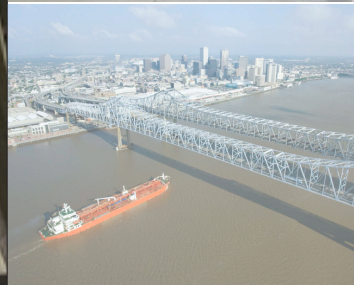
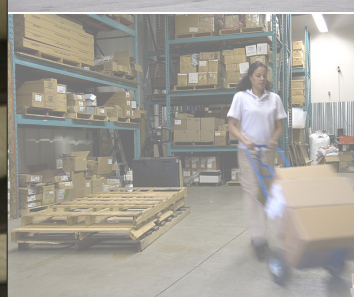


Foreign Trade Zones

Guidelines for Submitting Statistical Data

Issued September 2009



U S C E N S U S B U R E A U

Helping You Make Informed Decisions

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

Foreign Trade Zones

Guidelines for Submitting Statistical Data

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OVERVIEW

The U.S. Census Bureau, Foreign Trade Division (FTD) is responsible for collecting, compiling, and publishing the U.S. International Trade Statistics for the United States. The legal authority for the collection and publication of U.S. foreign commerce and trade statistics is established under Title 13, Chapter 9; and Title 18, Section 1905 of the U.S. Code (USC), and by regulatory mandate in Title 15 Code of Federal Regulations (CFR), Part 30.

The purpose of this document is to serve as a guide for fulfilling Foreign Trade Zone's (FTZ) statistical reporting requirements to the Census Bureau for FTZ admissions, FTZ consumption entries, and FTZ exports.

FTZ admissions refer to the physical arrival of goods into a zone in a specified zone status with the appropriate approvals of the zone grantee and Customs and Border Protection (CBP) agency. The word "admission" is used instead of 'entry' to avoid confusion with CBP entry processes under parts 141–144 of CBP regulations. Statistical requirements for zone admissions are provided to the Census Bureau via CBP's Automated Broker Interface (ABI) new electronic 214 (e214) program, CBP Form 214A Application for Foreign-Trade Zone Admission and/or Status Designation, or by the Census Bureau's Automated Foreign Trade Zone Reporting Program (AFTZRP). Note that the AFTZRP has expired and therefore is no longer a reporting option.

Entries on goods imported for consumption, entering U.S. commerce immediately upon import or entering after withdrawal from a FTZ or from a bonded warehouse are filed with CBP in the form of an "entry summary for consumption" with payment of estimated duties, taxes, and fees, if any, resulting in the release of the goods by CPB. Statistical requirements on entries for consumption are provided via the CBP's ABI program or on a paper CBP Form 7501 document. The CBP's ABI system is a module within the CBP's Automated Commercial System (ACS); a comprehensive system used by the CBP to track, control, and process all commercial goods imported into the United States.

FTZ exports refer to merchandise exiting a FTZ for shipment to other countries outside of the United States. Export information for the Census Bureau purposes are collected via the Automated Export System (AES). These various forms of import and export collections will be discussed throughout this document.

This document is not intended to replace other U.S. federal agency reporting requirements for FTZs. It contains guidelines and best practices that will facilitate the reporting of quality and timely data to the Census Bureau.

CENSUS BUREAU COLLECTION AND COMPILATION OF FTZ DATA

The Census Bureau collects and compiles merchandise imports statistics from the FTZs based on information reported via electronic and paper form sources. These data represent shipments through various ports of entry across the United States, Puerto Rico, and the Virgin Islands.

FTZ data are electronically submitted via the CBP Automated Broker Interface (ABI) system, or by paper CBP Form 214A through CBP. CBP's ABI (e214) system facilitates the timely and more accurate reporting of import zone data to CBP. The Census Bureau encourages FTZ operators/users or their brokers to use CBP's automated system to report statistical data. The benefits of these programs are described in the following sections.

Information reported on the application for FTZ admission and/or designation is very important in preparing trade statistics on goods moving in FTZs. The information is required under 19 Code of Federal Regulations (CFR) 146.32(a) and gathered by the Census Bureau from the statistical copy of CBP Form 214A and the e214. Statistical reporting of FTZ information is required by the order of the Secretary of Commerce as mandated in Title 13 U. S. Code (USC), 302. Provisions for the collection of FTZ data are contained in Title 15, Part 30, Foreign Trade Regulations (FTR), section 30.52. The responsibility for obtaining and providing the information rests with the applicant zone user for admission to the zone.

CBP's NEW FOREIGN TRADE ZONE ONLINE REPORTING PROGRAM

The Foreign Trade Zone (FTZ) Online (e214) application is a new web-based system that replaces filing of FTZ data via the now expired Census Bureau's Automated Foreign Trade Zone Reporting Program (AFTZRP). The CBP e214 reduces the amount of document handling placed on CBP officers and FTZ operators. Although the AFTZRP allowed FTZs to report statistical data directly to the Census Bureau on merchandise being admitted into a FTZ, a hard copy nonstatistical CBP Form 214 was also required to be submitted to CBP for processing. The e214 program combines the FTZ data submissions for the Census Bureau and CBP.

This new program offers the following benefits to the trade:

- Provides a paperless transmission of FTZ data to CBP and the Census Bureau simultaneously which reduces the reporting burden on the trade by eliminating dual agency reporting of zone admission data.
- Provides upfront edits to increase reporting accuracy.
- Provides timely transmission of FTZ data.

CBP's e214 data are electronically transmitted by the automated filer/broker through the Automated Broker Interface (ABI) system and are processed in much the same way as the ABI entry. If an e214 admission fails the system edits, CBP Officer will not see it until the discrepancies are resolved. The filer/broker must delete, correct, and retransmit the e214 admission record for acceptance. Once the automated e214 admission is accepted by ABI, the admission resides in the e214 database. The Census Bureau cannot extract the data from the ABI system until all errors have been corrected and properly submitted in the e214 database. Therefore, when reporting data via the e214 program, it is very important to ensure that all errors are corrected in a timely matter and that all admissions are "concurrent."

The Census Bureau is no longer accepting applications for participation in the AFTZRP. Therefore, the only method for submitting electronic CBP Form 214A data to the Census Bureau is via CBP's e214. The AFTZRP expired on March 31, 2009. We strongly encourage the participants of the AFTZRP in addition to all paper CBP Form 214A filers to consider using CBP's e214 application to submit their FTZ data.

e214 Enrollment Information

Information regarding the enrollment process for non-ABI participants, current ABI participants, and software vendors can be found on the following CBP Web site: <http://www.cbp.gov/xp/cgov/trade/cargo_security/cargo_control/ftz/214enrollment.xml>.

If you are currently an ABI participant, you must contact your assigned client representative. For non-ABI participants, begin by submitting a Letter of Intent (LOI) to the following address:

Client Representative Branch
U.S. Customs and Border Protection
Attn: Beauregard, A-314-1
7681 Boston Boulevard
Springfield, VA 22153
Fax: 703-650-3538

The LOI must have the following information:

- Name, address, and phone number of your company.
- Type of business (i.e., zone operator, user, broker).
- Name and phone number of point of contact.
- Are you a software vendor or provider—how will data be transmitted?
- **If you do not have a filer code, please request one in your LOI.** The filer code is used to engage in CBP business.

Upon receipt of the LOI, a CBP Client Representative will be assigned to work with your company and serve as a technical advisor.

Software vendors interested in developing software must include the following information in their LOI:

- A brief description of the company's current or planned hardware, data communications system, entry processing system, and the expected completion date of the programming.
- If the company has offices in more than one location that may be communicating through ABI, include a list of all company offices and their exact locations.
- The name and the telephone numbers of the company's principal management contact, technical contacts for CBP operations, applications program development personnel, and computer data communications personnel.
- If you do not have a filer code assigned to your company, include a statement requesting issuance of a filer code for purposes of filing e214 data.
- **If you have a filer code, you will not need a separate filer code for filing the e214 data.**

If you need additional information regarding the ABI/e214 enrollment process, please call CBP at 703-650-3500. The FTZ's e214 record layout and instructions for submitting data via the e214 can be found in the Customs and Trade Automated Interface Requirements (CATAIR) at <http://www.cbp.gov/xp/cgov/trade/automated/automated_systems/abi/catair/user_requirements.xml>.

If you are an importer/broker or FTZ user who is interested in reporting electronically via the e214 program, locate the list of field offices on the CBP Web site that are currently accepting the e214 filing. If the Port Officers in your area indicate they have not been trained on e214 filing, contact your local Port Director or CBP Headquarters at 202-572-8835. You can also contact the Data Collection Coordination Branch at 301-763-2559 for assistance. When contacting CBP Headquarters, provide the CBP Port Director's name, port location, and port code if available (i.e., Portland, Maine, code 0101). The Headquarters office will work with the field office to resolve the issue. CBP has the responsibility to train the various field offices across the United States on the ABI e214 reporting program. Although paper copies of CBP Form 214 will continue to be accepted, all members of the import trade community are encouraged to file electronically via the e214 program.

e214 Software Edit Requirements

CBP's Office of Information and Technology has prepared a list of companies/proprietors offering a myriad of ABI data processing services ranging from e214, ABI, and other applications. Additional information can be obtained at the following CBP Web site: <http://www.cbp.gov/linkhandler/cgov/trade/automated/automated_systems/abi/getting_started/vendor.ctt/vendor.doc>.

