



***Customs and Border Protection
Manifest (CBPMAN)***

Users Guide

***Supporting Electronic Customs Data Capture
at POS One and ACE Workstation***

*Version 3.00
August 19, 2009*

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Revision History

Name	Date	Change and Reason for Change	Version
Debbie Tompkins	01/26/2009	Initial Release	1.00
Debbie Tompkins	02/23/2009	Application updates from POS pilot	1.01
Debbie Tompkins	03/25/2009	Modification to Add Items Button	1.02
Debbie Tompkins	04/28/2009	Changed name to CBPMAN User's Guide & modified to support both POS and ACE workstation	2.00
Debbie Tompkins	6/05/2009	Application modifications from ACE pilot feedback: added link to access user's guide; changed label field for barcode to read '2576-A Barcode'; added barcode format validation.	2.01
Debbie Tompkins	6/26/2009	Modification to 'ACE User' section.	2.02
Debbie Tompkins	7/17/2009	Added international sender feature and changed recipient phone number field to optional.	2.03
Debbie Tompkins	7/30/2009	Modified POS screens replacing radio buttons with dropdown lists in 'Parcel/Other Information' section.	2.03a
Debbie Tompkins	7/30/2009	Modified verbiage on Page 13 for on-line labels.	2.03b
Debbie Tompkins	8/19/2009	POS CR718 which provides bypass functionality and Census requirement (EEL/PFC number). Also added a 'Log Out' link at the top of screen for ACE version.	3.00

Overview

The Postal Accountability and Enhancement Act (PAEA) passed in December 2006 requires that the United States Postal Service (USPS) comply with Customs procedures applied to similar shipments of private companies that are substantially owned and controlled by U.S. citizens. This implies that the USPS develop a method to electronically capture and save the Customs Declaration information required for all mail pieces with a destination address outside the United States (except APO/FPO destinations). Currently, this information is handwritten on PS Forms 2976 and 2976-A. USPS is required to send this information electronically to the Customs and Border Protection (CBP) agency prior to the mail piece leaving the United States. This enables CBP to target certain items for inspection and, if necessary, seize items that are prohibited to be mailed to/from the United States.

This Customs and Border Protection Manifest (CBPMAN) application was developed to capture this information as close to real time as possible in order to provide it to Customs and Border Protection in a timely manner. It is accessible from POS as well as from an ACE workstation. While functionality is very similar, this document contains instructions for both to capture the minute differences.

Documentation can be found on-line at:

<http://eagmnmsxfb0/posone/about/training/courses.asp?VENDOR=NCR>

Getting Help

If you encounter problems with this application, call the **IT Corporate Help Desk** at **1-800-USPS-HELP (800-877-7435)** and speak one of the following to identify the application:

- C_B_P_Man
- Customs_Data_Entry
- Customs_Manifest
- Customs_Declaration

Say 'Yes' to the confirmation response **Electronic Manifest Central Database** to be transferred to the help desk.

POS One Users

The POS One version supports those customers who have either completed a paper PS Form 2976-A and/or entered their information via the USPS website (Click-n-Ship or Customs Forms Online) and presents the mail piece to the retail window for mailing. The Retail Associate will process the form in accordance to provided standard operating procedures.



If technical difficulties occur at any time or there is a need to exit the website for any reason, press either the **[Mailing]**, **[Stamps]** or **[Customer Services]** static keys on POS One. No data will be saved during this operation. If the website is exited without selecting the **Save/Exit** button, the mailing cannot be completed. To complete the mailing transaction, re-scan the form to begin entering the information.

Tips

- A **bypass** feature has been added to the International Mailing workflow that will allow the user to accept the mail piece, complete the transaction and enter the customs form information at a later time during the day either at a POS workstation or an ACE computer.
- Use the Tab key on your keyboard to move to the next field where you see **<Tab>** in the instruction.
- Using the **<Shift/Tab>** keys will allow you to tab backwards to the previous field.
- For items in the application requiring to be selected (i.e. check boxes, radio buttons, etc.) tab to the selection and hit the spacebar to initiate the action. The mouse or touch pad can also be used.
- When making a selection from a field that has a dropdown list, such as the State or Country fields, enter the first letter of the selection and the first state or country beginning with the letter you entered will be displayed. If your choice is not immediately displayed, continue to hit the first letter of your choice until the desired selection is displayed. Once your choice is displayed, select the Tab key to accept your selection and move to the next field (i.e. to select 'Alabama', type the letter 'A' continue to hit the letter 'A' until Alabama is displayed and hit 'Tab' to make the selection and move to the next field).

