VESSEL ENTRANCE AND CLEARANCE SYSTEM (VECS)

User Guide

Version 1.0

March 2023

What's Inside

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Introduction to VECS

CBP is launching VECS as a pilot for Vessel Masters, Vessel Agents, and Vessel Operating Common Carriers (VOCCs) to submit arrival, entrance, special permit requests, and clearance filings. VECS automates the capture of Entrance and Clearance forms and related data to eliminate redundancy and streamline the process.

The VECS pilot will begin at Gulfport, MS, Pascagoula, MS, and Mobile, AL. These are ports where VECS has been internally tested. CBP will provide training to each CBP port and the Vessel Agency personnel at each port. The VECS pilot will expand to additional ports over time. Target system launch date: January 01, 2025.

The modules in VECS were designed to replace the CBP Forms typically utilized to accomplish Vessel Arrival, Vessel Entrance, Special Permits, and Vessel Clearances. VECS will allow participants to submit the data required on CBP Forms 26, 226, 1300, 1302, 1303, 1304, and 3171 electronically prior to arrival or departure from designated ports.

Getting Started

CBP has established a new account type within the Automated Commercial Environment (ACE). An ACE Vessel Agency sub-account type is required in order to submit Entrance and Clearance filings.

For instructions on how to establish an ACE Vessel Agency sub-account type, go to https://www.cbp.gov/document/guides/vessel-agency-account-type

For information on ACE Account structures and functions, go to https://www.cbp.gov/trade/automated/getting-started/portal-managing

ACE Secure Data Portal
(Click here for ACE Secure Data Portal Account Information)

- The ACE Secure Data Portal provides a web-based method to submit data to CBP. The portal is readily accessible on the Internet and is free for all users.
- To login to the ACE Secure Data Portal, go to https://ace.cbp.gov

For account support or to check on the status of your application, you may contact the ACE Support Help Desk by phone at (866) 530-4172 or via e-mail at ACE.Support@cbp.dhs.gov

Electronic Notice of Arrival/Departure (eNOAD)
(Click here for eNOAD user guide)

- The eNOAD portal provides an easy-to-use, efficient method for reporting the vessel arrival or departure information required by the Coast Guard and CBP.
- The eNOAD is required for all vessels subject to 33 CFR Part 160 and for vessels operating where the local Captain of the Port (COTP) has established additional rules requiring increased reporting.
- The eNOAD portal is provided by the National Vessel Movement Center (NVMC). To access the eNOAD portal, go to https://enoad.nvmc.uscg.gov/

Document Imaging System (DIS)
(Click here for DIS instructions)

- The Document Image System (DIS) facilitates automated submission of Vessel Certificates and Vessel Documents to CBP.

For instructions and updates to the VECS pilot, go to https://www.cbp.gov/trade/automated/vessel-entrance-and-clearance-system-vecs

Sample Vessel Registry upload DIS message.

Replace all characters after the '=' sign leaving no spaces between the equals sign and the required information.
Some fields are optional, if the field doesn't apply, delete the entire line of code.

- **Registry (sample upload of Vessel's Registry utilizing e-mail client)**

*The fields and characters shown in **bold** must remain the same. For formatting of DIS uploads, refer to the DIS instructions link above (page 2). Follow the filename format listed in the DIS instructions.*

Fields highlighted in red are optional. Delete the entire field if it doesn't apply. Some certificates and documents (e.g., registry from the Bahamas), delete the entire line of code if there is no expiration date.

To docs@cbp.dhs.gov

Subject **CAT=GEN; IMO_NBR=**IMO#**; ACTION=ADD**

START_DATA
AGENCY_CD=COM
TRANSMITTER_NAME=AGENCY NAME
CERTIFICATE_NUMBER=CERTIFICATE NUMBER
ISSUE_DATE=MM/DD/YY
EXPIRATION_DATE=MM/DD/YY
POC_INFO=AGENT'S NAME / (XXX) XXX-XXXX (PHONE NUMBER)
END_DATA

CBP147-999999REG.jpg   CBP147-999999REG.pdf

- **Registry (sample upload of Vessel's Registry utilizing mobile device)**

Cancel

CAT=GEN; IMO_NBR=NNNNNNN; ACTION=ADD

To: docs@cbp.dhs.gov

Cc/Bcc, From: joe.johnson@bestvesselagency.com

Subject: CAT=GEN; IMO_NBR=NNNNNNN;
ACTION=ADD

START_DATA
AGENCY_CD=COM
TRANSMITTER_NAME=Best Vessel Agency
CERTIFICATE_NUMBER=NNNNNNN
ISSUE_DATE=12/31/03
EXPIRATION_DATE=04/30/33
POC_INFO=Joe Johnson / 555-555-5555
END_DATA

Sent from my Mobile Device

PDF

CBP147-000000REG.pdf

Scan me or click on me for a sample template to upload the Vessel Registry to DIS.

For a full listing of DIS formatting and filename requirements, go to https://www.cbp.gov/document/guidance/vessel-entrance-and-clearance-system-vecs-document-imaging-system-guide

## Logon to ACE Secure Data Portal

- Go to https://ace.cbp.gov to start the login process. The VECS portal is accessed via the ACE Secure Data Portal.
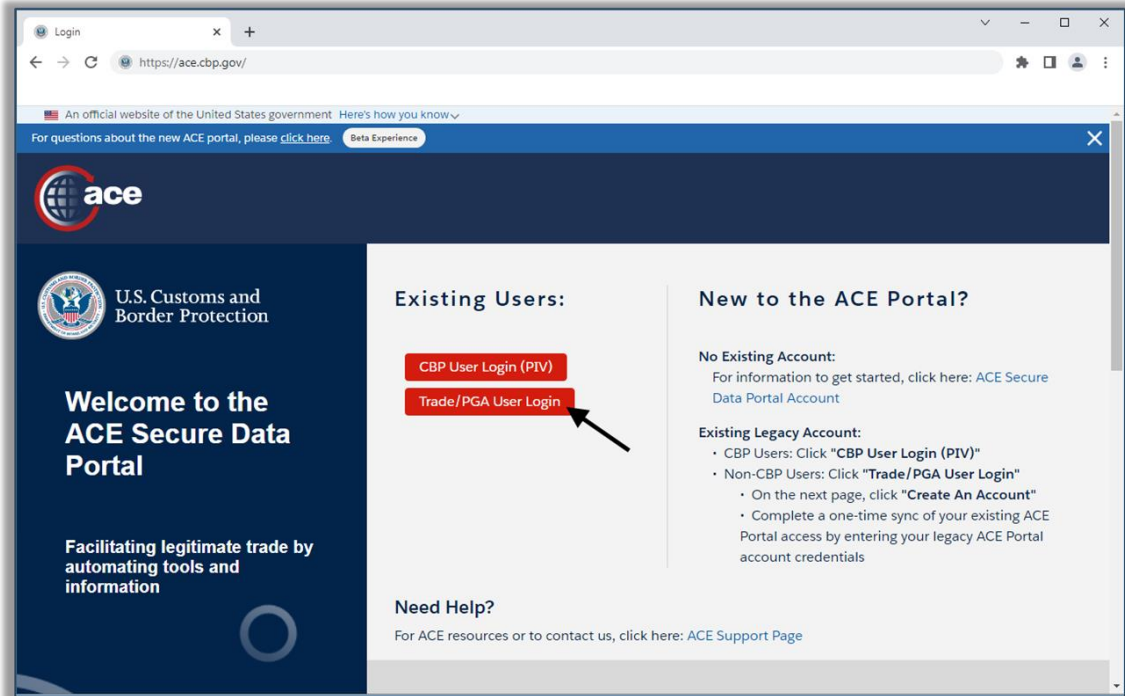
- In the login window, enter the username and password of a user with a Top Account, Proxy Top Account, or Vessel Agency sub-account type.

1. Click on the Accounts tab.

2. Select Vessel Agency from the Task Selector, Select Account Type drop-down menu, then click on the GO button.
   a. The ACE account information is displayed; you may update the information using the Edit button on the right side of the window.
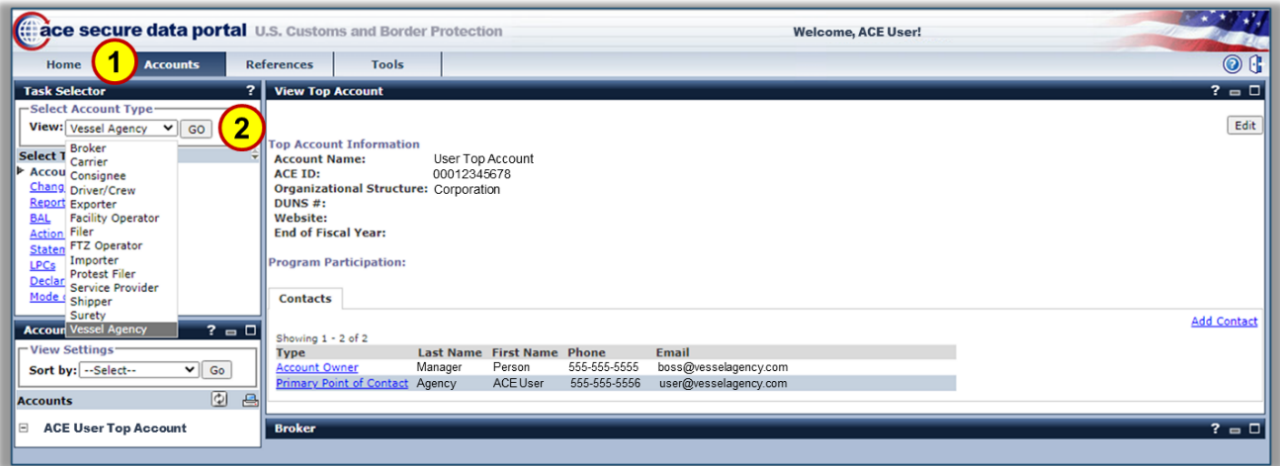
3. Under Account Selector List, Accounts, click on the + symbol to expand the Top Account.

