

## [AESDirect 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 AESDirect to access the Main Menu below.  
Select "Create New Shipment" as highlighted below.

**AESDirect: Main Menu**

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

**AESDirect**  
[Home](#)  
[Log Out of AESDirect](#)

**User Maintenance:**  
[Change My Password](#)  
[Change My Response Email](#)

**Account Maintenance**  
[Manage Users](#)

**Documentation:**  
[Support Center](#)  
[Tutorial](#)

**AESDirect News**

- NewsFlash: [AESDirect Changes Coming October 1st](#)
- See the [News Section](#) for the Latest AESDirect News

**Shipments**

- **Create New Shipment**
- [Retrieve Existing Shipment](#)
- [Shipment Reporting Center](#)
- [Delete Shipment from AES](#)

Once you login to AESDirect select "Create New Shipment" from the Main Menu.

**Profiles**

- [USPPI Profile Maintenance](#)
- [Consignee Profile Maintenance](#)
- [Forwarder Profile Maintenance](#)

**Templates**

- [Delete Templates](#)

**EDI**

- [Upload an EDI File](#)
- [Shipment Reporting Center](#)

**AESDirect Archive Service**

- [Retrieve an Archived Shipment](#)
- [Archived Shipment Reporting Center](#)

You may also retrieve, delete shipments and access the other functions of AESDirect.

Retrieve Archived Shipments here (13 months or older).

## 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

**EEI: Shipment Information**

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

◆ **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

◆ **Origin State** MARYLAND

◆ **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 unloading 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

◆ **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] Inbond Shipments aren't required to be filed in AES per FTR 30.37(c) Select Inbond Type...

◆ **Import Entry Number**

◆ **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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**Options**

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[Log Out of AESDirect](#)

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**Profiles:**  
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**Links:**  
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[AES Codes](#)  
[Privacy Policy](#)

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

## [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.

**AESDirect: Shipment Editor: EEI: USPPI**

**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**

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

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

Edit Section  
Clear Section  
View EEI

**Options**  
[Main Menu](#)  
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**Shipments:**  
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**Profiles:**  
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**Templates:**  
[Delete](#)

**EDI Upload:**  
[Upload](#)

**EEI: USPPI** The U.S. Principal Party in Interest

**Company Information**

◆ **Company Name** 123 Company [Select from Profiles](#)

◆ **ID Number** 123456789 EIN   
If Foreign Entity, use Passport number backfilled with zeroes.

**Contact Information**

◆ **First Name** Iam  Names must have at least two letters and cannot contain punctuation

◆ **Last Name** Selling

◆ **Phone Number** 987654321  Phone Number cannot contain punctuation or spaces.

**Cargo Origin** [\[Help: What Address Should be Reported?\]](#)

◆ **Address Line 1** 1 Profit Place  Address must be address where goods begin their journey to port. Must be address in the United States.

● **Address Line 2**

◆ **City** Suitland

◆ **State** MARYLAND

◆ **Postal Code** 20746

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## [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).

The screenshot shows the AESDirect Assistant interface for the EEI: Ultimate Consignee section. The interface is divided into several panels:

- Left Panel:** A scrollable list of sections including Shipment Information, USPPI, Ultimate Consignee (highlighted), Intermediate Consignee, Freight Forwarder, Equipment Details, Add Commodity Line, and Commodity Line 1. Below the list are buttons for Edit Section, Clear Section, and View EEI.
- Options Panel:** Contains links for Main Menu, Log Out of AESDirect, Shipments (Create, Retrieve, Reporting, Delete), Profiles (USPPIs, Consignees, Forwarders), Templates (Delete), and EDI Upload (Upload).
- AESEDirect Assistant Panel:** Provides instructions: To return to the Shipment Viewer, click 'View Shipment'; To edit another section, select the section in the scrollbar, 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 (red diamond), Conditional (blue square), Optional (black circle).
- EEI: Ultimate Consignee Panel:** Contains the main form fields:
  - Company Information:** Company Name (XYZ Company), Select from Profiles, and Sold En Route buttons.
  - Contact Information:** Contact Name (First and Last) and Phone Number fields. A note states: "Keep in mind that black labeled fields are optional. If you omit them, you will not get an error. However, if you include them, they are subject to validations."
  - Company Address:** Address Line 1 (1 Purchase Place), Address Line 2, City (Okinawa), State (L), Country (L) (JP), and Postal Code fields. A note states: "State is included to accommodate shipments to Mexico and shipments to and from Puerto Rico."
- Bottom Right:** A [Help] button and a [Top of Page] link.

