

ACI/EMANIFEST HIGHWAY CLIENT DOCUMENT

EDI HIGHWAY CARGO AND CONVEYANCE ADVANCE INFORMATION FOR ANSI AND EDIFACT MESSAGE STANDARD

Version 1.01

TABLE of CONTENTS

1.0	PURPOSE	3
2.0	INTRODUCTION	5
3.0	SCOPE	6
4.0	HIGHWAY BUSINESS RULES AND FLOWS	7
4.1	CONVEYANCE SUBMISSION PROCESSING.....	7
4.2	CARGO SUBMISSION PROCESSING.....	7
4.3	eMANIFEST CARGO AND CONVEYANCE BUSINESS RULES.....	9
4.4	EDI HIGHWAY BUSINESS FLOW.....	10
4.5	eMANIFEST EXCEPTIONS.....	12
4.6	PROGRAM MONITORING.....	13
5.0	EDI SYSTEM PROCEDURES	14
5.1	RECEIVE DATA VIA EDI.....	14
5.2	PROCESS EDI DATA.....	14
5.3	ANSI MESSAGE FORMAT.....	16
5.4	FILING MULTIPLE MESSAGES IN ONE TRANSMISSION.....	16
6.0	OUTBOUND RESPONSE MESSAGES	17
6.1	POSITIVE RESPONSE MESSAGES.....	17
6.2	ERROR RESPONSE MESSAGES.....	17
6.3	STATUS NOTIFICATION MESSAGES.....	19
6.4	ARRIVAL NOTIFICATION AND RELEASE OF CARGO SHIPMENTS.....	19
7.0	EDI COMMUNICATION OPTIONS	20
8.0	AVAILABILITY OF THE CBSA SYSTEM	21
9.0	RELIABILITY OF THE CBSA SYSTEM	22
9.1	SECURITY.....	22
9.2	CONFIDENTIALITY.....	22
9.3	AUTHORIZATION.....	22
9.4	AUTHENTICATION.....	22
9.5	INCOMPLETE, INACCURATE OR CORRUPTED DOCUMENTS.....	22
10.0	PROBLEM REPORTING & RESOLUTION	23
10.1	BACK-UP-PROVISIONS.....	23
10.2	CONTINGENCY PLAN IN THE EVENT OF SYSTEM FAILURE.....	23
11.0	THE APPLICATION & TESTING PROCESS	24
11.1	THE FORMAL APPLICATION PROCESS.....	24
11.2	CLIENT ACCEPTANCE TESTING.....	24

12.0 OUTSTANDING QUESTIONS 25
APPENDIX A – GLOSSARY OF TERMS AND ACRONYMS 27
APPENDIX B – EDI MESSAGE MAPS & CODE TABLES..... 30
APPENDIX C – CLIENT APPLICATION..... 31
APPENDIX D – DRAFT LEAD SHEET..... 33

For Discussion Purposes

1.0 PURPOSE

This document is designed to provide clients with technical user information on how to submit, amend and delete advance information under Phase 3 of Advanced Commercial Information (ACI), also known as eManifest, Electronic Data Interchange (EDI) for Highway Cargo and Conveyance. Clients are advised that its content is subject to revision and amendment in the event of system upgrades and/or changing operational requirements. That being said, the Electronic Commerce Unit (ECU) of the Canada Border Services Agency (CBSA) will endeavour to provide as much advance notice as possible of major system changes and will notify clients of upcoming changes via e-mail. Please ensure that your e-mail address information is kept up to date with the ECU.

This document is mandatory reading material that will supply information relevant to providing advance data regarding highway cargo and conveyances via EDI. The main purpose of this document is to assist clients with their internal implementation. Note that the requirements for electronic data submission via the CBSA Web Portal will be addressed in a separate client document.

This eManifest Highway Client Document encompasses information relevant to EDI transmission of Highway Cargo and Conveyance Advance Information. The eManifest message maps (Cargo, Conveyance) are in ANSI and EDIFACT standards.

We recommend that clients review all narrative sections of this document in conjunction with the message maps as some operational rules impact system programming.

Any queries or documentation requests should be directed to:

Electronic Commerce Unit

Canada Border Services Agency

250 Tremblay Road, 6th Floor

Ottawa, Ontario K1A 0L8

Phone: 1-888-957-7224 calls within Canada and the U.S.

1-613-946-0762 for overseas callers between 08h00 to 17h00 EST

1-613-946-0763 for overseas callers between 17h00 to 08h00 EST.

For Discussion Purposes

2.0 INTRODUCTION

The Advance Commercial Information (ACI) initiative is about providing CBSA officers with electronic pre-arrival cargo information so that they are equipped with the right information at the right time to identify health, safety and security threats related to commercial goods before the goods arrive in Canada. Phase I of the ACI Program was implemented in April, 2004 requiring marine carriers to electronically transmit marine cargo data to the Canada Border Services Agency (CBSA) 24 hours prior to loading cargo at a foreign port. Implementation of Phase 2 of the ACI program was completed in July, 2006 and requires all air carriers and freight forwarders, where applicable, to electronically transmit conveyance, cargo and supplementary cargo data to the CBSA four hours prior to arrival in Canada.

As part of Phase 3, eManifest will require the electronic transmission of advance cargo and conveyance information from carriers for all highway and rail shipments. In addition, the electronic transmission of advance secondary data from freight forwarders and the electronic transmission of advance importer data from importers or their brokers will be required. The requirements for providing secondary data and advance importer data will be provided in a separate ECCRD.

The Customs Self Assessment (CSA) program currently has an EDI process for carriers wishing to transmit cargo and conveyance data to the CBSA on a voluntary basis. The existing cargo and conveyance maps used in this voluntary process will continue to be supported for an interim period, and the Electronic Commerce Client Requirements Document (ECCRD) for CSA Carriers will remain a separate procedural document for this process until a later phase of eManifest.

The ANSI and EDIFACT maps have been developed using a single data requirements set to allow advance provision of cargo and conveyance information by different modes of transportation. The ANSI map is based on 5050; and the EDIFACT messages will be based on the most current version available.

3.0 SCOPE

This document addresses eManifest, the transmission and receipt of electronic cargo and conveyance data from carriers in the highway mode. This document focuses on the requirements for those carriers who are providing advance information electronically to the CBSA either on their own or through a service provider. Carriers who opt to use the CBSA Web Portal to provide their electronic data do not require this document.

