

UPS IMPORT CLEARANCE ALERT

ICA User Guide for US Brokers

July 5, 2018

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Introduction

The Import Clearance Alert (ICA) website provides licensed Customs Brokers access to their importers shipment documentation required for Customs clearance of UPS Broker of Choicesm or UPS FTZ Facilitatorsm Shipments. Broker of Choice and FTZ Facilitator are contractual service between the importer and UPS. The importer designates a customs broker to clear US Import small packages shipments or a FTZ operator to receive shipments in-bond. The authorized customs broker can access shipment documentation required for Customs clearance from the ICA website located at:

<https://www.import.ups.com/LoginBOC.aspx>.

Some importers require additional releases from **other government agencies** in addition to a US Customs release. If your importer will require additional releases, please contact upsbrokerofchoice@ups.com to discuss the handling of this volume. Any shipments that requires a release from Fish & Wildlife should be submitted prior to submitting to US Customs.

This User Guide will show you how to set up your account, email notifications, and access shipment documentation.

The ICA website has two levels of rights, administrative & user. Administrative rights will be given to first person to register their brokerage firm on the ICA web site. Administrative rights will allow you to create & delete user IDs, assign users to specific UPS ports for customs clearance and reset passwords. Administrators will have access to Contract & Email Management. A back-up broker administrative ID can be set up. Both the administrator and the user can search/view shipment documentation.

If you encounter any issues setting up your account on the ICA website, please contact upsbrokerofchoice@ups.com for assistance.

ICA Website Access for New Brokers

Register for the Import Clearance website at:

<https://www.import.ups.com/LoginBOC.aspx> using the contract ID & account number in the registration email. If you received multiple registration emails, use one to register & the remaining contract IDs will be linked to your account during set up.

Sample Registration Email –



TEST SHIPPER,

Your UPS sales representative has activated your account number for Broker of Choice. Please notify your shippers to use the account number for all US Import shipments to allow your broker to process the shipment. If you have any questions or concerns, please contact your UPS Sales representative.

TEST BROKER,
Please access the Import Clearance Alert website at <https://www.import.ups.com/LoginBOC.aspx> to set up your account and email notifications. Utilize the "Sign up here" function to establish a secure ID and password. You will need to enter the contract ID and account number listed below. If you have additional contracts IDs/account numbers, you can link those once you have created you a secure ID and password on the "My Contracts" tab. Once all of your contracts are matched, ensure email addresses are added for each contract to receive email notifications for each shipment.

Contract ID - (0006000000)
Account Number - (TESTAC)

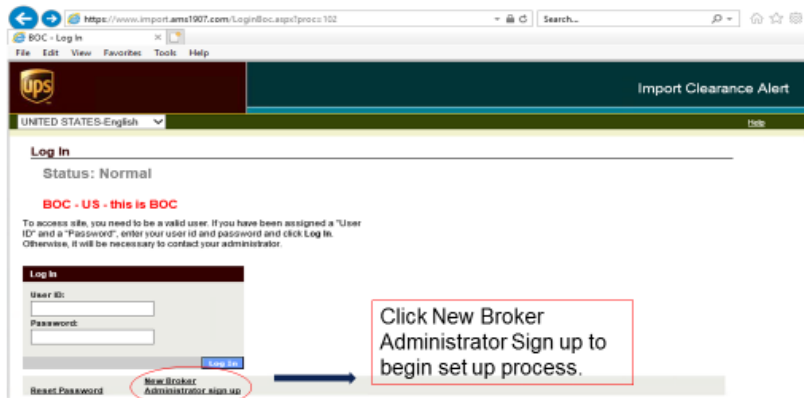
If you expect any shipments to require a release from another government agency, please contact us at upsbrokerofchoice@ups.com to discuss handling of this volume.

If you have any questions regarding the Import Clearance Alert website or Broker of Choice shipments, please contact the Broker of Choice team at upsbrokerofchoice@ups.com.

