

Southern Currents



Notice to the Area Port of New Orleans Trade Community

Date June 26, 2015

No.: 15-010

Supersedes: 09-024 and 14-009

SUBJECT: New Orleans Tri-Port Guidance on CBP Form 3171 Submissions

When submitting the CBP Form 3171 (Lade Order) to CBP for approval, vessel agents must ensure that the form is complete and accurate. Attention must be paid to avoid errors that may cause any rejections or delays in approval. An inaccurate, erroneous or incomplete lade order submitted to CBP may be rejected and returned without approval.

Completed lade orders must be faxed to the port listed on Line 2 for approval within the following timeline. Failure to submit the lade order by the deadlines specified below may result in penalty action.

Type of Cargo

In ballast

Containerized

Break bulk (nonexempt)

Bulk cargo (voyage more than 24 hours)

Bulk cargo (voyage less than 24 hours)

Break bulk cargo (exempt-voyage more than 24 hours)

Break bulk cargo (exempt-voyage less than 24 hours)

Time of filing 3171

48 hours prior to arrival

48 hours prior to arrival

48 hours prior to arrival

24 hours prior to arrival

Time of sailing

24 hours prior to arrival

Time of sailing

Port fax numbers for CBP Form 3171 submissions are:

- New Orleans, LA (504) 623-6662
- Gramercy, LA (225) 869-8909
- Baton Rouge, LA (225) 389-0260

The following may be used as a guide when completing CBP Form 3171:

Line 1. Must contain the name and IMO number of the vessel.

- If the vessel is a tug or barge please indicate such next to the vessel name.

Line 2. Must contain the first port, within the Tri-Port area (Baton Rouge, Gramercy, or New Orleans), where the vessel will conduct customs transactions.

Line 3. Must contain the nationality under which the Vessel is registered.

Line 4. Must contain the name and nationality of the vessel owner or operator.

Line 5. Must contain the agent name, fax number and day/night contact numbers.

- In order to receive an approved CBP Form 3171 via fax, the correct return fax number should be provided.

Line 6. Must contain the port and country from where the vessel is arriving from.

- Southwest Pass is not a port from which a vessel may arrive.
- When submitting a CBP Form 3171 for “Clearance Only” Block 6 should contain the current CBP Tri-Port Port where the Vessel is located.

Line 7. Must contain the date and time of arrival of the vessel where it will conduct cargo and/or passenger operations within the Tri-Port.

Line 8. Must contain the location (dock or anchorage), including the mile marker, within the Tri-Port where the vessel will first conduct cargo and/or passenger operations.

- Additional locations where the vessel will be docked or anchored within the Tri-Port, along with an estimated date of arrival, must be listed in the continuation of block 8 on page 2 of CBP Form 3171.

Line 9. Select the appropriate response.

- Section (5) “Other” must contain the name and bond number of the responsible party for the APIS transmission in the following format:

For APIS compliance – ABC Shipping – Bond number 777555222

Line 10. Must contain the complete itinerary of the vessel indicating the Port (do not list dock locations), country/U.S. port, state, along with the departure date.

- If vessel is in-ballast, indicate the last foreign port.
- If vessel is loaded with cargo, identify the first foreign port where cargo or passengers were laden for discharge in the U.S. or foreign ports, or where repairs were made to a U.S. vessel.
- When submitting a CBP Form 3171 for “Clearance Only” Block 10 must list the foreign ports and countries indicating the itinerary where the vessel will discharge the export cargo laden in the Tri-Port.

Line 11. Select the appropriate response.

- When selecting “Other” indicate in-ballast, export cargo, foreign cargo remaining on board or repairs.
- The importing carrier, steamship company, or their agent will include an entry number on the CBP Form 3171, for each bill of lading on vessel carrying bulk commodities.

Line 12. Must contain the voyage number following the SCAC.

- For vessels arriving in ballast, only the voyage number will be required in this block.
- If the vessel is loading or discharging cargo, the estimated date and the estimated start and stop time the vessel will load or discharge cargo must be included in this section.

Line 13. Select the appropriate response.

Line 14: Bond # of responsible of the responsible Vessel Agent

Line 15. Currently Not Available

Line 16. Principal on Bond listed in Block 14

Line 17. SURETY CODE OF Bond listed in Block 14

Line 18 VALUE of Bond listed in Block 14

Line 19. Effective date of Bond listed in Block 14

Line 20. Importer number for Principal on Bond

Line 21. Vessel Agent’s Address

Line 22. ORIGINAL signature of Agent (typed name is **not** acceptable)

Line 23. Date 3171 is submitted for CBP review and Approval.

Any questions regarding this notice or lade order submissions should be directed to the supervisor or port director for the port listed in Block 2 of CBP Form 3171.

Supervisor/Port Director Phone Numbers:

- New Orleans, LA (504) 623-6627
- Gramercy, LA (225) 869-3765 x 105
- Baton Rouge, LA (225) 389-0261 x 111



Vernon Foret
Area Port Director
Area Port of New Orleans, Louisiana