

**AREA PORT OF CHICAGO-PIPELINE**



**U.S. Customs and  
Border Protection**

**Pipeline 25-14  
September 23, 2025**

**To: Customs Brokers, Importers, Bonded Carriers, Warehouse Operators and  
Others Concerned**

**Subject: Manifest Discrepancy Reporting within the Area Port of Chicago**

**Purpose**

To advise the trade community of their responsibility to ensure any discrepancies in a manifest are reported to U.S. Customs and Border Protection (CBP) utilizing a Manifest Discrepancy Report (MDR).

**Scope**

The trade community is required to report to CBP all discrepancies in a manifest utilizing an MDR pursuant to 19 CFR §123.9. The correct mechanism for reporting manifest discrepancies to CBP is outlined below. Manifest discrepancies apply to cargo listed on a manifest and the actual cargo on board the carrier. Air cargo reporting requirements are outlined in 19 C.F.R. § 122.48a. MDR requirements for air cargo are outlined in 19 C.F.R. § 122.49, and vessel cargo in 19 C.F.R. § 4.12. The reporting of manifest discrepancies for freight arriving from Canada or Mexico can be accomplished by utilizing 19 C.F.R. § 122.49. Cargo manifest requirements for vessel, rail, and truck modes of transportation are outlined in 19 C.F.R. § 4.7 and 123.91 respectively.

**Action**

Pursuant to 19 CFR §123.9 (b)(1) "the master, person in charge, owner, or agent of the vessel or vehicle, or any person directly or indirectly responsible for any discrepancy between the merchandise and the manifest, shall report any discrepancy to the port director within sixty days after the date of arrival by completing a report for an overage or a declaration for a shortage. The overage report or shortage declaration may be made on the appropriate manifest form, as listed in § 123.4, or on Customs Form 5931, Discrepancy Report and Declaration. In each case in which a manifest form is used, the form shall be marked or stamped "Overage Report" or "Shortage Declaration," as appropriate. The form used shall list the merchandise involved and state the reason for the discrepancy."

MDR submissions to CBP should include:

1. MDR Cover Sheet on Letterhead (Page 3).
2. CBP Form 5931 "Discrepancy report and Declaration."
3. Overage/Shortage/Discrepancy (OSD) Log (Page 4).
4. Delivery ticket for the last movement of cargo.
5. Names and contact information for bonded carriers on delivery tickets.
6. Shipping Documents to include CBP 7501 and Packing list.
7. Report status and conditions of the seal.
8. Sequence of events the importer has taken to resolve the discrepancy.

MDR submissions should be sent to the [ChicagoAuditTeam@cbp.dhs.gov](mailto:ChicagoAuditTeam@cbp.dhs.gov) in lieu of the Area Port of Chicago Port Director. MDR submissions are not to be used to report casualty, loss, or theft of cargo. Failure to comply with the stated requirements may result in the issuance of penalties by CBP under 19 U.S.C. 1584.

Should you have any questions concerning this pipeline, please contact Cargo Chief Nadia Varela at (312) 720-8723

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Pfeiffer", with a long horizontal stroke extending to the right.

Michael J. Pfeiffer  
Area Port Director  
Area Port of Chicago

Attachments

# MANIFEST DISCREPANCY REPORT

## Company Letterhead Header

To: CUSTOMS AND BORDER  
PROTECTION

Port of Entry:

Report Date:

Master/House Bill #:

SCN/PAPS

Trip/In-bond NUMBER:

Shipment Arrival Date:

Manifested Piece Count:

Overage / Shortage (Circle)

Number of pieces Short / Over:

Driver/Carrier Name:

Tractor Plate/Vessel/Flight Number:

DESCRIPTION OF GOODS:

COMPLETE DETAILS OF THE AMENDMENT/OMISSION OF THE GOODS IN QUESTION:

DETAILED REASON FOR DISCREPANCY (CHAIN OF EVENTS):

CORRECTIVE ACTION PLAN:

I declare to the best of my knowledge and belief that the discrepancy described herein occurred for the reasons stated. I also certify that evidence to support a claim of nonimportation or proper disposition of merchandise will be retained in the carrier's files for a period of at least one year from the date of this discrepancy report and will be made available to Customs and Border Protection upon demand.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Title \_\_\_\_\_ Company Name \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address(s): \_\_\_\_\_

