

AESDirect

User



**The complete guide to file Electronic Export
Information to the Automated Export System**

About the Automated Export System (AES) and the Data

The AES is the primary instrument used for collecting export trade data, which are used by the Census Bureau for statistical purposes. The AES record provides the means for collecting data on U.S. exports. Public Law 107-228 of the Foreign Trade Relations Act of 2003 authorizes this collection. Title 13, U.S.C., Chapter 9, Sections 301-307, mandates the collection of these data. The data collected in the AES is confidential under Section 301(g), which prohibits public disclosure of export data collected by the Census Bureau unless the Secretary of Commerce determines that such exemption would be contrary to the national interest. The regulatory provisions detailing the mandatory reporting of these data are contained in the Foreign Trade Regulations (FTR), Title 15, Code of Federal Regulations (CFR), Part 30.

The official export statistics collected from these tools provide the basic component for the compilation of the U.S. position on merchandise trade. These data are an essential component of the monthly totals provided in the U.S. International Trade in Goods and Services (FT900) press release, a principal economic indicator and a primary component of the Gross Domestic Product.

In addition to developing the FT900, other federal agencies have used the data for export control purposes to detect and prevent the export of certain items by unauthorized parties or to unauthorized destinations or end users.

Burden Estimate

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: ECON Survey Comments 0607-0152, U.S. Census Bureau, 4600 Silver Hill Road, Room EMD-6K064, Washington, DC 20233. You may e-mail comments to ECON.Survey.Comments@census.gov. Be sure to use ECON Survey Comments 0607-0152 as the subject. This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0152. Without this approval we could not conduct this survey.

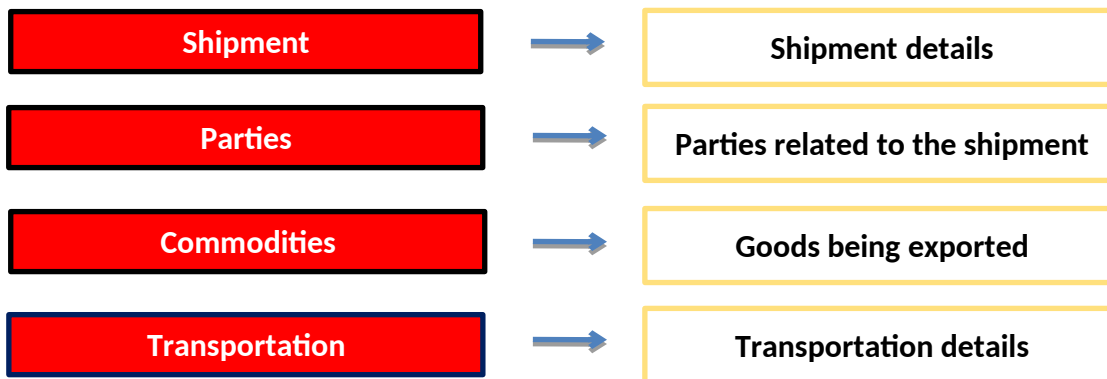
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General

Before learning to file Electronic Export Information (EEI) using AESDirect, here is some general information regarding EEI. We will refer to EEI as “Shipments” from this point forward.

Sections in each



Shipment

Contains general shipment information.
(Required for all shipments.)

Parties

Contains information about the USPPI (the person or entity in the United States that receives the primary benefit, monetary or otherwise, from the export transaction), the Ultimate Consignee (the person or entity overseas who receives the product), and the Freight Forwarder and Intermediate Consignee (if applicable). (Required for all shipments.)

Commodities

Contains commodity information.
(Required for all shipments.)

Transportation

Contains transportation details for the shipment, including carrier information.
(Required for all shipments.)

Special Shipments

Routed export transactions - Transactions where the Foreign Principal Party in Interest (FPPI) authorizes a U.S. agent to facilitate export of items from the United States on its behalf and also prepare and file the shipment.



Shipments to Puerto Rico

- The following is required:

- List a Port of Unloading
- Addresses should be listed with:
 - o City - List municipality in Puerto Rico
 - o State - Indicate

Shipments From Puerto Rico

- The following is required:

- List a Port of Unloading
- Addresses should be listed with:
 - o City - Indicate city of destination
 - o Country - Indicate country of destination

Transshipments to Puerto Rico (PR) or other foreign countries - mode of transportation indicate mode of the carrier transporting the goods out of the United States (U.S.)

Ultimate Consignee Company Name:

Address 1: SEA Code -

City: City of First Port of Call Indicate a valid

Country: Country of First Port of Call postal

roads in Puerto Rico

Mail - If the carrier is the United States Postal Service (USPS), select "Mail" as the mode of transport

Parties Involved in an Export Transaction

Definitions of Parties in the AES

- **U.S. Principal Party in Interest (USPPI)**
- **Ultimate Consignee**
The USPPI is the person or entity in the United States that receives the primary benefit of monetary or otherwise from the party abroad who purchases the goods for export shipment. This may be the end-user or FPPI will be made. This may be the ultimate consignee.
- **Foreign Principal Party in Interest (FPPI)**
The party abroad who purchases the goods for export shipment. This may be the end-user or FPPI will be made. This may be the ultimate consignee.

