What's Inside:	
• Introduction of e-Manifest: Trucks	Page 1
• Storing Account Information in the Portal	Page 3
• Adding Drivers to an Account	Page 6
• Adding Conveyances to an Account	Page 12
• Adding Equipment to an Account	Page 14
• Adding Shippers to an Account	Page 15
• Adding Consignees to an Account	Page 16
• Getting to Manifest Portlet	Page 17
• Creating Standard Manifest	Page 19
• Creating Standard Shipments	Page 35
• Submitting an e-Manifest	Page 48
• Creating Unassociated Shipment	Page 49
• In-bond Shipment Information – Pre-filed In-bond	Page 55
• Additional In-bond Method, QP/WP	Page 57
• Additional ACE Resources	Page 62
• Appendix: Data Elements	Page 63

Introduction of e-Manifest: Trucks

In compliance with the Trade Act of 2002, the e-Manifest: Trucks capability enables carriers to submit electronic truck manifests to U.S. Customs and Border Protection (CBP) prior to a truck's arrival at a United States land border crossing. The e-Manifest: Trucks feature introduces electronic filing of manifests, which offers the trade community increased efficiency by saving valuable time at the border, reducing processing time, and offering online status tracking of trips. In addition, CBP Officers are provided with consolidated information that will help them expedite legitimate trade while keeping America's borders secure.

Carriers are required to submit an e-Manifest one hour prior to arrival into the United States. Carriers' loads that qualify under the Free and Secure Trade (FAST) program must submit their electronic declaration at least one half hour prior to their arrival at the U.S. border.

With the implementation of the Advanced Cargo Rule, trucks are required to submit an automated cargo manifest (e-Manifest) through the web-based ACE Secure Data Portal or Electronic Data Interchange (EDI) software that has been tested with CBP. Carriers can determine which approach best suits the needs of their business.

ACE Secure Data Portal

- The ACE Secure Data Portal provides a web-based method to submit data to CBP. The portal is readily accessible on the Internet and is free to all users. Portal users key data in manually and then submit information directly to CBP.

Electronic Data Interchange

- EDI is an electronic transmission of data directly from one computer system to another. Information sent to ACE via EDI will be validated and processed. e-Manifests can be sent to ACE either by the carrier or by a third party service bureau.

It is recommended that you have at least two methods to submit e-Manifests in case one of your transmission methods is not available. If Customs & Border Protection is capable of receiving e-Manifests, you are required to send your manifest electronically.

There are three options when using CBP– tested EDI software:

1) **Self-developed EDI interface** – A carrier develops in-house software that is tested by CBP and interfaces with ACE.
2) **Software application provided by a software vendor** – A carrier utilizes software provided by a vendor that has been tested by CBP. Often, these software applications enable carriers to pull the data required to populate the e-Manifest from the software they use in their daily business practices.
3) **Service provider** – A carrier employs a third party to enter and/or transmit manifest data on his or her behalf. This third party is using software that has been tested by CBP.

The EDI standards that are supported in ACE are: The American National Standards Institute accredited standards committee X12 (ANSI ASC X.12) and the United Nations Electronic Data Interchange for Administration, Commerce and Transport (UN EDIFACT).

Tested EDI Vendors

The Office of Information and Technology has assembled a list of companies/persons who have developed and tested e-Manifest software and offer this software to the trade community. This list does not include third parties who offer ACE electronic truck manifest data processing services using one of these tested software packages. Inclusion on this list does not constitute any form of an endorsement by CBP as to the nature, extent, or quality of the services, which may be provided. Inquiries concerning specific capabilities should be addressed to the individual organization. On the CBP.gov website, there is a comprehensive list of fully tested vendors. For this information, go to: www.cbp.gov/modernization, "Truck Carrier Information on ACE," "ACE Electronic Truck Manifest Software Developers".

For a list of tested EDI software parties and other information pertaining to EDI technology go to http://www.cbp.gov/xp/cgov/trade/automated/modernization/carrier_info/etruck_tech_info/

For specific information on filing Electronic Truck Manifest using EDI, please contact Daniel Buchanan at daniel.buchanan@dhs.gov or at ***(617) 565-6236****.*

The instructions provided below are designed to supplement the web based training. http://nemo.cbp.gov/ace_online/

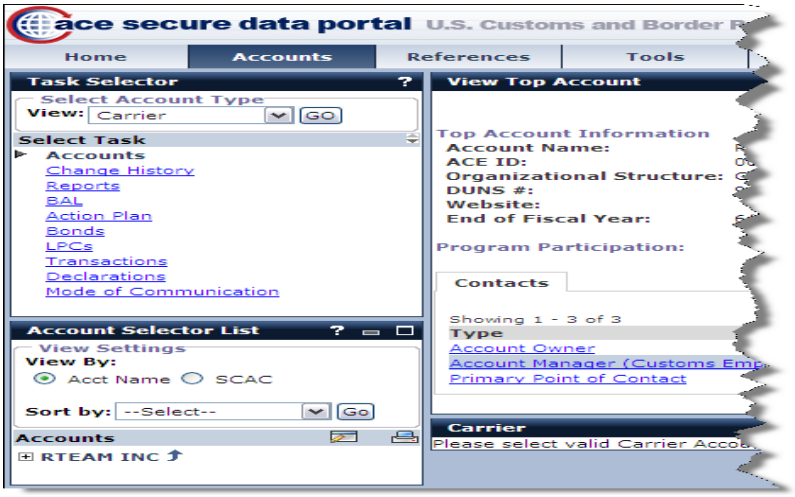
ACE training guides and Web Based training are available at http://www.cbp.gov/xp/cgov/trade/automated/modernization/ace_welcome/

Storing Account Information in the ACE Secure Data Portal

In the ACE Secure Data Portal, truck carrier accounts are organized by Standard Carrier Alpha Codes (SCACs). Carriers may own multiple companies that all operate under different SCACs. To choose a SCAC, follow the steps below:

1. Log in with your User ID and Password.
2. Select the **Accounts** tab.
3. In the "*Task Selector*" under "*View*," select **Carrier.**

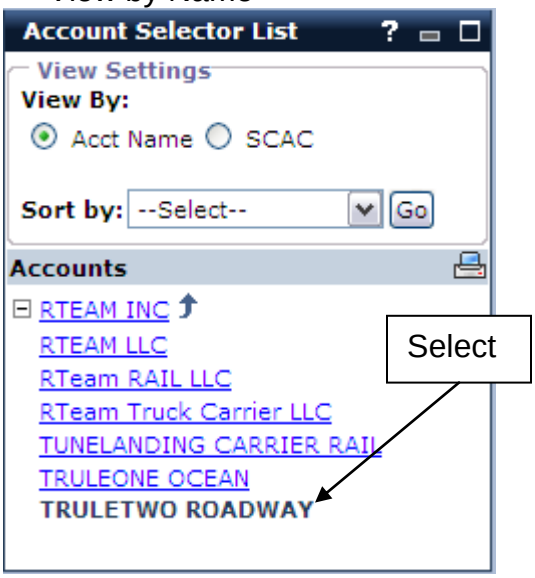
4. Select **Go.**



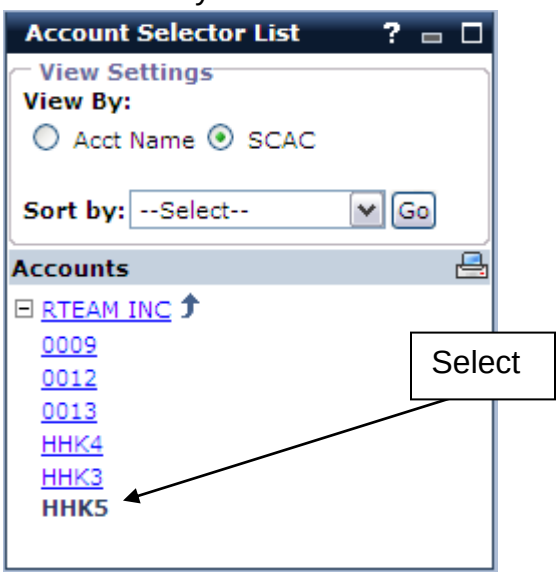
5. In the "*Account Selector List"* portlet, you have 2 options to view the sub accounts associated to the Top account, by selecting either **Acct Name** or **SCAC**. You may also "*Sort By*" selecting the drop down. Select from the options listed and select **Go.**
6. Click on the **+** sign beside the top folder.
7. Click on the name or SCAC (depending on the view you selected) of the sub account you will be working on. If only one SCAC is associated with the top account, select the name or SCAC below the top account, or if multiple SCACs are included in the account, select the appropriate name or SCAC.

Two Options:

View by Name



View by SCAC



To ensure you are viewing the information of the appropriate carrier, the appropriate SCAC or Name must be selected within the account list.

Storing Information in an ACE Account

To assist in the entering of data into an electronic manifest, there are 5 sets of master data that can be stored in the truck carrier's ACE account. Storing these items will reduce the time it takes to create a manifest. This information may be stored in an account for future retrieval, or it can be entered each time a manifest is prepared. These sets of master data are as follows:

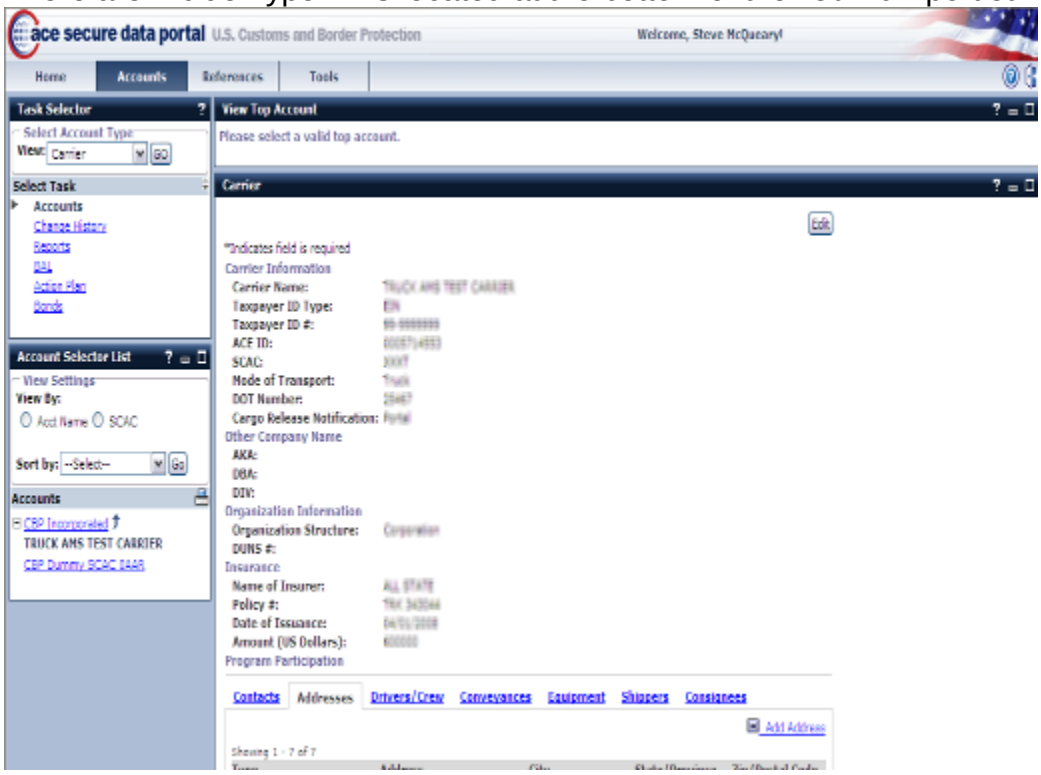
1. Drivers/Crew
2. Conveyance (power units)
3. Equipment (trailers, containers, chassis etc.)
4. Shipper (names and addresses)
5. Consignee (names and addresses)

A company/person must have an ACE Portal account to submit an e-Manifest through the ACE Portal. Application information may be found at *http://www.cbp.gov/xp/cgov/toolbox/about/modernization/carrier_info/ace_portal_lp.xml*

It is faster and easier to prepare an e-Manifest if information is stored in the account first.

There are three types of ACE users: Trade Account Owner (TAO), Proxy Account Owner (PTAO), and Trade User. Only Trade Account Owners and Proxy Account Owners may store information to the Account through the "*Accounts"* tab.

1. There are 7 blue hyperlinks located at the bottom of the *"Carrier"* portlet.



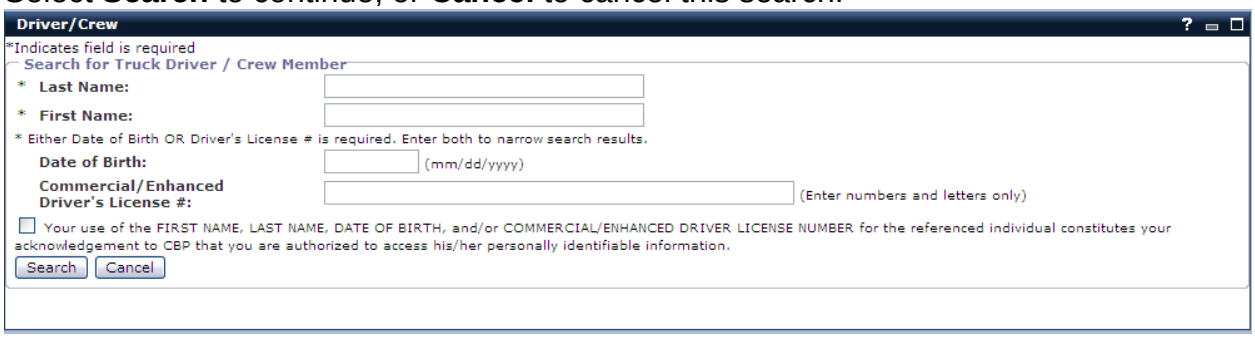
2. Click on any of the blue links, and on the line below to the right a new blue link will appear that says *"Add…"*. Examples: "*Add Driver*," "*Add Conveyance*," "*Add Equipment*," "*Add Shipper*" or "*Add Consignee*."

Adding Drivers/Crew to an Account

Drivers that have been issued FAST cards are not to be stored in your account. They are associated to the manifest by their FAST ID number as you create the manifest.

To add a non-FAST driver to your account, select the **Driver/Crew** hyperlink, and then select **Add Driver** on the right side. Drivers can now be stored in multiple carrier accounts. Before a new driver can be created, search for the driver in ACE. To search for a driver, follow the steps below:

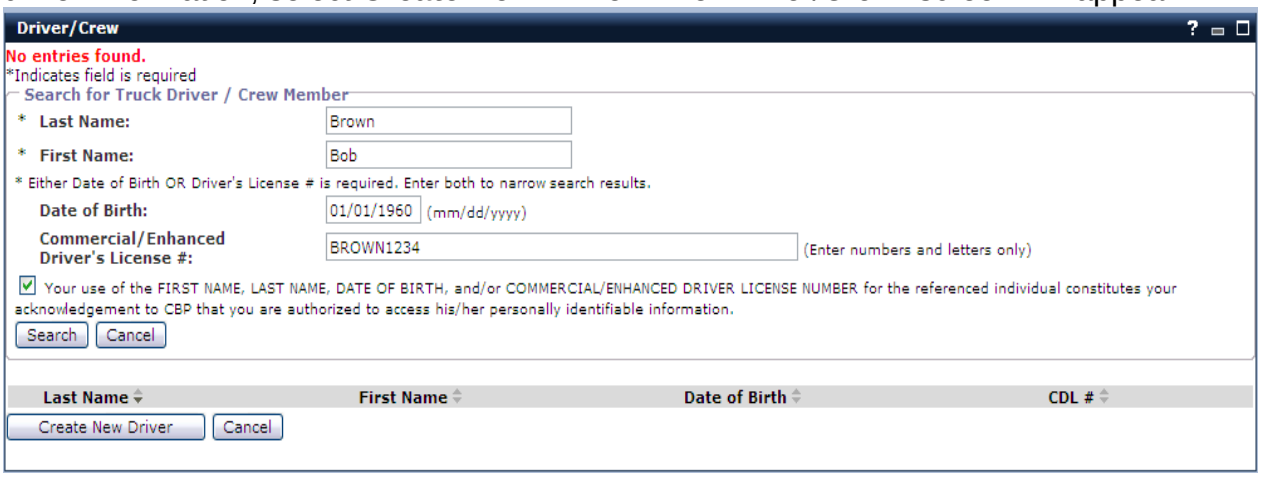
1. Select **Drivers/Crew.**
2. Select **Add Driver.**
3. Enter "**Last Name*.*"
4. Enter "**First Name*.*"
5. Enter *"Date of Birth"* (mm/dd/yyyy).
6. Enter "*Commercial/Enhanced Driver's License #."*
7. Select the authorization box.
8. Select **Search** to continue, or **Cancel** to cancel this search.



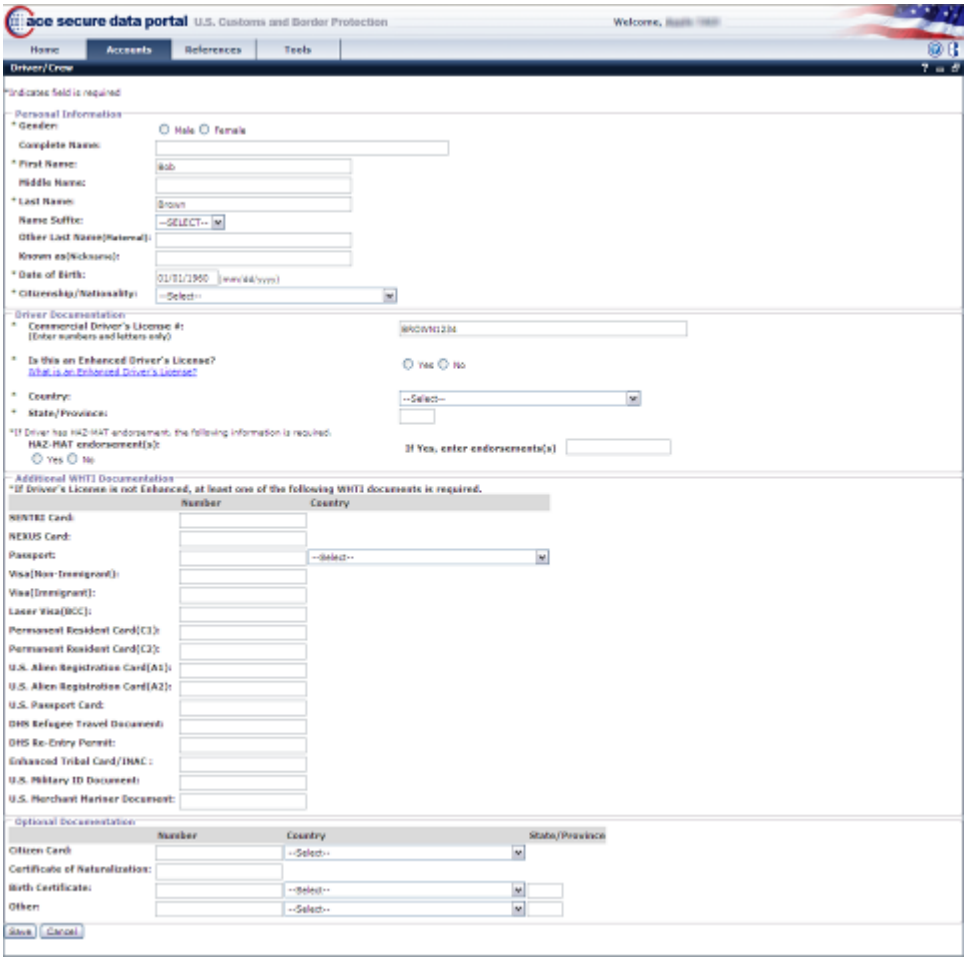
***** *Throughout the document, an asterisk (*) represents information that is mandatory; other information may be either conditional or voluntary.*

** Either Date of Birth or Commercial Drivers License (CDL) # is required. Enter both to narrow search results.*

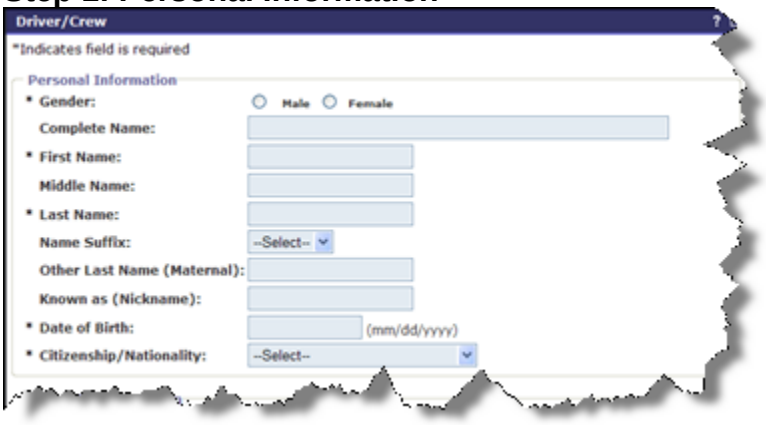
If the driver exists in ACE, his name will appear with a round radio button to the left of the last name. To add this driver to your ACE account select the radio button to the left of the last name then select **Add Driver to Account**. If your search does not return any driver information, select **Create New Driver.** The "*Driver/Crew*" screen will appear.



Create New Driver



Step 1: Personal Information



1. Select appropriate "**Gender.*"
2. Fill in *"Complete Name."*

3. Ensure *"*First Name"* is populated correctly.
4. Fill in *"Middle Name."*
5. Ensure "**Last Name"* is populated correctly.
6. Select "*Name Suffix"* from the drop down.
7. Fill in *"Other Last Name (maternal)."*
8. Fill in *"Known as (nickname)."*
9. Ensure "**Date of Birth"* is populated correctly.
10. Select "**Citizenship/Nationality"* from the drop down list.

