

[AESPcLink 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 AESPcLink to access the Main Menu. Select “Create New Shipment” as highlighted below.

File Tools Help

Welcome to AESPcLink

Create New Shipment

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

Automated responses download Enabled

No shipments ready to be sent to AESDirect

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

AESDirect

True Innovation In Export Automation

AESPcLink - Your Desktop Connection to AESDirect

AESPcLink lets you manage your EEI filings locally from your desktop computer. It has been designed as an integrated component of AESDirect.

Using AESPcLink, you can:

- Complete multiple EEI at your own pace, without tying up your phone line or incurring the additional expense of extensive telephone connections.
- Save EEI as templates on your desktop (even if they are incomplete) and never lose any information you have entered.
- Save USPPI, Consignee, and Freight Forwarder profiles as well as EEI templates to eliminate re-keying information for shipments to your regular customers
- Exchange Party Profiles with other systems or other AESPcLink installations
- File your EEI in batches, not one at a time.
- Retrieve, amend, and delete shipments from AESDirect.
- Automatically retrieve AES responses for your EEI filings.
- Access the Shipment Reporting section of AESDirect to review the status of all your EEI filings.

Plus, when you use AESPcLink you have the same guarantee of accuracy of your filings as when you use AESDirect.

FOREIGN TRADE STATISTICS
U. S. CENSUS BUREAU

U.S. Customs Service
AES
U.S. Census Bureau

Shipment Information – Mandatory Section

The “**Shipment Information**” tab is the first section.

You can access the AESPCLink “**Help**” feature by pressing the “**F1**” function key from the section that you would like more information on.

Be sure to scroll down with the vertical scroll bar to access all of the fields in this section.

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

File Tools Help **Press F1 to bring up a HELP page that provides information on each field and when it's required, etc.**

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Edit Shipment Schedule B Number in Use

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

E-mail Response Address:

Shipment Reference Number: Shipment Reference Number must be unique forever

Transportation Reference Number: Transportation Reference Number is for vessel shipments only

Origin State:

Foreign Trade Zone:

Port of Export: Use Lookup function to locate the city for the Port of Export and Country of Destination for your shipment

Country of Destination:

Port of Unlading: Port of unlading is for vessel shipments or air shipments to/from Puerto Rico

Departure Date: (mm/dd/yy) Departure Date is date of export out of United States

Method of Transportation when goods depart U.S.

Mode of Transport:

Carrier SCAC/IATA: Use Lookup function to locate the IATA Code (Air) or SCAC (all other modes)

Conveyance Name:

Vessel Flag: All black labeled fields are optional

Inbond Type: Inbond Shipments aren't required to be filed in AES per FTR 30.37(c)

Import Entry Number:

Is this shipment a Routed Transaction? Yes No
Press F1 to bring up a HELP page to learn more about Routed Transactions.

Are USPPI and Ultimate Consignee related companies?
10% or greater interest in company Yes No

Is any commodity on this shipment hazardous? Yes No

Use Vertical Scrollbar to Access All Data Fields

Be sure to scroll down to access the entire Commodity Line section.

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

The “USPPI” section is the second tab.

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.

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File Tools Help **Press F1 to bring up a HELP page that provides information on each field and when it's required, etc.**

Welcome to AESPcLink

Edit Shipment Schedule B Number in Use

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

The U.S. Principal Party in Interest

Company Name: 123 Company

ID Number: 123456789 **Suffix:** If Foreign Entity, use Passport number backfilled with zeroes.

ID Type: EIN

Address Line 1: 1 Profit Place

Address Line 2:

City: Suitland Address must be address where goods begin their journey to port. Must be address in the United States.

State: MD:Maryland

Country: US

Postal Code: 20746

Contact First Name: lam **Contact Middle Initial:**

Contact Last Name: Selling Names must have at least two letters and cannot contain punctuation

Phone Number: (987)-654-3211 Phone Number cannot contain punctuation or spaces.

Automated responses download Enabled

No shipments ready to be sent to AESDirect

Ultimate Consignee – Mandatory Section

The “Ultimate Consignee” section is the third tab.

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 displays the AESDirect-PcLink software interface. The title bar reads "AESDirect-PcLink. True Innovation In Export Automation. You are Currently Logged in as". The menu bar includes "File", "Tools", and "Help". A status bar at the top indicates "Press F1 to bring up a HELP page that provides information on each field and when it's required, etc." and "Schedule B Number in Use".

