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Introduction

With the deployment of ACE e-Manifest: Rail and Sea (M1), rail and sea carriers will have the ability to create a list of authorized Type 2 In-Bond users in their ACE Secure Data Portal Accounts. **This functionality will allow the carrier to control who can obligate their Type 2 custodial bonds (CBP Form 301).** Although carriers are not required to utilize this functionality, carriers who choose to control access to their bonds have the ability to indicate the specific ports and lengths of time a carrier or broker is authorized to obligate their bond.

NOTE: The in-bond authorization file is only applicable for in-bonds submitted via EDI to the ACE rail and sea manifest functionality. Air AMS manifest will not utilize the in-bond authorization functionality at this time. Also, during the time period when ACE rail and sea manifests and AMS rail and sea manifests will be operating simultaneously, in-bonds created via AMS legacy rail and sea manifest will not utilize the ACE in-bond authorization functionality. QP filers submitting in-bonds into the legacy AMS application during this time frame will not utilize the ACE in-bond authorization functionality.

If a rail or sea carrier elects not to utilize the In-Bond Authorization functionality, ACE will **NOT** restrict the use of their bond by other parties, i.e. any party will be allowed to use the carriers bond. If a carrier wants to limit bond usage to their own company they will need to add themselves as an "*Authorized Partner*." This action will exclude all other parties from utilizing the carrier's bond. If the carrier wants to authorize other partners to use their bond, they must first remove their Standard Carrier Alpha Code (SCAC) from the list of "*Authorized Partners*" before adding other SCACs and filer codes.

Rail and sea carriers with an activity Type 2 bond will be able to identify carriers by SCAC and In-Bond filers by filer codes in their ACE Portal Account, for the purpose of limiting use of their bond to these entities. The bond is always open to

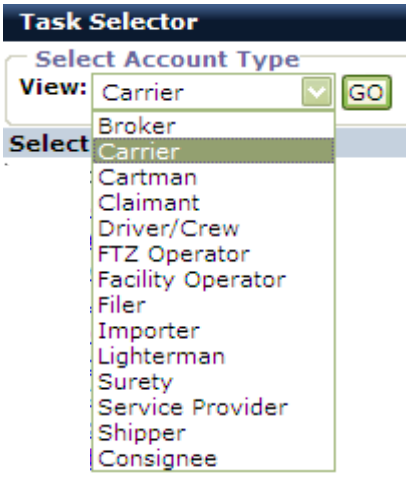
the bond owner. Once an entity is entered into the "In-Bond Authorization File", no other carriers, brokers, or QP filers other than the ones identified, will be able to initiate an In-Bond request via manifest declarations, In-Bond submissions or subsequent In-Bond requests. ACE will not notify your business partner that their SCAC or filer code has been entered in your In-Bond authorization file.

The Trade Account Owner will need to grant full access to the Accounts tab to any Proxy Trade Account Owner or Account User who needs to add authorized partners.

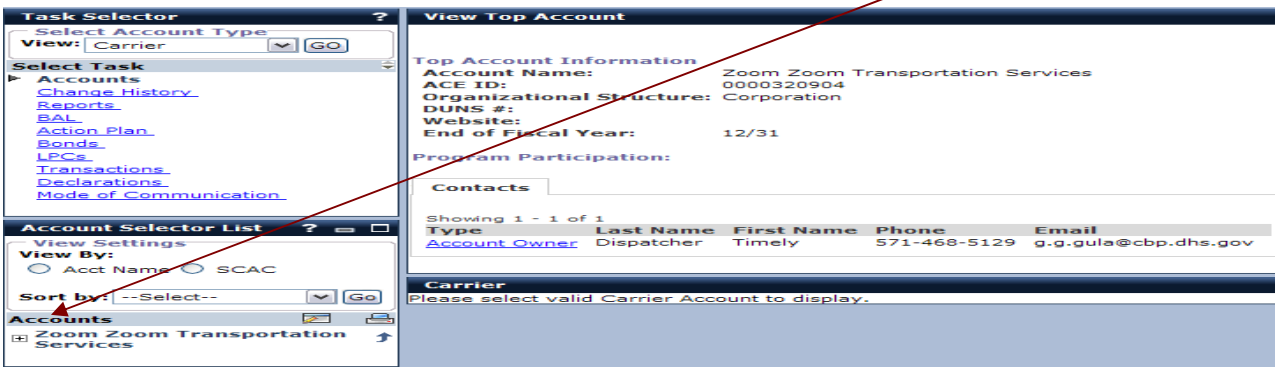
Creating a Carrier In-Bond Authorization

To create a list of authorized carriers to use your Type 2 bond, log into the ACE Secure Data Portal; select the **Accounts** tab and follow the steps below:

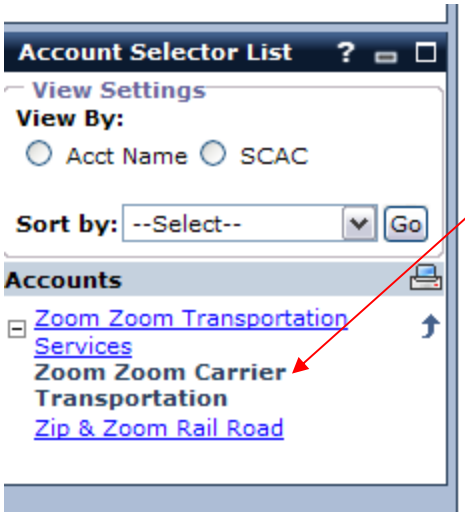
1. Select **Carrier** in the drop down menu next to *"View"* and select **Go**.



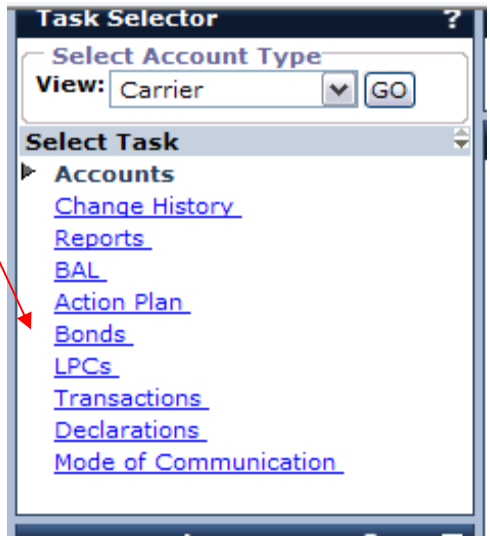
2. From the account list in the "*Account Selector List*" portlet, click the "**+**" beside the top account.



