

SmartBorder ABI User Manual

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Welcome

SmartBorder ABI Software User Manual

Thank you for choosing SmartBorder, the cutting edge internet-based ABI software application that allows you to process Customs entries and conduct Customs business. Because our system is an online application, it requires nothing more than a computer running Microsoft Windows, Internet Explorer, and a high-speed internet connection. Not only does this allow us to provide top notch service and support, but the application is updated regularly at no additional charge.

As you read through this reference guide, please keep in mind that this was created based on the default SmartBorder settings, fields, and features. Since the system is fully customized to your needs, your screens may appear slightly different than those displayed in this guide.

If you are new to the system or this user manual, you can begin by [Getting Started](#) or check out the Table of Contents

User Manual Updates

*Check out the latest SmartBorder ABI User Manual Updates (Updated 11/14/2016)

Update # 17 - Release 1606

- [Profile Products Grid](#) - will now display the FDA Product Code from the PGA screens
- [Profile Notes](#) Grid - will now display the User who added the note and date the note was added
- [BOL screen in Entry](#) - Modified to allow full split shipment information to be added for each part
- [Entry Header](#) - Added a DO NOT Send PGA Data checkbox. This allows Entry replaces with no PGA data to be transmitted
- PGA Manuals for DEA, OMC, TTB

Update # 16 (November 14, 2016)

- PGA Manuals- see [PGA Screen](#)
- ACE Changes to [Transactions Basics](#) and [Release/Entry Editor](#)
- Updated Post Summary Correction

User Manual (.pdf)

SmartBorder ABI User Manual

You can also print a hard copy of this manual from the Support Center website:

<http://help.smartborder.com/FileManagement/Download/fcd736083d344d3c91aa086cde9d3ef2>

Getting Started

Getting Started

This section of the manual will cover the basic procedures necessary for getting started with using the SmartBorder ABI software. We recommend that all new users review this section first, to get acquainted with the SmartBorder webpage, Support Center, and the elements of the SmartBorder software main page.

Use the following links, or choose from the complete list in the left frame of this window:

[Support Center](#) - Guide to getting setup and accessing the SmartBorder Support Center website.

[SmartBorder.com](#) - Getting acquainted with the SmartBorder home page.

[SmartBorder Main Page](#) - A guide to navigating the SmartBorder Main Page.

[SmartBorder Icons](#) - Reference table defining the various icons used in the SmartBorder software.

Support Center

Support Center Website

SmartBorder provides 24 hour service and support. The first step to getting started with your new software is to register an account at our SmartBorder Support Center website. This will be your first and last stop for any service and support with SmartBorder. The SmartBorder support staff contains licensed customs brokers, transportation, and technical experts.

Request for a New Account

- Open Internet Explorer and go to <http://help.smartborder.com>
- Click the Request for a New Account Button

New to the Support Center?

If you are new to the support center and would like to access our support site, you can request a new account below.

[Request for a New Account](#)

- Enter the **Personal Information** to be used on your account (* is used to show a required field)

Sign in

Personal Information

* - Required Field(s)

* Email:	<input type="text"/>
* Password:	<input type="password"/>
* Password (confirm):	<input type="password"/>
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Phone Number:	<input type="text"/>

* Your Company (NOTE: If you are not a direct customer of SmartBorder we cannot register you. Please contact your Customs Broker for assistance):

Check to receive E-Manifest System Emails;

Check to receive ABI System Emails;

[Request a New Account](#)

- The Email address that you use is the email which will receive all updates & notifications from SmartBorder
- Once you click Request a New Account, your account must be approved by SmartBorder staff.
 - This is usually done within 30 minutes (if received within office hours)

- Account requests received after-hours will be activated the following business day.

Logging In for Support

Once your account has been registered, you will receive a confirmation email. You can then sign in to the Support Center website by entering your email address and password on the Support Center website main page.

The image shows a 'Sign in' form with a light gray background. At the top left is the word 'Sign in'. Below it is a red link 'Already have an account?'. There are two input fields: 'Email:' and 'Password:', each with a small placeholder text inside. To the right of the 'Email:' field is a small checkbox labeled 'Keep me signed in to this site unless I sign out.' Below the fields is a blue 'Sign in' button with a key icon. At the bottom of the form is a blue link 'Forgot your password?'.

Support Options/Features

1. The Support Center gives you access to Online Support including the SmartBorder knowledge base. This contains frequently asked questions and articles from our SmartBorder support specialists.
2. You can also Request Support if you cannot locate your answer in our online support.
3. The Support Center Home Page also includes our System Alert messages for each SmartBorder product. These alerts are updated when there are system issues, customs outages, and anything else that is affecting the performance of SmartBorder.
4. Click on Knowledge Base to begin exploring the available resources.
5. The Troubleshooter will walk you through a process of finding an answer to your question.
6. Visit the Discussion Forum to have your voice heard in the SmartBorder community.

Topic	Viewed
1. What types of issues can I submit to SmartBorder for assistance?	200
2. System Defaults/Options	166
3. What support plan do I have?	124
4. Support User Guide	114
5. Release 2008-01 Projects & Webinar	110

Topic	Last Viewed
1. I have a client with their own ACH account. Where do I input this information?	11/24/2008
2. Entry was on today's preliminary statement. I changed the payment type to 3 and changed the statement date, and sent the statement date update. It was accepted. How do I delete it from today's statement, as it still shows up in the ACH module as being the same statement amount?	11/24/2008
3. Where can I get information from customs on the entry such as if the duty has been paid, or if it has been liquidated?	11/24/2008
4. A TIB entry I did last year needs to be extended. How long can I extend it for? Can I do this through SmartBorder?	11/24/2008

- The Support Center main page features the Most Popular/Recent Topics which will alert you to any frequently used, or recently added, knowledge base articles
- The Support Center hours are 8am – 8pm EST, Monday - Friday (excluding holidays)
 - Afterhours requests are answered during any critical situation such as customs downtime, or a program glitch that is holding up a shipment.

Note: For additional information on SmartBorder Support, please review the Support Center manual. This is located in the Downloads section of the Support Center website.

- Once you're registered with SmartBorder support, get acquainted with our website at SmartBorder.com

SmartBorder.com

SmartBorder.com

Our website contains many valuable resources and links to important information. Please take a few minutes to get acquainted with this site. You will find it very useful in locating up to the minute industry news from Customs, as well as important SmartBorder information and updates.

- Open Internet Explorer and visit <http://www.smartborder.com>
 - This site is used to access the SmartBorder Web Tracking and has industry information posted as well.

The SmartBorder line of software was designed from the ground up to increase productivity for customs brokers, carriers, and self-directed importers. As U.S. Customs and Border Protection (CBP) continues its emphasis on compliance, our team of developers and licensed customs brokers stays one step ahead so you can focus on your business.

Logging In to SmartBorder

Now that you've setup your SmartBorder support account and taken a look at our SmartBorder home page, you're ready to sign on to your SmartBorder account. You should have been given a login and password by a SmartBorder staff member or by the management at your company. You will use this to access your SmartBorder account using the Launchpad.

- <http://www.smartborder.com/install/sblauchpadsetup.exe>

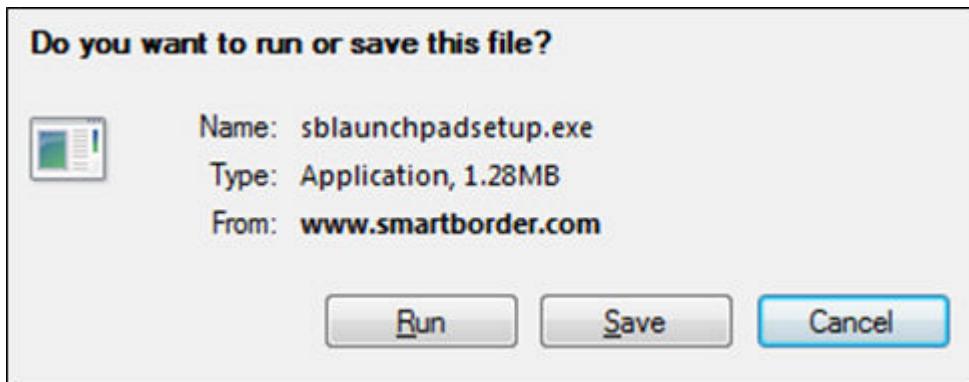
SmartBorder Launchpad Guide

SmartBorder has recently updated the system login procedure, using the New SB LaunchPad interface. This LaunchPad was developed to streamline the SmartBorder login process and eliminate many of the issues associated with the SmartBorder applications. This LaunchPad will be used as the primary login method for both the SmartBorder Broker and SmartBorder Shipper applications.

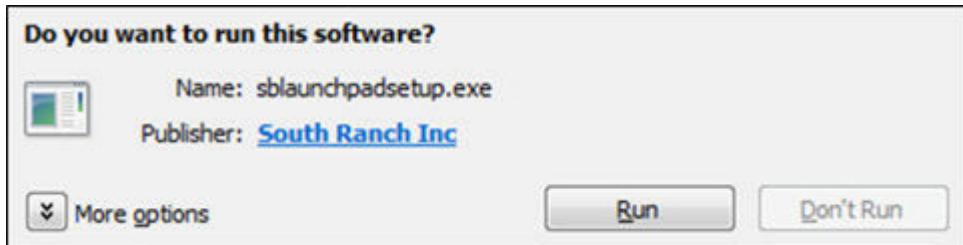
Installing the LaunchPad

- To begin, download the LaunchPad installation files:

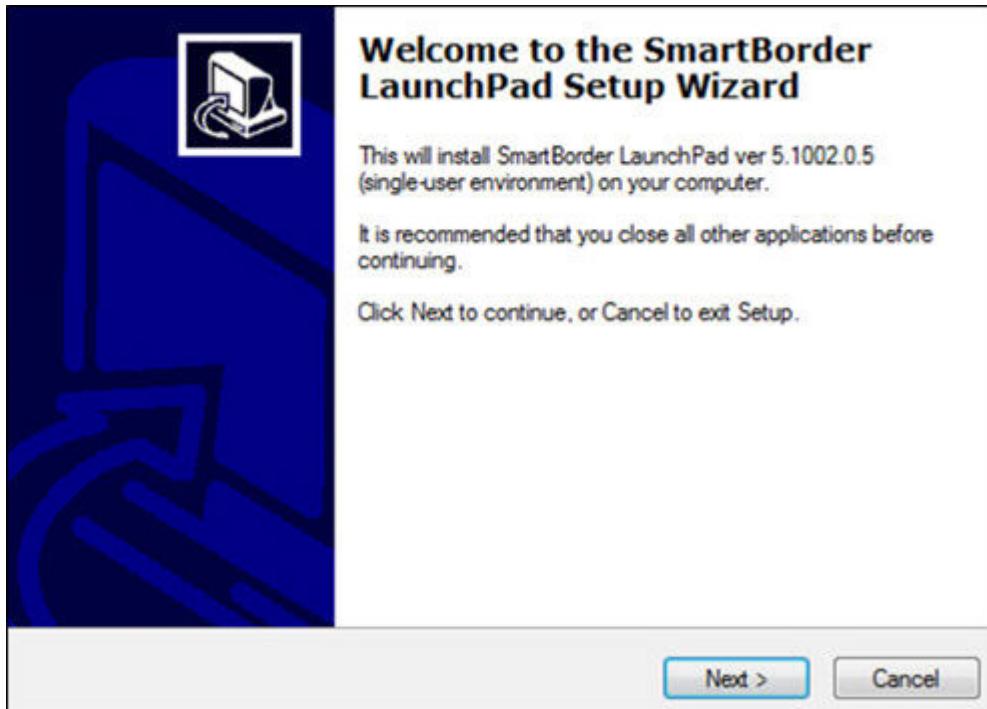
<http://www.smartborder.com/install/sblauchpadsetup.exe>



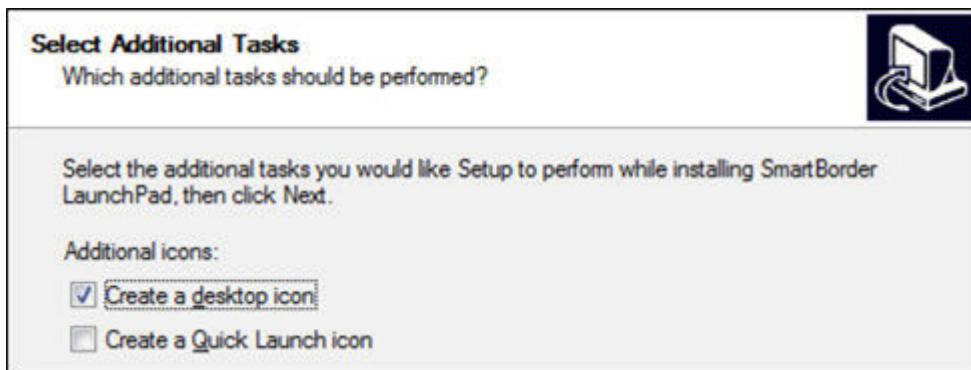
- Click Run to run the installation immediately
- This will begin the installation of the LaunchPad interface
- You can also click Save to save the installation file to your computer
- You would then have to run the file from the saved location when you're ready to install



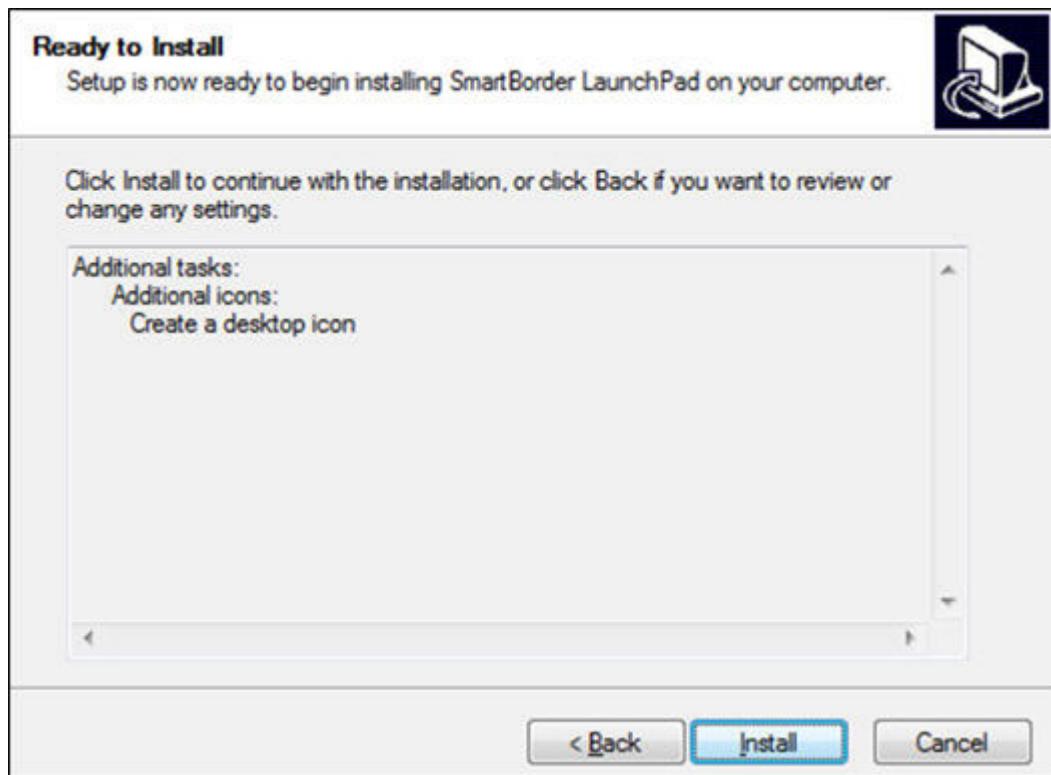
- You may be required to authorize running this software, by clicking Run on this screen
- This will run the installation package on your computer



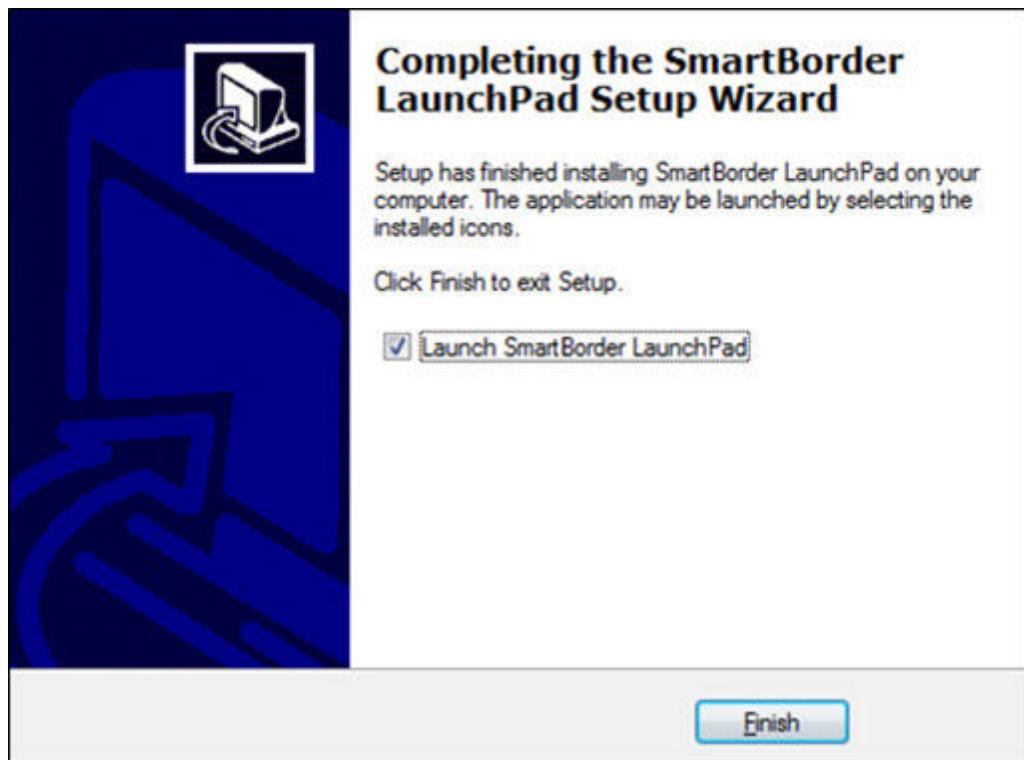
- On the first screen, click Next > to continue with the setup process



- The LaunchPad will automatically be added to your Start Menu upon installation
- Select the additional desired icon locations and then click Next > to continue



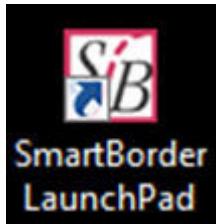
- Complete the installation by clicking on the Install button
- Click Cancel to exit without installing the LaunchPad



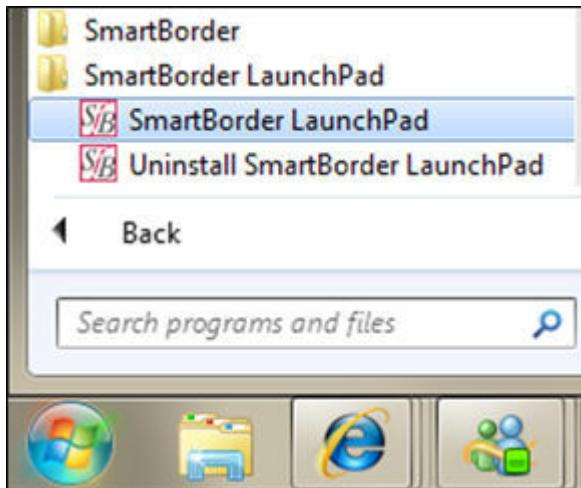
- Check the box to Launch SmartBorder LaunchPad immediately
- Click Finish to close out of the install package (and launch the application)

Running SmartBorder from the LaunchPad

- Click on the desktop icon to open the SmartBorder LaunchPad screen



- You can also open the LaunchPad through the Start Menu

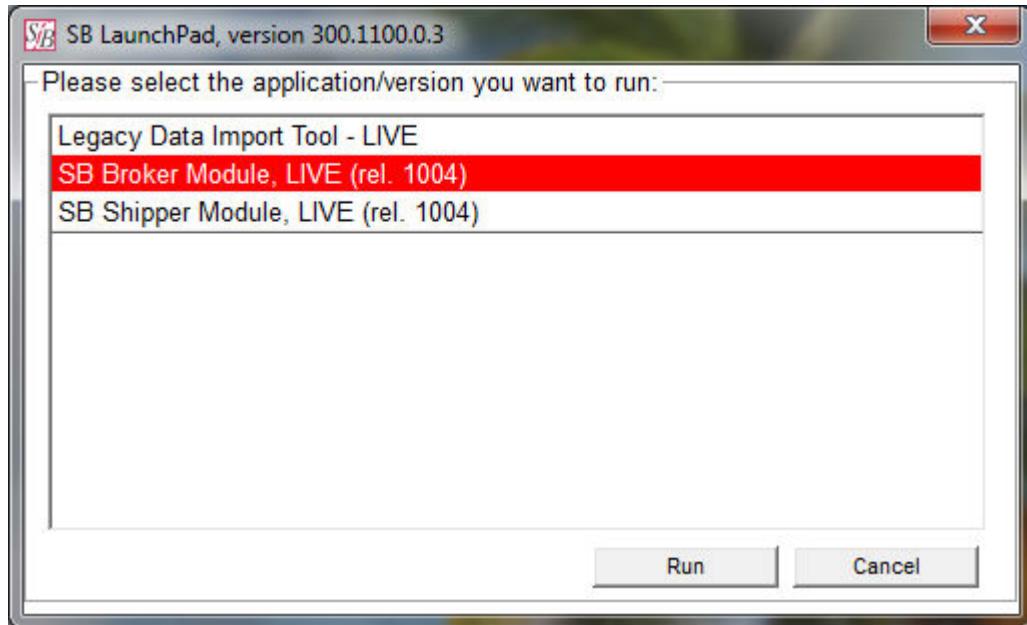


- This will open the main SB LaunchPad screen

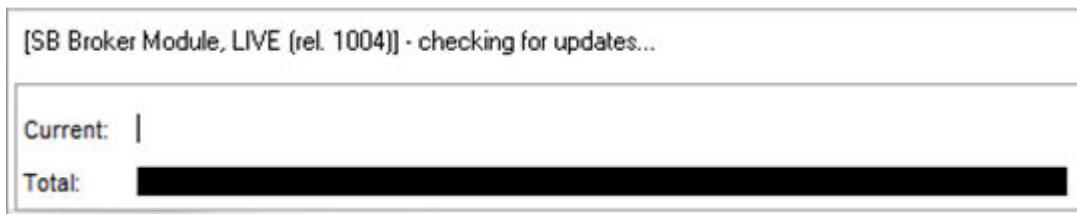


***Please note : on the bottom right hand side of the launchpad you will see a new refresh button. Click this button to ensure your Smartborder files are updated or if you're receiving errors as they may indicate your files are out dated.

- Enter your Filer Code, Login, and Password. Then click Login.



- If you use the same login and password for multiple systems, you must select from the list
- Select the desired system for this login and click Run



- The system will download the program files (and any updates) each time that you login
- This may take a few minutes for your first time installing using the LaunchPad

SmartBorder

HELP

Filer Code: 000
Login: ATEST

Top Stories

SmartBorder ABI Release 1002 Evening of Tuesday August 3rd 2010 7/29/2010 12:20:41 PM	This release contains several enhancements to improve your entry process and reduce rejects. For more information please click on the link to the knowledge base article outlining new features.
SmartBorder Release 0907 1/4/2010 3:55:33 PM	
SmartBorder Release 2009-06 10/7/2009 4:59:56 PM	

Admin Messages

09/03/10 Shipment Control Number Reuse in ACE Truck e-Manif 10-000210
09/01/10 Revised Draft Implementation Guidelines for ACE Oc 10-000209

Related Links

- HARMONIZED TARIFF By Chapter
- ACE Portal
- U.S. Customs Website
- Journal of Commerce
- CROSS - Customs Rulings
- USITC - U.S. International Trade Commission
- AES Direct

- This will open the SmartBorder Main Screen, where you can proceed normally with SmartBorder
- None of the functionality of SmartBorder was changed; only the login procedure

Please see the below link to a video providing instructions for Uninstalling, re-installing and refreshing your launchpad : <http://www.smartborder.com/howto/KB1156%20DEMO.htm>

SmartBorder Main Page

Once you're logged in, the SmartBorder main page will display. This page will give you access to the modules of SmartBorder that you are granted access to, according to your account settings. This page is the gateway to accessing all of the tools and features of the system.

The screenshot shows the SmartBorder Main Page. The left sidebar contains links for Transactions, Reports, Other Modules, Tools, Reference, and General Information. The center area displays Top Stories, Admin Messages, and Industry News. The right sidebar shows Filer Code and Login information, along with a list of Related Links.

Module/Function	Guide(s)	Description
Transactions		
Electronic Invoice (AII)		
Client Profiles		
ABI Module		
Reports		
ADHOC Reports		
Other Modules		
In-Bond (CF-7512)		
Reconciliation		
Manifest (AMS)		
Export (AES/SED)		
Protest		
FDA Prior Notice		
Bonds		
Tools		
Billing Tools		
Change Password		
Management		
Reference		
Tariff Picker		
Query Cargo Manifest		
FDA Product Codes		
User Manual		
ADD/CVD Picker		
General Information		
Form CBP-7501		

Top Stories

- [ACE ESAR Webinars](#) 7/8/2013 3:13:16 PM Our support team will be hosting ACE ESAR Webinars for the next few weeks. During these Webinars, we will walk you through the new ACE ESAR fields in SmartBorder & explain some of the new functionalities. If you are interested in joining us, please click on this link and select the corresponding Webinar that you would like to attend.
- [Recon Entries](#) 4/17/2013 9:50:02 AM
- [Need SmartBorder Software Support?](#) 1/24/2013 10:41:12 AM

Admin Messages

- 07/23/13 [Scheduled Weekly ACE Certification Outage July 24, 13-000362](#)
- 07/23/13 [Scheduled Weekly ACE Certification Outage July 24, 13-000361](#)
- 07/23/13 [Drawback Training \(Aug 2013\) Amendment 13-000360](#)
- 07/23/13 [Federal Register Notice Announcing Phase II of Doc 13-000359](#)
- 07/21/13 [ACE Production is Now Available 13-000358](#)
- 07/19/13 [Possible Extended ACE Production Outage This Week 13-000357](#)
- 07/18/13 [New Process for Defense Contract Management Agency 13-000356](#)
- 07/17/13 [RESOLVED: FDA ITACS Document Upload Failures 13-000355](#)
- 07/17/13 [ACE Certification is Now Available! 13-000354](#)
- 07/16/13 [Revised ACE ABI Entry Summary CATAIR Chapter and R 13-000353](#)
- 07/16/13 [Scheduled Weekly ACE Certification Outage July 17, 13-000352](#)
- 07/16/13 [Scheduled Weekly ACE Certification Outage July 17, 13-000351](#)
- 07/16/13 [FDA ITACS Document Upload Failures 13-000350](#)
- 07/15/13 [Clarification of Prohibition on Imports from Iran 13-000349](#)
- 07/12/13 [Expiration of GSP, ATPA, and ATPDEA 13-000348](#)

Industry News

- [Border Patrol Apprehends Two Attempting to Smuggle More Than \\$1 Million in Narcotics](#)
- [Generalized System of Preferences: Results of the 2012 Annual Review](#)
- [U.S. EXPECTS CONTINUED GROWTH IN INTERNATIONAL TRAVEL DURING NEXT SIX YEARS](#)
- [Initiation of the 2012 Annual GSP Product and Country Practices Review; Deadlines for Filing Petitions](#)
- [Are You Prepared to Export?](#)

Related Links

- HARMONIZED TARIFF By Chapter
- ACE Portal
- U.S. Customs Website
- Journal of Commerce
- CROSS - Customs Rulings
- USITC - U.S. International Trade Commission
- AES Direct
- Steel Importing License Info
- SmartBorder Client Side Demo (requires Flash)
- Download Adobe Flash Player (if required)
- FDA - Food & Drug Administration
- Food & Agricultural Import Regulations
- FDA Food Labeling Guide
- FCC - Federal Communications Commission
- DOT - Dept. of Transportation
- FWS - Fish & Wildlife - Electronic Declarations
- U.S. Customs Marking of Goods Requirements
- FTC - Federal Trade Commission
- Conversion Info
- 3-Letter AIR Carrier (IATA) Codes
- [SmartBorder WEBTRACKING](#)
- [SmartBorder Support Center](#)

- Modules & Functions** are located in the left hand column
- Updates & News** can be found in the center column
- Related Links** are found in the right column.

Module/Function	Guide(s)	Description
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<u>Transactions</u>	<u>Entry Transactions Guide</u>	The transaction screen is used for creating transactions. Most often these are releases/entries, but this section is also used to create billings and other transactions. This is also where the transaction grid is located.
<u>FDA Prior Notice</u>	<u>Stand Alone Prior Notice Guide</u>	This is used for stand-alone Prior Notice transactions. Prior Notice can also be done in the entry or bond, but this would be used to create just the Prior Notice.
<u>In-Bond (CF-7512)</u>	<u>Inbond (7512)Guide</u>	This is used to create/edit/print transportation bond transactions. The in-bond transaction grid is also located here.
<u>Export (AES/SED)</u>	<u>AES Exports Guide</u>	This is used to create and manage export transactions on the US Customs Automated Export System (AES).
<u>Protest</u>		This is used to create and manage protest transactions. This can be used for electronic protests, or to create the documents for manual submission.
<u>Profiles</u>	<u>Profiles Guide</u>	This section contains all of the client and transaction party profile information. Use this module to create/edit client profiles, including manage bond information, add/edit transaction parties, add/edit fee schedules, etc.
<u>ABI Module</u>	<u>ABI Queries & Functions Guides</u>	This ABI module is used for all ABI transmissions. This section contains the main listing of ABI messages as well as various queries, automated clearinghouse, customs update transmissions (ex. 5106), and any other ABI transmissions.
<u>Reports</u>	<u>Reports Guides</u>	The ADHOC reporting module allows you to create your own customized reports. The parameters of these reports are chosen by you, and this module generates a report that is customized to your personal needs.
<u>All</u>	<u>All/Electronic Invoice Guide (All)</u>	The All (automated invoice interface) module is used to create electronic invoices. All is the system by which you can submit these invoices to customs electronically. These can be generated from the entry as well.
<u>Tools</u>		This section contains Software Tools. These include the Billing Tools, Change Password, Management, and System Administration menus.
<u>Reference</u>		This section contains references for use in with this software. These include the Tariff Picker, Cargo Manifest Query, FDA Product Code Builder.

- Please review the listing of [SmartBorder Icons](#) for your reference.

SmartBorder Icons

Below is a listing of the icons that appear throughout the SmartBorder software. Becoming familiar with these icons will assist you in properly utilizing the ABI software package.

Icon	Action
	New
	Open
	Save
	Refresh
	Transaction Grid
	Transaction Notes
	Print
	Select Client
	Select Bill-To
	Fee Schedule
	Open Entry - Customs Badge
	Transmit - Release or Entry
	Query Tax ID
	Transaction Party Notes
	Add Transaction Party
	Validate Entry
	Profile Notes
	Bring in Information from the Profile
	Ellipsis Button - Choose from Pick-List
	Bill
	ABI Messages
	Email Document

How-To Guides

Client Profiles Guides

Products Guide

Entry Review & Quick Add

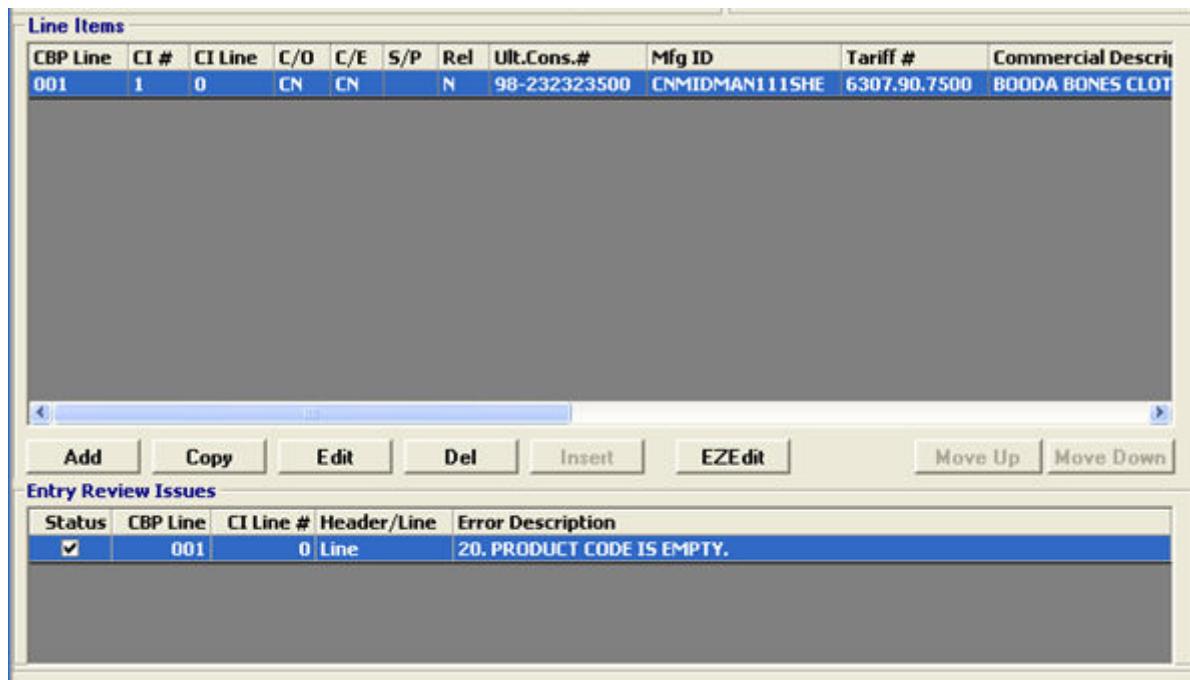
For clients using Shipper side to import Pro Forma's that have items which are not already in the client product list we now have a new Quick Add feature which will save time in adding items into the product list.

Entry Review:

When processing an entry if an item has a blank product code the user will get a pop up warning.



Any items that have a blank product code will appear in the entry review area under the tariff lines.



Simply click in the line item under the "Error Description" area in the entry review field. Clicking on that item will take you into the tariff screen.

CBP Line Item 1

File Tools Product Lists Quick Add

C/O	Port of Lading	Manufacturer/Supplier ID Code	Ultimate Consignee #	<input checked="" type="checkbox"/> Consignee Name/Address
CN	...	CNMIDMAN111SHE	98-232323500	<input type="checkbox"/> Query Encrypted Cons. #
Commercial Description				
BOODA BONES CLOTH DOG TOY				
Gross Weight (KGS)	Preferred Tariff Treatment	TPL Approval Code / Status		
650	...			

Commercial Invoice Information

Invoice #	Invoice Line #	Invoice Supplier ID		
1		
Invoice Quantity	UOM	Unit Price	Currency	Unit Price Basis
9,000.	PCS	\$ 0.75	...	per 0. PCS
Price	Exch. Rate			
\$ 6,750.00	x 0.	<input type="checkbox"/> Fixed Rate	= \$	0 USD

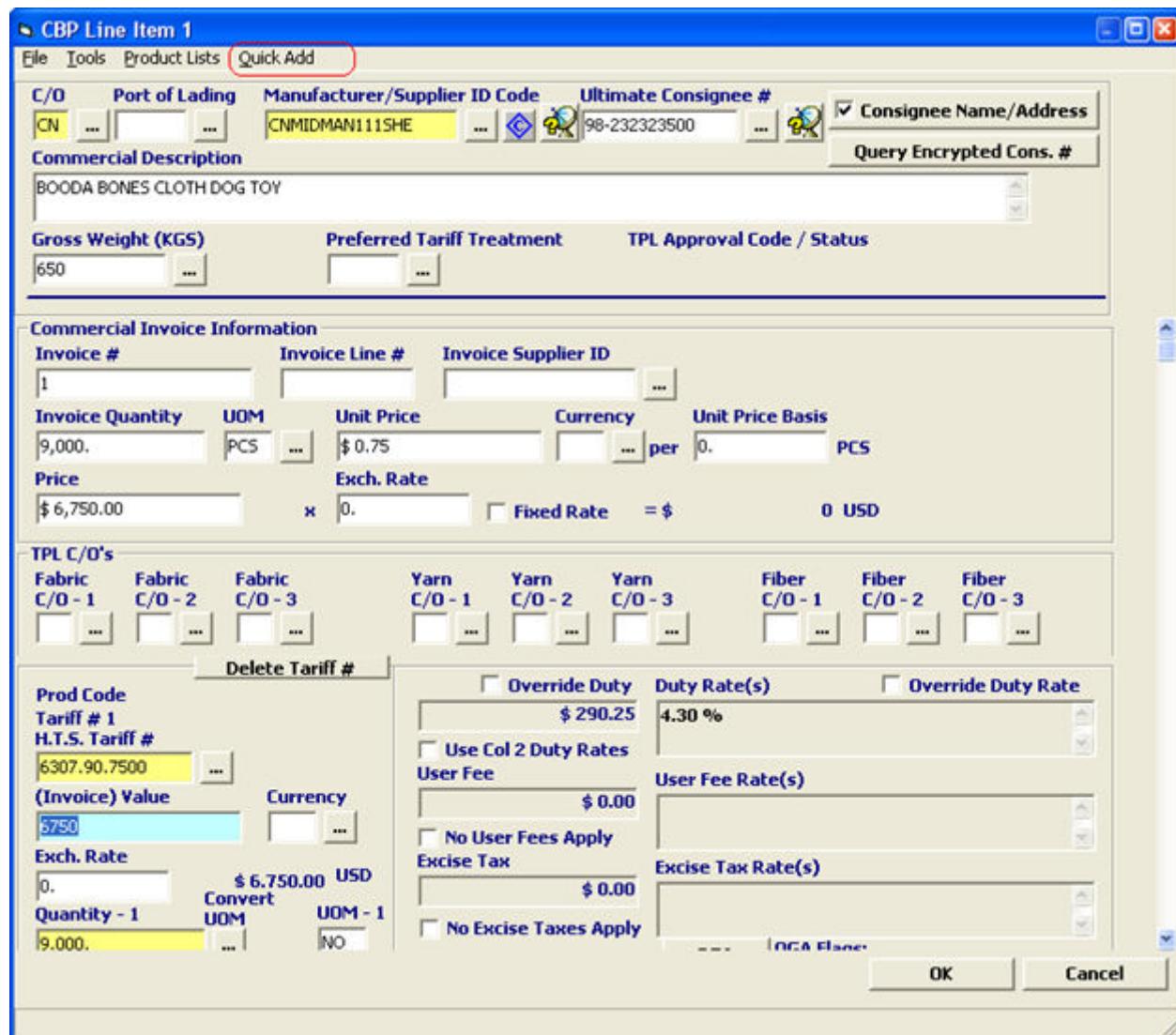
TPL C/O's

Fabric C/O - 1	Fabric C/O - 2	Fabric C/O - 3	Yarn C/O - 1	Yarn C/O - 2	Yarn C/O - 3	Fiber C/O - 1	Fiber C/O - 2	Fiber C/O - 3
...

Delete Tariff #

Prod Code	<input type="checkbox"/> Override Duty	Duty Rate(s)	<input type="checkbox"/> Override Duty Rate
Tariff # 1	\$ 290.25	4.30 %	...
H.T.S. Tariff #	<input type="checkbox"/> Use Col 2 Duty Rates	User Fee	User Fee Rate(s)
6307.90.7500	\$ 0.00
(Invoice) Value	<input type="checkbox"/> No User Fees Apply	Excise Tax	Excise Tax Rate(s)
6750	\$ 6,750.00 USD	\$ 0.00	...
Exch. Rate	<input type="checkbox"/> No Excise Taxes Apply
0.
Quantity - 1	Convert UOM	UOM - 1	Line Planer
9,000.	...	NO	OK

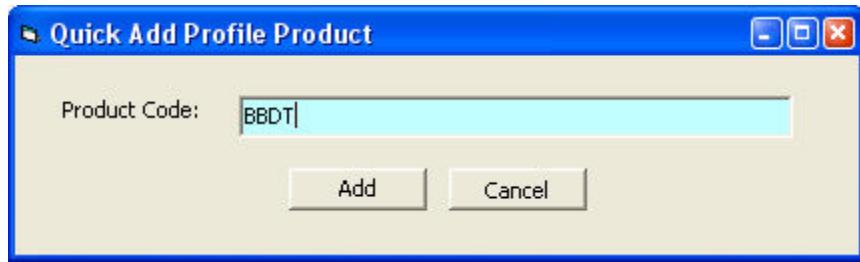
At the top of the page is our new Quick Add Option.



When using Quick Add users have two options. Add Basic Product Information for items that do not need OGA or additional information. Add Detailed Product Information for items that have OGA or ADD information that can be built right into the product list.



The user will then add in the product code for that item.



Once the product code has been entered click on "Add" and the item is then added into the product list so that it can be selected on future entries.

The system will then take the user back to the entry review screen so they can continue reviewing their entry.

Entry Transactions Guide

Entry/Release Guides

EZ Edit Line Item Grid

The EZ Edit grid function is used to increase productivity and save time when creating/correcting your entries. This EZ Edit Grid will allow you add and edit line item data from with a grid format. This allows you to enter/edit lines quickly without opening each line item individually in the line item screen. To have this feature activated on your SmartBorder account, please submit a support ticket requesting that we activate the system default(ENTRY_ENABLE_EZEDIT).

- To access the EZ Edit Line Item Grid, click on EZ Edit

Line Items								
CBP Line	CI #	CI Line	C/O	C/E	S/P	Rel	Ult.Cons.#	Mfg ID
001	1	0	CN	CA		N		CNCHISHI1234SHA
002	1	0	CN	CA		N		CNHUIEUS6634SHA
003	1	0	CN	CA		N		CNPOESRT5968CHI
004	1	0	CN	CA		N		CNCHISHI1234SHA

!!!

- This will open the EZ Edit Line Editor

EZ Edit Line Editor Grid

Line Item Grid								
	Status	CBP Line	CI #	CI Line	Item Code	C/O	Tariff #	Commercial Description
1	<input checked="" type="checkbox"/>	001	1	0	0 00002	CN	4820.10.2050	NOTEBOOKS
2	<input checked="" type="checkbox"/>	002	1	0	0 00001	CN	4902.10.0000	NEWSPAPER
3	<input checked="" type="checkbox"/>	003	1	0	0 00001	CN	4902.10.0000	NEWSPAPER
4	<input checked="" type="checkbox"/>	004	1	0	0 00001	CN	4902.10.0000	NEWSPAPER
5	<input checked="" type="checkbox"/>	005	1	0	0 00002	CN	4820.10.2050	NOTEBOOKS

Field/Button	Description
<input checked="" type="checkbox"/> Close	Click to close the EZ Edit Grid and return to the Release/Entry Editor. You will be prompted to save any unsaved changes at this point. You can also click the "x" in the upper right corner of the window

	Validate & Save	Click to save the changes made to line items in the EZ Grid. This will also run validations prior to completing your save. You will be instructed to make necessary changes before your data can be saved.
	Validate Only	Click to run validations on the changes made to the line item data. If a validation is generated, you can double click on each validation to move the cursor directly to the line or field that contains the incorrect/invalid data.
	Toggle Manual Entry	Click the "Toggle Manual Entry" button (green pen) to activate the tariff picker when you are in the Tariff # field. You can also click F9 on your keyboard when you are in the field to bring up the tariff picker.
	Add Line Item	Click to add a new line. You can also press the Insert button on your keyboard.
	Remove Line Item	Click to remove the selected line item.

- To edit an existing field, simply click on the desired field and make the necessary changes. Please note that you must tab/arrow/exit out of the field to save the new data as entered/modified.

Line Item Grid						
	Status	CBP Line	CI #	CI Line	Item Code	C/O
1		001	1	0	00002	CN
2		002	1	0		CN
3		003	1	0	00001	CA

Field Status	Description
	Green checkmark = Saved and validated
	Red exclamation = Fatal Error; must be corrected or line cannot be saved
	Blue wrench = Line has been edited (not yet validated/saved)

- Our staff can activate another system default (ENTRY_EZEDIT_NRFF) to set the cursor to a specific field for every new line. This will default to the first editable field (CI#)

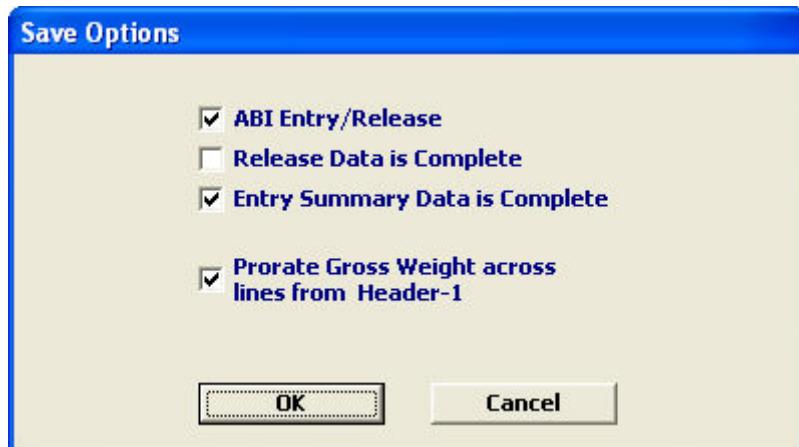
Completing a Transaction/Entry

Completing a Transaction

When your transaction is completed, you are ready to save, transmit your Entry/Release to customs, and print the associated documents. This section explains the process of completing your transaction.

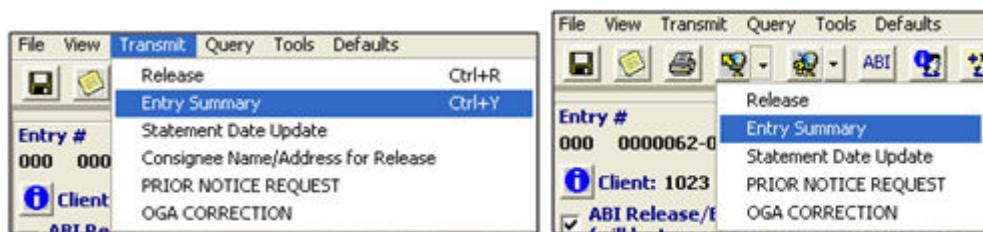
Saving & Transmitting

- Once you've completed all of the information on the release/entry editor screen, save your data using File, Save

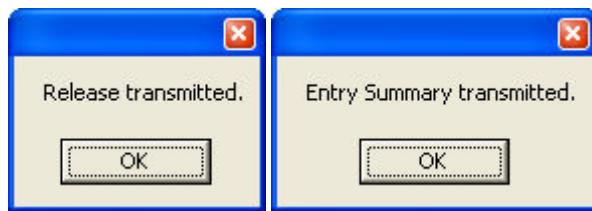


- Check the appropriate boxes and click OK to save your Release/Entry.
 - Your Release/Entry data must be marked as complete prior to transmitting to CBP.
 - The system will validate your Release/Entry data upon saving.

- Click Transmit or the button to bring up the transmit menu.

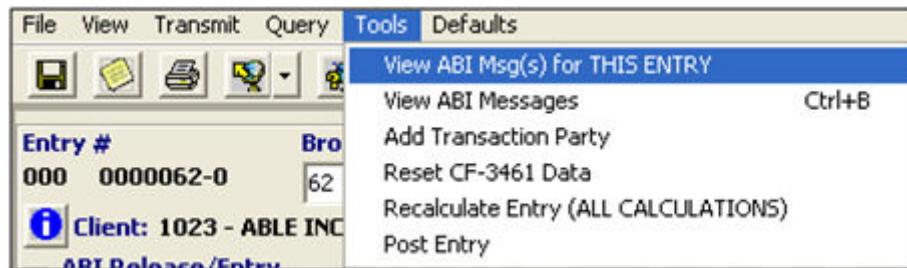


- You should see the following screen, after a successful transmission:

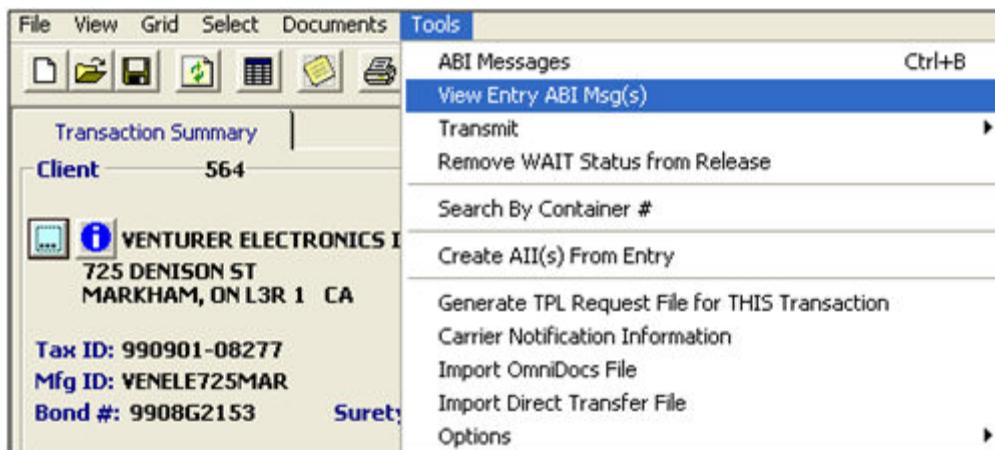


Entry ABI Messages

- You can review your ABI messages by clicking on Tools, View ABI Msg(s) for THIS ENTRY



- This can also be accessed from the Transaction screen.



- The ABI message screen will open, displaying all of the ABI messages associated with this transaction

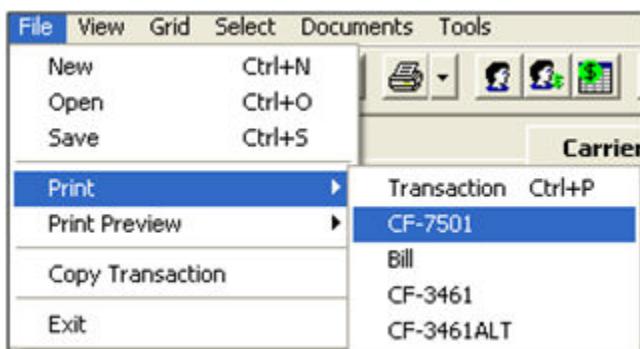
Location	Application ID	Description	Created On
BUFFALO, NY	ER	Entry Summary	7/7/2008 4:24:33 PM
BUFFALO, NY	RR	Cargo Release Processing Results	7/7/2008 10:00:16 AM
BUFFALO, NY	HT	Statement Date Update/Delete Transaction	7/7/2008 9:49:43 AM
BUFFALO, NY	RR	Cargo Release Processing Results	7/7/2008 9:49:22 AM
BUFFALO, NY	10	SmartBorder® System Message - Release Date Update	7/7/2008 9:49:21 AM
BUFFALO, NY	HS	Border Cargo Release	7/4/2008 12:14:20 PM
<	>		
		Refresh List	Print
<p>R5 Disposition Date/Time: 07/07/08 09:47 Action: 01: COND RELEASE GEN EXAM</p> <p>Release Date: / / Release Origin:</p> <p>R5 Disposition Date/Time: 07/07/08 09:47 Action: 22: RELEASE DATE UPDATE</p> <p>Release Date: 07/07/08 Release Origin: Selectivity Processing Date</p> <p>R6 OGA: FDA Disposition Date/Time: 07/07/08 09:47 ENTRY LEVEL Disposition: 01: FDA REVIEW</p> <p>USCS Line/Tariff Pos/OGA Line - / / / / Line Level Disposition: :</p>			

- If you make changes to your entry, you must then save and re-transmit the updated information to CBP.
- If you receive a reject from CBP, you will be required to make changes for acceptance.
 - Make necessary changes to the entry information and save.
 - Then re-transmit the updated entry/release to CBP

NOTE: If you require assistance with a customs reject, you are encouraged to contact our staff. Our knowledgeable customs experts and support specialists are always available to assist you with any issue.

Printing Transaction Documents

- To print any documents associated with this transaction, click File, Print
 - Then select the document that you'd like to print (CF-7501, CF-3461, Bill, etc.)



- To save electronic (.pdf) versions of your documents, click File, Print Preview



- Click the button to save the previewed document to your computer.

Please be sure to review the Additional Guides for the following:

- [Delivery Order](#)
- [Delivery Ticket](#)
- [ISF to ABI Integration](#)

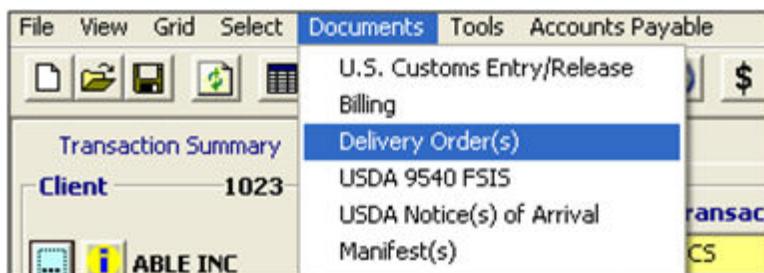
Additional Guides

Delivery Order

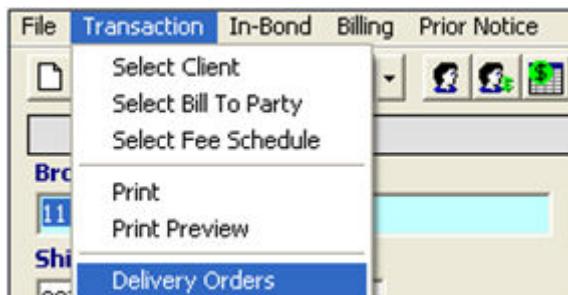
Delivery Orders

SmartBorder Users can now utilize the ABI application to create Delivery Orders. This feature allows you to get all of your transportation documents in one place.

- In the Transactions screen, select Delivery Order(s) from the Documents Menu



- OR In the In-Bond/AES/AMS Transaction screen, select Delivery Orders from the Transaction Menu



- This will open the Delivery Order menu screen

The screenshot shows a data entry form with the following fields and values:
SB #: 14581300
Filer: 000
Entry #: 0000005-9
Broker Ref.#: 5
Dispatch Date: 2008-10-20
For Delivery To...: MCKINLEY IMPORTS
City: LANSING
...: (button)

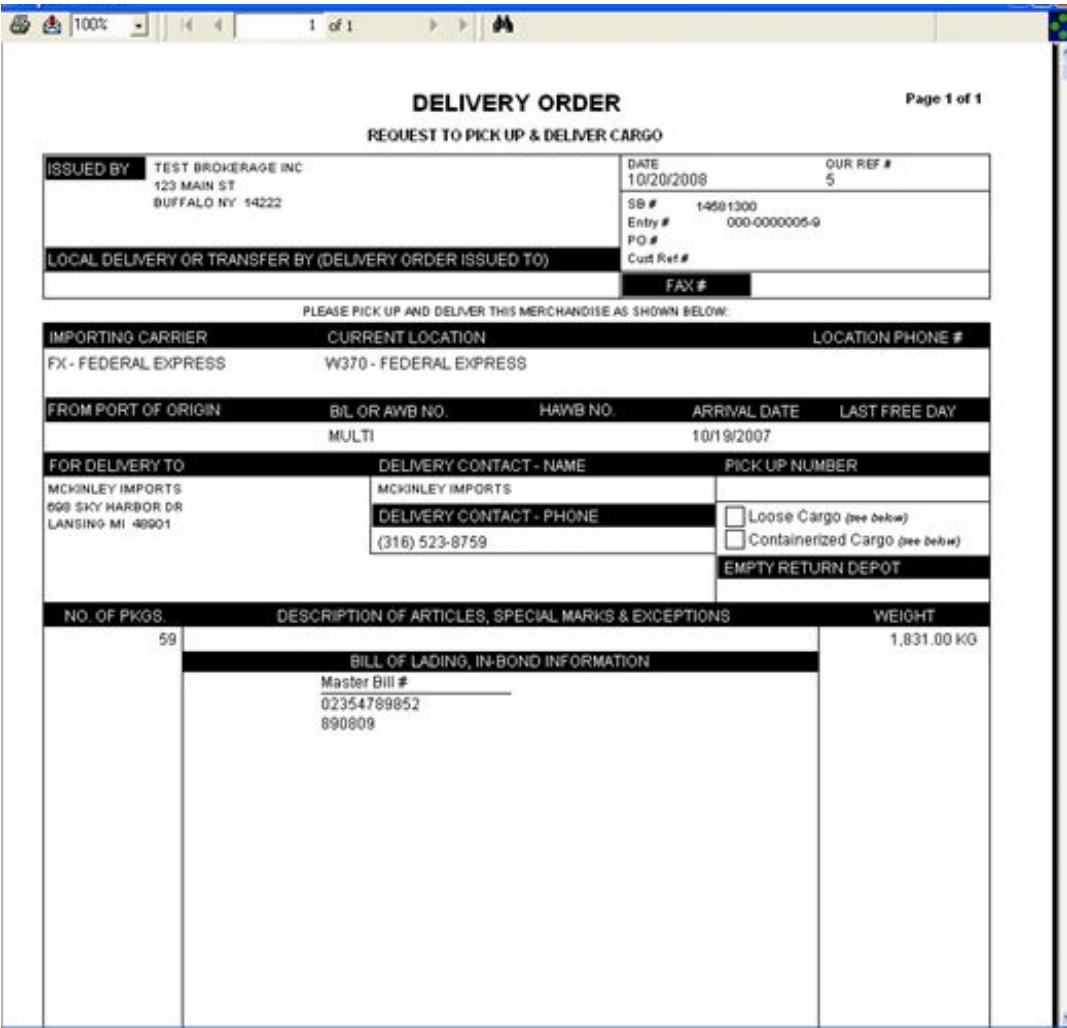
Menu Options



Menu Option	Description
File - New	Generate a new delivery order. On entry transactions, this will auto-fill some data from the entered data in the Release/Entry editor.
File - Open	Click to open the selected Delivery Order. (must have a delivery order selected)
File - Print	Print the selected Delivery Order associated with the current transaction. You can also print a file label from this menu as well.
File - Exit	Click to exit the Delivery Order menu screen.

Print Options

- Click on File, Print and choose the desired document to print. This will open the desired document in the SmartBorder Report Viewer



The screenshot shows a computer screen displaying a "DELIVERY ORDER" document within a "SmartBorder Report Viewer" window. The window has a standard Windows-style title bar with icons for minimize, maximize, and close. The main content area is titled "DELIVERY ORDER" and "REQUEST TO PICK UP & DELIVER CARGO".

ISSUED BY: TEST BROKERAGE INC
123 MAIN ST
BUFFALO NY 14222

DATE: 10/20/2008 **OUR REF #:** 5

SB #: 14691300
Entry #: 000-0000005-9
PO #:
Cust Ref #:
FAX #:

LOCAL DELIVERY OR TRANSFER BY (DELIVERY ORDER ISSUED TO):

PLEASE PICK UP AND DELIVER THIS MERCHANDISE AS SHOWN BELOW:

IMPORTING CARRIER	CURRENT LOCATION	LOCATION PHONE #
FX - FEDERAL EXPRESS	W370 - FEDERAL EXPRESS	

FROM PORT OF ORIGIN	BIL OR AWB NO.	HAWB NO.	ARRIVAL DATE	LAST FREE DAY
	MULTI		10/19/2007	

FOR DELIVERY TO	DELIVERY CONTACT - NAME	PICK UP NUMBER
MCKINLEY IMPORTS 600 SKY HARBOR DR LANSING MI 48901	MCKINLEY IMPORTS DELIVERY CONTACT - PHONE (316) 523-8759	<input type="checkbox"/> Loose Cargo (see below) <input type="checkbox"/> Containerized Cargo (see below) EMPTY RETURN DEPOT

NO. OF PKGS.	DESCRIPTION OF ARTICLES, SPECIAL MARKS & EXCEPTIONS	WEIGHT
59	BILL OF LADING, IN-BOND INFORMATION Master Bill # 02354789852 890809	1,831.00 KG

- You can also print file labels using the Delivery Order module

000-0000005-9		000-0000005-9	
PORT OF LADING	:	TEAM	: 740
B/L OR AWB NO	: MULTI	BROKER REF #	: 5
CARRIER	: FX	C.H. BOX #	: 11466666
ARRIVAL DATE	: 10/19/2007	BROKER NAME	: TEST BROKERAGE INC Phone : 7161234567
LOCATION	: W370 - FEDERAL EXPRESS		FAX :
IMPORTER	: ABLE INC	RETURN VIA	: TEST BROKERAGE INC 123 MAIN ST BUFFALO, NY 14222
CONTAINER #	:		
PCS, WEIGHT	: 59 PCS, 1,831 KG		



- Click to print the displayed document, or click to export the document (.pdf)



- Now that you're familiar with the basics of the Delivery Order module, you're ready to [Add/Edit Delivery Order](#).

Add/Edit Delivery Orders

The SmartBorder Delivery Order is setup to eliminate unnecessary data entry by pulling the information from the entry. Please review the default settings for more information on Delivery Order options.

Header Tab

- Fill in the header information as necessary. Some of the information that will auto-fill from the entry includes:
 - Dispatch date (defaults to today's date)
 - Importing Carrier - SCAC/Name/FIRMS
 - Arrival Date
 - Shipper/Consignor (Name/Address)
 - Delivery Order PER
 - Broker Name

For Delivery To/Route-BOL/AWB Tab

#	In Bond (I.T.)#	Issuer	Master Bill #	House Bill #	Sub-House Bill #
1			02354789852		
2				890809	

- Fill in the delivery/BOL/AWB information as necessary. Some of the information that will auto-fill from the entry includes:
 - For Delivery To (Name/Address)
 - Contact Person
 - Bill of Lading/Air Waybill Numbers

Line Items/Containers/Notes Tab

The screenshot shows a software window titled "For Delivery To / Route - BOL / AWB". The window contains several sections:

- Line Items:** A table with columns "#", "Pieces", "Description", and "Weight". One row is present, showing "1", "59", and "1,831 KG".
- Containers:** A table with column "#". It has an "Insert" button and no other visible data.
- Note:** A text area labeled "Note (up to 250 characters, prints in body of Delivery Order)" with a scroll bar.

At the top left, there are icons for file operations like Open, Save, and Print. The menu bar includes "File" and "Header". The status bar at the bottom right shows the number "35".

- Fill in the line items and containers information as necessary. Some of the information that will auto-fill from the entry includes:
 - Quantities
 - Weight
 - Container Numbers
- You can also enter notes on this page, to be printed on the delivery order.

Delivery Ticket

Delivery Ticket

SmartBorder Users can now generate a delivery ticket from a created entry/transaction. This feature makes the CBP Form 6043 available in the SmartBorder ABI application.

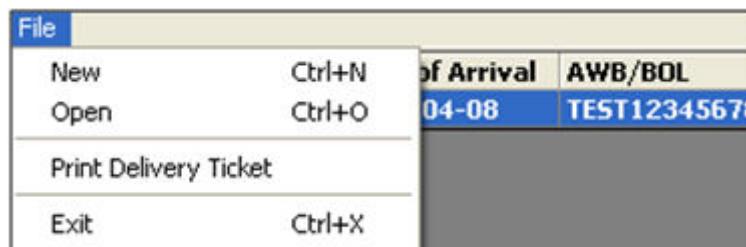
- In the Transactions screen, select Delivery Ticket(s) from the Documents Menu



- This will open the Delivery Ticket (CBP-6043) menu screen

File				
Entry #	Port	Date of Arrival	AWB/BOL	Importing Carrier
0000005-9	2720-010	2009-04-08	TEST123456789	CARRIER

Menu Options



Menu Option	Description
File - New	Generate a new delivery ticket (CBP-6043). On entry transactions, this will auto-fill some data from the entered data in the Release/Entry editor.
File - Open	Click to open the selected Delivery Ticket. (must have a delivery ticket selected)
File - Print	Print the selected Delivery Ticket associated with the current transaction.

Delivery Ticket	
File - Exit	Click to exit the Delivery Ticket menu screen.

Print Options

- Choose the desired document and click on File, Print Delivery Ticket. This will open the desired delivery ticket in the SmartBorder Report Viewer

The screenshot shows a computer window titled "SmartBorder Report Viewer" with a "Delivery Ticket" document displayed. The document header includes "DEPARTMENT OF HOMELAND SECURITY", "U.S. Customs and Border Protection", "DELIVERY TICKET", and "19 CFR 4.34, 4.37, 19.9, 19 USC 1551a, 1565". It also contains a reference number "Form Approved OMB No. 1602-0001 Exp. 03-29-2009". The main body of the ticket is a grid with several rows:

<input type="checkbox"/> TRANSFER <input type="checkbox"/> CARTAGE <input type="checkbox"/> RELEASE	GOODS SHIPPED TO:	DATE OF ENTRY:	
		DATE OF ARRIVAL:	
AIR WAYBILL OR BILL OF LADING NO: TEST123456789		04/08/2009	
NAME AND ADDRESS OF CONSIGNEE CARRIER			
LEO-N:	DATE OF LEO:	LEO FILED BY:	
LEO-SHIPPED (CFC/CSC DATE)			
DATE:	<input type="checkbox"/> ENTRY	<input type="checkbox"/> SALE	<input type="checkbox"/> DESTROYED
MARKS AND NUMBERS CONT. NUMBER, PIECE COUNT	DESCRIPTION OF MERCHANDISE	CONDITIONS, WEIGHTS, ETC.	

- Click to print the displayed document, or click to export the document (.pdf)
- Now that you're familiar with the basics of the Delivery Ticket module, you're ready to [Add/Edit Delivery Ticket](#)

Add/Edit Delivery Ticket

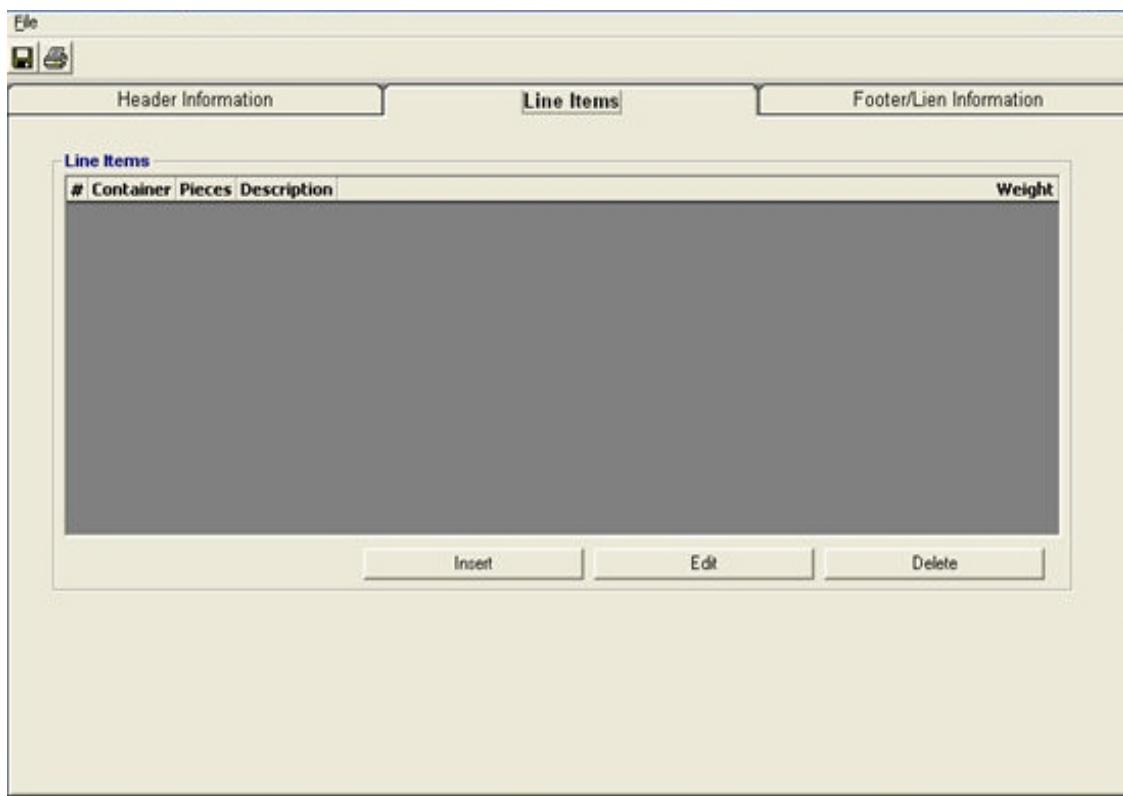
The SmartBorder Delivery Ticket is setup to eliminate unnecessary data entry by pulling the information from the entry. Please review the default settings for more information on Delivery Ticket options.

Header Information Tab

Header Information			Line Items			Footer/Lien Information		
<input type="radio"/> Transfer <input checked="" type="radio"/> Cartage <input type="radio"/> Release						Port of Entry 2720-010 ... Entry # 000005-9 SB # 11165687		
Consignee Name [Text Box] [Text Box] City [Text Box] State/Province Country Postal Code [Text Box] [Text Box] ... [Text Box] Phone [Text Box] Contact Person [Text Box]						Goods Delivered To Name [Text Box] [Text Box] City [Text Box] State/Province Country Postal Code [Text Box] [Text Box] ... [Text Box] Phone Fax [Text Box] [Text Box]		

- Enter the desired Header Information, including type, Port of Entry, and Entry number
 - You can select the parties (Consignee & Delivered To) by clicking on the ellipsis button.

Line Items Tab



- Click Insert to create a new line item, or click Edit/Delete to edit or delete the selected line item

A screenshot of a modal dialog box titled "Container Number". It contains four input fields: "Number of Pieces" (value: 0), "Description" (empty), and "Weight" (value: 0). Below the weight field are two radio buttons: "LB" (selected) and "KG". At the bottom are "OK" and "Cancel" buttons.

- Enter the appropriate information for each line item on the Add/Edit Line Item screen
 - Click OK to save this line item, or click Cancel to exit without saving

Footer/Lien Information Tab

SmartBorder ABI User Manual

The screenshot shows a Windows application window titled "SmartBorder ABI User Manual". The window has a menu bar with "File" and icons for "Print" and "Exit". Below the menu is a toolbar with icons for "New", "Open", "Save", "Print", and "Exit". The main area is divided into three tabs: "Header Information", "Line Items", and "Footer/Lien Information". The "Footer/Lien Information" tab is active. It contains several sections:

- Goods Delivered From:** A section with three dropdown menus for "Arrival Date" (set to April 08, 2009), "Date of Entry" (set to April 08, 2009), and "Name of Importing Carrier" (set to CARRIER). There is also a field for "Air WayBill/BOL" containing the value TEST123456789.
- Quantity Descrepancies Note:** A large text input field.
- Vehicle License Plate Number:** A dropdown menu.
- Custodial Bond Number of Delivering Party:** A dropdown menu.
- C.H. License Number:** A dropdown menu.
- Truck Number:** A dropdown menu.
- Company Name/Cartman/Common Carrier:** A large text input field.
- Lien Information:** A section with three dropdown menus for "Lien Number", "Lien Filed By", and "Lien Date" (set to April 08, 2009). Below these are three radio buttons: "Entry", "Sale", and "Destroyed".
- Lien Satisfied Date:** A dropdown menu.

- Enter the desired Footer/Lien information to complete your Delivery Ticket

FDA Guide

This section will provide detailed instructions and the how-to video for entering and transmitting FDA/OGA data in SmartBorder. For more specific information on fields/buttons in the OGA section of SmartBorder, please view the [FDA Screen](#) section of this manual.

FDA How-to Video

Please begin with the video below on FDA/Prior Notice in SmartBorder entries:

[Entry FDA How-To Video](#)

Creating FDA in an entry

In this software, you can create and transmit your FDA data within the entry. This is done in the OGA screen, on the line item screen within the Release/Entry editor. If FDA data is stored in the client profile/product list, this data will auto-fill into your FDA section.

- Each FDA HTS/tariff will be flagged for a specific type of FDA requirement:
 - FD01 - FDA data "may be" required
 - FD02 - FDA data IS required
 - FD03 - FDA Prior Notice data "may be" required
 - FD04 - FDA Prior Notice data IS required
- If FDA is flagged on your HTS/entry, you should see this indicated on your line item in the OGA section



- To enter FDA data, simply click on the OGA button. This will open the OGA screen.

FDA

#	C/O	Description	FDA Product Code	FDA Value

Add Edit Del Food & Drug Administration Form 701 does not apply.

- Click Add to add FDA information, or you can check the "FDA does not apply" box to disclaim FDA on this line item.
 - When you Add/Edit an FDA line, the FDA screen will open

Description [View Entry ABI Msgs \(for PNC#s\)](#)

Product Code	Cargo Storage Status	FDA Country of Origin	FDA Actual Mfg ID	FDA Actual Shipper ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Brand Name	FDA Value			Prorated Value (From Last Save)
<input type="text"/>	\$ 0			0
Contact Name	Contact Phone	PN Contact Email	FDA Establishment ID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- Enter the Product Description in the first field
- Then enter your FDA Product Code, or click the ellipsis to open the product code builder
 - This will bring you directly to the FDA Product Code Builder provided by the FDA
- Next, enter/select the Cargo Storage Status, C/O, FDA MID, and Shipper ID
- Click OK to save this data
 - From there, you simply transmit your release/entry as you normally would and the FDA data will be sent with your release data.

Creating Prior Notice in an entry

In this software, you can also create and transmit your FDA Prior Notice data within the entry. This is also done in the OGA screen. If your prior notice data is stored in the client profile/product list, this data will auto-fill into your FDA section.

- Each FDA Prior Notice HTS/tariff will be flagged for a specific type of PN requirement:
 - FD03 - FDA Prior Notice data "may be" required
 - FD04 - FDA Prior Notice data IS required

If Prior notice is flagged on your HTS/entry, you should see this indicated on your line item in the OGA section



- Begin by [Creating FDA in an entry](#), as described in the previous section

Once you've completed this basic FDA data, move on the Submitter Information

- This information is required to be reported on the submitter of the PN data
- This is the party that has direct/specific knowledge of the product (ie. Importer)

The screenshot shows a 'Submitter Information' dialog box. It includes fields for Firm (Company) Name (ABLE INC), First Name (JOHN), Address Line 1 (123456 TOWN RD), City (BUFFALO), ZIP / Mail Code (14222), Firm Type (I), Last Name (SMITH), Address Line 2 (empty), State/Province/"FN" (NY), Country (US), Phone (7168235678), Fax (7168231234), and Email (JSMITH@ABLE.COM). Buttons for 'C', 'Transaction Parties...', and 'Profiles...' are visible at the top.

- Click the button to bring this submitter data in from the profile
 - You can also click the appropriate button to use the data from other Transaction Parties or Profiles

Next, enter/select the **Other PN Information** in the next section

Other PN Information

Owner Firm Type	<input type="text" value="M"/> ...
Country of Shipping	<input type="text" value="CN"/> ...
Mfg/Processor FDA Registration #	<input type="text" value="19875613125"/> <input type="button" value="..."/>
Mfg/Proc. Firm Type	<input type="text" value="M"/> ...
Shipper FDA Registration #	<input type="text" value="16934684484"/>
Importing Carrier (SCAC/IATA)	<input type="text" value="TEST"/>
(Master) Bill/AWB #	<input type="text" value="TEST02354789852"/>

- You are required to submit the Owner Firm Type, Country of Shipping, and Manufacturer Registration Number
 - If you don't have the registration number, you'll need to choose a valid **Exemption Code**
- Also enter any of the optional data elements, which may be required in some cases.

NOTE: Although you CAN enter the Prior Notice information in the "Affirmations of Compliance" section below, it is HIGHLY RECOMMENDED that you use the "actual" "Prior Notice Information" sections!

Affirmations of Compliance			Container Dimensions / Quantities				
#	Code	Qualifier	PN?	#1	#2	#3	
1	SFN	JOHN	*PN*	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
2	SLN	SMITH	*PN*	Quantity - 1 200.00	UOM - 1 CS	Quantity - 4 .00	UOM - 4 ...
3	SPN	7168235678	*PN*	Quantity - 2 12.00	UOM - 2 PK	Quantity - 5 .00	UOM - 5 ...
4	SFX	7168231234	*PN*	Quantity - 3 12.00	UOM - 3 OZ	Quantity - 6 .00	UOM - 6 ...
5	SEM	JSMITH@ABLE.COM	*PN*				
6	SCN	ABLE INC	*PN*				
7	SA1	123456 TOWN RD	*PN*				
8	SAC	BUFFALO	*PN*				
9	SAS	NY	*PN*				
10	SCT	14222	*DN*				

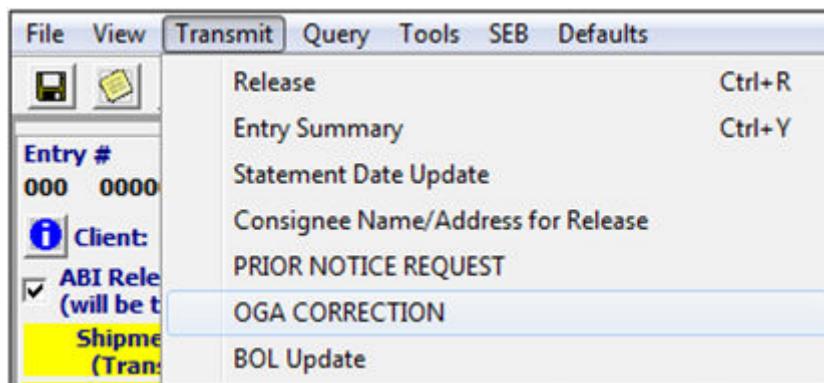
- Your Affirmations of Compliance will be created automatically based on the data that is entered into these FDA data fields.

- You also must enter your Quantities from the largest to the smallest
 - In the example above, we are reporting:
 - 200 Cases
 - Each Case contains 12 Packages
 - Each Package weighs 12 Ounces
- If your shipment requires that you transmit Container Dimensions, page 14 of this document explains how to report these dimensions:
 - <http://www.accessdata.fda.gov/scripts/ora/pcb/tutorial/compliance.pdf>
 - *Note* when shipping metal drums, if you do not have the 16th of an inch dimension use "00" and you should be all set.
- Click **OK** to save this data
 - From there, you simply transmit your release/entry as you normally would and the FDA data will be sent with your release data.

Correcting FDA Rejects

If your release/entry is accepted but the FDA portion is rejected, then you must send an OGA correction transmission. This will transmit the FDA portion only. Please note that this transmission can only be used to correct rejects. This cannot be used to update FDA data that has been accepted.

- Open the entry in the Release/Entry editor and make the necessary changes
 - Save the entry, but don't re-transmit the entry summary/release
- From the entry, on the Transmit menu, select OGA CORRECTION

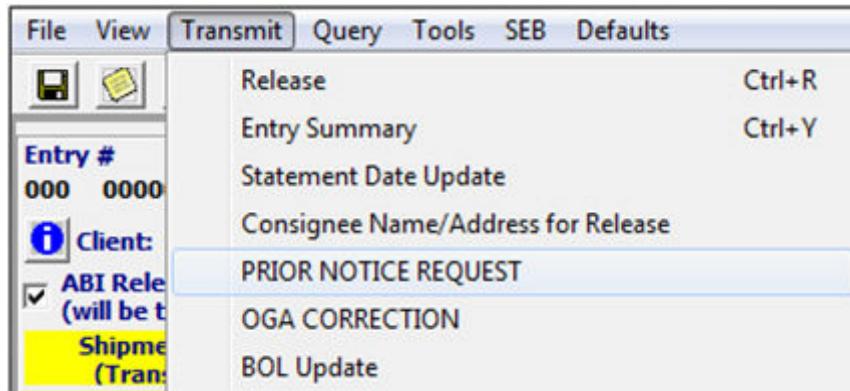


This will send only the FDA data and you should receive a response within your entry ABI messages.

Correcting Prior Notice Rejects

If your release/entry is accepted but your prior notice is rejected, you may have to use the process below to correct your FDA data.

- Open the entry in the Release/Entry editor and make the necessary changes
 - Save the entry, but don't re-transmit the entry summary/release
- From the entry, on the Transmit menu, select PRIOR NOTICE REQUEST



- Check your ABI messages to make sure the transmission was accepted. You can click View Entry ABI Msgs to check for the Prior Notice Confirmations

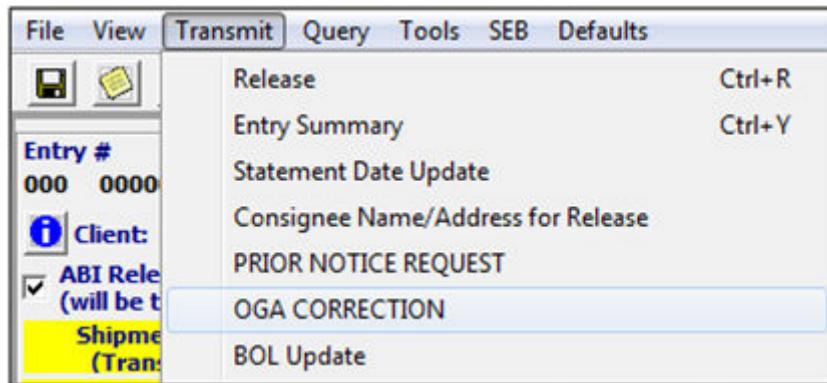
View Entry ABI Msgs (for PNC#s)

Wait for the Prior Notice Confirmation Number(s) to come back from FDA. When they do, add them to the FDA screens, applying them in numerical order to the FDA line(s) that required Prior Notice information.

A dialog box with a light gray background. It contains a text input field labeled 'Prior Notice Confirmation # (if you have one)' with the value '984563235555'. To the right of the input field is a checkbox labeled 'Disclaimer' with the sub-label 'Prior Notice' next to it. There is also a small 'x' icon to the left of the checkbox.

Note As you add each PN number to the PN screen and tab out of the box, all of the other information on the screen will be eliminated, leaving only the PN number on the screen.

- Save the entry summary and transmit the OGA CORRECTION transmission



- Check the entry ABI messages to ensure the information was transmitted and accepted.

FDA Not Required (Disclaimer)

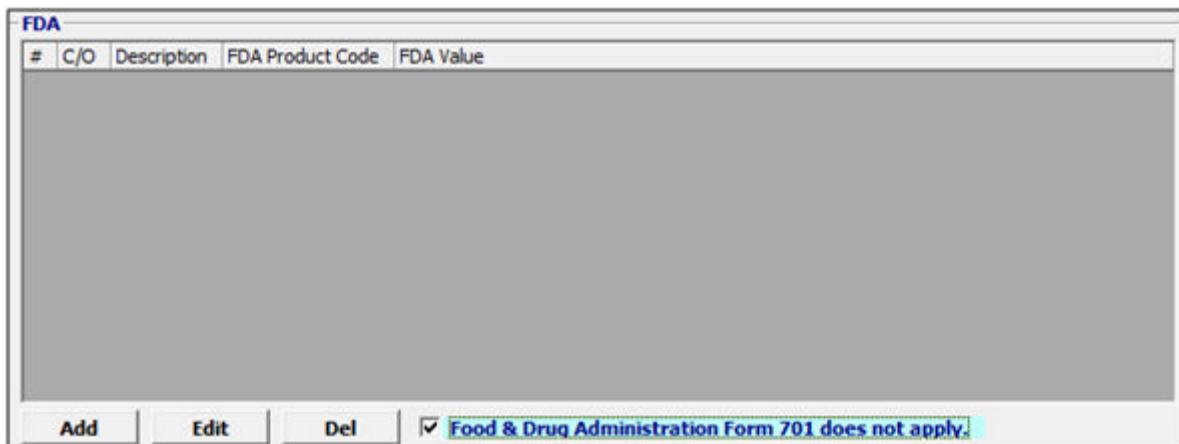
There are situations where your HTS/tariff may be flagged for FDA data, but the specific product does not fall under FDA jurisdiction. In these cases, you must disclaim the FDA data so that the FDA is notified that this product does not require that FDA data be transmitted.

To Disclaim FDA Data completely:

- Click on the OGA button to open the OGA Screen



- In the FDA screen, click on Food & Drug Administration Form 701 does not apply



This will allow you to save/transmit your entry without FDA data. Please note that you may be required to submit documents to FDA to justify the disclaimer.

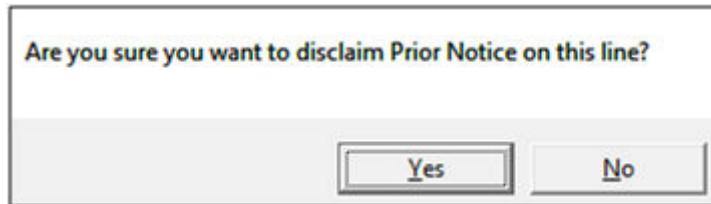
Prior Notice Not Required (Disclaimer)

There are some cases where your HTS/tariff may be flagged for prior notice, but prior notice data is not required. Please use the following process to transmit FDA data without prior notice.

- Enter the FDA data in the main section of the FDA screen



- Directly below the FDA header data section, check the Disclaim Prior Notice box



- Click Yes if you are sure that you want to disclaim this prior notice
 - Note that this will clear any prior notice data that has been entered on this line

Lacey Act Guide

This section will provide detailed instructions and the how-to video for entering and transmitting Lacey Act/PGA data in SmartBorder. For more specific information on fields/buttons in the PGA section of SmartBorder, please view the [PGA Screen](#) section of this manual.

Please begin with the video below on Lacey Act:

[Lacey Act How-To Video](#)

In this software, you can create and transmit your Lacey Act data within the entry. This is done in the PGA screen, on the line item screen within the Release/Entry editor. If Lacey Act data is stored in the client profile/product list, this data will auto-fill into your PGA section.

- In the entry, click Add in the PGA section of the OGA screen

#	Description	Product Code	CAS Number	Lot #	PGA Value

Add Edit Del

- This will open the PGA Information Screen

Commercial Description

BAMBOO CHUTES			
Product Code	CAS Number	Intended Use Code	Intended Use Description
<input type="text"/>	<input type="text"/>	C4	COMMERCIAL PRODUCTS
Storage Temp Qualifier	Degree Type	Actual Temperature	Recorded Temp is for (Storage Type)
<input type="checkbox"/> ...	<input type="checkbox"/> ...	<input type="text"/> 0	<input type="checkbox"/> ...
Lot Number			
<input type="text"/>			
Range of Production			
<input type="text"/> / /		to	<input type="text"/> / /
PGA Line Value	PGA Unit Value		
<input type="text"/> 250	<input type="text"/> 0		

- Enter the required elements, including Commercial Description, Value, and Intended Use data
 - Many of the other fields in this PGA screen are reserved for future use
- Agency code is AP for US Dept. of Agriculture. This will auto-default in the agencies section

Agencies

#	Agency
1	AP

Add
Edit
Del

- Enter your container number(s) in the Containers section

Containers

#	Container #
1	CONT321654987

Add
Edit
Del

- Click Add in the Components/Constituents section

Name BAMBOO CHUTES	Quantity 100	UOM PCS	Active Ingredient?	Pct of Ingredient 100 %
Scientific Names, Sources				
#	Genus	Species	SubSpecies	Source Code
1				HRV
Country Geographic Location				
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/>				

- In this section, you must enter the components that make-up the total product
 - Enter the Name, Quantity/UOM, and the Percentage of Ingredient
 - Then you must add in the Scientific Names/Sources of each component

Genus Name	Species Name	Sub Species Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Species Code	FWS Desc. Code	
<input type="text"/>	<input type="text"/>	
Source/Type Code HRV	Country Code DO	Geographic Location
Range of Processing		
<input type="text"/> / /	to	<input type="text"/> / /
Processing Type	Description of Processing	
<input type="text"/>	<input type="text"/>	

- For each component, you must enter Genus & Species Names, Source Type, and Country
 - For Lacey Act, the Source/Type Code is HRV (Harvested)
 - In country code, you should enter/choose the country in which this component was harvested
- Once you've completed your Lacey Act data, you can click OK and complete your entry data
- Transmit your entry as you normally would and your Lacey Act data will be put on file with CBP
 - *Note* You will not receive any messages/confirmation of this Lacey act transmission
 - This data MUST be sent with the initial release transmission, and cannot be updated with subsequent release/entry transmissions.

OGA (Other Government Agencies) Guides

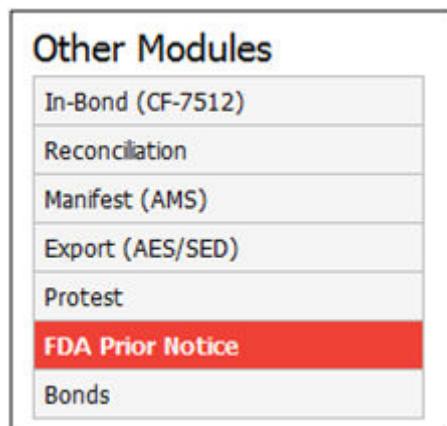
Stand-Alone Prior Notice Module

The SmartBorder Prior Notice module is used for creating prior notice transactions. This is generally used for inbond transmissions where prior notice is required. You can also transmit your prior notice data separately from your entry data using this module. This is done in the standalone prior notice module.

Begin by watching the how-to video on Standalone Prior Notice:

[Standalone PN How-To Video](#)

- Click on FDA Prior Notice on the SmartBorder Main Screen



- This will open the FDA Prior Notice Screen
 - Click for a new Prior Notice, or click to open an existing Prior Notice transaction
 - This will open the FDA Prior Notice screen

A screenshot of the FDA Prior Notice screen. At the top, there are buttons for 'New', 'Open', and 'Print'. Below that is a header row with columns: Document Type (with a dropdown menu showing 'B'), Header Key (containing 'TEST12345678987'), Entry/In-Bond Type (with a dropdown menu), Importer (a text input field), and a '...' button. Below the header is a section titled 'Prior Notice FDA Lines' with a table. The table has columns: FDA Line, Entry Line, PN Confirm #, PN Message, PN Received, and OI_Desc. There are 'Add', 'Edit', and 'Del' buttons at the bottom right of the table area.

- First you must assign a Header Key to this file. The Document Type will denote the type of Header Key that is being used. This header key is the reference number of this prior notice.
- Click Add to begin entering your prior notice line item data

Prior Notice # Received On Reject Reason (if rejected) Select Product Refresh

Prior Notice Message

- The header section will display your Prior notice transmission results and PNC#s (if available)
- Click Select Product to choose your product from the Client's product list
 - This will auto-fill the data from the product list
- Continue entering the necessary shipment data (mandatory data will be highlighted in yellow)

Shipment Information

Entry Line #	FDA Line #	Tariff #	Country of Shipping	Mode of Transport	Location of Goods (FIRMS)	Voyage/Flight Trip #
<input type="text"/> +	1 <input type="text"/> +	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carrier Name	SCAC/IATA Code	Carrier Country	Container #	Rail Car #		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Anticipated Port of Arrival	Anticipated Point Of Crossing	Anticipated Date & Time of Arrival			BOL (Inc SCAC/IATA)	
<input type="text"/>	<input type="text"/>	<input type="text"/> April 15, 2010 09:36 AM			<input type="text"/>	

- If this prior notice is for a customs entry, you should specify the line information
- In this "Shipment Information" section, you are required to enter the following:
 - Country of Shipping
 - Mode of Transport
 - SCAC if the importing carrier
 - Anticipated Port of Arrival
 - Anticipated Date & Time of Arrival

Standard FDA Information

- Next, enter the required data in the "Standard FDA Information" section

"Standard" FDA Information

Description				
Product Code	Cargo Storage Status	FDA Country of Origin	FDA Actual Mfg ID	FDA Actual Shipper ID
<input type="text"/> ...	<input type="text"/> ...	<input type="text"/> ...	<input type="text"/> ...	<input type="text"/> ...
Brand Name	FDA Value			FDA Establishment ID
<input type="text"/>	\$ 0			<input type="text"/>
Contact Name	Contact Phone	Contact Email Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
NOTE: This Contact MIGHT NOT BE the same as the Submitter First/Last Name!				

- Enter the Product Description in the first field
- Then enter your FDA Product Code, or click the ellipsis to open the product code builder
 - This will bring you directly to the FDA Product Code Builder provided by the FDA
- Next, enter/select the Cargo Storage Status, C/O, FDA MID, Shipper ID, FDA Value, and Contact Information (please note that this may differ from submitter information)

Basic Prior Notice Data

Shipper Registration #	Manufacturer Registration #	Mfg Exempt Code
<input type="text"/>	<input type="text"/>	<input type="text"/> ...
Producer Firm Type	Submitter Firm Type	Owner Firm Type
<input type="text"/> ...	<input type="text"/> ...	<input type="text"/> ...

- Enter the registration information (if necessary) and the Submitter/Owner Firm Types

Quantities			
Quantity - 1	UOM - 1	Quantity - 4	UOM - 4
.00	<input type="text"/>00	<input type="text"/> ...
Quantity - 2	UOM - 2	Quantity - 5	UOM - 5
.00	<input type="text"/>00	<input type="text"/> ...
Quantity - 3	UOM - 3	Quantity - 6	UOM - 6
.00	<input type="text"/>00	<input type="text"/> ...

- You must enter your Quantities from the largest to the smallest
 - In the example above, we are reporting:
 - 200 Cases

- Each Case contains 12 Packages
- Each Package weighs 12 Ounces
- You also must enter any Dimensions or Vehicle Information (if required)

Prior Notice Parties

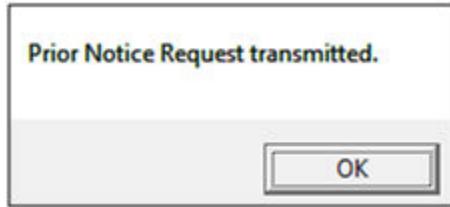
The main difference between the prior notice within the SmartBorder entry, and the stand-alone module is that you must report each of the prior notice parties in the stand-alone. These parties are taken from your entry data when you are [Creating Prior Notice in an entry](#)

Submitter	Select From List	Importer	Select From List	Consignee	Select From List
First Name	Last Name	Importer IRS #		Consignee IRS #	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Company/Firm Name		First Name Last Name		First Name Last Name	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		<input type="text"/>		<input type="text"/>	
City	State	City	State	City	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip	Country	Zip	Country	Zip	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Fax	Phone	Fax	Phone	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		Email		Email	
<input type="text"/>		<input type="text"/>		<input type="text"/>	

- You must enter the party information for the Submitter, Importer, and Consignee
 - Click the Select From List button if you'd like to select these parties from your database
- You may also be required to enter Package/Can Codes in the last section of this screen
- Most of this PN data will be identical to the data being entered in the entry FDA section
 - For more specific info on the data to be entered, please see the following sections
 - [Creating a Prior Notice](#), [Prior Notice Line Items](#), and [Creating Prior Notice in an entry](#)

When you have completed your FDA Prior Notice transaction, click File, Save or click  to save.

- Click on Tools, Transmit Prior Notice to transmit your Prior Notice Request



- Click on Tools, View ABI Messages to view the messages associated with this transaction.
- Add your Prior Notice Confirmation numbers to your entry if this is for an entry transmission
 - If you have processed this prior notice before your entry, there is no need to enter this prior notice data on the entry line items
 - Simply enter the PNC # on the appropriate line items, in the FDA screen

DOT Guide

When your HTS/tariff is flagged for DOT (Department of Transportation) requirement, you must transmit DOT data with your Release/Entry. This DOT data is entered and transmitted on each line that is flagged for DOT data.

- If DOT is flagged on your HTS/entry, you should see this indicated on your line item in the OGA section



- DOT data is entered in the DOT section of the OGA screen
 - Check Department of Transportation HS-7 record does not apply to disclaim DOT



- Click Add to open a blank DOT Screen

NOTE: Filling in (or checking) items on this screen which are not marked as "mandatory" (in yellow) will most likely result in a CUSTOMS REJECT! In general, you should fill in or check ONLY those items which are marked in yellow...

Description					
Box #	Clarification Code				
<input type="button" value="..."/>	<input type="button" value="..."/>				
<input type="checkbox"/> Importer has copy of NHTSA Permission Letter & Official Orders <input type="checkbox"/> Importer has copy of the Importers Substantiating Statement and contract					
Vehicle Information					
Year	VIN #(s) <table border="1"> <tr> <td>#</td> <td>VIN #</td> </tr> <tr> <td colspan="2"> </td> </tr> </table>	#	VIN #		
#	VIN #				
<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/>				
Make	<input type="text"/>				
Model	<input type="text"/>				
Vehicle Eligibility #	<input type="text"/>				
NHTSA Importer #	<input type="text"/>				
Tire Mfg ID	Tire Brand Name	Passport #			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
C/O	Surety Code				
<input type="checkbox"/>	<input type="text"/>				

- You will always be required to submit Description, Box # and Clarification Code
 - The other elements may be required, based on the Box #/Clarification Code that is entered
 - In most cases, the system will highlight the required fields after selecting the Box #
 - The example below shows the required data for a product that is Box # 3

NOTE: Filling in (or checking) items on this screen which are not marked as "mandatory" (in yellow) will most likely result in a CUSTOMS REJECT! In general, you should fill in or check ONLY those items which are marked in yellow...

Description

Box # Clarification Code
03

Importer has copy of NHTSA Permission Letter & Official Orders
 Importer has copy of the Importers Substantiating Statement and contract

Vehicle Information

Year
Make
Model
Vehicle Eligibility #
NHTSA Importer #

VIN #(s)

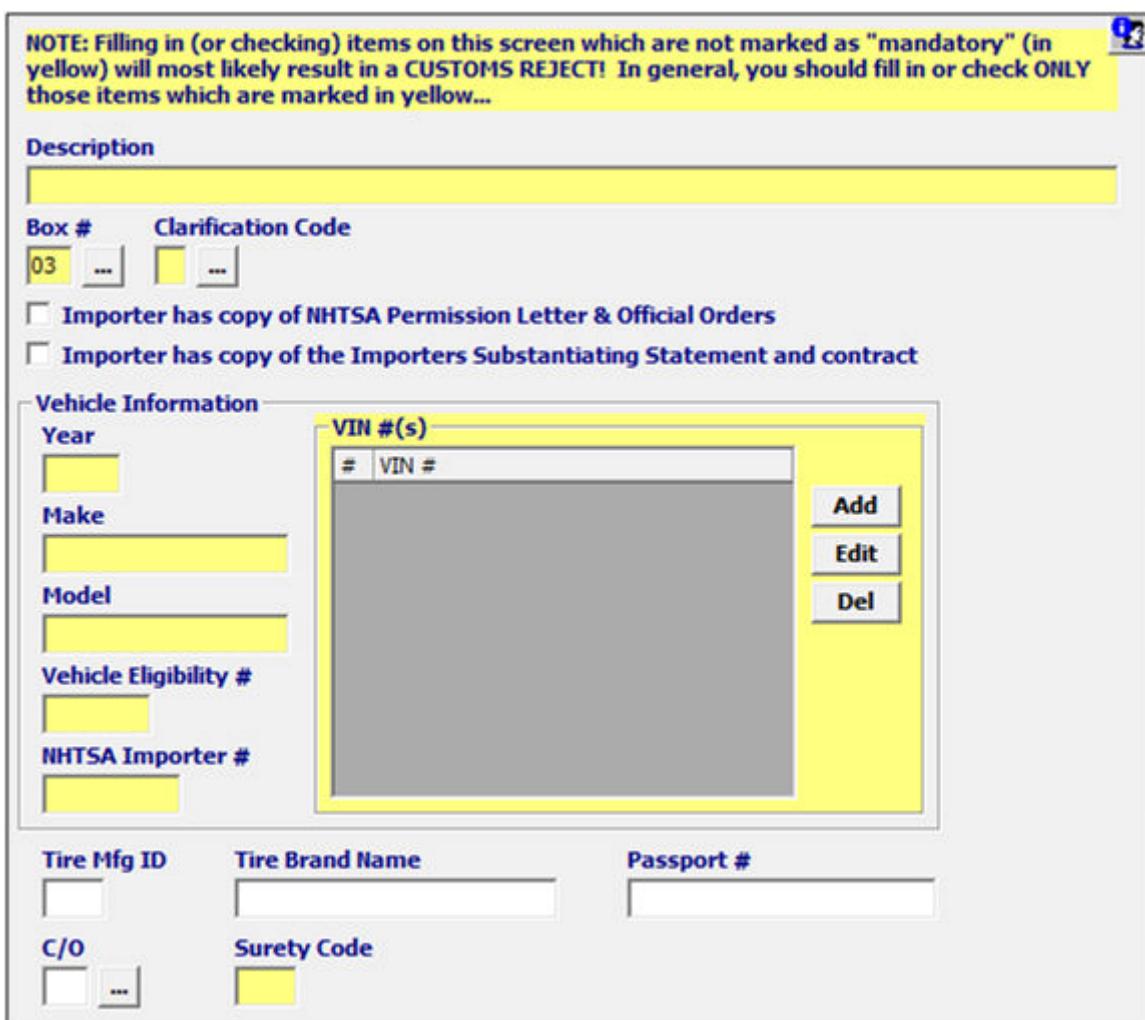
#	VIN #

Add
Edit
Del

Tire Mfg ID Tire Brand Name Passport #

C/O
 ...

Surety Code



- Transmit your entry as you normally would and your DOT data will be put on file

FCC Guide

When your HTS/tariff is flagged for FCC (Federal Communications Commission) requirement, you must transmit FCC data with your Release/Entry. This FCC data is entered and transmitted on each line that is flagged for FCC data.

- If FCC is flagged on your HTS/entry, you should see this indicated on your line item in the OGA section



- FCC data is entered into the FCC section of the OGA screen
 - Check Federal Communications Commission form 740 does not apply to disclaim FCC

#	Description	ID	Trade Name	Model Type #	Quantity
Federal Communications Commision form 740 does not apply. <input type="checkbox"/>					

- Click Add to open a blank FCC Screen

Description	
Import Condition #	Import Condition # Quantity Approval
<input type="checkbox"/>	<input type="checkbox"/>
FCC ID #	Trade Name
Model/Type #	Quantity (Total Items) 0
	Withhold Request <input type="checkbox"/>

- You will always be required to submit Description and Import Condition #
 - The other elements may be required, based on the Import Condition # that is entered
 - This data can be found on the FCC Form 740

- Transmit your entry as you normally would and your FCC data will be put on file

For reference, The valid FCC Import Condition codes are listed below, with descriptions:

- 01 - The radio frequency device has been issued an equipment authorization by the FCC.
- 02 - The radio frequency device is not required to have an equipment authorization and the device complies with FCC technical administrative regulations.
- 03 - The radio frequency device is being imported in limited quantities for testing and evaluation to determine compliance with the FCC Rules and Regulations or suitability for marketing. The device will not be offered for sale or marketed. The phrase "limited quantities" means 200 or fewer units. Prior to importation of more than 200 units, written approval must be obtained from the Chief, Enforcement Division, Field Operations Bureau, FCC. Distinctly different models of a product and separate generations of a particular model under development are considered to be separate devices.
- 04 - The radio frequency device is being imported in limited quantities for demonstration at industry trade shows and the device will not be offered for sale or marketed. The phrase "limited quantities" means ten or fewer units. Prior to importation of more than ten units, written approval must be obtained from the Chief, Enforcement Division, Field Operations Bureau, FCC. Distinctly different models of a product and separate generations of a particular model under development are considered to be separate devices.
- 05 - The radio frequency device is being imported solely for export. The device will not be marketed or offered for sale for use in the U.S.
- 5a - The described equipment is a non-U.S. standard cellular phone than can only function outside of the U.S.
- 06 - The radio frequency device is being imported for use exclusively by the U.S. Government.
- 07 - Three or fewer radio receivers, computers, or other unintentional radiators are being imported for the individual's personal use and are not intended for sale.
- 08 - The radio frequency device is being imported for repair and will not be offered for sale or marketed.

Lacey Act Guide

This section will provide detailed instructions and the how-to video for entering and transmitting Lacey Act/PGA data in SmartBorder. For more specific information on fields/buttons in the PGA section of SmartBorder, please view the [PGA Screen](#) section of this manual.

Please begin with the video below on Lacey Act:

[Lacey Act How-To Video](#)

In this software, you can create and transmit your Lacey Act data within the entry. This is done in the PGA screen, on the line item screen within the Release/Entry editor. If Lacey Act data is stored in the client profile/product list, this data will auto-fill into your PGA section.

- In the entry, click Add in the PGA section of the OGA screen



- This will open the PGA Information Screen

Commercial Description

BAMBOO CHUTES			
Product Code	CAS Number	Intended Use Code	Intended Use Description
<input type="text"/>	<input type="text"/>	C4 <input type="button" value="..."/>	COMMERCIAL PRODUCTS
Storage Temp Qualifier	Degree Type	Actual Temperature	Recorded Temp is for (Storage Type)
<input type="checkbox"/> ...	<input type="checkbox"/> ...	<input type="text" value="0"/>	<input type="checkbox"/> ...
Lot Number			
<input type="text"/>			
Range of Production			
<input type="text" value="//"/> to <input type="text" value="//"/>		<input type="button" value=""/>	
PGA Line Value	PGA Unit Value		
<input type="text" value="250"/>	<input type="text" value="0"/>		

- Enter the required elements, including Commercial Description, Value, and Intended Use data
 - Many of the other fields in this PGA screen are reserved for future use
- Agency code is AP for US Dept. of Agriculture. This will auto-default in the agencies section

Agencies	
#	Agency
1	AP

Add **Edit** **Del**

- Enter your container number(s) in the Containers section

Containers	
#	Container #
1	CONT321654987

Add **Edit** **Del**

- Click Add in the Components/Constituents section

Name BAMBOO CHUTES	Quantity 100	UOM PCS	Active Ingredient?	Pct of Ingredient 100 %
Scientific Names, Sources				
#	Genus	Species	SubSpecies	Source Code
1				HRV
Country Geographic Location				
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/>				

- In this section, you must enter the components that make-up the total product
 - Enter the Name, Quantity/UOM, and the Percentage of Ingredient
 - Then you must add in the Scientific Names/Sources of each component

Genus Name	Species Name	Sub Species Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Species Code	FWS Desc. Code	
<input type="text"/>	<input type="text"/>	
Source/Type Code	Country Code	Geographic Location
HRV	DO	<input type="text"/>
Range of Processing		
<input type="text"/> / /	to	<input type="text"/> / /
Processing Type	Description of Processing	
<input type="text"/>	<input type="text"/>	

- For each component, you must enter Genus & Species Names, Source Type, and Country
 - For Lacey Act, the Source/Type Code is HRV (Harvested)
 - In country code, you should enter/choose the country in which this component was harvested
- Once you've completed your Lacey Act data, you can click OK and complete your entry data
- Transmit your entry as you normally would and your Lacey Act data will be put on file with CBP
 - *Note* You will not receive any messages/confirmation of this Lacey act transmission
 - This data MUST be sent with the initial release transmission, and cannot be updated with subsequent release/entry transmissions.

Remote Location Filing Guide (RLF)

RLF & AII Guides

Users have the ability to use Remote Location Filing (RLF), in combination with the Customs Automated Invoice Interface (AII), to process documents at remote ports throughout the United States. This section of the manual will outline the setup for remote location filing in SmartBorder, as well as the additional steps necessary for RLF entries. This manual will also cover the AII module of SmartBorder, and how you can create your AII directly from the RLF entry.

Use the following links, or choose from the complete list in the left frame of this window:

[RLF Approval & Eligibility](#) - Review the Customs requirements and approval process for Remote Location Filing.

[RLF Setup](#) - This section is a guide to setting up your SmartBorder RLF ports and default settings.

[RLF Guide](#) - This section will assist you in creating an entry to be filed remotely.

[AII/Electronic Invoice \(AII\)](#) - This section is a step by step guide to using the SmartBorder AII module.

Remote Location Filing (RLF)

Remote Location Filing (RLF) is a program that allows approved participants to electronically file entries with CBP from a location within the United States other than the port of arrival or location of examination. This process, along with Electronic Invoice Processing (EIP - a system that allows filers to submit invoices electronically), allows filers to transmit entries remotely. This process requires that filers are eligible and become approved for remote filing.

If you're already eligible and approved for RLF and All, then you can begin [RLF Setup](#)

RLF Eligibility

There are a few measures that must be taken to become operational with CBP/our system for remote location filing. Once you have satisfied these requirements, you'll be ready to begin filing remote entries and electronic invoices.

- According to Customs regulations; to qualify for RLF, a participant must have proven capability to provide electronically, on an entry-by-entry basis, all of the following:
 - Entry
 - Entry summary
 - Invoice information using the Electronic Invoice Program (EIP)
 - Payment of duties, fees, and taxes through Automated Clearing House (ACH)
- RLF participants, other than self-filers (importers), must possess a National Permit to be eligible for remote location filing.
- RLF Testing – Filers who wish to file entries remotely must first participate in electronic testing of the RLF/All features. This will include preparation of various types of electronic invoices.
- RLF Ports – RLF transmissions are only permitted in specific ports that have received the required training in EIP/RLF. These ports can be found at:
http://www.cbp.gov/linkhandler/cgov/trade/trade_programs/remote_location_filing/rif_coordinator_list.ctt/rif_coordinator_list.xls
- Participants must maintain a Continuous Bond which meets or exceeds the national guidelines for bond sufficiency.
- Port Setups – You must have ports setup correctly, prior to making RLF transmissions:

- ABI Port Setup – your ports must be setup with your ABI rep prior to setting the ports up in the application.
 - SmartBorder Port Setup – the following section of this manual will assist you in setting up your RLF ports in the system.
-
- Once you've satisfied each of the eligibility requirements for RLF, you must go through the application and approval process which is outlined below

RLF Approval

We'll begin this remote location filing section with the step by step process for RLF approval. This is the most recent process that our clients have been going through for RLF/AII approval:

- For Brokers, the first step is obtaining your National Permit. This is required for RLF.
- Then you must contact your ABI Client rep with your intent to file RLF/AII. They will switch you on to test for electronic invoice, and ask you to submit test electronic invoices.
- Sending Test Electronic Invoices (AII)
 - Begin by editing your previous entries (in your current port)
 - Save with changes (but don't transmit them)
 - Then create the electronic invoice and transmitting for the ABI/CBP rep to review
 - OR you can create dummy entries and not transmit them
 - You will want to use valid commercial invoices to get your data
 - Only transmit the electronic invoices, not the entries.
- The ABI client rep will review these invoices
- Once approved, you must then transmit 5 local entries as if they were remote(RLF)
 - You will also prepare and transmit the electronic invoice
 - http://www.cbp.gov/xp/cgov/trade/trade_programs/remote_location_filing/application.xml
- After those entries and electronic invoices have been submitted, submit the application to CBP
- Once you are approved, we can enable you for the RLF defaults as well as the INVREQ default if you choose.

Once you're eligible and approved for RLF and AII, then you can begin [RLF Port Management](#)

RLF Setup

RLF Setup

RLF Default Settings

The RLF default settings can allow for your account to be setup to meet the desired needs of your company. Please review the following settings and submit a support request to have any/all of these activated on your SmartBorder account (please include the full default name in this support request):

RLF Defaults:

- *RLF_setentrydefaults* - RLF checkboxes will be marked - when turned on SB will automatically check off the RLF boxes in the entry. ** Turned on with initial SB setup**
- *Ent_PIRP_DefaultINVREQ* - Default INVREQ – If default is turned on the Invoice Request (INVREQ) will automatically default into the RLF entry for all entries except mode 30 or 31. The user will no longer have to mark this in each entry.
- *RLF_checkfields* – If the entry is RLF, the system will not allow you to save unless you have the Certify Release from Entry Summary checkbox checked.
- *Sbdefault RLF_EntryValidation* - This RLF validation can warn or stop the User if the bond type is not = to 8
- *Ent_PrintCF3461PerformReleaseDateCheck* - When switched on the system will look for both a paperless print and a release date for printing the release notification on the 3461. When off, the system looks just for a paperless print.

Invoice by Request

If you use the invoice by request feature, CBP will indicate when the electronic invoice is required. Also, a "docs required" or "census warning" requires an AII to be sent. If the default is set by support staff, then this INVREQ will auto-fill on your entries.

- To use the Invoice by Request feature, you must enter the Ruling information on each line



- For more information on this INVREQ feature, please view the information provided on the CBP website:

- http://www.cbp.gov/xp/cgov/trade/trade_programs/remote_location_filing/operational_notes/invoice_by_request.xml
 - SmartBorder Support staff can set your system to automatically flag your RLF entries for INVREQ
-
- For truck shipments, an electronic invoice must always be sent
 - Complete the entry like a normal RLF
 - Save as complete but do not transmit
 - Create your electronic invoice(s), and transmit
 - Then come back to your entry and transmit it

Setting up US Messages

On occasion, CBP will request an electronic invoice/AII via their US messaging system. Since these messages don't always come through at the time of the initial release/acceptance, we recommend that you setup an email notification for these messages.

- Go to the Broker Profile (Client #1001)
- Set up a contact with contact type "RLF" with the individuals email address
 - This can be setup with an group email address if you want multiple parties to receive these messages
 - You can set up as many as you want to receive the email alert.

Any "US" messages that come through from Customs will be forwarded to these addresses. These are usually AII requests, and other requests from Customs for more information on an RLF entry. These need to be responded to promptly.

RLF Port Management

Once you've satisfied each of the eligibility requirements for RLF, the first step in SmartBorder is to setup your ports for remote transmissions. This can be done by any SmartBorder user with administrative access.

How-To Video

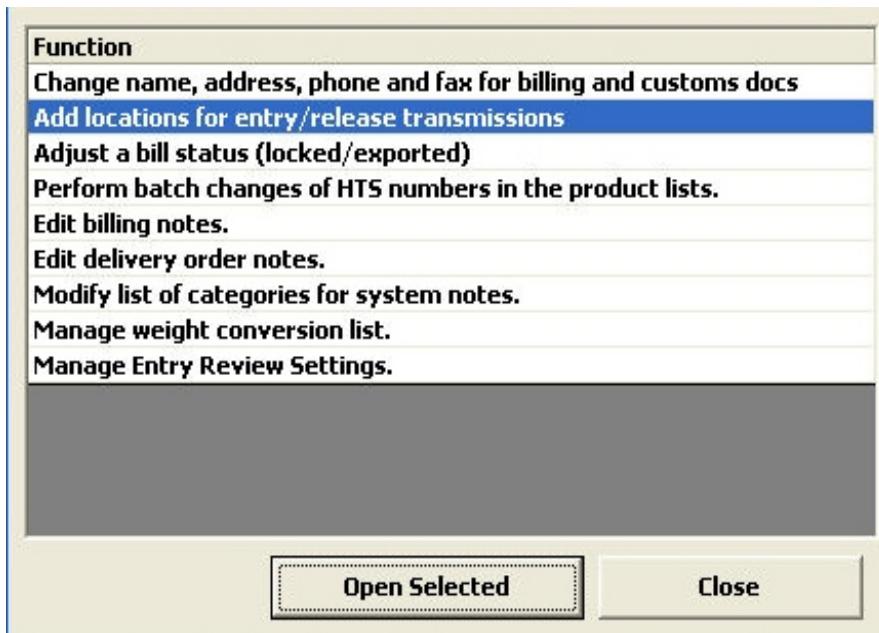
This video will walk you through the steps necessary to setup your remote ports in SmartBorder. These steps are also covered in the section below:

Adding an RLF port

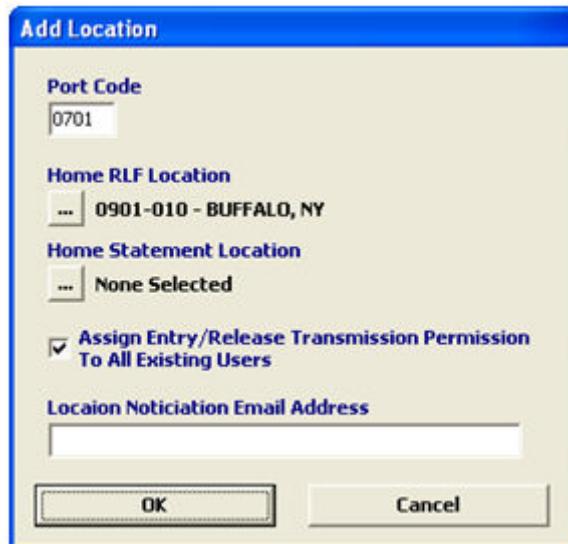
- Click the System Administration link on the SmartBorder Main Page:



- Choose Add locations for entry/release transmissions and click Open Selected



- Click Add to add a new port, or Set/Reset RLF to edit an existing port in your listing



- Enter the port code and the home port in the "Home RLF Location"

Then click OK to save this RLF port to your port listing. This is what your listing should look like when you have the RLF port setup correctly:

Location Management					
Location	Port Code	Controlling RLF Port	Controlling Statement Port	Branch Profile	
BUFFALO, NY	0901-010				Add
LEWISTON, NY	0901-020				Set/Reset RLF
NIAGARA FALLS, NY	0901-030				Set/Reset Statement Port
LOS ANGELES, CA	2704-010	BUFFALO, NY - 0901-010			Set/Reset Branch
HUNTINGTON BEACH, CA	2709-010				Flag For Branch
LONG BEACH, CA	2709-020				Set Notification Email Address
NEWPORT BAY, CA	2709-030				Set/Reset Office Code
SAN PEDRO, CA	2709-040				
CALUMET HARBOR, IL	3801-010				
DETROIT, MI	3801-020				
ECORSE, MI	3801-030				
RIVER ROUGE, MI	3801-040				
RIVerview, MI	3801-050				
TRENTON, MI	3801-060				
MANHATTAN, NY	2001-020				

*** Adding port codes here does NOT turn you on for transmission automatically.
You must call your ABI rep in order to be turned on with US Customs.

[Close](#)

- Now that you're all setup for Remote Location Filing, you can begin [Creating RLF Entries](#).

RLF Guide

Remote Entries

There are a few additional steps that you must complete when filing entries remotely in SmartBorder. These steps are required by Customs for RLF entries.

RLF How-To Video

Please begin by viewing the following video, which contains the complete steps for creating RLF entries

[RLF How-To Video](#)

Creating an RLF Entry

This section will cover the additional steps necessary to process a remote entry within the SmartBorder application. These are required by CBP when processing entries using RLF.

- Entry Type – Remote location filing is only permitted for entry type 01 or 11



- Certify Release from Entry Summary by checking the appropriate checkbox on the release/entry editor screen.

<input checked="" type="checkbox"/> Certify Release from ENTRY SUMMARY	<input type="checkbox"/> Do Not Send FDA, DOT Info w/Entry Summary	<input type="checkbox"/> Electronic Invoice (AII/EIP) Indicator (req'd for RLF)
<input type="checkbox"/> Live Entry	<input type="checkbox"/> Def. Tax Ind.	<input type="checkbox"/> ADD Bonded
<input type="checkbox"/> OGA Line Release	<input type="checkbox"/> ...	<input type="checkbox"/> Surety Code
		<input type="checkbox"/> CVD Bonded

- Check the Electronic Invoice Indicator checkbox to indicate that this entry will use the Automatic Invoice Interface for Electronic Invoice Processing.

<input checked="" type="checkbox"/> Certify Release from ENTRY SUMMARY	<input type="checkbox"/> Do Not Send FDA, DOT Info w/Entry Summary	<input checked="" type="checkbox"/> Electronic Invoice (AII/EIP) Indicator (req'd for RLF)
<input type="checkbox"/> Live Entry	<input type="checkbox"/> Def. Tax Ind.	<input type="checkbox"/> ADD Bonded
<input type="checkbox"/> OGA Line Release	<input type="checkbox"/> ...	<input type="checkbox"/> Surety Code
		<input type="checkbox"/> CVD Bonded

- Check the Summary Certification checkbox, which is located at the bottom of the release/entry editor screen.

Signature of Declarant, Title

TEST BROKERAGE INC, ATTY-IN-FACT

Summary Certification - check=electronic signature for paperless entry summary; required for AII and RLF

- You must enter the AII Verification information for each line on an entry. You also must enter the invoice by request ruling information to use the INVREQ feature.
- In the line item, click 'Add' in the AII Invoice Line #'s section
 - This will open the AII Invoice Line Screen

Supplier ID	Invoice #	Starting Line #	Ending Line #
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Add/Edit Invoice Line #'s

Supplier ID **Invoice #** **Starting Line #** **Ending Line #**

OK **Cancel**

- On this screen, enter the Supplier ID and Invoice number
 - Then enter the invoice line range that is covered by this entry/tariff line item
 - Ex. If this line item covers the first 5 lines of the invoice, report the following
 - Starting Line = 1
 - Ending Line = 5
 - This will ensure that when your AII is created, the proper number of invoice lines are reported.
- If your entry is complete, and your RLF data has been entered, you can save and transmit this entry as you normally would
 - Please see the [Completing a Transaction/Entry](#) guide for more information
- Once you begin to file entries remotely, it's time to begin the [AII/Electronic Invoice Guide](#)

AII/Electronic Invoice Guide (AII)

Automated Invoice Interface (All)

All/Electronic Invoice Guide

This section contains the complete instructions to preparing and transmitting your electronic invoices (through the Automated Invoice Interface).

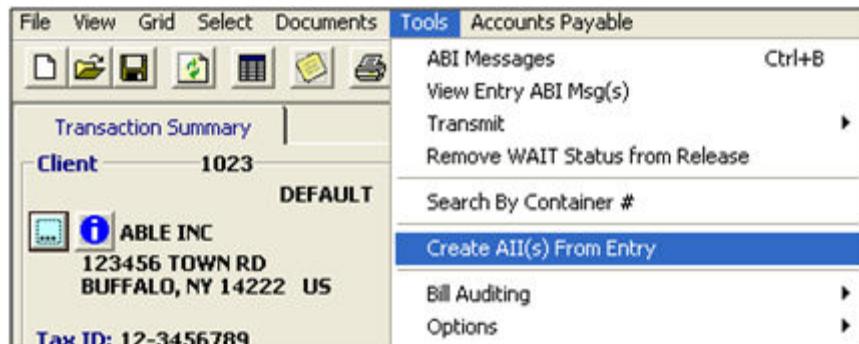
Automated Invoice Interface (All) is a system that allows filers to send electronic invoice information to CBP.

Creating an All from an Entry

To create a new All from scratch or to edit an existing All, please review the section of this guide on [Creating a New All/Opening an Existing All](#)

If you are creating an electronic invoice for an existing entry, you can use entry data to create an All automatically in SmartBorder. To utilize this feature, you must first enter the All line item information into your SmartBorder entry.

- Once you've completed your RLF entry, Click Tools, Create All(s) From Entry from the main SmartBorder Transaction screen



- Highlight the desired invoice, and click Create to open this invoice in the All module



This will create the electronic invoice (All) directly from the entry information entered in SmartBorder. Once created, you must complete any of the required information before saving your electronic invoice (All)

- Make sure that you complete the yellow (required) fields and any additional fields that may apply to your shipment

File Tools Validate All Version: 2.33.22

Header | **Terms** | Related Documents | Shipping Units | Allowances & Charges | Misc | **Summary** | Validation | ABI History |

Client: 1023 ABLEINC SB #: 13568804 Created On: Last Modified On:

ABLE INC
123456 TOWN RD
BUFFALO, NY 14222 US
Mfg ID: USABLINC1234BUF
Tax ID: 12-3456789

Invoice Information
Invoice # **00000001** Type **P** Invoice Date **July 08, 2008 (Tue)**
Currency of Value **CAD** Exchange Rate **0.973899** Fixed Rate

Parties

Party Type	Tax ID	Mfg ID	Name	City	State
UC	12-3456789		ABLE INC	BUFFALO	NY
IM	12-3456789		ABLE INC	BUFFALO	NY
SU		XMCHEARC830WIN	CHEMCREST ARCHITECTURAL PRODUCTS	WINNIPEG	MB

Add **Edit** **Del**

For each invoice you are required to disclose the importer, supplier and ultimate consignee. The buyer and seller must be added if they differ from the ultimate consignee and supplier. Invoicer must be added if they differ from the supplier.

Line Items

Line #	Description	Quantity	UOM	Amount
1	NEWSPAPERS,JOURNALS,PERIODICAL	1	PC	\$17,000.00

Add **Edit** **Del** **Copy**

OK

- Enter the mandatory Header Information (Client, Invoice number/type, date, currency, etc.)
 - Your invoice number and Manufacturer/Supplier ID must match the entry EXACTLY in order for your All to match up in the CBP system

All Parties

All of the main parties from your entry will fill in automatically if you're creating your All from the entry

- Next, we must Add in any additional parties associated with this invoice ([All Parties](#) screen)

Select Client From List

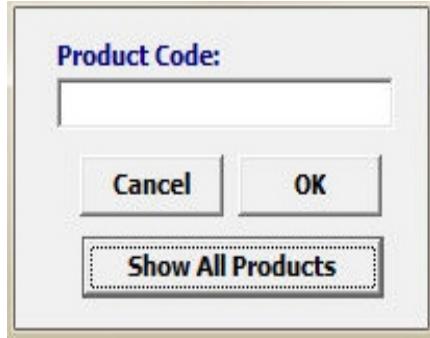
Name			Select Add As Type(s)
Tax ID	Mfg ID	<input type="checkbox"/> Exporter <input type="checkbox"/> Ultimate Consignee <input type="checkbox"/> Buyer <input type="checkbox"/> Buying Agent <input type="checkbox"/> Supplier <input type="checkbox"/> Seller <input type="checkbox"/> Selling Agent <input type="checkbox"/> Invoicer <input type="checkbox"/> Importer (of Record) <input type="checkbox"/> Manufacturer <input type="checkbox"/> Customs Broker	
Address			
City		State/Province	
Zipcode	Country		
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>	

- You can Select Client from List or enter the party data manually.
 - Be sure to select the "Type" for this party, as this is required

All Line Items

Your line item data will also fill in from your entry, but you can also add in any additional line item data using the following procedure:

- You also must Add in the line items on the main Header Tab ([All Line Items](#) screen)



- Enter the product code, or choose Show All Products to select from the product listing
 - You can click Cancel to go forward without using the product list

A dialog box for entering tariff information. It includes fields for "Tariff #" (with an ellipsis button), "Special Program Indicators" (Country, Primary, Secondary checkboxes), and three sections for "Quantity 1" and "UOM". A note at the bottom states: "The first tariff number is the only tariff number transmitted for this line on the AII. Any subsequent tariff numbers are for AII to entry attachment only." At the bottom are "OK" and "Cancel" buttons.

- Enter the required data for each line item
 - Tariff number can be entered, or click the ellipsis to choose from the Tariff Picker
 - You also must enter any quantities and UOMs. If the UOM is blank or X, it means there was no reporting quantities for the tariff number. In this case, you would enter the quantity and UOM that was on the invoice.

The screenshot shows a software interface for entering invoice line item information. At the top, there are tabs: Main, Misc, Parties, Packaging Units, Terms, and Allowances/Charges. The Main tab is selected.

Invoice Line #: A field containing the number "3". To its right is a button labeled "Select from Product List".

Pricing: A section with a table header "Unit Price" and "Unit Price Qty / UOM". Below it is a formula: "per" [] "..." [] "X" [] "=" [].

Example: An item is priced at \$575.00 per 100 dozen, and there are 1250 dozen items. The Unit Price is \$575.00, the Unit Price Quantity is 100, the Unit Price UOM is DOZ, the # Pricing Units is 12.5, and the Line Item Amount would calculate to (\$575.00 X 12.5 = \$7187.50).

Tariff #s: A table with columns: Tariff #, Qty 1, UOM 1, Qty 2, UOM 2, Qty 3, UOM 3, and Special Programs. One row is visible: 3901.20.1000, 10000, KG. To the right are buttons for Add, Edit, and Del.

Commercial Description: A table with a single row: Description POLYETHYLENE,GRV>.94,VIS >1.44. To the right are buttons for Add, Edit, and Del.

At the bottom are two buttons: OK and Cancel.

- On the main All line item screen, you must enter the required invoice Pricing information
- In the Tariff #s section, you must enter a quantity
 - This will fill from the entry if there was a HTS reporting quantity
 - If there is no quantity, you must enter one for your All/invoice. If the UOM is blank or X, it means there was no reporting quantities for the tariff number. In this case, you would enter the quantity and UOM that was on the invoice.
- You will also enter the required Commercial Description on the line item
 - Verify that this is the actual commercial description from the invoice, rather than the HTS description which is not valid for your electronic invoice.
- In addition to this, you may need to enter any line level information on the additional tabs for information that is noted on the invoice specific to this Line (invoice level information is entered on a separate area)
 - Ex. Line level deductions/additions are entered on the Allowances/Charges tab

Terms Tab

The payment and invoice terms must be entered on the Terms tab

Header **Terms** | **Related Documents** | **Shipping Units** | **Allowances & Charges** | **Misc** | **Summary** | **Validation** | **ABI History**

Payment Terms

Term Type
 ...

Description

Delivery Terms

Term Type **Qualifier**

Location Code Type **Location Code**

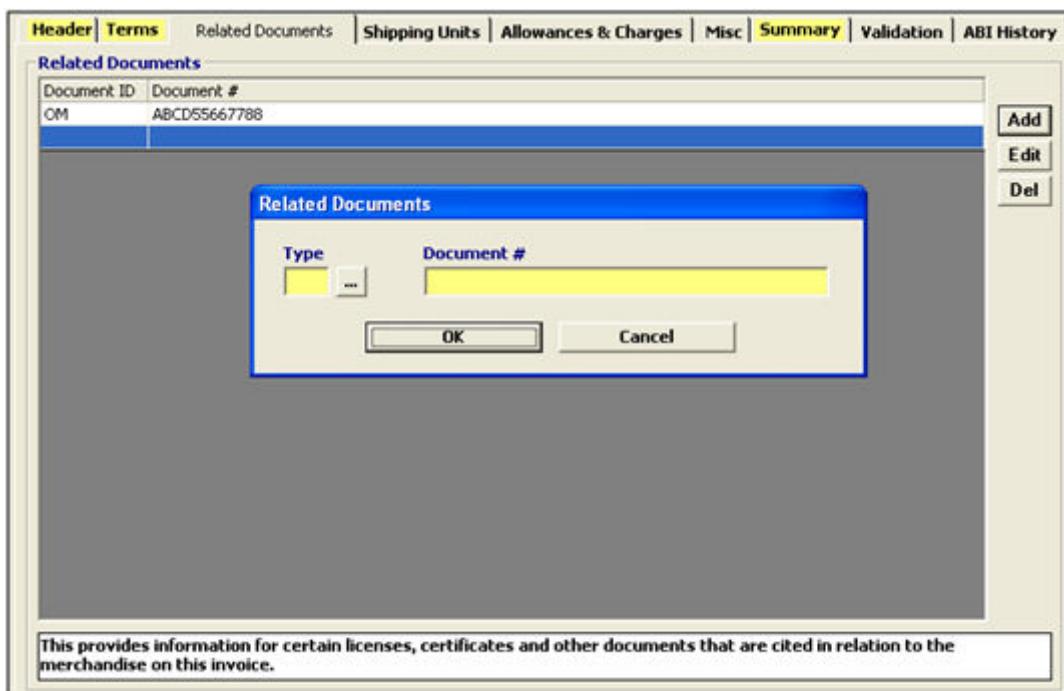
----- OR -----

Location Description

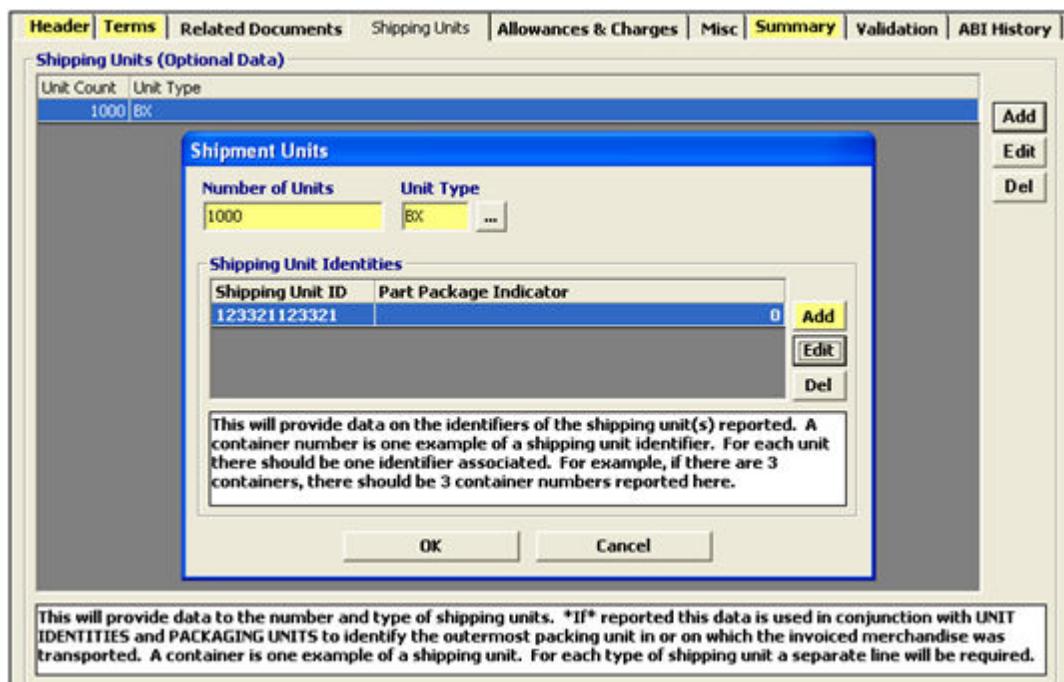
This will provide information for the terms of delivery for the products on this invoice. The location code OR the location description will be required. If any line items differ from this information, you can enter that information on the Terms tab on the line item edit screen.

- You must enter the required Payment Terms data, beginning with selecting a Term Type and a narrative description of the terms of payment on an invoice
- You must also select/enter the Delivery Terms, including Term Type, Qualifier, and the location information (either codes or description)

Related Documents/Shipping Units



- Enter any required additional documents on this Related Documents tab
 - Choose/enter the document type and the associated document number



- Shipping Units is conditional data input in All. To avoid possible rejects, you should refrain from using this section unless you are specifically required by CBP to do so.

Allowances & Charges Tab

Allowances and charges (additions & deductions) may be auto-added to your All from your entry (if you're creating the All from the entry). Users can also manually enter this data if necessary on the Allowances & Charges tab.

Codes D and N refer to amounts that are not invoiced allowances or charges but are costs or values that must be added or subtracted to the invoice amount to arrive at the dutiable value. For example, when terms of sale are CIF or CAF, both international freight and insurance would be type N. Packaging would be an example of type D.

In reporting charges, Ocean/Freight, Insurance etc. should not be put together, report each one separately.

Allowance/Charge Type	Allowance/Charge Amount	Allowance/Charge #	
S ...	\$ 350.00		
Currency of Value	Exchange Rate		
CAD ...	0.978474	<input type="checkbox"/> Fixed Exchange Rate	
Rate	Quantity	UOM	Allowance/Charge Qty
per			
Allowance/Charge %			
Description			
FREIGHT CHARGES			
OK		Cancel	

- In the deduction screen within the All, if you are trying to determine a dutiable value you would use the D or N.
- For more information on this screen, please see the [Allowances & Charges Tab](#) section of this manual
- Below is a paragraph from the CATAIR that may help explain this further:
 - Valid Allowance/Charge Indicator Codes are:

Code	Description
A	Dutiable Allowance
C	Dutiable Charge
D	Dutiable CBP Adjustment
N	Nondutiable CBP Adjustment
R	Nondutiable Allowance
S	Nondutiable Charge

- Allowances allow for reductions in the entered value for items such as damaged or defective goods; charges are costs charged to the buyer by the seller such as testing, quota, financing, foreign inland freight, and assembly.
- Codes D and N refer to amounts that are not invoiced allowances or charges but are costs or values that must be applied against the invoice price to arrive at a dutiable value. For example, an uninvoiced

assist would be reported as D, while on a CIF (cost, insurance and freight) shipment, both international freight and insurance would be N.

- In order for the deductions and the additions to match the entry summary you have to use the Dutiable and Non Dutiable Customs Adjustments type (D or N). By using these types you will ensure that the values in the All will match what was transmitted in the entry summary.
- Here is an example for a CIF shipment:
 - Total invoice value of the goods is \$100,000.00
 - The ocean freight cost is \$2500.00
 - The Insurance cost is \$500.00
 - When preparing the entry you would show the \$100,000.00 value as the total invoice value. Enter your line item values as usual from the invoice. On the header in the All in the allowances and charges tab you would select the applicable letter (in this case N and enter the value of the insurance and freight and report each value separately) so you would add a line for the \$2500.00 freight and show letter N and then add a second line for the insurance \$500.00 and show letter N. SB will then deduct this total amount from the total invoice value leaving you with an entered value of \$97,000.00 This is the dutiable value of the shipment. You will also see this reflected in the summary tab, it will show you the total invoice amount as well as the total amount subject to US duty.

