



ACE Portal

Consolidated Administration and Processing of Entries
(CAPE) Declarations

April 2026



U.S. Customs and
Border Protection





TABLE OF CONTENTS

Topic 1: Create and Upload a CAPE Declaration	1
Topic 2: Review CAPE Declaration Status Details	5
Topic 3: Error Message Definitions	8





TOPIC 1: CREATE AND UPLOAD A CAPE DECLARATION

INTRODUCTION

Trade users can submit a CAPE Declaration with multiple entry numbers for International Emergency Economic Powers Act (IEEPA) refunds to begin the Consolidated Administration and Processing of Entries (CAPE) refunds process to receive one consolidated refund amount. The CAPE process is being deployed in phases, and Phase 1 is limited to certain unliquidated entries and certain entries that are no more than 80 days past liquidation. The CAPE Declaration is uploaded in the ACE Portal, checked for accuracy, and submitted to a batch run to validate the refund data. Then successful CAPE Declarations are mass processed.

The **CAPE** tab in the **Importer**, **Filer**, and **Organizational Broker** accounts in the ACE Portal is used to create and submit the CAPE Declaration with IEEPA entry numbers for refund. The **File Uploads** subtab in the **CAPE** tab displays the **Upload** button and the file upload history.



IMPORTANT: Links to this guide and the **IEEPA Duty Refunds** information page are included in the **File Uploads** subtab for easy access.

The **Upload** button provides a template to create the CAPE Declaration and submits the file of entry numbers. The **CAPE File Upload History** displays the validation status for the CAPE Declaration and provides a summary download file with specific information for entry numbers in error. Reference [Topic 2](#) for a list of validations and how to review the download file. Reference [Topic 3](#) for a comprehensive list of error messages and the definitions.

Additionally, upon file upload, a dialog box displays the progress and if applicable, an error reason, such as “**Not a CSV file.**”

CREATE AND UPLOAD A CAPE DECLARATION

1. In the **CAPE** tab, in the default **File Uploads** subtab, select the **Upload** button.

Account Name: Better Fedora Filer

Record Type Name: Filer | ACE ID: 0000370610 | Filer Code: 0S2 | Status: Active

Details | Contacts | Addresses | Entry Banks | Statements | **CAPE**

File Uploads | Claim Status

Please review the [User Guide and Error Definitions](#) and [IEEPA Duty Refunds](#) information page, before uploading the file. **Upload**

Consolidated Administration and Processing of Entries (CAPE) File Upload History
Displaying 2 of 2 Records • Sorted By Submitted Date/Time

File Upload Job #	Claim Num...	File Name	Submitte...	File Upload ...	Submitted By



NOTE: Use the **More** tab to display additional tabs in a drop-down menu.

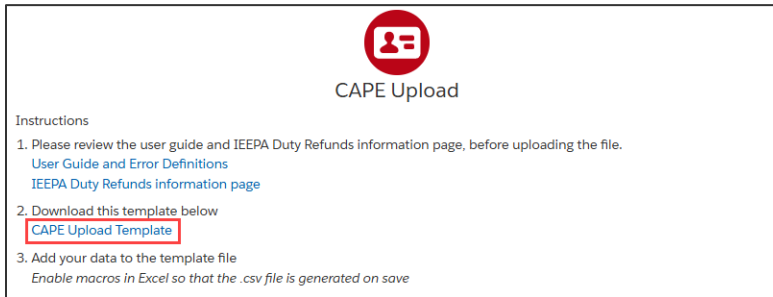
Bonds | Declarations | **More**

- Statements
- ACH Refund Authorization
- CAPE**





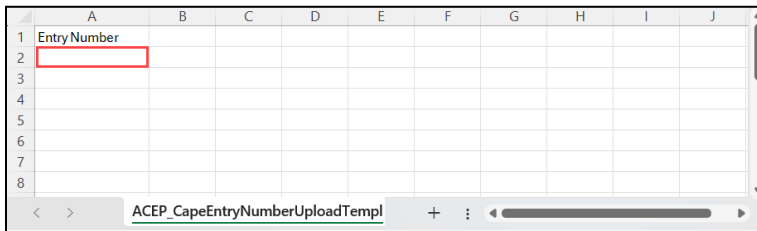
- In the **CAPE Upload** dialog box, select the **CAPE Upload Template** hyperlink.



NOTE: Hyperlinks to the training guide and IEEPA information page are provided in the **CAPE Upload** dialog box for easy access to review before submitting the file.

