

# Creating and Submitting a New ACI eManifest (ACI eManifest)



This article is part of the [ACI eManifest Software Guide](#).

A video tutorial on creating ACI eManifest in BorderConnect.

This guide offers step by step instructions on **creating a new ACI eManifest** and submitting it to CBSA using BorderConnect [ACI eManifest software](#). It assumes that you have an active software subscription and that your [Carrier Code](#) is already registered for ACI with CBSA. If you are not yet registered, please refer to the registration instructions.

## Step 1

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

The screenshot shows the top navigation bar with the following tabs: ACI eManifests, PARS Shipments, ACE eManifests, U.S. In-Bonds, and Manage Data. The 'ACI eManifests' dropdown menu is expanded, showing three main sections: ACI TRIPS, ACI SHIPMENTS, and ACI NOTICES. Under ACI TRIPS, there is a search icon and the text 'Search ACI eManifests', and a red box highlights the '+ Start New ACI eManifest' button. Under ACI SHIPMENTS, there is a search icon and 'Search ACI Shipments', and a '+ Start New ACI Shipment' button. Under ACI NOTICES, there is a search icon and 'Search ACI Notices', and a 'Deconsolidation Notices' button. To the right, under 'ACI DATA MANAGEMENT', there are search icons for 'Shippers & Consignee', 'Commodity Description', 'Hazardous Goods', and 'CSA Importers'.

## Step 2

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

The screenshot shows the 'Start New ACI eManifest' form. At the top left, there are 'Save' and 'Cancel' buttons. Below them are two options: 'Save and View Trip Details' and 'Save and Start New ACI Shipment', with the latter highlighted by a red box. The form fields are: 'Trip Number' (1234 and 0001663), 'First Canadian Port of Entry' (0440: SARNIA), 'Estimated Arrival Date' (11/29/2021) with a calendar icon and a date format hint 'Date format mm/dd/yyyy', 'Estimated Arrival Time' (5:45 PM) and 'Eastern Time' (selected from a dropdown), and 'Truck (optional)' (0981234).

## Step 3

**Enter the information** on the [Start New ACI Shipment Page](#).

Save Cancel Show All Fields

Start New ACI Shipment:

Shipment Type: PARS

Cargo Control Number: 1234 PARS000036521

Shipper: (optional) Name or Address

Consignee: (optional) Name or Address

City of Loading:

City of Acceptance: (optional)

If city/state search returns no results, enter city name and stat...

Required if the carrier took control of the load at a different ad...

Save and Add Commodity

For uncommon shipment data elements, such as marking a shipment as consolidated freight, special instructions, or assigning a unique consignment reference number, click the **Show** link at the bottom of the shipment details in the legend.

## Step 4

On the [ACI Shipment Details Page](#) you will enter the shipper for this shipment by using 'Quick Assign Shipper' for shippers that you've used before or use the 'Add New Shipper' shortcut to enter a new one.

Shipper: (optional) vol

Consignee: (optional) Volcanoes N Things  
724 Lazarus Dr.  
Reliance ALABAMA  
44022  
United States

City of Loading:

Results 1 - 1. Page 1 of 1

Shipper not listed? [Add Shipper](#)

## Step 5

Select the **consignee** for this shipment by using 'Quick Assign Consignee' for consignees that you've used before or 'Add New Consignee' to enter a new one.

Consignee: (optional) 15 no x ⚙️ 🔍

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

Acceptance: (optional)

<< < > >>  
 Results 1 - 1. Page 1 of 1  
 Consignee not listed? [Add Consignee](#)

### Optional: How to Add a 3rd Party or Delivery Destination

If you are delivering to a destination other than the consignee, or if your consignee address lists PO Box instead of a physical address, it is mandatory to enter a Delivery Destination. Otherwise it is not required. To add a Delivery Destination from the Start New ACI Shipment page, navigate to the top left and hit 'Save'. This will bring you to the ACI shipment details page, and select it under 'Add 3rd Party'. You may also enter a Notify Party in the same manner, but please note that adding a Notify Party is always optional.

