



Electronic Commerce Client Requirements Document

Chapter 7: Advance Commercial Information (ACI)/eManifest Highway Portal

Version 1.8.1

PROTECTION SERVICE INTEGRITY
TY PROTECTION SERVICE INT
ÉGRITÉ PROTECTION SERVICE
INTEGRITY PROTECTION SERVI
CE INTÉGRITÉ PROTECTION SE
RVICE INTÉGRITÉ PROTECTION
SERVICE INTÉGRITÉ PROTECTION
ON SERVICE INTÉGRITÉ PROTECTION
ECTION SERVICE INTÉGRITÉ PROTECTION
OTECTION SERVICE INTÉGRITÉ
PROTECTION SERVICE INTÉGRITÉ
TÉ PROTECTION SERVICE INT
EGRITY PROTECTION SERVICE
INTÉGRITÉ PROTECTION SERVI
CE INTEGRITY PROTECTION SE



Revision History

Date Changes Made	Version	Changes Made	Changes Made By
January 2012	1.0	Published to the CBSA website	CBSA – The Portal Team
May 2012	1.1	Updates made to Sections 3.5.4; 3.6; 3.6.2 and Appendix 1	CBSA – The Portal Team
August 2012	1.2	Updates made to Sections 4.0; 6.0; 6.1; 6.2; 12.0 and Appendix 1	CBSA – The Portal Team
August 2012	1.3	Updates made to Appendix 1	CBSA – The Portal Team
October 2012	1.4	Updates made to Sections 3.5.1; 3.5.2; 6.0; 6.1; 12.0 and Appendix 1	CBSA – The Portal Team
January 2013	1.5	Updates made to Sections 1.0; 3.0 and Appendix 1	CBSA – The Portal Team
February 2013	1.5.1	Update made to Section 3.4	CBSA – The Portal Team
April 2013	1.6	Updates made to Sections 1.0; 2.0; 3.0; 3.1; 3.2; 3.3; 3.4; 3.5.1; 3.5.2; 3.5.4; 3.6; 3.6.2; 4.0; 5.0; 6.1; 6.3; 6.4; 6.5; 8.0 and Appendix 1	CBSA – The Portal Team
December 2013	1.7	Updates made to sections 3.4 and 11.2	CBSA- Portal Team
February 2017	1.8	Updates made to sections 1.0, 2.0, 3.4, 3.5.1, 3.6, 3.6.1, 3.6.2, 5.0, 6.1, 6.3, 8.0, 11.0, 11.2 and Appendix 1	CBSA – Portal Team
March 2017	1.8.1	Update made to section 5.0	CBSA – Portal Team

Technical Commercial Client Unit

Technical Commercial Client Unit
 Canada Border Services Agency
 355 North River Road, 6th Floor, Tower B
 Ottawa, Ontario K1A 0L8


Web page:
<http://www.cbsa-asfc.gc.ca/eservices/menu-eng.html>

Phone:
 1-888-957-7224 for calls within Canada and the U.S.
 1-613-946-0762 for overseas callers

Fax:
 1-343-291-5482

Email (for non-urgent matters, during regular business hours, North American Eastern time)
 Technical Commercial Client Unit : TCCU-USTCC@cbsa-asfc.gc.ca

Table of Contents

1.0	Introduction	3
2.0	Purpose and Scope of this Document	5
3.0	Highway Business Rules and Flows	6
3.1	<i>Highway Conveyance Document Processing</i>	6
3.2	<i>Highway Cargo Document Processing</i>	7
3.3	<i>Combined Highway Document Processing</i>	8
3.4	<i>Highway Cargo and Conveyance Business Rules</i>	9
3.5	<i>Highway Pre-Arrival Business Flow</i>	12
3.5.1	<i>Highway Cargo Documents</i>	12
3.5.2	<i>Highway Conveyance Documents</i>	14
3.5.3	<i>Combined Highway Documents</i>	16
3.5.4	<i>Highway Conveyance-Only Flow</i>	17
3.5.5	<i>Mix of Highway Cargo (some of which qualifies as an exception)</i>	17
3.6	<i>Exemptions and Exceptions – General eManifest Highway</i>	18
3.6.1	<i>Exemptions – Highway Cargo and Conveyance</i>	19
3.6.2	<i>Exceptions – Cargo Data (Conveyance Data Required)</i>	20
3.6.3	<i>Scenario Examples of Exceptions to Cargo Data</i>	21
3.7	<i>A Special Note for Highway Carriers Transmitting Trade Data Using EDI or Service Providers Who Also Wish to Use the eManifest Portal</i>	21
4.0	Create, Change, Amendment and Cancel Rules for Highway Cargo and Highway Conveyance Documents.....	21
5.0	View Secondary Notices	26
6.0	Portal Statuses	27
6.1	<i>Trade Document Statuses</i>	27
6.2	<i>Status History</i>	28
6.3	<i>Statuses with the  Symbol in the Portal</i>	28
7.0	Registering for the eManifest Portal.....	30
7.1	<i>Obtaining a Credential</i>	30
7.2	<i>Creating a Portal User Account</i>	31
7.3	<i>Creating a Portal Business Account</i>	31
7.4	<i>eManifest Portal Help and Support</i>	32

8.0	Portal Technical Requirements	33
9.0	Availability of the eManifest Portal and the CBSA System	34
10.0	Reliability of the eManifest Portal and the CBSA System	35
10.1	Security	35
10.2	Incomplete, Inaccurate or Corrupted Documents	35
11.0	Problem Reporting and Resolution	36
11.1	Back-Up Provisions	36
11.2	Contingency Plan in the Event of System Failure	36
12.0	Program Monitoring	37
13.0	Additional Resources	38
	Appendix 1 – Glossary of Highway Data Elements – eManifest Portal	39

1.0 Introduction

eManifest, is a transformational initiative that will modernize and improve cross-border commercial processes. It is about getting the right information at the right time to enhance the ability of the Canada Border Services Agency (CBSA) to identify potential threats to Canada, while facilitating the movement of low-risk shipments across the border.

The eManifest initiative is the third phase of the Advance Commercial Information (ACI) program. ACI phases 1 and 2 require air and marine carriers to submit pre-arrival cargo and conveyance information electronically, within advance time frames.

When fully implemented, eManifest will require carriers, freight forwarders and importers in all modes of transportation (air, marine, highway and rail) to electronically transmit advance commercial information to the CBSA within prescribed mode-specific time frames

On June 11, 2009, Bill S-2, *An Act to Amend the Customs Act*, was granted Royal Assent, the final stage required for the Bill to become law. This allows the CBSA to mandate various members of the trade community to submit pre-arrival data for risk assessment purposes.

The eManifest Portal (the Portal) is a secure data submission option developed by the CBSA that will allow the trade community to electronically submit their pre-arrival information through the Internet. The eManifest Portal was developed primarily for small- to medium-sized enterprises to facilitate their compliance and ease the transition from paper reporting to pre-arrival electronic data submission. The eManifest Portal is designed for highway carriers to submit pre-arrival cargo and conveyance data and to receive House bill Manifest Forwards sent by other Trade Chain Partners (TCPs).

Terminology, data requirements and business rules vary somewhat between Electronic Data Interchange (EDI) and the Portal. The differences between these two submission options are largely due to the fact that EDI and the Portal are based on different technologies and interfaces and face different technical constraints when interfacing with the CBSA system.

With respect to terminology, for example, EDI documentation often refers to transmission of trade data while Portal documentation typically refers to submission of Trade Documents. EDI refers to Statuses and Notices while Portal refers to Statuses.

With respect to data requirements and business rules, Portal requirements and rules are explained in this Electronic Commerce Client Requirements Document (ECCRD) – Chapter 7: Advance Commercial Information (ACI)/eManifest Highway Portal (and in documentation referred to herein) and EDI requirements and rules are explained in the ECCRD – Chapter 4: Advance Commercial Information (ACI)/eManifest Highway and its appendices.

The CBSA recommends that Portal clients review all narrative sections of this document, in conjunction with the Appendix 1 – Glossary of Highway Data Elements, for a full understanding of Portal technical requirements.

Additional resources about eManifest and the Portal are listed in Section 13.0 of this document. These include contact information and additional documentation related to the Portal. The eManifest Portal Help and Support Web page also provides instructional information and can be accessed at www.cbsa-asfc.gc.ca/prog/manif/portal-portail/help-aide-eng.html.

Clients are advised that the content of this document is subject to revision and amendment in the event of system upgrades and/or changing operational requirements. The CBSA will endeavour to provide as much advance notice as possible of major system changes and will notify clients of upcoming changes through System Messages in the Portal. Please be sure to read your System Messages on a regular basis.

2.0 Purpose and Scope of this Document

This document is provided as part of the documentation for eManifest, the third phase of the Advance Commercial Information initiative.

The purpose of this document is to provide highway carriers with information about how to provide advance cargo and conveyance information to the Canada Border Services Agency using Highway Conveyance and Highway Cargo Documents submitted through the eManifest Portal. It also provides information about how to view the status of Submitted Trade Documents as well as Secondary Notices sent by other TCPs.

Policy guidelines will be outlined in the *Reporting of Imported Goods Regulations* and related *D-Memoranda*.

The data element requirements for providing advance electronic cargo and conveyance information through the eManifest Portal are listed in Appendix 1 – Glossary of Highway Data Elements (at the end of this document).

Shipments that qualify for Customs Self-Assessment (CSA) clearance are exempt from the requirement for advance commercial information. However, the conditions as outlined in this document apply to all Highway Cargo and Conveyance Documents submitted through the Portal. Where there is a mixed load of both exempt and non-exempt cargo, carriers will be required to submit a Highway Conveyance Document as well as a Highway Cargo Document for the non-exempt cargo.

The requirements for providing advance secondary cargo information (i.e. House bill / Close Message) will be addressed in the Electronic Commerce Client Requirements Document (ECCRD) – Chapter 8: Advance Commercial Information (ACI)/eManifest House Bill Portal.

The reporting of exports (for shipments exiting Canada) will not change from current requirements as a result of eManifest. The Portal does not support any export activity.

3.0 Highway Business Rules and Flows

Carriers are responsible for electronically submitting all cargo and conveyance data to the CBSA for processing within the time frames specified in the *Reporting of Imported Goods Regulations* and in accordance with the technical requirements, specifications and procedures that are set out in this ECCRD – Chapter 7: Advance Commercial Information (ACI)/eManifest Highway Portal. The CBSA will then validate the data and provide applicable statuses to the carrier.

The following section outlines the business rules and flows involved when providing advance cargo and conveyance information to the CBSA using Highway Conveyance and Highway Cargo Documents submitted through the eManifest Portal.

