Create and Maintain Ocean Conveyances

(For Vessel Operating Common Carriers Only)

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Introduction

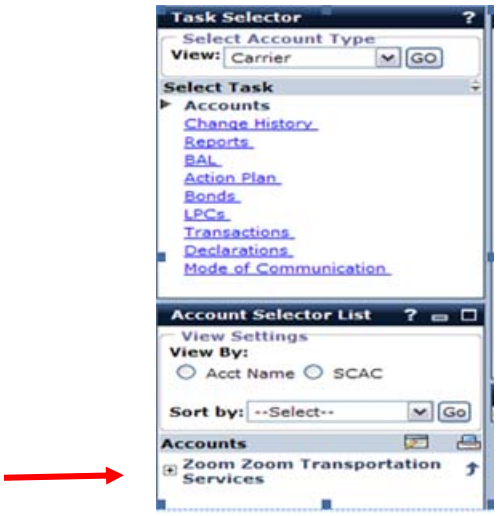
With the implementation of e-Manifest: Rail and Sea (M1), ocean conveyance (vessel) information will be maintained in ACE. To accomplish this, sea carriers with an ACE Portal account will be able to individually enter their conveyance data into a predefined template.

Creating and Maintaining Conveyance Records

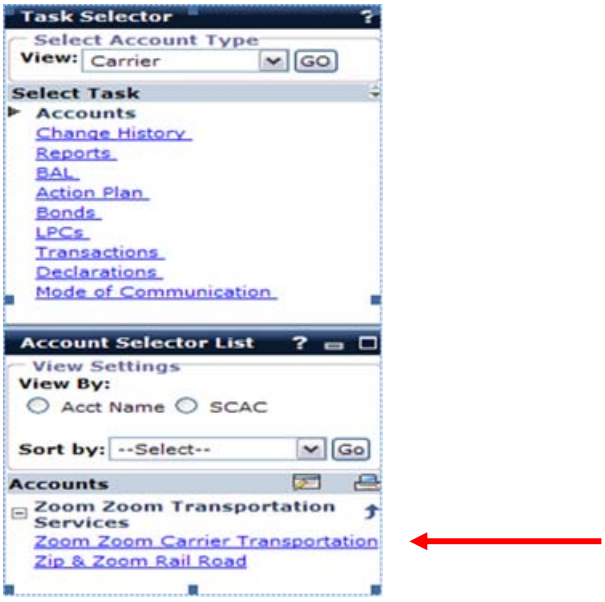
After logging into your ACE Portal account select the Accounts tab and you will default to the *"Account Type: Broker"* screen. In order to create your conveyance information in the ACE portal account, you must be in the **carrier** account type view.

1. Select **Carrier** from the "*Select Account Type*" drop down menu.
2. Select **Go** and the carrier view will display. You will now be on the "*Accounts*" tab under the carrier view.

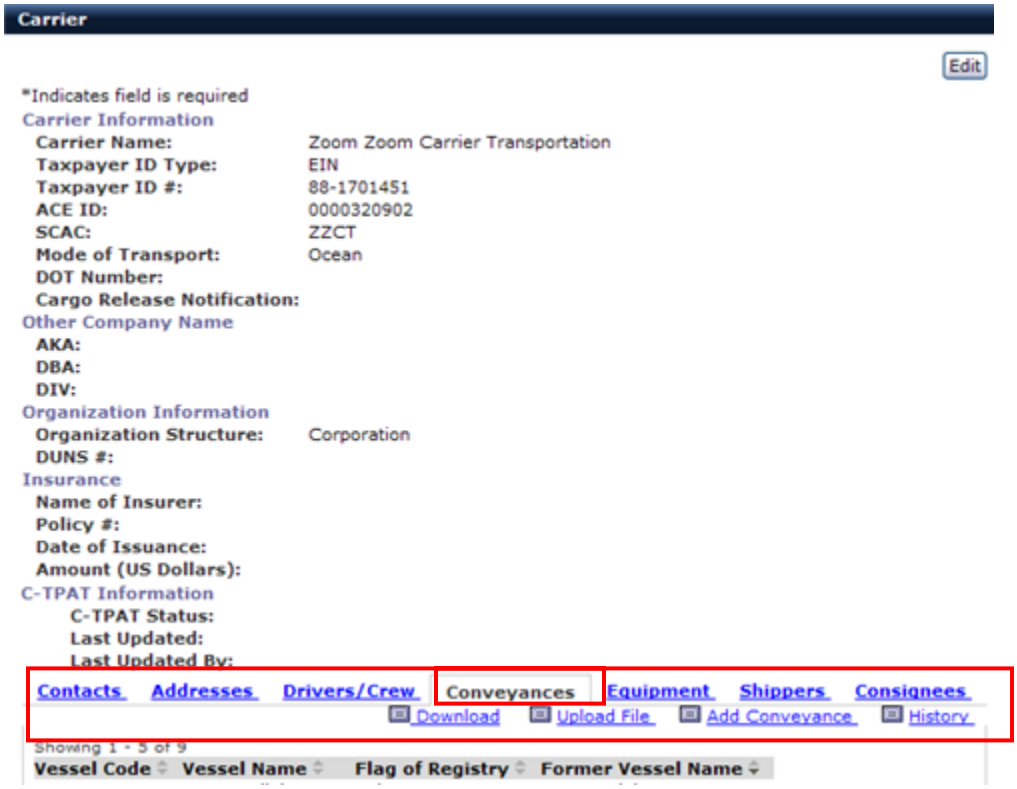
3. Select the "**+**" next to the top carrier account to reveal the sub-accounts of the carrier account.



