Electronic Commerce Client Requirements Document

Chapter 8: Advance Commercial Information (ACI)/eManifest Portal – House Bills
Version 1.2.1

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Revision History

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1.0   Introduction

eManifest, is a transformational initiative that will modernize and improve cross-border commercial processes. It is about getting the right information at the right time to enhance the ability of the Canada Border Services Agency (CBSA) to identify potential threats to Canada, while facilitating the movement of low-risk shipments across the border.

The eManifest initiative is the third phase of the Advance Commercial Information (ACI) program. ACI phases 1 and 2 require air and marine carriers to submit pre-arrival cargo and conveyance information electronically, within advance time frames.

When fully implemented, eManifest will require carriers, freight forwarders and importers in all modes of transportation (air, marine, highway and rail) to electronically transmit advance commercial information to the CBSA within prescribed mode-specific time frames.

On June 11, 2009, Bill S-2, *An Act to Amend the Customs Act*, was granted Royal Assent, the final stage required for the Bill to become law. This allows the CBSA to mandate various members of the trade community to submit pre-arrival data for risk assessment purposes.

The eManifest Portal (the Portal) is a secure data submission option developed by the CBSA that allows the trade community to electronically submit their pre-arrival information through the Internet. The eManifest Portal was developed primarily for small- to medium-sized enterprises to facilitate their compliance and ease the transition from paper reporting to pre-arrival electronic data submission. The eManifest Portal is designed for freight forwarders to submit pre-arrival secondary cargo data, to send House bill Manifest Forwards and to receive House bill Manifest Forwards sent by other Trade Chain Partners (TCPs).

Terminology, data requirements and business rules vary somewhat between Electronic Data Interchange (EDI) and the Portal. The differences between these two submission options are largely due to the fact that EDI and the Portal are based on different technologies and interfaces and face different technical constraints when interfacing with the CBSA system.

With respect to terminology, for example, EDI documentation often refers to transmission of trade data while Portal documentation typically refers to submission of Trade Documents. EDI refers to Statuses and Notices while Portal refers to Statuses.

With respect to data requirements and business rules, Portal requirements and rules are explained in this Electronic Commerce Client Requirements Document (ECCRD) – Chapter 8: Advance Commercial Information (ACI)/eManifest Portal – House Bills (and in documentation referred to herein) and EDI requirements and rules are explained in the ECCRD – Chapter 5 : Advance Commercial Information (ACI)/eManifest House Bill and its Appendices.

The CBSA recommends that Portal clients review all narrative sections of this document, in conjunction with the Appendix 1 – Glossary of Secondary Cargo Data Elements, for a full understanding of Portal technical requirements.

Additional resources about eManifest and the Portal are listed in Section 13.0 of this document. These include contact information and additional documentation related to the Portal. The eManifest Portal Help and Support Web page also provides instructional information and can be accessed at www.cbsa-asfc.gc.ca/prog/manif/portal-portail/help-aide-eng.html.

Clients are advised that the content of this document is subject to revision and amendment in the event of system upgrades and/or changing operational requirements. The CBSA will endeavour to provide as much advance notice as possible of major system changes and will notify clients of upcoming changes through System Messages in the Portal. Clients are encouraged to read System Messages on a regular basis.

2.0   Purpose and Scope of this Document

This document is provided as part of the documentation for eManifest, the third phase of the Advance Commercial Information initiative.

The purpose of this document is to provide freight forwarders with information about how to provide advance secondary cargo information to the Canada Border Services Agency using House bills and Close Messages submitted through the eManifest Portal. It also provides information about how to view the status of Submitted Trade Documents as well as Secondary Notices sent by other TCPs.

Policy guidelines will be outlined in the *Reporting of Imported Goods Regulations* and related *D-Memoranda*.

The data element requirements for providing advance electronic secondary cargo information through the eManifest Portal are listed in Appendix 1 – Glossary of Secondary Cargo Data Elements (at the end of this document).

The requirements for providing advance primary cargo information (i.e. Highway Cargo and Conveyance Documents) are addressed in the Electronic Commerce Client Requirements Document (ECCRD) – Chapter 7: Advance Commercial Information (ACI)/eManifest Highway Portal.

The reporting of exports (for shipments exiting Canada) will not change from current requirements as a result of eManifest. The Portal does not support any export activity.

3.0   Business Rules and Flows

Freight forwarders are responsible for electronically submitting all applicable data to the CBSA for processing within the time frames specified in the *Reporting of Imported Goods Regulations* and in accordance with the technical requirements, specifications and procedures that are set out in this ECCRD - Chapter 8: Advance Commercial Information (ACI)/eManifest Portal – House Bills. The CBSA will then validate the data and provide applicable status notifications to the freight forwarders.

The following section outlines the business rules and flows involved when providing advance secondary cargo information to the CBSA using House bills and Close Messages submitted through the eManifest Portal.

3.1   House Bill and Close Message Business Rules

The freight forwarder is required to provide House bills and Close Messages to the CBSA within the time frames specified in the *Reporting of Imported Goods Regulations*. House bills and Close Messages may be submitted up to 90 days in advance. The House bills and associated Close Message must be accepted by the CBSA within the prescribed time frames as shown in the chart below:

	Marine	Air	Rail	Highway
Time frames for providing electronic advance trade data based on mode	24 hours prior to loading or arrival depending on the type and the origin of goods	4 hours prior to arrival or at time of departure	2 hours prior to arrival	1 hour prior to arrival

1. Electronic documents submitted to the CBSA through the eManifest Portal must include all mandatory data elements – and conditional elements, where applicable – identified on the appropriate Portal Trade Document screen and in Appendix 1 of this document.

2. House bill submissions that will be further deconsolidated must have the Consolidation Indicator set to "Yes" to ensure the cargo matching process is completed. A freight forwarder must be bonded to submit a consolidated House bill. A non-bonded freight forwarder can only submit non-consolidated House bills seeking release at First Port of Arrival (FPOA).

    Note: From a CBSA standpoint, a consolidation exists when a number of smaller shipments are forwarded to the same location, grouped together as one shipment by a carrier, consolidator or freight

forwarder and shipped to a carrier, an agent or a freight forwarder and reported to the CBSA under one cargo control number (CCN).

A deconsolidation exists when a consolidated shipment is divided into individual shipments consigned to individual consignees and reported to the CBSA on individual CCDs known as supplementary reports.

3. If the Primary Cargo Control Number (CCN) for the related House bill must be changed pre-arrival, the House bill can be edited and resubmitted with the appropriate modification. Should the primary CCN need to be amended post-arrival, the correction needs to be done manually and the traditional paper process should be used.

4. All House bills must have reached the "Accepted" status in order to be subsequently referenced in a Close Message. A submitted Close Message quoting a CCN that is either not on file with the CBSA, that is quoted on another Close Message that belongs to another freight forwarder or that is currently not in Accepted status will be rejected. The same rule applies to the previous CCN, if it is not in Accepted status, the Close Message will be rejected.

5. House bill numbers (CCN) must not be duplicated for a three-year period (plus current year) as per current rules. Should the CCN need to be changed pre-arrival, the House bill must be cancelled and resubmitted. Should the CCN need to be amended post-arrival, the correction can be done manually in which case the traditional paper process should be used (For further information on changing and amending House bills and Close Messages, see Section 4.0).

