AES*Direct*

User Guide

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

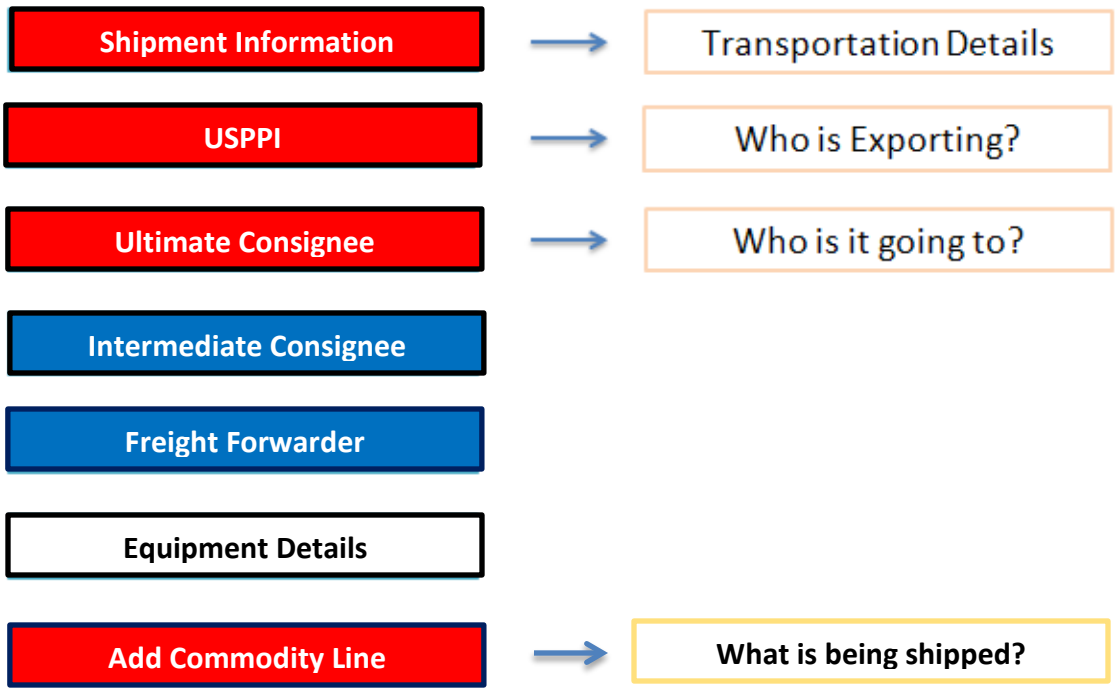
Table of Contents

	Page Number
General Information on Shipments	3
Sections in each shipment	3
Special Shipments	4
Account Types	5
Definitions of Parties in the AES	5
Account Types	5
Getting Started with AESDirect	7
AESDirect Interface	7
Login	8
Main Menu	8
Create A Shipment	9
Shipment Information	9
USPPI / Freight Forwarder	12
Ultimate Consignee / Intermediate Consignee	13
Add a Commodity Line	14
Adding more than one commodity	15
Equipment Details	15
Submit Shipment to AES	16
Shipment Manager	17
Access the Shipment Manager	17
Search for Shipments	17
Search by Date	17
Filter Your Search	18
Tabs	18
Show More/Show Less Shipment Details	19
Results per page	19
Sort Search Results	19
Magnifying Glass Preview	19
Shipment Status - View Detailed AES Response Messages	20
Manage Shipments – "I want to…"	20
Print Search Results	21
Save Frequently Used Searches	21
Export to a Spreadsheet File	22
Retrieve a Shipment	23
Amend/Correct a Shipment	23
Help	23
Print a Shipment	24
Delete a Shipment	24
Template Manager	25
Manage Templates: Copy, Rename and Delete	26
Create a New Template	27
Load an Existing Template	27
Update a Template in the Shipment Viewer	27
Profiles	28
Create USPPI Profile	28
Create Freight Forwarder or Consignee Profile	29
Editing/Search All Profiles	29
Deleting Profiles	29
Loading Profiles	30
AES Responses	31
Response E-mail	31
AES Proof of Filing Citations	32
Additional Resources	32
Government Websites	33
Contact Information	34

General Information on Shipments

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

Sections in each shipment



Shipment Information
Contains general shipment information and carrier details. (Required for all shipments.)

USPPI
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. (Required for all shipments.)

Ultimate Consignee
Contains information about the person/entity receiving the shipment abroad. The ultimate consignee is the person, party or designee that is located abroad and actually receives the export shipment. (Required for all shipments.)

Intermediate Consignee
Contains information about the intermediate consignee (if applicable). (Conditional based on how the shipment is delivered to the Ultimate Consignee.)

Freight Forwarder
Contains information about the agent authorized to file on behalf of the USPPI or FPPI. (Conditional based on the party filing the shipment.)

Equipment Details
Seal number and equipment number. (**Optional** for all shipments.)

Add Commodity Line
Contains commodity information. (At least one line item is 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 unlading
- Addresses should be listed with:
  - City – List municipality in Puerto Rico
  - State – Indicate Puerto Rico (PR)
  - Country – Indicate United States (U.S.)
  - Postal Code – Indicate a valid postal code in Puerto Rico

Transshipments through Mexico, Canada or another foreign country, the mode of transportation is the mode of the carrier transporting the goods out of the United States.

Sold en Route – If the Ultimate Consignee is unknown at the time of export because your cargo will be sold while at sea, click the **Sold En Route** box. If selected, you must update all consignee information within **four** calendar days of export. Information should be stated as:

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

Mail - If the carrier is the United States Postal Service (USPS), select "Mail" as the mode of transportation. Leave the Carrier SCAC/IATA and Conveyance Name fields blank.

Parties Involved in an Export Transaction

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.

- **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.

- **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.

Account Types

AES*Direct* has three different account types. For a comprehensive list of responsibilities, see the Account Administrator User Guide

Account Administrator Role (one for each company)

Inform others within company - Legal manager of the account. If changes need to be made to the account, formal communication must be established with AES*Direct* Technical Support. Only the registered Account Administrator is authorized to sign paper documents and request account changes.

Create and manage User Managers - Creates usernames for each filer in the company. Two of these accounts can be designated as User Managers to help manage user accounts created for the company.

User Manager Role (two for each company)

It's very similar role to that of the Account Administrator: A User Manager can create new user accounts, manage company access to AES*PcLink* and reset passwords. Unlike Account Administrators, User Managers cannot act legally on behalf of the account or make any changes to the Account Profile.

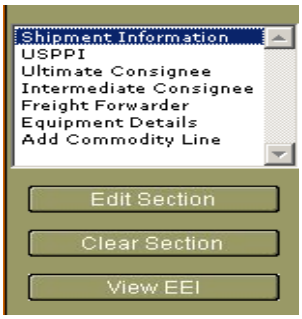
User Role

Responsible for the day-to-day filing of shipments. Some Users can be limited to just viewing historical filing data.

All Users can reset **forgotten** or **expired** passwords by using the "**Forgot your password?**" link on the Login Screen. Any users with locked out or disabled accounts must contact their Account Administrator.