Getting Started with AESDirect

- **Intermediate Consignee**
The intermediate consignee is the person or entity in the United States who is authorized by the principal party of interest to facilitate the movement of the cargo from the United States to the foreign destination and/or prepare and file the required documentation.
- **Freight Forwarder Authorized Agent**
The person in the United States who is authorized by the principal party of interest to facilitate the movement of the cargo from the United States to the foreign destination and/or prepare and file the required documentation.

Colors and Symbols

- **(1) RED asterisk**
indicates a mandatory field (Required)
- **(2) RED asterisks**
indicates a conditional field (May be required)
- **No asterisk**
indicates an optional field (Not required)

AESDirect Interface

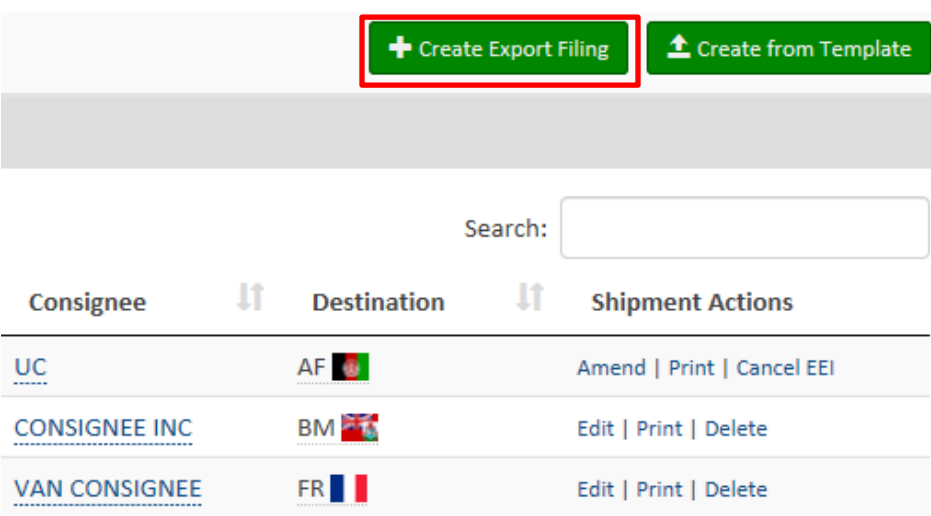
Help (i)

Available to the right of most sections to determine what is needed for each field and when fields are required.

Log in to Account

Step	Action
1	Go to https://ace.cbp.dhs.gov .
2	Enter Username and Password
3	Click Continue .

Create Export Filing

Step	Action
1	Log in to ACE account.
2	Navigate to Main Menu.
4	 <p>Click Create Export Filing.</p>

The following sections provide instructions for completing each of the required sections, as well as definitions of all of the data fields for each section.

Step 1: Shipment

Step	Action
1	Select Step 1: Shipment
2	Complete all of the shipment details as required.

Email Response Address – This is where the AES Response will be sent. *Required: at least one e-mail*

Shipment Reference Number – This is a unique identification number (1 - 17 alphanumeric characters) used to identify the filing.

Filing Option – Select the filing option you wish to use for this EEI: *Required: state the filing option of this EEI*

2 – Predeparture, 3P- AEI – Partial, 3F – AEI – Complete, 4 –Postdeparture filing. This field will default to Option 2. Postdeparture and Advanced Export Information (AEI) filing is only available with approved USSPPI IDs and for EEI that meet the requirements for postdeparture (AEI) filing.

Mode of Transport (MOT) - Report the method by which the goods are exported. *Required: how the goods will be transported out of the U.S.*
For shipments crossing through Canada or Mexico to another destination, report the

Port of Export - Seaport or airport where the goods are loaded on the exporting carrier that is taking the goods out of the U.S.

Port of Unlading - First port where the goods will be removed from the exporting carrier. *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: date leaving the U.S.*

Origin State - Indicate where the goods begin their journey to the port of export. If a shipment is coming from multiple states, report the state where the goods are first loaded on the exporting carrier.

Country of Destination - Country where the goods will be consumed, further processed, stored or manufactured.

Inbond Code - The code indicating whether the shipment is being transported under bond, and if so, the type of bond. *Required: Inbond shipments may not require an AES filing per FTR 30.2(d)(1)*

Foreign Trade Zone (FTZ) - Provide the alphanumeric code assigned by the Foreign Trade Zone Board from where the goods are exported.

Import Entry # - If an Inbond Code is specified, report import entry number. *Optional: only required if Inbond Code is reported*

Is this a Routed Transaction?

A shipment is considered "Routed" when the foreign principal party in interest (FPPI) authorizes a U.S. Freight Forwarder to act as the principal party in interest.

Are USPPI and Ultimate Consignee related?

When USPPI and/or Ultimate Consignee owns directly or indirectly 10 percent or more of either party.

Required: indicate yes or no

Does shipment contain hazardous material?

Specify if there is any hazardous merchandise (as defined by the).

Required: indicate yes or no

Step 2: Parties

Step	Action
1	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Step 1: Shipment Step 2: Parties Step 3: Commodities Step 4: Transportation </div> <p>Select Step 2: Parties</p>
2	<p>Complete all of the information for the involved parties in this transaction.</p> <p><i>NOTE: You will need at least one USPPI and one Ultimate Consignee for each transaction.</i></p>

USPPI (mandatory)

If you are the exporter, you will need to enter your information into the USPPI section.