3.1 Highway Conveyance Document Processing

The carrier is required to provide advance electronic conveyance information to the CBSA within the time frames specified in the *Reporting of Imported Goods Regulations*. The Highway Conveyance Document may be submitted up to 30 days in advance but must be received and validated by the CBSA a minimum of one (1) hour prior to arrival at the First Port of Arrival (FPOA).

The Highway Conveyance Document should include but is not limited to the following:

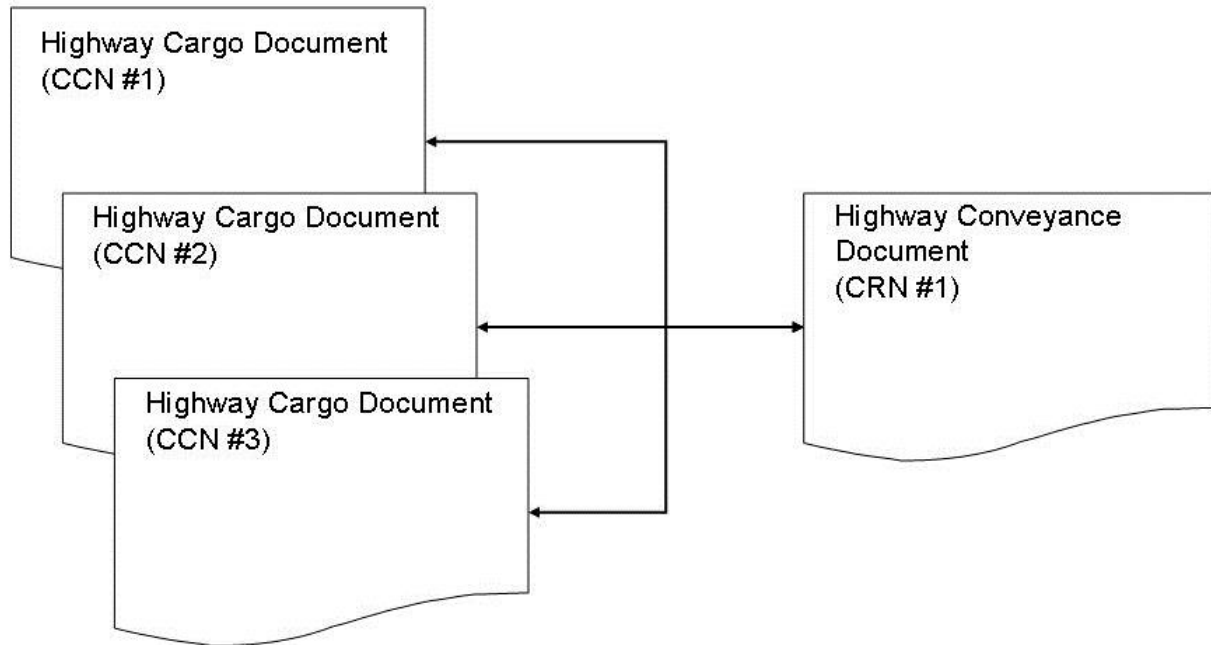
1. The Conveyance Reference Number (CRN) of the carrier. The CRN begins with the carrier's four (4) character CBSA-assigned carrier code followed by a unique reference number (which cannot contain spaces) assigned by the carrier for a specific movement of a conveyance.
2. The Port Code of the FPOA in Canada where the conveyance is destined to cross the border.
3. An estimated date and time of arrival (ETA) at the FPOA that must be as accurate as possible. A time zone qualifier may be specified; otherwise, it will default to Eastern Time.

Note: A change to the Highway Conveyance Document is needed if the ETA is 30 minutes (or more) earlier, or if the ETA is 8 hours (or more) later than what is stated on the original Highway Conveyance Document.

4. The Cargo Control Number (CCN) of all related Highway Cargo Documents (submissions). If multiple Trailers and/or Containers are being used with a single conveyance, CCNs should be organized by Trailer and/or Container.

Please see Appendix 1 at the end of this document for required conveyance data elements and Figure 1 for a graphical example of how Highway Conveyance and Highway Cargo Documents are related to each other.

Figure 1 - Example: Three Highway Cargo Documents Related to One Highway Conveyance Document



3.2 Highway Cargo Document Processing

The carrier is also required to provide advance electronic cargo information to the CBSA within the time frames specified in the *Reporting of Imported Goods Regulations*. The Highway Cargo Document may be submitted up to 30 days in advance but must be received and validated by the CBSA at least one (1) hour prior to arrival at FPOA.

The Highway Cargo Document should include but is not limited to the following:

1. A Cargo Control Number (CCN) that begins with the carrier's four (4) character CBSA-assigned carrier code followed by a unique reference number (which cannot contain spaces) assigned by the carrier.

2. The Port Code of the FPOA in Canada and the Port Code of the Port of Destination/Exit.
3. A description of the goods.
4. Shipper and Consignee data.

Please see Appendix 1 at the end of this document for required cargo data elements and Figure 1 for a graphical example of how Highway Cargo and Highway Conveyance Documents are related to each other.

3.3 Combined Highway Document Processing

Combined Highway Documents are unique to the Portal and are a convenient way for carriers to submit trade data to the CBSA.

The Combined Highway Document is used by the carrier only when one shipment (with only one CCN) is being carried by the conveyance. Note that once the Combined Highway Document is submitted to the CBSA through the Portal, it will be split into one Highway Conveyance Document and one Highway Cargo Document by the CBSA system and will subsequently be treated as two separate Trade Documents.

If using a Combined Highway Document, the carrier is also required to provide advance electronic cargo and conveyance information to the CBSA within the time frames specified in the *Reporting of Imported Goods Regulations*. The Combined Highway Document may be submitted up to 30 days in advance but must be received and validated by the CBSA at least one (1) hour prior to arrival at FPOA.

The Combined Highway Document submission should include but is not limited to the following:

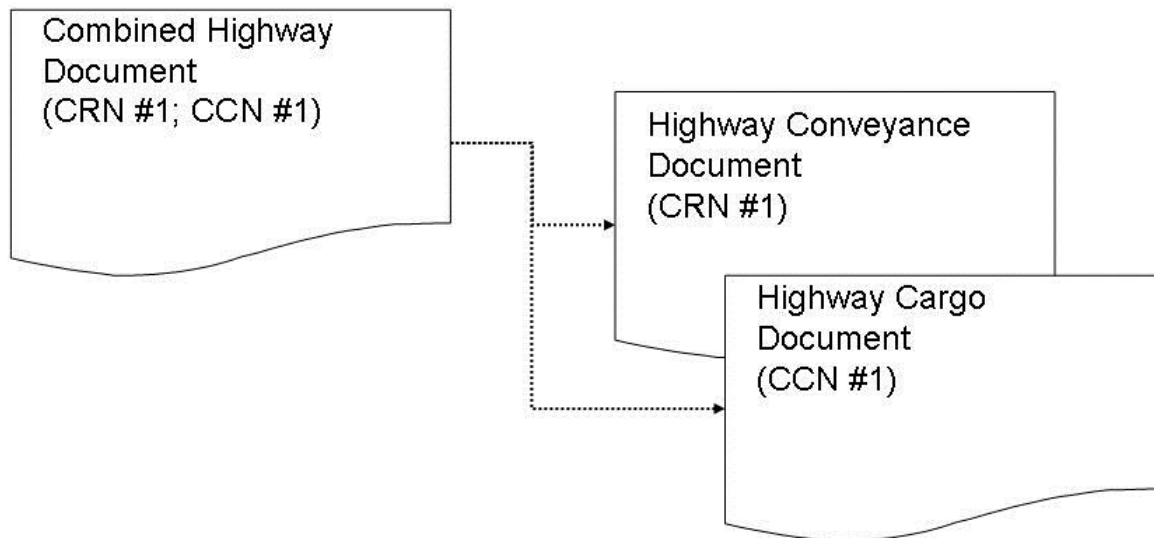
1. The Conveyance Reference Number (CRN) of the carrier. The CRN begins with the carrier's four (4) character CBSA-assigned carrier code followed by a unique reference number (which cannot contain spaces) assigned by the carrier for a specific movement of a conveyance.
2. The Port Code of the FPOA in Canada and the Port Code of the Port of Destination/Exit.
3. An estimated date and time of arrival (ETA) at the FPOA that must be as accurate as possible. A time zone qualifier may be specified otherwise it will default to Eastern Time.

Note: A change to the Highway Conveyance Document is needed if the ETA is 30 minutes (or more) earlier, or if the ETA is 8 hours (or more) later than what is stated on the original Highway Conveyance Document.

4. A Cargo Control Number (CCN) that begins with the carrier's four (4) character CBSA-assigned carrier code followed by a unique reference number (which cannot contain spaces) assigned by the carrier.
5. A description of the goods.
6. Shipper and Consignee data.

Please see Appendix 1 at the end of this document for required cargo and conveyance data elements and Figure 2 for a graphical illustration of Combined Highway Document submission processing.

Figure 2 - Combined Highway Document Relationship to Highway Conveyance and Cargo Documents (Note: Once a Combined Highway Document is submitted to the CBSA it is displayed in the Portal as two documents: a Highway Conveyance Document and a Highway Cargo Document.)





3.4 Highway Cargo and Conveyance Business Rules

1. As noted, electronic Highway Cargo and Highway Conveyance Documents must be received and validated by the CBSA no later than one hour before arrival at FPOA. **It is**

solely the carrier's responsibility to ensure submission of documents in compliance with regulations.

Note: Submission of Highway Cargo and/or Highway Conveyance Documents does not constitute "reporting" for the purposes of section 12(1) of the *Customs Act*. The carrier must physically report to the border services officer (BSO) at FPOA before section 12(1) is satisfied.

2. Electronic documents submitted to the CBSA through the Portal must include all mandatory data elements – and conditional elements, where applicable – identified on the appropriate Portal Trade Document screen and in Appendix 1 to this document.
3. All Highway Cargo Documents must be accepted by the system and be on file to be subsequently linked to a Highway Conveyance Document. If a Highway Conveyance Document is submitted quoting a Cargo Control Number that is either not on file or in Rejected status, the Highway Conveyance Document will be rejected.
4. If a submitted Highway Cargo or Highway Conveyance Document is not going to be used, the carrier should cancel that Highway Cargo or Highway Conveyance Document.

The CCN and CRN cannot be identical, even if there is only one cargo reference on the Highway Conveyance Document or Combined Highway Document. These numbers must not be duplicated for a three-plus current-year period. If a user has submitted a duplicate Trade Document number through the Portal a  symbol will appear next to the most recent version of that document number on the submitted list. For more information on the  symbol rules, please view [section 6.3](#).