4. Select a Vessel Agency sub-account type. The accounts appear underlined below the Top Account pane. (In this example, the Vessel Agency sub-account is labelled Best Vessel Agency).

5. Click on the Launch VECS button.

VECS Layout and Navigation

VECS streamlines information already shared with the U.S. Coast Guard via the eNOAD. VECS builds on this sharing of data to reduce the number of redundant transmissions of the same data to DHS partners. The VECS process starts with the eNOAD that is submitted and identified as segments of a trip/voyage.

1. Once you launch VECS from within the ACE Secure Data Portal, you will begin the search for a vessel segment based on the eNOAD information.

2. To search for a segment, at least three fields are required: the Port of Arrival, Vessel Name or IMO, and a date range for the eNOAD Estimated Date of Arrival are required at a minimum.

3. CBP recommends searching by IMO for uniformity.

4. Once you enter your search criteria, click on search. If multiple records are found, you may sort by Arrival Date.

If a user selects a port that is not part of the pilot, the user will receive the following error message: *"The VECS system is currently in pilot mode and does not yet have any segments for this arrival port. Please enter a port active in the pilot and retry your Search".*

If you are unable to find the segment, contact the vessel to confirm the EDA transmitted during the eNOAD process. The EDA may be out of range due to clerical error or extended idle time outside of port limits.

- VECS utilizes an intuitive user interface with symbols and icons that serve as status indicators to inform the user of the progress during the Entrance and Clearance workflow.

> The eNOAD and Stow Plan indicators are items populated during the pre-arrival stage of the voyage and are not editable in VECS. Clicking on these icons will display the filing status and details.
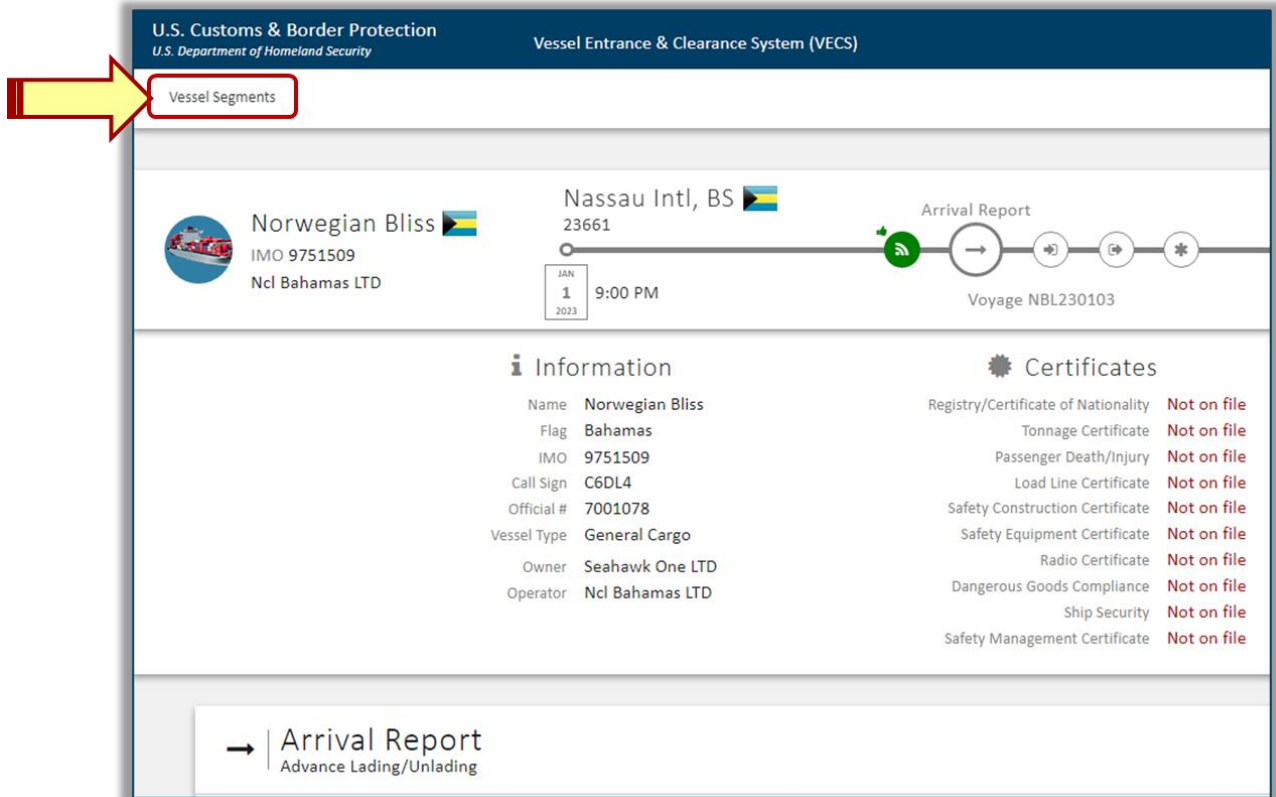
Notice of Arrival
E-NOAD segment

Stow Plan (if applicable)
Manifest (ISF 10+2)

Stow Plan 👍 Processed

This filing has already been submitted.

- Clicking on Vessel Segments will return you to the query screen.

U.S. Customs & Border Protection
U.S. Department of Homeland Security

Vessel Entrance & Clearance System (VECS)

Vessel Segments

Norwegian Bliss 🇧🇸
IMO 9751509
Ncl Bahamas LTD

Nassau Intl, BS 🇧🇸
23661

JAN 1 2023 | 9:00 PM

Arrival Report

Voyage NBL230103

ℹ **Information**

Name	Norwegian Bliss
Flag	Bahamas
IMO	9751509
Call Sign	C6DL4
Official #	7001078
Vessel Type	General Cargo
Owner	Seahawk One LTD
Operator	Ncl Bahamas LTD

⚙ **Certificates**

Registry/Certificate of Nationality	Not on file
Tonnage Certificate	Not on file
Passenger Death/Injury	Not on file
Load Line Certificate	Not on file
Safety Construction Certificate	Not on file
Safety Equipment Certificate	Not on file
Radio Certificate	Not on file
Dangerous Goods Compliance	Not on file
Ship Security	Not on file
Safety Management Certificate	Not on file

→ **Arrival Report**
Advance Lading/Unlading
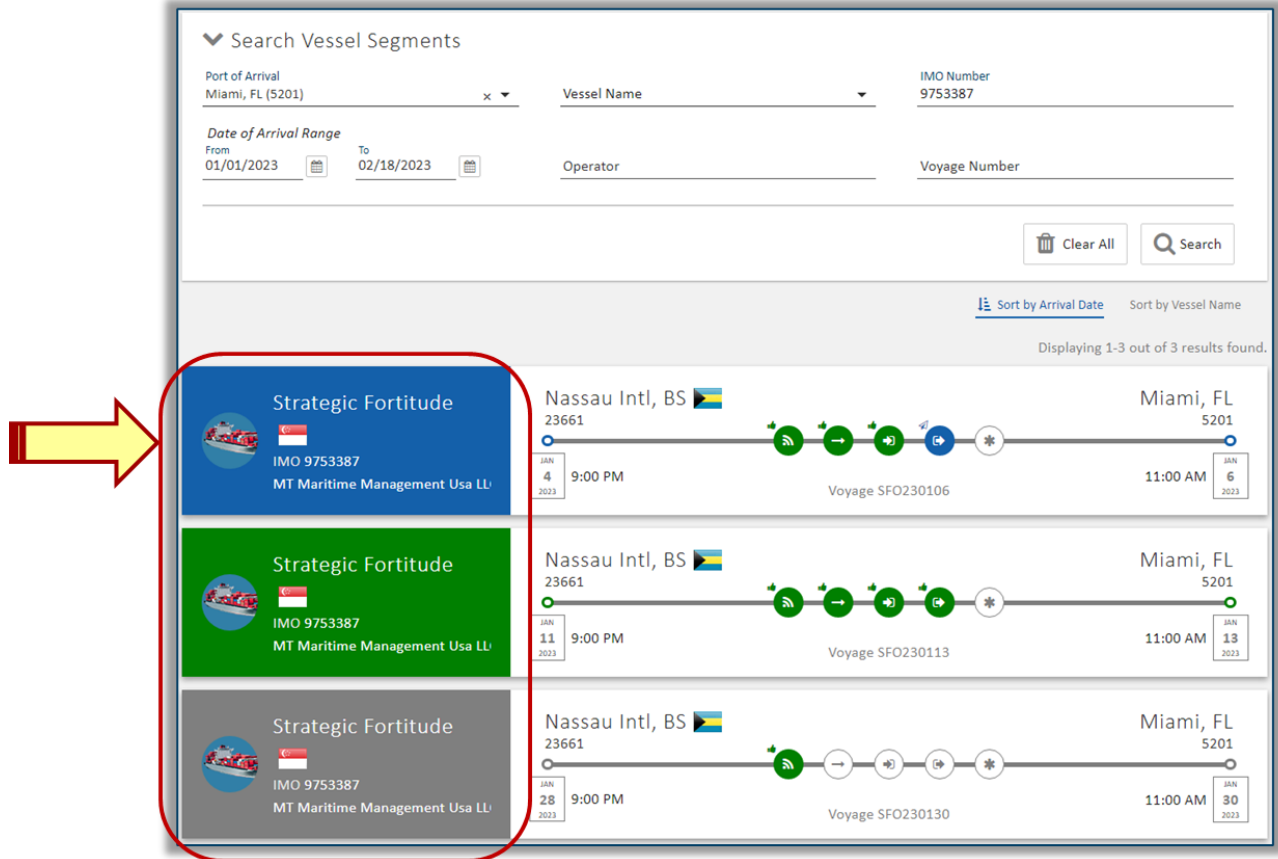
- VECS utilizes the below workflow icons throughout the portal:

Function	Icon	Equivalent Form(s)
Arrival Report	→	3171
Entrance	⇥	1300/1302/1303/1304
Clearance	⇨	1300
Special Permits	✳	3171 / e-mails

- VECS utilizes the below status indicators throughout the portal:

Status	Color		Flag
No Filing	White	✳ Special Permits	(None)
Drafted	Gray	→ Arrival Report	Pencil
Submitted	Blue	⇨ Clearance	Paper Airplane
Approved	Green	→ Arrival Report	Thumbs Up
Rejected	Red	⇥ Entrance	Thumbs Down

- The vessel segment also changes color based on the last status of the workflow.
  a. Clicking on the Vessel Segment will open the segment onto next blank form.
  b. In this example, the Strategic Fortitude is on a frequent rotation from the Bahamas to Miami, FL.

