



U.S. Customs and Border Protection

CEE TEST GUIDELINES

RESPONSIBILITIES AND PROCEDURES FOR PARTICIPATING ACCOUNTS IN THE CENTERS OF EXCELLENCE AND EXPERTISE

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RESPONSIBILITIES AND PROCEDURES FOR PARTICIPATING ACCOUNTS

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BACKGROUND

The Centers of Excellence and Expertise (Centers) bring all of CBP's trade expertise to bear on a single industry in a strategic location. They are staffed with numerous trade positions using account management principles to authoritatively facilitate trade.

The Centers also serve as resources to the broader trade community and to CBP's U.S. government partners. Center personnel answer questions, provide information and develop comprehensive trade facilitation strategies to address uniformity and compliance concerns.

While revenue collection will continue to be carried out at the ports of entry, the centers will perform all validation activities, protests, post entry amendment/post summary correction reviews, and prior disclosure validations for the trusted partners within their industry. Protests currently handled by the Office of International Trade/Regulations & Rulings, such as requests for further reviews and requests to void the denial of the protests, will remain with Regulations and Rulings. The scope and functions will expand incrementally until the operational trade functions that traditionally reside with the ports of entry are transitioned to the Centers.

By redirecting work involving participating accounts to centralized, industry-specific locations, ports of entry are able to more effectively focus resources on high-risk shipments and importers that may pose a danger to U.S. border security, harm the health and safety of consumers, or violate U.S. trade laws and intellectual property rights critical to our nation's economic competitiveness.

Action	Benefits
Eliminates unnecessary transactional work from compliant imports	<ul style="list-style-type: none"> • Fewer cargo delays • Reduced costs • Greater predictability
Ports of Entry focus shifts to high-risk shipments	<ul style="list-style-type: none"> • More complex enforcement work • Improved enforcement results: <ul style="list-style-type: none"> ○ Increased import safety ○ Increased revenue protection ○ Reduced economic loss to IPR theft
Single Point of Contact for inquiries	<ul style="list-style-type: none"> • Improved relationship with CBP as small/medium-sized importers have a streamlined inquiry process for resolving concerns • Increased uniformity and transparency for the trade
Cross-functional expertise	<ul style="list-style-type: none"> • Environment for in-depth learning to increase CBP expertise and therefore enforcement

The approach to trade processing facilitated by the new Centers will reduce transaction costs for the trade community, facilitate legitimate trade through risk segmentation, increase agency expertise and deliver greater transparency and uniformity of action within a given industry.

PARTICIPATING ACCOUNT RESPONSIBILITIES

CBP has established four Centers. One Center is coordinated from Los Angeles and focuses on Information Technology and Consumer Electronics, another Center is coordinated from New York and focuses on Pharmaceuticals, Health Equipment, and Chemicals, another coordinated out of Houston will focus on Petroleum, Natural Gas and Minerals and lastly the Automotive and Aerospace Center will be coordinated out of Detroit. The Centers operate in a virtual environment and leverage technology to bring work to the Center.

Each Center will perform certain entry and post summary functions for their participating accounts in accordance with the selection criteria outlined in the respective Federal Register notice. The transition of all revenue related functions will occur incrementally over time until a complete transition has occurred. These procedures described below delineate the responsibilities of the participating accounts as well as which processes have been transitioned for each of the Centers. This document will be modified as the Centers mature and take on additional responsibilities. Additionally, some trade functions, such as drawback and reconciliation, have yet to be transitioned.

Participating accounts should implement processes and procedures to transition to an automated and paperless environment in order to realize the benefits of an industry focused and account based processing concept. Because the Centers operate in a virtual environment, participating accounts are strongly encouraged to make full use of existing automated tools and systems such as ACE for transmission of entry summaries, the ACE portal for transmission of supporting documentation and the Document Image System (DIS) for transmission of invoices.

CBP and the trade community will need to work together as we strive to transform trade processing and provide for national processing using account based principles.

CENTER TEAM DESIGNATION

The Centers have been assigned unique team codes for identification purposes. These codes will serve as the primary indicators that the authority to process a particular entry summary or post-summary activity belongs with the Center. Below are the respective teams for each of the Centers as well as contact information:

<u>Team #</u>	<u>Industry</u>	<u>Location</u>	<u>Email Address</u>
001	Pharmaceuticals Chemicals	New York	CEE-Pharmaceuticals@cbp.dhs.gov CEE-Chemicals@cbp.dhs.gov
003	Automotive & Aerospace	Detroit	CEE-Automotive@cbp.dhs.gov CEE-Aerospace@cbp.dhs.gov
006	Petroleum, Natural Gas & Minerals	Houston	In development

RELEASE AND ENTRY PROCESSES

Participating accounts do not need to change their existing shipping patterns and may continue to import through the ports of entry as they have in the past, regardless of their status as a Center participant. Participating accounts should continue to submit any necessary documentation for release purposes and adhere to current regulations as they have in the past.

