

Canadian Border Service Agency (CBSA) ACI/eMANIFEST FREQUENTLY ASKED QUESTIONS (FAQs)

Q:	What is eManifest?
A:	<ul style="list-style-type: none"> • eManifest is part of the overall measures the Government of Canada is putting in place to enhance the safety, security and prosperity of Canadians and international trade while streamlining commercial cross-border processes. • When fully implemented, eManifest will require carriers, freight forwarders and importers, in all modes of transportation, to electronically transmit pre-arrival information to the Canada Border Service Agency (CBSA) within prescribed time frames.
Q:	When does eManifest filing become mandatory?
A:	<p>From November 7, 2016, to January 10, 2017, the CBSA will provide freight forwarders with a period of transition during which penalties for non-compliance will not be issued and the CBSA will work closely with freight forwarders on corrective measures.</p> <p>From January 11, 2017, to July 11, 2017, freight forwarders deemed to be non-compliant with eManifest requirements may be issued zero-rated penalties (non-monetary) under the CBSA's Administrative Monetary Penalty System (AMPS).</p> <p>Beginning July 12, 2017, freight forwarders deemed to be non-compliant with eManifest requirements may be issued monetary AMPS penalties.</p>
Q:	Does eManifest replace ACI filing for shipments to Canada?
A:	<p>eManifest is the 3rd phase of the Advance Commercial Information (ACI) initiative. It introduced the electronic advance cargo and conveyance information for carriers in highway and rail modes. In addition, the electronic transmission of advance secondary data (House bill and House bill Close Message) will be required from freight forwarders. Importers and/or their brokers will eventually have the ability to electronically submit the advance importer data, and will also introduce multimodal cargo reporting in air and marine modes. Therefore, eManifest is the next phase of the overarching ACI initiative. In terms of consolidations, in Air and Marine modes, air and ocean carriers were responsible for the submission of electronic supplementary reports since 2006. Presently, freight forwarders can submit electronic house bills. As House bills become mandatory for import and in bond movements, the electronic supplementary reports will no longer be required for those movements, but freight forwarders will be required to submit supplementary reports for Freight Remaining on Board (FROB) and for In-Transit Export cargo.</p> <p>ACI/eManifest expands the original ACI/Supplementary reports requirement. The legacy ACI now called ACI/Supplementary reports will still be required for freight remaining on board (FROB). A 6-month exemption from filing ACI/eManifest is in effect for in-transit moves to and from the US. The filing requirement for the different movement types are as follows:</p> <ul style="list-style-type: none"> Legacy ACI now ACI/Supplementary Reports <ul style="list-style-type: none"> - for FROB cargo going to Canada - In-transit Goods to and from the US (6 month ACI/eManifest exemption in effect) Enhanced ACI/eManifest: <ul style="list-style-type: none"> - for freight that is imported into Canada (Port to Port Import Goods) / Inland Transit In-bond Goods)

	<p style="text-align: center;">Advance Commercial Information [ACI]</p> <p>Supplementary reports [Mandatory 2006]</p> <p>eManifest, advance secondary data [Mandatory 2016]</p> <p>FROB eHBL</p> <p>Close Message</p> <p>Notices</p>
<p>Q:</p>	<p>Do I have to register with the CBSA Technical Commercial Client Unit (TCCU)?</p>
<p>A:</p>	<p>Trade Tech can sign up your company with the CBSA. Your company has to be registered individually with CBSA. If your company has been an ACI filer for some time, chances are that you need to submit new paperwork to CBSA. All filers must complete a form “Electronic Data Interchange (EDI) Application for Advanced Commercial Information (ACI)” and list Trade Tech as your service provider. Trade Tech will provide this for you.</p>
<p>Q:</p>	<p>Do I have to test with the TCCU?</p>
<p>A:</p>	<p>CBSA has recently modernized the way they deal with service providers. Your company does not need to test directly with the CBSA if you have a service provider like Trade Tech. CBSA will onboard and test with the service provider and then their clients can test directly with their service provider.</p>
<p>Q:</p>	<p>What computer technology do I need to have to file eManifest?</p>
<p>A:</p>	<p>To file eManifest through Trade Tech, you are only required to have an internet connection and access to a browser. Trade Tech will provide each client with a unique User ID and Password to allow access to the Trade Tech eManifest filing environment.</p>
<p>Q:</p>	<p>Does my company need to have an 8000 series carrier code</p>
<p>A:</p>	<p>Any freight forwarder may obtain an 8000 series freight forwarder code, however only freight forwarders residing in Canada may obtain a bonded freight forwarder code. Foreign based freight forwarders can only receive a non-bonded freight forwarder code, meaning, that they may not move cargo in-bond to seek release inland without re-manifesting their shipment to a bonded freight forwarder or bonded carrier. Non-bonded freight forwarders can only use the “import” shipment option.</p>
<p>Q:</p>	<p>Will FCL shipments without a house bill be exempt from eManifest?</p>
<p>A:</p>	<p>Unless subject to an exception or an exemption, all commercial cargo must be reported electronically and in advance to the CBSA. Each trade chain partner is required to provide pre-arrival eManifest data to the CBSA, within the mode specific timeframes. If</p>