5. A lead sheet must be presented to the BSO at the FPOA. The lead sheet will contain:
 - a. a bar-coded CRN, or
 - b. a bar-coded CCN with a handwritten CRN, or
 - c. a handwritten CRN if an alternate bar-coded document is also being presented with the lead sheet (e.g. Pre-arrival Review System (PARS) document with a bar-coded PARS number).

In the event that an alternate release request is being used (i.e. Release on Minimum Documentation (RMD)) and a bar-coded CCN is not available prior to arrival, then the CRN on the lead sheet must be in bar-coded format.

For convenience, a bar-coded lead sheet may be printed from the Portal if needed by the carrier. If carriers choose to produce their own bar codes, see Memorandum D3-1-1 for bar code specifications.

6. The carrier may use any frontier FPOA, subject to local restrictions on certain commodities (e.g. hazardous materials – HAZMAT).
7. The FPOA on the Highway Conveyance Document must be the same as the FPOA on the Highway Cargo Document. However, if the carrier reports at a port that is different from the FPOA listed in the Highway Cargo and/or Highway Conveyance Document, the CBSA will not require the carrier to provide an Amended Highway Cargo or Highway Conveyance Document to change the FPOA.
8. The Port of Destination/Exit for cargo is the port where the shipment is expected to obtain release. The FPOA and Port of Destination/Exit for cargo reporting must show the same port unless the cargo is a planned in-bond movement, in which case the Sublocation (Warehouse Office Code) for that in-bond destination must be provided.
9. When a release is planned for the FPOA, a Sublocation (Warehouse Office Code) can also be provided. This code designates the warehouse where the goods will be held in-bond in case of a failed PARS, provided the carrier is bonded. If this conditional field is not completed and the PARS fails, the carrier will have to provide an Amendment to the Highway Cargo Document with the Sublocation (Warehouse Office Code) identified.
10. For goods that move in-bond, the Port of Destination/Exit Sublocation (Warehouse Office Code) must be provided. The warehouse provider will be required to acknowledge receipt of the freight by transmitting an electronic arrival message to the CBSA via Release Notification System (RNS). When the CBSA has released the shipment, the applicable trade chain partners (including the carrier) that participate in the RNS system will receive an RNS message.

Note: RNS messages are not available through the eManifest Portal.

11. Paper manifests are generally not required at FPOA when the carrier has submitted a Highway Cargo Document linked to a Highway Conveyance Document through the Portal. However, paper manifests representing Highway Cargo Documents will still be required in other circumstances such as in the event of a systems outage, or goods subject to exceptional processes (see [Section 3.6](#)).

Note: Contingency plans for systems outages, including required documentation that drivers must have available at FPOA, can be found in the System Outage Contingency Plan – Highway Mode (<http://www.cbsa-asfc.gc.ca/eservices/contingency-urgence/menu-eng.pdf>).

12. Once the Highway Cargo Document has been linked to a Highway Conveyance Document, cargo data may be updated and received by the CBSA up until one (1) hour before arrival at FPOA. If new cargo is added or an existing cargo is cancelled, the associated Highway Conveyance Document must reflect these changes (see [Section 4.0](#)).
13. Highway Cargo or Highway Conveyance Documents, if found to be in error post-arrival, require an Amendment to accurately reflect overages, shortages or other discrepancies.

Note: Such an Amendment in itself does not remove the requirement for correcting any accounting or release documents.
14. Submission of advance CSA cargo data is optional. The existing paper process for reporting CSA goods at FPOA using a bar-coded Lead Sheet can still be used. However, if CSA-eligible goods are included on a Highway Cargo Document, the Business Number of the approved CSA importer – along with all other Highway Cargo Document data elements – must be included for the goods to be authorized to deliver under the CSA program.
15. The CBSA requires highway carriers to transmit all conveyance licence plate numbers electronically, prior to arrival if it is mandated that they possess a licence plate under provincial legislation. In cases where trailers are exempt from provincial registration requirements and do not have a licence plate, the CBSA will permit the Vehicle Identification Number (VIN) to be transmitted in the “Trailer Identifier” field and accept zeroes in the “Trailer Licence Plate” field.
16. For empty conveyances, a Highway Conveyance Document must be provided.
17. A change to the conveyance report is needed if the ETA is 30 minutes (or more) earlier, or if the ETA is 8 hours (or more) later than what is stated on the original conveyance report.
18. See [Section 3.6](#) for further information on eManifest process exemptions and exceptions.
19. All information must be submitted to the CBSA in either English or French.

3.5 Highway Pre-Arrival Business Flow

3.5.1 Highway Cargo Documents

1. The carrier (also referred to as the Portal user) must submit Highway Cargo Documents to the CBSA for each shipment destined for Canada, unless subject to an exemption or

exception (see Section 3.6). For goods qualified for CSA clearance, providing advance cargo information is optional.

2. The Portal user may enter data concerning future shipments into a Highway Cargo Document.
3. The user can choose to select “**Check for Errors**” at any time prior to submitting a Highway Cargo Document. Syntax errors (e.g. missing mandatory data or incorrectly formatted data) will be displayed to the Portal user for correction.
4. The user submits each Highway Cargo Document through the Portal (see Appendix 1 for required data elements). Prior to submission, the Portal automatically checks syntax to ensure the Portal user made no syntax errors during data entry. If errors are found, they will be displayed to the user for correction. The user must correct these errors before the Portal will submit a Highway Cargo Document. If no errors are found, the document is submitted to the CBSA. While the document is being transferred to the CBSA and undergoing business rule validation by the CBSA system, the status of the cargo submission is displayed as “**Updating...**”.
5. Once business rule validation has been completed, the CBSA acknowledges receipt of the Highway Cargo Document by indicating either an “**Accepted**” (positive acknowledgement) or “**Rejected**” (negative acknowledgement) status:
 - a. For submitted Highway Cargo Documents free of business rule validation errors, the CBSA will indicate an “**Accepted**” status to the user in the status history.
 - b. If the submitted Highway Cargo Document contains any business rule validation errors, a “**Rejected**” status will be indicated to the user. The Highway Cargo Document may also be manually rejected by a BSO. The Status Details of the Highway Cargo Document will indicate the reason(s) for the rejection. Based on the rejection reason(s), the user must then correct the error(s) and resubmit the Highway Cargo Document to the CBSA. When the data meets the business rule validation specifications, an “**Accepted**” status will be displayed to the user in the status history.
6. In the event that the cargo is non-consolidated:
 - a “**Cargo Complete**” status means a pre-arrival release has not been submitted by a broker/importer.
 - a “**Document Package Complete**” status means:
 - it is linked to a pre-arrival release submitted by a broker/importer; or
 - it is CSA Cargo.

In the event that the cargo is consolidated:

- a “**Not Matched**” status means a Close Message has not been submitted by a freight forwarder.
 - a “**Matched**” status means it is linked to a Close Message submitted by a freight forwarder and at least one of the lower level House bill(s) has a “Not Matched” status.
 - a “**Cargo Complete**” status means it is linked to a Close Message submitted by a freight forwarder and all of the lower level House bill(s) have a “Cargo Complete” status.
 - a “**Document Package Complete**” status means it is linked to a Close Message submitted by a freight forwarder and all of the lower level House bill(s) have a “Document Package Complete” status.
7. If the Tractor of a conveyance is carrying one shipment on multiple Trailers, when completing the Highway Cargo Document the carrier should specify in the Special Instructions field that the shipment which is identified by one unique CCN is located on multiple Trailers.
 8. Highway carriers must transmit eManifest cargo data for all goods being transported to Canada, including goods found astray (misrouted goods), unless there is an exemption or exception. Foreign goods found astray in Canada must be electronically transmitted post arrival as soon as they are discovered by the highway carrier.

3.5.2 Highway Conveyance Documents

1. The carrier must submit a Highway Conveyance Document to the CBSA that identifies each Tractor, Trailer and/or Container involved in a movement into Canada.
2. There can be a maximum of one Tractor, three Trailers and five Containers per Trailer.
3. When the carrier is ready to assign cargo to a conveyance, the carrier enters data concerning the conveyance into a Highway Conveyance Document and references all associated Highway Cargo Documents.
4. The carrier may “**Check for Errors**” prior to submitting a Highway Conveyance Document at any time. Syntax errors (e.g. missing mandatory data, incorrectly formatted data) will be displayed to the Portal user for correction.
5. The user submits each Highway Conveyance Document through the Portal (see Appendix 1 for required data elements). Prior to submission, the Portal automatically checks syntax to ensure the Portal user made no syntax errors during data entry. If any errors are found, they will be displayed to the user for correction. The user must correct

syntax errors before the Portal will submit a Highway Conveyance Document. If no errors are found, the document is submitted to the CBSA. While the document is being transferred to the CBSA and undergoing business rule validation by the CBSA system, the status of the cargo submission is displayed as “**Updating...**”.

Note: Highway cargo is considered to be reported when it is linked to the CRN and when that CRN has arrived and been reported at FPOA.

6. When the conveyance arrives at FPOA, the driver must provide the following:
 - a. A lead sheet that contains:
 - a bar-coded CRN, or
 - a bar-coded CCN with a handwritten CRN, or
 - a handwritten CRN if an alternate bar-coded document is also presented with the lead sheet (e.g. PARS document with a bar-coded PARS number).

Note: A lead sheet with a machine-readable bar code must be presented to the BSO at the FPOA. The BSO will stamp and return the lead sheet to the driver. The bar code must be the CRN, a CCN or an alternate bar-coded document associated with the conveyance. If the bar-coded CCN or alternate bar-coded document is provided, the CRN must be handwritten on the lead sheet provided to the BSO. For convenience a bar-coded lead sheet may be printed from the Portal if needed by the carrier. If carriers choose to produce their own bar code, they should refer to Memorandum D3-1-1 for bar code specifications.

- b. If a CSA shipment is on the conveyance, the driver must also provide:
 - i. a valid registered driver card (CDRP or FAST); and
 - ii. a secondary CSA carrier code (if applicable).
7. At the FPOA, the BSO will confirm the arrival of the conveyance in the CBSA system. The CBSA acknowledges the arrival of the conveyance by displaying a Reported status in the Portal and makes a section 12(1) report available for printing/downloading. The Reported status indicates the carrier has met its obligation to report under Section 12(1) of the *Customs Act* for all shipments detailed on Highway Cargo Documents that are linked to that Highway Conveyance Document. In addition to a stamped lead sheet, the Section 12(1) Report is available from the Portal and may be printed and kept with your records as proof of report.

Note: The Section 12(1) Report will only be available in the Portal until the Highway Conveyance Document has been archived by the CBSA system, approximately 90 days

from the date the submitted Highway Conveyance Document is moved to the Historical list in the Portal.

