



What's Inside:	
• Introduction	Page 1
• Granting User Access to Mode of Communication	Page 2
• Setting Mode of Communication	Page 2
• Changing Mode of Communication	Page 4
• Granting User Access to Forms	Page 4
• Viewing CBP Forms	Page 5
• Searching for a CBP Form	Page 6
• Printing a CBP Form	Page 10
• Responding to a CBP Form	Page 10
• Responding to a Post Summary Request for Documents	Page 15
• Additional Resources	Page 17

Introduction

The ACE Secure Data Portal allows authorized users to receive and respond to three commonly used U.S. Customs and Border Protection (CBP) forms:

- CBP Form 28: Request for Information
- CBP Form 29: Notice of Action
- CBP Form 4647: Notice to Mark/Notice to Re-Deliver

In order to utilize this functionality, trade users must set the “*Mode of Communication*” and be given access to “*Forms*.” “*Mode of Communication*” only applies to how the trade receives and responds to CBP forms. The modes of communication are “*Mail*” and “*Portal*.” Unless a “*Mode of Communication*” is selected, the default communication regarding CBP forms will be U.S. Postal Service mail.



Accounts electing to receive copies of forms through the ACE Portal are not required to respond through the ACE Portal. Responses may be submitted to CBP through the ACE Portal or submitted to CBP at the port of entry where the entry summary is filed.

The Trade Account Owner (TAO) must grant access to the “*Mode of Communication*” link to any Proxy Trade Account Owner (PTAO) and Trade User who needs access. Once the mode of communication has been set and the proper authority has been granted for “*Forms*,” the trade user will be able to receive, view, search and respond to CBP Forms 28, 29 and 4647. The trade user will also be able to respond to a post summary request for additional documents.

Granting User Access to Mode of Communication

To grant a user access, the TAO should follow the steps below:

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 “Mode of Communication” link.
 - “Full Access” will allow the user to create, maintain and display the “Mode of Communication.”
 - “Read Only Access” will allow the user to display the “Mode of Communication.”
 - “No Access” will prevent display of the “Mode of Communication” link in the “Account Selector” portlet.
8. Select **Continue**. 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.

Setting Mode of Communication

Once the TAO has granted you access, you must choose the mode in which communication regarding CBP Forms 28, 29 and 4647 will be conducted. The modes of communication are “Mail,” via U.S. Postal Service, and “Portal,” via ACE Secure Data Portal.



The “*Mode of Communication*” can be selected at either the top account level or the sub-account (importer of record) level.

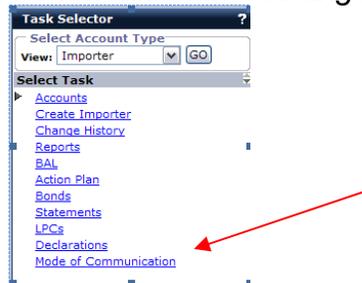
- If the mode is selected at the top account level, then all forms pertaining to the top account and any of the sub-accounts will be sent by the “*Mode of Communication*” selected.
- If the “*Mode of Communication*” is selected at the sub-account level, then that mode will only apply to the particular sub-account selected.

To set the “*Mode of Communication*” 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 the **Mode of Communication** link from the “*Task Selector*.” The “*Mode of Communications Settings*” portlet displays.



4. Select the **Edit** button.
5. Select the check boxes for the **Modes** that apply.

Modes: Mail Portal

Apply these setting to all accounts under this account (for this account type)?
 Yes No

Save Cancel



Please note that authorized users can select both “Mail” and “Portal” as their “*Mode of Communication*.” Users will then be able to view and respond to the CBP form via the ACE Portal as well as receive a copy in the mail. By selecting “Portal,” the account is not obligated to respond via the ACE Portal.

6. Select the radio button to apply to all accounts.
7. Select the **Save** button to confirm the settings.



Please note that to set the “Mode of Communication” at the sub-account level, you will need to select the sub-account before selecting the “Mode of Communication” link.

