

# User Guide

## ***AESDirect***

The complete guide to file Electronic  
Export Information (EEI) to the  
Automated Export System

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## General Information on Shipments

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### Sections in the EEI

#### Shipment Information

This section contains general shipment information and carrier details. **Required** for all shipments.

#### USPPI

This section contains information about the United States Principal Party in Interest (USPPI). This is the person or entity in the U.S. that receives the primary benefit from the export transaction. **Required** for all shipments.

#### Freight Forwarder

This section contains information of the agent authorized to file the EEI on behalf of the USPPI. This section is **conditional** based on who is filing the EEI.

If your account was registered as a Forwarding Agent, you do not need to complete this section. Your profile will be loaded automatically for new EEI.

#### Ultimate Consignee

This section contains information of who receives the shipment overseas. This is **required** for all shipments.

#### Intermediate Consignee

This section contains the information of the party overseas that receives the goods and facilitates the movement of them to their final destination. This section is **conditional** based on how the transaction is delivered to the Ultimate Consignee.

#### Add Commodity Line

This section contains information of *what* merchandise is being exported. At least one line item is needed for each EEI transmitted to the AES. This is **required** for all shipments.

[Click](#) for detailed definitions of all participants in an export transaction

### Special Shipments

**Routed export transactions** – Transactions when the Foreign Principal Party in Interest (FPPI) authorizes a U.S. agent to facilitate export of items on its behalf and prepare and file the shipment.

**Shipments to/from Puerto Rico** – The following is required:

- City – must be the Puerto Rico Municipality

- State – must be Puerto Rico (PR)
- Country – must be United States (US)
- Postal Code – must be a valid postal code in Puerto Rico

**Transshipments** through Mexico or Canada to other foreign destinations will provide the following information on the EEI for the fields listed below.

- Mode of Transport – mode of transport when crossing the U.S. border
- Port of Export – Port of crossing at U.S. border
- Carrier Code and Conveyance Name – Carrier at U.S. border
- Country of Destination – Ultimate Country of Destination

**Example:**

A truck is transporting cargo that does not require an export license from Cleveland to Canada with final destination to Germany. It crosses the U.S. border at Detroit and then shipped by vessel from Montreal to Germany. The filer will report the truck transportation company effecting the delivery of the goods to Canada and the port of export as Detroit, but list the country of ultimate destination as Germany.

**Sold en Route** – If the Ultimate Consignee is unknown at the time of export because cargo will be sold while at sea or in the air, click the "**Sold En Route**" box. If "Sold en Route" is selected, all consignee information must be updated within 4 calendar days of exportation or as soon as the information is known. Information should be stated as follows:

- **Ultimate Consignee Name:** Sold En Route
- **Address 1:** SEA
- **City:** City of First Port of Call
- **Country:** Country of First Port of Call

**Mail Shipments-** If your shipment is being exported by the United States Postal Service (USPS), select "Mail" as the mode of transportation. The Carrier SCAC/IATA and Conveyance Name fields should be left blank.

## ***Parties Involved in an Export Transaction***

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### **Definitions of Parties in the AES**

#### **U.S. Principal Party in Interest (USPPI)**

The USPPI is the person or entity in the United States that receives the primary benefit, monetary or otherwise, from the export transaction.

#### **Foreign Principal Party in Interest (FPPI)**

The party shown on the document to whom final delivery or end-use of the goods will be made. This may be the ultimate consignee.

#### **Ultimate Consignee**

The ultimate consignee is the person, party or designee that is located abroad and actually receives the export shipment. This may be the end-user or FPPI.

#### **Freight Forwarder – Authorized Agent**

The person in the United States who is authorized by the principal party in interest to facilitate the movement of the cargo from the United States to the foreign destination and/or prepare and file the required documentation.

#### **Intermediate Consignee**

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.

## **About Your AESDirect Account**

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**AESDirect** has three different types of accounts. Below is an overview of all account types and the roles of each user.

For a comprehensive list of responsibilities, see the Account Administrator User Guide located in the Support Center of [www.aesdirect.gov](http://www.aesdirect.gov).

### **Account Administrator Role**

**Formal Authorization** - The Account Administrator is the only designated person that can make changes to an *AESDirect* account.

**Create and manage User Managers** - The Account Administrator creates individual account usernames for different filers in the company. Two of these accounts can be designated as User Managers to help manage user accounts created for the company. These are User Managers.

### **User Manager Role**

A User Manager can create new *AESDirect* user accounts and manage company access. If necessary, they can also reset passwords for users in the company.

Only **two** User Managers are allowed for each company account and they cannot act legally on behalf of the account.

### **User Role**

Users are responsible for the day-to-day filing of shipments. Some Users accounts are limited to only view historical filing data.

All Users, including User Managers and Account Administrators may reset **forgotten** or **expired** passwords by clicking the "Forgot your password?" link on the Login Screen. Any locked out or disabled account must contact their Account Administrator.

## AESDirect Interface

- Scroll to the bottom of each page to fill out all required fields.
- To enter your information, use the white navigation box in the upper left hand corner.
- To edit sections, highlight the section needed and click “**Edit Section**”
- To return to the “Shipment Viewer”, click “**View EEI**”.
- To delete a section, Click “**Clear Section**”.



- AESDirect cannot temporarily save a shipment for later before submitting the data. Closing the browser session or clicking on the “back” icon before submission will delete entries.

- **Colors and Symbols**

**RED ‘diamond’** indicates a mandatory field (Required)

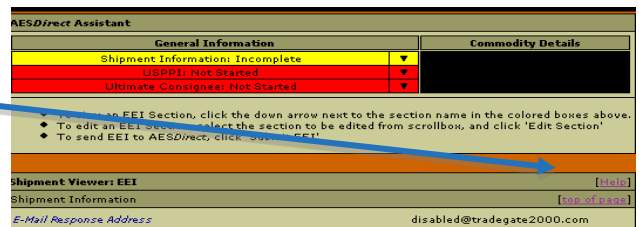
**BLUE ‘square’** indicates a conditional field (May be required)

**BLACK ‘circle’** indicates an optional field (Not required)

- **Help**

Help is available in each section. Click the “**Help**” link in the upper right corner to:

- Determine what is needed for each field
- Determine when the fields are required



- **Lookup**

A “Lookup” menu is available to help filers search for codes required in some fields. Fields that require a code are marked with an “(L)” next to it. To use the search:

1. Click on the Lookup icon next to the respective field to pull up the lookup window.
2. Enter at least 3 characters of the name of the desired code; click **Search**.
3. Highlight the desired item and click “**Add to Form**”. The code for that item will be added to the EEI form and the lookup window will close.

Example:

1. In the Port of Export field, click on the “**Lookup**” icon located next to it.
2. Enter “MIA” to bring up the list of port names with “MIA” in the description. Click on the “**Search**” button.
3. Click on the Drop down arrow to find the listings that contain “MIA”. Find the Port of Export needed, highlight and click “**Add to Form**”.

Click on the Lookup Icon or type “?” and hit the “Tab” key to use the lookup for the code

Type “MIA” and click Search

Select the appropriate Port of Export. Click “Add to Form”

The code will be automatically be added to the EEI form and the lookup window will close.



# Getting Started with AESDirect

1. Go to [www.aesdirect.gov](http://www.aesdirect.gov). There are two ways to log in:

On the left hand column, under “Log In”, click “**AESDirect**”.



Look under “Already Registered?” in the center of the page, click “**Log In**”.

2. Enter Username and Password; click “**Continue**” to enter *AESDirect*.
3. The next screen will indicate when the password is set to expire, and the Account Administrator and User Managers listed for the company’s Account. Click “**Continue**” to go to the “Main Menu”.

AESDirect Homepage

AESDirect Login Screen



## Main Menu

All functions for AESDirect accounts are located on the Main Menu.

### Account Summary

An Account Summary is located on the left side of the Main Menu. This provides detail regarding a company's account as registered in AESDirect, including a password expiration counter, the company's name, filer ID, Account Administrator and User Managers.

### Shipments

All AESDirect functions are located in this section. Options to create, retrieve, delete shipments or view shipment responses are available.

### Profiles

Creating profiles saves time by storing information pertaining to frequent USPPIs, Freight Forwarders and Ultimate Consignees. Their information can be stored under each account and be loaded them directly for different EEI. See "Profiles" section for more details.

### Templates

The Template Manager enables users to search, create, update, copy, and delete templates. It has the capacity to store up to 100 templates company-wide and allow for the sharing of templates between all users registered under the same EIN. See "Template Manager" section.

### AESDirect Archive Service

AESDirect Accounts provide a free retention service of up to 5 years of EEI. Shipments a year or older can be accessed through this database. The same process as "Retrieve an Existing Shipment" should be followed.

The screenshot displays the AESDirect Main Menu interface. On the left, the 'Account Summary' section provides user information for 'rtorres' (rosanna.torres@census.gov) and details about the company 'CENSUS AES DIRECT' (Filer ID: 112610676). It lists the account administrator (Robert Pedersen) and user managers (Joe Foley, Zhivu Pan, Iuba aronova, Nikita Chernyakov). Support and documentation links are also present. The right side of the menu is divided into several functional areas: 'AESDirect News' with a news flash about an October 1st change; 'Shipments' with options to create, retrieve, report, or delete; 'Profiles' for USPPI, consignee, and forwarder maintenance; 'Templates' for management; 'EDI' for file uploads and reporting; 'AESDirect Archive Service' for retrieving archived shipments; and 'AESDirect Certification Quizzes' for interactive and link-based tests.

AESDirect Main Menu

## Create a New Shipment

On the Main Menu, under “Shipments,” click “**Create New Shipment**”



### Shipment Information

#### Filling in the Fields

Highlight “Shipment Information” in the white navigation box, click “**Edit Section**”.

Complete each field as required.



- **E-mail Response Address** – This will be the address to which the AES Response will be sent. More than one e-mail address can be added if separated by commas. At least 1 e-mail address is **required** for all shipments.
- **Shipment Reference Number (SRN)** – This is a unique 17 alphanumeric identification number for each shipment. Filers create an SRN to identify each EEI filed. Once the filer has assigned an SRN, the number cannot be re-used for future shipments. Doing so will generate a Fatal Error.

It is good practice to establish a unique format in your company to create SRNs and maintain a log of all SRNs used to prevent re-using and for easy retrieval. **Required** for all shipments.