	there is a freight forwarder involved in the transportation process, the CBSA will expect the freight forwarder to provide the pre-arrival data.
	How do the e-Manifest data elements differ from regular ACI?
A:	The data elements differ between the ACI supplementary report and the ACI eManifest electronic House bill.
Q:	Will eManifest only apply to consolidated or LCL shipments?
	eManifest will require all carriers, freight forwarders and importers to send advance commercial information about their shipments electronically to the Canada Border Services Agency.
Q:	What are the steps involved?
A:	There isn't any particular order in which the various filing steps have to occur, as long as all of them are eventually submitted before vessel sailing (vessel arrival for cargo originating in the US or Puerto Rico / BBK cargo), since the steps listed involve both BL filing and BL close messages: <ul style="list-style-type: none"> a. Carrier submits Primary CCN (MBL) - Can happen before or after secondary CCN is filed under it. b. NVO submits Secondary CCN (HBL) directly under Primary CCN - Can happen before or after primary CCN is filed above it. c. NVO submits HBL Close Message to close Primary CCN - Can happen before or after related primary CCN is on file. d. If the Secondary CCN (HBL) is a consolidated HBL then the party filing under it submits their HBLs - Can happen before or after the related consolidated HBL is filed. e. Party filing under the consolidated HBL submits the HBL Close Message to close out the consolidated HBL - Can happen before or after the related primary CCN is closed, but must happen after the related consolidated HBL is on file
Q:	If my company is a master loader, and we submit all House bills on time, but the co-loaders beneath my company do not, then how do we rectify that problem? Or does the cargo just not load?
A:	This reflects the multiple tiers of consolidation scenario. If a client is a master loader freight forwarder and they have co-loader freight forwarder partners beneath them that also need to submit their respective House bills, the key will be the Cargo Complete message. An indication to the master loader (who submits a consolidated House bill) that their co-loader partners have not completed their electronic House bills is if the master loader does not receive the Cargo Complete notice on the consolidated House bill. This means that the CBSA has not received the House bills within the mini consolidation. In this instance, the master loader would need to reach out to their co-loader partner to ensure they submit their part of the consolidation before the cargo is loaded otherwise the CBSA will not have complete cargo that is required from a risk assessment perspective
Q:	This works if the master loader knows who the co-loaders are beneath them but what happens if there are many levels underneath?
A:	Master loaders are responsible for their direct clients. If you are delivering consolidated freight to the co-loader, you will need to know that they are consolidated and the cargo complete on them. If there were 3 tiers of consolidation, that freight forwarder would be responsible for getting their cargo to cargo complete thereby getting the top level to cargo complete. CBSA will not be issuing any DNLs during the initial implementation of eManifest and the most likely reason for a DNL against a consolidated BL (carrier MBL or master loader HBL) is the inability of CBSA to know the actual or ultimate consignee due to the

