



## ACEopedia

ACE IS THE TRADE PROCESSING

SYSTEM THROUGH WHICH CBP AND ITS

PARTNER GOVERNMENT AGENCIES

IMPLEMENT THE SINGLE WINDOW FOR

PROCESSING IMPORTS AND EXPORTS.

The Automated Commercial Environment (ACE) is the backbone of U.S. Customs and Border Protection's (CBP) trade processing and risk management activities and the key to implementing many of the agency's trade transformation initiatives. The ACEopedia is designed as a centralized resource for information on ACE.

What follows is a series of fact sheets that can stand on their own or be integrated into a single document providing an overview of ACE capabilities.

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THE AUTOMATED COMMERCIAL ENVIRONMENT (ACE) IS THE COMMERCIAL TRADE PROCESSING SYSTEM THAT PROVIDES A SINGLE, CENTRALIZED WAY TO CONNECT CBP, THE INTERNATIONAL TRADE COMMUNITY AND PARTNER GOVERNMENT AGENCIES (PGAS).

#### **AUTOMATED COMMERCIAL ENVIRONMENT**

REALIZING THE SINGLE WINDOW

DEVELOPING TRANSFORMATIONAL SOFTWARE

WORKING SMARTER



ACE on the Web

**17** 



## ACE Overview

U.S. Customs and Border Protection (CBP) has modernized the business processes essential to securing U.S. borders, speeding the flow of legitimate shipments and targeting illicit goods that require scrutiny. The key technology driver of these initiatives is the Automated Commercial Environment (ACE). ACE is the backbone of CBP's trade processing and risk management activities and provides a single, centralized access point to connect CBP, Partner Government Agencies (PGAs) and the trade community.

In February 2014, Executive Order 13659 Streamlining the Export/Import Process for America's Businesses was signed, calling for the completion of a Single Window to allow businesses to electronically transmit the data required by the U.S. Government to import or export cargo. In accordance with the Executive Order, ACE is the U.S. Single Window, the primary processing system through which trade-related data required by all Government agencies is submitted and processed.

In February 2018, CBP deployed the last of the major scheduled core ACE deployments, marking a significant milestone for government and industry. All import manifest, cargo release, post release, export and PGA integration functionality scheduled for delivery in ACE is now available.

There is ongoing demand for ACE enhancements, emerging from active dialogue with industry, government agency and congressional stakeholders. In response, CBP continues to invest in trade facilitation and enforcement enhancements that are needed to support business and mission needs in an ever-evolving international trade landscape.

For more details on ACE, please visit www.cbp.gov/ace.





# Implementing the Single Window

In accordance with the February 2014 Executive Order 13659 Streamlining the Export/Import Process for America's Businesses, the Automated Commercial Environment (ACE) is the U.S. Single Window, the primary processing system through which trade-related data required by all government agencies is submitted and processed. Across CBP and more than 40 Partner Government Agencies (PGAs), automated capabilities, agreements and appropriate business and technical requirements are in place to use the ACE system and transmit import and export data electronically in ACE. This has meant a transition away from paper-based procedures to faster, more streamlined processes for both government and industry. In total, more than 250 government forms were automated through this effort.

Today, all import manifest, cargo release, post release, export and PGA integration functionality is in ACE. In addition to maintaining these core capabilities, CBP continues to engage with industry and government stakeholders and invest in ACE enhancements to provide users with better automated tools and information.

## Benefits of the Single Window

- Quicker data availability for government
- Better identification of dangerous or prohibited shipments
- Automated agency interactions
- Reduced paper
- Near real time decision
   making for government
- Simplified regulatory
   compliance for industry
- Reduced costs

#### Technical Capabilities that Enable Single Window Processing in ACE

Interoperability Web Services

The pipeline through which data is transmitted between CBP and PGAs. This capability enables improved information sharing and faster decision making by the government

**PGA Message Set** 

The consolidated set of data to be collected electronically from trade partners by CBP on behalf of government agencies. Data submitted in this manner has replaced the myriad of paper forms formerly required by multiple agencies

Document Image System

Allows trade partners to supply supporting documentation electronically as image files to CBP and PGAs. DIS integrates with the ACE Secure Data Portal, allowing authorized personnel access to images to perform coordinated reviews





## Partner Government Agencies

CBP and more than 40 federal agencies are working together on the Single Window.