The main window is titled "Edit Shipment" and contains several tabs: "Shipment Information", "USPPI", "Ult. Consignee" (which is selected and highlighted), "Commodities", "Int. Consignee", "Freight Forwarder", and "Equipment Details".

The "Ult. Consignee" section contains the following fields and controls:

- Company Name:** XYZ Company
- Address Line 1:** 1 Purchase Place
- Address Line 2:** (empty)
- City:** Okinawa
- State:** (empty) with a "Lookup" button.
- Country:** JP with a "Lookup" button.
- Postal Code:** (empty)
- Contact First Name:** (empty)
- Contact Middle Initial:** (empty)
- Contact Last Name:** (empty)
- Phone Number:** (empty)
- Sold En Route**

Additional text and buttons in the section:

- A note: "State is included to accommodate shipments to Mexico and shipments to and from Puerto Rico. In these instances, enter the Country code first, and then the system allows the entry of the state code."
- A note: "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."
- Buttons: "Create Profile", "Load Profile", "Clear Section", "Save Shipment", "Save as Template", "Load Template".
- A warning: "Cargo Sold En Route - If you do not know the ultimate consignee because your cargo will be sold while at sea or in the air, click on 'Sold En Route.' Consignee information must be updated within 4 (four) days of exportation or as soon as the information is known."

At the bottom left, there are two status boxes: "Automated responses download Enabled" and "No shipments ready to be sent to AESDirect".

Intermediate Consignee – Conditional Section

The Intermediate Consignee (fifth tab) 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 (sixth tab) 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 (seventh tab)

Commodity Line(s) – Mandatory Section

The “**Commodities**” section is the fourth tab and **Commodity Line 1** will appear in the selection box once you complete the first commodity. Up to 99 commodity lines can be added per shipment. You can opt to use Schedule B or HTS classifications, however, you must remain consistent throughout the entire 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 scroll through and complete the commodity line(s), select the “**Save Shipment**” at the end of the section.

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Edit Shipment Schedule B Number in Use

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

Comm. #	Schedule B or HTS Number	Commodity Description	Veh.
1	1905310000	miniature chocolate chip cookies	0

New Commodity
Delete All

Commodity 1

Schedule B or HTS Number: 1905310000 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.

Commodity Description: miniature chocolate chip cookies

Marks & Numbers:

1st Quantity: 840 Numbers Only! Units for 1st Quantity: KG:kilograms

2nd Quantity: Units for 2nd Quantity: None Selected

Value: 3500 (Whole U.S. Dollars)

Gross Weight: 840 (Whole Kilograms)

Export Code: OS:General exports (all others) Choose the appropriate Export Code from drop down list.

Origin of Goods: Domestic Foreign None

License Type: C33:NLR (No License Required-All Others) Choose the appropriate License Type from drop down list.

Export License Number:

ECCN:

DDTC Exemption Number: None Selected

DDTC Registration Number:

Use Vertical Scrollbar to Access All Data Fields If the commodity is a Self-Propelled Used Vehicle click the Add/Edit Used Vehicles button.

Be sure to scroll down to access the entire Commodity Line section. Add/Edit Used Vehicles Clear Section

