AES*PcLink*

User Guide

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

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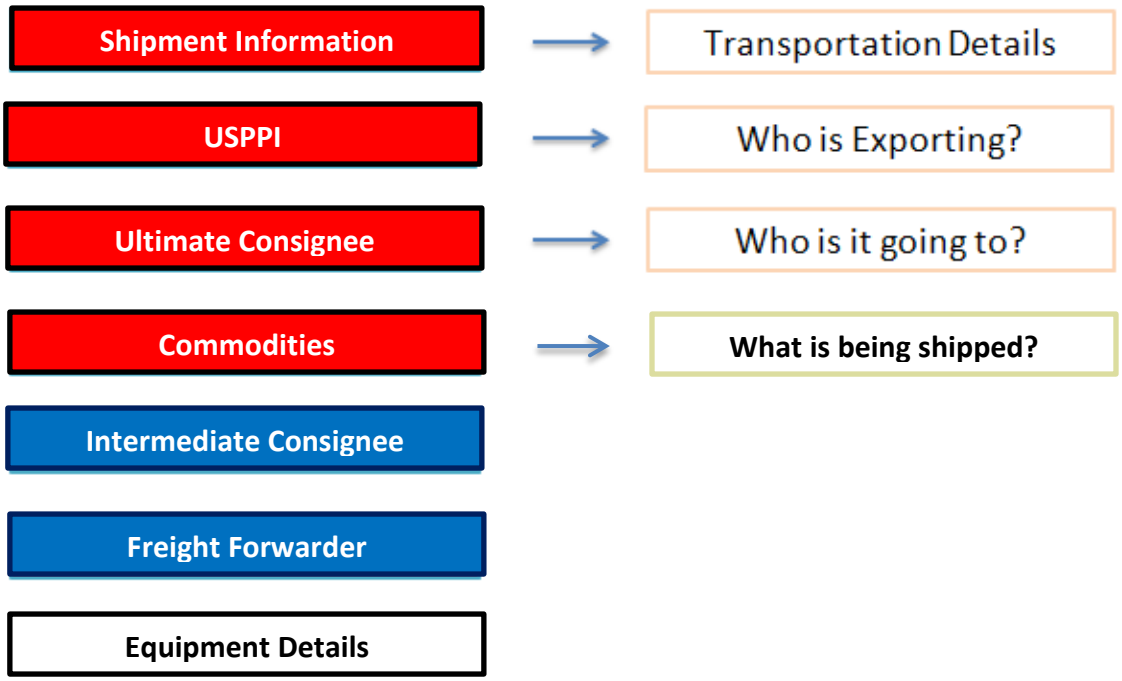
General Information on Shipments

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

Commodities
Contains commodity information.
(At least one line item is 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)

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*PcLink* is downloaded to your computer and works through an AES*Direct* account. AES*Direct* has three different account types. For a full 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)

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.

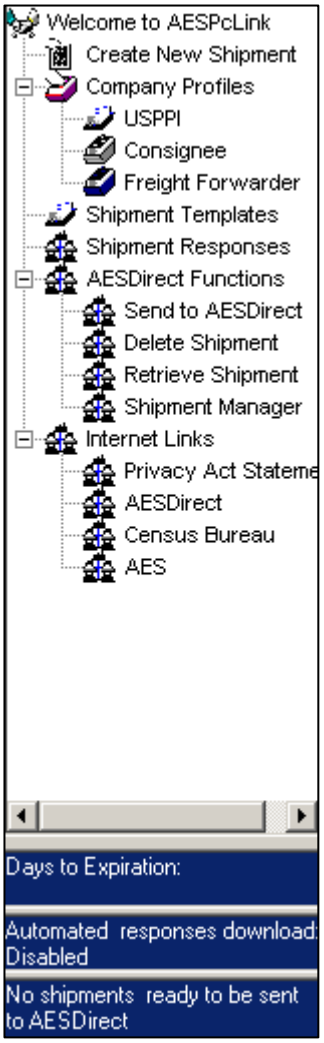
All Users can reset forgotten or expired passwords by using the **Forgot your password?** link on the Login Screen. Any users with locked out or disabled accounts must contact their Account Administrator.

Getting Started with AES*PcLink*

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.

AESPcLink Interface

Main Menu
All major functions listed on a vertical menu. To enter information in each section, click **Create New Shipment** and use the tabs at the top of the screen. You can move between sections without losing information.



Company Profiles
Creating profiles saves time by storing information for frequent party information. The information is stored on each computer. See Profiles section for more details.

Shipment Templates
Templates store a skeleton copy of commonly filed shipments. They are helpful for 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 an Internet connection.

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

Password Expiration Counter - Displays the number of days your account has until your password expires.

