

Information Notice

**Customs and Border Protection, Detroit Field Office
613 Abbott Street, Detroit, Michigan 48226**

Number: DFO-06-06

Date : May 18, 2006

TO : Carriers, Brokers and Other Interested Parties

SUBJECT: Uniform Guidance for Presentation of Manifests to CBP Officers for ACE
Electronic Truck Manifest

The Automated Commercial Environment (ACE) electronic truck manifest (e-manifest) functionality is being deployed to all land border ports during calendar year 2006. This functionality allows for single screen processing for all primary and secondary processing functions. As the use of e-manifest grows, the need for uniform guidance to trade partners becomes evident. Specifically, a way of identifying that a carrier has transmitted an e-manifest for a specific truck is needed to ensure proper processing by CBP Officers.

Attached to this notice are instructions for the presentation of manifests to CBP Officers for the ACE electronic truck manifest. This information sheet will also be posted to the CBP web site.

/s/Gurdit S. Dhillon

Automated Commercial Environment (ACE) E-Manifest Guidelines For Carriers

After successfully transmitting an e-manifest, carriers or their agents should prepare and provide the driver either a CBP Form 7533 (Inward Cargo Manifest) or a cover sheet printed on plain paper. These documents should be annotated with the following minimum information in at least 22-point type:

- **“ACE Electronic Manifest”** should be printed on document
- **“Trip number:”** and **Standard Carrier Alpha Code (SCAC) + unique identification number for trip** This should be clearly labeled as “trip number” and must be in text. Note: this is not the shipment control number or Pre-Arrival Processing System (PAPS) number.
- **Driver’s Name**
- **Truck (Tractor) License Plate** (Must be the one that is transmitted to CBP)

A code “3 of 9” bar code 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):

- Shipment Control Number (SCN): (PAPS or other shipment ID)
- Shipment Description for each SCN

DO 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 will 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.