6. The Port of Destination/Exit and the Sub-location (Warehouse Office Code) are mandatory data elements that must be provided for all House bill submissions whether they are moving inland or not. The Port of Destination/Exit in a House bill is the frontier port where the shipment is expected to either be released or to be deconsolidated. This code must be the same in all related Highway Cargo Document(s), Highway Conveyance Document and House bill(s).

7. For goods moving in-bond, the warehouse operator located at the destination warehouse will be required to acknowledge receipt of the freight by transmitting an electronic cargo arrival certification message to the CBSA.

8. If errors are identified on the House bill post-arrival, the document must be amended to accurately reflect the error(s) whether they be overages, shortages or any other discrepancies.

Note: An amendment in itself does not remove the requirement for correcting inaccurate accounting or release documents.

9. A Close Message is required for each Cargo document or House bill that includes freight identified as "Consolidated."

10. If errors are identified in a Close Message post-arrival, it may be amended by adding or removing associated House bills.

11. As noted, electronic House bills and Close Messages must be received and validated by the CBSA within the time frames specified in the *Reporting of Imported Goods Regulations*. **It is solely the freight forwarder's responsibility to ensure submission of documents is in compliance with regulations.**

12. If a submitted House bill or Close Message is not going to be used, the freight forwarder must cancel that House bill or Close Message.

13. While the electronic pre-arrival transmission of House Bills and accompanying House Bill Close Messages are mandatory, Supplementary Cargo Reports (SCR) continues to be required in the air and marine

modes but only for Freight Remaining on Board (FROB) shipments. Refer to mode-specific ECCRDs for more information on supplementary reports.

14. All information must be submitted to the CBSA in either English or French.

Please see [Appendix 1](#) at the end of this document for required House bill and Close Message data elements.

3.2   Pre-arrival Business Flow

The freight forwarder arranges transportation of shipments with cargo carriers authorized by the CBSA. In some cases, the consolidation will include shipments that the freight forwarder has contracted to move on behalf of another freight forwarder, who, in turn may have done the same with another freight forwarder.

The freight forwarder who has contracted with the primary carrier prepares the required House bill(s). After transmitting all the House bills, the freight forwarder then submits a Close Message that links all the submitted House bills to the previous CCN to declare closure of the shipment(s). If any of the House bills are to be further deconsolidated, each subsequent freight forwarder is responsible for transmitting House bills, followed by the Close Message, to declare closure of those shipments.

3.2.1   House bills

1. The Portal user may submit House bills for future shipments up to 90 days prior to arrival in Canada.

2. The user can choose to select "**Check for Errors**" at any time prior to submitting a House bill. Any syntax errors (e.g. missing mandatory data or incorrectly formatted data) will be displayed to the Portal user for correction.

3. When a user submits a House bill, the Portal will automatically check syntax prior to submission to ensure the user made no syntax errors during data entry. If errors are identified, they will be displayed to the user for correction. The user must correct these errors before the Portal can submit the House bill to the CBSA. If no errors are identified, the document is submitted to the CBSA. While the document is being transferred to the CBSA and undergoing business rule validation by the CBSA system, the status of the submission is displayed as **"Updating…"**

4. Once business rule validation has been completed, the CBSA acknowledges receipt of the House bill by indicating either an "**Accepted**" (positive acknowledgement) or "**Rejected**" (negative acknowledgement) status:
   a. For submitted House bills free of business rule validation errors, the CBSA will indicate an "**Accepted**" status to the user.

   b. If the submitted House bill contains any business rule validation errors, a "**Rejected**" status will be indicated to the user. The House bill may also be manually rejected by a border services officer (BSO). The Status Details of the House bill will indicate the reason(s) for the rejection. The user must then correct the error(s) by editing and resubmitting the House bill to the CBSA or can

choose to cancel the House bill. If the resubmitted data meets the business rule validation specifications, an "**Accepted**" status will be displayed to the user.

5. In the event that the House bill is non-consolidated:
   - a "**Cargo Complete**" status means a pre-arrival release has not been submitted by a broker/importer.
   - a "**Document Package Complete**" status means it is linked to a pre-arrival release submitted by a broker/importer.

   In the event that the House bill is consolidated:
   - a "**Not Matched**" status means a Close Message has not been submitted by a freight forwarder.
   - a "**Matched**" status means it is linked to a Close Message submitted by a freight forwarder and at least one of the lower level House bill(s) has a "Not Matched" status.
   - a "**Cargo Complete**" status means it is linked to a Close Message submitted by a freight forwarder and all of the lower level House bill(s) have a "Cargo Complete" status.
   - a "**Document Package Complete**" status means it is linked to a Close Message submitted by a freight forwarder and all of the lower level House bill(s) have a "Document Package Complete" status.

6. A Manifest Forward feature is available to freight forwarders who wish to provide trade chain partners with an electronic copy of the submitted House bill. All Manifest Forwards are sent only once the House bill passes business validation and reaches "**Accepted**" status. See section 0 for further information about Manifest Forwards.

7. When a shipment arrives at the First Port of Arrival and is processed by the CBSA, a "**Reported**" status will be displayed to the user.

3.2.2   Close Message Processing

1. In order to provide the CBSA with a complete summary of the planned deconsolidation for consolidated freight, the responsible freight forwarder must submit a Close Message that identifies the CCN of the previous Cargo Control Document (CCD) and the CCNs of all related House bills. In addition, if any of the House bills are to be further deconsolidated, the freight forwarder responsible must also submit a Close Message that identifies the CCN of the previous CCD of that consolidation and the CCNs of all related House bills. This process must be applied until there is no further deconsolidation of related House bills.

2. The Portal user may submit a Close Message, concerning future shipments, up to 90 days prior to arrival in Canada. As previously stated, House bills must reach **"Accepted"** status in order to be referenced in a Close Message.

3. When a user submits a Close Message, the Portal will automatically verify the syntax prior to submission to ensure the user made no syntax errors during data entry. While the document is being transferred to the CBSA and undergoing business rule validation by the CBSA system, the status of the submission is displayed as **"Updating…"**

4. Once business rule validation has been completed, the CBSA acknowledges receipt of the Close Message by indicating either an "**Accepted**" (positive acknowledgement) or "**Rejected**" (negative acknowledgement) status:

a. For submitted Close Messages free of business rule validation errors, the CBSA will indicate an "**Accepted**" status to the user.

b. If the submitted Close Message contains any business rule validation errors, a "**Rejected**" status will be indicated to the user. The Close Message may also be rejected by a BSO. The Status Details of the Close Message will indicate the reason(s) for the rejection. The user must then correct the error(s) by editing and resubmitting the Close Message to the CBSA. If the resubmitted data meets the business rule validation specifications, an "**Accepted**" status will be displayed to the user.

5. If the quoted Previous CCN document is on file with the CBSA, a "**Matched**" status will be displayed to the user. If the quoted Previous CCN document is not on file with the CBSA, a "**Not Matched**" status will be displayed to the user.

3.2.3   Secondary Notices

A Secondary Notice is an electronic notice sent to a Secondary Notify Party (carrier, freight forwarder, warehouse operator or broker). There are two types of Secondary Notices: Manifest Forward and Document Not on File. Manifest Forwards are electronic notices that contain the entire data set of a House bill submitted to the CBSA with the exception of the list of Manifest Forward recipients. A freight forwarder can send a Manifest Forward to a Secondary Notify Party (SNP) and also receive Manifest Forwards from other freight forwarders. Documents Not on File are electronic notices that indicate that a Release Request (e.g. PARS) was submitted to the CBSA and the cargo document identified (CCN) on that Release Request has not yet been submitted to the CBSA.

