



SIMPLE ACE
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NEW VERSION



01/11/2019

New version of Simple Ace

This user guide explains in detail the new version of Simple Ace.

Adapted to all screen formats, the new version of Simple Ace is compatible with different browsers and is used on both a smartphone and a desktop. With a mouse, you can use the right click as in the current version of Simple Ace.

User guide

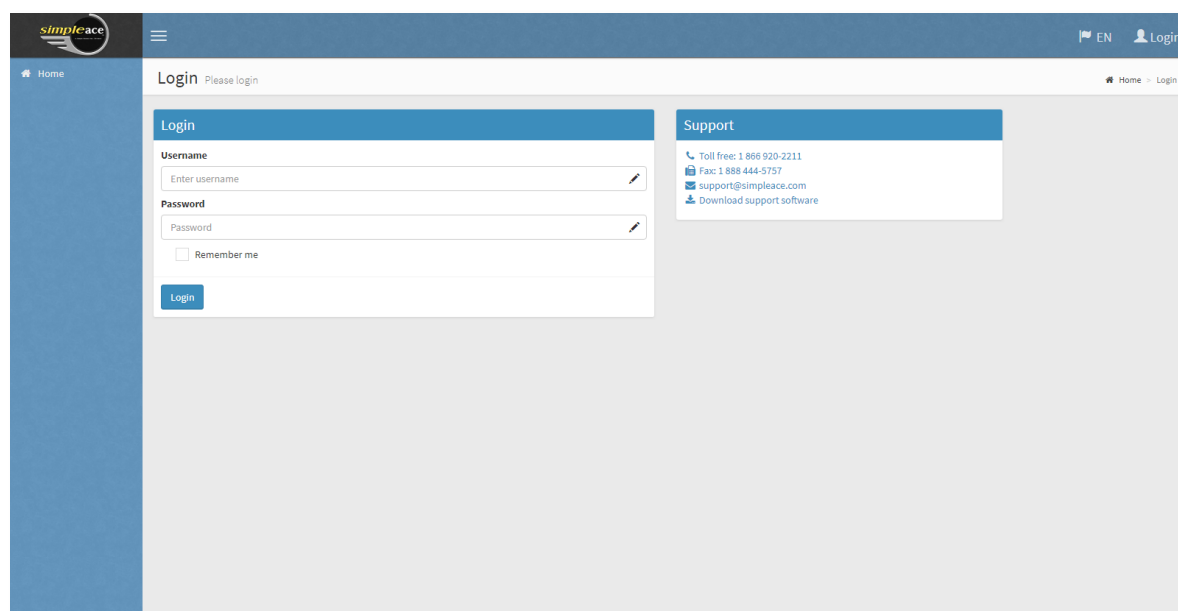
SIMPLE ACE

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
CONNECTION TO APPLICATION

To access the new version of Simple Ace, enter the following address in the navigation bar of your web browser: <https://manifest2020.simpleace.com/>. You can create a shortcut or save it to your favorites.



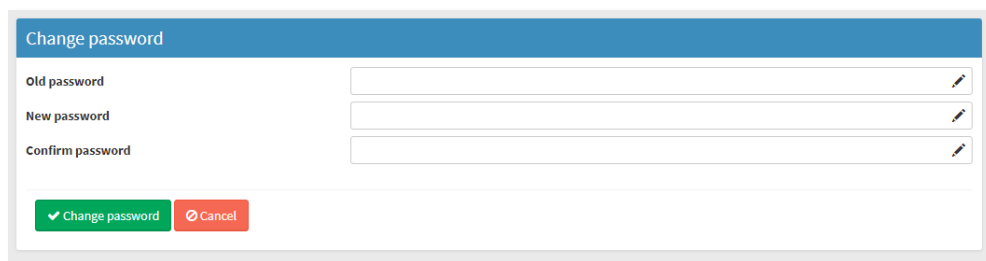
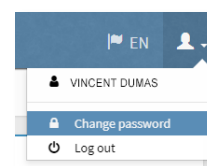
Log in with the same username and password you are using with the current version.

NOTE:

- All fields with an icon  are required fields.
- The data search is limited to the last 300 queries, click on the button  to perform your search.

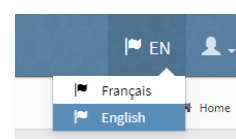
MODIFYING PASSWORD

At any time, you can change your password by selecting the “User” button located in the upper right corner of the screen.

LANGUAGE CHOICE

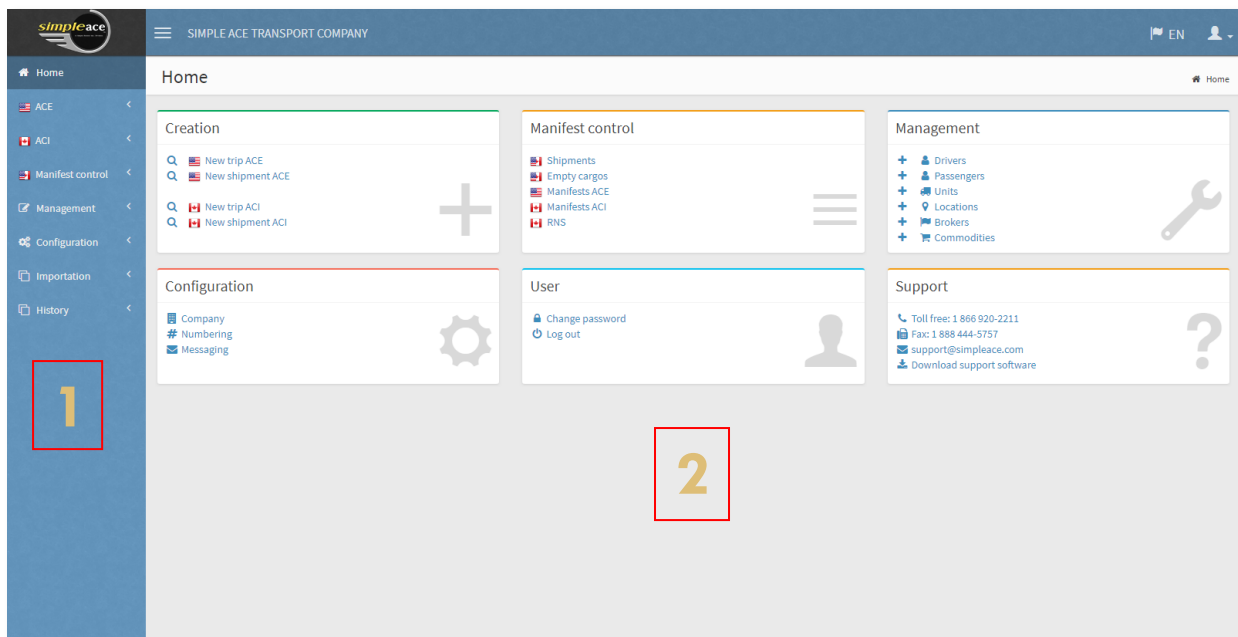
At any time, you can also select the language you want to use by selecting the flag button which is located in the upper right corner of the screen.



MAIN MENU

The home menu gives you access to all the features of the application in two ways:

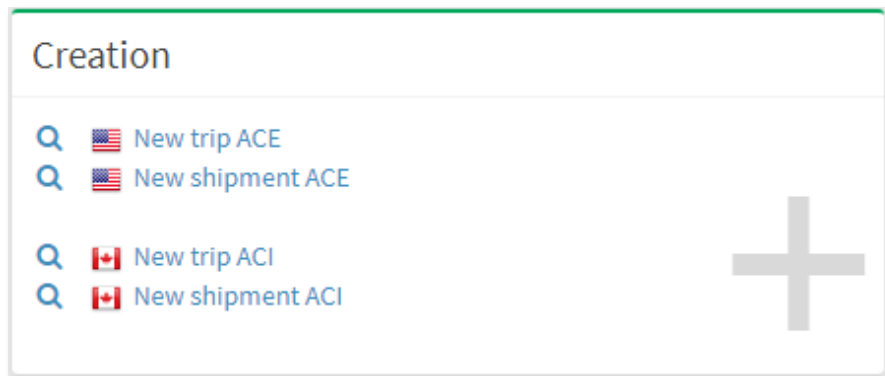
1. From the menu on the left sidebar
2. Through the various rectangles in the center of the screen



SUMMARY OF MENUS

- | | |
|--------------------------|---|
| Creation: | In the “Create” menu, you create your trips and shipments for all your ACE and ACI manifest. |
| Manifest control: | The “Manifest Control” menu allows you to track and control your ACE and ACI manifests. |
| Management: | Under the “Management” menu, you manage your drivers, your passengers, your units, your locations, your brokers and your merchandise. |
| Configuration: | The “Configuration” menu allows you to configure your required numbers such as your shipping numbers and your messaging service. |
| User: | The “User” menu allows you to modify your profile data, your password and the language used. |

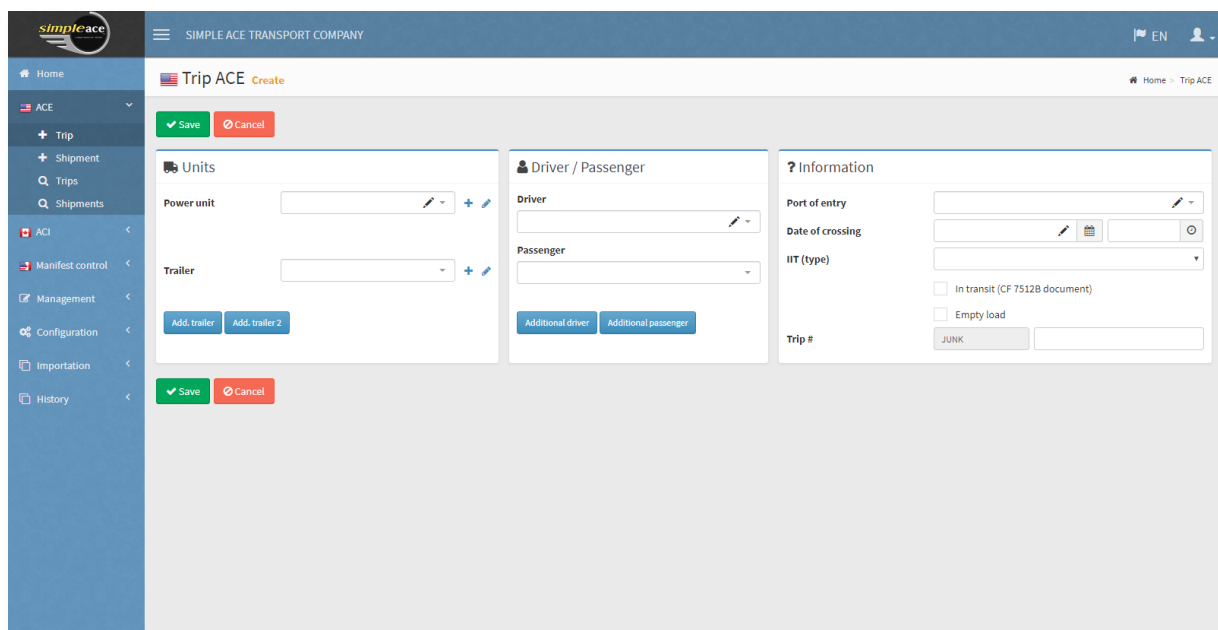
CREATE MENU



Create your new trips and new shipments here by selecting the appropriate flag.
Search for a trip or shipment by clicking on the magnifying glass icon.

