Filers should follow the below instructions when submitting documents to CBP in support of Simplified Entries.

1. Send an email to SimplifiedEntryDocs@cbp.dhs.gov with the required details, outlined below:

Field	Details Required	Rules to Remember
Subject Line	ENTRY_NUMBER=12345678; FILER_CODE=ABC;ACTION=ADD	• Note that 12345678 and ABC are only examples. • Do not put '-' (dashes) in the entry number • Do not affix the Filer code to the Entry. They should be separate as shown above. • ACTION=DELETE may be used to indicate to CBP that the attached document was sent in Error
Email Body	START_DATA POC_INFO=Stephanie Holloway 973-514-5535 COMMENT=Any comment you might want CBP to see. END_DATA	• In the email body use the below section to indicate any POC_INFO and a COMMENT (Both items are optional). Plus, you can have any text before and after the section below in your email if you like.
Attachments	One or more attachments (preferably PDFs) on the emails you submit	• The file names of the attachments should have the document-type as a prefix with a 'dash'. For ex. (02-WhateverYouLike.pdf). You can use any filename after the 02- as per your company's naming preference. • The document-type prefix must be between 01 and 10 (i.e. the same types in the SE spec, that you would have received on the CBP DocRequest in the SO message)

2. Upon submission you will receive an automated 'submission status email' from the CBPDocsRequired mailbox indicating a SUCCESS or FAILURE (Please do not submit emails to the CBPDocsRequired mailbox)

Below is a list of document types with their associated codes

Packing List	01	CBP-CF3299	05	Vehicle title, certificates	09
Invoice	02	CBP-CF4455	06	Permit	10
Other	03	CBP-CF4457	07		
Passport, D/L, Govt Issued ID	04	CBP-CF3229	08		

File Size Limitations

• The total email size including all attachments may not exceed **10MB**

• For larger documents please breakup into multiple documents and submit multiple emails for the same Entry (i.e. same email subject line) as indicated above.