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## REMINDER: ACE MANDATORY USE DEADLINES

U.S. Customs and Border Protection (CBP) continues to work with trade community members to complete their transition to filing electronic entry, entry summary and Partner Government Agency (PGA) data in the Automated Commercial Environment (ACE).

As a reminder, the upcoming ACE Mandatory Use Dates are:

- **June 15, 2016** - Mandatory filing of ACE electronic entries and entry summaries with Food and Drug Administration (FDA) data. At this point, all electronic entries and entry summaries that do not have quota merchandise should be filed in ACE.
- **July 23, 2016** - Mandatory filing of ACE electronic entries and entry summaries for remaining entry types, specifically those entry types involving quota.
- **Summer 2016** - Mandatory use of ACE for filing electronic entries and corresponding entry summaries with data for remaining PGAs.
- **Late Summer/Early Fall 2016** - Mandatory use of ACE for all remaining electronic portions of the CBP cargo process: NAFTA Duty Deferrals, Protests, Statements, Reconciliation, Drawback and Liquidation.

Throughout the summer 2016, PGAs will provide functionality for filing electronically in ACE and furnish information regarding the conclusion of their pilots. Additional details on specific entry and entry summary types, specific PGAs impacted, can be found by visiting the [ACE Mandatory Use Dates](#) page of [CBP.gov/ACE](#).

Following the deployment of core trade processing capabilities in ACE in 2016, CBP will continue to enhance ACE capabilities in an operations and maintenance mode. New projects/requirements, however, will need to be approved through our established governance process in line with CBP's trade priorities and funding.

## MORE ACE INFORMATION

→ Visit [www.CBP.gov/ACE](http://www.CBP.gov/ACE)

→ Subscribe to the [Cargo Systems Messaging Service \(CSMS\)](#) for Email Updates

→ [ACE Development/Deployment Schedule](#)

→ [ACE Training](#)

→ [List of ABI Vendors, including those certified to file in ACE](#)

## ACE AD HOC REPORT ENHANCEMENTS

CBP has recently deployed a new PGA Message Set Universe and expanded the existing Cargo Release Universe in ACE Reports. With the new reports enhancements, users will now be able to AdHoc Reports with PGA and ACE Cargo Release transaction data. Ad Hoc reporting capabilities were added to ACE Reports back on May 2008, and provided users the ability to design customized reports by selecting data objects and query filters from a list of elements available in a data universe. Report Data Universes store related data elements from specific electronic transactions which can be used to build modified and Ad Hoc reports in the ACE Secure Data Portal.

To create an ad hoc report, please follow these simple steps:

1. Launch ACE Reports
2. Click on the "Create Ad Hoc Report" button from the **Home** tab
3. Select a report "Universe", enter a "Report Name" and provide a "Report Description" after the **Create Ad Hoc Report** dialogue box displays
4. Switch from "Reading" to "Design" mode after the new report tab displays
5. Click on the "Data Access" tab, then on the "edit" icon from the **Data Providers** tab
6. Drag the "data objects" and "filters" of your choice to the **Results Objects** and **Query Filter** boxes after the **Query Panel** dialogue box displays
7. Click on the "Run Query" button to run the Ad Hoc Report
8. Lastly, click on the "Available object" button from the left side panel of the report, and drag the newly added data objects to the table of the report

For more information on running ACE Reports, please visit the "[ACE Reports Training and User Guides](#)" page of [CBP.gov/ACE](#).

## NEW ACE PASSWORD RESET CAPABILITY

On March 28, 2016, CBP enhanced the ACE Secure Data Portal to provide Trade Account Owners (TAOs) the ability to reset inactive Proxy Trade Account Owner (PTAO) and Trade Account User (TAU) accounts.

Instructions for resetting inactive PTAO and TAU accounts are listed below:

1. Login to your ACE TAO Account
2. Select the "Tools" tab. The **User Access** page with the list of users associated with the TAO's account displays
3. Select the "hyperlink" with the **PTAO** or **TAU's** last name. The **Account User Information** page for either the **PTAO** or **TAU** displays. Verify that either the **PTAO** or **TAU** radio buttons are selected
4. Select the "Continue" button. The **User Access** page displays. The Single Sign-on Partner Access area contains the new **Reset Password and Activate Account** button.
5. Select the "Reset Password and Activate Account" button.
6. Select the "OK" button to verify the "Are you sure you want to reset password and activate this user account? message."
7. A message will display to indicate the "Request to Reset Password and Activate Account has been submitted. Please allow 10 minutes for this process to complete."

Please note: PTAOs or TAUs will receive an email from [aceuserservice@cbp.dhs.gov](mailto:aceuserservice@cbp.dhs.gov). The PTAO or TAU will need to click on the hyperlink provided in the email to retrieve a new password, and will be required to enter their Shared Secret. The Shared Secret for a PTAO or TAU is their ACE Account ID.

For more information on ACE Portal functionality, please visit the "[ACE Portal Training Resources](#)" page of [CBP.gov/ACE](#).

