



PMK Est
2001

International LLC

PMK Instruction Series

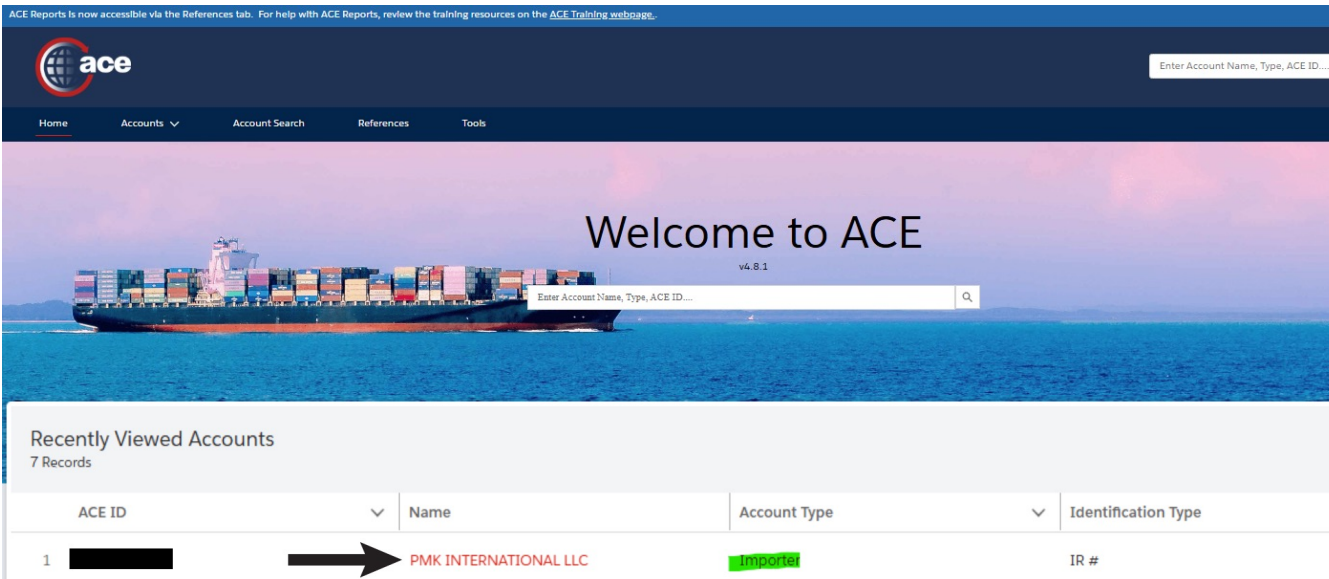
**Printing
ACE Refund
Reports**

Prepared May 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 select your “importer” account

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



The screenshot shows the ACE website interface. At the top, there is a navigation bar with the ACE logo and a search bar. Below the navigation bar, there is a large banner image of a cargo ship at sea with the text 'Welcome to ACE' and 'v4.8.1'. A search bar is overlaid on the banner. Below the banner, there is a section titled 'Recently Viewed Accounts' with '7 Records'. A table displays the following data:

ACE ID	Name	Account Type	Identification Type
1 [REDACTED]	PMK INTERNATIONAL LLC	Importer	IR #

