



Canadian eManifest for Forwarders

SmartLink ACI



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March 10th 2015



Abbreviation

Overview

eManifest for Freight Forwarder

Solutions for eManifest

Tips and Best Practices

References

The information contained herein is accurate at the time of distribution and may be subject to change.

Abbreviation

- CBSA: Canadian Border Service Agency
- ASFC: Agent des services frontaliers du Canada
- CCN: Cargo Control Number
- ATD: Advance Trade Data
- ACI: Advance Commercial Information
- HBL: House Bill of Lading
- PARS: Pre-Arrive Release System
- RNS: Release Notification System
- SNP: Second Notify Party
- AMPS: Administrative Monetary Penalty System
- ECCRD: Electronic Commerce Client Requirements Document
- BOL: Bill of Lading
- FPOA: First Point of Arrival

Phase III of Advance Commercial Information(ACI) - eManifest

Canadian Advance Commercial Information(ACI) Program by Phase

Phase	Effective Date	Filer	Report	Timeframe
Phase I		Marine Carrier	Cargo, Conveyance, Supplementary	24 hours prior to loading
Phase 1	April, 2004	Freight Forwarder	Supplementary	24 hours prior to loading
		Air Carrier	Cargo, Conveyance, Supplementary	4 hours prior to arrival
Phase II	July, 2006	Marine Carrier	US Loading Cargo filing added	24 hours prior to arrival
	March, 2013	Marine Carrier, Air Carrier	Conveyance Arrival Certification Message	After vessel arrival
		All highway & Rail shipment	Cargo, Conveyance	
Phase III eManifest	Planned	Freight Forwarder	Secondary Data (House Bill)	Depending on transportation mode
		Importer or Broker	Importer Data	

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Overview of eManifest

What is Canadian eManifest?

Phase III of the ACI program, also known as eManifest, will require carriers, freight forwarders and importers in all modes of transportation (air, marine, highway and rail) to electronically transmit cargo, conveyance, house bill/supplementary cargo and importer data to the CBSA prior to loading in the marine mode and prior to arrival in the air, rail and highway modes.

X Until the transmission of advance house bill data becomes mandatory, electronic supplementary reports will continue to be required in the air and marine modes, using an EDI method. Once the transmission of advance electronic house bill data becomes a mandatory requirement, freight forwarders, in the

air and marine modes, will be required to transmit supplementary cargo data for consolidated Freight Remaining on Board (FROB) only.

Purpose of Canadian eManifest

eManifest, a major Government of Canada initiative, involves getting the right information at the right time to allow the CBSA to identify and mitigate potential threats to Canada while facilitating the movement of low-risk shipments across the border.

Who is in Charge of eManifest Filing?

Highway carriers – To transmit advance cargo and conveyance data Rail carriers – To transmit advance cargo and conveyance data Freight forwarders – To transmit advance house bill Importers – To transit of advance importer data

Time frames for submitting advance information

Time frames for submitting advance information by each mode and role

	Marine	Air	Rail	Highway	
Carriers will provide electronic cargo, conveyance and crew/passenger information as follows:	Cargo: 24 hours prior to loading or arrival depending on type and origin of goods Conveyance/Crew: 24 or 96 hours prior to arrival	4 hours prior to arrival or at time of departure	2 hours prior to arrival	1 hours prior to arrival	The CBSA v validate da risk asses the
Freight forwarders will provide electronic house / supplementary cargo data as follows:	24 hours prior to loading or arrival depending on type and origin of goods	4 hours prior to arrival or at time of departure	2 hours prior to arrival	1 hours prior to arrival	shipmen and make release o refer recommen ations pri to arrival
Importers will provide electronic importer data as follows:	24 hours prior to loading or arrival depending on type and origin of goods	4 hours prior to arrival or at time of departure	2 hours prior to arrival	1 hours prior to arrival	the shipment Canada

Penalties and Records Management

When eManifest requirements are in full-effect, clients deemed to be noncompliant may be issued monetary penalties under the Administrative Monetary Penalty System (AMPS). When applicable, the CBSA may issue penalties for;

- Providing information that is incomplete, inaccurate or false
- Failing to send the required information within the designated, mode-specific timeframes
- Failing to notify the CBSA that the data has changed

Records management – Are you ready?