A user can send a House bill Manifest Forward to any other SNP by entering the CBSA client identifier and the business type of that party in the SNP IDs tab of the House bill. An SNP ID is an identifier that is composed of the above-mentioned CBSA client identifier and business type. The available business types and their related client identifiers are as follows:

1- Carrier: 4-digit carrier code assigned by the CBSA
2- Freight forwarder: 4-digit carrier code assigned by the CBSA
3- Warehouse Operator: 4-digit sub-location code assigned by the CBSA
4- Broker: 5-digit account security number assigned by the CBSA

A House bill must reach "**Accepted**" status before the CBSA will send the Manifest Forwards to the identified SNP IDs. Should a House bill get rejected, no Manifest Forward will be sent until the document is corrected by the Portal user. In addition, if the House bill contains any invalid SNP IDs, the House bill will be rejected. If a House bill is edited and the Portal user would like to send a Manifest Forward of this updated House bill to the same or different SNP IDs, these SNPs must be identified in the updated House bill submission.

An automatic Manifest Forward will be sent to the warehouse identified in the Port of Destination sub-location code field on the House bill to facilitate the inland processing of shipments.

Portal users are able to receive and view these Manifest Forwards in their Business Account under the "Secondary Notices" tab. The Manifest Forward will include all the data elements of a House bill with the exception of the list of Manifest Forward recipients.

3.3   A Special Note for Freight Forwarders Who Also Transmit Trade Data Using EDI or Service Providers

1. Trade data transmitted by a freight forwarder through EDI or by a service provider on behalf of a freight forwarder can be viewed and modified through the Portal. The transmission of EDI House bill and Close Message data will appear in the Portal as Trade Documents.
2. Statuses of Trade Documents that are transmitted by a freight forwarder through EDI or by a service provider on behalf of a freight forwarder can also be viewed in the Portal.

3. If an EDI-capable freight forwarder or service provider acting on behalf of a freight forwarder decides to submit House bills or Close Messages through the Portal (whether newly created or modified data), the CBSA will <u>not</u> send notices to the corresponding EDI or service provider profile.

4. In this situation, there is a risk that the freight forwarder's or service provider's systems might become out of sync with data transmitted through the Portal if they choose to use both EDI and the Portal for data transmission.

4.0 Create, Change, Amendment and Cancel Rules for House bills and Close Messages

1. Create/Change/Amend/Cancel Features in the Portal:
   a. The "**Create Trade Document**" function is used for the initial submission of a House bill or Close Message.

   b. A Change involves the submission of a replacement Trade Document (with all applicable data elements), which will then overwrite the original Trade Document on file in the CBSA system. In the Portal, this is accomplished by locating the Submitted Trade Document and selecting "**Edit Document**". The user will then be required to select "**Change**" before resubmitting the Trade Document to the CBSA.

   As a rule, the freight forwarder will be required to submit a Change to update the House bill or Close Message when any of the data elements on the original Trade Document on file in the CBSA system have changed. Changes can be made at any time prior to arrival at the FPOA. Any updates required post-arrival would be made as an Amendment unless the Trade Document's status is "**Rejected**" (in which case a Change would be submitted). A Change can be made to any data element with the exception of the CCN identifying that House bill. If the CCN must be changed, the user has to cancel the House bill and then submit a new House bill with the correct CCN.

   A Change cannot be submitted when the House bill or Close Message has the following status: "**Updating**"… or "**Cancelled**".

   c. An Amendment also involves the submission of a replacement Trade Document post arrival at the FPOA (with all applicable data elements), which will then overwrite the existing Trade Document on file in the CBSA system. In the Portal this is accomplished by locating the Submitted Trade Document and selecting "**Edit Document**". The user will then be required to select "**Amendment**" before resubmitting the Trade Document to the CBSA.

   An Amendment normally occurs after arrival at the First Port of Arrival. Each Amendment requires the use of an Amendment Reason, specifying the type of amendment being made. An amendment Reason must be selected when the user attempts to resubmit the Trade Document as an amendment. Amendments will be accepted by the CBSA system until the record has been transferred to an archival database, after approximately 120 days.

   The following are valid reasons for a House bill Amendment:

   - Amendment to description of goods. (Code: 20)
   - Amendment to consignee (name and/or address). (Code: 25)
   - In bond port/sub-location code amendments. (Code: 30)
   - Clerical error when keying data. (Code: 35)
   - Other - Amendment not elsewhere specified. (Code: 60)

- Overage: any change in the number of pieces in a shipment that is higher than the quantity reported at First Port of Arrival (FPOA); Note the initial quantity being amended must be greater than zero. (Code: 65)
- Shortage: any change in the number of pieces in a shipment that is lower than the quantity reported at First Port of Arrival (FPOA). Note the quantity cannot be reduced to zero, which would then be a cancellation, not amendment. (Code: 70)
- Goods that have been imported but not released, that have been pilfered, stolen, lost or destroyed while in custody of the carrier. (Code: 75)
- Change request delayed by client systems outage (Code: 80)
- Change request delayed by CBSA systems outage. (Code: 85)

The following are valid reasons for a Close Message Amendment:

- Clerical error when keying data. (Code: 35)
- Other - Amendment not elsewhere specified. (Code: 60)
- Change request delayed by client systems outage (Code: 80)
- Change request delayed by CBSA systems outage. (Code: 85)
- Duplicate Cargo Control Document (CCD), need to cancel one – e.g. one shipment, 2 CCDs with 2 different Cargo Control Numbers for the same shipment. (Code 90)
- Missing Cargo Control Document (CCD) at Report. (Code 95)

Only one reason can be selected from the applicable list. If more than one reason created the need for an Amendment, select the reason that is closest to the top of the list.

Amendments can be made to any data element with the exception of the CCN identifying that House bill. Should the client wish to amend the CCN, the request must be presented to the CBSA in person using the Highway and Rail Cargo and Conveyance Post Arrival Manual Correction Request Form (BSF673).

d. A House bill may be cancelled until the submission of its related Close Message. If a House bill must be cancelled after it has been associated to a Close Message, the user needs to edit the Close Message to remove the reference to that House bill and can then proceed with the cancellation of the House bill. If the user attempts to cancel a House bill that is currently linked to a Close Message, it will result in the request being rejected.

A Close Message may be cancelled at any time prior to arrival in Canada.

Submitted House bills or Close Messages that will be unused within the 90 days of its original submission should be cancelled. If the cancellation of a House bill is required after the related conveyance arrives in Canada, the cancellation request must be submitted manually to the CBSA with the corrected Close Message, if applicable.

2. A Change or Amendment to a House bill should be made as soon as it is known that the change or amendment is required.

3. A CCN may be reused, provided the same number is not repeated within a 3-year period. If a CCN was cancelled prior to linking it to a Close Message (i.e. prior to submitting the Close Message referencing that CCN), a freight forwarder may reuse the same CCN before the 3-year period.

4. A Close Message that requires corrections as a result of a Change or Amendment brought to one of the CCNs that has been referenced on the Close Message; then the Portal user can choose to submit a Change or Amendment to the Close Message to correct the related CCN.

5. Should the previous CCN on a Close Message need to be changed, the user can submit a change/amendment and the CBSA will treat this submission as a new document and will automatically cancel the previous Close Message.

