

Creating and Submitting a New ACE Manifest (ACE Manifest)

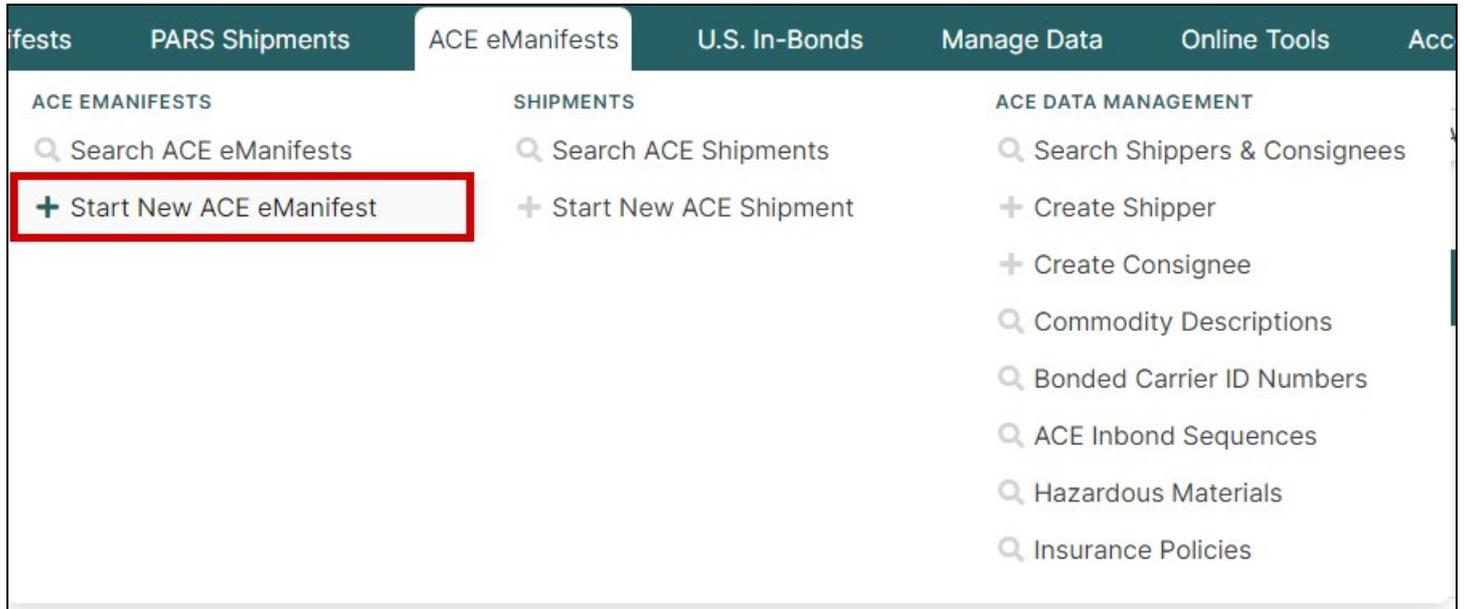


This article is part of the [BorderConnect ACE Manifest Software Guide](#).

This guide offers step by step instructions on **creating a new ACE eManifest and submitting it to CBP** using BorderConnect [ACE Manifest software](#). It assumes that you have an active software subscription with BorderConnect. If you are not presently set up with an account, please [contact BorderConnect](#) to get you set up. A video tutorial on creating ACE eManifest in BorderConnect.

Step 1

On the top menu bar, under 'ACE eManifests', select '**Start New ACE eManifest**'.



Step 2

Enter the information on the [Start New ACE Manifest Page](#), including your trip number, port of entry, ETA, driver, truck and trailer, and click 'Save' when finished.

Save Cancel Show All Fields

Start New ACE eManifest

Trip Number: AAAA TRIP NUMBER

U.S. Port of Arrival:

Estimated Arrival Date: 11/12/2021

Today Tomorrow Sun Mon

Date format mm/dd/yyyy

Estimated Arrival Time: 6:45 PM

Truck: Unit or Plate Number

(optional)

Required for manifest but can be added later

Trailer: Unit or Plate Number

(optional)

Required for manifest but can be added later

Driver: Driver Name

(optional)

Required for manifest but can be added later

Upload Shipments (JSON): Drag a file here

Step 3

You will now be brought to the [ACE Manifest Details Page](#). This is your opportunity to:

- **Review** the information that you have already entered to make sure it is correct. If you notice anything that needs to be changed you can make corrections at this time.
- Enter additional trailers if applicable.
- Enter additional drivers if applicable.
- Enter passengers if applicable.
- Indicate that you have [Instruments of International Traffic](#) aboard. If you have IITs you must indicate that they are loaded on the truck or trailer.

