



DRIVER/CARRIER Manifest Requirements

U.S. Customs and Border Protection will begin deployment of the ACE cargo processing system on September 21, 2006 at the Peace Bridge and October 5, 2006 at the Lewiston Bridge Ports of Entry. **Please help us expedite your shipments by immediately adhering to the following manifest requirements:**

- ***If the carrier has filed an E-manifest***, the driver must present a completed Inward Cargo Manifest (CBP Form 7533) or a cover sheet printed on plain paper. The document must include the following information:
 1. **“ACE Electronic Manifest”** must be printed on the document.
 2. A “Trip Number” must be displayed on the document. This number would normally be the Standard Carrier Alpha Code (SCAC) + unique identification number (ex. ABCD0007202006). This number is different from the shipment control numbers and must be clearly labeled “Trip Number”.
 3. Driver’s name
 4. Truck (Tractor) license plate

NOTE: Do not place PAPS barcodes on any E-manifest documents submitted to CBP Officers

- ***If the carrier has not filed an E-manifest***, the driver must present two copies of a completed Inward Cargo Manifest (CBP Form 7533). Please pay special attention to insure the following information is accurately recorded:
 1. Tractor AND trailer plate numbers
 2. Driver’s name
 3. PAPS barcodes or other entry release process information (QP, CAFES, etc.)
 4. Consignee’s full name and address
 5. Specific description of goods

Have proper identification ready to hand to the officer!!!

- ❖ **DRIVERS:** If you have a *FAST* card, please **USE YOUR CARD!!** The ACE system will expedite the processing of your information if you display your *FAST* card as you approach the primary booth.
- ❖ General public questions about ACE should be directed to CBP.CSPO@dhs.gov or visit the internet at <http://www.cbp.gov/modernization>
- ❖ Information on how to establish a carrier/shipper ACE account should be directed to ACENOW@dhs.gov
- ❖ Specific questions related to ACE processing in the Port of Buffalo should be directed to BUFFALO.ACE.DESK@dhs.gov



**U.S. Customs and
Border Protection
Port of Buffalo, NY**

Broker/Filer Request Form

- This form must be completed for ANY and ALL cargo processing resolution requests made by brokers/filers to CBP in the Port of Buffalo, NY. effective September 11,2006.
- This form may be submitted in person or via email to BUFFALO.ACE.DESK@dhs.gov.
- Officers will use this form to research, resolve and respond to your request.
- Please complete this form with as much information as you have available.

Entry # or PAPS #: _____

E-manifest Trip #: _____

Driver's Full Name and Date of Birth -- MM/DD/YY: _____

FAST Driver ID #: _____

Carrier Name: _____

License Plate # - Tractor: _____ Trailer: _____

Location Crossed (Circle/Highlight One): Peace Bridge Lewiston Bridge

Date and Approximate Time of Crossing: _____

Broker/Filer Name: _____ Filer Code: _____

Broker/Filer contact information: e-mail address _____ phone# _____

Description of issue: _____

CBP USE ONLY	
Receiving Officer: _____	Date & Time Received: _____
Actions taken: _____ _____	
Resolving Officer: _____	Date & Time Resolved: _____