User Guide

AES*PcLink*

The complete guide to file electronic export information (EEI) to the Automated Export System

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General Information on Shipments

Before learning how to file Electronic Export Information (EEI) using AES*PcLink*, here is some general information regarding EEI.

Sections in the EEI

Shipment Information
This section will contain general shipment information and carrier details. Required for all EEI filings.

USPPI
This section will contain information about the USPPI, person or entity in the United States that receives the primary benefit, monetary or otherwise, from the export transaction. Required for all EEI filings.

Ultimate Consignee
This section will contain the information regarding the receiver of the shipment. The ultimate consignee is the person, party or designee that is located abroad and actually receives the export shipment. This is required for all EEI filings.

Commodities
This section will contain information regarding the merchandise being exported. At least one line item is needed for each EEI transmitted to the AES. This is required for all EEI filings.

Intermediate Consignee
This section will contain information about the intermediate consignee, the person or entity in the foreign country who acts as an agent for the principal party in interest with the purpose of effecting delivery of items to the ultimate consignee. The intermediate consignee may be a bank, forwarding agent, or other person who acts as an agent for the principal party in interest. This section is conditional based on how the transaction is delivered to the Ultimate Consignee.

Freight Forwarder
This section will contain the information about the forwarding agent authorized to file the EEI on behalf of the USPPI. This section is conditional based on the party filing the EEI. If your account was registered as a Forwarding Agent, you do not need to complete this section. Your profile will be loaded automatically for new EEI.

Special Shipments

Routed export transactions - A transaction in which the Foreign Principal Party in Interest (FPPI) authorizes a U.S. agent to facilitate the movement of cargo out of the US and file the EEI in the AES.

Puerto Rico Companies - The following is required:

- City – must be the Puerto Rico municipality
- State – must be Puerto Rico (PR)
- Country – must be United States (U.S.)
- Postal Code – must be 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 the cargo will be sold while at sea or air, click the "**Sold En Route**" box.
If "Sold en Route" is selected, all consignee information must be updated within 4 calendar days of exportation or as soon as the information is known.

Information should be stated as follows:

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

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

Parties Involved in an Export Transaction

Definitions of Parties in the AES

- **U.S. Principal Party in Interest (USPPI)**
  The USPPI is the person or entity in the United States that receives the primary benefit, monetary or otherwise, from the export transaction.

- **Foreign Principal Party in Interest (FPPI)**
  The party shown on the document to whom final delivery or end-use of the goods will be made. This may be the ultimate consignee.

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

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

- **Intermediate Consignee**
  The intermediate consignee is the person or entity in the foreign country that acts as an agent for the principal party in interest with the purpose of effecting delivery of items to the ultimate consignee.

About Your AESDirect Account

AES*PcLink* is available for download to your computer and works through an **AES*Direct* Account**. Below is an overview of all account types and the roles of each user. AES*Direct* has 3 different account types. For a comprehensive list of responsibilities, see the Account Administrator User Guide located in the Support Center of aesdirect.census.gov.

Account Administrator Role

Inform others within company - The Account Administrator is the legal manager of the AES*Direct* account. If changes need to be made to the AES*Direct* 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 - The Account Administrator creates a username 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, known as User Managers.

User Manager Role

The role of a User Manager is also very similar to that of the Account Administrator. A User Manager can create new AES*Direct* user accounts and manage company access to AES*PcLink*. If necessary, they can also assist in resetting passwords for users in the company.
Unlike Account Administrators, User Managers cannot act legally on behalf of the account when contacting AES*Direct* Technical Support or make any changes to the Account Profile.

The Account Administrator and other User Managers can enable User Manager rights for any existing User in the company account. However, the number of User Managers is limited to 2.

User Role

Users hold the most fundamental role in AES*Direct*. They are responsible for the day-to-day filing of EEI. Some Users can be limited to just viewing historical filing data.

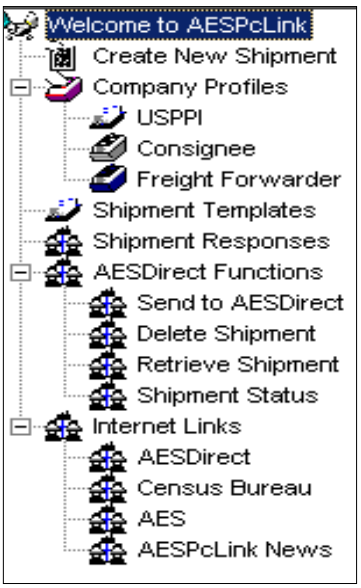
All Users may reset **forgotten** or **expired** passwords by clicking the "**Forgot your password?"** link on the Login Screen. Please note that any locked out or disabled account must contact their Account Administrator for further access.

Getting Started with AESPcLink

AES*PcLink* is a software component of the AES*Direct* website filing application. This easy-to-use software allows you to manage AES filings locally from any Windows-based desktop. Simply download AES*PcLink* and login using your current AES*Direct* account login information. Among the advantages of the software are increased storage capabilities, the option for a Spanish interface, and its capability to store shipments before actually connecting to the Internet and sending to AES. AES*PcLink* only requires Internet connection to install/update the software, update the AES Code Tables, retrieve Shipment Responses or to use any of the AES*Direct* Functions**.**

AES*PcLink* Interface

Vertical Navigation Menu
The AES*PcLink* software has all major functions listed on a vertical bar for your access convenience.



Vertical Navigation Menu

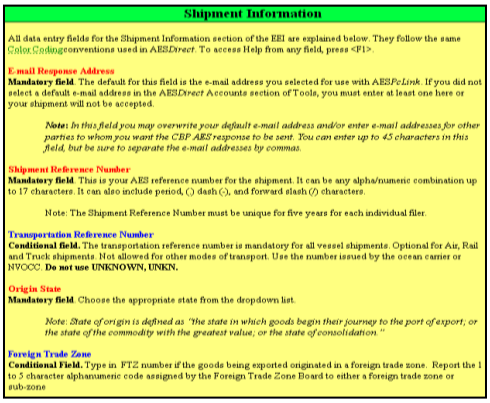
Color Codes
RED indicates a mandatory field (IS required)
BLUE indicates a conditional field (MAY be required)
BLACK indicates an optional field (NOT required)

Completing the EEI – AES*PcLink* has a tab format for easy navigation when filling out each section. Always scroll to the bottom of each tab to fill out all required fields.

Editing sections - Click on the tab for the section you would like to edit. You may move between sections without losing information.

Clearing sections - Click "Clear Section" in the bottom right corner. This will only clear the section being edited.

Help
Help is available for each section by pressing the **<F1>** key. Click on the Help to determine if a conditional field must be completed for the shipment and, if so, how to complete it.


Shipment Information

All data entry fields for the Shipment Information section of the EEI are explained below. They follow the same Color Codingconventions used in AES*Direct*. To access Help from any field, press <F1>.

E-mail Response Address
Mandatory field. The default for this field is the e-mail address you selected for use with AES*PcLink*. If you did not select a default e-mail address in the AES*Direct* Accounts section of Tools, you must enter at least one here or your shipment will not be accepted.

Note: *In this field you may overwrite your default e-mail address and/or enter e-mail addresses for other parties to whom you want the CBP AES response to be sent. You can enter up to 45 characters in this field, but be sure to separate the e-mail addresses by commas.*

Shipment Reference Number
Mandatory field. This is your AES reference number for the shipment. It can be any alpha/numeric combination up to 17 characters. It can also include period, (.) dash (-), and forward slash (/) characters.

Note: The Shipment Reference Number must be unique for five years for each individual filer.

Transportation Reference Number
Conditional field. The transportation reference number is mandatory for all vessel shipments. Optional for Air, Rail and Truck shipments. Not allowed for other modes of transport. Use the number issued by the ocean carrier or NVOCC. **Do not use UNKNOWN, UNKN.**

Origin State
Mandatory field. Choose the appropriate state from the dropdown list.

Note: State of origin is defined as "the state in which goods begin their journey to the port of export; or the state of the commodity with the greatest value; or the state of consolidation."

Foreign Trade Zone
Conditional Field. Type in FTZ number if the goods being exported originated in a foreign trade zone. Report the 1 to 5 character alphanumeric code assigned by the Foreign Trade Zone Board to either a foreign trade zone or sub-zone

AES*PcLink* Help

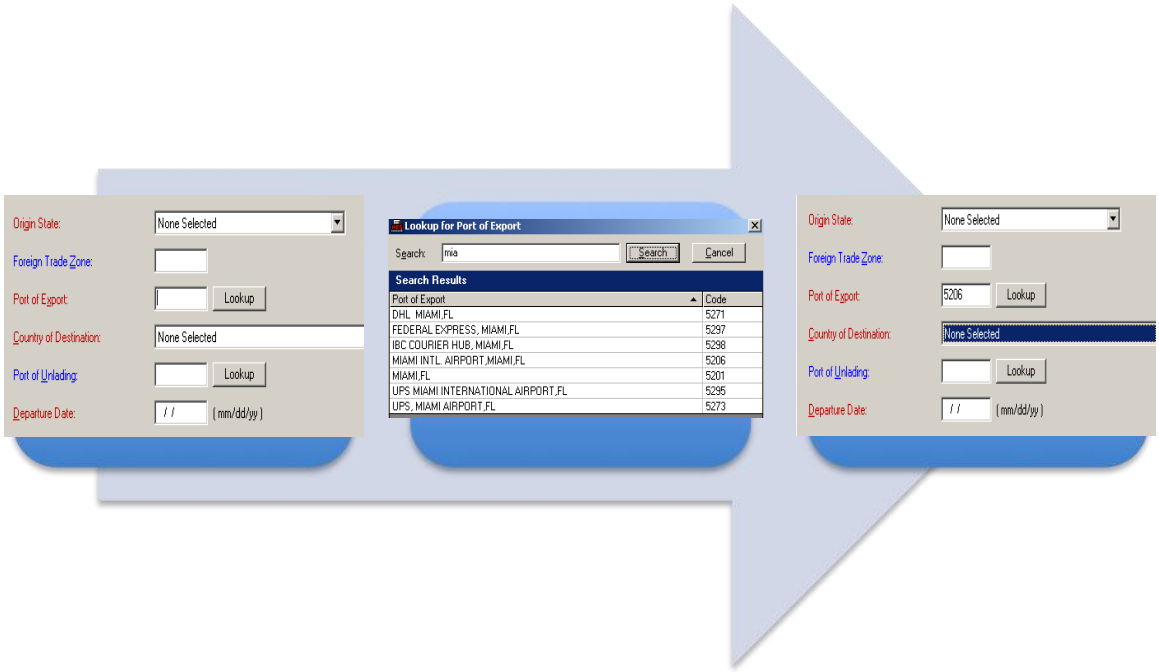
Lookup

A “Lookup” feature is available to help filers search for codes. Fields that require codes have a lookup button located next to the field.