The mandatory data elements for providing electronic advance cargo and conveyance information are listed in Appendix B. In addition, Appendix B also contains all of the EDI mapping instructions and various code tables.

A Glossary of terms can be found in Appendix A.

Electronic advance information of crew data forms part of the conveyance submission; however, the crew data will only be required at a later date. Crew and passenger data elements currently listed in the maps must not be transmitted to the CBSA at this time.

This document will provide instructions to highway carriers on how to submit/ modify/ delete/ change/ amend electronic cargo and conveyance information. Policy guidelines will be developed and available through the Reporting of Imported Goods Regulations.

The requirements for the Release Notification System (RNS) can be found at <http://www.cbsa-asfc.gc.ca/eservices/eccrd-eng.html>. It is highly recommended that RNS requirements be reviewed in preparation for the filing of electronic advance cargo and conveyance information.

Shipments that qualify for CSA clearance are exempt from the requirement for advance information of cargo and conveyance. Note however that mixed loads containing both non-CSA and CSA shipments must be reported electronically under conditions as outlined in this ECCRD.

The requirements for electronic submission of secondary cargo (i.e. house bills, remanifests, abstracts) will be addressed in a separate client document.

The reporting of in-transit movements will continue to be paper-based. However, there is currently an in-transit pilot underway, which is testing the feasibility of EDI submission of in-transit cargo and conveyance data.

The reporting of exports will not change from current requirements as result of eManifest for shipments exiting Canada.

Note: This iteration of the eManifest ECCRD refers to specific systems in use today such as PARS (Pre-Arrival Review System), ACROSS (Advanced Commercial Release Operating Support System), etc. Future versions of this document will refer to the systems that will come online as eManifest evolves through developments such as an importer admissibility data set and an enhanced notification system. In addition, the introduction of transponder technology will provide alternatives to the process outlining the requirements for presenting the trip number and lead sheet.

4.0 HIGHWAY BUSINESS RULES AND FLOWS

This document provides instructions for submitting cargo and conveyance information for imports, including in-bond shipments, electronically.

Carriers will be responsible to transmit, via EDI or the CBSA Web Portal, all cargo and conveyance data to the CBSA for processing within the timeframes specified in the *Reporting of Imported Goods Regulations*. The CBSA will then verify the data and generate a notice to the carrier.

The following section outlines the business rules and flows involved when transmitting highway cargo and conveyance data to the CBSA.

4.1 CONVEYANCE SUBMISSION PROCESSING

The carrier or authorized service provider prepares and transmits to the CBSA the EDI transmission with the conveyance information related to a conveyance arriving in Canada within the timeframes specified in the *Reporting of Imported Goods Regulations*.

The conveyance data must be transmitted electronically to the CBSA at least 1 hour prior to arrival at the First Point of Arrival (FPOA).

The Highway Conveyance submission will include the following:

- The Conveyance Reference Number (CRN) of the Carrier. This number is commonly referred to as a trip number. The CRN begins with the carrier's 4-character, CBSA-assigned carrier code followed by a unique reference number assigned by the carrier for a specific movement of a conveyance.
- The port code of the FPOA in Canada at which the conveyance is destined to cross the border.
- An Estimated Time of Arrival (ETA) at the FPOA provided in Eastern Standard/Daylight Saving Time (ET), which must be as accurate as possible.
- The Cargo Control Number (CCN) of all related cargo submissions. If multiple trailer and/or containers are being used in a single trip, CCNs must be organized by trailer and/or equipment.

4.2 CARGO SUBMISSION PROCESSING

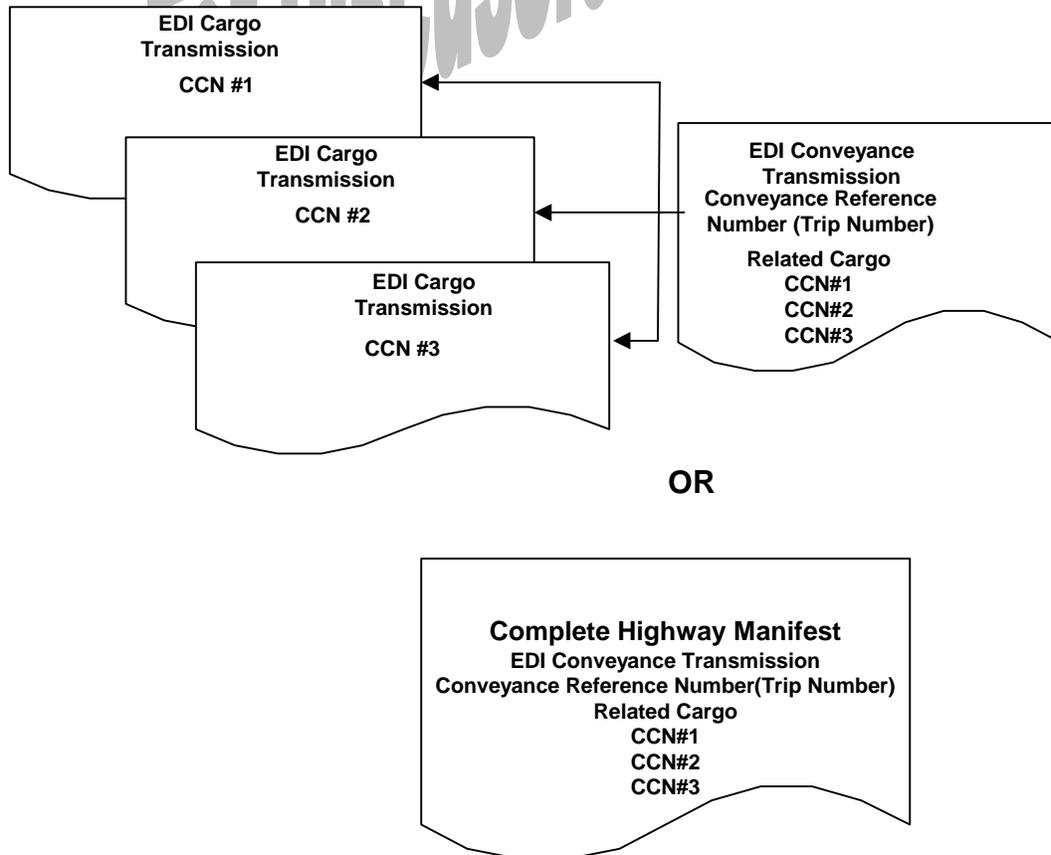
The carrier or authorized service provider prepares and transmits to the CBSA the EDI transmission with the cargo information related to a shipment within the timeframes specified in the *Reporting of Imported Goods Regulations*.