When selecting approved software companies that can help ease your transition to electronic filing, it is recommended that the software (proprietary or purchased) used to file e214 import data contain certain edits that will flag/reject invalid admission information before it is submitted to CBP's ABI system.

For example, if the product dollar value is missing, the selected software must reject the shipment, requiring the filer to correct the error before it is submitted via the ABI. If the dollar value is 1 through 99 cents, round up and report one dollar in the dollar value field. Once the errors are identified, correct them immediately. This will ensure that you are in compliance with the requirements for filing FTZ admissions and the Census Bureau will receive, analyze, and process the data timely in order to publish it in its current statistical month. The software should also run specific reports based on other types of criteria. For example, the software could generate a report for "Shipments with Census Warnings," "Shipments 'Concurred'" and the date of concurrence, or "Shipments pending CBP responses."

In an effort to minimize the number of errors in reporting, companies must update the various code tables in its system in addition to making sure that error messages are built into the software. See Attachment C for the Web site locations of the code tables. This will provide companies the opportunity to be proactive in identifying and resolving errors before the records are transmitted. We recommend that you perform the update functions at least once per month, or more often if you experience coding errors. To obtain a list of Customs FTZ error messages and the recommended field validations to be applied to your system, see Attachment P of the Customs and Trade Automated Interface Requirements (CATAIR).

Refer to Attachment D of this document for a list of the most commonly reported improbable and impossible census errors and some suggestions to incorporate into your edit program to avoid making these mistakes. Updating your software system with the various code tables (e.g., Schedule C, Schedule D, and Schedule K) as indicated earlier, would avoid inaccurate reporting of statistical data to the Census Bureau.

e214 Best Practices for the Census Bureau Extraction Process

The Census Bureau can only extract zone admission records from CBP when the merchandise has been formally admitted into the zone, quantities are verified and merchandise is reported in the recordkeeping system. The Census Bureau can extract these data if the Status Code in the e214 system is "CONCURRED." Note that Status Code of "Goods Arrive" or "Admission Authorized" still does not allow the Census Bureau to extract your data from the CBP. If the Status Code for your admission is anything other than "CONCURRED," the Census Bureau will not be able to extract the data for its statistical purposes. Please pay special attention to the Status Code for your shipments. In an effort to ensure that your data has successfully been submitted in the e214 system, we urge filers to incorporate in their software the ability to generate regular reports based on the various Status Codes. Currently, these reports are not available via the ABI system. Therefore, you must incorporate the reports into your software system as indicated in the e214 software recommendation section of this document.

The Census Bureau extracts e214 admission data weekly from CBP. The filer can confirm the Census Bureau extraction by looking at the Disposition Code for a particular admission that read "Census Extract" or the filer may choose to run the "Admission with Disposition Code of Census Extract" report if the filer has developed such a report and he/she will see a particular admission on the report.

e214 Corrections (see common errors in Attachment D)

There may be times when data previously reported to The Census Bureau may require corrections. All corrections to previously reported data must be reported to CBP as soon as corrections to data are known. The Census Bureau requires that corrected data be reported via the same method of transmission the original data was submitted. When reporting the corrections via the e214 system on data previously submitted, refer to the FTZ layout instructions in the CATAIR for further details.

CUSTOMS AND BORDER PROTECTION AGENCY PAPER FORM 214A

The statistical copy, designated as CBP Form 214A, must be printed on salmon or pink colored stock and must be identified as "Statistical Copy." Paper CBP Form 214A documents are still an acceptable method of reporting statistical data to the Census Bureau. However, the Census Bureau strongly encourages all zones to submit the statistical data through transmissions of the e214 system using CBP's ABI system. The salmon or pink colored copy of CBP Form 214A document must be provided to your CBP Port along with CBP's copy of CBP Form 214 (nonstatistical) document. In an effort to ensure that the Census Bureau receive all statistical CBP Form 214A documents from CBP, box "14" of the salmon or pink color CBP Form 214A document must be checked "NO." Checking this box will notify CBP that the document needs to be forwarded to the Census Bureau for processing in our statistics. In order to process the FTZ data in the correct statistical month, all CBP Form 214A documents must be submitted to CBP as soon as possible but no later than five calendar days after the end of the month. This time frame gives CBP the opportunity to gather and transmit the documents to the Census Bureau within the 10-day requirement as indicated in Chapter 6 of the CBP FTZ Manual. For example, documents for merchandise admitted into the FTZ from August 1–31 must be provided to CBP by September 5. This will allow CBP time to gather and transmit the CBP Form 214As to the Census Bureau as soon as possible but not later than September 10 which is 10 calendar days after the merchandise has been admitted to the zone and after the operator signs Block 47. All CBP Form 214As must be submitted to CBP in accordance with CBP regulations. Taking these measures will facilitate the timely reporting of data to the Census Bureau.

The statistical copy of CBP Form 214A must be completed in its entirety to satisfy CBP and the Census Bureau's reporting requirements. The table on the subsequent pages highlights the fields on the CBP Form 214A that are required for compiling the Census Bureau statistics.

CBP Form 214A Statistical Data Elements

CBP Form 214A	Field Name	Reporting Instructions
Box 1	Zone No./ and Location (Address)	Report FTZ name and zone (including site or subzone) number designated in the foreign trade zone grant and delivery address. Major issue for census is receiving incomplete information. This field is critical to census's data processing as staff rely on information to contact the FTZ to clarify/verify questionable line items.
Box 2	Port Code	Report the complete 4-digit Port Code where the zone is located as shown in the Schedule D. For reference, refer to the Census Bureau's Web site < www.census.gov/trade >.
Box 4	Export Date	Report the date the merchandise departed from the last port of the country of exportation.
Box 5	Import Date	Report the date the merchandise arrived in the limits of the United States.
Box 6	Zone Admission No.	Report unique and sequential admission number to allow the Census Bureau staff to identify the specific admission should they need to verify the data.
Box 7	U.S. Port of Unlading	Report the U.S. Port (not port code) as provided in the Schedule D, for vessel or air shipments where the merchandise was unladen from the importing vessel or aircraft.
Box 8	Foreign Port of Lading	Report the name of the foreign port at which the merchandise was actually laden on the vessel or aircraft that carried the merchandise to the United States. For shipments originating in either Canada or Mexico by rail, truck, pipeline, or other nonvessel/nonair mode of transportation, report the name of the province (Canada) or state (Mexico) where the merchandise was first laden for exportation to the United States.
Box 9	Bill of Lading/ AWB No.	Report the number of bill of lading or airway bill assigned to the shipment, whether the merchandise is imported or not. Leave blank for mail shipments.
Box 14	Direct Submission of Statistical Info to Census	Check the "NO" box if statistical information is not directly reported to the Census Bureau via an electronic means. This ensures that CBP Officers at the ports will forward CBP Form 214A documents to the Census Bureau for processing.

CBP Form 214A Statistical Data Elements

CBP Form 214A	Field Name	Reporting Instructions
Box 15	No. of Packages and Country of Origin Code	Report the quantity and kind of packages (ie., cases or cartons). Report Country of Origin's International Organization for Standardization (ISO) Code from Schedule C Classification of Country and Territory Designations for each line item on the admission. For reference, refer to the Census Bureau's Web site.
Box 16	Description of Merchandise	Report the description of the goods shipped in sufficient detail to permit verification of the Harmonized Tariff Schedule of the United States Annotated (HTSUSA) classification. This allows staff to confirm the classification without having to contact the FTZ should a question arise.
Box 17	HTSUSA No.	Report the current 10-digit statistical HTSUSA number. The Census Bureau tabulates foreign trade statistics based on the 10-digit HTSUSA number thus it is critical for this field to be reported in full. For reference, refer to the Census Bureau's Web site.
Box 18	Quantity (HTSUS)	Report the quantity and the unit of measure for the HTSUSA reported. If there are two units of quantity required for HTSUSA No., please report the "primary unit" first and report the "secondary unit" on the subsequent line.
Box 19	Gross Weight	Report gross weight (merchandise weight plus packaging) in kilograms.
Box 20	Separate Value & Aggregate CHGS	<p>Report the purchase price in U.S. dollars or in the case of merchandise not acquired by purchase, the equivalent of such price. The value must be shown for each HTSUSA number described separately in Box 17.</p> <p>Report the aggregate cost in U.S. dollars of freight, insurance, and all other costs, charges, and expenses incurred in bringing the merchandise from alongside the carrier at the foreign port of exportation. This value shall be reported immediately beneath the entered valued and identified with the letter "c."</p> <p>In case of overland shipments originating in Canada or Mexico, foreign inland freight will be reported as charges.</p>

CBP Form 214A Statistical Data Elements

CBP Form 214A	Field Name	Reporting Instructions
Box 23	Status Designation Indicator	Check the appropriate status designation box for your admission. This allows the Census Bureau staff to identify whether the admission is statistical or nonstatistical.
Box 24	Applicant Firm Name	Report the name of the firm with the right to make entry, which applies to the admission of goods in the zone. This allows the Census Bureau staff to identify the firm for verification of data submitted.
Box 47	Customs Officer at Station (Port) Signature	Report the signature of the authorized representative of the zone operator who accepts goods for receipt into the zone, or CBP Officer who serves receipt into the zone, as applicable.
Box 49	Date	Report the date of the authorized representative of the zone operator or CBP Officer, as applicable, signs for receipt.