5. To sign-off from VECS, click on the user account name/person icon on the top right corner of the window and select Log out.

Arrival Report

The Arrival Report contains the following sections: Header, Agent/Bond, Ports, Vessel, Special Permits, SCAC Codes, Cargo Operations, Declarations, and Requests.

Initiating an Arrival Report

1. Click on the Arrival Report icon of the desired vessel segment to initiate an Arrival Report.
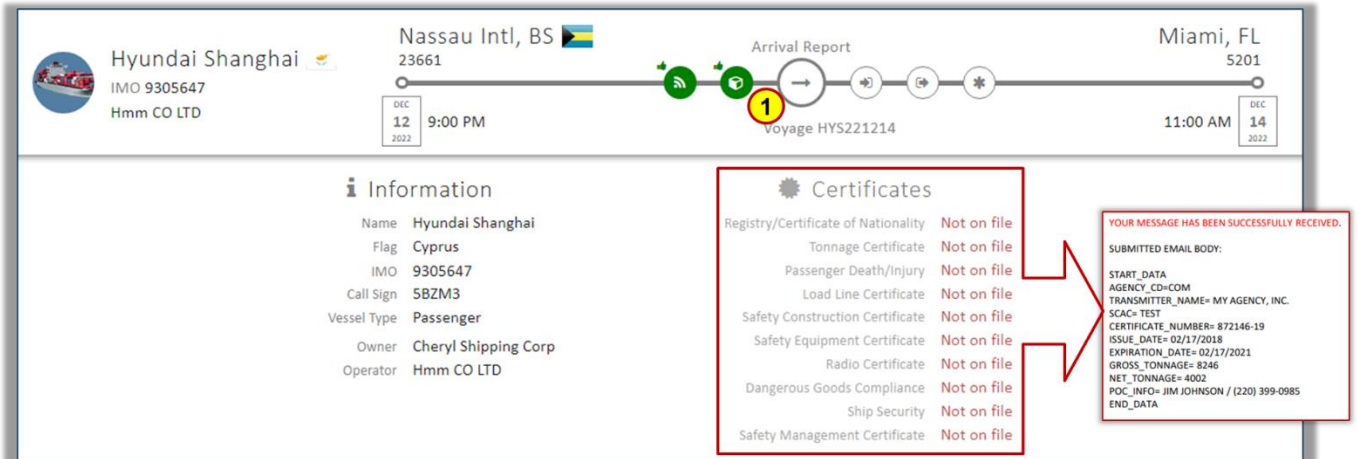
The left pane displays the following fields from e-NOAD: Vessel Name, Flag, IMO, Call Sign, Type, Owner, and Operator.

The right pane displays the status of certificates and documents submitted via the DIS.

For guidance on how to submit vessel documentation via DIS, refer to the DIS submission section of this guide (click here).

Vessel Entrance and Clearance System

2. The Name, Phone, and Agency Email fields are auto populated from the ACE Secure Data Portal account. The Other Email field is optional.
    a. This field allows for input of a team mailbox email address or an email address you would like to also receive Arrival Report status updates (submission/approval/rejection).

3. The Bond Number is mandatory. The system will check the bond number once you press the Submit button at the bottom of the form.

⚠️ You will receive the following error message if the bond number is not properly validated (e.g., invalid, terminated, etc.): "Bond Number (#########) is not valid."

4. Confirm the Departure Port, the Arrival Port, and input the Next Port (optional). Make corrections as necessary to the Departure Port and the Arrival Port fields (if applicable/special circumstances).

📝 Information is automatically saved as you progress through the fields.

📝 The Next Port is optional during the Arrival Report and Entrance forms. Next Port is mandatory in the Clearance form.

5. The Estimated Date of Arrival must be in the future. Click on the calendar and clock icons to select the arrival date and time.

6. At least one dock location is required. (Hint: Typing part of the location name or the port code will list all matching values).
   a. Add multiple locations (in chronological order of arrival) by clicking on the blue + sign if the vessel will move to different berths while in port.
   b. Remove location(s) by clicking on the 'x' or 'x all' to clear all dock locations.

> Movements to anchorage must also be listed in chronological order.

> Docking locations are derived from the US Army Corps of Engineers Institute for Water Resources Database.

7. Select at least one type of cargo pertinent to the vessel arrival.

> For vessels arriving without cargo, select other and type in "No Cargo Ops".

Vessel

(5) Estimated Date of Arrival ℹ

Date	Time
01/24/2023 📅	21:30 🕐

Dock Locations

(6)

✕ all	Arrival Order	Dock Name	
✕	1	5201 (Port OF Miami, Berth G)	✕ ▾
✕	2	5201 (Port OF Miami, Berth D)	✕ ▾
✚		Type to add row	▾

(7)

Cargo Type
- ☑ Container
- ☐ Break Bulk
- ☐ Bulk
- ☐ Other

The following are the type of Special Permits that you may request during the Arrival report (click the ⓘ icon for information/tool tip):

    a. Vessel's Stores - To land supplies, ship's stores, sea stores subject to free or duty-paid entry (Sec. 446, Tariff Act of 1930).

    b. Equipment - To land articles of carrier's equipment not to be re-laden or to be released and re-laden for repair, adjustment, or refilling under CBP supervision.

    c. Bunkers/Ballast - Withdrawing supplies for vessels, free of duty and internal-revenue tax, pursuant to section 309(a), Tariff Act of 1930.

    d. Advance Unlading – Preliminary Entry or AQUA Lane (if AQUA Lane pilot port).

    e. Advance Lading – Preliminary Entry or AQUA Lane (if AQUA Lane pilot port).

    f. In-bond – Unlading of cargo transiting under bond prior to formal entry.

    g. Services - Services Away from the POE/Customhouse.

    h. Permission to Board - Permission to Board Prior to Formal Entry or essential personnel after Preliminary Entry has been granted.

These permits and/or special requests are the equivalent of those typically requested via email or within CBP Form 3171 and CBP Form 1300.

Vessel's Stores ⓘ

> ⓘ To land supplies, ship's stores, sea stores subject to free or duty-paid entry (Sec. 446, Tariff Act of 1930).

☐ Unlading

Equipment ⓘ

☑ Unlading

✖ all	Equipment Description	Date and Time				Releasing To	Relading
✖	Refrigerator	01/23/2023	📅	08:30	🕐	Appliance Re|	☑
✚	Type to add row		📅		🕐		☐

⬆ Upload Data ⑦

CBP provides a template in comma separated value (.csv) format for the upload of multiple values onto the Equipment table. Click on the Upload Data button to download a sample file.

You may name the file based on vessel name and segment or voyage. CBP recommends providing the file to the Master for his/her staff to complete and validate.
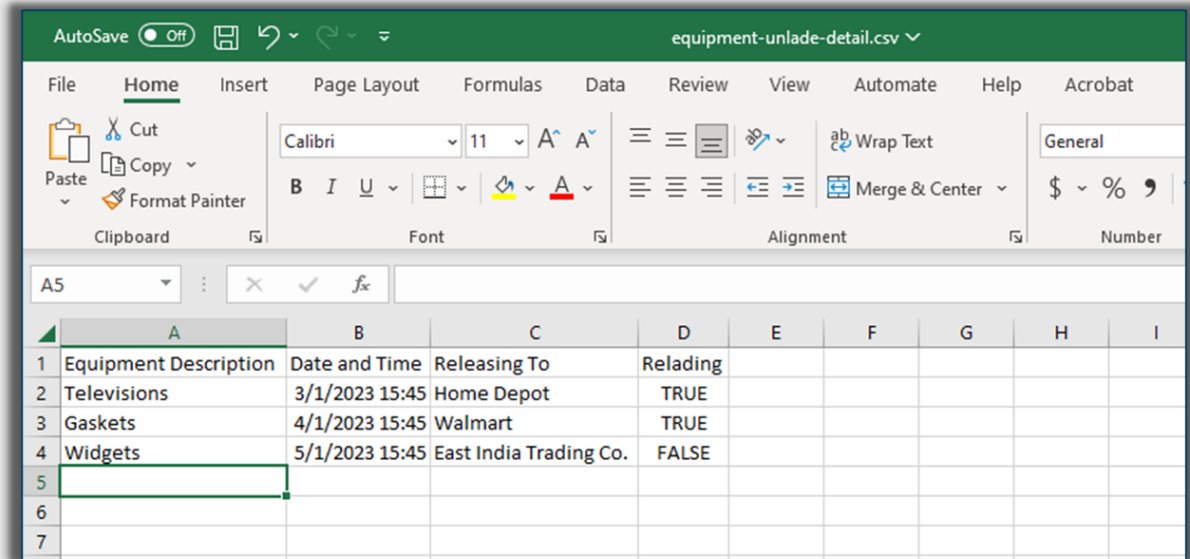
Row 1 of the provided template must remain as-is. Information listed in Row 1 will not be imported onto the Equipment Unlading table. The table will be populated starting with the information contained in Row 2 and forward.

