



## 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. Bureau of Customs and Border Protection (CBP). The overview explains the actions UPS Supply Chain Solutions is taking to be compliant, lists the data elements required by the shipper, and includes compliant cargo descriptions and additional resources.

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#### A. Overview

##### The Air Freight Advanced Manifest Rule

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

The Advance Manifest Rule also applies to cargo to and from foreign locations that physically transits the United States. 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 Supply Chain Solutions 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)
- 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

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- 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 AMS-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 United States.

#### 2. Operational Procedures

To minimize the risk of cargo delays, we request all customers review their commercial documentation (shipper's letter of instruction to the forwarder, commercial invoices, packing lists, etc.) and ensure that the shipment details required by CBP under the Advance Manifest Rule are clearly indicated. UPS Supply Chain Solutions air export personnel will audit shipper's documents to ensure all require HAWB data elements are present for shipments to the United States.

Ocean customers using FCL or LCL services will recognize that 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 that 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
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

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Americas - North of the equator ("NAFTA" countries, "Central and South America")	<b>Prior to time of departure ("wheels up")</b> of aircraft for first U.S. airport of arrival	<b>No later than time cargo is physically tendered</b> to the air freight forwarder
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#### 2. Operational Procedures

**Effective August 13<sup>th</sup>, UPS Supply Chain Solutions must receive commercial documentation from shippers no later than the time that cargo is tendered to us for carriage via air freight to or via the United States.** In most cases, shippers are already tendering documents within the required timeframe. **However, we strongly recommend all customers confirm these timing requirements with their shippers.** Based on the operational instructions provided by the air carrier community, UPS Air Freight Services will submit AMS-compliant HAWB manifest details no later than the time of cargo delivery to the air carrier.

### D. Implementation Schedule

#### 1. CBP Regulations

Implementation will focus on transmitting accurate, complete and timely HAWB data to underlying air carriers for all required U.S. inbound shipments. UPS Supply Chain Solutions will begin sending compliant HAWB details to the air carriers for all U.S. inbound shipments starting on August 13.

The CBP mandated tiered implementation schedule for Air AMS by first U.S. airport of arrival is as follows:

CBP Ports (listed by state)	Implementation Date
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	August 13, 2004
Alabama, Arkansas, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, Ohio, Oklahoma, South Dakota, Tennessee, Texas, Wisconsin	October 13, 2004
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, North Dakota, Oregon, Utah, Washington	December 13, 2004



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#### 2. Operational Procedures

**Effective August 13, 2004, UPS Supply Chain Solutions 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.

#### **E. 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
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

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	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
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

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