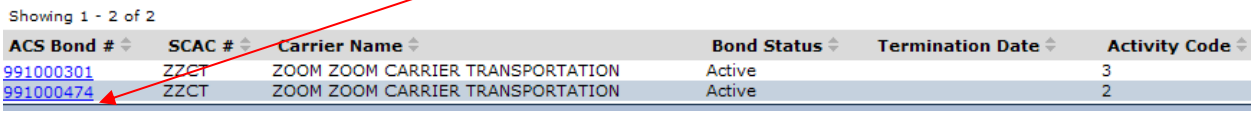
3. Select the carrier account that is associated to the bond.



4. Select the **Bonds** tab in the "*Task Selector*" portlet



5. Select the blue hyperlink under the **ACS Bond #**. The bond status must be active for the user to add an authorized partner. Authorized partners can only be added to Type 2 Custodial Bonds.



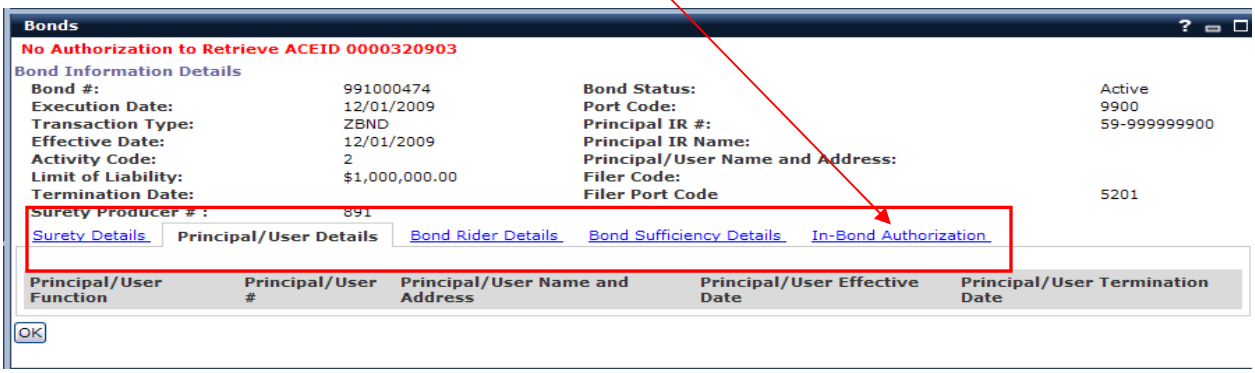
Showing 1 - 2 of 2

ACS Bond #	SCAC #	Carrier Name	Bond Status	Termination Date	Activity Code
991000301	ZZCT	ZOOM ZOOM CARRIER TRANSPORTATION	Active		3
991000474	ZZCT	ZOOM ZOOM CARRIER TRANSPORTATION	Active		2

If you do not see your bond information, contact the Technology Service Desk (TSD) at 1-866-530-4172. Please have your SCAC code, IR number and bond number available to give to the TSD when you call.

6. From this screen you have several viewing options: you may view "*Surety Details*," "*Principal User Details*," "*Bond Rider Details*," "*Bond Sufficiency Details*" and "*In-Bond Authorizations*."

7. Select the **In-Bond Authorization** tab.



Bonds

No Authorization to Retrieve ACEID 0000320903

Bond Information Details

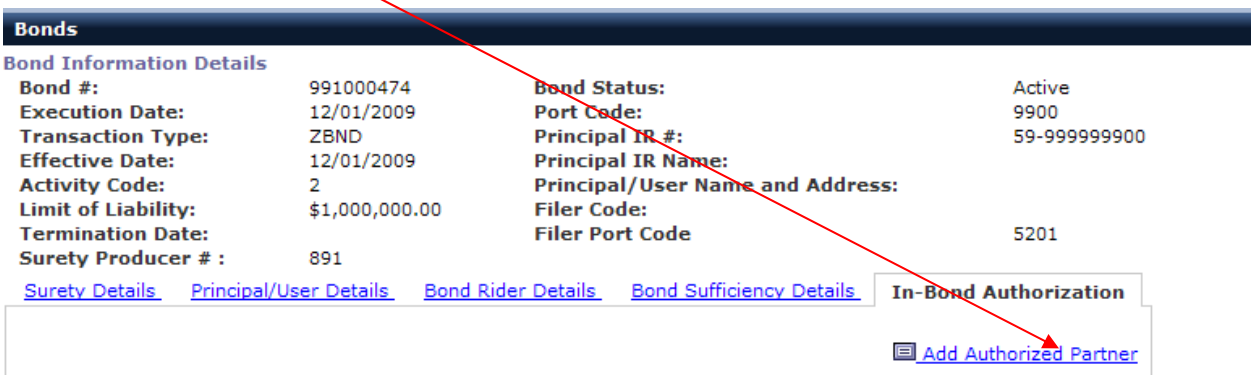
Bond #:	991000474	Bond Status:	Active
Execution Date:	12/01/2009	Port Code:	9900
Transaction Type:	ZBND	Principal IR #:	59-999999900
Effective Date:	12/01/2009	Principal IR Name:	
Activity Code:	2	Principal/User Name and Address:	
Limit of Liability:	$1,000,000.00	Filer Code:	
Termination Date:		Filer Port Code	5201
Surety Producer # :	891		

Surety Details | Principal/User Details | Bond Rider Details | Bond Sufficiency Details | In-Bond Authorization

Principal/User Function	Principal/User #	Principal/User Name and Address	Principal/User Effective Date	Principal/User Termination Date

