

US CPSC DIS Filing Guidance for Imported Goods

Background/Purpose:

After identifying a shipment of interest, and/or conducting an exam, CPSC may want to review documents associated with the entry. If specific documents are required, CPSC will state that in the Automated Broker Interface (ABI) message. Filers should submit documents electronically, such as shipment invoices, Bills of Lading, Certificates of Compliance, and test reports to the ACE Document Image System (DIS).

Process:

1. Initial Signal

If CPSC identifies a shipment as “Hold Intact,” and/or “Pending (Intensive) Exam,” filers will receive an ABI message indicating whether there is a need for documents. If specific documents are required, CPSC should specify the type(s) of documents required in the ABI message. If the types of document(s) is/are not clearly identified, the importer or customs broker may need to follow-up with the listed CPSC Investigator.

2. Broker Submission of Documents

Filers should submit the requested documents to CPSC via DIS using the proper document type:

- To submit a Certificate of Compliance, the filer should use Form Type **CPS01**.
- To submit other documents, such as an entry packet or commercial invoices, the filer can use other Form Types, such as CBP02 (Entry Package). CBP Form codes are listed in the DIS CATAIR documentation on CBP’s website (<https://www.cbp.gov/document/guidance/ace-dis-implementation-guide>).

Important:

*When the filer submits documents using a Form Type other than **CPS01**, they **must** include the CPSC Agency Code of **CPS** in their submission to DIS to ensure CPSC can view the documents. Agency Code **CPS** is in addition to the defaulted Agency associated with the Form Type (with **CBP02**, the default Agency Code is **CBP**).*

3. CPSC Investigator Retrieval of Documents

If the requested documents are not found in DIS, the CPSC Investigator will request them from the broker via email or phone. The CPSC Investigator will ask the broker if CPS was added as an Agency when the document was initially uploaded. After trade confirms they have submitted the documents, the CPSC Investigator will search for the documents in DIS again.

4. CPSC Review Process Continues

Once the documents have been uploaded to DIS and confirmed accepted, filers should expect a follow-up within the timeframes established by CPSC.

Additional Guidance

If you have concerns or need assistance, contact the Investigator listed in the message. If you need additional technical support, please send a message with your contact information to RAM-2way@cpsc.gov.