5.0   View Secondary Notices

1. The Manifest Forward functionality enables clients to share information with other registered CBSA clients, also known as TCPs. Portal users are able to receive and view these Manifest Forwards in their Business Account under the "**Secondary Notices**" tab. There are two types of secondary notices: Manifest Forward and Document Not on File.

2. In this phase, the Manifest Forward functionality is available for freight forwarders on the House bill. A Manifest Forward includes all the data elements of a House bill with the exception of the list of Manifest Forward recipients. A freight forwarder can identify a Manifest Forward recipient using the Secondary Notify Party (SNP) data elements on the House bill. The two data elements required are the CBSA client identifier (i.e. carrier code) and the business type (i.e. carrier) of the other TCP, which create the SNP ID.

   A Manifest Forward will only be sent to the identified SNP IDs if the Trade Document submission is accepted by the CBSA.

3. The Document Not on File notices can be viewed under the Secondary Notices tab. It indicates to a Freight Forwarder that a Release Request (e.g. PARS) or a Close Message was submitted to the CBSA and the cargo document identified (CCN) on that Release Request or Previous Cargo Control Number on that Close Message has not yet been submitted to the CBSA.

4. The "**Secondary Notice**" function in the Portal allows the freight forwarder to view all Secondary Notices, including Manifest Forwards and Documents Not on File that have been forwarded to his attention on behalf of another TCP. It is the responsibility of the freight forwarder to manage the Secondary Notices listed in the Business Account.

6.0   Portal Statuses

6.1   Trade Document Statuses

"**Status**" refers to the latest version of a Trade Document at the time of submission to the CBSA. The following Statuses are displayed in the Portal for Trade Documents:

Note: It is possible not to receive all of the notices listed below depending on the type, the consolidation, and the status of the related trade document(s) presented by one or more TCPs.

Accepted
Indicates a Trade Document has passed validation checks and has been accepted by the CBSA.

Acquitted
Indicates goods are no longer controlled by a House bill.

Adjusted From
Indicates a manual adjustment has been made to the key (documents number) of the trade document; for example, a change to the Client ID. This is considered the "New" document.

Adjusted To
Indicates a manual adjustment has been made to the key (documents number) of the trade document; for example, a change to the Client ID. This is considered the "Old" document.

Arrived
Indicates the client's House bill has arrived at its Port of Destination.

Cancelled
Indicates a Trade Document submission has been cancelled by the client or internally by the CBSA.

Cargo Complete
Indicates a non-consolidated Primary Cargo Document has been transmitted to the CBSA and Accepted. If consolidated, it indicates that all of the related secondary cargo (i.e. House bills) has been transmitted as well.

Deconsolidated
Indicates the CBSA has authorized the transfer of Cargo Control from a consolidated shipment to the related secondary House bills that were submitted to CBSA.

Document Package Complete
Indicates all shipments described by a Cargo Document are linked to a pre-arrival Release.

Held for CBSA
Indicates the cargo is being held for further determination/processing and cannot be released.

Matched
Indicates a Close Message is linked to one or more House bills.

Not Matched

Indicates a House bill has no links to a Close Message.

Rejected

Indicates a Trade Document has been rejected by the CBSA and a rejection reason(s) is provided.

Released

Indicates when goods have been authorized to be removed from the CBSA office, a sufferance warehouse, or a bonded warehouse for use in Canada.

Reported

Indicates goods declared on the House bill have been reported at First Port of Arrival as per the requirements of section 12(1) of the *Customs Act*.

Submitted

Indicates a Trade Document has been submitted to the CBSA.

Updating…

Indicates a Trade Document submitted to the CBSA from the Portal is being processed.

6.2   Status History

A chronology of Trade Document statuses is available to Portal users, allowing them to see all the events that have taken place with a submitted Trade Document. Every time a Trade Document status changes, it is recorded in the Trade Document's Status History.

Note: The Submitted status in Status History is used to display the date and time a Trade Document was submitted through the Portal to the CBSA.

6.3   Statuses with the ⚠ Symbol in the Portal

1. The ⚠ symbol is only displayed in special circumstances in relation to the original Trade Document Submission or to Changes, Amendments or Cancels to House bill and Close Message documents. It means that an original Submission, a Change, an Amendment or a Cancel the freight forwarder has submitted has not passed business validation checks performed by the CBSA system and that the Trade Document Submission, Change, Amendment or Cancel is currently rejected by the CBSA system. If an original Trade Document Submission is rejected and the ⚠ symbol is displayed, a Change or an Amendment must be made to that document and resubmitted to the CBSA. When a Change, Amendment or Cancel of a Trade Document is rejected and the ⚠ symbol is displayed, the previous accepted version of the Trade Document remains in the CBSA system until such time as the freight forwarder resubmits the Trade Document Change, Amendment or Cancel and passes the CBSA system's

business validation rules. If there is no accepted version, it will need to be updated until the administrative validation rules of the CBSA system are met.

2. If a duplicate document number has been submitted, the ⚠ symbol will be displayed on the submitted list. In order to use the duplicate document data, a change to the document's CCN or Close Message Number (CMN) will need to be done and resubmitted.

3. If a Portal user sees the ⚠ symbol next to a Trade Document's status, the user should view the Trade Document Status History as it will provide the reason(s) for the rejection. If a Change, Amendment or Cancel is submitted for the Trade Document and it passes the CBSA system's business validation, the ⚠ symbol will no longer be shown.

7.0   Registering for the eManifest Portal

Note: This section summarizes how to get started using the eManifest Portal. For a full explanation of how to use the eManifest Portal, see the eManifest Portal Help and Support resources identified in Section 7.4.

1. In order to use the eManifest Portal, all users must begin by logging in with a credential, either through Sign-In Partner or GCKey, and create a Portal User Account. Account Owners must also create a Portal Business Account so they, and other users they authorize, may interact in the Portal.

2. Before creating a Portal Business Account, the freight forwarder must have a CBSA-assigned carrier code and a CBSA-assigned Shared Secret and use a computer that meets the technical requirements documented in Section 8.0.

3. Creating a Portal Business Account is a three-step process for the authorized representative of the freight forwarder company who will become the Account Owner: logging in with a credential, creating a User Account in the Portal and creating a Portal Business Account.

4. Once the Portal Business Account has been created, the Account Owner may add additional Portal users to the Business Account so that they may submit trade data and/or view Trade Document statuses and related information. Additional users must use their own credential to log in and must create a Portal User Account.

7.1   Obtaining a Credential

1. All Portal users must log in to the eManifest Portal using a credential. There are two types of credentials: a commercial credential service (Sign-In Partner), which enables users to access the Portal using the same credentials they use to do business with some financial institutions; and a government-issued credential service (GCKey).

2. For more information on the credential options currently available, please refer to the Cyber Authentication Renewal Initiative Frequently Asked Questions at www.cbsa-asfc.gc.ca/prog/manif/portal-portail/cari-irae_faq-eng.html.

7.2   Creating a Portal User Account

1. Once users are logged in to the Portal with their credential and have accepted the Portal Terms and Conditions, they may create an eManifest Portal User Account. Users will be asked to provide their name, e-mail address and phone number, as well as language preference.

2. Once they have supplied this information, their User Account will be created and they will be provided with a User Reference Number.