<p>ID Number Type * ⓘ</p> <input type="text" value="Please Select"/>	<p>ID Number *</p> <input type="text"/>	<p>Company Name * ⓘ</p> <input type="text"/>
<p>IRS Number *</p> <input type="text"/>	<p>First Name *</p> <input type="text"/>	<p>Last Name *</p> <input type="text"/>
<p>Phone Number *</p> <input type="text"/>	<p>Address Line 1 *</p> <input type="text"/>	<p>Address Line 2</p> <input type="text"/>
<p>Postal Code *</p> <input type="text" value="Please Select"/>	<p>City *</p> <input type="text"/>	<p>State *</p> <input type="text" value="Please Select"/>

Phone Number - Provide the contact telephone number.

Required: telephone number

Address Line 1 - Indicate address (no P.O. box number) of the location from which the merchandise actually began its journey to the port of export.
ID Number Type - Select either Employer Identification Number (EIN), DU

Required: address where the merchandise actually begins its journey to the port of export

Example: Goods loaded in a truck at a warehouse in Georgia for transport to Florida to then be loaded on a vessel for export to a foreign country must show the address of the warehouse in Georgia.
ID Number - Employer Identification Number (EIN) or Foreign Entity ID (ex: passport number)
Note: Foreign party must be in the US when goods are obtained for export.

Required

For shipments of multiple cargo origins, report the address from where the commodity with the greatest value begins its export journey. If such information is not known, report the address in state where the merchandise is consolidated.

Required

Address Line 2 - Enter the second line of the address.

Optional

First and Last Name - Provide the first and last name of the contact person. Names must have

Postal Code - Enter the postal code for the corresponding address. **Required**

City - Enter the city for the corresponding address.

Required

State - Enter the state for the corresponding address.

Required

Ultimate Consignee (mandatory)

The Ultimate Consignee section is always required. Please complete each data field as required.

Sold En Route? * Yes No

Consignee Type *

ID Number Type ID Number Company Name *

First Name Last Name Phone Number

Address Line 1 * Address Line 2

City * State **

Sold en Route - If you do not know the ultimate consignee because your cargo will be sold while in transit, select 'Yes'. *Required: Indicate yes or no*

Input data 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 (ISO Code)

Consignee information must be updated within 4 (four) days of exportation or as soon as the information is known.

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Consignee Type - Select Consignee Type based on the business function from consignee that applies most often. You can select from:
Direct Consumer - a non-government institution, enterprise, or company that will consume or use the exported good as a consumable, for its own internal processes, as an input to the production

Required: select consignee type from the drop-down menu

government-controlled agency, institution, enterprise,
or company.

Address Line 1 - Enter the first line of the address, wholesaler, distributor, distribution center or trading company
Other/Unknown - an entity not previously indicated, as defined above, or whose ultimate consignee type is not known at the time of export

Required

ATTACHMENT 2

Address Line 2 - Enter the second line of the address.

Optional

ID Number Type - Select either Employer Identification Number (EIN), DUNS or Foreign Entity

Country - Enter the country of ultimate destination. Select 'United States' for shipment: *Required*

Postal Code - Required for U.S. and Puerto Rico consignees, must be a valid

Conditional: required for shipments to and from Puerto Rico

City - Enter the city for the corresponding country of ultimate destination: *Required*

information must be updated within 4 calendar days from the departure date: *Sold en route indicator*

State - You must enter a valid state code for Mexican and U.S. Consignees. Select 'PR-Puerto R

Conditional: required for shipments to Mexico and to and from Puerto Rico

**Intermediate
Consignee Section
(conditional)**

E

**Freight Forwarder
(conditional)**

Consignee is the person or entity in the foreign country that acts as an agent for the principal forwarder, you will need to enter your information into the Freight Forwarder section, and the ultimate consignee exporter's information into the USPP1 section. Please complete this section if applicable. See 'Ultimate Consignee' section for explanation of data fields.

Freight Forwarder ** ⓘ

ID Number Type - Select either Employer Identification Number (EIN), DUNS or Foreign Entity ID. **Required**

ID Number Type <small>Please Select</small>	ID Number	Company Name
First Name	Last Name	Phone Number
DUNS or Foreign Entity ID	Postal Code <small>Please Select</small>	Required
City	State <small>Please Select</small>	

Save to Profile

F

Company Name - Provide the company's name.

Required: company name

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d

First and Last Name - Provide the contact person's first and last name

Required: names must have at least two letter; special characters are not allowed

f
o

Phone Number - The contact person's telephone number

Required

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h

Address Line 1 - Enter the address for the freight forwarder's location **Required**

s

Address Line 2

Optional

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Postal Code - Enter the postal code for the freight forwarder's location **Required**

City - Enter the city for the freight forwarder's location **Required**

State - Enter the state for the freight forwarder's location. It must correspond to **Required**

Step 3: Commodities

Step	Action
1	<p>Step 1: Shipment Step 2: Parties Step 3: Commodities Step 4: Transportation</p> <p>Select Step 3: Commodities</p>
2	<p>Add Line</p> <p>Select Add Line to open up a new commodity line.</p>
	<p>Complete all of the commodity details as required.</p> <p><i>Note: You may add multiple commodity lines by selecting Add Line.</i></p>

The screenshot shows a web form titled "Add Line" with a close button (X) in the top right corner. The form is organized into several sections:

- Export Information Code ***: A dropdown menu with "Please Select" as the current value.
- Schedule B or HTS Number ** [Schedule B Search Engine]**: A dropdown menu with "Please Select" as the current value.
- Commodity Description ***: A text input field.
- 1st Quantity ****: A text input field.
- 1st UOM ****: A dropdown menu.
- 2nd Quantity ****: A text input field.
- 2nd UOM ****: A dropdown menu.
- Origin of Goods ****: A dropdown menu with "Please Select" as the current value.
- Value of Goods (whole US Dollars) ***: A text input field.
- Shipping Weight (whole Kilograms) ****: A text input field.
- ECCN ****: A text input field.
- License Type Code/License Exemption Code ***: A dropdown menu with "Please Select" as the current value.
- Agriculture and Marketing Services (AMS) Permit Required**: Radio buttons for Yes (selected) and No.
- Environmental Protection Agency (EPA) Permit Required**: Radio buttons for Yes (selected) and No.
- Does the filing include used vehicles?**: Radio buttons for Yes (selected) and No.

Required: type of export

Explanation of Data Fields

Export and destination
Commodity Description
Quantity
Unit
Origin of Goods
Value of Goods
Shipping Weight
ECCN
License Type Code/License Exemption Code

1
2
Commodity Description
Export Code is HH (personal and household effects and tools of the trade) is selected.
Conditional: Not required if Export Code is HH (personal and household effects and tools of the trade) is selected.

3
Origin of Goods - Select "domestic" if commodity is manufactured in the U.S. Select "foreign" for goods manufactured in foreign countries, but have not been changed in classification or condition in the U.S.
Conditional: Not required if Export Code is HH (personal and household effects and tools of the trade) is selected.

4
Shipping Weight - Must be reported in kilograms. Include the weight of the commodity and weight of normal packaging. For details, see Foreign Trade Regulations 30.6(a)(16).
Required: weight in whole kilograms

5
ECCN - This number is used to identify items on the Commerce Control List (CCL).
Conditional: Only required for certain commodities

6
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).

7
License Type Code/License Exemption Code - Select the appropriate license type for the commodity. You may be required to enter additional information based on the license type selected.
Required: determines if other fields need to be reported

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Required: indicate yes or no

Required: indicate yes or no, complete additional fields as required.

Required: indicate yes or no complete additional fields as required.

Step	Action
1	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> Step 1: Shipment Step 2: Parties Step 3: Commodities Step 4: Transportation </div> <p>Select Step 4: Transportation</p>
2	Complete all of the transportation details as required.

Carrier SCAC/IATA ** ⓘ

Conveyance Name/Carrier Name ** ⓘ

Transportation Reference Number ** ⓘ

Transportation Reference Number, Equipment Number, and Seal Number can only be added for the following modes of transport:

- Air
- Rail
- Vessel
- Truck

Conditional: only required for Air, Vessel, Rail, and Truck shipments. Not required for USPS shipments.

Conditional: only required for Air, Vessel, Rail, and Truck shipments. Not required for USPS shipments.

Transportation Reference Number - This is the reservation number, or booking number

