

## *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-Manifests 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.

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. 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): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Personal Information of Driver

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

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

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

Gender:     M     F

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

Full address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact phone: \_\_\_\_\_

## Travel Document Information

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

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

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: \_\_\_\_\_

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: \_\_\_\_\_

Equipment Number: \_\_\_\_\_

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

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

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

## 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 customer. 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: \_\_\_\_\_