#### **DEPARTMENT OF AGRICULTURE**

AMS | Agriculture Marketing Service

APHIS | Animal and Plant Health Inspection Service

FAS | Foreign Agricultural Service

FSIS | Food Safety and Inspection Service

#### **DEPARTMENT OF COMMERCE**

BIS | Bureau of Industry and Security

U.S. Census Bureau (USCB)

FTZB | Foreign Trade Zones Board

E&C | Enforcement and Compliance

OTEXA | Office of Textiles and Apparel

NMFS | National Marine Fisheries Service

#### **DEPARTMENT OF DEFENSE**

USACE | Army Corps of Engineers

DCMA | Defense Contracts Management Agency

#### **DEPARTMENT OF ENERGY**

OFE | Office of Fossil Energy

EIA | Energy Information Administration

OGC | Office of General Counsel

DEE | Office of Energy Effficiency

#### **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

CDC | Centers for Disease Control and Prevention

FDA | Food and Drug Administration

#### **DEPARTMENT OF HOMELAND SECURITY**

TSA | Transportation Security Administration

#### DEPARTMENT OF THE INTERIOR

FWS | Fish and Wildlife Service

#### DEPARTMENT OF JUSTICE

ATF | Bureau of Alcohol, Tobacco, Firearms and Explosives

DEA | Drug Enforcement Administration

#### **DEPARTMENT OF LABOR**

#### **DEPARTMENT OF STATE**

A/LM | Bureau of Administration, Office of Logistics Management

DDTC | Directorate of Defense Trade Controls

OMC | Office of Marine Conservation

OFM | Office of Foreign Missions

#### **DEPARTMENT OF TRANSPORTATION**

BTS | Bureau of Transportation Statistics

FAA | Federal Aviation Administration

FHA | Federal Highway Administration

FMCSA | Federal Motor Carrier Safety Administration

MARAD | Maritime Administration

NHTSA | National Highway Traffic Safety Administration

PHMSA | Pipeline Hazardous Materials Safety Administration

#### **DEPARTMENT OF TREASURY**

IRS | Internal Revenue Service

OFAC | Office of Foreign Assets Control

TTB | Alcohol and Tobacco Tax and Trade Bureau

FinCEN | Financial Crimes Enforcement Network

#### **OTHER**

EPA | Environmental Protection Agency

EXIM | Export Import Bank

FCC | Federal Communications Commission

FMC | Federal Maritime Commission

ITC | International Trade Commission

NRC | Nuclear Regulatory Commission

USAID | U.S. Agency for International Development

USTR | Office of the United States Trade Representative

CPSC | U.S. Consumer Products Safety Commission

For a full list of agencies with entry, entry summary, or export requirements and their associated forms, please reference the <u>ACE PGA Forms Lists</u> on www.cbp.gov/ace-pga. These documents outline what modes of electronic communication, Document Image System (DIS) or Partner Government Agency Message Set (PGA MS) will be required to support submission of PGA forms or data.





## Getting Started with ACE

The Automated Commercial Environment (ACE) modernizes and enhances trade processing with features that consolidate and automate border processing and provide a single, centralized way to connect CBP, Partner Government Agencies (PGA) and the trade community. ACE allows CBP representatives to receive and process data more quickly, while allowing PGAs to receive and respond to data that falls within their jurisdictions. With the ACE Secure Data Portal, the trade community also has online access to its CBP transactional data.

There are two primary methods of interacting with ACE:

- Filing transactions via Electronic
   Data Interchange (EDI) Interfaces:
   EDI is the mechanism through which most transactions (entries, entry summaries and manifests) can be filed in ACE.
- 2. Using the ACE Secure Data Portal: The ACE Portal is an online tool that allows users to file electronic truck manifests, protests, export commodity filings and importer security filings for low volume filers. Users can run reports to access entry and financial transaction data. ACE reports can also be used to review daily operations and monitor compliance.







## **ACE** Portal

The ACE Secure Data Portal (ACE Portal) is a web-based entry point for ACE. It provides a centralized online access point to connect CBP, trade representatives and government agencies involved in importing and exporting goods into and out of the United States. The portal provides account holders the ability to identify and evaluate compliance issues, monitor daily operations, select periodic monthly statement print options, review and respond to CBP post-summary requests. Additionally, account holders may perform national trend analysis, file electronic protests, truck manifests, export commodity information and access the reports tool to compile data. Low volume filers may submit importer security filings and review their progress reports via a single system, the ACE Portal.

