ACE Truck e-Manifest - Trade

Access and Navigate the New Truck Manifest Trade Portal

November 2019

U.S. Customs and
Border Protection

TESTING NOTICE

The new ACE Truck e-Manifest application for Trade users will be available in the testing environment temporarily for testing purposes only. This application will not interact with any other ACE systems; it will be self-contained. As a result, system and account validations will not be available during the testing phase. In addition, some application functionality will not be available until future releases. This is indicated with future functionality notations where applicable.

DEVELOPMENT NOTICE

Development for the new ACE Truck e-Manifest System is ongoing; this document reflects functionality as of November 2019.

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Topic 1: Introduction to the Truck Manifest Trade Portal

This Quick Reference Guide (QRG) will cover accessing and navigating the new **Truck Manifest Trade Portal**.

The new ACE Truck e-Manifest web-based application for the Trade allows carriers to submit electronic truck manifests (formerly trips) and bills of lading (formerly shipments) to U.S. Customs and Border Protection (CBP) prior to a truck's arrival at a United States land border crossing.

The new ACE Truck e-Manifest application will be available during the testing phase to allow users to become familiar with processing manifests in the new environment. This processing should utilize test data rather than any personally identifiable information (PII). During the temporary testing phase, no data will be shared between the legacy **ACE Secure Data Portal** and the new **Truck Manifest Trade Portal**. Users should continue to use the **ACE Secure Data Portal**, **ACE e-Manifest: Truck** system for their normal manifest processing.

ACCESSING THE TRUCK MANIFEST TRADE PORTAL

Users must have an account in the **ACE Secure Data Portal** to access the **Truck Manifest Trade Portal**. Truck carriers with a current account for the **ACE Secure Data Portal**, **ACE e-Manifest: Truck** system will automatically have access to the new ACE Truck e-Manifest application.

Users that are new to Truck e-Manifest processing will need to request an **ACE Secure Data Portal** account to access the new **Truck Manifest Trade Portal**. Reference the following link for additional information on getting started with the **ACE Secure Data Portal**: https://www.cbp.gov/trade/automated/getting-started/portal-introduction.

LOGIN

Trade users will log in to the **Truck Manifest Trade Portal** by using the link on the cbp.gov Trade page and then entering the account username and password.

LOG IN TO TRUCK MANIFEST TRADE PORTAL USING THE URL

1. Open an internet browser session and navigate to the cbp.gov Trade page (https://www.cbp.gov/trade).

2. In the **Trade** section on the left (you may need to scroll down), select the **ACE and Automated Systems** hyperlink.

   The **ACE and Automated Systems** page displays.

3. Locate and select the Truck Manifest Testing link.

   The **Log In** dialog box displays.

4. In the **Log In** dialog box:

> **NOTE:** The username and password used to log in to the **Truck Manifest Trade Portal** is the same as the ACE UserID and password used to log in to the **ACE Secure Data Portal**. Fields that are required are marked with an asterisk (*****).

a. In the **Username *** field, type the *account username*.

b. In the **Password *** field, type the *account password*.

> **NOTE:** The password will need to be changed or reset in the **ACE Secure Data Portal**. Use the **Forgot Password? Reset Now** hyperlink at the bottom of the **Log In** dialog box to reset the password in the **ACE Secure Data Portal**.

c. Select the **Go To Account** button or press **Enter** on the keyboard.

The **Truck Manifest Trade Portal** displays.

Log In

Username *

_____

Password *

_____

Go To Account

If you need assistance with the portal, please contact the CBP Technology Support Center at 1-866-530-4172 for trade and PGA users, or 1-800-927-8729 for CBP personnel.

Forgot Password?
Reset Now

Don't Have an Account?
Apply for One

ACE & Automated Systems
Get Started

TRUCK MANIFEST TRADE PORTAL

Once you log in to the new ACE Truck e-Manifest system for the Trade, the **Truck Manifest Trade Portal** displays which allows easy access to creating a manifest, creating a bill of lading, and adding account data, such as drivers, conveyances, equipment, shippers, and consignees.

This functionality is covered in greater detail in the other quick reference guides (QRGs) in the ACE Truck e-Manifest – Trade series:
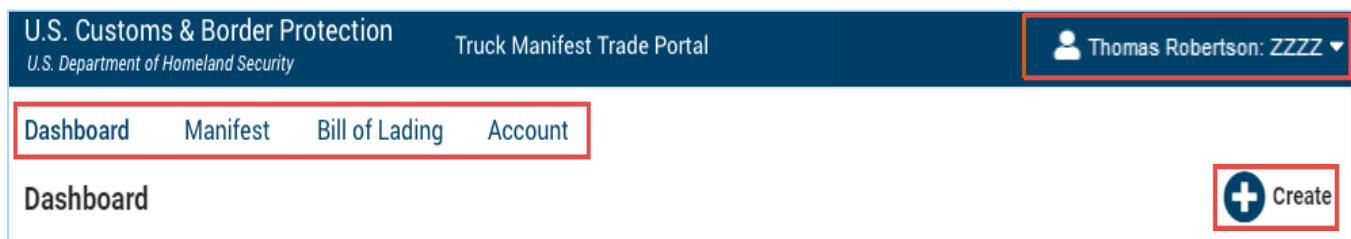
-   **Create a Manifest QRG**

