



PMK Est
2001

International LLC

PMK Instruction Series

Printing US CBP “ACE Liquidation Reports”

Prepared April 2026

Accessing your ACE Reports

- You must have an active ACE Secure Data Portal account, designated user roles, and, for PGAs, an MOU that identifies privileges and roles.
- Log into the ACE website: <https://ace.cbp.gov>
- Accept the terms and navigate to the ACE Accounts page
- From the drop-down menu, select one of your named accounts to run reports.
 - **Note:** Reports cannot be accessed from the Top Account

ACE Reports is now accessible via the References tab. For help with ACE Reports, review the training resources on the [ACE Training webpage](#).

Home Accounts Account Search References Tools

Enter Account Name, Type, ACE ID.....

Welcome to ACE
v4.8.1

Enter Account Name, Type, ACE ID.....

Recently Viewed Accounts
4 Records

ACE ID	Name	Account Type	Identification Type	Identification Number
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Once you're on your account page, navigate through:

Folders>

Public Folders>

ACE>

Trade>

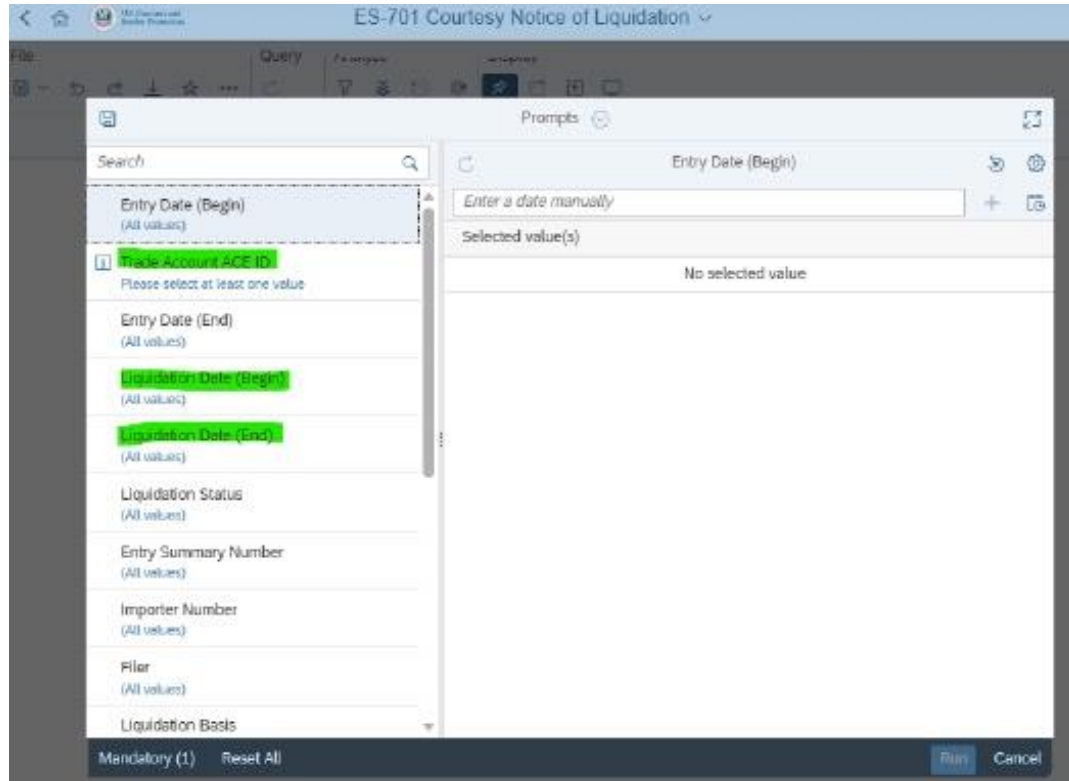
ACE Entry> (**see note below*)

Entry Summary Liquidation>

ES-701 Courtesy Notice of Liquidation

**Ours says Broker in the screenshot but yours will say ACE Entry, Importer or something similar)*

From there, the screen will refresh and bring up one like the what's pictured below.



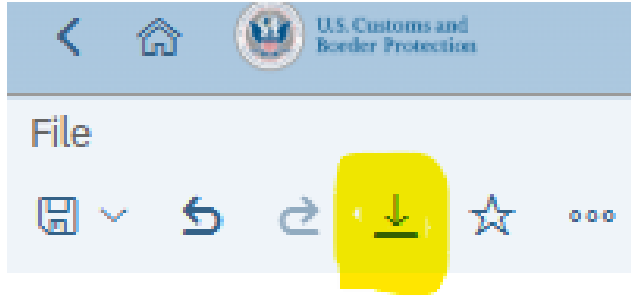
Click on Trade Account ACE ID (highlighted in green), then indicate “+manual entry,” to enter the date range you’re requesting.

Enter in the first date where it says “Liquidation date–Begin.” Repeat for the last date in the range by filling in “Liquidation date - End.”

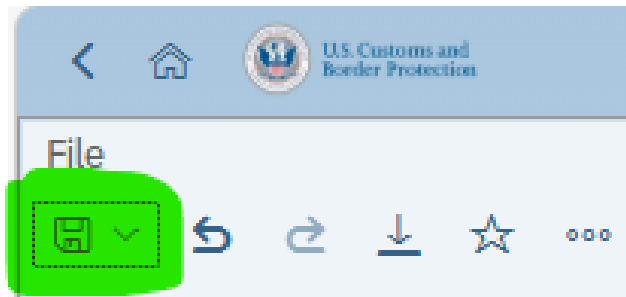
Note: Dates must be entered with DD/MM/YYYY

Select “Run” to get the Report. The Report will show your liquidation dates and entry numbers within range.

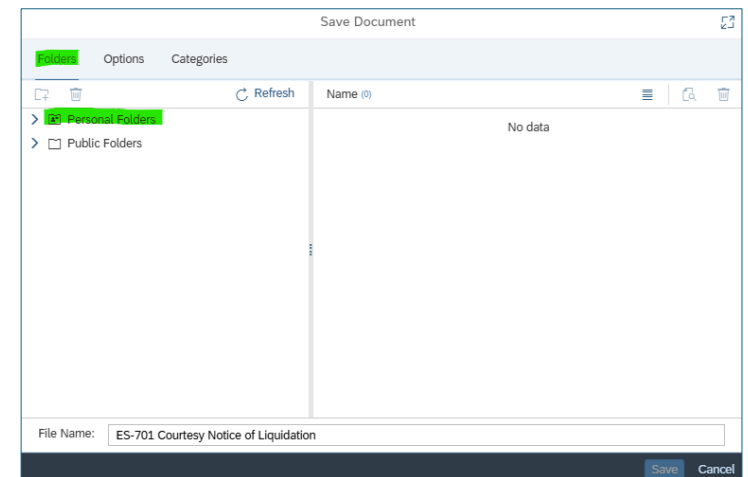
Export the data by using the down arrow in the upper left corner of the screen – as pictured below.



If you have a preference, choose the file format you want (Excel, PDF, HTML, TXT or CSV), or save the file by clicking on the disk save icon - as pictured below.



A new screen will pop-up asking the preferred location on your PC to save the document.





See the US CBP collection here: [ACE Training and Reference Guides](#)