1. Click the “Lookup” button next to the respective field
2. Enter at least 3 characters of the name of the desired code, then click “Search”. Typing “*” in front of your search characters returns matches that contain the character string in any part of the description.
3. Double click the desired item. The code will be added to the EEI form and the lookup window will close.

Example:

1. Click “Lookup” next to the Port of Export.
2. Enter “MIA” and click search.
3. Locate the appropriate Port of Export and double click to add to the EEI.



The code 5206 will automatically fill in the Port of Export field

Main Menu

The left side of the screen displays a vertical navigation bar, which will be used to create, retrieve and submit EEI, and perform all AES*Direct* functions. The right side of the screen highlights the capabilities of AES*PcLink*. The selection made on the left side of the screen will determine what the right side of the screen displays.

Company Profiles

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

Shipment Templates

Templates store a copy of commonly used shipments. They store a skeleton form of a shipment. They are most helpful if filing recurring shipments for the same commodity from the same USPPI to the same Ultimate Consignee. The only elements removed are the Shipment Reference Number, Transportation Reference Number, Departure Date, Origin State, 1st and 2nd Quantity, Gross Weight and Value.

Shipment Responses

You can view the responses generated for shipments for a defined timeframe through this option. See "Shipment Responses" section.

AES*Direct* Functions

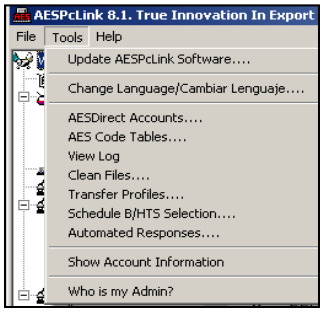
Options to create, retrieve, or delete shipments are available with Internet connection.

Internet Links

Direct links to AES*Direct* website, CBP website with information on AES and the Census Bureau's website.

AES*PcLink* Tools

AES*PcLink* has 11 tools accessible from the Tools Menu on the gray bar at the top of the screen.



Update AES*PcLink* Software – verifies the version of the software installed on your PC and if necessary, updates the software from AES*Direct*.

1. Go to "Tools" Menu and click on "Update AES*PcLink* Software". Click "Next" to determine if updates are needed.
2. If required, AES*PcLink* will automatically update the application.

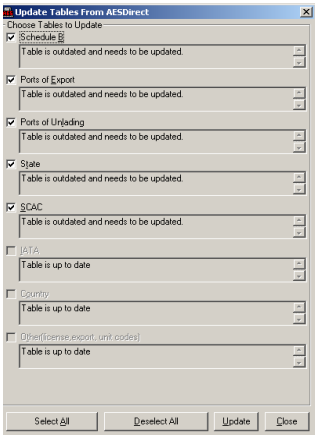
When a new version of the AES*PcLink* software is released, a nation-wide Broadcast message is sent to notify all AES*Direct* accounts.

Change Language / Cambiar Lenguaje – This provides an option for a Spanish interface. Please note that all fields must be input in English.

AES*Direct* Accounts – Switch between AES*Direct* accounts for your company.

AES Code Tables – Most codes in AES have expiration dates and must be updated. This tool verifies all tables and pulls any necessary updates directly from the AES*Direct* website.

1. Go to "Tools" Menu and click on "AES Code Tables".
2. Select the radio button next to AES*Direct* and click "Next". AES*Direct* will determine which tables need to be updated.
3. If any updates are needed, a check mark will be next to the code tables, click "Update". If none are needed, click "Close". If you click on "Update", AES*PcLink* will download the tables from AES*Direct.* When the update is complete, click "Close".



AES Code Tables must be checked *at least* once a month. If you are receiving error messages for a code when trying to submit an EEI, verify that you are using a valid code and all code tables are up to date.

Clean Files – Compacts the software files on the local database. AES*PcLink* automatically cleans the files when the software is shut down.

Transfer Profiles – Export or import party profiles to and from different AES*PcLink* applications.

Schedule B/HTS Selection – Select either Schedule B or HTS commodity number to classify commodities. For each shipment, all commodities must utilize the same classification type.

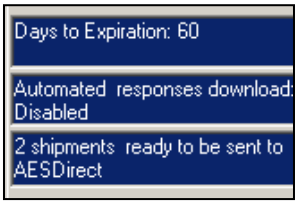
Automated Responses – Enable automated responses to receive AES*Direct* responses directly on AES*PcLink*

1. Go to "Tools" Menu and click on "Automated Responses"
2. Click "Turn On Automated Download"
3. Once it is enabled, click "Close"

Show Account Information - This provides detail regarding a company's account as registered in AES*Direct*, including a password expiration counter, the company's name, Filer ID, Account Administrator and User Managers. To access, you must enter the account password.

"Who's My Admin?" – Use this tool if unsure of who manages the account for your company. Enter your Username and Company Filer ID to find receive an e-mail that states who is registered as your company's Account Administrator.

Features



Password Expiration Counter - This feature displays the number of days your account has until your password expires directly on AES*PcLink*.

Login Attempts Counter -This feature displays the number of login attempts you have left until the account is locked out.

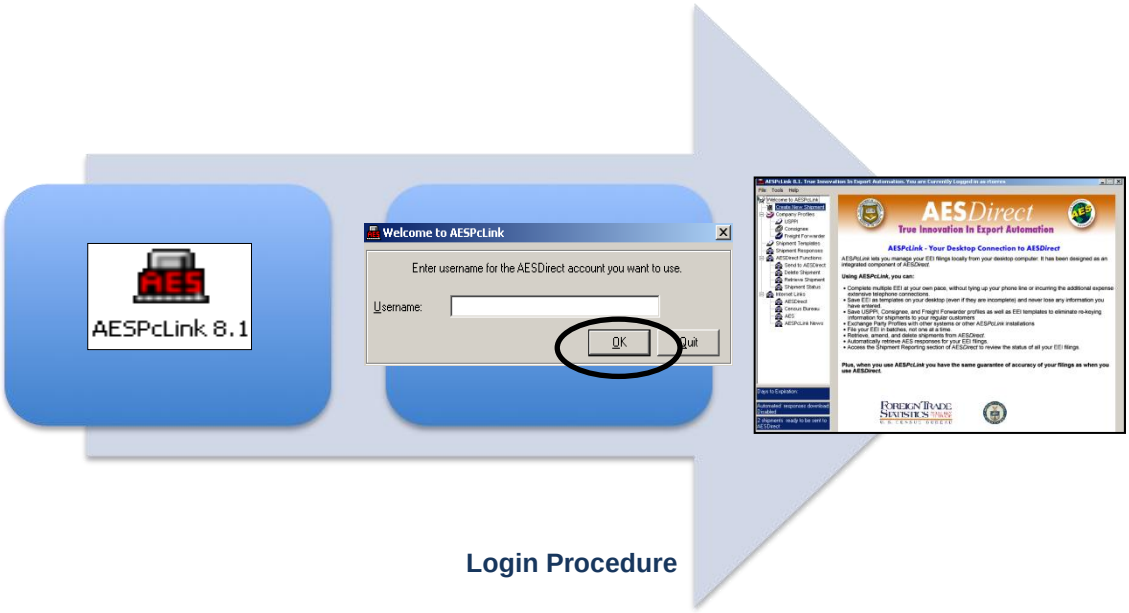
A Warning Pop-Up for Unlikely, Sensitive Country of Destinations - There is a verification pop up message that ensures you submit the correct Country of Ultimate Destination. This feature helps you avoid any unwanted delays and/or transmissions with incorrect information.

AES*Direct* Archive Service
You can access shipments older than a year through AES*Direct*. Since the account was created using AES*Direct,* you have access to free retention service of up to 5 years of EEI. Shipments one year or older can be accessed through this database. You must log in to the AES*Direct* website and select “Archived Shipment Reporting Center” from the Main Menu to use this service.

Create a New Shipment

Log In to AES*PcLink*

1. Double click the AES*PcLink* icon on your desktop
2. Enter your AES*Direct* Username. Click “OK”.
3. You will be taken to the AES*PcLink* opening screen.

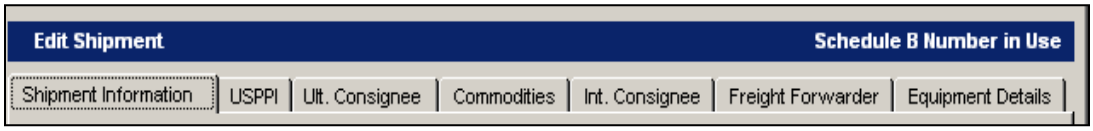


Login Procedure

4. Once logged in you can start to file an EEI. Click on the “Create New Shipment” link in the navigation menu.

Shipment Information

Click on the “Shipment Information” tab on the top of the screen. Complete each field as required.



Section Tabs

E-mail Response Address – This will be the address to which the AES Response message will be sent. More than one e-mail address can be added when separated by commas. At least 1 e-mail address is required for all EEI filings.

Shipment Reference Number (SRN) – This is a unique alphanumeric identification number for each shipment that can be up to 17 characters long. Filers create an SRN to identify each EEI filed. Required for all EEI filings.
Once the filer has assigned an SRN, the number cannot be re-used for future shipments. Doing so will generate a Fatal Error. It is good practice to establish a unique format in your company to create SRNs and maintain a log of all SRNs used to prevent re-using and for easy retrieval.