3. A User Reference Number (URN) is:

    - a system-generated number uniquely associated with a Portal User Account;

    - used by Portal Business Account Owners to assign users a role in a freight forwarder's Business Account; and

    - used to help identify legitimate Portal users if they contact the Technical Commercial Client Unit (TCCU) for assistance. Please refer to page 1 for the TCCU's contact information.

7.3   Creating a Portal Business Account

1. Freight forwarder authorized representatives (Account Owners) will have the opportunity to create a Portal Business Account immediately after they have created their Portal User Account.

2. The Portal prompts the Account Owner to enter the carrier code and Shared Secret and provide required information about the Account Owner.

3. The Account Owner will have the opportunity to correct information the CBSA already has on file for the freight forwarder company (if necessary).

4. The Account Owner will have the opportunity to add users to the Portal Business Account so they may view and/or submit trade documents and related information (as required).

7.4   eManifest Portal Help and Support

To view further information about registering for and using the eManifest Portal or to obtain technical support, see the eManifest Portal Help and Support page at www.cbsa-asfc.gc.ca/prog/manif/portal-portail/help-aide-eng.html.

8.0   Portal Technical Requirements

eManifest Portal users must use a computer that meets the following technical requirements:

1. Internet Access

2. One of the following supported Web browsers:
   - Internet Explorer 8 and above
   - Firefox 34 and above (recommended).

3. For uninterrupted access to the eManifest Portal, the browser should:
   - support TLS 1.2 (recommended) or TLS 1.0;

   - have Cookies enabled; and

   - have JavaScript enabled (required) – please refer to your web browser's help section for information on enabling JavaScript.

Important: When clients are finished using the eManifest Portal on a shared computer, they must <u>log out</u> by selecting the log out link <u>and close the browser</u> before leaving the computer unattended. This will prevent unauthorized access to personal and/or commercial information by others.

9.0   Availability of the eManifest Portal and the CBSA System

Under normal conditions, the eManifest Portal will receive and process submitted House bills and Close Messages 24 hours a day, 7 days a week. (For information on contingency planning regarding potential system outages, see Section 11.2.)

Under normal conditions the eManifest Portal will provide status information to the freight forwarder within minutes of the submission of a Trade Document. However, circumstances beyond the CBSA's control may cause delays.

10.0 Reliability of the eManifest Portal and the CBSA System

10.1 Security

The CBSA's systems are designed to provide clients with a safe and secure environment in which to submit data. Please see the eManifest Portal Terms and Conditions (http://www.cbsa-asfc.gc.ca/prog/manif/portal-portail/tc-mod-eng.html) and Terms and Conditions (Important Notices) (http://www.cbsa-asfc.gc.ca/prog/manif/portal-portail/notice-avis-eng.html) for more information.

10.2 Incomplete, Inaccurate or Corrupted Documents

The risk of an undetectable error occurring when submitting Trade Documents through the Portal lies with the sender. The freight forwarder is responsible for the cost and submission of their data. The CBSA is not responsible for lost data or the cost of the re-submission of lost data.

11.0   Problem Reporting and Resolution

1. In the event the freight forwarder discovers a system and/or procedural problem, the freight forwarder should contact the TCCU. Contact information can be accessed through the [eManifest Portal Help and Support page](#) of the CBSA Web site, as well as page 1 of this document. The TCCU will perform a preliminary assessment and if necessary will log the information in a problem file.

2. After an initial analysis, a clarification request may be forwarded to the freight forwarder should additional information be required.

3. If the problem is determined to be within the CBSA system, all relevant data will be compiled and analyzed after which a solution will be determined, tested and implemented.

4. If the problem is determined to be within the freight forwarder's environment, it will be the responsibility of the freight forwarder to identify the problem area and implement a solution.

11.1   Back-Up Provisions

The CBSA will keep a backup of all submissions received through the eManifest Portal. Similarly, freight forwarders must keep a copy of all documents submitted to the CBSA.

Note: As stipulated in the *Customs Act,* freight forwarders are legally responsible for maintaining their books and records, including electronic Trade Document submissions, for a period of three (3) years plus the current year. The eManifest Portal is not a record-keeping system.

11.2   Contingency Plan in the Event of System Failure

In the event of an outage in either the CBSA's or the freight forwarder's systems, or the public Internet, each party must make all efforts to continue normal communications and to restore their systems to normal operating condition as soon as is reasonably possible.

The eManifest policy and specific procedures to follow in the event of CBSA or external system outages can be found in the *System Outage Contingency Plan.* (http://www.cbsa-asfc.gc.ca/eservices/contingency-urgence/menu-eng.pdf).

In the event of a disruption to client and/or CBSA systems, clients must retain the ability to produce paper cargo declarations as outlined in the *System Outage Contingency Plan*.

12.0 Program Monitoring

The following points reflect the processes involved in monitoring client compliance and the quality of data being submitted.

1. The CBSA will monitor the compliance of the external client.

2. The CBSA will monitor that the client is submitting quality data within the established standards.

3. The CBSA monitoring officer may contact the client to discuss corrective action in terms of improving the data quality of the submissions or any compliance issues.

13.0 Additional Resources

The following Web site addresses may be helpful for eManifest Portal users:

- eManifest section of the CBSA Web site: www.cbsa-asfc.gc.ca/prog/manif/menu-eng.html

- eManifest Portal section of the CBSA Web site: www.cbsa-asfc.gc.ca/prog/manif/portal-portail-eng.html

- eManifest Portal Log In page: www.cbsa-asfc.gc.ca/prog/manif/portal-portail/menu-eng.html

- eManifest Portal Help and Support page: www.cbsa-asfc.gc.ca/prog/manif/portal-portail/help-aide-eng.html

- Government of Canada GCKey Web site: www.gckey.gc.ca

- Cyber Authentication Renewal Initiative Frequently Asked Questions (FAQs) : www.cbsa-asfc.gc.ca/prog/manif/portal-portail/cari-irae_faq-eng.html

- CBSA Port Codes: www.cbsa-asfc.gc.ca/import/codes/generic-eng.html

- CBSA Sub-location Codes: www.cbsa-asfc.gc.ca/import/codes/menu-eng.html

- CBSA D-Memoranda (legislation, regulations, policies and procedures the CBSA uses to administer programs): www.cbsa-asfc.gc.ca/publications/dm-md/menu-eng.html

- Harmonized System (HS) Codes: www.foreign-trade.com/reference/hscode.htm

- United Nations Dangerous Goods (UNDG) Codes: https://www.unece.org/fileadmin/DAM/trans/danger/publi/unrec/rev18/English/Rev18_Volume1_Part3andApp.pdf

- Border Wait Times: www.cbsa-asfc.gc.ca/general/times/menu-e.html

Appendix 1 – Glossary of Secondary Cargo Data Elements – eManifest Portal

Note: Data Element Names listed in the table below are based on wording used in the *Reporting of Imported Goods Regulations* unless otherwise noted in the Data Element Definition column.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	**Close Message**	
Amendment Reason	The reason for the amendment of the House bill or Close Message. Referred to as Amendment Code in the regulations.		C	Mandatory if the House bill or Close Message is an Amendment. Amendments are only made post-arrival. Choose from a list of accepted values.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Cargo Control Number (CCN)	A reference identifier number assigned by the highway carrier or freight forwarder that uniquely identifies the transport document to the CBSA. Consists of a CBSA-assigned carrier code, followed by a unique reference number assigned by the carrier or freight forwarder.	M		The Cargo Control Number consists of a 4-character carrier code followed by a unique carrier of freight forwarder assigned number. The CCN must be at least 5 characters, contain no spaces and not exceed 25 characters (the first 4 characters, the carrier code, are system generated). Once used, a CCN cannot be re-used for 3 years.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Cargo Description	A plain language description of the cargo sufficient to identify it for customs purposes. This description must be equivalent to that provided by the 6-digit HS description. For example, "computer" is acceptable, but "electronics" or "various" are not. Freight of all kinds (FAK), shipper load and count (SLC) are not acceptable descriptions unless the shipment is consolidated.	M		1 to 300 characters.
Cargo Quantity	A count of the total number of packages for the cargo.	M		1 to 18 digits.
Cargo Quantity Unit of Measure	The unit of measure applicable to the Cargo quantity of the entire shipment.	M		Choose from a list of accepted values.