Misc/Summary Tabs

- If necessary/desired, users can enter additional (optional) information on the Misc Tab in the All module (ex Contact information, Carrier Info, etc.):

- The Summary tab is used to display the important figures/data associated with this All invoice. Please use this screen to verify your values, amounts, etc.

Total Value Subject to Non-U.S. TAX	Total Amount of Invoice Lines	TOTAL INVOICE VALUE
\$ 16,556.28	\$ 16,898.75	

Total NON-U.S. TAX Amount	Total Additional Invoice Amount
\$ 342.47	\$ 342.4659

Total Value Subject to DISCOUNT	Total Amount Subject to U.S. DUTY
\$ 16,556.28	\$ 0.0000

Prepayment Total Amount	
	\$ 0.0000

Declaration Statement of Importer or Authorized Agent:

In the case of merchandise purchased or agreed to be purchased, I declare that the prices set forth herein accurately reflect the prices set forth in the commercial invoice, and that such prices are true. In the case of merchandise secured otherwise than by purchase agreement to purchase, I declare that the price or value statements in this filing accurately reflect the prices and values set forth in the invoice and are true to the best of my knowledge and belief. In addition, I declare that all other statements within this electronic invoice transmission accurately reflect all other statements set forth in the commercial invoice and are true and correct. Finally, I will immediately provide to the appropriate Customs officer any invoice, paper, letter, document or information maintained in any media showing that any such prices prices or statements are not true or correct.

I Acknowledge this Declaration

Name of Declarant: [Redacted] Title of Declarant: [Redacted] Declaration Date: July 08, 2008 (Tue)

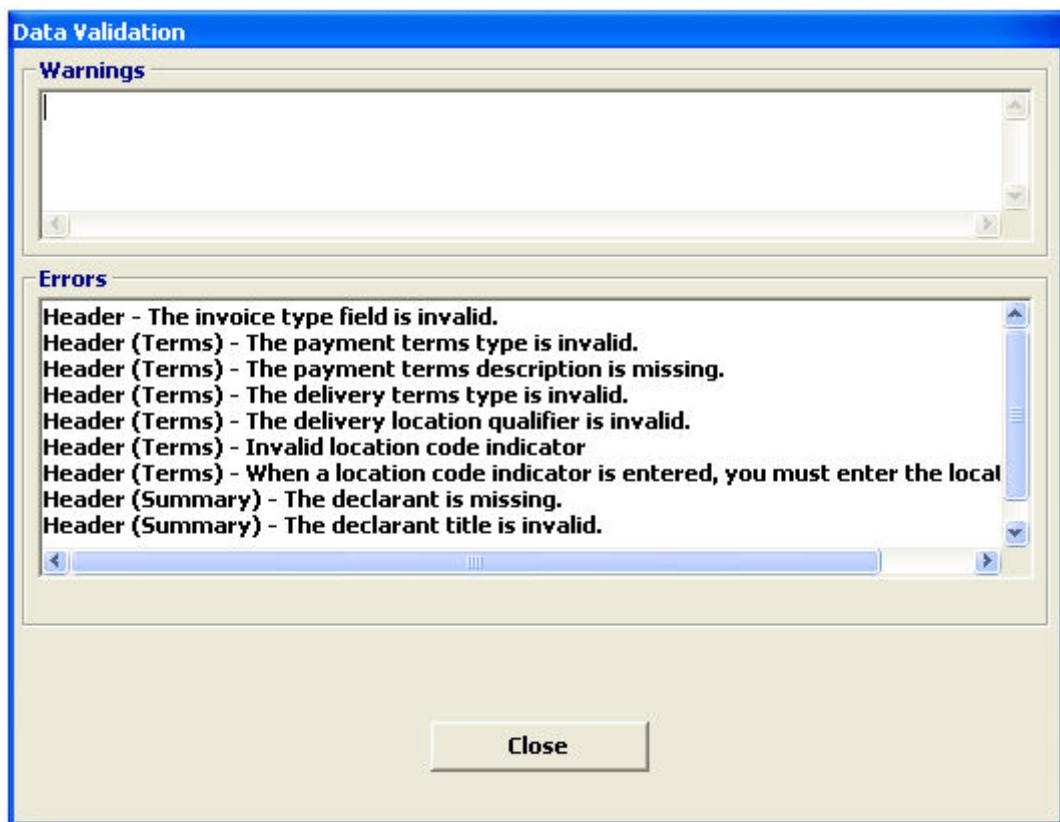
Validation Tab

Once you've completed your All in SmartBorder, you can check your data on the [Validation tab](#).

- Click the Validation tab to validate the data in your All

Results of Validation		
E/W	Location	Description
E	Header	The invoice type field is invalid.
E	Header (Terms)	The payment terms type is invalid.
E	Header (Terms)	The payment terms description is missing.
E	Header (Terms)	The delivery terms type is invalid.
E	Header (Terms)	The delivery location qualifier is invalid.
E	Header (Terms)	Invalid location code indicator
E	Header (Terms)	When a location code indicator is entered, you must enter the location code.
E	Header (Summary)	The declarant is missing.
E	Header (Summary)	The declarant title is invalid.

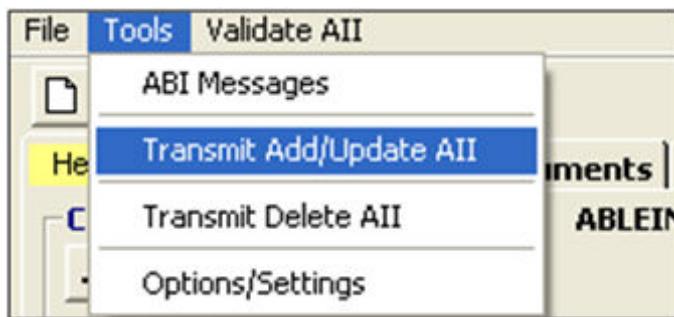
- Click the Validation menu to validate the data in your All in a separate window



- Correct any invalid data before moving on to Completing an AII

Completing an AII

- Click Tools, Transmit Add/Update AII to transmit your AII data to Customs.



- Then click on the ABI History tab to view your ABI response from CBP.

Header	Terms	Related Documents	Shipping Units	Allowances & Charges	Misc	Summary	Validation	ABI History
ABI History								
Created On	Msg Type	Title		Summary				
9/16/2004 1:53:33 PM	TRANSMIT	Transmitted AII Data		TRANSMISSION TO CUSTOMS SUCCESSFUL				
9/16/2004 1:53:50 PM	RECEIVED	Returned AII Results		MSG: ERROR-FREE INVOICE ACKNOWLEDGED				

- To view the complete ABI message from CBP, you must first highlight the desired message.

Header	Terms	Related Documents	Shipping Units	Allowances & Charges	Misc	Summary	Validation	ABI History
ABI History								
Created On	Msg Type	Title		Summary				
10/15/2005 3:40:23 PM	TRANSMIT	Transmitted AII Data		TRANSMISSION TO CUSTOMS SUCCESSFUL				
10/15/2005 3:40:40 PM	RECEIVED	Returned AII Results		MSG: TRANSACTION DATA REJECTED				
10/15/2005 4:03:12 PM	TRANSMIT	Transmitted AII Data		TRANSMISSION TO CUSTOMS SUCCESSFUL				
10/15/2005 4:03:21 PM	RECEIVED	Returned AII Results		MSG: TRANSACTION DATA REJECTED				

- Click View Selected ABI Message to view the message. Click Refresh to update the history.



- Your release messages will not appear in the All message viewer
- In the associated entry:

- Click Tools, View ABI messages or click on the  button to check ABI messages that come back from CBP.

All Basics

- To access the SmartBorder All Module click the Electronic Invoice (All) link on the SmartBorder Main Page:

The screenshot shows the SmartBorder All Module interface. On the left is a vertical navigation menu with the following sections and links:

- Transactions**
 - Electronic Invoice (All)** (highlighted in red)
 - Client Profiles
 - ABI Module
- Reports**
 - ADHOC Reports
- Other Modules**
 - In-Bond (OF-7512)
 - Reconciliation
 - Manifest (AMS)
 - Export (AES/SED)
 - Protest
 - FDA Prior Notice
- Tools**
 - Billing Tools
 - Change Password
 - Management
 - System Administration
- Reference**
 - Tariff Picker
 - Query Cargo Manifest
 - FDA Product Codes
 - User Manual
- General Information**
 - Form CBP-7501
 - System Requirements

The main content area features a "Top Stories" section with three news items:

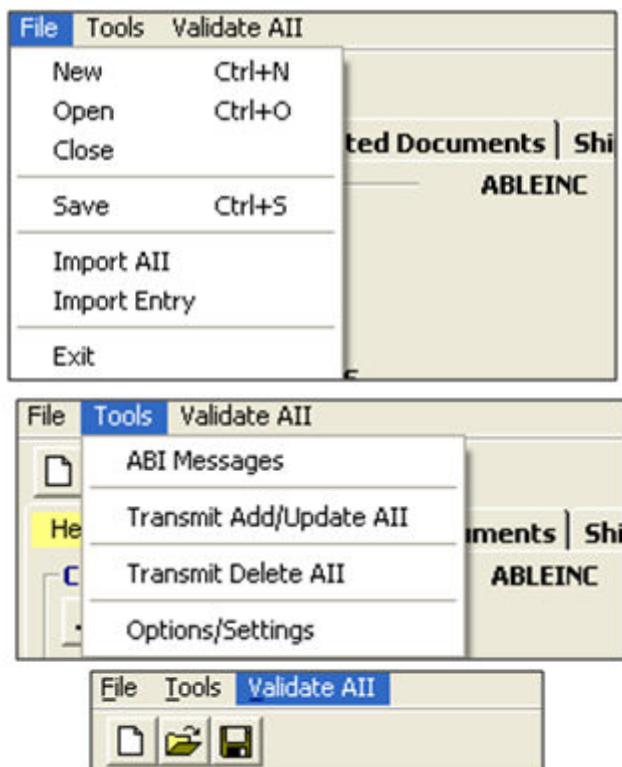
- SmartBorder on Facebook and Twitter
7/9/2009 1:04:50 PM
- Check out SmartBorder on Facebook and Twitter for SmartBorder and Industry updates
- SmartBorder Gains ACE Entry Summary Certification
6/8/2009 2:25:53 PM

Below the stories is an "Admin Messages" section with a list of messages:

- 08/14/09 Update on Air In-Bond Functionality 09-000289
- 08/14/09 Harmonized Tariff Information on ITC Web Site 09-000288
- 08/14/09 Another delay of Trade Action in Beef HormonesDisp 09-000287
- 08/12/09 Reminder of Fatal ISF Edit Modifications 09-000286
- 08/07/09 Import Alert listings on FDA Internet Site 09-000284
- 08/07/09 ACS Specialist 09-000283
- 08/04/09 ACE Portal Reports Dictionary 09-000282
- 08/04/09 ACE Portal Reports Dictionary 09-000281
- 08/03/09 Phone @CBP Cargo Facility SFIA been restored 09-000280
- 07/31/09 Phone outage @CBP Cargo Facility SFIA 09-000279
- 07/30/09 Dynamic VPH [Internet] Trade Participants:Commun 09-000278
- 07/29/09 UPDATE for ACE Reports issue referenced in CSM509- 09-000277
- 07/28/09 Attention All ACE Report Users 09-000276
- 07/27/09 CBP Publishes "10+2" Mitigation Guidelines 09-000275
- 07/27/09 Updated Running ACE Reports User Guide for Trucks 09-000274

On the right side, there are two panels: "Filer Code: 000" and "Login: SUser". Below these is a "Related Links" panel containing a long list of links to various government websites and resources.

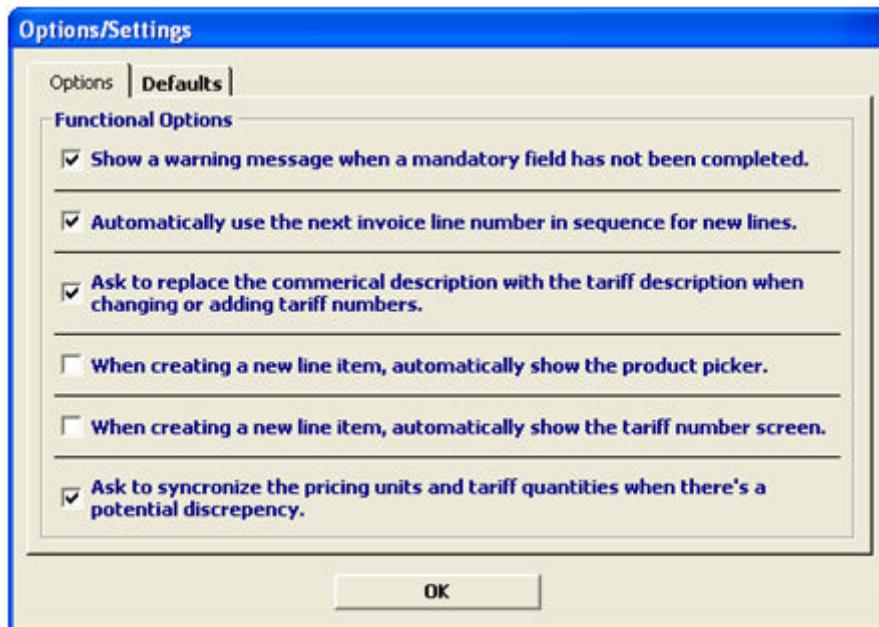
All Module Menu Options



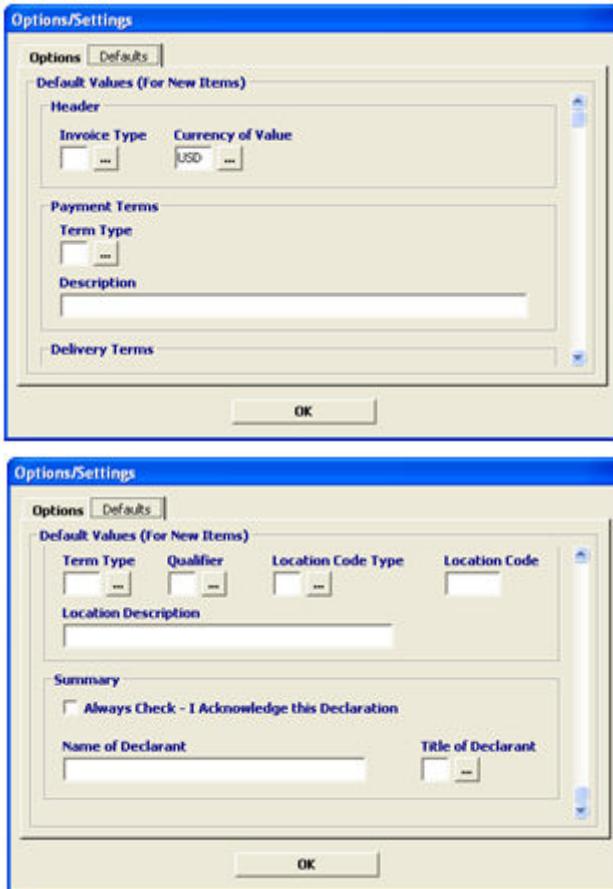
Menu Option	Description
File - New	Create a new AII transaction.
File - Open	Open a saved AII transaction. You can open the transaction by invoice number or SB number, or you can search the grid for the desired transaction.
File - Close	Close the current AII. This will open the AII grid/quick open screen so that you can open another AII.
File - Save	Save the current AII transaction.
File - Import All	Import data from a previously completed AII transaction. This will open the grid, where you can search for and select the desired AII.
File - Import Entry	Import data from a previously completed entry in SmartBorder. This will allow you to perform the "r;Create AII from Entry" function from within the AII module.
File - Exit	Close the current AII transaction, and exit the AII module.
Tools - ABI Messages	Open the main ABI message browser, where you can search/view ABI messages associated with all transactions.
Tools - Transmit Add/Update AII	Transmit the current AII transaction to customs.
Tools - Transmit Delete AII	Transmit a Delete transmission for the current AII transaction. This will delete the AII from Customs.
Tools - Options/Settings	Open the Options/Settings screen, where you can activate options and settings. You can also enter AII defaults on this screen, which will be automatically entered on each new AII.
Validate All	Open the validation screen, and validate that your AII is free of errors, prior to transmitting your AII data. These validations also run automatically upon saving.

All Options/Settings

- Check the box to activate any desired functional options in the Options tab



- Click the Defaults tab to set values that will default on every new All that you create



******NEW GLOBAL / USER DEFAULT OPTIONS : (Please submit a support ticket to activate the below settings)**

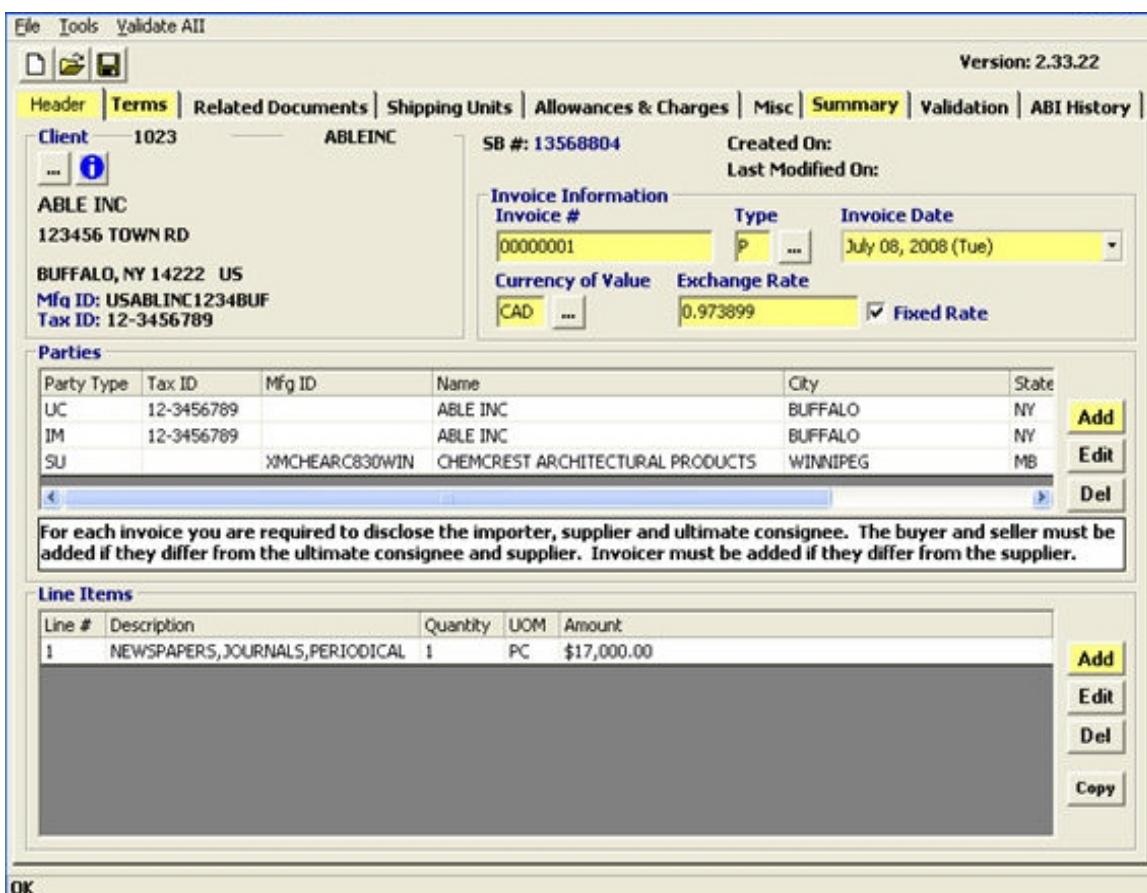
1. **Global Defaults** - When SB_All_V2b.Options.UseSBDefaults is set to 0, all users will have the same global All settings. These will initially be set to the same values as the current SB defaults. Then these can be edited on the All Tools/Options/Defaults screen. If these are edited by a user, these changes will be global for all users within that company.
2. **User Defaults** - When SB_All_V2b.Options.UseSBDefaults is set to 1, the users will have the options to change these settings for their own unique default values. The All Tools/Options screen will still hold the global defaults, and when a user makes changes to this they will only affect their own default settings. Before you have us switch this default on, please have someone check the defaults that are currently set under the Tools/Options/Defaults menu, as this will be what all users will start with for their defaults.

- Now that you're familiar with the basics of the All module, you're ready to begin [Creating an Electronic Invoice](#).

All Main Screen

All Main Screen

- When you click File, New or click the  button to create a new (blank) invoice



The screenshot shows the All Main Screen software interface. At the top, there's a menu bar with File, Tools, Validate All, and a version number of 2.33.22. Below the menu is a toolbar with icons for Open, Save, Print, and so on. The main window has several tabs: Header (selected), Terms, Related Documents, Shipping Units, Allowances & Charges, Misc, Summary, Validation, and ABI History. The Header tab displays client information (Client: 1023, ABLEINC), a Sales Order Number (SB #: 13568804), and creation details (Created On: July 08, 2008 (Tue)). It also shows invoice information (Invoice # 00000001, Type P, Date July 08, 2008), currency (CAD), exchange rate (0.973899), and a fixed rate checkbox. The Parties section lists three entries: UC (ABLE INC, NY), IM (ABLE INC, NY), and SU (CHEMCREST ARCHITECTURAL PRODUCTS, MB). Below this is a note about disclosing importer, supplier, and ultimate consignee. The Line Items section shows one item: NEWSPAPERS, JOURNALS, PERIODICAL (Quantity 1, UOM PC, Amount \$17,000.00). There are buttons for Add, Edit, Del, and Copy on the right side of the line items table.

- Begin by entering the data on the [Header Tab](#).
- Once you've completed your All data, move on to Completing an All.

Header Tab**Header Tab**

File Tools Validate All

Version: 2.805.0

Header | Terms | Related Documents | Shipping Units | Allowances & Charges | Misc | **Summary** | Validation | ABI History

Client 1023 1234567890 SB #: 13568804 Created On: 7/8/2008 11:44:20 AM
[Information icon] Last Modified On: 7/8/2008 11:44:20 AM

ABLE INC
 123456 TOWN RD
 BUFFALO, NY 14222 US
 Mfg ID: USABLINC1234BUF
 Tax ID: 12-3456789

Invoice Information
Invoice # 00000001 **Type** P **Invoice Date** July 08, 2008 (Tue)
Currency of Value CAD **Exchange Rate** 0.973899 Fixed Rate

Parties

Party Type	Tax ID	Mfg ID	Name	City	State
UC	12-3456789		ABLE INC	BUFFALO	NY
IM	12-3456789		ABLE INC	BUFFALO	NY
SU		XMCHEARC830WIN	CHEMCREST ARCHITECTURAL PRODUCTS	WINNIPEG	MB

Add **Edit** **Del**

For each invoice you are required to disclose the importer, supplier and ultimate consignee. The buyer and seller must be added if they differ from the ultimate consignee and supplier. Invoicer must be added if they differ from the supplier.

Line Items

Line #	Description	Quantity	UOM	Amount
1	NEWSPAPERS,JOURNALS,PERIODICAL	1000	PC	\$17,000.00

Add **Edit** **Del** **Copy**

OK

Field/Button	Status	Description
Client	Mandatory	Choose the customer for this transaction. Click the ellipsis and choose the client from the pick-list. You can view the client's profile by clicking the information button, after choosing the client.
Invoice #	Mandatory	Enter the invoice number for the invoice being transmitted electronically. The only valid characters for this number are alpha, numeric, and dash (-)
Invoice Type	Mandatory	Enter the code representing the invoice type, or choose from the pick-list by clicking the ellipsis.
Invoice Date	Mandatory	Enter the date of the invoice, or click the drop-down to select from the calendar.
Currency/Exchange Rate	Mandatory	Enter the currency of value for this All transaction, or choose from the pick-list by clicking the ellipsis. The exchange rate will auto-fill from the

		currency, but you can manually update this value if desired. Check the Fixed Rate box to lock in the entered exchange rate.
Add	Button	Click to add a new party or line item to this All. This will open a new item in the appropriate screen.
Edit	Button	Click to edit the party or line item. This will open the selected item in the appropriate screen.
Del	Button	Click to delete the selected party or line item.
Copy	Button	Click to copy the data from the selected line to a new line item.

- Add/Edit a party using the [All Parties](#) screen
- Add/Edit All line items using the [All Line Items](#) screen
- After completing the Header Tab, move on to the [Terms Tab](#).

All Parties

- You must have at least one Supplier(SU), Ultimate Consignee(UC), and Importer(IM)

Parties

Select Client From List	Party Type ... IMPORTER
Name ABLE INC	
Tax ID 12-3456789	Mfg ID
Address 123456 TOWN RD	
City BUFFALO	State/Province NY
Zipcode 14222	Country US ...
OK Cancel	

Field/Button	Status	Description
Select Client From List	Button	Select the party from the pick-list. The information will be pulled from the party's profile.
Party Type	Mandatory	Click the ellipsis to choose the party type from the pick-list. If you are creating a new party, select all checkboxes that apply to this party and the system will create a separate record for each type.
Name	Mandatory	Enter the name of the invoice party being reported in this party record.
Tax ID	Conditional	Enter the tax ID for this party. This is required for Importer and Ultimate Consignee party types.
Manufacturer ID	Conditional	Enter the MID for this party. This is required for Supplier, Manufacturer, and Invoicer party types.
Address/City/State/Zip	Conditional	Enter the street address, city, state, and zip code for the invoice party being reported in this party record.
Country	Mandatory	Enter the ISO code for the country of the invoice party being reported in this party record.
OK/Cancel	Buttons	OK will save the party. Cancel will cancel and go back to the main All screen without saving.

All Line Items

All Line Items

Main Tab

Invoice Line

Validate

Main | Misc | Parties | Packaging Units | Terms | Allowances/Charges |

Invoice Line #

1

Pricing

Unit Price	Unit Price Qty / UOM	# Pricing Units	Amount
\$ 17.00	per 1 PC ... X 1,000.	=	\$ 17,000.00

Example: An item is priced at \$575.00 per 100 dozen, and there are 1250 dozen items. The Unit Price is \$575.00, the Unit Price Quantity is 100, the Unit Price UOM is DOZ, the # Pricing Units is 12.5, and the Line Item Amount would calculate to (\$575.00 X 12.5 = \$7187.50).

Tariff #'s

Tariff #	Qty 1	UOM 1	Qty 2	UOM 2	Qty 3	UOM 3	Special Programs
4902.10.0000	10000	KG	0		0		

Add | Edit | Del

Commercial Description

Description

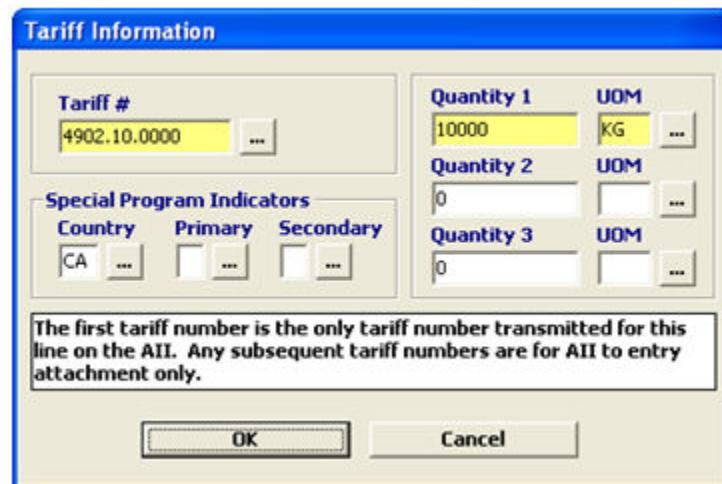
NEWSPAPERS,JOURNALS,PERIODICAL

Add | Edit | Del

OK | Cancel

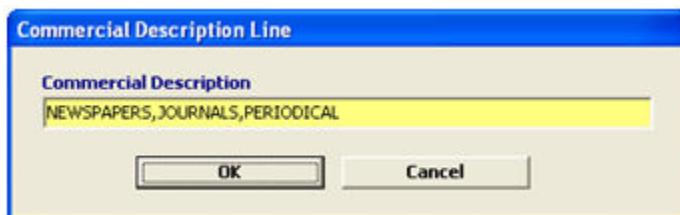
Field/Button	Status	Description
Invoice Line #	Mandatory	Enter the sequential number that is assigned to each invoice line item.
Select from Product List	Button	Select the product from the product list. The information will then be pulled from the product list in the party's profile.
Pricing	Mandatory	Enter the pricing information on which the invoice line total price is calculated.
Add	Button	Click to add a new tariff number or commercial description. This will open a new item in the appropriate screen.
Edit	Button	Click to edit the tariff number or commercial description. This will open the selected item in the appropriate screen.
Del	Button	Click to delete the tariff number or commercial description.
OK/Cancel	Buttons	OK will save the invoice line. Cancel will cancel and go back to the main All screen without saving.

Tariff Information Screen



Field/Button	Status	Description
Tariff #	Mandatory	Enter the HTS classification number for this line item, or click the ellipsis to open the tariff picker.
Quantities	Mandatory	Enter the amount associated with the primary/secondary/etc. statistical reporting unit(s) for the invoiced line item. Actual quantity is required, even if the HTS has no required reporting quantity/UOM. If the system doesn't specify the UOM, input the actual invoice quantity/UOM.
UOMs	Mandatory	Enter the code representing the unit of measure associated with the entered quantities, or choose from the pick-list by clicking the ellipsis. This UOM must be reported, and this cannot be left blank or as x, even if the HTS has no required reporting quantity/UOM. If the system doesn't specify the UOM, input the actual invoice quantity/UOM.
SPI Country	Optional	Enter the ISO code for the country if a special program indicator applies.
SPI Primary	Optional	Enter the Primary special program indicator code representing the program which allows special tariff treatment, or choose from the pick-list by clicking the ellipsis.
SPI Secondary	Optional	Enter the Secondary SPI, or choose from the pick-list by clicking the ellipsis.
OK/Cancel	Buttons	OK will save the tariff information. Cancel will cancel and go back to the line item screen without saving.

Commercial Description Screen



Field/Button	Status	Description
Commercial Description	Mandatory	Enter a narrative description of the commercial product as stated on the invoice and any other pertinent document. This description must be in

	English and general tariff descriptions are not acceptable.
--	---

Misc Tabs

Main | Misc | Parties | Packaging Units | Terms | Allowances/Charges |

Part #s, Catalog #s, etc.

Article # - A **Article # - B**

Dispatched Quantities (Only use if different from quantity invoiced)

Quantity Dispatched **UOM**
0 ...

Indicator **Description**
... ...

Active Ingredient
% Active Ingredient
Enter in decimal format (2.345% = 0.02345). If not zero, the Item Amount will be calculated as the Unit Price x # Pricing Units X % Active Ingredient. This field is used primarily with chemical products whose price is affected by the % Active Ingredient.
0

ID Numbers

Type (1)	ID # (1)	Type (2)	ID # (2)

Add
Edit
Del

This information identifies relevant serial numbers, registration numbers, or any similar reference number pertaining to the merchandise on this line.

Field/Button	Status	Description
Part #s, Catalog #s, etc.	Conditional	Enter the identification number(s) or code(s) assigned by a supplier or buyer to similar or identical articles or products.
Dispatched Quantities/UOM	Conditional	Enter the quantity and UOM for the actual quantity shipped by the exporter. This is used when the shipped quantity differs from the invoiced quantity.
Indicator	Conditional	Enter the code representing the reason for the difference in the shipped and invoiced quantities, or choose from the pick-list by clicking the ellipsis.
Description	Conditional	Enter a narrative message that explains the reason for the difference in the shipped and invoiced quantities.
% Active Ingredient	Conditional	Enter the percentage of a specified material in a total product. This percentage is often cited for certain chemical products.
Add	Button	Click to add a new ID number. This will open a new item in the ID numbers screen. This is where you would enter serial #s, VINs, etc.
Edit	Button	Click to edit the ID number. This will open the selected item in the ID numbers screen.
Del	Button	Click to delete the ID number.

- Enter any line specific Parties, Packaging Units, Terms, and Allowances/Charges. These can be entered for the complete invoice on the main All screen.

Terms Tab

Header **Terms** | **Related Documents** | **Shipping Units** | **Allowances & Charges** | **Misc** | **Summary** | **Validation** | **ABI History**

Payment Terms

Term Type
 ...

Description

Delivery Terms

Term Type **Qualifier**

Location Code Type **Location Code**

----- OR -----

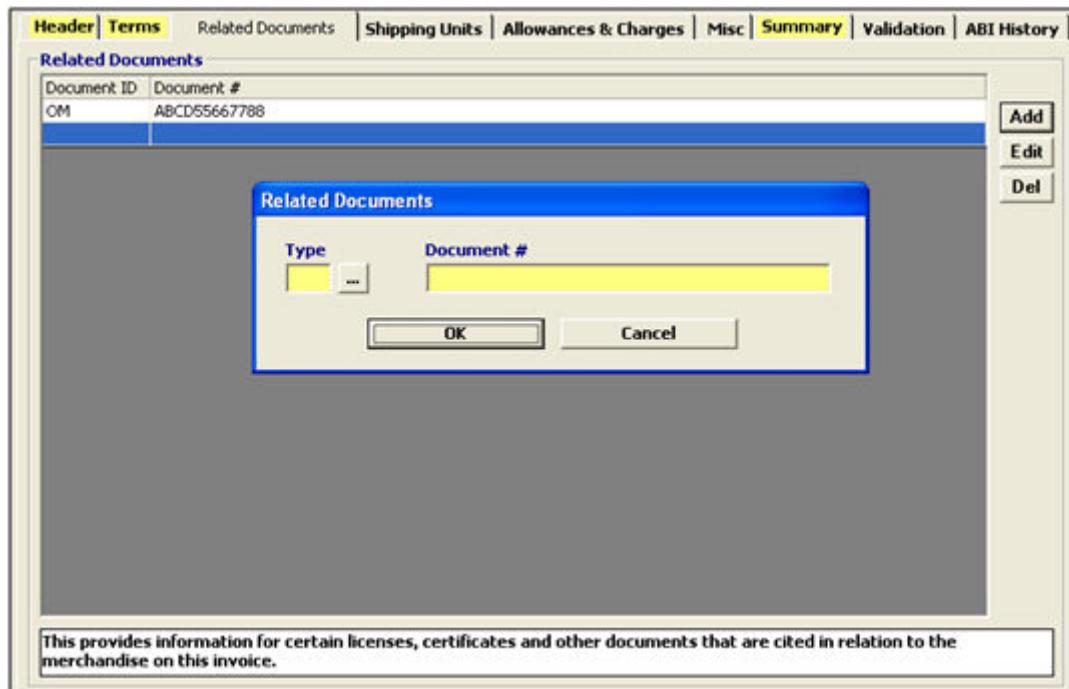
Location Description

This will provide information for the terms of delivery for the products on this invoice. The location code OR the location description will be required. If any line items differ from this information, you can enter that information on the Terms tab on the line item edit screen.

Field/Button	Status	Description
Payment Term Type	Mandatory	Enter the code representing the type of payment terms, or choose from the pick-list by clicking the ellipsis.
Description	Mandatory	Enter a narrative message describing the terms of payment of an invoice.
Delivery Term Type	Mandatory	Enter the code representing the terms of delivery for the merchandise on the invoice, or choose from the pick-list by clicking the ellipsis.
Qualifier	Mandatory	Enter the code indicating the type of location referenced by the terms of delivery, or choose from the pick-list by clicking the ellipsis.
Location Code Type	Conditional	Enter the code indicating the document used to determine the location code, or choose from the pick-list by clicking the ellipsis.
Location Code	Conditional	Enter the code obtained from the location code type, which identifies the location cited in the terms of delivery, or choose from the pick-list by clicking the ellipsis.
Location Description	Conditional	Enter a narrative description identifying the terms of delivery location when the location cannot be entered using the location code/type.

- After completing the Terms Tab, move on to the [Related Documents Tab](#).

Related Documents Tab

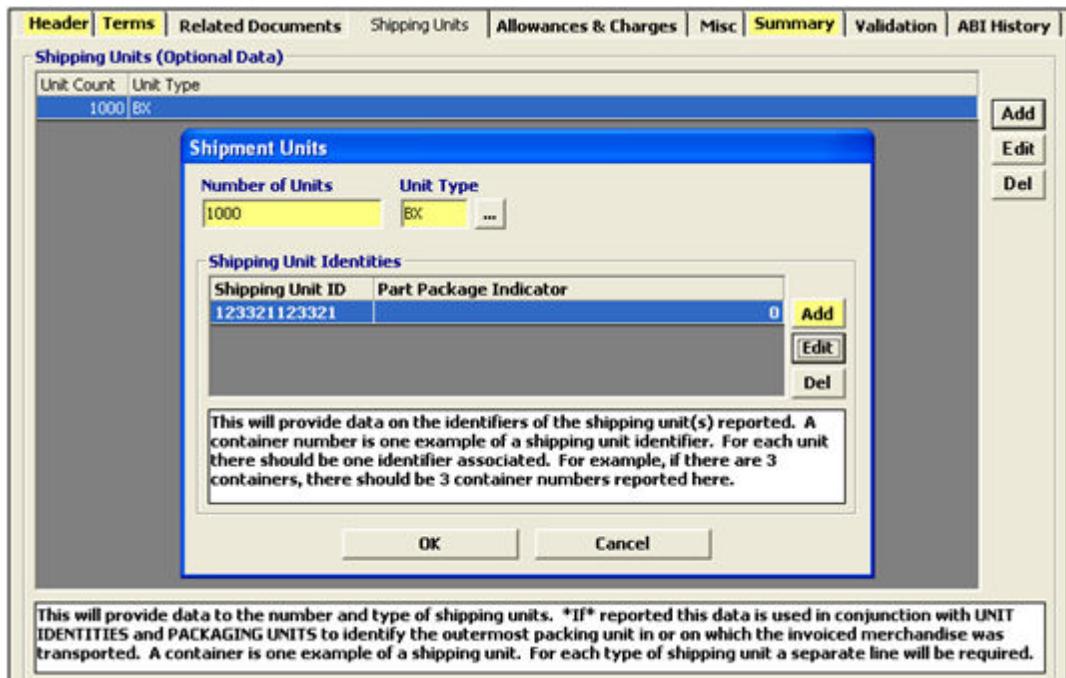


Field/Button	Status	Description
Add	Button	Click to add a new related document. This will open a new item in the Related Documents screen.
Edit	Button	Click to edit the related document. This will open the selected item in the Related Documents screen.
Del	Button	Click to delete the related document.
Document Type	Mandatory	Enter the code representing the related document identifier, or choose from the pick-list by clicking the ellipsis.
Document #	Mandatory	Enter the identifying number or code associated with the license, certificate, or document being referenced in the related document type.
OK/Cancel	Buttons	OK will save the related document. Cancel will cancel and go back to the main All screen without saving.

- After completing the Related Documents Tab, move on to the [Shipping Units Tab](#).

Shipping Units Tab

- Shipping Units is conditional data input in All. To avoid possible rejects, you should refrain from using this section unless you are specifically required by CBP to do so.



Field/Button	Status	Description
Add	Button	Click to add a new shipment unit. This will open a new item in the Shipment Units screen.
Edit	Button	Click to edit the shipment unit. This will open the selected item in the Shipment Units screen.
Del	Button	Click to delete the shipment unit.
Number of Units	Mandatory	Enter the number of outermost shipping units on this invoice.
Unit Type	Mandatory	Enter the type of this outermost shipping unit, or choose from the pick-list by clicking the ellipsis.
Add	Button	Click to add a new shipment unit ID. This will open a new item in the Shipment Unit Identifiers screen. For each shipment unit, you are required to have a shipment unit ID and a packaging unit ID.
Edit	Button	Click to edit the shipment unit ID. This will open the selected item in the Shipment Unit Identifiers screen.
Del	Button	Click to delete the shipment unit ID.
OK/Cancel	Buttons	OK will save the shipment unit/ID. Cancel will cancel and go back to the main All screen without saving.

- After completing the Shipping Units Tab, move on to the Allowances & Charges Tab.

Allowances & Charges Tab

Codes D and N refer to amounts that are not invoiced allowances or charges but are costs or values that must be added or subtracted to the invoice amount to arrive at the dutiable value. For example, when terms of sale are CIF or CAF, both international freight and insurance would be type N. Packaging would be an example of type D.

In reporting charges, Ocean/Freight, Insurance etc. should not be put together, report each one separately.

Allowance/Charge Type	Allowance/Charge Amount	Allowance/Charge #
\$ <input type="button" value="..."/>	\$ 350.00	<input type="text"/>
Currency of Value	Exchange Rate	
CAD <input type="button" value="..."/>	0.978474	<input type="checkbox"/> Fixed Exchange Rate
Rate	Quantity	UOM
per <input type="text"/>	<input type="text"/>	<input type="button" value="..."/>
Allowance/Charge Qty		
Allowance/Charge %		
Description		
FREIGHT CHARGES		
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>

Field/Button	Status	Description
Allowance/Charge Type	Mandatory	Enter the code representing the type of allowance/charge/adjustment, or choose from the pick-list by clicking the ellipsis.
Amount	Mandatory	Enter the total amount of the allowance/charge/adjustment.
Allowance #/Charge #	Conditional	Enter the code, assigned by a vendor, referencing an allowance, promotion, or charge.
Currency/ Exchange Rate	Mandatory	Enter the currency of value for this allowance/charge/adjustment, or choose from the pick-list by clicking the ellipsis. The exchange rate will auto-fill from the chosen currency, but you can manually update this value as well. Check the Fixed Rate box to lock in the entered exchange rate.
Rate Pricing	Conditional	Enter the information used for the rate pricing of this allowance/charge/adjustment. This is used if the adjustment is based on the amount of product. (ex. \$10 per Box)
Allowance/ Charge %	Conditional	Enter the decimal representation of the percentage on which the allowance/charge/adjustment is based.
Description	Optional	Enter a narrative description of the allowance/charge/adjustment.
OK/Cancel	Buttons	OK will save the allowance/charge. Cancel will cancel and go back to the main All screen without saving.

- After completing the Allowances & Charges Tab, move on to the [Misc Tab](#).

Misc Tab

Field/Button	Status	Description
For Further Info Contact	Optional	Enter the primary contact information, if further information is required.
Carrier Information	Optional	Enter the SCAC and name of the importing carrier. You can choose from the pick-list by clicking the ellipsis.
Duty, Fees for the Account of	Optional	Enter the name/number of the account for which the duty, fees, etc. are to be billed. Enter a description if this is anything other than an account name/number.
Shipping Weight	Optional	Enter the total shipping weight of the invoiced product. Choose the applicable radio button for LBS or KGS.
Est. Freight	Optional	Enter the estimated freight charges to the point of destination.
Port of Entry	Optional	Enter the port of entry (port where the entry will be filed) for this transaction, or choose from the pick-list by clicking the ellipsis.
MOT	Optional	Enter the MOT code, or choose from the pick-list by clicking the ellipsis.
Dest. State	Optional	Enter the state of destination for this shipment, or choose from the pick-list by clicking the ellipsis.
Parties are	Checkboxes	Choose whether or not the parties in this transaction are related.
Prices Include	Checkboxes	Check the boxes to indicate what is included in the invoice price, if applicable.

- After completing the Misc Tab, move on to the [Summary Tab](#).

Summary Tab

You should review your values using the Summary tab. Compare these displayed amounts to those found on the invoice and CF-7501 for accuracy

Invoice Summary Amounts		TOTAL INVOICE VALUE
Total Value Subject to Non-U.S. TAX	Total Amount of Invoice Lines	\$16,898.75
Total NON-U.S. TAX Amount	Total Additional Invoice Amount	\$342.47
Total Value Subject to DISCOUNT	Total Amount Subject to U.S. DUTY	\$16,556.28
Prepayment Total Amount		
Declaration Statement of Importer or Authorized Agent In the case of merchandise purchased or agreed to be purchased, I declare that the prices set forth herein accurately reflect the prices set forth in the commercial invoice, and that such prices are true. In the case of merchandise secured otherwise than by purchase agreement to purchase, I declare that the price or value statements in this filing accurately reflect the prices and values set forth in the invoice and are true to the best of my knowledge and belief. In addition, I declare that all other statements within this electronic invoice transmission accurately reflect all other statements set forth in the commercial invoice and are true and correct. Finally, I will immediately provide to the appropriate Customs officer any invoice, paper, letter, document or information maintained in any media showing that any such prices, prices or statements are not true or correct.		
<input type="checkbox"/> I Acknowledge this Declaration		
Name of Declarant	Title of Declarant	Declaration Date
[Redacted]	[Redacted]	July 08, 2008 (Tue)

Field/Button	Status	Description
Total Value Subject to Non-US Tax	Displayed	Displays the total portion of the invoice value (in US dollars) that is subject to a foreign tax.
Total Non-US Tax	Displayed	Displays the total amount of foreign tax payable to the supplier.
Total Value Subject to Discount	Displayed	Displays the total portion of the invoice value (in US dollars) that is subject to a payment discount.
Prepayment Amt.	Displayed	Displays the total US dollar amount prepaid and unaccounted for on the invoice.
Total Amount of Invoice Lines	Displayed	Displays the total of the invoice line monetary amounts, including all invoice allowances or charges offered at the invoice line level.
Total Additional Invoice Amount	Displayed	Displays the net US dollar total of any invoice allowances and charges that are reported at the invoice header level.
Total Amt. Subject to US Duty	Displayed	Displays the total invoice amount (in US dollars) that is subject to US duty.
Total Invoice Value	Displayed	Displays the total US dollar value of the invoice.
I Acknowledge this Declaration	Mandatory	Check this box to indicate that you (the declarant) acknowledge the preceding declaration.
Name/Title/Date of Declaration	Mandatory	Enter the name of the person authorized to declare the veracity of the invoiced data. Enter the declarant's title, or choose from the pick-list by clicking the ellipsis. You must also date this declaration, or select from the

calendar by clicking on the drop-down.

- After completing the Summary Tab, move on to the [Validation Tab](#).

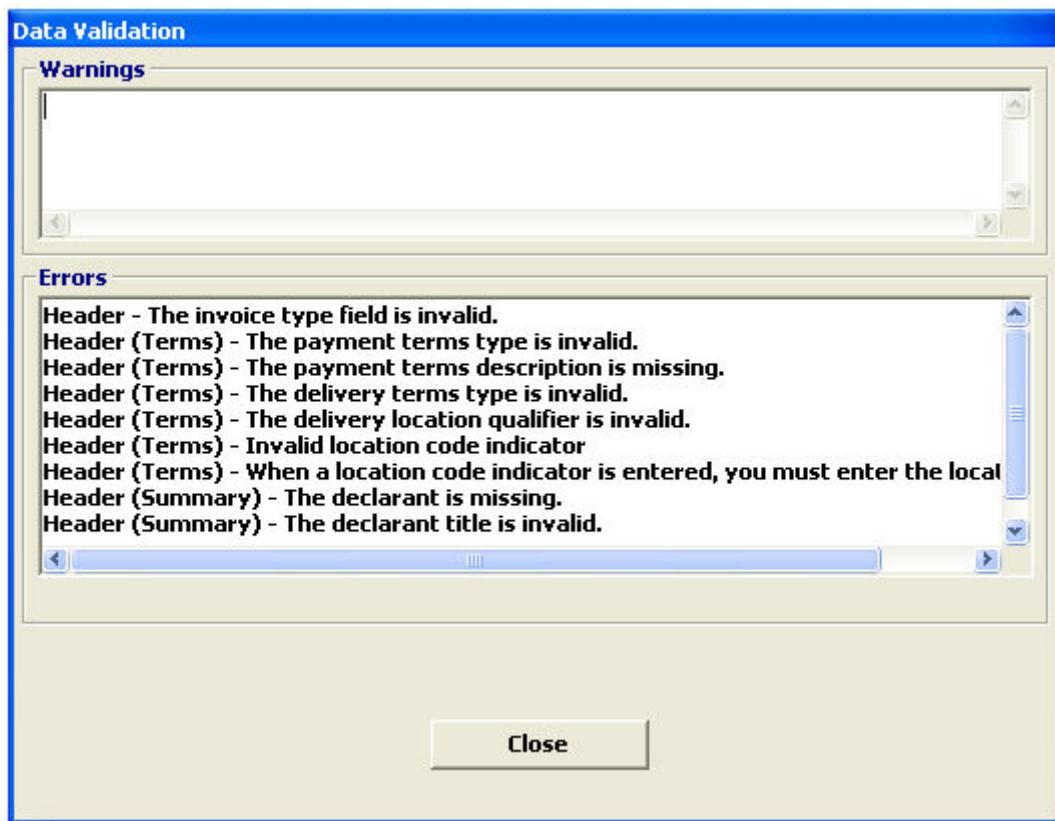
Validation Tab

- Click the Validation tab to validate the data in your All

The screenshot shows a software interface with a navigation bar at the top containing tabs: Header, Terms, Related Documents, Shipping Units, Allowances & Charges, Misc, Summary, Validation, and ABI History. The 'Validation' tab is highlighted. Below the navigation bar is a section titled 'Results of Validation' with a table. The table has two columns: 'E/W' and 'Location'. The 'Description' column lists various validation errors. A blue horizontal bar highlights the first error: 'The invoice type field is invalid.'

E/W	Location	Description
E	Header	The invoice type field is invalid.
E	Header (Terms)	The payment terms type is invalid.
E	Header (Terms)	The payment terms description is missing.
E	Header (Terms)	The delivery terms type is invalid.
E	Header (Terms)	The delivery location qualifier is invalid.
E	Header (Terms)	Invalid location code indicator
E	Header (Terms)	When a location code indicator is entered, you must enter the location code.
E	Header (Summary)	The declarant is missing.
E	Header (Summary)	The declarant title is invalid.

- Click the Validation menu to validate the data in your All in a separate window



- Once you've completed your All data, move on to Completing an All.

All Setup

All Setup

All Defaults & Settings

To setup your All module to meet your company needs, you'll first want to set some of the defaults and additional settings that are available.

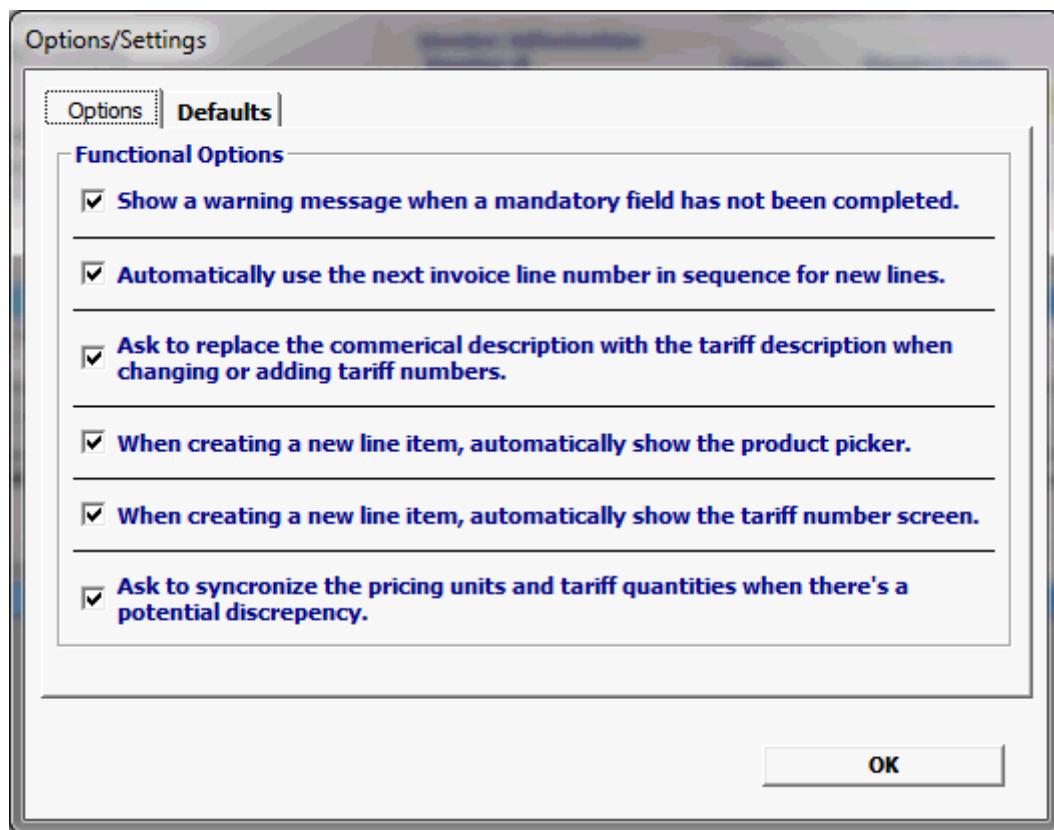
All Defaults:

- *All_defaultpricing* -Default All invoice fields from the entry – If the invoice fields (invoice quantity, UOM, unit price, price basis) are completed in the entry then when the All is created these fields will default.
- This information below can default into every All. These can also be set per user in the All module, under Tools, Options
 - Currency Code, Declarant, Declarant Title, Dlv terms code (Imp, Auth Agent), Inv type code, the location, location code, location code indicator and location code qualifier info, Payment terms and payment terms type.
- *Inv_DefaultAllowanceChargeType* - Defaulting an Allowance/Charge type for Additions and Deductions – If turned on the system will automatically default type D or N depending if it is a deduction or an addition.

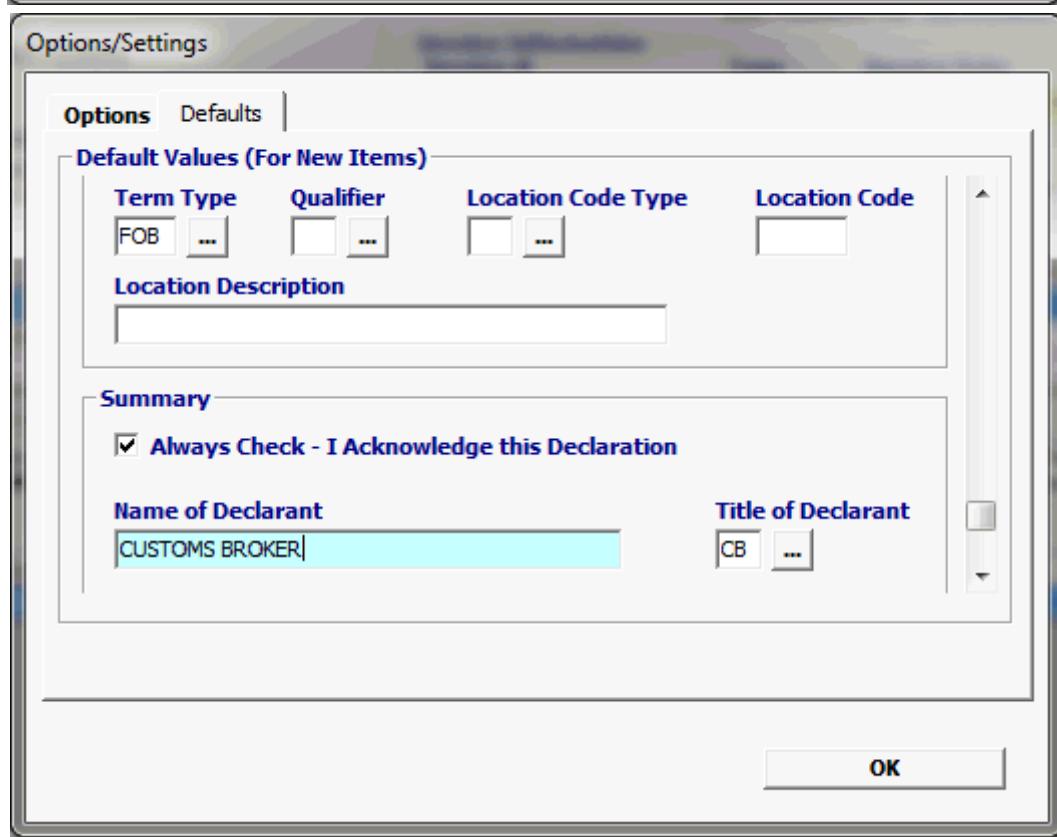
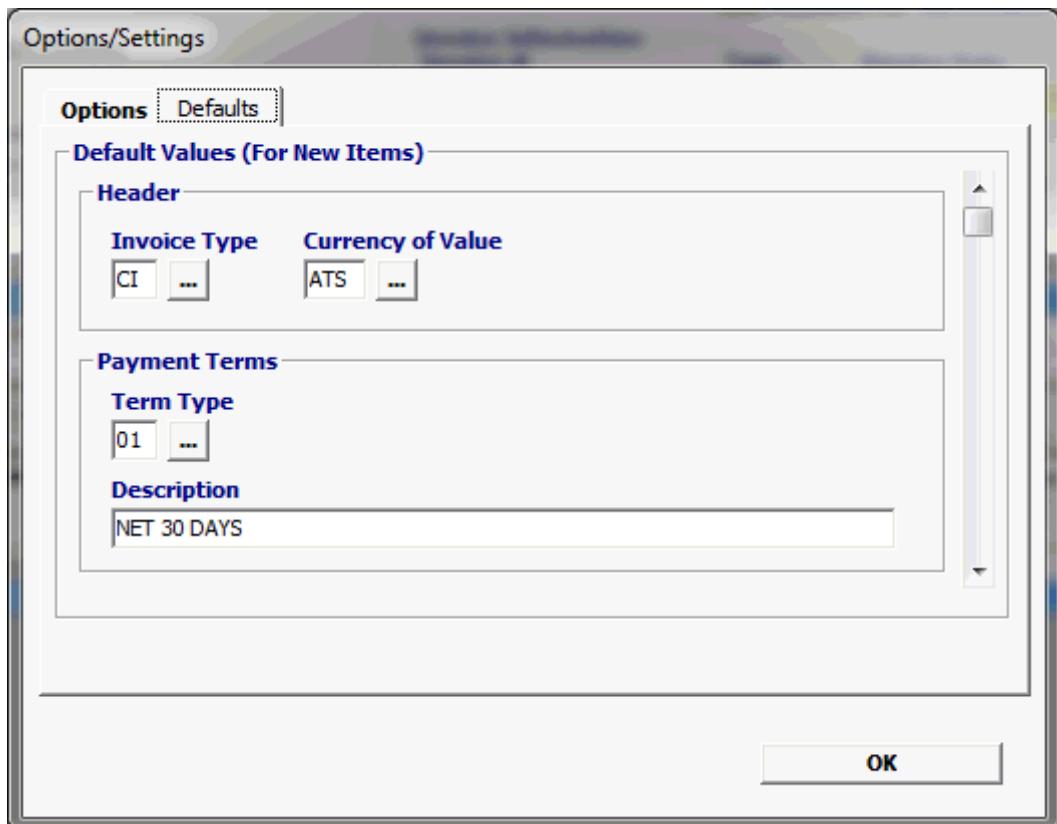
Options/Settings Screen

Click Options/Settings on the Tools menu of the All module. This will open the Options/Settings screen, where you can set All specific options and default data elements.

- Check the appropriate box to activate any desired functional options in the Options tab



- Click the Defaults tab to set values that will default on every new All that you create



Creating a New AII (From Scratch)

- To create a new (blank) electronic invoice (AII), click the Electronic Invoice (AII) link on the SmartBorder Main Page



- Then click File, New or click the button to create a new (blank) AII

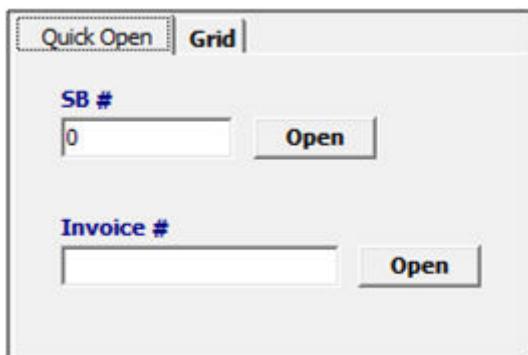
The screenshot shows the Invoicer software interface with the 'Header' tab selected. Key visible information includes:

- Header:** Client ID 1023, Company ABLEINC, SB #: 13568804.
- Invoice Information:** Invoice # 00000001, Type P, Date July 08, 2008 (Tue), Currency CAD, Exchange Rate 0.973899, Fixed Rate checked.
- Parties:** A grid listing parties by type (UC, IM, SU) with columns for Tax ID, Mfg ID, Name, City, and State. One row is highlighted for ABLE INC.
- Line Items:** A grid showing one item: Line # 1, Description NEWSPAPERS,JOURNALS,PERIODICAL, Quantity 1, UOM PC, Amount \$17,000.00.
- Buttons:** Add, Edit, Del, Copy, OK.

A note at the bottom states: "For each invoice you are required to disclose the importer, supplier and ultimate consignee. The buyer and seller must be added if they differ from the ultimate consignee and supplier. Invoicer must be added if they differ from the supplier."

Opening an Existing All

- Click File, Open or click the button to open an existing invoice (All)



- On the Quick Open tab, you can enter a SB# or an invoice #
- You can also use the grid to perform basic or advance searches for All files/electronic invoices.

Please return to the [Creating an Electronic Invoice](#) Guide to continue with your All/Electronic Invoice

AII/Electronic Invoice Guide

This section contains the complete instructions to preparing and transmitting your electronic invoices (through the Automated Invoice Interface).

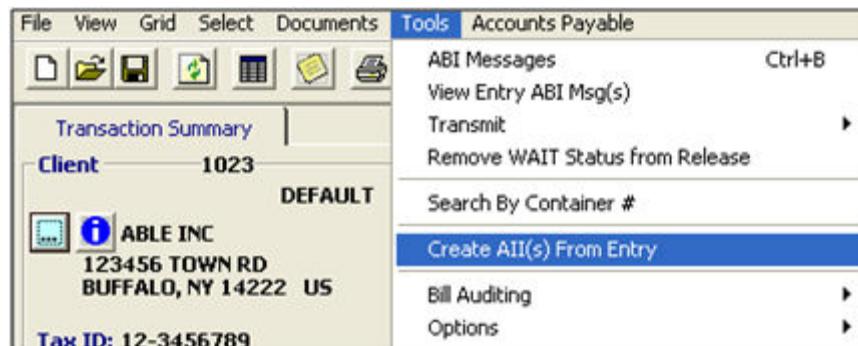
Automated Invoice Interface (AII) is a system that allows filers to send electronic invoice information to CBP.

Creating an AII from an Entry

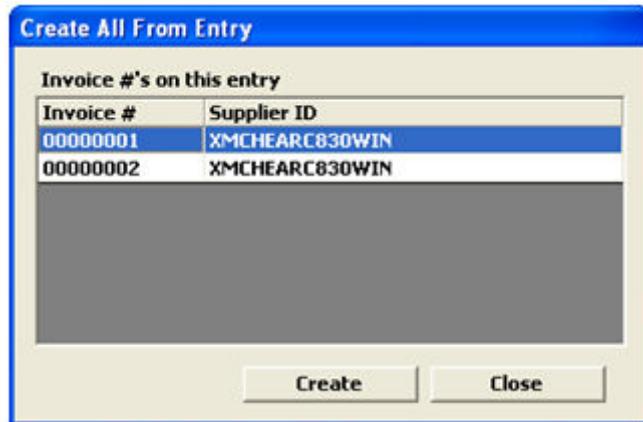
To create a new AII from scratch or to edit an existing AII, please review the section of this guide on [Creating a New AII/Opening an Existing AII](#)

If you are creating an electronic invoice for an existing entry, you can use entry data to create an AII automatically in SmartBorder. To utilize this feature, you must first enter the AII line item information into your SmartBorder entry.

- Once you've completed your RLF entry, Click Tools, Create AII(s) From Entry from the main SmartBorder Transaction screen



- Highlight the desired invoice, and click Create to open this invoice in the AII module



This will create the electronic invoice (All) directly from the entry information entered in SmartBorder. Once created, you must complete any of the required information before saving your electronic invoice (All)

- Make sure that you complete the yellow (required) fields and any additional fields that may apply to your shipment

Header | Terms | Related Documents | Shipping Units | Allowances & Charges | Misc | Summary | Validation | ABI History | Version: 2.33.22

Client: 1023 ABLEINC SB #: 13568804 Created On: Last Modified On:

ABLE INC
123456 TOWN RD
BUFFALO, NY 14222 US
Mfg ID: USABLINC1234BUF
Tax ID: 12-3456789

Invoice Information

Invoice #	Type	Invoice Date
00000001	P	July 08, 2008 (Tue)

Currency of Value Exchange Rate

CAD	0.973899	<input checked="" type="checkbox"/> Fixed Rate
-----	----------	--

Parties

Party Type	Tax ID	Mfg ID	Name	City	State
UC	12-3456789		ABLE INC	BUFFALO	NY
IM	12-3456789		ABLE INC	BUFFALO	NY
SU		XMCHEARC830WIN	CHEMCREST ARCHITECTURAL PRODUCTS	WINNIPEG	MB

Line Items

Line #	Description	Quantity	UOM	Amount
1	NEWSPAPERS,JOURNALS,PERIODICAL	1	PC	\$17,000.00

For each invoice you are required to disclose the importer, supplier and ultimate consignee. The buyer and seller must be added if they differ from the ultimate consignee and supplier. Invoicer must be added if they differ from the supplier.

Add **Edit** **Del** **Copy**

OK

- Enter the mandatory Header Information (Client, Invoice number/type, date, currency, etc.)
 - Your invoice number and Manufacturer/Supplier ID must match the entry EXACTLY in order for your All to match up in the CBP system

All Parties

All of the main parties from your entry will fill in automatically if you're creating your All from the entry

- Next, we must Add in any additional parties associated with this invoice ([All Parties](#) screen)

Select Client From List

Name

Tax ID **Mfg ID**

Address

City **State/Province**

Zipcode **Country**

Select Add As Type(s)

- Exporter
- Ultimate Consignee
- Buyer
- Buying Agent
- Supplier
- Seller
- Selling Agent
- Invoicer
- Importer (of Record)
- Manufacturer
- Customs Broker

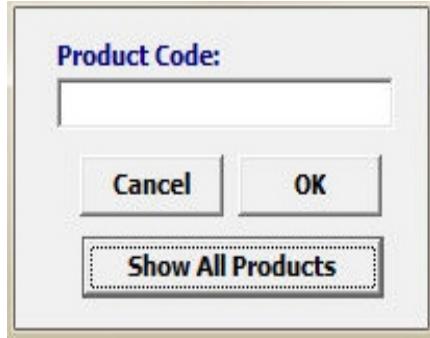
OK **Cancel**

- You can Select Client from List or enter the party data manually.
 - Be sure to select the "Type" for this party, as this is required

All Line Items

Your line item data will also fill in from your entry, but you can also add in any additional line item data using the following procedure:

- You also must Add in the line items on the main Header Tab ([All Line Items](#) screen)



- Enter the product code, or choose Show All Products to select from the product listing
 - You can click Cancel to go forward without using the product list

A dialog box for entering line item data. It includes fields for "Tariff #", "Special Program Indicators" (Country, Primary, Secondary), and three sets of "Quantity" and "UOM" fields. A note states: "The first tariff number is the only tariff number transmitted for this line on the AII. Any subsequent tariff numbers are for AII to entry attachment only." Buttons at the bottom are "OK" and "Cancel".

- Enter the required data for each line item
 - Tariff number can be entered, or click the ellipsis to choose from the Tariff Picker
 - You also must enter any quantities and UOMs. If the UOM is blank or X, it means there was no reporting quantities for the tariff number. In this case, you would enter the quantity and UOM that was on the invoice.

The screenshot shows the 'All Line Item' screen with several tabs at the top: Main, Misc, Parties, Packaging Units, Terms, and Allowances/Charges. The 'Main' tab is selected.

Pricing: This section contains fields for Unit Price (per), Unit Price Qty / UOM (100), # Pricing Units (12.5), and Amount (\$7187.50). Below it is an example calculation: An item is priced at \$575.00 per 100 dozen items, and there are 1250 dozen items. The Unit Price is \$575.00, the Unit Price Quantity is 100, the Unit Price UOM is DOZ, the # Pricing Units is 12.5, and the Line Item Amount would calculate to (\$575.00 X 12.5 = \$7187.50).

Tariff #s: This section displays a table with one row: Tariff # 3901.20.1000, Qty 1 10000, UOM 1 KG. It includes Add, Edit, and Del buttons.

Commercial Description: This section displays a table with one row: Description POLYETHYLENE,GRV>.94,VIS >1.44. It includes Add, Edit, and Del buttons.

At the bottom are OK and Cancel buttons.

- On the main All line item screen, you must enter the required invoice Pricing information
- In the Tariff #s section, you must enter a quantity
 - This will fill from the entry if there was a HTS reporting quantity
 - If there is no quantity, you must enter one for your All/invoice. If the UOM is blank or X, it means there was no reporting quantities for the tariff number. In this case, you would enter the quantity and UOM that was on the invoice.
- You will also enter the required Commercial Description on the line item
 - Verify that this is the actual commercial description from the invoice, rather than the HTS description which is not valid for your electronic invoice.
- In addition to this, you may need to enter any line level information on the additional tabs for information that is noted on the invoice specific to this Line (invoice level information is entered on a separate area)
 - Ex. Line level deductions/additions are entered on the Allowances/Charges tab

Terms Tab

The payment and invoice terms must be entered on the Terms tab

Header **Terms** | **Related Documents** | **Shipping Units** | **Allowances & Charges** | **Misc** | **Summary** | **Validation** | **ABI History**

Payment Terms

Term Type
 ...

Description

Delivery Terms

Term Type **Qualifier**

Location Code Type **Location Code**

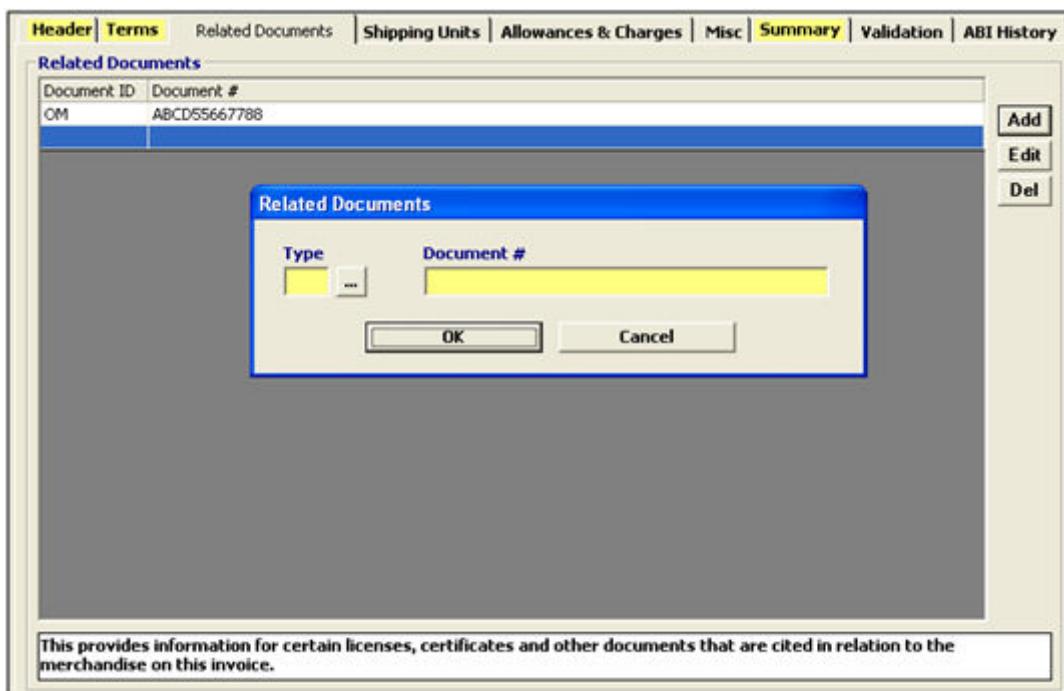
----- OR -----

Location Description

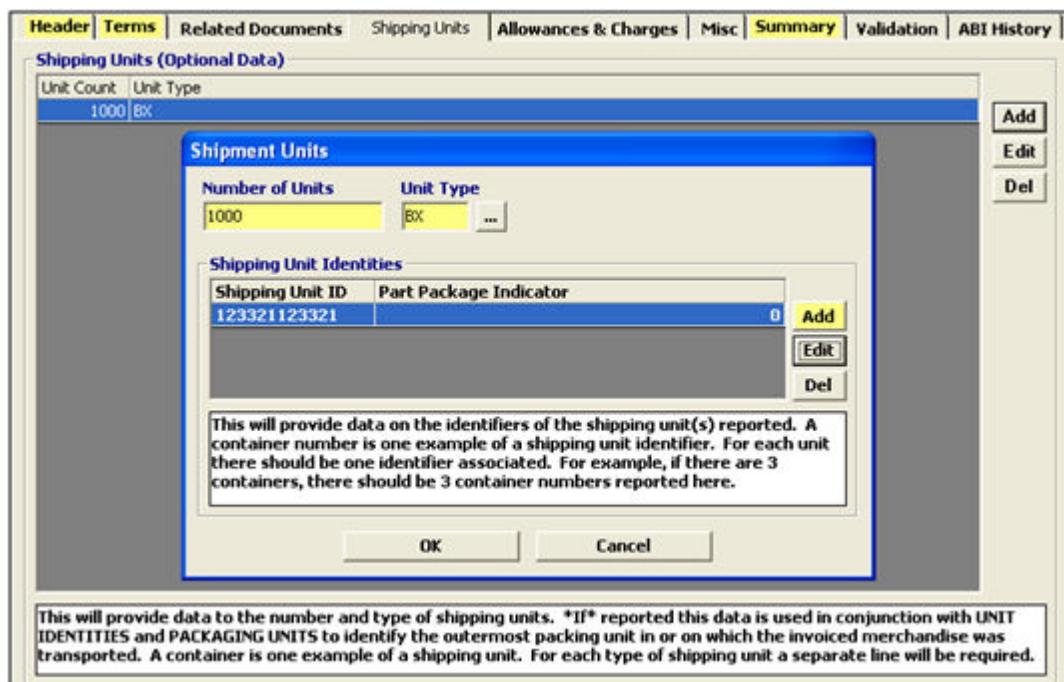
This will provide information for the terms of delivery for the products on this invoice. The location code OR the location description will be required. If any line items differ from this information, you can enter that information on the Terms tab on the line item edit screen.

- You must enter the required Payment Terms data, beginning with selecting a Term Type and a narrative description of the terms of payment on an invoice
- You must also select/enter the Delivery Terms, including Term Type, Qualifier, and the location information (either codes or description)

Related Documents/Shipping Units



- Enter any required additional documents on this Related Documents tab
 - Choose/enter the document type and the associated document number



- Shipping Units is conditional data input in All. To avoid possible rejects, you should refrain from using this section unless you are specifically required by CBP to do so.

Allowances & Charges Tab

Allowances and charges (additions & deductions) may be auto-added to your All from your entry (if you're creating the All from the entry). Users can also manually enter this data if necessary on the Allowances & Charges tab.

- In the deduction screen within the All, if you are trying to determine a dutiable value you would use the D or N.
- For more information on this screen, please see the [Allowances & Charges Tab](#) section of this manual
- Below is a paragraph from the CATAIR that may help explain this further:
 - Valid Allowance/Charge Indicator Codes are:

Code	Description
A	Dutiable Allowance
C	Dutiable Charge
D	Dutiable CBP Adjustment
N	Non dutiable CBP Adjustment
R	Non dutiable Allowance
S	Non dutiable Charge

- Allowances allow for reductions in the entered value for items such as damaged or defective goods; charges are costs charged to the buyer by the seller such as testing, quota, financing, foreign inland freight, and assembly.
- Codes D and N refer to amounts that are not invoiced allowances or charges but are costs or values that must be applied against the invoice price to arrive at a dutiable value. For example, an uninvoiced

assist would be reported as D, while on a CIF (cost, insurance and freight) shipment, both international freight and insurance would be N.

- In order for the deductions and the additions to match the entry summary you have to use the Dutiable and Non Dutiable Customs Adjustments type (D or N). By using these types you will ensure that the values in the All will match what was transmitted in the entry summary.
- Here is an example for a CIF shipment:
 - Total invoice value of the goods is \$100,000.00
 - The ocean freight cost is \$2500.00
 - The Insurance cost is \$500.00
 - When preparing the entry you would show the \$100,000.00 value as the total invoice value. Enter your line item values as usual from the invoice. On the header in the All in the allowances and charges tab you would select the applicable letter (in this case N and enter the value of the insurance and freight and report each value separately) so you would add a line for the \$2500.00 freight and show letter N and then add a second line for the insurance \$500.00 and show letter N. SB will then deduct this total amount from the total invoice value leaving you with an entered value of \$97,000.00 This is the dutiable value of the shipment. You will also see this reflected in the summary tab, it will show you the total invoice amount as well as the total amount subject to US duty.

Misc/Summary Tabs

- If necessary/desired, users can enter additional (optional) information on the Misc Tab in the All module (ex Contact information, Carrier Info, etc.):

- The [Summary tab](#) is used to display the important figures/data associated with this All invoice. Please use this screen to verify your values, amounts, etc.

The screenshot shows the 'Validation' tab selected in the top navigation bar. Under the 'Invoice Summary Amounts' section, there are four groups of fields:

- Total Value Subject to Non-U.S. TAX:** \$16,556.28
- Total Amount of Invoice Lines:** \$16,556.28
- TOTAL INVOICE VALUE:** \$16,898.75
- Total NON-U.S. TAX Amount:** \$342.47
- Total Additional Invoice Amount:** \$342.47
- Header Allows:** \$0.0000
- Header Charges:** \$342.4659
- Total Value Subject to DISCOUNT:** \$16,556.28
- Total Amount Subject to U.S. DUTY:** \$16,556.28
- Line Allow:** \$0.0000
- Line Charges:** \$0.0000
- Prepayment Total Amount:** \$0.0000

Below these fields is a declaration statement:

In the case of merchandise purchased or agreed to be purchased, I declare that the prices set forth herein accurately reflect the prices set forth in the commercial invoice, and that such prices are true. In the case of merchandise secured otherwise than by purchase agreement to purchase, I declare that the price or value statements in this filing accurately reflect the prices and values set forth in the invoice and are true to the best of my knowledge and belief. In addition, I declare that all other statements within this electronic invoice transmission accurately reflect all other statements set forth in the commercial invoice and are true and correct. Finally, I will immediately provide to the appropriate Customs officer any invoice, paper, letter, document or information maintained in any media showing that any such prices, prices or statements are not true or correct.

I Acknowledge this Declaration

Name of Declarant: [Redacted] Title of Declarant: [Redacted] Declaration Date: July 08, 2008 (Tue)

Validation Tab

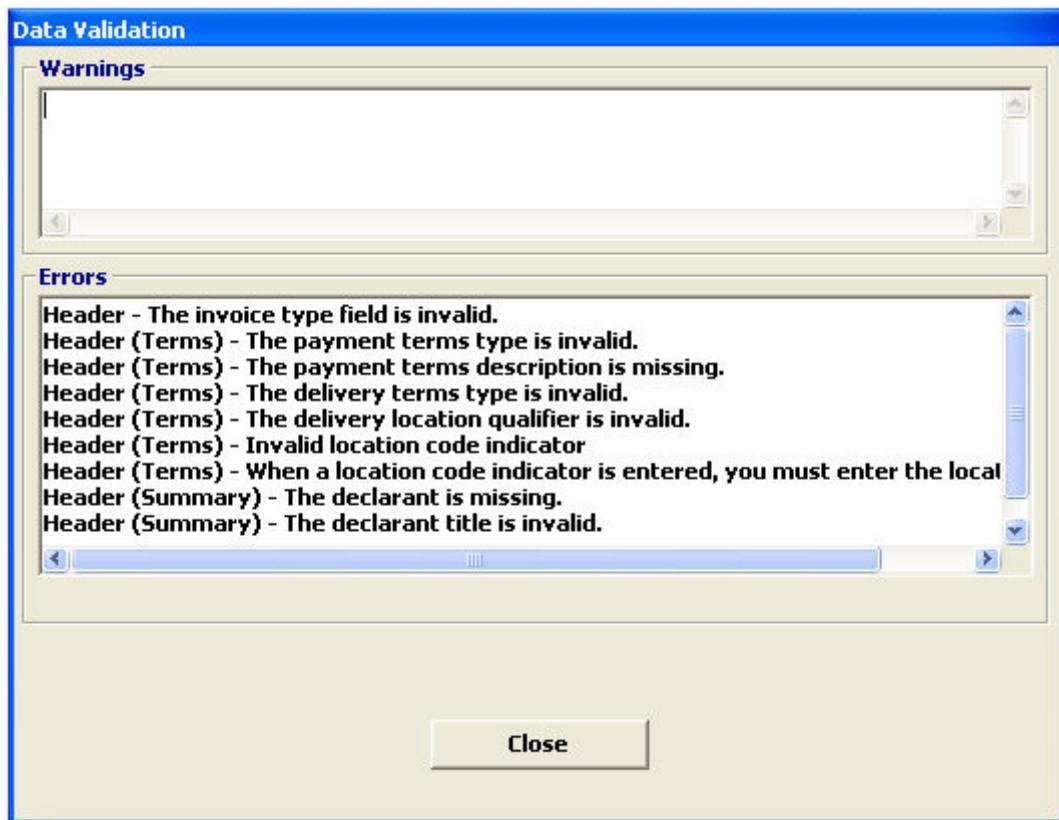
Once you've completed your All in SmartBorder, you can check your data on the [Validation tab](#).

- Click the Validation tab to validate the data in your All

The screenshot shows the 'Validation' tab selected in the top navigation bar. Below it is a table titled 'Results of Validation'.

E/W	Location	Description
E	Header	The invoice type field is invalid.
E	Header (Terms)	The payment terms type is invalid.
E	Header (Terms)	The payment terms description is missing.
E	Header (Terms)	The delivery terms type is invalid.
E	Header (Terms)	The delivery location qualifier is invalid.
E	Header (Terms)	Invalid location code indicator
E	Header (Terms)	When a location code indicator is entered, you must enter the location code.
E	Header (Summary)	The declarant is missing.
E	Header (Summary)	The declarant title is invalid.

- Click the Validation menu to validate the data in your All in a separate window



- Correct any invalid data before moving on to Completing an AII

Completing an AII

- Click Tools, Transmit Add/Update AII to transmit your AII data to Customs.



- Then click on the ABI History tab to view your ABI response from CBP.

Header	Terms	Related Documents	Shipping Units	Allowances & Charges	Misc	Summary	Validation	ABI History
ABI History								
Created On	Msg Type	Title		Summary				
9/16/2004 1:53:33 PM	TRANSMIT	Transmitted AII Data		TRANSMISSION TO CUSTOMS SUCCESSFUL				
9/16/2004 1:53:50 PM	RECEIVED	Returned AII Results		MSG: ERROR-FREE INVOICE ACKNOWLEDGED				

- To view the complete ABI message from CBP, you must first highlight the desired message.

Header	Terms	Related Documents	Shipping Units	Allowances & Charges	Misc	Summary	Validation	ABI History
ABI History								
Created On	Msg Type	Title		Summary				
10/15/2005 3:40:23 PM	TRANSMIT	Transmitted AII Data		TRANSMISSION TO CUSTOMS SUCCESSFUL				
10/15/2005 3:40:40 PM	RECEIVED	Returned AII Results		MSG: TRANSACTION DATA REJECTED				
10/15/2005 4:03:12 PM	TRANSMIT	Transmitted AII Data		TRANSMISSION TO CUSTOMS SUCCESSFUL				
10/15/2005 4:03:21 PM	RECEIVED	Returned AII Results		MSG: TRANSACTION DATA REJECTED				

- Click View Selected ABI Message to view the message. Click Refresh to update the history.



- Your release messages will not appear in the All message viewer
- In the associated entry:

- Click Tools, View ABI messages or click on the  button to check ABI messages that come back from CBP.

ABI Queries & Functions Guides

ABI Queries & Functions Guides

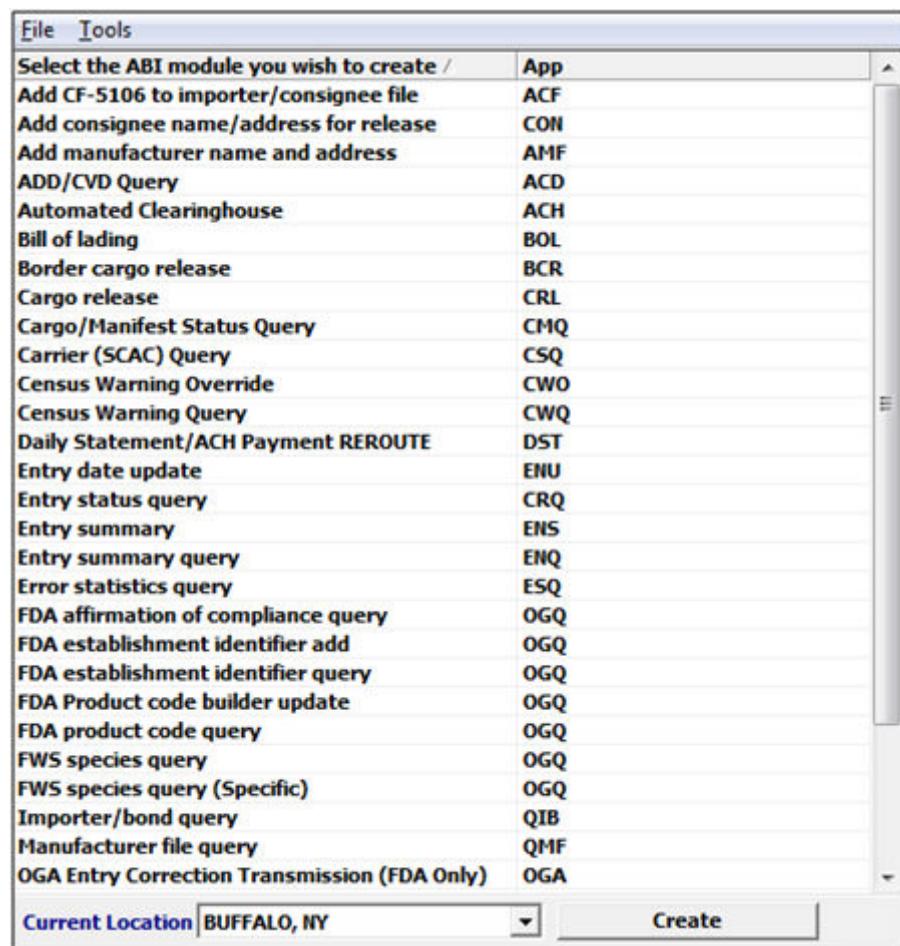
The SmartBorder ABI Module allows you to perform Customs queries and send or receive information through the Automated Broker Interface (ABI). This module gives you access to the full listing of your ABI messages and responses, and also allows you to conduct all of your ABI transmissions from one module. This section of the manual features guides on commonly used queries and functions found within the ABI module.

Accessing the ABI Module

- Click the ABI Module link on the SmartBorder Main Page



- This will bring you to the main ABI module screen.



- Now we're ready to move on to the ABI [Query/Function Guides](#)

Query/Function Guides

ABI Queries & Functions

Please click on the query or function below to view the guide for that specific feature:

[ADD/CVD Query](#) - This section will provide detailed instructions for running an ADD/CVD query in ACE.

[Bill of Lading Update](#) - Use this function to update entry/release information with CBP

- [From the Entry](#)
- [From the ABI Module](#)

[Cargo Manifest Query Guide](#) - This section provides the complete steps for conducting a cargo/manifest query.

- [From the SB Main Screen](#)
- [From the ABI Module](#)

[Census Warning Functions](#) - Use these functions to query/override the status of entries that have census warning messages associated with them.

- [Census Warning Query \(CWQ\)](#)
- [Census Warning Override \(CWO\)](#)

These queries/functions are available only to ACE filers. Entries MUST be filed in ACE in order to be able to query/override the census warnings

[Entry/Release Status Queries](#) - This section provides the complete steps for conducting an entry status query.

[Entry Summary Transmissions](#) - Users will normally transmit their entry summaries directly from the Transaction/Entry screen, but in some cases you may choose to perform a separate Entry Summary transmission from the ABI module.

[Entry Summary Query](#) - This section provides the complete steps for conducting an entry summary query. This query is used to verify the status of an entry, such as if an entry summary has been paid, liquidated, etc.

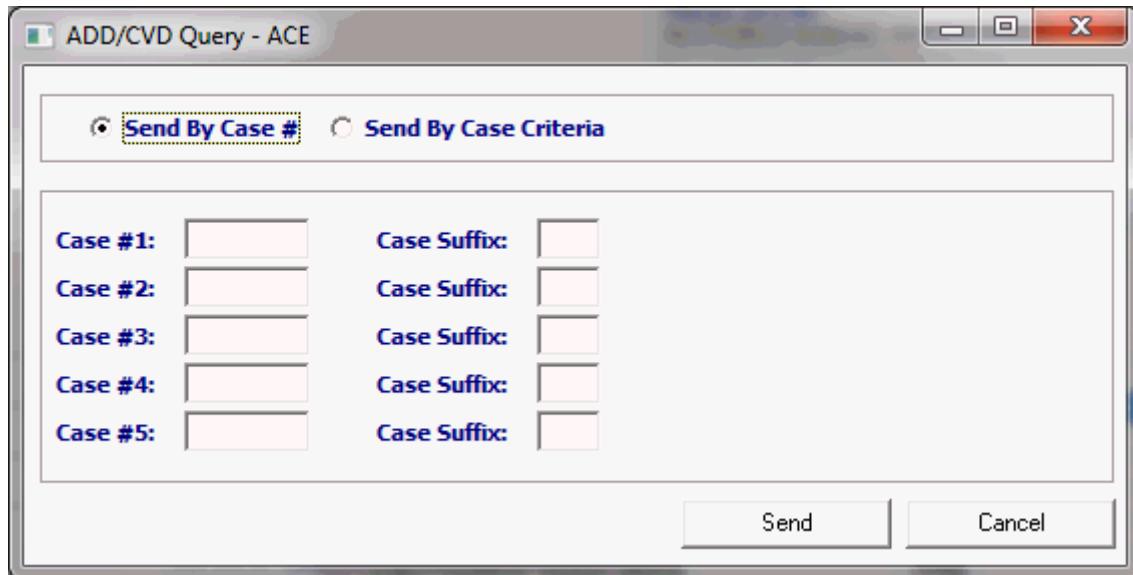
[Importer/Bond Query](#) - This section provides the complete steps for conducting an importer/bond query. This query allows you to query an EIN/Tax ID to review the data that is on file with CBP under this specified number.

[Manufacturer \(MID\) Query](#) - This section provides the complete steps for conducting a manufacturer (MID) query.

[Additional ABI Features](#) - This section covers additional ABI Module functions.

ADD/CVD Query-ACE Guide

- Begin by entering the ABI Module and clicking on ADD/CVD-ACE Query
- This will open a new ADD/CVD-ACE Query Screen:



- The ADD/CVD Query in the ABI module will bring back the current ADD/CVD information in ACE.
- The query can be sent by case number or case criteria.

Bill of Lading Update

Bill of Lading Update

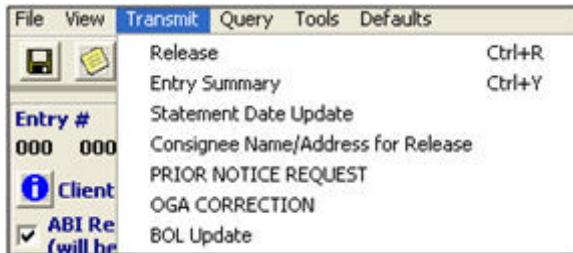
The bill-of-lading update transaction is designed to allow users to correct bill-of-lading or air waybill information. You can use this function to update bill numbers, quantities and units of measure, voyage or flight numbers, etc.

You are not allowed to transmit a BOL Update if release date is greater than 15 days.

There are two different methods for processing these Bill of Lading updates in SmartBorder. Regardless of the method used, you must update the information in the entry before proceeding with the transmission of the BOL update.

From the Entry

- Open the Transaction, and go into the entry by clicking on 
- Click on Transmit and then select BOL Update



- If your transmission is successful, you should see the results in your entry ABI Messages
- Your results will also return in the [ABI Message Browser](#)

From the ABI Module

- Click on Bill of Lading in the Main ABI Module screen

Select the ABI module you wish to create /	App
Add CF-5106 to importer/consignee file	ACF
Add consignee name/address for release	CON
Add manufacturer name and address	AMF
ADD/CVD Query	ACD
Automated Clearinghouse	ACH
Bill of lading	BOL
Border cargo release	BCR
Cargo release	CRL
Cargo/Manifest Status Query	CMQ
Carrier (SCAC) Query	CSQ
Census Warning Override	CWO
Census Warning Query	CWQ
Daily Statement/ACH Payment REROUTE	DST
Entry date update	ENU
Create	
Current Location	BUFFALO, NY

- This will open the Bill of Lading Update screen:



- Select/indicate if this is to update an Entry or Release
- Enter the Entry # to be updated
- Click Send to send the query to CBP
 - Your results will appear directly in the entry ABI Messages
 - Your results will also return in the [ABI Message Browser](#)

Cargo Manifest Query Guide

Cargo/Manifest Query Guide

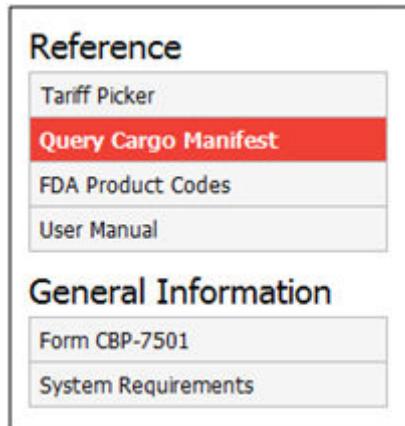
This section provides the complete steps for conducting a cargo/manifest query in SmartBorder. This query is generally used to check on the CBP status of a shipment. This can also be used to update your entry ABI messages in SmartBorder when they don't come through properly.

There are two different methods for processing these queries in SmartBorder:

From the Main Screen

The Cargo/Manifest query can be done from the SmartBorder main screen, which allows users to access this query even if they don't have full access to the ABI module.

- Click on the Query Cargo Manifest link on the SmartBorder main screen



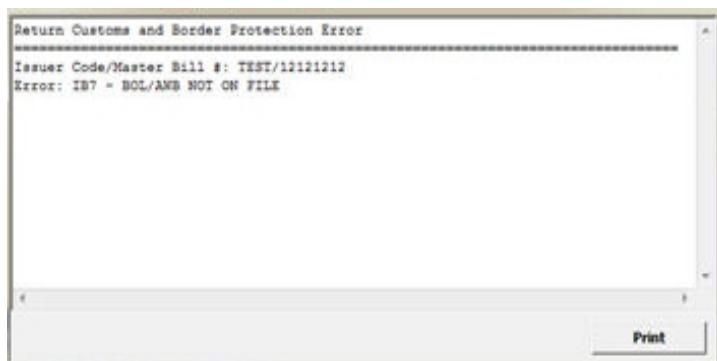
- Enter the shipment data to be queried on the Cargo/Manifest Status Query screen and click "Query"
 - You can query by In-bond number, Bill Number, or Air Waybill number

The image shows three stacked query forms. The top form is titled 'Query By Airway Bill' and contains fields for 'Airway Bill #' and 'House Airway Bill #' with a 'Query' button. The middle form is titled 'Query by In-Bond #' and contains a field for 'In-Bond #' with a 'Query' button. The bottom form is titled 'Query by Bill of Lading' and contains fields for 'Issuer Code' and 'Master Bill #' with a 'Query' button.

- You will see the following screen while the query loads your results:

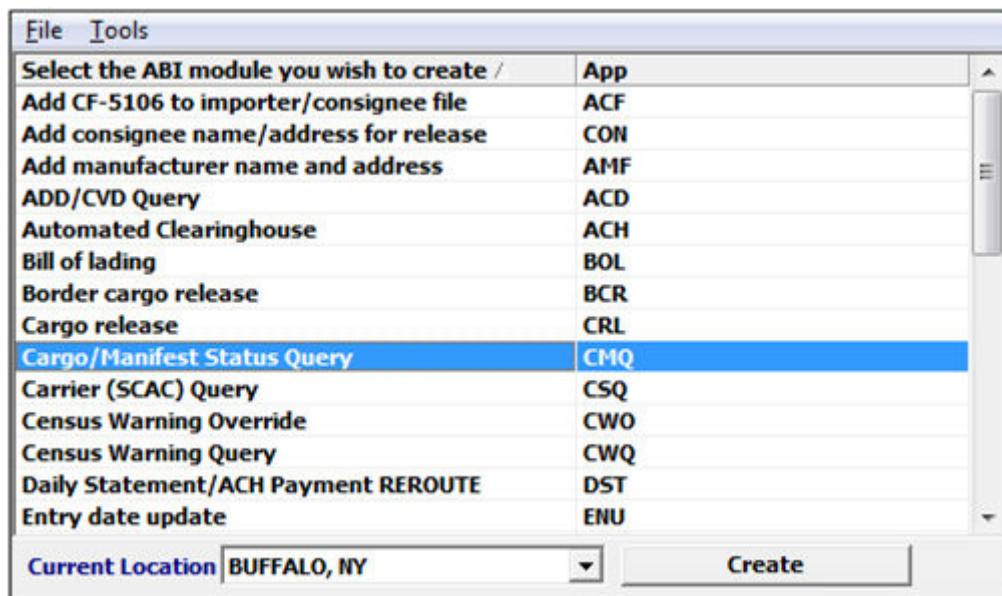


- With this query, the user will be shown the results screen immediately
 - These can also be found in the [ABI Message Browser](#)



From the ABI Module

- Begin by entering the ABI Module and click on Cargo/Manifest Status Query



- Enter the shipment data to be queried on the Cargo/Manifest Status Query screen
 - You can query by In-bond number, Bill Number, or Air Waybill number

This is a modal dialog box for querying cargo/manifest status. It contains four input fields: 'In-bond #' (with a single-line text input field), 'Issuer Code/Master Bill #' (with two separate text input fields separated by a slash), 'Air Waybill #' (with a single-line text input field), and 'House Air Waybill #' (with a single-line text input field). Below each input field is the text 'OR'. At the bottom of the dialog are 'Send' and 'Cancel' buttons.

- Click Send to send the query to CBP
 - Your results will return in the [ABI Message Browser](#)

Census Warning Functions

Census Warning Functions

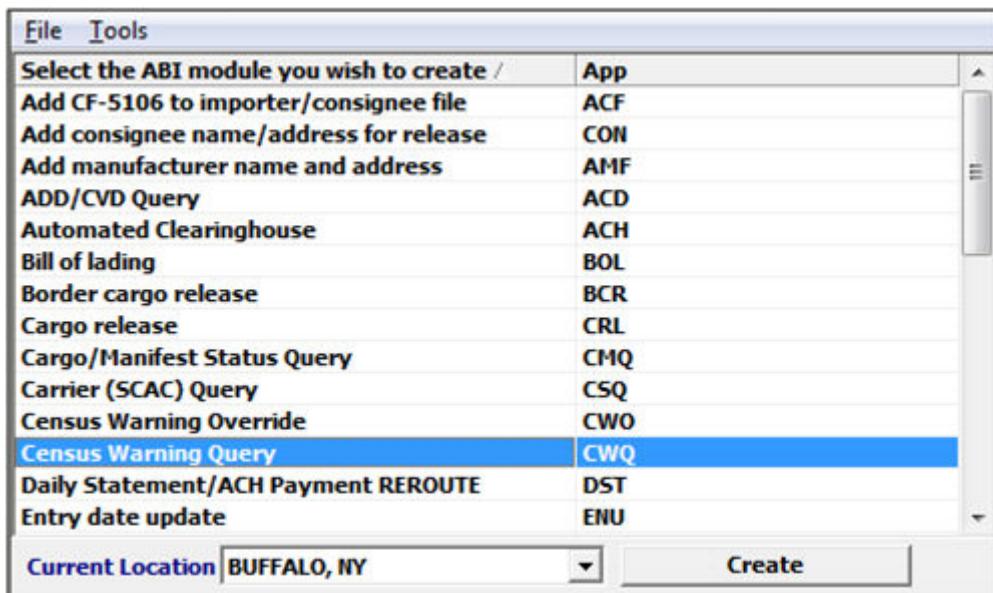
CBP has now enabled functions that allow filers to manage their Census Warnings electronically. Please note that these functions may only be used for entry summaries filed in the ACE system.

These queries/functions are available only to ACE filers. Entries MUST be filed in ACE in order to be able to query/override the census warnings

Census Warning Query (CWQ)

Use CWQ to query the status of entries that have census warning messages associated with them. Users can now query a census warning electronically using this function.

- Click on Census Warning Query in the Main ABI Module screen



- This will open the Census Warning Query screen:

CENSUS WARNING QUERY

Port Code <input type="text"/>	Requested From Date <input type="text"/> / /	Requested To Date <input type="text"/> / /		
Entry #1 <input type="text"/>	Entry #2 <input type="text"/>	Entry #3 <input type="text"/>	Entry #4 <input type="text"/>	Entry #5 <input type="text"/>
<input type="button" value="Send"/>		<input type="button" value="Cancel"/>		

- Enter the necessary information for this query:
 - You can enter a specific port or a date range if you'd like to query all warnings for a port or date range
 - You can also enter a specific entry number(s) if you want to perform a more specific query.
- Click Send to send the query to CBP
 - Your results will return in the [ABI Message Browser](#)

Census Warning Override (CWO)

Use CWO to update entries that have census warning messages associated with them. Users can now override a census warning electronically using this function.

- Click on Census Warning Override in the Main ABI Module screen

File Tools	
Select the ABI module you wish to create /	App
Add CF-5106 to importer/consignee file	ACF
Add consignee name/address for release	CON
Add manufacturer name and address	AMF
ADD/CVD Query	ACD
Automated Clearinghouse	ACH
Bill of lading	BOL
Border cargo release	BCR
Cargo release	CRL
Cargo/Manifest Status Query	CMQ
Carrier (SCAC) Query	CSQ
Census Warning Override	CWO
Census Warning Query	CWQ
Daily Statement/ACH Payment REROUTE	DST
Entry date update	ENU
Current Location	BUFFALO, NY
<input type="button" value="Create"/>	

- This will open the Census Warning Override screen:

Census Warning Override

Entry Number	<input type="text"/>
Line Number	<input type="text"/>
Warning Code (1)	Override Code (1)
<input type="checkbox"/> ...	<input type="checkbox"/> ...
Warning Code (2)	Override Code (2)
<input type="checkbox"/> ...	<input type="checkbox"/> ...
Warning Code (3)	Override Code (3)
<input type="checkbox"/> ...	<input type="checkbox"/> ...
Warning Code (4)	Override Code (4)
<input type="checkbox"/> ...	<input type="checkbox"/> ...
Warning Code (5)	Override Code (5)
<input type="checkbox"/> ...	<input type="checkbox"/> ...
Warning Code (6)	Override Code (6)
<input type="checkbox"/> ...	<input type="checkbox"/> ...
Warning Code (7)	Override Code (7)
<input type="checkbox"/> ...	<input type="checkbox"/> ...
<input type="button" value="Send"/>	
<input type="button" value="Cancel"/>	

- Enter the Entry number and the Line number for the warning to be overridden
 - Then enter/choose each Warning Code
 - For each Warning Code, you must have a specific Override Code
- Click Send to send the override to CBP
 - Your results will return in the [ABI Message Browser](#)

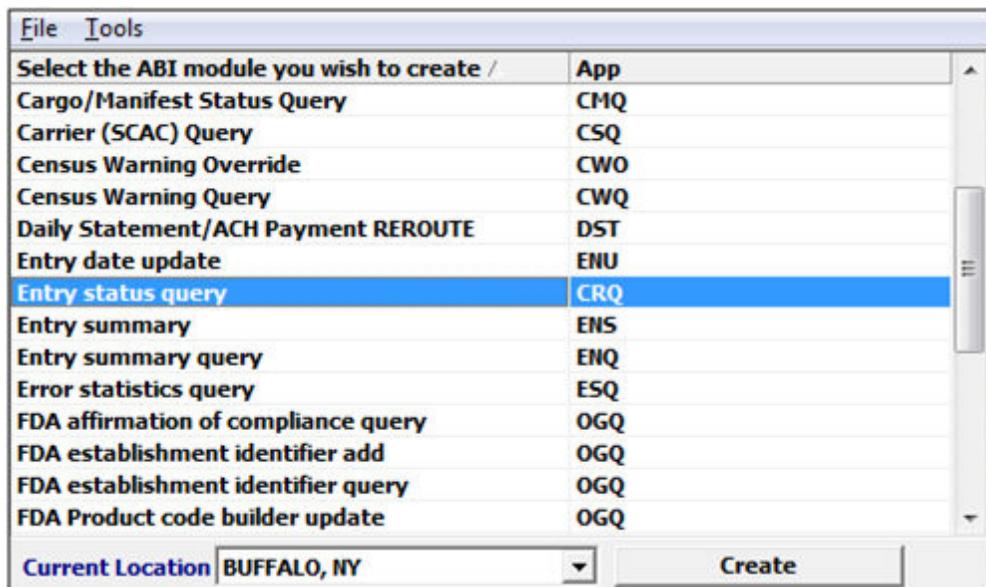
Entry/Release Status Queries

Entry/Release Status Queries

Entry Status Query

This section provides the complete steps for conducting an entry status query in SmartBorder. This query allows you to query an entry number (or a range) to review the status with CBP.

- Click on Entry Status Query in the Main ABI Module screen



- This will open the Entry Status Query Screen
 - Default is to Query Single Entry #(s)

Query Single Entry #(s)

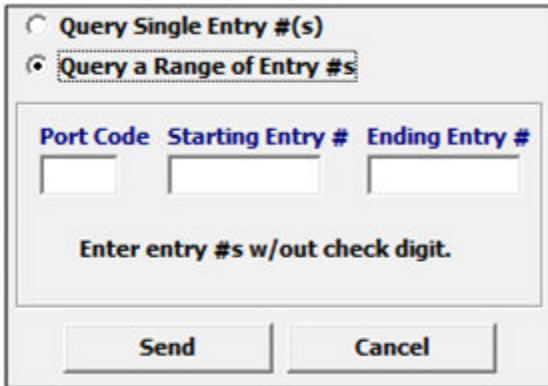
Query a Range of Entry #'s

Port Code	Entry # 1	Entry # 2
	Entry # 3	Entry # 4

Send Cancel

- Enter a port code (optional)
- Enter the specific Entry Number(s) that you'd like to query

- you can query up to 4 entries per query
- To Query a Range of Entry #s, click the radio button:



- Enter a port code (optional)
- Enter the Starting and Ending Entry #'s for the desired range
 - Enter these entry numbers without the check digit
- Click Send to send the query to CBP
 - Your results will return in the [ABI Message Browser](#)

Update Entry ABI Messages (Release)

Once in a while, the release messages don't get routed to the entry in SmartBorder properly. If CBP has verified that the entry has been released, you can go into the ABI module and Query current entry (Cargo release) status.

This query will import the current cargo release message into that entry in SmartBorder. This query will contain the entry's current status including release date, AMS status, and OGA notifications.

- Click on Query current entry (Cargo release) status in the Main ABI Module screen

Select the ABI module you wish to create /	App
FDA establishment identifier query	OGQ
FDA Product code builder update	OGQ
FDA product code query	OGQ
FWS species query	OGQ
FWS species query (Specific)	OGQ
Importer/bond query	QIB
Manufacturer file query	QMF
OGA Entry Correction Transmission (FDA Only)	OGA
Query consignee name/address	CON
Query Currency File	ERF
Query current entry (Cargo release) status	CRQ
Query Laboratory/Gauger	QLG
Quota	QTA
Temp Importation Bond Extension	TIB
Current Location	BUFFALO, NY
	Create

- This will open the Query Current Entry (Cargo Release) Status Screen
 - Default is to Query Single Entry #(s)

Query Singe Entry #(s)
Query a Range of Entry #s

Entry #

Send Cancel

- To Query a Range of Entry #s, click the radio button:

Query Singe Entry #(s)
Query a Range of Entry #s

Start Entry # End Entry #

Enter entry #'s w/out check digit.

Send Cancel

- Enter the entry number (or range of entry #s) to be queried
- Click Send to send the query to CBP

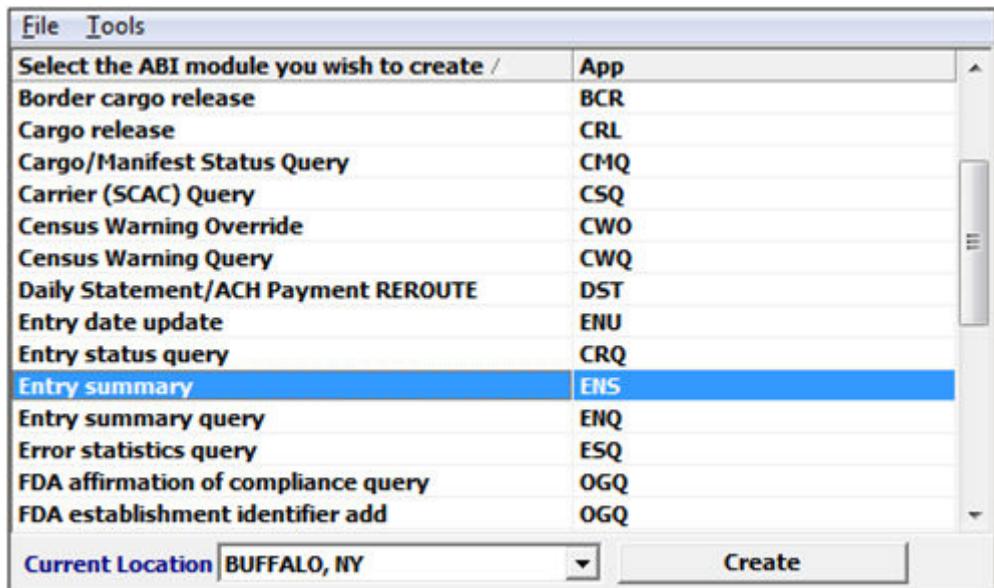
- Your results will return in the [ABI Message Browser](#)

Entry Summary Transmissions

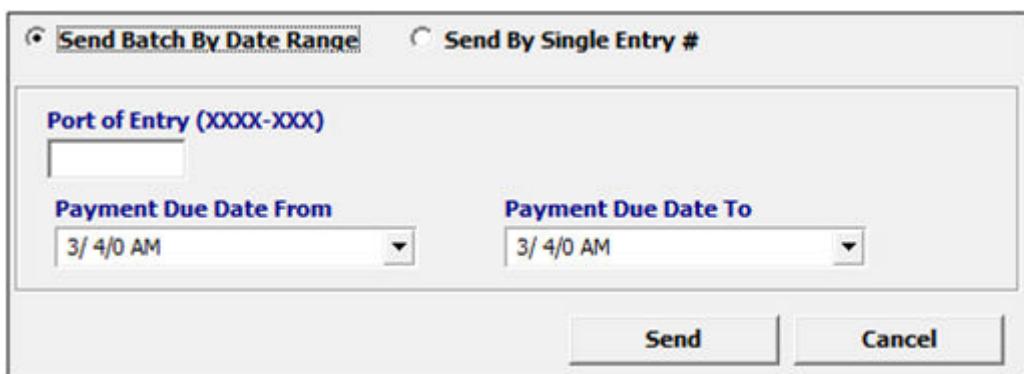
Entry Summary Transmissions

Users will normally transmit their entry summaries directly from the Transaction/Entry screen, but in some cases you may choose to perform a separate Entry Summary transmission from the ABI module.

- Click on Entry Summary in the Main ABI Module screen



- This will open the Entry Summary transmission screen:



- Click Send By Single Entry # to send a single Entry Summary transmission
 - Enter the entry number and click Send
 - Your results will appear directly in the entry ABI Messages
 - Your results will also return in the [ABI Message Browser](#)

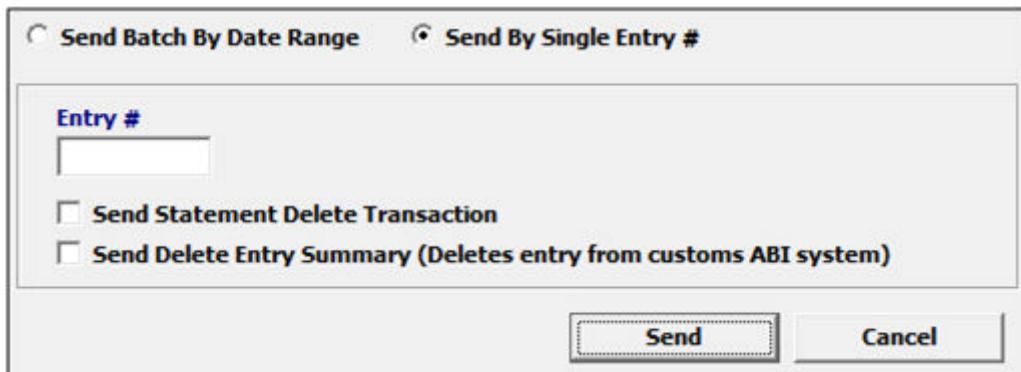
Transmit a Batch of Entries

- Click on the Send Batch By Date Range button
 - Enter the desired Port of Entry
 - Enter the To/From Payment Due Dates for the desired range
- Click Send to send the entry summary transmission to CBP
 - Your results will appear directly in the entry ABI Messages
 - Your results will also return in the [ABI Message Browser](#)

Delete an Entry

You can delete an entry that is on file with CBP using the Entry Summary option in the ABI Module. This section details how to delete this entry from CBP. You may also want to delete this entry from SmartBorder, which is done in the Management Module.

- Click Send By Single Entry #

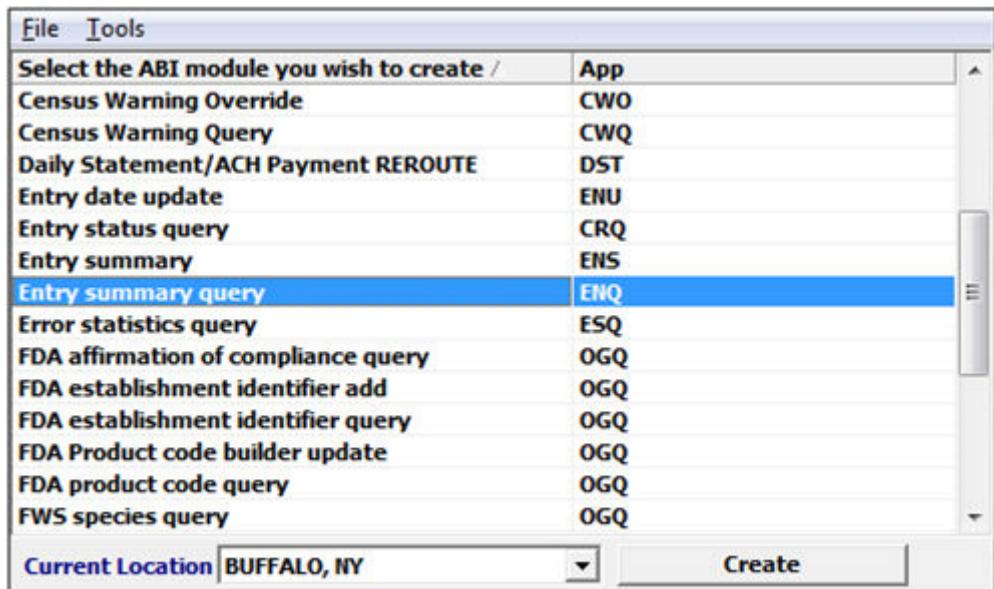


- Enter the Entry Number to be deleted
 - Check the box to Send Statement Delete Transaction if this entry is on a statement
 - Check the Send Delete Entry Summary to delete this entry from CBP/ABI
- Click Send to send the entry summary transmission to CBP
 - Your results will appear directly in the entry ABI Messages
 - Your results will also return in the [ABI Message Browser](#)

Entry Summary Query

This section provides the complete steps for conducting an entry summary query in SmartBorder. This query allows you to query an entry number (or a range) to review the entry data that is on file with CBP under this specified number. This query is used to verify the status of an entry, such as if an entry summary has been paid, liquidated, etc.

- Click on Entry Summary Query in the Main ABI Module screen



- This will open the Entry Summary Query Screen:

Port Code - optional for Entry #'s issued after 10/01/1986

Entry # 1 Entry # 2 Entry # 3 Entry # 4

Collection/Bill Information Code

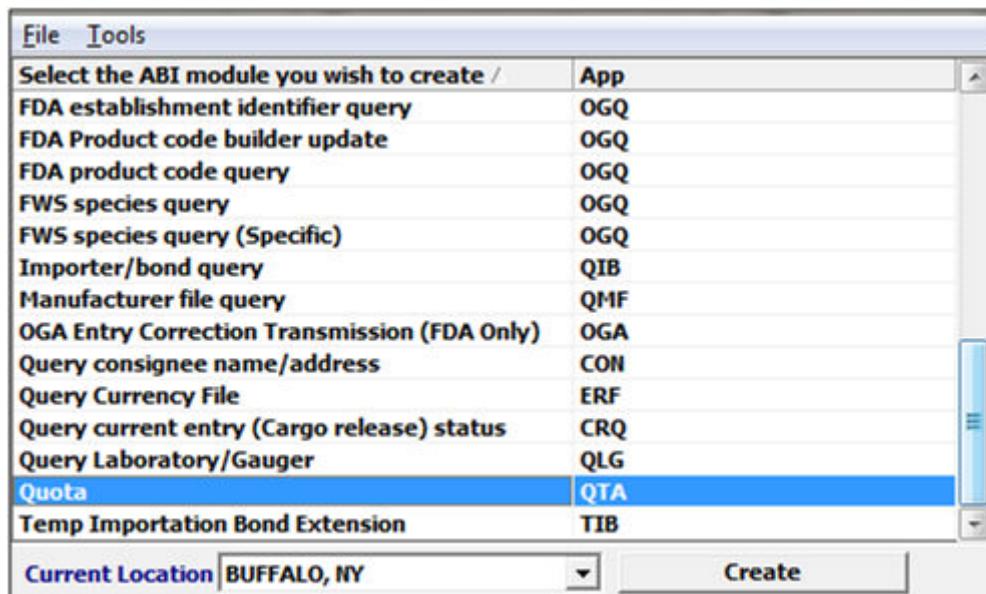
- Enter the specific Entry Number(s) that you'd like to query
 - you can query up to 4 entries per query

- **Choose the Information Code**
 - If you're not sure, leave this as "Collection AND Bill Data"
- **Click Send to send the query to CBP**
 - Your results will return in the [ABI Message Browser](#)

Quota Query

This section provides the complete steps for conducting a quota query in SmartBorder. This query allows you to query an HTS/tariff and Country of Origin combination to determine the quota status with CBP.

- Click on Quota in the Main ABI Module screen



- This will open the Quota Query Screen:

Visa Query Indicator

Quota and visa records

All visa records for the country (Do not submit tariff or category number)
Visa number on file request
All visa records for the country and category or country and tariff number
Only quota records

Tariff #, Textile Category # or Visa # **Second Tariff #**

C/O **Send** **Cancel**

- Choose the appropriate Visa Query Indicator
 - This is a code indicating if quota and/or visa or visa number information records are returned
 - Choose the appropriate indicator to determine if quota/visa/both are returned

- You must enter the **Tariff Number, Textile Category #, or Visa #**
 - You can also enter the **Country of Origin** if you'd like to limit this query to a specific C/O
- Click **Send** to transmit this query to CBP
 - Check your ABI Messages for your query results

The Quota Query/Report will look like this report below:

Quota Report		Received :3/4/2008 10:36:19AM	
ABI Header ID:		Location ID:	4
APP ID: UR	ABI Transmission ID:	User ID:	10
Entry Filer Code:	Proc Port: 4701	Proc Ofc Code:	
Prep Filer Code:	Prep Port:	Prep Ofc Code:	
Tariff or Cat: 6103498026 Quota Limit: 00017250192	Namesake:	Country of Origin: CN UOM: DOZ	Record # 01 Conversion Factor: 000.000 Global Indicator: Threshold Qty: 00016905188
Quota Period: 0601 Secondary Namesake: Quota Type: A Absolute	Period Begin Date: 01/01/06 Period Processing Ind: 1-Date of Export, 1-Quota open Qty To Date: 00014203941	Period End Date: 12/31/06 Description: 847 Last Quota Transaction Date: 02/22/08	Second Tariff: . .
Status Date and Time: 03/04/08 10:36			

- The chart below contains the full descriptions of each field, from the CATAIR

Field	Description
Tariff Number or Textile Category Number	The tariff number or textile category number contained in the quota record. The category number occupies the first three positions and any part category occupies the next two positions. If there is no part category, positions 4 and 5 contain ## (# = blank). The part category may also be assigned as A# or AA (A = alpha).
Namesake	Reporting of textiles and wearing apparel is done by category. As several tariff schedule numbers are assigned the same category, a namesake has been constructed to identify the category.
Country of Origin	The ISO country code representing the country of origin.
Record Number	The number that provides linkage within the CBP quota master record.
Quota Limit	A number representing the quota limit as it exists on the record being queried. Not all records have a quota limit. For those that do not have a quota limit, no record is returned.
Unit of Measure	The unit of measure that must be reported.
Textile Conversion Factor	A number listed in the Textile and Apparel Correlation that converts all units of measure. The Office of Textiles, Department of Commerce publishes this document.
Beginning/Ending Date	Dates that represent the beginning and ending date for the quota.
Quota Period	A code representing the quota period in a particular calendar year. The first two positions are the last two digits of the calendar year in which the quota ends. The last two positions are the quota period within the year beginning with 01.
Threshold Quantity	The quota level that ceases automated release of the merchandise. Once this level is reached, transactions are processed manually. The quantity is established by a country usage profile and is triggered when a presentation of merchandise plus what has already entered, equals or exceeds the threshold. This "triggering" is called "going on hold".

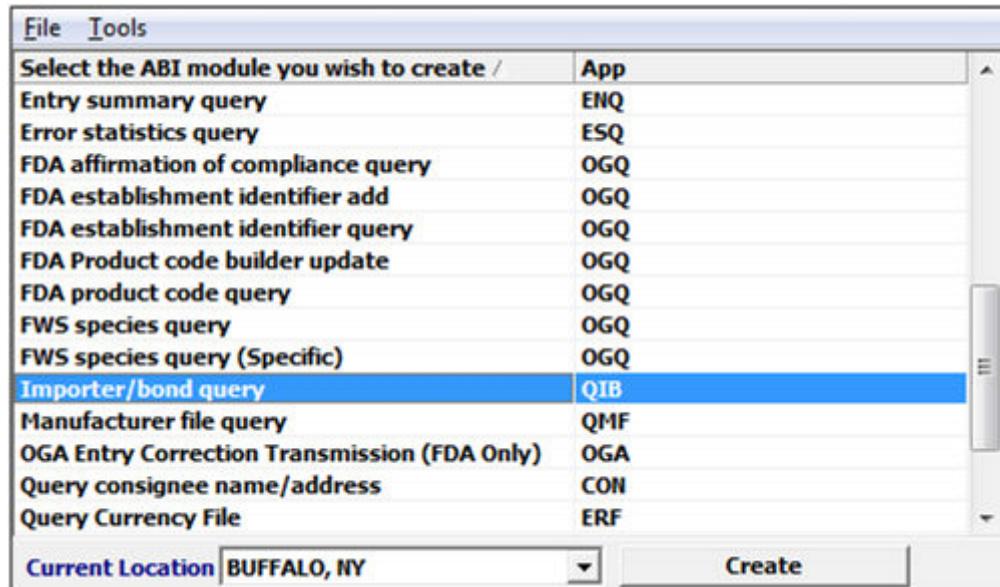
Global Indicator	A code of 99 if the queried tariff number is reported by more than one country
Period Processing Indicator	<p>A code representing the period processing indicator. The first position of the code is:</p> <p>0 = Date of presentation 1 = Date of export</p> <p>The second position of the code is:</p> <p>1 = Quota open 2 = Quota potentially filled 5 = Opening merchandise only 7 = Quota filled or expired 8 = Banned (merchandise cannot be imported from the country)</p>
Description	A narrative description of the quota item.
Quota Type	<p>A code indicating the quota type. Valid Quota Type Codes are:</p> <p>A = Absolute L = Low Rate H = High Rate C = Combined Total</p>
Quantity to Date	The total amount to date charged against the quota.
Hold Indicator	A code of * (asterisk) indicates all incoming transactions go in a hold file
Last Quota Transaction Date	Date representing the last quota transaction date. If there have been no transactions, spaces are returned.
Date/Time of Status	Date/Time which the query was processed.
Second Tariff Number	The second tariff number. This code is the same as that contained in the quota record.

- For more specific information on your quota query/report, please submit a support request.

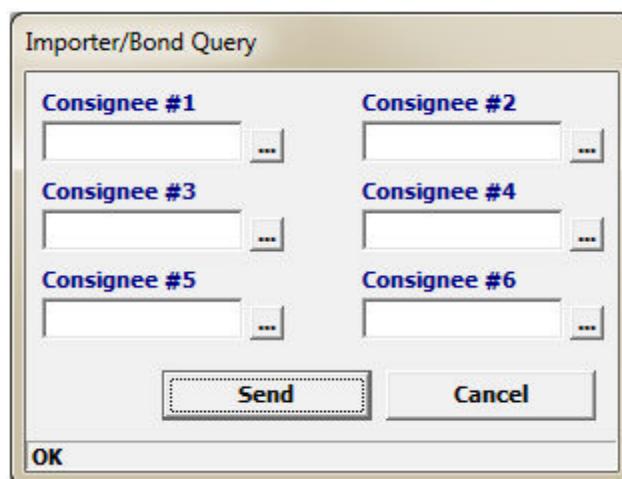
Importer/Bond Query

This section provides the complete steps for conducting an importer/bond query in SmartBorder. This query allows you to query an EIN/Tax ID to review the data that is on file with CBP under this specified number.

- Click on Importer/Bond Query in the Main ABI Module screen



- Enter the importer number(s) to be queried on the Importer/Bond Query
 - You can query up to six importers/consignees at a time using this query

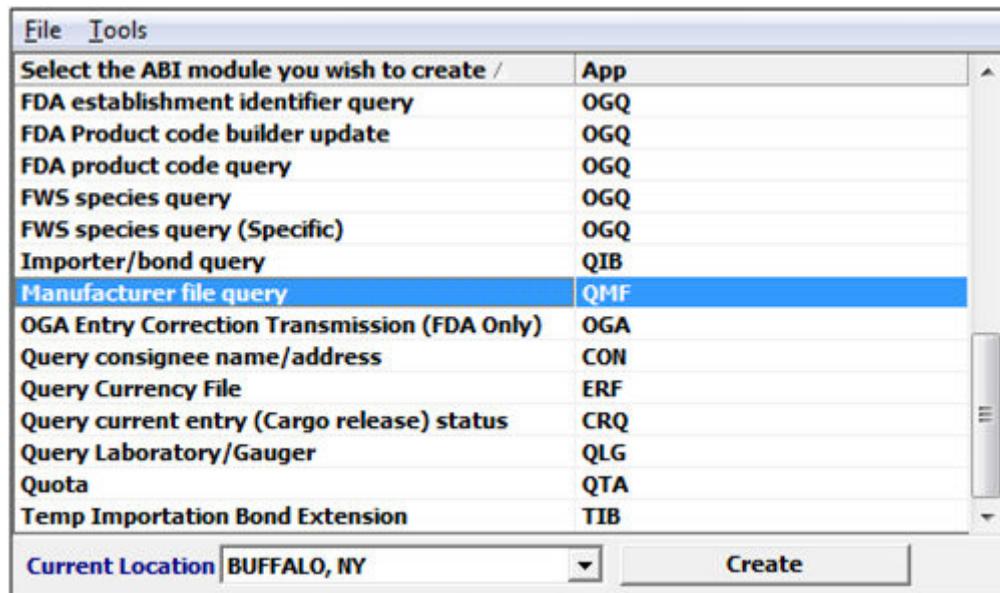


- Click Send to send the query to CBP
 - Your results will return in the [ABI Message Browser](#)

Manufacturer Query Guide

This section provides the complete steps for conducting a manufacturer (MID) query in SmartBorder. This query will return the manufacturer name and address information when you transmit the associated MID.

- Begin by entering the ABI Module and click on Manufacturer File Query



- Enter the MID to be queried in the **Query Manufacturer** screen



- Click Send to send the query to CBP
 - Your results will return in the [ABI Message Browser](#)

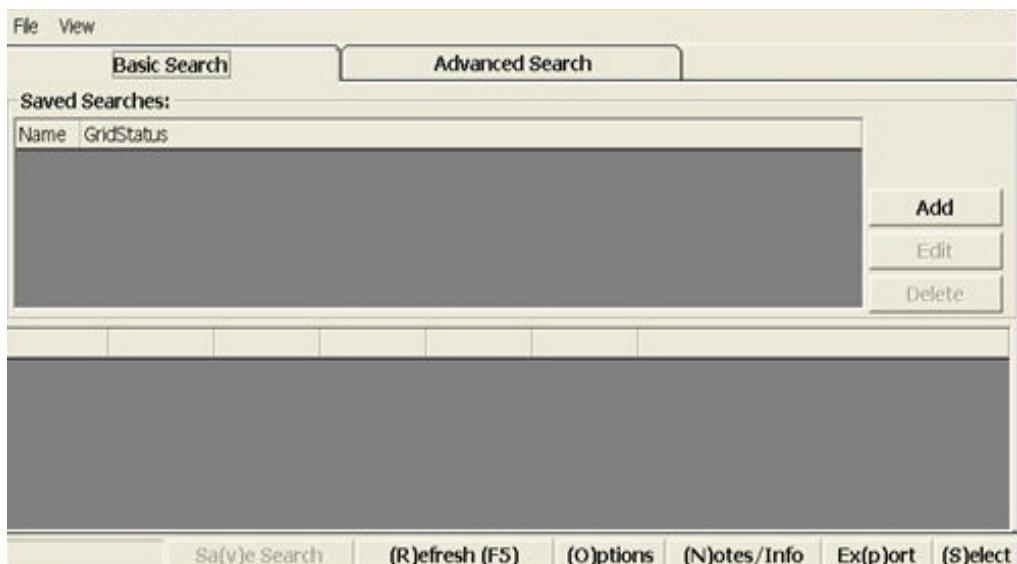
Additional ABI Features

Additional ABI Module Features

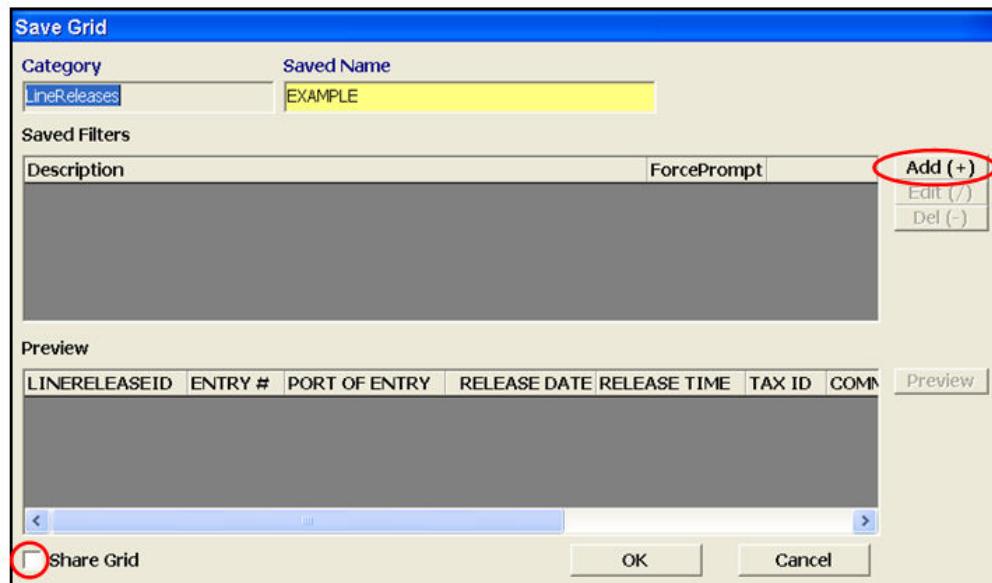
Line Releases Grid

Basic Search

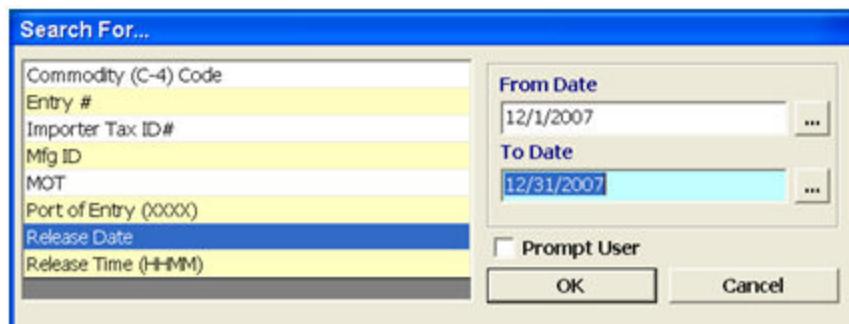
Click on the Tools menu and select Line Releases. To perform a Basic Search, click the Add button



Enter a Saved Name and click the Add (+) button. Click Preview for a preview of your search results. Click Share Grid to make your search available to other users.

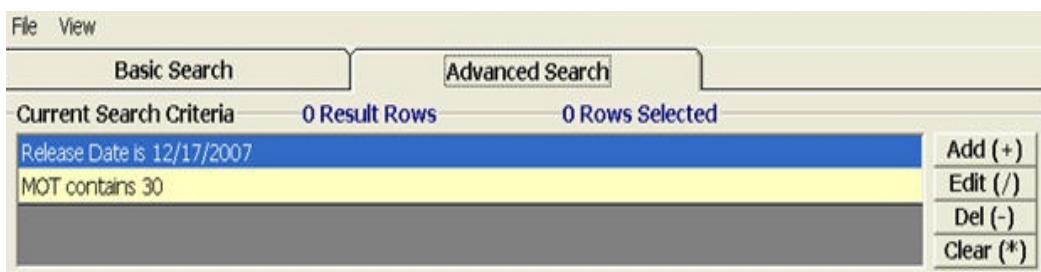


Select a search category from the left column, and enter the specific criteria on the right. You can click Prompt User if you'd like the user to enter the criteria with each search.



Advanced Search

Perform an Advanced Search if you want to search for personal use or reference only. This is generally used to build a basic search that you intend to save, or for a quick search that you don't intend to save or use multiple times. This option allows for quick changes to the criteria, as well as an option to clear the criteria.



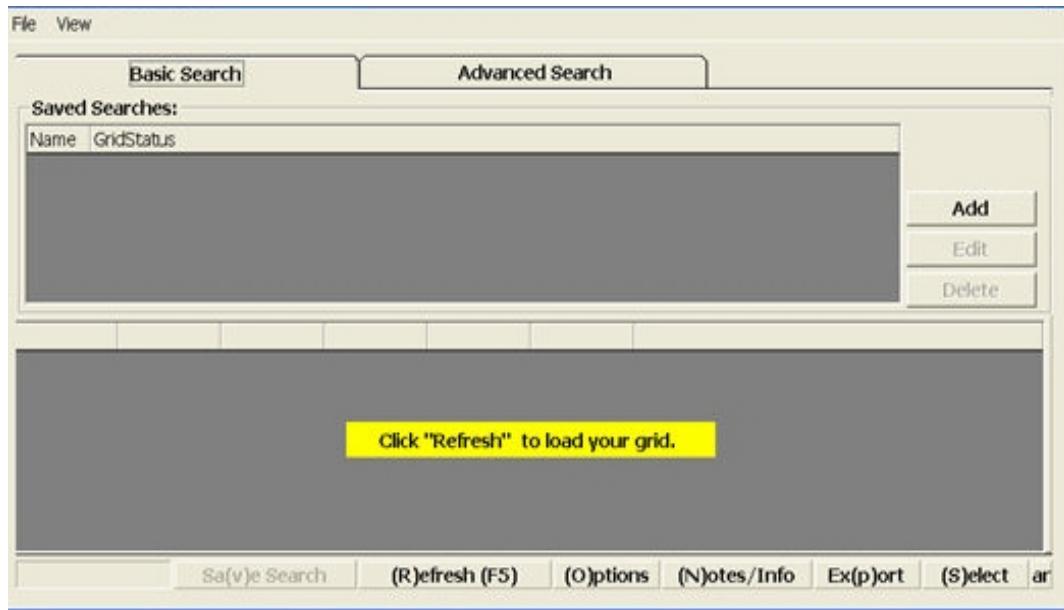
Search Results from either a basic or advanced search are displayed in the bottom frame of the main Line Release Grid screen. The following table explains how the different functions of this grid will allow you to manage your search results:

Button/Menu	Description
File Menu	The File menu (top left) has the options to Print or Print Preview the selected search results.
Save Search	Save the selected search. This will convert an advanced search into a basic search.
Options	Open the grid options screen.
Notes/Info	Open the notes screen for the selected record.
Export	Export the selected search results to a Microsoft Excel Spreadsheet. You can highlight multiple files for batch exporting and printing as well.
Select	Select/Open the selected line release.
Cancel	Cancel the current search.

