

AES PcLink **User Guide**



**True Innovation
in Export Automation**

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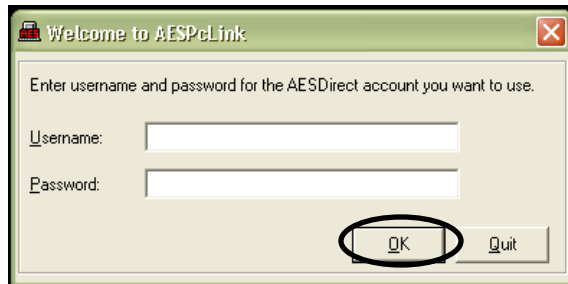
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Getting Started with AES*PcLink*

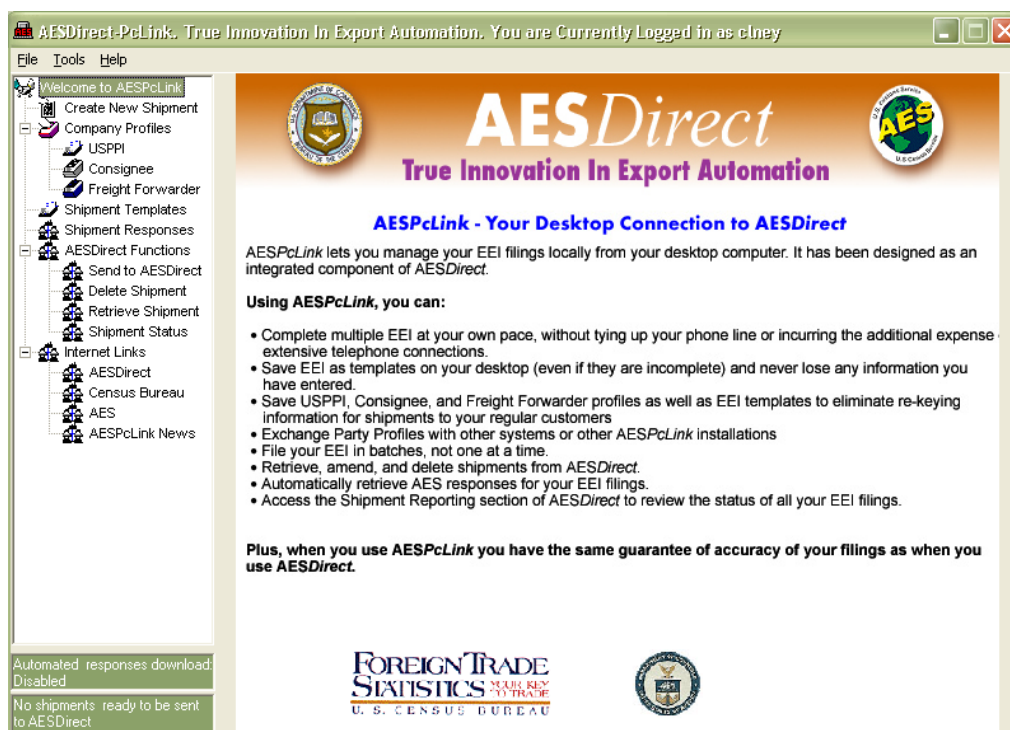
Log In to AES*PcLink*

- Double click the AES*PcLink* icon on your desktop
- Enter your AES*Direct* Username and Password
- Click “OK”
- The left side of the opening screen displays the Navigation bar. The right side of the screen highlights the capabilities of AES*PcLink*.

Note: You MUST be connected to the Internet to Install or Update AES*PcLink* Software and AES Code Tables, retrieve Shipment Responses or to use any of the AES*Direct* Functions.



** Enter Username and Password; click “OK” to enter AES*PcLink*



** AES*PcLink* opening screen

AESPcLink Basic Functions

- Use your AESDirect Username and Password to file with AESPcLink
- Submit Electronic Export Information (EEI) to AES through AESDirect
- Complete EEI without being connected to the Internet
- Save up to 2,000 templates
- Save incomplete EEI as templates and return to finish them later
- Save repeat shipments as templates to eliminate re-keying
- Save up to 10,000 USPPI, Consignee, and Freight Forwarder profiles
- Share profiles with other AESPcLink using the “Transfer Profiles” tool
- File EEI in batches of up to 99 shipments at a time
- Receive AES responses in the AESPcLink software
- Use AESPcLink in English or Spanish

AESPcLink Tools

AESPcLink has nine tools that are accessible from the Tools Menu on the gray bar at the top of the screen.

- **Update AESPcLink Software** – verifies the version of the software and, if necessary, updates the software from AESDirect.
 - Click “Tools” in the gray bar
 - Select “Update AESPcLink Software”
 - Click “Next” to determine if you need to update your AESPcLink Software
 - AESPcLink will communicate with AESDirect to ensure the application is up to date. If an update is needed, AESPcLink will automatically update the application.

Note: This should be checked periodically

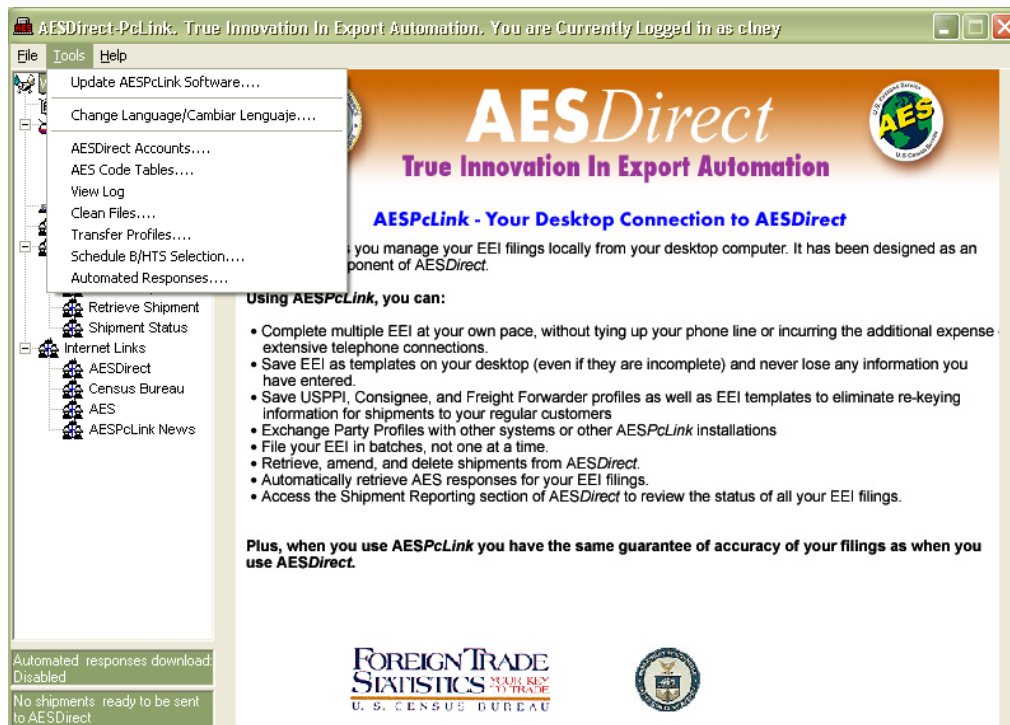
- **Change Language / Cambiar Lenguaje** – select either the English or Spanish version of AESPcLink

Note: All fields MUST be submitted in English

- **AESDirect Accounts** – switch between AESDirect accounts
- **AES Code Tables** – verifies current tables and updates old tables directly from AESDirect
 - Click “Tools” in the gray bar
 - Select “AES Code Tables”
 - Select the radio button next to AESDirect and click “Next”
 - AESDirect will determine which tables, if any, need to be updated
 - If any updates are needed a check mark will be next to the code tables, click “Update” or “Close” if no updates are needed
 - AESPcLink will download the updated tables from AESDirect
 - When the update is complete, click “Close”

Note: This should be checked periodically. If you are having problems filing using a particular code, verify that you are using a valid code and check that your tables are up to date.

- **View Log** – maintains a two-week record of shipment transmissions to *AESDirect* from *AESPcLink*
- **Clean Files** – compacts the files on the local database. *AESPcLink* automatically cleans files when the software is shut down
- **Transfer Profiles** – export or import party profiles to and from different *AESPcLink* applications
- **Schedule B/HTS Selection** – select either Schedule B or HTS commodity number to classify commodities
Note: In any given shipment, all commodity lines must either be reported using all Schedule B or all HTS commodity numbers.
- **Automated Responses** – enabled automated responses allows *AESDirect* to deliver responses directly to *AESPcLink*
 - Click “Tools” in the gray bar
 - Click “Automated Responses”
 - Click “Turn On Automated Download”
 - Once it is enabled, click “Close”



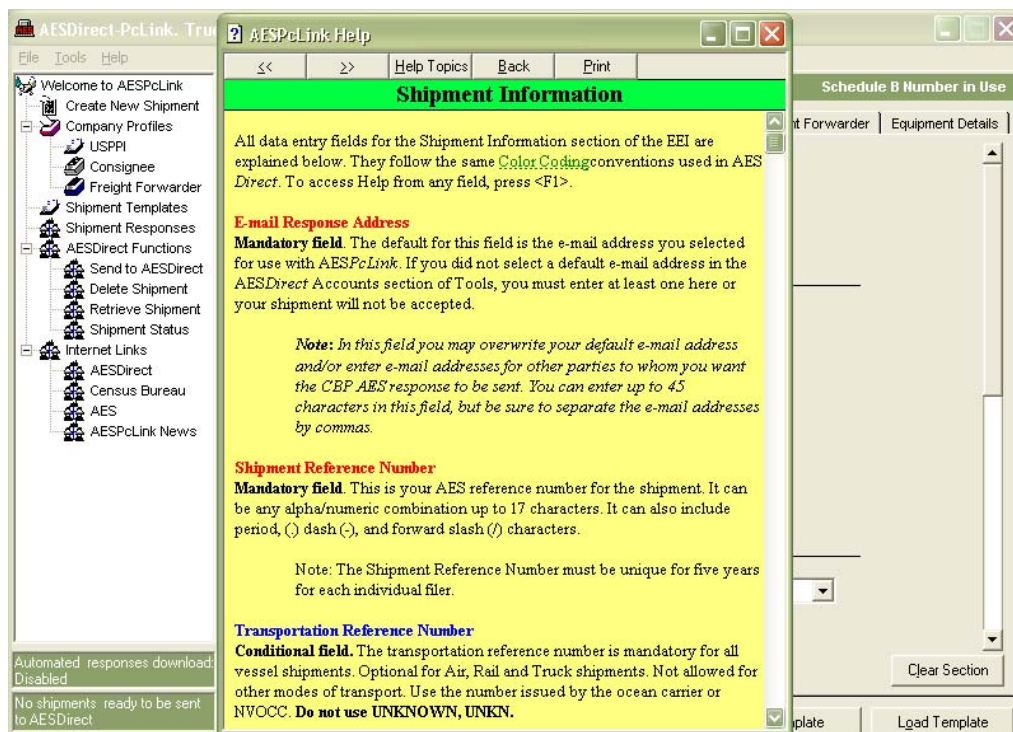
** AESPcLink Tools menu

General Information on Shipments

- Always scroll to the bottom of each tab to fill out ALL required fields
- To Edit a section select the tab for the section you would like to edit
 - You may move between sections without losing information
- To Delete a section, click “Clear Section” in the bottom right corner
 - This will only clear the section being edited

Help

- Help is available for each section
- Press the <F1> key for Help on any section
- Each field is defined in the Help to determine if a field is necessary to complete and, if so, how to complete the field



** AESPcLink Help

Color Codes

- **RED** indicates a mandatory field (IS required)
- **BLUE** indicates a conditional field (MAY be required)
- **BLACK** indicates an optional field (NOT required)

Lookup

- A “Lookup” feature is available in fields that have a lookup button located next to the field
- To use the “Lookup”
 - Click the “Lookup” button next to the field
 - Enter at least 3 characters of the name of the desired code, click “Search”
 - Double click the desired item and the code for that item will be added to the EEI form and the lookup window will close
- If you are having trouble locating your code, try the wildcard (*) to search, type “*” in front of your search characters to return the matches that contain the character string in any part of the description

Note: If you are unable to find the appropriate code in the Lookup, go to the Tools Menu and verify that your AES Code Tables are up to date. If you still cannot find your code, please contact AESDirect at 1-877-715-4433 or the AES Branch at the U.S. Census Bureau at 1-800-549-0595, option 1.

Example: Port of Export Lookup – Miami, Florida

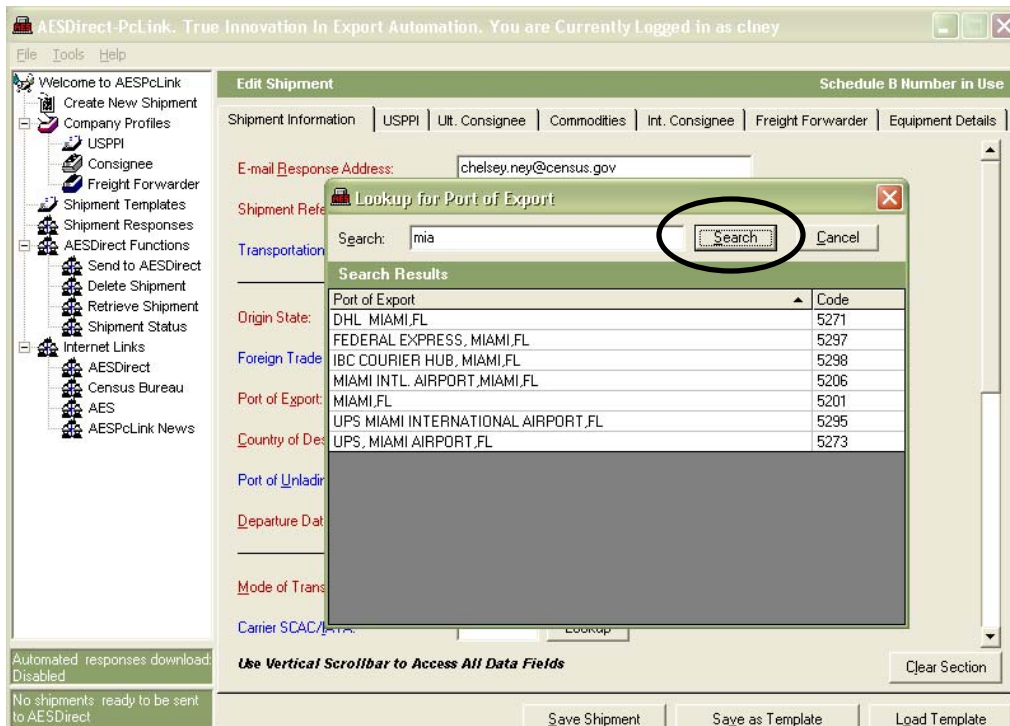
- Click “Lookup” next to the Port of Export
- Type “mia” in the search box
- Click “Search” to bring up the list of ports with “mia” in the name
- Find the Port of Export, Miami, FL, double click the desired port
- The code 5201 will automatically fill in the Port of Export field