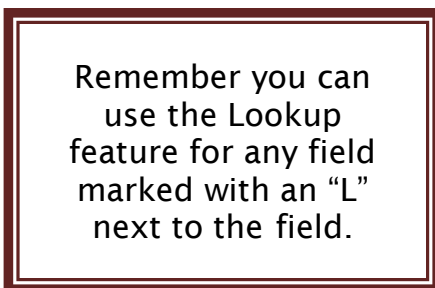
- **Transportation Reference Number** - This is the reservation number, or booking number, assigned by the ocean carrier to hold space on the vessel for the cargo. **Conditional field**: only required for vessel shipments.
- **Origin State**- Indicate the State in which the goods begin their journey to the port of export. **Required** for all shipments.  
If a shipment is composed of merchandise from more than one warehouse located in different states, provide the state with the commodity of greatest value; or the state where merchandise is consolidated.
- **Foreign Trade Zone (FTZ)**- Provide the 1 to 5 alphanumeric code assigned by the Foreign Trade Zone Board to either an FTZ or sub zone from which goods

are withdrawn for export. **Conditional field**; if goods are removed from the FTZ and not entered for consumption. Foreign Trade Zones are specially licensed commercial and industrial areas or areas near ports of entry where foreign and domestic goods may be brought in without being subject to payment of Customs duties.

- **Port of Export** – The port of export is the seaport or airport where the goods are loaded on the exporting carrier that is taking the goods out of the United States, or the port where exports by overland transportation cross the U.S. border into a foreign country. **Required** for all shipments. For Mail shipments, report 8000.
- **Country of Destination**- Report the country where the goods are to be consumed, further processed, stored or manufactured as known to the USPPI at the time of export. **Required** for all shipments.
- **Port of Unlading** – This is first port where the goods will be removed from the exporting carrier. **Conditional field**; only required for all vessel shipments and air shipments between the U.S. and Puerto Rico.
- **Departure Date**- Report the date of export out of the U.S. **Required** for all shipments.
- **Mode of Transport**- Report the method by which the goods are exported from the U.S. **Required** for all shipments.

For shipments crossing through Canada or Mexico to another destination report the mode of transportation when the goods are loaded on the carrier that is taking the goods out of the United States.

- **Carrier SCAC/IATA** – Carrier Code that identifies the transportation company.



**Conditional field**; only required for Air, Vessel, Rail, and Truck shipments. Mail shipments do not require this information.

If the SCAC/IATA code for your carrier is not retrieved in the search, load the complete SCAC and IATA code tables. A link displayed on the webpage will redirect you to the Code Tables. Once there, locate the code by using the "Find" feature on your browser. In most cases, this is: "Control F".

- **Conveyance Name** – Provide the vessel name for ocean shipments and the carrier name for all other modes of transportation. **Conditional field**; only required for Vessel, Air, Rail, and Truck shipments. You may not report UNKNOWN as the Conveyance Name.

- **Inbond Type** – Inbond shipments that involve a warehouse or foreign trade zone may be filed in AES for informational purposes only. **Conditional field**; Inbond shipments are NOT required to be filed in AES per FTR 30.37(e).
- **Import Entry Number** –If an Inbond type is specified, report import entry number. **Conditional field**.
- **Is this shipment a Routed Transaction?**  
A shipment is considered “Routed” when the foreign principal party in interest (FPPI) authorizes a U.S. Freight Forwarder or U.S. agent to facilitate the export of items, prepare and filed the EEI on its behalf. **Required** for all shipments.
- **Are the USPPI and Ultimate Consignee related companies?**  
Companies are considered related when either party, the USPPI and Ultimate Consignee, owns directly or indirectly 10 percent or more of the other party. **Required** for all shipments.
- **Is any commodity on this shipment hazardous?**  
Specify if hazardous merchandise (as defined by the Department of Transportation) is being exported. **Required** for all shipments.

**AESDirect Assistant**

◆ 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**, ◆ **Conditional**, ◆ **Optional**

**EEI: Shipment Information**

◆ E-Mail Response Address: rosanna.torres@census.gc

◆ AESDirect VPN e-Response?

◆ Shipment Reference Number:

◆ Transportation Reference Number:

◆ Origin State: Select State... [dropdown]

◆ Foreign Trade Zone:

◆ Port of Export:  Lookup

◆ Country of Destination (L):  Lookup

◆ Port of Unloading (L):

◆ Departure Date [Format: MM/DD/YY]:

◆ Mode of Transport: Select Mode of Transport... [dropdown]

◆ Carrier SCAC/IATA (L) [Help]:  [SCAC Table] [IATA Table]

◆ Conveyance Name:

◆ Vessel Flag (L):

◆ Inbond Type [Help]: Select Inbond Type... [dropdown]

◆ Import Entry Number:

◆ Is this shipment a Routed Transaction? [Help]  
 Yes - This Shipment **IS** a Routed Transaction  
 No - This Shipment is **NOT** a Routed Transaction

◆ Are USPPI and Ultimate Consignee related companies?  
 Yes - USPPI and Ultimate Consignee **ARE** related  
 No - USPPI and Ultimate Consignee are **NOT** related

◆ Is any commodity on this shipment hazardous?

**Shipment Information Section**

## USPPI / Freight Forwarder

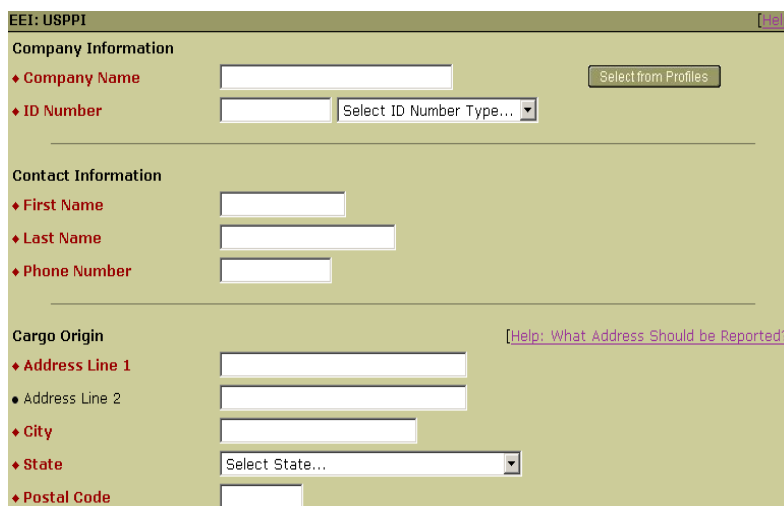
Highlight “USPPI” or “Freight Forwarder” in the white navigation box, click “**Edit Section**”.

Complete each field as required. The same information is required for the Freight Forwarder.



### Filling in the Fields

- **Company Information-** Indicate the company’s name and identification number. **Required** in USSPI and Freight Forwarder sections for all shipments.
  - **USPPI ID** – The AES allows for Employer Identification Number (EIN) or Foreign Entity ID Types (ex: passport number). If using a foreign passport number, backfill with zeroes to reach 11 digits.
  - **Freight Forwarder ID** – AES allows for EIN, or Dun and Bradstreet Number (DUNS)
- **Contact Information-** Provide the first and last name of the USPPI contact person. **Required** for all shipments. Names must have at least two letters and cannot contain special characters such as accents or punctuation.
- **Cargo Origin-** Indicate the address (no post office box number) of the USPPI from which the merchandise actually began its journey to the port of export. For example, the EEI covering goods laden aboard a truck at a warehouse in Georgia for transport to Florida for loading onto a vessel for export to a foreign country shall show the address of the warehouse in Georgia. **Required** for all shipments. For shipments of multiple origins, report the address from which the commodity with the greatest value begins its export journey. If such information is not known, report the address in state in which the commodities are consolidated for export.



EEI: USPPI [Help]

**Company Information**

◆ Company Name

◆ ID Number

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**Contact Information**

◆ First Name

◆ Last Name

◆ Phone Number

---

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

◆ Address Line 1

● Address Line 2

◆ City

◆ State

◆ Postal Code

### USPPI Section

## Ultimate Consignee / Intermediate Consignee

Highlight “Ultimate Consignee”. Click “**Edit Section**”. Complete each field as required. The same information will be required for the “Intermediate Consignee”.

### Filling in the Fields



- Company Information-** Provide the company’s name. **Required** for all shipments. If you select “Sold en Route”, all consignee information must be updated within 4 calendar days from the departure date.
- Contact Information-** If you provide a first and last name, do not include any special characters. The phone number must be provided in the correct format (NNNNNNNNNN). Optional section.
- Company Address-** Fields in the address section may be **required** or **conditional** based on destination of shipment.
  - Address-** Provide the Company’s address including street, city and country. **Required** for all shipments.
  - State-** Report appropriate state. **Conditional field.** Only required for U.S. and Mexican consignees.
  - Postal Code** – **Conditional field.** A Postal Code is only required for shipments between the U.S. and Puerto Rico.

**AESDirect: Shipment Editor: EEI: Ultimate Consignee**

**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: Ultimate Consignee** [Title]

**Company Information**

♦ **Company Name**  Select from Profiles

**Sold En Route**

**Contact Information**

● **Contact Name (First and Last)**

● **Phone Number**

**Company Address**

♦ **Address Line 1**

● **Address Line 2**

♦ **City**

■ **State (L)**  Lookup

♦ **Country**

■ **Postal Code**

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### Ultimate Consignee Section

## Add a Commodity Line

Highlight “Add Commodity Line”. Click “**Edit Section**”. Complete each field as required.

### Filling in the Fields



- Schedule B or HTS Number – Both Schedule B and HTS commodity classification codes can be reported in *AESDirect*. Some HTS Numbers are not valid for Export (see “Invalid HTS” link or access the *AESDirect* Codes in the Support Center section of [www.aesdirect.gov](http://www.aesdirect.gov)). Provide the full 10 digits without periods. If you do not have your Schedule B number, use the lookup function to locate. **Conditional field**. Not required if Export Code HH (Personal and household effects and tools of the trade) is selected.
- **Commodity Description**- Provide an appropriate commercial description for the commodity. **Required** for all shipments.
- **Marks and Numbers**- Fill for record-keeping purposes only. This is an optional field.
- **1<sup>st</sup> and 2<sup>nd</sup> Quantity**- Report the total quantity of the commodity being exported per commodity code classification. Report in the unit of measure as required by the system. **Conditional field**. Not required if Export Code HH (Personal and household effects and tools of the trade) is selected. Exporters must comply with specific quantities issued by governmental agencies.
- **Unit for 1<sup>st</sup> and 2<sup>nd</sup> Quantity**- The Unit of Measure is determined by the Schedule B or HTS number entered. When a valid Schedule B or Harmonized Tariff number is entered, the unit of measure required will automatically populate. Do *not* change the Unit(s) of Measure. **Conditional field**. Not required if Export Code HH (Personal and household effects and tools of the trade) is selected.
  - To determine the correct Unit(s) of Measure, link to the Census Foreign Trade Division website for Schedule B or the International Trade Commission Website for HTS.
- **Value**- Report the value of the goods at the U.S. port of export. The value shall be the selling price of the goods including inland or domestic freight, insurance, and other charges to the U.S. For more details, see Foreign Trade Regulations FTR 30.6 (a)(17). **Required** for all shipments.
- **Gross Weight**- The shipping weight must be reported in kilograms. Include the weight of the commodity and weight of normal packaging. **Required** for all shipments. For more details, see Foreign Trade Regulations FTR 30.6(a)(16).