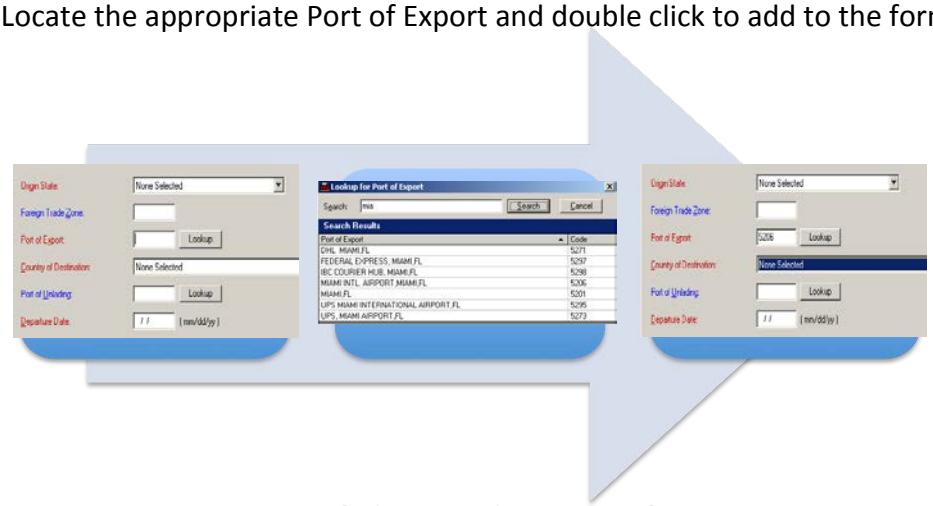
Login Attempts Counter -Displays the number of attempts left until the account is locked out.

Help
Help is available for each section by pressing the **<F1>** key. Use the Help to determine if you need to complete conditional fields and, if so, how to complete.

Color Codes
RED indicates a mandatory field (Required)
BLUE indicates a conditional field (May be required)
BLACK indicates an optional field (Not required)

Lookup Search Icon
Searches for codes required in fields marked with an lookup button next to the field.

1. Click "Lookup" icon.
2. Enter "MIA" and click search.
3. Locate the appropriate Port of Export and double click to add to the form**.**

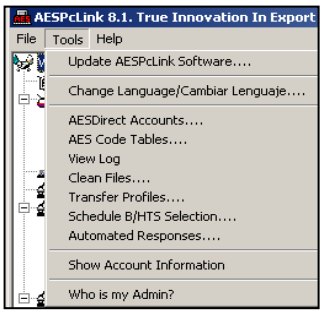


Example for Port of Export Lookup

AESPcLink Tools

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 the **Tools** menu and click on **Update AES*PcLink* Software**. Click **Next**.
2. If required, AES*PcLink* will automatically update the application.

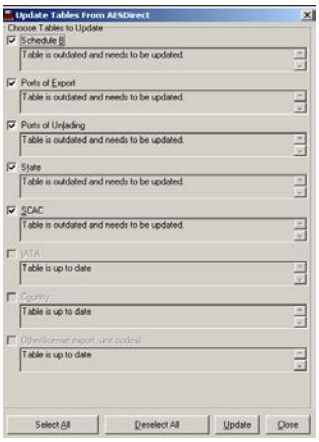


A nation-wide Broadcast message is sent when a new version of the AES*PcLink* software is released.

Change Language / Cambiar Lenguaje – This provides an option for a Spanish interface. All fields must be entered in English.

AES*Direct* Accounts – Switches 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. A check mark will indicate when updates are required. Click **Update**. When the update is complete, click **Close**.

Update AES Code Tables at least *once a month*. If you are receiving error messages for a code, make sure 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.

Change Schedule B/HTS Selection – Select either Schedule B or HTS commodity number to classify commodities. You must use a single classification type for all commodities in each shipment.

Automated Responses – Enable to receive responses directly on the software

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 Administrator?" – Use this tool if your not sure who manages the account for your company. Enter your Username and Company Filer to ask your Account Administrator to locate you.

Create A Shipment

Log In to AESPcLink

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

Login Procedure

Shipment Information

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

Section Tabs – Shipment Information

E-mail Response Address – Where the AES Response is sent. More than one e-mail address can be 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 Shipment Reference Number, the system will generate a Fatal Error. To prevent this, 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 filing 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 merchandise is consolidated for export. For additional information on what EEI can or cannot be filed under these filing options, please visit www.census.gov/aes

Conditional: only required if goods are removed from the FTZ and entered for consumption

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.

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.

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.

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.

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

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

You may not report UNKNOWN.

Inbond Code –The code indicating whether the shipment is being transported under bond, and if so, the type of withdrawal.

Conditional: Inbond shipments are required to be filed in AES

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

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 can also load saved Profiles from your account to auto-fill the sections. See Load Profiles section.

Section Tabs - USPPI

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 no 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.

