

Helpful Tips for Carriers using ACE eManifest

ACE Cover Sheets

- Create only one ACE Cover sheet per trip – separate cover sheets are not required for each Shipment Control Number (SCN);
- CBP encourages carriers to use ACE cover sheets – cover sheets immediately identifies to CBP officer they are dealing with an eManifest;
- ACE cover sheets should be clear and legible - if preparing a 7533 to indicate ACE eManifest ensure all the information is clearly legible to CBP officers;
- ACE cover sheets must contain Trip Information and may contain Shipment Control Numbers (SCN) and brief description of freight:
 - Trip Information (22 Point Font)
 - ACE Electronic Manifest should be clearly printed on the document
 - ACE Trip Number: Standard Carrier Alpha Code + unique identification number for the trip – this should be clearly labelled as trip number and should be different from the SCN;
 - Drivers Name (First and Last Name);
 - Truck Tractor Licence Plate: (province/state + number);
 - CBP will accept this information in 3 of 9 barcode format.
 - Shipment Information (12 Point Font)
 - Shipment Control Numbers (SCN's);
 - Shipment Description.
- Carriers should not place bar-coded SCN's on ACE cover sheet or 7533;
- 24 hour contact information for carrier/eManifest preparer can be located on cover sheet – it will assist CBP if contact with the carrier/eManifest preparer is required.

Preparation of eManifest

- Quantity descriptions are required to indicate lowest number of external packages visible (e.g. 50 cartons – not number of skids) this is a process that starts with the shipper;
- Commodity descriptions should be as detailed as possible (e.g. instead of indicating auto parts to describe carburetors, carriers should indicate carburetors) this is a process that starts with the shipper;
- Ensure CBP transponder information is up to date and that tractors and plates assigned to a transponder are correct – if this goes unchecked carriers could unintentionally be sending the incorrect conveyance information to CBP for each eManifest;
- Ensure tractor plate and trailer plate information are entered in the correct fields when creating an eManifest;
- If equipment changes are required on route to the border and an amendment cannot be made in time – carriers should consider providing the driver with plate information that was entered for the original eManifest – this could assist in the officer locating the eManifest information when the truck arrives, or at least expedite the process once in Secondary;
- Double check to ensure the correct CBP entry type (e.g. BRASS, PAPS etc) is being used;
- It is a good practices for carriers to have one or two back up plans in addition to the primary system they are using to file eManifests for special situations (load and go, brokered freight etc);
- Carriers who broker freight to outside carriers who are not fluent in eManifest should consider using the “filing an eManifest for 3rd party” option – it will ensure they can keep their customers freight moving, while using other carriers;
- Carriers should pay close attention to consolidated entries and ensure there is one SCN for each deliver to party in the US;

Communication with Customs Broker

- Carriers should utilize broker download at all times, ensuring they have correct broker filer code and broker office code (for those brokers with office codes);
- Manifested shipment quantity is a key factor that brokers will require to file an entry – if carriers do not use the broker download it is virtually impossible for brokers to obtain this information unless the carrier speaks to broker or faxes a copy of the manifest along with the customs invoices;
- Ensure Shipment Control Numbers (SCN's) are communicated to customs brokers;
- Many carriers may choose to use bar-coded SCN's on customs invoice information sent to customs brokers – this will greatly reduce the amount of key stroke error that can occur while and entry is being processed by a customs broker;
- For BRASS shipments, carriers need to fax the invoice to the broker. The filer code is listed on the C-4 barcode. CBP no longer collects the BRASS invoices at primary to hand over to brokers when a BRASS shipment is released with an E-Manifest;
- Carrier should utilize the reference field in the E-manifest for BRASS to indicate an invoice reference number (shipper reference number) that can match the manifest to the invoice for all parties involved.