-   **Create a Bill of Lading QRG**

-   **Maintain Account Data QRG**.
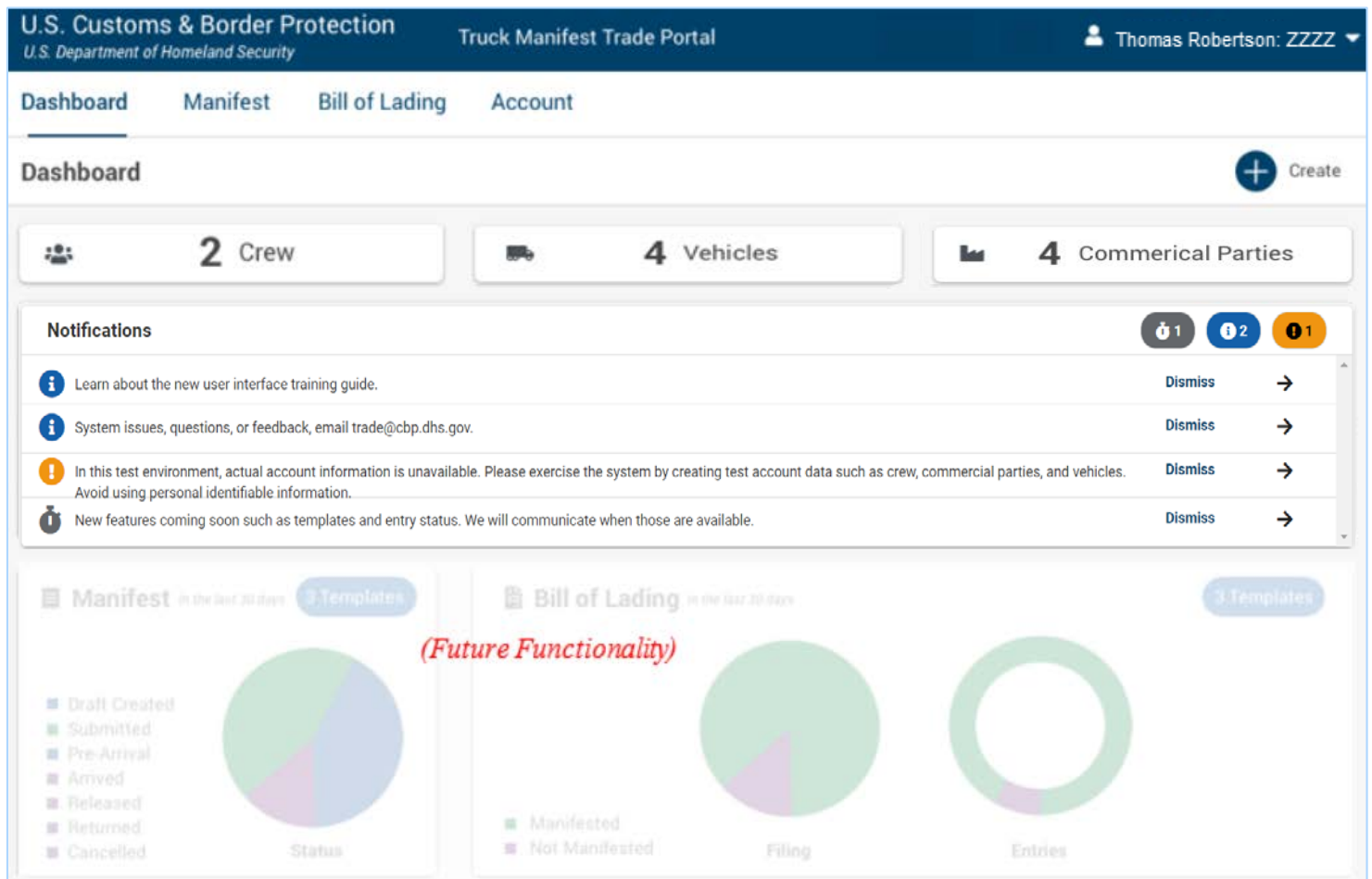
Figure 1: Truck Manifest Trade Portal

A **Title Bar** and four main tabs (**Dashboard**, **Manifest**, **Bill of Lading**, and **Account**) display at the top. These appear on all screens of the application for easy access to the Truck Manifest functionality. Also, a **Create** button displays at the top of each main tab.

**Figure 2: Title Bar, Main Tabs, and Create Button**

TITLE BAR

The **Title Bar** includes the **User Menu**, located in the upper right corner, which shows the **User Name** and **SCAC Code** for the account user. This menu contains two options:

- **Switch Account** – allows switching to a different account but not a different user.

- **Logout** – logs the user out of the application.

SWITCH ACCOUNT MENU

To switch to another ACE Portal carrier account as the preparer for new manifests or bills of lading, select the **Switch Account** drop-down menu and then select another carrier account. The new carrier name will then display at the top.
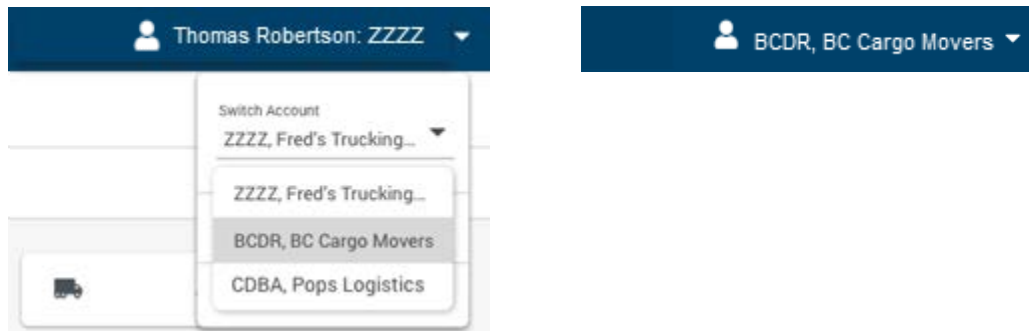
Figure 3: Switch Carrier Account Menu and New Carrier Name

NOTE: To switch to another account user, the user will have to logout and log in as the other user.

MAIN TABS

Four main tabs:

- **Dashboard** – displays the number of crew, commercial parties, and vehicles that have been added to the carrier account; and reminder, informational, and warning notification messages.

- **Manifest** – displays the **Manifest List** page with a list of the saved as draft and submitted manifests for the carrier and allows entering search criteria to narrow the list to specific manifests, as well as editing the listed manifests or creating new ones.

- **Bill of Lading** – displays the **Bill of Lading List** page with a list of the saved as draft and manifested BOLs for the carrier and allows entering search criteria for specific BOLs, as well as editing the listed BOLs or creating new ones.

- **Account** – displays the **Account** page that allows searching for and adding, editing, and deleting crew, vehicles, and commercial parties to the carrier account.

Each of the four main tabs will be covered in greater detail in the topics that follow.
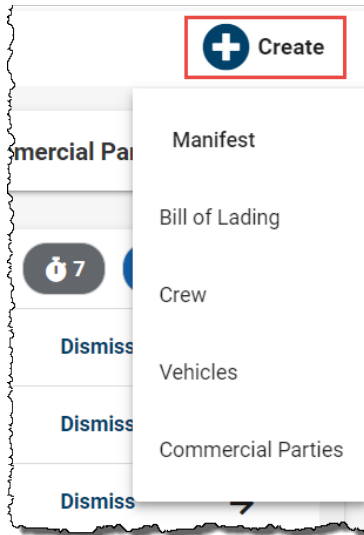
CREATE BUTTON AND MENU

The **Create** button displays the **Create** drop-down menu with 5 options:

- **Manifest** – displays the **Create Manifest** page and the manifest header information. Refer to the **Create Manifest Quick Reference Guide** (QRG) for further details.

- **Bill of Lading** – displays the **Create BOL** page and the BOL header information. Refer to the **Create Bill of Lading QRG** for further details.

- **Crew** – displays the **Account Add Crew** page to enter driver and documents information. Refer to the **Maintain Account Data QRG** for further details.

- **Vehicles** – displays the **Account Add Vehicles** page to enter conveyance, equipment, insurance, license plate, and seal information, if applicable. Refer to the **Maintain Account Data QRG** for further details.

- **Commercial Parties** – displays the **Account Add Commercial Parties** page to enter shipper or consignee information. Refer to the **Maintain Account Data QRG** for further details.