The cargo data must be transmitted electronically to the CBSA at least 1 hour prior to arrival at FPOA.

The Highway Cargo submission will include the following:

- A CCN that begins with the carrier’s 4-character, CBSA-assigned carrier code followed by a unique reference number assigned by the carrier/service provider.
- Port of report and port of destination.
- A description of the goods.
- Shipper and consignee.
- The Movement Type/Service Option set to the applicable cargo movement type for the goods (e.g. Import, CSA or In-transit (future use)).

Figure 1 – Cargo Transmission Relationship to Conveyance Transmission



4.3 E-MANIFEST CARGO AND CONVEYANCE BUSINESS RULES

1. Transmission of EDI highway cargo and conveyance data must be received and processed by the CBSA a minimum of **one hour** before arrival at First Point of Arrival (FPOA).¹ Note: transmission of EDI conveyance/cargo data does not constitute “reporting” for the purposes of Section 12 of the *Customs Act* until a physical report is made to the BSO at FPOA.
2. The applicable data elements and message maps associated with EDI highway cargo and conveyance transactions are found in Appendix B, “ECCRD EDI Message Maps & Code Tables”. The data element glossary provides the data elements and outlines the associated definitions and conditions.
3. Electronic cargo and conveyance submissions must be transmitted with an applicable Movement Type/Service Option, such as an import movement or a CSA movement.
4. Electronic messages transmitted to the CBSA must include all mandatory data elements – and conditional elements, where applicable – identified for that message map.
5. Transmissions must be sent in ANSI X12 or EDIFACT format.
6. EDI highway cargo and conveyance data may be presented up to 30 days before arrival. If either the cargo or conveyance is not used after 30 days, the data will have to be resubmitted by the carrier.
7. The CCN and CRN (trip number) cannot be the same.
8. The trip number must be presented to the CBSA officer at the FPOA in machine-readable bar-coded format. Lead sheet instructions and design layout are currently under development. A draft sample can be found in Appendix D. The trip number (or CRN) is transmitted as part of the conveyance data prior to arrival.
9. The carrier may use any automated frontier port of report, subject to local restrictions on certain commodities e.g. HAZMAT.
10. If the carrier reports at a port that is different from the port of report listed in the EDI cargo and/or conveyance submission (e.g. a diversion), the CBSA will not require the carrier to provide an amended cargo or conveyance submission to change the port of report.
11. The port of destination is the port where the cargo is expected to obtain release. The port of report and port of destination for cargo reporting must show the same port unless the cargo is a planned in-bond movement, in which case the sub-location code for that in-bond destination must be provided.
12. **Failed PARS:** When a release is planned for the FPOA, a sub-location code can also be provided. This code designates the warehouse where the goods will be bonded in case of a failed PARS. If this conditional field is not provided and the PARS fails, the carrier will have to provide an amended cargo report.
13. **Inland Arrival:** For goods that move in-bond, the CBSA port of destination and CBSA sub-location warehouse code associated with that inland port must be provided. If the warehouse operator at the destination warehouse is a Release Notification System (RNS) participant, they will be required to acknowledge receipt of the freight by transmitting an electronic arrival message to the CBSA. When the CBSA has released the shipment, the

¹ The source of the timeframes is the *Reporting of Imported Goods Regulations*.

applicable Trade Chain Partner (including the carrier) will receive an RNS message if they are an RNS participant.

14. Paper manifests are not required when the carrier is providing electronic advance information of cargo that is linked to a CRN or trip number. However, paper manifests representing EDI cargo may be used in other circumstances such as in the event of a systems outage. Contingency plans for systems outages are in development.
15. Once the cargo has been linked to a conveyance, cargo data may be updated and received by the CBSA a minimum of **one hour** before arrival at FPOA. If new cargo is added or an existing cargo is deleted (cancelled), the conveyance data must reflect these changes. See section 5.2.1, EDI Change Rules for Cargo and Conveyance Submissions.
16. Cargo reports, if found to be in error post-arrival, must be amended to accurately reflect overages, shortages or other discrepancies. Note such an amendment in itself does not remove the requirement for correcting any accounting or release documents.
17. If CSA-eligible goods are included on an ACI EDI cargo submission, the Business Number of the approved CSA importer must be included in the submission in order for the goods to be “authorized to deliver” under the CSA program.
18. The CBSA will continue to support existing carriers currently using the EDI LTL process until CSA system processes can be technically aligned with ACI. Clients not currently the existing EDI LTL process will transmit advance cargo and conveyance data as outlined in this document.

4.4 EDI HIGHWAY BUSINESS FLOW

To transmit electronically:

- 1) The carrier compiles data concerning future shipments.
- 2) For each shipment destined to Canada, the carrier must provide a cargo submission to the CBSA, which the carrier prepares with the required cargo data via EDI or the CBSA Web Portal (see Appendix B).
- 3) The carrier transmits each cargo submission electronically.
- 4) The CBSA acknowledges receipt of the cargo submission by responding with either an **accept** or **reject** message:
 - (a) For those cargo submissions not in error, the CBSA will transmit an acceptance message to the carrier.
 - (b) If the cargo submission contains a translation/edit/verification error or errors, a reject message will be returned to the carrier for correction. The carrier corrects the error(s) and retransmits the cargo submission to the CBSA. When the data elements meet the specifications, the acceptance message is transmitted back to the carrier.
- 5) When the conveyance is assigned, the carrier transmits the conveyance submission, with the required conveyance data elements (see Appendix B). This includes:

- (a) a CRN or trip number, which is made up of the 4-digit CBSA-assigned carrier code plus a unique number assigned by the carrier; and
- (b) a cargo control number for each shipment loaded on the conveyance, which is made up of the 4-digit CBSA-assigned carrier code plus a unique number assigned by the carrier.

The CRN or trip number cannot be the same as the cargo control number.