4. Select the sea carrier sub-account that needs to have conveyance data added.

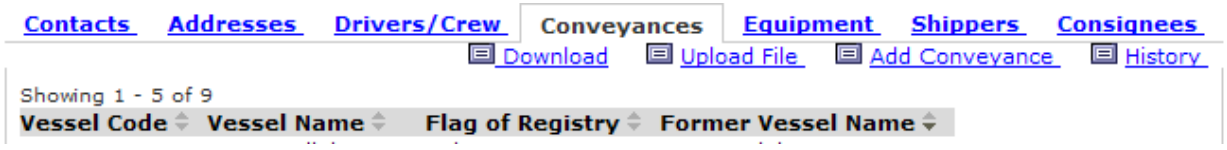


5. The "*Carrier*" portlet displays. Scroll down to the bottom of the page to see a series of sub-tabs in the sea carrier sub-account portlet (*Contacts, Addresses, Drivers/Crew, Conveyances, Equipment, Shippers, Consignees).* Select the **Conveyances** sub-tab to begin navigating the portal functionality that will allow the user to create and maintain their conveyance data.



Navigating the Conveyances Tab

Under the "*Conveyances"* sub-tab you will see the following information displayed for each vessel – "*Vessel (IMO) Code, Vessel Name, Flag of Registry and Former Vessel Name"* (if applicable). Each "*Vessel Code"* is hyperlinked. Selecting a vessel code will take the user to the "*Conveyance Identification"* screen. This screen displays all of the data entered for the selected vessel. Information on how to edit and remove vessel data is provided in subsequent sections.



In addition to the truncated vessel records displayed, there are four hyperlinks that you will need to know how to use. They are the "*Download," "Upload File,*" "*Add Conveyance*" and "*History"* hyperlinks.

- The "*Download*" hyperlink allows a user to view all vessel information that has been entered into the account in a spreadsheet format.

- The "*Upload File*" hyperlink takes a user to a screen where the user can download a template to add, edit and delete multiple vessel records in the account simultaneously. Additional information on the functionality will be provided in the future when it becomes available.

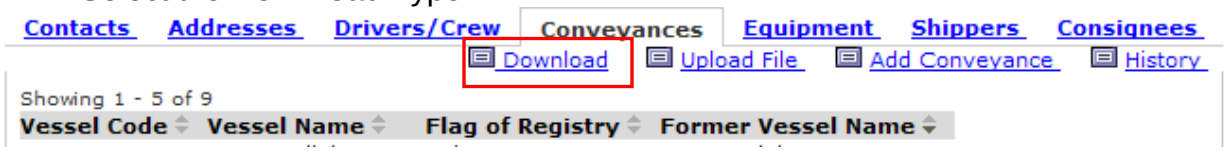
- The "*Add Conveyance*" hyperlink takes a user to the conveyance identification screen, which is used for entering a single new vessel record in the account.