Instructions for the Equipment Unlading Table

Example (click _here_ to download a sample file)

Equipment Description	Date and Time		Releasing To	Relading
Televisions	03/01/2023	15:45 PM	Home Depot	true
Gaskets	04/01/2023	15:45 PM	Walmart	true
Widgets	05/01/2023	15:45 PM	East India Trading Co.	false

Bunkers/Ballast

☑ Vessel is in Ballast

    ☑ Ballast will be discharged in port ❶

       ❶ To discharge ballast (Sec. 551, Tariff Act of 1930)

☑ Bunkers ❶

  ❶ Withdrawing supplies for vessels, free of duty and internal-revenue tax, pursuant to section 309(a), Tariff Act of 1930. CBP Form 7501, or its electronic equivalent, either single or blanket, may be made without the presence of a CBP Officer. (See also 19 CFR 10.62)

Advance Unlading/Lading are Special Permits requesting for cargo ops to commence immediately upon arrival (prior to formal entry). Most ports exercise this discretionary authority for vessels that will not be boarded upon arrival or for vessels that are eligible for Advanced Qualified Unlading Approval (AQUA Lane) privileges under the C-TPAT program.

Follow local port guidance for any requests involving cargo ops prior to CBP presence/boarding. CBP reserves the right to rescind any permission(s) for cargo operations prior to formal entry.

Advance Unlading

☑ Request Advance Unlading ❶

  ❶ This request requires separate approval, which can be denied even if the parent request is approved.

Advance Lading

☑ Request Advance Lading ❶

  ❶ This request requires separate approval, which can be denied even if the parent request is approved.

In-bond

☑ Request Advance Unlading ❶

  ❶ This request requires separate approval, which can be denied even if the parent request is approved.

Preliminary Entry and/or AQUA Lane privileges allow for personnel essential to cargo operations to board prior to formal entry (stevedores, vessel agent to prepare for entrance and clearance, etc.). Boarding by any other individuals is not allowed without explicit CBP authorization. Refer to 19 CFR 4.1(b)(1).

Permission to Board is a privilege that may be denied or rescinded by CBP. Full legal name, date of birth, and at least one ID number of a government issued identification is required for proper vetting by CBP. For TWIC, the number on the bottom left corner (above the barcode) is the card ID number.

You may add multiple individuals based on the vessel's needs. Examples of individuals requiring permission to board prior to CBP include (list is not all inclusive): A/C repair personnel, specialized mechanic, shore power technician, contractors, non-cargo essential personnel, etc.).

Cargo Operations

SCAC Codes are pre-populated from ACE Manifest. Confirm the presence of cargo by the listed carrier by adding the declared voyage number. Add/Delete SCAC Codes as needed.

SCAC Codes

Voyage Numbers

✖ all	SCAC Code	Voyage Number
✖	HDMU	101W
✖	MAEU	102N
✚	Type to add row	

- The following are equivalent to the codes listed on Box 30 of CBP Form 1300 (D,X,L,F,N,Y).

Cargo Operations ❶

❶ To lade or unlade merchandise (intended to be unladen at this port, as shown by the manifest), baggage or passengers, to lade or unlade merchandise or baggage requiring CBP supervision and/or to land "in bond" merchandise. (Sec. 551, Tariff Act of 1930).

☐ No Cargo Operations

Request to Unlade Cargo
☐ Routine Unlading
☐ In-bond
☑ Military ❶

❶ 19 CFR 4.5

Request to Lade Cargo
☐ Routine Lading
☐ Military

Request to Retain Cargo
☑ Foreign Cargo Remaining On Board (FROB) ❶

❶ Cargo which is laden in a foreign port, is intended for discharge in a foreign port, and remains aboard a vessel during either direct or indirect stops at one or more intervening United States ports

☑ Export Cargo Aboard on Arrival ❶

❶ Cargo which is laden in a previous U.S. port, intended for discharge at a foreign port, and is onboard on arrival during either direct or indirect stops at one or more intervening U.S. ports.

- The Declarations figures are pre-populated from the eNOAD. Confirm and update as needed based on the latest information/update.

Declarations

Crew

Total	Embarking	Disembarking
41	0	0

Passengers

Total	Embarking	Disembarking
3	0	0

- Any other requests or comments may be placed in the Additional Remarks section.

Additional bond numbers, comments typically placed in box #5 of CBP Form 3171, or any explanation notes may be placed in this free text box.

Requests

Additional Remarks
You may type any other requests or notes that you would typically annotate in box #5 of the CBP Form 3171.

CBP is requesting that all initial messaging occurs within VECS. VECS will greatly reduce the number of e-mails needed to accomplish Vessel Entrance and Clearance formalities.
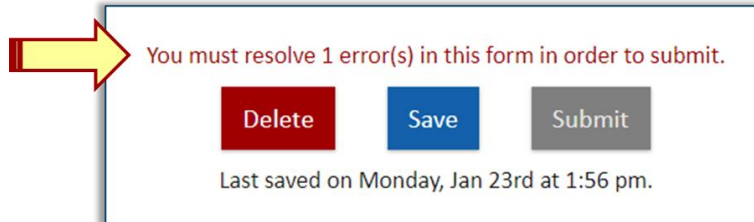
Saving an Arrival Report

- Click on the save button to save your progress and check for any errors.

> The form autosaves as you progress through the modules. The last saved date and time (your local time zone) is displayed at the bottom of the form.

You must resolve 1 error(s) in this form in order to submit.

Delete   Save   Submit

Last saved on Monday, Jan 23rd at 1:56 pm.

Submitting an Arrival Report

- Once all errors are resolved, the Submit button will be enabled (navy blue button).

Delete   Save   Submit

Last saved on Monday, Jan 23rd at 1:56 pm.

Arrival Report Submission

- CBP servers will send an email confirming receipt and status updates to the email address of the ACE User and any other email listed in the Agent section of the form.

VECS Arrival Report filing for IMO 9429998 has been submitted

DoNotReply.VECS@cbp.dhs.gov
To: user@vesselagency.com; team@vesselagency.com
Mon 1/30/2023 2:13 PM

U.S. Customs and Border Protection

This is an automated notification that your VECS filing has been submitted:

Filing Type	Arrival Report
Filing Date	01/30/2023 17:11:30
Vessel Name	EAST WIND
Vessel IMO	9429998
Vessel Segment	23549
Arrival Date	01/30/2023 18:00:00
Arrival Port	US-5201 US MIAMI, FL (5201)
Next Port	US-1601 US CHARLESTON, SC (1601)
Agency	Best Vessel Agency
Comments	Requesting permission to access stores under seal for preparation of meals for crew and patrons. Resubmitted with new bond number.

WARNING: This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 USC 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official.

Editing an Arrival Report

- You may Edit an Arrival Report that is in Draft, Submitted, Rejected, and Amended Draft status. To Edit an Arrival Report, click on the Reopen button.

> You will not be able to edit an Arrival Report that has been approved by CBP. Any updates may be conveyed in the Entrance Form.

Arrival Report Status

- VECS records all changes in status and displays a date and time stamp for each transaction on the form.

> Once an Arrival Report is approved by CBP, it can't be amended or deleted.
>
> Rejected forms may be deleted or edited and resubmitted.

Amending a Rejected Arrival Report

- The status changes to Amended Draft once the user clicks on the Amend button.

- After reviewing the information and making the necessary corrections, you may resubmit an amended Arrival Report. The status will change to Resubmitted.
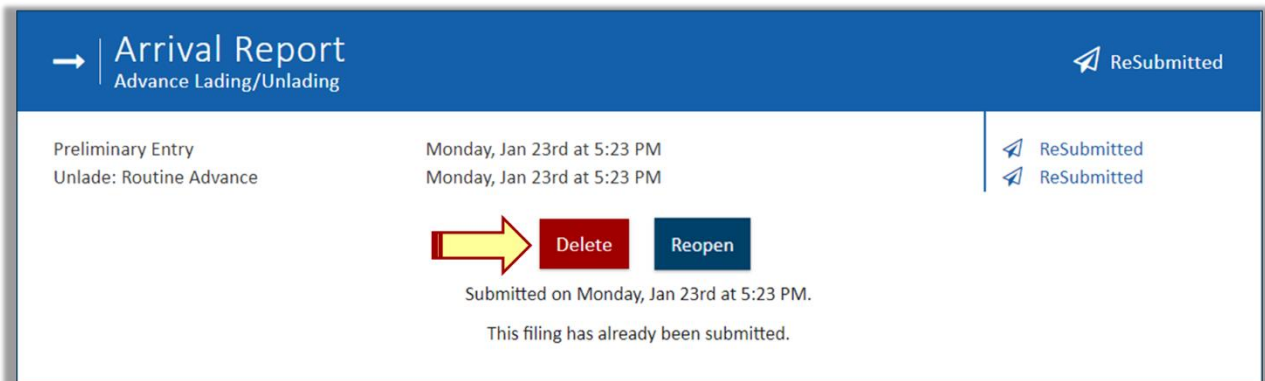
> The reason for rejection will be listed in the transaction log and in the e-mail notification.