ICA Website –

Login - Website Access

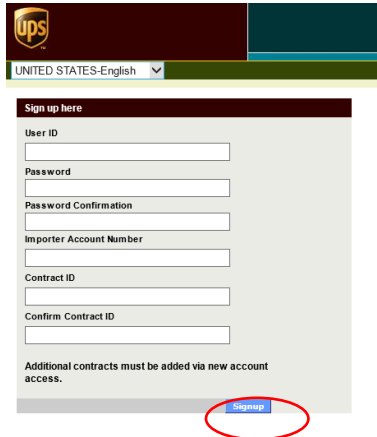
The site is secured and requires a user ID and password for access.
Brokers & FTZ operators will only be allowed to view shipments from the importer that is linked to their account.



Registration Process

Step 1:

Create your user ID & password then enter the importer account number & contract ID from the registration email & click "Signup" to proceed.

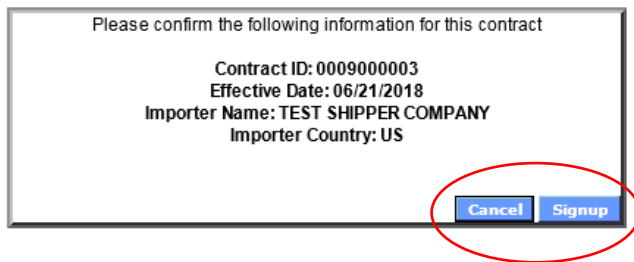


The screenshot shows the UPS registration form. At the top left is the UPS logo and a language dropdown menu set to "UNITED STATES-English". Below this is a "Sign up here" header. The form contains several input fields: "User ID", "Password", "Password Confirmation", "Importer Account Number", "Contract ID", and "Confirm Contract ID". A "Signup" button is located at the bottom right of the form, circled in red. Below the form, there is a note: "Additional contracts must be added via new account access."

Copyright © 2007-2010 United Parcel Service, Inc. All rights reserved. (ST880CWEB1)
[Web Site](#) [Terms of Use](#) [Privacy Policy](#) [Terms and Conditions of Service](#)

Step 2:

A window will display with the contract ID & name of the importer. If the information is correct, confirm by clicking "Signup". This will link the contract to provide access to your importers shipments.



The screenshot shows a confirmation window with the following text: "Please confirm the following information for this contract". Below this, the details are listed: "Contract ID: 0009000003", "Effective Date: 06/21/2018", "Importer Name: TEST SHIPPER COMPANY", and "Importer Country: US". At the bottom right of the window, there are two buttons: "Cancel" and "Signup", both circled in red.

Step 3:

A confirmation will appear confirming the linkage to your account. Click "Log in" to continue.

The following contract has been confirmed and linked to your broker account. A confirmation email will be sent to your email and importer email.

Contract ID: 0009000003
Effective Date: 2018-06-21 6:48:12 PM
Importer Name: TEST SHIPPER COMPANY
Importer Country: US
Your Email: apayne@ups.com
Importer Email: apayne@ups.com

[Log In](#)

Step 4:

Add contact information & select a secret question for password resets.

The screenshot shows a form titled "Update User Profile" with a dark header bar. The form contains the following fields: "User ID:" with the value "sunday"; "First Name:" with an empty text input; "Last Name:" with an empty text input; "New Password:" with an empty text input; "Confirm Password:" with an empty text input; "e-mail:" with an empty text input; "Confirm E-Mail:" with an empty text input; "Secret Question:" with a dropdown menu; and "Answer:" with an empty text input.

Step 5:

Create user IDs & select a back-up broker with administrative rights for your firm. Click "Skip" if you do not need additional ICA IDs.

The screenshot shows a form titled "Create New Users for current Broker" with a dark header bar. The form contains the following fields: "Username:" with an empty text input; "Password:" with an empty text input; and "Password Confirmation:" with an empty text input. At the bottom right, there are two buttons: "Save" and "Skip".