Paper CBP Form 214A Corrections (see common errors in Attachment D)

There may be times when data previously reported to the Census Bureau requires corrections. Corrections must be reported to CBP/Census Bureau as soon as the error is identified. When submitting corrections to previously reported data to the Census Bureau by paper CBP Form 214A, please stamp or type the word “Corrected Copy” or “Amended Copy” on the statistical copy prior to giving the document to your CBP Port. Box 14 of the CBP Form 214A document must be checked “No,” and CBP will forward the statistical documents to the Census Bureau for further processing. Some examples of common corrections found on paper CBP Form 214A documents are corrections to value, commodity codes, country of origin, etc.

AUTOMATED FOREIGN TRADE ZONE REPORTING PROGRAM

The AFTZRP was an electronic system developed by the Census Bureau that allowed for direct reporting of statistical CBP Form 214A submissions of goods admitted into the FTZ to the Census Bureau. The AFTZRP allowed companies to submit their statistical data through the File Transfer Encryption System (FTP) while eliminating the need to submit paper CBP Form 214A documents to CBP ports. However, the program required participants to submit a nonstatistical CBP Form 214 to CBP Ports. Box "14" of these documents were marked "Yes" to inform CBP that the statistical data was reported electronically to the Census Bureau via the AFTZRP.

The Census Bureau AFTZRP was discontinued March 31, 2009. The Census Bureau is no longer accepting new applications for the AFTZRP system as it has successfully worked with the trade community, Foreign Trade Zones Organizations/Associations, and CBP to transition the AFTZRP filers to the CBP's Foreign Trade Zone Online (e214) application. The Census Bureau provided AFTZRP filers over a year to transition to CBP's e214 system. Over 95 percent of the 204 participants made the transition to the e214 system. Currently, all direct electronic reporting of FTZ data must be filed via CBP's e214 program.

AFTZRP Corrections (see common errors in Attachment D)

When making corrections to records previously reported via AFTZRP, please follow the current correction process for AFTZRP procedures. If you need to make corrections to the AFTZRP system after the expired date of the program, you must contact the Census Bureau for instructions. Questions on how to submit AFTZRP corrections must be directed to the Data Collection Coordination Branch (DCCB) at <DCCB.Help@Census.Gov> or by calling 301-763-2259.

FOREIGN TRADE ZONE CONSUMPTION ENTRIES

Imports into the United States for consumption measure the total value of merchandise that has physically cleared through CBP either entering consumption channels immediately upon import or entering after withdrawal from a FTZ for consumption or use from bonded warehouses under CBP custody. In order to transfer merchandise from FTZs into CBP territory for consumption, the importer of record shall file a consumption entry under the procedures of 19 Code of Federal Regulations (CFR) Parts 141 and 142. In addition, an appraisal, informal, or electronic entry for consumption may be filed as provided in 19 CFR Part 143. A consumption entry may be formal or informal depending on the circumstances. However, the majority of consumption entries are formal and are for goods that are being imported for commercial purpose and/or “resale,” which require filing a CBP Form 7501—Entry Summary and requiring a CBP bond (CBP 301). This process covers a broad range of commodities entering the U.S. Informal consumption entries generally cover shipments intended for the importers’ personal use or commercial goods entering the United States via air, vessel, or mail for consumption that are valued less than \$2,000. This does not include commodities subject to other federal agency regulations, most textiles, or goods subject to quota/visa restrictions.

The Census Bureau uses the CBP Form 7501 Entry Summary document (Attachment F) to compile import statistical data and to provide a summary of the import transaction by classification and value. The import transactions involved consist of U.S imports from import entry summary forms, warehouse withdrawal forms, and FTZ documents as required by law to be filed with CBP. CBP Form 7501 is one of two essential forms required, the other being CBP Form 214, by the Census Bureau to compile the import trade statistics. For statistical purposes, this information is provided to the Census Bureau via the paper CBP Form 7501—Entry Summary document or via CBP’s Automated Broker Interface (ABI) system through the Automated Commercial System (ACS).

CBP’s Electronic Automated Broker Interface Entry Summaries

Reporting entry summary information electronically via the Automated Broker Interface (ABI) component of the CBP Automated Commercial System is the most beneficial method of filing import data. This system allows qualified participants to electronically file required import data with CBP. ABI is a voluntary program available to brokers, importers, carriers, port authorities, and independent service centers.

Some of the benefits of reporting via ABI are as follows:

- Expedited cargo release.
- Electronic transmission, validation, confirmation, and correction for entry summaries.
- Payment options such as daily statement, periodic monthly statement, and electronic payment through the Automated Clearinghouse (ACH).
- Validated duties, taxes, and fees.
- Interactive communication with CBP.
- Courtesy notices of liquidation, extensions, and suspensions.
- Consolidated reports under the National Importer Liquidation Program.
- Error statistics available monthly.
- Timely tariff updates.
- Query capabilities.
- Uniform entry summary processing.

ABI Enrollment Information

If you are interested in becoming an ABI participant, please submit a letter stating your intention to participate in the ABI program. The letter of intent (LOI) must be sent to:

U.S. Customs and Border Protection
Office of Information and Technology
Director, Client Representative Branch
7681 Boston Boulevard
ATTN: Beauregard, Room A-31
Springfield, VA 22153

The LOI must be on company letterhead and include the following information:

- A brief description of the company's current or planned hardware, data communications, and entry processing system.
- A list of all the offices that will communicate with ACS indicating the location, CBP district/port number, filer number, and average monthly volume of formal and informal entries per district/port. The corporate headquarters must be specified and the approximate start up time for each office indicated.
- The names and telephone numbers of the principal management and technical contacts for operations, applications program development, and computer data communications and operations. If the system is being developed or supported by a data processing company, include the name, contact person, and telephone number.
- The estimated completion date of the programming.

Upon receipt of the letter of intent, a CBP Client Representative is assigned to serve as a technical advisor during development, testing, and implementation. Please call CBP Client Representatives at 703-350-6500 to obtain further information on ABI.

ABI Software Recommendations

Refer to the section on e214 Software Edit Requirements on page 6 of this document for additional information.

Note that many of the common errors listed in Attachment D of this document occur when using the e214 system and with reporting ABI Entry Summary data. The table also includes possible solutions for incorporation into your software program.

CBP Form 7501 Consumption Entries

The CBP Form 7501 is an entry document which is required to be filed with the appropriate CBP officers to secure the physical transfer of foreign status merchandise from the FTZ (refer to 19 Code of Federal Regulations (CFR) part 146, subpart F). The statistical paper copy of the CBP Form 7501 document is forwarded to the Census Bureau by CBP Ports on a flow basis. The CBP Form 7501 is an acceptable method of reporting statistical data to the Census Bureau. However, the Census Bureau strongly encourages all parties involved to consider automating the CBP Form 7501 reporting through the ABI system. CBP Form 7501 instructions are available at the following CBP's Web site: <http://www.cbp.gov/linkhandler/cgov/toolbox/forms/7501_instructions.ctt/7501_instructions.doc>.

For statistical purposes, the following special instructions for zone status merchandise must be noted when filling out CBP Form 7501 documents. Please follow instructions on how to complete the paper CBP Form 7501 closely and pay special attention to the statistical reporting for each of the reported items. The table below provides the required data elements when completing the CBP Form 7501 document.

CBP Form 7501 Data Element Requirements		
CBPF 7501	Field Name	Reporting Instructions and Data Field Definitions
Box 1	Filer Code/Entry No.	Record the 11 digit alphanumeric code. The entry number is comprised of the three-digit filer code, followed by the seven-digit entry number, and completed with the one-digit check digit. The Entry Filer Code represents the three-character alphanumeric filer code assigned to the filer or importer by CBP. The Entry Number represents the seven-digit number assigned by the filer. The number may be assigned in any manner convenient, provided that the same number is not assigned to more than one CBP Form 7501. The final digit of the filer code/entry number is the check digit that is computed on the previous 10 characters. The formula for calculating the check digit can be found in the Customs and Trade Automated Interface Requirements (CATAIR).
Box 2	Entry Type	The Entry Type code is "06" for "Foreign Trade Zone Consumption" for all merchandise transferred from a zone for consumption including quota/visa and AD/CVD. If the data has been filed electronically via ABI, remember to put the appropriate ABI statement and status indicator in the entry block (i.e. ABI/S, ABI/N).
Box 3	Summary Date	Report the month, day, and year (MM/DD/YYYY) on which the entry summary is filed with CBP.
Box 4	Surety No.	Record the three-digit numeric code that identifies the surety company on the Customs Bond. This code can be found in block 7 of CBP Form 301 or is available through CBP's automated system to ABI filers, via the importer bond query transaction. For U.S. Government importations and entry types not requiring surety, code 999 should appear in this block. When cash or government securities are used in lieu of surety, use code 998.