Getting Started with AES*Direct*

AESDirect Interface



Navigation

- To enter information, use the white box in the upper left hand corner; highlight the section and click **Edit Section.**
- Scroll to the bottom of each page to fill out all required fields.
- To return to the Shipment Viewer, click **View EEI**.
- To delete a section, click **Clear Section**.
- AESDirect does not save shipments that have not been submitted. Closing the browser session or clicking on the "back" icon 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)

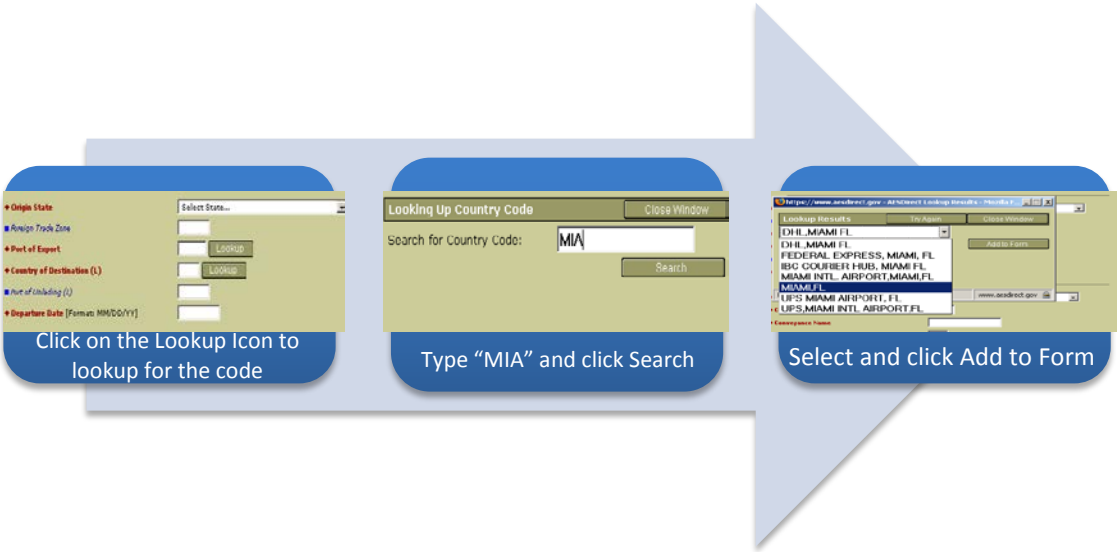
Help

Available in the upper right corner of each section to determine what is needed for each field and when fields are required.

Lookup Search Icon

Searches for codes required in fields marked with an "(L)" next to it. To use the search:

1. Click on the Lookup icon.
2. Enter at least three characters then click **Search**.
3. Highlight the desired item and click **Add to Form**.



Example for Port of Export Lookup

Getting Started

Login

1. Go to aesdirect.census.gov. On the left hand column, under "Log In", click **AES*Direct*** or look under "Already Registered?" in the center of the page, click **Log In**.
2. Enter Username and Password; click **Continue**.
3. The next screen provides a password expiration counter and lists the Account Administrator and User Managers for the company account; click **Continue**.

Homepage

Main Menu

Account Summary

Located on the left side of the Main Menu - provides detail of the company account including a password expiration counter, the company name, filer ID, Account Administrator and User Managers.

Shipments

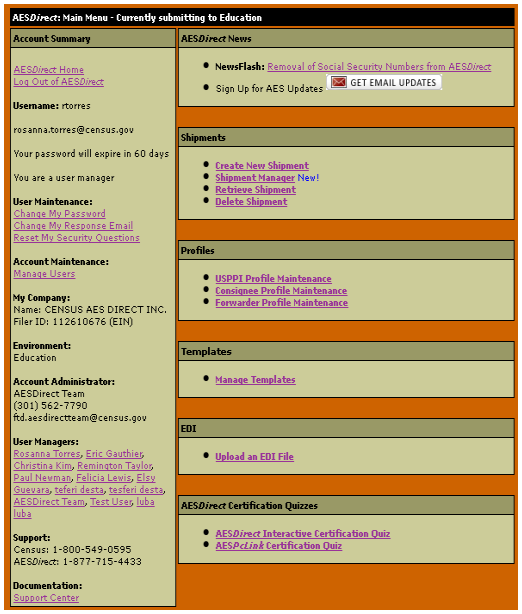
Options to create, retrieve, delete shipments and access the Shipment Manager.

Profiles

Use to save information of frequently used party information. All company profiles are stored under each account and loaded directly for different shipments. See "Profiles" section for more details.

Template Manager

Enables you to save information for frequent shipments. You can store and share up to 100 templates for each company. See "Template Manager" section.



Main Menu

Create A Shipment

On the Main Menu, under "Shipments," click **Create New Shipment**.

Shipment Information

Highlight "Shipment Information" in the white navigation box, click **Edit Section**. Complete each field as required.

E-mail Response Address – Where the AES Response will be sent. More than one e-mail address can be added if separated by commas.

Required: at least one e-mail

Shipment Reference Number (SRN) – This is a unique 17 alphanumeric number used to identify each shipment. If you re-use a previous Shipment Reference Number, the system will generate a Fatal Error. To prevent this, you can establish a unique format to create Shipment Reference Numbers and maintain a log of those already used.

Required: unique number used to identify each shipment; cannot be re-used

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: only required for vessel shipments

Filing Option – Select the filing option you with to use for this EEI: Option 2 – Predeparture fiing or Option 4 – Approved Postdeparture filing. This field will default to Option 2. Postdeparture filing is only available with approved USSPPI IDs and for EEI that meet the requirements for postdeparture filing.

Required: state the filing option of this EEI

Origin State - Indicate where the goods begin their journey to the port of export. If a shipment is coming from more than one warehouse located in different states, provide the state with the commodity of greatest value. If this is unknown, provide the state where the commodities are consolidated for export.

Required: state where the goods begin their journey to the port of export

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

Conditional: only required if goods are removed from the FTZ and not entered for consumption

Port of Export –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: state where the goods are loaded on the exporting carrier

Country of Destination- Country where the goods will be consumed, further processed, stored or manufactured as known at the time of export.

Required: country where the goods will be consumed

Port of Unlading –First port where the goods will be removed from the exporting carrier.

Conditional: only required for vessel 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.

Mode of Transport- Report the method by which the goods are exported from the U.S.

Required: how the goods will be transported out of the U.S.

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: only required for Air, Vessel, Rail, and Truck shipments

If the SCAC/IATA code for your carrier is not found, load the complete code tables with the link displayed on the page. Locate the code by using the Find (Control F) feature on your browser.

Conveyance Name – Provide the vessel name for ocean shipments and the carrier name for air, truck, and rail.

You may not report UNKNOWN.

Conditional: only required for Air, Vessel, Rail, and Truck shipments

Inbond Type –shipments that involve a warehouse or foreign trade zone may be filed in AES for informational purposes only.

Conditional: 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: only required if Inbond Type is reported

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 file the EEI on its behalf.

Required: indicate yes if routed or no if standard

Are the USPPI and Ultimate Consignee related companies?
When USPPI and/or Ultimate Consignee owns directly or indirectly 10 percent or more of either party.

Required: indicate yes or no

Is any commodity on this shipment hazardous?
Specify if there is any hazardous merchandise (as defined by the Department of Transportation).

Required: indicate yes or no

USPPI/Freight Forwarder Section

Highlight "USPPI" or" Freight Forwarder" in the white navigation box, click **Edit Section**. Complete each field as required.