The upload template file automatically downloads locally to the user's **Downloads** subdirectory.

- In the **Downloads** subdirectory, open the **ACEP_CapeEntryNumberUploadTemplate** file.



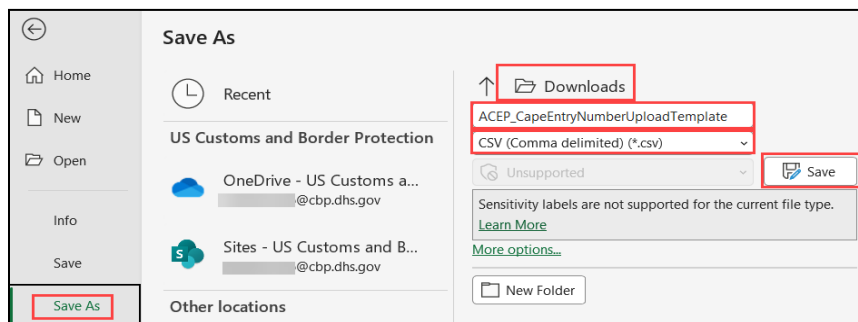
- In the downloaded template file:
 - Enter the applicable entry number(s) in the first column, vertically, beginning in the second row below the **Entry Number** title row.

	A	B	C	D
1	Entry Number			
2	ES157542590			
3	ES198063162			
4	ES199988877			
5	ES143214969			
6				
7				



IMPORTANT: The number of entries is limited to 10,000 and file size is limited to 1mb. Create an additional upload file for entries beyond 10,000 or size greater than 1mb. Also, do not delete the **Entry Number** title in the first row.

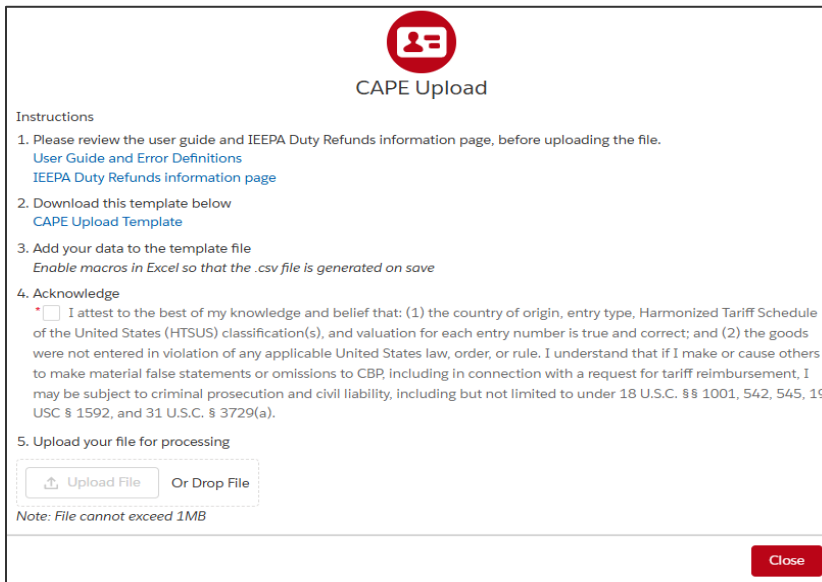
- In the **File** menu, select **Save As**.





IMPORTANT: The file save defaults in the **Downloads** folder, with the default template name, and the correct CSV file type. The file must be saved with the **CSV (Comma delimited) (*.csv)** file type.

- c. Select the **Save** button.
 - d. If appropriate, close the template file.
5. In the **CAPE Upload** dialog box:



- a. Select the **Acknowledge** checkbox to indicate that you are legally authorized to make the filing.



NOTE: You must select the checkbox to enable the **Upload File** button.

- b. Select the **Upload File** button.

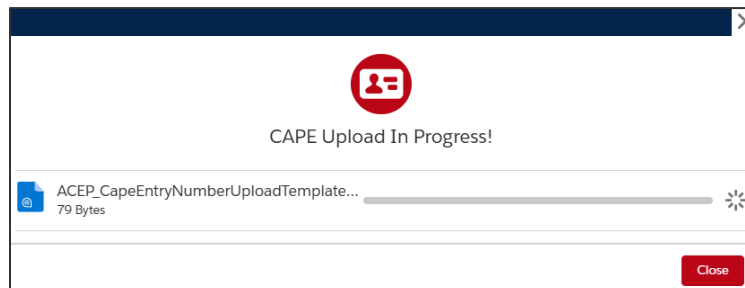


TIP: You can drag and drop the selected upload template file to the **Or Drop File** button.