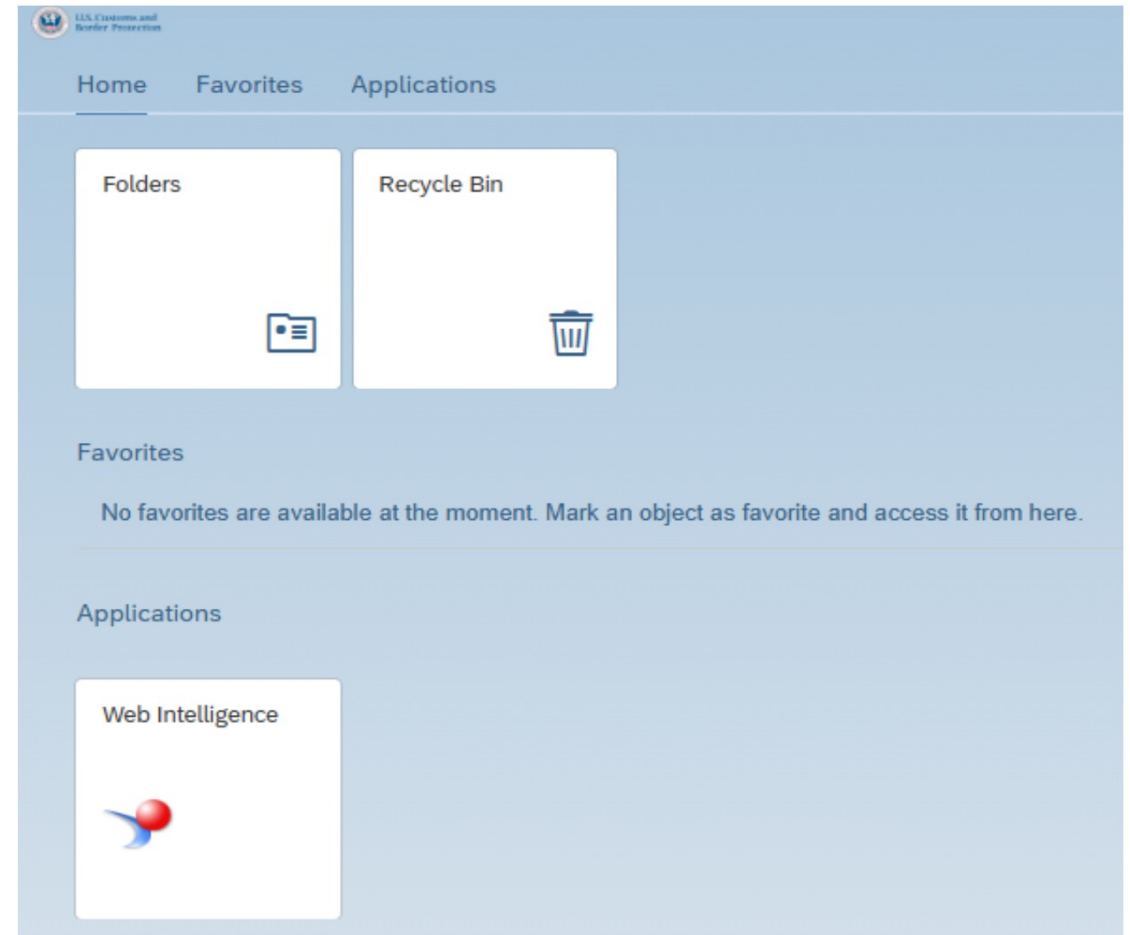
A red arrow points from the first row of the table to the 'Name' column.

You will be moved to a new screen where you will see in the top-left corner a box with the “Reports” written in red

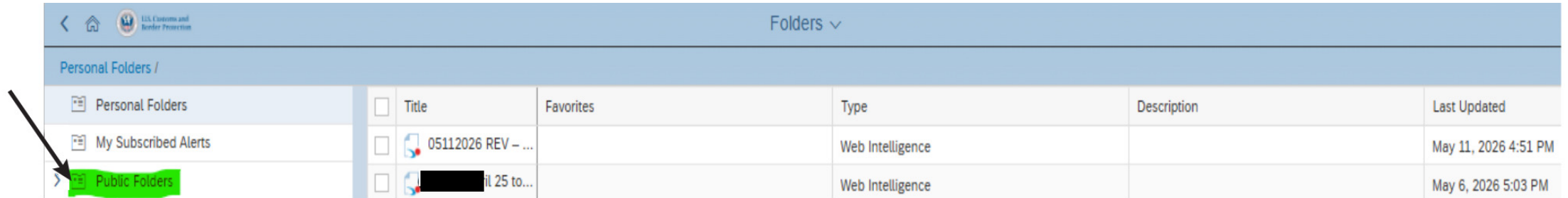


Click on Reports and you will be moved to the Business Intelligence (BI) Launch Pad

From there, click on the Folders box

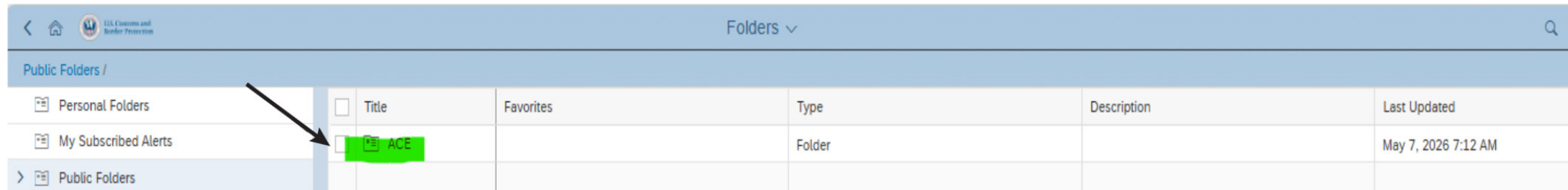


This will take you to your Personal Folders area, it will look something like this:



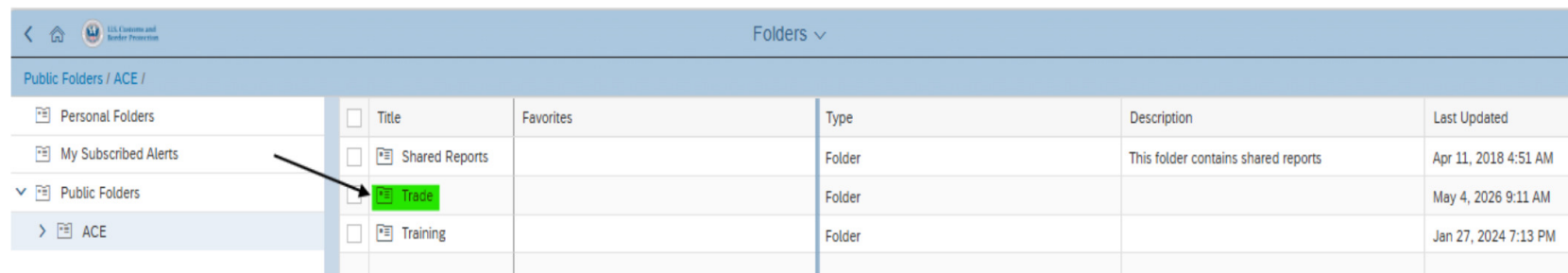
Personal Folders /					
<input type="checkbox"/>	Title	Favorites	Type	Description	Last Updated
<input type="checkbox"/>	05112026 REV – ...		Web Intelligence		May 11, 2026 4:51 PM
<input type="checkbox"/>	il 25 to...		Web Intelligence		May 6, 2026 5:03 PM

Click on “Public Folders”. On the next screen, click on ACE



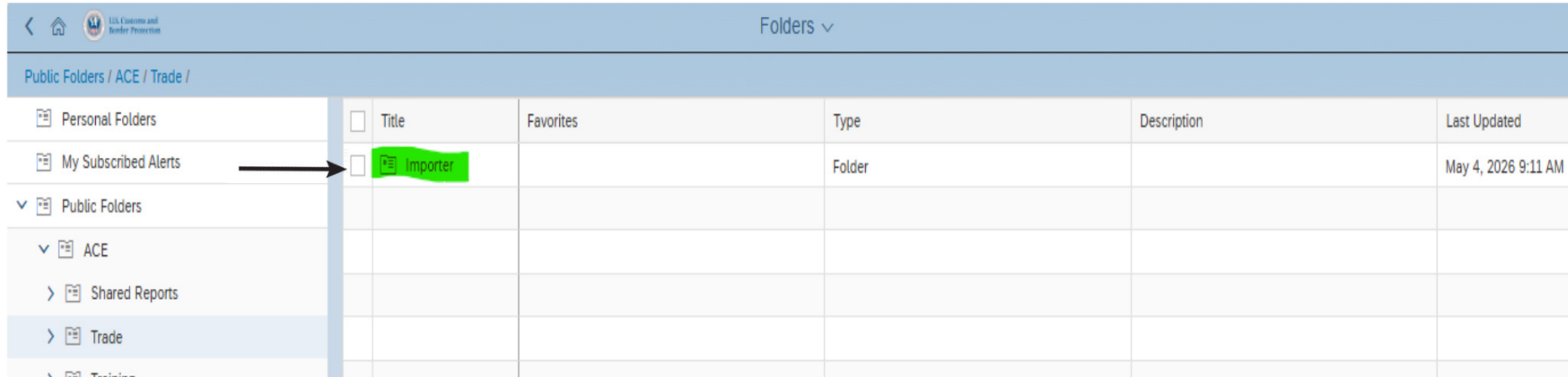
Public Folders /					
<input type="checkbox"/>	Title	Favorites	Type	Description	Last Updated
<input type="checkbox"/>	ACE		Folder		May 7, 2026 7:12 AM

It takes you here where you click on “Trade”



