

# ACEopedia

**ACE IS THE TRADE PROCESSING SYSTEM THROUGH WHICH CBP AND ITS PARTNER GOVERNMENT AGENCIES HAVE IMPLEMENTED THE SINGLE WINDOW FOR PROCESSING IMPORTS AND EXPORTS.**

The Automated Commercial Environment (ACE) is the backbone of U.S. Customs and Border Protection's (CBP) trade processing and risk management activities and the key to implementing many of the agency's trade transformation initiatives. The ACEopedia is designed as a centralized resource for information on ACE.

What follows on the subsequent pages is a series of fact sheets that can stand on their own or be integrated into a single document providing an overview of ACE capabilities.

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“ACE, the U.S. Single Window, is one of the most complex IT projects the U.S. government has ever seen and would not have been possible without our strong partnerships and collaboration across government and industry. We will continue to work together to make ACE good for business and for American prosperity.”

**DEBORAH AUGUSTIN, EXECUTIVE DIRECTOR  
TRADE TRANSFORMATION OFFICE  
U.S. CUSTOMS AND BORDER PROTECTION**

## AUTOMATED COMMERCIAL ENVIRONMENT

REALIZING THE SINGLE WINDOW  
DEVELOPING TRANSFORMATIONAL SOFTWARE  
WORKING SMARTER

# ACE Overview

U.S. Customs and Border Protection (CBP) has modernized the business processes essential to securing U.S. borders, speeding the flow of legitimate shipments and targeting illicit goods that require scrutiny. The key technology driver of these initiatives is the Automated Commercial Environment (ACE). ACE is the backbone of CBP's trade processing and risk management activities and provides a single, centralized access point to connect CBP, Partner Government Agencies (PGAs) and the trade community.

On February 19, 2014, President Obama signed the executive order on *Streamlining the Export/Import Process for America's Businesses*. ACE is the system through which the Single Window is realized. ACE is the Single Window for trade processing, the primary system through which the international trade community submits import/export data, and the government determines admissibility.

Following the delivery of core trade processing capabilities in ACE, the system will move into an operations and maintenance phase. CBP will work with stakeholders to prioritize "post core" development initiatives, continuing to enhance ACE and simplify and modernize CBP processes in line with CBP trade priorities and available funding.



For more details on ACE please visit [www.cbp.gov/ace](http://www.cbp.gov/ace).

# Implementing the Single Window

On February 19, 2014, President Obama signed Executive Order 13659 Streamlining the Export/Import Process for America's Businesses, calling for the completion of a Single Window to allow businesses to electronically transmit the data required by the U.S. Government to import or export cargo by December 2016.

In accordance with the Executive Order, the Automated Commercial Environment (ACE) is the United States Single Window, the primary processing system through which the trade-related data required by all Government agencies is submitted and processed.

To date, we have completed six of seven primary deployments established to achieve core trade processing in ACE. With that last deployment we will have all core trade processing capabilities in ACE and move into the operational and maintenance phase.

Completion of the Single Window is significant for many reasons. Across U.S. Customs and Border Protection (CBP) and more than 47 Partner Government Agencies (PGAs), automated capabilities, agreements, and appropriate business and technical requirements are in place to use the ACE system and transmit import and export data electronically in ACE. This means a transition away from paper-based procedures to faster, more streamlined processes for both government and industry. In total, more than 250 government forms have been automated.

## Benefits of the Single Window

- Quicker data availability for government – better identification of dangerous or prohibited shipments
- Automated agency interactions
- Reduced paper
- Near real-time decision making for government
- Easier for industry to comply with regulations
- Reduced costs

## Technical Capabilities that Enable Single Window Processing in ACE

### Interoperability Web Services

The pipeline through which data is transmitted between CBP and PGAs. This capability enables improved information sharing and faster decision making by the government.

### PGA Message Set

The consolidated set of data to be collected electronically from trade partners by CBP on behalf of government agencies. Data submitted in this manner has replaced the myriad of paper forms formerly required by multiple agencies.