OK

8. To add a user to the list of authorized bond users, select **Add Authorized Partner.**



Bonds

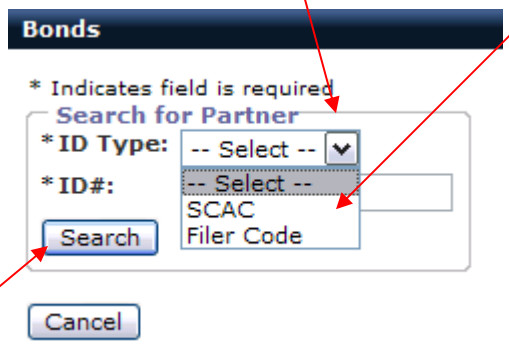
Bond Information Details

Bond #:	991000474	Bond Status:	Active
Execution Date:	12/01/2009	Port Code:	9900
Transaction Type:	ZBND	Principal IR #:	59-999999900
Effective Date:	12/01/2009	Principal IR Name:	
Activity Code:	2	Principal/User Name and Address:	
Limit of Liability:	$1,000,000.00	Filer Code:	
Termination Date:		Filer Port Code	5201
Surety Producer # :	891		

Surety Details | Principal/User Details | Bond Rider Details | Bond Sufficiency Details | In-Bond Authorization

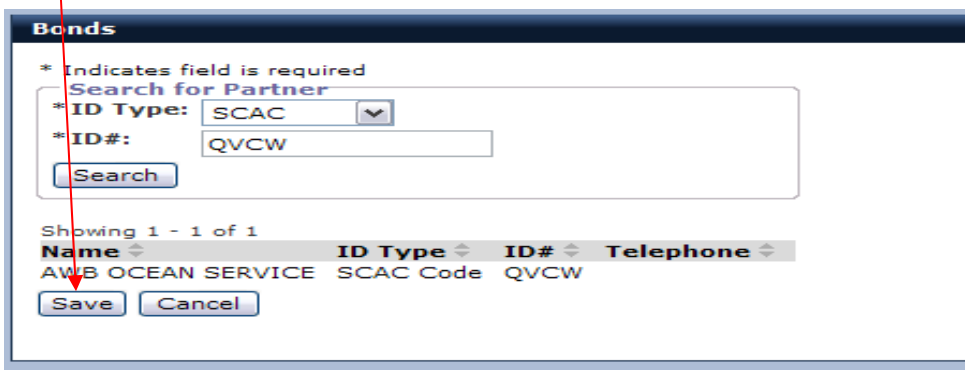
Add Authorized Partner

9. Select the drop down arrow beside **ID Type** and select **SCAC** or **Filer Code**. In the ID# field below, enter the **SCAC** or **Filer Code or Codes** of the partners (carriers, brokers, or QP filers) you wish to grant authority to obligate your bond.



10. Select **Search**.

    If the partner you have searched is valid, the "*Name*," "*ID Type*," "*ID#*" and "*Telephone*" number of the partner appears. If this is the correct partner, select **Save** and if it is not correct, select **Cancel**. (If you select "*Cancel*" you will return to the screen shown in step 7 in the "In-Bond Authorization" tab.) If the partner you searched for does not appear and you are sure you have entered a valid SCAC or Filer code, call the TSD at 1-866-530-4172 and request a ticket be opened to research why your partner is not appearing in ACE.



11. Once you have saved the relationship to your account, you will be returned to the "*Bonds*" portlet where you can view the partner you just added. All partners are added without date or port restrictions. The following section, "*Maintaining Carrier In-Bond Authorization*" will explain how to set port and date restrictions.

Maintaining Carrier In-Bond Authorization

This section includes information on how to maintain your "*In-Bond Authorization*" file, limit port and date access and remove partners from your account.

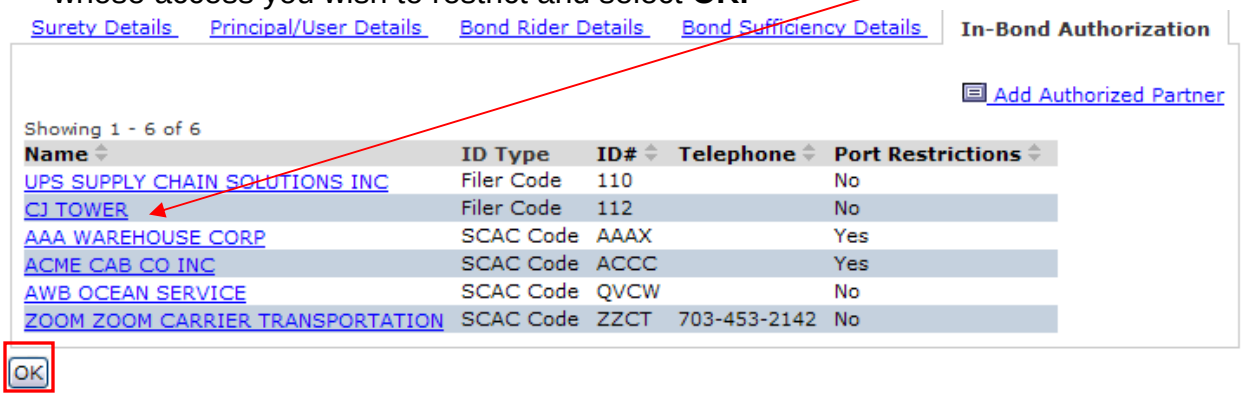
Limiting In-Bond Authorization Use to Newly Created Partners

In-Bond Authorization functionality allows the carrier to restrict partners' use of their bond to specific ports and date ranges. There are four fields that the authorizing carrier is required to populate:

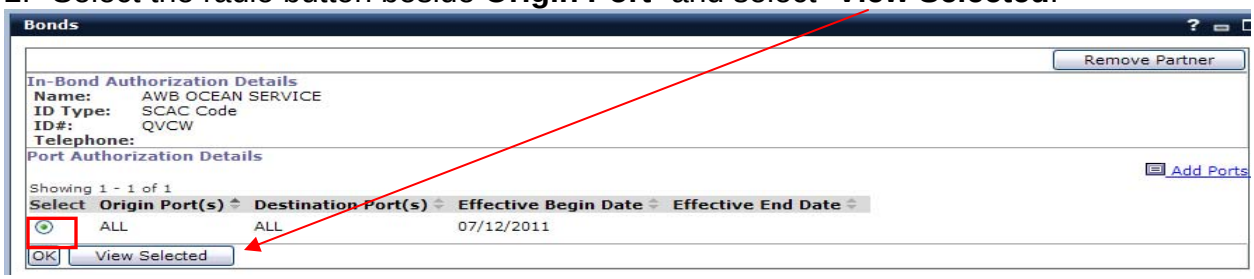
- Origin Port – The port from which the goods are being requested to depart
- Destination Port – The port to which the goods are being requested to be transported
- Effective Begin Date – The start date of the authorized bond usage
- Effective End Date – The end date of the authorized bond usage.
  Note: If no end date is entered there will be no date restrictions on the use of the bond.

