e-Manifest: Trucks
Computer Based Training Overview
February 1, 2005
Welcome to the e-Manifest: Trucks (Release 4) Computer-Based Training (CBT) for the Automated Commercial Environment (ACE) Secure Data Portal. In this course, you will learn how to create an e-Manifest using the ACE portal.

For more information on features to help you manage your account in the ACE portal, please refer to the Periodic Payment (Release 3) CBT, the other CD included in this training packet.

If you need assistance at any point in the course, select the HELP button at the bottom of the screen for Help on the CBT. Log in below to begin.

UserID:

If this is your first time logging in, type in any UserID and press the ENTER key. Be sure to remember your UserID for future log-ins.*

*If you log in with multiple roles, you will need to create a unique UserID for each role.

If you need assistance at any point in the course, the HELP button at the bottom of the screen will take you to the Help for the CBT.
Login

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UserID:  
Carrier1

If this is your first time logging in, type in any UserID and press the ENTER key. Be sure to remember your UserID for future log-ins.*

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UserID: Carrier1

If this is your first time logging in, type in any UserID and press the ENTER key. Be sure to remember your UserID for future log-ins.*

Role: Select Job Title

Are all entries correct? Yes No

*If you log in with multiple roles, you will need to create a unique UserID for each role.

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UserID: Carrier1

If this is your first time logging in, type in any UserID and press the ENTER key. Be sure to remember your UserID for future log-ins.*

Role: Carrier

Are all entries correct?  Yes  No

*If you log in with multiple roles, you will need to create a unique UserID for each role.

If you need assistance at any point in the course, the HELP button at the bottom of the screen will take you to the Help for the CBT.
Lesson 1: e-Manifest: Trucks

Topic Menu

1. Introduction
2. Setting Up Records in the ACE Portal
3. Creating a Manifest
4. Creating an Unassociated Shipment
5. Creating a Trip
6. Linking Unassociated Shipments
7. Adding a Party
8. Designating a Shipment Type
9. Split Shipment
10. Amend Manifest
11. Searching Manifest Status
12. In-Bond Arrivals
13. Reporting
14. Entry Bank

= Not required  = Required  = Required, incomplete  = Required, Completed
Topic 3: Creating a Manifest demonstrates the process of creating a manifest in the ACE Secure Data Portal. This topic will guide you through the end-to-end process of creating and submitting an e-Manifest with all the required information.

After completing Topic 3: Creating a Manifest, you will be able to:

- Create a manifest.
- Save a manifest.
- Submit a manifest.

Select NEXT to continue.
A manifest is made up of a trip and shipments.

Select each picture to learn more about the components of a manifest, a trip, and a shipment.
A manifest is made up of a trip and shipments.

Select each picture to learn more about the components of a manifest and shipment.

A manifest includes trip details and shipment(s) information. A manifest submitted through the ACE portal becomes an e-Manifest.

Trip details refer to the portion of the manifest that includes information regarding the trip, crew, equipment, and conveyance. In the ACE portal, trip information is added by selecting 'Create a Manifest.'

A shipment refers to the cargo information on a manifest. This includes the shipper and consignee information, as well as commodity details. In the ACE portal, a shipment is added by selecting 'Create a Manifest' or 'Create a Shipment.'
The process flow below summarizes the various paths for creating an e-Manifest in the ACE portal. In this topic, we’ll focus on the first branch of Creating a Manifest. You’ll learn more about the other paths in Topics 4 through 6.
You can complete a manifest when you know all of the trip and shipment information to associate with the manifest.

Select each element for more details.
You can complete a manifest when you know all of the trip and shipment information to associate with the manifest.

**Complete Manifest (Look Up)**
If you know all of your trip and shipment information, you're able to create a complete manifest. You can add information manually, or by using the Lookup feature, which lets you quickly enter crew, conveyance, and equipment data, if it has been pre-recorded in your account.

**Save and Submit Manifest**
In the ACE portal, you can save and submit an e-Manifest. The Trade Act of 2002 requires the manifest to be submitted at least one hour before a truck arrives at the border.