6. In the **Open** dialog box:

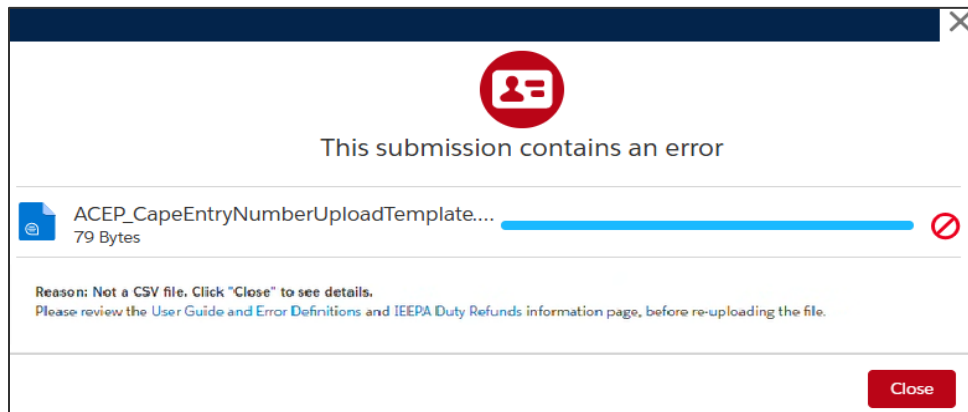
- a. Locate and select the saved upload template file.
- b. Select the **Open** button.

The **CAPE Upload In Progress!** dialog box displays the progress of the file upload.





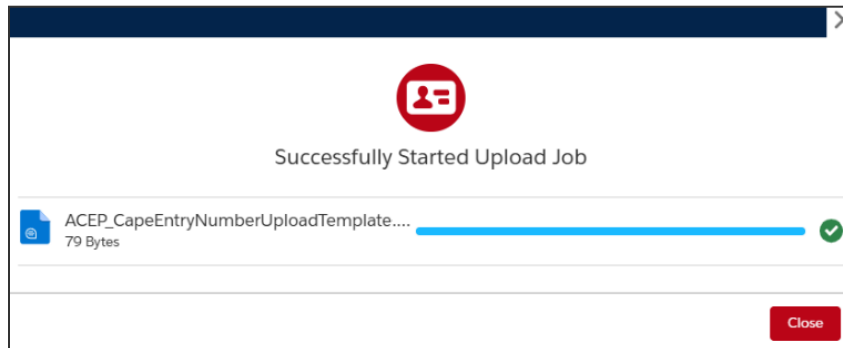
If applicable, the **This submission contains an error** dialog box displays the **Reason** for the file upload error.



NOTE: The **Reason** displays the file error if the file format is not CSV, the file is empty, or contains too many entries. The **Reason** displays **Failed initial validation** if the error involves an entry number(s) format issue, such as the wrong number of characters.

The **Reason** displays **Rejected by batch validation** if the entry number processing is not successfully validated, such as the entry number does not exist or is not associated with the correct IOR number.

The **Successfully Started Upload Job** dialog box displays for a successful upload.



- c. Select the **Close** button to close the dialog box.

The file upload job displays in the **Consolidated Administration and Processing of Entries (CAPE) File Upload History** list. If applicable, the reason displays in the **File Upload Status** column. Otherwise, **Accepted** displays.

File Upload Job #	Claim Number	File Name	Submitted Date/Time	File Upload Status	Submitted By
1	0000000342	ACEP_CapeEntryNumberUploadTe...	3/30/2026, 11:33 AM	The file exceeds the maximum 10,000 allo	S
2	0000000341	ACEP_CapeEntryNumberUploadTe...	3/30/2026, 11:28 AM	Failed initial validation	S





TOPIC 2: REVIEW CAPE DECLARATION STATUS DETAILS

INTRODUCTION

Once the refund file is uploaded in the **File Uploads** subtab, the job number and status of the file upload is listed in the **CAPE File Upload History**. Selecting the job number hyperlink displays the file upload information and if applicable, reason for errors. Also, if appropriate, a **Download File** hyperlink displays validation details.

The following validations apply to the upload file with the noted reason for errors.