#### Receive Near Real-Time Access to Data

- Statement data updated hourly
- Cargo Release and Entry Summary, Protest, and Export Data refreshed nightly

#### Reports

#### **ACE Reports**

Improve compliance with tradelaws by running targeted reports to conduct inhouse audits, identify systemic errors and provide insight to those transactions under review by CBP:

- •Identify unauthorized filers
- •Monitor entry, entry summary, protest and export filing transactions by filer
- Monitor in-bond movements

#### Importer Trade Activity (ITRAC) Reports

- •Cost-free access to ITRAC data in ACE Reports
- •Run reports on demand in real-time
- •Importer Self-Assessment (ISA)
  participants continue to use Customs
  Trade Partnership Against Terrorism
  (CTPAT) portal for ITRAC reports

<u>G</u>eneral

✓ Cargo Release and Entry Summary Transaction Details

Fina ncial

 Periodic Monthly and Daily Statement Transaction Details

Exports

✓ Export Commodity Transaction Details

Manifest

✓ In-Bond Transaction Details

Protest

✓ Protest Transaction Details

#### Accounts

- Review and manage account information in ACE
- Access transaction and financial data
- Customize Periodic Monthly Statements payment schedules
- Create blanket declarations for entry summary transactions
- Respond to CBP and PGA request for additional information electronically

## Access the ACE Portal

Take advantage of these features today! Log in to the ACE Portal

https://ace.cbp.dhs.gov/

No account? Fill out an application through https://CBP.gov/ACE

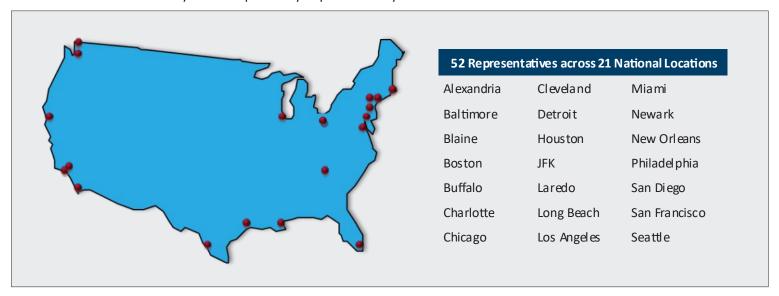
To check on the status of an application already submitted, please contact Technology Support at (866) 530-4172





## ACE Client Representatives

Client representatives are the primary point of contact for importers, exporters, transportation providers and brokers interested in learning how to automate any of their customs processes. Client representatives started out as an Automated Broker Interface (ABI) technical support group 30 years ago, but have greatly expanded their responsibility as CBP's automated systems have become more extensive under the ACE platform. Through their participation in program design, marketing, facilitating and training of trade groups, client representatives have been instrumental in the success of CBP's automation. Client representatives are a key supporter of CBP operations in the field and their deep knowledge of the nuances of the automated system has positively impacted many stakeholders.



#### Support

Client representatives assist the trade community with a wide range of ACE-related functions and serve as the trade's primary point of contact for system-related problems and questions. Client representatives also facilitate the trade's operational and technical participation with CBP automated systems. Contact your assigned client representative directly with questions or for more information on how to get started with ACE.

# Write a Letter of Intent Request automated system access.

#### **Apply for VPN Connectivity**

Required to communicate with CBP automated systems.



## Sign a CBP Interconnection Security Agreement

Required for all CBP automated systems participants.







## Manifest



Import manifests for all modes of transportation — truck, ocean, rail and air — must be filed in ACE. ACE import manifest capabilities have dramatically enhanced CBP's ability to protect the nation's borders while facilitating the flow of legitimate trade. CBP has developed ACE to accept manifest data digitally saving importers, carriers, and brokers significant time. Truck carriers are able to file manifests via electronic data interchange (EDI) and the ACE

Secure Data Portal, while ocean, rail, and air manifest data is transmitted solely by EDI.

ACE manifest functionality also allows for enhanced capabilities such as delegation of custodial bonds for authorized users.

