

ACE Shipment Details Page (ACE Manifest)



This article is part of the [BorderConnect Software User Guide](#).



CBP ACE eManifest

The **ACE Shipment Details Page** is the main page of an ACE Shipment and in BorderConnect [ACE Manifest software](#). It gives a complete overview of all the information for the shipment, as well as the ability to make changes and transmit to CBP.

The ACE Shipment Details Page can be accessed in the following ways:

- This page will come up automatically upon clicking the Save Button on the [Start New ACE Shipment Page](#).
- By using the 'Back to ACE Shipment' link that is created to allow easy return to the most recently viewed shipment.
- From the [ACE Shipment Search Page](#) by clicking 'View' on the ACE Shipment search result.

ACE Shipment Details for Shipment [ACBD654654654654]

SHIPMENT CONTROL NUMBER ACBD654654654654	LAST EDITED November 25, 2021 04:12 PM by John Doe
RELEASE TYPE PAPS	CREATED November 22, 2021 03:53 PM by Mark Nenadov
PROVINCE OF LOADING Ontario, Canada	
ASSOCIATED TRIP ACBD34231432 - Port [3801]	
Detach from Trip	

Shipment History

- Shipment [ACBD654654654654] started by Mark Nenadov
 11/22/2021 03:53:36 PM
- Shipment [ACBD654654654654] attached to Trip [ACBD34231432] by John Doe
 11/25/2021 04:11:47 PM

[+ Assign Broker](#)
[+ Assign 3rd Party](#)

Shipper, Consignee, Other Parties

TYPE	NAME	NICKNAME	ADDRESS	CONTACT INFO
Shipper	ABC Company		123 Flint Drive Windsor, Ontario N8W 3P3 Canada	5199679072
Consignee	ABW Logistics		1825 North Theobald St Greenville, Mississippi 38703 United States	

[+ Create Commodity](#)

Commodities

DESCRIPTION	QUANTITY	WEIGHT	ON EQUIPMENT	HAZARDOUS GOODS CODES	MARKS AND NUMBERS
Paper	45 Bale	41500 Pounds	Trailer [199999]		

Main Function Buttons

The Main Function Buttons are located near the top of the page. They allow the user to alter main information for the shipment.

Edit Button

Brings the user to the Edit ACE Shipment Page. This allows the user to change the Shipment Control Number among other options. Once the changes are made, clicking 'Save' will return the user to the ACE Shipment Details Page.

Delete Button

Deletes the ACE shipment out of BorderConnect. It is important to note that using this button will not cancel the shipment with CBP! If it is on file, it is important to cancel the manifest with CBP before using this button.

Detach Button

Used to remove the shipment from the manifest it is attached to. The shipment will remain in BorderConnect as an Unassociated Shipment, which will allow it to be reassigned to a manifest later. This button only appears when the shipment is attached to a manifest.

Shipment Only Send to CBP Button

Used to transmit ACE Shipment data to CBP. Please note that normally only the 'Send to CBP' on the [ACE Manifest Details Page](#) should be used instead as it allows all Trip and Shipment data for the manifest to be sent at once. This button is only for advanced users. Moving the mouse over this button displays the following choices:

- ◇ [Send Unassociated Shipment](#): Transmits the shipment to CBP as unassociated. i.e. not linked to a manifest.
- ◇ [Cancel Shipment Message](#): Transmits a request to cancel the shipment to CBP. Will only cancel the shipment, not the manifest. If the shipment is attached to a manifest in CBP's system, this will remove it from the manifest.
- ◇ [Attach Shipment Message](#): Transmits a request to link the shipment to a manifest in CBP's system. In order to be successful both the shipment and the manifest must already be on file in CBP's system.

Once the selection is made the user will be asked to confirm the transmission, and the request will be sent to CBP. If there were any errors on the manifest to prevent the transmission, the user would be notified at this time.

Back to ACI eManifest Button

Used to return to the [ACE Manifest Details Page](#) of the manifest that the shipment is attached to. Typically used when the user has finished entering all the information for the shipment. Will only appear if the shipment is attached to a manifest.

Quick Attach Trip

Used to select which manifest the shipment is attached to. By typing the trip number of the desired manifest it will come up for the user to select. Clicking on it or pressing enter will attach the shipment to the selected manifest. Please note that in order to select it, the desired manifest must already exist in BorderConnect. If the manifest still needs to be created it should first be done from the [Start New ACE Manifest Page](#). If the manifest already exists but the trip number needs to be edited that should be done from the [Edit ACE eManifest Page](#). This field cannot be used to create new manifests or change the trip numbers of existing manifests.

Details / History Window

ACE Shipment Details for Shipment [ACBD654654654654]

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PROVINCE OF LOADING Ontario, Canada	
ASSOCIATED TRIP ACBD34231432 - Port [3801]	

[✕ Detach from Trip](#)

☰ Shipment History

-  Shipment [ACBD654654654654] started by Mark Nenadov
11/22/2021 03:53:36 PM
-  Shipment [ACBD654654654654] attached to Trip [ACBD34231432] by John Doe
11/25/2021 04:11:47 PM

The Details/History Window is located directly under the Main Function Buttons. It is designed to give the user information about the status of the shipment. It is divided into two sections:

Details

Displays information about the shipment including the Shipment Control Number, Shipment Type, Province of Loading and Associated Trip among other details.

