

New Carrier Information Form



Norman G. Jensen Inc.

"On The Spot to Serve" Since 1937

Carrier Services Department

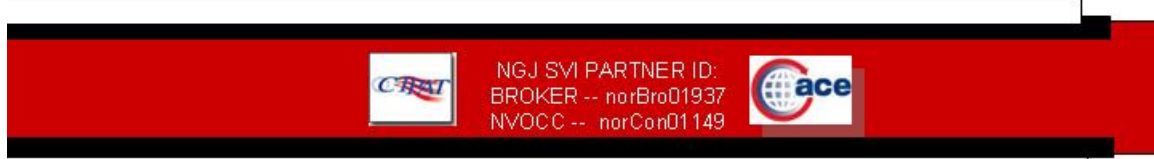
Carrier's (Option A) – Manifest Express Self-Serve e-Manifest

- Cuts work and waiting time at USA border in half.
- Improved Compliance ("Reasonable Care")
- Reporting the Carriers "ACE Manifest" to all other Brokers using ACE.
- Verify Cargo Release
- Great reporting tool at your fingers.
- Confirmation of work done by "On-Line" messages
- Customs Paperwork – Time Stamped for PAPS & Crossing Times
- Increased Documentation and Entry Accuracy
- Available 24/7

Annual Fee	\$200.00 Subscription
3PL's – Service Plan Fee	Database charge of \$3.00 per active SCAC Code on the system per billing month.
System Fee \$69.95/month:	
1 - 75 Manifest's	Included in monthly fee.
76 - 200 Manifest's	\$1.00 per manifest over the first 75
201 – 500 Manifest's	\$0.75 per manifest over the first 200
501 + Manifest's	\$0.50 per manifest over the first 500

NGJ has setup a very basic monthly plan that will work for all sizes of carriers, truck brokers & 3PL's. Service plans are based on the number of monthly shipments crossing into the USA. Billing will be done at the end of each month, payment is expected due upon receipt of the invoice. Your bill will reflect all the shipments from all ports of entry crossing into the United States.

Carrier Services / E-Manifest - Regional Resource Office
Tel (204)633-3741 - Fax (204)633-3784 - www.ngjensen.com



New Carrier Information Form



3rd Party Service Provider

"On The Spot to Serve" Since 1937

Carriers (Option B) – Full Service Create-a-Manifest – Fax Service

Annual Fee	\$120.00 Subscription
Full Service - Create-A-Manifest	Service Fees in U.S. Funds
1 – 10 E-Manifest's a Month	\$9.00 Each
11-20 E- Manifest's a Month	\$8.00 Each
21-40 E-Manifest's a Month	\$7.00 Each
41 + E-Manifest's a Month	\$6.00 Each

Carriers have the ability to use this as their main resource, for after hours, or weekend shipments.

3PL's now have the option of faxing our services department to have an e-manifest created and sent to the ACE portal from home, office, or warehouse.

Additional Fees may be charged:

- : if incorrect information is supplied.
- : if extra phone calls are made for additional information.
- : if a hard copy of completed e-manifest must be re-faxed directly to driver.
- : If presentation of paper manifest must be hand delivered to US Customs.
- : If after-hours orders are received late and rushed order needed.

Credit Card must be on file and it will be charged by transaction unless other arrangements have been made.

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NGJ SVI PARTNER ID:
BROKER -- norBro01937
NVOCC -- norCon01149



Manifest Express

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3rd Party Logistics / Truck Brokers "ON-LINE" e- Manifest Express

Annual Fee	\$200.00 Subscription
3PL's – Service Plan Fee	Database charge of \$3.00 per active SCAC Code on the system per billing month.
System Fee \$69.95/month:	
1 - 75 Manifest's	Included in monthly fee.
76 - 200 Manifest's	\$1.00 per manifest over the first 75
201 – 500 Manifest's	\$0.75 per manifest over the first 200
501 + Manifest's	\$0.50 per manifest over the first 500

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All invoices are payable to: **Norman G. Jensen Inc, Carrier Service Department.**

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Tel (204)633-3741 - Fax (204)633-3784 - www.ngjensen.com



NGJ SVI PARTNER ID:
BROKER -- norBro01937
NVOCC -- norCon01149



Manifest Express

New Carrier Information Form

READ THIS BEFORE USING OR SIGNING UP FOR MANIFEST EXPRESS.

Signing up and using Manifest Express and related documentation accompanying this Agreement indicates your acceptance of this Agreement's terms and conditions. Read all of the terms and conditions of this agreement prior to signup or usage of Manifest Express. If you do not accept these terms, do not use Manifest Express.

By selecting the "I agree to the above terms and agreements" checkbox, your organization and employees ("Licensee") are bound by the terms of this Agreement. If Licensee does not agree to the terms of this Agreement, Licensee must not signup or use Manifest Express.