| Data Element Name | Data Element Definition | Conditions of Use (M = Mandatory; C = Conditional; O = Optional) | | Business Rules (if applicable) |
		House bill	Close Message	
Carrier Code	A carrier code is a unique identification number issued by the Minister either under subsection 12.1(4) or before the coming into force of that subsection. Referred to as Carrier in the regulations.	M		Initially entered by the Portal Business Account Owner on registration of a business in the eManifest Portal, the carrier code becomes system-generated and is displayed on all Trade Documents and added as a prefix to the Cargo Control Number.
Close Message Number	A number that uniquely identifies the Close Message that consists of the freight forwarder CBSA assigned carrier code followed by the Cargo Control Number (CCN) of the Previous Cargo Control Document (CCD) to which the House bills are being linked to.		M	The first 4 characters, the carrier code, are system generated. The user must only enter the CCN of the Previous CCD.

| Data Element Name | Data Element Definition | Conditions of Use (M = Mandatory; C = Conditional; O = Optional) | | Business Rules (if applicable) |
		House bill	Close Message	
Consignee Name (Company/Person)	The name of the party to which the cargo/goods are being shipped to as shown on trade's contract of carriage or commercial sales invoice (i.e. Bill of Lading, Air Waybill or other shipping document, Commercial Invoice or other sales document)	M		1 to 70 characters.
Consignee Address Line 1	The first part of the address of the party to which the cargo/goods are being shipped to as shown on trade's contract of carriage or commercial sales invoice (i.e. Bill of Lading, Air Waybill or other shipping document, Commercial Invoice or other sales document)	M		1 to 35 characters.
Consignee Address Line 2	The second part of the address of the party to which the cargo/goods are being shipped to as shown on trade's contract of carriage or commercial sales invoice (i.e. Bill of Lading, Air Waybill or other shipping document, Commercial Invoice or other sales document)	O		1 to 35 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Consignee Address Line 3	The third part of the address of the party to which the cargo/goods are being shipped to as shown on trade's contract of carriage or commercial sales invoice (i.e. Bill of Lading, Air Waybill or other shipping document, Commercial Invoice or other sales document)	O		1 to 35 characters.
Consignee City	The city of the party to which the cargo/goods are being shipped to as shown on trade's contract of carriage or commercial sales invoice (i.e. Bill of Lading, Air Waybill or other shipping document, Commercial Invoice or other sales document)	M		1 to 35 characters.
Consignee Country	The country of the party to which the cargo/goods are being shipped to as shown on trade's contract of carriage or commercial sales invoice (i.e. Bill of Lading, Air Waybill or other shipping document, Commercial Invoice or other sales document)	M		Choose from a list of accepted values.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Consignee Province/State	The province or state of the party to which the cargo/goods are being shipped to as shown on trade's contract of carriage or commercial sales invoice (i.e. Bill of Lading, Air Waybill or other shipping document, Commercial Invoice or other sales document)	C		Mandatory when the Consignee Country is the United States or Canada. Choose from a list of accepted values.
Consignee Postal/Zip Code	The postal or zip code of the party to which the cargo/goods are being shipped to as shown on trade's contract of carriage or commercial sales invoice (i.e. Bill of Lading, Air Waybill or other shipping document, Commercial Invoice or other sales document)	C		Mandatory when the Consignee Country is the United States or Canada. 5 to 9 characters.
Consignee Telephone Number	The telephone number of the party to which the cargo/goods are being shipped to as shown on trade's contract of carriage or commercial sales invoice (i.e. Bill of Lading, Air Waybill or other shipping document, Commercial Invoice or other sales document)	O		10 to 35 digits.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Consignee Contact First Name	The contact first name of the party to which the cargo/goods are being shipped to as shown on trade's contract of carriage or commercial sales invoice (i.e. Bill of Lading, Air Waybill or other shipping document, Commercial Invoice or other sales document)	O		1 to 35 characters.
Consignee Contact Family Name	The contact family name of the party to which the cargo/goods are being shipped to as shown on trade's contract of carriage or commercial sales invoice (i.e. Bill of Lading, Air Waybill or other shipping document, Commercial Invoice or other sales document)	O		1 to 35 characters.
Consolidation Indicator	An indicator that specifies whether House bills or Supplementary Cargo data are expected to follow by indicating that the freight is consolidated.	M		Select Yes to indicate if House bills are expected to follow. Select No in the event of no consolidation.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Consolidator's Name (Company/Person)	The name of the party who vanned the container or arranged for the vanning of the container. For break bulk shipments, the name and address of the party who made the goods carriage-ready or the party who arranged for the goods to be carriage-ready.	M		Mandatory if different than Shipper. 1 to 70 characters.
Consolidator's Address Line 1	The first part of the address of the party who vanned the container or arranged for the vanning of the container. For break bulk shipments, the name and address of the party who made the goods carriage-ready or the party who arranged for the goods to be carriage-ready.	M		Mandatory if different than Shipper. 1 to 35 characters
Consolidator's Address Line 2	The second part of the address of the party who vanned the container or arranged for the vanning of the container. For break bulk shipments, the name and address of the party who made the goods carriage-ready or the party who arranged for the goods to be carriage-ready.	O		1 to 35 characters

