



# ACE Truck e-Manifest Trade

Access and Navigate the New Truck Manifest  
Trade Portal

*August 2020*



U.S. Customs and  
Border Protection





## DEVELOPMENT NOTICE

Development for the new ACE Truck e-Manifest System is ongoing; this document reflects functionality as of August 2020.

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## TOPIC 1: INTRODUCTION TO THE TRUCK MANIFEST TRADE PORTAL

This Quick Reference Guide (QRG) covers 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.

### 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, **Truck Manifest Trade Portal**.

Users that are new to Truck e-Manifest processing 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 access the **Truck Manifest Trade Portal** by using the **References** tab after login to the **ACE Secure Data Portal**. Users will not need to enter their user ID and password twice. The login data from the **ACE Secure Data Portal** applies automatically and the **Truck Manifest Trade Portal** displays without a Login screen.

### LOG IN TO TRUCK MANIFEST TRADE PORTAL USING THE REFERENCES TAB

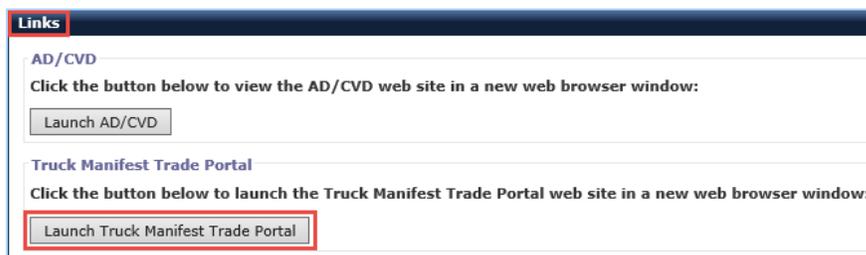
1. Open an internet browser session, navigate to the **ACE Secure Data Portal** login page (<https://ace.cbp.dhs.gov>), and log in.

The **ACE Secure Data Portal** displays.

2. Select the **References** tab at the top.



3. In the **Links** section on the right, select the **Launch Truck Manifest Trade Portal** button.



The **Truck Manifest Trade Portal** displays.



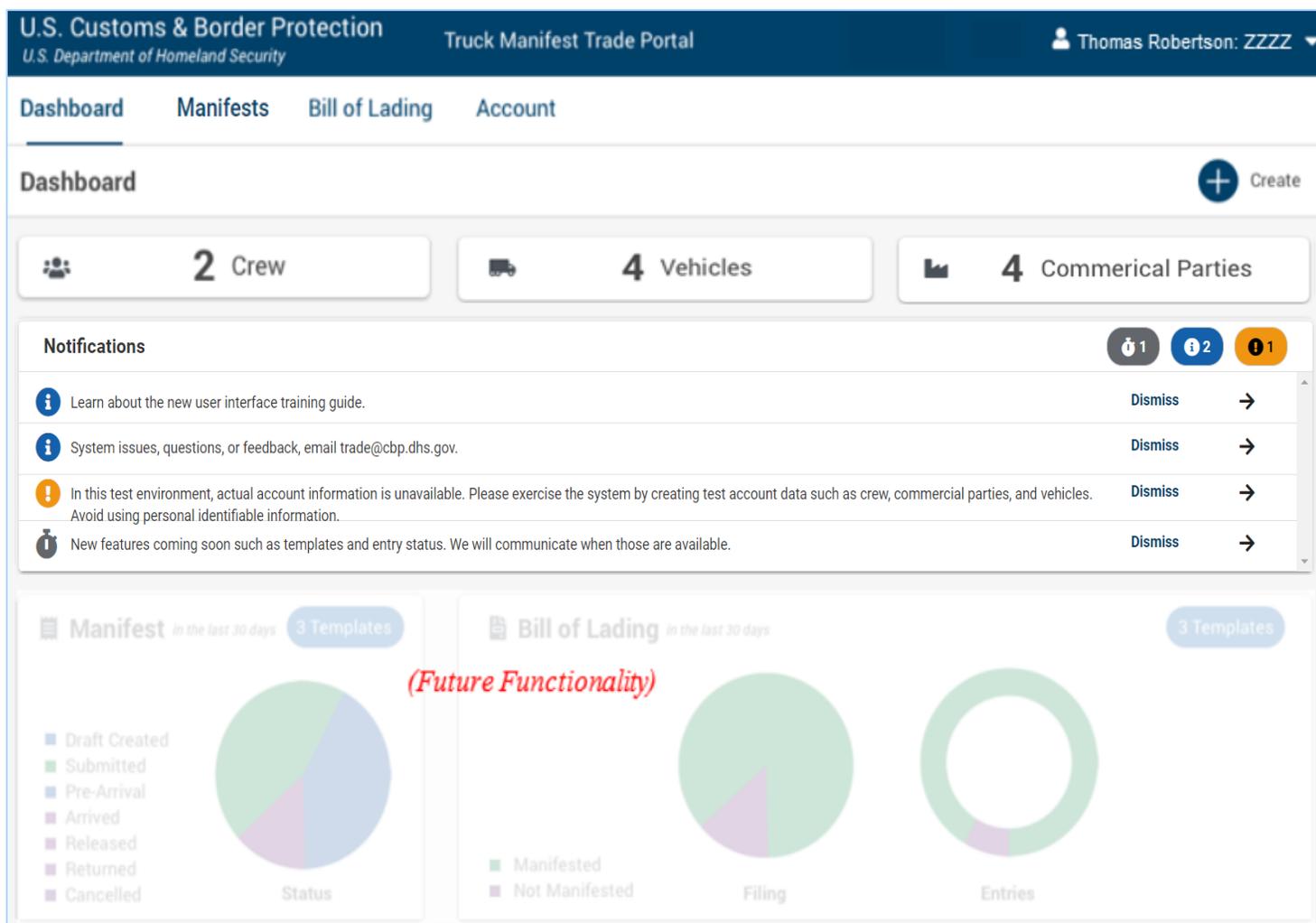


## TRUCK MANIFEST TRADE PORTAL

The **Truck Manifest Trade Portal** 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**, **Manifests**, **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.