Getting Started

Scan the barcode located on the PS Form 2976-A (ex. CP11111111US). <Tab>



If the customer completed the form on-line through Click-N-Ship prior to their visit, the information will display on the screen. The information should be validated per standard operating procedures. Then, select the **Save/Exit** button (located at the bottom of the screen) to return to POS to complete the transaction. Packages that do not have an on-line label with postage affixed or have a third-party label (e-bay, Pitney Bowes, etc) will not be displayed on the screen.

UNITED STATES
POSTAL SERVICE

Customs Manifest Record For



If a customer presents a package with a completed on-line 2976-A form attached and electronic postage has been applied, follow the POS One Pre-paid Mail Acceptance workflow to accept the package. Follow the Customs Forms Processing standard operating procedure for packages that do not have an on-line label with postage affixed or has a third party label (e-bay, Pitney Bowes, etc) with postage affixed.



The **Same Sender** and **Same Recipient** buttons will appear after the Customs Manifest Record number has been entered. Use these buttons when a customer is mailing multiple packages and when either the sender and/or recipient information is the same.

Record for Customs Manifest CP11111111US

Same Sender Same Recipient



If no information displays after the barcode is scanned, enter all the information as shown on the form per instructions below. Use the 'Tab' key to move from one field to the next. For items in the application requiring to be selected (i.e. check boxes, radio buttons, etc.) tab to the selection and hit the spacebar to initiate the action. The mouse or touch pad can also be used.

Sender Information



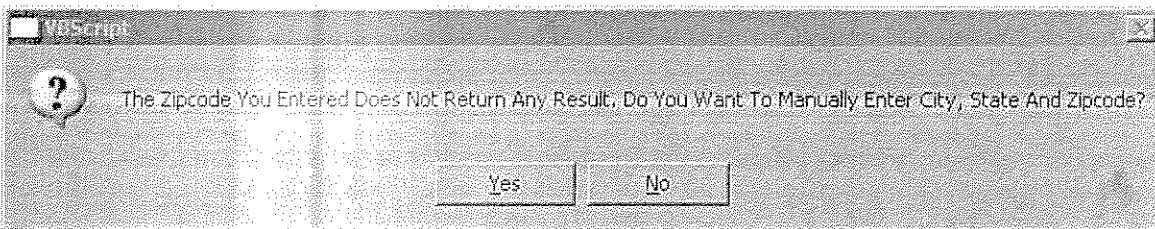
To enter an international address in the Sender Information section, click on the **International Sender Address** link and follow instructions below under Entering an International Sender Address. This option is used when a customer who resides outside of the United States would like to mail an item using their international address as their return address.

Entering a Domestic Address (Default)

1. Enter **Sender Last Name** <Tab>
2. Enter **Sender First Name** <Tab>
3. Enter **Sender Business Name** (if applicable) <Tab>
4. Enter **Sender Street Address** <Tab>
5. Enter **Sender Zip Code** (After entering the zip code the related city and state will be populated.) <Tab>



If the zip code is not found in the lookup table a message will prompt you to select **Yes** to enter the city, state and zip manually: to select the state <continue hitting the first letter of the desired state until it is displayed, then hit the Tab key to make the selection>. Selecting **No** will allow you to look up another zip code.