Edit Export Print Fax Email Send to CBP Set Status Track

ACE eManifest Details for Trip Number [AAAA100045455]

TRIP NUMBER: AAAA100045455 CURRENT STATUS: Draft
 PORT OF ARRIVAL: 3801: Detroit, MI
 ESTIMATED ARRIVAL DATE: November 12, 2021 07:00 PM
 LAST EDITED: November 12, 2021 04:48 PM by John Smith

ACE eManifest History

Trip [AAAA100045455] started by John Smith
 11/12/2021 04:48:27 PM

Remove Truck from ACE eManifest Set Truck IIT Status

Truck on ACE eManifest [AAAA100045455]

TRUCK NUMBER	VIN NUMBER	TYPE	LICENSE PLATES	DOT NUMBER	SEAL NUMBERS
1	IJUY1234567895672	Tractor (Semi)	51DIRT		

Assign Trailer to ACE eManifest Set Trailer IIT Status

Add Trailer
 Unit or Plate Number

Trailers on ACE eManifest [AAAA100045455]

TRAILER NUMBER	TYPE	LICENSE PLATE	STATE/PROVINCE	SEAL NUMBERS
125SK	Flatbed trailer	558FFS	Saskatchewan	

Assign Driver to ACE eManifest Assign Passenger

Add Driver
 Driver Name

Driver, Passengers and Team Drivers on ACE eManifest [AAAA100045455]

NAME	DRIVER NUMBER	FAST ID	TRAVEL DOCUMENTS	TYPE	ADDRESS
Jeffrey Combs	D003	42701234567801		Person in Charge	

Create New Shipment Assign Shipment

Add Shipment
 Shipment Control Number

ACE Shipments on ACE eManifest [AAAA100045455] - No Results Found

SHIPMENT CONTROL NUMBER	ENTRY STATUS	SHIPMENT TYPE	SHIPPER	CONSIGNEE	TOTAL COMMODITIES	TOTAL QUANTITY
No ACE Shipments found.						

<< < > >> No Results Found

Add Comment

Comments about ACE eManifest [AAAA100045455]

There are no comments for ACE eManifest [AAAA100045455].
Add Comment

Step 4

Add a shipment to your manifest. If you are not crossing empty, and have freight other IIT, you are required to create a shipment to report it. To add a shipment, click on the 'Create New Shipment' button located toward the bottom of the [ACE Manifest Details Page](#).

Step 5

Enter the information on the [Start New ACE Shipment Page](#) and click the 'Save' when finished.

Save Cancel

Start New ACE Shipment

Shipment Type: PAPS

Shipment Control Number: AAA SHIPMENT NUMBER
 Split Shipment Segment

Province of Loading: Ontario, Canada

Attached to Trip Number (optional): AAA100045455
Used to attach shipment to ACE eManifest (leave blank for una...

Shipper (optional): Name or Address

Consignee (optional): Name or Address

Broker (optional): Name or Filer Code

Save and Add Commodity

Step 6

You will now be brought to the [ACE Shipment Details Page](#). It's time to **select the shipper** for this shipment by using 'Quick Assign Shipper' for shippers that you've used before or 'Assign Shipper' to enter a new one. If you have already quick assigned your shipper on the previous page, you can skip this step.

Province of Loading: Canadian Lava Co.
15 North Town Line Unit 68B
River Canard ONTARIO
N9J2W2
Canada

Number (optional):

Shipper (optional): canadi

Results 1 - 1. Page 1 of 1

Shipper not listed? [Add Shipper](#)

Step 7

Select the consignee for this shipment by using 'Quick Assign Consignee' for consignees that you've used before or 'Assign Consignee' to enter a new one. If you have already quick assigned your consignee on the previous page, you can skip this step.

