

# Automated Commercial Environment Review of e-Manifest: Trucks

January 2013



U.S. Customs and  
Border Protection

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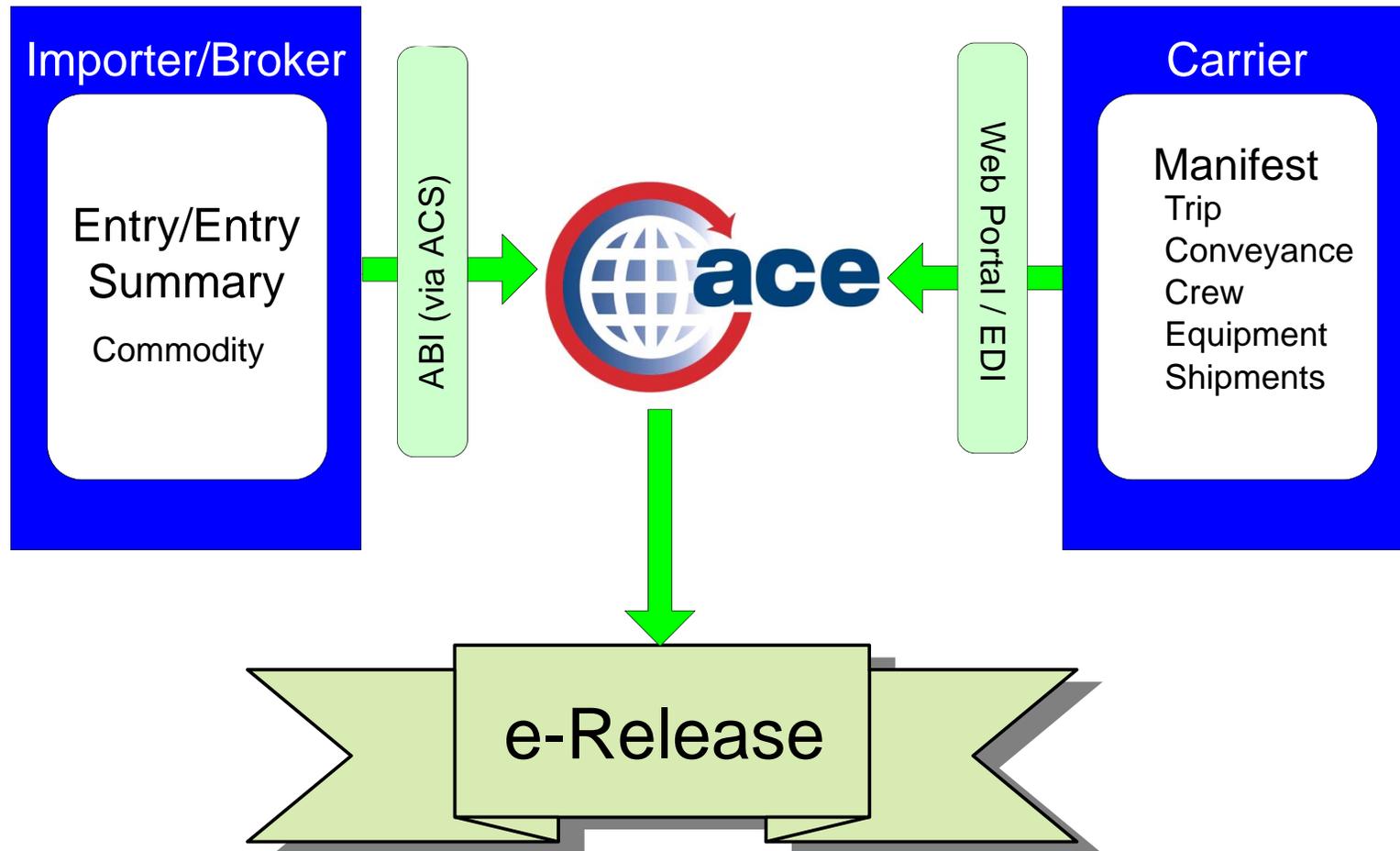
# e-Manifest: Trucks – Trade Act of 2002

## **Section 343 of the Trade Act**

### Mandatory Advanced Electronic Information for Cargo and Other Improved Customs Reporting Procedures

- Section 343(a)(1)(A) of the Trade Act provides that "the Secretary is authorized to promulgate regulations providing for the transmission to the Customs Service, through an electronic data interchange system, of information pertaining to cargo to be brought into the United States or to be sent from the United States, prior to the arrival or departure of the cargo."
- Section 343(a)(1)(B) states that "the Secretary shall endeavor to promulgate an initial set of regulations under subparagraph (A) not later than October 1, 2003."

