



U.S. Customs and Border Protection

CENTERS OF EXCELLENCE AND EXPERTISE TRADE PROCESS DOCUMENT

**RESPONSIBILITIES AND PROCEDURES FOR
PARTICIPATING ACCOUNTS AND THEIR BROKERS,
AGENTS, OR FILERS**

MARCH 2014

CENTERS OF EXCELLENCE AND EXPERTISE TRADE PROCESS DOCUMENT
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BACKGROUND

The Centers of Excellence and Expertise (Centers) bring all of CBP's trade expertise to bear on a single industry in a strategic location. They are staffed with numerous trade positions using account management principles and operational skills to authoritatively facilitate trade.

The Centers also serve as resources to the broader trade community and to CBP's U.S. government partners. Center personnel answer questions, provide information and develop comprehensive trade facilitation strategies to address uniformity and compliance concerns.

While revenue collection will continue to be carried out at the ports of entry, the centers will perform all validation activities, protests, and post entry amendment/post summary correction reviews for those entry summaries handled by the Center. The Center may also process prior disclosure validations for participating accounts within their industry if the disclosing party chooses to submit the prior disclosure to its designated Center instead of to the CBP port of entry of the disclosed violation. The scope and functions will expand incrementally until the operational trade functions that traditionally reside with the ports of entry are transitioned to the Centers.

For purposes of this document, the term "participating accounts" refers to businesses that have been accepted to participate in the Centers' test program announced in Federal Register: 77 FR 52048, 78 FR 20345 and 79 FR 13322. Protests currently handled by the Office of International Trade/Regulations & Rulings, such as requests for further reviews and requests to void the denial of the protests, will remain with Regulations and Rulings. Although we have made every effort to ensure that this guidance coincides with the Federal Register Notices that have been issued, if there are any inconsistencies between this document (The Centers of Excellence and Expertise Trade Process Document) and the Federal Register Notices, the Federal Register Notices control.

By redirecting work involving participating accounts to centralized, industry-specific locations, ports of entry are able to more effectively focus resources on high-risk shipments and importers that may pose a danger to U.S. border security, harm the health and safety of consumers, or violate U.S. trade laws and intellectual property rights critical to our nation's economic competitiveness.

Action	Benefits
Eliminates unnecessary duplicative work from compliant imports	<ul style="list-style-type: none">• Fewer cargo delays• Reduced costs• Greater predictability
Ports of Entry focus shifts to high-risk shipments	<ul style="list-style-type: none">• More complex enforcement work• Improved enforcement results:<ul style="list-style-type: none">○ Increased import safety○ Increased revenue protection○ Reduced economic loss to IPR theft
Single Point of Contact for inquiries	<ul style="list-style-type: none">• Improved relationship with CBP as small/medium-sized importers have a streamlined inquiry process for resolving concerns

Cross-functional expertise

- Increased uniformity and transparency for the trade
- Environment for in-depth learning to increase CBP expertise and therefore enforcement

The approach to trade processing facilitated by the new Centers will reduce transaction costs for the trade community, facilitate legitimate trade through risk segmentation, increase agency expertise and deliver greater transparency and uniformity of action within a given industry.

This document version identifies the new numbering system. It uses the following format: last number of the current year; version number within that year. For instance, the first version of 2014 would be shown as 4.1.

CENTER ORGANIZATION & RESPONSIBILITIES

CBP has ten Centers that cover the full spectrum of imported products. The ten Centers and their responsible industries are:

- Agriculture & Prepared Products, coordinated from Miami, specializes in agriculture, aquaculture, animal products, vegetable products, prepared foods, beverages, alcohol, tobacco or similar industries.
- Apparel, Footwear & Textiles, coordinated from San Francisco, specializes in wearing apparel, footwear, textile mill, textile mill products, or similar industries.
- Automotive & Aerospace, coordinated from Detroit, specializes in automotive, aerospace, or other transportation equipment and related parts industries.
- Base Metals, coordinated from Chicago, specializes in steel, steel mill products, ferrous and nonferrous metal, or similar industries.
- Consumer Products & Mass Merchandising, coordinated from Atlanta, specializes in household goods, consumer products, or similar industries and mass merchandisers of products typically sold for home use.
- Electronics, coordinated from Los Angeles, specializes in information technology, integrated circuits, automated data processing equipment, and consumer electronics.
- Industrial & Manufacturing Materials, coordinated from Buffalo, specializes in plastics, polymers, rubber, leather, wood, paper, stone, glass, precious stones and precious metals, or similar industries.
- Machinery, coordinated from Laredo, specializes in tools, machine tools, production equipment, instruments, or similar industries.
- Petroleum, Natural Gas & Minerals, coordinated from Houston, specializes in petroleum, natural gas, petroleum related products, minerals, and mining industries.
- Pharmaceuticals, Health & Chemicals, coordinated from New York, specializes in pharmaceuticals, health-related equipment, and products of the chemical and allied industries.

Each Center will perform certain entry and post summary functions for their participating accounts in accordance with the criteria outlined in the respective Federal Register notices. The transition of all revenue related functions will occur incrementally over time until they reside entirely within the Centers. The procedures described below delineate the responsibilities of accounts that are participating in the Centers' test program announced in the Federal Register: 77 FR 52048, 78 FR 20345 and 79 FR 13322 as well as which processes have been transitioned for each of the Centers. This document will be modified as the Centers mature and take on additional responsibilities. Additionally, some trade functions, such as drawback and reconciliation, have yet to be transitioned.

PARTICIPATING ACCOUNT RESPONSIBILITIES

CBP and the trade community will need to work together as we strive to transform trade processing and provide for national processing using account based principles.

The Centers are industry focused, but account based. Participating accounts will have the opportunity to volunteer for the Center that best fits their business. For efficiency and trade facilitation, once a test participant has been accepted into a Center, that Center will process the applicable consumption entries (entry types 01, 04, 06, 08, 11, 23 and 24, regardless of the port of entry or commodity) that were filed before and after participation. AD/CVD entries (entry type 03) filed prior to participation in the test will continue to be processed by the port. Those AD/CVD entries filed during participation in the Center will be processed by the Center. Centers may collaborate to resolve issues for accounts that cross industry assignments. In this way, importers can truly be managed by account.

Participating accounts should implement processes and procedures to transition to an automated and paperless environment in order to realize the benefits of an industry focused and account based processing concept. Because the Centers operate in a virtual environment, participating accounts are strongly encouraged to make full use of existing automated tools and systems such as ACE for transmission of entry summaries, the ACE portal for transmission of supporting documentation and the Document Image System (DIS) for transmission of entry summaries and/or supporting documentation. In addition, it is highly recommended that each participating account notifies their filer of their acceptance into a Center and the date of their acceptance, as this will affect the filing and submission of their entries and related documents.

FILER RESPONSIBILITIES

Filers will continue to assist their clients in meeting import and export requirements. For post-entry activities where they would normally interact with the port, filers will now interact with the appropriate Center on behalf of their participating account. While the Center Trade Process Document has been prepared to provide operational insight concerning what is handled by the port vs. the Center, immediate entry summary issues may be discussed with and resolved by the Center. Filers and Custom House Brokers are integral partners for the Center process and CBP's trade transformation efforts.

CENTER TEAM DESIGNATION

The Centers have been assigned unique team codes for identification purposes. These codes will serve as the primary indicators that the authority to process a particular entry summary or post-summary activity belongs with the Center. Below are the respective teams for each of the Centers as well as contact information:

<u>Team #</u>	<u>Industry</u>	<u>Location</u>	<u>Email Address</u>
001	Pharmaceuticals, Health Chemicals	New York	CEE-Pharmaceuticals@cbp.dhs.gov CEE-Chemicals@cbp.dhs.gov
Additional team codes: 011, 021, 031, 041, 051, 061, 071, 081, 091			
002	Agriculture & Prepared Products	Miami	CEE-Agriculture@cbp.dhs.gov
Additional team codes: 012, 022, 032, 042, 052, 062, 072, 082, 092			
003	Automotive & Aerospace	Detroit	CEE-Automotive@cbp.dhs.gov CEE-Aerospace@cbp.dhs.gov
Additional team codes: 013, 023, 033, 043, 053, 063, 073, 083, 093			
004	Apparel, Footwear & Textiles	San Francisco	CEE-Apparel@cbp.dhs.gov
Additional team codes: 014, 024, 034, 044, 054, 064, 074, 084, 094			
005	Base Metals	Chicago	CEE-Basemetals@cbp.dhs.gov
Additional team codes: 015, 025, 035, 045, 055, 065, 075, 085, 095			
006	Petroleum, Natural Gas & Minerals	Houston	CEE-Petroleum@cbp.dhs.gov
Additional team codes: 016, 026, 036, 046, 056, 066, 076, 086, 096			
007	Electronics	Los Angeles	CEE-Electronics@cbp.dhs.gov
Additional team codes: 017, 027, 037, 047, 057, 067, 077, 087, 097			
008	Consumer Products & Mass Merchandising	Atlanta	CEE-Consumer@cbp.dhs.gov
Additional team codes: 018, 028, 038, 048, 058, 068, 078, 088, 098			
009	Industrial & Manufacturing Materials	Buffalo	CEE-Industrialmaterials@cbp.dhs.gov
Additional team codes: 019, 029, 039, 049, 059, 069, 079, 089, 099			
010	Machinery	Laredo	CEE-Machinery@cbp.dhs.gov
Additional team codes: 020, 030, 040, 050, 060, 070, 080, 090, 180			

RELEASE /ENTRY PROCESS

The release and entry procedures for participating accounts remain the same and will be processed by the applicable port of entry.

Participating accounts do not need to change their existing shipping patterns and may continue to import through the ports of entry as they have in the past, regardless of their status as a Center participant. Participating accounts should continue to submit any necessary documentation for release purposes and adhere to current regulations as they have in the past. Cargo release issues related to maintaining holds and examination authority, cargo releases, which include agriculture-related inspections and processing, will continue to be handled at the port.

ENTRY SUMMARY PROCESSES

Entry summaries for participating accounts will continue to be submitted through the Automated Commercial System (ACS) or the Automated Commercial Environment (ACE) and will not be required to change the respective port of entry. Upon acceptance as a participating account, the Centers will process applicable entry summaries (entry types 01, 03, 04, 06, 08, 11, 23 and 24, regardless of the port of entry or commodity.

Upon receipt of “docs required” message for an ACS or ACE entry summary, the participating account or its filer will transmit the necessary documentation to the Center electronically via the ACE portal or the DIS using ABI or email or the Center’s email address. The date and time of this out-going message from the filer to CBP whether by portal or DIS, will serve as the functional equivalent of the physical date and time stamp at the port office. The required documents and the regulatory or statutory timeframes for submission have not been changed. Due to the 10MB size limitation of attachments, the document may need to be sent using multiple transmissions.

Subject Line Submission for Center’s Email

Subject	Abbreviation
Docs Required	DR
Census	CE
Protest	PR
Cancellation	CA
Form 28	F28
Form 29	F29
DCMA Cert	C
TSCA Cert	C
ADCVD	A
General Inquiry	I
PEA	PE

Reject	R
Prior Disclosure	PD
520(d)	5D

Static subject line: **Subject abbreviation,account name,entry number,port**

- The subject abbreviations are listed above (1-3 characters) followed by a comma and no space;
- The account name (the first 10 characters of the account name-without abbreviations, each separate word should be capitalized) followed by a comma and no space;
- The entry number (12 characters, with a dash in between the filer code and the entry number) followed by a comma and no space;
- The 4-digit port code.
- Examples: I,AmericanEu,123-45678901,5301
F28,Syngenta,234-56789012,4601
DR,NokiaInc,345-67890123,2704

Electronic Document Using DIS

Send email to: CEE-DOCUMENT-SUBMISSION@cbp.dhs.gov

Email Subject Line: CENTER_TEAM=TEAM-ABC;FILER_CD=A01;
ENTRY_NBR=12345678;IMPORTER_NAME=ABC_CORP;
ACTION=ADD, DELETE, or REPLACE

Actions: ADD for use when the trade is sending a document submission.
DELETE is used to remove a submission.
REPLACE is used to correct a deleted submission.

