



### **Access to the ACE Portal**

All users are reminded to periodically log into their Automated Commercial Environment (ACE) Portal account to keep their sign-on active. Failure to log into the ACE Portal every 45 days may result in deactivation of the sign-on. Users who need to have their password reset should sign on immediately after receiving a message with a temporary password and proceed to create a new password only they will know. ACE will not prompt you to change your temporary password.

We recommend logging in weekly to check the postings to the ACE Portal News tab. Importers should also log in weekly to check for CBP forms 28, 29 or 4647 which may have been posted to the importer's portal account.

### **Information on Single Transaction Bonds (STBs)**

ABI filers of **ACE** type 01 and type 03 entries with a single transaction bond (STB) must email a scanned copy of the STB to [ACE\\_STB@cbp.dhs.gov](mailto:ACE_STB@cbp.dhs.gov) to the attention of the Revenue Division, Office of Administration (OA). These scanned copies must be in a Tag Image File (TIF) format. This method of submitting the STB is similar to the current process for Importer Security Filing (ISF) bonds. OA reserves the right to return the STB to the filer by email if the STB is inadequate, and to take any appropriate follow-up action. The Revenue Division cannot accept or process any STBs unless they are associated with an ACE type 01 or 03 entry.

Questions regarding this notice should be directed to Mr. Thomas C. Scott at (317) 614-4502 or [Thomas.C.Scott@dhs.gov](mailto:Thomas.C.Scott@dhs.gov)

### **Searching for an AD/CVD Case Message**

Antidumping/Countervailing Duty (AD/CVD) cases converted from the Automated Commercial System (ACS) to ACE will not have messages displayed when searching for a case. To view the messages, the user must conduct an AD/CVD message search in the portal using only the seven digit case number followed by the wildcard (i.e. A570949\*) and one additional search filter. For example, when conducting the AD/CVD message search, try choosing the 7 digit case number followed by the wildcard symbol and select "active" for the "Message Status."

### **Using Wildcards in ACE Reports**

Wildcards can be used in front of, in the middle of or at the end of a query filter when running a modified report. Let's assume you know the word "General" is in the manufacturer's name. To find all manufacturers with "Gen" in the manufacturer code, your query filter would read = %Gen%. This would return all instances of "Gen" regardless of what precedes or follows the word.

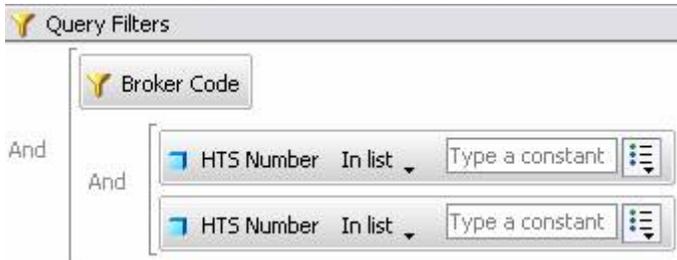
You can also use two different wildcards for the same field when running a modified report. Let's assume you want to access data for HTS chapters 83 and 85.

1. Begin as you normally would running a modified report.

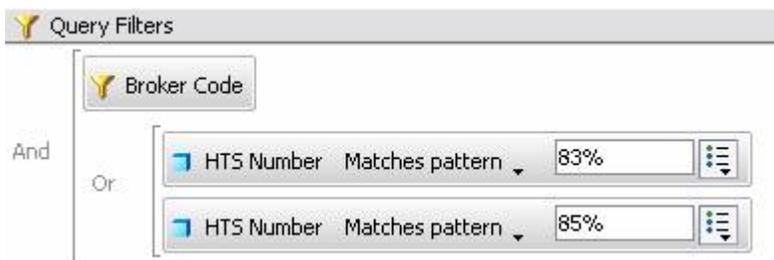
2. Select the object you want to use as the wildcard capability. The object must appear in the “Query Filters” pane. Make certain it is the HTS number with the blue box that appears in the “Query Filters” pane.
3. Click the down arrow beside “in list” to view the options for defining the filter and select “**Matches Pattern.**”
4. Choose the “Constant” option and enter the HTS number.
5. There is an art to dragging in the second HTS number. When you drag the second HTS number over you need to put it just below the first HTS number. It will be indented a little and you will see a gray bar.



This will cause the two HTS numbers to indent. See below.



6. When you first drag the second HTS number over you will see “And” and “And.” Click the second instance of “And”. It will change to “Or.” See below.



7. Select “Run Query” to run the report.



### Using the Min/Max Icon



*Users are often bewildered when the min/max settings are inexplicably reset to unfamiliar portal views. Users should click the double box icon to restore the original screen view.*

***Is a manifest required for an empty truck; what about Instruments of International Trade (IIT)?***

*Carriers are NOT required to file an e-Manifest for an empty truck or for shipments consisting solely of IITs eligible for release under 19 CFR 10.41(a). However, by submitting an e-Manifest for both the empty truck and the IITs, carriers may in fact be assisting CBP to speed processing time at primary.*

***Attention Truck Carriers***

*To add drivers that formerly had a FAST card to a manifest, you must use the "create one time driver" screen every time you prepare a manifest with that driver.*

**ACE Report Update and Report Tips:**

CBP recently posted the following information on ACE Reports.