The screenshot shows the AESDirect-PcLink software interface. The main window is titled "Edit Shipment" and contains several tabs: "Shipment Information", "USPPI", "Ult. Consignee", "Commodities", "Int. Consignee", "Freight Forwarder", and "Equipment Details". The "Shipment Information" tab is active. The form includes the following fields and buttons:

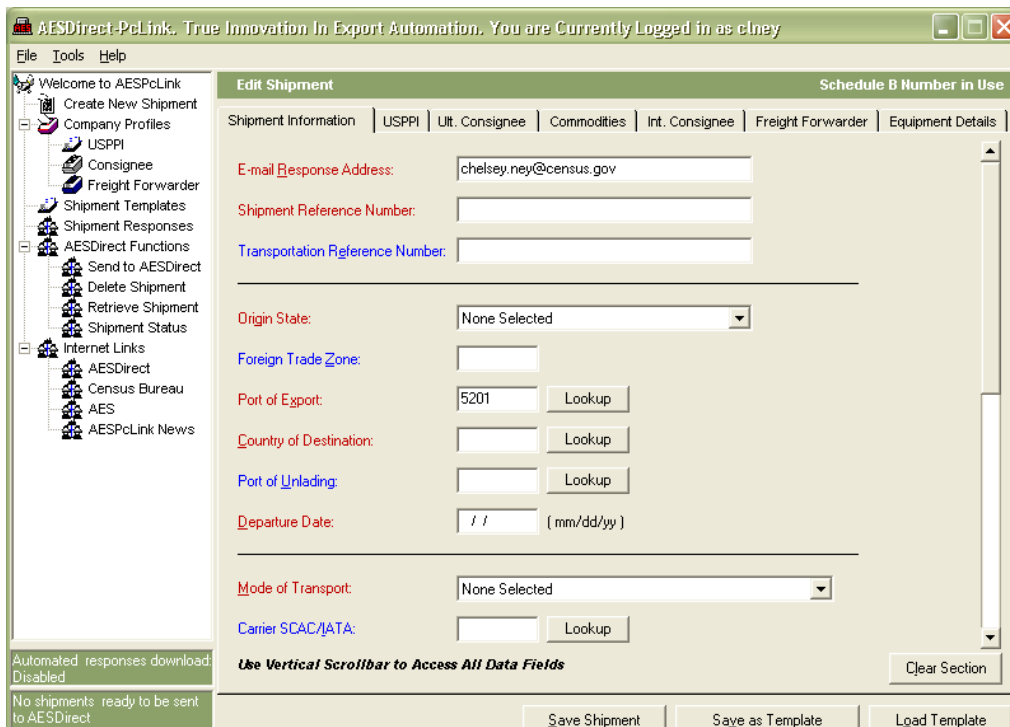
- E-mail Response Address: chelsey.ney@census.gov
- Shipment Reference Number: [Empty]
- Transportation Reference Number: [Empty]
- Origin State: None Selected (dropdown)
- Foreign Trade Zone: [Empty]
- Port of Export: [Empty] **Lookup** (button circled in black)
- Country of Destination: [Empty] **Lookup** (button)
- Port of Unloading: [Empty] **Lookup** (button)
- Departure Date: / / (mm/dd/yy)
- Mode of Transport: None Selected (dropdown)
- Carrier SCAC/JATA: [Empty] **Lookup** (button)

At the bottom of the form, there is a "Clear Section" button and a "Use Vertical Scrollbar to Access All Data Fields" instruction. The status bar at the bottom of the window shows "Automated responses download Disabled" and "No shipments ready to be sent to AESDirect".

**** Click the “Lookup” button to search for the Port of Export code**



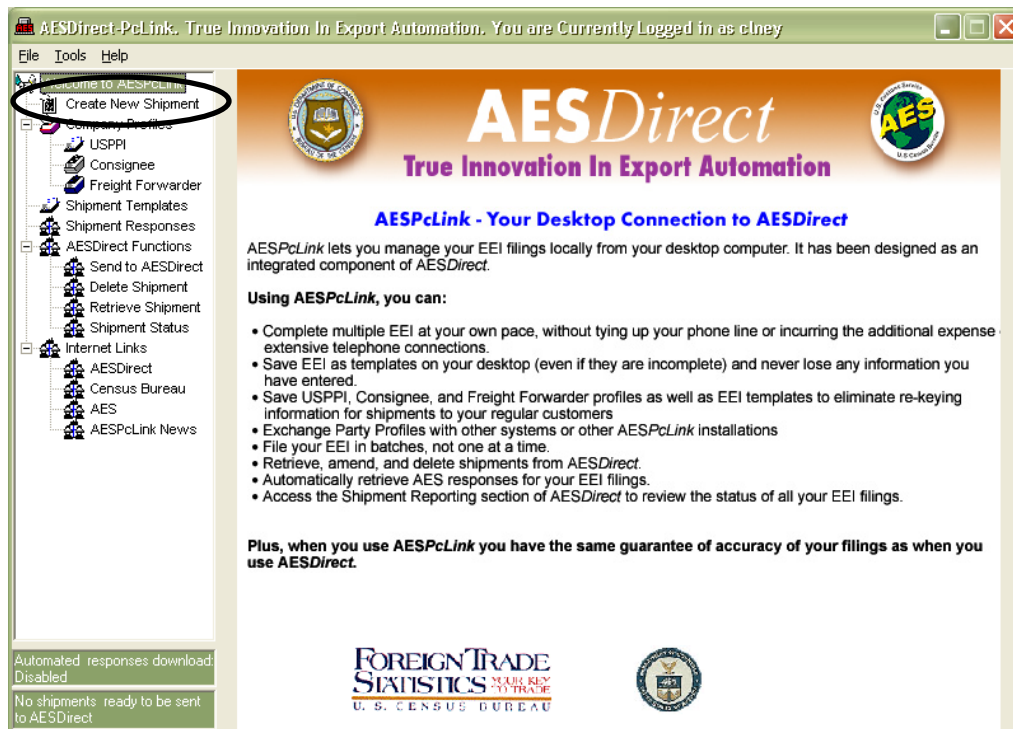
** Type "mia" in the search box and click "Search", double click the desired port



**The code 5201 will automatically fill in the Port of Export field

Create a New Shipment

- Click “Create New Shipment” in the Navigation bar on the left side of the screen
- The section tabs for the EEI will appear
- The Shipment Information, USPPI, Ultimate Consignee, and at least one Commodity are required for all EEI
- The Intermediate Consignee and Freight Forwarder sections are conditional
- The Equipment Details section is optional



** Click “Create New Shipment”

Shipment Information

This section contains general shipment information and transportation information. It is **REQUIRED** for all EEI.

- Complete each field that is required
- See **HELP**, press <F1>, to determine which field is required if marked as **Conditional** and determine what is needed in each field
- Scroll to the bottom of each page to ensure all necessary fields are complete

- Once the section is complete, click the tab for the next section you wish to edit

** Shipment Information Section

Helpful Hints

- **Shipment Reference Number** – Created by filer, MUST be unique for each EEI and may not be reused
- **Port of Unlading** – REQUIRED for all vessel shipments and air shipments between the US and Puerto Rico
- **Carrier SCAC/IATA** – Carrier Code for the transportation company; REQUIRED for Vessel, Air, Rail, and Truck shipments
- **Conveyance Name** – Vessel name for ocean shipments; Carrier name for other modes of transportation, REQUIRED for Vessel, Air, Rail and Truck shipments
- **Shipments through Mexico or Canada to other foreign destinations:**
 - **Mode of Transport (MOT)** – Report the MOT crossing the US border*
 - **Port of Export** – Port of crossing at the US border*
 - **Carrier SCAC/IATA and Conveyance Name** – Carrier crossing US border
 - **Country of Destination** – Ultimate Country of Destination

* THIS MEANS YOU MAY FILE A TRUCK SHIPMENT OUT OF DETROIT, MI GOING TO GERMANY

USPPI / Freight Forwarder

The **U.S. Principal Party in Interest (USPPI)** is the person or entity in the United States that receives the primary benefit, monetary or otherwise, from the export transaction.

The **USPPI** section is **REQUIRED** for all EEI. The **Freight Forwarder** section is **CONDITIONAL**. Both sections require the same information.

- Complete each field that is required
- See **HELP**, press <F1>, to determine which field is required if marked as **Conditional** and determine what is needed in each field
- Scroll to the bottom of each page to ensure all necessary fields are complete
- Once the section is complete, you may click “Create Profile” to save the company profile for future use or click the tab for the next section you wish to edit
- If created, a “Profile” can be used to auto-fill the USPPI, Freight Forwarder, Ultimate Consignee or Intermediate Consignee sections
 - See “Load Profiles” section

The screenshot shows the AESDirect-PcLink software interface. The title bar reads "AESDirect-PcLink. True Innovation In Export Automation. You are Currently Logged in as chney". The main window is titled "Edit Shipment" and has a tabbed interface with "USPPI" selected. The "USPPI" section contains the following fields:

- Company Name:
- ID Number: Suffix:
- ID Type:
- Address Line 1:
- Address Line 2:
- City:
- State:
- Country:
- Postal Code:
- Contact First Name: Contact Middle Initial:
- Contact Last Name:
- Phone Number:

Buttons at the bottom of the form include "Create Profile", "Load Profile", "Clear Section", "Save Shipment", "Save as Template", and "Load Template".

** USPPI Section

Helpful Hints

- **ID Number** – Identifies the company and is required for all USPPI and Freight Forwarders
 - **USPPI ID Type** – AES allows for Employer Identification Number (EIN), Social Security Number (SSN), or Foreign Entity Code (for example: Passport Number)
 - **Freight Forwarder ID Type:** AES allows for EIN, SSN, or Duns and Bradstreet Number (D-U-N-S)
- **For Puerto Rico companies:**
 - **City** – must be the Puerto Rico Municipality
 - **State** – must be Puerto Rico (PR)
 - **Country** – must be United States (US)

Ultimate Consignee / Intermediate Consignee

The **Ultimate Consignee** is the person, party or designee that is located abroad and actually receives the export shipment. The **Intermediate Consignee** is the person or entity in the foreign country that acts as an agent for the principal party in interest with the purpose of effecting delivery of items to the **Ultimate Consignee**.

The **Ultimate Consignee** section is **REQUIRED** and the **Intermediate Consignee** section is **CONDITIONAL** for all EEI. Both sections require the same information.

- Complete each field that is required
- See **HELP**, press <F1>, to determine which field is required if marked as **Conditional** and determine what is needed in each field
- Scroll to the bottom of each page to ensure all necessary fields are complete
- Once the section is complete, you may click “Create Profile” to save the company profile for future use or click the tab for the next section you wish to enter information

AESEDirect-PcLink. True Innovation In Export Automation. You are Currently Logged in as cliney

File Tools Help

Welcome to AESPCLink

- Create New Shipment
- Company Profiles
 - USPPI
 - Consignee
 - Freight Forwarder
- Shipment Templates
- Shipment Responses
- AESDirect Functions
 - Send to AESDirect
 - Delete Shipment
 - Retrieve Shipment
 - Shipment Status
- Internet Links
 - AESDirect
 - Census Bureau
 - AES
 - AESPCLink News

Automated responses download Disabled

No shipments ready to be sent to AESDirect

Edit Shipment Schedule B Number in Use

Shipment Information | USPPI | **Ult. Consignee** | Commodities | Int. Consignee | Freight Forwarder | Equipment Details

Company Name:

Address Line 1:

Address Line 2:

City:

State: Lookup

Country: Lookup

Postal Code:

Contact First Name: Contact Middle Initial:

Contact Last Name:

Phone Number:

Sold En Route

Create Profile Load Profile Clear Section

Save Shipment Save as Template Load Template

** Ultimate Consignee Section

AESEDirect-PcLink. True Innovation In Export Automation. You are Currently Logged in as cliney

File Tools Help

Welcome to AESPCLink

- Create New Shipment
- Company Profiles
 - USPPI
 - Consignee
 - Freight Forwarder
- Shipment Templates
- Shipment Responses
- AESDirect Functions
 - Send to AESDirect
 - Delete Shipment
 - Retrieve Shipment
 - Shipment Status
- Internet Links
 - AESDirect
 - Census Bureau
 - AES
 - AESPCLink News

Automated responses download Disabled

No shipments ready to be sent to AESDirect

Edit Shipment Schedule B Number in Use

Shipment Information | USPPI | **Ult. Consignee** | Commodities | Int. Consignee | Freight Forwarder | Equipment Details

Company Name:

Address Line 1:

Address Line 2:

City:

State: Lookup

Country: Lookup

Postal Code:

Contact First Name: Contact Middle Initial:

Contact Last Name:

Phone Number:

Create Profile Load Profile Clear Section

Save Shipment Save as Template Load Template

** Intermediate Consignee Section

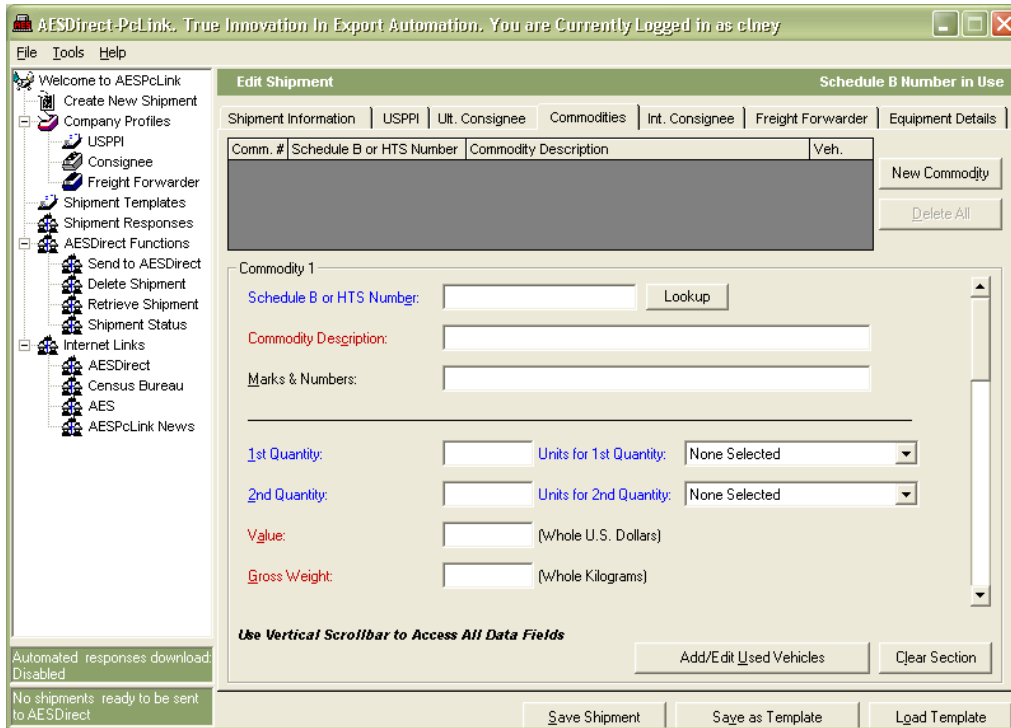
Helpful Hints

- **State – REQUIRED** for shipments to Mexico and shipments between the US and Puerto Rico
 - Enter the Country code before conducting a Lookup on the State
 - Not allowed for shipments to other countries
 - **Postal Code** – A valid Postal Code is required for all shipments between the US and Puerto Rico
 - **Sold En Route** – If you do not know the Ultimate Consignee because your cargo will be sold while at sea or in the air, check the “Sold En Route” box. The information should be stated as follows:
 - **Ultimate Consignee Name** – Sold En Route
 - **Address Line 1** – SEA
 - **City** – City of First Port of Call
 - **Country** – Country of First Port of Call
- * Consignee information must be updated within four days of exportation or as soon as the information is known**

Commodities

The **Commodities** section is **REQUIRED** for all EEI. At least one line item is needed for each EEI. This section refers to WHAT is being exported in the shipment.