The following steps provide instructions on granting limited bond authorization:

1. From the "*In-Bond Authorization*" tab, select the **Name** of the *authorized partne*r whose access you wish to restrict and select **OK.**

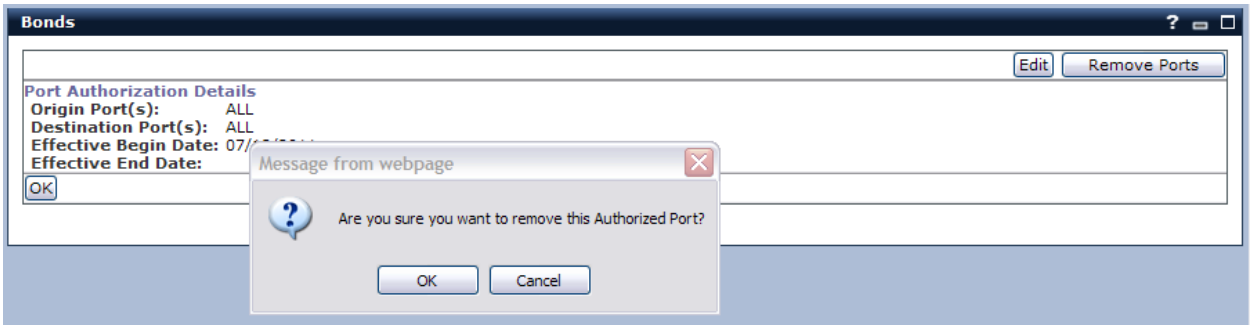


2. Select the radio button beside **Origin Port**" and select "**View Selected**."

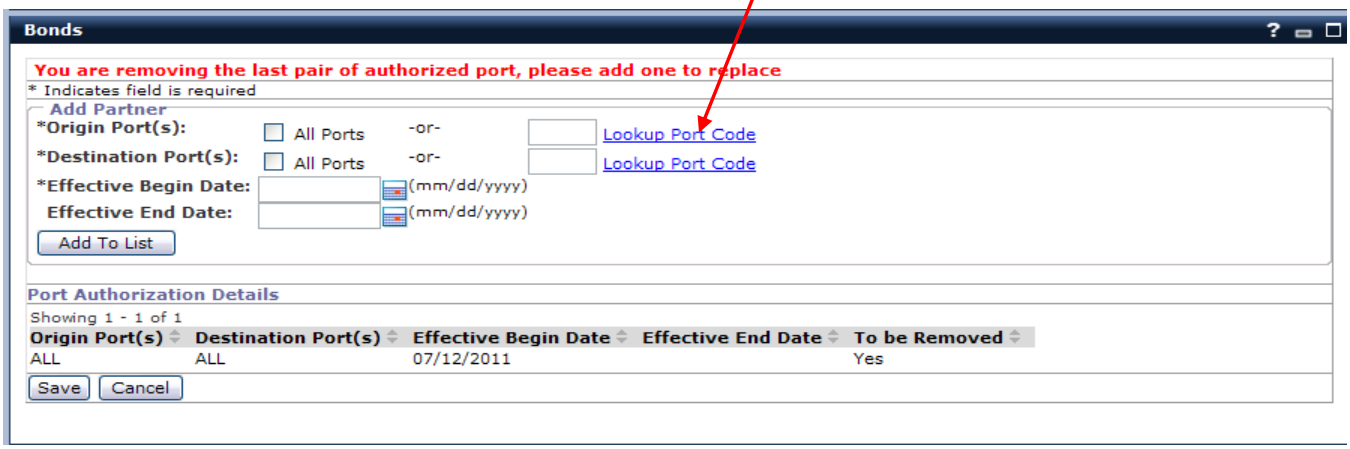


Note: The Default Setting is "ALL" ports. If you want to establish specific port restrictions you must first remove the initial port default setting by selecting "Remove Ports". If you attempt to add ports with the default setting "ALL" you will receive an error message - "This port pairing overlaps with an existing record".

3. Select **Remove Ports** to change or limit the original authorization from "**All"** ports. A warning window will appear asking if you want to remove this port. Select "**OK**."

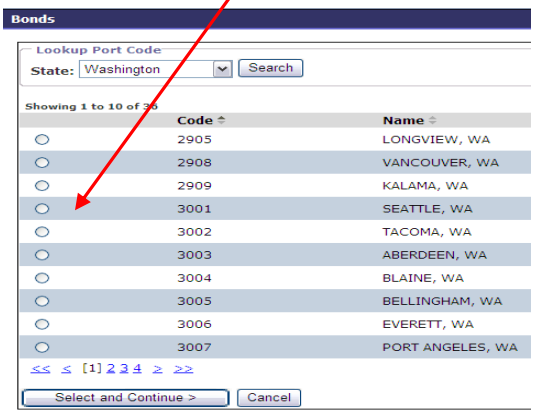


4. A screen will appear informing you that this is the last authorized port and advising you to add a port to replace it. You may either type in the port codes if you know them, or select the ports from the "*Lookup Port Code*" link by selecting the State from the drop down menu. Enter the effective begin and end dates, then select **Add to List**.



