



ACI

This document is a quick reference guide to Sending and Receiving documents. For a detailed discussion of ACI policy, please visit the CBSA's web site <http://www.cbsa.gc.ca/import/advance/menue.html> and download the PRD or FAQ section on there web site.

Logging In.

ACI LOGIN

Username	
Password	
LOGIN	

Open up your web browser and go to <http://www.candata.com> . Select the ACI tab on the right hand side of the screen. You will be prompted with the screen below. You should bookmark (or add to favorites. Login using your assigned Username and Password.



Main Menu

Once logged in you will see the following menu options;

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SHIPMENT	SHIPMENT SUMMARY	COMMUNICATION LOG	AGENT MAINTENANCE	LOGOUT
Search Options		Shipment Status		
Cargo Control		☐ Input	☐ Sent ☐ Rejected ☐ Accepted	
House Bill		☐ Input-Agent	☐ Hold/Request for Information	
For Agent	N/A v	☐ Do Not Load	☐ Goods Detained/Do not Unload	
Find				
House Bill	Cargo Control	Status	Last Time Sent	Agent Name

Tab Summary

Shipment– This is where all shipments are entered, modified and deleted.

Shipment Summary – All shipments that are entered are displayed here. You can select any of the shipments for viewing, modification or deletion.

Communication Log – This shows all of the messages being sent to CBSA and any received messages. You should only need to use this if the status of the shipments is not changing. **US CUSTOMS** – If you are using CANdata AMS for US customs this menu item will appear and allow you to enter Air and Ocean AMS shipments.

Agent Maintenance – This allows you to give your overseas agents separate logins for input of their ACI shipments.

Logout – This ends your ACI session. (Note: If you are logged in and have no activity for 30 minutes then you are automatically logged out.)



Shipment Tab

When the shipment menu option is selected you start with the following screen. There are five tabs, Shipment, Parties, Containers, Details and CBSA that all must be filled in. All required fields have a red asterisk beside them.

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SHIPMENT SHIPMENT SUMMARY COMMUNICATION LOG AGENT MAINTENANCE LOGOUT

House Bill Number* Find Mode Marine ▾ Delete Save Cancel

Shipment Parties Containers Details CBSA

Original Cargo Control Number*

Carrier Code*

UCR #

Destination Country* Browse

Destination City*

Entry Port*

Customs Procedure* ▾

Special Instructions

CBSA Reference

* : Mandatory field

House Bill Number – Enter your house bill number for the shipment.

Original Cargo Control Number – This is the cargo control number issued from the steamship line. For Ocean shipments it should start with '9'. If your shipment is in a container with another forwarder and the Cargo Control Number begins with an '8' this means you have the Forwarders Cargo Control number, the previous cargo control number should be for the steamship line.

Carrier Code – This should be your carrier code. It is set by default.

UCR # - Unique Consignment Reference Number. Reserved for future use.

Destination Country – This should be CA (Canada) or US (United States). All of the countries are loaded and can be selected from a list by pressing the Browse button.



Destination City – The city where the goods are destined to.

Entry Port – The name of the port where the ship will arrive.

Customs Procedure – If the goods are destined for a place in Canada, select Imported Goods. If they are going to the US then select In-Transit to US. Freight remaining on- board is no longer applicable.

Special Instructions – You have up to 60 characters to give a message to a Custom's Inspector, that could possibly clarify the nature of the shipment.



Parties Tab



House Bill Number* Find Mode

Shipment	Parties	Containers	Details	CBSA
Consignee* Browse		Shipper* Browse		
Name*		Name*		
Second Part of Name		Second Part of Name		
Address*		Address*		
Second Part of Address		Second Part of Address		
City*		City*		
Province/State Code* N/A		Province/State Code* N/A		
Postal/Zip Code*		Postal/Zip Code*		
Country Code* Browse		Country Code* Browse		
Contact Name		Contact Name		
Contact Phone		Contact Phone		
Delivery Destination Browse		Notify Party Browse		
Name*		Name*		
Second Part of Name		Second Part of Name		
Address*		Address*		
Second Part of Address		Second Part of Address		
City*		City*		
Province/State Code* N/A		Province/State Code* N/A		
Postal/Zip Code*		Postal/Zip Code*		
Country Code* Browse		Country Code* Browse		
Contact Name*		Contact Name*		
Contact Phone*		Contact Phone*		

* : Mandatory field
* : Mandatory if country is Canada or United States

Consignee – The name and address for whom the goods are destined for. Note that if the Country code is US or CA that the Province/State code and the Postal/Zip code are required. If the goods are consigned to “Order of Shipper” or “Order of” then place this in the Name field.



Since CBSA requires Address, City, etc, in the Address and City field use "See Notify Party". In the Province/State Code, Postal/Zip Code and Country Code use the values for the ultimate

Shipper – Enter the Name and Address of the Shipper.

Delivery Destination – If the Name or Address of the Consignee is different than the Delivery Destination, these fields are required. For example if the Goods are consigned to a company's head office in Toronto, but they are to be delivered to the company's branch office in Regina.

