



Automated Commercial Environment (ACE)

Blanket Declarations
For Importers and Organizational Brokers

December 2023



U.S. Customs and
Border Protection





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TOPIC 1: GRANT USER ACCESS TO DECLARATIONS (LEGACY PORTAL)

INTRODUCTION

New functionality in the Modernized ACE Portal includes the ability to perform blanket declaration tasks in importer and organizational broker account types:

1. **Importers** with an ACE portal account can complete actions to search, print, add and cancel blanket declarations.
2. **Organizational Brokers** can complete blanket declaration search, print, add and cancel actions on behalf of importers without an ACE portal account.

Organizational brokers adding declarations **on behalf of importers with an ACE Portal account:**

- Must have access to the importer's Modernized ACE Portal account.
- Must login to the importer's Modernized ACE Portal account to perform declaration actions for the account.

Organizational brokers adding declarations **on behalf of importers without an ACE Portal account:**

- Must use their Modernized ACE Portal organizational broker account to perform declaration actions for an importer.

PERMISSIONS TO ACCESS DECLARATIONS

Granting access to Declarations remains in the Legacy ACE Portal. The Trade Account Owner (TAO) must grant access to the **Declarations** hyperlink to any Proxy Trade Account Owner (PTAO) and Trade Account User (TAU) who needs to view declarations information and/or complete declarations tasks for the account.

GRANT USER ACCESS TO DECLARATIONS

1. In the **Legacy ACE Secure Data Portal**, select the **Tools** tab.
2. In the **Task Selector** panel, select the **User Access** hyperlink.

The **User Access** panel displays a list of your users.

3. In the **User Access** panel, in the **Last Name** column, select the hyperlink of the last name of the user to edit.

The **User Access** portlet displays with the user account information.



NOTE: You can change the options for **User Role** and **Access to Top Account**, if needed.

4. In the **User Access** panel, select the **Continue** button to view the current access for the selected user.
5. In the **User Access** panel, select either the **Broker** or the **Importer** sub-tab.
6. In the **Broker** sub-tab, select the **Edit Broker Permissions** hyperlink.

OR

In the **Importer** sub-tab, select the **Edit Importer Permissions** hyperlink.





7. In the **Broker** or the **Importer** sub-tab, select the appropriate radio button for access to the **Declarations** hyperlink.



NOTE: **Full Access** allows the user to search, display, create, and cancel declarations. **Read Only Access** allows the user to search and display declarations. **No Access** in the Legacy Portal means the **Declarations** hyperlink will not display in the **Task Selector** panel. In the Modernized Portal, the **Declarations** tab will display but declarations will not display.

8. Select the **Continue** button.

Changes are displayed in the **Permissions** column indicating the new access privileges have been granted.

9. Select the **Save** button.





TOPIC 2: CREATE A DECLARATION (MODERNIZED PORTAL)

INTRODUCTION

Declarations are statements the importer or his or her agent make that support an imported merchandise claim. Use the Modernized ACE Portal to create a declaration in an importer account or in an organizational broker account on behalf of an importer without an ACE Portal account.

Trade Account Owners (TAOs), Proxy Trade Account Owners (PTAOs), and Trade Account Users (TAUs) with Full Access permissions to Declarations can create declarations.



NOTE: Granting access to Declarations remains in the Legacy ACE Portal. Reference the [Granting User Access to Declarations](#) topic for details.

The following declaration types are supported in the Modernized ACE Portal:

- Affidavit of Manufacture
- Importer Certifying Statement
- Non-Reimbursement Blanket Statement (Antidumping/Countervailing Duty (AD/CVD))
- North American Free Trade Agreement (NAFTA) Certificate of Origin

The following apply to adding a declaration:

- The maximum case numbers per declaration is 50.
Case numbers entered must be at least seven digits.
Case numbers are required for Non-Reimbursement Blanket Statement (AD/CVD) only.
- The maximum Manufacturer Identification (MID) numbers per declaration is 50.
MID numbers are required for all except NAFTA Certificate of Origin.
The All MID #s option is for Non-Reimbursement Blanket Statement (AD/CVD) only.
- The maximum Harmonized Tariff Schedule (HTS) numbers per declaration is 50.
HTS numbers entered must be at least six digits.
HTS numbers are required for all except Non-Reimbursement Blanket Statement (AD/CVD).
- A comma is used to separate multiple case, MID, and HTS numbers.
- The Non-Reimbursement Blanket Statement (AD/CVD) requires checking the AD/CVD Non-Reimbursement Statement checkbox.
- The NAFTA Certificate of Origin requires adding a copy of the official document to complete the declaration with a status of **Active**. A status of **Pending – Document Upload Needed** displays until the document is added.