Quantity, Value, and Weight fields must be entered using whole numbers. Do not use symbols.



- **Export Code-** Select the code that identifies the type or condition of the export transaction being made. **Required** for all shipments.



Export Code drop down Menu

- **Origin of Goods-** Select “domestic” for commodities grown, produced or manufactured in the U.S., including goods with foreign components assembled as a new good in the U.S. Select “foreign” for goods grown, produced or manufactured in foreign countries and upon entering the U.S. have not undergone any change in form or condition. If the commodity classification number is the same, but the origins vary, report foreign goods separately from domestic goods. **Conditional field.** Not required if Export Code HH (Personal and household effects and tools of the trade) is selected.

- **License Type-** Select the appropriate license type for the commodity. **Required** for all shipments. The license type will determine which fields need to be reported.



License Type drop down menu

- **Export License Number-** This would be the license number, permit number or authorization number assigned by the agency issuing the export license. **Conditional field.** Only required for shipments requiring an export license.
- **ECCN- This number is used to identify items on the Commerce Control List (CCL).** **Conditional field;** based on merchandise exported.

A complete 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.cbp.gov/xp/cgov/trade/automated/aes/tech\\_docs/aestir/](http://www.cbp.gov/xp/cgov/trade/automated/aes/tech_docs/aestir/)

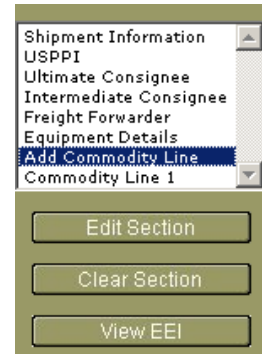
- **Is this commodity a Used Vehicle?** - Any self-propelled vehicle that has been purchased and then re-sold (even if the vehicle is only days old) is considered a used vehicle. **Required** for all shipments.

- **Vehicle Information-** Used vehicle exports require vehicle information to be filled in the EEI. **Conditional fields.** Only complete if you selected ‘yes’ to previous question. A separate commodity line is needed for each used vehicle reported.

## Adding more than one commodity

Separate commodity lines will distinguish merchandise valued over \$2500 or requiring an export license per commodity classification code.

After entering all the required fields for the first commodity; highlight “Add Commodity Line”; click “**Edit Section**”. This will save your first line item and open a new commodity screen. Complete each field as required.

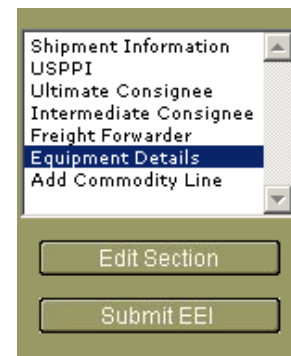


The website allows up to 99 commodity lines per EEI. Any export shipments with more than 99 line items must be filed in more than one shipment.

## Equipment Details

This is an optional section. If a Seal Number is submitted, a corresponding Equipment Number must also be submitted.

Highlight “Equipment Details”. Click “**Edit Section**”.



| EEI: Equipment Details   |                      |                  |                      |
|--------------------------|----------------------|------------------|----------------------|
| This section is optional |                      |                  |                      |
| • Equipment Number 1     | <input type="text"/> | • Seal Number 1  | <input type="text"/> |
| • Equipment Number 2     | <input type="text"/> | • Seal Number 2  | <input type="text"/> |
| • Equipment Number 3     | <input type="text"/> | • Seal Number 3  | <input type="text"/> |
| • Equipment Number 4     | <input type="text"/> | • Seal Number 4  | <input type="text"/> |
| • Equipment Number 5     | <input type="text"/> | • Seal Number 5  | <input type="text"/> |
| • Equipment Number 6     | <input type="text"/> | • Seal Number 6  | <input type="text"/> |
| • Equipment Number 7     | <input type="text"/> | • Seal Number 7  | <input type="text"/> |
| • Equipment Number 8     | <input type="text"/> | • Seal Number 8  | <input type="text"/> |
| • Equipment Number 9     | <input type="text"/> | • Seal Number 9  | <input type="text"/> |
| • Equipment Number 10    | <input type="text"/> | • Seal Number 10 | <input type="text"/> |
| • Equipment Number 11    | <input type="text"/> | • Seal Number 11 | <input type="text"/> |
| • Equipment Number 12    | <input type="text"/> | • Seal Number 12 | <input type="text"/> |
| • Equipment Number 13    | <input type="text"/> | • Seal Number 13 | <input type="text"/> |
| • Equipment Number 14    | <input type="text"/> | • Seal Number 14 | <input type="text"/> |
| • Equipment Number 15    | <input type="text"/> | • Seal Number 15 | <input type="text"/> |
| • Equipment Number 16    | <input type="text"/> | • Seal Number 16 | <input type="text"/> |
| • Equipment Number 17    | <input type="text"/> | • Seal Number 17 | <input type="text"/> |
| • Equipment Number 18    | <input type="text"/> | • Seal Number 18 | <input type="text"/> |
| • Equipment Number 19    | <input type="text"/> | • Seal Number 19 | <input type="text"/> |

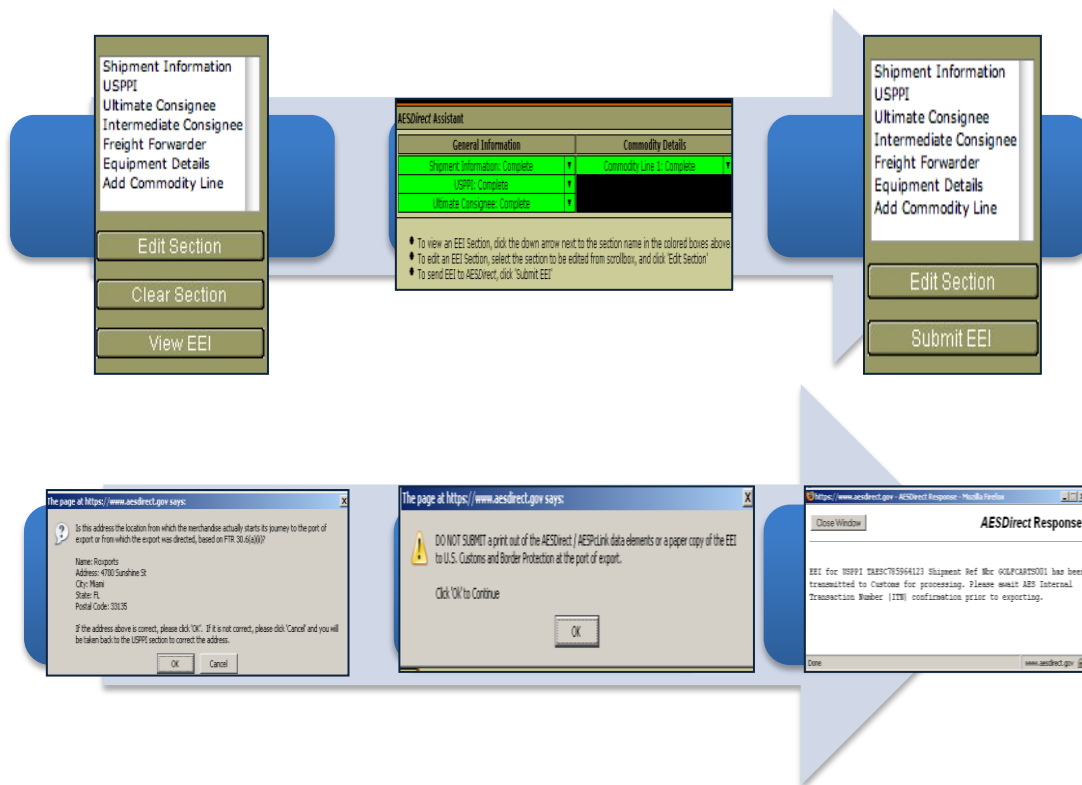
Equipment Details Section

## Send Shipment to AES

**Make sure all pop-up blockers are turned off. If pop-blockers are not disabled, the shipment will not be properly transmitted.**

When a shipment is complete, it must be sent to AES for processing. You must receive a valid Internal Transaction Number (ITN) prior to exporting. Provide this confirmation on your loading documents. See “AES Proof of Filing Citations” section for more details.

1. Once all required sections are complete, click “**View EEI**” on the left side of the screen.
2. In the “Shipment Viewer” Screen, verify that all section bars located at the top of the screen appear in **GREEN**. If **YELLOW**, the section is missing some required information. If **RED**, the section is required but has not been started yet.
3. Click “**Submit EEI**” on the left side of the screen.
4. Verify the USPPI address. If correct, click “**OK**”. Acknowledge that you will not submit a paper copy of the EEI to U.S. Customs and Border Protection (CBP), click “**OK**”. If any information does not pass the *AESDirect* edits, an error message will appear prior to sending your shipment to AES. Correct any errors and restart the Send Shipment procedure.
5. When a shipment is submitted successfully, a pop-up message will indicate that the shipment has been transmitted to CBP for processing. **If this message is not received, the shipment *has not* been submitted.** Verify pop-up blocker settings.



# Shipment Manager

## What you can do with the Shipment Manager!

|                          |  |
|--------------------------|--|
| Search for Shipments     | Save frequently used searches                |
| Export to a spreadsheet  | View detailed AES response messages          |
| Sort search results      | Filter your search                           |
| Preview shipment details | Retrieve, Delete, Print and Save as Template |

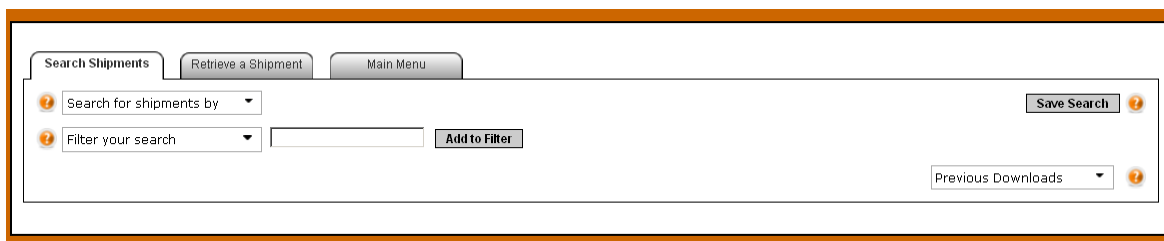
## Access the Shipment Manager

Manage your filings, improve your export filing compliance and learn how to make the most of your AESDirect account!

To access the Shipment Manager, click on the “Shipment Manager” link from the Main Menu. Once there, the screen below will appear.



Main Menu



Shipment Manager Home

## Search for

Searching for your company’s shipments can be done for the past five years of EEI transmitted. You can only search for a three-month period at once. You can search for shipments by entering the AES ITN or by entering the Shipment Reference Number. You also have the option to display all EEI that was either **filed or edited** during that day, the day before, or within the past 7 days of the current date. This is the same for searches by the **date of export**.