**Save and Finish Later**
Do you need more information? You can save and edit the information as often as needed.

**Create Manifest**
When you log in to the ACE portal to create a manifest, you have three choices. You can create complete manifests, create trips, or create shipments.
Scenario

You are Diane Sanchez, a dispatcher for World Freight Trucking, Incorporated (WFT, Inc.). WFT, Inc. is an ACE account and has access to the ACE portal via the Internet. WFT, Inc. transports recycled paper from Canada through the port of Buffalo, NY. A truck is scheduled to arrive at Buffalo later today, and you have information on the shipment, crew, conveyance, and equipment. You'll now create an e-Manifest in the ACE portal.
Scenario
You are Diane Sanchez, a dispatcher for World Freight Trucking, Incorporated (WFT, Inc.). WFT, Inc. is an ACE account and has access to the ACE portal via the Internet. WFT, Inc. transports recycled paper from Canada through the port of Buffalo, NY. A truck is scheduled to arrive at Buffalo later today, and you have information on the shipment, crew, conveyance, and equipment. You’ll now create an e-Manifest in the ACE portal.
Lesson 1: e-Manifest: Trucks

Topic 3: Creating a Manifest

Select NEXT to continue.
Topic 3: Creating a Manifest

1. Select a sub-account with a valid SCAC code from the Account List panel.

2. Select a sub-account with a valid SCAC code from the Account List panel.
Please select a sub-account with a valid SCAC code from the Account List panel.

Please select a sub-account with a valid SCAC code from the Account List panel.
### Topic 3: Creating a Manifest

**Manifest**

Please select a sub-account with a valid SCAC code from the Account List panel.

**Shipment**

Please select a sub-account with a valid SCAC code from the Account List panel.
Lesson 1: e-Manifest: Trucks

Topic 3: Creating a Manifest

Select NEXT to continue.

Manuel - Create Standard Manifest

- Trip Information
  - Carrier SCAC: AAAC
  - Carrier name: WFT, Inc.
  - ACE ID: 0000000267
  - Filing status: PL

- Est. date of arrival at first port in U.S.: (mm/dd/yyyy)
- Est. time of arrival at first port in U.S.: (hh:mm local military time)
- First expected port of arrival: Lookup Port Code
- In-transit indicator:
  - Yes
  - No

- Conveyance
  - Conveyance ID: Lookup Conveyance or Create One-time Conveyance

- Seal 
  - Seal #1: Seal #2: Seal #3: More Seals

- Instruments of International Traffic:
  - EC - Trip consists solely of empty IITs covered by carrier's bond.
  - EI - Trip consists solely of empty IITs covered by importer's bond.
  - MC - Trip consists of merchandise and IITs. IITs covered by carrier's bond.
  - MI - Trip consists of merchandise and IITs. IITs covered by importer's bond.

- Crew member(s)
  - Add Crew Member by ID or Lookup Crew Member or Create One-time Crew Member

* Indicates field is required.

* At least one crew member is required.
## Topic 3: Creating a Manifest

### Conveyance Type Selection

- **Conveyance type:** Tractor
- **VIN/Serial #:** 1TRAIN902YA123123
- **DOT #:** 22C04336
- **Transponder ID:**

### License Plate(s)

- **Country of Registration**
- **State/Province**

<table>
<thead>
<tr>
<th>License Plate #</th>
<th>Country of Registration</th>
<th>State/Province</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>--Select--</td>
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<tr>
<td></td>
<td>--Select--</td>
<td>--Select--</td>
</tr>
</tbody>
</table>

### Insurance (if carrying hazardous material)

- **Company name:**
- **Policy #:**
- **Liability amount $:**
- **Year of issuance:** (yyyy)
**E-Manifest: Trucks (Release 4)**

**Lesson 1: e-Manifest: Trucks**

**Topic 3: Creating a Manifest**

* DOT #: 22004335
  
  Transponder ID: ______________

---

**License Plate(s)**

* At least one license plate is required.

<table>
<thead>
<tr>
<th>License Plate #</th>
<th>Country of Registration</th>
<th>State/Province</th>
</tr>
</thead>
<tbody>
<tr>
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<td>New Jersey</td>
</tr>
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<td>(select)</td>
<td>(select)</td>
<td>(select)</td>
</tr>
<tr>
<td>(select)</td>
<td>(select)</td>
<td>(select)</td>
</tr>
<tr>
<td>(select)</td>
<td>(select)</td>
<td>(select)</td>
</tr>
</tbody>
</table>

---

**Insurance (if carrying hazardous material)**

Company name: __________________________
Policy #: _____________________________
Liability amount $: ____________________
Year of issuance: (YYYY)

---

**Shipment**

<table>
<thead>
<tr>
<th>Shipment control #</th>
<th>Bill Control #</th>
<th>Sequence #</th>
<th>Type</th>
<th>Point/Port of Loading</th>
<th>Total Shipment Qty.</th>
<th>HAZ-MAT</th>
</tr>
</thead>
</table>

---

[Create Standard Shipment]
### Topic 3: Creating a Manifest

**Trip Information**
- **Carrier SCAC**: AAAC
- **Carrier name**: WFT, Inc.
- **ACE ID**: 0000000267
- **Filing status**: PL

