

# Declaring an Empty ACI eManifest (ACI eManifest)



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

How to create an empty ACI eManifest in BorderConnect.

Although CBSA has originally announced that an [ACI eManifest](#) must be processed for empty trucks, and trailers - in September of 2019 CBSA has updated their policy to recommend and encourage highway carriers to submit an ACI eManifest for empty conveyances. With the exception of bob-tailed trucks. Filing an empty truck manifest is still recommended if possible.<sup>[1][2]</sup>

**To process an ACI eManifest in BorderConnect with an empty conveyance, follow these steps.**

**Step 1: Navigate to 'Start New ACI eManifest' under the ACI eManifest menu option.**

The screenshot shows the BorderConnect interface with a dark green header. The 'ACI eManifests' menu is active and highlighted. Below the header, there are four main sections: 'ACI TRIPS', 'ACI SHIPMENTS', 'ACI NOTICES', and 'ACI DATA MANAGEMENT'. Each section has a search icon and a 'Start New' button. The 'Start New ACI eManifest' button is highlighted with a red box.

ACI eManifests	PARS Shipments	ACE eManifests	U.S. In-Bonds	Manage Data
<b>ACI TRIPS</b>		<b>ACI SHIPMENTS</b>		<b>ACI DATA MANAGEMENT</b>
🔍 Search ACI eManifests		🔍 Search ACI Shipments		🔍 Shippers & Consignee
<b>+ Start New ACI eManifest</b>		<b>+ Start New ACI Shipment</b>		🔍 Commodity Description
		<b>ACI NOTICES</b>		🔍 Hazardous Goods
		🔍 Search ACI Notices		🔍 CSA Importers
		🔍 Deconsolidation Notices		

**Step 2: Once you have entered your ACI eManifest conveyance data, navigate to the top left and click 'Save'. This will bring you to your ACI eManifest details page.**

The screenshot shows the ACI eManifest details page. At the top left, there are 'Save' and 'Cancel' buttons. A dropdown menu is open, showing 'Save and View Trip Details' (highlighted with a red box) and 'Save and Start New ACI Shipment'. The main form contains the following fields:

- Trip Number: 1234 (dropdown) and CRN0001 (text)
- First Canadian Port of Entry: 0440: SARNIA (text)
- Estimated Arrival Date: 11/29/2021 (calendar icon)
- Estimated Arrival Time: 5:00 PM (dropdown) and Eastern Time (dropdown)
- Truck (optional): 1 (text)
- Trailer (optional): 125SK (text)

Below the truck field, there are two buttons: 'Add Seal' and 'Add IIT or Exemption'.

**Step 3: Once you confirm the data entered for the ACI eManifest, click 'Send Trip Only', under Send to CBSA. This will transmit your empty ACI eManifest to CBSA, and let CBSA know that no shipments will be transmitted along with the ACI eManifest.**

The screenshot shows the ACI eManifest system interface. At the top, there is a navigation bar with buttons for Edit, Export, Print, Fax, Email, Send to CBSA, Set Status, and Track. Below this is a header for 'ACI eManifest Details for Trip Number [1234CRN0001]'. The main content area displays trip details: TRIP NUMBER 1234CRN0001, PORT OF ENTRY 0440: Sarnia, ESTIMATED ARRIVAL DATE November 29, 2021 05:00 PM EST, and CURRENT STATUS Draft. A dropdown menu is open over the 'Send to CBSA' button, with 'Send Trip Only (Shipments already on file or empty)' highlighted in a red box. Other options in the menu include 'Change Trip Only', 'Amend Trip Only', and 'Cancel Trip Only'. On the right side, there are two entries for 'John Smith' with timestamps '12:58 PM'. At the bottom, there is a section for 'ACI eManifest History' and a notification for 'Trip [1234CRN0001] started by John Smith 11/29/2021 02:58:59 PM'.

**Once CBSA accepts your empty conveyance ACI eManifest, and the status of your eManifest turns to three blue bars, your driver will be cleared to cross.**



## Declaring an empty conveyance as a CSA Approved carrier

For drivers who do not have a FAST or CDRP card, employed by a company that is CSA Approved, you must follow the fore mentioned 3 steps, and provide an ACI eManifest lead sheet to the officer.



### CSA Empty Truck Conveyance

If a company is CSA approved and the driver has a valid FAST or CDRP card meeting existing requirements for CSA release, but traveling with an empty conveyance. A CSA lead sheet must be provided declaring the wording 'Empty Truck'.<sup>[3]</sup>

## References

1. ? CBSA Customs Notice 15-030 <https://www.cbsa-asfc.gc.ca/publications/cn-ad/cn15-030-eng.html>
2. ? <https://www.cbsa-asfc.gc.ca/publications/dm-md/d3/d3-4-2-eng.html>
3. ? <https://www.cbsa-asfc.gc.ca/publications/dm-md/d23/d23-2-1-eng.html>