Usage Agreement

Norman G. Jensen, Inc. hereby grants the Licensee non-exclusive use of Manifest Express subject to the following terms:

1. Licensee may: (a) transmit only information they consider valid and accurate; (b) understand and agree to Customs and Border Protection's (CBP) Trade Act Requirements (available through signup or CBP's Web site (www.cbp.gov)
2. Licensee may not: (a) rent, lease, sell, distribute, or otherwise transfer rights to use Manifest Express

Title

Norman G. Jensen, Inc. maintains the title, ownership, rights, and intellectual property rights in and to Manifest Express. Manifest Express is protected by copyright law of the state of Minnesota and international copyright treaties.

Disclaimer

Manifest Express is provided on an "AS IS" basis without warranty of any kind. To the extent permitted by law, Norman G. Jensen, Inc. disclaims all warranties without limitation, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, and non-infringement. The entire risk arising out of the use of Manifest Express remains with the Licensee. To the extent permitted by law, Norman G. Jensen, Inc. shall in no event be liable for any consequential, incidental, indirect, special, or any other damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, loss of data or other pecuniary loss) arising out of the use of or inability to use Manifest Express. Norman G. Jensen, Inc. reserves the right to change Manifest Express, this Agreement, or the Norman G. Jensen, Inc. website at any time, without prior notice.

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Termination

Norman G. Jensen, Inc. may terminate this Agreement immediately should it decide to no longer support or update the Manifest Express. This Agreement shall terminate automatically if Licensee fails to comply with its terms and conditions and Norman G. Jensen, Inc. shall have no further obligation to Licensee. No notice shall be required from Norman G. Jensen, Inc. to effectuate termination for breach of the terms and conditions.

Applicable Law

Minnesota law shall govern all rights and obligations under this Software License Agreement.

Entire Agreement

This Agreement constitutes the complete and exclusive agreement between Norman G. Jensen, Inc. and Licensee with respect to the subject matter hereof and supersedes all prior oral or written understandings, communications, or agreements not specifically incorporated herein. This Agreement may not be modified except in writing duly signed by an authorized representative of Norman G. Jensen, Inc. and Licensee.

I agree to the above terms and agreements

Company Name

Date

Authorized Signature/Title

Contact Information

Norman G. Jensen, Inc.
3050 Metro Drive, Suite 300
Minneapolis, MN 55425-1545
<http://forms.ngjensen.com>

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The following information is required in order to set up a New Carrier account.

Company Name: _____

Service Option: A, B or C	
Address 1:	
Address 2:	
City, State Zip/Postal Code:	
Phone Number:	
Fax Number:	
Primary Contact(s):	
SCAC Code:	

Primary User Information	
User First Name	
User Last Name	
User Email Address	
Security Level (Check one)	<input type="checkbox"/> Printer User <input type="checkbox"/> Entry Check <input type="checkbox"/> Power User

Tractor Information	
Description	
VIN #	
DOT #	
License Plate	
Region/country of plate	

Trailer Information	
Description	
Type	
ACE ID	
License Plate	

If Tractor carries HAZ-MAT the below information is required

Insurance company	
Policy #	
Liability Amount	
Year of Issuance	

For additional Tractors and Trailers see attached sheets.

Once this form is complete you can email it to Jmarton@ngjensen.com or Dfalk@ngjensen.com

Or fax it to 810-982-8530

Manifest Express

New Carrier Information Form

Office Use Only		Account Number:	
Date Received:		Received By:	
Date Set Up:		Set Up By:	

The following information is required in order to set up Carrier's Drivers.

Company Name: _____

Driver First Name	
Driver Last Name	
ACE or FAST ID	

If no ACE or FAST ID available please provide the information below

Street Address	
City, State Zip/Postal Code	
Birthdate	
Gender	
Citizenship	
CDL license#	
HAZ-MAT (yes or no)	

If no ACE or FAST ID than at least one of the following is required

Passport # & Country	
Birth Certificate # & Country	
Citizenship card # & Country	
U.S. Visa # and state	
Certificate of Naturalization #	
Laser Visa #	
Permanent resident card #	
Reentry permit #	
Refugee permit #	

Once this form is complete you can email it to Jmarton@ngjensen.com or Dfalk@ngjensen.com
Or fax it to 810-982-8530

Office Use Only		Account Number:	
Date Received:		Received By:	
Date Set Up:		Set Up By:	

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Tractor Information	
Description	
VIN #	
DOT #	
License Plate	
Region/country of plate	
Insurance company	
Policy #	
Liability Amount	
Year of Issuance	

Tractor Information	
Description	
VIN #	
DOT #	
License Plate	
Region/country of plate	
Insurance company	
Policy #	
Liability Amount	
Year of Issuance	

Tractor Information	
Description	
VIN #	
DOT #	
License Plate	
Region/country of plate	
Insurance company	
Policy #	
Liability Amount	
Year of Issuance	

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Insurance information only required when carrying Hazardous Materials.

