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## What is a Declaration?

Declarations are statements made by the importer or his/her agent that support a claim made with regard to imported merchandise. At this time, the following blanket declarations will be supported in the Automated Commercial Environment (ACE) Secure Data Portal:

- Affidavit of Manufacture
- Importer Certifying Statement
- Non-Reimbursement Blanket Statement (Antidumping/Countervailing Duty)
- North American Free Trade Agreement (NAFTA) Certificate of Origin

Declaration records created in ACE can be viewed nationally by U.S. Customs and Border Protection (CBP) and by trade account users who have access to the “*Declarations*” hyperlink.



*Declaration records can be created in ACE to support both ACS and ACE entry summaries. Once a declaration record has been submitted, it cannot be edited or deleted! However, a declaration record may be cancelled.*

## Who Can Create a Declaration Record?

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Importers, brokers, carriers and filers will be able to submit declaration records, which are associated at the Importer of Record level in the account. Brokers or filers who would like to input declaration records on behalf of importers with ACE portal accounts will require access to the importer's account. Brokers or filers will also be able to create declaration records for their non-portal accounts (that is, importers without an ACE portal account) from their own account.

## Granting User Access to Declarations

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The Trade Account Owner (TAO) must grant access to the “*Declarations*” hyperlink to any Proxy Trade Account Owner (PTAO) and Trade User who needs access. To grant user access:

1. Select the **Tools** tab.



2. Select **User Access**. The “*User Access*” portlet will display a list of your users.



3. Select the link of the last name of the user you wish to edit in the “*Last Name*” column. The “*User Access*” portlet displays with the account information for the user selected. You can change the options for “*User Role*” and “*Access to Top Account*,” if needed.
4. Select the **Continue** button to view the current access for the user you have selected.
5. Select either the **Broker** or the **Importer** sub-tab.
6. Select the **Edit Broker or Importer Permissions** link.
7. Select the appropriate radio button for access to the “*Declarations*” hyperlink. “*Full Access*” will allow the user to search, display, create and cancel declaration records. “*Read Only Access*” will allow the user to search and display declaration records. “*No Access*” means the “*Declarations*” hyperlink will not be displayed in the “*Task Selector*” portlet.
8. Select the **Continue** button. Changes are displayed in the “*Permissions*” column indicating the new access privileges granted.
9. Select **Save** after you have reviewed the updates made to the user's access privileges.



## Portal Account Instructions

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### Creating a Declaration Record – Importer with a Portal Account:

The following key points apply when creating a declaration record for an Importer ACE Portal account:

1. Authorized users only need to create the declaration record once. Once it is created, the declaration record can be viewed nationally by CBP at any port via the ACE Portal.
2. Once a declaration record is submitted, it cannot be edited or deleted.
3. Declaration records should only be created at the Importer of Record level in the account if the importer has an ACE portal account.
4. The maximum number of cases per declaration record is 50.
5. The maximum number of Manufacturer Identification (MID) numbers per declaration record is 50.
6. The maximum number of Harmonized Tariff Schedule numbers (HTS) per declaration record is 50. HTS numbers entered must contain at least six digits.
7. A comma is used to separate multiple HTS numbers, MIDs and cases.
8. Enter at least seven digits of the Case Number for a Non-Reimbursement Blanket Statement (AD/CVD). Remember to check the “*AD/CVD Non-Reimbursement Statement*” box.
9. Attachments made to declaration records will be date and time stamped.
10. The NAFTA Certificate of Origin requires the attachment of a copy of the official document to complete the posting of the declaration record. See “Business Rules and Process Document (Trade)” posted on CBP.gov. Please note an error message will not be displayed in the portal if you forget the attachment. However, the declaration record will not be considered to be complete by CBP.

TAOs, PTAOs and trade users with full access to “*Declarations*” can create declaration records. To create a declaration record:

1. Select the **Accounts** tab.



2. Select **Importer** from the “*Select Account Type*” drop down and click the **Go** button.
3. Select the “+” under “*Accounts*” in the “*Account Selector List*” to choose the appropriate Importer of Record number.



The screenshot shows the 'Account Selector List' window. It has a title bar with a question mark, minimize, and maximize button. Below the title bar is a 'View Settings' section with 'View By:' and two radio buttons: 'Acct Name' and 'IR Number'. Below that is a 'Sort by:' dropdown menu set to '--Select--' and a 'Go' button. At the bottom, there is a section titled 'Accounts' with a plus icon and the text 'TRN Top Account KNB' followed by an upward arrow.

4. Select the hyperlink for the Importer of Record number.
5. Select the **Declarations** hyperlink from the "Task Selector." "Portal Account" will be highlighted under "Declarations."

The screenshot shows the 'Task Selector' window. It has a title bar with a question mark. Below the title bar is a 'Select Account Type' section with 'View:' set to 'Importer' and a 'GO' button. Below that is a 'Select Task' section with a list of hyperlinks: 'Accounts', 'Create Importer', 'Change History', 'Reports', 'BAL', 'Action Plan', 'Bonds', 'Statements', 'LPCs', 'Declarations', 'Portal Account', 'Non-Portal Account', and 'Mode of Communication'. A red arrow points to the 'Declarations' hyperlink.

6. Select the **Create** button in the "Declarations" portlet.

The screenshot shows the 'Declarations' window. It has a title bar with a question mark, minimize, and maximize button. Below the title bar is a section titled 'Add Declaration' with a 'Create' button highlighted by a red box. Below that is a 'Filter Declarations' section with various input fields: 'Valid From:', 'Valid To:', 'Status:', 'Status Date:', 'Declaration #:', 'Declaration Type:', 'All MID #s:', 'Manufacturer ID#:', 'Manufacturer Name:', 'Ruling #:', 'HTS #:', and 'Case #:'.

7. Select the "Declaration Type" from the drop down:
  - a. Affidavit of Manufacture
  - b. Importer Certifying Statement
  - c. Non-Reimbursement Blanket Statement (AD/CVD)



d. North American Free Trade Agreement (NAFTA) Certificate of Origin

8. Fill in all required fields as shown on the table below for each declaration record type.

Mandatory Fields	Affidavit of Manufacture	Importer Certifying Statement	NAFTA Certificate of Origin	Non-Reimbursement Blanket Statement (AD/CVD)
Declaration Type	Yes	Yes	Yes	Yes
Date Valid From	Yes	Yes	Yes	Yes
Date Valid To	No	Yes	Yes	Yes
HTS #	Yes	Yes	Yes	No
Manufacturer ID #*	Yes	Yes	No	Yes
All MID #s*	No	No	No	Yes
Case #	No	No	No	Yes

\* The Manufacturer ID name associated with the Manufacturer ID number will be auto-populated. In the case of the Non-Reimbursement Blanket Statement (AD/CVD) either the "Manufacturer ID#" or "All MID #s" is required.



If you are creating a Non-Reimbursement Blanket Statement (AD/CVD) you are required to check the "AD/CVD Non-Reimbursement Statement" box.

AD/CVD Non-Reimbursement Statement:

I hereby certify that I have not entered into any agreement or understanding for the payment or for the refunding to me, by the manufacturer, producer, seller, or exporter, of all or any part of the antidumping duties or countervailing duties assessed upon importations of products subject to this blanket statement of non-reimbursement.



If reimbursement has not occurred, you should check the "All MID #s" box



*F.Y.I.* Please note there are edits on various fields when creating a declaration record. You may see error messages when you select "Continue" or "Continue without Attachment." Please correct the error and then select either "Continue" or "Continue without Attachment" again.

9. Select either the **Continue** button (or the **Continue without Attachment** button). Although you are not required to attach documents to declaration records (except in the case of a NAFTA Certificate of Origin), you are encouraged to do so. CBP can request a copy of the actual document. If you choose to "Continue," follow the steps below to add the attachment.

10. Select the **Browse** button to find the document you wish to add, and then open the document.  
11. Select the **Attach File** button to attach the document to the declaration record.



12. Select the **Continue** button.
13. Select the **Submit** button after you have reviewed the declaration record information.

14. A “Confirmation” screen will appear containing the “Declaration Number.” Select **OK** to save the declaration record you have created.