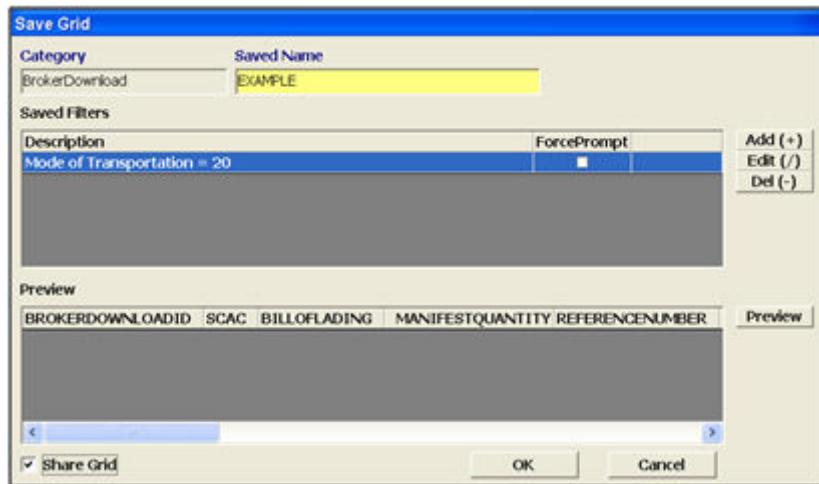
Broker Download Grid

Basic Search

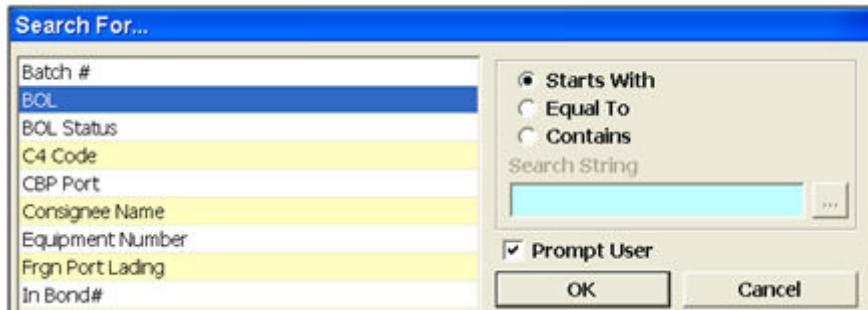
Click on the Tools menu and select Broker Downloads. To perform a Basic Search, click the Add button



Enter a Saved Name and click the Add (+) button. Click Preview for a preview of your search results. Click Share Grid to make your search available to other users.



Select a search category from the left column, and enter the specific criteria on the right. You can click Prompt User if you'd like the user to enter the criteria with each search.



Advanced Search

Perform an Advanced Search if you want to search for personal use or reference only. This is generally used to build a basic search that you intend to save, or for a quick search that you don't intend to save or use multiple times. This option allows for quick changes to the criteria, as well as an option to clear the criteria.



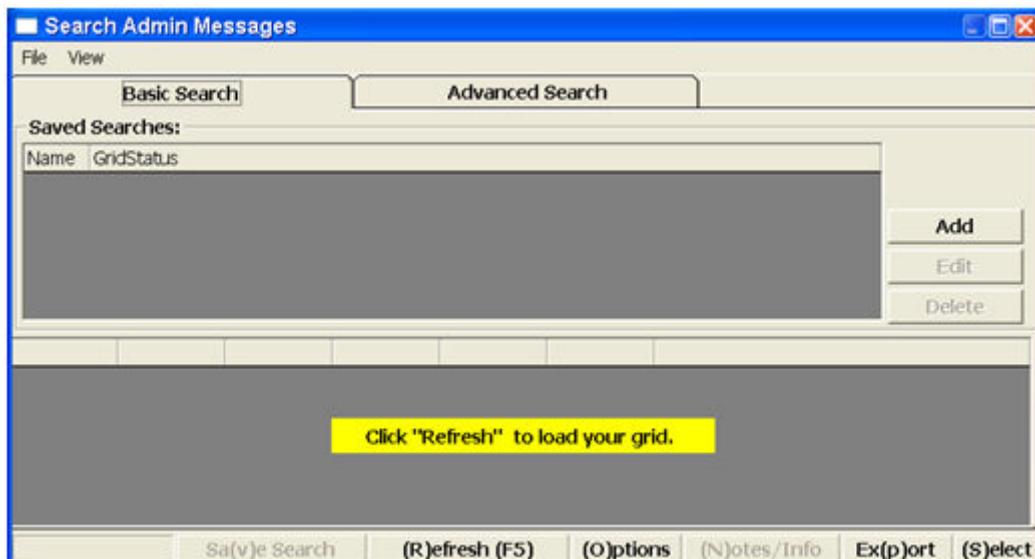
Search Results from either a basic or advanced search are displayed in the bottom frame of the main Broker Download Grid screen. The following table explains how the different functions of this grid will allow you to manage your search results:

Button/Menu	Description
File Menu	The File menu (top left) has the options to Print or Print Preview the selected search results.
Save Search	Save the selected search. This will convert an advanced search into a basic search.
Options	Open the grid options screen.
Notes/Info	Open the notes screen for the selected record.
Export	Export the selected search results to a Microsoft Excel Spreadsheet. You can highlight multiple files for batch exporting and printing as well.
Select	Select/Open the selected broker download.
Cancel	Cancel the current search.

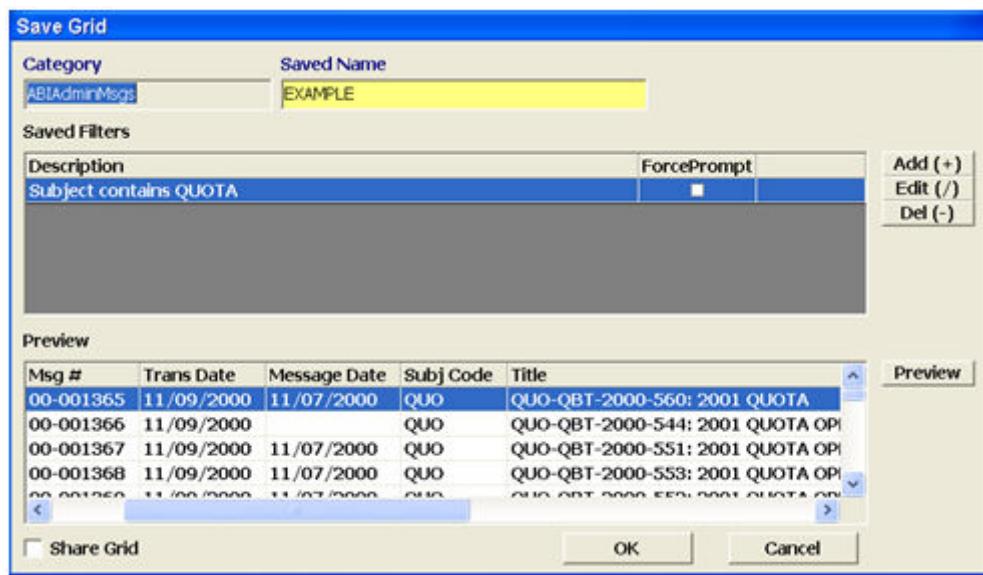
Admin Messages Grid

Basic Search

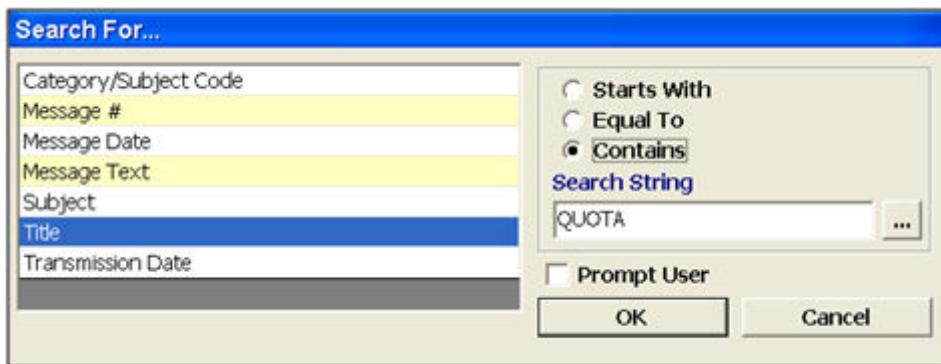
Click on the Tools menu and select Admin Messages. To perform a Basic Search, click the Add button



Enter a Saved Name and click the Add (+) button. Click Preview for a preview of your search results. Click Share Grid to make your search available to other users.



Select a search category from the left column, and enter the specific criteria on the right. You can click Prompt User if you'd like the user to enter the criteria with each search.



Advanced Search

Perform an Advanced Search if you want to search for personal use or reference only. This is generally used to build a basic search that you intend to save, or for a quick search that you don't intend to save or use multiple times. This option allows for quick changes to the criteria, as well as an option to clear the criteria.

Basic Search		Advanced Search		
Current Search Criteria		38 Result Rows	0 Rows Selected	
Subject contains QUOTA			Add (+)	
Message Date is between 1/1/2008 and 3/1/2008			Edit (/)	
			Del (-)	
			Clear (*)	
Msg #	Trans Date	Message Date	Subj Code	Title
00-001365	11/09/2000	11/07/2000	QUO	QUO-QBT-2000-560: 2001 QUOTA
00-001367	11/09/2000	11/07/2000	QUO	QUO-QBT-2000-551: 2001 QUOTA OPENING
00-001368	11/09/2000	11/07/2000	QUO	QUO-QBT-2000-553: 2001 QUOTA OPENING

Search Results from either a basic or advanced search are displayed in the bottom frame of the main Broker Download Grid screen. The following table explains how the different functions of this grid will allow you to manage your search results:

Button/Menu	Description
File Menu	The File menu (top left) has the options to Print or Print Preview the selected search results.
Save Search	Save the selected search. This will convert an advanced search into a basic search.
Options	Open the grid options screen.
Notes/Info	Open the notes screen for the selected record.
Export	Export the selected search results to a Microsoft Excel Spreadsheet. You can highlight multiple files for batch exporting and printing as well.
Select	Select/Open the selected message.
Cancel	Cancel the current search.

Managing Query Results

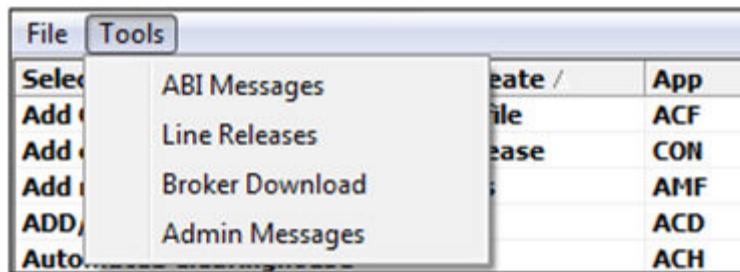
Managing Query Results

Once you've completed the desired ABI queries/functions, you'll want to manage the responses/results accordingly. This section will walk you through how to access these messages/responses as well as printing and sending these messages.

Viewing ABI Messages

The SmartBorder ABI message browser allows you to view and manage all of your company's ABI messages. This screen is accessible from the main screen of the many other SmartBorder modules (ex. Transaction Screen), as well as through the ABI menu.

- Click on the Tools menu and select ABI Messages



- This will open the ABI message browser

Results (733 messages, 1 selected)		<input checked="" type="checkbox"/> My Messages		<input checked="" type="checkbox"/> Location Messages	
P	Received	App	Description	Sent By	Location
N	3/4/2008 2:56:44 PM	CR	Electronic Invoice	JFK	
N	3/4/2008 2:48:48 PM	CR	Electronic Invoice	JFK	
N	3/4/2008 2:45:42 PM	CR	Electronic Invoice	JFK	
N	3/4/2008 2:38:23 PM	TR	Add 5106 to Importer File Processing Results	JFK	
N	3/4/2008 2:36:20 PM	KS	Consignee Name/Address Query	JFK	
N	3/4/2008 2:35:38 PM	RR	Cargo Release Processing Results		NEWARK, NJ
N	3/4/2008 2:35:34 PM	KS	Consignee Name/Address Query	JFK	
N	3/4/2008 2:28:22 PM	HT	Statement Delete Transaction	JFK	
N	3/4/2008 2:10:26 PM	\$R	Manufacturer Name and Address - Add	JFK	
N	3/4/2008 1:44:07 PM	\$R	Manufacturer Name and Address - Add	JFK	
N	3/4/2008 1:40:46 PM	RR	Cargo Release Processing Results	JFK	
N	3/4/2008 1:29:09 PM	RR	Cargo Release Processing Results	JFK	
N	3/4/2008 12:59:24 PM	RR	Cargo Release Processing Results	JFK	
N	3/4/2008 12:57:40 PM	HR	Cargo Release Transactions	JFK	
N	3/4/2008 12:57:38 PM	ER	Entry Summary	JFK	
N	3/4/2008 12:56:45 PM	ER	Entry Summary	JFK	
N	3/4/2008 12:56:07 PM	ER	Entry Summary	JFK	
N	3/4/2008 12:40:54 PM	RR	Cargo Release Processing Results	JFK	
N	3/4/2008 12:37:47 PM	RR	Cargo Release Processing Results		NEWARK, NJ
N	3/4/2008 12:37:26 PM	HR	Cargo Release Transactions		NEWARK, NJ
N	3/4/2008 12:34:07 PM	RR	Cargo Release Processing Results		NEWARK, NJ
N	3/4/2008 12:31:36 PM	HR	Cargo Release Transactions		NEWARK, NJ
N	3/4/2008 12:18:47 PM	RR	Cargo Release Processing Results		JFK
N	3/4/2008 12:18:05 PM	ER	Entry Summary		SAVANNAH, GA
N	3/4/2008 12:10:29 PM	ER	Entry Summary		SAVANNAH, GA
N	3/4/2008 12:08:24 PM	10	SmartBorder® System Message - Release Date Update		NEWARK, NJ
N	3/4/2008 12:08:24 PM	RR	Cargo Release Processing Results	JFK	
N	3/4/2008 12:05:44 PM	ER	Entry Summary	JFK	

[View \(F3\)](#) [Process \(F4\)](#) [Refresh \(F5\)](#) View Unprocessed Messages (P = N) View Processed Messages (P = Y)

- To view a message, double click or click the View button when the message is highlighted
- Click Process to process the selected ABI message. Once marked as processed, this message will only show if "View Processed" is checked

Users can limit the listing of these ABI messages by selecting/de-selecting the following boxes:

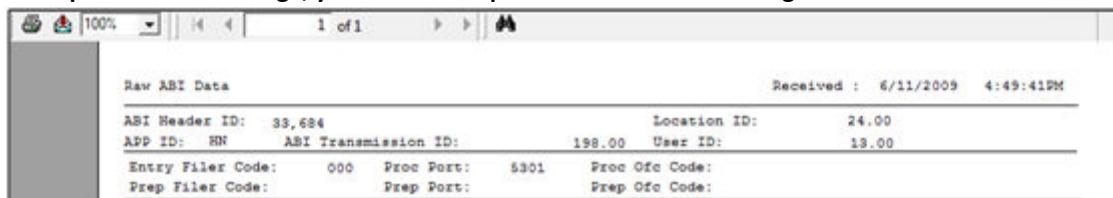
Command Button	Description
My Messages	When checked, your ABI messages will display.
Location Messages	When checked, all ABI messages from your location will display.
View Unprocessed Messages	When checked, all unprocessed ABI messages will display.
View Processed Messages	When checked, all processed ABI messages will display.

- Below is an example of an ABI message in SmartBorder (Quota report):

Quota Report			Received : 3/4/2008 10:36:19AM
ABI Header ID:		Location ID: 4	
APP ID: UR	ABI Transmission ID:	User ID: 10	
Entry Filer Code:	Proc Port: 4701	Proc Ofc Code:	
Prep Filer Code:	Prep Port:	Prep Ofc Code:	
Tariff or Cat: 6103498026	Namesake:	Country of Origin: CN	Record # 01
Quota Limit: 00017250192		UOM: DOZ	Conversion Factor: 000.000
Quota Period: 0601	Period Begin Date: 01/01/06	Period End Date: 12/31/06	Global Indicator:
Secondary Namesake:	Period Processing Ind: 1-Date of Export, 1-Quota open	Description: 847	Threshold Qty: 00016905188
Quota Type: A Absolute	Qty To Date: 00014203941	Last Quota Transaction Date: 02/22/08	Second Tariff: . .
Status Date and Time: 03/04/08 10:36			

Printing/Saving/Emailing ABI Messages

- To print an ABI message, you must first open the desired ABI message



- Click the button to print the selected ABI message
- Click the button if you'd like to send an electronic copy (.pdf) via email



- Choose the desired format and click OK
 - Select the desired destination for the file and it will save to your computer
 - This can then be attached to an email or saved for your records

Print multiple ABI APP ID messages in a batch

- For companies that have multiple daily statements users will now be able to highlight the batch of statements (all items with the same APP ID) and print all at one time
- Only available for ABI APP IDs QR, MS, and QS type (Daily statements and Automated Clearinghouse)
- Highlight the APP IDs in the ABI message browser
- Click view button
- Click print icon from the report viewer screen

<input checked="" type="checkbox"/>	6/5/2012 9:21:28 AM	10	System-Generated Message - Release Date Update	
<input checked="" type="checkbox"/>	6/5/2012 9:19:06 AM	HT	Statement Date Update/Delete Transaction	
<input checked="" type="checkbox"/>	6/5/2012 9:18:43 AM	RR	Cargo Release Processing Results	
<input checked="" type="checkbox"/>	6/5/2012 9:18:42 AM	10	System-Generated Message - Release Date Update	
<input checked="" type="checkbox"/>	6/5/2012 2:36:54 AM	QR	Daily Statement	
<input checked="" type="checkbox"/>	6/5/2012 2:36:08 AM	QR	Daily Statement	
<input checked="" type="checkbox"/>	6/5/2012 2:36:00 AM	QR	Daily Statement	
<input checked="" type="checkbox"/>	6/5/2012 2:35:09 AM	QR	Daily Statement	
<input checked="" type="checkbox"/>	6/5/2012 2:34:20 AM	QR	Daily Statement	
<input checked="" type="checkbox"/>	6/5/2012 2:34:20 AM	QR	Daily Statement	
<input checked="" type="checkbox"/>	6/5/2012 2:34:11 AM	QR	Daily Statement	
<input checked="" type="checkbox"/>	6/5/2012 1:31:36 AM	HT	Statement Date Update/Delete Transaction	
<input checked="" type="checkbox"/>	6/5/2012 1:29:48 AM	RR	Cargo Release Processing Results	
<input checked="" type="checkbox"/>	6/5/2012 1:29:47 AM	10	System-Generated Message - Release Date Update	
<input checked="" type="checkbox"/>	6/5/2012 12:46:46 AM	QR	Daily Statement	
<input checked="" type="checkbox"/>	6/5/2012 12:45:37 AM	QR	Daily Statement	
<input checked="" type="checkbox"/>	6/5/2012 12:45:34 AM	QR	Daily Statement	
<input checked="" type="checkbox"/>	6/5/2012 12:44:34 AM	QR	Daily Statement	
<input checked="" type="checkbox"/>	6/4/2012 10:27:12 PM	RR	Cargo Release Processing Results	

III

Show (P = N) Show (P = Y)
 Auto-View

Statement Processing Guides

Statement Processing

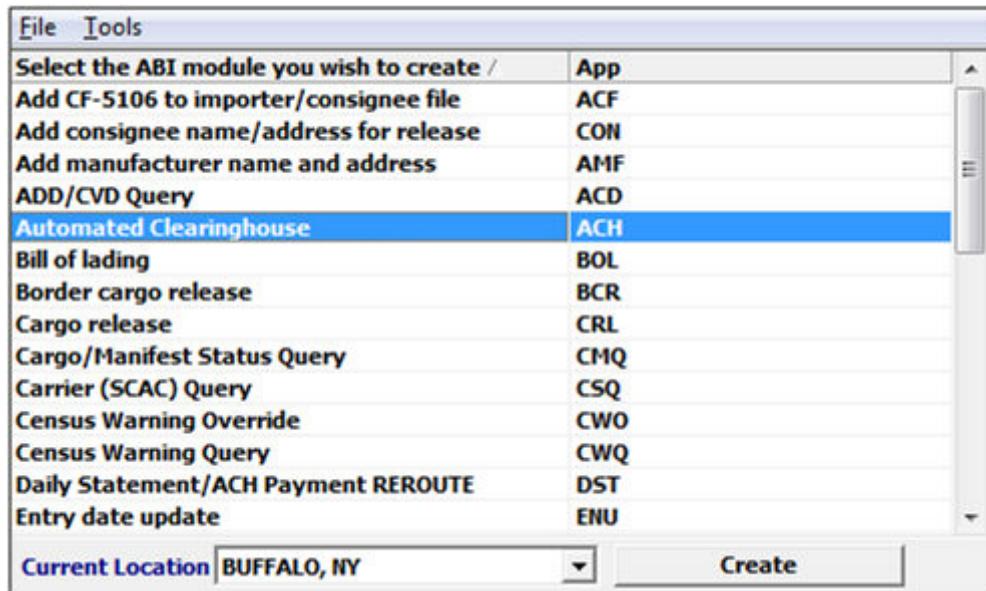
Once you've been approved by CBP, you can begin paying statements electronically in SmartBorder. This section will provide detailed instructions for statement processing, including setting up your ACH account(s) in SmartBorder and authorizing ACH payment of statements.

[ACH/Statement How-to Video](#)

ACH Account Setup

The first step in processing your statements electronically through an automated clearinghouse is to setup your ACH accounts in SmartBorder. This section will guide you through setting up both broker and importer ACH accounts.

- Click on the Automated Clearinghouse link in the ABI Module



- Click on the ACH Accounts tab

Pending Statements	ACH Accounts	
Description	Importer #	Payer Unit #
SAMPLE	12-345678900	123456
BROKER ACCOUNT		999888

[Add Account](#)
[Edit Account](#)
[Delete Account](#)

Done

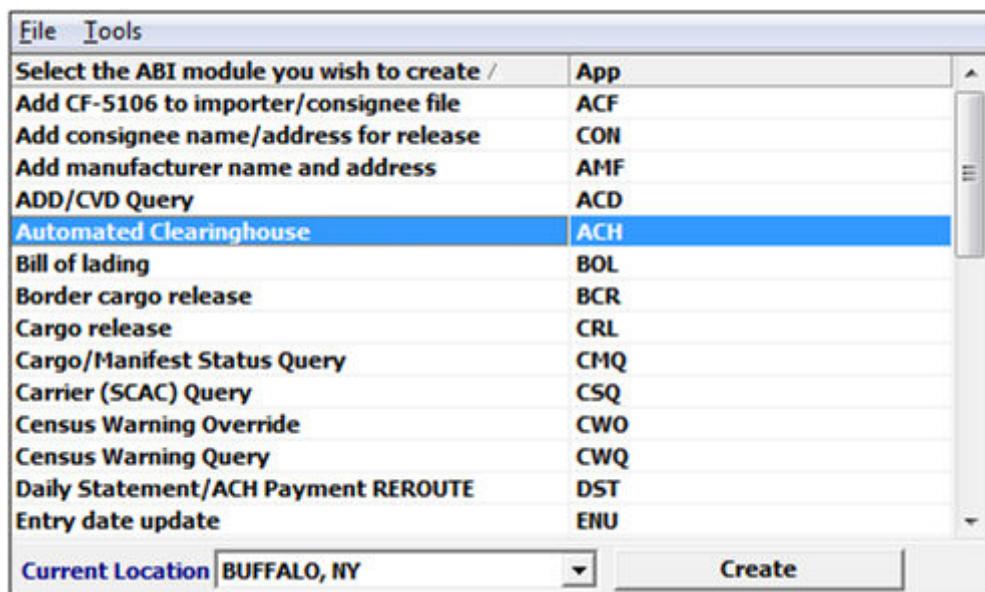
- Click on Add Account or highlight an existing account and click Edit Account
 - You can also delete an account by clicking Delete Account

Description	
SAMPLE IMPORTER	
Payer Unit #	Importer #
123456	Leave Blank For Broker Accounts 12-345678900
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

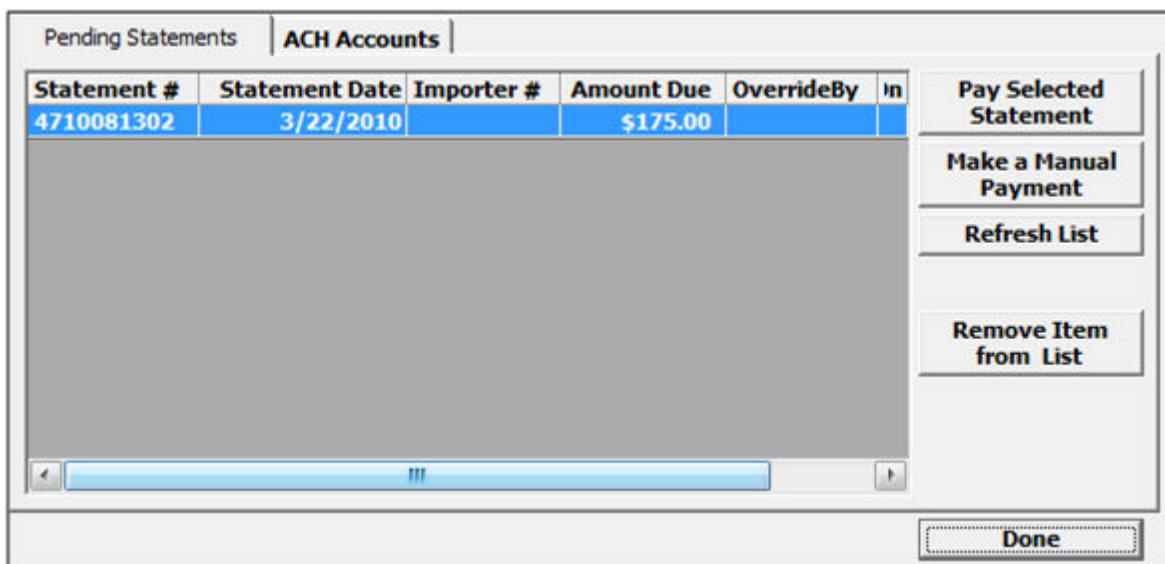
- Enter a Description (ex. Importer Name) for this ACH Account
 - You must also enter the Payer Unit number and the Importer number
 - If this is your Broker ACH account, leave the Importer number blank

Paying a Statement

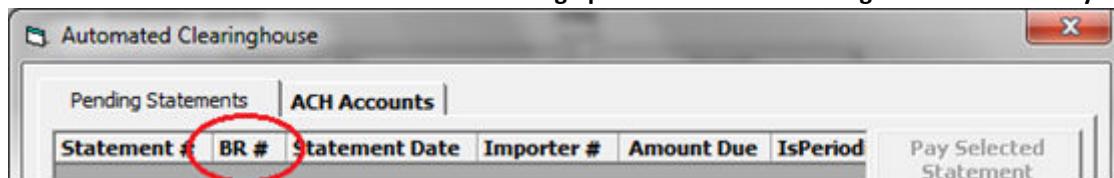
- To view the statement, you must view your ABI messages ([Viewing ABI Messages](#))
 - The preliminary statement will come in at night on the payment due date
 - After payment, the Final statement will arrive that night as a receipt of payment
- Click on the Automated Clearinghouse link in the ABI Module



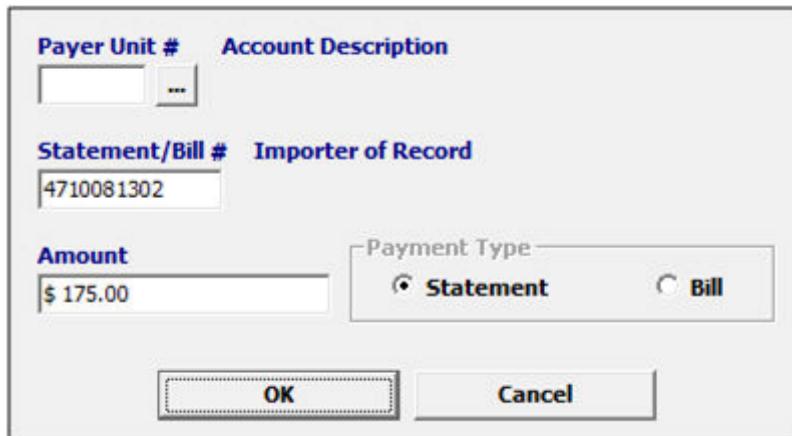
- Click to highlight the desired Pending Statement



***New feature from Release 1102 : New branch sorting option in ACH. This will organize statements by branch.



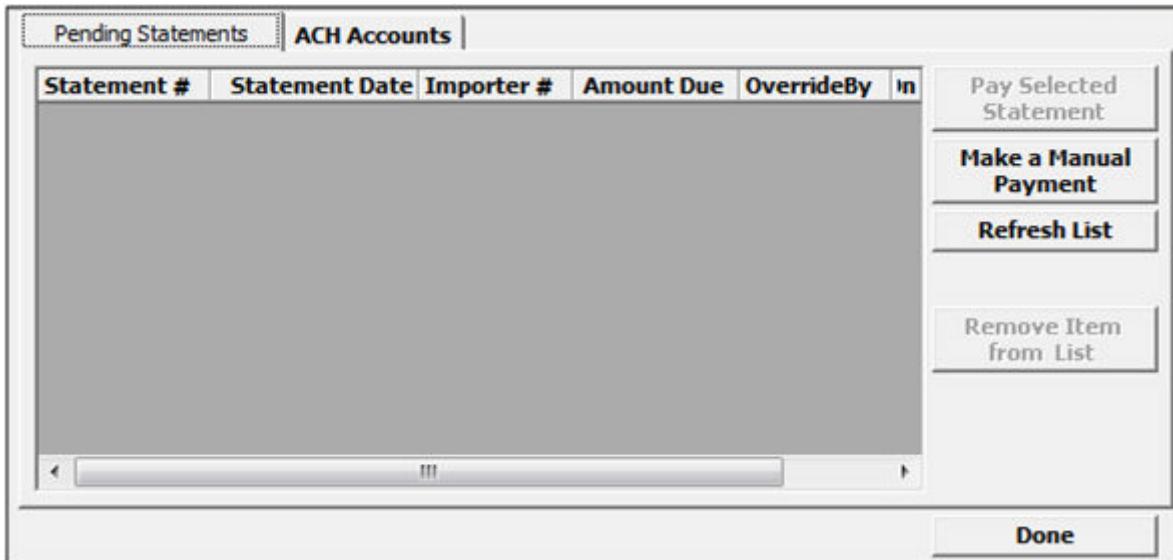
- Click on Pay Selected Statement to open the ACH Payment screen



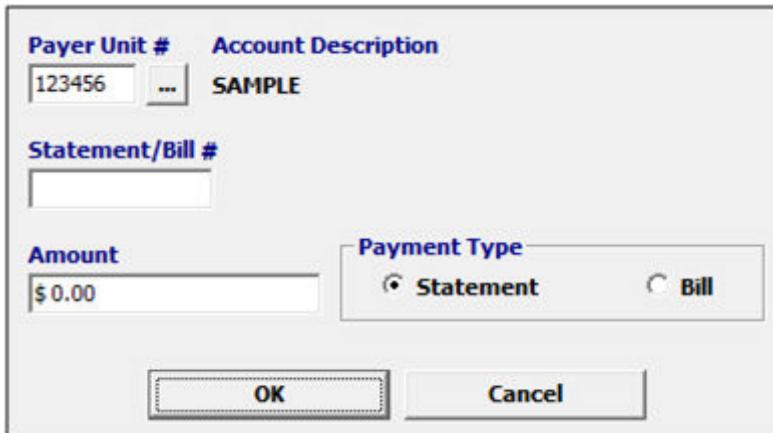
- Enter or Choose the Payer Unit Number
 - This will auto-fill if you've setup a matching ACH account
- The statement number and amount will automatically fill from the desired statement
- You'll always want to verify your payment in the ABI messages ([Viewing ABI Messages](#))
 - You should receive a payment message verifying that your payment was received

Make a Manual Payment

On occasion, you may have to make a manual payment to CBP for a portion of a statement, or for some other bill/payment purpose. Please use the following steps to make a manual payment in SmartBorder:



- Click on Make a Manual Payment

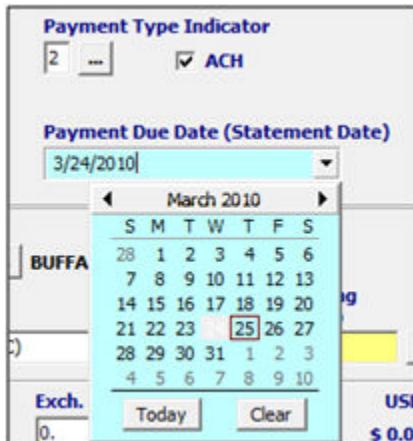


- Enter the appropriate ACH account Payer Unit #, or choose the account from the picklist by clicking the ellipsis
- Enter the Statement/Bill # and the total amount of this manual payment
- You also must specify if this payment is for a Statement or Bill by clicking the appropriate radio button

Statement Update/Remove an Entry

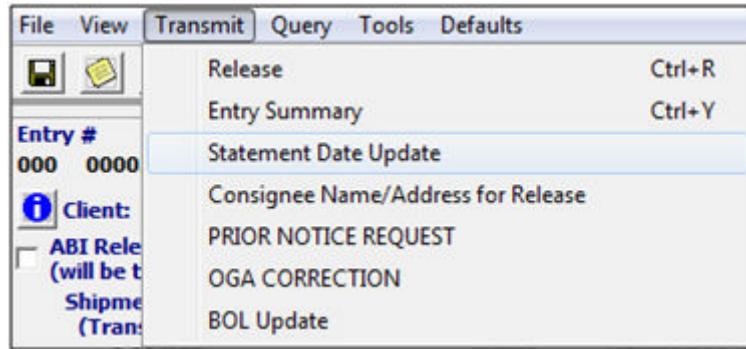
Once an entry is on a statement, making any changes to the entry or payment information will not reflect on the statement amount. The entry must be removed from the statement and moved to a future statement to ensure that the proper amounts are paid. You must always be sure not to schedule past 10th day.

- You first must make the necessary changes to the Payment Type/Statement Date:



- Once the necessary changes are made, you must Save your entry changes

- Then you click on Transmit, Statement Date Update

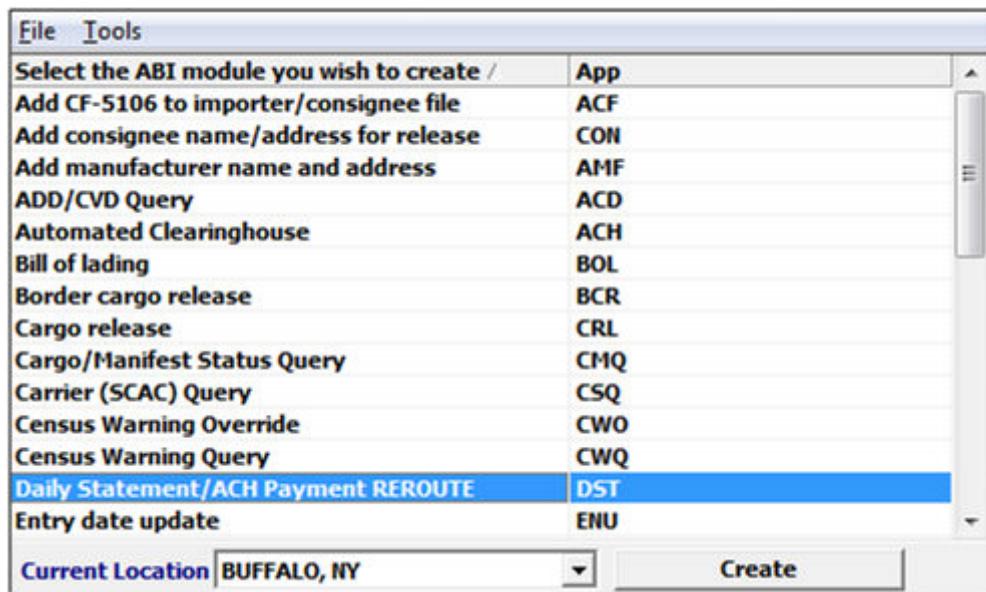


- This will remove the entry from today's statement. Check the entry ABI messages to ensure the entry has been removed from the statement and see what amount is now due on that statement the entry was originally on.
 - You can then make any necessary entry changes (ex. HTS, quantities, etc.) and retransmit the entry summary.
- Your entry will appear on the statement on the updated payment due date.

Statement Re-route

Occasionally a statement won't come through the ABI messages, or you may want to obtain a copy of a statement that has been removed from your ABI messages. This process will allow you to re-route this statement through your ABI module. You can also re-route payment information if you don't receive a payment response in your ABI messages.

- Click on Daily Statement/ACH Payment Re-route in the ABI module



- This will open the statement/payment re-route screen

Statement Date/ACH Payment Date

Importer of Record #

Client Branch

Statement #

Check to receive all matching documents for all ports
 Check to request Preliminary Statement(s)
 Check to request Final Statement(s)
 Check to request ACH Payment(s)
 PERIODIC MONTHLY STATEMENT

Send **Cancel**

- Enter/Choose the statement date, Importer of record #, Branch (if applicable), and/or statement number
 - Check the appropriate boxes, depending on the desired results

- Click Send to request the re-route of your statement information
 - Check your ABI Messages for the results of this re-route

Finding A Tariff Number Guide

Finding A Tariff Number

Please click the link below to view the training video. It may take a few minutes to load.
Thank you!

Approx running time: 2 minutes

http://www.smartborder.com/howto/tariff_picker.htm

*Note: If the movie does not appear to be loading, you may need to download flash player from adobe:

<http://www.adobe.com/products/flashplayer/>

1. For a general “quick” search please see the section of this manual for Tariff Picker. The Tariff Picker is a useful reference tool offered by SmartBorder. This tool features the latest tariff information, updated nightly from CBP’s database when there are changes to the Harmonized Tariff Schedule of the United States.

2. For a more detailed search of a tariff number or classification we have a link to the United States International Trade Commission Harmonized Tariff book on your Smartborder homepage. This can be found under Related Links by clicking on “Harmonized Tariff by Chapter.”

Related Links

HARMONIZED TARIFF By Chapter
ACE Portal
U.S. Customs Website
Journal of Commerce
CROSS - Customs Rulings
USTC - U.S. International Trade Commission
AES Direct
Steel Importing License Info
SmartBorder Client Side Demo (requires Flash)
Download Adobe Flash Player (if required)
FDA - Food & Drug Administration
Food & Agricultural Import Regulations
FDA Food Labeling Guide
FCC - Federal Communications Commission
DOT - Dept. of Transportation
FWS - Fish & Wildlife - Electronic Declarations
U.S. Customs Marking of Goods Requirements
FTC - Federal Trade Commission
Conversion Info
3-Letter AIR Carrier (IATA) Codes

Billing Guide

Master List of Accounting Codes

The system contains a listing of common used accounting codes. If you are issuing bills to customers, you'll want to review this listing and make any necessary changes. You can also add any fees/codes that aren't available in this listing.

- Click on Edit Master List of Accounting Codes on the management menu
- This will open the Master List of Accounting Codes

Add/Edit Accounting Codes

- To add a code, click Add or select any existing code and click Edit
- Enter the **Accounting Code** for the fee. If you're exporting this data to an accounting program, you'll want to make sure your codes match.
 - You also must enter a **Description** for this code/fee
 - This description will display on the customers' bill.
- Specify the following options by checking the appropriate boxes/buttons:

Field/Button	Description
"Omit if Zero"	Check this box if you do not want this fee to display on the customers' bill when the charge is calculated as \$0. This check-box is selected by default.
Disbursement Fee	Check this box if this is the disbursement fee. (Optional setting, please check if your company is setup)
Dispersible Charge	Check this box if this fee is the charge that the disbursement fee will be calculated on. (Optional setting, please check if your company is setup)
NDC - Non-Dutiable Charge	Check this box to indicate that the fee is a non-dutiable charge. This charge will be deducted from the invoice value in the entry, if "Brokerage fees" are checked to be deducted on the entry. (Optional setting, please check if your company is setup)
Allow Override	Check this box if you want a user to be able to change a system calculated fee on a bill. (Optional setting, please check if your company is setup)
Type	Select whether this fee is a revenue or payable fee. If you have a fee that has both a revenue and payable(ex. Single Entry Bond Premium) you'll need one code setup for the revenue and one code setup for the payable.

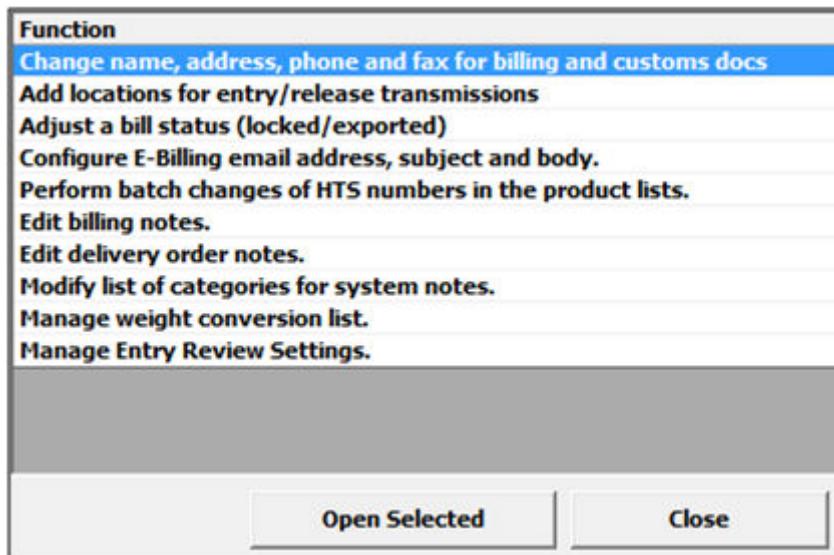
Group/Account	Enter information here to correspond with your accounting program.
----------------------	---

- Click **OK** to save the accounting code and return to the code listing
 - **Cancel** will exit without saving.

Change Info for Customs Docs & Billings

This option allows managers to change the information that will print on customs documents and billings. You can set multiple port based records and notes to display on the CF-3461.

- Click on Change name, address, phone and fax for billing and customs docs

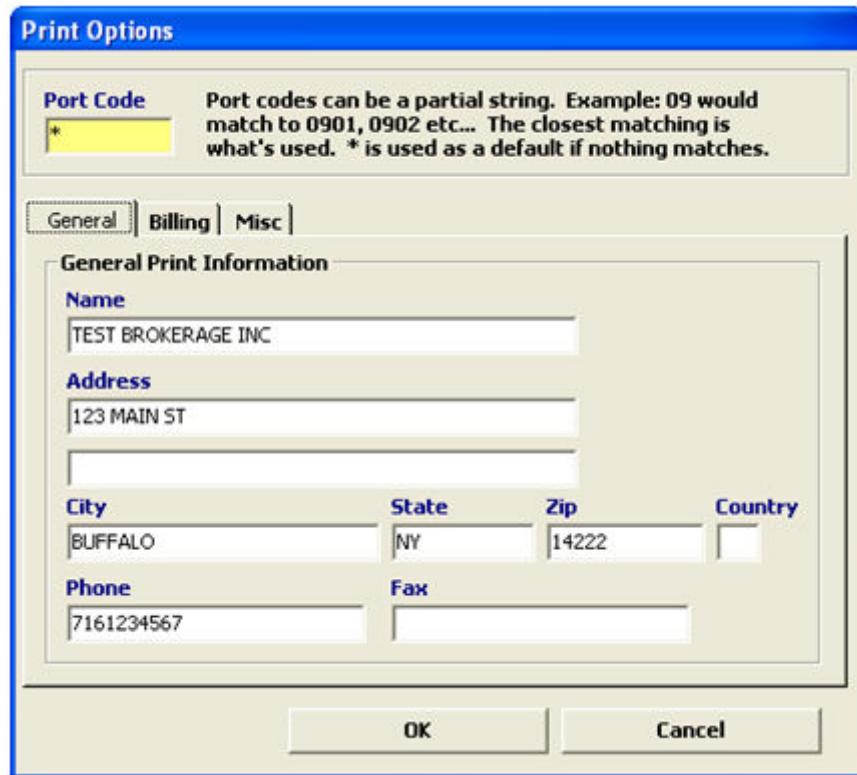


- This will open the **Port Info List** screen

Match Port Code	Name	Address 1	Address 2	City
*	TEST BROKERAGE INC	123 MAIN ST		BUFFALO

On the right side of the table are three buttons: 'Add', 'Edit', and 'Del'. At the bottom right is a 'Close' button.

- Click Add to create an information record, or click Edit to modify the existing data. This will open the Print Options screen.



- Enter the desired information in each section of this screen, starting with the Port Code
 - Enter a * for the general record to be used for all entries that don't fall under a port specific record
 - Create port-specific records by entering the full or partial port code
- Then enter the actual name/address/phone/fax information under each appropriate area:

Field/Button/Tab	Status	Description
General	Tab	Enter the general name/address information to print on customs documents.
Billing	Tab	Enter the name/address to be used as the "remit to" on SmartBorder billing invoices.
Misc	Tab	Enter the information to be used as "notes" on the CF-3461.
OK/Cancel	Buttons	OK will save the information record. Cancel will cancel and go back to the Port Info List without saving.

- Click OK to save the information record
 - Cancel will cancel and go back to the port info list without saving

Creating a Bill

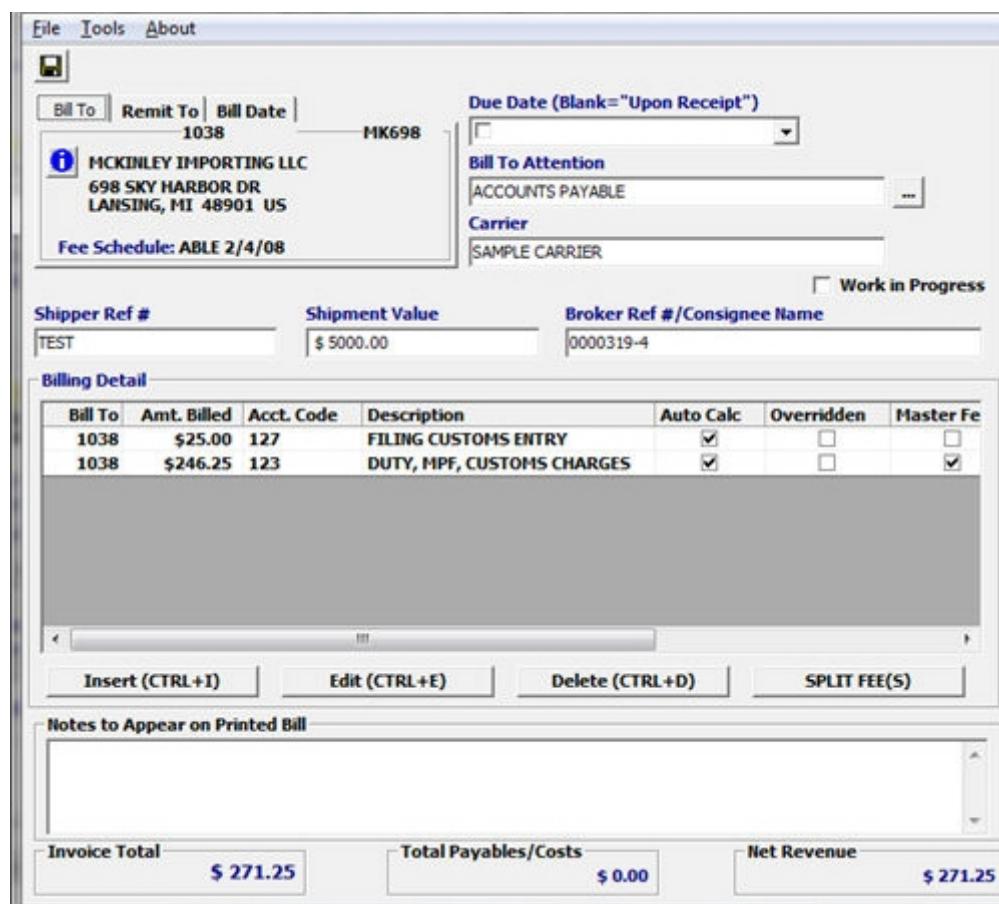
Creating a Bill

Bills can be created from any SmartBorder transaction, using the following procedure:

- Click the  button on any transaction screen to open the SmartBorder Billing screen
 - Creating a Bill Only Transaction can also be done if no transaction exists for the billing

- In other modules (ex. Inbond, AMS, etc.) click the  button

Menu Options



Menu Option	Description
File - Save	Save the current billing transaction.
File - Exit	Close the current billing transaction, and exit the billing screen.

Tools - Recalculate	Use this tool to recalculate the fees on this billing invoice. This should be used each time that changes are made to the entry which may affect the fees on this bill. (Ex. If the HTS is changed, this may change the duty amount to be billed.)
About	View information on the billing module being used.

Parties & Reference Information

The screenshot displays the 'Parties & Reference Information' section of the SmartBorder ABI software. It includes the following fields:

- Bill To:** Shows '1038' and 'MK698'.
- Remit To:** Shows 'MCKINLEY IMPORTING LLC' with address '698 SKY HARBOR DR LANSING, MI 48901 US'.
- Bill Date:** Shows 'Due Date (Blank = "Upon Receipt")' with a dropdown menu.
- Bill To Attention:** Shows 'ACCOUNTS PAYABLE' with a dropdown menu.
- Carrier:** Shows 'SAMPLE CARRIER'.
- Work in Progress:** A checkbox labeled 'Work in Progress' is present.
- Shipper Ref #:** Shows 'TEST'.
- Shipment Value:** Shows '\$ 5000.00'.
- Broker Ref #/Consignee Name:** Shows '0000319-4'.

Field/Button/Tab	Description
Bill To/Fee Schedule	This area displays the Bill-To party and the Fee Schedule, as selected in the transaction. You must change the bill-to/fee schedule on the transaction screen.
Remit To	Enter the Remit-To party, if this billing is to be remitted to someone other than yourself. This will default to the address shown in the broker profile.
Bill Date	Enter the date of the billing invoice, or choose from the calendar by clicking the drop-down. This will default to today's date.
Due Date	Enter the due date for this billing invoice, or choose from the calendar by clicking the ellipsis. If you leave this blank, upon receipt will be the default due date.
Bill To Attention	Enter the attention to party as it will appear on the billing invoice. This will default to Accounts Payable, but you can manually edit this or choose from the contacts pick-list by clicking the ellipsis.
Carrier	Enter the carrier for the associated shipment. This will default from the carrier name that is entered/selected in the release/entry editor.
Work in Progress	**Please submit a ticket to the Support Center website to activate this feature. Once activated, this box will auto-check and place the bill in "Work In Progress" or "WIP" status. You can edit the bill as necessary at anytime in WIP status, but you will need to return to these invoices one by one, review them, and then mark them as complete. (Uncheck the WIP box and save to mark complete.) This feature can be utilized to ensure a bill is not mistaken for completed and makes a bill searchable by a "Bill is WIP" search option in the Billing Tools Module.
Shipper Ref #	Enter the shipper's reference number for this shipment. This will default from the shipper's reference number that is entered on the transaction page.
Shipment Value	Enter the shipment value for this shipment. This will default from the value that is entered on the transaction page.

Broker Ref #/ Consignee Name	Enter the broker reference number, or the consignee name for this billing invoice. This will default from the broker reference number that is entered on the transaction page.
---------------------------------	--

Billing Detail/Notes

Billing Detail

Bill To	Amt. Billed	Acct. Code	Description	Auto Calc	Overridden	Master Fe
1038	\$25.00	127	FILING CUSTOMS ENTRY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1038	\$246.25	123	DUTY, MPF, CUSTOMS CHARGES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Notes to Appear on Printed Bill

Invoice Total \$ 271.25 **Total Payables/Costs** \$ 0.00 **Net Revenue** \$ 271.25

Field/Button	Description
Insert	Click to add a new fee to this billing invoice. This will open a new item in the Add a Fee screen.
Edit	Click to edit the selected fee. This will open the selected item in the Enter/Edit Fee Amount screen.
Delete	Click to delete the selected fee from this billing invoice.
Split Fees	Split the selected fee. This will allow you to bill a specific fee (or a portion of the fee) to another bill-to client.
Notes to Appear on Printed Bill	Enter any notes to appear on this billing invoice.
Invoice Total	Displays the total, as shown on the invoice. This is the amount owed by the bill-to party on the due date.
Total Payables/Costs	Displays the total of all payables and costs associated with this transaction.
Net Revenue	Displays the total net revenue for this billing transaction. This is the invoice total minus the total payables/costs.

- Click Insert/Edit to [Add/Edit a Fee](#)

- Once you've completed your bill, review the other sections of this billing manual:
 - Manage your billings using the [Billing Tools](#) grid.
 - View associated billings/transactions via the [Transaction Tree](#).
 - [Credit, Re-bill, Supplemental Bills](#)
 - Be sure to review the [Additional Billing Features](#) as well.

Add/Edit a Fee

The screenshot shows a software interface for managing fees. At the top right is a "Clear Payables" button. The "Payables/Vendor Info" section includes fields for Vendor (1023: ABLE INC), Invoice # (5555555), Invoice Date (calendar icon), Cost (\$25.00), and AP Accounting Code (235). The "Payment Info" section includes fields for Check # (empty), Check Date (calendar icon), and Memo (empty). The "Billing Info" section includes fields for Revenue Accounting Code (135), Description (INLAND FREIGHT CHARGES), and a summary row showing Cost (\$25.00), Revenue (\$50.00), and Billed Amount (\$75.00).

Field/Button	Description
Vendor	Click the ellipsis to choose a vendor for the payable on this fee. To select a vendor, you must have the Vendor box checked in their SmartBorder profile.
Invoice #	Enter the invoice number for the payable on this fee. This is the number on the invoice from the vendor.
Invoice Date	Check the box to enter an invoice date for the vendor's invoice. You can also choose from the calendar by clicking the drop-down.
Cost	Enter the total amount payable to the vendor.
A/P Accounting Code	Click the ellipsis to choose the A/P accounting code for this payable amount.
Payment Info	Enter the check number, date, and any memo associated with the payment of the vendor invoice.
Revenue Accounting Code	Click the ellipsis to choose/change the accounting code for this fee. This will default from the fee schedule.
Description	Enter the description for this fee. This will default from the fee schedule.
Cost	Displays the total cost, as established in the payables section of this fee.
Revenue	Enter the total revenue amount to be billed for this fee. This will default from the fee schedule.
Billed Amount	Displays the total amount to be billed to the client for this fee.

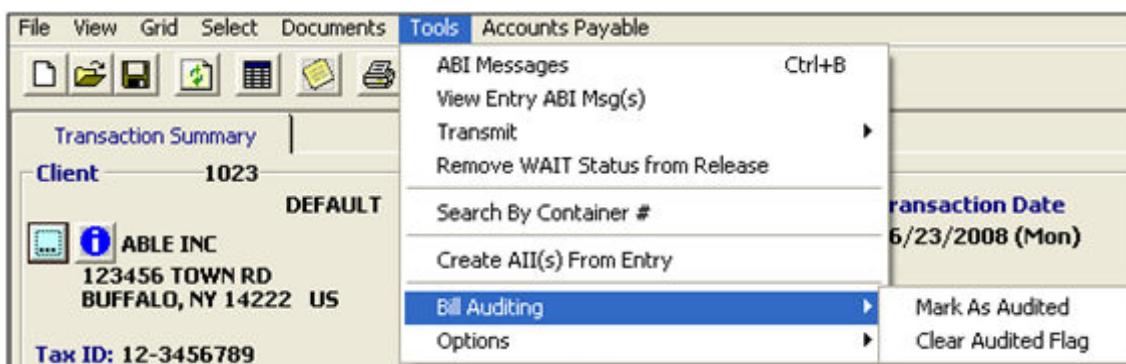
Additional Billing Features

Additional Billing Features

Auditing Billing Invoices

Your system can be setup to allow bill auditing. This feature (when active) will require that bills be audited before they can be exported. This helps to avoid the need for re-bills or supplemental billings caused by bills being exported before corrections are made.

- Click Tools, Bill Auditing to mark the invoice as audited (or to clear the audited flag)

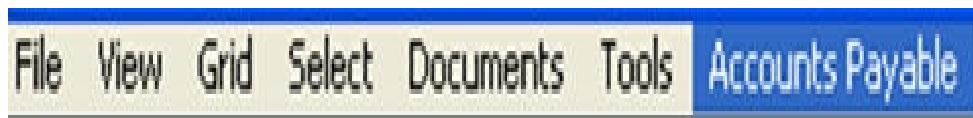


- Once you have successfully audited this billing, a note will display in the transaction as Audited on (date/time) by (user)

Accounts Payable

The accounts payable menu on the transaction screen is used to attach payables to a transaction prior to the creation of the bill. Once you have saved the bill, you cannot use this accounts payable button, and all changes from that point must be made within the bill.

- Click the Accounts Payable menu option to add a payable to the current transaction



- This opens a new Accounts Payable screen, which is processed the same way as a new fee when you are in the billing screen.
- When you create the bill for this transaction, these fees created using the Accounts Payable menu will automatically carry over to the bill.

Creating a Bill Only Transaction

The system allows you to create “bill only” transactions from the transaction module. This procedure is used to create a bill which is not attached to a specific transaction.

- Create a new transaction  with a transaction type “OTH”



- Then select a Client and a Bill-to and enter any reference/tracking information
 - You can then go into the billing screen  and create the bill.

E-Billing

E-billing is a feature that will automatically send bills to your clients, based on information that you can set in the client’s profile. These bills are sent once a week to the email specified in the profile. Please note that additional fees apply for the setup of this feature in your SmartBorder.

- E-billing must first be activated on your SmartBorder account by creating a ticket on the Support Center website. We will need the following information:
 - CC/BCC Email address - an email address that will be CC/BCC on e-billing emails
 - Subject - the subject line of the e-billing emails
 - Start Date - The date you’d like your e-billing to begin
 - Reply To Name/Address - name and email address that your clients can reply to
 - This will show in the “From” portion of the email, so your clients can simply reply to the e-billing email directly.
 - Return Receipt - email address that will receive proof of delivery/return receipt from the e-billing emails. This email address will receive a return receipt when the recipient has received and opened the e-billing email.
- Click Profiles, open the desired profile, and click the Contacts/Carriers tab
 - Add the email recipient as a contact with contact type E-BILL



- Click the Notes, Status, etc. tab and select Auto Email under invoice mode



- If your e-billing is setup properly, the email address will show below the auto-email button
 - You can also select Include Copy of CF-7501 to include a 7501 with e-billing emails

Printing Billing Invoices

- Click File, Print or the button to print the bill.

TEST BROKERAGE INC 123 MAIN ST BUFFALO, NY 14222 Phone: 7161234567		Invoice																									
		Bill No.	62																								
		1020 (ABLEINC) Page 1 of 1																									
Bill To: 1020 (ABLEINC) ACCOUNTS PAYABLE ABLE INC 123456 TOWN RD BUFFALO NY 14222		Bill Number 62 Due Date UPON RECEIPT Pay This Amount in US Funds \$533.40																									
Invoice Detail <table border="1"> <tr> <th>SB#</th> <th>Accounting Code</th> <th>Description</th> <th>Amount</th> </tr> <tr> <td>13432816</td> <td>100</td> <td>ADDITIONAL CLASSIFICATIONS</td> <td>\$5.00</td> </tr> <tr> <td></td> <td>123</td> <td>DUTY, MPF, CUSTOMS CHARGES</td> <td>\$403.40</td> </tr> <tr> <td></td> <td>127</td> <td>FILING CUSTOMS ENTRY</td> <td>\$50.00</td> </tr> <tr> <td></td> <td>145</td> <td>MISCELLANEOUS EXPENSE</td> <td>\$75.00</td> </tr> <tr> <td colspan="3">Invoice Grand Total:</td> <td>\$533.40</td> </tr> </table>				SB#	Accounting Code	Description	Amount	13432816	100	ADDITIONAL CLASSIFICATIONS	\$5.00		123	DUTY, MPF, CUSTOMS CHARGES	\$403.40		127	FILING CUSTOMS ENTRY	\$50.00		145	MISCELLANEOUS EXPENSE	\$75.00	Invoice Grand Total:			\$533.40
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Transaction Tree

The SmartBorder transaction tree will allow you to view and access associated billings for a transaction. You can open these bills and view notes directly from the transaction tree.

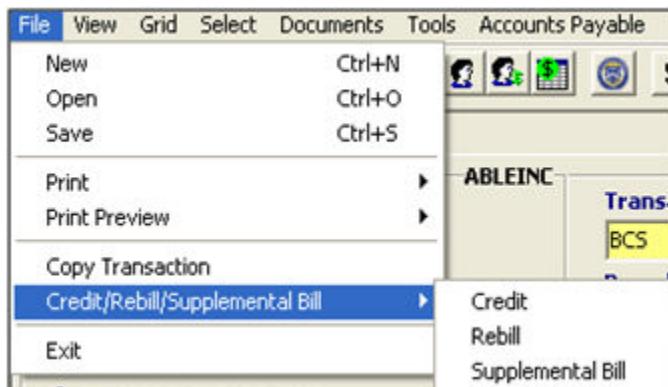
- Click View, Transaction Tree on the main transaction screen to view the transaction tree.

SB#	Type	Bill #	Bill Amount	Bill To	Notes
13432816	BCS	62	\$ 513.40	(1023) ABLE INC	
13670005	CREDIT	1000008	-\$ 533.40	(1023) ABLE INC	
13671006	SUPP	1000010	\$ 150.00	(1023) ABLE INC	
13671117	SUPP	1000011	\$ 15.20	(1023) ABLE INC	
13671227	SUPP	1000012	\$ 25.00	(1038) MCKINLEY IMPORTS	
13679764	SUPP	1000009	\$ 20.00	(1038) MCKINLEY IMPORTS	
13682243	REBILL	1000013	\$ 105.00	(1023) ABLE INC	

Credit, Re-Bill, Supplemental Bills

Your system can be setup to allow credits, re-bills, and supplemental billings. This is a default that must be activated by our staff. Credit will create a negative billing to cancel out the initial billing. Re-bill will create a new billing to replace a bill that has been credited off. Supplemental bills are for additional billings to be associated to the current transaction.

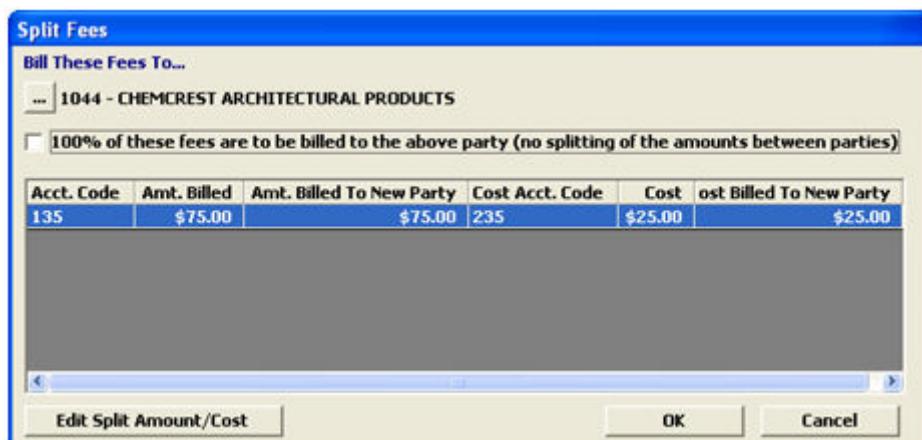
- Select the type of billing that you would like to create on the File menu of the transaction screen.



- The bill screen will open automatically. Create the bill and save as you normally would.
 - A new transaction screen will also be created. If you are changing the bill-to party then you must close the billing screen and make that change on the transaction screen.

Splitting Fees (Supplemental Bills)

- Highlight the fee that you would like to split, and click Split Fees



Field/Button	Description
--------------	-------------

Bill These Fees To	Click to add a new fee to this billing invoice. This will open a new item in the Add a Fee screen.
100% of these fees are to be billed...	Click to edit the selected fee. This will open the selected item in the Enter/Edit Fee Amount screen.
Edit Split Amount/Cost	Click to delete the selected fee from this billing invoice.
OK/Cancel	Split the selected fee. This will allow you to bill a specific fee (or a portion of the fee) to another bill-to client.



Field/Button	Description
Amount Billed to NEW Party	Enter the portion of the fee that you would like to bill to the NEW party. The total fee amount is listed in the Amount Billed field.
Cost Billed to NEW Party	Enter the portion of the cost on this fee, that you'd like to bill to the NEW party. The total cost for this fee will be displayed in the Cost field.

Closing Consolidated Bills

****Please note : Consolidated Billing must be activated by a programmer. Please submit a ticket to the Support Center Website.**

A user still creates a bill on a individual transaction basis, but no bill number is assigned until all those bills are highlighted in the Billing Tools Module and marked "Closed."

To close consolidated bills :

1. You can use the Billing Tools Module Advanced/Basic Grid Search options to locate your consolidated bills. Below is an example of an Advanced search ran for Consolidated Bills created in the month of February 2011. (Spaces have been blanked out for security purposes.)

Transaction SB #	Bill #	Bill Date	Entry #	Created On	Total	Bill Client	Total Payables	Net Revenue	Consolidated	Bill Code	E-Billing
MULTI	0	MULTI		2/21/2011 12:38:31 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input checked="" type="checkbox"/>
MULTI	0	MULTI		2/21/2011 12:51:28 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input checked="" type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:29:44 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:36:58 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:37:31 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:37:55 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input checked="" type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:38:23 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input checked="" type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:38:49 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input checked="" type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:43:08 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:43:42 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input checked="" type="checkbox"/>
MULTI	0	MULTI		2/21/2011 4:22:27 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input type="checkbox"/>
!!!											

2. Highlight the desired bills (you can mass highlight by selecting a row and holding the "shift" + "down arrow" keys)

3. Click "Edit" then choose "Close Selected."

Transaction SB #	Bill #	Bill Date	Entry #	Created On	Total	Bill Client	Total Payables	Net Revenue	Consolidated	Bill Code	E-Billing
MULTI	0	MULTI		2/21/2011 12:38:31 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input checked="" type="checkbox"/>
MULTI	0	MULTI		2/21/2011 12:51:28 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input checked="" type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:29:44 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:36:58 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:37:31 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:37:55 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input checked="" type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:38:23 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input checked="" type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:38:49 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input checked="" type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:43:08 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input type="checkbox"/>
MULTI	0	MULTI		2/21/2011 3:43:42 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input checked="" type="checkbox"/>
MULTI	0	MULTI		2/21/2011 4:22:27 PM			\$0.00		<input checked="" type="checkbox"/>	T	<input type="checkbox"/>
!!!											

4. Once these bills have been closed, a (consolidated) bill number will be assigned and appear in the "Bill #" field.

Transaction List									
Transaction SB #	Bill #	Bill Date	Entry #	Created On	Total	Bill Client	Total Payables	Net Revenue	Consolidated
MULTI	2007036184	2/7/2011	MULTI	2/1/2011 8:41:23 AM	\$0.00		\$0.00		<input checked="" type="checkbox"/>
MULTI	2007036173	2/7/2011	MULTI	2/1/2011 9:49:46 AM	\$0.00		\$0.00		<input checked="" type="checkbox"/>
MULTI	2007036171	2/7/2011	MULTI	2/1/2011 10:19:48 AM	\$0.00		\$0.00		<input checked="" type="checkbox"/>
MULTI	2007036180	2/7/2011	MULTI	2/1/2011 10:20:25 AM	\$0.00		\$0.00		<input checked="" type="checkbox"/>
MULTI	2007036169	2/7/2011	MULTI	2/1/2011 12:08:18 PM	\$0.00		\$0.00		<input checked="" type="checkbox"/>
MULTI	2007036182	2/7/2011	MULTI	2/1/2011 1:46:41 PM	\$0.00		\$0.00		<input checked="" type="checkbox"/>
MULTI	2007036189	2/7/2011	MULTI	2/1/2011 1:55:08 PM	\$0.00		\$0.00		<input checked="" type="checkbox"/>
MULTI	2007036174	2/7/2011	MULTI	2/1/2011 2:08:40 PM	\$0.00		\$0.00		<input checked="" type="checkbox"/>
MULTI	2007036168	2/7/2011	MULTI	2/1/2011 3:25:23 PM	\$0.00		\$0.00		<input checked="" type="checkbox"/>
MULTI	2007036172	2/7/2011	MULTI	2/1/2011 3:41:53 PM	\$0.00		\$0.00		<input checked="" type="checkbox"/>
MULTI	2007036178	2/7/2011	MULTI	2/1/2011 5:13:54 PM	\$0.00		\$0.00		<input checked="" type="checkbox"/>

Export Billing Invoices

***Please note that additional fees apply for the setup of this feature in your Smartborder. Please create a ticket on the Support Center Website.

This function is used to export billing invoices to a given software. (Ex.) Quickbooks, Peachtree

To export a bill :

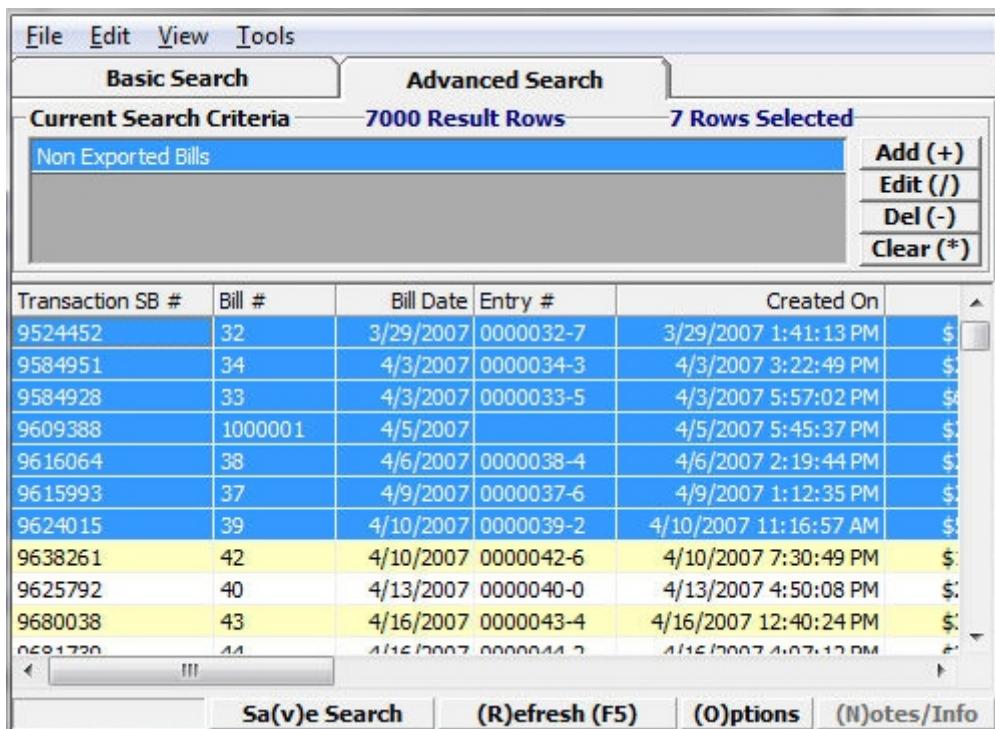
1. You can use the Billing Tools Advanced Search to locate bills that have yet to be exported to accounting.

The screenshot shows a Windows application window titled "Billing Tools Advanced Search". The menu bar includes File, Edit, View, and Tools. The toolbar has tabs for Basic Search and Advanced Search, with Advanced Search selected. Below the tabs, it says "Current Search Criteria", "7000 Result Rows", and "0 Rows Selected". A search criteria panel on the left contains the text "Non Exported Bills". To the right of the panel are four buttons: Add (+), Edit (/), Del (-), and Clear (*). The main area is a grid table with columns: Transaction SB #, Bill #, Bill Date, Entry #, and Created On. The first few rows of data are:

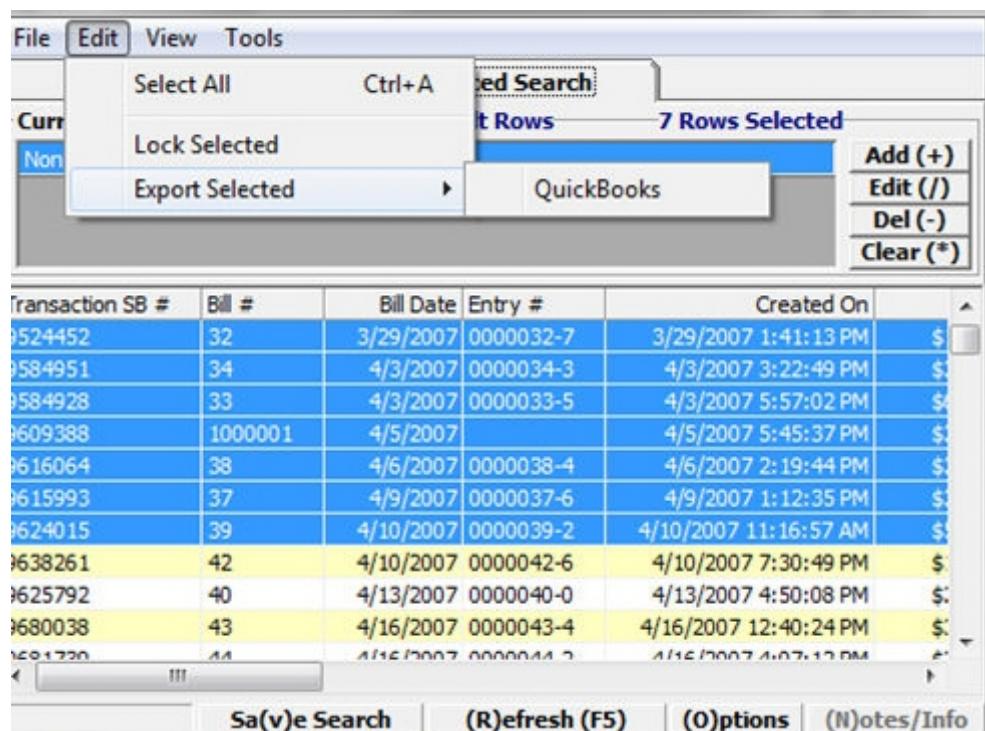
Transaction SB #	Bill #	Bill Date	Entry #	Created On
9524452	32	3/29/2007	0000032-7	3/29/2007 1:41:13 PM
9584951	34	4/3/2007	0000034-3	4/3/2007 3:22:49 PM
9584928	33	4/3/2007	0000033-5	4/3/2007 5:57:02 PM
9609388	1000001	4/5/2007		4/5/2007 5:45:37 PM
9616064	38	4/6/2007	0000038-4	4/6/2007 2:19:44 PM
9615993	37	4/9/2007	0000037-6	4/9/2007 1:12:35 PM
9624015	39	4/10/2007	0000039-2	4/10/2007 11:16:57 AM
9638261	42	4/10/2007	0000042-6	4/10/2007 7:30:49 PM
9625792	40	4/13/2007	0000040-0	4/13/2007 4:50:08 PM
9680038	43	4/16/2007	0000043-4	4/16/2007 12:40:24 PM
9681720	44	4/16/2007	0000044-2	4/16/2007 4:07:12 PM

At the bottom of the window are buttons for Save Search, Refresh (F5), Options, and Notes/Info.

2. Select the transactions you'd like to export. (you can mass highlight by selecting a row and holding the "shift" + "down arrow" keys)

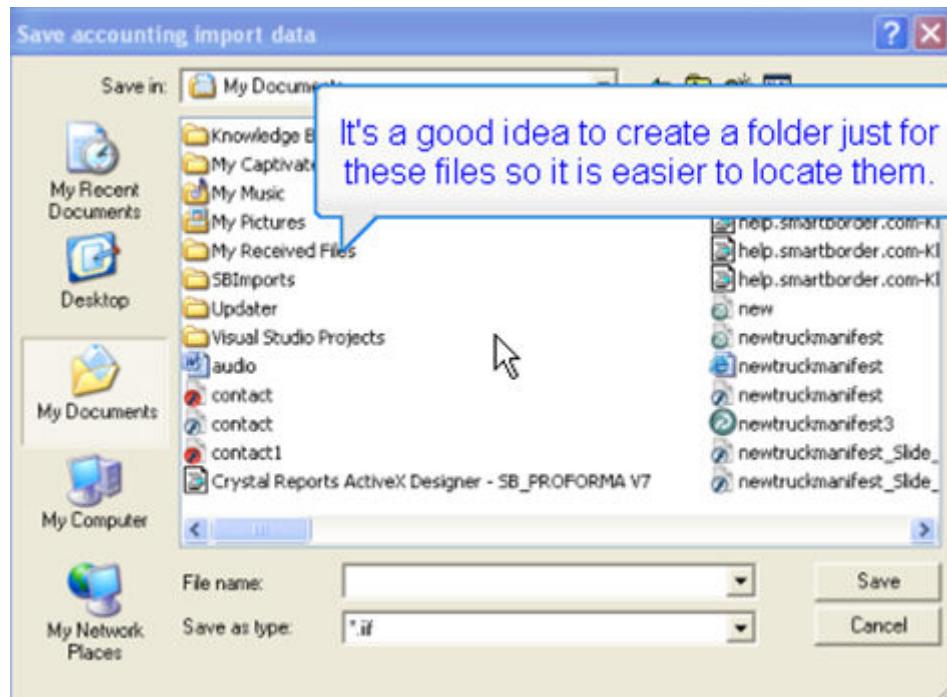


3. Click on Edit in the Menu Options. Select "Export Selected" and choose your accounting software from the listing.

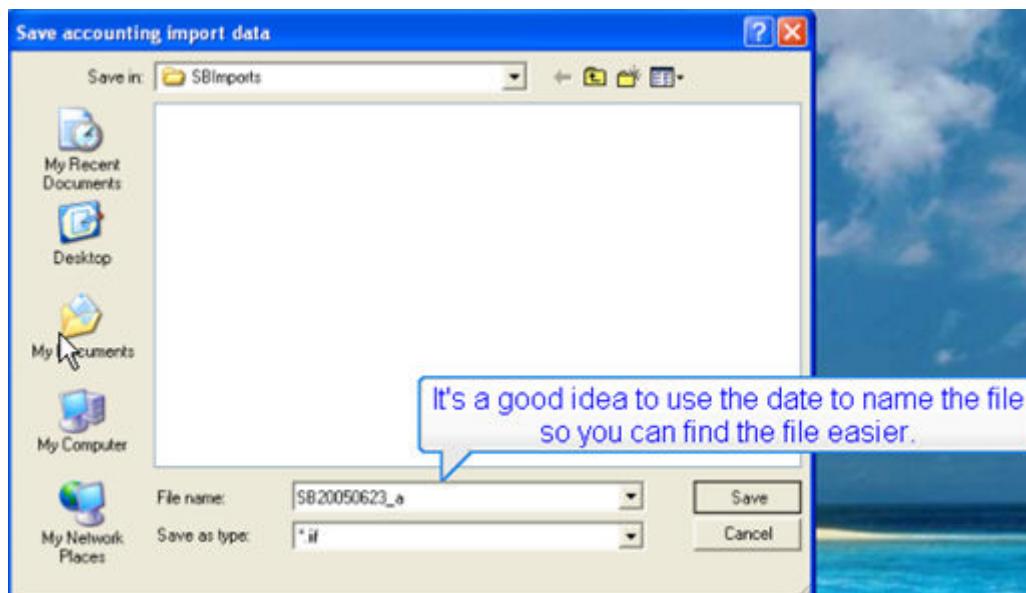


4. A message box will appear stating that exporting these bills will automatically lock them. Locking a bill ensures that it can no longer be adjusted in Smartborder.

***Helpful tips: It's a good idea to create a folder on your computer just for these files so they are easier to locate. See example below : Saved folder in My Documents, titled "SB Imports."



***Another helpful tip is to use the date to name the file for organization and easier access. See below example :



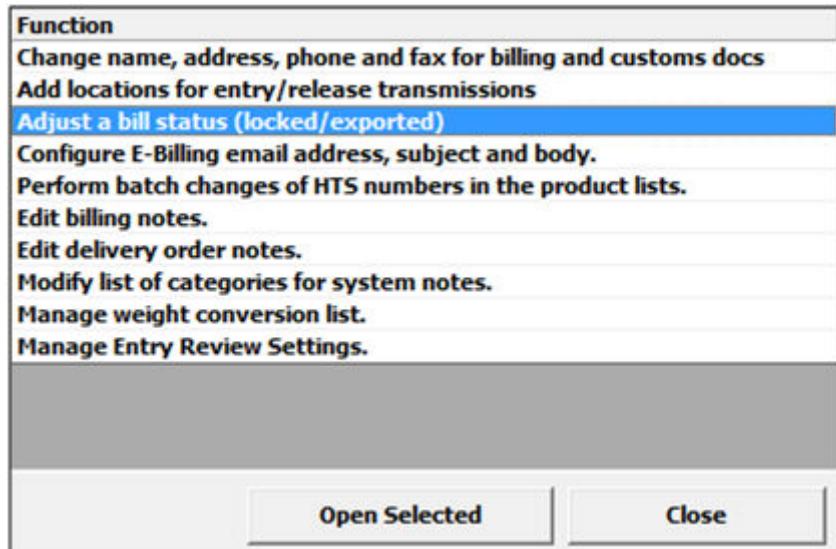
5. Once you've saved the file onto your computer, follow the steps in your accounting program to import a file.

Other Billing Links

Adjust a Bill Status

This option allows you to adjust the status of a SmartBorder billing. This feature is used to unlock a bill that has been locked or exported previously.

- Click Adjust a Bill Status on the System Administration menu



- This will open the Adjust Bill screen



- Enter a locked/exported Bill number that you would like to adjust. This will unlock the bill, allowing you to modify the billing.
 - You can also enter the Entry Number for the bill that you would like to adjust.
- Then click the Open button next to the entered number to unlock/adjust the bill

- Click Close to close this screen without adjusting a bill



- Check each of the appropriate boxes to perform the desired actions:

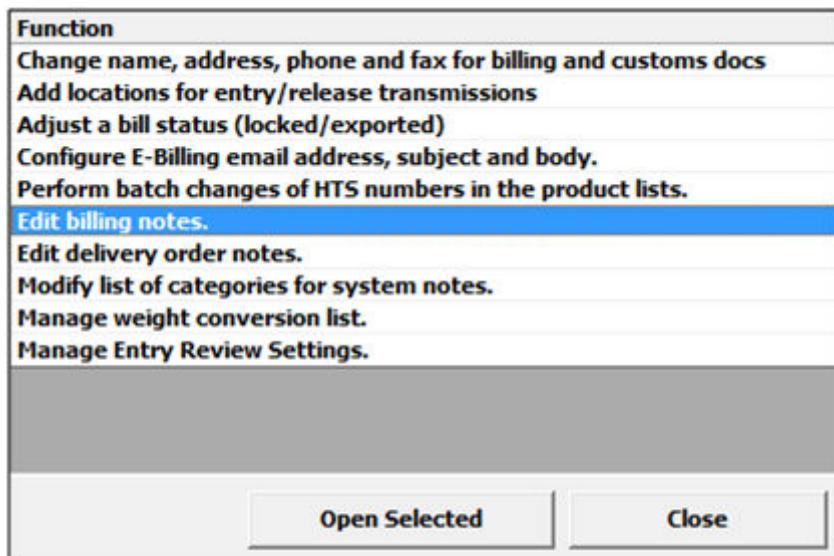
Field/Button	Status	Description
Is Exported	Checkbox	Check this box to change the selected bill status to "exported". If this bill has already been exported, you can de-select this box to remove this exported status.
Is Locked	Checkbox	Check this box to change the selected bill status to "locked". If this bill has already been locked, you can de-select this box to remove this locked status.
Is Accounts Payable Exported	Checkbox	Check this box to change the selected bill status to "accounts payable exported". If this bill has already been locked, you can de-select this box to remove this accounts payable exported status.
Is Revenue Exported	Checkbox	Check this box to change the selected bill status to "revenue exported". If this bill has already been locked, you can de-select this box to remove this revenue exported status.
OK/Cancel	Buttons	Click OK to save changes and return to the Adjust Bill screen. Click Cancel to cancel and return to the Adjust Bill screen without saving.

- Click OK to save and adjust the desired bill
 - Click Cancel to exit this screen without completing the adjustment

Edit Billing Notes

This option enables you add universal billing notes, to appear on SmartBorder billing invoices. These notes can be set to be branch specific as well as system-wide, and they can also be set for a specific date range.

- Click Edit Billing Notes on the System Administration menu



- This will open the Billing Notes screen

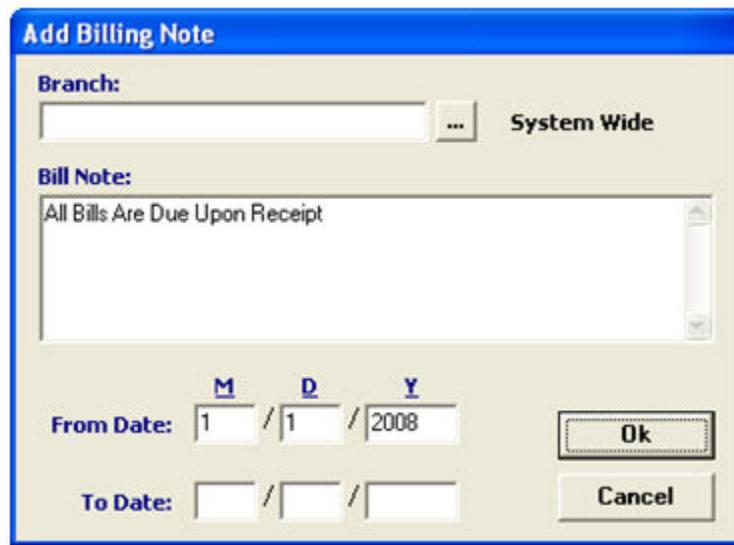
A screenshot of a software interface showing a table of billing notes. There is one visible row with the following data:

Branch	Note	From Year	From Month	To Year	To Month
SYSTEM	All Bills Are Due Upon Receipt	2008	1	2008	1

On the right side of the table, there are three buttons: 'Add', 'Edit', and 'Del'. At the bottom right of the screen is a 'Close' button.

- Click Add or Edit to edit the selected billing note.

- This will open the Billing Note screen.



Field/Button	Status	Description
Branch	Optional	Enter the desired branch code for this note. If you leave this field blank, the billing note will be displayed system wide (for all billings). You can also choose from the pick-list by clicking the ellipsis.
Bill Note	Mandatory	Enter the billing note, as you would like it to appear on the bill.
From Date	Optional	Enter the month, day, and year that you would like this note to begin appearing on billings.
To Date	Optional	Enter the month, day, and year that you would like this note to end.

- Click OK to save the billing note.
 - Cancel will go back to the Port Billing Notes screen without saving.

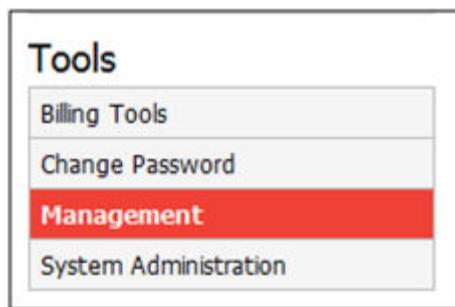
Management Guides

Management Guides

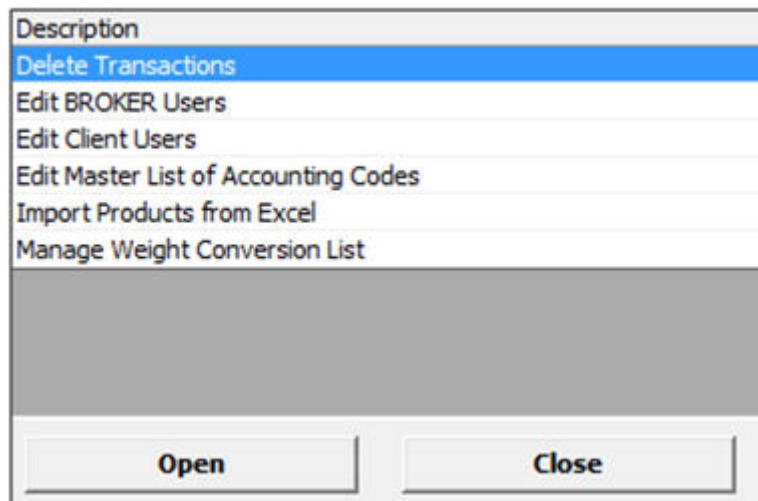
Some of the features of SmartBorder will require Management access, or other user permissions, for access to these sections of the application. This includes creating new users, adding locations/ports, and changing SmartBorder settings. This guide will cover how to use each of these functions, as well as how to grant these permissions and access to other management users. These management menus are located under the Tools section of the SmartBorder main screen.

Accessing Management Module

- To access functions of the Management Module, click on Management
 - User must be marked "is a manager" to see this menu option



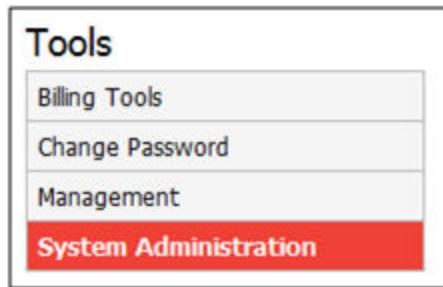
- This will open the Management Menu



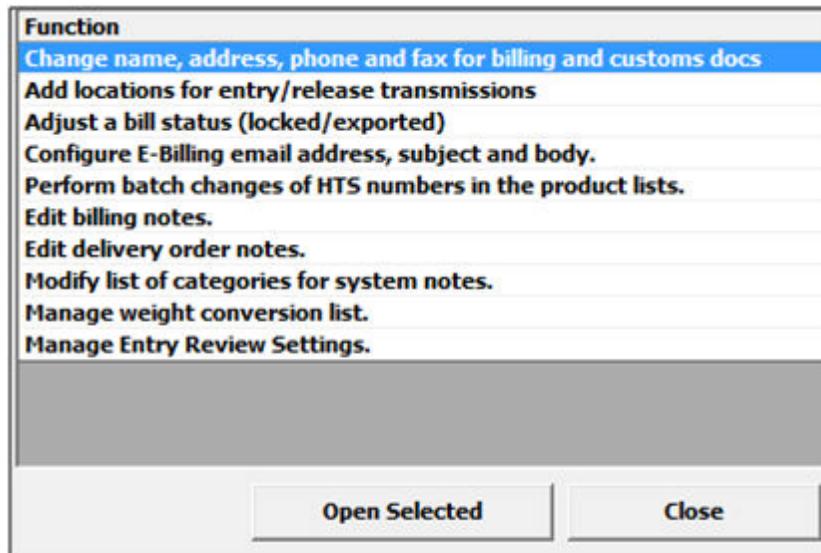
- The options available may vary depending on the user settings

Accessing System Administration Module

- To access the functions of the System Adminstration Module, click on System Administration
 - User must have "administrative rights" to see this menu option



- This will open the System Administration menu



- The options available may vary depending on the user settings

System Administration Functions

Click on the link below to access the guide for the desired System Administration Module function:

[Change Info for Customs Docs & Billings](#)

[Add Locations for Transmissions](#)

[Adjust a Bill Status](#)

[Perform Batch HTS Changes](#)

[Edit Billing Notes](#)

[Edit Delivery Order Notes](#)

[Modify List of Categories for System Notes](#)

[Modify Weight Conversion List](#)

[Manage Entry Review Settings](#)

Management Menu Functions

Delete Transactions

Users can delete transactions in SmartBorder that were not transmitted to CBP, or were deleted from CBP.

Please note that once a transaction has been removed from SmartBorder, it can never be retrieved/restored.

For this reason, please ensure that you have no need for the transaction data prior to deleting any SmartBorder transaction.

- Click on Delete Transactions in the Management Module

- To delete a SmartBorder transaction, simply enter the Transaction SBCNI# into the Delete Transaction screen and click Delete.

- Please note that this will permanently delete this transaction from SmartBorder.
 - If necessary, the transaction must be cancelled/deleted with customs prior to deleting it from the system.

- Click Cancel to return to the Management main menu.

Note: Once a transaction has been removed from SmartBorder, it can never be retrieved/restored. For this reason, please ensure that you have no need for the transaction data prior to deleting any SmartBorder transaction. Our staff CANNOT retrieve a deleted transaction, so use caution when deleting transactions.

Add/Edit Broker Users

Add/Edit Broker Users

The creation and editing of user accounts is done through the Management module. This is how you create new user accounts for accessing the SB Broker application.

- Click on Edit Broker Users from the management module

- This will open the Add/Edit Broker Users screen

- Click Add User, or click Edit User to edit the selected user.

Basic Broker User Info

- First, you must choose the type of user that you'd like to create.
 - A Broker User is a login for an employee of the broker.
 - A Client User Using a Broker Login would be a login for a client that uses your Broker-side application.
- Enter>Select the following items for the Broker User:

Field/Button	Description
Active User	This box must be checked for the account to be active. Only Active Users will have access to the SmartBorder software. You cannot delete user records in the system, so you simply de-select this box when you want to de-activate a user account.
First/Last/Middle Names	Enter the full first name, middle initial, and last name of the user. This will identify the user that has permission to use this SmartBorder account.
Username	Enter the username for this Broker account. This will auto-generate in SmartBorder (first initial and last name) but you can create custom usernames if necessary.
User on Review	Check this box to have the entries keyed by this user flagged for review. You must also have the “Check if Analyst is on Review” checkbox selected in the “Manage Entry Review Settings” menu under System Administration.
Password/Confirm	Enter the password for this user, and then confirm this password in the field below. The user will be prompted to change this upon logging in.
Customer #	Choose the customer number to be associated with this user. This field is generally

	used to select the specific client for client users using a broker login. For Broker users you can use 1001 (the client ID for the main broker account). You can also choose from the pick-list by clicking on the ellipsis.
Default Branch	If you are using branches in SmartBorder, enter the branch code for the default branch for this user. You can also choose from the pick-list by clicking on the ellipsis.
Port Listing	In the port listing you will select the ports that this user can transmit for. First select the default port, which is the port where they are located and will transmit from. You must also select the other ports that this user can transmit for.
Enable All Ports	Click this to enable the user to process entries at all available ports. Please note that you still must select a default port for this user.

Broker User Access Rights

- You must also select each of the User Access Rights for each Broker user account.

Checkbox (Enabled)	Description
User is a Manager	Check this box to give users access to the management module.
User can complete “Personnel Only” Transactions	Checking this box allows the user to complete entry summary information on entries where the clients profile is marked “authorized personnel only”
User can remove transactions from closed consolidated bills	Check this box if your company uses consolidated billing and this user will be able to take a transaction from closed consolidated bill.
User can see the delete transaction button	Check this box to allow the user to delete transactions from within the management module.
User can create and edit Profiles	Check this box to allow the user to create and edit profiles in the management module.
User can mark Profiles OK to Clear	Check this box to allow the user to check the “OK to Clear” box within the profile.
User has administrative access to edit other users	Check this box to give the user access to the “Edit BROKER User” menu in the management module. This also gives the user access to the System Administration menu.
User can see Load Watcher	This is not currently used.
User can copy transactions	Check this box to allow the user to copy transactions.
User can access Automated Clearinghouse from ABI module	Check this box to give the user access to the ACH module in the ABI menu.
User can create/modify bills for “Authorized Billing Only”	Check this box to allow the user to complete bills from clients that are marked “authorized personnel only” in their profile.
User is allowed to request ABI 5106	Check this box to allow the user to request a 5106 via ABI.
User is allowed to Auto-Bill	Check this box to allow the user access to auto-billing.
User can clear an entry	Check this box to allow the user to clear an entry review.

review

- Click OK to save this user account and return to the management menu.
 - Click Cancel to cancel without saving the account.

Add/Edit Client Users

Add/Edit Client Users

The creation and editing of client/shipper user accounts is done through the Management module. This is how you create new user accounts for accessing the SB Shipper-side application.

- Users would access the SmartBorder Shipper side using the link on the SB homepage:
 - Click Login, Shipper
- For more details on the SmartBorder shipper side application, please see the user manual:

[Shipper Side Application User Manual](#)

- Click on Edit Client Users from the management module
- This will open the Client Users screen
- Click Add User to add a new client user, or click Edit User to edit the selected user
 - Click Export to Excel if you'd like to export this user listing to a Microsoft Excel (.xls) file

Basic Client User Info

- Enter>Select the following items for the Client User:

Field/Button	Description
Login	Enter the unique login for this client user.
Password	Enter the password for this login. When editing a user account, this field will show blank. To change the user's password, simply enter the new password in this field.
Name	Enter the full name of the user, for account identification purposes.
Flags	When creating a new account, Enabled will be checked by default. To deactivate this user account, de-select this box. Select the Delete checkbox to delete the user account.
Customer #	Enter the customer number with which this client user is associated. For a broker user logging in as a client, you can select 1001 for all clients.

Email	Enter the email address for this client user.
Verify Tax ID is on file	Check this box if you would like SmartBorder to verify that the Tax ID is on file for transactions created using this client user account.

Client User Access Rights

- Next, you must specify the User Access Permissions by checking the applicable boxes for this user:
 - Proforma – Allows this user to create proformas
 - Freight Checkboxes – Not currently used
 - Broker Documents – Gives this user access to the broker documents
 - User can access ALL clients – Gives this user access to all clients
 - Limited to Rep Code – Limits access only to clients that have the specified rep code in their broker profile. This is used for sales reps, clients with multiple branches, and teams in SmartBorder.
 - File Formatter Tag – This is used for clients with customized proforma imports
 - Auto-release - When a proforma is created on the shipper side, a notification email will be sent out.

- You must also specify the Proforma Validation Level for this Client user account:
 - Lowest – Issues a warning on all detected errors
 - Medium – Some errors will prevent save; others will only issue a warning
 - High – All errors will prevent save
 - Disable – Select to disable validations for this client user account

- Check the box to Verify Tax ID is on file

SB Client Import Options

If the proformas created by this user are to be imported into the Broker application, you must specify the client import options

- Click on the Import Options button to open the SB Client Import Options
 - You must have the SB Proforma Import option activated by our staff.

Field/Button	Description
User can import proforma data	This box must be checked to allow this client user access to the SmartBorder proforma import option.
If product code is not found	Choose the desired action to be performed if an imported product code is not found in the product list.
If product code is found in product list	Choose the fields in which you'd like imported data to overwrite the existing data found in the product list. Ex. if Tariff is selected, the HTS found in the import file will overwrite the HTS found in the product list for this product code.
Save/Cancel	Click save to save this screen and return to the client user profile screen. Click

Cancel to exit without saving.

- Click OK to save this client user account and return to the management menu.
 - Click Cancel to cancel without saving the account.

Master List of Accounting Codes

The system contains a listing of common used accounting codes. If you are issuing bills to customers, you'll want to review this listing and make any necessary changes. You can also add any fees/codes that aren't available in this listing.

- Click on Edit Master List of Accounting Codes on the management menu
- This will open the Master List of Accounting Codes

Add/Edit Accounting Codes

- To add a code, click Add or select any existing code and click Edit
- Enter the **Accounting Code** for the fee. If you're exporting this data to an accounting program, you'll want to make sure your codes match.
 - You also must enter a **Description** for this code/fee
 - This description will display on the customers' bill.
- Specify the following options by checking the appropriate boxes/buttons:

Field/Button	Description
"Omit if Zero"	Check this box if you do not want this fee to display on the customers' bill when the charge is calculated as \$0. This check-box is selected by default.
Disbursement Fee	Check this box if this is the disbursement fee. (Optional setting, please check if your company is setup)
Dispersible Charge	Check this box if this fee is the charge that the disbursement fee will be calculated on. (Optional setting, please check if your company is setup)
NDC - Non-Dutiable Charge	Check this box to indicate that the fee is a non-dutiable charge. This charge will be deducted from the invoice value in the entry, if "Brokerage fees" are checked to be deducted on the entry. (Optional setting, please check if your company is setup)
Allow Override	Check this box if you want a user to be able to change a system calculated fee on a bill. (Optional setting, please check if your company is setup)
Type	Select whether this fee is a revenue or payable fee. If you have a fee that has both a revenue and payable(ex. Single Entry Bond Premium) you'll need one code setup for the revenue and one code setup for the payable.
Group/Account	Enter information here to correspond with your accounting program.

- Click **OK** to save the accounting code and return to the code listing
 - **Cancel** will exit without saving.

Import Products from Excel

The SmartBorder product import feature allows you to use an excel spreadsheet to transfer product information into a client profile, rather than entering a product list one product at a time. This can be used to save time and ensure accuracy when building product lists.

- To get started, click on Import Products from Excel on the management menu
- This will open the Import Products screen
- For this manual example, we're going to use the following basic spreadsheet as our source (excel) file.

Description	Tariff Number	C/O	Unit Price
Newspaper	4902.10.0000	CA	\$2.53
Notebooks	4820.10.2050	CA	\$4.11
Binders	4820.30.0040	CA	\$3.66

- First, you must select the Client by clicking the ellipsis and locating the client in the pick-list.
- You must specify the following Source file (.xls) information:

Field/Button	Description
Source File	Select the Source File by clicking the ellipsis and browsing for the saved import file (.xls). Be sure that this file is not open on your computer, as this could cause an error.
Sheet/Table	Select the Sheet/Table if necessary. If your data is on the first sheet of the workbook, this is not necessary as the first sheet will be selected by default.
Use Row #'s as Product Codes	The box for Use Row #'s as Product Codes will be selected by default. If you have a product code column in your source file, de-select this box.
Replace Products with Matching Product Codes	Check Replace Products with Matching Product Codes if you would like to replace existing products with the new products in the source file. Please note that the existing products will be replaced by the new products and you will no longer be able to access the old product files.

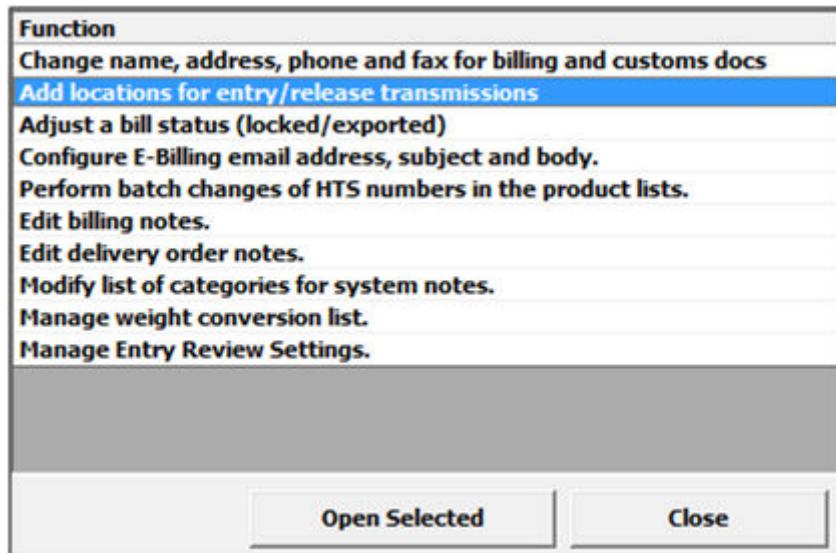
- Next, you must associate the columns from the source file to the desired fields in the SmartBorder system
 - Drag the data column from the left column to the appropriate field in the right column
- In our example (shown above), you'll see that the column for Tariff Number was associated to the HTS # field
- To complete this Import, click on the Import button. Click Cancel to exit without importing.
- Verify that the information is correct on the Verify Product screen, and then click Save
 - Items highlighted in red will replace existing products with the same product code.

System Administration Functions

Add Locations for Entry/Release Transmissions

This option allows managers to add and edit locations for transmissions in SmartBorder. This menu is also used to set ports for RLF, controlling statement, and branch features. You will want to ensure that your customs representative has "switched on" for any new ports, before transmitting remote entries for that port.

- Click on Add locations for entry/release transmissions



- This will open the **Location Management** screen

Location Management				
Location	Port Code	Controlling RLF Port	Controlling Statement Port	Branch P
BUFFALO, NY	0901-010			
LEWISTON, NY	0901-020			
NIAGARA FALLS, NY	0901-030			
LOS ANGELES, CA	2704-010	BUFFALO, NY - 0901-010		
HUNTINGTON BEACH, CA	2709-010			
LONG BEACH, CA	2709-020			
NEWPORT BAY, CA	2709-030			
SAN PEDRO, CA	2709-040			
CALUMET HARBOR, IL	3801-010			
DETROIT, MI	3801-020			
ECORSE, MI	3801-030			
RIVER ROUGE, MI	3801-040			
RIVERVIEW, MI	3801-050			
TRENTON, MI	3801-060			

*** Adding port codes here does NOT turn you on for transmission automatically.
 You must call your ABI rep in order to be turned on with US Customs.

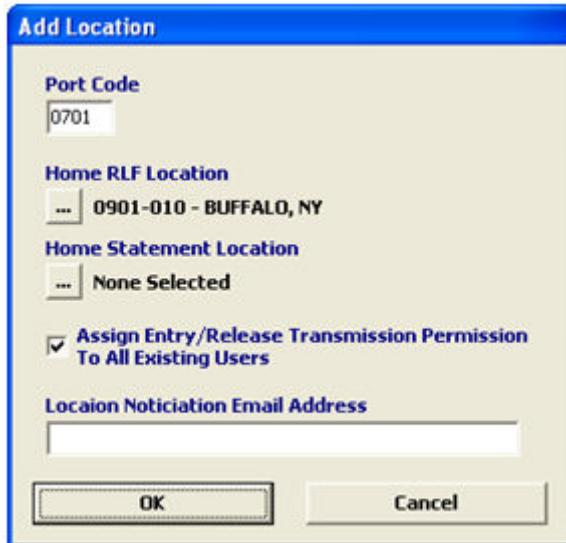
Add
Set/Reset RLF
Set/Reset Statement Port
Set/Reset Branch
Flag For Branch
Set Notification Email Address
Set/Reset Office Code
Set/Reset Default Firms Cd.

Close

- Click Add to add a new location for entry/release transmissions.
 - You can also edit existing records by clicking on the appropriate button:

Button	Description
Set/Reset RLF	Click to set the controlling RLF port for the selected port. This will open the Set RLF screen, where you can click the ellipsis to choose the RLF port.
Set/Reset Statement Port	Click to set the controlling statement port for the selected port. This will open the Set Statement Port screen, where you can click the ellipsis to choose the statement port.
Set/Reset Branch	Click to select the branch profile to be associated with this port. This will open the Locations Branch screen, where you can click the ellipsis to choose the branch profile. (Branches must be created as a profile in the profiles module)
Flag for Branch	Click to flag this port as a branch. This will activate the branch feature, which can be managed through the branch profile and the user profile sections.
Set Notification Email Address	Click to set a notification email address for the selected port. This email will receive notifications associated with the selected port.
Set/Reset Office Code	Click to set the office code for the selected port.
Set/Reset Default Firms Code	Click to select a default FIRMS code for each port. This will auto-fill in each entry based on the selected port.

- Clicking Add will open the Add Location screen:



- Enter the Port Code that you would like to add as an entry/release location. If you are editing an existing port, this will display the port code and port name for the selected location record.
- Then enter/choose the appropriate location information as described below:

Field/Button	Description
Home RLF	Click the ellipsis to choose the home port location for RLF transmissions in this port.

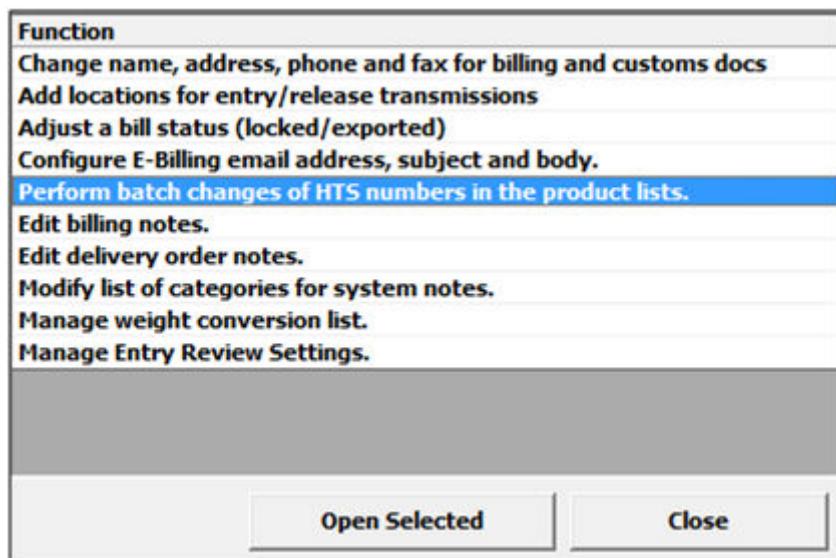
Location	This will display the pick-list of all available ports that can be chosen as the home port for RLF transmissions.
Home Statement Location	Click the ellipsis to choose the home statement location for entries in this port. This will display the pick-list of all available ports that can be chosen as the home statement port. This cannot be used with RLF.
Assign Permission to Existing Users	Check this box to give all existing users permission to send release/entry transmissions for this new location. If this is not checked, users must be given permission individually through the broker profile.
Location Notification Email Address	Reserved for future use.

- Click OK to save this location and return you to the locations screen
 - Cancel will cancel and return to the locations screen without saving.

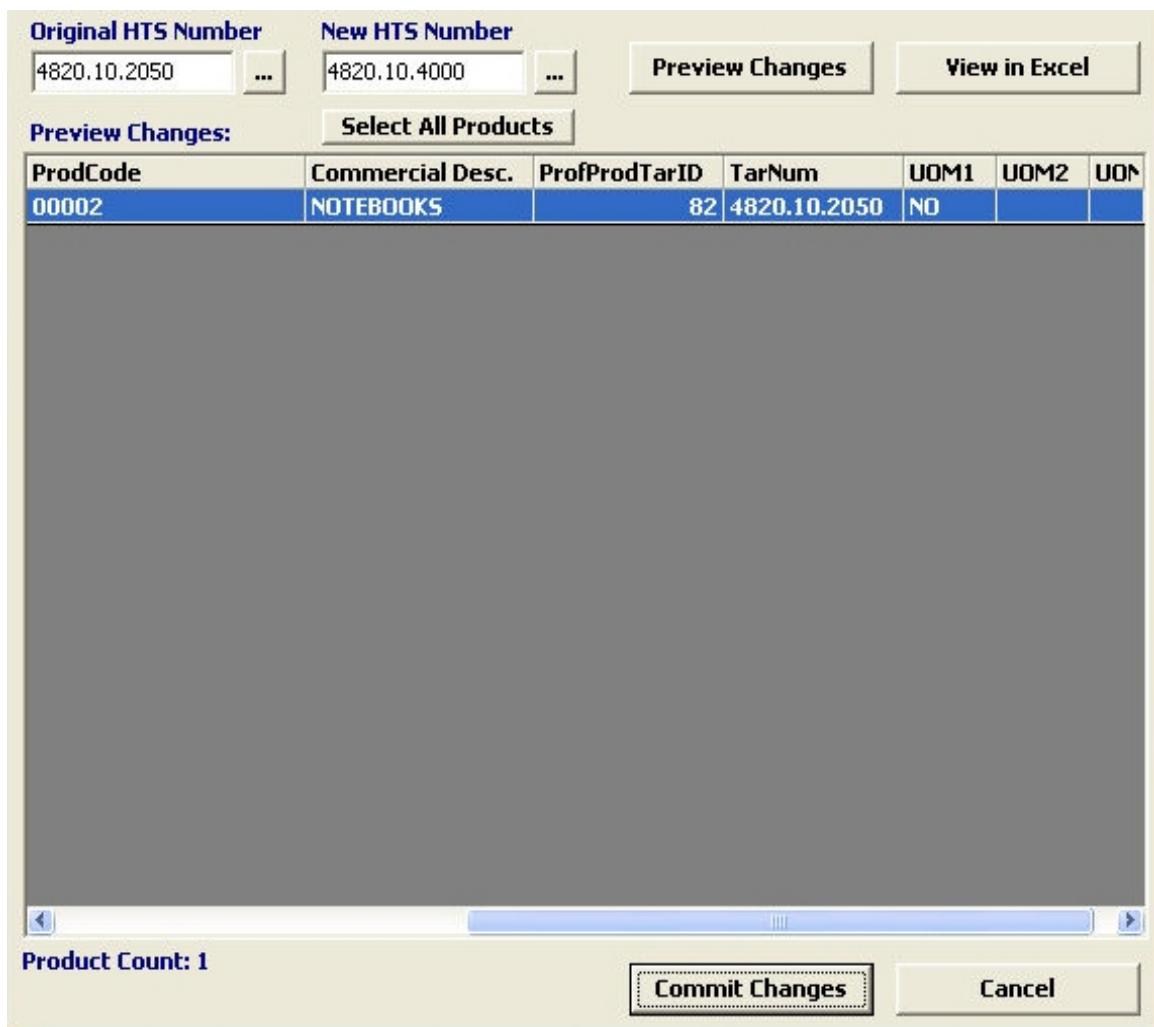
Perform Batch HTS Changes

This option enables you to perform batch HTS changes to product lists in SmartBorder. This is helpful when Customs makes HTS changes that affect multiple products/clients.

- Click Perform batch changes of HTS number in the product lists



- This will open the **Batch HTS Change** screen



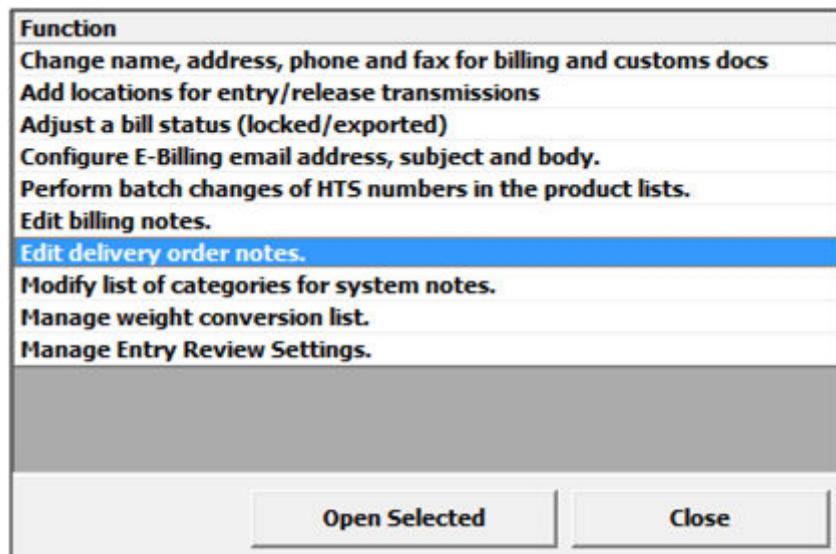
- Enter Original HTS Number to be changed, or choose from the tariff picker by clicking the ellipsis.
- Enter the New HTS Number to replace the original HTS, or choose from the tariff picker by clicking the ellipsis.

Field/Button	Description
Preview Changes	Click to Preview the products that will be changed by these changes.
View in Excel	Click to view this listing in a Microsoft Excel format (.xls)
Select All Products	Click to select all products that appear in this list.
Commit Changes	Click this button to commit the batch HTS change for all selected products.
Cancel	Click to close this screen and return to the System Administration screen without saving.

Edit Delivery Order Notes

This option enables you add universal delivery order notes, to appear on SmartBorder delivery orders. These notes can be set to be branch specific as well as system-wide, and they can also be set for a specific date range.

- Click Edit Delivery Order Notes in the System Administration menu

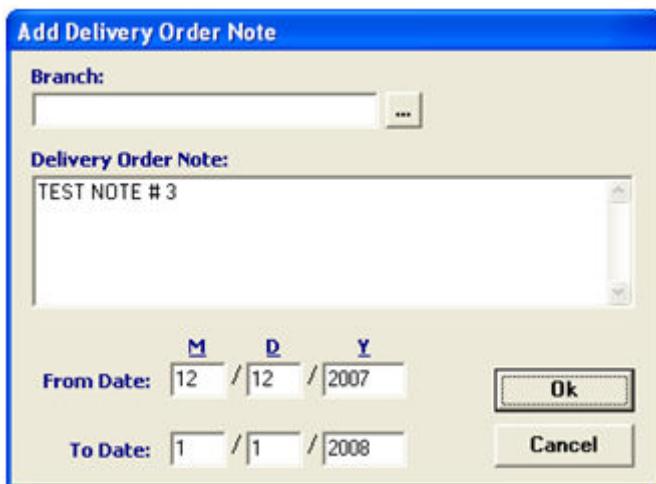


- This will open the Delivery Order Notes screen

Branch	Note	From Year	From Month	
SYSTEM	TEST NOTE #3	2007	12	
SYSTEM	TEST NOTE #5	0	0	
SYSTEM	TEST NOTE #6	0	0	
SYSTEM	TEST NOTE #7	2007	7	

- Click Add or Edit to edit the selected delivery order note.

- This will open the Add Delivery Order Note screen.



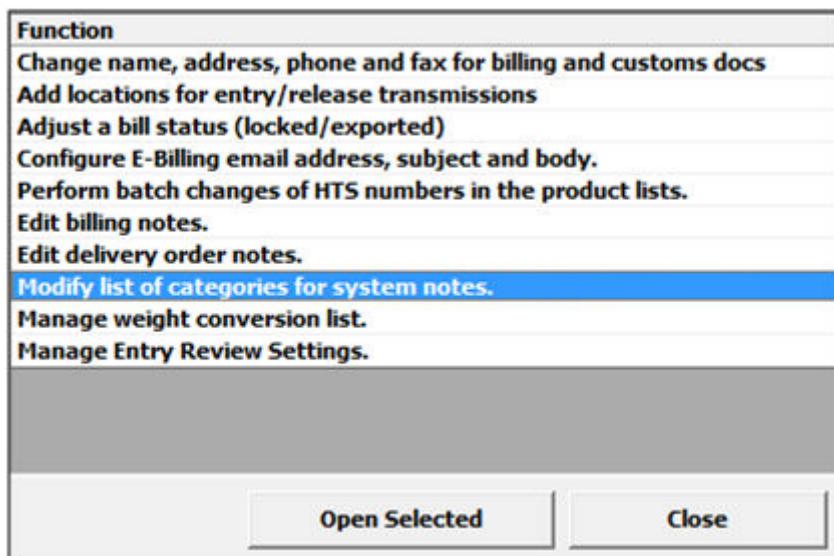
Field/Button	Status	Description
Branch	Optional	Enter the desired branch code for this note. If you leave this field blank, the delivery order note will be displayed system wide (for all delivery orders). You can also choose from the pick-list by clicking the ellipsis.
Bill Note	Mandatory	Enter the note, as you would like it to appear on the delivery order.
From Date	Optional	Enter the month, day, and year that you would like this note to begin appearing on delivery orders.
To Date	Optional	Enter the month, day, and year that you would like this note to end.

- Click OK to save the delivery order note.
 - Cancel will go back to the Delivery Order Notes screen without saving.

Modify List of Categories for System Notes

This option allows you to add/edit the categories of system notes in SmartBorder. You can create customized note categories as well as edit the default categories using this feature.

- Click Modify list of categories for system notes



- This will open the **Note Categories** screen



- Click Add or Edit to edit the selected category.
 - This will open the Add Note Category screen.



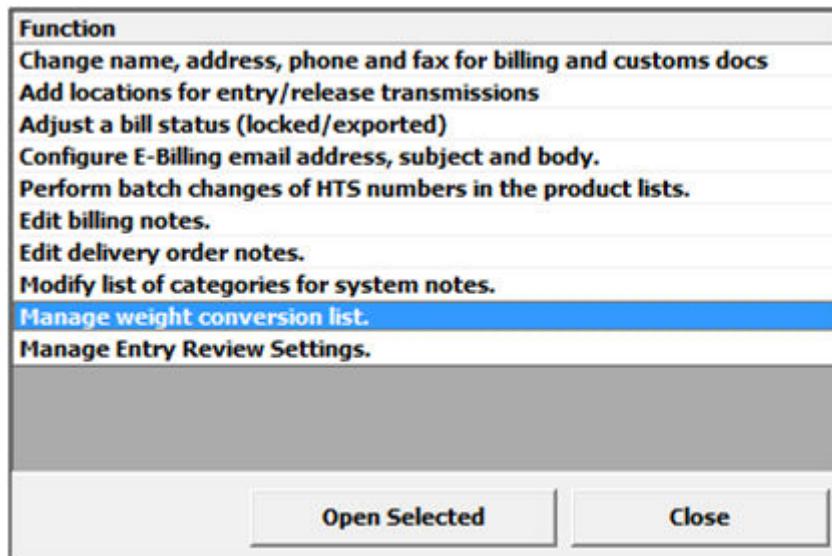
Field/Button	Status	Description
Category Name	Mandatory	Enter the name for this note category.
Notes can expire	Checkbox	Check this box if notes in this category can expire.

- Click OK to save the note category.
 - Cancel will go back to the Note Categories screen without saving.

Modify Weight Conversion List

The ABI application features a weight/measurement conversion list. This feature allows managers to edit the records in this list, add any standard conversions that aren't currently in this list, or create custom conversion records.

- Click Modify Weight Conversion List in the System Administration menu



- This will open the Weight Conversion List

Description
GRAM To KG
PCS To DOZEN PAIR
PIECES To DOZEN
PIECES To NUMBER
POUND To KG
SQ FOOT To SQ METERS
SQ INCHES To SQ METERS
STN To KG
Ton To KG

At the bottom of the table are four buttons: 'Add', 'Delete', 'Edit', and 'Done'.

- Click Add, or Edit to edit the selected conversion record.
 - This will open the Add/Edit Weight Conversion screen.

Current UOM Description Formula New UOM Description

PCS ... PIECES /12 = DOZ ... DOZEN

Valid format for entering formula is: Operator [+,-,*,/] + space + a number

Addition = '+', subtraction = '- ', multiplication = '* ', Division = '/ '

Verify Conversion **Save** **Cancel**

Field/Button	Status	Description
Current UOM	Mandatory	Enter the unit of measure to be converted, or you can choose from the pick-list by clicking the ellipsis.
Description	Mandatory	Enter the description for this UOM. For custom conversions, you can use this to specify, when the exact UOM code is not found in the UOM list.
Formula	Mandatory	Enter the formula for the conversion. You first enter the operator, then a space, and finally the number. The valid list of operators is Addition [+], Subtraction [-], Multiplication [*], and Division [/]
New UOM	Mandatory	Enter the resulting unit of measure, or you can choose from the pick-list by clicking the ellipsis.
Description	Mandatory	Enter the description for this new UOM. For custom conversions, you can use this to specify, when the exact UOM code is not found in the UOM list.
Verify Conversion	Button	Click this button to run the a conversion verification (see image below).

- Click Verify Conversion to test your created conversion:

Weight Conversion

From Quantity From UOM Convert To

144. PCS DOZ

12.

OK **Cancel**

- Once verified, Save will save the conversion.
 - Cancel will go back to the Weight Conversion List without saving.

Manage Entry Review Settings

Manage Entry Review Settings

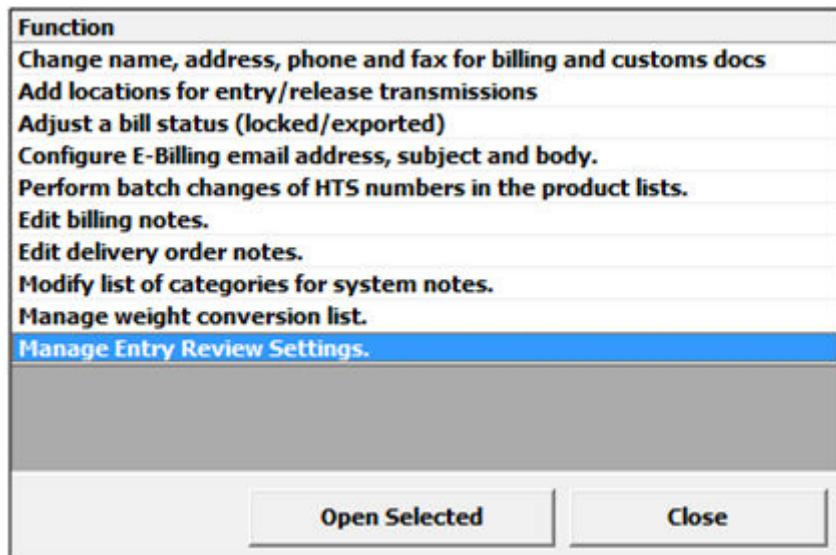
This option enables managers to edit the settings for the SmartBorder entry review feature. This feature is used to place a mandatory review on certain types of entries, which allows management to maintain control over entries when necessary.

Entry Review How-To Video

Please begin by viewing the video on entry review in SmartBorder:

[Entry Review How-To Video](#)

- Click Manage Entry Review Settings in the System Administration menu



- This will open the Entry Review Settings screen

General Review Settings

- The settings on the General tab will specify which conditions will require an entry review.

General | Tariff Numbers

The Following Settings Require an Entry Review

OGA/PGA Regulated Shipment on Broker's Bond

Check if Analyst is on Review

Check if Client is on Review

Merchandise May be Quota

Merchandise May be subject to ADD/CVD

Shipment on Brokers Bond

Subject to TSCA

Check if Duty is Over:

Truck	Non Truck
\$ 100000	\$ 100000

US Goods on Broker's Bond is Over \$ 10000

Pymt Date is Over 10 Days from Rel Date

Check if Valid NAFTA (ECO) on File

Verify Product Codes/Tariff #'s/Audits

Entry Types which Require Review (Separated by Commas)

02

OK **Cancel**

- Check the desired criteria for which to run entry reviews on:

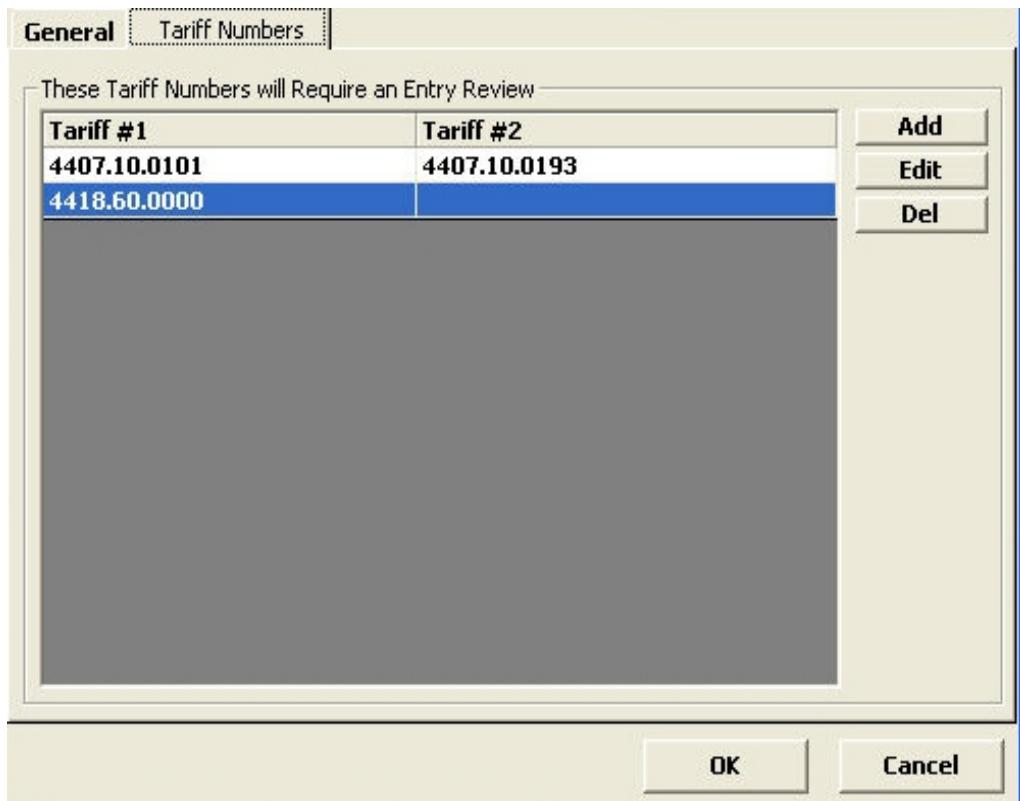
Field/Button/Tab	Description
OGA/PGA Regulated Shipment on Broker's Bond	Check this box to place review on any shipment regulated by a government agency (FDA, FCC, USDA, etc.) if the bond used is from the broker profile.
Check if Analyst is on Review	Check this box to place review on any entries keyed by an analyst that is on review.
Check if Client is on Review	Check this box to place review on any entries where the client is on review.
Merchandise may be Quota	Check this box to place review on any entries that may be quota.
Merchandise may be subject to ADD/CVD	Check this box to place review on any entries that may be subject to ADD/CVD.
Shipment on Broker's	Check this box to place review on entries that use the broker's bond.

Bond	
Subject to TSCA	Check this box to place review on entries that are subject to TSCA.
Check if Duty is Over	Check this box to place review on entries where the duty exceeds the specified amount. You must specify amounts in the truck and non-truck fields.
US Goods on Broker's Bond is Over	Check this box to place review on entries that have US Goods exceeding the specified value, if the bond used is from the broker profile. You must enter a value for this to reference.
Payment date is over 10 days from Release date	Check this box to place review on entries where the payment date is over 10 days from the release date.
Check if a valid NAFTA (ECO) on file	Check this box to place a review on entries that do not have a valid NAFTA (ECO) on file in the client profile.
Verify Product Codes/Tariff #'s /Audit	Check this box to place an entry review on entries without product codes, tariff numbers, or if the selected product is flagged for audit.
Entry Types	Enter the specified entry type(s) subject to review, if desired. You must enter entry type(s) and you can enter multiple types in this field, separated by commas.

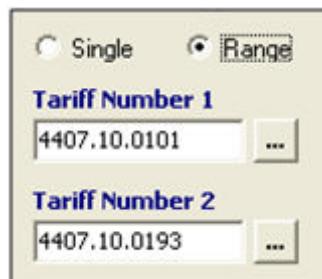
- OK will save the review settings
 - Cancel will go back to the System Administration screen without saving.

Tariff Number Review

- Use the Tariff Number tab to denote a specific HTS classification (or range) that will require an entry review.



- Click Add to add a new tariff record. This will open the Add Tariff # screen



- Enter a single tariff number in the box, or select Range if you'd like to enter a range.
 - Range will require that you enter a starting/ending HTS.
- Click OK to save the Entry Review Settings
 - Cancel will go back to the Entry Review Settings screen without saving.

Reports Guides

ADHOC Reporting

The Reports Module is another valuable tool offered by our application. This reports module gives you the ability to generate a variety of custom reports within SmartBorder. The search criteria and filters, as well as the output fields, are indicated by the user. Therefore the reports have everything that you need, without any unnecessary additional information. These custom ad hoc reports can also be saved for future use.

- Click on ADHOC Reports on the main page



Use the following links, or choose from the complete list in the left frame of this window:

[Creating a Report](#) - This section will assist you in creating a report.

[Running a Report](#) - This section will assist you in running your completed report

[Report Examples](#) - This section contains sample reports for reference.

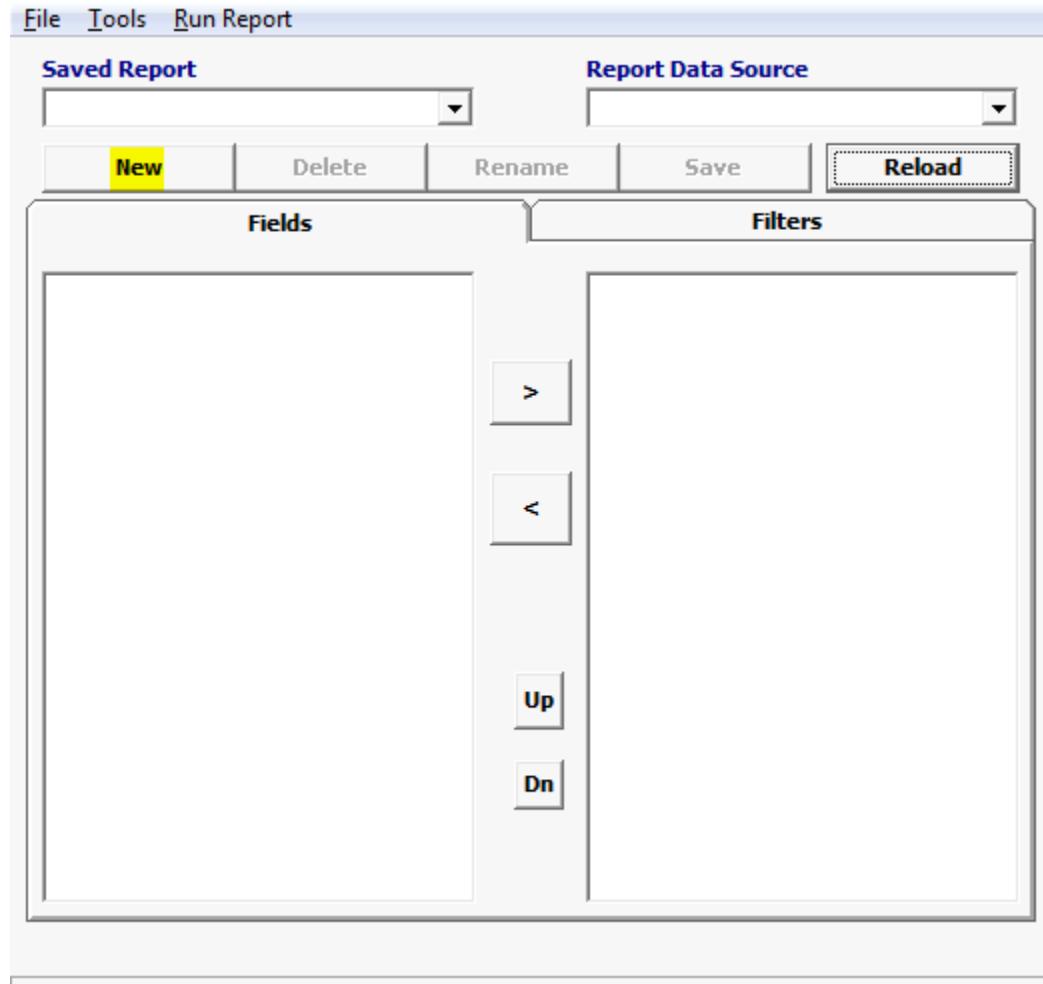
Creating a Report

Creating a Report

Begin by viewing the video below for creating a new report:

[ADHOC Reports How-To Video](#)

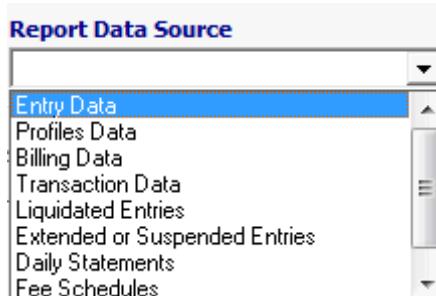
- Click New to start a new report



- Enter a name for your report in the New Report Name box



- Choose a Report Data Source from the drop down menu



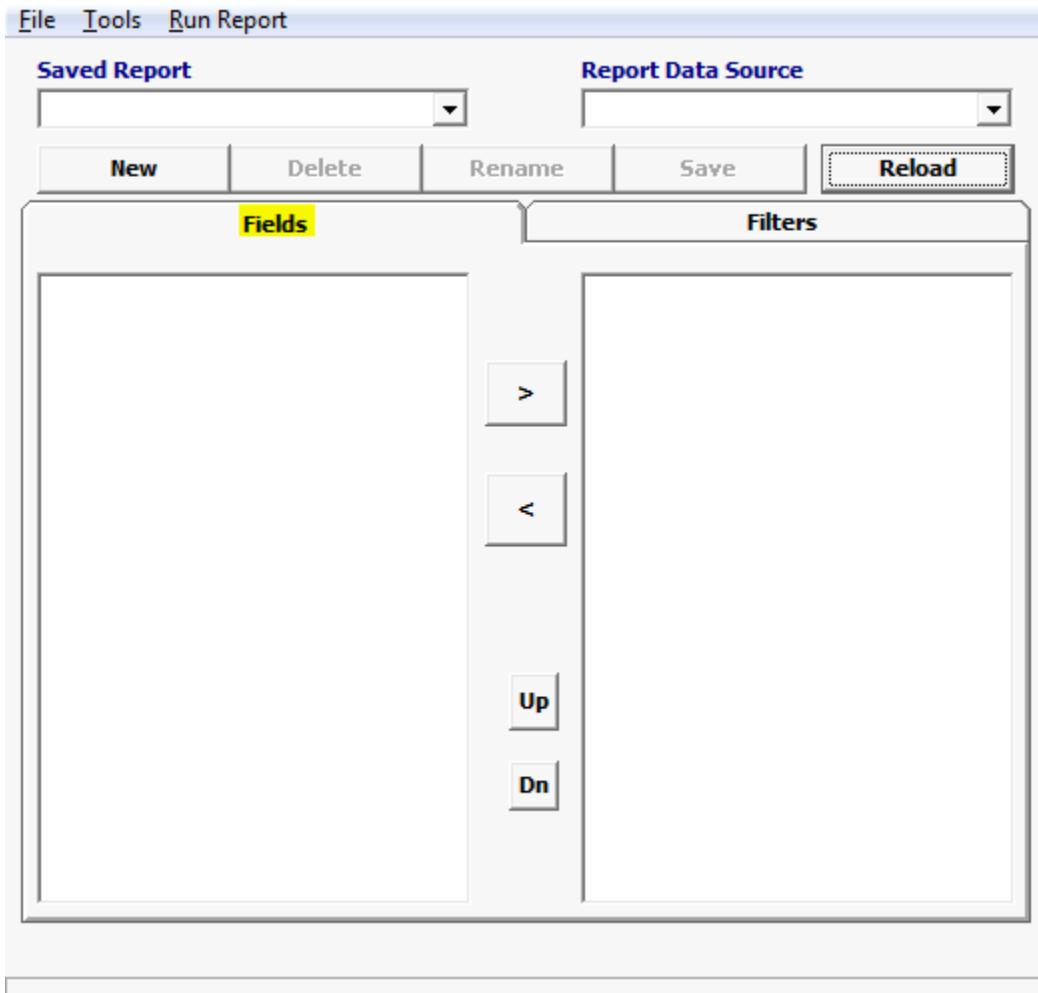
Data Source	Description
Entry Data	Data related to entries. (Ex. Entry Type, Release Date, etc.)
Profiles Data	Data related to profiles (customer information). (Ex. Address, Tax ID, Phone #, etc.)
Billing Data	Data related to bills. (Ex. Bill To, Accounting Code, Bill #, etc.)
Transaction Data	Data related to the transaction. (Ex. Created On, Created By, Transaction Type, etc.)
Liquidated Entries	Data related to liquidated entries. (Ex. Liquidated date, Duty, etc.)
Extended or Suspended Entries	Data related to extended/ suspended entries. (Ex. Extension Suspension Code, Times Extended, etc.)
Daily Statements	Data related to daily statements. (Ex. Amount Paid, Statement #, etc)
Fee Schedules	Data related to fee schedules. (Ex. Fee type, special condition, etc.)
User Login Data	Data related to user login. (Ex. User name, Date user signed on, etc.)

