



e-Manifest Overview

Q: What is an e-Manifest?

A: With the current system, carriers must present a paper manifest to CBP before a shipment can enter the United States. An e-Manifest is the submission of trip, conveyance, equipment, crew, passenger, and shipment details electronically. Filing manifests electronically can be accomplished either by a commercial software product or via the Internet by using the ACE Secure Data Portal.

Q: How does an e-Manifest work?

A: As a truck approaches the primary booth, ACE is used to retrieve e-Manifest details for the CBP Officer to review. If the truck is equipped with a CBP-approved electronic transponder, ACE will automatically retrieve e-Manifest details along with matching pre-filed entries or in-bond requests.

Q: Does a carrier need to have a transponder to participate in ACE e-Manifest?

A: No, transponder technology is not required for participation in ACE. If a truck does not have a transponder, the CBP Officer uses the data on the cover sheet that the driver provides such as, the vehicle license plate, or trip number, to retrieve the e-Manifest.

Q: Will e-Manifests save time?

A: CBP anticipates time spent at the borders will be significantly reduced when carriers submit electronic manifests to CBP for review before the truck's arrival. With the associated issues that paper presents, such as incomplete data, or illegible writing, there are delays that will be eliminated upon mandatory e-Manifest filing. This electronic process eliminates the need for a CBP Officer to spend time processing paper manifests and barcodes as well as alleviates a lot of unnecessary stress that drivers feel. Several carrier companies have reported a significant time savings as well as a dramatic reduction in paperwork by using e-Manifests.

Q: Has the use of e-Manifests resulted in a decrease in processing times?

A: Yes. Although the effect of ACE on truck processing times at land border ports continues to vary by port, trucks were processed, on average, 21.3 percent faster than the pre-ACE baseline during October and December 2006 at key ACE ports. The ACE ports reviewed to develop the average were: Detroit Ambassador Bridge, and Port Huron, Michigan; Laredo and El Paso, Texas; Otay Mesa, California; Nogales, Arizona; and Pembina, North Dakota. As additional ports and more drivers use e-Manifests, the processing times are expected to decrease further as lines become shorter for everyone, even those who have not yet begun to use e-Manifests.



Q: How do electronic manifests help ensure border security?

A: Access to advance shipment data enables CBP Officers to prescreen trucks and shipments, freeing up time to inspect suspicious cargo without delaying the border crossings of legitimate carriers. Automating the process also allows information to be integrated electronically with CBP systems to provide better cargo screening. It is a win-win for everyone to ensure the border crossing process is smooth, safe, and as efficient as possible. Moving goods to market faster will have positive impacts on U.S., Mexican, and Canadian economies, benefiting consumers and business alike.

Q: What information is required for an e-Manifest?

A: Specific details on crew, conveyance, equipment and shipment information required for an e-Manifest is listed in the ACE Truck Manifest Notice published on March 21, 2005 (70 FRN 13514). The cargo information required enables high-risk shipments to be identified for purposes of ensuring cargo safety and security and prevents smuggling pursuant to the laws enforced and administered by CBP.

Filing an e-Manifest

Q: How can an e-Manifest be filed?

A: An e-Manifest can be submitted through one or both of the following channels: the Web-based ACE Secure Data Portal, or via a CBP-approved Electronic Data Interchange (EDI).

Q: When must an e-Manifest be received by CBP?

A: Generally, an e-Manifest must be received at least one hour prior to the carrier reaching the first port of arrival in the United States. For truck carriers arriving with shipments qualified for clearance under the FAST (Free and Secure Trade) program, an e-Manifest is required when following FAST/PAPS procedures or a FAST/NCAP electronic message must be received at least 30 minutes prior to the carrier reaching the first port of arrival in the United States.

Q: What is the ACE Secure Data Portal?

A: The ACE Secure Data Portal is essentially a customized, secure Web site for authorized users that connects CBP, the trade community, and participating government agencies with a single, centralized on-line access point for communications and information.



Q: What features and abilities are provided by the ACE Secure Data Portal?