# e-Manifest: Trucks Process Overview



# Components of an e-Manifest: Trucks

TRIP



Shipment/Cargo

Crew/Passengers

Equipment

Conveyance



# Mandatory e-Manifest: Trucks Exemptions

The following shipments are currently exempt by regulation from the advance electronic filing requirement for incoming cargo:

- Cargo in transit from point to point in the United States after transiting Canada or Mexico and
- Certain informal entries:
  - Merchandise which may be informally entered on Customs and Border Protection Form (CBPF) 368 or 368A, Cash Collection or Receipt
  - Merchandise unconditionally or conditionally free, not exceeding \$2,500 in value, eligible for entry on CBPF 7523, Entry and Manifest of Merchandise Free of Duty; or
  - Products of the United States being returned, for which entry is prescribed on CBPF 3311, Declaration for Free Entry of Returned American Products

# Mandatory e-Manifest: Trucks Exemptions (cont.)

The following shipment types are not specifically exempted by regulation but use of e-Manifest: Trucks is not currently required for:

- Trips consisting **solely** of merchandise that is subject to the provisions of 19 United States Code (U.S.C) 1321 (Section 321 releases). If a trip is made up of Section 321 eligible shipments and shipments requiring an entry or in-bond move, all shipments on that trip must be manifested
- Empty trucks and truck cabs may be reported via e-Manifest: Trucks but are not currently required

# Mandatory e-Manifest: Trucks Exemptions (cont.)

These shipment types are not currently able to be reported on an e-Manifest: Trucks and are therefore not required even when an e-Manifest: Trucks has been filed.

- Shipments consisting solely of Instruments of International Traffic (IIT) eligible for release under 19 CFR 10.41(a). IIT can be reported on an e-Manifest: Trucks as associated to a conveyance or equipment but cannot be used as a shipment release type
- International mail shipments moving via a contract carrier from a foreign postal service to the US Postal Service
- Carnets, as provided for in 19 CFR 114
- A delivery ticket (CBPF 6043) for movement to a CBP approved bonded warehouse or a direct Foreign Trade Zone admission on a CBPF 214
- Shipments imported for the Department of Defense using 19 CFR 10.102/103 as a release mechanism

All other shipments are required to provide advance electronic cargo information via an e-Manifest: Trucks including personal effects using form CBPF 3299.



# Instruments of International Traffic (IIT)

IIT (freight containers, racks, trailers, railcars, etc.) can be reported at either the equipment level or conveyance level when:

- Trip consists solely of empty IITs covered by carrier's bond
- Trip consists solely of empty IITs covered by importer's bond
- Trip consists of merchandise and IITs. IITs covered by carrier's bond
- Trip consists of merchandise and IITs. IITs covered by importer's bond



# e-Manifest: Trucks Shipment Release Types

The various shipment release types are:

- Pre Arrival Processing System (PAPS)
  - See how PAPS/QP can be used for in-bond releases on slide 36
- Border Release Advanced Screening and Selectivity (BRASS)
- Section 321 on merchandise valued under \$200
- HTS General Head Note 1 (GN1) Exemptions
- Goods Astray
- CBP Form-3299: Declaration for Free Entry Unaccompanied Articles
- CBP Form-3311: Declaration for Free Entry of Returned American Products
- CBF Form 7523: Entry and Manifest of Merchandise Free of Duty
- In-bond

# In-bond

ACE Supports these three In-bond Movement Types

- 61 – Immediate Transportation (I.T.)
- 62 – Transportation and Exportation (T&E)
- 63 – Immediate Exportation (I.E.)