- Complete each field that is required
- See **HELP**, press <F1>, to determine which field is required if marked as **Conditional** and determine what is needed in each field
- Scroll to the bottom of each page to ensure all necessary fields are complete



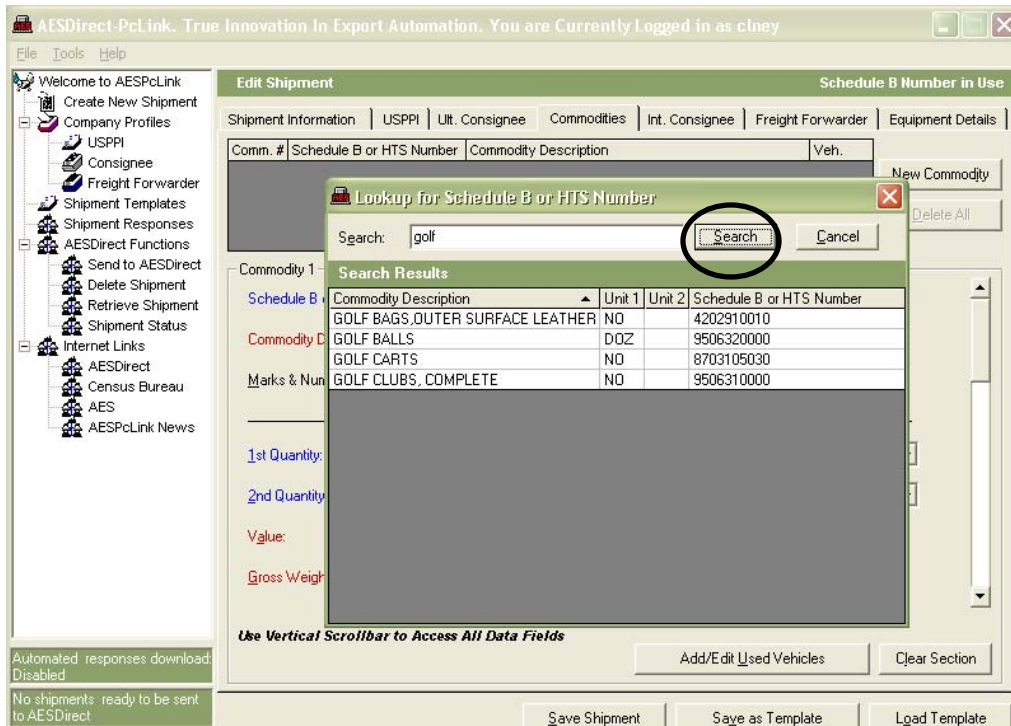
**** Commodities Section**

Schedule B or HTS Number

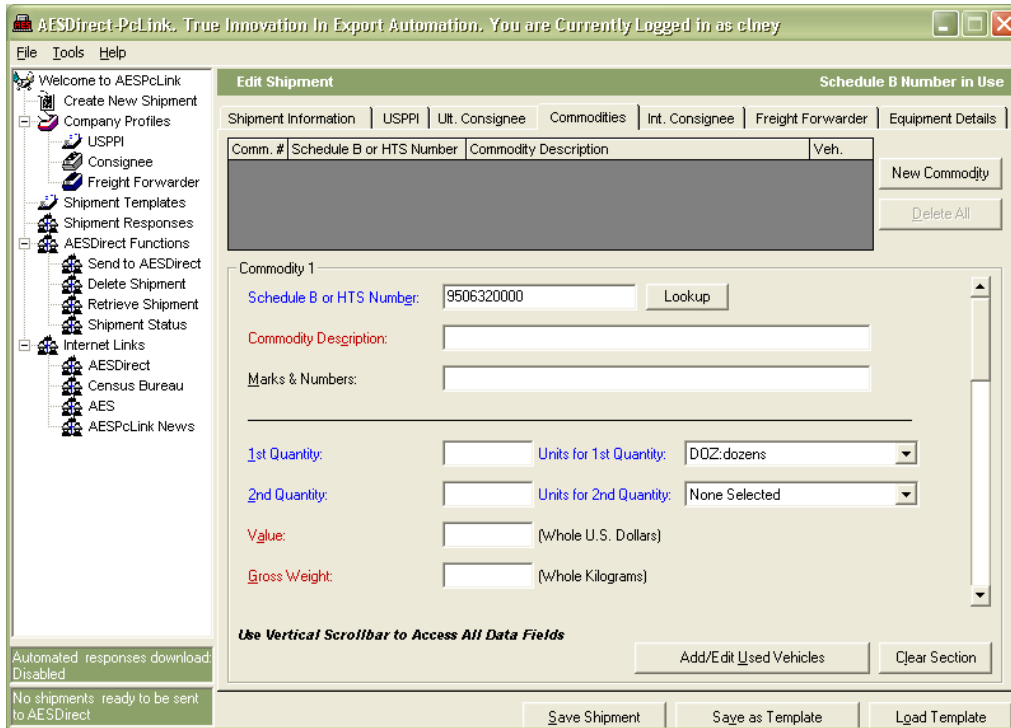
- Both Schedule B and HTS Numbers can be reported in *AESPCLink* except for those HTS Numbers not valid for Export (see “HTS Numbers not valid for Export” in the *AESDirect* Support Center)
- You must select the appropriate Commodity code table in the “Tools” Menu. *AESPCLink* indicates which commodity code table is in use in the upper right corner or the section
 - Note: The same commodity code table must be used throughout the entire shipment
- If you already know your Schedule B or HTS Number, enter the full 10 digits, without periods, in the respective field
- The Schedule B or HTS Number determines the Unit(s) of Measure. When a valid Schedule B or HTS number is entered, the Unit of Measure will automatically populate. **DO NOT CHANGE** the Unit(s) of Measure
 - If you are unsure about the correct Unit(s) of Measure, link to the Census Foreign Trade Division Website and use the Schedule B reference or the International Trade Commission Website for HTS reference

Schedule B or HTS Number Lookup

- Click the “Lookup” button next to the Schedule B or HTS Number field
- Enter in a brief description of your commodity and click “Search”
- Find the appropriate Schedule B or HTS description for your commodity
- Double click the appropriate description to enter the Schedule B or HTS Number and unit of measure(s) into the EEI



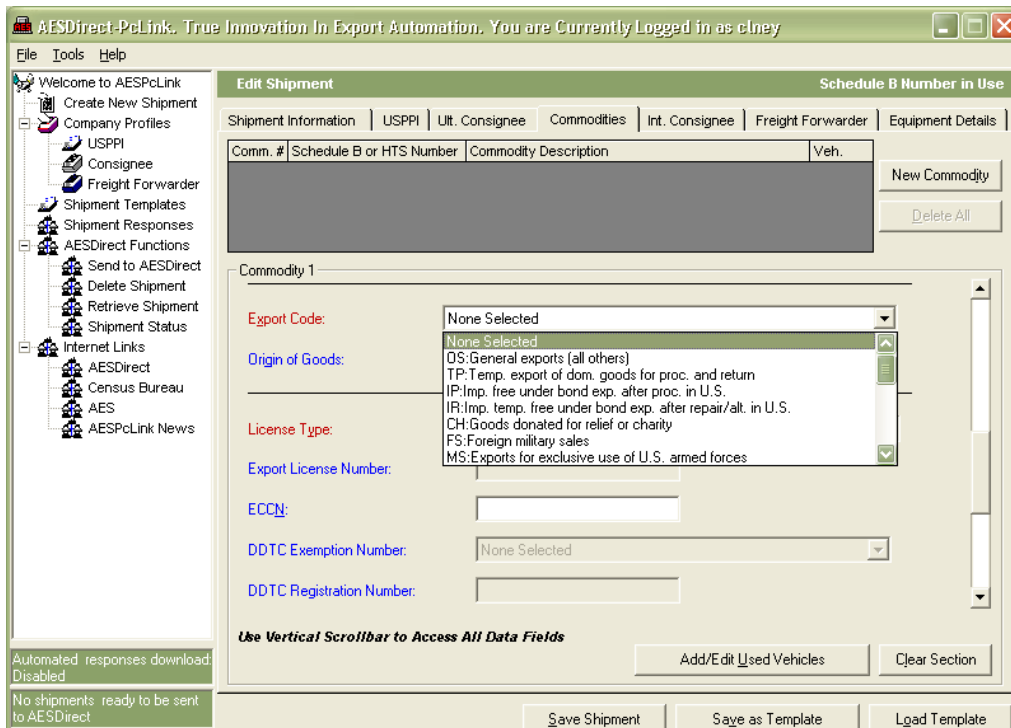
- ** Click the “Lookup” button next to the Schedule B or HTS Number field; enter a description, for example “golf” and click search



** Double click the appropriate description to enter the Schedule B or HTS Number and Unit of Measure(s) into the EEI

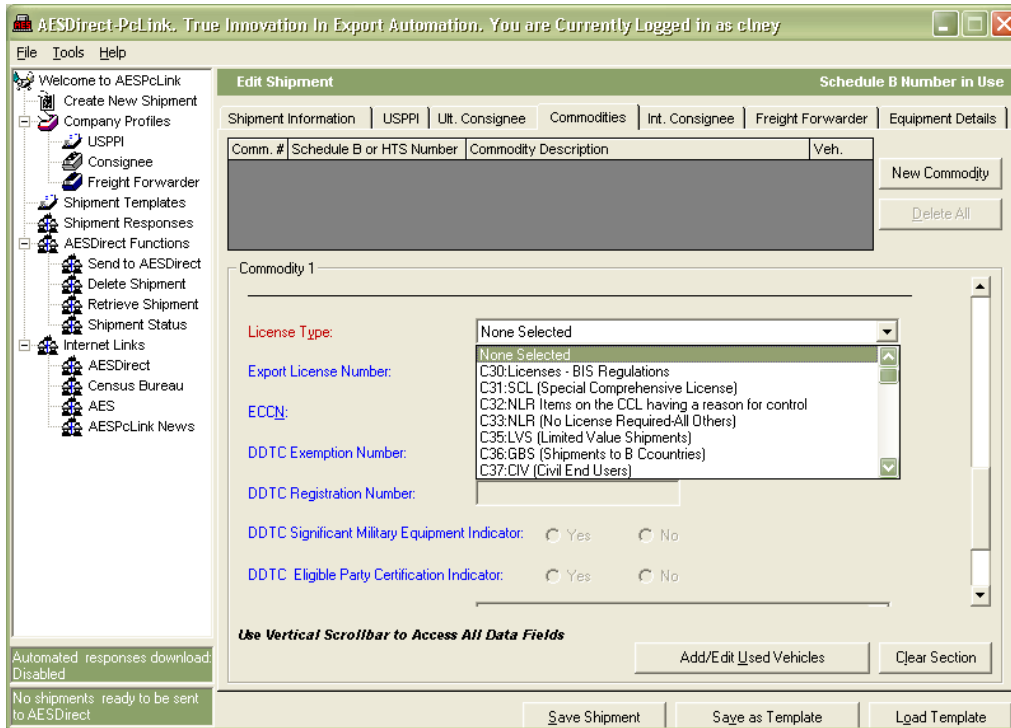
Helpful Hints

- **Commodity Description** – Enter the commercial description or the commodity
- **Quantity, Value, Gross Weight** – Quantity(s), value, and gross weight fields must be entered using **whole** numbers, do not use symbols
- **Export Code** – Select the appropriate Export Code from the drop down menu
 - The most common Export Code is “OS: General Exports (all others)”
 - For Household goods, select Export Code “HH”. The Schedule B or HTS Number, Unit(s) or Measure, 1st and 2nd Quantity and Origin of Goods are not allowed



** Export Code drop down menu

- **Origin of Goods** – Select the proper origin for the commodity, Domestic or Foreign
 - Report foreign goods on a separate commodity line from domestic goods even if the commodity classification number is the same
- **License Type** – Select the appropriate License Type from the drop down menu
 - The most common License Type is “C33: NLR (No License Required – All Others)
 - The fields under the License Type section will open as needed by the selected license type
 - A listing of license codes and descriptions for the U.S. Department of Commerce, Office of Foreign Assets Control (OFAC), Nuclear Regulatory Commission, U.S. Department of State and other Partnership Agency licenses, can be found under Appendix F of the AES Trade Interface Requirements (AESTIR)
 - http://www.customs.gov/xp/cgov/trade/automated/aes/tech_docs/aestir/

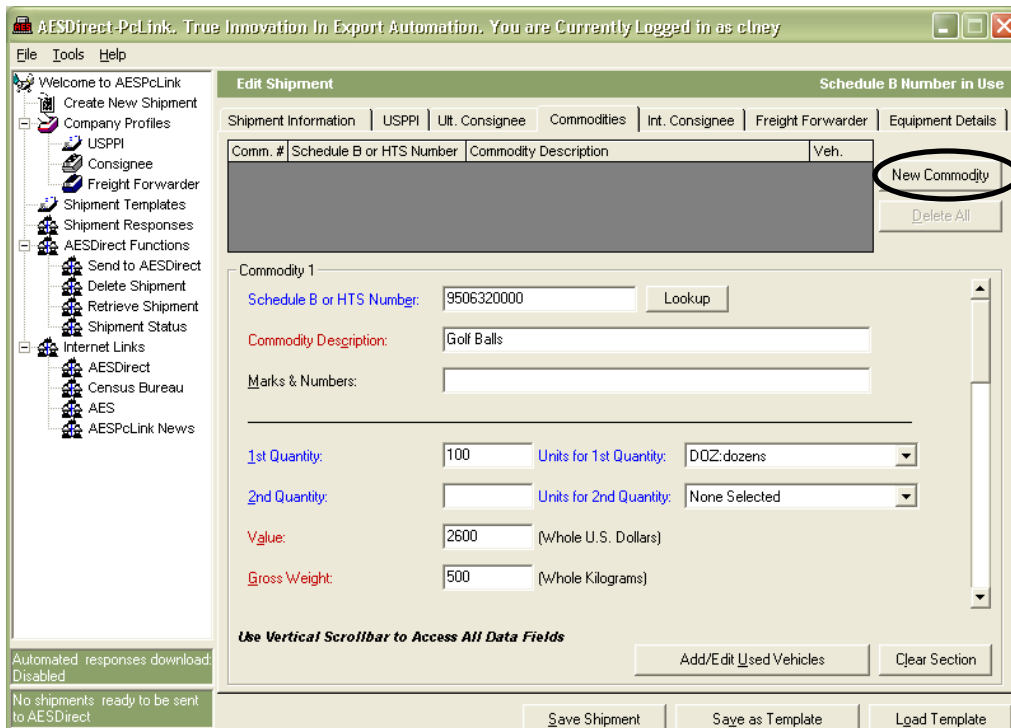


** License Type drop down menu

Add New Commodity

Each commodity valued over \$2,500 or that is licensed requires a separate commodity line.