- The *"History"* hyperlink allows the user to view all the vessels its company has controlled but no longer operates. Any vessel for which you have removed the relationship will appear in the history link. If you no longer control a vessel, you must remove the relationship between that vessel and your account.

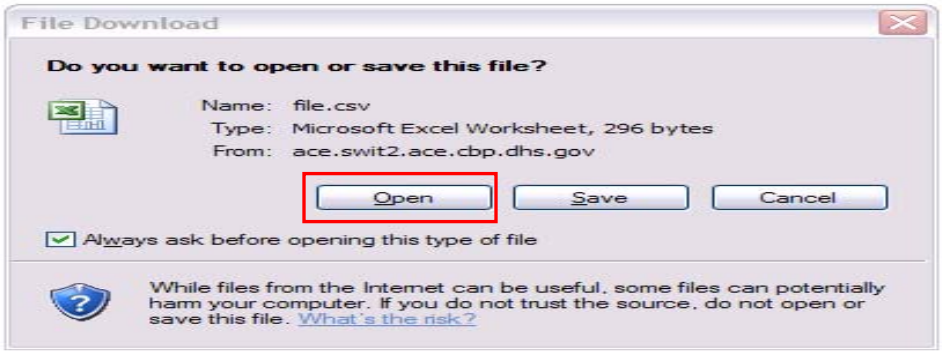
Viewing Existing Vessel Information

To view existing vessel account information:

1. Select the **Download** hyperlink.



2. Select **Open**.



The carrier's vessel records appear as one single line of data for each conveyance listed in the account. The data for each vessel is displayed in the order shown below. This view gives the account user a complete view of each

vessel record, when the record was created, and when the record was modified, if applicable. The date in the "*Created On"* and time in "*Created At"* are automatically generated by ACE.

A	B	C	D	E	F	G
Vessel Code	Vessel Name	Flag of Registry	Former Vessel Name	Vessel Owner	Effective Start	Effective EndDate
1111112	Test Carrier 1	USA	TEST CARRIER	TEST VESSEL COMPANY	8/27/2011	
2111113	Test Carrier 2	USA			8/27/2011	
2111112	Test Carrier 3	USA			8/27/2011	

H	I	J	K	L	M	N	O	P	Q
Official Number	Call Sign	Vessel Type	Draft	Gross Tonnage	Net Tonnage	Rig	Operator Country	Country BuiltIn	YearBuilt
		Container	24.0 Meters	275000	195000		USA		
			20.0 Feet	150000	123000		USA		1982
			0.0 Feet	0	0		USA		

R	S	T	U	V	W
Created By	Created On	Created At	Changed By	Changed On	Changed At
Trade	10/4/2010	11:09:25 AM	Trade	12/13/2011	11:54:03 AM
Trade	10/4/2010	11:09:29 AM			
Trade	10/4/2010	11:09:29 AM			

Adding Individual Vessel Records

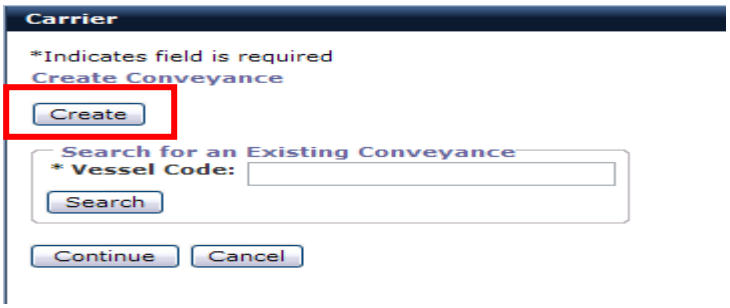
Vessel information can be entered individually using the "*Conveyances*" sub-tab. To add a single vessel record, follow the steps below:

1. Select the **Add Conveyance** hyperlink.

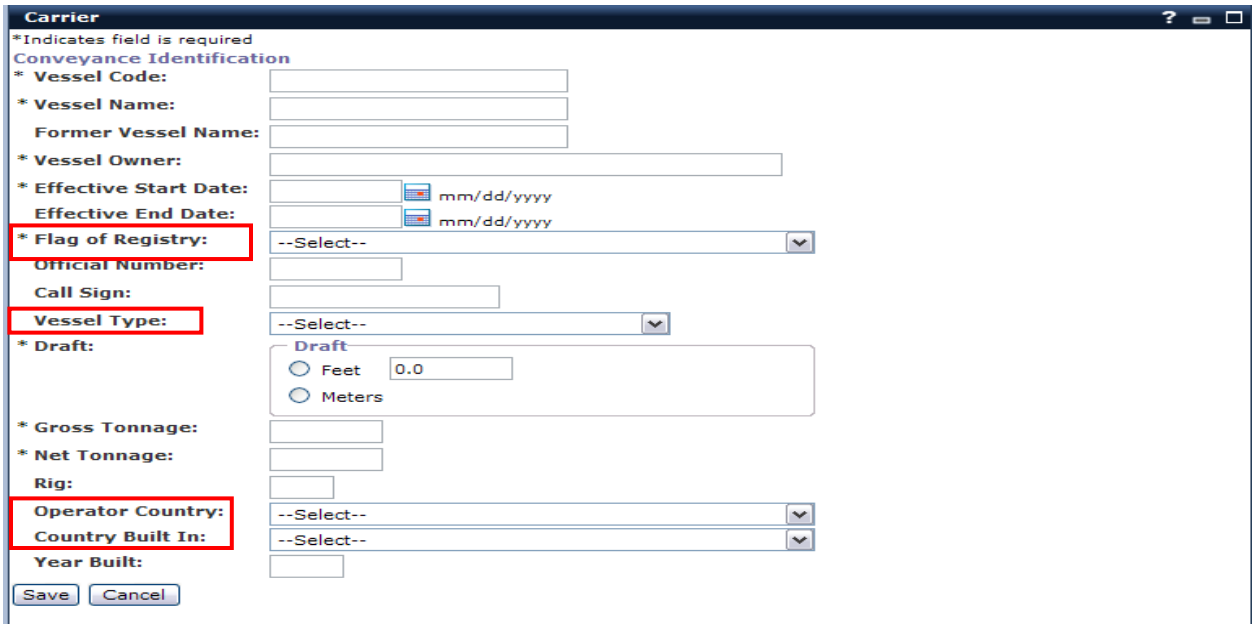
A new screen displays giving you the option of creating a new vessel record or pulling up an existing vessel record, if the *Vessel Code* (Vessel IMO number) is known and the vessel information is resident in ACE.

To find an existing vessel, the Vessel Code (Vessel IMO Number) must be exact. The system will not provide a list of similar names or numbers from which to choose. This option would normally be used when a carrier is starting a lease or charter using a vessel owned or operated by another carrier.

2. Select "**Create,**" since we are creating a new record in the account. This will take you to the "*Conveyance Identification*" screen.



3. **Enter data in all of the data fields that have an asterisk "*" next to them**. These are required fields and must be completed with a valid data element in order for ACE to accept the record. Other data fields are optional. For "*Flag of Registry*," "*Vessel Type*," "*Operator Country"* and "*Country Built-In"* use the drop down menus to populate these data fields.



The system will check for overlapping dates. If an overlap exists an error message displays indicating the record will not be saved. You must change the date.

If the vessel type normally used for a vessel is not reflected in the list provided in the Vessel Type drop down menu, use code 499 – Other NEI (Not Elsewhere Identified).

Please note that the "Effective End Date" currently cannot be set. At this time, the date should be left blank.

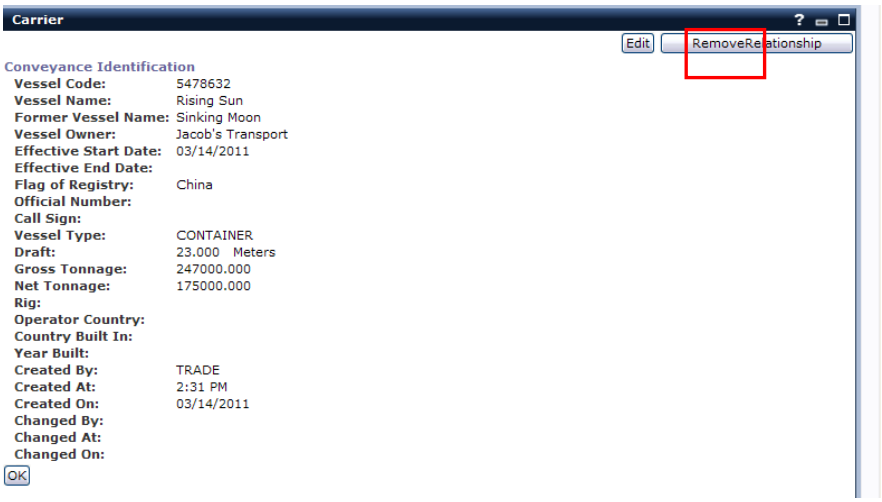
The design of M1 will not allow the user to add a conveyance record using a future date, even if that date is tomorrow. If you search for the record and try to add it with a future date, you will receive an error message stating "Effective Date cannot be in Future." The Effective Date can only be the current date or prior to the current date.