- 6) The CBSA acknowledges receipt of the conveyance submission by responding with either an **accept** or **reject** message:
 - (a) For those conveyance submissions not in error, the CBSA will transmit an acceptance message to the carrier.
 - (b) If the conveyance submission contains a translation/edit/verification error or errors, a reject message will be returned to the carrier for correction. The carrier corrects the error(s) and retransmits the conveyance submission to the CBSA, and the acceptance message is transmitted back to the carrier.
- 7) When the conveyance crosses the border and arrives at FPOA, the driver must provide the following **mandatory** bar-coded data elements as follows:
 - (a) CRN or trip number
 - (b) service option code (five digits with leading zeros required on bar code)

Note: a bar-coded lead sheet will be produced when using the Portal to meet CBSA requirements. If the carrier chooses to devise their own lead sheet, see Memorandum D3-1-1 Appendix G for bar-code specifications.
- 8) At the FPOA, the data presented will be input into the CBSA system.
- 9) The RNS will transmit a Customs Response (CUSRES) message to RNS participants, indicating whether the shipment has been released or referred (see Section 6.3). The RNS message will be associated to a cargo control number, and a transaction number where a related release request exists as follows:

(a) For line release PARS shipments:

- (i) If a “to be released” recommendation is on file, the CUSRES message “Goods Released” will be transmitted when the conveyance is authorized to move.
- (ii) If a “refer” or “reject” decision is on file, the conveyance will automatically be referred at the FPOA for further processing.
- (iii) If the cargo control number has no release request associated with it in the CBSA system, the carrier will not receive expected RNS messages (e.g. “Declaration Accepted”).
- (iv) If an examination of a shipment is performed, and the status of the shipment is updated to “released” after the examination, the CUSRES message “Goods Released” will be transmitted.

(b) For in-bond shipments (PARS or other):

- (i) When the in-bond shipment arrives at the port of destination, if the RNS participant (e.g. warehouse operator) has arrival certification capability, they will transmit an arrival certification message to the CBSA. The applicable release/hold for exam/error CUSRES message will then be returned to the originator of the arrival message.

EDI Arrival Note: Where an EDI arrival is transmitted from the inland warehouse in error (e.g. the sender recognizes that they have transmitted an arrival that they should not have), the sender of the EDI arrival must immediately notify a superintendent at the CBSA port of destination that the cargo was arrived in error. This error cannot be corrected electronically.

4.5 E-MANIFEST EXCEPTIONS

Certain types of importations and/or commercial vehicles entering Canada may be exempt from the requirement for mandatory advance information as follows: (Note this list is not exhaustive and subject to change)

4.5.1 General exemptions (no pre-arrival data required)

- Emergency response vehicles/personnel/goods in cases of emergency
- CSA shipments (pure)
- CBP turnarounds
- Domestic goods for export
- Post-release voluntary entries (overages, goods astray, etc)
- Continuous Transmission Commodities (CTC e.g. electricity, gas, oil)
- Company mail
- ATA Carnets
- Courier LVS Program
- Mail in the postal stream (D5-1-1)
- B15 Casual Goods when in a commercial carrier
- Military goods on board a military conveyance
- Bobtails, i.e. tractor or semi-truck with no trailer or anything else attached. Excludes tractor-trailers, cube vans, or any other 'complete' truck. The Bobtail highway conveyance must:
 - (a) be without any equipment attached (for example a trailer, chassis, etc.);
 - (b) be without any commercial goods; and
 - (c) not be being imported

4.5.2 Non-exceptions (pre-arrival conveyance and cargo data required)

- Commercial shipments on buses
- Canadian Goods Returning
- Emergency Production Goods
- Company owned material (COMAT)

- Mail that is not in the postal stream including pre-addressed bulk mail moving as a commercial shipment (excludes company mail)
- Unsolicited goods
- Unassigned broker
- Q19 (Logs)
- Repairs/alterations to conveyance or equipment (non-emergency repairs)
- First time self-importers sent from Traffic
- HVS (or any other non Courier LVS Program) goods mixed with Courier LVS Program goods
- Non-resident importers
- B3 entries
- 1/60th or 1/120th entries
- Liquor Control Board shipments
- Goods destined to Bonded Warehouses (IN/EX Warehouse entries et al)
- Merchandise re-sold on route. (A change should be submitted.)

4.5.3 Exceptions to cargo (pre-arrival conveyance data required)

- Empties (using Appendix B Data Element number 214 empty indicator on conveyance)
- Emergency repairs

4.5.4 Exceptions to conveyance (pre-arrival cargo data required)

- Hand carried commercial goods

4.6 PROGRAM MONITORING

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

- The CBSA will monitor the compliance of the external client.
- The CBSA will monitor that the client is submitting quality data within the established standards.
- The reviewing officer may contact the client to discuss corrective action in terms of improving the data quality of the transmissions or any compliance issues.

5.0 EDI SYSTEM PROCEDURES

5.1 RECEIVE DATA VIA EDI

The external clients will electronically transmit cargo/conveyance data for imports, including in-bond goods.

When a client transmits an electronic submission, the request will undergo a series of validations by the CBSA's systems. If there are no errors, the data is stored in the format in which it was sent and the appropriate acknowledgement notice to indicate successful receipt of the transmission is sent to the applicable sender.

The following identifies the steps the system undergoes to receive and accept EDI data:

- Receives transmission(s) from the client.
- Authenticates the sender by verifying against the sender profile. This will confirm that the sender is valid for the specific message standard.
- Accepts sender if authentication proves valid, or rejects sender if authentication proves invalid.
- Verifies that:
 - The transmission contains the appropriate number of segments.
 - The data elements in each segment are present and that the structure of the cargo data meets syntax rules.
 - The size (min / max) and format (numeric / alphanumeric / coded values) requirements are met.
 - The segments are properly defined.
 - The segments appear in proper order.
 - Document contains the correct number of loops.
- Converts data to readable format for next steps in processing.
- Sends an electronic acknowledgment notice to the sender if no syntax errors are found, or sends an electronic reject message to the sender if any syntax errors are found.

Other Requirements:

- If syntax errors occur, a reject message with the appropriate reason code will be sent back to the initiator via the same route as the incoming transmission. Refer to Appendix B, Table #1 for a list of outbound error message response codes.

5.2 PROCESS EDI DATA

The processing of conveyance and cargo data begins after the electronic transmission has been received and has successfully passed verification of syntax. When the transmission has been received by the system, it will subsequently be processed according to the CBSA business rules.