Step 6:

Enter additional contract IDs received in registration emails to link them to your account. You can skip if you do not have any additional contract IDs.

The screenshot shows a form titled "Match Contract IDs" with a dark header bar. The form contains the following fields: "Please confirm any new Contract IDs that need to be matched." followed by "Contract ID" with an empty text input; and "Confirm Contract ID" with an empty text input. At the bottom right, there are two buttons: "Save" and "Skip".

Step 7:

All contracts linked to your account will display in "Contract & Email Management". If all of the contracts are not displayed, return to "Match Contract" and enter the contract ID numbers / return to step 5.

Ensure email addresses are added for all contracts linked to your account.

Home | Broker Administration | Reports | Contact Info | **My Contracts** | Log Out

My Contracts

[Match Contract](#)

→ Contract and Email Management

Current Login

User: june25
Access: BrokerAdmin

Contract Management and Email

Add Email addresses for each contract to receive shipment notifications

Select all
Edit selected

Select	Contract ID	Importer	Importer Acct	Effective Date	Expiration Date	Emails
<input type="checkbox"/>	0009000003	TEST SHIPPER COMPANY	0000TESTAC	6/21/2018	8/6/2020	
<input type="checkbox"/>	0009000002	TEST SHIPPER COMPANY	0000TESTAC	6/21/2018	8/6/2020	
<input type="checkbox"/>	0009000001	TEST SHIPPER COMPANY	0000TESTAC	6/21/2018	8/6/2020	

Show all emails

Click "Select all" or "edit selected" to select individual contracts. Enter all email address separated by a comma & click save.

Contract Management and Email

Add Email addresses for each contract to receive shipment notifications

Select all
Edit selected

You are currently editing

Enter email addresses here separated by a comma!

Save

Select	Contract ID	Importer	Importer Acct	Effective Date	Expiration Date	Emails
<input checked="" type="checkbox"/>	0009000003	TEST SHIPPER COMPANY	0000TESTAC	6/21/2018	8/6/2020	
<input checked="" type="checkbox"/>	0009000002	TEST SHIPPER COMPANY	0000TESTAC	6/21/2018	8/6/2020	
<input checked="" type="checkbox"/>	0009000001	TEST SHIPPER COMPANY	0000TESTAC	6/21/2018	8/6/2020	

Show all emails

You can return to this page to add/edit email addresses as needed.

Shipment notifications will now be sent to the email addresses you provided for all Broker of Choice or FTZ Import shipments for your importer.

The registration process is now complete!

Email Notifications

ICA will send an email notification for all Broker of Choice/ FTZ Import shipments upon arrival in the US. The email will include the invoice and arrival notice. If the documents are over 5mb, the notification will not include documents. You can access the documents on the ICA website.

If the arrival information is updated or an additional arrival notice is posted to the site, (due to the shipment arriving in the US on two separate aircraft) an update shipment notification email will be sent with the additional documents.

If you need to update email addresses receiving these emails, access Contract & Email Management in the My Contracts tab on the ICA website. See step 7 of the registration process for assistance with adding contracts & updating email addresses.

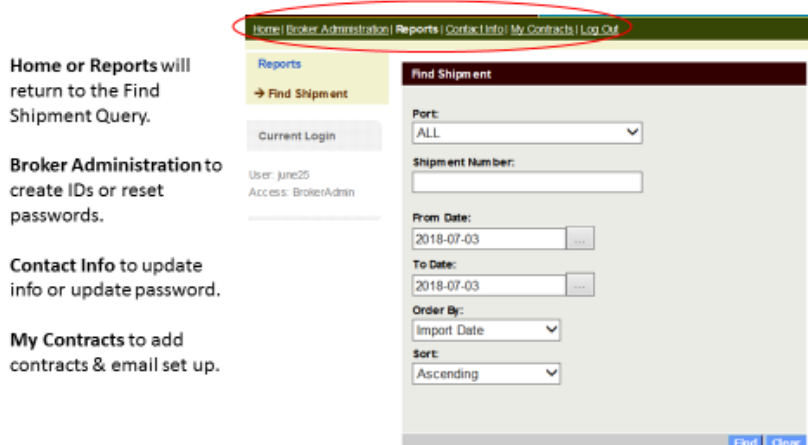
If you are missing any documentation, please contact upsbrokerofchoice@ups.com. If the shipper did not provide the invoice, we will physically check the shipment for an invoice for you. If we cannot provide the invoice, you will need to contact the shipper.