Figure 4: Create Button and Menu

Topic 2: Dashboard Tab

This topic presents the **Dashboard** tab. The **Dashboard** tab includes a quick summary of truck manifest and BOL information specific to the carrier account. This includes information such as notification messages and the number of crew, vehicles, and commercial parties associated with the account; as well as quick access to truck manifest functionality such as creating a manifest and BOL and adding crew, vehicles, and commercial parties to the account.

The **Dashboard** tab is divided into the following sections:

- **Create** button (reference Topic 1)
- **Saved Account Data** buttons
- **Notifications**
- **Manifest Status** (future functionality)
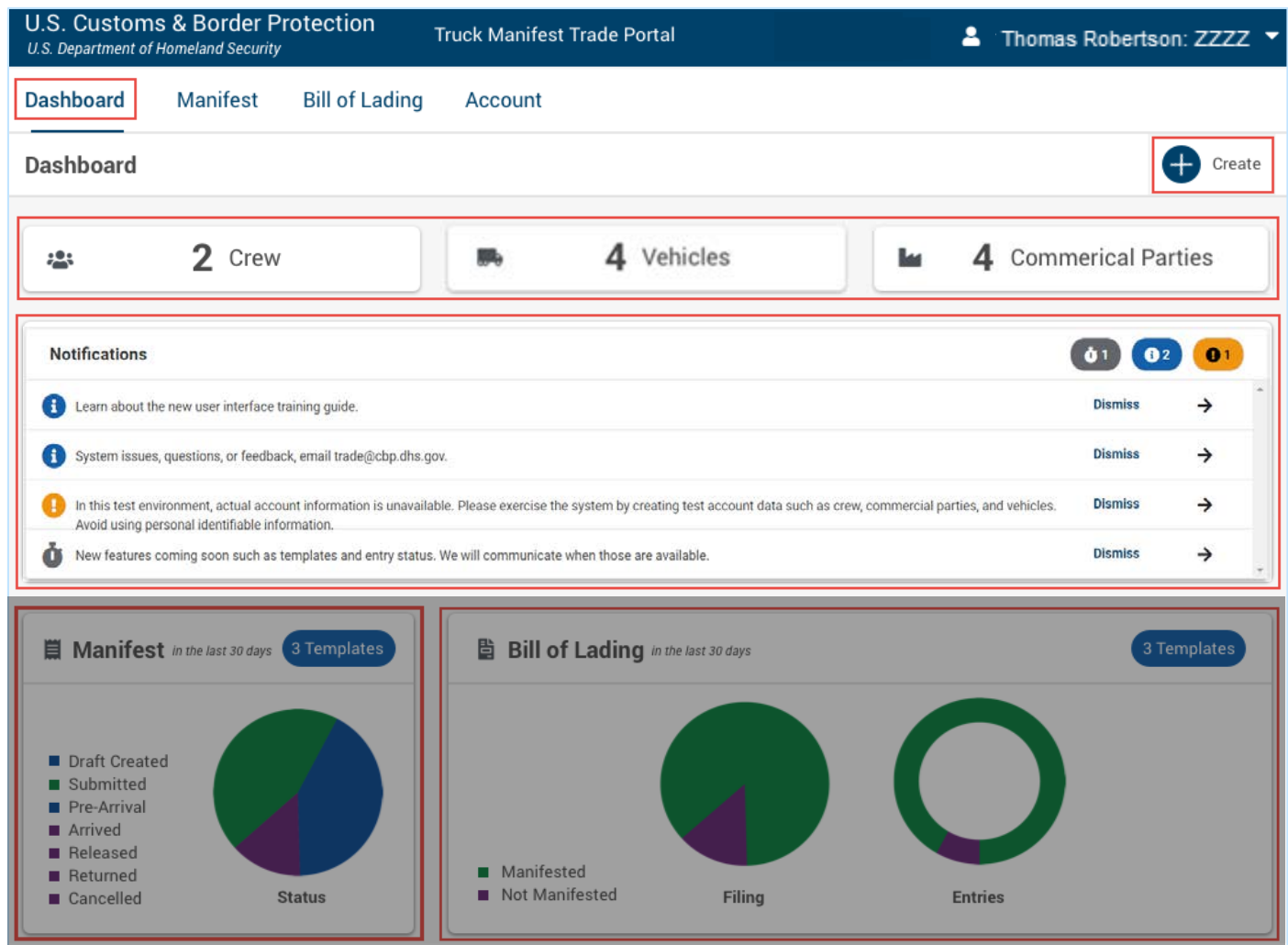- **Bill of Lading Status** (future functionality)

Figure 5: Dashboard Tab

SAVED ACCOUNT DATA BUTTONS

The **Saved Account Data** buttons display the number of crew, vehicles, and commercial parties that correspond to the saved account data. The number on the button indicates how many of each type is currently saved to the carrier account. In a future release, selecting the button displays the **Account** tab and the **Crew**, **Vehicles**, or **Commercial Parties** subtab page.

👥 27 Crew	🚚 40 Vehicles	📊 40 Commercial Parties
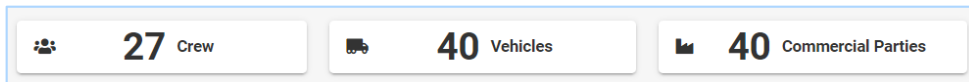
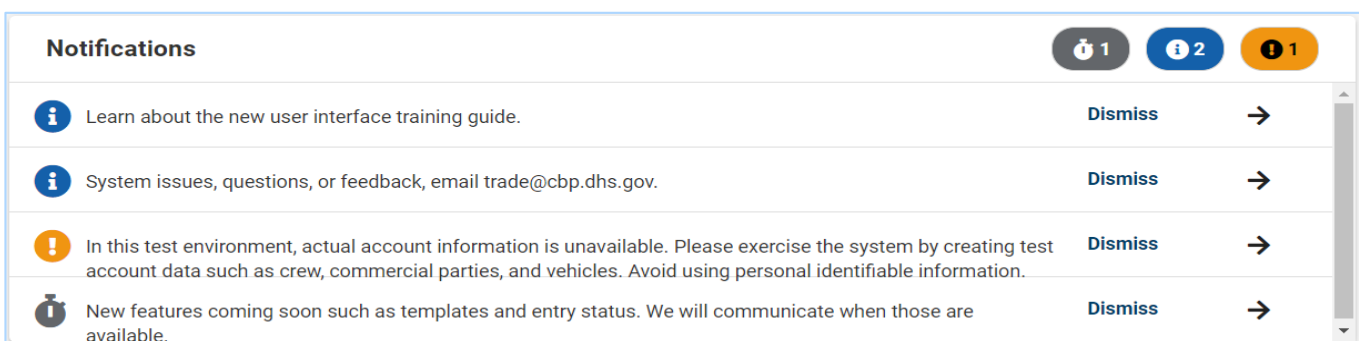**Figure 6: Saved Account Data Buttons**

NOTIFICATIONS SECTION

The **Notifications** section lists notification messages such as information about manifests, bills of lading, or updates to the system. During testing, messages specific to the testing environment will display, such as where to email your testing feedback.