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Consolidator's Address Line 3	The third part of the address of the party who vanned the container or arranged for the vanning of the container. For break bulk shipments, the name and address of the party who made the goods carriage-ready or the party who arranged for the goods to be carriage-ready.	O		1 to 35 characters
Consolidator's City	The city name of the party who vanned the container or arranged for the vanning of the container. For break bulk shipments, the name and address of the party who made the goods carriage-ready or the party who arranged for the goods to be carriage-ready.	M		Mandatory if different than Shipper. 1 to 35 characters.
Consolidator's Province/State	The province or state of the party who vanned the container or arranged for the vanning of the container. For break bulk shipments, the name and address of the party who made the goods carriage-ready or the party who arranged for the goods to be carriage-ready.	C		Mandatory if different than Shipper. 1 to 35 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Consolidator's Postal Code / Zip Code	The postal code or zip code of the party who vanned the container or arranged for the vanning of the container. For break bulk shipments, the name and address of the party who made the goods carriage-ready or the party who arranged for the goods to be carriage-ready.	C		Mandatory if different than Shipper. 5 to 9 characters.
Consolidator's Country	The country of the party who vanned the container or arranged for the vanning of the container. For break bulk shipments, the name and address of the party who made the goods carriage-ready or the party who arranged for the goods to be carriage-ready.	M		Mandatory if different than Shipper. 1 to 35 characters.
Consolidator's Telephone Number	The telephone number of the party who vanned the container or arranged for the vanning of the container. For break bulk shipments, the name and address of the party who made the goods carriage-ready or the party who arranged for the goods to be carriage-ready.	O		10 to 35 digits.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Consolidator's Contact First Name	The contact first name of the party who vanned the container or arranged for the vanning of the container. For break bulk shipments, the name and address of the party who made the goods carriage-ready or the party who arranged for the goods to be carriage-ready.	O		1 to 35 characters
Consolidator's Contact Family Name	The contact family name of the party who vanned the container or arranged for the vanning of the container. For break bulk shipments, the name and address of the party who made the goods carriage-ready or the party who arranged for the goods to be carriage-ready.	O		1 to 35 characters
Container Identifier	An alpha-numeric string that uniquely identifies the Container. Referred to as Equipment Identification Number in the regulations.	C		Mandatory if goods are containerized. The Container Identifier has both the Container initials and the Container numbers and should be entered as one string. 5 to 16 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Dangerous Goods Code	A code representing the identification number assigned to the hazardous materials that pose a hazard or risk to human health or the environment, and as such, are regulated and require special handling while being transported.	C		Mandatory if the Dangerous Goods Code applies to the commodity being reported. Provide the 4-digits of the code which precede "UN" (i.e. indicate 0028 if the code is UN0028). Up to 99 codes can be provided per commodity.
Dangerous Goods Special Instructions	Special instructions related to the dangerous goods found in the shipment.	C		Mandatory when the shipment contains dangerous or hazardous goods. 1 to 300 characters.
Dangerous Goods Contact Name	The name of the dangerous goods contact.	C		Mandatory when the shipment contains dangerous goods. 1 to 35 characters.
Dangerous Goods Contact Telephone Number	The telephone number of the dangerous goods contact.	C		Mandatory when the shipment contains dangerous goods. 10 to 35 digits.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Delivery Address Name (Company/Person)	The name of the location where the goods are to be delivered by the carrier/freight forwarder as per contractual agreement.	O		Mandatory if different then Consignee. Up to 99 Delivery Addresses may be included on one House bill. 1 to 70 characters.
Delivery Address Line 1	The first part of the address the location where the goods are to be delivered by the carrier/freight forwarder as per contractual agreement.	C		Mandatory if different from Consignee Address. Up to 99 Delivery Addresses may be included on one House bill. 1 to 35 characters.
Delivery Address Line 2	The second part of the address where the goods are to be delivered by the carrier/freight forwarder as per contractual agreement.	O		1 to 35 characters.
Delivery Address Line 3	The third part of the address where the goods are to be delivered by the carrier/freight forwarder as per contractual agreement.	O		1 to 35 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Delivery Address City	The city of the location where the goods are to be delivered by the carrier/freight forwarder as per contractual agreement.	C		Mandatory if different from Consignee Address. Up to 99 Delivery Addresses may be included on one House bill. 1 to 35 characters.
Delivery Address Country	The country of the location where the goods are to be delivered by the carrier/freight forwarder as per contractual agreement.	C		Mandatory if different from Consignee Address. Up to 99 Delivery Addresses may be included on one House bill. Choose from a list of accepted values.
Delivery Address Province/State	The province or state of the location where the goods are to be delivered by the carrier/freight forwarder as per contractual agreement.	C		Mandatory if different from Consignee Address. Up to 99 Delivery Addresses may be included on one House bill. Choose from a list of accepted values.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Delivery Address Postal/Zip Code	The postal or zip code of the location where the goods are to be delivered by the carrier/freight forwarder as per contractual agreement.	C		Mandatory if different from Consignee Address. Up to 99 Delivery Addresses may be included on one House bill. 5 to 9 characters.
Delivery Address Contact First Name	The first name of the person to contact in regards to the location where the goods are to be delivered by the carrier/freight forwarder as per contractual agreement.	O		1 to 35 characters.
Delivery Address Contact Family Name	The family name of the person to contact in regards to the location where the goods are to be delivered by the carrier/freight forwarder as per contractual agreement.	O		1 to 35 characters.
Delivery Address Telephone Number	The telephone number of the contact at the location where the goods are to be delivered by the carrier/freight forwarder as per contractual agreement.	O		10 to 35 digits.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Document Change/Amendment Indicator	An indicator to identify whether the user is requesting a change or amendment to a Submitted Trade Document.	C	C	Mandatory if a Change or Amendment is being submitted through the Portal. Choose Change or Amendment.
Freight Forwarder Name	The name of the freight forwarder associated with a carrier code.	M	M	A system-generated data element displayed on the screen based on the CBSA's records.
HS Code	The classification of imported goods under a tariff item in the List of Tariff Provisions set out in the schedule to the Customs Tariff.	C		6 to 10 digits without any periods (.).
List of Associated House Bills(s)	A summary listing of all the CCNs (Cargo Control Numbers) for the House bills submitted to the CBSA that are related to the same consolidation.		M	Up to 25 digits per CCN entered.
Marks and Numbers	The written description of the symbols and markings that are on the outside of the packaging. If marks and numbers do not exist value should be 'No Marks' in this element	C		Mandatory if available. 1 to 50 characters. If unable to locate/view the marks and numbers on the package, indicate "no marks".

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Mode Type	Indicates the mode of transportation.	M		Mandatory, Select amongst the movement types: Air, Highway, Marine and Rail.
Movement Type	The movement type of the goods. An import movement occurs if the goods entering Canada are to obtain release at the First Port of Arrival (FPOA). An inbond movement occurs if the goods entering Canada are destined to move in-land to a warehouse location.	M		Choose from a list of accepted values.
Notify Party Name (Company/Person)	The name of any party that has interest in the transaction.	C		Mandatory if available. Up to 99 Notify Party Addresses may be included on one House bill. 1 to 70 characters.
Notify Party Address Line 1	The first part of the address of any party that has interest in the transaction.	C		Mandatory if available. Up to 99 Notify Party Addresses may be included on one House bill. 1 to 35 characters.
Notify Party Address Line 2	The second part of the address of any party that has interest in the transaction.	O		1 to 35 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Notify Party Address Line 3	The third part of the address of any party that has interest in the transaction.	O		1 to 35 characters.
Notify Party City	The city of any party that has interest in the transaction.	C		Mandatory if available. Up to 99 Notify Party Addresses may be included on one House bill. 1 to 35 characters.
Notify Party Country	The country of any party that has interest in the transaction.	C		Mandatory if available. Up to 99 Notify Party Addresses may be included on one House bill. Choose from a list of accepted values.
Notify Party Province/State	The province or state of any party that has interest in the transaction.	C		Mandatory if available. Up to 99 Notify Party Addresses may be included on one House bill. Choose from a list of accepted values.
Notify Party Postal/Zip Code	The postal or zip code of any party that has interest in the transaction.	C		Mandatory if available. Up to 99 Notify Party Addresses may be included on one House bill. 5 to 9 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Notify Party Telephone Number	The telephone number of any party that has interest in the transaction.	O		10 to 35 digits.
Notify Party Contact First Name	The first name of the contact for any party that has interest in the transaction.	O		1 to 35 characters.
Notify Party Contact Family Name	The family name of the contact for any party that has interest in the transaction.	O		1 to 35 characters.
Place of Consolidation Name (Company/Person)	The name of the company/person for the last physical location where the container is vanned. For break bulk and non-containerized freight, the name and address of the last physical location where the goods were made carriage-ready.	C		Mandatory if shipment is consolidated. 1 to 70 characters.
Place of Consolidation Address Line 1	The first part of the address for the last physical location where the container is vanned. For break bulk and non-containerized freight, the name and address of the last physical location where the goods were made carriage-ready.	C		Mandatory if shipment is consolidated. 1 to 35 characters