ACE/ACI: NEW TRIP

Create new trip

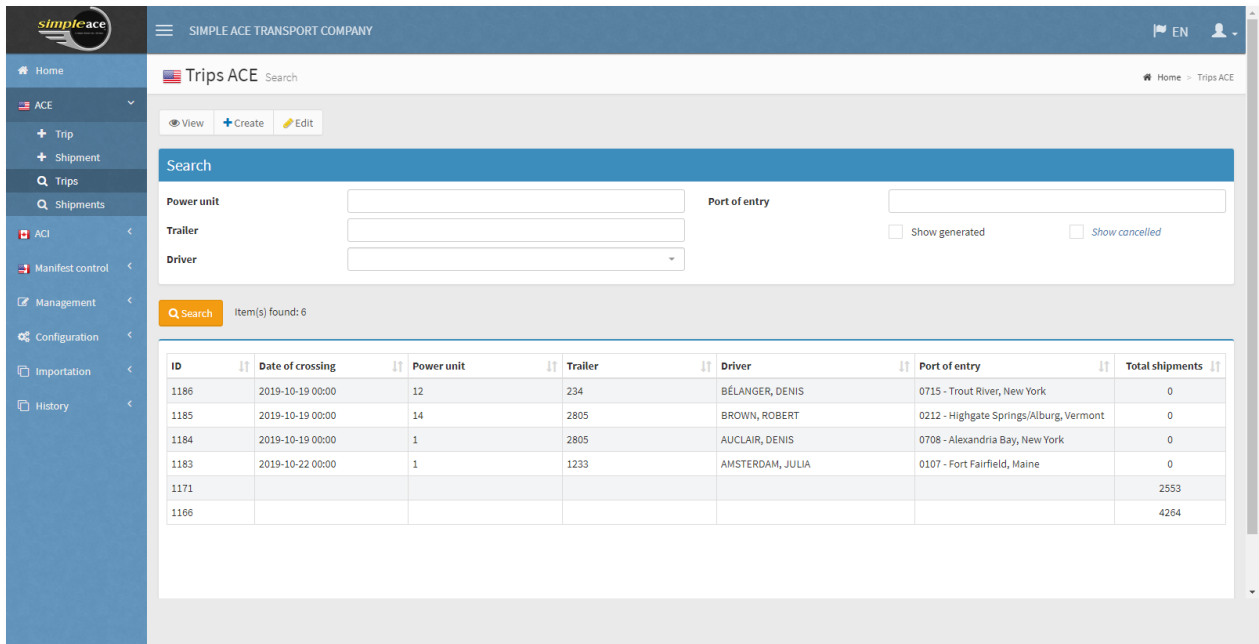


As before, choose the unit, trailer, driver, the port of entry and the date of passage.

Check “empty load” in the case of an empty trip.

After saving, you can add a shipment.

Search for trip



Simple Ace TRANSPORT COMPANY

Home > Trips ACE

Trips ACE Search

View Create Edit

Search

Power unit: Port of entry:

Trailer:

Driver:

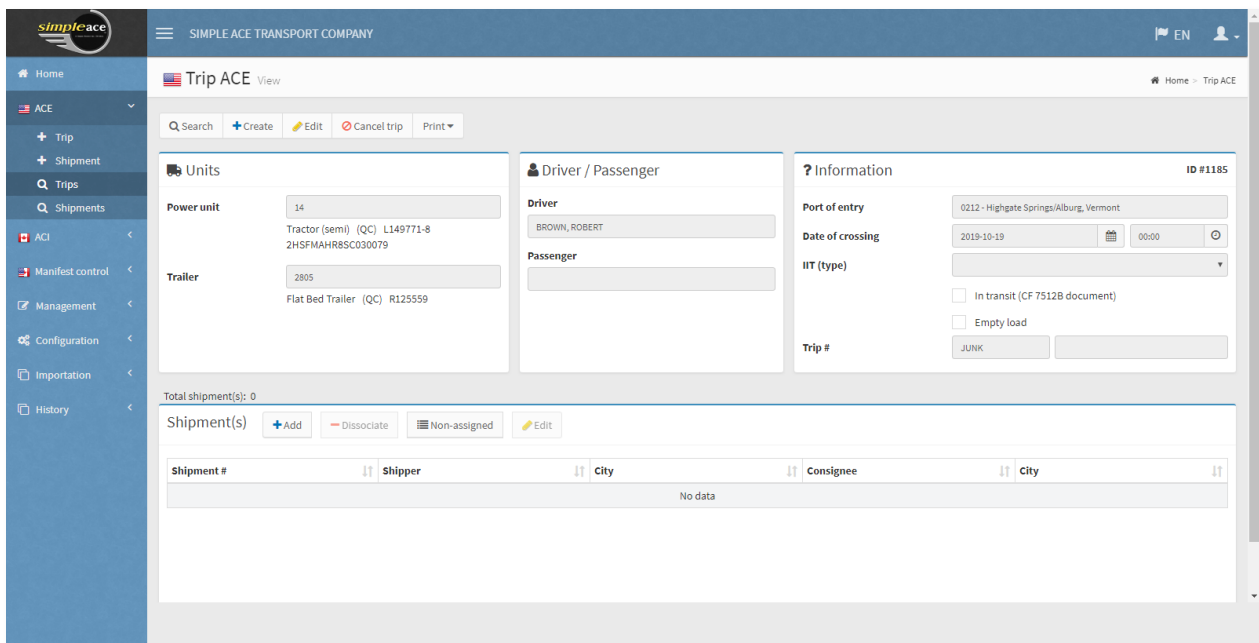
☐ Show generated ☐ Show cancelled

Search Item(s) found: 6

ID	Date of crossing	Power unit	Trailer	Driver	Port of entry	Total shipments
1186	2019-10-19 00:00	12	234	BÉLANGER, DENIS	0715 - Trout River, New York	0
1185	2019-10-19 00:00	14	2805	BROWN, ROBERT	0212 - Highgate Springs/Alburg, Vermont	0
1184	2019-10-19 00:00	1	2805	AUCLAIR, DENIS	0708 - Alexandria Bay, New York	0
1183	2019-10-22 00:00	1	1233	AMSTERDAM, JULIA	0107 - Fort Fairfield, Maine	0
1171						2553
1166						4264

You can search for a trip according to the predetermined criteria and check off “Show Generated”.

View the details of a created trip



Simple Ace TRANSPORT COMPANY

Home > Trip ACE

Trip ACE View

Search Create Edit Cancel trip Print

Units

Power unit: 14
Tractor (semi) (QC) L149771-8
2HSFMAHR8SC030079

Trailer: 2805
Flat Bed Trailer (QC) R125559

Driver / Passenger

Driver: BROWN, ROBERT

Passenger:

Information ID #1185

Port of entry: 0212 - Highgate Springs/Alburg, Vermont

Date of crossing: 2019-10-19 00:00

IIT (type):

☐ In transit (CF 7512B document)

☐ Empty load

Trip #: JUNK

Total shipment(s): 0

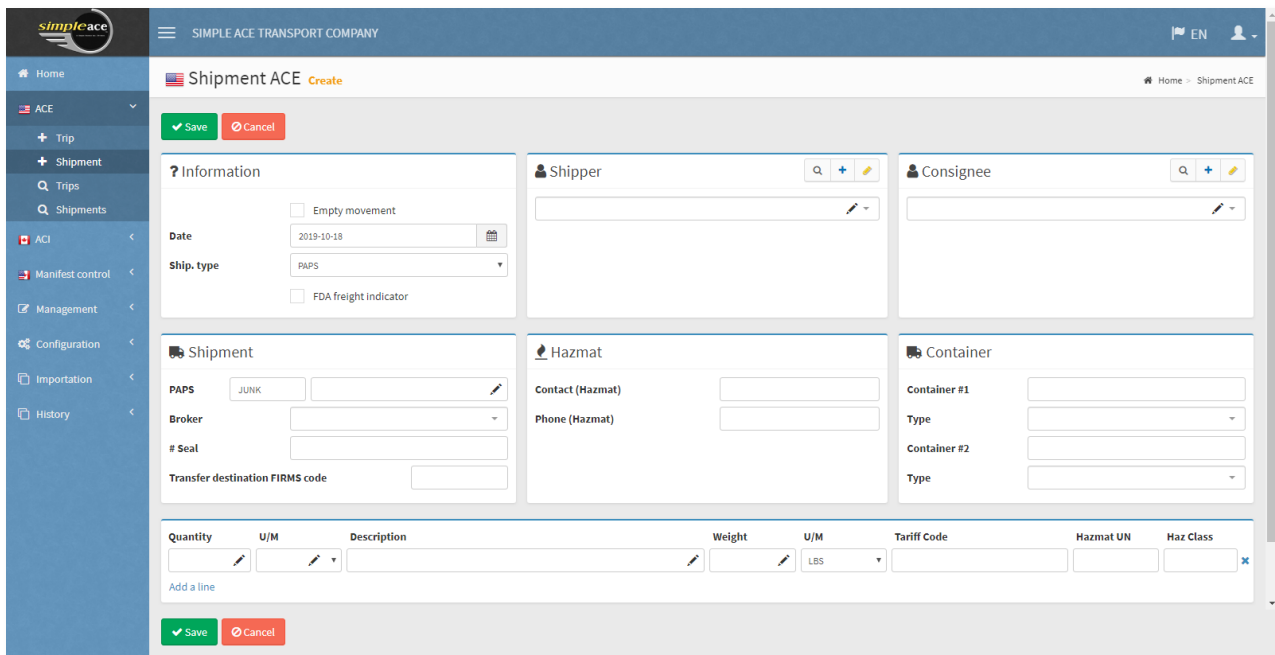
Shipment(s) Add Dissociate Non-assigned Edit

Shipment #	Shipper	City	Consignee	City
No data				

After selecting the “Consult” button, you can view the details of the trip.

