

Southern Currents



Notice to the Area Port of New Orleans Trade Community

Date: October 4, 2023

No: 24-001

SUBJECT: Tri-Port Payment, Outbound Manifest Submission and 3171 Transmittal.

Payments

For agents using the Vessel Entrance & Clearance System (VECS) within the Tri-Port (New Orleans, Gramercy and Baton Rouge), **payments for vessel entrances must be submitted to the port that approves the entrance.** When the vessel entrance is approved in VECS, CBP will notify the agent, in the remarks section, to which office payments should be delivered.

- Payments must be delivered either in-person or via courier, i.e. DHL, FedEx, UPS, or U.S. Postal Service, to the port that approves the entrance no later than 48 hours after entrance is approved.

Manifests

For agents using the VECS within the Tri-Port for vessel clearances, **complete manifests must be submitted to the port that approves the clearance.** When the vessel clearance is approved in VECS, CBP will inform agents, in the remarks section, to which office manifests or export declarations should be delivered.

- Incomplete manifests and/or export declarations must be delivered either in-person or via courier, i.e. DHL, FedEx, UPS, or U.S. Postal Service to the port that approves the clearance, within 4 days of clearance.
- Complete manifests (Countries listed in 19 CFR §4.75 (c)) must be delivered (in-person or by overnight courier) to the port that approves the clearance, **on the next business day.**
- If mailing the manifest/export declaration and you would like a CBP approved copy, provide an additional copy of the first page of each CBP Form 1302A, as well as a self-addressed, stamped envelope.

3171

For agents not using the VECS within the Tri-Port during the pilot, lade orders (CBP Form 3171) may be submitted via email to VECS_TRIPORT_NOL@cbp.dhs.gov. All entrances and clearances for these vessels **must be completed in-person, by appointment only**, at any of the ports within the Tri-Port.

Notice of Arrivals

Submitting an Arrival Report in VECS does not replace the requirement to submit a traditional vessel Notice of Arrival for all vessels that arrive in the Tri-Port. This is important for CBP boardings and inspections because the agent provides the most up-to-date arrival and docking information.

If a vessel is requesting Domestic Status send the request, to include the bond number or importer ID number, to neworleansopsdesk@cbp.dhs.gov.

Notice of arrivals and vessel updates should be sent to the appropriate port with the Tri-Port:

<u>Port</u>	<u>Email</u>
New Orleans	neworleansopsdesk@cbp.dhs.gov
Gramercy	gramercy-poe@cbp.dhs.gov
Baton Rouge	cbp-ofb-batonrouge@cbp.dhs.gov

If you have any additional questions, please contact Port Director James Welch at 225-268-9454 or at JAMES.J.WELCH@cbp.dhs.gov.

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