



Pipeline 13-10
August 1, 2013

TO: Customhouse Brokers, Importers and Others Concerned

SUBJECT: Entry Cancellation Procedures

The purpose of this pipeline is to remind filers of the procedures for entry cancellations. The procedures outlined below are intended to ensure you are aware of the documentation required to support an entry cancellation request.

Please be reminded that 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 Form 3461's (3461), the following procedures should be followed.

CANCELLATION PROCEDURE

- Cancellation requests **must be submitted on company letterhead** stating the reason for the request. The attached cancellation/correction request template contains all of the required elements. This template can be copied on your company letterhead or you can develop your own version on your company letterhead as long as it contains the same elements.
- The cancellation must be submitted to the U.S. Customs and Border Protection (CBP) port where the entry was filed or released.
- The importer of record or an authorized agent with a valid power of attorney must sign the request.
- Cancellations should be submitted timely (prior to 10th working day after release of the merchandise).
- Statement payment: If the entry to be cancelled is set up for statement payment, please remove the entry from that statement whenever possible. If the cancellation request is for an ACE entry summary, the entry payment must be scheduled on a statement before the cancellation can be processed.

DOCUMENTATION REQUIRED FOR CANCELLATION

- **Duplicate entry** (cleared at another port; by a different broker; or a duplicate entry filed at the same port). Provide a copy of both the original 3461 to be cancelled and the released replacement 3461. If the filer is unable to provide copies of the

3461s, copies of the CBP Form 7501s are acceptable. If the cancellation request is being made due to another broker clearing the shipment, you **must** provide a copy of the signed POA which authorized you to clear the shipment on the importer's behalf.

- **Non-Arrival:** Submit a copy of the 3461 and documentation from the carrier or foreign shipper supporting your claim.
- **Entry replaced by CBP Form 7512 (Type 61) Immediate Transportation:** Provide a copy of both the original 3461 and a copy of the signed and/or perforated CBP Form 7512.
- **CBP Form 7512 (Type 62) Transportation and Exportation:** If a 3461 has been processed, and it is subsequently discovered that merchandise was exported in-bond, submit a copy of the original 3461, a copy of the signed and/or perforated CBP Form 7512, 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 CBP for processing, submit the **original** 3461 with the word **CANCEL** written across the entry. Provide an explanation and the documentation to as to why the entry was never presented. If a duplicate entry was created, or if merchandise was moved on an in Immediate Transportation (IT) or Transportation and Exportation (T&E) follow the guidelines above.
- **Freight not available/irregular delivery:** Freight delivered by a carrier without the benefit of a CBP release results in an irregular delivery. If an exam or redelivery is required, and the 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. You will have to seek resolution with the carrier. **Note: Entry summary package including the CBP Form 7501 and payment of all applicable duties, taxes and fees must be submitted timely.**
- **Refused shipment** (damaged goods/wrong merchandise). The entry will not be cancelled until proof of exportation or destruction under CBP supervision has been provided.
- **Merchandise denied admission into the U.S. 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 3461 and provide the seizure case number on your cancellation request.

Unless otherwise requested, please limit the documentation to that identified above.
SUBMISSION OF CANCELLATION REQUEST

The preferred method for submission of a cancellation request is by email to Chicago-Cancellation@CBP.DHS.GOV. When emailing your request please ensure that you use either a PDF, Word document, or any other type of document that will allow the printing of selected pages. If you do not have access to email, you may use one of the following options:

- 1) Send your request to:
U. S. Customs and Border Protection,
Port of Chicago,
ATTN: Reports Team,
5600 Pearl Street,
Rosemont, Illinois 60018
- 2) Fax your request to the Reports Team at (847) 928-8252; or
- 3) Drop your request in the broker box marked "Reports Team" located in the lobby of the Port Office at 5600 Pearl Street, Rosemont, Illinois 60018.

Your continued efforts to reduce unnecessary cancellations are appreciated.

By following the guidance above it will ensure effective communication and the proper flow of information between CBP and the trade community. The information in this pipeline supersedes Chicago Pipeline 07-09.

Questions concerning this Pipeline should be directed to Supervisory Entry Specialist Mary Lou Belfiore at (847) 928-6074 or Mary.Belfiore@cbp.dhs.gov.



Matthew S. Davies
Area Port Director
Port of Chicago

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 CBP Form 3461 # _____

Correct CBP Form 3461 # _____

Remarks: _____

BROKER/FILER INFORMATION

Broker/Filer: _____

Name of Requestor: _____

Phone Number: _____