Transportation Reference Number - This is the reservation number or booking number, assigned by the ocean carrier to hold space on the vessel for the cargo. Conditional field: only required for vessel shipments.

Origin State- Indicate the State in which the goods begin their journey to the port of export. Required for all EEI filings.
If a shipment is composed of merchandise from more than one warehouse located in different states, provide the state with the commodity of greatest value; or the state where merchandise is consolidated.

Foreign Trade Zone (FTZ)- Provide the 1 to 5 alphanumeric code assigned by the Foreign Trade Zone Board to either an FTZ or sub zone from which goods are withdrawn for export. Conditional field; if goods are removed from the FTZ and not entered for consumption. Foreign Trade Zones are specially licensed commercial and industrial areas or areas near ports of entry where foreign and domestic goods may be brought in without being subject to payment of CBP duties.

Port of Export – The port of export is the seaport or airport where the goods are loaded on the exporting carrier that is taking the goods out of the United States, or the port where exports by overland transportation cross the U.S. border into a foreign country. Required for all EEI filings.
For Mail shipments, report 8000.

Country of Destination- Report the country where the goods are to be consumed, further processed, stored or manufactured as known to the USPPI at the time of export. Required for all EEI filings.

Port of Unlading – This is first port where the goods will be removed from the exporting carrier. Conditional field; only required for all vessel shipments and air shipments between the U.S. and Puerto Rico.

Departure Date- Report the date of export out of the U.S. Required for all EEI filings.

Mode of Transport- Report the method by which the goods are exported from the U.S. Required for all EEI filings.
For shipments crossing through Canada or Mexico to another destination report the mode of transportation when the goods are loaded on the carrier that is taking the goods out of the United States.

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

Conditional field; only required for Air, Vessel, Rail, and Truck shipments. Mail shipments do not require this information.
If the SCAC/IATA code for your carrier is not retrieved in the search, load the tables from the AESDirect website at: aesdirect.census.gov/support/reference.
Once there, 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 all other modes of transportation. Conditional field; only required for Vessel, Air, Rail, and Truck shipments.
You may not report UNKNOWN as the Conveyance Name.

Inbond Type – Inbond shipments that involve a warehouse or foreign trade zone may be filed in AES for informational purposes only. Conditional field; Inbond shipments are not required to be filed in AES per FTR 30.37(e).

Import Entry Number –If an Inbond type is specified, report import entry number. Conditional field.

Is this shipment a Routed Transaction?
A shipment is considered "Routed" when the Foreign Principal Party in Interest (FPPI) authorizes a U.S. Freight Forwarder or U.S. agent to facilitate the export of items, prepare and filed the EEI on its behalf. Required for all EEI filings.

Are the USPPI and Ultimate Consignee related companies?
Companies are considered related when either party, the USPPI and Ultimate Consignee, owns directly or indirectly 10 percent or more of the other party. Required for all EEI filings.

Is any commodity on this shipment hazardous?
Specify if hazardous merchandise (as defined by the Department of Transportation) is being exported. Required for all EEI filings.

USPPI / Freight Forwarder

Click on the "USPPI" or "Freight Forwarder" tab on the top of the screen. Both sections require the same information. Complete each field as required.
You may also load saved "Profiles" from your account to auto-fill the sections. See "Load Profiles" section.

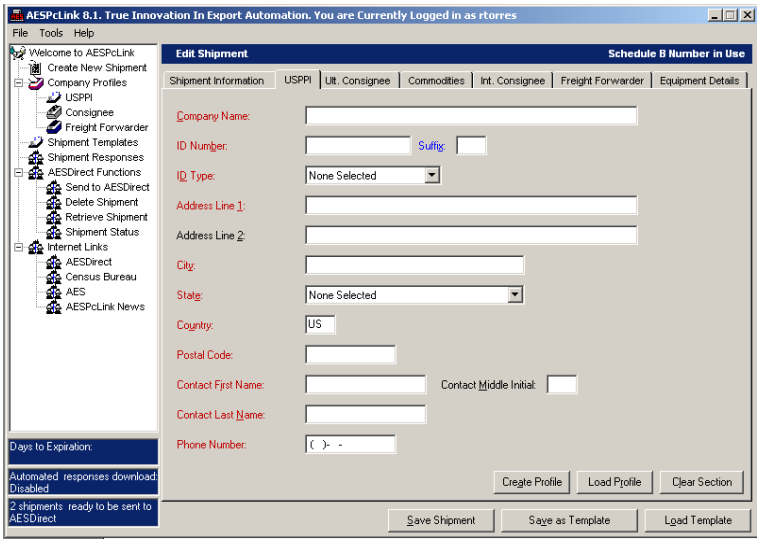
Section Tabs - USPPI

Company Information- Provide the company's name and identification number. Required in USSPI and Freight Forwarder sections for all EEI filings.

- **USPPI ID** – The AES allows for Employer Identification Number (EIN) or Foreign Entity ID Types (ex: passport number).
- **Freight Forwarder ID** – AES allows for EIN, or Dun and Bradstreet Number (DUNS).

USPPI Address- Indicate the address (no post office box number) of the USPPI from which the merchandise actually began its journey to the port of export. For example, the EEI covering goods laden aboard a truck at a warehouse in Georgia for transport to Florida for loading onto a vessel for export to a foreign country shall show the address of the warehouse in Georgia. Required for all EEI filings. For shipments of multiple origins, report the address from which the commodity with the greatest value begins its export journey. If such information is not known, report the address in state in which the commodities are consolidated for export.

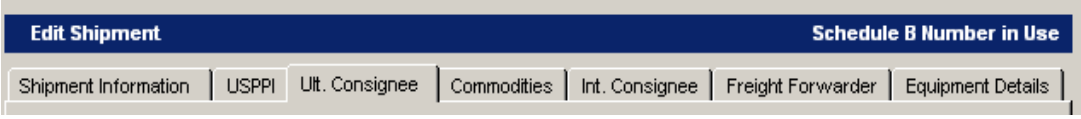
Contact Information- Provide the first and last name of the USPPI contact person. Required for all EEI filings. Names must have at least two letters and cannot contain special characters such as accents or punctuation.



USPPI Section

Ultimate Consignee / Intermediate Consignee

Click on the "Ultimate Consignee" and/or "Intermediate Consignee" tab on the top of the screen. Complete each field as required. You may also load a saved "Profile" from your account to auto-fill the sections. See "Load Profiles" section.



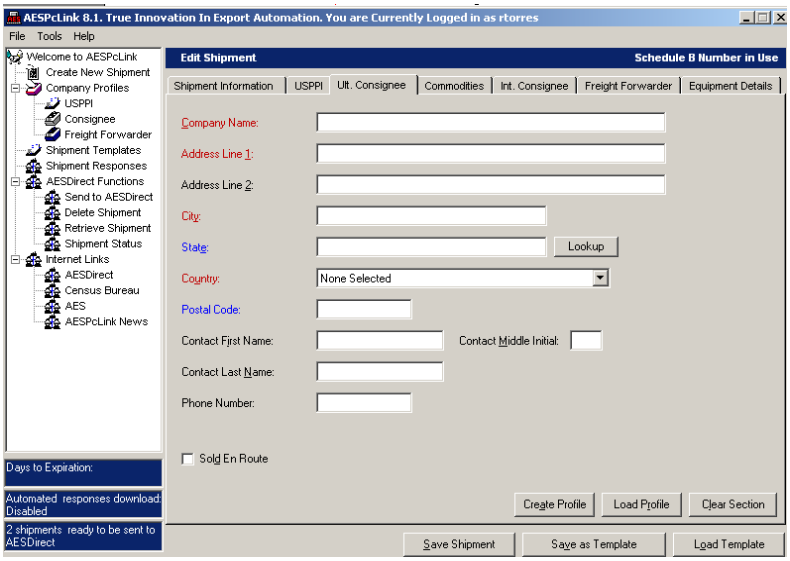
Section Tabs

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

Company Address- Fields in the address section may be required or conditional based on the destination of shipment.

- **Address-** Provide the company's address including street, city and country. Required for all EEI filings.
- **State-** Report appropriate state. Conditional field. Only required for U.S. and Mexican consignees.
- **Postal Code** – Conditional field. A postal code is only required for shipments between the U.S. and Puerto Rico.

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 with no dashes (NNNNNNNNNN). Optional section.



Ultimate Consignee Section

Commodities

Click on the "Commodities" tab on the top of the screen. Complete each field as required.

Section Tabs

Schedule B or HTS Number – Both Schedule B and HTS commodity classification codes can be reported in AES*PcLink*. Some HTS Numbers are not valid for Export (see "Invalid HTS" link or access the AES*Direct* Codes in the Support Center section of aesdirect.census.gov). Provide the full 10 digits without periods. If you do not have your Schedule B number, use the lookup function to locate. Conditional field.
Not required if Export Code selected is HH (Personal and household effects and tools of the trade) is selected.

Commodity Description- Provide an appropriate commercial description for the commodity. Required for all EEI filings.

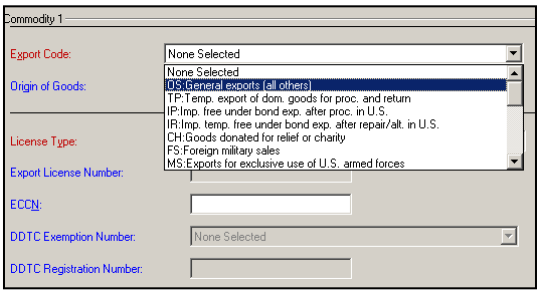
Marks and Numbers- Fill out for record-keeping purposes only. Optional field.

1st and 2nd Quantity- Report the total quantity of the commodity being exported per the unit of measure required by the system. Conditional field. Not required if Export Code selected is HH (Personal and household effects and tools of the trade) is selected.