Once production is implemented, there will be three types of messages:

- **Reminders** – A reminder message may provide a reminder of actions to complete, such as a manifest saved as a draft without a crewmember or vehicle added.
- **Information** – An information message may indicate information about the manifest or BOL such as a manifest has arrived.
- **Warnings** – A warning message may provide a caution about a manifest or bill of lading such as a manifest arrival without a BOL link.

Three oval buttons will display in the upper right of the **Notifications** section representing the three different message types and include a number of the count of each. In a future release, selecting a button will limit the display of the notification messages to only that particular message type.

In production, once a notification message has been reviewed or processed, the **Dismiss** hyperlink will remove it from the **Notifications** list.

Notifications		🕛 1	ℹ 2	❗ 1
ℹ Learn about the new user interface training guide.		**Dismiss**	→	
ℹ System issues, questions, or feedback, email trade@cbp.dhs.gov.		**Dismiss**	→	
⚠ In this test environment, actual account information is unavailable. Please exercise the system by creating test account data such as crew, commercial parties, and vehicles. Avoid using personal identifiable information.		**Dismiss**	→	
🕛 New features coming soon such as templates and entry status. We will communicate when those are available.		**Dismiss**	→	

Figure 7: Notifications Section

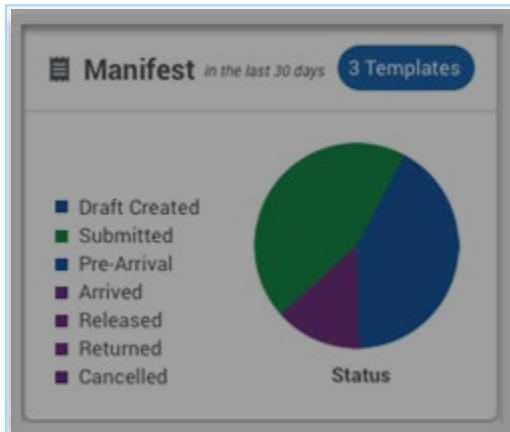## MANIFEST STATUS SECTION – FUTURE FUNCTIONALITY

NOTE: The **Manifest Status** section is future functionality and is subject to change. It will not be available during testing. At this time, the graphical data may be inaccurate so this functionality is deactivated until data issues are resolved. Stay tuned for a future release.

The **Manifest Status** section displays a visual summary of the activity statuses of the manifests within the last 30 days. Hovering over a piece of the visual chart displays the actual count of manifests at that status.

In the upper right corner of the **Manifest Status** section is a **Templates** button. The number on the button indicates how many manifest templates have been added to the carrier account. Selecting the button displays the **Account** tab and the **Manifest** subtab page with the manifest templates details. Reference the Account Tab topic for more details.

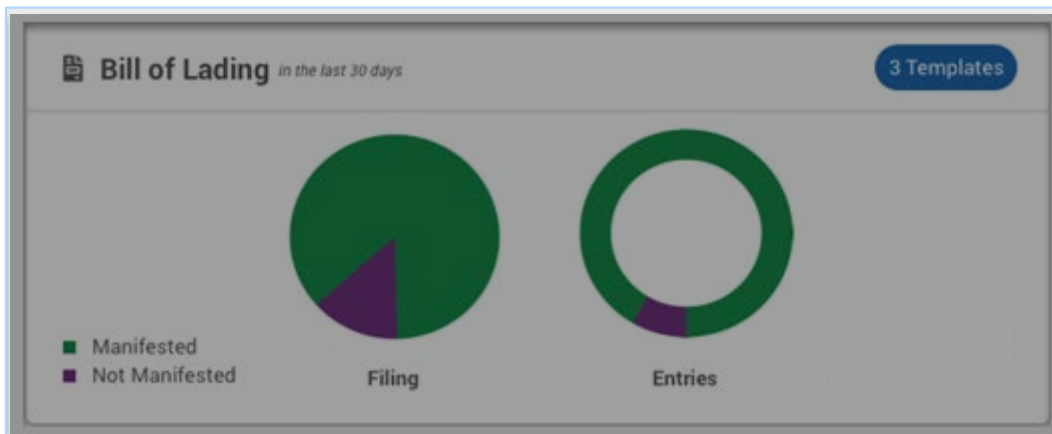**Figure 8: Manifest Status Section (future functionality)**

BILL OF LADING STATUS SECTION – FUTURE FUNCTIONALITY

NOTE: The **Bill of Lading Status** section is future functionality and is subject to change. It will not be available during testing. At this time, the graphical data may be inaccurate so this functionality is deactivated until data issues are resolved. Stay tuned for a future release.

The **Bill of Lading Status** section displays a visual summary of the filing statuses of the bills of lading and the statuses of the entries for those BOLs within the last 30 days. Hovering over a piece of the visual chart displays the actual count of BOLs manifested or not, or the number of entries at different statuses.

In the upper right corner of the **Bill of Lading Status** section is a **Templates** button. The number on the button indicates how many bill of lading templates have been added to the carrier account. Selecting the button displays the **Account** tab and the **Bill of Lading** subtab page with the BOL templates details. Reference the Account Tab topic for more details.

Figure 9: Bill of Lading Status Section (future functionality)

Topic 3: Manifest Tab

This topic presents the **Manifest** tab. The **Manifest** tab displays the **Manifest List** page which displays a list of draft and submitted manifests by default associated with the carrier account and the status of each. Also, by default, the arrival dates will prefill with the last 30 days. If the manifest is not arrived, the estimated arrival dates will be used instead.

The **Manifest List** page is divided into the following sections:

- **Create** button (reference Topic 1)
- **Search** filter
- **Sort By**
- **Manifest List Results**

Figure 10: Manifest Tab

The steps that follow explain how to navigate the **Manifest** tab and the functionality available, such as search for particular manifests; set the format of the display of manifests; or edit, print, and cancel a manifest.

NAVIGATE MANIFEST TAB

1. At the top of the **Truck Manifest Trade Portal**, select the **Manifest** tab.

   The **Manifest List** page displays a list of draft and submitted manifests for the carrier. Each manifest displays related information and a status bar with status information.