View Export Filing X


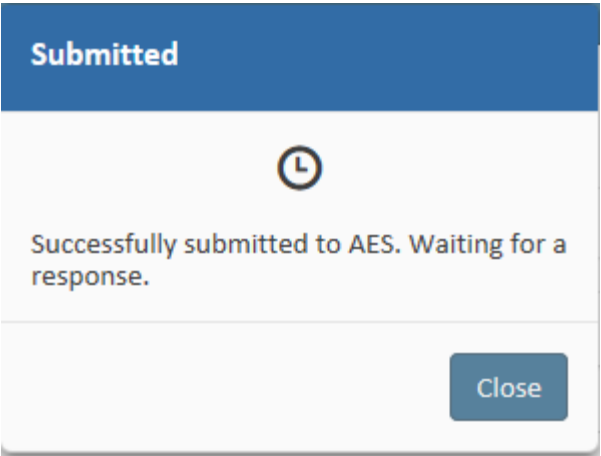
Sensitive Information

Electronic Export Information						
ITN: N/A						
XTN: 601601601-TESTSHPREFVT3TTF						
Status: Draft						
1a. U.S. PRINCIPAL PARTY (USPPI) MURAT TEST DATA CO 31ST STREET, SUITE 10, HERNDON, VA 20190, US			BOOKING NUMBER(S) TRANSVESSEL10-AES-11		EQUIPMENT NUMBER(S)	
					SEAL NUMBER(S)	
b. USPPI EIN (IRS) or ID Number 0033333300			c. PARTIES TO TRANSACTION YES			
2a. DATE OF EXPORTATION 2015-09-28			b. DATE OF FILING			
c. DATE OF UPDATE			3. TRANSPORTATION REFERENCE NO. TRANSVESSEL10-AES-11			
4a. ULTIMATE CONSIGNEE NAME AND ADDRESS VAN CONSIGNEE 7501 SUNSET BLVD, SUITE 20, BELLEROSE TERRACE, NY 11001, US			5a. FORWARDING AGENT NAME AND ADDRESS ABC FORWARDING LTD 199 10TH STREET, SUITE 30, CHANTILLY, VA 20152			
b. INTERMEDIATE CONSIGNEE NAME AND ADDRESS MADS INTERMEDIATE 4501 11TH ST SUITE 100, SUITE 40, CHANTILLY, VA 20152, US			b. FILER NAME AND ADDRESS TBD ...			
6. POINT (STATE) OF ORIGIN/FTZ NO. NY - NEW YORK			7. COUNTRY OF ULTIMATE DESTINATION FR - FRANCE			
8. LOADING PIER (<i>Vessel Only</i>) 0901 - BUFFALO-NIAGARA FALLS, N			9. METHOD OF TRANSPORTATION 10 - VESSEL, NON-CONTAINERIZED			
10. EXPORTING CARRIER/VESSEL NAME ALB VESSEL EXAM1			11. PORT OF EXPORT 0901 - BUFFALO-NIAGARA FALLS, N			
12. PORT OF UNLADING 42800 - ALL OTH FR GERMANY BALTIC PORT			13. CONTAINERIZED (<i>Vessel Only</i>) NO			
14. CARRIER IDENTIFICATION CODE DEVS			15. SHIPMENT REFERENCE NO. TESTSHPREFVT3TTF			
16. ENTRY NUMBER			17. HAZARDOUS MATERIALS YES			
18. IN BOND CODE 70 - MERCHANDISE NOT SHIPPED INBOND			19. ROUTED EXPORT TRANSACTION NO			
20. SCHEDULE B DESCRIPTION OF COMMODITIES						
a. Line Seq Nbr	b. D/F or M	c. Schedule B Number	d. Quantity-Schedule B Unit(s)	e. Shipping Weight (KG)	f. VIN/PRODUCT NUMBER/VEHICLE TITLE NUMBER	g. VALUE (U.S. Dollars, omit cents) <i>Selling price or cost if not sold</i>
1	D	SAUSAGES EXPORT INFO CODE: OS HTS: 0504000050 ECCN: 1A001 LICENSE NUMBER: NLR LICENSE CODE: C33	0000000050 KG	0000001250		0000000450

Sensitive Information

Print Close

Submit Shipment

Step	Action to AES
1	 <p>Click Submit Filing.</p>
2	<p>Observe your response from AES.</p> 

Retrieve and Amend/Edit a Shipment

From the Shipment Manager, you can search for previously filed shipments by entering your search criteria into the **Search** box.

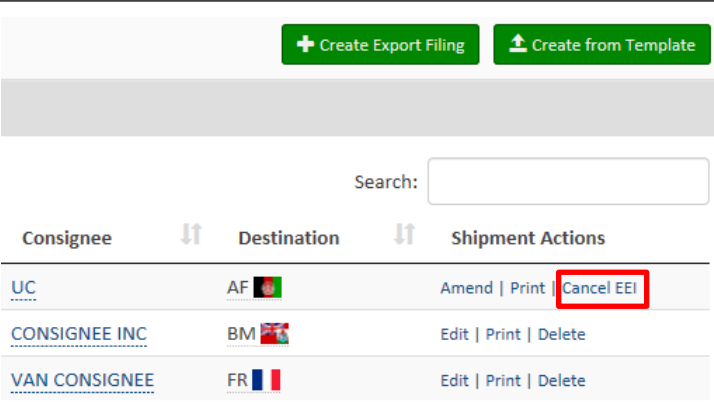
Step	Action
1	<p>Navigate to Shipment Manager</p>
2	<p>Search: <input data-bbox="423 1528 824 1598" type="text"/></p> <p>Enter your search criteria into the Search box</p>

3	<div style="text-align: right;"> + Create Export Filing ↑ Create from Template </div> <hr/> <div style="text-align: center;">Search: <input type="text"/></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Consignee</th> <th style="text-align: left;">Destination</th> <th style="text-align: left;">Shipment Actions</th> </tr> </thead> <tbody> <tr> <td>UC</td> <td>AF </td> <td>Amend Print Cancel EEI</td> </tr> <tr> <td>CONSIGNEE INC</td> <td>BM </td> <td>Edit Print Delete</td> </tr> <tr> <td>VAN CONSIGNEE</td> <td>FR </td> <td>Edit Print Delete</td> </tr> </tbody> </table>	Consignee	Destination	Shipment Actions	UC	AF	Amend Print Cancel EEI	CONSIGNEE INC	BM	Edit Print Delete	VAN CONSIGNEE	FR	Edit Print Delete
	Consignee	Destination	Shipment Actions										
UC	AF	Amend Print Cancel EEI											
CONSIGNEE INC	BM	Edit Print Delete											
VAN CONSIGNEE	FR	Edit Print Delete											
<p>Once you have located your shipment, you can retrieve the filing by clicking the Amend or Edit link to the right.</p>													

Print a Shipment

Step	Action												
1	Navigate to Shipment Manager												
2	Search: <input type="text"/> Enter your search criteria into the Search box												
3	<div style="text-align: right;"> + Create Export Filing ↑ Create from Template </div> <hr/> <div style="text-align: center;">Search: <input type="text"/></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Consignee</th> <th style="text-align: left;">Destination</th> <th style="text-align: left;">Shipment Actions</th> </tr> </thead> <tbody> <tr> <td>UC</td> <td>AF </td> <td>Amend Print Cancel EEI</td> </tr> <tr> <td>CONSIGNEE INC</td> <td>BM </td> <td>Edit Print Delete</td> </tr> <tr> <td>VAN CONSIGNEE</td> <td>FR </td> <td>Edit Print Delete</td> </tr> </tbody> </table> <p>Once you have located your shipment, you can print the filing by clicking the Print link to the right.</p>	Consignee	Destination	Shipment Actions	UC	AF	Amend Print Cancel EEI	CONSIGNEE INC	BM	Edit Print Delete	VAN CONSIGNEE	FR	Edit Print Delete
Consignee	Destination	Shipment Actions											
UC	AF	Amend Print Cancel EEI											
CONSIGNEE INC	BM	Edit Print Delete											
VAN CONSIGNEE	FR	Edit Print Delete											