The following release and entry procedures for participating accounts remain the same and will be processed by the applicable port of entry:

- Cargo Release
- In-bond
- Warehouse Entries
- Bonded Warehouses
- Foreign Trade Zones

ENTRY SUMMARY PROCESSES

Participating accounts may continue to submit entry summaries through the Automated Commercial System (ACS) or the Automated Commercial Environment (ACE) as they have in the past and will not be required to change the respective port of entry. Upon acceptance as a participating account, the Centers will process all entry summaries, regardless of the port of entry or commodity.

Upon receipt of “docs required” message for an ACS or ACE entry summary, the participating account will need to transmit the necessary documentation electronically via the ACE portal, the DIS or the Center’s email address. The team designation on the statement is the indicator to the participating account or their filer that the required documents must be submitted to the Center for processing.

Participating accounts should continue to file EIP/RLF entry summaries as usual and the Center will process accordingly.

The following Centers will transition entry summary processing by the following date:

- *Pharmaceuticals, Health & Chemicals: September 27, 2012*
- *Information Technology & Consumer Electronics: September 27, 2012*
- *Automotive & Aerospace: September 27, 2012*
- *Petroleum, Natural Gas & Minerals: October 1, 2012*

Revenue Collection

Participating accounts will continue to submit payments to the respective port of entry for all Entry/Entry Summaries, Non-Automated Broker Interface (ABI) entry summaries, ABI non-statement (ABI/N) and ABI Statement (ABI/S). Those participants that use Periodic Monthly Statement processes may continue to do so. Although participating accounts will submit any “docs required” directly to the Center, a cashier/record copy of the summary (or equivalent) may be submitted with the check and/or statement to the port of entry for collection.

Resolution of discrepancies in the amount of monies presented and/or cashier documents as well as assessment and collection of liquidated damages will continue to be handled by the port of entry.

Quota

Due to time restraints for processing entry summaries subject to quota restrictions, participating accounts will continue to submit all quota entry summaries to the port of entry for processing.

Summary Rejection or Cancellation

If a participating account’s entry summary is rejected, the reject notice will be issued by the Center.

Participating accounts should electronically submit requests for entry cancellations to their respective Center.

The following Centers will transition the Summary Rejection and Cancellation process by the following date:

- *Pharmaceuticals, Health & Chemicals: September 27, 2012*
- *Information Technology & Consumer Electronics: September 27, 2012*
- *Automotive & Aerospace: September 27, 2012*
- *Petroleum, Natural Gas & Minerals: October 1, 2012*

Census Warnings

If a participating account receives a Census reject for an ACS entry, the summary must be electronically transmitted to the Center’s email address, unless other arrangements have been made with the Center to resolve Census issues.

The following Centers will transition Census resolution processing by the following date:

- *Pharmaceuticals, Health & Chemicals: September 27, 2012*
- *Information Technology & Consumer Electronics: September 27, 2012*
- *Automotive & Aerospace: September 27, 2012*
- *Petroleum, Natural Gas & Minerals: October 1, 2012*

Issuance of Request for Information and Notice of Action

Participating accounts will only receive Requests for Information (CBP Form 28) and a Notices of Action (CBP Form 29) from their respective Center. Participating accounts will be responsible for timely responses directly to the Center.

The following Centers will transition the issuance of Requests for Information and Notices of Action by the following date:

- *Pharmaceuticals, Health & Chemicals: September 27, 2012*
- *Information Technology & Consumer Electronics: September 27, 2012*
- *Automotive & Aerospace: September 27, 2012*
- *Petroleum, Natural Gas & Minerals: October 1, 2012*

Anti-Dumping/Countervailing Duty Entries

Antidumping and Countervailing Duty (ADCVD) entry summaries submitted prior to participation in the Center test will remain assigned to the ports of entry for processing. Upon acceptance as a participating account, all subsequent ADCVD entry summaries should be filed as usual; however the Center will process the entry summary.

Participating accounts that receive a “docs required” message for ACE and ACS ADCVD entry summaries will need to electronically transmit the necessary documentation through the ACE portal or the Center’s email address. Blanket reimbursement certificates for participating accounts will need to be sent electronically to the Center.

Participating accounts should submit requests for administrative refund for overpayment on an ADCVD entry summary directly to the Center for approval.

