



## UPS Supply Chain Solutions

### Customer Fact Sheet

#### Advance Manifest Rule - Air Freight Compliance

The following information defines the Advance Manifest Rule and provides an overview of the implementation and data transmission requirements mandated by the U.S. Customs and Border Protection (CBP). The overview explains the actions UPS Supply Chain Solutions (“UPS SCS”) is taking to be compliant, lists the data elements required by the shipper, and includes compliant cargo descriptions and additional resources.

#### Table of Contents

- A. Overview
  - B. Required Data Elements
  - C. Timing of Data Submission
  - D. Implementation Schedule
  - E. Additional Information
- Appendix I: CBP Guidelines for ACE-Compliant Cargo Descriptions

#### A. Overview

##### The Air Freight Advanced Manifest Rule

The Advance Manifest Rule requires the electronic transmission of cargo manifest information to CBP several hours prior to the arrival in and in some cases prior to the departure from abroad for the U.S. States by aircraft carrying cargo. As authorized by the Trade Act of 2002, CBP requires all Master Air Waybill (MAWB) and House Air Waybill (HAWB) details to be electronically transmitted to its Air Automated Manifest System (AMS), which resides in the Automated Commercial Environment (ACE) for all air freight shipments to the U.S., including Puerto Rico.

The Advance Manifest Rule also applies to cargo to and from foreign locations that transits the U.S. These shipments, referred to by CBP as “Foreign Cargo Remaining On Board” (FROB), are subject to all aspects of the regulation.

#### B. Required Data Elements

##### 1. CBP Regulations

The HAWB data elements required by the Air Freight Advance Manifest Rule to be provided to the air carrier by UPS SCS as an air freight forwarder are:

- a. HAWB Number
- b. HAWB Origin Airport
- c. HAWB Destination Airport
- d. **“Customs Manifest Quantity”** - at lowest external packaging level (e.g. for 50 cartons on two pallets, "50 CARTONS" must be manifested to CBP in Air AMS)



## UPS Supply Chain Solutions

### Customer Fact Sheet

#### Advance Manifest Rule - Air Freight Compliance

- e. “Tendered Quantity” (gross pieces tendered to Air Carrier, e.g. for 50 cartons on two pallets, “2 PALLETS” is also to be provided to Air Carrier)
- f. Weight & Unit of Measure
- g. **Detailed Commodity Description** - generic descriptions like "FAK," "Electronic Goods," "Machinery" are not acceptable to CBP. Please refer to Appendix A for CBP guidelines on ACE-compliant cargo descriptions.
- h. **Shipper's Full Name & Non-U.S. Address** (not a freight forwarder, handling agent, etc.)
- i. **Consignee's Full Name & U.S. Address** (not a freight forwarder, customs broker, etc.). The only exception acceptable to CBP is cargo transiting the U.S. for final destination outside the U.S.

#### 2. Operational Procedures

To minimize the risk of cargo delays, all customers must review their commercial documentation (shipper’s letter of instruction to the forwarder, commercial invoices, packing lists, etc.) to ensure the shipment details required by CBP under the Advance Manifest Rule are clearly indicated. UPS SCS air export personnel will audit shipper’s documents to ensure all require HAWB data elements are present for shipments to the U.S.

Ocean customers using FCL or LCL services will recognize the air data requirements are at the same level of specificity already required of us as a Non-Vessel Operation Common Carrier (NVOCC) at the House Bill of Lading (HBL) level for Sea AMS compliance. Generally, the rules enforced by CBP for Advance Manifest Rule compliance for ocean freight will also apply to air freight shipments.

#### 3. Regulatory Restriction on Assembly Service

The Advance Manifest Rule requires each manifested shipment (at HAWB level) indicate a single shipper and consignee. **The assembly of cargo from multiple shippers on a single HAWB will now be prohibited.** For each individual shipper, a separate HAWB must and will be issued by UPS SCS for U.S. inbound cargo.