8. If the conveyance is a Tractor with a Container only (i.e. a “straight truck” that does not have a separate trailer) the user must provide data about the Tractor and the Container. Due to system constraints, the user must enter the Tractor data, then create a “dummy” Trailer. The “dummy” Trailer data should be the same as the Tractor data (i.e. the Tractor data is repeated for the “dummy” Trailer). Once the “dummy” Trailer data has been added, the Container data must then be provided.
9. If the Tractor of a conveyance is carrying a shipment on multiple Trailers, when completing the Highway Conveyance Document the carrier should only provide the CCN on the first Trailer information, any subsequent Trailers should be without a CCN.
10. If the Trailer on the conveyance possesses no Trailer Plate, when completing your Highway Conveyance Document, enter the Vehicle Identification Number (VIN) in the Trailer Identifier field and enter zero (0) in the Trailer Plate field.

3.5.3 Combined Highway Documents

1. Combined Highway Documents are unique to the Portal and are a convenient way for carriers to submit trade data to the CBSA.
2. It is important to note that Combined Highway Documents can only be used in place of separate Highway Cargo and Highway Conveyance Documents if a single cargo is being carried by the conveyance (i.e. one CRN, one CCN, one Consignee and one Shipper) and if cargo is located either in the Tractor, Trailer or Container.

Note: If there is a Container on a Trailer, both the Trailer and Container information must be provided.

3. The business flow is essentially the same for Combined Highway Documents as the individual Highway Cargo and Highway Conveyance Document submission flows with one exception: the Portal user enters data on one Combined Highway Document instead of separate Highway Conveyance and Highway Cargo Documents.
4. Once the Combined Highway Document is submitted to the CBSA through the Portal, it will be split into one Highway Conveyance Document and one Highway Cargo Document by the CBSA system and will subsequently be treated as two separate Trade Documents.

3.5.4 Highway Conveyance-Only Flow

1. When a conveyance is empty or has goods that qualify as an exception under eManifest cargo submission requirements (see Section 3.6.2), the carrier must submit the Highway Conveyance Document. This will include the required conveyance data elements, the “**Empty**” status indicator or other applicable exception reason (i.e. Courier Low Value Shipment [LVS], Instrument of International Trade [ITT], Postal, Flying Truck or Emergency Repairs).
2. The CBSA acknowledges receipt of the Highway Conveyance Document by indicating either an “**Accepted**” or “**Rejected**” status.
3. When the conveyance arrives at FPOA, the driver must provide the following mandatory bar-coded data elements on the Lead Sheet:
 - a. CRN, or another number that will link to the conveyance for identification purposes (i.e. the CCN for a cargo carried on the conveyance).

Note: A lead sheet with a machine-readable bar code must be presented to the BSO at the FPOA. The BSO will stamp and return the lead sheet to the driver. The bar code must be the CRN, a CCN or an alternate bar-coded document associated with the conveyance. If the bar-coded CCN or alternate bar-coded document is provided, the CRN must be handwritten on the lead sheet provided to the BSO. For convenience a bar-coded lead sheet may be printed from the Portal if needed by the carrier. If carriers choose to produce their own bar codes, see Memorandum D3-1-1 for bar code specifications.

4. At the FPOA, the BSO will confirm the arrival of the conveyance in the CBSA system. The release process for any cargo qualifying for an exception will remain paper-based.
5. The driver will be advised to proceed or that they are being referred for further processing.

3.5.5 Mix of Highway Cargo (some of which qualifies as an exception)

1. The carrier submits information concerning future shipments. Unless subject to an exemption or exception (see Section 3.6), the carrier must submit a Highway Cargo Document to the CBSA for each shipment destined to Canada not being cleared as CSA. (For goods qualified for CSA clearance, providing advance cargo information is optional.)

2. For those shipments that require the submission of advance data, or for the voluntary inclusion of CSA cargo, the carrier prepares the required Highway Cargo and Highway Conveyance Documents as outlined in Sections 3.5.1 to 3.5.3.
3. Where the conveyance is also carrying goods qualifying as an exception (see Section 3.6.2), existing paper documentation must be prepared and carried on board the conveyance. An exception code must be provided for each type of goods qualifying as an exception. The release process for any cargo qualifying as an exception will remain paper-based.
4. At the FPOA, the BSO will confirm the arrival of the conveyance in the system. The CBSA acknowledges the arrival of the conveyance by providing a “**Reported**” status indicator in the Portal with a section 12(1) report available for printing/downloading. This status indicates the carrier has met its obligation to report under section 12(1) of the *Customs Act* for all shipments detailed on cargo submissions that are linked to that conveyance.

3.6 Exemptions and Exceptions – General eManifest Highway

1. Full advance commercial information is defined as the submission of all required Highway Cargo and Conveyance data elements.
2. In certain situations, carriers entering Canada are exempt from the requirement to submit full eManifest information. For certain types of exceptional cargo, only conveyance data are required.
3. Exceptions exist for the following situations: Courier Low Value Shipment (LVS), Instrument of International Trade (ITT), Postal – Full Load, Flying Truck, Emergency Repairs and Empties (conveyances with no cargo).
4. If a carrier is submitting a Highway Cargo Document(s) that is subject to eManifest requirements, as well as cargo specified in [Section 3.6.2](#), then eManifest conveyance data is required and full eManifest cargo information is only required for the non-excepted cargo. This also means there could be multiple exception codes or Instruments of International Trade (IIT) listed along with non-excepted CCNs on the same conveyance.
5. For each shipment that qualifies as an exception (see Section 3.6.2), all appropriate exception codes must be entered on the Highway Conveyance Document.

6. If not specifically listed in Section 3.6.1 or Section 3.6.2, full eManifest information must be provided.

Note: These requirements are subject to change.

3.6.1 Exemptions – Highway Cargo and Conveyance

The following is a list of Highway Cargo and Conveyance exemptions:

1. Emergency response vehicles/personnel/equipment for use in emergency situations, such as transportation of human organs for transplant, first response fire brigades, ambulance patient transport, teams assisting in disaster relief circumstances.
2. Customs Self-Assessment (CSA) clearance (paper CSA release, three bar codes).
3. U.S. Customs and Border Protection (CBP) denial of entry (“turnarounds”), defined as the immediate return of an entire conveyance and its complete cargo that has been refused entry to the U.S. by the CBP, at the same port of entry/exit.
4. Continuous Transmission Commodities (CTC) (e.g. electricity, gas, oil).
5. Military goods on board a military owned or leased conveyance.
6. Bobtails
 - a. i.e. Tractor with no trailer or semi-trailer. Excludes tractor-trailers or any other ‘complete’ truck, e.g. cube vans. The Bobtail highway conveyance must:
 - i. be without any equipment attached (for example a trailer, chassis, etc.); (for the purposes of (a) above, a dolly or device used to link trailers is not considered to be a trailer, chassis or semi-trailer)
 - ii. be without any commercial goods; and
 - iii. not be being imported.
 - b. Just the tractor component of a tractor and trailer combination
7. Mail (Canada Post, U.S. Mail, International) – full load only.
8. Hand-carried goods that will be released after they have been accounted for and all duties with respect to them have been paid under subsection 32(1) of the Act if
 - a. the goods are or will be in the actual possession of a person arriving in Canada, or
 - b. The goods form or will form part of a person’s baggage and the person and the baggage arrive or will arrive in Canada on board the same conveyance.

9. Empties for CSA carriers with a CDRP/FAST approved driver.

Ancillary equipment, defined as any equipment which enhances the safety, security, containment, and preservation of goods carried in vehicles falling within the terms of tariff item 9801.10.10. Ancillary equipment can be imported pursuant to tariff item 9801.10.00 without documentation in accordance with the *Reporting of Imported Goods Regulations*, when it is used in international service. A dolly or device used to link Trailers would be considered ancillary equipment.

3.6.2 Exceptions – Cargo Data (Conveyance Data Required)

The first five exceptions noted below are reported in the Highway Conveyance Document using a cargo exception code at the Tractor, Trailer or Container levels. The sixth exception is reported at the general level of a Highway Conveyance or Combined Highway Document:

1. Goods that are being imported into Canada under the Courier Low Value Shipment (LVS) Program by an approved courier under the CBSA Courier LVS Program.
2. Flying trucks (i.e. air cargo that arrives in Canada on a highway conveyance).*
3. Instruments of International Trade (IIT) (e.g. Ottawa file and container banks, etc.). Consists of empty containers owned by shippers or importers registered under Ottawa file or with container bank numbers, which are used to transport commercial goods to and from Canada. For example: shipping tanks, pallets, baskets, bins, boxes, cartons, crates, gaylords, load lock/ spacers, racks, trays, totes or similar goods used to ship goods internationally.
4. Mail (Canada Post, U.S. Mail, International) – as part of a mixed load.
5. Emergency Repairs – A Canadian conveyance returning to Canada that needed repairs because of an unforeseen incident.
6. Empties (conveyances with no cargo).
7. Domestic in-transit movements
8. A cargo transmission is not required for Ancillary equipment. Please refer to *D12-3 Pre-Border Highway* for additional information regarding ancillary equipment requirements.

Note: Items marked with an asterisk (*) appear in Section 3.6.2 for an interim period only and will be removed in future iterations of this document.

3.6.3 Scenario Examples of Exceptions to Cargo Data

The following are examples of submission requirements for a conveyance carrying Instruments of International Trade (IIT) and/or regular freight on the same conveyance.

1. Scenario 1: There are only IITs on the conveyance
 - a. Enter the number of cargo(s) that apply for the IIT exception as indicated on the Highway Conveyance Document.
2. Scenario 2: There are both IITs and regular freight on the conveyance
 - a. Complete a Highway Cargo Document(s) for the regular freight.
 - b. Provide a Highway Conveyance Document and associate the CCN(s) of the Highway Cargo Document(s) for the regular freight.
 - c. Enter the number of cargo(s) that apply for the IIT exception as indicated on the Highway Conveyance Document.

3.7 A Special Note for Highway Carriers Transmitting Trade Data Using EDI or Service Providers Who Also Wish to Use the eManifest Portal

1. Trade data transmitted by a carrier through EDI or by a service provider on behalf of a carrier can be viewed and modified through the Portal. The transmission of EDI conveyance and cargo data will appear in the Portal as Trade Documents (Highway Cargo Documents and Highway Conveyance Documents).
2. Statuses of trade data that are transmitted by a carrier through EDI or by a service provider on behalf of a carrier can also be viewed in the Portal.
3. If an EDI-capable carrier or service provider acting on behalf of a carrier decides to submit Highway Conveyance or Highway Cargo Documents through the Portal (whether newly created or modified data), the CBSA will not send notices to the corresponding EDI or service provider profile.