Company Information - Indicate the company's name and identification number.	Required for USSPI and Freight Forwarder
USPPI ID – Employer Identification Number (EIN) or Foreign Entity ID (ex: passport number). If using a foreign passport number, backfill with zeroes to reach 11 digits.	Required for USSPI
Freight Forwarder ID – EIN, or Dun and Bradstreet Number (DUNS)	Required for Freight Forwarder
Contact Information - Provide the first and last name of the USPPI contact person. Names must have at least two letters and can not have special characters such as accents or punctuation.	Required: names must have at least two letter; special characters are not allowed
Cargo Origin - Indicate address (no P.O. box number) of the USPPI from which the merchandise actually began its journey to the port of export.	Required: address where the merchandise actually begins its journey to the port of export

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.

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.

Ultimate Consignee/Intermediate Consignee Section

Highlight "Ultimate Consignee" in the white navigation box, click **Edit Section**. Complete each field as required. The same fields appear in the "Intermediate Consignee" section.

Company Name - Provide the company's name. If you select "Sold en Route", all consignee information must be updated within 4 calendar days from the departure date.

Required: company name or sold en route indicator

Ultimate 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
- Government Entity - a government-owned or government-controlled agency, institution, enterprise, or company.
- Reseller - a non-government reseller, retailer, 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: select consignee type from the drop-down menu

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

Company Address:

Address- Provide the Company's address including street, city and country. Required for all shipments.

Fields in the address section may be required or conditional based on destination of shipment

State- Report appropriate state.

Conditional: only required for consignees in the U.S. and Mexico.

Postal Code – 5 digit zip code

Conditional: only required for shipments between the U.S. and Puerto Rico

Add a Commodity Line

Highlight "Add Commodity Line", click **Edit Section** and complete each field as required.

Schedule B or HTS Number –Report commodity classification codes. Some HTS Numbers are not valid for Export (see "Invalid HTS"). Provide 10 digits without periods. If you do not have a Schedule B number, use the lookup function to locate it.

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

Commodity Description- Provide an appropriate description for the commodity.

Required: commercial description

Marks and Numbers- Fill for record-keeping purposes only

Optional

1st and 2nd Quantity- Report the total quantity of the commodity being exported for each commodity code classification. Report in the unit of measure as required by the system.

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

Unit for 1st and 2nd 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.

Conditional: Not required for if Export Code HH. Do *not* change the unit(s) of measure.

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 details, see Foreign Trade Regulations 30.6 (a)(17).

Required: selling price in whole numbers, no symbols

Gross 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 numbers, no symbols

Export Code- Select the code that identifies the type or condition of the export transaction being made.

Required: type of export

Origin of Goods- Select "domestic" if commodity is grown, produced or manufactured in the U.S. (including those with foreign components assembled as a new good in the U.S.). Select "foreign" for goods grown, produced or manufactured in foreign countries, but have not been changed in form or condition in the U.S.

Conditional: not required for if Export Code HH. If the origins vary for the same classification number, report foreign goods separately from domestic goods.

License Type- Select the appropriate license type for the commodity.

Required: determines if other fields need to be reported

Export License Number- License number, permit number or authorization number assigned by the agency issuing the export license.

Conditional: only required for shipments with export licenses

License Value- If required by the License Type, report the value designated on the export license that corresponds to the commodity being exported.

Conditional: can be required based on License Type

ECCN- This number is used to identify items on the Commerce Control List (CCL).

Conditional: Only required for certain commodities

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).

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: indicate yes or no

Vehicle Information- Used self-propelled vehicle exports require vehicle information.

Conditional: a separate commodity line is needed for each vehicle reported.

Adding more than one commodity

Separate commodity lines will distinguish commodities valued over $2500 or requiring an export license per commodity classification code. After entering the first commodity, highlight "Add Commodity Line"; click **Edit Section**. This saves your first line item and opens up a new commodity screen.

You can have up to 99 commodity lines shipment. After that threshold amount, you must file a new shipment for additional merchandise.

Equipment Details

Highlight "Equipment Details". Click **Edit Section**. Complete each field as required.

If you provide a Seal Number, you must also provide the corresponding Equipment Number.

Optional

Submit Shipment to AES

For shipments that require the submission of EEI, you must have a valid Internal Transaction Number (ITN). Provide this confirmation on your loading documents.

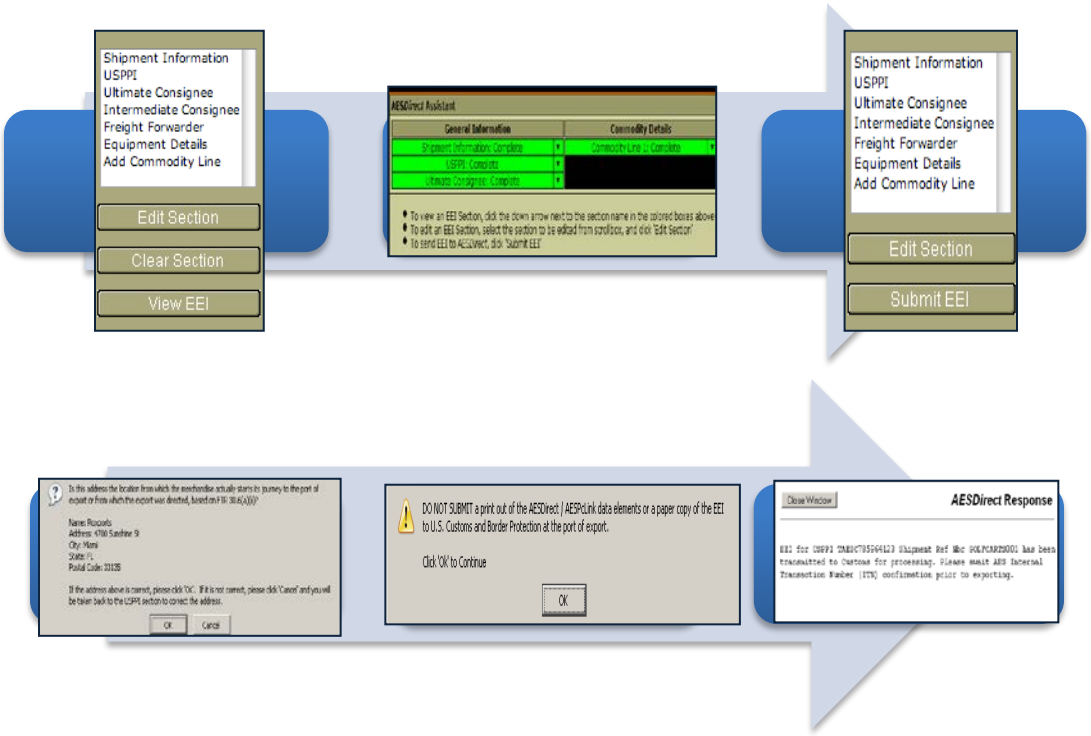
1. Once all required sections are complete, click **View EEI** on the left side of the screen.
2. In the "Shipment Viewer" Screen, verify that all section bars located at the top of the screen appear in **GREEN**. If **YELLOW**, you are is missing some required information. If **RED**, you are missing an entire required section.
3. Click **Submit EEI** on the left side of the screen.
4. Verify the USPPI address. If correct, click **OK**.
5. Acknowledge that you will not submit a paper copy of the shipment to U.S. Customs and Border Protection, click **OK.** If any information does not pass the AES*Direct* edits, an error message will appear prior to sending your shipment to AES. Correct any errors and resubmit.
6. When a shipment is submitted, a pop-up message indicates that the shipment has been transmitted to CBP for processing.