Trailer Information	
Description	
Type	
ACE ID	
License Plate	

Trailer Information	
Description	
Type	
ACE ID	
License Plate	

Trailer Information	
Description	
Type	
ACE ID	
License Plate	

Trailer Information	
Description	
Type	
ACE ID	
License Plate	

Trailer Information	
Description	
Type	
ACE ID	
License Plate	

Trailer Information	
Description	
Type	
ACE ID	
License Plate	



Frequently Asked Questions on e-Manifest

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), the commercial trade processing and communications system being developed by U.S. Customs and Border Protection (CBP) to facilitate legitimate trade while strengthening border security. 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, Alaska, and certain ports in Vermont and Minnesota.

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

A: Use of e-Manifests is currently voluntary, however, CBP is announcing in Federal Register Notice (FRN) 71 FR 62922, dated October 27, 2006, that it will begin implementation of a mandatory e-Manifest policy at the specified ports named in the Federal Register 90 days after publication of this notice in the Federal Register, on January 25, 2007.

Q: Which ports will be the first to require e-Manifests?

A: All ports in the states of Washington and Arizona. Also, the following ports in the state of North Dakota: Pembina, Neche, Walhalla, Maida, Hannah, Sarles, and Hansboro.

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

A: The dates for implementation of the mandatory e-Manifest policy at additional ports will be announced later. The port groupings and order of implementation listed in the FRN are subject to change. Schedules detailing when each port will implement the policy will be announced via subsequent Federal Register Notices (FRNs), as well as on the CBP Modernization Web site, 90 days before each implementation.

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 throughout and after the transition to ACE 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

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Frequently Asked Questions on e-Manifest

obtaining release of cargo. Once mandatory filing of e-Manifests has been implemented, 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: No, with temporary exceptions. 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). At ports where the mandatory e-Manifest policy is in effect, only an e-Manifest or FAST National Customs Automation Program (NCAP) electronic message will satisfy requirements for the advance cargo rule. During the transition period at ports where ACE is not available and/or e-Manifest use is not yet mandatory, current processes 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 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, to speed up the process. The barcode is not needed by CBP if an e-Manifest has been filed since the shipment control number (SCN) reported in the PAPS entry would be filed in the manifest.

For more details on Trade Act of 2002 advance electronic information, visit the CBP Web site, http://www.cbp.gov/xp/cgov/import/communications_to_trade/advance_info/.

Q. How does use of e-Manifests 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. ACE e-Manifest only eliminates the need for a carrier to present a PAPS barcode to the CBP officer. The earlier an entry is filed, the better for everyone. Advance submissions give both the carrier and the broker time to confirm that the entry data filed by 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.

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,

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Frequently Asked Questions on e-Manifest

Goods Astray, General Headnote 1, In-bond requests and the declaration of Instruments of International Traffic. In the e-Manifest environment, the PAPS entry is the responsibility of the broker/importer of record, as far as CBP enforcement is concerned, and the carrier is solely responsible for the manifest. So, 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 types of scenarios possible 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. Authorized movement of cargo under bond can be obtained either by the pre-filing of electronic in-bond requests (QP/WP messages) or 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, can be declared by the carrier via e-Manifest. e-Manifests will be required for cargo that is released via paper processes, such as Customs Form (CF)-3299 Unaccompanied Articles, CF-3311 Free US Goods Returned or CF-7523 Free of Duty. These paper processes can be identified in the e-Manifest declaration as the designated release type. These CBP forms and appropriate supporting documentation will be required to 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.

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.

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Frequently Asked Questions on e-Manifest

Q: With use of e-Manifests currently a relatively low percentage of the number of manifests filed, is CBP going to be able to handle suddenly requiring 100 percent of manifests to be filed electronically at ACE ports?

A: CBP has been conducting outreach with the trade community and news media for months now on the need for carriers to get on board with the e-Manifest program. Numerous news releases, articles, brochures, fact sheets, letters to the carrier community, communications with trade associations, and conference presentations have been announcing the upcoming mandatory policy. CBP will begin distributing a variety of notices to individual truckers at the border in the coming weeks. We have been seeing numbers of e-Manifest filed increase dramatically in the past few months, from 1,000 e-Manifests submitted in April 2006 to more than 12,000 filed in September, and the trend is continuing. The number of ACE carrier accounts nearly doubled in that same time period, and now stands at 2,600 in October 2006. The more carriers use e-Manifests, the easier it will be for everyone, and the sooner the better. We are hoping to see even greater growth in e-Manifest filings prior to the mandatory policy being 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 brokers and software providers can be found on the CBP Web site, www.cbp.gov/modernization, under *Broker and Importer Information on ACE*, and *Truck Carrier Information on ACE*. Truck carriers should be making plans now to avoid being stuck in the last minute influx of truck carriers rushing to comply.

e-Manifest Description

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 Electronic Data Interchange (EDI) 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 officer uses the vehicle license plate or trip number to retrieve the e-Manifest.