In this situation, there is a risk that the carrier's or service provider's systems might become out of sync with data transmitted through the Portal if they choose to use both EDI and the Portal for data submission.

4.0 Create, Change, Amendment and Cancel Rules for Highway Cargo and Highway Conveyance Documents

1. Create/Change/Amendment/Cancel Features in the Portal:

- a. The “**Create Trade Document**” function is used for the initial submission of Highway Cargo or Highway Conveyance Documents.
- b. A Change involves the submission of a replacement Trade Document (with all applicable data elements), which will then overwrite the original Trade Document on file in the CBSA system. In the Portal this is accomplished by locating the Submitted Trade Document and selecting “**Edit Document**”. The user will then be required to select “**Change**” before re-submitting the Trade Document to the CBSA.

As a rule, the carrier will be required to submit a Change to update the Highway Conveyance or Highway Cargo Document when any of the data elements on the original Trade Document on file in the CBSA system have changed. Changes can be made at any time prior to arrival at the First Port of Arrival. Any updates required post-arrival would be made as an Amendment unless the Trade Document’s status is “**Rejected**” (in which case a Change would be submitted).

- c. An Amendment also involves the submission of a replacement Trade Document (with all applicable data elements), which will then overwrite the existing Trade Document on file in the CBSA system. In the Portal this is accomplished by locating the Submitted Trade Document and selecting “**Edit Document**”. The user will then be required to select “**Amendment**” before re-submitting the Trade Document to the CBSA.

An Amendment normally occurs after arrival at the First Port of Arrival. Each Amendment requires the use of an Amendment Reason, specifying the type of amendment being made. An amendment Reason must be selected when the user attempts to re-submit the Trade Document as an amendment. Amendments will be accepted by the CBSA system until the record has been transferred to an archival database, after approximately 90 days.

Amendments may be made to any data element with the following exceptions:

- i. On the Highway Conveyance Document, amendments cannot be made to the CRN.
- ii. On the Highway Cargo Document, amendments cannot be made to the CCN or the CSA indicator (which identifies whether the shipment is CSA or not).

Should the client wish to make changes to these key data elements, the request must be presented to the CBSA in person. The CBSA system will accept

amendments until the record has been transferred to the archival history database, usually after 120 days.

The following are valid reasons for a Highway Conveyance Document Amendment:

- Clerical error when keying conveyance data. (Code: 40)
- Duplicate Highway Cargo Document (also known as a Cargo Control Document (CCD)). For example, one shipment, two Highway Cargo Documents with two different Cargo Control Numbers (CCNs) for the same shipment. To be amended when cargo is to be de-linked from the conveyance. If required, a request to then cancel the cargo must be provided on paper. (Code 45)
- Entire shipment not laden. To be amended when cargo is to be de-linked from the conveyance. If required, a request to then cancel the cargo must be provided on paper. (Code: 50)
- Amendment not elsewhere specified. (Code: 60)
- Change request delayed by client systems outage. (Code: 80)
- Change request delayed by CBSA systems outage. (Code: 85)

The following are valid reasons for a Highway Cargo Document Amendment:

- Amendment to description of goods. (Code: 20)
- Amendment to consignee (name and/or address). (Code 25)
- In bond port/sublocation code amendments. (Code: 30)
- Clerical error when keying cargo data compared to shipment documentation data. (Code: 35)
- Amendment not elsewhere specified. (Code: 60)
- Overage: any change in the number of pieces in a shipment that is higher than the quantity reported at First Port of Arrival (FPOA). Note the initial quantity being amended must be greater than zero. (Code: 65)
- Shortage: any change in the number of pieces in a shipment that is lower than the quantity reported at First Port of Arrival (FPOA). Note the quantity cannot be reduced to zero, which would then be a cancellation, not an amendment. (Code: 70)
- Goods that have been imported but not released, that have been pilfered, stolen, lost or destroyed while in custody of the carrier. (Code: 75)
- Change request delayed by client systems outage. (Code: 80)
- Change request delayed by CBSA systems outage. (Code: 85)

Only one reason can be selected from the applicable list. If more than one reason created the need for an Amendment, select the reason that is closest to the top of the list.

- d. A Trade Document may be Cancelled to completely remove it from the CBSA system. Trade Documents may be Cancelled at any time up until arrival at the First Canadian Port of Arrival. If a Highway Conveyance Document is on file in the CBSA system, it must be Changed or Cancelled before an associated Highway Cargo Document can be Cancelled.

Note: Highway Cargo and Highway Conveyance Documents, once submitted to the CBSA, are to be Cancelled if unused within 30 days. If a Trade Document must be Cancelled post-arrival, this cannot be accommodated electronically (such a cancellation must be provided on paper to the CBSA). If individual data elements are to be deleted, these must be processed as an Edit to a Submitted Trade Document.

- e. The original CCN or CRN must be used when submitting a Change, Amendment or Cancel.
 - f. A CCN or CRN may be reused, provided the same number is not repeated within a 3-year period. If a CCN was cancelled prior to linking it to a Highway Conveyance Document (i.e. prior to submitting the Highway Conveyance Document referencing that CCN), a carrier may reuse the same CCN.
2. Should the original Cargo Control Number on a submitted Highway Cargo Document or the original Conveyance Reference Number on a submitted Highway Conveyance Document need to be changed, the carrier must first Cancel the Trade Document originally submitted with the CCN or CRN in question, and then submit a new Trade Document with the new CCN or CRN.
 3. If a Highway Conveyance Document requires correction as a result of a Change or Amendment to one of the CCNs that has been referenced on the Highway Conveyance Document, then the Portal user can choose to submit a Change or Amendment to the Highway Conveyance Document to correct the related CCN.
 4. If a Highway Cargo Document on file in the CBSA system is associated with a Highway Conveyance Document and the cargo needs to be deleted, the Portal user must first Change the Highway Conveyance Document to remove that cargo, and then Cancel the Highway Cargo Document. If the carrier attempts to Cancel the Highway Cargo Document before removing that cargo from the linked Highway Conveyance Document, the request will be Rejected and an appropriate status will be indicated in the Portal.
 5. A Change or Amendment to Highway Cargo Documents should be made as soon as it is known that the change or amendment is required. Changes submitted by users will be accepted up to the arrival of the goods at FPOA. After this point, all further edits

(updates) must be submitted as Amendments. The Amendment reason must be identified in the re-submitted Trade Document. (The one exception to this rule occurs if the Highway Conveyance Document has been manually Rejected by the BSO post-arrival. In this case, the user must submit a Change post-arrival and not an Amendment.)

5.0 View Secondary Notices

1. The Secondary Notice functionality enables clients to share information with other registered CBSA clients, also known as Trade Chain Partners (TCPs). Highway carriers are able to receive and view these Manifest Forwards in their Business Account under the “**Secondary Notices**” tab. There are two types of Secondary Notices available, Manifest Forwards and Document Not on File.
2. The Manifest Forward functionality is available for freight forwarders on the House bill. A Manifest Forward includes all the data elements of a House bill with the exception of the list of Manifest Forward recipients. A freight forwarder can identify a Manifest Forward recipient using the Secondary Notify Party (SNP) data elements on the House bill. The two data elements required are the CBSA client identifier (i.e. carrier code) and the business type (i.e. carrier) of the other TCP, which create the SNP ID.

A Manifest Forward will only be sent to the identified SNP IDs if the House bill submission is accepted by the CBSA.

3. The Document Not on File notices can be viewed under the Secondary Notices tab. It indicates to a Carrier that a Release Request (e.g. PARS) or a Close Message was submitted to the CBSA and the cargo document identified (CCN) on that Release Request or Previous Cargo Control Number on that Close Message has not yet been submitted to the CBSA.
4. The “**Secondary Notices**” function in the Portal allows the highway carrier to view the list of all House bills (Manifest Forwards) that have been forwarded to his/her attention on behalf of another TCP. It is the responsibility of the highway carrier company to manage the Secondary Notices listed in the Business Account.

6.0 Portal Statuses

6.1 Trade Document Statuses

“**Status**” refers to the latest version of a Trade Document at the time of submission to the CBSA. The following Statuses are displayed in the Portal for Trade Documents:

Note: It is possible not to receive all of the notices listed below depending on the type, the consolidation, and the status of the related trade document(s) presented by one or more TCPs.

Accepted

Indicates a Trade Document has passed validation checks and has been accepted by the CBSA.

Acquitted

Indicates goods are no longer controlled by a Highway Cargo Document.

Arrived

Indicates the clients Cargo has arrived at its Port of Destination.

Authorized to Deliver

Indicates CSA goods can be delivered to the intended recipient.

Cancelled

Indicates a Trade Document submission has been cancelled by the client or internally by the CBSA.

Cargo Complete

Indicates a non-consolidated Primary Cargo Document has been transmitted to the CBSA and Accepted. If consolidated, it indicates that all of the related secondary cargo (i.e. House bills) has been transmitted as well.

Deconsolidation

Indicates the CBSA has authorized the transfer of Cargo Control from a consolidated shipment to the related secondary House bills that were submitted to CBSA.

Document Package Complete

Indicates all shipments described by a Cargo Document are linked to a pre-arrival Release.

Held for CBSA

Indicates the cargo is being held for further determination/processing and cannot be released.

Matched

Indicates a specific Trade Document is linked to a related Trade Document.

Not Matched

Indicates either no links to a related Trade Document have been established, or a previously Matched document becomes unlinked through a change or cancellation.

Rejected

Indicates a Trade Document has been rejected by the CBSA and a rejection reason(s) is provided.

Released

Indicates when goods have been authorized to be removed from the CBSA office, a sufferance warehouse, or a bonded warehouse for use in Canada.

Reported

Indicates a Highway Conveyance Document and associated Highway Cargo Document(s), if applicable, have been reported at First Port of Arrival as per the requirements of section 12(1) of the *Customs Act*.

Updating...

Indicates a Trade Document submitted to the CBSA from the Portal is being processed.


Note: Combined Highway Document statuses are treated the same as Highway Cargo Document and Highway Conveyance Document statuses, since Combined Highway Documents are split into one Highway Cargo and one Highway Conveyance Document after they are submitted to the CBSA.



6.2 Status History




A chronology of Trade Document statuses is available to Portal users, allowing them to see all the events that have taken place with a submitted Trade Document. Every time a Trade Document status changes, it is recorded in the Trade Document's Status History.

Note: The Submitted status in Status History is used to display the date and time a Trade Document was submitted through the Portal to the CBSA.