## [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.

**AESDirect: Shipment Editor: EEI: Commodity Line 1**

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

Edit Section  
Clear Section  
View EEI

**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**

**EEI: Commodity Line 1**

■ **Schedule B or HTS Number (L)** [Help] 190531000C  
[Census Table] [Invalid HTS]

♦ **Commodity Description** miniature chocolate chip cookies

● **Marks & Numbers**

■ **1st Quantity** 840      ■ **Units for 1st Quantity** Kilograms  
■ **2nd Quantity**      ■ **Units for 2nd Quantity** None Selected

♦ **Value in Whole US Dollars** 3500  
♦ **Gross Weight in Whole Kilograms** 840  
[Unit Conversion Factors]

Choose the appropriate Export Code from drop down list.  
♦ **Export Code** OS: General exports (all others)  
[Export Code Full Descriptions]

■ **Origin of Goods** Domestic

Choose the appropriate License Type from drop down list.  
♦ **License Type** [Help] C33: NLR (No License Required - All Others)  
[License Code Full Descriptions]

■ **Export License Number**  
■ **ECCN**

If shipment is licensed, the system will require further information that is provided on the license.

♦ **Is this commodity a Used Vehicle?** No  
If the commodity is a Self-Propelled Used Vehicle fill out the remaining information

(Only report items below if commodity is a used vehicle)

■ **VIN/Product ID**  
■ **ID Type** Not Selected  
■ **Vehicle Title Number**  
■ **Vehicle Title State**

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

[Help]

Once you enter in the Schedule B or HTS Number, the Units for 1st and 2nd Quantity are populated. Do not change the units in either dropdown box.

Numbers Only!

If Unit is "X No Unit Required" or "None Selected" do not put anything in corresponding Quantity field.

## [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.

**AESDirect: Shipment Viewer: EEI**

<div style="border: 1px solid gray; padding: 2px;"> <p><b>Shipment Information</b></p> <p>USPPI</p> <p>Ultimate Consignee</p> <p>Intermediate Consignee</p> <p>Freight Forwarder</p> <p>Equipment Details</p> <p>Add Commodity Line</p> <p>Commodity Line 1</p> </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> <p style="text-align: center;">Edit Section</p> </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> <p style="text-align: center;">Submit EEI</p> </div>	<div style="border: 1px solid gray; padding: 2px;"> <p><b>AESDirect Assistant</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">General Information</th> <th style="width: 50%;">Commodity Details</th> </tr> </thead> <tbody> <tr> <td style="background-color: #00FF00;">Shipment Information: Complete</td> <td style="background-color: #00FF00;">Commodity Line 1: Complete</td> </tr> <tr> <td style="background-color: #00FF00;">USPPI: Complete</td> <td style="background-color: #00FF00;"></td> </tr> <tr> <td style="background-color: #00FF00;">Ultimate Consignee: Complete</td> <td style="background-color: #00FF00;"></td> </tr> </tbody> </table> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <ul style="list-style-type: none"> <li>To view an EEI Section, click the down arrow next to the section name.</li> <li>To edit an EEI Section, select the section to be edited from the dropdown menu.</li> </ul> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px; text-align: center;"> <p><b>ALL SECTIONS</b> Must be <b>GREEN</b> in order to submit your EEI.</p> </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> <p><b>Shipment Viewer: EEI</b> <span style="float: right;"><a href="#">[Help]</a></span></p> <p>Shipment Information <span style="float: right;"><a href="#">[top of page]</a></span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><i>E-Mail Response Address</i></td> <td>you@yourcompany.com</td> </tr> <tr> <td>AESDirect VPN e-Response</td> <td>No</td> </tr> <tr> <td><b>Shipment Reference Number</b></td> <td>MustBeUnique</td> </tr> <tr> <td><i>Transportation Reference Number</i></td> <td></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid gray; height: 10px;"></td> </tr> <tr> <td><b>Origin State</b></td> <td>MD - MARYLAND</td> </tr> <tr> <td><i>Foreign Trade Zone</i></td> <td></td> </tr> <tr> <td><b>Port of Export</b></td> <td>1305 - BALTIMORE WASHINGTON AIRPORT</td> </tr> <tr> <td><b>Country of Destination</b></td> <td>JP - JAPAN</td> </tr> <tr> <td><i>Port of Unlading</i></td> <td></td> </tr> <tr> <td><b>Departure Date</b></td> <td>04/14/09</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid gray; height: 10px;"></td> </tr> <tr> <td><b>Mode of Transport</b></td> <td>40 - Air</td> </tr> <tr> <td><i>Carrier SCAC/IATA</i></td> <td>AA - AMERICAN AIRLINES,INC (AMERICAN EAGL</td> </tr> <tr> <td><i>Conveyance Name</i></td> <td>American Airlines</td> </tr> <tr> <td><i>Vessel Flag</i></td> <td></td> </tr> </table> </div> </div>	General Information	Commodity Details	Shipment Information: Complete	Commodity Line 1: Complete	USPPI: Complete		Ultimate Consignee: Complete		<i>E-Mail Response Address</i>	you@yourcompany.com	AESDirect VPN e-Response	No	<b>Shipment Reference Number</b>	MustBeUnique	<i>Transportation Reference Number</i>				<b>Origin State</b>	MD - MARYLAND	<i>Foreign Trade Zone</i>		<b>Port of Export</b>	1305 - BALTIMORE WASHINGTON AIRPORT	<b>Country of Destination</b>	JP - JAPAN	<i>Port of Unlading</i>		<b>Departure Date</b>	04/14/09			<b>Mode of Transport</b>	40 - Air	<i>Carrier SCAC/IATA</i>	AA - AMERICAN AIRLINES,INC (AMERICAN EAGL	<i>Conveyance Name</i>	American Airlines	<i>Vessel Flag</i>	
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**Templates**

