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## What is a Declaration?

Declarations are statements made by the importer or his/her agent that support a claim made with regard to imported merchandise. At this time, the following **blanket** declarations will be supported in the Automated Commercial Environment (ACE) Secure Data Portal:

- Affidavit of Manufacturer
- Importer Certifying Statement
- Non-Reimbursement Blanket Statement (Antidumping/Countervailing Duty AD/CVD)
- North American Free Trade Agreement (NAFTA) Certificate of Origin

Declaration records created in ACE can be viewed nationally by U.S. Customs and Border Protection (CBP) and by trade account users who have access to the “*Declarations*” link.



*Declaration records can be created in ACE to support both ACS and ACE entry summaries. Once a declaration record has been submitted, it cannot be edited or deleted!*

## Who Can Create a Declaration Record?

Importers, brokers, carriers and filers will be able to submit declaration records, which are associated at the Importer of Record level in the account. Brokers or filers who would like to input declaration records on behalf of importers will require access to the importer’s account.

## Granting User Access to Declarations

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The Trade Account Owner (TAO) must grant access to the “*Declarations*” link to any Proxy Trade Account Owner (PTAO) and Trade User who needs access. To grant user access:

1. Select the **Tools** tab.



2. Select **User Access**. The “*User Access*” portlet will display a list of your users.



3. Select the link of the last name of the user you wish to edit in the “*Last Name*” column. The “*User Access*” portlet displays with the account information for the user selected. You can change the options for “*User Role*” and “*Access to Top Account*” if needed.
4. Select the **Continue** button to view the current access for the user you have selected.
5. Select the **Importer** sub-tab to change to the importer account type permissions.
6. Select the **Edit Importer Permissions** link.
7. Select the appropriate radio button for access to the “*Declarations*” link. “*Full Access*” will allow the user to search, display, create and cancel declaration records. “*Read Only Access*” will allow the user to search and display a declaration record. “*No Access*” means the “*Declarations*” link will not be displayed in the “*Task Selector*” portlet.
8. Select the **Continue** button. Changes are displayed in the “*Permissions*” column indicating the new access privileges granted.
9. Select **Save** after you have reviewed the updates made to the user’s access privileges.

## Creating a Declaration Record

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The following key points apply when creating a declaration record:

- Authorized users only need to create the declaration record once. Once it is created, the declaration record can be viewed nationally by CBP at any port via the ACE Portal.
- Once a declaration record is submitted, it cannot be edited or deleted.

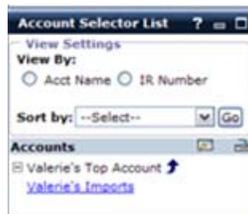
- Declaration records should only be created at the Importer of Record level in the account.
- The maximum number of Manufacturer Identification (MID) numbers per declaration record is 20.
- The maximum number of Harmonized Tariff Numbers (HTS) per declaration record is 50. HTS numbers enter must contain at least six digits.
- A comma is used to separate multiple HTS numbers and multiple MIDs.
- Enter at least seven digits of the Case Number for a Non-Reimbursement Blanket Statement (AD/CVD).
- Attachments made to declaration records will be date and time stamped.
- The NAFTA Certificate of Origin requires a copy of the official document be attached to complete the posting of the declaration record.

TAOs, PTAOs and trade users with full access to “*Declarations*” can create declaration records. To create a declaration record:

1. Select the **Accounts** tab.



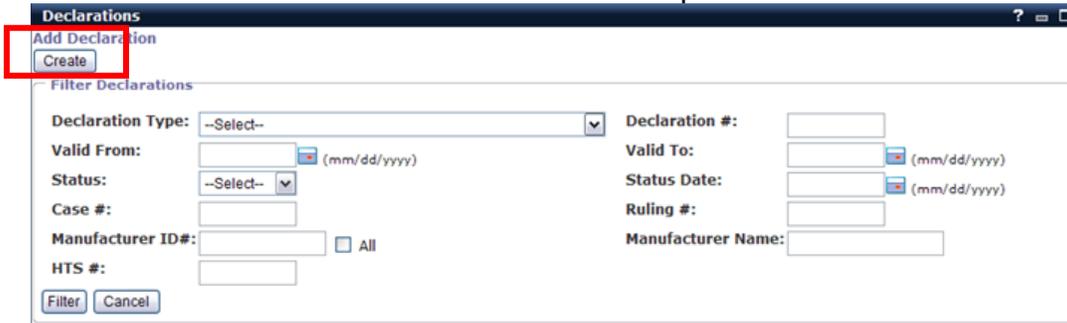
2. Select **Importer** from the “*Select Account Type*” drop down and click the **Go** button.



3. Select the “+” in the “*Account Selector List*” to choose the appropriate Importer of Record number.
4. Select the link of the Importer of Record number selected.
5. Select the **Declarations** link from the “*Task Selector*.”



6. Select the **Create** button in the “Declarations” portlet.



The screenshot shows a web application window titled 'Declarations'. At the top left, there is a button labeled 'Add Declaration' with a sub-button 'Create' below it, which is highlighted with a red rectangular box. Below this is a section titled 'Filter Declarations' containing several input fields: 'Declaration Type' (a dropdown menu currently showing '--Select--'), 'Valid From' (a date field with a calendar icon and '(mm/dd/yyyy)' placeholder), 'Status' (a dropdown menu), 'Case #' (a text field), 'Manufacturer ID#' (a text field with an 'All' checkbox), and 'HTS #' (a text field). On the right side of the filter section, there are fields for 'Declaration #', 'Valid To' (date), 'Status Date' (date), 'Ruling #' (text), and 'Manufacturer Name' (text). At the bottom left of the filter section are 'Filter' and 'Cancel' buttons.

7. Select the “Declaration Type” from the drop down:
- Affidavit of Manufacturer
  - Importer Certifying Statement
  - Non-Reimbursement Blanket Statement (AD/CVD)
  - North American Free Trade Agreement (NAFTA) Certificate of Origin

8. Fill in all required fields as shown on the table below for each declaration record type.

Mandatory Fields	Affidavit of Manufacturer	Importer Certifying Statement	NAFTA Certificate of Origin	Non-Reimbursement Blanket Statement (AD/CVD)
Declaration Type	Yes	Yes	Yes	Yes
Date Valid From	Yes	Yes	Yes	Yes
Date Valid To	No	Yes	Yes	Yes
HTS Number	Yes	Yes	Yes	No
MID Number*	Yes	Yes	No	Yes
MID All*	No	No	No	Yes
Case Number	No	No	No	Yes