- For our example, titled "Sample Report", we've chosen Entry Data as the data source

Report Fields

Now that you've created a report, you're ready to customize it to your needs. This begins with the selection of report Fields. Choose the desired fields and these will be the output when you run the report.

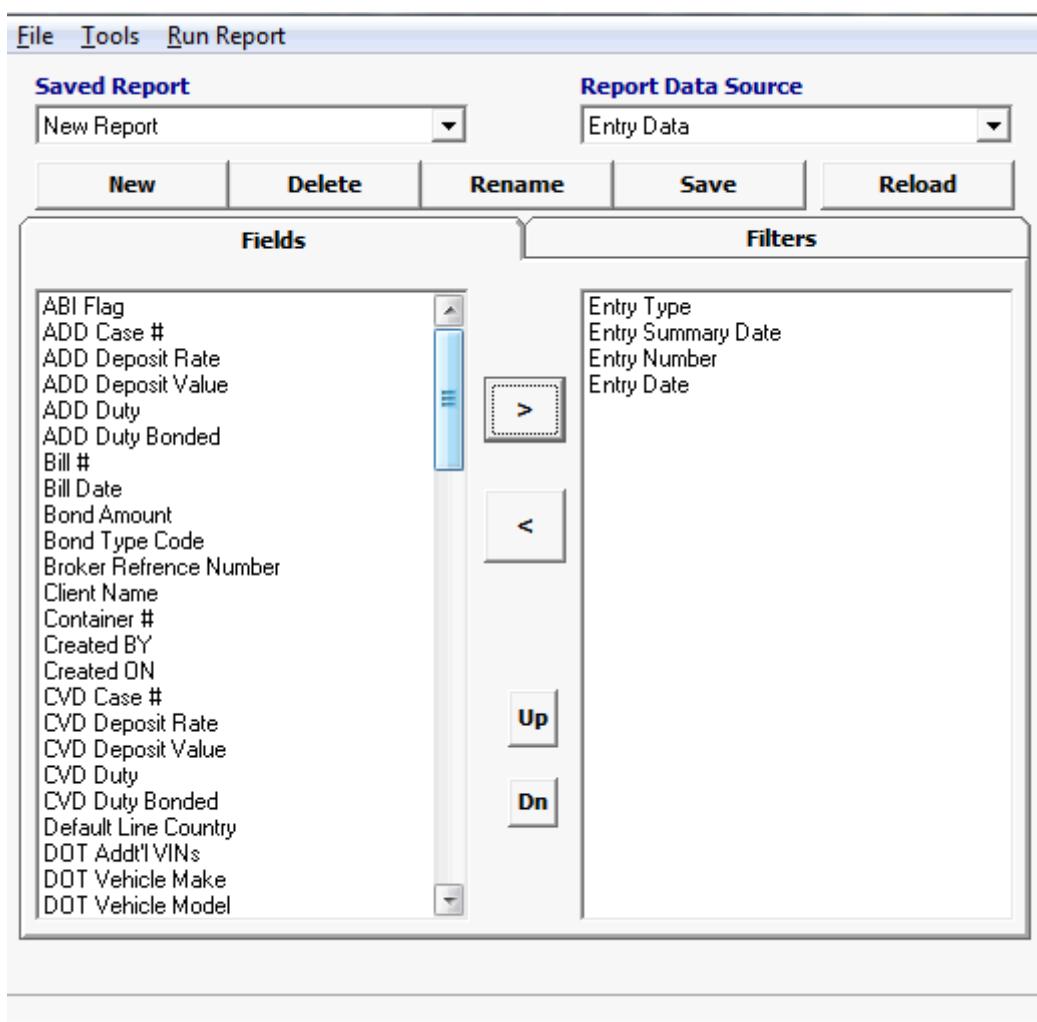
- Click on the Fields tab



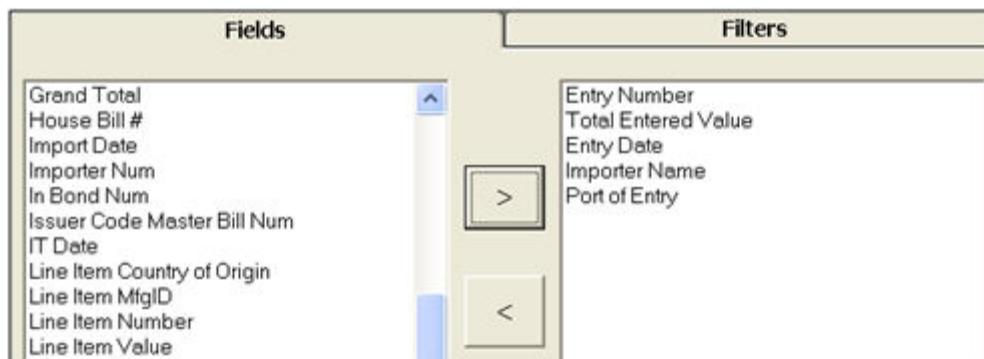
- The listing of available fields is determined by the selected Report Data Source. If you do not see the desired fields, you can change the data source at any point.

Note: Changing the report data source will cause you to lose all fields/filters that you've selected. Use caution when changing this source, and be sure to save changes to avoid loss of data.

- Select a field, and click the button to move it to the right column. Select the fields in the order that you'd like them to appear when you run the report

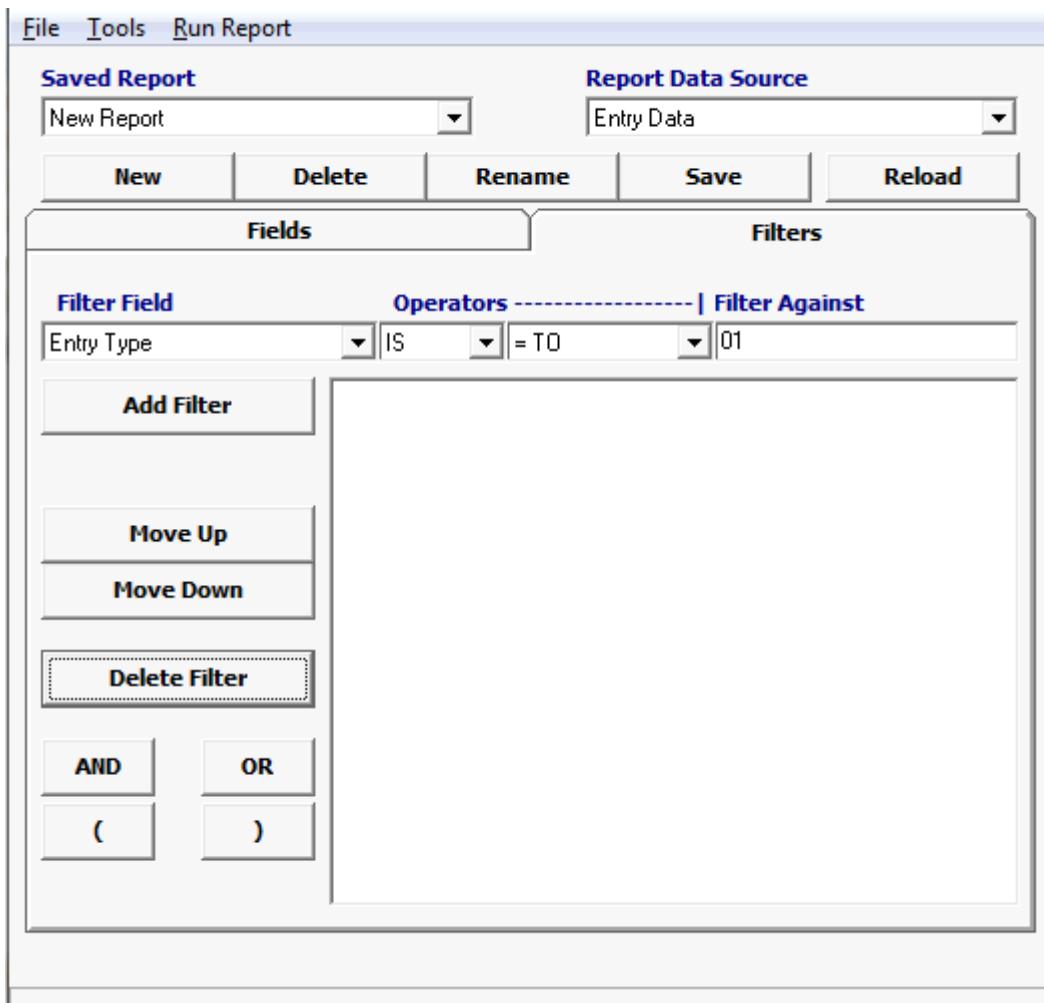


In our "Sample Report", we'll use the fields listed in the right column. We'll also click to move Port of Entry over to the column on the right, with the other selected fields.



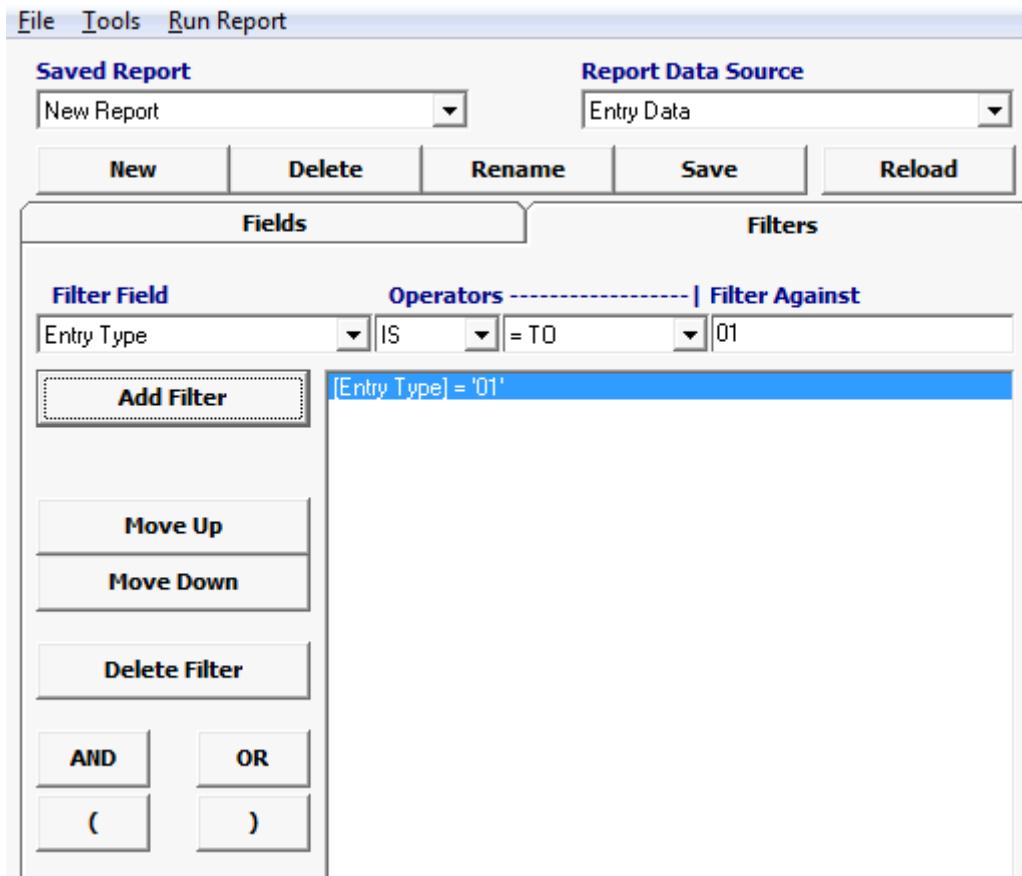
Report Filters

The next step in generating your report is to select Filters. These filters will determine which results will be displayed in the finished report.



Field/Button	Description
Filter Field	Choose the field that will be used for this filter. The example above uses Entry Type.
Operator (1)	The first operator field is a choice between IS and IS NOT. This determines if your filter result will be all files that match the filter criteria (IS), or if the result will display everything that doesn't match the specified filter criteria (IS NOT).
Operator (2)	Choose from: = TO > THAN (greater than) > THAN or = TO < THAN (less than) < THAN or = TO STARTS WITH CONTAINS
Filter Against	This will determine the filter function. For this example, we use "= TO". Enter the data, amount, or other specific identifier for which this filter will compare the filter field against. The example above uses 01 (entry type for a formal entry).

- The command buttons on the left side of the filter column will allow you to add/manage filters
For our "Sample Report", we want all entries with Entry Type = 01 (formal entries)



Field/Button	Description
Add Filter	Click Add Filter once you've selected your filter criteria. This will add a line to the filter column, which contains the complete description of your filters
Move Up/ Move Down	Use these commands to move the placement of your filters in the filter column. These filters will process in order, so please be sure that the order of your filters is correct for the desired results.
Delete Filter	Click Delete Filter to delete the selected filter. This is also used to delete other filter command functions (ex. AND, OR, etc.)
AND / OR	These are conditional commands that can be used to refine your filter(s). AND will require that the file matches both filters. OR will require that the file matches one of the two filters.
(Parentheses)	These are used as if this were a mathematical equation. The parentheses are to denote the order in which the functions/filters will be run. Any functions/filters in parentheses will be processed first, followed by those located outside of parentheses.

- Please review the provided [Report Examples](#) for assistance with creating reports in SmartBorder.

- Once you've completed your report, move on to [Running a Report](#).

Running a Report

- Click Run Report when you are ready to run your current report
 - This opens the Report Options screen



You can choose one, or both of the following:

- Save Report Data to tab-delimited file – save to a tab delimited .txt file
 - Below is an example of how our “Sample Report” would look in this tab-delimited file

Entry Number	Total	Entered Value	Entry Date	Importer Name	Port of Entry	
"0000001-8"	"500"	"10/12/2007"	"ABLE INC		"	"0901-010"
"0000005-9"	"17375"	"10/19/2007"	"ABLE INC		"	"2720-010"
"0000006-7"	"17375"	"	"MCKINLEY IMPORTS		"	"2720-010"
"0000007-5"	"5000"	"10/26/2007"	"ABLE INC		"	"0901-010"
"0000010-9"	"150"	"11/27/2007"	"MCKINLEY IMPORTS		"	"0901-010"
"0000011-7"	"30"	"12/4/2007"	"ABLE INC		"	"0901-010"
"0000013-3"	"17375"	"	"ABLE INC		"	"2720-010"
"0000014-1"	"1000"	"12/13/2007"	"ABLE INC		"	"0901-010"
"0000026-5"	"5000"	"12/19/2007"	"ABLE INC		"	"0901-010"
"0000027-3"	"5000"	"	"ABLE INC		"	"0901-010"
"0000031-5"	"10000"	"1/9/2008"	"ABLE INC		"	"2704-010"
"0000036-4"	"500"	"1/30/2008"	"ABLE INC		"	"0901-010"
"0000017-4"	"5000"	"2/17/2008"	"ABLE INC		"	"0901-010"
"0000023-2"	"500"	"2/17/2008"	"ABLE INC		"	"0901-010"
"0000042-2"	"500"	"2/29/2008"	"ABLE INC		"	"2704-010"

- View Report Data in Microsoft Excel – open as an .xls file in Microsoft Excel
 - Below is an example of how our “Sample Report” would look in this spreadsheet file

The screenshot shows a Microsoft Excel window titled "Book1". The table has columns labeled A through E. Column A is "Entry Number", column B is "Total Entered Value", column C is "Entry Date", column D is "Importer Name", and column E is "Port of Entry". The data includes entries for ABLE INC and MCKINLEY IMPORTS across various dates and entry numbers. Row 17 is empty, and row 18 is partially visible.

A	B	C	D	E
1	Entry Number	Total Entered Value	Entry Date	Importer Name
2	0000001-8	\$500.00	10/12/2007	ABLE INC
3	0000005-9	\$17,375.00	10/19/2007	ABLE INC
4	0000006-7	\$17,375.00		MCKINLEY IMPORTS
5	0000007-5	\$5,000.00	10/26/2007	ABLE INC
6	0000010-9	\$150.00	11/27/2007	MCKINLEY IMPORTS
7	0000011-7	\$30.00	12/4/2007	ABLE INC
8	0000013-3	\$17,375.00		ABLE INC
9	0000014-1	\$1,000.00	12/13/2007	ABLE INC
10	0000026-5	\$5,000.00	12/19/2007	ABLE INC
11	0000027-3	\$5,000.00		ABLE INC
12	0000031-5	\$10,000.00	1/9/2008	ABLE INC
13	0000036-4	\$500.00	1/30/2008	ABLE INC
14	0000017-4	\$5,000.00	2/17/2008	ABLE INC
15	0000023-2	\$500.00	2/17/2008	ABLE INC
16	0000042-2	\$500.00	2/29/2008	ABLE INC
17				
18				

Note: If you receive a message stating “no records found”, try deleting unnecessary fields, and verify that there is data for the entered filters

Report Examples

SmartBorder Report Examples

In this section, we'll create more sample reports as examples of the different types of reports that are available in SmartBorder. This will help show the versatility of this module, as well as assist you in getting more familiar with filters in general. For these examples, we'll use the current set of fields from our "Sample Report", and use the excel format for running the reports.

- For the report titled [Informal Value](#), we want to view all entries with a total entered value that is less than \$2,000.
- For the report titled [Date Range Report](#), we want to view all of the entries with entry dates in the fourth quarter of 2007 (Oct '07 – Dec '07)
- For the [Customer List Report](#), you can create a listing of the customers in your account
- For the [Customer History Report](#) we want to view all entries for Able Inc. in 2008, which were entered in the port of Buffalo.
- For the [Duty Due Report](#), you can report the total duty due on a specified date
- For the report [Complex Sample Report](#), we want to view all entries for Able Inc. that are either Entry Type 01 (formal) or Entry Type 02 (Quota)

Informal Value Sample Report

- For this filter, we'll use Total Entered Value "IS < THAN" and then the value (2000)
 - You could also use Total Entered Value "IS NOT > OR = TO" and the value (2000)

The screenshot shows the 'Informal Value' entry screen. At the top, there are buttons for New, Delete, Rename, Save, and Reload. Below these are tabs for Fields and Filters, with Fields selected. Under the Fields tab, there's a section for defining filters. It includes a 'Filter Field' dropdown set to 'Total Entered Value', an 'Operators' dropdown showing 'IS < THAN', and a 'Filter Against' dropdown set to '2000'. Below this, an 'Add Filter' button is visible, and a preview box shows the filter condition: '[Total Entered Value] < 2000'.

- Now you can run your report, and the only results reported will be those with a total entered value that is less than \$2,000

Entry Number	Total Entered Value	Entry Date	Importer Name	Port of Entry
0000001-8	\$500.00	10/12/2007	ABLE INC	0901-010
0000010-9	\$150.00	11/27/2007	MCKINLEY IMPORTS	0901-010
0000011-7	\$30.00	12/4/2007	ABLE INC	0901-010
0000014-1	\$1,000.00	12/13/2007	ABLE INC	0901-010
0000029-9	\$0.00	1/5/2008	ABLE INC	0901-010
0000036-4	\$500.00	1/30/2008	ABLE INC	0901-010
0000023-2	\$500.00	2/17/2008	ABLE INC	0901-010
0000042-2	\$500.00	2/29/2008	ABLE INC	2704-010

Date Range Sample Report

- The filter for the beginning date will be Entry Date “IS > THAN OR = TO” and the date

The screenshot shows a software window titled "Date Range Report". At the top, there are buttons for "New", "Delete", "Rename", "Save", and "Reload". Below these are tabs for "Fields" and "Filters". Under the "Filters" tab, there is a section labeled "Filter Field" with a dropdown set to "Entry Date". To its right are dropdowns for "Operators" (set to "IS") and "Filter Against" (set to "> THAN OR = TO" and the value "10/01/2007"). Below this is a button "Add Filter" and a preview box containing the filter condition "[Entry Date] >= '10/01/2007'".

- To add the ending date filter, you must first click the AND command
 - The filter for the ending date will be Entry Date “IS < OR = TO” and the date

The screenshot shows the same software window as above, but now with two filters added. The first filter is for "Entry Date" with the condition "[Entry Date] >= '10/01/2007'". Below it, under the "Add Filter" button, is the word "AND". Below "AND" is the second filter, which is also for "Entry Date" with the condition "[Entry Date] <= '12/31/2007'".

- Now you can run your report, and the only results will be those that fall into this date range

Entry Number	Total Entered Value	Entry Date	Importer Name	Port of Entry
0000001-8	\$500.00	10/12/2007	ABLE INC	0901-010
0000005-9	\$17,375.00	10/19/2007	ABLE INC	2720-010
0000007-5	\$5,000.00	10/26/2007	ABLE INC	0901-010
0000010-9	\$150.00	11/27/2007	MCKINLEY IMPORTS	0901-010
0000011-7	\$30.00	12/4/2007	ABLE INC	0901-010
0000014-1	\$1,000.00	12/13/2007	ABLE INC	0901-010
0000015-8	\$5,000.00	12/14/2007	ABLE INC	2704-010
0000026-5	\$5,000.00	12/19/2007	ABLE INC	0901-010

Customer List Sample Report

- Under the Profiles Data source, your first filter will be Client (Y/N) = Y

The screenshot shows the 'Saved Report' interface. In the top left, it says 'Saved Report' and 'CustomerList'. In the top right, it says 'Report Data Source' and 'Profiles Data'. Below these are buttons for 'New', 'Delete', 'Rename', 'Save', and 'Reload'. The main area has tabs for 'Fields' and 'Filters'. Under 'Filters', there is a section titled 'Filter Field' with a dropdown set to 'Client (Y/N)?'. To its right are dropdowns for 'Operators' (set to 'IS') and 'Filter Against' (set to 'TO'). Below this is a button 'Add Filter' and a list box containing the filter '(Client (Y/N)? = Y)'. The entire window has a light gray background.

- Enter any additional criteria (ex. Date Range)
- Then choose the desired fields that you'd like to report on these customers:

The screenshot shows the 'Saved Report' interface with 'CustomerList' selected. The 'Report Data Source' is 'Profiles Data'. The 'Fields' tab is active, showing a list of fields on the left: LTL Pricing Type, Mfg ID, No Backup Required?, OK To Clear?, Parent Customer #, Phone 1, Phone 2, POA Date, POA Expiration Date, POA On File, and Product Code. On the right, under 'Filters', there is a list of fields: Name, Customer Number, Address Line 1, Address Line 2, City, State, and Zip Code. Between these two lists are two buttons: a right-pointing arrow (>) and a left-pointing arrow (<). The entire window has a light gray background.

- When you click Run Report, you should receive a full listing of your clients in SmartBorder

Name	Customer Number	Address Line 1	Address Line 2	City	State	Zip Code
TEST BROKERAGE INC	9999999	123 MAIN ST		BUFFALO	NY	14222
VOID	1002					
ABLE BROKERS	1001	123456 TOWN RD /#40015		BUFFALO	NY	14222
WANG GLOBALNET CO LTD	1026	5600 BRAXTON		HOUSTON	TX	77036
MCKINLEY IMPORTING LLC	1038	698 SKY HARBOR DR		LANSING	MI	48901

Customer History Sample Report

- The filter for company name will be Importer Name “IS = TO” ABLE INC

- Click the AND button. The filter for port of entry will be Port of Entry “IS STARTS WITH” 0901
 - This will give you all files that start with 0901 (ex. 0901-010, 0901-030, etc.)

- Then enter the filters for beginning and ending date (as described in the previous example)

[Importer Name] = 'ABLE INC'
AND
[Port of Entry] LIKE '0901%'
AND
[Entry Date] >= '01/01/2008'
AND
[Entry Date] <= '12/31/2008'

- Run your report, and the only results will be Able Inc. entries entered in Buffalo in 2008

Entry Number	Total Entered Value	Entry Date	Importer Name	Port of Entry
0000029-9	\$0.00	1/5/2008	ABLE INC	0901-010
0000036-4	\$500.00	1/30/2008	ABLE INC	0901-010
0000017-4	\$5,000.00	2/17/2008	ABLE INC	0901-010
0000023-2	\$500.00	2/17/2008	ABLE INC	0901-010
0000039-8	\$63,000.00	2/27/2008	ABLE INC	0901-010

Duty Due Sample Report

You can create a duty due report, to determine the amount of duty/MPF/etc is owed on a certain date. Please use the following to run this report for a desired date:

- The filter for date is Payment Due Date IS = TO (Desired Date)
 - You can also enter a client name to do this report for a specific client

Saved Report

Report Data Source

Duty Due Report

New Delete Rename Save Reload

Fields

Filters

Filter Field | **Operators** ----- | **Filter Against**

Payment Due Date IS = TO 05/17/2010

Add Filter [Payment Due Date] = '05/17/2010'

- For fields, you'll want to choose Entry Number, Payment type, Payment Due Date, And all CBP total fields, as shown below:

Saved Report

Report Data Source

Duty Due Report

New Delete Rename Save Reload

Fields

Qty 3
Release Date
Release FDA Sent
SCAC
Shipper Reference #
SmartBorder Number
SPI - Country
SPI Primary
Statement #
Surety Code
Tariff Description

Filters

Entry Number
Payment Due Date
Payment Type Ind
Total Estimated Duty
Total Estimated Tax
Total Fees
Total ADD
Total CVD

- Your results will give you a report of each entry and the total amounts due on the specified date. You can run this report for "today" to make sure that all duty is paid, or for any desired date (ex. to ensure that funds are available for payment).

Complex Sample Report - "Able Formal & Quota"

- The filter for company name will be Importer Name “IS = TO” ABLE INC
- Because you ALWAYS want the client to be able, but the other filters are either/or:
 - Click the AND button, and then click the “Open Parenthesis” [() button

Filter Field	Operators	Filter Against
Importer Name	IS	= TO
		ABLE INC
Add Filter	[Importer Name] = 'ABLE INC' AND (

- Then enter Entry Type “IS = TO” 01 OR Entry Type “IS = TO” 02
 - Be sure to “Close Parenthesis” () after entering these filters

```
[Importer Name] = 'ABLE INC'
AND
(
[Entry Type] = '01'
OR
[Entry Type] = '02'
)
```

- Run your report, and the only results will be Able Inc. entries with Entry Type 01 or 02

Entry Number	Total Entered Value	Entry Date	Importer Name	Port of Entry
0000001-8	\$500.00	10/12/2007	ABLE INC	0901-010
0000005-9	\$17,375.00	10/19/2007	ABLE INC	2720-010
0000007-5	\$5,000.00	10/26/2007	ABLE INC	0901-010
0000011-7	\$30.00	12/4/2007	ABLE INC	0901-010
0000013-3	\$17,375.00		ABLE INC	2720-010
0000014-1	\$1,000.00	12/13/2007	ABLE INC	0901-010
0000026-5	\$5,000.00	12/19/2007	ABLE INC	0901-010
0000027-3	\$5,000.00		ABLE INC	0901-010
0000031-5	\$10,000.00	1/9/2008	ABLE INC	2704-010
0000036-4	\$500.00	1/30/2008	ABLE INC	0901-010
0000017-4	\$5,000.00	2/17/2008	ABLE INC	0901-010
0000023-2	\$500.00	2/17/2008	ABLE INC	0901-010
0000039-8	\$63,000.00	2/27/2008	ABLE INC	0901-010
0000042-2	\$500.00	2/29/2008	ABLE INC	2704-010

AMS Manifest Guide

Completing an AMS Transaction

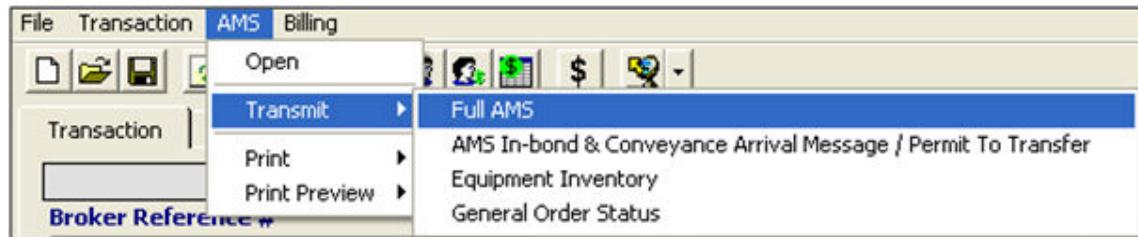
Completing an AMS Transaction

Saving & Transmitting an AMS

When your AMS is complete and ready to be transmitted, use the following steps to save and transmit your manifest:

- Once you've completed all of the information on the AMS Manifest main screen, you want to click File, Save to save the AMS information.
 - This will automatically run the Validation Tool if you haven't already done so

- Once you are back on the transaction screen click on AMS, Transmit and choose the type of transmission that you'd like to perform.



- You should see a screen acknowledging your successful transmission. If you see the following message, you will have to submit a support ticket requesting that we add the desired SCAC to your AMS module.



AMS Transmissions

There are multiple transmission types that can be performed in the SmartBorder AMS module. In addition to the Full AMS transmission, your AMS can be updated/changed electronically using these transmissions. The existing information entered in your AMS will transmit in the appropriate fields, based on the type of transmission that you choose.

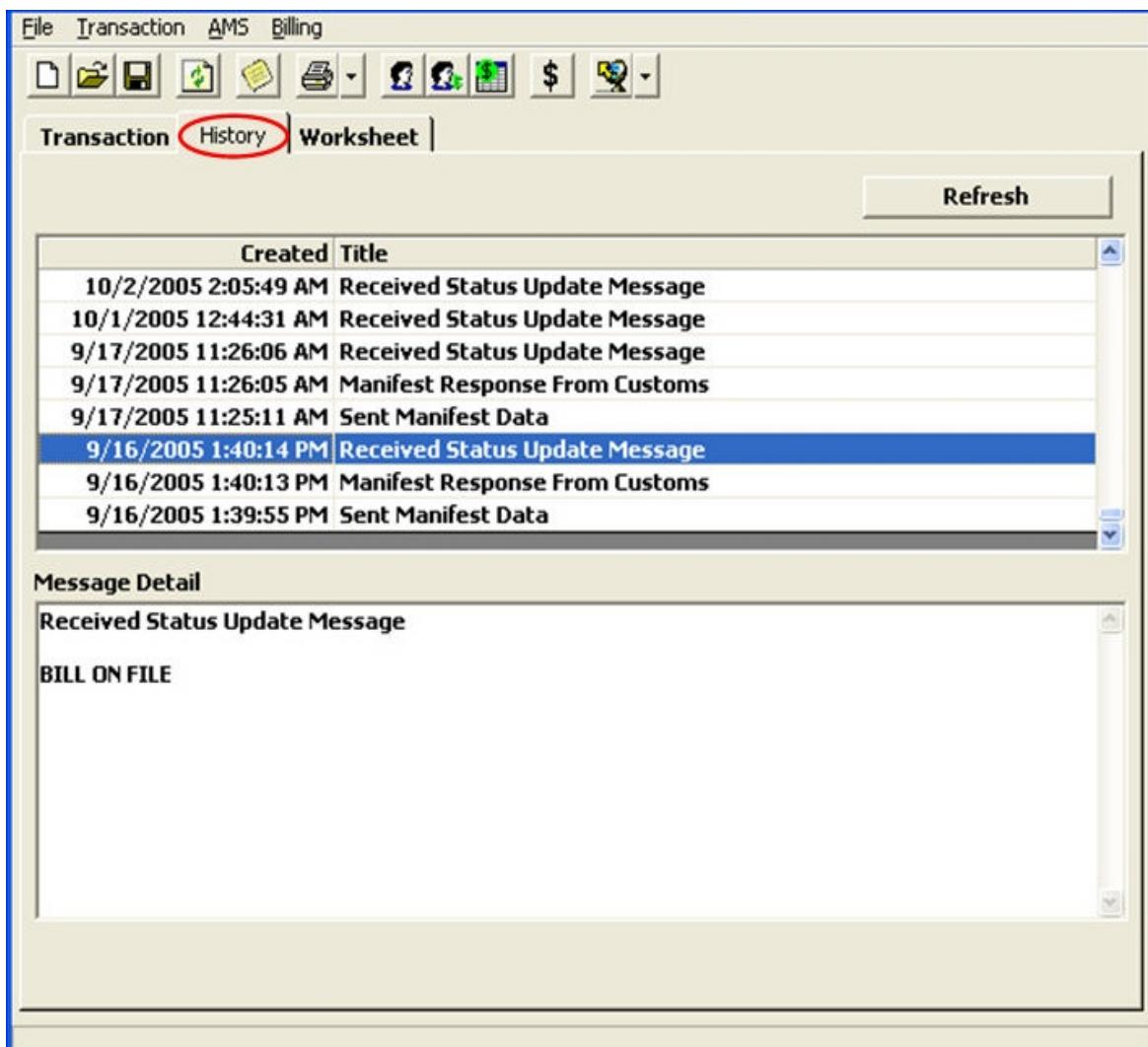
This link provides a video on how to create a Permit to Transfer :

<http://www.smartborder.com/howto/PTT%20VIDEO.htm>

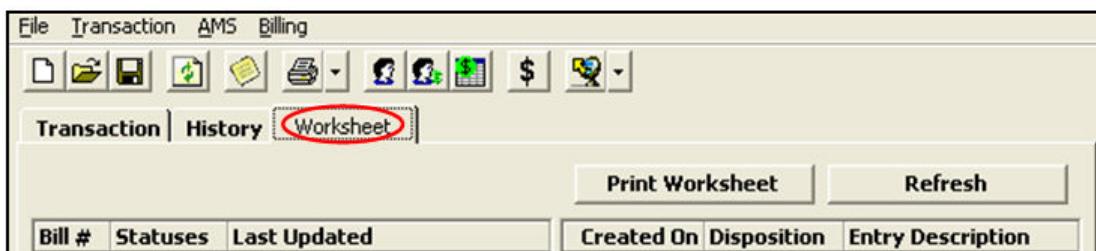
Field/Button	Description
Full AMS	This will transmit the full AMS transmission. This is used initially to put your AMS on file. You must have an accepted AMS response from this Full AMS transmission before you will be able to transmit any of the other AMS transmissions.
AMS In-Bond & Conveyance Arrival Message	This transmission may be used to arrive, depart, or export all in bond movements in intermediate/destination ports, depart vessels from a foreign port/arrive vessels in discharge ports, and transfer in bond liability. This is most commonly done through the in-bond module (Controlling an In-Bond) or through the SmartBorder eManifest software (if the bond is prepared in the ABI software).
Permit to Transfer	Use this option to transmit an electronic request for permit to transfer. This allows you to electronically gain authorization for movements within a port. Simply make the necessary changes to the location of the goods on the bill of lading (FIRMS) and transmit to electronically update this AMS to display the correct location of the goods.
Equipment Inventory	The Equipment Inventory transaction is used to report a listing of all empty equipment (containers, chassis) imported aboard an ocean conveyance, as well as empty containers loaded at domestic ports and carried coast wide for discharge at other U.S. ports. This record is used to transmit the empty container/equipment and seal numbers. Complete the information on the AMS Equipment Inventory Tab and then transmit.
General Order Status	Use this option to transmit an electronic General Order Status update. At the expiration of the layorder period, you will receive a bill of lading status notification message (R01, R02) from AMS identifying items eligible for General Order. You can use this General Order Status transmission to request an extension of the layorder period, if necessary. You will receive an advisory (in the worksheet tab) 2 days prior to the expiration of the layorder.

AMS History/Worksheet

- Click on the History tab to view the transmissions for this transaction:



- For detailed versions of these status update/disposition messages, click on Worksheet:



- You can click Refresh on these screens to refresh/get the updated listing of transmissions

AMS Permit to Transfer

Click on the following link to view a training video on transmitting a PTT:

[PTT Video](#)

This new feature will allow users to create and transmit the AMS Permit to Transfer without having to complete the full AMS.

Here are the steps:

Open or create an AMS transaction:

The screenshot shows the SmartBorder ABI software interface with the following details:

- Top Menu:** File, Transaction, AMS, Billing.
- Toolbar:** Includes icons for New, Open, Save, Print, Copy, Paste, Undo, Redo, Cut, Copy, Paste, Find, Replace, and a currency symbol.
- Navigation:** Transaction, History, Worksheet tabs.
- AMS Section:**
 - Broker Reference #:** TEST1
 - Transaction Date:** 10/26/2010
 - Transaction SB #:** 21103366
- Shipper Reference #:** (empty field)
- Transaction Location:** 0901-010: BUFFALO, NY
- Client Information:** Client 1283, ATLASINC, ATLAS INC, 1412 MAIN ST, DALLAS, TX 75202 US, Tax ID: 91-013199000.
- Bill To:** (empty field)
- AMS Information:**
 - Carrier Conveyance Name:** (empty field)
 - Port of Unloading:** (empty field)
 - Estimated Date/Time of Departure:** (empty field)
- Billing Information:**
 - Bill #:** (empty field)
 - Bill Date:** (empty field)
 - Consolidated Bill:** (checkbox)
 - Open Bill:** (button)

- Once the transaction screen has been completed you can then go to AMS and Transmit which will take you to the AMS Permit to Transfer option.



- Fill in the Master Bill, Container Number, Firms code and Bonded Carrier ID fields.

Permit To Transfer Information (Quick Form)

Master Bill # 999999	Container FL2345						
FIRMS Code A940	Bonded Carrier ID 11-111111110	Comments (Optional)					
IssrCodeMastBillNum	MastBillNum	FrgnPortLading	Qty	UOM	Weight	WeightUOM	BOLStatusI
999999	999999		0		0		

Buttons: Delete, Add, Send, Save, Cancel

- Users can add in comments which will be transmitted.
- When you click on send you will see a pop up asking if you want to transmit.



- Click on OK and then you will get the below message letting you know your transmission was sent.



- Users can then check their ABI messages for the response from CBP with the container information.

[AMS Transmissions](#)

AES Exports Guide

Creating an AES/Export Transaction

Additional AES Information Screens

The Additional Information screens allow the user to enter information that is not found in the AES, and this information will print on the air waybill, ocean bill of lading, and dock receipt.

AWB Information Screen

- To access the additional AWB information screen, click Tools/Info and AWB Info. Complete the information that you'd like to print on the Air Waybill and click OK.

Master AWB # 789789789		<input checked="" type="checkbox"/> Show Broker as "Shipper" on MAWB	Issued By	<input type="button" value="Clear"/>	<input type="button" value="Select from List"/>
Party to show as "Consignee" on MAWB (blank = Ultimate Consignee) <input type="text"/> F <input type="button" value="..."/>		ABLE INC 123456 TOWN RD BUFFALO , NY 14222 US			
House AWB # <input type="text"/>		Accounting Information <input type="text"/>			
Airport of Departure (Addr. of First Carrier) and Requested Routing <input type="text"/> <input type="button" value="..."/>		"Optional Shipping Information"			
To <input type="text"/> By first Carrier <input type="text"/> Routing and Destination <input type="text"/> <input type="text"/> To <input type="text"/> By <input type="text"/>		Reference # 111222333 "Second Box" (no title on AWB) <input type="text"/>			
Airport of Destination YT2-TORONTO ISLAND (TORONTO, C) <input type="text"/>		"Third Box" (no title on AWB) <input type="text"/>			
Flight/Date 1 4/1/2008		Currency Code <input type="text"/> Charges Code <input type="text"/> Wt / Val PPD COLL Other PPD COLL US <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Declared Value for Carriage \$ 500.00 <input type="checkbox"/> NDV Declared Value for Customs \$ 10,000.00 <input type="checkbox"/> NCV Insurance Amount \$ 50.00			
Handling Instructions <input type="text"/>					
Ultimate Destination TORONTO, ON		SCI <input type="text"/>			
PREPAID		COLLECT			
Weight Charge \$ 420.00	Weight Charge \$ 0.00				
Valuation Charge \$ 10.00	Valuation Charge \$ 0.00				
Tax \$ 18.90	Tax \$ 0.00				
Total Other Charges Due Agent \$ 44.36	Total Other Charges Due Agent \$ 0.00				
Total Other Charges Due Carrier \$ 6.74	Total Other Charges Due Carrier \$ 0.00				
Other Charges <input type="text"/>					
Signature of Shipper or Agent TEST BROKERAGE INC. SAMPLE BROKER					
Executed By ABLE INC On April 01, 2008 (Tue) At BUFFALO, NY					
<input type="button" value="OK"/>					

Ocean BOL Information Screen

- For the Ocean BOL additional information screen, click Tools/Info and Ocean BOL Info. Complete the information that you'd like to print on the Ocean Bill of Lading and click OK.

Notify Party	<input type="button" value="Clear"/>	<input type="button" value="Select from List"/>	Document Number
12-3456789 E ABLE INC 123456 TOWN RD	<input type="button" value="Edit"/>		123123123
BUFFALO , NY 14222 US Contact: SMITH , JOHN Phone: 7168235678			Booking Number
			9995111
Pre-Carriage By			Export References
SAMPLE PRE-CARRIER			CUSTOMER REFERENCE # 445666660
Place of Receipt By Pre-Carrier			
ROCHESTER, NY			
Place of Delivery By On-Carrier			
TORONTO, ON			
Type of Move			
Domestic Routing/Export Instructions			
Notes (will print at the top of the body of the ocean bill)			
<input type="button" value="OK"/>			

Dock Receipt Information Screen

- For the Dock Receipt additional information screen, click Tools/Info and Dock Receipt Info. Complete the information that you'd like to print on the Dock Receipt and click OK.

Document Number	Booking Number
123123123	9995111
Export References	
CUSTOMER REFERENCE # 445666660	
Pre-Carriage By	
SAMPLE PRE-CARRIER	
Place of Receipt By Pre-Carrier	
ROCHESTER, NY	
Place of Delivery By On-Carrier	
TORONTO, ON	
Type of Move	
Domestic Routing/Export Instructions	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Completing an AES Transaction

Completing an AES Transaction

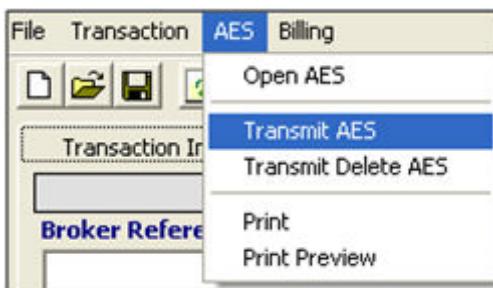
When your AES is completed, you are ready to save, transmit your AES to customs, and print the associated documents. This section explains the process of completing your AES transaction.

Saving/Transmitting

- Once you've completed all of the information on the AES main screen, you want to click File, Save to save the AES information.
 - If you would like to save this AES as complete, check the box on this Save Options screen



- This will automatically open the validation screen, to validate your AES transaction
- Once you are back on the transaction screen, click on AES and Transmit AES



AES Transmission History

- If your transmission is successful and error-free, you will receive the following message:

AES Info

Destination Country IT	Shipment Reference # 020108	Port Export 4601-010	Last Pre-Departure Message N/A
Estimated Date of Arrival 2/11/2008	Open AES		Last Departure Message Accepted Error Free

- You can review your transmissions, and check the status of your AES transmissions by clicking on the Transmission History tab located on the AES transaction screen.

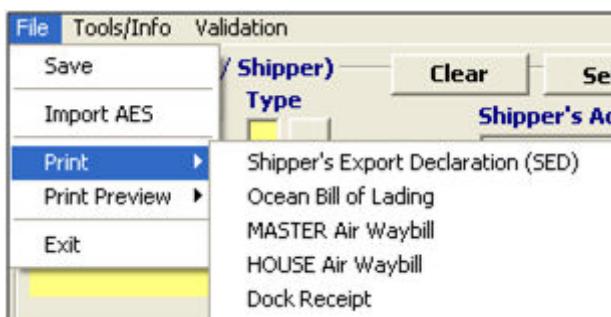
The screenshot shows the 'AES' tab selected in the top menu bar. Below it is a toolbar with various icons. A navigation bar at the top has tabs for 'Transaction Information' and 'Transmission History', with 'Transmission History' being the active tab. A 'Refresh' button is also present. The main area displays a table of transmission logs:

Created On	Message Summary
2/7/2008 4:32:24 PM	A SHIPMENT ADDED X20080207039189
2/7/2008 4:31:55 PM	TRANSMISSION SENT
2/7/2008 4:29:05 PM	F ULT CONS CONTACT PH# MUST BE NUMERIC V FOREIGN ORIGIN VERSUS IN-TRANSIT RF SHIPMENT REJECTED; RESOLVE & RETRANSMIT
2/7/2008 4:28:42 PM	TRANSMISSION SENT

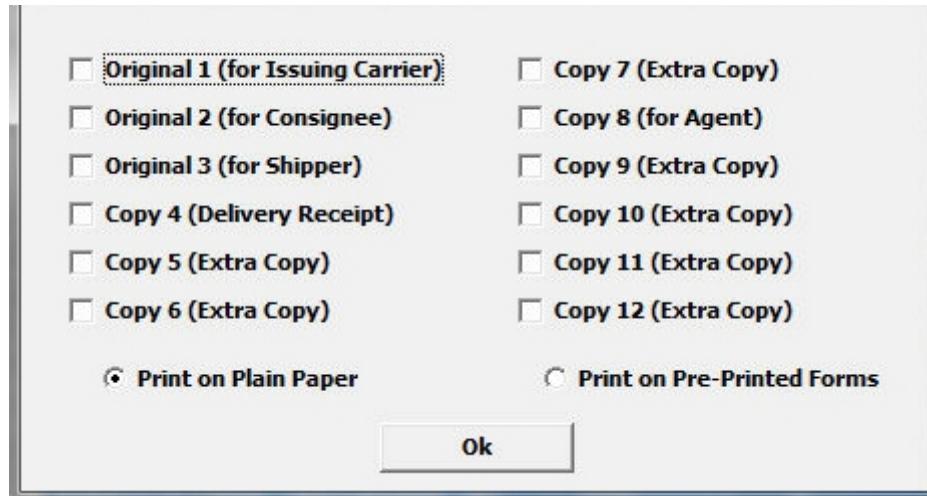
- You may receive reject/warning messages if your AES is not error free. The transaction page will display "Rejected" or "Accepted With Warnings"
 - The transmission history page will display details on this warning/reject
 - Correct these errors and re-transmit to get your AES accepted error free

Printing AES Documents

- To print any documents associated with this AES transaction, click File and Print
 - Then select the document that you'd like to print (SED, BOL, AWB, etc.)



***Below is a new feature from Release 1103 : There are now 12 copy options for the AWB (Master or House) Printouts. In order to use this feature, please submit a ticket to our Support Center to activate default setting : RPT_AWB_ShowOpts



- For information on adding data to these documents, see the [Additional AES information](#) section of this manual.

SmartBorder Modules

ABI Module

ABI Module Basics

The SmartBorder ABI Module allows you to perform Customs queries and send or receive information through the Automated Broker Interface (ABI).

This module gives you access to the full listing of your ABI messages and responses, and also allows you to conduct all of your ABI transmissions from one module. Even transmissions that occur in different modules of SmartBorder (ex. Entry summary transmission) can also be transmitted from this module if necessary. This section is also used for Line Releases, Broker Downloads, Administrative Messages, and Automated Clearinghouse (ACH) features as well.

Use the following links, or choose from the complete list in the left frame of this window:

[ABI Module Basics](#) - This section covers the basics of using the SmartBorder ABI module.

[ABI Functions/Queries](#) - This section will assist in using ABI functions and queries.

[Additional ABI Features](#) - This section will assist you with Line Releases, Broker Downloads, and Administrative Messages.

ABI Module Basics

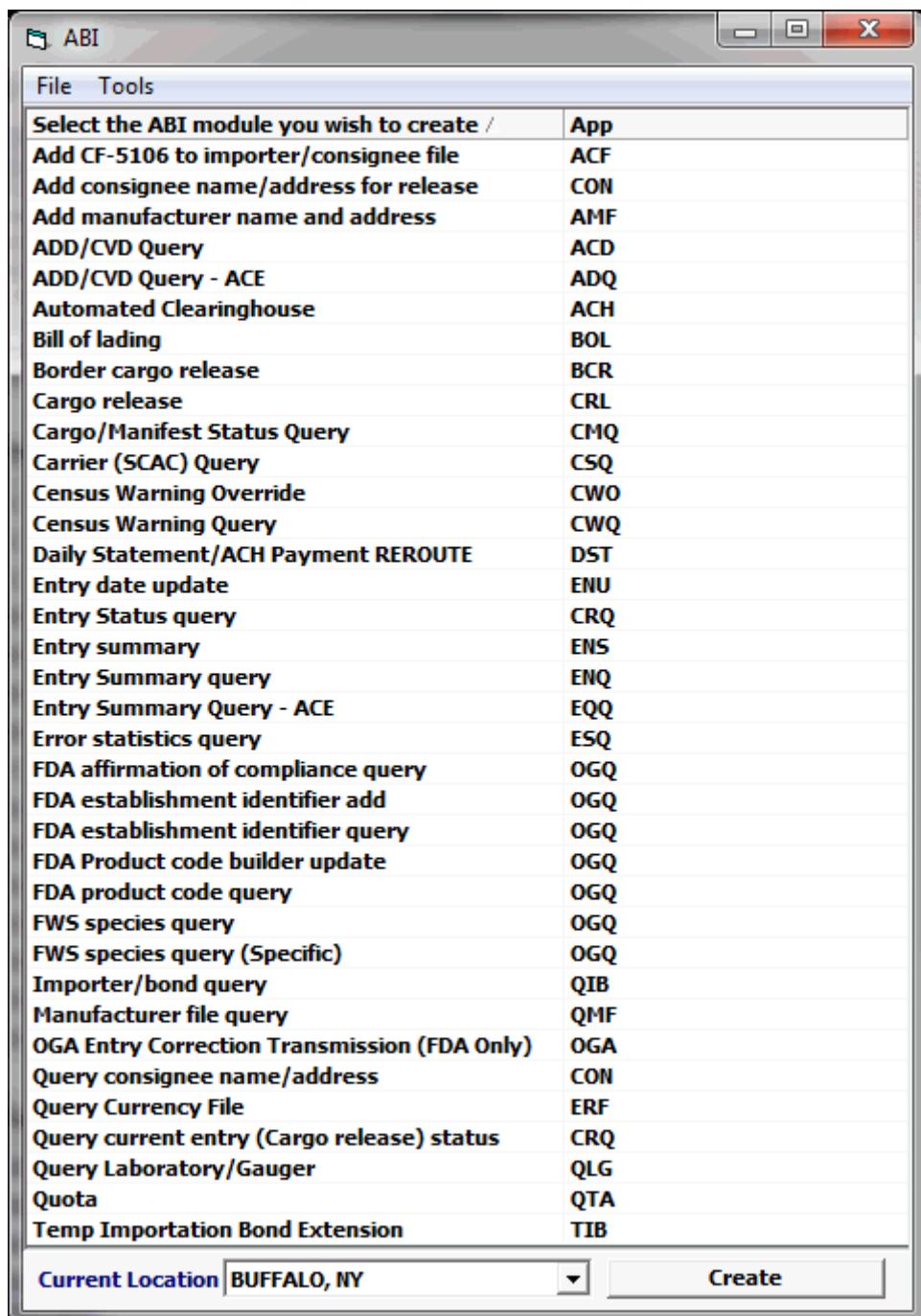
ABI Module Basics

Accessing the ABI Module

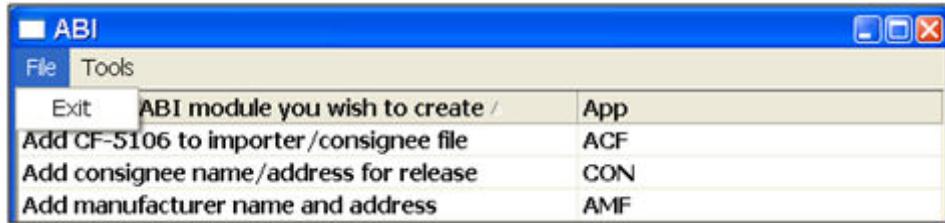
- Click the ABI Module link on the SmartBorder Main Page

The screenshot displays the SmartBorder ABI User Manual interface. At the top right, there is a 'HELP' button with a question mark icon. On the left, a vertical sidebar contains several menu items: 'Transactions' (with 'Electronic Invoice (All)'), 'Client Profiles', 'ABI Module' (which is highlighted in red), 'Reports' (with 'ADHOC Reports'), 'Other Modules' (with 'In-Bond (CF-7512)', 'Reconciliation', 'Manifest (AMS)', 'Export (AES/SED)', 'Protest', and 'FDA Prior Notice'), 'Tools' (with 'Billing Tools', 'Change Password', 'Management', and 'System Administration'), 'Reference' (with 'Tariff Picker', 'Query Cargo Manifest', 'FDA Product Codes', and 'User Manual'), and 'General Information' (with 'Form CBP-7501' and 'System Requirements'). The main content area is titled 'Top Stories' and lists several news items with their dates and links. To the right of the stories is a sidebar titled 'Related Links' containing various external links such as HARMONIZED TARIFF By Chapter, ACE Portal, U.S. Customs Website, Journal of Commerce, CROSS - Customs Rulings, USITC - U.S. International Trade Commission, AES Direct, Steel Importing License Info, SmartBorder Client Side Demo (requires Flash), Download Adobe Flash Player (if required), FDA - Food & Drug Administration, Food & Agricultural Import Regulations, FDA Food Labeling Guide, FCC - Federal Communications Commission, DOT - Dept. of Transportation, FWS - Fish & Wildlife - Electronic Declarations, U.S. Customs Marking of Goods Requirements, FTC - Federal Trade Commission, Conversion Info, and 3-Letter AIR Carrier (IATA) Codes.

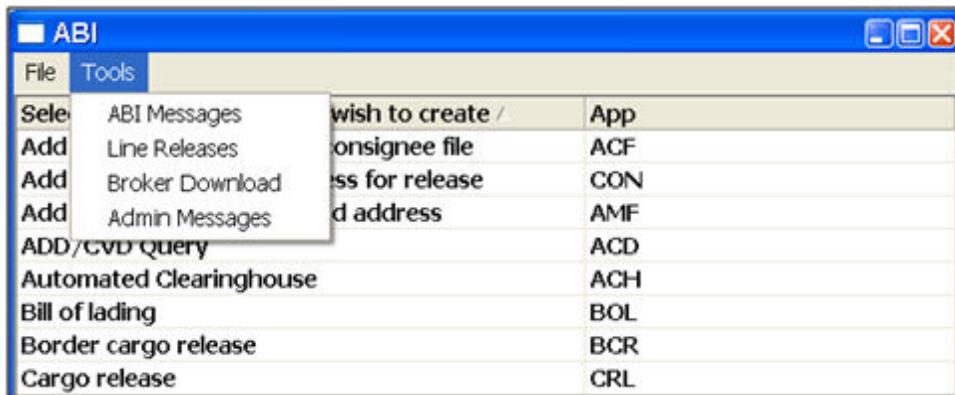
The ABI Module Main Menu



- You can exit this ABI Module at any point by clicking File menu and clicking Exit



- Click on a function and click Create or click the Tools menu for more options



Menu Option	Description
ABI Messages	Opens the ABI Message Browser. This screen will give you access to all of the ABI messages for you and/or your company.
Line Releases	Opens the Line Release Grid, which allows you to browse through your line releases.
Broker Download	Opens the Broker Download grid, which allows you to browse through your broker downloads.
Admin Messages	Opens the Admin Message grid. This allows you to browse through Customs messages, including CSMS messages.

ABI Message Browser

The SmartBorder ABI message browser allows you to view and manage all of your company's ABI messages. This screen is accessible from the main screen of the other SmartBorder modules (ex. Transaction Screen), as well as through the ABI menu.

- Click on the Tools menu and select ABI Messages

Results (733 messages, 1 selected)		<input checked="" type="checkbox"/> My Messages		<input checked="" type="checkbox"/> Location Messages	
P	Received	App	Description	Sent By	Location
N	3/4/2008 2:56:44 PM	CR	Electronic Invoice	JFK	
N	3/4/2008 2:48:48 PM	CR	Electronic Invoice	JFK	
N	3/4/2008 2:45:42 PM	CR	Electronic Invoice	JFK	
N	3/4/2008 2:38:23 PM	TR	Add 5106 to Importer File Processing Results	JFK	
N	3/4/2008 2:36:20 PM	KS	Consignee Name/Address Query	JFK	
N	3/4/2008 2:35:38 PM	RR	Cargo Release Processing Results		NEWARK, NJ
N	3/4/2008 2:35:34 PM	KS	Consignee Name/Address Query	JFK	
N	3/4/2008 2:28:22 PM	HT	Statement Delete Transaction	JFK	
N	3/4/2008 2:10:26 PM	\$R	Manufacturer Name and Address - Add	JFK	
N	3/4/2008 1:44:07 PM	\$R	Manufacturer Name and Address - Add	JFK	
N	3/4/2008 1:40:46 PM	RR	Cargo Release Processing Results	JFK	
N	3/4/2008 1:29:09 PM	RR	Cargo Release Processing Results	JFK	
N	3/4/2008 12:59:24 PM	RR	Cargo Release Processing Results	JFK	
N	3/4/2008 12:57:40 PM	HR	Cargo Release Transactions	JFK	
N	3/4/2008 12:57:38 PM	ER	Entry Summary	JFK	
N	3/4/2008 12:56:45 PM	ER	Entry Summary	JFK	
N	3/4/2008 12:56:07 PM	ER	Entry Summary	JFK	
N	3/4/2008 12:40:54 PM	RR	Cargo Release Processing Results	JFK	
N	3/4/2008 12:37:47 PM	RR	Cargo Release Processing Results	JFK	
N	3/4/2008 12:37:47 PM	RR	Cargo Release Processing Results		NEWARK, NJ
N	3/4/2008 12:37:26 PM	HR	Cargo Release Transactions		NEWARK, NJ
N	3/4/2008 12:34:07 PM	RR	Cargo Release Processing Results		NEWARK, NJ
N	3/4/2008 12:31:36 PM	HR	Cargo Release Transactions		NEWARK, NJ
N	3/4/2008 12:18:47 PM	RR	Cargo Release Processing Results		JFK
N	3/4/2008 12:18:05 PM	ER	Entry Summary		SAVANNAH, GA
N	3/4/2008 12:10:29 PM	ER	Entry Summary		SAVANNAH, GA
N	3/4/2008 12:08:24 PM	10	SmartBorder® System Message - Release Date Update		NEWARK, NJ
N	3/4/2008 12:08:24 PM	RR	Cargo Release Processing Results	JFK	
N	3/4/2008 12:05:44 PM	ER	Entry Summary	JFK	

Command Button	Description
View (F3)	Open/View the selected ABI message.
Process (F4)	Process the selected ABI message. You can click to mark the selected message as processed so it doesn't appear in your list when you don't have the "view processed messages" box checked
Refresh (F5)	Refresh the ABI message browser. Click this button to display the latest ABI messages.
My Messages	When checked, your ABI messages will display.
Location Messages	When checked, all ABI messages from your location will display.
View Unprocessed Messages	When checked, all unprocessed ABI messages will display.
View Processed Messages	When checked, all processed ABI messages will display.

- Double click on a message, or click View to open the complete message. Below is an example of how an ABI message will appear:

SmartBorder ABI User Manual

Quota Report		Received: 3/4/2008 10:36:19AM	
ABI Header ID:		Location ID:	4
APP ID: UR	ABI Transmission ID:	User ID:	10
Entry Filer Code:	Proc Port: 4701	Proc Ofc Code:	
Prep Filer Code:	Prep Port:	Prep Ofc Code:	
Tariff or Cat: 6103498026 Quota Limit: 00017250192	Namesake: Quota Period: 0601 Secondary Namesake: Quota Type: A Absolute Status Date and Time: 03/04/08 10:36	Country of Origin: CN UOM: DOZ Period Begin Date: 01/01/06 Period Processing Ind: 1-Date of Export, 1-Quota open Qty To Date: 00014203941	Record # 01 Conversion Factor: 000.000 Period End Date: 12/31/06 Description: 847 Last Quota Transaction Date: 02/22/08 Second Tariff: . .

The next section of this manual is a guide for [ABI Functions/Queries](#)

ABI Functions/Queries

ABI Functions/Queries

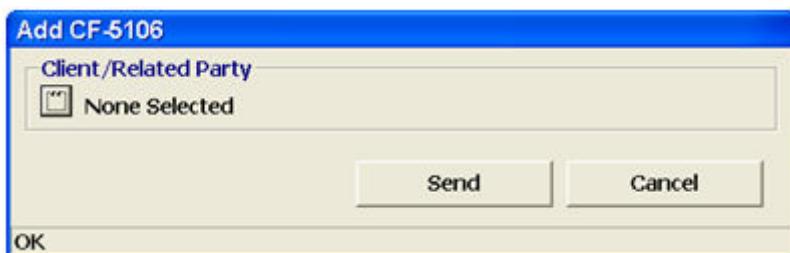
Click on the link below to access the desired ABI function/query:

[Add CF-5106 to Importer/Consignee File \(ACF\)](#)
[Add Consignee Name/Address for Release \(CON\)](#)
[Add Manufacturer Name and Address \(AMF\)](#)
[ADD/CVD Query \(ACD\)](#)
[ADD/CVD Query - ACE](#)
[Automated Clearinghouse \(ACH\)](#)
[Bill of Lading Update\(BOL\)](#)
[Border Cargo Release \(BCR\)](#)
[Cargo Release \(CRL\)](#)
[Cargo/Manifest Status Query \(CMQ\)](#)
[Carrier \(SCAC\) Query \(CSQ\)](#)
[Census Warning Override \(CWO\)](#)
[Census Warning Query \(CWQ\)](#)
[Daily Statement/ACH Payment Reroute \(DST\)](#)
[Entry Date Update \(ENU\)](#)
[Entry Status Query \(CRQ\)](#)
[Entry Summary \(ENS\)](#)
[Entry Summary Query \(ENQ\)](#)
[Entry Summary Query - ACE](#)
[Error Statistics Query \(ESQ\)](#)
[FDA Affirmation of Compliance Query \(OGQ\)](#)
[FDA Establishment Identifier Add \(OGQ\)](#)
[FDA Establishment Identifier Query \(OGQ\)](#)
[FDA Product Code Builder Update \(OGQ\)](#)
[FDA Product Code Query \(OGQ\)](#)
[FWS Species Query \(OGQ\)](#)
[FWS Species Query \(Specific\) \(OGQ\)](#)
[Importer/Bond Query \(QIB\)](#)
[Manufacturer File Query \(QMF\)](#)
[OGA Entry Correction Transmission \(FDA Only\) \(OGA\)](#)
[Query Consignee Name/Address \(CON\)](#)
[Query Currency File \(ERF\)](#)
[Query Current Entry \(Cargo Release\) Status \(CRQ\)](#)
[Query Laboratory/Gauger \(QLG\)](#)
[Quota \(QTA\)](#)

[**Additional ABI Features**](#) - This section covers administrative message, broker download, and line release grids in SmartBorder.

Add CF-5106 to Importer/Consignee File (ACF)

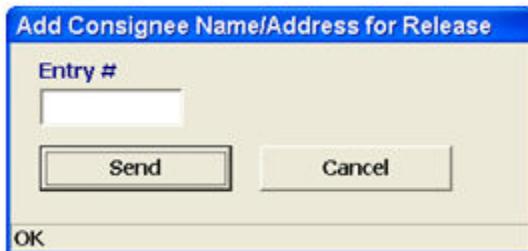
Use ACF to add importer names and addresses from the CBP Form 5106 to the importer/ consignee file. This function can also be done from the client profile or entry.



Field/Button	Description
Client/Related Party	Click the ellipsis button and select the party from the pick-list. Click search if you'd like to search for the client. This selects the party for which the 5106 add will be sent.
Send/Cancel	Send transmits the 5106 add. Cancel will cancel and go back to the ABI menu.

Add Consignee Name/Address for Release (CON)

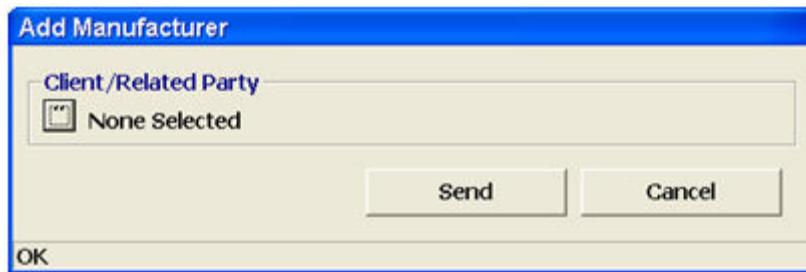
Use CON to supply the consignee name and address information to Customs when obtaining the IRS or Social Security number is not possible.



Field/Button	Description
Entry #	Enter the entry # for this transaction. Name and address information that is entered in the transaction will be transmitted for this entry number.
Send/Cancel	Send transmits the consignee add. Cancel will cancel and go back to the ABI menu.

Add Manufacturer Name and Address (AMF)

Use AMF to send a manufacturer name and address information to customs, for the creation of a Manufacturer ID (MID). This function can also be done directly from the client profile or entry.



Field/Button	Description
Client/Related Party	Click the ellipsis button and select the party from the pick-list. Click search if you'd like to search for the client. This selects the party for which the manufacturer add will be sent.
Send/Cancel	Send transmits the manufacturer add. Cancel will cancel and go back to the ABI menu

ADD/CVD Query (ACD)

Use ACD to query for ADD/CVD information for a specific tariff number or country.

There is a How-To Demo for ADD/CVD queries on our Support Center website: <http://help.smartborder.com>



ADD/CVD Query

Country Code	Tariff #
<input type="text"/>	<input type="text"/>
Case #	Case # Suffix
<input type="text"/>	<input type="text"/>
<input type="button" value="Send"/> <input type="button" value="Cancel"/>	

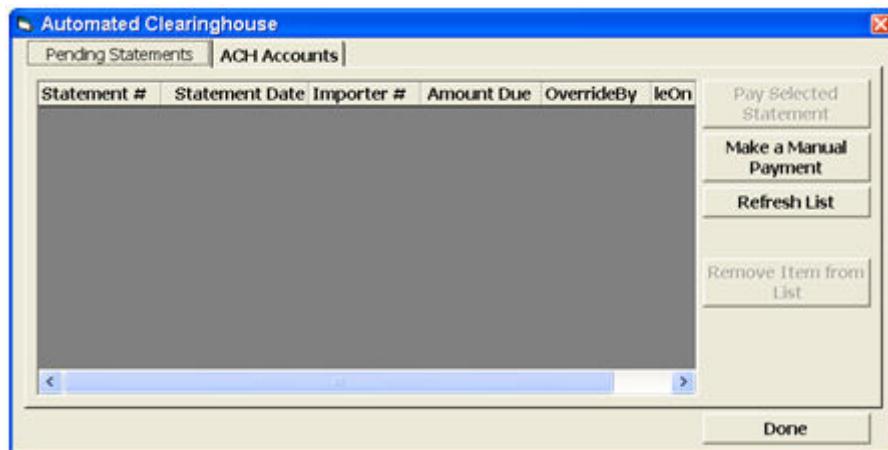
Field/Button	Description
Country Code	Enter the country code for product. This is the country of origin of the commodity being queried.
Tariff #	Enter the HTS number for the product. This is the tariff harmonized tariff code for the commodity being queried
Case #	Enter the ADD/CVD case # for the product This is the ADD/CVD case number to be queried
Case # Suffix	Enter the suffix for the case number This is the suffix for the case number associated with this query
Send/Cancel	Click send to send, or click cancel to go back to the ABI menu. Send transmits the query, and cancel will cancel all activity

Automated Clearinghouse (ACH)

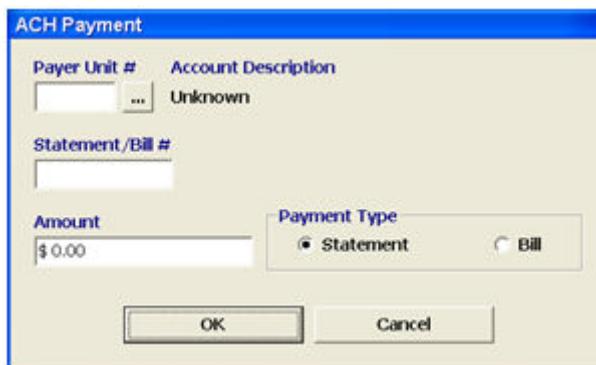
Automated Clearinghouse (ACH)

Payment of Statements

Use ACH to authorize payment of customs statements, through an electronic account debit. This is also used to add and manage your ACH accounts.



- Highlight the desired statement and click the Pay Selected Statement button.
- Click Remove Item from List if the statement shows \$0.00 due and there are NO entries attached to that statement. If there are entries attached, you still will want to use Pay Selected Statement to transmit a payment of \$0.00.
- Click Make a Manual Payment to open a blank ACH payment screen



Field/Button	Description
Payer Unit #	Enter the Payer Unit # (assigned by Customs) for this ACH payment. Click the ellipsis to perform a search.

Statement/Bill #	Enter the statement or bill # for this payment.
Amount	Enter the amount of the ACH payment.
Payment Type	Select whether this payment is for a statement or bill.
OK/Cancel	Click OK to transmit the ACH payment, or click cancel to exit without transmitting a payment. Check your ABI messages for the acceptance/rejection notification.

ACH Accounts

- To create/edit your ACH accounts, click the ACH Accounts tab



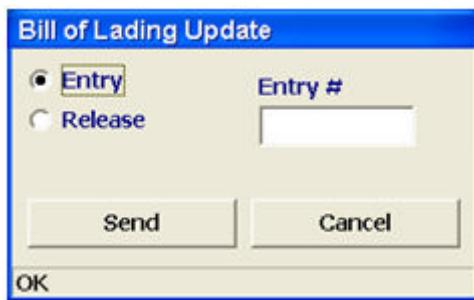
- Click Add Account/Edit Account to open the ACH Account screen



Field/Button	Description
Description	This will be the name or description by which you will identify this ACH account. This is usually the company name.
Payer Unit #	Enter that Payer Unit # in this field.
Importer #	This is where you input the importer's Tax ID # for this ACH account. Leave this blank if this is for your broker ACH account.
OK/Cancel	Click to Exit. OK will save changes.

Bill of Lading Update(BOL)

Use BOL to update the bill of lading or airway bill numbers and information for this entry, after a release has been accepted.



Field/Button	Description
Entry/Release	Choose entry or release. Indicates whether the change is being made to a release or an entry.
Entry Number	Enter the entry number. This identifies the entry to be updated.
Send/Cancel	Send transmits the BOL update. Cancel will cancel and go back to the ABI menu.

Border Cargo Release (BCR)

Use BCR to send a release transmission, specifically for land border locations. This is usually transmitted from within the entry.



Field/Button	Description
Entry #	Enter the entry number, for which the Border Cargo Release will be sent. The information that is already prepared in this entry will be transmitted for Border Cargo Release.
Send/Cancel	Send transmits the Border Cargo Release. Cancel will cancel and go back to the ABI menu.

Cargo Release (CRL)

Use CRL to send a cargo release transmission. This is usually transmitted from within the entry.



Field/Button	Description
Entry #	Enter the entry number, for which the Cargo Release will be sent. The information that is already prepared in this entry will be transmitted for Cargo Release.
Send/Cancel	Send transmits the Cargo Release. Cancel will cancel and go back to the ABI menu.

Cargo/Manifest Status Query (CMQ)

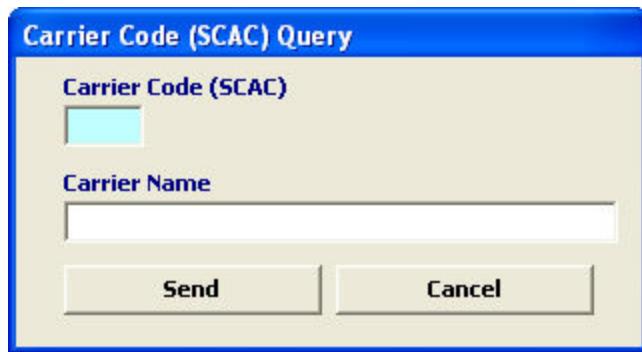
Use CMQ to query the current status of an in-bond, AWB, or a bill of lading and its transactions.



Field/Button	Description
In-bond #/ Issuer Code/ Air Waybill #	Enter the appropriate number to query the Cargo/Manifest Status. This will also return the status of associated transactions. You can only entry one of these three options (in-bond #, Issuer Code/Master Bill #, or AWB)
Send/Cancel	Send transmits the query. Cancel will cancel and go back to the ABI menu.

Carrier (SCAC) Query (CSQ)

Use CSQ to query carrier/SCAC information for a specific carrier or Standard Alpha Carrier Code (SCAC). This will also update the pick-list so that new/updated SCACs can be used once the query response is received.



Field/Button	Description
Carrier Code (SCAC)	Enter the SCAC for the desired query. This is the Standard Alpha Carrier Code of the carrier being queried.
Carrier Name	Enter the name of the carrier to be queried.
Send/Cancel	Click send to send, or click cancel to go back to the ABI menu. Send transmits the query, and cancel will cancel all activity

Census Warning Override (CWO)

Use CWO to update entries that have census warning messages associated with them. Users can now override a census warning electronically using this function.

Census Warning Override

Entry Number <input type="text"/>	Line Number <input type="text"/>
Warning Code (1) <input type="checkbox"/> ... <input type="button" value="..."/>	Override Code (1) <input type="checkbox"/> ... <input type="button" value="..."/>
Warning Code (2) <input type="checkbox"/> ... <input type="button" value="..."/>	Override Code (2) <input type="checkbox"/> ... <input type="button" value="..."/>
Warning Code (3) <input type="checkbox"/> ... <input type="button" value="..."/>	Override Code (3) <input type="checkbox"/> ... <input type="button" value="..."/>
Warning Code (4) <input type="checkbox"/> ... <input type="button" value="..."/>	Override Code (4) <input type="checkbox"/> ... <input type="button" value="..."/>
Warning Code (5) <input type="checkbox"/> ... <input type="button" value="..."/>	Override Code (5) <input type="checkbox"/> ... <input type="button" value="..."/>
Warning Code (6) <input type="checkbox"/> ... <input type="button" value="..."/>	Override Code (6) <input type="checkbox"/> ... <input type="button" value="..."/>
Warning Code (7) <input type="checkbox"/> ... <input type="button" value="..."/>	Override Code (7) <input type="checkbox"/> ... <input type="button" value="..."/>
<input type="button" value="Send"/>	<input type="button" value="Cancel"/>

Field/Button	Description
Entry Number	Enter the entry number which requires override of the census warning message(s).
Line Number	Enter the line number which contains the census warning.
Warning Code	Enter the warning code associated with the census warning, or click the ellipsis to select the appropriate code from the pick-list.
Override Code	Enter the override code, which specifies the reason/justification for overriding this census warning. You can also click the ellipsis to select the appropriate code from the pick-list.

Send/Cancel

Click send to send, or click cancel to go back to the ABI menu. Send transmits the override, and cancel will cancel all activity

Census Warning Query (CWQ)

Use CWQ to query the status of entries that have census warning messages associated with them. Users can now query a census warning electronically using this function.

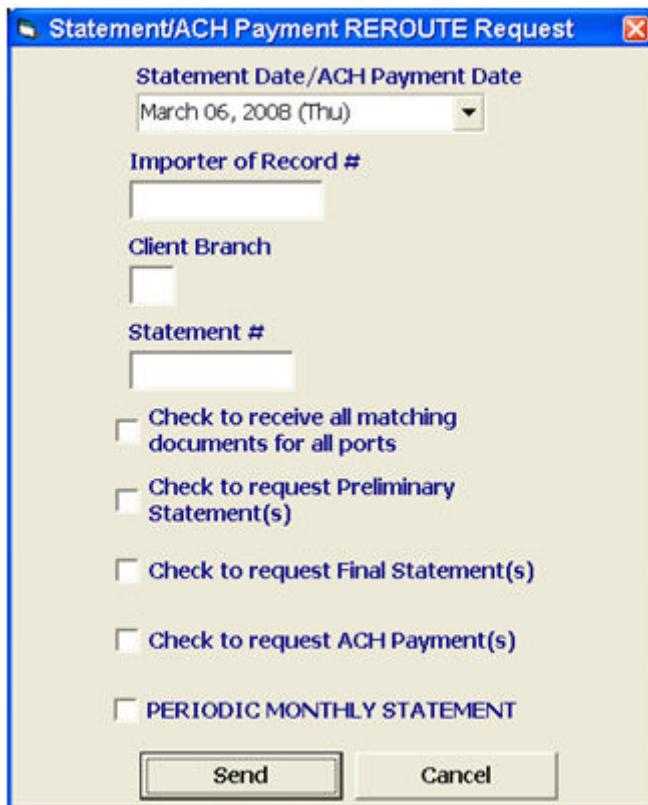
CENSUS WARNING QUERY

Port Code	Requested From Date	Requested To Date		
<input type="text"/>	<input type="text"/> / /	<input type="text"/> / /		
Entry #1	Entry #2	Entry #3	Entry #4	Entry #5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Send"/>		<input type="button" value="Cancel"/>		

Field/Button	Description
Port Code	Enter the port code for the entries to be queried for census warnings.
Requested From/To Date(s)	Enter the desired date range for this query. Enter the beginning date in the "Requested From" and the ending date in the "Requested To" field.
Entry Number(s)	Enter the entry number(s) to be queried. You can query up to 5 entry numbers per query.
Send/Cancel	Click send to send, or click cancel to go back to the ABI menu. Send transmits the query, and cancel will cancel all activity.

Daily Statement/ACH Payment Reroute (DST)

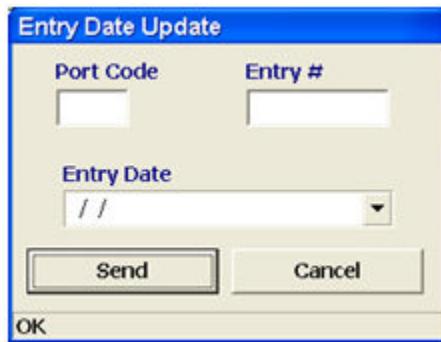
Use DST to request a re-send of a daily statement. This feature can also be used to request a re-route of an ACH payment transaction or periodic statement payment authorization.



Field/Button	Description
Statement Date/ ACH Payment Date	Enter the statement/ACH payment date, or click the drop-down to select the date from the calendar.
Importer of Record #	Enter the Importer of Record # if applicable. This will be the IRS number for importer statements.
Client Branch	Enter the client branch code, if necessary. This is used to designate separate statements for individual branches, within the same port code.
Statement #	The number of the statement to be re-routed
Checkboxes	Check the appropriate checkboxes, to receive the desired results. Check the first box (check to receive all matching documents for all ports) to receive all associated documents for all ports. Otherwise, the system will reroute only those documents that match the processing district, port filer, and office code.
Send/Cancel	Send transmits the re-route. Cancel will cancel and go back to the ABI menu.

Entry Date Update (ENU)

Use ENU to correct an entry date when the actual entry date is other than the Customs release date. Customs will use the revised date to compute the timeliness of entry summary presentation.



Field/Button	Description
Port Code	Enter the port code where the shipment is being entered.
Entry #	Enter the entry number, for which the Entry Date Update will be sent.
Entry Date	Enter the modified date, or click the drop down to select the date. The existing entry date on this entry will be replaced with this entered date.
Send/Cancel	Send transmits the update. Cancel will cancel and go back to the ABI menu.

Entry Status Query (CRQ)

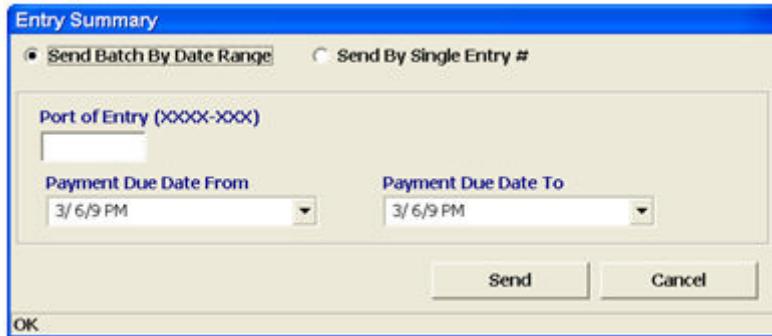
Use CRQ to query the current status of an entry number(s), or a range of entry numbers.

Field/Button	Description
Port Code	Enter the port code where the shipment(s) is being entered.
Entry #	Enter the entry number(s) to be queried. You can query up to 4 entry numbers. If you select "r;Query a Range" then you must enter the starting and ending entry number.
Send/Cancel	Send transmits the query. Cancel will cancel and go back to the ABI menu.

Entry Summary (ENS)

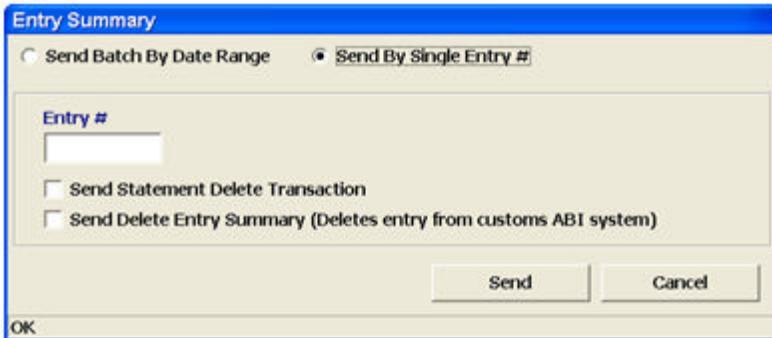
Use ENS to send entry summaries, and this function is most commonly used to delete entries from ABI. If you are simply transmitting entry summaries, this can be more easily done from the transaction grid.

- Send Batch By Date Range will allow you to transmit a batch of entries based on port and payment date.



Field/Button	Description
Send Batch By Date Range	Select this option if you're transmitting a batch of entries. These are sent by range of Payment Due Dates. This can also be done in the Transaction Grid
Port of Entry	Enter the port code for the port of entry
Payment Due Date From/To	This is where you enter the date range. All entries that fall within this range will be transmitted.
Send/Cancel	Send will transmit. Cancel will cancel and go back to the ABI menu.

- Send By Single Entry Number if you want to send a statement delete, or to delete the entry summary.

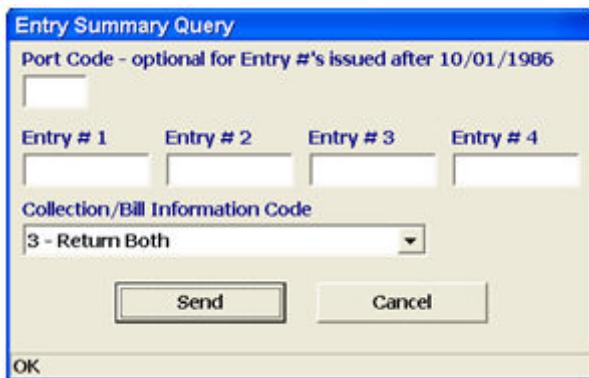


Field/Button	Description
Entry #	Enter the entry number of the entry to be transmitted.
Send Statement Delete Transaction	Check this box if you'd like to send a Statement Delete with this transmission.
Send Delete Entry	Check this box if you'd like to send a Entry Summary Delete for this entry.

Summary	
Send/Cancel	Send will transmit. Cancel will cancel and go back to the ABI menu.

Entry Summary Query (ENQ)

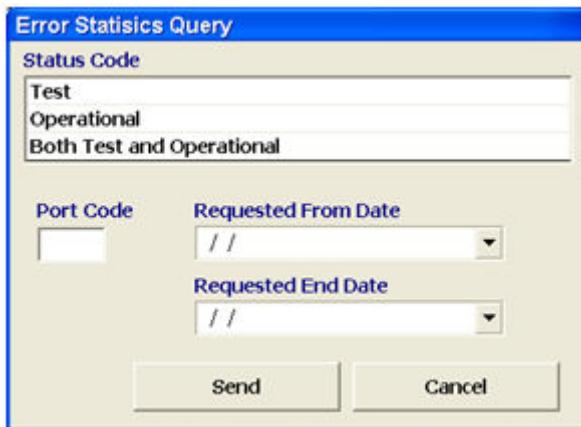
Use ENQ to query entry information, such as duty and payment information.



Field/Button	Description
Port Code	Enter the port code where the shipment(s) is being entered.
Entry # (s)	Enter the entry number(s) to be queried. You can query up to 4 entry numbers.
Collection/Bill Information Code	Choose the information that you'd like to be returned with the query. Return Both will return Collection and Bill data.
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

Error Statistics Query (ESQ)

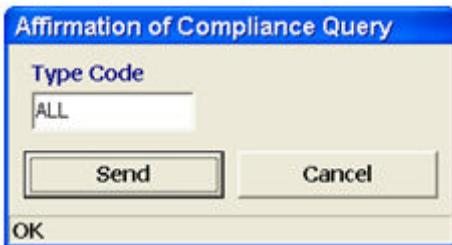
Use ESQ to query data on type and amount of errors that were made during entry summary and cargo release processing within a specified time period.



Field/Button	Description
Status Code	Choose to query either the test or operational status. You can also choose to query both.
Port Code	Enter the port code of the port which you'd like to query
Requested From/End Date	Enter (or select on the drop down menu) the appropriate date range for your query. Error statistics will be reported on this date range.
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

FDA Affirmation of Compliance Query (OGQ)

Use OGQ to query for information on specific affirmations of compliance.



Field/Button	Description
Type Code	Enter the code to identify the type of FDA Affirmation of Compliance that you'd like to query. If you are querying all affirmations of compliance, you can leave ALL.
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

FDA Establishment Identifier Add (OGQ)

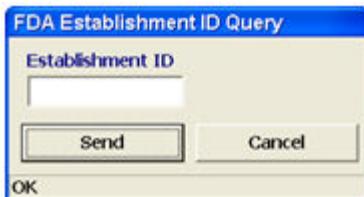
Use OGQ to add the Establishment ID name and address, if there isn't an FEI on file.



Field/Button	Description
Name/Address/City/ State/Zip/Country	Enter the appropriate company information for use in the creation of the FEI (FDA Est. ID). This must be accurate and formatted according to the Customs directive on address requirements.
Send/Cancel	Send will transmit the FEI add. Cancel will cancel and go back to the ABI menu.

FDA Establishment Identifier Query (OGQ)

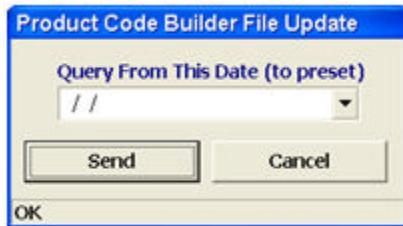
Use OGQ to query the FDA Establishment ID



Field/Button	Description
Establishment ID	Enter the FDA Establishment ID (FEI) that you'd like to query.
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

FDA Product Code Builder Update (OGQ)

This is used to update your FDA Product Code Builder. This is not necessary in SmartBorder because we link directly to the FDA Product Code Builder.



Field/Button	Description
Query From This Date	Select the date that you'd like to use to update your product code builder.
Send/Cancel	Send will transmit the update. Cancel will cancel and go back to the ABI menu.

FDA Product Code Query (OGQ)

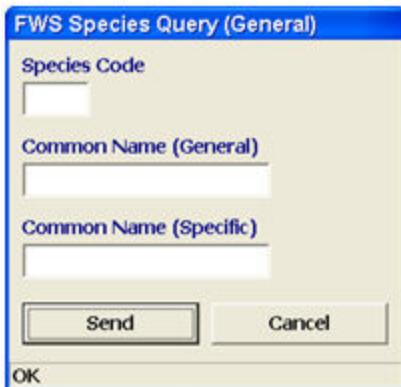
Use OGQ to query an FDA product code, and verify that a product code is valid.



Field/Button	Description
Product Code	Enter the product code which you'd like to query.
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

FWS Species Query (OGQ)

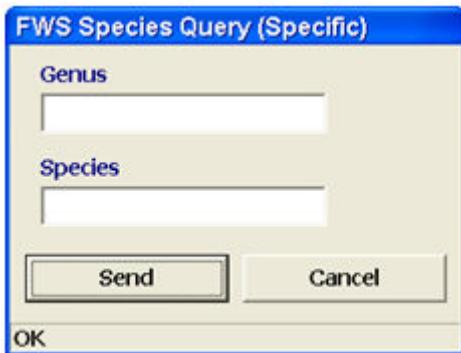
Use OGQ to query the FWS species file by species code and common name (general)



Field/Button	Description
Species Code	Enter the species code to be queried. This is a code assigned by the Fish and Wildlife Service identifying the scientific classification of the species. If this code is entered, leave other fields blank.
Common Name (General)	Enter the specific portion of the common name of the species being imported.
Common Name (Specific)	Enter the general portion of the common name of the species being imported.
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

FWS Species Query (Specific) (OGQ)

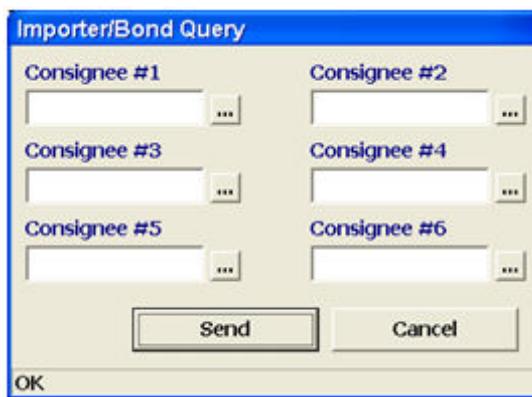
Use OGQ to query the FWS species file by species code and common name (specific)



Field/Button	Description
Genus	Enter the genus of the species to be queried. This is the main scientific classification of the species.
Species	Enter the species to be queried. This is the second scientific classification in the binomial.
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

Importer/Bond Query (QIB)

Use QIB to query the importer/bond files. This can also be done from within the client profile or entry.



Field/Button	Description
Consignee(s)	Enter the IRS # of the client that you'd like to query. You can click on the ellipsis to search for the client profile. You are allowed to enter up to 6 IRS numbers per query.
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

Manufacturer File Query (QMF)

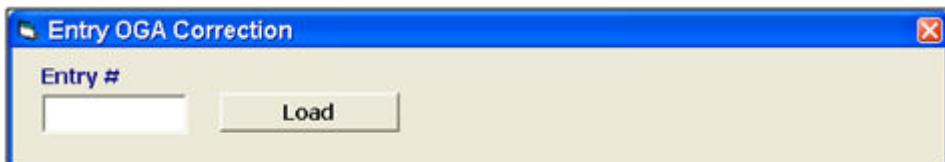
Use QMF to query a Manufacturer ID (MID), to check if it is on file with customs.



Field/Button	Description
Manufacturer ID	Enter the manufacturer/supplier ID (MID) that you'd like to query.
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

OGA Entry Correction Transmission (FDA Only) (OGA)

Use OGA to make changes to the FDA transmission. We recommend that you perform this transaction directly from the entry screen, to avoid possible transmission errors. This OGA correction can only be performed when the FDA data is rejected.



Field/Button	Description
Entry #	Enter the entry number which you are performing the OGA correction on. Then click load to bring in the information from the entry. Make the necessary changes prior to transmitting.
Send/Cancel	Send will transmit the OGA correction. Cancel will cancel and go back to the ABI menu.

Query Consignee Name/Address (CON)

Use CON to query to obtain a number to use as the ultimate consignee number, when the actual ultimate consignee number is not immediately available.



Field/Button	Description
Consignee Name/ Address/City/ State/Zip/Country	Enter the appropriate company information for use in this query.
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

Query Currency File (ERF)

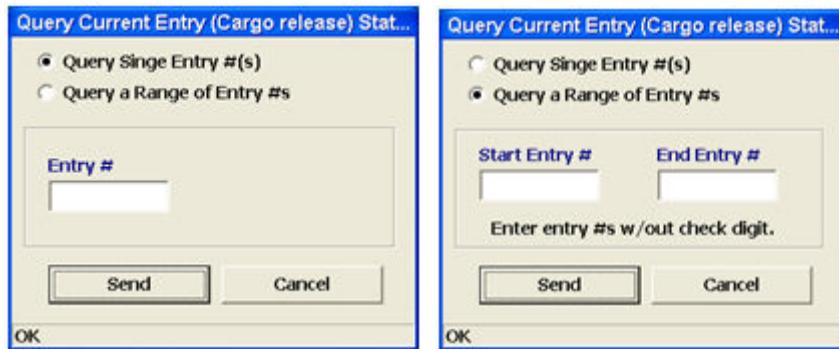
Use ERF to query a currency for a specific time period. This is also available in the entry.



Field/Button	Description
Country Code	Enter the country code for the currency to be queried.
Currency Code	Enter the currency code for the currency to be queried.
Beginning Date	Enter the date which the query will begin. You can also click the drop down and select the date from the calendar.
Ending Date	Enter the date which the query will end. You can also click the drop down and select the date from the calendar.
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

Query Current Entry (Cargo Release) Status (CRQ)

Use CRQ to query the cargo release status on a single entry number, or for a range of entry numbers.



Field/Button	Description
Query By Single Entry #/Range	Select to either query a single entry number or a range of entry numbers.
Entry #	Enter the entry number (s) to be queried. If you select Query a Range then you must enter the starting and ending entry number.
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

Query Laboratory/Gauger (QLG)

Use QLG to request data pertaining to a product group number and product analysis requirements or location of commercial laboratories and licensed public gaugers.

Field/Button	Description
Request Type	Choose the type of request you'd like to make with this query.
Port Code	Enter the Region, District, and Port for which you'd like to make this request. For Group number and product/analysis code, this is the only thing you must enter.
Group #	Enter the group number. This is required if you select to Request Location of commercial labs and licensed public gaugers or All records
Product/Analysis Code	Enter the product/analysis code. This is required if you select to Request Location of commercial labs and licensed public gaugers or All records
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

Quota (QTA)

Use QTA to query the quota file for a specific country, tariff number, category, and/or visa requirements



Field/Button	Description
Visa Query Indicator	Choose the visa query indicator you'd like for this query.
Tariff #/Textile Category #/ Visa #	Enter the applicable tariff number, textile category #, or visa #. The data entered into this field varies, depending on your choice of visa query indicator.
Second Tariff #	Enter the second tariff number, if applicable.
C/O	Enter the country of origin for this query.
Send/Cancel	Send will transmit the query. Cancel will cancel and go back to the ABI menu.

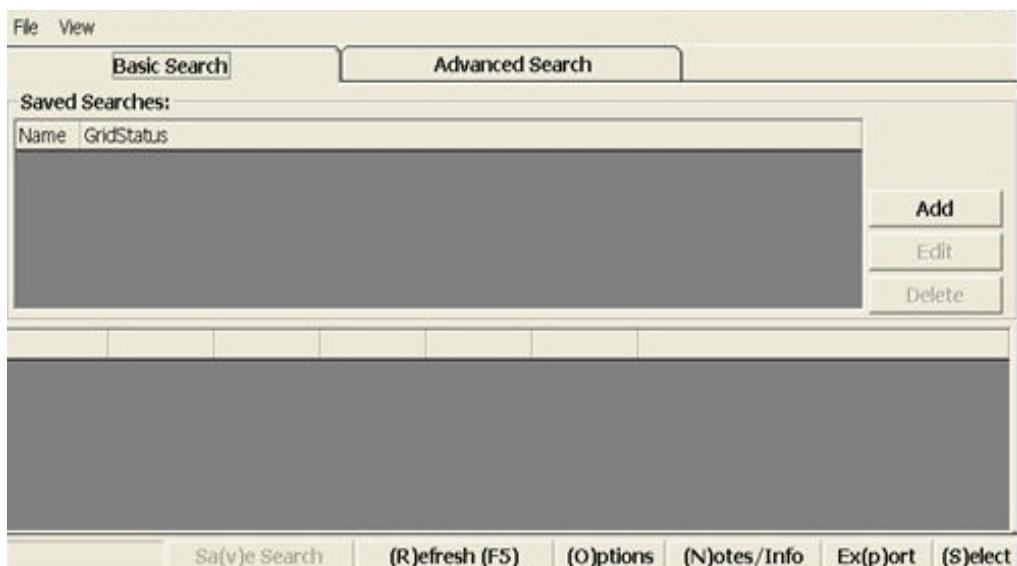
Additional ABI Features

Additional ABI Module Features

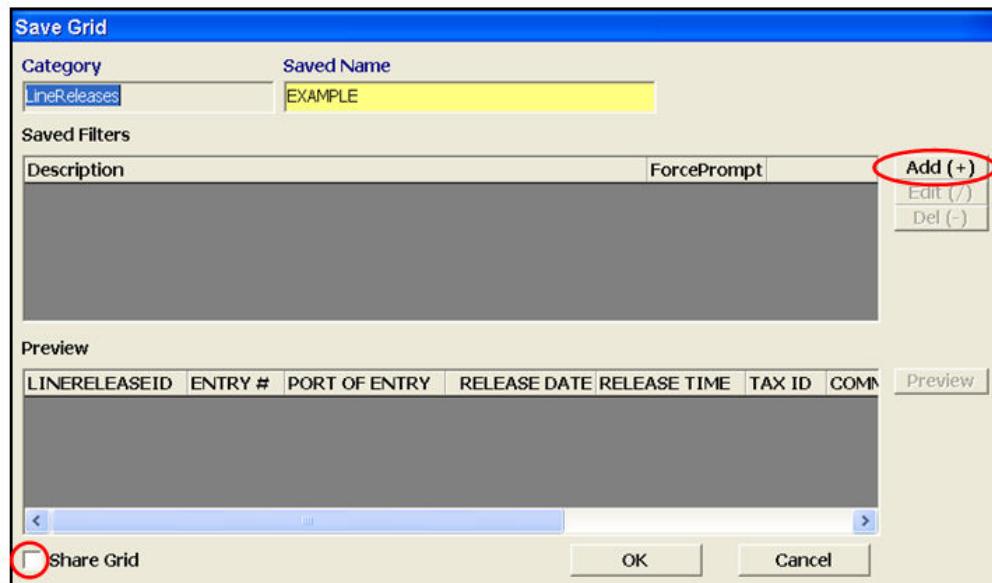
Line Releases Grid

Basic Search

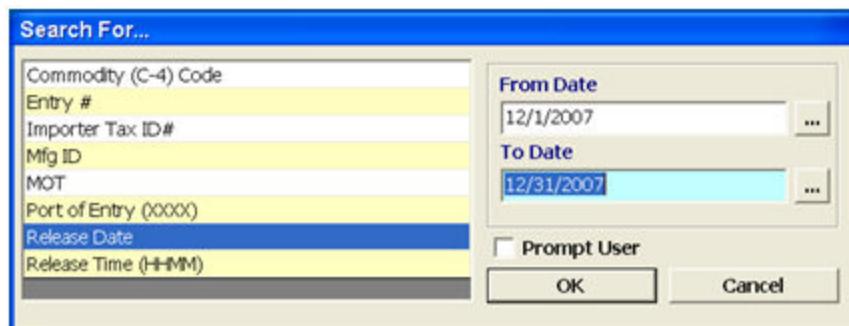
Click on the Tools menu and select Line Releases. To perform a Basic Search, click the Add button



Enter a Saved Name and click the Add (+) button. Click Preview for a preview of your search results. Click Share Grid to make your search available to other users.

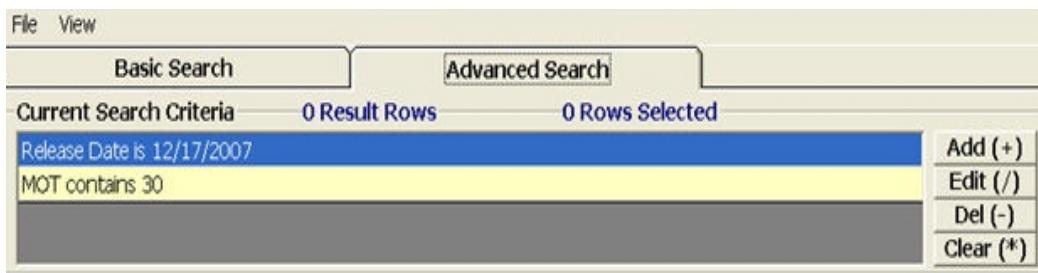


Select a search category from the left column, and enter the specific criteria on the right. You can click Prompt User if you'd like the user to enter the criteria with each search.



Advanced Search

Perform an Advanced Search if you want to search for personal use or reference only. This is generally used to build a basic search that you intend to save, or for a quick search that you don't intend to save or use multiple times. This option allows for quick changes to the criteria, as well as an option to clear the criteria.



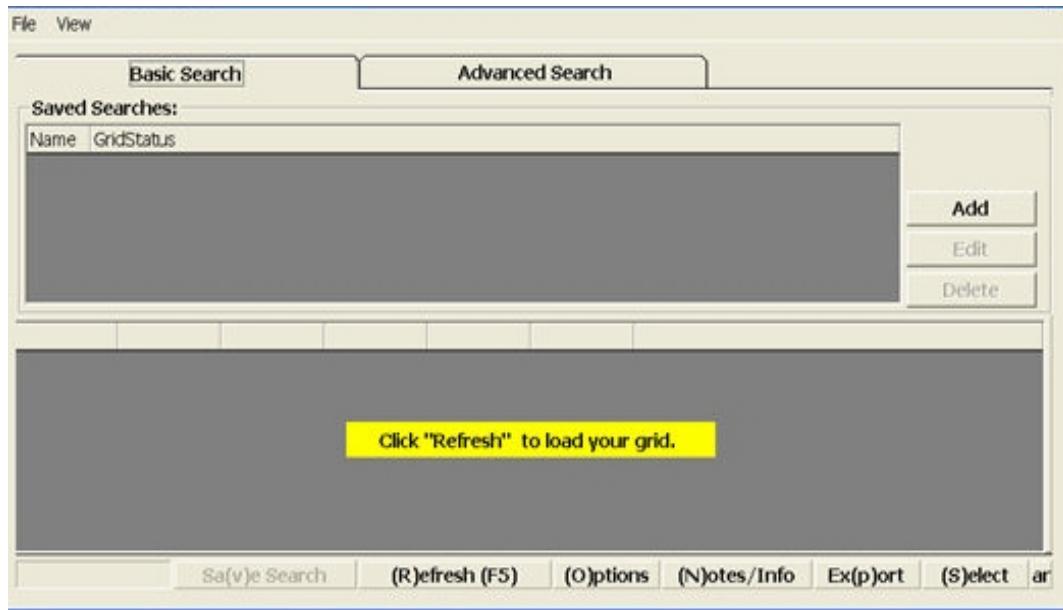
Search Results from either a basic or advanced search are displayed in the bottom frame of the main Line Release Grid screen. The following table explains how the different functions of this grid will allow you to manage your search results:

Button/Menu	Description
File Menu	The File menu (top left) has the options to Print or Print Preview the selected search results.
Save Search	Save the selected search. This will convert an advanced search into a basic search.
Options	Open the grid options screen.
Notes/Info	Open the notes screen for the selected record.
Export	Export the selected search results to a Microsoft Excel Spreadsheet. You can highlight multiple files for batch exporting and printing as well.
Select	Select/Open the selected line release.
Cancel	Cancel the current search.

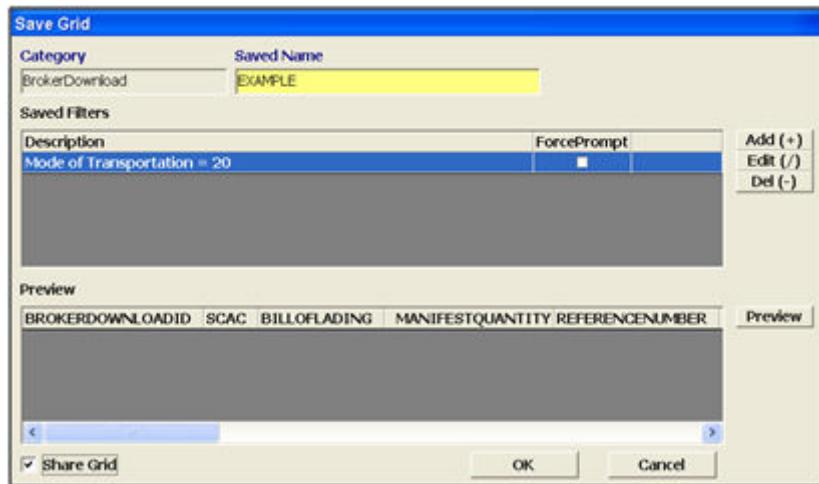
Broker Download Grid

Basic Search

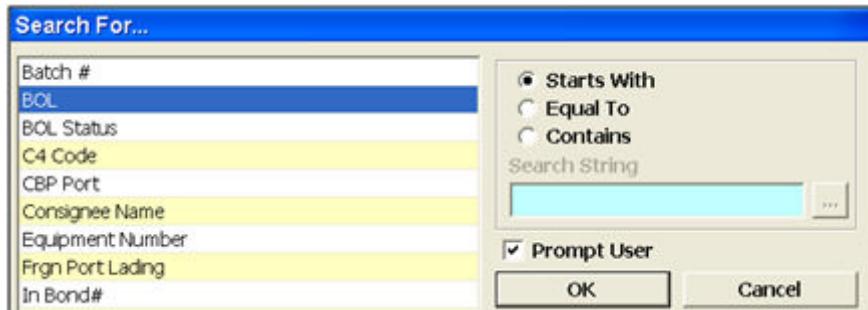
Click on the Tools menu and select Broker Downloads. To perform a Basic Search, click the Add button



Enter a Saved Name and click the Add (+) button. Click Preview for a preview of your search results. Click Share Grid to make your search available to other users.

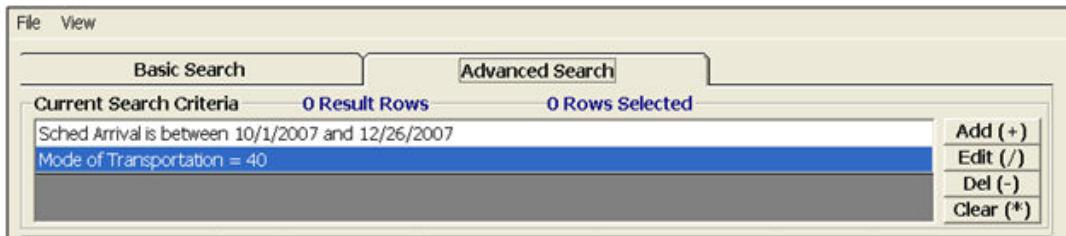


Select a search category from the left column, and enter the specific criteria on the right. You can click Prompt User if you'd like the user to enter the criteria with each search.



Advanced Search

Perform an Advanced Search if you want to search for personal use or reference only. This is generally used to build a basic search that you intend to save, or for a quick search that you don't intend to save or use multiple times. This option allows for quick changes to the criteria, as well as an option to clear the criteria.



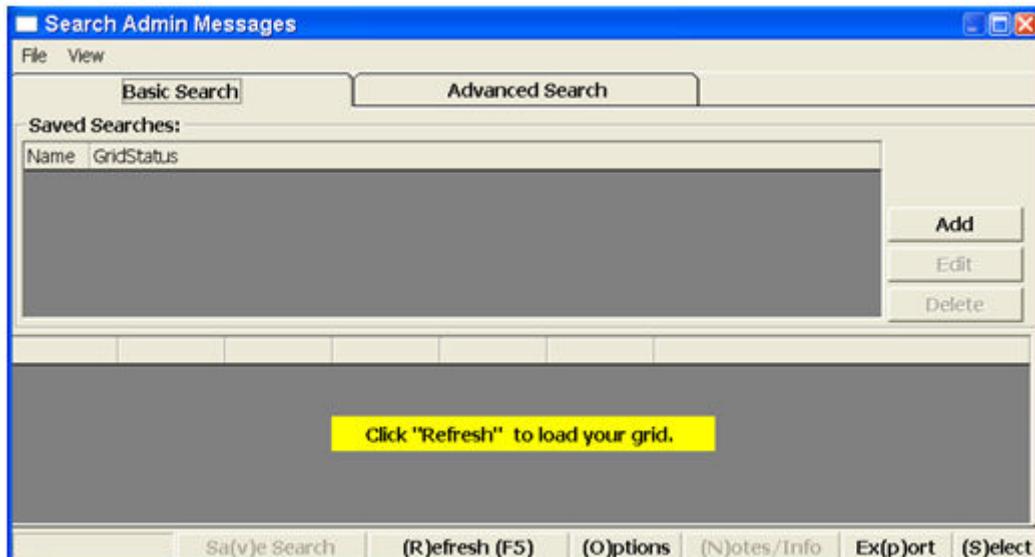
Search Results from either a basic or advanced search are displayed in the bottom frame of the main Broker Download Grid screen. The following table explains how the different functions of this grid will allow you to manage your search results:

Button/Menu	Description
File Menu	The File menu (top left) has the options to Print or Print Preview the selected search results.
Save Search	Save the selected search. This will convert an advanced search into a basic search.
Options	Open the grid options screen.
Notes/Info	Open the notes screen for the selected record.
Export	Export the selected search results to a Microsoft Excel Spreadsheet. You can highlight multiple files for batch exporting and printing as well.
Select	Select/Open the selected broker download.
Cancel	Cancel the current search.

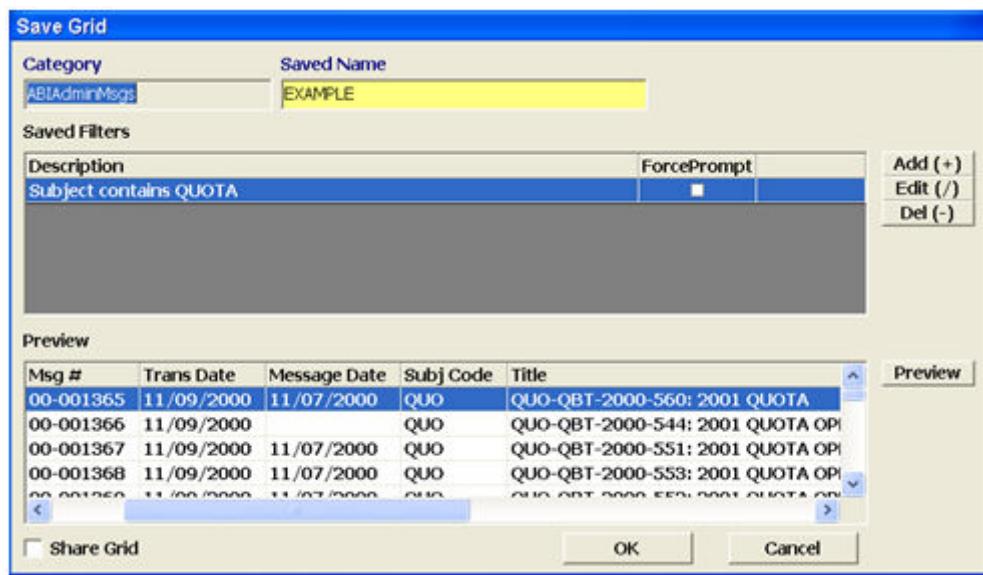
Admin Messages Grid

Basic Search

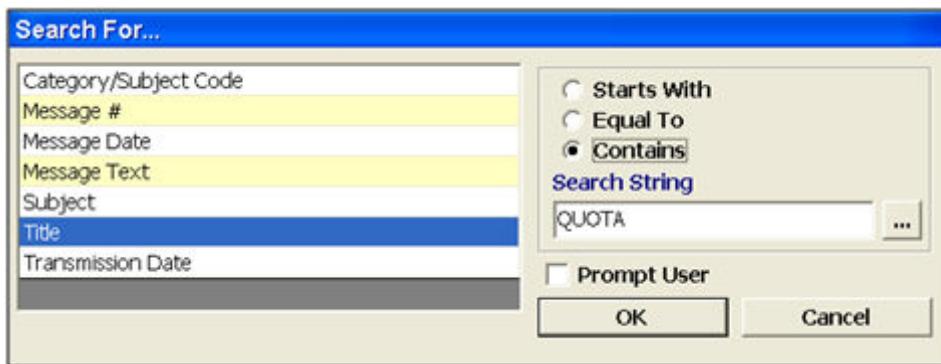
Click on the Tools menu and select Admin Messages. To perform a Basic Search, click the Add button



Enter a Saved Name and click the Add (+) button. Click Preview for a preview of your search results. Click Share Grid to make your search available to other users.



Select a search category from the left column, and enter the specific criteria on the right. You can click Prompt User if you'd like the user to enter the criteria with each search.



Advanced Search

Perform an Advanced Search if you want to search for personal use or reference only. This is generally used to build a basic search that you intend to save, or for a quick search that you don't intend to save or use multiple times. This option allows for quick changes to the criteria, as well as an option to clear the criteria.

Basic Search		Advanced Search		
Current Search Criteria		38 Result Rows	0 Rows Selected	
Subject contains QUOTA Message Date is between 1/1/2008 and 3/1/2008				
Add (+) Edit (/) Del (-) Clear (*)				
Msg #	Trans Date	Message Date	Subj Code	
00-001365	11/09/2000	11/07/2000	QUO	QUO-QBT-2000-560: 2001 QUOTA
00-001367	11/09/2000	11/07/2000	QUO	QUO-QBT-2000-551: 2001 QUOTA OPENING
00-001368	11/09/2000	11/07/2000	QUO	QUO-QBT-2000-553: 2001 QUOTA OPENING

Search Results from either a basic or advanced search are displayed in the bottom frame of the main Broker Download Grid screen. The following table explains how the different functions of this grid will allow you to manage your search results:

Button/Menu	Description
File Menu	The File menu (top left) has the options to Print or Print Preview the selected search results.
Save Search	Save the selected search. This will convert an advanced search into a basic search.
Options	Open the grid options screen.
Notes/Info	Open the notes screen for the selected record.
Export	Export the selected search results to a Microsoft Excel Spreadsheet. You can highlight multiple files for batch exporting and printing as well.
Select	Select/Open the selected message.
Cancel	Cancel the current search.

AES/Exports

Automated Export System (AES)

The Automated Export System (AES) is the system used to electronically file the Shipper's Export Declaration (SED) with US Customs. The SmartBorder AES module was designed to allow you to prepare the SED documents, as well as prepare and transmit this information electronically via AES. This saves you time and hassle when exporting. AES is a separate application with Customs and you must contact your ABI rep to file automated exports.

There is a How-To Demo for Automated Export System on our Support Center Website:



<http://help.smartborder.com>

Use the following links, or choose from the complete list in the left frame of this window:

[AES Basics](#) - This section covers the basics of using the SmartBorder AES module.

[Creating an AES Transaction](#) - This section will assist you in creating an AES transaction.

[AES Main Screen](#) - A guide to completing the AES Main Screen.

[AES Line Items](#) - A guide to completing the AES Line Items Screen.

[Additional AES information](#) - This section covers the additional documents that can be completed in the AES module.

[Completing an AES Transaction](#) - This section covers saving, transmitting, and printing in the AES module.

AES Basics

Accessing the Export (AES) Module

- Click the Export (AES/SED) link on the SmartBorder Main Page

The screenshot shows the SmartBorder main application window. On the left is a vertical navigation menu with the following sections and links:

- Transactions**
 - Electronic Invoice (All)
 - Client Profiles
 - ABI Module
- Reports**
 - ADHOC Reports
- Other Modules**
 - In-Bond (CF-7512)
 - Reconciliation
 - Manifest (AMS)
 - Export (AES/SED)** (highlighted in red)
 - Protest
 - FDA Prior Notice
- Tools**
 - Billing Tools
 - Change Password
 - Management
 - System Administration
- Reference**
 - Tariff Picker
 - Query Cargo Manifest
 - FDA Product Codes
 - User Manual
- General Information**
 - Form CBP-7501
 - System Requirements

The main content area displays several sections of news and information:

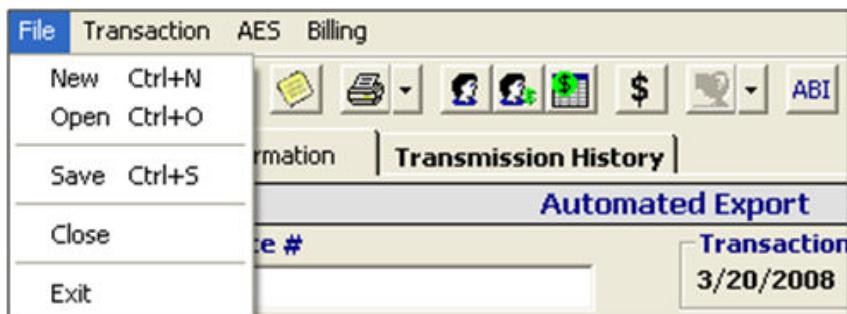
- Top Stories**
 - SmartBorder on Facebook and Twitter (7/9/2009 1:04:50 PM)
 - Check out SmartBorder on Facebook and Twitter for SmartBorder and Industry updates
 - SmartBorder Gains ACE Entry Summary Certification (6/8/2009 2:25:53 PM)
 - SmartBorder Eases the Burden of Lacey Act (6/8/2009 2:24:45 PM)
 - What's New with the Lacey Act? (3/19/2009 5:29:31 PM)
- Admin Messages**
 - 08/14/09 Update on Air In-Bond Functionality 09-000289
 - 08/14/09 Harmonized Tariff Information on ITC Web Site 09-000288
 - 08/14/09 Another delay of Trade Action in Beef HormonesDisp 09-000287
 - 08/12/09 Reminder of Fatal ISF Edit Modifications 09-000286
 - 08/07/09 Import Alert listings on FDA Internet Site 09-000284
 - 08/07/09 ACS Specialist 09-000283
 - 08/04/09 ACE Portal Reports Dictionary 09-000282
 - 08/04/09 ACE Portal Reports Dictionary 09-000281
 - 08/03/09 Phone @CBP Cargo Facility SFIA been restored 09-000280
 - 07/31/09 Phone outage @CRP Cargo Facility SFIA 09-000279
 - 07/30/09 Dynamic VPH (Internet) Trade Participants:Communic 09-000278
 - 07/29/09 UPDATE for ACE Reports issue referenced in CSM509-09-000277
 - 07/28/09 Attention All ACE Report Users 09-000276
 - 07/27/09 CBP Publishes "10+2" Mitigation Guidelines 09-000275
 - 07/27/09 Updated Running ACE Reports User Guide for Trucks 09-000274
- Industry News**
 - Commission Vote: Woven Electric Blankets from China (usitc.gov)
 - News Release: Probable Effects Report -- Proposed Modification of U.S.-Singapore FTA Rules of Origin (usitc.gov)
 - Commission Vote: Adequacy Determination -- Pressure Sensitive Plastic Tape from Italy (usitc.gov)
 - News Release: Section 337 Inv. -- Collaborative System Products(usitc.gov)
 - News Release: Shifts in U.S. Merchandise Trade 2008 Released (usitc.gov)
 - Commerce Initiates Antidumping and Countervailing Duty Investigations of Narrow Woven Ribbons with Woven Selvedge from Taiwan (AD) & China (trade.gov)
 - News Release: The Year in Trade 2008 Released (usitc.gov)
 - CBP ISF/"10+2" 2009 Outreach Schedule (cbp.gov)

On the right side of the screen, there are two columns of user information:

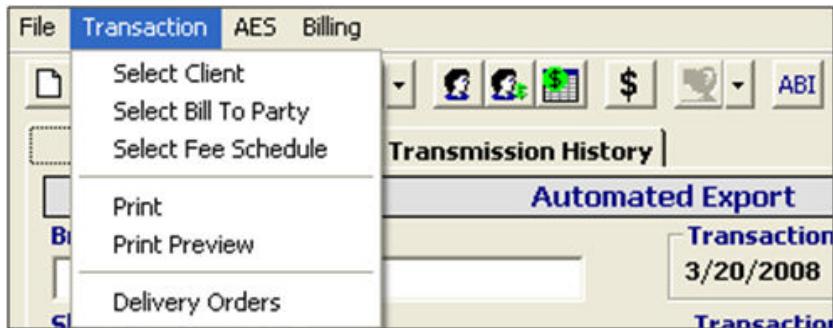
- Filer Code:** 000
- Login:** SUser
- Related Links** (list of various government agency websites)

Export (AES) Module Menu Options

You'll want to begin by getting familiar with the menu options on the screens of the Automated Export System module. Once you've created your shipper's export declaration (SED), you will return to this transaction screen to perform the transmissions associated with the AES transaction. Completing your AES transaction may require that you review some other portions of this manual, in order to become familiar with other modules of SmartBorder (ex. Billing).

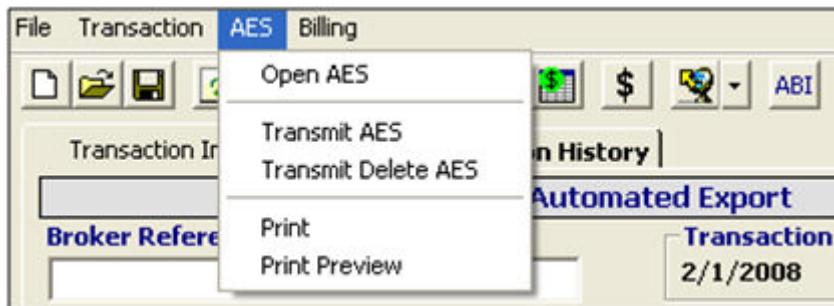
AES Transaction Screen

Menu Option	Description
File - New	Create a new AES transaction.
File - Open	Open a saved AES transaction. This will open the AES grid, where you can search for the desired transaction.
File - Save	Save the current AES transaction.
File - Close	Close the current AES transaction. This will not close the AES module.
File - Exit	Close the current AES transaction, and exit the AES module.

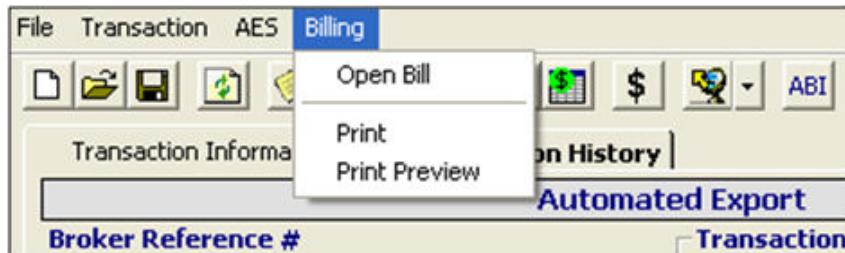


Menu Option	Description
Transaction - Select Client	Open the client pick-list, which will allow you to search for and select the client for this AES transaction. You can also do this by clicking the ellipsis in the client field.
Transaction - Select Bill To Party	Open the client pick-list, which will allow you to search for and select the bill-to party for this AES transaction. You can also do this by clicking the ellipsis in the bill to party field.
Transaction - Select Fee Schedule	Open the fee schedule pick-list, which will allow you to search for and select the fee schedule for this AES transaction. You can also do this by clicking the ellipsis in the fee schedule field.
Transaction - Print/ Print Preview	Print the transaction report for the current AES transaction. Click Print Preview to view this report on your screen.

Transaction - Delivery Order	Open the Delivery Orders for this AES transaction. See the Delivery Orders section of this manual for further details on how to create and manage your delivery orders.
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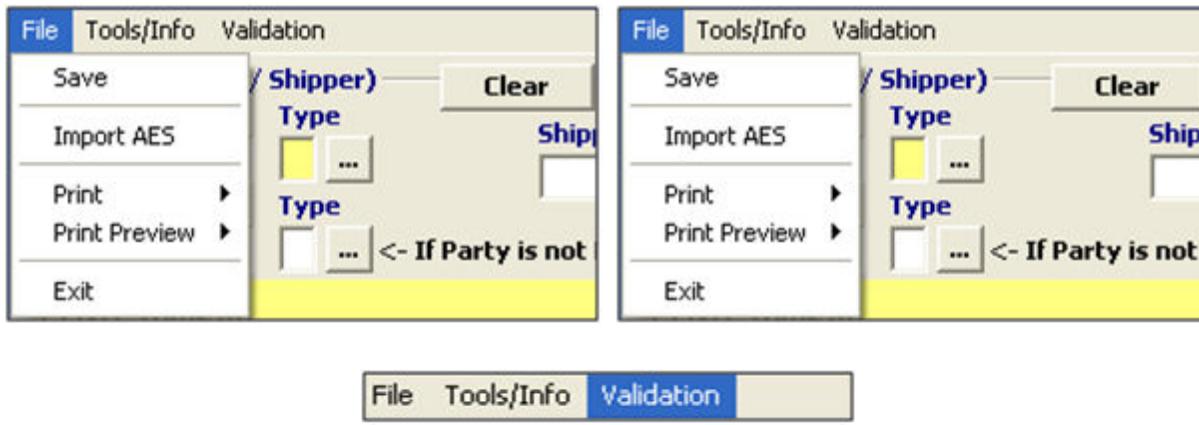


Menu Option	Description
AES - Open AES	Open the AES screen. You can also do this by clicking the Open AES button on the transaction screen.
AES - Transmit AES	Transmit the completed AES to customs.
AES - Transmit Delete AES	Transmit the AES delete transmission for this AES. This will delete the AES from US customs.
AES - Print/Print Preview	Print the customs form for the AES. Click print preview to view this completed form on your screen.



Menu Option	Description
Billing - Open Bill	Click to open the bill for this AES transaction. For more details on billings in SmartBorder, please review the section of this manual on Billings.
Billing - Print/Print Preview	Print the bill for the current AES transaction. Click print preview to view this bill on your screen.

AES Main Screen



Menu Option	Description
File - Save	Save the current AES/SED. You must enter a Shipment Reference number, which cannot be changed after the initial save. You will also be prompted to complete the AES. If you choose to complete, the validations will run automatically.
File - Import AES	Use this to import data from AES. This is the same function that is performed automatically when you first open the AES/SED screen.
File - Print/Print Preview	These menu options are used to print, or print preview, the documents associated with this AES. (SED, BOL, AWB, Dock Receipt)
File - Exit	Click to exit the AES screen, without saving.
Tools/Info - AWB Info	Open the Additional Information for Air Waybill screen. This is the screen where you enter your AWB information for this export.
Tools/Info - Ocean BOL Info	Open the Ocean Bill of Lading Additional Information screen. This is the screen where you enter your ocean BOL information for this export.
Tools/Info - Dock Receipt Info	Open the Dock Receipt Information screen. This is the screen where you enter your dock receipt information for this export.
Tools/Info - Add/Edit Transaction Parties	Open the Transaction Party Editor/Picker screen. This is the screen where you add your transaction parties for this export. You can also edit these transaction parties through this screen.
Validation	Open the Transaction Party Editor/Picker screen. This is the screen where you add your transaction parties for this export. You can also edit these transaction parties through this screen.

- Now that you're familiar with the basics of the AES module, you're ready to begin [Creating an AES Transaction](#)

Creating an AES Transaction

- Click File, New to open a new AES transaction in SmartBorder:

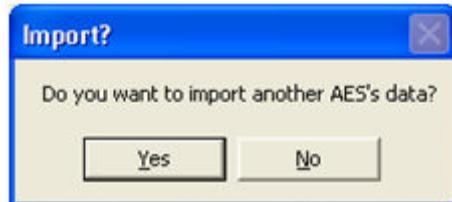
The screenshot shows the SmartBorder AES transaction creation interface. The window title is "AES". The menu bar includes "File", "Transaction", "AES", and "Billing". Below the menu is a toolbar with icons for file operations like Open, Save, Print, and a money symbol. The main workspace contains several sections:

- Automated Export:** Includes fields for "Broker Reference #", "Transaction Date" (set to 3/24/2008), and "Transaction SB #".
- Shipper Reference #:** A field containing a placeholder value.
- Client:** Displays "1023" and "ABLEINC". Below this are details for "ABLE INC": address (123456 TOWN RD), city (BUFFALO, NY 14222 US), tax ID (Tax ID: 12-3456789), and Mfg ID (Mfg ID: USABLINC1234BUF).
- Bill To:** Displays "1023" and "ABLEINC". Below this are details for "ABLE INC": address (123456 TOWN RD), city (BUFFALO, NY 14222 US), tax ID (Tax ID: 12-3456789), and Mfg ID (Mfg ID: USABLINC1234BUF). A note indicates a "Fee Schedule: ABLE 2/4/08".
- AES Info:** Includes fields for "Destination Country", "Shipment Reference #", "Port Export", and "Last Pre-Departure Message" (which is N/A).
- Estimated Date of Arrival:** A section with an "Open AES" button.
- Last Departure Message:** A section indicating "N/A".
- Billing Information:** Includes fields for "Bill #" and "Bill Date", and an "Open Bill" button.

Field/Button/Tab	Status	Description
Broker Reference #	Optional	Enter the broker reference number. This is the number that identifies the shipment for the broker.
Shipper Reference #	Optional	Enter the shipper's reference number. This is the number that identifies the shipment for the client/shipper.
Transaction Location	Mandatory	The location that the AES transaction is being initiated. The branch office will default from the user profile. If you'd like to change this, click the ellipsis and choose the location from the pick-list.

Client	Mandatory	This is the customer for this AES transaction. Click the ellipsis and choose the client from the pick-list. You can view the client's profile by clicking the information button, after choosing the client.
Bill To	Optional	This is the bill-to party for this AES transaction. Click on the ellipsis to choose the bill-to party from the pick-list. You can view this party's profile by clicking the information button, after choosing the bill-to party.
Fee Schedule	Optional	This is the fee schedule to use, when billing for this AES transaction. The fee schedule for the bill-to party will default, after you choose the bill-to party. Click the ellipsis to choose the fee schedule from the pick-list.
Open Bill	Button	Click to prepare the bill for this AES transaction. This can also be done after the AES is completed. See the Billing section of this manual for more details.
Open AES	Button	Once you've completed this AES transaction screen, click this button to open the AES/Shipper's Export Declaration screen. This will auto-save your transaction.

- Once you've clicked Open AES, you will receive the following prompt:



- Click Yes to import information from a previous AES. Click No to start from scratch.
 - This feature allows you to copy data from another AES transaction, which can help to reduce the time spent preparing these exports for recurring transactions.
 - This feature opens the AES grid, allowing you to locate the desired AES to be copied.
- You can also click the Transmission History tab to view the transmission information for this AES transaction.
 - Click Refresh to refresh/get the updated listing of transmissions.
- Now that you've created your AES transaction, you must complete the [AES Main Screen](#)

AES Main Screen

AES Main Screen

- When you click Open AES, the AES Main Screen will open:

File Tools/Info Validation

USPPI (Exporter / Shipper)	Date of Exportation	AES Filing Option														
Party ID <input type="text" value="12-3456789"/> Type <input type="button" value="Clear"/> <input type="button" value="Select from List"/>	<input type="button" value="March 26, 2008 (Wed)"/>	<input type="checkbox"/> <input type="button" value="..."/>														
IRS # <input type="text"/> Type <input type="button" value="..."/>	Transportation Reference (Booking) #'s															
ABLE INC 123456 TOWN RD BUFFALO , NY 14222 US Contact: SMITH , JOHN Phone: 7168235678																
Parties are <input checked="" type="radio"/> Related <input type="radio"/> Non-Related																
Ultimate Consignee	Point (State) of Origin	Country of Ultimate Destination														
Party ID <input type="text"/> Type <input type="button" value="Clear"/> <input type="button" value="Select from List"/>	<input type="button" value="..."/>	<input type="button" value="..."/>														
Consignee's Account # <input type="text"/> <input type="button" value="Edit"/>																
Sold En route (Y/N) <input type="radio"/> N																
Intermediate Consignee	FTZ No.	Shipment Reference #														
Party ID <input type="text"/> Type <input type="button" value="Clear"/> <input type="button" value="Select from List"/>	<input type="button" value="..."/>	<input type="text"/>														
Contact: Phone:																
Forwarding Agent	In-Bond Code	Method of Transportation														
Agent's IATA Code <input type="text"/> E	<input type="radio"/> 70 <input type="button" value="..."/>	<input type="radio"/> ... <input type="button" value="..."/>														
Vessel Flag <input type="text"/> <input type="button" value="..."/>																
Exporting Carrier <input type="text"/> <input type="button" value="..."/>																
Haz. Materials	Routed Export Trans.															
<input type="radio"/> Yes	<input checked="" type="radio"/> No															
<input type="radio"/> Yes	<input checked="" type="radio"/> No															
Port of Unloading	Port of Export															
<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>															
SED Box 30 - Certification																
Date <input type="text"/> <input type="button" value="..."/>																
Title <input type="text"/>																
Telephone # (include Area Code) <input type="text"/>																
E-mail address <input type="text"/>																
Commodities <table border="1"> <thead> <tr> <th>Description</th> <th>Tariff #</th> <th>UOM1</th> <th>Qty1</th> <th>UOM2</th> <th>Qty2</th> <th>Shipping Weight</th> </tr> </thead> <tbody> <tr> <td colspan="7"><input type="text"/></td> </tr> </tbody> </table>			Description	Tariff #	UOM1	Qty1	UOM2	Qty2	Shipping Weight	<input type="text"/>						
Description	Tariff #	UOM1	Qty1	UOM2	Qty2	Shipping Weight										
<input type="text"/>																
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/>																

Transaction Parties

- Complete the fields that apply to this AES, starting with the transaction parties.

