

Southern Currents



Notice to the Area Port of New Orleans Trade Community

Date February 25, 2019

No.: 19-021

SUBJECT: Uploading Vessel Documents into the CBP Document Imaging System

Vessel agents now have the ability to upload vessel documents into the U.S. Customs and Border Protection [CBP] Document Imaging System [DIS]. Once a vessel document is stored in the DIS, CBP Officers are able to view electronic copies of vessel documents at the time of entrance and clearance without the need for the original documents to be presented at a CBP Office.

Please find attached the procedures to upload a vessel document into the DIS.

After a vessel agent uploads a document into the DIS, the vessel agent will present the original document to CBP for a CBP Officer to validate that the document is in the DIS. Once the vessel document is validated by a CBP Officer, the vessel agent is no longer required to present that document to CBP when entering or clearing the vessel, until the document is no longer valid or associated with the vessel, i.e. expired vessel document/registry or vessel name change.

The ability for CBP Officers to verify vessel documents electronically is a critical part of automating CBP vessel entrances and clearances later this year.

This pilot is only available in New Orleans, Mobile and Gulfport. Vessel agents must continue to provide original documents when entering and clearing vessels in Morgan City, Gramercy, Baton Rouge and Lake Charles.

Vessel Agents are encouraged to begin uploading vessel documents into the DIS, have the documents validated by CBP New Orleans, and enter and clear vessels without having to transport documents to the Customhouse.

Questions, comments or concerns about this pilot should be directed to CBP Trade Supervisor Frank Foster at (504) 670-2057 or via email at frank.d.foster@cbp.dhs.gov.

Mark S. Choina

Mark S. Choina
Area Port Director, Acting
New Orleans, Louisiana

U.S. Customs and Border Protection

Guidelines for Vessel Documents Submitted to Document Imaging System (DIS) via Email

Submitting a Document to DIS

- Email Address to submit documents: docs@cbp.dhs.gov
- Subject line: **CAT=GEN; IMO_NBR=NNNNNNN; ACTION=ADD or DELETE or REPLACE**
- Attach actual certificate to email.
- Attachments should follow the file naming conventions
- List of Supported Vessel Documents supported (enclosed)
- Link to DIS implementation Guide <https://www.cbp.gov/document/technical-documentation/ace-dis-implementation-guide>

File naming Convention for Certificates

File Name

CBP140-**NNNNNNN**SOLAS1
CBP141-**NNNNNNN**SOLAS2
CBP142-**NNNNNNN**SOLAS3
CBP143-**NNNNNNN**SOLAS4
CBP144-**NNNNNNN**SOLAS5
CBP145-**NNNNNNN**SOLAS6
CBP146-**NNNNNNN**LL
CBP147-**NNNNNNN**REG
CBP148-**NNNNNNN**TON
CBP149-**NNNNNNN**COFR
CBP150-**NNNNNNN**CSR
CBP151-**NNNNNNN**COFR_PTI

CBP152-**NNNNNNN**COD

Certificate Name

Safety Construction Certificate
Safety Equipment Certificate
Radio Certificate
Dangerous Goods Compliance
Ship Security
Safety Management Certificate
Load Line Certificate
Registry/Certificate of Nationality
Tonnage Certificate
Certificate of Financial Responsibility
Continuous Synopsis Record
Certificate of Financial Responsibility
(Passenger Transportation Indemnification)
Certificate of Documentation

****(Note: **NNNNNNN** represents the IMO Numbers)****

Example: **CBP140-1234567SOLAS1.pdf**

Body of Email Requirements

- START_DATA
- AGENCY_CD=COM
- TRANSMITTER_FILER_CD=Conditional (Required for Filers with valid filer codes)
- TRANSMITTER_NAME= Mandatory (Name of the company)
- SCAC= Conditional (If available, required when submitting IMO documents)
- LICENSE_OR_PERMIT_NBR=Conditional (Required when submitting a license)
- CERTIFICATE_NUMBER=Mandatory
- ISSUE_DATE=Mandatory (MM/DD/YY)
- EXPIRATION_DATE=Mandatory (MM/DD/YY)
- GROSS_TONNAGE= Conditional (Required when submitting Tonnage Certificate)
- NET_TONNAGE= Conditional (Required when submitting Tonnage Certificate)
- POC_INFO=Optional (Name and Phone Number)
- COMMENT=Optional (Any clarification/remark)
- RETURN_EMAIL_ADDRESS=Optional (if different than sender email address)
- END_DATA
- **Sender Signature/Company Stationary:** (Optional) Company Name, Address, Phone Number