ACE supports these in-bond capabilities

- In-bond request and authorization
- In-bond arrival and export

Methods of in-bond data transmission

- As of March 2, 2008, QP automatically links to PAPS shipment release types (Method 1)
- Carrier requests in-bond move from ACE manifest declaration (Method 2)
- Carrier manually links QP in-bond shipment to ACE e-Manifest: Trucks (Method 3)

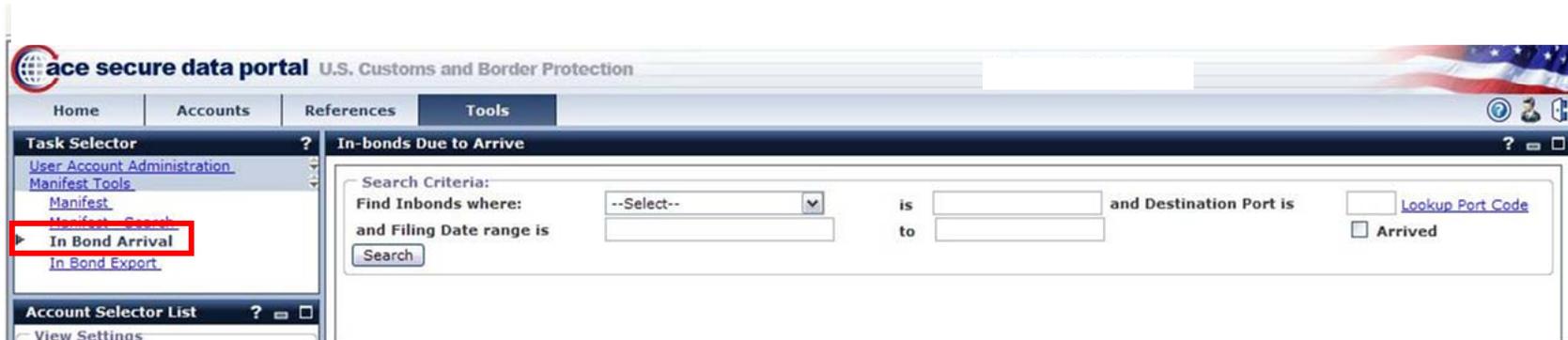


# Reporting In-bond Shipments as Arrived and Exported

It is very important that carriers understand their obligation to report the arrival at the U.S. destination port of entry and the export of in-bond shipments.

- An in-bond shipment transported on land must arrive at its destination port within 30 days after the date of receipt at the port of origin
- An in-bond shipment must be reported as arrived to CBP at its destination port within 48 hours of the arrival of any part of the shipment
- An in-bond T&E shipment must be exported within 15 days of its arrival at its U.S. destination port of entry
- To assist the carrier, a series of status messages are provided in an EDI format or through the ACE Portal, as appropriate

# “In-bond Arrival” and “In-bond Export” Links in the Carrier’s ACE Portal Account



# In-bond Status Messages

- The message “BOL late in 5 Days” is sent to the carrier 25 days after the date of receipt of the in-bond shipment
- The message “Bill of Lading Late” is sent to the carrier on the 30th day after the carrier has taken receipt of the in-bond shipment
- The message “Pending Eligible GO” is sent to the carrier on the 15th day after the cargo has been arrived at its U.S. destination, if an entry or exportation has not been filed
- The message “Ordered to GO” is sent to the carrier on the 20th day after the cargo has been arrived at its U.S. destination, if an entry or exportation has not been filed

These messages are sent via EDI to carriers that file their e-Manifest: Trucks using EDI.

These messages can be viewed in a carrier’s ACE Account in the Transactions link which currently is only accessible to the Trade Account Owner (TAO).

# “Transactions” Link in the ACE Secure Data Portal Carrier’s Account

The screenshot shows the ACE Secure Data Portal interface. The 'Task Selector' menu on the left has the 'Transactions' link circled in red. The 'Transaction Notifications' section displays a table of transactions for a carrier account.