### Document Image System

Allows trade partners to supply supporting documentation electronically as image files to CBP and PGAs. DIS integrates with the ACE Secure Data Portal, allowing authorized personnel access to images to perform coordinated reviews.



# Partner Government Agencies

CBP and more than 47 federal agencies are working together on the Single Window.

## DEPARTMENT OF AGRICULTURE

AMS | Agricultural Marketing Service  
APHIS | Animal and Plant Health Inspection Service  
FAS | Foreign Agricultural Service  
FSIS | Food Safety and Inspection Service  
GIPSA | Grain Inspection, Packers & Stockyards Administration

## DEPARTMENT OF COMMERCE

BIS | Bureau of Industry and Security  
U.S. Census Bureau  
FTZB | Foreign Trade Zones Board  
E&C | Enforcement and Compliance  
OTEXA | Office of Textiles and Apparel  
NMFS | National Marine Fisheries Service

## DEPARTMENT OF DEFENSE

USACE | Army Corps of Engineers  
DCMA | Defense Contracts Management Agency

## DEPARTMENT OF ENERGY

OFE | Office of Fossil Energy  
EIA | Energy Information Administration  
OGC | Office of General Counsel

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

CDC | Centers for Disease Control and Prevention  
FDA | Food and Drug Administration

## DEPARTMENT OF HOMELAND SECURITY

USCG | United States Coast Guard  
CBP | Customs and Border Protection  
TSA | Transportation Security Administration

## DEPARTMENT OF THE INTERIOR

FWS | Fish and Wildlife Service

## DEPARTMENT OF JUSTICE

ATF | Bureau of Alcohol, Tobacco, Firearms and Explosives  
DEA | Drug Enforcement Administration

## DEPARTMENT OF LABOR

BLS | Bureau of Labor Statistics

## DEPARTMENT OF STATE

A/LM | Bureau of Administration, Office of Logistics Management  
DDTC | Directorate of Defense Trade Controls  
OES | Bureau of Ocean and International Scientific Affairs  
OFM | Office of Foreign Missions

## DEPARTMENT OF TRANSPORTATION

BTS | Bureau of Transportation Statistics  
FAA | Federal Aviation Administration  
FHA | Federal Highway Administration  
FMCSA | Federal Motor Carrier Safety Administration  
FRA | Federal Railroad Administration  
MARAD | Maritime Administration  
NHTSA | National Highway Traffic Safety Administration  
PHMSA | Pipeline Hazardous Materials Safety Administration

## DEPARTMENT OF TREASURY

IRS | Internal Revenue Service  
OFAC | Office of Foreign Assets Control  
TTB | Alcohol and Tobacco Tax and Trade Bureau  
FinCEN | Financial Crimes Enforcement Network

## INDEPENDENT AGENCIES

CPSC | Consumer Product Safety Commission  
EPA | Environmental Protection Agency  
EXIM | Export Import Bank  
FCC | Federal Communications Commission  
FMC | Federal Maritime Commission  
ITC | International Trade Commission  
NRC | Nuclear Regulatory Commission  
USAID | U.S. Agency for International Development  
USTR | Office of the United States Trade Representative

For a full list of agencies with entry, entry summary, or export requirements and their associated forms, please reference the [ACE PGA Forms Lists](#) on [www.cbp.gov/ace-pga](http://www.cbp.gov/ace-pga). These documents outline what modes of electronic communication, Document Image System (DIS) or Partner Government Agency Message Set (PGA MS), will be required to support submission of PGA forms or data.



# Getting Started with ACE

ACE modernizes and enhances trade processing with features that consolidate and automate border processing and provide a single, centralized way to connect CBP, Partner Government Agencies and the trade community. ACE allows CBP representatives to receive and process data more quickly, while allowing PGAs to receive and respond to data that falls within their jurisdictions. With the ACE Secure Data Portal, the trade community also has online access to its CBP transactional data.