Storage Fees

A daily shipment storage fee of \$25.00 USD and 0.04 USD per pound per day will be assessed after 2 days in the import warehouse without Customs clearance. A storage fee warning email will be sent the day before charges are assessed.

Website Navigation

Click tab in green tool bar to navigate:



The screenshot shows the ICA website interface. At the top, a green navigation bar contains the following links: Home | Broker Administration | **Reports** | Contact Info | My Contracts | Log Out. The 'Reports' link is highlighted with a red oval. Below the navigation bar, the main content area is divided into three columns. The left column contains navigation instructions: 'Home or Reports will return to the Find Shipment Query.', 'Broker Administration to create IDs or reset passwords.', 'Contact Info to update info or update password.', and 'My Contracts to add contracts & email set up.'. The middle column features a 'Reports' section with a 'Find Shipment' link, a 'Current Login' box showing 'User: jmc25' and 'Access: BrokerAdmin', and a 'Find Shipment' form. The 'Find Shipment' form includes a 'Port' dropdown menu set to 'ALL', a 'Shipment Number' text input field, 'From Date' and 'To Date' date pickers both set to '2018-07-03', an 'Order By' dropdown menu set to 'Import Date', and a 'Sort' dropdown menu set to 'Ascending'. At the bottom of the form are 'Find' and 'Clear' buttons.

Reports / Find Shipment Query

You can access shipments on the Reports tab using the Find Shipment Query:

- Select by port, shipment ID or date range to display shipments
- Enter shipment ID without entering a date range
- View all shipments within a date range of 7 days forward or backward

Find Shipment

Port: ALL (UPS Port of Entry)

Shipment Number: (UPS Shipment Number)

Account Number: (circled in red)

From Date: 5/18/2018

To Date: 5/18/2018

Search Criteria

• Access Calendar by selecting [calendar icon]
 • Use Calendar to select range of Dates.
 • The maximum range of dates is seven (7) days
 • The query must be within 90 days.

View Unprocessed Shipments

ICA will ask if you want to view any unprocessed shipments outside of the criteria selected in the Find Shipment Query, if they exist. Select yes to view the unprocessed shipments / no if you do not want the unprocessed shipments to display.

View Unprocessed Shipments

There are 523 unprocessed shipments prior to the date range you selected. Would you like to review them?

No Yes

Select NO will only show shipments that meet the Find Shipment criteria

































Select YES will only show Unprocessed shipments outside the Find Shipment criteria

Status

There are 3 icons in the Status column to reject a shipment, view history & a checkmark to indicate a shipment has been submitted for clearance.

Rejecting Shipments

If you are not going to process a shipment for any reason, you can reject the shipment by clicking the green globe icon shown below. Enter the reason for rejecting the shipment and select reject shipment. Once you have rejected a shipment, it will be removed from your queue of shipments. UPS will process all rejected shipments.


Shipment ID	GCC	Import Date	Import Port	Importer	Processed Date	Product Type	Status
T684088LRTB	L	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTB	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRT9	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTC	V	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTD	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTF	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTK	L	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTL	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTM	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTN	V	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTP	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTQ	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
VISH17JFRJQ	L	5/2/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  




























Reject Shipment

Identify the reason for rejecting the shipment (T684088LRTB):

Date/Time	Document	Pages		Add All
5/2/2018 12:07:02 PM	Workload Consolidated Invoice	1	View/Print	Cart
5/2/2018 1:12:00 PM	Commercial Invoice	1	View/Print	Cart
	Arrival Notice	1	View/Print	Cart

Shipment History

Click on  to view activity on a shipment. Shipment History displays all documented activities associated with a shipment and the user who completed the activity.