6.3 Statuses with the Symbol in the Portal

1. The  symbol is only displayed in special circumstances in relation to the original Trade Document Submission or to Changes, Amendments or Cancellations to Highway

Cargo or Highway Conveyance Documents. It means that a Carrier submission has not passed business validation checks performed by the CBSA system and that the Trade Document Submission is currently rejected by the CBSA system. If a Trade Document Submission is rejected and the  symbol is displayed, a Change or an Amendment must be made to that document and resubmitted to the CBSA. When a Change, Amendment or Cancel of a Trade Document is rejected and the  symbol is displayed, if the previous version of the Trade Document was accepted it remains in the CBSA system until such time as the carrier resubmits the Trade Document Change, Amendment or Cancel again and passes the CBSA system's business validation rules. If there is no accepted version, it will need to be updated until it passes the CBSA system business validation rules.

2. If a duplicate document number has been submitted, the  symbol will be displayed on the submitted list. In order to use the duplicate document data, a change to the document's CCN or CRN will need to be done and resubmitted.
3. If a Portal user sees the  symbol next to a Trade Document's status, the user should view the Trade Document Status History. The Status History will indicate the carrier's most recent Submission was rejected and will provide the reason(s) for the rejection. If another Change, Amendment or Cancel is submitted for the Trade Document and it passes the CBSA system's business validation, the  symbol will no longer be shown.

7.0 Registering for the eManifest Portal

Note: This section summarizes how to get started using the eManifest Portal. For a full explanation of how to use the eManifest Portal, see the eManifest Portal Help and Support resources identified in [Section 7.4](#).

1. In order to use the eManifest Portal, all users must begin by logging in with a credential, either through Sign-In Partner or GCKey, and create a Portal User Account. Account Owners must also create a Portal Business Account so they, and other users they authorize, may interact in the Portal.
2. Before creating a Portal Business Account, the carrier must have a CBSA-assigned carrier code and a CBSA-assigned Shared Secret and use a computer that meets the technical requirements documented in [Section 8.0](#).
3. Creating a Portal Business Account is a three-step process for the authorized representative of the carrier company who will become the Account Owner: logging in with a credential, creating a User Account in the Portal and creating a Portal Business Account.
4. Once the Portal Business Account has been created, the Account Owner may add additional Portal users to the Business Account so that they may submit trade data and/or view Trade Document statuses and related information. Additional users must use their own credential to log in and must create a Portal User Account.

7.1 *Obtaining a Credential*

1. All Portal users must log in to the eManifest Portal using a credential. There are two types of credentials: a commercial credential service (Sign-In Partner), which enables users to access the Portal using the same credentials they use to do business with some financial institutions; and a government-issued credential service (GCKey).
2. For more information on the credential options currently available, please refer to the Cyber Authentication Renewal Initiative Frequently Asked Questions at www.cbsa-asfc.gc.ca/prog/manif/portal-portail/cari-irae_faq-eng.html.

7.2 *Creating a Portal User Account*

1. Once users are logged in to the Portal with their credential and have accepted the Portal Terms and Conditions, they may create an eManifest Portal User Account. Users will be asked to provide their name, e-mail address and phone number, as well as language preference.
2. Once they have supplied this information, their User Account will be created and they will be provided with a User Reference Number.
3. A User Reference Number (URN) is:
 - a system-generated number uniquely associated with a Portal User Account;
 - used by Portal Business Account Owners to assign users a role in a carrier's Business Account; and
 - used to help identify legitimate Portal users if they contact the Technical Support Unit for assistance.

7.3 *Creating a Portal Business Account*

1. Carrier authorized representatives (Account Owners) will have the opportunity to create a Portal Business Account immediately after they have created their Portal User Account.
2. The Portal prompts the Account Owner to enter the carrier code and Shared Secret and provide required information about the Account Owner.
3. The Account Owner will have the opportunity to correct information the CBSA already has on file for the carrier company (if necessary).
4. The Account Owner will have the opportunity to add users to the Portal Business Account so they may view and/or submit trade documents and related information (as required).

7.4 eManifest Portal Help and Support

To view further information about registering for and using the eManifest Portal or to obtain technical support, see the eManifest Portal Help and Support page at www.cbsa-asfc.gc.ca/prog/manif/portal-portail/help-aide-eng.html.

8.0 Portal Technical Requirements

eManifest Portal users must use a computer that meets the following technical requirements:

1. Internet Access
2. One of the following supported Web browsers:
 - Internet Explorer 8 and above;
 - Firefox 34 and above (recommended).
3. For uninterrupted access to the eManifest Portal, your browser should:
 - support TLS 1.2 (recommended) or TLS 1.0;
 - have Cookies enabled; and
 - have JavaScript enabled (required) – please refer to your web browser's help section for information on enabling JavaScript..

Important: If you are using a shared computer, once you have completed using the eManifest Portal, you must log out by selecting the log out link and close your browser before leaving the computer unattended. This will prevent unauthorized access to your personal and/or commercial information by others.

9.0 Availability of the eManifest Portal and the CBSA System

Under normal conditions, the eManifest Portal will receive and process submitted Highway Cargo and Highway Conveyance Documents 24 hours a day, 7 days a week. (For information on contingency planning regarding potential system outages, see [Section 11.2](#).)

Under normal conditions the eManifest Portal will provide status information to the carrier within minutes of the submission of a Trade Document. However, circumstances beyond the CBSA's control may cause delays.

10.0 Reliability of the eManifest Portal and the CBSA System

10.1 Security

The CBSA's systems are designed to provide clients with a safe and secure environment in which to submit data. Please see the eManifest Portal Terms and Conditions (<http://www.cbsa-asfc.gc.ca/prog/manif/portal-portail/tc-mod-eng.html>) and Terms and Conditions (Important Notices) (<http://www.cbsa-asfc.gc.ca/prog/manif/portal-portail/notice-avis-eng.html>) for more information.

10.2 Incomplete, Inaccurate or Corrupted Documents

The risk of an undetectable error occurring when submitting Trade Documents through the Portal lies with the sender. The carrier is responsible for the cost and submission of their data. The CBSA is not responsible for lost data or the cost of the re-submission of lost data.

11.0 Problem Reporting and Resolution

1. In the event the carrier discovers a system and/or procedural problem, the carrier should contact the Technical Commercial Client Unit (TCCU). Contact information can be accessed through the eManifest Portal Help and Support page of the CBSA Web site, as well as page 1 of this document. The TCCU will perform a preliminary assessment and if necessary will log the information in a problem file.
2. After an initial analysis, a clarification request may be forwarded to the carrier should additional information be required.
3. If the problem is determined to be within the CBSA system, all relevant data will be compiled and analyzed after which a solution will be determined, tested and implemented.
4. If the problem is determined to be within the carrier's environment, it will be the responsibility of the carrier to identify the problem area and implement a solution.

11.1 Back-Up Provisions

The CBSA will keep a backup of all submissions received through the eManifest Portal. Similarly, carriers must keep a copy of all documents submitted to the CBSA.

Note: As stipulated in the *Customs Act*, carriers are legally responsible for maintaining their books and records, including electronic Trade Document submissions, for a period of three (3) years plus the current year. The eManifest Portal is not a record-keeping system.

11.2 Contingency Plan in the Event of System Failure

In the event of an outage in either the CBSA's or the carrier's systems, or the public Internet, each party must make all efforts to continue normal communications and to restore their systems to normal operating condition as soon as is reasonably possible.

The eManifest policy and specific procedures to follow in the event of CBSA or external system outages can be found in the *System Outage Contingency Plan*. (<http://www.cbsa-asfc.gc.ca/eservices/contingency-urgence/menu-eng.pdf>).

In the event of a disruption to client and/or CBSA systems, clients must retain the ability to produce paper cargo/conveyance declarations as outlined in the *System Outage Contingency Plan*.

12.0 Program Monitoring

The following points reflect the processes involved in monitoring client compliance and the quality of data being submitted.

1. The CBSA will monitor the compliance of the external client.
2. The CBSA will monitor that the client is submitting quality data within the established standards.
3. The CBSA monitoring officer may contact the client to discuss corrective action in terms of improving the data quality of the submissions or any compliance issues.

13.0 Additional Resources

The following Web site addresses may be helpful for eManifest Portal users:

- eManifest section of the CBSA Web site: www.cbsa-asfc.gc.ca/prog/manif/menu-eng.html
- eManifest Portal section of the CBSA Web site: www.cbsa-asfc.gc.ca/prog/manif/portal-portail-eng.html
- eManifest Portal Log In page: www.cbsa-asfc.gc.ca/prog/manif/portal-portail/menu-eng.html
- eManifest Portal Help and Support page: www.cbsa-asfc.gc.ca/prog/manif/portal-portail/help-aide-eng.html
- Government of Canada GCKey Web site: www.gckey.gc.ca
- Cyber Authentication Renewal Initiative Frequently Asked Questions (FAQs) : www.cbsa-asfc.gc.ca/prog/manif/portal-portail/cari-irae_faq-eng.html
- CBSA Port Codes: <http://www.cbsa-asfc.gc.ca/import/codes/generic-eng.html>
- CBSA Sublocation Codes: www.cbsa-asfc.gc.ca/import/codes/menu-eng.html
- CBSA D-Memoranda (legislation, regulations, policies and procedures the CBSA uses to administer programs): www.cbsa-asfc.gc.ca/publications/dm-md/menu-eng.html
- Harmonized System (HS) Codes: www.foreign-trade.com/reference/hscod.htm
- United Nations Dangerous Goods (UNDG) Codes: http://www.unece.org/fileadmin/DAM/trans/danger/publi/unrec/rev16/English/03E_Part3.pdf
- Border Wait Times: www.cbsa-asfc.gc.ca/general/times/menu-e.html

Appendix 1 – Glossary of Highway Data Elements – eManifest Portal

Note: All Data Element Names stated in the table below are based on the wording used in the *Reporting of Imported Goods Regulations*. If however, the Data Element Name differs from the one indicated in the regulations, this will be mentioned under the Data Element Definition column where the legislative term will be stated.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Cargo Amendment Reason	The reason for the Amendment of a Highway Cargo Document.		C	C	Mandatory if a Highway Cargo Document is an Amendment. Highway Cargo Document Amendments are only made post-arrival of the related conveyance. Choose from a list of accepted values.
Cargo Control Number (CCN)	A reference identifier number assigned by the highway carrier or freight forwarder that uniquely identifies the transport document to the CBSA. Consists of a CBSA-assigned carrier code, followed by a unique reference number assigned by the carrier or freight forwarder.		M	M	The Cargo Control Number consists of a 4-character carrier code followed by a unique carrier-assigned number. The CCN must be at least 5 characters, contain no spaces and not exceed 25 characters (the first 4 characters, the carrier code, are system generated). Once used, a CCN cannot be re-used for 3 years.
Cargo Control Number (CCN) (Highway Conveyance Document)	A summary listing of all the CCNs (Cargo Control Numbers) attached to the Conveyance Reference Number.	C			Must be provided when the conveyance is loaded and no exceptions are provided at any level (Tractor, Trailer or Container).

