

Add Trailer Page (ACE and ACI eManifest)



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

How to create a trailer in BorderConnect.

The **Add Trailer Page** is a page in [BorderConnect eManifest software](#) where the user enters the information to create a new Trailer Profile. It can be accessed in the following ways:

- From the Manage Data menu by clicking 'Create Trailer'.
- From the [Trailer Search Page](#) by clicking the 'Create Trailer' button.
- From the Trailer Details for ACE Manifest Page by clicking the 'Create New Trailer' button.

The screenshot displays the 'Manage Data' menu in the BorderConnect software. The menu is organized into five columns: PARS Shipments, ACE eManifests, U.S. In-Bonds, Manage Data, and Online Tools. The 'Manage Data' column is active, showing a list of options. The 'Create Trailer' option is highlighted with a red rectangular box. Other options include 'Search Drivers', 'Show All Drivers', 'Create Driver', 'Search Trucks', 'Show All Trucks', 'Create Truck', 'Search Passengers', 'Show All Passengers', 'Create Passenger', 'ACE DATA', 'ACE Shippers & Consignees', 'ACE Commodity Descriptions', 'ACE Hazardous Materials', 'Insurance Policies', 'Bonded Carrier ID Numbers', 'ACE Inbond Sequences', 'ACE Fax Service Coversheets', 'TRAILERS', 'Search Trailers', 'Show All Trailers', 'ACI DATA', 'ACI Shippers & Consignees', 'ACI Commodity Descriptions', 'ACI Hazardous Goods', 'CSA Importers', and 'ACI Fax Service Coversheets'.

Save Button

Saves currently entered information to a new Trailer Profile. Can only be used if all required fields have been filled out. Clicking on this button will create the Trailer Profile and bring the user to the [Trailer Details Page](#).

Cancel Button

Cancels the attempt to create a new Trailer Profile. Clicking on this button will disregard all entered data and bring the user to the [Trailer Search Page](#).

Clear Button

Clears all fields on the page so that the user may enter other data instead.

Add Trailer Section

Save Cancel

Add Trailer

Trailer Number:

Trailer Type:

License Plate Number:

License Plate State/Province:

Terminal:

In this section of the page the user can enter the basic Trailer Profile information. Please refer to the legend at the bottom of the page for guidance on which fields are required.

Trailer Number

Unit number used to identify the trailer.

Trailer Type

Type of the trailer. Can be selected from the list using the drop down menu. If none of the listed types apply it is recommended to choose 'Other'.

ACE Id

The ACE ID associated with the trailer.

License Plate Number

The license plate number for the truck. Only letters or numbers may be entered.

License Plate State/Province

The state or province of the license plate. Can be selected from the list using the drop down menu.