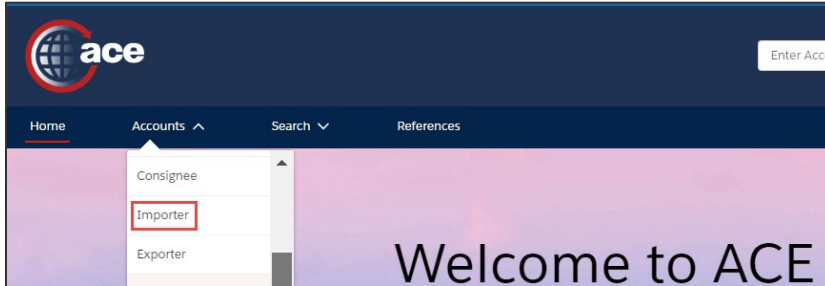
NOTE: Declarations can be created to support ACE entry summaries. Once a declaration is submitted, it cannot be edited or deleted. However, a declaration may be cancelled.





CREATE A DECLARATION

1. In the **Accounts** tab drop-down menu, select the **Importer** or **Organizational Broker** option.



2. In the **Accounts** list, in the **Account Name** column, select the importer or organizational broker account hyperlink.

Importer Accounts
Showing 25 / 291 Results

	Account Name	AKA/DBA/DIV	Identification ...	Identification ...	Status	ACE ID
1	Bob the Importer	Bob Incorporated	IR #	541-54-2463	Active	0000213425
2	Rhino Imports	Rhino Rugby	IR #	009-75-3434	Active	0000258507
3	Bob		IR #	04-4687369N1	EIN Pending	0000218563
4	BOB		IR #	20-29272665B	Inactive	0000014920
5	BUFFALO BOB	BOB BARKER	IR #	05-070880001	Inactive	0000101434
6	BOB HAYES	HAYES COMP	IR #	123-22-3333	Inactive	0000100898
7	BOB BANNER		IR #	9800-00140	Void	0000026657
8	BOB DAWKINS		IR #	9800-00139	Void	0000026651
9	BOB JAMES		IR #	35-000000259	Inactive	0000019770
10	CFL BOB		IR #	3501-10000	Void	0000010571

Keyword Search
Q Bob

Search Filters

Account Name
Account Name...

Identification Type
Select One...

Identification Number
Identification Number...

Status
Status...

Search Clear



NOTE: Use the **Search Filters** pane to filter the list of accounts. In the **Keyword Search** field, search by typing an account whole or partial name and select the **Search** button. A wild card character is not required. All records with the keyword in the name will display.

3. In the **Account Name** pane, select the **Declarations** tab.

Account Name
Bob the Importer

Record Type Name	ACE ID	IR #	Status
Importer	0000213425	541-54-2463	Active

Details Contacts Addresses Related Businesses Notify Parties Drawback Bonds **Declarations**

▼ Importer Information

Account Name	Full Legal Importer Name
Bob the Importer	Full Legal Name
ACE ID	Taxpayer ID Type
0000213425	Social Security Number (SSN)
IR #	Center ID
541-54-2463	CEE002 - Agriculture and Prepared Products





4. In the **Declarations** tab, select the **Add Declaration** button.

The screenshot shows the 'Declarations' tab selected in a navigation menu. Below the menu, there is a section for 'Related Declarations' with 14 records. A red box highlights the 'Add Declaration' button. To the right of this button is a search input field with the placeholder text 'Enter ID # or Keyword', a 'Search' button, and a close 'X' button. Below the search field is an 'Advanced Search' button. Below these elements is a table with columns: Declaration #, Declaration T..., Ruling #, Status, Valid From, and Valid Until. Two records are visible:

	Declaration #	Declaration T...	Ruling #	Status	Valid From	Valid Until
1	0000051442	Non-Reimburse...		Active	12/1/2022	02/24/2023
2	0000051443	North American F...		Cancelled	09/1/2022	09/1/2023

The **Create a New Declaration** pane displays.