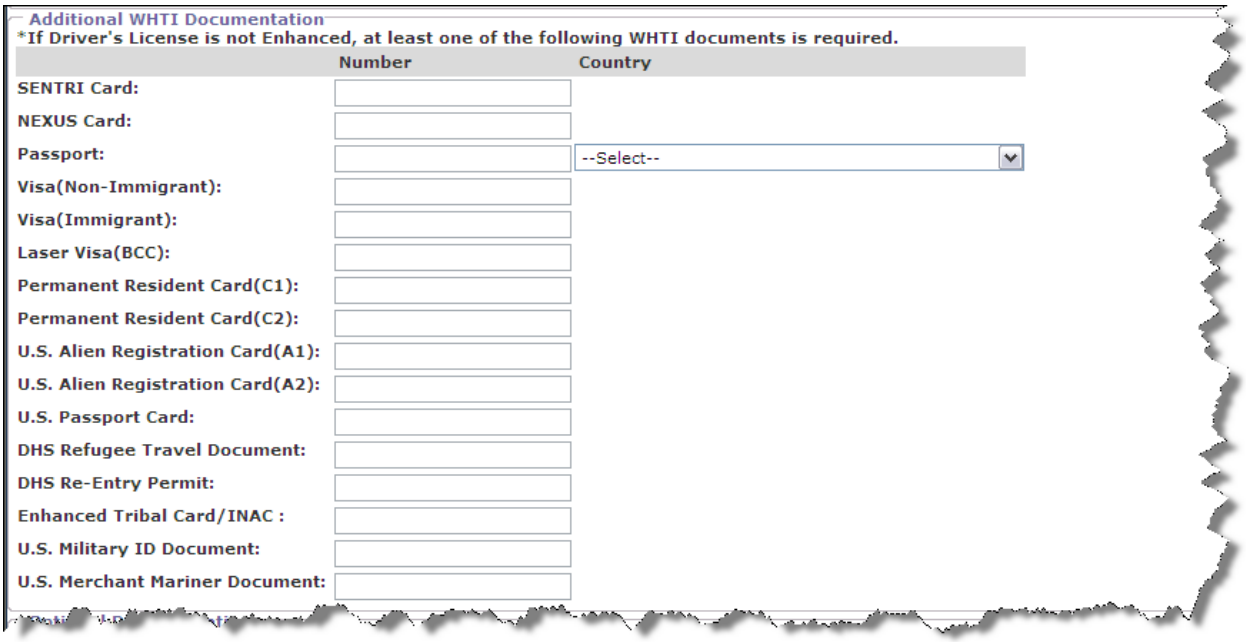
STEP 2: Driver Documentation

1. Enter *"*Commercial Driver's License #."*
2. Select the **yes** or **no** radio button to answer the question *"*Is this an Enhanced Driver's License?"*
3. Select the "*Country*" from the drop down.
4. Select the 2 digit abbreviation "**State/ Province"* code from the drop down list.
5. Select **yes** or **no** for *"*HAZ_MAT Endorsement(s)."*
6. Enter endorsements if you answered *"Yes"* in **"***If Yes, enter endorsements."*

*An Enhanced Driver's License is a WHTI compliant travel document, If the Driver has an Enhanced Driver's License you may skip step 3 "**Additional WHTI Documentation**" and select **SAVE.***

Step 3: **Additional WHTI Documentation**

If Driver's License is not an Enhanced Driver's License you are required to enter at least one WHTI Compliant Travel Document. Choose from the following types of documents along with the corresponding information (if applicable) that is needed. There are 16 options available:


Additional WHTI Documentation

*If Driver's License is not Enhanced, at least one of the following WHTI documents is required.

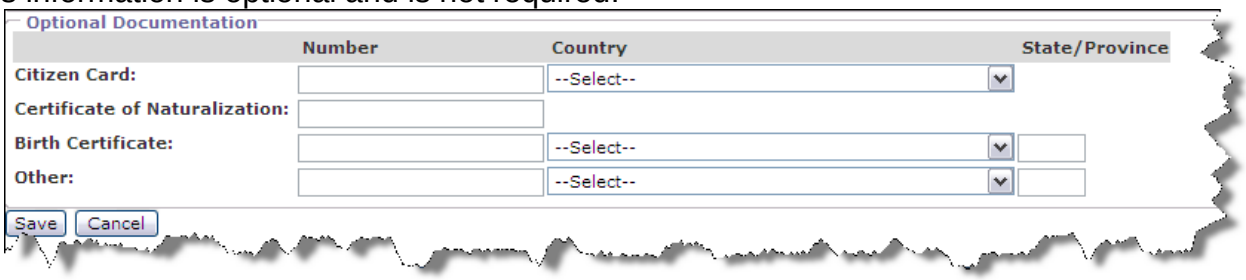
	Number	Country
SENTRI Card:		
NEXUS Card:		
Passport:		--Select--
Visa(Non-Immigrant):		
Visa(Immigrant):		
Laser Visa(BCC):		
Permanent Resident Card(C1):		
Permanent Resident Card(C2):		
U.S. Alien Registration Card(A1):		
U.S. Alien Registration Card(A2):		
U.S. Passport Card:		
DHS Refugee Travel Document:		
DHS Re-Entry Permit:		
Enhanced Tribal Card/INAC :		
U.S. Military ID Document:		
U.S. Merchant Mariner Document:		

1. Enter *"SENTRICard"* number.
2. Enter *"Nexus Card"* number.
3. Enter *"Passport"* number, and then select country from drop down list.
4. Enter *"Visa (Non-Immigrant*)" number.
5. Enter *"Visa (Immigrant)"* number.
6. Enter *"Laser Visa (BCC)"* number:
7. Enter *"Permanent Resident Card (C1)"* number.
8. Enter *"Permanent Resident Card (C2)"* number.
9. Enter:"*U.S. Alien Resident Card (A1)*" number.
10. Enter *"U.S. Alien Resident Card (A2)*" number.
11. Enter *"U.S. Passport Card"* number.
12. Enter *"DHS Refugee Travel Document"* number.
13. Enter *"DHS Re-entry Permit"* number.
14. Enter "*Enhanced Tribal Card/INAC"* number.
15. Enter "*U.S. Military ID Document"* number.
16. Enter *"U.S. Merchant Mariner Document"* number.
17. Select **SAVE** at the bottom of the page to add this Driver to your account unless you choose to enter optional information in step 4.

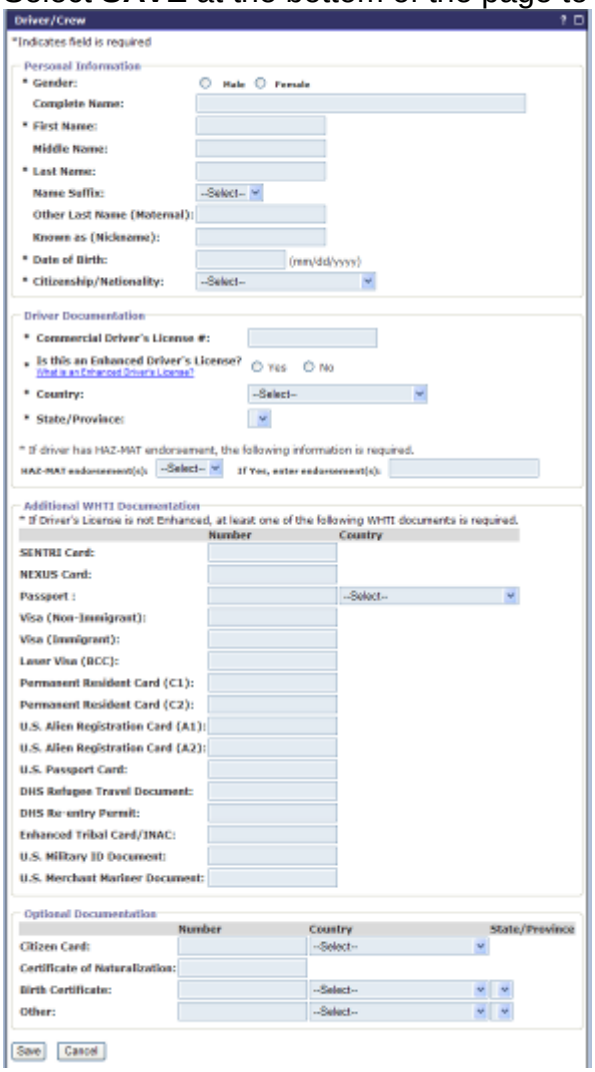
If you selected "*Save*," the "*Driver/Crew*" portlet will appear showing the Name, ACE ID, and CDL# for the driver, select **OK** to store this driver to your account

Step 4: **Optional Documentation**

This information is optional and is not required.



1. Enter *"Citizen Card"* number and then select "*Country"* from drop down list.
2. Enter *"Certificate of Naturalization"* number.
3. Enter *"Birth Certificate"* number and then select "*Country"* and "*State/Province"* from the drop down lists.
4. Enter "*Other*" number and then select "*Country"* and "*State/Province"* from lists.
5. Select **SAVE** at the bottom of the page to add this Driver to your account,

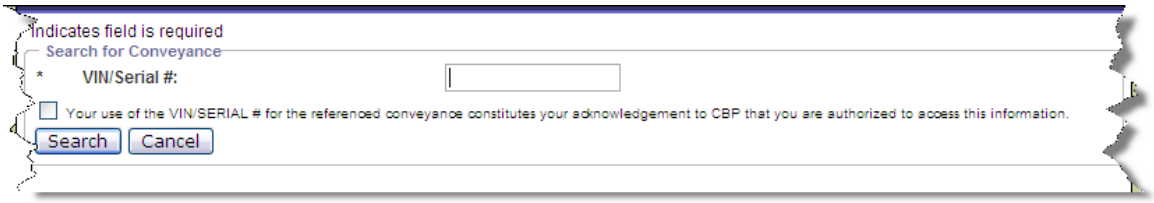


Adding Conveyances to an Account

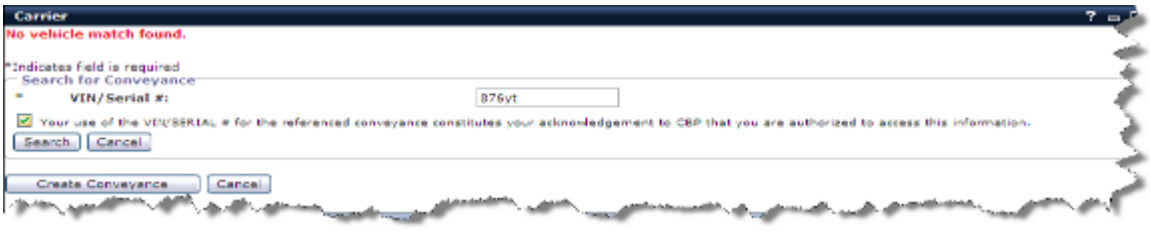
Conveyance is the term used to refer to the power unit of a truck. This is usually the cab or tractor portion of a tractor trailer. In the case of a box truck or dry van it is usually the complete unit. Conveyance details can be stored in ACE and associated with a carrier's account. Conveyances are identified by their Vehicle Identification Number (VIN). This allows one conveyance to be stored in multiple carrier accounts.

1. Select the **Conveyances** hyperlink.
2. Select **Add Conveyance.**

3. Enter *"*VIN/SERIAL#."*
4. Select the box next to the authorization disclaimer.
5. Select **Search**.



6. If your search returned a match, enter the Conveyance number you want to use to identify this conveyance in the *"*Conveyance # field."*
7. Select **Add Conveyance To Account** to save to your account, or **Cancel** to exit this action. The conveyance information shown includes the VIN, Conveyance #, Conveyance Type, and License plate(s).
8. If your search did not return any results, a message in red will appear "No vehicle match found." Select **Create Conveyance**.



9. Enter the number in which you will identify this conveyance in the "**Conveyance # field."*
10. Select the description of the conveyance from the *"*Conveyance Type,"* drop down menu.

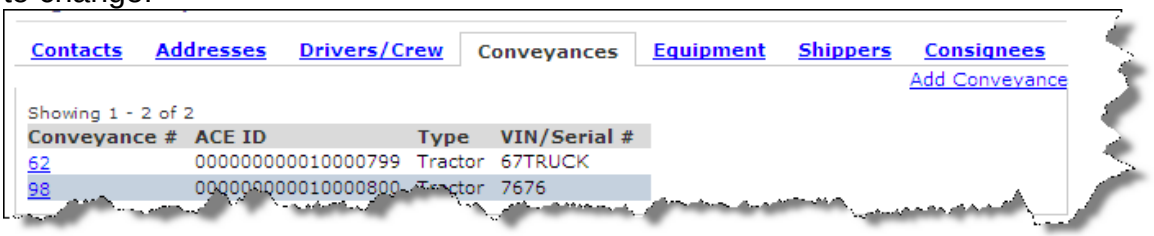
11. Click on ***Add License Plate** link located on the right side of the portlet.
12. Enter license plate number in "**License Plate# field."*
13. Select the "**Country of Registration"* from the drop down menu.
14. Select the "**State/Province"* from the drop down menu.

15. Select **Continue.**
16. Select **Save.**

To edit Conveyance #, Conveyance types, and license plate information, select the conveyance from the carrier *Accounts* page by clicking on **Conveyances**, and then selecting the *conveyance #* of the conveyance you wish to change.

You may not edit Conveyance information if a transponder has been associated to the VIN #. This data is updated in ACE by the Customs Transponder and Decal registration process. Information is provided at: http://www.cbp.gov/xp/cgov/travel/pleasure_boats/user_fee/user_fee_decal.xml .

1. Select the conveyance from the Carrier Account page by clicking on **Conveyances**, and then selecting the conveyance # of the conveyance you wish to change.



2. Click on the box below "*User Agreement*" and select **Accept.**
3. Select **Edit,** to change information or, **Remove Relationship**. If you choose to "*Remove Relationship*" of the conveyance from your account, a pop up window

will appear asking for confirmation to remove the conveyance.

4. Select **Edit** to change the "*Conveyance #*," **"***Conveyance Type*" or "*License Plates*." To change the Conveyance #, or Type, delete the information you wish to change, and enter the correct information. To add a license plate, select **Add License Plate.**
5. Enter the *"*License Plate #."*
6. Select the **"****Country of Registration"* from the drop down menu.
7. Select the "**State/Province*" from drop down menu.
8. Select **Continue.**
9. Select **Save.**
10. To change a "*License Plate #*," click on the license plate # (the license plate will be displayed as a blue link).
11. Select **Edit** to change the "*License Plate #," "Country of Registration,*" or "*State/Province."*
12. Select **Continue.**

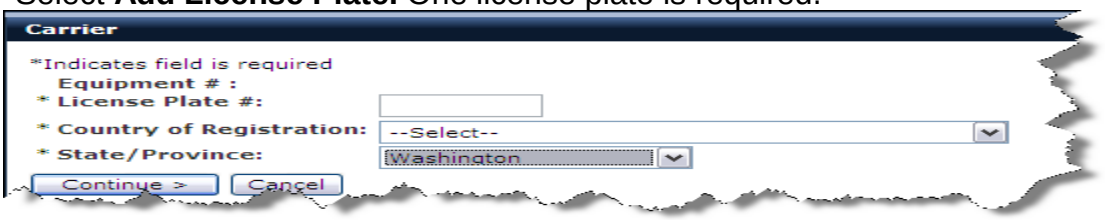
Adding Equipment to an Account

Equipment can be a trailer, chassis, or container as well as other non-self-propelled articles.

1. Select **Equipment.**
2. Select **Add Equipment.**
3. Enter "****Equipment #."***

4. Select the "***Equipment Type"** from the drop down menu, choose the closest description or if none applies, select **other**.

5. Enter the *"VIN/SERIAL#."* (Optional)
6. ***Select **Add License Plate.** One license plate is required.



7. Enter *"*License Plate."*
8. Select the *"*Country of Registration"* from the drop down menu.
9. Select the *"*State/Province"* from the drop down menu.
10. Select **Continue.**
11. Select **Save.**

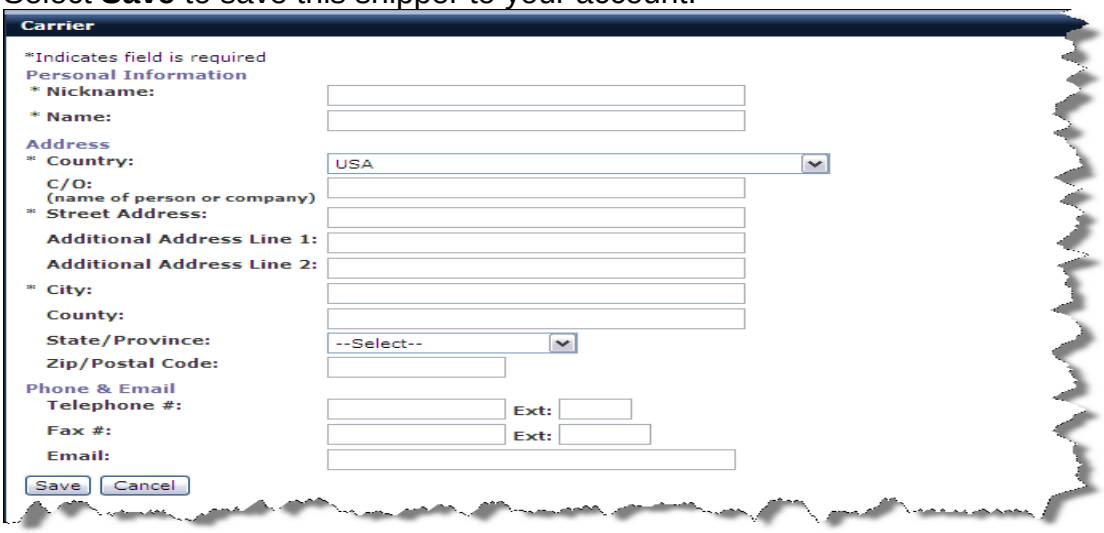
Adding Shippers to an Account

You may save 500 Shippers to your account.

1. Select **Shippers.**
2. Select **Add Shipper.**

3. Enter the "***Nickname"** of the shipper. This is the name by which the shipper will file within your account and will not appear on the manifest. In many cases, ACE users just enter the actual shipper name.
4. Enter the "**Name"* of the shipper.
5. Select the "**Country"* from the drop down menu.
6. Enter the *"C/O"* (name of person or company) (not mandatory).

7. Enter "**Street Address."*
8. Enter "*Additional Address Line 1*." (Conditional use if needed)
9. Enter *"Additional Address Line 2."* (Conditional use if needed)
10. Enter "**City*."
11. Enter "*County."* (Optional)
12. Select "**State/Province"* from drop down menu. (This is mandatory even though the * indicator does not appear.)
13. Enter **"***Zip/Postal Code*." (This is mandatory even though the * indicator does not appear.)
14. Enter **"***Telephone #."* (Optional)
15. Enter **"***Fax #."* (Optional)
16. Enter **"***Email."* (Optional)
17. Select **Save** to save this shipper to your account.



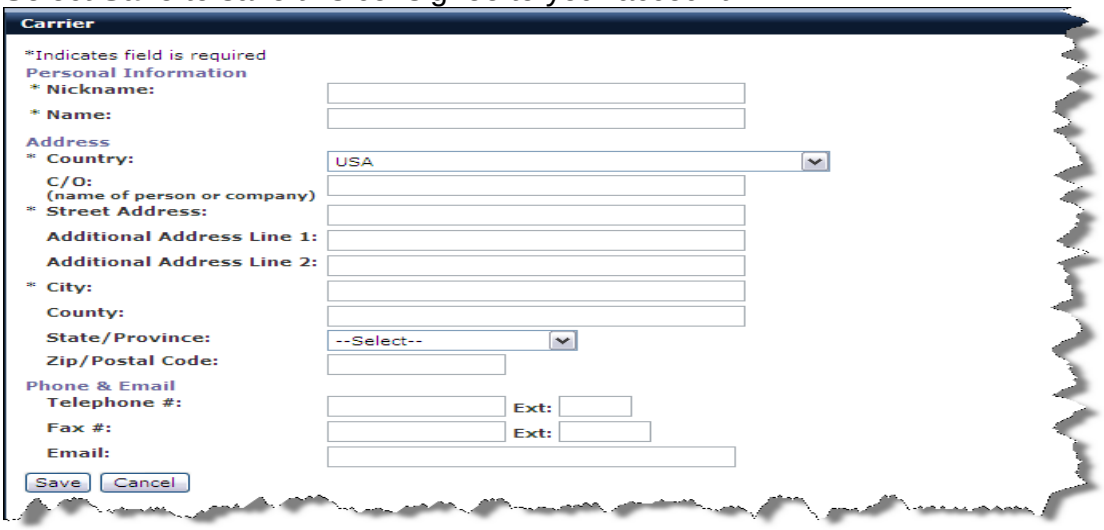
Adding Consignees to an Account

You may save 500 Consignees to your account.

1. Select **Consignee.**
2. Select **Add Consignee.**

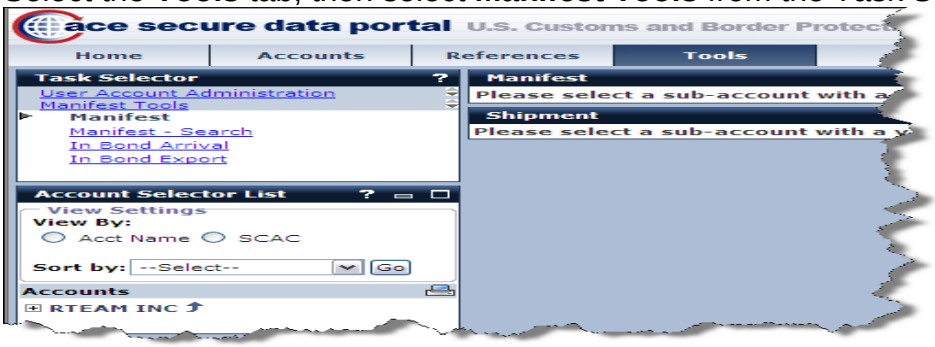
3. Enter the "**Nickname"* of the consignee. This is the name by which the consignee will file within your account and will not appear on the manifest. In many cases, ACE users just enter the actual consignee name.
4. Enter the "**Name"* of the consignee.

5. Select the **"***Country"* from the drop down menu
6. Enter the *"C/O."* (name of person or company) (not mandatory)
7. Enter "**Street Address."*
8. Enter "*Additional Address Line 1."* (Conditional use if needed)
9. Enter *"Additional Address Line 2."* (Conditional use if needed)
10. Enter "**City*."
11. Enter "*County."* (Optional)
12. Select "**State/Province"* from drop down menu. (This is mandatory even though the * indicator does not appear.)
13. Enter "*Zip/Postal Code*." (This is mandatory even though the * indicator does not appear.)
14. Enter "*Telephone #."* (Optional)
15. Enter "*Fax #."* (Optional)
16. Enter "*Email."* (Optional)
17. Select **Save** to save this consignee to your account.