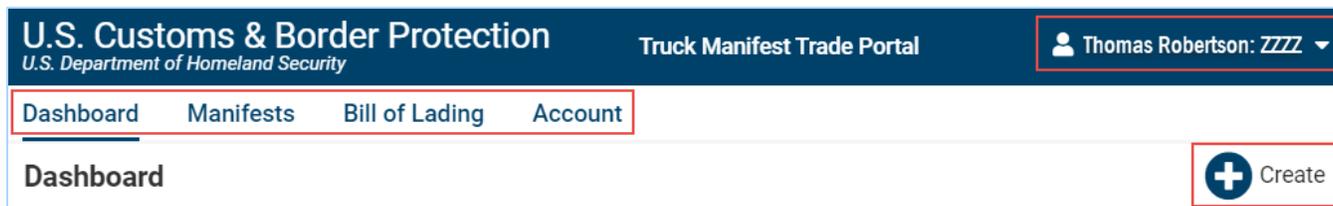


Figure 2: Title Bar, Main Tabs, and Create Button

## 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:

- **Change Carrier Account** – displays if user has multiple carrier accounts; allows changing to a different carrier account, but not a different user.
- **Logout** – logs the user out of the application.

## CHANGE CARRIER ACCOUNT MENU

To change to another ACE Portal carrier account as the preparer for new manifests or bills of lading, select the **Change Carrier Account** drop-down menu and then select another carrier account. The new carrier name then displays at the top.

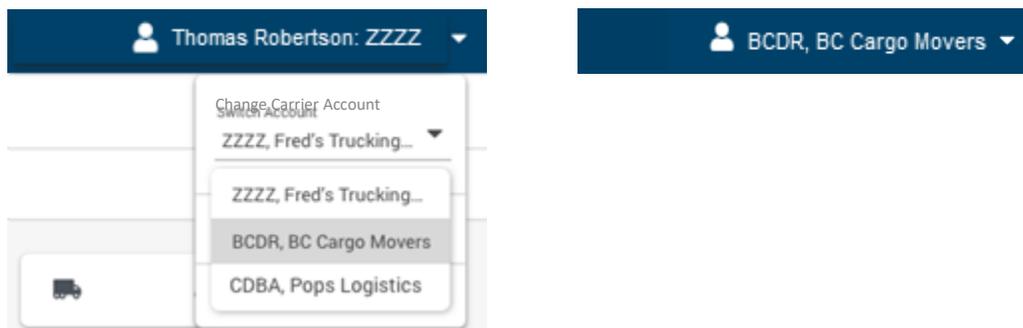


Figure 3: Change Carrier Account Menu and New Carrier Name



**NOTE:** To change to another account user, the user has to logout and then log in as the other user.

## MAIN TABS

Four main tabs:

- **Dashboard** – displays the **Dashboard** page that shows the number of crew, commercial parties, and vehicles that have been added to the carrier account; and reminder, informational, and warning notification messages.
- **Manifests** – 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 are covered in greater detail in the topics that follow.

## CREATE BUTTON AND MENU

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

- **Manifest** – displays the **Create Manifest** page and the manifest header information. Refer to the **Create a Manifest QRG** for further details.
- **Bill of Lading** – displays the **Create BOL** page and the BOL header information. Refer to the **Create a Bill of Lading QRG** for further details.
- **Crew** – displays the **Account - Crew** page to add driver and documents information. Refer to the **Maintain Account Data QRG** for further details.
- **Vehicles** – displays the **Account - Vehicles** page to add 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 - Commercial Parties** page to add shipper or consignee information. Refer to the **Maintain Account Data QRG** for further details.

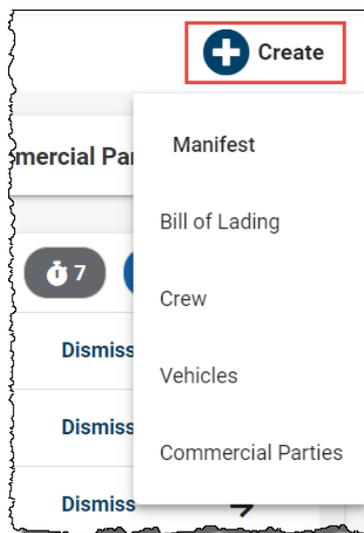


Figure 4: Create Button and Menu





## 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 - Create Button](#) for details)
- **Account** buttons
- **Notifications**
- **Manifest Status** (future functionality)
- **Bill of Lading Status** (future functionality)