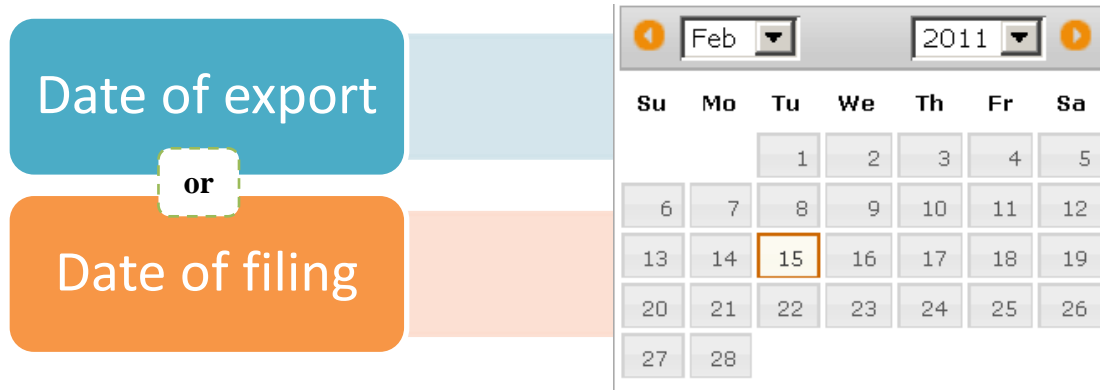
## Shipments



Search Function

## Search by Date

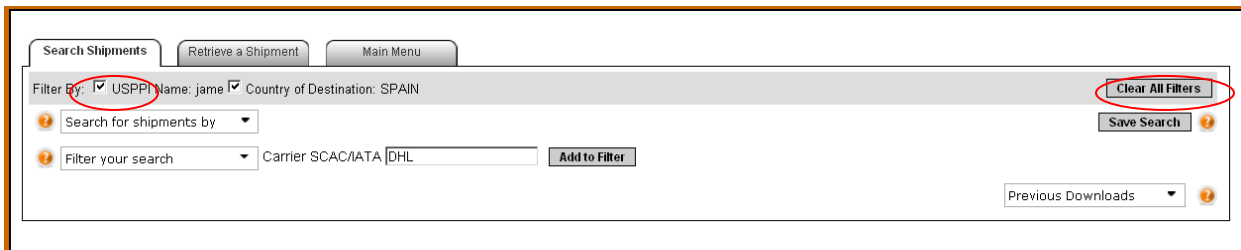
If you prefer to search by specific criteria such as **License Type, Username, Carrier SCAC/IATA**, etc.), you must enter a timeframe to search by. Searches can be done by date of export for the shipment or by the date the shipment was filed.



Once you click Search, the output will generate the list of shipments that match the date range entered. There, you can preview details of the shipments before retrieving. You will see an example of that in pg. 22. If your search generates too many results, it may be easier to filter your search.

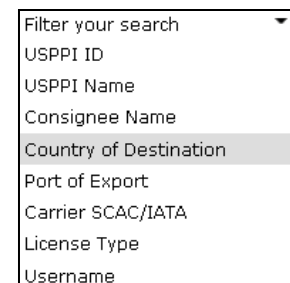
## Filter your Search

- 1) Select the Search criteria you are looking for. You can select more than one filter criteria by selecting another search criteria and selecting "Add to Filter". You can unselect a field by using the checkboxes on the top of your search.



### Search Function

- 2) If you want to remove all the filters, maintaining the dates already selected, use the "Clear All Filters" icon.
- 3) To look for a shipment, select what you wish to search by from the "Search for Shipments by" drop down menu. You can search by single criteria or you can filter your search to be more specific if you have more than one criteria shown to the right.



### Filter search by

## Tabs

Once the search output has been generated, you can organize your results. You are able to filter EEI based on the **current AES Status** for each EEI. The status can be organized by: All Shipments; Accepted shipments; Shipments with Compliance Alerts, Verify Alerts, Warning Messages, or Informational messages; Rejected or Update Rejected Shipments; Cancelled Shipments, Cancelled Submitted or Rejected; Submitted Shipments (but not yet processed by AES); Update Submitted, and Cancel Submitted.

To do so, click on the tab for the shipments you would like to view.



Tabs in Search Results

## Show More/Show Less Shipment Details

By default, the Shipment Manager will provide search results with the **Shipment Reference Number, Status of the Shipment, the AES ITN, the Date of Filing and the Date of Export**. If you want to see more details, click on the “Show More Shipment Details” link.

Show More Shipment Details »

By clicking on the “Show More Shipment Details” link, you will be able to preview other details of your shipment without having to retrieve the shipment. The additional details shown by enabling “More details” are: **USPPI Name, USPPI ID, Consignee Name and Country of Destination**.

If you want to return to the default output of the Search Results, you can click on the “Show Less Shipment Details” link.

« Show Less Shipment Details

## Results per Page

By default the Shipment Manager will generate search results showing 10 EEI records per page. If you want to see more EEI in each page, select the amount of records from the “records per page” dropdown menu.

10 records per page ▼

## Sort Search Results

You can sort the output by clicking on the triangle of any of the columns. The **triangle in orange** will identify which column is sorted.



Status ▼

## Magnifying Glass Preview

The search results will display a broad summary for each of the returned EEI. If this summary is not enough to identify your shipment, you can display additional shipment details in your screen. Simply expand the output with the Magnifying Glass icon found next to the Shipment Reference Number.

The following additional details will be provided:

- Port of Export
- Port of Unlading
- USPPI Address
- Consignee Address
- Username that created shipment
- Username that updated shipment


| Shipment Reference Number  | Status                          | AES ITN   | Date of Filing       | Date of Export |
|--|---------------------------------|---|----------------------|----------------|
| I want to ...  022311 | Accepted                        |  X20110223000003 | 02/23/2011           | 02/23/2011     |
| <b>Additional Details:</b>   |                                 |   |                      |                |
| Port of Export   | MIAMI,FL                        | Created By  | ejgauthier           |                |
| Port of Unlading   | SAN JUAN,PR                     | Updated By  |                      |                |
| USPPI ID   | 56935499800 (E)                 | Country of Destination  | PUERTO RICO          |                |
| USPPI Name   | ABC CORPORATION                 | Consignee Name  | IRAN CORPORATION     |                |
| USPPI Address  | SUITLAND RD,WASHINGTON,DC,20024 | Consignee Address   | 123 STREET,TEHRAN,IR |                |

### Additional Details

You can close the additional details preview by clicking on the red “X” found next to the “Additional Details” title bar.

## Shipment Status - View Detailed AES Response Messages

- 1) Click on Status box that states the current AES status of the EEI to display the detailed AES response message.

| All Shipments  |   |   |                |                |                       |                 |                              |                            |                     |
|--|---|---|----------------|----------------|-----------------------|-----------------|------------------------------|----------------------------|---------------------|
| Accepted (27)  |   | Rejected (9)  |                | Submitted (1)  |                       | Print           |                              | Download                   |                     |
| 1  | 2   | 3   | 4              | Next           | Go to Page:           | Go              | « Show Less Shipment Details |                            | 10 records per page |
| Shipment Reference Number  | Status  | AES ITN   | Date of Filing | Date of Export | USPPI Name            | USPPI ID        | Consignee Name               | Country of Destination     |                     |
| I want to ...  0112301  | Accepted  |  X20110209000145 | 02/09/2011     | 02/09/2011     | PETES PIGS            | 56935499800 (E) | BACON FACTORY                | MEXICO                     |                     |
| I want to ...  01168501 | Accepted/Verify  | X20110209000147   | 02/09/2011     | 02/09/2011     | AMERICAN CORN COMPANY | 56239966100 (E) | HANS FOOD COMPANY            | PEOPLE'S REPUBLIC OF CHINA |                     |
| <b>Submission Type</b>   |   |   |                |                |                       |                 |                              |                            |                     |
| <b>Response Date</b>   |   |   |                |                |                       |                 |                              |                            |                     |
| <b>Status</b>  |   |   |                |                |                       |                 |                              |                            |                     |
| <b>Severity</b>  |   |   |                |                |                       |                 |                              |                            |                     |
| <b>Code</b>  |   |   |                |                |                       |                 |                              |                            |                     |
| <b>Narative</b>  |   |   |                |                |                       |                 |                              |                            |                     |
| 972 SHIPMENT ADDED; MUST VERIFY  |   |   |                |                |                       |                 |                              |                            |                     |
| Add 02/09/2011 15:41:46 Accepted Verify  |   |   |                |                |                       |                 |                              |                            |                     |
| 8L1 VALUE/QUANTITY 1 OUT OF RANGE - LOW Commodity Line 0002  |   |   |                |                |                       |                 |                              |                            |                     |
| 8W1 SHPING WGT/QUANTITY 1 OUT OF RANGE Commodity Line 0001   |   |   |                |                |                       |                 |                              |                            |                     |
| 8H1 VALUE/QUANTITY 1 OUT OF RANGE - HIGH Commodity Line 0001   |   |   |                |                |                       |                 |                              |                            |                     |

### AES Responses

- 2) Click on each narrative to find out what caused the message and how to correct it (if necessary).

| Submission Type | Response Date       | Status   | Severity | Code | Narrative  |
|-----------------|---------------------|----------|----------|------|--|
| Add             | 01/31/2011 14:07:58 | Rejected | Fatal    | 624  | SHIPMENT REJECTED; RESOLVE & RETRANSMIT<br>SCHED B/HTS NBR OUTDATED-CANNOT BE USED |

| 624 - SCHED B/HTS NBR OUTDATED-CANNOT BE USED |   |
|---|---|
| <b>What causes this message:</b>              | The Schedule B/HTS Number declared is no longer valid in AES.   |
| <b>How to resolve this message:</b>           | The Schedule B/HTS Number declared on an EEI cannot be outdated. An active Schedule B/HTS Number must be reported when adding or replacing a commodity line item. AES compares the Departure Date to the Beginning and End date of each Schedule B/HTS Number. Retrieve shipment, correct the Schedule B/HTS Number, correct and resubmit. For help obtaining a Schedule B Number, go to: <a href="http://uscensus.prod.3ceonline.com">http://uscensus.prod.3ceonline.com</a> |

Detail in AES Responses

## Manage Shipments – “I want to...”

After you conduct your search, it's easy to manage your shipments. A convenient drop down menu that says: "I want to..." will be available on the far left side of the search results. It will allow you to **retrieve**, **delete**, **print** or even **save** a selected shipment as a **template**.

|                           | Shipment Reference Number | Status                | AES ITN         | Date of Filing | Date of Export |
|---------------------------|---------------------------|-----------------------|-----------------|----------------|----------------|
| I want to ...<br>Retrieve | 030211A                   | Accepted              | X20110302000053 | 03/02/2011     | 03/03/2011     |
| Delete                    | 030311BISTEST             | Accepted/Verify       | X20110303000091 | 03/03/2011     | 03/03/2011     |
| Print                     | 030311STATETEST           | Accepted/Verify       | X20110303000087 | 03/03/2011     | 03/03/2011     |
| Save as a Template        | 65454/54                  | Accepted              | X20110223000064 | 02/23/2011     | 03/03/2011     |
| I want to ...             | ABC321                    | Update Rejected/Fatal |                 | 03/04/2011     | 03/05/2011     |
| I want to ...             | ABC3210                   | Rejected/Fatal        |                 | 03/04/2011     | 03/05/2011     |

“I want to...” Menu

The menu is available for each shipment. Shipments that show a current shipment status of “Rejected” cannot be deleted.