USPPI (Exporter / Shipper)

Party ID	Type	Clear	Select from List
12-3456789	E	<input type="checkbox"/> Shipper's Account #	
IRS #	Type	<input type="checkbox"/> <- If Party is not EIN or SSN	
ABLE INC 123456 TOWN RD			
BUFFALO , NY 14222 US		Parties are <input checked="" type="radio"/> Related <input type="radio"/> Non-Related	
Contact: SMITH , JOHN Phone: 7168235678			
Ultimate Consignee			
Party ID	Type	Clear	Select from List
		Consignee's Account #	
TEST SHIPPER 1234 MAIN ST			
TORONTO , GIG SFS CA		Sold En route (Y/N) <input type="checkbox"/> N	
Contact: Phone:			

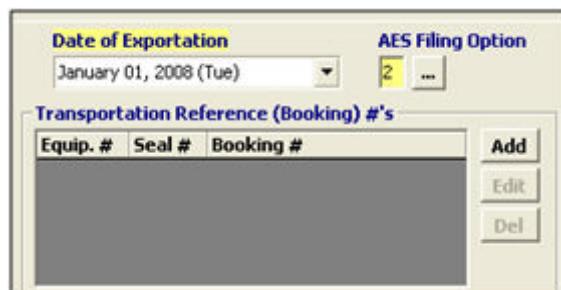
Intermediate Consignee

Contact:	Clear	Select from List
Phone:	<input type="checkbox"/> Edit	
Forwarding Agent		
Agent's IATA Code	Clear	Select from List
		Agent's Account #
22-3333333 E		
TEST BROKERAGE INC 123 MAIN ST		
Edit		
BUFFALO , NY 14222 US		
Contact: Phone: 7168244444		

Field/Button	Status	Description
Party ID	Mandatory	Enter the party ID for each transaction party. This is mandatory for exporter and forwarding agent, but optional for consignees. Auto-fills for the exporter from the profile of the client selected on the transaction screen.
Party Type	Mandatory	Select the party type for the associated party ID. This is the type of ID (ex. EIN, SSN, etc.) Auto-fills for the exporter from the profile of the client selected on the transaction screen.
Account #	Optional	Enter the shipper/consignee/agent account number in the appropriate field.
IRS # / Type	Conditional	Enter this IRS # and type, when the party ID is not an EIN or SSN.
Parties are:	Mandatory	Select whether the transaction parties are related or not related.
Clear	Button	Clear the selected party from the party field. Be sure to click the appropriate button for the intended party to be cleared.
Select from List	Button	Select the party from the pick-list. The information will be pulled from the party's profile.
Edit	Button	Open the Parties data input screen, to edit the information for the party.

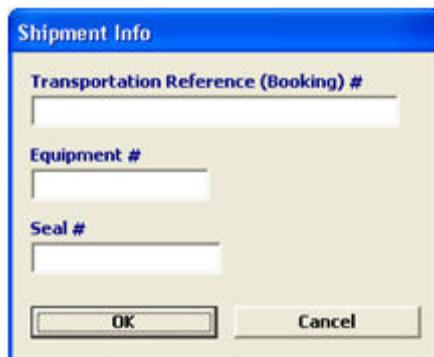
Sold En Route	Mandatory	Selecting Yes indicates that the consignee is unknown at the time of shipment.
Agent's IATA Code	Optional	Enter the forwarding agent's IATA code, where applicable. These are two character codes assigned by the International Air Transport Association (IATA).

Shipment Dates & Info



Field/Button	Status	Description
Date of Exportation	Mandatory	Enter the date of exportation, or choose the date from the drop-down menu. Estimate the date, if the actual date is unknown.
AES Filing Option	Mandatory	Enter/choose the appropriate AES filing option. Choose 2 for full pre-departure commodity shipment filing, or 4 for full post-departure commodity shipment filing.
Add	Button	Click to add a Transportation Reference/Booking number. This will open the shipment info screen, where you can enter this reference/booking information.
Edit	Button	Click to edit the selected Transportation Reference/Booking number. This will open the selected item in the applicable screen.
Del	Button	Click to delete the selected Transportation Reference/Booking number.

Shipment Info Screen



Field/Button	Status	Description
Reference (Booking) #	Conditional	Enter the reference/booking number for this AES transaction. This number is generally a booking, waybill, ocean BOL, pro-bill, or MAWB.
Equipment # / Seal #	Conditional	Enter the equipment number or seal number for this AES transaction, where applicable. The Seal # is the number from the CBP seal on the container.

The screenshot shows a form for entering shipping information. At the top left is a dropdown menu labeled "Point (State) of Origin" with "NY" selected. To its right is a field for "FTZ No." with a dropdown arrow. Next is a dropdown menu for "Country of Ultimate Destination" with "CA" selected. Below these are two more dropdown menus: "Carrier ID (SCAC)" and "Shipment Reference #", with "221122" entered into the latter. Further down are fields for "Entry #", "In-Bond Code" (set to "70"), and "Method of Transportation" (set to "40").

Field/Button	Status	Description
Point (State) of Origin	Mandatory	Enter the point/state of origin for this export. This is the state from which the product is being exported. Click the ellipsis to choose from the pick-list.
FTZ No.	Conditional	Enter the FTZ number for the foreign trade zone from which this product is being exported. You must enter this FTZ # if there is no point of origin.
Country of Ultimate Dest.	Mandatory	Enter the country code for the country of destination for this export. You can also click the ellipsis to choose the country from the pick-list.
Carrier ID (SCAC)	Conditional	Enter the SCAC for the exporting carrier. This is required for truck, vessel, and air shipments. Click the ellipsis to search for/choose a SCAC from the pick-list.
Shipment Reference #	Mandatory	Enter the unique shipment reference number for this export.
Entry #	Conditional	Enter the import entry number for a shipment that is "transported under bond" or import entry number when an FTZ NAFTA Deferred Duty claim is made.
In-Bond Code	Mandatory	Choose the appropriate in-bond code. Click the ellipsis to choose this from the pick-list. Choose 70 if the merchandise is not shipped in-bond.
Method of Transportation	Mandatory	Enter the method of transportation for this export. Click the ellipsis to choose this from the pick-list.

The screenshot shows a form for entering vessel and port information. At the top left is a dropdown menu for "Vessel Flag" with a checkbox. To its right is a section for "Haz. Materials" with radio buttons for "Yes" and "No". Below these are two more dropdown menus: "Exporting Carrier" and "Routed Export Trans.", both with radio buttons for "Yes" and "No". Further down are fields for "Port of Unloading" and "Port of Export", with "0901-010" entered into the latter.

Field/Button	Status	Description
--------------	--------	-------------

Vessel Flag	Optional	Enter the vessel flag, or click the ellipsis to choose it from the pick-list.
Exporting Carrier	Conditional	Enter the name of the exporting carrier. This should correlate with the entered Carrier ID (SCAC) from the previous section.
Hazardous Materials	Mandatory	Select Yes if this export contains hazardous materials. Otherwise, leave as No.
Routed Export Trans.	Mandatory	Select Yes if this is a routed export transaction. Otherwise, leave as No.
Port of Unlading	Conditional	Enter the port of unloading for this export. This is the port which the goods are unloaded from the exporting carrier. This is required for vessel exports. Click the ellipsis to choose from pick-list.
Port of Export	Mandatory	Enter the port code for the port of export. Click the ellipsis to choose from the pick-list.

SED Box 30 - Certification Date

Date:

Title:

Telephone # (include Area Code):

E-mail address:

Field/Button	Status	Description
Date	Optional	Enter the date for this SED certification, or choose from the drop-down menu.
Title/Telephone/Email Address	Optional	Enter the appropriate information for this Box 30 certification. This includes the title, telephone number, and email address of the person certifying this SED.

Commodities

Commodities

Description	Tariff #	UOM1	Qty1	UOM2	Qty2	Shipping Weight
PAPER TOWELS	4803.00.4000	KG	10000			10000

Add Edit Del

Field/Button	Status	Description
Add	Button	Click to add a commodity to this export. This will open the AES Line Items screen,

		where you can enter this commodity information.
Edit	Button	Click to edit the selected commodity. This will open the selected item in the AES Line Items screen.
Del	Button	Click to delete the selected commodity.

- Add/Edit commodities/line items using the [AES Line Items](#) screen
- Complete any [Additional AES information](#) such as AWB, Ocean BOL, or Dock Receipts.
- Once you've completed your AES data, move on to [Completing an AES Transaction](#)

AES Line Items

- Users will use the line items screen to add commodities to this AES, or to edit the existing commodities on this AES.
 - Some of this line item information will carry over to the AWB/BOL documents

Description (Note: Only the first 45 characters will be transmitted electronically)

PAPER TOWELS				
Shipping Weight	Value of Goods			
10000	<input checked="" type="radio"/> KG <input type="radio"/> LB \$ 2,500.00			
Tariff (Schedule B) #	Quantity (1)	UOM	Quantity (2)	UOM
4803.00.4000	10000	KG	0	
D/F	Export Information Code (Export Type)	Export License #	License Exception Symbol	Export Control Classification #
D	LC	333444555666	C37	

Field/Button	Status	Description
Description	Conditional	Enter the description of the product on this line item.
Shipping Weight	Conditional	Enter the shipping weight (gross weight) for this line item. You must also check the applicable measurement used. (LB/KG)
Value of Goods	Conditional	Enter the value of the goods on this line item. This should be in US funds.
Tariff #	Conditional	Enter the tariff number or Schedule B number for the commodity. You can also click the ellipsis to bring up the Tariff picker.
Quantity	Conditional	Enter the reporting quantities for the selected tariff number. You must enter each quantity for the required reporting quantities.
UOM	Conditional	Enter the unit of measure for the reporting quantity. These required UOMs will auto-fill if you use the tariff picker to select your tariff number.
D/F	Optional	Select/Enter whether this product is of domestic (D) or foreign (F) origin.
Export Information Code (Export Type)	Conditional	Choose the correct EIC to determine the export type for this commodity. This two letter code indicates the category of export. This code indicates the reporting requirements.
Export License #	Mandatory	Enter the export license number for this export. This is the license number, CFR citation, authorization symbol, or certificate number.
License Exception Symbol	Mandatory	Enter the license exception symbol for this export, or indicate that no license is required (C32/C33)
Export Control Classification #	Conditional	Enter the export control classification number for this export, if required.

Ocean BOL / AWB Additional Information

# Pieces/Pkgs	UOM	MASTER AWB Piececount (if different from House AWB)
0		0
Measurement / Dimensions / Volume		
AWB Only Information		
Rate Class	Commodity Item #	
<input type="checkbox"/>		
Chargeable Weight	Rate / Charge	Total Charge
0		\$ 0.00

Field/Button	Status	Description
# Pieces/Pkgs	Optional	Enter the number of pieces/packages for this line item.
UOM	Optional	Enter the unit of measure associated with the pieces/packages.
Master AWB Piececount	Optional	Enter the piece-count for the master air waybill. This is only necessary if this quantity differs from the House air waybill.
Measurements/Dimensions/Volume	Optional	Enter the measurement/dimension/volume information for the product on this line item.
Rate Class	Optional	Enter the rate class, for the air waybill.
Commodity Item #	Optional	Enter the Commodity Item number for the air waybill.
Chargeable Weight	Optional	Enter the chargeable weight for this shipment, for the air waybill.
Rate/Charge	Optional	Enter the rate or charge for this air waybill.
Total Charge	Optional	This will auto-calculate the total charge for this line item on the air waybill, from the chargeable weight and the rate/charge listed in the previous fields.

Vehicle Information

VIN/Product ID	V/P	Title #	Title State	PreCorrectionFlag
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/>				

Field/Button	Status	Description
Add	Button	Click to add a vehicle to this line item. This will open the Vehicles screen, where you can enter this vehicle information.
Edit	Button	Click to edit the selected vehicle. This will open the selected item in the Vehicle screen.
Del	Button	Click to delete the selected vehicle information.

Vehicles

VIN #/Product ID	Type (V/P)
<input type="text"/>	<input type="checkbox"/> ...
Title #	Title State
<input type="text"/>	<input type="checkbox"/> ...
OK Cancel	

Field/Button	Status	Description
VIN #/ Product ID	Conditional	Enter the identification number of the reported vehicle. Report a "Product ID" number for self-propelled vehicles that do not have a VIN.
Type (V/P)	Conditional	Choose the type of vehicle identification reported. (V = VIN / P=Product ID)
Title #	Conditional	Enter the title number as issued by a Motor Vehicle Administration (MVA)
Title State	Conditional	Enter the vehicle title state code, or choose it from the pick-list by clicking the ellipsis.
OK/Cancel	Buttons	OK will save the vehicle. Cancel will cancel and go back to the AES line item screen without saving.

Office of Defense Trade Control (ODTC)

<input type="checkbox"/> Significant Military Equipment (Articles warrant special export controls)				
ITAR Exemption #	Registration #	USML Category	UOM	Quantity
<input type="text"/> ...	<input type="text"/> ...	<input type="checkbox"/> ...	<input type="checkbox"/> ...	<input type="text"/> 0
<input type="checkbox"/> The exporter self certifies as an eligible party. (per 22 CFR 120.1(c))				
OK Cancel				

Field/Button	Status	Description
Significant Military Equip.	Checkbox	Check this box if the articles reported warrant special export controls because of their capacity for substantial military utility or capability.
ITAR Exemption #	Conditional	Enter the specific citation or exemption number under the International Traffic in Arms Regulations (ITAR) that exempts the shipment from licensing requirements.
Registration #	Conditional	Enter the registration identifier assigned by the DDTC to the registered manufacturer or exporter that has authorization through the DDTC to export the article.
USML Category	Conditional	Enter the DDTC US Munitions List (USML) category of article, service, or related technical data as it applies to the article reported.
UOM	Conditional	The unit of measure for the article being shipped. This is the same UOM that is

		provided on the export authorization.
Quantity	Conditional	Total amount of units that correspond to the UOM reported.
The exporter self certifies as an eligible party	Checkbox	A self certification by the exporter that they are an eligible party.
OK/Cancel	Buttons	OK will save the line item. Cancel will cancel and go back to the main AES screen without saving.

- Complete any [Additional AES information](#) such as AWB, Ocean BOL, or Dock Receipts.
- Once you've completed your AES data, move on to [Completing an AES Transaction](#)

Additional AES information

Additional AES Information Screens

The Additional Information screens allow the user to enter information that is not found in the AES, and this information will print on the air waybill, ocean bill of lading, and dock receipt.

AWB Information Screen

- To access the additional AWB information screen, click Tools/Info and AWB Info. Complete the information that you'd like to print on the Air Waybill and click OK.

Master AWB # 789789789		<input checked="" type="checkbox"/> Show Broker as "Shipper" on MAWB	Issued By	<input type="button" value="Clear"/>	<input type="button" value="Select from List"/>
Party to show as "Consignee" on MAWB (blank = Ultimate Consignee) <input type="text"/> F <input type="button" value="..."/>		ABLE INC 123456 TOWN RD BUFFALO , NY 14222 US			
House AWB # <input type="text"/>		Accounting Information <input type="text"/>			
Airport of Departure (Addr. of First Carrier) and Requested Routing <input type="text"/> <input type="button" value="..."/>		"Optional Shipping Information" Reference # 111222333 "Second Box" (no title on AWB) <input type="text"/> "Third Box" (no title on AWB) <input type="text"/>			
To <input type="text"/> By first Carrier <input type="text"/> Routing and Destination <input type="text"/> <input type="text"/> To <input type="text"/> By <input type="text"/>		Currency <input type="text"/> Charges <input type="text"/> Wt / Val <input type="text"/> Other Code <input type="text"/> Code <input type="text"/> PPD COLL <input type="text"/> PPD COLL			
Airport of Destination YT2-TORONTO ISLAND (TORONTO, C) <input type="text"/>		Declared Value for Carriage <input type="text"/> Declared Value for Customs <input type="text"/> \$ 500.00 <input type="checkbox"/> NDV \$ 10,000.0 <input type="checkbox"/> NCV			
Flight/Date 1 <input type="text"/> Flight/Date 2 <input type="text"/> 4/1/2008		Insurance Amount \$ 50.00			
Handling Instructions <input type="text"/>					
Ultimate Destination TORONTO, ON		SCI <input type="text"/>			
PREPAID		COLLECT			
Weight Charge \$ 420.00	Weight Charge \$ 0.00				
Valuation Charge \$ 10.00	Valuation Charge \$ 0.00				
Tax \$ 18.90	Tax \$ 0.00				
Total Other Charges Due Agent \$ 44.36	Total Other Charges Due Agent \$ 0.00				
Total Other Charges Due Carrier \$ 6.74	Total Other Charges Due Carrier \$ 0.00				
Other Charges <input type="text"/>					
Signature of Shipper or Agent TEST BROKERAGE INC. SAMPLE BROKER					
Executed By ABLE INC On <input type="text"/> April 01, 2008 (Tue) At <input type="text"/> BUFFALO, NY					
<input type="button" value="OK"/>					

Ocean BOL Information Screen

- For the Ocean BOL additional information screen, click Tools/Info and Ocean BOL Info. Complete the information that you'd like to print on the Ocean Bill of Lading and click OK.

Notify Party	<input type="button" value="Clear"/>	<input type="button" value="Select from List"/>	Document Number
12-3456789 E ABLE INC 123456 TOWN RD	<input type="button" value="Edit"/>		123123123
BUFFALO , NY 14222 US Contact: SMITH , JOHN Phone: 7168235678			Booking Number
			9995111
Pre-Carriage By			Export References
SAMPLE PRE-CARRIER			CUSTOMER REFERENCE # 445666660
Place of Receipt By Pre-Carrier			
ROCHESTER, NY			
Place of Delivery By On-Carrier			
TORONTO, ON			
Type of Move			
Domestic Routing/Export Instructions			
Notes (will print at the top of the body of the ocean bill)			
<input type="button" value="OK"/>			

Dock Receipt Information Screen

- For the Dock Receipt additional information screen, click Tools/Info and Dock Receipt Info. Complete the information that you'd like to print on the Dock Receipt and click OK.

Document Number	Booking Number
123123123	9995111
Export References	
CUSTOMER REFERENCE # 445666660	
Pre-Carriage By	
SAMPLE PRE-CARRIER	
Place of Receipt By Pre-Carrier	
ROCHESTER, NY	
Place of Delivery By On-Carrier	
TORONTO, ON	
Type of Move	
Domestic Routing/Export Instructions	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Completing an AES Transaction

Completing an AES Transaction

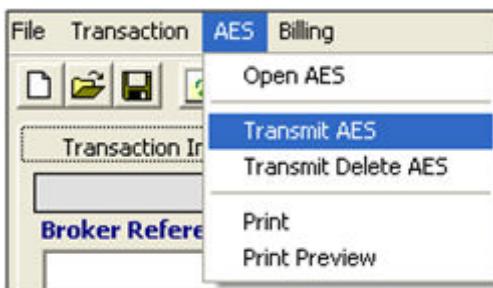
When your AES is completed, you are ready to save, transmit your AES to customs, and print the associated documents. This section explains the process of completing your AES transaction.

Saving/Transmitting

- Once you've completed all of the information on the AES main screen, you want to click File, Save to save the AES information.
 - If you would like to save this AES as complete, check the box on this Save Options screen



- This will automatically open the validation screen, to validate your AES transaction
- Once you are back on the transaction screen, click on AES and Transmit AES



AES Transmission History

- If your transmission is successful and error-free, you will receive the following message:

AES Info

Destination Country IT	Shipment Reference # 020108	Port Export 4601-010	Last Pre-Departure Message N/A
Estimated Date of Arrival 2/11/2008	Open AES		Last Departure Message Accepted Error Free

- You can review your transmissions, and check the status of your AES transmissions by clicking on the Transmission History tab located on the AES transaction screen.

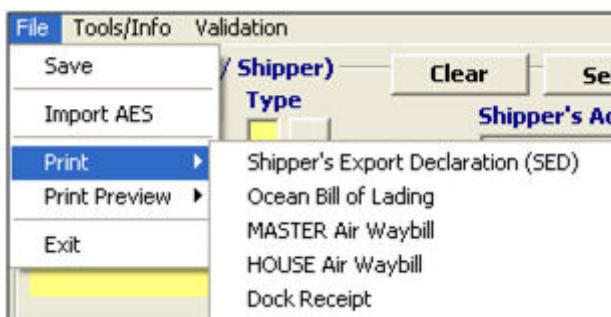
The screenshot shows the AES Transaction History screen. The menu bar includes File, Transaction, AES, and Billing. Below the menu is a toolbar with various icons. A navigation bar at the top has tabs for Transaction Information and Transmission History, with Transmission History selected. A Refresh button is also present. The main area displays a table of transmission logs:

Created On	Message Summary
2/7/2008 4:32:24 PM	A SHIPMENT ADDED X20080207039189
2/7/2008 4:31:55 PM	TRANSMISSION SENT
2/7/2008 4:29:05 PM	F ULT CONS CONTACT PH# MUST BE NUMERIC V FOREIGN ORIGIN VERSUS IN-TRANSIT RF SHIPMENT REJECTED; RESOLVE & RETRANSMIT
2/7/2008 4:28:42 PM	TRANSMISSION SENT

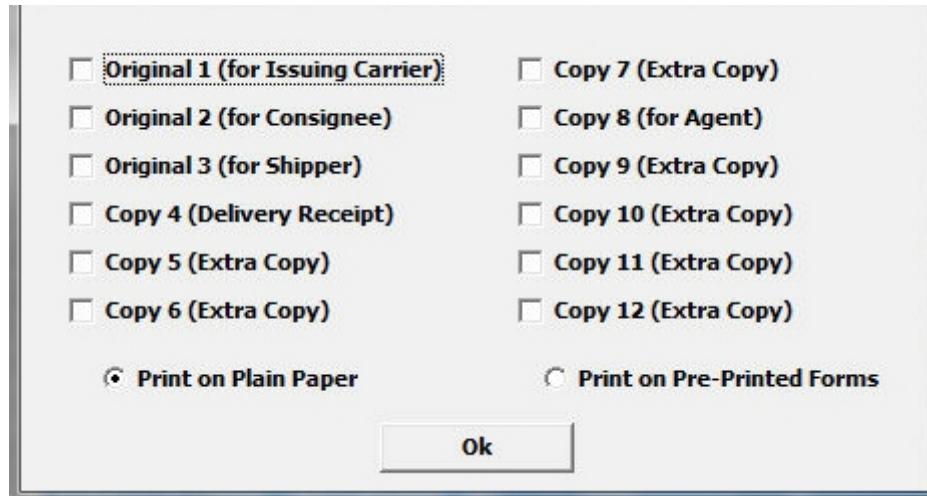
- You may receive reject/warning messages if your AES is not error free. The transaction page will display "Rejected" or "Accepted With Warnings"
 - The transmission history page will display details on this warning/reject
 - Correct these errors and re-transmit to get your AES accepted error free

Printing AES Documents

- To print any documents associated with this AES transaction, click File and Print
 - Then select the document that you'd like to print (SED, BOL, AWB, etc.)



***Below is a new feature from Release 1103 : There are now 12 copy options for the AWB (Master or House) Printouts. In order to use this feature, please submit a ticket to our Support Center to activate default setting : RPT_AWB_ShowOpts



- For information on adding data to these documents, see the [Additional AES information](#) section of this manual.

AMS Ocean

Automated Manifest System (AMS)

The Automated Manifest System (AMS) is a cargo inventory control and release notification system. The SmartBorder AMS module links directly with the customs cargo selectivity and the customs in-bond systems, as well as indirectly with the customs ABI system to file ocean manifest information. This allows for quick identification and release of low risk shipments.

There is a How-To Demo for Automated Manifest System on our Support Center Website:

<http://help.smartborder.com>

Use the following links, or choose from the complete list in the left frame of this window:

[AMS Basics](#) - This section covers the basics of using the SmartBorder AMS module.

[Creating an AMS Transaction](#) - This section will assist you in creating an AMS transaction.

[AMS Manifest Main Screen](#) - A guide to completing the AMS Main Screen

[Completing an AMS Transaction](#) - This section covers saving, transmitting, and printing in the AMS module.

AMS Basics

Accessing the AMS Module

- Click the Manifest (AMS) link on the SmartBorder Main Page:

The screenshot shows the SmartBorder main interface. On the left is a vertical navigation menu with sections like Transactions, Reports, Other Modules, Tools, Reference, and General Information. The 'Manifest (AMS)' option under 'Other Modules' is highlighted with a red background. The central area features a 'Top Stories' section with links to news articles. To the right, there's a sidebar with user information (Filer Code: 000, Login: SUser) and a 'Related Links' section listing various government agencies and resources.

Top Stories	
SmartBorder on Facebook and Twitter	7/9/2009 1:04:50 PM
Check out SmartBorder on Facebook and Twitter for SmartBorder and Industry updates	
SmartBorder Gains ACE Entry Summary Certification	6/8/2009 2:25:53 PM
SmartBorder Eases the Burden of Lacey Act	6/8/2009 2:24:45 PM
What's New with the Lacey Act?	3/19/2009 5:29:31 PM

Admin Messages	
08/14/09 Update on Air In-Bond Functionality 09-000289	
08/14/09 Harmonized Tariff Information on ITC Web Site 09-000288	
08/14/09 Another delay of Trade Action in Beef HormonesDisp 09-000287	
08/12/09 Reminder of Final ISF Edt Modifications 09-000286	
08/07/09 Import Alert Listings on FDA Internet Site 09-000284	
08/07/09 ACS Specialist 09-000283	
08/04/09 ACE Portal Reports Dictionary 09-000282	
08/04/09 ACE Portal Reports Dictionary 09-000281	
08/03/09 Phone @CBP Cargo Facility, SFIA been restored 09-000280	
07/31/09 Phone outage @CBP Cargo Facility, SFIA 09-000279	
07/30/09 Dynamic VPN (Internet) Trade Participants:Communic 09-000278	
07/29/09 UPDATE for ACE Reports issue referenced in CSM509- 09-000277	
07/28/09 Attention All ACE Report Users 09-000276	
07/27/09 CBP Publishes "10+2" Mitigation Guidelines 09-000275	
07/27/09 Updated Running ACE Reports User Guide for Trucks 09-000274	

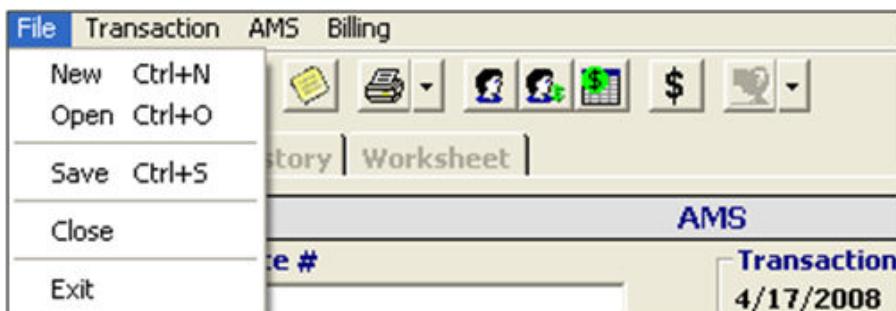
Industry News	
Commission Vote: Woven Electric Blankets from China (usitc.gov)	
News Release: Probable Effects Report -- Proposed Modification of U.S.-Singapore FTA Rules of Origin (usitc.gov)	
Commission Vote: Adequacy Determination -- Pressure Sensitive Plastic Tape from Italy (usitc.gov)	
News Release: Section 337 Inv. -- Collaborative System Products(usitc.gov)	
News Release: Shifts in U.S. Merchandise Trade 2008 Released (usitc.gov)	
Commerce Initiates Antidumping and Countervailing Duty Investigations of Narrow Woven Ribbons with Woven Selvedge from Taiwan (AD) & China (trade.gov)	
News Release: The Year in Trade 2008 Released (usitc.gov)	
CBP ISF "10+2" 2009 Outreach Schedule (cbp.gov)	

Manifest (AMS) Module Menu Options

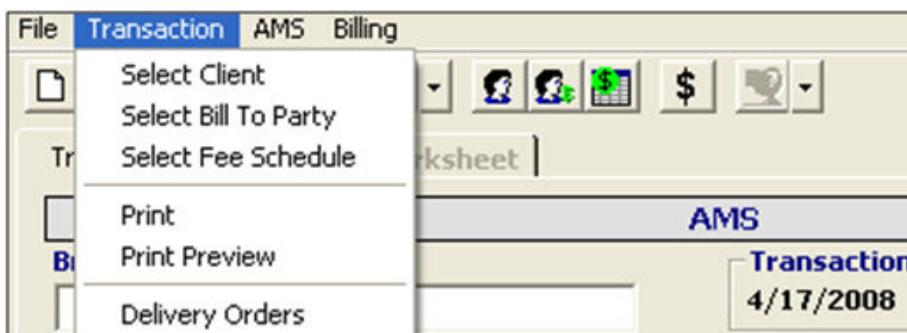
You'll want to begin by getting familiar with the menu options on the main screen of the Automated Manifest System module. Once you've created your manifest, you will return to this transaction screen to perform the transmissions associated with the AMS transaction. Completing your AMS transaction may require that you

review some other portions of this manual, in order to become familiar with other modules of SmartBorder (ex. Billing).

AMS Transaction Screen

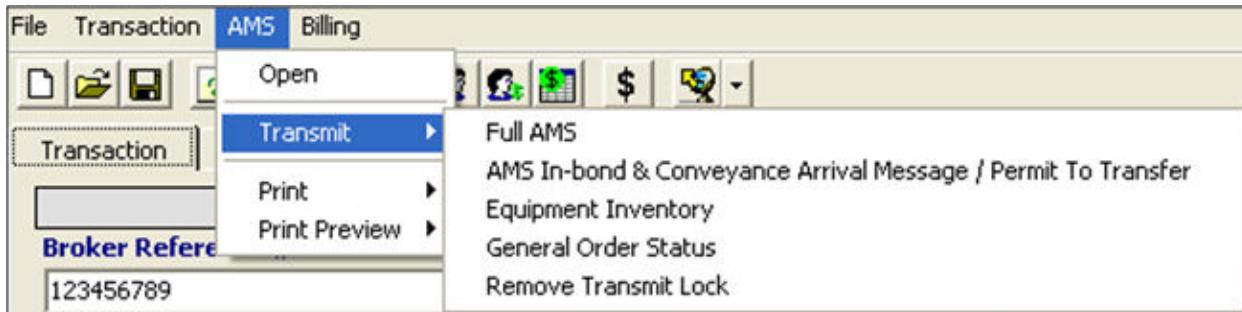


Menu Option	Description
File - New	Create a new AMS transaction.
File - Open	Open a saved AMS transaction. This will open the AMS transaction grid, where you can search for the desired transaction.
File - Save	Save the current AMS transaction.
File - Close	Close the current AMS transaction. This will not close the AMS module.
File - Exit	Close the current AMS transaction, and exit the AMS module.



Menu Option	Description
Transaction - Select Client	Open the client pick-list, which will allow you to search for and select the client for this AMS transaction. You can also do this by clicking the ellipsis in the client field.
Transaction - Select Bill To Party	Open the client pick-list, which will allow you to search for and select the bill-to party for this AMS transaction. You can also do this by clicking the ellipsis in the bill to party field.
Transaction - Select Fee Schedule	Open the fee schedule pick-list, which will allow you to search for and select the fee schedule for this AMS transaction. You can also do this by clicking the ellipsis in the fee schedule field.
Transaction - Print/Print Preview	Print the transaction report for the current AMS transaction. Click Print Preview to view this report on your screen.

Transaction - Delivery Orders	Open the Delivery Orders for this AMS transaction. See the Delivery Orders section of this manual for further details on how to create and manage your delivery orders.
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Menu Option	Description
AMS - Open	Open the AMS Manifest screen. You can also do this by clicking the Open AMS button on the transaction screen.
AMS - Transmit	Transmit the completed AMS to customs. This menu also allows you to perform the other AMS related transmissions. (ex. Equipment inventory, General Order status, etc.)
AMS - Remove Transmit Lock	Use this option to unlock an AMS transmission. If your AMS transaction is stuck in "Pending" or "Wait" status, you can use this feature to unlock the transmission. This will allow you to make the necessary corrections to the AMS and re-transmit.
AMS - Print/Print Preview	Print the customs forms for the AMS. Click print preview to view the completed form on your screen.



Menu Option	Description
Billing - Open Bill	Click to open the bill for this AMS transaction. For more details on billings in SmartBorder, please review the section of this manual on Billings.
Billing - Print/Print Preview	Print the bill for the current AMS transaction. Click print preview to view this bill on your screen.

AMS Manifest Main Screen



Menu Option	Description
File - Save	Save the current AMS Manifest.
File - Import AMS	Use this to import data from another AMS. This is the same function that is performed automatically when you first open the AMS screen.
File - Print/Print Preview	These menu options are used to print, or print preview, the documents associated with this AMS. (CBP Form 1302 + 1302A)
File - Exit	Click to exit the AMS Manifest screen, without saving.
Validation Tool	Open the validation screen, and validate that your AMS is free of errors, prior to transmitting your AMS manifest. These validations also run automatically upon saving your AMS.



Menu Option	Description
Manifest	This section is where the port information, carrier information, and ETA information is entered. This is also where in-bond information is entered (when necessary).
Bills of Lading	This tab is where you enter the bill(s) of lading for this AMS transaction.
Equipment Inventory	This tab is where the container/seal information is entered for this AMS transaction.

- Now that you're familiar with the basics of the AMS module, you're ready to begin [Creating an AMS Transaction](#)

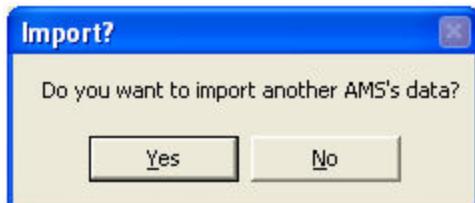
Creating an AMS Transaction

- Click File, New to open a new AMS transaction in SmartBorder:

Field/Button/Tab	Status	Description
Broker Reference #	Optional	Enter the broker reference number. This is the number that identifies the shipment for the broker.
Shipper Reference #	Optional	Enter the shipper's reference number. This is the number that identifies the shipment for the client/shipper.
Transaction Location	Mandatory	The location that the AMS transaction is being initiated. The branch office will default from the user profile. If you'd like to change this, click the ellipsis and choose the location from the pick-list.
Client	Mandatory	This is the customer for this AMS transaction. Click the ellipsis and choose the client from the pick-list. You can view the client's profile by clicking the information button, after choosing the client.
Bill To	Optional	This is the bill-to party for this AMS transaction. Click on the ellipsis to choose the bill-to party from the pick-list. You can view this party's profile by clicking the information button, after choosing the bill-to party.

Fee Schedule	Optional	This is the fee schedule to use, when billing for this AMS transaction. The fee schedule for the bill-to party will default, after you choose the bill-to party. Click the ellipsis to choose the fee schedule from the pick-list.
Create Bill	Button	Click to prepare the bill for this AMS transaction. This can also be done after the AES is completed. See the Billing section of this manual for more details.
Open AES	Button	Once you've completed this AMS transaction screen, click this button to open the AES/Shipper's Export Declaration screen. This will auto-save your transaction.

- Once you've clicked Open AMS, you will receive the following prompt:



- Click Yes to import information from a previous AMS. Click No to start from scratch.
 - This feature allows you to copy data from another AMS transaction, which can help to reduce the time spent preparing these manifest for recurring transactions.
 - This feature opens the AMS grid, allowing you to locate the desired AMS to be copied.
- You can also click the History tab to view the transmission information for this AMS transaction.
 - For detailed versions of these status update/disposition messages, click on Worksheet
- Now that you've created your AMS transaction, you must complete the [AMS Manifest Main Screen](#)

AMS Manifest Main Screen

AMS Manifest Main Screen

- When you click Open AMS, the AMS Main Screen will open

The screenshot shows the AMS Manifest Main Screen. At the top, there are tabs for 'Manifest' (selected), 'Bills of Lading', and 'Equipment Inventory'. Below the tabs, there are sections for 'SCAC of Importing Carrier' (TEST) and 'Flag Country of the Ship' (US). A checkbox 'This Manifest is for EXPORT FROM US' is checked. The 'Ship Name' is listed as 'SS SAMPLE', 'Ship Registry Code' as '123', and 'Voyage #' as '9988'. The 'Name of Master' is 'TEST'. Under 'District/Port of Unlading', the value '0901-010' is shown. The 'Location of Goods (FIRMS)' and 'IMO No.' fields are empty. The 'ETA for imports to U.S. (ETD for Exports)' is set to 'April 20, 2008 (Sun)'. The 'Estimated Time of Vessel Arrival' is '4:00 PM' and the 'Estimated Date/Time of Departure (from last foreign port prior to the U.S.)' is 'April 23, 2008 (Wed) / 12:00 AM'. At the bottom, there is a section for 'InBonds (Attach to inbonds on the inbond screen)' with columns for 'Entry Type', 'In-Bond #', and 'Carrier Code'. Buttons for 'Add', 'Edit', and 'Del' are available.

- First, you must enter the necessary data on the [AMS Manifest Tab](#)
- Once you've completed your AMS data, move on to [Completing an AMS Transaction](#)

AMS Manifest Tab

The screenshot shows the 'AMS Manifest Tab' interface. At the top left, it says 'SCAC of Importing Carrier' with a dropdown menu showing 'TEST'. To its right is a checkbox labeled 'This Manifest is for EXPORT FROM US'. Below these are fields for 'Flag Country of the Ship' (set to 'US'), 'Ship Name' ('SS SAMPLE'), 'Ship Registry Code' ('123'), and 'Voyage #' ('99888'). A 'Name of Master' field contains 'TEST'. Underneath are fields for 'District/Port of Unlading' ('0901-010') and 'Location of Goods (FIRMS)'. To the right of these are fields for 'IMO No.' and 'ETA for imports to U.S. (ETD for Exports)' ('April 20, 2008 (Sun)'). Below these are fields for 'Estimated Time of Vessel Arrival' ('4:00 PM') and 'Estimated Date/Time of Departure (from last foreign port prior to the U.S.)' ('April 23, 2008 (Wed) / 12:00 AM').

Field/Button	Status	Description
SCAC of Importing Carrier	Mandatory	Enter the SCAC representing the automated importing carrier.
This Manifest is for Export From Us	Conditional	Check this box if this manifest is for Export from the United States. This checkbox is checked for all outbound cargo.
Flag Country of the Ship	Mandatory	Enter the ISO code for the flag country of the importing vessel, or choose this from the pick-list by clicking the ellipsis.
Ship Name	Conditional	Enter the conveyance name using no slashes. This is mandatory if the conveyance code is left blank. Unknown can be used in preliminary transmissions.
Ship Registry Code	Conditional	Enter the Lloyds of London registry code representing the importing conveyance. This is required if the conveyance name is not entered. This is optional for Rail shipments.
Voyage #	Mandatory	Enter the voyage number using no slashes. If this is not available, use the date.
Name of Master	Optional	Enter the name of the master of this vessel.
District/Port of Unlading	Mandatory	Enter the district/port code for the port of unlading. This 7 digit port code can also be selected from the pick-list by clicking the ellipsis.
Location of Goods	Optional	Enter the FIRMS code that identifies the facility where the goods are located or choose from the pick-list by clicking on the ellipsis.
IMO No.	Optional	Enter the International Maritime Organization code.
ETA for Imports/ETD for Exports	Mandatory	Enter the anticipated date of arrival (or date of departure for exports) at the port of unlading. Today's date will default, but you can enter another date or select the date from drop-down.

Estimated Time of Vessel Arrival	Optional	Enter the estimated time of arrival for the vessel.
Estimated Date/Time of Departure	Optional	Enter the estimated date and time of departure for the vessel.

InBonds (Attach to inbonds on the inbond screen)

Entry Type	In-Bond #	Carrier Code	Add
61	111222333	TEST	Edit
			Del

Field/Button	Status	Description
Add	Button	Click to add an in-bond. This will open the shipment info screen, where you can enter this reference/booking information.
Edit	Button	Click to edit the selected Transportation Reference/Booking number. This will open the selected item in the applicable screen.
Del	Button	Click to delete the selected Transportation Reference/Booking number.

AMS In-Bond Record Screen

AMS In-Bond Record

Entry Type 61	In-Bond Carrier Code TEST	Conventional In-Bond # 111222333	Paperless In-Bond #	Bonded Carrier ID
U.S. Port of Destination/Intermediate Destination 0901-010		Foreign Destination	Value 10000	
<input type="checkbox"/> Some or all of this cargo on this inbond is subject to the BTA reporting requirements.				
Port of In-Bond Arrival/Departure (1)	Port of In-Bond Arrival/Departure (2)	Port of In-Bond Arrival/Departure (3)		
Port of In-Bond Arrival/Departure (4)	Port of In-Bond Arrival/Departure (5)	Vessel Name		
<input type="button"/> OK			<input type="button"/> Cancel	

Field/Button	Status	Description
Entry Type	Mandatory	Enter the in-bond entry type, or choose the entry type from the pick-list by clicking the ellipsis.
In-Bond Carrier Code	Conditional	Enter the SCAC of the in-bond carrier, if other than the importing/exporting carrier.

In-Bond #	Mandatory	Enter the CBP assigned in-bond number.
Bonded Carrier ID	Mandatory	Enter the IRS/ID number of the original bonded carrier.
US Port of Destination	Mandatory	Enter the code representing the CBP district/port of termination for an IT, the port of exportation for a T&E, or the port of arrival for an IE, or choose it from the pick-list by clicking the ellipsis.
Foreign Destination	Conditional	Enter the code representing the foreign port of destination for a T&E or IE bond. This is left blank for IT bonds.
Value	Mandatory	Enter the value in whole dollars of the in-bond movement. Twenty dollars per KG may be used if the value is unknown.
BTA Requirements	Mandatory Checkbox	Check this box if the cargo on the in-bond is subject to BTA reporting requirements.
Port of Arrival/Departure	Conditional	Enter the code representing the US port where the shipment anticipates exiting or re-entering the country after transiting Canada prior to traveling to the in-bond port of destination.
Vessel Name	Optional	Enter the vessel name for this in-bond movement.
OK/Cancel	Buttons	OK will save the in-bond record item. Cancel will cancel and go back to the main AMS screen without saving.

- Next, move on to the [AMS Bill of Lading Tab](#)

AMS Bill of Lading Tab

Manifest		Bills of Lading	Equipment Inventory
Bills of Lading			
Issuer Code	Master Bill #		
TEST	1122334455	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/>	

Field/Button	Status	Description
Add	Button	Click to add a bill of lading. This will open the Bill of Lading screen, where you can enter this bill of lading information.
Edit	Button	Click to edit the selected bill of lading. This will open the selected item in the Bill of Lading screen.
Del	Button	Click to delete the selected bill of lading.

Field/Button	Status	Description
Issuer Code/Master Bill #	Mandatory	Enter the issuer code and master bill # associated with this bill of lading. The master bill # must be unique for the issuer (cannot be re-used within three years).
Foreign Port of Lading	Mandatory	Enter the code for the foreign port where the goods were loaded onto the importing conveyance for export to the United States. You can choose this from the pick-list by clicking on the ellipsis.
First Foreign Port	Optional	Enter the first foreign port from which the product is exported.
BOL Status	Mandatory	Choose the correct Bill of Lading Status Indicator from the pick-list.
City/Country of Export	Mandatory	A valid city or country name in which the carrier first took possession of the cargo destined to the US.

Total Pieces	Mandatory	Enter the total number of pieces on the BOL. This total must match the total pieces of the combined from the individual equipment records.
Units	Mandatory	Enter the appropriate code for the UOM used, or select this from the pick-list by clicking the ellipsis.
Weight	Mandatory	Enter the shipment weight, and use the radio buttons to choose from pounds (LB) or kilograms (KG)
Volume	Optional	Enter the value representing the shipment's volume. Use the radio buttons to choose either cubic feet(CF) or cubic meters(CM).
Location of Goods (FIRMS)	Optional	Enter the FIRMS code that identifies the facility where the goods are located or choose from the pick-list by clicking on the ellipsis.
Export Information	Optional	Enter the code representing the reason the shipment does, or does not, require transaction data, or choose this from the pick-list by clicking on the ellipsis.
Secondary Notify Parties (SCAC)	Optional	Enter the SCAC or automated FIRMS of the secondary notify party authorized to receive a copy of the bill of lading notification.
Last Foreign Port	Mandatory	Enter the code representing the foreign port from where the vessel departed for the US, or choose from the pick-list by clicking on the ellipsis.
MOT Prior to Loading	Optional	Enter the code indicating the type of conveyance used to carry the manifested cargo to the port of lading, or choose from the pick-list by clicking on the ellipsis.
Method of Payment	Optional	Enter the code identifying the method of payment for the transportation to the US, or choose from the pick-list by clicking the ellipsis.
Validation Tool	Button	Click to verify that you have entered valid information for this bill of lading.

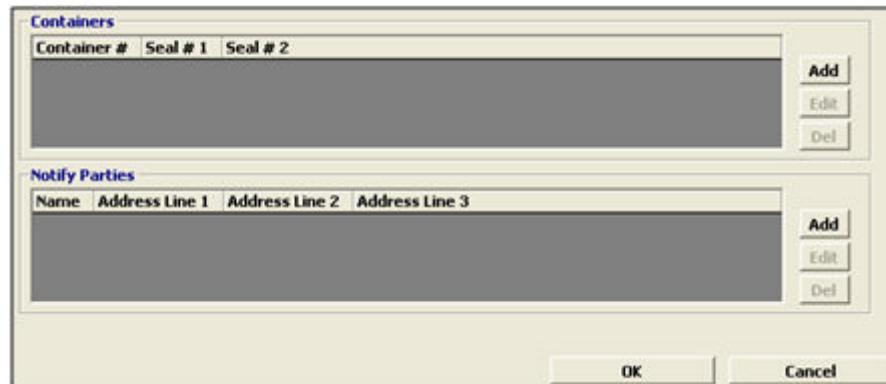
Automotive Advance Shipment Notice (ASN) *OR* MVOCC Master Bill #

Qualifier Reference Identifier (Master Bill #)

Shipper Name CHEMCREST ARCHITECTURAL PRODUCTS	Select from List	Consignee Name ABLE INC	Select from List
Address 830 KING EDWARD		Address 123456 TOWN RD	
WINNIPEG, MB L9C 3Y5 CA		BUFFALO, NY 14222 US	
Phone (or 4th Address Line) (963) 852-7412		Phone (716) 823-5678	Cons.Type <input type="checkbox"/> ...
In-Bond Information			
Attach InBond	In Bond # 111222333	Entry Type 61	Port of Destination 0901-010
Detach InBond			

Field/Button	Status	Description
Qualifier	Mandatory	Enter the code indicating the type of export shipment, or choose from the pick-list by clicking on the ellipsis
Reference	Mandatory	Enter the automotive ASN number, or the unique reference number

Identifier (Master Bill #)		associated with the qualifier that you've entered/selected.
Shipper Name/ Address/ Phone #	Mandatory	Manually enter the shipper information, or click Select from List to select from your transaction parties. The phone number is optional.
Consignee Name/ Address/ Phone #	Mandatory	Manually enter the consignee information, or click Select from List to select from your transaction parties. The phone number is optional.
Consignee Type	Optional	Enter consignee type by choosing I for intermediate or U for ultimate.
Select from List	Button	Click this button to select the shipper/consignee from the pick-list.
Attach In-Bond	Button	Click this button to attach an in-bond to this bill of lading.
Detach In-Bond	Button	Click this button to detach an in-bond from this bill of lading.



Field/Button	Status	Description
Add	Button	Click to create a new container/notify party. This will open the AMS containers/notify party screen.
Edit	Button	Click to edit the selected container/notify party. This will open the selected item in the AMS containers/notify party screen.
Del	Button	Click to delete the selected container/notify party.
OK/Cancel	Buttons	Click OK to save the bill of lading and exit the bill of lading screen. Click Cancel to exit without saving.

AMS Container/Equipment Record

Container/ Equipment #	Seal #1	Seal #2		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Container/Equipment Description Code	Container Len (ft) (In)	Container Height (ft)(In)	Container Width (ft) (In)	Container/Equipment Type
<input type="text"/> ...	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>
Load/Empty Status Code	Type of Service Code			
<input type="text"/> ...	<input type="text"/> ...			

Field/Button	Status	Description
Container/Equipment #	Mandatory	Enter the valid container/equipment number for this bill of lading. This must reflect the number exactly as it appears on the container. Enter NC for non-containerized freight. This number (or NC) cannot be duplicated within the same bill.
Seal #	Conditional	Enter a valid exporter/carrier seal number associated with this container/equipment.
Description Code	Mandatory	Enter the code describing the type of container or equipment used for this shipment, or choose from the pick-list by clicking on the ellipsis.
Container Dimensions	Conditional	Enter the length, height, and width of the container in inches and feet.
Container/Equipment Type	Conditional	Enter the code identifying the type of container/equipment. This can be used in lieu of the container dimensions.
Load/Empty Status Code	Optional	Enter the code which specifies the loaded condition of the transportation equipment, or choose from the pick-list by clicking on the ellipsis.
Type of Service Code	Conditional	Enter the code specifying the extent of transportation service required, or choose from the pick-list by clicking on the ellipsis.

AMS Vehicle Information (or Foreign Port of Lading for an empty container on a conveyance)

VIN	Foreign Port	Factory Car Order Number	Add
<input type="text"/>			Edit
<input type="text"/>			Del

Additional Cargo Description Records

Piece Count	Description	C4 Number	C/O	Add
<input type="text"/>				Edit
<input type="text"/>				Del

OK **Cancel**

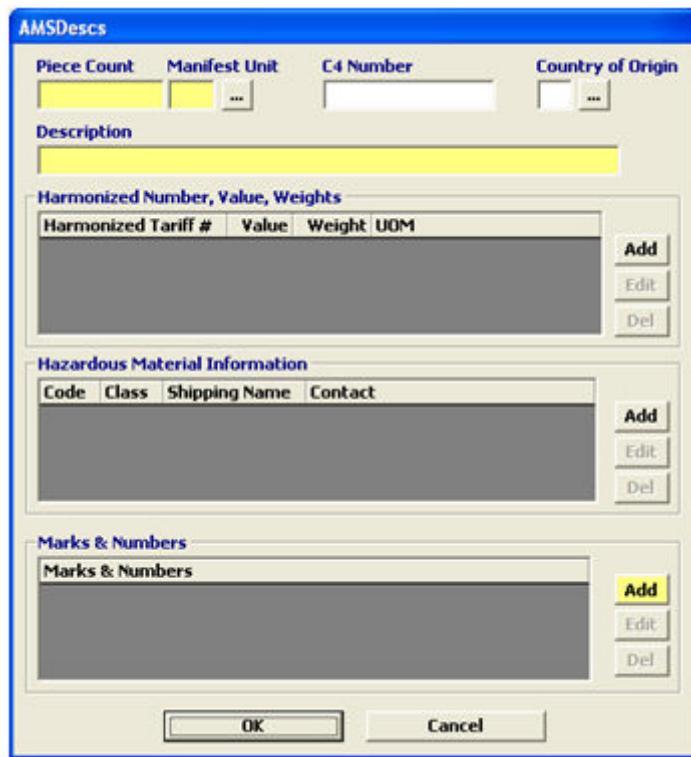
Field/Button	Status	Description
Add	Button	Click to create a AMS vehicle/additional cargo description. This will open the Vehicle/AMS Descs screen.
Edit	Button	Click to edit the selected AMS vehicle/additional cargo description. This will

		open the selected item in the Vehicle/AMS Descs screen.
Del	Button	Click to delete the selected item.
OK/Cancel	Buttons	Click OK to save the equipment record and return to the bill of lading screen. Click Cancel to exit without saving.

Vehicle/Foreign Port Record

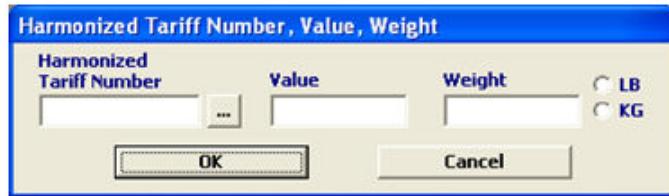
Field/Button	Status	Description
VIN	Mandatory	Enter the unique vehicle identification number (VIN) that is stamped on a vehicle by the manufacturer.
Factory Car Order #	Optional	Enter the number to be supplied by the shipper for Canadian Customs requirements at the border points for all furnished motor vehicles exported to the US from Canada.
Foreign Port of Lading	Conditional	Enter the code for the foreign port in which an empty container was laden on the conveyance, or choose this from the pick-list by clicking on the ellipsis.
OK/Cancel	Buttons	Click OK to save this vehicle record and return to the equipment record screen. Click Cancel to exit without saving.

Additional Cargo Description Records



Field/Button	Status	Description
Piece Count	Mandatory	Enter the total number of pieces in the container. This is the number of the smallest exterior package units.
Manifest Unit	Mandatory	Choose the code for the UOM associated with this piece count.
C4 Number	Optional	Enter the CBP C4 number for line releases.
Country of Origin	Optional	Enter the ISO code for the country of origin for the commodity, or choose from the pick-list by clicking on the ellipsis.
Description	Mandatory	Enter a description of the cargo.
Add	Button	Click to create a HTS, HazMat, or Marks & Numbers record. This will open the appropriate screen.
Edit	Button	Click to edit the selected HTS, HazMat, or Marks & Numbers record. This will open the selected record in the appropriate screen.
Del	Button	Click to delete the selected record.
OK/Cancel	Buttons	Click OK to save the AMSDescs screen and return to the equipment record screen. Click Cancel to exit without saving.

Harmonized Tariff Number, Value, Weight Record



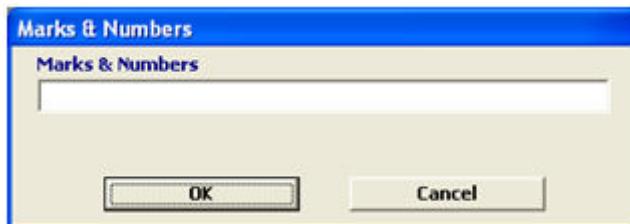
Field/Button	Status	Description
Harmonized Tariff Number	Conditional	Enter the HTS for the commodity. This is mandatory for paperless in-bond entries for T&E and IE bonds.
Value	Optional	Enter the value of the commodity. You can estimate at twenty dollars per KG if necessary.
Weight	Conditional	Enter the weight of the commodity and select the UOM from the radio buttons.
OK/Cancel	Buttons	Click OK to save the HTS and return to the equipment record screen. Click Cancel to exit without saving.

Hazardous Material Record



Field/Button	Status	Description
HazMat Code	Mandatory	Enter the identification code assigned to the hazardous material.
Code Qualifier	Mandatory	Choose the code qualifier associated with this HazMat class.
UN HazMat Page	Optional	Enter the page number in the IMDG code in which the hazardous material identification appears.
Class	Optional	Enter the code for the hazardous class or the division for the material in the

		International Maritime Dangerous Goods (IMDG) code.
Description of Classification	Conditional	Enter the description of the HazMat class listed. This is a free-form description of the hazmat class, division, or label requirements.
HazMat Shipping Name	Optional	Enter the proper shipping name of the material designated as hazardous.
HazMat Description	Optional	Enter the material name, special instructions, and/or the phone number if applicable.
Contact	Optional	Enter the contact, if applicable.
Flashpoint Temp	Conditional	Enter the lowest temperature at which the vapor of a hazardous combustible liquid will ignite in the air.
UOM	Conditional	Enter the UOM for the flashpoint temperature. This should always be CE (Degrees Centigrade/Celsius)
Flashpoint Temp is Negative	Checkbox	Check this box if the temperature listed is negative.
OK/Cancel	Buttons	Click OK to save this HazMat record and return to the equipment record screen. Click Cancel to exit without saving.

Marks & Numbers

Field/Button	Status	Description
Marks & Numbers	Mandatory	Enter the written description of the symbols and markings that are on the outside of the packaging.
OK/Cancel	Buttons	Click OK to save and return to the AMSDescs screen, or click Cancel to exit without saving.

AMS Notify Parties



Field/Button	Status	Description
Select from List	Button	Click this button to select the notify party from the pick-list.
Name	Mandatory	Enter the valid notify party name.
Address	Mandatory	Enter the address for the notify party.
OK/Cancel	Buttons	Click OK to save this notify party, or click Cancel to return to the equipment record without saving the notify party.

- Next, move on to the [AMS Equipment Inventory Tab](#)

AMS Equipment Inventory Tab

The AMS Equipment Inventory is used to enter data for filing empty containers and/or equipment.

Empty Containers		
Container #	Seal # 1	Seal # 2
TEST123456	AAA222	

Field/Button	Status	Description
Add	Button	Click to create an empty container record. This will open the empty container/equipment screen.
Edit	Button	Click to edit the selected empty container record. This will open the selected record in the empty container/equipment screen.
Del	Button	Click to delete the selected record.

Container/ Equipment #	Seal #1	Seal #2		
TEST123456	AAA222			
Container/Equipment Description Code	Container/Equipment Type	Container Len (ft) (In)	Container Height (ft) (In)	Container Width (ft) (In)
CN				
Load/Empty Status Code	Type of Service Code			
AMS Vehicle Information (or Foreign Port of Lading for an empty container on a conveyance)				
VIN	Foreign Port	Factory Car Order Number	Add	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>				

Field/Button	Status	Description
Container/ Equipment #	Mandatory	Enter the valid container/equipment number for this bill of lading. This must reflect the number exactly as it appears on the container. Enter NC for non-containerized freight. This number (or NC) cannot be duplicated within the same bill.
Seal #	Conditional	Enter a valid exporter/carrier seal number associated with this

		container/equipment.
Description Code	Mandatory	Enter the code describing the type of container or equipment used for this shipment, or choose from the pick-list by clicking on the ellipsis.
Container/Equipment Type	Conditional	Enter the code identifying the type of container/equipment. This can be used in lieu of the container dimensions.
Container Dimensions	Conditional	Enter the length, height, and width of the container in inches and feet.
Load/Empty Status Code	Optional	Enter the code which specifies the loaded condition of the transportation equipment, or choose from the pick-list by clicking on the ellipsis.
Type of Service Code	Conditional	Enter the code specifying the extent of transportation service required, or choose from the pick-list by clicking on the ellipsis.
Add	Button	Click to create an AMS Vehicle record. This will open the AMS Vehicle screen.
Edit	Button	Click to edit the selected AMS Vehicle record. This will open the selected record in the AMS Vehicle screen.
Del	Button	Click to delete the selected record.
OK/Cancel	Buttons	Click OK to save the empty container record and return to the equipment inventory screen. Click Cancel to exit without saving.

- Once you've completed your AMS data, move on to [Completing an AMS Transaction](#)

Completing an AMS Transaction

Completing an AMS Transaction

Saving & Transmitting an AMS

When your AMS is complete and ready to be transmitted, use the following steps to save and transmit your manifest:

- Once you've completed all of the information on the AMS Manifest main screen, you want to click File, Save to save the AMS information.
 - This will automatically run the Validation Tool if you haven't already done so
- Once you are back on the transaction screen click on AMS, Transmit and choose the type of transmission that you'd like to perform.



- You should see a screen acknowledging your successful transmission. If you see the following message, you will have to submit a support ticket requesting that we add the desired SCAC to your AMS module.



AMS Transmissions

There are multiple transmission types that can be performed in the SmartBorder AMS module. In addition to the Full AMS transmission, your AMS can be updated/changed electronically using these transmissions. The existing information entered in your AMS will transmit in the appropriate fields, based on the type of transmission that you choose.

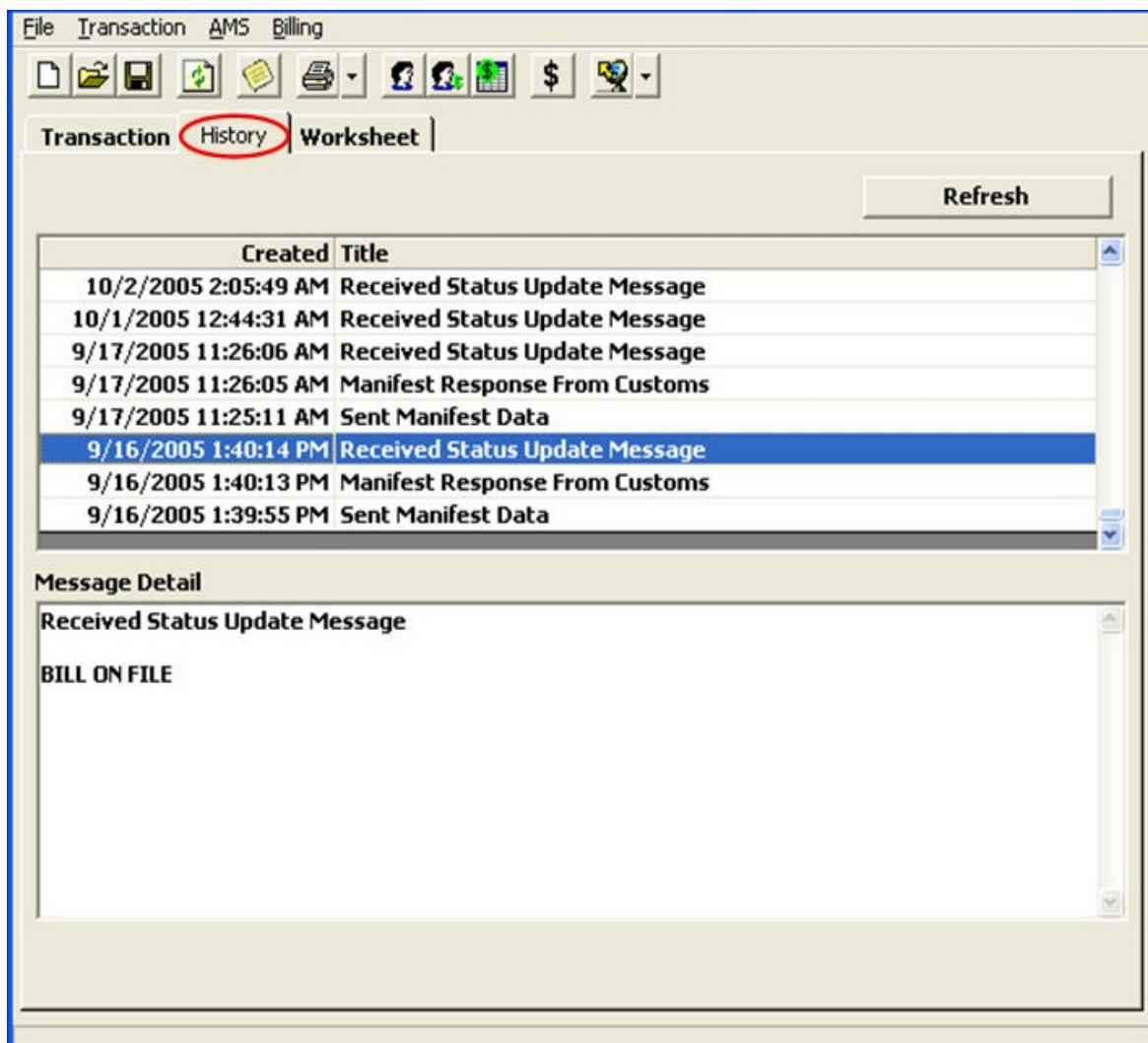
This link provides a video on how to create a Permit to Transfer :

<http://www.smartborder.com/howto/PTT%20VIDEO.htm>

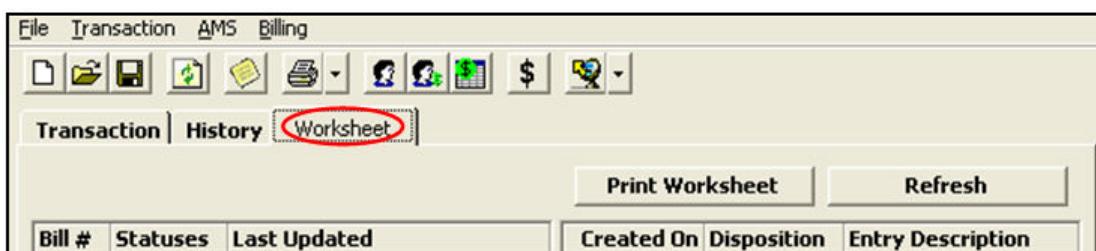
Field/Button	Description
Full AMS	This will transmit the full AMS transmission. This is used initially to put your AMS on file. You must have an accepted AMS response from this Full AMS transmission before you will be able to transmit any of the other AMS transmissions.
AMS In-Bond & Conveyance Arrival Message	This transmission may be used to arrive, depart, or export all in bond movements in intermediate/destination ports, depart vessels from a foreign port/arrive vessels in discharge ports, and transfer in bond liability. This is most commonly done through the in-bond module (Controlling an In-Bond) or through the SmartBorder eManifest software (if the bond is prepared in the ABI software).
Permit to Transfer	Use this option to transmit an electronic request for permit to transfer. This allows you to electronically gain authorization for movements within a port. Simply make the necessary changes to the location of the goods on the bill of lading (FIRMS) and transmit to electronically update this AMS to display the correct location of the goods.
Equipment Inventory	The Equipment Inventory transaction is used to report a listing of all empty equipment (containers, chassis) imported aboard an ocean conveyance, as well as empty containers loaded at domestic ports and carried coast wide for discharge at other U.S. ports. This record is used to transmit the empty container/equipment and seal numbers. Complete the information on the AMS Equipment Inventory Tab and then transmit.
General Order Status	Use this option to transmit an electronic General Order Status update. At the expiration of the layorder period, you will receive a bill of lading status notification message (R01, R02) from AMS identifying items eligible for General Order. You can use this General Order Status transmission to request an extension of the layorder period, if necessary. You will receive an advisory (in the worksheet tab) 2 days prior to the expiration of the layorder.

AMS History/Worksheet

- Click on the History tab to view the transmissions for this transaction:



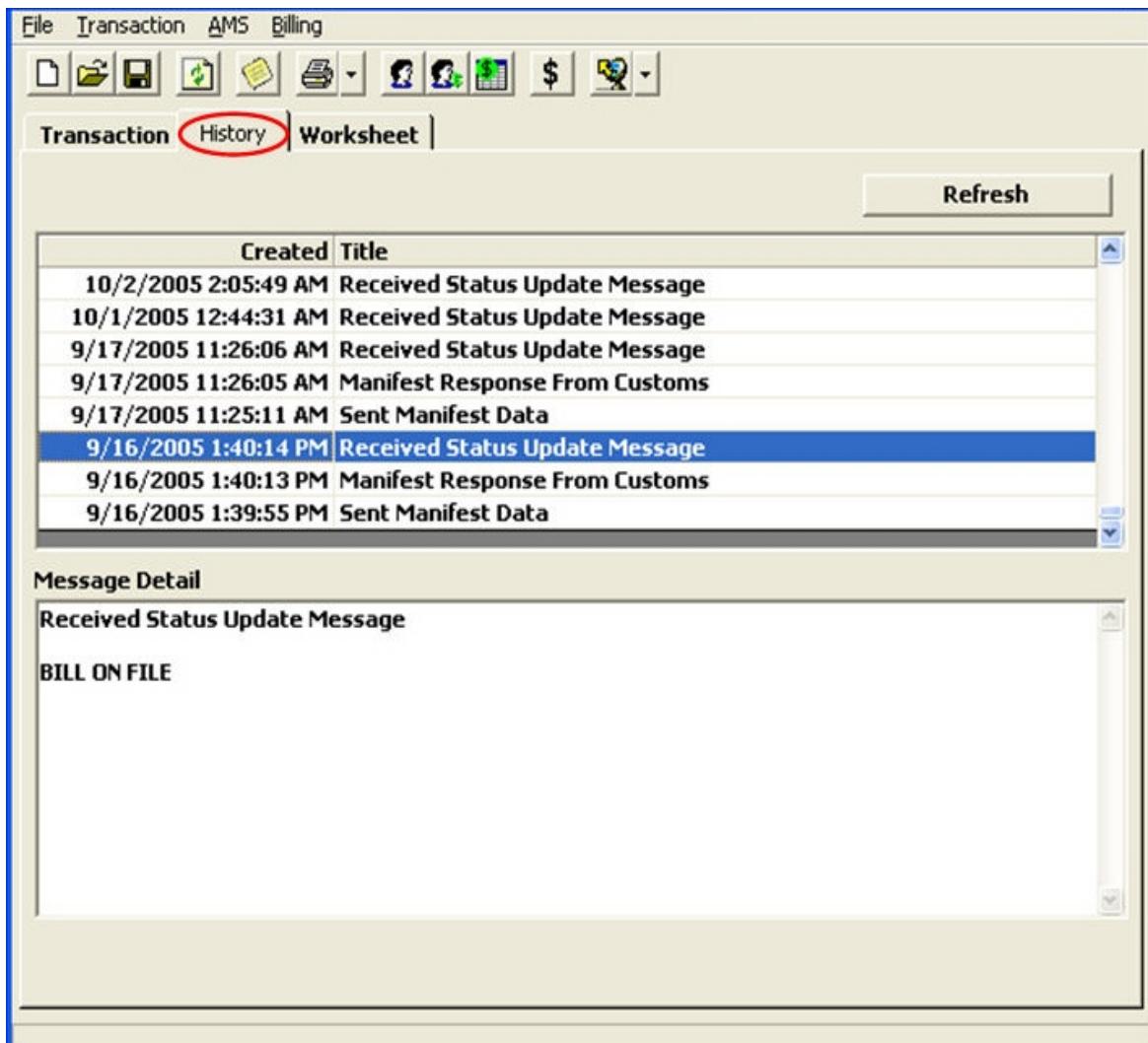
- For detailed versions of these status update/disposition messages, click on Worksheet:



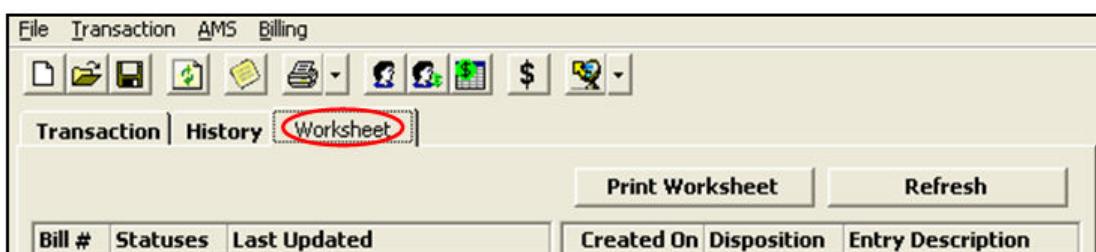
- You can click Refresh on these screens to refresh/get the updated listing of transmissions

AMS History/Worksheet

- Click on the History tab to view the transmissions for this transaction:



- For detailed versions of these status update/disposition messages, click on Worksheet:



- You can click Refresh on these screens to refresh/get the updated listing of transmissions

Billing Tools

Billing Tools

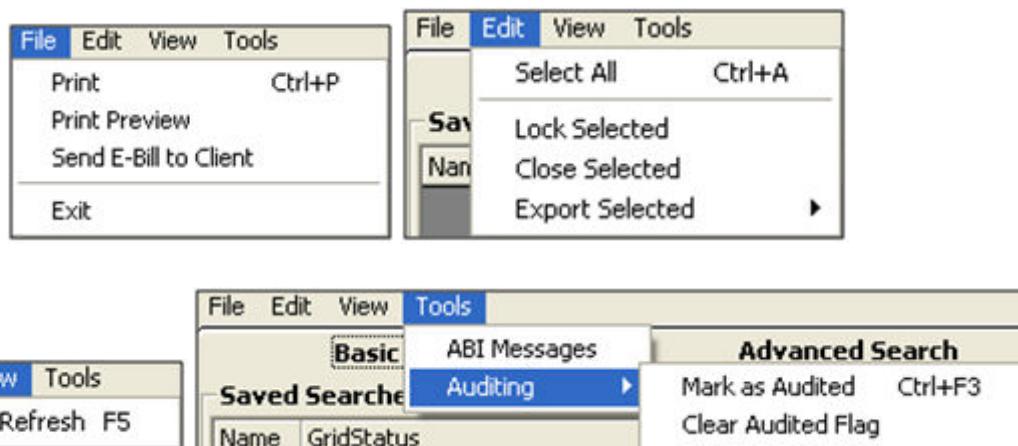
The Billing Tools module allows you to manage your SmartBorder billings from one central grid.

- Click on the Billing Tools menu and on the main SmartBorder screen.

The screenshot shows the SmartBorder software interface with the following details:

- Title Bar:** SmartBorder®
- Header:** SmartBorder (with a logo)
- Top Right:** HELP button
- Left Sidebar (Menu):**
 - Transactions
 - Electronic Invoice (All)
 - Client Profiles
 - ABI Module
 - Reports
 - ADHOC Reports
 - Other Modules
 - In-Bond (OF-7512)
 - Reconciliation
 - Manifest (AMS)
 - Export (AES/SED)
 - Protest
 - FDA Prior Notice
 - Tools
 - Billing Tools
 - Change Password
 - Management
 - System Administration
 - Reference
 - Tariff Picker
 - Query Cargo Manifest
 - FDA Product Codes
 - User Manual
 - General Information
 - Form CBP-7501
 - System Requirements
- Central Content Area:**
 - Top Stories:**
 - SmartBorder on Facebook and Twitter (7/9/2009 1:04:50 PM)
 - Check out SmartBorder on Facebook and Twitter for SmartBorder and Industry updates
 - SmartBorder Gains ACE Entry Summary Certification (6/8/2009 2:25:53 PM)
 - SmartBorder Eases the Burden of Lacey Act (6/8/2009 2:24:45 PM)
 - What's New with the Lacey Act? (3/19/2009 5:29:31 PM)
 - Admin Messages:**
 - 08/14/09 Update on Air In-Bond Functionality 09-000289
 - 08/14/09 Harmonized Tariff Information on ITC Web Site 09-000288
 - 08/14/09 Another delay of Trade Action in Beef Hormones Disp. 09-000287
 - 08/12/09 Reminder of Fatal ISF Edit Modifications 09-000286
 - 08/07/09 Import Alert Listings on FDA Internet Site 09-000284
 - 08/07/09 ACS Specialist 09-000283
 - 08/04/09 ACE Portal Reports Dictionary 09-000282
 - 08/04/09 ACE Portal Reports Dictionary 09-000281
 - 08/03/09 Phone @CBP Cargo Facility, SFIA been restored 09-000280
 - 07/31/09 Phone outage @CBP Cargo Facility, SFIA 09-000279
 - 07/30/09 Dynamic VPN [Internet] Trade Participants:Communic 09-000278
 - 07/29/09 UPDATE for ACE Reports issue referenced in CSM509- 09-000277
 - 07/28/09 Attention All ACE Report Users 09-000276
 - 07/27/09 CBP Publishes "10+2" Mitigation Guidelines 09-000275
 - 07/27/09 Updated Running ACE Reports User Guide for Trucks 09-000274
 - Industry News:**
 - Commission Vote: Woven Electric Blankets from China (usitc.gov)
 - News Release: Probable Effects Report -- Proposed Modification of U.S.-Singapore FTA Rules of Origin (usitc.gov)
 - Commission Vote: Adequacy Determination -- Pressure Sensitive Plastic Tape from Italy (usitc.gov)
 - News Release: Section 337 Inv. -- Collaborative System Products(usitc.gov)
 - News Release: Shifts in U.S. Merchandise Trade 2008 Released (usitc.gov)
 - Commerce Initiates Antidumping and Countervailing Duty Investigations of Narrow Woven Ribbons with Woven Selvedge from Taiwan (AD) & China (trade.gov)
 - News Release: The Year in Trade 2008 Released (usitc.gov)
 - CBP ISF/“10+2” 2009 Outreach Schedule (cbp.gov)
- Right Sidebar (User Information):**
 - Filer Code: 000
 - Login: SUser
 - Related Links:**
 - HARMONIZED TARIFF By Chapter
 - ACE Portal
 - U.S. Customs Website
 - Journal of Commerce
 - CROSS - Customs Rulings
 - USITC - U.S. International Trade Commission
 - AES Direct
 - Steel Importing License Info
 - SmartBorder Client Side Demo (requires Flash)
 - Download Adobe Flash Player (if required)
 - FDA - Food & Drug Administration
 - Food & Agricultural Import Regulations
 - FDA Food Labeling Guide
 - FCC - Federal Communications Commission
 - DOT - Dept. of Transportation
 - FWS - Fish & Wildlife - Electronic Declarations
 - U.S. Customs Marking of Goods Requirements
 - FTC - Federal Trade Commission
 - Conversion Info
 - 3-Letter AIR Carrier (IATA) Codes

Menu Options



Menu Option	Description
File - Print/Print Preview	Print the selected billing invoice. Click Print Preview to view this invoice on your screen.
File - Send E-Bill to Client	Send the e-bill to the client for the selected billing. This is how you can manually send an e-bill if necessary.
File - Exit	Exit the billing tools module.
Edit - Select All	Select all of the search results. This is used to select all of the bills that match a certain search criteria, for batch printing/exporting.
Edit - Lock/Close/Export Selected	Lock/Close/Export the selected billing(s). The close feature is used to close a consolidated billing. If you choose export, you will have to choose your accounting software from the listing (ex. Quickbooks)
View - Refresh	Refresh the displayed listing based to the latest search criteria.
Tools - ABI Messages	Open the ABI message window. Use this option to check the ABI status of ABI messages associated to a transaction.
Tools - Auditing	Flag the selected bill(s) as audited using the “mark as audited” feature. You can also clear the audited flag by selecting “clear audited flag”.

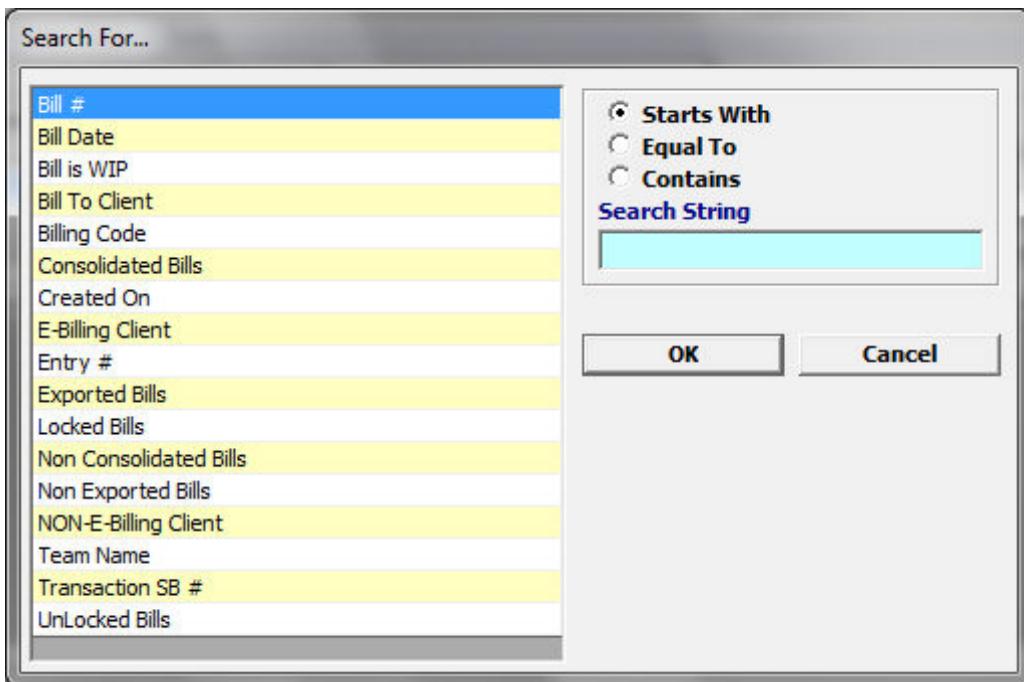
Billing Tools Grid

Name	GridStatus							
SAMPLE	User							
<p style="text-align: right;">Add</p> <p style="text-align: right;">Edit</p> <p style="text-align: right;">Delete</p>								
transaction SB #	Bill #	Bill Date	Entry #	Created On	Total	Bill Client	Total Payable	
12958710	1000004	5/6/2008		5/6/2008 2:27:35 PM	\$110.00	ABLE INC	\$50.00	
13175496	1000005	5/28/2008		5/28/2008 12:46:26 PM	\$50.00	ABLE INC	\$0.00	
12293197	1000006	6/17/2008		6/17/2008 3:12:22 PM	\$50.00	ABLE INC	\$0.00	
<p style="text-align: center;">(S)ave Search (R)efresh (F5) (O)ptions (N)otes/Info (E)xport (S)elect (C)ancel</p>								

Button/Tab	Description
Basic Search/ Advanced Search	Choose the appropriate tab to create a new search.
Save Search	Save the selected search. This will convert an advanced search into a basic search.
Refresh	Refresh the displayed listing based to the latest search criteria.
Options	Open the grid options screen.
Notes/Info	Open the notes screen for the selected record.
Export	Export the selected search results to a Microsoft Excel Spreadsheet. You can highlight multiple files for batch exporting and printing as well.
Select	Select/Open the selected billing.
Cancel	Cancel saved changes and return to the main SmartBorder screen.

Billing Tools Grid Search Options

Click the ADD button to view the available search options :



Search Option	Description
Bill #	Search by Bill / Invoice Number.
Bill Date	Search by Bill Date.
Bill is WIP	Search a Bill that is marked "Work In Progress" (not yet completed) in an entry.
Bill To Client	Search by the Bill To Client.
Billing Code	Search by Billing Code - this code is a field in the Customer Profile in the "Notes, Status, Etc." tab that indicates the frequency of billing. This code is used for clients on consolidated or summary billing.
Consolidated Bills	Show Bills marked Consolidated.
Created On	Search by Bill Created On Date or Date Range.
E-Billing Client	Search by E-Billing Client Number.
Entry #	Search by Entry Number.
Exported Bills	Show Bills marked Exported.
Locked Bills	Show Bills marked Locked.
Non Consolidated Bills	Show Non Consolidated Bills.
Non Exported Bills	Show Bills that have not been Exported to Accounting.
Non E-Billing Client	Search by a client who is not E-billed.
Team Name	Search by Team Name.
Transaction SB #	Search by Smartborder Transaction Number.
UnLocked Bills	Show Bills that are not marked as Locked.

FDA Prior Notice Standalone

FDA Prior Notice Module

The SmartBorder Prior Notice module is a stand-alone application used primarily to file prior notice for in-bond transactions, to obtain a prior notice confirmation number before preparing an entry/in-bond, or when a typical SmartBorder transaction is not created. Example: If an entry is filed without prior notice, and it's later determined that prior notice is required, you could do a separate prior notice that links up to the original entry through this stand alone module.

There is a How-To Demo for FDA Prior Notice on our Support Center web site: <http://help.smartborder.com>



Use the following links, or choose from the complete list in the left frame of this window:

[Prior Notice Basics](#) - This section covers the basics of using the SmartBorder FDA Prior Notice module.

[Creating a Prior Notice](#) - This section will assist you in creating an FDA Prior Notice transaction.

[Prior Notice Line Items](#) - A guide to completing the FDA Prior Notice Line Items.

[Completing a Prior Notice](#) - This section covers saving & transmitting, as well as the FDA Prior Notice grid.

FDA Prior Notice Basics

Accessing the FDA Prior Notice Module

- Click on the FDA Prior Notice link on the SmartBorder Main Page:

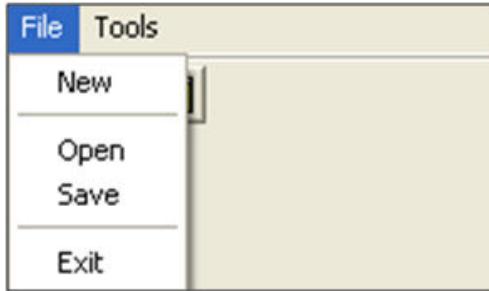
The screenshot shows the SmartBorder main interface. On the left is a vertical navigation menu with the following sections and links:

- Transactions**
 - Electronic Invoice (All)
 - Client Profiles
 - ABI Module
- Reports**
 - ADHOC Reports
- Other Modules**
 - In-Bond (CF-7512)
 - Reconciliation
 - Manifest (AMS)
 - Export (AES/SED)
 - Protest
 - FDA Prior Notice**
- Tools**
 - Billing Tools
 - Change Password
 - Management
 - System Administration
- Reference**
 - Tariff Picker
 - Query Cargo Manifest
 - FDA Product Codes
 - User Manual
- General Information**
 - Form CBP-7501
 - System Requirements

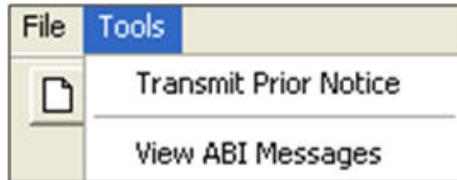
The central area displays three main sections: **Top Stories**, **Admin Messages**, and **Industry News**. The **Top Stories** section lists recent news items. The **Admin Messages** section lists messages from the ACE Portal. The **Industry News** section lists news items from various government agencies. On the right side, there are two panels: **Filer Code: 000** and **Login: SUser**, followed by a **Related Links** panel containing links to various federal agencies and resources.

FDA Prior Notice Menu Options

You'll want to begin by getting familiar with the menu options on the main screen of the FDA Prior Notice module. Once you've created your Prior Notice transaction, you will return to this transaction screen to perform the transmissions associated with the Prior Notice transaction.



Menu Option	Description
File - New	Create a new FDA prior notice transaction.
File - Open	Open a saved FDA prior notice transaction. This will open the Prior Notices grid, where you can search for the desired transaction.
File - Save	Save the current FDA prior notice transaction.
File - Exit	Close the current FDA prior notice transaction, and exit the FDA prior notice module.

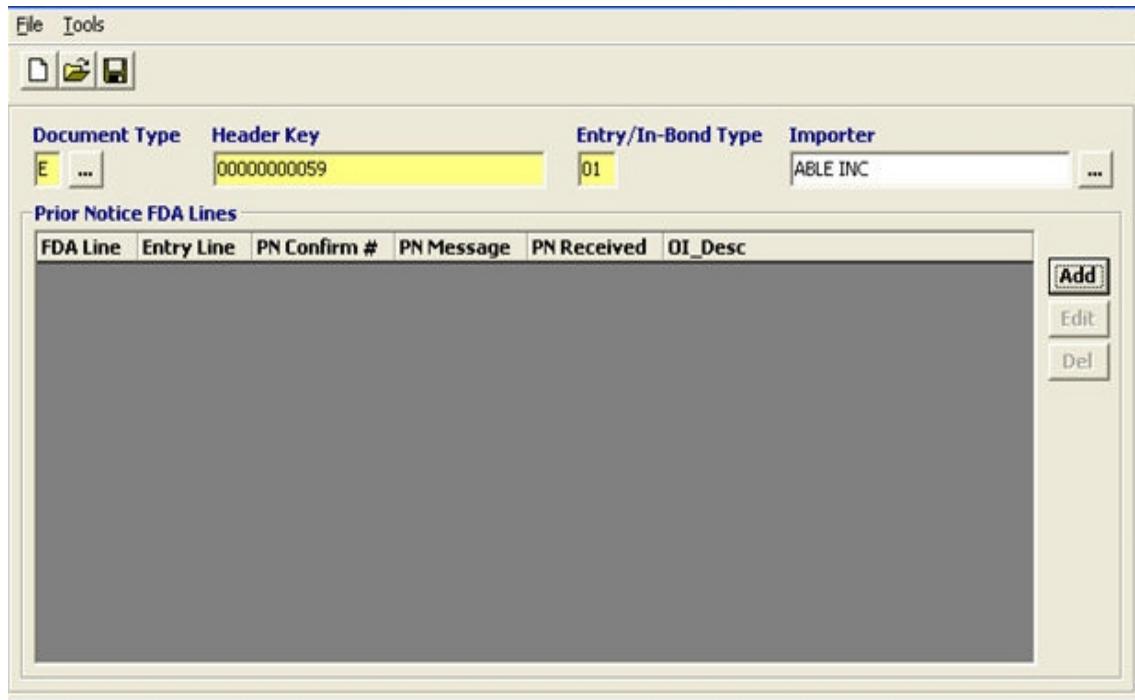


Menu Option	Description
Transmit Prior Notice	Transmit your completed prior notice transaction.
View ABI Messages	View the ABI messages associated with this prior notice transaction.

- Now that you're familiar with the basics of the prior notice module, you're ready to begin [Creating a Prior Notice](#).

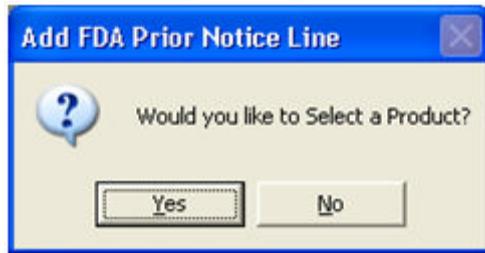
Creating an FDA Prior Notice

- Click File, New to open a new FDA Prior Notice transaction in SmartBorder:



Field/Button	Status	Description
Document Type	Mandatory	Enter the document type for the associated document number (header key). Click the ellipsis to choose the type from the pick-list.
Header Key	Mandatory	Enter the document number associated document type. This can be the entry number, air waybill number, in-bond number, BOL number, or FTZ admissions number.
Entry/In-Bond Type	Mandatory	Enter the entry/in-bond type of the associated document type/header key. (Ex. 01 for formal entry number, 61 for an IT bond number, etc.)
Importer	Optional	Enter the importer, or you can click the ellipsis to choose it from the pick-list or search for the party's profile.
Add	Button	Click to create a new line item. This will open the FDA Prior Notice Line Item screen.
Edit	Button	Click to edit the selected line item. This will open the selected line item in the FDA Prior Notice Line Item screen.
Del	Button	Click to delete the selected line item.

- When you add a new FDA prior notice line, you will receive the following prompt:



- By selecting Yes, you will be prompted to enter the product code
 - Choose the product from the product pick-list by choosing Show All Products
- If you select No, the blank FDA prior notice line item data screen will open.
 - All existing prior notice data for the entry/in-bond/etc. will be displayed in the prior notice information section, at the top of the line item screen.
- Now that you've created your Prior Notice transaction, you must complete the [Prior Notice Line Items](#) screen.
- Once you've completed your Prior Notice data, move on to [Completing a Prior Notice](#).

Prior Notice Line Items

FDA Prior Notice Line Items

Header Information

Prior Notice #	Received On	Reject Reason (if rejected)	Select Product	Refresh
085365316982	3/7/08 2:24 AM			
Prior Notice Message FDA PRIOR NOTICE RECEIVED				

Field/Button	Status	Description
Prior Notice #	Displayed	Displays the Prior Notice number, when available.
Received On	Displayed	Displays the date and time that this prior notice was received.
Prior Notice Message	Displayed	Displays the prior notice message. This will generally show either "FDA PRIOR NOTICE RECEIVED" or "FDA PRIOR NOTICE REJECTED".
Reject Reason	Displayed	Displays the cause of the FDA prior notice reject, if the prior notice is rejected.
Select Product	Button	Use to select the product from the product list. This will open the prompt for product code (or you can choose the product from the pick-list).
Refresh	Button	Use to refresh the prior notice information section.

Shipment Information

Shipment Information		
Entry Line #	FDA Line #	Tariff #
[1] [+]	[1] [+]	[...]
Carrier Name	SCAC/IATA Code	Country of Shipping
[...]	[...]	[...]
Anticipated Port of Arrival	Anticipated Point Of Crossing	Mode of Transport
[...]	[...]	[...]
Anticipated Date & Time of Arrival	Voyage/Flight Trip #	
[...]	[...] April 01, 2008 02:27 PM	

Field/Button	Status	Description
Entry Line #	Conditional	Enter the entry line number associated with this FDA prior notice. This is required when the prior notice is associated with an entry number.
FDA Line #	Mandatory	Enter the FDA line item number.
Tariff #	Mandatory	Enter the tariff number for the commodity. You can also click the ellipsis to bring up the Tariff picker.
Country of Shipping	Mandatory	Enter the 2 character country or province code, or choose from the pick-list by clicking the ellipsis. This is the last country from which the product is shipped before arriving in the US, so it may not be the country of origin.
Mode of Transport	Mandatory	Enter the 2 digit code for the appropriate mode of transportation of the

		importing carrier, or click the ellipsis to choose from the pick-list.
Location of Goods (FIRMS)	Conditional	Enter the FIRMS code for the arrival location, or choose from the pick-list by clicking the ellipsis.
Voyage/Flight/Trip #	Conditional	Enter the voyage number for vessel shipments, flight number for air shipments, or trip number for truck or rail shipments.
Carrier Name	Conditional	Enter the name of the importing carrier. This is the carrier that is physically bringing the goods into the US.
SCAC/IATA Code	Mandatory	Enter the SCAC or IATA code for the importing carrier.
Carrier Country	Optional	Enter the country code for the importing carrier, or choose from the pick-list by clicking the ellipsis.
Container #	Conditional	Enter the container number, if applicable. Container numbers are required for container entries (MOT 11, 21, 31, and 41).
Rail Car #	Conditional	Enter the rail car number, if applicable. Rail car numbers are required for rail entries (MOT 21/22)
Port of Arrival	Mandatory	Enter the port code for the port of arrival, or choose from the pick-list by clicking the ellipsis.
Point of Crossing	Conditional	This is the name of the port where the shipment will arrive. This will default if you choose the port code from the pick-list.
Date & Time of Arrival	Mandatory	Enter the anticipated date and time of arrival of the shipment, or choose the date from the drop-down menu. This date can be up to 10 days in the future.

Standard FDA Information

"Standard" FDA Information Description

Product Code	Cargo Storage Status	FDA Country of Origin	FDA Actual Mfg ID	FDA Actual Shipper ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Brand Name			FDA Value	FDA Establishment ID
Contact Name	Contact Phone	NOTE: This Contact MIGHT NOT BE the same as the Submitter First/Last Name!		

Field/Button	Status	Description
Description	Mandatory	Enter a description of the product for FDA purposes.
Product Code	Mandatory	Enter the FDA product code for the product, which is the code that identifies the FDA product. Click the ellipsis to use the FDA Product Code Builder.
Cargo Storage Status	Mandatory	Enter the code indicating the status of the FDA product. A is used for ambient, F for frozen, and R is for refrigerated.
FDA Country of Origin	Mandatory	Enter the FDA country of origin/production, or choose from the pick-list by clicking the ellipsis. Please note that the FDA country of origin may vary from the US customs country of origin or the shipped from country.
FDA Actual Mfg.	Mandatory	Enter the manufacturer ID of the actual manufacturer, or choose from the

ID		pick-list by clicking the ellipsis.
FDA Actual Shipper ID	Mandatory	Enter the manufacturer ID of the actual shipper, or choose from the pick-list by clicking the ellipsis.
Brand Name	Conditional	Enter the brand name or the distributor of the article. This is required if an Affirmation of Compliance code is transmitted for a radiation emitting device.
FDA Value	Mandatory	Enter the value of the product/line, in whole dollars.
FDA Establishment ID (FEI)	Conditional	Enter the FDA establishment ID, if necessary. The FEI identifies the final destination for the product. This is not the same as the IRS/Tax ID number. The FEI is assigned consignee number for the FDA "ship to site".
Contact Name	Mandatory	Enter the name of the party that is completing the prior notice. This is the party that the FDA will contact for information.
Contact Phone	Mandatory	Enter the phone number of the party that is completing the prior notice. This is the number where the contact party can be reached for more information.

FDA Registration/Firm Information



Field/Button	Status	Description
Shipper Registration #	Conditional	Enter the FDA Registration number for the shipper. This is the 11 digit number that indicates that the shipper has registered with the FDA.
Manufacturer Registration #	Conditional	Enter the FDA Registration number for the manufacturer. This is the 11 digit number that indicates that the manufacturer has registered with the FDA. This field is not required if you are selecting an exemption code.
Mfg Exempt Code	Conditional	Enter the manufacturer exemption code, or choose from the pick-list by clicking the ellipsis. This indicates the reason for the manufacturer being exempt from FDA registration requirements.
Producer Firm Type	Optional	Enter the manufacturer/processor firm type, or choose from the pick-list by clicking the ellipsis.
Submitter Firm Type	Mandatory	Enter the submitter firm type, or choose from the pick-list by clicking the ellipsis. This indicates the type of firm that is submitting the prior notice.
Owner Firm Type	Mandatory	Enter the owner firm type, or choose from the pick-list by clicking the ellipsis.

Quantities

Quantities			
Quantity - 1	UOM - 1	Quantity - 4	UOM - 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quantity - 2	UOM - 2	Quantity - 5	UOM - 5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quantity - 3	UOM - 3	Quantity - 6	UOM - 6
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dimensions			
#1	#2	#3	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Field/Button	Status	Description
Quantities	Mandatory	Enter the quantities associated with the product. This identifies the packaging of the product. You must report each container/package quantity, decreasing from the largest container to the smallest (base unit/quantity).
UOM (Units of Measure)	Mandatory	Enter the units of measure associated with the quantities, or choose the UOM from the pick-list by clicking the ellipsis. The smallest must be a base unit of measure. FDA UOM codes may differ from US Customs UOM, so please verify the codes that are being used.
Dimensions	Conditional	Enter the product dimensions, when required. For box/cubic dimensions, the order is width, height, and length order. For cylindrical dimensions, the order is diameter and then height.

Misc. Information

Privately Owned Vehicle Information

Privately Owned Vehicle Information		
License #	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>
State/Province Code	Name	
<input type="text"/>	<input type="text"/>	

Field/Button	Status	Description
License #	Conditional	Enter the license number of the vehicle, if the vehicle is privately owned.
Country	Conditional	Enter the country code, or choose from the pick-list by clicking the ellipsis. This is the country in which the vehicle is registered.
State/Province Code	Conditional	Enter the state/province code, or choose from the pick-list by clicking the ellipsis. This is the state/province in which the vehicle is registered.
State/Province Name	Conditional	Enter the state/province name in which the vehicle is registered.

Parties Information

Submitter	Select From List	Importer	Select From List	Consignee	Select From List
First Name	Last Name	Importer IRS #		Consignee IRS #	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Company/Firm Name <input type="text"/>					
Address <input type="text"/> <input type="text"/>					
City	State	City	State	City	State
<input type="text"/>	<input type="button" value="..."/>	<input type="text"/>	<input type="button" value="..."/>	<input type="text"/>	<input type="button" value="..."/>
Zip	Country	Zip	Country	Zip	Country
<input type="text"/>	<input type="button" value="..."/>	<input type="text"/>	<input type="button" value="..."/>	<input type="text"/>	<input type="button" value="..."/>
Phone	Fax	Phone	Fax	Phone	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email <input type="text"/>					

Field/Button	Status	Description
Submitter	Mandatory	Enter the name of the person/party with knowledge of the facts surrounding this transaction/shipment.
Importer	Mandatory	Enter the name of the importer of record contact for this transaction/shipment.
Consignee	Mandatory	Enter the name of the consignee contact for this transaction/shipment.
Select From List	Button	Click this button to select the appropriate client from the pick-list.
Name (First/Last)	Mandatory	Enter the first and last name for each contact.
Company/Firm Name	Mandatory	Enter the company/firm name for each contact.
Address/City/State/ Zip/Country	Mandatory	Enter the Address, City, State, Zip code, and Country for each contact.
Phone/Fax/Email	Mandatory	Enter the Phone number, Fax number, and email address for each contact.

Package/Can Codes

Package/Can Codes	
Package/Can Code	
<input type="text"/>	
<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="button" value="Del"/>	

Field/Button	Status	Description
Add	Button	Click this button to add a Package/Can code.

Edit/Del	Buttons	Click edit to edit the selected package/can code, or click del to delete the code.
----------	---------	--



Field/Button	Status	Description
Package/Can Code	Optional	Enter the package/can code for the product on this shipment.
OK/Cancel	Buttons	OK will save the package/can code. Cancel will cancel and go back to the main FDA Prior Notice screen without saving.

- When you have completed your Prior Notice Line Item, click OK at the bottom of the FDA prior notice line item data screen. Clicking Cancel will close this screen, without saving.
- You can then click Add to add another prior notice line item
- Once you've completed your Prior Notice data, move on to [Completing a Prior Notice](#).

Completing a Prior Notice

Completing an FDA Prior Notice

Once you have completed your prior notice(s), you need to manage these transactions properly to ensure that the FDA received your information, and that you receive the prior notice confirmation numbers when they are available.

Saving & Transmitting a Prior Notice

- When you have completed your FDA Prior Notice transaction, click File, Save or click  to save.
- Click on Tools, Transmit Prior Notice to transmit your Prior Notice Request

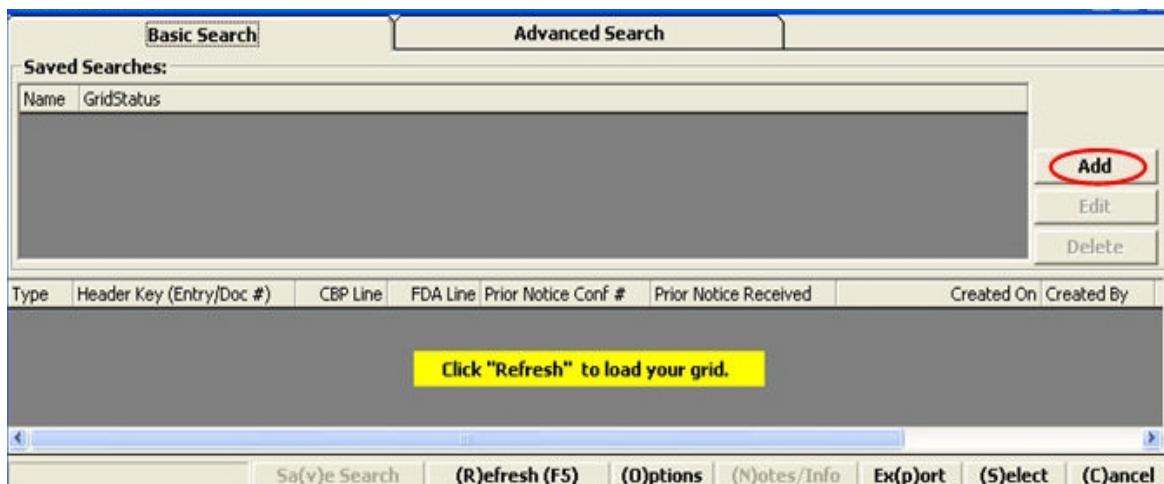


- Click on Tools, View ABI Messages to view the messages associated with this transaction.

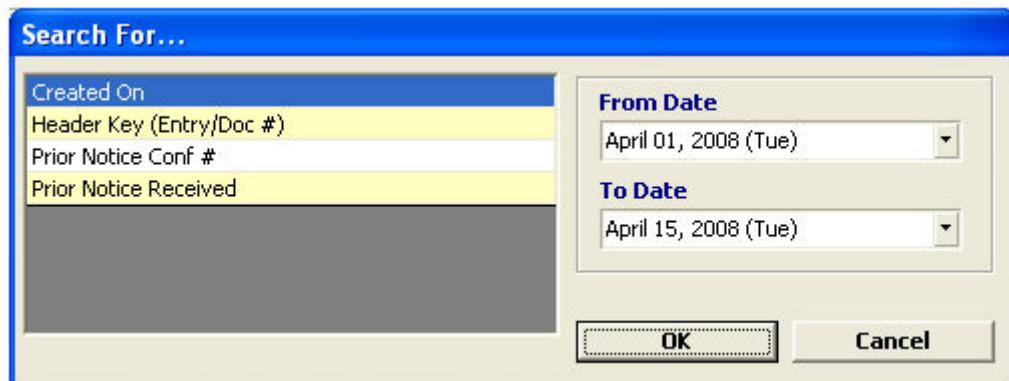
Prior Notices Grid

When you want to open a previous prior notice transaction, or if you'd like to review your prior notice information, you will use the prior notice grid. This is the best method for looking up multiple prior notices, including PN Confirmation numbers and PN received dates/times.

- Click on the File, Open or click  to open the Prior Notices Grid
- To perform a Basic Search, click the Add button



- To perform an Advanced Search, click on the Advanced Search Tab and click Add to create search criteria



- Then click OK to save your search criteria, and add any additional criteria as necessary. Your prior notice confirmation numbers/received dates will display in the grid.

Basic Search Advanced Search

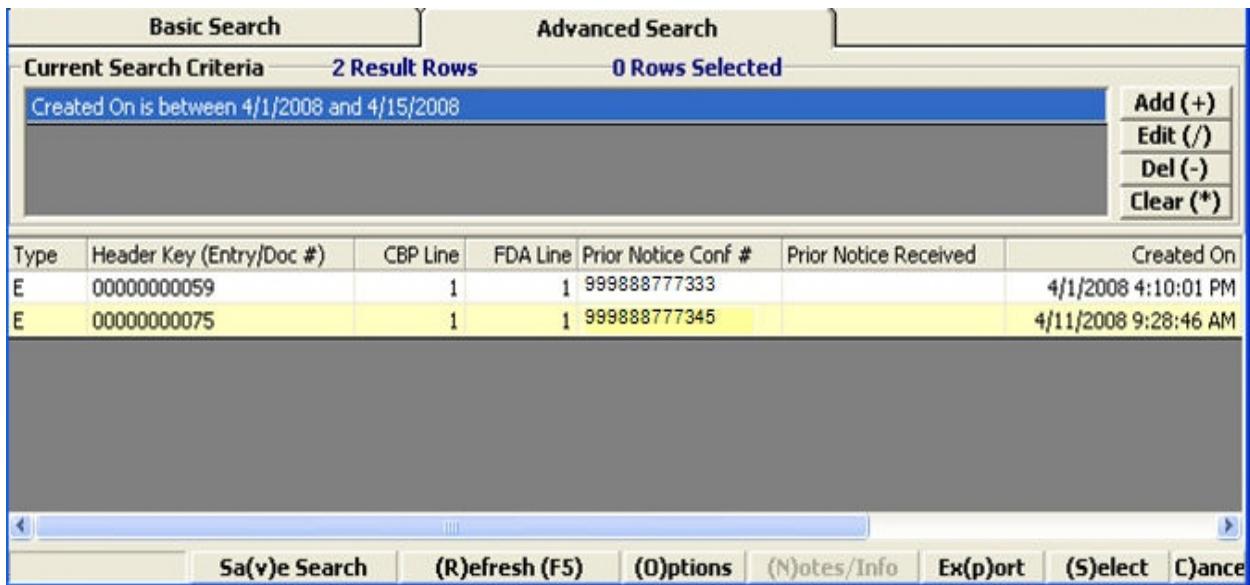
Current Search Criteria 2 Result Rows 0 Rows Selected

Created On is between 4/1/2008 and 4/15/2008

Add (+) Edit (/) Del (-) Clear (*)

Type	Header Key (Entry/Doc #)	CBP Line	FDA Line	Prior Notice Conf #	Prior Notice Received	Created On
E	00000000059	1	1	999888777333		4/1/2008 4:10:01 PM
E	00000000075	1	1	999888777345		4/11/2008 9:28:46 AM

Sa(v)e Search | (R)efresh (F5) | (O)ptions | (N)otes/Info | Ex(p)ort | (S)elect | C(ance)



NOTE: FDA Prior Notice responses generally take longer than regular ABI messages (at least 10-15 minutes), so you want to be sure to check the grid for your confirmation numbers (PNC).

In-Bond (CF-7512)

In-Bond (CF-7512)

The In-Bond (CF-7512) Module is used to process in-transit/transportation bonds in SmartBorder. This in-bond module gives you the ability to create the Customs Form 7512, which can be printed or transmitted electronically to Customs.

There is a How-To Demo for In-Bond (CF-7512) on our Support Center website: <http://help.smartborder.com>



Use the following links, or choose from the complete list in the left frame of this window:

[In-Bond Basics](#) - This section covers the basics of using the SmartBorder In-bond module.

[Creating an In-Bond Transaction](#) - This section will assist you in creating an In-bond transaction.

[In-Bond Main Screen](#) - A guide to completing the In-bond Main Screen.

[Completing an In-Bond](#) - This section covers saving, transmitting, and controlling in-bond transactions.

In-Bond Basics

Accessing the In-Bond Module

- Click the In-Bond (CF-7512) link on the SmartBorder Main Page:

The screenshot shows the SmartBorder main application window. On the left, there is a vertical navigation menu with several sections: Transactions, Reports, Other Modules, Tools, Reference, and General Information. The 'In-Bond (CF-7512)' option under 'Other Modules' is highlighted with a red background. The main content area is divided into several sections: Top Stories, Admin Messages, Industry News, and Related Links. The 'Top Stories' section contains links to news articles. The 'Admin Messages' section lists various notices with dates. The 'Industry News' section also lists news items. On the right side, there are two input fields: 'Filer Code: 000' and 'Login: SUser'. Below these fields is a 'Related Links' sidebar containing a long list of links to various government websites and resources.

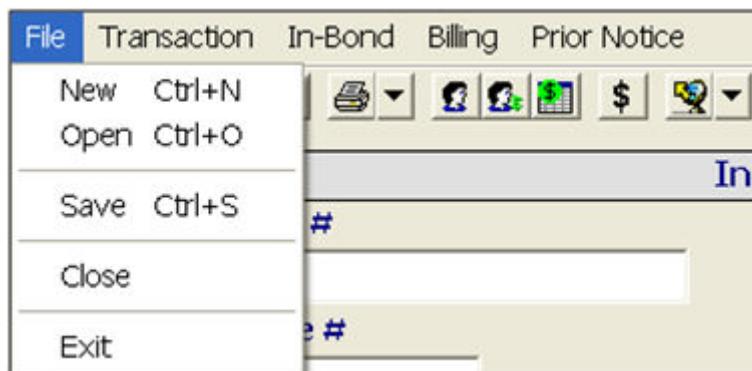
Top Stories	Admin Messages	Related Links
SmartBorder on Facebook and Twitter 7/9/2009 1:04:50 PM Check out SmartBorder on Facebook and Twitter for SmartBorder and Industry updates	SmartBorder Gains ACE Entry Summary Certification 6/8/2009 2:25:53 PM SmartBorder Eases the Burden of Lacey Act 6/8/2009 2:24:45 PM What's New with the Lacey Act? 3/19/2009 5:29:31 PM	HARMONIZED TARIFF By Chapter ACE Portal U.S. Customs Website Journal of Commerce CROSS - Customs Rulings USITC - U.S. International Trade Commission AES Direct Steel Importing License Info SmartBorder Client Side Demo (requires Flash) Download Adobe Flash Player (if required) FDA - Food & Drug Administration Food & Agricultural Import Regulations FDA Food Labeling Guide FCC - Federal Communications Commission DOT - Dept. of Transportation FWS - Fish & Wildlife - Electronic Declarations U.S. Customs Marking of Goods Requirements FTC - Federal Trade Commission Conversion Info 3-Letter AIR Carrier (IATA) Codes

In-Bond Menu Options

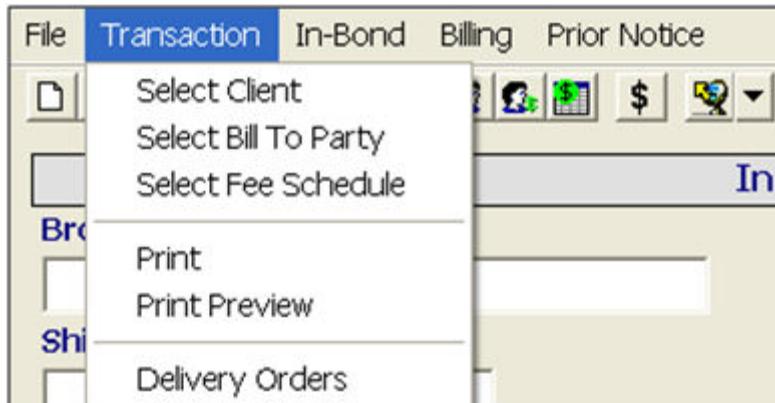
You'll want to begin by getting familiar with the menu options on the transaction screen and main screen of the In-Bond module. Once you've created your in-bond (CF-7512), you will return to this transaction screen to print your documents, as well as perform the transmissions associated with the in-bond transaction. Completing your

in-bond may require that you review some other portions of this manual, in order to become familiar with other modules of SmartBorder (ex. [FDA prior notice](#)).

In-Bond Transaction Screen

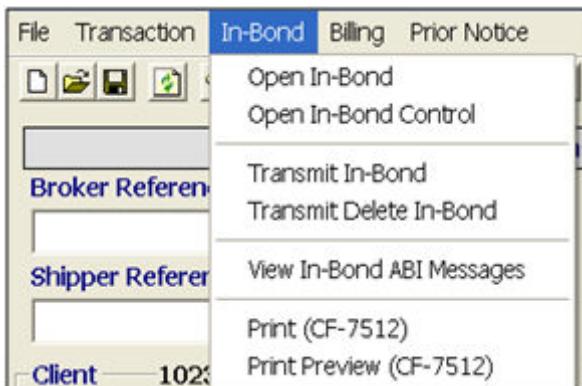


Menu Option	Description
File - New	Create a new in-bond transaction.
File - Open	Open a saved in-bond transaction. You can open the transaction by in-bond number, SB number, or you can search the grid for the desired transaction.
File - Save	Save the current in-bond transaction.
File - Close	Close the current in-bond transaction. This will not close the in-bond module.
File - Exit	Close the current in-bond transaction, and exit the in-bond module.

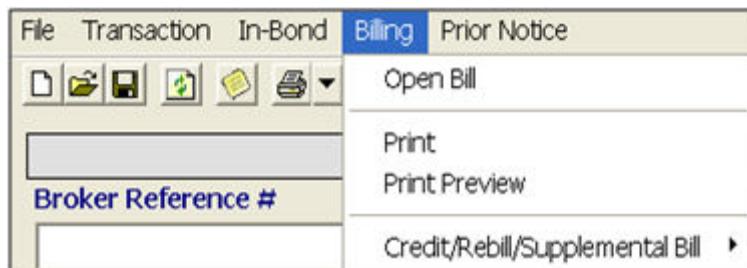


Menu Option	Description
Transaction - Select Client	Open the client pick-list, which will allow you to search for and select the client for this in-bond transaction. You can also do this by clicking the ellipsis in the client field.
Transaction - Select Bill-To Party	Open the client pick-list, which will allow you to search for and select the bill-to party for this in-bond transaction. You can also do this by clicking the ellipsis in the bill to party field.
Transaction - Select Fee	Open the fee schedule pick-list, which will allow you to search for and select the fee schedule for this in-bond transaction. You can also do this by clicking the ellipsis in the

Schedule	fee schedule field.
Transaction - Print/ Print Preview	Print the transaction report for the current in-bond transaction. Click Print Preview to view this report on your screen.
Transaction - Delivery Order	Open the Delivery Orders for this in-bond transaction. See the Delivery Orders section of this manual for further details on how to create and manage your delivery orders.

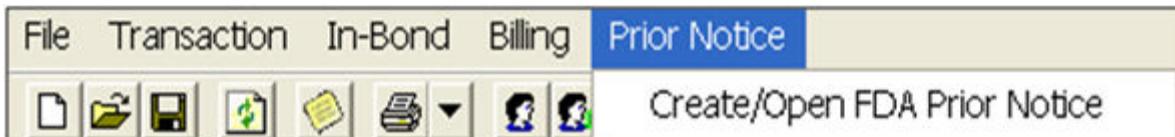


Menu Option	Description
In-Bond - Open In-Bond	Open the in-bond (CF-7512) screen. You can also do this by clicking the Open In-Bond Document button on the transaction screen.
In-Bond - Open In-Bond Control	Open the In-Bond Control screen, which allows you to manage your in-bond transactions and transmit to customs. (ex. Arrivals, exports, etc.)
In-Bond - Transmit In-Bond	Transmit the completed in-bond to customs.
In-Bond - Transmit In-Bond Delete	Transmit the in-bond delete transmission for this in-bond. This will delete the in-bond from US customs.
In-Bond - View In-Bond ABI Messages	Open the ABI message window. Use this option to check the ABI status of your in-bond transmission.
In-Bond - Print/ Print Preview (CF-7512)	Print the customs form for the in-bond (CF-7512). Click print preview to view this completed form on your screen.



Menu Option	Description
Billing - Open Bill	Click to open the bill for this in-bond transaction. For more details on billings in SmartBorder, please review the section of this manual on Billings.

Billing - Print/Print Preview	Print the bill for the current in-bond transaction. Click print preview to view this bill on your screen.
Billing - Credit/Rebill/Supplemental Bill	Open the credit/rebill/supplemental billing screen. For more details on these billings, please review the section of this manual on Billings.



Menu Option	Description
Prior Notice - Create/Open FDA Prior Notice	Click to open the FDA Prior Notice Interface. For more details on using this feature, please review the section of this manual on FDA Prior Notice.

In-Bond Main Screen



Menu Option	Description
File - Save	Save the current in-bond. You must enter an in-bond number, which cannot be changed after the initial save. You will also be prompted to complete the in-bond.
File - Import In-Bond	Use this to import data from another bond. This is the same function that is performed automatically when you first open the in-bond screen.
File - Print/Print Preview	These menu options are used to print, or print preview, the customs documents associated with this in-bond. (CF-7512 and CF-7513)
File - Exit	Click to exit the in-bond CF-7512 screen, without saving.
Validation Tool	Click to validate that your in-bond is free of errors, prior to transmitting the data.
Tools - View In-Bond ABI Messages	Click to view the ABI messages associated with this in-bond.

- Now that you're familiar with the basics of the In-Bond module, you're ready to begin [Creating an In-Bond Transaction](#).

Creating an In-Bond Transaction

- Click File, New to open a new In-Bond transaction in SmartBorder:

The screenshot shows the SmartBorder ABI software interface with the following details:

- Header:** File, Transaction, In-Bond, Billing, Prior Notice.
- In-Bond Section:**
 - Broker Reference #:** [Text Box]
 - Transaction Date:** 3/19/2008
 - Transaction SB #:** 12484585
 - Shipper Reference #:** [Text Box]
 - Transaction Location:** ... 0901-010: BUFFALO, NY
 - Client:** 1023 — ABLEINC
...
 - Bill To:** 1023 — ABLEINC
... Clear
 - Address Details:** ABLE INC, 123456 TOWN RD, BUFFALO, NY 14222 US, Tax ID: 12-3456789, Mfg ID: USABLINC1234BUF, Bond #: [Text Box], Surety Code: [Text Box], Fee Schedule: ABLE 2/4/08
- In-Bond Information:**

In-Bond #	Port Arrival	Port Dest	Data Status	C.A.F.E.S.
				N/A
- ABI Status:** NOT SENT [Open In-Bond Document \(CF-7512\)](#)
- Billing Information:**

Bill #	Bill Date	Create Bill

Field/Button	Status	Description
Broker Reference #	Optional	Enter the broker reference number. If you leave this field blank, it will default to the in-bond number upon saving the in-bond (CF-7512).
Shipper Reference #	Optional	Enter the shipper's reference number. This is the number that identifies the shipment for the client/shipper.
Transaction Location	Mandatory	The location that the bond is being initiated. The branch office will default from the user profile. If you'd like to change this, click the ellipsis and choose the location from the pick-list.
Client	Mandatory	Choose the customer for this in-bond transaction. Click the ellipsis and choose the client from the pick-list. You can view the client's profile by clicking the information button, after choosing the client.
Bill To	Optional	Choose the bill-to party for this in-bond transaction. Click on the ellipsis to

		choose the bill-to party from the pick-list. You can view this party's profile by clicking the information button, after choosing the bill-to party.
Fee Schedule	Optional	This is the fee schedule to use, when billing for this bond. The fee schedule for the bill-to party will default, after you choose the bill-to party. Click the ellipsis to choose the fee schedule from the pick-list.
Open Bill	Button	Click to prepare the bill for this in-bond transaction. This can also be done after the bond is completed. See the Billing section of this manual for more details.
Open In-Bond Document	Button	Once you've completed this in-bond transaction screen, click this button to open the In-Bond CF-7512 screen. This will auto-save your transaction.

- Now that you've created your In-bond transaction, you must complete the [In-Bond Main Screen](#).

In-Bond Main Screen

In-Bond (CF-7512) Main Screen

- When you click Open In-Bond Document, the In-Bond (CF-7512) Main Screen will open:

The screenshot shows the In-Bond (CF-7512) Main Screen. At the top, there are tabs for File, Validation Tool, Tools, Header, CF-7512 Line Items, Footer, and CF-7513 Info. The main area is divided into several sections:

- (CF-7501) Entry Number:** Fields for Port, FTZ FIRMS, and Date.
- Port Code:** 0901-010. **First U.S. Port Of Unloading:** BUFFALO, NY.
- Estimated Date of Arrival:** March 19, 2008 (Wed).
- Mode of Transportation (Importing Carrier):** 30 - Truck.
- Entry No. (In-Bond #):** 11111114.
- Class of Entry:** 61 ... I.T. - IMMEDIATE TRANSPORTATION.
- Entered or Imported By:** ABLE INC.
- Importer/IRS #:** 12-3456789 to be shipped.
- Carrier Code (SCAC), Name/Other:** Bonded Carrier ID.
- In bond via:** Consigned to.
- Customs Port Director At:**
- Final Foreign Destination:**
- Consignee (Foreign) Shipper:** Name, Address, Select from List.
- Phone:**
- Foreign Port of Lading:**
- Issuer Code / Master Bill #:**
- Date of Saling:** //
- Imported On The:** Flag, On // via (Last Foreign Port).
- Exported From:** On // Goods Now At.

In-Bond Header Tab

The main tab or header is the section where the port, importer, and consignee information is entered. This is also where the main in-bond information (bond number, class of entry, etc.)

The screenshot shows the In-Bond Header Tab. At the top, there are tabs for Header, Bills of Lading (for ABI & CAFES), Footer, and CF-7513 Info. The main area is divided into several sections:

- (CF-7501) Entry Number:** Port Code: 0901-010. First U.S. Port Of Unloading: BUFFALO, NY.
- Estimated Date of Arrival:** March 19, 2008 (Wed).
- Mode of Transportation (Importing Carrier):** 30 - Truck.
- Entry No. (In-Bond #):** 11111114.
- Class of Entry:** 62 ... T & E - TRANSPORTATION.
- Reference Identifier:**
- Reference Qualifier:**

- If the shipment(s) was previously entered (in-bond, consumption, or warehouse entry) then you must enter the CF-7501 Entry Number, Port, FTZ Firms, and Date (where applicable)

Field/Button	Status	Description
Port Code	Mandatory	Enter the district/port code for the port of unloading. This 7 digit port code can be selected from the pick-list by clicking the ellipsis.
First US Port of Unlading	Mandatory	Enter the first US port of unloading. This will auto-fill from your selection in the Port Code field.
Estimated Date of Arrival	Mandatory	Enter the anticipated date of arrival at the port of unloading. Today's date will default, but you can enter another date or select the date from drop-down.
Electronic (ABI) In-Bond	Checkbox	Check this box if you are preparing an electronic in-bond, to be transmitted in ABI. This will force most conditional fields to be mandatory.
CAFES	Checkbox	Check if this in-bond is to be transmitted in CAFES (Customs Automated Forms Entry System).
AMS/FTZ	Checkboxes	Check the applicable boxes, as necessary. Check AMS if this is an AMS in-bond. Check FTZ if this shipment is being bonded from a foreign trade zone.
Mode of Transportation	Mandatory	Select the appropriate mode of transportation of the importing carrier from the drop-down menu. The default MOT in SmartBorder is truck (30).
BTA/FDA?	Mandatory	Enter/Choose Y or N. This indicates whether or not Food and Drug Administration/Bioterrorism Act reporting is required for this in-bond.
Entry No. (In-Bond #)	Mandatory	Enter the in-bond number for this transaction. This is the number that is used to identify this in-bond with customs. The system will also automatically assign a new in-bond number if you are setup for this feature.
Class of Entry	Mandatory	Enter/Choose the ACS code identifying the in-bond type. You can choose between Immediate Transportation (type 61), Transportation & Exportation (type 62), or Immediate Transportation (type 63). The other classes are not valid if the bond is to be transmitted electronically.
Reference Identifier	Conditional	Enter the reference identifier for this shipment. This is the number that is associated with the reference qualifier. You would use this field for foreign entry number, for the US-Mexico border. Mandatory in some cases to report data related to border security and homeland defense.
Reference Qualifier	Conditional	Enter/Choose the reference qualifer for the previously entered reference identifier. Examples of this are customer order #, bill of lading #, etc.

Entered or Imported By		Importer/IRS #	
ABLE INC		12-3456789	to be shipped
Carrier Code (SCAC), Name/Other			
in bond via ABLE ... ABLE CARRIER LTD		Bonded Carrier ID 23-123456700 consigned to	
Customs Port Director At		Final Foreign Destination	
1303-010 ... BALTIMORE, MD		42105	... AMSTERDAM, NETHERLANDS

Field/Button	Status	Description
Entered or Imported By	Conditional	Enter the importing/entering party. You can click the ellipsis to choose it from the pick-list or search for the party's profile. This party should be either the importer or the party requesting the bond, such as the carrier.
Importer/IRS #	Conditional	Enter the importer #/IRS #/Tax ID for the importing/entering party. This will default from the profile if you chose this party from the pick-list.
In-Bond Via	Mandatory	Enter the Carrier Code (SCAC) and the Carrier Name to identify the bonded carrier. The name will default if you select the SCAC from the pick-list.
Bonded Carrier ID	Mandatory	Enter the Tax ID for the bonded carrier. Valid formats are: NN-NNNNNNNNXX (IRS #), YYDDPP-NNNNN(CBP Assigned #), or NNN-NN-NNNN (Social Security #)
Customs Port Director At	Mandatory	Enter the port code for the destination port. This can also be chosen from the pick-list by clicking the ellipsis. This is the port of termination for an IT bond, the port of export for a T&E, and the port of arrival for an IE bond. The port name will default if you choose the code from the pick-list.
Final Foreign Destination	Conditional	Enter the port code for the final destination. This can also be chosen from the pick-list by clicking the ellipsis. This is the schedule K code representing the foreign port of destination for IE and T&E bonds. Not required for IT bonds. The port name will default if you choose the code from the pick-list.

The screenshot shows a user interface for entering consignee information. It includes tabs for 'Consignee' and '(Foreign) Shipper'. The 'Name' field contains 'ABLE INC', the 'Address' field contains '123456 MAIN ST TORONTO, ON M1A 1A1', and the 'Phone' field contains '905-555-5550'. A 'Select from List' button is located to the right of the address field.

Field/Button	Status	Description
Consignee/Foreign Shipper	Tabs	Select the tab for the party which you'd like to enter name/address information.
Name/Address/Phone	Conditional	Enter the name and address of the consignee/shipper. The consignee can also be the party arranging for disposition of the shipment at the port of destination. The phone number is not required
Select from List	Button	Click to select the party from the pick-list. The information will be pulled from the party's profile.

The screenshot shows the 'Foreign Port of Lading' section of the ABI interface. It includes fields for 'Foreign Port of Lading' (42105, AMSTERDAM, NETHERLANDS), 'Issuer Code / Master Bill #' (ABLE, 123456789), 'Date of Sailing' (//), 'Imported On The' (ABLE CARRIER LTD, CA), 'On' (March 19, 2008 (Wed)), 'via (Last Foreign Port)' (80107, Ontario, CA), 'Exported From' (80107, Ontario, CA), 'On' (March 19, 2008 (Wed)), and 'Goods Now At' (BUFFALO, NY).

Field/Button	Status	Description
Foreign Port of Lading	Mandatory	Enter the code for the foreign port where the goods were loaded onto the importing conveyance for export to the United States. If you choose this port from the pick-list, then the port name will default.
Issuer Code	Mandatory	Enter the SCAC for the party who issued the bill of lading. You can also choose the SCAC from the pick-list by clicking the ellipsis. When the FTZ checkbox is selected, this is the SCAC.
Master Bill #	Conditional	Enter the master bill number, also referred to as the pro # or the bill of lading number for the shipment. No spaces/hyphens are allowed in this field.
Date of Sailing	Conditional	Enter the date of sailing or choose this date from the drop-down. This is required for vessel shipments.
Imported on the	Mandatory	Enter the name of the importing vessel/conveyance. This is required for vessel shipments, but you can enter "truck" for truck shipments.
Flag	Mandatory	Enter the ISO code for the flag country of the importing vessel, or choose this from the pick-list by clicking the ellipsis.
On	Conditional	Enter the date of arrival, or choose it from the drop-down menu. This is the date of arrival at the first US port of unloading.
Via (last foreign port)	Conditional	Enter the port code for the last foreign port, or choose this from the pick-list by clicking the ellipsis. If you choose from the pick-list, port name will default.
Exported From	Conditional	Enter the port code for the port of export, or choose this from the pick-list by clicking the ellipsis. This can be the same as the foreign port of lading. If you choose from the pick-list, the port name will default.
On	Conditional	Enter the date of export, or choose it from the drop-down menu. This is the date that the goods were exported.
Goods Now At	Conditional	Enter the FIRMS code and the name of the location of the merchandise. Customs must know the location.

- After completing the Header Tab, move on to the [Bills of Lading Tab](#).
- Once you've completed your In-bond data, move on to [Completing an In-Bond](#).

Bills of Lading Tab

Bills of Lading Tab

- This tab is available for ABI & CAFES in-bond transactions

Header Bills of Lading (for ABI & CAFES) **Footer** CF-7513 Info

Value or \$20/Kilo If Unknown	Lloyds Vessel Code	Voyage/ Trip #
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Estimated		

Bills of Lading / AWB's

NOTE: The first Bill of Lading/AWB may have already been started for you, use "Edit" rather than "Add".

Issuer Code	B/L / AWB #	Foreign P/L	Qty	UOM	Weight	LB/KG
ABLE	123456789	42105				

Add | Edit | Del

Field/Button	Status	Description
Value of \$20/Kilo if Unknown	Mandatory	Enter the value of the in-bond movement. You can estimate the value at \$20/KG, if the value is unknown. Check the Estimated checkbox when using an estimated value. Use the currency conversion tool by clicking the ellipsis.
Lloyds Vessel Code	Optional	Enter the Lloyds Vessel Code, if applicable.
Voyage/Trip #	Mandatory	Enter the Voyage number or the Trip number. For truck shipments, enter a 1 into this field.
Add	Button	Click to create a new bill of lading. This will open the Bill of Lading screen.
Edit	Button	Edit the selected bill of lading. This will open the selected bill of lading in the Bill of Lading screen.
Del	Button	Delete the selected bill of lading.

General Tab

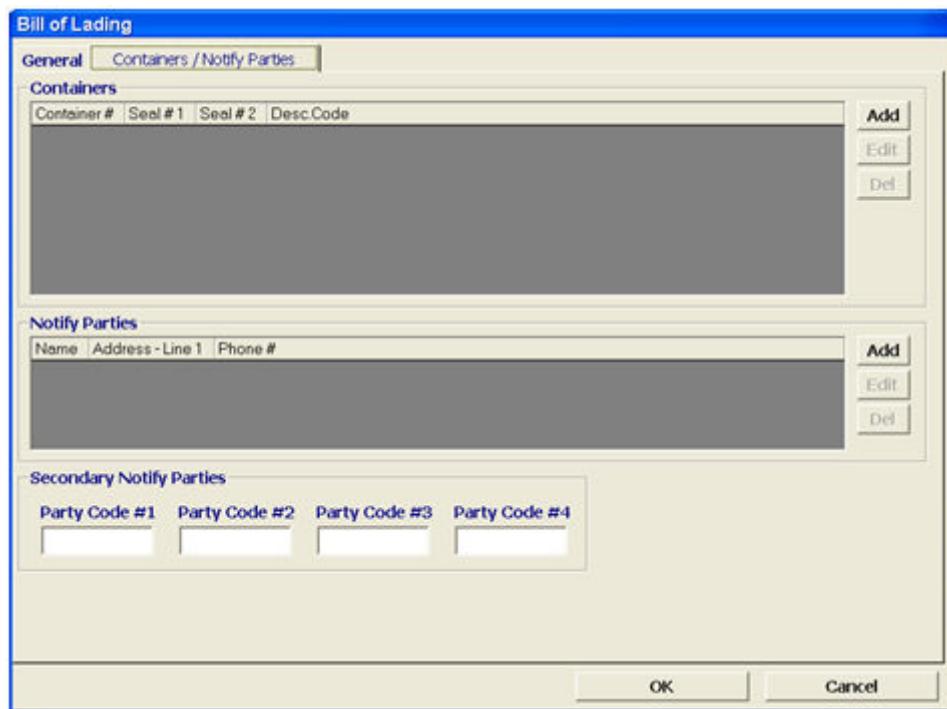
Bill of Lading

B/L / AWB Information					
Issuer Code / Master Bill #	Total Packages	UOM	Weight	Measurement (Cubic)	
ABLE / 123456789	100	BX	10000	<input checked="" type="radio"/> LB <input type="radio"/> CF <input type="radio"/> KG <input type="radio"/> CM	
In-Bond Information					
Previous In-bond #	Place of Pre-receipt	Foreign Port of Lading			
		42105	...	AMSTERDAM, NETHERLANDS	
In-Bond Quantity					
In-Bond Quantity (When qty is less than full BOL qty.)					
Consignee	Select from List		Foreign Shipper	Select From List	
Name	ABLE INC		Name	ABLE INC	
Address	123456 TEST RD.		Address	123456 MAIN ST	
	BUFFALO, NY 14222			TORONTO, ON M3J 2Y4	
Phone			Phone	905-555-5550	
OK Cancel					

Field/Button	Status	Description
Issuer Code	Mandatory	Enter the SCAC for the party who issued the bill of lading, or click the ellipsis to search for the SCAC. This will default from the Header screen.
Master Bill #	Mandatory	Enter the master bill number, also referred to as the pro # or the bill of lading number for the shipment. No spaces/hyphens are allowed in this field.
Total Packages	Mandatory	Enter the total number of pieces indicated on the manifest.
UOM	Mandatory	Enter the unit of measure for the package quantity entered, or click the ellipsis to select the UOM from the list. This should be the manifested unit of measure for the piece count.
Weight	Mandatory	Enter the gross weight of the shipment. Check the applicable measurement used. (LB/KG) No decimals or fractions are allowed in this field.
Measurement (Cubic)	Optional	Enter the measurement of the shipment in cubic feet or meters, if applicable. Choose either cubic feet (CF) or cubic meters (CM).
Previous In-Bond #	Conditional	Enter the previous bond information, if applicable.
Place of Pre-Receipt	Optional	Enter the city/country where the goods where the pre-carrier took possession of the cargo.
Foreign Port of Lading	Mandatory	Enter the code for the foreign port where the goods were loaded onto the importing conveyance for export to the United States. If you choose this port from the pick-list, then the port name will default. This will also default from the Header screen.
In-Bond	Optional	Enter the in-bond quantity. This is only used when the quantity being

Quantity		shipped is less than the full BOL quantity.
Consignee Name/ Address Phone #	Mandatory	Enter the name and address of the consignee. The consignee can also be the party arranging for disposition of the shipment at the port of destination. The phone number is mandatory, if available.
Foreign Shipper Name/Address/ Phone #	Mandatory	Enter the name and address of the foreign shipper. This is the foreign party that is shipping the merchandise. The phone number is mandatory, if available.
Select from List	Button	Click to select the party from the pick-list. This information will be pulled from the party's profile.
OK/Cancel	Buttons	OK will save the bill of lading. Cancel will cancel and go back to the main bills of lading screen.

Containers/Notify Parties Tab



Field/Button	Status	Description
Add	Button	Click to add a container/notify Party. This will open the new container or new notify party screen.
Edit	Button	Click to edit the selected container/notify party. This will open the selected item in the applicable screen.
Del	Button	Click to delete the selected container/notify party.
Secondary Notify Parties	Optional	Enter the Secondary notify parties (SNP). This Party Code can be the SCAC of a carrier, or an alpha-numeric code constructed from the port code, filer code, and office code for a broker.
OK/Cancel	Buttons	OK will save the bill of lading. Cancel will cancel and go back to the main bills

of lading screen.

- Add/Edit a Container using the [Container Screen](#)
- Add/Edit a Notify Party using the [Notify Parties Screen](#)
- After completing the BOL/Containers tab, move on to the [CF-7512 Footer Tab](#).

Containers/Notify Parties Tab

Container Screen

General, Descriptions, Marks & Numbers Tab

Container

General, Descriptions, Marks & Numbers		Tariff #'s, Hazardous Materials					
Container #	Container Description Code	First Seal #	Second Seal #				
ABC123	TF <input style="width: 20px; height: 20px;" type="button" value="..."/>						
Descriptions <table border="1"> <tr> <td>Piece Count</td> <td>Description</td> </tr> <tr> <td colspan="2" style="height: 100px;"></td> </tr> </table> <input style="float: right; margin-right: 10px;" type="button" value="Add"/> <input style="float: right; margin-right: 10px;" type="button" value="Edit"/> <input style="float: right; margin-right: 10px;" type="button" value="Del"/>				Piece Count	Description		
Piece Count	Description						
Marks & Numbers <table border="1"> <tr> <td>Marks & Numbers</td> <td> <input style="margin-right: 10px;" type="button" value="Add"/> <input style="margin-right: 10px;" type="button" value="Edit"/> <input type="button" value="Del"/> </td> </tr> <tr> <td colspan="2" style="height: 100px;"></td> </tr> </table>				Marks & Numbers	<input style="margin-right: 10px;" type="button" value="Add"/> <input style="margin-right: 10px;" type="button" value="Edit"/> <input type="button" value="Del"/>		
Marks & Numbers	<input style="margin-right: 10px;" type="button" value="Add"/> <input style="margin-right: 10px;" type="button" value="Edit"/> <input type="button" value="Del"/>						
<input style="margin-right: 20px;" type="button" value="OK"/> <input type="button" value="Cancel"/>							

Field/Button	Status	Description
Container #	Mandatory	Enter the container number for this shipment.
Container Description Code	Mandatory	Enter the 2 letter container description code, or click the ellipsis to select the code from the pick-list.
First Seal #	Conditional	Enter the first seal number for this container.
Second Seal #	Conditional	Enter the second seal number for this container.
Add	Button	Click to add a new description/mark/number. This will open a new description or a new marks & numbers screen.
Edit	Button	Click to edit the selected description/mark/number. This will open the selected item in the applicable screen.
Del	Button	Click to delete the selected description/mark/number.
OK/Cancel	Buttons	OK will save the container. Cancel will cancel and go back to the main containers/notify parties screen.

