



# Retrieve Your ES-003 Report

Access the Data Needed to  
Calculate Your IEEPA Refund



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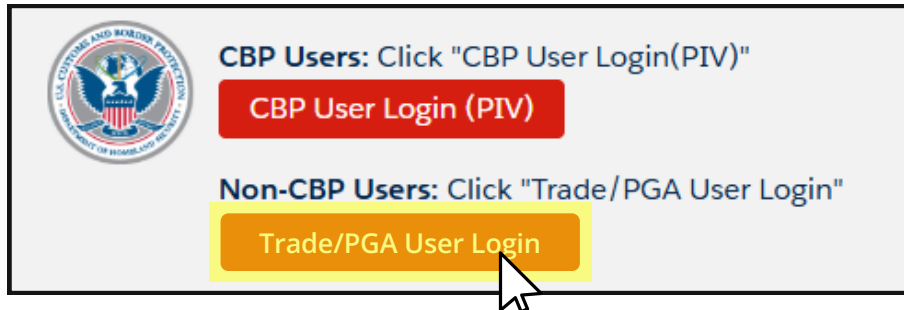


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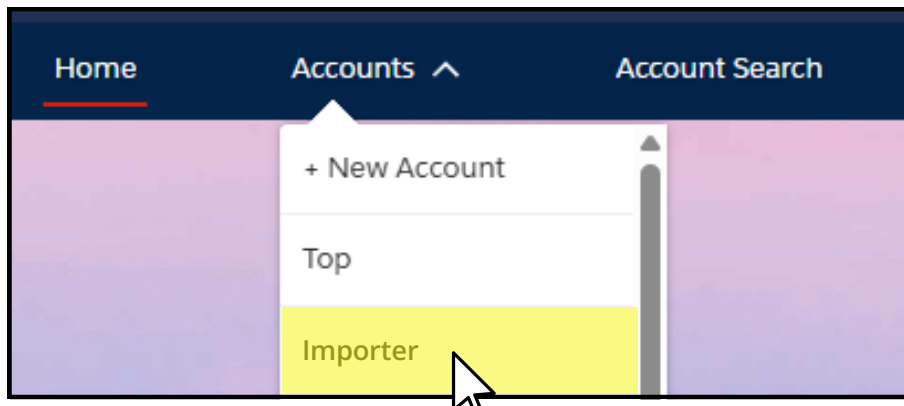
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- 1 Visit the [ACE Website](#) and click on **Trade / PGA User Login**. This is how you will log in to ACE moving forward.



- 2 Once signed in, find the **Accounts** drop-down menu and select **Importer**.

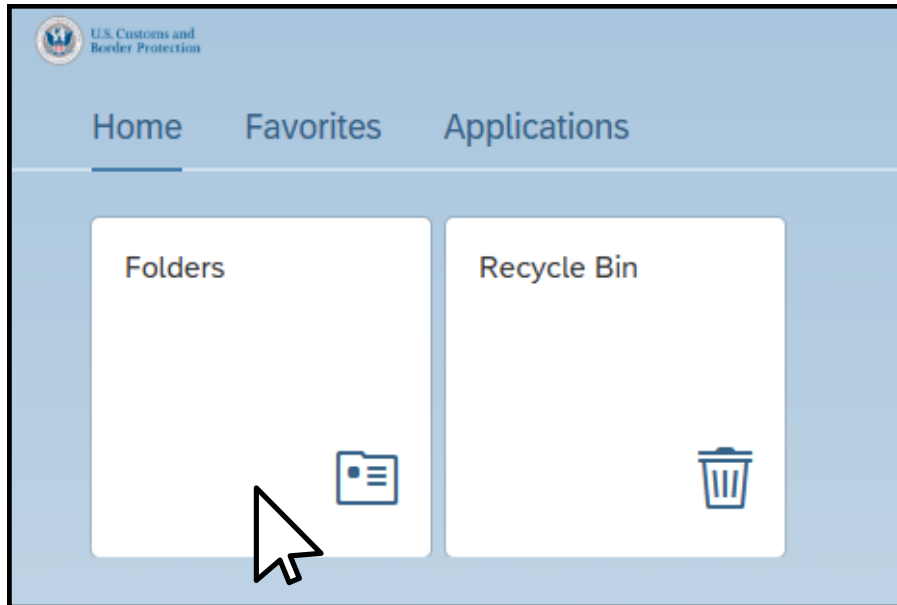


- 3 On the right side of the screen, click **Reports**.



