OVERVIEW

The Automated Broker Interface (ABI) is a component of the U.S. Customs Service's Automated Commercial System (ACS) and the Automated Commercial Environment (ACE) that permits qualified participants to electronically file required import data with Customs. To become a participant, the importer must submit to Customs a "Letter of Intent" (LOI), which is a written statement of a company's desire to participate in ABI.

The letter is submitted to the Customs Office of Information Technology (OIT) at Headquarters. Once the request is approved, usually within 10 working days, an ABI Client Representative is assigned to the Importer. The Client Representative becomes the importer's main contact at Customs for all matters relating to entry testing, transmissions or any other issue related to technical processing of an entry.

NOTE: If the importer already has an ABI Client Representative assigned to their account for other purposes, such as ISF, it should be noted in the request letter. Customs will allow the same ABI Client Representative to continue to manage the account for entry processing.

INSTRUCTIONS

In order to complete and submit the LOI:

1. An ABI entry filer code must have been received from the local Customs office at the nearest port. For assistance, see Filer Code Request Instructions & Sample.
2. Complete the letter of intent on company letterhead per the attached sample letter.
3. EMAIL the letter directly to OIT to letterofintent@cbp.dhs.gov.
4. If there has been no contact from Customs after 10 working days, contact OIT to request the status.
5. Click this link for more information from CBP on the ABI Application process.

CONTACT INFORMATION

U.S. Customs and Border Protection
Attn: Beauregard Client Reps
7681 Boston Blvd
Springfield, VA 20598
Client Representative Outreach line at 571-468-5500
Date

U.S. Customs and Border Protection
Attn: Beauregard Client Reps
7681 Boston Blvd
Springfield, VA 20598
Email: letterofintent@cbp.dhs.gov

Re: Letter of Intent / Importer

To Whom It May Concern:

Please be advised that, as the importer of record, we wish to direct file some or all of our import entries with U.S. Customs. We have obtained the necessary software and guidance from Customs Now, Inc., a Customs approved ABI Vendor.

COMPANY INFORMATION

<Include the following information>

Corporate Headquarters Address:
Type of Business:
Company IRS Number:
Company’s Principal Management Contact (name, address, contact info):
Company’s Principal Technical Contact:
Company Locations Participating (name, address):
Estimated Number of Entries per Year:
Type of Merchandise Imported:
Ports of Entry:
Filer Code*:
ABI Client Representative*:

* List any other CBP automated systems (including the ACE Portal) in which your company is currently operational or testing. For each system, provide your company’s account identifier (SCAC, ICAO, ABI filer code, ACE ID, etc.) and the name of your assigned Client Representative.

ABI SOFTWARE INFORMATION

Our software provider is Customs Now, Inc., a Custom’s approved ABI & ISF service bureau vendor. Please contact them directly with any questions regarding the set of the profiles and queues.

CustomsNow, Inc.,
30212 Tomas, Suite 380D
Rancho Santa Margarita, CA 92688.
Contact: Karin Smith. Tel: 888-669-7501 x302. Email: Karin.smith@customsnow.com
CustomsNow’s Vendor Filer Code: SY3
CustomsNow’s A Record Port: 2704
Outbound Queue: ACS.BRK.1001SQ6

If you have any questions or need additional information, please contact us as soon as possible.

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Sincerely, <signature of officer of the company is preferred>