Units 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. Do *not* change the Unit(s) of Measure. Conditional field.
Not required if Export Code selected is HH (Personal and household effects and tools of the trade) is selected. To determine the correct unit(s) of measure, link to the Census Foreign Trade Division website for Schedule B or the International Trade Commission Website for HTS.

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

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. Required for all EEI filings. For more details, see Foreign Trade Regulations FTR 30.6 (a)(17).



Gross Weight- The shipping weight must be reported in kilograms. Include the weight of the commodity and weight of normal packaging. Required for all EEI filings. For more details, see Foreign Trade Regulations FTR 30.6(a)(16).

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

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

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

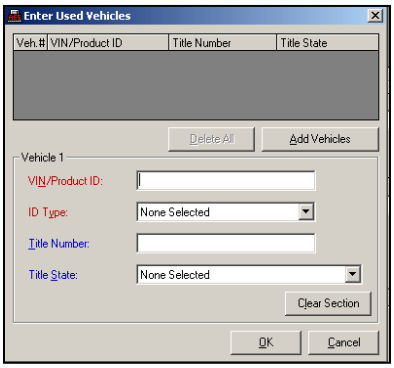
- **Export License Number**- This would be the license number, permit number or authorization number assigned by the agency issuing the export license. Conditional field. Only required for shipments requiring an export license.

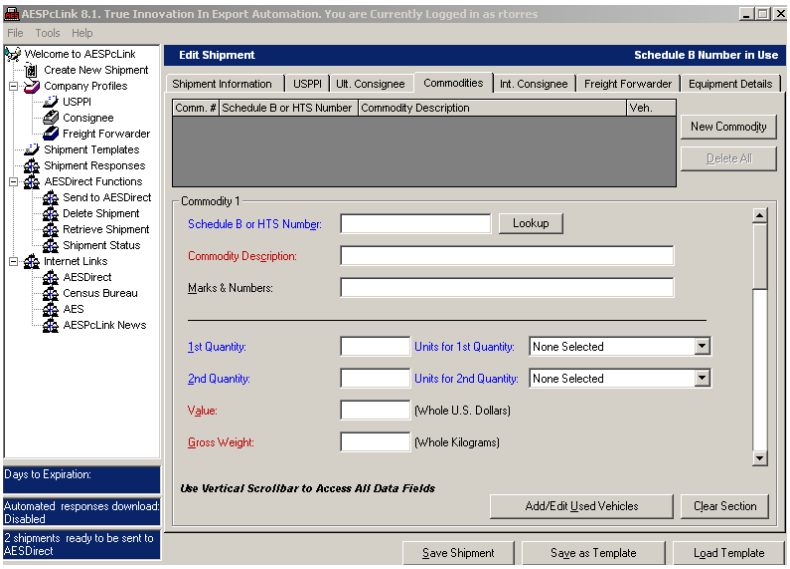
- **ECCN-** This number is used to identify items on the Commerce Control List (CCL). Conditional field; based on merchandise exported.

A complete listing of license codes and descriptions for the U.S. Department of Commerce, Office of Foreign Assets Control (OFAC), Nuclear Regulatory Commission, U.S. Department of State and other Partnership Agency licenses, can be found under **Appendix F** of the AES Trade Interface Requirements (AESTIR). http://www.cbp.gov/xp/cgov/trade/automated/aes/tech_docs/aestir/

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

Add/Edit Used Vehicles- Used vehicle exports require vehicle information to be filled in the EEI. Conditional fields. Click on "Add/Edit Used Vehicles Icon at the bottom of the screen to enter the information.



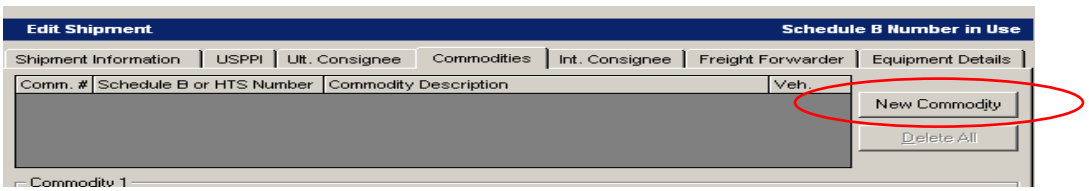


Commodities Section

New Commodity

Separate commodity lines will distinguish merchandise valued over $2500 per commodity classification or requiring an export license. AES*PcLink* allows up to 99 commodity lines per EEI. Any export shipments with more than 99 line items must be filed as separate shipments.

To add more line items, click on the "New Commodity" icon on the top right corner of the section. This will store your first commodity line and allow for input of other commodities. Complete each field as required.



Commodities Section

Equipment Details

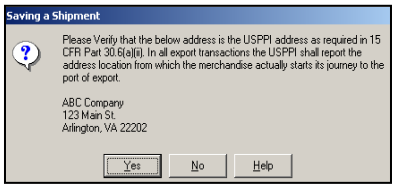
This is an optional section. Click on the "Equipment Details" tab on the top of the screen.
If a Seal Number is submitted, a corresponding Equipment Number must also be submitted.

Save and Send Shipments to AESDirect

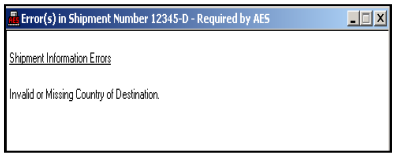
AES*PcLink* validates the information in the EEI prior to sending to AES*Direct*. Completed shipments are saved, validated and placed on queue to be sent to AES*Direct*. Then, it must be sent to AES for processing. A valid Internal Transaction Number (ITN) must be received prior to exporting. Provide this confirmation on your loading documents. See "AES Proof of Filing Citations" section for more details.

1. Save Shipment

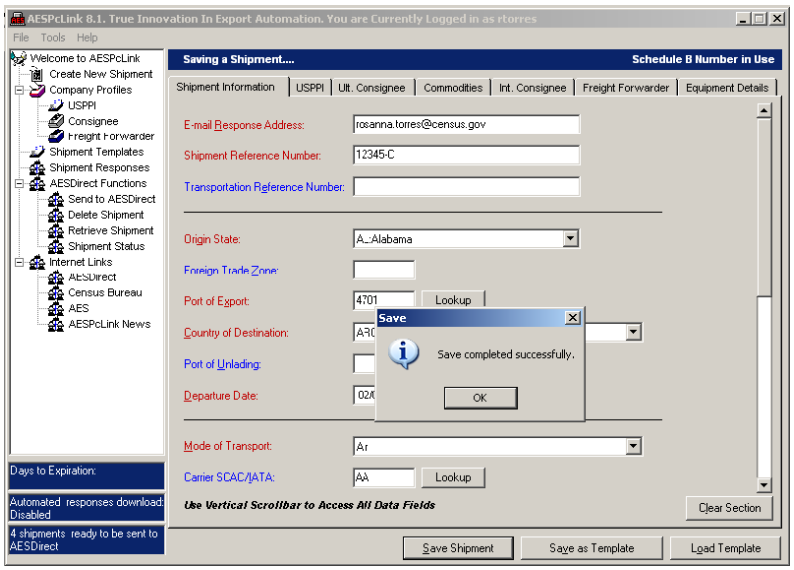
Once the shipment is complete, click "Save Shipment". This will check the shipment against AES*Direct* validations.



- If the shipment passes validations, AES*PcLink* will ask you to verify the USPPI address per FTR requirements. If correct, click "Yes", if not, click "No" and make the appropriate changes. Once the address is confirmed, the shipment will be added to the queue to be sent to AES*Direct.* A counter in the bottom left corner that display how many shipments are in the queue.



- If the shipment does not pass validations, a pop-up message will appear indicating the problem sections and fields. Correct the errors and click "Save Shipment". Once complete, AES*PcLink* will ask you to verify the USPPI address per FTR requirements. If correct, click "Yes", if not, click "No" and make the appropriate changes. The shipment will be added to the queue to be sent to AES*Direct.*

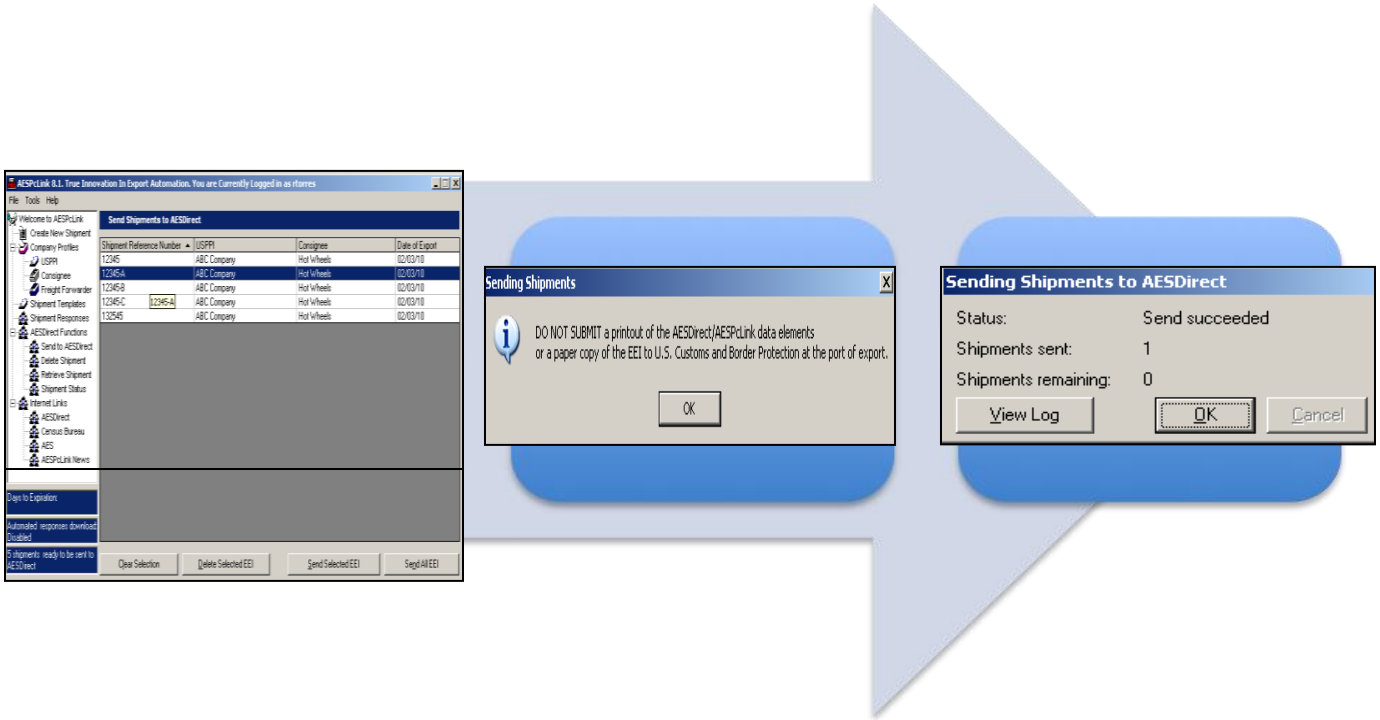


Shipment Saved

2. Send Shipment to AES*Direct*

To submit EEI to AES*Direct*, make sure you have an Internet connection.

