

Preparing for eManifest – A checklist for highway carriers

eManifest

HYPERLINK "<http://www.cbsa-asfc.gc.ca/prog/manif/menu-eng.html>" [eManifest](#), the third phase of the HYPERLINK "<http://www.cbsa-asfc.gc.ca/prog/aci-ipec/menu-eng.html>" [Advance Commercial Information \(ACI\)](#) program is enhancing the Canada Border Services Agency's (CBSA) ability to identify potential threats to Canada, while facilitating the movement of low-risk shipments across the border. With the implementation of eManifest, the CBSA must receive and validate highway carriers' electronic cargo and conveyance data a minimum of one hour before shipments arrive at the border.

This checklist will help highway carriers prepare for eManifest requirements.

Adopt now before it becomes mandatory

Highway carriers can now transmit electronic pre-arrival data to the CBSA. The Agency strongly encourages clients to adopt eManifest requirements before they become mandatory. Early adopters benefit from:

more time to adjust to eManifest processes and correct problems;
comprehensive online resources and client support; and
reduced likelihood of non-compliance when requirements become mandatory.

What you need to do

Ensure you have a valid CBSA-issued carrier code and that the CBSA has your current company contact information.

Choose a transmission option for pre-arrival reporting. They are:

the Internet-based HYPERLINK "<http://www.cbsa-asfc.gc.ca/prog/manif/portal-portail-eng.html>" [eManifest Portal](#), developed by the CBSA primarily for small- to medium-sized businesses; and

HYPERLINK "<http://www.cbsa-asfc.gc.ca/eservices/comm-eng.html>" [Electronic Data Interchange](#) (EDI) methods. To transmit your eManifest data using an EDI method, you must HYPERLINK "http://www.cbsa-asfc.gc.ca/prog/manif/notice-avis_2-eng.html" [apply to become an EDI client](#). Some EDI methods require testing with the CBSA's HYPERLINK "<http://www.cbsa-asfc.gc.ca/prog/manif/contact-eng.html>" [eManifest Technical Support Unit \(TSU\)](#) which can take a minimum of two to three months to complete. A list of HYPERLINK "<http://www.cbsa-asfc.gc.ca/eservices/sp-fs/07-eng.html>" [EDI software/service providers](#) who have already completed testing of their software/service with the CBSA is available on the CBSA Web site.

Consult the HYPERLINK "<http://www.cbsa-asfc.gc.ca/prog/manif/requirements-exigences-eng.html>" \ | "s2x4" [ACI/eManifest Highway Electronic Commerce Client Requirements Document](#) for eManifest Portal or EDI for technical information about submitting, changing, deleting and amending advance highway cargo and conveyance information.

Tools and resources

Go to the HYPERLINK "<http://www.cbsa-asfc.gc.ca/prog/manif/menu-eng.html>" [eManifest section](#) of the CBSA Web site regularly for the most up-to-date information.

Sign up online for free eManifest Webinars and request presentations by e-mail.

Subscribe to the CBSA HYPERLINK "<http://www.cbsa-asfc.gc.ca/new-neuf/rss-eng.html>" [RSS news feed](#) to be notified of important eManifest updates.

Client Support and Contact Information

E-mail and telephone support is available:

For general eManifest information, call the HYPERLINK "<http://www.cbsa-asfc.gc.ca/contact/bis-sif-eng.html>" [Border Information Service](#)

toll-free within Canada: 1-800-461-9999

outside Canada: 1-204-983-3500 or 1-506-636-5064

TTY within Canada: 1-866-335-3237

For e-mail support on eManifest policy and processes, as well as eManifest Portal Shared Secret applications, contact the eManifest HYPERLINK "<http://www.cbsa-asfc.gc.ca/prog/manif/contact-eng.html>" [Help Desk](#) at [HYPERLINK "<mailto:eManifest-manifestelectronique@cbsa-asfc.gc.ca>" eManifest-manifestelectronique@cbsa-asfc.gc.ca](#)

For detailed technical support, contact the eManifest HYPERLINK "<http://www.cbsa-asfc.gc.ca/prog/manif/contact-eng.html>" [Technical Support Unit](#)

by e-mail at: [HYPERLINK "<mailto:TSU.UST@cbsa-asfc.gc.ca>" TSU.UST@cbsa-asfc.gc.ca](#)

by phone at: 1-888-957-7224 and press 2 (toll-free within Canada and the U.S)

HYPERLINK "<http://www.cbsa.gc.ca>" www.cbsa.gc.ca