*When submitting ACE entry summaries (entry type 03), filers can now include the declaration number as part of their EDI transmission. The declaration number, a system generated number, is assigned when the blanket declaration record has been successfully created in ACE. The number appears in the "Confirmation" portlet. Importers will need to provide the applicable declaration number to their filers for declaration records created in ACE.*

## Searching for a Declaration

Authorized users with “Read Only Access” and “Full Access” can search for and display declaration records. All declaration records associated with the account will appear on the “Declarations” screen where you search for a record.



# Topic: Blanket Declaration Records



Users can search for declaration records at the Top account level or at the Importer of Record level.

There are ten declaration records displayed out of a total of 16. In this view only 10 declaration records will be displayed on the screen.

The Up (▲) and Down (▼) arrows next to each label are used to sort the list in ascending or descending order.

Declarations

Filter Declarations

Valid From: (mm/dd/yyyy)

Valid To: (mm/dd/yyyy)

Status: --Select--

Status Date: (mm/dd/yyyy)

Declaration #:

Declaration Type: --Select--

Filter Cancel

All MID #s:

Manufacturer ID#:

Manufacturer Name:

Ruling #:

HTS #:

Case #:

Search Results

Showing 1 - 10 of 16

Decl. #	Decl. Type	Account ID #	Case #	Ruling #	Status	Valid From	Valid To
0000039354	NAFTA_CO	ENK			Active	02/12/2009	03/12/2009
0000039504	NRBS	ENK	Multiple		Active	01/01/2000	12/31/2020
0000039554	NRBS	ENK	Multiple		Active	07/27/2009	07/31/2009
0000039555	NRBS	ENK	Multiple		Active	01/01/2000	12/31/2020
0000039556	NRBS	ENK	Multiple		Active	03/12/2001	12/31/2010
0000039568	NRBS	ENK	Multiple		Active	01/01/2000	12/31/2010
0000039569	NRBS	ENK	Multiple		Active	07/27/2009	07/31/2009
0000039573	NRBS	ENK	Multiple		Active	07/27/2009	07/30/2009
0000039574	NRBS	ENK	Multiple		Active	07/27/2009	07/30/2009
0000039577	NRBS	ENK	A-570-508-002		Active	01/01/2000	12/31/2020

[1] 2 3 > >>

The horizontal arrows and page numbers (<< ≤ [1] 2 3 > >>) allow the user to navigate between pages. To go to the first or last page of the list, select the double backward arrows (<<) or double forward arrows (>>). Selecting the single arrows advances the user forward (≥) or backward (≤) a single page at a time. The user can also select a page number ([1] 2 3) to go directly to that page, if it is displayed.



A maximum of 500 declaration records can be displayed in the portal. The Trade Declarations report (AM7002) can also be used for larger volumes of declaration records.

Acronyms are used to indicate Declaration types:

- Affidavit of Manufacture: AM
- Importer Certifying Statement: ICS
- NAFTA Certificate of Origin: NAFTA\_CO
- Non-Reimbursement Blanket Statement (AD/CDV): NRBS

**Providing the Right Information to the Right People at the Right Time and Place**



To search for a declaration record:

1. Select the **Accounts** Tab.
2. Select **Importer** from the “*Select Account Type*” drop down and select the **Go** button.
3. Select either the top account in the “*Account Selector List*,” under “*Accounts*,” or an Importer of Record number.
4. Select the **Declarations** hyperlink from the “*Task Selector*.”
5. Enter at least two search criteria to narrow the list of declaration records.

To search for a declaration record you must enter at least two of the following criteria:

- *Valid From*
- *Valid To*
- *Status*
- *Status Date*
- *Declaration #*
- *Declaration Type*
- *All MID #s*
- *Manufacturer ID #*
- *Manufacturer Name*
- *Ruling #*
- *HTS #*
- *Case #*

The screenshot shows a web application window titled "Declarations". It contains a "Filter Declarations" section with the following fields:

- Valid From: (mm/dd/yyyy)
- Valid To: (mm/dd/yyyy)
- Status: --Select--
- Status Date: (mm/dd/yyyy)
- Declaration #: (mm/dd/yyyy)
- Declaration Type: --Select--
- All MID #s:
- Manufacturer ID#: (text box)
- Manufacturer Name: (text box)
- Ruling #: (text box)
- HTS #: (text box)
- Case #: (text box)

At the bottom left of the filter section, there are two buttons: "Filter" (highlighted with a red box) and "Cancel".

 *If you are searching using the “Declaration #,” no other criteria are required to execute the search.*

 *A wildcard search using the asterisk is allowed in all fields except those containing a drop down.*

6. Select the **Filter** button. A list of declaration records meeting the search criteria entered will be displayed in the “*Search Results*” portlet. Declaration records are sorted initially by declaration record number. Only 10 declaration records display at a time. If you enter the “*Declaration #*” then only that declaration record will be displayed.

**Declarations** ? = □

Filter Declarations

Valid From:  (mm/dd/yyyy)

Valid To:  (mm/dd/yyyy)

Status: --Select--

Status Date:  (mm/dd/yyyy)

Declaration #:

Declaration Type: --Select--

Filter Cancel

All MID #s:

Manufacturer ID#:

Manufacturer Name:

Ruling #:

HTS #:

Case #:

Search Results

Showing 1 - 10 of 16

Decl. #	Decl. Type	Account ID #	Case #	Ruling #	Status	Valid From	Valid To
<a href="#">0000039354</a>	NAFTA_CO	ENK			Active	02/12/2009	03/12/2009
<a href="#">0000039504</a>	NRBS	ENK	Multiple		Active	01/01/2000	12/31/2020
<a href="#">0000039554</a>	NRBS	ENK	Multiple		Active	07/27/2009	07/31/2009
<a href="#">0000039555</a>	NRBS	ENK	Multiple		Active	01/01/2000	12/31/2020
<a href="#">0000039556</a>	NRBS	ENK	Multiple		Active	03/12/2001	12/31/2010
<a href="#">0000039568</a>	NRBS	ENK	Multiple		Active	01/01/2000	12/31/2010
<a href="#">0000039569</a>	NRBS	ENK	Multiple		Active	07/27/2009	07/31/2009
<a href="#">0000039573</a>	NRBS	ENK	Multiple		Active	07/27/2009	07/30/2009
<a href="#">0000039574</a>	NRBS	ENK	Multiple		Active	07/27/2009	07/30/2009
<a href="#">0000039577</a>	NRBS	ENK	<a href="#">A-570-508-002</a>		Active	01/01/2000	12/31/2020

[1] 2 > >>

7. Select the **Decl. #** hyperlink of the declaration record you wish to display. The “Declaration Information” portlet displays.



The term “Multiple” in the “Case #” column indicates there is more than one AD/CVD case number associated with the declaration record. Select the “Decl #” hyperlink to display a listing of cases associated with the selected declaration record. If only one 10 digit case number is associated with the declaration record, users will be able to select the case number hyperlink to navigate to the case information.

8. The “Case #,” “Manufacturers” and “HTS Numbers” sub-tabs allow the user to see all case numbers, manufacturers and HTS numbers associated with the declaration record. The “Attachments” sub-tab will display any document attached to the declaration record selected.
9. Select **OK** to return to the list of declaration records.

**Top Account Summary** ? □

Name: Valerie's Top Account      ACE ID: 0000199268

---

**Importer Summary** ? □

Name: Valerie's Imports      ACE ID: 0000017532

---

**Declaration** ? □

Cancel Declaration

Declaration Information

Declaration Type: Affidavit of Manufacture  
 Declaration #: 0000040001  
 Create Date: 10/21/2009  
 Date Valid From: 10/01/2009  
 Date Valid To: 10/01/2010  
 Ruling #:  
 Status: Active  
 Status Date: 10/21/2009  
 Comments:

[Case #](#)   [Manufacturers](#)   [HTS #](#)   [Attachments](#)

Print Page

Showing 1 - 1 of 1

Manufacturer ▾	MID # ▾
BEIJING DECK CLOTH FACTORY	CNBEIDEC81BEI

OK

## Printing a Declaration Record

After you have displayed the declaration record based on your search criteria, you can save a copy to your computer or print the declaration record.