A: With the ACE Portal:

- Carriers have the ability to input data, track the CBP status of a truck and its cargo, and develop a variety of reports.
- Data regarding trucks, trailers, drivers, shippers, and consignees can be stored and reused, saving time for truck carriers entering recurring trip data and resulting in fewer opportunities for mistakes.
- A broker download feature, also available via EDI, enables carriers to quickly transmit shipment details to a customs broker or entry filer, helping carriers and filers reconcile manifest and entry data, minimizing errors and reducing delays.
- ACE makes it easier for CBP Officers to release cargo, which can save time for truckers.
- There is no charge to use the portal, but users must provide their own high-speed Internet access (dial-up service does not have the capacity for portal navigation), and a compatible web browser. To use the portal, a carrier must establish an ACE portal account. Currently, more than 4,000 carriers have established ACE portal accounts. Through the portal, e-Manifests can be filed with CBP at no charge.
- Future capabilities in the ACE Portal will enable a carrier, importer, or customs broker to create an e-Manifest on behalf of another carrier. (This capability has been available using EDI since March 2006.)

Q: What are the options for companies choosing to use EDI for filing e-Manifests?

A: EDI filing options:

- Some companies may opt to develop their own EDI software, which will need to be tested for compatibility with CBP systems.
- Companies may also purchase or lease software from EDI software providers. Some software providers offer access to their software over the Internet. (If carriers use dispatch software, they should ask their vendor if they have developed software compatible with CBP.)
- There are 24 software providers listed on the CBP Web site that have tested their software with CBP. Many of these companies have sold their software to customs brokers and other entities to use as e-Manifest Service Providers, (sometimes referred to as third party filers or carrier agents). A list of EDI software providers can be found on the CBP Modernization Web site, www.cbp.gov/modernization, in the "Truck Carrier Information on ACE" section. The list is continually growing, with more and more companies becoming eligible to transmit e-Manifests via EDI. Please note that inclusion on this list does not constitute endorsement by CBP.



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- Another option is to use a third party to transmit the e-Manifest via EDI. Third parties usually charge a fee to help carriers file manifests with CBP. They may offer to file manifests by receiving fax or e-mailed copies of the documents then creating e-Manifests for carriers. Some customs brokers have the ability to file e-Manifests.
- Carriers may also use a combination of EDI and the ACE Secure Data Portal to file e-Manifests with CBP.
- An ACE account is not needed to file an e-Manifest via EDI.

Q: What are the costs for filing e-Manifests?

A: CBP does not charge a fee for filing an e-Manifest via the ACE Secure Data Portal, although users must provide their own high speed Internet access. No special software is required to use the portal, only a compatible Internet Web browser. If a third party is used to file e-Manifests on behalf of a carrier, the fee would be determined by the third party. If a company chooses to file e-Manifests directly with CBP via EDI, software will either need to be developed, purchased, or leased. The software must be tested for CBP system compatibility. There may be administrative set-up and training costs, although e-Manifests eventually should reduce administrative costs.

Q: How can a truck carrier prepare for the mandatory e-Manifest policy?

A: Truck carriers should establish ACE truck carrier accounts as soon as possible, or contact a customs broker, service provider, or other authorized filer to discuss how to submit e-Manifests.

Remember, ACE and e-Manifests will soon be a business necessity for everyone. Don't let your truck get caught in the last minute traffic jam of carriers rushing to comply with the new e-Manifest requirements. Beat the rush and start using the e-Manifest process now to ensure a smooth transition as CBP moves toward implementing the mandatory policy nationwide.

Q: What additional information/documentation do I need for border crossings using e-Manifests? Do I still need paper?