ACE/ACI: NEW SHIPMENT

Create new shipment



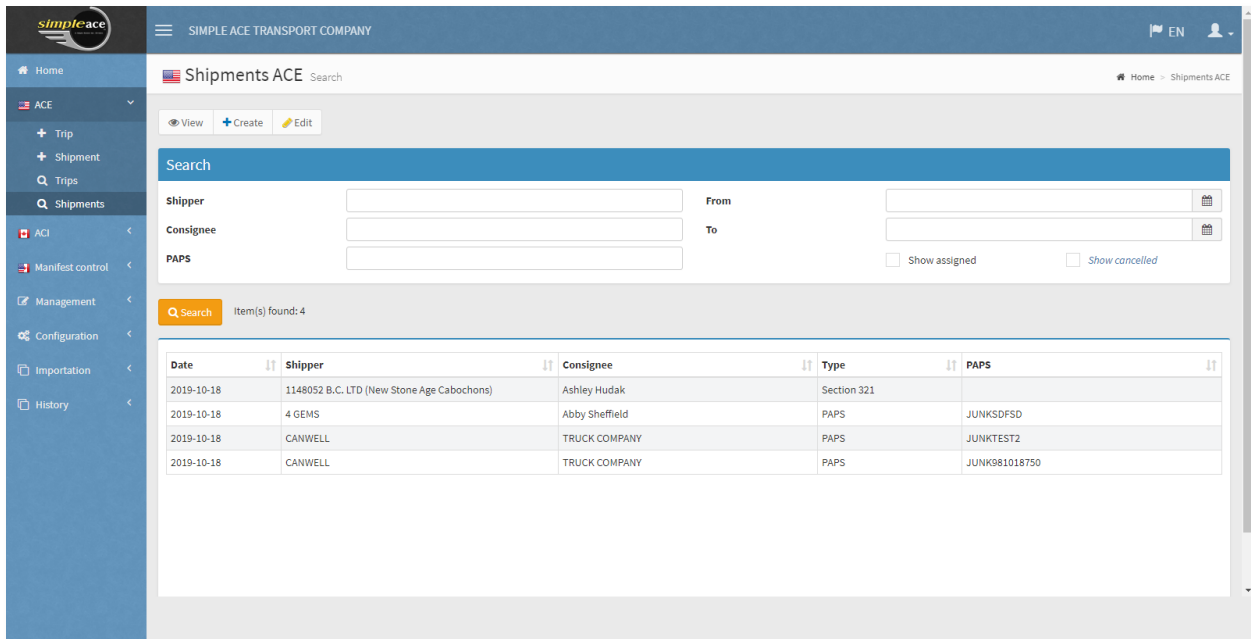
The screenshot shows the 'Shipment ACE Create' form. The left sidebar contains navigation links: Home, ACE (with sub-links for Trip, Shipment, Trips, Shipments), ACI, Manifest control, Management, Configuration, Importation, and History. The main form area is divided into several sections:

- Information:** Includes checkboxes for 'Empty movement' and 'FDA freight indicator', a 'Date' field (2019-10-18), and a 'Ship. type' dropdown (PAPS).
- Shipper:** A search field with a magnifying glass icon.
- Consignee:** A search field with a magnifying glass icon.
- Shipment:** Includes a 'PAPS' dropdown (JUNK), a 'Broker' dropdown, a '# Seal' field, and a 'Transfer destination FIRMS code' field.
- Hazmat:** Includes 'Contact (Hazmat)' and 'Phone (Hazmat)' fields.
- Container:** Includes 'Container #1' and 'Container #2' dropdowns, each with a 'Type' dropdown.
- Table:** A table with columns: Quantity, U/M, Description, Weight, U/M, Tariff Code, Hazmat UN, and Haz Class. It has an 'Add a line' button below it.

At the bottom of the form are 'Save' and 'Cancel' buttons.

Select your shipment type and then enter your shipper, consignee, PAPS/PARS and goods information.

Search for new shipment



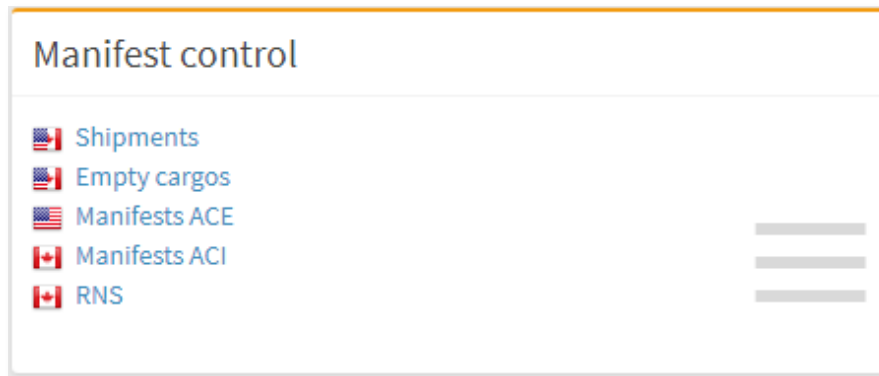
The screenshot shows the 'Shipments ACE Search' form. The left sidebar is the same as in the previous screenshot. The main form area includes:

- Buttons: View, Create, Edit.
- Search:** A section with input fields for 'Shipper', 'Consignee', and 'PAPS'. It also has 'From' and 'To' date pickers, and checkboxes for 'Show assigned' and 'Show cancelled'.
- A 'Search' button and a message 'Item(s) found: 4'.
- Table:** A table with columns: Date, Shipper, Consignee, Type, and PAPS. It displays four rows of shipment data.

Date	Shipper	Consignee	Type	PAPS
2019-10-18	1148052 B.C. LTD (New Stone Age Cabochons)	Ashley Hudak	Section 321	JUNKSDFSD
2019-10-18	4 GEMS	Abby Sheffield	PAPS	JUNKTEST2
2019-10-18	CANWELL	TRUCK COMPANY	PAPS	JUNKTEST2
2019-10-18	CANWELL	TRUCK COMPANY	PAPS	JUNK981018750

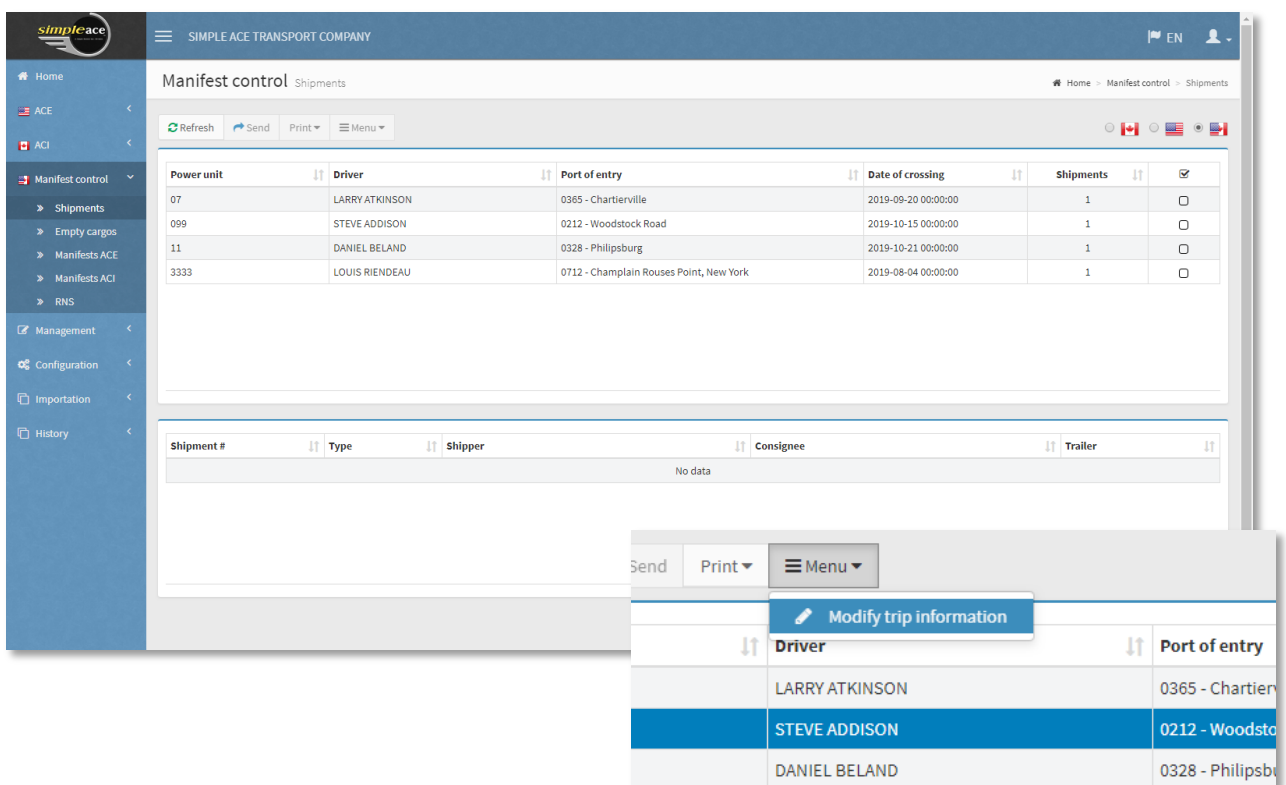
You can search for a shipment according to the predetermined criteria and check "Show Assigned".

MANIFEST CONTROL MENU



Track your manifests here.

MANIFEST CONTROL SHIPMENTS



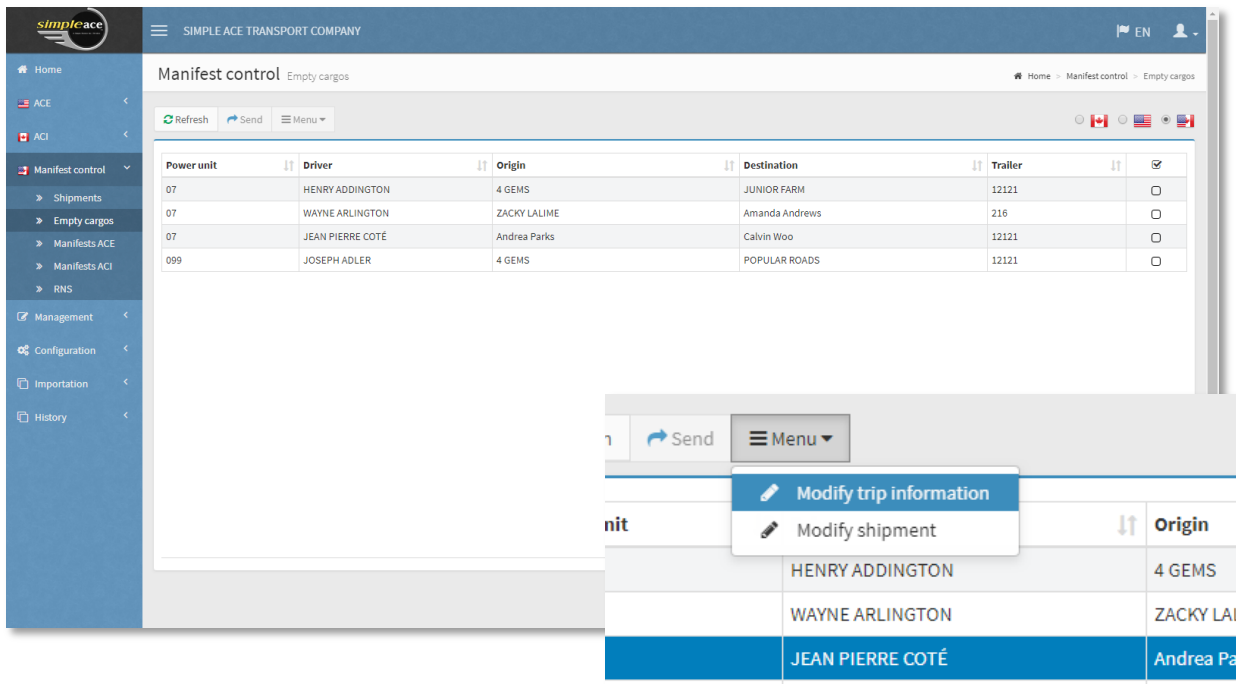
A screenshot of the 'Manifest control Shipments' page in the Simple Ace Transport Company system. The page has a blue sidebar with navigation links: Home, ACE, ACI, Manifest control (expanded), Shipments, Empty cargos, Manifests ACE, Manifests ACI, RNS, Management, Configuration, Importation, and History. The main content area shows a table of shipments with columns: Power unit, Driver, Port of entry, Date of crossing, Shipments, and a checkbox. Below the table is a section for shipment details with columns: Shipment #, Type, Shipper, Consignee, and Trailer. A 'Menu' dropdown is visible, showing options: 'Modify trip information', 'Driver', and 'Port of entry'. The 'Driver' dropdown is expanded, showing a list of drivers: LARRY ATKINSON, STEVE ADDISON, and DANIEL BELAND. The 'Port of entry' dropdown is also expanded, showing a list of ports: 0365 - Chartier, 0212 - Woodstock, and 0328 - Philipsburg.