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- 4 A new tab will open. From this screen, click on **Folders**.



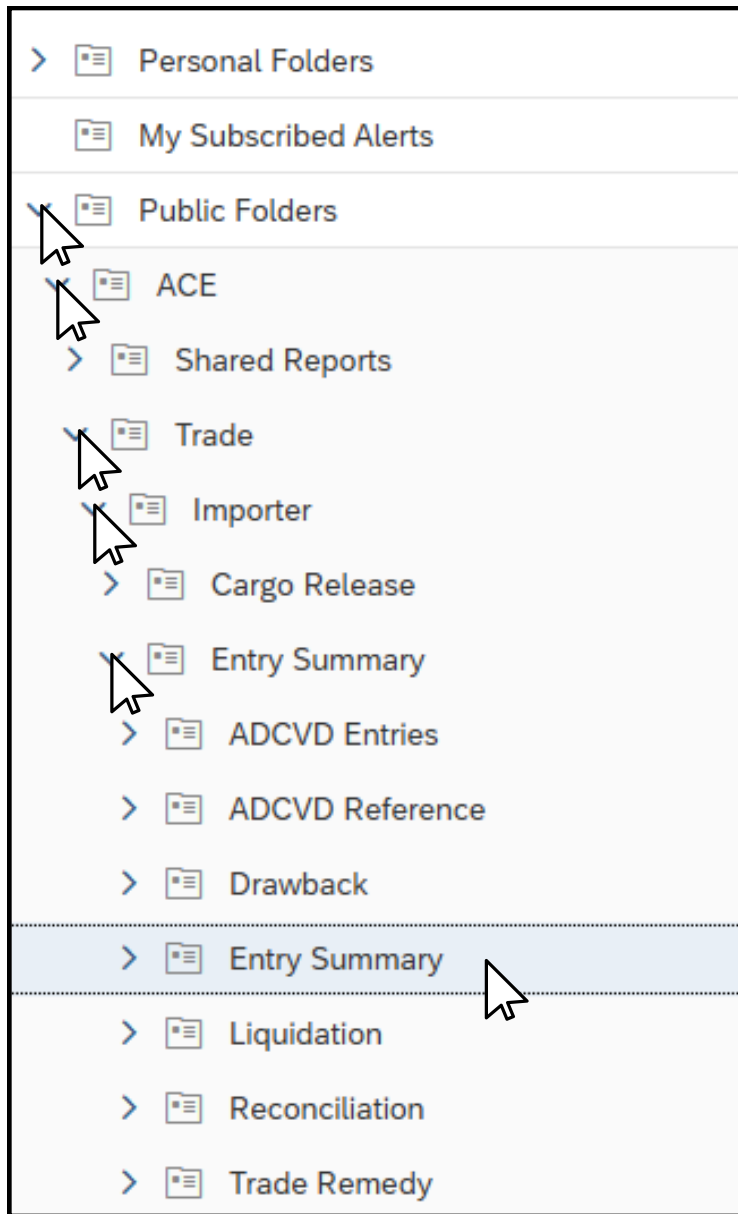
- 5 Once the Folders page loads, on the left side of the screen, expand the following folders using the drop-down arrows:

*Public Folders → ACE → Trade → Importer → Entry Summary*

Then select **Entry Summary** underneath the **Entry Summary** drop-down.