Changing the Mode of Communication

If the “Mode of Communication” needs to be changed, 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 the **Mode of Communication** link from the “Task Selector.” The “Mode of Communications Settings” portlet displays.
4. Select the **Edit** button.



Mode of Communication (Post-Release)

This setting controls the methods by which CBP will deliver communications for Forms 28, 29, and 4647 for ACE entry summaries.

Last Set By: Valerie Donohue

Modes: Portal

5. Select the appropriate check boxes.



6. Select **Save** to confirm the change.

Granting User Access to Forms

In addition to granting access to the “Mode of Communication” link, the TAO must also grant the user access to “Forms.” The TAO must grant access to the “CBP Forms” portlet to any PTAO and Trade User. To grant a user access to “CBP Forms,” follow the steps below:

1. Select the **Tools** tab.



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

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



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 **CBP Forms** portlet.
 - “*Full Access*” will allow the user to search, display and respond to CBP forms.
 - “*No Access*” will prevent display of the “*Forms*” portlet on the “*Home*” tab.



“*Read Only Access*” is NOT available for “*Forms*.” The user will either have “*Full Access*” or “*No Access*.”

8. Select **Continue**. 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.

Viewing a Form

All authorized users with “*Full Access*” to forms and who have selected “*Portal*” as a mode of communication, will be able view and respond to CBP forms though their importer “*Account Type*.” Brokers responding to CBP forms on behalf of their clients must do so through the importer’s portal account. Importers will need to grant brokers the appropriate access.

TAO and Proxy view of Forms

Action #	Form Type	Entry Summary #	IR #	Date	Status
000298590001	CBPF28	S0000214604	321-09-8765	02/11/2009	Sent
000298590002	CBPF28	S0000214604	321-09-8765	02/11/2009	Sent
000298590003	CBPF28	S0000214604	321-09-8765	02/11/2009	Sent



TAOs and PTAOs with full access to forms will view forms on the “Home” tab in their “Task List” by selecting the “Forms” sub-tab. Trade Account Users with full access to forms will automatically see forms on the “Home” tab.

Trade User view of Forms

Action #	Form Type	Entry Summary #	IR #	Date	Status
000298690001	CBPF28	80000214604	321-09-8765	02/11/2009	Sent
000298690002	CBPF28	80000214604	321-09-8765	02/11/2009	Sent
000298690003	CBPF28	80000214604	321-09-8765	02/11/2009	Sent

Searching for a Form

All authorized users with “Full Access” can search for and display CBP forms. All CBP forms that still require a response or that have new information available, appear in the default list. Once a response to a CBP Form 28 or 29 is provided, it is removed from the default list; the same holds true for a “Response Received” status on a CBP Form 4647. In order to view a CBP form that has been removed from the default list, you will need to search for the form.

The “Forms” sub-tab in the “Task List” portlet shows all CBP forms that are awaiting a response from the account or that have new information available. Note: When a response has been sent by CBP, the “Status” is “Sent” for new forms and “Closed” for Form 4647. The 100 most recent CBP Forms will appear first on the list.



There are ten declarations displayed out of a total of 12. In this view only 10 declarations 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.

Action #	Form Type	Entry Summary #	IR #	Date	Status
000298690001	CBPF28	S0000214604	321-09-8765	02/11/2009	Sent
000298690002	CBPF28	S0000214604	321-09-8765	02/11/2009	Sent
000298690003	CBPF28	S0000214604	321-09-8765	02/11/2009	Sent
000298690004	CBPF28	S0000214604	321-09-8765	02/12/2009	Sent
000298690005	CBPF29	S0000214604	321-09-8765	02/12/2009	Sent
000298690007	CBPF4647	S0000214604	321-09-8765	02/12/2009	Sent
000298690008	CBPF4647	S0000214604	321-09-8765	02/12/2009	Sent
000298690001	CBPF4647	Y0580017157	321-09-8765	02/12/2009	Sent
000298690001	CBPF29	Y0580017157	321-09-8765	02/12/2009	Sent
000298690001	CBPF28	Y0580017215	321-09-8765	02/12/2009	Sent

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.