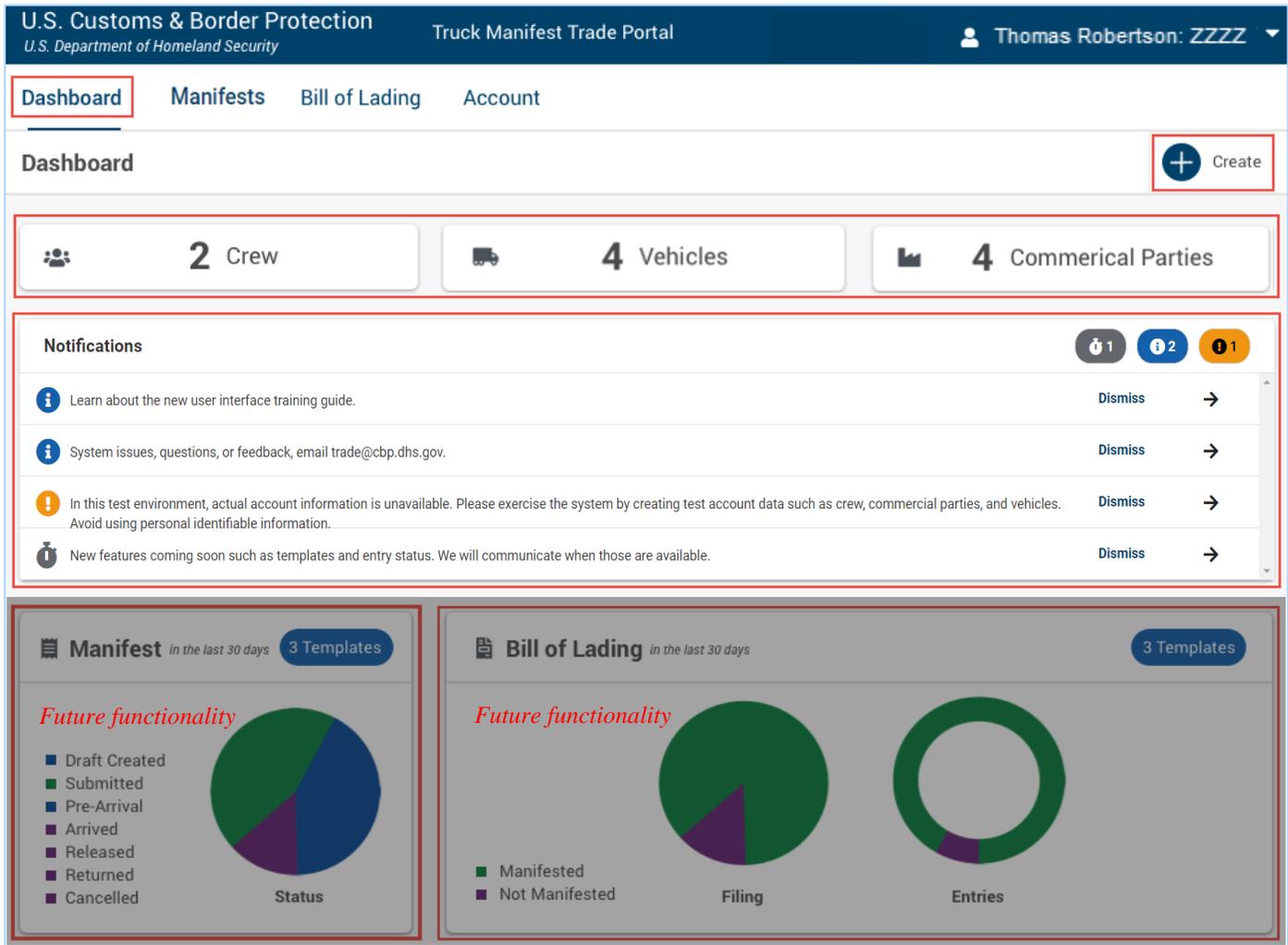


Figure 5: Dashboard Tab





## ACCOUNT BUTTONS

The **Account** buttons correspond to the crew, vehicles, and commercial parties saved to the account. The number on the button indicates how many of each type are currently saved to the carrier account. Selecting the button displays the **Account** tab and the **Crew**, **Vehicles**, or **Commercial Parties** subtab page. Reference the [Account Tab](#) topic for more details.

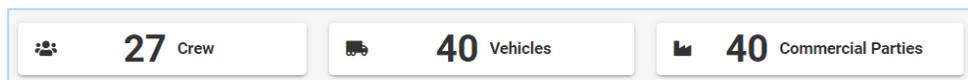


Figure 6: Account Buttons

## NOTIFICATIONS SECTION – FUTURE FUNCTIONALITY



**NOTE:** Initially, the **Notifications** section will display static messages helpful to the new deployment, such as where to find training materials and a contact email for questions and feedback.

The **Notifications** section lists notification messages such as information about manifests, bills of lading, or updates to the system.

There are 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 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 limits the display of the notification messages to only that particular message type.

Once a notification message has been reviewed or processed, the **Dismiss** hyperlink to the right removes it from the **Notifications** list.

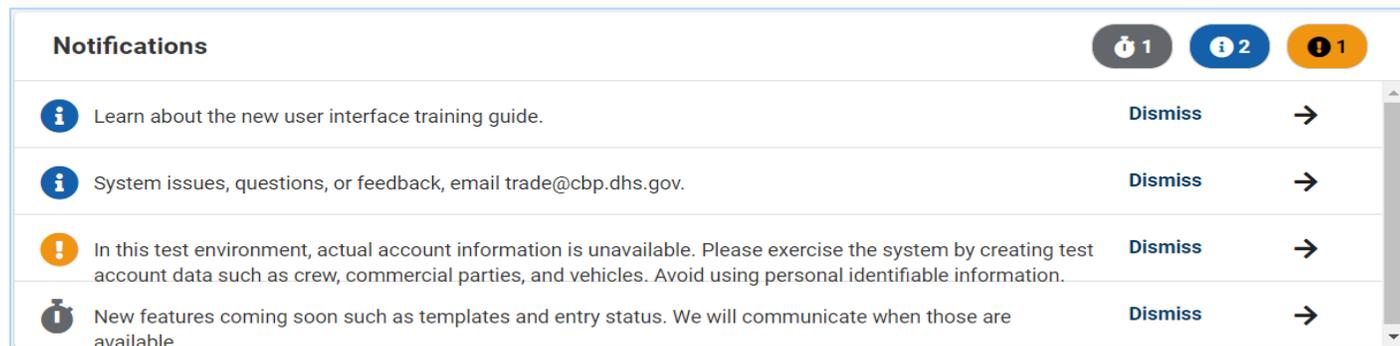


Figure 7: Notifications Section



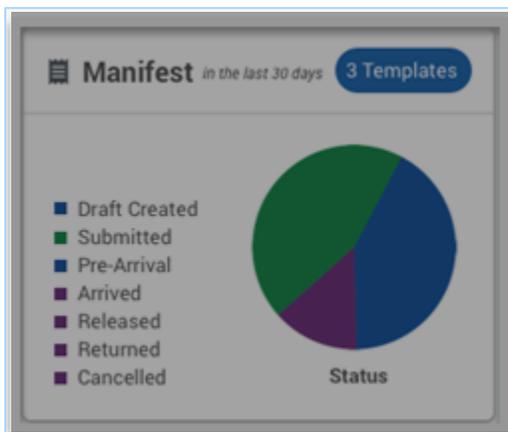
## MANIFEST STATUS SECTION – FUTURE FUNCTIONALITY



**NOTE:** The **Manifest Status** section is future functionality and is subject to change. 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. 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: MANIFESTS TAB

This topic presents the **Manifests** tab. The **Manifests** tab displays the **Manifests** page which displays all manifests associated with the carrier account and the status of each. By default, the arrival dates prefill with dates 30 days in the past and 30 days in the future. If the manifest is not arrived, the estimated arrival dates are used instead.

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

- **Create** button (reference [Topic 1 - Create Button](#) for details)
- **Search** filter
- **Sort By** options
- Manifest list results

The screenshot shows the 'U.S. Customs & Border Protection Truck Manifest Trade Portal' interface. At the top, the user is identified as 'Thomas Robertson: ZZZZ'. The 'Manifests' tab is selected. A search bar contains filters for 'Search Manifest Number', 'Arrival Start date' (04/26/2020), 'Arrival End date' (06/25/2020), 'Status', and 'Arrival Port'. A 'Create' button is visible in the top right. Below the search bar, the results are sorted by 'Arrival Date'. Two manifest entries are displayed, each with a progress bar showing the stages: Created, Submitted, Arrival Pending, and Pending. The first manifest (ZZZZ04272020A) was created on 4/27/2020 at 11:08 AM and submitted at the same time. The second manifest (ZZZZ04272020M7) was created on 4/27/2020 at 2:09 PM and submitted at the same time. Both manifests have an estimated arrival date of 4/27/2020 and an estimated port of arrival of Buffalo-Niagara Falls.