*A visual reference is provided on the next page.*

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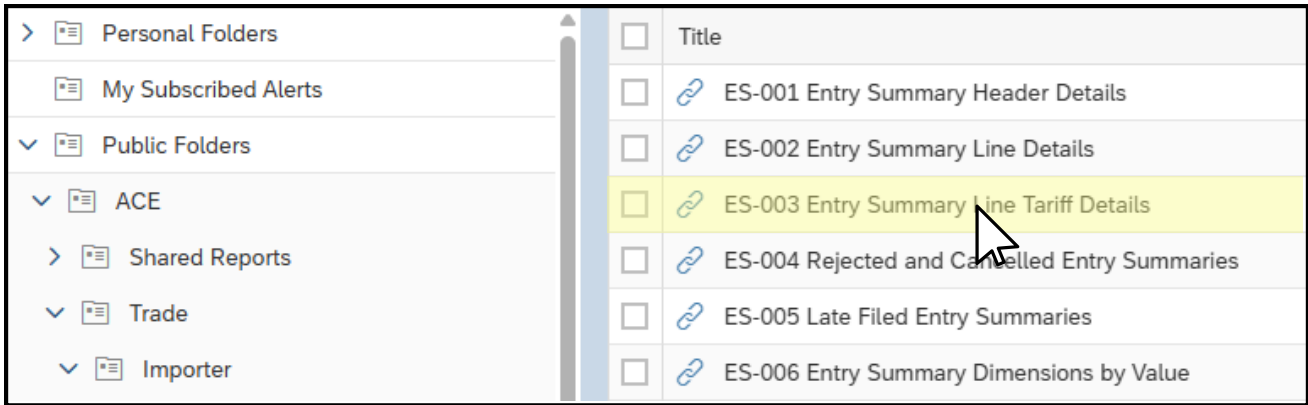


6

On the right side of the screen you should see a list of Entry Summary reports.

Click on **ES-003 Entry Summary Line Tariff Details**.

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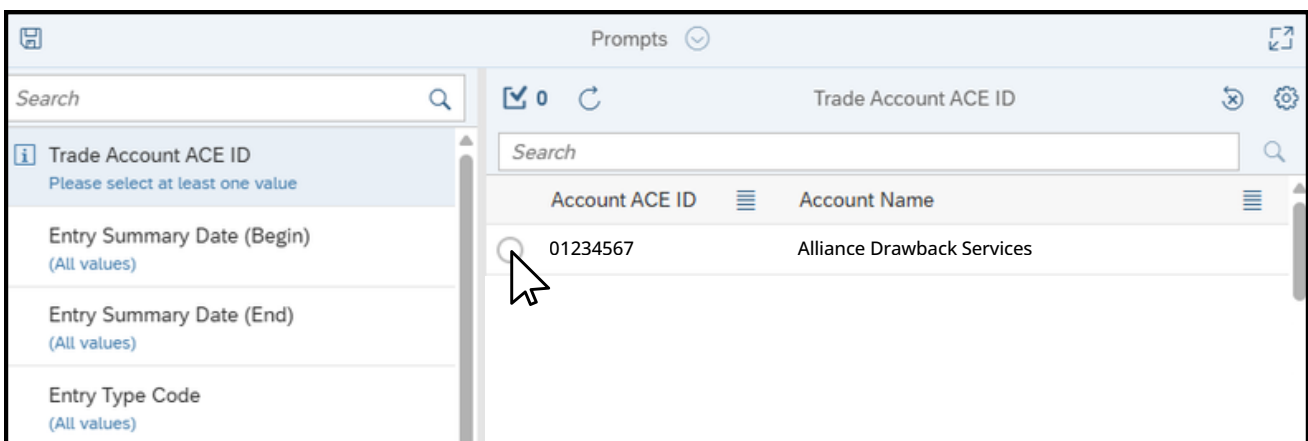


This will direct you to a new page, and a pop-up will appear.

Please allow a moment for the report parameters to load.

**7** In the pop-up window, locate **Trade Account ACE ID**.

On the right-hand side, search for and select your **Account Name** (or choose it if it is already displayed).