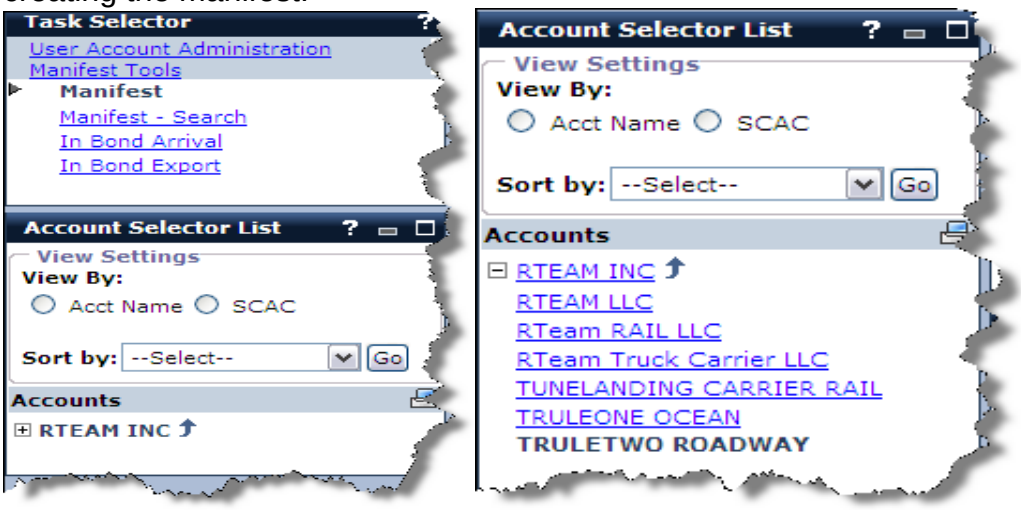


Getting to the Manifest Portlet

1. Select the **Tools** tab, then select **Manifest Tools** from the Task Selector.



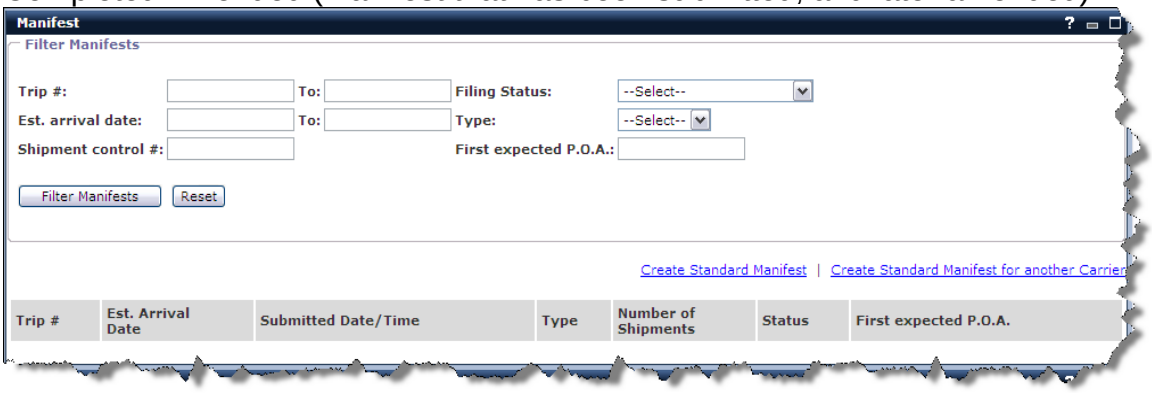
2. From the "*Account Selector List"* select the **+** sign located beside your top account and one or more sub accounts will appear below the top account.
3. Click on the **Name of the Carrier** or **SCAC** for the account for which you are creating the manifest.



4. Select **Manifest Tools,** from the "*Task Selector*" menu.
5. Select **Manifest**. This will open the "*Manifest"* portlet.

The manifest portlet serves several functions. The top portion is a search screen to allow users to search for manifests by a range of trip #'s, arrival dates, shipment control #, and by status. Filing status is typically used to locate the following:

1. Preliminary Manifest (Manifest that has been created, but not submitted),
2. Completed (Manifest that has been submitted), and
3. Completed Amended (Manifest that has been submitted, and later amended).



Below the "*Filter Manifest"* portlet there are two blue links, "*Create Standard Manifest,"* and "*Create Standard Manifest for another Carrier."*

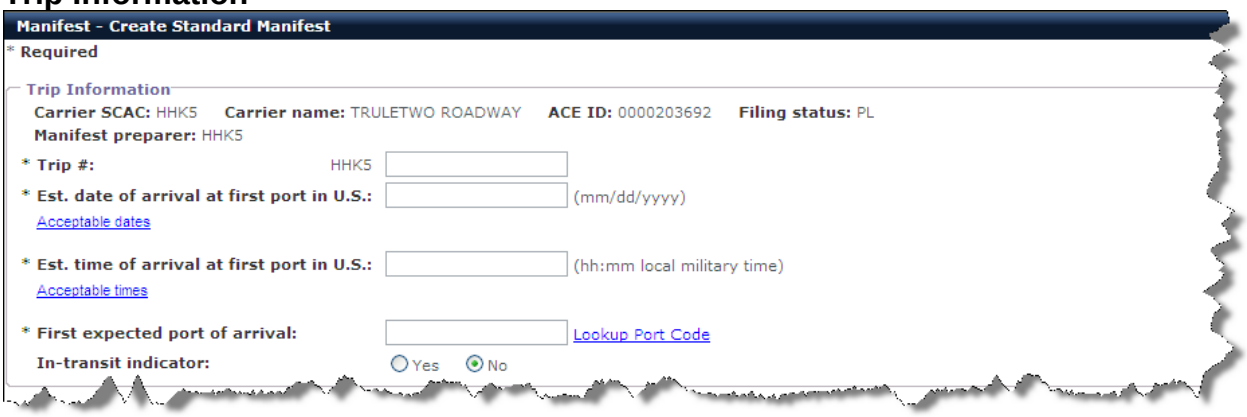
Carriers that have an ACE Secure Data Portal can create manifests on behalf of any Carrier that has a valid SCAC, with their permission.

Creating Standard Manifest

Select **Create Standard Manifest** hyperlink. This will open the "*Manifest – Create Standard Manifest"* portlet, where information of the trip will be entered.

Notice some trip information is already populated at the top of the screen, Carrier SCAC, Carrier name, ACE ID, Filling status, and SCAC of Manifest preparer.

Trip Information

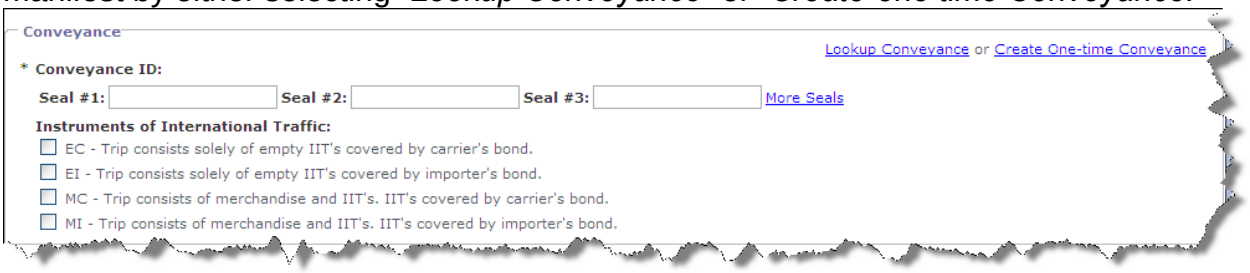


1. Enter *"Trip #."* This is a unique number for this carrier.
2. Enter *"*Estimated date of arrival at first port in U.S."* Use format shown to the right of the data field (mm/dd/yyyy). Click on **Acceptable dates** to view message on *Acceptable Dates.*
3. Enter "*******Estimated time of arrival at first port in U.S."* Use format shown to the right of the data field (military time, hours, followed by a colon and minutes). Click on **Acceptable times** to view message on *Acceptable Times.*
4. Enter port code for "**First expected port in the US,"* which is a Schedule D number. If you do not know the port code, you can find it by clicking the "*Lookup Port Code*" link. Click on **Lookup Port Code**, select the "*State*," select **Search**, then click on the radio button beside the correct port, scroll to the bottom of the page, and select **Continue.**
5. *"In-Transit indicator"* is not currently in use, but will be available in the future.

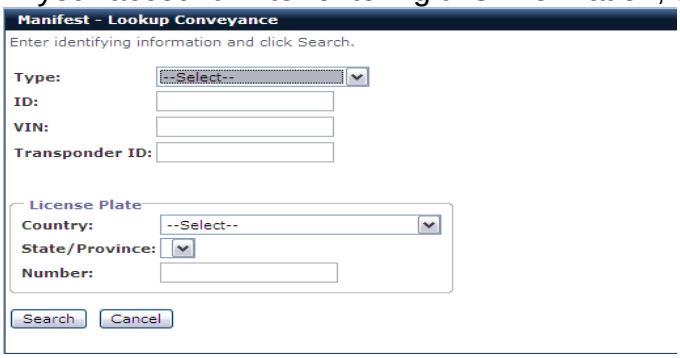
Conveyance

The next portion of the screen pertains to conveyance, the power unit. You will provide conveyance information either by looking up an existing conveyance stored in your

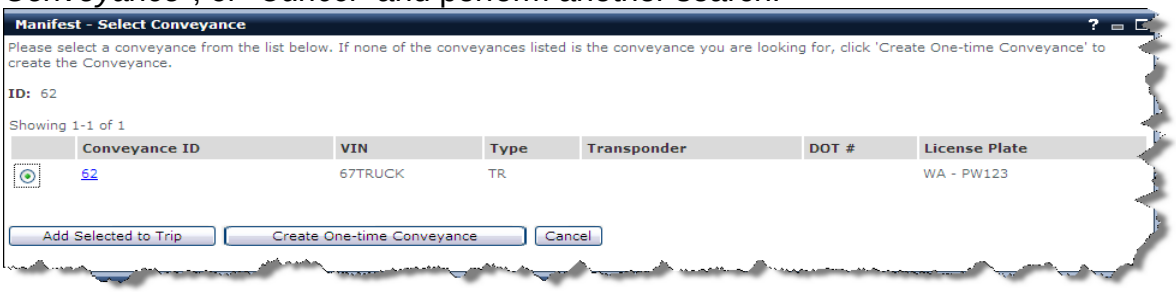
account, or by creating a one time conveyance. A conveyance must be added to the manifest by either selecting *"Lookup Conveyance"* or *"Create-one time Conveyance."*



1. If you have stored your conveyances in your account, select **Lookup Conveyances.** If you have not stored the Conveyance to your account, proceed to step 4, *"Create One-time Conveyance."*
2. There are seven pieces of data you may search by, but most carriers enter the ID number they stored with their conveyance in their account. This field is case sensitive; if you stored the truck with an ID of 12A, and you search by 12a, no results will be found. You may also search by entering any or all of the items listed. To lookup a truck by "*ID number,"* leave the field "*Type"* as the default selection of "*--Select--"* and type the ID number you stored with the conveyance in your account. After entering this information, select **Continue.**

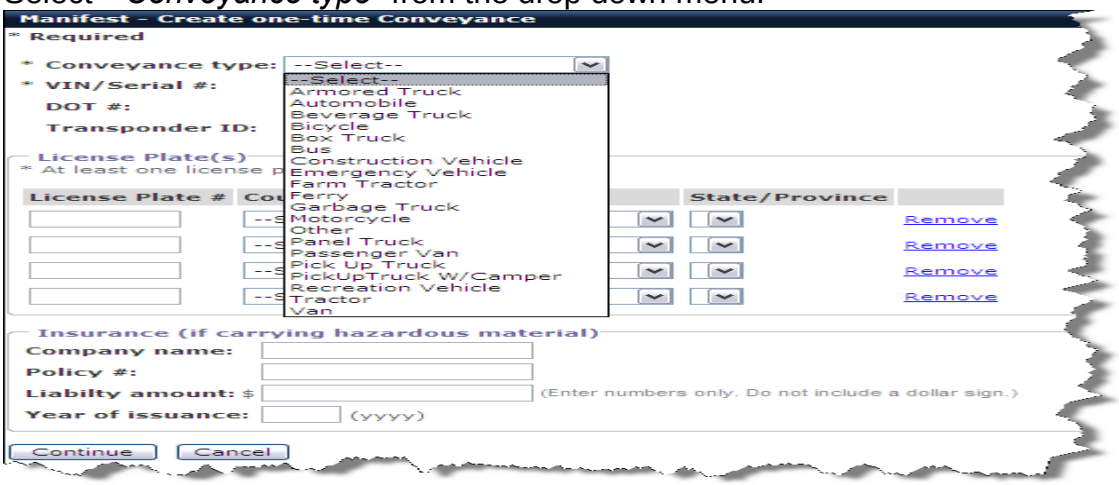


3. Using your mouse, left click on the radio button that corresponds to the correct conveyance, and select **Add to Trip.** If your search did not produce the conveyance you were searching for, you can either "*Create One Time Conveyance*", or *"Cancel"* and perform another search.



4. Select **Create One-time Conveyance** if you have not stored this conveyance in your account.

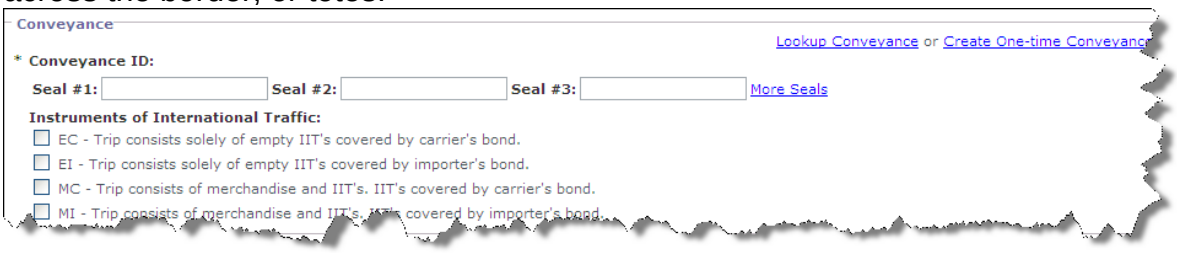
5. Select "**Conveyance type"* from the drop down menu.



6. Enter "**Vin/Serial #."*
7. Enter *"*DOT #."* If you do not have a DOT #, enter "**9**" six times.
8. Enter *"Transponder ID."* It is not mandatory.
9. Enter *"*License Plate #."* At least one license plate is required.
10. Use the drop down menu to select "*Country of Registration" and "State/Province."*
11. If you are not transporting Hazardous material, select **Continue.**
12. If you are transporting Hazardous materials, enter "*Company name"* of the insurance company.
13. Enter *"Policy #"* of the insurance policy.
14. Enter *"Liability amount $."*
15. Enter *"Year of issuance,"* which is the year the policy was issued.
16. Select **Continue.**

In this "*Conveyance*" section you can also record Seal #'s and report Instruments of International traffic (IIT's), if transported on the conveyance.

17. Enter "*Seal #'s"* if you have seals on your conveyance. You may enter them in Seal #1, #2, #3, and select more seals if needed.
18. *"Instruments of International Traffic"* (IIT's) that are transported in the Conveyance must be reported. Check the IIT description that applies. Examples of IIT's might be engine racks that are used to transport engines back and forth across the border, or totes.



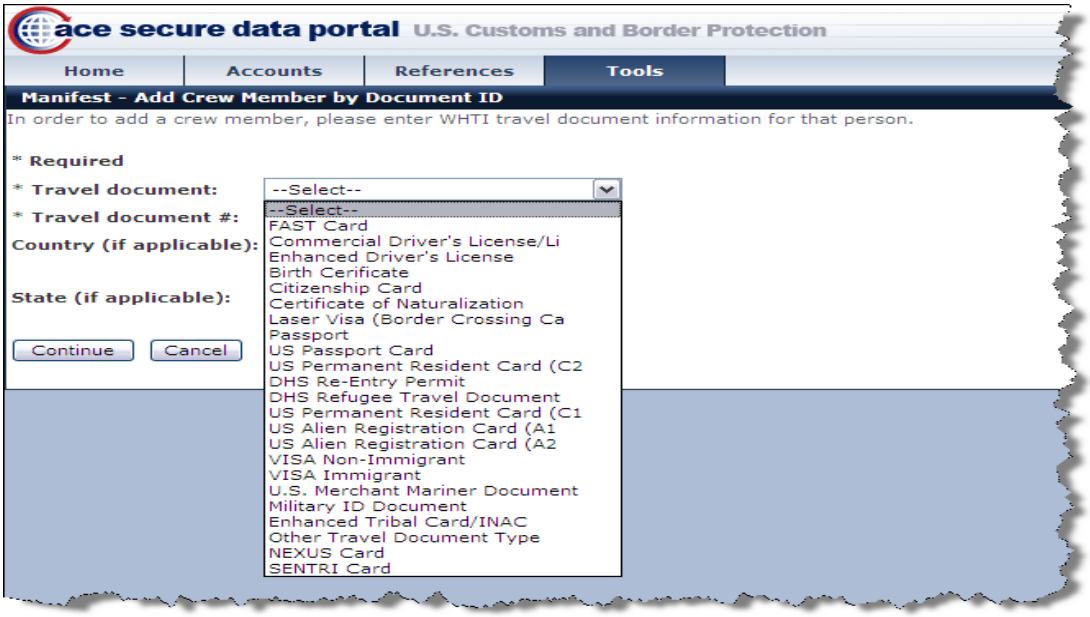
Instruments of International Traffic must be covered under a specific Instruments of International Traffic bond; either the Importer or Carrier must have a bond to cover the IITs on board. Sometimes this process is referred to as CFR 10.41a which is the citation within the Code of Federal Regulations Title 19 that explains this process.

Crew Member(s)

There are three options available to add crew members to a manifest:

1. Add Crew Member by ID;
2. Lookup Crew Member ; and
3. Create One-time Crew Member.

"Add Crew Member by ID" allows users to add crew members to a manifest by searching for crew members by travel document information. This is the only method that can be used to add a driver to a manifest if the driver participates in the Free and Secure Trade (FAST) program.



FAST drivers cannot be stored to the carrier's account and must be entered by reporting the FAST proximity card number. The card number can be added in the "Add Crew Member by ID" selection.

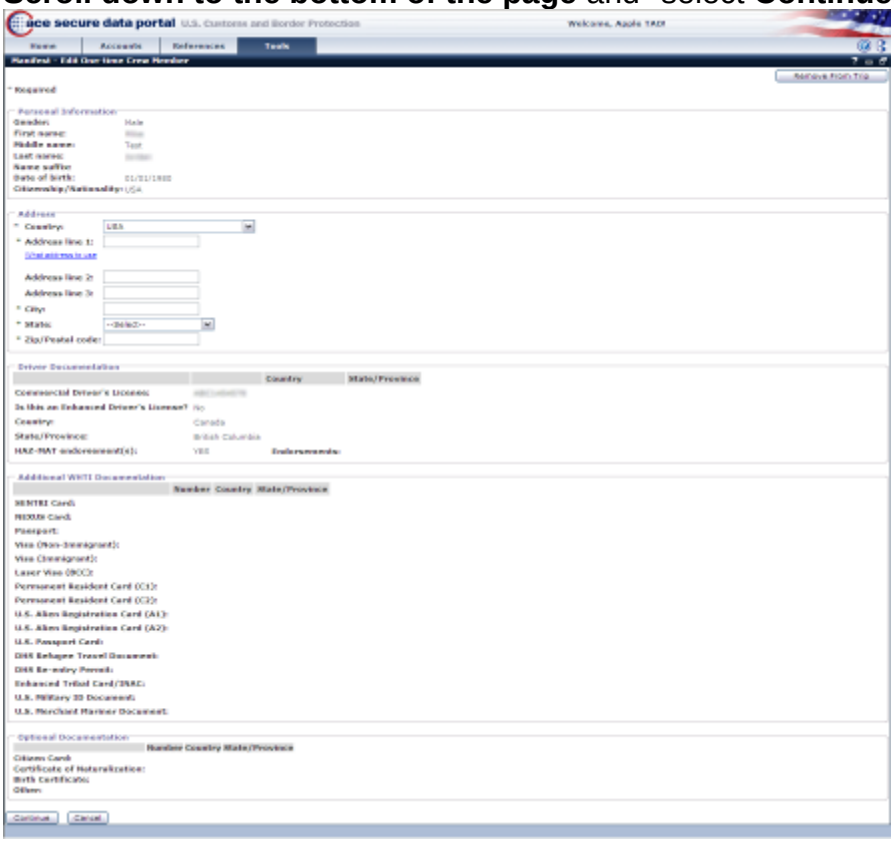
1. Select the travel document on which you wish to search by from the *"Travel document"* drop down menu.
2. Enter the *"Travel Document #."*
3. Enter *"Country (If Applicable)."* Do not enter the country information if "*FAST Driver Prox Card Serial #"* was selected.
4. Enter *"State (If Applicable)."* Do not enter the state information if "*FAST Driver Prox Card Serial #"* was selected.
5. Select **Continue.**

If the Crew Member was entered by FAST ID, you will be returned to the Trip Screen where you may continue to add trip information. For all others, continue with steps 6 through 14.

6. Enter *"*US Address for Driver"* for all non-FAST drivers. A U.S. address where the driver will be at some point during this trip must be provided. This could be a delivery address to where the driver will be delivering cargo.

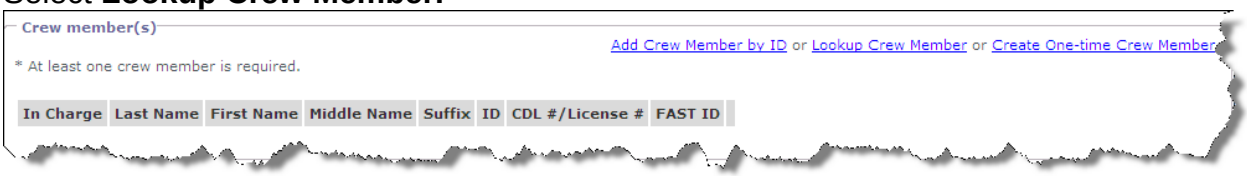
7. Select **USA** in "**Country"* drop down menu.
8. Enter the US address in *"*Address line 1."*
9. Enter "*Additional Address Line 2* (Conditional use if needed)."
10. Enter "*Additional Address Line 3* (Conditional use if needed)."
11. Enter the *"*City."*
12. Select the *"*State"* in the drop down menu.
13. Enter the "*Zip/Postal code."

14. **Scroll down to the bottom of the page** and ***select** **Continue.**

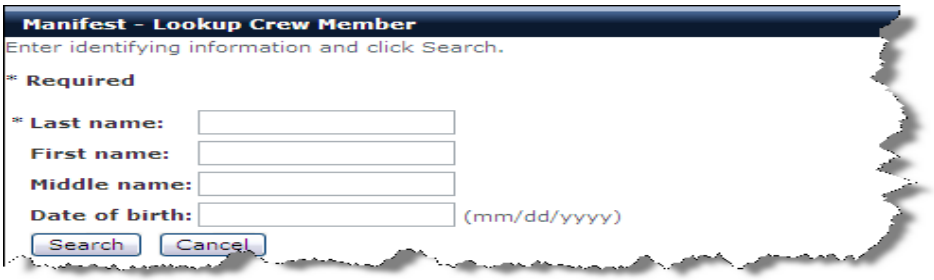


"Lookup Crew Member" is the second option for adding a driver to a manifest. You may lookup Crew members that you have stored in your account.