**Figure 10: Manifests Tab**

The steps that follow explain how to navigate the **Manifests** 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 MANIFESTS TAB

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

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

The screenshot shows two manifest entries. Each entry includes a header with manifest details and a progress bar with four stages: Created, Submitted, Arrival, and Pending.

- Manifest 1:** ZZZZCHRIS3. Prepared By: ZZZZ, Carrier: ZZZZ, BOL Count: 1, Est. Date of Arrival: 5/15/2020, Est. Port of Arrival: BUFFALO-NIAGARA FALLS. Status bar: Created (5/12/2020, 8:18 AM), Submitted (5/12/2020, 8:18 AM), Arrival (Pending), Pending.
- Manifest 2:** ZZZZCHRIS15. Prepared By: ZZZZ, Carrier: ZZZZ, BOL Count: 1, Est. Date of Arrival: 5/15/2020, Est. Port of Arrival: BUFFALO-NIAGARA FALLS. Status bar: Created (5/13/2020, 8:46 AM), Submitted (5/13/2020, 8:46 AM), Arrival (5/13/2020, 8:50 AM at Port 0901), Pending.

2. In the **Search** section at the top of the **Manifests** tab:

The search section includes the following fields and controls:

- Search Manifest Number: \_\_\_\_\_
- Arrival Start date: 04/26/2020 [calendar icon]
- Arrival End date: 06/25/2020 [calendar icon]
- Status: [dropdown arrow]
- Arrival Port: \_\_\_\_\_
- More: [dropdown arrow]
- Clear: [button]
- Search: [button]

- a. In the **Search Manifest Number** field, type a *full manifest number*. Or type a partial manifest number and select a manifest number from the drop-down menu of matching manifests (future functionality).
- b. Select the **Search** button.

The specific manifest information matching the search criteria displays in the **Results** section.

The Results section displays the following information:

- Manifests** header with a **Create** button.
- Search criteria: Search Manifest Number: ZZZZ04282020WH, Arrival Start date: 04/26/2020, Arrival End date: 06/25/2020, Status: [dropdown], Arrival Port: \_\_\_\_\_, More: [dropdown], Clear: [button], Search: [button].
- 719 of 719 Results
- Sort By: Arrival Date | Manifest Number
- Manifest 1:** ZZZZ04282020WH. Prepared By: ZZZZ, Carrier: ZZZZ, BOL Count: 1, Est. Date of Arrival: 4/28/2020, Est. Port of Arrival: Portland, ME. Status bar: Created (4/28/2020, 4:32 AM), Submitted (4/28/2020, 4:32 AM), Arrival (Pending), Pending.





c. In the **Search Manifest Number** field, highlight and delete the specific manifest number to clear it and begin a new search.

d. Select the **Status** drop-down menu and select a status.

e. Notice the **Arrival Start Date** and **Arrival End Date** fields default to 30 days in the past and 30 days in the future. Adjust the dates if necessary.



**NOTE:** If the manifest is not arrived, the **Estimated Arrival Start Date** and **Estimated Arrival End Date** are used instead.

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 are 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 list of corresponding ports displays 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 are 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.

k. In the **Arrival Port** field, select the **X** to clear the port to begin a new search.

l. To the left of the **Clear** button, select the **More** drop-down menu.

A list of additional search filters displays.

m. Select the **Add Equipment Number Filter** option.

The **Equipment Number** field now displays in the Search bar.





- n. In the **Equipment Number** field, type the *equipment number*.
- o. Select the **Search** button.  
The **Results** section displays only manifests with the specific equipment and arrival dates.
- p. To remove the added equipment number search filter, select the **X** to the right of the **Equipment Number** field.

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



a. Review the **Sort By** buttons. The **Arrival Date** button is selected by default. Review 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
Draft	ZZZZEEE	ZZZZ	ZZZZ	0	1/6/2020, 12:00 AM		W TEXAS - NEW MEXICO CMC		⋮
Submitted	ZZZZ01072020		ZZZZ	1	1/8/2020, 12:00 AM		BUFFALO-NIAGARA FALLS		⋮
Draft	ZZZZ444	ZZZZ	ZZZZ	0	1/8/2020, 12:00 AM		W TEXAS - NEW MEXICO CMC		⋮
Submitted	ZZZZ200109CG0002		ZZZZ	1	1/9/2020, 12:00 AM		BUFFALO-NIAGARA FALLS		⋮

The column headings allow sorting the manifests in ascending or descending order based upon the specific column selected. An up arrow or down arrow displays once the column heading is hovered over or selected.



**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.

The **Edit Manifest** page displays, in the **Review** step, for the selected manifest.



- i. Select the **Close** button to close the **Edit Manifest** page.  
The confirmation dialog box displays.

- ii. Select the **Yes** button to close the dialog box and return to the **Manifests** tab.

- b. Review the **BOL Count** field. The number indicates how many BOLs are associated with the manifest. A count of zero indicates the manifest does not have any associated BOLs.

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

Timestamps and all activity that has occurred for the manifest displays instead of the status bar format.



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 format for the manifest list.

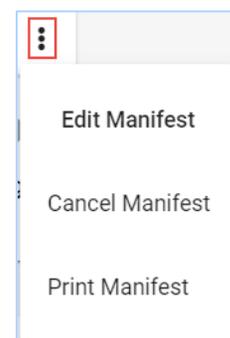
- d. To the right of the **History** icon, select the **Actions** icon.

The **Actions** drop-down menu displays to allow selecting the **Edit Manifest/Amend Manifest**, **Cancel Manifest**, or **Print Manifest** options.

- e. To revise the manifest, select the **Edit Manifest/Amend Manifest** option.



**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, arrived, or released status.



For draft manifests, the **Edit Manifest** page displays to edit the saved information.

For submitted, arrived, or released manifests, the **Amend Manifest** dialog box displays first to select a reason for amending the manifest and then the **Edit Manifest** page displays to edit the manifest information.





- f. To cancel the manifest, select the **Cancel Manifest** option.

The **Cancel Manifest** dialog box displays to confirm the cancel. Two cancel buttons are available: **Yes, cancel manifest only** deletes the manifest only and any associated bills remain to allow adding to another manifest or **Yes, cancel manifest and its bills** deletes the manifest and all associated bills. The **No** button allows exiting without cancelling.

