Appendix E

Valid Entry Numbers

*This appendix addresses valid entry number formats and the
calculation of a check digit.*

Entry Numbers

On October 1, 1986, the Bureau of Customs and Border Protection (CBP) (formerly the U.S.
Customs Service) implemented changes to its entry numbering system. Entry numbers now
appear in XXX-NNNNNNN-C format. The first three positions of the entry number represent
the entry filer code. The remainder of the entry number is a 7-position transaction code assigned
by the entry filer, plus a check digit.

All brokers, importers and others who prepare and file entry documentation with CBP on a
regular basis are assigned a unique 3-position national entry filer code. When the entry filer
codes are assigned and established in the system, each is identified as a broker, importer, carrier,
CBP port, or other filer along with the districts/ports where they are authorized to file entries.
This entry filer code is assigned in one of the following formats:

Code	Format
NNN	001-999
ANN	A00-Z99
AAN	AA0-ZZ9
AAA	AAA-ZZZ

The numbering scheme used for the transaction number is at the discretion of the entry filer
provided the CBP-required format is used. An entry filer who handles transactions at several
districts/ports but prepares entries at a centralized location may wish to number all entries in
sequential transaction number order or assign blocks of numbers for each district/port. Entry
numbers must not be duplicated. Duplication of an entry number results in rejection of the entry
documentation. This rejection is considered fatal and repeated occurrences disqualifies a user
from operational status.

Entry number formatting rules accommodate the new and old entry number formats in the same
field. The new entry filer code is considered to be a separate data field. A 9-position data field is
provided for the entry number. The field accommodates the fiscal year, the serial/transaction
number, and a check digit as follows:

If the entry number is one of the old format, the field is formatted as the last two positions of the fiscal year followed by a six-position serial number and a check digit.

If the entry number is one of the new transaction numbers, the field is formatted as one space followed by the seven-digit transaction number and the check digit.

When a filer nears the point of exhausting existing entry number, filers are to notify Field Operations, via letter, of this fact. The letter is to be sent to Field Operations, Trade Compliance Division, Cargo Control and Entry Branch. Field Operations will set the flag in the BFC file that will permit the filer to use the mod 11 plus 1. Filers are to begin at the beginning of the numbers - 000000 and build from there.

Check-Digit Computation

Entry numbers issued after October 1, 1988, require a check digit.

Entry filer codes that contain letters must be transformed to a numeric equivalent prior to computation of the check digit. The numeric equivalent for each alphabetic character follows:

A	=	1	J	=	1	S	=	2
B	=	2	K	=	2	T	=	3
C	=	3	L	=	3	U	=	4
D	=	4	M	=	4	V	=	5
E	=	5	N	=	5	W	=	6
F	=	6	O	=	6	X	=	7
G	=	7	P	=	7	Y	=	8
H	=	8	Q	=	8	Z	=	9
I	=	9	R	=	9			

Entry filer code B76, for example, transforms to 276 for check digit computation purposes. Using the converted entry filer code *276* and transaction number *0324527*, the check digit for entry number *276 0324527* is computed as follows:

1.   Start with the units position (right-most digit or, in this case, *7*) and multiply every other position by 2. In other words, all odd positions are multiplied by 2. High-order zeros are a significant element in the computation process and must be included in the transaction number. If the result of multiplication is greater than 9, add *1* to the units digit and disregard the tens digit. For example:

$$
\begin{array}{ccccc}
7 & 5 & 2 \quad 0 & 7 \\
\underline{\times 2} & \underline{\times 2} & \underline{\times 2} \ \underline{\times 2} & \underline{\times 2} \\
14 & 10 & 4 \quad 0 & 14 \\
\underline{+1} & \underline{+1} & \underline{+0} \ \underline{+0} & \underline{+1} \\
5 & 1 & 4 \quad 0 & 5
\end{array}
$$

2. Add the results together.

$$5 + 1 + 4 + 0 + 5 = 15$$

3. Total all the even positions in the entry number, starting with the position next to the units position.

$$2 + 4 + 3 + 6 + 2 = 17$$

4. Add the two sums (15 and 17) together for a total of 32.

$$15 + 17 = 32$$

5. Subtract the units digit (in this case 2) from 10. The result is the check digit.

$$10 - 2 = 8$$

Note: If the result of the subtraction is zero, the check digit is zero.