Attachments:

- 01-Packing List
- 02-Commercial Invoice
- 03-Other
- 21-ADCVD - Could be any document related to ADCVD-entry summary
- 22-Cancellation - Cancellation request could be in letter format
- 23-Census - Entry summary and statement of how the census warning was reviewed
- 24-Docs Required* - 7501 if required plus all additional supporting commercial documents.
- 25-DCMA Cert - Certificate
- 26-Form 28 - Form
- 27-Form 29 - Form
- 28-General Inquiry - Question, may have any type of attachment
- 29-PEA - Form
- 30-Prior Disclosure - Letter
- 31-Protest – Form/letter, may include additional docs such as an invoice or packing list
- 32-Reject - Form
- 33-TSCA Cert - Certificate

34-520(d) - Form or letter

35-CAS Number - A document which could be a blanket or per entry-CAS Registry *Numbers* are unique numerical Identifiers assigned by the Chemical Abstracts Service.

*For ACE entry summaries the CF 7501 should not be provided with the entire entry summary; however, for ACS entry summaries the CF 7501 should be provided.

Body:

START_DATA
PORT_CD=Mandatory (4 digit port code)
IOR_NBR=Mandatory
ATTACHED_DOC_LIST=Mandatory (01, 02, 26)
BROKER_REFERENCE_NBR=Mandatory
POC_INFO=Optional (Name and Phone Number)
COMMENT=Optional
END_DATA

Sender Signature/Company Stationary: (Mandatory) Company Name, Address, Phone Number

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NOTES:

File Size Limitations:

- The total email size including all attachments may not exceed **10MB**.
- For larger documents please breakup into multiple documents and submit multiple emails for the same entry (i.e. same email subject line).

File Attachment Names:

Each file attachment must include the prefix code (attachment code found above) for the attachment. This prefix code and dash are required to be in the beginning of the attachment name (i.e., ##-ABC). Suggestions for file names include the document file name, filer reference number, or any other useful name given by the filer.

Email Format:

It is imperative to note that adding any spaces or characters to the subject line of the email or within the email body (any text prior to the “=”) will result in a failed submission.

Auto-response Sender will receive:

U.S. Customs & Border Protection (CBP) has received your e-mail to the Document Imaging System (DIS) Mailbox for Document Submissions. This auto-reply serves as a confirmation of receipt of your email only. It does not indicate acceptance or correctness of the submitted data or documents. Filers are to keep this e-mail to facilitate audit and tracking of submitted data and documents. Please report any issues to CBP if you do not receive this auto-response for every email submission to the DIS mailbox.

Circumstances ranging from system transmission issues to natural disasters which close a particular port are identified as “snow days”. Since revenue processing remains at the ports of entry, snow days do not impact the Centers for collection purposes. Center personnel will monitor snow days to ensure that liquidated damages are not issued for the late filing of entry summary documents to the Center. Filers may communicate with the Center if a snow day arises.

Participating accounts or their filer should continue to file EIP/RLF entry summaries as usual and the Center will process accordingly.

Revenue Collection

Participating accounts or their filer will continue to submit payments to the respective port of entry for all Entry/Entry Summaries, Non-Automated Broker Interface (ABI) entry summaries, ABI non-statement (ABI/N) and ABI Statement (ABI/S). Those participants or filers that use Periodic Monthly Statement processes may continue to do so. Although participating accounts or their filers will submit any “docs required” directly to the Center, a cashier/record copy of the entry summary (or equivalent) must be submitted with the check and/or statement to the port of entry for collection. The Center shall ensure that additional tenders have been made prior to liquidating the entry summary.