## 2016 TSN PLENARY SESSION UPDATE

On April 5<sup>th</sup> through 7<sup>th</sup>, 2016, CBP held the 2016 Trade Support Network (TSN) Plenary Session at the United States Department of Agriculture in Washington D.C. Two hundred thirty four attendees participated in this event, which provided a forum for trade, CBP and PGA to have open forum discussions on modernization and automation efforts. CBP and several PGAs provided presentations with the latest information on ACE Development, Cargo Release and PGA Integration, Post Entry Release, Cybersecurity, ACE Portal and Reports.

The TSN consists of 300 members from the trade community who provide information to CBP relating to specific business processes, and furnish input on design, development and deployment of ACE.

For more information on how to become a TSN member, email [cbp.tradesupportnetwork@dhs.gov](mailto:cbp.tradesupportnetwork@dhs.gov). To download a copy of the TSN session materials, please visit the "[2016 TSN Plenary Session Documents](#)" page of [CBP.gov/ACE](http://CBP.gov/ACE).

## RECENTLY RECORDED WEBINARS

CBP and the Border Interagency Executive Council (BIEC) hosted several ACE webinars during the months of March and April 2016. The recorded webinars posted to CBP.gov include:

- **U.S. Merchandise Processing Fee (MPF) Webinar** ([April 12, 2016](#)) - This webinar provided information on the proposed changes to MPF as required under the Transpacific Partnership (TPP) agreement
- **ACE Spanish Webinar** ([April 11, 2016](#)) - This webinar provided a discussion on ACE and the single window update in Spanish
- **U.S. Food and Drug Administration (FDA) ACE/International Trade Data System (ITDS) Pilot Webinars** ([March 8, 2016](#)), ([March 15, 2016](#)), ([March 23, 2016](#)) and ([March 29, 2016](#)) – These webinars provided users the opportunity to learn how to prepare and participate in FDA's ACE ITDS pilots and helped users understand FDA's data requirements for processing entries in ACE

To review previous webinars or download additional presentation materials, please visit the "[BIEC Webinars](#)" page on [CBP.gov/ACE](http://CBP.gov/ACE).

## TIP OF THE MONTH

### How to Schedule an ACE Report

To schedule an ACE Report, please follow these simple instructions:

1. Click on "Available Workspace" from the **Home** tab or select "Folders" from the **Documents** tab to locate the report you wish to schedule
2. Run the desired report, then complete or cancel the **Prompts** dialogue box
3. Save the completed or blank report to your **Favorites** folder
4. Locate your saved report, and right click on the "title" of the report
5. Select the "Schedule" option from the pop-up window displayed
6. Complete the scheduled report's "Instance Title", "Recurrence", "Prompts", "Formats" and "Destinations" settings
7. Close the "History" screen that opens after you schedule the report

For more information on running ACE Reports, please visit the "[ACE Reports Training and User Guides](#)" page of [CBP.gov/ACE](http://CBP.gov/ACE).

## FREQUENTLY ASKED QUESTIONS

**I'm an importer who has an ACE Portal account and I wish to grant my broker access to my account. Can I restrict access to view certain transactions?**

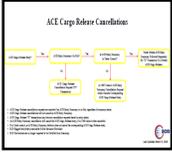
Yes. Importers who grant ACE Portal Account access to their brokers can designate which transactions the broker can view by editing the Importer Permission settings for the user and designating values in the Authorized Filer and Port Access box.

# UPDATED ACE INFORMATION POSTED ON CBP.GOV

CBP has recently posted new and updated information concerning ACE and PGAs on CBP.gov. The updated information includes:



[ACE Support Page](#) - This CBP.gov page provides an overview of resources and contacts for ACE Portal, ACE AESDirect, Technical, and PGA support.



[ACE Cargo Release Cancellation Process](#) – This document provides a diagram describing the process flow for the cancellation of ACE entry / cargo release filings.

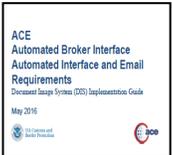


[ACEopedia](#) – This document provides details on current ACE features and their benefits, as well as details on new features that are currently being developed.

[ACE Development and Deployment Schedule](#) – This schedule provides details on when upcoming ACE capabilities will be developed and deployed into the ACE Production environment.



[ACE Adoption Rate Report \(April 2016\)](#) – This report provides ACE onboarding statistics, cargo release and entry summary rates, PGA Pilot Status, and deployed core capability percentages.



[Document Image System \(DIS\) Implementation Guide](#) - This guide provides record layouts, interface requirements, and communication protocol for the submission of electronic documentation.

[PGA Forms List](#) – This list provides the requirements for PGA information in ACE and methods of submission.



[ACE International Trade Data System \(ITDS\) PGA Message Set Process Flows](#) – These summaries describe the Standard Operating Procedures (SOPs) being used by CBP and PGAs as part of the ACE/ITDS pilots.

[Appendix V: Government Agency Codes](#) - This appendix displays the Government agency codes used by the trade when submitting data via the PGA Message Set.

To access the updated ACE and PGA documents, please click on the hyperlinks above. You may also navigate directly to the [“ACE and Automated Systems”](#), [“ACE Automated Broker Interface \(ABI\) CBP and Trade Automated Interface Requirements \(CATAIR\)”](#), [“ACE Features”](#) and [“ACE Support”](#) pages of [CBP.gov/ACE](#).