Add CBPF-5106 to Importer/ Consignee File

*This chapter provides record formats to permit users to add data from
CBP Form (CBPF) 5106 (Notification of Importer's Number or
Notice of Change of Name or Address) to update the Importer/Consignee File.*

RECORD DESCRIPTIONS

Add CBPF-5106 to Importer/Consignee File

Automated Commercial System (ACS) users have the capability to add importer names and addresses from the CBP Form (CBPF) 5106 (Notification of Importer's Number or Notice of Change of Name or Address) to the Importer/Consignee file.

U.S. citizens should be identified by Social Security numbers and U.S. corporations should be identified by Internal Revenue Service (IRS) numbers. CBP-assigned numbers are usually only assigned to foreign nationals and companies without an IRS or Social Security number. If an importer requires an CBP-assigned number, it can be requested on Record Identifier T1 by placing an *N* in the Update Action Code data field.

If there are one or more active importer records already in ACS with the same name and address, the application for an CBP-assigned number will be rejected. If there are no pre-existing active importer records in ACS with the same name and address, the application for an CBP-assigned number will be accepted and ACS will automatically assign a new format of CBP-assigned number to the importer. This new number is returned on Record Identifier T5.

If name and address data needs to be changed for an importer number already on file, a hard copy CBPF-5106 with the correct data must be filed with the local CBP office. This data cannot be updated automatically by the user.

Input: Record Identifiers T1 and T2 are mandatory input records to add importer name and mailing address data to the Importer/Consignee file. Record Identifiers TB and TC are conditional input records to add a business address if different from the mailing address to the CBPF-5106 importer file. Record Identifier TA is an optional input record to add additional name data to the Importer/Consignee file.

The application identifier on Record Identifier B is TI. For additional information on Record Identifier B, refer to the Application Control chapter of this document.

Output: Record Identifier T3/4/5 is the output record returned if the transaction is error free. If the transaction contains an error, the record in error is returned along with the T3/4/5 record.

The application identifier on Record Identifier B is TR. For additional information on Record Identifier B, refer to the Application Control chapter of this document.

Record Identifier T1 (Input)

This is a mandatory input record to add data pertaining to the update action, importer number, importer type, name, or address on the CBP Form (CBPF) 5106 (Notification of Importer's Number or Notice of Change of Name or Address) to the Importer/Consignee file. Changes to existing importer records can only be made by filing a CBPF-5106 with the local CBP.

Data Element	Length/ Class	Position	Status	Description	Note
Record Identifier T1 (Input)					
Control Identifier	1A	1	M	Must always equal T.	
Record Type	1N	2	M	Must always equal 1.	
Update Action Code	1A	3	M	Valid codes are *A* to add an importer number or *N* to apply for a CBP assigned number.	
Importer Number	12X	4-15	M	A code identifying the importer. If the update action code is *N*, space fill.	1
Line One of the Importer Name	32X	16-47	M	The first line of the importer's name.	
Line One of the Mailing Address	32X	48-79	M	The first line of the importer's mailing address. If the importer has separate mailing and business addresses, the mailing address must be shown as the first address. If the mailing address is a post office box, a second address must be provided. If the mailing address is a rural route and box number or HC (Highway Contract) and box number, a second address is not required. (An HC is a contract awarded to a bonded individual to deliver the mail in remote areas by the U.S. Postal Service.)	
Importer Type	1A	80	C	A code identifying the type of importer. This code is required for all U.S. importers. Valid Importer Type Codes are: C = Corporation P = Partnership I = Individual S = Sole Proprietor F = Foreign Government G = US Government L = State Government	

Note 1

Valid formats for the Importer of Record Number are:

NN-NNNNNNNXX	Internal Revenue Service (IRS) Number
NNN-NN-NNNN	Social Security Number

In these codes, N = number, and X = alphanumeric.

If the importer number is in IRS format, the last two-position suffix (XX) cannot be the letters O, I and/or Z.