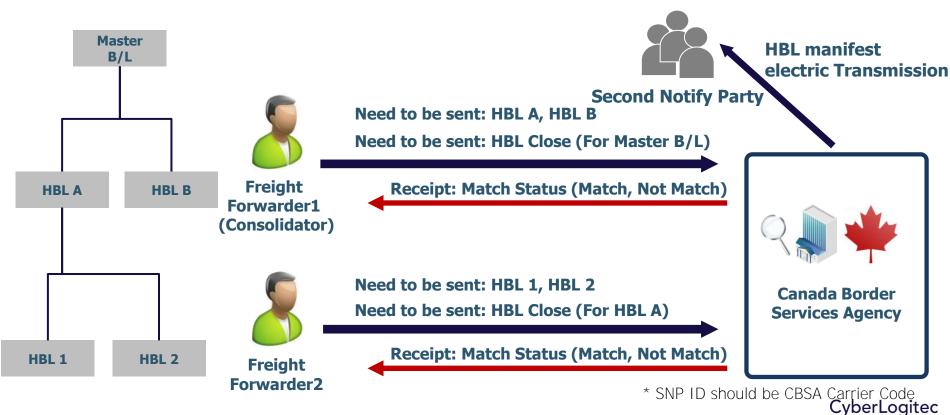
- Carriers and Freight forwarder are responsible for maintaining records for three (3) years plus current.
- Importers are responsible for maintaining importing records for six (6) years plus current.
- The eManifest Portal is a transmission method only and is not a database for records management.
- Highway carriers, freight forwarders and importers are responsible for establishing their own effective records management system in order to comply with regulations.

eManifest for freight forwarders

Filing Process

Messages need to be sent: HBL Manifest, House Bill Close

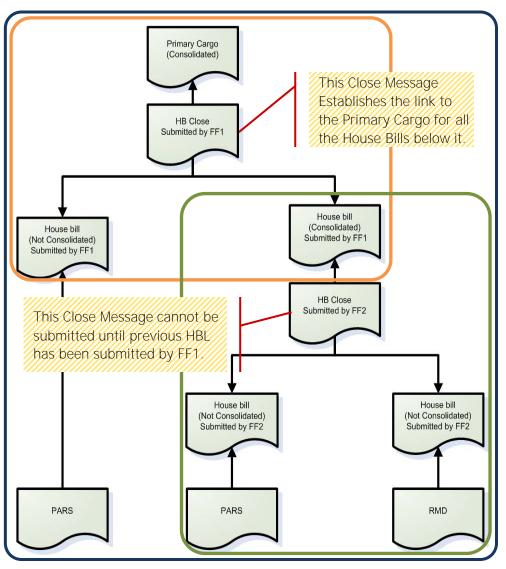
- Freight forwarders will also be required to transmit a house bill 'close' message once all house bills within a consolidated shipment have been sent to the CBSA.
- The CBSA can forward house bill data are nominated by the transmitter of house bill data through a Secondary Notify Party (SNP) identifier (ID).



eManifest for freight forwarders

Filing Process – Completeness Notification

House Bill Process Flow



Consolidated Primary Cargo to House Bill Close

Message Matched Notification:

- 1) A carrier transmits consolidated Primary cargo.
- 2) If no related trade data is on file, a **Not Matched Notice** is sent to the carrier.
- 3) FF1 transmits house bill data and a House Bill Close Message when all house bill transmissions are complete.
- 4) Once the House Bill Close Message and Primary cargo data is accepted and on file, a Matched Notice is generated and sent to both the carrier and FF1

• Consolidated House Bill to House Bill Close Message Matched Notification:

- 1) FF1 transmits consolidated house bill data to the CBSA.
- 2) If no related trade data is on file, a **Not Matched Notice** is sent to FF1.
- FF2 transmits non-consolidated house bill data and House Bill Cl ose Message data when all house bills are transmitted.
- 4) Once the house bill and the House Bill Close Message data is acc epted and on file, Matched Notices are generated and sent to F F1 for the consolidated house bill and FF2 for the House Bill Clos e Message.

eManifest for freight forwarders

Filing Process – HBL Manifest Data Elements

н	ouse Bill
Mandatory	Conditional
 Cargo Control Number (M) Cargo Description (M) Cargo Weight (M) Cargo Weight Unit of Measure (M) Consignee (M) Consolidated Freight Indicator/ House Bill to follow (M) Equipment Type (M) Freight Forwarder Code (M) Marks and Numbers (M) Mode Type (M) Movement Type (M) Port of Destination (M) Primary Cargo Control Number (M) Quantity (M) Quantity Unit of Measure (M) Shipper (M) 	 * Amendment Code (C) * Consolidator (C) Dangerous Goods Code (C) * Dangerous Goods Contact Information (C) * Dangerous Goods Special Instructions (C) • Delivery Address (C) • Equipment Identifier (C) • HS Code (C) • Notify Party (C) * Place of Consolidation (C) * Port of Discharge (C) * Secondary Notify Party (C) • Special Instructions (C) Optional * Business to Business Comments (O)

House B	Bill Close
Previous Cargo Control Number (M)	Cargo Control Number (M)

* Red fields are in the emanifest House Bill, but not in the Supplementary.