   NOTE: During testing, data will not be shared between systems, so only saved as draft (Draft Created) and submitted to CBP (Submitted) statuses will display.
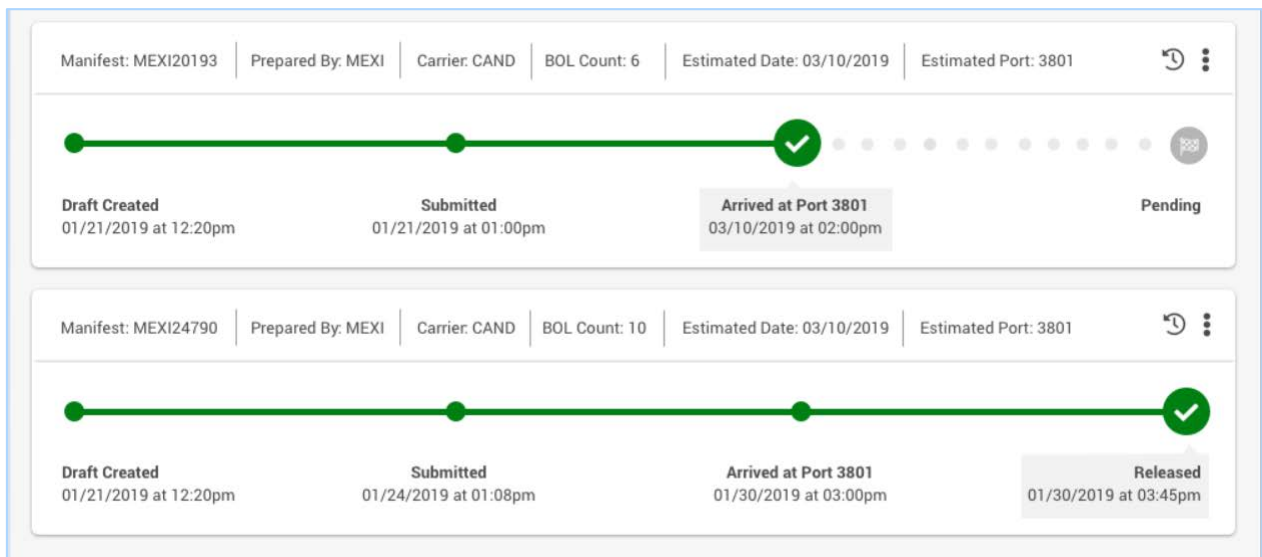
2. In the **Search** section at the top:

   a. In the **Search Manifest Number** field, type a *manifest number*.

      Or select a manifest number from the drop-down menu (future functionality).

      NOTE: During testing, enter the full manifest number. Later, the search manifest number field requires the SCAC code and at least 2 digits of the manifest number.

   b. Notice the **Arrival Start Date** and **Arrival End Date** fields default to the last 30 days. Adjust the dates if necessary.

      NOTE: If the manifest is not arrived (will not arrive during testing due to no system interaction), the **Estimated Arrival Start Date** and **Estimated Arrival End Date** will be used instead.
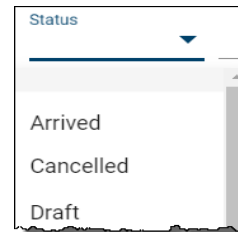
c. Select the **Search** button.

The specific manifest information displays in the **Results** section.

d. In the **Search Manifest Number** field, select the **X** to clear the specific manifest number to begin a new search (future functionality).
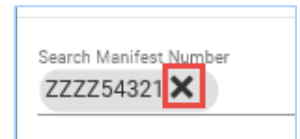
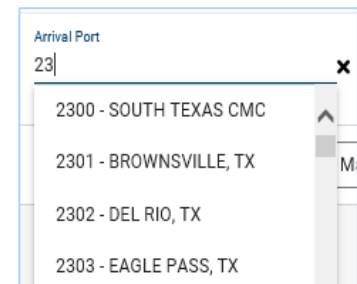e. Select the **Status** drop-down menu and select a status.

f. Select the **Search** button.

The **Results** section displays only manifests with that status for the specific arrival period.

g. To the left of the **Search** button, select the **Clear** button.

The contents of all search fields have been deleted.

h. Select the **Arrival Port** field and type the *port code* or select a port code from the drop-down menu.

NOTE: As you type the digits of the port code, a listing of corresponding ports will display in a drop-down menu.
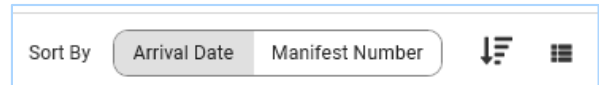
i. In the **Arrival Start Date** and **Arrival End Date** fields, type *dates* or select the calendar and choose dates. The estimated dates will be used for manifests that are not arrived.

j. Select the **Search** button.

The **Results** section displays only manifests for the specific arrival port and arrival dates.

3. To the right of the **Results** section title bar:

| Sort By | Arrival Date | Manifest Number | ↓≡ | ≡ |

a. Notice the **Sort By** buttons. The **Arrival Date** button is selected by default. Notice the **Results** section currently displays manifests in ascending order by arrival date or estimated arrival date.

b. Select the **Manifest Number** button.

The **Results** section now displays manifests in ascending order by manifest number.

c. Select the **Descending** icon.

The **Results** section now displays manifests in descending order by manifest number.

> **NOTE:** Once selected, the **Descending** icon toggles to the **Ascending** icon ↑≡ .

d. Select the **Table view** icon.

The **Results** section now displays manifests in a table format list without the status bars and with column headings.

| Status	Manifest Number	Prepared By	Carrier	BOL COUNT	Est. Date of Arrival	Actual Date of Arrival	Est. Port of Arrival	Actual Port of Arrival	Actions
Submitted	ZZZZ232323		ZZZZ	1	10/31/2019, 12:00 AM		0901 - BUFFALO-NIAGARA FALLS	UNKNOWN	⋮
Submitted	ZZZZLUN06		ZZZZ	1	10/31/2019, 12:00 AM		0101 - PORTLAND, ME	UNKNOWN	⋮
Submitted	ZZZZ1111111111		ZZZZ	1	10/31/2019, 12:00 AM		0901 - BUFFALO-NIAGARA FALLS	UNKNOWN	⋮

> **NOTE:** Once selected, the **Table view** icon toggles to the **Status bar view** icon ⊞ .

e. Select the **Status bar view** icon to display the status bar format once again and toggle the icon back to **Table view**.

4. In the **Results** section manifest list, in the first manifest record:

a. Select the **Manifest Number** hyperlink (future functionality).

The **Manifest Review** page will display for the selected manifest.

Manifest: ZZZZ09242019
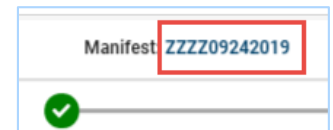
i. Select the **Close** button to close the **Manifest Review** page. The confirmation dialog box displays.

ii. Select the **Yes** button to close the confirmation dialog box.

b. At the top right corner, select the **History** icon (future functionality).

Timestamps and all activity that has occurred for the manifest will display instead of the **Status bar view**.

Manifest: 20181227MX	Prepared By: MEXI	Prepared For: MEXI	BOL Count: 10	Estimated Date: 01/30/2019 13:30	Estimated Port: 2402- EL PASO, TX		
John Smith amended Arrival date of Manifest.							01/10/2019 14:30
John Smith submitted Manifest.							01/03/2019 12:45

> **NOTE:** Select the **History** icon again to redisplay the **Status bar view** for the manifest list.

c. To the right of the **History** icon, select the **Actions** icon.