1. Select the **Print Page** link.

**Top Account Summary** ? □

Name: Valerie's Top Account      ACE ID: 0000199268

---

**Importer Summary** ? □

Name: Valerie's Imports      ACE ID: 0000017532

---

**Declaration** ? □

Cancel Declaration

Declaration Information

Declaration Type: Affidavit of Manufacture  
 Declaration #: 0000040001  
 Create Date: 10/21/2009  
 Date Valid From: 10/01/2009  
 Date Valid To: 10/01/2010  
 Ruling #:  
 Status: Active  
 Status Date: 10/21/2009  
 Comments:

[Case #](#)   [Manufacturers](#)   [HTS #](#)   [Attachments](#)

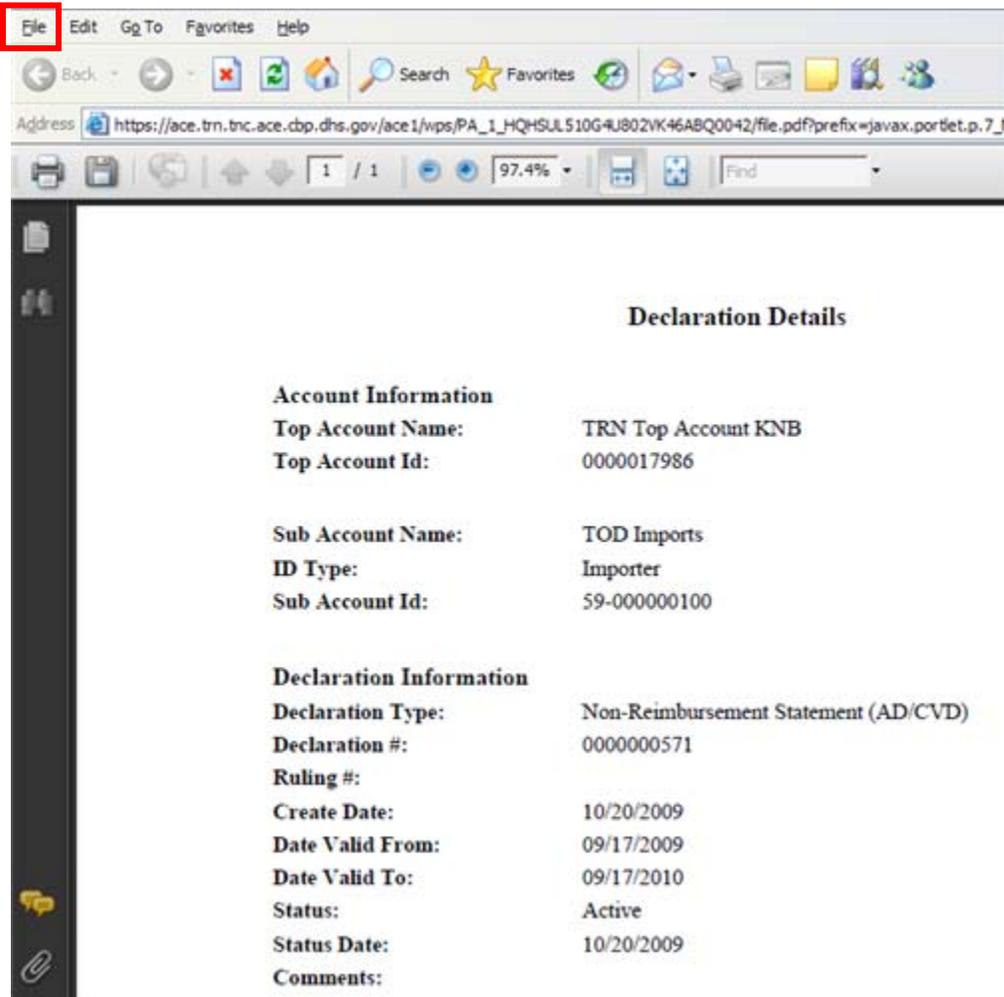
Print Page

Showing 1 - 1 of 1

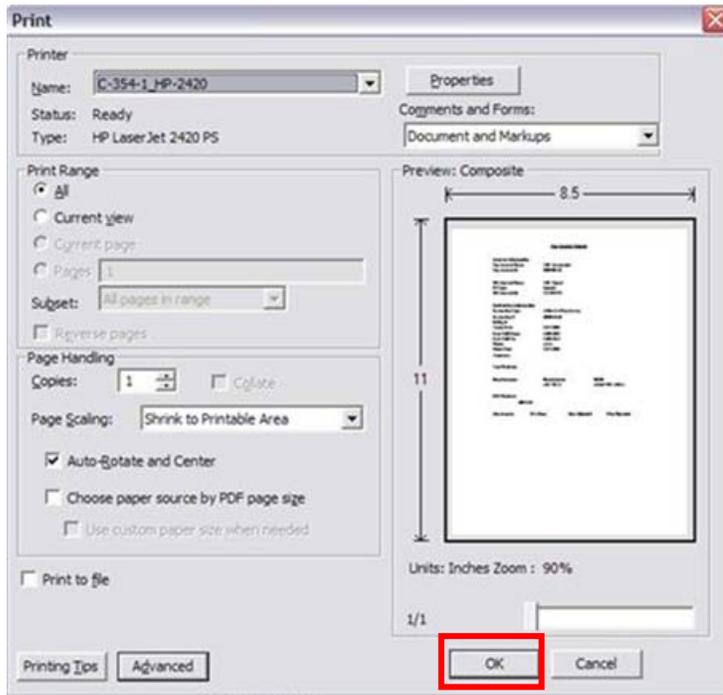
Manufacturer ▾	MID # ▾
BEIJING DECK CLOTH FACTORY	CNBEIDEC81BEI

OK

2. A pop-up window will display with the requested data in a PDF format for review before printing. The “*Declaration Information*” will be displayed including information from the “*Case #*,” “*Manufacturers*” and “*HTS #*” sub-tabs. Only the attachment name from the “*Attachments*” sub-tab will be displayed with the declaration record information.



3. Select **File** then select **Print** to print the screen displayed. A print pop-up window will display.
4. Accept the printer default or choose a printer from the drop-down menu to print the screen displayed. Select **OK** to print.



5. To save the PDF to your computer select **Save**. Users can then print the declaration record by selecting the printer icon.
6. To print the attachment, select the **Attachments** sub-folder. The “File Name” is displayed. Select the link to the file name and follow steps 3 and 4 above to print the attachment.

## Canceling a Declaration Record

CBP personnel and authorized trade users who have full access to “Declarations” will be able to cancel declaration records. Cancelled declaration records will remain in the ACE portal with a status of “Cancelled.”



*A declaration record that has been cancelled is considered invalid for a Non-Reimbursement Blanket Statement (AD/CVD).*

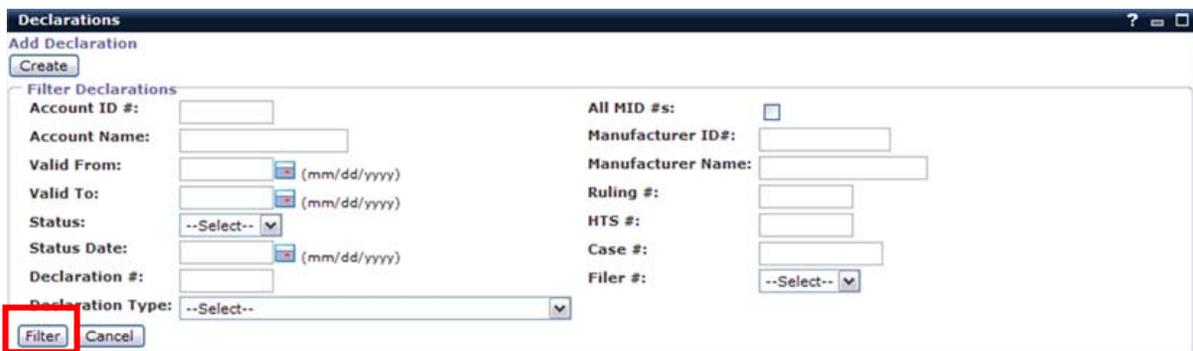
To cancel a declaration record the user must first search for the declaration record to be cancelled. Follow the steps below:

1. Select the **Accounts** Tab.
2. Select **Importer** from the “Select Account Type” drop down and click the **Go** button.

3. Select either the top account in the “*Account Selector List*” or an Importer of Record number.
4. Select the **Declarations** hyperlink from the “*Task Selector*.”
5. Enter at least two search criteria to narrow the list of declaration records.