Delete/Cancel EEI

Step	Action
1	Navigate to Shipment Manager
2	Search: <input type="text"/> Enter your search criteria into the Search box
3	 <p>Once you have located your shipment, you can delete the filing by clicking the Delete or Cancel EEI link to the right.</p>

Template Manager

This feature saves frequent shipment information. The only fields not stored in a template are:

- Shipment Reference Number
- Transportation Reference Number
- Origin State
- Departure Date
- 1st and 2nd Quantity
- Value
- Gross Weight

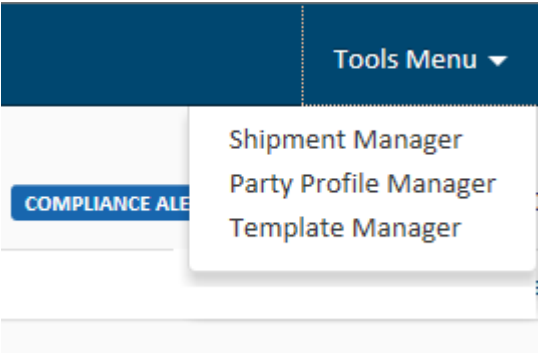
The Template Manager shows a preview of each template. The **Create EEI**, **Edit** or **Delete** options will allow you to manage your templates directly from this screen.

Templates » All + Create Export Filing										
Name	Template Description	USPPI Name	USPPI ID	Ultimate Consignee	Port of Export	Destination Country	Modified Date	Create Date	Template Actions	
		CENSUS COMPANY	003333333	VAN CONSIGNEE	0901 - BUFFALO-NIAGARA FALLS	FR	08/28/2015 10:55:35	08/28/2015 10:55:35	Create EEI Delete	
TEST TEMPLATE	CENSUS COMPANY	CENSUS COMPANY	003333333	VAN CONSIGNEE	0901 - BUFFALO-NIAGARA FALLS	FR	08/28/2015 10:53:30	08/28/2015 10:53:30	Create EEI Delete	
SLIC	SLIC	MANI TEST DATA CO	00333333000	VAN CONSIGNEE	0901 - BUFFALO-NIAGARA FALLS	FR	08/24/2015 11:08:29	08/24/2015 11:08:29	Create EEI Delete	
COMPLETE 5 LICENSES	5 LICENSES FILLED OUT A BIT	MANI TEST DATA CO	00333333000	VAN CONSIGNEE	0901 - BUFFALO-NIAGARA FALLS	FR	08/06/2015 13:54:30	08/06/2015 13:54:30	Create EEI Delete	
TEMP-20150803	NEW TEMPLATE				0401 - BOSTON, MA	IE	08/04/2015 16:39:23	08/04/2015 16:39:23	Create EEI Delete	
LICENSE TEMPLATE	ALL 5 LICENSES	MANI TEST DATA CO	00333333000	VAN CONSIGNEE	0901 - BUFFALO-NIAGARA FALLS	FR	08/04/2015 09:28:15	08/04/2015 09:28:15	Create EEI Delete	
072915CUBAA	JUST SAVING SHIPMENT INFO SECTION EG				1703 - SAVANNAH, GA	CU	07/29/2015 13:35:09	07/29/2015 13:35:09	Create EEI Delete	
FILER ID TEST	TEST_FILER_ID_VIEW	MANI TEST DATA CO	00333333000	VAN CONSIGNEE	0901 - BUFFALO-NIAGARA FALLS	FR	07/29/2015 10:12:42	07/29/2015 10:12:42	Create EEI Delete	
ACCEPTEDTEMPLATE	ACC	MANI TEST DATA CO	00333333000	VAN CONSIGNEE	0901 - BUFFALO-NIAGARA FALLS	FR	07/28/2015 14:57:54	07/28/2015 14:57:54	Create EEI Delete	


Showing 1 to 9 of 9 entries Search:

Show entries Previous Next


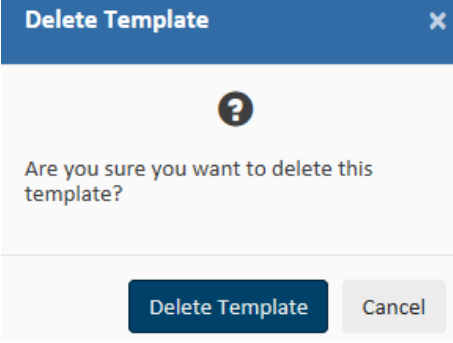
Open the Template Manager

Step	Action
1	 <p>Click Tools Menu at the top right</p>
2	Select Template Manager

Once selected, the Template Manager will

Step	Action
1	<p>display, and you will have access to all of your templates. From the Template Manager, identify the template you would like to use for your new EEI</p>
2	 <p>Click on the Create EEI option next to the template you want to use for your EEI.</p>
3	A new filing session will open up with your template data pre-populated into the form.