The CBP Forms 28, 29 and 4647 Status Reports can also be run to view larger volumes of forms.

To search for a CBP Form:

1. Select the **Home** tab.
2. If the form is not displayed in the “Task List,” select the **Search Forms** link or scroll down to view the “Search Forms” portlet.
3. In the “Search Forms” portlet, enter at least two criteria.



Task List

Search Forms

*Indicates field is required

Search for CBP Forms

Form Type: CBPF28

Date of Issue: (mm/dd/yyyy) To (mm/dd/yyyy)

Date of Entry: (mm/dd/yyyy) To (mm/dd/yyyy)

Entry Summary #:

IR #:

Port Code: [Lookup Port Code](#)

Reference or File #:

Mfr./Shipper/Seller:

CBP Status: Sent

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

- Form Type
- Importer of Record Number (IR #)
- Date of Issue (From and To)
- Port Code
- Date of Entry (From and To)
- Reference or File Number
- Entry Summary Number
- Manufacturer/Shipper/Seller
- CBP Status

CBP statuses are:

- Sent: CBP has issued a CBP Form 28, 29 or 4647.
- Closed: CBP has reviewed the response received from the trade and changed the status to “closed.”
- Response Received: CBP has received the trade’s response to the form.

4. Select the **Search** button. A list of CBP forms meeting the search criteria entered will be displayed.
5. Select the **Action #** link of the CBP form you wish to display.

Showing 1 - 10 of 12

Action #	Form Type	Entry Summary #
000298690001	CBPF28	S0000214604
000298690002	CBPF28	S0000214604

The “*Edit Forms Details*” portlet displays.



Edit Form Details

Form 28 [View Form as PDF](#)

CBP Information		From	
CBP Status:	Sent	CBP Officer:	Patrick Snow
Due Date:	02/14/2009	Team Designation:	308
Date Response Received:		Telephone #:	703-555-9009
Date of Request:	02/11/2009	C/O:	(Name of person or company)
Date of Entry:	07/10/2008	P.O. Box:	
Date of Importation:	07/10/2008	Street Address:	1801 N Beauregard St
Mfr. / Seller / Shipper:	AFABCTEC123FAL	Additional Address Line 1:	
Carrier:	Nationwide Trucking	Additional Address Line 2:	
Entry #:	22002654	City:	Alexandria
Invoice Description of Merchandise:	Electric Relays - 60V	County:	
		State/Province:	VA
		Zip/Postal Code:	22311-1701
		Country:	US

Invoice #:	
HTSUS Item #:	8536410060
Country of Origin:	IN
Country of Exportation:	IN
CBP Broker:	CBP Brokerage
Reference / File #:	109577
CBP Officer Message:	<div style="border: 1px solid gray; height: 20px;"></div>

Please Answer Indicated Question(s)

A. Are you related in any way to the seller of this merchandise? If you are related, please describe the relationship, and explain how this relationship affects the price paid or payable for the merchandise.

B. Identify and give details of any additional costs / expenses incurred in this transaction such as:

Please Furnish Indicated Item(s)

A. Copy of contract (or purchase order and seller's confirmation thereof) covering this transaction, and any revisions thereto.

E. See CBP Officer Message.

Trade Information [ES Lines](#) [CBP Attachments](#) [Trade Attachments](#)

Production of Documents and / or Information Required by Law:
If you have provided the information requested on this form to Bureau of Customs and Border Protection at other ports, please indicate the port of entry to which it was supplied, and furnish a copy of your reply to this office, if possible.

Port:

Date Information Furnished:

- 6. Four sub-tabs are displayed on the CBP Form 28: "Trade Information," "ES Lines," "CBP Attachments" and "Trade Attachments." The "Trade Information" sub-tab allows the user to input a response on a CBP Form 28.