A: After successfully transmitting an e-Manifest, carriers or their agents should prepare and provide the driver with a CBP Form 7533 (Inward Cargo Manifest) or a plain paper printout (cover sheet). If using a cover sheet, please note the following information in at least 22 point type:

- **“ACE Electronic Manifest”** should be printed on the document.
- **“Trip number: Standard Carrier Alpha Code (SCAC), plus up to 16 alpha/numeric characters (A/N):** This should be clearly labeled as “trip number” and must be in text. [Note: this is not the Shipment Control Number (SCN) or PAPS number].
- **Driver's Name**



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- **Truck (Tractor) License Plate** (Must be the one that is listed in the e-Manifest transmission to CBP)
- **Shipment Control Number (SCN):** (PAPS or other shipment ID SCAC, plus up to 12 alpha numeric characters)
- **Shipment Description for each SCN**

Please note, carriers should not place PAPS barcode labels on any forms to be handed to CBP Officers in primary booths. If invoices and PAPS bar-coded manifests are provided to the driver, they should remain in the driver's control and not be given to CBP except upon request. CBP Officers should only use these documents for CBP system downtime or validation/examination of shipments.

Additionally, Free and Secure Trade (FAST) manifest cover sheets will continue to be used for FAST shipments.

Mandatory e-Manifest Policy

Q: Where is the electronic manifest (e-Manifest) capability currently available?

A: The e-Manifest capability for trucks is available at all land border ports featuring the Automated Commercial Environment (ACE), which is the commercial trade processing and communications system being developed by U.S. Customs and Border Protection (CBP). ACE is currently deployed at all land ports along the southern border, as well as most land ports along the northern border, with the exception of those in Maine, Idaho, Montana, New Hampshire, Alaska, and certain ports in North Dakota and Minnesota.

Q: When and how will e-Manifests become mandatory?

A: Use of e-Manifests is currently voluntary for most ports. However, CBP announced in Federal Register Notice (FRN) 71 FR 62922, that as of January 25, 2007 truck carriers are required to submit an electronic manifest at the following ports of entry: All ports in the states of Washington and Arizona, as well as the following ports in the state of North Dakota: Pembina, Neche, Walhalla, Maida, Hannah, Sarles, and Hansboro. Additionally, a second Federal Register Notice (FRN) 72 FR 2435 was published notifying all truck carriers that electronic manifests will be mandatory at all land border ports in Texas, California, and New Mexico as of April 19, 2007.

Q: What is the mandatory e-Manifest policy rollout schedule for the remaining land border ports?

A: Schedules detailing when each port will implement the policy will be announced via subsequent Federal Register Notices (FRNs) 90 days before each implementation. The FRNs will also be posted to the CBP Modernization Web site (www.cbp.gov/modernization),



Q: How will the mandatory e-Manifest policy be enforced?

A: As implementation of the mandatory policy begins at each group of ports, CBP intends to exercise enforcement discretion through the use of informed compliance notices given to carriers who arrive without submitting or attempting to file an e-Manifest. This discretionary period will last for a limited time and will be followed by enforcement action against carriers who fail to participate. Enforcement action will include a denial of permission to proceed into the U.S. and/or monetary penalties of up to \$10,000 for violation of the Trade Act of 2002. For egregious violations, a monetary penalty (\$5,000 for the first offense and \$10,000 for subsequent offenses) may be issued to the driver in care of the carrier under 19 USC 1436. Egregious violators are defined as those carriers that make no attempt to comply with the requirements. CBP intends, for a short period of time during this first enforcement phase, to continue to exercise limited enforcement discretion for those carriers who are attempting to file e-Manifests. Subsequently, CBP will begin to fully enforce the mandatory e-Manifest regulations for all parties, subject to the requirements, who fail to file an e-Manifest.

Q: Will carriers be able to continue using other entry/release systems to submit entries and obtain cargo releases?

A: Yes. The Pre-Arrival Processing System (PAPS) and other entry/release processes will continue to be in use at all ACE and non-ACE ports during and after ACE deployment and implementation of the mandatory e-Manifest policy. ACE supports existing entry/release processes, including PAPS, the Border Release Advanced Selectivity System (BRASS), In-Bond processing, and Section 321 processing, as well as the Free and Secure Trade (FAST) program. ACE integrates existing entry and release processes and adds some new automated methods to obtain release of cargo and request the in-bond movement of cargo. All existing entry and release methods will continue to be used for the purpose of entry submission and obtaining release of cargo. Once mandatory filing of e-Manifests has been implemented nationwide, PAPS and electronic in-bond (QP/WP) messages will continue to be used for the purpose of obtaining the release or authorized movement of cargo, but these entry methods will not be considered sufficient notification to CBP of the anticipated arrival of cargo.