	Trip #	Event	Trip Component	Component ID	Date
<input type="checkbox"/>	420028001	Pending Eligible GO	Shipment	867413632	05/08/2007
<input type="checkbox"/>	214026001	Ordered To GO	Shipment	867410084	05/09/2007
<input type="checkbox"/>	419004002	Ordered To GO	Shipment	867413304	05/09/2007
<input type="checkbox"/>	419004002	Ordered To GO	Shipment	867413304	05/09/2007
<input type="checkbox"/>	419004002	Pending Eligible GO	Shipment	867413304	05/09/2007
<input type="checkbox"/>	420048001	Pending Eligible GO	Shipment	867413621	05/10/2007
<input type="checkbox"/>	420028001	Ordered To GO	Shipment	867413632	05/10/2007
<input type="checkbox"/>	420028002	Ordered To GO	Shipment	867413820	05/10/2007
<input type="checkbox"/>	416025002	Pending Eligible GO	Shipment	867413842	05/10/2007
<input type="checkbox"/>	420028002	Ordered To GO	Shipment	867413820	05/10/2007



# FAST and ACE



- FAST/National Customs Automation Program (NCAP) electronic transactions are filed in the same manner as they have always been. The FAST transaction will be processed in ACE when the truck arrives at the border
- FAST/NCAP transactions may not be created or modified via the ACE Secure Data Portal
- FAST shipments that qualify for FAST using the Pre-Arrival Processing System require:
  - That a Standard e-Manifest: Trucks presented to ACE at least 30 minutes prior to the truck's arrival at the border
  - That a PAPS entry be filed at least 30 minutes prior to the truck's arrival at the border



# Important PAPS Information on Data Elements and Processes

## Data Elements

- Bill Control Number – Should not be used, leave this data element blank
- Piece Count – Entry and manifest piece count must match
- Weight – Report in pounds or kilograms
- Description of Cargo – Cannot be “Freight of all Kind.” Must be specific, detailed description
- Note: Some units of measure may cause an ACE PAPS shipment not to convert to an in-bond. See: ACE System Error Messages/Solutions Log on CBP.gov

## Processes

- Consolidated Entries – One entry can reference multiple Shipment Control Numbers (SCNs)
- Broker Download – Message can be sent before or at time of manifest submission

# PAPS Broker and Carrier Communications

*It is imperative that brokers and carriers communicate in order to link the entry data with the manifest data in the system.*

A Customs entry master bill of lading number **must** reference the corresponding manifest shipment control record (SCN) or records exactly to gain release of the goods.

- On the northern border, this number is usually the carrier's Standard Alpha Carrier Code (SCAC) plus the pro-bill number
- On the southern border, this number is usually the carrier's SCAC plus the Customs entry number. The entry number **must** include the broker's filer code
- This number **must be unique**. It must start with a valid SCAC and must be the same between entry declaration and the manifest shipment declaration



# Broker Download

Party

[Add Party](#)

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

- Select add party
- Select broker download
- Supply filer code of the broker
- Supply port code of the broker
- Supply office code if necessary
- ACE will send a copy of the shipment details to the customs broker's Automated Broker Interface (ABI) system

**Add Party - Select Party Type**

\* Required

\* Party type:

Cancel

--Select-- Go

--Select--  
Additional Party  
**Broker Download**  
Secondary Notify Party

**Shipment - Add Party**

\* Required

\* Party type:

\* **Filer code:**

\* **Port code:**

Office code:

Continue Cancel

Broker Download Change Type

Lookup Port Code

# Hazardous Materials

When carrying hazardous materials the carrier is required to report the United Nations Dangerous Goods (UNDG) Code(s).

HAZ-MAT UNDG code(s)  
[How to use this](#)

**Enter Code:**

**Listed Codes:**

HAZ-MAT contact person:

HAZ-MAT contact phone #:

In addition, you are required to report a contact person's name and phone number.

For HAZ-MAT shipments insurance information is also required as part of the conveyance data for the trip.

# CBPF 4455 – Not a Shipment Release Type

**CBP Form 4455** – Certificate of Registration – The Certificate of Registration can only be used with an entry or entry summary as supporting documentation. It may not be used as a shipment release type.

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection CERTIFICATE OF REGISTRATION		Form Approved: OMB No. 1551-0010 Exp. 03-31-2029
19 CFR 101.6, 101.9, 101.50, 149.1, 149.2, 149.32, 149.37 (NOTE: Number of copies to be submitted varies with type of transaction. Inquire at Port Director's office as to number of copies required.)		NO.
VIA (Carrier)	B/L or INQUIRED NO.	DATE
NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable)	ARTICLES EXPORTED FOR: <input type="checkbox"/> ALTERATION* <input type="checkbox"/> PROCESSING* <input type="checkbox"/> REPAIR* <input type="checkbox"/> OTHER (specify) _____ <input type="checkbox"/> USE ABROAD <input type="checkbox"/> REPLACEMENT	
* NOTE: The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.		
LIST ARTICLES EXPORTED		
Number of Packages	Kind of Packages	Description

# Third Party e-Manifest: Trucks Filing

Importers, Brokers, Carriers and other entities may file e-Manifest: Trucks on behalf of a carrier.