To search for a declaration record you must enter at least two of the following criteria:

- |                       |                            |                            |
|-----------------------|----------------------------|----------------------------|
| • <i>Account ID #</i> | • <i>Status Date</i>       | • <i>Manufacturer Name</i> |
| • <i>Account Name</i> | • <i>Declaration #</i>     | • <i>Ruling #</i>          |
| • <i>Valid From</i>   | • <i>Declaration Type</i>  | • <i>HTS #</i>             |
| • <i>Valid To</i>     | • <i>All MID #s</i>        | • <i>Case #</i>            |
| • <i>Status</i>       | • <i>Manufacturer ID #</i> | • <i>Filer #</i>           |



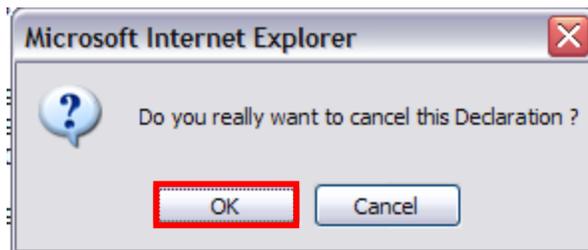
 *If you are searching using the “Declaration #,” no other criteria are required to execute the search.*

 *A wildcard search using the asterisk is allowed in all fields except those containing a drop-down.*

6. Select the **Filter** button if the declaration record you want to cancel does not appear under “*Search Results*.” A list of declaration records meeting the search criteria entered will be displayed. If you enter the “*Declaration #*” then only that declaration record will be displayed.
7. Select the **Decl. #** link of the declaration record you wish to display. The “*Declaration Information*” portlet displays.
8. Select the **Cancel Declaration** button. A pop up box will appear.



9. Click **OK** to cancel the declaration record.



10. You are then returned to the “*Declarations*” screen where you can confirm the declaration record was cancelled.

Search Results  
Showing 1 - 4 of 4

Decl. #	Decl. Type	Account ID #	Case #	Ruling #	Status	Valid From	Valid To
<a href="#">0000000531</a>	AM	59-000000100			Cancelled	01/01/2009	
<a href="#">0000000551</a>	NAFTA_CO	59-000000100			Active	12/01/2008	12/31/2012
<a href="#">0000000561</a>	NAFTA_CO	59-000000200			Active	12/01/2008	12/31/2012
<a href="#">0000000571</a>	NRBS	59-000000100	<a href="#">A-570-890-001</a>		Active	09/17/2009	09/17/2010

## Non-Portal Account Instructions

### Creating a Declaration Record for a Non-Portal Account:

1. Authorized users only need to create the declaration record once. Once it is created, the declaration record can be viewed nationally by CBP at any port via the ACE Portal.
2. Once a declaration record is submitted, it cannot be edited or deleted.
3. Declaration records created by brokers or filers on behalf of their importer non-portal accounts (that is, clients who do not have ACE Portal accounts) will be created under the importer view.
4. The maximum number of cases per declaration record is 50.
5. The maximum number of Manufacturer Identification (MID) numbers per declaration record is 50.
6. The maximum number of Harmonized Tariff Schedule numbers (HTS) per declaration record is 50. HTS numbers entered must contain at least six digits.
7. A comma is used to separate multiple HTS numbers, MIDs and cases.

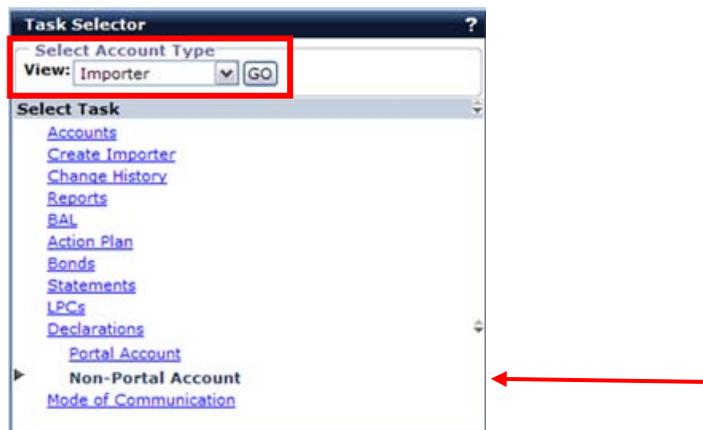
8. Enter at least seven digits of the Case Number for a Non-Reimbursement Blanket Statement (AD/CVD). Remember to check the “*AD/CVD Non-Reimbursement Statement*” box.
9. Attachments made to declaration records will be date and time stamped.
10. The NAFTA Certificate of Origin requires a copy of the official document be attached to complete the posting of the declaration record. See “Business Rules and Process Document (Trade)” posted on CBP.gov. Please note, an error message will not be displayed in the portal if you forget the attachment. However, the declaration record will not be considered to be complete by CBP.

TAOs, PTAOs and trade users with full access to “*Declarations*” can create declaration records. To create a declaration record:

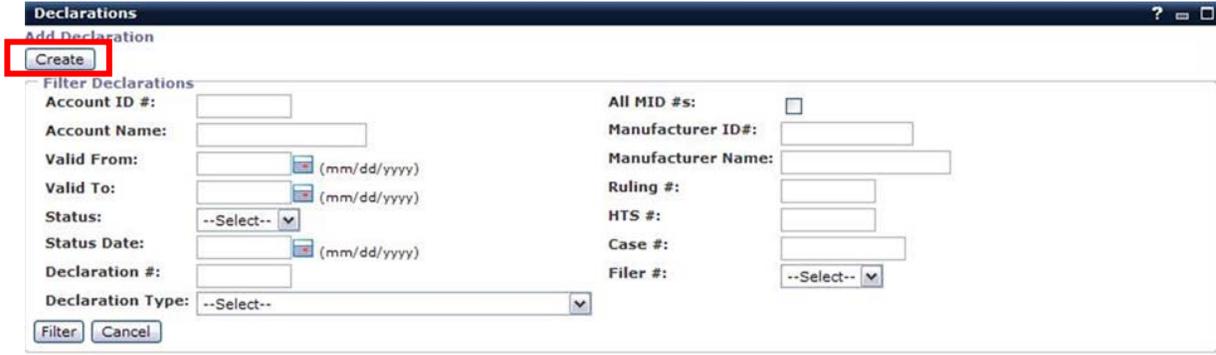
1. Select the **Accounts** tab.



2. Select **Importer** from the “*Select Account Type*” drop down menu and then select the **Go** button.
3. Select the **Declarations** hyperlink from the “*Task Selector*.”
4. Select the **Non-Portal Account** hyperlink.



5. Select the **Create** button.



6. Select the "Declaration Type" from the drop down:
  - a. Affidavit of Manufacture
  - b. Importer Certifying Statement
  - c. Non-Reimbursement Blanket Statement (AD/CVD)
  - d. North American Free Trade Agreement (NAFTA) Certificate of Origin
7. Fill in all required fields as shown on the table below for each declaration record type.

Mandatory Fields	Affidavit of Manufacture	Importer Certifying Statement	NAFTA Certificate of Origin	Non-Reimbursement Blanket Statement (AD/CVD)
Declaration Type	Yes	Yes	Yes	Yes
Date Valid From	Yes	Yes	Yes	Yes
Date Valid To	No	Yes	Yes	Yes
HTS #	Yes	Yes	Yes	No
Manufacturer ID #*	Yes	Yes	No	Yes
All MID #s*	No	No	No	Yes
Case #	No	No	No	Yes
IR #	Yes	Yes	Yes	Yes
Filer	Yes	Yes	Yes	Yes

\* The Manufacturer ID name associated with the Manufacturer ID number will be auto-populated. In the case of the Non-Reimbursement Blanket Statement (AD/CVD) either the "Manufacturer ID Number" or "All MID #s" is required.