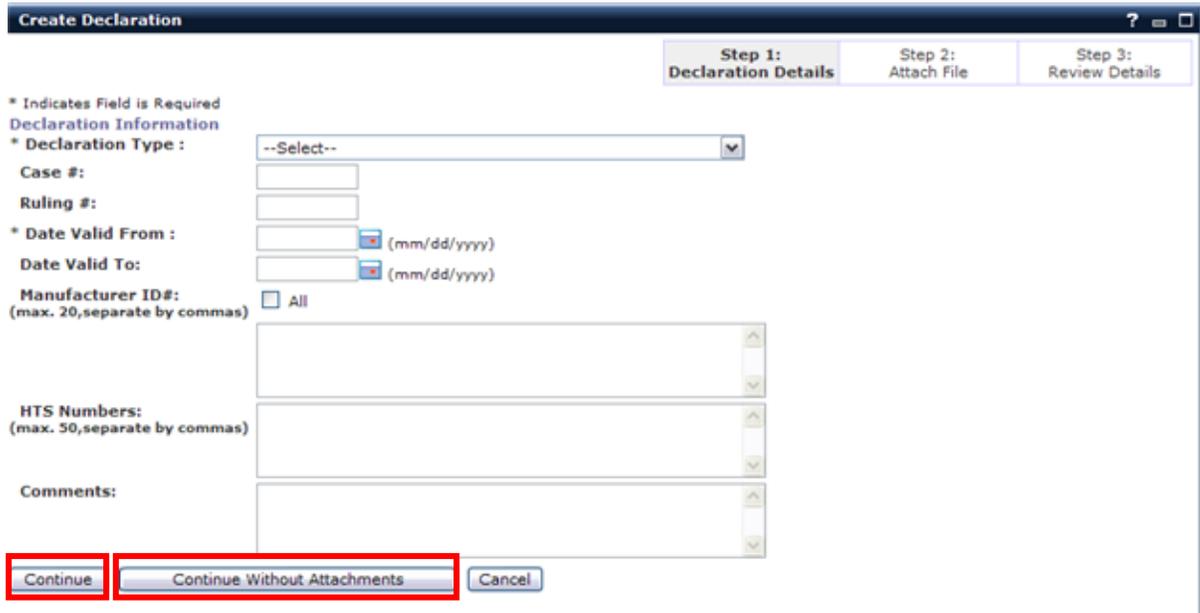
\* The MID name associated with the MID number will be auto-populated. In the case of the Non-Reimbursement Blanket Statement (AD/CVD) either the MID Number or MID All is required.



*If you are creating a Non-Reimbursement Blanket Statement (AD/CVD) you are required to check the “AD/CVD Non-Reimbursement Statement” box.*

AD/CVD Non-Reimbursement Statement:

I hereby certify that I have not entered into any agreement or understanding for the payment or for the refunding to me, by the manufacturer, producer, seller, or exporter, of all or any part of the antidumping duties or countervailing duties assessed upon importations of products subject to this blanket statement of non-reimbursement.



**Create Declaration**

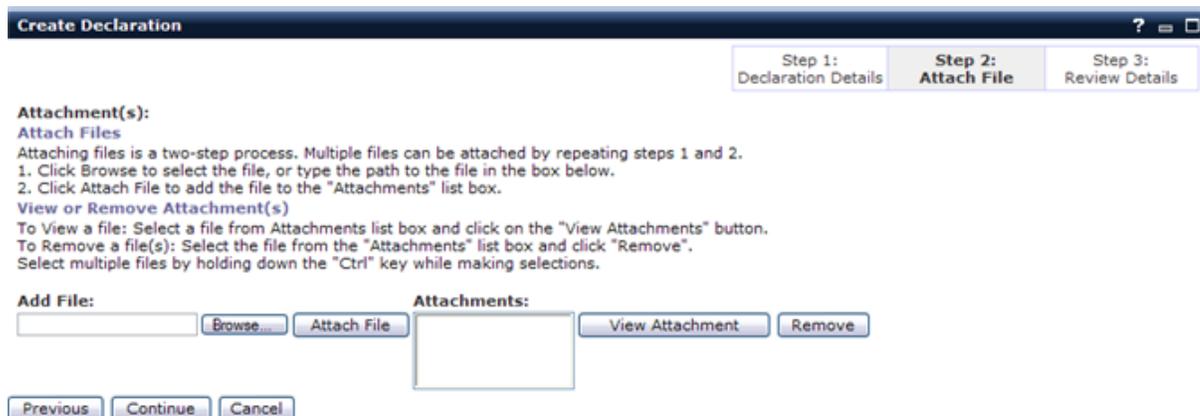
Step 1: Declaration Details | Step 2: Attach File | Step 3: Review Details

\* Indicates Field is Required  
**Declaration Information**  
 \* Declaration Type : --Select--  
 Case #:   
 Ruling #:   
 \* Date Valid From :  (mm/dd/yyyy)  
 Date Valid To:  (mm/dd/yyyy)  
 Manufacturer ID#:  All  
 (max. 20, separate by commas)  
 HTS Numbers:   
 (max. 50, separate by commas)  
 Comments:

**Continue** | **Continue Without Attachments** | Cancel

*F.Y.I.* Please note there are edits on various fields when creating a declaration record. You may see error messages when you select "Continue" or "Continue without Attachment." Please correct the error and then select either "Continue" or "Continue without Attachment" again.