Domestic Sender	International Sender Address
Last Name:	
First Name: (optional)	
Business	
Address 1:	
Address 2: (optional)	
Address 3: (optional)	
Zipcode	
Country:	UNITED STATES
Phone: (optional)	

Entering an International Address

1. Enter **Sender Last Name** <Tab>
2. Enter **Sender First Name** (optional) <Tab>
3. Enter **Sender Business Name** (if applicable) <Tab>
4. Enter **Sender Street Address** <Tab>
5. Enter **Sender City** (optional) <Tab>
6. Enter **Sender Postal Code** (if applicable) <Tab>
7. Select **Country** from dropdown <continue hitting the first letter of the desired country until it is displayed, then hit the Tab key to make the selection>.
8. **Recipient Phone** (optional) <Tab>



Click on the **Domestic Sender Address** link to go back to the domestic address format.

International Sender	Domestic Sender Address
Last Name:	
First Name: (optional)	
Business:	
Address 1:	
Address 2: (optional)	
Address 3: (optional)	
City: (optional)	
Postal Code: (optional)	
Country:	<input type="text"/>

Recipient Information

1. Enter **Recipient Last Name** <Tab>
2. Enter **Recipient First Name** (If the customer completed the form on-line prior to their visit and the full name appears in the last name field, this is acceptable) <Tab>
3. Enter **Recipient Business Name** (if applicable) <Tab>
4. Check **P.O. Box Indicator** using the if the destination address is a P.O. Box <Tab/Spacebar>
5. Enter **Recipient Street Address** <Tab>
6. Enter **Recipient City** (optional) <Tab>
7. Enter **Recipient Postcode** (if applicable) <Tab>
8. Select **Country** from dropdown <continue hitting the first letter of the desired country until it is displayed, then hit the Tab key to make the selection>.
9. **Recipient Phone** (optional) <Tab>

Recipient Information	
Last Name	
First Name: (optional)	
Business	
PO Box Indicator:	<input type="checkbox"/>
Address 1:	
Address 2: (optional)	
Address 3: (optional)	
City: (optional)	
Postal Code: (optional)	
Country:	<input type="text"/>
Phone: (optional)	

Description of Contents

1. The Item Number will automatically populate and increments as additional mail pieces are added
2. Enter a Description <Tab>
3. Enter the Quantity <Tab>
4. Enter Net Weight (lb and oz) (total weight must be greater than 0) <Tab>
5. Enter Value (US\$) <Tab>
6. Enter a 6 digit HS Tariff Number (Commercial Senders Only) <Tab>
7. Enter Country of Origin, this is the country where the goods originated or are assembled. (Commercial Senders Only) <Tab>
8. To enter additional items click the **Add Additional Item** button and repeat Steps 2 thru 8 until all items are entered. Use <Spacebar> to select button.



The description of contents for the last item entered is saved when the **Save/Exit** button is selected. It is not necessary that the item appear in the Current Items list however it can be added to the Current Items list by selecting the **Add Additional Item** button again.



Selecting the **Clear All Items** button will clear all contents allowing the user to start over. Information will not be saved.



The **Total Weight** may not reflect the actual weight due to the weight of the shipping box and materials. However, the **Total Weight** entered must not exceed the POS One scale weight, but must be greater than 0.

Description of Contents

Add/Update Items:

Item Number:	1
Description:	
Quantity:	
Net Weight (lbs):	
Net Weight (oz):	
Value:	
Tariff Number: <small>(optional)</small>	
Country Of Origin:	UNITED STATES

Add Additional Item

Current Items:

Detailed Item Description	Qty.	lbs.	oz.	\$	Options						
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">Clear All Items</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">Total Weight</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">Total Value</td> </tr> <tr> <td style="border: none;"></td> <td style="border: 1px solid black; padding: 2px; text-align: center;">0 lbs. 0 oz.</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">\$ 0</td> </tr> </table>						Clear All Items	Total Weight	Total Value		0 lbs. 0 oz.	\$ 0
Clear All Items	Total Weight	Total Value									
	0 lbs. 0 oz.	\$ 0									

Updating a Current Item

As items are added, the user will have the option to **Edit, Copy or Delete** a specific item. The mouse or touch pad should be used for these options.

Select **Edit** to modify an item. The item will appear on the screen for editing in the **Description of Contents** section.

Selecting **Copy** will copy an existing item. The item will appear on the screen for editing.

Selecting **Delete** will remove the item from the list.