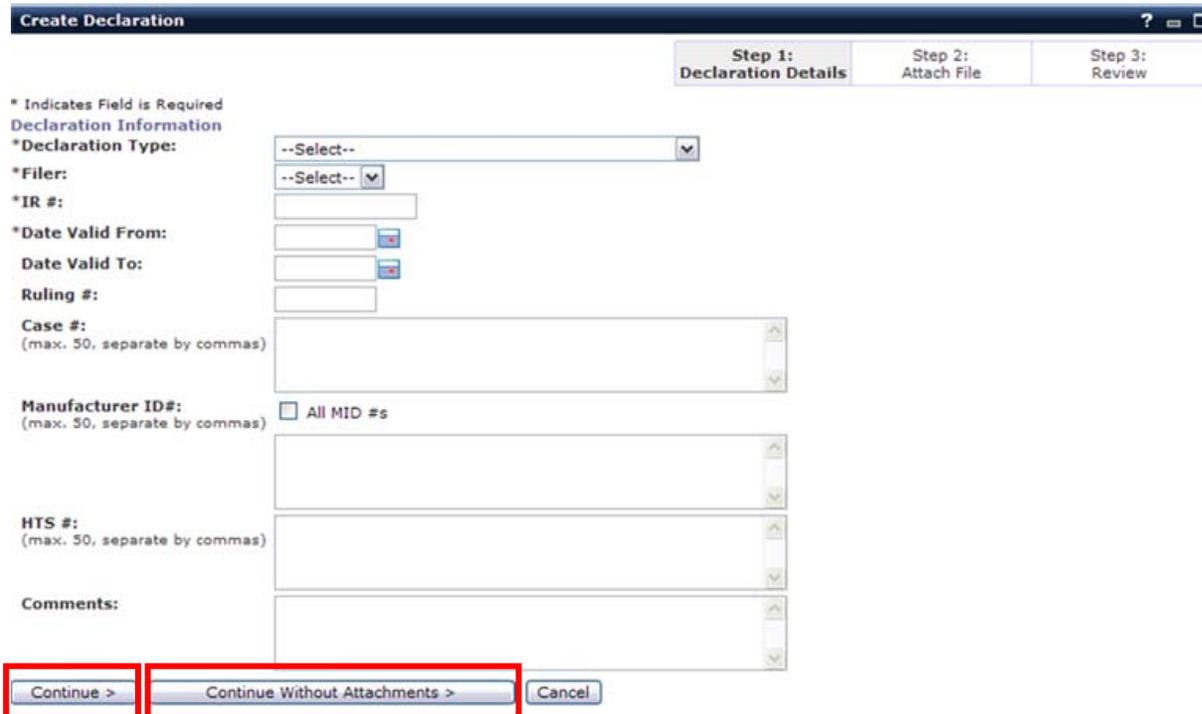
If you are creating a Non-Reimbursement Blanket Statement (AD/CVD) you are required to check the "AD/CVD Non-Reimbursement Statement" box.

AD/CVD Non-Reimbursement Statement:

I hereby certify that I have not entered into any agreement or understanding for the payment or for the refunding to me, by the manufacturer, producer, seller, or exporter, of all or any part of the antidumping duties or countervailing duties assessed upon importations of products subject to this blanket statement of non-reimbursement.

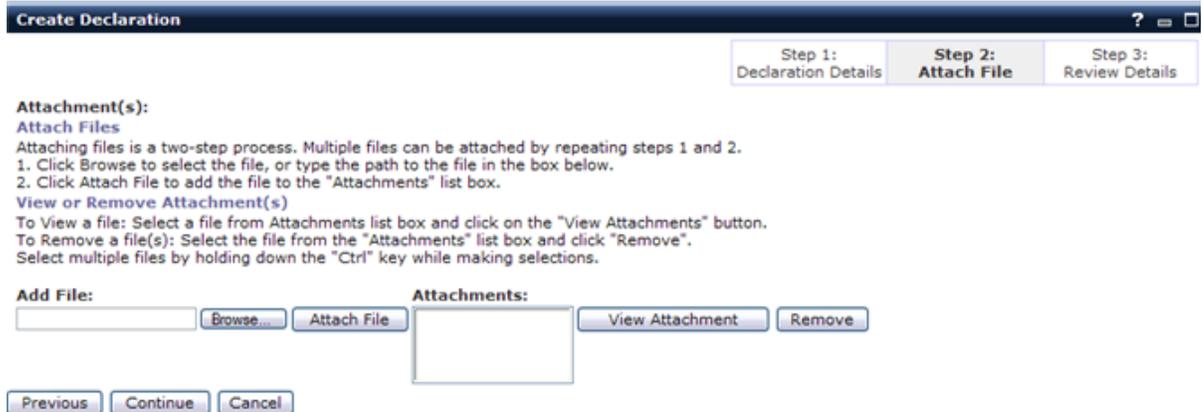


If reimbursement has not occurred, you should check the “All MID” box.



Please note there are edits on various fields when creating a declaration record. You may see error messages when you select “Continue” or “Continue without Attachment.” Please correct the error and then select either “Continue” or “Continue without Attachment” again.

8. Select either the **Continue** button (or the **Continue without Attachment** button). Although you are not required to attach documents to declaration records (except in the case of a NAFTA Certificate of Origin), you are encouraged to do so. CBP can request a copy of the actual document. If you choose to “Continue,” follow the steps below to add the attachment.



**Create Declaration**

Step 1: Declaration Details | **Step 2: Attach File** | Step 3: Review Details

**Attachment(s):**  
**Attach Files**  
Attaching files is a two-step process. Multiple files can be attached by repeating steps 1 and 2.  
1. Click Browse to select the file, or type the path to the file in the box below.  
2. Click Attach File to add the file to the "Attachments" list box.  
**View or Remove Attachment(s)**  
To View a file: Select a file from Attachments list box and click on the "View Attachments" button.  
To Remove a file(s): Select the file from the "Attachments" list box and click "Remove".  
Select multiple files by holding down the "Ctrl" key while making selections.

**Add File:**

**Attachments:**

9. Select the **Browse** button to find the document you wish to add, and then open the document.
10. Select the **Attach File** button to attach the document to the declaration record
11. Select the **Continue** button.
12. Select the **Submit** button after you have reviewed the declaration record information.



**Create Declaration**

Step 1: Declaration Details | Step 2: Attach File | **Step 3: Review**

**Declaration Information**

<b>Declaration Type:</b>	Non-Reimbursement Statement (AD/CVD)
<b>Filer:</b>	ENK
<b>IR #:</b>	10-000000000
<b>Date Valid From:</b>	Oct 1, 2009
<b>Date Valid To:</b>	Oct 1, 2010
<b>Ruling #:</b>	
<b>Case #:</b>	A-570-508-002
<b>Manufacturers:</b>	All MID #s
<b>HTS #:</b>	9403509040
<b>Comments:</b>	
<b>Attachments:</b>	AD/CVD Non-Reimbursement Statement: Certified

13. A "Confirmation" screen will appear containing the "Declaration Number." Select **OK** to save the declaration record you have created.



**Confirmation**

Declaration has been successfully submitted.

**Account Name:** W E C  
**Account ID #:** 10-000000000  
**Declaration #:** 0000040043  
**Status:** Active



When submitting ACE entry summaries (entry type 03), filers can now include the declaration number as part of their EDI transmission. The declaration number, a system generated number, is assigned when the blanket declaration record has been successfully created in ACE. The number appears in the "Confirmation" portlet.

