



DEPARTMENT OF THE TREASURY
U.S. CUSTOMS SERVICE

PORT OF CHICAGO PIPELINE

NO. 98-23

June 29, 1998

TO : Customhouse Brokers, Importers and Others Concerned

SUBJECT: Census Warnings and Entry Rejections

The Port of Chicago has many entry summaries which remain in rejected status far beyond the period allowable. Research into the causes reveals that some of them have not been returned to Customs by the filer and the remainder were returned to Customs but for various reasons were not identified as returned rejects. This pipeline provides a refresher course for filers in how to handle rejected entry summaries.

1. Time Limits

CUSTOMS has only 10 working days from the presentation date to reject ABI entries, 30 calendar days for non-ABI entries, and 60 calendar days (up to 90 calendar days with Headquarters approval) for anti-dumping and countervailing duty entries whether ABI or non-ABI.

If Customs fails to meet these deadlines, alternative methods of obtaining information, documentation, etc., such as sending Requests for Information, Notices of Action, and so forth, are required.

The **FILER** generally has 2 working days to resubmit a rejected entry summary. However, when the entry is submitted and then rejected prior to the 8th day of the 10 working day filing period, the filer still has until the 10th working day to resubmit. There is only one exception to the 2 working day requirement for resubmission. If after the ten working days the entry summary is rejected for failure to post bond/cash for merchandise subject to antidumping and/or countervailing duty cases, the summary must be resubmitted to Customs within 10 working days from the date of rejection regardless of when it was rejected.

Rejected entry summaries must be returned to Customs timely and in proper order or a liquidated damages case for no file or late file, as appropriate, may result.

2. Census Warnings, Rejects and What to Do about Them

CENSUS WARNINGS (not rejections)

Census warnings and errors far outnumber all other types of rejections. All import data collected by Customs is forwarded to the Bureau of Census. Census retains the data and establishes parameters for every HTSUSA item number. When an ABI filer inputs entry data into the system, the data is matched to the appropriate Census files and the relationships between quantity, value, HTSUSA, country of origin and charges are examined. If the reported relationships are outside of the established parameters, the filer gets a warning message. The warning will specifically identify the questionable data.

Some Census warnings are caused by **ERRORS IN DATA INPUT**. This occurs in the form of typographical errors, mathematical errors, misreading of information and a 1001 other kinds of mistakes by the entry writer, foreign shipper, importer, etc. Too often these mistakes are ignored by the filer and the entries are submitted to Customs without correction. A vast majority of Census warnings occur under these circumstances. When this happens, the entry is automatically put into rejected status and Customs must review it and either override the reject or return the entry to the filer for correction. Double and triple handling of the entry exponentially increases the chances that the entry will go astray either at Customs or at the filer's location and an inordinate amount of time is spent searching for and possibly reconstructing the entry.

This is **EASILY CORRECTED** by (1) reading the error message (e.g., weight/qty too low), (2) reviewing the invoice(s) and other appropriate documentation and (3) contacting the importer to determine the correct information. Correct the information in the system and submit the entry. The entry will be processed as if a Census warning had not occurred.

A CENSUS WARNING GENERATED WHEN DATA INPUT IS ACCURATE reflects items which fall outside of Census parameters, usually caused by special circumstances surrounding the manufacture or sale of the imported goods. These items are the exception rather than the rule.

After you have **REVIEWED** the data sources on hand and **DETERMINED** that the information input into the system is the same, contact the importer to verify the information on the invoice and other documents is correct.

If it is not correct, provide an add slip giving the correct information and the name, title and phone number of the person who gave you the correct information. Correct the entry in the system and submit it. Assuming it now falls within Census parameters, the entry will be processed as if a Census warning had not occurred.. If it is still outside Census parameters, see the following paragraph.

If the information is correct and it doesn't fall within Census parameters, attach the blue ABI - CENSUS reject slip to the entry. On this blue rejection slip fill in the blanks in the line number and error message columns. **DO NOT FILL IN** the two blanks under the "Import Specialist Action" column. In the area under the "Broker's Comments" indicate the name, title and phone number of the person with whom the data was verified. Also tell us why the information is correct, e.g., prototype with a high value, specialty part, etc. Submit the entry to Customs. At this point Customs will review the entry and, when appropriate, override the error.

IMPORT/ENTRY SPECIALIST REJECTIONS

These entries are rejected by either the import specialists or the entry specialists for various reasons including Census errors. Address all of the issues noted on the rejection slip. If you miss any, it will probably result in a second reject. If you don't understand an issue, contact the rejecting person or team for an explanation.

The date of rejection is stamped on the rejection slip and the back of the first page of the entry summary. The filer generally has two (2) working days in which to make the correction(s) and return the entry summary to Customs. Refer to Paragraph 1 above for exceptions to this rule. **DO NOT** hold onto a rejected entry past the appropriate time limits while waiting for information. This could result in an opened liquidated damages case. Instead, contact the **entry specialist team** and **request an extension**. If the extension is granted, annotate the rejection slip with the name of the entry specialist and date of the request.

If the information on the entry summary is changed, write an explanation on the rejection slip, make the appropriate changes on the CF 7501 and retransmit in ABI if possible. If you are unable to retransmit, please make a note of it on the rejection slip.

When the information on the original entry summary is correct, provide an explanation on the rejection slip. Be sure to identify your sources.

3. **How to Resubmit Rejected Entries**

The rejection slip shows when and why the entry was rejected and who rejected it. The response, date and identity of the respondent should be on the rejection slip. When changes are made, the CF 7501 must be corrected and, when possible, the change retransmitted in ABI. When resubmitting the entry package to Customs, be sure to include the "CORRECTED" slip, rejection slip, corrected CF 7501 (if applicable), original CF 7501, and the rest of the entry summary package. If you have a corrected CF 7501, be sure to include the original CF 7501 folded in half vertically.

Reassemble the rejected entry summary package in the following order:

1. CORRECTED Slip
2. Rejection Slip
3. Corrected CF 7501 (if applicable)
4. Original CF 7501
5. Any new attachments to the entry summary package
6. Remainder of originally submitted entry summary package

UNDER NO CIRCUMSTANCES SHOULD ANY DOCUMENTS IN THE ORIGINAL ENTRY SUBMISSION, INCLUDING AN ORIGINAL CF 7501 AND THE REJECTION SLIP, BE REMOVED FROM THE ENTRY PACKAGE.

The corrected entry summary should be returned to the Customshouse at 610 S. Canal Street, date/time stamped and deposited on the table outside the Cashier Unit on the 4th floor. It should never be sent directly to the commodity or entry specialist team. Correction slips and the date/time clock are located on the 3rd floor outside the Customer Service window.

Should you have any questions about the entry summary rejection procedure, contact one of the four entry specialist teams. If you have questions about the issues cited on a reject slip, contact the person or team that rejected the entry.

Kevin Weeks
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