Deleting an Arrival Report
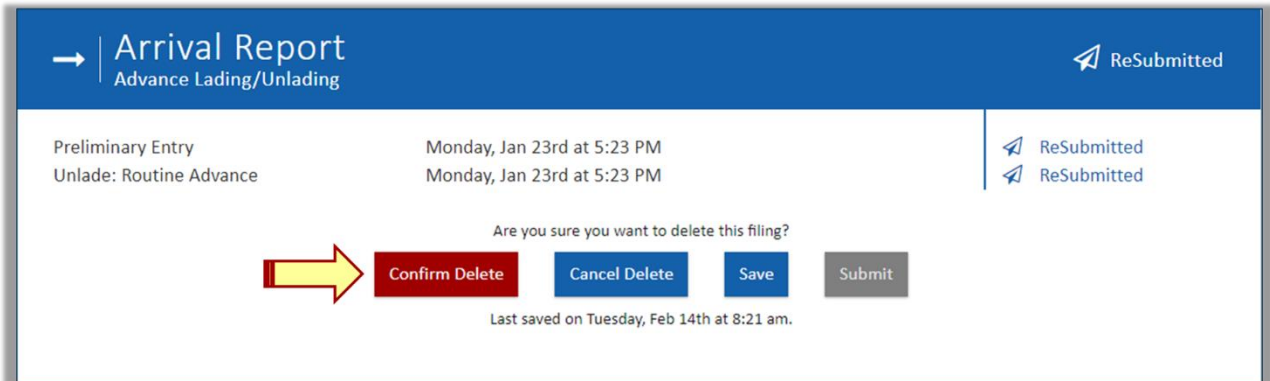
- You may only Delete information when the Arrival Report is in Draft, Submitted, or Resubmitted status.

- Once you click on the Delete button, the form will ask for confirmation to delete.

- Once you click on Confirm Delete, the form will clear all fields and you will be able to start working on a blank Arrival Report (draft status).
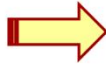
If an <u>Entrance</u> has been submitted, <u>you won't be able to edit or delete the Arrival Report</u>. In order to the edit or delete, the Entrance needs to be deleted. This is by design since the Entrance information is dependent on the Arrival Report.

Entrance Form

The Entrance Form contains the following sections: Header, Agent/Bond, Ports, Vessel, Special Permits, SCAC Codes, Cargo Operations, Declarations, and Requests.

Initiating an Entrance Form
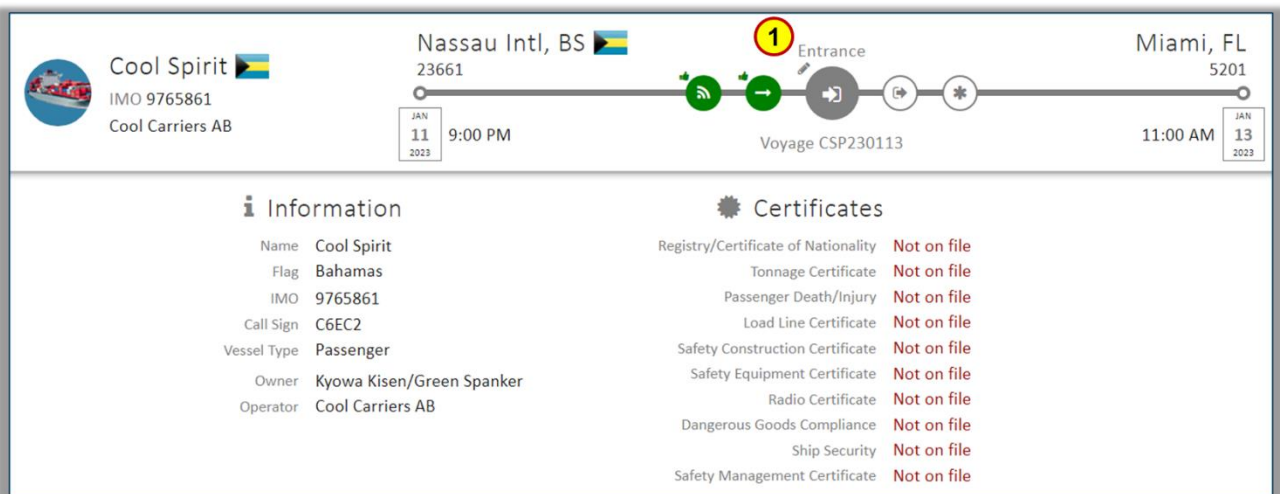
⚠️ Attempting to submit an Entrance without an Arrival Report will produce a blank screen. An Arrival Report in 'Submitted' or 'Resubmitted' status is required in order to initiate the Arrival Report workflow.

⚠️ The following error message will appear if an Arrival Report is Rejected or not on file: "This filing can't be started or edited because the arrival report form was rejected or not submitted."

The left pane displays the following fields from e-NOAD: Vessel Name, Flag, IMO, Call Sign, Type, Owner, and Operator.

1. Click on the Entrance icon of the desired vessel segment to initiate an Entrance form.

2. The Name, Phone, and Agency Email fields are auto populated from the ACE Secure Data Portal account. The Other Email field is optional.
    a. This field allows for input of a team mailbox email address or an email address you would like to also receive Entrance Form status updates (submission/approval/rejection).

3. The Bond Number is mandatory. The system will check the bond number once you press the Submit button at the bottom of the form.

> You will receive the following error message if the bond number is not properly validated (e.g., invalid, terminated, etc.): "Bond Number (#########) is not valid."

4. Confirm the Departure Port, the Arrival Port, and input the Next Port (optional). Make corrections as necessary to the Departure Port and the Arrival Port fields (if applicable/special circumstances).

> Information is automatically saved as you progress through the fields.

5. The Actual Arrival Date and Time field is mandatory and must be in the past (Advance Entrance is not allowed). Refer to 19 CFR 4.0(f) for the definition of Vessel Arrival.

Dock Locations is not editable. This information is derived from the Arrival Report. Updates to the docking locations must be conveyed in the remarks section at the bottom of the form.

6. The Tonnage Mark has three options to select from.

7. Fill in the Feet and Inches values for the Operating Draft during arrival (This is the operating draft, not the design/build draft).

Vessel

5 Actual Arrival Date and Time 🛈

🛈 Arrival of a vessel means that time when the vessel first comes to rest, whether at anchor or at a dock, in any harbor within the Customs territory of the U.S. (19 CFR 4.0)

Date	Time
01/25/2023	09:06

Dock Locations

Arrival Order	Dock
1	5201 (Port OF Miami, Berth 10)
2	5201 (Miami Anchorage)
3	5201 (Port OF Miami, Berth G)

6 Tonnage Mark
- ○ Submerged
- ◉ Not Submerged
- ○ None

Operating Draft

Feet	Inches
35	3

7

- The Cargo Operations Special Permits are not editable. They are displayed for your reference only.

Cargo Operations

Request to Unlade Cargo
✔ Routine Unlading

Request to Lade Cargo
✔ Routine Lading

Request to Retain Cargo
✔ Foreign Cargo Remaining On Board (FROB)

- The Crew and Passenger totals, embarking, and disembarking figures are displayed for your reference only. These data elements are the values that were transmitted via the Arrival Report.

- The Vessel's Stores section is the electronic equivalent of CBP Form 1303.

CBP provides a template in comma separated value (.csv) format for the upload of multiple values onto the Equipment table. Click on the Upload Data button to download a sample file.

You may name the file based on vessel name and segment or voyage. CBP recommends providing the file to the Master for his/her staff to complete and validate.

Row 1 of the provided template must remain as-is. Information listed in Row 1 will not be imported onto the Equipment Unlading table. The table will be populated starting with the information contained in Row 2 and forward.

- The Crew's Effects section is the electronic equivalent of CBP Form 1304.
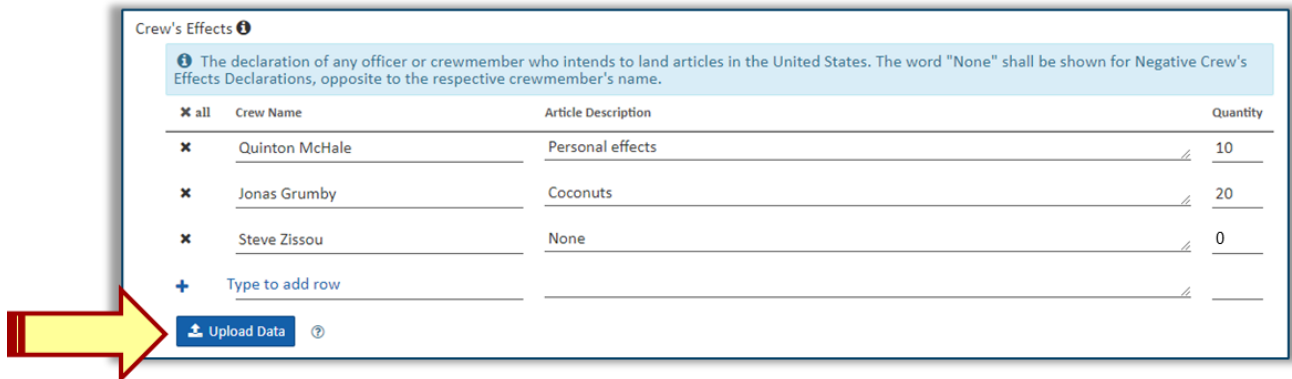
The electronic Crew's Effects does not replace the CBP Form 5129. Follow local port guidance for crew effect declarations on departing D2 status crewmembers.

The word "None" shall be shown for negative crew declarations. Each crewmember shall have a row and declared items and counts next to their name.

CBP provides a template in comma separated value (.csv) format for the upload of multiple values onto the Equipment table. Click on the Upload Data button to download a sample file.

- Requests (additional remarks) from the Arrival Report submission auto-populate here.

> You can edit/update, add, replace, or delete the comments/remarks.
> Modifying the remarks in this form will not affect the remarks recorded in the Arrival Report.

Requests

Additional Remarks
If anchor boarding is approved, water taxi will be available for transport on 01/24/23 at 2030 hours. Requesting services on overtime basis under reimbursable services program. Disembarking 3 pax upon arrival at inner anchor.

Text from Arrival Report auto-populates here. However, you can edit, replace, or delete the comments/remarks

Saving an Entrance

- Click on the save button to save your progress and check for any errors.

> The form autosaves as you progress through the modules. The last saved date and time (your local time zone) is displayed at the bottom of the form.

You must resolve 2 error(s) in this form in order to submit.

Delete   Save   Submit

Last saved on Monday, Jan 23rd at 6:45 pm.

