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# Frequently Asked Questions

Entry Summary, Accounts and Revenue (ESAR) Initial Entry Summary Release

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**1. How can I tell whether my entry summaries were filed in ACE or ACS?**

All Account Management Detail Reports now contain the new data element “System Control Code.” For entry summaries transmitted on or after April 12, 2009, the “System Control Code” field will read ACE or ACS. For entry summaries transmitted before April 12, 2009, the field will be blank.

**2. Can brokers run the ESM 7025 CBP Forms 28, 29 4647 status report?**

Yes, brokers will be able to run ESM 7025. This report is for ACE entry summaries.

**3. Can brokers respond to CBP Forms 28, 29, 4647 through the ACE portal?**

Brokers can respond to CBP Forms 28, 29, 4647 through the ACE portal if the importer has granted the broker access to the importer’s portal account.

**4. What formats will CBP accept as attachments?**

CBP should be able to accept the formats listed below as attachments; however, all ports may not yet have all of the required software. CBP port personnel will contact the respondent if they are unable to open the attachment. Preferable formats are marked with asterisks (\*):

<u>Extension</u>	<u>Application</u>
123	Lotus 123 Application
*BMP	Windows Bitmap Format
*CSV	Comma Separated File
*DOC	Microsoft Word Application
FAX	Internal Format for TIFF Files
*GIF	Graphics Interchange Format
*HTM	Hypertext Markup Language Format
*JPG	Joint Photographic Experts Group format
LWP	Lotus WordPro Application
MDB	Database (Microsoft Access)
MOV	QuickTime Movie
MPP	Microsoft Project Application
MSG	Outlook Mails



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*PDF	Portable Document Format
*PPT	Microsoft PowerPoint Application
*RTF	Rich Text Format
*TIF	Tag Image File Format
*TXT	Text Format
VSD	Visio Application
*XLS	Microsoft Excel Application
XML	Extensible Markup Language

**5. Is there a limit on the size of an attachment?**

Yes, individual attachment size cannot exceed 20 MB.

**6. If I receive a CBP form 28, 29, or 4647 through the ACE portal, do I have to respond through the portal?**

If an importer receives a CBP form 28, 29, or 4647 in their ACE portal account, they are not required to respond to the request through the ACE portal. The portal is an option; the importer can still present the paper documentation at the port. Additionally, the broker may also respond on the importer's behalf.

**7. Will CBP have the ability to research importer responses to CBP Forms 28, 29 and 4647 nationally?**

Yes, these forms will be associated to the specific importer. For example, when a CBP Import Specialist in New York looks at an importer located in Miami, the CBP Import Specialist will be able to see any Forms 28, 29 and 4647s issued against the importer in Seattle. ACE is a National Account based system.

**8. As a broker, if I select portal as my mode of communication, will I be able to view CBP Forms 28, 29 and 4647 through the ACE portal.**

With this release of ESAR functionality, brokers will not be able to view CBP forms through their ACE portal account. Brokers will continue to receive their courtesy copy of the forms as they do today. Brokers responding to CBP forms on behalf of their clients must do so through the importer's portal account. In order to do so, importers will need to grant brokers the appropriate access.



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**9. Can brokers respond to a post summary request for additional documentation through the ACE portal?**

Yes, brokers can respond to a request for post summary “documents required” through their ACE portal account.

**10. In A2.2, will there be a method for a Trade Account Owner or their representative to cancel, delete or modify a declaration they submitted, such as a blanket AD/CVD reimbursement statement?**

The trade will be able to cancel a declaration. The trade cannot delete a declaration once it has been submitted. Once a declaration is submitted, the ONLY change that can be made is with regard to the status as “cancel.” NO modification to data or attachments is permitted.

**11. Can we post Toxic Substances Control Act (TSCA) certificates in the portal?**

No, the only blanket declarations that can be posted in the portal are:

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

**12. Are declarations only applicable to ACE entry summaries or can declarations be posted for all entry summaries?**

Declarations can be posted for all entry summaries. There is however no electronic tie to the entry. If the trade provides a blanket declaration, CBP will have to search in the portal for the declaration and then do a manual match.

**13. When is the declaration vetted by CBP?**

Declarations are not vetted at the time of filing. They are vetted as needed, in due course.

**14. If there is a problem with the declaration and CBP cancels it, will there be a notification via the portal?**

No, there will not be a portal notification to the importer. Notification would be done by phone or email.



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- 15. Is the expectation that trade can direct a port to ACE if they are asking for blanket declarations that the importer has already created in ACE?**

Yes.

- 16. Will that be made clear in instructions to the trade as well as CBP?**

Yes, there is a policy document from CBP which is posted on CBP.gov under Trade/ACE Entry Summary Process and Policy.

- 17. If the importer or their designated agent creates a declaration in ACE are they required to attach a copy of the declaration?**

The NAFTA Certificate of Origin requires that a copy of the official document be attached to complete the posting of the declaration record. The trade is not required to scan and attach a signed copy of a blanket AD/CVD Non-Reimbursement Certificate; however, CBP reserves the right to request a copy.

- 18. Does the new "Declarations" function in ACE constructively satisfy the requirement to provide an ADD Blanket Non-Reimbursement Statement to each port before liquidation?**

Once the trade submits the AD/CVD non-reimbursement certification in ACE, it is considered to be submitted according to CBP regulations and filed at every port of entry.