Click View EEI

Click Submit EEI

Make sure all pop-up blockers are turned off.

If pop-blockers are enabled, the shipment will not be transmitted.



Shipment Manager

Access the Shipment Manager

Click on the **Shipment Manager** link from the Main Menu. The screen below will appear.

Search for Shipments

You can search for shipments within the past five years with the AES ITN or the Shipment Reference Number. You can also display all shipments that were **filed or edited** during that day, the day before, or within the last 7 days. This is the same for searches by the **date of export**. You can search also search for a date range within the past five years. The date range can be up to 90 continuous days at a time.

Search Function

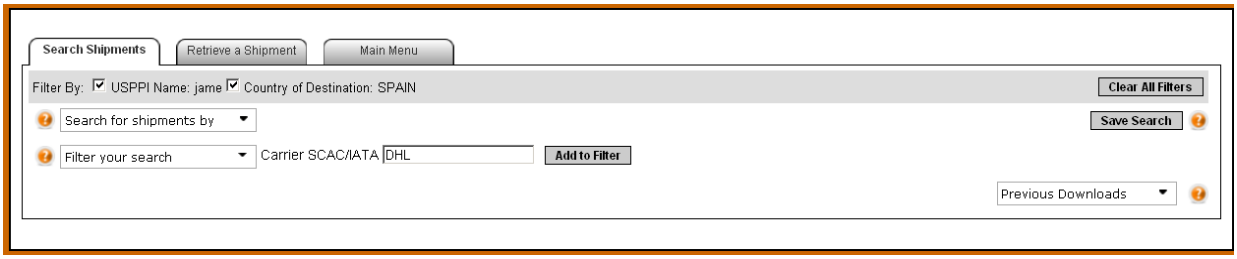
Search by Date

To search by specific criteria such as **License Type**, **Username**, and **Carrier SCAC/IATA**, 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 generates a list of shipments that match the date range entered. You can preview details of the shipments before retrieving. If your search generates too many results, it may be easier to filter your search.

Filter your Search

Select the Search criteria. You can select more than one filter criteria by selecting another search criteria; click **Add to Filter**. You can unselect a field by using the checkboxes on the top of your search.



To look for a shipment, select what you wish to search by from the "Search for Shipments by" drop down menu. You can filter your search by:

- USPPI ID
- USPPI Name
- Consignee Name
- Country of Destination
- Port of Export
- Carrier SCAC/IATA License Type
- Username

Tabs

Tabs make it easy for you to view shipments. You are able to organize and filter shipments by:

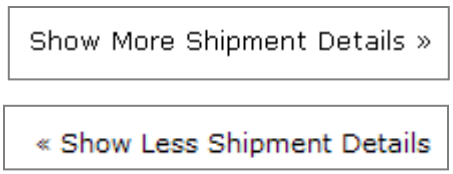
- All Shipments
- Accepted Shipments
- Compliance Alerts
- Verify Alerts
- Warning Messages
- Informational Messages
- Rejected/Update Rejected
- Cancelled Shipments
- Cancelled Submitted or Rejected
- Submitted Shipments (but not yet processed)
- Update Submitted
- Cancel Submitted

Tabs in Search Results

Show More/Show Less Shipment Details

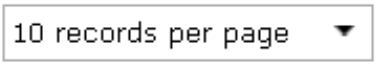
By default, the Shipment Manager provides search results with:

- Shipment Reference Number
- Status of the Shipment
- AES ITN
- Date of Filing
- Date of Export



If you want to see more details, click on the **Show More Shipment Details** link. If you want less, click on the **Show Less Shipment Details** link.

Results per Page



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

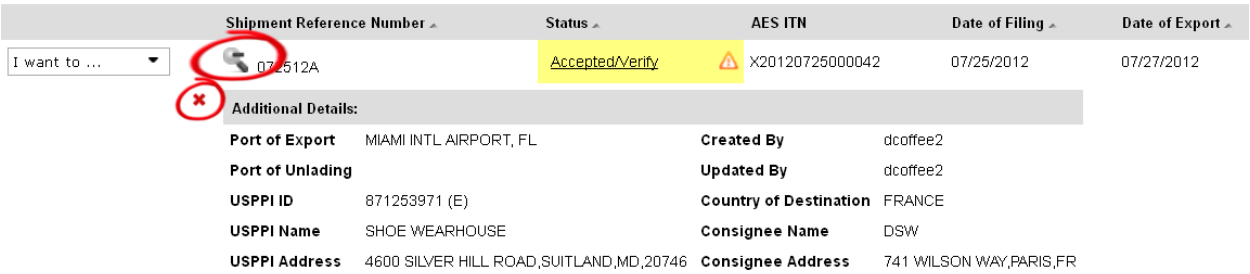
Sort Search Results

You can sort the output by any columns with a triangle next to it. The column that is sorted will display an orange triangle.

Magnifying Glass Preview

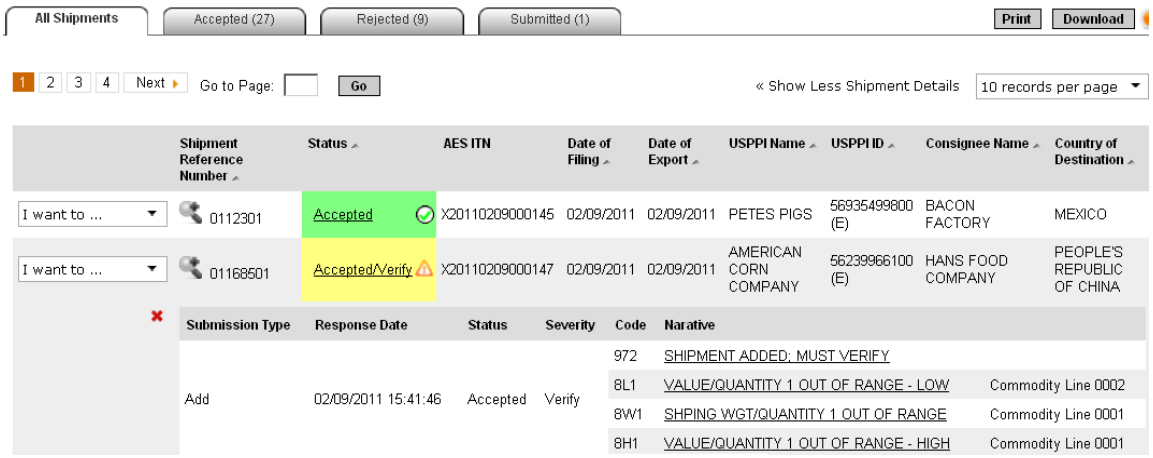
The search results display a summary for each shipment. You can display additional shipment details in your screen. Expand with the magnifying glass icon next to the Shipment Reference Number. You can close the additional details preview by clicking on the red "X" found next to the "Additional Details" title bar. 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

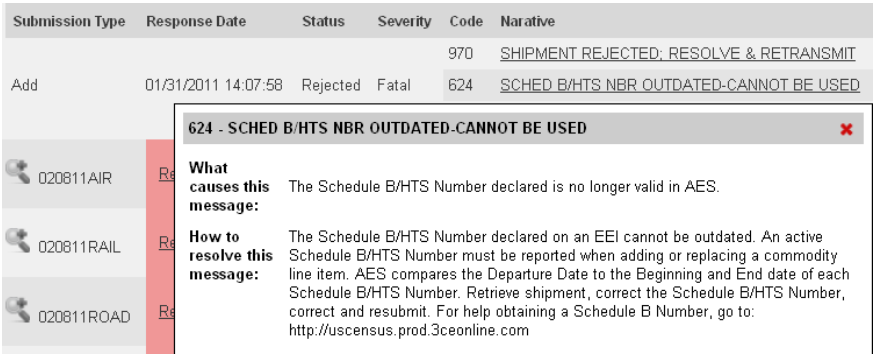


Shipment Status - View Detailed AES Response Messages

Click on the color box with the AES status of the shipment to display a detailed response message.