All entry summaries identified with ABI non-statement (ABI/N) in block 2 of the CBP Form 7501 must be placed into CBP status. Those entry summaries that have zero money due should be sent to the Center where they will be accepted into ACS by the appropriate Center. For those entry summaries where money is due, the payment should be submitted to the port along with the cashier copy of the entry summary (or equivalent) for collection processing, while the entry summary shall be presented to the Center for review and processing.

For statements paid using ACH (ABI/A), the statement must be submitted to the port if there is a documents required message for either the port or a Center. Any entry summaries that received a documents required message must be sent to the Center. However, if all summaries are paperless and there is no money due, then the statement does not need to be submitted.

Resolution of discrepancies in the amount of monies presented and/or cashier documents as well as assessment and collection of liquidated damages will continue to be handled by the port of entry.

Quota

Due to time restraints for processing entry summaries subject to quota restrictions, participating accounts will continue to submit all quota entry summaries to the port of entry for processing.

Summary Rejection or Cancellation

If a participating account’s entry summary is rejected, the reject notice will be issued by the Center, except for resolution of discrepancies in the amount of monies presented and/or cashier documents mentioned above.

Participating accounts should electronically submit requests for entry cancellations to their respective Center.

Census Warnings

If a participating account receives a Census reject for an ACS entry, the entry summary package including the invoices as well as the census resolution form must be electronically transmitted using the DIS or to the Center's email address in order to resolve the Census issues, unless other arrangements have been made with the Center. The timeframes concerning the submission of these documents remain the same, only the documents should be submitted to the CEE for processing instead of the port.

Issuance of Request for Information and Notice of Action

Participating accounts will only receive Requests for Information (CBP Form 28) and a Notices of Action (CBP Form 29) from their respective Center, for those entry summaries the Center handles. Participating accounts will be responsible for timely responding using electronic means directly to the Center.

Anti-Dumping/Countervailing Duty Entries

Once a participant has been accepted into the Center all AD/CVD entry summaries (entry type 03) should be sent to the Center including the processing of post summary issues for those entry summaries. AD/CVD entry summaries presented to a port prior to a participant being accepted into the Center will continue to be handled by that port of entry for any post entry and liquidation issues.

Participating accounts that receive a "docs required" message for ACE and ACS ADCVD entry summaries will need to electronically transmit the necessary documentation through the ACE portal, using the DIS or to the Centers email address. Blanket reimbursement certificates for participating accounts will need to be sent electronically using the DIS or to the Center's email address.

Participating accounts should submit requests for administrative refunds for overpayment on an ADCVD entry summary directly to the Center for approval.

Foreign Trade Zones (FTZ)

Once a participant has been accepted into the Center FTZ entry summaries (entry type 06) should be sent to the Center including the processing of post summary issues for those entry summaries. FTZ entry summaries presented to a port prior to a participant being accepted into the Center will be handled by the Center for any post entry and liquidation issues.

Participating accounts that receive a "docs required" message for FTZ entry summaries will electronically transmit the necessary documentation through the ACE portal, DIS or to the Center's email address.

Ports will retain existing responsibilities involving the supervision of Foreign Trade Zones (FTZ), as required by 19 CFR Part 146 and 15 CFR Part 4. FTZ Compliance Reviews will also be conducted by personnel at ports, as per established procedures.

Enforcement actions involving trusted partners utilizing an FTZ shall be administered by the ports, for example issuance of liquidated damages or penalty actions and coordinated with the Center.

Temporary Importations Under Bond (TIB)

Once a participant has been accepted into the Center all TIB entry summaries (entry type 23) should be sent to the Center including the processing of post summary issues for those entry summaries. TIB entry summaries presented to a port prior to a participant being accepted into the Center will be handled by the Center for any post entry issues.

Participating accounts that receive a “docs required” message for TIB entry summaries will electronically transmit the necessary documentation through the ACE portal, DIS or to the Center’s email address.