Description

Piece Count	100
Cargo Description	BALES OF HAY

OK **Cancel**

Field/Button	Status	Description
Piece Count	Conditional	Enter the piece count for this container. This should be the number of the smallest exterior packaging unit. This is mandatory for the first description record on each container.
Cargo Description	Mandatory	Enter a brief statement regarding the cargo being shipped. This statement should clearly describe the goods.
OK/Cancel	Buttons	OK will save the description. Cancel will cancel and go back to the main containers screen.

Marks and Numbers

Marks & Numbers	987654321
-----------------	-----------

OK **Cancel**

Field/Button	Status	Description
Marks & Numbers	Mandatory	Enter the marks and/or numbers that this shipment contains. These are used to identify the shipment.
OK/Cancel	Buttons	OK will save the marks and numbers. Cancel will cancel and go back to the main containers screen.

Tariff #/s, Hazardous Materials Tab

Container

General, Descriptions, Marks & Numbers			Tariff #'s, Hazardous Materials								
Tariff #s											
<table border="1"> <thead> <tr> <th>Tariff #</th> <th>Value</th> <th>Weight</th> <th>LB/KG</th> </tr> </thead> <tbody> <tr><td colspan="4"> </td></tr> </tbody> </table>			Tariff #	Value	Weight	LB/KG					<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/>
Tariff #	Value	Weight	LB/KG								
Hazardous Materials				<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/>							
<input type="button" value="OK"/> <input type="button" value="Cancel"/>											

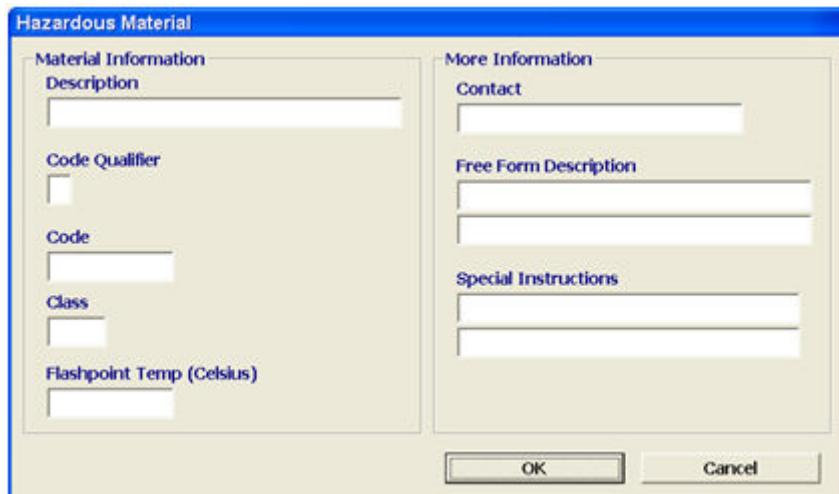
Field/Button	Status	Description
Add	Button	Click to add a tariff number or hazardous material. This will open the new tariff or new hazardous material screen.
Edit	Button	Click to edit the selected tariff/hazardous material. This will open the selected item in the applicable screen.
Del	Button	Click to delete the selected tariff number or hazardous material.
OK/Cancel	Buttons	OK will save the bill of lading. Cancel will cancel and go back to the main bills of lading screen.

Tariff

Tariff # 1214.90.0010 <input type="button" value="..."/>	Quantity-1 10,000	UOM-1 KG
Value (\$20/KG if unknown) 200000 <input checked="" type="checkbox"/> Estimated	Quantity-2 <input type="text"/>	UOM-2 <input type="text"/>
Weight 10000 <input type="radio"/> LB <input checked="" type="radio"/> KG	Quantity-3 <input type="text"/>	UOM-3 <input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		

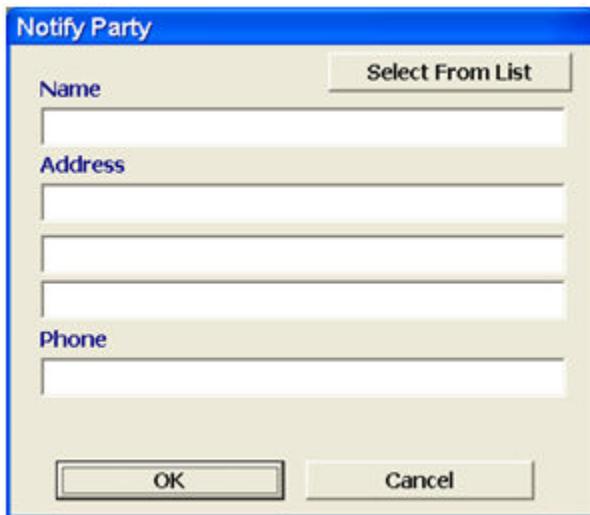
Field/Button	Status	Description
Tariff #	Mandatory	Enter the tariff number for the commodity. You must enter at least 6 digits of this tariff number. This number is required for entry types 62 and 63. You can also click the ellipsis to bring up the Tariff picker.

Value	Mandatory	Enter the value for the line. You can estimate the value at \$20/KG, if the value is unknown. Check the Estimated checkbox when using an estimated value.
Weight	Mandatory	Enter the net weight for this commodity. Check the applicable measurement used. (LB/KG) No decimals or fractions are allowed in this field.
Quantity	Conditional	Enter the quantities for the container commodity.
UOM	Conditional	Enter the unit of measure for the container commodity quantity.
OK/Cancel	Buttons	OK will save the tariff. Cancel will cancel and go back to the main container screen.



Field/Button	Status	Description
Description	Conditional	Enter the proper shipping name of the material designated as hazardous.
Code Qualifier	Optional	Enter the hazardous material code qualifier, which describes the material class.
Code	Mandatory	Enter the hazardous material code, which is the ID number assigned to the hazardous material.
Class	Optional	Enter the hazardous material class, which identifies the class or division designated for the material in the IMDG code.
Flashpoint Temp. (Celsius)	Optional	Enter the flashpoint temperature, which is the lowest temperature at which the vapor of the combustible product will ignite in the air.
Contact	Optional	Enter the name and phone number of the contact party, in case of emergency.
Free Form Description	Conditional	Enter any additional information related to this shipment. This is where you would enter any additional material names or descriptions.
Special Instructions	Optional	Enter any special instructions associated with the product/material.
OK/Cancel	Buttons	OK will save the hazardous material. Cancel will cancel and go back to the main container screen.

Notify Parties Screen



Field/Button	Status	Description
Name	Mandatory	Enter the name of the party to be notified. This should be the notify party that is listed on the bill of lading.
Address	Mandatory	Enter the address of the party to be notified. If this address is unknown, you can just enter the city and state.
Phone	Mandatory	Enter the phone number of the notify party listed on the bill of lading. This is mandatory, if available.
Select From List	Button	Click to select the party by searching the pick-list.
OK/Cancel	Buttons	OK will save the notify party. Cancel will cancel and go back to the main bill of lading screen.

CF-7512 Footer Tab

The screenshot shows the 'Footer' tab of the CF-7512 form. It includes fields for G.O. No., Entered or Withdrawn By, Certificate of Lading, goods status, and Agent or Carrier. The 'Entered or Withdrawn By' field is highlighted in yellow.

Field/Button	Status	Description
G.O. No.	Optional	If the shipment has been in general order, put the GO number in this field. This is the number assigned by CBP to merchandise that has been sent to general order. If you are withdrawing this shipment for vessel supplies, you must also check the box indicating as such.
Entered or Withdrawn By	Mandatory	This is for the signature of the entered or imported by party; the bonded carrier. This must be done by an agent or employee of this party. This will certify the totality and accuracy of the reported information, and the existence of bond coverage.
Certificate of Lading	Optional	Enter the destination port, or click on the ellipsis to choose the port from the pick-list. The port name will default into the adjacent field, upon entering/selecting the port. This is the destination port or US port of export.
Sealed/Labeled	Optional	Check the applicable box to indicate whether a shipment is sealed or labeled.
Agent or Carrier	Mandatory	This is the signature for the carrier, or the carrier's agent. This accepts the liability for the in-bond movement.

- After completing the Footer tab, move on to the [CF-7513 Info Tab](#).
- Once you've completed your In-bond data, move on to [Completing an In-Bond](#).

CF-7513 Information

- CF-7513 is used for the shipper's exportation declaration (SED) for in-transit goods, and is not commonly used for in-bond transactions. Enter CF-7513 information on the CF-7513 Info Tab (if necessary).

The screenshot shows the 'CF-7513 ("Shipper's Export Declaration for In-Transit Goods") Information' tab selected in a software application. The interface includes the following fields:

- District** and **Port of Exportation**: Two dropdown menus.
- Pier No.**: A text input field.
- 1. Exporting Carrier**: A text input field.
- 2. From (U.S. Customs port of exportation)**: A text input field.
- 3. Date filed**: A dropdown menu set to '11'.
- Exporter - Address (Number, street, place, state)**: A text input field.
- 5. For account of (Principal or seller)**: A text input field.
- For account of - Address (Number, street, place, state)**: A text input field.
- 6. Consignee (Ultimate consignee)**: A text input field.
- Consignee - Address (Place, country)**: A text input field.
- 7. Foreign port of unloading**: A text input field.
- 8. Final foreign destination (Country)**: A text input field.
- 9. U.S. port of arrival**: A text input field.
- 10. From (Country from which last shipped)**: A text input field.
- 11. Date of arrival into the United States**: A dropdown menu set to '11'.
- 18. I certify that the above statement is correct and true to the best of my knowledge and belief in all particulars.**: A text input field.

Field/Button	Status	Description
District	Optional	Enter the district number.
Port of Export	Optional	Enter the port of exportation.
Pier No.	Optional	Enter the pier number.
Exporting Carrier	Optional	Enter the name of the exporting carrier. This is the carrier that is transporting the merchandise outside of the United States.
From (US Port of Exportation)	Optional	Enter the US Customs port where the merchandise is loaded on the vessel which is taking the merchandise out of the United States.
Date Filed	Optional	Enter the date that this SED was/will be filed. You can choose the date by clicking the drop-down.
Exporter	Optional	Enter the name of the actual shipper, or the exporter.
Exporter Address	Optional	Enter the address of the actual shipper, or the exporter.
For account of (Principal of seller)	Optional	Enter the principal seller's name. This is the US exporter, if applicable. Otherwise, this is the seller or principal party in the export transaction. (Ex. US seller, manufacturer, wholesaler/distributer, or order party.)
For account of (Address)	Optional	Enter the address for the principal seller. Enter the street address, city, state, and zip. Enter only 5 digits for the zip.

Consignee (Ultimate)	Optional	Enter the ultimate consignee name. This is the party that is actually receiving the goods, or the party designated on the validated export license.
Consignee (Address)	Optional	Enter the consignee's address. Enter the street address, city, state, and zip.
Foreign Port of Unloading	Optional	Enter the foreign port and country at which the merchandise will be unloaded from the exporting carrier.
Final Foreign Destination	Optional	Enter the country in which the merchandise is to be consumed, further processed, or manufactured. This should be the final country of destination as known to the exporter, or the country of ultimate destination (as shown by the export license).
US Port of Arrival	Optional	Enter the US customs port at which the merchandise arrived from a foreign country.
From (Country for which last shipped)	Optional	Enter the foreign country from which the goods were loaded onto the carrier, prior to arrival in the United States.
Date of arrival into the United States	Optional	Enter the date of arrival, or choose the date from the drop-down menu.
I certify that the above...	Optional	Enter your name, or the name of the exporter. This is the signature, certifying the truth and accuracy of the information.

- Once you've completed your In-bond data, move on to [Completing an In-Bond](#).

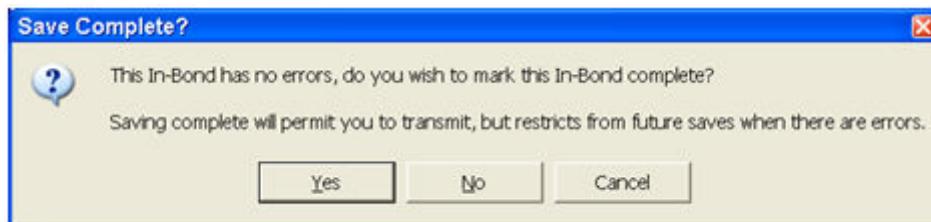
Completing an In-Bond

Completing an In-Bond

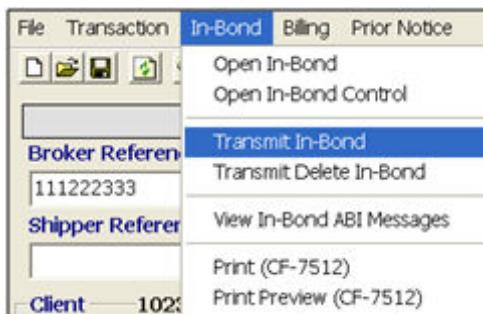
When your In-Bond is completed, you are ready to save, transmit your In-bond to customs, and print the associated documents. This section explains the process of completing your In-bond transaction.

Saving & Transmitting

- Once you've completed all of the information on the in-bond (CF-7512) main screen, you want to click File, Save to save the in-bond information.



- Click Yes to save the in-bond as complete (data status). This will allow you to transmit your in-bond, but may restrict you from future saves if there are errors present. If you choose No, then your in-bond will be saved as incomplete. Click Cancel to cancel the save.
- Once you are back on the transaction screen, click on In-Bond, Transmit In-Bond.



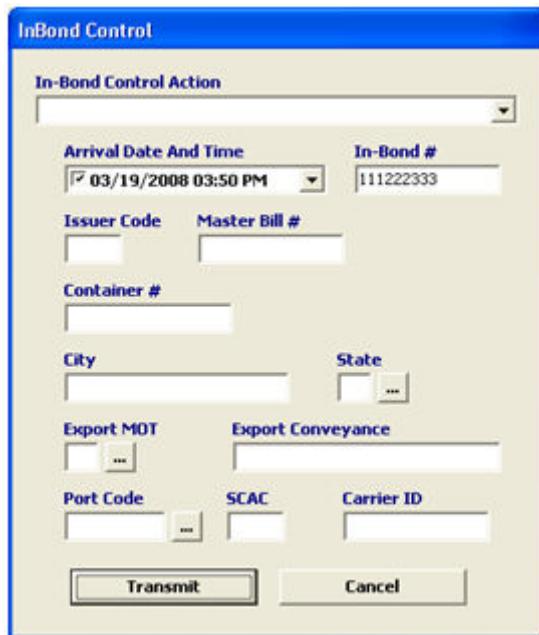
- You should see the following screen, after a successful transmission:



- Click In-Bond, View In-Bond ABI Messages, or click the  button to check the ABI status of your in-bond transmission.

Controlling an In-Bond Transaction

- Click In-Bond, Open In-Bond Control. This will open the In-Bond control screen:



Field/Button	Status	Description
In-Bond Control Action	Optional	Choose the applicable in-bond control action. These actions include arrivals, exports, and options for the transfer of liability.
Arrival Date and Time	Mandatory	Enter the date and time of arrival for the in-bond movement. You can also choose this date from the drop-down menu.
In-Bond #	Conditional	Enter the in-bond number. This will auto-fill from the transaction.
Issuer Code/Master Bill/Container #	Conditional	Enter the Issuer Code (SCAC), Master bill number , and container number for the in-bond movement.
City, State	Conditional	Enter the city and state in which the control action is to take place.
Export MOT/Conveyance	Optional	Enter the mode of transport and the export conveyance to be used for the export of this in-bond movement.
Port Code/SCAC/Carrier ID	Conditional	Enter the port in which this control action is occurring. You also must enter the SCAC and Carrier ID for the carrier.
Transmit/Cancel	Button	Click Transmit to send the control transmission, or click cancel to cancel.

Profiles

Profiles

The Profiles Module is used to store client account information including name and address, contacts, bond information, product lists, power of attorney, etc. Profiles can be created for shippers, consignees, agents, carriers, bill-to parties, and transaction parties of all types. These profiles are used throughout the system, where account information is entered.

There is a How-To Demo for SmartBorder Profiles on our Support Center Website: <http://help.smartborder.com>



Use the following links, or choose from the complete list in the left frame of this window:

[Profile Basics](#) - This section covers the basics of using the SmartBorder Profiles module.

[Creating a Profile](#) - This section will assist you in creating Profiles transaction.

Profiles Module

Profile Basics

Accessing the Profiles Module

- Click the Client Profiles link on the SmartBorder Main Page:

The screenshot shows the SmartBorder main application window. The title bar reads "SmartBorder®". The top right corner has a "HELP" button with a question mark icon. On the left, there's a vertical navigation menu with sections like "Transactions", "Client Profiles" (which is highlighted in red), "Reports", "Other Modules", "Tools", "Reference", and "General Information". The "Client Profiles" section contains links for "Electronic Invoice (All)", "ABI Module", and "ADHOC Reports". The "Reports" section contains "In-Bond (CF-7512)", "Reconciliation", "Manifest (AMS)", "Export (AES/SED)", "Protest", and "FDA Prior Notice". The "Tools" section contains "Billing Tools", "Change Password", "Management", and "System Administration". The "Reference" section contains "Tariff Picker", "Query Cargo Manifest", "FDA Product Codes", and "User Manual". The "General Information" section contains "Form CBP-7501" and "System Requirements". The main content area has three columns: "Top Stories" (with links to news articles about ACE entry summary, Lacey Act, and ISF), "Admin Messages" (with links to various notices and reports), and "Industry News" (with links to news releases from USITC, FCC, DOT, PWS, U.S. Customs, and FTC). On the right side, there are two sections: "Filer Code: 000" and "Login: SUser", followed by a "Related Links" sidebar listing various government agencies and their websites.

Filer Code: 000

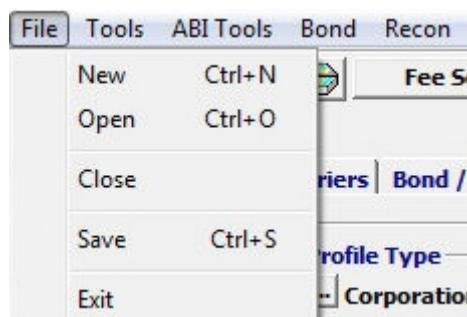
Login: SUser

Related Links

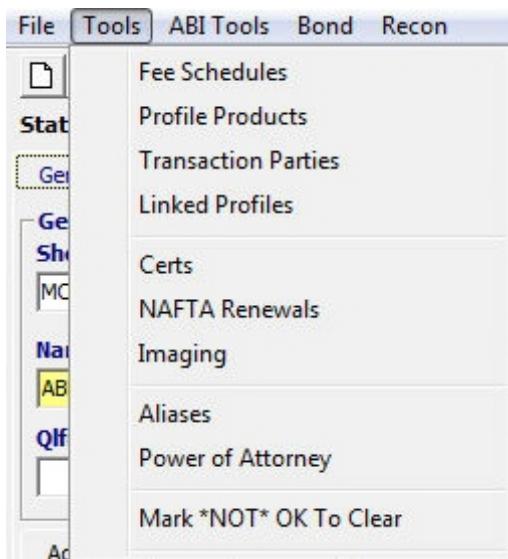
- HARMONIZED TARIFF By Chapter
- ACE Portal
- U.S. Customs Website
- Journal of Commerce
- CROSS - Customs Rulings
- USITC - U.S. International Trade Commission
- AES Direct
- Steel Importing License Info
- SmartBorder Client Side Demo (requires Flash)
- Download Adobe Flash Player (if required)
- FDA - Food & Drug Administration
- Food & Agricultural Import Regulations
- FDA Food Labeling Guide
- FCC - Federal Communications Commission
- DOT - Dept. of Transportation
- PWS - Fish & Wildlife - Electronic Declarations
- U.S. Customs Marking of Goods Requirements
- FTC - Federal Trade Commission
- Conversion Info
- 3-Letter AIR Carrier (IATA) Codes

Profiles Module Menu Options

You'll want to begin by getting familiar with the menu options on the transaction screen of the Profiles module. Once you've created your profile, you can return to this transaction screen to print documents, as well as perform the transmissions/queries associated with the profile.

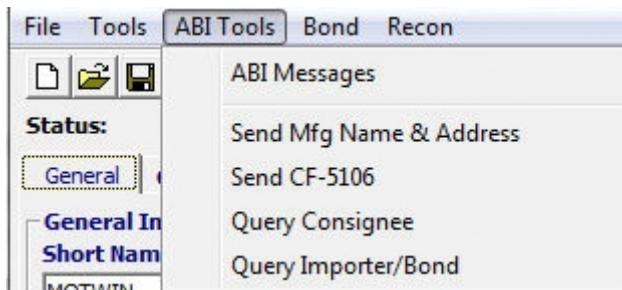


Menu Option	Description
File - New	Create a new client profile.
File - Open	Open a saved profile. You can open the profile by customer number, or you can search the grid for the desired profile.
File - Save	Save the current profile.
File - Close	Close the current profile. This will not close the profile module.
File - Exit	Close the current profile, and exit the profile module

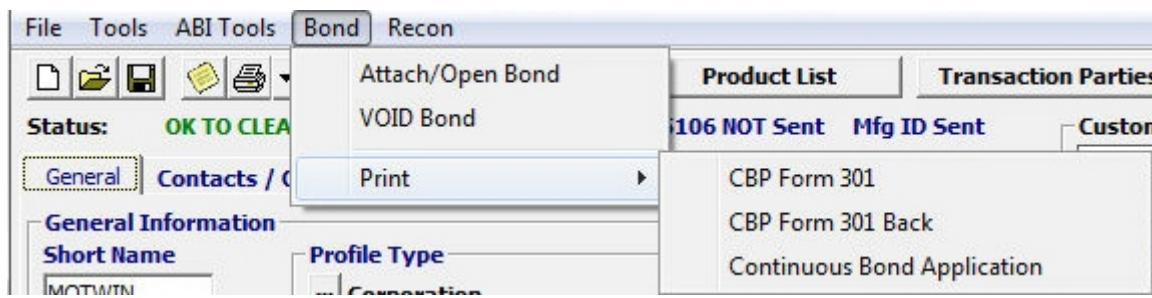


Menu Option	Description
Tools - Fee Schedules	Open the fee schedules screen, where you can add/edit fee schedules associated with this profile. You can also click the Fee Schedules button to access this screen.
Tools - Profile Products	Open the product list screen, where you can add/edit product lists for this profile. You can also click the Product List button to access this screen.
Tools - Transaction Parties	Open the transaction parties screen, where you can add/edit transaction parties associated with this profile. You can also click the Transaction Parties button to access this screen.

Tools - Linked Profiles	Open the linked profiles screen, where you can add/edit fee linked profiles associated with this profile. You can also click the Linked Profiles button to access this screen.
Tools - Certs	Open the profile certs screen, where you can add/edit profile certifications associated with this profile. Examples of these certs include NAFTA, TSCA, etc.
Tools - NAFTA Renewals	Open the NAFTA renewals screen, where you can add/edit NAFTA renewals for this profile.
Tools - Imaging	**Please submit a ticket to our Support Staff if you are interested in document imaging.
Tools - Aliases	Open the profile aliases screen, where you can add/edit profile aliases for this profile.
Tools - Power of Attorney	Open the power of attorney screen, where you can add/edit power of attorney information for this profile.
Tools - Mark *NOT* Ok to Clear	Use this option to restrict a profile. See ProfilesGuide for more information on Restricting / Removing a Profile.

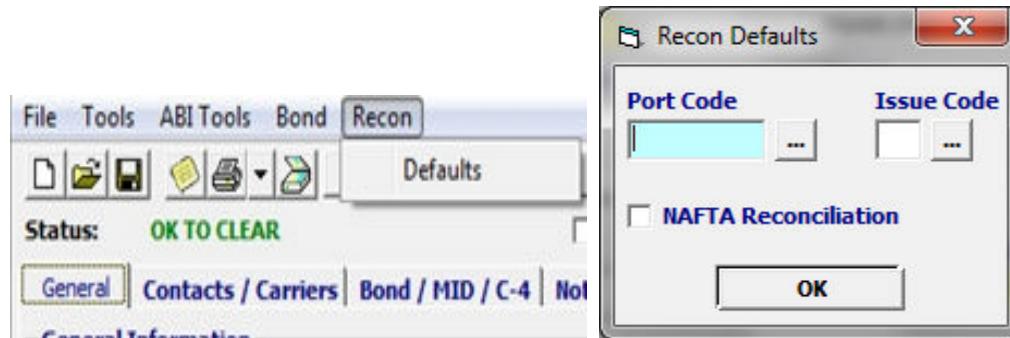


Menu Option	Description
ABI Tools - ABI Messages	Open the ABI message browser. Use this option to check the ABI status of your profile transmission/query.
ABI Tools - Send Mfg Name & Address	Send the manufacturer name and address information to customs.
ABI Tools - Send CF-5106	Send the CF-5106 transmission to customs. If this 5106 is not send, this will be an "add" transmission. If it has previously been sent, the system will send an "update" transmission.
ABI Tools - Query Consignee	Send a consignee query for the profile client. This will open the Query Consignee screen, where you can manually enter information if it differs from the information found in the client profile.
ABI Tools - Query Importer/Bond	Send an importer/bond query on for the client profile. This will bring the bond information into the profile, and this process can be performed by clicking the Query Bond Info button on the Bond/MID/Line release tab.



***Please submit a help ticket to our Support Staff to activate this feature

Menu Option	Description
Bond - Attach/Open Bond	Open attached SEB / Bond info
Bond - VOID Bond	Void the attached Bond
Bond - Print	Print Bond (usually used for placing SEB / continuous bond on file with surety company)



Recon Default Menu Option	Description
Port Code	Enter the port code for Recon
Issue Code	Enter the Issue Code for Recon (see ellipses)
NAFTA Recon	Mark this box if claiming NAFTA for Recon

- Now that you're familiar with the basics of Client Profiles, you're ready to begin Creating a Profile.

General Tab

General Information

The screenshot displays the 'General Information' tab of a profile setup screen. The interface is organized into several groups of input fields:

- Profile Type:** Corporation
- U.S. Tax ID:** 12-345678900
- Non-U.S. Tax ID:** (empty)
- Sales Rep Code:** (empty)
- Name:** MCKINLEY IMPORTS (highlighted with a yellow background)
- Mfg. ID:** USMCKIMP698LAN
- Shipper Side Group:** (empty)
- Qlfr (Qualifer Required):** (empty)
- Team:** DEFAULT

Field/Button	Description
Short Name	Enter a short name, which is used to identify the profile. This field may be used in SmartBorder accounting integration.
Profile Type	Click the ellipsis to choose the profile type for this profile. Each profile should be designated as a corporation, individual, partnership, sole-proprietor, or limited liability corp.
Name	Enter the first line of the party's name. According to customs, this name cannot contain the words "AND" or "THE" and [,] ['] [-] [&] [/] are the only acceptable forms of punctuation allowed. Terms like "limited" and "corporation" must be abbreviated. See Name & Address guidelines for more information. Click the link to read the customs guidelines for names & addresses.
Qlfr. (Qualifier)	Enter the qualifier if Name Line 2 is to be used, or choose from the pick-list by clicking the ellipsis.
Name Line 2	Enter the second name line (if applicable). This is used for divisions, doing business as, also known as, etc.
U.S. Tax ID	Enter the Tax ID for this profile. This can be the social security number, IRS number, or customs assigned number.
Non-US Tax ID	Enter the Canadian importer/exporter number, the employer identification number (EIN), or the business number. This number is required on the NAFTA certificate of origin.
Sales Rep Code	Enter the sales rep code, which is used to identify the account representative associated with the account.
Shipper Side Group	Enter a code that can be used to identify and run reports for customers using shipper/client side module.
Team	Enter the team responsible for the account, or choose from the pick-list by clicking the ellipsis.
Mfg. ID	The MID identifies the manufacturer or shipper for customs purposes. This will auto-generate as you enter the name and address information for the profile.

Address Information

Address	Mailing Address (if different from main address)		
Street Address	City	State/Province	Country
698 SKY HARBOR DR	LANSING	MI	US
	
		48901	
Start Date:			
PRIMARY Contact Information			
Contact Name	Phone	Fax	
JIM SCHWARTZ	(316) 523-8759		

Field/Button	Description
Street Address	Enter the street address for the party. According to customs [,] ['] [-] [&] [/] are the only acceptable forms of punctuation allowed. Terms like "road" and "southwest" must be abbreviated. See Name & Address guidelines for more information.
City	Enter the city for this profile address.
State/Province	Enter the valid state/province/territory code for the address, or choose from the pick-list by clicking the ellipsis. FN is used for all foreign addresses.
Country	Enter the two character ISO country code identifying where the party is located, or choose from the pick-list by clicking the ellipsis.
Postal Code (Zip)	Enter the postal code for the address. You can enter up to 9 alphanumeric digits. For US addresses, the first 5 digits are required and the last four are optional. For Canadian addresses, use the standard Canadian postal code format (ANA NAN).
Start Date	This field will populate when a new profile is used in a transaction for the first time.
Contact Name	Enter the name of the primary contact for this profile.
Phone	Enter the primary contact telephone number.
Fax	Enter the primary contact fax number.
Mailing Address	Click this tab if the mailing address is different from the previously entered "main address". Then enter the mailing address, to be used for SmartBorder mailings.

- Once you've completed your general profile information, move on to the [Contacts/Carriers Tab](#).

Contacts/Carriers Tab

Contacts/Carriers Tab

The screenshot shows a software interface with two main sections: 'Contacts' and 'Carriers'. The 'Contacts' section contains a table with columns: Contact Type, Company, Title, Last Name, First Name, and Middle Initial. One row is visible: MONITOR, ABLE INC, MR, SAMPLE, JOHN, Q. Below the table are 'Add', 'Edit', and 'Del' buttons. The 'Carriers' section contains a table with columns: SCAC (Carrier Code), Name, MOT, Address, and AWB Prefix. One row is visible: TEST, TEST CARRIER INC., 30, 123 TEST AVE. Below the table are 'Add', 'Edit', and 'Del' buttons. A horizontal scroll bar is present between the two sections.

Contact Type	Company	Title	Last Name	First Name	Middle Initial
MONITOR	ABLE INC	MR	SAMPLE	JOHN	Q

SCAC (Carrier Code)	Name	MOT	Address	AWB Prefix
TEST	TEST CARRIER INC.	30	123 TEST AVE	

Field/Button	Description
Add	Click to add a new contact/carrier. This will open a new Contacts or Associated Carriers screen.
Edit	Click to edit the selected contact/carrier. This will open the selected item in the applicable screen.
Del	Click to delete the selected contact or carrier.

- Add/Edit Contacts using the [Profile Contacts](#) screen.
- Add/Edit Carriers using the [Profile Carriers](#) screen.
- Once you've completed your Contacts/Carriers, move on to the [Bond/MID/Line Release Tab](#).

Contacts Screen

Contact Type: MONITOR Title: MANAGER

Company: ABLE INC

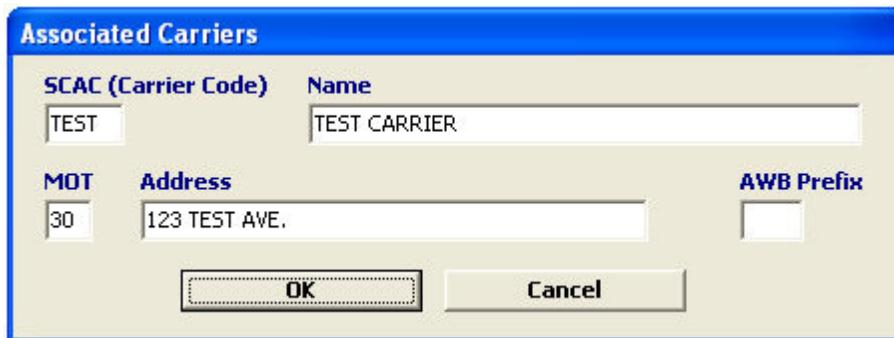
First Name: JOHN	M	Last Name: SAMPLE
Phone: (716) 888-2345	Ext.	
Phone 2: (716) 888-2346	Ext.	Type
Phone 3:	Ext.	Type
Fax:		
Email: jsample@able.com		
Notes:		

OK Cancel

Field/Button	Description
Contact Type	<p>Enter the contact type for this contact record, or choose from the pick-list by clicking the ellipsis. The type is used to determine what actions will prompt alerts:</p> <ul style="list-style-type: none"> -ACH - contact listed will receive email with statement information upon statement processing -AP - Accounts payable, does not trigger an event -BOLT - used for a specific customer, does not trigger an event -E-Bill - copy of the e-bill will be sent to this contact -FDA CONTACT – contact info will default into the FDA contact section of the entry -MARKETING – contact info for a marketing contact -MONITOR – contact will receive emails on entry status updates (ex. certified) -PNEMAIL – contact will receive emails on Prior Notice status updates -PNSUBMIT – this information will default into the FDA Prior Notice submitter section for all FDA Prior Notice entries. -PROFORMA - Email proforma upon post -RLF – contact will receive emails (US messages) for Remote Location Filing -UCMAIL - contact will receive ACE status notification (UC message)
Title/Company	Enter the title for this contact, as well as the company that they represent.
First/Middle/Last	Enter the full name of this contact.
Phone (ext.)	Enter the primary phone number (and extension) for this contact. You can also enter alternate numbers in this section if necessary.

Fax	Enter the primary contact fax number for this contact.
Email	Enter the full email address for this client. Be sure to enter this accurately to ensure that this contact will receive the status/update emails.
Notes	Enter any notes for this contact in this section (internal use only).
OK/Cancel	OK will save the contact. Cancel will cancel and go back to the main profile.

Associated Carriers Screen



Field/Button	Description
SCAC (Carrier Code)	Enter the SCAC for the transportation company, or click the ellipsis to choose from the pick-list. This is the unique identifying code assigned by the NMFTA.
Name	Enter the complete name of the transportation company.
MOT	Enter the 2 digit code representing the mode of transportation for this carrier.
Address	Enter the address of the transportation company.
AWB Prefix	For air carriers, enter the 3 digit air waybill prefix code that identifies the airline.
OK/Cancel	OK will save the carrier. Cancel will cancel and go back to the main profile.

Bond/MID/Line Release Tab

Bond/MID/Line Release Tab

Continuous Bond Information

Continuous Bond Information			Query Bond Info	Last Queried:	
Bond Type	Surety	Bond #	Bond Amount	Effective Date	Query Status
			\$0	10/19/2007	
Termination Date:			PMS Status:	Bond Sufficiency Indicator:	

Field/Button	Description
Query Bond Info	Click this button to use the CBP bond query function to retrieve the bond information or verify that it is correct. This information will auto-fill with the information that is on file with CBP.
Last Queried	Date and time this tax ID was last queried
Bond Type	The type of bond that is on file with CBP. This is generally either an 8 for continuous bond.
Surety	The identifying number for the surety company that underwrote the bond.
Bond #	The bond number of the continuous bond issued by CBP.
Bond Amount	The amount of the bond liability.
Effective Date	The date that the bond went into effect.
Query Status	This lists the type of query that was done as well as the status of the bond.
Termination Date	This lists the termination date of this bond.
PMS Status	
Bond Sufficiency Indicator	

Single Entry Bond Information

Single Entry Bond Information			
Surety Code	Account #	Bond Amount	Def. Tax Ind.
<input type="text"/>	<input type="text"/>	\$0	<input type="checkbox"/> ...
<input type="checkbox"/> Always Use SEB on Entry			

Field/Button	Description
Surety Code	Enter the identifying number for the surety company that underwrote the bond.
Account #	Enter the bond account number for the single entry bond.
Bond Amount	Enter the amount of liability coverage of the single entry bond.
Always Use SEB on Entry	Check this box if the SEB should be created for all transactions for this client.
Def. Tax Ind.	Enter the deferred tax indicator code, or choose from the pick-list by clicking the ellipsis.

ACH Information

The screenshot shows a window titled "ACH Information" with four input fields. From left to right: "Payment Type Indicator" with value "2" and a browse button "..."; "ACH Payer Unit #" with value "000000"; "Periodic Stmt Date" with value "0"; and "Ent_7501 Desc. Format" with value "D" and a browse button "...".

Field/Button	Description
Payment Type Indicator	Enter the code identifying how payment is to be processed, or choose from the pick-list by clicking the ellipsis.
ACH Payer Unit #	Enter the 6 digit number assigned by CBP to be used to authorize the ACH payment transmission.
Periodic Statement Date	Enter the periodic statement date for this client.
Ent_7501 Desc. Format	Enter the code that identifies the format of the 7501 description. L is for long HTS description, S is for short HTS description, and D will use the SmartBorder system default setting to determine what description is printed on the 7501.

Manufacturer/Shipper ID Information

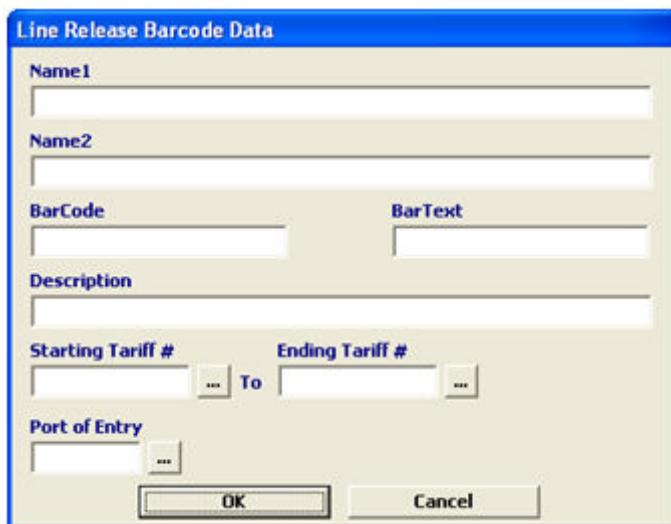
The screenshot shows a window titled "Manufacturer / Shipper ID - DO NOT USE ABBREVIATIONS!". It includes fields for Name (ABC CORP), Street (123 TEST ST), City (TORONTO), and a grid for Mfg. ID (XOABCCOR123TOR). Below this is a section for "Line Release Barcodes (for Proforma)" with a table and buttons for Add, Edit, and Del.

Name 1	Name 2	Barcode	Barcode Text	Description	From Tariff #	To Tariff #	PortEntry	Add
								Edit
								Del

Field/Button	Description
Manufacturer/Shipper ID	The manufacturer information will populate automatically from the address information that is entered on the general tab of the profile. You can make any changes in this area and this will reflect on the MID.
Add	Click to add a new line release barcode. This will open a new Line Release Barcode screen.
Edit	Click to edit the selected line release barcode. This will open the selected item in the Line Release Barcode screen.
Del	Click to delete the selected line release barcode.

- Once you've completed your Bond/MID/Line Release information, move on to the [Notes, Status, Etc.Tab](#).

Line Release Barcode Data Screen



Field/Button	Description
Name 1/Name 2	Enter the name of the client utilizing the line release/BRASS. Enter the second name, if applicable.
BarCode	Enter the 14 digit barcode number applicable to the item.
BarText	Enter the applicable barcode text associated with this 14 digit barcode.
Description	Enter the commercial description of the product associated with this line release.
Starting Tariff #	Enter the starting tariff for this range of HTS numbers that are covered by this line release, or choose from the tariff picker by clicking the ellipsis.
Ending Tariff #	Enter the ending tariff for this range of HTS numbers that are covered by this line release, or choose from the tariff picker by clicking the ellipsis.
Port of Entry	Enter the port of entry that this barcode applies to, or choose from the pick-list by clicking the ellipsis.
OK/Cancel	OK will save the line release barcode. Cancel will cancel and go back to the main profile without saving.

Notes, Status, Etc. Tab

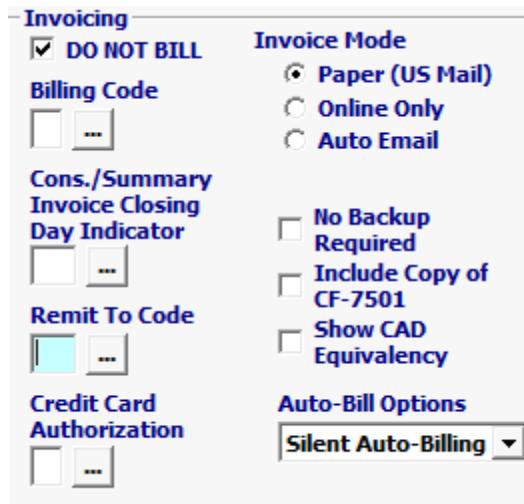
Notes, Status, etc. Tab

Profile Status Information

The screenshot shows a window titled "Status Flags". It contains several checkboxes for selecting profile status flags. At the top left is a checked checkbox labeled "OK-to-Clear". To its right is an unchecked checkbox labeled "Vendor". Below these are two more checkboxes: "Profile is Cut Off" (unchecked) and "Cut Off Date" (with a dropdown menu showing "/ /"). Underneath these are two buttons: "Cancel Code" and "Reason Code", each with a dropdown arrow. A list of status flags follows, with the first one checked: "Authorized Personnel Only (Entry & Bills)". The other flags are: "Authorized BILLING Only", "CF 4811 On File", "No Central Filing", "Client is On Review", "Audit Products", "Exported To Accounting", and "Disable Reporting Quantities". At the bottom of the window is a button labeled "View Notes...".

Field/Button	Description
OK-to-Clear	Check this box to indicate that this profile is complete and all required information for account setup has been received and entered. This activates the profile for use in release and entry.
Vendor	Check this box if this profile is a vendor. This will indicate that this profile cannot be used as a bill-to party.
Profile is Cut Off	Check this box to indicate that this profile is cut-off and is no longer "OK to clear"
Cut Off date	Enter the date that the profile is cut-off, or choose the date from the calendar by clicking the drop-down.
Cancel Code	Enter the cancel code for this profile cut-off, or choose from the pick-list by clicking the ellipsis.
Reason Code	Enter the reason code for this profile cut-off, or choose from the pick-list by clicking the ellipsis.
No Backup Required	Click this box to indicate that this client does not require that backup paperwork (7501, invoices, etc.) be sent with their invoices.
Authorized Personnel Only	Check this box to indicate that only authorized individuals may complete a transaction using this client. This authorized personnel designation is found in the broker user profile.
Authorized	Check this box to indicate that only authorized individuals may complete a billing for this

BILLING Only	client. This authorized billing designation is found in the broker user profile.
CF-4811 On File	Check this box to indicate that a CF-4811 is on file for this client.
No Central Filing	Check this box if this client has no central filing.
Client is on Review	Check this box if this client is on review. This will flag all of this client's entries for entry review. (Setting must also be checked off in the entry review settings).
Exported to Accounting	Check this box to indicate the profile information has been exported to an accounting program.
Disable Reporting Quantities	Check this box to disable the following default: Entry_ValidateReportingQuantities. This disables the default for this profile only. This default is used to calculate reporting quantities from commercial invoice quantities.
View Notes	Click the View Notes button to open the Profile notes screen.

Invoicing Information

Field/Button	Description
Do Not Bill	Check this box to indicate that the profile is not a valid bill-to party, and may not be billed.
Billing Code	Enter the billing code for this profile to indicate the frequency of billing. This is used for clients on consolidated or summary billing.
Invoice Mode	Check Paper (US Mail) if the invoice should be printed and sent by mail. Check Online Only if the client will obtain and view their invoices on-line. This is also where you select Auto Email if you want the invoices to Auto Email to the client.
Include Copy of CF-7501	Check this box to include a copy of the CF-7501 with the invoice. This won't work with consolidated billing.
Remit To Code	Click the ellipsis to open the pick-list of remit to addresses. Choose the appropriate remit to code for the applicable remit to address.
Credit Card Auth.	Enter the credit card authorization type, or choose from the pick-list by clicking the ellipsis.
Auto-Billing	Choose the auto-billing feature that applies to this profile by clicking the drop-down.

ECO Date Information

The screenshot shows two adjacent dropdown menus. The top menu is labeled 'ECO Effective' and the bottom one is labeled 'ECO Expires'. Both dropdowns are currently set to the value '11'.

Field/Button	Description
ECO Effective	Enter the effective date for the electronic certificate of origin (ECO). This is where you place your NAFTA effective date.
ECO Expires	Enter the expiration date for the electronic certificate of origin (ECO). This is where you place your NAFTA expiration date.

FDA Prior Notice Defaults

The screenshot shows a dialog box titled 'FDA Prior Notice Defaults'. It contains four main input fields: 'Mfg/Processor FDA Registration #' (with a browse button), 'Exemption Code' (with a browse button), 'Mfg/Proc. Firm Type' (with a browse button), and 'Shipper FDA Registration #' (with a browse button). At the bottom of the dialog is a 'Browse Notes' button.

Field/Button	Description
Mfg/Processor FDA Registration #	Enter the FDA registration number of the manufacturer/processor, which identifies the manufacturer/processor for FDA prior notice reporting.
Exemption Code	Enter the exemption code if the manufacturer/processor is exempt from FDA registration, or choose from the pick-list by clicking the ellipsis.
Mfg/Proc. Firm Type	Enter the firm type for this manufacturer/processor, or choose from the pick-list by clicking the ellipsis.
Shipper FDA Registration #	Enter the FDA registration number of the shipper, which identifies the shipper for FDA prior notice reporting.
Browse Notes	Click this button to enter the profile notes screen.

Deductions/Additions

Invoice Value Deductions/Additions

<input type="checkbox"/> Deduct Duty							
<input type="checkbox"/> Deduct Brokerage Fees							
Other Deductions/Additions							
<table border="1"> <thead> <tr> <th>Description</th> <th>ForeignAmt</th> <th>Crncy</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="height: 50px;"></td> </tr> </tbody> </table>		Description	ForeignAmt	Crncy			
Description	ForeignAmt	Crncy					
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/>							
<input type="button" value="! ! !"/>							

Field/Button	Description
Add	Click to add a new deduction/addition. This will open a new Profile Level Deduction/Addition screen.
Edit	Click to edit the selected deduction/addition. This will open the selected item in the Profile Level Deduction/Addition screen.
Del	Click to delete the selected deduction/addition.

- Click Add/Edit to open the Profile-Level [Deductions/Additions](#) screen

AWB/Airline Information

AWB / Airline Information

IATA Code

Account #

Field/Button	Description
IATA Code	Enter the IATA Code for this profile. This will auto-fill into the forwarding agent box in the export module.
Account #	Enter the IATA account # for this profile. This will auto-fill into the forwarding agent box in the export module.

- Once you've completed your Notes/Status/Etc., move on to [Fee Schedules](#).

Profile Level Deductions/Additions



Field/Button	Description
Description	Enter a description of the deduction/addition. This should identify what is being added or deducted.
Deduction/Addition	Choose whether this amount should be added or deducted from the invoice value on the entry.
Amount	Enter the amount to be added to or deducted from the invoice value on the entry.
Currency	Enter the currency amount of the deduction/addition, or choose from the pick-list by clicking the ellipsis.
Exchange Rate	Enter the exchange rate to be applied to the deduction/addition amount. This will auto-fill from the currency that is chosen.
OK/Cancel	OK will save the deduction/addition. Cancel will cancel and go back to the main profile without saving.

Profile Notes

SB Notes

Note List			
Title	Note	UserName	CreatedOn
MISSING DOCUMENTS	CONTACT JIM @ JSMITH@DEMO.COM IF YOU ARE MISSING ANY INFO	JHenning	11/22/2016

Add (+) **Edit (/)** **Del (-)**

Up **Down**

Title

MISSING DOCUMENTS

Note

CONTACT JIM @ JSMITH@DEMO.COM IF YOU ARE MISSING ANY INFO

View Notes **Edit Notes**

Field/Button	Description
View/Edit Notes	The View Notes tab allows you to view the notes as they will appear to the user. The Edit Notes tab is where you create/edit notes.
Category	Choose the category for the note that you are creating/viewing.
Add	Click to add a new profile note. This will open a new Add Note screen.
Edit	Click to edit the selected profile note. This will open the selected item in the Add Note screen.
Del	Click to delete the selected profile note.
Close	Click Close to go back to the main profile.

Fee Schedules

Fee Schedules

- Click Tools, Fee Schedules or click on the Fee Schedules button

The screenshot shows two windows side-by-side. The left window is titled 'Fee Schedules' and displays a list of fee schedules. The right window is titled 'Fee Calculations' and displays a list of fee types. Both windows have standard Windows-style toolbars at the bottom.

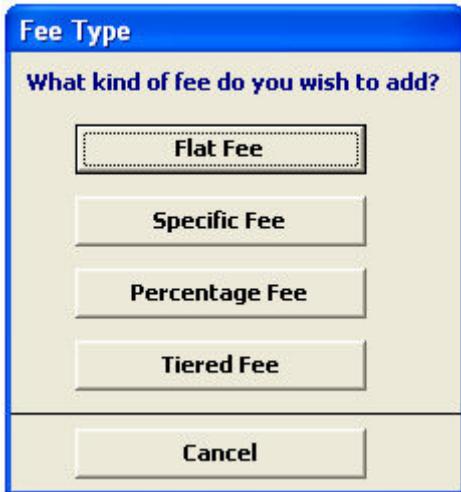
Default	Description	Fee Schedule "Owner" (Linked To)
<input checked="" type="checkbox"/>	ABC FEE SCHEDULE	(self)
<input type="checkbox"/>	ABC ALT. FEE SCHEDULE	(self)

Code	Description	Fee Type	Revenue
127	FILING CUSTOMS ENTRY	Flat	<input checked="" type="checkbox"/>
100	ADDITIONAL CLASSIFICATIONS	Specific	<input checked="" type="checkbox"/>
120	DISBURSEMENT FEE	Percentage	<input checked="" type="checkbox"/>
137	INSURANCE	Tiered	<input checked="" type="checkbox"/>

Menu Option/Button	Description
File, Save	Click to save the changes made to the fee schedules.
File, Exit	Click to exit the fee schedules screen without saving.
Tools, Copy Fee Schedule	Click to copy a fee schedule from another profile. This will bring the fee schedule into this profile, which you can then edit and apply to this profile.
Add	Click to add a new fee schedule. This will open a new Fee Schedule screen.
Add Link	Click to add a new fee schedule link. This will allow you to link this client's fee schedules with the fee schedules of pre-existing clients in your SmartBorder.
Edit	Click to edit the selected fee schedule. This will open the selected item in the Fee Schedule screen.
Delete	Click to delete the selected fee schedule.
Add	Click to add a new fee. This will open a new Fee Type screen.

Edit	Click to edit the selected fee. This will open the selected item in the applicable screen.
Delete	Click to delete the selected fee.

- When you click Add (under fee calculations) to add a new fee, you must choose the type of fee that you'd like to add.



Field/Button	Description
Flat Fee	Fee will be billed at a set amount for all applicable transactions. This fee contains no variables, and is used when the customer is billed a flat amount for a service. (ex. Entry Fee)
Specific Fee	Fee is based on a specific dollar amount per occurrence. This fee is used to bill a charge for each instance of a specific action. (ex. Additional Classifications)
Percentage Fee	Fee is based on a percentage of a dollar amount. This is used to bill a specific charge per unit of an entered amount (ex. Disbursement Fee)
Tiered Fee	Fee is based on a flat fee billed by range. This is used to bill a flat fee if the entered amount falls within the specified range. Each tier will have a specific flat fee.
Cancel	Click to cancel and return to the fee schedules screen, without creating a new fee.

- Once you've completed your Fee Schedules, move on to the [Product List](#).

Flat Fee

Flat Fee

Accounting Code	Accounts Payable	Clear AP Info
... 127: FILING CUSTOMS ENTRY (REVENUE)	... Please select an accounting code for accounts payable	
	... Please select a profile for accounts payable	
Fee		
Amount	\$ 50.00	
Special Condition for Assessing this Fee		
... No special condition in effect, click button to select		
Create Conditions		
<input type="button" value="Add Field"/> <input type="button" value="And"/> <input type="button" value="Or"/> <input type="button" value="("/> <input type="button" value=")"/> <input type="button" value="Undo"/> <input type="button" value="Test"/> <input type="button" value="Clear"/>		
Entry Type is 01 or (Entry Type is 11 and Payment Type Indicator = 1)		
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>

Field/Button	Description
Accounting Code	Click the ellipsis to choose the accounting code for this fee.
Accounts Payable	If this fee has payables, you must enter the AP information. Click the first ellipsis to select the account code for the payable amount. Click the second ellipsis to select the profile of the vendor to which payment is being made.
Clear AP Info	Click to clear the selected accounts payable code and/or profile.
Fee Amount	Enter the flat fee amount, which will be billed for all transactions that fall under the given conditions.
Special Conditions	Click the ellipsis to choose a special condition to be considered when billing this fee. This allows you to specify which transactions should have this fee applied.
Create Conditions	You can use this section to create your own custom/complex conditions to specify which transactions should have this fee applied. The example above would be applied if the entry type is 01, or if the entry type is 11 and the payment type is 1.
OK/Cancel	OK will save the fee. Cancel will cancel and go back to the fee schedules screen without saving.

Specific Fee

Formula for Calculating Fee

Amount	Per
1	1
# of Lines of Classification	
Over	
3	
Minimum	Maximum
\$ 0.00	\$ 100.00

Example (Bond Fee): \$1.50 per \$1000.00 of [Total Entered Value] over \$10,000.00
"Amount" = 1.50, "Per" = 1000.00, "Of"=[Total Entered Value], "Over"=10,000.00

Field/Button	Description
Amount	Enter the charge to be billed per instance.
Per	Enter the amount of instances that will be covered by 1 unit of the fee amount.
Selected Field/Pick Fee	Click the ellipsis to choose the occurrence that this fee is based upon. This fee will be billed as amount per instance of this choice.
Over	Enter the amount of instances that this fee will initiate. In the example above, the fee will be billed once for each classification over 3.
Minimum/Maximum	Enter the minimum and/or maximum amount to be billed under this specific fee.

Percentage Fee

Formula for Calculating Fee

Percent	<input type="text" value="2"/> Of <input type="button" value="..."/>	Duty, MPF, Customs Charges
Minimum	<input type="text" value="\$ 1.00"/>	Maximum <input type="text" value="\$.00"/>

Field/Button	Description
Percent	Enter the charge to be billed per instance.
Select Field/ Pick Fee	Click the ellipsis to choose the occurrence that this fee is based upon. This fee will be billed as a percentage of this selected fee. The example above will bill 2% of the total Duty, MPF, Customs Charges.
Minimum/ Maximum	Enter the minimum and/or maximum amount to be billed under this percentage fee.

Tiered Fee

Formula for Calculating Fee

Fee / Tiers are based on ... Total Entered Value

Fee Tiers		
From	To	Amount
\$0.00	\$1,000.00	\$2.00
\$1,000.00	\$5,000.00	\$5.00
\$5,000.00	\$10,000.00	\$10.00
\$10,000.00	\$20,000.00	\$20.00

If Over
\$ 20,000.00
Then Fee is...
\$ 20.00
PLUS
\$ 1.00
Per
1000
Over

Add (INS) | Edit (CR) | Delete (DEL)

Minimum
\$ 0.00

Maximum
\$ 0.00

Field/Button	Description
Fee Tiers based on	Click the ellipsis to choose the value that this fee is based on.
Fee Tiers	These tiers are the specific ranges for which the tiered fee will be billed. These tiers also contain the specific fees associated with each tier.
Add	Click to add a new fee tier. This will open a new Tier screen.
Edit	Click to edit the selected fee tier. This will open the selected item in the Tier screen.
Delete	Click to delete the selected fee tier.
Minimum/Maximum	Enter the minimum and maximum (dollar amount) of this tiered fee.
If Over	Enter the amount to base the final tier/range upon. In this example, if the total entered value exceeds \$20,000, then the fee is \$20 plus \$1 for each additional \$1,000 of entered value.
Then Fee is	Enter the fee to be charged for this final tier/range.
PLUS	Enter the additional fee to be charged if the tier is exceeded.
Per	Enter the additional amount which will warrant the additional fee.

Product List

Product List

- Click Tools, Product List or click on the Product list button

Product List Grid

Products For Profile: DEMO CLIENT (3807)

Effective Date: 11/25/2016 [Change Effective Date](#)

Current Search Criteria

G	Product Code	C/O	S/P's	HTS #	MID	PGA Codes	FDA Codes	Description	UOMs	Du.
<input checked="" type="checkbox"/>	CHOC123	FR		1806.90.9019	FRFRACHO123PAR	FD4	34FYY07	CHOCOLATE TRUFFLES	KG	6.
<input type="checkbox"/>	TEST43	DE		3822.00.5090		AQ1,EP7,FD1		CORROSION LEVEL TEST KIT	KG	0.
<input type="checkbox"/>	TREE01			3926.90.9995		FD1		REINFORCED PLASTIC TREE STAKES	X	5.

Add (+) Edit (/) Del (-) Clear (*)

Product List — Total Products: 3 [3 shown]

Add Edit Delete Copy Add Group Refresh (F5) Close Show All

(N)otes FDA (I)info Ex(p)ort

Field/Button	Description
Change Effective Date	Click to change the effective date, which the duty calculations in the product list will be based on.
(N)otes	Click to view the product note on the selected product.
FDA (I)info	Click to open the FDA info for the selected product
Ex(p)ort	Click to export this product list to a Microsoft Excel spreadsheet file (.xls)
Add	Click to add a new product. This will open a new Add/Edit Product screen.
Edit	Click to edit the selected product. This will open the selected item in the Add/Edit Product screen.
Delete	Click to delete the selected product.
Copy	Click to copy the selected product, which will open in the Add/Edit Product screen.
Add Group	Click to open the Product Grouping screen, which allows you to group products.
Close	Click to close the Product List and return to the main profile screen.

- Click Add/Edit to Add/Edit a Profile Product

- Once you've completed your Product List, move on to [Transaction Parties](#).

Add/Edit a Profile Product

Tariff Information**Tariff Information****Main Tariff Info Screen**

Tariff Information

Tariff/UOMs				Special Programs Indicators		
Tariff #	UOM 1	UOM 2	UOM 3	Country	Primary	Secondary
<input type="text"/>	<input type="button" value="..."/>					

FDA Information

Disclaim FDA

Description	FDA Product Code	Cargo Storage Status	C/O	Actual Mfg. ID	Ac
<input type="button" value="Add"/>					
<input type="button" value="Edit"/>					
<input type="button" value="Del"/>					

DOT Information

Disclaim DOT

Description	Box#	Box Cert	Passport#	C/O	Surety Code	NHTSA Permiss
<input type="button" value="Add"/>						
<input type="button" value="Edit"/>						
<input type="button" value="Del"/>						

FCC Information

Disclaim FCC

Description	Import Condition #	Qty Approval	FCC ID	Trade Name	Model/T
<input type="button" value="Add"/>					
<input type="button" value="Edit"/>					
<input type="button" value="Del"/>					

PGA (Participating Government Agencies/Lacey Act) Information

Description	Product Code	CAS Number	I.U. Code	I.U. Description	Storage T
<input type="button" value="Add"/>					
<input type="button" value="Edit"/>					
<input type="button" value="Del"/>					

Field/Button	Description
Tariff Number	Enter the HTS classification number, or click the ellipsis to choose from the tariff picker.
UOM (1, 2, 3)	The units of measure (reporting quantity) will auto-fill based on your tariff number. You can manually key a UOM if the client requires that it be reported.
SPI Country	Enter the SPI country, or choose from the pick-list by clicking the ellipsis.
Primary SPI	Enter the Primary SPI, or choose from the pick-list by clicking the ellipsis.
Secondary SPI	Enter the Secondary SPI, or choose from the pick-list by clicking the ellipsis.
Disclaim	Check this box if the product is not regulated by the OGA (FDA, DOT, or FCC)
Add	Click to add new FDA, DOT, or FCC information.
Edit	Click to edit the selected FDA, DOT, or FCC information.
Del	Click to delete the selected FDA, DOT, or FCC information.

OK/Cancel	OK will save the tariff number record. Cancel will cancel and go back to the main profile without saving.
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FDA Information

General FDA Information

FDA Product Code	FDA Commercial Description		
<input type="text"/> ...	<input type="text"/> ...		
Cargo Storage Status	FDA C/O	FDA Actual Mfg. ID	FDA Actual Shipper ID
<input type="text"/> ...	<input type="text"/> ...	<input type="text"/> ...	<input type="text"/> ...
Contact Name	Contact Phone		
<input type="text"/>	<input type="text"/>		

Field/Button	Description
FDA Product Code	Enter the FDA product code for the product, which is the code that identifies the FDA product. Click the ellipsis to use the FDA Product Code Builder.
FDA Commercial Description	Enter the FDA commercial description which describes the product for FDA purposes.
Cargo Storage Status	Enter the cargo storage status, or choose from the pick-list by clicking the ellipsis. This code describes the status of the product when it is shipped.
FDA C/O	Enter the FDA country of origin, or choose from the pick-list by clicking the ellipsis. Please note that the FDA C/O may differ from the C/O reported to US Customs.
FDA Actual Mfg. ID	Enter the MID for the actual manufacturer, or choose from the transaction parties list by clicking the ellipsis.
FDA Actual Shipper ID	Enter the MID for the actual shipper, or choose from the transaction parties list by clicking the ellipsis.
Contact Name	Enter the name of the party that is completing the prior notice. This is the party that the FDA will contact for information/requests/questions.
Contact Phone	Enter the phone number of the party that is completing the prior notice. This is the number where the contact party can be reached for more information.

Prior Notice Information

<input type="checkbox"/> Disclaim BTA Prior Notice *** Data in this frame will be removed ***		
Submitter Information		
Firm (Company) Name	Firm Type	
ABLE INC	<input type="text"/> ...	
First Name	Last Name	
JOHN	SMITH	
Address Line 1	Address Line 2	
123456 TOWN RD	123456 TOWN RD	
City	State/Province/"FN"	Country
BUFFALO	NY	US
ZIP / Mail Code		
14222		
Phone	Fax	
7168235678	7168231234	
Email		
JSMITH@ABLE.COM		
Other PN Information		
Owner Firm Type		
<input type="text"/> ...		
Country of Shipping		
<input type="text"/> ...		
Mfg/Processor FDA Registration #		
<input type="text"/>		
Mfg/Proc. Firm Type		
<input type="text"/> ...		
Mfg/Proc. Registration Exemption Code		
<input type="text"/> ...		
Shipper FDA Registration #		
<input type="text"/>		

Field/Button	Description
Disclaim BTA Prior Notice	Check this box to disclaim the Prior Notice portion of your FDA transmission. This will disable the remaining fields in this Prior Notice information section.
Submitter Information	Enter the firm and contact name and address for the submitter of this prior notice information. The system will automatically create affirmations of compliance from this entered information.
Transaction Parties	Click the Transaction Parties button to auto-fill this information from a transaction party, or click the "bring in from profile" button to bring in the information from the main profile screen.
Owner Firm Type	Enter the firm type for the owner of this cargo, or choose from the pick-list by clicking the ellipsis.
Country of Shipping	Enter the ISO code for the country of shipping, or choose from the pick-list by clicking the ellipsis.
Mfg/Processor FDA Registration #	Enter the FDA Registration number for the manufacturer. This is the 11 digit number that indicates that the manufacturer has registered with the FDA. This field is not required if you are selecting an exemption code.
Mfg/Proc. Firm Type	Enter the firm type for the manufacturer/processor, or choose from the pick-list by clicking the ellipsis.
Mfg/Proc. Registration Exemption Code	Enter the manufacturer/processor exemption code, if this manufacturer/processor is exempt from FDA registration requirements. If you are entering an exemption code, you can leave the FDA registration number blank.
Shipper FDA Registration #	Enter the FDA Registration number for the shipper. This is the 11 digit number that indicates that the shipper has registered with the FDA.

Affirmations of Compliance

NOTE: Although you CAN enter the BioTerrorism Act Prior Notice information in the section below, it is HIGHLY RECOMMENDED that you use the "BTA / Prior Notice Information" tab!

Compliance Code	Compliance Qualifier
SFN	JOHN
SLN	SMITH
SPN	7168235678
SFX	7168231234
SEM	
SCN	ABLE INC
SA1	123456 TOWN RD
SA2	
CA1	RHIEFAIR

Add Note: Items IN THE GRID to the left that look like this:
 Edit SAMPLE QUALIFIER
 Del Are "BTA" items!

Container Dimensions / Quantities

#1	#2	#3			
Quantity - 1	UOM - 1	Quantity - 2	UOM - 2	Quantity - 3	UOM - 3
Quantity - 4	UOM - 4	Quantity - 5	UOM - 5	Quantity - 6	UOM - 6

OK Cancel

Field/Button	Description
Add	Click to add a new affirmation of compliance. This will open a new FD05 screen.
Edit	Click to edit the selected affirmation. This will open the selected item in the FD05 screen.
Del	Click to delete the selected affirmation.
Container Dimensions (#1, #2, #3)	Enter the container measurements (acidified and low acid canned foods): - Container is rectangular - dimensions are width(1), height(2), and length(3). - Container is cylindrical - dimensions are diameter(1) and height(2).
Quantities	Enter the quantities associated with the product. This identifies the packaging of the product. You must report each container/package quantity, decreasing from the largest container to the smallest (base unit/quantity).
UOM	Enter the units of measure associated with the quantities, or choose the UOM from the pick-list by clicking the ellipsis. The smallest must be a base unit of measure. FDA UOM codes may differ from US Customs UOM, so please verify the codes that are being used.
OK/Cancel	OK will save the FDA Information. Cancel will cancel and go back to the tariff screen without saving.

DOT Information

DOT Form HS-7 Information

NOTE: Filling in (or checking) items on this screen which are not marked as "mandatory" (in yellow) will most likely result in a CUSTOMS REJECT! In general, you should fill in or check ONLY those items which are marked in yellow...

Description

Box # Clarification Code



- Importer has copy of NHTSA Permission Letter & Official Orders
 Importer has copy of the Importers Substantiating Statement and contract

Vehicle Information

Year

Make

Model

Vehicle Eligibility #

NHTSA Importer #

VIN #(s)

#	VIN #

Add

Edit

Del

Tire Mfg ID

Tire Brand Name

Passport #

C/O

Surety Code

OK**Cancel**

Field/Button	Description
Description	Enter the description of the goods.
Box #	Enter the box number, or choose from the pick-list by clicking the ellipsis. This number indicates the product condition in terms of compliance with DOT.
Clarification Code	Enter the code identifying the merchandise being imported, or choose from the pick-list by clicking the ellipsis.
Importer Checkboxes	Check the appropriate boxes to indicate that the importer has copies of the documents. These documents may be required depending on the entered box #.
Year	Enter the year that the vehicle was manufactured.
Make	Enter the name of the company that manufactured the vehicle.
Model	Enter the name/model of the vehicle that was manufactured.
Vehicle Eligibility #	Enter the NHTSA number corresponding to the year, make, and model of every non-conforming vehicle. This is required for box #3.
NHTSA Importer	Enter the code assigned to the company making the non-conforming vehicle modification.

#	This is also known as the registered importer code.
Add	Click to add a new vehicle identification number (VIN). This will open a new VIN screen.
Edit	Click to edit the selected vehicle identification number (VIN). This will open the selected item in the VIN screen.
Del	Click to delete the selected VIN.
Tire Mfg ID	Enter the tire manufacturer ID code, if necessary.
Tire Brand Name	Enter the tire brand name. This is required for box #3, 7, 8, or 9.
Passport #	Enter the passport number of the person importing the vehicle, if applicable.
C/O	Enter the ISO code for the country of origin, or choose from the pick-list by clicking the ellipsis.
Surety Code	Enter the assigned DOT bond number, if applicable.
OK/Cancel	OK will save the DOT Information. Cancel will cancel and go back to the tariff screen without saving.

FCC Information

Federal Communications Commission

Description		
Import Condition #	Import Condition # Quantity Approval	
<input type="checkbox"/>	<input type="checkbox"/>	
FCC ID #	Trade Name	
<input type="text"/>	<input type="text"/>	
Model/Type #	Quantity (Total Items)	Withhold Request
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
OK		Cancel

Field/Button	Description
Description	Enter the commercial description of the product.
Import Condition #	Enter the import condition number from the FCC 740 form. This identifies the FCC import condition of the product.
Import Condition # Quantity Approval	Enter Y to indicate that the FCC has issued an approval to import non-complying items. This is required to import over 200 items under import condition #3.
FCC ID #	Enter the identification code assigned by the FCC, including hyphens and dashes. This is mandatory for products under import condition #1.
Trade Name	Enter the trade name of the imported product.
Model/Type #	Enter the model/type number to identify the model or type of the product.
Quantity (Total Items)	Enter the total number of items (not containers).
Withhold Request	Enter a W if the importer requests that FCC 740 data be withheld from public inspection.

OK/Cancel	OK will save the FCC Information. Cancel will cancel and go back to the tariff screen without saving.
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PGA Information

PGA Information

Commercial Description

Product Code	CAS Number	Intended Use Code	Intended Use Description
<input type="text"/>	<input type="text"/>	<input type="button" value="..."/>	<input type="text"/>
Storage Temp Qualifier	Degree Type	Recorded Temp is for (Storage Type)	
<input type="button" value="..."/>	<input type="button" value="..."/>	<input type="button" value="..."/>	<input type="button" value="..."/>

Agencies

Agency	Add
<input type="button" value="..."/>	<input type="button" value="Edit"/>
<input type="button" value="..."/>	<input type="button" value="Del"/>

Components / Constituents

Active Ingr.	Name	UOM	Pct	Add
<input type="text"/>				<input type="button" value="..."/>
<input type="text"/>				<input type="button" value="Edit"/>
<input type="text"/>				<input type="button" value="Del"/>

Field/Button	Description
Commercial Description	Enter a clear description of the product in English. A broad/generalized description or HTS/tariff descriptions are unacceptable.
Product Code	Enter the product code associated with this product. This is the code that describes the commodity with more specificity than the HTS.
CAS Number	Enter the CAS number for this product, if necessary. This is the number used to identify specific chemical products.
Intended Use Code	Enter the three character code indicating the intended use of the product, or choose from the pick-list by clicking the ellipsis.
Intended Use Description	Enter the description of the intended use code that has been entered. If "Other" (O4) code is used, then a free text description of the intended use is mandatory.
Storage Temp. Qualifier	Enter the product temperature category, or choose from the pick-list by clicking the ellipsis.
Degree Type	Enter the degree type/temperature unit of measure for the entered temperature, or choose from the pick-list by clicking the ellipsis.

Recorded Temp. is for (Storage Type)	Enter the code which identifies the storage type of the entered temperature, or choose from the pick-list by clicking the ellipsis. This indicates the specific temperature that was entered.
Agencies	Click Add to enter the Agency code associated with the PGA. This two character code can be chosen from the pick-list by clicking the ellipsis.
Components/ Constituents	Click Add to open the Components/ Constituents screen.
OK/Cancel	Click OK to save the PGA Information. Cancel will cancel and go back to the Tariff Information screen without saving.

PGA Components/Constituents

Name	Quantity	UOM	Active Ingredient?	Pct of Ingredient
	0			0 %

Scientific Names, Sources

#	Genus	Species	SubSpecies	Source Code	Country	Geographic Location

Buttons: Add, Edit, Del, OK, Cancel

Field/Button	Description
Name	Enter the specific name of the ingredient, article, or component of an article.
Quantity	The specific quantity of the identified element contained in the product. For example, quantity of plant material. Two decimal places are implied.
UOM	Enter the unit of measure associated with the quantity entered, or choose from the pick-list by clicking the ellipsis.
Active Ingredient?	Enter Y if this is a active ingredient in this product, or a N if not. This can be chosen from the pick-list by clicking the ellipsis.
Pct. of Ingredient	Enter the percent of the ingredient in the product. Examples: percent of plant material, percent of asbestos, percent of milk fat, percent of the recycled material.. Four decimal places are implied. If 100%, leave blank.
Add	Click to add a new scientific name or source.
Edit	Click to edit the selected scientific name/source.
Del	Click to delete the selected scientific name/source line.
OK/Cancel	Click OK to save the component/constituent information. Cancel will cancel and go back to the PGA screen without saving.

PGA Scientific Names/Sources

PGA Scientific Names, Sources

Genus Name	Species Name	Sub Species Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Species Code	FWS Desc. Code		
<input type="text"/>	<input type="text"/>		
Source/Type Code	Country Code	Geographic Location	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Range of Processing			
<input type="text"/> / /	to	<input type="text"/> / /	
Processing Type	Description of Processing		
<input type="text"/>	<input type="text"/>		
		<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Field/Button	Description
Genus Name	Enter the scientific Genus Name of the PGA's merchandise being entered.
Species Name	Enter the scientific Species Name of the PGA's merchandise being entered.
Sub Species Name	Enter the scientific Sub Species Name of the PGA's merchandise being entered.
Species Code	Enter the species code associated with this merchandise. This includes Fish and Wildlife Service (FWS) Wildlife Category codes.
FWS Desc. Code	Enter the FWS Description Codes assigned by Fish & Wildlife Service.
Source/Type Code	Enter the source/type code. This code identifies what role the country had in regards to a product, for example, harvest, grown, produced, processed, sold, or raw material. Also, includes a code for vessel flag to identify the country where the vessel is registered.
Country Code	Enter the two letter code that identifies where the harvest, growth, production, processing sale, catch or raw material took place.
Geographic Location	Enter the state, province or geographical location (example –North Atlantic Sea) where the harvest, growth, production, sale, catch or raw material took place.
Range of Processing	Enter the date range when the processing for the product occurred, or click the drop-down to choose from the calendar.
Processing Type	Enter the code identifying what method of processing used to make the product. This includes fishing/method to catch fish.
Description of Processing	Enter the text description of the processing methods. This is mandatory if "Other" is used.
OK/Cancel	Click OK to save the scientific name/source information. Cancel will cancel and go back to the component/constituent screen without saving.

Search Product Database

Once you have entered product information into a Profile, you can use the following search options to locate them.

For smaller databases :

1. Click on the Profiles Module.
2. Enter the Profile in which you would like to view the Product List for.
3. Click on Product List.

The screenshot shows a Windows application window titled "Product List". At the top, it says "Products For Profile: ABLE INC (1023)". Below that, there are buttons for "Effective Date: 06/19/2008" (with "Change Effective Date" next to it), "Export to Excel", and "View Product Note". A sub-header "Product List (4 products)" is followed by a table with the following data:

G	Product Code	C/O	S/P's	HTS #	OGA Codes	FDA Codes	Description	UOMs	Duty Rate(s)*
<input checked="" type="checkbox"/>	00001	CA		4902.10.0000			NEWSPAPER	KG	FREE
<input type="checkbox"/>	00002	CA		4820.10.2050			NOTEBOOKS	NO	0.0%
<input type="checkbox"/>	00003	CA		4820.30.0040			BINDERS	KG	0.0%
<input type="checkbox"/>	00004	CA		1605.30.0590	FD4	16WHT02	LOBSTER SCAMPI	KG	10.0%

At the bottom, there are buttons for "Add", "Edit", "Delete", "Copy", "Add Group", and "Close".

4. Using the above screen, you can scroll through the list of entered product codes, add/edit/delete a product, Copy a product, or group products.

(For further descriptions, refer to the [Product List](#) section)

**** New update (from release 1101 4/17/11) :**

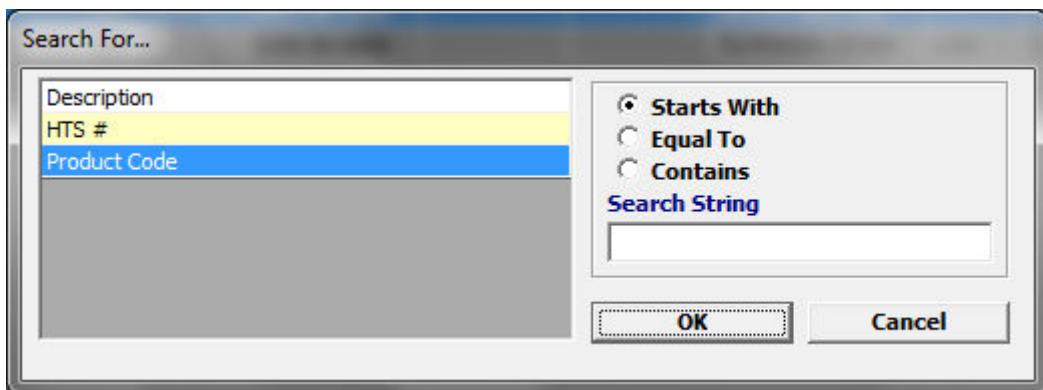
For large product databases :

1. Please submit a support ticket to add the following default : ProfileProducts_UseGrid

The screenshot shows a software interface titled "Product List Grid". At the top, it displays "Products For Profile: TAMMY INC (1028)" and "Effective Date: 03/10/2011". There are buttons for "Reset Profile", "Change Effective Date", and "Select Another Profile's Product List". Below this is a section for "Current Search Criteria". The main area is titled "Product List - Total Products: 5,113 [5,113 shown]". It contains a grid of product information with columns: G Product Code, C/O, S/P's, HTS #, MID, OGA Codes, FDA Codes, and Description. A row for "M458" is selected, indicated by a checked checkbox. At the bottom of the grid are buttons for "Add", "Edit", "Delete", "Copy", "Add Group", "Refresh (F5)", "Select", and "Close". Below the grid are buttons for "(N)otes", "FDA (I)info", "Ex(p)ort", and "Show All".

2. Once the default has been added, you will now see a "Current Search Criteria" grid in the product database.

3. Click ADD to enter search criteria :

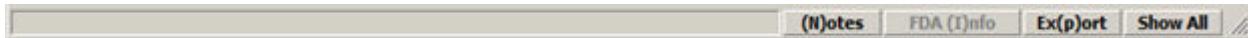


4. For example, if you use Product Code, then "Starts With" and enter the letter "A" in the search string, all product codes starting with the letter A will display in the Product List.

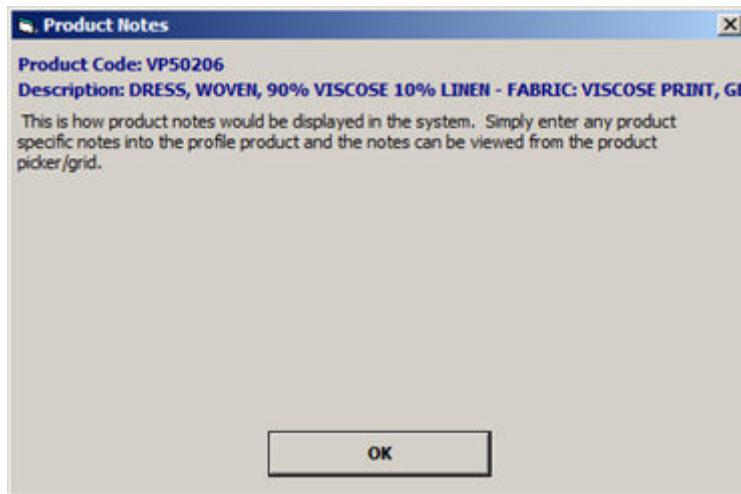
5. The Product List threshold will yield the first 500 products starting with that letter.

****(We have a default ProfileProducts_GridThreshold that can increase the size of this threshold, please submit a support center ticket to activate this feature.)**

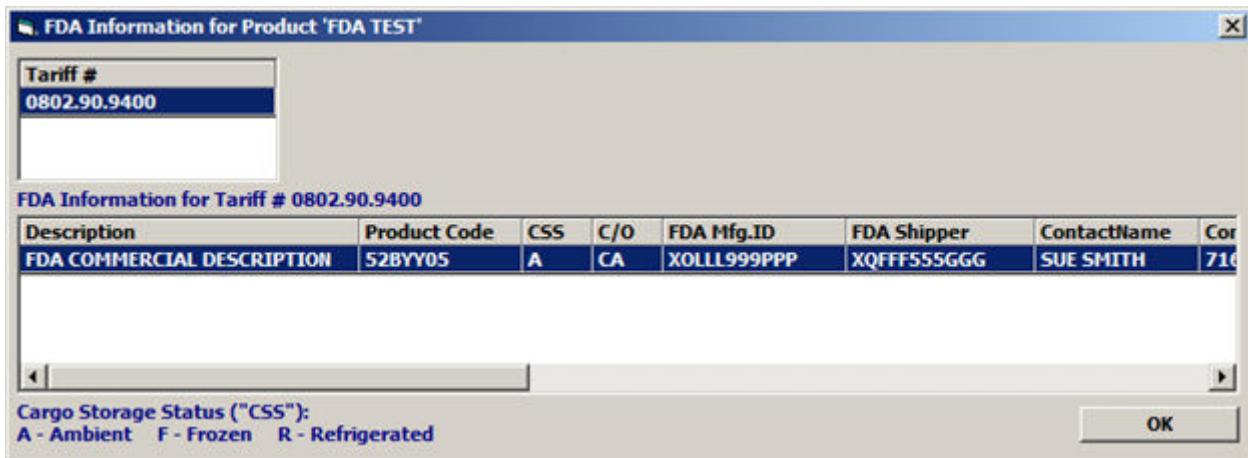
6. You will also notice a few more search options appear in the bottom right corner of this grid :



NOTES : view notes entered for a selected product.



FDA (I)info : view entered FDA info for a selected product.



EXPORT : click to export product list to an excel spreadsheet.

SHOW ALL : Use this button when a threshold does not yield ALL products under your search criteria.

For example, if you had 3,150 product codes that start with the letter "A," and you enter search all product codes starting with the letter "A" - the threshold will yield 500 products (unless increased by default). To view ALL 3,150 codes, click this "Show All" button.

Transaction Parties

Transaction Parties

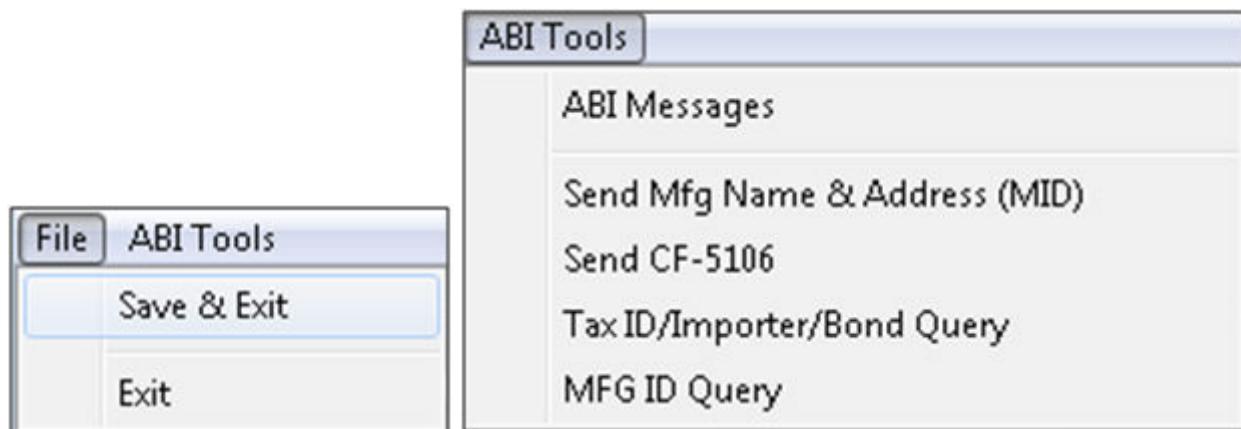
You will want to create transaction parties to be used in SmartBorder transactions. These parties are usually shippers and consignees, but can also include buyers, agents, or any other party to be used in SmartBorder.

Party Editor/Picker

Transaction Party List			
Short Name	Tax ID	Name	AddrLine1
12-3456789	12-3456789	ABLE CONSIGNEE	6598 OAK WAY
ABLEINC	12-3456789	ABLE INC	123456 TOWN RD
		CHINA SHIPPER	123 SHANGHAI WAY
HONKON125H		HONG KONG MANUFACTURING	125 PEOPLES DR

Field/Button	Description
Add	Click to add a new vehicle transaction party. This will open a new Add/Edit Transaction Party screen.
Edit	Click to edit the selected transaction party. This will open the selected item in the Add/Edit Transaction Party screen.
Delete	Click to delete the selected transaction party.
Query Tax ID	Click to query the tax ID for the selected transaction party.
All Profiles and Transaction Parties	Click to search through all profiles and transaction parties in the Search for a Client screen.
Export to Excel	Click this button to export this listing of transaction parties to a Microsoft Excel spreadsheet file (.xls).
Close	Click to close this screen and return to the main profile screen.

- When you Add/Edit a transaction party, the [Add/Edit Transaction Party](#) screen will open.

Add/Edit Transaction Party**Menu Options**

Menu Option	Description
File - Save & Exit	Click to save this transaction party and exit to the main profile screen.
File - Exit	Click to exit to the main profile screen without saving.
ABI Tools - ABI Messages	Click to view the ABI messages associated with this transaction party.
ABI Tools - Send Mfg Name & Address (MID)	Click to send the manufacturer name and address to Customs, to place the manufacturer ID on file (MID).
ABI Tools - Send CF-5106	Click to send the CF-5106 transmission, to add the party (importer/consignee) tax ID to the customs system.
ABI Tools - Tax ID/Importer/Bond Query	Click to query the tax ID that is on file with Customs.
ABI Tools - MFG ID Query	Click to perform an MID query on the MID that was created by the entered name & address. If this MID is on file with CBP, SmartBorder will auto-create the transaction party, with the accurate information that is on file with CBP.

Main Tab

Main | Contact | Manufacturer ID (Mfg. ID) | Notes |

Profile Type
... Corporation

Mfg. ID
USABLCON6598BUF

U.S. Tax ID 12-3456789 **Non-U.S. Tax ID**

OK To Clear

Short Name **Name**
ABLE CONSIGNEE

Line 2 of Name (Qualifier Required)

Street Address
6598 OAK WAY

City BUFFALO **State/Province** NY

Postal Code 14227 **Country** US
[Click here for Guidelines on input of names and addresses](#)

OK | **Cancel**

Field/Button	Description
Profile Type	Click the ellipsis to choose the profile type for this profile. Each profile should be designated as a corporation, individual, partnership, or sole-proprietor.
Tax ID	Enter the Tax ID for this profile. This can be the social security number, IRS number, or customs assigned number.
Non-US Tax ID	Enter the Canadian importer/exporter number, the employer identification number (EIN), or the business number. This number is required on the NAFTA certificate of origin.
Short Name	Enter a short name, which is used to identify the profile.
Name	Enter the first line of the party's name. According to customs, this name cannot contain the words "r;AND" or "r;THE" and [,] ['] [-] [&] [/] are the only acceptable forms of punctuation allowed. Terms like "r;limited" and "r;corporation" must be abbreviated. See Name & Address guidelines for more information.
Line 2 of Name	Enter the second name line, with qualifier (if applicable). This is used for divisions, doing business as, also known as, etc.
Street Address	Enter the street address for the party. See Name & Address guidelines for more information.
City, State, Zip, Country	Enter the city, state, zip, and country code for this address. See Name & Address guidelines for more information.
OK/Cancel	OK will save the party. Cancel will cancel and go back to the profile screen without saving.

Contact Tab

Main	Contact	Manufacturer ID (Mfg. ID)	Notes
PRIMARY Contact			
<input type="text"/> Phone <input type="text"/> Fax <input type="text"/>			
Email <input type="text"/>			
FREIGHT Contact			
<input type="text"/> Phone <input type="text"/> Fax <input type="text"/>			
Email <input type="text"/>			

Field/Button	Description
PRIMARY Contact	Enter the full name of the primary contact for this party.
Phone (ext.)	Enter the primary phone number (and extension) for this contact.
Fax	Enter the primary contact fax number for this contact.
Email	Enter the full email address for this contact.
FREIGHT Contact	Enter the full name of the freight contact for this party.
Phone	Enter the primary phone number (and extension) for this contact.
Fax	Enter the primary contact fax number for this contact.
Email	Enter the full email address for this contact.

Manufacturer ID Tab

Main	Contact	Manufacturer ID (Mfg. ID)	Notes
Manufacturer/Shipper ID Information - Do not use abbreviations in Name, Street or City			
Name <input type="text" value="ABLE MANUFACTURER"/>			
Street Address <input type="text" value="9876 SAMPLE ST"/>			
City <input type="text" value="TORONTO"/>	State/Province <input type="text" value="ON"/> ...		
Postal Code <input type="text" value="M9D 0W9"/>	Country <input type="text" value="CA"/> ...		
Mfg. ID <input type="text" value="XOABLMAN9876TOR"/>			

Field/Button	Description
Name	Enter the full name of this manufacturer or the shipper.
Street Address	Enter the street address for the party. See Name & Address guidelines for more information.
City, Street Address, City, State/Province, Postal Code, Country	Enter the city, state, zip, and country code for this address. See Name & Address guidelines for more information.

Notes Tab

Main	Contact	Manufacturer ID (Mfg. ID)	Notes
Notes			
<input type="text"/>			

Field/Button	Description
Notes	Enter any profile notes or specific information for this transaction party.

Linked Profiles

You can also link profiles together in SmartBorder, if you would like another client profile to default as the importer for example.

- Click Tools, Linked Profiles or click on the Linked Profiles button



Field/Button	Description
Add	Click to add a new profile link. This will open a new Create Profile Link screen.
Del	Click to delete the selected profile link.
OK	Click to close this screen and return to the main profile screen.



Field/Button	Description
Link Type	Enter the link type, or choose from the pick-list by clicking the ellipsis.
Linked Profile	Click the ellipsis to search the profile database for the desired linked profile.
OK/Cancel	OK will save the profile link. Cancel will cancel and go back to the profile link screen without saving.

Protests

Protests

The Protest module allows you to electronically file, amend, and query 514 protests, 520(c) and 520(d) petitions and 181.115 interventions in SmartBorder. Please note that you must be turned on by Customs if you wish to file protests electronically. You can contact your ABI representative to activate this feature.

Use the following links, or choose from the complete list in the left frame of this window:

[Protest Basics](#) - This section covers the basics of using the SmartBorder Protest module.

[Creating a Protest](#) - This section will assist you in creating a Protest transaction.

[Protest Main Screen](#) - A guide to completing a Protest in SmartBorder.

[Advanced Protest Information](#) - This section covers the additional protest information, including Amendments, Addendas, and Service Requests

[Completing a Protest](#) - This section covers saving, transmitting, and transmission history in the Protest module.

Protest Basics

- Click the Protest link on the SmartBorder Main Page:

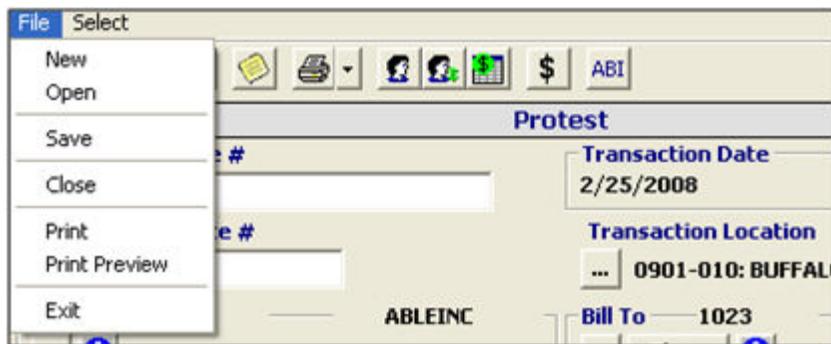
The screenshot shows the SmartBorder main application window. On the left is a vertical navigation menu with several modules listed: Transactions, Reports, Other Modules, Tools, Reference, and General Information. The 'Protest' option under 'Other Modules' is highlighted with a red box. The central area displays 'Top Stories' and 'Admin Messages', both of which also have a 'Protest' link. The right side of the screen contains a sidebar with user information ('Filer Code: 000', 'Login: SUser') and a 'Related Links' section listing various government agencies and their websites.

Protest How-to Video

Protest Module Menu Options

You'll want to begin by getting familiar with the menu options on the main screen of the Protest module. Completing your Protest transaction may require that you review some other portions of this manual, in order to become familiar with other modules of SmartBorder (ex. Billing).

Protest Transaction Screen



Menu Option	Description
File - New	Create a new Protest transaction.
File - Open	Open a saved Protest transaction. This will open the Protest grid, where you can search for the desired transaction.
File - Save	Save the current AES transaction.
File - Close	Close the current AES transaction. This will not close the AES module.
File - Print/Print Preview	Print the current Protest transaction. Click Print Preview to view this on your screen.
File - Exit	Close the current Protest transaction, and exit the Protest module.



Menu Option	Description
Select - Client	Open the client pick-list, which will allow you to search for and select the client for this Protest transaction. You can also do this by clicking the ellipsis in the client field.
Select - Bill To Party	Open the client pick-list, which will allow you to search for and select the bill-to party for this Protest transaction. You can also do this by clicking the ellipsis in the bill to party field.
Select - Fee Schedule	Open the fee schedule pick-list, which allows you to select the fee schedule for this Protest transaction. You can also do this by clicking the ellipsis in the fee schedule field.

Protest Main Screen



Menu Option	Description
File - Print/Print	These menu options are used to print or print preview the protest document(s).

Preview	
File - Save	Save the current Protest. The validation will run automatically, and you will not be able to save the Protest as complete until all errors have been corrected.
File - Exit	Click to exit the Protest screen, without saving.
Validation Tool	Open the validation screen, and validate that your Protest is free of errors, prior to transmitting your Protest data. These validations also run automatically upon saving your Protest.
Advanced - Additional Info	Open the Additional Information screen. This is the screen where you enter your additional information required for electronic protests.
Advanced - Amendments	Open the Protest Amendments screen. This is the screen that is used to make amendments to this protest. You transmit these amendments separately from within the Protest Amendments screen.
Advanced - Addendas	Open the Protest Addendas screen. This is the screen that is used to make addendas for this protest. You transmit these addendas separately from within the Protest Addendas screen.
Advanced - Service Requests	Open the Protest Service Requests screen. This is the screen that is used to make service requests for this protest. You must transmit these requests separately from within the Protest Service Requests screen.
Transmit - Initial Protest	Click to transmit your protest (initial transmission). Please note that your protest must be marked as complete prior to transmitting.

- Now that you're familiar with the basics of the Protest module, you're ready to begin [Creating a Protest](#).

Creating a Protest

- Click File, New to open a new Protest transaction in SmartBorder:

The screenshot shows the 'Protest' transaction window in SmartBorder. At the top, there's a toolbar with various icons. Below the toolbar, the main area is titled 'Protest'. It has several sections: 'Broker Reference #' and 'Transaction Date' (set to 2/25/2008); 'Shipper Reference #' and 'Transaction Location' (set to 0901-010: BUFFALO, NY); 'Client' (set to 1023 ABLEINC) and 'Bill To' (set to 1023 ABLEINC); 'Surety Code'; 'Protest Information' (with 'Assigned Protest #' and 'Filer Reference #' fields and an 'Open Attached Protest' button); and 'Billing Information' (with 'Bill #' and 'Bill Date' fields and a 'Create Bill' button).

Field/Button/Tab	Status	Description
Broker Reference #	Optional	Enter the broker reference number. This is the number that identifies the shipment for the broker.
Shipper Reference #	Optional	Enter the shipper's reference number. This is the number that identifies the shipment for the client/shipper.
Transaction Location	Mandatory	The location that the Protest transaction is being initiated. The branch office will default from the user profile. If you'd like to change this, click the ellipsis and choose the location from the pick-list.
Client	Mandatory	This is the customer for this Protest transaction. Click the ellipsis and choose the client from the pick-list. You can view the client's profile by clicking the information button, after choosing the client.
Bill To	Optional	This is the bill-to party for this Protest transaction. Click on the ellipsis to choose the bill-to party from the pick-list. You can view this party's profile by clicking the information button, after choosing the bill-to party.
Fee Schedule	Optional	This is the fee schedule to use, when billing for this Protest transaction. The fee schedule for the bill-to party will default, after you choose the bill-to party. Click the ellipsis to choose the fee schedule from the pick-list.

		list.
Open Attached Protest	Button	Once you've completed this Protest transaction screen, click this button to open the Protest screen. This will auto-save your transaction.
Create Bill	Button	Click to prepare the bill for this Protest transaction. This can also be done after the Protest is completed. See the Billing section of this manual for more details.

- Now that you've created your Protest transaction, you must complete the [Protest Main Screen](#).
- Please see the link below for an instructional video on how to create a Protest :
<http://www.smartborder.com/howto/Protest%20Video.htm>

Protest Main Screen

Protest Main Screen

- When you click Open Attached Protest, the Protest Main Screen will open:

Importer & Entry Identification

Filer Reference #	Data Status	ABI Status	Protest # (assigned by Customs)								
12345678	<input checked="" type="checkbox"/> ABI (Electronic) Protest	NOT COMPLETE	PEND								
SECTION I - IMPORTER AND ENTRY IDENTIFICATION											
3. Port 0901-010	4. Importer No. 12-345678900	5. Entry Details									
<table border="1"> <thead> <tr> <th>Entry #</th> <th>Port Code</th> <th>Entry Date</th> <th>Liquidation Date</th> </tr> </thead> <tbody> <tr> <td>000-0001</td> <td>0901-010</td> <td>2/29/2008</td> <td></td> </tr> </tbody> </table>				Entry #	Port Code	Entry Date	Liquidation Date	000-0001	0901-010	2/29/2008	
Entry #	Port Code	Entry Date	Liquidation Date								
000-0001	0901-010	2/29/2008									
6. Name and Address of Importer or Other Protesting Party <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Select from List </div> <table> <tr> <td>Name ABLE INC</td> <td>Party Type I</td> </tr> <tr> <td colspan="2">Address 123456 TOWN RD</td> </tr> <tr> <td>City BUFFALO</td> <td>State NY</td> </tr> <tr> <td>ZIP 14222</td> <td>Country US</td> </tr> </table>				Name ABLE INC	Party Type I	Address 123456 TOWN RD		City BUFFALO	State NY	ZIP 14222	Country US
Name ABLE INC	Party Type I										
Address 123456 TOWN RD											
City BUFFALO	State NY										
ZIP 14222	Country US										
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/>											

Field/Button	Status	Description
Filer Reference #	Mandatory	Enter the unique number assigned to identify this protest.
ABI (Electronic) Protest	Checkbox	Check this box if you intend to transmit this protest electronically via ABI. If you are using this module to create paperwork for a manual protest submission, this box should not be selected.
Port	Mandatory	Enter the district-port code where the decision is protested.
Importer #	Mandatory	Enter the Importer number, or the code identifying the protestant.
Add	Button	Click to create a entry details record. This will open the Entry Details screen.
Edit	Button	Click to edit the selected entry details record. This will open the selected line item in the Entry Details screen.
Del	Button	Click to delete the selected entry details record.
Name & Address of Importer	Conditional	Enter the name and address of the person or company filing, or on whose behalf the protest is being filed.
Party Type	Mandatory	Enter the code indicating the protestant type, or choose from the pick-list by clicking the ellipsis.
Select from List	Button	Click to select the party from the pick-list. The information will be pulled from the party's profile.

Entry Details Screen

Entries

Port Code	Filer Code	Entry #	Date of Entry	Date of Liquidation
0901-010	000	0000062-0	January 01, 2008 (Tue)	May 05, 2008 (Mon)
		OK		Cancel

Field/Button	Status	Description
Port Code	Optional	Enter the port code for the associated entry, or choose from the pick-list by clicking the ellipsis.
Filer Code	Optional	Enter the filer code associated to the entry being protested.
Entry #	Optional	Enter the entry number for the entry being protested.
Date of Entry	Optional	Enter the date of the associated entry, or click the drop-down to choose from the calendar.
Date of Liquidation	Optional	Enter the liquidation date of the associated entry, or click the drop-down to choose from the calendar.
OK/Cancel	Buttons	Click OK to save the entry details, or click cancel to return to the protest screen without saving.

Protest Details & Parties

Field/Button	Status	Description
Detailed Reason for Protest	Mandatory	Enter the detailed reason for this protest.
Protest # of Previous Protest	Conditional	Enter the protest number of the previous protest associated to this protest. This is the CBP assigned number of any undecided protest filed by the protestant with respect to the same class and category of merchandise already approved for Further Review.
Date of Receipt	Conditional	Enter the date of receipt of the previously filed protest.
Name & Address of Notify Party	Conditional	Enter the name and address of a party to be notified upon approval or denial of the protest.
Name, Address, & Customs ID of the Refund Party	Conditional	Enter the name, address, Customs ID, and Party Type of the party which the refund should be sent to. This must be filled out if the refund party differs from that listed on the CBPF-4811.
Name & Address of attorney/agent	Conditional	Enter your name, address, and Customs ID if you are filing this protest as an attorney/agent, on behalf of the protestant.
Select from List	Button	Click to select the party from the pick-list. The information will be pulled from the party's profile.
Signature & Date	Mandatory	Enter the name of the protestant, or the party filing the protest on behalf of the protestant. Enter the date, or select from the drop-down.

Application for Further Review

(Optional) SECTION V - APPLICATION FOR FURTHER REVIEW (Fill in Item 1 above if this is a separate Application For Further Review)		
14. Mark Box Corresponding to Your Answer to Each of the Following Questions:		
Yes	No	
<input type="checkbox"/> <input checked="" type="checkbox"/> (A) Have you made a prior request of a port director for a further review of the same claim with respect to the same or substantially similar merchandise?		
<input type="checkbox"/> <input checked="" type="checkbox"/> (B) Have you received a final adverse decision from the US Court of International Trade on the same claim with respect to the same category of merchandise or do you have action involving such a claim pending before the US Court of International Trade?		
<input type="checkbox"/> <input checked="" type="checkbox"/> (C) Have you previously received an adverse administrative decision from the Commissioner of Customs or his designee or have you presently pending an application for an administrative decision on the same claim with respect to the same category of merchandise?		
15. Justification for Further Review Under the Criteria in 19 CFR 174.24 and 174.25		
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

Field/Button	Status	Description
Question #1 (A)	Conditional	Check Yes if a prior request has been made for further review of the same claim with respect to the same or substantially similar merchandise.
Question #2 (B)	Conditional	Check Yes if a final adverse decision from the US Court of International Trade on the same claim with respect to the same category of merchandise, or if action involving such a claim is pending before the US Court of Intl. Trade.
Question #3 (C)	Conditional	Check Yes if an adverse administrative decision from the Commissioner of CBP or his designee, or if an application for an administrative decision on the same claim with respect to the same category of merchandise is pending.
Justification for Further Review	Mandatory	Enter the justification/arguments explaining the nature and justification for the objection set forth distinctly and specifically with respect to each category, payment, claim, decision, or refusal as required by the customs regulations.

- If applicable, enter any [Advanced Protest Information](#).
- Once you've completed your Protest data, move on to [Completing a Protest](#).

Advanced Protest Information

Advanced Protest Information

Additional Info Required for Electronic Protests

- Click Advanced, Additional Information Required for Electronic Protests

Advanced - Additional Information Required for Electronic Protests

Validation Tool

Tariff Act Citation <input style="width: 100px; height: 20px; border: none; background-color: #f0f0f0; font-size: small; margin-bottom: 5px;" type="button" value="..."/>	Inquiry Request Indicator <input style="width: 100px; height: 20px; border: none; background-color: #f0f0f0; font-size: small; margin-bottom: 5px;" type="button" value="..."/>	520 Petition Number <input style="width: 150px; height: 20px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/>
Additional 514 Protest Information		
<input type="checkbox"/> Application for further review (514 Protests Only)	Period Base Date <input style="width: 100px; height: 20px; border: none; background-color: #f0f0f0; font-size: small; margin-bottom: 5px;" type="button" value="..."/>	Period Base Date Qualifier <input style="width: 100px; height: 20px; border: none; background-color: #f0f0f0; font-size: small; margin-bottom: 5px;" type="button" value="..."/>
514 Protest Number <input style="width: 150px; height: 20px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/>	Test Summons # <input style="width: 150px; height: 20px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/>	Internal Advice # <input style="width: 150px; height: 20px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/>
Materials		
<input type="checkbox"/> Hardcopy materials are being sent	Address Team <input style="width: 150px; height: 20px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/>	
<input type="checkbox"/> Sample materials are being sent		
<input type="checkbox"/> A fax of the materials/samples was sent		
Fax Sent On <input style="width: 100px; height: 20px; border: none; background-color: #f0f0f0; font-size: small; margin-bottom: 5px;" type="button" value="..."/>		
Notice of Denials ("Substitute")		
Filer Code <input style="width: 100px; height: 20px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/>	Port <input style="width: 100px; height: 20px; border: none; background-color: #f0f0f0; font-size: small; margin-bottom: 5px;" type="button" value="..."/>	Office Code <input style="width: 100px; height: 20px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/>
Descriptions		
A Concise Description of the Protested Decision <input style="width: 700px; height: 40px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/>		
A Concise Description of the Merchandise Involved <input style="width: 700px; height: 40px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/>		
<input style="width: 100px; height: 25px; border: 1px solid #ccc; background-color: #f0f0f0; font-weight: bold; font-size: small; margin-top: 10px;" type="button" value="OK"/>		

Field/Button	Status	Description
Tariff Act Citation	Mandatory	Enter the code identifying the Tariff Act Citation, or select from the pick-list by clicking the ellipsis.
Inquiry Request	Optional	Enter the code indicating the type of inquiry, or choose from the pick-list

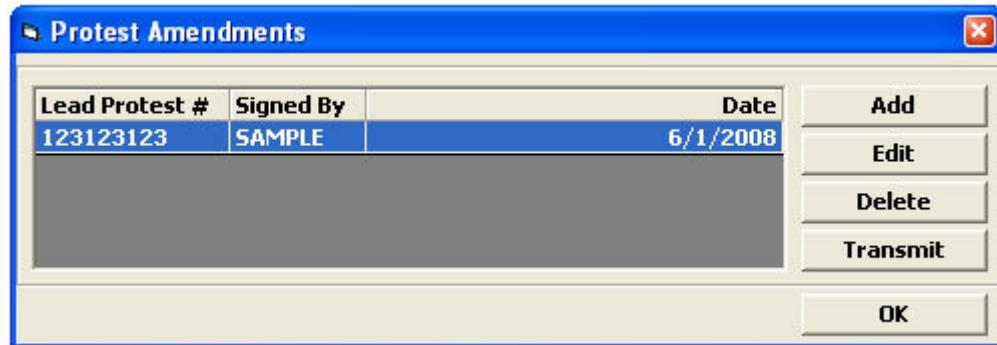
Indicator		by clicking the ellipsis.
520 Petition #	Conditional	Enter the CBP assigned number identifying the previously denied 520(d) petition. This is required when protesting a denial of a 520(d) petition.
Application for Further Review	Checkbox	Check this box if you are requesting Further Review under CFR 174.23. Only 514 protests are eligible for Further Review.
514 Petition #	Conditional	Enter the CBP assigned number identifying the 514 protest in which the foreign manufacturer/producer is intervening. Required when filing a 181.115 intervention.
Period Base Date & Qualifier	Conditional	Enter the date used to calculate the 180-day filing period for the 514 protest, or click the drop-down to select the date. The qualifier is required when a period base date is entered. Enter this qualifier, or choose from the pick-list by clicking the ellipsis.
Test Summons #	Optional	Enter the number of an undecided civil action before the US Court of Intl. Trade which, as the result of a pleading from an attorney, has been designated by the court as a test case. This decision will be applied to all civil actions.
Internal Advice #	Optional	Enter the number assigned by CBP to a request from CBP personnel, the importer or other person of interest, for advice or guidance on the interpretation or proper application of the CBP and related laws.
Materials	Checkboxes	Check the applicable boxes to indicate if a hardcopy, sample, or fax was sent.
Address Team	Mandatory	Enter the code representing the entry specialist or protest section team at the filing location which serves the filer's account.
Fax Sent On	Conditional	Enter the date that the fax was sent, if the box was checked to indicate that a fax was sent. You can also click the drop-down to select the date.
Substitute Filer Code	Conditional	Enter the ABI processing port of the substitute party designated to receive the notice of denial.
Substitute Port	Conditional	Enter the ABI filer code of the substitute party designated to receive the notice of denial.
Substitute Office	Conditional	Enter the ABI office code of the substitute party designated to receive the notice of denial.
Descriptions	Mandatory	Enter descriptions of the protested decision as well as the merchandise involved in the protest.

- You can click **Validation Tool** on this screen to check this information for errors

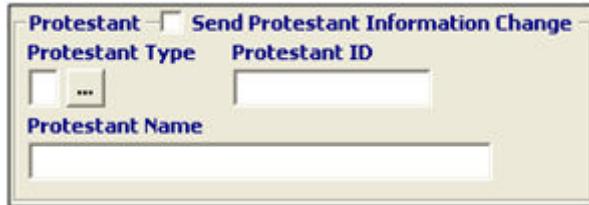
- Add/Edit amendments using the [Protest Amendments](#) screen
- Add/Edit addendas using the [Protest Addendas](#) screen.
- Add/Edit service requests using the [Protest Service Requests](#) screen.

Protest Amendments

- Click Advanced, Amendments to open the Protest Amendments Menu



Field/Button	Status	Description
Add	Button	Click to create a new amendment. This will open the Protest Amendments screen.
Edit	Button	Click to edit the selected amendment. This will open the selected line item in the Protest Amendments.
Delete	Button	Click to delete the selected amendment.
Transmit	Button	Click to Transmit the selected amendment.
OK	Button	Click to return to the Protest Main Screen.



Field/Button	Status	Description
Send Protestant Info Change	Checkbox	Check this box to indicate that changes to the protestant information are being made.
Protestant Type	Conditional	Enter the protestant type, or choose from the pick-list by clicking the ellipsis.
Protestant ID	Conditional	Enter the 9-13 digit code identifying the protestant.
Protestant Name	Conditional	Enter the name of the person or company on whose behalf the protest is filed.

Refund Care Of Send refund information change
Refund Action Code (A/R)
 ...
Refund Party Type (O/F) **Refund Party ID**

Field/Button	Status	Description
Send Refund Info Change	Checkbox	Check this box to indicate that changes to the refund information are being made.
Refund Action Code (A/R)	Conditional	Choose the appropriate action code for this refund, or choose from the pick-list by clicking the ellipsis.
Refund Party Type (O/F)	Conditional	Choose the refund party type for this refund, or choose from the pick-list by clicking the ellipsis.
Refund Party ID	Conditional	Enter the 11-12 digit code identifying the refund party.

Change of Address Send address changes
Address

City **State**

Zip **Country**

Field/Button	Status	Description
Send Address Changes	Checkbox	Check this box to indicate that changes to the protestant address is being made.
Address	Conditional	Enter the street address of the protestant.
City, State, Zip	Conditional	Enter the City, State, and Zip code of the protestant. The city is required in all cases, and the state and zip are required for US/CA addresses.
Country	Conditional	Enter the ISO code for the country of the protestant.

Notify Parties Send notify information change
Notify Action Code (A/R)
 ...
Filer Code **Port Code** **Office Code**

Field/Button	Status	Description
Send Notify Info Change	Checkbox	Check this box to indicate that changes to the notify information are being made.

Notify Action Code (A/R)	Conditional	Choose the appropriate action code for this notify change, or choose from the pick-list by clicking the ellipsis.
Filer Code	Conditional	Enter the filer code of the substitute party designated to receive the notice of denial.
Port Code	Conditional	Enter the processing port of the substitute party designated to receive the notice of denial, or choose from the pick-list by clicking the ellipsis.
Office Code	Conditional	Enter the office code of the substitute party designated to receive the notice of denial, or choose from the pick-list by clicking the ellipsis.

Change material indicators Send material changes
 Hardcopy materials are being sent
 Sample materials are being sent

Field/Button	Status	Description
Send Material Changes	Checkbox	Check this box to indicate that changes to the materials sent are being made.
Hardcopy Materials	Checkbox	Check this box to indicate that hardcopy materials are being sent. If this was marked on the initial protest, you cannot use the amendment feature to de-select this box.
Sample Materials	Checkbox	Check this box to indicate that sample materials are being sent. If this was marked on the initial protest, you cannot use the amendment feature to de-select this box.

Detail Record (Only further review 514 Protests)

Application for further review.
Lead Protest #

Further Review Application Question 1 (Y/N)

Further Review Application Question 2 (Y/N)

Further Review Application Question 3 (Y/N)

Field/Button	Status	Description
Application for Further Review	Checkbox	Check this box to apply for further review when further review was not requested at the time of the initial protest.
Lead Protest #	Optional	Enter the CBP assigned protest number assigned by CBP at the time of initial filing.
Further Review Application	Conditional	Enter the answers to the three further review application questions. These questions can be found on the protest main page under Section V.

Questions

Withdraw Entries From Protest

Entry #	Port Code	Entry Date	Liquidation Date

Field/Button	Status	Description
Add	Button	Click to add an entry to be withdrawn from the protest. This will open the Protest Withdraw Entries screen.
Edit	Button	Click to edit the selected entry. This will open the selected entry in the Protest Withdraw Entries.
Delete	Button	Click to delete the selected entry.

Protest Withdraw Entries

Port Code	Filer Code	Entry #	Date of Entry	Date of Liquidation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="..."/>	<input type="button" value="..."/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>				

Field/Button	Status	Description
Port Code	Conditional	Enter the port code for this entry, or choose from the pick-list by clicking the ellipsis.
Filer Code	Mandatory	Enter the filer code for this entry.
Entry #	Mandatory	Enter the entry number that was withdrawn.
Date of Entry	Conditional	Enter the date of the entry, or click the drop-down to select the date from the calendar.
Date of Liquidation	Conditional	Enter the date of liquidation for this entry, or click the drop-down to select the date from the calendar.

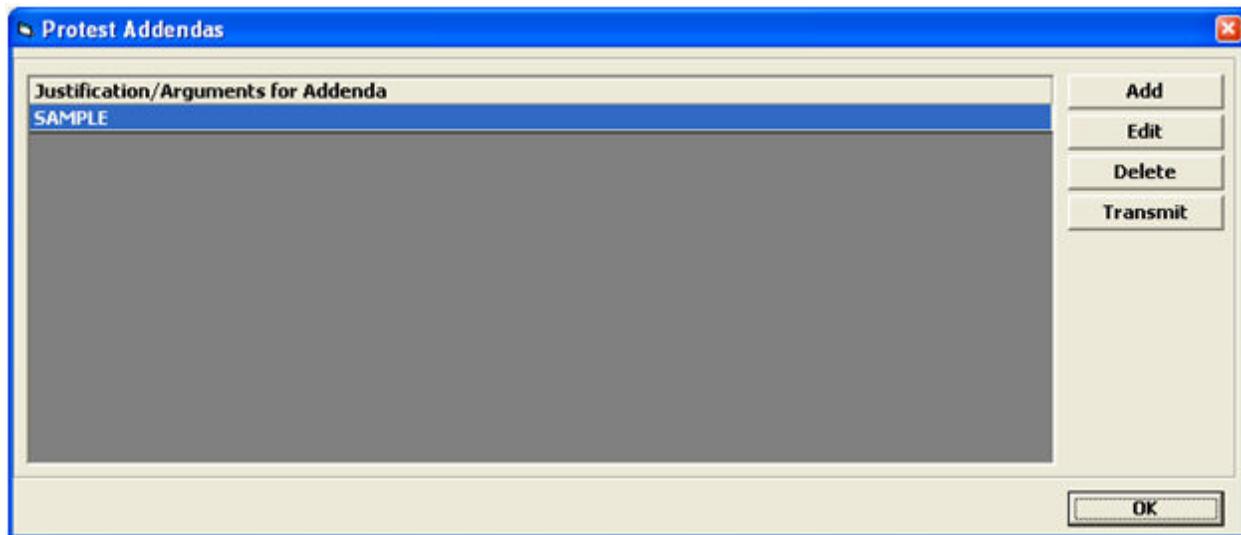


Field/Button	Status	Description
Nature/Justification Arguments for Amendment	Mandatory	Enter the statement of the nature and justification for the objection raised by the amendment set forth distinctly and specifically with response to each category, payment, claim, decision, or refusal. This is also used for the statement of criterion for further review.
Signature & Date	Mandatory	Enter the name of the protestant, or the party filing the protest on behalf of the protestant. Enter the date, or select from the drop-down.
OK/Cancel	Buttons	OK will save the protest amendment. Cancel will cancel and go back to the Protest screen without saving.

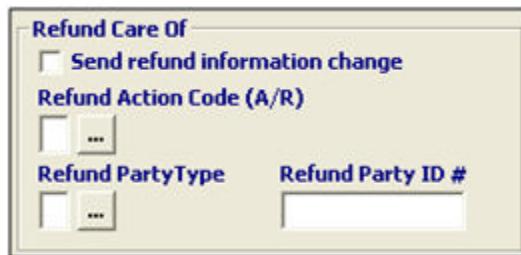
- You can click **Validation Tool** on this screen to check this amendment for errors

Protest Addendas

- Click Advanced, Addendas to open the Protest Addendas Menu

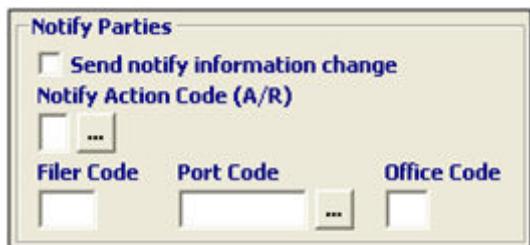


Field/Button	Status	Description
Add	Button	Click to create a new addenda. This will open the Protest Addenda screen.
Edit	Button	Click to edit the selected addenda. This will open the selected line item in the Protest Addenda screen.
Delete	Button	Click to delete the selected addenda.
Transmit	Button	Click to Transmit the selected addenda.
OK	Button	Click to return to the Protest Main Screen.

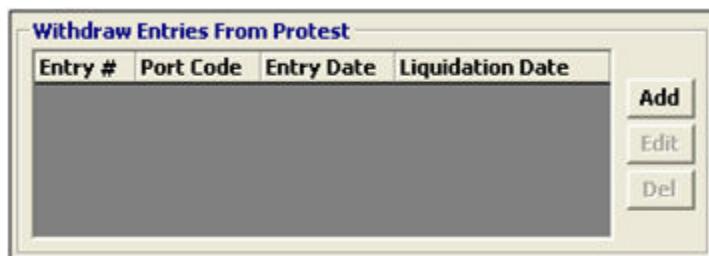


Field/Button	Status	Description
Send Refund Info Change	Checkbox	Check this box to indicate that changes to the refund information are being made.
Refund Action Code (A/R)	Conditional	Choose the appropriate action code for this refund, or choose from the pick-list by clicking the ellipsis.
Refund Party Type (O/F)	Conditional	Choose the refund party type for this refund, or choose from the pick-list by clicking the ellipsis.

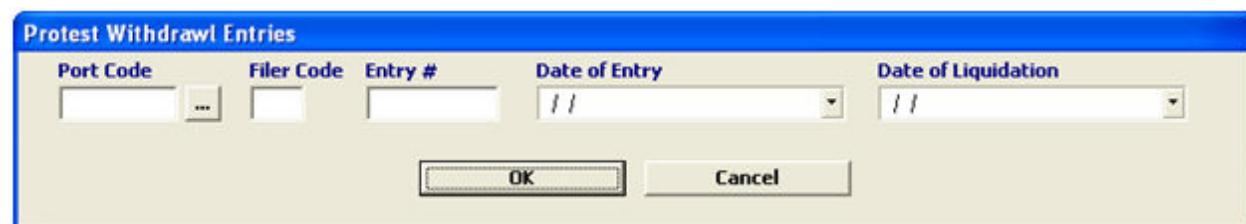
Refund Party ID	Conditional	Enter the 11-12 digit code identifying the refund party.
-----------------	-------------	--



Field/Button	Status	Description
Send Notify Info Change	Checkbox	Check this box to indicate that changes to the notify information are being made.
Notify Action Code (A/R)	Conditional	Choose the appropriate action code for this notify change, or choose from the pick-list by clicking the ellipsis.
Filer Code	Conditional	Enter the filer code of the substitute party designated to receive the notice of denial.
Port Code	Conditional	Enter the processing port of the substitute party designated to receive the notice of denial, or choose from the pick-list by clicking the ellipsis.
Office Code	Conditional	Enter the office code of the substitute party designated to receive the notice of denial, or choose from the pick-list by clicking the ellipsis.



Field/Button	Status	Description
Add	Button	Click to add an entry to be withdrawn from the protest. This will open the Protest Withdraw Entries screen.
Edit	Button	Click to edit the selected entry. This will open the selected entry in the Protest Withdraw Entries.
Delete	Button	Click to delete the selected entry.



Field/Button	Status	Description
Port Code	Conditional	Enter the port code for this entry, or choose from the pick-list by clicking the ellipsis.
Filer Code	Mandatory	Enter the filer code for this entry.
Entry #	Mandatory	Enter the entry number that was withdrawn.
Date of Entry	Conditional	Enter the date of the entry, or click the drop-down to select the date from the calendar.
Date of Liquidation	Conditional	Enter the date of liquidation for this entry, or click the drop-down to select the date from the calendar.

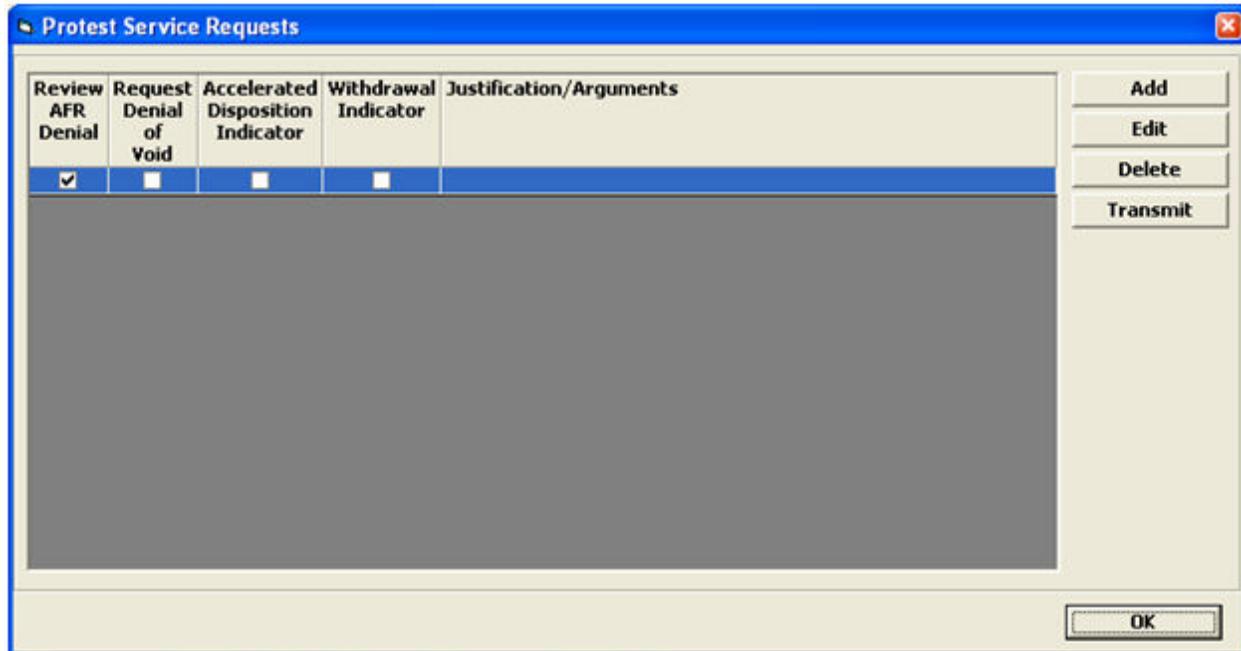


Field/Button	Status	Description
Nature/Justification Arguments for Addenda	Mandatory	Enter the statement the alternative claims, additional ground or arguments, set forth distinctly and specifically with respect to each alternative claim, additional ground, or argument.
OK/Cancel	Buttons	OK will save the protest addenda. Cancel will cancel and go back to the Protest screen without saving.

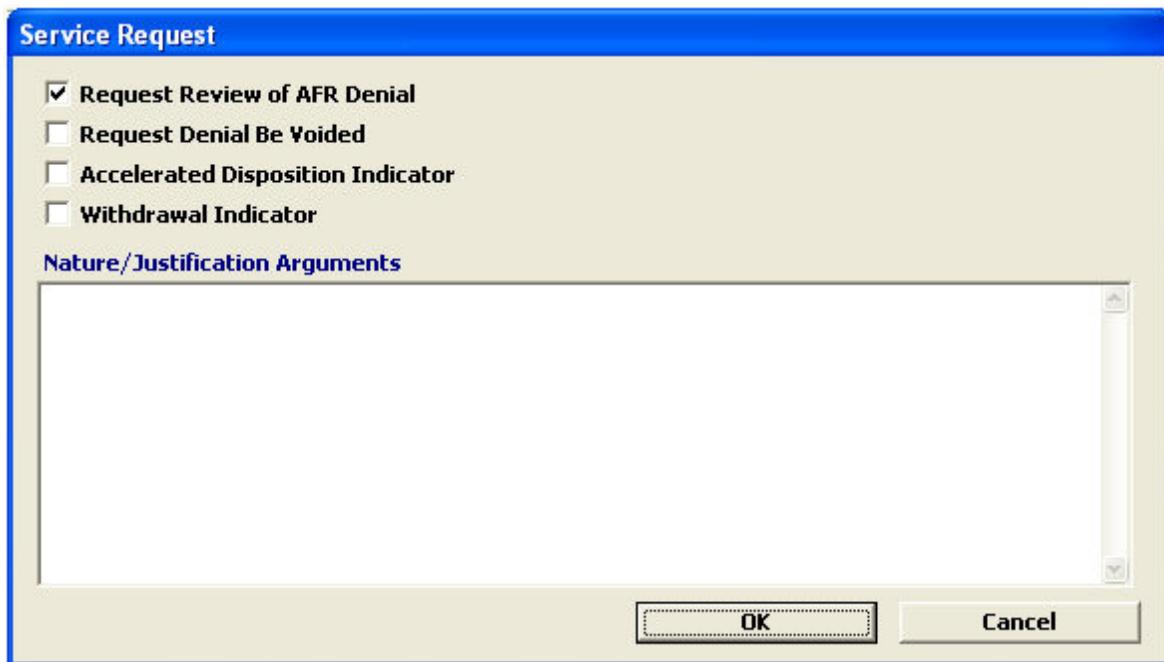
- You can click **Validation Tool** on this screen to check this addenda for errors

Protest Service Requests

- Click Advanced, Service Requests to open the Protest Amendments Menu



Field/Button	Status	Description
Add	Button	Click to create a new service request. This will open the Protest Service Request screen.
Edit	Button	Click to edit the selected service request. This will open the selected line item in the Protest Service Request screen.
Delete	Button	Click to delete the selected service request.
Transmit	Button	Click to Transmit the selected service request.
OK	Button	Click to return to the Protest Main Screen.



Field/Button	Status	Description
Request Review of AFR Denial	Checkbox	Check this box to request a review of the AFR denial.
Request Denial Be Voided	Checkbox	Check this box to request that the denial be voided.
Accelerated Disposition Indicator	Checkbox	Check this box to indicate that accelerated disposition is requested under CFR 174.22 of the CBP regulations. Only 514 protests are eligible for accelerated disposition.
Withdrawal Indicator	Checkbox	Check this box to identify a withdraw protest/claim/intervention. This can be done any time prior to disposition of the protest.
Nature/Justification Arguments	Mandatory	Enter the statement of the remarks advancing the request for accelerated disposition explaining why the protestant wishes to withdraw the protest, or explain why the protestant thinks the protest was denied contrary to proper instructions.
OK/Cancel	Buttons	OK will save the protest service request. Cancel will cancel and go back to the Protest screen without saving.

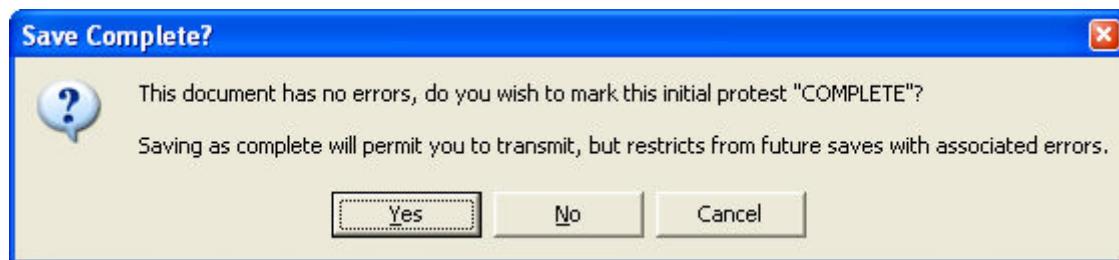
Completing a Protest

Completing a Protest

Saving & Transmitting a Protest

When your Protest is complete and ready to be transmitted, use the following steps to save and transmit:

- Once you've completed all of the information on the Protest main screen, you want to click File, Save to save the Protest information.
 - This will automatically run the Validation Tool if you haven't already done so



- Click Yes to mark this Protest as "Complete". You cannot transmit unless the protest is marked "Complete"
- Once you have saved your Protest, click on Transmit, Initial Protest to transmit your Protest



- You should see the following screen, acknowledging your successful transmission.



Protest Transmission History

- Click on the Transmission History tab on the transaction screen to view the transmissions for this transaction:



Reconciliation

Reconciliation Module

The SmartBorder reconciliation module allows users to process reconciliation entries (entry type 09) in SmartBorder. These reconciliation entries can be used to correct value, classification, 9802, or NAFTA issues. Please contact sales@smartborder.com if you are interested in adding the Recon module to your SmartBorder.

Use the following links, or choose from the complete list in the left frame of this window:

[Recon Basics](#) - This section covers the basics of using the SmartBorder Reconciliation module.

[Creating a Recon Transaction](#) - This section will assist you in creating an Recon transaction.

[Recon Main Screen](#) - A guide to completing the Reconciliation Main Screen

[Completing a Recon Transaction](#) - This section covers saving, transmitting, and printing in the Reconciliation module.

Reconciliation Basics

Accessing the Reconciliation Module

- Click the Reconciliation link on the SmartBorder Main Page:

The screenshot shows the SmartBorder main application window. The title bar reads "SmartBorder®". The main content area is divided into several sections:

- Left Sidebar:**
 - Transactions:** Electronic Invoice (All), Client Profiles, ABI Module.
 - Reports:** ADHOC Reports.
 - Other Modules:** In-Bond (CF-7512), **Reconciliation** (highlighted in red), Manifest (AMS), Export (AES/SED), Protest, FDA Prior Notice.
 - Tools:** Billing Tools, Change Password, Management, System Administration.
 - Reference:** Tariff Picker, Query Cargo Manifest, FDA Product Codes, User Manual.
 - General Information:** Form CBP-7501, System Requirements.
- Top Stories:** A list of news items with dates and links:
 - SmartBorder on Facebook and Twitter (7/9/2009 1:04:50 PM)
 - SmartBorder Gains ACE Entry Summary Certification (6/8/2009 2:25:53 PM)
 - SmartBorder Eases the Burden of Lacey Act (6/8/2009 2:24:45 PM)
 - What's New with the Lacey Act? (3/19/2009 5:29:31 PM)
- Admin Messages:** A list of messages with dates and links:
 - 08/14/09 Update on Air In-Bond Functionality 09-000289
 - 08/14/09 Harmonized Tariff Information on ITC Web Site 09-000288
 - 08/14/09 Another delay of Trade Action in Beef HormonesDisp 09-000287
 - 08/12/09 Reminder of Fetal ISF Edt Modifications 09-000286
 - 08/07/09 Import Alert Listings on FDA Internet Site 09-000284
 - 08/07/09 ACS Specialist 09-000283
 - 08/04/09 ACE Portal Reports Dictionary 09-000282
 - 08/04/09 ACE Portal Reports Dictionary 09-000281
 - 08/03/09 Phone @CBP Cargo Facility, SFIA been restored 09-000280
 - 07/31/09 Phone outage @CRB Cargo Facility, SFIA 09-000279
 - 07/30/09 Dynamic VPN (Internet) Trade Participants:Communic 09-000278
 - 07/29/09 UPDATE for ACE Reports issue referenced in CSM509-09-000277
 - 07/28/09 Attention All ACE Report Users 09-000276
 - 07/27/09 CBP Publishes "10+2" Mitigation Guidelines 09-000275
 - 07/27/09 Updated Running ACE Reports User Guide for Trucks 09-000274
- Industry News:** A list of news items with links:
 - Commission Vote: Woven Electric Blankets from China (usitc.gov)
 - News Release: Probable Effects Report -- Proposed Modification of U.S.-Singapore FTA Rules of Origin (usitc.gov)
 - Commission Vote: Adequacy Determination -- Pressure Sensitive Plastic Tape from Italy (usitc.gov)
 - News Release: Section 337 Inv. -- Collaborative System Products (usitc.gov)
 - News Release: Shifts in U.S. Merchandise Trade 2008 Released (usitc.gov)
 - Commerce Initiates Antidumping and Countervailing Duty Investigations of Narrow Woven Ribbons with Woven Selvedge from Taiwan (AD) & China (trade.gov)
 - News Release: The Year in Trade 2008 Released (usitc.gov)
 - CBP ISF "10+2" 2009 Outreach Schedule (cbp.gov)
- Right Sidebar:**
 - Filer Code: 000
 - Login: SUser
 - Related Links:** HARMONIZED TARIFF By Chapter, ACE Portal, U.S. Customs Website, Journal of Commerce, CROSS - Customs Rulings, USITC - U.S. International Trade Commission, AES Direct, Steel Importing License Info, SmartBorder Client Side Demo (requires Flash), Download Adobe Flash Player (if required), FDA - Food & Drug Administration, Food & Agricultural Import Regulations, FDA Food Labeling Guide, FCC - Federal Communications Commission, DOT - Dept. of Transportation, FWS - Fish & Wildlife - Electronic Declarations, U.S. Customs Marking of Goods Requirements, FTC - Federal Trade Commission, Conversion Info, 3-Letter AIR Carrier (IATA) Codes.

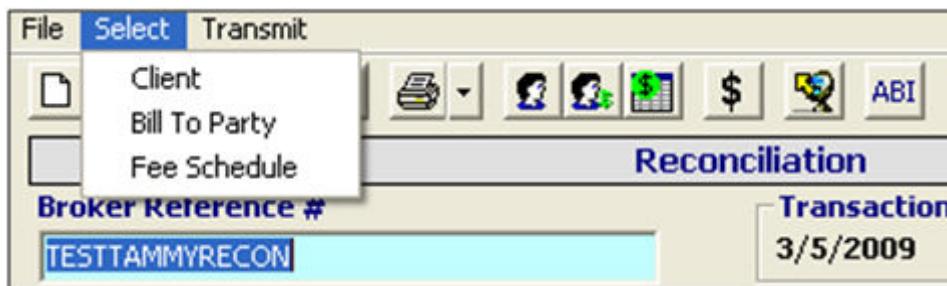
Reconciliation Module Menu Options

You'll want to begin by getting familiar with the menu options on the main screen of the Reconciliation module. Once you've created your complete reconciliation, you will return to this transaction screen to perform the transmissions associated with the Recon transaction. Completing your Reconciliation transaction may require

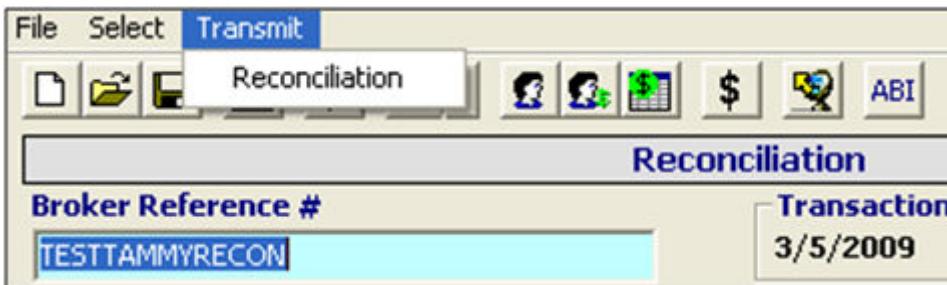
that you review some other portions of this manual, in order to become familiar with other modules of SmartBorder (ex. Billing).

Reconciliation Transaction Screen

Menu Option	Description
File - New	Create a new reconciliation transaction.
File - Open	Open a saved reconciliation transaction. This will open the reconciliation transaction grid, where you can search for the desired transaction.
File - Save	Save the current reconciliation transaction.
File - Close	Close the current reconciliation transaction. This will not close the reconciliation module.
File - Print/Print Preview	Print the bill associated with the current transaction. Click Print Preview to view this bill on your screen.
File - Exit	Close the current reconciliation transaction, and exit the reconciliation module.



Menu Option	Description
Select - Client	Open the client pick-list, which will allow you to search for and select the client for this reconciliation transaction. You can also do this by clicking the ellipsis in the client field.
Select - Bill To Party	Open the client pick-list, which will allow you to search for and select the bill-to party for this reconciliation transaction. You can also do this by clicking the ellipsis in the bill to party field.
Select - Fee Schedule	Open the fee schedule pick-list, which will allow you to search for and select the fee schedule for this reconciliation transaction.