## Searching for a Declaration

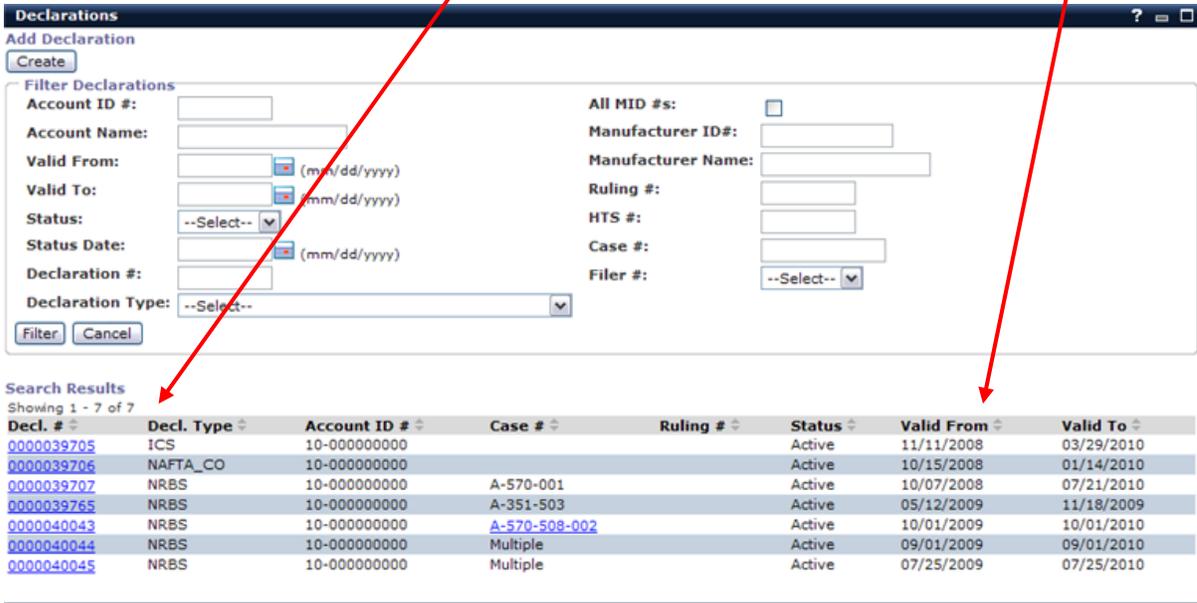
Authorized users with "Read Only Access" and "Full Access" can search for and display declaration records. All declaration records associated with the account will appear on the "Declarations" screen where you search for a record.



Users can only search for declaration records created for non-portal accounts at the Top account level.

There are seven declaration records displayed out of a total of seven. In this view only 10 declaration records will be displayed on the screen.

The Up (▲) and Down (▼) arrows next to each label are used to sort the list in ascending or descending order.



Decl. #	Decl. Type	Account ID #	Case #	Ruling #	Status	Valid From	Valid To
<a href="#">0000039705</a>	ICS	10-000000000			Active	11/11/2008	03/29/2010
<a href="#">0000039706</a>	NAFTA_CO	10-000000000			Active	10/15/2008	01/14/2010
<a href="#">0000039707</a>	NRBS	10-000000000	A-570-001		Active	10/07/2008	07/21/2010
<a href="#">0000039765</a>	NRBS	10-000000000	A-351-503		Active	05/12/2009	11/18/2009
<a href="#">0000040043</a>	NRBS	10-000000000	<a href="#">A-570-508-002</a>		Active	10/01/2009	10/01/2010
<a href="#">0000040044</a>	NRBS	10-000000000	Multiple		Active	09/01/2009	09/01/2010
<a href="#">0000040045</a>	NRBS	10-000000000	Multiple		Active	07/25/2009	07/25/2010

The horizontal arrows and page numbers (<< ≤ [1] 2 3 >>) allow the user to navigate between pages. To go to the first or last page of the list, select the double backward arrows (<<) or double forward arrows (>>). Selecting the single arrows advances the user forward (≥) or backward (≤) a single page at a time. The user can also select a page number ([1] 2 3) to go directly to that page, if it is displayed.



A maximum of 500 declaration records can be displayed in the portal. The Trade Declarations report can also be used for larger volumes of declaration records.

Acronyms are used to indicate Declaration types:

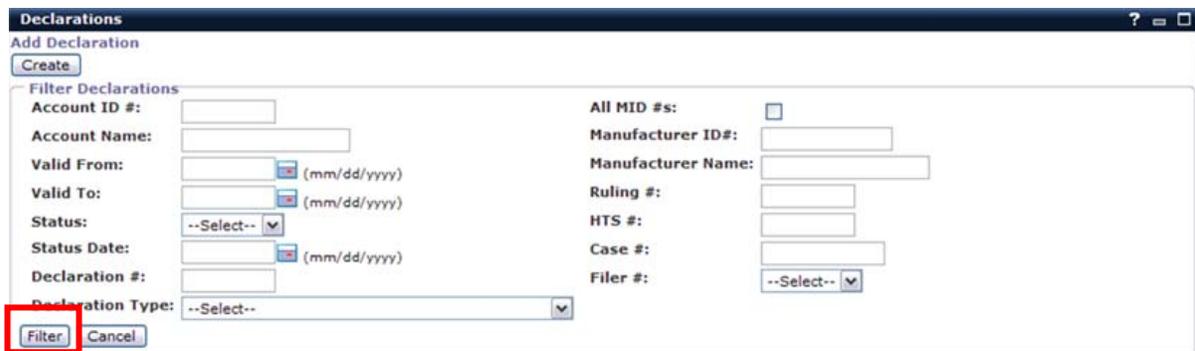
- Affidavit of Manufacture: AM
- Importer Certifying Statement: ICS
- NAFTA Certificate of Origin: NAFTA\_CO
- Non-Reimbursement Blanket Statement (AD/CDV): NBRS

To search for a declaration record:

1. Select the **Accounts** Tab.
2. Select **Importer** from the “Select Account Type” drop down and select the **Go** button.
3. Select the **Declarations** hyperlink from the “Task Selector.”
4. Enter at least two search criteria to narrow the list of declaration records.

To search for a declaration record you must enter at least two of the following criteria:

- |                |                     |                     |
|----------------|---------------------|---------------------|
| • Account ID # | • Status Date       | • Manufacturer Name |
| • Account Name | • Declaration #     | • Ruling #          |
| • Valid From   | • Declaration Type  | • HTS #             |
| • Valid To     | • All MID #s        | • Case #            |
| • Status       | • Manufacturer ID # | • Filer #           |

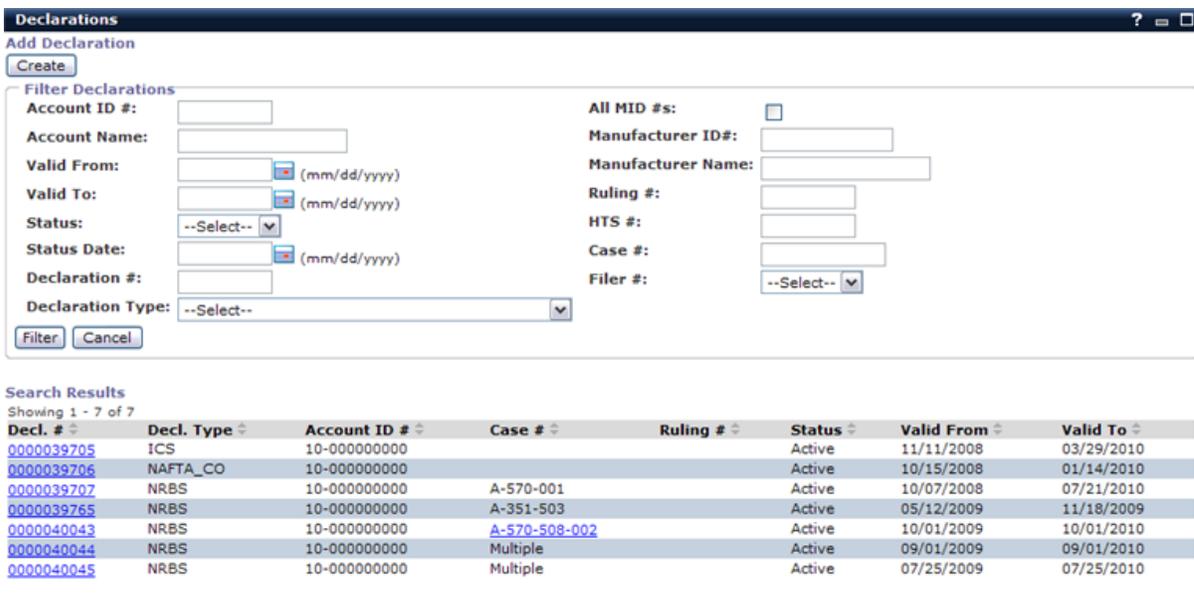


If you are searching using the “Declaration #,” no other criteria are required to execute the search.



A wildcard search using the asterisk is allowed in all fields except those containing a drop-down.

5. Select the **Filter** button. A list of declaration records meeting the search criteria entered will be displayed. Declaration records are sorted initially by declaration record number. Only 10 declaration records will display at a time. If you enter the “Declaration #” then only that declaration record will be displayed.