The screenshot shows the 'Create a New Declaration' pane with the title 'Declaration Details (step 1 of 1)'. The 'Declaration Detail' section is expanded and contains the following fields:

- Account Name:** Bob the Importer
- IR #:** 541-54-2463
- *Declaration Type:** Select an Option (dropdown menu)
- Ruling:** (empty text field)
- *Valid From:** (calendar icon)
- *Valid Until:** (calendar icon)
- Comment:** (text area, 0 of 260 chars)

Below the 'Declaration Detail' section are three expandable sections: Case, HTS, and Manufacturers. At the bottom right of the pane are 'Cancel' and 'Submit' buttons.

5. In the **Declaration Detail** section:

a. For a **Broker** account, in the ***IR #** field, type the *importer of record number* for the importer.

The screenshot shows the 'Declaration Detail' section with the 'Filer Code' and '*IR #' fields highlighted in a red box. The 'Filer Code' field contains the value '761'. The '*IR #' field is empty. Other fields in the section include:

- *Declaration Type:** Select an Option (dropdown menu)
- Ruling:** (empty text field)
- *Valid From:** (calendar icon)
- *Valid Until:** (calendar icon)
- Comment:** (text area, 0 of 260 chars)





NOTE: The **Filer Code** field is prefilled with the filer code of the organizational broker user.

The IR number cannot have a top account. An error message will display if a top account is associated with the IR number. If the IR number is associated with a top account, the declaration must be added using the importer account.

- b. In the ***Declaration Type** drop-down menu, select the appropriate declaration type option.
- c. If appropriate, in the **Ruling** field, type a *ruling number*.
- d. In the ***Valid From** field, select the calendar icon and select a from date.
- e. In the ***Valid Until** field, select the calendar icon and select an until date.



NOTE: This is not required for the **Affidavit of Manufacture** option.

- f. If appropriate, in the **Comment** field, type a *comment*.
- g. For a **Non-Reimbursement Blanket Statement (AD/CVD)** declaration type, select the **AD/CVD Non-Reimbursement Statement** checkbox.

The screenshot shows a form with the following fields and options:

- *Declaration Type:** A dropdown menu with "Non-Reimbursement Blanket Statement (AD/CVD)" selected.
- Ruling:** A text input field.
- *Valid From:** A date input field with a calendar icon.
- *Valid Until:** A date input field with a calendar icon.
- Comment:** A text area with a character count of "0 of 260 chars".
- AD/CVD Non-Reimbursement Statement:** A checkbox that is currently unchecked. The text next to it reads: "AD/CVD Non-Reimbursement Statement: I hereby certify that I have not entered into any agreement or understanding for the payment or for the refunding to me, by the manufacturer, producer, seller, or exporter, of all or any part of the antidumping duties or countervailing duties assessed upon importations of products subject to this blanket statement of non-reimbursement."

- 6. If applicable, select the **Expand** icon to the left of the **Case** section title to expand the section to enter case numbers.



NOTE: The **Case** section expands automatically for the **Non-Reimbursement Blanket Statement (AD/CVD)** declaration type to enter required case numbers.

- 7. In the **Case** section:

The screenshot shows the "Case" section expanded. It includes:

- A dropdown menu with a downward arrow and the text "Case".
- A text input field with the placeholder text "Enter comma-separated Case #s, then click to Validate & Add".
- A red button labeled "Validate & Add".
- A character count at the bottom: "0 of 50 entries".

- a. In the **Enter comma-separated Case #s** field, type a *case number(s)*.
- b. Select the **Validate & Add** button to validate the case number(s) entered.





The added case number(s) displays at the bottom of the tab.



NOTE: An error message displays if a typed case number does not exist or is a duplicate.

Select the **X** beside the added case number to remove it.

- 8. If applicable, select the **Expand** icon > to the left of the **HTS** section title to expand the section to enter HTS numbers.



NOTE: The **HTS** section expands automatically for all declaration types except the **Non-Reimbursement Blanket Statement (AD/CVD)** declaration type.

- 9. In the ***HTS** section:

- a. In the **Enter comma-separated HTS #s** field, type an *HTS number(s)*.



