





# Contents

- eManifest – the Basics
- Freight Forwarder Requirements
- Electronic House Bill Process Flow
- Transmission Options
- Border Process
- Managing Your Records
- Client Support
- eManifest Summary Checklist



## eManifest - the Basics

- The Canada Border Services Agency (CBSA) is committed to delivering a reliable, modernized and efficient commercial processing system that provides benefits to the trade community, the Government of Canada, and to Canadians.
- eManifest is part of the overall measures the Government of Canada is putting in place to enhance the safety, security and prosperity of Canadians and international trade while streamlining commercial cross-border processes.
- When fully implemented, eManifest will require carriers, freight forwarders and importers, in all modes of transportation, to electronically transmit pre-arrival information to the CBSA within prescribed time frames.



## eManifest - the Basics

By rigorously performing risk assessments on advance data, the CBSA is better able to assess the level of risk associated with each shipment destined for Canada.

<b>Commercial Clients</b>	<b>Pre-arrival Information</b>
Carriers	Cargo and conveyance data
Freight forwarders	House bill and supplementary cargo data
Importers	Importer advance trade data



## eManifest Freight Forwarder Requirements

- With the implementation of eManifest, freight forwarders are required to transmit advance house bill data electronically on consolidated freight to the CBSA.
- Freight forwarders are also required to transmit a house bill 'close' message once all house bills within a consolidated shipment have been sent to the CBSA.



The data must be received and validated by the CBSA prior to arrival of the goods at the border, within the prescribed mode-specific time frames (see slide 8).

- Since 2013, electronic systems (Electronic Data Interchange (EDI) and eManifest Portal) have been in place for freight forwarders to transmit advance house bill data to the CBSA.



## eManifest Freight Forwarder Requirements

On May 6, 2015, regulatory amendments supporting the eManifest initiative were published in the *Canada Gazette* Part II making them legally binding. Following a voluntary compliance period, the following implementation timeline applies to freight forwarders to electronically transmit advance house bill data on consolidated freight to the CBSA within prescribed mode-specific time frames:

- From **November 7, 2016, to January 10, 2017**, the CBSA will provide freight forwarders with a period of transition during which penalties for non-compliance will not be issued and the CBSA will work closely with freight forwarders on corrective measures.
- From **January 11, 2017, to July 11, 2017**, freight forwarders deemed to be non-compliant with eManifest requirements may be issued zero-rated penalties (non-monetary) under the CBSA's Administrative Monetary Penalty System (AMPS).
- Beginning **July 12, 2017**, freight forwarders deemed to be non-compliant with eManifest requirements may be issued monetary AMPS penalties.



## eManifest Freight Forwarder Requirements

- This mandatory requirement applies to bonded and non-bonded freight forwarders who are responsible for consolidated (including back to back) import, in-bond and in-transit shipments.
- Until the transmission of advance house bill data becomes mandatory on November 7, 2016, Electronic Data Interchange (EDI) supplementary reports will continue to be required in the air and marine modes.
- Once the transmission of advance electronic house bill data becomes mandatory on November 7, 2016, consolidated freight remaining on board (FROB) shipments will require supplementary data in the air and marine modes.
- Until the transmission of advance house bill data becomes mandatory on November 7, 2016, freight forwarders choosing to transmit house bills on a voluntary basis for in-transit and import movements are not required to submit supplementary reports for shipments with a house bill on file.