[Trade Information](#) [ES Lines](#) [CBP Attachments](#) [Trade Attachments](#)

Showing 1 - 1 of 1

ES #	Line #	SPI	HTS #	Qty/UOM	Value	Entry Origin	MID	Importer #	ES Vers #
14604	001		8536410060	35.00	858	IN	AFABCTEC123FAL	321-09-8765	1.02

- 7. Select the **ES Line** sub-tab to display the entry summary lines associated with this CBP form.



"ES Vers #" indicates the Entry Summary Versioning Number. Currently, the versioning strategy will follow the model of major (e.g. v1.00) and minor (v.01) revisions. The initial version of an entry summary submitted by trade will be v1.0. Minor revisions are made by CBP users.

- 8. Select the **CBP Attachments** sub-tab to see if CBP has attached any documents associated with the form.

[Trade Information](#) [ES Lines](#) [CBP Attachments](#) [Trade Attachments](#)

Attachments

Showing 1 - 1 of 1

File Name	ID	Version	Date Uploaded	Time Uploaded
Wed Feb 11 18:15:37 EST 2009.pdf	1571		02/11/2009	6:15 PM

- 9. Select the **Trade Attachments** sub-tab to attach any documents to the response or to view any documents attached.

[Trade Information](#) [ES Lines](#) [CBP Attachments](#) [Trade Attachments](#)

Attachments

File Name	ID	Version	Date Uploaded	Time Uploaded

[Add Attachments](#)



10. Select **OK** to return to the “Forms” sub-tab.



CBP Form 4647: Five sub-tabs display in the “Edit Forms Details” portlet.



CBP Form 29: Three sub-tabs display in the “Edit Forms Details” portlet.



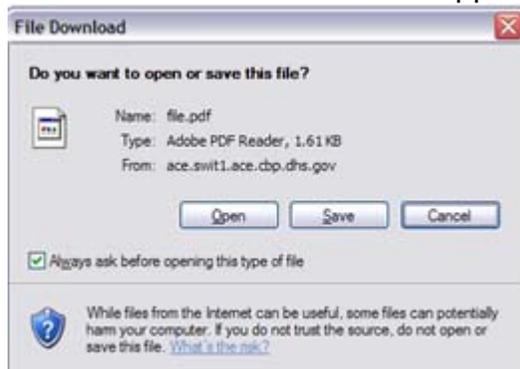
Printing a CBP Form

After you have located the CBP form based on your search criteria, you can save a copy to your computer or print the form.

1. Select the **View Form as PDF** link.



2. A “File Download” window will appear.



3. Select **Open** to view the CBP form in a PDF version.

4. Select **Save** to save the PDF to your computer. Users can then print the CBP form by selecting the printer icon.

Responding to a CBP Form

All authorized users with “Full Access” can respond to a CBP form. All CBP forms that still require a response appear in the default list with a “Status” of “Sent.”



Only one authorized user can respond to a form at any one time.



To respond to a CBP Form 28:

1. Select the **Home** tab.
2. If the form is not displayed in the “*Task List*” select **Search Forms** link or scroll down to view the “**Search Forms**” portlet.
3. In the “*Search Forms*” portlet, enter at least two criteria.
4. Select the **Search** button. A list of CBP forms meeting the search criteria entered will be displayed.

The screenshot shows a 'Search Forms' portlet with the following search criteria: Form Type: CBPF28, Date of Issue: 02/11/2009, Date of Entry: 02/11/2009, Entry Summary #: SAN127456, IR #: 321-09-8765, and CBP Status: Sent. Below the search criteria is a table with 7 columns: Action #, Form Type, Entry Summary #, IR #, Date of Issue, and Status. The table contains three rows of data, all with a status of 'Sent'.