Shipment ID	GCC	Import Date	Import Port	Importer	Processed Date	Product Type	Status
T684088LRTB	L	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTB	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRT9	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTC	V	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTD	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTF	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTK	L	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTL	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  
T684088LRTM	C	5/8/2018	LOUISVILLE, KY (4196)	AD06-SOLDTO		BOC Onsite	  

Shipment History

Shipment ID	Event	Date/Time (Eastern Time)	User ID	Event Comment
T684088LRTB	Time Image Received	5/16/2018 12:02:03 PM		
T684088LRTB	Time Index Received	5/16/2018 3:47:15 PM		
T684088LRTB	Time available for selection	5/16/2018 4:01:01 PM		

Marking BOC On-site Shipments as Processed

Click the check mark to indicate a shipment has been cleared by US Customs. A timestamp will display in the processed date field when marked as processed for your records.

Home | Contact Info | Log Out
User Guide | Cart(2) | Status

Shipment Query Results — View Unprocessed Shipments

[Add All Shipments To Cart](#) [Mark All Shipments As Processed](#)

Shipment ID	GCC	Import Date	Import Port	Importer	Processed Date	Product Type	Status
T684088LRT8	L	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088LRTB	C	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088LRT9	C	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088LRTC	V	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088LRTD	C	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088LRTF	C	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088LRTK	L	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088LRTL	C	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088LRTM	C	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088LRTN	V	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088L RTP	C	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088LRTQ	C	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
VISH017JBQD	L	5/2/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	


Mark as Processed

Do you want to mark this shipment as processed?


By selecting "yes", the shipment will appear in the Shipment query results for processed shipments

Viewing Documents


Click the down arrow to the left of the shipment ID to display the documents available for each shipment. ICA will post a timestamp when the documents are available.

Click here to display docs. 

An incomplete arrival notice will display without a timestamp.

Shipment Query Results							
Add Shipments to Cart Mark All Shipments As Processed							
Shipment ID	GCC	Import Date	Import Port	Importer	Processed Date	Product Type	Status
38W0258Z4WN		2018-06-21	LOUISVILLE KY (419)	AD18-RECIEVERNAME		BOC Onsite	
		Date/Time	Document	Pages			
			Arrival Notice	1	View/Print	Add All	Cart

Once a shipment arrives in the US, the completed arrival notice will display a timestamp.

Shipment Query Results							
Add Shipments to Cart Mark All Shipments As Processed							
Shipment ID	GCC	Import Date	Import Port	Importer	Processed Date	Product Type	Status
252X84CWVYL		2018-06-23	NEWARK NJ (4670)	CONSIGNEE-COMPANY-NAME----- ---END		FTZ Import	
		Date/Time	Document	Pages			
		2018-06-22 3:40:53 PM	Regulatory Information	1	View/Print	Add All	
		2018-06-22 9:12:01 AM	Commercial Invoice	2	View/Print	Cart	
		2018-06-22 3:47:33 PM	Arrival Notice	1	View/Print	Cart	

Pending on the origin and service level used the documentation for shipments should be available by the planned import date.

Contact upsbrokerofchoice@ups.com if you are missing any documentation.

If the shipper did not provide the invoice, we will physically check the shipment for an invoice. If we cannot provide the invoice, you will have to contact the shipper to obtain an invoice.

Arrival Notice

Sample Arrival Notice

The arrival notice contains all of the arrival information. This document will not be complete until the flight has arrived in the US.