The **Actions** drop-down menu displays to allow selecting the **Edit Manifest** (**Amend Manifest**), **Cancel Manifest**, or **Print Manifest** options.
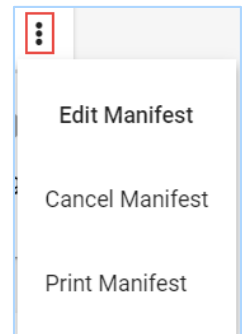
d. To revise the manifest, select the **Edit Manifest** (**Amend Manifest**) option.

The **Edit Manifest** (**Amend Manifest**) page displays to allow editing the information for the manifest.

> **NOTE:** The **Edit Manifest** option appears pre-CBP submission with the manifest in draft status. The **Amend Manifest** option appears post-CBP submission with the manifest in submitted status.

e. To cancel the manifest, select the **Cancel Manifest** option.

The **Cancel Manifest** dialog box displays to confirm the cancel. If a bill of lading is linked to the manifest, both the manifest and the BOL may be cancelled or just the manifest.

f. To print the manifest, select the **Print Manifest** option.

The **Print** dialog box displays. Select the appropriate print settings and then the **Print** button to print.

> **NOTE:** Printing the coversheet occurs once the manifest is successfully submitted to CBP.

Topic 4: Bill of Lading Tab

This topic presents the **Bill of Lading** tab. The **Bill of Lading** tab displays the **Bill of Lading List** page which includes BOL information for bills of lading saved as draft or added to manifests in the last 30 days by default. Shipper and consignee names and a description of the cargo is also included. In addition, the status of the BOL and the manifest is shown.

The **Bill of Lading** tab is divided into the following sections:

- **Create** button (reference Topic 1)
- **Search** filter
- **Sort By**
- **BOL List Results**

Figure 11: Bill of Lading Tab

The steps that follow explain how to navigate the **Bill of Lading** tab and the functionality available, such as search for particular BOLs; set the format of the display of BOLs; or edit and print a BOL.

NAVIGATE BILL OF LADING TAB

1. At the top of the **Truck Manifest Trade Portal**, select the **Bill of Lading** tab.

   The **Bill of Lading List** page displays a list of draft or manifested BOLs for the carrier. Each bill of lading displays related information, shipper and consignee names, brief cargo description, and a status section with status information.

   NOTE: During testing, data will not be shared between systems, so only manifested statuses (Manifested/Not Manifested) will display.

BOL: ZZZZ10242019	Prepared By: ZZZZ	Type: In-Bond	Est. Date of Arrival: 10/25/19	Est. Port of Arrival: UNKNOWN	Port of Lading: UNKNOWN

   Shipper ▶ Consignee

   Not Manifested Entry Pending Arrival Pending

BOL: ZZZZ97531	Prepared By: ZZZZ	Type: Simple Bill	Est. Date of Arrival: 10/24/19	Est. Port of Arrival: 0901 - BUFFALO-NIAGARA FALLS	Port of Lading: 80105 - YUKON

   BEST WOOLS INC
   Shipper ▶ Minyx
   Consignee

   BUNDLED WOOL BLANKETS

   Manifested: BDCF9012345
   Submitted: 10/25/2019

   Entry Pending Arrival Pending

2. In the **Search** section at the top:

Search BOL Number	Arrival Start Date	Arrival End Date	Arrival Port	Clear	Search
	9/25/2019	10/25/2019			

   a. In the **Search BOL Number** field, type a *BOL number*.

      Or select a BOL number from the drop-down menu (future functionality).

      NOTE: After testing, when the systems interact in production, as characters are typed, a list of corresponding BOL numbers will display in a drop-down menu for possible selection.

   b. Notice the **Arrival Start Date** and **Arrival End Date** fields default to the last 30 days. Adjust the dates if necessary.

      NOTE: If the associated manifest is not arrived (will not arrive during testing due to no system interaction), the **Estimated Arrival Start Date** and **Estimated Arrival End Date** will be used instead.

   c. Select the **Search** button.

      The specific bill of lading information displays in the **Results** section.

Search BOL Number	Arrival Start Date	Arrival End Date	Arrival Port		
ZZZZ1000124	9/25/2019	10/25/2019		Clear	Search

1 of 1 Results   Sort By [Arrival Date | BOL Number] ⬇ ☰

BOL: **ZZZZ1000124** | Prepared By: ZZZZ | Type: Simple Bill | Est. Date of Arrival: 10/23/19 | Est. Port of Arrival: 0901 - BUFFALO-NIAGARA FALLS

Port of Lading: 01535 - TORONTO, ONT, CA.   🕑 ⋮

Devshare Shipper ▶	Minyx Consignee	✅ Manifested: ZZZZ1001421 Submitted: 10/21/2019	❗ Entry Pending	❗ Arrival Pending
	BAGS PIES			

d. To the left of the **Search** button, select the **Clear** button.
The contents of all search fields have been deleted.

e. In the **Arrival Start** and **Arrival End** date fields, type *dates* or select the calendar and choose dates. The estimated dates will be used for associated manifests not arrived.

f. Select the **Arrival Port** field and type the *port code* or select a port code from the drop-down menu.

NOTE: As you type the digits of the port code, a listing of corresponding ports will display in a drop-down menu.

Arrival Port
23
2300 - SOUTH TEXAS CMC
2301 - BROWNSVILLE, TX
2302 - DEL RIO, TX
2303 - EAGLE PASS, TX

g. Select the **Search** button.
The **Results** section displays only BOLs for the designated arrival port and arrival dates.

NOTE: In a future release, an **Associated Status** indicator may be added to allow filtering the BOL lists for BOLs associated with a manifest or BOLs saved as draft and not associated with a manifest.

3. To the right of the **Results** section title bar:

Sort By [Arrival Date | BOL Number] ⬇ ☰

a. Notice the **Sort By** buttons. The **Arrival Date** button is selected by default. Notice the **Results** section currently displays BOLs in ascending order by arrival date.

b. Select the **BOL Number** button.
The **Results** section now displays BOLs in ascending order by BOL number.

c. Select the **Descending** icon.
The **Results** section now displays BOLs in descending order by BOL number.

NOTE: Once selected, the **Descending** icon toggles to the **Ascending** icon.

d.   Select the **Table view** icon.

The **Results** section now displays BOLs in a table format list without the status bars and with column headings.

BOL	Prepared By	Type	Est. Date of Arrival	Est. Port of Arrival	Shipper	Consignee	Description	Actions
29	ZZZZ	34 - Simple Bill	10/24/19, 12:00 AM	0901 - BUFFALO-NIAGARA FALLS	Devshare	Ozu		⋮
35	ZZZZ	34 - Simple Bill	10/24/19, 12:00 AM	UNKNOWN				⋮
30	ZZZZ	34 - Simple Bill	10/28/19, 12:00 AM	0901 - BUFFALO-NIAGARA FALLS	Skippad	Minyx		⋮
28	ZZZZ	34 - Simple Bill	10/29/19, 12:00 AM	0901 - BUFFALO-NIAGARA FALLS	BEST WOOLS INC	Minyx	BUNDLED WOOLENS	⋮

NOTE: Once selected, the **Table view** icon toggles to the **Status bar view** icon.

e.   Select the **Status bar view** icon to display the status bar format once again and toggle the icon back to **Table view**.