**Trip #**: WFT1006

**Est. date of arrival at first port in U.S.**: 01/06/2005 (mm/dd/yyyy)
**Est. time of arrival at first port in U.S.**: 08:30 (hh:mm local military time)

**First expected port of arrival**: 0901

**Conveyance**
- **Conveyance ID**: NJ-ACE203

**Seal #1**: [ ] **Seal #2**: [ ] **Seal #3**: [ ]

**Instruments of International Traffic**:
- [ ] EC - Trip consists solely of empty IIT's covered by carrier's bond.
- [ ] EI - Trip consists solely of empty IIT's covered by importer's bond.
- [ ] MC - Trip consists of merchandise and IIT's. IIT's are covered by carrier's bond.
- [ ] MI - Trip consists of merchandise and IIT's. IIT's are covered by importer's bond.

**Crew member(s)**
- **At least one crew member is required.**
E-Manifest: Trucks (Release 4)
Lesson 1: e-Manifest: Trucks
Topic 3: Creating a Manifest

Select NEXT to continue.

Manifest - Create One-time Crew Member

* Indicates field is required.

**Personal Information**

- **Gender:**
  - Male
  - Female
- **First name:**
- **Middle name:**
- **Last name:**
- **Name suffix:** --Select--
- **Date of birth:** (mm/dd/yyyy)
- **Citizenship/Nationality:** --Select--

**Address**

- **Country:** --Select--
- **Address line 1:**
- **Address line 2:**
- **Address line 3:**
- **City:**
- **State:**
- **Zip/Postal code:**

**Driver Documentation**

Click on icon or label text to access menu.
## Topic 3: Creating a Manifest

### Personal Information
- **Gender:** Male / Female
- **First name:** Anton
- **Middle name:**
- **Last name:** Hiller
- **Name suffix:** --Select--
- **Date of birth:** 01/26/1969
- **Citizenship/Nationality:** USA

### Address
- **Country:** --Select--
- **Address line 1:**
- **Address line 2:**
- **Address line 3:**
- **City:**
- **State:**
- **Zip/Postal code:**

### Driver Documentation

[Checklist for driver documentation]
**Topic 3: Creating a Manifest**

**Driver Documentation**
- If crew member is also the driver, the following information is required.
  - **Commercial Driver’s License #**: 
  - **Country**: --Select--
  - **State/Province**: 

- If driver has HAZ-MAT endorsement, the following information is required.
  - **HAZ-MAT endorsement(s)**: --Select--
  - **If Yes, enter endorsement(s)**: 

**Additional Documentation**
- At least one of the following is required.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Number</th>
<th>Country</th>
<th>State/Province</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport #</td>
<td></td>
<td>--Select--</td>
<td></td>
</tr>
<tr>
<td>Birth certificate #</td>
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<tr>
<td>Citizen card #</td>
<td></td>
<td>--Select--</td>
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<tr>
<td>U.S. Visa #</td>
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<td>--Select--</td>
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</tr>
<tr>
<td>Certificate of naturalization #</td>
<td></td>
<td>--Select--</td>
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<tr>
<td>Laser Visa (BCC) #</td>
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</tr>
<tr>
<td>Permanent resident card #</td>
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<tr>
<td>Reentry permit #</td>
<td></td>
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<tr>
<td>Refugee permit #</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>--Select--</td>
<td></td>
</tr>
</tbody>
</table>
**E-Manifest: Trucks (Release 4)**

**Lesson 1: e-Manifest: Trucks**

**Topic 3: Creating a Manifest**

* Zip/Postal code: 11701

---

**Driver Documentation**

* If crew member is also the driver, the following information is required.

**Commercial Driver’s License #:** 212345678910

<table>
<thead>
<tr>
<th>Country</th>
<th>New York</th>
</tr>
</thead>
</table>

---

* If driver has HAZ-MAT endorsement, the following information is required.

**HAZ-MAT endorsement(s):** No

If Yes, enter endorsement(s):

---

**Additional Documentation**

* At least one of the following is required.