Shipment Number: T694098LRDP	Import Country: US	Import Port: 4196	Import Date: 05/09/2018	Destination Airport Code: ABC
Carrier Code: 38	Export Country: JP	Export Port: 5533	Export Date: 05/09/2018	Origin Airport Code: DEF
MAIIB: 45698078818	Clearance Port: 1196	Mode of Transportation: A	Inbound Flight Number: 0109	Port of Unloading: ABC
Consignee Name and Address: RDCO-001270 RDCO-ADSM1 SR1VE LAREDO TX, 78045 US			Clearance Port Airport Code: DEF Firm Code of Import Site: J618 Bond Number: 020004982 Bond Date: 05/08/2018	
Shipper Name and Address: RDCO-001270 SRMS RDCO-ADSM1 SR1VE ORIO-RO ,1058005 JP			Number of Packages on Fig: 1 Weight of Packages on Fig: 4	
Total Number of Packages: 1	Total Shipment Weight: 3.5	Weight Unit of Measure: LBS		
Total Declared Value: 10.00	Currency Code: USD			

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Arrival information will be available for US inbound flights at “wheels up” for long-haul flights and 4 hours prior to arrival for short-haul flights.

Split Shipments

Shipments that do not arrive in the US on the same aircraft will have multiple arrival notices. Each master air waybill numbers will have an arrival notice.

Shipment Query Results							
Add Shipments to Cart Mark All Shipments As Processed							
Shipment ID	GCC	Import Date	Import Port	Importer	Processed Date	Product Type	Status
UPSQAT7JBQZ		7/1/2018	LOUISVILLE KY (4196)	AD18-RECIEVERNAME		BOC Onsite	
Date/Time	Document			Pages	Add All		
7/2/2018 12:02:17 PM	Regulatory Information			1	View/Print		
6/29/2018 4:22:01 PM	Commercial Invoice			2	View/Print Cart		
7/2/2018 12:27:26 PM	Commercial Invoice			11	View/Print Cart		
6/29/2018 4:22:01 PM	Shipment Waybill			1	View/Print Cart		
6/29/2018 4:32:27 PM	Arrival Notice			1	View/Print Cart		
7/2/2018 2:12:34 PM	Arrival Notice			1	View/Print Cart		

Each master air waybill number must be submitted for clearance.

Please contact us if your firm cannot submit entries for split shipments.

Sample Arrival Notice / Split Shipments

Always check the total number of packages & number of packages on flight. Split shipments do not always arrive the same day.



Shipment Number 1128460001	Import Country US	Import Port LST	Import Date 06/27/2018	Destination Report Code 000
Carrier Code 753	Import Country US	Import Port LST	Speed Code 00000000	Origin Report Code 000
SWISS 4044767500	Clearance Port 4196	Mode of Transportation A	Inland Flight Number 000	Port of Unloading 000
Consignee Name and Address COMPANY COMPANY 123 COMESTR ASD-SD ADD-SD-SDSDSDSD ADD-SD-SDSDSDSD SDSDSD SD, 1234 SD				Clearance Port Report Code 000 Form Code of Import Item 0000 Bond Number 1128460001 Bond Code 00000000 Number of Packages on Flight 1 Number of Packages on Flight 1
Shipper Name and Address SDSDSD COMPANY NAME 123 SDSDSD-SD-SD ADD-SD-SDSDSDSD ADD-SD-SDSDSDSD SDSDSD SD, 1234 SD				
Total Number of Packages 1	Total Shipment Weight 25.9	Weight Unit of Measure KGS		
TAX 1200.00	Country Code SD			

Using the Cart Function

You can add shipments to the cart by clicking "Add all", or "Cart" to add individual documents.