# Time Frames for Submitting House Bill Data

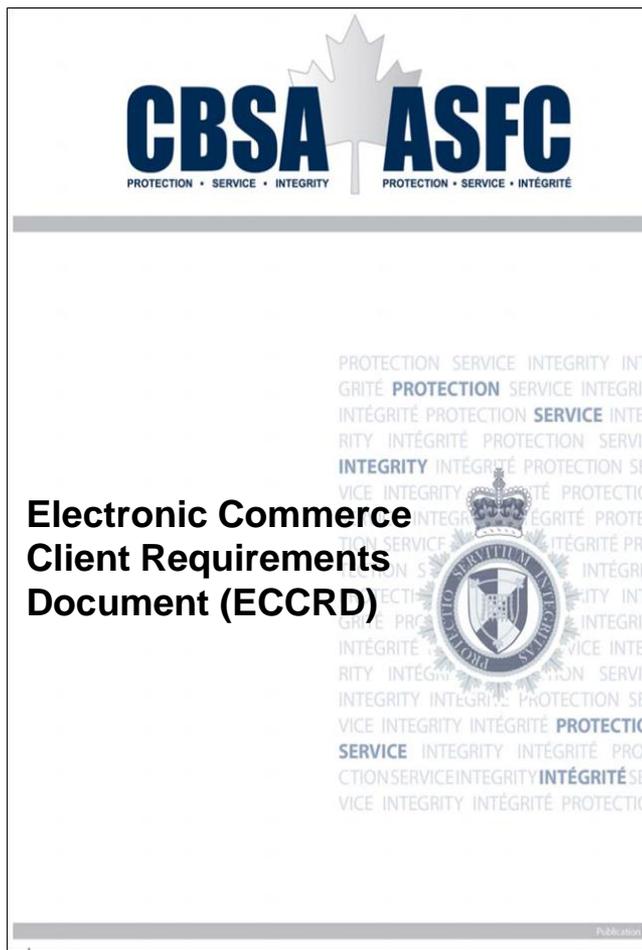
	Marine	Air	Rail	Highway	
<b>Freight forwarders</b> will provide electronic house bill / supplementary cargo data as follows:	 <i>24 hours prior to loading or arrival depending on type and origin of goods</i>	 <i>4 hours prior to arrival or at time of departure</i>	 <i>2 hours prior to arrival</i>	 <i>1 hour prior to arrival</i>	<p>The CBSA will validate data, risk assess the shipment and make further processing recommendations prior to arrival of the shipment in Canada.</p>

## Changing/Amending Data

- There may be circumstances where changes or amendments to submitted data are required.
- Refer to the house bill chapters of the Electronic Commerce Client Requirements Document (ECCRD) for information about changing data before the arrival of goods in Canada and amending data after arrival.



# Electronic Commerce Client Requirements Document



The ECCRD provides data requirements, business rules and technical user information for submitting, changing, deleting and amending advance highway cargo and conveyance information for imported commercial goods.

## Clients using EDI:

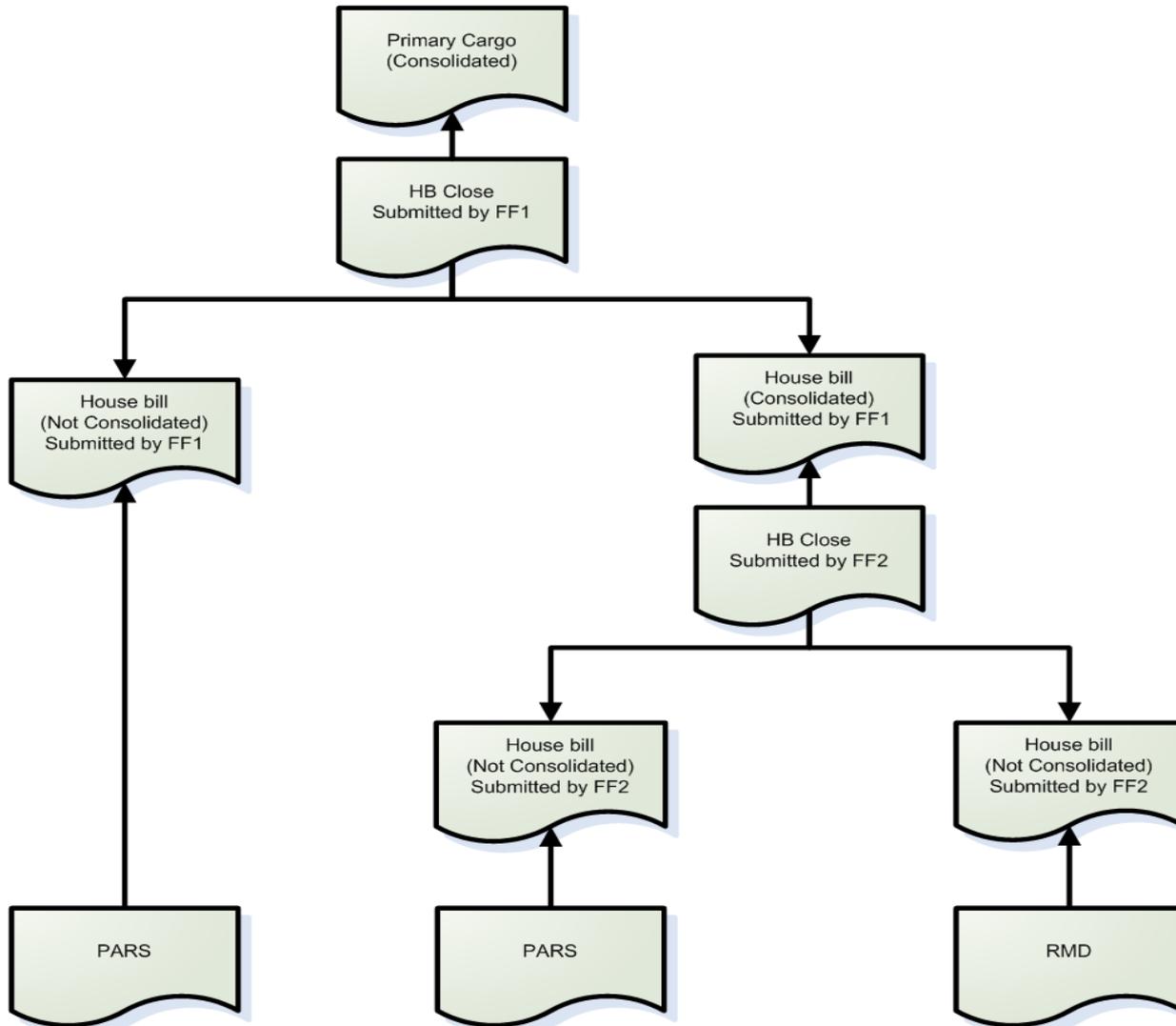
- Chapter 5: Advance Commercial Information (ACI) / eManifest House Bill
- Chapter 11: Advance Commercial Information (ACI) / eManifest Notices