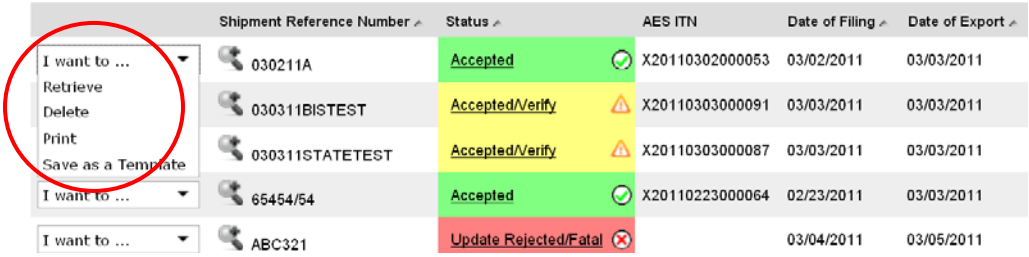
Click on each narrative to find out what caused the message and how to correct it (if necessary).



Detail in AES Responses

Manage Shipments – "I want to…"

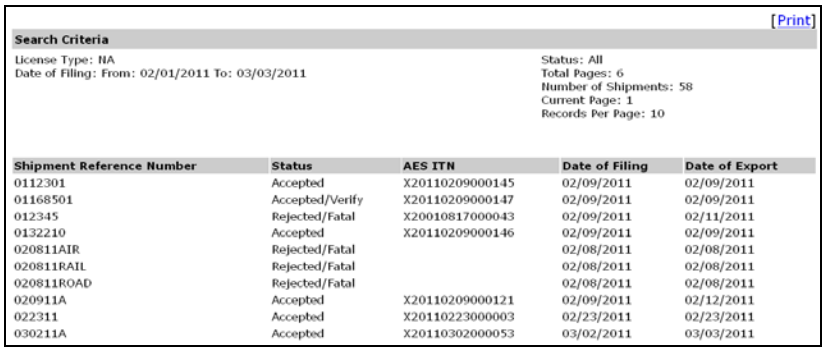
After conducting a search, it's easy to manage shipments. A convenient drop down menu that says: "I want to..." will be available on the far left side of the search results. It will allow you to retrieve, delete, print or even save a selected shipment as a template.



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.



[Print]

Search Criteria

License Type: NA
Date of Filing: From: 02/01/2011 To: 03/03/2011

Status: All
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

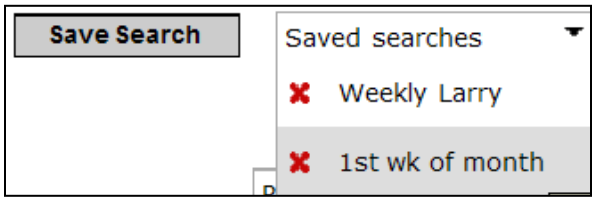
Example of Print Page

Save Frequently Used Searches

Save the type of search queries you conduct the most. If you search weekly for all shipments filed by a person in your company, you can save that "frequent search query".

1. Search for the week and filter by username.
2. After the search results are generated, use the "Save Search" icon.
3. Name the search template to help you identify it.

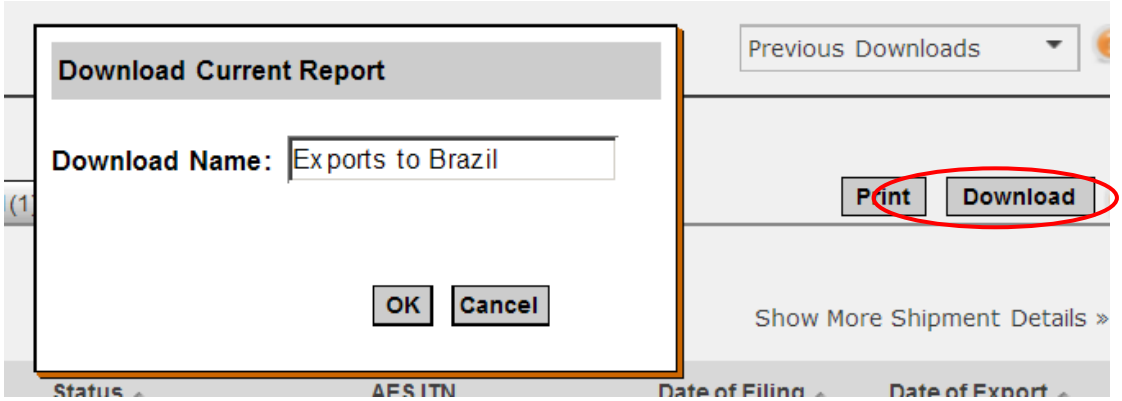
You can save up to 5 favorite searches within your username. The next time you want to search for a shipment, simply select the search you want to use. To delete a "Saved Search", click on the red "X" next to the Saved search name.



Export to a Spreadsheet File

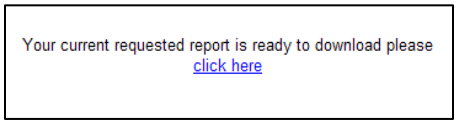
You can export searches into a spreadsheet. This can help compliance efforts. All criteria displayed on screen will be exported to the spreadsheet.

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



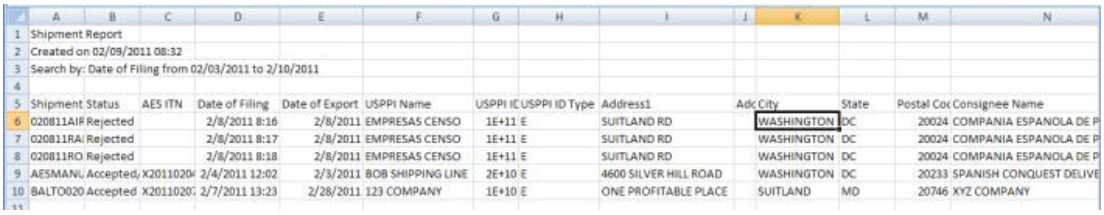
Exporting a Report to Spreadsheet

2) A pop-up will indicate 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.