Power unit	Driver	Port of entry	Date of crossing	Shipments	Checkbox
07	LARRY ATKINSON	0365 - Chartier	2019-09-20 00:00:00	1	<input type="checkbox"/>
099	STEVE ADDISON	0212 - Woodstock Road	2019-10-15 00:00:00	1	<input type="checkbox"/>
11	DANIEL BELAND	0328 - Philipsburg	2019-10-21 00:00:00	1	<input type="checkbox"/>
3333	LOUIS RIEUNDEAU	0712 - Champlain Rouses Point, New York	2019-08-04 00:00:00	1	<input type="checkbox"/>

Shipment #	Type	Shipper	Consignee	Trailer
No data				

Manifests completed but not transmitted to Customs appear on this screen. You can make changes before the transmission or delete them.

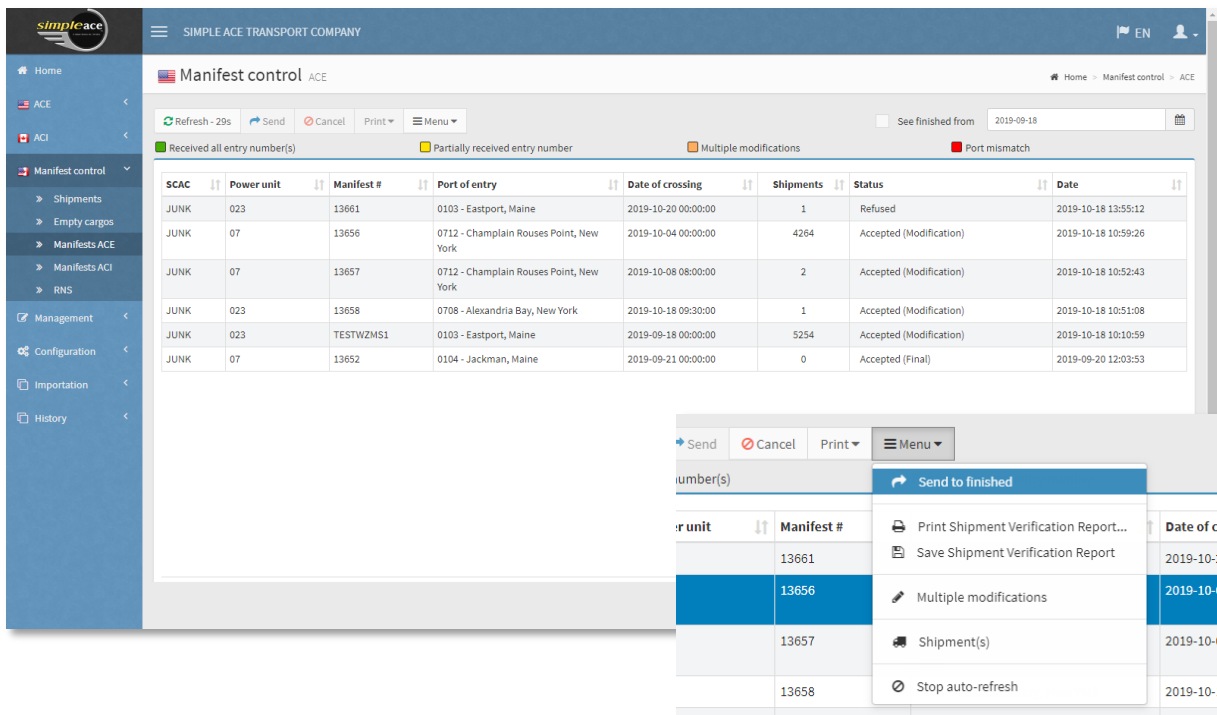
MANIFEST CONTROL EMPTY CARGO



Power unit	Driver	Origin	Destination	Trailer	
07	HENRY ADDINGTON	4 GEMS	JUNIOR FARM	12121	<input type="checkbox"/>
07	WAYNE ARLINGTON	ZACKY LALIME	Amanda Andrews	216	<input type="checkbox"/>
07	JEAN PIERRE COTÉ	Andrea Parks	Calvin Woo	12121	<input type="checkbox"/>
099	JOSEPH ADLER	4 GEMS	POPULAR ROADS	12121	<input type="checkbox"/>

Empty trips completed and not transmitted appear here; you can make changes before the transmission or delete them.

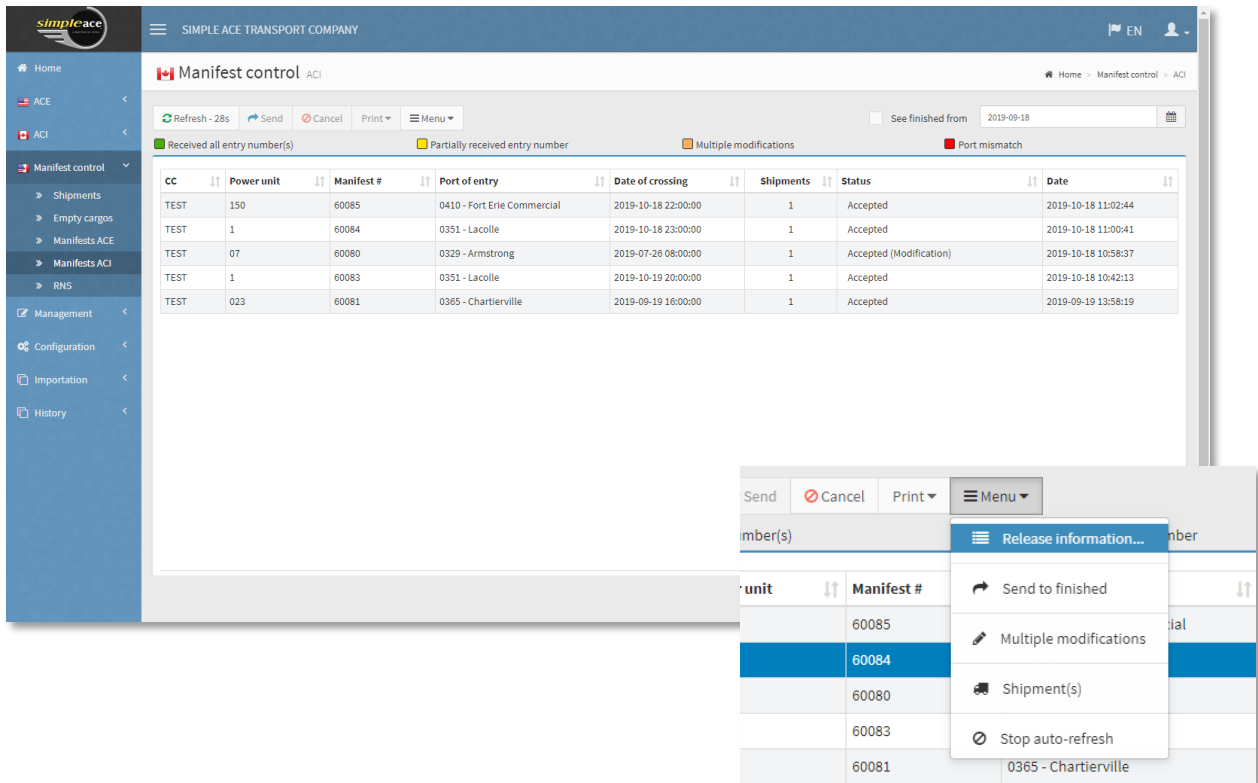
MANIFEST CONTROL ACE



SCAC	Power unit	Manifest #	Port of entry	Date of crossing	Shipments	Status	Date
JUNK	023	13661	0103 - Eastport, Maine	2019-10-20 00:00:00	1	Refused	2019-10-18 13:55:12
JUNK	07	13656	0712 - Champlain Rouses Point, New York	2019-10-04 00:00:00	4264	Accepted (Modification)	2019-10-18 10:59:26
JUNK	07	13657	0712 - Champlain Rouses Point, New York	2019-10-08 08:00:00	2	Accepted (Modification)	2019-10-18 10:52:43
JUNK	023	13658	0708 - Alexandria Bay, New York	2019-10-18 09:30:00	1	Accepted (Modification)	2019-10-18 10:51:08
JUNK	023	TESTWZMS1	0103 - Eastport, Maine	2019-09-18 00:00:00	5254	Accepted (Modification)	2019-10-18 10:10:59
JUNK	07	13652	0104 - Jackman, Maine	2019-09-21 00:00:00	0	Accepted (Final)	2019-09-20 12:03:53

The manifest statuses transmitted to CBP are visible on this screen. You can print, modify, cancel or send them to “Finished” as in the current version.

MANIFEST CONTROL ACI



The screenshot displays the 'Manifest control ACI' interface for 'SIMPLE ACE TRANSPORT COMPANY'. The interface includes a sidebar with navigation options like Home, ACE, ACI, Manifest control, Shipments, Empty cargos, Manifests ACE, Manifests ACI, RNS, Management, Configuration, Importation, and History. The main area shows a table of manifest entries with the following data:

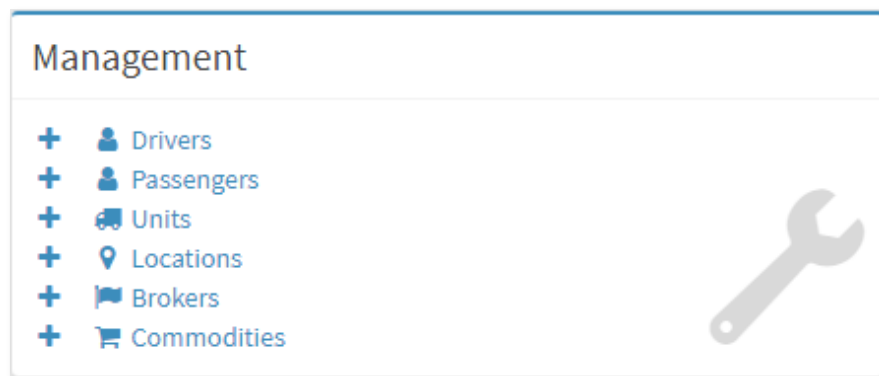
CC	Power unit	Manifest #	Port of entry	Date of crossing	Shipments	Status	Date
TEST	150	60085	0410 - Fort Erie Commercial	2019-10-18 22:00:00	1	Accepted	2019-10-18 11:02:44
TEST	1	60084	0351 - Lacolle	2019-10-18 23:00:00	1	Accepted	2019-10-18 11:00:41
TEST	07	60080	0329 - Armstrong	2019-07-26 08:00:00	1	Accepted (Modification)	2019-10-18 10:58:37
TEST	1	60083	0351 - Lacolle	2019-10-19 20:00:00	1	Accepted	2019-10-18 10:42:13
TEST	023	60081	0365 - Cherterville	2019-09-19 16:00:00	1	Accepted	2019-09-19 13:58:19

A context menu is open over the table, showing the following options:

- Release information...
- Send to finished
- Multiple modifications
- Shipment(s)
- Stop auto-refresh

The statuses of the manifests transmitted to the CBSA are visible on this screen. You can print, modify, cancel or send them to “Finished” as in the current version.