Record Identifier TA (Input)

This is an optional input record to add data pertaining to the name qualifier and importer name on the CBPF-5106 (Notification of Importer's Number or Notice of Change of Name or Address) to the Importer/Consignee file.

Data Element	Length/ Class	Position	Status	Description	Note
Record Identifier TA (Input)					
Control Identifier	1A	1	M	Must always equal T.	
Record Type	1A	2	M	Must always equal A.	
Name Qualifier	3A	3-5	M	A code qualifying the second line of the importer name. Valid Name Qualifier Codes are: DIV = The name of the parent company if the importer is a division under the parent company. DBA = The name the importer is doing business as. AKA = The name the importer is also known as.	
Line Two of the Importer Name	32X	6-37	M	The second line of the importer name is required if there is a Name Qualifier (positions 3-5). If there is not a Name Qualifier in positions 3-5, an error message is system generated.	
Filler	43X	38-80	M	Space fill.	

Record Identifier T2 (Input)

This is a mandatory input record to add data pertaining to the mailing address, city, state, ZIP code, and International Organization for Standardization (ISO) country code on the CBPF-5106 (Notification of Importer's Number or Notice of Change of Name or Address to the Importer/Consignee) file.

Record Identifier T2 (Input)					
Data Element	**Length/ Class**	**Position**	**Status**	**Description**	**Note**
Control Identifier	1A	1	M	Must always equal T.	
Record Type	1N	2	M	Must always equal 2.	
Filler	12X	3-14	M	Space fill.	
Line Two of the Mailing Address	32X	15-46	O	The second line of the importer's address. Space fill if the address is foreign.	
City, Mailing Address	21X	47-67	M	The city where the importer is located.	
State, Mailing Address	2A	68-69	M	The code representing the state where the importer is located.	1
ZIP, Mailing Address	9AN	70-78	C	The ZIP code of where the importer is located.	2
ISO Country Code, Mailing Address	2A	79-80	C	The International Organization for Standardization (ISO) country code representing the country where the importer is located. Space fill for a U.S. address. Provide the appropriate two-position ISO code for all foreign addresses including Canada. Valid ISO country codes are listed in Appendix B.	

Note 1

For U.S. addresses, the state code must be a valid United States Postal Service state code. For Canadian addresses use the Canadian Province/Territory Code. Valid Canadian Province/Territory Codes for the Add 5106 transaction are:

Code	Description
AB	Alberta
NB	New Brunswick
BC	British Columbia
MB	Manitoba
NS	Nova Scotia
ON	Ontario
PE	Prince Edward Island
QC	Quebec
SK	Saskatchewan
NT	Northwest Territories
NU	Nunavut
NL	Newfoundland
YT	Yukon Territory

For additional information on the Canadian Province/Territory Code, contact your CBP Client Representative.

For all other foreign addresses, the state code is FN (foreign).

Note 2

For U.S. addresses, the first five positions of the ZIP code are required and must be numeric. The last four positions of the U.S. ZIP code are optional, but if they are present they must be numeric. ZIP codes will be edited against state codes for validity. An error message is system generated if this edit is not passed.

Canadian postal codes must be in the following format: *ANANAN* (where *A* = alphabetic; *N* = numeric).

Mexico (state code FN, ISO code MX) has no ZIP code; therefore, space fill.

Combinations of up to 9-position alphanumeric codes in the ZIP code field are allowed for other foreign addresses (state code FN).

Record Identifier TB (Input)

This is a conditional input record to add data pertaining to the first and second line of the secondary address to the Importer/Consignee file. This record follows Record Identifier T2 and must be followed by Record Identifier TC.

Record Identifier TB (Input)					
Data Element	**Length/ Class**	**Position**	**Status**	**Description**	**Note**
Control Identifier	1A	1	M	Must always equal T.	
Record Type	1A	2	M	Must always equal B.	
Line One of the Secondary Address	32X	3-34	M	The business address if it is different from the mailing address in positions 48-79, Record Identifier T1. If the mailing address is an U.S. Post Office box or a drawer, this data field is mandatory.	
Line Two of the Secondary Address	32X	35-66	C	The second line of the secondary address. Space fill if the address is foreign.	
Filler	14X	67-80	M	Space fill.	