Submitting an Entrance

- Once all errors are resolved, the Submit button will be enabled (navy blue button).

Delete   Save   Submit

Last saved on Monday, Jan 23rd at 1:56 pm.

Entrance Form Submission

- CBP servers will send an email confirming receipt and status updates to the email address of the ACE User and any other email listed in the Agent section of the form.

VECS Entrance filing for IMO 9429998 has been submitted

D   DoNotReply.SAT@cbp.dhs.gov
To: gregory.d.morrison+gregtao@associates.cbp.dhs.gov; HARO, EDUARDO B

Mon 1/30/2023 2:24 PM

U.S. Customs and Border Protection

This is an automated notification that your VECS filing has been submitted:

Filing Type	Entrance
Filing Date	01/30/2023 17:21:59
Vessel Name	EAST WIND
Vessel IMO	9429998
Vessel Segment	23549
Arrival Date	01/30/2023 16:30:00
Arrival Port	US-5201 US MIAMI, FL (5201)
Next Port	US-1601 US CHARLESTON, SC (1601)
Agency	Greg Vessel
Comments	Requesting permission to access stores under seal for preparation of meals for crew and patrons. Resubmitted with new bond number.

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Editing an Entrance Form
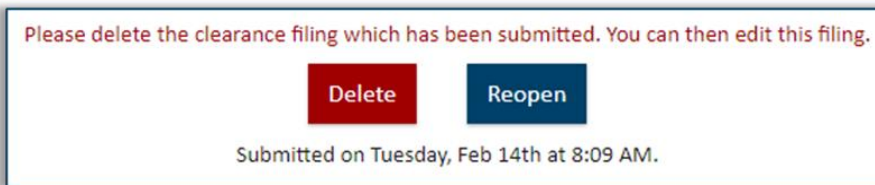
- You may Edit an Entrance Form that is in Draft, Submitted, Rejected, and Amended Draft status. To Edit an Entrance Form, click on the Reopen button.

You will not be able to edit an Entrance Form that has been approved by CBP. Any updates or corrections may be conveyed in the Clearance Form.

If a Clearance has been initiated or submitted, you won't be able to edit the Entrance. In order to the edit the Entrance, the Clearance needs to be deleted.

Entrance Form Status

- VECS records all changes in status and displays a date and time stamp for each transaction on the form.

Once an Entrance is approved by CBP, it can't be amended or deleted.

Rejected forms may be deleted or edited and resubmitted.
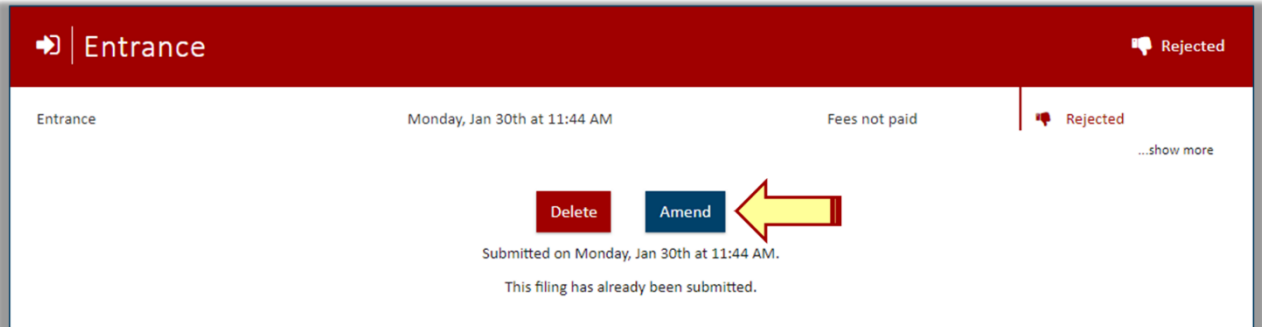
Amending a Rejected Entrance Form

- The status changes to Amended Draft once the user clicks on the Amend button. After reviewing the information and making the necessary corrections, you may resubmit an amended Entrance Form. The status will change to Resubmitted.
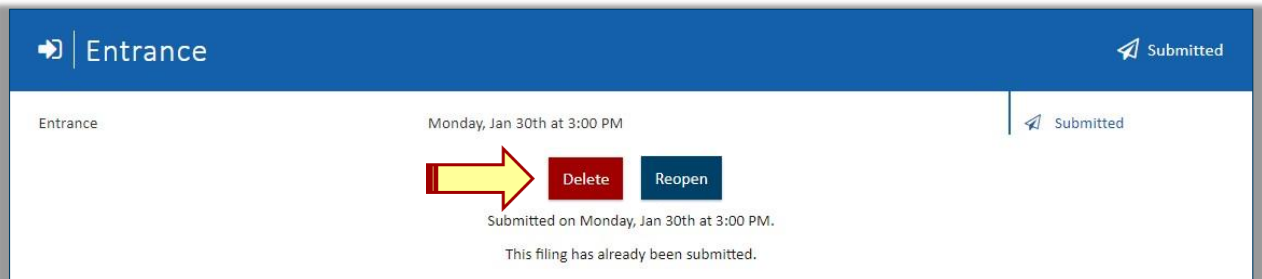
> The reason for rejection will be listed in the transaction log and in the e-mail notification.
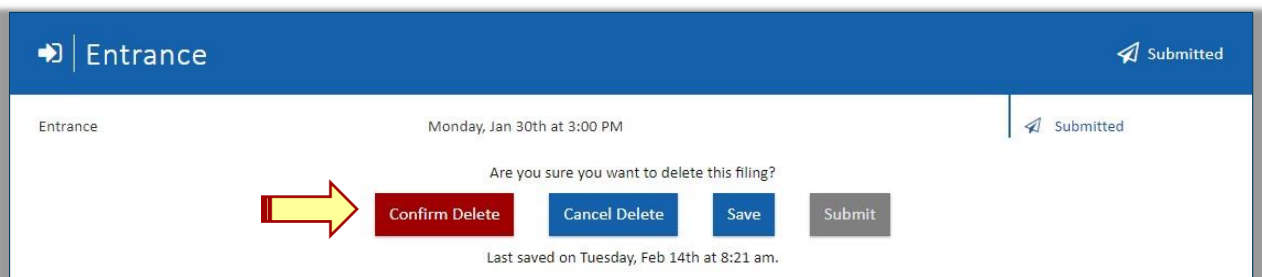
Deleting an Entrance Form

- You may only Delete information when the Entrance Form is in Draft, Submitted, or Resubmitted status.

- Once you click on the Delete button, the form will ask for confirmation to delete.

- Once you click on Confirm Delete, the form will clear all fields and you will be able to start working on a blank Entrance Form (draft status).

If a Clearance has been submitted, you won't be able to edit or delete the Entrance Form. In order to the edit or delete, the Clearance needs to be deleted. This is by design since the Clearance information is dependent on the Entrance information.
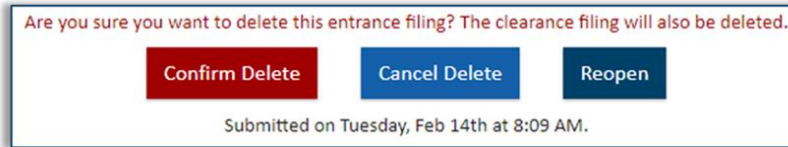
Clearance Form

The Clearance Form contains the following sections: Header, Agent/Bond, Ports, Vessel, Special Permits, SCAC Codes, Cargo Operations, Declarations, and Requests.
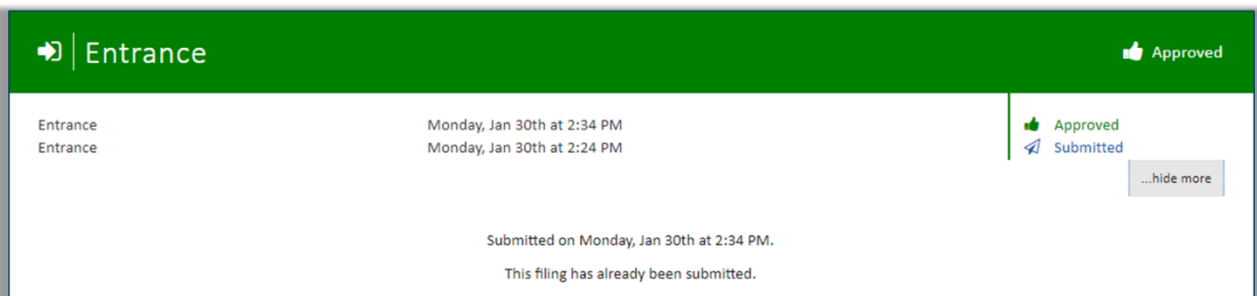
Initiating a Clearance Form

A Clearance Form may be initiated without an Arrival Report or an Entrance Form for U.S. flagged vessels only.

The following error message will appear if an Entrance Form is Rejected or not on file (for foreign flagged vessels): "This filing can't be started or edited because the Entrance Form was rejected or not submitted."

The left pane displays the following fields from e-NOAD: Vessel Name, Flag, IMO, Call Sign, Type, Owner, and Operator.

1. Click on the Clearance icon of the desired vessel segment to initiate a Clearance Form.

2. The Name, Phone, and Agency Email fields are auto populated from the ACE Secure Data Portal account. The Other Email field is optional.

    b. This field allows for input of a team mailbox email address or an email address you would like to also receive Clearance Form status updates (submission/approval/rejection).

3. The Bond Number is mandatory. The system will check the bond number once you press the Submit button at the bottom of the form.

⚠️   You will receive the following error message if the bond number is not properly validated (e.g., invalid, terminated, etc.): "Bond Number (#########) is not valid."

4. Enter/confirm the Next Port (mandatory).

📝   The Departure Port and Arrival Port are not editable since they are derived from the Arrival Report or Entrance Form and are displayed for your reference only.