<table>
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<td></td>
<td></td>
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<td></td>
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<td></td>
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<td>Laser Visa (ECC)</td>
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<td>Permanent resident card</td>
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<td></td>
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<td></td>
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</table>

---

**Select NEXT to continue.**
### Topic 3: Creating a Manifest

#### Driver Documentation
- If crew member is also the driver, the following information is required.
  - **Commercial Driver’s License #:** 212345678910
  - **Country:** USA
  - **State/Province:** New York

- If driver has HAZ-MAT endorsement, the following information is required.
  - **HAZ-MAT endorsement(s):** No

#### Additional Documentation
- At least one of the following is required.

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<thead>
<tr>
<th>Number</th>
<th>Country</th>
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</tr>
<tr>
<td>Citizen card #:</td>
<td>--Select--</td>
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<td>U.S. Visa #:</td>
<td>--Select--</td>
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<td></td>
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<tr>
<td>Other:</td>
<td></td>
<td>--Select--</td>
<td></td>
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</tbody>
</table>

[Continue] [Cancel]
Lesson 1: e-Manifest: Trucks

Topic 3: Creating a Manifest

Crew member(s)

- At least one crew member is required.

Showing 1-1 of 1

<table>
<thead>
<tr>
<th>In Charge</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>ID</th>
<th>CDL #/License #</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Hilfer</td>
<td>Anton</td>
<td></td>
<td></td>
<td></td>
<td>212345678910</td>
</tr>
</tbody>
</table>

Passenger(s)

- [Create One-time Passenger]

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
</tr>
</thead>
</table>

Equipment(s)

- [Lookup Equipment] or [Create One-time Equipment]

<table>
<thead>
<tr>
<th>Equip #/License Plate #</th>
<th>Type</th>
<th>Seal Number(s)</th>
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</table>

Shipment(s)

- [Lookup Shipment(s)] or [Create Shipment]

<table>
<thead>
<tr>
<th>Shipment Control #</th>
<th>Bill Control #</th>
<th>Sequence #</th>
<th>Shipper Name</th>
<th>Consignee Name</th>
<th>Total Shipment Quantity</th>
</tr>
</thead>
</table>

Check For Errors  Save & Finish Later  Save & Continue  Cancel
Lesson 1: e-Manifest: Trucks

Topic 3: Creating a Manifest

Select NEXT to continue.
**Topic 3: Creating a Manifest**

### Personal Information

- **Gender:**
  - Male
  - Female
- **First name:** Bob
- **Middle name:**
- **Last name:** Smith
- **Name suffix:** --Select--
- **Date of birth:** 05/25/1974 (mm/dd/yyyy)

### Travel Documents

<table>
<thead>
<tr>
<th>Document Type</th>
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<tr>
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<td>U.S. Visa #</td>
<td></td>
<td>--Select--</td>
<td></td>
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<tr>
<td>Certificate of naturalization</td>
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<td>Laser Visa (BCC) #</td>
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</table>
### Topic 3: Creating a Manifest

#### Manifest - Create One-time Passenger

<table>
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<th>Value</th>
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<tbody>
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<td><strong>Personal Information</strong></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
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<tr>
<td>First name</td>
<td>Bob</td>
</tr>
<tr>
<td>Middle name</td>
<td></td>
</tr>
<tr>
<td>Last name</td>
<td>Smith</td>
</tr>
<tr>
<td>Name suffix</td>
<td>--Select--</td>
</tr>
<tr>
<td>Date of birth</td>
<td>05/25/1974</td>
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</tbody>
</table>

<table>
<thead>
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<th>Field</th>
<th>Value</th>
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</thead>
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<tr>
<td>Citizen card #</td>
<td>--Select--</td>
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<tr>
<td>U.S. Visa #</td>
<td>--Select--</td>
</tr>
<tr>
<td>Certificate of naturalization #</td>
<td></td>
</tr>
<tr>
<td>Laser Visa (BCC) #</td>
<td></td>
</tr>
</tbody>
</table>
### Crew member(s)

*At least one crew member is required.*

<table>
<thead>
<tr>
<th>In Charge</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>ID</th>
<th>CDL #/License #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hiller</td>
<td>Anton</td>
<td></td>
<td></td>
<td></td>
<td>212345678910</td>
</tr>
</tbody>
</table>

### Passenger(s)

Showing 1-1 of 1

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Bob</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Equipment(s)

*Create One-time Equipment*

<table>
<thead>
<tr>
<th>Equip #/License Plate #</th>
<th>Type</th>
<th>Seal Number(s)</th>
</tr>
</thead>
</table>

### Shipment(s)

*Create Shipment*

<table>
<thead>
<tr>
<th>Shipment Control #</th>
<th>Bill Control #</th>
<th>Sequence #</th>
<th>Shipper Name</th>
<th>Consignee Name</th>
<th>Total Shipment Quantity</th>
</tr>
</thead>
</table>

- **Check For Errors**
- **Save & Finish Later**
- **Save & Continue**
- **Cancel**
Topic 3: Creating a Manifest

**Manifest - Create One-time Equipment**

* Indicates field is required.

**Type:** Semi Truck Trailer

**Number:** 2658336

**License Plate(s)**

At least one license plate is required.