Brokers, carriers, importers and other third parties have been able to file manifests on the behalf of carriers via EDI since March of 2006 by utilizing or developing an EDI interface with the CBP ACE e-Manifest: Trucks system.

As of March 15, 2007, brokers, carriers, importers and other entities who have established an ACE Secure Data Portal account have been able to file manifests on behalf of a carrier as a third party manifest submitter via the Portal.

- To file on behalf of a carrier, a SCAC (carriers) or a CBP issued manifest preparer code must be obtained

To request information on how to become an ACE portal account, send an e-mail to [ACE.Support@cbp.dhs.gov](mailto:ACE.Support@cbp.dhs.gov) or go directly to [http://cbp.gov/xp/cgov/trade/automated/modernization/ace\\_app\\_info/](http://cbp.gov/xp/cgov/trade/automated/modernization/ace_app_info/)



# Third Party e-Manifest: Trucks Filing (cont.)

Importer and Broker ACE Portal Accounts without a National Motor Freight Traffic Association (NMFTA) issued SCAC should follow these steps:

- Brokers and Importers who do not already have an assigned NMFTA SCAC will need to get a manifest preparer code. Please contact Dan Buchanan at [daniel.buchanan@dhs.gov](mailto:daniel.buchanan@dhs.gov) for this number
- Please inform your CBP Account Manager that you need to add a carrier view to your account
- If you do not have an Account Manager, contact the **Technology Service Desk** at 1-866-530-4172 to request assistance in adding a carrier view to your account

# Third Party e-Manifest: Trucks Filing (cont.)

## **Carrier ACE Portal Accounts with an NMFTA issued SCAC**

- Current truck carrier ACE portal accounts who wish to transmit a manifest on behalf of another carrier are able to do so through their existing ACE portal accounts
- No additional steps are necessary

## **Entities other than importers, brokers and carriers**

- Must obtain a Manifest Preparer Code from [daniel.buchanan@dhs.gov](mailto:daniel.buchanan@dhs.gov)
- Follow the instructions for establishing an ACE portal account
- Will have access to “Create a Standard Manifest for Another Carrier” only

# Creating Standard Manifest for Another Truck Carrier

The screenshot shows the ACE Secure Data Portal for U.S. Customs and Border Protection. The user is logged in as Jeffrey Enterprise. The 'Tools' menu is active, and the 'Manifest' tool is selected. The interface includes a 'Filter Manifests' section with input fields for Trip #, Est. arrival date, Shipment control #, Filing Status, Type, and First expected P.O.A. Below the filter section, there are two links: 'Create Standard Manifest' and 'Create Standard Manifest for another Carrier', with the latter highlighted by a red box. A table at the bottom displays the following data:

Trip #	Est. Arrival Date	Submitted Date/Time	Type	Number of Shipments	Status	First expected P.O.A.
<a href="#">XXXTKJM001</a>	01/14/2011		Standard	1	Preliminary	3004
<a href="#">XXXTKJM003</a>	01/20/2011		Standard	0	Preliminary	3004



# Creating Standard Manifest for Another Truck Carrier (cont.)

The screenshot displays the ACE Secure Data Portal interface for U.S. Customs and Border Protection. The user is logged in as Jeffrey Enterprise. The 'Tools' menu is active, and the 'Manifest - Provide Manifest Owner SCAC' form is open. The form prompts the user to enter the Standard Carrier Alpha Code (SCAC) for the carrier that will own the manifest. The 'Manifest Preparer' field is pre-filled with 'XXXXT', and the 'Manifest Owner' field is empty. Below the form, there are 'Continue' and 'Cancel' buttons. The 'Shipment' section shows a table with columns for Shipment control #, Bill Control #, Sequence #, Type, Point/Port of Loading, Total Shipment Qty., and HAZ-MAT. Two links are present: 'Create Standard Shipment' and 'Create Standard Shipment for another Carrier', with the latter being highlighted in red. A 'Refresh Shipment List' button is also visible.

ace secure data portal U.S. Customs and Border Protection Welcome, Jeffrey Enterprise!