Save Shipment Save as Template Load Template

Save Shipment

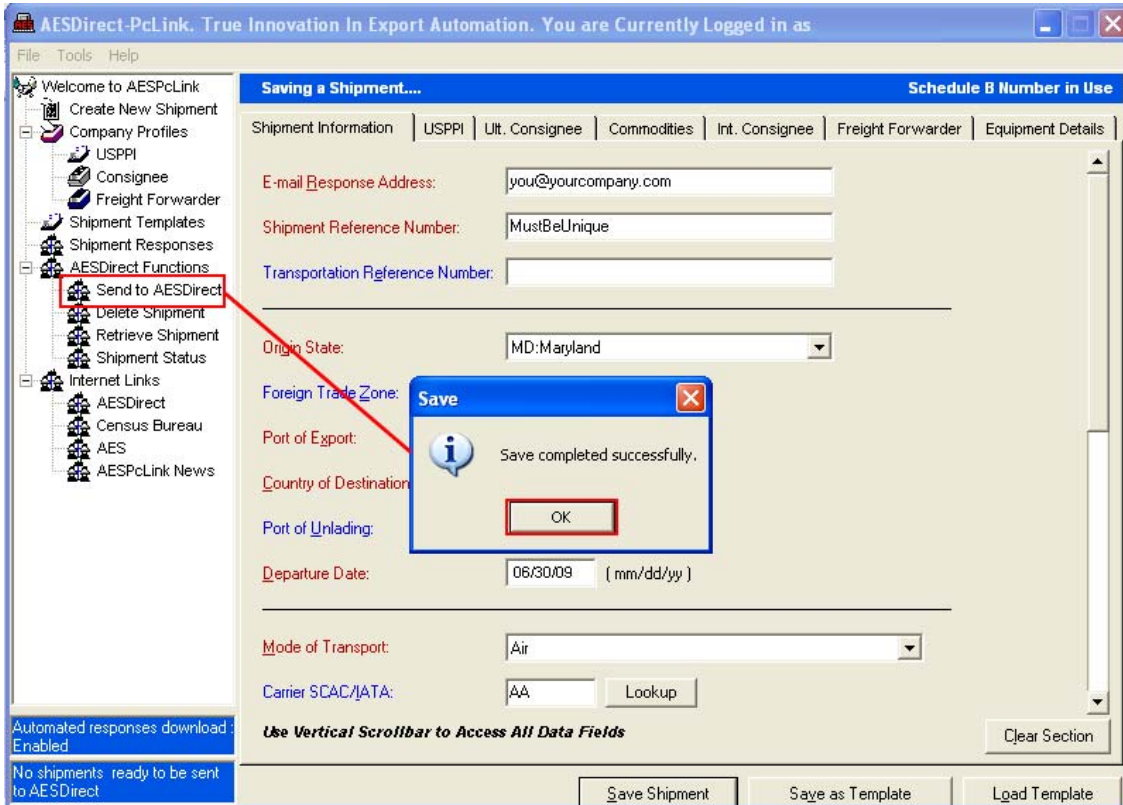
Once you save the shipment, you will receive the first pop-up window verifying the address of the USPPI.

If you have any errors, instead you will receive a pop-up window detailing what information is missing or incorrect.

The screenshot shows the AESDirect-PcLink software interface. The main window is titled "Saving a Shipment...." and has a "Schedule B Number in Use" label. The interface includes a menu bar (File, Tools, Help) and a left-hand navigation pane with various options like "Create New Shipment", "Company Profiles", "USPPI", "Consignee", "Freight Forwarder", "Shipment Templates", "Shipment Responses", "AESDirect Functions", "Internet Links", and "AESDirect". The main area contains several data entry fields: "E-mail Response Address" (you@yourcompany.com), "Shipment Reference Number" (MustBeUnique), "Transportation Reference Number", "Origin State", "Foreign Trade Agreement", "Port of Export", "Country of Origin", "Port of Unloading", and "Departure Date". A "Saving a Shipment" dialog box is overlaid on the main window, containing a question mark icon and the following text: "Please Verify that the below address is the USPPI address as required in 15 CFR Part 30.6(a)(ii). In all export transactions the USPPI shall report the address location from which the merchandise actually starts its journey to the port of export." Below this text is the address: "123 Company", "1 Profit Place", "Suitland, MD 20746". At the bottom of the dialog box are three buttons: "Yes", "No", and "Help". The "Yes" button is highlighted with a red box. A red-bordered text box is overlaid on the bottom left of the main window, containing the following text: "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." At the bottom of the main window, there are three buttons: "Save Shipment" (highlighted with a red box), "Save as Template", and "Load Template". A "Clear Section" button is also visible on the right side of the main window.