Action #	Form Type	Entry Summary #	IR #	Date of Issue	Status
00322310002	CBPF28	SAN127456	321-09-8765	02/11/2009	Sent
00322310002	CBPF28	SAN127456	321-09-8765	02/11/2009	Sent
00322310002	CBPF28	SAN127456	321-09-8765	02/11/2009	Sent

5. Select the **Action #** link of the form you want to view. The “*Edit Forms Detail*” portlet displays.

The screenshot shows the 'Edit Form Details' portlet for form 28. It is divided into two main sections: 'To' and 'From'. The 'To' section includes fields for CBP Status (Sent), Due Date (03/14/2009), Date Response Received (02/11/2009), Date of Request (07/10/2008), Date of Entry (07/10/2008), Date of Importation (07/10/2008), Mfr. / Seller / Shipper (ATA/NTC/123FAL), Carrier (Nationwide Trucking), Entry # (109577), Invoice Description of Merchandise (Electric Relays - 60V), Invoice # (8526410060), HTSUS Item # (IN), Country of Origin (IN), Country of Exportation (IN), CBP Broker (CBP Brokerage), and Reference / File # (109577). The 'From' section includes fields for CBP Officers (Patrick Snow), Team Designation (300), Telephone # (703-555-0000), C/O (name of person or company), P.O. Box, Street Address (1801 N Beauregard St), Additional Address Line 1, Additional Address Line 2, City (Alexandria), County, State/Province (VA), Zip/Postal Code (22311-1701), and Country (US). Below the form information are two sections for questions: 'Please Answer Indicated Question(s)' and 'Please Furnish Indicated Item(s)'. The first question asks if the user is related to the seller, and the second asks for a copy of the contract or purchase order.

6. Scroll to view the “*Trade Information*” sub-tab. Enter the response in the required fields.



- 7. Select the **Trade Attachments** sub-tab to attach a document to the response.
- 8. Select the **Add Attachments** link. The “*Attach Files*” portlet displays.

- 9. Select the **Browse** button to find the file on your computer you wish to add. Open the file.
- 10. Select the **Attach File** button to attach the file to the form response.

- 11. Select **Save**.
- 12. Select the **Trade Information** sub-tab again.
- 13. Either select **Save as Draft** to save all information entered for review or select **Send** to send the response to CBP.

Once the response has been submitted, CBP will review the information provided and if no additional information is required, CBP will change the “*Status*” from “*Sent*” to “*Closed*.” CBP Form 28s with a “*Status*” of “*Closed*” will be removed from the default list.



The “Forms” sub-tab in the “Task List” portlet shows all CBP forms that are awaiting a response from the account or that have new information available. The “Status” is “Sent” for new forms and “Closed” for Form 4647 when a response has been sent by CBP. In order to view a CBP form that has been removed from the default list, you will need to search for the form.



To respond to a CBP Form 29:

CBP Form 29 contains three sub-tabs: “ES Lines,” CBP Attachments” and “Trade Attachments.”

The screenshot shows the 'View Form Details' window for CBP Form 29. It includes a 'Notice of Action' section with a red warning: 'This is NOT a Notice of Liquidation'. The form contains several data fields:

- CBP Status:** Sent
- Due Date:** 03/04/2009
- Date Response is Received:** 02/12/2009
- Date of this Notice:** 02/12/2009
- Carrier:** Nationwide Trucking
- Date of Importation:** 02/12/2009
- Date of Entry:** 07/10/2008
- Entry #:** 00214604
- Mfr. / Seller / Shipper:** AFABCTEC123FAL
- Invoice Description of Merchandise:** (empty field)
- CBP Broker:** (empty field)
- Reference / File #:** 109577
- From:** Valerie Donohue, Team Designation: 308, Telephone #: 703-650-3587
- Address:** 1801 N Beauregard St, Alexandria, VA 22311-1701, US

Below the form details is an 'Explanation' section with a text area. At the bottom, there are three sub-tabs: 'ES Lines', 'CBP Attachments', and 'Trade Attachments'. The 'ES Lines' tab is active and shows a table with one entry:

ES #	Line #	SPI	HTS #	Qty/UOM	Value	Entry Origin	MID	Importer #	ES Vers #
00214604	001		8536410060	35.00	858	IN	AFABCTEC123FAL	321-09-8765	1.02

The 'CBP Attachments' tab is also shown, displaying a table with one attachment:

File Name	ID	Version	Date Uploaded	Time Uploaded
Thu_Feb_12_16:31:16_EST_2009.pdf	1811		02/12/2009	4:31 PM

The 'Trade Attachments' tab is currently empty.