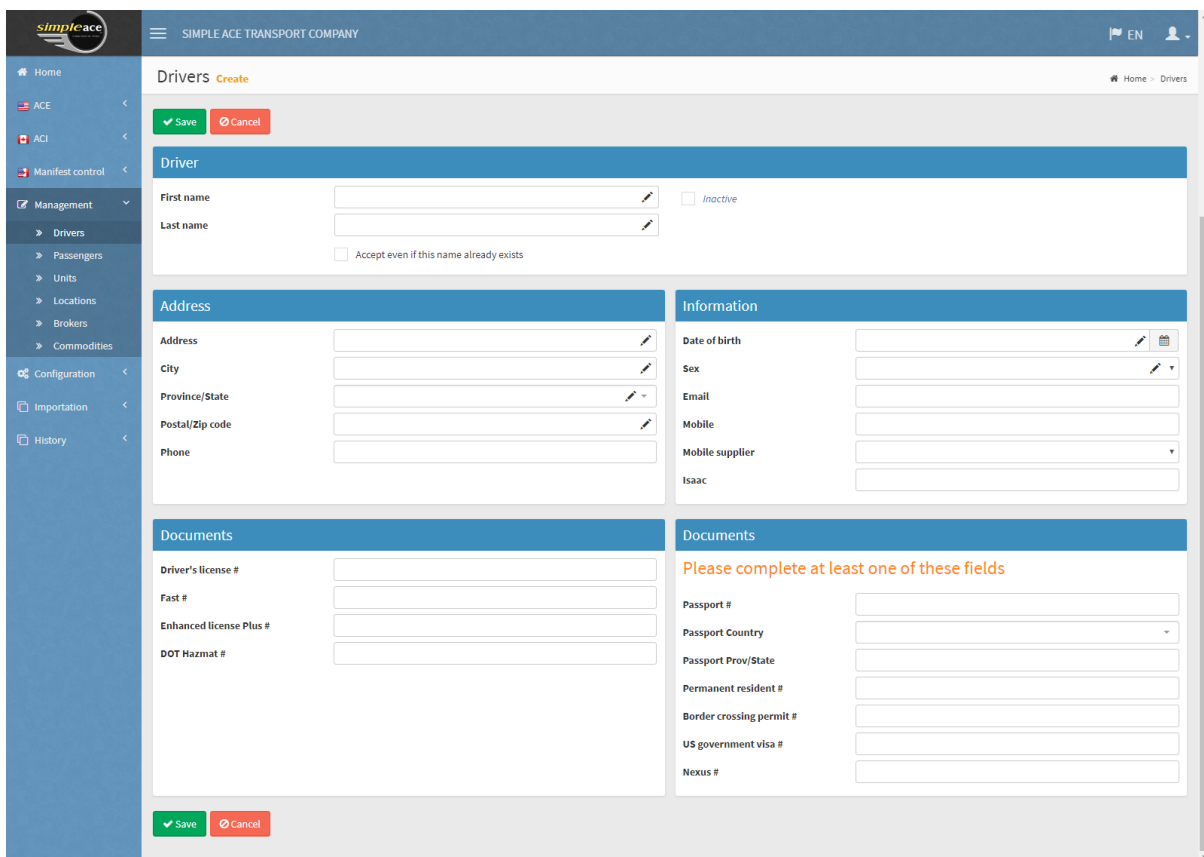
MANAGEMENT MENU



Manage your resources and personnel here.

MANAGEMENT OF DRIVERS AND PASSENGERS


Creation of a new driver or passenger




Drivers Create

Save Cancel


Driver


First name  ☐ Inactive


Last name 


☐ Accept even if this name already exists

Address

Address 



City 


Province/State 

Postal/Zip code 

Phone

Information

Date of birth  

Sex 

Email

Mobile

Mobile supplier

Isaac

Documents

Driver's license #

Fast #

Enhanced license Plus #

DOT Hazmat #

Documents

Please complete at least one of these fields

Passport #

Passport Country

Passport Prov/State

Permanent resident #

Border crossing permit #

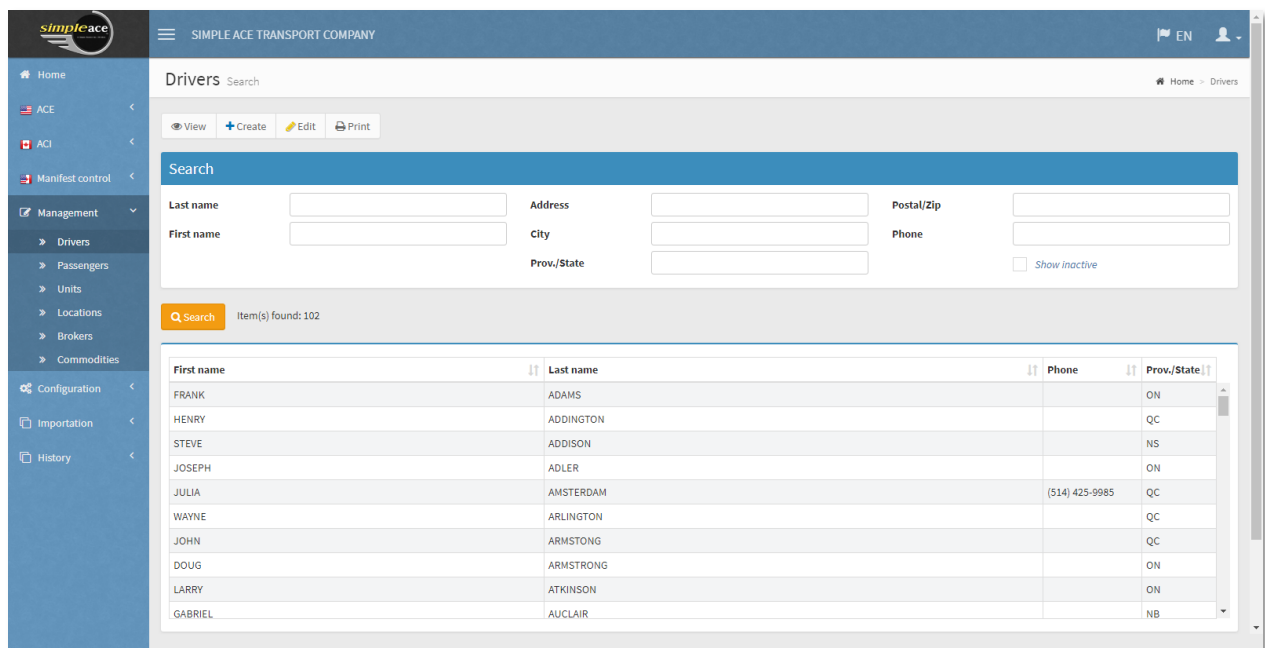
US government visa #

Nexus #

Save Cancel

Fill in the mandatory fields () for your drivers or passengers.

Search for driver or passenger



Simple Ace Transport Company

Drivers Search

View Create Edit Print

Search

Last name Address Postal/Zip

First name City Phone

Prov./State ☐ Show inactive

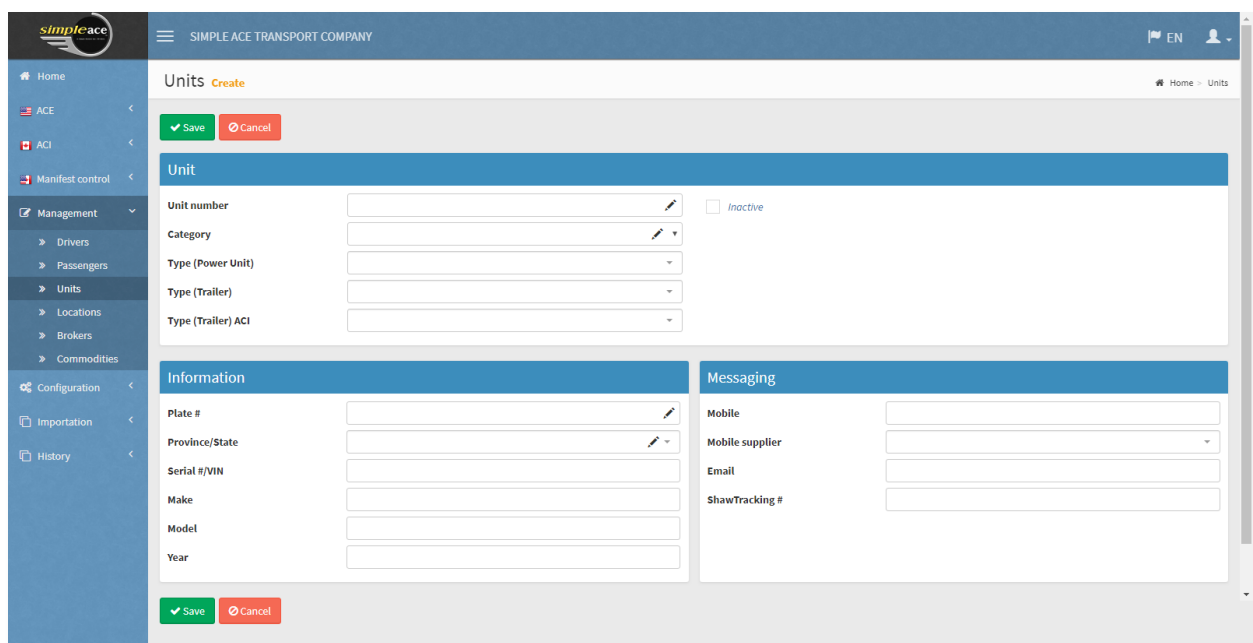
Search Item(s) found: 102

First name	Last name	Phone	Prov./State
FRANK	ADAMS		ON
HENRY	ADDINGTON		QC
STEVE	ADDISON		NS
JOSEPH	ADLER		ON
JULIA	AMSTERDAM	(514) 425-9985	QC
WAYNE	ARLINGTON		QC
JOHN	ARMSTONG		QC
DOUG	ARMSTRONG		ON
LARRY	ATKINSON		ON
GABRIEL	AUCLAIR		NB

You can search for a driver or passenger according to the predetermined criteria and view the details.