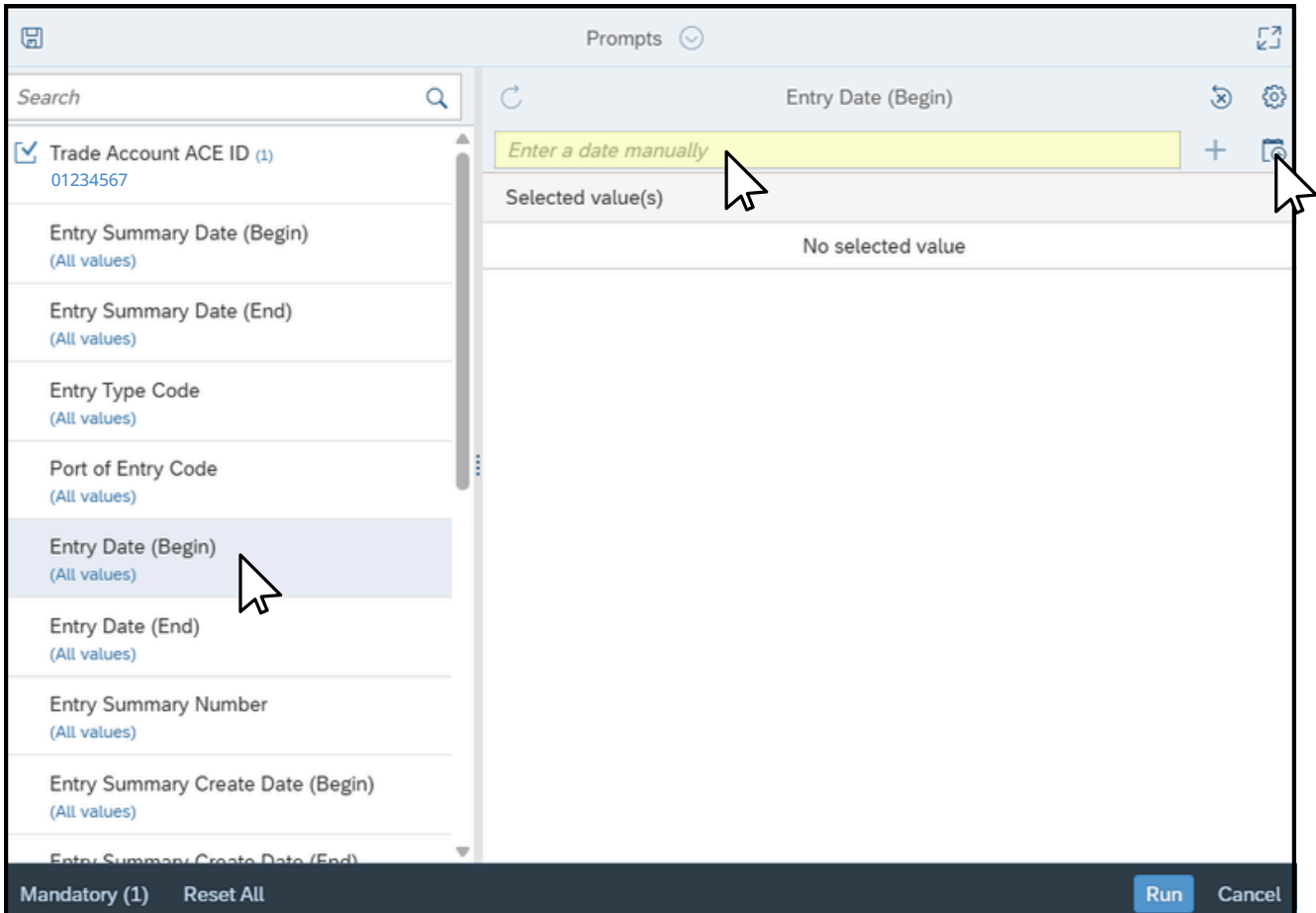


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- 8 Once your **Trade Account ACE ID** is populated in the left-hand column, there are two additional fields we'll update.

Click on **Entry Date (Begin)** in the left column. In the field on the right, type in **1/1/2025** and press **Enter** on your keyboard. The date should now appear in the left column.