1. Select **Lookup Crew Member.**

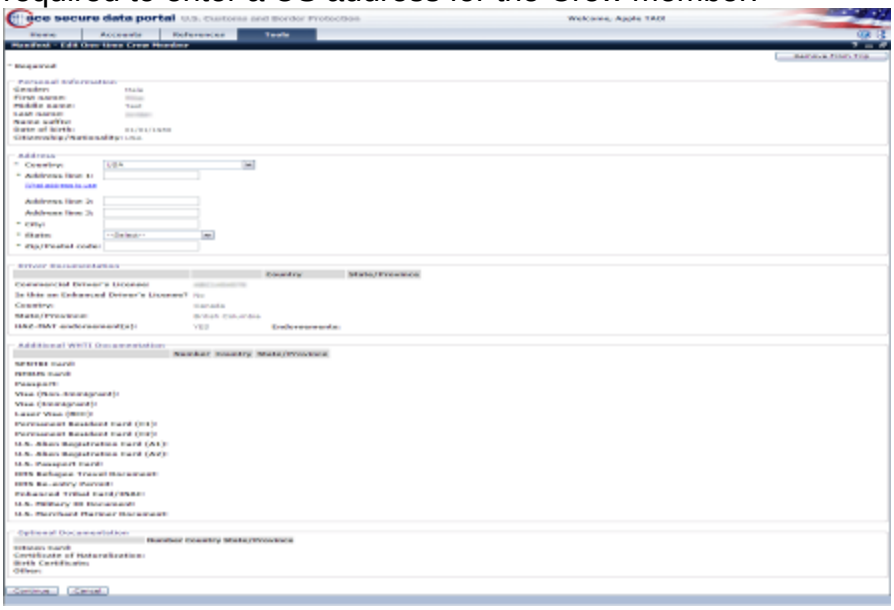


2. Enter *"*Last name."* This is the only mandatory data that must be entered for this search. To narrow the search parameters, enter the First, Middle name, and/or date of birth.



3. Enter *"First name."*
4. Enter *"Middle name."*
5. Enter *"Date of birth"* in the format shown.
6. Select **Search.**
7. Select the radio button left of the Crew member's name.

8. Select **Add to Trip.**
9. If your search did not return the Crew member you were searching for, you can either *"Create One Time Crew member"* or *"Cancel"* and perform another search.
10. If you selected "*Add to Trip,"* another screen will appear where you will be required to enter a US address for the Crew member.



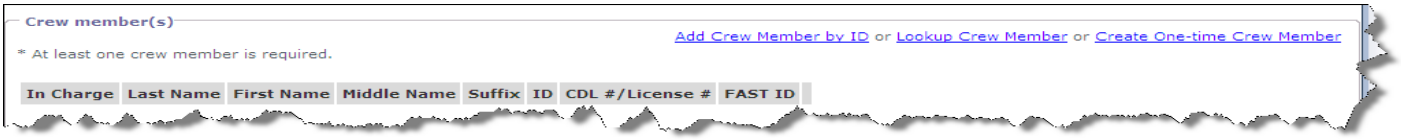
11. Add *"*US Address for Driver"* which is mandatory for all non-FAST drivers. A US address must be provided where the driver will be at some point during this trip. This may be a delivery address where the driver will deliver the load.

12. Select **USA** in the *"*Country"* drop down menu.
13. Enter *"*Address line 1."*
14. Enter "*Additional Address Line 2* (Conditional use if needed)."

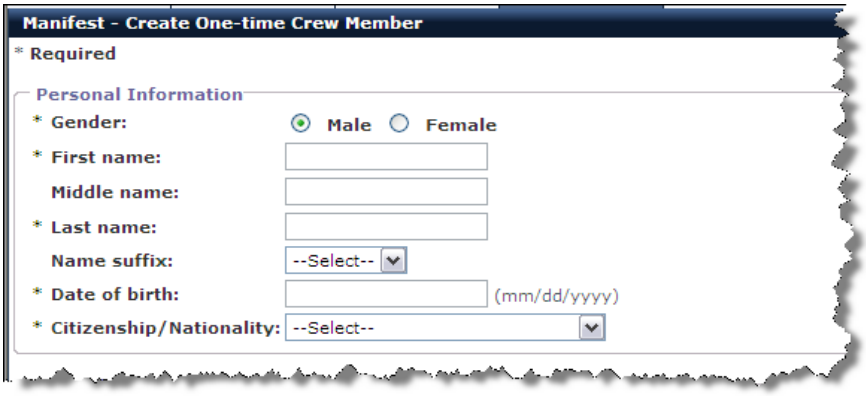
15. Enter "*Additional Address Line 3* (Conditional use if needed)."
16. Enter the *"*City."*
17. Select the *"*State"* in the drop down menu.
18. Enter "**Zip/Postal code*."
19. ***Select **Continue.**

"Create One-time Crew Member" is the third option to add a crew member to a manifest.

Select **Create One-time Crew Member.**



Personal Information



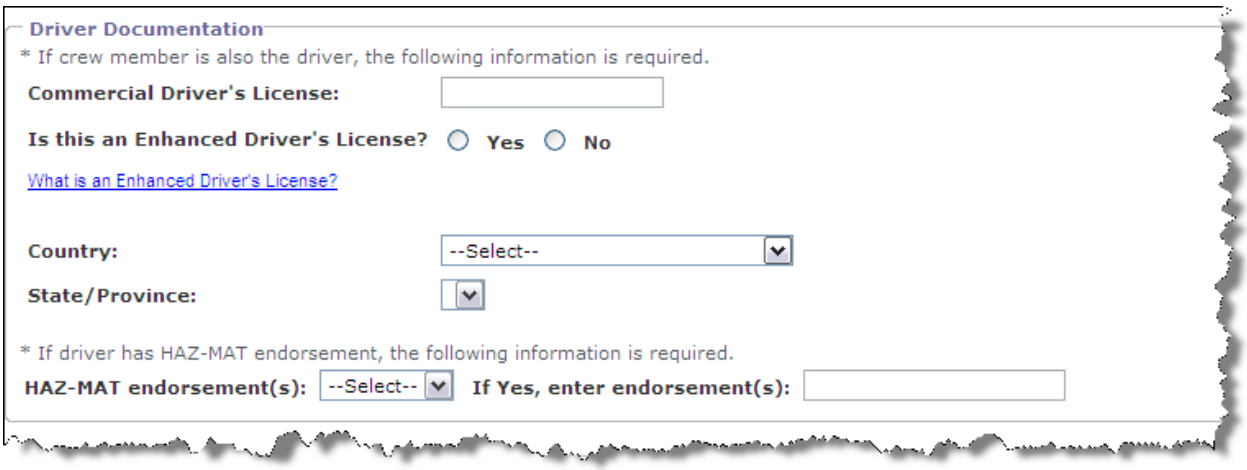
1. Select appropriate *"Gender."*
2. Enter *"*First name."*
3. Enter *"*Middle name," which is* optional.
4. Enter *"*Last name."*
5. Enter *"*Suffix,"* if applicable
6. Enter the "**date of birth*." (mm/dd/yyyy)
7. Enter "*Citizenship/Nationality*," from the drop down list

US Address for Driver

Add *"*US Address for Driver"* which is mandatory for all non-FAST drivers. A U.S. address must be provided where the driver will be at some point during this trip. This may be a delivery address where the driver will deliver the load.

1. Select **USA** from the *"*Country"* drop down menu.
2. Enter *"*Address line 1."*
3. Enter "*Additional Address Line 2* (Conditional use if needed)."
4. Enter "*Additional Address Line 3* (Conditional use if needed)."
5. Enter the *"*City."*
6. Select the *"*State"* from the drop down menu.
7. Enter "**Zip/Postal code*."

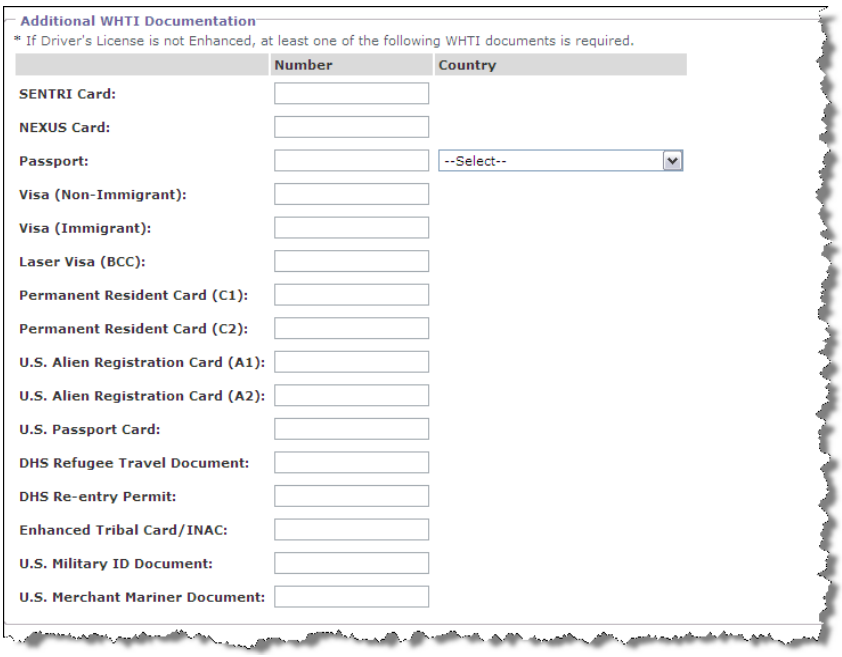
Driver Documentation



1. Enter the "*Commercial Driver's License #*."
2. Select "**Yes"* or *"No"* for the *"Is this an Enhanced Driver's License?"*
3. Enter "**Country"* that issued the license.
4. Enter the "*State or Province" in which the license was issued.
5. Select "*Yes*" or "*No*" from the "**HAZ-MAT endorsement(s)"* drop down menu.
6. If "*Yes*," enter ***Endorsement(s).***

Additional WHTI Documentation

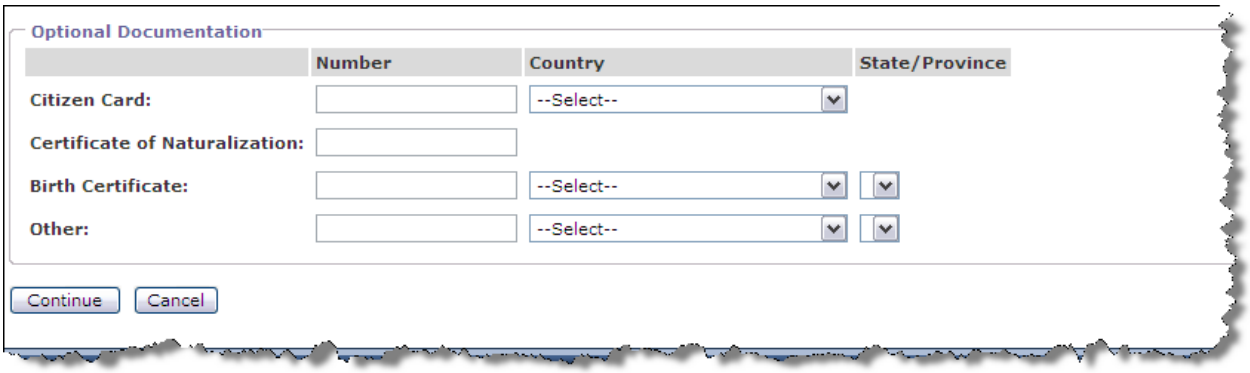
*Note: *Additional Documentation:* you are required to provide at least **one** of the following:



1. Enter *"SENTRI card"* number:
2. Enter *"NEXUS card"* number:
3. Enter *"Passport"* number and then select country from list.
4. Enter *"Visa(Non-Immigrant)"* number.
5. Enter *"Visa (Immigrant)"* number.
6. Enter *"Laser Visa (BCC)"* number.
7. Enter *"Permanent Resident card (C1)"* number.
8. Enter *"Permanent Resident card (C2)"* number.
9. Enter *"U.S. Alien Registration Card (A1)"* number.
10. Enter *"U.S. Alien Registration Card (A2)"* number.
11. Enter "*U.S. Passport Card"* number.
12. Enter "*DHS Refugee Travel Document*" number.
13. Enter "*Enhanced Tribal Card/INAC Card"* number.
14. Enter "*U.S. Merchant Mariner Document"* number.

Optional Documentation

This information is optional. If you are not going to enter the optional documents, select **Continue** at the bottom of the page.



1. Enter "*Citizens Card"* number.
2. Enter "*Certificate of Naturalization"* number.
3. Enter "*Birth Certificate"* number.
4. Enter "*Other."*
5. Select **Continue.**

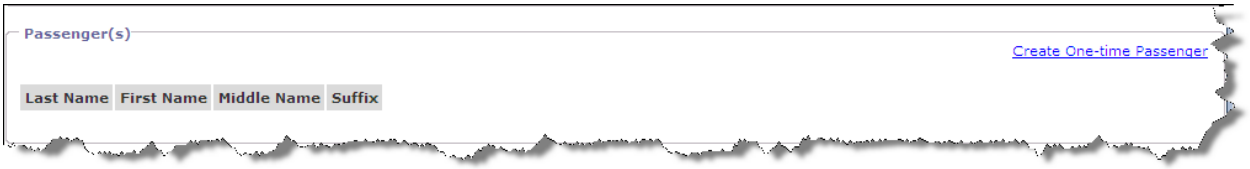
Passenger(s)

"Create One-time Passenger" is used for recording individuals that are not considered crew members.

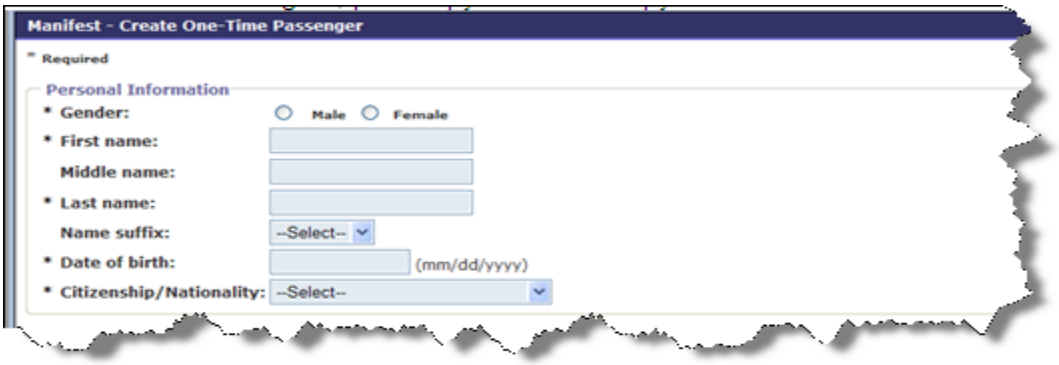
All passengers crossing in the vehicle must be reported on the Manifest. Passengers can not be stored in a carrier's ACE account, and must be created each time as "One-time Passengers".

U.S. and Canadian citizens under the age of 16, may present a birth certificate, consular report of birth abroad, naturalization certificate or Certificate of Canadian Citizenship. Birth certificate can be an original, photocopy or certified copy. If they are travelling with one of these documents, do not declare them on the Manifest. Verbally declare the children to the CBP Officer upon entering the United States.

1. Select **Create One-time Passenger** if there are passengers to report.



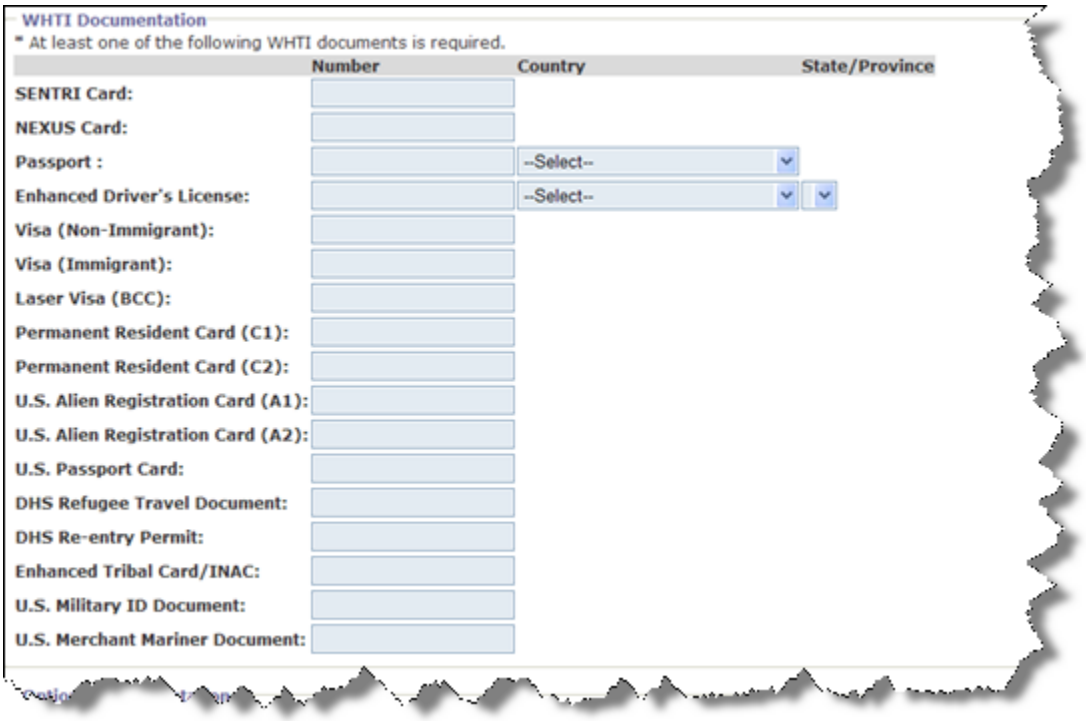
Personal Information



1. Select appropriate *"*Gender."*
2. Enter *"*First name."*
3. Enter *"*Middle name," which is* optional.
4. Enter *"*Last name."*
5. Enter *"*Suffix,"* if applicable.
6. Enter the "*date of birth." (mm/dd/yyyy)
7. Enter "**Citizenship/Nationality.*

WHTI Documentation

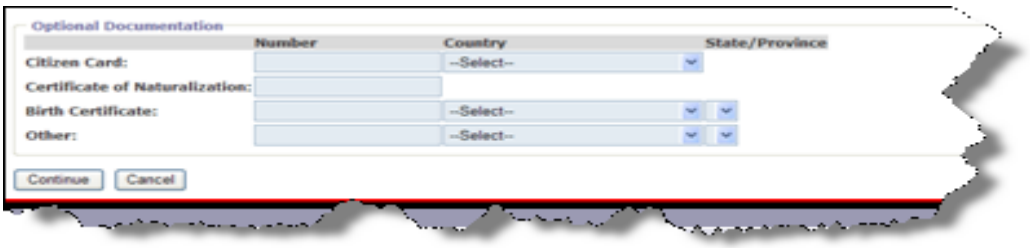
*Note: Travel Documents: you are required to provide **one** of the following*



1. Enter *"SENTRI card"* number:
2. Enter *"NEXUS card"* number:
3. Enter *"Passport"* number and then select country from list.
4. Enter *"Visa(Non-Immigrant)"* number.
5. Enter *"Visa (Immigrant)"* number.
6. Enter *"Laser Visa (BCC)"* number.
7. Enter *"Permanent Resident card (C1)"* number.
8. Enter *"Permanent Resident card (C2)"* number.
9. Enter *"U.S. Alien Registration Card (A1)"* number.
10. Enter *"U.S. Alien Registration Card (A2)"* number.
11. Enter "*U.S. Passport Card"* number.
12. Enter "*DHS Refugee Travel Document*" number.
13. Enter "*Enhanced Tribal Card/INAC Card"* number.
14. Enter "*U.S. Merchant Mariner Document"* number.

Optional Documentation

This information is optional. If you are not going to enter the optional documents, select **Continue** at the bottom of the page.

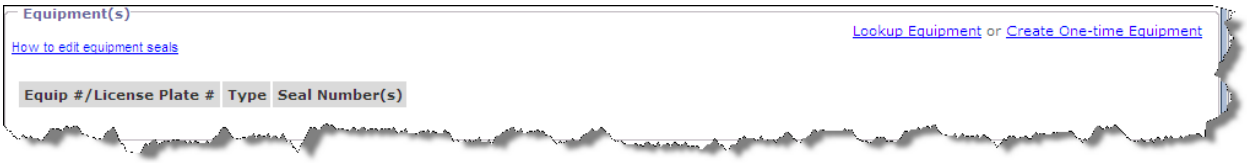


1. Enter "*Citizens Card"* number.
2. Enter "*Certificate of Naturalization"* number.
3. Enter "*Birth Certificate"* number.
4. Enter "*Other."*
5. Select **Continue.**

The next portion of the screen pertains to equipment which includes trailers, containers, chassis, etc. You will provide equipment information either by looking up existing equipment stored in your account, or by creating one time equipment records.

Equipment

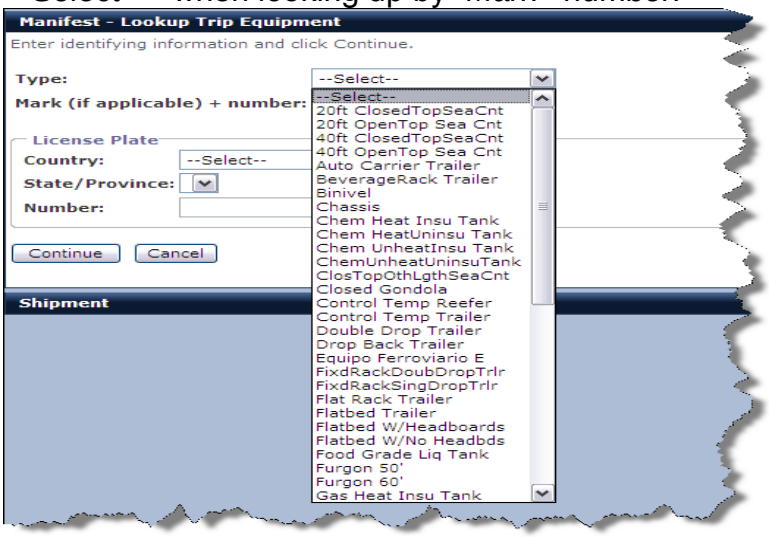
Equipment must be added to the manifest by either selecting **Lookup Equipment**, or **Create One-time Equipment.**



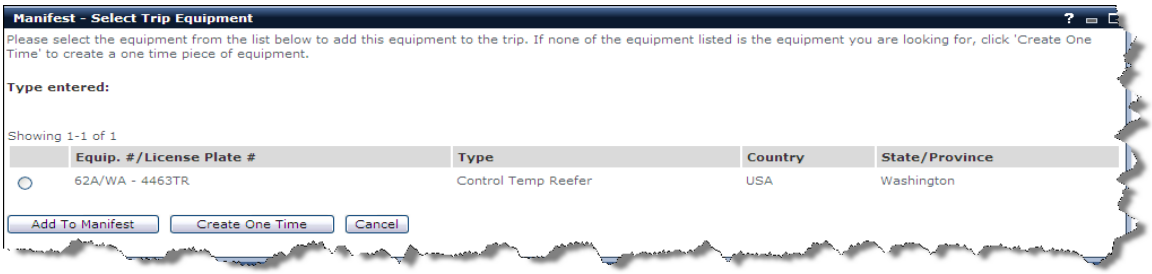
1. If you have stored your equipment in your account, select **Lookup Equipment.** If you have not stored equipment to your account, proceed to step 12 – "*Create One-time Equipment*."