₩ M: Mandatory, C: Conditional, O: Optional

Communication about eManifest filing ownership with partner company

Choice of type of filing and contract with service provider

- Electronic Data Interchange (EDI): recommended for high-volume clients.
- eManifest Portal: a free option designed primarily for small to medium sized businesses.
- Service providers: A list of CBSA-authorized service providers is available on the CBSA web site.

Carrier code application to Canadian customs (Bond can be applied if necessary)

 Carrier Code Application - Canadian Border Services Agency (<u>http://www.cbsaasfc.gc.ca/services/carrier-transporteur/menu-eng.html</u>)

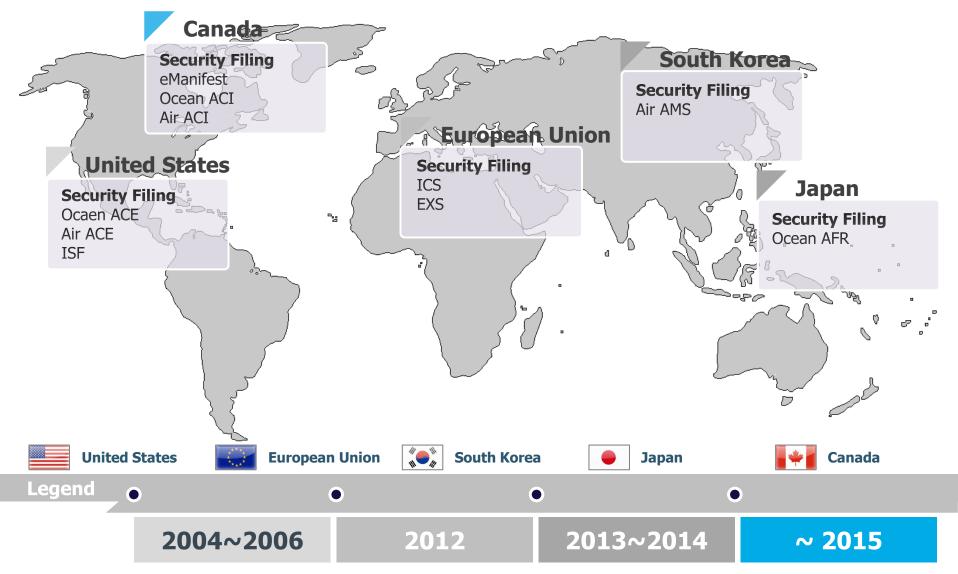
Submission of electric document requested

• EDI Application For ACI (<u>http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/bsf691-eng.pdf</u>)

Preparation for change of job processes and contingency plan

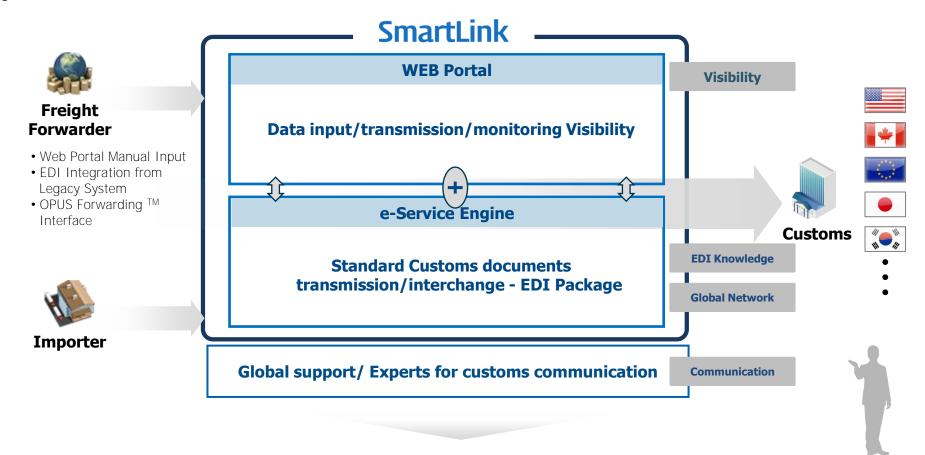
Education of processes and system for internal staff and partner

Our Solution - SmartLink ™



ACI eManifest filing options on SmartLink [™]

SmartLink provides various filing option to customer depending on their preference.