If the data fails to pass validation, an electronic reject notice will be transmitted to the original sender of the message. Otherwise, an electronic acknowledgement of the successful process of the information will be generated and transmitted electronically to the original sender.

Clients are provided the functionality to change, delete and amend cargo and conveyance submissions.

Note: Any reject that the client does not correct will not be authorized to proceed at FPOA.

5.2.1 EDI Change Rules for Cargo and Conveyance Submissions

Changes involve the transmission of the entire submission, which will replace the entire original submission. Individual data elements may not be transmitted separately. A change to a submission may not be sent in the same transmission as an original for that same submission.

Should the Cargo Control Number on a cargo submission or the Conveyance Reference Number (trip number) on a conveyance submission need to be changed, a Delete and an Add for the cargo or conveyance submission must be sent. A change request will not be accepted in that case.

However, if a conveyance submission requires correction as a result of a change to the CCN on a related cargo submission, then the client can send a change to the conveyance submission to correct this data element.

Changes to cargo data should be made as soon as they are known. Electronic changes by clients will be accepted up to the arrival of the goods. After this point all modifications must be transmitted as an Amendment. Business rules for changes have not yet been finalized for eManifest, and will follow in a subsequent version of this ECCRD.

Add/Change/Delete (Cancel)/Amendment functions:

- (a) An **add** is used for the first submission (original) of any data, whether it is cargo or conveyance data. It must be submitted a minimum of **one hour** before arrival at FPOA. Multiple submissions can be added at the same time. However, cargo submissions must not be mixed with conveyance submissions within the same functional group. A unique number must be used to identify all additions.
- (b) A **change** involves the transmission of the entire new record (all applicable data elements), which will then replace the entire record on file. As a rule, the highway carrier will be required to transmit a change to update the current conveyance record or cargo record when any of the data elements on the current submission to the CBSA change. Individual data elements are **not** to be transmitted separately. Changes should be made at any time up until **one hour prior** to arrival at the port of report, and after the addition (original) has been processed. A change to a record must **not** be sent in the same transmission as the addition for that same record. Any changes required post-arrival will be made as an **amendment**.
- (c) A **delete (cancel)** is used for the complete removal of records or packages of records. If individual data elements or loops of segments are to be deleted, these must be processed as changes. Deletions may be made at any time up until arrival at the port of report, and after the addition has been processed. A *delete* of a record must not be sent in the same

transmission as the *add* or a *change* for that same record. If a conveyance submission is on file, it must be changed or cancelled before an associated cargo can be cancelled.

- (d) Like a change, an **amendment** also involves the transmission of the entire new record (all applicable data elements), which will then replace the entire record on file. An amendment occurs **after** arrival at the port of report.

The original CCN or CRN (trip number) must be used when submitting a change, deletion or amendment.

It is recommended that multiple changes to the same field of the same cargo/conveyance not be sent in the same batch, as they are not read in order.

A CCN/CRN (trip number) may be reused, provided the same number is not repeated within a 3-year period. Similarly, if the cargo was cancelled prior to linking the cargo to a conveyance, a carrier may reuse the same number.

5.3 ANSI MESSAGE FORMAT

Questions regarding the specific use of CBSA messages should be discussed with eManifest client support.

The message maps define the data elements and structure associated with submitting an Electronic Data Interchange (EDI) message to supply EDI highway cargo and conveyance data to the CBSA.

The message maps for cargo (import including in-bond) and conveyance submission have been designed using ANSI ASC X12 version 5050. UN/EDIFACT implementations will be available in the future.

The cargo submission message map is based on the ANSI 309 (Customs Manifest transaction set), and the conveyance submission message map is based on the ANSI 358 (Customs Consists Information transaction set).

The message maps themselves do not define all the details of the data element rules. For further information on data elements, refer to Appendix B.

The message format, transaction and code sets are subject to change as EDI technology, message standards, data elements and code sets evolve. Before changing to a new version or standard, the CBSA will send a notice of intent to upgrade.

5.4 FILING MULTIPLE MESSAGES IN ONE TRANSMISSION

In accordance with ANSI EDI standards, clients have the option of combining message types within a single EDI interchange. Moreover, multiple 309 cargo submissions can be sent in the same functional group and multiple 358 conveyance submissions can be sent in the same functional group. However, cargo and conveyance submissions cannot be combined in the same functional group.

6.0 OUTBOUND RESPONSE MESSAGES

All eManifest data received will be validated and processed through the CBSA's systems. The CBSA will transmit response messages back to the sender. Once the notice has been translated, it is sent to the sender via the same route as the incoming transmission.

There are two types of response messages clients can expect to receive from the CBSA systems when submitting eManifest submissions via EDI:

- Positive Responses
- Error Responses

6.1 POSITIVE RESPONSE MESSAGES

Positive responses are issued in the form of **Acknowledgements**. Acknowledgements are generated when the EDI transmission has successfully passed all syntactical, conformance and validation edits.

Two types of positive acknowledgment notices (Functional and Application) can be sent to the client. However, the client has the option to suppress receipt of the Functional Acknowledgement and receive only the Application Acknowledgement.

Appendix B contains the EDIFACT CUSRES message map for cargo and conveyance submissions.

Functional Acknowledgement

An acknowledgement that notifies the sender that the CBSA has received the message and the message was syntactically correct. This acknowledgement is generated before the validation is performed.

Application Acknowledgement

An acknowledgement that notifies the sender that the CBSA has received and successfully validated the data and found no errors.

6.2 ERROR RESPONSE MESSAGES

Error messages are issued in the form of Reject Notices. Reject notices are generated when invalid data or omissions of data are detected.

A specific error will cause only the specific submission within which it occurred to be rejected. For example, if a transmission contains several cargo submissions where one submission contains a syntax error, only that specific cargo submission will be rejected. The exception to this occurs when an error is made in the functional group syntax, in which case the entire transmission will be rejected.

A reject message will indicate the nature of any error and will, if appropriate, contain the following:

- Identification of the type of error.
- The data that was transmitted in error.

Version 00A of the EDIFACT CUSRES message for conveyance and cargo submissions will provide for the transmission of error code(s) and the textual value of coded information.

There are two General Indicator segments (GIS):

- GIS(1) is used for Positive responses.
- GIS(2) is used for Error responses.

Where GIS(2) is used, the Error Point Details segment (ERP) provides the error details.

Two types of reject notices can be sent to the client: Syntax and Validation Reject Notices will be generated for all syntax or validation errors.