1. Under AES*Direct* Functions, click “Send to AES*Direct*”. All saved shipments are stored here. From this queue, you can “Send Selected EEI”, “Send All EEI”, “Delete Selected EEI” or clear the queue.
   If you have not yet entered your password yet, you will be prompted to do so.
2. Click Send. AES*PcLink* will notify you not to submit a paper copy of the EEI to U.S. Customs and Border Protection, click “OK”
3. When the shipment(s) have been successfully sent, you will see a box that says Send Succeeded. The shipment(s) will be transmitted to the AES mainframe for further processing.



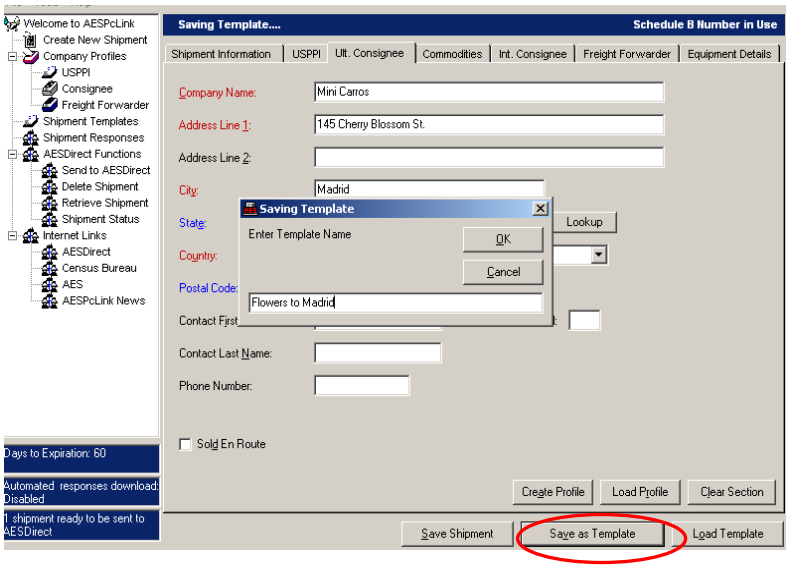
Sending Shipments to AES*Direct*

Templates

Create a Template

When creating a shipment, an icon at the bottom of the screen allows you to save the data in the EEI as a template. A template saves time for re-keying information used in recurring shipments. See “Getting Started with AES*PcLink*” section for more details.

1. Complete the parts of the EEI that you want to save as a template.
2. Click “Save as Template” in the bottom right hand corner. Enter a name for the template, click “OK”.



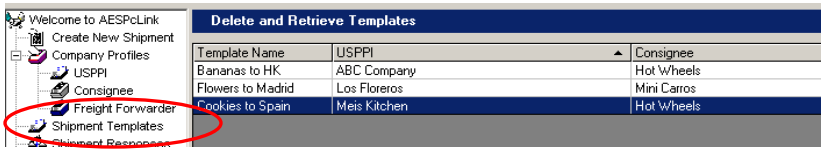
Save Template

Load a Template

There are two ways to load a template. You may use the link in the navigation bar or load directly from the “Create New Shipment” screen.

Load Template from navigation bar:

1. Click “Shipment Templates” in the navigation bar. Locate the desired template.

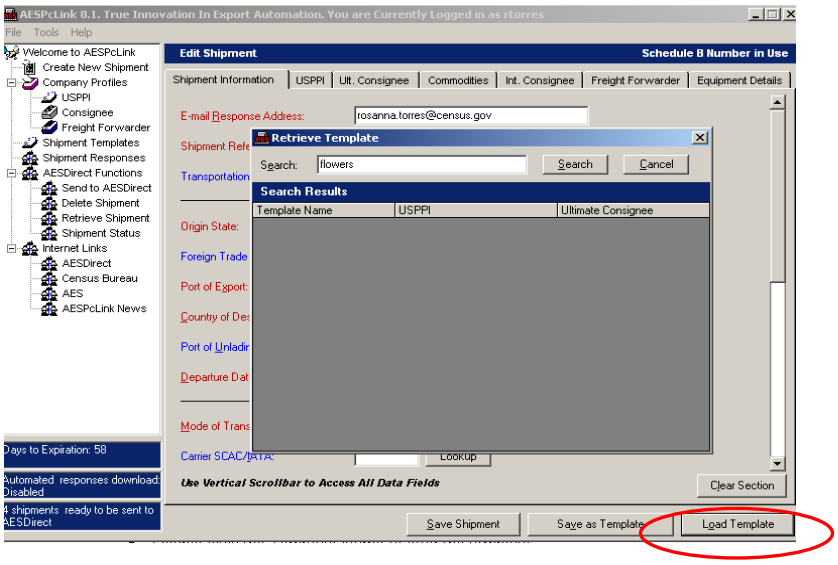


Load Template

2. Double click the template name to pull up the template.

Load Template when creating a new shipment:

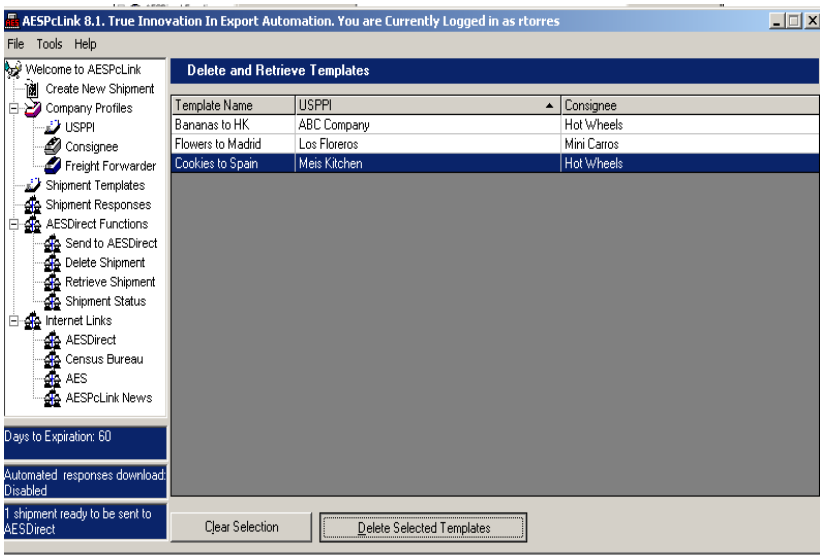
1. Click “Create New Shipment” link in the navigation bar.
2. Click on the “Load Template” icon in the bottom right corner.
3. Enter the template name or click search to show all templates.
4. Locate and double click the template name to load.



Load Template

Delete a Template

1. Click “Shipment Templates” in the navigation bar.
2. Click on the name of the template you wish to delete.
3. Click “Delete Selected Templates” at the bottom of the screen.



Delete Template

Profiles

Create Profile

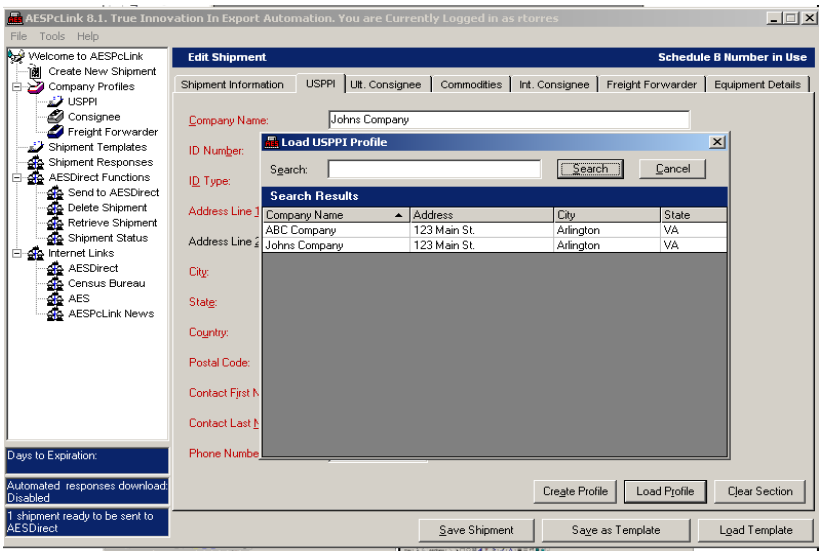
There are two ways to create profiles. You may use the link the navigation bar or create directly from the “Create New Shipment” screen.

Create profile from navigation bar:

1. In the navigation bar under Company Profiles, click “USPPI”, “Consignee” or “Freight Forwarder” based on which profile you wish to load.
2. A blank profile form will open, fill in the required information and click “Save Profile”.

Create profile when creating a new shipment:

1. Click “Create New Shipment” in the navigation bar
2. Enter all of the information for the section you wish to save as a profile (USPPI, Intermediate Consignee, Ultimate Consignee, or Freight Forwarder Section).
3. Click “Create Profile” at the bottom of the screen.