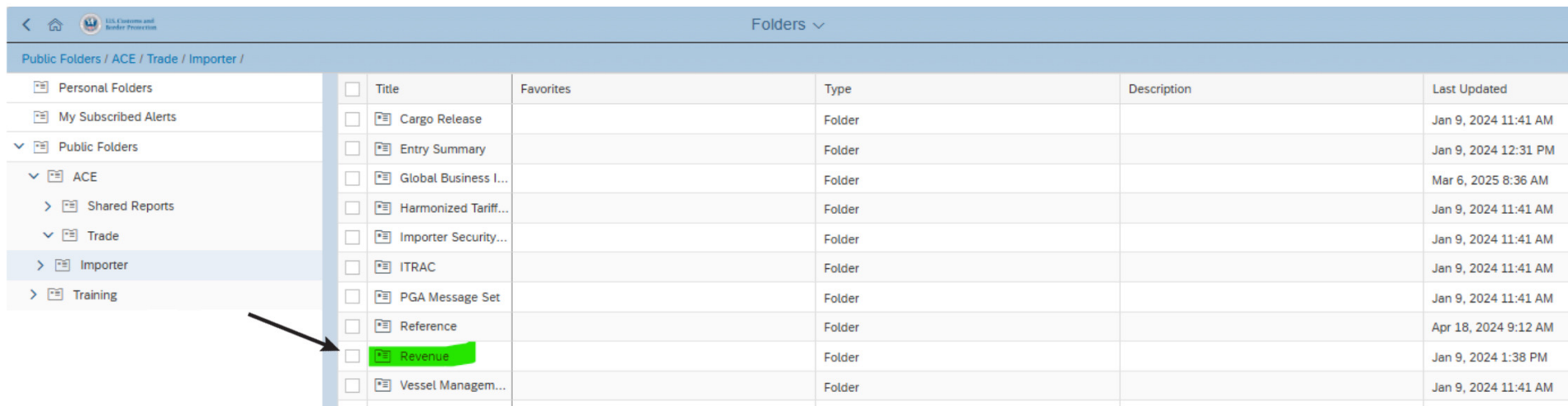
Public Folders / ACE /					
<input type="checkbox"/>	Title	Favorites	Type	Description	Last Updated
<input type="checkbox"/>	Shared Reports		Folder	This folder contains shared reports	Apr 11, 2018 4:51 AM
<input type="checkbox"/>	Trade		Folder		May 4, 2026 9:11 AM
<input type="checkbox"/>	Training		Folder		Jan 27, 2024 7:13 PM

It takes you here where you click on “Importer”



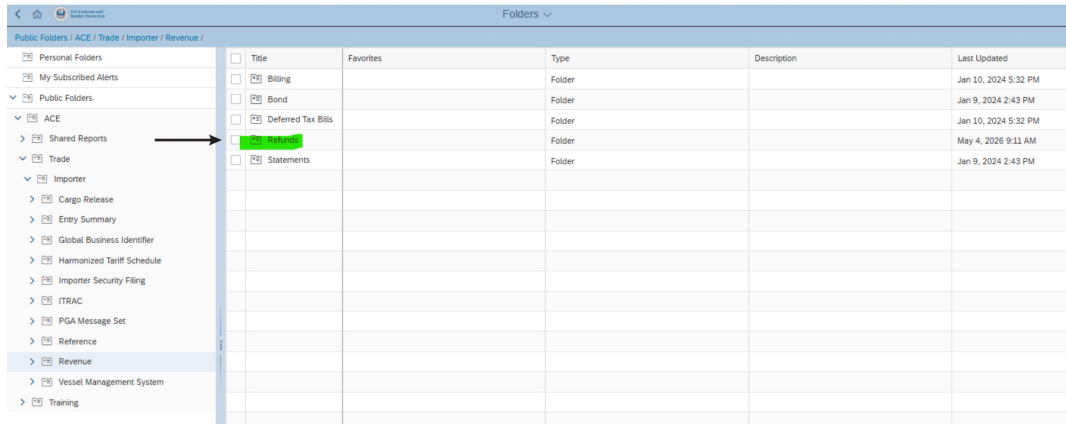
Public Folders / ACE / Trade /						
	<input type="checkbox"/>	Title	Favorites	Type	Description	Last Updated
Personal Folders						
My Subscribed Alerts						
Public Folders						
ACE						
Shared Reports						
Trade						
Training						
	<input type="checkbox"/>	Importer		Folder		May 4, 2026 9:11 AM

