

ACE EMANIFEST REQUEST FORM GUIDE

The following are basic line-by-line explanations of the form used to collect information needed to create an electronic manifest. If not sure of an explanation please call. We will be glad to further explain or answer any of your questions. To avoid delays or problems at the border we recommend printing clearly. For example, the difference between an S and a 5 can be the difference between a successful crossing or not. Taking an extra minute to print clearly may save hours at the border.

COMPANY NAME – Name of the company your SCAC is registered with.

SCAC – Your Standard Carrier Alpha Code.

SUBMITTED BY – Person to contact if more information or clarification is required.

TEL – Phone number of the person to contact.

ARRIVAL DATE – Date of earliest arrival at U.S. Border.

TIME – Approximate time of earliest arrival at U.S. Border.

UNITED STATES PORT OF ARRIVAL – Location of entry into U.S. Must be a U.S. Port.

TOTAL NUMBER OF SHIPMENTS WITH THIS TRIP – Number of individual shipments on truck and trailer. For more information see “How do I know how many shipments I have?” on the FAQ page.

SEND COVER SHEET TO – Fax number or email address for eManifest Service Centre to send cover sheet to.

SHIPMENT RELEASE TYPE – How broker will enter shipment into the U.S.

PAPS – Commercial shipments entered by a customs broker.

7523 – Entry and manifest of merchandise free of duty using CBP form 7523.

SECTION 321 – Merchandise valued under \$200.00. Consult your customs broker.

3299 – Free entry of unaccompanied articles using CBP form 3299.

SHIPMENT CONTROL NUMBER – If shipment release is PAPS enter the shipment control number that corresponds to this shipment. Use PAPS Barcode if available. Leave blank if not a PAPS release.

SHIPPER NAME, STREET, etc. – Location of pickup in Canada or Mexico.

CONSIGNEE NAME, STREET, etc. – Location of drop off in United States.

CARGO DESCRIPTION – Brief description of items being shipped.

QUANTITY – Enter the total number of boxes, cartons, packages, etc.

UNIT OF MEASURE – Shipment packaging type. Use PIECES if multiple types.

COUNTRY OF ORIGIN – Country goods originally manufactured in. (Optional for PAPS)

WEIGHT – Total weight of shipment expressed in pounds or kilograms.

VALUE – Dollar value of shipment in United States Dollars. (Optional for PAPS)

CHECK HERE IF SHIPMENT IS IN BOND – Shipment is not staying in country, duty is not being paid. Shipments identified as In Bond require extra information. If this box is checked we will send a form requesting this information. This form may also be downloaded from the Forms page. Include a copy of the bond with the eManifest request.

CHECK HERE IF SHIPMENT CONTAINS HAZARDOUS MATERIALS – Shipments containing materials identified as hazardous require extra information. If this box is checked we will send a form requesting this information. This form may also be downloaded from the Forms page.

CHECK HERE IF THIS SHIPMENT CONTAINS FOOD – Check this box if the shipment contains food as defined by the Food and Drug Administration.

CHECK HERE IF THIS SHIPMENT CONTAINS FOOD AND IS PREFILED - Check this box if the Food and Drug Administration has received prior notice of this shipment.

TRUCK LICENSE PLATE NUMBER, STATE/PROVINCE, etc. – Enter conveyance or vehicle information including vehicle identification or serial number.

TRAILER LICENSE PLATE NUMBER, etc. – Enter trailer information or mark N/A if not using a trailer.

DRIVER NAME, etc. – Enter information for driver. Driver must have a drivers license. Unless this is an enhanced drivers license a second form of WHTI approved identification is required. WHTI is the acronym for Western Hemisphere Travel Initiative. WHTI requires travelers to present a passport or other document that denotes identity and citizenship when entering the U.S. For current travel document requirements call eManifest Service Centre or go to www.cbp.gov/xp/cgov/travel/.

CREW / PASSENGER NAME, etc. – Enter information for any and all other persons in the vehicle or mark N/A if no other person than the driver is in the truck. A second driver is considered a crew. If a drivers license is provided the person will be entered as a crew. Unless this is an enhanced drivers license a second form of WHTI approved identification is required for a crew. A passenger will need one piece (not a drivers license) of WHTI approved identification.