*Note: You may also use the calendar icon to select the date.*



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- Next, click on **Entry Date (End)** in the left column. In the field on the right, type in **4/1/2026** and press **Enter** on your keyboard. The date should now appear in the left column.

*Note: You may also use the calendar icon to select the date.*

The screenshot shows a software interface for configuring a report. On the left, a sidebar lists various filters. The filter 'Entry Date (End)' is selected and highlighted. The main area displays the configuration for this filter, showing a text input field with the placeholder 'Enter a date manually'. A mouse cursor is positioned over this field. Below the input field, it indicates 'Selected value(s)' and 'No selected value'. At the bottom of the interface, there are buttons for 'Run' and 'Cancel'.

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- 10 Once all three fields are complete - **Trade Account ACE ID**, **Entry Date (Begin)**, and **Entry Date (End)** - click **Run** in the bottom right corner of the pop-up.

The screenshot shows a software interface for generating a report. It features a search bar at the top left and a list of fields on the left side. The fields include 'Trade Account ACE ID (1)' with the value '01234567', 'Entry Date (Begin) (1)' with the value '1/1/2025', and 'Entry Date (End) (1)' with the value '4/1/2026'. On the right side, there is a section titled 'Entry Date (End)' with a text input field containing 'Enter a date manually' and a 'Selected value(s)' list containing '4/1/2026'. At the bottom of the window, there are buttons for 'Run' and 'Cancel', with a mouse cursor pointing at the 'Run' button.

Your report will now begin generating.

This process may take a few minutes. Please remain on this screen and do not exit the window.

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- 11 Once your report is generated, it will appear in the window.

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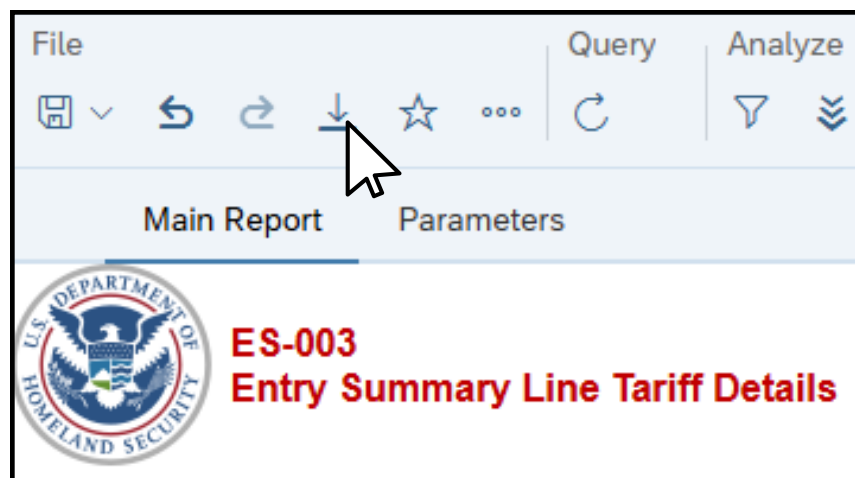
ES-003  
Entry Summary Line Tariff Details

Report Parameters:

Entry Summary Dates Between: ALL to ALL	Entry Type Code: ALL	Port of Entry Code: ALL
Entry Dates Between: 01/01/2025 to 04/01/2026	Entry Summary Number: ALL	ES Create Dates Between: ALL to ALL
Importer Number: ALL	Review Team Number: ALL	Country of Origin Code: ALL
Line SPI: ALL	HTS Number - Full: ALL	Other Reconciliation Status: ALL
FTA Reconciliation Status: ALL	Filter Code: ALL	Entry Summary Status: Accepted/Rejected

Entry Summary Number	Entry Type Code	Importer Number	Port of Entry Code	Entry Date	Entry Summary Date	Initial Entry Summary Create Date	Entry Summary Line Number	Review Team Number	Country of Origin Code	Country of Export Code	Manufacturer ID	Foreign Exporter ID	Line SPI Code	Standard Visa Number	Textile Category Code