9. Select either the **Continue** button (or the **Continue without Attachment** button). Even though you are not required to attach documents to declaration records, except in the case of a NAFTA Certificate of Origin, you are encouraged to do so. CBP can request a copy of the actual document.



**Create Declaration**

Step 1: Declaration Details | **Step 2: Attach File** | Step 3: Review Details

**Attachment(s):**  
**Attach Files**  
 Attaching files is a two-step process. Multiple files can be attached by repeating steps 1 and 2.  
 1. Click Browse to select the file, or type the path to the file in the box below.  
 2. Click Attach File to add the file to the "Attachments" list box.  
**View or Remove Attachment(s)**  
 To View a file: Select a file from Attachments list box and click on the "View Attachments" button.  
 To Remove a file(s): Select the file from the "Attachments" list box and click "Remove".  
 Select multiple files by holding down the "Ctrl" key while making selections.

**Add File:**  **Browse...** **Attach File**

**Attachments:**  **View Attachment** **Remove**

**Previous** | **Continue** | **Cancel**

10. Select the **Browse** button to find the document you wish to add; then open the document.

11. Select the **Attach File** button to attach the document to the declaration record.
12. Select the **Continue** button.
13. Select the **Submit** button after you have reviewed the declaration record information.



14. A “Confirmation” screen will appear containing the “Declaration Number.” Select **OK** to save the declaration record you have created.



## Searching for a Declaration

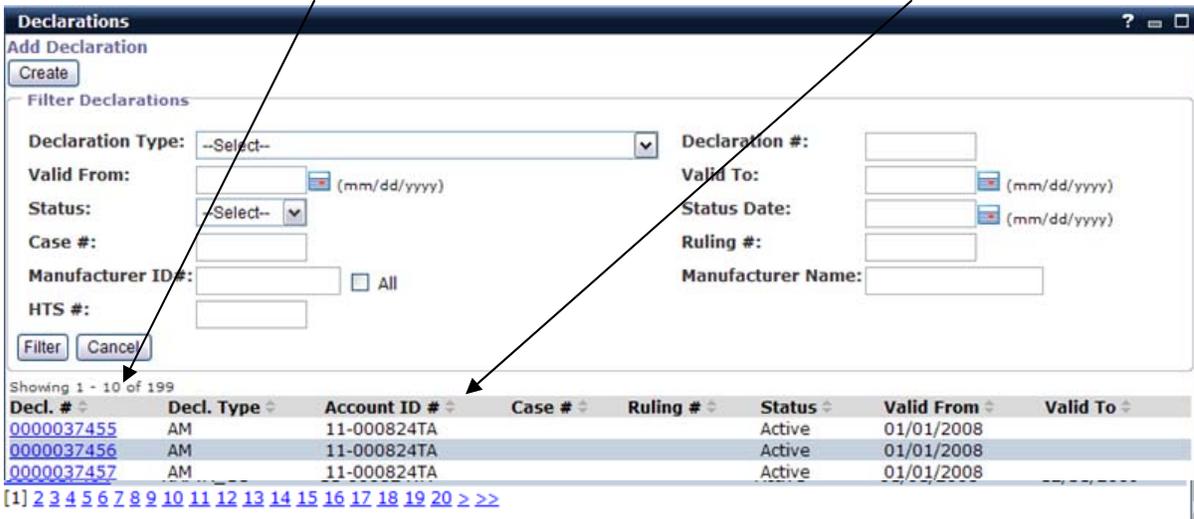
Authorized users with “*Read Only Access*” and “*Full Access*” can search for and display declaration records. All declaration records associated with the account will appear on the “*Declarations*” screen where you search for a record.