#### Capabilities

#### Truck

- ✓ File directly in ACE through Portal or EDI
- ✓ Submit electronic manifests to CBP prior to a truck's arrival at the border
- ✓ Record and track account details related to drivers, trucks (conveyances), equipment, shippers and consignees

#### Air, Ocean & Rail

- ✓ File through EDI
- √ View consolidated manifest and entry data at the bill of lading or container level through ACE Portal
- ✓ Filers create and maintain rail line release Entry Banks

#### **Benefits**

- Designate a list of authorized partners who can use carrier custodial bonds (i.e. In Bond Authorization)
- Receive enhanced visibility
   of cargo status
- Less data required to be filed, compared to paper forms
- Reduce wait time for processing at Ports of Entry
- Status message replies sent
   via EDI
- Electronic truck processing automated a completely paper based process, and reduced truck processing times by 44%





## Cargo Release

Electronic entries for all entry types must be filed in ACE. ACE Cargo Release streamlines the entry process and allows for earlier transmission of entry data to CBP. It allows filers to receive clearer messaging regarding their shipments and CBP personnel to experience greater efficiencies through the automation of processes – for example, electronic corrections and cancellations.



#### **Benefits**

- Streamlined submission of data elements
- No longer file paper CBP Form 3461
- Ability for CBP and PGA personnel to provide enhanced security, safety and compliance through faster processing
- Changes can be submitted electronically
- More efficient and effective collection of fees

#### Capabilities

#### Truck, Air, Ocean, & Rail

- ✓ File through EDI
- ✓ Submit Partial Quantities
- ✓ File In-Bonds
- ✓ Transmit Split Shipments
- ✓ Query Entries via ABI
- ✓ Certify Entry from Summary Submissions ✓ File Entry Types (All)
- ✓ File Corrections and Cancellations

- ✓ Receive CBP-initiated Corrections
- ✓ Expand single filing to include Importer Security Filing (ISF) data (Ocean)
- ✓ Process Remote Location Filing
- ✓ File Expedited Release
- ✓ File Electronic Foreign Trade Zone Admission (e214) forms





# Entry Summary, Accounts and Revenue

Electronic entry summaries for all entry types must be filed in ACE. Functionality is also available to allow for the processing of critical system "edits" or checks, which validate the accuracy of the data being submitted to CBP and alerts users of errors in data. In addition, capabilities are available in ACE to support post release processing.

#### Capabilities

#### **Entry Summaries**

ACE supports the following entry summary capabilities:

- ✓ Filing of all entry types
- ✓ Filing of post summary corrections
- ✓ Creating blanket declaration records through the ACE Portal

#### Enhanced Validations

ACE provides automated validation calculations for:

- ✓ Harbor Maintenance Fee
- ✓ Classification
- ✓ Simple and Complex Duty Calculations
- ✓ Merchandise Processing Fee
- ✓ Informal Entry Restrictions
- ✓ Charges Restrictions
- √ Taxes and Other Fees

#### **eBond**

✓ Electronic processing of single transaction bonds and continuous bonds

#### **Protests**

✓ The electronic filing of protests via the ACE portal

#### Liquidation

- ✓ Official Notice of Extension, Suspension and Liquidation available electronically
- ✓ Additional statuses such as deemed liquidations, void liquidations, manual liquidations, suspensions and extensions
- ✓ Weekly liquidation cycle

#### Reconciliation

- ✓ Removal of blanket flagging
- ✓ System validations

#### **Drawback**

- ✓ Ability to file ACE core drawback and TFTEA drawback claims
- ✓ System validations
- ✓ Integration with post release processes

#### **Benefits**

- Elimination of paper
   form 7501
- Reduce invoice transmissions through
   Census Overrides
- Decrease courier and administrative costs
- Provides for 24x7
   submission of bonds
   and processing of
   entries through EDI
- Liquidations posted to electronic bulletin 365 days a year
- Expansion of reconciliation from 13 processing ports to all ports of entry
- Electronic processing of drawback claims





## Periodic Monthly Statement

With Periodic Monthly Statement, trade users can streamline accounting and payment of duties and fees. By signing up, users can adopt a periodic payment schedule on an interest free monthly basis. Filers may mark entry summaries they wish to pay on statement and then submit payments through Automated Clearing House (ACH) processing. ACE account holders have the ability to pay for shipments entered or released during the previous calendar month by the fifteenth business-day of the following month.

