

OCTOBER 02, 2015

**BASICS OF FILING THROUGH AUTOMATED COMMERCIAL ENVIRONMENT (ACE),
AS PREPARED BY CUSTOMS AND BORDER PROTECTION (CBP) AND CBP'S CLIENT
REPRESENTATIVES:**

In some cases, the Filer is the actual entity which both submits the Entry to CBP ACE and develops their own software. But in most cases, the Filer uses an ABI program from a software vendor or ABI web based service provider to create the entry data sent to CBP.

The following steps describe the typical sequence of steps to be taken when the Filer and software vendor are distinct entities.

- 1) The Filer works with their software vendor to confirm if the vendor is already testing or is set up to test in the CBP ACE Certification (CERT) environment. (Before the Filer or software vendor can begin testing, they must be set up in the ACE Certification (CERT) environment.)
- 2) To set up a new Filer or software vendor account, the Filer or software vendor will send an e-mail to the CBP Client Rep to request to be setup in the Certification environment for APHIS. Key setup information includes:
 - a. Filer code
 - b. Filer name
 - c. Port code
 - d. Agency (In CERT, CBP sets up the filer to test ALL program codes for an Agency, no distinction between APHIS Lacey and APHIS Core).
 - e. Vendor Name (or self-programmer)
 - f. Point of contact name, email, phone
- 3) CBP Client Rep branch sets up Filer profile and software vendor profile in the ACE Certification environment.
- 4) CBP Client Rep branch sends Filer profile and software vendor profile information to the CBP ITDS technical team.

- 5) CBP ITDS technical team loads the Filer profile and software vendor profile data into the ITDS database.
- 6) Filer and software vendor work with the APHIS Program business team to create the flat-file that contains Entry data and APHIS PGA data. (The test submission must conform to the CATAIR message specification for the Entry, and the PGA must conform to the PGA Message Set message specification as well as the APHIS Program Supplemental Guidance document.)
- 7) Filer and software vendor works with CBP Client Rep and ITDS technical team, and PGA to coordinate test submissions to the ACE Certification environment.
- 8) Filer/vendor would then submit the file to the Certification environment.

Please note: the task of creating, testing, correcting, and retesting the test file is an iterative process that can take several weeks.

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