*Users can search for declaration records at the Top account level or at the importer or record level.*

There are three declaration records displayed out of a total of 199. In this view only 10 declaration records will be displayed on the screen.

The Up (▲) and Down (▼) arrows next to each label are used to sort the list in ascending or descending order.



The horizontal arrows and page numbers (<< ≤ [1] 2 3 >>) allow the user to navigate between pages. To go to the first or last page of the list, select the double backward arrows (<<) or double forward arrows (>>). Selecting the single arrows advances the user forward (≥) or backward (≤) a single page at a time. The user can also select a page number ([1] 2 3) to go directly to that page, if it is displayed.



*A maximum of 500 declaration records can be displayed in the portal. The Trade Declarations report can also be used for larger volumes of declaration records.*

Acronyms are used to indicate Declaration types:

- Affidavit of Manufacturer: AM
- Importer Certifying Statement: ICS
- NAFTA Certificate of Origin: NAFTA\_CO
- Non-Reimbursement Blanket Statement (AD/CDV): NBRS

To search for a declaration record:

1. Select the **Accounts** Tab.
2. Select **Importer** from the “Select Account Type” drop down and click the **Go** button.

3. Select either the top account in the “Account Selector List” or an Importer of Record number.
4. Enter at least two search criteria to narrow the list of declaration records.

To search for a declaration record you must enter at least two of the following criteria:

- Account Name
- Status
- Case Number
- Account ID (IR number)
- Status
- Date
- MID Number
- Declaration Type
- Valid From
- Valid To
- Declaration Number
- HTS Number
- Manufacturer Name



*The Account ID will only appear when searching for a declaration at the top account level.*

**Declarations**

Add Declaration

Create

Filter Declarations

Declaration Type: --Select--

Valid From: (mm/dd/yyyy)

Status: --Select--

Case #:

Manufacturer ID#:  All

Declaration #:

Valid To: (mm/dd/yyyy)

Status Date: (mm/dd/yyyy)

Ruling #:

Manufacturer Name:

HTS #:

**Filter** Cancel

Showing 1 - 10 of 199

Decl. #	Decl. Type	Account ID #	Case #	Ruling #	Status	Valid From	Valid To
<a href="#">0000037455</a>	AM	11-000824TA			Active	01/01/2008	
<a href="#">0000037456</a>	AM	11-000824TA			Active	01/01/2008	
<a href="#">0000037457</a>	AM	11-000824TA			Active	01/01/2008	



*If you are searching using the “Declaration Number,” no other criteria are required to execute the search.*



*A wildcard search using the asterisk is allowed in all fields except those containing a drop down.*

5. Select the **Filter** button. A list of declaration records meeting the search criteria entered will be displayed. If you enter the “*Declaration Number*” then only that declaration record will be displayed.
6. Select the **Decl. #** link of the declaration record you wish to display. The “*Declaration Information*” portlet displays. Declaration records are sorted initially by declaration record number. Only 10 declaration records display at a time.



7. The “*Manufacturers*” and “*HTS Numbers*” sub-tabs allow the user to see all manufacturers and HTS numbers associated with the declaration record. The “*Attachments*” sub-tab will display any document attached to the declaration record selected.
8. Select **OK** to return to the list of declaration records.

## Printing a Declaration Record

After you have displayed the declaration record based on your search criteria, you can save a copy to your computer or print the declaration record.

1. Select the **Print Page** link.



2. A “*File Download*” window will appear.



3. Select **Open** to view the declaration record in a PDF version. The “*Declaration Information*” will be displayed including information from the “*Manufacturers*” and “*HTS Numbers*” sub-tabs. Only the attachment name from the “*Attachments*” sub-tab will be displayed with the declaration record information. Users can select the printer icon to print the declaration record information.
4. Select **Save** to save the PDF to your computer. Users can then print the declaration record by selecting the printer icon.
5. To print the attachment, click the **Attachments** sub-folder. The “*File Name*” is displayed. Click the link to the file name and follow steps 3 and 4 above to print the attachment.