CBP Form 7501 Data Element Requirements (cont'd)

CBPF 7501	Field Name	Reporting Instructions and Data Field Definitions
Box 5	Bond Type	<p>Record the single digit numeric code as follows:</p> <p>0–U.S. Government or entry types not requiring a bond.</p> <p>8–Continuous.</p> <p>9–Single Transaction.</p> <p>Bond type “0” should be used in conjunction with surety code “999” for government entries secured by stipulation as provided for in 19 C.F.R. § 10.101(d).</p> <p>Bond type “8” or “9,” as appropriate, should be used in conjunction with surety code “998” when cash or government securities are deposited in lieu of surety.</p> <p>Bond type “9” should be used in conjunction with surety code “999” when surety has been waived in accordance with 19 C.F.R. § 142.4 (c). A single entry bond should be attached to the entry summary package.</p>
Box 6	Port Code	<p>Report the U.S. port code from the Schedule D where the merchandise was entered or released under an immediate delivery permit. Refer to the Census Bureau's Web site for the most current list of port codes.</p>
Box 7	Entry Date	<p>Report the month, day, and year (MM/DD/YYYY) on which the goods are released, except for immediate delivery, quota goods, or where the filer requests another date prior to release.</p>
Box 8	Importing Carrier	<p>Report “FTZ” followed by zone/site or subzone number.</p>
Box 9	Mode of Transport	<p>For merchandise arriving in the customs territory from a U.S. FTZ, leave blank.</p>
Box 10	Country of Origin	<p>Report the country of origin using the ISO country code located in Annex B of the HTS or from the Census Bureau's Schedule C Country Code. Refer to the Census Bureau's Web site for most current list of country codes. Regardless of marking or other country of origin considerations, the country to be reported is the country of origin of the foreign status merchandise for which entry is required. If components of articles are from more than one country, report the country of the components with the greatest aggregate value.</p>
Box 11	Import Date	<p>For merchandise arriving in the United States by vessel, record the month, day, and year (MM/DD/YYYY) on which the importing vessel transporting the merchandise from the foreign country arrived within the limits of the U.S. port with the intent to unlade. For merchandise arriving in the United States other than by vessel, record the month, day, and year (MM/DD/YYYY) in which the merchandise arrived within the U.S. port limits. For merchandise entering the customs territory for consumption from a U.S. FTZ, in compliance with 19 C.F.R. § 146.63, if the import date is not the date of removal from the zone, leave blank. For merchandise moving from a U.S. FTZ to a bonded warehouse in the customs territory, in compliance with 19 C.F.R. § 146.64, report the month, day, and year (MM/DD/YYYY) of importation.</p>

CBP Form 7501 Data Element Requirements (cont'd)

CBPF 7501	Field Name	Reporting Instructions and Data Field Definitions
Box 12	Bill of Lading or Air Waybill Number	<p>Record the number assigned on the manifest by the international carrier delivering the goods to the United States.</p> <p>Each B/L number for vessel or rail shipments must conform to a unique format comprised of 2 elements. The first element comprises the first four characters of the unique bill number and is the Standard Carrier Alpha Code (SCAC) of the bill's issuer. The second element may be any length up to a maximum 12 characters and may be alpha and/or numeric. Use the following format: ABCD1234567. If multiple bills are associated with an entry summary, list additional B/L or AWB numbers across the top of column 28 or on a separate attachment. If goods are exiting an FTZ, leave field blank.</p>
Box 13	Manufacturer ID	<p>This block is provided to accommodate the manufacturer/shipper identification code. This code identifies the manufacture/shipper of the merchandise by a constructed code. For the purposes of this code, the manufacturer should be construed to refer to the invoicing party or parties (manufacturers or other direct suppliers). The name and address of the invoicing party, whose invoice accompanies CBP entry should be used to construct the MID. The manufacturer/shipper identification code is required for all entry summaries and entry/entry summaries, including informal entries, filed on CBP Form 7501.</p> <p>When an entry summary covers merchandise from more than one manufacturer, record the word "MULTI" in this block. In column 28, indicate the MID Code corresponding to each line item. If there is more than one vendor for a particular HTS number, separate line items will be required for each MID. If the product is of foreign origin, or in privileged foreign status, use the MID of the foreign manufacturer. If the product is manufactured in the zone use the following MID construction: Country of Origin: US Manufacturer Name: FTZ Street Address: Zone number (if Subzone, place Subzone designation in City field in front of Zone User's name. Example: Smith Manufacturing located in Subzone 215G-USFTZ215GSM.</p>
Box 14	Exporting Country	<p>Record the exporting country utilizing the ISO country code located in Annex B of the HTSUSA. The HTSUSA codes can be found in the reference section of the Census Bureau's Web site at <http://www.census.gov/foreign-trade>.</p> <p>When an entry summary covers merchandise from more than one country of export, record the word "MULTI" in this block. In column 27, directly below the line number, prefixed with the letter "E," indicate the ISO code corresponding to each line item. Where line items are segregated by invoice, indicate the ISO code corresponding to each invoice.</p> <p>For merchandise entering the customs territory from a U.S. FTZ, if multiple countries of export are involved, indicate the country of export with the greatest value. In the case where the merchandise is U.S. goods returned and the filer opts to pay the duty and report only the Chapter 1-97 HTS number, report the country of invoice or exportation. Country of export United States will not be acceptable when country of origin is United States.</p>

CBP Form 7501 Data Element Requirements (cont'd)

CBPF 7501	Field Name	Reporting Instructions and Data Field Definitions
Box 15	Export Date	<p>For merchandise exported by vessel, record the month, day, and year (MM/DD/YYYY), on which the carrier departed the last port in the exporting country.</p> <p>For merchandise exported by air, record the month, day, and year (MM/DD/YYYY), on which the aircraft departed the last airport in the exporting country.</p> <p>For overland shipments from Canada or Mexico and shipments where the port of lading is located outside the exporting country (e.g., goods are exported from Switzerland but laden and shipped from Hamburg, Germany), record the month, day, and year (MM/DD/YYYY), that the goods crossed the border of the exporting country (Switzerland in this example).</p> <p>For mail shipments, record the month, day, and year (MM/DD/YYYY) of export as noted on the Notice to Addressee, CBP Form 3509.</p> <p>For goods entering the customs territory from a U.S. FTZ, leave blank.</p> <p>When entry summary covers merchandise with more than one date of export, record the word "MULTI" in this block. In column 27, directly below the line number, indicate the date corresponding to each line item. Where line items are segregated by invoice, indicate the date corresponding to each invoice.</p> <p>For textile merchandise, refer to additional requirements listed under VISA NUMBER/CERTIFICATE OF ELIGIBILITY/EXPORT CERTIFICATE in Column 33(d) instructions.</p>
Box 16	Immediate Transportation (IT) No.	<p>Record the IT number obtained from CBP Form 7512, AWB number from the Transit Air Cargo Manifest (TACM) or Automated Manifest System (AMS) master in-bond (MIB) movement number.</p> <p>When an entry summary covers merchandise with more than one IT, place additional IT numbers and associated IT dates across the top of column 28 or on a separate attachment.</p> <p>If merchandise moves on an IT into a U.S. FTZ, the IT number need not be recorded on CBP Form 7501 when the merchandise is removed from the zone.</p>
Box 17	IT Date	<p>Record the month, day, and year (MM/DD/YYYY), obtained from CBP Form 7512, TACM, or AMS MIB record.</p> <p>When an entry summary covers merchandise with more than one IT, place additional IT numbers and associated IT dates across the top of column 28 or on a separate attachment. If goods are exiting an FTZ, leave field blank.</p> <p>Note: IT date cannot be prior to import date.</p>

CBP Form 7501 Data Element Requirements (cont'd)

CBPF 7501	Field Name	Reporting Instructions and Data Field Definitions
Box 18	Missing Documents	<p>Record the appropriate document code number(s) to indicate documents not available at the time of filing the entry summary. A maximum of two codes may be used. The bond charge should be made on the entry summary only for those documents required to be filed with the entry summary.</p> <p>The following codes shall be used:</p> <p>01–Commercial Invoice. 10–CBP FORM 5523 (19 C.F.R. § 141.89) (Optional for footwear). 16–Corrected Commercial Invoice (19 C.F.R. § 141.89, et al). 17–Other Agency Form (19 C.F.R. § Part 12). 19–Scale weight .21–Coffee Form O. 22–Chemical Analysis. 23–Outturn Report. 26–Packing List (19 C.F.R. § 141.86(e)). 98–Not Specified Above. 99–If three or more documents are missing, record the code number for the first document and insert code “99” to indicate more than one additional document is missing.</p> <p>If a document has been waived prior to entry summary filing or is not required at time of entry summary, it should not be recorded as a missing document.</p> <p>Be aware that the following forms cannot be waived and filers shall be obligated to file the forms within the appropriate time limits:</p> <p>14–Lease Statements (19 C.F.R. § 10.108). 15–Re Melting Certificate (19 C.F.R. § 54.6(a)). 18–Duty Free Entry Certificate (19 C.F.R. § 10.102; 9808.00.3000). 20–End Use Certificate (19 C.F.R. § 10.138).</p>
Box 19	Foreign Port of Lading	For merchandise entering Customs territory from an FTZ, leave this field blank.
Box 20	U.S. Port of Unlading	For merchandise entering Customs territory from an FTZ, leave this field blank.
Box 21	Location of Goods/GO No.	<p>Where the entry summary serves as entry/entry summary, record the pier or site where the goods are available for examination. For air shipments, record the flight number. Where the Facilities Information and Resources Management (FIRMS) codes are available, they must be used in lieu of pier/site.</p> <p>Where the entry summary is used for merchandise that has been placed in GO, record the number assigned by CBP in the following format: G.O. NNNNNNNNNNNN.</p> <p>Where the entry summary is used for merchandise placed in a bonded warehouse, record the name and the FIRMS code of the bonded warehouse where the goods will be delivered.</p>

CBP Form 7501 Data Element Requirements (cont'd)