Notify Party – If the Consignee is "Order of" or the Consignee is a Buyer then this is the ultimate Consignee. (I.e. Your client)

Adding Common Parties. Beside each party heading there is a browse button. This allows you to add and select common parties. Use the mouse to highlight a party you wish to select.



Party - Microsoft Edge

https://demoi.candata.com/aci/PartyAction.do?action=Browse&type=N

Name Find

Company Name	City
APAC CHEMICAL CORP.	ARCADIA,CA
CHERISON ENTERPRISES INC	CONCORD
CLIENT 1	TORONTO
JHL INTERNATIONAL TRADING CO.,LTD	BURNABY
TEST	ABC
TESTING CLIENT	MY CITY
THE CONSIGNEE	WINNIPEG

Add Edit Select Close

Find – Enter the first part of the Company Name in the Name field. Find will then find all companies matching the text entered.

Add – Add a new party

Edit – Edit a selected party

Select – Select this party for the current shipment.

Close – Close the window.



Edit Notify Party - Microsoft Edge

https://demoi.candata.com/aci/PartyEditAction.do?action=New&objectid

Name *	
Second Part of Name	
Address *	
Second Part of Address	
City *	
Province/State Code *	N/A v
Postal/Zip Code *	
Country Code *	Browse
Contact Name	
Contact Phone	
Allow Agents To View	☐

* : Mandatory field
* : Mandatory if country is Canada or United States

Adding a Party

Allow Agents To View – This allows you to set up common parties that will be available to all agents. If selected then any agents will be able to see this party but not edit it. Otherwise it is only visible to you.

Delete – Delete this party.

Save – Save and select this party.

Close – Close the window without changing.

[SHIPMENT](#)[SHIPMENT SUMMARY](#)[COMMUNICATION LOG](#)[AGENT MAINTENANCE](#)[LOGOUT](#)

House Bill Number* Mode

[Shipment](#)[Parties](#)[Containers](#)[Details](#)[CBSA](#)

Container	Country	ISO	Size	Type
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Container

Container* Country of Registration ISO Size Type

* : Mandatory field

Container Tab

Container – Enter the 11 digit container number. If your container number is only 11 digits then the rest of the fields are optional otherwise fill them in.

Editing Container Select the container you wish to edit by moving the mouse over the container number and selecting it. If you wish to modify it then update the information and press Save.

To delete select **Delete**.

Cancel aborts the operation. Note that you can not delete a container if it is used on the Details Tab. The detail line must be deleted first or moved to another container.



Details Tab

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SHIPMENT SHIPMENT SUMMARY COMMUNICATION LOG AGENT MAINTENANCE LOGOUT

House Bill Number* Find Mode Marine Save Cancel

Shipment Parties Containers Details **CBSA**

Qty	Type	Description	Weight	UOM	Container	HS Num	Dangerous Goods
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Qty*

Weight*

Save Delete Cancel

Type*

UOM*

Item

Desc*

Container

* : Mandatory field

Qty – Enter the quantity of the shipment. This can be up to 7 digits, whole numbers only.

Type – Use the selection list for the type of package.

Desc – Enter a description of goods. See <http://www.cbsa.gc.ca/import/advance/faqs-e.html#5a> for a detailed description of what is required.

Weight – Enter the weight of goods in Pounds, Kilograms or Metric Ton. Up to 13 digits whole numbers only.

UOM – The Unit of Measure for the Weight field.

Container – Select the container number in which the goods are located. If the container number is not there, select the Containers Tab and add it in. If the goods are located in more than one container then the line must be split to show how many items are in each container. For example you have 1000 Cartons of Plastic Baby Toys in two containers, 600 in one and 400 in the other. You need to add two lines one with a quantity of 600 and another with 400. Optional – This button displays a window that allows you to enter optional information for the line.



Optional

Blank page - Microsoft Edge

Search or enter web address

Volume	
UOM	N/A
HS Number	
Dangerous Goods	
Shipping Marks	

Volume – If the goods are packaged in terms of volume.

UOM - Volume Unit of Measure.

HS Number – Tariff Code Number for the goods. Just the first 6 digits.

Dangerous Goods – Enter any UN dangerous goods codes for the item. If there are more than one separate each code with a space.

Shipping Marks – Shipping marks for the item



CBSA Tab

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SHIPMENTSHIPMENT SUMMARYCOMMUNICATION LOGAGENT MAINTENANCELOGOUT

House Bill Number*FindModeMarine▼DeleteSaveCancel

ShipmentPartiesContainersDetailsCBSA

Original▼Last Time SentLast Response Message

Send

Shipment Status

Processing Date	Indicator	Reject Type	Error Code	Message
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Send – This option sends the Shipment to CBSA. If the shipment is not saved then it will be saved first before sending. When sending to CBSA you must specify whether it is an

Original, Change or Cancel. If the shipment has not been Accepted by CBSA it always must be Original. If the shipment has been accepted by CBSA and then rejected for a Risk Assessment or you have received additional information or corrections then it should be sent as a Change. If the goods are not coming then select **Cancel**.

Shipment Status. - This shows all activity for the shipment