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Cargo Description	A plain language description of the cargo sufficient to identify it for customs purposes. For example, "computer" is acceptable, but "electronics" or "various" are not. Freight of all kinds (FAK), shipper load and count (SLC) are not acceptable descriptions unless the shipment is consolidated.		M	M	1 to 300 characters.
Cargo Exception	The identification of the type of exception (i.e. Courier Low Value Shipment [LVS], Instrument of International Trade [ITT], Postal, Flying Truck, Emergency Repairs).	C		C	Must be provided when the conveyance is loaded and no CCN is provided at any level (Tractor, Trailer or Container). 1 to 6 digits per exception.
Cargo Location	An indicator identifying the location of the cargo.			M	Combined Highway Document only. Choose from a list of accepted values (Tractor, Trailer or Container).
Cargo Packaging Type	The descriptive term identifying the packaging type on the Bill of Lading (BOL) or shipping document at the cargo level.		M	M	Choose from a list of accepted values.
Cargo Quantity	A count of the total number of packages for the cargo.		M	M	1 to 18 digits.
Cargo Quantity – Unit of Measure	The unit of measure applicable to the Cargo quantity of the entire shipment.		M	M	Choose from a list of accepted values.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Carrier Code	A carrier code is a unique identification number issued by the Minister either under subsection 12.1(4) or before the coming into force of that subsection. Referred to as Conveyance Operating Carrier Code in the regulations.	M	M	M	Initially entered by the Portal Business Account Owner on registration of a business in the eManifest Portal, the carrier code becomes system-generated and is displayed on all Trade Documents and added as a prefix to the Conveyance Reference Number and Cargo Control Number.
Carrier Name	The name of the business associated with a carrier code. Referred to as Carrier in the regulations.	M	M	M	A system-generated data element displayed on the screen based on the CBSA's records.
Consignee Name (Company/Person)	The name of the party to whom the cargo/goods are being "shipped to" as shown on the Bill of Lading (BOL)/shipping document.		M	M	If CSA Indicator is Yes then consignee must be a valid CSA importer. 1 to 70 characters.
Consignee Address Line 1	The first part of the address of the party where the cargo/goods are being "shipped to" as shown on the Bill of Lading (BOL)/shipping document.		M	M	If CSA Indicator is Yes, then consignee must be a valid CSA importer. 1 to 35 characters.
Consignee Address Line 2	The second part of the address of the party where the cargo/goods are being "shipped to" as shown on the Bill of Lading (BOL)/shipping document.		O	O	1 to 35 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Consignee Address Line 3	The third part of the address of the party where the cargo/goods are being "shipped to" as shown on the Bill of Lading (BOL)/shipping document.		O	O	1 to 35 characters.
Consignee City	The city of the party where the cargo/goods are being "shipped to" as shown on the Bill of Lading (BOL)/shipping document.		M	M	If CSA Indicator is Yes then consignee must be a valid CSA importer. 1 to 35 characters.
Consignee Country	The country of the party where the cargo/goods are being "shipped to" as shown on the Bill of Lading (BOL)/shipping document.		M	M	If CSA Indicator is Yes then consignee must be a valid CSA importer. Choose from a list of accepted values.
Consignee Province/State	The province or state of the party where the cargo/goods are being "shipped to" as shown on the Bill of Lading (BOL)/shipping document.		C	C	Mandatory when the Consignee Country is the United States or Canada. Choose from a list of accepted values.
Consignee Postal/Zip Code	The postal or zip code of the party where the cargo/goods are being "shipped to" as shown on the Bill of Lading (BOL)/shipping document.		C	C	Mandatory when the Consignee Country is the United States or Canada. 5 to 9 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Consignee Telephone Number	The telephone number of the party where the cargo/goods are being "shipped to" as shown on the Bill of Lading (BOL)/shipping document.		O	O	10 to 35 digits.
Consignee Contact First Name	The first name of the party where the cargo/goods are being "shipped to" as shown on the Bill of Lading (BOL)/shipping document.		O	O	1 to 35 characters.
Consignee Contact Family Name	The family name of the party where the cargo/goods are being "shipped to" as shown on the Bill of Lading (BOL)/shipping document.		O	O	1 to 35 characters.
Consolidation Indicator	A value that specifies whether or not the shipment is consolidated. A consolidation being defined as a number of shipments grouped together by a carrier, consolidator or freight forwarder and shipped to the carrier, an agent or a freight forwarder as one shipment and reported to the CBSA on one cargo control document (CCD) and under one cargo control number (CCN).		M	M	Select Yes to indicate if House bills are expected to follow. Select No in the event of no consolidation

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Container Identifier	An alpha-numeric string that uniquely identifies the Container. Referred to as Equipment Identification Number in the regulations.	C		C	Mandatory if a Container is present on the conveyance. The Container number has both the Container initials and the Container numbers and should be entered as one string. 5 to 16 characters.
Conveyance Amendment Reason	The reason for the amendment of the Highway Conveyance Document. Referred to as Amendment Code in the regulations.	C		C	Mandatory if Highway Conveyance Document is an Amendment. Highway Conveyance Document Amendments are only made post-arrival. Choose from a list of accepted values.
Conveyance Reference Number (CRN)	A unique reference number given by the carrier to a certain journey or departure of a means of transport. Consists of a carrier's CBSA-assigned carrier code, followed by a unique reference number assigned by the carrier.	M		M	The Conveyance Reference Number consists of a 4-character carrier code followed by a unique carrier-assigned number. The CRN must be at least 5 characters, contain no spaces and not exceed 25 characters (the first 4 characters, the carrier code, are system generated). Once used, a CRN cannot be re-used for 3 years.
CSA Goods Business Number - Approved Importer	The Canada Revenue Agency (CRA)-assigned Business Number (BN) of the Customs Self-Assessment (CSA)-approved importer.		C	C	Mandatory for CSA shipments (CSA Indicator is Yes). CRA Business Number format is 999999999RM9999.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Customs Self Assessment (CSA) Indicator	An indicator that identifies CSA goods are being transported. This indicator applies to all modes of transportation.		M	M	Must be used in conjunction with Business Number of the CSA-approved importer. Option to select Yes or No.
Dangerous Goods Code	A code representing the identification number assigned to the hazardous materials that pose a hazard or risk to human health or the environment, and as such, are regulated and require special handling while being transported.		C	C	Mandatory if the Dangerous Goods Code applies to the commodity being reported. Provide the 4 digits of the code which precede "UN" (e.g. indicate 0028 if your code is UN0028).
Dangerous Goods Special Instructions	Dangerous goods special instructions.		C	C	Mandatory when the shipment contains dangerous or hazardous goods. Provide the dangerous/hazardous goods special instructions. 1 to 300 characters.
Dangerous Goods Contact Name	The name of the dangerous goods contact.		C	C	Mandatory when the shipment contains dangerous goods. 1 to 35 characters.
Dangerous Goods Contact Telephone Number	The telephone number of the dangerous goods contact.		C	C	Mandatory when the shipment contains dangerous goods. 10 to 35 digits.
Delivery Address Name (Company/Person)	The name where the goods will be physically delivered, if different than the consignee.		C	C	Up to 18 Delivery Addresses and Notify Party Addresses may be included on one Highway Conveyance Document. 1 to 70 characters. Mandatory if different than Consignee.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Delivery Address Line 1	The first part of the address where the cargo/goods will be physically delivered, if different than the consignee.		C	C	Mandatory if different from Consignee Address. Up to 18 Delivery Addresses and Notify Party Addresses may be included on one Highway Conveyance Document. 1 to 35 characters.
Delivery Address Line 2	The second part of the address where the cargo/goods will be physically delivered, if different than the consignee.		O	O	1 to 35 characters.
Delivery Address Line 3	The third part of the address where the cargo/goods will be physically delivered, if different than the consignee.		O	O	1 to 35 characters.
Delivery Address City	The city where the cargo/goods will be physically delivered, if different than the consignee.		C	C	Mandatory if different from Consignee Address. Up to 18 Delivery Addresses and Notify Party Addresses may be included on one Highway Cargo Document. 1 to 35 characters.
Delivery Address Country	The country where the cargo/goods will be physically delivered, if different than the consignee.		C	C	Mandatory if different from Consignee Address. Up to 18 Delivery Addresses and Notify Party Addresses may be included on one Highway Cargo Document. Choose from a list of accepted values.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Delivery Address Province/State	The province or state where the cargo/goods will be physically delivered, if different than the consignee.		C	C	Mandatory if different from Consignee Address. Up to 18 Delivery Addresses and Notify Party Addresses may be included on one Highway Cargo Document. Choose from a list of accepted values.
Delivery Address Postal/Zip Code	The postal or zip code where the cargo/goods will be physically delivered, if different than the consignee.		C	C	Mandatory if different from Consignee Address. Up to 18 Delivery Addresses and Notify Party Addresses may be included on one Highway Cargo Document. 5 to 9 characters.
Delivery Address Telephone Number	The telephone number where the cargo/goods will be physically delivered, if different than the consignee.		O	O	10 to 35 digits.
Delivery Address Contact First Name	The first name of the person to contact in regards to the location where the cargo/goods will be physically delivered, if different than the consignee.		O	O	1 to 35 characters.
Delivery Address Contact Family Name	The family name of the person to contact in regards to the location where the cargo/goods will be physically delivered, if different than the consignee.		O	O	1 to 35 characters.
Document Change/Amendment Indicator	An indicator to identify whether the Trade Document has been edited.	C	C	C	Mandatory if a Change or Amendment is being submitted through the Portal. Choose Change or Amendment.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Empty/Loaded Status Indicator	An indicator to identify whether the conveyance is empty or loaded. Referred to as Empty/Loaded Status Code in the regulations.	M		M	Loaded/Empty is provided at the Highway Conveyance Document level. Note if the Tractor is loaded, at least one related Highway Cargo Document or Cargo Exception Code is required for at least one of Tractor, Trailer or Container. The eManifest Portal treats a chassis as a Trailer. Choose Empty or Loaded. If any cargo is identified as an exception, select Loaded.
Estimated Date of Arrival	The estimated date of the arrival, when the conveyance and/or cargo/goods will first arrive in Canada. Referred to as estimated date and time of arrival.	M	M	M	The date is the expected date of arrival at the First Canadian Port of Arrival (FPOA). 8 digits in the following format: YYYYMMDD.
Estimated Time and Time Zone of Arrival	The estimated time of the arrival, when the conveyance and/or cargo/goods will first arrive in Canada. Referred to as estimated date and time of arrival.	M	O	M	The Estimated Time of Arrival is optional for Highway Cargo Documents but highly recommended. Estimated Time of Arrival is the expected time of arrival at the First Canadian Port of Arrival (FPOA). If not provided in a Highway Cargo Document, 23:59 will be inserted by the CBSA as a default value. 4 digits in the following format: HH:MM (using a 24 hour clock).