5. Select **Search**.

6. Select the radio button corresponding to the chosen port and click **Select and Continue**.

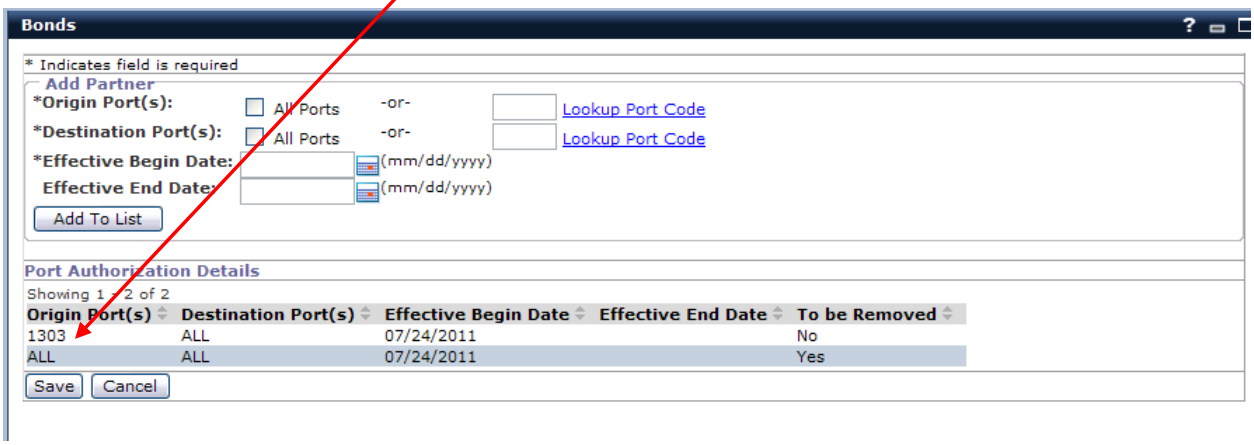


7. Enter **All Ports or a specific Port Code** for Destination Ports.

8. Enter the **Effective Begin Date.**

9. Select ***Add to List*** once all required fields have been entered.

10. Select **Save** to return to the In-Bond authorization details screen. You should now notice under "*Port Restrictions"* that there are restrictions associated to that partner. The default designation of "ALL" will be removed from the partner.



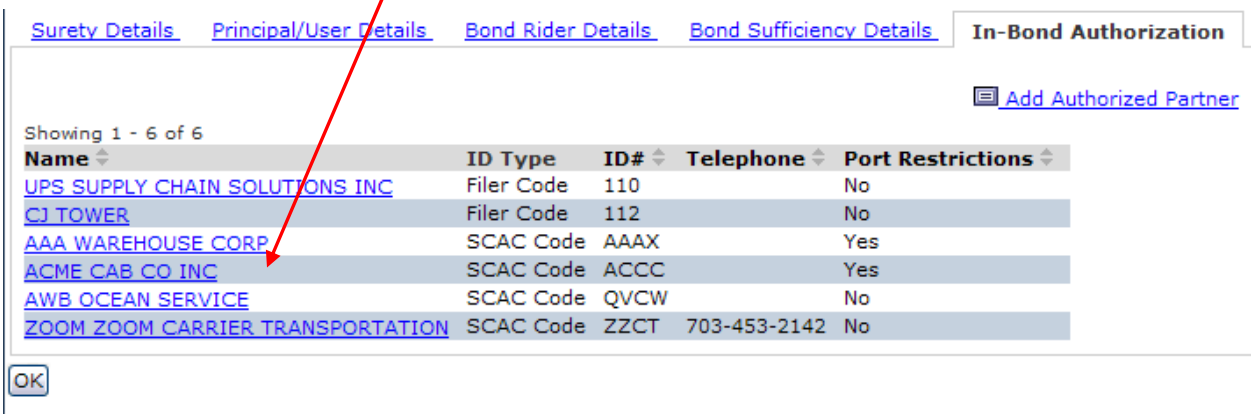
11. Select **OK** to return to the "In-Bond Authorization" screen.

Carriers are responsible for maintaining their In-Bond authorized partners.

Granting Additional Port Access to an Existing Authorized Partner

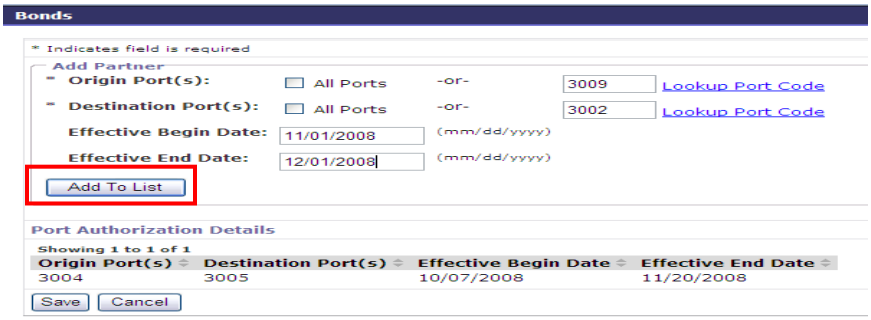
You may grant additional ports to an authorized partner by following the steps listed below.

1. Select the **Name** of the authorized partner to whom you want to grant additional port access listed in your account and select **OK.**

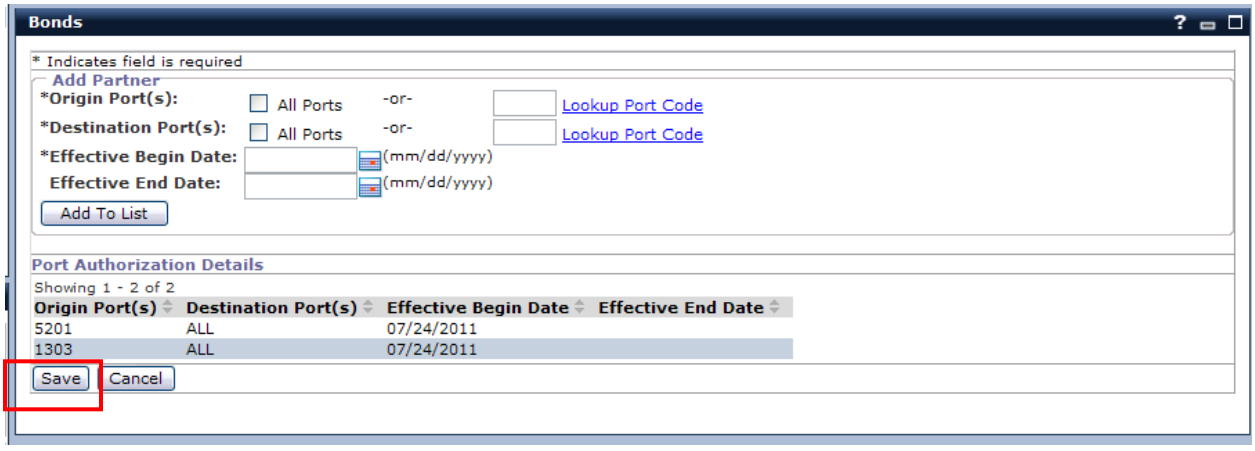


2. Select **Add Ports**.

3. Enter the **Origin Port, Destination Port** and the **Effective Begin Date** and **Effective End Date** you are authorizing your partner to use. Then select **Add to List**.



