

## **e-MANIFEST SETUP PACKAGE**

U.S. Customs and Border Protection (CBP) published a *Federal Register* notice detailing the land border ports that will require truck carriers to use the Automated Commercial Environment (ACE) to transmit advance electronic cargo information (e-Manifest). Effective January 25, 2007, the filing of e-Manifest became mandatory at all U.S. ports of entry.

Electronic Manifests must be received by Customs one hour prior to arrival at the border for non food related items, and two hours prior to arrival for food items regulated by the U.S. Food & Drug Administration (FDA).

Carriers may file e-Manifests with CBP through the web-based ACE Secure Data Portal, via a CBP approved electronic data interchange (EDI), or through a third party who may submit the electronic manifest information to CBP on their behalf via EDI or the web portal.

Pacific Customs Brokers Inc. (USA) has made available a software application for submitting your ACE electronic truck manifest. In order to participate, you will need to provide us with a letter of intent and information on your conveyances and consignees.

Pacific Customs Brokers Inc. is proud to offer full and partial (self) e-Manifest filing services, suitable for your business needs. By completing the attached documentation, you are giving us a better understanding of your business, allowing us to offer you the best service and rates available.

By choosing Pacific Customs Brokers Inc. for your e-Manifest filing services, you will be able to utilize our live reception team, ALWAYS open operation and our designated Carrier Help Desk. In addition, our e-Manifest system features a record keeping functionality that will help keep you compliant with the record keeping requirements set by CBP for commercial carriers.

A full account setup packet is included and can be returned once completed via email to [e-Manifest@pcbusa.com](mailto:e-Manifest@pcbusa.com) or faxed to 360.332.1506. You may also call us at 888-538-1566. Pacific Customs Brokers thanks you for your business. A member of our team will contact you shortly.

### **ACCEPTABLE FORMS OF IDENTIFICATION**

The following ID types are required by U.S. Customs & Border Protection for entry into the United States.

- **Passport**
- **Passport Card**
- **Trusted Traveler Card such as:**
  - NEXUS ID
  - SENTRI ID
  - FAST ID
- **Enhanced Driver's License**
  - Participating Provinces:
    - British Columbia
    - Manitoba
    - Ontario
    - Quebec
  - Participating States:
    - Washington
    - Michigan
    - New York
    - Vermont

\*\*For passengers under the age of 16 a birth certificate will be accepted if the above are not available.

## ***Company Information***

Company Name: \_\_\_\_\_

Company Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Postal Code/Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

SCAC Code: \_\_\_\_\_ (appears at the beginning of your old PAPS stickers)

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

After Hours Emergency Contact Name: \_\_\_\_\_

After Hours Emergency Contact Number: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you an approved FAST carrier?: \_\_\_\_\_

How many trucks per week will be crossing: \_\_\_\_\_

If you would like to receive electronic updates to your email address or phone number, please list them here: \_\_\_\_\_

***Personal Information of Driver***

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender:     M     F

Citizenship: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Phone: \_\_\_\_\_

***Travel Document Information*** (You are required to keep a minimum of 1 travel document on file)

Driver's License Number: \_\_\_\_\_

Country and State of Issue: \_\_\_\_\_

Is this an Enhanced ID?:   YES     NO

\*If NO a second ID is required.

\*Second Document Type: \_\_\_\_\_

Document Reference ID: \_\_\_\_\_

Country and State of Issue: \_\_\_\_\_

\*See "Acceptable ID List" for the forms of ID required by U.S. Customs and Border Protection.

***Personal Information of Crew***

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender:     M     F

Citizenship: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Phone: \_\_\_\_\_

***Travel Document Information*** (You are required to keep a minimum of 1 travel document on file)

Driver's License Number: \_\_\_\_\_

Country and State of Issue: \_\_\_\_\_

Is this an Enhanced ID?:   YES     NO

\*If NO a second ID is required.

\*Second Document Type: \_\_\_\_\_

Document Reference ID: \_\_\_\_\_

Country and State of Issue: \_\_\_\_\_

\*See "Acceptable ID List" for the forms of ID required by U.S. Customs and Border Protection.

