

**PAGE 3 OF ACE MANIFEST:** this page gets filled out and faxed in, if you would have a passenger or

 second crew member crossing with you. It is pretty straight forward. Just fill in the blanks.

**FIELDS TO COMPLETE FOR THE ACI MANIFEST:** *(starting from the top right)*

* **Trip No.(Carrier Code+No.):** Always **22YE** in the first box and your initials *(or in some cases a name code)* and the order number in the box beside it.
* **Special instructions for CrinsomLogic:** Here you can enter instructions like*;**fax ACI**cover sheet to fax #...*or *Email ACI cover sheet to…*

Manifest Information

* **Trip Number:** enter the same number you entered in the second Box*.(order number)*
* **Total no. of shipments:** this would apply to the number shipments (or PARS stickers) you have on the load.
* **First expected port:** enter the code for the port you are crossing at.
* **Arrival date/time:** always fill in the same date you fax it on and 2 hours from the time you fax it. *(mm/dd/yy and time + AM or PM)*

Truck and Trailer

* **Trailer No. / Licence plate:** enter the trailer information for the trailer you are hauling.

Cargo Details

* **Cargo Control Number:** beside 22YEPARS, enter the numbers on the PARS sticker you’ve attached to the paperwork for a specific shipment.
* **Cargo Description:** describe the goods you are carrying.
* **Port of Loading:** name of the city you first loaded at.
* **Piece Count:** number of pieces in shipment. Sometimes it may require you to add the individual pieces, depending on the way the load is packaged together.
* **Unit of Measure: package, unit, bundle, skid, piece…**
* **Weight:** enter the weight of the shipment in pounds or kilograms. (LB or KG)
* **Broker Information:** fill out the necessary information for the shippers customs broker

**LTL SHIPPENT FORM or PAGE 2:** *(for use if more than one PARS shipment is on the same load)*

Fill out the same way as the Cargo Details section but with new PARS and shipment information.

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