### C. Timing of Data Submission

#### 1. CBP Regulations

The Advance Manifest Rule requires all HAWB data to be transmitted to and received by CBP as follows:

Origin	Transmission Required by CBP	UPS Supply Chain Solutions Origin Document Receipt Requirement
Americas - South of the equator	Four hours prior to arrival of aircraft at first U.S. airport	No later than time cargo is physically tendered to the air freight forwarder



## UPS Supply Chain Solutions

### Customer Fact Sheet

#### Advance Manifest Rule - Air Freight Compliance

APAC	Four hours prior to arrival of aircraft at first U.S. airport	No later than time cargo is physically tendered to the air freight forwarder
EMEA	Four hours prior to arrival of aircraft at first U.S. airport	No later than time cargo is physically tendered to the air freight forwarder
Americas - North of the equator ("NAFTA" countries, "Central and South America")	Prior to time of departure ("wheels up") of aircraft for first U.S. airport of arrival	No later than time cargo is physically tendered to the air freight forwarder

#### 2. Operational Procedures

**UPS SCS must receive commercial documentation from shippers no later than the time cargo is tendered to us for carriage via air freight to or via the U.S.** In most cases, shippers are already tendering documents within the required timeframe. **However, it is strongly recommended all customers confirm timing requirements with their shippers.** Based on the operational instructions provided by the air carrier industry, UPS Air Freight Services will submit AMS-compliant HAWB manifest details no later than the time of cargo delivery to the air carrier.

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, North Dakota, Oregon, Utah, Washington	December 13, 2004
---	-------------------

#### 3. Operational Procedures

**UPS SCS will provide AMS-compliant HAWB detail for all U.S. bound air freight shipments.** This procedure will minimize inadvertent delays due to unforeseen cargo routing by the air carrier and/or CBP security review beyond the announced airport scope.

#### D. Additional Information

Additional details are also available online at [http://www.cbp.gov/xp/cgov/import/communications\\_to\\_industry/advance\\_info/](http://www.cbp.gov/xp/cgov/import/communications_to_industry/advance_info/). From there, click on "Communications to the Trade", click on "Trade Act of 2002- Advance Electronic Information" and then open "Frequently Asked Questions on the Trade Act of 2002--Mandatory Advanced Electronic Cargo Information."

#### Appendix I: CBP Guidelines for AMS-Compliant Cargo Descriptions

Not Acceptable	Acceptable
Apparel	Ladies' Pants



## UPS Supply Chain Solutions

### Customer Fact Sheet Advance Manifest Rule - Air Freight Compliance

Wearing Apparel	Men's Shirts
Ladies' Apparel	Boys' Jackets
Men's Apparel	Girls' Vests
Appliances	Refrigerator Stove Microwave Oven
Auto Parts	Automobile Brakes Windshield Glass for Automobiles
	Alcoholic Beverages
	Blankets
Caps	Plastic Caps
Chemicals, hazardous	Actual Chemical Name (not brand name)
Chemicals, non-hazardous	Actual Chemical Name (not brand name)
	Coffee Machines
Electronic Goods	Tape Recorders
Electronics	Televisions CD Players Walkmans
Equipment	Oil Well Equipment Poultry Equipment
Flooring	Wood Flooring Plastic Flooring
Foodstuffs	Oranges
	Fish Bags of Rice
Iron and Steel	Iron Pipes, Steel Pipes Iron Building Material, Steel Building Material
Leather Articles	Saddles Leather Handbags, Leather Jackets
Machinery	Metal Working Machinery Cigarette Making Machinery
Machines	Sewing Machines Printing Machines
Pipes	Plastic Pipes Steel Pipes Copper Pipes



## UPS Supply Chain Solutions

### Customer Fact Sheet Advance Manifest Rule - Air Freight Compliance

Plastic Goods	Plastic Kitchenware Plastic Housewares
Polyurethane	Polyurethane Threads Polyurethane Medical Gloves
	Personal Effects
	Household Goods
Rubber Articles	Rubber Hoses Rubber Conveyor Belts
Rod	Welding Rod
Scrap	Plastic Scrap Foam Scrap Iron Scrap
STC Said to Contain	
General Cargo	
FAK Freight All Kinds	
Tiles	Ceramic Tiles Marble Tiles
Tools	Hammer Saw Drill
Toys	Dolls Remote Control Cars
Wires	Iron and Steel Wire Copper Wires

Source: CBP AMS FAQ, January 17, 2003

December 2016