Home Accounts References **Tools**

**Task Selector** ? Manifest - Provide Manifest Owner SCAC ?

[User Account Administration](#)  
[Manifest Tools](#)

Manifest  
[Manifest - Search](#)  
[In Bond Arrival](#)  
[In Bond Export](#)

Please enter the Standard Carrier Alpha Code(SCAC) for the Carrier that will own this manifest.

Manifest Preparer: XXXXT  
Manifest Owner:

Continue Cancel

**Account Selector List** ?

View Settings  
View By:  
 Acct Name  SCAC

Sort by: --Select-- Go

**Accounts**

[CBP Incorporated](#) ↑  
TRUCK AMS TEST CARRIER  
CBP Dummy SCAC 0AAR

**Shipment** ?

[Create Standard Shipment](#) [Create Standard Shipment for another Carrier](#)

Refresh Shipment List

Shipment control #	Bill Control #	Sequence #	Type	Point/Port of Loading	Total Shipment Qty.	HAZ-MAT
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# Creating a Shipment for Another Truck Carrier

**ace secure data portal** U.S. Customs and Border Protection Welcome, Jeffrey Enterprise!

Home Accounts References **Tools**

**Task Selector** ?

- User Account Administration
- Manifest Tools
  - Manifest
    - Manifest - Search
    - In Bond Arrival
    - In Bond Export

**Account Selector List** ?

View Settings  
View By:  
 Acct Name  SCAC

Sort by: --Select--

**Accounts**

- CBP Incorporated
  - TRUCK AMS TEST CARRIER
  - CBP Dummy SCAC 0AAR
  - ACS TEST RAIL CARRIER
  - ACS OCEAN TEST CARRIER

**Manifest**

**Shipment - Create Standard Shipment**

\* Required

Shipment release type: PAPS

**Shipping Information**

\* Shipment control #: CNWY   
[About shipment control #](#)

Preparer: XXXT

Bill control #:

Bill issuer code:  (SCAC of House Bill Owner)

Shipment identifier:

\* Port/ Point of loading: --Select--  [Lookup Schedule K](#) or [Lookup IATA Code](#)  
[About port of loading](#)

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)

**Authorized account:**  (Enter SCAC of the account you wish to grant access to this shipment)

**Est. date of arrival at first port in U.S.:**  (mm/dd/yyyy) (Required for Broker Download)

**Est. time of arrival at first port in U.S.:**  (hh:mm local military time) (Required for Broker Download)

**First expected port of arrival:**  (Required for Broker Download) [Lookup Port Code](#)

Broker Download has not been sent.

**Shipper**

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

ID: --Select--



# Making Amendments to an e-Manifest: Trucks

The screenshot displays the ACE Secure Data Portal interface for U.S. Customs and Border Protection. The user is logged in as Jeffrey Enterprise. The main navigation menu includes Home, Accounts, References, and Tools. The 'Tools' menu is expanded, showing options like 'Manifest - Search', 'In Bond Arrival', and 'In Bond Export'. The 'Manifest - View Standard Manifest' page is active, showing details for a specific manifest. The 'Edit' button is highlighted with a red box. The manifest details include:

- Trip Information:** Carrier SCAC: XXXT, Carrier name: ACE ID: 0005714553, Filing status: CD, Manifest preparer: XXXT, Trip #: XXXT44177303, Est. date of arrival at first port in U.S.: 08/18/2007, Est. time of arrival at first port in U.S.: 08:00, First expected port of arrival: 3802-PORT HURON, MI, In-transit indicator: No.
- Conveyance:** Conveyance ID: [ON - PX6757](#)
- Instruments of International Traffic:**
- Crew member(s):**

In Charge	Last Name	First Name	Middle Name	Suffix	ID	CDL #/License #	FAST ID
No	<a href="#">Anderson</a>	Katherine	---	---	0006924275	01653329	---
Yes	<a href="#">Steeves</a>	John	---	---	---	S81814077480513	---

Below the crew member table, there is a section for 'Passenger(s)' with a table header: Last Name, First Name, Middle Name, Suffix.