Create/Load Profile

Load Profile

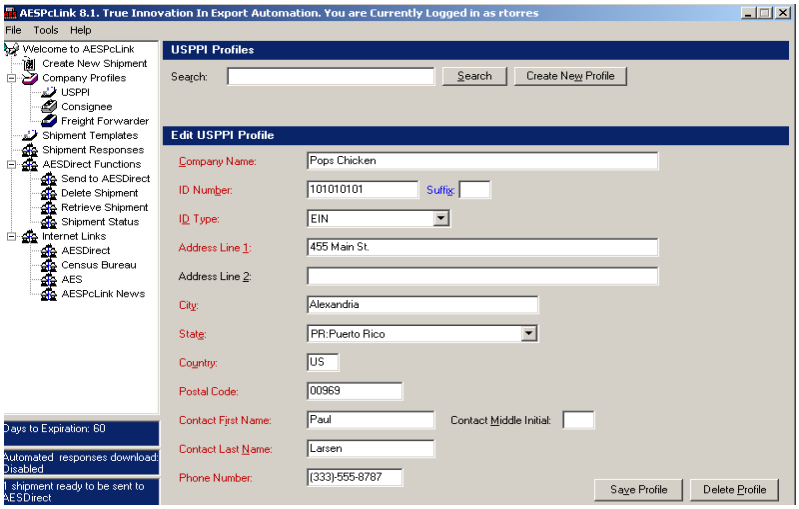
1. Click “Create New Shipment” in the navigation bar.
2. Go to the tab of the type of profile you wish to load (USPPI, Ultimate Consignee, Intermediate Consignee or Freight Forwarder). Click on the “Load Profile” icon at the bottom the screen.
3. Enter in the company name of the profile in question and click “Search”. From the search results, locate the profile you want and double click on the company name to load.

Search/Edit Profile

1. In the navigation bar under Company Profiles, click on "USPPI", "Consignee" or "Freight Forwarder".
2. At the top of the screen, enter the company name of the profile you wish to edit and click "Search". From the search results, locate the desired profile and double click on the company name to load.
3. Make the appropriate changes and click "Save Profile".

Delete Profile

1. In the navigation bar under Company Profiles, click "USPPI", "Consignee" or "Freight Forwarder".
2. At the top of the screen, enter the company name of the profile you wish to delete and click "Search". From the search results, locate the desired profile and double click on the company name.
3. Once it loads, click on the "Delete Profile" icon on the bottom right corner.



Save/Delete Profile

Shipment Manager

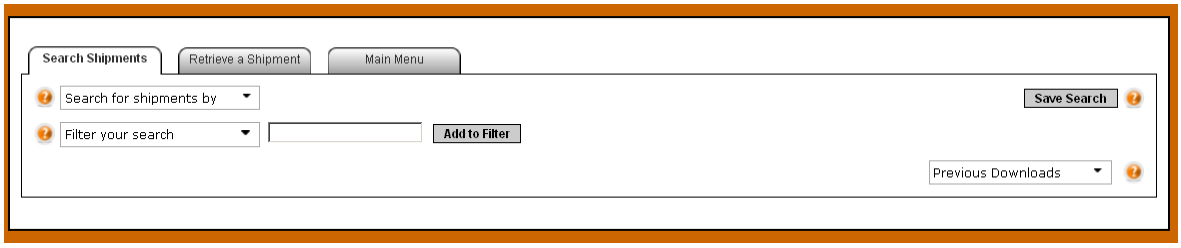
What you can do with the Shipment Manager!

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

Access the Shipment Manager

There is a new way to help you better manage your filings: The Shipment Manager. It is accessible from AESDirect.census.gov. You can log in with the same information. Once you log in, click on the "Shipment Manager" link from the Main Menu. Once there, the screen below will appear.

aesdirect.census.gov Main Menu



Shipment Manager Home

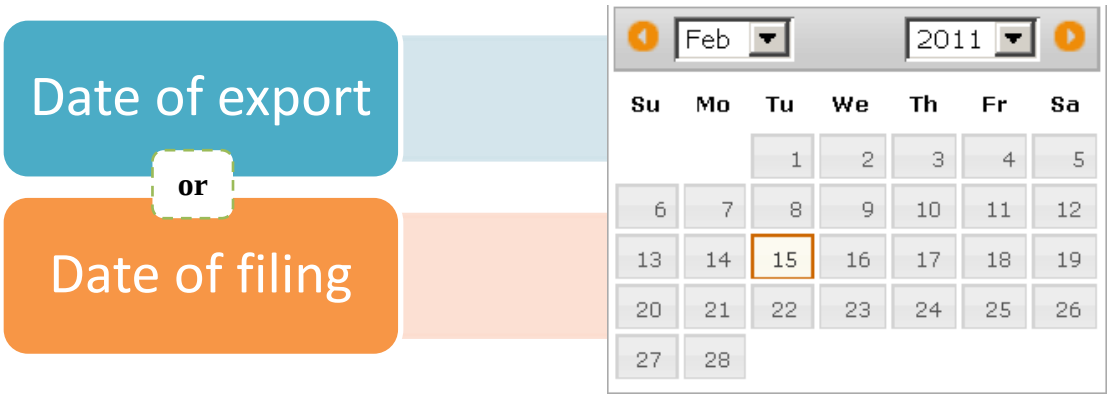
Search for Shipments

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

Search Function

Search by Date

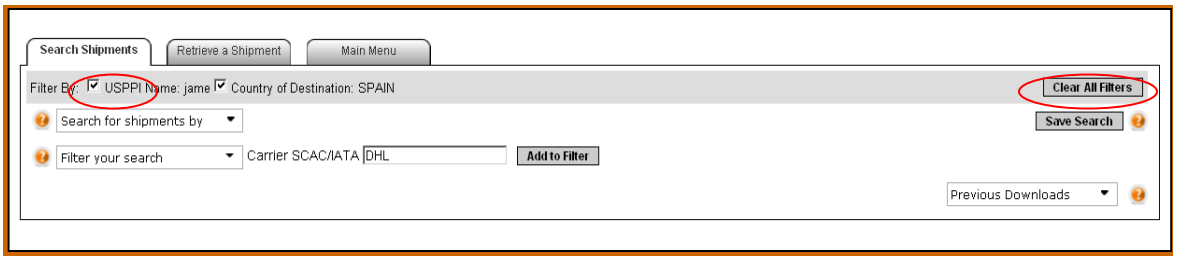
If you prefer to search by specific criteria such as **License Type**, **Username**, **Carrier SCAC/IATA**, etc.), you must enter a timeframe to search by. Searches can be done by date of export for the shipment or by the date the shipment was filed.



Once you click Search, the output will generate the list of shipments that match the date range entered. There, you can preview details of the shipments before retrieving. You will see an example of that in page 29. If your search generates too many results, it may be easier to filter your search.

Filter your Search

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



Search Function

2) If you want to remove all the filters, maintaining the dates already selected, use the "Clear All Filters" icon.

3) To look for a shipment, select what you wish to search by from the "Search for Shipments by" drop down menu. You can search by single criteria or you can filter your search to be more specific if you have more than one criteria shown to the right.

Filter search by

Tabs

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

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

Tabs in Search Results

Show More/Show Less Shipment Details

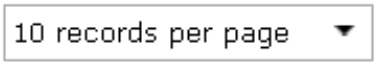
By default, the Shipment Manager will provide search results with the **Shipment Reference Number, Status of the Shipment**, the **AES ITN**, the **Date of Filing** and the **Date of Export**. If you want to see more details, click on the "Show More Shipment Details" link.

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

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

Results per Page

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



Sort Search Results

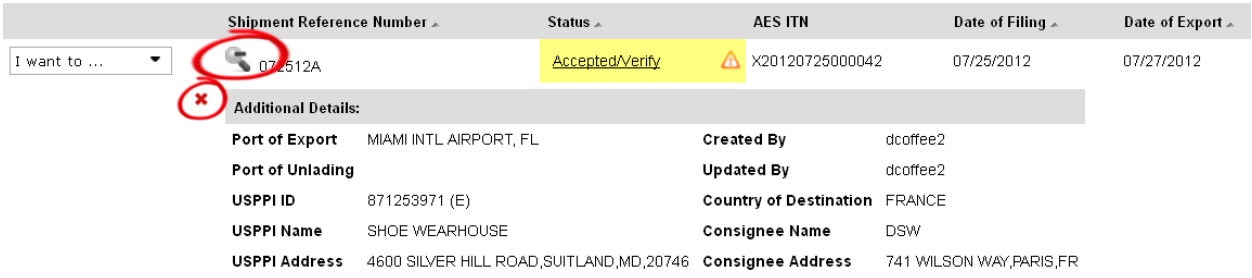
You can sort the output by any of the columns with a triangle next to it. To identify how the output is being sorted, the column that is sorted will highlight the triangle in orange.