There are two primary methods of interacting with ACE:

## 1. Filing transactions via Electronic Data Interchange (EDI) Interfaces:

EDI is the mechanism through which most transactions (entries, entry summaries, and manifests) can be filed in ACE.

## 2. Using the ACE Secure Data Portal:

The ACE Portal is an online tool that allows users to file electronic truck manifests, protests, export commodity filings and, for low volume filers, importer security filings. Users can also access financial data and run reports. ACE reports can be used to monitor compliance and daily operations.

<i>"I want to..."</i>	ACE via EDI Interfaces	ACE Portal
Send Importer Security Filing Data <small>*Only low volume through Portal (less than 12 per year)</small>	✓	✓
File an Import Air, Ocean, or Rail Manifest	✓	
File an Import Truck Manifest	✓	✓
File an Electronic Inbond	✓	✓ <small>Via Truck Manifest</small>
File an Entry	✓	
File an Entry Summary	✓	
File a Protest		✓
Run Reports		✓
Create Blanket Declarations		✓
Submit Supporting Documents for Release <small>CBP and PGA Forms</small>	✓ <small>DIS</small>	
Submit Supporting Documents for Entry Summary <small>CBP and PGA Forms</small>	✓ <small>DIS</small>	✓ <small>Upload Forms</small>
Respond to Request for Documents <small>CBP Forms 28, 29, 4647</small>	✓ <small>DIS</small>	✓
Manage Account and Periodic Monthly Statement Information		✓
Make Post Summary Corrections	✓	
File Export Air, Ocean and Rail Manifest	<i>Pilots in Progress!</i>	
File Export Commodity Data	✓	✓

# ACE Portal

The Secure Data Portal is a web-based entry point for ACE. It provides a centralized online access point to connect CBP, trade representatives and government agencies involved in importing and exporting goods into and out of the United States. The portal provides account holders the ability to identify and evaluate compliance issues, monitor daily operations, select periodic monthly statement print options, review and respond to CBP post summary requests. Additionally, account holders may access the reports tool to compile data, perform national trend analysis, and file electronic protests, truck manifests, and export commodity information. Low volume filers may access the importer security filings via a single system, the ACE portal.

## Receive Near Real-Time Access to Data

- Account Revenue data updated hourly
- Cargo Release and Entry Summary, Protest, and Export Data refreshed nightly

## Reports

Improve compliance with trade laws by running targeted reports to conduct in-house audits, identify systemic errors and provide insight to those transactions under review by CBP.

- Identify unauthorized filers
- Monitor entry summary, protest, and export filing transactions by filer
- Monitor in-bond movements

### REPORT TYPES

General	✓ Cargo Release and Entry Summary Transaction Details
Financial	✓ Periodic Monthly Statement Transaction Details
Exports	✓ Export Commodity Transaction Details
Manifest	✓ In-Bond Transaction Details
Reference	✓ UN Location and Firms Codes
Protest	✓ Protest Transaction Details

## Accounts

- Access transaction and financial data
- Download large sums of account data, import into a local reporting system or export into other applications
- Customize Periodic Monthly Statements payment schedules
- Respond to CBP and PGA request for additional information electronically

## Access the ACE Portal

Take advantage of these features today! Log in to the ACE Portal

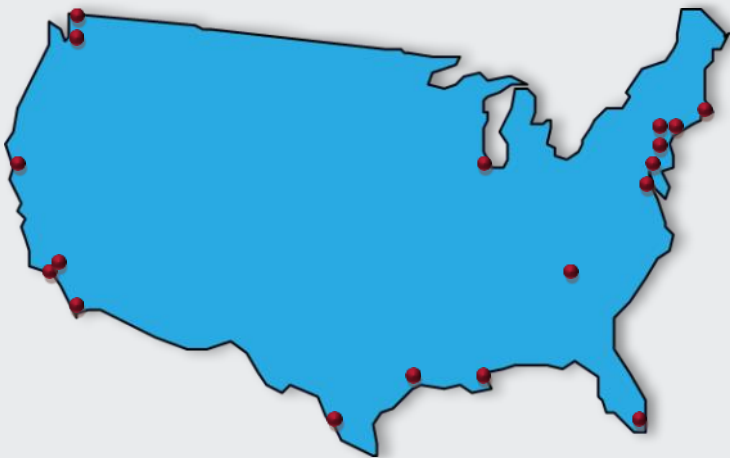
<https://ace.cbp.dhs.gov/>

No account? Fill out an application through <https://CBP.gov/ACE>

To check on the status of an application already submitted, please contact Technology Support at **(866) 530-4172**