## Clients using the eManifest Portal:

- Chapter 8: Advance Commercial Information (ACI) / eManifest House Bill – Portal



# Electronic House Bill Process Flow





## Transmission Options

- To transmit house bill and house bill close message data to the CBSA, freight forwarders can choose to use:
  - an Electronic Data Interchange (EDI) method
  - a service provider
  - the eManifest Portal

### EDI Method or Service Provider

- Freight forwarders and/or service providers who choose to use one of the EDI options must apply to the Technical Commercial Client Unit (TCCU) by completing the CBSA form BSF691 — Electronic Data Interchange (EDI) Application for Advance Commercial Information (ACI).
- EDI methods require testing with the TCCU, some of which can take a minimum of two to three months to complete.
- A list of EDI software/service providers who have already completed testing is available on the CBSA website.



# Transmission Options

## eManifest Portal

- The eManifest Portal is an Internet-based, free of charge, secure data transmission option accessible from the CBSA website.
- The eManifest Portal features many self-serve functions such as the ability to:
  - securely transmit trade data to the CBSA
  - confirm receipt of information and receive notifications from the CBSA
  - verify status of the trade data, whether it is transmitted through the Portal or by electronic data interchange (EDI)
  - receive system messages from the CBSA updating users on important information related to their cross-border activities
  - access online help and reference material
- eManifest Portal Demonstration presentations are available upon request on the eManifest pages of the CBSA website.



# Transmission Options

## Preparing to use the eManifest Portal

- ✓ Ensure that you have a valid CBSA-issued freight forwarder code.
- ✓ Apply for a Shared Secret - a temporary access code that a business requires to create an eManifest Portal Business Account. A Shared Secret request must be received by the CBSA in writing, and used within 90 days of the issuance date.

**eManifest Portal Log In**

Log in to the eManifest Portal from the CBSA website.

- ✓ Create your:
  - eManifest Portal User Account
  - eManifest Portal Business Account



## Border Process

- Before goods arrive in Canada, the CBSA must have received and validated the electronic pre-arrival data from commercial clients within the prescribed mode-specific time frames.
- When the related conveyance arrives in Canada, it will be arrived by the CBSA, and the related house bills will achieve a Reported status.
- When the primary cargo is Arrived at its Port of Destination [at First Point of Arrival (FPOA) by Conveyance Arrival Certification Message (CACM) or inland via Warehouse Arrival Certification Message (WACM)], the Deconsolidation Notice will be sent to the carrier, freight forwarder and the warehouse operator, indicating the liability has been transferred to the house bill cargo reports.
  - Please note that the carrier, freight forwarder and the warehouse operator must register with the CBSA in order to receive the Deconsolidation Notice.