4.   In the **Results** section BOL list, in the first BOL record:

a.   Select the **BOL Number** hyperlink (future functionality).
The **Bill of Lading Review** page displays for the selected BOL.

BOL 212312312
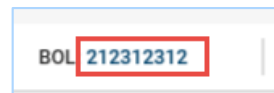
i.   Select the **Close** button to close the **Bill of Lading Review** page.
The confirmation dialog box displays.

ii.   Select the **Yes** button to close the confirmation dialog box.

b.   At the top right corner, select the **History** icon (future functionality).
Timestamps and all activity that has occurred for the bill of lading display instead of the **Status bar view**.

NOTE: Select the **History** icon again to redisplay the the **Status bar view** for the BOL list.

c.   To the right, select the **Actions** icon.
The **Actions** drop-down menu displays to allow selecting the **Edit BOL**, **Cancel BOL**, or **Print BOL** options for the BOL.

Edit BOL

Cancel BOL

Print BOL
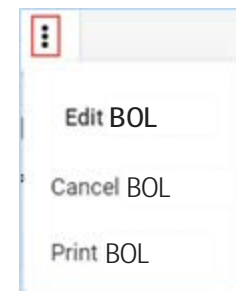
d.   To revise the BOL, select the **Edit BOL** option.
The **Edit Bill of Lading** page displays to allow editing the BOL information.

e.   To cancel the BOL, select the **Cancel BOL** option.
The **Cancel BOL** dialog box displays to confirm the cancel. If a bill of lading is linked to a manifest, both the BOL and the manifest may be cancelled or just the BOL.

f.   To print the BOL, select the **Print BOL** option.
The **Print** dialog box displays. Select the print settings and then the **Print** button.

Topic 5: Account Tab

This topic presents the **Account** tab. The **Account** tab displays a brief summary of account profile information and listings of the different account data that have been added to the carrier account. The account information and account listings are organized in separate subtabs on the left.

IMPORTANT: During testing, account data (drivers, vehicles, and commercial parties) added to the carrier account in the **ACE Secure Data Portal** will not be reflected in the **Truck Manifest Trade Portal**. Similarly, account data added in the **Truck Manifest Trade Portal** will not be reflected in the **ACE Secure Data Portal**. During testing, in the **Truck Manifest Trade Portal**, use test data only; do not use personally identifiable data (PII).

Similar to other main tabs, the **Create** button displays at the top of the **Account** tab. Reference Topic 1 for **Create** button details. Additionally, each subtab also displays a **Create** button to create the manifest data directly, such as adding crew, vehicles, or commercial parties to the carrier account.

Reference the **Maintain Account Data QRG** for detailed information to add, edit, or delete account data.

The **Account** tab is divided into the following subtabs:

- **Account Information**
- **Crew**
- **Vehicles**
- **Commercial Parties**

The following template subtabs may be included in a future release:

- **Commodities** (future functionality)
- **Manifest** (future functionality)
- **Bill of Lading** (future functionality)

EXPAND AND CONTRACT SUBTABS

Select the **Expand** icon ➜ below the subtabs list on the left to expand the list to also display the related names beside the subtab image icons.

Select the **Contract** icon ⬅ to contract the subtab list back to only display the subtab image icons.
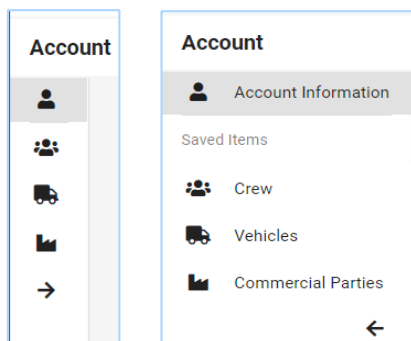

Figure 12: Expand and Contract Subtabs

ACCOUNT INFORMATION SUBTAB

The **Account Information** subtab displays by default. It contains key information for the carrier account, such as **Carrier Name**, **DUNS number**, **Taxpayer ID**, and **Contacts**. The account profile information displayed is transferred from the **ACE Secure Data Portal** account.

Figure 13: Account Tab – Account Information Subtab

Changes to the carrier account information must be completed in the **ACE Secure Data Portal**. Reference the **ACE Training and Reference Guides** page (https://www.cbp.gov/trade/ace/training-and-reference-guides) for more detailed information.

To view information for another account, reference Topic 1 for **Switch Account** menu details.

NOTE: During testing, changes made to the account profile information in the **ACE Secure Data Portal** will be reflected in the **Truck Manifest Trade Portal**.

CREW SUBTAB

The **Crew** subtab lists drivers that are currently associated with the carrier account. The driver information is displayed in the **Crew Cards**.

The **Create** button displays in the upper right corner of the **Crew** page and allows adding drivers to the carrier account.

The **Search Saved Crews** filter allows searching for particular drivers associated with the account.
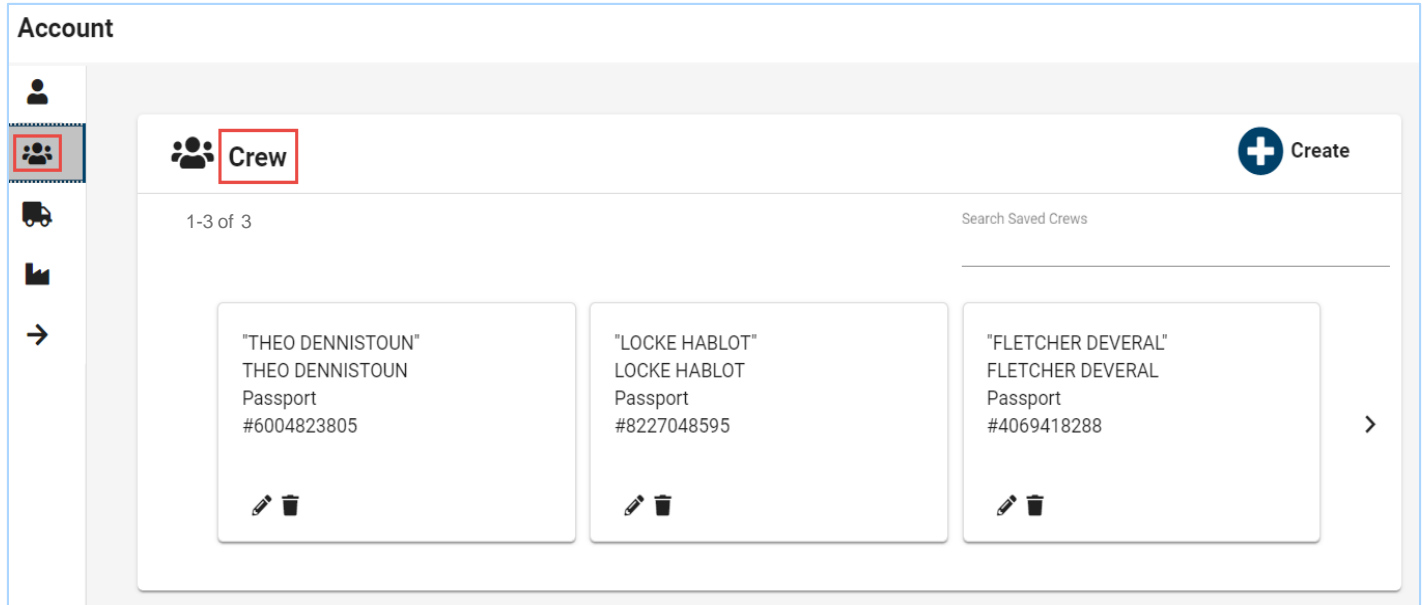
Figure 14: Crew Subtab