Editing Individual Vessel Records

To edit a single vessel record, select the "*Vessel Code*" of the vessel that needs editing from the list of vessels located on the "*Conveyances"* sub-tab.

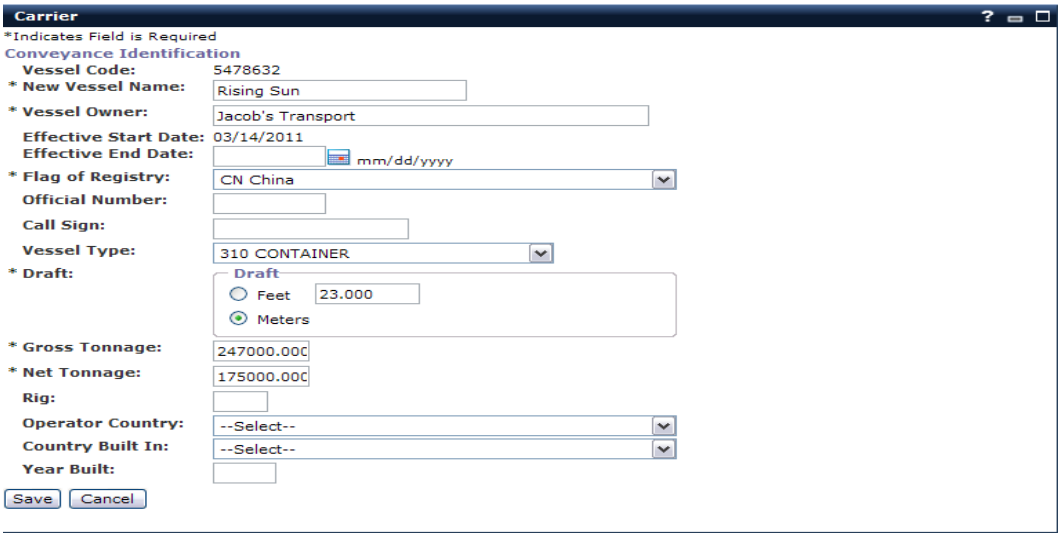
1. Select the **Vessel Code** for the "Rising Sun." This will take you to the "*Conveyance Identification*" screen.

2. Select the **Edit** button in the upper right hand corner of the "*Conveyance Identification*" screen to move to the edit screen.



3. **Edit** the information.

4. Select the **Save** button located at the bottom of the screen, once all the updates are complete.



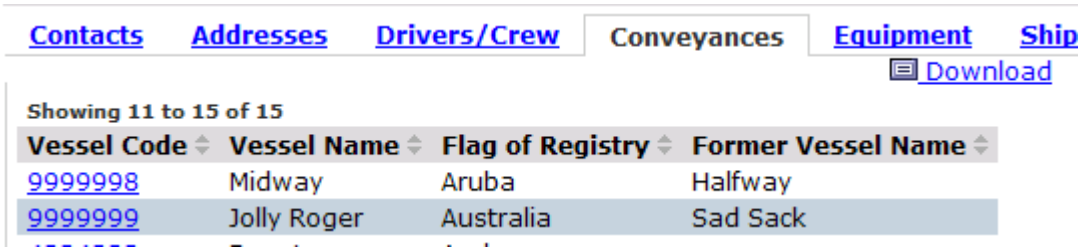
5. Select the **OK** button to return to the "*Conveyances*" screen.