## Border Process

- Before goods arrive in Canada, the CBSA must have received the electronic advance trade data, and once house bills are arrived at their respective destinations, they will be set to Arrived status and qualify for release.
- If goods are destined to FPOA, arrival will occur with the Conveyance Arrival Certification Message; at the Primary Inspection Line (PIL) processing in highway; or, if moving in-bond, with the Warehouse Arrival Certification Message (WACM).
- At any time in the process, shipments may be referred for further processing.
  - Shipments identified as being of high or unknown risk in terms of national security, national public safety and contraband will be examined at the First Point of Arrival (FPOA).
  - All other examinations may be conducted at an inland CBSA office or approved inland destination.



## eManifest Disposition Notices in Production

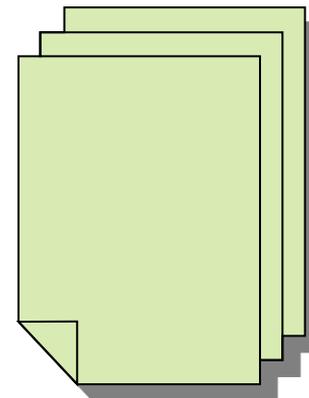
**Deconsolidation** Notice – informs clients that the CBSA has authorized the transfer of cargo control from a consolidated shipment to the related secondary house bills that were submitted by a freight forwarder. This notice:

- Is an electronically transmitted message from the CBSA to various parties that have signed up to receive notices on electronic transmissions.
- Informs the warehouse operator of the further breakdown of the consolidated shipment they have entered into their warehouse. This information allows the warehouse operator to determine to which consolidated shipment a specific house bill is related.
- Can serve as electronic notification to the warehouse operator to allow the freight forwarder to take control of the goods within the consolidation.
- Can also serve as electronic notification to the party liable for customs duty and taxes on the consolidated shipment that the consolidated cargo or house bill has been acquitted and liability has been transferred.



## Managing Your Records

- Freight forwarders are responsible for maintaining records for **3 years plus the current year** to comply with regulations.
- The eManifest Portal is a transmission method only and is not a database for records management. Print or download Submitted Trade Documents as required.
- Refer to the Customs Act and appropriate CBSA D-Memoranda for all record-keeping requirements.





## Client Support

- The eManifest section of the CBSA website at **[www.cbsa.gc.ca](http://www.cbsa.gc.ca)** is the best source for the most up-to-date information on eManifest.
- Online resources and client support are available, including eManifest requirements and Portal documentation, Webinars, live and pre-recorded presentations, an eManifest Help Desk and regional and technical support.
- For email support on eManifest policy and processes, contact the eManifest Help Desk by email at **[eManifest-manifestelectronique@cbsa-asfc.gc.ca](mailto:eManifest-manifestelectronique@cbsa-asfc.gc.ca)**
- For detailed technical support and to request a copy of the latest versions of ECCRD Chapters, contact the CBSA's Technical Commercial Client Unit at **[TCCU-USTCC@cbsa-asfc.gc.ca](mailto:TCCU-USTCC@cbsa-asfc.gc.ca)**



## eManifest Summary Checklist

On November 7, 2016, eManifest requirements for freight forwarders to electronically transmit advance house bill data become mandatory.

- ✓ Ensure you have a valid CBSA-issued freight forwarder code and that the CBSA has your current company contact information.
- ✓ Choose a transmission option (EDI method, service provider, or the eManifest Portal).
- ✓ Consult the CBSA website for important information including Customs Notice 16-17 (Mandatory Electronic House Bills), Memorandum D3-3-1 (Forwarded and Consolidated Cargo - Import Movements) and Mode-specific chapters of the Electronic Commerce Client Requirements Document (ECCRD).
- ✓ Review resources and client support tools on the eManifest pages of the CBSA website.



## **Need more information?**

For the most up-to-date information on eManifest, visit the eManifest section of the CBSA website regularly.

**[www.cbsa.gc.ca](http://www.cbsa.gc.ca)**