



# Air Commerce Manifest

Manifest requirements and resources for importers and carriers utilizing air transportation are listed below to avoid delays and potential enforcement action.

**Please note:** Brokers and Freight Forwarders who self-file House Air Waybills are held to the same standard as carriers and are expected to screen data for compliance with manifest regulations.



## Manifest Overview

- Inbound aircraft required to make entry under **19 CFR 122.41** must provide **information concerning cargo** to CBP based on **19 CFR 122.48a** (see paragraphs (d)(1) and (d)(2)).
- Data must be transmitted by **carrier slot charterer or party electing to file**.
  - Party may include Importer, Broker, Container Freight Station (CFS), Express Carrier or other air carrier who elects to transmit cargo data.
- For **nearby foreign areas** (North America, Central America, Caribbean, Bermuda & South America): CBP must receive cargo information no later than the **time of aircraft departure** (wheels up and en route to the U.S.).
- For **other foreign areas** (not specified above): CBP must receive cargo information no later than **4 hours prior to aircraft arrival**.



## General Requirements

- For **non-consolidated shipments**: The incoming air carrier must transmit all information for the air waybill record to CBP (see **19 CFR 122.48a(1)**).
- For **consolidated shipments**: The incoming air carrier must transmit information applicable to the master air waybill, as well as cargo information for all associated house air waybills, unless filed by another party (see **19 CFR 122.48a(d)(2)** and **19 CFR 122.48a(c)**).
- The incoming air carrier can present the **following data element types** to CBP:
  - “M” data elements are mandatory and apply to all cases.
  - “C” data elements are conditional and apply to certain cases.
  - “A” data elements apply to **Air Cargo Advance Screening (ACAS)** and are subject to certain requirements and timeframes.

## Data Elements

- 1) Shipper Name and Address** – individual or business name and a valid foreign address with city/province, country, and postal code
- 2) Consignee Name and Address** – individual or business name and a valid address with city/province, country, and postal code
- 3) Cargo Description** – precise description of the cargo or 6-digit HTS codes
- 4) Total Quantity** – based on the smallest external packaging unit (2 pallets containing 50 pieces each would be considered as 100, not 2)
- 5) Total Weight** – Total weight of cargo expressed in pounds or kilograms
- 6) Air Waybill Number**

\*See **19 CFR 122.48b** for additional items and ACAS data elements.

## Filing Errors to Avoid

- Cargo information **does not contain sufficient description**:
  - For **consolidated shipments**, “consolidation” is sufficient for the master air waybill record (not acceptable on a house or simple bill).
  - For **non-consolidated shipments**, a precise cargo description or 6-digit HTS number is required.
  - **Generic descriptions** such as “gift” or “daily necessities” are not acceptable.
- **Total quantity is not properly manifested**, meaning the quantity of the smallest external packaging unit is not declared. Counting only visible packaging is not acceptable.

**Manifest violations**, including failure to file a manifest, incorrect manifest information, overages, and shortages may result in **enforcement action**, including penalties and liquidated damages, holds for examination, or seizure.