## Print Search Results

To print a summary of the search results seen on screen, use the Print icon located on the right part of your screen, just above the search results.



This will format your search results into a printable document for your records.



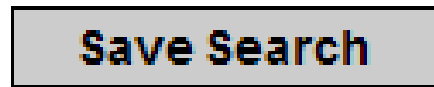
| Search Criteria                                 |                 |                         |                |                |
|---|-----------------|-------------------------|----------------|----------------|
| License Type: NA                                |                 | Status: All             |                |                |
| Date of Filing: From: 02/01/2011 To: 03/03/2011 |                 | Total Pages: 6          |                |                |
|   |                 | Number of Shipments: 58 |                |                |
|   |                 | Current Page: 1         |                |                |
|   |                 | Records Per Page: 10    |                |                |
| Shipment Reference Number                       | Status          | AES ITN                 | Date of Filing | Date of Export |
| 0112301   | Accepted        | X20110209000145         | 02/09/2011     | 02/09/2011     |
| 01168501  | Accepted/Verify | X20110209000147         | 02/09/2011     | 02/09/2011     |
| 012345  | Rejected/Fatal  | X20010817000043         | 02/09/2011     | 02/11/2011     |
| 0132210   | Accepted        | X20110209000146         | 02/09/2011     | 02/09/2011     |
| 020811AIR                                       | Rejected/Fatal  |                         | 02/08/2011     | 02/08/2011     |
| 020811RAIL                                      | Rejected/Fatal  |                         | 02/08/2011     | 02/08/2011     |
| 020811ROAD                                      | Rejected/Fatal  |                         | 02/08/2011     | 02/08/2011     |
| 020911A   | Accepted        | X20110209000121         | 02/09/2011     | 02/12/2011     |
| 022311  | Accepted        | X20110223000003         | 02/23/2011     | 02/23/2011     |
| 030211A   | Accepted        | X20110302000053         | 03/02/2011     | 03/03/2011     |

Example of Print Page

## Save Frequently Used Searches

You can save the type of search queries you conduct the most. For example, if weekly you search for all the shipments filed by a particular person within your company, you can save this "frequent search query". Search for the week and filter by username. After the search results are generated, use the "Save Search" icon for the program to save up to 5 favorite searches for future visits. You will be able to save frequent searches within your username to eliminate rekeying of frequently used search criteria.

- 1) Click on the "Save Search" Icon on the top right of your screen.



- 2) Just give the search template a name that helps you identify it.

Save Search

Search Name:

- 3) Next time you want to search for a shipment, simply select the search you want to use.

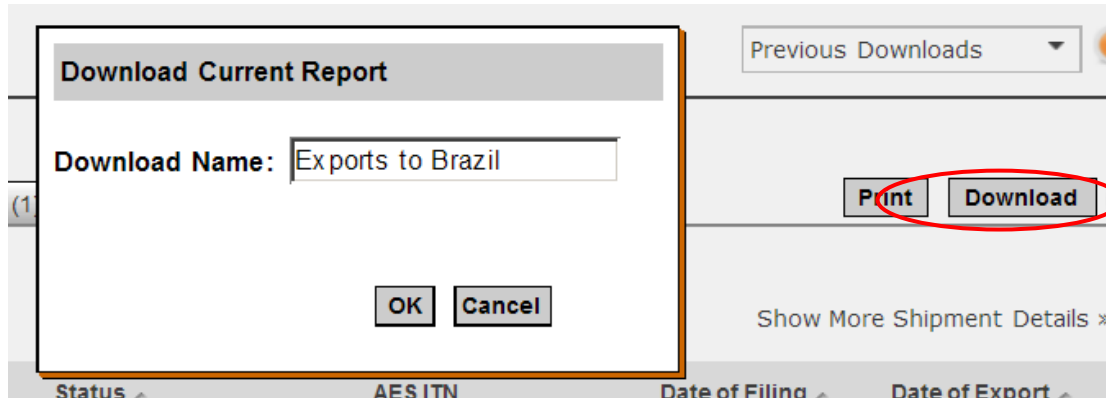


To delete a "Saved Search", click on the red "X" next to the Saved search name.

## Export to a Spreadsheet File

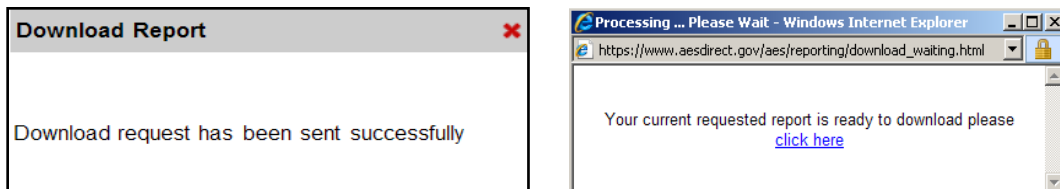
You can export search outputs into a spreadsheet format. This serves as a tool to assist your company achieve full compliance. All the criteria displayed on your screen will be exported to the spreadsheet.

- 1) Click on the “Download” Icon on your screen. Enter a name for the current report. You will later use this name to track past reports.

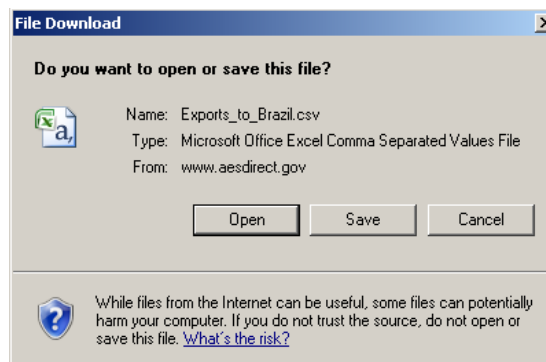


Exporting a Report to Spreadsheet

- 2) You will receive a pop-up indicating the report is being processed. A second pop-up will indicate your report is ready for download.



- 3) A third pop up will ask you if you wish to open or save the report.



- Open file in your preferred csv. format. See next an example of the file opened with Microsoft Excel 2007.

|    | A  | B        | C              | D              | E              | F                 | G             | H           | I                     | J          | K          | L                      | M                       | N |
|----|--|----------|----------------|----------------|----------------|-------------------|---------------|-------------|-----------------------|------------|------------|------------------------|-------------------------|---|
| 1  | Shipment Report  |          |                |                |                |                   |               |             |                       |            |            |                        |                         |   |
| 2  | Created on 02/09/2011 08:32                            |          |                |                |                |                   |               |             |                       |            |            |                        |                         |   |
| 3  | Search by: Date of Filing from 02/03/2011 to 2/10/2011 |          |                |                |                |                   |               |             |                       |            |            |                        |                         |   |
| 4  |  |          |                |                |                |                   |               |             |                       |            |            |                        |                         |   |
| 5  | Shipment Status  | AES ITN  | Date of Filing | Date of Export | USPPI Name     | USPPI IC          | USPPI ID Type | Address1    | Adc City              | State      | Postal Coc | Consignee Name         |                         |   |
| 6  | 020811AIR  | Rejected | 2/8/2011 8:16  | 2/8/2011       | EMPRESAS CENSO | 1E+11             | E             | SUITLAND RD | WASHINGTON            | DC         | 20024      | COMPANIA ESPANOLA DE P |                         |   |
| 7  | 020811RAI  | Rejected | 2/8/2011 8:17  | 2/8/2011       | EMPRESAS CENSO | 1E+11             | E             | SUITLAND RD | WASHINGTON            | DC         | 20024      | COMPANIA ESPANOLA DE P |                         |   |
| 8  | 020811RO   | Rejected | 2/8/2011 8:18  | 2/8/2011       | EMPRESAS CENSO | 1E+11             | E             | SUITLAND RD | WASHINGTON            | DC         | 20024      | COMPANIA ESPANOLA DE P |                         |   |
| 9  | AESMANU  | Accepted | X20110204      | 2/4/2011 12:02 | 2/3/2011       | BOB SHIPPING LINE | 2E+10         | E           | 4600 SILVER HILL ROAD | WASHINGTON | DC         | 20233                  | SPANISH CONQUEST DELIVE |   |
| 10 | BALTO020   | Accepted | X20110207      | 2/7/2011 13:23 | 2/28/2011      | 123 COMPANYY      | 1E+10         | E           | ONE PROFITABLE PLACE  | SUITLAND   | MD         | 20746                  | XYZ COMPANYY            |   |
| 11 |  |          |                |                |                |                   |               |             |                       |            |            |                        |                         |   |

Example of Spreadsheet

## Search for Previous Downloads

If you had previously created a report and want to refer back to it, you can. The Shipment Manager allows you to search for past reports.



## Retrieve a Shipment

Previously filed shipments can be retrieved by entering the Shipment Reference Number (SRN) and the USPPI ID or, if the EEI was accepted, by entering the Internal Transaction Number (ITN). You will be taken into the “Shipment Viewer” from your account once the shipment is retrieved.

- From the “Retrieve a Shipment” tab, you have the option of retrieving by ITN or by entering the Shipment Reference Number and the USPPI ID number.
- After entering the SRN/USPPI ID or ITN, click “OK”.

Search Shipments
**Retrieve a Shipment**
Main Menu

Shipment Reference Number:

USPPI ID:  OR AESITN:

If you decide to retrieve the shipment from this tab, you will **not** pull up the Status of your shipment and you will not be asked if you want to save as a template, print or retrieve the shipment. If you choose to retrieve the shipment from this page, the system will pull up your shipment in the Shipment Viewer to allow for changes or edits. If you want to see details regarding your shipment before pulling it up entirely, use the "Search Shipments" tab.

Retrieve a Shipment from the Shipment Manager

## Help Icon



If you forget what some of the features are for the Shipment Manager, simply click on the Question Mark icon found throughout the application. This will give you hints on what each function is about.