Once the response has been submitted, CBP will review the response and if no additional action by the trade is required, CBP will change the “Status” from “Sent” to “Closed.” CBP Form 29s with a “Status” of “Closed” will be removed from the default list.

To respond to a CBP Form 4647:

CBP Form 4647 contains five sub-tabs: “Section III,” “ES Lines,” “CBP Attachments,” “Trade Attachments” and “Section IV.”



Edit Form Details
Form 4647 [View Form as PDF](#)

Section I (To Be Complete By Customs)

From	To	Entry Data
Contact Person: Brian Roberts Telephone #: C/O: (name of person or company) P.O. Box: Street Address: 1801 N Beauregard St Additional Address Line 1: Additional Address Line 2: City: Alexandria County: State/Province: VA Zip/Postal Code: 22311-1701 Country: US	Importer of Record: 321-09-8765 Telephone #: C/O: (name of person or company) P.O. Box: Street Address: 1801 N Beauregard St Additional Address Line 1: Additional Address Line 2: City: Alexandria County: State/Province: VA Zip/Postal Code: 22311-1701 Country: US	Port of Entry: 3004 Entry #: 80017199 Date of Entry: 12/03/2008 CBP Broker: OrgBroker SAT0922 Reference or File #: 734457393

Statute(s) / Regulation(s) Violated
 The merchandise described below is in violation of the statute(s) / regulation(s) as indicated, and cannot be entered into the commerce of the U.S. until brought into conformity as noted below in Section II. If it is not brought into conformity, redelivered, exported, or destroyed under Customs supervision within 30 days of this Notice or the time specified by another Government agency having jurisdiction over the importation, **liquidated damages and / or criminal / civil penalties shall apply**
Statute(s) / Regulation(s) Violated: 19 U.S.C. 1304 (Section 304, Tariff Act of 1930) (Country of Origin Marking Notice)

Showing 1 - 1 of 1

Description of Merchandise	Quantity	Identifying Marks and Numbers	Shipper / Mfr.
wood crates	5	stars	

Section II (To Be Completed By Customs)

Action Required of Importer
 Merchandise must be brought into compliance as specified below or returned to Customs custody within 30 days of this notice or other time specified.
 Marking or other corrective action must be done under Customs supervision.
 Customs supervision of marking or other corrective action not required. After all merchandise has been brought into conformity with cited statute(s) / regulation(s), complete the certification below and return to Customs
 With a Sample.
WARNING: All merchandise must be retained until you are notified by Customs that corrective action is acceptable.
 Merchandise must be redelivered to Customs within 30 days from date of this notice or other time specified.
Remarks / Instructions / Other Action Required of Importer:

Signature of Customs Officer: Brian Roberts
Date: 02/12/2009

Section III [ES Lines](#) [CBP Attachments](#) [Trade Attachments](#) [Section IV](#)

To Be Completed By Importer / Authorized Agent
 * Indicates Required Field
 Appropriate items must be completed, signed, and dated before acceptance by customs.

Importer Certification

Merchandise to Be:
 Exported Destroyed under Customs supervision in lieu of marking or other required corrective measures

Date: (mm/dd/yyyy)
Time: (hh:mm am/pm)
Place:

I certify that all merchandise has been marked to indicate the country of origin as required by 19 U.S.C. 1304, or otherwise brought into compliance with cited statute(s) or regulation(s).
 Sample submitted herein.
 Merchandise and original containers being held intact and available for Customs inspection at:
Country: USA
C/O:
Street Address:
Additional Address Line 1:
Additional Address Line 2:
City:
County:
State/Province: --Select--
Zip/Postal Code:
Telephone#:

I (We) guarantee the payment of all expenses incident to the above action
Signature: **Populated on Send**
***Title:**
***Telephone:**
***Date:** **Populated on Send**

Section III [ES Lines](#) [CBP Attachments](#) [Trade Attachments](#) [Section IV](#)

Showing 1 - 1 of 1

ES #	Line #	SPI	HTS #	Qty/UDH	Value	Entry Origin	HID	Importer #	ES Vers #
80017199	001	CA	8803300030	5.00	16801	CA	AFABCTEC123FAL	321-09-8765	1.00



Section III [ES Lines](#) **CBP Attachments** [Trade Attachments](#) [Section IV](#)

Attachments
Showing 1 - 1 of 1

File Name	ID	Version	Date Uploaded	Time Uploaded
Thu.Feb.12.13:46:47.PST.2009.pdf	1601		02/12/2009	1:46 PM

Section III [ES Lines](#) [CBP Attachments](#) **Trade Attachments** [Section IV](#)

Attachments [Add Attachments](#)

File Name	ID	Version	Date Uploaded	Time Uploaded
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[Section III](#) [ES Lines](#) [CBP Attachments](#) [Trade Attachments](#) **Section IV**

Merchandise excepted from marking under:

Merchandise has been Legally Marked or Otherwise Brought into Conformity with Cited Statute(s) / Regulation(s)

Merchandise has been:

Delivered

Other:

Signature of Customs Officer: Bette Freeman
Date: 02/23/2009

When the trade responds to Section III of the CBP Form 4647, the status will automatically be changed to “*Response Received*.” When CBP re-sends the form to the trade after filling out Section IV, the status of the form will change to “*Closed*.”



Once a form has been submitted to CBP it cannot be changed.

Responding to a Post Summary Request for Documents

A CBP can initiate an electronic post summary request to the filer for additional documentation. The “*Documents Required*” message will be received in ABI and will contain an “Action Number.” The message can be a request for one or more specific types of documents, as specified in the remarks text in the ABI E3 record. Providing a response to the request can be accomplished using the “*Upload Documents*” feature in the ACE Portal. Brokers responding to a “*Documents Required*” message on behalf of their clients must do so through the importer’s portal account. Importers will need to grant brokers the appropriate access to enable brokers to respond on their behalf.



To respond to a Post Summary “Documents Required” message:

1. Select the **Home** tab.
2. Select the **Forms** link.
3. Select the **Upload Documents** link. The “Attach Files” portlet displays.



4. Enter the **Action #** from the ABI message.
5. Select the **Browse** button to find the file on your computer you wish to add. Open the file.
6. Select the **Attach File** button to attach the file to the form response.
7. Select the **Save** button.





Additional Resources

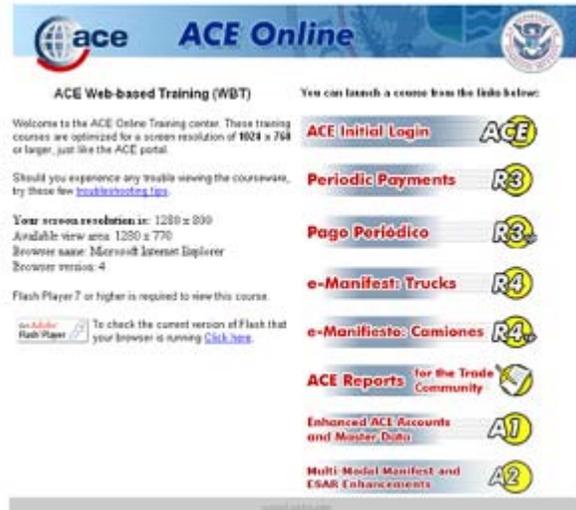
For additional assistance, take the web-based training (WBT) titled “*Multi-Modal Manifest and ESAR Enhancements.*”

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

https://nemo.customs.gov/ace_online

User name = user01

Password = 1Password



Do you need additional assistance with CBP Forms? 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.