The screenshot shows the 'Declarations' application window. At the top, there is a 'Filter Declarations' section with various input fields: Account ID #, Account Name, Valid From, Valid To, Status, Status Date, Declaration #, Declaration Type, All MID #s, Manufacturer ID#, Manufacturer Name, Ruling #, HTS #, Case #, and Filer #. Below the filters is a 'Filter' button and a 'Cancel' button. Underneath, the 'Search Results' section shows a table with 7 rows of data. The first row is highlighted in blue.

Decl. #	Decl. Type	Account ID #	Case #	Ruling #	Status	Valid From	Valid To
<a href="#">0000039705</a>	ICS	10-000000000			Active	11/11/2008	03/29/2010
<a href="#">0000039706</a>	NAFTA_CO	10-000000000			Active	10/15/2008	01/14/2010
<a href="#">0000039707</a>	NRBS	10-000000000	A-570-001		Active	10/07/2008	07/21/2010
<a href="#">0000039765</a>	NRBS	10-000000000	A-351-503		Active	05/12/2009	11/18/2009
<a href="#">0000040043</a>	NRBS	10-000000000	<a href="#">A-570-508-002</a>		Active	10/01/2009	10/01/2010
<a href="#">0000040044</a>	NRBS	10-000000000	Multiple		Active	09/01/2009	09/01/2010
<a href="#">0000040045</a>	NRBS	10-000000000	Multiple		Active	07/25/2009	07/25/2010

6. Select the **Decl. #** hyperlink of the declaration record you wish to display. The “Declaration Information” portlet displays.



The term “Multiple” in the “Case #” column indicates that there is more than one AD/CVD case number associated with the declaration record. Select the “Decl #” hyperlink to display a listing of cases associated with the selected declaration record. If only one 10 digit case number is associated with the declaration record, users will be able to select the case number hyperlink to navigate to the case information.

7. The “Case #,” “Manufacturers” and “HTS Numbers” sub-tabs allow the user to see all case numbers, manufacturers and HTS numbers associated with the declaration record. The “Attachments” sub-tab will display any document attached to the declaration record selected.

8. Select **OK** to return to the list of declaration records.



**Declaration** [?] [ ] [x]

Cancel Declaration

**Account Information**

Account Name: T. Tang & Co., Ltd.  
ID Type: Importer  
Account ID #: 84-562584857

**Declaration Information**

Declaration Type: Non-Reimbursement Statement (AD/CVD)  
Filer: A4Q  
Declaration #: 0000000601  
Create Date: 11/18/2009  
Date Valid From: 07/17/2008  
Date Valid To: 10/20/2010  
Ruling #:  
Status: Active  
Status Date: 11/18/2009  
Comments:  
AD/CVD Non-Reimbursement Statement: Certified

Case # [Manufacturers](#) [HTS #](#) [Attachments](#)

[Print Page](#)

[A-570-890-001](#)

**OK**

## Printing a Declaration Record

After you have displayed the declaration record based on your search criteria, you can save a copy to your computer or print the declaration record.

1. Select the **Print Page** link.



**Declaration** [?] [ ] [x]

Cancel Declaration

**Account Information**

Account Name: T. Tang & Co., Ltd.  
ID Type: Importer  
Account ID #: 84-562584857

**Declaration Information**

Declaration Type: Non-Reimbursement Statement (AD/CVD)  
Filer: A4Q  
Declaration #: 0000000601  
Create Date: 11/18/2009  
Date Valid From: 07/17/2008  
Date Valid To: 10/20/2010  
Ruling #:  
Status: Active  
Status Date: 11/18/2009  
Comments:  
AD/CVD Non-Reimbursement Statement: Certified

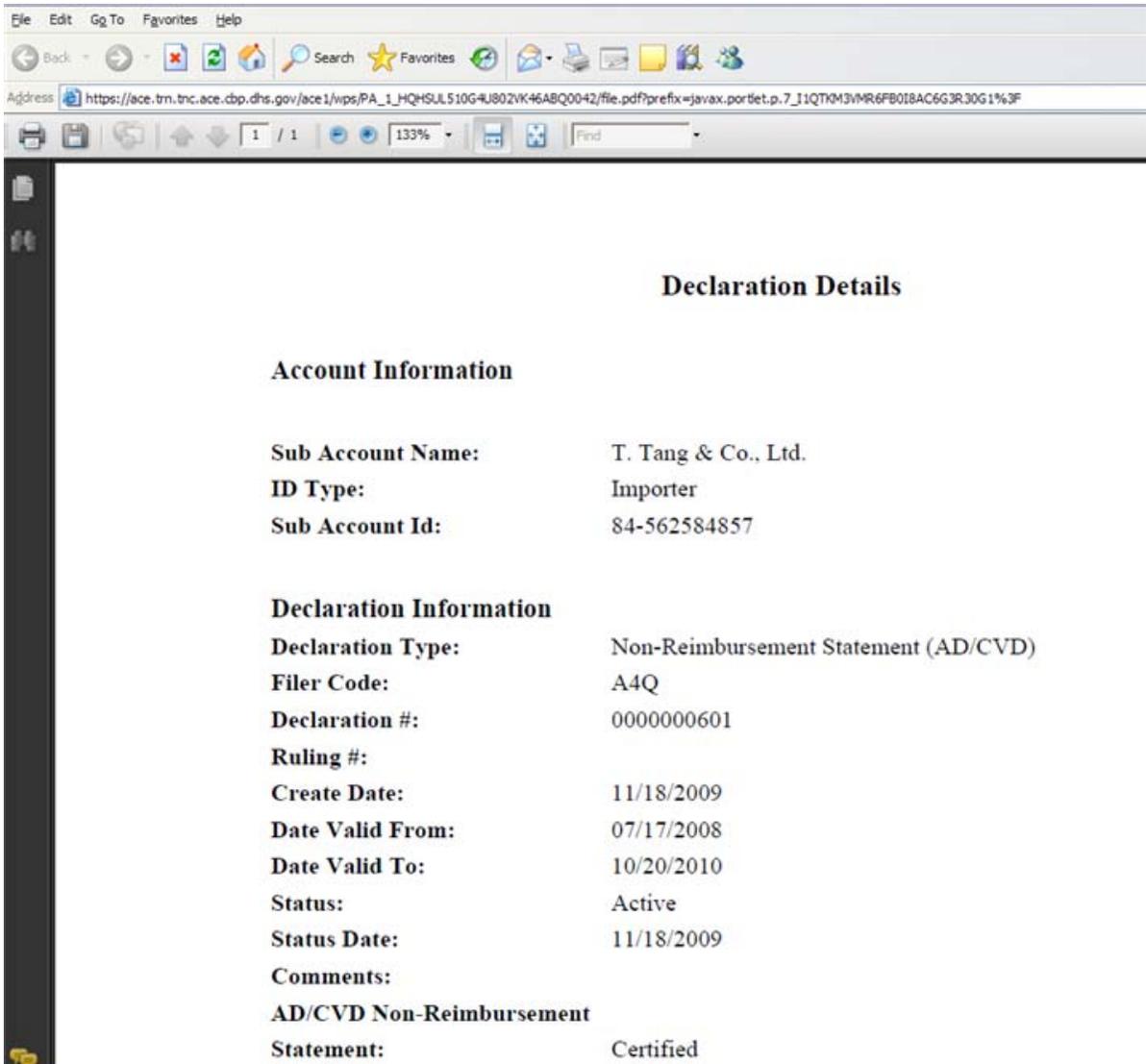
Case # [Manufacturers](#) [HTS #](#) [Attachments](#)

[Print Page](#)