UNIT MANAGEMENT

Create a new unit



Simple Ace Transport Company

Units Create

Save Cancel

Unit

Unit number ☐ Inactive

Category

Type (Power Unit)

Type (Trailer)

Type (Trailer) ACI

Information

Plate #

Province/State

Serial #/VIN

Make

Model

Year

Messaging


Mobile

Mobile supplier

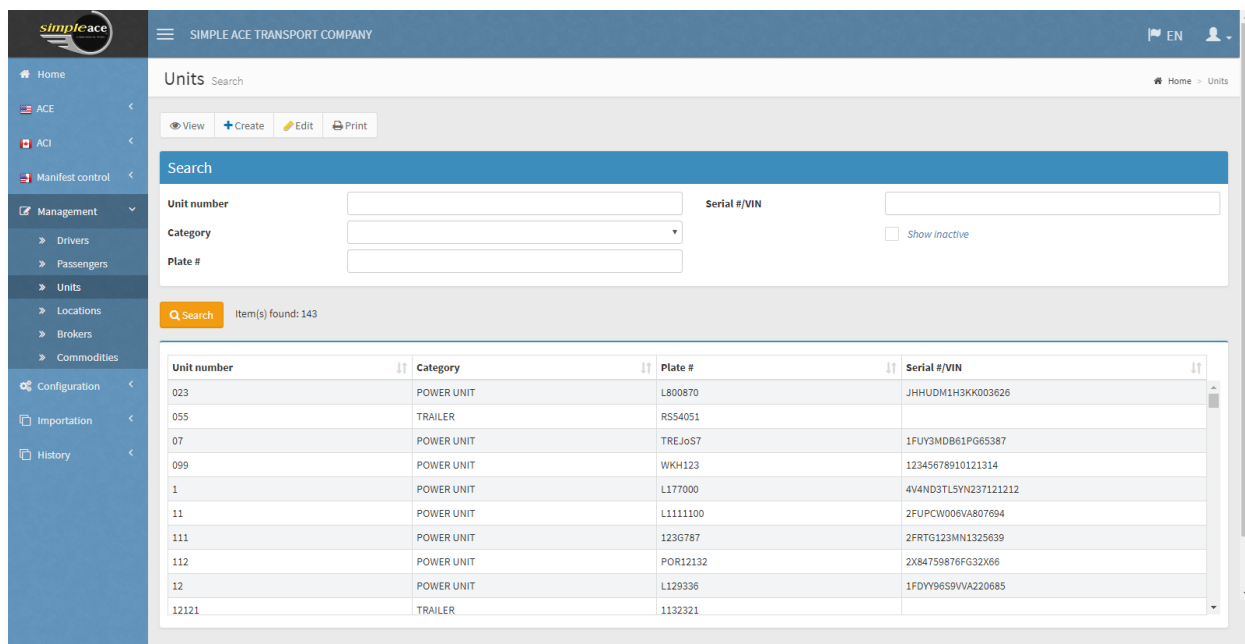
Email

ShawTracking #

Save Cancel

Fill in the required fields () for your power units and trailers.

Search for a unit



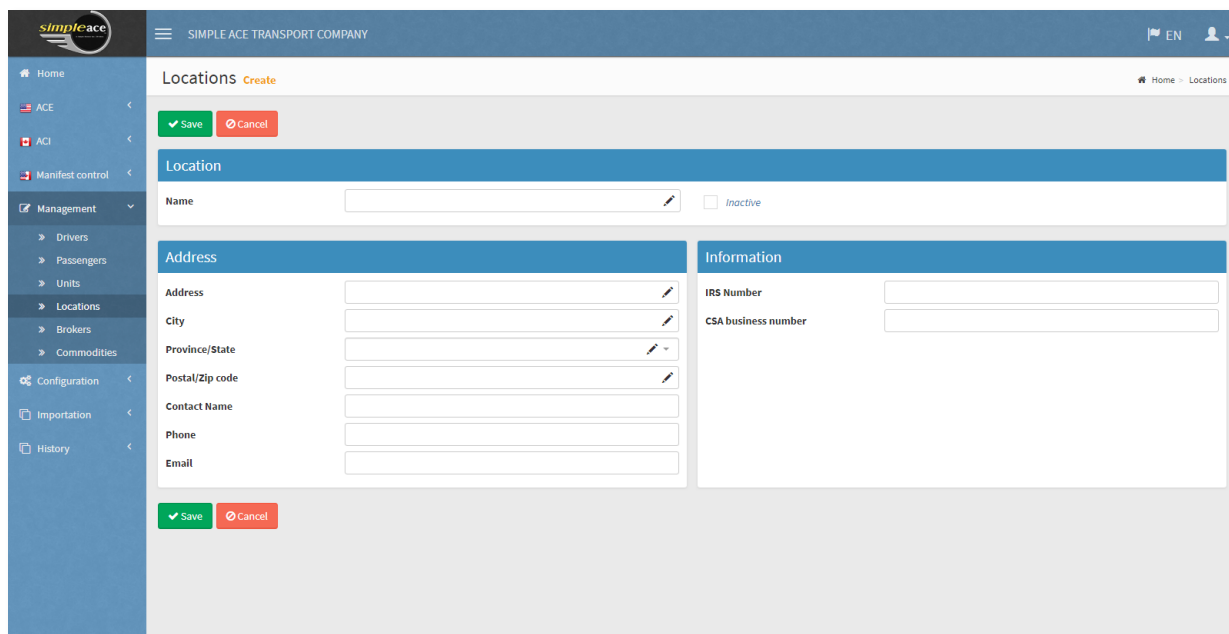
The screenshot shows the 'Units Search' page in the Simple Ace system. The left sidebar contains navigation options: Home, ACE, ACI, Manifest control, Management (Drivers, Passengers, Units, Locations, Brokers, Commodities), Configuration, Importation, and History. The main content area has a search bar with filters for Unit number, Category, Serial #/VIN, and Plate #. A 'Show inactive' checkbox is also present. Below the search bar, a table displays 143 items found, with columns for Unit number, Category, Plate #, and Serial #/VIN.

Unit number	Category	Plate #	Serial #/VIN
023	POWER UNIT	L800870	JHHUDM1H3KK003626
055	TRAILER	RS54051	
07	POWER UNIT	TREJoS7	1FUY3MD861P665387
099	POWER UNIT	WKH123	12345678910121314
1	POWER UNIT	L177000	4V4ND3TL5YNZ37121212
11	POWER UNIT	L1111100	2FUPCW006VA807694
111	POWER UNIT	123G787	2FRTG123MN1325639
112	POWER UNIT	POR12132	2X84759876FG32X66
12	POWER UNIT	L129336	1FDY96S9VVA220685
12121	TRAILER	1132321	


You can search for a unit according to the predetermined criteria and view the details.

MANAGEMENT OF LOCATIONS

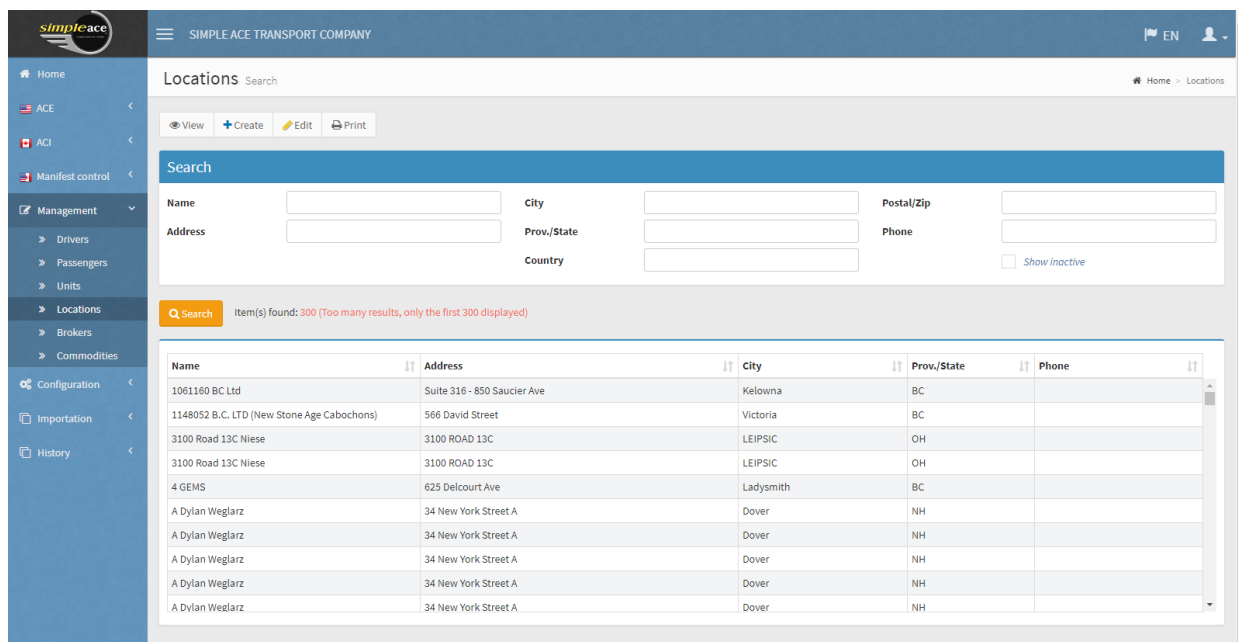
Create a new location



The screenshot shows the 'Locations Create' page in the Simple Ace system. The left sidebar is the same as the previous screenshot. The main content area has a 'Location' form with fields for Name, Address (Address, City, Province/State, Postal/Zip code), Contact Name, Phone, Email, Information (IRS Number, CSA business number), and an 'Inactive' checkbox. There are 'Save' and 'Cancel' buttons at the top and bottom of the form.

Fill in the required fields () for your shippers and consignees.

Search for location



Locations Search

View Create Edit Print

Search

Name City Postal/Zip
Address Prov./State Phone
Country

☐ Show inactive

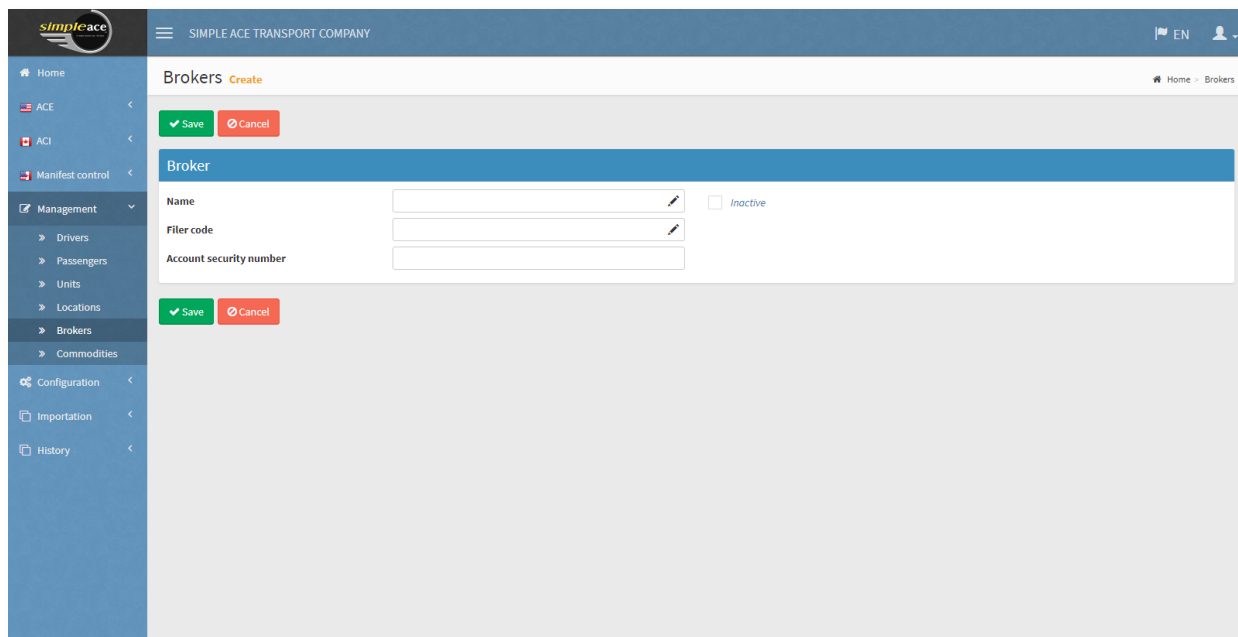
Search Item(s) found: 300 (Too many results, only the first 300 displayed)

Name	Address	City	Prov./State	Phone
1061160 BC Ltd	Suite 316 - 850 Saucier Ave	Kelowna	BC	
1148052 B.C. LTD (New Stone Age Cabochons)	566 David Street	Victoria	BC	
3100 Road 13C Niese	3100 ROAD 13C	LEIPSIC	OH	
3100 Road 13C Niese	3100 ROAD 13C	LEIPSIC	OH	
4 GEMS	625 Delcourt Ave	Ladysmith	BC	
A Dylan Weglarz	34 New York Street A	Dover	NH	
A Dylan Weglarz	34 New York Street A	Dover	NH	
A Dylan Weglarz	34 New York Street A	Dover	NH	
A Dylan Weglarz	34 New York Street A	Dover	NH	
A Dylan Weglarz	34 New York Street A	Dover	NH	

You can search for a location according to the predetermined criteria and view the details.