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Frequently Asked Questions on e-Manifest

Q: How do e-Manifests save time?

A: Time spent at the borders is reduced when carriers are able to submit electronic manifests to CBP for review before the truck's arrival. This process frequently eliminates the need for an officer to spend time processing paper manifests and barcodes. As release times are lessened, truckers will have additional time to haul more shipments to make more money.

Several carrier companies have reported a significant time and cost savings by no longer having to have someone fax paper shipping documents – that process has been eliminated. Carriers report driver paperwork has been cut dramatically. Some companies have experienced administrative start-up and training costs, and have added monitoring procedures to verify the status of manifest filings, but report those procedures have not added a significant amount of effort, and the time-savings of e-Manifest are a net benefit. With clear, positive benefits, carriers currently using e-Manifests report they would not go back to the old system. Carriers using e-Manifests also report an approximately fifty-percent decrease in the number of times a driver has to get out of the truck at the border to process cargo. Prior to ACE deployment, most drivers were required to stop and enter the processing center.

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

A: Yes. Although the effect of ACE on truck processing time at land border ports continues to vary by port, trucks were processed, on average, 23 percent faster than the pre-ACE baseline during July and August 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 more as lines become shorter for everyone, even those who have not yet begun to use e-Manifests. The mandatory policy is expected to increase time savings yet again when all carriers are required 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 – that goods flow freely in and out of our nation for the benefit of all. 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: An e-Manifest provides the same information as the current paper manifest, including: crew identification (driver/passenger); description of conveyance

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Frequently Asked Questions on e-Manifest

(vehicle/truck/cab); description of equipment as applicable (trailer/container/chassis); and shipment details (cargo). More specific detail on information required 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 preventing 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 or 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 portal?

A: With the 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 other 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.

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Frequently Asked Questions on e-Manifest

- 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 must be used. To use the portal, a carrier must establish an ACE account. Currently, more than 2,600 carriers have established ACE accounts. Through the portal, e-Manifests can be filed with CBP at no charge.

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.
- A list of EDI software providers can be found on the CBP Modernization Web site, at <http://www.cbp.gov/modernization>. Scroll down the middle and click on "Truck Carrier Information on ACE". Once in the carrier information section, look to the right of the page and click on **ACE Electronic Truck Manifest Software Developers**. 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.
- 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. Some customs brokers have the ability to file e-Manifests. Lists of customs brokers can be found on the CBP Web site www.cbp.gov/modernization, under "*Broker and Importer Information on ACE*," and "*Truck Carrier Information on ACE*." Click on the "*Ports of Entry*" link: <http://www.cbp.gov/xp/cgov/toolbox/ports/>. For a list of brokers operating at each port, click on the appropriate state, followed by specific port links, then click on "*Brokers: View List*"
- 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 company chooses to hire a vendor to file e-Manifests for them via the portal or EDI, the fee would be determined by the vendor. For EDI purposes, there may be software or hardware requirements required by the vendor to ensure compatibility. 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.

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Frequently Asked Questions on e-Manifest

There may be administrative set-up and training costs, although e-Manifests eventually should reduce administrative costs.

Future Preparation for e-Manifest

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, before the mandatory policy takes effect, to ensure a smooth transition as CBP moves toward implementing the mandatory policy.

Specific Additional Guidelines for Carriers Filing e-Manifests

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

A: Yes, the driver should have in his possession a paper manifest with PAPS barcodes if the shipments are being released via the PAPS process. This manifest should not be given to the CBP primary booth officer unless requested. This manifest is maintained as a back up in case there are problems with the e-Manifest submission, system outages, or other irregularities that may require further inspection.

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. These documents should be annotated with the following minimum 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 or PAPS number).
- **Driver's Name**
- **Truck (Tractor) License Plate** (Must be the one that is listed in the e-Manifest transmission to CBP)

A code "3 of 9" barcode label may be provided in addition to the text for these elements. In addition, the following data elements may be added in smaller letters (12 point type maximum):

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Frequently Asked Questions on e-Manifest

- Shipment Control Number (SCN): (PAPS or other shipment ID SCAC, plus up to 12 alpha numeric characters)
- Shipment Description for each SCN

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.

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

Questions?

If you have any questions or would like to know more about ACE and modernization, please visit: www.cbp.gov/modernization or send your inquiries to: CBP.CSPO@dhs.gov.