- In the top right corner, click “New Commodity”
- This will save your first commodity line and open a new commodity page
- Up to 99 commodity lines are allowed for each EEI



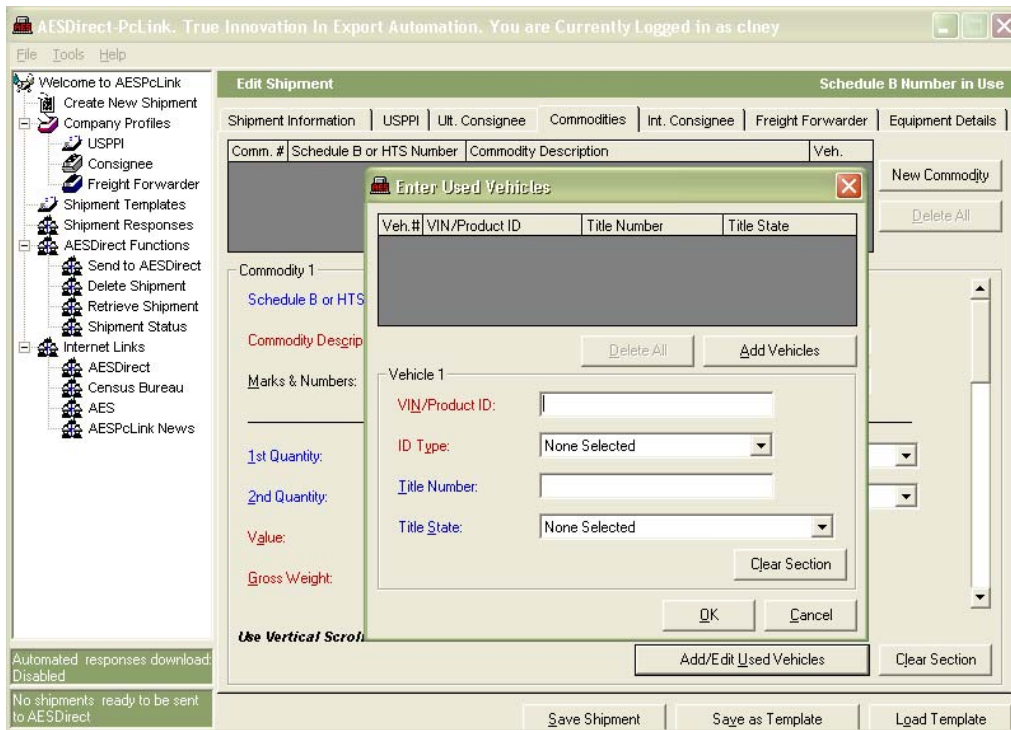
** In the top right corner, click “New Commodity”

Add or Edit a Used Vehicle

Used vehicle exports require vehicle information to be filed on the EEI.

Note: Used vehicles refer to any self-propelled vehicle that has been purchased and then re-sold (even if the vehicle is only days old).

- On the line item for the used vehicles, click “Add/Edit Used Vehicles”
- Enter information for each Used Vehicle
- To add another Used Vehicle, click “Add Vehicles”
- The number of vehicles with information added here MUST equal the number of vehicles indicated in the quantity in the commodity line
- Click “OK” when complete



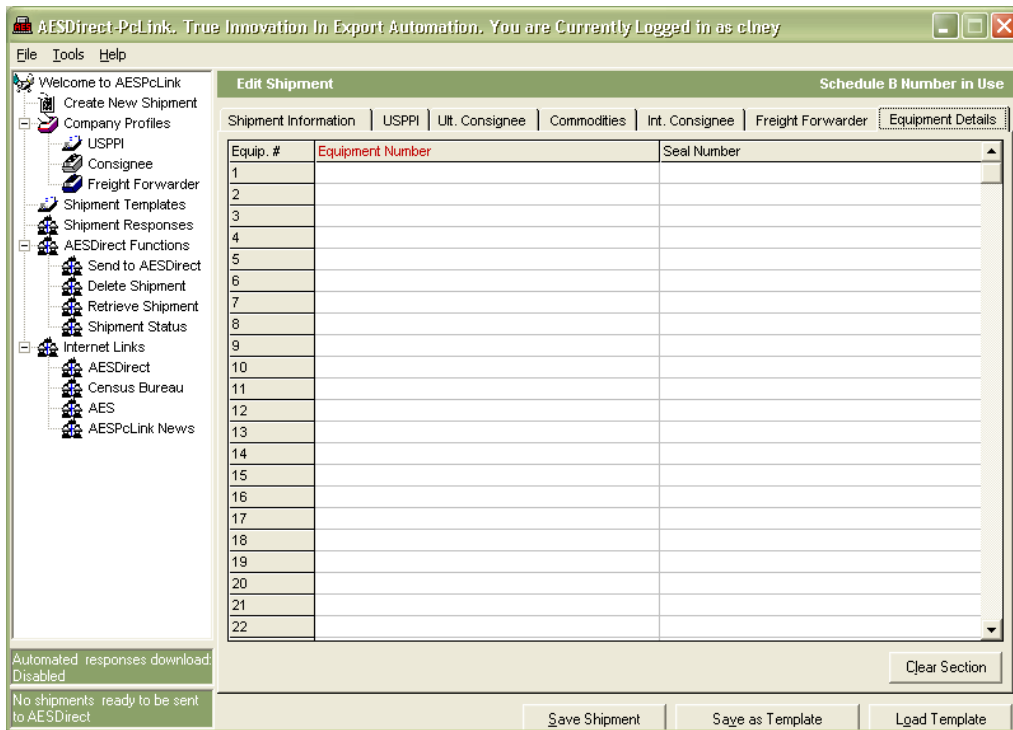
** Add/Edit Used Vehicles

Equipment Details

The Equipment Details section is **OPTIONAL** for all EEI.

Note: If a Seal Number is submitted, a corresponding Equipment Number must also be submitted.

- Complete each field that is required
- See **HELP**, press **<F1>**, to determine which field is required if marked as **Conditional** and determine what is needed in each field
- Scroll to the bottom of each page to ensure all necessary fields are complete



**** Equipment Details Screen**

Save and Send Shipment to AESDirect

When all required sections of the shipment are complete the shipment must be saved in the queue to be sent to AESDirect.

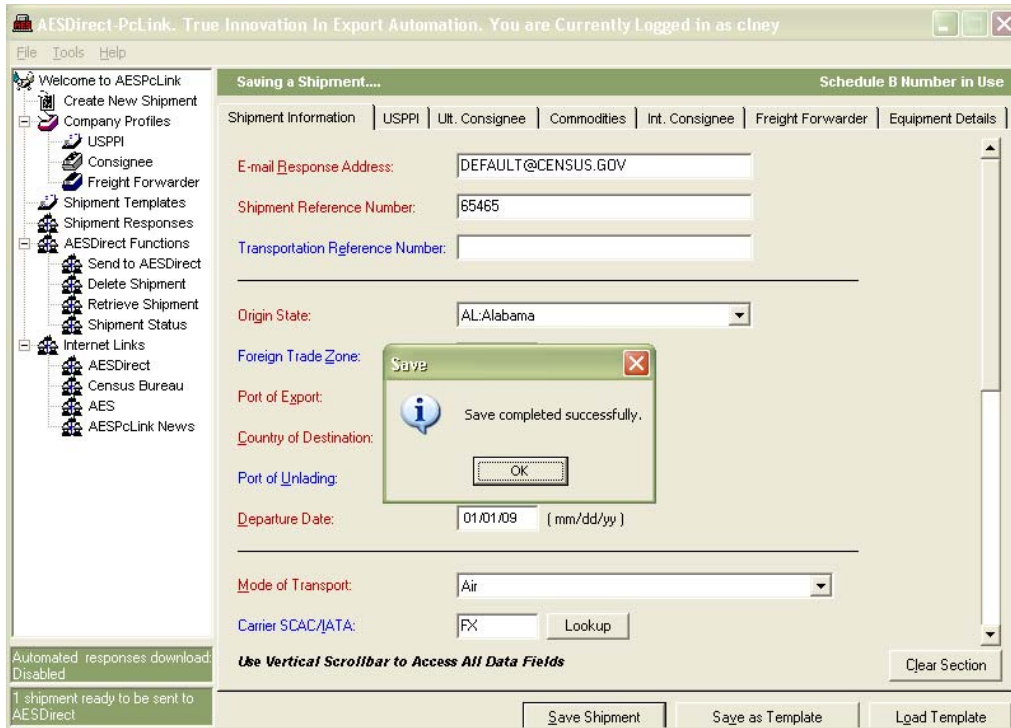
Save a Shipment

- Once the shipment is complete, click “Save Shipment”
- The shipment is tested against the AESDirect edits
 - **Passed Edits**
 - AESPcLink will ask you to verify the USPPi address
 - If correct, click “Yes”, if not, click “No” and make the appropriate changes
 - Shipment will be added to the queue to be sent to AESDirect

Note: There is a counter in the bottom left corner that will tell you how many shipments are in the queue

The screenshot shows the AESDirect-PcLink software interface. The main window is titled "Saving a Shipment...." and contains several tabs: "Shipment Information", "USPPI", "Ult. Consignee", "Commodities", "Int. Consignee", "Freight Forwarder", and "Equipment Details". The "USPPI" tab is active, showing fields for "E-mail Response Address" (DEFAULT@CENSUS.GOV), "Shipment Reference Number" (65465), and "Transportation Reference Number". A dialog box titled "Saving a Shipment" is overlaid on the main window, displaying a question mark icon and the text: "Please Verify that the below address is the USPPi address as required in 15 CFR Part 30.6(a)(ii). In all export transactions the USPPi shall report the address location from which the merchandise actually starts its journey to the port of export." Below this text is the address: "JOHNS TIRES, 2600 MAIN ST, IRVINE, CA 92612". There are three buttons: "Yes", "No", and "Help". Below the dialog box, the "Departure Date" is set to "01/01/09" and the "Mode of Transport" is set to "Air". The "Carrier SCAC/IATA" is set to "FX". At the bottom of the main window, there are buttons for "Save Shipment", "Save as Template", and "Load Template". A status bar at the bottom left indicates "Automated responses download Disabled" and "No shipments ready to be sent to AESDirect".