Menu Option	Description

Transmit - Reconciliation	Click to transmit your reconciliation transmission to Customs.
---------------------------	--

Recon Screen



Menu Option	Description
File - Save	Save the current reconciliation.
File - Exit	Close the current reconciliation, and exit to the reconciliation transaction screen.
Validation Tool	Open the validation screen, and validate that your reconciliation is free of errors, prior to transmitting your reconciliation data. These validations also run automatically upon saving your reconciliation.

- Now that you're familiar with the basics of the Reconciliation module, you're ready to begin [Creating a Recon Transaction](#)

Creating a Reconciliation Transaction

- Click File, New to open a new reconciliation transaction in SmartBorder:

The screenshot shows the 'Reconciliation' window in SmartBorder ABI. The menu bar includes 'File', 'Select', and 'Transmit'. Below the menu is a toolbar with icons for file operations like Open, Save, Print, and ABI. The main area has tabs for 'Reconciliation', 'Broker Reference #', 'Shipper Reference #', 'Client', 'Bill To', 'Reconciliation Information', 'Entry #', 'Action Code', 'Broker Reference #', 'Is Complete', 'N/A', 'Open Attached Reconciliation', 'Billing Information', 'Bill #', 'Bill Date', and 'Create Bill'. The 'Reconciliation' tab is active. In the 'Broker Reference #' section, 'TESTRECON' is entered. In the 'Shipper Reference #' section, 'TSTRCN' is entered. Under 'Client', '1028' is selected and 'Tammy' is listed. Under 'Bill To', '1028' is selected and 'Tammy' is listed. Both sections show identical address information: 'TAMMY INC', '123 MAIN ST', 'BUFFALO, NY 14225 US', and 'Tax ID: 12-345678900'. The 'Reconciliation Information' section contains fields for 'Entry #' (with an ellipsis button), 'Port Code' (with an ellipsis button), 'Action Code' (with an ellipsis button), 'Broker Reference #' (with an ellipsis button), 'Is Complete' (set to 'N/A'), and a 'Create Bill' button. The 'Billing Information' section contains 'Bill #' and 'Bill Date' fields.

Field/Button/Tab	Status	Description
Broker Reference #	Optional	Enter the broker reference number. This is the number that identifies the shipment for the broker.
Shipper Reference #	Optional	Enter the shipper's reference number. This is the number that identifies the shipment for the client/shipper.
Transaction Location	Mandatory	The location that the reconciliation transaction is being initiated. The branch office will default from the user profile. If you'd like to change this, click the ellipsis and choose the location from the pick-list.
Client	Mandatory	This is the importer for this reconciliation transaction. Click the ellipsis and choose the importer from the pick-list. You can view the importer's profile by clicking the information button, after choosing the importer.
Bill To	Optional	This is the bill-to party for this reconciliation transaction. Click on the ellipsis to choose the bill-to party from the pick-list. You can view this party's profile by clicking the information button, after choosing the bill-to party.
Fee Schedule	Optional	This is the fee schedule to use, when billing for this reconciliation transaction. The fee schedule for the bill-to party will default, after you choose the bill-to party. Click the ellipsis to choose the fee schedule from the pick-list.
Action Code	Mandatory	Enter the action code for this reconciliation transaction, or choose from

		the pick-list by clicking the ellipsis. This is the code that indicates whether you are adding, replacing, or deleting this reconciliation.
Create Bill	Button	Click to prepare the bill for this reconciliation transaction. This can also be done after the reconciliation is completed. See the Billing section of this manual for more details.
Open Attached Reconciliation	Button	Once you've completed this reconciliation transaction screen, click this button to open the AES/Shipper's Export Declaration screen. This will auto-save your transaction.

- Now that you've created your reconciliation transaction, you must complete the [Recon Main Screen](#)

Reconciliation Main Screen

- Click Open Attached Reconciliation to open the Recon main screen:

The screenshot displays the 'Reconciliation Main Screen' of the SmartBorder ABI application. At the top, there is a menu bar with 'File', 'Validation Tool', and 'Reports'. Below the menu are several input fields: 'Entry #', 'Broker Reference #', 'Port Code', 'Recon Team', 'Import Entry Source', 'Issue Code', 'Importer ID', 'CF4811 #', 'Surety Code', 'Client Branch', 'Estimated Entry Summary Date' (set to '11'), 'Statement Print Date' (set to '11'), and 'Payment Type Indicator' (set to '2'). A checkbox for 'AGGREGATE' is also present. A large text area labeled 'Comments' is below these fields.

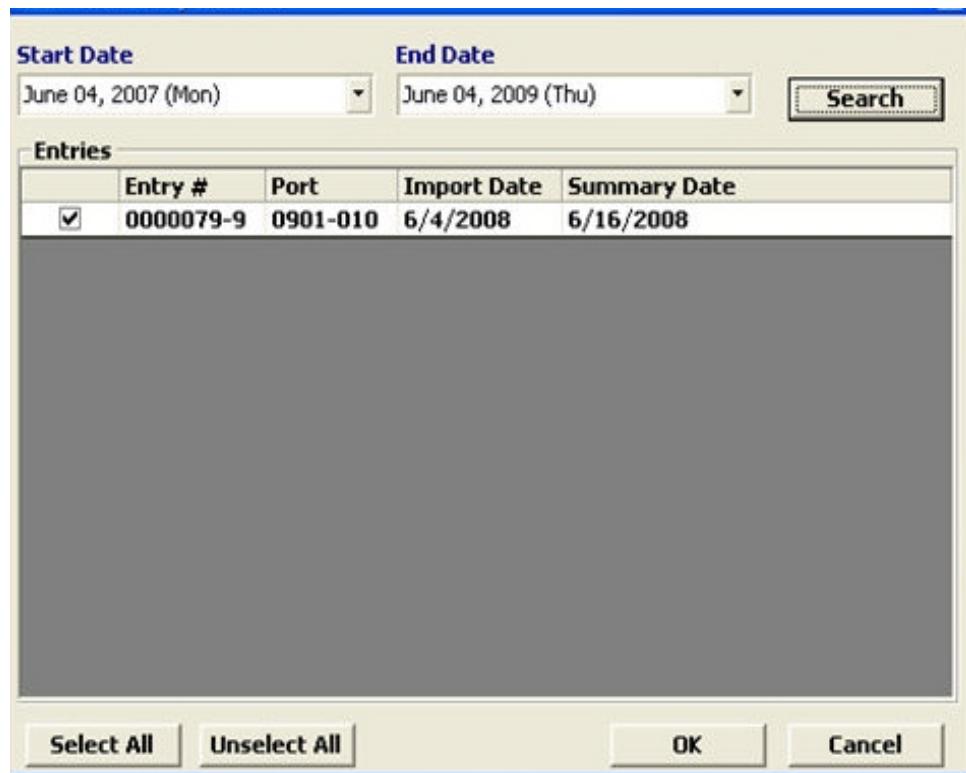
In the center, there is a section titled 'Attached Entries' with tabs for 'Summary' (selected) and 'Details'. A table lists one entry: 'EntryNum' (0000079-9), 'PortCode' (0901-010), 'ReconInterest' (empty), and 'ImportDate' (6/4/2008). To the right of the table are 'Add' and 'Del' buttons. A large gray rectangular area is positioned below the table.

At the bottom, there are four summary fields: 'Earliest Import Date' (06/16/2008), 'Earliest Entry Summary Date' (06/16/2008), 'Delete All Attached Entries' (button), and 'Duty Payment Amount', 'Fee Payment Amount', 'Tax Payment Amount', and 'Interest Payment Amount' (all empty).

- First, we must enter the appropriate entry information for this reconciliation entry

Field/Button/Tab	Status	Description
Entry Number	Mandatory	Enter the entry number to be used on this reconciliation entry.
Broker Reference #	Optional	Enter the broker reference number. This is the number that identifies the shipment for the broker.
Port Code	Mandatory	The location that the reconciliation transaction is being initiated. Choose the correct port for this entry, or click the ellipsis and choose the location from the pick-list. This can be set to default from the profile, but this must be the recon port where the importer applied for recon.
Recon Team	Mandatory	Enter the valid CBP Recon team at the port. This will default based on the port selection.
Import Entry Source	Mandatory	Enter the import entry source code, or choose from the pick-list by clicking the ellipsis. This code indicates where the entry(s) were initially filed. This will default to 1.
Issue Code	Conditional	Enter the issue code, or choose from the pick-list by clicking the ellipsis. This may auto-fill from the selected entry. This code indicates the type of issue for which the reconciliation is being filed.
AGGREGATE	Checkbox	Check this box to indicate that this reconciliation is aggregate. This means that the transmission will send as one reconciliation, rather than a separate transmission for each entry.
Importer ID	Mandatory	Enter the importer ID for this reconciliation entry.
CF4811 #	Optional	Enter the CF-4811 ID number for this reconciliation entry (if applicable)
Surety Code	Mandatory	Enter the surety code of the bond that was used in the underlying entries.
Client Branch	Optional	Enter the client branch data (if applicable)
Estimated Entry Summary Date	Mandatory	Enter the estimated entry summary date, or choose from the calendar by clicking the drop-down.
Statement Print Date	Conditional	Enter the statement print date for these reconciliation entries. The statement print date should be filled in UNLESS you are not authorized for batch payment.
Payment Type Indicator	Mandatory	Enter the payment type for this ACH transaction, or choose from the pick-list by clicking the ellipsis.
Comments	Mandatory	Enter any comments in this free text field. These comments are used to describe additional information associated with this reconciliation.

- Click the Add button to add the entries that will be attached to this reconciliation:



- Enter the date range (start/end date) and select the desired entry(s)
 - You can remove attached entries by clicking the Del button or Delete All Attached Entries

Attached Entries											
Summary Details											
Sort by EntryNum											
Entry Num	Line#	PortCode	C/O	Orig TarNum	New TarNum	Orig Qty	New Qty	Orig SPI	New SPI	Orig Value	
0000079-9	1	0901-010	XO	4911.10.0080		44	0			\$1,500.00	
	1	0901-010	XO	4911.10.0080		444	0			\$15,000.00	
	2	0901-010	CN	6001.10.2000		555	0			\$15,000.00	

- Double click the desired data field to edit this information (New TarNum, New Qty, New SPI, or New Value)
 - You can also click on Batch Change to edit the data on multiple lines/entries

Attached Entries											
		Summary		Details		Batch Change (Selected Lines)					
Sort by		EntryNum									
Entry Num	Line#	PortCode	C/O	Orig TarNum	New TarNum	Orig Qty	New Qty	Orig SPI	New SPI	Orig Value	
0000079-9	1	0901-010	XO	4911.10.0080	4911.10.0080	44	44			\$1,500.00	
	1	0901-010	XO	4911.10.0080	4911.10.0080	444	444			\$15,000.00	
	2	0901-010	CN	6001.10.2000	6001.10.2000	555	555			\$15,000.00	

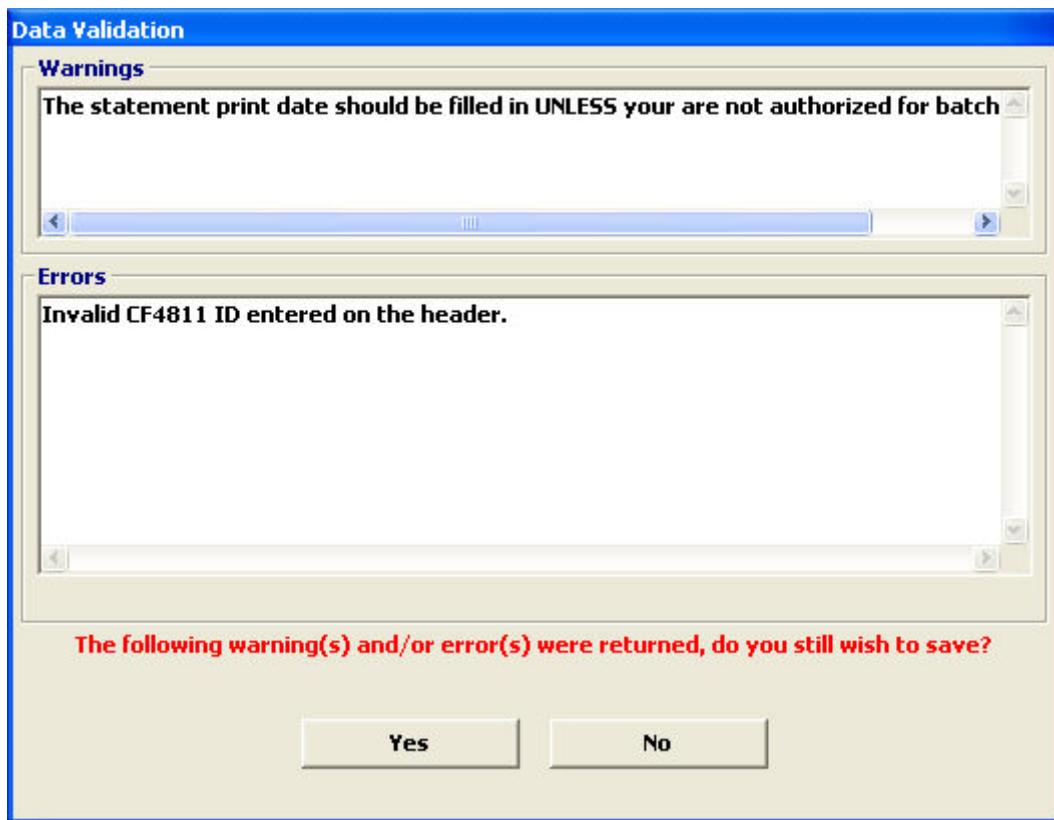
- Once you've made the necessary change, click the Re-Calc button to re-calculate your entry information
 - You won't be able to save your reconciliation entry until this Re-Calc function is performed
- Now that you've completed your reconciliation entry data, you are now ready to move on to [Completing a Recon Transaction](#)

Completing a Reconciliation Transaction

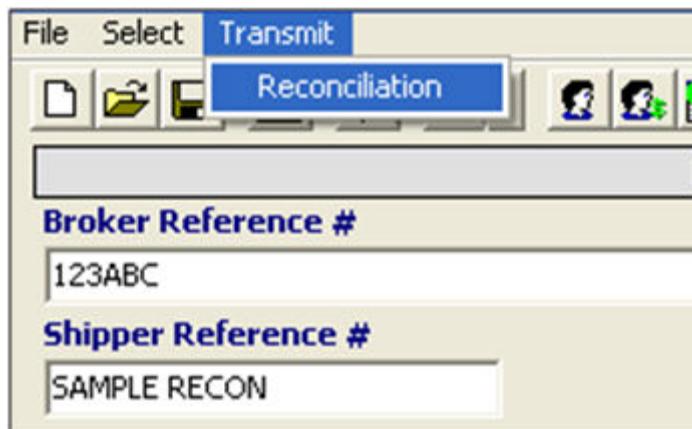
When your reconciliation is completed, you are ready to save, transmit your reconciliation to customs, and print the associated documents. This section explains the process of completing your reconciliation transaction.

Saving/Transmitting

- To save your reconciliation entry, click File, Save
 - The validation tool will run automatically, and you may be required to correct your entry prior to saving

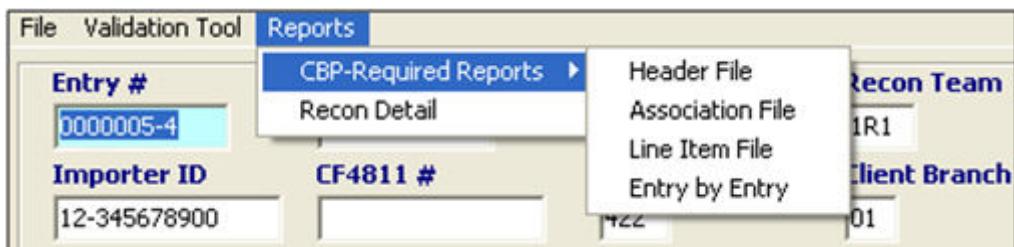


- Once you've returned to the transaction screen, click on Transmit, Reconciliation



Printing Reconciliation Documents

- To print the documents associated with your reconciliation, click on Reports



- Each of the CBP-Required Reports can be printed in an .xls format
 - You can also print a Recon Detail sheet from this reports menu

Tariff Picker

Tariff Picker Basics

The Tariff Picker is a useful reference tool. This tool features the latest tariff information, updated nightly from CBP's database when there are changes to the Harmonized Tariff Schedule of the United States. This tool allows the users to search for an accurate tariff classification, as well as to verify most details for a specific tariff. We recommend that you become familiar with this tool, as it can offer a great deal of assistance in the classification of goods.

Accessing the Tariff Picker

- Click the Tariff Picker link, under Reference on the SmartBorder Main Page:

The screenshot shows the SmartBorder Modules interface. At the top right, there are buttons for 'HELP' and a user profile. Below the header, the 'Filer Code: 000' and 'Login: TEST' are displayed. The main content area is divided into several sections:

- Top Stories:** A list of news items with dates and links, such as "SmartBorder ABI Release 1101 Rescheduled for 4/26" and "SmartBorder ABI Release 1004 Available to All Clients".
- Admin Messages:** A list of messages from the FDA, ACE, and other agencies, including "FDA Guidance Regarding Importation of Certain Rese 11-000086" and "ACE CERT Environment Availability is Delayed 11-000083".
- Industry News:** A list of industry-related news items, such as "Commission Vote: Purified Carboxymethylcellulose from Finland, Mexico, the Netherlands, and Sweden (usitc.gov)" and "Commission Vote: Adequacy Determination -- Paper Clips from China (usitc.gov)".
- The Federal Register:** A list of notices, including "ITA Notice:Meetings:U.S. Travel and Tourism Advisory Board, 21703 [2011-04-18-551]".
- Related Links:** A sidebar with links to various government websites and resources, including HARMONIZED TARIFF By Chapter, ACE Portal, U.S. Customs Website, Journal of Commerce, CROSS - Customs Rulings, USITC - U.S. International Trade Commission, AES Direct, Steel Importing License Info, SmartBorder Client Side Demo (requires Flash), Download Adobe Flash Player (if required), FDA - Food & Drug Administration, Food & Agricultural Import Regulations, FDA Food Labeling Guide, FCC - Federal Communications Commission, DOT - Dept. of Transportation, FWS - Fish & Wildlife - Electronic Declarations, U.S. Customs Marking of Goods Requirements, FTC - Federal Trade Commission, Conversion Info, and 3-Letter AIR Carrier (IATA) Codes.

Accessing the Tariff Picker (cont.)

- You can also access the tariff picker by clicking the button, located next to any field in SmartBorder where you would enter a tariff number. (Entry Line Screen, AII Line Screen, etc.)



The Tariff Picker Main Screen

The screenshot shows a software interface for managing tariff information. At the top, there is a search bar labeled "Search for Tariff #" with a "Quick-Search" checkbox (unchecked) and a note stating "will search as you type, after [2] characters are entered". To the right of the search bar are buttons for "(Advanced) Search" and "Effective Date: 2/29/2008" (with a "Change Effective Date" link). Below the search area, there are two tabs: "Main" (selected) and "Special Rates". The "Main" tab displays fields for "H.T.S. Tariff #", "Unit(s) of Measure", "Beginning Effective Date", and "Ending Effective Date". It also includes sections for "Customs Description", "Full Description", and "Duty Rate (Column 1)" and "Duty Rate (Column 2)". The "Special Rates" tab is currently inactive. Further down, there are sections for "OGA (Other Government Agency) Codes", "Valid Special Programs Indicators (SPI)", "Countries Excluded from GSP", "Special Tariff Flags", and "Other Special Flags". A "Close" button is located at the bottom right of the form.

Tariff Picker Information/Data Fields

Please consult the screenshots below and the tables on the following page if you are uncertain of the meaning/purpose of a data or information field. This is the information that will display, based on the tariff search criteria. The screenshots below show examples of a tariff classification that has most of these fields in use. The first screenshot shows the Main information fields, and the second shows the Special Rates screen.

Tariff # 2101.12	Search for Tariff #	<input checked="" type="checkbox"/> "Quick-Search" (will search as you type, after characters are entered) 2	(Advanced) Search	Effective Date: 2/29/2008 Change Effective Date				
<p>Main Special Rates </p> <p>H.T.S. Tariff # 2101.12.3800 Last Queried 02/29/2008 01:35a (EST)</p> <p>Unit(s) of Measure KG Beginning Effective Date 8/1/2006 Ending Effective Date 12/31/9999</p> <p>Customs Description COFFEE SYRUPS, OTHER</p> <p>Full Description Blend syrup (Ch17 add US note 4) preparation w/basis of extract, essence or concentrate or w/ basis of coffee, over Ch17 add US note 9 quota</p> <table border="1"> <tr> <td>Duty Rate (Column 1) 8.50 % + \$ 0.305 / KG</td> <td>Duty Rate (Column 2) 10.00 % + \$ 0.359 / KG</td> </tr> </table> <p>OGA (Other Government Agency) Codes FD4:</p> <p>Valid Special Programs Indicators (SPI) BH, CL, JO, MA, MX, P+, SG Countries Excluded from GSP</p> <table border="1"> <tr> <td>Special Tariff Flags QUOTA</td> <td>Other Special Flags</td> </tr> </table>					Duty Rate (Column 1) 8.50 % + \$ 0.305 / KG	Duty Rate (Column 2) 10.00 % + \$ 0.359 / KG	Special Tariff Flags QUOTA	Other Special Flags
Duty Rate (Column 1) 8.50 % + \$ 0.305 / KG	Duty Rate (Column 2) 10.00 % + \$ 0.359 / KG							
Special Tariff Flags QUOTA	Other Special Flags							

Tariff #	Search for Tariff #	<input type="checkbox"/> "Quick-Search" (will search as you type, after characters are entered) 2	(Advanced) Search	Effective Date: 2/29/2008 Change Effective Date												
<p>Main Special Rates </p> <p>IRS taxes and/or user fees</p> <table border="1"> <tr> <td>Tax/Fee Code Code 018</td> <td>Tax/Fee Rate No Computation Formula Available - Refer to Tariff Schedule for Duty Calculation Procedures</td> </tr> </table> <p>Country Specific Special Rate</p> <table border="1"> <tr> <th>Country</th> <th>Rate</th> </tr> <tr> <td>AU</td> <td>1.30 % + \$ 0.63 / KG</td> </tr> <tr> <td>BH</td> <td>0.90 % + \$ 0.42 / KG</td> </tr> <tr> <td>CL</td> <td>0.80 % + \$ 0.393 / KG</td> </tr> <tr> <td>MA</td> <td>1.60 % + \$ 0.735 / KG</td> </tr> </table>					Tax/Fee Code Code 018	Tax/Fee Rate No Computation Formula Available - Refer to Tariff Schedule for Duty Calculation Procedures	Country	Rate	AU	1.30 % + \$ 0.63 / KG	BH	0.90 % + \$ 0.42 / KG	CL	0.80 % + \$ 0.393 / KG	MA	1.60 % + \$ 0.735 / KG
Tax/Fee Code Code 018	Tax/Fee Rate No Computation Formula Available - Refer to Tariff Schedule for Duty Calculation Procedures															
Country	Rate															
AU	1.30 % + \$ 0.63 / KG															
BH	0.90 % + \$ 0.42 / KG															
CL	0.80 % + \$ 0.393 / KG															
MA	1.60 % + \$ 0.735 / KG															

***For more information on basic or advanced searches please see : [Basic Search](#) and [Advanced Search](#)

Field (Main Tab)	Description
HTS Tariff #	Displays the 10 digit HTS number that is currently selected or highlighted. The results displayed are for this specific HTS.
Unit(s) of Measure	The unit of measure that is required by Customs to be reported when using the selected tariff classification
Last Queried	The last time SmartBorder queried the selected HTS against the record in Customs system. This is automatic, and done nightly
Beginning Effective Date	The date that the tariff # became/is becoming effective.
Ending Effective Date	The date that the tariff # is no longer valid
Customs Description	The Customs description of the products. This is also sometimes referred to as the "short description"
Full Description	This is the full description of the HTS classification selected
Duty Rate (Column 1)	The duty rate applicable in column 1 of the HTS.
Duty Rate (Column 2)	The duty rate applicable in column 2 of the HTS.
OGA (Other Government Agency) Codes	This will display the OGA codes, when the selected tariff has been flagged for OGA required (or may be required): These include FDA(Food and Drug), FCC(Federal Communication), DOT(Dept. of Transportation), FWS (Fish and Wildlife), etc.
Valid Special Programs Indicators (SPI)	A listing of the countries that have an agreement with the United States for preferential treatment
Countries Excluded from GSP	A listing of the countries that are excluded from the Generalized System of Preferences (GSP)
Special Tariff Flags	Any special requirements for the selected tariff. These include quota, ADD/CVD, additional HTS required, Textile category #, etc.
Other Special Flags	Any special flags for the selected tariff will display here. These include F250 (Formal entry required if value over \$250) and FALW (Formal entry always required)

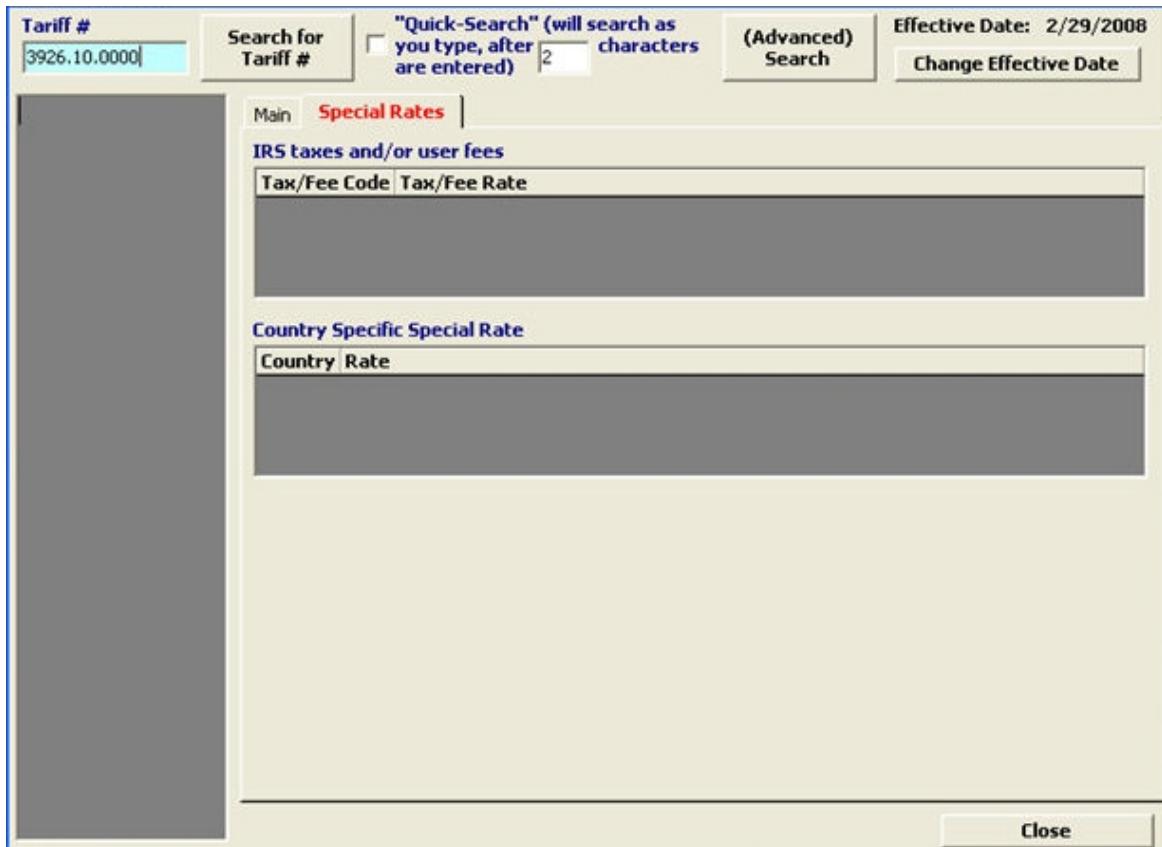
Field (Special Rates Tab)	Description
IRS Taxes and/or User Fees	IRS taxes or other user fees, to be applied to this tariff, will be listed here
Country Specific Special Rate	If a special rate applies to a particular country it will be listed here.

Basic Search

Using the Tariff Picker for a Basic Search

The most common feature of the Tariff Picker is the Basic Search. This consists of entering a tariff number (or a partial tariff), and then searching the HTS for a classification that matches. If you know the exact tariff (or the chapter number for example) then this is a good place to begin.

- Enter the tariff number into the Tariff # field and click the **Search for Tariff #** button :



*****Note:** You must enter the decimal(s) in the proper place, to receive your search results. Ex. 3926.10.0000 will work fine, but 3926100000 will not return any search results.

Using the Tariff Picker for a Basic Search (cont.)

- If you entered a valid tariff number, the search results will display (descriptions, duties, etc.)

Tariff # 3926.10.0000	Search for Tariff #	<input checked="" type="checkbox"/> "Quick-Search" (will search as you type, after characters are entered) <input type="text" value="2"/>	(Advanced) Search	Effective Date: 2/29/2008 Change Effective Date		
<p>Main</p> <p>H.T.S. Tariff # 3926.10.0000</p> <p>Unit(s) of Measure X Beginning Effective Date 1/1/2007</p> <p>Customs Description OTH ART,HD 3901-14,OFF./SCHOOL</p> <p>Full Description Office or school supplies, of plastics</p> <table border="1"> <tr> <td>Duty Rate (Column 1) 5.30 %</td> <td>Duty Rate (Column 2) 80.00 %</td> </tr> </table>					Duty Rate (Column 1) 5.30 %	Duty Rate (Column 2) 80.00 %
Duty Rate (Column 1) 5.30 %	Duty Rate (Column 2) 80.00 %					

- If you entered a partial tariff, all results that start with this partial tariff will be shown :

Tariff # 39	Search for Tariff #	<input checked="" type="checkbox"/> "Quick-Search" (will search as you type, after characters are entered) <input type="text" value="2"/>	(Advanced) Search	Effective Date: 2/29/2008 Change Effective Date		
<p>Main</p> <p>H.T.S. Tariff # 3901.10.1000</p> <p>Unit(s) of Measure KG Beginning Effective Date 1/1/2007</p> <p>Customs Description POLYETHYLENE,GRV<.94,VIS >1.44</p> <p>Full Description</p> <table border="1"> <tr> <td>Duty Rate (Column 1) 6.50 %</td> <td>Duty Rate (Column 2) 43.00 %</td> </tr> </table>					Duty Rate (Column 1) 6.50 %	Duty Rate (Column 2) 43.00 %
Duty Rate (Column 1) 6.50 %	Duty Rate (Column 2) 43.00 %					

Then you can choose a full tariff number from the left hand column, and its information will display in the window.

Using the Tariff Picker for a Basic Search (cont.)

- You can also use the "Quick Search" option by checking the box.

Tariff # 39	Search for Tariff #	<input checked="" type="checkbox"/> "Quick-Search" (will search as you type, after characters are entered) <input type="text" value="2"/>	(Advanced) Search	Effective Date: 2/29/2008 Change Effective Date
----------------	---------------------	---	-------------------	--

*****Note :** You must specify the number of characters to be keyed before this feature begins functioning.

- In the example below, the quick search will begin working after three characters are keyed in :

Tariff # 3926	Search for Tariff #	<input checked="" type="checkbox"/> "Quick-Search" (will search as you type, after characters are entered) 3	(Advanced) Search	Effective Date: 2/29/2008 Change Effective Date												
<table border="1"> <tr> <td>Main </td> <td>H.T.S. Tariff # 3926.10.0000</td> <td>Beginning Effective Date 1/1/2007</td> <td>Last Queried 02/29/2008 02:19a (EST)</td> </tr> <tr> <td>Unit(s) of Measure X</td> <td></td> <td>Ending Effective Date 12/31/9999</td> <td>Ending Effective Date</td> </tr> <tr> <td>Customs Description</td> <td colspan="3">OTH ART,HD 3901-14,OFF./SCHOOL</td> </tr> </table>					Main	H.T.S. Tariff # 3926.10.0000	Beginning Effective Date 1/1/2007	Last Queried 02/29/2008 02:19a (EST)	Unit(s) of Measure X		Ending Effective Date 12/31/9999	Ending Effective Date	Customs Description	OTH ART,HD 3901-14,OFF./SCHOOL		
Main	H.T.S. Tariff # 3926.10.0000	Beginning Effective Date 1/1/2007	Last Queried 02/29/2008 02:19a (EST)													
Unit(s) of Measure X		Ending Effective Date 12/31/9999	Ending Effective Date													
Customs Description	OTH ART,HD 3901-14,OFF./SCHOOL															

- Once you've keyed the required characters, the tariff picker will pause between each character to update/refresh your search results, as shown below :

Tariff # 3926.2	Search for Tariff #	<input checked="" type="checkbox"/> "Quick-Search" (will search as you type, after characters are entered) 3	(Advanced) Search	Effective Date: 2/29/2008 Change Effective Date												
<table border="1"> <tr> <td>Main </td> <td>H.T.S. Tariff # 3926.20.1010</td> <td>Beginning Effective Date 1/1/1999</td> <td>Last Queried 02/29/2008 02:19a (EST)</td> </tr> <tr> <td>Unit(s) of Measure DPR</td> <td></td> <td>Ending Effective Date 12/31/9999</td> <td>Ending Effective Date</td> </tr> <tr> <td>Customs Description</td> <td colspan="3">PLAST,GLOVES:SURGICAL&MEDICAL</td> </tr> </table>					Main	H.T.S. Tariff # 3926.20.1010	Beginning Effective Date 1/1/1999	Last Queried 02/29/2008 02:19a (EST)	Unit(s) of Measure DPR		Ending Effective Date 12/31/9999	Ending Effective Date	Customs Description	PLAST,GLOVES:SURGICAL&MEDICAL		
Main	H.T.S. Tariff # 3926.20.1010	Beginning Effective Date 1/1/1999	Last Queried 02/29/2008 02:19a (EST)													
Unit(s) of Measure DPR		Ending Effective Date 12/31/9999	Ending Effective Date													
Customs Description	PLAST,GLOVES:SURGICAL&MEDICAL															

Using the Tariff Picker for a Basic Search (cont.)

- The Tariff Picker allows you to choose an Effective Date for the search, when necessary :

Tariff #	Search for Tariff #	<input type="checkbox"/> "Quick-Search" (will search as you type, after characters are entered) 2	(Advanced) Search	Effective Date: 2/29/2008 Change Effective Date
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- For this example, we'll use 9501.00.2000 (removed from the HTS in February of 2007)

Tariff # 9501.00.2000	Search for Tariff #	<input type="checkbox"/> "Quick-Search" (will search as you type, after characters are entered) 3	(Advanced) Search	Effective Date: 3/3/2008 Change Effective Date						
<table border="1"> <tr> <td>Main Special Rates </td> <td>H.T.S. Tariff #</td> <td>Last Queried</td> </tr> <tr> <td>Unit(s) of Measure</td> <td>Beginning Effective Date</td> <td>Ending Effective Date</td> </tr> </table>					Main Special Rates	H.T.S. Tariff #	Last Queried	Unit(s) of Measure	Beginning Effective Date	Ending Effective Date
Main Special Rates	H.T.S. Tariff #	Last Queried								
Unit(s) of Measure	Beginning Effective Date	Ending Effective Date								

As you can see, using a current date has no search results (since this tariff is no longer valid).

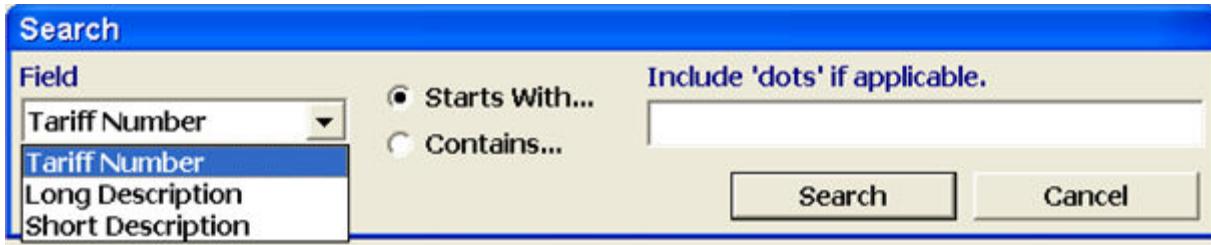
- If you change the effective date to 1/1/07, you can view the information that was valid on that effective date. This result will also give you the Ending Effective Date for the invalid tariff.

Tariff # 9501	Search for Tariff #	<input checked="" type="checkbox"/> "Quick-Search" (will search as you type, after characters are entered) <input type="text" value="2"/>	(Advanced) Search	Effective Date: 1/1/2007 Change Effective Date													
<p>Main</p> <table> <tr> <td>H.T.S. Tariff # 9501.00.2000</td> <td>Last Queried 01/24/2007 02:20p (EST)</td> </tr> <tr> <td>Unit(s) of Measure X</td> <td>Beginning Effective Date 1/1/1989</td> <td>Ending Effective Date 2/2/2007</td> </tr> <tr> <td colspan="3">Customs Description CHAIN-DRIVEN WHEELED TOYS</td> </tr> <tr> <td colspan="3">Full Description Wheeled toys designed to be ridden by children, chain driven</td> </tr> <tr> <td>Duty Rate (Column 1) 0.00 %</td> <td>Duty Rate (Column 2) 27.50 %</td> </tr> </table>					H.T.S. Tariff # 9501.00.2000	Last Queried 01/24/2007 02:20p (EST)	Unit(s) of Measure X	Beginning Effective Date 1/1/1989	Ending Effective Date 2/2/2007	Customs Description CHAIN-DRIVEN WHEELED TOYS			Full Description Wheeled toys designed to be ridden by children, chain driven			Duty Rate (Column 1) 0.00 %	Duty Rate (Column 2) 27.50 %
H.T.S. Tariff # 9501.00.2000	Last Queried 01/24/2007 02:20p (EST)																
Unit(s) of Measure X	Beginning Effective Date 1/1/1989	Ending Effective Date 2/2/2007															
Customs Description CHAIN-DRIVEN WHEELED TOYS																	
Full Description Wheeled toys designed to be ridden by children, chain driven																	
Duty Rate (Column 1) 0.00 %	Duty Rate (Column 2) 27.50 %																

Advanced Search

The advanced search is a great feature to use for a more refined search of the HTS. This advanced search will allow you to search the Tariff Number, Long Description, or the Short Description.

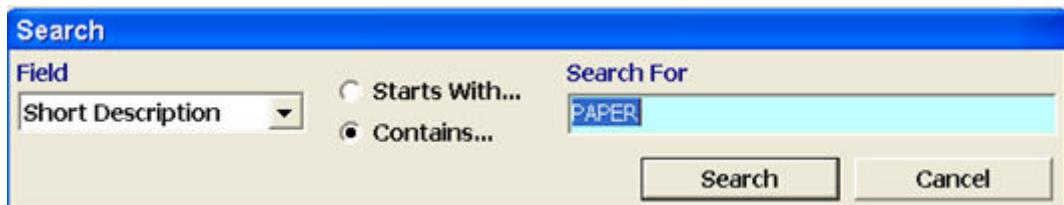
- The first choice is Tariff Number, which you would use for a partial tariff number search. This is most helpful when this partial number doesn't contain the beginning of the tariff number.



*****Note:** If you know the beginning of the tariff number, then there is no need to do an advanced search. A basic search will be more effective.

- The most significant feature of the advanced search is the ability to search for a tariff by description. This allows you to search the Long Description (full) and Short Description (Customs) for the correct tariff. This is where you should be especially careful when choosing search criteria, because these searches will display ALL results that contain the search criteria.

Example 1: Using the short description will result in a more specific search



Example 1 (Short):

The screenshot shows a software window titled 'Main' with various fields filled in. On the left is a vertical list of 'Tariff #' values. The main area contains:

- H.T.S. Tariff #:** 4801.00.0020
- Unit(s) of Measure:** T
- Beginning Effective Date:** 1/1/1989
- Last Queried:** 02/29/2008 02:26a (EST)
- Ending Effective Date:** 12/31/9999
- Customs Description:** STANDARD NEWSPRINT PAPER
- Full Description:** Newsprint, in rolls or sheets
- Duty Rate (Column 1):** FREE
- Duty Rate (Column 2):** FREE
- OGA (Other Government Agency) Codes:** (empty)
- Valid Special Programs Indicators (SPI):** 4801.00.0020
- Countries Excluded from GSP:** (empty)
- Special Tariff Flags:** (empty)
- Other Special Flags:** (empty)

Example 2: Searching by long description will usually give you more search results

The search dialog has the following settings:

- Field:** Long Description
- Search For:** PAPER
- Search Type:** Contains...
- Buttons:** Search, Cancel

Example 2 (Long):

The screenshot shows a software window titled 'Main' with various fields filled in. On the left is a vertical list of 'Tariff #' values. The main area contains:

- H.T.S. Tariff #:** 1905.90.9030
- Unit(s) of Measure:** KG
- Beginning Effective Date:** 8/1/2006
- Last Queried:** 02/29/2008 02:09a (EST)
- Ending Effective Date:** 12/31/9999
- Customs Description:** CORN CHIPS AND SIMILAR CRISP S
- Full Description:** Bakers' wares communion wafers, empty capsules suitable for pharmaceutical use, sealing wafers, rice paper and similar products, nest
- Duty Rate (Column 1):** 4.50 %
- Duty Rate (Column 2):** 20.00 %
- OGA (Other Government Agency) Codes:** FD4:
- Valid Special Programs Indicators (SPI):** A, E, J, P, AU, BH, CA, CL, IL, JO, MA, MX, SG
- Countries Excluded from GSP:** (empty)
- Special Tariff Flags:** (empty)
- Other Special Flags:** (empty)

*****Note:** Please be sure to read carefully before choosing a tariff. The wordings of the long and short descriptions vary, and you may only find the search criteria in 1 of the 2 descriptions. In each of these examples, "paper" is found in one description, but not in the other.

Transactions

Transactions

The Transactions module is the main module of the SmartBorder system. This module is used to create transactions for entry/release, billing, and delivery orders. You can also perform all of the transmissions and print all of the documents associated with these transactions directly from this module.

Use the following links, or choose from the complete list in the left frame of this window:

[Transactions Basics](#) - this section covers the basics of using the SmartBorder Transactions module.

[Creating a Transaction](#) - this section will assist you in creating a transaction in SmartBorder.

[Release/Entry Editor](#) - A guide to completing the Release/Entry Editor Screen

[Line Items Screen](#) - A guide to completing the Line Items Screen.

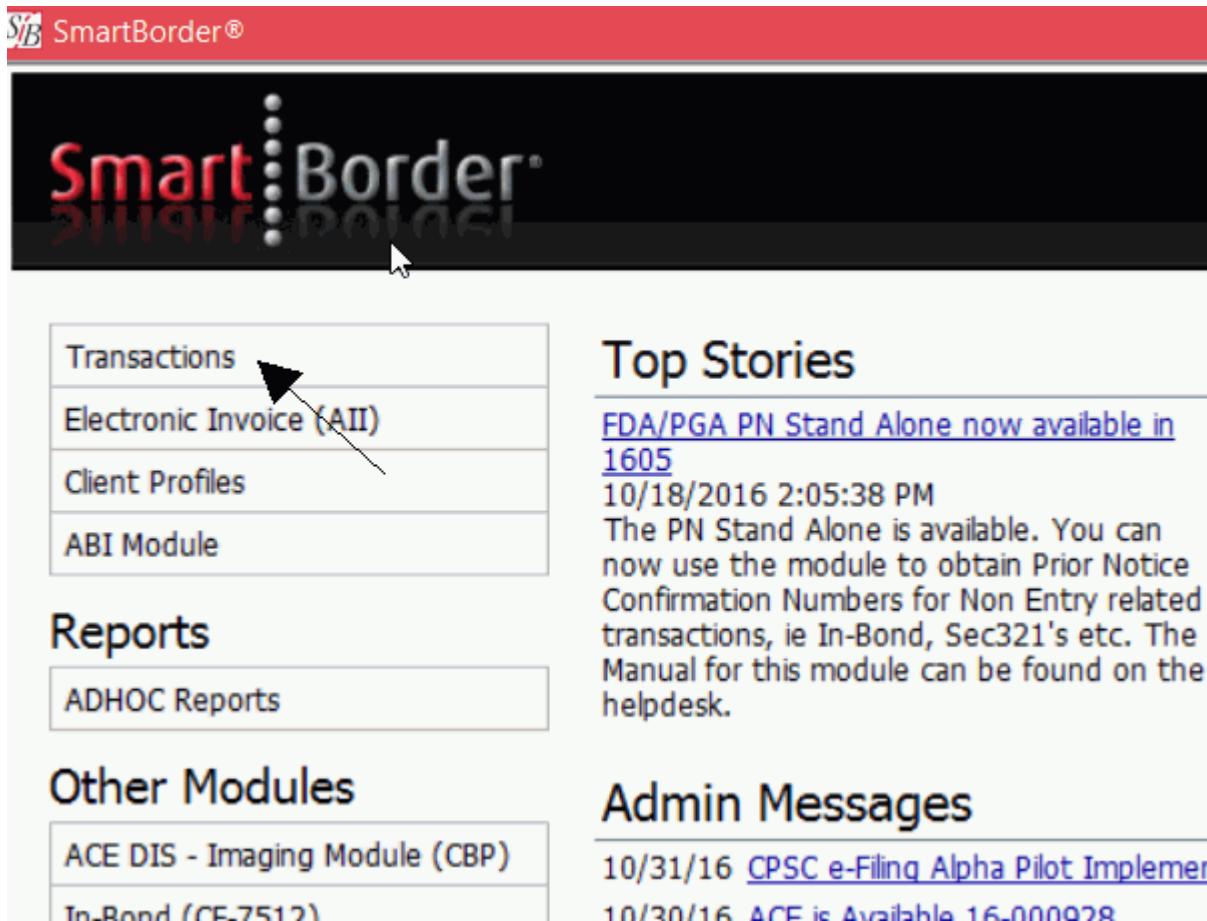
[Completing a Transaction](#) - This section covers saving, transmitting, and printing in the transactions module.

Transactions Module

Transaction Basics

Accessing the Transaction Module

- Click the Transactions link on the SmartBorder Main Page:



The screenshot shows the SmartBorder main page. At the top is a red header bar with the "SmartBorder®" logo. Below it is a large black banner with the "SmartBorder" logo. On the left side, there is a sidebar menu with the following options:

- Transactions (highlighted with a black arrow pointing to it)
- Electronic Invoice (AII)
- Client Profiles
- ABI Module

Below the sidebar is a section titled "Reports" containing the option "ADHOC Reports". To the right of the sidebar is a "Top Stories" section with the following content:

[FDA/PGA PN Stand Alone now available in 1605](#)
10/18/2016 2:05:38 PM
The PN Stand Alone is available. You can now use the module to obtain Prior Notice Confirmation Numbers for Non Entry related transactions, ie In-Bond, Sec321's etc. The Manual for this module can be found on the helpdesk.

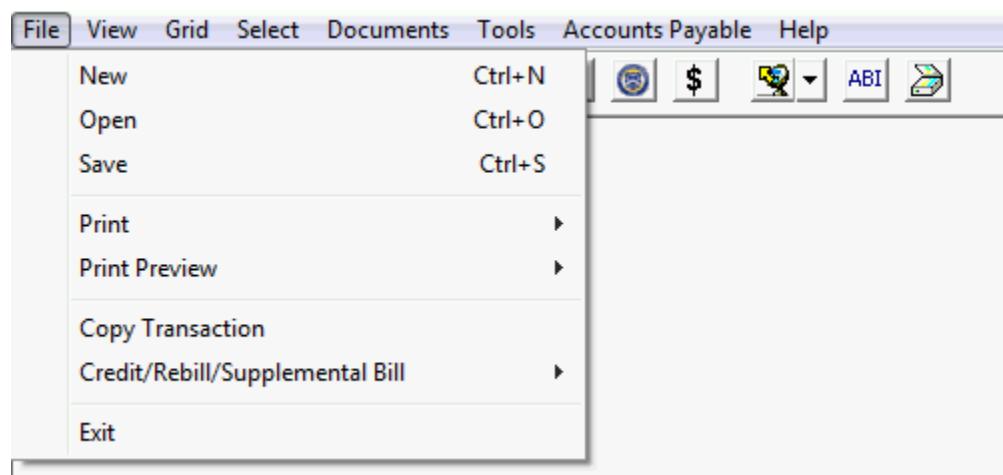
Further down on the right is a section titled "Admin Messages" with two entries:

10/31/16 [CPSC e-Filing Alpha Pilot Implement](#)
10/30/16 [ACE is Available 16-000028](#)

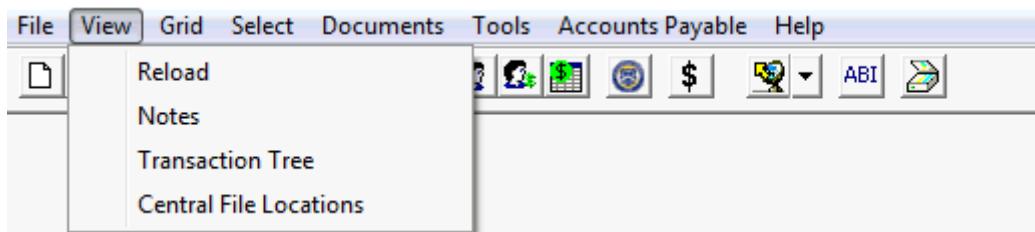
Transaction Menu Options

You'll want to begin by getting familiar with the menu options on the transaction screen, the release/entry editor, and the line items screen. Once you've created your entry/delivery order/billing, you can perform actions within the entry/release editor or return to this transaction screen to print documents, as well as perform the transmissions/queries associated with the transaction.

Transaction Screen



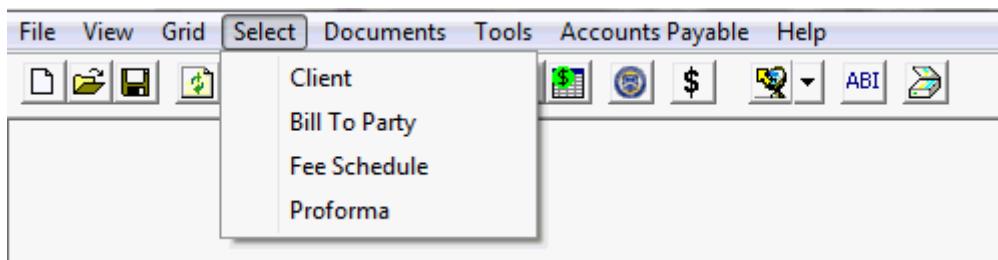
Menu Option	Description
File - New	Create a new transaction.
File - Open	Open a saved transaction. You can open the transaction by entry number or SB number, or you can search the grid for the desired transaction.
File - Save	Save the current transaction.
File - Print/Print Preview	Print the documents associated with the current transaction. Click Print Preview to view this report on your screen. The available menu choices include transaction reports, 7501, 3461, billings, and file labels.
File - Copy Transaction	Copy the current transaction. You will be prompted to enter a new entry number and the information from this entry will be used to complete the new entry.
File - Credit/Rebill/Supplemental Bill	Create a billing adjustment for the current entry/billing. Choose the type of adjustment that you'd like to make and a new transaction screen will open for this adjustment.
File - Exit	Close the current transaction, and exit the transaction module.



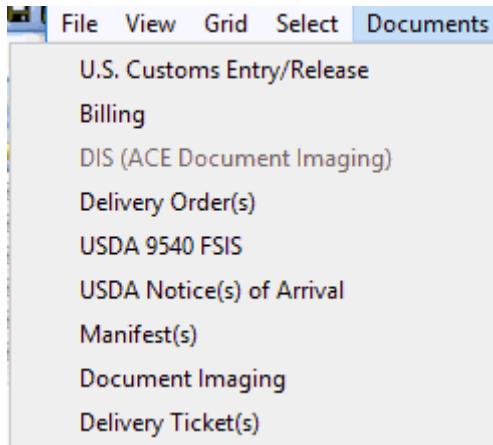
Menu Option	Description
View - Reload	Reload the current transaction.
View - Notes	View/Add transaction notes for the current transaction. The notes will display in the Notes screen, or click Insert to add a note to this transaction.
View - Transaction Tree	Open the transaction tree screen, where you can view related transactions. You can click Open to open a related transaction or click Notes to view/add transaction notes for the selected transaction.
View - Central File Locations	Open the central filing screen, where you can view file locations on this transaction and related transactions.

Grid

Open the Transaction Grid, where you can easily search for and access all transactions.

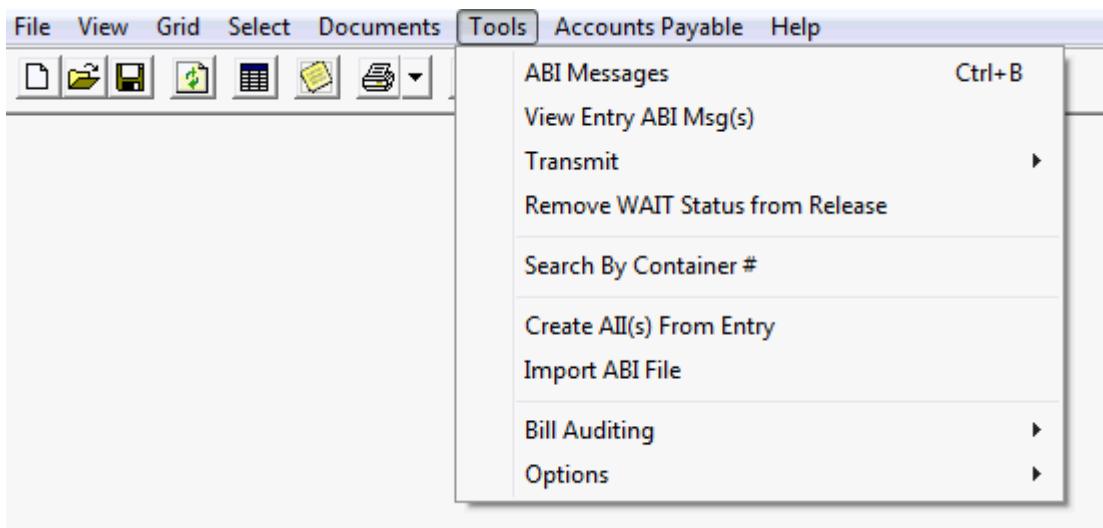


Menu Option	Description
Select - Client	Open the client pick-list, which will allow you to search for and select the client for this transaction. You can also do this by clicking the ellipsis in the client field.
Select - Bill To Party	Open the client pick-list, which will allow you to search for and select the bill-to party for this transaction. You can also do this by clicking the ellipsis in the bill to party field.
Select - Fee Schedule	Open the fee schedule pick-list, which will allow you to search for and select the fee schedule for this transaction. You can also do this by clicking the ellipsis in the fee schedule field.
Select - Proforma	Open the Select Proforma Invoice screen, where you can select a proforma invoice to be imported to/attached to this entry. These proforma invoices are created using the SmartBorder client-side application.



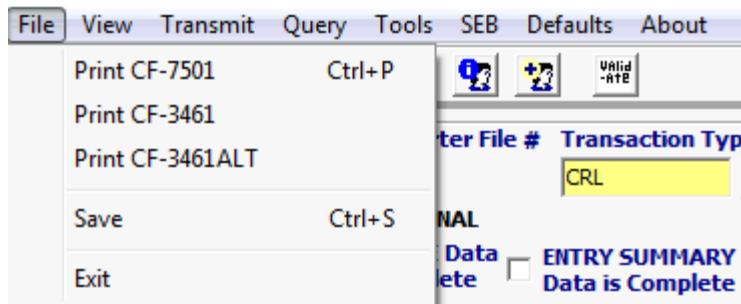
Menu Option	Description
Documents - Entry/Release	Open the Release/Entry Editor screen, where you can enter all of the data to be transmitted for the customs release/entry.
Documents - Billing	Open the bill for this transaction. For more details on billings in SmartBorder, please review the section of this manual on Billings.
Documents - DIS (ACE Document Imaging)	Future programming
Documents - Delivery Order	Open the Delivery Order screen, where you can add/view/print the delivery orders associated with this transaction.

Documents - USDA 9540 FSIS	Open the USDA 9540 screen, where you can add/view/print the 9540 forms associated with this transaction.
Documents - USDA Notice of Arrival	Open the USDA Notice of Arrival screen, where you can add/view/print the notices of arrival associated with this transaction.
Documents - Manifests	Open the Manifests screen, where you can add/view/print the manifests associated with this transaction.
Documents - Delivery Ticket	Open the Delivery Ticket menu screen, where you can generate a delivery ticket from a created entry.

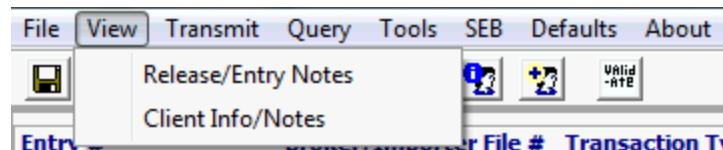


Menu Option	Description
Tools - ABI Messages	Open the main ABI message browser, where you can search/view ABI messages associated with all transactions.
Tools - View Entry ABI Messages	Open the ABI messages for this transaction. This will open an ABI message browser that contains only the messages associated with this transaction.
Tools - Transmit	Transmit the current transaction to customs. This option allows you to transmit the release as well as the entry.
Tools - Remove WAIT Status from Release	Remove the WAIT status from an entry. This tool is used when a transaction is stuck in wait status, which will prevent you from performing transmissions on the transaction.
Tools - Select By Container #	Open the Find Entry by Container Number screen, which will allow you to search for a previous entry by container number.
Tools - Bill Auditing	Use this tool to mark a transaction as audited. Authorized users will also be able to clear this audited flag on entries that have previously been marked as audited.
Tools - Options	This menu was used to switch back to the "r;tabbed" entry interface. This option has been disabled for SmartBorder users, with the implementation of the mandatory use of the new entry interface.
Accounts Payable	Open the Accounts Payable Information screen, where you can add/view/manage accounts payable information associated with this transaction.

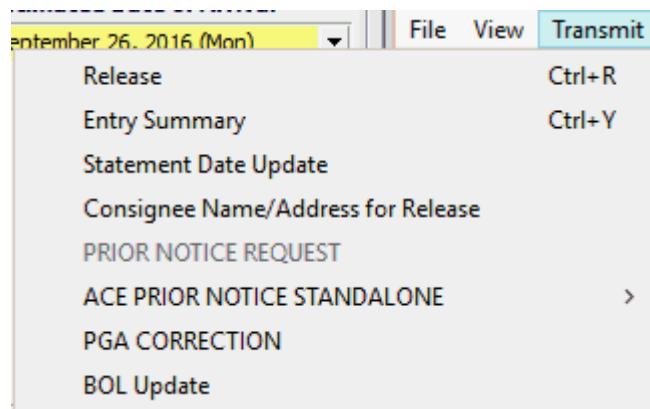
Release/Entry Editor



Menu Option	Description
File - Print	Print the documents associated with this release/entry. Clicking the print button will print the CF-7501.
File - Save	Save the current entry/release. You will be prompted to re-transmit if changes have been made to an entry that has already been transmitted to CBP.
File - Exit	Exit the Release/Entry editor, and return to the transaction screen without saving.

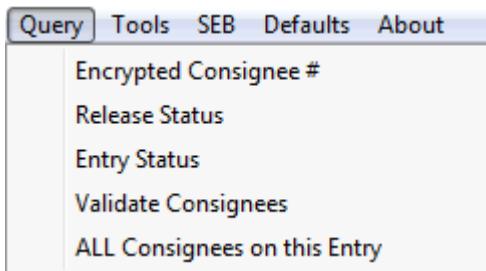


Menu Option	Description
View - Release/Entry Notes	Open the notes screen, where you can view the notes on this release/entry. You can also insert a new note to this release/entry from the notes screen.
View - Client Info/Notes	Open the client information screen, where you can view the notes for the selected client.

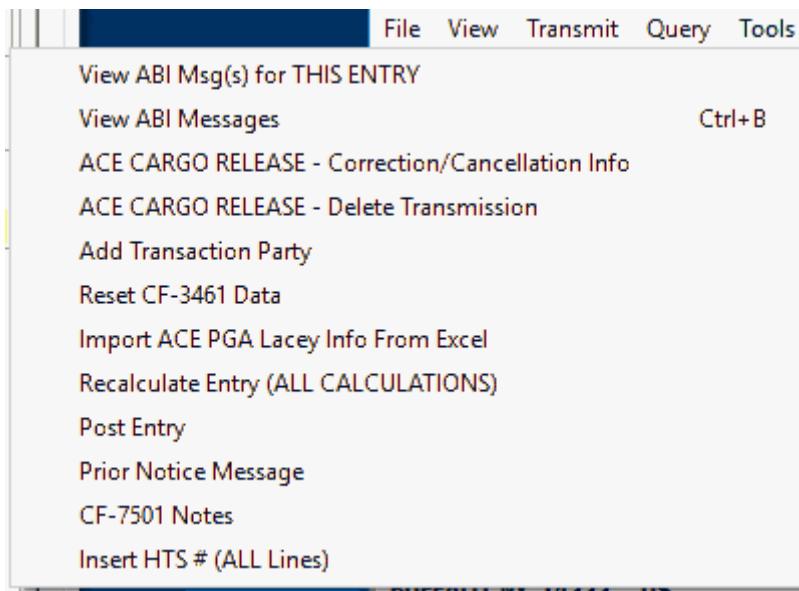


Menu Option	Description
Transmit - Release	Send the release transmission to CBP. This will certify your entry for release. Once accepted, this cannot be re-transmitted. Changes must be made through a bill of lading update.

Transmit - Entry Summary	Send the entry summary transmission to CBP. To send the release and entry summary together, you must check the "Certify release from Entry Summary" checkbox.
Transmit - Statement Date Update	Send the statement date update transmission to CBP. This is used to change the statement date for the entry. This is also used to remove the entry from the current statement. If you want to change the statement date: - Make change to the statement date in the entry (making sure not to schedule past 10th day) - Save the entry with the changes - Transmit the Statement Date Update, using this menu option.
Transmit - Consignee Name/Address for Release	Send the consignee name and address information to CBP for release. This feature is intended for use on informal entries where the consignee tax ID is not available.
Transmit - Prior Notice Request	DISABLED with ACE, Use ACE PRIOR NOTICE STANDALONE
Transmit - ACE PRIOR NOTICE STANDALONE	Filers who wish to obtain a PN Confirmation number prior to transmitting an Entry. Users can transmit an ADD or REPLACE transaction.
Transmit - PGA Correction	Transmits a PGA Correction
Transmit - BOL Update	Send the bill of lading update transmission to CBP.



Menu Option	Description
Query - Encrypted Consignee Number	Query an encrypted consignee number for use on release transmissions. These encrypted consignees are not valid for entry summary transmissions.
Query - Release Status	Query the release status of the current entry. This feature can sometimes be used to import dropped ABI messages into the ABI messages for this entry.
Query - Entry Status	Query the entry status of the current entry. This feature can sometimes be used to import dropped ABI messages into the ABI messages for this entry.
Query - Validate Consignees	Query the consignee data with CBP. This transmission will tell you if the consignee name/address/tax ID are valid for use.
Query - All Consignees on this Entry	Send a batch importer/bond query on all consignees for this entry. This will return queries on each of the consignees on this entry.



Menu Option	Description
Tools - View ABI Msg(s) for THIS ENTRY	Open the ABI messages for this transaction. This will open an ABI message browser that contains only the messages associated with this transaction.
Tools - View ABI Messages	Open the main ABI message browser, where you can search/view ABI messages associated with all transactions.
Tools - ACE CARGO RELEASE - Correction/Cancellation Info	Use to correct or cancel a previously accepted ACE Cargo release transaction. See ABI Queries for more info.
Tools - ACE CARGO RELEASE - Delete Transmission	Use to delete an ACE Cargo release transaction. CBP only allows filers to delete entry data prior to cargo release processing.
Tools - Add Transaction Party	Add a transaction party from within the entry. This will open the Add/Edit Transaction Party screen. See the profiles section of this manual for details on transaction parties.
Tools - Reset CF-3461 Data	Reset the CF-3461 data to reflect the current entry data. This will not transmit any data to CBP.
Tools - Import ACE PGA Lacey Info from Excel	Opens a screen that allows you to select an Excel file and map it into Lacey Act fields.
Tools - Recalculate Entry (All Calculations)	Re-calculate the current entry. This will perform all of the functions, formulas, and calculations on this entry and should always be done after making changes that affect values, duty amounts, weights, etc.
Tools - Post Entry	Open the post entry screen.
Tools - Prior Notice Message	View the Prior Notice Messages received for this entry and apply the confirmation numbers to the applicable lines.
Tools - CF-7501 Notes	Open the CF-7501 Notes screen, where you can enter free form text to be printed on the 7510. This will allow a free form text area of up to 4 lines, 70 characters per line. This will print above the first CBP line on the CF-7501.
Tools - Insert HTS # (ALL)	Allows you to insert an HTS number on each line. For example - for repaired (HTS

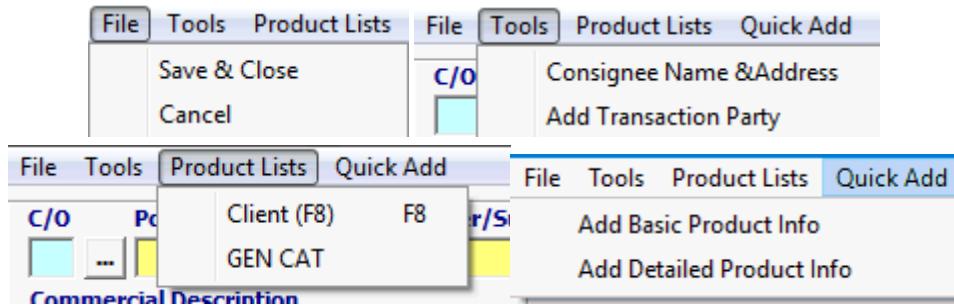
Lines)

9802) items.



Menu Option	Description
Defaults - Entry Defaults	Open the Line Item Defaults screen, where you can enter entry defaults to be used throughout the entry.
Defaults - All Defaults	Open the All Defaults screen, where you can enter All section defaults to be used in each line item for this entry.

Line Items Screen



Menu Option	Description
File - Save & Close	Save the current line and close the line item screen. The system will validate your line at this time and may prevent you from saving based on this validation.
File - Cancel	Close the current line and return to the release/entry editor without saving.
Tools - Consignee Name & Address	Open the consignee name and address window, where you can enter the consignee name and address information at the line level. This is for release transmissions only.
Tools - Add Transaction Party	Open the Add/Edit Transaction Party window, where you can add/edit transaction parties for this client. See the Profiles section of this manual for details.
Product Lists - Client(F8)	Choose a product from the client's product list. Using this feature will clear any information that is currently entered into this line item.
Product Lists - GEN CAT	Choose a product from the general broker profile product list. Using this feature will clear any information that is currently entered into this line item.
Quick Add - Add Basic Product Info	After entering a product code, the item will be added to the product list with the HTS and description.
Quick Add - Add Detailed Product Info	After entering a product code, the item will be added to the product list with the HTS and additional data such as C/O, SPI, OGA info.

- Now that you're familiar with the basics of the Transactions module, you're ready to begin [Creating a Transaction](#).

Transaction Screen

- Click File, New to open a new Transaction in SmartBorder:

The screenshot shows the SmartBorder ABI Transaction Screen. The menu bar includes File, View, Grid, Select, Documents, Tools, and Accounts Payable. The toolbar contains icons for various functions like Print, Save, and ABI.

Client Information:

- Client:** 1023, ABLEINC, DEFAULT
- Address:** ABLE INC, 123456 TOWN RD, BUFFALO, NY 14222 US
- Tax ID:** 12-3456789
- Mfg ID:** USABLINC1234BUF
- Bond #:** [empty]
- Surety Code:** [empty]

Bill To Information:

- Bill To:** 1038, MCKINLEY
- Address:** MCKINLEY IMPORTS, 698 SKY HARBOR DR, LANSING, MI 48901 US
- Tax ID:** 12-345678900
- Mfg ID:** USMCKIMP698LAN
- Fee Schedule:** MCKINLEY FEES
- Clear Bill To Party / Fee Schedule**

Transaction Details:

- Transaction Type:** CRL
- Transaction Date:** 06/23/2008 (Mon)
- Branch:** [empty] (none selected)
- Transaction SB #:** 13432816
- Data Status:** Release PEND, Entry Summary PEND, Bill PEND
- ABI Status:** Release PEND, Entry Summary PEND
- Entry #:** 000 0000062-0 #
- Estimated Date of Arrival:** July 07, 2008 (Mon)
- Port of Entry:** 0901-010, BUFFALO, NY (Locked)
- Entry Date:** 07/07/2008 (Mon)
- Bill #:** [empty]
- Bill Date:** [empty]
- Station:** [empty]

Reference/Tracking Information:

- Shipper Reference #:** [empty]
- Shipment Value:** \$ 17,375.00
- Currency:** USD
- # Inv. Pages:** 0
- Master Bill #:** [empty]
- Issuer Code:** [empty]
- Other Filer Code - Entry #:** [empty]
- Broker Reference #/Consignee:** 62

Field/Button	Status	Description
Client	Mandatory	Choose the customer for this transaction. Click the ellipsis and choose the client from the pick-list. You can view the client's profile by clicking the information button, after choosing the client.
Bill-To	Conditional	Choose the bill-to party for this transaction, or accept the default party. Click on the ellipsis to choose the bill-to party from the pick-list.
Transaction Type	Mandatory	Enter the transaction type to identify the type of transaction being processed, or choose from the pick-list by clicking the ellipsis.
Branch	Optional	Enter the branch for this transaction, or choose from the pick-list by clicking the ellipsis.
Entry #	Mandatory	Enter the entry number to be used for this transaction. In most cases, this entry number will automatically be assigned by the system.

Estimated Date of Arrival	Mandatory	Enter the date of arrival at the port of entry for this transaction, or click the drop-down to choose from the calendar. This will default to today's date.
Port of Entry/Location	Mandatory	Enter the port of entry (port where the entry will be filed) for this transaction, or choose from the pick-list by clicking the ellipsis.
Station	Optional	Enter the station for this transaction, if applicable.
Shipper Reference	Optional	Enter the shipper/customer reference number which is the number that identifies this shipment for the client.
Shipment Value	Optional	Enter the total value of all merchandise in this shipment.
Currency	Optional	Enter the currency of value for this shipment, or choose from the pick-list by clicking the ellipsis.
# Inv. Pages	Optional	Enter the number of invoice pages for this entry.
Master Bill #	Optional	Enter the carrier's bill number, pro number, bill of lading number, or air waybill number. The system will warn the user if a duplicate number is entered.
Issuer Code	Optional	Enter the SCAC or IATA code for this carrier, or choose from the pick-list by clicking the ellipsis.
Other Filer Code/Entry #	Optional	Enter an additional filer code/entry number for another entry that is associated with this transaction.
Broker Reference #	Optional	Enter the broker reference number for this transaction. The system will default this field to the entry number.
Monitor This Transaction	Optional	Check this box to send an auto-email to the "monitor" contact type. This allows the client/user to receive updates on this transaction.

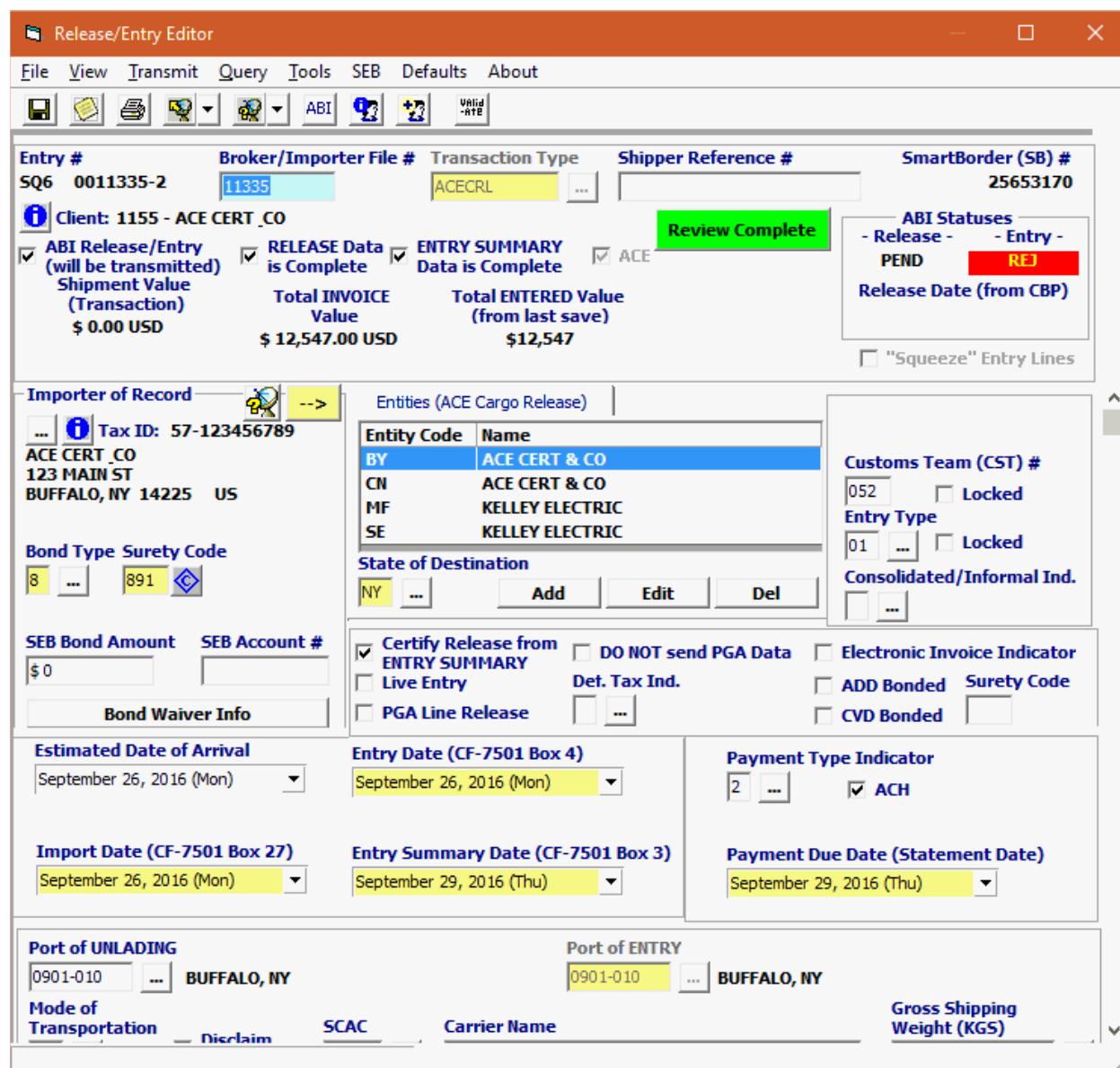


- Click the button, or click Documents, Entry/Release to enter the Release/Entry Editor screen. This is where you will enter the entry data to be transmitted to CBP.
- This will open the [Release/Entry Editor](#)

Release/Entry Editor

Release/Entry Editor

- Click Documents, Entry/Release or the  button to open the Release/Entry Editor Screen.



The screenshot shows the SmartBorder ABI Release/Entry Editor application window. The window has a title bar "Release/Entry Editor" and a menu bar with File, View, Transmit, Query, Tools, SEB, Defaults, and About. The main interface includes several sections:

- Header Information:** Shows Entry # SQ6 0011335-2, Broker/Importer File # 11335, Transaction Type ACECRL, Shipper Reference # (empty), and SmartBorder (SB) # 25653170.
- ABI Statuses:** Displays "Review Complete" in green, "ABI Release/Entry (will be transmitted)" checked, "RELEASE Data is Complete" checked, "ENTRY SUMMARY Data is Complete" checked, and "ACE" checked.
- Release Date (from CBP):** Shows "Release Date (from CBP)" with a date field and a checkbox for "Squeeze" Entry Lines.
- Importer of Record:** Shows Tax ID: 57-123456789 and address: ACE CERT CO, 123 MAIN ST, BUFFALO, NY 14225 US.
- Entities (ACE Cargo Release):** A table showing Entity Code (BY, CN, MF, SE) and Name (ACE CERT & CO, ACE CERT & CO, KELLEY ELECTRIC, KELLEY ELECTRIC).
- Customs Team (CST) #:** Shows 052 and 01, with checkboxes for Locked and Consolidated/Informal Ind.
- Bond Type Surety Code:** Shows Bond Type 8 and Surety Code 891.
- SEB Bond Amount:** \$0.
- SEB Account #:** (empty).
- Bond Waiver Info:** (empty).
- Estimated Date of Arrival:** September 26, 2016 (Mon).
- Entry Date (CF-7501 Box 4):** September 26, 2016 (Mon).
- Payment Type Indicator:** 2, ACH checked.
- Import Date (CF-7501 Box 27):** September 26, 2016 (Mon).
- Entry Summary Date (CF-7501 Box 3):** September 29, 2016 (Thu).
- Payment Due Date (Statement Date):** September 29, 2016 (Thu).
- Port of UNLADING:** 0901-010, BUFFALO, NY.
- Port of ENTRY:** 0901-010, BUFFALO, NY.
- Mode of Transportation:** Disclaim.
- SCAC:** (empty).
- Carrier Name:** (empty).
- Gross Shipping Weight (KGS):** (empty).

- You can add/edit default information by clicking on the Defaults menu
 - This will open the [Release/Entry Defaults](#) screen

Header Information

Entry # 000 0000949-8	Broker/Importer File # 949	Transaction Type ACECRL	Shipper Reference # PO1933	SmartBorder (SB) # 40048127
Client: 1023 - ABLE IMPORTERS <input checked="" type="checkbox"/> ABI Release/Entry (will be transmitted) Shipment Value (Transaction) \$ 50,000.00 USD				
<input checked="" type="checkbox"/> RELEASE Data is Complete <input checked="" type="checkbox"/> ENTRY SUMMARY Data is Complete <input checked="" type="checkbox"/> ACE				
		Total INVOICE Value \$ 50,000.00 USD	Total ENTERED Value (from last save) \$50,000	
Review Complete ABI Statuses - Release - Entry - REJ WAIT Release Date (from CBP) <input type="checkbox"/> "Squeeze" Entry Lines				

Field/Button	Status	Description
Entry #	Displayed	Displays the entry number for this transaction; defaults from the entered number on the transaction screen.
Broker/Importer File #	Optional	Enter the number that identifies this shipment for the broker; defaults from the transaction screen.
Transaction Type	Mandatory	Enter the transaction type for this entry; defaults from the transaction screen.
Shipper Reference #	Optional	Enter the number that identifies the shipment for the client; defaults from the transaction screen.
SmartBorder (SB) #	Displayed	Displays the unique SB# assigned to this transaction/entry.
Client	Displayed	Displays the client, as selected on the transaction screen. Click the info button to view the notes for this client.
ABI Release/Entry	Checkbox	Check this box if this entry/release will be transmitted via ABI.
Release Data is Complete	Checkbox	Check this box if all mandatory release information has been completed for this transaction. The system will validate this information, upon save.
Entry Summary Data is Complete	Checkbox	Check this box if all mandatory entry summary information has been completed for this transaction. The system will validate this information, upon save.
ACE/ESAR	Checkbox	Check this box to indicate that this entry will be processed through ACE.
Review Required/Review Complete	Button	This button indicates that the current entry requires an entry review before it can be marked as completed and saved. This review must be cleared by an authorized user that has the rights to clear an entry review.
Values	Displayed	Displays the shipment value from the transaction screen, the total invoice value from the lines, and the total entered value after additions/deductions.
ABI Statuses	Displayed	Displays the ABI statuses of the current release/entry. This section also displays the release date from CBP.
"Squeeze" Entry Lines	Checkbox	NOT USED WITH ACE ENTRIES. Check this box to squeeze the lines on this entry. This feature will combine the lines with identical MID, HTS, C/O.

Importer/Bond Information

Importer of Record

Tax ID: 12-766666666
AIR / OCEAN ENTRIES
NY US

Bond Type Surety Code

8 ...

SEB Bond Amount SEB Account #

\$0

Bond Waiver Info

Field/Button	Status	Description
Importer of Record	Mandatory	Accept the default importer of record (from the client profile) or click the ellipsis to choose from the pick-list. This is the surety bond holder, and the party responsible to CBP for the transaction. You can click the query button to query the importer/bond, and you can click the arrow to fill the IOR in as the ultimate consignee as well.
Bond Type	Mandatory	Enter the type of bond being obligated by this IOR. Either accept the default from the IOR profile, or choose from the pick-list by clicking the ellipsis.
Surety Code	Mandatory	Enter the surety code of the obligated bond. You can accept the default, manually enter the surety code, or click the client icon to bring the surety code in from the client profile.
SEB Bond Amount	Conditional	Enter the amount of the single entry bond (bond type 9). Leave this blank for any other bond type.
SEB Account #	Conditional	Enter the account number for the single entry bond (bond type 9). This is the ID number assigned by the surety company to the filer for this SEB. Leave this blank for any other bond type.
Bond Waiver Info	Conditional	If ACE entry summary meets certain conditions set forth by CBP, filers can waive bond information.

Entities (ACE Cargo Release)/Entry Detail Information

Entities (ACE Cargo Release)	
Entity Code	Name
BY	ABLE IMPORTERS
CN	ABLE IMPORTERS
MF	CHINA SHIPPER
SE	CHINA SHIPPER
State of Destination	
NY	...
Add	Edit
Del	
Customs Team (CST) # <input type="text" value="047"/> <input type="checkbox"/> Locked Entry Type <input type="text" value="01"/> <input type="checkbox"/> ... <input type="checkbox"/> Locked Consolidated/Informal Ind. <input type="checkbox"/> ...	

Field/Button	Status	Description
Add	Button	Click this button to add an entity. An Entities screen will popup allowing you to select the Entity Code and a Transaction Party. The following parties are MANDATORY: BY = Buyer CN = Consignee MF = Manufacturer SE = Seller You can optionally add a ST = Ship To Party.
Edit	Button	Click to edit an entity, this will open up the Entities screen.
Del	Button	Click to delete an entity from this entry.
State of Destination	Mandatory	Enter the state of destination for this shipment, or choose from the pick-list by clicking the ellipsis.
Customs Team (CST #)	Optional	Enter the Customs import specialist team associated with this entry. This will auto-fill if you leave it blank. You can click the Locked checkbox, which will lock in this CST and prevent the system from auto-changing your CST based on the entry details.
Entry Type	Mandatory	Enter the entry type for this transaction, or choose from the pick-list by clicking the ellipsis. You can click the Locked checkbox, which will lock in this entry type and prevent the system from auto-changing your entry type based on the entry details.
Consolidated/Informal Indicator	Conditional	Enter the appropriate indicator for this transaction, or choose from the pick-list by clicking the ellipsis. This is used to flag consolidated entries, and certain type of informal entries (personal shipments + samples).

<input checked="" type="checkbox"/> Certify Release from ENTRY SUMMARY	<input type="checkbox"/> DO NOT send PGA Data	<input type="checkbox"/> Electronic Invoice Indicator	
<input type="checkbox"/> Live Entry	<input type="checkbox"/> Def. Tax Ind.	<input type="checkbox"/> ADD Bonded	<input type="checkbox"/> Surety Code
<input type="checkbox"/> PGA Line Release	<input type="checkbox"/> ...	<input type="checkbox"/> CVD Bonded	<input type="checkbox"/>

Field/Button	Status	Description
Certify Release from Entry Summary	Checkbox	Check this box if you want to certify your release from the entry summary transmission. This is required for remote location filing.
Live Entry	Checkbox	Check this box to indicate that this transaction is a live entry.

PGA Line Release	Checkbox	Check this box to indicate that this line release shipment contains PGA regulated material.
Do Not Send PGA Data	Checkbox	Check this box if you want to avoid sending the PGA portion of your transmission. The most common use of this feature is when the PGA portion of the transmission was accepted, but the entry was rejected. When you re-transmit the entry, there is no need to re-transmit the PGA portion.
Def. Tax Indicator	Conditional	Enter the code to indicate that deferred tax will be paid electronically, or choose from the pick-list by clicking the ellipsis.
Electronic Invoice Indicator (AII/EIP)	Checkbox	Check this box to indicate that this transaction is part of the AII program. This box must be checked for all RLF & AII.
ADD Bonded	Checkbox	Check this box to indicate that the antidumping duty is being bonded by the IOR.
CVD Bonded	Checkbox	Check this box to indicate that the countervailing duty is being bonded by the IOR.
Surety Code	Conditional	Enter the surety code for the ADD/CVD bond. This must be entered if either of the ADD/CVD bonded boxes are checked.

Entry Dates/Payment Information

Estimated Date of Arrival December 11, 2015 (Fri) ▾	Entry Date (CF-7501 Box 4) December 11, 2015 (Fri) ▾	Payment Type Indicator <input checked="" type="checkbox"/> 2 <input type="button" value="..."/> <input checked="" type="checkbox"/> ACH
Import Date (CF-7501 Box 27) December 11, 2015 (Fri) ▾	Entry Summary Date (CF-7501 Box 3) December 23, 2015 (Wed) ▾	Payment Due Date (Statement Date) December 23, 2015 (Wed) ▾

Field/Button	Status	Description
Estimated Date of Arrival	Mandatory	Enter the estimated date of arrival for the shipment at the port of entry, or click the drop-down to select from the calendar.
Import Date (CF-7501 Box 27)	Conditional	Enter the import date for the shipment, or click the drop-down to select from the calendar. This is the date that the shipment arrived in the US.
Entry Date (CF-7501 Box 4)	Mandatory	Enter the entry date for this shipment, or click the drop-down to select from the calendar. This is the date that the entry is filed.
Entry Summary Date (CF-7501 Box 3)	Mandatory	Enter the entry summary date or click the drop-down to select from the calendar. This will auto-calculate based on the entered entry date. This is the date that the entry summary is filed (statement date).
Payment Type Indicator	Conditional	Enter the payment type indicator, or choose from the pick-list by clicking the ellipsis.
ACH	Checkbox	Check this box to indicate that an automated clearinghouse payment will be made for this statement.
Payment Due Date	Conditional	Enter the statement due date for this entry. You can accept the default from the system, or click the drop-down to select from the calendar.

Port/Carrier Information

Port of UNLADING		Port of ENTRY	
0901-010	BUFFALO, NY	0901-010	BUFFALO, NY
Mode of Transportation	SCAC	Carrier Name	Gross Shipping Weight (KGS)
30	FDEG	FEDEX GROUND (CORPORATE)	1831
Location of Goods (FIRMS Code)	Freight Charges to Destination	Currency	Exch. Rate
A940	\$ 0.00		0. = \$ 0.00
Importing Vessel Code	Voyage / Flight / Trip Manifest #	FTZ Lot #	CF-4811 Reference #
	12345		11-112233400
General Order #			

Field/Button	Status	Description
Port of Unlading	Conditional	Enter the port code for the port which the merchandise is unloaded from the importing conveyance, or choose from the pick-list by clicking the ellipsis. This is required for air and ocean entries.
Port of Entry	Mandatory	Enter the port code for the port of entry, or choose from the pick-list by clicking the ellipsis. This is the port at which the entry is being filed.
Mode of Transportation	Mandatory	Enter the MOT code, or choose from the pick-list by clicking the ellipsis. This identifies the type of conveyance, as well as whether or not the freight is containerized.
Disclaim HMF	Checkbox	Check this box to indicate that the harbor maintenance fee will be disclaimed for this entry.
SCAC	Conditional	Enter the Standard Alpha Carrier Code for the importing carrier, or choose from the pick-list by clicking the ellipsis.
Carrier Name	Conditional	Enter the carrier name. This will default from the select SCAC.
Gross Shipping Weight	Mandatory	Enter the gross weight for this shipment (in KGs). You can enter this weight in lbs. and click the ellipsis to convert the amount to KG.
Location of Goods (FIRMS)	Conditional	Enter the FIRMS code which identifies the location of the goods, or choose from the pick-list by clicking the ellipsis. Once you've selected the port, the FIRMS pick-list will only display the valid FIRMS codes for the selected port.
Lloyd's Code	Optional	Enter the Lloyd's Code identifier of the importing vessel.
Freight Charges to Destination	Optional	Enter the known or estimated freight charges. This is defined as foreign inland freight (FIF) for air/ocean shipments, or freight to border (FTB) for land border entries. Choose the currency and the exchange rate defaults.
Importing Vessel Code/Name	Conditional	Enter the bureau of census importing vessel code and the vessel name. The vessel name is required for entries with a MOT of 10 or 11.
Voyage/Flight/Trip Manifest #	Conditional	Enter the Voyage # for ocean shipments or the Flight # for air shipments. In the future, you may be required to enter the trip number for rail/truck.
FTZ Lot/CF-4811/	Conditional	Enter the FTZ lot, CF-4811 Reference, or General Order #.

General Order #		
-----------------	--	--

Add/Edit Bill of Lading/In-Bond/Container/Line Items

Bill of Lading / In-Bond

#	In Bond #	Master Bill #	House Bill #	Qty	UOM	I.T. Date	Is:
1		12345654321		25	CT		FD

Request Bill of Lading Processing Results

Add Edit Delete

Container #'s (will print in Block 29 of CF-3461)

#	Container #
1	SCAC1122334455

Add Edit Delete

Line Items

CBP Line	CI #	CI Line	C/O	C/E	S/P	Rel	Ult.Cons.#	Mfg ID	Tariff #	Commercial Desc
001	00000001	1	XO	CA		N		XOCHEARC830WIN	4902.10.0000	NEWSPAPERS, JOURNALS
002	1	0	CN	CA		N		CNCHISHI1235HA	6206.30.3041	CLOTHES

Request Bill of Lading Processing Results

Add Copy Edit Del Insert EZEdit Move Up Move Down

Field/Button	Status	Description
Add	Button	Click the corresponding button to add a new bill of lading/in-bond, container number, or line item. This will open a new item in the appropriate screen.
Edit	Button	Click to edit the selected BOL, container, or line item. This will open the selected item in the appropriate screen.
Delete/Del	Button	Click to delete the selected BOL, container #, or line item.
Request Bill of Lading Processing Results	Checkbox	Check this box to send a request for bill of lading processing results with each transmission. You will receive a separate bill of lading results message to update you with any changes to the BOL. The response messages are returned immediately following ACS processing the request.
Copy	Button	Click to copy the selected line item. This will open a new line screen with the information from the copied line.
Insert	Button	Click to insert a new line item, which will be placed before the selected line in the listing of line items.
EZEdit Grid	Button	Click to open the EZ Edit Grid. This will allow users to edit/add line items without using the Line Item Screen. You must have the system default activated to access this feature.
Move Up/Move	Buttons	Click to move the selected line item up or down in the listing of line items.

Down		
------	--	--

Entry Review Issues

This entry review issues screen was created to show the specific issues that have prompted an entry review. An authorized user can check the appropriate boxes to clear the entry review.

Status	CBP Line	Header/Line	Error Description
<input type="checkbox"/>	Header		The Entry Type: 02 Requires a Review.

- Add/Edit a Bill of Lading/In-Bond Record using the [BOL/In-bond Screen](#)
- Add/Edit a Container using the [Add/Edit Container Screen](#)
- Add/Edit a Line Item using the [Line Items Screen](#)

Additional Entry Information

Invoice Value Deductions/Additions <input type="checkbox"/> Deduct Duty <input type="checkbox"/> Deduct Brokerage Fees	Warehouse Entry Information Filer Code Entry # Bonded Warehouse Firms Code Port <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Bonded Amount Withdrawal Amount <input type="text"/> 0.00 <input type="text"/> 0.00 Balance Final Withdrawal <input type="text"/> 0.00 <input type="checkbox"/>								
Other Deductions/Additions <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Description</th> <th>US \$</th> <th>A/D</th> <th>Invoice #</th> </tr> <tr style="height: 100px;"> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Description	US \$	A/D	Invoice #					Reconciliation Flags <input type="checkbox"/> NAFTA Reconciliation (Issue) <input type="checkbox"/> ...
Description	US \$	A/D	Invoice #						
Consolidated Entry Numbers Entry # <input type="text"/> Add Del	Entry # <input type="text"/> Add Del								

Field/Button	Status	Description
Deduct Duty/ Brokerage Fees	Checkboxes	Check the appropriate boxes to indicate that the duty and/or brokerage fees are included in the invoice value for this entry.
Add	Button	Click to add a new deduction/addition. This will open a new deduction/addition screen.
Edit	Button	Click to edit the selected deduction/addition. This will open the selected item in the deduction/addition screen.
Del	Button	Click to delete the selected deduction/addition.
Filer Code/	Conditional	Enter the filer code and entry number used to enter this shipment into the

Entry #		warehouse.
Bonded Warehouse Firms Code	Conditional	Enter the Firms Code for the Bonded Warehouse, or choose from the pick-list by clicking the ellipsis.
Port	Conditional	Enter the district/port code for the associated warehouse entry.
Bonded Amount	Conditional	Enter the bonded amount in the warehouse, prior to the withdrawal.
Withdrawal Amount	Conditional	Enter the dollar value of this warehouse withdrawal. This is the total value of the product being withdrawn.
Balance	Conditional	Enter the difference between the bonded amount and withdrawn amount.
Final Withdrawal	Checkbox	Check this box if this is the final withdrawal. This indicates that this is a complete withdrawal from the warehouse.
NAFTA Reconciliation	Checkbox	Check this box to flag the entry for NAFTA reconciliation.
Issue	Conditional	Enter the issue code for this NAFTA reconciliation, or choose from the pick-list by clicking the ellipsis.
Consolidated Entry #	Conditional	Enter the entry numbers that are to be consolidated by this entry.

- Add/Edit deductions and/or additions using the Deductions & Additions Screen

Cargo Release, Form 3461 Information

Cargo Release, Form 3461 Information		
<input type="checkbox"/> RELEASE is being certified for Cargo Release Processing Entry Date Election <input checked="" type="radio"/> Date of Arrival Presentation Date <input type="radio"/> Date of Presentation // / <input type="radio"/> Neither ("000000" on CF-3461) <input type="radio"/> Weekly (Entry Type 06 Only) First Date of the Zone Week // / Form 3461 Block 29 (Notes - will appear after Containers) <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		Form 3461 Box 4 (Entry Number) <input type="text" value="000-0000949-8"/> Requested Exam Location <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Transfer By <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <input type="checkbox"/> Entry Bond <input type="checkbox"/> Carrier Bond <input type="checkbox"/> CHL Bond <input type="checkbox"/> CFS Bond <input type="checkbox"/> Paired Cities Req.
Form 3461 Block 20 (Description) <div style="border: 1px solid black; height: 50px; width: 100%;"></div>		

Field/Button	Status	Description

Release is being certified for Cargo Release Processing	Checkbox	Check this box to certify the release from the 3461 data, or de-select if you want to certify the release from entry summary.
Entry Date Election	Buttons	Choose the desired date to be used as the entry date. If date of presentation is chosen, you can choose from the calendar by clicking the drop-down menu.
3461 Block 29 (Notes)	Optional	Enter any description of merchandise information to be printed in Box 29 of the CF-3461.
3461 Box 4 (Entry Number)	Optional	Enter the entry number to be displayed in Box 4 of the CF-3461.
Requested Exam Location	Optional	Enter the location where the goods will be available for customs examination, if applicable.
Transfer By	Conditional	Enter the transferred by party, if applicable. This is the party that will be transferring the cargo to the exam location.
Entry Bond/Carrier Bond/CHL Bond/CFS Bond/Paired Cities Required	Checkboxes	Check the appropriate box to indicate the type of bond utilized by the transfer by party.
Form 3461 Block 20 (Description)	Optional	This field will be used to fill in box 20 on the 3461, rather than line 1 of the tariff descriptions. This is optional (will use the 1st tariff line when this field is left blank).

Missing Documents

Available Missing Documents		Missing Documents listed on Entry	
Document	#	Document	#
Commercial Invoice	01		
CF 5523 (19 CFR 141.89)	10		
Lease Statement [19 CFR 141.89]	14		

CF-7501 Declarations, Signature

I declare that I am the

importer of record and that the actual owner, purchaser, or consignee for customs purposes is shown above.
OR
 owner or purchaser or agent thereof.

I further declare that the merchandise

was obtained pursuant to a purchase or agreement to purchase and that the prices set forth in the invoices are true.
OR
 was not obtained pursuant to a purchase or agreement to purchase and the statements in the invoices as to value or prices are true to the best of my knowledge and belief.

Signature of Declarant, Title

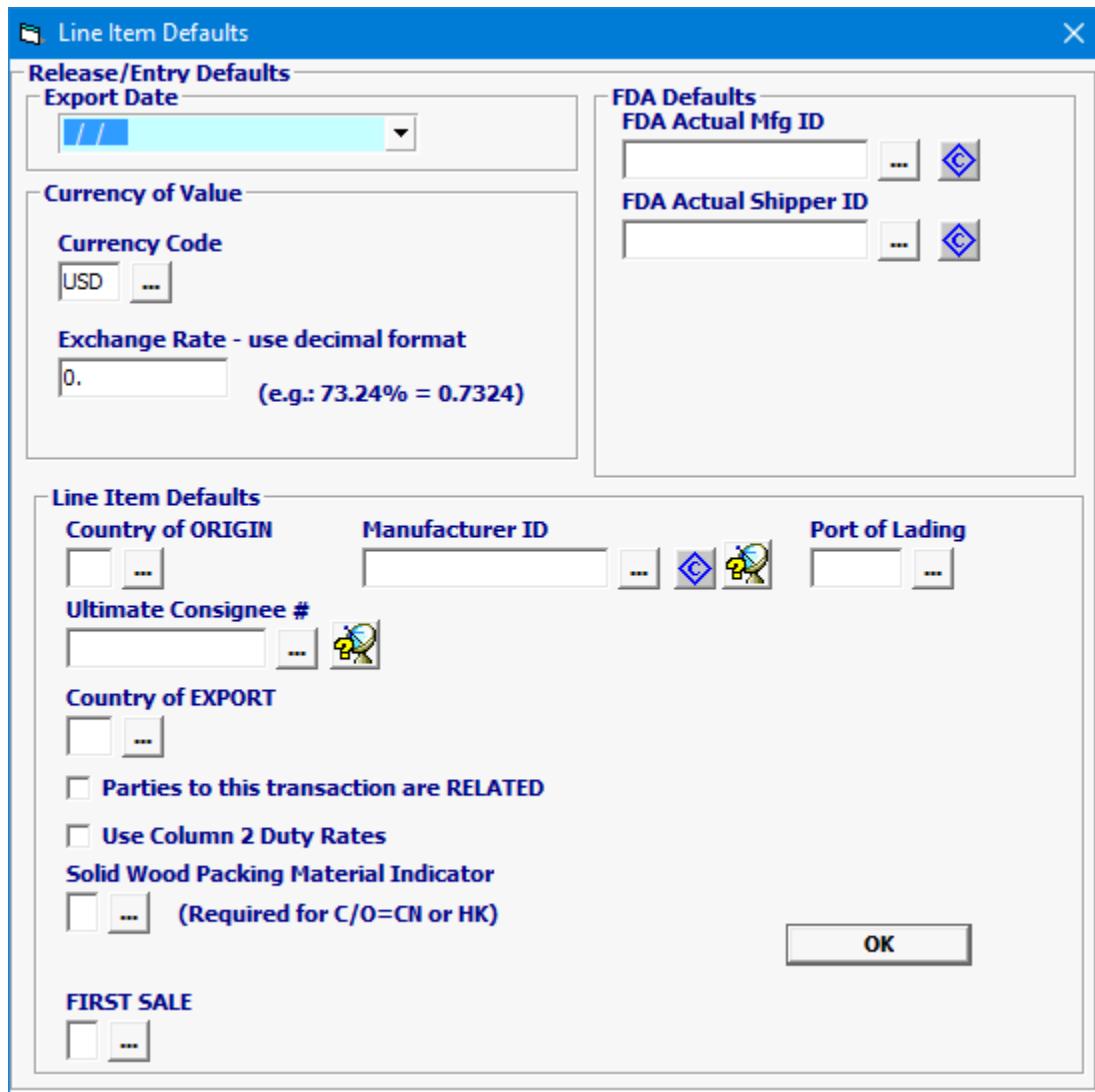
Summary Certification - check=electronic signature for paperless entry summary; required for AII and RLF

Field/Button	Status	Description
Missing Documents	Conditional	Select any missing documents and click the right arrow to move the document into the missing documents listing. If there are more than two missing documents, select the first and then select 99 (if three or more docs are missing)
Importer/Agent Declaration	Buttons	Choose the appropriate button to indicate whether the importer or the agent is making the declaration.
Merchandise Purchase Declaration	Buttons	Choose the appropriate button to indicate whether or not the merchandise is obtained pursuant to a purchase.
Signature of Declarant	Mandatory	Enter the name, job title, and signature of the owner, purchaser, or agent who signs the declaration.
Summary Certification	Checkbox	Check this box if you are filing this entry remotely (RLF/AII). This is the electronic equivalent of a signature for data transmitted through ABI.
Post Summary Correction (PSC) Header Info	Conditional	For ACE entry summaries, corrections can be sent electronically using the PSC function.

- Once you've completed your Release/Entry data, move on to [Completing a Transaction](#).

Release/Entry Defaults

- When you click the Defaults menu, you can open the defaults screen(s)



Menu Option	Description
Export Date	Enter the date of export or choose this date from the drop-down menu.
Currency of Value	Enter the currency of value for this entry, or choose from the pick-list by clicking the ellipsis. The system will default the exchange rate based on the entered currency.
FDA Defaults	Enter the MID of the actual manufacturer/actual shipper for FDA purposes, or choose from the pick-list by clicking the ellipsis.
Country of Origin	Enter the country of origin or choose from the pick-list by clicking the ellipsis.
Manufacturer ID	Enter the MID for this entry, or choose from the pick-list by clicking the ellipsis.
Port of Lading	Enter the port of lading, or choose from the pick-list by clicking the ellipsis.
Ultimate	Enter the ultimate consignee number, or choose from the pick-list by clicking the

Consignee #	ellipsis.
Country of Export	Enter the country of export for these goods, or choose from the pick-list by clicking the ellipsis.
Checkboxes	Check the appropriate boxes to indicate that the parties are related or that use of column 2 duty rates apply.
SWPM Indicator	Enter the Solid Wood Packing Material indicator, or choose from the pick-list by clicking the ellipsis.
First Sale Indicator	Enter the first sale indicator, or choose from the pick-list by clicking the ellipsis.
OK/Cancel	Click OK to save and apply the selected defaults. Cancel will exit without saving.

Bill of Lading/Container/Line Items**Bill of Lading/In-Bond Screen**

Bill of Lading/In-Bond

In-Bond (I.T.)#	I.T. Date								
<input type="text"/>	<input type="text"/> / /								
Issuer Code of Master Bill#	(Master) Bill/AWB #								
<input type="text"/> SCNN <input type="button" value="..."/>	<input type="text"/> 0926913 <input type="checkbox"/> IS Express Carrier Tracking # (AIR Only)								
Issuer Code of House Bill#	House Bill #								
<input type="text"/> <input type="button" value="..."/>	<input type="text"/>								
Sub-House Bill #	Reference Flags								
<input type="text"/>	<input type="checkbox"/> Non AMS Bill of Lading <input type="checkbox"/> Express Consignment Shipment <input type="checkbox"/> Elected Exam Site (FIRMS Code) <input type="text"/> <input type="button" value="..."/>								
Total Quantity	UOM								
<input type="text"/> 125	<input type="text"/> NO <input type="button" value="..."/>								
<input checked="" type="checkbox"/> Release Full BOL Qty									
Split Shipments									
Release Code (Required if Split Parts exist on any BOL)									
<input type="text"/> <input type="button" value="..."/>									
<table border="1"> <tr> <th>Carrier Code</th> <th>V/F/T</th> <th>Arrival Date</th> <th>Boarded Quantity</th> </tr> <tr> <td colspan="4" style="height: 100px;"></td> </tr> </table>		Carrier Code	V/F/T	Arrival Date	Boarded Quantity				
Carrier Code	V/F/T	Arrival Date	Boarded Quantity						
<input type="button" value="Add Split Part"/> <input type="button" value="Edit Split Part"/> <input type="button" value="Delete Split Part"/>									
<input type="button" value="OK"/> <input type="button" value="Cancel"/>									

Field/Button	Status	Description
In-Bond (IT) #	Conditional	Enter the in-bond (IT)number associated with this shipment.
IT Date	Conditional	Enter the IT date for the in-bond movement, or choose from the calendar by clicking the drop-down.
Issuer Code (Master)	Conditional	Enter the Standard Alpha Carrier Code (SCAC) for the party who issued the master bill.
Master Bill #/AWB#	Conditional	Enter the master bill number (pro #) with no spaces or hyphens. For air shipments, enter the air waybill complete with the 3 digit AWB prefix.
IS Express Carrier	Conditional	If an Express Carrier Tracking Number is used, then the AWB prefix must be reported along with the tracking number in the Bill of Lading Number.

Tracking # (AIR Only)		
Issuer Code (House)	Optional	Enter the Standard Alpha Carrier Code (SCAC) for the party who issued the house bill.
House Bill #	Optional	Enter the house bill number or house air waybill number with no spaces or hyphens.
Sub-House Bill #	Optional	Enter the sub-house bill number or house air waybill number with no spaces or hyphens.
Quantity	Mandatory	Enter the quantity associated with the lowest level of the bill number being reported. It is the smallest exterior packaging unit.
UOM	Mandatory	Enter the unit of measure as indicated on the bill of lading/air waybill, or choose from the pick-list by clicking the ellipsis.
Release Full BOL Quantity	Conditional	Uncheck if bill quantity being declared is less than the full manifested quantity for the bill.
Non AMS Bill of Lading	Conditional	Check to represent that the bill of lading will not be manifested electronically with CBP.
Express Consignment Shipment	Conditional	Indicates that this entry filing is for an express consignment shipment. This is to be used only in cases where the entry processing is to take place in an established express consignment CBP subport of the locale's standard Port of Entry.
Elected Exam Site	Conditional	Filer's preferred Centralized Examination Station (CES) location. For use when CBP determines that a required Intensive Examination is to be conducted at a Centralized Examination Station (CES).
FIRMS Code	Conditional	Enter the FIRMS code for the elected exam site
OK/Cancel	Buttons	OK will save the bill of lading/in-bond. Cancel will cancel and go back to the release/entry editor screen without saving.

Split Shipments

Split Shipments

Release Code (Required if Split Parts exist on any BOL)

Carrier Code	V/F/T	Arrival Date	Boarded Quantity

Add Split Part **Edit Split Part** **Delete Split Part**

Split Shipments

Carrier Code	V/F/T	Arrival Date	Boarded Quantity
		/ /	0

OK **Cancel**

Field/Button	Status	Description
Release Code	Conditional	A code representing an option for releasing split shipments.
Add/Edit/Del Split Part	Button	Click Add or Edit to open the Split Shipments screen. Click Del to delete a line.
Carrier Code	Mandatory	A code identifying the carrier.
V/F/T	Mandatory	The voyage/flight/trip number of the importing carrier
Arrival Date	Mandatory	representing the date of arrival.
Boarded Quantity	Mandatory	The entered quantity associated with the bill of lading number being reported. It is the smallest exterior packaging unit. Used to indicate the quantity to be entered for each 'split part' that is being reported on the cargo release transaction.
OK/Cancel	Buttons	OK will save the split shipments. Cancel will cancel and go back to the bill of lading screen without saving.

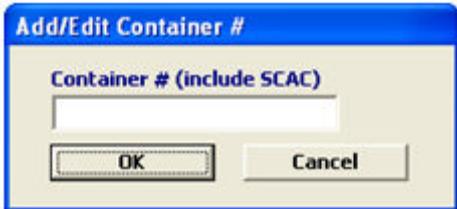
Query Bill of Lading from the Bill of Lading screen

Click the drop down arrow on the  button to open the query options:

- [Query By Airway Bill](#)
- [Query by In-Bond #](#)
- [Query by Bill of Lading](#)

Once the required data is input, clicking one of these options will transmit the corresponding query. Once the query results are received, they will be available in your ABI Message Browser.

Container Screen



Field/Button	Status	Description
Container # (include SCAC)	Conditional	Enter the container number associated to this entry.
OK/Cancel	Buttons	OK will save the container record. Cancel will cancel and go back to the release/entry editor screen without saving.

Line Items Screen

Line Items

- When adding a new line to an entry, you will be prompted to enter the product code, or select Show All Products to choose from the pick-list. Click Cancel to move on to the line without choosing a product from a product list.



- Once you've entered/selected your Product Code, the Line Items Screen will open

Field/Button	Status	Description
C/O	Mandatory	Enter the ISO code for the country of origin, or choose from the pick-list by clicking the ellipsis. Enter the province of origin for products of Canadian origin.
Port of Lading	Conditional	Enter the code representing the foreign port where the goods were loaded onto the importing conveyance, or choose from the pick-list by clicking the ellipsis. This is only reported for MOT 10, 11, & 12.
Manufacturer/Supplier ID Code	Mandatory	Enter the Manufacturer or Supplier ID, or choose from the pick-list by clicking the ellipsis. You can also click on the query button, which will automatically query the MID with CBP.
Ultimate Consignee #	Conditional	Enter the ultimate consignee number (tax ID) or choose from the pick-list by clicking the ellipsis. Click the query button to query this tax ID.
Consignee Name/Address	Checkbox	Check this box if the tax ID is unavailable and the shipment is eligible for name and address only.
Query Encrypted Consignee #	Button	Click this button to query the encrypted consignee number. This number would then be entered in the ultimate consignee number field.
Commercial	Conditional	Enter the invoice line description of the commodity.

Description		
Gross Weight (KGS)	Mandatory	Enter the gross weight for the product on this line item.
Preferred Tariff Treatment	Optional	Enter the code that indicates the clients' preferred tariff treatment for this product, or choose from the pick-list by clicking the ellipsis.
TPL Approval Code/Status	Displayed	The TPL Approval Code and/or status will display here, when applicable.

Commercial Invoice Information

Invoice #	Invoice Line #	Invoice Supplier ID						
<input type="text"/>	<input type="text"/>	<input type="text"/> ...						
Invoice Quantity	UOM	Unit Price	Currency	Unit Price Basis				
0.	<input type="text"/> ...	\$ 0.00	<input type="text"/> ...	per 0.				
Price	Exch. Rate	\$ 0.00 x 0. Fixed Rate = \$ 0 USD						
TPL C/O's								
Fabric C/O - 1	Fabric C/O - 2	Fabric C/O - 3	Yarn C/O - 1	Yarn C/O - 2	Yarn C/O - 3	Fiber C/O - 1	Fiber C/O - 2	Fiber C/O - 3
<input type="checkbox"/> ...	<input type="checkbox"/> ...	<input type="checkbox"/> ...	<input type="checkbox"/> ...	<input type="checkbox"/> ...	<input type="checkbox"/> ...	<input type="checkbox"/> ...	<input type="checkbox"/> ...	<input type="checkbox"/> ...

Field/Button	Status	Description
Invoice #	Optional	Enter the commercial invoice number associated with this line item. These invoice numbers will display on 7501. Though this invoice information is optional, this data will auto-fill into the other sections of the line item and the All.
Invoice Line #	Optional	Enter the line number for this item on the commercial invoice. This should be the first line number when the product covers multiple invoice lines.
Invoice Supplier ID	Optional	Enter the invoice supplier ID, or choose from the pick-list by clicking the ellipsis.
Invoice Quantity	Optional	Enter the invoice quantity for this line.
UOM	Optional	Enter the UOM code associated with the invoice quantity, or choose from the pick-list by clicking the ellipsis.
Unit Price	Optional	Enter the unit price for the product on this line item.
Currency	Optional	Enter the currency code for this unit price, or choose from the pick-list by clicking the ellipsis.
Unit Price Basis	Optional	Enter the basis of the unit price listed. (Ex. if the listed unit price is per dozen, you would enter 12 in this field)
Price	Optional	Total price for this line item. This will auto-calculate from the information listed in the previous unit price fields.
Exch. Rate	Optional	Enter the exchange rate for the currency listed. This will auto-fill from the selected currency, but you can manually enter this if the actual exchange rate differs from that in SmartBorder.
Fabric C/O	Conditional	Enter the fabric country of origin, or choose from the pick-list by clicking the ellipsis.
Yarn C/O	Conditional	Enter the yarn C/O, or choose from the pick-list by clicking the ellipsis.
Fiber C/O	Conditional	Enter the fiber C/O, or choose from the pick-list by clicking the ellipsis.

Delete Tariff #

Prod Code			
Tariff # 1			
H.T.S. Tariff #			
4902.10.0000	...	N	...
(Invoice) Value			
\$ 17,000.00	...	Currency	CAD
Exch. Rate			
0.84717	\$ 14,401.89	USD	
Quantity - 1	Convert	UOM - 1	
10,000.	UOM	KG	
Quantity - 2			
0.			
Quantity - 3			
0.			
Prorate KG from Shipping Wt/Value			
Special Programs Indicators			
Country	Primary	Secondary	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...
Export Date			
11			
Country of Export			
CA	...	<input type="checkbox"/> Parties Related	

Field/Button	Status	Description
Tariff #	Mandatory	Enter the HTS classification number for this line item, or click the ellipsis to open the tariff picker.
Delete Tariff #	Button	Click this button to delete the selected HTS classification. This may delete the entered data associated with this tariff selection.
First Sale	Mandatory	Enter the first sale indicator, or choose from the pick-list by clicking the ellipsis.
Invoice Value	Mandatory	Enter the total invoice value for this line item.
Currency	Conditional	Enter the currency code for this line item, or choose from the pick-list by clicking the ellipsis. Leave blank for US funds.
Exchange Rate	Conditional	Enter the exchange rate for the currency listed. This will auto-fill from the selected currency, but you can manually enter this if the actual exchange rate differs from that in SmartBorder.
Quantities	Conditional	Enter the quantities for all required reporting quantities.
Units of Measure (UOM)	Conditional	The required unit(s) of measure will auto-fill from the tariff selection. You must enter quantities for this required reporting unit.
Prorate KG from Shipping Weight	Button	Click to prorate the weight from the gross shipping weight and value listed on the main entry.
SPI Country	Conditional	Enter the ISO code for the country if a special program indicator applies.
Primary SPI	Conditional	Enter the Primary special program indicator code representing the program which allows special tariff treatment, or choose from the pick-list by clicking the ellipsis.

Secondary SPI	Conditional	Enter the Secondary SPI, or choose from the pick-list by clicking the ellipsis.
Export Date	Conditional	Enter the date of export from the country of exportation, or choose from the calendar by clicking the drop-down.
Country of Export	Conditional	Enter the country from which this product is being exported, or choose from the pick-list by clicking the ellipsis.
Parties Related	Checkbox	Check this box to indicate that the transaction parties are related.

The screenshot shows the 'Duty Rate(s)' configuration screen. It includes several input fields and checkboxes:

- Override Duty:** \$ 0.00
- Use Col 2 Duty Rates:**
- User Fee:** \$ 0.00
- No User Fees Apply:**
- Excise Tax:** \$ 0.00
- No Excise Taxes Apply:**
- (Override) Excise Tax Rate/Qty-1:** \$ 0.00
- RECOMMENDED SPI(s):** CA
- Duty Rate(s):** FREE
- User Fee Rate(s):**
- Excise Tax Rate(s):**
- OGA:**
- OGA Flags:**
- Allowed Special Programs Indicators (SPIs):**
- Special Tariff Flags:**
- Description for THIS Tariff # (optional):**
- Short Description:** NEWSPAPERS,JOURNALS,PERIODICAL
- Long Description:** Newspapers, journals and periodicals, appearing at least four

Field/Button	Status	Description
Override Duty/Rates	Checkboxes	Check these boxes to allow manual entry of duty amount/rate for this line. Leave these unchecked to use the default duty rate/amount.
Use Column 2 Rates	Checkbox	Check this box if the country of origin dictates that these goods are subject to column 2 duty rates.
No User Fees/Excise Taxes Apply	Checkbox	Check these boxes to indicate that no user fees/excise taxes apply to this entry. User fees are MPF, beef fee, etc. Excise taxes are IRS taxes.
Override Excise Tax Rate	Conditional	Enter the correct excise tax amount if more than one tax rate applies. This will override the auto-calculated excise tax amount.
OGA	Button	Click this button to open the OGA screen, for the entry of all required OGA data for this line item. This section will display any applicable OGA flags to indicate that the product is subject to OGA jurisdiction. If the product is flagged for OGA, you may have to disclaim if it doesn't apply.
Recommended/Allowed SPIs	Displayed	Indicates the special program indicators that MAY apply to this line item.
Special Tariff/	Optional	Enter an additional description if necessary. This will add an additional

Description for Tariff		description of the product to the 7501.
Descriptions	Buttons	Click the appropriate buttons to add the HTS descriptions (long/short) to the commercial description that is listed on the 7501.

- Add/Edit OGA data using the [OGA Screen](#)

The screenshot shows the OGA Screen interface. The top section, "ADD / CVD Info", contains fields for ADD Case #, Specific Deposit Value, Deposit Rate, Duty, and checkboxes for ADD Bonded and CVD Bonded. Below this is a section for Non-Reimbursement Declaration Identifier and Foreign Exporter. The bottom section, "Visa/Quota/Textiles", contains fields for Visa #, Visa Quantity, UOM, Visa/Textile Category # (with a note "(000 = force blank)" in parentheses), and Visa/Textile Export Date.

Field/Button	Status	Description
ADD/CVD Case #	Conditional	Enter the applicable antidumping or countervailing duty case number, which is specific to the tariff number and country of origin.
Specific Deposit Value	Conditional	Enter the value in whole U.S. dollars to be used exclusively and in lieu of any other line item value to calculate ADD/CVD duty.
Deposit Rate	Conditional	Enter the decimal representation of the percentage of the ADD/CVD deposit rate.
Duty	Displayed	The total ADD/CVD duty will be displayed by the system in this area.
ADD/CVD Bonded	Checkboxes	Check the appropriate box if the ADD/CVD is to be bonded.
Non-Reimbursement Declaration Identifier	Conditional	Enter the declaration ID for ADD/CVD cases, if available.
Foreign Exporter	Conditional	Required for ADD/CVD cases.
Visa #	Conditional	Enter the visa number located on the visa that is furnished by the country of origin.
Visa Quantity	Conditional	Enter the amount of goods being imported. This amount is always a whole number and cannot exceed the amount indicated on the visa.
Visa UOM	Conditional	Enter the code representing the unit of measure.
Visa/Textile Category #	Conditional	Enter the number representing the textile or textile product category.
Visa/Textile Export Date	Conditional	Enter the date the textiles were exported from the country of origin, or choose from the calendar by clicking the drop-down.

Permit #'s		MISC. Permit/License # (Steel, AU, SG FTA Cert #, etc.)	DEPARTMENT OF AGRICULTURE License #	SOFTWOOD LUMBER Export Price	License/Cert /Permit Code
SUGAR Certificate #				\$ 0	
CBTPA Certificate #		COTTON Certificate # Cotton Exemption	WOOL License #	Export Charges	Declaration
				\$ 0	

Field/Button	Status	Description
SUGAR Certificate #	Conditional	Enter the sugar certificate number for goods containing sugar.
Misc. Permit License #	Conditional	Enter the number required for tariff numbers subject to various permit and license requirements. (ex. Steel License)
Department of Agriculture License #	Conditional	Enter the department of agriculture license number for products that require this. (Ex. Dairy products)
Softwood Lumber Export Price	Conditional	Enter the softwood lumber export price.
License/Cert/Permit Code	Conditional	Enter the permit code to indicate the permit type that has been entered, or click the ellipsis to choose from the pick-list.
Export Charges	Conditional	Enter the softwood lumber export charges. Export charges include any tax, charge, or other fee collected by the country from which softwood lumber or a softwood lumber product is exported.
Declaration	Conditional	Enter the softwood lumber declaration, or choose from the pick-list by clicking the ellipsis.
CBTPA Certificate #	Conditional	Enter the Caribbean Basin Trade Partnership Act certificate number for this product.
COTTON Certificate #	Conditional	Enter the cotton certificate of eligibility number for this product.
Cotton Exemption	Conditional	Enter the code to indicate the type of cotton exemption, or click the ellipsis to choose the code from the pick-list.
WOOL License #	Conditional	Enter the wool license number when required. You will be prompted for this number when using tariffs in the 9902 chapter.

All Invoice Line #'s					Foreign Trade Zone (FTZ) Information		
#	Supplier ID	Invoice #	Start Line #	End Line #	FTZ Status	Priveleged Status Filing Date	FTZ (Manifest) Qty
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>					<input type="checkbox"/> <input type="radio"/>	<input type="text" value="111"/>	<input type="text" value="0"/>
(D)eductions / (A)dditions For This Line					Pre-Importation/Ruling #'s		
Description	US \$	A/D	HDR	#	Type	PIRP/Ruling #	
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>					<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>		

Field/Button	Status	Description
Add	Button	Click to add a new All, Deduction/Addition, or PIRP/Ruling#. This will open a new item in the appropriate screen.
Edit	Button	Click to edit the selected item. This will open the selected item in the appropriate screen.
Delete	Button	Click to delete the selected All, Deduction/Addition, PIRP/Ruling#.
FTZ Status	Conditional	Enter the code representing the status of the Foreign Trade Zone. This is required for entries in type 06.
Privileged Status Filing Date	Conditional	Enter the date representing the privileged status filing date, or choose from the calendar by clicking the drop-down. This date is a present or past date but it cannot be in the future. This field is mandatory for all privileged foreign status entries.
FTZ (Manifest) Qty.	Conditional	Enter the quantity that will be entering the foreign trade zone.

- Add/Edit an invoice line (All) using the [All Invoice Line Screen](#)
- Add/Edit deductions and/or additions using the [Deductions & Additions Screen](#)
- Add/Edit a PIRP/Ruling # using the [PIRP/Ruling # Screen](#)

The screenshot shows a form with several input fields and checkboxes:

- Solid Wood Packing Material Indicator:** A checkbox labeled with an ellipsis (...).
- Transportation Charges:** An input field containing '\$ 0'.
- NAFTA Net Cost Indicator:** A checkbox.
- Canadian Excise Entry #:** An input field.
- PSC Line Info:** A button.
- Invoice Delimiter:** An input field.
- Canadian GST #:** An input field.
- MPF DOES NOT APPLY:** A checkbox.
- Census Warning Overrides:** A button.

Field/Button	Status	Description
Solid Wood Packing Material Indicator	Conditional	Enter the SWPM indicator, or choose from the pick-list by clicking the ellipsis. This is required for goods manufactured in CN or HK.
Transportation Charges	Optional	Enter the transportation charges if the charge is per invoice. This is prorated from the freight charges on the main entry screen.
NAFTA Net Cost Indicator	Conditional	Enter the NAFTA Net Cost Indicator if NAFTA net cost applies.
Canadian Excise Entry #	N/A	This field is reserved for future use.
PSC Line Info	Button	Click this button to open the PSC Line Info screen. This feature is used to enter post summary correction reason info for the line level.
Invoice Delimiter	Conditional	Enter the invoice delimiter, which is required if there is more than one invoice. If the line item on the entry summary is the last line of an

		invoice, enter the abbreviation INV followed by a three position number to identify the pertinent invoice (for example, 001, 002, 003).
Canadian GST #	N/A	This field is reserved for future use.
MPF Does Not Apply	Conditional	Check this box for entries which MPF does not apply. The system will auto-check this box when the Merchandise Processing Fee doesn't apply.
<u>Census Warning Override</u>	Button	Click this button to open the Census Warning Override screen. This feature is used to override census warnings from within the entry.
OK/Cancel	Buttons	OK will save the line item. Cancel will cancel and go back to the release/entry editor without saving.

OGA Screen

OGA Screen

CBP Line Item 1, Tariff # 1

FDA				
#	C/O	Description	FDA Product Code	FDA Value

Add Edit Del Food & Drug Administration Form 701 does not apply.

DOT				
#	C/O	Description	Box	Type of Merchandise

Add Edit Del Department of Transportation HS-7 record does not apply.

FCC					
#	Description	ID	Trade Name	Model Type #	Quantity

Add Edit Del Federal Communications Commision form 740 does not apply.

PGA					
#	Description	Product Code	CAS Number	Lot #	PGA Value

Add Edit Del

Field/Button	Status	Description
View Client Info/Notes	Button	Click to view any additional information or notes associated with this client profile. This will open the client information screen.
Add	Button	Click to add a new OGA line to this line item. This will open a new item in

		the appropriate OGA screen.
Edit	Button	Click to edit the selected OGA item. This will open the selected item in the appropriate screen.
Del	Button	Click to delete the selected OGA line item.
FDA/DOT/FCC Does Not Apply	Checkboxes	Check the box to disclaim the reporting of OGA data. This is used when the tariff is flagged for OGA reporting but the product doesn't fall under OGA jurisdiction.
OK	Button	Click this button to accept the changes and return to the line item screen.

- Add/Edit an FDA Line using the [FDA Screen](#)
- Add/Edit an DOT Line using the [DOT Screen](#)
- Add/Edit an FCC Line using the [FCC Screen](#)
- Add/Edit a PGA Line using the [PGA Screen](#)

FDA Screen

The screenshot shows a software interface titled "FDA Screen". At the top right is a button labeled "View Entry ABI Msgs (for PNC#s)". Below this are several input fields and buttons:

- Description:** A large yellow-highlighted text area.
- Product Code:** An input field with a browse button (...).
- Cargo Storage Status:** An input field with a browse button (...).
- FDA Country of Origin:** An input field with a browse button (...).
- FDA Actual Mfg ID:** An input field with a browse button (...).
- FDA Actual Shipper ID:** An input field with a browse button (...).
- Brand Name:** An input field.
- FDA Value:** An input field containing "\$ 0".
- Prorated Value (From Last Save):** An input field containing "0".
- Contact Name:** An input field.
- Contact Phone:** An input field.
- FDA Establishment ID:** An input field.

Field/Button	Status	Description
View Entry ABI Messages (PNC#)	Button	Click to view the entry ABI messages. This is used to locate your prior notice confirmation numbers (if available) for this entry.
Description	Mandatory	Enter the FDA commercial description which describes the product for FDA purposes.
Product Code	Mandatory	Enter the FDA product code for the product, which is the code that identifies the FDA product. Click the ellipsis to use the FDA Product Code Builder.
Cargo Storage Status	Mandatory	Enter the cargo storage status, or choose from the pick-list by clicking the ellipsis. This code describes the status of the product when it is shipped.
FDA Country of Origin	Mandatory	Enter the FDA country of origin, or choose from the pick-list by clicking the ellipsis. Please note that the FDA C/O may differ from the C/O reported to US Customs.
FDA Actual Manufacturer ID	Mandatory	Enter the MID for the actual manufacturer, or choose from the transaction parties list by clicking the ellipsis.
FDA Actual Shipper ID	Mandatory	Enter the MID for the actual shipper, or choose from the transaction parties list by clicking the ellipsis.
Brand Name	Conditional	Enter the brand name of the product, which is required for radiation emitting devices.
FDA Value	Conditional	Enter the total value of the line for FDA purposes.
Prorated Value	Displayed	This area will display the prorated value for this line (from the last save).
Contact Name	Conditional	Enter the name of the party that is completing the prior notice. This is the party that the FDA will contact for information/requests/questions.
Contact Phone	Conditional	Enter the phone number of the party that is completing the prior notice. This is the number where the contact party can be reached for more information.
FDA Establishment ID	Conditional	Enter the FDA Establishment ID, if required. This identifies the final destination of the product. Required if the CBP consignee is foreign based.

PRIOR NOTICE INFORMATION

Prior Notice Confirmation # (if you have one)	<input type="checkbox"/> Disclaim Prior Notice	Anticipated Date of Arrival //	Anticipated Time of Arrival 10:38 AM
		Anticipated Port of Arrival ...	Anticipated Point of Crossing

Field/Button	Status	Description
Prior Notice Confirmation #	Optional	Enter the Prior Notice Confirmation number if one has already been obtained. This number is issued by the FDA to confirm that they have received the prior notice data.
Disclaim Prior Notice	Checkbox	Check this box to disclaim the prior notice portion of this FDA transmission. This indicates that the prior notice reporting is not required for the product.
Anticipated Date of Arrival	Mandatory	Enter the date of arrival at the port of entry for this transaction, or click the drop-down to choose from the calendar. This will auto-create the affirmation of compliance for this data.
Anticipated Port of Arrival	Mandatory	Enter the anticipated port of arrival for this shipment, or choose from the pick-list by clicking the ellipsis. This will auto-create the affirmation of compliance for this data.
Anticipated Time of Arrival	Mandatory	Enter the anticipated time of arrival for this shipment at the port of arrival. This will auto-create the affirmation of compliance for this data.
Anticipated Point of Crossing	Mandatory	Enter the anticipated point of crossing, if it differs from the default that fills in from the selection of the port of arrival. This will auto-create the affirmation of compliance for this data.

Submitter Information	<input type="button" value="Transaction Parties..."/>	<input type="button" value="Profiles..."/>
Firm (Company) Name <input type="text"/>	Firm Type <input type="button" value="..."/>	Last Name <input type="text"/>
First Name <input type="text"/>	Address Line 1 <input type="text"/>	Address Line 2 <input type="text"/>
Address Line 1 <input type="text"/>	City <input type="text"/>	State/Province/"FN" <input type="button" value="..."/> Country <input type="button" value="..."/>
ZIP / Mail Code <input type="text"/>		
Phone <input type="text"/>	Fax <input type="text"/>	
Email <input type="text"/>		
Other PN Information		
Owner Firm Type <input type="button" value="..."/>		
Country of Shipping <input type="button" value="..."/>		
Mfg/Processor FDA Registration # <input type="text"/>		Exemption Code <input type="button" value="..."/>
Mfg/Proc. Firm Type <input type="button" value="..."/>		
Shipper FDA Registration # <input type="text"/>		
Importing Carrier (SCAC/IATA) <input type="text"/>		
(Master) Bill/AWB # <input type="text"/>		

Field/Button	Status	Description
Submitter Information	Mandatory	Enter the firm and contact name and address for the submitter of this prior notice information. The system will automatically create affirmations of compliance from this entered information.

Transaction Parties	Buttons	Click the Transaction Parties button to auto-fill this information from a transaction party, or click the "bring in from profile" button to bring in the information from the main profile screen.
Profiles	Button	Click to bring the information in from a client profile. This will open the client search window, where you can locate the desired profile.
Owner Firm Type	Conditional	Enter the firm type for the owner of this cargo, or choose from the pick-list by clicking the ellipsis.
Country of Shipping	Conditional	Enter the ISO code for the country of shipping, or choose from the pick-list by clicking the ellipsis.
Mfg/Processor FDA Registration #	Conditional	Enter the FDA Registration number for the manufacturer. This is the 11 digit number that indicates that the manufacturer has registered with the FDA. This field is not required if you are selecting an exemption code.
Mfg/Proc. Firm Type	Mandatory	Enter the firm type for the manufacturer/processor, or choose from the pick-list by clicking the ellipsis.
Mfg/Proc. Registration Exemption Code	Optional	Enter the manufacturer/processor exemption code, if this manufacturer/processor is exempt from FDA registration requirements. If you are entering an exemption code, you can leave the FDA registration number blank.
Shipper FDA Registration #	Mandatory	Enter the FDA Registration number for the shipper. This is the 11 digit number that indicates that the shipper has registered with the FDA.
SCAC & Master Bill#/AWB#	Mandatory	Enter the SCAC/IATA and the master bill, pro bill, or air waybill for this shipment.

NOTE: Although you CAN enter the Prior Notice information in the "Affirmations of Compliance" section below, it is HIGHLY RECOMMENDED that you use the *actual* "Prior Notice Information" sections!

Affirmations of Compliance				Container Dimensions / Quantities							
#	Code	Qualifier	PN?	Add	#1	#2	#3	Quantity - 1	UOM - 1	Quantity - 4	UOM - 4
				Edit	0	0	0	.0000	...
				Del	Quantity - 2	UOM - 2	Quantity - 5	UOM - 500	...
					.000000	...
					Quantity - 3	UOM - 3	Quantity - 6	UOM - 600	...
					.00	...	000	...

OK Cancel

Field/Button	Status	Description
Add	Button	Click to add a new affirmation of compliance. This will open a new item in the appropriate screen.
Edit	Button	Click to edit the selected affirmation of compliance. This will open the selected item in the appropriate screen.
Del	Button	Click to delete the selected affirmation of compliance.
Container/Dimensions (#1, #2, #3)	Conditional	Enter the container measurements (acidified and low acid canned foods): - Container is rectangular - dimensions are width(1), height(2), length(3).

		- Container is cylindrical - dimensions are diameter(1), height(2).
Quantities	Conditional	Enter the quantities associated with the product. This identifies the packaging of the product. You must report each container/package quantity, decreasing from the largest container to the smallest (base unit/quantity).
UOM	Conditional	Enter the units of measure associated with the quantities, or choose the UOM from the pick-list by clicking the ellipsis. The smallest must be a base unit of measure. FDA UOM codes may differ from US Customs UOM, so please verify the codes that are being used.
OK/Cancel	Buttons	OK will save the FDA Information. Cancel will cancel and go back to the OGA screen without saving.

FCC Screen

Federal Communications Commission

Description		
Import Condition #	Import Condition # Quantity Approval	
<input type="text"/>	<input type="checkbox"/>	
FCC ID #	Trade Name	
<input type="text"/>	<input type="text"/>	
Model/Type #	Quantity (Total Items)	Withhold Request
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
OK		Cancel

Field/Button	Status	Description
Description	Mandatory	Enter the commercial description of the product.
Import Condition #	Mandatory	Enter the import condition number from the FCC 740 form. This identifies the FCC import condition of the product.
Import Condition # Quantity Approval	Conditional	Enter Y to indicate that the FCC has issued an approval to import non-complying items. This is required to import over 200 items under import condition #3.
FCC ID #	Conditional	Enter the identification code assigned by the FCC, including hyphens and dashes. This is mandatory for products under import condition #1.
Trade Name	Mandatory	Enter the trade name of the imported product.
Model/Type #	Mandatory	Enter the model/type number to identify the model or type of the product.
Quantity (Total Items)	Mandatory	Enter the total number of items/products (not containers).
Withhold Request	Optional	Enter a W if the importer requests that FCC 740 data be withheld from public inspection.
OK/Cancel	Buttons	OK will save the FCC Information. Cancel will cancel and go back to the OGA screen without saving.

DOT Screen

DOT Form HS-7 Information

NOTE: Filling in (or checking) items on this screen which are not marked as "mandatory" (in yellow) will most likely result in a CUSTOMS REJECT! In general, you should fill in or check ONLY those items which are marked in yellow...

Description					
Box #	Clarification Code				
<input type="button" value="..."/>	<input type="button" value="..."/>				
<input type="checkbox"/> Importer has copy of NHTSA Permission Letter & Official Orders <input type="checkbox"/> Importer has copy of the Importers Substantiating Statement and contract					
Vehicle Information					
Year	VIN #(s)				
<input type="text"/>	<table border="1"> <tr> <th>#</th> <th>VIN #</th> </tr> <tr> <td colspan="2"></td> </tr> </table>	#	VIN #		
#	VIN #				
Make	<input type="button" value="Add"/>				
<input type="text"/>	<input type="button" value="Edit"/>				
Model	<input type="button" value="Del"/>				
Vehicle Eligibility #					
<input type="text"/>					
NHTSA Importer #					
<input type="text"/>					
Tire Mfg ID	Tire Brand Name	Passport #			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
C/O	Surety Code				
<input type="button" value="..."/>	<input type="text"/>				
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>			

Field/Button	Status	Description
Description	Mandatory	Enter the description of the goods.
Box #	Mandatory	Enter the box number, or choose from the pick-list by clicking the ellipsis. This number indicates the product condition in terms of compliance with DOT.
Clarification Code	Mandatory	Enter the code identifying the merchandise being imported, or choose from the pick-list by clicking the ellipsis.
Importer Checkboxes	Conditional	Check the appropriate boxes to indicate that the importer has copies of the documents. These documents may be required depending on the entered box #.
Year	Conditional	Enter the year that the vehicle was manufactured.
Make	Conditional	Enter the name of the company that manufactured the vehicle.
Model	Conditional	Enter the name/model of the vehicle that was manufactured.
Vehicle Eligibility #	Conditional	Enter the NHTSA number corresponding to the year, make, and model of every non-conforming vehicle. This is required for box #3.