## Retrieve, Amend/Correct, Print, and Delete a Shipment

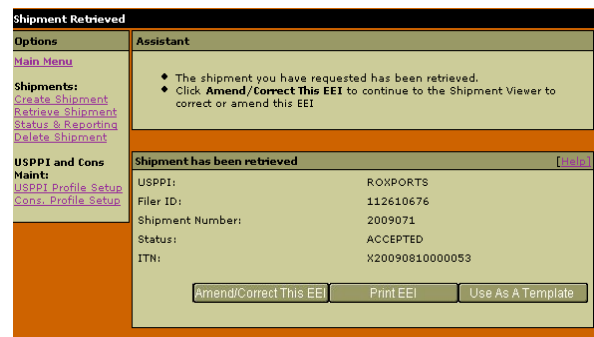
Previously filed shipments can be retrieved by entering the Shipment Reference Number (SRN) and the USPPI ID or, if the EEI was accepted, by entering the Internal Transaction Number (ITN). Once the shipment is retrieved, the options of verifying, printing or using the shipment as a template become available.

### Retrieve a Shipment

1. From the Main Menu under the “Shipments” section, click “**Retrieve Existing Shipment**”.
2. Click “**Retrieve Shipments**” tab to retrieve by SRN/USPPI ID or “**Retrieve Shipments by ITN**” tab to retrieve the shipment by ITN.
3. After entering the SRN/USPPI ID or ITN, click “**Retrieve Shipment**”.



Shipment Reporting Center Screen



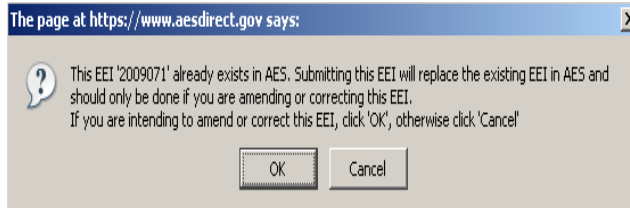
Shipment has been retrieved

### Amend/Correct a Shipment

Information pertinent to an EEI may change during export process. When information regarding an export transaction changes, it must be updated in the EEI. *AESDirect* provides the option of replacing existing shipments with new information without changing the ITN that was originally received.

1. From the Main Menu, under the “Shipments” section, select “Retrieve Existing Shipment”.
2. If updates are needed, click “Amend/Correct This EEI”.
  - a. Highlight the section that needs correction, click “Edit Section”.
  - b. Make the corrections, click “View EEI”.
  - c. Click “Submit EEI” to send to AES for processing.

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**.



**You will receive a warning if the shipment you are submitting already exists. If your intent is to replace the shipment select “OK”.**



**Another confirmation message will appear to ensure that you would like to correct information to the existing shipment.**

## Print a Shipment

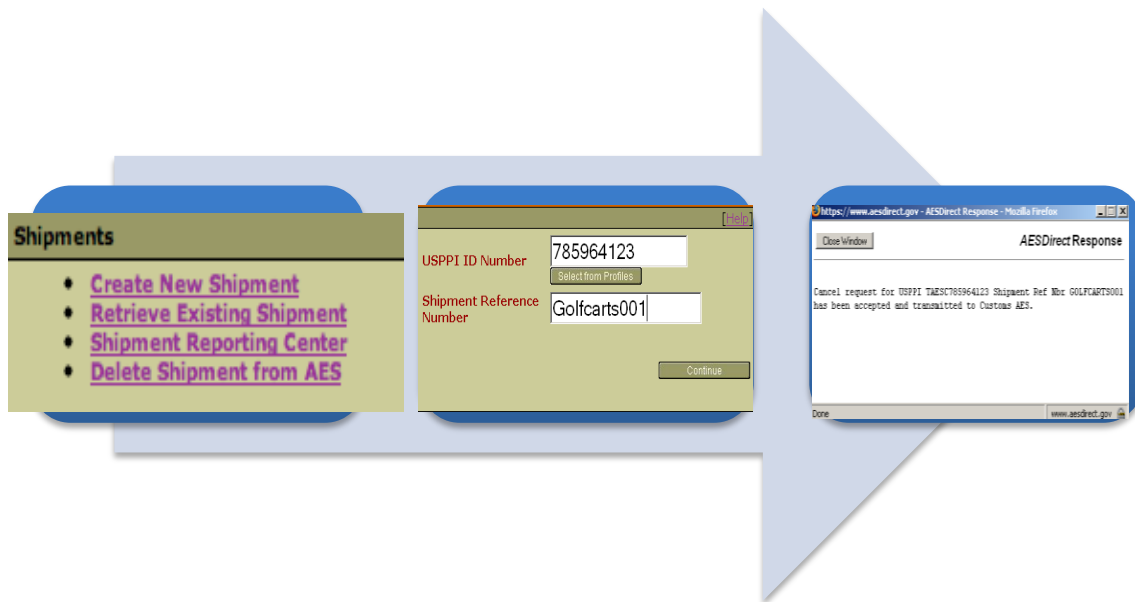
1. Retrieve Existing Shipment (see “Retrieve a Shipment” instructions)
2. Click “Print EEI” to Print Shipment.

Only print the shipment for your records. Do not to submit a paper copy to U.S. Customs and Border Protection, as it would be a violation to the Foreign Trade Regulations.

| Shipment Information      |   |                            |       |           |          |        | USPPI              |   |  |  |
|---------------------------|---|----------------------------|-------|-----------|----------|--------|--------------------|---|--|--|
| Filer ID                  | 112610676                               |                            |       |           |          |        | Name               | ROXPORTS  |  |  |
| Shipment Reference Number | GOLF028TE001                            |                            |       |           |          |        | ID Number          | 785984123 (EIN)   |  |  |
| ITN                       | X20081009000004                         |                            |       |           |          |        | Contact            | ROSANNA TORRES  |  |  |
| Current Date/Time         | Tue Oct 28 14:59:37 2009 EDT            |                            |       |           |          |        | Phone              | 3017632513  |  |  |
| Departure Date            | 10/15/09                                |                            |       |           |          |        | Cargo Origin       | 4700 SUNSHINE ST<br>MIAMI, FL 33135                             |  |  |
| Origin State              | FLORIDA (FL)                            |                            |       |           |          |        | Ultimate Consignee |   |  |  |
| Country of Dest.          | JAPAN (JP)                              |                            |       |           |          |        | Name               | ZAOS GOLFER   |  |  |
| Export Port               | MIAMI INTL. AIRPORT,MIAMI,FL (5206)     |                            |       |           |          |        | Contact            | JIM   |  |  |
| Mode of Transportation    | Air (40)                                |                            |       |           |          |        | Phone              | TURNER  |  |  |
| Carrier SCAC/IATA         | AMERICAN AIRLINES (AMERICAN EAGLE) (AA) |                            |       |           |          |        | Address            | CHERRY BLOSSOM ST<br>OKINAWA, JP                                |  |  |
| Conveyance Name           | AMERICAN AIRLINES                       |                            |       |           |          |        | Freight Forwarder  |   |  |  |
| Routed Transaction?       | No                                      |                            |       |           |          |        | Name               | CENSUS AES DIRECT   |  |  |
| Related Companies?        | No                                      |                            |       |           |          |        | ID Number          | 112610676 (EIN)   |  |  |
| Hazardous?                | No                                      |                            |       |           |          |        | Contact            | KEITH JONES   |  |  |
|                           |   |                            |       |           |          |        | Phone              | 301-7636939   |  |  |
|                           |   |                            |       |           |          |        | Address            | 4600 SILVER HILL ROAD<br>ROOM 6K02BF<br>WASHINGTON, DC 20233 US |  |  |
| Commodities               |   |                            |       |           |          |        |                    |   |  |  |
| Item                      | EIC                                     | Schedule B/HTS/Description | Qty   | Gross Wt. | Value    | Origin | License            | Vehicle   |  |  |
| 1                         | OS                                      | 8703105030<br>GOLF CARTS   | 10 NO | 8000 KG   | \$ 50100 | D      | C33                | No  |  |  |

## Delete a Shipment

1. From the Main Menu, under “Shipments” section, click “**Delete Shipment from AES**”
2. Enter USPPI ID Number and Shipment Reference Number
3. Click “**Continue**”. This will send a message to delete the shipment from AES. Do not delete twice; this action will generate a Fatal Error.



Process Flow of Deleting a Shipment

## Template Manager

Templates of recurring shipments may be created in *AESDirect*. This feature will save time for frequent shipments from the same USPPI to the same Ultimate Consignee. All fields will be saved except: Shipment Reference Number, Transportation Reference Number, Origin State, Departure Date, 1<sup>st</sup> and 2<sup>nd</sup> Quantity, Value, and Gross Weight. There is also an option of creating templates from previously submitted shipments (see Retrieve a Shipment section). All users have access to templates associated with their company's account. As many as 100 templates can be stored per account.

To access the Template Manager, click "Manage Templates from the *AESDirect* Main Menu. All 100 templates are stored and displayed here.

Templates may be **sorted** by clicking on the triangle beside the desired sort field according to:

- Name
- Description
- USPPI Name
- USPPI ID
- Consignee
- Date created
- Date updated

Templates can also be **searched** for by a variety of criteria, including:

- Name
- Description
- USPPI Name
- USPPI ID
- Consignee Name

**AESDirect: Manage Templates**

Show All  Number of Records Per Page: 10 Found:136

|   | USPPI                 | USPPI ID  | Consignee                      | Created    | Updated    |
|---|-----------------------|-----------|--------------------------------|------------|------------|
| <a href="#">KOREA</a> [H] PAINT ROLLERS         | TEST COMPANY          | 571154179 | CONSIGNEE TEST COMPANY         | 06/16/2009 | 07/28/2009 |
| <a href="#">KOREAPAINT</a> [H] PAINT ROLLERS    | ABUTHAN INDUSTRIES    | 579154179 | CONSIGNEE TEST COMPANY1        | 06/16/2009 | 06/22/2009 |
| <a href="#">PAINT</a> [H] PAINT ROLLERS         | SILVER SPRING COMPANY | 579154172 | SEOUL SYSTEMS COMPANY          | 06/16/2009 | 06/16/2009 |
| <a href="#">PAINT2</a> [H] PAINT ROLLERS        | TEST COMPANY          | 571154188 | TEST CONSIGNEE COMPANY         | 06/16/2009 | 06/16/2009 |
| <a href="#">PAINTROLL</a> [H] 032007            | USPPI COMPANY         | 579154145 | CONSIGNEE COMPANY              | 06/16/2009 | 06/16/2009 |
| <a href="#">TEST</a> [H] PAINT ROLLERS          | SHIPPING COMPANY      | 579154178 | CONSIGNEE COMPANY              | 06/16/2009 | 06/16/2009 |
| <a href="#">BOOK1</a> [H] FAKE SHIPMENT         |                       |           | MARQUES MAQUINAS E EQUIPAMENTO | 06/16/2009 | 06/16/2009 |
| <a href="#">BRINKSDIA</a> [H] DIAMONDS TEMPLATE | LEVIEV KLG            | 658963214 | TBSS LTD                       | 06/16/2009 | 06/16/2009 |
| <a href="#">GOTERPS</a> [H] BASKETBALL STUFF    | STRAWBERRY'S SHIRTS   | 133322222 | MIKE JONES BASKETBALLS         | 06/16/2009 | 06/16/2009 |
|   |                       |           | GERMAN                         |            |            |

## Manage Your Templates: Copy, Rename and Delete

**Find out information stored in your templates before uploading with new [+] add-on feature in the Template Manager.**

**Copy, Update and Delete Functions**

| Name       | Description   | USPPI            | USPPI ID  | Consignee         | Created    | Updated    |
|------------|---------------|------------------|-----------|-------------------|------------|------------|
| TEST       | PAINT ROLLERS | SHIPPING COMPANY | 579154178 | CONSIGNEE COMPANY | 06/16/2009 | 06/16/2009 |
| PENTESTPHX | PENTESTPHX    | WOODENS EXPORTS  | 987456123 | ABC COMPANY (MX)  | 06/16/2009 | 06/16/2009 |

**Template Manager**

The Template Manager has the capacity to show a preview of the information stored on each template before loading. To use this feature, click on the **[+]** beside the template name. The “Copy”, “Rename” and “Delete” functions will be displayed.