CBPF 7501	Field Name	Reporting Instructions and Data Field Definitions
Box 22	Consignee No.	<p>Record the Internal Revenue Service (IRS) Employee Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the consignee. This number must reflect a valid identification number filed with CBP via CBP Form 5106 or its electronic equivalent. When the consignee number is the same as the importer of record number, the word "SAME" may be used in lieu of repeating the importer of record number.</p> <p>For consolidated shipments, enter zeros in this block in the IRS EIN format shown above (i.e., 00-0000000). The reporting of zeros on the entry summary is limited to consolidated shipments and consolidated entry summaries.</p>
Box 23	Importer No	Report the IRS EIN, SSN, or CBP assigned number of the importer of record.
Box 24	Reference No.	Record the IRS EIN, SSN, or CBP assigned number of the individual or firm to whom refunds, bills, or notices of extension or suspension of liquidation are to be sent (if other than the importer of record and only when a CBP Form 4811 is on file).
Box 25	Ultimate Consignee Name and Address	<p>At the time of Entry Summary, record the name and address of the individual or firm purchasing the merchandise or, if a consigned shipment, to whom the merchandise is consigned. If those parties are not known, indicate to whose premises the merchandise is being shipped. If this information is the same as the importer of record, leave blank.</p> <p>In the space provided for indicating the state, report the ultimate state of destination of the imported merchandise, as known at the time of entry summary filing. If the contents of the shipment are destined to more than one state or if the entry summary represents a consolidated shipment, report the state of destination with the greatest aggregate value. If in either case, this information is unknown, the state of the ultimate consignee, or the state where the entry is filed, in that order, should be reported. However, before either of these alternatives is used, a good faith effort should be made by the entry filer to ascertain the state where the imported merchandise will be delivered. In all cases, the state code reported should be derived from the standard postal two-letter state or territory abbreviation.</p> <p>On a warehouse withdrawal, the original warehouse entry number should be recorded at the bottom of this block.</p>
Box 26	Importer of Record Name and Address	Record the name and address, including the standard postal two-letter state or territory abbreviation, of the importer of record. The importer of record is defined as the owner or purchaser of the goods, or when designated by the owner, purchaser, or consignee, a licensed customs broker. The importer of record is the individual or firm liable for payment of all duties and meeting all statutory and regulatory requirements incurred as a result of importation, as described in 19 C.F.R. § 141.1(b). The importer of record shown on the invoice should be the same party on CBP Form 7501, unless CBP form reflects a licensed customs broker.

CBP Form 7501 Data Element Requirements (cont'd)

CBPF 7501	Field Name	Reporting Instructions and Data Field Definitions
Box 27	Line No.	Report the appropriate line number, in sequence, beginning with the number 001.
Box 28	Description of Merchandise	A description of the articles in sufficient detail to permit the classification thereof under the proper statistical reporting number in the HTS should be reported at the top of column 28. The standard definitions from CBP HTS database are acceptable for this requirement.
Box 29	A. HTSUS No. B. ADA/CVD No.	Report the appropriate full 10-digit HTS item number. This item number must be left justified. Decimals are to be used in the 10-digit number exactly as they appear in the HTS. Directly below the HTS number, indicate the appropriate AD/CVD case number(s), as assigned by the Department of Commerce, International Trade Administration, if applicable.
Box 30	A. Gross Weight	Report gross shipping weight in kilograms for merchandise imported by ALL modes of transportation. The gross weight must be reported on the same line as the entered value.
Box 31	Net Quantity in HTSUS Units	When a unit of measure is specified in the HTS for an HTS number, report the net quantity in the specified unit of measure, and show the unit of measure after the net quantity figure. Report quantities in whole numbers for statistical purposes unless fractions of units are required for other CBP purposes. Fractions must be expressed as decimals. When an "X" appears in the column for units of quantity, no quantity is to be reported in column 31. (Gross weight must still be reported in Column 30.) When two units of measure are shown for the same article, report the net quantity for both in the specified unit of measure. The value of the article is to be reported with the first unit of measure unless a "V" follows the second that indicates the value of the article is to be reported with that unit of measure.
Box 32	A. Entered Value B. CHGS C. Relationship	Report the U.S. dollar value as defined in 19 U.S.C. § 1401a for all merchandise. Report the value on the same line item as the HTS number. Report the aggregate cost of freight, insurance, and all other charges, costs, and expenses incurred while bringing the merchandise from alongside the carrier at the port of exportation in the country of exportation and placing it alongside the carrier at the first U.S. port of entry. Report in whole U.S. dollars for each HTS number. Report whether the transaction was between related parties by placing "Y" for related and "N" for not related. Refer to CBP's instruction on how to fill out CBP Form 7501 for reference on relationship.

The Census Bureau encounters similar errors reported under e214 for FTZ admission as those on paper CBP Form 7501. Attachment D of this document, lists the most common improbable and impossible errors reported to the Census Bureau. Following CBP Form 7501 instructions will eliminate the most common errors when filling out CBP Form 7501 and will eliminate the need for the staff to make contact with the filers for data verification purposes.

Paper CBP Form 7501 Corrections (see common errors in Attachment D)

Corrections to CBP Form 7501 must be submitted to the local CBP Ports. For statistical purposes, all corrected CBP Form 7501 must be stamped with “Corrected Copy” or “Amended Copy” to ensure statistical copies are forwarded by CBP Officers to the Census Bureau for incorporation in the official foreign trade statistics.

Import Information Data Retention Period

There may be times when the importer/broker is contacted regarding statistical data reported to the Census Bureau. Therefore, importers/brokers should maintain copies of the zone admission and entry summary information for a period of 5 years from the date of withdrawal from the zone/bonded warehouse of the last merchandise withdrawn under the entry. However, if CBP or another import control regulatory agency has recordkeeping requirements for imports that exceed the retention period specified by the Census Bureau, then those requirements prevail.

Import Parameter Request for e214 and ABI

There may be times when data reported via the ABI system falls outside of the census values for a particular commodity. In this case, the filer will receive a census warning message. The various types of warning messages can be found in Appendix H of the CATAIR. If the reported value/quantity is correct and you continue to receive error messages, submit a request for a parameter change to the Census Bureau. A copy of the parameter request form is located in attachment E of this document. You can obtain an electronic copy by contacting the DCCB by telephone on 301-763-2259 or by e-mail at <FTD_Parameters@census.gov>. Once the form is completed, forward it to the e-mail indicated above.

The Census Bureau will make the determination if a change in parameters will be required based on their in depth analysis of the commodity in question. Please allow the Census Bureau at least 2 weeks to respond to all parameter requests. If you would like to know the status of your request, please contact the DCCB at the e-mail and telephone number indicated above. Please do not resubmit your request for a change. If you are receiving an error message on “special” or “one time” imported or exported items, please do not submit a request for a change in the parameters, as these shipments are rare in nature. In order to help expedite the process for the analysis of the requested commodity, please see Attachment E (Parameter Request form) and Attachment E-1 (Guidelines for Submitting Parameter Request Change) for submitting changes in the Census Bureau’s parameters.

FOREIGN TRADE ZONE EXPORTS

Exports measure the total physical movement of merchandise out of the United States to foreign countries whether such merchandise is exported from within the U.S. Customs territory or from a U.S. Customs bonded warehouse or a U.S. Foreign Trade Zone. Domestic or foreign goods exiting a FTZ for export must meet the mandatory electronic filing requirements via the Automated Export System (AES) <<http://www.census.gov/foreign-trade/aes/index.html>>. An AES record is required for all export shipments valued over \$2,500 per schedule B from the United States, Puerto Rico, or the U.S. Virgin Islands to a foreign country, or for all licensed shipments regardless of value. As a result of the data exchange program between the United States and Canada, an AES filing is not required for exports to Canada, except when a license is required. The Foreign Trade Regulations (FTR) mandates the filing of the required export information through the AES. These and other requirements regarding full mandatory filing of all export shipments through the AES are found in the FTR (Title 15, Code of Federal Regulations (CFR), Part 30).

U.S. Customs and Border Protection Agency Regulations, Title 19 CFR, Part 142, Entry Process, CFR 146, "Foreign Trade Zones," and in the CBP Foreign-Trade Zones Manual, Chapter 9, address the issue of exporting merchandise from a FTZ. FTZ exporters (sellers), forwarding agents, and carriers are reminded that, in addition to adhering to CBP regulations and FTZ operating procedures, they must also adhere to all federal government export laws and regulations that apply to the exportation of merchandise from the United States. In general, merchandise must be transferred out of the FTZ on a CBP Form 7512, "Transportation Entry and Manifest of Goods Subject to Customs Inspection and Permit." If the merchandise is being exported out of the United States, companies must file their export information via the AES.

For more information regarding filing requirements of export information via the AES, see the AES Best Practice manual located on the Census Bureau's Web site at <www.census.gov/trade>. Upon request, this document can be obtained on a CD-ROM from the Census Bureau by calling 1-800-549-0595, option 1 or by sending an e-mail request to <askaes@census.gov>.

Export Information Data Retention Period

Section 30.10 of the FTR provides detailed instruction regarding the retention of export information. It requires all parties to the export transaction (export carriers, U.S. Principle Party in Interest (USPPI), Foreign Principle Party in Interest (FPPI) and/or U.S. authorized agents) to retain documents pertaining to the export shipment for 5 years from the date of export. However, if other export control regulatory agencies have recordkeeping requirements for exports that exceed the retention period specified in the FTR Section 30.10, then those requirements prevail.