Appendix B contains the EDIFACT CUSRES message map for cargo & conveyance submissions and Appendix B, Table #1 contains outbound message response codes.

Syntax Rejects

A syntax reject message is generated when a syntax error is detected. The Reject Notice will identify the error as a syntax error by using the code 28 or 29 in the ERP segment to identify the invalid data element and another field providing an explanation.

When this type of message is received, the CBSA system was not able to process the message and store a record of it. Therefore, a new original EDI transmission with the corrected data is required. For more information regarding original/change/delete (cancel)/ amend rules, please refer to Section 5.2.1.

The following are the four types of errors a client can expect to see for syntax rejects:

- **Functional group syntax errors** which refer to errors in the way a transmission was structured.
- **Message syntax errors** which refer to errors in the way a specific message, for example a conveyance submission or cargo submission, was structured.
- **Segment syntax errors** which refer to errors in the way a series of data elements or fields were strung together.
- **Data element syntax errors** which refer to errors in a specific field.

Please refer to the EDIFACT Response Map in Appendix B for a further breakdown of the error types.

Validation Rejects

Validation rejects are issued for all system validation errors. A Validation Reject indicates that the transmitted data has been validated and one or more errors were detected. The Reject Notice will identify the error as a validation error by using the codes 20, 21 or 22 in the ERP segment to identify the invalid data element and include another coded field providing an explanation of the error.

When a Validation Reject is received for a non-key error, an EDI change request with the corrected data is required. When a Validation Reject is received for a key error (example Cargo Control Number /Conveyance Reference Number), the CBSA system is unable to store the information, therefore an EDI original/add request is required. The “Group” column of Appendix B Table #1 Outbound Error Response Message Codes will identify if the error is on a key data element. For more information regarding original/change/delete(cancel)/amend rules, please refer to Section 5.2.1.

6.3 STATUS NOTIFICATION MESSAGES

After the arrival of the conveyance, a status notification will be sent out advising the client of the status of each shipment on the conveyance. The outbound message associated with the CCN of the shipment will read as follows:

- (a) If the cargo is not selected for examination, the CUSRES message “Authorized To Proceed” will be transmitted.
- (b) If the cargo is referred for examination, the CUSRES message “Goods Required For Examination – Referred” will be transmitted.

6.4 ARRIVAL NOTIFICATION AND RELEASE OF CARGO SHIPMENTS

In order to obtain release of the goods submitted at an in-bond sufferance warehouse, an arrival notification must still be received by the CBSA once the goods have arrived at the warehouse. An RNS electronic arrival certification will automatically update the shipment to arrived status in the CBSA’s system.

To obtain further information regarding the RNS, contact the Electronic Commerce Unit at:

Electronic Commerce Unit

Canada Border Services Agency
250 Tremblay, 6th Floor
Ottawa, Ontario K1A 0L8

Phone: 1-888-957-7224 calls within Canada and the U.S.

1-613-946-0762 for overseas callers between 08h00 to 17h00 EST

1-613-946-0763 for overseas callers between 17h00 to 08h00 EST.

7.0 EDI COMMUNICATION OPTIONS

Please note: the CBSA does not endorse any particular service and its responsibility is limited to making this information available to clients. Any decision on transmission services is the client's and any agreement to purchase is strictly between the vendor and the client. Before submitting an application for Electronic Data Interchange (EDI) services, the client is to ensure that the transmission option chosen is available for the CBSA application they wish to use. The client is responsible for all transmission costs to the CBSA.

Below is a brief description of the options for clients to transmit EDI to the CBSA's host system.

- **VAN (Value Added Network):** A VAN is a public EDI network which provides an opportunity to exchange EDI transactions with a large number of trading partners using a single communication interface. VANs generally offer a wide range of EDI services. Clients will be responsible for the payment of their VAN connection and membership fees as well as for the transmission of their messages through the VAN to the CBSA. A list of VANs is available on request from the Electronic Commerce Unit.
- **Third Party Service Provider:** There are a variety of approved third party service providers who currently transmit data to the CBSA, using a variety of different communication modes. A list of EDI capable service providers is available on request from the Electronic Commerce Unit.
- **Customs Internet Gateway (CIG):** the CBSA developed the CIG to provide clients a method to transmit and receive data over the Internet. The CBSA adopted a Public Key Infrastructure (PKI) to provide for the security and integrity of the data. Clients are required to purchase the Entrust software for encryption and decryption and to develop or purchase the protocol software to connect to the CIG. Clients would need to transmit the data from a Canadian office as the certificate is only assigned to a device in Canada.
- **Direct Connect to CBSA:** The Direct Connect is a more expensive alternative (approximately \$45K in set-up costs and \$15K in annual costs), but provides clients with a direct connection to the CBSA.
- **CBSA Web Portal:** The CBSA Web Portal offers a convenient option for small and medium sized businesses to securely submit electronic information directly to the CBSA. The data input through the portal will mirror the information provided by EDI filers. The program itself will be user-friendly and include a help function, the ability to save draft documents and perform lookups, and provide an automatic confirmation of receipt from the CBSA. For more information see Appendix TBD.

8.0 AVAILABILITY OF THE CBSA SYSTEM

The EDI System receives and processes transmitted cargo and conveyance information 24 hours a day, 7 days a week.

The CBSA's EDI System will, under normal conditions, endeavour to send acknowledgement and error messages back through the respective method of transmission from the client within minutes from the receipt of the transmitted message. However, circumstances beyond the CBSA's control may cause delays.

For Discussion Purposes

9.0 RELIABILITY OF THE CBSA SYSTEM

The CBSA systems are designed to provide clients with a safe and secure environment in which to transmit their data.

9.1 SECURITY

Each trading partner shall undertake all steps necessary to prevent unauthorized access to and use of any portion of the EDI Cargo/Conveyance System that is in their control. In addition, each trading partner shall comply with the security procedures as outlined in their respective trading partners' list of instructions or instruction manual.

The CBSA will use dedicated lines to those trading partners who use VANs or who have direct connect. These lines will have audit trails and password protection within the CBSA. The same audit trails and password protection is used for trading partners who use CIG and third party service providers.

9.2 CONFIDENTIALITY

Each trading partner shall protect the confidentiality of information of the other trading partner.