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

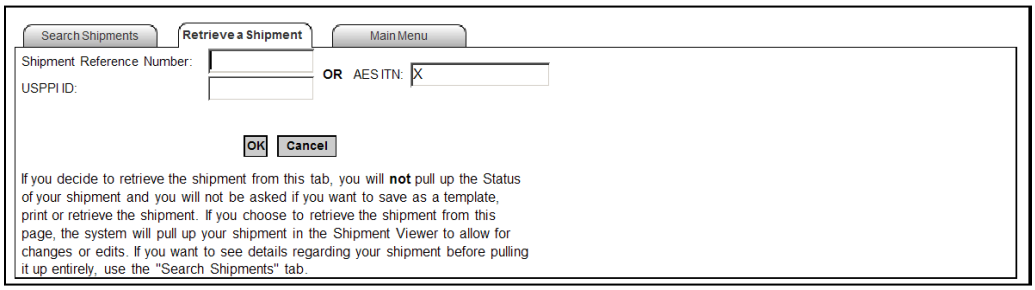


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Shipment Report													
2	Created on 02/09/2011 08:32													
3	Search by: Date of Filing from 02/03/2011 to 2/10/2011													
4														
5	Shipment	Status	AES ITN	Date of Filing	Date of Export	USPPI Name	USPPI IC	USPPI ID Type	Address1	Adc	City	State	Postal Coc	Consignee Name
6	020811AIF	Rejected		2/8/2011 8:16	2/8/2011	EMPRESAS CENSO	1E+11	E	SUITLAND RD		WASHINGTON	DC	20024	COMPANIA ESPANOLA DE P
7	020811RA/	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	X20110203	2/7/2011 13:23	2/28/2011	123 COMPANY	1E+10	E	ONE PROFITABLE PLACE		SUITLAND	MD	20746	XYZ COMPANY

Example of Spreadsheet

Retrieve a Shipment

From the "Retrieve a Shipment" tab, you can retrieve previously filed shipments with the Shipment Reference Number or with the Internal Transaction Number (ITN). Click **OK**. You will be taken into the "Shipment Viewer".



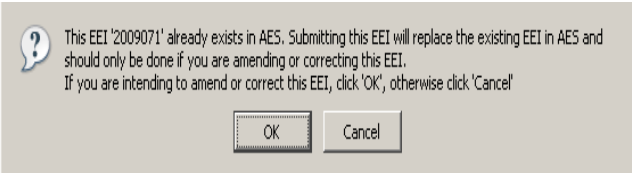
Retrieve a Shipment from the Shipment Manager

Amend/Correct a Shipment

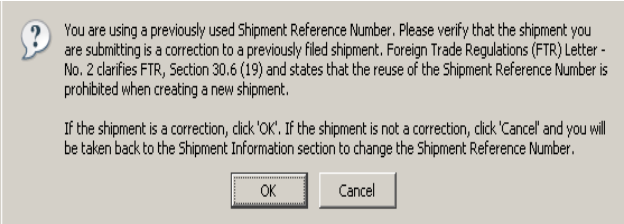
When information regarding an export transaction changes, you must update the shipment.

1. Retrieve shipment
2. Click **Amend/Correct This EEI**
    - Highlight the section that needs correction, click **Edit Section**
    - Make the corrections, click **View EE**I
    - Click **Submit EEI**

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".



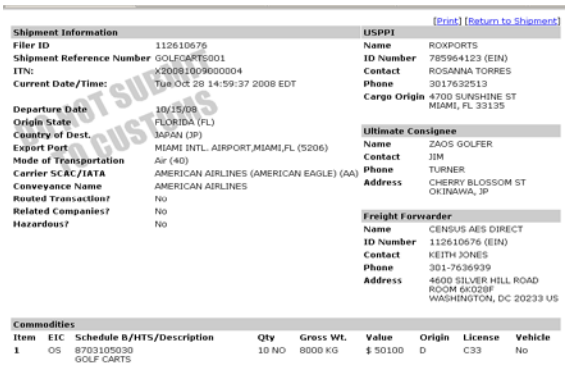
Another confirmation message will appear to ensure that you would like to correct information to the existing shipment.

Help

For help, click on the question mark icon. This gives you information on the purpose of each function.

Print a Shipment

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



[Print] [Return to Shipment]

Shipment Information

Filer ID	112610676
Shipment Reference Number	GOLFCARTS001
ITN:	X20081009000004
Current Date/Time:	Tue Oct 28 14:59:37 2008 EDT
Departure Date	10/15/08
Origin State	FLORIDA (FL)
Country of Dest.	JAPAN (JP)
Export Port	MIAMI INTL. AIRPORT,MIAMI,FL (5206)
Mode of Transportation	Air (40)
Carrier SCAC/IATA	AMERICAN AIRLINES (AMERICAN EAGLE) (AA)
Conveyance Name	AMERICAN AIRLINES
Routed Transaction?	No
Related Companies?	No
Hazardous?	No

USPPI

Name	ROXPORTS
ID Number	785964123 (EIN)
Contact	ROSANNA TORRES
Phone	3017632513
Cargo Origin	4700 SUNSHINE ST MIAMI, FL 33135

Ultimate Consignee

Name	ZAOS GOLFER
Contact	JIM
Phone	TURNER
Address	CHERRY BLOSSOM ST OKINAWA, JP

Freight Forwarder

Name	CENSUS AES DIRECT
ID Number	112610676 (EIN)
Contact	KEITH JONES
Phone	301-7636939
Address	4600 SILVER HILL ROAD ROOM 6K028F WASHINGTON, DC 20233 US

Commodities

Item	EIC	Schedule B/HTS/Description	Qty	Gross Wt.	Value	Origin	License	Vehicle
1	OS	8703105030 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

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

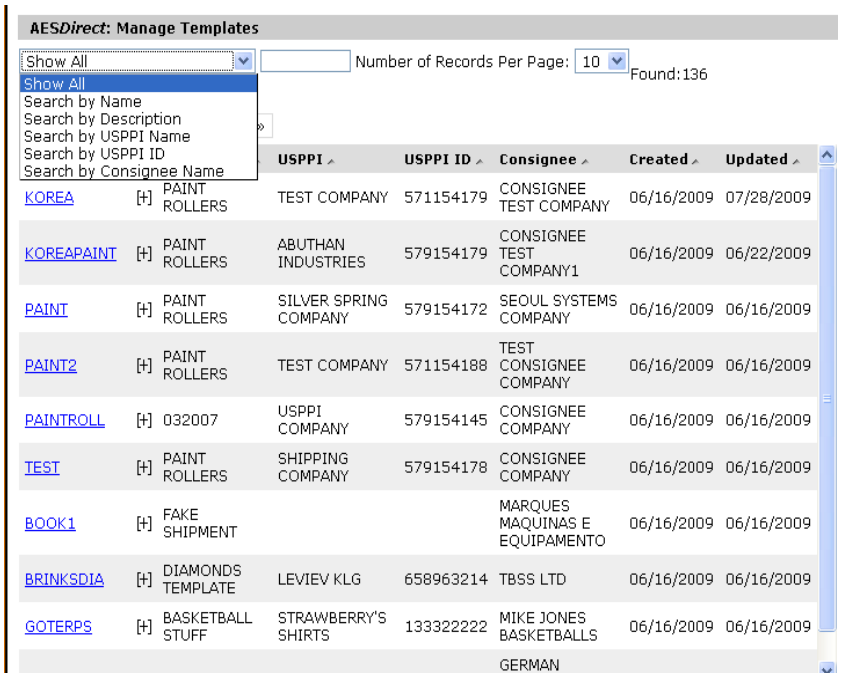
Click **Manage Templates** from the Main Menu. All users have access to up to 100 templates within the company account.