# ACE Client Representatives




Client representatives are the primary point of contact for importers, exporters, transportation providers, and brokers interested in learning how to automate any of their customs processes. Client representatives started out as an Automated Broker Interface (ABI) technical support group 30 years ago, but have greatly expanded their responsibility as CBP's automated systems have become more extensive under the ACE system. Through their participation in program design, marketing, facilitating, and training of trade groups, client representatives have been instrumental in the success of CBP's automation. Client representatives are a key supporter of CBP operations in the field and their deep knowledge of the nuances of the automated system has positively impacted many stakeholders.



49 Representatives across 21 National Locations		
Alexandria	Cleveland	Miami
Baltimore	Detroit	Newark
Blaine	Houston	New Orleans
Boston	JFK	Philadelphia
Buffalo	Laredo	San Diego
Charlotte	Long Beach	San Francisco
Chicago	Los Angeles	Seattle

## Support

Client representatives assist the trade community with a wide range of ACE-related functions and serve as the primary point of contact for system-related problems and questions. Client representatives also facilitate the trade's operational and technical participation with the CBP automated systems. Contact your assigned client representative directly with questions or for more information on how to get started with ACE.

<b>Write a Letter of Intent</b> Request automated system access. 	<b>Apply for VPN Connectivity</b> Required to communicate with CBP automated systems. 	<b>Sign a CBP Interconnection Security Agreement</b> Required for all CBP automated systems participants. 
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# Manifest



Import manifests for all modes of transportation — truck, ocean, rail and air — must be filed in ACE. ACE import manifest capabilities have dramatically enhanced CBP’s ability to protect the nation’s borders while facilitating the flow of legitimate trade. CBP has developed ACE to accept manifest data digitally saving importers, carriers, and brokers significant time. Truck carriers are able to file manifests via electronic data interchange (EDI) and the ACE

Secure Data Portal, while ocean, rail, and air manifest data is transmitted solely by EDI. ACE manifest functionality also allows for enhanced capabilities such as delegation of custodial bonds for authorized users.

## Capabilities

### Truck

- ✓ File directly in ACE through Portal or EDI
- ✓ Submit electronic manifests to CBP prior to a truck’s arrival at the border
- ✓ Record and track account details related to drivers, trucks (conveyances), equipment, shippers and consignees

### Air, Ocean & Rail

- ✓ File through EDI
- ✓ View consolidated manifest and entry data at the bill of lading or container level through ACE Portal
- ✓ Filers create and maintain rail line release Entry Banks

## Benefits

- Designate a list of authorized partners who can use carrier custodial bonds (i.e. In-Bond Authorization)
- Receive enhanced visibility of cargo status
- Less data required to be filed, compared to paper forms
- Reduce wait time for processing at Ports of Entry
- Status message replies sent via electronic data interchange (EDI)
- Electronic truck processing automated a completely paper-based process, and reduced truck processing times by 33%

# Cargo Release

Electronic entries for all entry types must be filed in ACE. ACE Cargo Release streamlines the entry process and allows for earlier transmission of entry data to CBP. It allows filers to receive clearer messaging regarding their shipments and CBP personnel to experience greater efficiencies through the automation of processes – for example, electronic corrections and cancellations.