OTHER RECOMMENDATIONS AND BEST PRACTICES

Training for Foreign Trade Zones

It is very important to keep abreast of all changes in reporting requirements. Attending training on Census Bureau, FTZ, and CBP Regulations will allow you to modify your processes for more accurate reporting of data. To maintain reporting accuracy, companies should review Title 19, Code Federal Regulations (CFR), Parts 141–142 and 146 (This CFR refers to Administrative practices and procedures; Customs duties and inspection; Entry of Merchandise and Entry Process; Exports; Foreign Trade Zones; Penalties; Petroleum; Reporting and recording keeping requirements, respectively.). Also, the Foreign Trade Regulations (FTR) on exports from FTZs, instructions on Voluntary Disclosures, CBP's Customs and Trade Automated Interface Requirements (CATAIR) for the Automated Broker Interface (ABI) reporting are also included in this CFR. The Census Bureau encourages FTZ users to obtain the necessary training needed and develop processes that will facilitate the accurate and timely reporting of FTZ data. Such training can be obtained through attendance at various FTZ Seminars/Workshops, in addition to the development of training manuals, cross training, and mentorship programs.

Training Manual

We strongly recommend that companies filing via the FTZ online (e214) program develop a formal FTZ training manual. The training manual is a guide for obtaining consistent results that will support e214 filers' efforts in achieving and maintaining compliance. The main purpose of such a manual is to familiarize the user with the FTZ process. The manual must be detailed in nature to provide step-by-step instructions on performing the tasks necessary to complete each process. The manual must be reviewed periodically to ensure that it is current with system enhancements, changes, practices, and requirements. Information needed to incorporate into an in-house training manual can be obtained by attending various Trade Association Seminars conducted in cooperation with CBP. It serves as a training tool for newcomers in your organization. The training provides detailed insight on the enhancements of the admissions process.

CBP Form 214A paper filers should also develop a process of tracking their manual process of reporting statistical data to the Census Bureau. The document should include the "correct way" to complete CBP Form 214A and CBP Form 7501 documents, what documents are statistical and what are not (i.e., privileged foreign (statistical), domestic and zone-to-zone (nonstatistical), the number of copies required to be reported to CBP, time frame for reporting all documents to CBP, potential errors and their resolutions, and retention period for documentation).

Cross Training

Cross training is essential to an organization's overall performance. Many companies use cross training to build depth to cover critical tasks for filing import or export data timely and accurately when employees are on leave, travel, other assignments, or otherwise unavailable. Cross-training employees regarding their responsibilities under the Title 19 Code of Federal Regulations (FTR), Parts 141 and 146, the CATAIR, and the FTR will ensure that import and export transactions are reported accurately and the staff will be knowledgeable and equipped to meet those reporting requirements for import and export shipments. For example, staff must be familiar with both filing import and export transactions in the ABI and Automated Export System (AES), respectively, including what actions to take for correcting Census Bureau errors. Cross training provides improved coverage, increased flexibility, knowledge sharing, and it minimizes or eliminates potential problems that may cause chaotic work conditions.

Mentor Program

Mentoring allows experienced staff (mentors) to share lessons learned, tips, and recommendations on how to accurately file import or export transactions in a timely manner to less experienced staff. Mentoring provides ongoing support to new employees, accelerating their learning curve to achieve the level of knowledge required to ensure compliance and reporting accuracy. The mentoring section of a company's training manual must include internal as well as external contacts of persons who can offer assistance. Mentors must review the FTR, CBP regulations, and the CATAIR with special emphasis on import and export reporting requirements. The ultimate goal of the mentoring program is to have experienced employees share their knowledge and skills to augment the development of newly employed staff that will be carrying out the company's work in the future. For example, a new employee can shadow an experienced employee throughout the entire process of receiving/verifying documents, entering information into the e214 system, responding to error messages. Emphasizing employee development will yield positive results for the company, mentors, and new employees.

Seminars & Conferences

Fundamental causes of noncompliance for FTZs are a lack of understanding of the import and export reporting requirements, other import and export control regulations, and the e214 process. We encourage importers, brokers, exporters, forwarders, and U.S. authorized agents to attend the various CBP and trade association sponsored conferences and seminars in order to maintain current information regarding the import and export reporting requirements. These conferences and seminars will provide employees with an opportunity to learn all aspects of the import/export process. In addition, companies must conduct in-house forums to share best practices, provide updates on the ABI/AES programs along with information on other government import/export requirements that are relevant to your company's processes. Participation in these conferences and seminars is a great way to network and develop your understanding of the changes in the rules and regulations germane to your organization's compliance process.

Foreign Trade Zone Reports

Whether you are reporting your data electronically or by paper, it is very important to maintain a reporting system for your operations. Below are a few suggestions to ensure accurate reporting of statistical data to the Census Bureau.

Daily/Weekly Reports

In an effort to track your shipments and any associated errors, your system must have the capability to produce daily/weekly reports that serves as a useful tool in the monitoring and analysis of data being reported through the ABI system. The reports allow you to identify data irregularities and gaps in processes that will need to be addressed in order to maintain timely and quality data. Some suggested reports should include, but are not limited to, providing a list of all unresolved error messages, the total number of errors and the date the original error message was generated. The software also runs specific reports based on other types of criteria as indicated in the e214 software recommendation section of this document. The ability to create these reports gives the filer a snapshot of their progress and any of the various error messages that requires resolution. If you use a broker to file on your behalf, ask your broker to provide you with these types of reports on a daily or weekly basis.

Currently, there are no reports available via ABI for either the e214 or the 7501 Entry Summary. However, there are reports available in the Automated Commercial Environment (ACE) for 7501 Entry Summary data. The data are accessible via the ACE Portal for those ACE users who have applied for an ACE Portal account. The portal will allow you to view an entity's own data.

No Activity Reports

There are times when zones filing e214 or paper CBP Form 214 will not have any statistical reporting for a particular month. If this should occur, we request that you submit a "no activity" e-mail to the Census Bureau on or before the 10th day after the reporting month. The e-mail must include the FTZ number, the month of no activity, contact information, and a statement that there were no admissions for the month. Submission of this e-mail will assist the Census Bureau in tracking and determining possible "missing" data and allow the Census Bureau to pinpoint shipments that were not extracted. Note that this action should be considered a voluntary service, not mandatory. A similar e-mail should also be used for zones that become "inactive" or reported "zone-to-zone transfers" for the month. This report can be incorporated in your software system or can be provided by the importer/broker. The e-mail should be sent to <DCCB.Help@Census.Gov>. You may also contact the Census Bureau by fax on 301-763-4610 or by phone on 301-763-2259.

Duplication

When reporting via the e214 system, FTZs must NOT submit a statistical CBP Form 214A document to CBP ports for the same shipment reported in e214. If there are reasons for you to submit a hard copy of CBP Form 214A documents to CBP Officer on data filed through the e214 program, "Box 14" must be checked "YES." This will alert CBP officers that the Census Bureau will receive the data electronically and the document will not be forwarded to the Census Bureau.

Companies transitioning to e214 filing from others sources of reporting statistical data must avoid duplicate reporting of data during their transition period. For example, if you are a paper filer and began reporting through the e214 system on May 15, you must submit statistical CBP Form 214A documents to CBP from May 1–14 and the remaining data must be filed via the e214. It is essential that CBP Form 214A "Box 14" is checked "NO" for those documents filed May 1–14. Documents checked "YES" would not be forwarded to the Census Bureau for further processing.

CBP Form 214A

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

OMB No. 1651-0029 Exp. 01-31-2010

CENSUS USE ONLY

**APPLICATION FOR
FOREIGN-TRADE ZONE ADMISSION
AND/OR STATUS DESIGNATION**
19 CFR 146.32, 146.40

1. ZONE NO. AND LOCATION (<i>Address</i>)
2. PORT CODE

3. IMPORTING VESSEL (& FLAG)/OTHER CARRIER	4. EXPORT DATE	5. IMPORT DATE	6. ZONE ADMISSION NO.
7. U.S. PORT OF UNLADING	8. FOREIGN PORT OF LADING	9. BILL OF LADING/AWB NO.	10. INWARD M'FEST NO.
11. INBOND CARRIER	12. I.T. NO. AND DATE	13. I.T. FROM (<i>Port</i>)	

14. STATISTICAL INFORMATION FURNISHED DIRECTLY TO BUREAU OF CENSUS BY APPLICANT? YES NO

15. NO. OF PACKAGES AND COUNTRY OF ORIGIN CODE	16. DESCRIPTION OF MERCHANDISE	17. HTSUS NO.	18. QUANTITY (HTSUS)	19. GROSS WEIGHT	20. SEPARATE VALUE & AGGR CHGS.
21. HARBOR MAINTENANCE FEE (19 CFR 24.24) ➔					

22. I hereby apply for admission of the above merchandise into the Foreign-Trade Zone. I declare to the best of my knowledge and belief that the above merchandise is not prohibited entry in the Foreign-Trade Zone within the meaning of section 3 of the Foreign-Trade Zones Act of 1934, as amended, and section 146.31, Customs Regulations.