The description of contents for the last item entered is saved when the **Save/Exit** button is selected. It is not necessary that the item appears in the Current Items list however it can be added to the Current Items list by selecting the **Add Additional Item** button again.

Add Additional Item								
Current Items:								
	Detailed Item Description	Qty.	lbs.	oz.	\$	Options		
1	Business Document	1	1	2	10	Edit	Copy	Delete
2	Letter	1	0	8	5	Edit	Copy	Delete

Customs/Importers Information



The Customs Information, Importers References, and Importers Fax/Email fields are optional but should be entered if they appear on the customer's form.

1. Enter License Number <Tab>
2. Enter Certificate Number <Tab>
3. Enter Invoice Number <Tab>
4. Enter the addressee's Customs Reference <Tab>
5. Enter Insured Number <Tab>
6. Enter Insured Amount <Tab>
7. Enter SDR Value <Tab>
8. Enter Tax Code <Tab>
9. Enter Importer's VAT Number <Tab>
10. Enter Importer's Code <Tab>
11. Enter Importer's Fax or Email <Tab>

Customs Information (optional)	
License Number:	
Certificate Number(s):	
Invoice Number:	
Customs Reference:	
Insured Number:	
Insured Amount:	
SDR Value:	
Importer's Reference: (optional)	
Tax Code:	
VAT Number:	
Importer Code:	
Importer's Fax/Email: (optional)	
Fax:	
Email:	

Parcel Information

1. Select **Content Type** from dropdown <hit the first letter of the desired Content Type to display it, and then hit the Tab key to make the selection>.
2. Enter **Content Explanation** if **Other** is selected as **Content Type** <Tab>
3. Select **Restrictions** from dropdown <hit the first letter of the desired Restriction to display it, and then hit the Tab key to make the selection>.
4. Enter specific conditions or **Restriction Remarks** if **Other** is selected <Tab>
5. Select an EEL exemption code from the dropdown list (default is NOEEI 30.37(a)) <Tab>



To enter an EEL that does not appear in the dropdown or to enter a PFC code, select **ENTER AN EEL/PFC** from the dropdown and enter the new code in the EEL/PFC field. If no EEL or PFC code appears on the form, select **Not Provided**.

Parcel Information: (optional)	
Content Type:	<input type="text"/>
Content Explanation:	<input type="text"/>
Restrictions:	<input type="text"/>
Restriction Remarks:	<input type="text"/>
EEL/PFC:	<div style="border: 1px solid black; padding: 2px;"> NOEEI 30.37(a)-Value Less Than \$2,500.00 NOEEI 30.36-Destined to Canada, no license required NOEEI 30.37(h)-Authorized gifts or donations Not Provided ENTER AN EEL/PFC </div>

Other Information

1. Enter **Sender's Instructions for Non-Delivery** from the drop down < **hit the first letter of the desired Sender's Instruction to display it, and then hit the Tab key to make the selection**>.
2. Select the **Save/Exit** button to save the information and return to POS to complete the transaction. All mandatory fields must be completed in order to proceed.



Selecting the **Clear Form** button will clear all entered fields and information will not be saved. The Record for Customs Manifest barcode will remain on the screen and the user will be allowed to re-enter the information from the PS Form 2976-A.

A screenshot of a software interface for entering 'Other Information'. The form has a title bar 'Other Information:' with '(optional)' on the right. Below the title bar is a text field containing 'Sender's Instructions for Non-Delivery'. Underneath is a dropdown menu with 'Return to Sender' selected. A large empty text area is below the dropdown. At the bottom of the form are two buttons: 'Save/Exit' on the left and 'Clear Form' on the right. The interface has a spiral binding on the left side.

ACE Users

The ACE workstation version supports the manual (IRT, CPUs and non-ACE) sites. The CPU and non-ACE sites will send their 2976-A forms to their host post office to be entered into the system.

Existing POS users can access the application using their ACE ID and password. Users at IRT sites should submit an eAccess request for the **Customs and Border Protection Manifest** application for the role of **CBPMAN DATA ENTRY USER**.

Tips

The mouse can be used, however the following tips are being provided as another way to maneuver through the application.