MANAGEMENT OF CUSTOM BROKERS

Create new customs broker




Brokers Create

Save Cancel

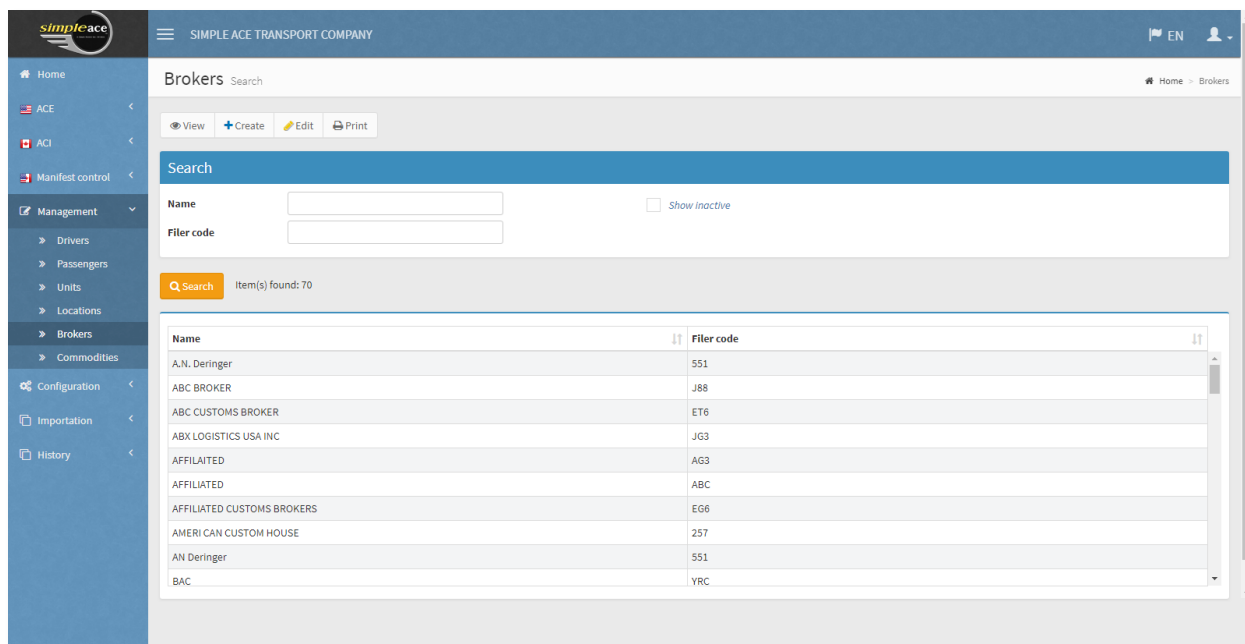
Broker

Name ☐ Inactive
Filer code
Account security number

Save Cancel

Fill in the mandatory fields () for customs brokers.

Search for customs broker

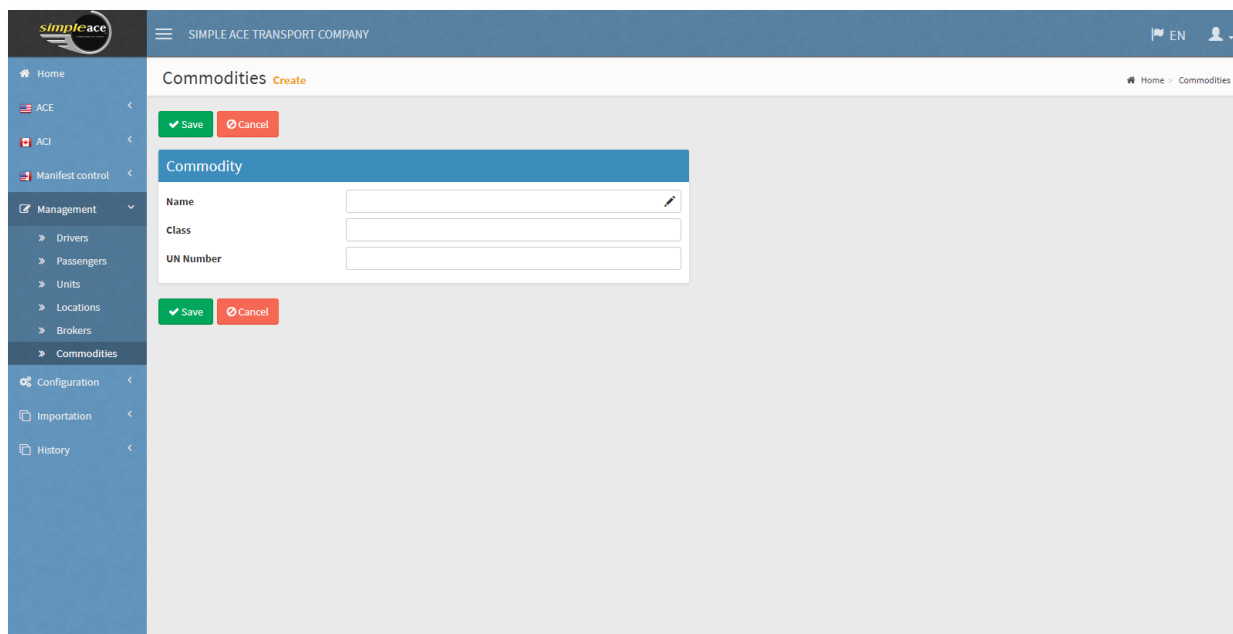


Name	Filter code
A.N. Deringer	551
ABC BROKER	J88
ABC CUSTOMS BROKER	ET6
ABX LOGISTICS USA INC	JG3
AFFILIATED	AG3
AFFILIATED	ABC
AFFILIATED CUSTOMS BROKERS	EG6
AMERI CAN CUSTOM HOUSE	257
AN Deringer	551
BAC	YRC

You can search for a customs broker according to the predetermined criteria and view the details.

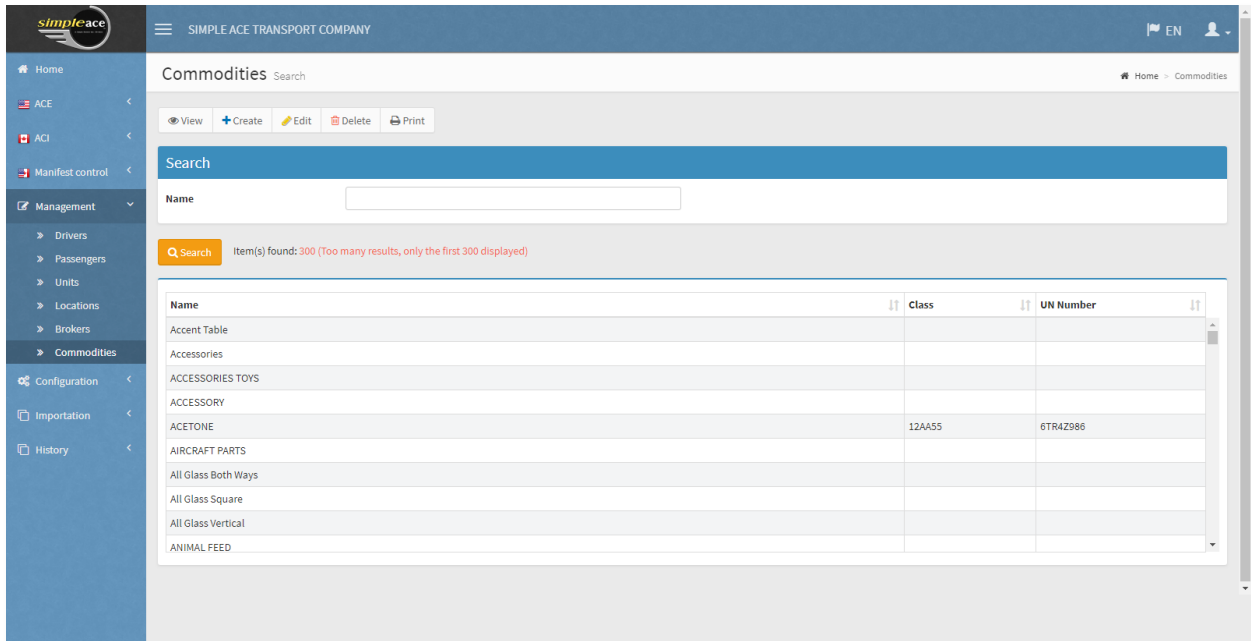
MERCHANDISE MANAGEMENT

Create a new merchandise



You can write and save your merchandise descriptions here.

Search for merchandise

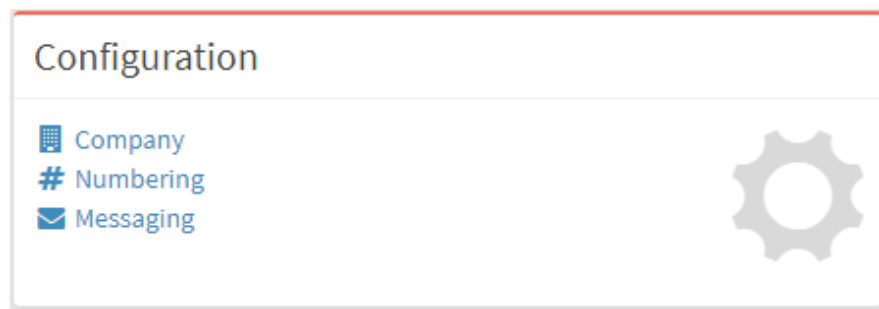


The screenshot displays the Simple Ace web application interface. The top navigation bar includes the Simple Ace logo, the company name "SIMPLE ACE TRANSPORT COMPANY", and a language selector set to "EN". The left sidebar contains a menu with options: Home, ACE, ACI, Manifest control, Management (expanded), Drivers, Passengers, Units, Locations, Brokers, Commodities, Configuration, Importation, and History. The main content area is titled "Commodities Search" and features a search bar with the label "Name". Below the search bar, a message states "Item(s) found: 300 (Too many results, only the first 300 displayed)". A table lists the search results with columns for Name, Class, and UN Number. The table contains 11 rows of data.