<table>
<thead>
<tr>
<th>License Plate #</th>
<th>Country of Registration</th>
<th>State/Province</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>--Select--</td>
<td></td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td>--Select--</td>
<td></td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td>--Select--</td>
<td></td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td>--Select--</td>
<td></td>
<td>Remove</td>
</tr>
</tbody>
</table>

**Seal #1:**

**Seal #2:**

**Seal #3:**

**Seal #4:**

**Seal #5:**

**Seal #6:**

**Instruments of International Traffic:**

- EC: Trip consists solely of empty IIT's covered by carrier's bond.
- EI: Trip consists solely of empty IIT's covered by importer's bond.
- MC: Trip consists of merchandise and IIT's covered by carrier's bond.
- MI: Trip consists of merchandise and IIT's covered by importer's bond.
### Topic 3: Creating a Manifest

#### Manifest - Create One-time Equipment

* Indicates field is required.

- **Type:** Semi Truck Trailer
- **Number:** 2658336

#### License Plate(s)

- At least one license plate is required.

<table>
<thead>
<tr>
<th>License Plate #</th>
<th>Country of Registration</th>
<th>State/Province</th>
</tr>
</thead>
<tbody>
<tr>
<td>211164</td>
<td>USA</td>
<td>New Jersey</td>
</tr>
</tbody>
</table>

- Seal #1: 
- Seal #2: 
- Seal #3: 
- Seal #4: 
- Seal #5: 
- Seal #6: 

#### Instruments of International Traffic:

- **EC**: Trip consists solely of empty IIT’s covered by carrier’s bond.
- **EI**: Trip consists solely of empty IIT’s covered by importer’s bond.
- **MC**: Trip consists of merchandise and IIT’s covered by carrier’s bond.
- **MI**: Trip consists of merchandise and IIT’s covered by importer’s bond.
### E-Manifest: Trucks (Release 4)
#### Lesson 1: e-Manifest: Trucks
#### Topic 3: Creating a Manifest

**Manifest - Create One-time Equipment**

- **Type:** Semi Truck Trailer
- **Number:** 2658336

**License Plate(s)**
- At least one license plate is required.

<table>
<thead>
<tr>
<th>License Plate #</th>
<th>Country of Registration</th>
<th>State/Province</th>
</tr>
</thead>
<tbody>
<tr>
<td>211194</td>
<td>USA</td>
<td>New Jersey</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Seal #1:** no seal **Seal #2:** [ ] **Seal #3:** [ ]

**Seal #4:** [ ] **Seal #5:** [ ] **Seal #6:** [ ]

**Instruments of International Traffic:**
- [ ] EC - Trip consists solely of empty IIT's covered by carrier's bond.
- [ ] EI - Trip consists solely of empty IIT's covered by importer's bond.
- [ ] MC - Trip consists of merchandise and IIT's. IIT's covered by carrier's bond.
- [ ] M1 - Trip consists of merchandise and IIT's. IIT's covered by importer's bond.
Topic 3: Creating a Manifest

Seal #1: [no seal]  Seal #2: [ ]  Seal #3: [ ]
Seal #4: [ ]  Seal #5: [ ]  Seal #6: [ ]

Instruments of International Traffic:

- [ ] EC - Trip consists solely of empty IITs covered by carrier's bond.
- [ ] EI - Trip consists solely of empty IITs covered by importer's bond.
- [ ] MC - Trip consists of merchandise and IITs. IITs covered by carrier's bond.
- [ ] MI - Trip consists of merchandise and IITs. IITs covered by importer's bond.

Continue  Cancel
## Lesson 1: e-Manifest: Trucks

### Topic 3: Creating a Manifest

<table>
<thead>
<tr>
<th>In Charge</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>ID</th>
<th>CDL #/License #</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Hiller</td>
<td>Anton</td>
<td></td>
<td></td>
<td></td>
<td>212345678910</td>
</tr>
</tbody>
</table>

**Passenger(s)**

<table>
<thead>
<tr>
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<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Bob</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Equipment(s)**

<table>
<thead>
<tr>
<th>Equip #/License Plate #</th>
<th>Type</th>
<th>Seal Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2668336/NJ - 211194</td>
<td>Semi Truck Trailer</td>
<td>no seal, ...</td>
</tr>
</tbody>
</table>

**Shipment(s)**

<table>
<thead>
<tr>
<th>Shipment Control #</th>
<th>Bill Control #</th>
<th>Sequence #</th>
<th>Shipper Name</th>
<th>Consignee Name</th>
<th>Total Shipment Quantity</th>
</tr>
</thead>
</table>

- **Add Crew Member by ID** or **Lookup Crew Member** or **Create One-time Crew Member**
- **Create One-time Passenger**
- **Lookup Equipment** or **Create One-time Equipment**
- **Lookup Shipment(s)** or **Create Shipment**

- **Check For Errors** | **Save & Finish Later** | **Save & Continue** | **Cancel**
E-Manifest: Trucks (Release 4)
Lesson 1: e-Manifest: Trucks
Topic 3: Creating a Manifest

Select NEXT to continue.