The following Centers will transition AD/CVD processing by the following date:

- *Pharmaceuticals, Health & Chemicals: September 27, 2012*
- *Information Technology & Consumer Electronics: September 27, 2012*
- *Automotive & Aerospace: September 27, 2012*
- *Petroleum, Natural Gas & Minerals: October 1, 2012*

Temporary Importations under Bond

The ports will maintain current responsibilities for Temporary Importations under Bond (TIB).

United States Virgin Islands (USVI)

Participating accounts that file entry summaries at USVI ports of entry will need to continue to do so. Entry summaries filed at USVI ports have not been transitioned to a Center and will be processed by the port of entry as usual.

Liquidation

The bulletin notice of liquidation (CBP Form 4333) will still be posted at the ports of entry; however liquidation for participating accounts, with the exception of quota entries, will be processed by the Center.

The following Centers will transition liquidation of entries by the following date:

- *Pharmaceuticals, Health & Chemicals: September 27, 2012*
- *Information Technology & Consumer Electronics: September 27, 2012*
- *Automotive & Aerospace: September 27, 2012*

- *Petroleum, Natural Gas & Minerals: October 1, 2012*

POST-SUMMARY PROCESSES

Post-Summary Adjustments

Post-Summary Corrections

Participating accounts will transmit Post-Summary Corrections (PSC) as they normally have, however the Center will process the PSC. When a participating account's PSC is transmitted in ACE and documents are required, the documents will need to be electronically transmitted through the ACE portal or to the assigned Center's email address.

If a participating account submits payment for a PSC it must be presented to the port of entry for collection.

Post-Entry Amendments

Participating accounts must submit Post-Entry Amendments (PEA) paperwork through the ACE portal or to the Center's email address for processing.

If a participating account submits payment for a PEA it must be presented to the port of entry for collection.

The following Centers will transition Post-Summary Adjustment processing by the following date:

- *Pharmaceuticals, Health & Chemicals: September 27, 2012*
- *Information Technology & Consumer Electronics: September 27, 2012*
- *Automotive & Aerospace: September 27, 2012*
- *Petroleum, Natural Gas & Minerals: October 1, 2012*

Internal Advice Requests

Participating accounts should submit requests for internal advice electronically to the appropriate Center for further coordination with the Office of International Trade, Regulations and Rulings. Once the internal advice request is answered, the Center will coordinate with the requestor to ensure they are made aware of the decision.

The following Centers will transition the processing of Internal Advice Requests by the following date:

- *Pharmaceuticals, Health & Chemicals: September 27, 2012*
- *Information Technology & Consumer Electronics: September 27, 2012*
- *Automotive & Aerospace: September 27, 2012*
- *Petroleum, Natural Gas & Minerals: October 1, 2012*

Protests and Petitions

Participating accounts should file protests electronically through the Automated Broker Interface (ABI). Participating accounts must add a note in the electronic filing that designates the Center team. The Center will process the protest in accordance with current procedures.

If a participating account chooses to not file protests through ABI, a scanned copy of the CBP Form 19 and all supporting documentation must be submitted electronically to the Center via the ACE portal or the Center's email address.

The following Centers will transition Protest Processing by the following date:

- *Pharmaceuticals, Health & Chemicals: September 27, 2012*
- *Information Technology & Consumer Electronics: September 27, 2012*
- *Automotive & Aerospace: September 27, 2012*
- *Petroleum, Natural Gas & Minerals: October 1, 2012*

Reconciliation Entries

Participating accounts should continue to file reconciliation entries to the assigned port of entry. Upon transition of reconciliation processing to the Centers, the participating accounts will be notified of any new procedures or locations for reconciliation filing.

At this time, reconciliation processing has not been transitioned to Centers.

Drawback

Participating accounts should continue to file drawback claims at one of the four existing Drawback Centers (New York, Chicago, San Francisco or Houston). Upon transition of drawback processing to the Centers, the participating accounts will be notified of any new procedures or location for drawback filing.

At this time, drawback processing has not been transitioned to Centers.

ENTRY SUMMARY ENFORCEMENT PROCESSES

All post-entry enforcement actions continue to be handled by the ports, such as liquidated damages, penalties, petition processing and other FP&F actions. Enforcement actions involving participating accounts will be coordinated with the Center.

Prior Disclosures

Participating accounts should submit prior disclosures to the appropriate Center for processing.

The following Centers will transition Prior Disclosure processing by the following date:

- *Pharmaceuticals, Health & Chemicals: September 27, 2012*
- *Information Technology & Consumer Electronics: September 27, 2012*
- *Automotive & Aerospace: September 27, 2012*
- *Petroleum, Natural Gas & Minerals: October 1, 2012*