#### Want to apply?

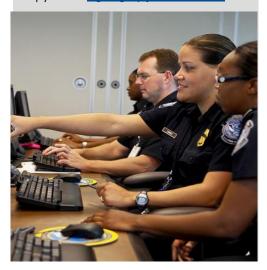
Importers and Brokers can send an activation email request to: periodicstatement@cbp.dhs.gov

The email message must include:

- "Activation Request" in the subject line. CBP recommends including a carbon copy to the importer's CBP account manager, if one is assigned
- Importer of Record number(s) or the Filer code for PMS activation
- The Top Account ACE ID of the Portal account, if one has been established by the requester
- Scanned image of CBP Form 5106, titled "PMS Activation" across the top of the form for non-portal importers

## How to get started

Importers and brokers with ACE Portal accounts can edit the Periodic Monthly Statement Calendar. For more information on PMS, please download a copy of the *Periodic Monthly Statement User Guide* posted on www.CBP.gov/ace. Users can now pay using ACH, please download a copy of the *Signing Up for ACH Guide* 



#### **PMS** Benefits

- Pay duties and fees
- Pay duties for released goods during a given month as late as the 15th working day of the following month
- Pay designated entry summaries for a given month on one statement
- Select either a national or a port statement
- Brokers may pay on behalf of importers
- Track activity with customized account views through ACE Secure Data Portal

#### **PMS Exclusions**

Entry summaries not eligible for inclusion on a Periodic Monthly Statement include:

- Duty Deferral; Entry Type 08
- Reconciliation; Entry Type 09
- Entry summaries with IRS tax class codes





### **Protests**

CBP has modernized the process for submitting and managing protests by enabling electronic filing of protests in ACE. All components of protest submissions can be submitted and managed through the ACE Portal.

**Creating protests:** Through the ACE Portal, protest filers (e.g., attorneys, brokers, importers, etc.) can electronically submit protests and attach supporting documentation electronically instead of submitting paper packets. In addition, protest filers can update their protest with additional information or documentation as requested by CBP.

**Receiving updates:** Filers who file their protest electronically through the ACE Portal are able to check the status of a protest through the ACE Portal. Additionally, CBP can provide protest filers, and any additional parties identified on the protest, with updates via email.

**Note**: The ACE Portal does not support status updates for paper submissions. It only supports status updates or outcomes for protests submitted through the ACE Portal.

#### **Benefits**

- Submit and manage electronically at no cost
- Presentation date/ time electronically stamped
- Immediately receive protest number
- View real time status
- Receive e mail notices

#### Setting up an account

In order to file protests in ACE, trade parties must have a protest filer account established within the ACE Portal. Trade parties with an existing ACE Portal account can add the Protest Filer view. Trade parties who do not have an ACE Account will need to establish one in order to file electronic protests.

#### **New accounts**

Navigate to <a href="www.cbp.gov/ace">www.cbp.gov/ace</a> and select the Apply for an Account button from the right menu.

#### **Established accounts**

Speak to your ACE Account Owner (AO) about adding a Protest Filer view to your existing account.





## Reconciliation

Reconciliation data submissions are now fully electronic in ACE. The system includes validations for correct underlying entry type, reconciliation entry criteria and correct flagging of reconciliation issue type. Additionally, trade is not required to submit paper applications requesting participation eligibility, and CBP will not need to process these applications, nor assign a designated port of entry. ACE automatically sets all reconciliation participation eligibility indicators for importer of record accounts to "Yes" and trade only needs to submit reconciled amounts.

For more information, please see the <u>ACE Entry Summary Business Process Document</u>

#### Capabilities

Reconcilable Issues

**Timeframes** 

Types of Reconciliations

Filing Methods
Reconciliation

Processing

Participation Eligibility

Transmitting
Underlying Entries to
be Flagged

Transmitting
Reconciliation Entry

Type 09

Reconciliation Liquidation Process

- ✓ Reconciliation will continue to be filed for value, classification, 9802, and Free Trade Agreement (FTA) issue types
- ✓ Entries flagged for FTA must be reconciled within 12 months; all other entries flagged for value, classification & 9802 must be reconciled within 21 months
- ✓ There are no changes to the types of Reconciliations that may be filed, they are: Change, No-Change, FTA
- ✓ Aggregate or Entry-by-Entry
- ✓ Expanding from 13 processing ports to all entry ports and worked by the Centers for Excellence and Expertise (Centers) nationwide
- ✓ All participation eligibility indicators for importer of record accounts will default to "Yes"
- ✓ Only entry-by-entry flagging
- ✓ ACE Validations
- ✓ No longer need to submit original amounts
- ✓ Information to be submitted via EDI
- ✓ ACE Validations
- ✓ A CBPF 28 will be issued and responded to through ACE





## Drawback

As of February 24, 2019, all drawback claims must be filed in ACE and must be filed as TFTEA drawback.