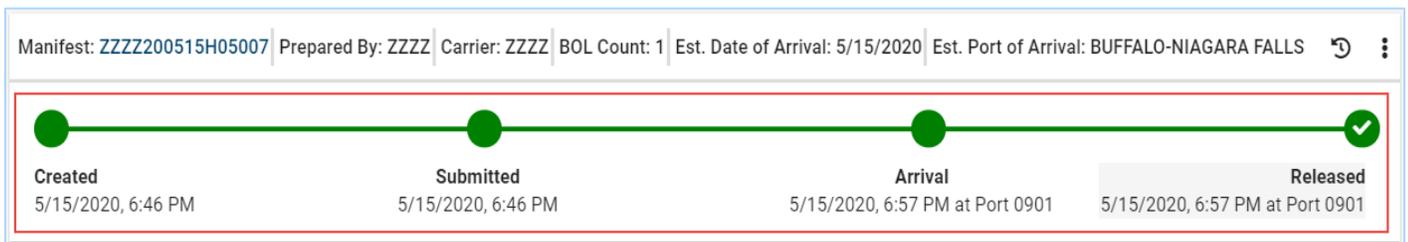
- g. To print the manifest, select the **Print Manifest** option.



**NOTE:** The **Print Manifest** option only appears post-CBP submission with the manifest in submitted, arrived, or released status.

The **Print Manifest** dialog box displays. Two print buttons are available: **Print Manifest Coversheet** to print the coversheet or **Print Manifest** to print the manifest information. The **Cancel** button allows exiting without printing.

- h. Review the progress bar below. The bar indicates the dates and times of four statuses of the manifest as they are met; **Created** (saved as draft), **Submitted**, **Arrival**, and **Released**.





## 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 - Create Button](#) for details)
- **Search** filter
- **Sort By** options
- BOL list results

U.S. Customs & Border Protection  
U.S. Department of Homeland Security

Thomas Robertson: ZZZZ

Dashboard Manifests **Bill of Lading** Account

**Bill of Lading** + Create

Search BOL Number Arrival Start Date 07/06/2020 Arrival End Date 09/04/2020 Arrival Port Manifested Status Clear Search

148 of 148 Results Sort By Arrival Date BOL Number

BOL: ZZZZBILLN2   Prepared By: ZZZZ   Type: Simple Bill   Est. Date of Arrival: 8/3/2020   Est. Port of Arrival: Portland, ME	
Port of Lading: HAMILTON, ONT, CA	
COMMERCIALDELIVERY Shipper	WALLMART Consignee
T-Shirts, Jeans	
<span>✓</span>	<span>!</span>
Manifested: ZZZZ1112 Draft	Entry Not on File

BOL: ZZZZSPLIT0001   Prepared By: ZZZZ   Type: 7523-Free of Duty   Est. Date of Arrival: 7/30/2020	
Est. Port of Arrival: NEW YORK CMC   Port of Lading: ALBERNI, BC, CA.	
ANIXSTER CANADA C Shipper	BEST WOOLENS LLC Consignee
QQ	
<span>✓</span>	<span>!</span>
Partially Manifested: *	Entry N/A

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 BOLs for draft or submitted manifests for the carrier. Each bill of lading displays related information, shipper and consignee names, brief cargo description, and a status section with status information.

BOL: ZZZZ3122719   Prepared By: ZZZZ   Type: Simple Bill   Est. Date of Arrival: 2/25/2020   Est. Port of Arrival:   Port of Lading: HAMILTON, ONT, CA			
ANIXSTER CANADA INC Shipper	DIMERC C/O BDG INC Consignee	4 sheets	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">                       Manifested: ZZZZ122720193 Submitted                 </div> <div style="text-align: center;">                       Entry Pending                 </div> <div style="text-align: center;">                       Arrival Pending                 </div> </div>
BOL: ZZZZ01282020SCA   Prepared By: ZZZZ   Type: GN1 Exemptions/Goods Astray   Est. Date of Arrival: 2/4/2020			
Est. Port of Arrival: BUFFALO-NIAGARA FALLS		Port of Lading: HAMILTON, ONT, CA	
Shipper	DIMERC CO BDG INC Consignee	FRUITS	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">                       Manifested: ZZZZ01282020SCA Draft                 </div> <div style="text-align: center;">                       Entry Pending                 </div> <div style="text-align: center;">                       Arrival Pending                 </div> </div>

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

Search BOL Number	Arrival Start Date	Arrival End Date	Arrival Port	Manifested Status	Clear	Search
	01/01/2020	03/01/2020				

- a. In the **Search BOL Number** field, type a *full or partial BOL number*.  
Or select a BOL number from the drop-down menu (future functionality).



**NOTE:** The search BOL number field requires the SCAC code and at least 2 characters or numbers.

- b. Notice the **Arrival Start Date** and **Arrival End Date** fields default to 30 days in the past and 30 days in the future. Adjust the dates if necessary.



**NOTE:** If the associated manifest is not arrived, the **Estimated Arrival Start Date** and **Estimated Arrival End Date** are used instead.

- c. Select the **Search** button.

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



Search BOL Number ZZZZ3122719	Arrival Start Date 01/01/2020	Arrival End Date 03/01/2020	Arrival Port	Manifested Status	Clear	Search
1 of 1 Results		Sort By		Arrival Date	BOL Number	
BOL: ZZZZ3122719   Prepared By: ZZZZ   Type: Simple Bill   Est. Date of Arrival: 2/25/2020   Est. Port of Arrival:   Port of Lading: HAMILTON, ONT, CA						
ANIXSTER CANADA INC Shipper		DIMERC C/O BDG INC Consignee		Manifested: ZZZZ122720193 Submitted	Entry Pending	Arrival Pending
4 sheets						

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

The contents of all search fields are deleted.

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

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



**NOTE:** As you type the digits of the port code, a list of corresponding ports displays 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.

h. In the **Arrival Port** field, select the **X** to clear the specific port number to begin a new search.

Arrival Port  
2304 - LAREDO, TX **X**

i. Select the **Manifested Status** drop-down menu and select a status.

Manifested Status

Manifested

Not Manifested

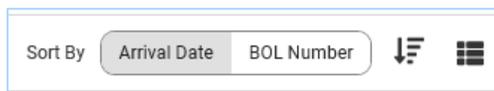
j. Select the **Search** button.

The **Results** section displays only BOLs with that associated manifest status for the specific arrival period.