Q: Will carriers be able to continue using other entry/release systems to comply with the Trade Act of 2002 advance cargo rule?

A: Not at border crossings that have implemented the mandatory e-Manifest policies. All commercial cargo, with certain exceptions, is subject to advance cargo information requirements pursuant to 19 CFR 123.92(b) and will require the filing of advance cargo information in the form of either an e-Manifest or a FAST/NCAP electronic declaration prior to the arrival of a conveyance at an applicable U.S. land border crossing. The advance cargo rule was enacted to help combat terrorism and otherwise unsafe or illegal transports by requiring the submission of cargo information electronically, in advance of the arrival of the conveyance (See 69 *FR* 51007, published August 17, 2004). Temporary exceptions enumerated in the above referenced Federal Register Notice include merchandise which is informally entered on Customs Form (CF) 368 or CF 368 A (cash collection or receipt);



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merchandise unconditionally or conditionally free, not exceeding \$2000 in value, eligible for entry on CF 7523; domestic cargo transiting Canada or Mexico; and products of the United States being returned, for which entry is prescribed on CF 3311 (US goods returned). However, it should be noted that with the exception of CF 368 (A) the above manifest shipment release types can be reported as shipments on an e-Manifest as well as Section 321 (certain goods valued under \$200); goods astray; and merchandise which is released under exceptions listed in General Headnote 1. The appropriate Customs Forms and supporting documentation will be required in addition to the electronic manifest. Merchandise entered under a CF 3299 (household effects, tools of trade) is NOT listed under 123.92(b) as being exempt from advance cargo information requirements and will require the filing of an e-Manifest. Although trucks hauling Instruments of International Traffic (IIT) are required to present a manifest, they are not currently required to file an e-Manifest. However, the filing of an e-Manifest is acceptable and recommended for IITs, which can be reported within the e-Manifest.

During the transition period at ports where ACE is not available or e-Manifest use is not yet mandatory, current processes (including FAST National Customs Automation Program (NCAP) electronic messages) will continue to be used to comply with the rule until the mandatory policy is implemented.

The advance cargo rule mandated pre-filing of an entry at least one hour prior to the arrival of the truck. Through the use of PAPS, the carrier was able to temporarily use the pre-filed entry to comply with the advance cargo rule. At the time of the advance cargo rule implementation, there was no e-Manifest capability. Use of PAPS implied a barcode would be used to enable a CBP Officer to pull up the entry by scanning, rather than typing an entry number. The barcode is not needed by CBP if an e-Manifest has been filed. The shipment control number (SCN) reported in the shipment record of a manifest will be recorded in the prefiled entry so that the entry and manifest shipment records will be automatically associated upon arrival of the truck.

For more details on Trade Act of 2002 advance electronic information, visit the CBP Web site, www.cbp.gov/modernization.

Q. How does the use of e-Manifest impact PAPS?

A. CBP will continue to use PAPS as a mechanism for the submission of entry data in conjunction with a carrier's ACE e-Manifest. It is recommended PAPS continue to be used in all cases where it is currently being used for filing entries, even when filing an e-Manifest. Use of PAPS means the entry is filed via the Automated Broker Interface (ABI) prior to the arrival of the truck. Please note, while a carrier satisfied the Advanced Cargo Notification from the Trade Act of 2002 by submitting an e-Manifest, he/she will not be able to cross the border until the entry has been filed. An e-Manifest eliminates the need for a carrier to present a PAPS barcode to the CBP Officer.

Please also keep in mind, the earlier an entry is filed; the better it is for everyone! Advance submissions give both the carrier and the broker time to confirm that the entry data filed by



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the broker (through PAPS) matches the manifest data filed by the carrier (through an e-Manifest). The e-Manifest data will need to be associated with the corresponding entry data, which is accomplished by reporting the Shipment Control Number (SCN) to the entry filer.