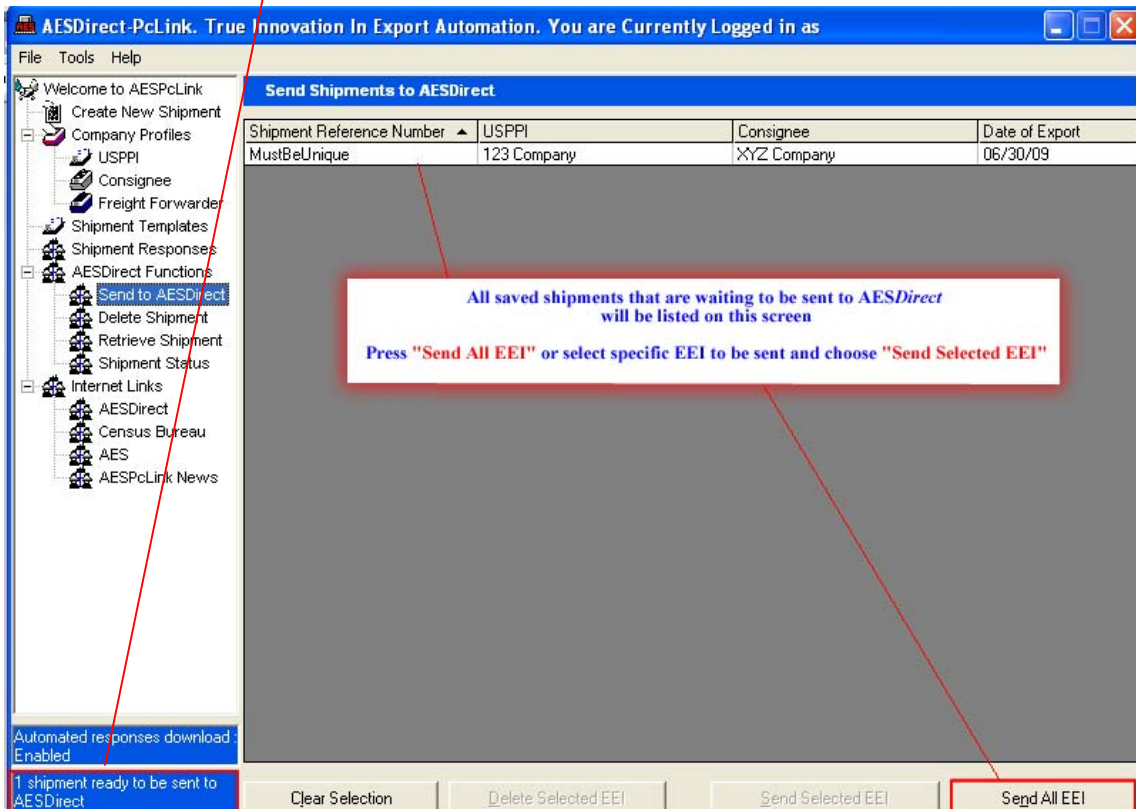
Save Successful

If there aren't any errors, you will receive notice that the save was completed successfully. Click "OK" and then select "Send to AESDirect" from the left hand navigation menu.



Send to AESDirect

The shipment(s) will be **waiting in queue** to be sent to AESDirect. You can "Send All EEI" or "Send Selected EEI" by highlighting the shipments to be sent.



Pop-up #2

Once you save the shipment, you will receive a second pop-up window warning you not to submit a printout of the EEI. Click **“OK.”**

The screenshot shows the AESDirect-PcLink software interface. The main window title is "AESDirect-PcLink. True Innovation In Export Automation. You are Currently Logged in as". The interface includes a menu bar (File, Tools, Help), a left-hand navigation tree, and a main content area. The navigation tree includes "Welcome to AESPcLink", "Create New Shipment", "Company Profiles" (with sub-items: USPPI, Consignee, Freight Forwarder), "Shipment Templates", "Shipment Responses", "AESDirect Functions" (with sub-items: Send to AESDirect, Delete Shipment, Retrieve Shipment, Shipment Status), and "Internet Links" (with sub-items: AESDirect, Census Bureau, AES, AESPcLink News). The main content area displays a table titled "Send Shipments to AESDirect" with the following data:

Shipment Reference Number	USPPI	Consignee	Date of Export
MustBeUnique	123 Company	XYZ Company	06/30/09

Below the table, a "Sending Shipments" pop-up window is displayed. The window contains an information icon and the following text:

DO NOT SUBMIT a printout 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.