## Benefits

- Streamlined submission of data elements
- No longer file paper CBP Form 3461
- Ability for CBP and PGA personnel to provide enhanced security, safety and compliance through faster processing
- Changes can be submitted electronically
- More efficient and effective collection of fees

## Capabilities

Truck,  
Air,  
Ocean, &  
Rail

- ✓ File through EDI
- ✓ Submit Partial Quantities
- ✓ File In-Bonds
- ✓ Transmit Split Shipments
- ✓ Query Entries via ABI
- ✓ Certify Entry from Summary Submissions
- ✓ File Corrections and Cancellations
- ✓ Receive CBP-initiated Corrections
- ✓ Expand single filing to include Importer Security Filing (ISF) data (Ocean)
- ✓ Process Remote Location Filing
- ✓ File Expedited Release
- ✓ File Entry Types (All)

# Entry Summary

Electronic entry summaries for all entry types must be filed in ACE. Filers are also able to submit post summary corrections, electronic bonds, and protests through ACE. CBP has deployed ACE functionality that allows for the processing of critical system “edits” or checks, which validate the accuracy of the data being submitted to CBP and alerts users of errors in data.



## Capabilities

### Entry Summaries

ACE supports the following entry summary capabilities:

- ✓ Filing of all entry types
- ✓ Filing of post summary corrections
- ✓ Creating blanket declaration records through the ACE Portal
- ✓ Posting of official notice of extension, suspension and liquidation to CBP.gov

### Enhanced Validations

ACE provides automated validation calculations for:

- ✓ Harbor Maintenance Fee
- ✓ Classification
- ✓ Simple and Complex Duty Calculations
- ✓ Merchandise Processing Fee
- ✓ Informal Entry Restrictions
- ✓ Charges Restrictions
- ✓ Taxes and Other Fees

### eBond

ACE provides e-bond processing for:

- ✓ Single Transaction Bonds
- ✓ Continuous Bonds

### Protest

ACE provides for:

- ✓ The electronic filing of protests via the portal

## Benefits

- Reduce invoice transmissions through Census Overrides
- Replace paper processes with electronic post summary corrections, bonds and protests
- Decrease courier and administrative costs

## Planned Capabilities

The following entry summary capabilities are planned for upcoming deployments:

### December 2017:

- Statements

### February 2018:

- Reconciliation
- Liquidation
- Core Drawback & TFTEA Drawback
- Automated Surety Interface

# Periodic Monthly Statement

With Periodic Monthly Statement, trade users can streamline accounting and payment of duties and fees. By signing up, users can adopt a periodic payment schedule on an interest free monthly basis. Filers may mark entry summaries they wish to pay on statement and then submit payments through Automated Clearing House (ACH) processing. ACE account holders have the ability to pay for shipments entered or released during the previous calendar month by the fifteenth business day of the following month.

## Want to apply?

Importers and Brokers can send an activation email request to:

[periodicstatement@cbp.dhs.gov](mailto:periodicstatement@cbp.dhs.gov)

The email message must include:

- “Activation Request” in the subject line. CBP recommends including a carbon copy to the importer’s CBP account manager, if one is assigned
- Importer of Record number(s) or the Filer code for PMS activation
- The Top Account ACE ID of the Portal account, if one has been established by the requester
- Scanned image of CBP Form 5106, titled “PMS Activation” across the top of the form for non-portal importers

## How to get started

Importers and brokers with ACE Portal accounts can edit the Periodic Monthly Statement Calendar. For more information on PMS, please download a copy of the [Periodic Monthly Statement User Guide](#) posted on [www.CBP.gov/ace](http://www.CBP.gov/ace).



## PMS Benefits

- Pay duties and fees
- Pay duties for released goods during a given month as late as the 15th working day of the following month
- Pay designated entry summaries for a given month on one statement
- Select either a national or a port statement
- Brokers may pay on behalf of importers
- Track activity with customized account views through ACE Secure Data Portal

## PMS Exclusions

Entry summaries not eligible for inclusion on a Periodic Monthly Statement include:

- Duty Deferral; Entry Type 08
- Reconciliation; Entry Type 09
- Entry summaries with IRS tax class codes

# Protests

CBP has modernized the process for submitting and managing protests by enabling electronic filing of protests in ACE. All components of protest submissions can be submitted and managed through the ACE Portal.