### Copy:

1. To copy a template, click on the “**Duplicate paper**” icon under the template name.
2. Enter a New Template Name and a New Description. Click “**OK**”.  
The New Template will automatically load to the Template Manager.

**Copy Template:**

New Template Name:

New Description:

### Rename:

1. To rename a template, click on the icon with “**A document being updated into a B document**” under the template name.
2. Enter a new Template Name and a New Description. Click “**OK**”
3. The renamed template will automatically load to the Template Manager.

**Rename Template:**

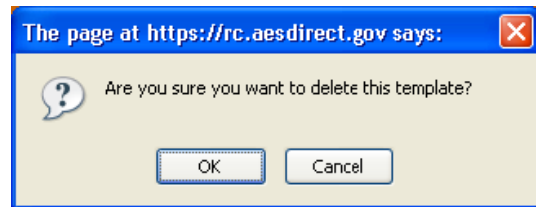
New Template Name:

New Description:



### Delete:

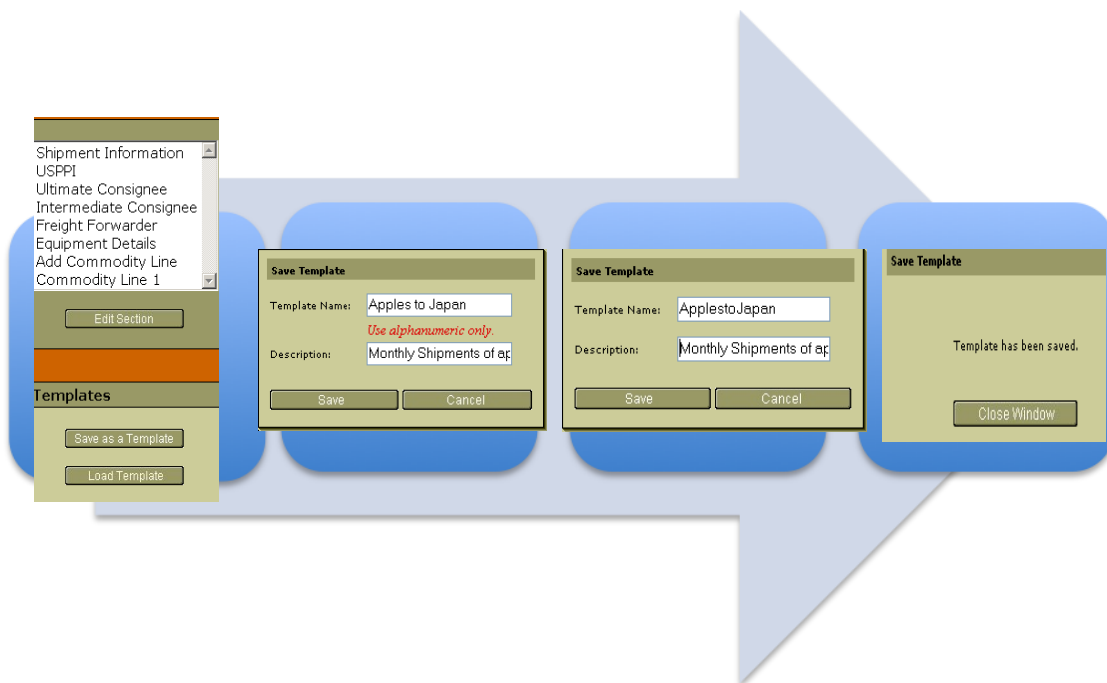
1. To delete a template, click on the [+] sign underneath the Template Name.
2. Click on the “X” under the Template Name.
3. A message will be prompted before deleting the selected template. To delete, click, “**Ok**”.



### Create a New Template

Complete an EEI. Once all desired sections are complete, click “**View EEI**” on the left side of the screen.

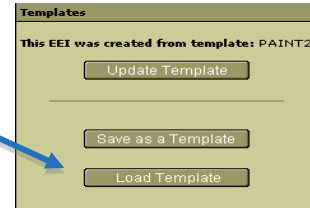
1. In the “Shipment Viewer” screen, click “**Save as a Template**”.
2. Enter a name and description for the template. Use only alphanumeric characters; no spaces are allowed in the template name.
3. Click “**Save**”. A skeleton of the shipment will be saved.



Process Flow of Saving a Shipment

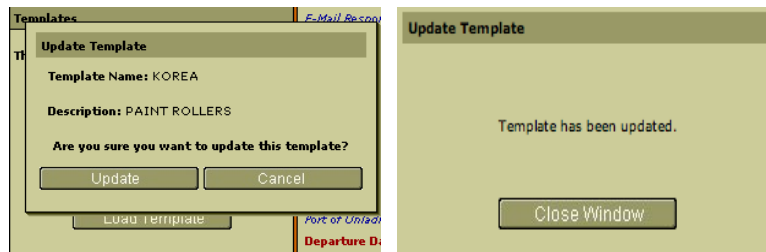
## Load an Existing Template

1. In the “Shipment Viewer” screen, click “**Load Template**”
2. Locate desired template
3. Click the template name to load the template. The “Shipment Viewer” screen indicates the name of the template loaded.
4. Complete the empty fields prior to submitting EEI.



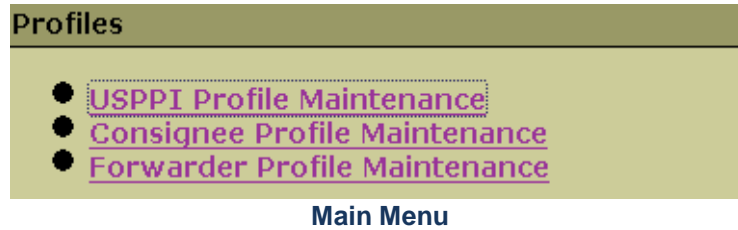
## Update a Template in the Shipment Viewer

1. Load an existing template as instructed above.
2. Make any desired changes to the template.
3. Click “**View EEI**”. Once in the “Shipment Viewer” screen, click “**Update Template**”.
4. A message will be prompted to confirm the Template update. Click “**Update**”.



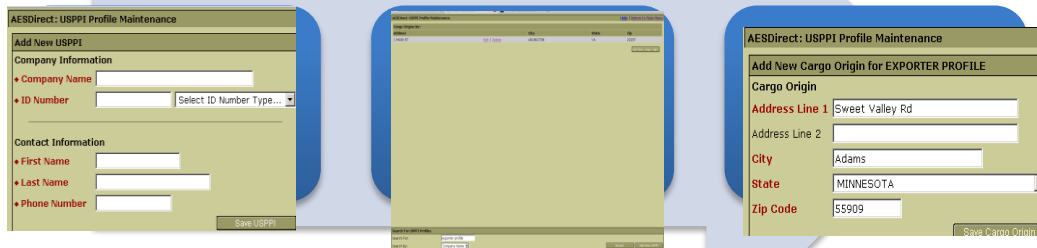
# Profiles

AESDirect provides the benefit of creating profiles of recurring companies for your export transactions. This feature saves time of re entering company information for frequent USPPI, Freight Forwarder and/or Ultimate Consignee profiles.



## Create USPPI Profile

1. On the AESDirect Main Menu, under “Profiles”, click “**USPPI Profile Maintenance**”.
  2. Click “**Add New USPPI**” in the lower right corner.
  3. Enter the required information. Click “**Save USPPI**”.
  4. To add the USPPI address, click “**View Cargo Origins**”.
  5. Click “**Add New Cargo Origin**”.
  6. Enter the Cargo Origin. Click “**Save Cargo Origin**”.
- Once the Cargo Origin has been saved, you will be brought back to Step 5. Add more cargo origins if needed for the specified USPPI.
- To return to the Main Menu, click the link in the upper right corner.
  - To add another new USPPI, click the “**Add New USPPI**” button in the lower right corner in the USPPI Profile Maintenance screen.



Process Flow of Creating a USPPI Profile

## Create Freight Forwarder or Consignee Profile

The process below applies for both Freight Forwarder and Consignee Profiles.

1. On the AESDirect Main Menu, under “Profiles”, click “**Forwarder Profile Maintenance**” or “**Consignee Profile Maintenance**”.
2. Click “**Add New Consignee**” or “**Add New Forwarder**” in the lower right corner.
3. Enter the required information; click “**Save Consignee**” or “**Save Forwarder**”.
4. To return to the Main Menu, click the link in the upper right corner.
5. To add a new forwarder or consignee, click the “**Add New Forwarder**” or “**Add New Consignee**” button in the lower right corner.

Elements needed to create Freight Forwarder and Ultimate Consignee Profiles

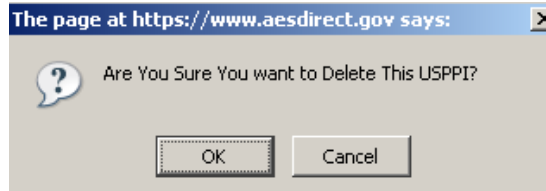
## Editing/Searching All Profiles

1. On the AESDirect Main Menu, under “Profiles”, click “**USPPI Profile Maintenance**”, “**Forwarder Profile Maintenance**” or “**Consignee Profile Maintenance**”.
2. On the lower left corner of the screen, enter the name of profile you wish to edit and click “**Search**”.
3. From the results, locate the profile to change. Click on the “**Edit**” link next to that profile.
4. Make appropriate changes and click “**Save**”.

| Name             | ID # (EIN)      | Contact     | Phone #    |
|------------------|-----------------|-------------|------------|
| EXPORTER PROFILE | 885599460 (EIN) | WESTY ALLEN | 3628915621 |
| EXPORTER PROFILE | 885599460 (EIN) | WESTY ALLEN | 3628915621 |

## Deleting Profiles

1. On the AES*Direct* Main Menu, under “Profiles”, click “**USPPI Profile Maintenance**”, “**Forwarder Profile Maintenance**” or “**Consignee Profile Maintenance**”.
2. On the lower left corner of the screen, enter the name of profile you wish to delete and click “**Search**”.
3. In the results, locate the profile you want to delete. Click on the “**Delete**” link next to the profile. A message will prompt you to confirm the deletion of the profile. Click “Ok”.



