



U.S. Customs Service

Memorandum

SEP 23 2002

Notice to Exporters, Freight Forwarders, Exporting Carriers, Department of Commerce District Offices, and Others Concerned

From: U.S. Customs Service (Customs) and
Bureau of the Census (Census)

Subject: Automated Export System (AES) Filing Requirements

Documentation errors and misconceptions concerning the Automated Export System (AES) filing requirements have been brought to the attention of both the Customs Service and the Bureau of the Census. The purpose of this notice is to clarify many of these filing requirements which are covered by Foreign Trade Statistical Regulations (FTSR) 15 CFR 30.

AES enables freight forwarders and U.S. Principal Parties in Interest (USPPIs) to file commodity information electronically that was previously submitted on paper export declarations. Shipments for all modes of transportation (including airborne, waterborne, truck, and rail) can be filed electronically through AES. Filings may be transmitted directly to AES using authorized software or filers may use Census' *AESDirect*, a free internet based filing option.

Exemption Statements

If a shipment is filed electronically through AES, shipping documents including the commercial invoice, air waybill or ocean bill of lading must contain a properly worded exemption statement that includes the filer generated External Transaction Number (XTN) or the Customs AES system generated Internal Transaction Number (ITN) number.

Examples:

"AES XTN" (where XTN is the filer's Exporter Identification Number (EIN) plus the shipment reference number)

"AES 103222766 - BX95909763"

"AES ITN" (where ITN is the number transmitted by AES back to the filer acknowledging acceptance of the submission).

"AES X20020714231567"

TRADITION

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SERVICE

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HONOR

(Other valid exemption statements are listed in FTSR #168 Amend. #1. at: www.census.gov/foreign-trade/regulations/ftsrletters/index.html .)

It is important that the XTN or ITN numbers match exactly the corresponding numbers in the AES system. Otherwise, Customs may hold, detain or seize the cargo in question.

If there is a consolidated shipment filed through AES, Customs requires the shipment to have a manifest showing the pertinent information for each house Air Waybill with the proper exemption statement. The exemption statement must conform to the published formats, be legible, and include all characters of the respective XTN or ITN numbers.

We have noted many incorrect exemption statements on Air Waybills with values less than \$2,500. The recommended exemption statement for commodities valued below \$2,500 (which are not licensable and not destined for Canada) is "NDR 30.55h". Customs encourages commodity reporting for all shipments (invoice level reporting versus summary reporting), including those under \$2,500.

Consolidated Shipments

For consolidated shipments, forwarders must follow the rules governing the U.S. Principal Party in Interest (USPPI) and the Census definition of a shipment. A forwarder or consolidator must not, in most cases, be shown as an USPPI. The consolidator/forwarder must create separate AES shipments for each USPPI contributing cargo to the consolidation.

Transportation Reference Number

The Transportation Reference Number (TRN) is mandatory for vessel and optional for air shipments. To expedite the review and processing for waterborne and air shipments, the TRN is used. The TRN is the Booking Number for vessel shipments. For consolidated airborne shipments, Customs recommends the trade to report the *Master Air Waybill* number as the TRN and the *House Air Waybill* number as the Shipment Reference Number (SRN), unless an alternate SRN system is assigned by the filer.

For non-consolidated or straight shipments, Customs recommends that the *Master Air Waybill number* be entered as the TRN and the SRN as any number of the filer's choice, up to 17 characters in length. However, both the TRN and SRN must remain unique for five years.

Letter of Authorization

A freight forwarder needs an authorization from the USPPI to act on their behalf before submitting information through AES. Either a power of attorney or a written letter of authorization is acceptable.

State Department Licensable Shipments

Licensed shipments may be submitted through AES. For State Department cargo on the U.S. Munitions List (USML, i.e. DSP – 5, 61, 73, 85, and ITAR exemptions) and Foreign Military Sales (FMS DSP-94), the Department of State paper copy of the SED is required to be submitted to Customs (not the carrier) prior to departure. The State Department DSP-5 licensed shipment is automatically decremented in AES.

Customs will accept a paper copy of the SED for USML shipments printed by AESDirect or AESPcLink programs. However, the single copy must be printed on standard 8 1/2" x 11" yellow paper (buff or goldenrod) and must contain both XTN and ITN numbers. AESDirect includes these numbers on the printed copy produced in Acrobat format. However, for AESPcLink, both the XTN and ITN must be written legibly on the printed copy in the upper right hand corner.

Bureau of Industry and Security Licensable Shipments

Shipments licensed by the Bureau of Industry and Security (BIS) can be reported through AES for Option 2 or Option 4 and there is no requirement to present a paper SED to Customs. For BIS shipments, ensure the appropriate XTN or ITN is prominently displayed on the commercial invoice, bill of lading, air waybill, or other loading documentation.

Additional information may be obtained at the following web sites:

www.census.gov/foreign-trade/www

www.customs.gov/AES

www.aesdirect.gov/support.html

Should you have additional questions, you may contact the following:

U.S. Census/FTD

AES Branch: (301) 763-3539 or (800) 549-0595

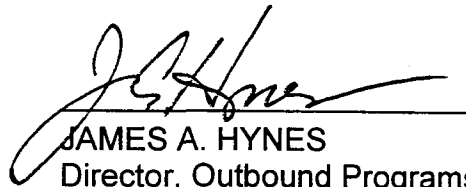
Regulations Branch: (301) 763-2238

U.S. Customs: (202) 927-6060

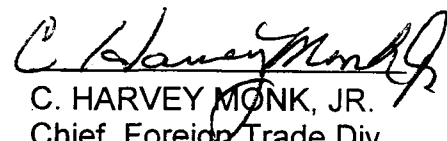
State Department:

Mary Sweeney (202) 663-2865 or

Peter Sabitini (202) 663-2819



JAMES A. HYNES
Director, Outbound Programs
U.S. Customs Service



C. HARVEY MONK, JR.
Chief, Foreign Trade Div.
U.S. Census Bureau