Shipment Query Results									
Add Shipments to Cart Mark All Shipments As Processed									
Shipment ID	GCC	Import Date	Import Port	Importer	Processed Date	Product Type	Status		
252X84HKL3		2018-06-27	NEWARK NJ (4670)	CONSIGNEE-COMPANY-NAME----- ----END		BOC Onsite		Add All	
Date/Time	Document			Pages					
2018-06-27 3:02:08 PM	Regulatory Information			1	View/Print				
2018-06-26 8:42:07 PM	Commercial Invoice			1	View/Print		Cart		
2018-06-27 10:47:11 AM	Arrival Notice			1	View/Print		Cart		

Click cart to display the contents in the cart -

Contact Info | Log Out
User Guide | **Cart(2)** | Status

Shipment Query Results — View Unprocessed Shipments

[Add All Shipments To Cart](#)
[Mark All Shipments As Processed](#)

Shipment ID	GCC	Import Date	Import Port	Importer	Processed Date	Product Type	Status
T684088LRT8	L	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088LRTB	C	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088LRT9	C	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	

Cart Items

Cart ID	Shipment ID	Import Date	Port	Importer	Document	Pages	
40878108	T684088LRT8	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO	Arrival Notice	1	Delete
40878107	T684088LRT8	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO	Worldease Consolidated Invoice	1	Delete

[Return To Results](#)
[View /Print All Cart Items](#)
[Download All Cart Items](#)
[Delete All Cart Items](#)

T684088LRTP	C	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
T684088LRTQ	C	5/8/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	
VISH017JBQD	L	5/2/2018	LOUISVILLE KY (4196)	AD05-SOLDTO		BOC Onsite	

ACE Regulatory Information

ICA will display the regulatory history messages sent to ACE / US Customs.

252X84HKL3	2018-06-27	NEWARK NJ (4670)	CONSIGNEE-COMPANY-NAME--- -----END	BOC Onsite	
Date/Time	Document	Pages	Add All		
2018-06-27 3:02:08 PM	Regulatory Information	1	View/Print		
2018-06-26 8:42:07 PM	Commercial Invoice	1	View/Print Cart		
2018-06-27 10:47:11 AM	Arrival Notice	1	View/Print Cart		

Regulatory Information

Shipment Number	Bond Number	Message Text	Timestamp
BOCE2E9HS7K		FXI SDFUPX 406-99575420-BOCE2E9HS7K WBL/STN/T1/L4/TESTQA SHMNT ARR/UPX06511/27JUN SHP/AD06 SHIPPER NAME /AD06 ADDR1 DRIVE /SOLIHULL /GB/B 906 CNE/AD18 RECIEVERNAME /AD18 ADDR1 DRIVE /LAREDO/TX /US/78045/AD05TEL1234567 CSD/GB/10-USD	6/27/2018 12:01:25 PM

Global Consolidated Clearance (GCC)

GCC shipments are multiple piece shipments with multiple shipment ID numbers. Each shipment ID must be submitted to Customs for clearance. All lead shipment IDs will have associated shipment IDs that we refer to as child shipment IDs.

ICA will display all shipment IDs and indicate "L" or "V" for the lead shipment ID. The lead shipment ID will be listed first & should contain all of the invoices for the shipment. All associated shipment IDs will be labeled with a "C" and will be listed under the lead shipment ID.

Shipment ID	GCC	Import Date	Import Port	Importer	Processed Date	Product Type	Status
252X0438CRW	L	2018-06-24	LOUISVILLE (1190)	SOLD-TO-COMPANY-NAME--- -----END		BOC Onsite	
Date/Time	Document	Pages	Add All				
2018-06-22 3:32:31 PM	Regulatory Information	1	View/Print				
2018-06-22 8:57:03 AM	Commercial Invoice	2	View/Print Cart				
2018-06-22 8:57:02 AM	Worksheet Consolidated Invoice	2	View/Print Cart				
	Arrival Notice	1	View/Print Cart				
252X0438CRX	C	2018-06-24	LOUISVILLE (1190)	SOLD-TO-COMPANY-NAME--- -----END		BOC Onsite	
252X0438CRY	C	2018-06-24	LOUISVILLE (1190)	SOLD-TO-COMPANY-NAME--- -----END		BOC Onsite	
252X0438CRZ	C	2018-06-24	LOUISVILLE (1190)	SOLD-TO-COMPANY-NAME--- -----END		BOC Onsite	
252X0438CS3	V	2018-06-24	LOUISVILLE (1190)	SOLD-TO-COMPANY-NAME--- -----END		BOC Onsite	
252X0438CS4	C	2018-06-24	LOUISVILLE (1190)	SOLD-TO-COMPANY-NAME--- -----END		BOC Onsite	
252X0438CS7	C	2018-06-24	LOUISVILLE (1190)	SOLD-TO-COMPANY-NAME--- -----END		BOC Onsite	

Displaying 1-7 of 7

Broker Administration

Broker Administration / Add accounts

Create user IDs – select port for user to view or add all ports for user.