Magnifying Glass Preview

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

The following additional details will be provided:

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

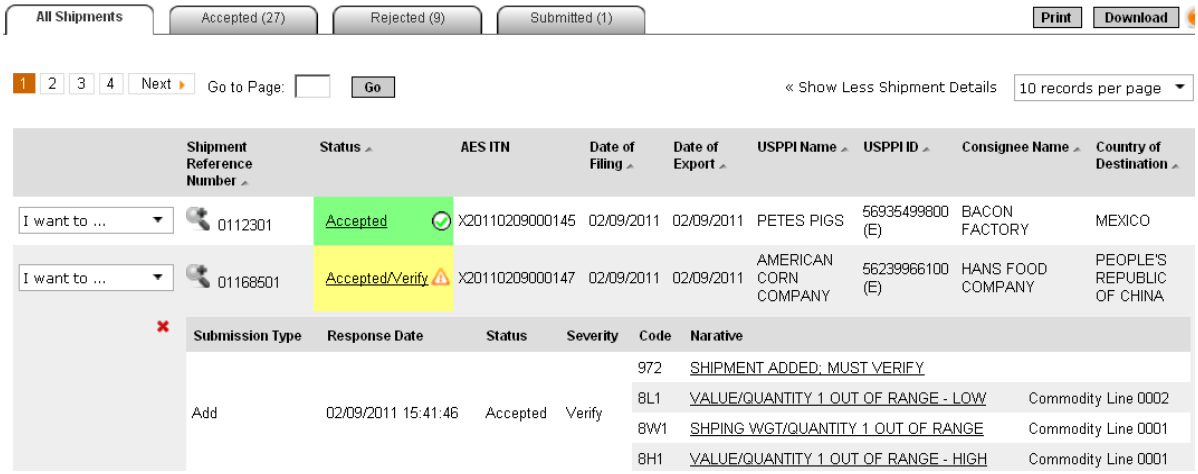


Additional Details

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

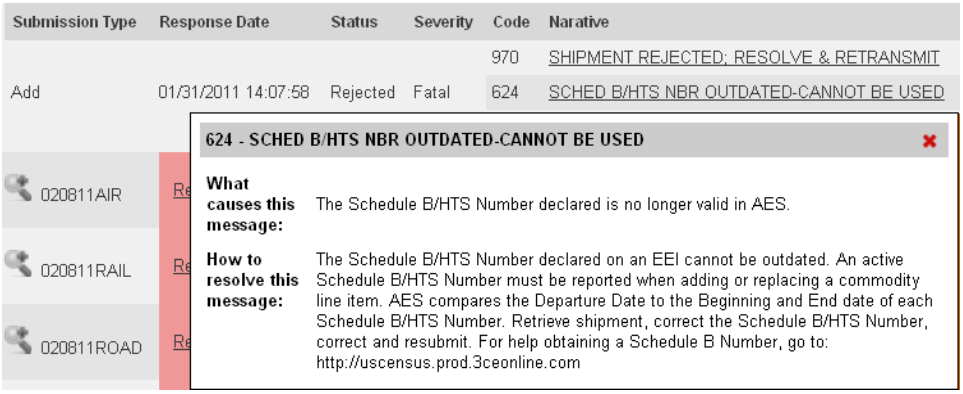
Shipment Status - View Detailed AES Response Messages

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



AES Responses

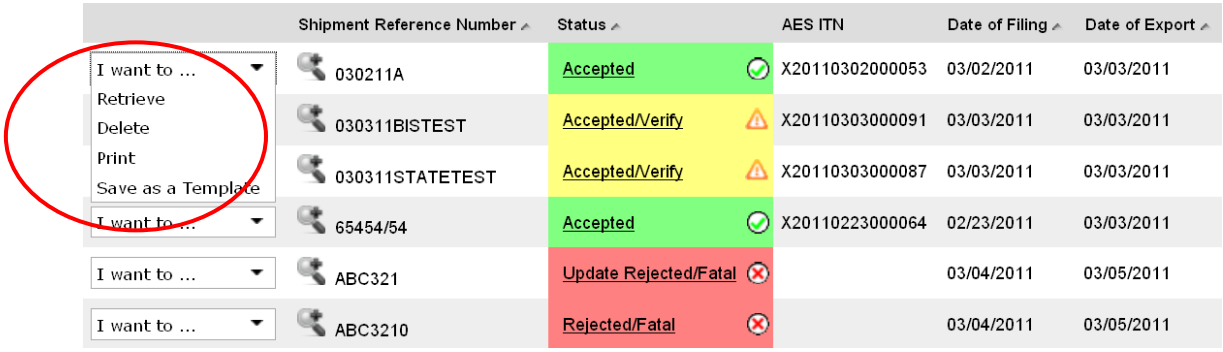
2) Click on each narrative to find out what caused the message and how to correct it (if necessary).



Detail in AES Responses

Manage Shipments – "I want to…"

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



"I want to…" Menu

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

Print Search Results

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

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

[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

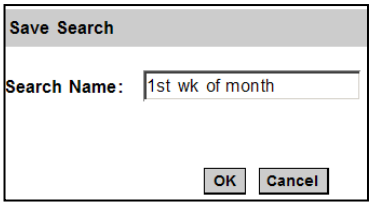
Example of Print Page

Save Frequently Used Searches

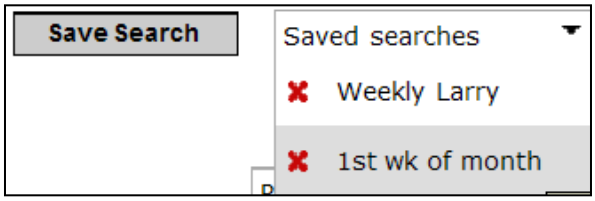
You can save the type of search queries you conduct the most. For example, if weekly you search for all the shipments filed by a particular person within you company, you can save this “frequent search query”. Search for the week and filter by username. After the search results are generated, use the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

1) Click on the “Save Search” Icon on the top right of your screen.

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



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

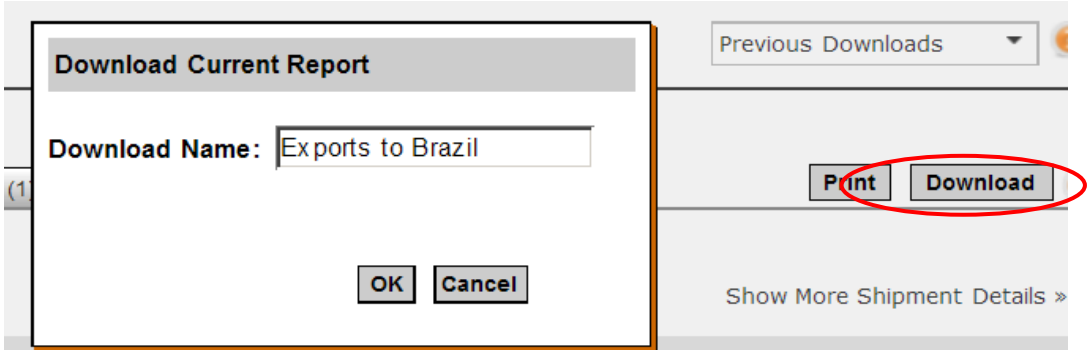


To delete a “Saved Search”, click on the red “X” next to the Saved search name.

Export to a Spreadsheet File

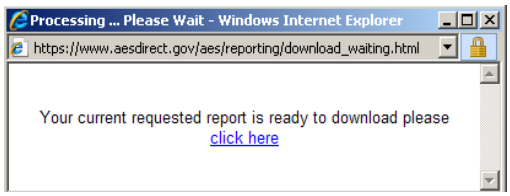
You can export search outputs into a spreadsheet format. This serves as a tool to assist your company achieve full compliance. All the criteria displayed on your screen will be exported to the spreadsheet.

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

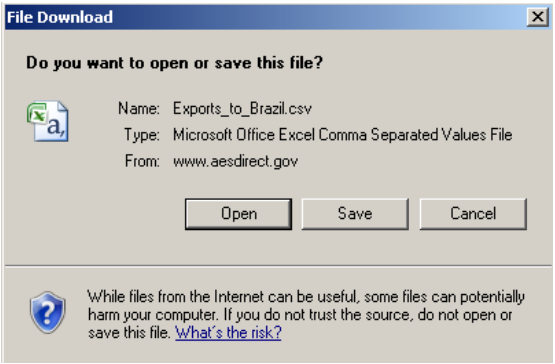


Exporting a Report to Spreadsheet

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



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



4) Open file in your preferred csv. format. On the next page is 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 I(	USPPI ID Type	Address1	Adc	City	State	Postal Coc	Consignee Name
6	020811AIR	Rejected		2/8/2011 8:16	2/8/2011	EMPRESAS CENSO	1E+11	E	SUITLAND RD		WASHINGTON	DC	20024	COMPANIA ESPANOLA DE P
7	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	X20110207	2/7/2011 13:23	2/28/2011	123 COMPANY	1E+10	E	ONE PROFITABLE PLACE		SUITLAND	MD	20746	XYZ COMPANY
11														

Example of Spreadsheet

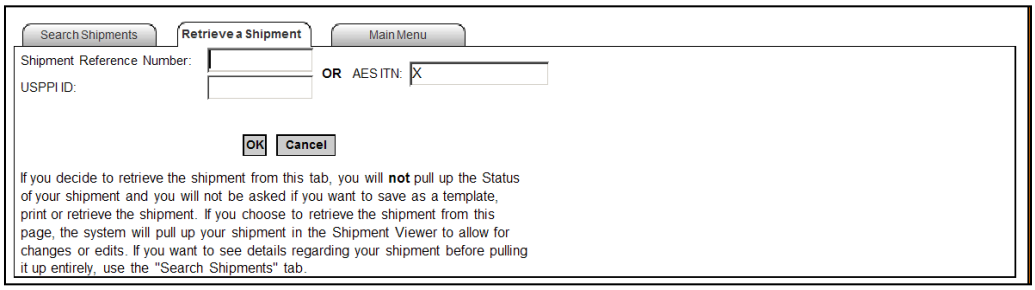
Search for Previous Downloads

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

Retrieve a Shipment

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

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



Retrieve a Shipment from the Shipment Manager

Help Icon

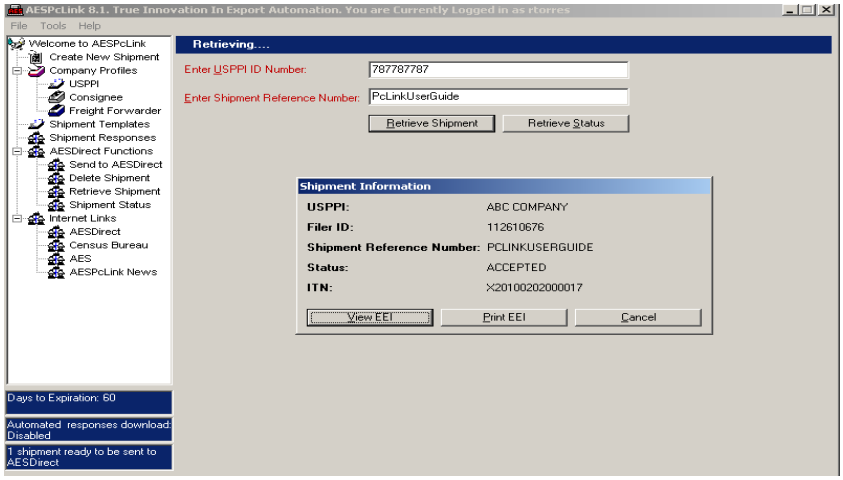
If you forget what some of the features are for the Shipment Manager, simply click on the Question Mark icon found throughout the application. This will give you hints on what each function is about.

