

ACI Air Document Preparation –

Air Cargo Report

Fax to 1-888-329-2236

Phone: 1-877-763-6887 Email: acisupport@crimsonlogic.com



Company Name: _____

Account ID: _____

Header					
Airline Code					Enter the Airline Code of your company. Must be a valid IATA or ICAO Airline code.
Cargo Control Number					The CCN is a unique number created by the carrier which is assigned to the Air Cargo Report. CCN = Carrier Code + any unique number, totalling between 5 - 25 characters (cannot be re-used for 3 years).
Application Type	Import	In-Transit	FROB	Split Shipment	Please check the box indicating the procedure type for this shipment of cargo to CBSA. The most common application type is "Import".
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ramp Transfer Indicator	Yes <input type="checkbox"/>		No <input type="checkbox"/>		Check the box indicating whether or not goods are being transferred from one aircraft to another for furtherance to its final destination.
Supplementary Data Required Indicator	Yes <input type="checkbox"/>		No <input type="checkbox"/>		Check the box indicating whether or not supplementary data is required to be sent by a freight forwarder.

Schedule	
Place of Loading	The foreign airport where the goods were loaded onto the aircraft. Must be a valid IATA or ICAO Airport Designator Code.
Place of Receipt (Country)	The ISO 3166 Country Code of the Country where the goods are first taken over by the carrier. For USA write "US".
Place of Receipt (City)	The name of the city where the goods are first taken over by the carrier.
Place of Receipt (Terminal)	The name of the terminal (or warehouse or yard) where the goods are first taken over / loaded by the carrier. If unknown, write the city name from the above field.
Port of Report	The first Canadian airport at which the aircraft lands. Must be a valid CBSA Office Code. (Please refer to document "IATA Codes and Corresponding CBSA Offices").
Customs Office of Discharge	The Canadian airport where the goods will be unloaded from the aircraft. Must be a valid CBSA Office Code. (Please refer to document "IATA Codes and Corresponding CBSA Offices").
Customs Office of Discharge (Terminal – if applicable) (mandatory if Application Type is "Import")	Enter the code for the warehouse location associated with the above field. (Please refer to document "CBSA ACCROSS Sub-Location Codes").
Delivery Country Code	The ISO 3166 Country Code of the Country where the goods are to be delivered. For Canada write "CA".
Place of Delivery (City)	The name of the city where the goods are to be delivered.
Place of Delivery (Terminal)	The name of the terminal (or warehouse or yard) where the goods are to be delivered. If unknown, write the city name from the above field.

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Parties			
Consignor (Shipper) <i>This is the party to who actually has possession of the goods when they start their journey to Canada (i.e. seller, exporter, vendor, manufacturer). For consolidated shipments the Freight Forwarder's information will be accepted.</i>	Party Name (the full legal name of the company)		
	Address		
	City Name	State / Province	
	Zip / Postal Code	Country	
	<input type="checkbox"/> USA <input type="checkbox"/> Canada <input type="checkbox"/> Other (please indicate)		
Consignee <i>This is the party where the goods to whom the goods will be physically delivered. Usually, the consignee is the party listed on the bill of lading (often the buyer).</i>	Party Name (the full legal name of the company)		
	Address		
	City Name	State / Province	
	Zip / Postal Code	Country	
	<input type="checkbox"/> USA <input type="checkbox"/> Canada <input type="checkbox"/> Other (please indicate)		
Delivery Address (if applicable) <i>Enter ONLY if the delivery address is different from the Consignee address.</i>	Party Name (the full legal name of the company)		
	Address		
	City Name	State / Province	
	Zip / Postal Code	Country	
	<input type="checkbox"/> USA <input type="checkbox"/> Canada <input type="checkbox"/> Other (please indicate)		
Notify Party (if applicable) <i>Enter ONLY if there are parties other than the above mentioned that require notification upon arrival of the goods in Canada.</i>	Party Name (the full legal name of the company)		
	Address		
	City Name	State / Province	
	Zip / Postal Code	Country	
	<input type="checkbox"/> USA <input type="checkbox"/> Canada <input type="checkbox"/> Other (please indicate)		

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Shipment		
Equipment Type Code Qualifier	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Please indicate whether or not goods are containerized (in "unit load devices" or ULDs).</i>
Equipment Initial / Equipment # (if applicable)		<i>Enter the "Equipment Identification Number" ONLY if goods are containerized.</i>
UN Dangerous Goods Code (if applicable)		<i>Enter the "UNDG Code" pertaining to the commodity ONLY if dangerous goods are being reported.</i>
Manifested Quantity		<i>Provide the total number of goods being manifested (total number of packages).</i>
Manifested Quantity Qualifier		<i>Write the package type in which the goods are being packaged (pertaining to the "Manifested Quantity" field above). Ex. boxes, bins, cartons, pieces...</i>
Lading Quantity		<i>Provide the number of packages per nature of commodity.</i>
Packaging Type		<i>Write the package type in which the goods are being packaged (pertaining to the "Lading Quantity" field above). Ex. boxes, bins, cartons, pieces...</i>
Cargo Weight		<i>Enter the gross cargo weight including packing. May transmit up to 12 digits.</i>
Cargo Weight UOM	Lbs <input type="checkbox"/> Kgs <input type="checkbox"/>	<i>Check the box indicating the "Unit of Measure" pertaining to the "Cargo Weight" field above.</i>
Description	<i>Enter a plain language, brief cargo description of the nature of the goods sufficient to identify it for customs purposes.</i>	