The screenshot shows the 'Add Accounts' form in the Broker Administration interface. The form includes a sidebar with navigation links for 'Add Accounts' and 'Backup Broker', and a 'Current Login' section showing the user 'lambroker' with access 'BrokerAdmin'. The main form area has a 'New Account ID' input field, an 'Available Ports' list (ANCHORAGE GATEWAY, LOUISVILLE KY, MIAMI INTL AIR GTWY, NEWARK NJ) with 'Add Selected Port' and 'Remove Selected Port' buttons, an 'Edit Contact Information' button, and 'New Password' and 'Confirm Password' input fields. 'Gear' and 'Save' buttons are at the bottom right.

Back-up Broker

Select a user ID as a back-up broker ID with administrative rights for your firm.

The screenshot shows the 'Backup Broker setup' form in the Broker Administration interface. It includes a sidebar with navigation links for 'Add Accounts' and 'Backup Broker', and a 'Current Login' section showing the user 'friday' with access 'BrokerAdmin'. The main form area has a table of users with 'Mark as backup' buttons for 'sunday' and 'thursday'.

Username	Name	Current role	
friday	FIRSTNAME LASTNAME	BrokerAdmin	
saturday	mama june	BrokerAdmin	
sunday		Customer	Mark as backup
thursday		Customer	Mark as backup

Update Contact Information

The email address listed here & secret question will be used for password resets.

The screenshot shows a web application interface with a navigation menu on the left and a main form area on the right. The navigation menu includes 'Home | Broker Administration | Reports | Contact Info | My Contracts | Log Out'. Under 'Contact Info', there are links for 'Update Your Information', 'Update Firm Information', and 'Backup Broker Configuration'. The 'Update Your Information' link is highlighted. The main form area is titled 'Update Your Information' and contains the following fields: 'First Name:' (a broker), 'Last Name:' (a broker), 'Phone Number:' (1-803-540-8613) and 'Ext:' (empty), 'Fax Number:' (empty), 'e-mail:' (epayne@ups.com), 'Location:' (empty), 'New Password:' (empty), 'Confirm Password:' (empty), 'Secret Question:' (What city were you born in?) and 'Answer:' (louisville). A 'Save' button is at the bottom right. The URL at the bottom is 'https://import.ams1907.com/BackupBroker.aspx'.

Update Firm Information

The email address listed for your firm is the email address used to validate contracts. Only Broker Admin IDs will have access to update the contact information for your firm. Registration & storage fee emails will be sent to this address.

The screenshot shows a web application interface with a navigation menu on the left and a main form area on the right. The navigation menu includes 'Home | Broker Administration | Reports | Contact Info | My Contracts | Log Out'. Under 'Contact Info', there are links for 'Update Your Information', 'Update Firm Information', and 'Backup Broker Configuration'. The 'Update Firm Information' link is highlighted with a red circle. The main form area is titled 'Update Firm Information' and contains the following fields: 'Broker Firm Name:' (DHL Global Forwarding - International Hub), 'Phone Number:' (1-803-540-8613) and 'Ext:' (empty), 'Fax Number:' (empty), 'e-mail:' (cae.emeero@dhl.com), 'Location:' (empty), and 'Select Language:' (CANADA-English/CANAD). A 'Save' button is at the bottom right.

If you have any questions or problems, contact the BOC / FTZ team at upsbrokerofchoice@ups.com for assistance.