Retrieve, Verify/Update, Print and Delete a Shipment

Retrieve a Shipment

1. In the navigation bar under AES*Direct* Functions, click “Retrieve Shipment”.
2. Enter the USPPI ID Number and the corresponding Shipment Reference Number and click “Retrieve Shipment”.

Retrieving a shipment allows you to verify or print the EEI.



Retrieve/Print a Shipment

Verify/Update a Shipment

1. Follow the steps to “Retrieve a shipment”
2. To verify or update the shipment click “View EEI”. This will load the EEI.
3. Click the tab that needs verified or updated and make necessary changes. If updates are made, click “Save Shipment” and follow instructions to “Send Shipment”.
4. Make sure to re-submit the shipment using the **same** Shipment Reference Number as the original shipment. This will prompt a window asking you to confirm the update. The ITN will remain the **same**.

Print a Shipment

1. Follow the steps to “Retrieve a shipment”.
2. Click on the “Print EEI” icon to load a copy of the EEI filing.

Only print a copy of the shipment for company record retention. Do not submit a paper copy to US Customs and Border Protection. This will result in a duplicate filing and can be subject to fines and penalties.

[Print]

Shipment Information

Filer ID:	112610676
Shipment Reference Number:	999996
ITN:	X20080303000013
Current Date/Time:	Mon Dec 22 10:52:37 2008 EDT
Departure Date:	01/10/09
Origin State:	ALABAMA(AL)
Country of Dest.:	GERMANY, FEDERAL REPUBLIC OF(DE)
Export Port:	FEDERAL EXPRESS,INDIANAPOLIS,IN(4198)
Mode of Transportation:	Air(40)
Carrier SCAC/IATA:	FEDEX(FX)
Conveyance Name:	FEDEX
Routed Transaction?	No
Related Companies?	No
Hazardous?	No

USPPI

Name:	JOHNS TIRES
ID Number:	555111222(SSN)
Contact:	JOHN SMITH
Phone:	9495551212
Cargo Origin:	2600 MAIN ST IRVINE, CA 92612

Ultimate Consignee

Name:	GERMAN GOODYEAR TIRES
Contact:	KLAUS LISCHER
Phone:	8885551212
Address:	123 GRAIMBERG WIEG HEIDELBERG 65112 DE

Freight Forwarder

Name:	CENSUS AES DIRECT
Contact:	KEITH JONES
Phone:	3017636939
Address:	4600 SILVER HILL ROAD ROOM 6K028F WASHINGTON, DC 20233 US

Commodities

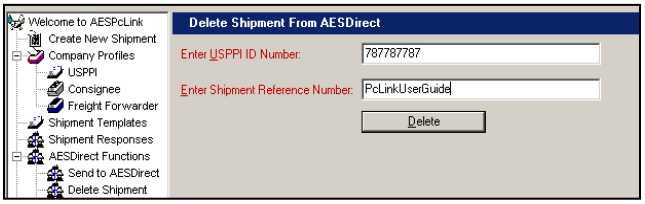
Item	EIC	Schedule B/HTS/Description	Qty	Gross Wt.	Value	Origin	License	Vehicle
1	OS	9504300010 VIDEO GAMES THAT REQUIRE COINS	X	96 KG	$100	D	C33	No

DO NOT SUBMIT TO CUSTOMS

Sample of Shipment Printout

Delete a Shipment

1. In the navigation bar under AES*Direct* Functions, click “Delete Shipment”.
2. Enter the USPPI ID number and the corresponding Shipment Reference Number.
3. Click “Delete”. This action sends a message to AES*Direct* to delete the shipment from the AES mainframe. A deleted shipment is retrievable in AES*PcLink* but the ITN and shipment will no longer be active in the AES mainframe.



Delete Shipment

AES Responses

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

Response E-mail

E-mail messages will be sent to the address reported in the Shipment Information section. Messages will indicate if the shipment has been Accepted (1), Rejected (2), Replaced (3) or Deleted (4).

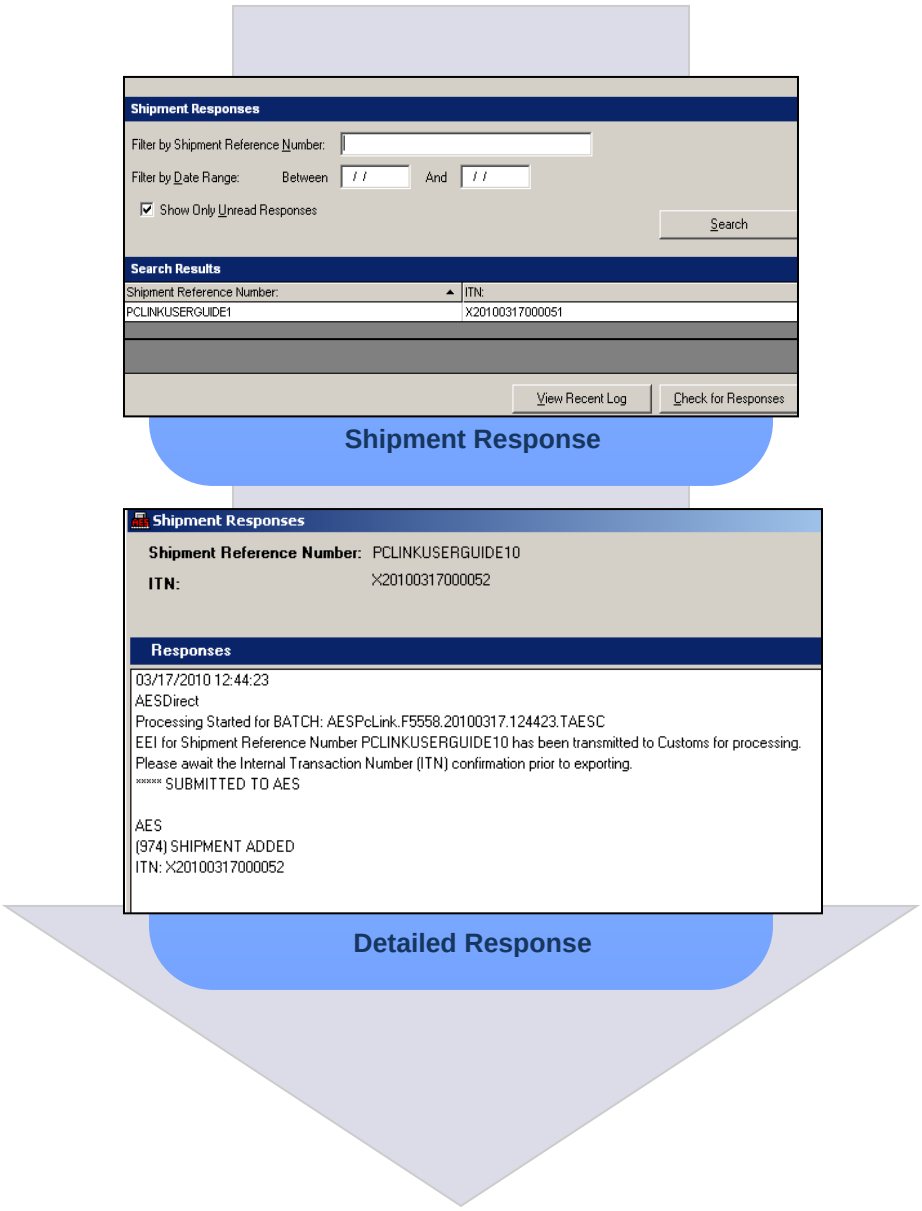
Do not depend solely on the e-mail response to receive your ITN. Also check the Shipment Responses function within AES*PcLink*.

Shipment Responses

The Shipment Responses function will load detailed Customs response including any error/verify messages and if accepted, the ITN.

1. In the navigation bar, click “Shipment Responses”.

   - If you see the Shipment Reference Number in question double click the shipment to see the response.
   - If you do not see the Shipment Reference Number in question click “Check for Responses”. Double click the Shipment Reference Number to load detailed Customs response.



AES Proof of Filing Citations

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

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

> The **XTN** (Filer ID – Shipment Reference Number) is **NO** longer accepted as an AES Proof of Filing Citation.

Predeparture Citations

- **AES ITN**
  - Example: AES X20130702111111

Postdeparture Citations

- If Authorized Agent files on behalf of the approved USPPI
  - AESPOST USPPI ID FILER ID Date of Export
    Example: AESPOST 12345678900 987654321 03/20/2013

- If USPPI files EEI directly to AES
  - AESPOST USPPI ID – Date of Export
    Example: AESPOST 23456789000 03/20/2013

Additional Resources

For additional resources, click on the AES*Direct* link under Internet Links. The "Related Sites" section of the website provides useful links to Government and Partner Websites.

Government Websites

Census Bureau – Foreign Trade Division (FTD)
http://www.census.gov/foreign-trade/www/
Provides information on Foreign Trade Statistics, Regulations, reference materials, and extensive details on AES.

Customs and Border Protection (CBP)
http://www.cbp.gov/xp/cgov/trade/automated/aes
Provides access to the Customs Export section, including information on:

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

Department of Commerce – Bureau of Industry and Security (BIS)
http://www.bis.doc.gov
Provides information on export control basics, export administration policies and regulations, compliance and enforcement, seminars and training, and links to Export Administration Regulations (EAR), including the Commerce Control List (CCL).

Department of the Treasury – Office of Foreign Assets Control (OFAC)
http://www.ustreas.gov/offices/enforcement/ofac
Provides access to specially designated nationals (SDN), blocked persons lists, sanction programs and country summaries.

Department of State – Directorate of Defense Trade Controls (DDTC)
http://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: Monday to Friday, 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.