- Customs forms that were bypassed in POS can be entered. Proceed to the **Entering Incomplete Customs Forms** section for instructions.
- Use the Tab key on your keyboard to move to the next field where you see **<Tab>** in the instruction.
- Using the **<Shift/Tab>** keys will allow you to tab backwards to the previous field.
- When making a selection from a field that has a dropdown list, such as the State or Country fields, enter the first letter of the selection and the first state or country beginning with the letter you entered will be displayed. If your choice is not immediately displayed, continue to hit the first letter of your choice until the desired selection is displayed. Once your choice is displayed, select the Tab key to accept your selection and move to the next field (i.e. to select 'Alabama', type the letter 'A' continue to hit the letter 'A' until Alabama is displayed and hit 'Tab' to make the selection and move to the next field).
- The application session will time-out after 20 minutes of inactivity. When entering information, please ensure to complete the entry and hit the Save/Exit button prior to leaving the workstation. If not, the information will not be saved and must be re-entered.
- To exit out of the application at anytime, select the **'Logout'** link located at the top of the web page.

Accessing the Application

From the Intranet, type in the URL: **CBPMAN** in the address field. From the Welcome Page, select the Enter Application button.

UNITED STATES POSTAL SERVICE **CBPMAN**

[Help](#) | [Report Problems](#)

Welcome to Customs and Border Protection (CBPMAN)

Important Information | **Application Access**

For security purposes, you may only access CBPMAN with your ACE login ID and password. If you have not done so, you must request to be added to an CBPMAN group in Active Directory via the [eAccess](#) application.

[Enter Application](#)

[Need Access?](#)

Restricted Information

WARNING! FOR OFFICIAL USE ONLY

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

Help

Help is available online [here](#) or from the USPS Help desk at 1-800-USPS-HELP or 1-800-877-7435.

Brings to you in partnership by St. Louis KBSSC and Information Technology

1. Enter your ACE ID
2. Enter your Password
3. Enter your site Finance Number
4. Enter your Unit ID

UNITED STATES POSTAL SERVICE **CBPMAN**

Customs and Border Protection (CBPMAN)

Logon ID:

Password:

Finance Number:

Unit ID:

Note: Password is case sensitive

[Log On](#)

[Forgot Your Password?](#)

Getting Started

Enter the barcode located on the PS Form 2976-A (ex. CP11111111US). <Tab>

UNITED STATES POSTAL SERVICE

Logout User Guide

2976-A Barcode

Incomplete Customs Forms (POS Only)

The following error message will appear if the barcode is not entered in the correct format.

UNITED STATES POSTAL SERVICE

Logout User Guide

2976-A Barcode

Incomplete Customs Forms (POS Only)

Domestic Sender		International Sender Address
Last Name:		
First Name:	(optional)	
Business:		
Address 1:		
Phone:		(optional)

Microsoft Internet Explorer

Barcode Must Follow The Pattern of 2 Characters, 9 Integers and 2 Characters, ex. CP11111111US



The **Same Sender** and **Same Recipient** buttons will appear after the Customs Manifest Record number has been entered. Use these buttons when a customer is mailing multiple packages and when either the sender and/or recipient information is the same.

UNITED STATES
POSTAL SERVICE

2976-A Barcode CP11111111US

Same Sender Same Recipient

Logout User Guide

Incomplete Customs Forms
(POS Only)



When clicking the **Logout** link, a confirmation popup message appears. Select **Yes** to exit or **No** to remain in the application.



Click on the **User Guide** link to access the CBPMAN user's guide.



Begin entering all the information as shown on the form per instructions below. It is easier to use the 'Tab' key to move from one field to the next but the mouse can be used as well. For items in the application requiring to be selected (i.e. check boxes, dropdown lists, etc.) use the mouse.

