AUTOMATED COMMERCIAL ENVIRNOMENT: USING ACE IMPORT REPORTS TO MANAGE IMPORT COMPIANCE

SETTING UP AN ACE ACCOUNT

An ACE account provides Importers with access to all import entry data associated with the importer. Importers should have an ACE account to manage and audit entries to ensure accuracy in entry filing and to demonstrate Reasonable Care.

1. Apply for an ACE Data Portal Account here
2. Once CBP has accepted the application and the ACE account is established, set account password and login to your ACE Importer Account.
3. The Trade Account Owner (TAO) must complete the process of setting up the account:
   a. Add accounts (Sub-accounts)
   b. Add and manage all account users
   c. Maintain Account

ACCESS TO ACE IMPORT REPORTS

Importers have ability to run reports on import activity.

1. Login to your ACE Importer Account
2. Click the **Accounts** tab and select your account located on the bottom left, by clicking the expand button (+ sign) then select the Account you wish to run reports from.
3. Select the **Reports** option from the Select Task menu.
4. Select **Launch Tool** button from the Launch Reports and Quickview Tool. This will launch the reports landing page.
5. Select **Importer** from the Available Workspaces menu.
6. Select the report group from the tabs at the top
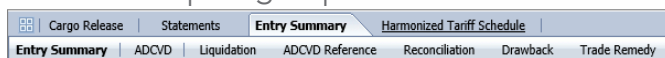
a. Each category has standard reports that can be modified
b. Create Ad Hoc reports

OVERVIEW OF ACE IMPORT REPORTS

Run Daily/Weekly:

- ES-013 – CBP Form 28, 29, 4647 Status
    - These CBP forms require immediate attention. This report gives you early notification. Schedule to run daily and email.
- ES-001 – Entry Summary Header Details
    - Basic, high level entry data (7501)
    - Add MPF fee at entry level (Min/Max)
- ES-010 – Future Liquidations
    - Monitor entries scheduled for liquidation
- ES-109 – ADD/CVD Entry Summary Liquidation
    - Total paid ADD amount and Liq status

Monthly/Quarterly Reports:

- ES-003 – Entry Summary Line Tariff Details
    - Data at Entry Summary Line tariff level
    - Best for multiple HTS#s per line (Sets, Chapter 98, Section 201, 232, 301) – Value and associated Duty
- ES-006 – Entry Summary Dimensions by Value
    - Aggregate summaries by date range
    - Detail by Manufacturer, Importer, Filer, HTS

Annual Reports:

- ES-003 – Entry Summary Line Tariff Details
    - Compare to internal lists of MIDs, HTS#s, etc
    - Dig in. Analyze and look for things that are unusual

USING ACE REPORTS

Target Compliance Issues: Use ACE reports to audit entries of goods to meet the CBP Reasonable Care standards for Importers.

- Multiple IOR#s (use of suffixes)
- Multiple Filers/Brokers

- Identify unauthorized Filers/Brokers
- Timely response to CF28/29, 4647
- Ensure accuracy of entry filing (7501)
    - Entered Value
    - HTS#
    - Country of Origin
    - Manufacturer (MID#)
    - Duties & Fees (MPF/HMF)
    - Chapter 98 and Section 201, 232and 301 duties
    - Antidumping/Countervailing Duty

Identify Opportunities: Reviewing entry data also provides the opportunity to identify opportunities for reducing duty assessment.
- Qualification for Free Trade Agreements or Preference Programs
- First Sale Valuation
- Tariff Engineering

Defining and Scheduling Reports:
- Standard reports can be modified to include specific data relevant to business
- Ad Hoc reports can be built to meet specific needs
- Reports can be set to run on a schedule and an email user

ADDITIONAL INFORMATION AND RESOURCES

Ace Accounts and Reports:
- CBP Account Service Desk: 1-866-530-4172, option 1, option 2 or Email

CBP ACE Reports Home Page
- ACE Portal Training
- ACE Reports Training Guides and Videos