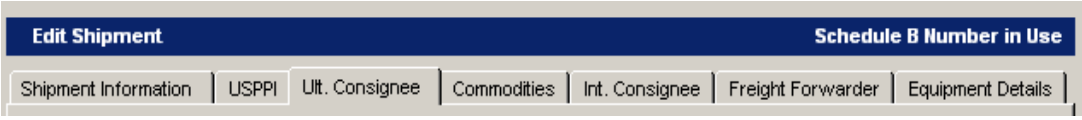
Required: address where the merchandise actually begins its journey to the port of export

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

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 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:

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

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

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

Commodities

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

Section Tabs

Schedule B or HTS Number – You must select what type of commodity classification you will be using for each shipment: HTS or a Schedule B. Some HTS Numbers are not valid for Export (see Invalid HTS). Provide 10 digits without periods.

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

Commodity Description- Provide an appropriate commercial 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.

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.

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.

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

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

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

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

Conditional: only required for certain merchandise

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 lines distinguish commodities, valued over $2500 or requiring an export license, per commodity classification code.

After entering the first commodity, click **New Commodity** to open up new fields. You should see a summary of the first line item entered in the gray box at the top of the 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

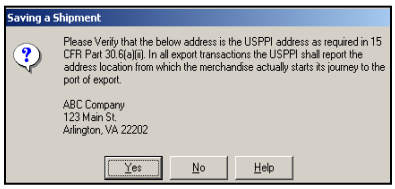
If you provide a Seal Number, you must also provide the corresponding Equipment Number.

Optional

Save and Send Shipments to AES*Direct*

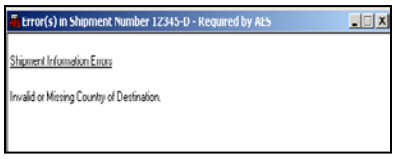
You can save completed shipments and place them in a queue until they are ready to be submitted. They are first submitted to AESDirect for processing and then to the AES. This process is transparent to you. A valid Internal Transaction Number (ITN) must be received for shipments that require the submission of EEI. Provide this confirmation on your loading documents. See AES Proof of Filing Citations section for more details.

Save Shipment

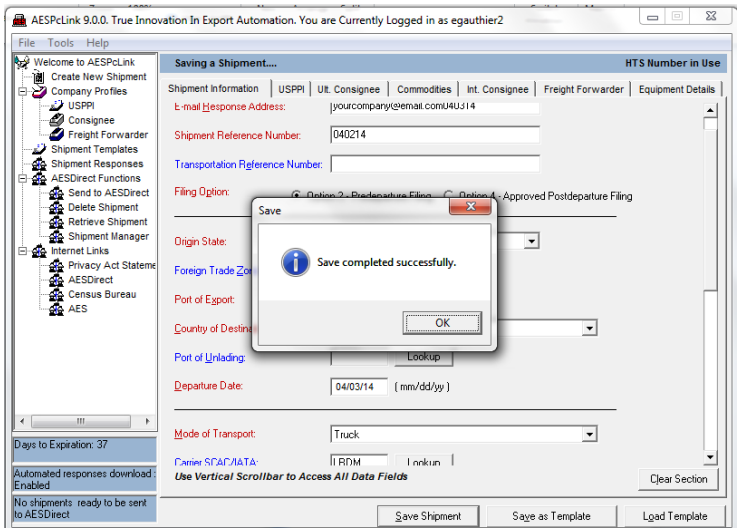


Once the shipment is complete, click **Save Shipment**. This will check the shipment against AES*Direct* validations.

- 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.