There are five pieces of data you may search by, but most carriers search by entering only the "Mark + number" data element, which is identified as the "Equipment #" in the Account / Equipment record. This field is case sensitive; if you stored the trailer as 12A, and search by 12a, no results will be found. You may also search by entering any or all of the items listed.

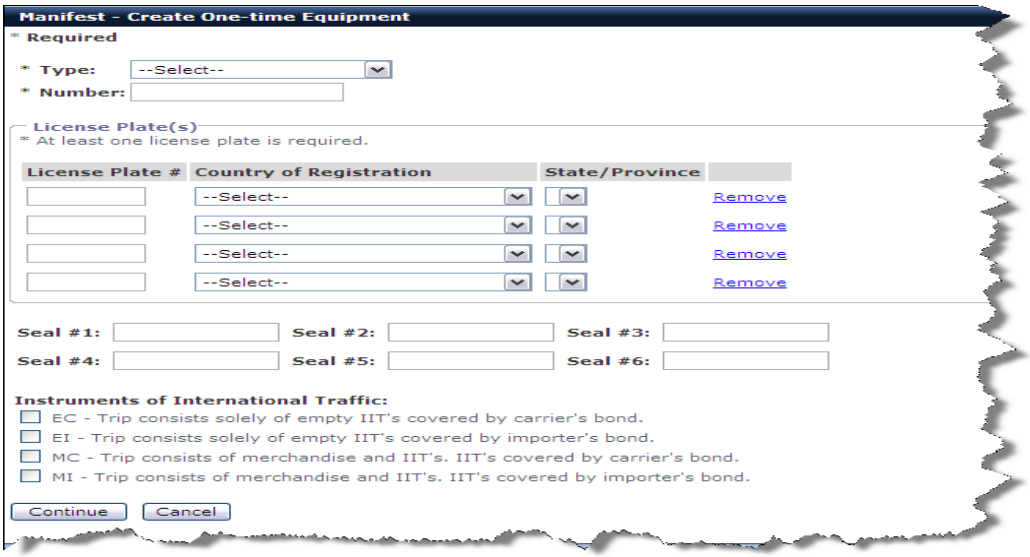
2. Select **Lookup Equipment** (search by entering data in one field).
3. Select the *"Type"* from the drop down menu. You can leave this as the defaulted "*–Select—*" when looking up by "*Mark+ number."*



4. Enter the equipment number you stored in your account to identify this piece of equipment in *"Mark (if applicable) + number."* (This is the fastest way to search. No other data is required to look up equipment that you have saved in your account. You can select the equipment at this point and skip to step 9.)
5. Select the *"Country"* that issued the license plate from the drop down menu.
6. Select the *"State/Province"* in which the license was issued from the drop down menu.
7. Enter the license plate number in the *"Number"* field.
8. Select **Continue.**
9. Left click on the *radio button* beside the equipment



10. Select **Add To Manifest.**
11. If the search did not locate your equipment, you may select **Cancel** to initiate a new search, or **Create One Time** to create equipment just for this trip. It will not be stored to your account.
12. Select **Create One-Time Equipment** to add equipment for this trip.



13. Select the *"*Type"* from the drop down menu.
14. Enter the *"*Number"* you have chosen by which to identify this equipment.
15. Enter the *"*License Plate #."*
16. Select *"*Country of Registration"* from the drop down menu.
17. Select *"*State/Province"* of registration from the drop down menu.
18. If you have seals on your equipment, you may enter them in the seal in *"Seal #1, #2, #3,"* and select more seals if needed.
19. Equipment must be reported if they are "*Instruments of International Traffic (IIT's)."* Examples of IIT's might be engine racks that are used to transport engines back and forth across the border, lift vans, cargo vans, shipping tanks or totes. Check of the *IIT* selection that applies.

Instruments of International Traffic must be covered under a specific Instruments of International Traffic bond; either the Importer or Carrier must have a bond to cover the IIT's on board. Sometimes this process is referred to as CFR 10.41a, which is the citation within the Code of Federal Regulation Title 19 that explains this process.

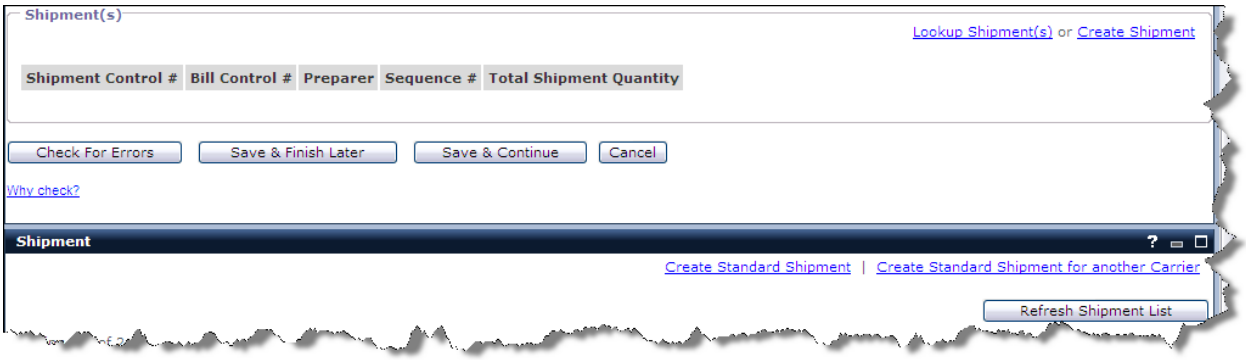
20. Select **Continue** to add the equipment to the manifest.

It is strongly recommended that you select Save & Continue before proceeding. This will keep you from losing this data in the event that your internet service is disrupted, or if ACE should time out while you are completing the manifest.

Creating Standard Shipments

The Trip information is now complete. The next step is to add the shipment information to the manifest. ACE was designed to accommodate different business processes of carriers. From the "*Manifest*" portlet, you have two options: "*Look Up Shipment(s)*," and "*Create Shipment*." Just below the "*Manifest*" portlet is a third option located in a separate portlet, called *"Shipment(s)."* In the "*Shipment*" portlet you may create a shipment that is not associated with a trip/manifest. This is useful if you have shipment information in advance, and would like to create and store shipments and later add them to a manifest by selecting the "*Lookup Shipment(s)"* feature located at the bottom of "*Manifest – Create Standard Manifest*" screen.

To add a shipment to a manifest that you are creating, either select **Lookup Shipment(s)** to add a shipment you created earlier, or select the **Create Shipment** link.



If you wish to create a shipment to add to a trip you are currently building, you must select from within the "Manifest – Create Standard Manifest" portlet the "Create Shipment" link located beside the "Lookup Shipment Link". If you create the shipment in the "Shipment" portlet, which is located below the "Manifest - Create Standard Manifest" portlet, you will create an un-associated shipment resulting in a shipment not linked to any manifest.

Creating a Shipment from the Manifest

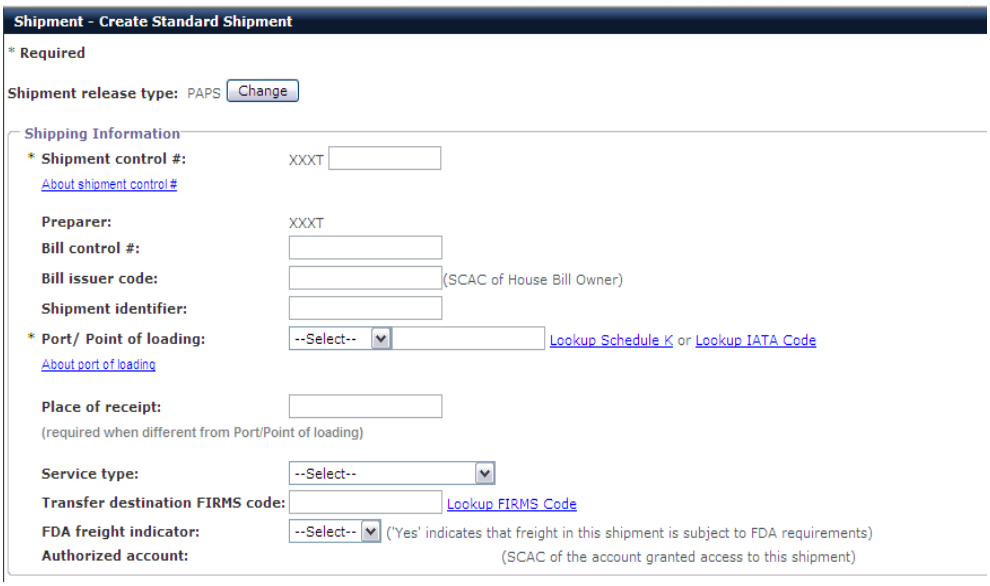
Procedurally, creating an unassociated shipment from the "*Shipment*" portlet is nearly the same as creating a shipment from the manifest screen. However, by creating the shipment record from within the *"Manifest – Create Standard Manifest"* portlet the system will automatically associate the shipment with the manifest you are creating. In the next example we are going to continue with the trip we have been creating, and create a shipment for that trip.

1. Select **Create Shipment** (the option to the right of *Lookup shipment(s).)*
2. Shipment release type defaults to "PAPS" as this is the most common release type and means that you are expecting either a customs entry to be filed against the shipment or an electronic In-bond request (known as QP) to be made via the Automated Broker Interface (ABI) system. Use the *"Shipment release type"* drop down menu to select other release types.
3. Enter the *"Shipment Control #"* (SCN) after the pre-populated SCAC. (Limit 16 characters including the four-digit SCAC code). This number must remain unique, and must match what the broker or entry filer reports in his customs entry or QP electronic In-bond request. This number must match in order for the manifest shipment to link to the entry or QP In-bond, and this link must occur for your truck to be released. This number could be the carrier's pro-bill number, the broker's entry number or a PAPS number, but must be a unique number agreed upon by both parties.

When a carrier reports a shipment record, a unique "Shipment Control Number" (SCN) is required to be reported along with other shipment details. It is imperative that when an entry or In-bond request is filed by a broker or a self-filing importer they report the exact same SCN or numbers in their entry declaration. One entry or In-bond request can be filed against multiple shipments; however, each SCN must be reported on the entry or QP bond.

4. Do not use *"Bill Control #"* field at this time. This field was implemented to accommodate the reporting of house bills of lading (bill control numbers) in association with master bills of ladings (shipment control numbers). At this time customs brokers should only report a shipment identifying number at the master bill of lading level in their customs entry and it must be equal to the SCN reported by the carrier. Neither party should report Bill Control Numbers or House Bills of Lading numbers in manifest or entry for land border crossings at this time.

5. Do not use *"Bill Issuer Code"* at this time.
6. Use the *"Shipment Identifier"* field to communicate any number (i.e., purchase order number, invoice number) from carrier to entry filer via the ABI Broker Download message. This is a free text field (limit 50 characters) and is not used by CBP.
7. Select a *"*Port/ Point of Loading"* from the drop down menu. If you are reporting an in-bond shipment, or wish to utilize the broker download capabilities, you must select "*Schedule K*" from the drop down list. In the second field, you may either enter the 5-digit Schedule K Code, or use the lookup feature by selecting "*Lookup Schedule K*."
8. When the Lookup Schedule K portlet appears, select the "*country*" and then the appropriate *"State/Province*."
9. Select **Search**. The corresponding Schedule K number will appear. This number can be used to identify either a Mexican State or Canadian Province. If you are not requesting an in-bond shipment or utilizing broker download you could report an IATA airport code or a city name of where the cargo was loaded onto the conveyance.



10. Enter *"Place of Receipt."* This field is currently optional.
11. Enter *"Service Type."* This field is currently optional.
12. Enter *"Transfer destination FIRMS code"* to identify a bonded facility to which the cargo will be transferred. This field is currently optional.

Select **Yes** in the *"FDA freight indicator"* drop down menu if the shipment is an In-bond shipment and the commodity requires the reporting of Food and Drug information according to Bio-Terrorism Act requirements.

Shipper

There are four ways to add a shipper to your shipment. Method 2, 3 or 4 are most commonly used.

1. Shipper ID: Enter the shipper identification number in the corresponding field, and click the **Validate ID** button to validate the shipper identification number. The address recorded in the companies' ACE Account will be recorded for CBP to see.

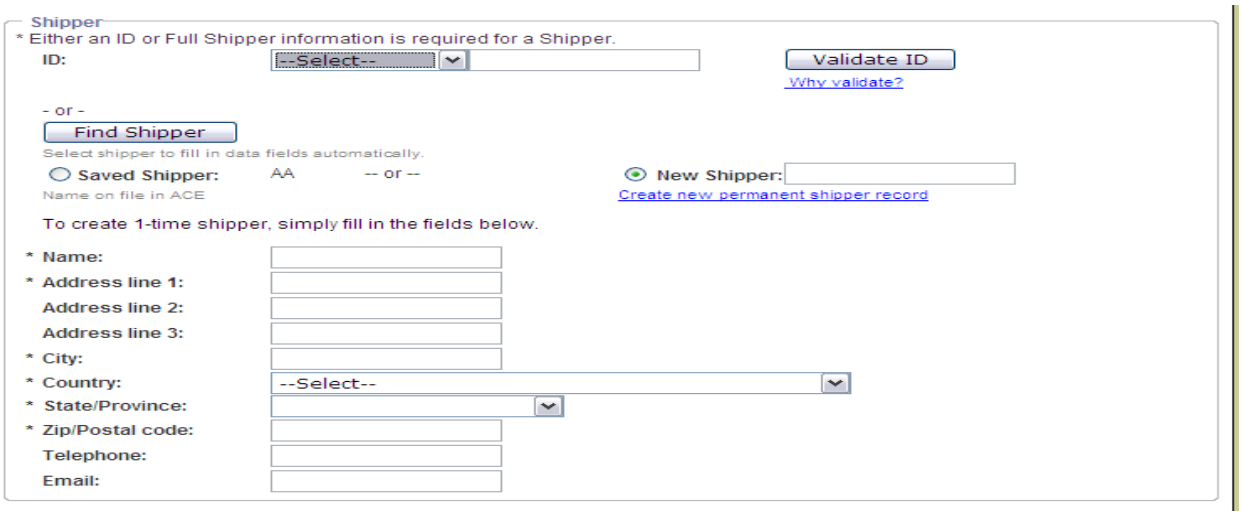
The "Shipper ID" should only be used if the shipper or consignee requests that you report an ACE or FAST identification number, or a DUNS number (Dun and Bradstreet Unique Numbering System), and if you have prior approval from CBP. In most cases, this method should not be used.

2. Select **Find Shipper** if you have already stored shippers in your account. Shippers are displayed alphabetically by their nickname. Select the appropriate letter listed in the alphabetic list or *"All"* to display all shippers. Click on the **+** sign beside the shipper's nickname to add the shipper's name and address to the shipment. This will return you to the shipment screen and the shipper's information will populate into the name and address fields.

3. If the shipper is not listed, select **New Shipper** or fill in the name and address fields to create a one-time shipper**.** You may create a new shipper and store them in your account for future use by clicking on the radio button to the left of *"New Shipper",* and entering a nickname to the right of *"New Shipper."* Then type the name and address of the shipper. This will save the name and address details to your account for future lookup capability when creating shipments.

4. If you elect not to save the shipper for future shipments and want to create a one-time shipper record, type the name and address directly into the fields on the screen.

    - Enter the shipper's full name in *"*Name."* (limit 40 characters)
    - Enter the address in *"*Address line 1."*
    - Enter the address in *"*Address line 2,"* if applicable.
    - Enter the address in *"*Address line 3,"* if applicable.
    - Enter the *"*City"* name. (limit 40 characters)
    - Select the shipper's *"*Country"* from the drop down menu.
    - Select the *"*State or Province"* from the drop down menu.
    - Enter *"*Zip/Postal code."* (limit 10 characters) (Canada Postal codes must be entered with a space between the first 3 and last 3 characters).
    - Enter *"Telephone."* This field is optional.
    - Enter *"Email."* This field is optional.



Consignee

Consignee functionality is identical to shipper. There are four ways to add a consignee to your shipment.

1. Consignee ID: Enter the consignee identification number in the corresponding field, and click the **Validate ID** button to validate the consignee identification number. The address recorded in the companies' ACE Account will be recorded for CBP to see.

The "Consignee ID" should only be used if the shipper or consignee requests that you report an ACE or FAST identification number, or a DUNS number (Dun and Bradstreet Unique Numbering System), and if you have prior approval from CBP. In most cases, this method should not be used.

2. Select **Find Consignee** if you have already stored consignees in your account. Consignees are displayed alphabetically by their nickname. Select the appropriate letter listed in the alphabetic list or *"All"* to display all chippers. Click on the **+** sign beside the consignee's nickname to add the consignee's name and address to the shipment. This will return you to the shipment screen and the consignee's information will populate into the name and address fields.

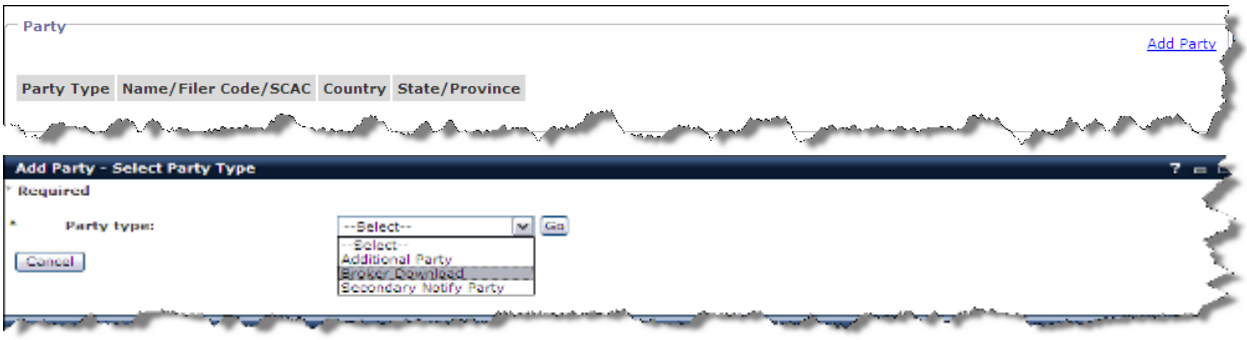
3. If the consignee is not listed, select **New Consignee** or fill in the name and address fields to create a one-time consignee**.** You may create a new consignee and store them in your account for future use by clicking on the radio button to the left of *"New Consignee",* and entering a nickname to the right of *"New Consignee".* Then type the name and address of the consignee. This will save the consignee's name and address in your ACE account for use in future shipments.

4. If you elect not to save the consignee for future shipments and want to create a one-time consignee record, type the name and address directly into the fields on the screen.

    - Enter the consignee's full name in *"*Name."* (limit 40 characters)
    - Enter the address in *"*Address line 1."*
    - Enter the address in *"*Address line 2,"* if applicable.
    - Enter the address in *"*Address line 3,"* if applicable.
    - Enter the *"*City"* name. (limit 40 characters)
    - Select the consignee's *"*Country"* from the drop down menu.
    - Select the *"*State or Province"* from the drop down menu.
    - Enter *"*Zip/Postal code."* (limit 10 characters) (Canada Postal codes must be entered with a space between the first 3 and last 3 characters).
    - Enter *"Telephone."* This field is optional.
    - Enter *"Email."* This field is optional.

Party

Although options listed in *"Party"* section are optional, carriers are encouraged to utilize this feature to access *"Broker Download."* Click **Add Party** to display the *"Add Party - Select Party Type"* screen. This link allows the user to select from "*Additional Party*, *Broker Download* or *Secondary Notified Party*" functions. Select one of these options from the drop down menu.



Broker Download

1. Select **Broker Download to** send a copy of the shipment record to the entry filer via the Automated Broker Interface (ABI).
2. Select **Go.**
3. Enter the "**Filer code*." (3 alphanumeric characters)
4. Enter *"*Port code."* You can select the U.S. port code where your truck will cross. However, you may need to ask the Customs broker what port code will work best for them. You can use the "*Lookup Port Code*" function to find Schedule D codes for U.S. Customs ports of arrival.
5. Enter *"Office Code"* if the filer has more than one office within the port.
6. Select **Continue.**

Broker Download gives the Customs broker or entry filer access to the same information you provided on your e-manifest shipment record such as quantity, description and SCN number. This is not sufficient information for a Customs broker to prepare an entry. Continue to supply the broker with all of the information you previously provided.

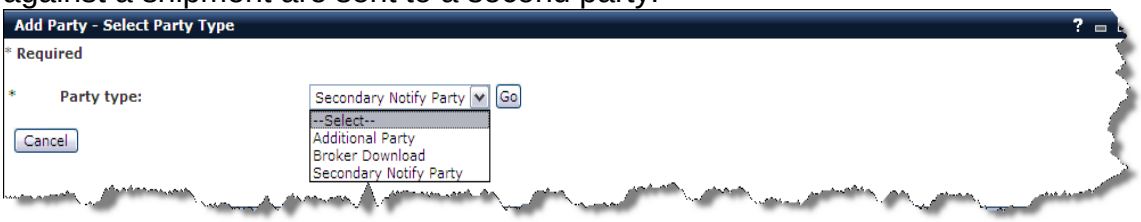
Additional Party

1. Select **Additional Party** to report the name and address of an additional party to the transaction.
2. Select **Go.**

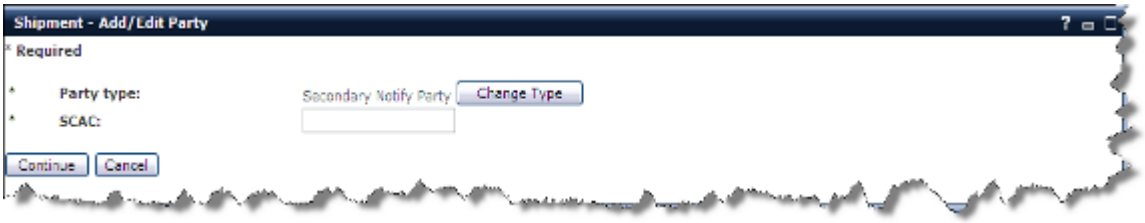
3. Select the *"Entity Identifier"* in drop down menu.
4. Type name and address of the additional party.

Secondary Notify Party

1. Select **Secondary Notify Party** to request that customs status messages posted against a shipment are sent to a second party.