	sub-HB/Ls not being on file.
Q:	What is the House Bill Close Message?
A:	<p>1) The freight forwarder is required to provide a Close Message to CBSA. If it is a one to one ratio the Trade Tech application will automatically send the close message when the Master or Consolidators House Bill has been submitted. The close message is used to initiate the link between the parent and child documents in CBSA's system.</p> <p>2) If the house bill submission has a further deconsolidation (Master Loader) the Consolidation Indicator must be set to Yes.</p> <p>3) The Master Consolidator must submit a HBL to CBSA for every shipment that they have in the container. The HBL may show the shipper and consignee as the NVOCC. A Master Loader must be bonded in Canada in order to submit a consolidated bill.</p> <p>4) The Master Loader must submit a closing message to CBSA listing the HBLs they have filed under the carrier's primary CCN. 5) The underlying NVOCC must submit a closing message to CBSA referencing the Master Loader's HBL.</p>
Q:	Can a foreign freight forwarder (one that is not resident in Canada), be allowed to convey all these House bills and the Close Message as well? Or will only Canadian domiciled freight forwarders be allowed to do this?
A:	House bills can be submitted by any freight forwarders with an 8000 carrier code or their modal carrier code (something new CBSA added). The key is whether you are bonded or not. If you are non-bonded, it puts a restriction on the movement of the goods on your cargo documents. Non-bonded FFs (bonded freight forwarders must be Canadian residents) can submit House bills but they cannot move on the house bill. It will require a paper re-manifest to move beyond the primary warehouse. Unless the primary itself is destined to the place of release.
Q:	Can the Close Message be sent at the same time as you transmit the last House bill details?
A:	The House bills listed on the House bill Close Message need to be on file and accepted by the CBSA before the House bill Close Message can be submitted and accepted.
Q:	Will the Deconsolidation notice be part of the suite of notices that will be coming out? How will we be able to see it? Through the current EDI channel?
A:	At the moment, for the House bills, a filer will only receive the Matched/Not Matched notice. Trade Tech will register filers with the TCCU in order to receive all available EDI notices and do testing in the Trade Tech testing environment. They will not be available in the CBSA Portal until end-state.
Q:	Who gets the DO NOT LOAD (DNL) notice on a multi-level consolidation? Master loader and lower level forwarder?
A:	CBSA has advised that in the DNL notice will be sent to the primary notify party (party that submitted the document against which the DNL was posted) and any related automated notify parties or secondary notify parties. In other words, the party that submitted the related MBL or HBL will get the DNL, as well as any other parties listed on the document; e.g. carrier listed on NVO HBL or NVO listed on carrier's MBL.
Q:	How does the Master Loader and Co-Loader Close process work?
A:	The Master Co-Loader is responsible for closing the MBL. Co-Loader must close the Master Co-Loader's file relative to the HBL they have tendered. The party that files HBLs under the related parent BL is responsible for closing out the related parent BL (aka "Previous CCN"). In other words, the underlying co-loader that files the HBLs under the master loader is responsible for closing out the master loader's BL.
Q:	How does the Auto-Closing process work for FCL shipments?