History

Displays a complete history for the shipment, including when the shipment was started, major changes that were made, and CBP responses. Together with Current Status, this section is crucial to understanding the state of the shipment.

Shipper, Consignee, Other Parties Section

Shipper, Consignee, Other Parties

TYPE	NAME	NICKNAME	ADDRESS	CONTACT INFO
A shipper and consignee are required.				

Shipper, Consignee, Other Parties

TYPE	NAME	NICKNAME	ADDRESS	CONTACT INFO
Shipper	ABC Company		123 Flint Drive Windsor, Ontario N8W 3P3 Canada	5199679072
Consignee	ABW Logistics		1825 North Theobald St Greenville, Mississippi 38703 United States	

The Shipper, Consignee and Other Parties Section is located directed below the Details/History Section. It allows the user to add a Shipper and Consignee to the shipment, as well as a customs broker and/or 3rd Party if desired. It can also be used to change or edit the Shipper, Consignee, Broker or 3rd Party already listed on the manifest.

Assign Shipper Button

Used to add a Shipper to the shipment. Should only be used if the Shipper has not be entered in BorderConnect before, otherwise Quick Assign Shipper should be used. Clicking on this button will bring the user to the Add New Shipper for ACE Shipment Page to enter the Shipper's name and address. Only the fields marked as required need to be completed. Once entered, clicking 'Save' will add the Shipper to the manifest and return the user to the ACE Shipment Details Page.

Assign Consignee Button

Used to add a Consignee to the shipment. Should only be used if the Consignee has not be entered in BorderConnect before, otherwise Quick Assign Consignee should be used. Clicking on this button will bring the user to the Add New Consignee for ACE Shipment Page to enter the Consignee's name and address. Only the fields marked as required need to be completed. Once entered, clicking 'Save' will add the Consignee to the manifest and return the user to the ACE Shipment Details Page. Please note that the broker is completely optional. If filled in it will allow the broker to view the ACE Shipment, provided they use the Broker Download feature in ACE. It will not impact receiving entry numbers on a manifest.

Assign Broker Button

Should generally not be used as Quick Assign Broker is easier and faster. Will bring the user to a separate page where the broker info can be entered. Once entered, clicking 'Save' will add the broker and return the user to the ACE Shipment Details Page.

Assign 3rd Party Button

Optional Field. Used to add a 3rd Party to the shipment. Clicking this button will bring the user to separate screen to enter the 3rd Party's type, name and address. Only the fields marked as required need to be completed. Once entered, clicking 'Save' will add the 3rd Party to the manifest and return the user to the ACE Shipment Details Page.

Quick Assign Shipper

Used to assign a Shipper to the shipment. Can only be used if the Shipper has already been entered in BorderConnect, otherwise the Assign Shipper Button must be used. By typing either the name or address of the Shipper it will come up for the user to select. Clicking on it or pressing enter will assign the Shipper to the shipment. Quick Assign Shipper will only be displayed when there is no Shipper on the shipment.

Quick Assign Consignee

Used to assign a Consignee to the shipment. Can only be used if the Consignee has already been entered in BorderConnect, otherwise the Assign Consignee Button must be used. By typing either the name or address of the Consignee it will come up for the user to select. Clicking on it or pressing enter will assign the Consignee to the shipment. Quick Assign Consignee will only be displayed when there is a Shipper but no Consignee on the shipment.

Quick Assign Broker

Used to indicate the Customs Broker for the shipment. Only appears when shipper and consignee have been entered but broker hasn't. This field is completely optional. If filled in it will allow the broker to view the ACE Shipment, provided they use the Broker Download feature in ACE. It will not impact receiving entry numbers on a manifest. By typing either the broker's name or filer code, it should come up to be selected.

Edit

Used to edit the name or address of a Shipper, Consignee, Broker or 3rd Party. Should only be used to change an incorrect name or address; to change to a completely different Shipper, Consignee, Broker or 3rd Party the user should first use Remove from Shipment and then add the new one in. Clicking Edit will bring the user to a separate screen where the changes can be made. Once finished, clicking 'Save' will update the Shipper, Consignee, Broker or 3rd Party and return the user to the ACE Shipment Details Page.

Remove from Shipment

Used to remove a Shipper, Consignee, Broker or 3rd Party from the shipment.

Commodity Section

+ Create Commodity					
Commodities					
DESCRIPTION	QUANTITY	WEIGHT	ON EQUIPMENT	HAZARDOUS GOODS CODES	MARKS AND NUMBERS
Paper	45 Bale	41500 Pounds	Trailer [199999]		

The Commodity Section is located at the bottom of the page directly below the Shipper, Consignee and Contacts Section. It allows the user to review and manage the commodity information for the shipment.

Create Commodity Button

Used to add a commodity to the shipment. Clicking this button brings the user to the [Add/Edit Commodity for ACE Shipment Page](#) to enter the commodity information. Once entered, clicking 'Save' will add the commodity to the shipment and bring the user to the [Commodity Details Page](#).

View

Used to view the full set of information for the commodity. Clicking on this link will bring the user to the [Commodity Details Page](#) for the commodity.

Edit

Used to edit the information on an existing commodity. Clicking Edit will bring the user to the [Add/Edit Commodity for ACE Shipment Page](#) to allow the changes to be made. Once finished, clicking 'Save' will update the commodity and bring the user to the [Commodity Details Page](#).

Delete

Used to remove a commodity from the shipment.