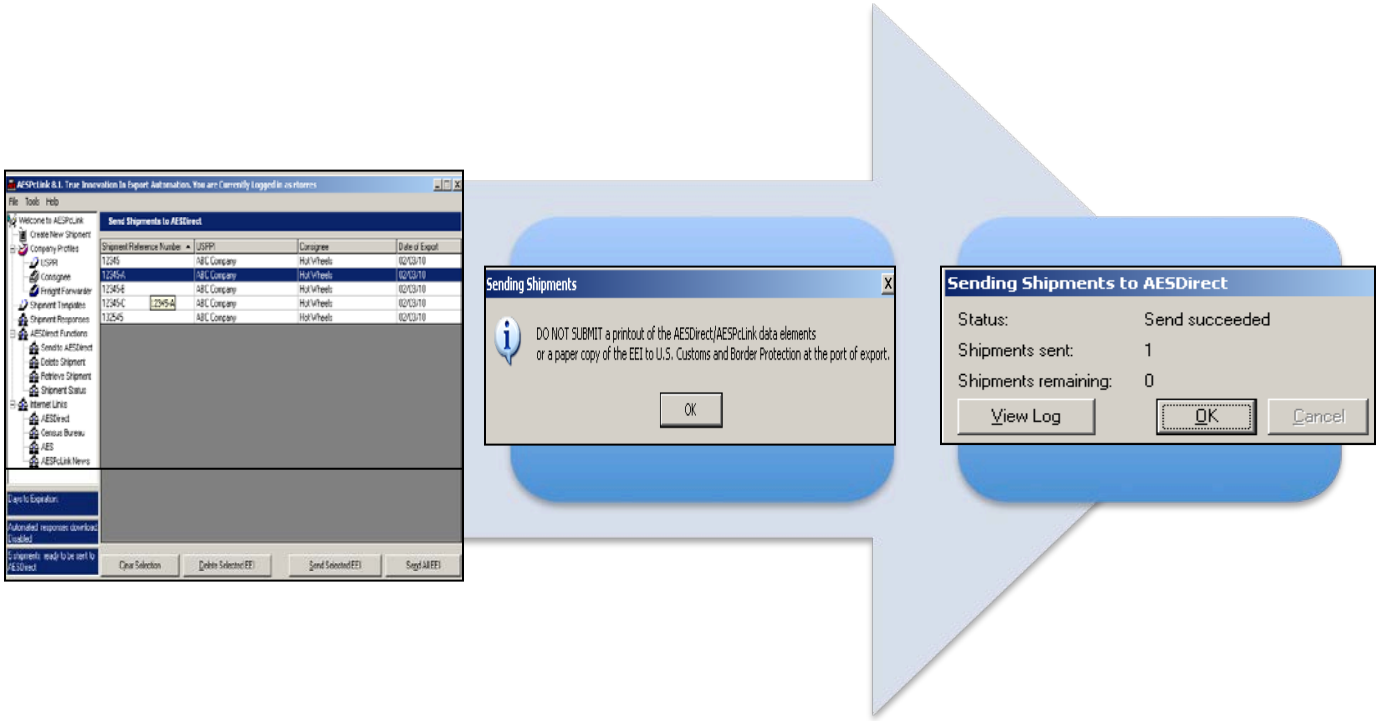
- If the shipment does not pass validations, a pop-up message will appear indicating the problem sections and fields. Correct the errors and click **Save Shipment**. Once complete, AES*PcLink* will ask you to verify the USPPI address per FTR requirements. If correct, click **Yes**; if not, click **No**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



Shipment Saved

Send Shipment to AESDirect

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**. A pop-up will remind you not to submit a paper copy of the shipment to U.S. Customs and Border Protection, click **Ok**.
3. A box will indicate: Send Succeeded. The shipment (or shipments) will be transmitted to the AES mainframe for further processing.



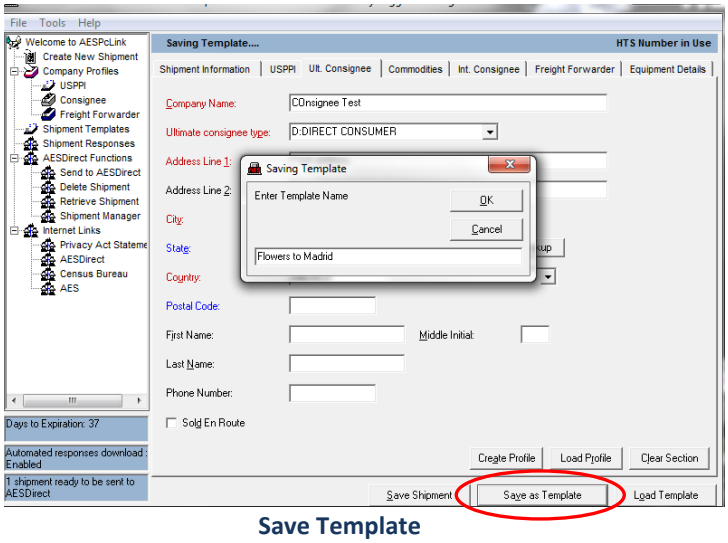
Sending Shipments

Templates

Create a Template

An icon at the bottom of the screen allows you to save data in shipments as templates. 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 fields of the shipment 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**.



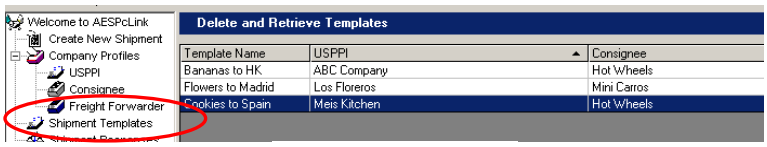
Save Template

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:

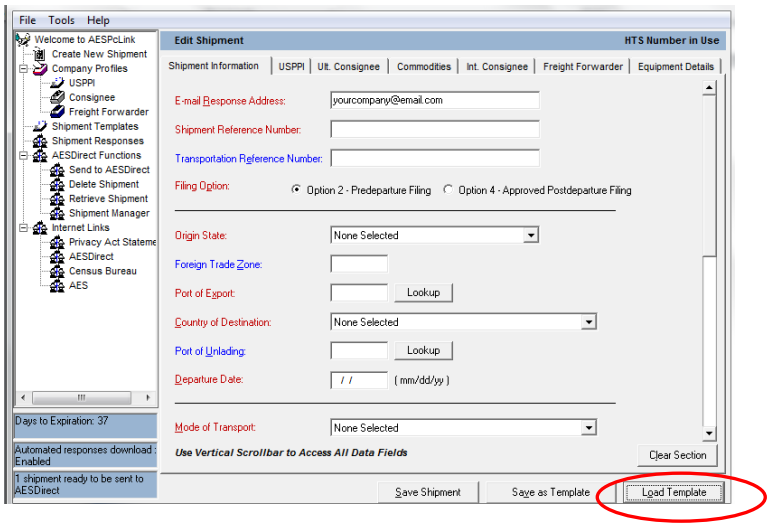
1. Click **Shipment Templates** in the navigation bar. Locate the template.
2. Double click the template name to pull up the template.



Load Template

Load Template when creating a new shipment:

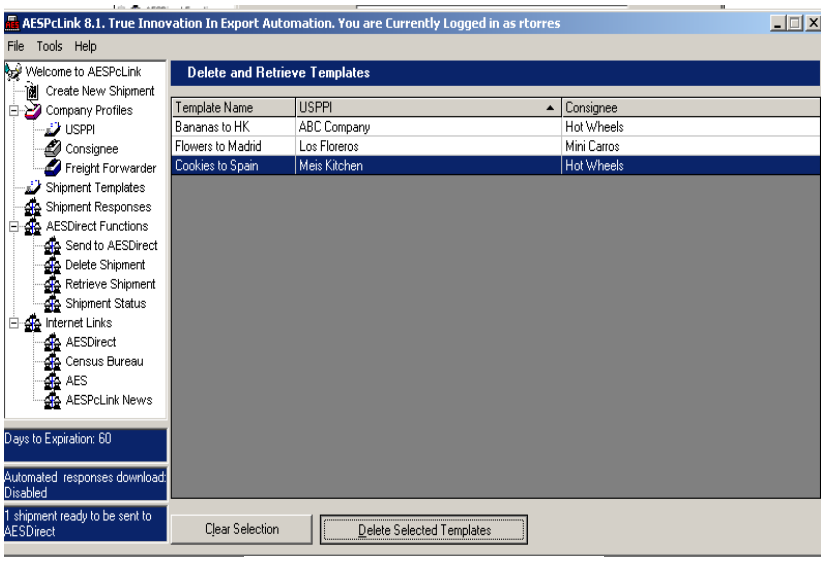
1. Click **Create New Shipment** from the navigation bar.
2. Click on the **Load Template** icon in the bottom right corner.
3. Enter the template name or click **search** to show all templates.
4. Locate and double click the template name to load.



Load Template

Delete a Template

1. Click **Shipment Templates** from 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

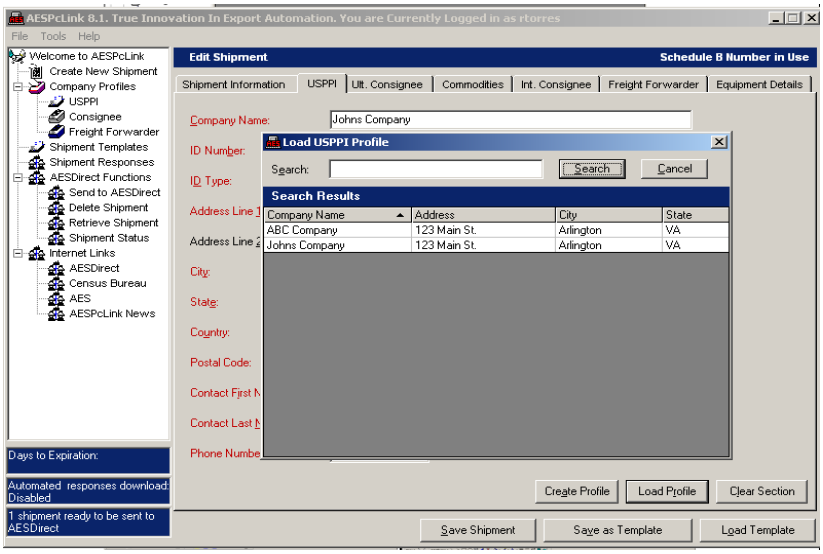
There are two ways to create profiles. You may use the link the navigation bar or create directly from the Create New Shipment screen.