2. Select **Go.**
3. Enter the "**SCAC*" of the party to whom you wish the Customs status messages to be sent.



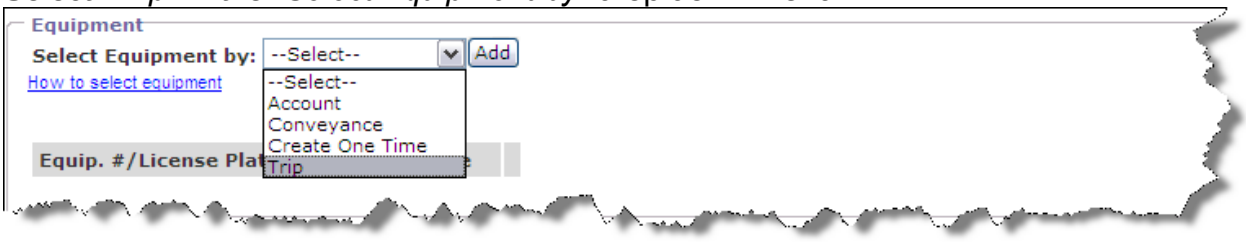
4. Select **Continue.**

Equipment

This section is used to specify where the shipment is located. Cargo may be loaded in the conveyance, or in the equipment. This step must be completed to successfully add the shipment to the trip/manifest.

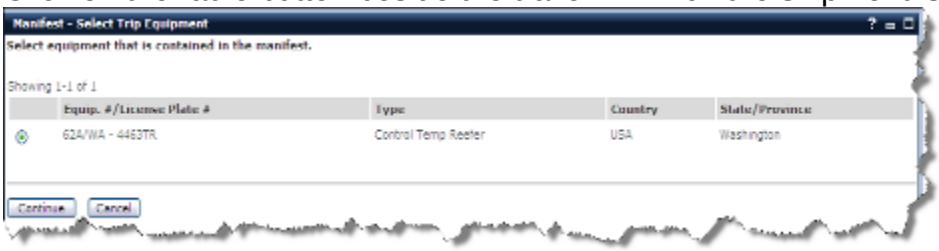
To add this shipment to the trailer/equipment on this manifest:

1. Select *"Trip"* in the *"Select Equipment by"* drop down menu.

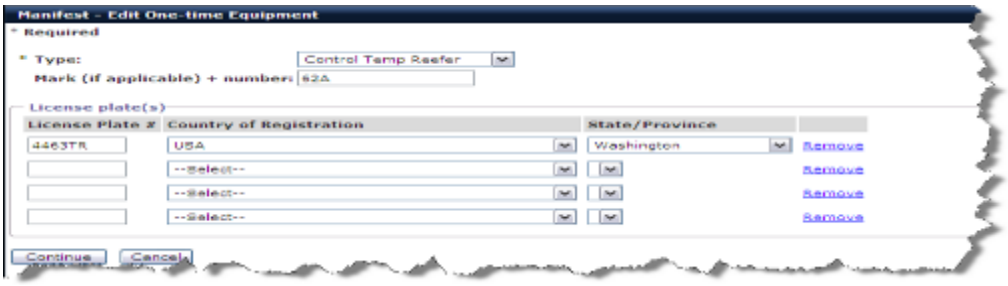


2. Select **ADD.**

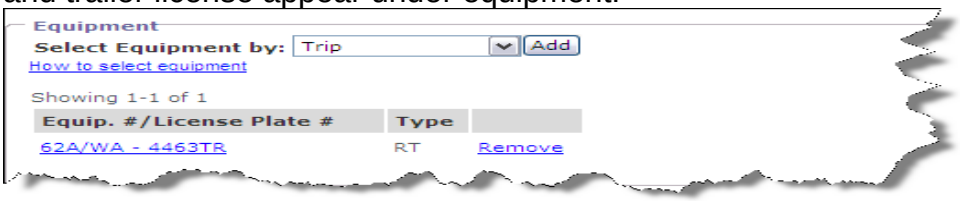
3. Click on the radio button beside the trailer in which the shipment is loaded.



4. Select **Continue.**

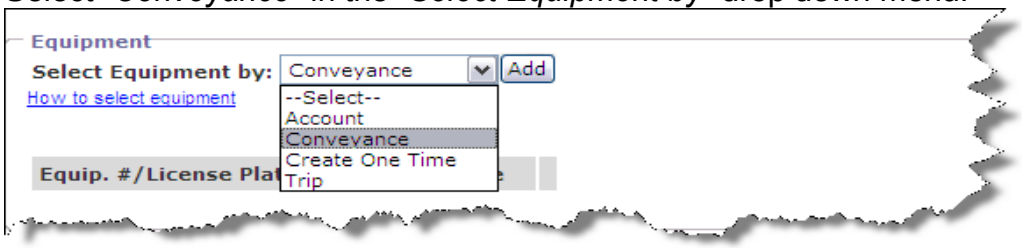


5. If the information shown is correct, select **Continue.**
6. You can confirm this shipment was added to the trailer because the equipment # and trailer license appear under equipment.

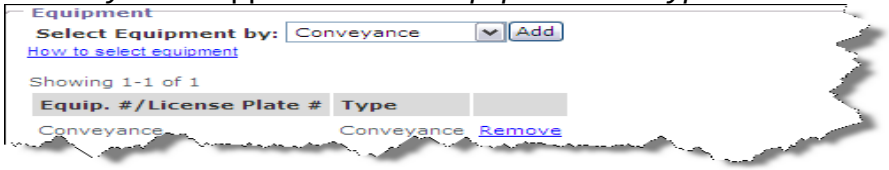


7. To add this shipment to the conveyance on this manifest means that the freight is actually loaded in the power unit i.e. truck cab or box truck:

8. Select *"Conveyance"* in the *"Select Equipment by"* drop down menu.

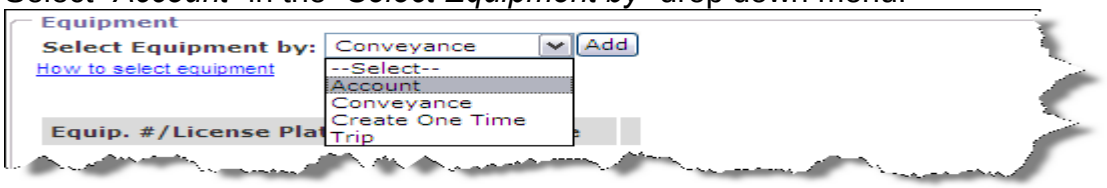


9. Select **Add.** This will take you back to the "*Equipment*" portlet.
10. You can confirm this shipment was added to the conveyance because the word "*Conveyance*" appears under "*Equip. #*" and "*Type*."

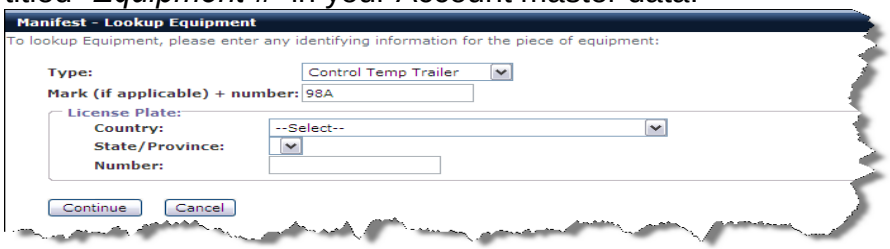


If you did not add equipment to this manifest from the manifest screen you may add the equipment to this shipment, and add the equipment to the manifest by following these steps:

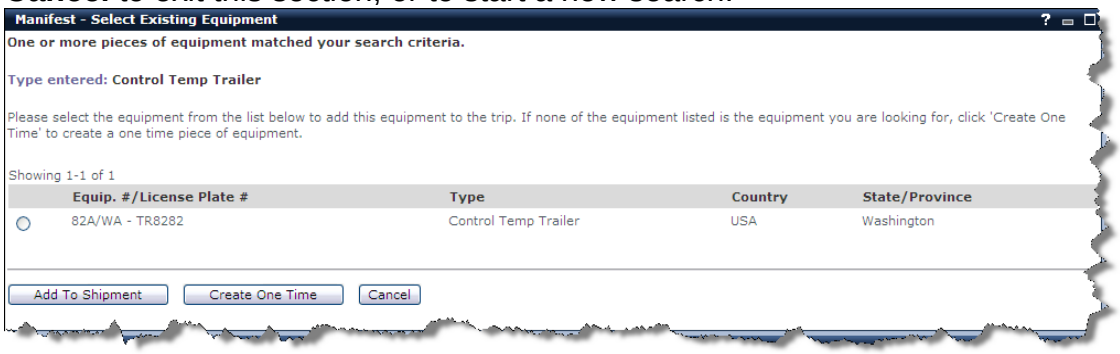
1. Select *"Account"* in the *"Select Equipment by"* drop down menu.



2. Select "*Type*" of equipment from the drop down menu.
3. Enter the *"Mark (if applicable) + number"* which is equivalent to the data element titled *"Equipment #"* in your Account master data.

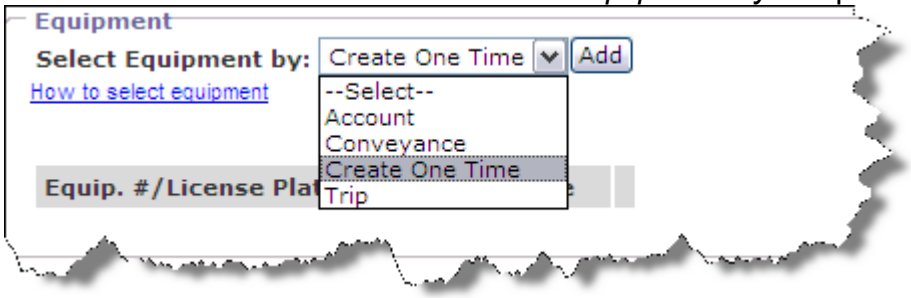


4. Select **Continue.**
5. If the search located your equipment, select the corresponding radio button, then select **Add Shipment.** If the search did not locate your equipment, you may select **Create One Time** to create the equipment for this shipment. Select **Cancel** to exit this section, or to start a new search.

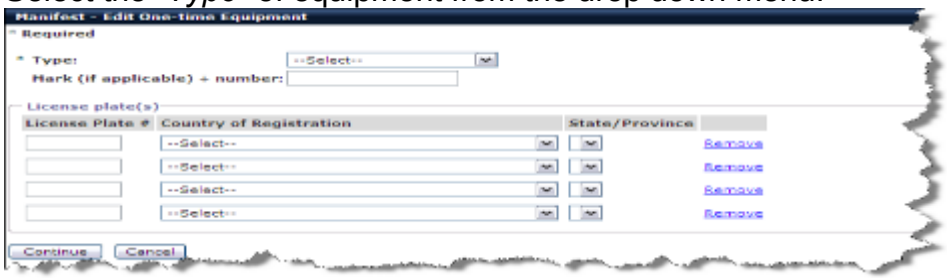


The last option is to "*Create One Time"* equipment by following these steps:

1. Select *"Create One Time"* in the *"Select Equipment by"* drop down menu.



2. Select **Add.**
3. Select the *"Type"* of equipment from the drop down menu.



4. Enter a "*Mark + number"* which is equivalent to *"Equipment #"* in your account master data. This should be the trailer or container number.
5. Enter the *"*License Plate #."*
6. Enter the *"*Country of Registration."*
7. Enter the *"*State/Province."*
8. Select **Continue.**

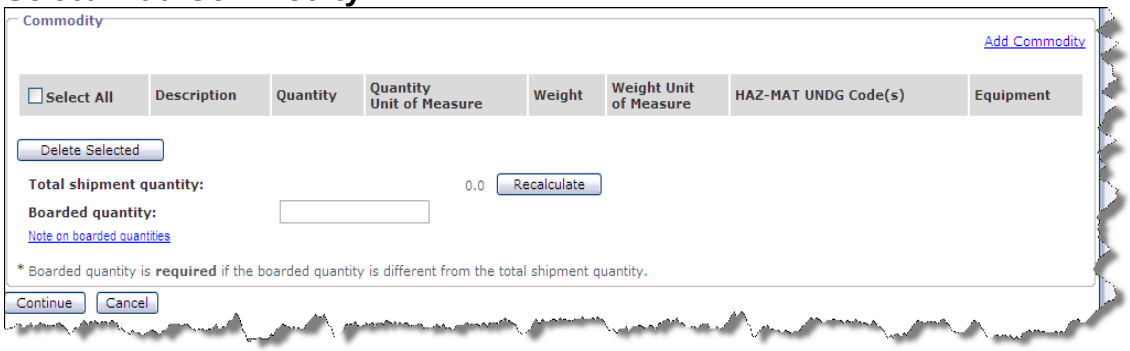
*If you elected to add the equipment by either the "Account" option, or "Create One Time Equipment," you must select **Save** and **Continue** from the manifest screen to view the trailer on the manifest. If you do not, it will appear that there is no equipment on the manifest.*

Commodity

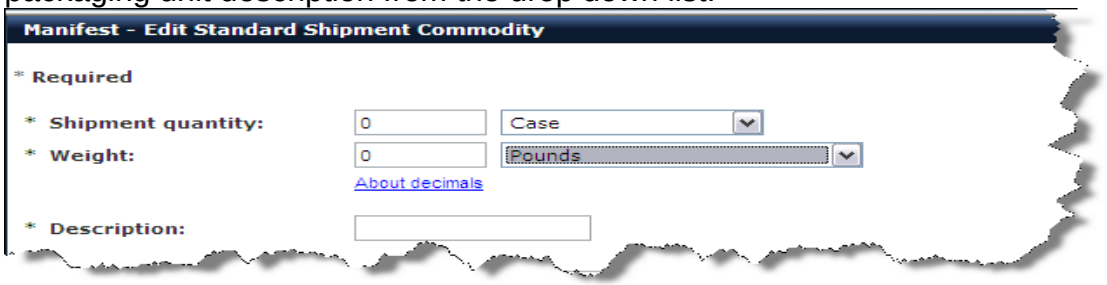
The description of the goods, their lowest external packaging unit and quantity, as well as gross weight, are always required to be reported with a shipment record. Additional data may be required depending on the shipment release type declared. The description below pertains to a PAPS shipment release type.

Pallet is not an acceptable unit of measure. You must report the lowest external packaging unit. If there are 240 cases containing 2400 cans on 5 pallets, you will report 240 cases, not 5 pallets nor 2400 cans. Even if the goods are shrink-wrapped, you are required to report the actual number of cases. Note: Under "Quantity Unit of Measure," skid is available in the drop down menu, but this does not refer to a pallet, it is used as a description of an Item that is mounted on a skid.

1. Select ***Add Commodity.**



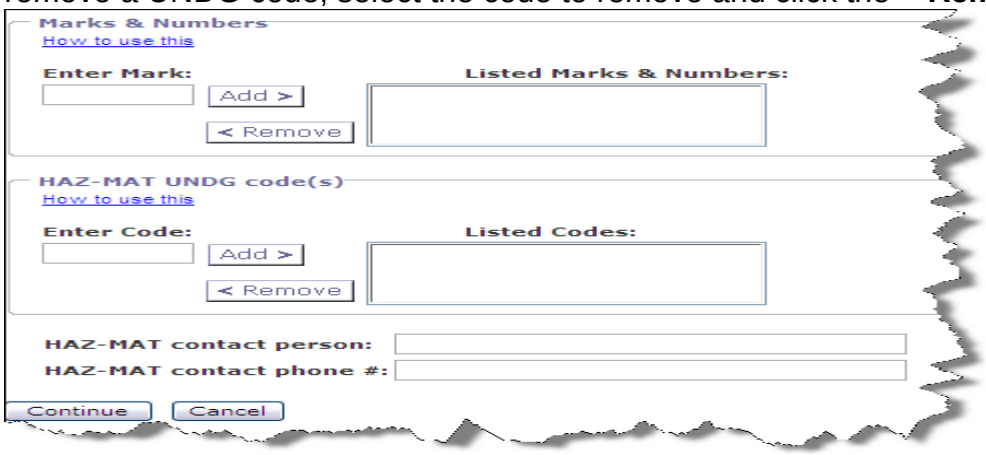
2. Enter a numeric value for *"*Shipment quantity"* and select the appropriate packaging unit description from the drop down list.



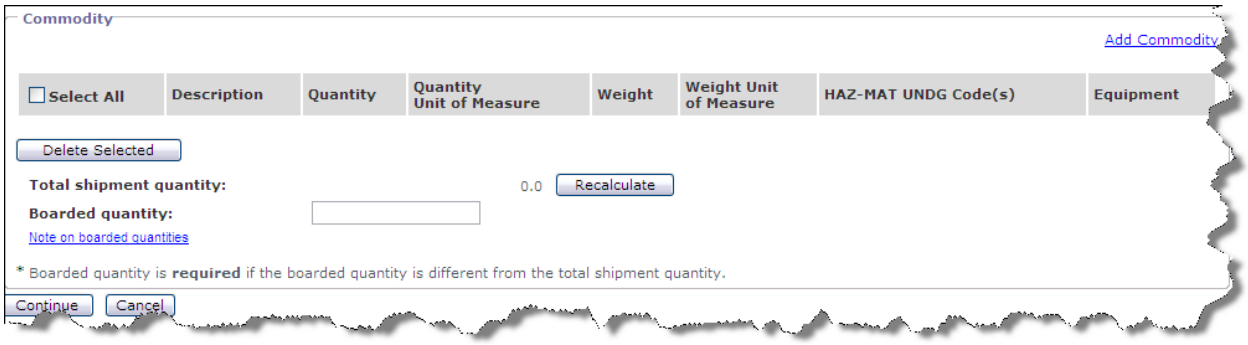
3. Enter the *"*Weight"* in the first field and select the unit of weight used from the drop down menu.
4. Enter the "**Description*" of the merchandise. The description needs to be specific. "*Freight of all kinds*" or "*various goods*" are not acceptable descriptions.
5. Enter *"Vehicle Identification Number"* only if your shipment is a vehicle.

6. Enter *"Marks & Numbers"* to report marks and numbers that may be listed on the exterior of the packages. This field is optional.

7. *"HAZ-Mat UNDG codes(s)"* is conditional. If your shipment falls under this classification, you are required to enter the United Nations Dangerous Goods (UNDG) code in the "*Enter Code"* field. Select **Add >** to add the number into the *"Listed Codes"* area. You may report multiple UNDG codes. If you need to remove a UNDG code, select the code to remove and click the **< Remove**.

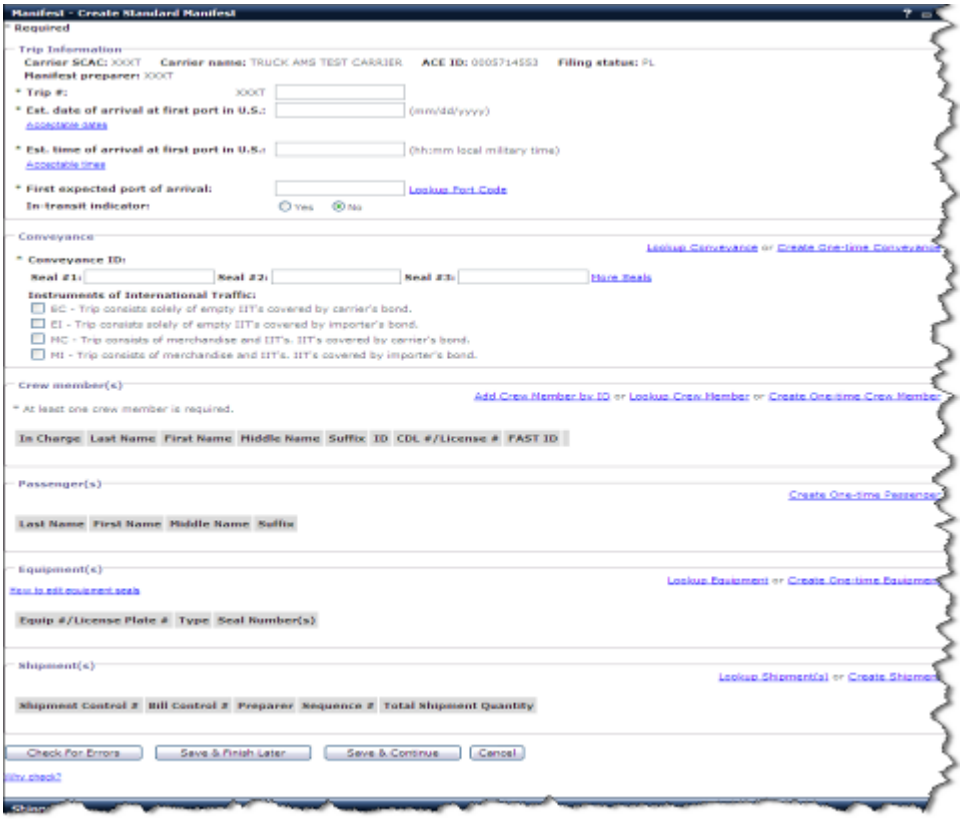


8. Enter the "*HAZ-MAT contact person"* if this shipment contains Hazardous Materials (HAZ-MAT). ."
9. Enter the *"HAZ-MAT contact phone"* if this shipment contains Hazardous Materials. (HAZ-MAT code, contact person and contact phone number are required if the shipment includes Hazardous Materials)
10. Select **Continue.** This will return you to the shipment screen. If you need to change any of the commodity information you may edit directly from the shipment screen. If you change the quantity, be sure to select **Recalculate.**
11. *"Boarded Quantity"* is only to be used if the shipment is a split shipment being shipped on multiple manifests but with the same Shipment Control Number (SCN).



If you have additional commodities to report on this shipment, select Add Commodity to add additional commodity lines. If you have multiple packaging descriptions such as totes, barrels, sacks etc. you should report those as additional commodity lines.

12. Select **Continue** and you will be returned to the Manifest/Trip screen, and then select **Save and Continue** located at the bottom of the manifest page.



Submitting an e-Manifest

There are four options located at the bottom of the "*Manifest"* portlet: Check for Errors, Save & Finish Later, Save & Continue, and Cancel.

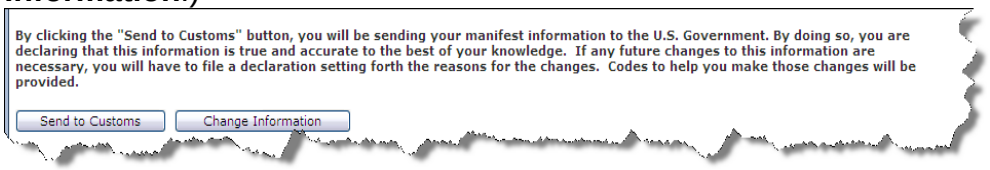
To send the manifest to CBP, you must first *"Check For Errors."*

- **Check For Errors:** If your manifest is complete, all the data is accurate and you are ready to send your manifest.

