



**Pipeline 06-01 (Amended)
March 1, 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 change/correction to CBP 3461 data.
Cancellation Cancellation of not only CBP 3461 entry data, but also CBP 7501 entry summary data. When using the cancellation process, all details remain in ACS and provide a 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 place your request in the box marked "corrections" which is located in the lobby of our cargo facility at CenterPoint, 2571 Busse Road, Elk Grove Village.

All broker certified correction requests must include: Name and phone number of contact, nature of the request, a copy of the CF 3461, and bill of lading/airway bill.

CANCELLATION PROCEDURE

1. Cancellation request *must be submitted on company letterhead* stating reason for the request. *The attached format printed on your company's letterhead is an acceptable form of cancellation request.*
2. Cancellation must be submitted to the CBP port where the entry was filed and/or released. The Port of Rockford, 3909, is an affiliate of Port 3901 and is authorized to process cancellations for both Ports.
3. **The importer of record or an authorized agent with a valid power of attorney must sign the request. You must provide a copy of the power of attorney with your request for cancellation.**
4. Cancellations should be submitted timely whenever possible (prior to the 10th working day following release of the merchandise).
5. Statement payment – Entries set up for statement payment should be removed from the statement prior to submission of cancellation request in order to avoid unnecessary refund processing.
6. Cancellation of RLF (remote location file) entries will be processed by the Report Reconciliation Team located at 610 S. Canal Street, Chicago, IL 60607, phone 312-983-1134/1136, fax 312-353-5947.

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: Generally, the CBP Officer involved in the seizure submits copies of the CBP 3461 to the Port office for cancellation. However, if you wish, you may submit a copy of the CBP 3461 and provide the seizure case number on your cancellation request, as well.

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 (scanned image on letterhead). Alternatively, you may mail your request to: CBP, 50 Airport Drive, Rockford, IL 61109 Attn: Valerie Minnich, fax your request to Officer Minnich at 815-965-6611, or forward your request to the Report Reconciliation Team located at 610 S. Canal Street, 3rd Floor, Chicago, IL 60607.

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 Ambrosion
Area Port Director

CANCELLATION/CORRECTION REQUEST

Entry Number _____

? Entry Released

? Entry Not Released

REASON FOR REQUEST

? Freight Non-Arrival ? Shipment Refused ? System Error ? Replaced by CF 7512 ? ABI-Certified, Not Presented

? Shipment cleared by another filer under entry # _____

? Duplicate entry/same filer cleared under entry # _____

? Other (please explain) _____

NATURE OF REQUEST

? Cancel Entry Summary # _____

? Correct CF 3461 Data for Entry # _____

Remarks: _____

BROKER/FILER INFORMATION

Broker/Filer: _____

Name of Requestor: _____

Phone Number: _____

Signature: _____

REQUEST PROCESSED BY: _____