Trade Fair

Once a participant has been accepted into the Center all Trade Fair entry summaries (entry type 24) should be sent to the Center including the processing of post summary issues for those entry summaries. Trade Fair entry summaries presented to a port prior to a participant being accepted into the Center will be handled by the Center for any post entry issues.

Participating accounts that receive a “docs required” message for Trade Fair entry summaries will electronically transmit the necessary documentation through the ACE portal, DIS or to the Center’s email address.

United States Virgin Islands (USVI)

Participating accounts or their filers that file entry summaries at USVI ports of entry should continue to do so. Entry summaries filed at USVI ports have not been transitioned to the Centers and will continue to be processed by the port of entry as usual.

Liquidation

The bulletin notice of liquidation (CBP Form 4333) will still be posted at the ports of entry. Liquidation for participating account entry summaries will be processed by the Center. AD/CVD entry summaries filed prior to acceptance, and those entry summaries identified as not able to be processed by the Centers, will continue to be liquidated by the port.

POST-SUMMARY PROCESSES

Post-Summary Adjustments

Post-Summary Corrections

Participating accounts will transmit Post-Summary Corrections (PSC) as they normally have, however the Center will process the PSC. When a participating account's PSC is transmitted in ACE and documents are required, the documents should be electronically transmitted through the ACE portal or to the assigned Center's email address.

If a participating account submits payment for a PSC, the payment along with a corrected copy of a CBP Form 7501 must be presented to the port of entry for collection.

Post-Entry Amendments

Participating accounts must submit Post-Entry Amendments (PEA) paperwork to the Center by means of the DIS or the Center's email attribute. The Center will review and process the PEA as per current procedures.

If a participating account submits payment for a PEA it must be presented to the port of entry for collection.

Internal Advice Requests

Participating accounts should submit requests for internal advice electronically to the appropriate Center's email address for further coordination with the Office of International Trade, Regulations and Rulings. Once the internal advice request is answered, the Center will coordinate with the requestor to ensure they are made aware of the decision.

Protests and Petitions

Participating accounts or their filer should file protests electronically through the Automated Broker Interface (ABI). Participating accounts must add a note in the electronic filing that designates the Center team. The Center will process the protests in accordance with current procedures. The Center will handle all protests, including protests related to AD/CVD entries, if the protest is filed after one began participating in the test.

If a participating account or their filer chooses to not file protests through ABI, a scanned copy of the CBP Form 19 and all supporting documentation must be submitted electronically to the Center via the ACE portal, the DIS or the Center's email address. The Center will advise the participating account once the protest number is assigned. Protests currently handled by the Office of International Trade/Regulations & Rulings, such as requests for further reviews and requests to void the denial of the protests, will remain with Regulations and Rulings.

Reconciliation Entries

Participating accounts or their filer should continue to file reconciliation entries to the assigned port of entry. Upon transition of reconciliation processing to the Centers, the participating accounts will be notified of any new procedures or locations for reconciliation filing.

At this time, reconciliation processing has not been transitioned to Centers.

Drawback

Participating accounts or their filer should continue to file drawback claims at one of the four existing Drawback Centers (New York, Chicago, San Francisco or Houston). Upon transition of drawback processing to the Centers, the participating accounts will be notified of any new procedures or location for drawback filing.

At this time, drawback processing has not been transitioned to Centers.

ENFORCEMENT PROCESSES

Enforcement actions will continue to be handled by the ports, such as notices of detention or seizure, as well as issuance of liquidated damages, penalties, petition processing and other FP&F actions. Enforcement actions involving participating accounts will be coordinated with the Center until such time that automation allows for the Center to process FP&F actions. Therefore, participating accounts or their filer should continue to file responses to enforcement/FP&F actions with the port of entry from which they originated.

Prior Disclosures

Participating accounts or their filer may continue to submit prior disclosures with a CBP officer at the CBP port of entry of the disclosed violation, or may choose to file the prior disclosure with their designated Center. Requirements concerning the filing of a prior disclosure, as well as the timeframes for filing remain the same.

