



ACE Truck e-Manifest - Trade

Split Bills (Split Shipments)

May 2020



U.S. Customs and
Border Protection



INTRODUCTION

The Truck Manifest Trade Portal now includes split bill processing. A bill of lading (BOL) (formerly shipment) can now be designated as a split bill (split shipment) and then associated with multiple manifests. The boarded quantity is required for each of the associated manifests of the split bill. The split bill is initiated from the commodity but managed in the bill. Although the split bill can be initiated in a commodity of a stand-alone bill, the boarded quantities cannot be added until the bill is associated with at least one manifest. The same bill cannot be added to another manifest unless it has been designated as a split bill. In the **Bill of Lading** tab, the BOL listings now include split bill items.

Reference the [Create a Manifest QRG](#) for detailed instructions to create a manifest, including creating a bill of lading in the manifest. Reference the [Create a Bill of Lading QRG](#) for detailed instructions to create a stand-alone, unassociated bill of lading. Reference the [Access and Navigate the Truck Manifest Trade Portal QRG](#) for detailed instructions to search for an existing manifest and/or bill of lading, and navigate to the edit pane.

DESIGNATE A SPLIT BILL/SPLIT SHIPMENT AND ADD BOARDED QUANTITIES

1. In the **Bill of Lading**, in the **Commodities** pane, in the new **Split Shipments** section, for the **Is this a Split Shipment?**, select the **Yes** radio button.

Commodities Please select or create a Commodity. + Create

1 Selected | 1-1 of 1 Search Saved Commodities

WOOLS
100 Pieces, 200 Pounds
ON - XYZ56789

☒ ☐ ☐

Split Shipments Required if this is a split bill. Add Boarded Quantity when manifested

Is this a Split Shipment?
☒ No ☐ Yes

The **Manifests** section displays listing the manifest associated with the bill of lading. The boarded quantity can be entered here or later in the bill of lading. If the bill of lading is stand-alone, no manifest number rows will display. Once the bill of lading is designated as a split bill, it can be added to more than one manifest.

Manifests List of Manifests linked to this split shipment						
Manifest Number	Boarded Quantity	Status	Est. Port of Arrival	Est. Date of Arrival	Actions	
● ZZZZ97531	<div>Enter Boarded Quantity</div>	Draft	0901 - Buffalo-Niagara Falls	5/11/2020	Unlink	



NOTE: In a split bill, select the **No** radio button for the **Is this a split shipment?** to revert the split to a regular bill. In the **Are you sure?** dialog box, select the **Yes, continue** button. This only applies to stand-alone bills or bills in manifests in the **Draft** status.



NOTE: A bill can also be designated as a split bill in the **Commodity Table View**.

Commodities
Please select or create a Commodity.

Commodities

1 Selected | 1 of 1

Search Saved Commodities

Cargo Description	Quantity	Weight	Location	
WOOLS	100 Pieces	200 Pounds	ON - XYZ56789	

Split Shipments
Required if this is a split bill. Add Boarded Quantity when manifested

Is this a Split Shipment?

☐ No
☒ Yes

2. Select the **Save as Draft** and **Close** buttons to save and close the bill.
3. In the **Bill of Lading** dialog box that displays, select the **Yes** button.
4. In the second (or more) manifest, in the **Bill of Lading** section, in the **Split Shipment** section:
 - a. In the **Boarded Quantity** column for the associated manifest(s), type the *boarded quantity* for each of the split quantities.
 - b. To remove an associated manifest with a **Draft** status:
 - i. Select the **Unlink** hyperlink in the **Actions** column.
 - ii. In the **Are you sure?** dialog box, select the **Yes, unlink** button.

The **Bill of Lading** card of the split bill will automatically be unchecked in the now unlinked manifest.

- c. To edit the manifest:
 - i. In the **Manifest Number** column, select the manifest number hyperlink.
 - ii. In the **Are you sure?** dialog box, select the **Yes, save and continue** button.

The **Review** section of the manifest displays.



NOTE: The **Unlink** hyperlink of the current manifest is grayed out and unavailable.

Split Shipment Required if a split bill is selected				Total Bill Quantity: 100 Remaining Quantity: 0	
Manifest Number	Boarded Quantity	Status	Est. Port of Arrival	Est. Date of Arrival	Actions
ZZZZ97533	50	Draft	0901 - Buffalo-Niagara Falls	5/12/2020	Unlink
ZZZZ97531	50	Draft	0901 - Buffalo-Niagara Falls	5/11/2020	Unlink



NOTE: The current manifest is listed at the top with a dot indicator. The **Total Bill Quantity** and **Remaining Quantity** values display in the title bar of the **Split Shipment** section and change dynamically as quantities are entered for the split shipments.


To change the **Boarded Quantity** amounts, highlight the value and enter a new quantity. This only applies to manifests with a **Draft** status.

If the status of the manifest is **Submitted** or **Arrived**, the manifest must be amended (select the **Amend** hyperlink in the **Actions** column) to change the values or edit the manifest.

- d. At the bottom right of the **Bill of Lading** section, select the **Next** button.

The **Review** pane for the bill of lading displays.


- e. Select the **Save** button to save the bill of lading.

The **Bill of Lading** section of the manifest displays and the split bill symbol  displays in the upper right corner of the checked **Bill of Lading** card.

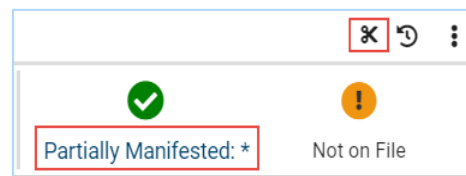


REVIEW THE BILL OF LADING TAB FOR SPLIT BILL/SPLIT SHIPMENT INFORMATION

1. In the **Bill of Lading** tab, review the **Bill of Lading** record.

Notice, in the upper right, the split bill symbol  displays for a split bill.

In the progress bar on the right, the manifested status is a hyperlink with an asterisk (*) at the end for a split bill.



In the **Table View** format, the manifested status hyperlink displays in the **Manifest Number** column of a split bill.

2. In the **Bill of Lading** progress bar on the right, select the manifested status hyperlink.

The **Manifests** dialog box displays.

Manifests <small>List of Manifests linked to this split bill</small>			
		Total Bill Quantity: 100 Remaining Quantity: 25	
Manifest Number	Boarded Quantity	Status	Est. Date of Arrival
ZZZZ97531	50	Draft	5/11/2020
ZZZZ97533	25	Draft	5/12/2020

The **Manifest Number** is a hyperlink that displays the **Edit Manifest** pane in the **Review** step.



NOTE: In the **Bill of Lading** progress bar, the manifested status hyperlink displays:

- **Not Manifested*** if the boarded quantities are zero or have not been entered, or the bill is stand-alone without an associated manifest.
- **Partially Manifested*** if there is an outstanding boarded quantity (the **Remaining Quantity** is not zero or the full amount).
- **Fully Manifested*** if the boarded quantities are filled (the **Remaining Quantity** is 0).