

CBP and Trade Automated Interface Requirements

Appendix E: Valid Entry Numbers

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U.S. Customs and
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This appendix addresses valid entry number formats and the calculation of a check digit.

Entry Numbers

On October 1, 1986, the U.S. Customs and Border Protection (CBP) (formerly the U.S. Customs Service) implemented changes to its entry numbering system. Entry numbers now appear in XXX-NNNNNNN-C format. The first three positions of the entry number represent the entry filer code. The remainder of the entry number is a 7-position transaction code assigned by the entry filer, plus a check digit.

All brokers, importers and others who prepare and file entry documentation with CBP on a regular basis are assigned a unique 3-position national entry filer code. When the entry filer codes are assigned and established in the system, each is identified as a broker, importer, carrier, CBP port, or other filer along with the districts/ports where they are authorized to file entries. Each position must be alphabetic or numeric. No special characters are permitted. This entry filer code is assigned in one of the following formats:

Code	Format
NNN	001-999
ANN	A00-Z99
AAN	AA0-ZZ9
AAA	AAA-ZZZ
ANA	A0A-Z9Z
NAN	0A0-9Z9
NNA	00A-99Z
NAA	0AA-9ZZ

The numbering scheme used for the transaction number is at the discretion of the entry filer provided the CBP-required format is used. An entry filer who handles transactions at several districts/ports but prepares entries at a centralized location may wish to number all entries in sequential transaction number order or assign blocks of numbers for each district/port. Entry numbers must not be duplicated. Duplication of an entry number results in rejection of the entry documentation. This rejection is considered fatal and repeated occurrences disqualifies a user from operational status.

Entry number formatting rules accommodate the new and old entry number formats in the same field. The new entry filer code is considered to be a separate data field. A 9-position data field is provided for the entry number. The field accommodates the fiscal year, the serial/transaction number, and a check digit as follows:

If the entry number is one of the old format, the field is formatted as the last two positions of the fiscal year followed by a six-position serial number and a check digit.

If the entry number is one of the new transaction numbers, the field is formatted as one space followed by the seven-digit transaction number and the check digit.

Check-Digit Computation

Entry numbers issued after October 1, 1988, require a check digit.

Entry filer codes that contain letters must be transformed to a numeric equivalent prior to computation of the check digit. The numeric equivalent for each alphabetic character follows:

A = 1	J = 1	S = 2
B = 2	K = 2	T = 3
C = 3	L = 3	U = 4
D = 4	M = 4	V = 5
E = 5	N = 5	W = 6
F = 6	O = 6	X = 7
G = 7	P = 7	Y = 8
H = 8	Q = 8	Z = 9
I = 9	R = 9	

Entry filer code B76, for example, transforms to 276 for check digit computation purposes. Using the converted entry filer code 276 and transaction number 0324527, the check digit for entry number 276 0324527 is computed as follows:

1. Start with the units position (right-most digit or, in this case, 7) and multiply every other position by 2. In other words, all odd positions are multiplied by 2. High-order zeros are a significant element in the computation process and must be included in the transaction number. If the result of multiplication is greater than 9, add 1 to the units digit and disregard the tens digit. For example:

$$\begin{array}{r}
 7 \quad 5 \quad 2 \quad 0 \quad 7 \\
 \times 2 \quad \times 2 \quad \times 2 \quad \times 2 \quad \times 2 \\
 \hline
 14 \quad 10 \quad 4 \quad 0 \quad 14 \\
 + 1 \quad + 1 \quad + 0 + 0 \quad + 1 \\
 \hline
 5 \quad 1 \quad 4 \quad 0 \quad 5
 \end{array}$$

2. Add the results together.

$$5 + 1 + 4 + 0 + 5 = 15$$

3. Total all the even positions in the entry number, starting with the position next to the units position.

$$2 + 4 + 3 + 6 + 2 = 17$$

4. Add the two sums (15 and 17) together for a total of 32.

$$15 + 17 = 32$$

5. Subtract the units digit (in this case 2) from 10. The result is the check digit.

$$10 - 2 = 8$$

Note: If the result of the subtraction is zero, the check digit is zero.

6. Filers are to begin at number 0000000 and build from there. A filer nearing the point of exhausting its ten million entry numbers must file a letter with the Office of International Trade, Trade Facilitation Division, Broker Compliance Branch. The Office of International Trade will adjust a setting in the CBP system broker/filer record that will allow the filer to use either the check digit as calculated in step 5, or that check digit +1 (mod 10, so that $9+1=0$.) If the filer subsequently exhausts its ten million “+1” entry numbers, another letter may be filed to allow “+2” (mod 10) entry numbers, and so on, up to “+9” (mod 10) entry numbers.