NOTE: HTS numbers are not required for the **Non-Reimbursement Blanket Statement (AD/CVD)** declaration type.

- b. Select the **Validate & Add** button to validate the HTS number(s) entered.

The added HTS number(s) displays at the bottom of the tab.



NOTE: An error message displays if a typed HTS number does not exist or is a duplicate.

Select the **X** beside the added HTS number to remove it.

- 10. If applicable, select the **Expand** icon > to the left of the **Manufacturers** section title to expand the section to enter manufacturer numbers.



NOTE: The **Manufacturers** section expands automatically for all declaration types except the **NAFTA Certificate of Origin** declaration type.

- 11. In the ***Manufacturers** section:





- a. For the Non-Reimbursement Blanket Statement (AD/CVD) declaration type:
 - i. Select the **All MID #s** checkbox.

OR

 - ii. In the **Enter comma-separated Manufacturing ID #s** field, type a *manufacturing ID number(s)*.
- b. For all other declaration types, in the **Enter comma-separated Manufacturing ID #s** field, type a *manufacturing ID number(s)*.



NOTE: Manufacturer numbers are not required for the **NAFTA Certificate of Origin** declaration type.

- c. Select the **Validate & Add** button to validate the manufacturer ID number(s) entered.

The added manufacturer ID number(s) displays at the bottom of the tab.

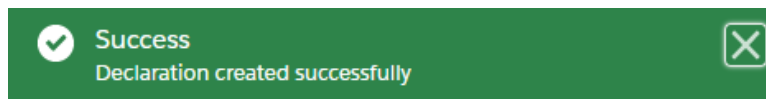


NOTE: An error message displays if a typed manufacturer ID does not exist or is a duplicate.

Select the **X** beside the added manufacturer ID number to remove it.

- 12. Select the **Submit** button to add the declaration.

A **Success** message displays.



The added declaration displays in the **Declarations** tab. The declaration number displays in the **Declaration #** column.

Declaration #	Declaration Type	Ruling #	Status	Valid From	Valid Until
1 0000051442	Non-Reimbursement Bla...		Active	12/1/2022	02/24/2023
2 0000051491	North American Free Tra...		Pending - Document Upload Needed	01/25/2023	02/11/2023



IMPORTANT: For the **NAFTA Certificate of Origin** declaration type, the status displays **Pending – Document Upload Needed** until the official document is added. Once the document is added, the status displays **Active**.



NOTE: Select the **Status** column title drop-down arrow and the **Wrap text** option to display the full status.





13. To add the **NAFTA Certificate of Origin** document or other applicable document:
 - a. In the **Declaration #** column, select the declaration number hyperlink.
 - b. Select the **Documents** tab.

The screenshot shows the 'Declaration Detail' page with the 'Documents' tab selected. It includes a 'Print Declaration' button and sections for 'Account Information' (Account Name: Bob the Importer, Account IR #: 541-54-2463) and 'Declaration Information'.

- c. In the **Related Documents** section, select the **Upload Files** button.

The screenshot shows the 'Related Documents' section with '0 Records'. A red box highlights the 'Upload Files' button and the 'Or drop files' text. Below is a table with columns: Name, Extension, and Uploaded Date.

- d. In the **Open** dialog box, locate and select the NAFTA document.
 - e. Select the **Open** button.



TIP: You can drag and drop the selected file to the **Or drop files** button.

The **Upload Files** dialog box displays the progress of the file upload.

The screenshot shows the 'Upload Files' dialog box with a progress bar for 'Test Document.pdf' (31 KB) and a 'Done' button. It indicates '1 of 1 file uploaded'.

- f. Select the **Done** button when the upload is complete.
 - The uploaded NAFTA document displays in the **Related Documents** list.
 - g. In the upper left of the page, select the **< Back** button to return to the **Related Declarations** list.

The screenshot shows a navigation bar with 'Home' and 'Accounts' dropdown menus. A red box highlights the '< Back' button. Below it is an 'Account Navigation' section.

The **Status** of the NAFTA declaration displays **Active**.