9.3 AUTHORIZATION

Each trading partner takes responsibility for controlling access by its employees to the EDI System. It is assumed that any message received by the CBSA would have been properly processed and authorized by the trading partner.

9.4 AUTHENTICATION

Authentication refers to each document incorporating criteria permitting the receiver to verify that it is an authentic document of the sender. A password will be incorporated in the functional group segment for this purpose.

In addition, each trading partner will follow the authentication procedures specified in their respective trading partners' list of instructions or instruction manual.

9.5 INCOMPLETE, INACCURATE OR CORRUPTED DOCUMENTS

The risk of an undetectable error in transmission lies with the sender. The client is responsible for the cost and maintenance of their data, either through an agreement with their trading partner or through their own facility. The CBSA is not responsible for lost data or the cost of the retransmission of lost data.

10.0 PROBLEM REPORTING & RESOLUTION

In the event the client discovers a system and/or procedural problem, the client will contact eManifest Client Support. See Section 1.0 for contact information. Client Support will perform a preliminary assessment and if necessary will log the information in a problem file.

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

Once it has been established that the problem is with the CBSA system, all relevant data will be compiled and analyzed after which a solution will be determined, tested, and implemented.

If the problem is determined to be in the client's environment, it will be the responsibility of the client to identify the problem area, resolve it and implement a solution.

10.1 BACK-UP-PROVISIONS

The CBSA will keep a backup of all transmissions received from the respective service providers. Similarly, clients and service providers should keep a backup of all transmissions sent and received from the CBSA or other service providers.

10.2 CONTINGENCY PLAN IN THE EVENT OF SYSTEM FAILURE

In the event of an outage in either the CBSA's, the client's or the service provider's systems, 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.

Clients must retain the ability to produce hard copy cargo/conveyance declarations in the event of disruption to client and/or CBSA systems.

The eManifest policy and specific procedures to follow in the event of CBSA or external system outages will be made available in a separate document.

11.0 THE APPLICATION & TESTING PROCESS

EDI is simply a mechanism for transferring data in a machine-usable form from one computer system to another. However, EDI's practical application requires certain conditions. Both ends of the link (i.e. both trading partners) need to be computerized. Telecommunication capability, translator software and back-up provisions will be required.

Therefore, the CBSA has created a testing process to ensure that the electronic communication between the Trading Partner or their service provider and the CBSA is fully functional.

11.1 THE FORMAL APPLICATION PROCESS

Clients or their service provider must complete and submit the formal application in Appendix C to the CBSA. The application has two purposes: it identifies the client to the CBSA and it provides the CBSA with basic information on the client, a description of their automated system, and their anticipated volumes. A senior representative of the client's firm must sign the formal application. **The application may be submitted by the carrier's agent on behalf of the carrier with a letter of authorization on the carrier's letterhead signed by an officer/senior representative with signing authority.**

During the client's development stage, eManifest Client Support will provide assistance on matters such as interpretation of the message standards and code sets. Once completed, the form can be faxed to 613-952-9979 to the attention of the Manager, Electronic Commerce Unit. Once the application has been processed by the CBSA, a client profile will be created and, if necessary, the testing process can begin.

11.2 CLIENT ACCEPTANCE TESTING

Clients or their service providers involved in the EDI process must undergo acceptance testing.

During testing, clients or their service providers are required to satisfy production requirements by successfully completing a series of progressively complex tests that will verify whether:

- Various types and volumes of data submissions are capable of being transmitted.
- The quality of the data is acceptable.
- The accurate reception of error messages, acknowledgements and other feedback transmissions from the EDI system is taking place.
- Transmissions are error free a minimum of 95% of the time.

To receive information on the testing procedures and the test package, please contact eManifest Client Support.

12.0 OUTSTANDING QUESTIONS

General Process

How will IAD/RIAD handle overages and shortages?

Shipper and Consignee: How are multiple occurrences of the same consignee reported? Can I have multiple CCNs against a PARS (or in future against an IAD).

How will IAD/RIAD handle multiple CCNs linked to a single IAD/RIAD (like an RMD with a B3B attached in current state)?

How do Itinerant carriers report?

Will commercial goods in private vehicles (i.e. clearing on a cash B3) be subject to ACI cargo and conveyance requirements?

Will Canadian CBSA terms like CCN and CRN be renamed to align with US CBP terms like SCN and Trip Number?

Crew – Can carriers submit the crew information and have CBSA ignore/set it aside versus rejecting it if submitted?

CSA – Does this impact the current CSA clearance process whereby a bar-coded id for the Carrier Importer and Driver is presented?

How will split shipments be reported in highway mode?

Complete Manifest

If one of the manifests fails validation is the entire message rejected?

Section 4.1

Why do CCNs need to be organized by trailer? This would be a challenge to LTL loads

When goods are clearing under the LVS/Courier program and one manifest is used to report all of the goods (including goods subject to ACI requirements), how do carrier reports this if multiple conveyances are involved?

CRN- Can we consider using the terms developed by US CBP under ACE – Shipment Control Number and Trip?

ETA- Can you bold/highlight this field and stress the need that the info be submitted in Eastern Standard Time?

ETA – Can you put a qualifier on the code to reflect the time zone?

Section 4.3

If the warehouse operator is not using the Release Notification System how will they arrive the cargo?

Section 4.5

Exceptions:

If an individual uses their private vehicle to import commercial goods what information is required prior to arrival?

If the individual using the private vehicle is the importer of record what information is required prior to arrival?

Section 5.2

If information is amended after arrival will notification be sent to all of the trade chain partners?