1. Select ***"Check For Errors"***
2. If there are any errors, they will appear in red at the top of the "*Manifest"* portlet. If you are unable to correct the errors, contact Technology Service Desk at 1-866-530-4172.

The ACE System Error Log is located in the ACE Training and Reference Guide at the following link: http://www.cbp.gov/xp/cgov/trade/automated/modernization/ace_welcome/ace_e_manifest_for_trucks/

3. If there are no errors, scroll down to the bottom of the manifest and select **Send to Customs.** (If you need to change any information select **Change Information**.)



4. Your screen will refresh and you will be notified that your manifest has been successfully sent to CBP.
5. From the completed manifest screen, you may print the cover sheet.
6. Select *"***Print Cover Sheet"*** and a window will appear containing the cover sheet.
7. Select the printer icon located on the tool bar of the pop up window.

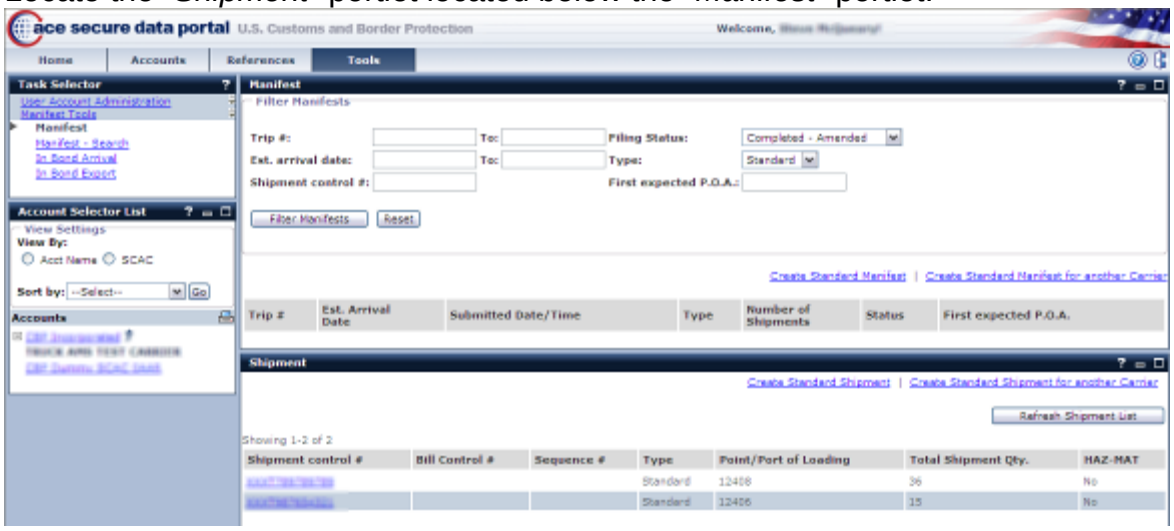
*If the cover sheet does not appear as a pop up window or print, select **Tools** from the tool bar located at the top of your browser, select pop up blocker, and select turn off pop up blocker.*

- **Save & Finish Later:** Select this option if the manifest is not complete or if you need to make changes. This will save your manifest as a preliminary manifest.
- **Save & Continue:** Select this option to save your work as you are creating a manifest and shipments. The ACE Portal was designed to time out after several minutes, and should this occur, your information may be lost if you have not used the Save & Continue feature. This could also protect your data in the event of a power failure or disruption of your internet service.
- **Cancel:** If you choose to cancel this manifest without saving it, select **Cancel**.

Creating Unassociated Shipments

The unassociated feature allows the carrier to create shipments prior to the creation of the manifest. You may have shipment information for which you wish to create and store shipment records for now and add them to a manifest in the future. In an unassociated shipment you are not required to select equipment from the shipment screen because you will link the shipment to the manifest and its equipment later.

1. Locate the "*Shipment"* portlet located below the "*Manifest"* portlet.

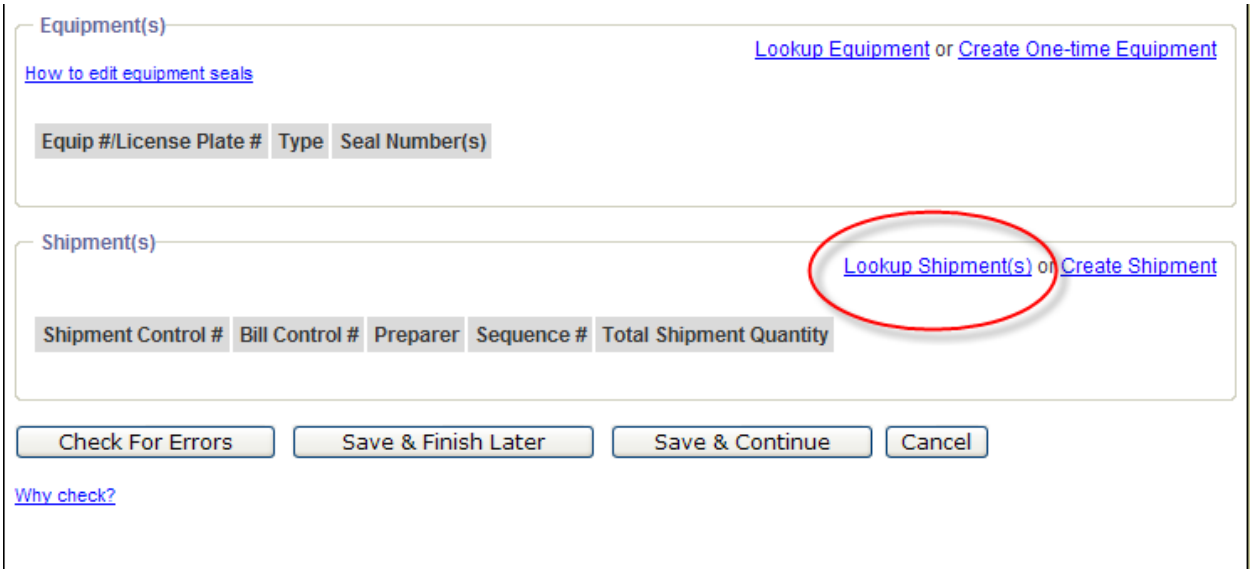


2. Select **Create Standard Shipment.**
3. Follow the steps listed in the *"Creating a Shipment from the Manifest"* section of this document.
4. You do not need to select anything in the equipment section of "*Shipment*." You will select that after you add the shipment to the manifest. See "*Lookup Shipments*" in the next section of this document.

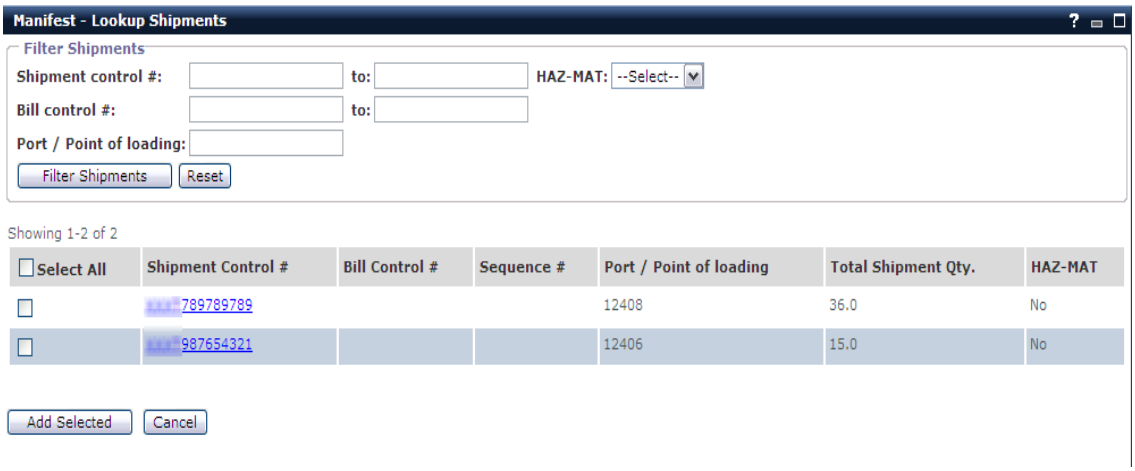
5. Select **Save** after completing shipment information.

Lookup Shipment

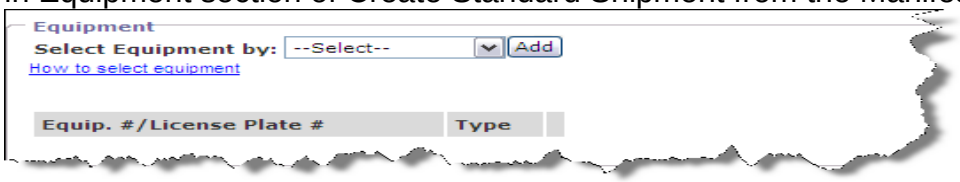
Once an unassociated shipment is created you will be able to associate that shipment to a trip by selecting the **Create Standard Manifest** link in the "*Manifest"* portlet then selecting the **Lookup Shipment(s)** link at the bottom of the "*Manifest – Create Standard Manifest"* portlet. This feature allows carriers to add shipments previously created to a Trip.



1. Select **Lookup Shipments** which is located near the bottom of the "*Manifest – Create - Standard Manifest"* portlet.
2. There are 2 ways you can search for shipments, either by utilizing the "*Filter Shipments"* options, or by scrolling though the pages by selecting the page numbers that may be located above the "*Add Selected"* button. The maximum number of shipments displayed per page is 10.



3. *"Filter Shipments"* allows you to search by entering in a range of Shipment Control Numbers or specifying HAZ-MAT by selecting **Yes** or **No** from the drop down menu, or by entering the Port/Point of loading.
4. Previously created unassociated shipments will appear near the bottom of this portlet. You can add the shipment/s to the trip by clicking in the box to the left of the Shipment Control #**,** or you may add all the shipments to your trip by clicking **Select All.** You are then returned to the "*Manifest*" portlet.
5. * You must scroll to the bottom of the "*Manifest"* portlet and click on the Shipment Control # of the shipments that you added to the manifest.
6. Scroll down in the "*Shipment"* portlet until you come to equipment.
7. Choose ***Select Equipment by** then select the appropriate choice as discussed in Equipment section of Create Standard Shipment from the Manifest.



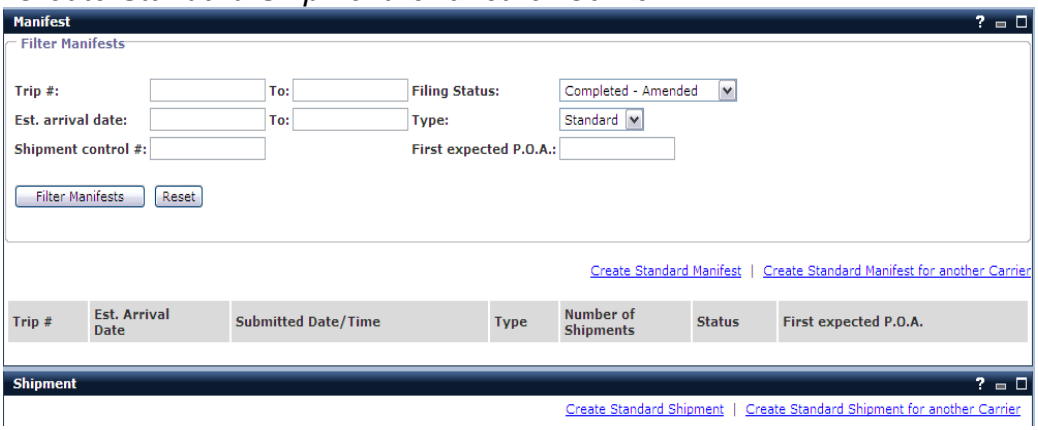
8. Select **Continue** at the bottom of the shipment screen.

Additional Options

Two other options exist for creating manifests and un-associated shipments:

1. *"Create Standard Manifest for another Carrier*" and

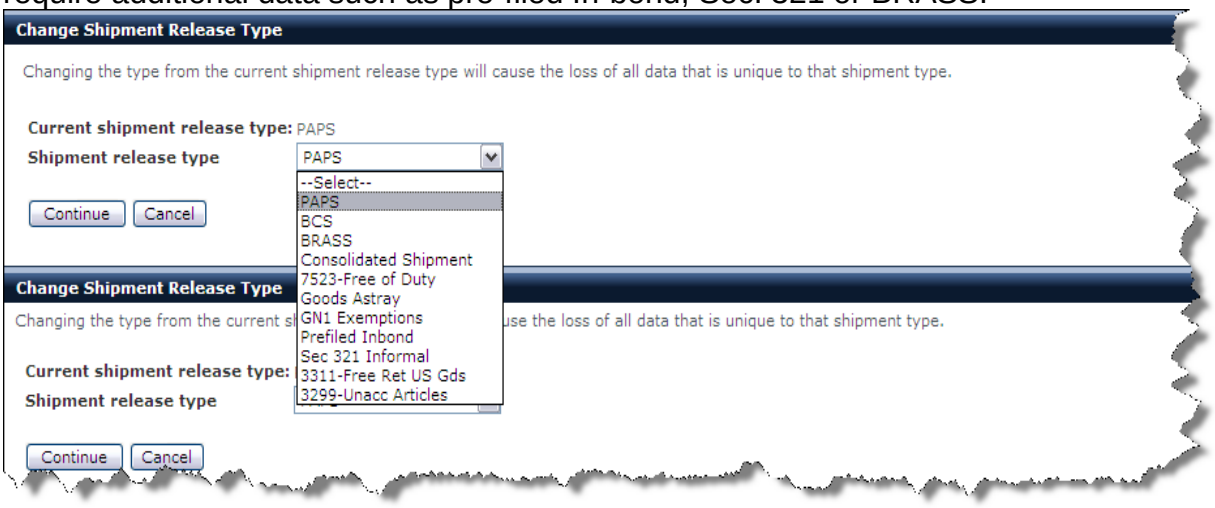
2. *"Create Standard Shipment for another Carrier"*.



The creation of the actual manifests and shipments remains the same. The only difference is that a new portlet will ask you for a valid SCAC for either the "*Manifest Owner*" or the "*Shipment Issuer*".

Additional Shipment Types

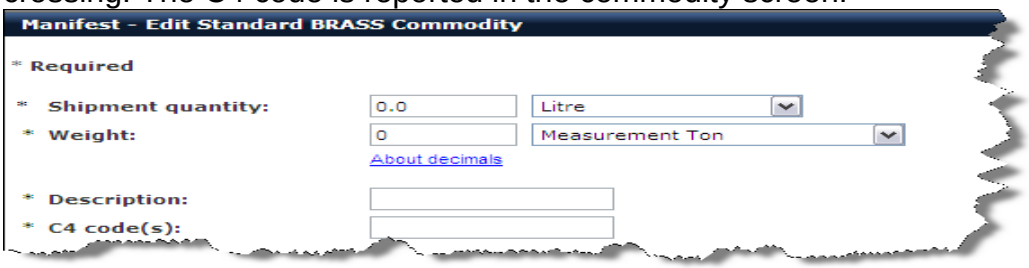
Prior to creating a shipment, you must first determine how the shipment will be released. ACE currently can accommodate 11 different shipment release types. For certain shipment types you must have specific documentation such as the Customs and Border Protection Form (CBPF) 3311, 3299 or 7523. Other shipment release types may require additional data such as pre-filed In-bond, Sec. 321 or BRASS.



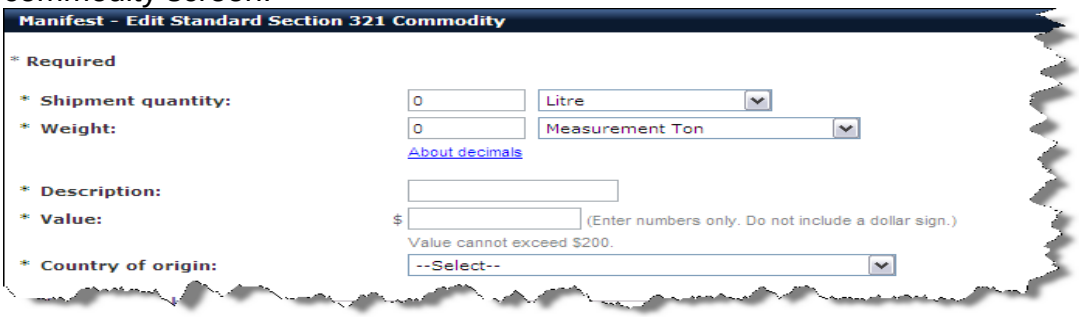
- PAPS - Pre Arrival Processing System: This is the most common shipment release type, and the shipment type in the ACE Portal defaults to PAPS. This shipment release type should be used when you know that a Customs Broker or self filing importer is filing a customs entry or QP electronic in-bond request via the Automated Broker Interface (ABI)

- BCS - Border Cargo Selectivity: This release type was developed for a carrier to use if the entry filer did not report a Shipment Control Number in the Master Bill of Lading field of the Customs entry. However, since the delivery of ACE, CBP's policy has been to require that all shipments include a Shipment Control Number (SCN) therefore all entries filed via ABI must report the SCN in the Master Bill of Lading number field of the ABI entry or QP In-bond request. Therefore the BCS shipment release type should not be used.

- BRASS - Border Release Advance Selectivity Subsystem (BRASS): BRASS is an automated system designed to expedite the processing of certain repetitively shipped products. (Authorized BRASS participants only). If you are using BRASS, there is one additional data element required, which is the C4 code. The C4 code is the number represented on the BRASS bar code. It is important for the carrier to communicate with the broker whenever BRASS shipments are crossing. The C4 code is reported in the commodity screen.



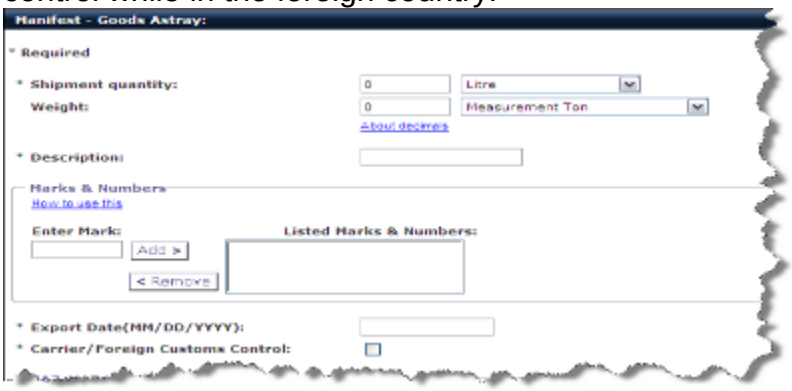
- Section 321 Informal: This release type is used for certain shipments of values less than $200. In order to use this shipment type, please refer to the Federal regulations and/or a licensed Customs broker. There are two additional data elements, "*Value*" and "*Country of origin*" that are required and are reported in the commodity screen.



- Consolidated Shipment: This shipment release type was developed to support Master Bill / House Bill relationships. At this time, CBP requires that only one number, the SCN, be used to identify an individual shipment. Therefore Master Bill / House bill relationships are not to be reported in truck e-Manifests at this time.

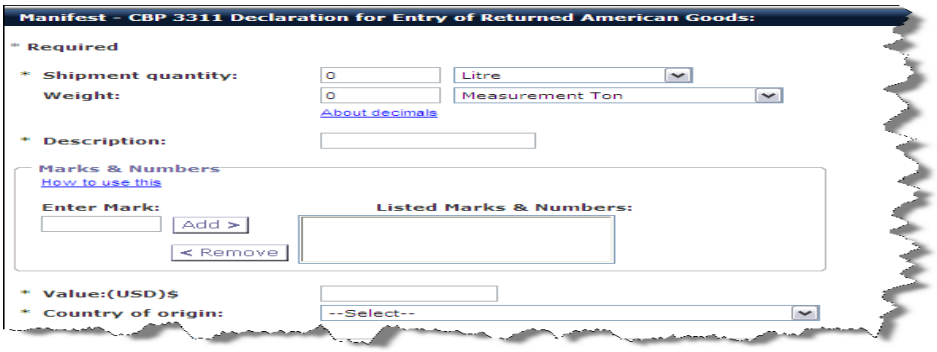
- 7523-Free of Duty: No additional data elements are required. If a carrier identifies this shipment release type, they will be required to present the appropriate documentation.

- Goods Astray: When a carrier identifies a shipment release type as "*Goods Astray*" they have asked for release of the merchandise under the exemptions referenced in U.S.C. Title 19, 141.1 (v), "articles exported from the U.S., which are articles returned within 45 days after such exportation from the United States as undeliverable and which have not left the custody of the carrier or foreign customs service." The carrier is required to send two additional data elements one is the *"Export Date."* This is the date that the cargo left the United States and went astray into Canada or Mexico. The other data element is a check box titled *"Carrier/Foreign Customs Control."* By selecting this box you are declaring that the goods have not left either your or the foreign countries' customs service control while in the foreign country.



- GN1 Exemptions: No additional data elements are required when reporting this shipment release type. When a carrier identifies a shipment release to be GN1 they are requesting that the shipment to be released under rules governing exemptions to U.S.C. Title 19 Section 141.4. This includes corpses, records, diagrams… with regard to business… operations, articles returned from space, aircraft parts or equipment removed from a U.S. aircraft because of accident, etc.

- 3311 Free Returned U.S. Goods: Additional data elements that are required to be reported are "*Value"* and *"Country of Origin."* If a carrier identifies this shipment release type they will be required to present the appropriate documentation.



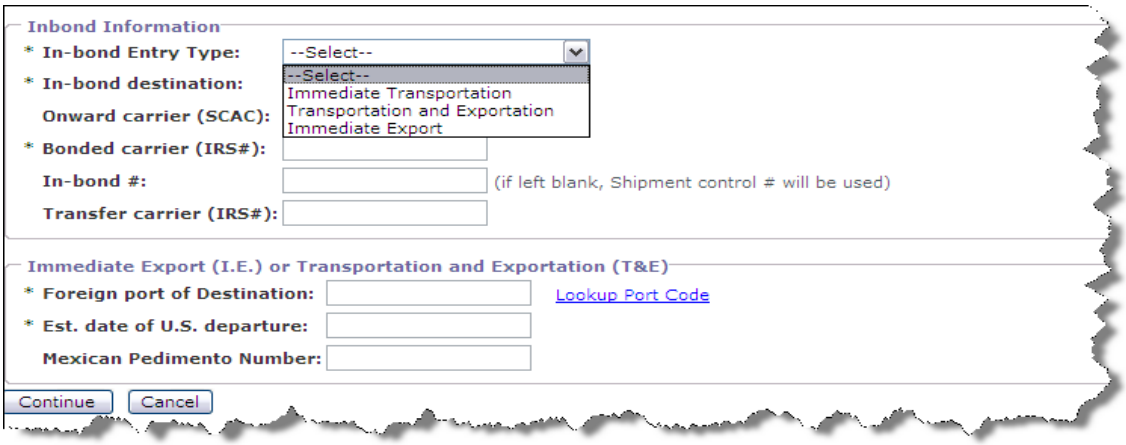
- 3299 Unaccompanied Articles: No additional data elements are required. If a carrier identifies this shipment release type they will be required to present the appropriate documentation.