Delete template

Step	Action
1	From the Template Manager, identify the template you would like to delete.
2	 <p>Click Delete</p>
3	 <p>Confirm that you would like to delete this template.</p>

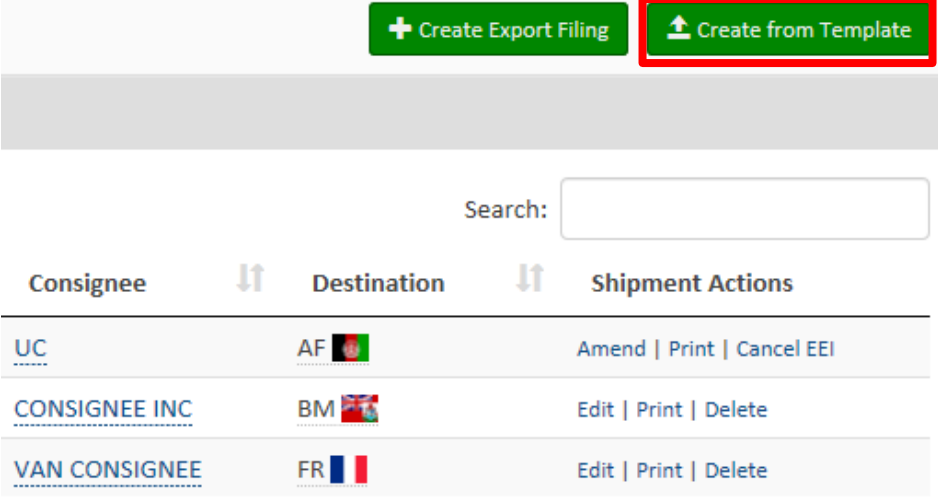
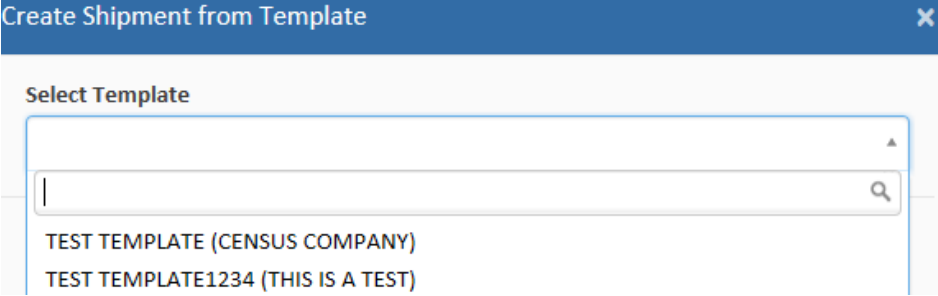
Create New Template

At any point while filing your AES data, you can create a new template.

Step	Action
1	Open up a new EEI Filing and begin entering the information.

<p>2</p>	<p style="text-align: right;">*Required Field **Conditional Field</p> <p style="text-align: right;">Save As Template</p> <p>Filing Option * i * Required Field</p> <p>2 - PREDEPARTURE</p> <p>Port of Unlading ** i</p> <p>Please Select</p> <p>Country of Destination * i</p> <p>Please Select</p> <p>Import Entry # ** i</p> <p>Once you have entered the desired information for your template, click Save as Template at the top right.</p>
<p>3</p>	<p>Save As Template [X]</p> <p>Template Name *</p> <p>TEST TEMPLATE</p> <p>Template Description *</p> <p>CENSUS COMPANY [X]</p> <p>Close Save Template</p> <p>Enter a name and description for the template. When finished, click Save Template.</p>

Load an Existing Template

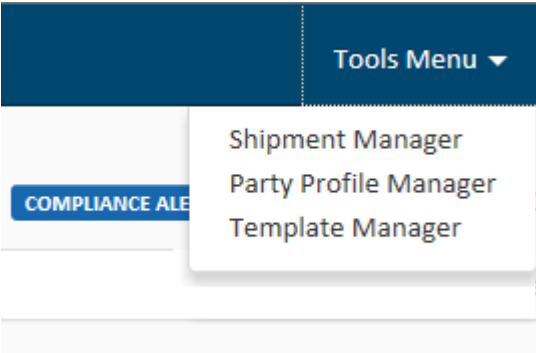
Step	Action
1	 <p>In the 'Shipment Manager' screen, click Create from Template</p>
2	 <p>Locate the desired template.</p>
3	Click the template name to load.
4	Complete the empty fields and submit the EEI.

Party Profile Manager

This feature saves company information for frequent USPPIs, Freight Forwarders and/or Ultimate Consignees.

Open the Party Profile Manager

Click the **Tools** menu from the Main Menu and select Party Profile Manager.