Name	Class	UN Number
Accent Table		
Accessories		
ACCESSORIES TOYS		
ACCESSORY		
ACETONE	12AA55	6TR4Z986
AIRCRAFT PARTS		
All Glass Both Ways		
All Glass Square		
All Glass Vertical		
ANIMAL FEED		

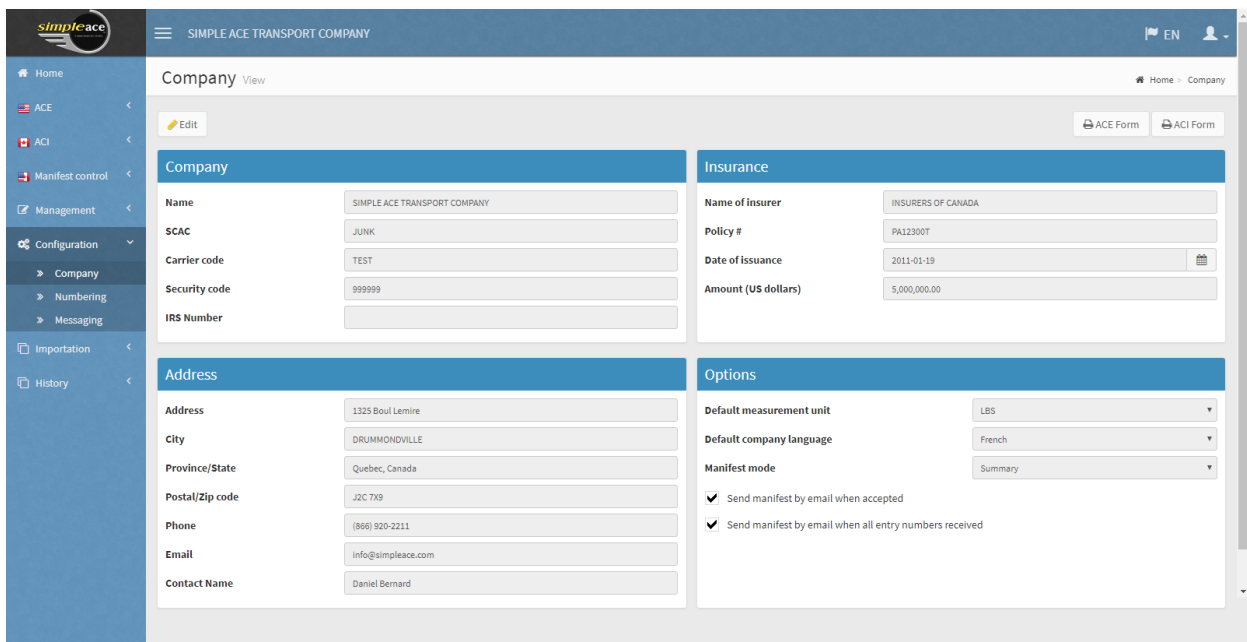
You can search for merchandise and view it.

CONFIGURATION MENU



Set up your business data and messaging here.

CONFIGURATION OF COMPANY DATA



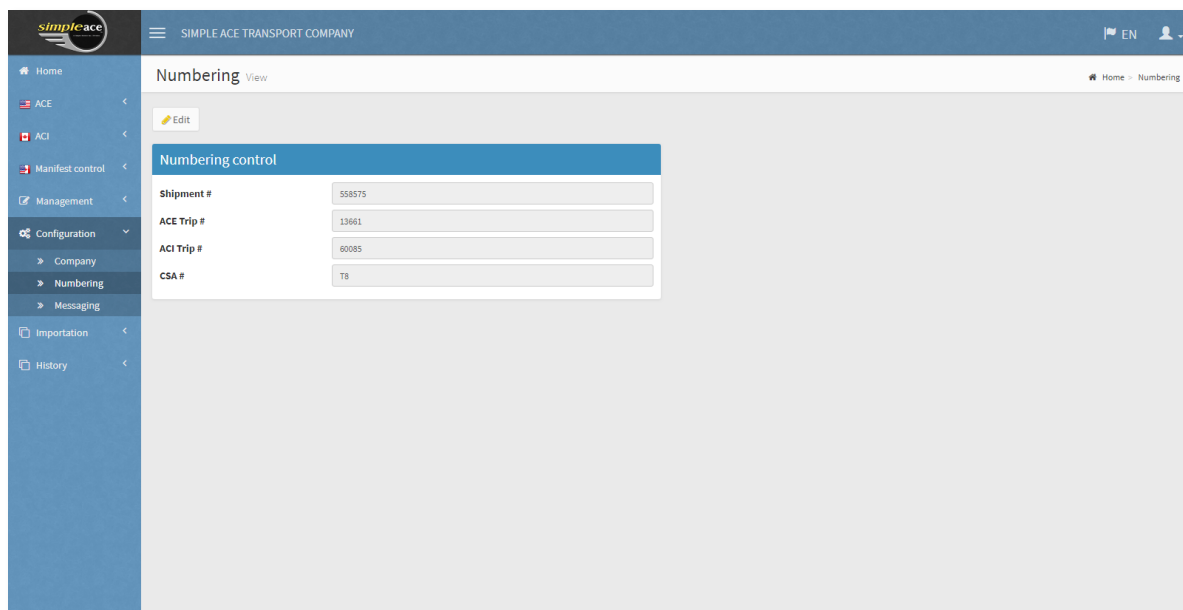
The screenshot shows the 'Company' configuration page in the Simple Ace system. The page has a dark blue header with the Simple Ace logo and the text 'SIMPLE ACE TRANSPORT COMPANY'. A sidebar on the left contains navigation links: Home, ACE, ACI, Manifest control, Management, Configuration (expanded), Importation, and History. The 'Configuration' section is further divided into 'Company', 'Numbering', and 'Messaging'. The main content area is titled 'Company View' and includes an 'Edit' button. It is divided into four panels: 'Company', 'Insurance', 'Address', and 'Options'. Each panel contains various input fields for company data.

Company		Insurance	
Name	SIMPLE ACE TRANSPORT COMPANY	Name of insurer	INSURERS OF CANADA
SCAC	JUNK	Policy #	PA12300T
Carrier code	TEST	Date of issuance	2011-01-19
Security code	999999	Amount (US dollars)	5,000,000.00
IRS Number			

Address		Options	
Address	1325 Boul Lemire	Default measurement unit	LBS
City	DRUMMONDVILLE	Default company language	French
Province/State	Quebec, Canada	Manifest mode	Summary
Postal/Zip code	J2C 7X9		
Phone	(866) 920-2211	<input checked="" type="checkbox"/> Send manifest by email when accepted	
Email	info@simpleace.com	<input checked="" type="checkbox"/> Send manifest by email when all entry numbers received	
Contact Name	Daniel Bernard		

You can enter your company information and select options for manifest printing and messaging options.

NUMBER CONFIGURATION



Numbering View

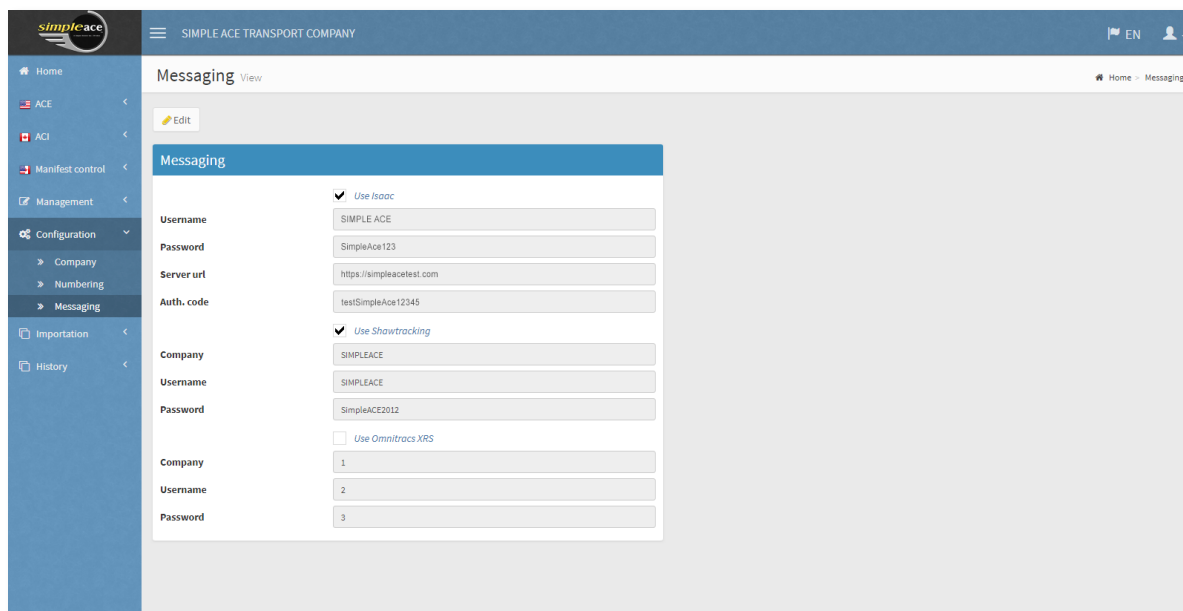
Edit

Numbering control

Shipment #	558575
ACE Trip #	13661
ACI Trip #	60085
CSA #	T8

You can manage your shipping, trips and PAD numbers on this screen.

CONFIGURATION OF MESSAGING



Messaging View

Edit

Messaging

☒ Use Isaac

Username	SIMPLE ACE
Password	SimpleAce123
Server url	https://simpleacetest.com
Auth. code	testSimpleAce12345

☒ Use Shawtracking

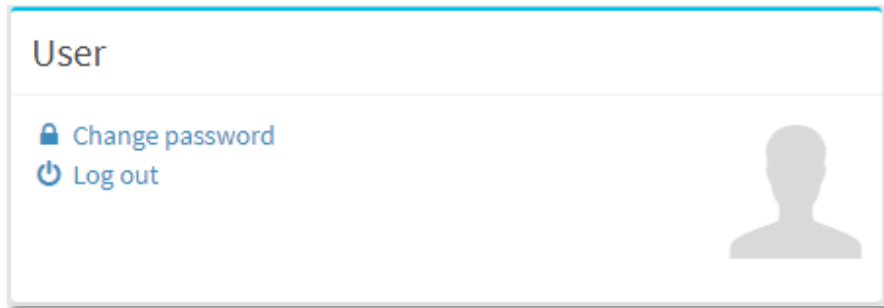
Company	SIMPLEACE
Username	SIMPLEACE
Password	SimpleACE2012

☐ Use Omnitracx XRS

Company	1
Username	2
Password	3

Select your supplier and enter appropriate information.

USER MENU



Modify password here

You can modify your password at any time.

IMPORTATION MENU

It is possible to import data from another system into the Simple Ace software. Please contact our Customer Service Department at 1-866-920-2211 for more information.