Record Identifier TC (Input)

This is a conditional input record to add data pertaining to the city, state, ZIP code, and International Organization for Standardization (ISO) country code of the secondary address to the Importer/Consignee file. This record must follow Record Identifier TB.

Record Identifier TC (Input)					
Data Element	**Length/ Class**	**Position**	**Status**	**Description**	**Note**
Control Identifier	1A	1	M	Must always equal T.	
Record Type	1A	2	M	Must always equal C.	
City, Secondary Address	21X	3-23	M	The city name of the secondary address associated with the importer.	
State, Secondary Address	2A	24-25	M	The state code assigned by the United States Postal Service for the secondary address.	1
ZIP, Secondary Address	9AN	26-34	C	The ZIP code assigned by the United States Postal Service for the secondary address.	2
ISO Country Code, Secondary Address	2A	35-36	C	The International Organization for Standardization (ISO) country code representing the country of the secondary address. Space fill for a U.S. address. Provide the appropriate two-position ISO code for all foreign addresses including Canada. Valid ISO country codes are listed in Appendix B.	
Filler	44X	37-80	M	Space fill.	

Note 1

For U.S. addresses, the state code must be a valid United States Postal Service state code. For Canadian addresses use the Canadian Province/Territory Code. Valid Canadian Province/Territory Codes for the Add 5106 transaction are:

Code	Description
AB	Alberta
NB	New Brunswick
BC	British Columbia
MB	Manitoba
NS	Nova Scotia
ON	Ontario
PE	Prince Edward Island
QC	Quebec
SK	Saskatchewan
NT	Northwest Territories
NU	Nunavut
NL	Newfoundland
YT	Yukon Territory

For additional information on the Canadian Province/Territory Code, contact your CBP Client Representative.

For all other foreign addresses, the state code is FN (foreign).

Note 2

For U.S. addresses, the first five positions of the ZIP code are required and must be numeric. The last four positions of the U.S. ZIP code are optional, but if they are present they must be numeric. ZIP codes will be edited against state codes for validity. An error message is system generated if this edit is not passed.

Canadian postal codes must be in the following format: *ANANAN* (where *A* = alphabetic; *N* = numeric).

Mexico (state code FN, ISO code MX) has no ZIP code; therefore, space fill.

Combinations of up to 9-position alphanumeric codes in the ZIP code field are allowed for other foreign addresses (state code FN).

Record Identifier T3/4/5 (Output)

This is a mandatory output record that provides a narrative message pertaining to the Importer/Consignee file.

Data Element	Length/Class	Position	Status	Description	Note
Record Identifier T3/4/5 (Input)					
Control Identifier	1A	1	M	Must always equal T.	
Record Type	1N	2	M	A code representing the record type. Valid Record Type Codes are: 3 = Error condition 4 = Update acknowledgment 5 = CBP importer number assigned	
Importer Number	12X	3-14	M	A code identifying the importer. This number is the same as the Importer Number (positions 4-15) in Record Identifier T1 if the Update Action Code was *A*.	1
Narrative Message	33X	15-47	M	A narrative message that the transaction received an error or was received error free and was added to the CBPF-5106 file, or CBP importer number was assigned.	
Importer Name	32X	48-79	M	The importer name as shown in ACS.	
Filler	1X	80	M	Space fill.	

Note 1

Valid formats for the Importer of Record Number are:

NN-NNNNNNNXX	Internal Revenue Service (IRS) Number
NNN-NN-NNNN	Social Security Number
YYDDPP-NNNNN	CBP Assigned Number

In these codes, N = number, X = alphanumeric, YY = the last two digits of the calendar year when the number is assigned and DDPP = the district/port code where the number is assigned.

If the importer number is in IRS format, the last two-position suffix (XX) cannot be the letters O, I and/or Z.