NHTSA Importer #	Conditional	Enter the code assigned to the company making the non-conforming vehicle modification. This is also known as the registered importer code.
Add	Button	Click to add a new vehicle identification number (VIN). This will open a new VIN screen.
Edit	Button	Click to edit the selected vehicle identification number (VIN). This will open the selected item in the VIN screen.
Del	Button	Click to delete the selected VIN.
Tire Mfg. ID	Conditional	Enter the tire manufacturer ID code, if necessary.
Tire Brand Name	Conditional	Enter the tire brand name. This is required for box #3, 7, 8, or 9.
Passport #	Conditional	Enter the passport number of the person importing the vehicle, if applicable.
C/O	Conditional	Enter the ISO code for the country of origin, or choose from the pick-list by clicking the ellipsis.
Surety Code	Conditional	Enter the assigned DOT bond number, if applicable.
OK/Cancel	Buttons	OK will save the DOT Information. Cancel will cancel and go back to the OGA screen without saving.

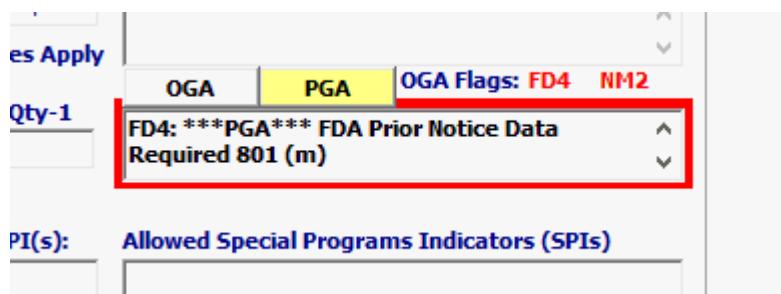
PGA Screen

PGA Screen

This screen allows you to enter information/data to government agencies that participate with modernization of the Automated Cargo Systems. The required PGA (Participating Government Agencies) data will expand with the ACS/ACE modernization. This section is currently used for several PGAs.

There are a couple screens that apply to all PGAs, but then most PGAs have a unique set of information they ask for so you will want to follow the link to input for the PGA you are looking for.

- When in the line item screen, you will notice the PGA button is highlighted yellow when there is action required. The system will also tell you which PGAs have been flagged. Keep in mind, not all agencies have tariff flags, so for those you may not be alerted that PGA data is required.



- After clicking the PGA button, you will be brought to the ACE PGAS screen where you will want to enter a commercial description (not the tariff description)

The screenshot shows a dialog box titled "ACE PGAS" with a red header bar. The main area is titled "Commercial Description" and contains a text input field with the value "CANNED ALBACORE TUNA IN WATER". Below this is a section titled "PGA Products" which includes a table with columns: #, Agency Code, Agency Program Code, Agency Processing Code, Item Type, and Description. The table body is currently empty. At the bottom of the dialog are several buttons: "Add", "Edit", "Edit Program/Processing Code", "Del", "OK", and "Cancel".

- Click "Add" to select your agency.

Choose the agency below for specific instructions:

APHIS Lacey Act

APHIS Live Animals

ATF

DDTC

DEA

EPA

FDA

FSIS

NHTSA

NMFS

OMC

TTB

Additional Line Item Info

All Invoice Line Screen

Add/Edit Invoice Line #'s

Supplier ID	Invoice #	Starting Line #	Ending Line #
<input type="text"/> ...	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
OK		Cancel	

Field/Button	Status	Description
Supplier ID	Mandatory	Enter the supplier ID number, or choose from the pick-list by clicking the ellipsis.
Invoice #	Mandatory	Enter the invoice number as entered in the entry field. This will auto-fill from the line item if invoice information is entered.
Starting Line #	Mandatory	Enter the starting invoice line number for this tariff line.
Ending Line #	Mandatory	Enter the ending invoice line number for this tariff line. If you enter a starting line # of 1 and an ending line # of 2, then there will be two invoice lines created for this tariff on the electronic invoice.
OK/Cancel	Button	OK will save the All Information. Cancel will cancel and go back to the line screen without saving.

Deductions & Addition Screen



Field/Button	Status	Description
Description	Mandatory	Enter the description of this deduction/addition. This should identify what is being deducted/added from the line item invoice price.
Deduction/Addition	Mandatory	Choose whether this is a deduction from, or an addition to, the line item invoice price.
Amount	Mandatory	Enter the amount to be deducted from or added to the line item invoice price.
Percent	Optional	Enter the percent of this deduction, if applicable.
Currency	Conditional	Enter the currency code for this deduction/addition, or choose from the pick-list by clicking the ellipsis. Leave blank for US funds.
Exchange Rate	Optional	Enter the exchange rate for the currency listed. This will auto-fill from the selected currency, but you can manually enter this if the actual exchange rate differs from that in SmartBorder.
OK/Cancel	Buttons	OK will save the deduction/addition information. Cancel will cancel and go back to the line screen without saving.

PIRP/Ruling # Screen



Field/Button	Status	Description
Type	Mandatory	Enter the type of PIRP or Ruling number, or choose from the pick-list by clicking the ellipsis.
PIRP/Ruling #	Mandatory	Enter the PIRP or Ruling number.
OK/Cancel	Buttons	OK will save the PIRP/Ruling information. Cancel will cancel and go back to the line screen without saving.

EZ Edit Line Item Grid

The EZ Edit grid function is used to increase productivity and save time when creating/correcting your entries. This EZ Edit Grid will allow you add and edit line item data from with a grid format. This allows you to enter/edit lines quickly without opening each line item individually in the line item screen. To have this feature activated on your SmartBorder account, please submit a support ticket requesting that we activate the system default(ENTRY_ENABLE_EZEDIT).

- To access the EZ Edit Line Item Grid, click on EZ Edit

Line Items								
CBP Line	CI #	CI Line	C/O	C/E	S/P	Rel	Ult.Cons.#	Mfg ID
001	1	0	CN	CA		N		CNCHISHI1234SHA
002	1	0	CN	CA		N		CNHUIEUS6634SHA
003	1	0	CN	CA		N		CNPOESRT5968CHI
004	1	0	CN	CA		N		CNCHISHI1234SHA

!!!

- This will open the EZ Edit Line Editor

EZ Edit Line Editor Grid

Line Item Grid								
	Status	CBP Line	CI #	CI Line	Item Code	C/O	Tariff #	Commercial Description
1	<input checked="" type="checkbox"/>	001	1	0	0 00002	CN	4820.10.2050	NOTEBOOKS
2	<input checked="" type="checkbox"/>	002	1	0	0 00001	CN	4902.10.0000	NEWSPAPER
3	<input checked="" type="checkbox"/>	003	1	0	0 00001	CN	4902.10.0000	NEWSPAPER
4	<input checked="" type="checkbox"/>	004	1	0	0 00001	CN	4902.10.0000	NEWSPAPER
5	<input checked="" type="checkbox"/>	005	1	0	0 00002	CN	4820.10.2050	NOTEBOOKS

Field/Button	Description
 Close	Click to close the EZ Edit Grid and return to the Release/Entry Editor. You will be prompted to save any unsaved changes at this point. You can also click the "x" in the upper right corner of the window
 Validate & Save	Click to save the changes made to line items in the EZ Grid. This will also run validations prior to completing your save. You will be instructed to make

	necessary changes before your data can be saved.
 Validate Only	Click to run validations on the changes made to the line item data. If a validation is generated, you can double click on each validation to move the cursor directly to the line or field that contains the incorrect/invalid data.
 Toggle Manual Entry	Click the "Toggle Manual Entry" button (green pen) to activate the tariff picker when you are in the Tariff # field. You can also click F9 on your keyboard when you are in the field to bring up the tariff picker.
 Add Line Item	Click to add a new line. You can also press the Insert button on your keyboard.
 Remove Line Item	Click to remove the selected line item.

- To edit an existing field, simply click on the desired field and make the necessary changes. Please note that you must tab/arrow/exit out of the field to save the new data as entered/modified.

Line Item Grid						
	Status	CBP Line	CI #	CI Line	Item Code	C/O
1		001	1		0 00002	CN
2		002	1		0	CN
3		003	1		0 00001	CA

Field Status	Description
	Green checkmark = Saved and validated
	Red exclamation = Fatal Error; must be corrected or line cannot be saved
	Blue wrench = Line has been edited (not yet validated/saved)

- Our staff can activate another system default (ENTRY_EZEDIT_NRFF) to set the cursor to a specific field for every new line. This will default to the first editable field (CI#)

Completing a Transaction

Completing a Transaction

When your transaction is completed, you are ready to save, transmit your Entry/Release to customs, and print the associated documents. This section explains the process of completing your transaction.

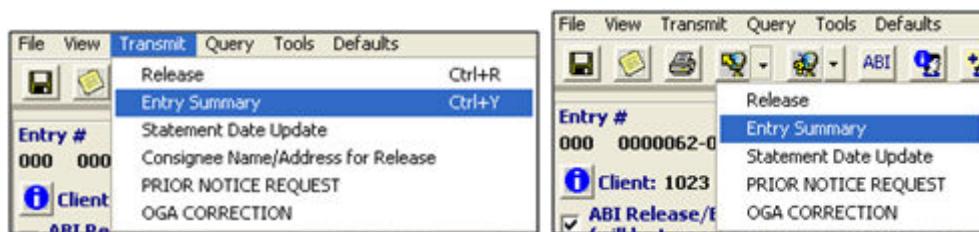
Saving & Transmitting

- Once you've completed all of the information on the release/entry editor screen, save your data using File, Save

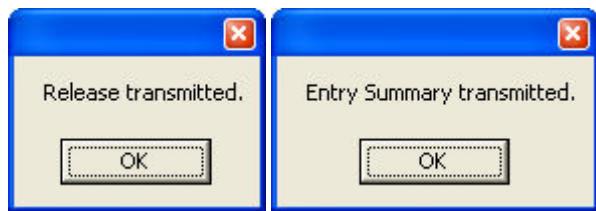


- Check the appropriate boxes and click OK to save your Release/Entry.
 - Your Release/Entry data must be marked as complete prior to transmitting to CBP.
 - The system will validate your Release/Entry data upon saving.

- Click Transmit or the  button to bring up the transmit menu.

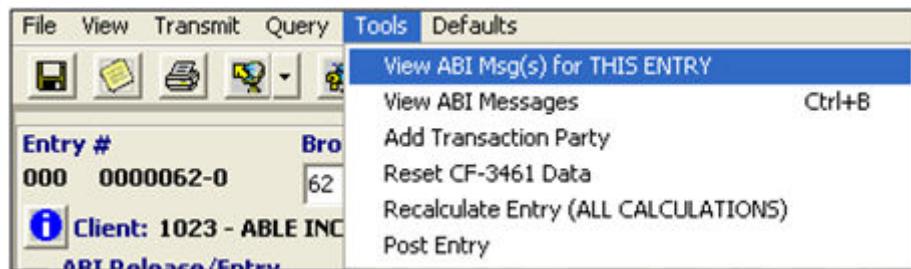


- You should see the following screen, after a successful transmission:

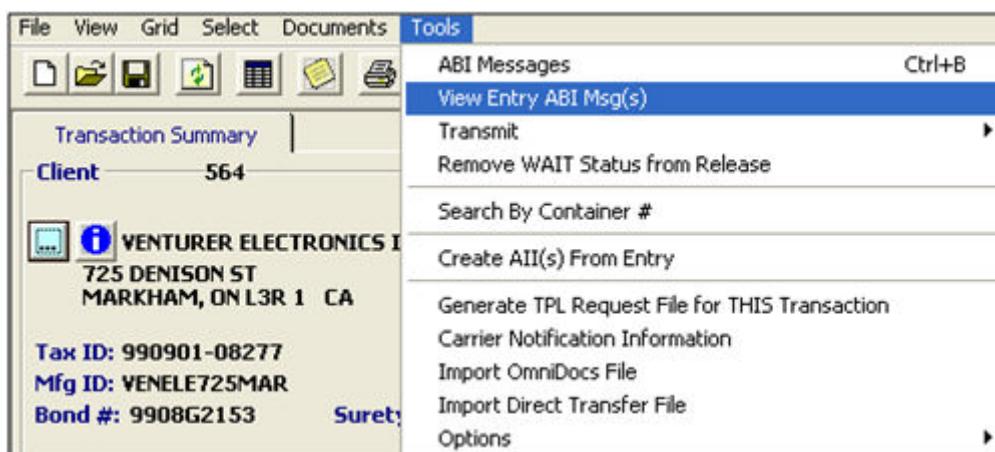


Entry ABI Messages

- You can review your ABI messages by clicking on Tools, View ABI Msg(s) for THIS ENTRY



- This can also be accessed from the Transaction screen.



- The ABI message screen will open, displaying all of the ABI messages associated with this transaction

Location	Application ID	Description	Created On
BUFFALO, NY	ER	Entry Summary	7/7/2008 4:24:33 PM
BUFFALO, NY	RR	Cargo Release Processing Results	7/7/2008 10:00:16 AM
BUFFALO, NY	HT	Statement Date Update/Delete Transaction	7/7/2008 9:49:43 AM
BUFFALO, NY	RR	Cargo Release Processing Results	7/7/2008 9:49:22 AM
BUFFALO, NY	10	SmartBorder® System Message - Release Date Update	7/7/2008 9:49:21 AM
BUFFALO, NY	HS	Border Cargo Release	7/4/2008 12:14:20 PM

[Refresh List](#) [Print](#)

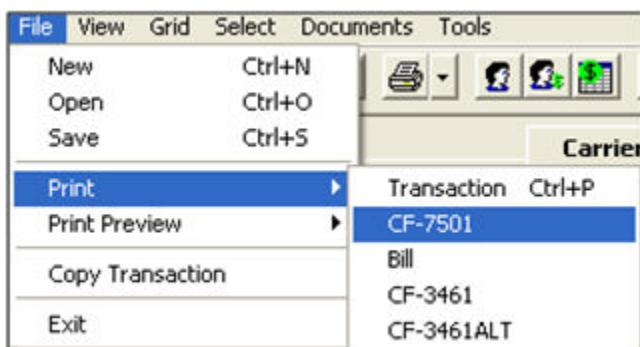
R5	Disposition Date/Time: 07/07/08 09:47 Action: 01: COND RELEASE GEN EXAM Release Date: / / Release Origin:
R5	Disposition Date/Time: 07/07/08 09:47 Action: 22: RELEASE DATE UPDATE Release Date: 07/07/08 Release Origin: Selectivity Processing Date
R6	OGA: FDA Disposition Date/Time: 07/07/08 09:47 ENTRY LEVEL Disposition: 01: FDA REVIEW USCS Line/Tariff Pos/OGA Line - / / Line Level Disposition: :

- If you make changes to your entry, you must then save and re-transmit the updated information to CBP.
- If you receive a reject from CBP, you will be required to make changes for acceptance.
 - Make necessary changes to the entry information and save.
 - Then re-transmit the updated entry/release to CBP

NOTE: If you require assistance with a customs reject, you are encouraged to contact our staff. Our knowledgeable customs experts and support specialists are always available to assist you with any issue.

Printing Transaction Documents

- To print any documents associated with this transaction, click File, Print
 - Then select the document that you'd like to print (CF-7501, CF-3461, Bill, etc.)



- To save electronic (.pdf) versions of your documents, click File, Print Preview



- Click the button to save the previewed document to your computer.

Please be sure to review the Additional Guides for the following:

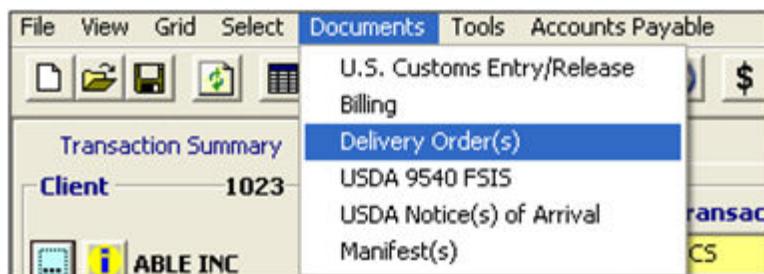
- [Delivery Order](#)
- [Delivery Ticket](#)
- [ISF to ABI Integration](#)

Delivery Order

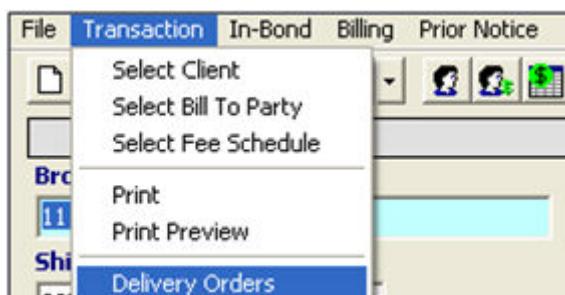
Delivery Orders

SmartBorder Users can now utilize the ABI application to create Delivery Orders. This feature allows you to get all of your transportation documents in one place.

- In the Transactions screen, select Delivery Order(s) from the Documents Menu



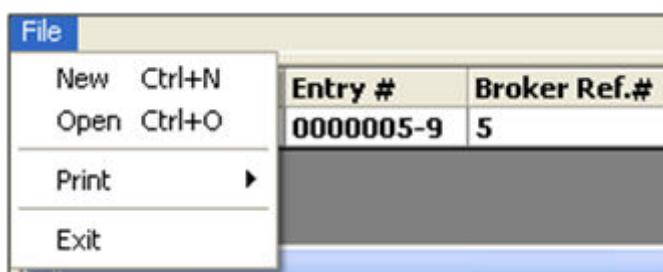
- OR In the In-Bond/AES/AMS Transaction screen, select Delivery Orders from the Transaction Menu



- This will open the Delivery Order menu screen

File						
SB #	Filer	Entry #	Broker Ref.#	Dispatch Date	For Delivery To...	City
14581300	000	0000005-9	5	2008-10-20	MCKINLEY IMPORTS	LANSING

Menu Options



Menu Option	Description
File - New	Generate a new delivery order. On entry transactions, this will auto-fill some data from the entered data in the Release/Entry editor.
File - Open	Click to open the selected Delivery Order. (must have a delivery order selected)
File - Print	Print the selected Delivery Order associated with the current transaction. You can also print a file label from this menu as well.
File - Exit	Click to exit the Delivery Order menu screen.

Print Options

- Click on File, Print and choose the desired document to print. This will open the desired document in the SmartBorder Report Viewer

The screenshot shows a computer window titled "DELIVERY ORDER" with the sub-header "REQUEST TO PICK UP & DELIVER CARGO". The window is divided into several sections:

- ISSUED BY:** TEST BROKERAGE INC, 123 MAIN ST, BUFFALO NY 14222
- DATE:** 10/20/2008
- OUR REF #:** 5
- SB #:** 14691300
- Entry #:** 000-0000005-9
- PO #:**
- Cust Ref #:**
- FAX #:**

PLEASE PICK UP AND DELIVER THIS MERCHANDISE AS SHOWN BELOW:

IMPORTING CARRIER	CURRENT LOCATION	LOCATION PHONE #
FX - FEDERAL EXPRESS	W370 - FEDERAL EXPRESS	

FROM PORT OF ORIGIN	BIL OR AWB NO.	HAWB NO.	ARRIVAL DATE	LAST FREE DAY
	MULTI		10/19/2007	

FOR DELIVERY TO	DELIVERY CONTACT - NAME	PICK UP NUMBER
MCKINLEY IMPORTS 600 SKY HARBOR DR LANSING MI 48901	MCKINLEY IMPORTS DELIVERY CONTACT - PHONE (316) 523-8759	<input type="checkbox"/> Loose Cargo (see below) <input type="checkbox"/> Containerized Cargo (see below) EMPTY RETURN DEPOT

NO. OF PKGS.	DESCRIPTION OF ARTICLES, SPECIAL MARKS & EXCEPTIONS	WEIGHT
59	BILL OF LADING, IN-BOND INFORMATION Master Bill # 02354789852 890809	1,831.00 KG

- You can also print file labels using the Delivery Order module

000-0000005-9		000-0000005-9	
PORT OF LADING	:	TEAM	: 740
B/L OR AWB NO	: MULTI	BROKER REF #	: 5
CARRIER	: FX	C.H. BOX #	: 11466666
ARRIVAL DATE	: 10/19/2007	BROKER NAME	: TEST BROKERAGE INC Phone : 7161234567 FAX :
LOCATION	: W370 - FEDERAL EXPRESS	RETURN VIA	: TEST BROKERAGE INC 123 MAIN ST BUFFALO, NY 14222
IMPORTER	: ABLE INC		
CONTAINER #	:		
PCS, WEIGHT	: 59 PCS, 1,831 KG		



- Click to print the displayed document, or click to export the document (.pdf)



- Now that you're familiar with the basics of the Delivery Order module, you're ready to [Add/Edit Delivery Order](#).

Add/Edit Delivery Orders

The SmartBorder Delivery Order is setup to eliminate unnecessary data entry by pulling the information from the entry. Please review the default settings for more information on Delivery Order options.

Header Tab

The screenshot shows the SmartBorder ABI software interface with the "Header Tab" selected. The top navigation bar includes "File" and icons for Print, Save, and Exit. Below the navigation is a toolbar with buttons for "Header", "For Delivery To / Route - BOL / AWB", and "Line Items - Containers / Note".

Header:

- Entry #:** 000 - 0000005-9
- Dispatch Date:** October 20, 2008 (Mon)
- Broker Ref. #:** S
- SmartBorder (SB) #:** 14581300

Location:

Importing Carrier:

- SCAC:** FX
- Name:** FEDERAL EXPRESS

FIRMS:

- SCAC:** W370
- Name:** FEDERAL EXPRESS

Phone: [Empty Field]

Address: [Empty Field]

Local Delivery or Transfer By (Delivery Order Issued To):

SCAC: [Empty Field] **Name:** [Empty Field] **Trucker Fax #:** [Empty Field] **Customer Ref. #:** [Empty Field]

From Port Of/Origin Airport: [Empty Field] **Arrival Date:** October 19, 2007 (Fri) **Free Time Exp.:** [Empty Field]

Shipper/Consignor:

- Name:** TEST BROKERAGE INC
- Address:** 123 MAIN ST
- City:** BUFFALO
- State/Province:** NY **Country:** US **Postal Code:** 14222
- Phone:** [Empty Field] **Fax:** [Empty Field]

Inland Freight: Prepaid Collect 3rd Party

Delivery Order PER: ANDREW J OSBORNE

Broker Name: TEST BROKERAGE INC **Pick Up #:** [Empty Field]

Cargo Type: Loose Containerized

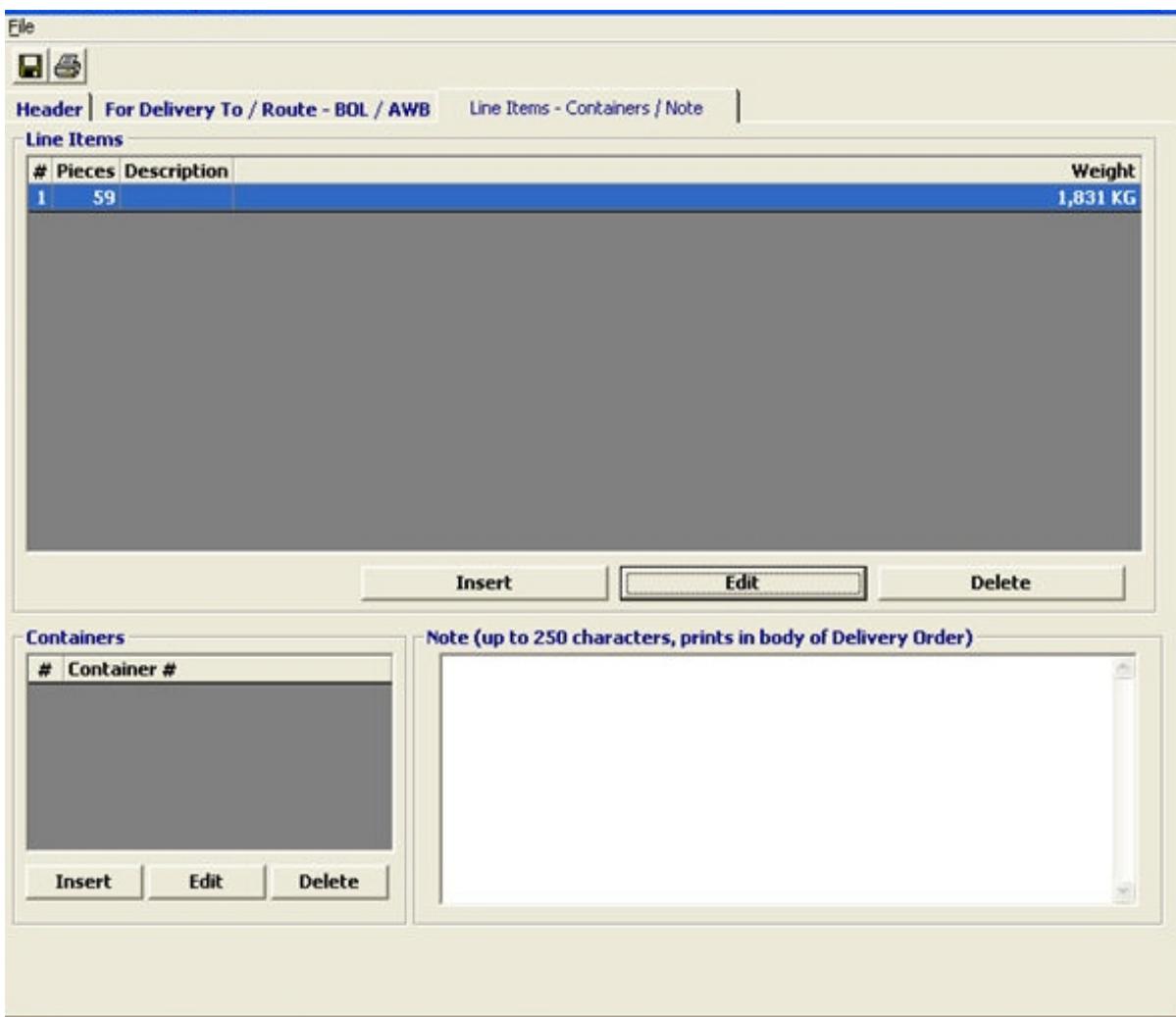
- Fill in the header information as necessary. Some of the information that will auto-fill from the entry includes:
 - Dispatch date (defaults to today's date)
 - Importing Carrier - SCAC/Name/FIRMS
 - Arrival Date
 - Shipper/Consignor (Name/Address)
 - Delivery Order PER
 - Broker Name

For Delivery To/Route-BOL/AWB Tab

#	In Bond (I.T.)#	Issuer	Master Bill #	House Bill #	Sub-House Bill #
1			02354789852		
2				890809	

- Fill in the delivery/BOL/AWB information as necessary. Some of the information that will auto-fill from the entry includes:
 - For Delivery To (Name/Address)
 - Contact Person
 - Bill of Lading/Air Waybill Numbers

Line Items/Containers/Notes Tab



- Fill in the line items and containers information as necessary. Some of the information that will auto-fill from the entry includes:
 - Quantities
 - Weight
 - Container Numbers
- You can also enter notes on this page, to be printed on the delivery order.

Delivery Ticket

Delivery Ticket

SmartBorder Users can now generate a delivery ticket from a created entry/transaction. This feature makes the CBP Form 6043 available in the SmartBorder ABI application.

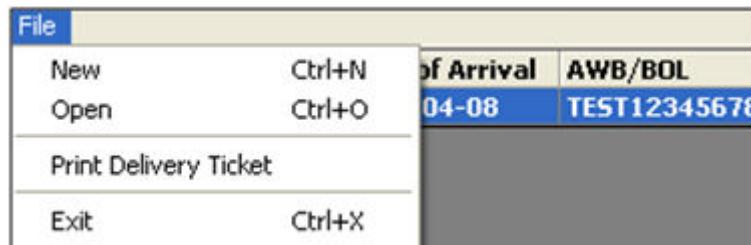
- In the Transactions screen, select Delivery Ticket(s) from the Documents Menu



- This will open the Delivery Ticket (CBP-6043) menu screen

Entry #	Port	Date of Arrival	AWB/BOL	Importing Carrier
0000005-9	2720-010	2009-04-08	TEST123456789	CARRIER

Menu Options



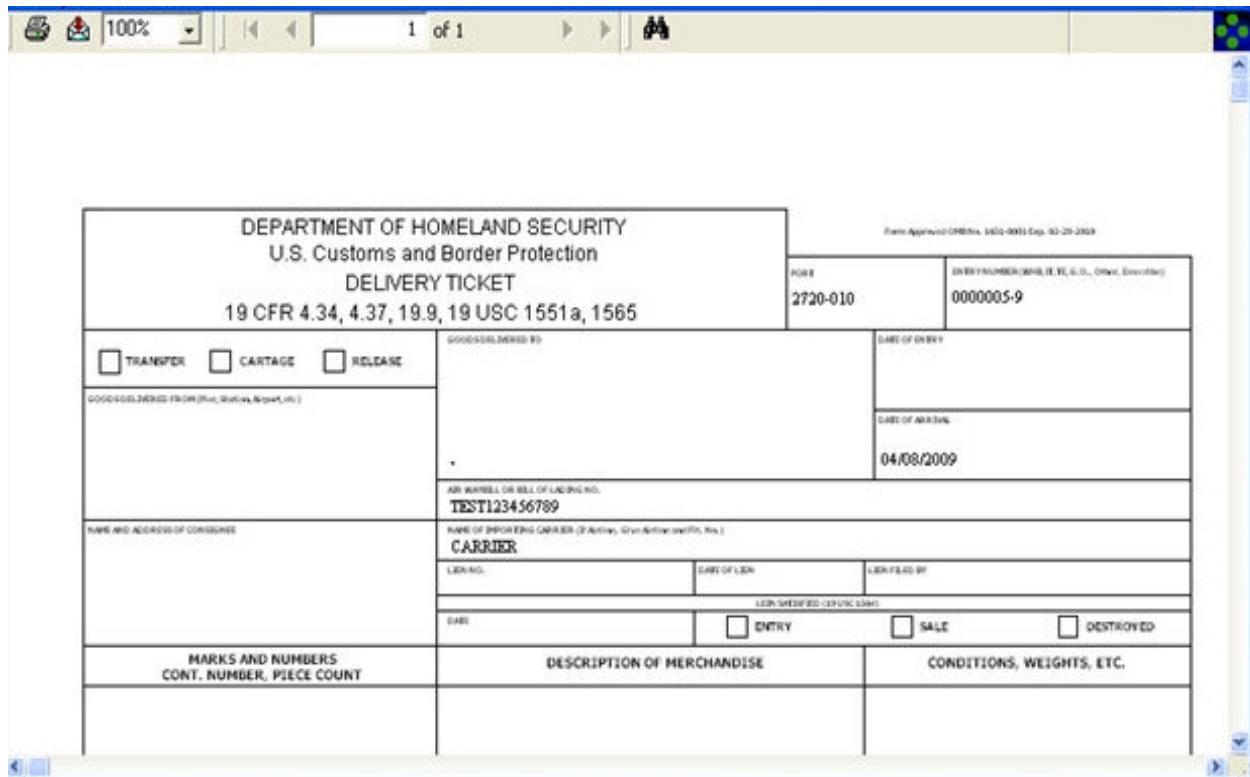
Menu Option	Description
File - New	Generate a new delivery ticket (CF-6043). On entry transactions, this will auto-fill some data from the entered data in the Release/Entry editor.
File - Open	Click to open the selected Delivery Ticket. (must have a delivery ticket selected)
File - Print Delivery Ticket	Print the selected Delivery Ticket associated with the current transaction.

File - Exit

Click to exit the Delivery Ticket menu screen.

Print Options

- Choose the desired document and click on File, Print Delivery Ticket. This will open the desired delivery ticket in the SmartBorder Report Viewer



- Click to print the displayed document, or click to export the document (.pdf)
- Now that you're familiar with the basics of the Delivery Ticket module, you're ready to [Add/Edit Delivery Ticket](#)

Add/Edit Delivery Ticket

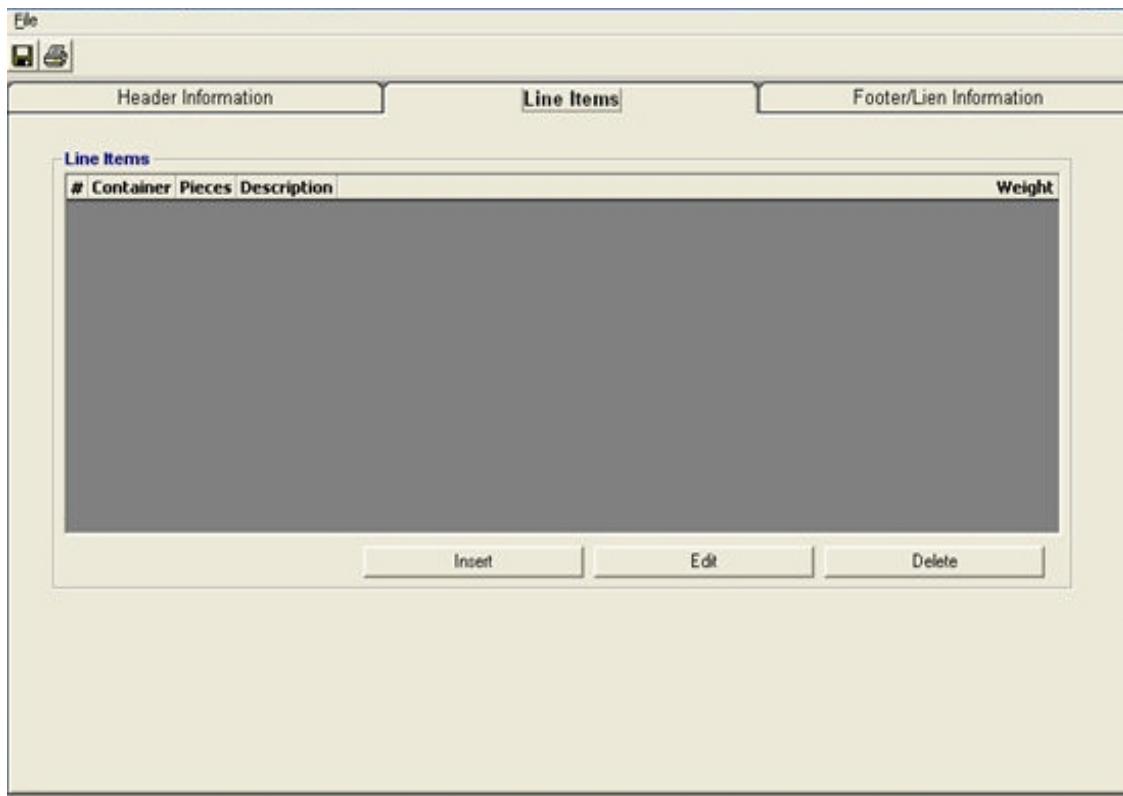
The SmartBorder Delivery Ticket is setup to eliminate unnecessary data entry by pulling the information from the entry. Please review the default settings for more information on Delivery Ticket options.

Header Information Tab

The screenshot shows the 'Header Information' tab of the SmartBorder Delivery Ticket application. The interface is divided into three main sections: 'Header Information', 'Line Items', and 'Footer/Lien Information'. In the 'Header Information' section, there are radio buttons for 'Transfer', 'Cartage', and 'Release'. Below these are fields for 'Consignee' (Name, City, State/Province, Country, Postal Code, Phone, Contact Person) and 'Goods Delivered To' (Name, City, State/Province, Country, Postal Code, Phone, Fax). The 'Port of Entry' field contains '2720-010' with a dropdown arrow, and the 'Entry #' field contains '0000005-9' with a value 'SB # 11165687'. The 'Line Items' and 'Footer/Lien Information' tabs are visible at the top but are not currently active.

- Enter the desired Header Information, including type, Port of Entry, and Entry number
 - You can select the parties (Consignee & Delivered To) by clicking on the ellipsis button.

Line Items Tab



- Click Insert to create a new line item, or click Edit/Delete to edit or delete the selected line item

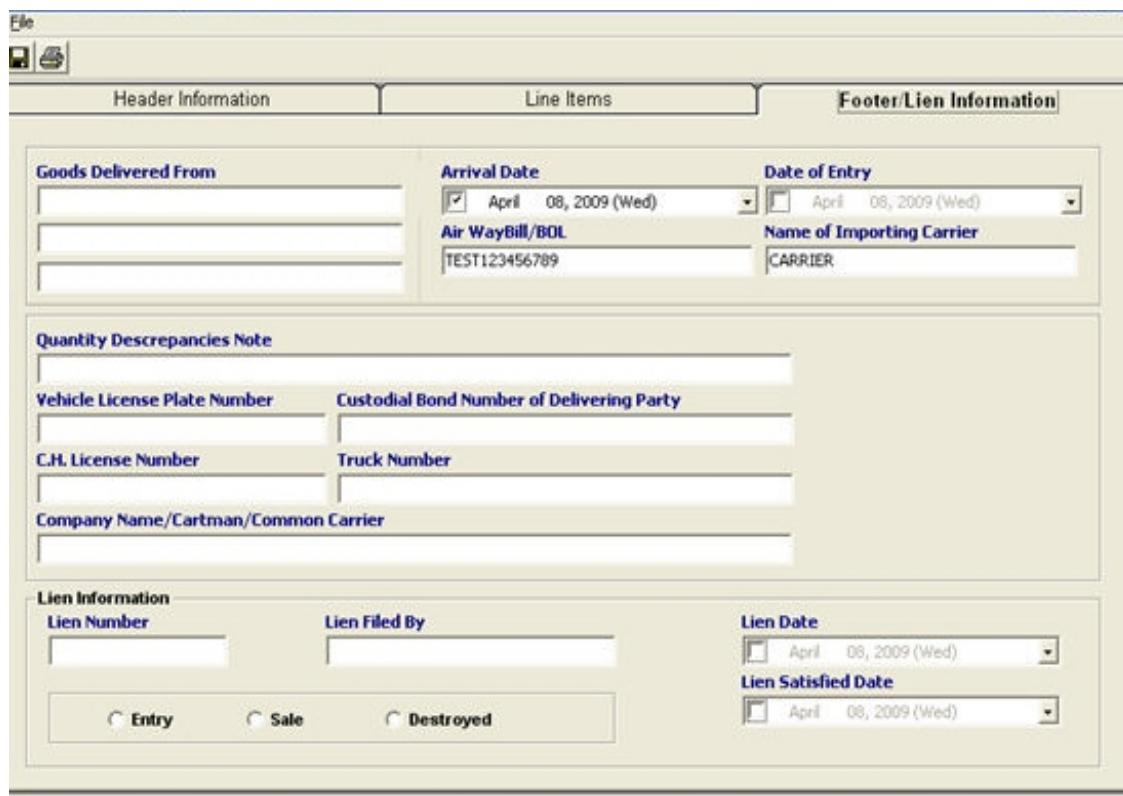
A dialog box titled "Container Number" with the following fields:

- Container Number:** An input field.
- Number of Pieces:** An input field containing the value "0".
- Description:** A long input field.
- Weight:** An input field containing the value "0". To its right are two radio buttons: LB and KG.

At the bottom are "OK" and "Cancel" buttons.

- Enter the appropriate information for each line item on the Add/Edit Line Item screen
 - Click OK to save this line item, or click Cancel to exit without saving

Footer/Lien Information Tab



The screenshot shows a software interface for a delivery ticket. At the top, there's a menu bar with 'File' and icons for print and save. Below the menu are three tabs: 'Header Information', 'Line Items', and 'Footer/Lien Information'. The 'Footer/Lien Information' tab is active. In this tab, there are several sections:

- Goods Delivered From:** A section containing two dropdown menus for 'Arrival Date' (set to April 08, 2009) and 'Date of Entry' (set to April 08, 2009), and two text input fields for 'Air WayBill/BOL' (containing TEST123456789) and 'Name of Importing Carrier' (containing CARRIER).
- Quantity Descrepancies Note:** A large text area for notes.
- Vehicle License Plate Number:** A text input field.
- Custodial Bond Number of Delivering Party:** A text input field.
- C.H. License Number:** A text input field.
- Truck Number:** A text input field.
- Company Name/Cartman/Common Carrier:** A text input field.
- Lien Information:** A section with three parts:
 - Lien Number:** A text input field.
 - Lien Filed By:** A text input field.
 - Lien Date:** A dropdown menu set to April 08, 2009 (Wed).
- Lien Satisfied Date:** A dropdown menu set to April 08, 2009 (Wed).

At the bottom of the 'Lien Information' section are three radio buttons: 'Entry', 'Sale', and 'Destroyed'.

- Enter the desired Footer/Lien information to complete your Delivery Ticket

Management

Management

The Management module is available to SmartBorder users that are designated as managers in the broker user profile. This module gives management the ability to create and edit user information and accounting codes.

Managers can also use this module to import product listings and access customized reports and menus. Please note that some of the features of this module must be activated by SmartBorder support staff.

Use the following links, or choose from the complete list in the left frame of this window:

[**Management Basics**](#) - This section covers the basics of using the SmartBorder Management module.

[**Management Functions**](#) - This section will assist in using Management functions in SmartBorder.

Management Basics

Accessing the Management Module

- Click the Management link on the SmartBorder Main Page:

Management Main Menu

- Select a function and click Open, or click Close to close the Management Module
- Now that you're familiar with the basics of the Management module, you're ready to begin using the [Management Functions](#).

Management Functions

Management Functions

Click on the link below to access the desired Management Module function:

[Delete Transactions](#)

[Edit Broker Users](#)

[Edit Client Users](#)

[Master List of Accounting Codes](#)

[Import Products from Excel](#)

Delete Transactions

Users can delete transactions in SmartBorder that were not transmitted to CBP, or were deleted from CBP. Please note that once a transaction has been removed from SmartBorder, it can never be retrieved/restored. For this reason, please ensure that you have no need for the transaction data prior to deleting any SmartBorder transaction.

- Click on Delete Transactions in the Management Module

- To delete a SmartBorder transaction, simply enter the Transaction SBCNI# into the Delete Transaction screen and click Delete.

- Please note that this will permanently delete this transaction from SmartBorder.
 - If necessary, the transaction must be cancelled/deleted with customs prior to deleting it from the system.

- Click Cancel to return to the Management main menu.

Note: Once a transaction has been removed from SmartBorder, it can never be retrieved/restored. For this reason, please ensure that you have no need for the transaction data prior to deleting any SmartBorder transaction. Our staff CANNOT retrieve a deleted transaction, so use caution when deleting transactions.

Add/Edit Broker Users

The creation and editing of user accounts is done through the Management module. This is how you create new user accounts for accessing the SB Broker application.

- Click on Edit Broker Users from the management module

- This will open the Add/Edit Broker Users screen

- Click Add User, or click Edit User to edit the selected user.

Basic Broker User Info

- First, you must choose the type of user that you'd like to create.
 - A Broker User is a login for an employee of the broker.
 - A Client User Using a Broker Login would be a login for a client that uses your Broker-side application.
- Enter>Select the following items for the Broker User:

Field/Button	Description
Active User	This box must be checked for the account to be active. Only Active Users will have access to the SmartBorder software. You cannot delete user records in the system, so you simply de-select this box when you want to de-activate a user account.
First/Last/Middle Names	Enter the full first name, middle initial, and last name of the user. This will identify the user that has permission to use this SmartBorder account.
Username	Enter the username for this Broker account. This will auto-generate in SmartBorder (first initial and last name) but you can create custom usernames if necessary.
User on Review	Check this box to have the entries keyed by this user flagged for review. You must also have the "Check if Analyst is on Review" checkbox selected in the "Manage Entry Review Settings" menu under System Administration.
Password/Confirm	Enter the password for this user, and then confirm this password in the field below. The user will be prompted to change this upon logging in.
Customer #	Choose the customer number to be associated with this user. This field is generally

	used to select the specific client for client users using a broker login. For Broker users you can use 1001 (the client ID for the main broker account). You can also choose from the pick-list by clicking on the ellipsis.
Default Branch	If you are using branches in SmartBorder, enter the branch code for the default branch for this user. You can also choose from the pick-list by clicking on the ellipsis.
Port Listing	In the port listing you will select the ports that this user can transmit for. First select the default port, which is the port where they are located and will transmit from. You must also select the other ports that this user can transmit for.
Enable All Ports	Click this to enable the user to process entries at all available ports. Please note that you still must select a default port for this user.

Broker User Access Rights

- You must also select each of the User Access Rights for each Broker user account.

Checkbox (Enabled)	Description
User is a Manager	Check this box to give users access to the management module.
User can complete “Personnel Only” Transactions	Checking this box allows the user to complete entry summary information on entries where the clients profile is marked “authorized personnel only”
User can remove transactions from closed consolidated bills	Check this box if your company uses consolidated billing and this user will be able to take a transaction from closed consolidated bill.
User can see the delete transaction button	Check this box to allow the user to delete transactions from within the management module.
User can create and edit Profiles	Check this box to allow the user to create and edit profiles in the management module.
User can mark Profiles OK to Clear	Check this box to allow the user to check the “OK to Clear” box within the profile.
User has administrative access to edit other users	Check this box to give the user access to the “Edit BROKER User” menu in the management module. This also gives the user access to the System Administration menu.
User can see Load Watcher	This is not currently used.
User can copy transactions	Check this box to allow the user to copy transactions.
User can access Automated Clearinghouse from ABI module	Check this box to give the user access to the ACH module in the ABI menu.
User can create/modify bills for “Authorized Billing Only”	Check this box to allow the user to complete bills from clients that are marked “authorized personnel only” in their profile.
User is allowed to request ABI 5106	Check this box to allow the user to request a 5106 via ABI.
User is allowed to Auto-	Check this box to allow the user access to auto-billing.

Bill	
User can clear an entry review	Check this box to allow the user to clear an entry review.

- Click OK to save this user account and return to the management menu.
 - Click Cancel to cancel without saving the account.

Add/Edit Client Users

The creation and editing of client/shipper user accounts is done through the Management module. This is how you create new user accounts for accessing the SB Shipper-side application.

- Users would access the SmartBorder Shipper side using the link on the SB homepage:
 - Click Login, Shipper
- For more details on the SmartBorder shipper side application, please see the user manual:

[Shipper Side Application User Manual](#)

- Click on Edit Client Users from the management module
- This will open the Client Users screen
- Click Add User to add a new client user, or click Edit User to edit the selected user
 - Click Export to Excel if you'd like to export this user listing to a Microsoft Excel (.xls) file

Basic Client User Info

- Enter>Select the following items for the Client User:

Field/Button	Description
Login	Enter the unique login for this client user.
Password	Enter the password for this login. When editing a user account, this field will show blank. To change the user's password, simply enter the new password in this field.
Name	Enter the full name of the user, for account identification purposes.
Flags	When creating a new account, Enabled will be checked by default. To deactivate this user account, de-select this box. Select the Delete checkbox to delete the user

	account.
Customer #	Enter the customer number with which this client user is associated. For a broker user logging in as a client, you can select 1001 for all clients.
Email	Enter the email address for this client user.
Verify Tax ID is on file	Check this box if you would like SmartBorder to verify that the Tax ID is on file for transactions created using this client user account.

Client User Access Rights

- Next, you must specify the User Access Permissions by checking the applicable boxes for this user:
 - Proforma – Allows this user to create proformas
 - Freight Checkboxes – Not currently used
 - Broker Documents – Gives this user access to the broker documents
 - User can access ALL clients – Gives this user access to all clients
 - Limited to Rep Code – Limits access only to clients that have the specified rep code in their broker profile. This is used for sales reps, clients with multiple branches, and teams in SmartBorder.
 - File Formatter Tag – This is used for clients with customized proforma imports
 - Auto-release - When a proforma is created on the shipper side, a notification email will be sent out.
- You must also specify the Proforma Validation Level for this Client user account:
 - Lowest – Issues a warning on all detected errors
 - Medium – Some errors will prevent save; others will only issue a warning
 - High – All errors will prevent save
 - Disable – Select to disable validations for this client user account
- Check the box to Verify Tax ID is on file

SB Client Import Options

If the proformas created by this user are to be imported into the Broker application, you must specify the client import options

- Click on the Import Options button to open the SB Client Import Options
 - You must have the SB Proforma Import option activated by our staff.

Field/Button	Description
User can import	This box must be checked to allow this client user access to the SmartBorder

proforma data	proforma import option.
If product code is not found	Choose the desired action to be performed if an imported product code is not found in the product list.
If product code is found in product list	Choose the fields in which you'd like imported data to overwrite the existing data found in the product list. Ex. if Tariff is selected, the HTS found in the import file will overwrite the HTS found in the product list for this product code.
Save/Cancel	Click save to save this screen and return to the client user profile screen. Click Cancel to exit without saving.

- Click OK to save this client user account and return to the management menu.
 - Click Cancel to cancel without saving the account.

Master List of Accounting Codes

The system contains a listing of common used accounting codes. If you are issuing bills to customers, you'll want to review this listing and make any necessary changes. You can also add any fees/codes that aren't available in this listing.

- Click on Edit Master List of Accounting Codes on the management menu
- This will open the Master List of Accounting Codes

Add/Edit Accounting Codes

- To add a code, click Add or select any existing code and click Edit
- Enter the **Accounting Code** for the fee. If you're exporting this data to an accounting program, you'll want to make sure your codes match.
 - You also must enter a **Description** for this code/fee
 - This description will display on the customers' bill.
- Specify the following options by checking the appropriate boxes/buttons:

Field/Button	Description
"Omit if Zero"	Check this box if you do not want this fee to display on the customers' bill when the charge is calculated as \$0. This check-box is selected by default.
Disbursement Fee	Check this box if this is the disbursement fee. (Optional setting, please check if your company is setup)
Dispersible Charge	Check this box if this fee is the charge that the disbursement fee will be calculated on. (Optional setting, please check if your company is setup)
NDC - Non-Dutiable Charge	Check this box to indicate that the fee is a non-dutiable charge. This charge will be deducted from the invoice value in the entry, if "Brokerage fees" are checked to be deducted on the entry. (Optional setting, please check if your company is setup)
Allow Override	Check this box if you want a user to be able to change a system calculated fee on a bill. (Optional setting, please check if your company is setup)
Type	Select whether this fee is a revenue or payable fee. If you have a fee that has both a revenue and payable(ex. Single Entry Bond Premium) you'll need one code setup for the revenue and one code setup for the payable.
Group/Account	Enter information here to correspond with your accounting program.

- Click **OK** to save the accounting code and return to the code listing
 - **Cancel** will exit without saving.

Import Products from Excel

The SmartBorder product import feature allows you to use an excel spreadsheet to transfer product information into a client profile, rather than entering a product list one product at a time. This can be used to save time and ensure accuracy when building product lists.

- To get started, click on Import Products from Excel on the management menu
- This will open the Import Products screen
- For this manual example, we're going to use the following basic spreadsheet as our source (excel) file.

Description	Tariff Number	C/O	Unit Price
Newspaper	4902.10.0000	CA	\$2.53
Notebooks	4820.10.2050	CA	\$4.11
Binders	4820.30.0040	CA	\$3.66

- First, you must select the Client by clicking the ellipsis and locating the client in the pick-list.
- You must specify the following Source file (.xls) information:

Field/Button	Description
Source File	Select the Source File by clicking the ellipsis and browsing for the saved import file (.xls). Be sure that this file is not open on your computer, as this could cause an error.
Sheet/Table	Select the Sheet/Table if necessary. If your data is on the first sheet of the workbook, this is not necessary as the first sheet will be selected by default.
Use Row #'s as Product Codes	The box for Use Row #'s as Product Codes will be selected by default. If you have a product code column in your source file, de-select this box.
Replace Products with Matching Product Codes	Check Replace Products with Matching Product Codes if you would like to replace existing products with the new products in the source file. Please note that the existing products will be replaced by the new products and you will no longer be able to access the old product files.

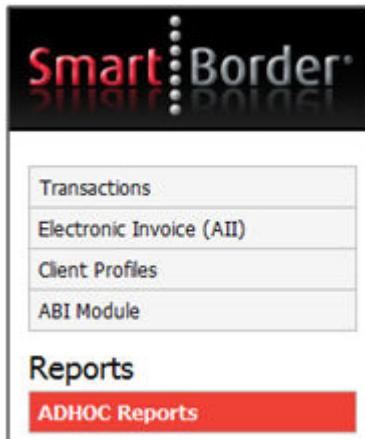
- Next, you must associate the columns from the source file to the desired fields in the SmartBorder system
 - Drag the data column from the left column to the appropriate field in the right column
- In our example (shown above), you'll see that the column for Tariff Number was associated to the HTS # field
- To complete this Import, click on the Import button. Click Cancel to exit without importing.
- Verify that the information is correct on the Verify Product screen, and then click Save
 - Items highlighted in red will replace existing products with the same product code.

Reports

ADHOC Reporting

The Reports Module is another valuable tool offered by our application. This reports module gives you the ability to generate a variety of custom reports within SmartBorder. The search criteria and filters, as well as the output fields, are indicated by the user. Therefore the reports have everything that you need, without any unnecessary additional information. These custom ad hoc reports can also be saved for future use.

- Click on ADHOC Reports on the main page



Use the following links, or choose from the complete list in the left frame of this window:

[Creating a Report](#) - This section will assist you in creating a report.

[Running a Report](#) - This section will assist you in running your completed report

[Report Examples](#) - This section contains sample reports for reference.

Report Basics

Accessing the Reports Module

- Click the ADHOC Reports link on the SmartBorder Main Page:

The screenshot shows the SmartBorder ABI User Manual main page. On the left, there is a sidebar with several menu options: Transactions, Reports (which is selected and highlighted in red), Other Modules, Tools, Reference, and General Information. Under Reports, the 'ADHOC Reports' option is also highlighted in red. The main content area is divided into sections: Top Stories, Admin Messages, and Industry News. The 'Top Stories' section contains links to news articles like 'SmartBorder on Facebook and Twitter' and 'SmartBorder Eases the Burden of Lacey Act'. The 'Admin Messages' section lists various notices and updates from the agency. The 'Industry News' section contains links to news releases from USITC, such as 'Commission Vote: Woven Electric Blankets from China' and 'Commerce Initiates Antidumping and Countervailing Duty Investigations of Narrow Woven Ribbons with Woven Selvedge from Taiwan (AD) & China'. On the right side of the page, there are two boxes: 'Filer Code: 000' and 'Login: SUser'. Below these boxes is a 'Related Links' section containing a long list of external links to various government agencies and resources.

Reports Module Menu Options

You'll want to begin by getting familiar with the menu options in the Reports module. This will assist you in creating the desired report in a timely and efficient manner.



Menu Option	Description
File - Save As	Save the current report under a new save name. This is most frequently used when you want to change an existing report, and then save it as a new report.
File - Exit	This will exit the reports module, without saving changes
Tools - ABI Messages	Click this to open the ABI message browser, directly from the reports module.
Run Report	Click this to run your report, when you have completed the desired criteria for fields and filters.



Command Button	Description
New	Create a new report
Delete	Delete the selected report
Rename	Rename the selected report
Save	Save the current report, under the existing save name.
Reload	Click to reload the previous saved data. All unsaved changes will be lost, and the report will be returned to the state of the last save.

- Now that you're familiar with the basics of the Reports module, you're ready to begin [Creating a Report](#).

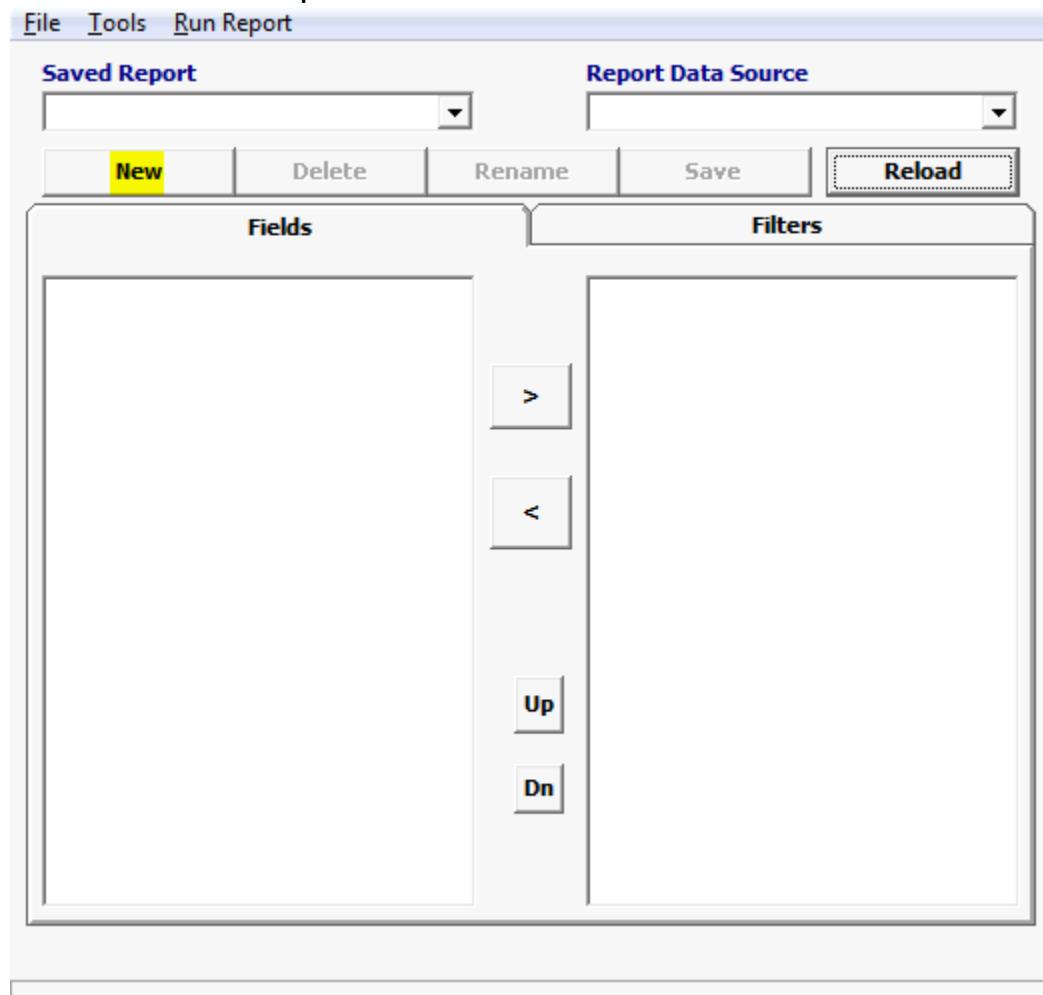
Creating a Report

Creating a Report

Begin by viewing the video below for creating a new report:

[ADHOC Reports How-To Video](#)

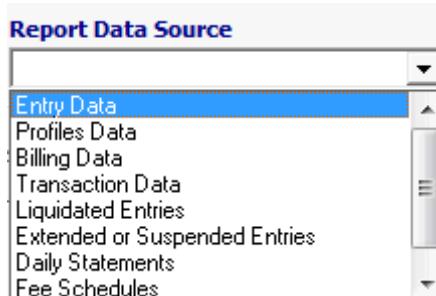
- Click New to start a new report



- Enter a name for your report in the New Report Name box



- Choose a Report Data Source from the drop down menu



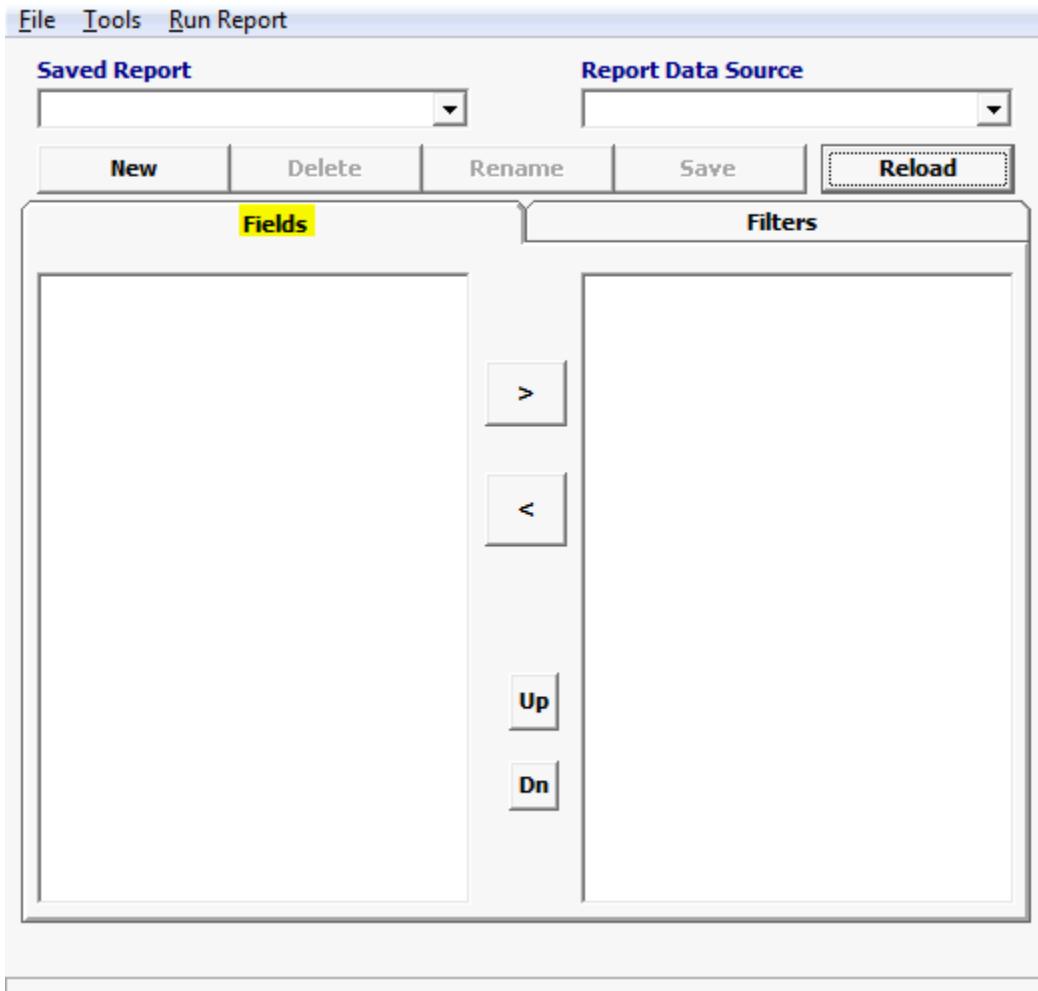
Data Source	Description
Entry Data	Data related to entries. (Ex. Entry Type, Release Date, etc.)
Profiles Data	Data related to profiles (customer information). (Ex. Address, Tax ID, Phone #, etc.)
Billing Data	Data related to bills. (Ex. Bill To, Accounting Code, Bill #, etc.)
Transaction Data	Data related to the transaction. (Ex. Created On, Created By, Transaction Type, etc.)
Liquidated Entries	Data related to liquidated entries. (Ex. Liquidated date, Duty, etc.)
Extended or Suspended Entries	Data related to extended/ suspended entries. (Ex. Extension Suspension Code, Times Extended, etc.)
Daily Statements	Data related to daily statements. (Ex. Amount Paid, Statement #, etc)
Fee Schedules	Data related to fee schedules. (Ex. Fee type, special condition, etc.)
User Login Data	Data related to user login. (Ex. User name, Date user signed on, etc.)

- For our example, titled "Sample Report", we've chosen Entry Data as the data source

Report Fields

Now that you've created a report, you're ready to customize it to your needs. This begins with the selection of report Fields. Choose the desired fields and these will be the output when you run the report.

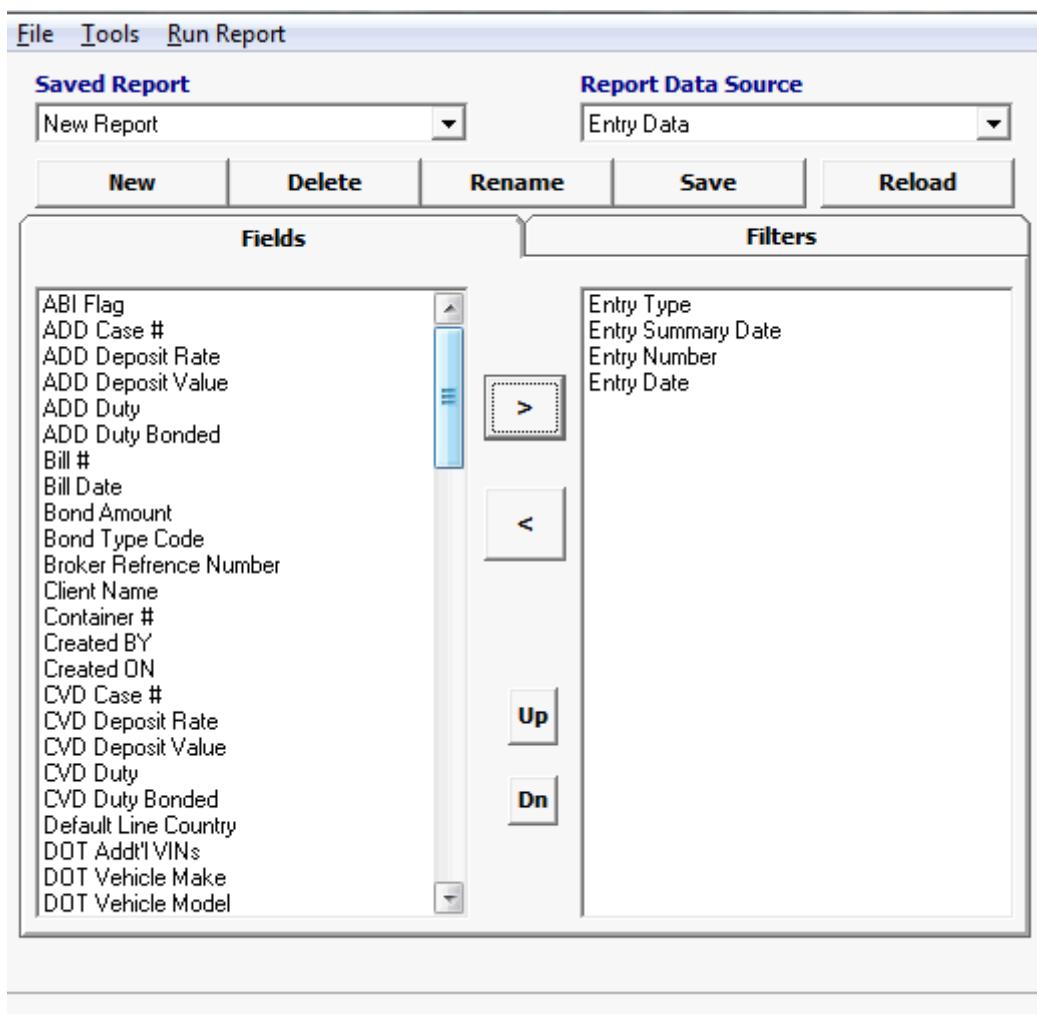
- Click on the Fields tab



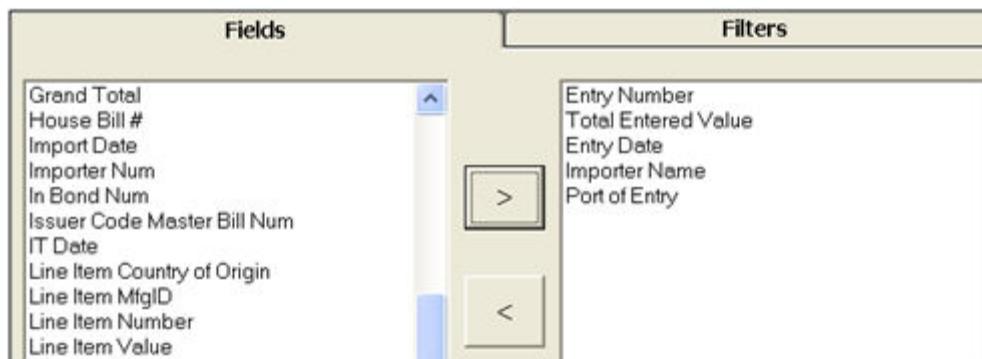
- The listing of available fields is determined by the selected Report Data Source. If you do not see the desired fields, you can change the data source at any point.

Note: Changing the report data source will cause you to lose all fields/filters that you've selected. Use caution when changing this source, and be sure to save changes to avoid loss of data.

- Select a field, and click the button to move it to the right column. Select the fields in the order that you'd like them to appear when you run the report

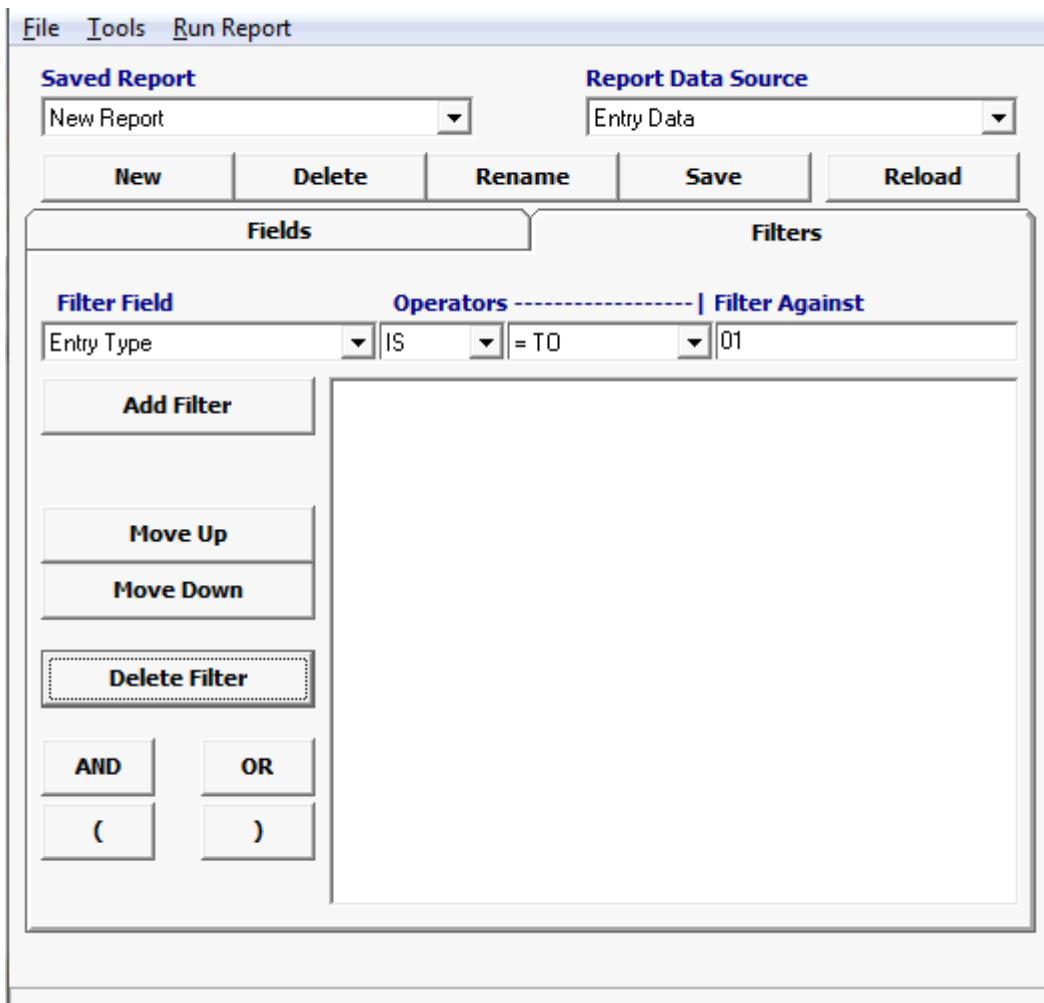


In our "Sample Report", we'll use the fields listed in the right column. We'll also click to move Port of Entry over to the column on the right, with the other selected fields.



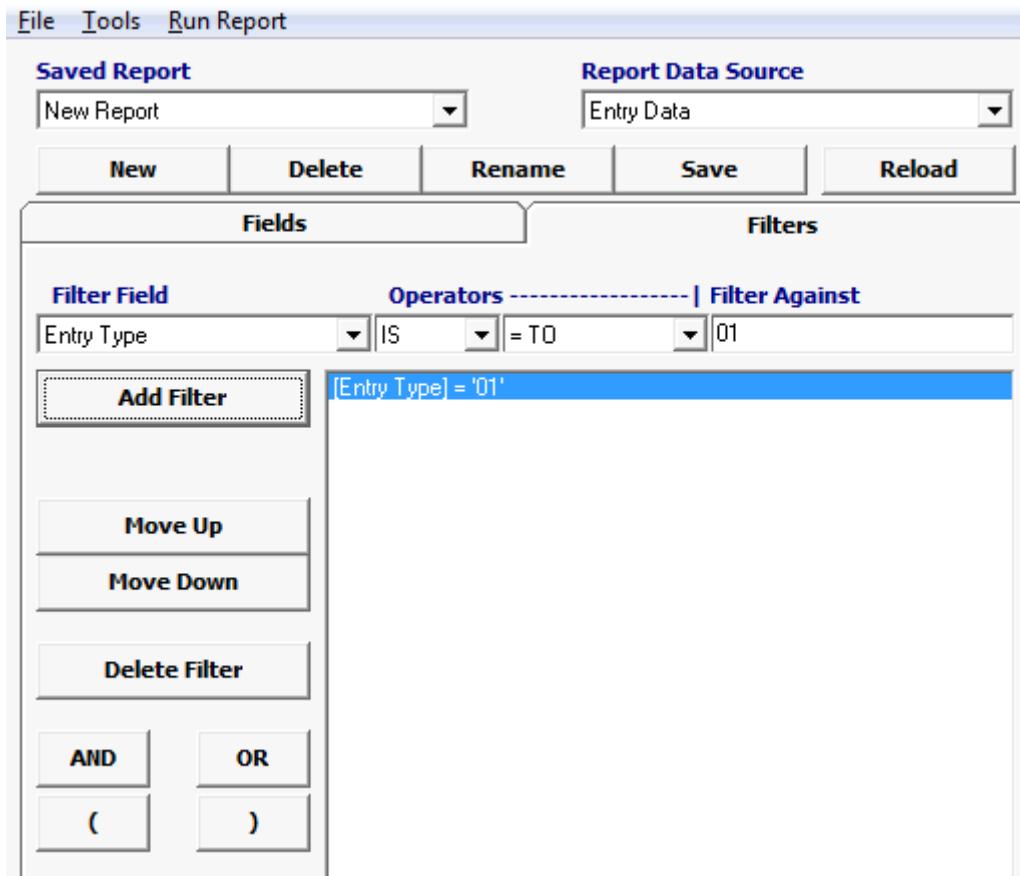
Report Filters

The next step in generating your report is to select Filters. These filters will determine which results will be displayed in the finished report.



Field/Button	Description
Filter Field	Choose the field that will be used for this filter. The example above uses Entry Type.
Operator (1)	The first operator field is a choice between IS and IS NOT. This determines if your filter result will be all files that match the filter criteria (IS), or if the result will display everything that doesn't match the specified filter criteria (IS NOT).
Operator (2)	Choose from: = TO > THAN (greater than) > THAN or = TO < THAN (less than) < THAN or = TO STARTS WITH CONTAINS
Filter Against	This will determine the filter function. For this example, we use "= TO". Enter the data, amount, or other specific identifier for which this filter will compare the filter field against. The example above uses 01 (entry type for a formal entry).

- The command buttons on the left side of the filter column will allow you to add/manage filters
For our "Sample Report", we want all entries with Entry Type = 01 (formal entries)



Field/Button	Description
Add Filter	Click Add Filter once you've selected your filter criteria. This will add a line to the filter column, which contains the complete description of your filters
Move Up/ Move Down	Use these commands to move the placement of your filters in the filter column. These filters will process in order, so please be sure that the order of your filters is correct for the desired results.
Delete Filter	Click Delete Filter to delete the selected filter. This is also used to delete other filter command functions (ex. AND, OR, etc.)
AND / OR	These are conditional commands that can be used to refine your filter(s). AND will require that the file matches both filters. OR will require that the file matches one of the two filters.
(Parentheses)	These are used as if this were a mathematical equation. The parentheses are to denote the order in which the functions/filters will be run. Any functions/filters in parentheses will be processed first, followed by those located outside of parentheses.

- Please review the provided [Report Examples](#) for assistance with creating reports in SmartBorder.

- Once you've completed your report, move on to [Running a Report](#).

Running a Report

- Click Run Report when you are ready to run your current report
 - This opens the Report Options screen



You can choose one, or both of the following:

- Save Report Data to tab-delimited file – save to a tab delimited .txt file
 - Below is an example of how our “Sample Report” would look in this tab-delimited file

Entry Number	Total	Entered Value	Entered Date	Importer Name	Port of Entry		
"0000001-8"	"500"	"10/12/2007"	"ABLE INC		"	"0901-010"	
"0000005-9"	"17375"	"10/19/2007"	"ABLE INC		"	"2720-010"	
"0000006-7"	"17375"	"	"MCKINLEY IMPORTS		"	"2720-010"	
"0000007-5"	"5000"	"10/26/2007"	"ABLE INC		"	"0901-010"	
"0000010-9"	"150"	"11/27/2007"	"MCKINLEY IMPORTS		"	"0901-010"	
"0000011-7"	"30"	"12/4/2007"	"ABLE INC		"	"0901-010"	
"0000013-3"	"17375"	"	"ABLE INC		"	"2720-010"	
"0000014-1"	"1000"	"12/13/2007"	"ABLE INC		"	"0901-010"	
"0000026-5"	"5000"	"12/19/2007"	"ABLE INC		"	"0901-010"	
"0000027-3"	"5000"	"	"ABLE INC		"	"0901-010"	
"0000031-5"	"10000"	"1/9/2008"	"ABLE INC		"	"2704-010"	
"0000036-4"	"500"	"1/30/2008"	"ABLE INC		"	"0901-010"	
"0000017-4"	"5000"	"2/17/2008"	"ABLE INC		"	"0901-010"	
"0000023-2"	"500"	"2/17/2008"	"ABLE INC		"	"0901-010"	
"0000042-2"	"500"	"2/29/2008"	"ABLE INC		"	"2704-010"	

- View Report Data in Microsoft Excel – open as an .xls file in Microsoft Excel
 - Below is an example of how our “Sample Report” would look in this spreadsheet file

The screenshot shows a Microsoft Excel window titled "Book1". The ribbon tabs at the top are Home, Insert, Page Layout, Formulas, Data, Review, and View. The Home tab is selected. The formula bar shows "A1" and "Entry Number". The main content is a table with columns A through E. Column A is labeled "Entry Number", column B "Total Entered Value", column C "Entry Date", column D "Importer Name", and column E "Port of Entry". The data starts from row 1 and continues to row 18. Rows 17 and 18 are empty. Row 1 contains the column headers. The data includes entries like "0000001-8", "\$500.00", "10/12/2007", "ABLE INC", "0901-010" and "0000005-9", "\$17,375.00", "10/19/2007", "ABLE INC", "2720-010". Some entries have multiple values in the "Importer Name" column, such as "MCKINLEY IMPORTS" appearing twice.

A	B	C	D	E
1	Entry Number	Total Entered Value	Entry Date	Importer Name
2	0000001-8	\$500.00	10/12/2007	ABLE INC
3	0000005-9	\$17,375.00	10/19/2007	ABLE INC
4	0000006-7	\$17,375.00		MCKINLEY IMPORTS
5	0000007-5	\$5,000.00	10/26/2007	ABLE INC
6	0000010-9	\$150.00	11/27/2007	MCKINLEY IMPORTS
7	0000011-7	\$30.00	12/4/2007	ABLE INC
8	0000013-3	\$17,375.00		ABLE INC
9	0000014-1	\$1,000.00	12/13/2007	ABLE INC
10	0000026-5	\$5,000.00	12/19/2007	ABLE INC
11	0000027-3	\$5,000.00		ABLE INC
12	0000031-5	\$10,000.00	1/9/2008	ABLE INC
13	0000036-4	\$500.00	1/30/2008	ABLE INC
14	0000017-4	\$5,000.00	2/17/2008	ABLE INC
15	0000023-2	\$500.00	2/17/2008	ABLE INC
16	0000042-2	\$500.00	2/29/2008	ABLE INC
17				
18				

Note: If you receive a message stating “no records found”, try deleting unnecessary fields, and verify that there is data for the entered filters

Report Examples

SmartBorder Report Examples

In this section, we'll create more sample reports as examples of the different types of reports that are available in SmartBorder. This will help show the versatility of this module, as well as assist you in getting more familiar with filters in general. For these examples, we'll use the current set of fields from our "Sample Report", and use the excel format for running the reports.

- For the report titled [Informal Value](#), we want to view all entries with a total entered value that is less than \$2,000.
- For the report titled [Date Range Report](#), we want to view all of the entries with entry dates in the fourth quarter of 2007 (Oct '07 – Dec '07)
- For the [Customer List Report](#), you can create a listing of the customers in your account
- For the [Customer History Report](#) we want to view all entries for Able Inc. in 2008, which were entered in the port of Buffalo.
- For the [Duty Due Report](#), you can report the total duty due on a specified date
- For the report [Complex Sample Report](#), we want to view all entries for Able Inc. that are either Entry Type 01 (formal) or Entry Type 02 (Quota)

Informal Value Sample Report

- For this filter, we'll use Total Entered Value "IS < THAN" and then the value (2000)
 - You could also use Total Entered Value "IS NOT > OR = TO" and the value (2000)

The screenshot shows the 'Informal Value' report configuration window. At the top, there are buttons for New, Delete, Rename, Save, and Reload. Below these are tabs for 'Fields' and 'Filters'. Under the 'Filters' tab, there is a section titled 'Filter Field' with dropdown menus for 'Total Entered Value', 'Operators' (set to 'IS'), and 'Filter Against' (set to '2000'). An 'Add Filter' button is visible, and the resulting filter condition '[Total Entered Value] < 2000' is displayed in a list.

- Now you can run your report, and the only results reported will be those with a total entered value that is less than \$2,000

Entry Number	Total Entered Value	Entry Date	Importer Name	Port of Entry
0000001-8	\$500.00	10/12/2007	ABLE INC	0901-010
0000010-9	\$150.00	11/27/2007	MCKINLEY IMPORTS	0901-010
0000011-7	\$30.00	12/4/2007	ABLE INC	0901-010
0000014-1	\$1,000.00	12/13/2007	ABLE INC	0901-010
0000029-9	\$0.00	1/5/2008	ABLE INC	0901-010
0000036-4	\$500.00	1/30/2008	ABLE INC	0901-010
0000023-2	\$500.00	2/17/2008	ABLE INC	0901-010
0000042-2	\$500.00	2/29/2008	ABLE INC	2704-010

Date Range Sample Report

- The filter for the beginning date will be Entry Date “IS > THAN OR = TO” and the date

The screenshot shows a software window titled "Date Range Report". At the top, there are buttons for "New", "Delete", "Rename", "Save", and "Reload". Below these are tabs for "Fields" and "Filters", with "Filters" selected. Under the "Filters" tab, there is a section labeled "Filter Field" with a dropdown set to "Entry Date". To its right are dropdowns for "Operators" (set to "IS") and "Filter Against" (set to "> THAN OR = TO" with the value "10/01/2007"). Below this is a button "Add Filter" and a list box containing the filter expression "[Entry Date] >= '10/01/2007'".

- To add the ending date filter, you must first click the AND command
 - The filter for the ending date will be Entry Date “IS < OR = TO” and the date

The screenshot shows the same software window as above, but now with two filters added. The first filter is identical to the one in the previous screenshot. The second filter has a "Filter Field" of "Entry Date", an "Operator" of "IS", and a "Filter Against" value of "< THAN OR = TO" with the value "12/31/2007". Below the filters is a list box containing the filter expressions "[Entry Date] >= '10/01/2007'" and "[Entry Date] <= '12/31/2007'", separated by an "AND" connector.

- Now you can run your report, and the only results will be those that fall into this date range

Entry Number	Total Entered Value	Entry Date	Importer Name	Port of Entry
0000001-8	\$500.00	10/12/2007	ABLE INC	0901-010
0000005-9	\$17,375.00	10/19/2007	ABLE INC	2720-010
0000007-5	\$5,000.00	10/26/2007	ABLE INC	0901-010
0000010-9	\$150.00	11/27/2007	MCKINLEY IMPORTS	0901-010
0000011-7	\$30.00	12/4/2007	ABLE INC	0901-010
0000014-1	\$1,000.00	12/13/2007	ABLE INC	0901-010
0000015-8	\$5,000.00	12/14/2007	ABLE INC	2704-010
0000026-5	\$5,000.00	12/19/2007	ABLE INC	0901-010

Customer History Sample Report

- The filter for company name will be Importer Name “IS = TO” ABLE INC

The screenshot shows the 'Entry Data' dialog with the title 'Able Buffalo '08'. The 'Fields' tab is selected. In the 'Filters' section, there is one filter entry:

Filter Field	Operators	Filter Against
Port of Entry	IS	STARTS WITH 0901
<input type="button" value="Add Filter"/> [Importer Name] = 'ABLE INC'		

- Click the AND button. The filter for port of entry will be Port of Entry “IS STARTS WITH” 0901
 - This will give you all files that start with 0901 (ex. 0901-010, 0901-030, etc.)

The screenshot shows the 'Entry Data' dialog with the title 'Able Buffalo '08'. The 'Fields' tab is selected. In the 'Filters' section, there are two filter entries separated by an 'AND' button:

Filter Field	Operators	Filter Against
Port of Entry	IS	STARTS WITH 0901
<input type="button" value="Add Filter"/> [Importer Name] = 'ABLE INC' AND [Port of Entry] LIKE '0901%'		

- Then enter the filters for beginning and ending date (as described in the previous example)

The screenshot shows the 'Entry Data' dialog with the title 'Able Buffalo '08'. The 'Fields' tab is selected. In the 'Filters' section, there are four filter entries separated by 'AND' buttons:

[Importer Name] = 'ABLE INC' AND [Port of Entry] LIKE '0901%' AND [Entry Date] >= '01/01/2008' AND [Entry Date] <= '12/31/2008'			
--	--	--	--

- Run your report, and the only results will be Able Inc. entries entered in Buffalo in 2008

Entry Number	Total Entered Value	Entry Date	Importer Name	Port of Entry
0000029-9	\$0.00	1/5/2008	ABLE INC	0901-010
0000036-4	\$500.00	1/30/2008	ABLE INC	0901-010
0000017-4	\$5,000.00	2/17/2008	ABLE INC	0901-010
0000023-2	\$500.00	2/17/2008	ABLE INC	0901-010
0000039-8	\$63,000.00	2/27/2008	ABLE INC	0901-010

Complex Sample Report - "Able Formal & Quota"

- The filter for company name will be Importer Name “IS = TO” ABLE INC
- Because you ALWAYS want the client to be able, but the other filters are either/or:
 - Click the AND button, and then click the “Open Parenthesis” [() button

Filter Field	Operators -----	Filter Against
Importer Name	IS	= TO
		ABLE INC
Add Filter	[Importer Name] = 'ABLE INC' AND (

- Then enter Entry Type “IS = TO” 01 OR Entry Type “IS = TO” 02
 - Be sure to “Close Parenthesis” () after entering these filters

```
[Importer Name] = 'ABLE INC'
AND
(
[Entry Type] = '01'
OR
[Entry Type] = '02'
)
```

- Run your report, and the only results will be Able Inc. entries with Entry Type 01 or 02

Entry Number	Total Entered Value	Entry Date	Importer Name	Port of Entry
0000001-8	\$500.00	10/12/2007	ABLE INC	0901-010
0000005-9	\$17,375.00	10/19/2007	ABLE INC	2720-010
0000007-5	\$5,000.00	10/26/2007	ABLE INC	0901-010
0000011-7	\$30.00	12/4/2007	ABLE INC	0901-010
0000013-3	\$17,375.00		ABLE INC	2720-010
0000014-1	\$1,000.00	12/13/2007	ABLE INC	0901-010
0000026-5	\$5,000.00	12/19/2007	ABLE INC	0901-010
0000027-3	\$5,000.00		ABLE INC	0901-010
0000031-5	\$10,000.00	1/9/2008	ABLE INC	2704-010
0000036-4	\$500.00	1/30/2008	ABLE INC	0901-010
0000017-4	\$5,000.00	2/17/2008	ABLE INC	0901-010
0000023-2	\$500.00	2/17/2008	ABLE INC	0901-010
0000039-8	\$63,000.00	2/27/2008	ABLE INC	0901-010
0000042-2	\$500.00	2/29/2008	ABLE INC	2704-010

System Administration

System Administration

The System Administration module is available to SmartBorder users that are designated as managers and have been granted administrative access in the broker user profile. This module gives management the ability to edit the administrative options within SmartBorder. These options include information on customs documents, transmission locations, bill statuses, notes, entry review settings, and more.

Use the following links, or choose from the complete list in the left frame of this window:

[**System Administration Basics**](#) - This section covers the basics of using the SmartBorder System Administration module.

[**System Administration Functions**](#) - This section will assist in using System Administration functions in SmartBorder.

System Administration Basics

Accessing the System Administration Module

- Click the System Administration link on the SmartBorder Main Page:

The screenshot shows the SmartBorder ABI User Manual interface. On the left is a vertical navigation bar with the following sections and links:

- Transactions**: Electronic Invoice (All), Client Profiles, ABI Module.
- Reports**: ADHOC Reports.
- Other Modules**: In-Bond (CF-7512), Reconciliation, Manifest (AMS), Export (AES/SED), Protest, FDA Prior Notice.
- Tools**: Billing Tools, Change Password, Management.
- System Administration** (highlighted in red).
- Reference**: Tariff Picker, Query Cargo Manifest, FDA Product Codes, User Manual.
- General Information**: Form CBP-7501, System Requirements.

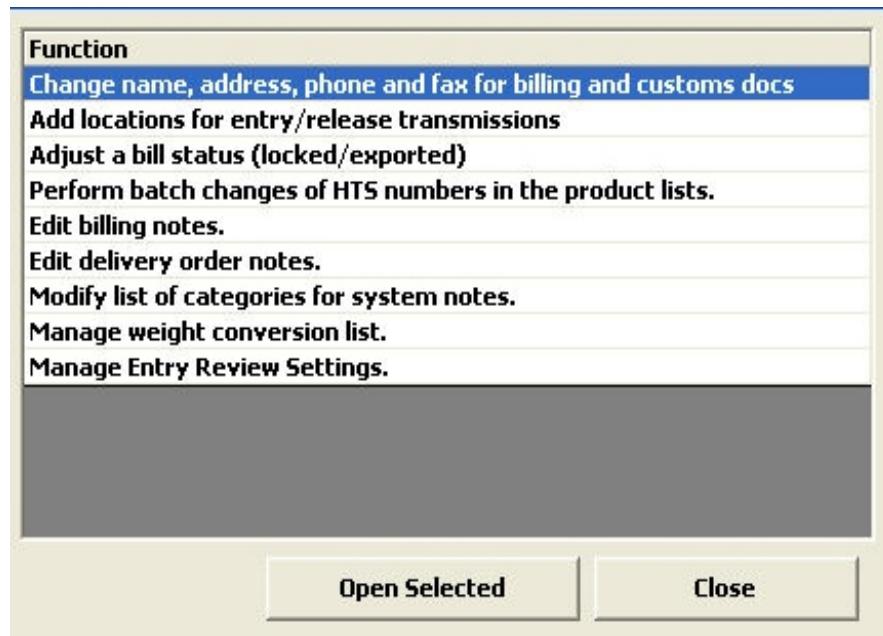
The main content area has the following sections:

- Top Stories** (with two items):
 - [SmartBorder on Facebook and Twitter](#) (7/9/2009 1:04:50 PM)
 - [Check out SmartBorder on Facebook and Twitter for SmartBorder and Industry updates](#)
 - [SmartBorder Gains ACE Entry Summary Certification](#) (6/8/2009 2:25:53 PM)
 - [SmartBorder Eases the Burden of Lacey Act](#) (6/8/2009 2:24:45 PM)
 - [What's New with the Lacey Act?](#) (3/19/2009 5:29:31 PM)
- Admin Messages** (with several items):
 - 08/14/09 [Update on Air In-Bond Functionality](#) 09-000289
 - 08/14/09 [Harmonized Tariff Information on ITC Web Site](#) 09-000288
 - 08/14/09 [Another delay of Trade Action in Beef Hormones](#) 09-000287
 - 08/12/09 [Reminder of Fatal ISF Edt. Modifications](#) 09-000286
 - 08/07/09 [Import Alert listings on FDA Internet Site](#) 09-000284
 - 08/07/09 [ACS Specialist](#) 09-000283
 - 08/04/09 [ACE Portal Reports Dictionary](#) 09-000282
 - 08/04/09 [ACE Portal Reports Dictionary](#) 09-000281
 - 08/03/09 [Phone @CBP Cargo Facility, SFIA been restored](#) 09-000280
 - 07/31/09 [Phone outage @CBP Cargo Facility, SFIA](#) 09-000279
 - 07/30/09 [Dynamic VPN \(Internet\) Trade Participants](#) 09-000278
 - 07/29/09 [UPDATE for ACE Reports issue referenced in CSM09-](#) 09-000277
 - 07/28/09 [Attention All ACE Report Users](#) 09-000276
 - 07/27/09 [CBP Publishes "10+2" Mitigation Guidelines](#) 09-000275
 - 07/27/09 [Updated Running ACE Reports User Guide for Trucks](#) 09-000274
- Industry News** (with several items):
 - [Commission Vote: Woven Electric Blankets from China](#) ([usitc.gov](#))
 - [News Release: Probable Effects Report -- Proposed Modification of U.S.-Singapore FTA Rules of Origin](#) ([usitc.gov](#))
 - [Commission Vote: Adequacy Determination -- Pressure Sensitive Plastic Tape from Italy](#) ([usitc.gov](#))
 - [News Release: Section 337 Inv. -- Collaborative System Products](#) ([usitc.gov](#))
 - [News Release: Shifts in U.S. Merchandise Trade 2008 Released](#) ([usitc.gov](#))
 - [Commerce Initiates Antidumping and Countervailing Duty Investigations of Narrow Woven Ribbons with Woven Selvedge from Taiwan \(AD\) & China](#) ([trade.gov](#))
 - [News Release: The Year in Trade 2008 Released](#) ([usitc.gov](#))
 - [CBP ISF/10+2" 2009 Outreach Schedule](#) ([cbp.gov](#))

On the right side of the screen, there are two columns of information:

- Filer Code: 000**
- Login: SUser**
- Related Links** (with many links):
 - HARMONIZED TARIFF By Chapter
 - ACE Portal
 - U.S. Customs Website
 - Journal of Commerce
 - CROSS - Customs Rulings
 - USITC - U.S. International Trade Commission
 - AES Direct
 - Steel Importing License Info
 - SmartBorder Client Side Demo (requires Flash)
 - Download Adobe Flash Player (if required)
 - PDA - Food & Drug Administration
 - Food & Agricultural Import Regulations
 - FDA Food Labeling Guide
 - FCC - Federal Communications Commission
 - DOT - Dept. of Transportation
 - PWS - Fish & Wildlife - Electronic Declarations
 - U.S. Customs Marking of Goods Requirements
 - FTC - Federal Trade Commission
 - Conversion Info
 - 3-Letter AIR Carrier (IATA) Codes

System Administration Main Menu



- Select a function and click Open Selected, or click Close to close the System Administration Module.
- Now that you're familiar with the basics of the System Administration module, you're ready to begin using the [System Administration Functions](#).

System Administration Functions

System Administration Functions

Click on the link below to access the desired System Administration Module function:

[Change Info for Customs Docs & Billings](#)

[Add Locations for Transmissions](#)

[Adjust a Bill Status](#)

[Perform Batch HTS Changes](#)

[Edit Billing Notes](#)

[Edit Delivery Order Notes](#)

[Modify List of Categories for System Notes](#)

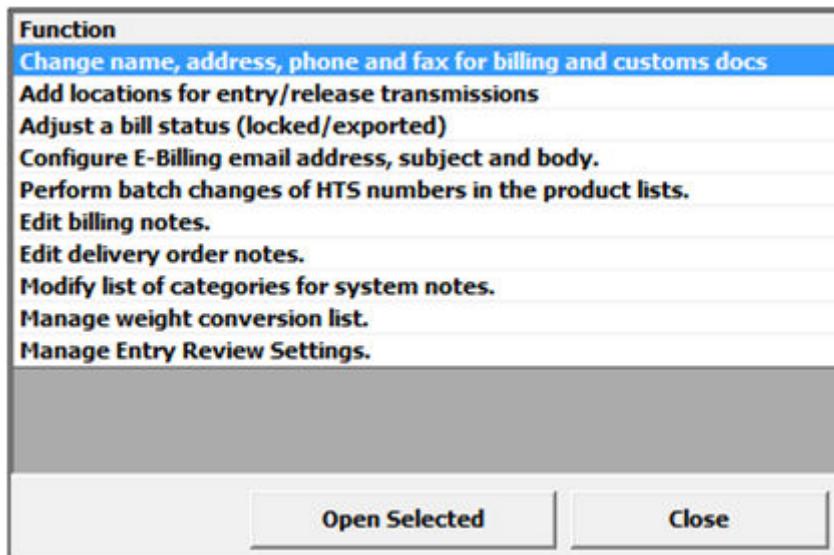
[Modify Weight Conversion List](#)

[Manage Entry Review Settings](#)

Change Info for Customs Docs & Billings

This option allows managers to change the information that will print on customs documents and billings. You can set multiple port based records and notes to display on the CF-3461.

- Click on Change name, address, phone and fax for billing and customs docs

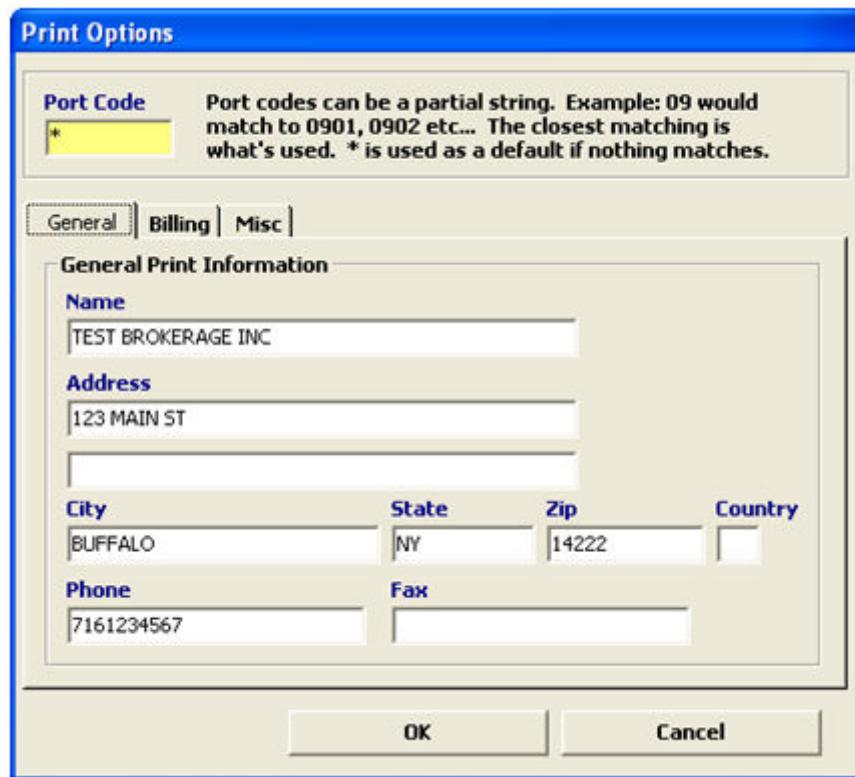


- This will open the **Port Info List** screen

Match Port Code	Name	Address 1	Address 2	City
*	TEST BROKERAGE INC	123 MAIN ST		BUFFALO

On the right side of the table, there are three buttons: 'Add', 'Edit', and 'Del'. At the bottom right is a 'Close' button.

- Click Add to create an information record, or click Edit to modify the existing data. This will open the Print Options screen.



- Enter the desired information in each section of this screen, starting with the Port Code
 - Enter a * for the general record to be used for all entries that don't fall under a port specific record
 - Create port-specific records by entering the full or partial port code
- Then enter the actual name/address/phone/fax information under each appropriate area:

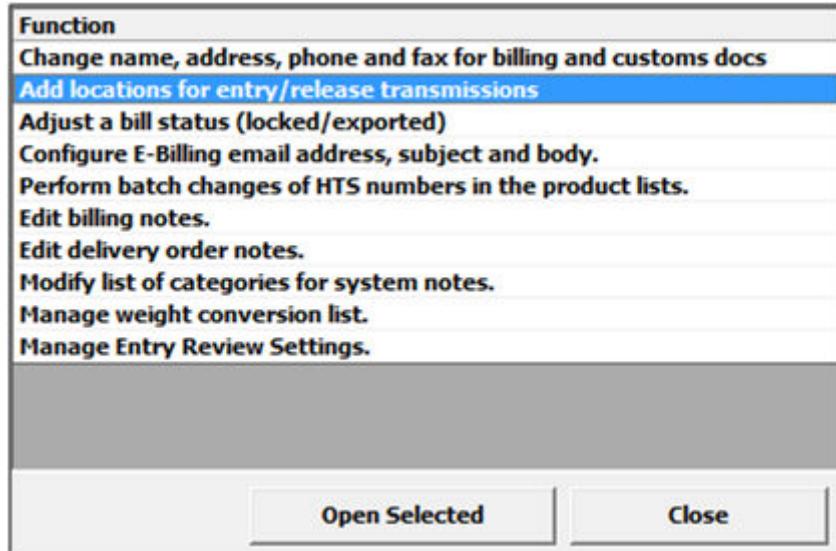
Field/Button/Tab	Status	Description
General	Tab	Enter the general name/address information to print on customs documents.
Billing	Tab	Enter the name/address to be used as the "remit to" on SmartBorder billing invoices.
Misc	Tab	Enter the information to be used as "notes" on the CF-3461.
OK/Cancel	Buttons	OK will save the information record. Cancel will cancel and go back to the Port Info List without saving.

- Click OK to save the information record
 - Cancel will cancel and go back to the port info list without saving

Add Locations for Entry/Release Transmissions

This option allows managers to add and edit locations for transmissions in SmartBorder. This menu is also used to set ports for RLF, controlling statement, and branch features. You will want to ensure that your customs representative has "switched on" for any new ports, before transmitting remote entries for that port.

- Click on Add locations for entry/release transmissions



- This will open the **Location Management** screen

Location Management				
Location	Port Code	Controlling RLF Port	Controlling Statement Port	Branch P
BUFFALO, NY	0901-010			
LEWISTON, NY	0901-020			
NIAGARA FALLS, NY	0901-030			
LOS ANGELES, CA	2704-010	BUFFALO, NY - 0901-010		
HUNTINGTON BEACH, CA	2709-010			
LONG BEACH, CA	2709-020			
NEWPORT BAY, CA	2709-030			
SAN PEDRO, CA	2709-040			
CALUMET HARBOR, IL	3801-010			
DETROIT, MI	3801-020			
ECORSE, MI	3801-030			
RIVER ROUGE, MI	3801-040			
RIVERVIEW, MI	3801-050			
TRENTON, MI	3801-060			

*** Adding port codes here does NOT turn you on for transmission automatically.
 You must call your ABI rep in order to be turned on with US Customs.

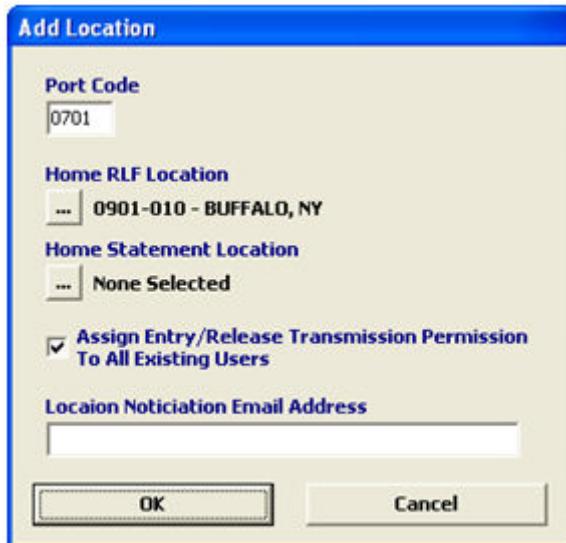
Add
Set/Reset RLF
Set/Reset Statement Port
Set/Reset Branch
Flag For Branch
Set Notification Email Address
Set/Reset Office Code
Set/Reset Default Firms Cd.

Close

- Click Add to add a new location for entry/release transmissions.
 - You can also edit existing records by clicking on the appropriate button:

Button	Description
Set/Reset RLF	Click to set the controlling RLF port for the selected port. This will open the Set RLF screen, where you can click the ellipsis to choose the RLF port.
Set/Reset Statement Port	Click to set the controlling statement port for the selected port. This will open the Set Statement Port screen, where you can click the ellipsis to choose the statement port.
Set/Reset Branch	Click to select the branch profile to be associated with this port. This will open the Locations Branch screen, where you can click the ellipsis to choose the branch profile. (Branches must be created as a profile in the profiles module)
Flag for Branch	Click to flag this port as a branch. This will activate the branch feature, which can be managed through the branch profile and the user profile sections.
Set Notification Email Address	Click to set a notification email address for the selected port. This email will receive notifications associated with the selected port.
Set/Reset Office Code	Click to set the office code for the selected port.
Set/Reset Default Firms Code	Click to select a default FIRMS code for each port. This will auto-fill in each entry based on the selected port.

- Clicking Add will open the Add Location screen:



- Enter the Port Code that you would like to add as an entry/release location. If you are editing an existing port, this will display the port code and port name for the selected location record.
- Then enter/choose the appropriate location information as described below:

Field/Button	Description
Home RLF Location	Click the ellipsis to choose the home port location for RLF transmissions in this port. This will display the pick-list of all available ports that can be chosen as the home port

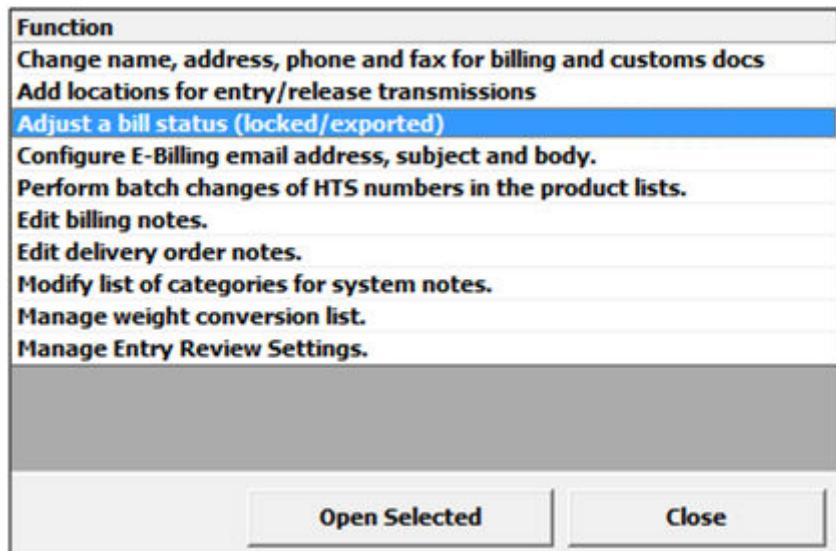
	for RLF transmissions.
Home Statement Location	Click the ellipsis to choose the home statement location for entries in this port. This will display the pick-list of all available ports that can be chosen as the home statement port. This cannot be used with RLF.
Assign Permission to Existing Users	Check this box to give all existing users permission to send release/entry transmissions for this new location. If this is not checked, users must be given permission individually through the broker profile.
Location Notification Email Address	Reserved for future use.

- Click OK to save this location and return you to the locations screen
 - Cancel will cancel and return to the locations screen without saving.

Adjust a Bill Status

This option allows you to adjust the status of a SmartBorder billing. This feature is used to unlock a bill that has been locked or exported previously.

- Click Adjust a Bill Status on the System Administration menu



- This will open the Adjust Bill screen



- Enter a locked/exported Bill number that you would like to adjust. This will unlock the bill, allowing you to modify the billing.
 - You can also enter the Entry Number for the bill that you would like to adjust.
- Then click the Open button next to the entered number to unlock/adjust the bill
 - Click Close to close this screen without adjusting a bill



- Check each of the appropriate boxes to perform the desired actions:

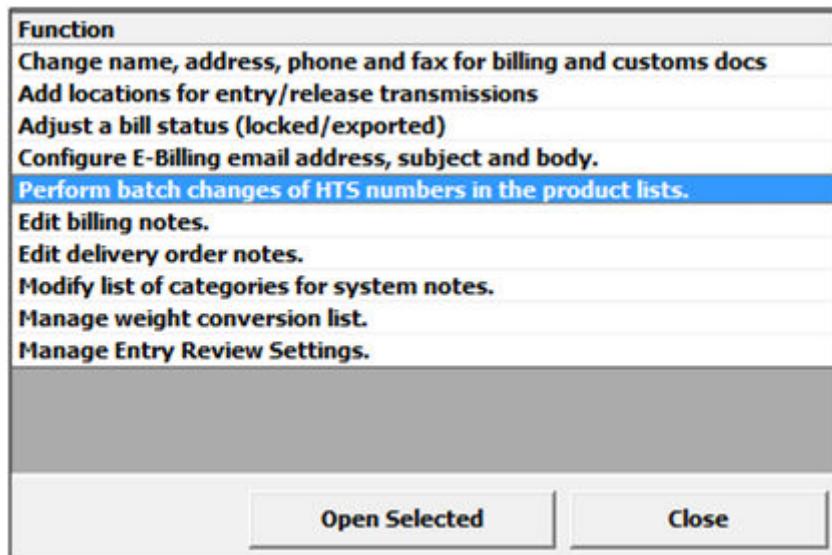
Field/Button	Status	Description
Is Exported	Checkbox	Check this box to change the selected bill status to "exported". If this bill has already been exported, you can de-select this box to remove this exported status.
Is Locked	Checkbox	Check this box to change the selected bill status to "locked". If this bill has already been locked, you can de-select this box to remove this locked status.
Is Accounts Payable Exported	Checkbox	Check this box to change the selected bill status to "accounts payable exported". If this bill has already been locked, you can de-select this box to remove this accounts payable exported status.
Is Revenue Exported	Checkbox	Check this box to change the selected bill status to "revenue exported". If this bill has already been locked, you can de-select this box to remove this revenue exported status.
OK/Cancel	Buttons	Click OK to save changes and return to the Adjust Bill screen. Click Cancel to cancel and return to the Adjust Bill screen without saving.

- Click OK to save and adjust the desired bill
 - Click Cancel to exit this screen without completing the adjustment

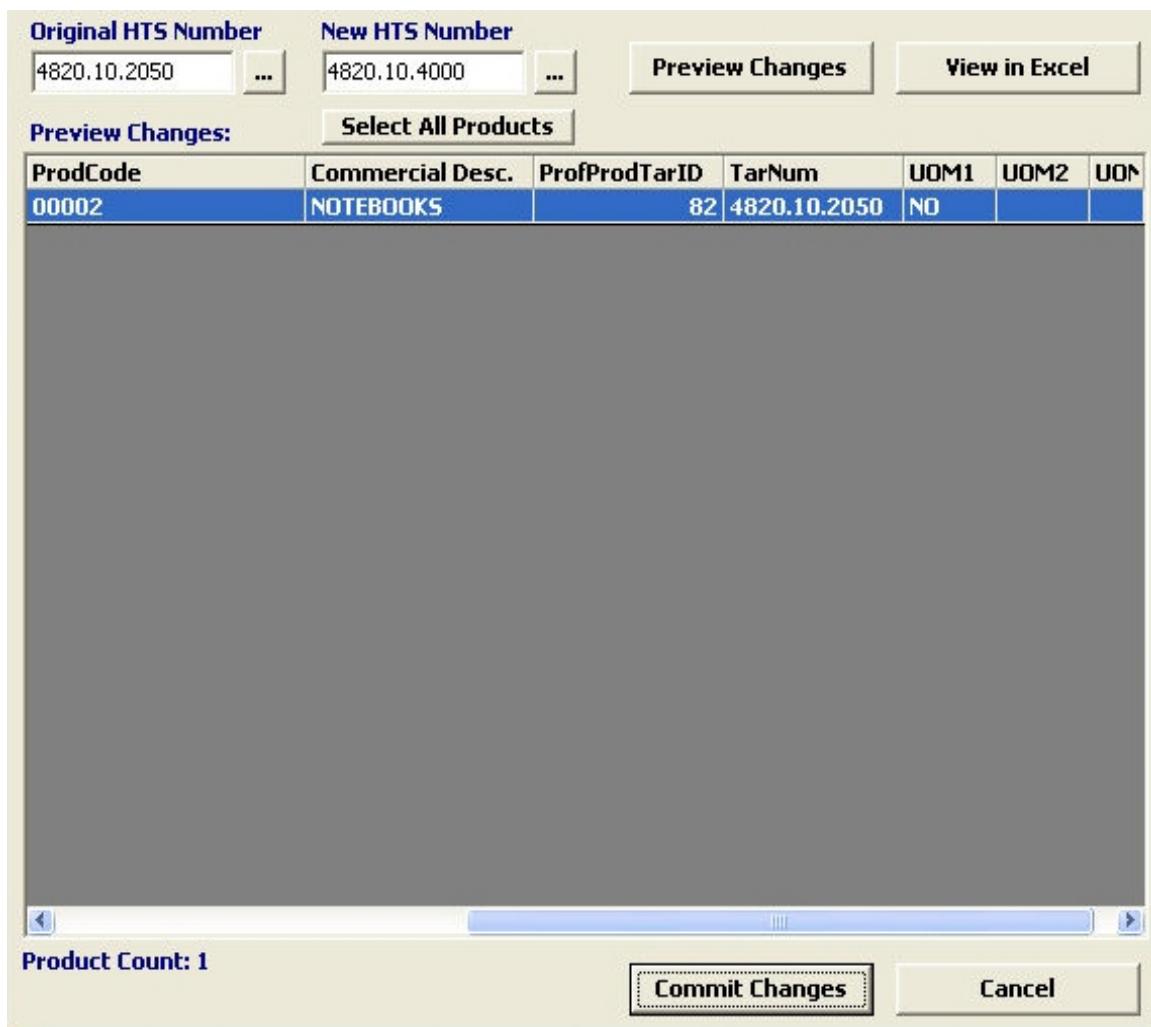
Perform Batch HTS Changes

This option enables you to perform batch HTS changes to product lists in SmartBorder. This is helpful when Customs makes HTS changes that affect multiple products/clients.

- Click Perform batch changes of HTS number in the product lists



- This will open the **Batch HTS Change** screen



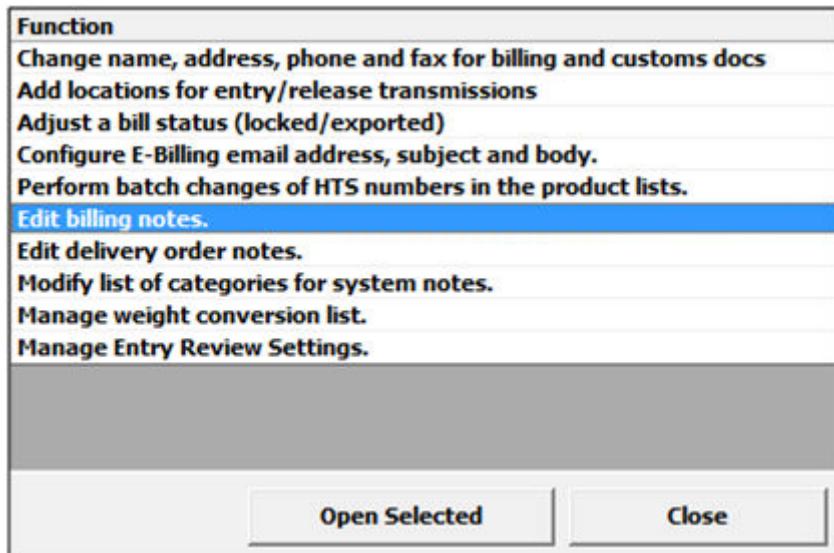
- Enter Original HTS Number to be changed, or choose from the tariff picker by clicking the ellipsis.
- Enter the New HTS Number to replace the original HTS, or choose from the tariff picker by clicking the ellipsis.

Field/Button	Description
Preview Changes	Click to Preview the products that will be changed by these changes.
View in Excel	Click to view this listing in a Microsoft Excel format (.xls)
Select All Products	Click to select all products that appear in this list.
Commit Changes	Click this button to commit the batch HTS change for all selected products.
Cancel	Click to close this screen and return to the System Administration screen without saving.

Edit Billing Notes

This option enables you add universal billing notes, to appear on SmartBorder billing invoices. These notes can be set to be branch specific as well as system-wide, and they can also be set for a specific date range.

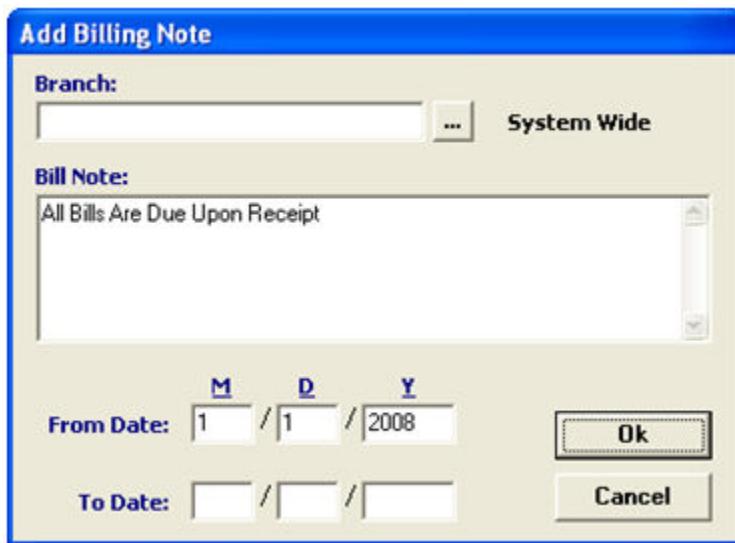
- Click Edit Billing Notes on the System Administration menu



- This will open the Billing Notes screen

A screenshot of a computer screen displaying the 'Billing Notes' screen. The screen has a grid with columns: 'Branch', 'Note', 'From Year', and 'From Month'. There is one visible row for 'SYSTEM' with the note 'All Bills Are Due Upon Receipt', and the 'From Year' and 'From Month' fields are both set to '2008'. To the right of the grid is a vertical toolbar with three buttons: 'Add', 'Edit', and 'Del'. At the bottom of the screen is a horizontal toolbar with a 'Close' button.

- Click Add or Edit to edit the selected billing note.
- This will open the Billing Note screen.



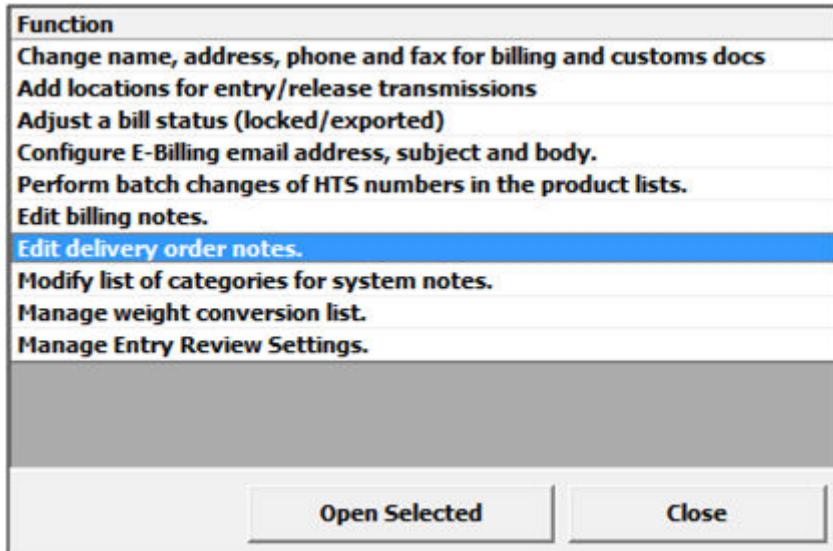
Field/Button	Status	Description
Branch	Optional	Enter the desired branch code for this note. If you leave this field blank, the billing note will be displayed system wide (for all billings). You can also choose from the pick-list by clicking the ellipsis.
Bill Note	Mandatory	Enter the billing note, as you would like it to appear on the bill.
From Date	Optional	Enter the month, day, and year that you would like this note to begin appearing on billings.
To Date	Optional	Enter the month, day, and year that you would like this note to end.

- Click OK to save the billing note.
- Cancel will go back to the Port Billing Notes screen without saving.

Edit Delivery Order Notes

This option enables you add universal delivery order notes, to appear on SmartBorder delivery orders. These notes can be set to be branch specific as well as system-wide, and they can also be set for a specific date range.

- Click Edit Delivery Order Notes in the System Administration menu

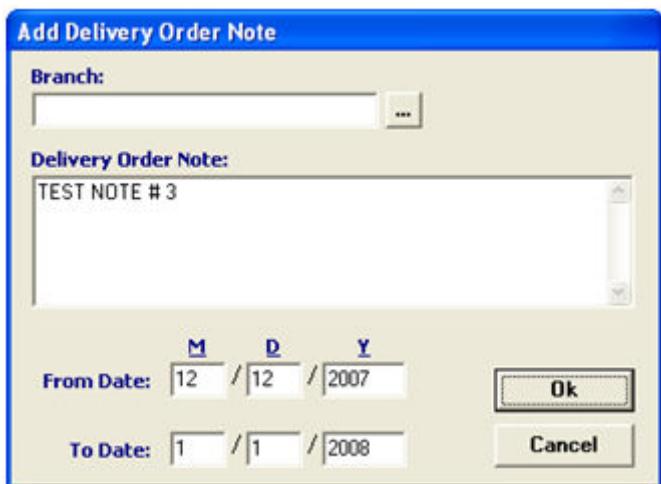


- This will open the Delivery Order Notes screen

Branch	Note	From Year	From Month	
SYSTEM	TEST NOTE #3	2007	12	
SYSTEM	TEST NOTE #5	0	0	
SYSTEM	TEST NOTE #6	0	0	
SYSTEM	TEST NOTE #7	2007	7	

- Click Add or Edit to edit the selected delivery order note.

- This will open the Add Delivery Order Note screen.



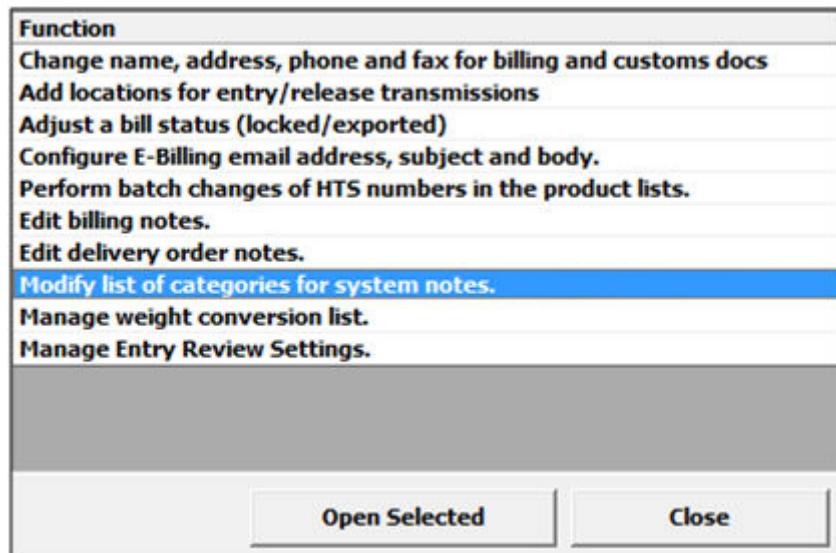
Field/Button	Status	Description
Branch	Optional	Enter the desired branch code for this note. If you leave this field blank, the delivery order note will be displayed system wide (for all delivery orders). You can also choose from the pick-list by clicking the ellipsis.
Bill Note	Mandatory	Enter the note, as you would like it to appear on the delivery order.
From Date	Optional	Enter the month, day, and year that you would like this note to begin appearing on delivery orders.
To Date	Optional	Enter the month, day, and year that you would like this note to end.

- Click OK to save the delivery order note.
- Cancel will go back to the Delivery Order Notes screen without saving.

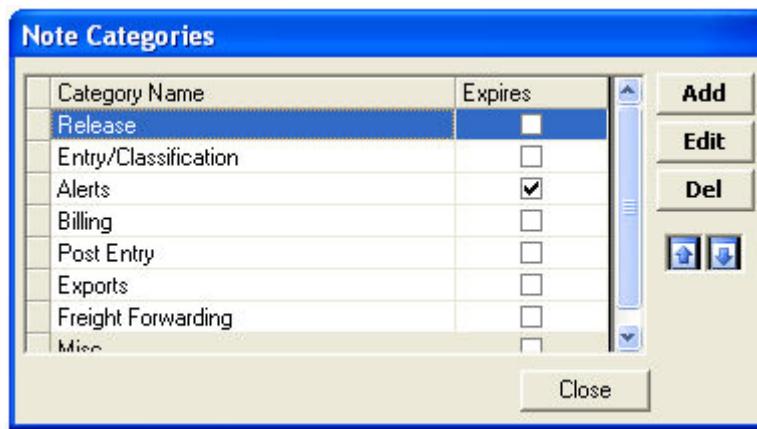
Modify List of Categories for System Notes

This option allows you to add/edit the categories of system notes in SmartBorder. You can create customized note categories as well as edit the default categories using this feature.

- Click Modify list of categories for system notes



- This will open the **Note Categories** screen



- Click Add or Edit to edit the selected category.
 - This will open the Add Note Category screen.



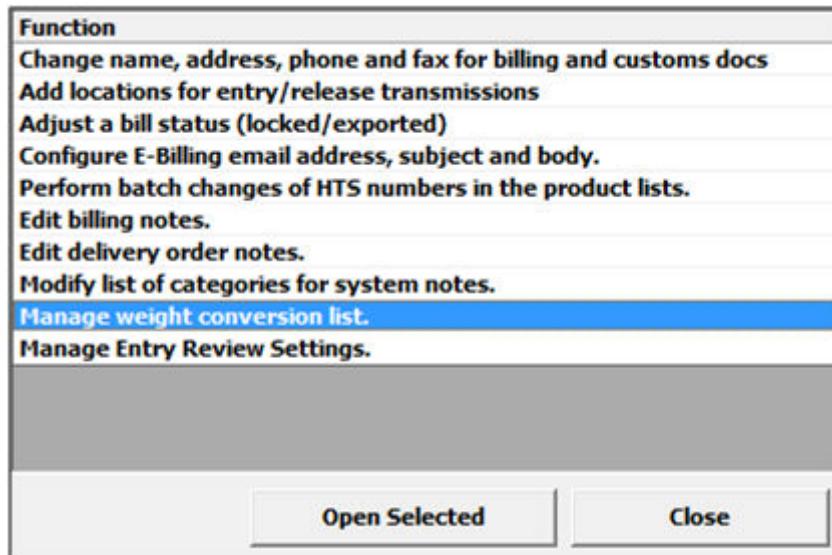
Field/Button	Status	Description
Category Name	Mandatory	Enter the name for this note category.
Notes can expire	Checkbox	Check this box if notes in this category can expire.

- Click OK to save the note category.
 - Cancel will go back to the Note Categories screen without saving.

Modify Weight Conversion List

The ABI application features a weight/measurement conversion list. This feature allows managers to edit the records in this list, add any standard conversions that aren't currently in this list, or create custom conversion records.

- Click Modify Weight Conversion List in the System Administration menu



- This will open the Weight Conversion List

Description
GRAM To KG
PCS To DOZEN PAIR
PIECES To DOZEN
PIECES To NUMBER
POUND To KG
SQ FOOT To SQ METERS
SQ INCHES To SQ METERS
STN To KG
Ton To KG

At the bottom of the table are four buttons: 'Add', 'Delete', 'Edit', and 'Done'.

- Click Add, or Edit to edit the selected conversion record.
 - This will open the Add/Edit Weight Conversion screen.

Current UOM Description Formula New UOM Description

PCS ... PIECES /12 = DOZ ... DOZEN

Valid format for entering formula is: Operator [+,-,*,/] + space + a number

Addition = '+', subtraction = '- ', multiplication = '* ', Division = '/ '

Verify Conversion **Save** **Cancel**

Field/Button	Status	Description
Current UOM	Mandatory	Enter the unit of measure to be converted, or you can choose from the pick-list by clicking the ellipsis.
Description	Mandatory	Enter the description for this UOM. For custom conversions, you can use this to specify, when the exact UOM code is not found in the UOM list.
Formula	Mandatory	Enter the formula for the conversion. You first enter the operator, then a space, and finally the number. The valid list of operators is Addition [+], Subtraction [-], Multiplication [*], and Division [/]
New UOM	Mandatory	Enter the resulting unit of measure, or you can choose from the pick-list by clicking the ellipsis.
Description	Mandatory	Enter the description for this new UOM. For custom conversions, you can use this to specify, when the exact UOM code is not found in the UOM list.
Verify Conversion	Button	Click this button to run the a conversion verification (see image below).

- Click Verify Conversion to test your created conversion:

Weight Conversion

From Quantity From UOM Convert To

144. PCS DOZ

12.

OK **Cancel**

- Once verified, Save will save the conversion.
 - Cancel will go back to the Weight Conversion List without saving.

Manage Entry Review Settings

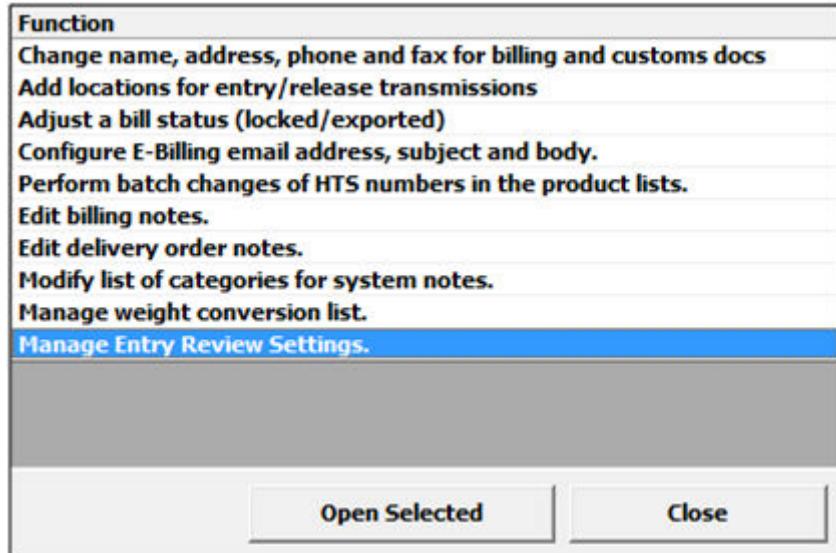
This option enables managers to edit the settings for the SmartBorder entry review feature. This feature is used to place a mandatory review on certain types of entries, which allows management to maintain control over entries when necessary.

Entry Review How-To Video

Please begin by viewing the video on entry review in SmartBorder:

[Entry Review How-To Video](#)

- Click Manage Entry Review Settings in the System Administration menu



- This will open the Entry Review Settings screen

General Review Settings

- The settings on the General tab will specify which conditions will require an entry review.

General | Tariff Numbers

The Following Settings Require an Entry Review

OGA/PGA Regulated Shipment on Broker's Bond

Check if Analyst is on Review

Check if Client is on Review

Merchandise May be Quota

Merchandise May be subject to ADD/CVD

Shipment on Brokers Bond

Subject to TSCA

Check if Duty is Over:

Truck	Non Truck
\$ 100000	\$ 100000

US Goods on Broker's Bond is Over \$ 10000

Pymt Date is Over 10 Days from Rel Date

Check if Valid NAFTA (ECO) on File

Verify Product Codes/Tariff #'s/Audits

Entry Types which Require Review (Separated by Commas)

02

OK **Cancel**

- Check the desired criteria for which to run entry reviews on:

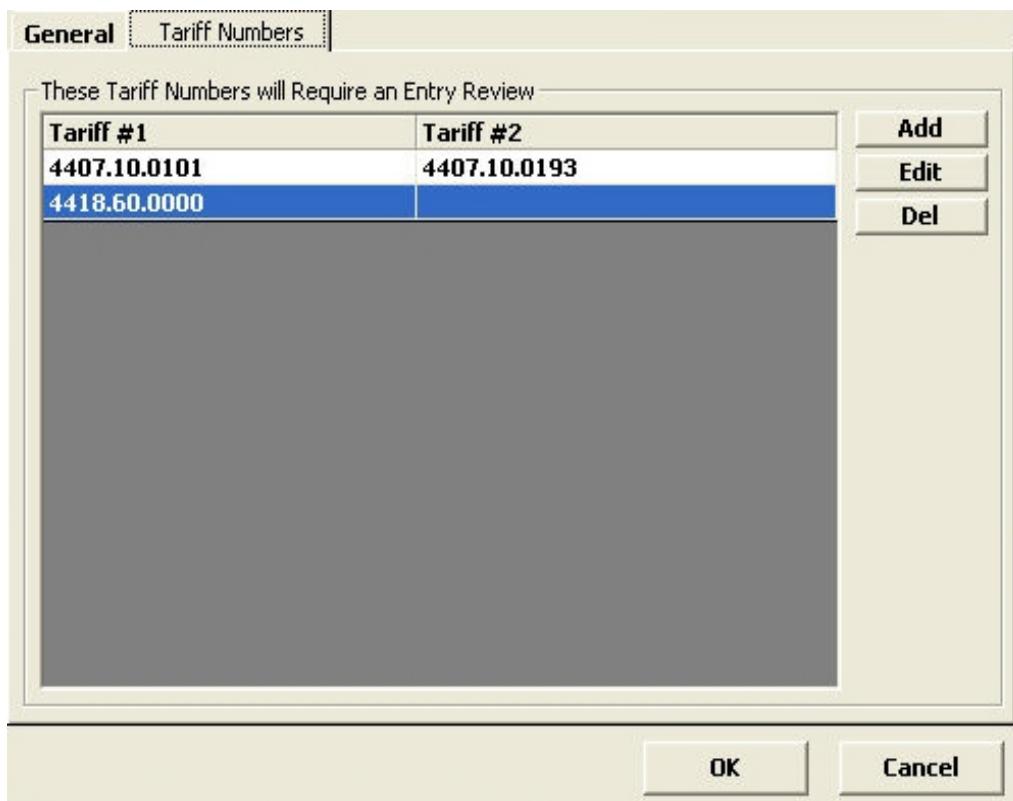
Field/Button/Tab	Description
OGA/PGA Regulated Shipment on Broker's Bond	Check this box to place review on any shipment regulated by a government agency (FDA, FCC, USDA, etc.) if the bond used is from the broker profile.
Check if Analyst is on Review	Check this box to place review on any entries keyed by an analyst that is on review.
Check if Client is on Review	Check this box to place review on any entries where the client is on review.
Merchandise may be Quota	Check this box to place review on any entries that may be quota.
Merchandise may be subject to ADD/CVD	Check this box to place review on any entries that may be subject to ADD/CVD.
Shipment on Broker's	Check this box to place review on entries that use the broker's bond.

Bond	
Subject to TSCA	Check this box to place review on entries that are subject to TSCA.
Check if Duty is Over	Check this box to place review on entries where the duty exceeds the specified amount. You must specify amounts in the truck and non-truck fields.
US Goods on Broker's Bond is Over	Check this box to place review on entries that have US Goods exceeding the specified value, if the bond used is from the broker profile. You must enter a value for this to reference.
Payment date is over 10 days from Release date	Check this box to place review on entries where the payment date is over 10 days from the release date.
Check if a valid NAFTA (ECO) on file	Check this box to place a review on entries that do not have a valid NAFTA (ECO) on file in the client profile.
Verify Product Codes/Tariff #'s /Audit	Check this box to place an entry review on entries without product codes, tariff numbers, or if the selected product is flagged for audit.
Entry Types	Enter the specified entry type(s) subject to review, if desired. You must enter entry type(s) and you can enter multiple types in this field, separated by commas.

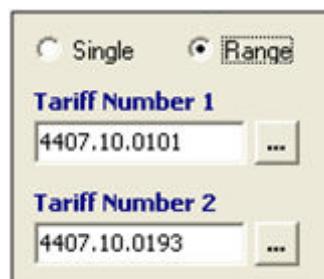
- OK will save the review settings
 - Cancel will go back to the System Administration screen without saving.

Tariff Number Review

- Use the Tariff Number tab to denote a specific HTS classification (or range) that will require an entry review.



- Click Add to add a new tariff record. This will open the Add Tariff # screen



- Enter a single tariff number in the box, or select Range if you'd like to enter a range.
 - Range will require that you enter a starting/ending HTS.
- Click OK to save the Entry Review Settings
 - Cancel will go back to the Entry Review Settings screen without saving.