## Canceling a Declaration Record

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CBP personnel and authorized trade users who have full access to “*Declarations*” will be able to cancel declaration records. Cancelled declaration records will remain in the ACE portal with a status of “*Cancelled.*”



*A declaration record that has been cancelled is considered invalid for a Non-Reimbursement Blanket Statement (AD/CVD).*

To cancel a declaration record the user must first search for the declaration record to be cancelled. Follow the steps below:

1. Select the **Accounts** Tab.
2. Select **Importer** from the “Select Account Type” drop down and click the **Go** button.
3. Select either the top account in the “Account Selector List” or an Importer of Record number.
4. Select either the top account in the “Account Selector List” or an Importer of Record number.
5. Select the **Filter** button. A list of declaration records meeting the search criteria entered will be displayed. If you enter the “*Declaration Number*” then only that declaration record will be displayed.

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**Providing the Right Information to the Right People at the Right Time and Place**

6. Select the **Decl. #** link of the declaration record you wish to display. The “*Declaration Information*” portlet displays.
7. Click the **Cancel Declaration** button. A pop up box will appear.



8. Click **OK** to cancel the declaration record.



9. You are then returned to the “*Declarations*” screen where you can confirm the declaration record was cancelled.

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Decl. #	Decl. Type	Account ID #	Case #	Ruling #	Status	Valid From	Valid To
<a href="#">0000039267</a>	NAFTA_CO	12-345678900			Cancelled	01/01/2009	01/01/2010
<a href="#">0000039291</a>	NAFTA_CO	12-345678900			Active	01/01/2009	01/01/2010

## Additional ACE Resources

For additional assistance, take the web-based training (WBT) titled “*Multi-Modal Manifest and ESAR Enhancements.*”

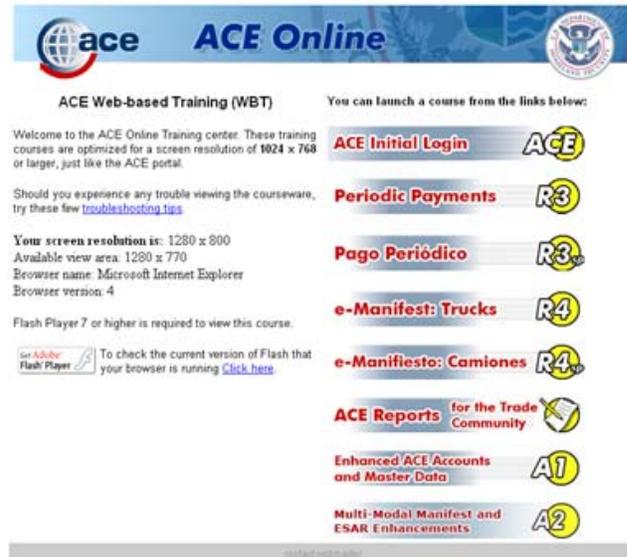
The URL for the ACE Online Training Center and the required user name and password are:

[https://nemo.customs.gov/ace\\_online](https://nemo.customs.gov/ace_online)

User name = user01

Password = 1Password

**Multi-Modal Manifest and ESAR Enhancements** 



The screenshot shows the ACE Online Training Center interface. At the top, there is a header with the ACE logo and the text "ACE Online". Below the header, there is a section titled "ACE Web-based Training (WBT)" with a welcome message and technical specifications. To the right, there is a list of courses available for launch, each with a corresponding icon and label. The courses listed are: ACE Initial Login (A2), Periodic Payments (R3), Pago Periódico (R3), e-Manifest: Trucks (R4), e-Manifiesto: Camiones (R4), ACE Reports for the Trade Community (A1), Enhanced ACE Accounts and Master Data (A1), and Multi-Modal Manifest and ESAR Enhancements (A2).



**Do you need additional assistance with Managing Cross Account Access?** If you are a trade member calling or if you are calling outside the United States, please contact **Technology Support** at 1-866-530-4172.