4. This "*Authorized Partner*" now has access to 2 ports. Select **Save.**

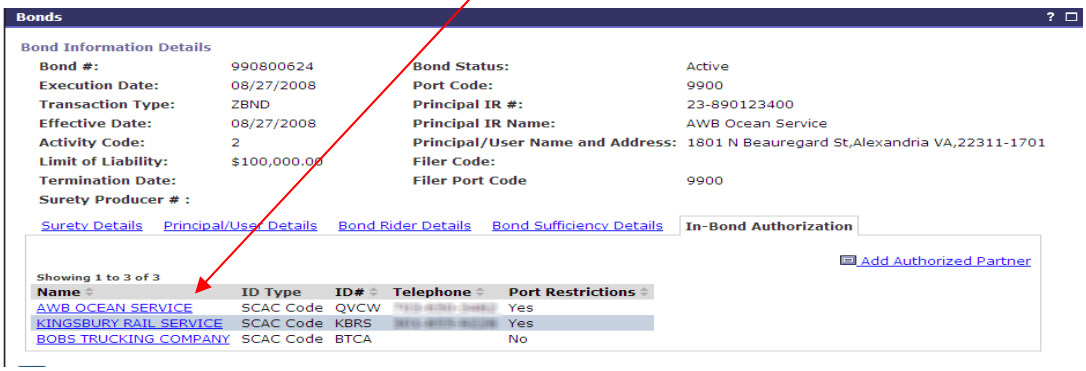


5. You will be returned to the screen below which confirms the additional authorizations granted. Select **OK**.

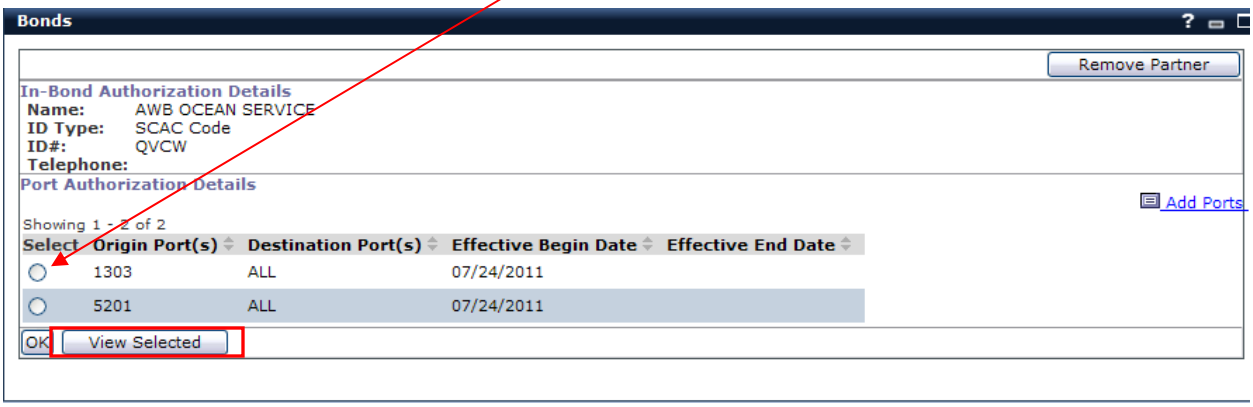
Editing Date Parameters for Authorized Partners

Carriers control the effective date range during which their partners are allowed to utilize their bonds. This can be adjusted by following the steps below.