The screenshot shows the 'Related Declarations' list with 11 records. A table lists the following data:

Declarati...	Declarati...	Ruling #	Status	Valid From	Valid Until
1	0000051442	Non-Reimburs...	Active	12/1/2022	02/24/2023
2	0000051491	North Americ...	Active	01/1/2023	06/30/2023





TOPIC 3: SEARCH FOR A DECLARATION (MODERNIZED PORTAL)

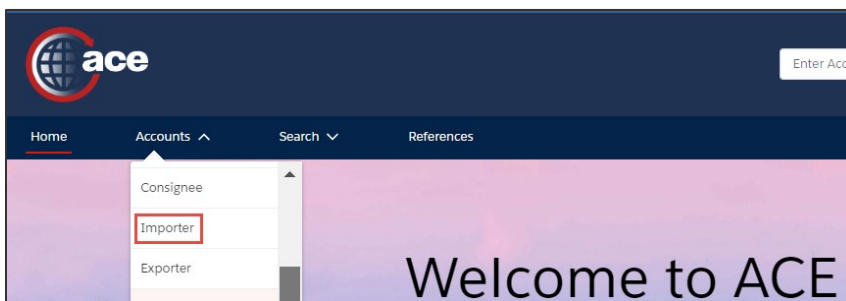
INTRODUCTION

Authorized users with Read Only Access and Full Access permissions can search for and display declarations (Reference the [Grant User Access to Declarations](#) topic for details on user permissions). All declarations meeting the search criteria and associated with the importer or organizational broker account display in the **Related Declarations** list.

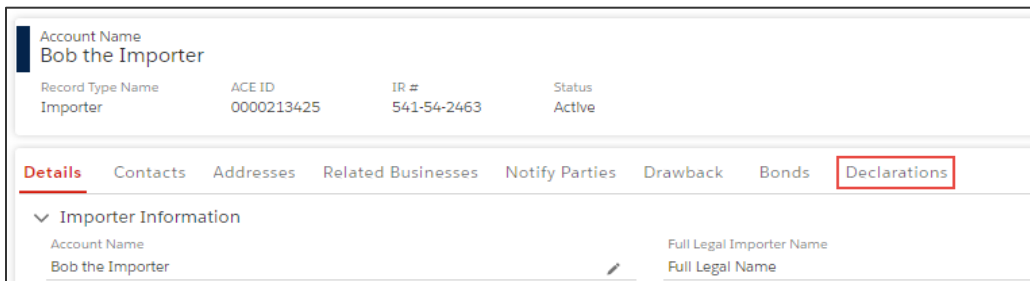
Use the **Advanced Search** feature to search with additional search criteria such as case, manufacturer, and HTS numbers.

SEARCH FOR A DECLARATION

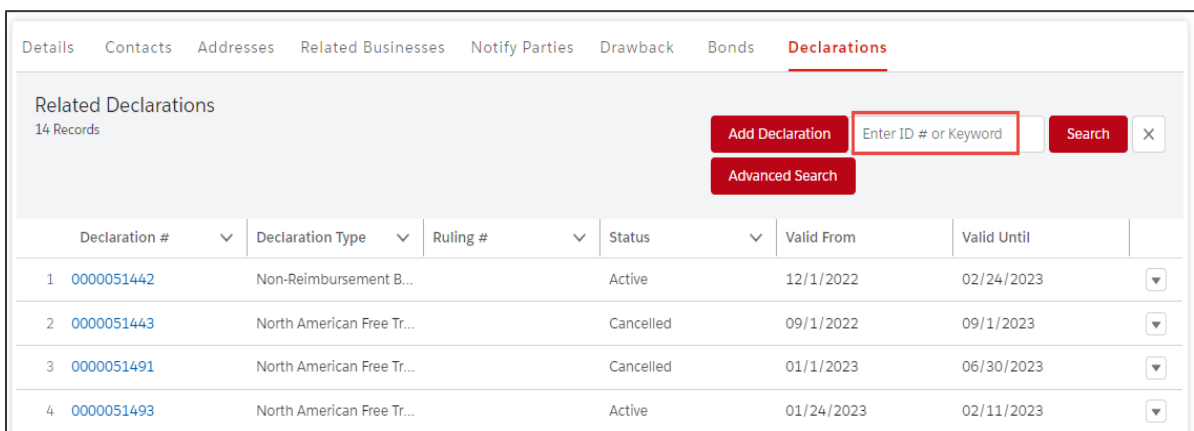
1. In the **Accounts** tab drop-down menu, select the **Importer** or **Organizational Broker** option.