Global Logistics One-Stop Customs declaration Service

ACI eManifest function and feature on SmartLink [™]

SmartLink is 100% compliant with customs requirements and is built entirely around the goal of helping freight forwarder submit error-free eManifests with the least possible effort.

eManifest Functions

Submission and Validation for All Modes Retrieve and Modification Tracking and Visibility Document archiving / Management Data Sharing with Related Parties Automated Notification and Problem Solving, Dash boarding

Convert AMS to ACI or vice versa/Matching

eManifest Features

Flexible, Multi device/Cross browser support Architecture Advanced Search and Converting of data Managerial/Operational Reporting Partner Collaboration (Data Submission/Result) Improved Data Security (Secure and Reliable) Full Set of Customs Filing Support

eManifest Benefits

- Comply with CBSA's eManifest filing requirements to avoid penalties for inaccurate, late, or missing filings
- Reduce rekeying effort and improve data accuracy
- Improve visibility with advanced monitoring of filing process and status
- Minimize the risk of missing filings and improve service with timely alerts
- Increase operational efficiency through better collaboration with customers and coloaders

ACI eManifest Web Portal on SmartLink ™

HBL Entry and Transmission

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[House Bill Entry & Transmission]

[Party & Cargo Information Entry]

ACI eManifest Web Portal on SmartLink ™

HBL Inquiry

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[Declaration Status Summary]

[Check result or Retry]

ACI eManifest Web Portal on SmartLink ™

HBL Close Transmission and Retrieve

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[Check the House Bill Close Result]

[Close data Transmission]

ACI eManifest Web Portal on SmartLink ™

Supplementary Report Entry and Transmission

						New Reset	Retrieve	Transmit	Down Excel					
							Need	Help for Sup	plementary Report?					
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4	EDIT	801X2015021104	99992015021001	DRAFT	Risk Assessmen		Location	A	Country	2015-02-13 11:40:43	ACINVT	ACINVT01		
6	EDIT	801%2015021103	99992015021001	PENDING				CT		2015-02-11 10:11:10	ACINVT	ACINVT01	VIEW	
8	EDIT	801XTESTE	33332013021001	DRAFT				CI.	KOKDA, DEN, FE	2015-02-10 18:09:25	ACINVT	ACINVT01	<u>vicu</u>	
	EDIT	801XSDFASDF	9702MBL201502051400	DRAFT			1234	PUSAN	KOREA	2015-02-10 17:40:12	ACINVT	ACINVT01		
6	EDIT		9702MBL201502051400	REJECTED			1234	PUSAN	KOREA	2015-02-10 17:08:56	ACINVT	EDI	VIEW	
6	EDIT	801X2015021001	99992015021001	PENDING			1201	CT		2015-02-10 13:50:40	ACINVT	ACINVT01	VIEW	
6	EDIT	801X201502101143	9702MBL201502051400	ACCEPTED		MATCH	1234	PUSAN	KOREA	2015-02-10 11:55:09	ACINVT	ACINVT01	VIEW	
6	EDIT	801XSRN201502091305	9702MBL201502051400	ACCEPTED			1234	PUSAN	KOREA	2015-02-09 13:39:28	ACINVT	ACINVT01	VIEW	
0	EDIT	801X5RN201502021744	9702MBL2015020514001	ACCEPTED		NOT MATCH	1234	PUSAN	KOREA	2015-02-09 13:20:21	ACINVT	EDI	VIEW	
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0	EDIT	801XSRN201502061828	9702MBL201502051400	REJECTED			1234	PUSAN	KOREA	2015-02-06 20:05:26	ACINVT	EDI	VIEW	
0	EDIT	801XDETAILTEST	9702MBL2015020514001	PENDING			1234	PUSAN	KOREA	2015-02-06 16:39:05	ACINVT	ACINVT01	VIEW	
ô,	EDIT	801XSRN201502061405	9702MBL201502051400	PENDING			1234	PUSAN	KOREA	2015-02-06 15:07:15	ACINVT	EDI	VIEW	
4	EDIT	801XSRN201502061444	9702MBL201502051400	PENDING			1234	PUSAN	KOREA	2015-02-06 15:04:07	ACINVT	EDI	VIEW	
	EDIT	801XSRN201502061330	9702MBL201502051400	FAIL	RELEASED		1234	PUSAN	KOREA	2015-02-06 14:05:12	ACINVT	EDI	VIEW	