Sort by:

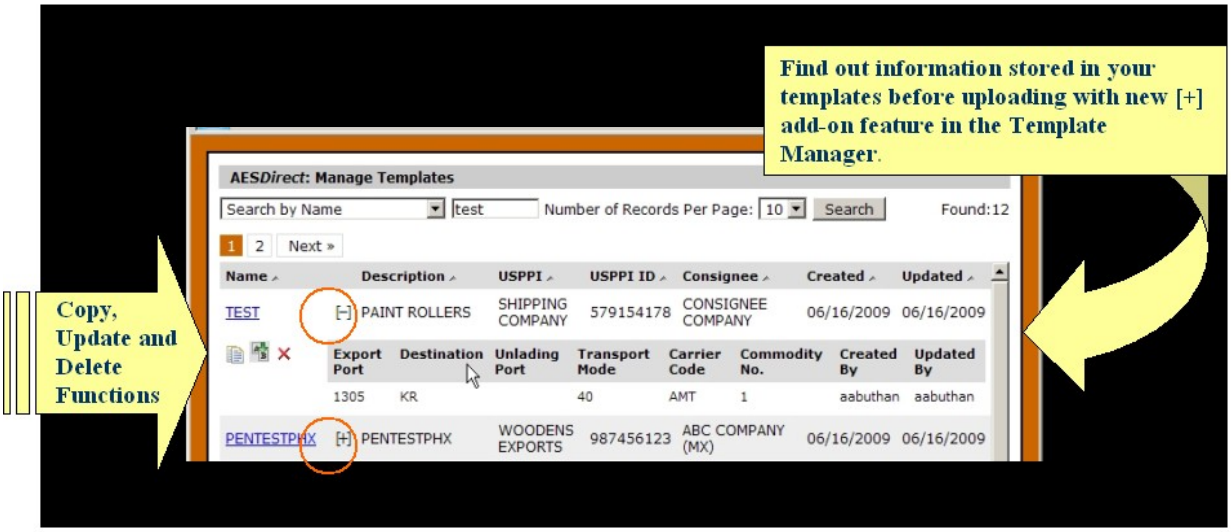
- Name
- Description
- USPPI Name
- USPPI ID
- Consignee Name
- Date created
- Date updated

Search by:

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



Manage Templates: Copy, Rename and Delete

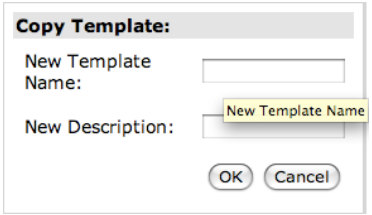


Template Manager

The Template Manager shows a preview of each template. Click on the **[+]** beside the template name. This displays the "Copy", "Rename" and "Delete" icons.

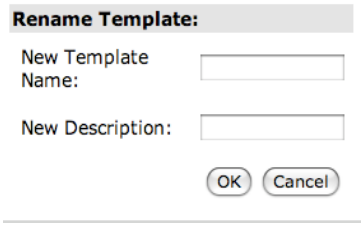
Copy template:

1. 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.



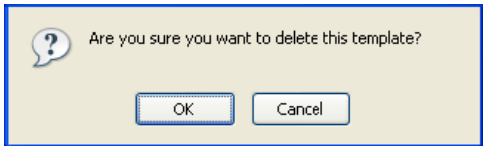
Rename template:

1. 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**.
   The new name will automatically load.



Delete template:

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

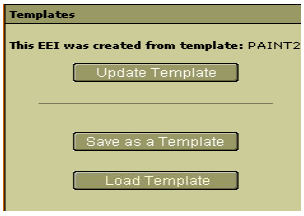


Create a New Template

1. Once a shipment is complete, click **View EEI** on the left side of the screen.
2. Click **Save as a Template**.
3. Enter a name and description for the template. Use only alphanumeric characters; no spaces are allowed in the template name.
4. Click **Save**. A skeleton of the shipment will be saved.

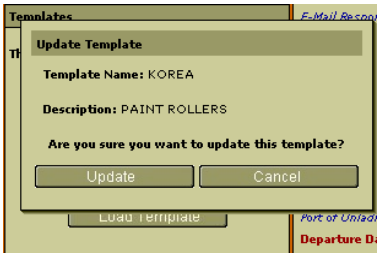
Load an Existing Template

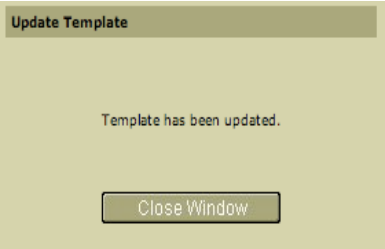
1. In the **"**Shipment Viewer**"** screen, click **Load Template** and locate the desired template.
2. Click the template name to load. The "Shipment Viewer" scree will indicate the name of the template loaded.
3. Complete the empty fields.



Update a Template in the Shipment Viewer

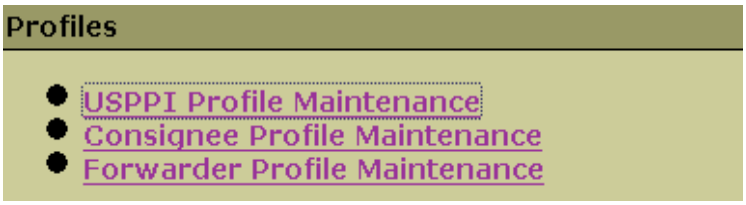
1. Load an existing template as instructed above. Make changes.
2. Click **View EEI**. Once in the "Shipment Viewer" screen, click **Update Template**.
3. A message will be prompted to confirm the Template update. Click **Update**.





Profiles

Profiles save company information for frequent USPPIs, Freight Forwarders and/or Ultimate Consignees.



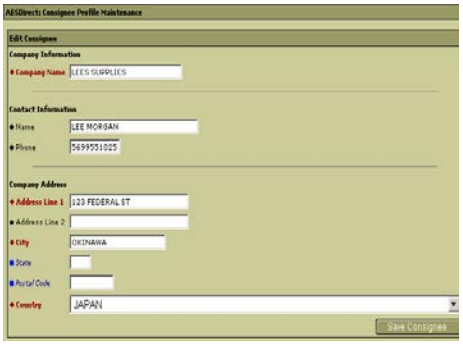
Main Menu

Create USPPI Profile

1. Under "Profiles" in the Main Menu, 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.

Process Flow of Creating a USPPI Profile

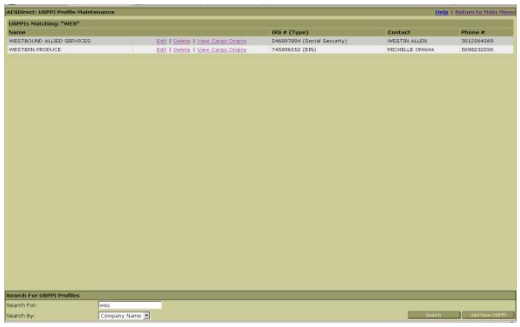
Create Freight Forwarder or Consignee Profile

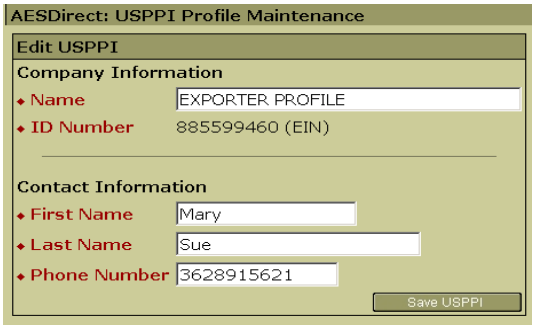


1. On the Main Menu, under "Profiles", click **Forwarder Profile Maintenance** or **Consignee Profile Maintenance**.
2. Click **Add New Consignee** or **Add New Forwarder** in the lower right corner.
3. Enter the required information; click **Save Consignee** or **Save Forwarder**.