1. Select the **Name** of the authorized partner for which you wish to change the effective authorization dates.

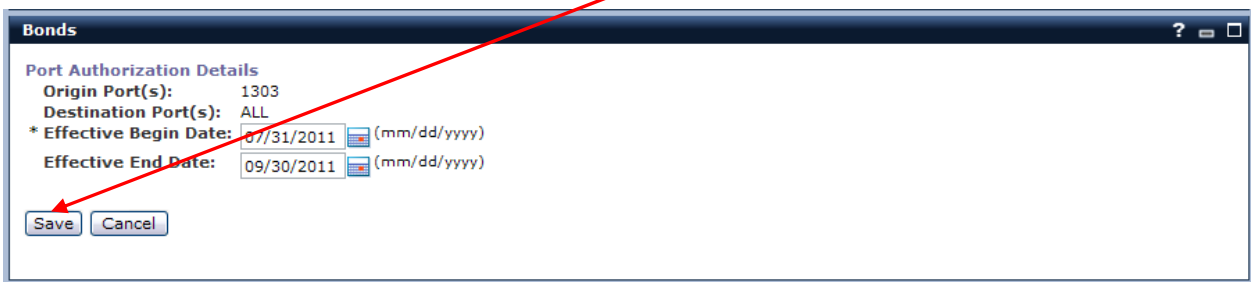


2. Select the radio button beside the **Origin Port***(s)* you wish to change and select **View Selected.**

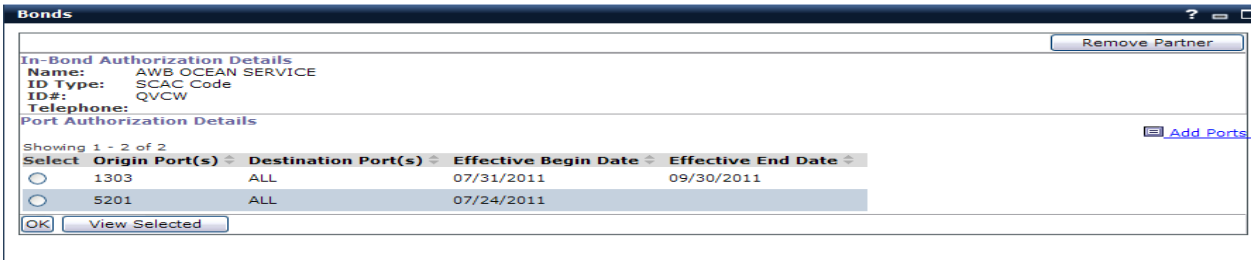


3. Select **Edit**.

4. Change the effective date ranges and select **Save**.

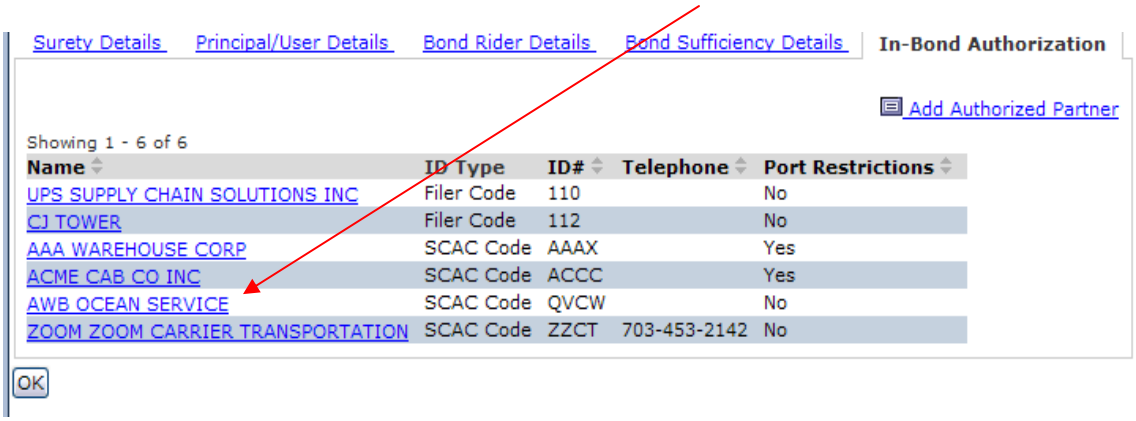


5. Select **OK.** New port restrictions are displayed.

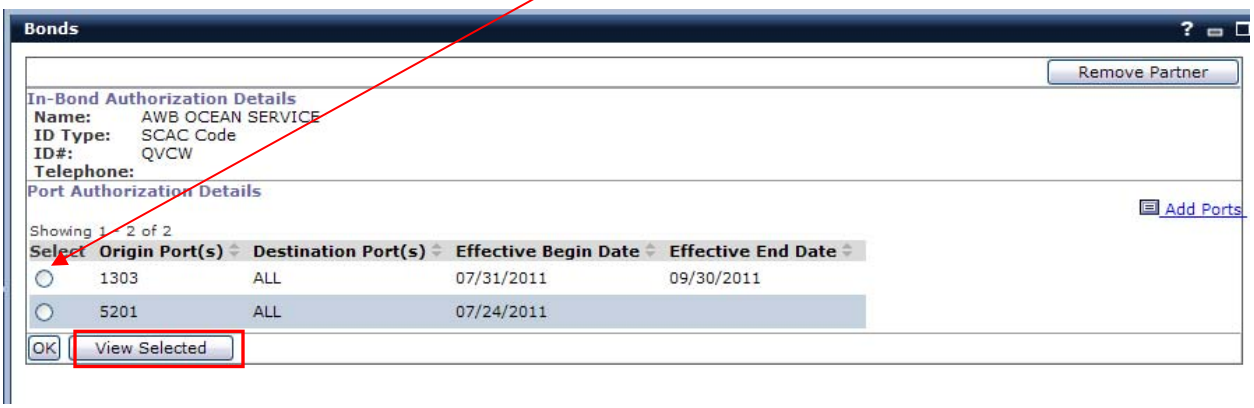


Removing Ports from an Authorized Partner

1. To remove a port, select the **Name** of the authorized partner.

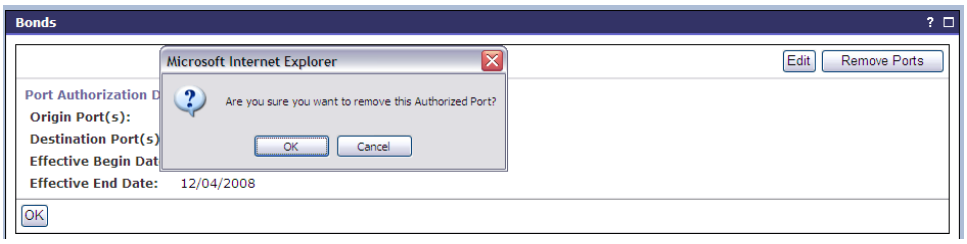


2. Select the Radio button beside the Origin Port (s) you wish to remove, and select **View Selected**.

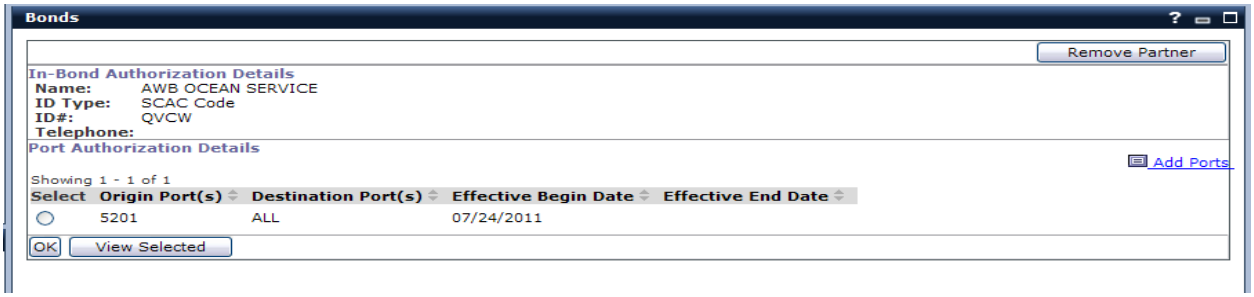


3. Select **Remove Ports**.

4. Select **OK**.



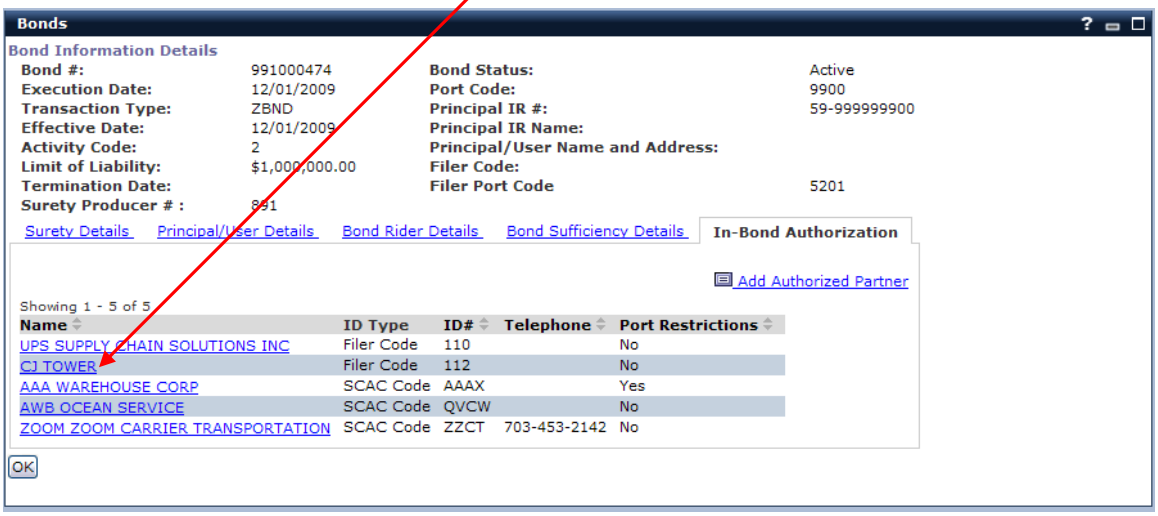
5. The port is removed from your list. Select **OK** to exit from this screen.