The e-Manifest provides for automated submission of trip, conveyance, crew, equipment, and shipment data. Some release processes that do not use PAPS as the release process today have been automated in e-Manifest: Trucks such as Section 321, Goods Astray, General Headnote 1, In-bond requests and the declaration of Instruments of International Traffic. As far as CBP enforcement is concerned, in the e-Manifest environment, the PAPS entry is the responsibility of the broker/importer of record, and the carrier is solely responsible for the manifest. Therefore, if the entry is not on file, the broker could be liable for broker compliance penalties if this happens on a frequent basis. Lack of an e-Manifest will ultimately result in a denial to proceed, which means the truck could be turned around at the border, unable to cross until compliance with the policy is achieved.

Q. Does the phasing in of the mandatory e-Manifest policy mean carriers will have to use two systems until ACE deployment is complete if they are crossing at ACE and non-ACE ports?

A. It depends on the situation. There are three possible types of scenarios during the transition period:

- 1. At a port that has mandated the use of e-Manifests:** A carrier must transmit, at least one hour prior to the arrival of the truck (30 minutes if FAST qualified), an e-Manifest to comply with the advance cargo rule. In addition, arrangements must be made, as before, for the release of the cargo being carried. These releases can be obtained by previously used methods such as a pre-filed entry through PAPS. In-bond requests can be made via the e-Manifest. Carrier declarations supported by special provisions of the regulations, such as Section 321, General Headnote 1 or Goods Astray rules, while not requiring an e-Manifest may be declared by the carrier via e-Manifest. Most other informal entry processes such as Customs Form CF-3311 (Free US Goods Returned) or CF-7523 (Free of Duty) may be reported on an e-Manifest, but do not require the use of e-Manifest. Merchandise which can be informally entered on CF-368 or CF-368A (Cash collection or receipt), empty trucks, trailers and cabs and shipments consisting solely of Instruments of International Traffic eligible for release under 19 CFR 10.41 (a) also do not require the use of an e-Manifest. e-Manifests will be required for cargo that is released via Customs Form CF-3299 (Unaccompanied Articles). These paper processes can be identified in the e-Manifest declaration as the designated release type. These CBP forms and appropriate supporting documentation must be available upon request.
- 2. At a port that has deployed ACE but has not mandated the filing of e-Manifests:** It will be the carrier's option to comply with the advance cargo rule by either filing an e-Manifest or following the previously prescribed methods, namely PAPS or QP/WP. Previously documented exceptions will continue to exist, such as cargo moving in-transit from point to point in the United States, and certain informal entries.



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3. **At ports where ACE is not yet deployed:** Carriers will continue to use the same systems and paper manifests they are using now until the transition to ACE is made.

Q: How will CBP be able to handle a rapid influx of e-Manifests?

A: The system has been designed to handle high volumes of electronic manifests. The question will be whether carriers are ready. In the past few months we have already seen an increase in the numbers of e-Manifests filed: from 1,000 e-Manifests submitted in April, to more than 20,000 submitted in December 2006. To date, nearly 100,000 e-Manifests have been filed since the first e-Manifest was submitted in 2005.

The number of ACE portal carrier accounts more than doubled in that same time period, and now stands at more than 4,000 as of December 2006. Further growth in e-Manifest filings is expected as the mandatory policy is implemented. Carriers are encouraged to establish ACE truck carrier accounts, or contact a customs broker, service provider, or other authorized filer as soon as possible to discuss how to submit e-Manifests. Lists of service providers can be found on the CBP Web site, www.cbp.gov/modernization. Truck carriers should be making plans now to avoid being stuck in the last minute influx of carriers rushing to comply!

Questions?

If you have any questions relating to e-Manifest, EDI, in-bond information or general ACE questions, please visit: www.cbp.gov/modernization or send your inquiries to: CBP.CSPO@dhs.gov.