| Data Element Name | Data Element Definition | Conditions of Use (M = Mandatory; C = Conditional; O = Optional) | | Business Rules (if applicable) |
		House bill	Close Message	
Place of Consolidation Address Line 2	The second part of the address for the last physical location where the container is vanned. For break bulk and non-containerized freight, the name and address of the last physical location where the goods were made carriage-ready.	O		1 to 35 characters
Place of Consolidation Address Line 3	The third part of the address for the last physical location where the container is vanned. For break bulk and non-containerized freight, the name and address of the last physical location where the goods were made carriage-ready.	O		1 to 35 characters
Place of Consolidation City	The city for the last physical location where the container is vanned. For break bulk and non-containerized freight, the name and address of the last physical location where the goods were made carriage-ready.	C		Mandatory if shipment is consolidated. 1 to 35 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Place of Consolidation Province/State	The province or state for the last physical location where the container is vanned. For break bulk and non-containerized freight, the name and address of the last physical location where the goods were made carriage-ready.	C		Mandatory if shipment is consolidated. 1 to 35 characters.
Place of Consolidation Postal Code/Zip Code	The postal or zip code for the last physical location where the container is vanned. For break bulk and non-containerized freight, the name and address of the last physical location where the goods were made carriage-ready.	C		Mandatory if shipment is consolidated. 5 to 9 characters.
Place of Consolidation Country	The country of the last physical location where the container is vanned. For break bulk and non-containerized freight, the name and address of the last physical location where the goods were made carriage-ready.	M		Mandatory if shipment is consolidated. Choose from a list of accepted values.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Place of Consolidation Contact First Name	The first name of the contact for the last physical location where the container is vanned. For break bulk and non-containerized freight, the name and address of the last physical location where the goods were made carriage-ready.	O		1 to 35 characters.
Place of Consolidation Contact Family Name	The last name of the contact for the last physical location where the container is vanned. For break bulk and non-containerized freight, the name and address of the last physical location where the goods were made carriage-ready.	O		1 to 35 characters.
Place of Consolidation Contact Telephone Number	The contact telephone number of the last physical location where the container is vanned. For break bulk and non-containerized freight, the name and address of the last physical location where the goods were made carriage-ready.	O		10 to 35 digits.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Port of Destination/Exit	The CBSA port code where release / acquittal will take place.	M		Mandatory if Port of Discharge entered. 3 or 4 digits. If 3 digits are entered, the system will automatically place a 0 (zero) at the beginning.
Port of Destination/Exit – Sub-location	The sublocation/warehouse related to the Port of Destination/Exit where the shipment will be released/acquitted.	M		3 or 4 digits. If 3 digits are entered, the system will automatically place a 0 (zero) at the beginning.
Port of Discharge	Office code of CBSA-designated seaport, airport, freight terminal, rail station or other CBSA-approved location at which goods are unloaded, if different than the Port of Destination.	C		Mandatory if different than Port of Destination/Exit.3 to 4 digits.
Port of Discharge – Sub-location	The sublocation/warehouse where the shipment is to be warehoused.	C		Mandatory if Port of discharge is provided. 3 to 4 digits.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Primary Cargo Control Number	The original Cargo Control Number used in the submission of the house bill to reference the Carrier's primary cargo document.	M		5 to 25 characters.
Seal Number(s)	A unique number on the customs seal or another seal affixed to the containers or other transport unit.	C		Mandatory if available. 1 to 15 characters.
Shipper Name (Company/Person)	The name of the party shipping the goods as stipulated on Trade's contract of carriage (Bill of Lading, Air Waybill, or other shipping documents).	M		1 to 70 characters.
Shipper Address Line 1	The first part of the address of the party shipping the goods as stipulated on Trade's contract of carriage (Bill of Lading, Air Waybill, or other shipping documents).	M		1 to 35 characters.
Shipper Address Line 2	The second part of the address of the party shipping the goods as stipulated on Trade's contract of carriage (Bill of Lading, Air Waybill, or other shipping documents).	O		1 to 35 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Shipper Address Line 3	The third part of the address of the party shipping the goods as stipulated on Trade's contract of carriage (Bill of Lading, Air Waybill, or other shipping documents).	O		1 to 35 characters.
Shipper City	The city of the party shipping the goods as stipulated on Trade's contract of carriage (Bill of Lading, Air Waybill, or other shipping documents).	M		1 to 35 characters.
Shipper Country	The country of the party shipping the goods as stipulated on Trade's contract of carriage (Bill of Lading, Air Waybill, or other shipping documents).	M		Choose from a list of accepted values.
Shipper Province/State	The province or state of the party shipping the goods as stipulated on Trade's contract of carriage (Bill of Lading, Air Waybill, or other shipping documents).	C		Mandatory when the Shipper Country is Canada or the United States. Choose from a list of accepted values.
Shipper Postal/Zip Code	The postal or zip code of the party shipping the goods as stipulated on Trade's contract of carriage (Bill of Lading, Air Waybill, or other shipping documents).	C		Mandatory when the Shipper Country is Canada or the United States. 5 to 9 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Shipper Telephone Number	The telephone number of the party shipping the goods as stipulated on Trade's contract of carriage (Bill of Lading, Air Waybill, or other shipping documents).	O		10 to 35 digits.
Shipper Contact First Name	The first name of the contact for the party shipping the goods as stipulated on Trade's contract of carriage (Bill of Lading, Air Waybill, or other shipping documents).	O		1 to 35 characters.
Shipper Contact Family Name	The family name of the contact for the party shipping the goods as stipulated on Trade's contract of carriage (Bill of Lading, Air Waybill, or other shipping documents).	O		1 to 35 characters.
SNP - Business to business comments	A free text box that allows an originator to enter comments directed at the identified Secondary Notify Party.	C		1 to 300 characters.
SNP – Business Type	The type of business (carrier, freight forwarder, broker or warehouse operator) of the client identifier provided.	C		Mandatory if a Client Identifier is entered. Choose from a list of accepted values.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
SNP – Client Identifier	The four-digit carrier number of the secondary notified party (SNP).	O		4 digits.
Special Instructions	Directions for handling a shipment and/or delivery directions for a shipment.	O		Include information with respect to overages and shortages. 1 to 300 characters.
Total Cargo Weight	The total weight of the goods detailed on the House bill, including packaging but excluding the transporting equipment.	M		Numeric value of weight: 1 to 18 digits, including decimals values. -Decimal values must be identified by a decimal point (.).
Total Cargo Weight Unit of Measure	The unit of measure applicable to the Total Cargo Weight of the entire shipment.	M		Choose from a list of accepted values.
Unique Consignment Reference (UCR) Number	A unique number assigned to goods, both for import and export.	O		1 to 35 characters.
Volume	The volume of the goods detailed on the House bill.	O		1 to 18 digits.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)		Business Rules (if applicable)
		House bill	Close Message	
Volume Unit of Measure	The unit of measure applicable to the volume of the entire shipment.	C		Mandatory if volume is entered. Choose from a list of accepted values.