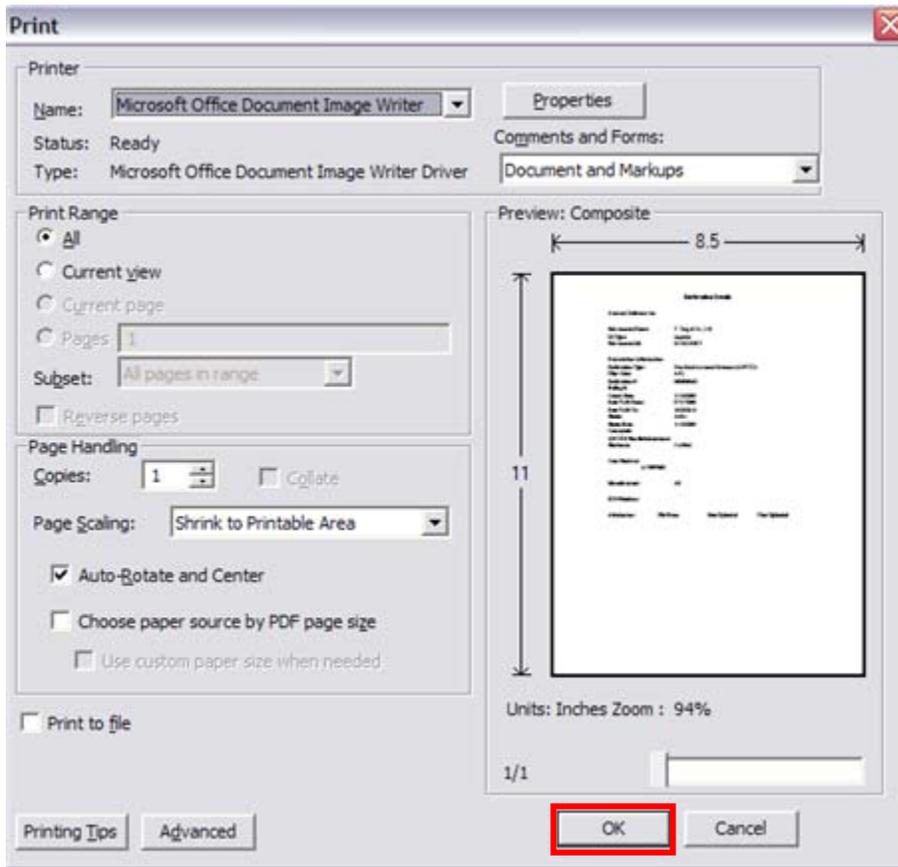
[A-570-890-001](#)

**OK**

2. A pop-up window will display with the requested data in a PDF format for review before printing. The “*Declaration Information*” will be displayed including information from the “*Case #*,” “*Manufacturers*” and “*HTS#*” sub-tabs. Only the attachment name from the “*Attachments*” sub-tab will be displayed with the declaration record information.
3. Select **File** then select **Print** to print the screen displayed. A print pop-up window will display.



4. Accept the printer default or choose a printer from the drop-down menu to print the screen displayed. Select **OK** to print.



5. To save the PDF to your computer select **Save**. Users can then print the declaration record by selecting the printer icon.
6. To print the attachment, select the **Attachments** sub-folder. The “File Name” is displayed. Select the link to the file name and follow steps 3 and 4 above to print the attachment.

## Canceling a Declaration Record

CBP personnel and authorized trade users who have full access to “Declarations” will be able to cancel declaration records. Cancelled declaration records will remain in the ACE portal with a status of “Cancelled.”



*A declaration record that has been cancelled is considered invalid for a Non-Reimbursement Blanket Statement (AD/CVD).*

To cancel a declaration record the user must first search for the declaration record to be cancelled. Follow the steps below:

---

## Providing the Right Information to the Right People at the Right Time and Place

1. Select the **Accounts** Tab.
2. Select **Importer** from the “*Select Account Type*” drop down and click the **Go** button.
3. Select the **Declarations** hyperlink from the “*Task Selector*.”
4. Enter at least two search criteria to narrow the list of declaration records.

To search for a declaration record you must enter at least two of the following criteria:

- *Account ID #*
- *Account Name*
- *Valid From*
- *Valid To*
- *Status*
- *Status Date*
- *Declaration #*
- *Declaration Type*
- *All MID #s*
- *Manufacturer ID #*
- *Manufacturer Name*
- *Ruling #*
- *HTS #*
- *Case #*
- *Filer #*



The screenshot shows a web application window titled "Declarations" with a sub-header "Add Declaration". Below the header is a "Create" button. The main area is titled "Filter Declarations" and contains several input fields: "Account ID #", "Account Name", "Valid From" (with a date picker), "Valid To" (with a date picker), "Status" (a dropdown menu), "Status Date" (with a date picker), "Declaration #", and "Declaration Type" (a dropdown menu). On the right side, there are fields for "All MID #s" (checkbox), "Manufacturer ID#", "Manufacturer Name", "Ruling #", "HTS #", "Case #", and "Filer #" (a dropdown menu). At the bottom left of the form area, there are "Filter" and "Cancel" buttons. The "Filter" button is highlighted with a red rectangular box.

 *If you are searching using the “Declaration #,” no other criteria are required to execute the search.*

 *A wildcard search using the asterisk is allowed in all fields except those containing a drop-down.*

5. Select the **Filter** button if the declaration record you want to cancel does not appear under “*Search Results*.” A list of declaration records meeting the search criteria entered will be displayed. If you enter the “*Declaration #*” then only that declaration record will be displayed.
6. Select the **Decl. #** link of the declaration record you wish to display. The “*Declaration Information*” portlet displays.
7. Select the **Cancel Declaration** button. A pop up box will appear.



**Declaration**

**Account Information**  
 Account Name: W E C  
 ID Type: Importer  
 Account ID #: 10-00000000

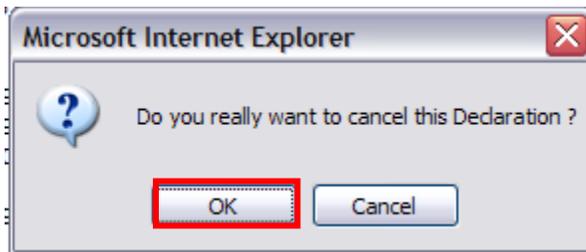
**Declaration Information**  
 Declaration Type: Non-Reimbursement Statement (AD/CVD)  
 Filer: ENK  
 Declaration #: 0000039707  
 Create Date: 08/25/2009  
 Date Valid From: 10/07/2008  
 Date Valid To: 07/21/2010  
 Ruling #:   
 Status: Active  
 Status Date: 08/25/2009  
 Comments:  
 AD/CVD Non-Reimbursement Statement: Certified

Case # [Manufacturers](#) [HTS #](#) [Attachments](#)

A-570-001 [Print Page](#)

OK

8. Click **OK** to cancel the declaration record.



9. You are then returned to the “*Declarations*” screen where you can confirm the declaration record was cancelled.

Search Results  
Showing 1 - 4 of 4

Decl. #	Decl. Type	Account ID #	Case #	Ruling #	Status	Valid From	Valid To
<a href="#">0000000531</a>	AM	59-000000100			Cancelled	01/01/2009	
<a href="#">0000000551</a>	NAFTA_CO	59-000000100			Active	12/01/2008	12/31/2012
<a href="#">0000000561</a>	NAFTA_CO	59-000000200			Active	12/01/2008	12/31/2012
<a href="#">0000000571</a>	NRBS	59-000000100	<a href="#">A-570-890-001</a>		Active	09/17/2009	09/17/2010

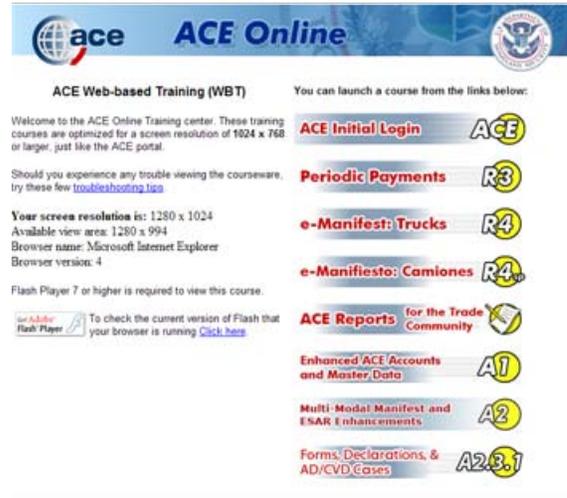
## Additional ACE Resources

For additional assistance, take the web-based training (WBT) titled “Forms, Declarations and AD/CVD Cases.”

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

[http://nemo.cbp.gov/ace\\_online](http://nemo.cbp.gov/ace_online)

Forms, Declarations, & AD/CVD Cases **A2.3.1**



**Do you need additional assistance with Managing Cross Account Access?** If you are a trade member calling or if you are calling outside the United States, please contact **Technology Service Desk** at 1-866-530-4172.