	Core TFTEA	
Drawback Provisions	Feb 24, 2018 Feb 23, 2019	Feb 24, 2019 and onward
Ability to file electronically	✓	✓
Ability to file paper	✓	
Required to file electronically		✓
Built in system validations	✓	✓
Integration with post release processes	✓	✓
Improved system controls	✓	✓
Requires line level reporting		✓
Substitution based on 8-digit HTS or Schedule B number		✓
Recordkeeping requirement three years from date of liquidation		✓
All claims due five years from date of importation		✓
Certificate of Delivery (CD)/ Certificate of Manufacture and Delivery (CMD) no longer required		✓
99% of duties, taxes and fees is applicable for Core and TFTEA		✓





## **Exports**

Export capabilities in the Automated Commercial Environment (ACE) have incorporated those of the legacy Automated Export System (AES) while establishing a single automated processing platform for all export commodity, manifest, and licensing data.

On August 14, 2017, U.S. Customs and Border Protection (CBP) published three Federal Register Notices (FRNs) announcing the expansion of the Export Manifest National Customs Automation Program (NCAP) tests for air, rail and vessel cargo in ACE to include additional participants, a modification to the required data elements, and an extension to the test. Carriers or filers who are interested in participating in any of the export manifest pilots should first contact their Client Representatives.

#### **Export Manifest FRNs**



Air Export Manifest Test

https://www.gpo.gov/fdsys/pkg/FR-2017-08-14/pdf/2017-17080.pdf



Rail Export Manifest Test

https://www.gpo.gov/fdsys/pkg/FR-2017-08-14/pdf/2017-17076.pdf



**Vessel Export Manifest Test** 

https://www.gpo.gov/fdsys/pkg/FR-2017-08-14/pdf/2017-17079.pdf

#### **Benefits**

- Migration of commodity filing system, AES, to ACE achieved the Single Window filing system for export data
- Incorporates Bureau of Industry and Security (BIS) license control updates to include State Department licenses now under the authority of BIS
- Availability of exporter account and export reports via ACE Portal

#### Capabilities

Commodity Filings

✓ Ability to accept and process commodity filings in ACE via EDI or ACE AESDirect

Manifest

✓ Manifest processing (CBP is rolling out export manifest via established pilots)





## ACE on the Web

Visit us at <a href="www.cbp.gov/ace">www.cbp.gov/ace</a>
For access to ACE News,
publications, FAQs, e-mail
alerts, ACE support, and
more!

#### **New to ACE?**



#### **Get Started**

Learn more about electronic transactions, the ACE Portal and getting access to the system



#### Apply

Apply for an ACE Portal account to facilitate import or export of goods and accessing ACE reports

#### **Get Support**



#### **Bi-weekly Trade Call**

The biweekly call provides an opportunity for trade participants to receive ACE-related updates and to request input on technical questions



#### **Client Representatives**

Client Representatives serve as the trade's primary point of contact for system-related problems and questions



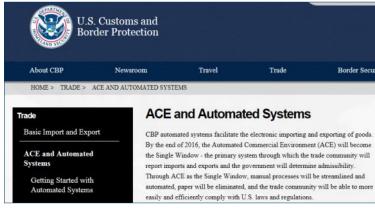
#### Support

If you need help with filing in ACE, the ACE Portal, ACE AESDirect and more visit the support page for available resources <a href="https://www.cbp.gov/ace-support">www.cbp.gov/ace-support</a>



#### Training

Find user guides and online courses on the ACE Portal and system functions www.cbp.gov/ace-training





#### **FAQs**

Answers to some of our most frequent questions on the ACE Portal, manifest filings, cargo release and more www.cbp.gov/ace-faqs



#### **Technical Documentation**

Find technical specifications needed to electronically transmit data to ACE, including PGA data, along with supplementary guidance

www.cbp.gov/ace-technical

#### Stay Informed



#### **Outreach**

Stay up-to-date on community events and webinars www.cbp.gov/aceoutreach



#### **E-mail Alerts**

Receive automatic updates on new capabilities, technical documentation, system outages and more <a href="http://apps.cbp.gov/csms/">http://apps.cbp.gov/csms/</a>

#### Already Filing?

#### **Business Process**

Learn more about electronic transactions, the ACE Portal, and getting access to the system

#### **Partner Government Agencies**

Find information on PGA involvement in ACE and required forms/data <a href="https://www.cbp.gov/ace-pga">www.cbp.gov/ace-pga</a>

#### **Document Image System**

Find out what information can be submitted to CBP through DIS, and how <a href="https://www.cbp.gov/ace-dis">www.cbp.gov/ace-dis</a>