Upload File Format Validations (**Reason: specific file format error**):

- The upload file cannot be empty, exceed 10,000 entries, or exceed 1mb size limit
- The header title row cannot be missing
- The upload file format must be .csv

Entry Number Format Validations (**Reason: Failed initial validation**):

- Entry number format
 - 11 alphanumeric characters
 - Dash is optional (any special characters will be stripped prior to 11-character validation)
- No duplicate entry numbers
- For Filer (only Filer Type - Importer) and Organizational Broker accounts:
 - First three characters of entry number must match the Filer Code of account



NOTE: For a Filer other than Filer Type of Importer, the CAPE tab is visible but displays **This functionality is not available for non-importer filer.**

Entry Number of Submitted Entry Summary Validations (**Reason: Rejected by batch validation**):

- IOR number of importer account must match IOR number of submitted entry summary (**Account Mismatch**)
- Entry number must exist

Once these initial validations pass successfully, additional validation processing occurs. In the **CAPE File Upload History**, the **File Upload Status** displays **Accepted** and a claim number displays in the **Claim Number** column of the file upload job.

The claim number also displays in the **Claim Status** subtab, with additional claim information. The **Claim Status** column displays: **Rejected** if all entries fail the validations, **Accepted with Error(s)** if at least one entry fails a validation, and **Accepted** if all entries pass the validations. The claim number **Download File** hyperlink displays the status of all entry numbers included in the upload file.

Claim Status Validations:

- Entry Summary Status must be Accepted
- Control Status must be CBP
- Entry must have at least one IEEPA HTS
- Entry Type cannot be Duty Deferral (08), Recon (09), TIB (23), or Drawback (47)
- Entry cannot be flagged for Reconciliation or on an Open or Suspended protest
- CBP not authorized to reliquidate entry summary due to original liquidation date (liquidated entry summaries over 80 days past their liquidation date)



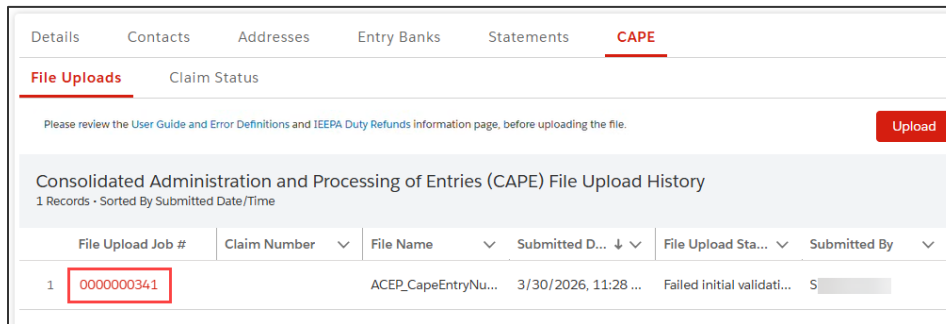


IMPORTANT: For File Upload errors with a specific reason, correct the errors and upload the entire file again. For claim errors, only upload the appropriate corrected entries.

Reference [Topic 3](#) for a comprehensive list of all CAPE error messages and the definition.

REVIEW CAPE DECLARATION UPLOAD JOB STATUS

1. In the **CAPE** tab, in the default **File Uploads** subtab, in the **File Upload Job #** column, select the job number hyperlink.



The file upload information displays. The **Reason** displays in the **File Upload Status** field.



NOTE: For **Failed initial validation** and **Rejected by batch validation** statuses, the **Download File** hyperlink in the **Validation Result File** field provides additional information for each entry number.

The **User Acknowledged Conditions** field displays a checkmark indicating the user checked the **Acknowledge** checkbox when the file was uploaded.

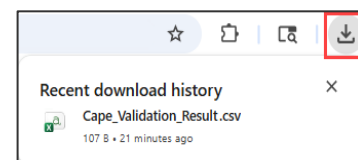
2. In the **Validation Result File** field, select the **Download File** hyperlink.

The **Cape_Validation_Result.csv** file downloads.

	A	B	C
1	Not 11 characters long	Duplicate entry numbers	Filer code not matching
2	0S2-12345	0S2-12345678	0S3-12345679
3			



NOTE: The file displays in a separate tab or select the file name in the **Downloads** list in the browser title bar to open the file.





REVIEW CAPE DECLARATION CLAIM STATUS

1. In the **CAPE** tab, select the **Claim Status** subtab.

The submitted and processed CAPE Declaration(s) displays.