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
First Port of Arrival (FPOA)	The port code used to identify where the conveyance and/or cargo/goods are expected to arrive in Canada. Referred to as First Port of Arrival from Foreign in the regulations.	M	M	M	Must provide the CBSA port code. 3 or 4 digits. If 3 digits are entered the system will automatically place a 0 (zero) at the beginning.
Foreign Port or Place of Loading City	The city of the freight terminal, rail station or other place at which the cargo/goods are loaded onto the means of transportation being used for their carriage to Canada.		M	M	1 to 35 characters.
Foreign Port or Place of Loading Country	The country of the freight terminal, rail station or other place at which the goods (cargo) are loaded onto the means of transportation being used for their carriage to Canada.		M	M	Choose from a list of accepted values.
Foreign Port or Place of Loading State	The state of the freight terminal, rail station or other place at which the goods (cargo) are loaded onto the means of transportation being used for their carriage to Canada.		C	C	State is mandatory when the Foreign Port of Loading Country is the United States. Choose from a list of accepted values.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
HS Code	The Harmonized Commodity Description and Coding System generally referred to as "Harmonized System" or simply "HS" is a multipurpose international product nomenclature developed by the World Customs Organization.		C	C	2 to 10 digits without any periods (.).
List of Associated CCN(s)	The CCN(s) of the Highway Cargo Document(s) that should be linked to this specific Trailer Information. Referred to as the Manifest summary list in the regulations.	O		O	Up to 25 digits per CCN entered.
Marks and Numbers	The marks and numbers used to identify a shipment or parts of a shipment.		C	C	Mandatory if available. 1 to 50 characters. If unable to locate/view the marks and numbers on the package, indicate "no marks".
Notify Party Name (Company/Person)	The name of the party to be notified.		C	C	Mandatory if available. Up to 18 Notify Party Addresses and Delivery Addresses may be included on one Highway Cargo Document. 1 to 70 characters.
Notify Party Address Line 1	The first part of the address of the party to be notified.		C	C	Mandatory if available. Up to 18 Notify Party Addresses and Delivery Addresses may be included on one Highway Cargo Document. 1 to 35 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Notify Party Address Line 2	The second part of the address of the party to be notified.		O	O	1 to 35 characters.
Notify Party Address Line 3	The third part of the address of the party to be notified.		O	O	1 to 35 characters.
Notify Party City	The city of the party to be notified.		C	C	Mandatory if available. Up to 18 Notify Party Addresses and Delivery Addresses may be included on one Highway Cargo Document. 1 to 35 characters.
Notify Party Country	The country of the party to be notified.		C	C	Mandatory if available. Up to 18 Notify Party Addresses and Delivery Addresses may be included on one Highway Cargo Document. Choose from a list of accepted values.
Notify Party Province/State	The province or state of the party to be notified.		C	C	Mandatory if available. Up to 18 Notify Party Addresses and Delivery Addresses may be included on one Highway Cargo Document. Choose from a list of accepted values.
Notify Party Postal/Zip Code	The postal or zip code of the party to be notified.		C	C	Mandatory if available. Up to 18 Notify Party Addresses and Delivery Addresses may be included on one Highway Cargo Document. 5 to 9 characters.
Notify Party Telephone Number	The telephone number of the party to be notified.		O	O	10 to 35 digits.
Notify Party Contact First Name	The first name of the party to be notified.		O	O	1 to 35 characters.
Notify Party Contact Family Name	The family name of the party to be notified.		O	O	1 to 35 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Ocean Bill of Lading	The Ocean Bill of Lading for goods entering Canada having been unloaded at non-Canadian ocean port.		O	O	Enter the number associated to the Ocean Bill of Lading for goods entering Canada having been unloaded at non-Canadian ocean port. 1 to 25 characters.
Place of Receipt by Carrier City	Foreign city where the shipment is transferred to the carrier that will transport it to Canada		C	C	Mandatory if different than Shipper. 1 to 35 characters.
Place of Receipt by Carrier Country	Foreign country where the shipment is transferred to the carrier that will transport it to Canada		C	C	Mandatory if different than Shipper. Choose from a list of accepted values.
Place of Receipt by Carrier Province/State	Foreign Prov/State where the shipment is transferred to the carrier that will transport it to Canada		C	C	Mandatory when the Place of Receipt by Carrier Country is Canada or the United States. Choose from a list of accepted values.
Port of Destination/Exit	The CBSA port code where release/acquittal will take place.		M	M	3 or 4 digits. If 3 digits are entered, the system will automatically place a 0 (zero) at the beginning.
Seal Number	A unique number on the seal used to secure the shipment/cargo in a container.		C	C	Mandatory if available or required. 1 to 15 characters.
Shipper Name (Company/Person)	The name of the party shipping the goods as shown on the Bill of Lading (BOL)/shipping document.		M	M	1 to 70 characters.
Shipper Address Line 1	The first part of the address of the party shipping the goods as shown on the Bill of Lading (BOL)/shipping document.		M	M	1 to 35 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Shipper Address Line 2	The second part of the address of the party shipping the goods as shown on the Bill of Lading (BOL)/shipping document.		O	O	1 to 35 characters.
Shipper Address Line 3	The third part of the address of the party shipping the goods as shown on the Bill of Lading (BOL)/shipping document.		O	O	1 to 35 characters.
Shipper City	The city of the party shipping the goods as shown on the Bill of Lading (BOL)/shipping document.		M	M	1 to 35 characters.
Shipper Country	The country of the party shipping the goods as shown on the Bill of Lading (BOL)/shipping document.		M	M	Choose from a list of accepted values.
Shipper Province/State	The province or state of the party shipping the goods as shown on the Bill of Lading (BOL)/shipping document.		C	C	Mandatory when the Shipper Country is Canada or the United States. Choose from a list of accepted values.
Shipper Postal/Zip Code	The postal or zip code of the party shipping the goods as shown on the Bill of Lading (BOL)/shipping document.		C	C	Mandatory when the Shipper Country is Canada or the United States. 5 to 9 characters.
Shipper Telephone Number	The telephone number of the party shipping the goods as shown on the Bill of Lading (BOL)/shipping document.		O	O	10 to 35 digits.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Shipper Contact First Name	The first name of the party shipping the goods as shown on the Bill of Lading (BOL)/shipping document.		O	O	1 to 35 characters.
Shipper Contact Family Name	The family name of the party shipping the goods as shown on the Bill of Lading (BOL)/shipping document.		O	O	1 to 35 characters.
Special Instructions	Directions for handling a shipment and/or delivery directions for a shipment.		O	O	Include information with respect to overages and shortages. 1 to 300 characters.
Sublocation (Warehouse Office Code)	The four digit identification number where the shipment is to be warehoused for inland release. This warehouse must be related to the Customs Office of Manifest Destination.		C	C	Mandatory for inland destinations; optional for frontier ports. 4 digits.
Time Zone of Arrival	The time zone of the arrival, when the conveyance and/or cargo/goods will first arrive in Canada.	M	O	M	The time zone in a Trade Document defaults to Eastern time if no other time zone is selected. If no estimated time of arrival is provided in a Highway Cargo Document 23:59 Eastern time will be the default value, even if another time zone was selected. Choose from a list of accepted values.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Total Cargo Weight	The total weight of the goods detailed on the Highway Cargo Document (gross weight).		M	M	Numeric value of weight: -Whole numbers must not exceed 9 digits. -Do not provide values with more than 9 digits preceding a decimal or 4 digits following a decimal (1 to 13 digits). -Decimal values must be identified by a decimal point (.). -A single weight is to be submitted for the entire Highway Cargo Document. Always use gross weight.
Total Cargo Weight - Unit of Measure	The unit of measure applicable to the Total Cargo (gross) Weight of the entire shipment.		M	M	Choose from a list of accepted values.
Tractor Identifier	An alpha-numeric string that uniquely identifies the Tractor. Referred to as Equipment Identification Number in the regulations.	C		C	Mandatory if available. 1 to 17 characters.
Tractor Plate	The licence plate number (not including province/state) of the Tractor unit. This number must be that which appears on the Tractor's apportioned/prorated registration or title.	M		M	1 to 15 characters.

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Tractor Plate Country	The country associated with the Tractor licence plate number noted above.	M		M	Choose from a list of accepted values.
Tractor Plate Province/State	The province or state name associated with the Tractor licence plate number noted above. Referred to as Plate Province/State in the regulations.	C		C	Mandatory when the Tractor Plate Country is Canada or the United States. Choose from a list of accepted values.
Tractor Seal Number	A unique number on the seal used to secure shipment/cargo in or on a Tractor. Referred to as Seal Number in the regulations.	C		C	Mandatory if available or required. 1 to 15 characters.
Trailer Identifier	An alpha-numeric string that uniquely identifies the Trailer. Referred to as Equipment Identification Number in the regulations.	C		C	Mandatory if available. 1 to 17 characters. In the event there is no Trailer Plate, enter the Vehicle Identification Number (VIN) in the Trailer Identifier field and enter zero (0) in the Trailer Plate field.
Trailer Plate	The Trailer equipment licence number, not including province/state. This number must be that which appears on the Trailer's apportioned/prorated registration or title.	C		C	Mandatory when a Trailer or Chassis is present. The eManifest Portal treats a Chassis as a Trailer. 1 to 10 characters. If there is no Trailer Plate, enter zero (0).

Data Element Name	Data Element Definition	Conditions of Use (M = Mandatory; C = Conditional; O = Optional)			Business Rules (if applicable)
		Highway Conveyance Document	Highway Cargo Document	Combined Highway Document	
Trailer Plate Country	The country associated with the Trailer licence plate number noted above.	C		C	Mandatory when a Trailer or Chassis is present. The eManifest Portal treats a Chassis as a Trailer. Choose from a list of accepted values.
Trailer Plate Province/State	The province or state name associated with the Trailer licence plate number noted above. Referred to as Plate Province/State in the regulations.	C		C	Mandatory when the Trailer Plate Country is Canada or the United States. Choose from a list of accepted values.
Trailer Seal Number	A unique number on the seal used to secure shipment/cargo in or on a Trailer. Referred to as Seal Number in the regulations.	C		C	Mandatory if available or required. 1 to 15 characters.
Unique Consignment Reference (UCR) Number	A unique number assigned to goods, both for import and export.		O	O	1 to 35 characters.