# Making Amendments to an e-Manifest: Trucks (cont.)

The screenshot displays the 'ace secure data portal' for U.S. Customs and Border Protection. The user is logged in as Jeffrey Enterprise. The 'Tools' tab is active, and the 'Manifest - Amend Submitted Manifest' form is open. The form includes a 'Task Selector' on the left with options like 'User Account Administration' and 'Manifest Tools'. Below it is an 'Account Selector List' with 'View Settings' and 'View By' options (Acct Name or SCAC). The main form area contains a message: 'This manifest has been submitted to U.S. Customs, to change it requires a reason.' Below this is a '\* Required' section with a 'Reason:' dropdown menu. The dropdown is open, showing options: '--Select--', 'Clerical error in manifesting', 'Electronic transmission delayed by communication failure.', and 'Modification of trip data due to mechanical failure, schedule change, availability, or other. Reason documented and on file.' A 'Make C' button is visible next to the dropdown.



# ACE and FMCSA

ACE e-Manifest: Trucks is currently sharing Truck manifest data with FMCSA for the purpose of performing pre-arrival safety checks. The agencies are currently evaluating both the system data and functionality for any issues prior to sending status messages to the trade from ACE. The following is a list of valid status messages:

- Carrier does not possess valid U.S. operating authority
- Carrier has an Out of Service order against it
- Safety score indicates inspection is warranted
- Carrier's current insurance does not meet the minimum level or better
- Driver does not have valid/current CDL or equivalent (MX or CA)
- Driver does not have proper CDL endorsements for HAZMAT cargo
- No current CVSA decal on file. Please check visually
- Carrier check not performed, data not available at this time
- Driver check not performed, data not available at this time
- Tractor check not performed, data not available at this time
- Trailer check not performed, data not available at this time
- Carrier data not found in FMCSA systems

There will be additional information from FMCSA and CBP at the time the message functionality is activated to return the results to the trade.

# Options for filing e-Manifest: Trucks

Filing e-Manifest: Trucks via Electronic Data Interchange (EDI) can be accomplished by:

- Building an interface to ACE using EDI
- Having your dispatch software provider build an interface to ACE
- Purchasing or leasing software that has established an interface to ACE
- Hiring a third party who uses their own software to interface with ACE

Filing e-Manifest: Trucks via the ACE Secure Data Portal can be accomplished by:

- Establishing a free ACE Secure Data Portal Account and filing your own manifests
- Hiring a third party who has established a free ACE Portal Account to file a manifest on your behalf

Carriers are encouraged to have at least one back-up method to file an e-Manifest: Trucks, e.g. having a broker or a third party filer to send e-Manifest: Trucks.

# Software Providers on www.cbp.gov

**CBP.gov**  
Securing America's Borders

SEARCH  GO

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**Trade**

- Automated Systems and Operational Support
- Basic Importing and Exporting
- Cargo Security
- Legal Decisions/Publications
- Priority Trade Issues
- Quicklinks
- Trade Transformation
- Trade Outreach
- Trade Programs

Home / Trade / Automated Systems And Operational Support / ACE: Modernization Information Systems / Electronic Truck Manifest Information /

## Electronic Truck Manifest Technical Information

Information and training materials for truck carriers and the trade community on electronic truck manifests. Includes ANSI X.12, UNEDIFACT, ACE Secure Data Portal information, as well as information on reports generation.

- **Application Procedures for Electronic Truck Manifest Via EDI**  
- 12/29/2009  
Instructions on how to be approved for EDI and how to file an electronic truck manifest via EDI.
- **ACE Electronic Truck Manifest Software Developers**  
- 09/28/2012  
A complete list of companies who have developed software applications for ACE electronic truck manifest. Inclusions on this list do not constitute any form of endorsement by CBP.  
For Accessibility Information: [OIT508CONTACT@cbp.dhs.gov](mailto:OIT508CONTACT@cbp.dhs.gov)  
 doc - 136 KB.
- ▶ **ACE EDI Message Drafts**  
- 05/19/2011  
EDI messages are initial advisories to the trade community regarding new ACE capabilities to aide in advanced planning and budgetary considerations.