REQUEST TO DISCONTINUE PARTICIPATION

Participation in the test is voluntary. At any time during the test a participant may withdraw. To withdraw from the test the participant must submit a letter to U.S. Customs and Border Protection, Office of Field Operations, Trade Operations Division, 1300 Pennsylvania Ave., NW, Suite 2.3D, Washington, DC 20229, or an email to CEE@cbp.dhs.gov. The letter or email must include the name and contact information for the participant withdrawing from the test, the name of the assigned Center, the importer of record (IOR) number(s), and the intended withdrawal date. The letter or email must be received 30 days prior to the requested withdrawal date. CBP will respond within 15 days of receipt of the request with written notification of the effective date of withdrawal. CBP may contact the withdrawing participant with regard to any additional information that may be needed.

Consumption entries (entry types 01, 04, 06, 08, 11, 23 and 24) filed during participation in the test will continue to be processed by the designated CEE even if the test participant voluntarily withdraws from the test. Similarly, any protests filed after participation in the test commences will be processed and decided upon by the CEE Director even if a participant withdraws from the test before the protest is decided.

APPENDIX

77 FR 52048

<http://www.gpo.gov/fdsys/pkg/FR-2012-08-28/pdf/2012-21217.pdf>

78 FR 20345

<http://www.gpo.gov/fdsys/pkg/FR-2013-04-04/pdf/2013-07840.pdf>

79 FR 13322

<http://www.gpo.gov/fdsys/pkg/FR-2014-03-10/html/2014-05115.htm>

TABLE OF UPDATES

Version Number	Section	Description of Change
1.1	Center Organization and Responsibilities	Addition/description of future Centers.
	Participating Account Responsibilities	<ul style="list-style-type: none">• Additional clarification concerning processing entry summaries,• Recommendation that participating accounts notify their filers.
	Filer Responsibilities	Clarification.

	Center Team Designation	Added all 10 Centers.
	Entry Summary Processes	<ul style="list-style-type: none"> • Added date/time of presentation clarification, • Added snow days section.
	Revenue Collection	<ul style="list-style-type: none"> • Clarification of which documents are sent to the port vs. Center, • When a statement is required to be filed.
	Post Summary Adjustments	Clarification that when a PSC is filed and documents are required, the documents must be filed--not "may".
	Entry Summary Enforcement Processes	Clarification that the Center will be included in the enforcement process, although automation currently does not allow FP&F actions.
	Prior Disclosures	Clarification that there have been no changes in timeframes/filing.
	Request to Discontinue Participation	New Section.
1.2	Subject Line Submission	New Section.
	Revenue Collection	Clarification of which statements need to be submitted to CBP.
	Request to Discontinue Participation	Clarified where processing of entry summaries would be completed.
	Table of Updates	New Section.
1.3	Entry Summary Processes	Deleted team designation indicator on statement sentence-CBP continues to work on getting the Center team indicator to print on preliminary statements.
4.1	Background	Added FRN numbers; notice of controlling document; change in document version numbering.
	Participating Account Responsibilities	Added date of Center approval should be provided to the filer. FRN's are the test controlling document if inconsistencies occur.
	Filer Responsibilities	Resolving immediate entry summary issues.
	Center Team Designation	Listed additional team numbers assigned to the Centers.
	Subject Line Submission Using Email	Added check digit information.
	DIS	New Section.
	Revenue Collection	Clarified port versus Center submissions for ABI/A and ABI/N.
	Census Warning	Changed Reject to Warning.
	Issuance of Request for Information and Notice of Action	Clarified party responsible for processing; responses must be submitted electronically.
	AD/CVD Entries	Clarified which entry summaries will be reviewed by the port vs. Center.
	FTZ Entries	Added entry summary/post summary submission procedures.

	TIB	Added entry summary/post summary submission procedures.
	Trade Fair	Added entry summary/post summary submission procedures.
	Liquidation	Clarified party responsible for processing.
	Protests and Petitions	Clarified party responsible for processing.
	Appendix	New Section with the FRN links added.
4.2	Subject Line Submission Using Email	Added "Subject Line Submission" back in, erroneously removed in 4.1.