NOTE: Adding FAST ID drivers is future functionality and will allow only a nickname and FAST ID number in the driver details.

The **Edit** icon and **Delete** icon displayed in the lower left corner of the **Crew Card** allow editing or deleting a specific driver.

Figure 15: Crew Card

Reference the **Maintain Account Data QRG** for detailed information to add, edit, or delete drivers.

VEHICLES SUBTAB

The **Vehicles** subtab lists conveyances and equipment currently associated with the carrier account. Conveyance information is displayed in the **Conveyance Cards** and equipment information is displayed in the **Equipment Cards**.
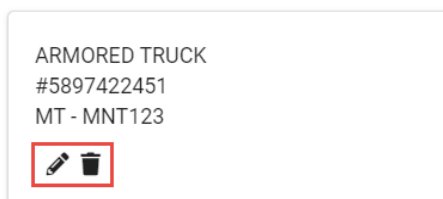
The **Create** button in the upper right corner allows adding conveyances and equipment to the carrier account.

The **Search Saved Conveyances** and **Search Saved Equipment** filters allow searching for particular conveyances and equipment associated with the account.
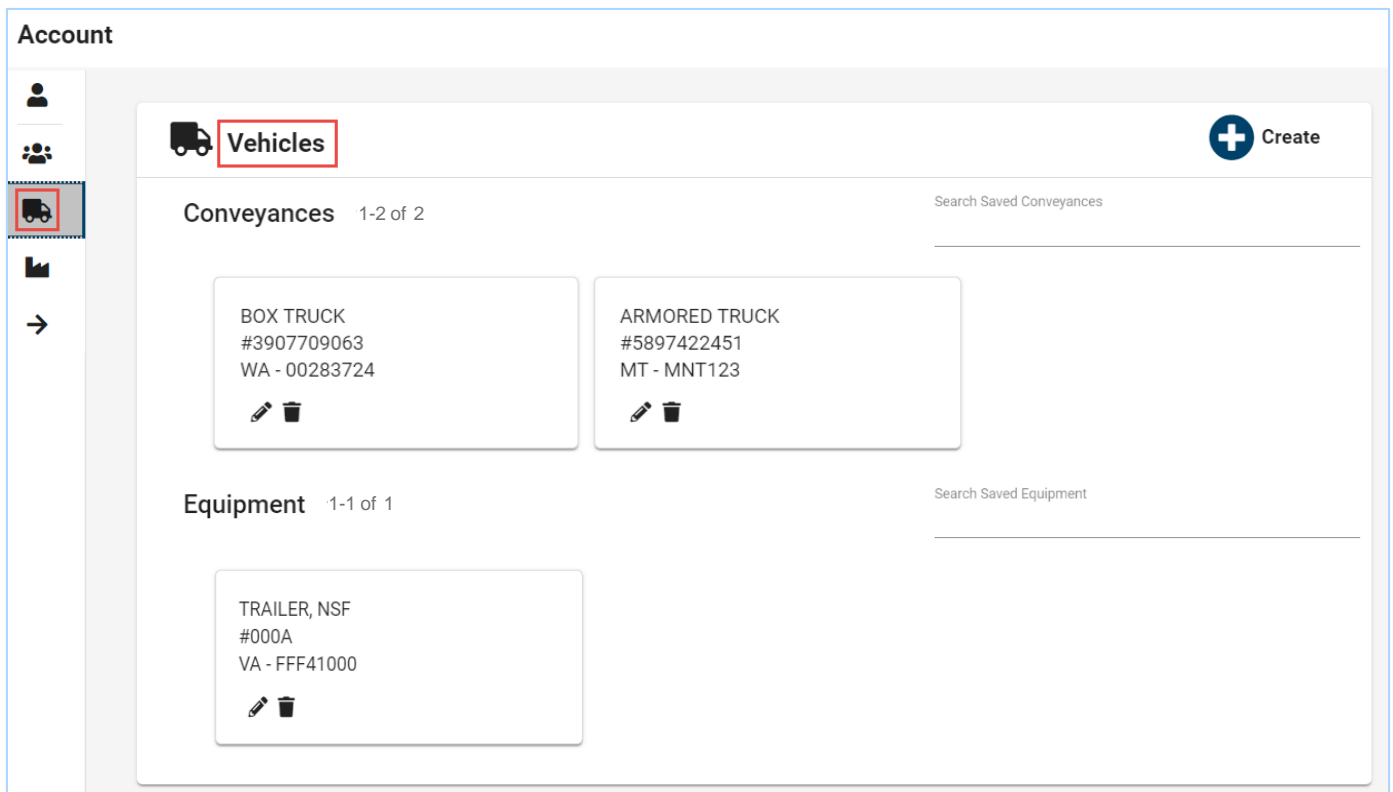
Figure 16: Vehicles Subtab

The **Edit** icon and **Delete** icon displayed in the lower left corner of the **Conveyance** and **Equipment Cards** allow editing or deleting a specific conveyance or equipment.

Figure 17: Conveyance Card

Reference the **Maintain Account Data QRG** for details to add, edit, or delete conveyances and equipment.

COMMERCIAL PARTIES SUBTAB

The **Commercial Parties** subtab lists shippers and consignees associated with the carrier account. Shipper information is displayed in the **Shipper Cards** and consignee information is displayed in the **Consignee Cards**.

The **Create** button allows adding shippers and consignees to the carrier account.

The **Search Saved Shippers** and **Search Saved Consignees** filters allow searching for particular shippers and consignees associated with the account.

Figure 18: Commercial Parties Subtab

The **Edit** icon ✎ and **Delete** icon 🗑 displayed in the lower left corner of the **Shipper and Consignee Cards** allow editing or deleting a specific shipper or consignee.

Figure 19: Shipper Card

Reference the **Maintain Account Data QRG** for detailed information to add, edit, or delete shippers and consignees.