Shipment - Create Standard Shipment

*Indicates field is required.

Shipment release type: PAPS

Shipping Information

*Shipment control #:
Bill control #:
Shipment identifier:
*Port/Point of loading: --Select-- Lookup Schedule K or Lookup IATA Code
Place of receipt: (required when different from Port/Point of loading)
Service type: --Select--
Transfer destination Firms code: Lookup Firms Code
FDA freight indicator: --Select-- (Yes' indicates that freight in this shipment is subject to FDA requirements)

Shipper
*Either an ID or Full Shipper information is required for a Shipper:
ID: --Select-- Validate ID
- or -
*Name:
*Address line 1:
Address line 2:
Address line 3:
- or -
Topic 3: Creating a Manifest

Shipping Information

- Shipment control #: AAACWFT10050
- Bill control #: 
- Shipment identifier: 
- Port/Point of loading: Location - Toronto
  - (required when different from Port/Point of loading)
- Place of receipt: 
- Service type: --Select--
- Transfer destination FIRMS code: 
- FDA freight indicator: --Select-- *(Yes' indicates that freight in this shipment is subject to FDA requirements)*

Shipper

- Either an ID or Full Shipper information is required for a Shipper:
  - ID: --Select--
  - Name: 
- Address line 1: 
- Address line 2: 
- Address line 3: 
- City: 

Select NEXT to continue.
### E-Manifest: Trucks (Release 4)
#### Lesson 1: e-Manifest: Trucks

**Topic 3: Creating a Manifest**

**FDA freight indicator:** --Select-- (Yes indicates that freight in this shipment is subject to FDA requirements)

**Shipper**
- Either an ID or Full Shipper information is required for a Shipper.
  - **ID:** --Select--
  - **Name:** Stanley Parchments
  - **Address line 1:** 5346 Lake Drive
    - **Address line 2:**
    - **Address line 3:**
  - **City:** Toronto
  - **Country:** Canada
  - **State/Province:** Ontario
  - **Zip/Postal code:** N4B 1C4
  - **Telephone:**
  - **Email:** im@sparchments.com

**Consignee**
- Either an ID or Full Consignee information is required for a Consignee.
  - **ID:** --Select--
  - **Name:**
  - **Address line 1:**
    - **Address line 2:**
    - **Address line 3:**
  - **City:**
  - **Country:** --Select--
  - **State/Province:**
  - **Zip/Postal code:**

---

Exit | Menu | GLOSSARY | HELP | RESOURCES  | SPEAK | REPEAT | <<<<BACK | 53 of 23 | NEXT>>>
E-Manifest: Trucks (Release 4)
Lesson 1: e-Manifest: Trucks

Topic 3: Creating a Manifest

Consignee:
- Either an ID or Full Consignee information is required for a Consignee.
  - ID: [--Select--]
  - Name: [ocks, Scissors, Paper]
  - Address line 1: 25 Niagara Avenue
  - City: Buffalo
  - Country: USA
  - State/Province: New York
  - Zip/Postal code: 14209
  - Telephone: 312-636-6000
  - Email: living@rockpaper.com

Add Party

Equipment:
  - Equipment: [--Select--]
  - Equip. #/License Plate #
  - Total shipment quantity: 0

If the boarded quantity is different from the total shipment quantity (split shipment), enter the boarded quantity below.

Boarded quantity: [ ]
Lesson 1: e-Manifest: Trucks

Topic 3: Creating a Manifest

Form:
- **Consignee**
  - ID: [Select]... Validate ID
  - Name: Rocks, Scissors, Paper
  - Address line 1: 25 Niagara Avenue
  - City: Buffalo
  - Country: USA
  - State/Province: New York
  - Zip/Postal code: 14209
  - Telephone: 312-636-6000
  - Email: Vivg@rockpaper.com

- **Party**
  - Party Type
  - Name/Carrier Code/SCAC
  - Country
  - State/Province

- **Equipment**
  - Equipment Type: [Select]...
  - Equip. #/License Plate #
  - Total shipment quantity:
  - If the boarded quantity is different from the total shipment quantity (split shipment), enter the boarded quantity below.
  - Boarded quantity:
### E-Manifest: Trucks (Release 4)