- Pre-filed In-bond: Carriers may request in-bond moves themselves through ACE. There are three types of in-bond movements that can be requested via ACE e-Manifest: Trucks.

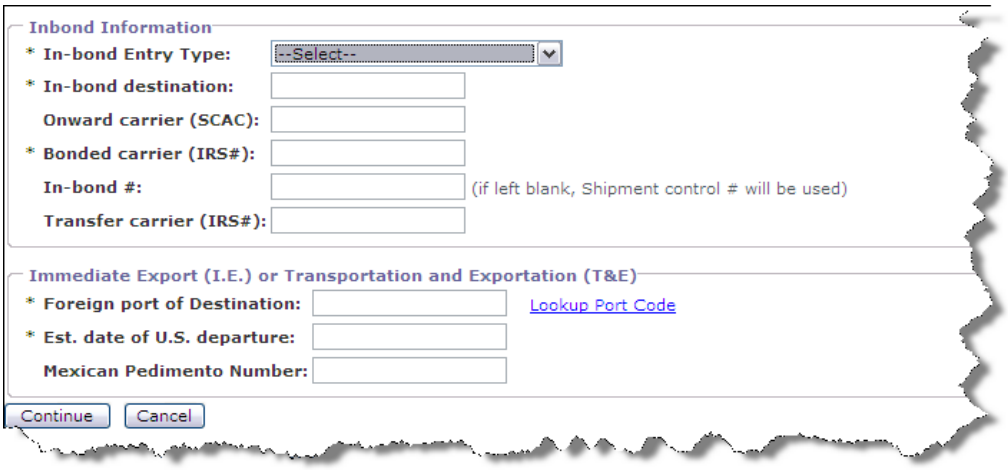
If a Customs broker or other self-filing entity is filing an electronic in-bond request, known as QP, through the Automated Broker Interface (ABI), it is recommended that you create a shipment release type PAPS. ACE will automatically link the QP In-bond to your shipment as long as the QP In-bond request references the carrier's SCN exactly.

In-bond Shipment Information – Pre-Filed In-bond

Within the *"Shipment – Create Standard Shipment"* portlet, select **Change** for *"Shipment release type"* to change the shipment release type. Select **Prefiled In-bond** in the *"Shipment release type"* drop down menu. Select **Continue.** This takes you back to the "*Shipment – Create Standard Shipment*" portlet. Enter all required data fields, as indicated by * in the "*Shipping Information*," "*Shipper*," "*Consignee*," "*Party*," "*Equipment*," and "*Commodity"* portlets. Additional data fields are required for pre-filed in-bond shipments. In the "*In-bond Information"* portlet, select one of the three in-bond entry types within the *"In-bond Entry Type"* drop down menu.



1. Select **Immediate Transportation** (IT=61) if the cargo is moving under bond from the port of arrival to a U.S. destination.
2. Select **Transportation and Exportation** (T&E=62) if the cargo is moved under bond from the first port of arrival to a U.S. destination, and is scheduled to be exported from the United States.
3. Select **Immediate Exportation** (IE=63) if the shipment will be exported directly from the same port that it was imported through without moving outside the port limits.



Enter the following data fields to continue:

1. Enter the four-character district / port code known as the "*Schedule D*" code in the *"In-bond destination"* field.

2. Enter the carrier SCAC in *"Onward Carrier (SCAC)"* if the shipment will be transferred to a different carrier.

3. Enter the IRS number of the carrier whose bond is being obligated in the *"Bonded Carrier (IRS#)"* field.

4. Enter the 9 digit Customs-assigned in-bond number in the *"In-bond #"* field. Contact your local Customs office, and they will assign a bank of numbers for you to use. **Disregard the onscreen prompt that states "if left blank, Shipment control # will be used." This functionality should not be used without CBP direction.**

5. Enter IRS # of the carrier in *"Transfer carrier (IRS#)"* field if the carrier is going to locally transfer the cargo to another carrier.

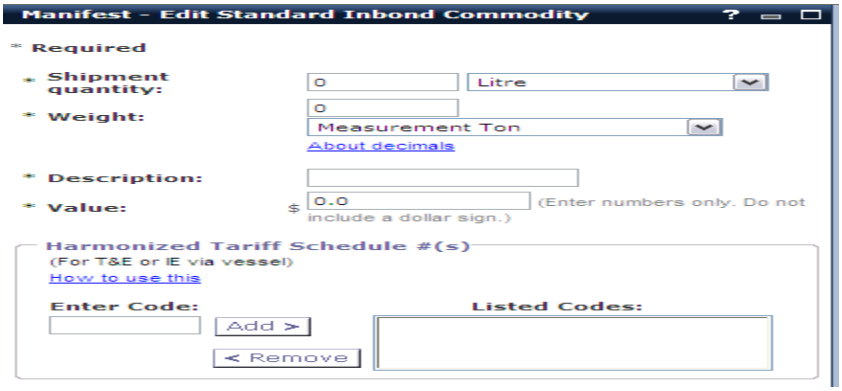
If you selected "*Transportation & Exportation*" or "*Immediate Exportation*" in the "*In-bond Entry Type*," the following data elements are also required:

6. Enter the Schedule K code for the *"*Foreign Port of Destination."*

7. Enter the **Estimated date of U.S. departure."*

8. Enter the "*Mexican Pedimento Number"* for all exports to Mexico.

In the "Commodity" portlet, value and a HTS code are required. If you do not know the HTS #, go to the "Action" drop down below your name, select references, and select the HTS tab.



Additional In-bond Methods, QP/WP

There are currently two methods for a carrier to link a QP/WP, an electronic in-bond request filed via ABI, to their manifest. The two methods are: PAPS to QP, or manually link QP un-associated shipment to an e-Manifest.

1. **PAPS to QP:** As of February 2, 2008, QP/WP requests will automatically be linked to truck ACE e-Manifest PAPS (Pre Arrival Processing System) shipments. The carrier creates a shipment record that is identified as a PAPS

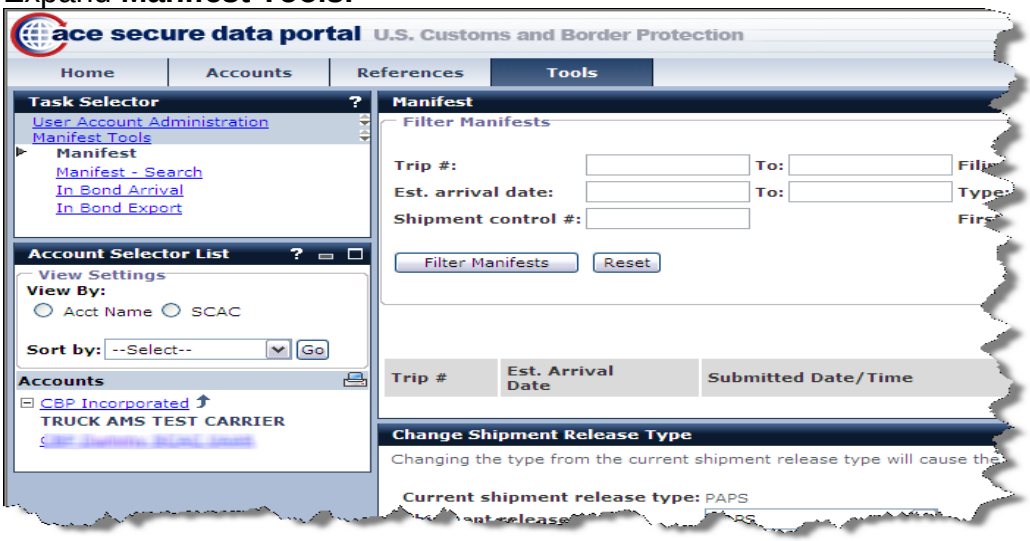
shipment release type. The broker files the QP through ABI and reports the Shipment Control number in the Master Bill of Lading field of the QP message, the e-Manifest PAPS shipment will be automatically linked to the QP In-bond record. The Shipment Control number reported in the e-Manifest shipment must be identical to the Master Bill of Lading record recorded in the QP in-bond request. A message "QP on file" will be sent to the carrier's transaction listing which is located in the Account Type, Carrier, Transactions Tab, and can currently only be accessed by the Trade Account Owner.

2. **Manually link QP un-associated shipment to an e-Manifest:** The carrier links an unassociated shipment record that was created in ACE by the filing of a QP in-bond message to a manifest by using *"Look up Shipment"* in the ACE portal. QP In-bond declarations automatically create preliminary shipments in ACE from the QP data and deposit it in the carrier's "*Shipment*" portlet. ACE Secure Data Portal filers must harmonize the equipment reported in the shipment record with the equipment reported in the trip. A QP delete by the QP filer will delete the carrier's shipment record.

Customs and Border Protection Form 7512 is still required to accompany QP/WP In-bond shipments. However, if you have requested the in-bond moved directly from your manifest declaration as a Pre-filed In-bond, the printed Cover Sheet with specific additional data elements is all that is required to accompany the shipment. For more details go to http://cbp.gov/xp/cgov/trade/automated/modernization/carrier_info/electronic_truck_manifest_info/inbond_info/

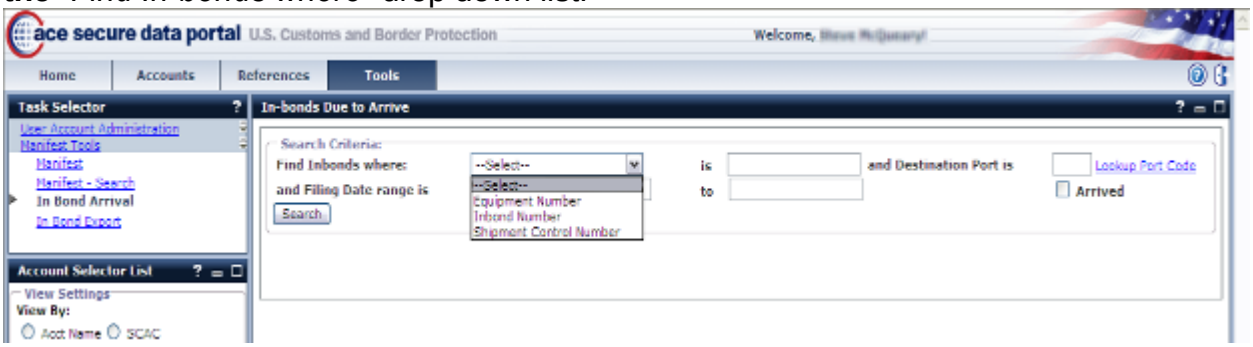
Arriving and Exporting In-bonds via ACE

1. Select the **Tools** tab.
2. Expand **Manifest Tools.**



To report the arrival of an in-bond shipment via ACE, follow the steps below:

1. Select the **In-Bond Arrival** from the *"Task Selector"* drop down menu.
2. Select **Equipment Number, In-bond Number** or **Shipment Control Number in the** *"Find In-bonds where"* drop down list.



3. In the field to the right, enter the appropriate number.

4. Report the schedule D code for the U.S. district/port of the arrival port that was reported in the in-bond request in the *"and Destination Port is:"* field.

5. Enter the date range in which the in-bond was filed in the two fields next to *"and Filing Date range is:"*

6. Select **Search** to search for the in-bond shipment that matches your criteria. Either a specific in-bond or a list of in-bond shipments will display.

7. Select the shipments you wish to arrive by checking the box to the left of the shipment record or click in the *"select all"* box to arrive all of the shipments that have displayed.

8. Enter the date that the first part of the shipment arrived at its in-bond destination port in the *"Arrival Date"* field.

9. Enter the time the shipment arrived at the in-bond destination port using a 24 hour methodology (HH:MM).

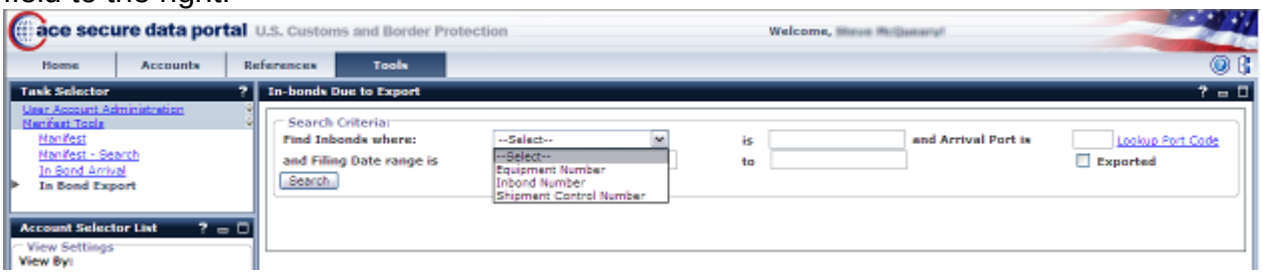
10. Enter the schedule D code for the U.S. district / port of arrival in *"Arrival Port."*

11. Click on **Arrive Selected In-bond(s)** to report the arrival of this or these shipments.

To Export In-bond Shipments:

1. Select the **In-Bond Export** from the *"Task Selector"* drop down menu.

2. Select **Equipment Number, In-bond Number** or **Shipment Control Number** in the *"Find In-bonds where:"* drop down and enter the appropriate number in the field to the right.



3. Report the schedule D code for the U.S. district/port of the arrival port that was reported in the in-bond request in *"Arrival port is"* field.

4. Enter the date range in which the in-bond was filed in the two fields next to *"and Filing Date range is." This field in optional.*

5. Select **Search** to search for the in-bond shipment that matches your criteria. Either a specific in-bond or a list of in-bond shipments will display.

6. Select the shipments you wish to report as having been exported by checking the box to the left of the shipment record or click in the *"select all"* box to export all of the shipments that have displayed.

7. Complete the following fields:

   - Enter the date that the shipment was exported from the United States in *"Export date."*
   - Enter the time the shipment was exported from the United States using a 24 hour methodology (HH:MM) in *"Export time."*
   - Enter the schedule D code for the U.S. district / port of export (i.e. 5201 for the Miami, Florida seaport) in *"Export Port."*
   - Enter the name of the carrier that the shipment was laden on for export *in "Export Conveyance name."*
   - Select the "*Mode of Transportation*" that the shipment was exported on from the drop down list.
   - Click on **Export Selected In-bond(s)** to report the export of this or these shipments.

Note: Currently, when reporting the arrival or export of an in-bond shipment the first response may say "In-bond shipment ######## did not get any response from ACS please try again later". This means that your request was sent to the in-bond system but a response has not yet come back from the in-bond system.*
You may receive a message that says "In-bond data not found for In-bond ########" upon your first or subsequent attempts. Receipt of this message means that your in-bond arrival message has been accepted by ACS. The date, time and port of arrival fields will disappear from the in-bond arrival or export screens. This also means that your message has been accepted by ACS and you should receive a message in your Transactions Tab that says "ARR In-bond comp move" or "EXP In-bond comp move".*

** ############ equals your SCN number.*

Additional ACE Resources

ACE Training and Reference (ACE e-Manifest Information):
http://www.cbp.gov/xp/cgov/trade/automated/modernization/ace_welcome/ace_e_manifest_for_trucks/

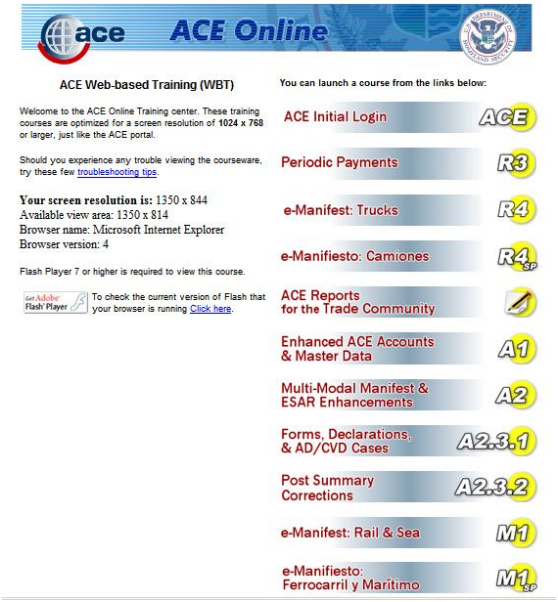
User Fee Decals and Transponders (For updating Conveyances associated to Transponders):
http://www.cbp.gov/xp/cgov/travel/pleasure_boats/user_fee/user_fee_decal.xml

In-bond documentation can be found at:
http://cbp.gov/xp/cgov/trade/automated/modernization/carrier_info/electronic_truck_manifest_info/inbond_info/

For additional assistance, take the web-based training (WBT) titled "*Multi-Modal Manifest and ESAR Enhancements*."

The URL for the ACE Online Training Center and the required user name and password are:

http://nemo.cbp.gov/ace_online



Do you need additional assistance with the e-Manifest: Trucks? *If you are a trade caller or if you are calling outside the United States, please contact* ***Technology Service Desk*** *at 1-866-530-4172.*

Appendix: Data Elements

On September 13, 2006 Customs and Border Protection published a general notice in the Federal Register (FR) at 68 FR 68175 that specified the data elements that would be required as mandatory, conditional or optional in an e-Manifest that would be filed by a land border carrier to comply with the Advance Cargo Rule. The FRN can be found at

http://a257.g.akamaitech.net/7/257/2422/06jun20041800/edocket.access.gpo.gov/2004/pdf/04-20585.pdf

The following data elements are listed in the FRN.

1.	Conveyance number, and (if applicable) equipment number (the number of the conveyance is its Vehicle Identification Number (VIN) or its license plate number and State of issuance; the equipment number, if applicable, refers to the identification number of any trailing equipment or container attached to the power unit. For purposes of this test, both the VIN and the license plate number are required).
2.	Carrier identification (i.e., the truck carrier identification SCAC code (the unique Standard Carrier Alpha Code) assigned for each carrier by the National Motor Freight Traffic Association)
3.	Trip number and, if applicable, the transportation reference number for each shipment (The transportation reference number is the freight bill number, or Pro Number, if such a number has been generated by the carrier. For purposes of this test the SCN and, if applicable, the associated Bill Control Number (BCN) are required).
4.	Container number(s) (for any containerized shipment, if different from the equipment number), and the seal numbers for all seals affixed to the equipment or container(s) (For purposes of this test, seal numbers will be enforced in FAST on the southern border).
5.	The foreign location where the truck carrier takes possession of the cargo destined for the U.S.
6.	The scheduled date and time of arrival of the truck at the first port of entry in the U.S.
7.	The numbers and quantities for the cargo laden aboard the truck as contained in the bill(s) of lading (this means the quantity of the lowest external packaging unit; numbers referencing only containers and pallets do not constitute acceptable information; for example, a container holding ten pallets with a total of 200 cartons should be described as 200 cartons).
8.	The weight of the cargo, or, for a sealed container, the shipper's declared weight of the cargo.
9.	A precise description of the cargo and/or the Harmonized Tariff Schedule (HTS) numbers to the 6-digit level under which the cargo will be classified. (Generic descriptions, specifically those such as Freight of All Kinds (FAK), general cargo, and Said To Contain (STC) are not acceptable.).
10.	Internationally recognized hazardous material code when such cargo is being shipped by truck.

11.	The shipper's complete name and address, or identification number (The identity of the foreign vendor, supplier, manufacturer, or other similar party is acceptable (and the address of the foreign vendor, etc., must be a foreign address). By contrast, the identity of the carrier, freight forwarder, consolidator, or broker, is not acceptable. The identification number will be a unique number to be assigned by CBP upon the implementation of the Automated Commercial Environment.).
12.	The complete name and address of the consignee, or identification number. [The consignee is the party to whom the cargo will be delivered in the U.S., with the exception of Foreign Cargo Remaining On Board (FROB).] The identification number will be a unique number assigned by CBP upon implementation of the Automated Commercial Environment).
13.	Department of Transportation (DOT) number.
14.	Person on arriving conveyance who is in charge.
15.	Names of all crew members.
16.	Date of birth of each crew member.
17.	Commercial driver's license (CDL)/drivers license number for each crew member.
18.	CDL/driver's license State/province of issuance for each crew member.
19.	CDL country of issuance for each crew member.
20.	Travel document number for each crew member.
21.	Travel document country of issuance for each crew member.
22.	Travel document State/province of issuance for each crew member.
23.	Travel document type for each crew member.
24.	Address for each crew member. [For purposes of this test, this is defined as the physical location, in the U.S., where a crew member will actually be on this particular trip. This could include a consignee's location, a hotel, a truck stop, or a family or friend's location. Those individuals possessing a FAST ID are exempt from the U.S. address requirement.]
25.	Gender of each crew member.
26.	Nationality/citizenship of each crew member.
27.	Method of transport (defined as the mode by which the merchandise crosses the international border).
28.	Conveyance type.
29.	Conveyance State/province of registration.
30.	Equipment State/province of registration.
31.	Hazmat endorsement for each crew member.
32.	Names of all passengers.
33.	Date of birth of each passenger.
34.	Travel document number for each passenger.
35.	Travel document country of issuance for each passenger.
36.	Travel document State/province of issuance for each passenger.
37.	Travel document type for each passenger.
38.	Gender of each passenger.
39.	Nationality of each passenger.

40.	Import/export/in-transit indicator.
41.	Conveyance country of registration.
42.	Conveyance insurance company name.
43.	Conveyance insurance policy number.
44.	Year of issuance.
45.	Insurance amount.
46.	Transponder number.
47.	Shipment release type.
48.	Equipment type.
49.	Equipment country of registration.
50.	Conveyance or equipment instrument of international traffic indicator.
51.	Estimated date of U.S. departure (for use with T&E or IE).
52.	In-bond destination.
53.	Onward carrier (the SCAC code of the carrier to whom the in-bond goods are being transferred).
54.	Foreign port of unloading.
55.	Place of receipt.
56.	Service type (the type of shipping contract).
57.	Party, ID number, and type (for any other party to the transaction listed on the trucker's bill of lading).
58.	C–4 code.
59.	Shipment identifier (any number that the carrier may wish to pass on to the broker (i.e., purchase order, commercial invoice, etc.)
60.	Paperless in-bond number.
61.	In-bond CF–7512 number.
62.	Bonded carrier ID number.
63.	Transfer carrier (intended to be the cartman, local carrier).
64.	Transfer destination firms code.
65.	Hazmat contact.
66.	FDA freight indicator (identifies Food and Drug Administration (FDA) jurisdiction over the shipment; this is not the prior notice requirement as set forth in the Bio-Terrorism Act).
67.	Country of origin of the cargo.
68.	Value.
69.	Entry type code.
70.	The submission of the following information is considered optional upon the discretion of the submitting party: Marks and numbers (on packaging to be distinguished from numbers required by advance cargo information).