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** from 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

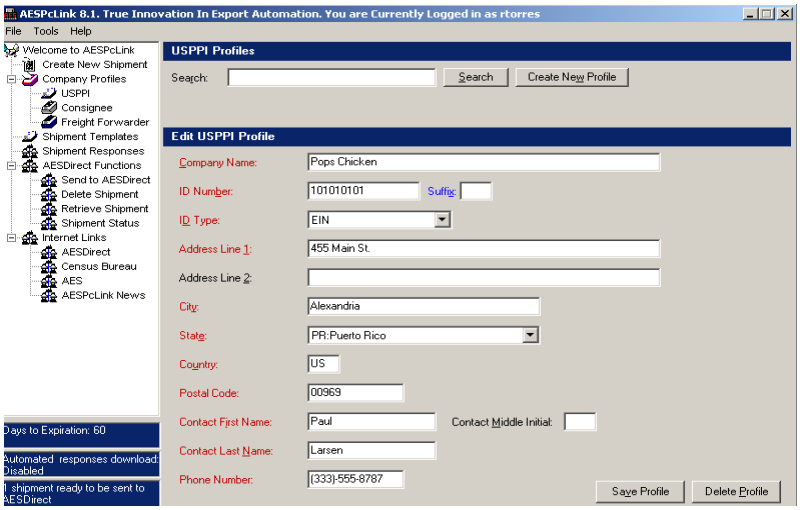
1. Click **Create New Shipment** from the navigation bar.
2. Go to the tab of the type of profile you wish to load (USPPI, Ultimate Consignee, Intermediate Consignee or Freight Forwarder). Click on the **Load Profile** icon at the bottom the screen.
3. Enter in the company name of the profile in question 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

Access the Shipment Manager

Click on the **Shipment Manager** link from the Main Menu.

Shipment Manager Home

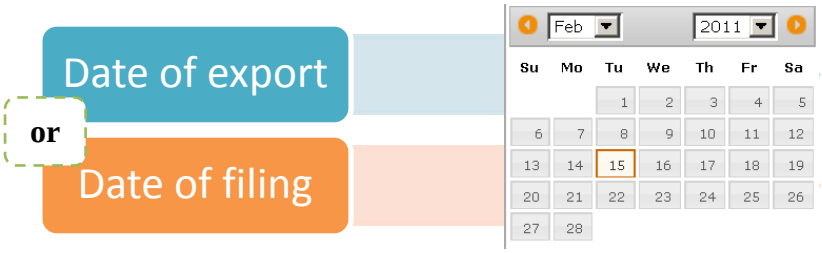
Search for Shipments

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

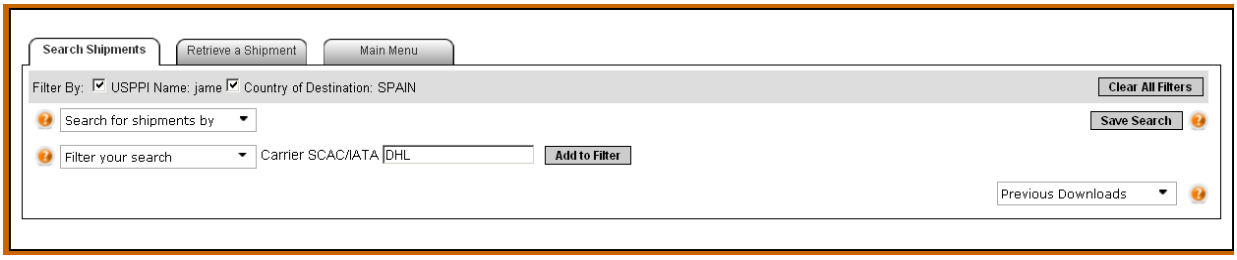
To search by specific criteria such as License Type, Username, and Carrier SCAC/IATA, you must enter a timeframe to search by. You can search by the date of export or by the date of filing.



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

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.



Search Function

You can filter searches by:

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

Tabs

You can 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/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

Show More Shipment Details »

« Show Less Shipment Details

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

Results are displayed with 10 shipments per page. If you want to see more, select the amount of records from the **records per page** dropdown menu.

10 records per page

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.

Status

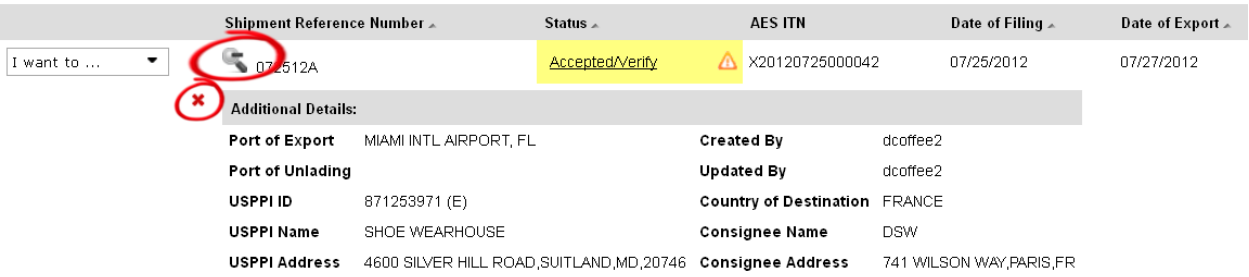
Magnifying Glass

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. Additional details are:

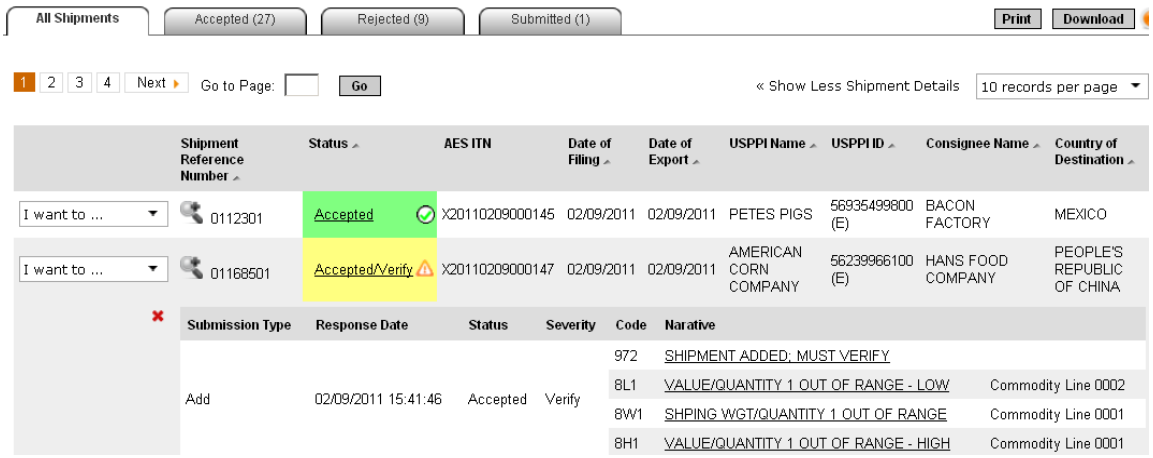
- Port of Export
- Port of Unlading
- USPPI Address
- Consignee Address
- Username that created shipment
- Username that updated shipment

Shipment Status

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

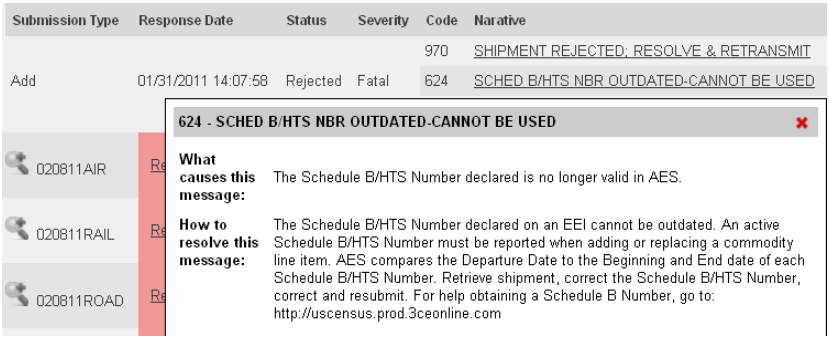


Additional Details Preview



AES Responses

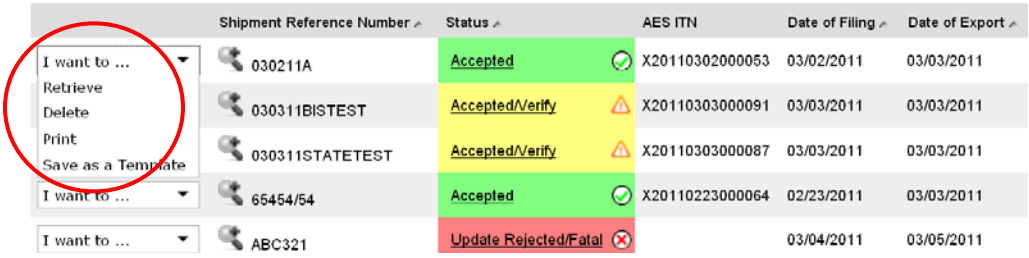
Click on each narrative to find out what caused the message and how to correct it.



Detail in AES Responses

Manage Shipments – "I want to…"

After conducting a search, it's easy to manage shipments. A convenient **I want to...** dropdown menu is available on the far left side of the search results. You can retrieve, delete, print or save selected shipments as templates.



"I want to…" Menu

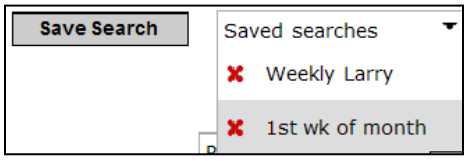
Print Search Results

To print a summary of the results, use the Print icon located on the right side of your screen.

Save Frequently Used Searches

Save the type of search queries you conduct the most.

1. Conduct search.
2. After results are generated, click the **Save Search** icon.
3. Name the search template to help you identify it.