📝   The Next Port will prepopulate from the eNOAD Departure information.

5. The Estimated Date of Departure must be in the future. Click on the calendar and clock icons to select the departure date and time.

6. If the vessel is departing in ballast (no onward cargo/no export load), select the Vessel is in Ballast field.

7. Fill in the Feet and Inches values for the estimated Operating Draft at time of departure (This is the operating draft, not the design/build draft).

8. Enter any bunkers that are taken by the vessel prior to departure or while in port.

- Add the SCAC Codes and voyage numbers for any Export cargo loaded while in port.

Unlike with the Arrival Report, SCAC(s) for departure will not auto-populate. VECS and ACE AES Direct (CBP Form 1302A) are not yet interconnected. This functionality might be added in the future.

The CBP Form 1302A must still be filled via its paper form. Incomplete export manifests or post-departure manifest shall follow established local procedures for filing. The carrier might not have a complete manifest at the time of Clearance filing, but it will have the booking report with the respective SCAC(s) associatted with the sailing.

SCAC Codes

Voyage Numbers

✖ all	SCAC Code	Voyage Number
✚	Type to add row	

- The Cargo Operations section and fields are displayed with the information as entered in the Arrival Report and Entrance Forms. Edit as necessary if cargo operations changed between the time of Entrance and the time of Clearance.

If you are only submitting a Clearance for a U.S. Flagged Vessel, select the pertinent box for Request to Lade Cargo (if applicable).

Cargo Operations

☐ No Cargo Operations

Request to Unlade Cargo
☑ Routine Unlading
☐ In-bond
☐ Military

Request to Lade Cargo
☑ Routine Lading
☐ Military

- Enter the number of Crew and Passengers that will be onboard the vessel at the time of departure.

> 📝 This information will pre-populate from the information sent to the USCG on the electronic Notice of Departure.

Declarations

Crew
Total
30
_____

Passengers
Total
0
_____

- Requests (additional remarks) from the Arrival Report and Entrance Form submissions auto-populate here.

> 📝 You can edit/update, add, replace, or delete the comments/remarks. Modifying the remarks in this form will not affect the remarks recorded in the Arrival Report or Entrance Forms.
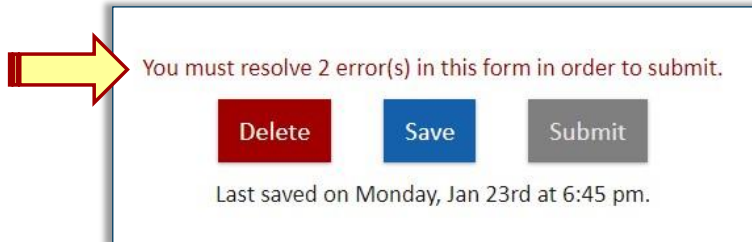

Requests

Additional Remarks

Vessel is departing in ballast. No cargo onboard for return voyage to Nassau. BS.

_____

Saving a Clearance

- Click on the save button to save your progress and check for any errors.

The form autosaves as you progress through the modules. The last saved date and time (your local time zone) is displayed at the bottom of the form.

Submitting a Clearance

- Once all errors are resolved, the Submit button will be enabled (navy blue button).

Clearance Form Submission

- CBP servers will send an email confirming receipt and status updates to the email address of the ACE User and any other email listed in the Agent section of the form.

VECS Clearance filing for IMO 9429998 has been submitted

DoNotReply.VECS@cbp.dhs.gov
To: user@vesselagency.com; team@vesselagency.com
Mon 1/30/2023 2:24 PM

U.S. Customs and Border Protection

This is an automated notification that your VECS filing has been submitted:

Filing Type	Clearance
Filing Date	02/01/2023 10:41:32
Vessel Name	STRATEGIC FORTITUDE
Vessel IMO	9753387
Vessel Segment	23469
Departure Date	02/01/2023 11:00:00
Arrival Port	US-5201 US MIAMI, FL (5201)
Next Port	US-1601 US CHARLESTON, SC (1601)
Agency	Best Vessel Agency
Comments	Vessel is departing in ballast. No cargo onboard for return voyage to Nassau, BS.

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Editing a Clearance Form

- You may Edit a Clearance Form that is in Draft, Submitted, Rejected, and Amended Draft status. To Edit a Clearance Form, click on the Reopen button.

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Clearance Form Status
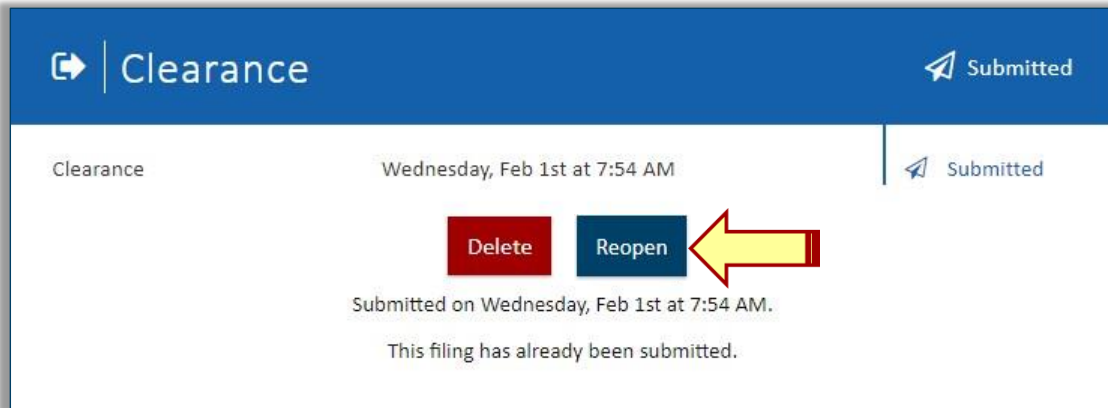
- VECS records all changes in status and displays a date and time stamp for each transaction on the form.
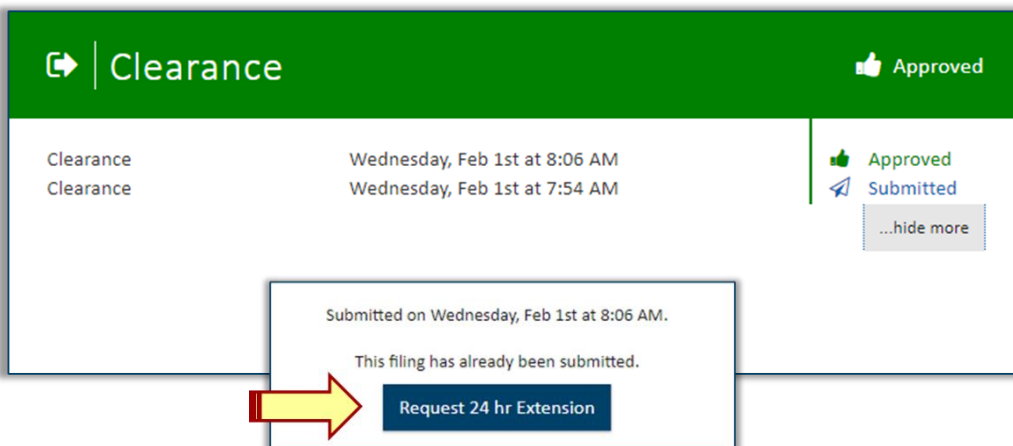
> Once a Clearance is approved by CBP, it can't be amended or deleted.
>
> Rejected forms may be deleted or edited and resubmitted.

> You may request a one-time 24-hour Extension. Refer to 19 CFR 4.60(d) and consult with your local CBP office for guidance.
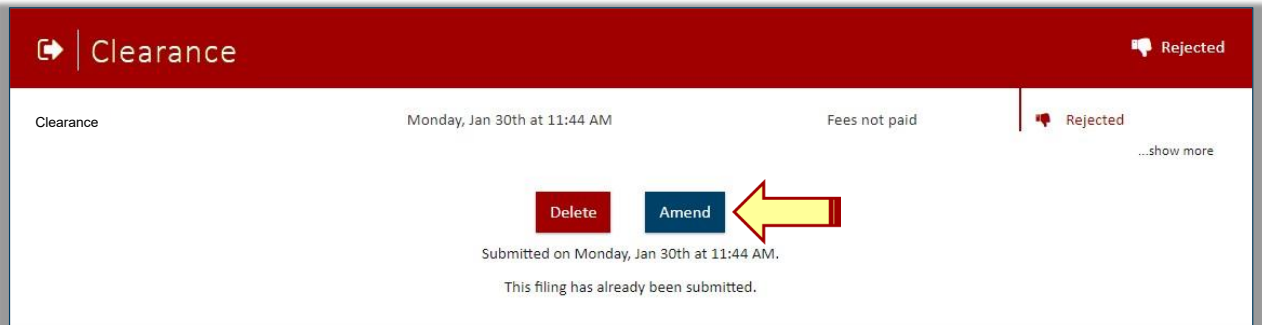
Amending a Rejected Clearance Form

- The status changes to Amended Draft once the user clicks on the Amend button. After reviewing the information and making the necessary corrections, you may resubmit an amended Clearance Form. The status will change to Resubmitted.

> The reason for rejection will be listed in the transaction log and in the e-mail notification.

Deleting a Clearance Form

- You may only Delete information when the Clearance Form is in Draft, Submitted, or Resubmitted status.