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



a. Review the **Sort By** buttons. The **Arrival Date** button is selected by default. Review the **Results** section currently displays BOLs in ascending order by arrival date or estimated 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	Manifest Number	Entry Status	Arrival Status	Actions
ZZZZ3122719	ZZZZ	Simple Bill	2/25/2020, 12:00 AM		ANIXSTER CANADA INC	DIMERC C/O BDG INC4 sheets		122720193	Not on File	Pending	⋮
ZZZZ01282020SCA	ZZZZ	GN1 Exemptions/Goods Astry	2/4/2020, 12:00 AM	BUFFALO-NIAGARA FALLS		DIMERC CO BDG INC FRUITS		01282020SCA	Not on File	Pending	⋮
ZZZZ538157032753	ZZZZ	Simple Bill	2/4/2020, 12:00 AM	PORTLAND, ME					Not on File	Pending	⋮
ZZZZ23	ZZZZ	Simple Bill	2/4/2020, 12:00 AM	W TEXAS - NEW MEXICO CMC	FEDEX				Not on File	Pending	⋮

The column headings allow sorting the BOLs in ascending or descending order based upon the specific column selected. An up arrow or down arrow displays once the column heading is moused over or selected.



**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.

The **Bill of Lading Review** page displays for the selected BOL.





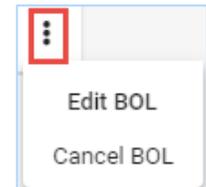
- i. Select the **Close** button to close the **Bill of Lading Review** page.  
The confirmation dialog box displays.
  - ii. Select the **Yes** button to close the dialog box.
- b. At the top right corner, select the **History** icon (future functionality).

Timestamps and all activity that has occurred for the bill of lading display instead of the status bar format.



**NOTE:** Select the **History** icon again to redisplay the status bar format for the BOL list.

- c. To the right of the **History** icon, select the **Actions** icon.  
The **Actions** drop-down menu displays to allow selecting the **Edit BOL/Amend BOL** or **Cancel BOL** options for the BOL.
- d. To revise the BOL, select the **Edit BOL/Amend BOL** option.



**NOTE:** The **Edit BOL** option appears for unassociated BOLs or pre-CBP submission of the associated manifest in draft status. The **Amend BOL** option appears post-CBP submission of the associated manifest.

For unassociated BOLs or BOLs associated with a draft manifest, the **Edit BOL** page displays to allow editing the BOL information.

For BOLs associated with a submitted or arrived manifest, the **Amend BOL** dialog box displays first to select a reason for amending the BOL and then the **Edit BOL** page displays to edit the BOL of the associated manifest.

- e. To cancel the BOL, select the **Cancel BOL** option.  
The **Cancel BOL** dialog box displays to confirm the cancel. Select the **Yes, cancel this Bill of Lading** button to delete the BOL.

If the bill of lading is associated with a draft manifest, it is removed from the manifest and deleted.

If the BOL is associated with a submitted or arrived manifest, an error message displays indicating the BOL of a submitted or arrived manifest cannot be cancelled. The associated manifest must first be amended to remove the bill of lading (uncheck the BOL card). Then the bill of lading (not manifested) can be located (search) and cancelled/deleted.

The **No** button allows exiting without cancelling.

- f. Below, on the left, review the names of the shipper and consignee if added to the BOL.  
Below that, review the description of the commodity if added.
- g. To the right, review the two progress statuses. The first indicates if the BOL is associated with a manifest; **Not Manifested** or **Manifested**. If manifested, the manifest number and a status of **Draft** or **Submitted** displays. The second indicates the status of the entry associated with the BOL.





## 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.

Similar to other main tabs, the **Create** button displays at the top of the **Account** tab. Reference [Topic 1 - Create Button](#) 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 displayed on the left of the page:

-  • **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.

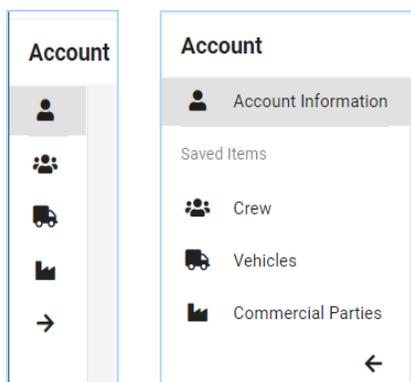
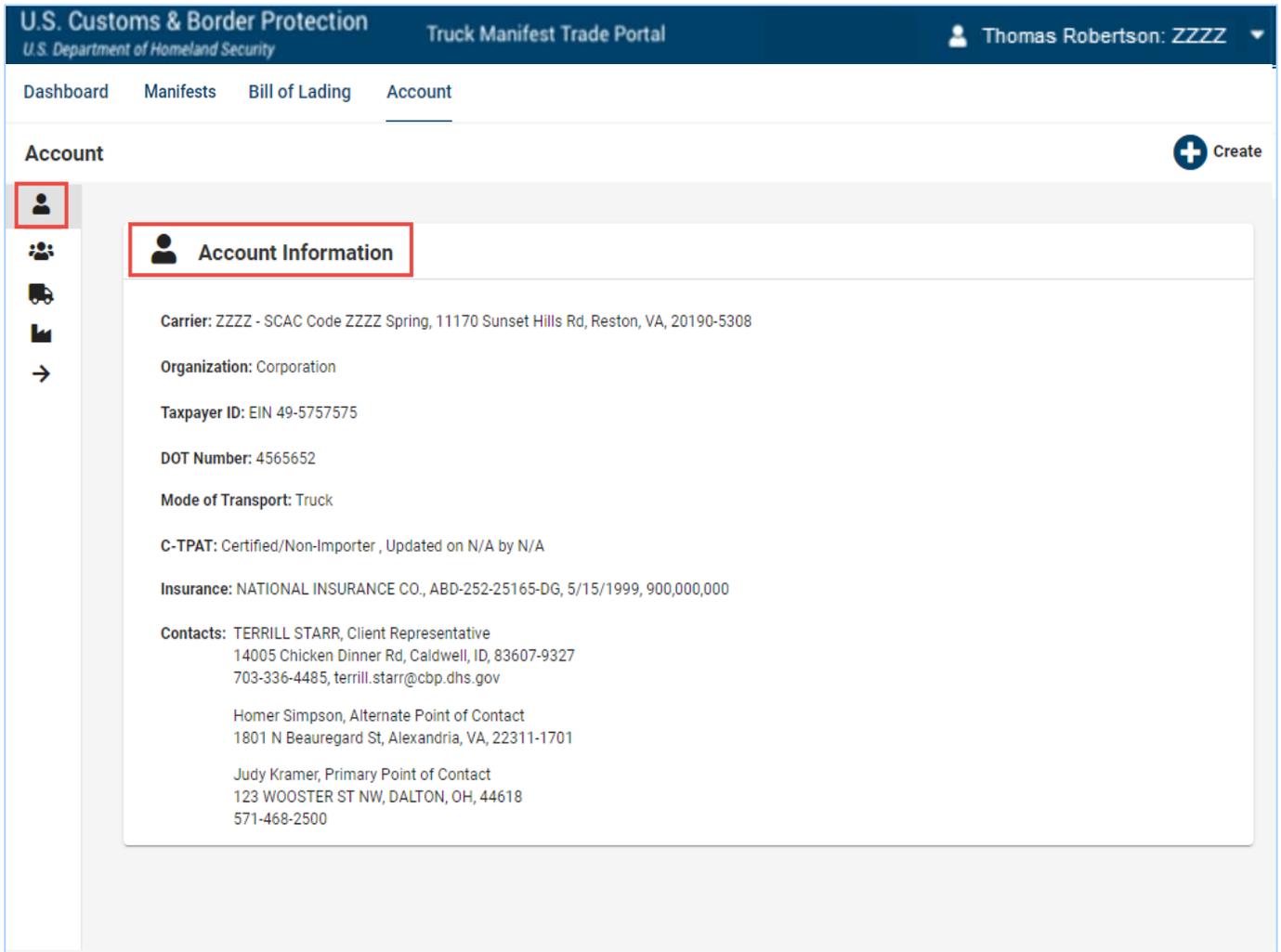


