

Information Notice

U.S. Customs and Border Protection
Department of Homeland Security
Detroit Field Office

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TO: Brokers, Importers, ABI Filers, Carriers, and Other Interested Parties

FROM: *DR* Assistant Director Field Operations, Trade *KANGST*
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SUBJECT: ACE Training & Reference Resources

Please visit www.CBP.gov to access valuable ACE training and reference resources that will assist you in your organizations transition from ACS to ACE. Once at the CBP.gov home page, select the "Trade" tab at top of page and then select the "For the Trade Community" tab. To access ACE information, select the "ACE and Automated Systems" link, located in the black box to left of screen. Once this link populates, you will find information on the ACE Mandatory Use Dates and more links to What's New with ACE, ACE publications, ACE Web Based Training courses and more. Additionally, once the "For the Trade Community" tab has been selected, you may also select the "Technical Information" or the "ACE Features" link, located in the black box to the left of the screen to access even more ACE related information.

What's New with ACE:

Under "News," you will find "What's New with ACE" information. The following are the types of documents available:

Information Notice for the Trade on ACE Deployment E (i.e., link will provide detail information on August 8, 2015 capabilities, that include, Remote Location Filing for ACE Entry Summaries certified for Cargo Release; Single Pay Option for ACE Entry Summaries; Refactored Entry Summary Types 01, 03 and 11 in a new ACE Platform; Entry Type 52, Entry Summary Types 51 & 52; and the August 19, 2015 capabilities, that include the PGA Pilot Rollout).

The Updated ACE Cargo Release Business Process draft document (see link below).

Information to prepare you for the November Transition to ACE for Entry/Entry Summary filing (includes link to certified Automated Broker Interface (ABI) Software Vendors).

Guidance documents on filing Entry and Entry Summaries in ACE

ACE Training & References:

The ([ACE Training and References Guides](#)) link provides training links on the following key topics:

ACE Portal:

- Account – Initial Access
- Account – Managing User Access
- Account – Cross Account Access
- Account – Merging
- Account – Employee Data Upload
- AD/CVD Cases & Messages
- Business Activity Log
- Declaration Records
- Entry Banks
- Error Messages
- Forms – Receiving and Responding
- Periodic Monthly Statement
- Post Summary Corrections

ACE Manifest:

- Manifest Introduction
- Ocean Conveyances
- Rail & Sea – in-bond Authorizations
- Truck – Application Procedures
- Truck – Module Review

ACE Reports:

- Basic Reports
- Data Extracts
- Dictionary for brokers
- Dictionary for Carriers
- Dictionary for Importers
- Dictionary for Sureties
- New Interfaces

Under [Publications](#), (scroll down) you will find the following key documents:

- **ACEopedia** – Consolidated ACE fact sheets that includes data on the following subjects: ACE Overview (includes Mandatory Use Dates), Single Window, Partner Government Agencies (PGAs), ACE Capabilities (i.e., Manifest, Cargo Release, Entry Summary, Exports), Getting Started with ACE (i.e., ACE via EDI vs. ACE Portal), ACE Portal, Periodic Monthly Statement, Document Imaging system (DIS).
- **Development & Deployment Schedule** – ACE Deployment schedule to include when functionality will be built and released.
- **ACE Monthly Trade Update** – ACE Newsletter to the Trade on upcoming capabilities, outreach events, tips and more.
- **ACE Basics** – One-page infographic/overview of how ACE works and how to get started on your transition to ACE, Mandatory Use Dates.
- **New ACE Features, Deployment D** - ACE capabilities deployed during the July 2014, October 2014, and January 2015 releases of Deployment D.
- **November 1 PGA Forms List** – A list of the PGAs and PGA Forms that will be required on November 1st and the mechanism through which they must be submitted.
- **ACE Adoption Report** – This report provides data on the transition to ACE.

The ACE Entry Summary Business Rules and Process document:

CBP has developed an ACE [Entry Summary](#) Business Rules and Process document intended to provide an overview of the processes, procedures and policies associated with the filing and

release of entry summaries using ACE. This document is designed to assist trade users in the transition from ACS to ACE. This document can be accessed via:

[CSMS# 14-000112 - New Version of the ACE Business Rules and Process Document](#)

The Updated ACE Cargo Release Business Rules and Process *draft* document:

CBP has developed an ACE *Cargo Release* Business Rules and Process document intended to provide an overview of the processes, procedures and policies associated with the filing and release of entries using ACE. This document is designed to assist trade users in the transition from ACS to ACE. This document can be found at:

<http://www.cbp.gov/document/guidance/ace-cargo-release-business-transformation-process-document>

Technical Documentation Guidance:

If you are looking to get connected to our automated systems to transmit data electronically you can access our implementation guides on the technical documentation pages at <http://www.cbp.gov/trade/automated/systems> or via the “Technical Information” link, located in the black box to the left of the ACE and Automated Systems screen. The technical documentation pages provide the message formats and technical specifications necessary to transmit data to CBP’s automated systems.

ACE Frequently Asked Questions:

To find answers to frequently asked ACE questions, please access the following link, <http://www.cbp.gov/trade/automated/ace-faq>. You may also contact the following support options:

- For questions or issues related to your ACE portal account, please e-mail or call the ACE Service Desk at ACE.Support@cbp.dhs.gov or (866) 530-4172
- For questions relating to EDI filing, contact your assigned client representative. If you don’t have a client representative, you can call 571-468-5500 to be assigned to one.
- Additional questions can be sent to our AskACE mailbox by sending an e-mail to AskAce@cbp.dhs.gov

ACE Features:

Under the “ACE Features” link, located in the black box to the left of the “ACE and Automated Systems” screen or via the following link, <http://www.cbp.gov/trade/ace/features>, the following are examples of ACE information links available: ACE 101; Manifest; Cargo Release; Post Release; Exports; Document Image System (DIS); PGA Integration; ACE Basics; New ACE Capabilities deployed since November 2013; ACE Federal Register Notices; ACE Application; Terms and Conditions for the ACE Portal access, etc.

Reminder About Certification (CERT) Testing:

On May 20th, much of the code needed for the November 1, 2015 mandatory date was deployed to the Certification environment for testing by all trade filers. CBP strongly recommends trade filers work with their Client Reps to test new and existing entry and entry summary capabilities (including entry/entry summary types 01, 03, and 11) via the Certification environment to ensure they are ready well in advance of the November 1, 2015 mandatory date. Implementation Guides are posted to CBP.gov/ACE. See Technical Documentation Guidance above to access this information.

CBP is working to ensure that quota continues to be processed fairly, timely and consistently for all filers in both ACS and ACE as we approach the November milestone for mandatory use of ACE for electronic entries and related entry summaries. To that end, deployment of entry types on which quota merchandise may be filed will occur in conjunction with the October 31, 2015 deployment and includes the following entry types: 02, 06, 07, 12, 21, 22, 23, 31, 32, 34, and 38.

Cargo Systems Messaging Service (CSMS):

To stay up to date with the most current ACE information, please subscribe to CSMS via the either of the following links:

<http://www.cbp.gov/trade/automated> - link located to right of page under “Stay Informed”
http://apps.cbp.gov/csms/csms.asp?display_page=1

Key Transition Dates

MAY 1, 2015

Mandatory use of ACE for all electronic import and export manifest filings for all modes.

NOVEMBER 1, 2015

Mandatory use of ACE for all electronic cargo release and related entry summary filings.

OCTOBER 1, 2016

Mandatory use of ACE for all remaining electronic portions of the CBP cargo process.