Transmission Date	Transmission Type	Transmission Message	Result	User ID
Supplementary Car	go Report			
015-02-06 20:04:35	Response	Application Acknowledgement	REJECTED	
015-02-06 18:30:06	Request	Supplementary Cargo Report [Original]		EDI

[Check the Customs Status]

[Check the Transmission History]

ACI eManifest Web Portal on SmartLink ™

Supplementary Report Entry and Transmission

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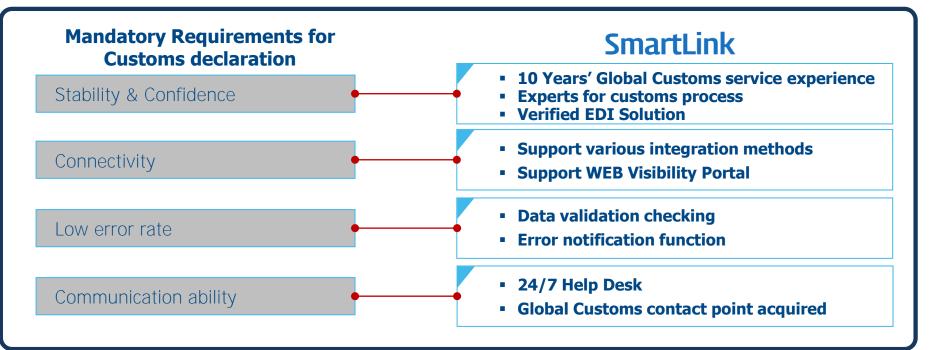
[House Bill Entry & Transmission]

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Tips and Best Practices

Service Provider Selection Checklist

- Do they provide guarantee of stable service?
- Do they provide various data interface options?
- Do they provide quick implementation?
- Do they provide business expert and knowledge in service?
- Do they have enough experience on customs filing operation?
- Do they have potential ability to support regional expansion with various filing services worldwide?



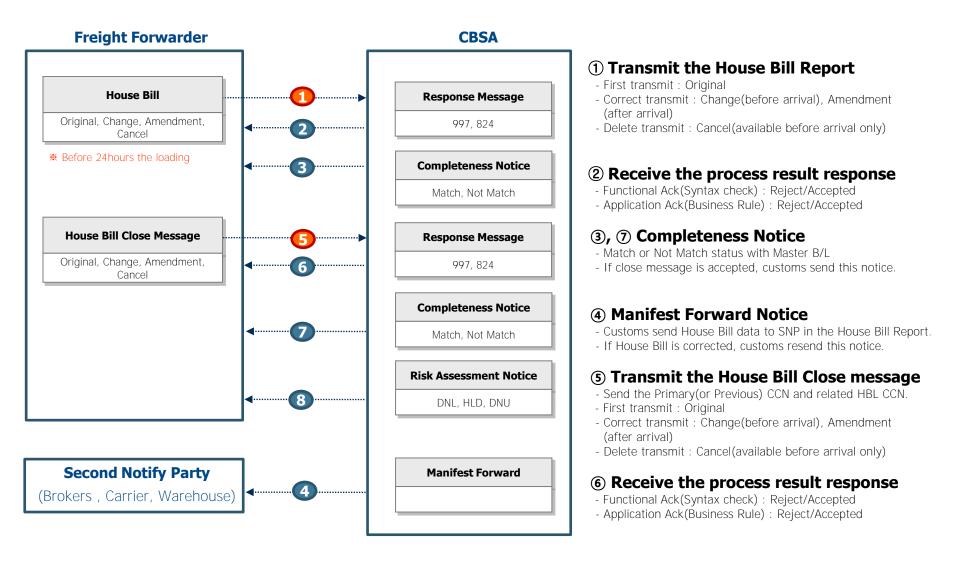
References



- * About 80 companies are using AFR service in China, U.S, Europe, Vietnam and Korea.
- * About 50 companies are using AMS/ISF service in China, U.S and Korea.

Appendix

Filing Process in details



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Second Notify Party – Electronic Notification

- A Manifest Forward feature will be available for house bill data.
 Secondary Notify Party (SNP) functionality will support the house bill Manifest Forward feature.
- The CBSA can forward house bill data are nominated by the transmitter of house bill data through a Secondary Notify Party (SNP) identifier (ID).
 - 1. Carriers = Carrier Code
 - 2. Freight Forwarders = Freight Forwarder Code
 - 3. Customs Brokers = Account Security Number
 - 4. Warehouse Operators = Sub-Loc Code
 - 5. Importers = Business Number (BN)





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