For Discussion Purposes

APPENDIX A – GLOSSARY OF TERMS AND ACRONYMS

TERM	DEFINITION
ACI	Advance Commercial Information
ACROSS	Accelerated Commercial Release Operations Support System
AMPS	Administrative Monetary Penalty System
ANSI	American National Standards Institute
CBSA	Canada Border Services Agency
CCN	Cargo Control Number
CRN	Conveyance Reference Number
CUSRES	United Nations EDIFACT standardized message directory for Customs response message.
Cargo	A term used to describe a collection of goods. It consists of a grouping of related goods. The cargo is detailed on the waybill, the manifest or a Cargo Control Document.
Cargo Control Number (CCN)	<p>Cargo Control Number is a number assigned to a transport document. It uniquely identifies cargo detailed on a cargo submission. The Cargo Control Number consists of the Carrier code followed by a unique reference number assigned by the Carrier/Representative.</p> <p>1st 4 characters = CBSA-assigned carrier code Remaining characters = Carrier/Representative assigned reference number.</p> <p>This number cannot be re-used for 3 years.</p>
Cargo Submission	Information used to describe the cargo entering Canada.
Carrier Code	A unique ID assigned by the CBSA to an approved carrier.
Client	Anyone who: <ul style="list-style-type: none"> ○ sends to the CBSA a collection of information; or ○ receives notices from the CBSA
Client Document	A document produced by the CBSA that sets out the specifications, terms and conditions to send advance notice of data on goods and conveyances by electronic means.
Consignee	The name and address of the party to whom the cargo/goods are being "shipped to" as shown on the BOL/shipping document.
Conveyance	Taken from <i>Customs Act ss. 2(1)</i> . Any vehicle, aircraft or water-borne craft or any other contrivance that is used to move persons or goods.
Conveyance Data	Information used to describe a conveyance transporting goods or people entering Canada.
Conveyance Submission	A conveyance submission is comprised of the CRN or trip number and a cargo control number for each shipment on the conveyance. It is transmitted when the cargo is assigned to the conveyance.

TERM	DEFINITION
Conveyance Reference Number (CRN)	A unique reference number (also known as trip number) given by the carrier to a certain journey or departure of a means of transport. The first 4 digits must be the carrier code and the remaining characters equal the carrier-assigned conveyance reference number. Note: the conveyance reference number cannot be greater than a max of 25 characters.
ECCRD	Electronic Commerce Client Requirements Document (see Client Document)
EDI	Electronic Data Interchange
EDIFACT or UN/EDIFACT	United Nations Electronic Data Interchange For Administration, Commerce, and Transport. EDIFACT is the United Nations EDI International message standard.
Estimated Time of Arrival (ETA)	Generally used in the context of ‘Pre-Arrival’ for the purpose of knowing the approximate time that a conveyance will arrive at the Port of Entry in Canada. Use Eastern Standard/Daylight Saving Time.
FAST	Free And Secure Trade
FPOA	First Point of Arrival
Goods	As per the <i>Reporting of Imported Goods Regulations</i> , “specified goods” means commercial goods; empty cargo containers to be imported into Canada and that are not for sale; and any other goods to be transported to Canada for a fee. Commercial goods are goods to be imported into Canada for sale or for any commercial, industrial, occupational, institutional or other like use.
OGD	Other Government Department
PARS	Pre-Arrival Review System
Port of report	The port where highway cargo physically crosses into Canada at the FPOA. The carrier may use any automated port of report. The port of arrival of all cargo on board a conveyance should match the port of report.
Port of destination	The port where highway cargo is expected to obtain release. Will be the same as the port of report unless travelling in-bond.
Pre-arrival	Prior to a conveyance or cargo arriving in Canada.
Pre-arrival Information	Data pertaining to the importation of goods that is sent to the CBSA in advance of the actual arrival.
RNS	Release Notification System
Secondary Notify Party	A party other than the originator of a transmission who is to receive an electronic notification from the CBSA regarding the shipment
Service Option (SO)	Options available in ACROSS for the servicing of requests. This code indicates what type of transmission was sent to the CBSA.
Shipment	A collection of commercial goods on a conveyance consigned to a single importer.
Sub-location code	The sub-location code is a unique 4-digit ID assigned by the CBSA to a warehouse.

TERM	DEFINITION
Trip Number	A unique reference number (also known as Conveyance Reference Number) given by the carrier to a certain journey or departure of a means of transport. The first 4 digits must be the carrier code and the remaining characters equal the carrier-assigned conveyance reference number. Note: the trip number cannot be greater than a max of 25 characters.
UN/EDIFACT	The United Nations EDI International standard “Electronic Data Interchange For Administration, Commerce, and Transport”

For Discussion Purposes

APPENDIX B – EDI MESSAGE MAPS & CODE TABLES

For EDI Message Maps and Code Tables: Please refer to **“ECCRD EDI MESSAGE MAPS & CODE TABLES – APPENDIX ‘B’ of the eMANIFEST HIGHWAY CLIENT DOCUMENT”**.

For Discussion Purposes

APPENDIX C – CLIENT APPLICATION

EDI Cargo System Application Form

Please forward completed application form to:

Electronic Commerce Unit
260 Tremblay Road, 6th Floor
Ottawa, Ontario, K1A 0L8
Fax: (613) 952-9979

SECTION I: APPLICANT IDENTIFICATION

Date of Application: _____ CBSA Carrier Code: _____

Name of Applicant: _____

Head Office Address: _____

City: _____

Province/State: _____ Postal/ZIP Code: _____

Country: _____ Telephone #: _____

Fax/Telex: _____

E-Mail: _____

Contact Person & Title: _____

Canadian Business Office (if different from Head Office): _____

City: _____

Province/State: _____ Postal/ZIP Code: _____

Telephone #: _____ Fax/Telex: _____

E-Mail: _____

Contact Person & Title: _____

APPENDIX C – CLIENT APPLICATION

SECTION II: BUSINESS INFORMATION

Projected Monthly Business Volume: Conveyance: _____ Cargo: _____

Please circle the Communication Method you will be using:

Value Added Network (VAN)

Direct Connect

Customs Internet Gateway (CIG)

Third Party Service Provider

Please provide the name of Communication Method: _____

Sender / Receiver ID: _____ Qualifier: _____

If not communicating with a CBSA approved Service Provider or Communication Method, who will perform the interconnection between the CBSA and you? _____

In which official language do you wish to communicate verbally and in written form?

English: _____ French: _____

Company official's name (printed)

Company official's title (printed)

Company official's signature

APPENDIX D – DRAFT LEAD SHEET



Canada Border Services Agency
Agence des services frontaliers du Canada

CBSA eMANIFEST – LEAD SHEET MANIFESTE ÉLECTRONIQUE DE L'ASFC – FEUILLE MAÎTRESSE

Trip Number - Numéro de voyage: XXXT20070518TLM1



XXXT20070518TLM1

Driver's Name - Nom du chauffeur: JOHN DOE

Conveyance Plate(s) - ID du moyen de transport: MX BCN ADG123

05/18/2007 14:59:30

Manifest Submitted - Manifeste présenté :

XXXT

Manifest Prepared - Manifeste préparé:

CCN - NCF: ####XXXXXX