23. I hereby apply for the status designation indicated:

<input type="checkbox"/> NONPRIVILEGED FOREIGN (19 CFR 146.42)	<input type="checkbox"/> PRIVILEGED FOREIGN (19 CFR 146.41)	<input type="checkbox"/> ZONE RESTRICTED (19 CFR 146.44)	<input type="checkbox"/> DOMESTIC (19 CFR 146.43)
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24. APPLICANT FIRM NAME	25. BY (<i>Signature</i>)	26. TITLE	27. DATE
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F.T.Z. AGREES TO RECEIVE MERCHANDISE INTO THE ZONE ➔	28. FOR THE F.T.Z. OPERATOR (<i>Signature</i>)	29. TITLE	30. DATE
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PERMIT Permission is hereby granted to transfer the above merchandise into the Zone.	31. PORT DIRECTOR OF CBP: BY (<i>Signature</i>)	32. TITLE	33. DATE
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PERMIT The above merchandise has been granted the requested status.	34. PORT DIRECTOR OF CBP: BY (<i>Signature</i>)	35. TITLE	36. DATE
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37. The goods described herein are authorized to be transferred: without exception except as noted below

PERMIT TO TRANSFER	38. CBP OFFICER AT STATION (<i>Signature</i>)	39. TITLE	40. STATION	41. DATE
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	42. RECEIVED FOR TRANSFER TO ZONE (<i>Driver's Signature</i>)	43. CARTMAN	44. CHL NO.	45. DATE
--	---	-------------	-------------	----------

46. To the Port Director of CBP: The above merchandise was received at the Zone on the date shown except as noted below:

FTZ OPERATOR'S REPORT OF MERCHANDISE RECEIVED AT ZONE	47. FOR THE FTZ OPERATOR (<i>Signature</i>)	48. TITLE	49. DATE
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CBP Form 214B

OMB No.1651-0029 Exp. 01-31-2010

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

**APPLICATION FOR
FOREIGN-TRADE ZONE ADMISSION
AND/OR STATUS DESIGNATION**

CONTINUATION SHEET

19 CFR 146.22, 146.32, 146.35-146.37, 146.39-146.41, 146.44, 146.53, 146.66

1. ZONE NO. AND LOCATION (Address)

2. PORT CODE

6. ZONE ADMISSION NO.

15. NO. OF PACKAGES AND COUNTRY OF ORIGIN CODE	16. DESCRIPTION OF MERCHANDISE	17. HTSUS NO.	18. QUANTITY (HTSUS)	19. GROSS WEIGHT	20. SEPARATE VALUE & AGGR CHGS.

(See back of form for Paperwork Reduction Act Notice.)

CBP Form 214B (08/00)

Attachment B**COMMON TERMS AND ACRONYMS**

ACS	The Automated Commercial System (ACS) is a comprehensive system used by the U.S. Customs Service to track, control, and process all commercial goods imported into the United States.
ABI	The Automated Broker Interface (ABI) is a feature of ACS that permits qualified filers to electronically transmit import data directly to customs.
AES	The Automated Export System (AES) is a system for collecting electronic exports information from persons exporting goods from the United States, Puerto Rico, or the U.S. Virgin Islands; between Puerto Rico and the United States; and to the U.S. Virgin Islands from the United States or Puerto Rico.
CATAIR	Customs and Trade Automated Interface Requirements is a document that specifies the procedures to be followed by the importing trade community members who want to automate their admission and entry processing. This document provides the basic technical specifications and record formatting rules needed for participation in ABI of ACS.
CBP	U.S. Customs and Border Protection agency is the unified border agency within the Department of Homeland Security charged with the management, control, and protection of our nation's borders at and between the official ports of entry to the United States.
CFR	Code of Federal Regulations (CFR) is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the federal government. The Code is divided into 50 titles that represent broad areas subject to federal regulation.
FTD	The Foreign Trade Division is the Census Bureau's division responsible for collecting, compiling, and publishing import and export trade statistics for the United States.
FTR	Foreign Trade Regulations—The Foreign Trade Regulations, Title 15, Code of Federal Regulations, Part 30, Sections 30.1–30.74, contains the legal definitions and requirements for filing the electronic export information via the Automated Export System. These regulations are guided by Title 13, U.S. Code, Chapter 9 which authorizes the Census Bureau to collect information from all persons exporting from or importing into the United States and the noncontiguous areas over which the United States exercises sovereignty, jurisdiction, or control, and from all persons engaged in trade between the United States and such noncontiguous areas and between those areas.
FTZ	Foreign Trade Zones are specially licensed commercial and industrial areas in or near ports of entry where foreign and domestic goods, including raw materials, components, and finished goods, may be brought in without being subject to payment of customs duties. Goods brought into these zones may be stored, sold, exhibited, repacked, assembled, sorted, graded, cleaned, or otherwise manipulated prior to reexport or entry into the country's customs territory.

COMMON TERMS AND ACRONYMS (con'd)

HTSUS	The Harmonized Tariff Schedule (HTS) of the United States is the list of tariffs charged and statistical categories for all products imported into the United States. It classifies all goods according to the International Harmonized Commodity Coding and Classification System (Harmonized System) that has been established by the World Customs Organization.
IATA CODE	International Air Transport Association is a 2- or 3-digit alphanumeric code for an air carrier, administered by IATA.
ISO CODE	A 2-digit alphabetic International Organization for Standardization (ISO) code for countries.
LOI	A letter of intent (LOI) is a statement of a commitment to develop, maintain, and adhere to customs performance requirements and operations standards as a participant in ACS or AES.
SCAC	Standard Carrier Alpha Code is a unique 2- to 4- alphabetic letter code used to identify transportation companies.
VSD	Voluntary Self Disclosure is the companies voluntarily and promptly disclosure and expeditiously correction of all violations or potential violations of Title 15, Code of Federal Regulations, Part 30, the Foreign Trade Regulations (FTR). The Census Bureau recommends that VSD be made for violations or potential violations going back at least 5 years and must be identified and submitted before the Census Bureau or another export enforcement federal government agency identifies the problem.
ZONE ADMISSION	The physical arrival of goods into a zone in a specified zone status with the appropriate approvals of the zone grantee and CBP. The word "admission" is used instead of "entry" to avoid confusion with CBP entry processes under parts 141-144 of the Customs Regulations.
ZONE ENTRY	The reporting of the necessary documentation to the appropriate CBP officer to secure the release of imported merchandise from CBP custody or the act of filing that documentation.

Attachment C

REFERENCES AND CONTACT INFORMATION

References

Air Carrier Code:

<<http://www.census.gov/foreign-trade/reference/codes/aircarrier/acname.txt>>

Harmonized Tariff Schedule of the United States:

<http://www.usitc.gov/tata/hts/bychapter/_0802.htm>

Schedule B, Export Commodity Codes:

<<http://www.census.gov/foreign-trade/schedules/b/#browse>>

Schedule C, Country Codes and Descriptions, Including ISO Codes:

<<http://www.census.gov/foreign-trade/schedules/c/countrycode.html>>

Schedule D, District and Port Codes and Descriptions:

<<http://www.census.gov/foreign-trade/schedules/d/distcode.html>>

Schedule K, Classification of Foreign Ports by Geographic Trade Area and Country:

<<http://www.iwr.usace.army.mil/ndc/wcsc/scheduleK/schedulek.htm>>

Contact Information

Census Bureau, Automated Export Systems Branch—1-800-549-0595, Option 1

Census Bureau, Regulations, Outreach, and Education Branch—1-800-549-0595, Option 3

Register for the Mandatory AES Compliance Conference at the following Web site:

<www.census.gov/mso/www/ftd/index.htm>

Census Bureau, Data Collection Coordination Branch—301-763-2259

MOST COMMON REPORTING ERRORS AND RECOMMENDED SOLUTIONS

Error	Reasons	Recommended Solution and/or Flag/Reject
No Primary Quantity	No Quantity 1 was reported	Report the Quantity 1 or primary quantity and the unit of measure specified for the reported HTSUSA number. The only time quantity is not required is when the HTSUSA number has an “X” for the unit of measure. This is a mandatory field in e214, therefore filers must enter an “X” in the field for HTSUSA, which requires no quantity. FLAG/REJECT—When Quantity 1 is required and nonnumeric characters are reported or the field is blank.
No Secondary Quantity	No Quantity 2 quantity was reported	For HTSUSA numbers that require a Quantity 2 or secondary quantity, report the Quantity 2 in the unit specified for the reported HTSUSA number. FLAG/REJECT —When Quantity 2 is required and non-numeric characters are reported or field is blank. FLAG/REJECT—When quantity is reported and HTSUSA does not require secondary quantity.
Unit Value Out of Range	Incorrect customs value or incorrect quantity reported	Verify the primary and/or secondary quantity are reported in the proper unit of measure and verify customs value. <ul style="list-style-type: none"> If all information is reported correctly, consider submitting a Parameter Request to census. Refer to Parameter Request section of this document for details. Note the current CATAIR requires the customs value to be reported in “U.S. dollars, no decimals or cents. <p>”FLAG/REJECT —When customs value field contains a decimal place.</p>
Quantity Ratio Out of Range	Incorrectly reporting the Primary or Secondary Quantities	Verify the primary and/or secondary quantity is reported in the proper unit of measure. <ul style="list-style-type: none"> If all information is consistently reported correctly, consider submitting a Parameter Request to census. Refer to Parameter Request section of this document for details. <p>FLAG/REJECT —When HTSUSA requires both primary and secondary quantity, send error message “missing primary quantity” and/or “missing secondary quantity.”</p>
Impossible/ Invalid District Port of Unlading for Vessel	Reporting non-vessel port of unlading	When reporting a “vessel” mode of transportation (10, 11, 12), the U.S. Port of Unlading must be a valid vessel port. Report the port code where the merchandise was unladen from the importing conveyance. Refer to the Schedule D, District and Port Codes and Descriptions. The port codes can be found in the reference section of the Census Bureau’s Web site at <www.census.gov/trade>. <p>FLAG/REJECT —When the Port of Unlading field contains a port code that is not a valid vessel port code and/or not in the current edition of the Schedule D Manual.</p>
Impossible/ Invalid HTSUSA Code	Reporting incomplete or invalid HTSUSA classification	Reporting incomplete or invalid HTSUSA classification Report a valid 10-digit commodity code from the current edition of the HTSUSA. See the HTS listing on the Census Bureau’s Web site at <www.census.gov/trade>. <p>FLAG/REJECT —When the HTSUSA field is nonnumeric, blank, or contains a number that is not in the current edition of the HTSUSA Manual</p>

