AES*Direct* Sample Shipment

Please use this document as a guide on how to file your shipments. This is a sample shipment and the information is fictitious.   All guide notes are written in blue ink. It will help if you review this document thoroughly, along with the help information, prior to contacting AES Support.

Note: *This is just an example.* ***Do not duplicate the information that appears in this document.***

In order to begin, login to AES*Direct* to access the Main Menu below.
Select "Create New Shipment" as highlighted below.

AES*Direct*: Main Menu

Support:
Census: 1-800-549-0595
AES*Direct*: 1-877-715-4433

AES*Direct*
Home
Log Out of AES*Direct*

User Maintenance:
Change My Password
Change My Response Email

Account Maintenance
Manage Users

Documentation:
Support Center
Tutorial

AES*Direct* News
- **NewsFlash:** AES*Direct* Changes Coming October 1st
- See the News Section for the Latest AES*Direct* News

Shipments
- Create New Shipment
- Retrieve Existing Shipment
- Shipment Reporting Center
- Delete Shipment from AES

Once you login to AES*Direct* select "Create New Shipment" from the Main Menu.

Profiles
- USPPI Profile Maintenance
- Consignee Profile Maintenance
- Forwarder Profile Maintenance

You may also retrieve, delete shipments and access the other functions of AES*Direct*.

Templates
- Delete Templates

EDI
- Upload an EDI File
- Shipment Reporting Center

Retrieve Archived Shipments here (13 months or older).

AES*Direct* Archive Service
- Retrieve an Archived Shipment
- Archived Shipment Reporting Center

Shipment Information – Mandatory Section

Choose section from list and select "**Edit Section**."
In this case, choose "**Shipment Information**."

AESDirect: Shipment Editor: EEI: Shipment Information

AESDirect Assistant

- To return to the **Shipment Viewer**, click 'View Shipment'
- To **edit another section**, select the section in the scrollbox, and click 'Edit Shipment'
- To **delete this section**, Click 'Clear Section', and then return to the Shipment Viewer, or Edit another section
- Label Colors: ♦ Mandatory, ■ Conditional, ● Optional

Shipment Information
USPPI
Ultimate Consignee
Intermediate Consignee
Freight Forwarder
Equipment Details
Add Commodity Line
Commodity Line 1

Edit Section
Clear Section
View EEI

Options

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The **HELP** link on each page provides information on each field and when it's required, etc. [Help]

EEI: Shipment Information

■ E-Mail Response Address — you@yourcompany.com

● AESDirect VPN e-Response? — ☐

♦ Shipment Reference Number — MustBeUnique — Shipment Reference Number must be unique forever

■ Transportation Reference Number — Transportation Reference Number is for vessel shipments only

Entering a "**?**" followed by the "**TAB**" key in fields denoted with a "**(L)**" will bring up a search function in a pop-up window.

♦ Origin State — MARYLAND

■ Foreign Trade Zone

♦ Port of Export (L) — 1305 — Use search function to locate the city for the Port of Export and Country of Destination for your shipment

♦ Country of Destination (L) — JP

■ Port of Unlading (L) — Port of unlading is for vessel shipments or air shipments to/from Puerto Rico

♦ Departure Date [Format: MM/DD/YY] — 04/14/09 — Departure Date is date of export out of United States

♦ Mode of Transport — Air — Method of Transportation when goods depart U.S.

■ Carrier SCAC/IATA (L) [Help] — AA — Use search function to locate the IATA Code (Air) or SCAC (all other modes)

■ Conveyance Name — American Airlines

● Vessel Flag (L) — All black labeled fields are optional

■ Inbond Type [Help] — Select Inbond Type...
■ Import Entry Number — Inbond Shipments aren't required to be filed in AES per FTR 30.37(e)

♦ Is this shipment a Routed Transaction? [Help] Click the "HELP" to learn more about Routed Transactions.
  ○ Yes - This Shipment **IS** a Routed Transaction
  ◉ No - This Shipment is **NOT** a Routed Transaction

♦ Are USPPI and Ultimate Consignee related companies? 10% or greater interest in company
  ○ Yes - USPPI and Ultimate Consignee ARE related
  ◉ No - USPPI and Ultimate Consignee are NOT related

♦ Is any commodity on this shipment hazardous?
  ○ Yes - One or more commodities on this shipment are hazardous
  ◉ No - No commodities on this shipment are hazardous

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United States Principle Party in Interest (USPPI) – Mandatory Section

Choose "**USPPI**" from list and select "**Edit Section**."

Note: The USPPI is the company in the United States that is receiving monetary benefit for the goods being shipped. The USPPI address must be the address where goods begin their journey to the port of export. It MUST be an address located in the United States or Puerto Rico.

Ultimate Consignee – Mandatory Section

Choose section from list and select "**Edit Section**."
In this case, choose "**Ultimate Consignee**."

Note: The Ultimate Consignee is the person, party or designee that is located abroad and actually receives the export shipment. This party may be the end-user or Foreign Principal Party in Interest (FPPI).