Figure 12: Expand and Contract Subtabs

## ACCOUNT INFORMATION SUBTAB

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



U.S. Customs & Border Protection  
U.S. Department of Homeland Security

Truck Manifest Trade Portal

Thomas Robertson: ZZZZ

Dashboard Manifests Bill of Lading **Account**

Account + Create

**Account Information**

Carrier: ZZZZ - SCAC Code ZZZZ Spring, 11170 Sunset Hills Rd, Reston, VA, 20190-5308

Organization: Corporation

Taxpayer ID: EIN 49-5757575

DOT Number: 4565652

Mode of Transport: Truck

C-TPAT: Certified/Non-Importer , Updated on N/A by N/A

Insurance: NATIONAL INSURANCE CO., ABD-252-25165-DG, 5/15/1999, 900,000,000

Contacts: TERRILL STARR, Client Representative  
14005 Chicken Dinner Rd, Caldwell, ID, 83607-9327  
703-336-4485, terrill.starr@cbp.dhs.gov

Homer Simpson, Alternate Point of Contact  
1801 N Beaugard St, Alexandria, VA, 22311-1701

Judy Kramer, Primary Point of Contact  
123 WOOSTER ST NW, DALTON, OH, 44618  
571-468-2500

**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>), **ACE Portal Training** section, for more detailed information.

To view information for another account, reference [Topic 1 - Change Account](#) for **Change Carrier Account** menu details.



**NOTE:** Changes made to the account profile information in the **ACE Secure Data Portal** synchronize and display in the **Truck Manifest Trade Portal**.



## CREW SUBTAB

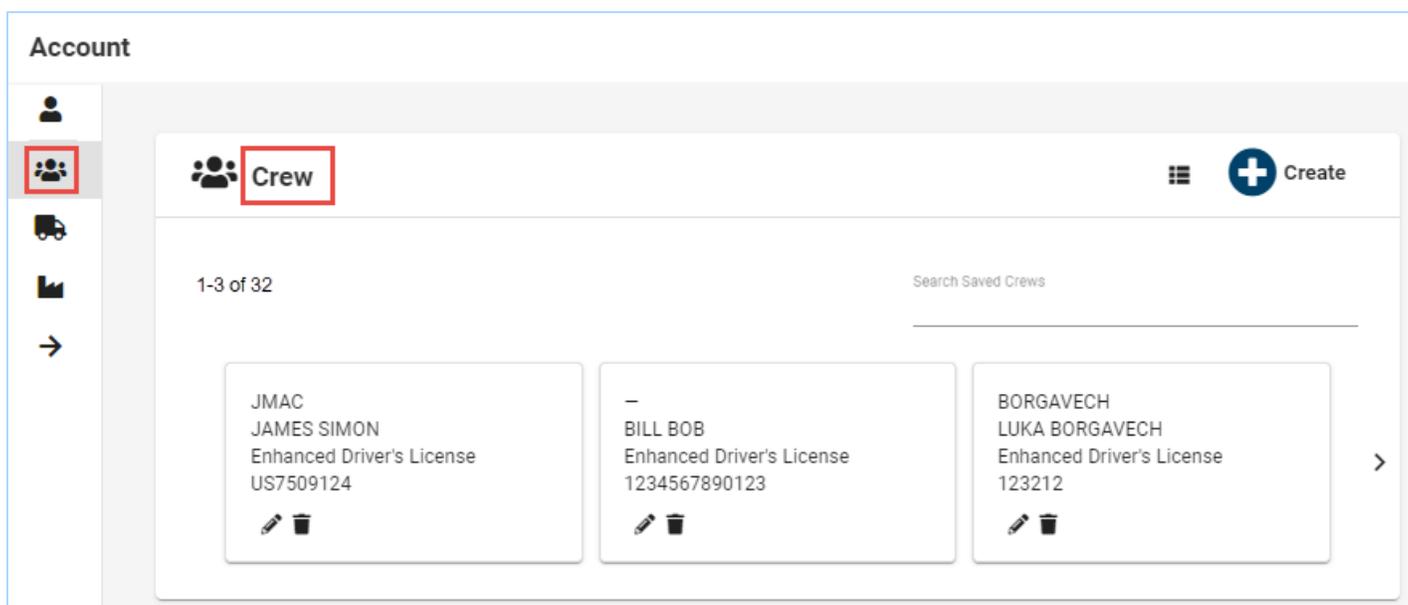
The **Crew** subtab lists drivers that are currently associated with the carrier account. The driver information is displayed in the **Crew Cards** by default.

The **Table view** icon  displays the driver information in the **Table View** format.

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.

The **Forward** icon  can be used to view additional cards.



**Figure 14: Crew Subtab – Crew Cards**

Nickname	First Name	Last Name	Crew Type	Document Type	Document ID		
–	JANES	TRICH	Crew	Commercial Driver's License	ZZZT000919886		
–	SUGGERMOT	FLEX	Crew	Commercial Driver's License	ZZZT000919172		
–	BETTY	W	Crew	Commercial Driver's License	OH432433		

**Figure 15: Crew Subtab – Table View**



**NOTE:** Adding FAST ID drivers is completed during the **Create Manifest** process and only includes a nickname and FAST ID number in the driver details. Adding passengers is also completed during the **Create Manifest** process. Reference the **Create Manifest QRG** for more details.