**Lesson 1: e-Manifest: Trucks**

**Topic 3: Creating a Manifest**

#### Consignee

- Either an ID or Full Consignee information is required for a Consignee.
- **ID:** --Select--
- **Name:** Ochs, Scissors, Paper
- **Address line 1:** 25 Niagara Avenue
- **City:** Buffalo
- **Country:** USA
- **State/Province:** New York
- **Zip/Postal code:** 14209
- **Telephone:** 312-636-6000
- **Email:** tving@rockpaper.com

#### Party

- **Party Type:** Name/Filer Code/SCAC
- **Country:** State/Province

#### Equipment

- **Equipment Type:** Trip

<table>
<thead>
<tr>
<th>Equip. #/License Plate #</th>
<th>Type</th>
</tr>
</thead>
</table>

**Total shipment quantity:**

If the boarded quantity is different from the total shipment quantity (split shipment), enter the boarded quantity below.

- **Boarded quantity:** 0
### Topic 3: Creating a Manifest

Select equipment that is contained in the manifest.

<table>
<thead>
<tr>
<th>Equip. #/License Plate #</th>
<th>Type</th>
<th>Country</th>
<th>State/Province</th>
</tr>
</thead>
<tbody>
<tr>
<td>2668336/NJ - 211194</td>
<td>Semi Truck Trailer</td>
<td>USA</td>
<td>New Jersey</td>
</tr>
</tbody>
</table>

- [Continue](#)  
- [Cancel](#)

**Shipments**

- [Create Standard Shipment](#)

<table>
<thead>
<tr>
<th>Shipment control #</th>
<th>Bill Control #</th>
<th>Sequence #</th>
<th>Type</th>
<th>Point/Port of Loading</th>
<th>Total Shipment Qty.</th>
<th>HAZ-MAT</th>
</tr>
</thead>
</table>

**Account List**

- [World Freight Trucking, Incorporated](#)
- [WFT, Inc.](#)
Lesson 1: e-Manifest: Trucks

Topic 3: Creating a Manifest

Select equipment that is contained in the manifest.

<table>
<thead>
<tr>
<th>Equip. #/License Plate #</th>
<th>Type</th>
<th>Country</th>
<th>State/Province</th>
</tr>
</thead>
<tbody>
<tr>
<td>2688336/NJ - 211194</td>
<td>Semi Truck Trailer</td>
<td>USA</td>
<td>New Jersey</td>
</tr>
</tbody>
</table>

Select Standard Shipment

<table>
<thead>
<tr>
<th>Shipment control #</th>
<th>Bill Control #</th>
<th>Sequence #</th>
<th>Type</th>
<th>Point/Port of Loading</th>
<th>Total Shipment Qty.</th>
<th>HAZ-MAT</th>
</tr>
</thead>
</table>

Continue | Cancel
### Creating a Manifest

**Type:**
- Semi Truck Trailer

**Mark (if applicable) + number:** 2668336

<table>
<thead>
<tr>
<th>License Plate #</th>
<th>Country of Registration</th>
<th>State/Province</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>211194</td>
<td>USA</td>
<td>New Jersey</td>
<td>Remove</td>
</tr>
</tbody>
</table>

**Commodity**

- Add Commodity

- Select All
- Description
- Shipment Quantity
- Weight
- HAZ-MAT UNDG Code(s)

**Actions:**
- Delete Selected
- Continue
- Cancel
Lesson 1: e-Manifest: Trucks

Topic 3: Creating a Manifest

Select NEXT to continue.

Manifest - Edit Standard Shipment Commodity

- Indicates field is required.

** Shipment quantity:

** Weight:

Description:

Vehicle identification number:
(if commodity is a vehicle)

Marks & Numbers:

HAZ-MAT UNDG code(s):

HAZ-MAT contact person:

HAZ-MAT contact phone #:

Continue  Cancel
Lesson 1: e-Manifest: Trucks

Topic 3: Creating a Manifest

Select NEXT to continue.

WFT, Inc.

- Shipments Quantity: 5
- Shipments Weight: 10000 Pounds
- Description: Recycled Paper
- Vehicle Identification Number
- Marks & Numbers
- HAZ-MAT UNDG code(s)
- HAZ-MAT Contact Person
- HAZ-MAT Contact Phone #
Lesson 1: e-Manifest: Trucks

Topic 3: Creating a Manifest

Select NEXT to continue.
E-Manifest: Trucks (Release 4)
Lesson 1: e-Manifest: Trucks
Topic 3: Creating a Manifest

Select NEXT to continue.

