1. The entry shipment quantity will be reconciled with the carrier's shipment quantity. The broker's shipment quantity will not override the carrier's. The quantities must match to close the bill. The broker can do a "bill of lading update" to correct entry manifest quantities and a carrier can do an amendment to the manifest to correct manifest quantities. If the carrier elects to transmit a "Broker Download" through ACE, the shipment detail submitted via the e-Manifest will be available to the broker.

Periodic Monthly Statement

Q1. *As an Importer, we use multiple customs brokers. Do we need to file an ACE application for each broker?*

A1. Each broker participating on your behalf for purposes of Periodic Monthly Statement must be an ACE account.

Q2. *Must the importer and or broker participate in ACE to be eligible for Periodic Monthly Statement (PMS)? Who determines if an importer is eligible?*

A2. If the importer is a self-filer, they must be an ACE account. Brokers must also have an ACE account in order to participate in Periodic Monthly Statement (PMS). To view the eligibility requirements for participation with ACE please visit the link:
http://www.customs.gov/xp/cgov/toolbox/about/modernization/ace_app_info/pms_portal_app.xml

Q3. *Can a foreign importer of record become an ACE participant, and take advantage of periodic payment?*

A3. A foreign importer of record can become an ACE participant and take advantage of periodic monthly statement payment, if the importer has resident agent with a U.S. address. The U.S. business address provided to CBP can be that of his broker.

Q4. *If a broker becomes an ACE account, can he select to have all of his entry summaries paid under periodic monthly statement, regardless if the importer is an ACE account?*

A4. A broker that becomes an ACE account can submit entry summaries under Periodic Monthly Statement on behalf of their importers that are not ACE accounts. The importer however, must still be approved for Periodic Monthly Statement and therefore must send in the required information to CBP. For ACE application information, please visit:
http://www.customs.gov/linkhandler/cgov/toolbox/about/modernization/ace_app_info/ace_application.ctt/ace_application.pdf.

Q5. *I am a new ACE participant as a customs broker. I was under the impression that as an ACE approved broker we could get periodic statement privileges for our entries, but it appears that each importer has to be first approved individually. Is this correct?*

A5. You are correct. Each importer must first apply and be approved for periodic payment before the broker can begin flagging entry summaries on their behalf.

Q6. *Where can I find a phone number to contact someone about periodic monthly payments?*

A6. For business or technical questions on Periodic Monthly Statement payments, please contact your ABI Client Representative. For questions concerning payments you made on Periodic Monthly Statements, please call 317-298-1200, extension 1098 or 317-614-4545.

Q7. *Can an importer use a Broker's ACH account at this time?*

A7. An importer can have their entries appear on a broker statement if the importer has been approved for periodic monthly statement and if the broker has an ACE account. However, when a broker statement is paid, the broker's ACH Debit payer unit number must be used (just like regular Daily Statements in ACS today).

Q8. *Can the importer participate in periodic monthly statement without a broker?*

A8. Yes, an importer with an ACE account can have periodic monthly statements without using a broker as long as they themselves have a filer code within their ACE Account, thus giving them a "Broker view" within ACE.

Q9. *If both the broker and the importer have signed up, from whose ACH account is the periodic monthly statement paid?*

A9. The account that will be debited can either be the broker's or importer's, depending on what financial arrangements have been previously set up between the two parties.

Q10. *Do brokers need to obtain a bond rider in order to participate in processing on behalf of their importer client(s)?*

A10. No, the broker is not required to obtain a bond rider in order to perform Periodic Monthly Statement (PMS) processing on behalf of their importer clients. The broker continues to perform statement processing, Periodic Monthly or ABI Daily Statement, as a customs brokerage service as he/she currently does.

Q11. *Is there any reason why we cannot pay Remote Location Filing (RLF) entries on a Periodic Monthly Statement?*

A11. No, RLF entries are eligible for Periodic Monthly Statement processing. However, if the filer uses an office code on the RLF entry summary, then it cannot be included on a periodic monthly statement.

Q12. *Do Brokers involved in Periodic Payment (Release 3) have to be C-TPAT certified?*

A12. No. Brokers do not have to participate in C-TPAT to sign up for periodic payment.

Q13. *Is a Broker who acts as the Importer of Record eligible for Periodic Payment?*

A13. Yes. Brokers are eligible to participate in periodic monthly statement for all entries where they are the importer of record.