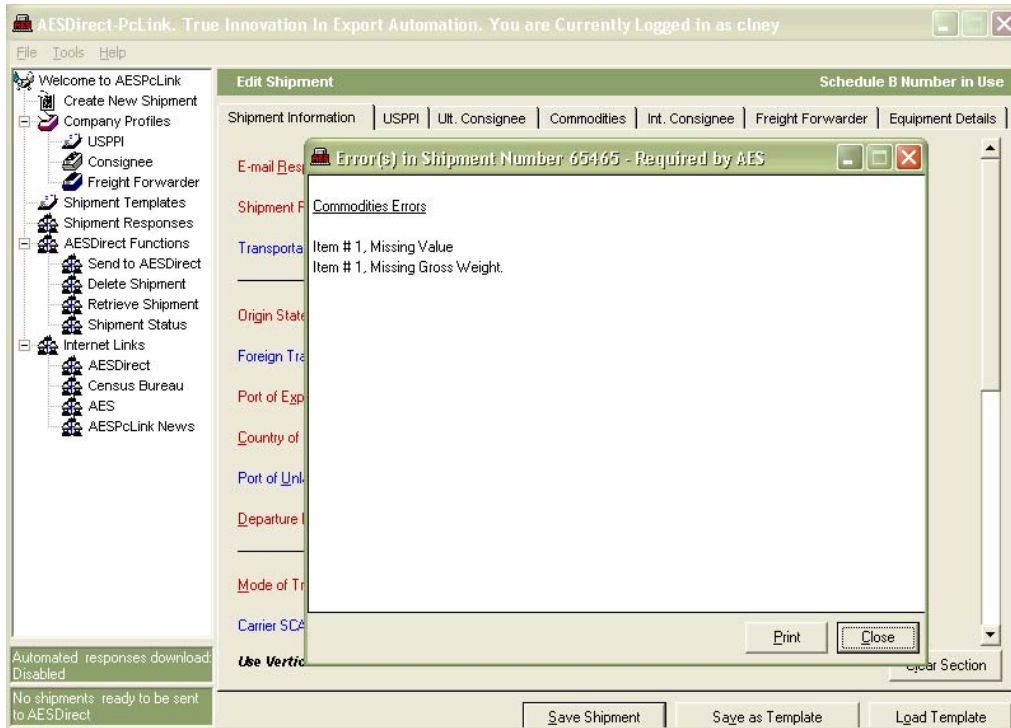
** Verify the USPPi address



**** Shipment saved successfully and added to the queue**

o **Failed Edits**

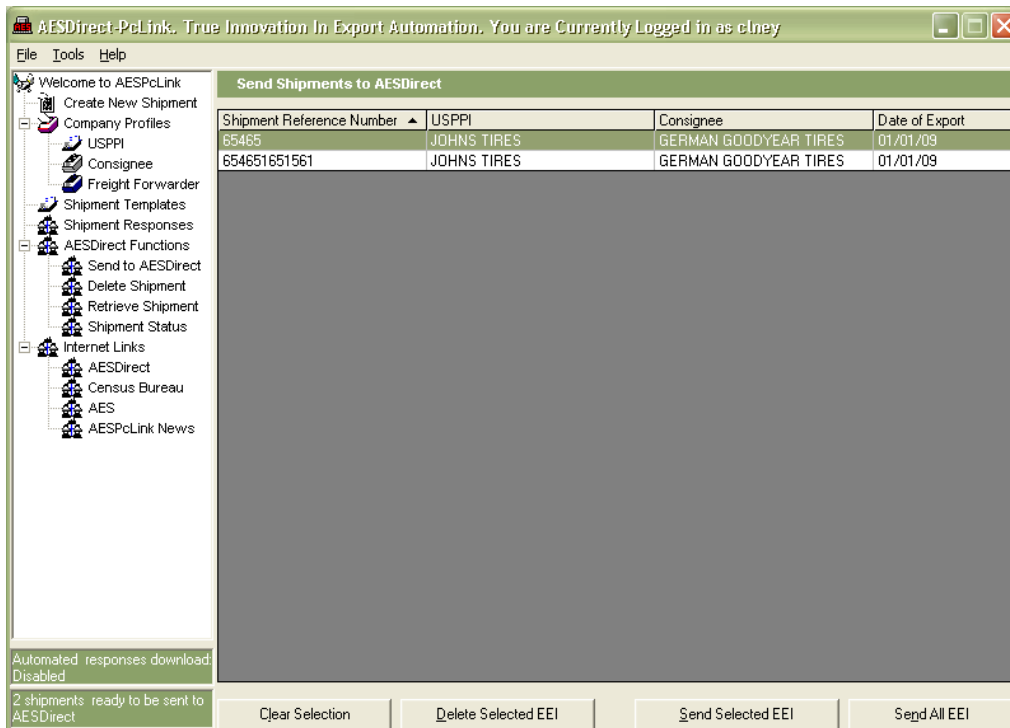
- A pop-up message will appear indicating the problem sections and fields
- Correct the errors and click "Save Shipment"
- AESPcLink will ask you to verify the USPPI address
- If correct, click "Yes", if not, click "No" and make the appropriate changes
- Shipment will be added to the queue to be sent to AESDirect



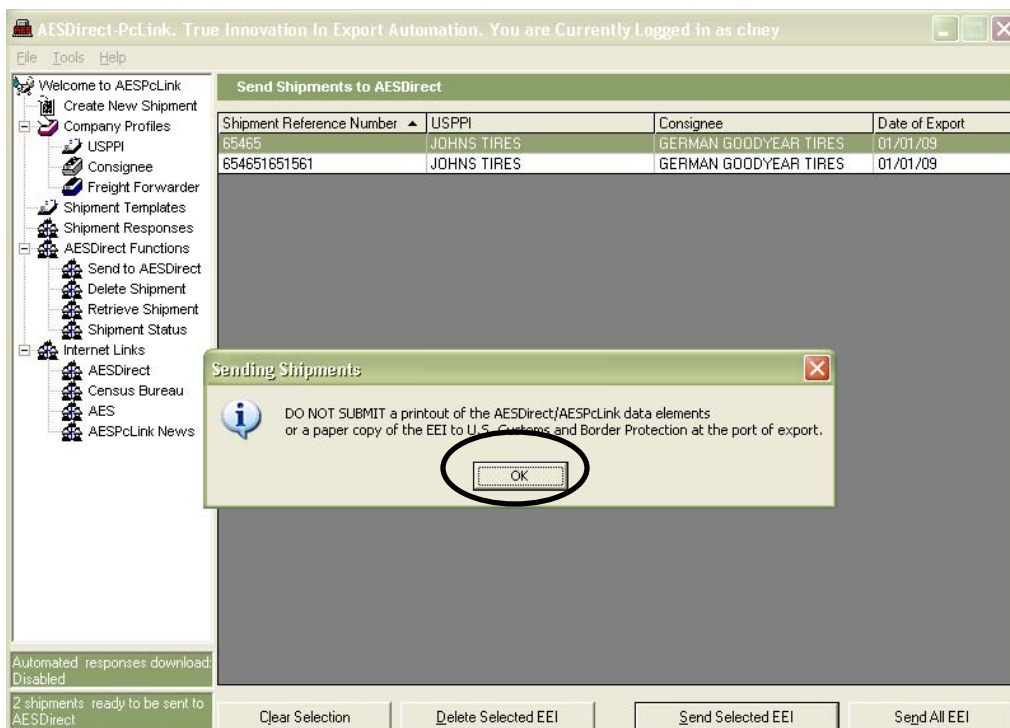
** Failed Edits Pop-up – make corrections as listed.

Send Shipment to AESDirect

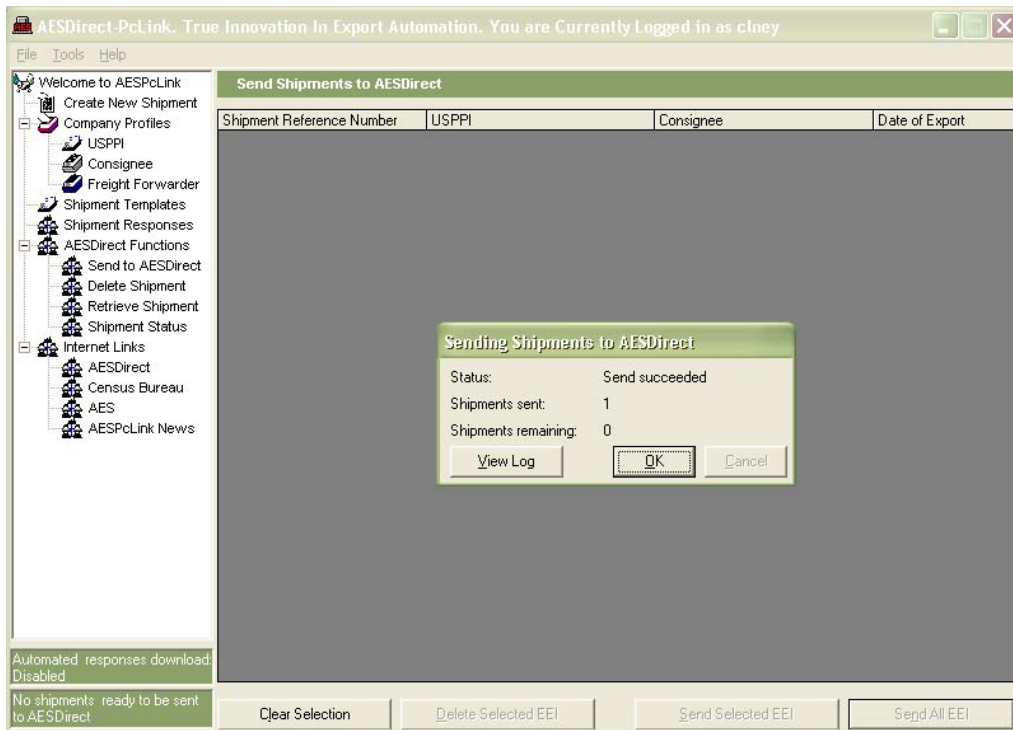
- Connect to the Internet
- Under AESDirect Functions, click “Send to AESDirect”
- The saved shipments are listed here
- You can either Send Selected EEI, Send All EEI, Delete Selected EEI from the queue or Clear the queue
- When you click Send, AESPcLink will notify you not to submit a paper copy of the EEI to U.S. Customs and Border Protection, click “OK”
- When the shipment(s) have been successfully sent, you will see a box that says Send Succeeded
- The shipment(s) will be transmitted to the AES mainframe for processing. You must receive the Internal Transaction Number prior to exporting



**** Send Selected EEI, Send All EEI, Delete Selected EEI from the queue or Clear the queue**



**** Acknowledge that you will not submit a paper copy of the EEI to US Customs and Border Protection, click "OK"**



**** Send succeeded**

Templates

A Template is a skeleton form of a shipment. If similar shipments from the same USPPI to the same Ultimate Consignee, of the same commodity are regularly sent, creating and using a template will save time. You also have the option of creating templates from previous shipments (see Retrieve Shipment section).

Create a Template

- Complete the parts of the EEI that you want to save as a template
- Click “Save as Template” in the bottom right hand corner
- Enter a name for the template, click “OK”
- A skeleton of the shipment will be saved (EXCEPT: Shipment Reference Number, Transportation Reference Number, Origin State, Departure Date, 1st and 2nd Quantity, Value and Gross Weight)

Automated responses download Disabled
No shipments ready to be sent to AESDirect

Use Vertical Scroller to Access All Data Fields

Save Shipment Save as Template Load Template

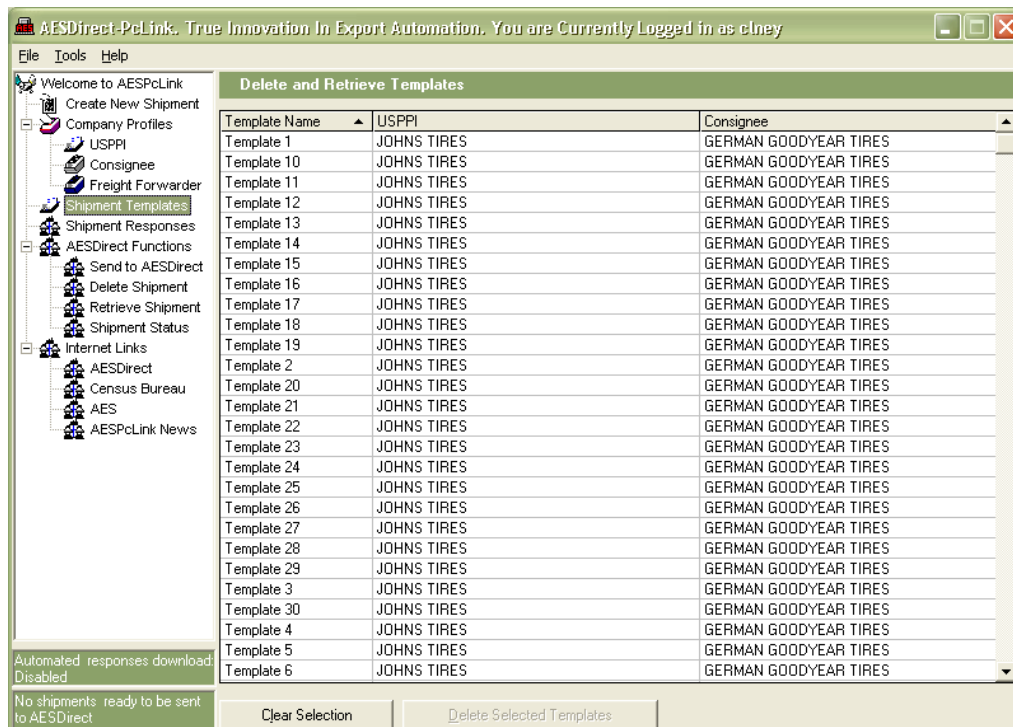
** Enter a name for the template; click “OK”

Load a Template

Templates may be loaded through the Shipment Templates or by loading a Template in Create New Shipment.

Shipment Templates

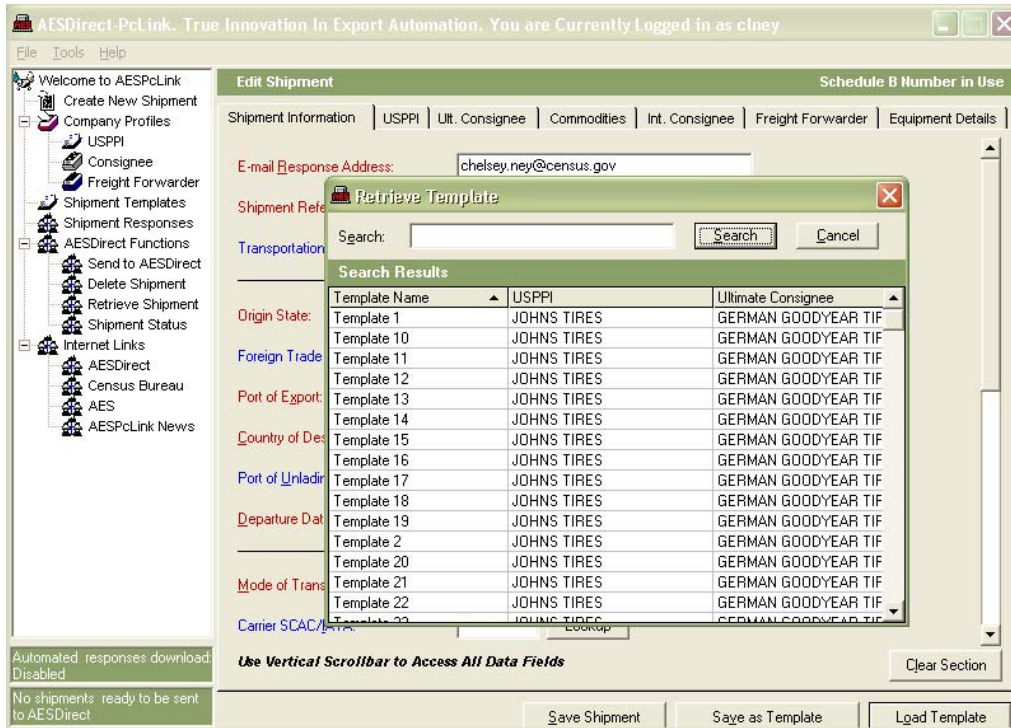
- Click “Shipment Templates” in the Navigation bar
- Locate the desired template
- Double click the Template Name to load the template
- Complete empty fields prior to saving the EEI



** Locate the desired template; double click the template name to load

Create New Shipment

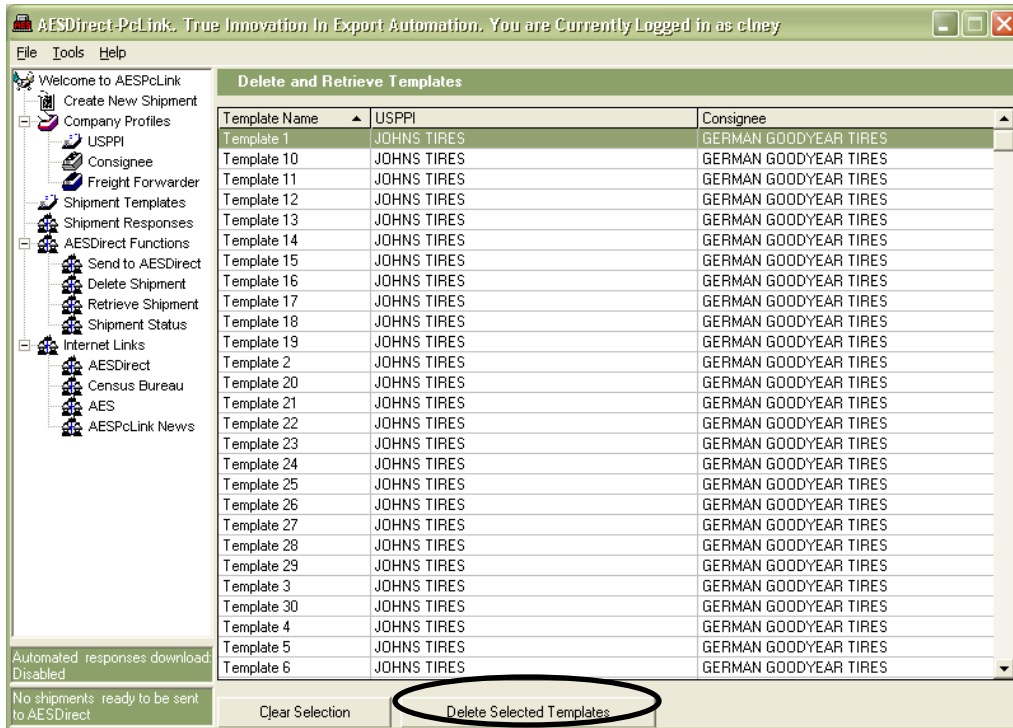
- Click “Create New Shipment” in the Navigation bar
- Click “Load Template” in the bottom right corner
- Enter the template name or click search to show all templates
- Locate the desired template
- Double click the Template Name to load the template
- Complete empty fields prior to saving the EEI



** Locate the desired template; double click the template name to load

Delete a Template

- Click "Shipment Templates" in the Navigation bar
- Click the template you wish to delete
- Click "Delete Selected Templates" at the bottom of the screen



** Click the desired template to delete, click "Delete Selected Templates"

Profiles

Create Profile

Profiles can be created in the Company Profiles or in Create New Shipment.