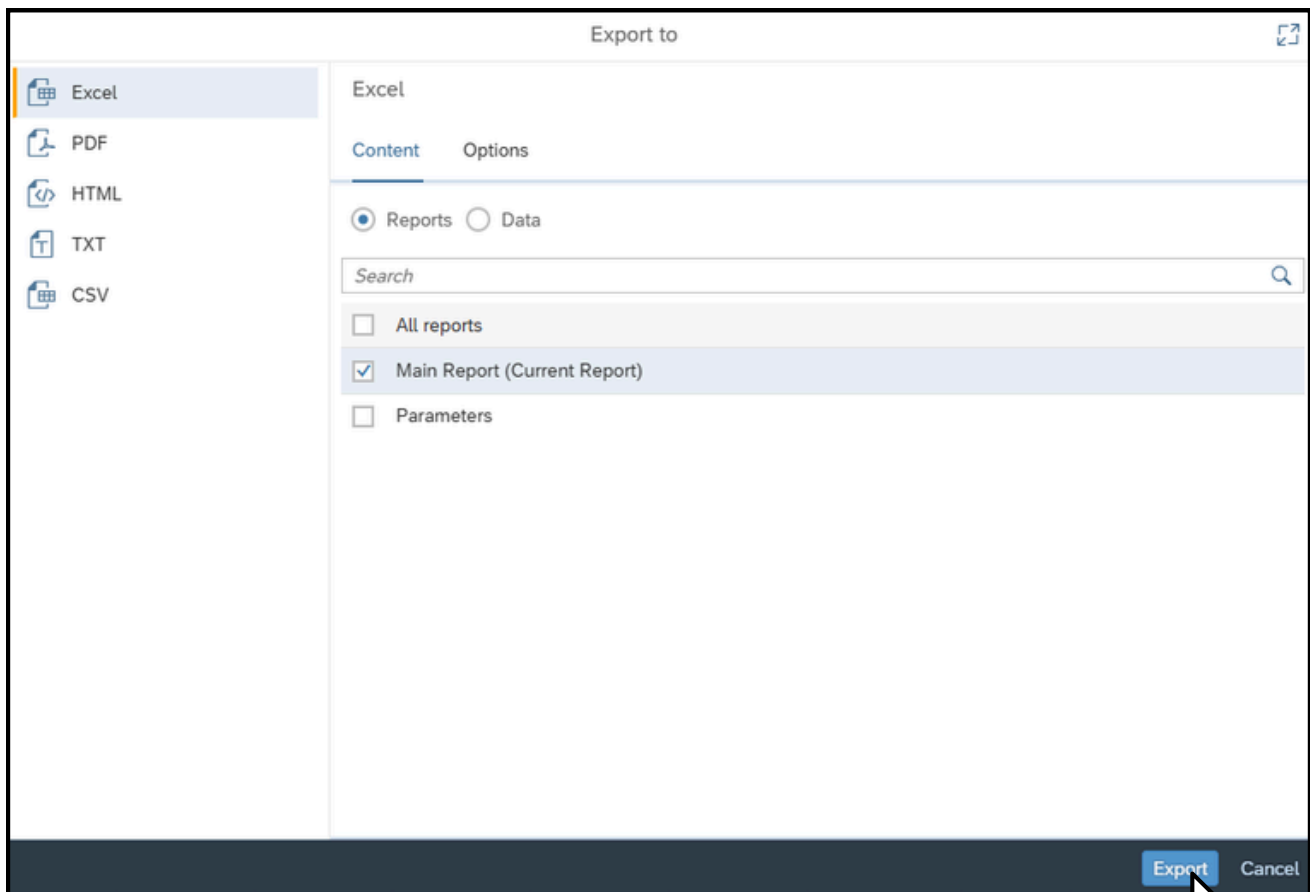
- 12 In the top left corner, click the **Download** icon to download your report.



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**13** A pop-up will appear prompting you to select a file type.

No changes are needed. Click **Export** in the bottom right corner to download your report.



**And that's it!** Your report will be saved to your downloads and is ready to upload into the IEEPA Refund Calculator.