Q14. *Are duty free entries allowed on a Periodic Monthly Statement?*

A14. Duty free entries can be scheduled for the Periodic Monthly Statement process. However, when this is done, the Periodic Monthly Statement will not include these entries if you are viewing the statement via the ACE portal. If a Periodic Daily Statement has no money due (all duty free entries) then the periodic Daily Statement will be listed on the Periodic Monthly Statement. When this occurs the Trade must still submit a \$0 PN (Periodic Daily Statement ACH Debit Authorization/Entry Summary presentation) transaction.

Q15. *How do I indicate the monthly statement on which an entry summary will appear?*

A15. The Periodic Statement Month field is a new data element on the 30 record of the EI transaction. This field designates what month an entry summary should appear on the Periodic Monthly Statement and has an edit to ensure that the statement month is equal to or greater than the print date.

Q16. *When will an entry summary appear on the Periodic Monthly Statement?*

A16. Entry summaries do not become part of the Periodic Monthly Statement until the PN transaction is processed for a particular Periodic Daily Statement. The PN relates to a specific Periodic Daily Statement. The entry summary appears on the Periodic Daily Statement. What appears on the Periodic Monthly Statement is the Periodic Daily Statement Number that listed the specific entry summary. When the EI transactions are filed, the filer identifies the Periodic Monthly Statement on which they should appear.

Q17. *Are any changes required for ACH credit?*

A17. Under Periodic Monthly Statement (PMS) ACH Credit, participants will have to transmit the PN transaction through ABI for all Periodic Daily Statements. Today, for regular daily statements, ACH Credit participants provide their financial institution with the daily statement number (#), and dollar (\$) amount for regular daily statements. For Periodic Monthly Statement, ACH Credit participants will provide the Periodic Monthly Statement number (#) and the dollar (\$) amount to their financial institution.

Q18. *Who controls the print date for the preliminary Periodic Monthly Statement?*

A18. For broker statements, Payment Type Indicator 6, the broker controls the print date. For importer statements, Payment Type Indicator 7, or 8, the importer controls the print date. The default print date for all preliminary monthly statements is the 11th working day of the month. These dates can be changed on the Portal.

Q19. *Can entry summaries be deleted after the preliminary Periodic Monthly Statement has been generated?*

A19. Yes. Filers can delete entry summaries from a Periodic Monthly Statement up until the Periodic Monthly Statement has been paid.

Q20. *Can all entry summaries be included on a Periodic Monthly Statement?*

A20. No. The following entry summaries are not allowed to be scheduled in the Periodic Monthly Statement process:

- Entry summaries with IRS taxes
- Reconciliation entries (entry type 09)
- NAFTA duty deferral entries (entry type 08)

Reports

Q1. What information is available on the ACE reports?

A1. There are more than 100 reports that you can download using HTML, Excel, CSV, and PDF format, and then customized to fit your needs. There are different data fields for each report.

Below is a list of examples of the types of reports available in ACE:

- Cargo Entry Reports (aggregate and detail)
- Cargo Exam Reports (aggregate and detail)
- Entry Summary Reports (aggregate and detail)
- Entry Summary Compliance Reports (aggregate and detail)
- Importer and Broker Quick Views
- Aged Entry Data
- Sub-Ledger Reports
- Importer and Broker Statement Quick Views

More information can be found on reports by visiting www.cbp.gov.

On the right hand blue margin, under the Quicklinks click on "ACE: Modernization Information Systems"

-Scroll down and click on "Accounts"

-Click on "Importer & Broker Accounts Information"

-Click on "Importer & Broker Accounts Technical Information"

-Click on "ACE Technical Reports for Importers & Brokers"

You will then see all the links to the four spreadsheets with data elements.

http://www.cbp.gov/xp/cgov/toolbox/about/modernization/accounts/acct_info/acct_tech_lp.xml

Web based training (WBT) can also be found on CBP.gov relating to ACE Reports, ACE Periodic Payment, e-Manifest: Trucks, and Entry Summary Accounts and Revenue (ESAR) A1. When you click on the "WBT" you will be prompted for a User Name (user01) and Password (1Password)

Q2. How many years of historical records are being made available to us?

A2. Currently, ACE provides 3 years of historical records.

Q3. *Can I set quick view as a default so it remains open?*

A3. You can store the quick view on your dashboard for easy retrieval. You can designate which view you want to display when you access the dashboard.

Q4. *Can I select more than one IR number in a report?*

A4. Yes. You can select one or multiple IR numbers for your report.

Q5. *Which report should be run to view Temporary Importations under Bond (TIBs)?*

A5. You should run one of the entry type reports, which would include all TIBs.