***Personal Information of Passenger***

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender:     M     F

Citizenship: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Phone: \_\_\_\_\_

***Travel Document Information*** (You are required to keep a minimum of 1 travel document on file)

Driver's License Number: \_\_\_\_\_

Country and State of Issue: \_\_\_\_\_

Is this an Enhanced ID?:   YES     NO

\*If NO a second ID is required.

\*Second Document Type: \_\_\_\_\_

Document Reference ID: \_\_\_\_\_

Country and State of Issue: \_\_\_\_\_

**\*See "Acceptable ID List" for the forms of ID required by U.S. Customs and Border Protection.**

**Tractor Information** (Please fill out one per vehicle)

Full Vehicle ID Number (VIN#): \_\_\_\_\_

License Plate Number: \_\_\_\_\_

License Plate State/Province: \_\_\_\_\_

License Plate Country: \_\_\_\_\_

Vehicle Description/Type of Truck: \_\_\_\_\_

DOT Number (optional): \_\_\_\_\_

We will need additional information if a shipment is picked up in Canada but is to be bonded into the United States.

**Trailer Information** (Please fill out one per trailer)

Equipment Description/Type of Trailer: \_\_\_\_\_

License Plate Number: \_\_\_\_\_

License Plate State/Province: \_\_\_\_\_

License Plate Country: \_\_\_\_\_

**e-Manifest Application Form**

Please forward completed application form to:

Pacific Customs Brokers Inc.  
1400 A Street  
Blaine, WA  
98230  
Email: [e-Manifest@pcbusa.com](mailto:e-Manifest@pcbusa.com)  
Fax: 877.532.3253 or 360.322.1506

**SECTION I: APPLICANT IDENTIFICATION**

Date of Application: \_\_\_\_\_ SCAC Code: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Head Office Address: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal/ZIP Code: \_\_\_\_\_

Country: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Fax/Telex: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

United States Office (if different from Head Office): \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal/ZIP Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax/Telex: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

***Disclaimer and waiver of responsibility***

Every effort has been made to ensure that the information provided through the e-Manifest is accurate. Use of Pacific Customs Brokers Inc. services to prepare or submit an electronic manifest is entirely at the risk of the client. Pacific Customs Brokers Inc. shall not be liable, directly or indirectly, to the customer or any other third party for any damage, penalties, fines, delays or refused entry resulting from the creation or use of the e-Manifest for any reason, including mistakes and clerical errors.

Pacific Customs Brokers Inc. and its employees or agents assume no responsibility for and give no guarantees or warranties concerning the accuracy, completeness or up-to-date nature of the information entered into the e-Manifest or submitted on the customer's behalf.

Name: \_\_\_\_\_

Title: \_\_\_\_\_ (to be signed by a corporate officer)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## ACE EMANIFEST REQUEST SHEET – INTO USA

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Please print clearly to ensure that numerals and letters are decipherable.

Carrier Name		SCAC Code
Trip # (Leave blank if we are to generate the trip number for you)	Estimated Time of Arrival	
Port of Crossing <input type="radio"/> Blaine (Pac Hwy) <input type="radio"/> Sumas <input type="radio"/> Other	if "Other" please specify	
Driver First & Last Name	Driver Contact Phone Number	Driver Fax Number
Full Name(s) of Crew (if applicable)		
Full Name(s) of Passengers (if applicable)		
Truck License Plate Number	Province/State/Country	
Trailer License Plate Number(s) (if applicable) <i>**if listed differently on the invoice and/or Bill of Lading**</i>	Trailer #2 License Plate Number	
Address of Pick Up		
Address of Delivery		

### **\*\* ATTENTION CARRIER – IMPORTANT INSTRUCTIONS \*\***

Please attach a copy of the waybill and invoice with all of the shipment control numbers (SCN) and piece counts (smallest exterior packaging), description of goods, and weights for each type. If any information requested on this sheet is not on the invoice or waybill, please include here. If we do not have the driver, crew and passenger or vehicle information on file, we will require a completed information sheet.