MOST COMMON REPORTING ERRORS AND RECOMMENDED SOLUTIONS

Error	Reasons	Recommended Solution and/or Flag/Reject																												
Impossible/ Invalid Country of Origin	Reporting invalid Country of Origin	<p>Report the ISO code for the country where the goods were grown, produced, or manufactured. Refer to the Schedule C (Country Codes and Descriptions). The country codes can be found in the reference section of the Census Bureau’s Web site at <www.census.gov/trade>.</p> <p>Note: If the country of origin is Canada, “CA” will not be accepted. Use one of the following Province codes for the specific Canadian Province where the goods originated:</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr><td>XA</td><td>Alberta</td></tr> <tr><td>XB</td><td>New Brunswick</td></tr> <tr><td>XC</td><td>British Columbia</td></tr> <tr><td>XM</td><td>Manitoba</td></tr> <tr><td>XN</td><td>Nova Scotia</td></tr> <tr><td>XO</td><td>Ontario</td></tr> <tr><td>XP</td><td>Prince Edward Island</td></tr> <tr><td>XQ</td><td>Quebec</td></tr> <tr><td>XS</td><td>Saskatchewan</td></tr> <tr><td>XT</td><td>Northwest Territories</td></tr> <tr><td>XV</td><td>Nunavut</td></tr> <tr><td>XW</td><td>Newfoundland</td></tr> <tr><td>XY</td><td>Yukon Territory</td></tr> </tbody> </table> <p>FLAG/REJECT—When Country of Origin field is blank, or contains a code that is not in the current edition of the Schedule C Manual or not a valid 2-digit alpha character ISO code.</p>	<u>Code</u>	<u>Description</u>	XA	Alberta	XB	New Brunswick	XC	British Columbia	XM	Manitoba	XN	Nova Scotia	XO	Ontario	XP	Prince Edward Island	XQ	Quebec	XS	Saskatchewan	XT	Northwest Territories	XV	Nunavut	XW	Newfoundland	XY	Yukon Territory
<u>Code</u>	<u>Description</u>																													
XA	Alberta																													
XB	New Brunswick																													
XC	British Columbia																													
XM	Manitoba																													
XN	Nova Scotia																													
XO	Ontario																													
XP	Prince Edward Island																													
XQ	Quebec																													
XS	Saskatchewan																													
XT	Northwest Territories																													
XV	Nunavut																													
XW	Newfoundland																													
XY	Yukon Territory																													
Impossible/ Invalid Air Carrier Code	Reporting invalid air carrier code	<p>For all air shipments, report the Standard Carrier Alpha Code (SCAC) or Airway Bill Prefix of Importing Carrier (either 3-position airway bill prefix or 2-position abbreviation).</p> <p>FLAG/REJECT—When the Carrier Code/Manifest field is blank for air shipments or the code is not in the current edition of the file maintained by Census Bureau or not a valid 2-digit International Air Transportation Association (IATA) Code.</p>																												
Impossible/ Invalid Foreign Port or Foreign Load Port	Reporting invalid foreign port code	<p>Report the 5-digit numeric code for vessel shipments provided in the schedule K, Classification of Foreign Ports by Geographic Trade Area and Country, where goods were loaded for transport by water to the United States. See the schedule K listing on the Census Bureau’s Web site at <www.census.gov/trade>.</p> <p>FLAG/REJECT—When the Foreign Port field is blank for vessel shipments or contains a code that is not in the current edition of the Schedule K Manual.</p>																												

MOST COMMON REPORTING ERRORS AND RECOMMENDED SOLUTIONS

Error	Reasons	Recommended Solution and/or Flag/Reject
No Value	Value field was not reported	Report customs value of the shipment in U.S. dollars, no decimals or cents. FLAG/REJECT—When customs value is nonnumeric, blank, or contains a special character (decimal).
Impossible/ Invalid Special Program Indica- tors (SPI)	Not reporting SPI or reporting invalid SPI	Report using a 2-digit alphanumeric International Standard Organization (ISO) Code. Also, report the ISO code of the country from where the goods were exported to the United States in the country of export field. FLAG /REJECT —When Country of Origin code contains a code that is not included in the list of countries eligible for the SPI.

Attachment E-1

REQUEST FOR CHANGE IN CENSUS PARAMETERS

(NOTE : This e-mail version of the request form may be used when no supporting documentation is needed.)

SEND VIA E-MAIL TO: <FTD Parameters@census.gov>

WITH CC: TO: <Howard.Duncan@dhs.gov>
<Virginia.Mcpherson@dhs.gov>

HTSUS FOR WHICH CHANGE IS REQUESTED: *****
(List the 10-digit HTS Number)

EXISTING PARAMETERS (Brokers only): **LOW \$* THRU HIGH \$* PER *(insert statistical quantity, e.g. no., dz. etc.)**

IF REQUESTING A CHANGE IN PRICE RANGE, DOES CHANGE APPLY TO:

ALL COUNTRIES? **YES or NO**

SPECIFIC COUNTRIES? (ISO CODES) : *** ONLY**

RECOMMENDED PARAMETERS: **LOW: \$* THRU \$* PER ***

NARRATIVE JUSTIFICATION FOR CHANGE REQUEST: **(Continue as necessary)**

Thank you for your consideration of this request.

REQUESTED BY:
TITLE:
PORT:
PHONE NUMBER:
E-MAIL ADDRESS:

Guideline for Submitting Parameter Request Change Form

Field Name	Comments
HTSUS/Schedule B Number	List the 10-digit HTSUS or Schedule B number you are requesting to be changed. Note: Please report only one HTSUS or Schedule B number per parameter request. Note: Please report only one HTSUS or Schedule B number per parameter request.
Existing Parameters	Customs Brokers Only—List the current range of the parameters for the HTSUS or Schedule B.
Countries	Select “All” if the change request is for all countries, otherwise select “No” and provide the ISO codes for the selected countries.
Recommended Parameters	Indicated the high and/or low suggested parameters for each HTSUS or Schedule B. Report the parameters you currently report in ABI or AES.
Narrative	Provide detail information for the reasons necessary for the change. If available, please list up to 5 examples of the Internal Transaction Number (AES) or the Entry Numbers (ABI).
Contact Information	Put your Name, Title, Port Code, Telephone Number, and E-mail Address on the document. This will provide the Census Bureau with contact information if necessary.

Attachment F

CBP FORM 7501 ENTRY SUMMARY DOCUMENT

DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection ENTRY SUMMARY				1. Filer Code/Entry No.	2. Entry Type	3. Summary Date
				4. Surety No.	5. Bond Type	6. Port Code
8. Importing Carrier		9. Mode of Transport		10. Country of Origin		11. Import Date
12. B/L or AWB No.		13. Manufacturer ID		14. Exporting Country		15. Export Date
16. I.T. No.	17. I.T. Date	18. Missing Docs		19. Foreign Port of Lading		20. U.S. Port of Unlading
21. Location of Goods/G.O. No.		22. Consignee No.		23. Importer No.		24. Reference No.
25. Ultimate Consignee Name and Address				26. Importer of Record Name and Address		
City State Zip				City State Zip		
27.	28. Description of Merchandise			32.	33.	
Line No.	29. A. HTSUS No. B. ADA/CVD No.	30. A. Grossweight B. Manifest Qty.	31. Net Quantity in HTSUS Units	A. Entered Value B. CHGS C. Relationship	A. HTSUS Rate B. ADA/CVD Rate C. IRC Rate D. Visa No.	34. Duty and I.R. Tax Dollars Cents
Other Fee Summary for Block 39				CBP USE ONLY		TOTALS
		35. Total Entered Value		A. LIQ CODE	B. Ascertained Duty	37. Duty
		\$		REASON CODE	C. Ascertained Tax	38. Tax
		Total Other Fees			D. Ascertained Other	39. Other
		\$		E. Ascertained Total	40. Total	
36. DECLARATION OF IMPORTER OF RECORD (OWNER OR PURCHASER) OR AUTHORIZED AGENT						
I declare that I am the <input type="checkbox"/> Importer of record and that the actual owner, purchaser, or consignee for CBP purposes is as shown above, OR <input type="checkbox"/> owner or purchaser or agent thereof. I further declare that the merchandise <input type="checkbox"/> was obtained pursuant to a purchase or agreement to purchase and that the prices set forth in the invoices are true, OR <input type="checkbox"/> was not obtained pursuant to a purchase or agreement to purchase and the statements in the invoices as to value or price are true to the best of my knowledge and belief. I also declare that the statements in the documents herein filed fully disclose to the best of my knowledge and belief the true prices, values, quantities, rebates, drawbacks, fees, commissions, and royalties and are true and correct, and that all goods or services provided to the seller of the merchandise either free or at reduced cost are fully disclosed. I will immediately furnish to the appropriate CBP officer any information showing a different statement of facts.						
41. DECLARANT NAME		TITLE		SIGNATURE		DATE
42. Broker/Filer Information (Name, address, phone number)				43. Broker/Importer File No.		
				PaperWork Reduction Act Notice CBP Form 7501 (04/05)		