A:	The close message is closing out the related parent BL. For FCL the close message will close out the Carrier's MBL. In addition, CBSA requires that in order to close out a consolidated HBL the related consolidated HBL must be on file or the close message will be rejected. However, it is NOT necessary for the carrier's MBL to be on file prior to sending the close message that closes out the carrier's MBL.
Q:	I already did EDI testing. I find it very difficult to go back to revise data that was sent. How do I do that?
A:	You have to make sure you are using the right function. If the goods have not arrived into Canada, you will have to use the "Change" function. If the goods have arrived into Canada (Reported) then you will need to use the "Amend" function. Trade Tech will track whether the cargo has arrived or not arrived at the first port of arrival (FPOA) and submit any updates to the HB/L filing as a "Change" or "Amend" accordingly.
Q:	Ocean Reporting Timeline: A bonded Freight Forwarder must meet the 24 hour prior to loading timeline...is this correct?
A:	A freight forwarder must respect the pre-established ACI mode specific timelines when submitting their House bill data. 24 hours prior to loading or arrival depending on type and origin of goods for marine, 4 hours prior to arrival or at time of departure for air, 2 hours prior to arrival for rail and 1 hour prior to arrival for highway.
Q:	Does the CCN have to be shown on the first EDI transmission when it is an LCL shipment? Can the CCN be entered afterward?
A:	The CCN is a mandatory data element and must be entered in order to transmit a Cargo document or a House bill. The CCN cannot be entered afterwards.
Q:	We are using a service provider to submit eManifest data (EDI). Shall we contact TCCU to set up the receiving of the Deconsolidation Notice? Or shall we just make sure our service provider has the capability of receiving the notice?
A:	Recently CBSA has modernized the way we deal with service providers. The CBSA still has to sign you up and register you as individual clients to set up a profile but now, you don't need to test directly with the CBSA if you have a service provider; we will onboard and test with the service provider and then their clients can test directly with their service provider.
Q:	What is a manifest forward?
A:	CBSA has provided the filer the ability to forward their manifest information to a third party (warehouse, trucker, etc.) if this party has received a client identifier (from CBSA) and has been designated on the filing. This is an optional field in the filing.
Q:	If we can know how all ocean carriers' CCNs are structured, that will be very helpful for us to submit eManifest within the required time frame. Let's say, if we know all ocean carrier's CCN is formatted as 9000 # + Booking number... Otherwise, we have to rely on our overseas branches to obtain the number within the required timeframe, it sometimes could be very challenging.
A:	Assigning a CCN to a trade document is per the discretion of the company assigning the number. There is no set structure. As long as the number is a unique number that has not been used within the past 3 years plus the current year and is a maximum of 25 characters, a client can choose any number in any manner the company chooses. The onus will be on trade to ensure that they have all the information they need before they transmit their data to the CBSA.
Q:	How long do filing records have to be retained?
A:	Freight forwarders are responsible for maintaining records for 3 years plus the current year to comply with regulations. The CBSA eManifest Portal is a transmission method

	only and is not a database for records management. Trade Tech's eManifest solution will allow all filings to be maintained to comply with the CBSA regulations.
Q:	Will freight remaining on board (FROB) be subject to filing supplemental data for eManifest?
A:	Until house bills become mandatory on November 7, clients choosing to transmit house bills for in transits and imports on a voluntary basis will not be required to submit supplementary reports for shipments with a house bill on file. Supplemental reports will only be required for FROB shipments in the air and marine modes.
Q:	Does it matter if the FROB's final destination is Canada, or elsewhere?
A:	<p>The CBSA defines FROB as follows:</p> <p>a) Marine – Cargo on a vessel that is not being discharged at a Canadian seaport but remains on board the vessel for furtherance to its ultimate destination outside of Canada</p> <p>b) Air – Cargo that is not being discharged at a Canadian airport but remains on board the aircraft for furtherance to its ultimate destination outside of Canada</p> <p>Supplementary Cargo Report - a document submitted by a freight forwarder for shipments that have, or will be deconsolidated from an air or marine cargo control document for freight remaining on board (FROB) shipments only.</p> <p>Cargo that is staying on board in Canada is subject to a supplementary filing instead of an eManifest HBL filing. A supplementary filing is what we're currently sending to CBSA for all types of goods (Imported or Stay on board) and is basically a paired down version of the HBL filing we'll be sending for eManifest.</p> <p>An exception to the rules for Stay On Board cargo is that the freight forwarder doesn't need to file a supplementary if the cargo stays on board in Canada and ultimately discharges in the U.S.</p> <p>An eManifest filing needs to be completed for U.S. goods traveling through Canada to an overseas location, like Asia or Europe (U.S. exports through the port of Montreal to Europe, for example). The CBSA expects freight forwarders to provide electronic house bill data for US loaded in-transits.</p>
Q:	Please clarify the difference between supplemental data and the required data elements for eManifest?
A:	A House bill is a Cargo Control Document submitted by a Freight Forwarder for shipments that have, or will be, deconsolidated from another Cargo Control Document, and which will control cargo liability. A supplementary report is a set of data elements transmitted by a carrier or freight forwarder to complete a primary cargo report. Data elements include detailed cargo information that is not available on the original primary cargo report. The data elements required in the House bill and the Supplementary Cargo report are very similar. Under the new regulations, the supplementary cargo document will be required for FROB and In-Transit shipments in air and marine modes, while the electronic house bills (eManifest) will be required for import and in-bond shipments in air and marine modes.