Editing/Searching All Profiles

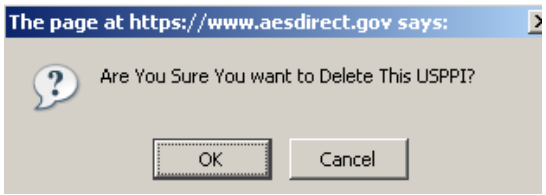
1. On the Main Menu, under "Profiles", click **USPPI Profile Maintenance**, **Forwarder Profile Maintenance** or **Consignee Profile Maintenance**.
2. On the lower left corner of the screen, enter the name of profile you wish to edit and click **Search**.
3. From the results, locate the profile and click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





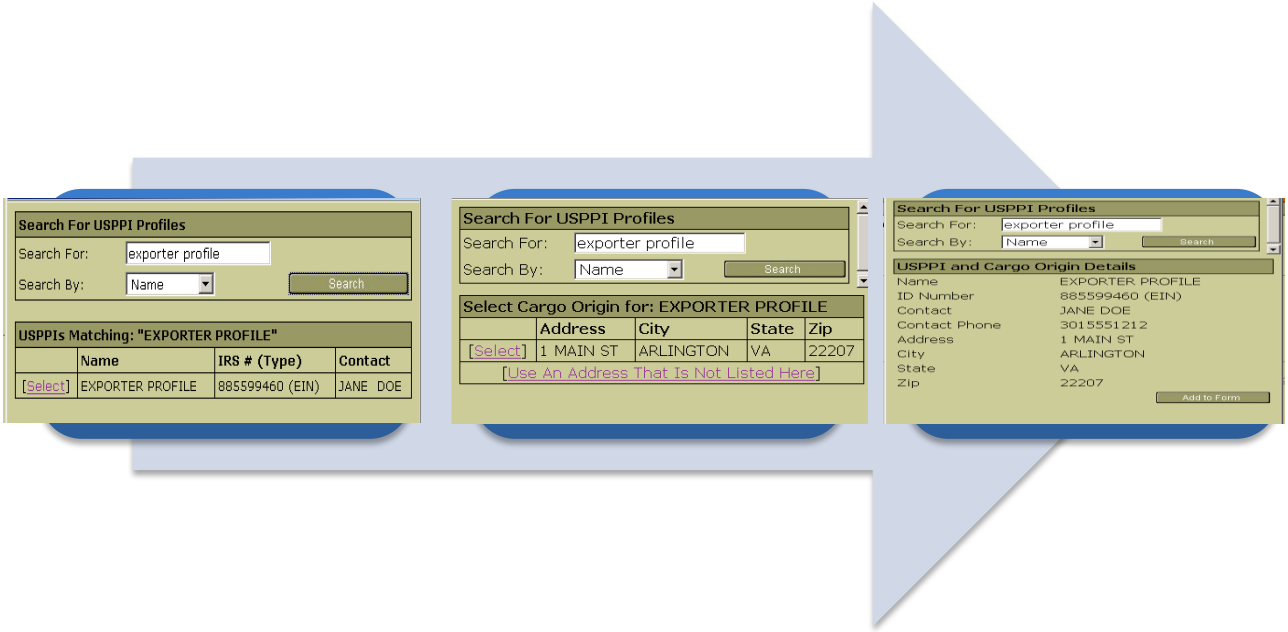
Deleting Profiles

1. On the 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. 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, click **Select from Profiles**. Enter at least three characters to search by. 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**.



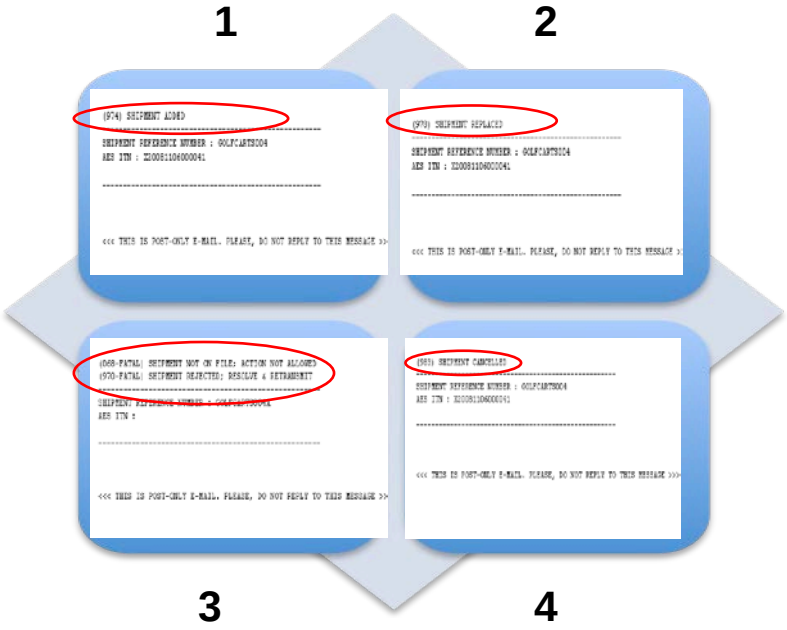
Process Flow to Load Profiles

AES Responses

Once shipments are processed by the Automated Export System (AES), a response message will indicate the status of the shipment. You can access responses in your **response e-mail** or through the **Shipment Manager**.

Response E-mail

E-mails are sent to the address listed in the Shipment Information section. Messages indicate if the shipment has been Accepted (1), Replaced (2), Rejected (3), or Deleted (4). Don't solely depend on the e-mail responses to retrieve the ITN. Always verify the Shipment Manager for all response messages.



AES Response Window

AES Proof of Filing Citations

The **ITN** (Internal Transaction Number) is a confirmation number that proves 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.

Exporters **must** cite the ITN on the first page of the bill of lading, air waybill, and/or other commercial loading documents.

Predeparture Citations

- AES ITN
  - Example: AES X20130702111111

Postdeparture Citations

- If an Authorized Agent files on behalf of an approved post-departure participant
  - AESPOST USPPI ID FILER ID Date of Export
  - Example: AESPOST 12345678900 987654321 11/01/2013

- If USPPI files shipments directly to AES
  - AESPOST USPPI ID – Date of Export
  - Example: AESPOST 23456789000 11/01/2013

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 – 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.

Department of the Treasury – Office of Foreign Assets Control (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 State – Directorate of Defense Trade Controls (DDTC)
http://pmddtc.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
- AES*Direct* connection
- AES*PcLink* connection

Toll Free: 877-715-4433
Alternative: 301-562-7790
E-mail: 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

- 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

- 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: ftdregs@census.gov

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

Trade Data
Toll Free: 800-549-0595- **Option 4**
Hours: M – F: 8 AM - 5:30 PM, EST
E-mail: 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; ; 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.