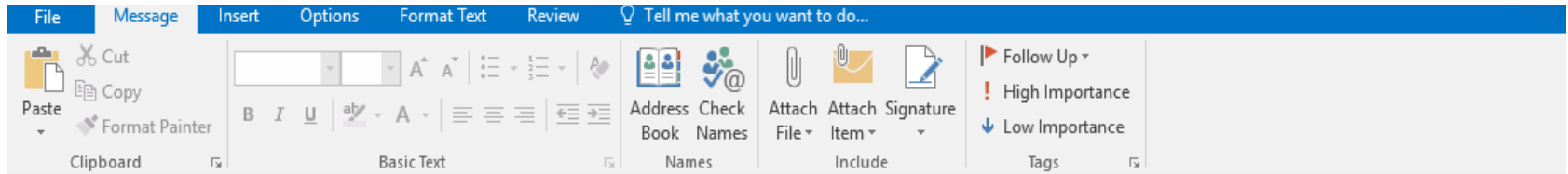
Vessel Document List

Agency Code	Official Document Name/Description	Document Type	Document Label Value	DocCode	Metadata/Comments (O = Optional) (M = Mandatory)
CBP	Safety Construction Certificate	Certificate	SOLAS_1	CBP140	CERTIFICATE_NUMBER – M ISSUE_DATE – M EXPIRATION_DATE - M
CBP	Safety Equipment Certificate	Certificate	SOLAS_2	CBP141	CERTIFICATE_NUMBER – M ISSUE_DATE – M EXPIRATION_DATE - M
CBP	Radio Certificate	Certificate	SOLAS_3	CBP142	CERTIFICATE_NUMBER – M ISSUE_DATE – M EXPIRATION_DATE - M
CBP	Dangerous Goods Compliance	Document	SOLAS_4	CBP143	CERTIFICATE_NUMBER – M ISSUE_DATE – M EXPIRATION_DATE - M
CBP	Ship Security	Document	SOLAS_5	CBP144	CERTIFICATE_NUMBER – M ISSUE_DATE – M EXPIRATION_DATE - M
CBP	Safety Management Certificate	Certificate	SOLAS_6	CBP145	CERTIFICATE_NUMBER – M ISSUE_DATE – M EXPIRATION_DATE - M
CBP	Load Line Certificate	Certificate	LL	CBP146	CERTIFICATE_NUMBER – M ISSUE_DATE – M EXPIRATION_DATE - M
CBP	Registry/Certificate of Nationality	Certificate	REG	CBP147	CERTIFICATE_NUMBER – M ISSUE_DATE – M EXPIRATION_DATE - M


Vessel Document List (contd..)

Agency Code	Official Document Name/Description	Document Type	Document Label Value	DocCode	Metadata/Comments (O = Optional) (M = Mandatory)
CBP	Tonnage Certificate	Certificate	TON	CBP148	CERTIFICATE_NUMBER – M GROSS_TONNAGE – M NET_TONNAGE - M ISSUE_DATE – M
CBP	Certificate of Financial Responsibility (Passenger Death / Injury)	Certificate	COFR	CBP149	CERTIFICATE_NUMBER – M ISSUE_DATE – M EXPIRATION_DATE - M
CBP	Continuous Synopsis Record	Document	CSR	CBP150	ISSUE_DATE – M
CBP	Certificate of Financial Responsibility (Passenger Transportation Indemnification)	Certificate	COFR_PTI	CBP151	CERTIFICATE_NUMBER – M ISSUE_DATE – M EXPIRATION_DATE - M
CBP	Certificate of Documentation	Certificate	COD	CBP152	CERTIFICATE_NUMBER – M ISSUE_DATE – M EXPIRATION_DATE - M

Example of Email Submission for DIS



We can't show MailTips right now.