Company Profiles

- In the Navigation bar under Company Profiles, click “USPPI”, “Consignee” or “Freight Forwarder”
- A blank profile form will open, fill in the required information
- Click “Save Profile”
- To begin a new profile, click “Create New Profile”

The screenshot shows the AESDirect-PcLink application window. The title bar reads "AESDirect-PcLink. True Innovation In Export Automation. You are Currently Logged in as cliney". The interface is divided into a left-hand navigation pane and a main content area. The navigation pane shows a tree view with categories like "Company Profiles", "Shipment Templates", "Shipment Responses", "AESDirect Functions", and "Internet Links". The main content area is titled "USPPI Profiles" and contains a search bar and a "Create New Profile" button. Below this is the "Edit USPPI Profile" form, which has the following fields: Company Name (text input), ID Number (text input) with a "Suffix" (text input), ID Type (dropdown menu showing "None Selected"), Address Line 1 (text input), Address Line 2 (text input), City (text input), State (dropdown menu showing "None Selected"), Country (text input showing "US"), Postal Code (text input), Contact First Name (text input) with Contact Middle Initial (text input), Contact Last Name (text input), and Phone Number (text input with a country code dropdown). At the bottom right of the form, there are two buttons: "Save Profile" (circled in red) and "Delete Profile".

** Fill in the required information; click “Save Profile”

Create New Shipment

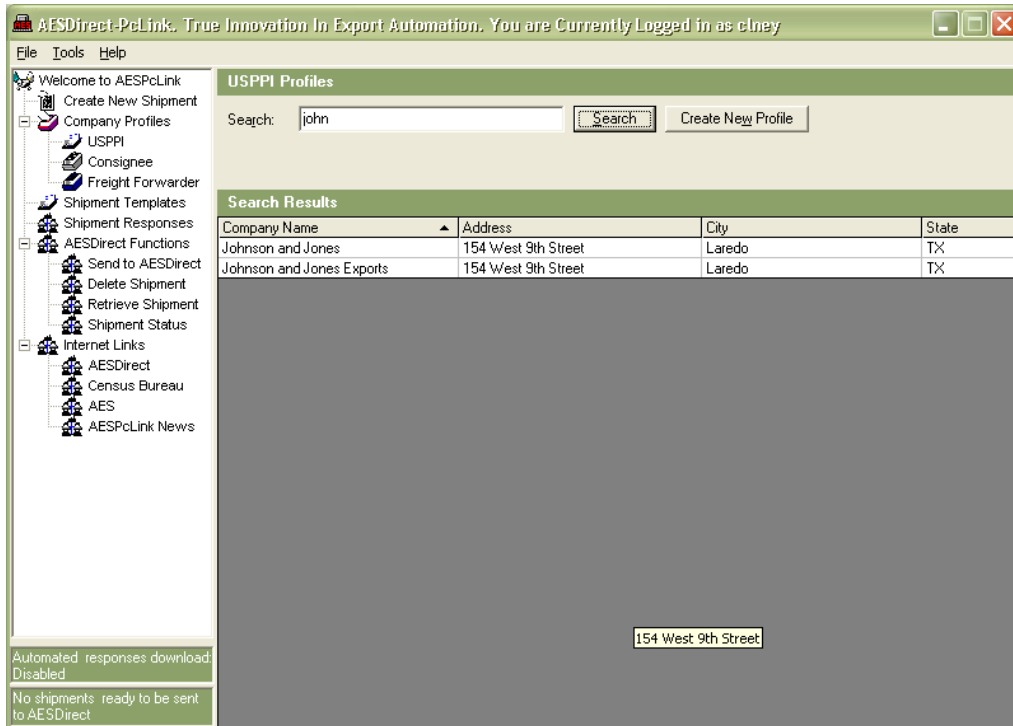
- Click “Create New Shipment” in the Navigation bar
- Enter all of the information in the USPPI, Intermediate Consignee, Ultimate Consignee, or Freight Forwarder Section
- Click “Create Profile” at the bottom of the screen

The screenshot shows the 'Edit Shipment' window in the AESDirect-PcLink application. The window title is 'AESDirect-PcLink. True Innovation In Export Automation. You are Currently Logged in as clney'. The interface includes a navigation pane on the left with a tree view containing 'Welcome to AESPCLink', 'Create New Shipment', 'Company Profiles' (expanded), 'USPPI', 'Consignee', 'Freight Forwarder', 'Shipment Templates', 'Shipment Responses', 'AESDirect Functions' (with sub-items: 'Send to AESDirect', 'Delete Shipment', 'Retrieve Shipment', 'Shipment Status'), and 'Internet Links' (with sub-items: 'AESDirect', 'Census Bureau', 'AES', 'AESPCLink News'). The main area is titled 'Edit Shipment' and has a 'Schedule B Number in Use' indicator. It features a tabbed interface with 'USPPI' selected. The form contains the following fields: 'Company Name' (text box), 'ID Number' (text box) and 'Suffix' (text box), 'ID Type' (dropdown menu with 'None Selected'), 'Address Line 1' (text box), 'Address Line 2' (text box), 'City' (text box), 'State' (dropdown menu with 'None Selected'), 'Country' (text box with 'US'), 'Postal Code' (text box), 'Contact First Name' (text box) and 'Contact Middle Initial' (text box), 'Contact Last Name' (text box), and 'Phone Number' (text box with '() - '). At the bottom right, the 'Create Profile' button is circled in red. Other buttons include 'Load Profile', 'Clear Section', 'Save Shipment', 'Save as Template', and 'Load Template'. A status bar at the bottom left shows 'Automated responses download Disabled' and 'No shipments ready to be sent to AESDirect'.

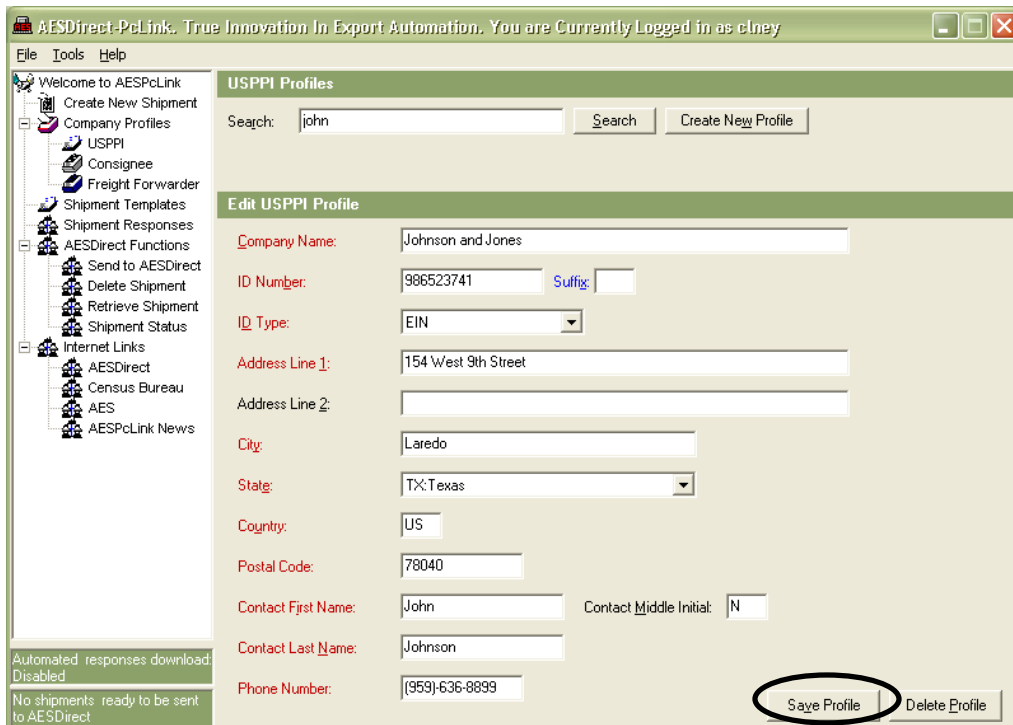
** Fill in the required information; click “Create Profile”

Search/Editing Profiles

- In the Navigation bar under Company Profiles, click “USPPI”, “Consignee” or “Freight Forwarder”
- At the top of the screen, enter the Company name of the profile you wish to edit and click “Search”
- In the search results, locate the profile you wish to change and double click the Company Name
- Make the appropriate changes and click “Save Profile”



** In the search results locate the desired profile; double click the Company Name



** Make the appropriate changes and click "Save Profile"

Delete Profile

- In the Navigation bar under Company Profiles, click “USPPI”, “Consignee” or “Freight Forwarder”
- At the top of the screen, enter the Company Name of the profile you wish to delete and click “Search”
- In the search results, locate the profile you wish to delete and double click the Company Name
- Click “Delete Profile”

The screenshot shows the AESDirect-PcLink application window. The title bar reads "AESDirect-PcLink. True Innovation In Export Automation. You are Currently Logged in as clney". The interface includes a menu bar (File, Tools, Help) and a navigation tree on the left. The main area is titled "USPPI Profiles" and contains a search bar with the text "john" and a "Search" button. Below this is the "Edit USPPI Profile" form with the following fields:

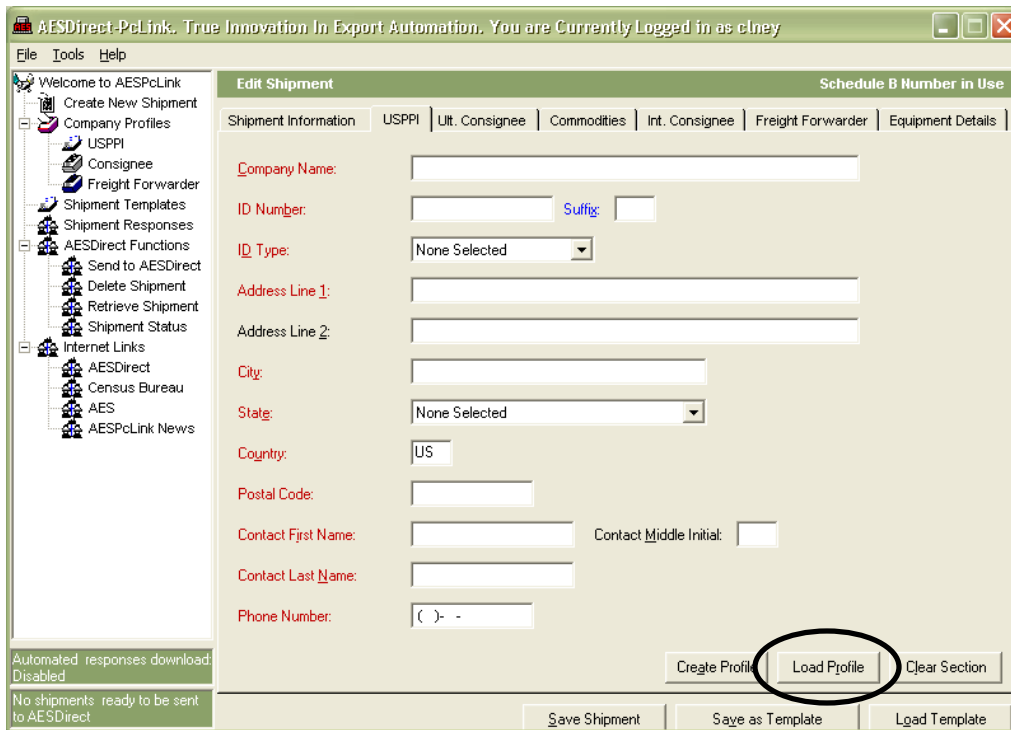
| | | |
|---------------------|---------------------|---------------------------|
| Company Name: | Johnson and Jones | |
| ID Number: | 986523741 | Suffix: |
| ID Type: | EIN | |
| Address Line 1: | 154 West 9th Street | |
| Address Line 2: | | |
| City: | Laredo | |
| State: | TX: Texas | |
| Country: | US | |
| Postal Code: | 78040 | |
| Contact First Name: | John | Contact Middle Initial: N |
| Contact Last Name: | Johnson | |
| Phone Number: | (959)-636-8899 | |

At the bottom right of the form, there are two buttons: "Save Profile" and "Delete Profile". The "Delete Profile" button is circled in red.