An "OK" button is highlighted with a red rectangle. Below the pop-up window, a white box contains the following text:

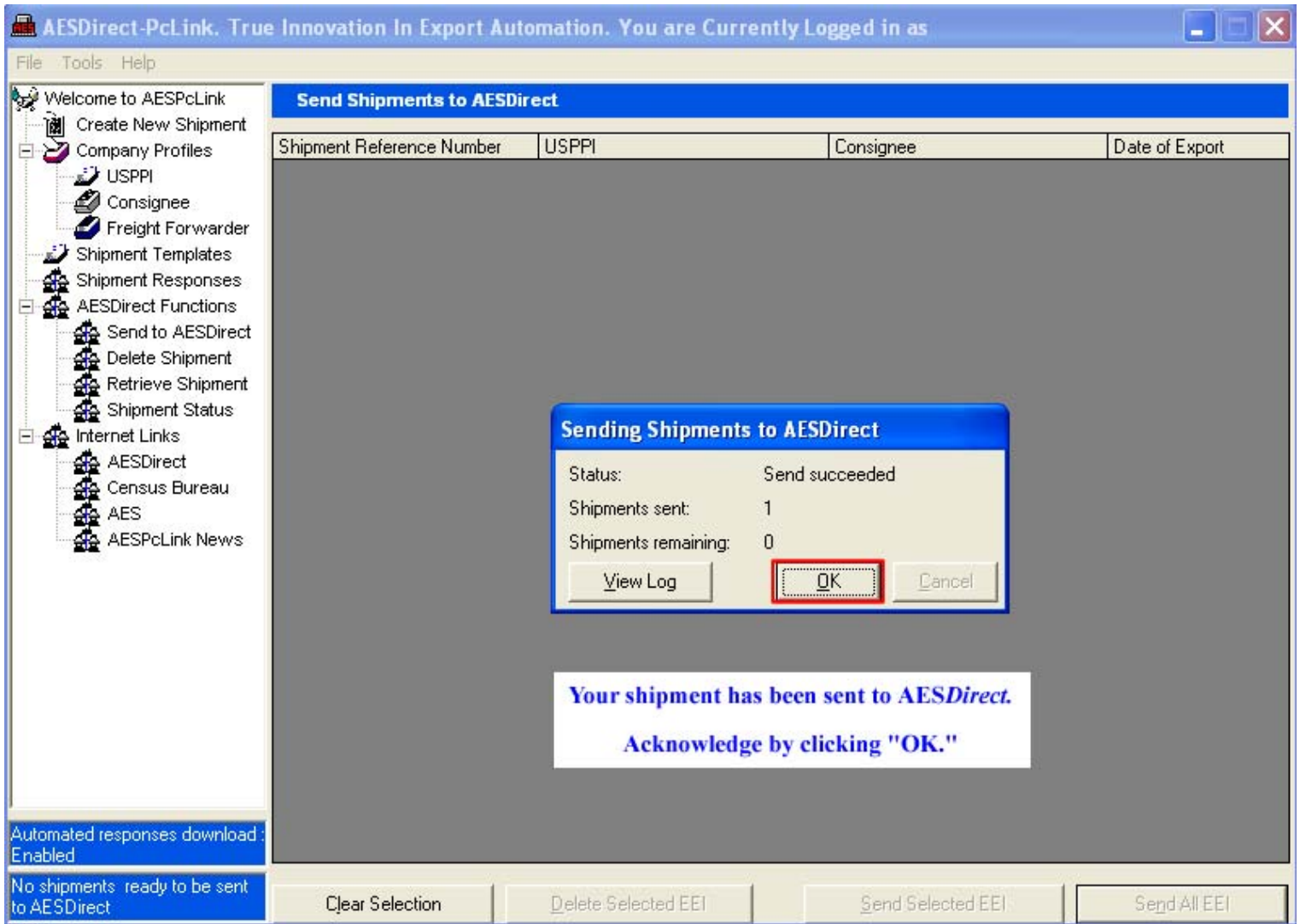
This is the second pop-up window reminding you not to submit a paper copy of your EEI to U.S. Custom and Border Protection.

Acknowledge by clicking "OK."

At the bottom of the main window, there is a status bar showing "Automated responses download: Enabled" and "1 shipment ready to be sent to AESDirect". Below the status bar are four buttons: "Clear Selection", "Delete Selected EEI", "Send Selected EEI", and "Send All EEI".

Send Successful

The shipment(s) will be sent to *AESDirect* for transmission to the AES mainframe. A status report of the success of the transmission will be displayed.



Your shipment is now being transmitted for processing...

You will receive a confirmation e-mail 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 Trade Interface Requirements (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.