Sender Information



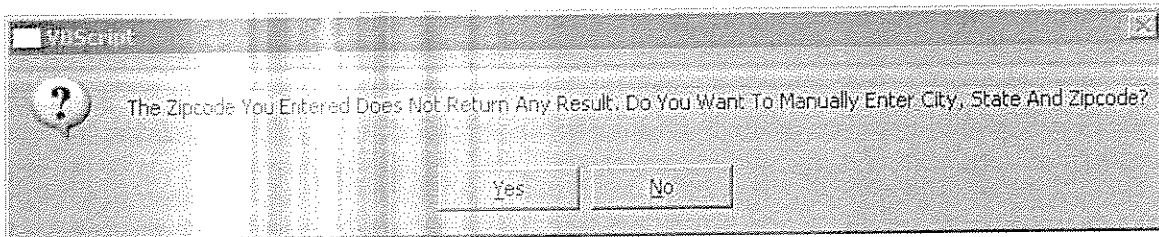
To enter an international address in the Sender Information section, click on the **International Sender Address** link and follow instructions below under Entering an International Sender Address. This option is used when a customer who resides outside of the United States would like to mail an item using their international address as their return address.

Entering a Domestic Address (Default)

1. Enter **Sender Last Name** <Tab>
2. Enter **Sender First Name** <Tab>
3. Enter **Sender Business Name** (if applicable) <Tab>
4. Enter **Sender Street Address** <Tab>
5. Enter **Sender Zip Code** (After entering the zip code the related city and state will be populated.) <Tab>



If the zip code is not found in the lookup table a message will prompt you to select **Yes** to enter the city, state and zip manually; to select the state <continue hitting the first letter of the desired state until it is displayed, then hit the Tab key to make the selection>. Selecting **No** will allow you to look up another zip code.



Domestic Sender		International Sender Address
Last Name:		
First Name:	(optional)	
Business:		
Address 1:		
Address 2:	(optional)	
Address 3:	(optional)	
Zipcode:		
Country:		UNITED STATES
Phone:	(optional)	

Entering an International Address

1. Enter Sender Last Name <Tab>
2. Enter Sender First Name (optional) <Tab>
3. Enter Sender Business Name (if applicable) <Tab>
4. Enter Sender Street Address <Tab>
5. Enter Sender City (optional) <Tab>
6. Enter Sender Postal Code (if applicable) <Tab>
7. Select Country from dropdown <continue hitting the first letter of the desired country until it is displayed, then hit the Tab key to make the selection>.
8. Recipient Phone (optional) <Tab>



Click on the Domestic Sender Address link to go back to the domestic address format.

International Sender	Domestic Sender Address
Last Name:	
First Name: (optional)	
Business:	
Address 1:	
Address 2: (optional)	
Address 3: (optional)	
City: (optional)	
Postal Code: (optional)	
Country:	<input type="text"/>


Recipient Information


1. Enter Recipient Last Name <Tab>
2. Enter Recipient First Name (If the customer completed the form on-line prior to their visit and the full name appears in the last name field, this is acceptable) <Tab>
3. Enter Recipient Business Name (if applicable) <Tab>
4. Check P.O. Box Indicator using the if the destination address is a P.O. Box <Tab/Spacebar>
5. Enter Recipient Street Address <Tab>
6. Enter Recipient City (optional) <Tab>
7. Enter Recipient Postcode (if applicable) <Tab>
8. Select Country from dropdown <continue hitting the first letter of the desired country until it is displayed, then hit the Tab key to make the selection>.
9. Recipient Phone (optional) <Tab>


Recipient Information	
Last Name:	
First Name: (optional)	
Business:	
PO Box Indicator:	<input type="checkbox"/>
Address 1:	
Address 2: (optional)	
Address 3: (optional)	
City: (optional)	
Postal Code: (optional)	
Country:	<input type="text"/>
Phone: (optional)	

Description of Contents

1. The Item Number will automatically populate and increments as additional mail pieces are added
2. Enter a Description <Tab>
3. Enter the Quantity <Tab>
4. Enter Net Weight (lb and oz) (total weight must be greater than 0) <Tab>
5. Enter Value (US\$) <Tab>
6. Enter a 6 digit HS Tariff Number (Commercial Senders Only) <Tab>
7. Enter Country of Origin, this is the country where the goods originated or are assembled. (Commercial Senders Only) <Tab>
8. To enter additional items click the **Add Additional Item** button and repeat Steps 2 thru 8 until all items are entered. Use the mouse to select button.