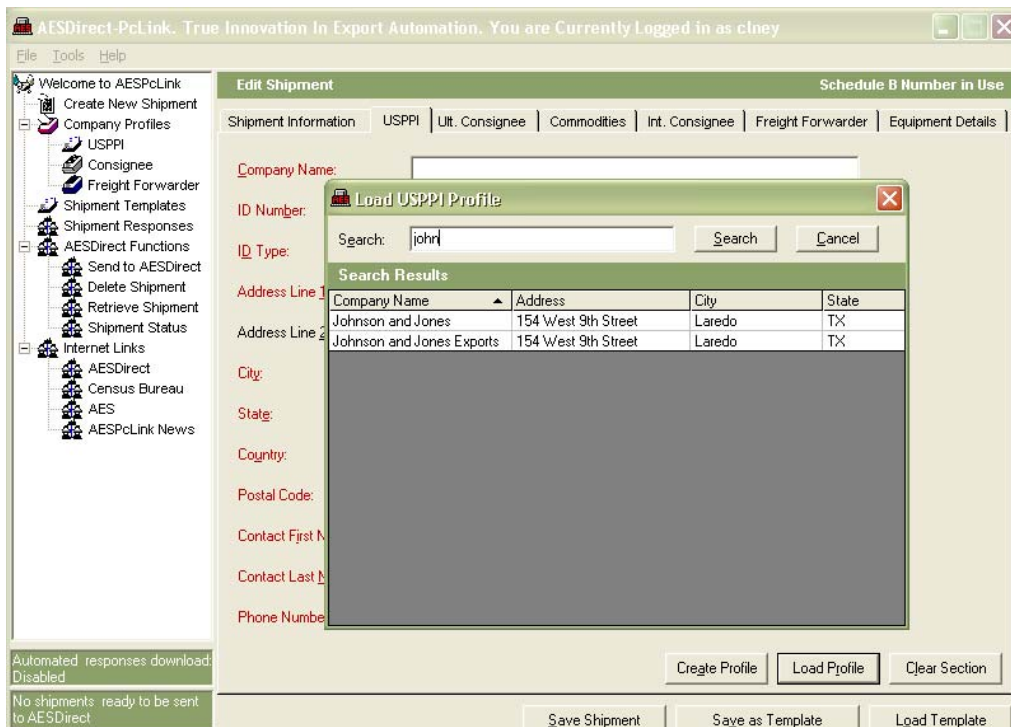
** Click “Delete Profile”

Load Profile

- Click “Create New Shipment” in the Navigation bar
- In the USPPI, Ultimate Consignee, Int. Consignee or Freight Forwarder tab, click “Load Profile”
- Enter in the Company Name of the profile you wish to Load and click “Search”
- In the search results, locate the profile you wish to Load and double click the Company Name



** Click "Load Profile"



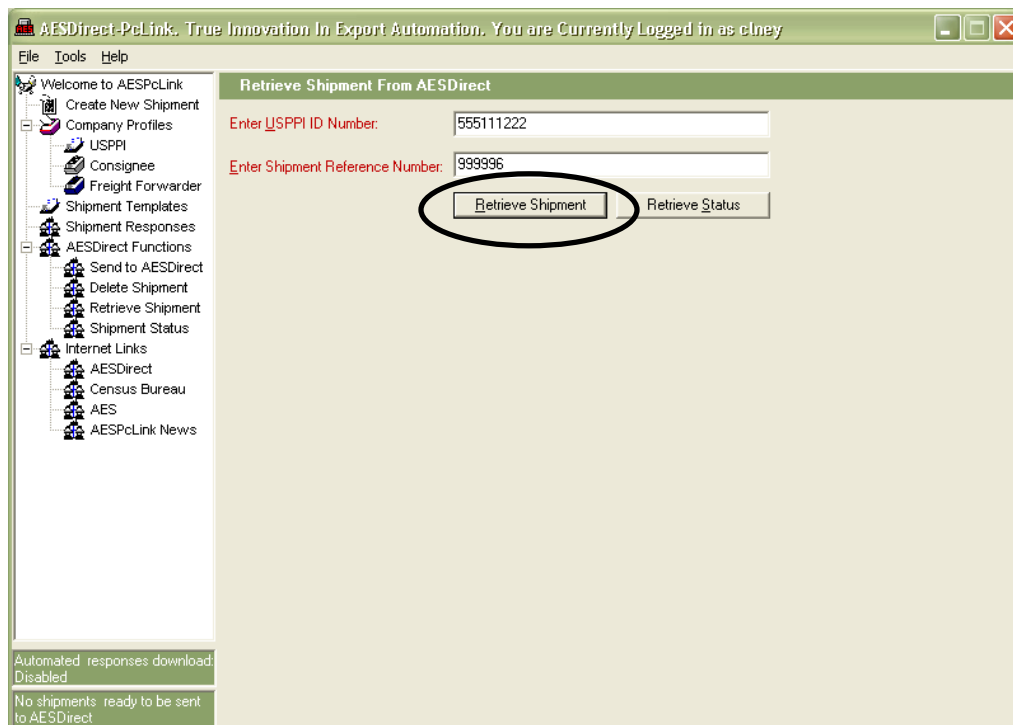
** Locate the profile you wish to load, double click the Company Name

Retrieve, Verify/Update, Print and Delete a Shipment

Retrieve a Shipment

- In the Navigation bar under *AESDirect* Functions, click “Retrieve Shipment”
- Enter the USPPID ID Number and the corresponding Shipment Reference Number
- Click “Retrieve Shipment”

Note: Once you have retrieved a shipment you have the option of verifying or printing the EEI.

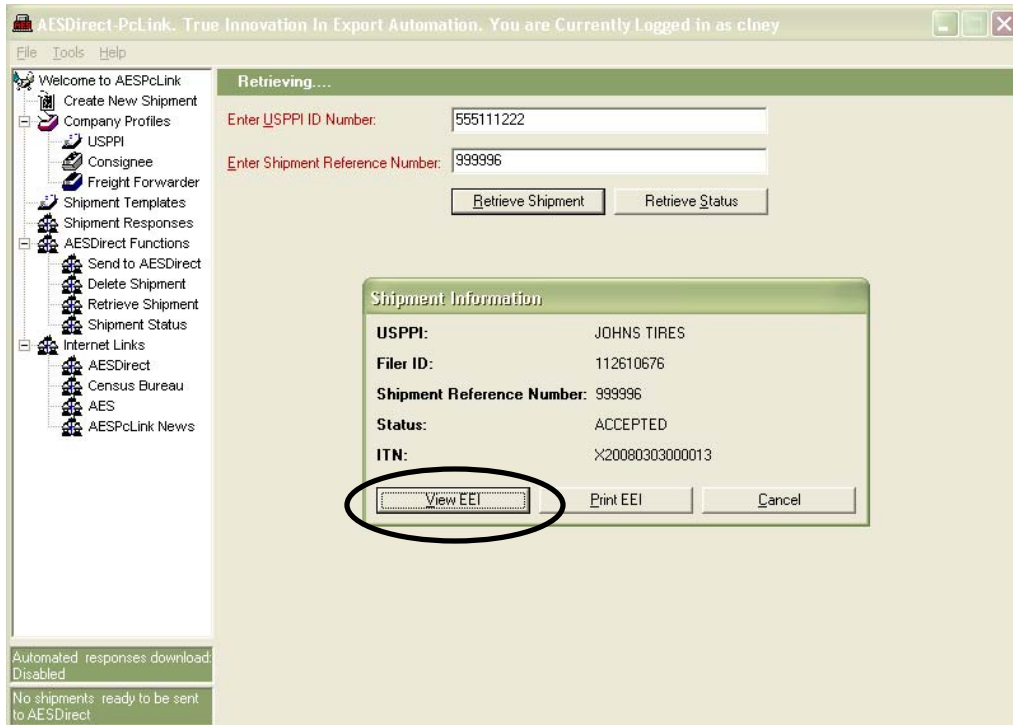


** Enter the USPPID ID Number and Shipment Referent Number; click “Retrieve Shipment”

Verify/Update a Shipment

- Retrieve a shipment
- To verify or update the shipment click “View EEI”
- Click the tab that needs verified or updated
- Verify or make corrections

- If no updates were made then the shipment does not need to be resubmitted
- If updates were made click “Save Shipment”
 - Proceed to send shipment

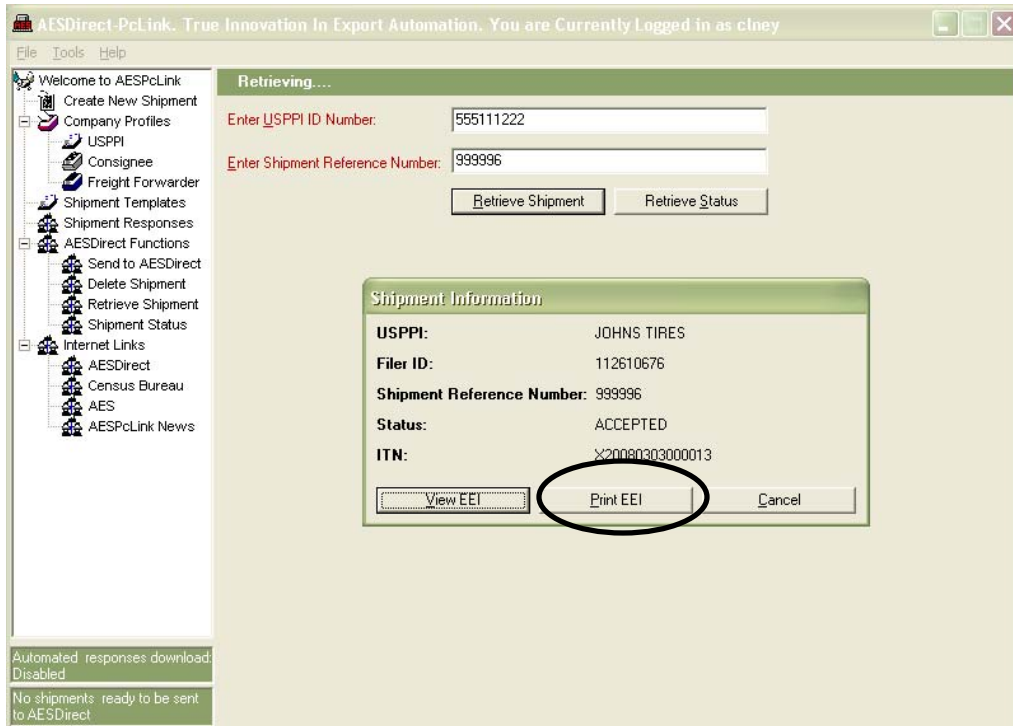


** Click “View EEI” to verify or update the shipment

Note: After making necessary changes, make sure to re-submit the shipment under the **same** Shipment Reference Number as the original shipment. Your ITN will stay the **same**.

Print a Shipment

- Retrieve a shipment
- Click “Print EEI” to print shipment (Only print the shipment for your records. DO NOT submit a paper copy to US Customs and Border Protection. This will result in a duplicate filing)



** Click "Print EEI" to print shipment

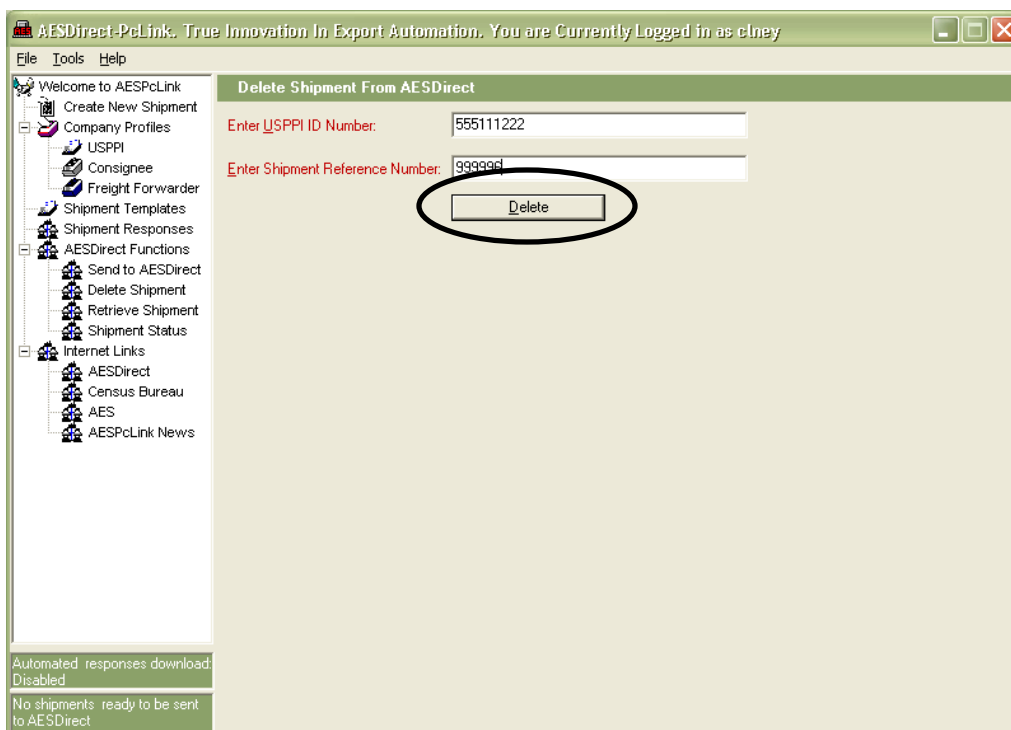
| Shipment Information | | USPPI | | | | | | |
|-----------------------------------|---------------------------------------|--|---|-----------|-------|--------|---------|---------|
| Filer ID: | 112610676 | Name: | JOHNS TIRES | | | | | |
| Shipment Reference Number: | 999996 | ID Number: | 555111222(SSN) | | | | | |
| ITN: | X20080303000013 | Contact: | JOHN SMITH | | | | | |
| Current Date/Time: | Mon Dec 22 10:52:37 2008 EDT | Phone: | 9495551212 | | | | | |
| Departure Date: | 01/10/09 | Cargo Origin: | 2600 MAIN ST IRVINE, CA 92612 | | | | | |
| Origin State: | ALABAMA(AL) | Ultimate Consignee | | | | | | |
| Country of Dest.: | GERMANY, FEDERAL REPUBLIC OF(DE) | Name: | GERMAN GOODYEAR TIRES | | | | | |
| Export Port: | FEDERAL EXPRESS,INDIANAPOLIS,IN(4198) | Contact: | KLAUS LISCHER | | | | | |
| Mode of Transportation: | Air(40) | Phone: | 8885551212 | | | | | |
| Carrier SCAC/IATA: | FEDEX(FX) | Address: | 123 GRAIMBERG WIEG HEIDELBERG 65112 DE | | | | | |
| Conveyance Name: | FEDEX | Freight Forwarder | | | | | | |
| Routed Transaction? | No | Name: | CENSUS AES DIRECT | | | | | |
| Related Companies? | No | Contact: | KEITH JONES | | | | | |
| Hazardous? | No | Phone: | 3017636939 | | | | | |
| | | Address: | 4600 SILVER HILL ROAD ROOM 6K028F WASHINGTON, DC 20233 US | | | | | |
| Commodities | | | | | | | | |
| Item | EIC | Schedule B/HTS/Description | Qty | Gross Wt. | Value | Origin | License | Vehicle |
| 1 | OS | 9504300010 VIDEO GAMES THAT REQUIRE COINS | X | 96 KG | \$100 | D | C33 | No |

** This is a sample printout copy of your EEI; do not submit to Customs

Delete a Shipment

- In the Navigation bar under *AESDirect* Functions, click “Delete Shipment”
- Enter the USPPPI ID Number and the corresponding Shipment Reference Number
- Click “Delete” to send a message to *AESDirect* to delete the shipment from the AES mainframe

Note: A deleted shipment is retrievable in *AESPCLink* but the ITN and shipment will no longer be active in the AES mainframe



** Enter the USPPPI ID Number and Shipment Reference Number; click “Delete”

AES Responses

AES Responses can be viewed from two locations: E-mail and Shipment Responses within *AESPcLink*.

