

# THE ACE BASICS

HOW TO GET STARTED WITH CBP'S AUTOMATED COMMERCIAL ENVIRONMENT

## How it Works

ACE offers the trade community a simplified process for submitting data and interacting with CBP and Partner Government Agencies (PGAs). The graphic below provides a snapshot of how file and access data in ACE.

### Transmit

**1** Trade community files data directly to ACE



- Use to file:
- ✓ ISF Data
  - ✓ Import Ocean, Rail, or Truck Manifests
  - ✓ Entries
  - ✓ Entry Summaries
  - ✓ Export commodity data
  - ✓ Supporting documentation



- Use to file:
- ✓ ISF Data
  - ✓ Import Truck Manifests
  - ✓ Responses to forms 28, 29, 4647



- ✓ Status Notifications Sent to Trade



**3**

ACE sends responses to trade as needed



- Log into the ACE Portal to:
- ✓ Run reports
  - ✓ Manage account and PMS info
  - ✓ Create blanket declarations

**View**  
Use reports to query data in the ACE Portal

**2** ACE processes and stores data received



ACE interacts with PGA systems to allow interagency processing

## How to Get Started

### Set up an EDI filing link



Send a Letter of Intent (LOI) to [letterofintent@cbp.dhs.gov](mailto:letterofintent@cbp.dhs.gov) to begin the process



You will be assigned a client representative who will guide you through the ACE filing process

### Set up an ACE Portal account



Fill out an application on [CBP.gov](http://CBP.gov) to get an ACE Secure Data Portal account

Business entities that wish to communicate via EDI to CBP may 1) use an approved software provider 2) contact a service center or 3) develop software in-house

For details on how to get started, visit [www.cbp.gov/trade/automated/getting-started](http://www.cbp.gov/trade/automated/getting-started)

## DATES TO KNOW

The deadlines below are important to know as you transition to ACE. Don't wait...Migrate!

**May 1, 2015**

Mandatory use of ACE for all electronic import and export manifest filings

**November 1, 2015**

Mandatory use of ACE for electronic cargo release and entry summary filings

**October 1, 2016**

Mandatory use of ACE for all remaining electronic portions of the CBP cargo process



U.S. Customs and Border Protection

[www.cbp.gov/ACE](http://www.cbp.gov/ACE)