 **NOTE** The description of contents for the last item entered is saved when the **Save/Exit** button is selected. It is not necessary that the item appear in the Current Items list however it can be added to the Current Items list by selecting the **Add Additional Item** button again.

 **NOTE** Selecting the Clear All Items button will clear all contents allowing the user to start over. Information will not be saved.

 **NOTE** The Total Weight may not reflect the actual weight due to the weight of the shipping box and materials.

Description of Contents

Add/Update Items:

Item Number:	1
Description:	
Quantity:	
Net Weight (lbs):	
Net Weight (oz):	
Value:	
Tariff Number: (optional)	
Country Of Origin:	UNITED STATES

Current Items:

Detailed Item Description	Qty.	lbs.	oz.	\$	Options
		Total Weight		Total Value	
		0 lbs.	0 oz.	\$	0

Updating a Current Item

As items are added, the user will have the option to **Edit, Copy or Delete** a specific item. The mouse should be used for these options.

Select **Edit** to modify an item. The item will appear on the screen for editing in the **Description of Contents** section.

Selecting **Copy** will copy an existing item. The item will appear on the screen for editing.

Selecting **Delete** will remove the item from the list.



The description of contents for the last item entered is saved when the **Save/Exit** button is selected. It is not necessary that the item appears in the Current Items list however it can be added to the Current Items list by selecting the **Add Additional Item** button again.

Add Additional Item								
Current Items:								
	Detailed Item Description	Qty.	lbs.	oz.	\$	Options		
1	Business Document	10	1	2	20	Edit	Copy	Delete
2	Letter	1	0	8	10	Edit	Copy	Delete

Customs/Importers Information



The Customs Information, Importers References, and Importers Fax/Email fields are optional but should be entered if they appear on the customer's form.

1. Enter License Number <Tab>
2. Enter Certificate Number <Tab>
3. Enter Invoice Number <Tab>
4. Enter the addressee's Customs Reference <Tab>
5. Enter Insured Number <Tab>
6. Enter Insured Amount <Tab>
7. Enter SDR Value <Tab>
8. Enter Tax Code <Tab>
9. Enter Importer's VAT Number <Tab>
10. Enter Importer's Code <Tab>
11. Enter Importer's Fax or Email <Tab>

Customs Information		<i>(optional)</i>
License Number:		
Certificate Number(s):		
Invoice Number:		
Customs Reference:		
Insured Number:		
Insured Amount:		
SDR Value:		
Importer's Reference:		<i>(optional)</i>
Tax Code:		
VAT Number:		
Importer Code:		
Importer's Fax/Email:		<i>(optional)</i>
Fax:		
Email:		

Parcel Information

1. Select Content Type <use the mouse>
2. Enter Content Explanation if **Other** is selected as **Content Type** <Tab>
3. Select Restrictions <use the mouse>
4. Enter specific conditions or **Restriction Remarks** if **Other** is selected <Tab>
5. Select an EEL exemption code from the dropdown list (default is NOEEI 30.37(a)) <Tab>

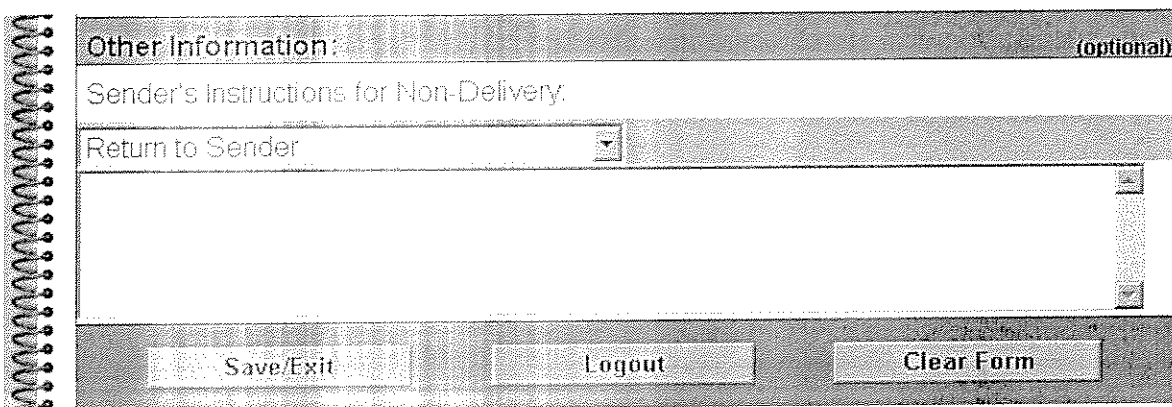
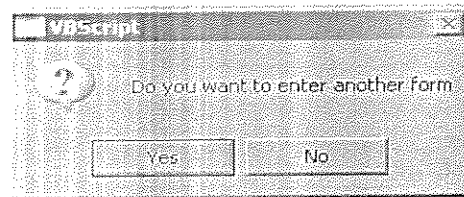