Step	Action
1	 <p>Click Tools Menu at the top right.</p>
2	Select Party Profile Manager

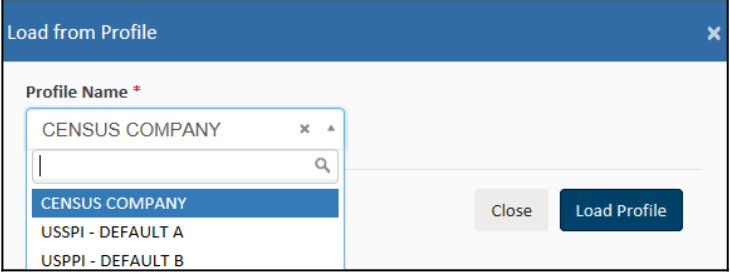
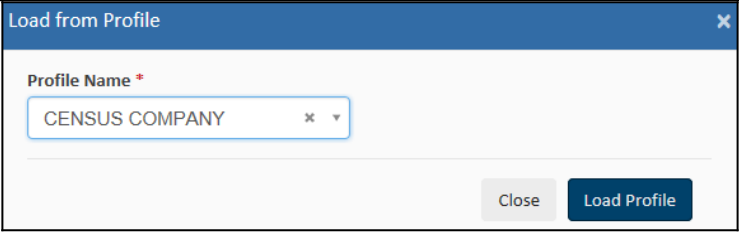
Once selected, the Party Profile Manager will display, and you will have

Create Party Profile

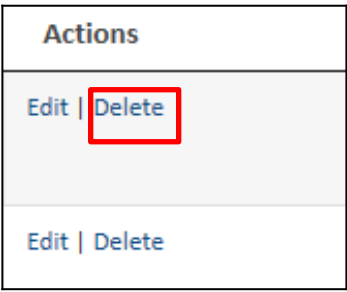
Step	Action
1	Create a new EEI Filing
2	 <p>Navigate to Step 2: Parties</p>
3	Enter the information for the profile you would like to save
4	Once complete, select Save to Profile .

Loading Profiles

Step	Action
1	Create a new EEI Filing
2	 <p>Navigate to Step 2: Parties</p>

<p>3</p>	 <p>Select Load from Profile.</p>
<p>4</p>	<p>In the Search box, enter the first few characters of the profile name.</p>
<p>5</p>	 <p>Select your profile and click Load Profile.</p>

Delete profile

Step	Action
<p>1</p>	<p>From the Party Profile Manager, identify the profile you would like to delete.</p>
<p>2</p>	 <p>Click Delete.</p>

3	<div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Delete Party Profile ✕ </div> <div style="text-align: center; margin: 10px 0;"> ? </div> <p style="text-align: center;">Are you sure you want to delete this party profile?</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <div style="background-color: #0056b3; color: white; padding: 8px 20px; border-radius: 4px; cursor: pointer;">Delete Party Profile</div> <div style="background-color: #ccc; padding: 8px 20px; border-radius: 4px; cursor: pointer;">Cancel</div> </div> </div> <p>Confirm that you would like to delete this profile by selecting Delete Party Profile.</p>
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AES Responses

Once shipments are processed by the Automated Export System (AES), a response message will be sent to you. This message will indicate the status of the shipment. You can access responses in your response e-mail. The response e-mail will be sent to you through the shipment manager. If you have a U.S. Customs and Border Protection (CBP) and the response e-mail will provide you with a projection of the ITN on the first page of the bill of lading, air waybill, and/or other commercial loading documents.

AES Proof of Filing Citations

Predeparture and Advanced Export Citations:

Citations:

Authorized Agent files on behalf of an approved post-departure participant

- AES ITN AESPOST USPPI ID FILER ID Date of Export
 Example: AESPOST 12345678900 987654321 10/01/2015
- If USPP files shipments directly to AES
 Example: AESPOST 23456789000 10/01/2015

Additional Resources

Under the “Related Sites” section on the Homepage, you can find useful links to Government Sites and Partner Agency Websites.

Government Websites

**Census Bureau -
International Trade
Management Division
(ITMD)**

[http://www.census.gov/
trade](http://www.census.gov/trade)

Provides information on Foreign Trade Statistics, Regulations, reference

**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).

Customs and Border Protection (CBP)

[http://www.cbp.gov/xp/cgov/trade/
automated/aes](http://www.cbp.gov/xp/cgov/trade/automated/aes)

Provides access to the Customs Export section, including information on:

- o AES
- o Blocked, denied and debarred persons lists
- o Export documents, licenses and requirements

**Department of the Treasury - Office of
Foreign Assets Control (OFAC)**

[http://www.ustreas.gov/offices/
enforcement/ofac](http://www.ustreas.gov/offices/enforcement/ofac)

Provides information regarding specially designated nationals (SDN), blocked persons lists, sanction programs and country summaries.

**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.

**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.



Call the ACE Support Help Desk for help with:

- Account Registration help
- Username and Password issues

ACE Support Help Desk

Toll Free: 1-866-530-4172
E-mail: ACE.Support@cbp.dhs.gov

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: itmd.askaes@census.gov

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

Commodity Classifications

Toll Free: 800-549-0595- Option 2

Hours: M – F: 8 AM - 5:30 PM, EST

E-mail: eid.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 - 6:30 PM, EST

E-mail: itmd.askregs@census.gov

- Clarifying Regulations
- Responsibilities of the Parties in Export Transactions

Trade Data

Toll Free: 800-549-0595- Option 4

Hours: M – F: 8 AM - 5:30 PM, EST

E-mail:

eid.international.trade.data@census.gov

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

Trade Outreach

Toll Free: 800-549-0595- Option 5

Hours: M – F: 7:30 AM - 6:00 PM, EST

E-mail: licensingissues@census.gov

United States

• AES Compliance Seminars

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