**Creating protests:** Through the ACE Portal, protest filers (e.g., attorneys, brokers, importers, etc.) can electronically submit protests and attach supporting documentation electronically instead of submitting paper packets. In addition, protest filers can update their protest with additional information or documentation as requested by CBP.

**Receiving updates:** Filers who file their protest electronically through the ACE Portal are able to check the status of a protest through the ACE Portal. Additionally, CBP can provide Protest Filers, and any additional parties identified on the protest, with updates via email.

**Note:** The ACE Portal does not support status updates for paper submissions. It only supports status updates or outcomes for protests submitted through the ACE Portal.

## Benefits

- Submit and manage electronically at no cost
- Presentation date/time electronically stamped
- Immediately receive protest number
- View real-time status
- Receive e-mail notices

## Setting up an account

In order to file protests in ACE trade parties must have a protest filer account established within the ACE Portal. Trade parties with an existing ACE Portal account can add the Protest Filer view. Trade parties who do not have an ACE Account will need to establish one in order to file electronic protests.

### New accounts

Navigate to [www.cbp.gov/ace](http://www.cbp.gov/ace) and select the **Apply for an Account** button from the right menu.

### Established accounts

Speak to your ACE Account Owner (AO) about adding a Protest Filer view to your existing account.

# Exports

Export capabilities in ACE have incorporated those of the legacy Automated Export System (AES) while establishing a single automated processing platform for all export commodity, manifest, and licensing data.



## Benefits

- Migration of commodity filing system, AES, to ACE achieved the Single Window filing system for export data
- Incorporates Bureau of Industry and Security (BIS) license control updates to include State Department licenses now under the authority of BIS
- Availability of exporter account and export reports via ACE Portal

## Capabilities

### Commodity Filings

- ✓ Ability to accept and process commodity filings in ACE via EDI or ACE *AESDirect*

### Manifest

- ✓ Manifest processing (CBP is rolling out export manifest via established pilots)

# ACE on the Web

The ACE section of **CBP.gov** provides resources for new and veteran users of ACE. Visitors will find the latest news, resources and events regardless of your role in the trade processes.

Visit us at [www.cbp.gov/ace](http://www.cbp.gov/ace) for access to **news and headlines, publications, FAQs, e-mail alerts, mandatory date info, and ACE support, and more:**

## For Filers:

- Guidance and processes on filing data to CBP
- Reference guides
- Training videos



## For Developers:

- Technical Documents
- Guidelines
- Technical Webinar Recordings

## New to ACE?



### Get Started

Learn more about electronic transactions, the ACE Portal, and getting access to the system.



### Apply

Apply for an ACE Portal account to facilitate import or export of goods, and accessing ACE reports.

## Already Filing?

### Business Process

Learn more about electronic transactions, the ACE Portal, and getting access to the system.

### Partner Government Agencies

Find information on PGA involvement in ACE and required forms/data. [www.cbp.gov/ace-pga](http://www.cbp.gov/ace-pga)

### Document Image System

Find out what information can be submitted to CBP through DIS, and how. [www.cbp.gov/ace-dis](http://www.cbp.gov/ace-dis)

## Get Support



### Support

If you need help with filing in ACE, the ACE Portal, ACE AESDirect, and more visit the support page for available resources. [www.cbp.gov/ace-support](http://www.cbp.gov/ace-support)



### Training

Find user guides and online courses on the ACE Portal and system functions. [www.cbp.gov/ace-training](http://www.cbp.gov/ace-training)



### FAQs

Answers to some of our most frequent questions on the ACE Portal, manifest filings, cargo release, and more. [www.cbp.gov/ace-faqs](http://www.cbp.gov/ace-faqs)

## Stay Informed



### Outreach

Stay up-to-date on community events and webinars. [www.cbp.gov/aceoutreach](http://www.cbp.gov/aceoutreach)



### E-mail Alerts

Receive automatic updates on new capabilities, technical documentation, system outages and more. <http://apps.cbp.gov/csms/>