To enter an EEL that does not appear in the dropdown or to enter a PFC code, select **ENTER AN EEL/PFC** from the dropdown and enter the new code in the EEL/PFC field. If no EEL or PFC code appears on the form, select **Not Provided**.

Parcel Information: (optional)	
Content Type:	<input type="text"/>
Content Explanation:	<input type="text"/>
Restrictions:	<input type="text"/>
Restriction Remarks:	<input type="text"/>
EEL/PFC:	<div style="border: 1px solid black; padding: 2px;"> NOEEI 30.37(a)-Value Less Than \$2,500.00 NOEEI 30.37(a)-Value Less Than \$2,500.00 NOEEI 30.36-Destined to Canada, no license required NOEEI 30.37(h)-Authorized gifts or donations Not Provided ENTER AN EEL/PFC </div>

Other Information

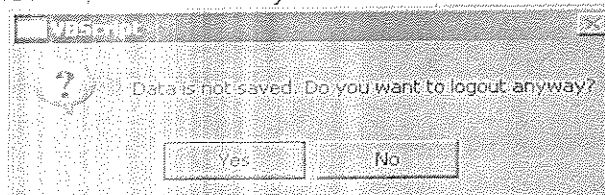
1. Enter **Sender's Instructions for Non-Delivery** <use the mouse>
2. Select the **Save/Exit** button to save the information and exit. All mandatory fields must be completed in order to proceed. The below popup will display
3. Select **Yes** to save the information and a new form will appear to enter information for another Customs form or select **No** to exit the CBPMAN Welcome Page.



Selecting the **Clear Form** button will clear all entered fields and information will not be saved. The Record for Customs Manifest barcode will remain on the screen and the user will be allowed to re-enter the information from the PS Form 2976-A.



When selecting the **Logout** button, the popup message below appears. Select **Yes** to exit. If **No** is selected, the data entry screen remains.



The application session will time out after 20 minutes of inactivity. When entering information, please ensure to complete the entry and hit the **Save/Exit** button prior to leaving the workstation. If not, the information will not be saved and must be re-entered.

Entering Incomplete Customs Forms

1. Click the Incomplete Customs Forms (POS Only) button to view the list of barcodes. <use the mouse>
2. Click on a barcode from the list. <use the mouse>
3. Enter the information as it appears on the form and select the **Save/Exit** button to save the information and exit. Or, refer to instructions beginning on Page 18.



If the barcode is selected from the dropdown, it gets populated in the 2976-A Barcode field. The barcode can also be manually keyed in to the field.

UNITED STATES POSTAL SERVICE

Logout User Guide

2976-A Barcode

Incomplete Customs Forms (POS Only)

Please Select ...

- CP000000005US
- CP321321321US
- CP730952106US**
- CP478027418US
- YY478027418US
- YY111027418US
- QQ478027418US

Sender Information

Last Name:

First Name: (optional)

Business:

Address 1:

Address 2: (optional)

Address 3: (optional)

Zipcode:

Country:

Phone: (optional)



When selecting the Incomplete Customs Form (POS Only) button, the No Data Found! popup message displays indicating that there are no Customs Forms to be entered.