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



**Figure 16: Crew Card**

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

## VEHICLES SUBTAB

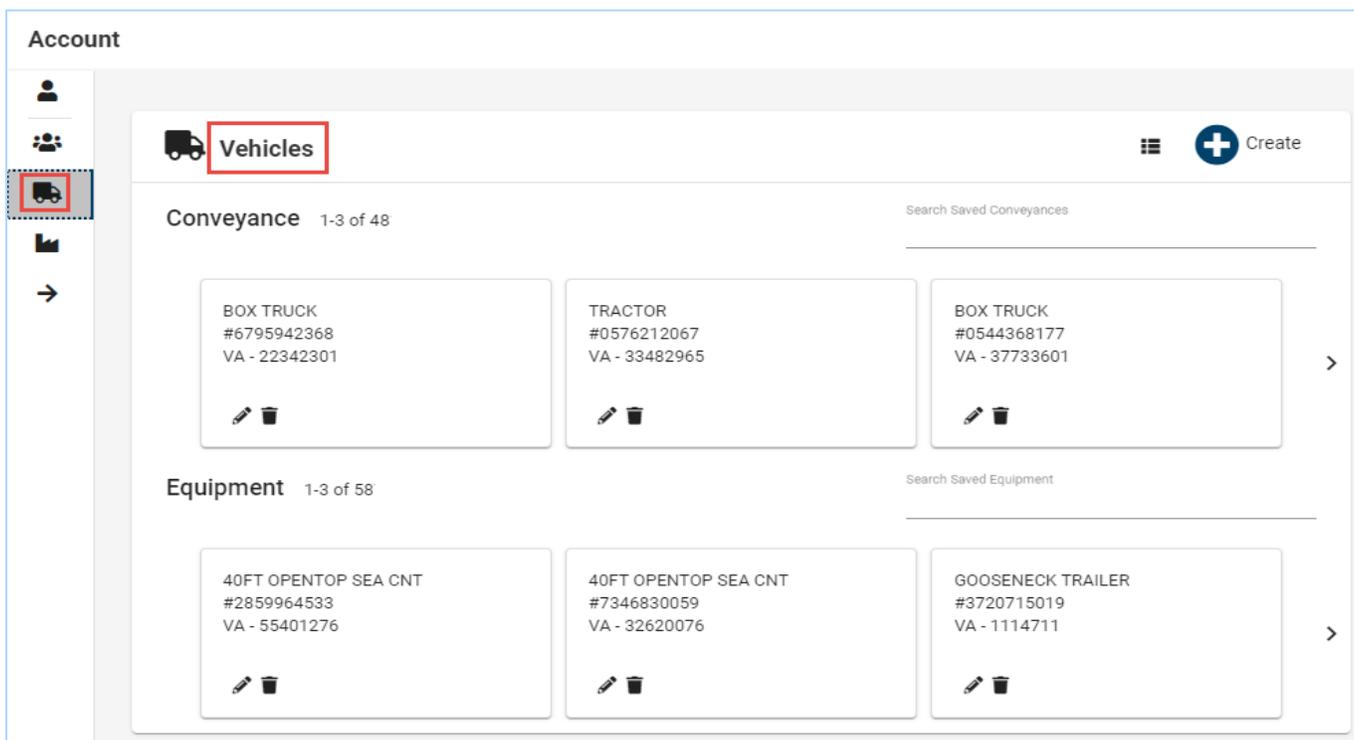
The **Vehicles** subtab lists conveyances and equipment currently associated with the carrier account. Conveyance information is displayed in the **Conveyance Cards** and equipment information is displayed in the **Equipment Cards** by default.

The **Table view** icon  displays the vehicles information in the **Table View** format. The **Conveyance** and **Equipment** tabs at the top toggle between the conveyances table and equipment table.

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.

The **Forward** icon  can be used to view additional cards.



**Figure 17: Vehicles Subtab – Conveyance and Equipment Cards**

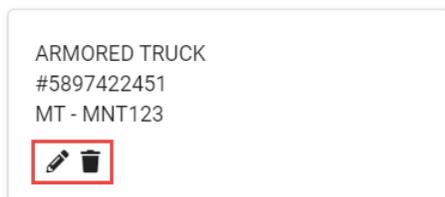




Conveyance		Equipment	
			Search Saved Conveyances
Conveyance Type	Conveyance Number	Plate	
BOX TRUCK	#6795942368	VA - 22342301	
TRACTOR	#0576212067	VA - 33482965	
BOX TRUCK	#0544368177	VA - 37733601	

**Figure 18: Vehicles Subtab – Table View**

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



**Figure 19: 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** by default.

The **Table view** icon displays the commercial parties information in the **Table View** format. The **Shipper** and **Consignee** tabs at the top toggle between the shippers table and consignees table.

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.

The **Forward** icon can be used to view additional cards.



**Account**

**Commercial Parties** + Create

**Shippers** 1-3 of 569 Search Saved Shippers

GSPB  
1801 N Street  
Brampton ON, P0W 9H5

GSPAA  
1801 BN  
Alexandria VA, 22311

PARA  
700 Pike St  
Hamilton VA, 22311

**Consignees** 1-3 of 379 Search Saved Consignees

OOZZ  
8053 Talmadge Park  
Providence RI, 02905

SKIPTUBE  
9 Dakota Plaza  
Austin TX, 78726

VOONDER  
5280 Sutherland Avenue  
Reno NV, 89550

**Figure 20: Commercial Parties Subtab – Shippers and Consignees Cards**

**Shippers** **Consignee**

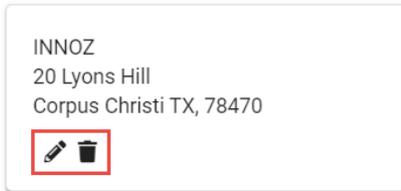
Search Saved Shippers

Company Name	Address	City	State	Postal Code		
GSPA	1801 N Street	Brampton	ON	P0W 9H5		
SHIPPER 1	123 MAIN STREET	MILTON	ON	L9T4Z1		
CANADA EXPORT CO	10 DINGERWALLER DRIVE	KINGSTON	ON	K3Z 2T5		

**Figure 21: Commercial Parties Subtab – Table View**



The **Edit** icon  and **Delete** icon  displayed in the lower left corner of the **Shipper and Consignee Cards** or far right columns of the **Table View** allow editing or deleting a specific shipper or consignee.



**Figure 22: Shipper Card**

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