- Once you click on the Delete button, the form will ask for confirmation to delete.
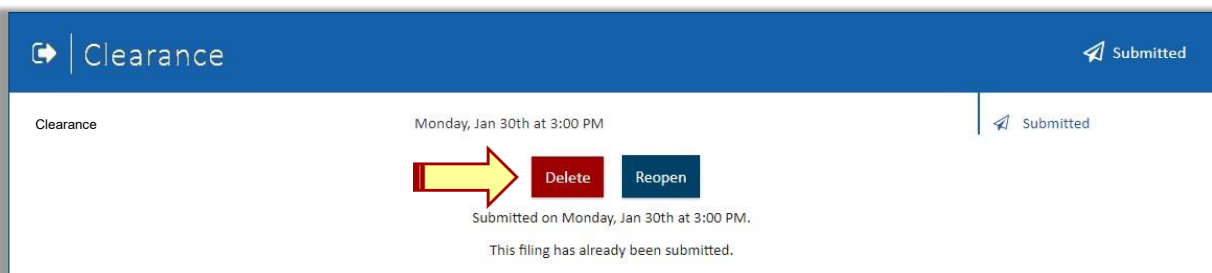
- Once you click on Confirm Delete, the form will clear all fields and you will be able to start working on a blank Clearance Form (draft status).

Special Permits (Summary)

The Special Permits Form includes a summary of all Special Permits requested throughout the Arrival Report, Entrance, and Clearance Forms.

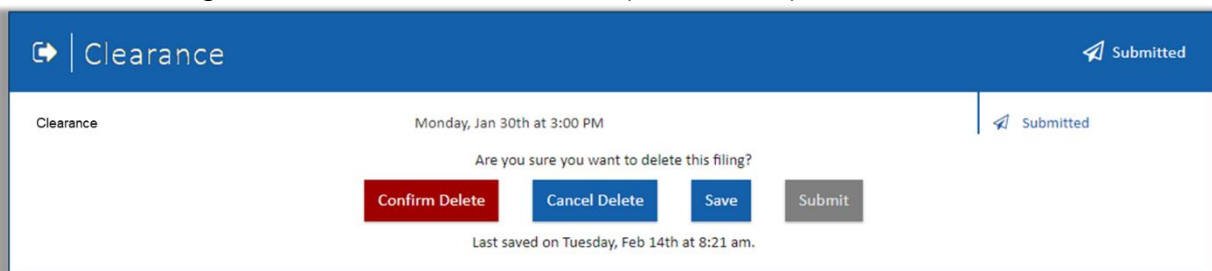> Future improvements to VECS include plans for standalone special requests. In addition, plans include to enable multiple agencies to submit requests for their specific function and duties (e.g., owner's agent, custodial agent, charter's agent, etc.).

- A summary of all Special Permits is displayed on this form.

To confirm approval status, go to each individual module (i.e., Arrival Report, Entrance Form, Clearance Form).

Arrival Report Special Permits (Status Confirmation)

Arrival Report
Advance Lading/Unlading

👍 Approved

Arrival Report	Tuesday, Jan 17th at 12:08 PM	👍 Approved
Perform Entry away onboard vessel/away from Customhouse	Tuesday, Jan 17th at 12:08 PM	👍 Approved
Unlade: In-bond	Tuesday, Jan 17th at 12:08 PM	👍 Approved
Unlade: Routine Advance	Tuesday, Jan 17th at 12:02 PM	👍 Approved
Lade: Routine Advance	Tuesday, Jan 17th at 12:02 PM	👍 Approved
Arrival Report	Tuesday, Jan 17th at 11:34 AM	✈ Submitted
Unlade: Routine Advance	Tuesday, Jan 17th at 11:34 AM	✈ Submitted
Unlade: In-bond	Tuesday, Jan 17th at 11:34 AM	✈ Submitted
Lade: Routine Advance	Tuesday, Jan 17th at 11:34 AM	✈ Submitted
Perform Entry away onboard vessel/away from Customhouse	Tuesday, Jan 17th at 11:34 AM	✈ Submitted

...hide more

Entrance Form Special Permits (Status Confirmation)

Entrance

👍 Approved

Perform Entry away onboard vessel/away from Customhouse	Wednesday, Feb 8th at 10:56 AM	Vessel Agent provided MCR receipt.	👍 Approved
Entrance	Wednesday, Feb 8th at 10:21 AM		👍 Approved
Perform Entry away onboard vessel/away from Customhouse	Wednesday, Feb 8th at 10:21 AM	Fees not paid, PROVIDE RECEIPT OR PROOF OF PAYMENT	👎 Rejected
Entrance	Wednesday, Feb 8th at 10:17 AM		✈ Submitted
Perform Entry away onboard vessel/away from Customhouse	Wednesday, Feb 8th at 10:17 AM		✈ Submitted

...hide more

Submitted on Wednesday, Feb 8th at 10:21 AM.

This filing has already been submitted.

Clearance Form Special Permits (Status Confirmation)

Clearance

👍 Approved

Clearance	Wednesday, Feb 8th at 11:18 AM	👍 Approved
Perform Clearance away from Customhouse	Wednesday, Feb 8th at 11:17 AM	👍 Approved
Clearance	Wednesday, Feb 8th at 11:10 AM	✈ Submitted
Perform Clearance away from Customhouse	Wednesday, Feb 8th at 11:10 AM	✈ Submitted

...hide more

Submitted on Wednesday, Feb 8th at 11:18 AM.

This filing has already been submitted.
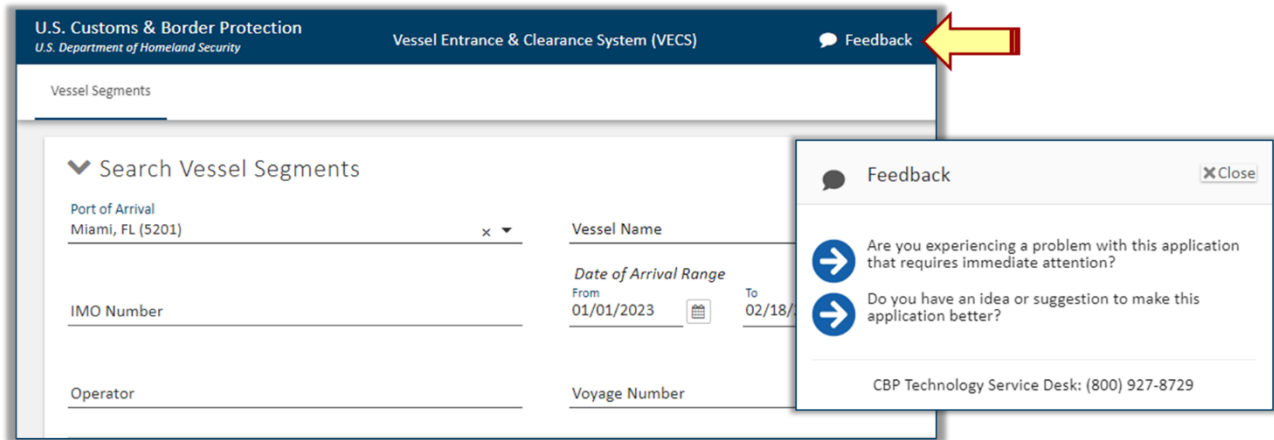
Request 24 hr Extension

Feedback, Suggestions, and Contacts

All feedback and bug reports should be sent to the VECS Development Team via the feedback button. A member of the VECS group will reach back to you for any clarification, examples, updates, and/or resolutions.

The Feedback button is on the top right corner of the VECS window, to the left of the person icon and username.

For critical errors, (during this initial phase of the pilot), please also submit a report via email to OFO-MANIFESTBRANCH@cbp.dhs.gov.

- Use the Send Feedback function to ask questions, request improvements, or share any ideas to make the system better.

You can attach files, images, and Microsoft Word, Excel, and PowerPoint documents to better illustrate your idea.

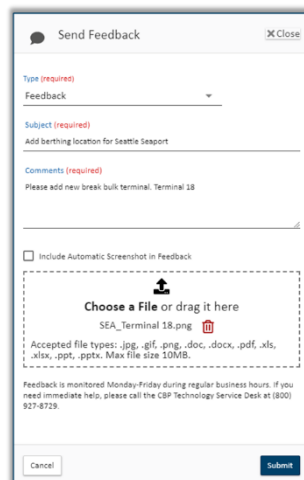**Frequently Asked Questions**

1. My vessel doesn't have any cargo onboard, only crew and passengers. What should I select for Cargo Ops (field is mandatory)?
   A: Select 'Other' and type in no cargo ops (water taxi, cruise ship, etc.).

2. My vessel had a change in orders prior to departure, how do I update the information on the Entrance?
   A: There is no need to update the Entrance. Submit the new 'next port' in the Clearance Form.

3. How do I request/report a Diversion in VECS?
   A: As part of a future enhancement users will submit requests for Diversion through VECS via the Special Permits functionality. Until then, agents will need to continue using CBP form 26, even if the vessel was originally filed in VECS.

4. How does VECS apply to U.S. flagged vessels?
   A: Any vessel subject to formal entrance and clearance requirements and related procedures can be filed in VECS during the pilot. Where U.S. vessels are different, since they are "home" while in the U.S., they will be able to file a Clearance without an Entrance, because their departure may not be associated with the arrival due to a long break in international travel, or possibly never having departed foreign previously. All foreign vessels will require an Entrance before they can be granted a Clearance.

5. What do I do if I am trying to enter and clear a barge or have a scenario that VECS has not yet accounted for?
   A: For barges and any other scenario that is not currently captured in VECS capabilities, the entrance and clearance will need to revert to the traditional paper process. The tug can be processed in VECS.

VECS Pilot Contacts

Manifest and Conveyance Security   ofo-manifestbranch@cbp.dhs.gov

Brian Sale   brian.a.sale@cbp.dhs.gov
Branch Chief/Supervisory Program Manager
Manifest and Conveyance Security, Ocean Manifest Branch

Darryl Tamayo   darryl.s.tamayo@cbp.dhs.gov
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Los Angeles/Long Beach Seaport, Seaport Operations

Eduardo Haro   eduardo.b.haro@cbp.dhs.gov
Supervisory CBP Officer/Program Manager
Port of Otay Mesa, Commercial Inspection Facility

Scan or click on me to send
feedback via email