Carrier cannot edit any vessel record that is link to another carrier's SCAC. In these cases the carrier will need to contact CBP to remove the relationship between the conveyance and the carrier so the new party can edit the data.

Deleting Individual Vessel Records

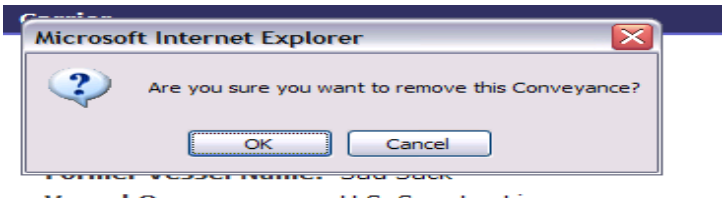
Deleting a vessel from the carrier's ACE Portal account is easy and can be done by following the steps outlined below.

1. Select the **Vessel Code** of the vessel that is to be deleted. In this example, select **9999999**next to *Jolly Roger.*



2. Select **Remove Relationship** button located at the upper right hand corner of the vessel record detail screen.

3. Verify that you want to remove the conveyance by selecting **OK.** This will return you to the "*Conveyances"* view.



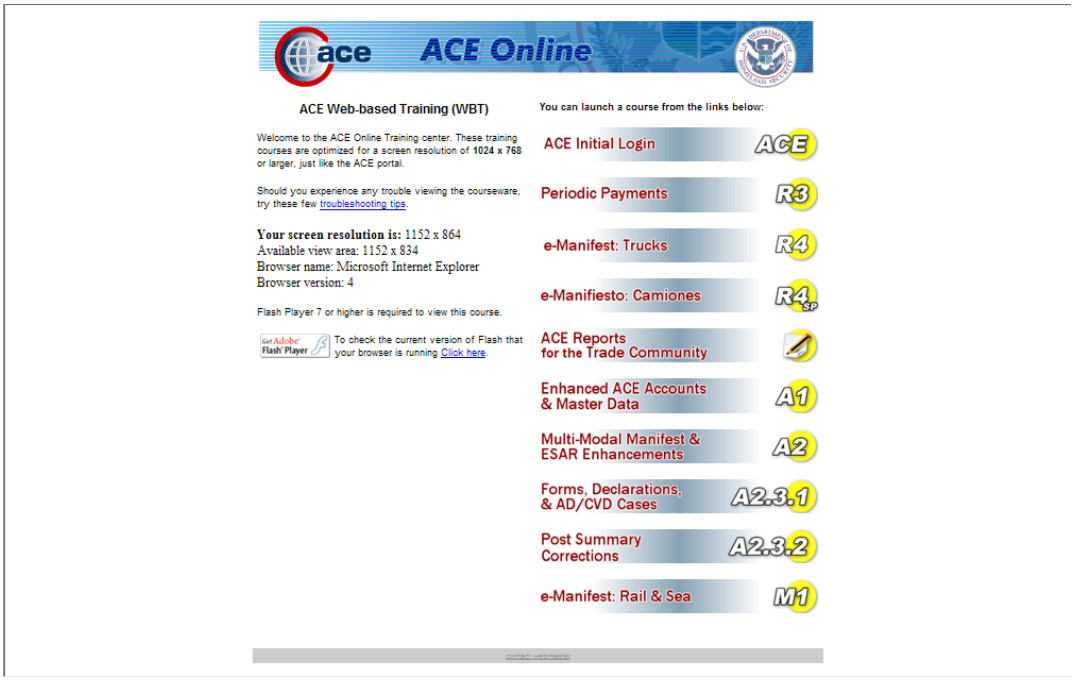
When a vessel is deleted from the carrier's account, the "Effective End Date" is set as the date of the deletion. This allows a new carrier to upload the vessel information, if there is a transfer of ownership or operators.

The Download hyperlink can also be used to verify that a vessel or several vessels have been deleted, modified or added.

Additional ACE Resources

For additional assistance, take the web-based training (WBT) titled ACE e-Manifest: Rail and Sea. The URL for the ACE Online Training Center is:

https://nemo.customs.gov/ace_online



Do you need additional assistance using the ACE Portal*? If you are a trade member calling or if you are calling outside the United States, please contact the* ***Technology Service Desk*** *at 1-866-530-4172.*