Shipping Information

* Shipment control #: AAACWFT10050

Bill control #: 

Shipment identifier: 

* Port/Point of loading: Location Toronto

Place of receipt: (required when different from Port/Point of loading)

Service type: --Select--

Transfer destination FIRMS code: 

FDA freight indicator: --Select-- (Yes' indicates that freight in this shipment is subject to FDA requirements)

Shipper

* Either an ID or Full Shipper information is required for a Shipper.

ID: --Select--

- or -

*Name: Stanley Parchments

*Address line 1: 5346 Lake Drive

Address line 2: 

Address line 3: 

- or -
Lesson 1: e-Manifest: Trucks

Topic 3: Creating a Manifest

Select NEXT to continue.

E-Manifest: Trucks (Release 4)

[Image of a computer screen showing the E-Manifest interface with fields for creating a standard manifest.

Fields include:
- Carrier SCAC
- Carrier name
- ACE ID
- Filing status
- Trip 
- Trip date
- Est. date of arrival
- Est. time of arrival
- First expected port of arrival
- In-transit indicator
- Conveyance ID
- Seal #1
- Seal #2
- Seal #3
- Instruments of International Traffic
- Crew member(s)

Instructions and options for adding crew members by ID or looking up crew members.

Welcome Diane Sanchez!
### Lesson 1: E-Manifest: Trucks

#### Topic 3: Creating a Manifest

*At least one crew member is required.*

**Passenger(s)**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Bob</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Equipment(s)**

<table>
<thead>
<tr>
<th>Equip #/License Plate #</th>
<th>Type</th>
<th>Seal Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2668338/NJ - 211194</td>
<td>Semi Truck Trailer</td>
<td>no seal, ...</td>
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</table>

**Shipment(s)**

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<tr>
<th>Shipment Control #</th>
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<th>Sequence #</th>
<th>Shipper Name</th>
<th>Consignee Name</th>
<th>Total Shipment Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAACWFT10060</td>
<td></td>
<td></td>
<td>Stanley Parchments</td>
<td>Rocks, Scissors, Paper</td>
<td>5</td>
</tr>
</tbody>
</table>

*Select NEXT to continue.*
Lesson 1: e-Manifest: Trucks

Topic 3: Creating a Manifest

---

**Trip Information**

- **Carrier SCAC**: AAAC
- **Carrier name**: WFT, Inc.
- **ACE ID**: 0000000267
- **Filing status**: PL

- **Trip #**: AAAC/WFT1006
- **Est. date of arrival at first port in U.S.**: 01/06/2005
- **Est. time of arrival at first port in U.S.**: 08:30
- **First expected port of arrival**: 0901-BUFFALO-NIAGARA FALLS NY
- **In-transit indicator**: No

**Conveyance**

- **Conveyance ID**: NJ - ACE203

**Instruments of International Traffic**

---

**Crew member(s):**

<table>
<thead>
<tr>
<th>In Charge</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>ID</th>
<th>CDL #/License #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Hitler</td>
<td>Anton</td>
<td></td>
<td></td>
<td></td>
<td>21234567890</td>
</tr>
</tbody>
</table>

---

**Passenger(s):**

---
Lesson 1: e-Manifest: Trucks

Topic 3: Creating a Manifest

Passenger(s):

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Equipment:

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<th>Equip #/License Plate #</th>
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<th>Seal Number(s)</th>
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<td>Rocks, Scissors, Paper</td>
<td>5</td>
</tr>
</tbody>
</table>

By clicking the "Send to Customs" button, you will be sending your manifest information to the U.S. Government. By doing so, you are declaring that this information is true and accurate to the best of your knowledge. If any future changes to this information are necessary, you will have to file a declaration setting forth the reasons for the changes. Codes to help you make those changes will be provided.

Send to Customs  Change Information
E-Manifest: Trucks (Release 4)
Lesson 1: e-Manifest: Trucks
Topic 3: Creating a Manifest

Your manifest has been successfully submitted to Customs.

Print  OK

Create Standard Shipment

Shipments control #  Bill Control #  Sequence #  Type  Point/Port of Loading  Total Shipment Qty.  HAZ-MAT

Welcome Diane Sanchez!
Trip Information

Trip Number    AAACWFT1006
MOT           Truck
Estimated Arrival Date  01/06/2005
Estimated Arrival Time   08:30
Filing Status   CD

Liability Amount   0
Expected Port Arrival 0901-BUFFALO-
NIAGARA FALLS NY
In-Transit Indicator  No
E-Manifest: Trucks (Release 4)
Lesson 1: e-Manifest: Trucks
Topic 3: Creating a Manifest

Select NEXT to continue.