Removing Authorized Partners from Your Account

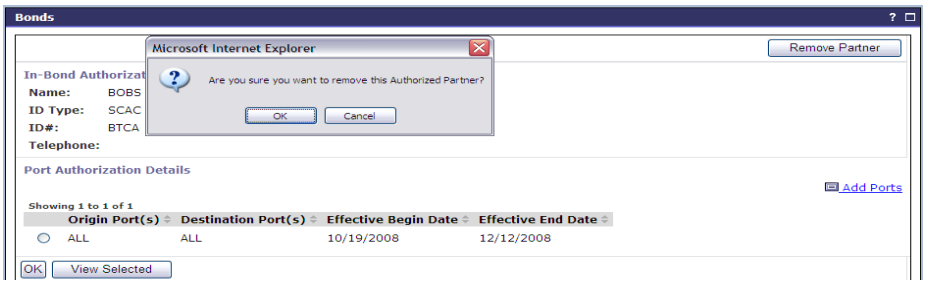
Carriers may terminate an In-Bond Authorization relationship at anytime by simply removing the relationship.

1. Select the **Name** of the authorized partner you wish to remove.

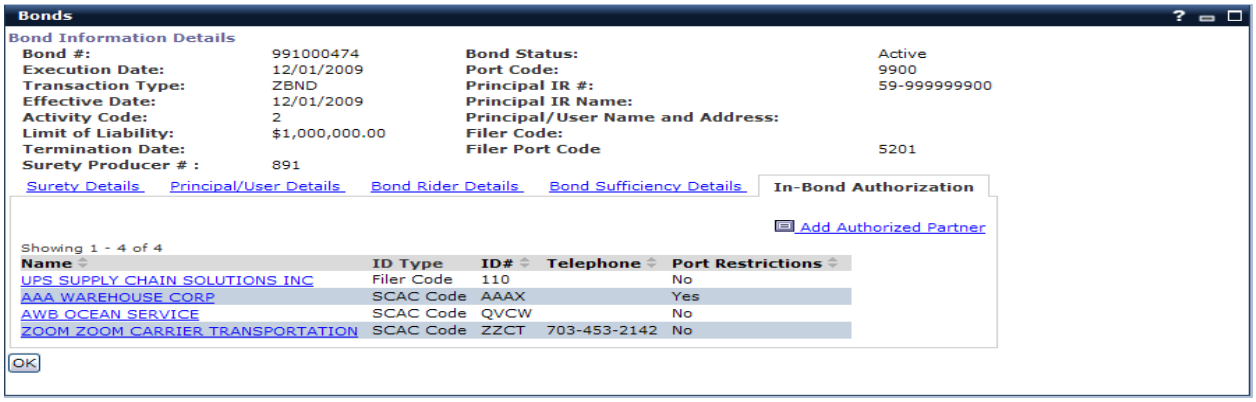


2. Select **Remove Partner.**

3. Select **OK** when the prompt box appears.



4. Select **OK** to exit from this portlet. The relationship has been removed.

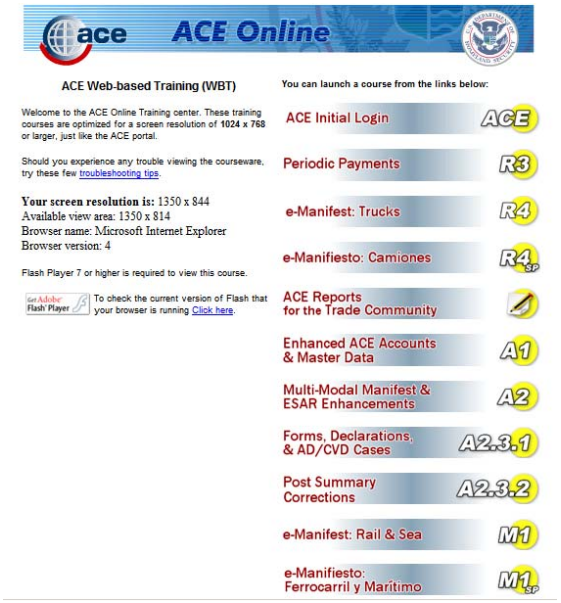


Additional ACE Resources

For additional assistance, take the web-based training (WBT) titled ACE e-Manifest: Rail and Sea.

The URL for the ACE Online Training Center is:

http://nemo.cbp.gov/ace_online



Do you need additional assistance using the ACE Portal*? If you are a trade member calling or if you are calling outside the United States, please contact the* ***Technology Service Desk*** *at 1-866-530-4172.*