Trip Number: (optional)	Hazmat Wholesale 1234 New York ave New York NEW YORK 12345 United States
Shipper: (optional)	<p style="text-align: center;"> << < > >> </p> <p style="text-align: center;">Results 1 - 1. Page 1 of 1</p> <p style="text-align: center;">Consignee not listed? Add Consignee</p>
Consignee: (optional)	<input type="text" value="hazm"/> <input type="button" value="Settings"/> <input type="button" value="Search"/>

Step 8

Add the commodity. To do so click on 'Create Commodity'.

Step 9

Enter the information on the [Add/Edit Commodity for ACE Shipment Page](#). When you have entered all the required fields, click 'Save'.

Save
Cancel

Add Commodity for ACE Shipment [AAAA000123555]

General Commodity Details

Loaded On:	<input type="text" value="Trailer [125SK]"/>		
Description:	<input type="text" value="Medical Equipment"/>		
Quantity:	<input type="text" value="225"/>	Box	
Weight:	<input type="text" value="13500"/>	Kilograms	
Marks and Numbers:	<input type="text"/>	<input type="text"/>	<input type="text"/>

The written description of the markings on the outside of the packages

Hazardous Material Details (Required If Hazmat)

Hazmat Code:	<input type="text"/>		
Emergency Contact Name:	<input type="text"/>		
Contact Number:	<input type="text"/>		
Contact Email:	<input type="text"/>		

Step 10

If you have any additional commodity information for this shipment that is not covered by your previous entry, you may click 'Back to Shipment' to return to the [ACE Shipment Details Page](#) in order to **add additional commodities** to the shipment. Otherwise, this shipment is complete. Please note that it is usually recommended to provide a general description, total quantity and weight that covers all of the goods on the shipment at once, rather than entering multiple commodities separately.

Step 11

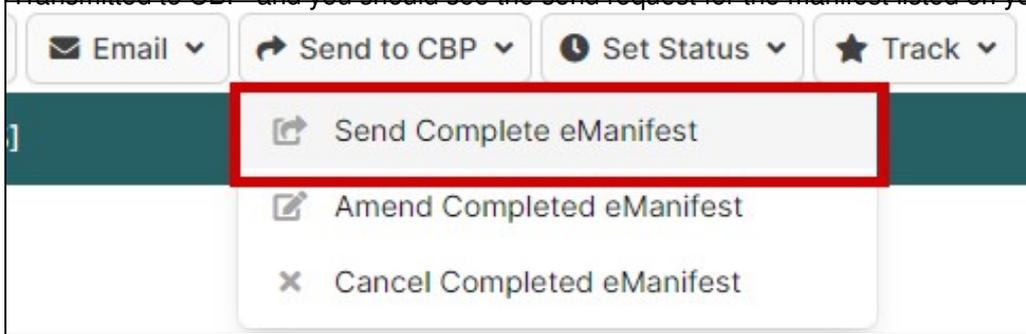
Click '**Back to ACE eManifest**' to return to the [ACE eManifest Details Page](#).

step 12

If you have **additional shipments** to add to the manifest, repeat steps 4 - 11. Please note that all shipments on the truck *must* be accounted for on one manifest.

Step 13

Transmit the manifest to CBP. If your manifest is complete with all shipments entered you are ready to send it to CBP. To do so, under 'Send to CBP' select 'Send Complete eManifest'. The 'Current Status' should update from 'Draft' to 'Transmitted to CBP' and you should see the send request for the manifest listed on your History/Status Messages.



Step 14

Check back to **verify that the manifest is accepted** by CBP. Response times vary but the average seems to be around 1 minute. It is important to come back to your manifest to make sure that it was received and accepted by Customs. You can do so either by leaving the manifest page open and using your browser's refresh button, or by looking up the manifest on the [ACE Manifest Search Page](#) and selecting 'View'. The system will also leave a link to the last manifest and shipment that you viewed, which allows you to easily return if you need to access another part of the system. Once your manifest is accepted, the 'Current Status' will update to 'Complete Manifest On File with CBP' and you will see an accepted response for the trip listing the appropriate number of shipments. This means your manifest is now accepted and on file with CBP.

Step 15

Verify that all [PAPS](#) and [QP In-Bond](#) shipments aboard are **cleared by the customs broker**. The broker's entry numbers will show in your History/Status Messages. The trip's 'Current Status' will update to Complete Manifest and Entry Numbers On File with CBP once all PAPS and QP In-Bonds listed on the trip are cleared by the broker.