It takes you here where you click on “Revenue”



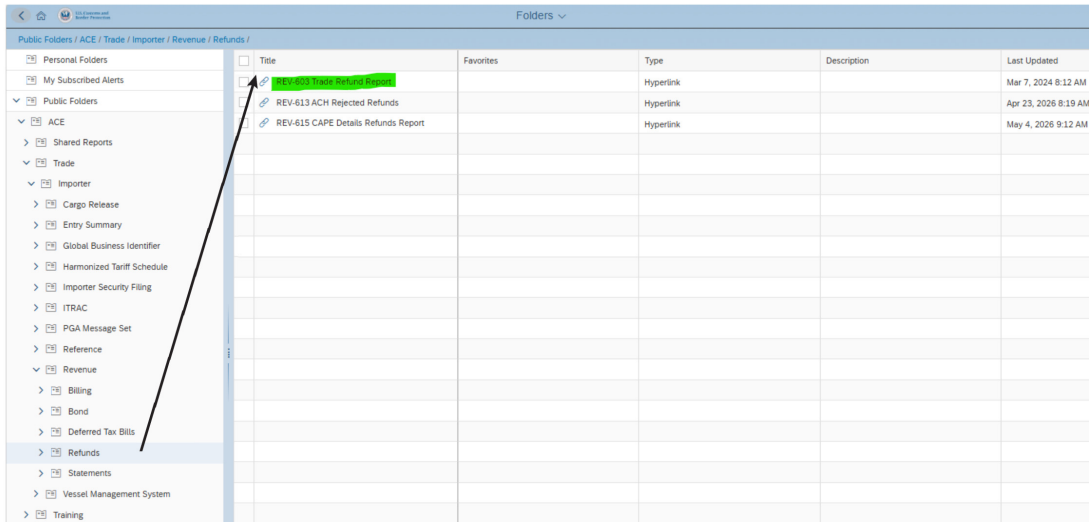
Public Folders / ACE / Trade / Importer /						
	<input type="checkbox"/>	Title	Favorites	Type	Description	Last Updated
Personal Folders						
My Subscribed Alerts						
Public Folders						
ACE						
Shared Reports						
Trade						
Importer						
Training						
	<input type="checkbox"/>	Cargo Release		Folder		Jan 9, 2024 11:41 AM
	<input type="checkbox"/>	Entry Summary		Folder		Jan 9, 2024 12:31 PM
	<input type="checkbox"/>	Global Business I...		Folder		Mar 6, 2025 8:36 AM
	<input type="checkbox"/>	Harmonized Tariff...		Folder		Jan 9, 2024 11:41 AM
	<input type="checkbox"/>	Importer Security...		Folder		Jan 9, 2024 11:41 AM
	<input type="checkbox"/>	ITRAC		Folder		Jan 9, 2024 11:41 AM
	<input type="checkbox"/>	PGA Message Set		Folder		Jan 9, 2024 11:41 AM
	<input type="checkbox"/>	Reference		Folder		Apr 18, 2024 9:12 AM
	<input type="checkbox"/>	Revenue		Folder		Jan 9, 2024 1:38 PM
	<input type="checkbox"/>	Vessel Managem...		Folder		Jan 9, 2024 11:41 AM

It takes you here where you click on “Refunds”



Title	Favorites	Type	Description	Last Updated
Billing		Folder		Jan 10, 2024 5:32 PM
Bond		Folder		Jan 9, 2024 2:43 PM
Deferred Tax Bills		Folder		Jan 10, 2024 5:32 PM
Refunds		Folder		May 4, 2026 9:11 AM
Statements		Folder		Jan 9, 2024 2:43 PM

Which finally gets you here where you click on Rev-603 Trade Refund Report



Title	Favorites	Type	Description	Last Updated
Rev-603 Trade Refund Report		Hyperlink		Mar 7, 2024 8:12 AM
REV-613 ACH Rejected Refunds		Hyperlink		Apr 23, 2026 8:15 AM
REV-615 CAPE Details Refunds Report		Hyperlink		May 4, 2026 9:12 AM



From here, you may also choose to print the following two reports

a) ACH Rejected Refunds

And/or

b) CAPE Detail Refunds

Each report will bring up a prompt menu that allows you to select your account. Input a date range that must be put in this format (including the slashes) 00/00/0000.

If you have the prompts filled in, and you're ready to do a print run, the item will appear in blue. If it remains greyed out, there is an issue to address.