Save as a Template

Load Template

**Options**

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## 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.

**AESDirect: Shipment Viewer: EEI**

**AESDirect 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.

**Country of Destination** JP - JAPAN

**Carrier** SCAC/IATA

**AA - AMERICAN AIRLINES, INC (AMERICAN EAGL**

**Options**  
[Main Menu](#)  
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**Shipments:**  
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**Profiles:**  
[USPPI](#)

**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.**

**AESDirect: Shipment Viewer: EEI**

**AESDirect 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'  
• To send EEI to AESDirect, 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

**Foreign Trade Zone**

**Port of Export** 1305 - BALTIMORE WASHINGTON AIRPORT

**Country of Destination** JP - JAPAN

**Options**  
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**Profiles:**  
[USPPI](#)

**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."**

## 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.

The screenshot displays the AESDirect Assistant interface. On the left, there is a sidebar with a scrollable list of sections: Shipment Information, USPPI, Ultimate Consignee, Intermediate Consignee, Freight Forwarder, Equipment Details, Add Commodity Line, and Commodity Line 1. Below this list are buttons for 'Edit Section' and 'Submit EEI'. Further down are 'Templates' (Save as a Template, Load Template) and 'Options' (Main Menu, Log Out of AESDirect, Shipments: Create, Retrieve, Reporting, Delete, Profiles: USPPIs, Consignees, Forwarders).

The main area is titled 'AESDirect Assistant' and contains a table with two columns: 'General Information' and 'Commodity Details'. The table rows are highlighted in green and show 'Shipment Information: Complete', 'USPPI: Complete', 'Ultimate Consignee: Complete', and 'Commodity Line 1: Complete'. Below the table is a list of instructions:

- 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 AESDirect, click 'Submit EEI'

A Mozilla Firefox browser window is overlaid on the interface, displaying the URL 'https://www.aesdirect.gov/aes/system/web.cgi'. The page title is 'AESDirect Response'. The main text reads: 'EEI for USPPI TAESC912345678 Shipment Ref Nbr MUSTBEUNIQUE! has been transmitted to Customs for processing. Please await AES Internal Transaction Number (ITN) confirmation prior to exporting.' A red highlight is under the word 'transmitted'. A white pop-up box with a red border is centered over the browser window, containing the following text:

**Be sure that you get this final AESDirect Response window.  
You must turn your pop-up blocker OFF on your Internet browser  
in order to receive this message.**

**\*\*\*If you do not get this message, your shipment WILL NOT be submitted.\*\*\***

The browser window also shows a 'Close Window' button and a lock icon in the address bar. The background of the browser window shows a table with columns for 'Mode of Transport', 'Carrier SCAC/IATA', 'Conveyance Name', and 'Vessel Flag'. The carrier listed is 'AA - AMERICAN AIRLINES, INC (AMERICAN EAGL)' and the conveyance name is 'American Airlines'.

**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.