



**Pipeline 06-01
January 23, 2006**

TO: Customhouse Brokers, Importers and Others Concerned

SUBJECT: Cancellations and Corrections

Cancellations should not be considered a routine course of business. Whenever possible corrections should be done rather than cancellations. In order to provide consistent and uniform means for resolving errors on CBP-3461's, the following procedures will be followed. This pipeline supersedes pipeline 97-09 and all other previously issued instructions.

Definitions

Correction Post-release changes/corrections to CBP-3461 data.
Cancellation Cancellation of not only CBP-3461 Entry information, but also CBP-7501 entry summary data. Details remain in ACS—and provide an historical record of the transaction.

CORRECTION PROCEDURE

Your ABI client rep can confirm which data elements you are able to correct yourself. The AMS Team will process all other corrections to your CBP-3461. Please submit correction requests via e-mail to:

amsah.Chicago@dhs.gov (if your company name begins with A through H)
amsiq.Chicago@dhs.gov (if your company name begins with I through Q)
amsrz.Chicago@dhs.gov (if your company name begins with R through Z)

Correction requests must include: Name and phone number of contact, entry number, bill of lading number, and nature of request. If you do not have access to email, drop your request in the box marked "corrections" located in the lobby of our facility at 2571 Busse Road, Elk Grove Village.

CANCELLATION PROCEDURE

1. Cancellation request *must be submitted on company letterhead* stating reason for the request.
2. Cancellation must be submitted to the CBP port where the entry was filed or released.
3. The importer of record or an authorized agent with a valid power of attorney must sign request.
4. Cancellations should be submitted timely (prior to 10th working day after release of the merchandise).
5. Statement payment: If the entry to be cancelled is set up for statement payment, remove the entry from that statement whenever possible.

DOCUMENTATION REQUIRED FOR CANCELLATION

Duplicate entry (Cleared in another port or duplicate entries.) Copy of both the original CBP-3461 to be cancelled, and the "CBP released replacement CBP-3461". Submit a brief explanation, along with other supporting documentation.

Non-Arrival: Submit a copy of the CBP-3461 and documentation from the carrier or foreign shipper supporting your claim.

Entry replaced by IT: Provide copy of both the original CBP-3461, and a copy of the signed and/or perforated IT.

T&E: If a CBP-3461 has been processed, and it is subsequently discovered that merchandise was exported in-bond, submit a copy of the original CBP-3461, a copy of the signed and/or perforated T & E, and a copy of the carrier's outbound manifest.

ABI-Certified, Not Presented: If an ABI filer certifies an entry, but does not present it to Customs for processing, submit the ORIGINAL CBP-3461 with the word CANCEL written across the entry. Provide an explanation and documentation as to why the entry was never presented. If a duplicate entry was created, or if goods were moved on an IT or T&E, follow the guidelines above.

Freight not available—irregular delivery: Freight delivered by carrier without benefit of a Customs release results in an irregular delivery. If exam or redelivery is required, and freight is not available for exam, entry cancellation is not justified. In the event that an irregular delivery has occurred, liquidated damages will be assessed against the party determined responsible.

Freight lost/damaged by carrier after customs release, entry cancellation is not justified; file a claim directly with the carrier. **NOTE: Entry summary package including CBP-7501 and payment of all applicable duties/fees/ taxes must be submitted timely.**

Refused shipment (damaged goods/wrong merchandise) entry will not be cancelled until proof of exportation or destruction under CBP supervision has been provided.

Merchandise denied admission into the US by any Government Agency after conditional release from CBP Custody: Provide proof of exportation or destruction.

Goods Seized by CBP: Submit a copy of the CBP-3461 and provide the seizure case number on your cancellation request.

SUBMISSION OF CANCELLATION REQUEST

7501 Filed and/or Duties Paid: Send requests to the Customhouse at 610 South Canal Street, Chicago, IL 60607 Attn: Report Reconciliation Team, 3rd Floor.

7501 Not on File: Send requests to Valerie.minnich@dhs.gov. If you do not have access to email, you may use one of the following options: 1) mail your request to CBP, 50 Airport Drive, Rockford, IL 61109 Attn: Valerie Minnich; 2) fax your request to Officer Minnich at 815-965-6611; or 3) drop your request in the box marked "corrections/cancellations" located in the lobby of our facility at 2571 Busse Road, Elk Grove Village.

Your continued efforts to reduce unnecessary cancellations are appreciated. Following the guidelines above will help assure effective communication and flow of information between CBP and the trade community.

Carl Ambroson
Area Port Director