## Loading Profiles

1. From the appropriate section in the EEI, click “**Select from Profiles**”. Enter at least 3 characters from the profile Name or ID Number. Click “**Search**”.
2. Click “**Select**” next to the Company profile desired. Choose the appropriate address for your USPPI, click “**Select**”
3. Review the profile; click “**Add to Form**”.

**Search For USPPI Profiles**

Search For: exporter profile  
Search By: Name Search

**USPPIs Matching: "EXPORTER PROFILE"**

|          | Name             | IRS # (Type)    | Contact  |
|----------|------------------|-----------------|----------|
| [Select] | EXPORTER PROFILE | 885599460 (EIN) | JANE DOE |

**Search For USPPI Profiles**

Search For: exporter profile  
Search By: Name Search

**Select Cargo Origin for: EXPORTER PROFILE**

|  | Address   | City      | State | Zip   |
|--|-----------|-----------|-------|-------|
| [Select]                                 | 1 MAIN ST | ARLINGTON | VA    | 22207 |
| [Use An Address That Is Not Listed Here] |           |           |       |       |

**Search For USPPI Profiles**

Search For: exporter profile  
Search By: Name Search

**USPPI and Cargo Origin Details**

|               |                  |
|---------------|------------------|
| Name          | EXPORTER PROFILE |
| ID Number     | 885599460 (EIN)  |
| Contact       | JANE DOE         |
| Contact Phone | 301.555.1212     |
| Address       | 1 MAIN ST        |
| City          | ARLINGTON        |
| State         | VA               |
| Zip           | 22207            |

Add to Form

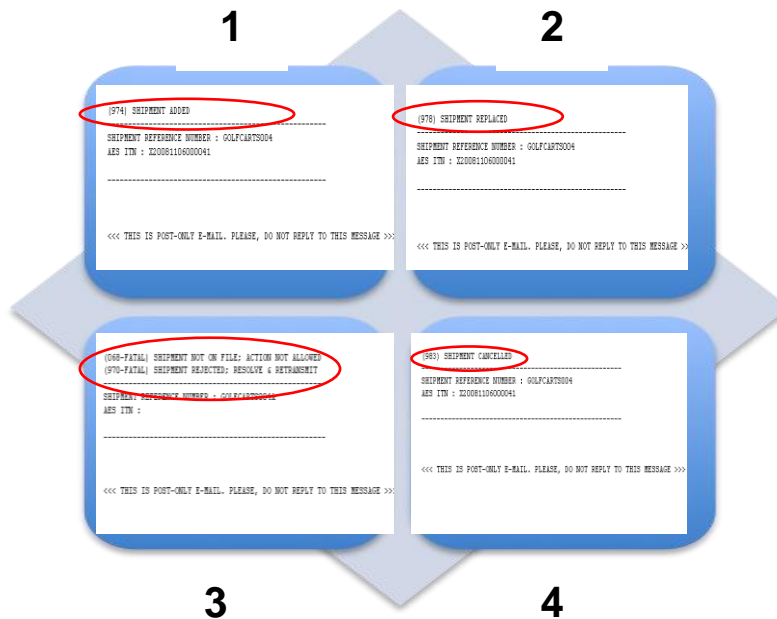
Process Flow to Load Profiles

# AES Responses

Once shipments are processed by the Automated Export System (AES), a response message is generated. It will indicate the status of the shipment. These responses can be viewed from two different locations: **Response E-mail** and the **Shipment Reporting Center** within *AESDirect*.

## Response E-mail

E-mail messages will be sent to the address listed in the Shipment Information section. Messages will indicate if the shipment has been Accepted (1), Replaced (2), Rejected (3), or Deleted (4). Do not depend solely on the e-mail responses to retrieve ITN. Always verify the Shipment Reporting Center for all response messages from AES.



## Shipment Reporting Center

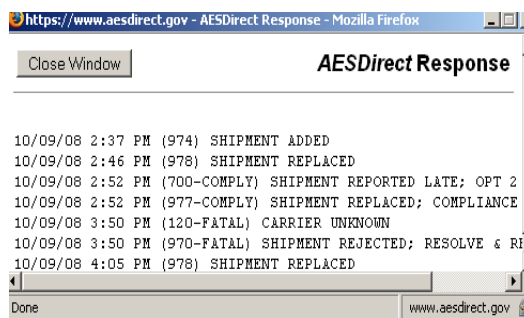
1. On the Main Menu under “Shipments,” click “**Shipment Reporting Center**”. A black screen will appear.
2. There are 3 options currently available (see lower left corner of screenshot):
  - View Responses
  - Retrieve Shipments
  - Retrieve Shipments by ITN



## View Responses

The tab to “View Responses” allows for AES generated responses to be retrieved for shipments sent to AES.

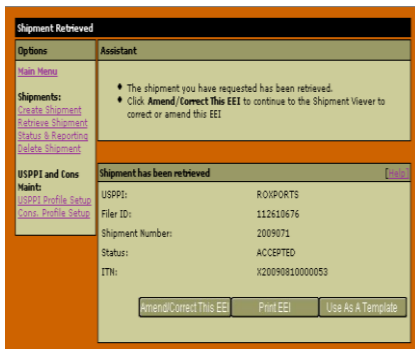
1. From the Shipment Reporting Center, click “**View Responses**” in the lower left hand corner.
2. Enter the USPPI ID number and Shipment Reference Number.
3. Click “**Get Responses**”.
4. The AES Responses messages will appear in a pop-up window.



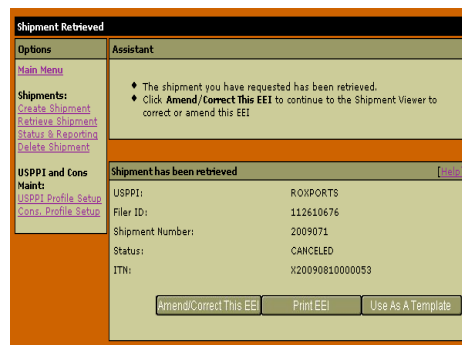
AES Response Window

## Retrieving Shipment Status

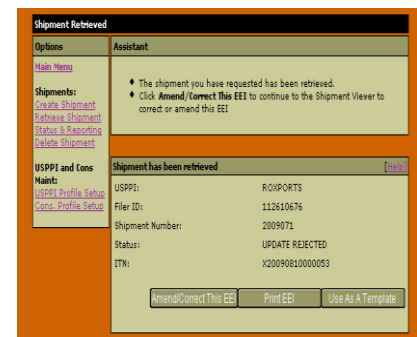
Once a shipment is submitted, its status may be verified by retrieving the shipment (see Retrieve a Shipment). A response will indicate if your shipment has been accepted, rejected, or canceled. The shipments below show examples of different AES Responses.



Example of an accepted shipment. The ITN should be placed on loading documents.



Example of a cancelled shipment. It is retrievable in AESDirect but the ITN and shipment are not active in the AES mainframe.



Example of a rejected shipment. This occurs when an existing shipment with an ITN receives a Fatal Error after an update has been made. Shipment must be corrected and resubmitted.

## ***AES Proof of Filing Citations***

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The **ITN** (Internal Transaction Number) is a confirmation number that serves as proof that a shipment has been accepted by AES. This number is unique for every shipment and must be provided to the U.S. Customs and Border Protection (CBP) at the port of export.

Once an ITN is assigned to the shipment, the shipment is ready for export. The exporter **must** cite the ITN on the first page of the bill of lading, air waybill, and/or other commercial loading documents.

Note: The XTN (Filer ID – Shipment Reference Number) is NOT accepted as an AES Proof of Filing Citation.

### **Predeparture Citations**

- AES ITN
  - Example: AES X20091101000001

### **Postdeparture Citations**

- If Authorized Agent files on behalf of the approved USPPI
  - AESPOST USPPI ID FILER ID Date of Export
  - Example: AESPOST 12345678900 987654321 11/01/2009
- If USPPI files EEI directly to AES
  - AESPOST USPPI ID – Date of Export
  - Example: AESPOST 23456789000 11/01/2009



## ***Additional Resources***

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On the AES*Direct* Homepage, under the “Related Sites” section, you can find useful links to Government Sites and Partner Agency 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.ustreas.gov/offices/enforcement/ofac>

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://pmdtdc.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.

## Technical Support



Call Tech Support for issues with:

- Username and Password
- AESDirect connection
- AESPcLink connection

**Toll Free: 877-715-4433**

Alternative: 301-562-7790

E-mail: [boc-support@tradegate2000.com](mailto:boc-support@tradegate2000.com)

**Live Support:**

M - F: 7 AM - 7 PM, ET

Sat: 9 AM - 3 PM, ET

**Call Back Support:**

Sat: 7 AM to 9 AM & 3 PM - 7 PM, ET

Sun: 7 AM - 7 PM, ET

**Emergency Support:**

Monday through Sunday, 7:00 PM to 7:00 AM, ET

## U.S. Census Bureau

### Automated Export System (AES)

**Toll Free: 800-549-0595- Option 1**

Hours: M – F: 7:30 AM - 5:30 PM, EST

E-mail: [AskAES@census.gov](mailto:AskAES@census.gov)

- AES Filing Problems
- AES Fatal Errors
- AES Monthly Reports
- AESPcLink Workshops
- Filing Post-Departure

### Commodity Classifications

**Toll Free: 800-549-0595- Option 2**

Hours: M – F: 8 AM - 5:30 PM, EST

E-mail: [ftd.scheduleb@census.gov](mailto:ftd.scheduleb@census.gov)

- Schedule B Classification Assistance
- Commodity related reporting issues
- Parameter Change Requests

### Regulations on Filing Export Data

**Toll Free: 800-549-0595- Option 3**

Hours: M – F: 7:30 AM - 6:00 PM, EST

E-mail: [ftdregs@census.gov](mailto:ftdregs@census.gov)

- Clarifying Regulations
- Responsibilities of the Parties in Export Transactions
- Regulation Seminars

### Trade Data

**Toll Free: 800-549-0595- Option 4**

Hours: Monday to Friday, 8 AM - 5:30 PM, EST

E-mail: [ftd.data.dissemination@census.gov](mailto:ftd.data.dissemination@census.gov)

- Questions about U.S. International Trade Statistics
- Help with USA Trade Online
- Trade Data Products and Subscriptions

## Licensing Issues

### United States Munitions List (USML) & Commerce Control List (CCL)

#### 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

Public reporting burden for this collection of information is estimated to average approximately 3 minutes (.05 hour) per transaction for the Automated Export System, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Paperwork Project 0607-0152, U.S. Census Bureau, 4600 Silver Hill Road, Room 3K138, Washington, DC 20233. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0152" as the subject. No agency may conduct and no person may be required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) approval number. The OMB approval number for this information collection is 0607-0152.