1. **Cargo Exam and Entry Summary (ES) Compliance Reports**  
On March 2, CBP announced that there was an issue with Cargo Exam Reports and ES Compliance Reports due in part to transitioning from one system to another. CBP is working on identifying new sources of data for the impacted reports. These issues will also impact ES Compliance Reports as well as the importer and filer Discrepancy Quick View Reports. On March 15, CBP announced that in the interim cargo exam data will be made available for the months of October, November and December, 2009 and January 2010. Users can now run the Aggregate and Detail Cargo Exam reports and receive data for all of 2009 and January 2010. CBP will update the ACE Portal News tab when additional information becomes available.
2. **ESM 7008, Entry Summary Line Detail Report**  
When running ESM 7008 (Entry Summary Line Detail Report) for ACE entry summaries, users will need to change the default "Creation Date (Begin)" and "Creation Date (End)" for the report to return all ACE entry summaries requested. The "Creation Date" range currently defaults to 01/01/2009 – 01/01/2010. Users will need to change the "Creation Date" range to read 01/01/2000 – 01/01/2020 each time the report is run.
3. **ESM 8027, Trade Aged Liquidation AD/CVD Entry Summary Report**  
When running the Trade Aged Liquidation AD/CVD Entry Summary Report for ACE filed type 03 entry summaries, users are reminded that entry summaries are pulled into the report based on the suspension date. The suspension date is when

the first entry summary was suspended. Users can ensure the correct date range by doing an “AD/CVD Case Search” on the full case number. When results are returned, select the “Susp ES” sub-tab to view the actual suspension date. Users can also enter a wide date range such as 01/01/1990 – today’s date. If no data is returned, then the date range should be expanded.

4. AM 7002, Trade Declarations Report

Brokers creating declaration records for their non-portal accounts (clients without ACE Portal accounts) will run the Trade Declarations report under their broker view. Brokers creating declaration records for their importer of record numbers will need to run the Trade Declarations report under their importer view.

5. Appendix B Added to Running ACE Reports for all Importer, Broker and Surety Trade Users

CBP has added Appendix B to the Running ACE Reports User Guide. Appendix B is designed to provide additional assistance in running reports found in the Entry Summary folder. The Entry Summary folder contains ESM 7001 (Entry Summary Census Warning and Override Report), ESM 7008 (Entry Summary Line Detail Report) and ESM 7068 (Entry Summary Report). These reports are for ACE filed entry summaries only. A chart is provided which will help users identify which classes of data objects are compatible with the reports mentioned above.



***How will trade be notified that a new CBP Form 28, 29 or 4647 has been generated?***

*When a CBP form 28, 29 or 4647 is generated, if the importer has elected Portal as one of their modes of communication, the form will be posted to the importer’s ACE Portal Account. The “Forms” sub-tab displays on the “Home” page. There are no Portal notifications to the importer or EDI notifications to the broker. It is up to the importer to sign on to their ACE Portal account weekly or more frequently to see whether any forms have been sent.*

*Brokers will continue to receive their courtesy copies through the U.S. mail as they do today.*

*Both importers and brokers can run ESM 7025, CBP Form 28, 29, 4647(STATUS Report) which is located under the “Entry Summary” folder in the “Trade Actions” sub-folder.*



***Why am I still receiving paper CBP Forms 28s when I have elected Portal as my mode of communication?***



*CBP did not have the capability to create CBP Forms in ACE for ACS entry summaries prior to the deployment of A2.3.1.a. For ACS entry summaries with an entry date prior to February 14, 2010, you will continue to receive a paper CBP Form 28. CBP is currently completing review of entry summaries filed prior to February 14, 2010, as we transition to an entirely ACE-based review process.*

**Changes to the Gold Rate and Currency Exchange Functionality**

CBP has updated the “Gold Rate” and the “Currency Exchange” links on the “References” tab to direct the user to the appropriate website. Users can simply select either the **Launch <http://www.kitco.com>** button to navigate to the gold rate or the **Launch <http://www.x-rates.com>** button to navigate to the currency exchange rates. Once the launch button has been selected you may see a confirmation page displayed asking you to acknowledge you are exiting the ACE Portal. Select **OK** and the new web site will display.

**Requesting Census Parameter Changes**

The Foreign Trade Division (FTD) of the Census Bureau has automated its import parameter request form. Effective immediately, all requests for import parameter changes must be sent through the FTD Web site ([www.census.gov/foreign-trade](http://www.census.gov/foreign-trade)). Select “Reference” then select the “ABI/ACE” hyperlink.

**Open ACE Programming Issues**

In response to requests from the trade community, CBP is now posting a spreadsheet of Open ACE Programming Issues to CBP.gov at:

<http://www.cbp.gov/xp/cgov/trade/automated/modernization/>

Select “Open ACE Programming Issues.” The link will be updated frequently to keep the issues and their statuses current. Note: At this time the spreadsheet includes only issues related to ESAR releases. CBP’s intention is to widen the content to include Cargo Control and Release (CCR) issues in the future.

**Looking Ahead to the Next ESAR Release**

The next release of ESAR functionality will allow post summary corrections to be filed for ACE entry summaries, types 01 and 03. The post summary correction (PSC) transaction will be a full replacement of the existing entry summary. It will replace the existing Post Entry Amendment hardcopy process for ACE entry summaries. All PSCs will be submitted via the Automated Broker Interface. Additional information will be provided in future TAO updates.