Intermediate Consignee – Conditional Section

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. This section requires information similar to the "Ultimate Consignee" section.

Freight Forwarder – Conditional Section

The Freight Forwarder is a U.S. entity with Power of Attorney or written authorization filing on behalf of the USPPI. If the USPPI is filing, there is not a Freight Forwarder. There is only a carrier.

Note: *The Intermediate Consignee and Freight Forwarder are conditional sections.*
*Populate them **ONLY** if they are applicable.*

Equipment Details – Optional Section
(for Filer's use)

Commodity Line(s) – Mandatory Section

Choose "Add Commodity Line" from list and select "**Edit Section**."
Commodity Line 1 will appear in the selection box. Up to 99 commodity lines can be added per shipment.

Note: A shipment is defined as merchandise shipped from one USPPI to one consignee in a single country of destination, on a single carrier, on the same day, valued over $2500 per Schedule B, or when a license is required.

Once you complete the commodity line(s), select the "**View EEI**" button beneath the section selection box.

View EEI

Once you select "**View EEI**," all sections will be shown on the screen and they will be color-coded. Green signifies that all necessary fields have been completed; yellow signifies that the section is missing required information; and red signifies that a required section has been omitted.

Note: If the section is yellow, if you click on "**Submit EEI**" you will receive a pop-up menu detailing what information is missing from that section.

Pop-Up #1 and Pop-Up #2

Once you submit the EEI, you will receive 3 pop-up windows. You MUST receive all 3 in order for your shipment to be transmitted to AES.

AES*Direct*: Shipment Viewer: EEI

Shipment Information
USPPI
Ultimate Consignee
Intermediate Consignee
Freight Forwarder
Equipment Details
Add Commodity Line
Commodity Line 1

Edit Section

Submit EEI

Templates

Save as a Template

Load Template

Options

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AES*Direct* Assistant

General Information		Commodity Details	
Shipment Information: Complete	▼	Commodity Line 1: Complete	▼
USPPI: Complete	▼		
Ultimate Consignee: Complete	▼		

- To view an EEI Section, click the down arrow next to the section name in the colored boxes above.
- To edit an EEI Section, select the section to be edited from scrollbox, and click 'Edit Section'

The page at https://www.aesdirect.gov says:

Is this address the location from which the merchandise actually began its journey to the port of export, based on FTR 30.6(a)(ii)?

Name: 123 Company
Address: 1 Profit Place
City: Suitland
State: MD
Postal Code: 20746

If the address above is correct, please click 'OK'. If it is not correct, please click 'Cancel' and you will be taken back to the USPPI section to correct the address.

OK   Cancel

Country of Destination   JP - JAPAN

This is the first pop-up window requesting verification of the USPPI address as the location where the merchandise began its journey. Review the address then:

Click "OK" if the address is correct.
Otherwise Click "Cancel" and correct the address in the USPPI section.

Carrier SCAC/IATA   AA - AMERICAN AIRLINES,INC (AMERICAN EAGL

AES*Direct*: Shipment Viewer: EEI

Shipment Information
USPPI
Ultimate Consignee
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Freight Forwarder
Equipment Details
Add Commodity Line
Commodity Line 1

Edit Section

Submit EEI

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Save as a Template

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General Information		Commodity Details	
Shipment Information: Complete	▼	Commodity Line 1: Complete	▼
USPPI: Complete	▼		
Ultimate Consignee: Complete	▼		

- To view an EEI Section, click the down arrow next to the section name in the colored boxes above.
- To edit an EEI Section, select the section to be edited from scrollbox, and click 'Edit Section'
- To send EEI to AES*Direct*, click 'Submit EEI'

The page at https://www.aesdirect.gov says:

DO NOT SUBMIT a print out of the AESDirect / AESPcLink data elements or a paper copy of the EEI to U.S. Customs and Border Protection at the port of export.

Click 'Ok' to Continue

OK

Foreign Trade Zone
Port of Export   1305 - BALTIMORE WASHINGTON AIRPORT
Country of Destination   JP - JAPAN

This is the second pop-up window reminding you not to submit a paper copy of your EEI to U.S. Custom and Border Protection.

Acknowledge by clicking "OK."

Mode of Transport

Pop-Up #3

Once you submit the EEI, you will receive 3 pop-up windows. You MUST receive all 3 in order for your shipment to be transmitted to AES.

Your shipment is now being transmitted for processing…

You will receive a confirmation email with either your ITN or a Fatal Error(s).

If you receive a Fatal Error(s), your shipment has not been added and you will not receive the Internal Transaction Number (ITN). Please retrieve the shipment and utilize Appendix A of the Automated Export System Technical Interface Reference (AESTIR) located at **http://www.census.gov/foreign-trade/redirects/aestir-appendix-a.html** to correct your error(s). Once your error(s) have been corrected, resubmit the shipment and await the ITN.