

Add Truck Page (ACE and ACI eManifest)



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

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

- From the Manage Data menu by clicking 'Create Truck'.
- From the [Truck Search Page](#) by clicking the 'Create Truck' button.
- From the Assign Truck to ACE eManifest Page by clicking the 'Add New Truck' button.

Save Button

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

Cancel Button

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

Clear Button

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

Add Truck Section

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

Save Cancel

Add Truck

Truck Number: ⓘ Required for ACI

Vehicle Type: ⓘ Required for ACE

License Plate Number:

License Plate State/Province:

VIN Number: ⓘ Required for ACE

DOT Number: ⓘ Recommended for ACE
(optional)

Insurance Policy: ⓘ Required for ACE if truck is used to deliver hazardous materials
(optional)

Terminal: 14-1801 Walker Rd Windsor

Truck Number

Unit number used to identify the truck.

Terminal

Terminal or office the truck is assigned to. Can be selected from the list using the drop down menu. If the desired terminal is not listed it can be added from the [Company Details Page](#) by clicking on the 'New Terminal' button.

Vehicle Type

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

Vin Number

The vehicle identification number of the truck. Should be entered in full, partial VINs are not considered acceptable.

Dot Number

The US Department of Transportation Number that covers the truck. If the user has previously entered trucks with the same DOT number it should come up to be selected. Otherwise it will be remembered for next time.

Transponder Number

The transponder number for the truck. Should be entered in full.

Insurance Policy

The insurance policy that covers the truck. Can be selected from the list using the drop down menu. If the desired insurance policy is not listed it can be added from the Manage Data menu option at the top of the page under Insurance Policies and clicking 'New Insurance Policy' or the [Company Details Page](#) by clicking on the 'New Insurance Policy' button.

ACE Portal's ACE or Conveyance Id

The ACE or Conveyance ID associated with the truck. The ID can be entered in the text field, and the ID type (ACE or Conveyance ID) can be selected using the drop down menu.

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.