E-mail

E-mail messages will be sent to the E-mail Response Address reported in the Shipment Information tab. The e-mail will indicate if the shipment has been accepted, replaced, rejected or deleted.

Note: Do not depend on the e-mail response to receive your ITN. Check the Shipment Responses within *AESPcLink*.

Shipment Accepted E-mail Example:

```
(974) SHIPMENT ADDED
-----
SHIPMENT REFERENCE NUMBER : GOLFCARTS004
AES ITN : X20081106000041
-----

<<< THIS IS POST-ONLY E-MAIL. PLEASE, DO NOT REPLY TO THIS MESSAGE >>>
```

Shipment Replaced E-mail Example:

```
(978) SHIPMENT REPLACED
-----
SHIPMENT REFERENCE NUMBER : GOLFCARTS004
AES ITN : X20081106000041
-----

<<< THIS IS POST-ONLY E-MAIL. PLEASE, DO NOT REPLY TO THIS MESSAGE >>>
```

Shipment Rejected E-mail Example:

```
(068-FATAL) SHIPMENT NOT ON FILE; ACTION NOT ALLOWED
(970-FATAL) SHIPMENT REJECTED; RESOLVE & RETRANSMIT
-----
SHIPMENT REFERENCE NUMBER : GOLFCARTS004A
AES ITN :
-----

<<< THIS IS POST-ONLY E-MAIL. PLEASE, DO NOT REPLY TO THIS MESSAGE >>>
```

Shipment Deleted E-mail Example:

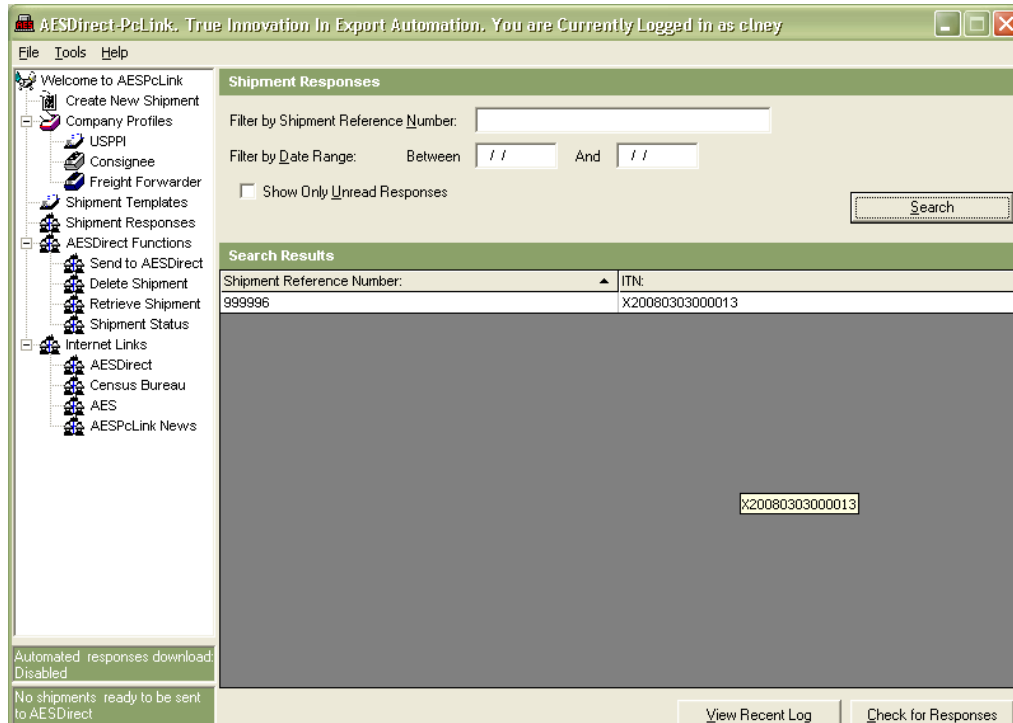
```
(983) SHIPMENT CANCELLED
-----
SHIPMENT REFERENCE NUMBER : GOLFCARTS004
AES ITN : X20081106000041
-----

<<< THIS IS POST-ONLY E-MAIL. PLEASE, DO NOT REPLY TO THIS MESSAGE >>>
```

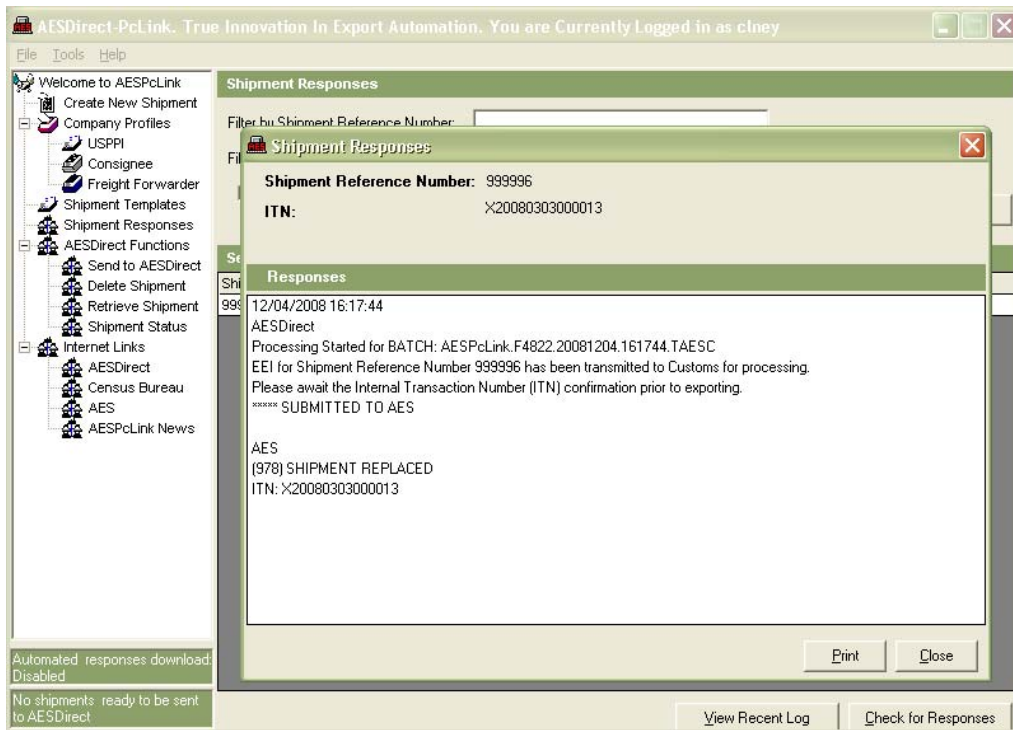
Shipment Responses

When enabled, the Shipment Responses will pull the detailed Customs response including error messages and, if accepted, the ITN.

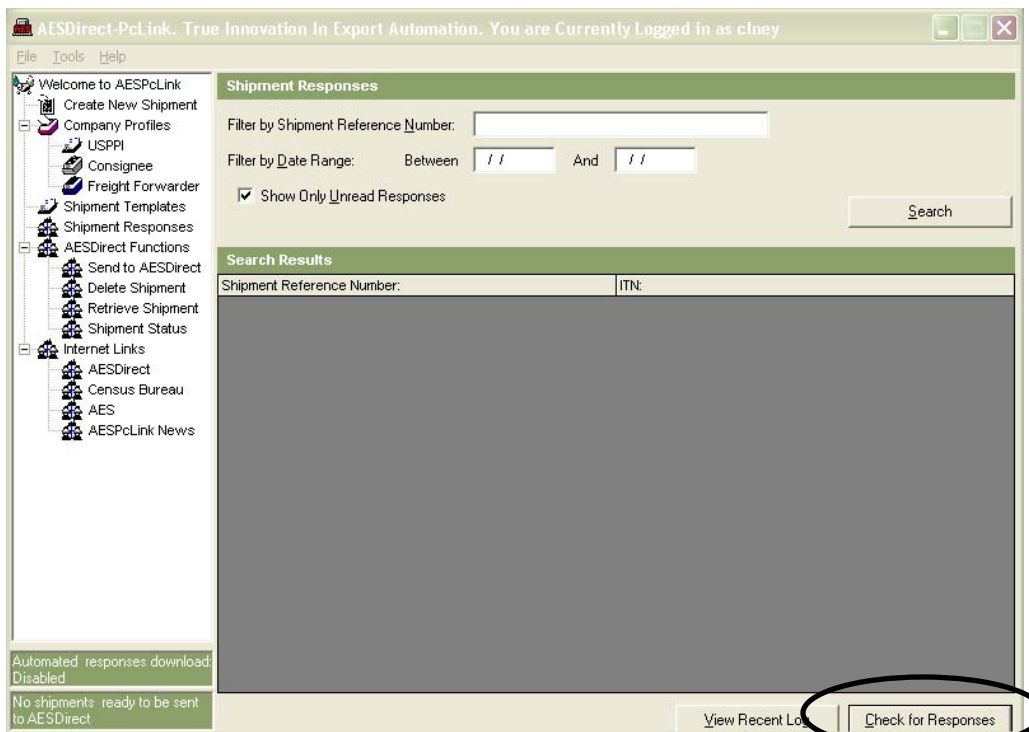
- In the Navigation bar, click “Shipment Responses”
 - If you see the Shipment Reference Number in question double click the shipment to see the response
 - If you do not see the Shipment Reference Number in question click “Check for Responses”
 - Double click the Shipment Reference Number to see the response



** Double click the shipment reference number to see the detailed Customs response



**** Detailed Customs response**



**** If you do not see your shipment click "Check for Responses"**

AES Proof of Filing Citations

The ITN (Internal Transaction Number) is a confirmation number that indicates your shipment has been accepted by AES. This number is unique for every shipment and must be provided to the US Customs and Border Protection (CBP).

For Predeparture Shipments: Once an ITN is assigned to the shipment, the shipment is ready for export. The filer **MUST** cite the ITN on the first page of the Bill of Lading, Air Waybill, or other loading documentation.

For Postdeparture Shipments: The filer **MUST** cite a Postdeparture Proof of Filing Citation on the first page of the Bill of Lading, Air Waybill, or other loading documentation.

The XTN (Filer ID – Shipment Reference Number) is **NO** longer accepted as an AES Proof of Filing Citation.

Predeparture Citations

- AES ITN
 - Example: AES X20090108012345

Postdeparture Citations

- When an Authorized Agent files on behalf of an approved postdeparture USPPI
 - AESPOST USPPI ID-FILER ID Date of Export
 - Example: AESPOST 54615851600-556157454 01/08/2009
- When an approved postdeparture USPPI is filing:
 - AESPOST USPPI ID Date of Export
 - Example: AESPOST 56154854100 01/08/2009

Additional Resources

On the *AESDirect* Home Page, under the “Related Sites” section, you will find useful links to Government Sites and Partner Websites.

Government Websites

Census Bureau – Foreign Trade Division (FTD)

<http://www.census.gov/foreign-trade/www/>

Provides information on Foreign Trade Statistics, Regulations, reference materials, and extensive details on AES.

Customs and Border Protection (CBP)

<http://www.cbp.gov/xp/cgov/trade/automated/aes>

Provides access to the Customs Export section, including information on:

- AES
- Blocked, denied and debarred persons lists
- Export documents, licenses and requirements

Department of Commerce – Bureau of Industry and Security (BIS)

<http://www.bis.doc.gov>

Provides information on export control basics, export administration policies and regulations, compliance and enforcement, seminars and training, and links to Export Administration Regulations (EAR), including the Commerce Control List (CCL).

Department of the Treasury – Office of Foreign Assets Control (OFAC)

<http://www.treas.gov/offices/enforcement/ofac/sdn/index.html>

Provides access to specially designated nationals (SDN), blocked persons lists, sanction programs and country summaries.

Department of State – Directorate of Defense Trade Controls (DDTC)

<http://pmdrtc.state.gov/>

Provides information for registering with the DDTC and applying for a license to ship items on the U. S. Munitions List (USML). Includes a link to the International Traffic in Arms Regulations (ITAR).

Export.gov – U.S. Commercial Service, International Trade Administration (ITA)

<http://trade.gov/cs/>

<http://export.gov>

Provides access to all export-related assistance and market information offered by the federal government.

Contact Information

AESDirect Help Desk

Hours: 7 Days a Week, 7:00 AM to 7:00 PM, EST

AESDirect and AESPcLink Technical Assistance

The AESDirect Helpdesk is available to offer technical assistance regarding the AESDirect program.

Sample matters include:

- Username and Password Assistance
- AESDirect Application Connectivity Assistance
- AESPcLink Application Connectivity Assistance

Toll Free: 877-715-4433

Alternative: 301-562-7790

E-mail: boc-support@tradegate2000.com

U.S. Census Bureau

Hours: Monday to Friday, 7:30 AM to 5:00 PM, EST

Automated Export System (AES) Questions

Toll Free: 800-549-0595,

Menu Option 1

E-mail: AskAES@census.gov

Sample matters include:

- AES Generated Responses
- AES Fatal Errors
- AES Compliance Reports
- AES Fatal Error Reports
- AESPcLink Workshops
- General AES Filing Questions

Commodity Classifications

Toll Free: 800-549-0595,

Menu Option 2

Sample matters include:

- Schedule B Classification Assistance
- Other Commodity Related Reporting Issues

Regulations on Filing Export Data

Toll Free: 800-549-0595,

Menu Option 3
E-mail: ftdregs@census.gov

Sample matters include:

- Responsibilities of the Parties in the Export Transaction
- Clarifying the Foreign Trade Regulations
- AES Compliance Seminars

**United States Munitions List (USML) and Commerce Control List (CCL)
Licensing Issues**

Contact one of the appropriate licensing agencies for licensing issues or information:

U.S. Department of State Licenses

Directorate of Defense Trade Controls: 202-663-2700

Bureau of Industry and Security

Washington, DC: 202-482-4811

Western Regional Office: 949-660-0144

Assistance in Exporting Worldwide

U.S. Commercial Service

1-800-USA-TRADE