2. In the **Account Name** pane, select the **Declarations** tab.



3. In the **Related Declarations** pane, in the **Enter ID # or Keyword** field, type the *complete or partial search criteria*.





NOTE: In the **Enter ID # or Keyword** search field, all column entries are searchable. A wild card character is not required.

The **X** button to the right of the **Search** button clears the search criteria.

- Select the **Search** button.

The **Related Declarations** pane displays the list of declarations meeting the search criteria.

Declaration #	Declaration Type	Ruling #	Status	Valid From	Valid Until
1 0000051442	Non-Reimbursement B...		Active	12/1/2022	02/24/2023
2 0000051493	North American Free Tr...		Active	01/24/2023	02/11/2023
3 0000051494	Non-Reimbursement B...		Active	01/24/2023	02/11/2023

- Select the **Advanced Search** button for additional search criteria.

- In the **Advanced Search** pane:

- Complete the search fields, as appropriate.
- Select the **Search** button.

The **Related Declarations** pane displays the list of declarations meeting the advanced search criteria.





TOPIC 4: PRINT A DECLARATION (MODERNIZED PORTAL)

INTRODUCTION

Once you display the declaration, you can print the declaration.

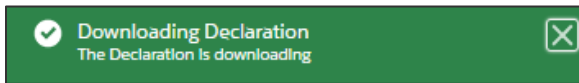
PRINT A DECLARATION

1. In the **Declarations** tab, in the **Related Declarations** list, select the **Declaration #** hyperlink of the declaration to print.

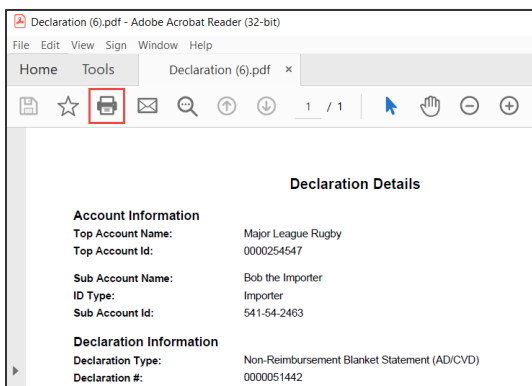
	Declaration #	Declaration T...	Ruling #	Status	Valid From	Valid Until
1	000051442	Non-Reimburse...		Active	12/1/2022	02/24/2023
2	000051443	North American F...		Cancelled	09/1/2022	09/1/2023

2. In the **Declaration Detail** pane, in the top right, select the **Print Declaration** button.

A **Downloading Declaration** message displays.



3. In the **Downloads** subdirectory on your local machine, select the **Declaration** PDF file. The **Declaration Details** PDF file displays in a separate Adobe Acrobat Reader window.



4. In the **Declaration Details** PDF file, in the top left, select the **Print** icon



TOPIC 5: CANCEL A DECLARATION (MODERNIZED PORTAL)

INTRODUCTION

Authorized trade users with Full Access permissions can cancel declarations (Reference the [Grant User Access to Declarations](#) topic for details on user permissions). Cancelled declarations remain in the **Related Declarations** list with a status of **Cancelled**.

CANCEL A DECLARATION

1. In the **Account Name** pane, select the **Declarations** tab.
The **Related Declarations** list displays the declarations.
2. To the right of the declaration row, select the down arrow to display the drop-down menu.

Declaration #	Declaration Type	Ruling #	Status	Valid From	Valid Until	
1 0000051442	Non-Reimbursement B...		Active	12/1/2022	02/24/2023	▼
2 0000051443	North American Free Tr...		Active	09/1/2022	09/1/2023	Cancel Declaration

3. Select the **Cancel Declaration** option.

The **Confirm** dialog box displays.

Confirm

Are you sure you want to cancel this declaration record?

Cancel OK

4. Select the **OK** button to cancel the declaration.

The **Status** of the declaration displays **Cancelled**.

Declaration #	Declaration Type	Ruling #	Status	Valid From	Valid Until	
1 0000051442	Non-Reimburseme...		Cancelled	12/1/2022	02/24/2023	▼
2 0000051443	North American Fre...		Active	09/1/2022	09/1/2023	▼