Claim Number	File Name	Submitted Date/Time	Claim Status	# of Successes	# of Errors
100000014295	articleset-1.csv	4/23/2026, 06:12 PM	Accepted	1	0
100000014294	articleset-1.csv	4/23/2026, 06:04 PM	Rejected	0	1



NOTE: The **Claim Number** in the **Claim Status** subtab also displays in the **File Uploads** subtab.

File Upload Job #	Claim Number	File Name	Submitted Date/Time	File Upload Status	Submitted By
0000003026	100000014295	articleset-1.csv	4/23/2026, 06:12 PM	Accepted	T...

2. In the **Claim Number** column, select the claim number hyperlink.

The **Claim Details** file displays in a separate tab or select the file name in the **Downloads** list in the browser title bar to open the file.

CLAIM_NUMBER	ENTRY_NUMBER	STATUS	ERROR_DESCRIPTION
100000014295	SSA26031608	Failed	ENTRY SUMMARY IS CANCELLED/REJECTED
100000014295	SSA26031301	Failed	ENTRY SUMMARY IS IN TRADE CONTROL
100000014295	SSA26031606	Entry Summary Updated	
100000014295	SSA26031603	Entry Summary Updated	
100000014295	SSA26031602	Entry Summary Updated	



TOPIC 3: ERROR MESSAGE DEFINITIONS

INTRODUCTION

Error messages that may be encountered when processing CAPE refunds are listed below with their definitions.

File Validation Errors:

Error message	Definition
CSV content is empty or missing the header	CSV needs Entry Number header and at least 1 entry number
Not a CSV file	File format must be CSV
The file size exceeds 1mb. Please split the data into smaller files before reuploading	File size cannot be more than 1mb
The file is deemed unsafe. Please correct the file data before reuploading	Resave file and upload again
The file exceeds the maximum 10,000 allowed entry numbers per file	If you have more than 10,000 entry numbers, submit multiple CSV files uploads
Filer Code not matching	For Filer and Organizational Broker, first 3 characters of Entry Number must match Filer Code of account
Duplicate Entry	CSV file has duplicate Entry Numbers
Not 11 characters long	Entry Number must be 11 characters without dashes
Account Mismatch	Importer of Record Number must match Importer of Record Number of Entry Summary
Entry Summary Not Found or Archived in ACE	Entry Summary must exist in ACE

Entry Validation Errors:

Error message	Definition
ENTRY ON DRAWBACK	Entry cannot be on a drawback entry
ENTRY SUMMARY FLAGGED FOR RECON	Entry has been flagged for Reconciliation, which is not allowed in CAPE Phase 1
ENTRY SUMMARY IS CANCELLED/REJECTED	Entry summary status must be “Accepted”
ENTRY SUMMARY IS IN FINAL LIQUIDATION STATUS	Entry summary liquidated/reliquidated more than 80 days ago
ENTRY SUMMARY IS IN TRADE CONTROL	Control status for the entry summary must be with CBP
ENTRY SUMMARY IS SUBJECT TO COURT INJUNCTION	Entry summary cannot be flagged for injunction
ENTRY SUMMARY NOT FOUND OR ARCHIVED IN ACE	Entry must exist
ENTRY SUMMARY PENDING LIQUIDATION OR NOT LIQUIDATED AND HAS SUSPENSION RECORD	Entry summary has a liquidation status of “Pending” or “Not Liquidated” and has a Suspension record





Error message	Definition
ENTRY SUMMARY UNDER REVIEW	Entry cannot be in adjusted status
ENTRY TYPE NOT ALLOWED	Entry type cannot be TIB (23), Duty Deferral (08), Reconciliation (09), or Drawback (047)
GOODS VALUE AMOUNT NOT ALLOWED ON IEEPA HTS LINE	IEEPA HTS number cannot have a “GDS_VAL_AMT” greater than zero
NO IEEPA HTS ON ENTRY	Entry must have at least one IEEPA HTS
PROTEST ON ENTRY	Entry cannot be on an Open or Suspended protest. Entry cannot be in Denied status if AFR box is checked
STATEMENT PROCESSING NOT COMPLETE	Entry cannot be on a statement that is authorized for payment, but the payment has not yet processed
HTS RELATIONSHIP/SEQUENCE MISMATCH	The HTS numbers on the line are out of order or unable to calculate due to the HTS being out of the low/high bounds
UNABLE TO CALCULATE DUTY-'X' DUTY COMP CODE	There is a duty comp code that is not able to be calculated
UNEXPECTED ERROR-TRY AGAIN	Reupload file to try again