Search *Electronic Truck Manifest Technical Information* for:  
 GO

section sitemap for *Electronic Truck Manifest Technical Information*

**see also:**

- ▶ **in Electronic Truck Manifest Information:**  
[Electronic Truck Manifest Procedural Information](#)
- ▶ **on cbp.gov:**  
[ACC Web Based Training](#)

News Feeds

Report Suspicious Activity to  
**1-800-BE-ALERT**



U.S. Customs and Border Protection

# Getting Started with EDI for ACE Electronic Truck Manifest



Supply a letter of intent on company letterhead and include:

- The name and telephone number of the company's principal management and technical contacts.
- The Standard Carrier Alpha Code used by your company.
- The ports of entry where your company's vehicles cross into the U.S. and the approximate number of crossings per month for each location.
- A brief description of the company's data communications system (i.e. MQ/Frame or MQ/VPN or communicating through a third party service provider).
- Indication of whether you will be programming using ANSI X.12 or UN/EDIFACT messages.

# Getting Started with EDI for ACE Electronic Truck Manifest (cont.)



If the system is being developed or supported by a data processing company, include the data processing company's name, contact person, telephone number, and the expected completion date of the programming/installation.

- Address the letter to:  
U.S. Customs and Border Protection  
Client Representative Branch  
7681 Boston Boulevard  
Beauregard, Outreach Office, Room A-314-1  
Springfield, Virginia 20598
- *Or you may fax the letter of intent to 1-571-468-5538.*



# Questions on Filing e-Manifest: Trucks via EDI?

For specific information on filing an electronic truck manifest using EDI, please contact Dan Buchanan at [daniel.buchanan@dhs.gov](mailto:daniel.buchanan@dhs.gov).

Client Representatives provide EDI information including development, testing, and implementation for new EDI participants, as assigned.

- They are available Monday – Friday, 8:00am – 5:00pm in their time zone.



# ACE Secure Data Portal

Applications can be found at [www.cbp.gov/modernization](http://www.cbp.gov/modernization) or by sending an e-mail to [ACE.Support@cbp.dhs.gov](mailto:ACE.Support@cbp.dhs.gov).

- Fill out the completed application, indicate your digital signatures, and e-mail the completed electronic application to: [ACE.Applications@dhs.gov](mailto:ACE.Applications@dhs.gov).

OR

- Print out the completed application, sign, and mail it in to:  
ACE Secure Data Portal – ACE Applications  
U.S. Customs and Border Protection  
Beauregard Building, Room A-306-4  
7681 Boston Boulevard  
Springfield, VA 20598



# Portal Web Based Training (WBT)

The link for Portal WBT training is [http://nemo.cbp.gov/ace\\_online/](http://nemo.cbp.gov/ace_online/)



**ACE Web-based Training (WBT)**

Welcome to the ACE Online Training center. These training courses are optimized for a screen resolution of **1024 x 768** or larger, just like the ACE portal.

Should you experience any trouble viewing the courseware, try these few [troubleshooting tips](#).

**Your screen resolution is:** 1920 x 1200  
**Available view area:** 1920 x 1158  
**Browser name:** Microsoft Internet Explorer  
**Browser version:** 4

Flash Player 7 or higher is required to view this course.

 To check the current version of Flash that your browser is running [Click here](#).

You can launch a course from the links below:

- ACE Initial Login** 
- Periodic Payments** 
- e-Manifest: Trucks** 
- e-Manifiesto: Camiones** 
- ACE Reports** for the Trade Community 
- Enhanced ACE Accounts and Master Data** 



# Points of Contact

Technology Support provides technical assistance, responds to log-on issues, etc., and is open 24-hours, 7 days a week. Trade callers, including callers from outside the United States, can reach the Technology Support Center by dialing 1-866-530-4172. You can also send them an e-mail at [ACE.Support@cbp.dhs.gov](mailto:ACE.Support@cbp.dhs.gov).

Bilingual support is available for Spanish speakers 24-hours a day, 7 days a week.



# Questions?

For full participation requirements and other program details, please refer to the various Federal Register Notices which can be found under the Federal Register Notice link on [www.cbp.gov/modernization](http://www.cbp.gov/modernization).



**For more information,  
visit “ACE: Modernization Information Systems”  
at [www.cbp.gov/modernization](http://www.cbp.gov/modernization)  
or send an e-mail to: [CBP.CBPCSP0@dhs.gov](mailto:CBP.CBPCSP0@dhs.gov)**