Send	To...	docs@cbp.dhs.gov
	Cc...	
	Subject	CAT=GEN; IMO_NBR=9389423; ACTION=ADD
	Attached	 CBP149-9389423COFR.pdf 187 KB

```
START_DATA
AGENCY_CD=COM
TRANSMITTER_NAME= MY AGENCY, INC.
SCAC= TEST
CERTIFICATE_NUMBER= 872146-19
ISSUE_DATE= 02/17/2018
EXPIRATION_DATE= 02/17/2021
GROSS_TONNAGE= 8246
NET_TONNAGE= 4002
POC_INFO= JIM JOHNSON / (220) 399-0985
END_DATA
```


Example of DIS Response

Successful Submission

YOUR MESSAGE HAS BEEN SUCCESSFULLY RECEIVED.

SUBMITTED EMAIL BODY:

START_DATA
AGENCY_CD=COM
TRANSMITTER_NAME= MY AGENCY, INC.
SCAC= TEST
CERTIFICATE_NUMBER= 872146-19
ISSUE_DATE= 02/17/2018
EXPIRATION_DATE= 02/17/2021
GROSS_TONNAGE= 8246
NET_TONNAGE= 4002
POC_INFO= JIM JOHNSON / (220) 399-0985
END_DATA

U.S. Customs & Border Protection (CBP) has received your e-mail to the Document Imaging System (DIS) Mailbox for Document Submissions. This auto-reply serves as a confirmation of receipt of your email only. It does not indicate acceptance or correctness of the submitted data or documents. Filers are to keep this e-mail to facilitate audit and tracking of submitted data and documents. Please report any issues to CBP if you do not receive this auto-response within an hour for every email submission to the DIS mailbox.

Example of DIS Response

Rejected Submission

SUBMISSION REJECTED:

GROSS_TONNAGE IN BODY MUST BE NUMERIC AND NO MORE THAN 7 DIGITS.

SUBMITTED EMAIL BODY:

START_DATA
AGENCY_CD=COM
TRANSMITTER_NAME= MY AGENCY, INC.
SCAC= TEST
CERTIFICATE_NUMBER= 872146-19
ISSUE_DATE= 02/17/2018
EXPIRATION_DATE= 02/17/2021
GROSS_TONNAGE= 8,246
NET_TONNAGE= 4,002
POC_INFO= JIM JOHNSON / (220) 399-0985
END_DATA

U.S. Customs & Border Protection (CBP) has received your e-mail to the Document Imaging System (DIS) Mailbox for Document Submissions. This auto-reply serves as a confirmation of receipt of your email only. It does not indicate acceptance or correctness of the submitted data or documents. Filers are to keep this e-mail to facilitate audit and tracking of submitted data and documents. Please report any issues to CBP if you do not receive this auto-response within an hour for every email submission to the DIS mailbox.

Additional Information

- Link to DIS implementation Guide <https://www.cbp.gov/document/technical-documentation/ace-dis-implementation-guide>
- Total email size including all attachments must not exceed 10MB
- For larger documents please break the email into multiple documents and submit multiple emails for the same Entry or Bill (i.e. send the same email subject line with additional documents).
- Photos/Images should be in an open internet format (jpeg, gif, png). Please do not use TIFFs.
- Documents should be of types pdf, doc, or xls (TIF and TIFF are not accepted).
- The file name must begin with 'DocCode-' (where DocCode is a unique code for the document)
- Do not leave a space between the “-“(dash) in 'DocCode-'and the rest of the file name.
- Email Responses will be sent to the sender's email address if a return email address is not provided.
- **The auto-response message ONLY verifies that the email has been received via the email, it does NOT indicate that email contents including the document attachments are correct/acceptable.**



U.S. Customs and Border Protection