+ Add 3rd Party ▾

+ Add Delivery Destination

+ Add Notify Party

### Step 6

**Add the commodity.** To do so click on 'Save and Add Commodity'.

### Step 7

**Enter the information** on the [Add/Edit Commodity for ACI Shipment Page](#). If you have any additional commodity information for this shipment that is not covered by your previous entry, you may click 'Create Commodity' again 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. When you have entered all the required fields, click 'Save and Back to ACI eManifest'.

Save Cancel

Add Commodity for ACI Shipment [1234PARS000036521]

General Commodity Details

Description: Salt

Quantity: 1 Dry Bulk

Weight: 45000 Pound

Marks and Numbers:

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

Hazardous Material Details (Required If Hazmat)

Hazmat UN Code:

format 9999

Hazmat Contact Name:

Hazmat Contact Phone Number:

Hazardous Goods Name & Handling Instructions:

Save and Back to ACI eManifest

## Step 9

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

## Step 10

If you have **additional shipments** to add to the manifest, navigate to the 'Create New Shipment' button below the driver information. Please note that all shipments on the truck *must* be accounted for on one manifest.

## Step 11

**Transmit the manifest** to CBSA. If your manifest is complete with all shipments aboard entered you are ready to send it to CBSA. To do so, under 'Send to CBSA' select 'Send Trip and Shipments' if there are shipments attached or 'Send Trip Only' if there are no shipments attached. The 'Current Status' should update from 'Draft' to 'Transmitted to CBSA' and you should see the send request for the manifest and the appropriate number of shipments listed on your History/Status Messages.

Send to CBSA ▾ Set Status ▾

- Send Trip and Shipments
- Change Trip and Shipments
- Amend Trip and Shipments (Use After Arrival)
- Cancel Trip and Shipments
- Send Trip Only (Shipments already on file or empty)
- Change Trip Only (Shipments will not be changed. If adding shipment, it must be on file)
- Amend Trip Only (Shipments will not be amended)
- Cancel Trip Only

ACI eManifest Details for Trip Number [12340001663]

TRIP NUMBER  
12340001663

PORT OF ENTRY  
0440: Sarnia

ESTIMATED ARRIVAL DATE  
November 29, 2021 05:45 PM EST

CURRENT STATUS  
|| Transmitted to CBSA

CREATED  
November 29, 2021 03:41 PM by John Smith

LAST EDITED  
November 29, 2021 04:34 PM by John Smith

## Step 12

Check back to **verify that the manifest is accepted** by CBSA. Current response times vary but the average seems to be around 12 minutes. 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 [ACI eManifest 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 'On File with CBSA' and you will see an accepted response for the trip and the appropriate number of shipments. This means your manifest is now accepted and on file with CBSA.

## ACI eManifest Details for Trip Number [12340001663]

TRIP NUMBER  
12340001663

CREATED  
November 29, 2021 03:41 PM by John Smith

PORT OF ENTRY  
0440: Sarnia

LAST EDITED  
November 29, 2021 04:35 PM by John Smith

ESTIMATED ARRIVAL DATE  
November 29, 2021 05:45 PM EST

CURRENT STATUS  
 On File with CBSA

## Step 13

Verify that all **PARS** shipments aboard are **cleared by the customs broker**. If you are also a user of BorderConnect PARS you will see acceptance messages in your History/Status Messages. You will also notice that individual shipments' statuses will update to 'On File With Transaction Numbers' as they are cleared, and that the trip's 'Current Status' will follow suit once all PARS listed on the trip are cleared by the broker. If you do not use BorderConnect's PARS checking software you can verify a PARS is cleared by the broker using other methods, including checking the broker's website, ~~calling the broker directly, or other PARS checking software.~~

## ACI eManifest Details for Trip Number [12340001663]

TRIP NUMBER  
12340001663

CREATED  
November 29, 2021 03:41 PM by John Smith

PORT OF ENTRY  
0440: Sarnia

LAST EDITED  
November 29, 2021 04:35 PM by John Smith

ESTIMATED ARRIVAL DATE  
November 29, 2021 05:45 PM EST

CURRENT STATUS  
 On File with Transaction Number(s)

## Reminder



In order to comply with ACI eManifest requirements you are required to ensure that *both* your manifest and the broker clearance on any PARS shipments are on file with CBSA for at least one hour before the driver arrives at the border.