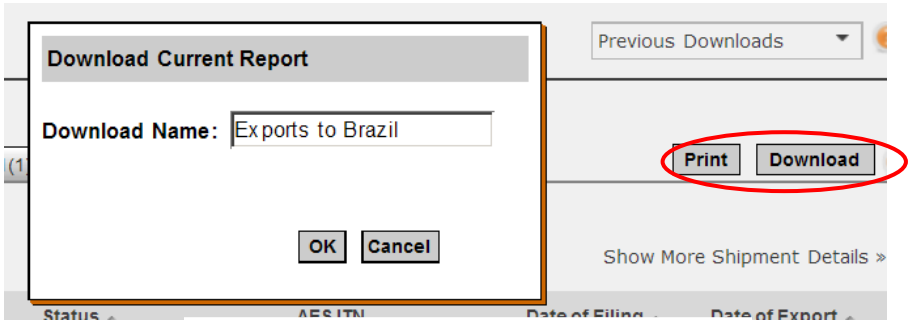


You can save up to 5 favorite searches for each username. To delete a saved search, click on the **red X** next to the saved search name.

Export to a Spreadsheet File

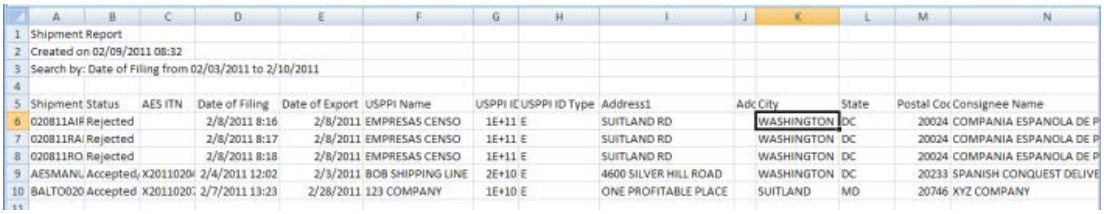
You can export searches into a spreadsheet.

1) Click the **Download** icon on your screen. Enter a name for the report; you will it to track past reports.



Export Report to Spreadsheet

2) A pop-up will indicate the report is processing and that the report is ready for download.
3) Open report in an csv format. Below is an example of the file in Microsoft Excel 2007.

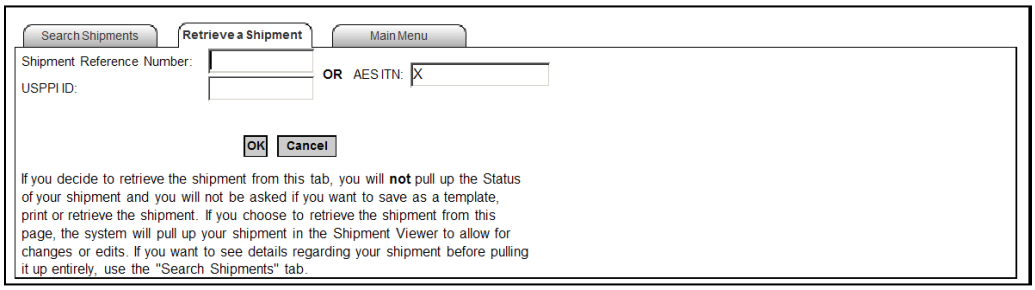


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Shipment Report													
2	Created on 02/09/2011 08:32													
3	Search by: Date of Filing from 02/03/2011 to 2/10/2011													
4														
5	Shipment Status		AES ITN	Date of Filing	Date of Export	USPPI Name	USPPI IC	USPPI ID Type	Address1	Adc	City	State	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	X20110207	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

Click on the **Retrieve a Shipment** tab to pull up previously filed shipments. Click **OK**.



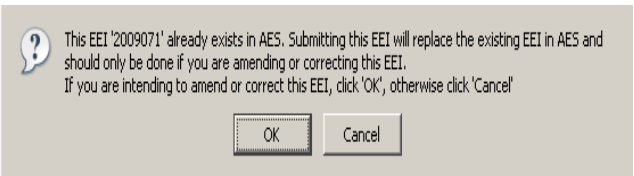
Retrieve a Shipment from the Shipment Manager

Amend/Correct a Shipment

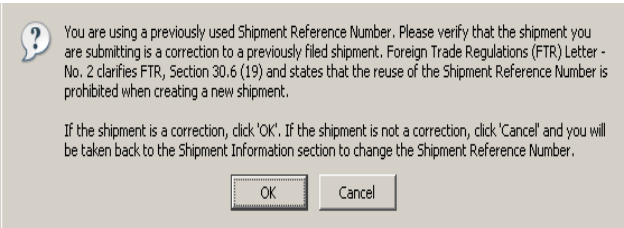
You must update shipment information as soon as you become aware of changes to the transaction.

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

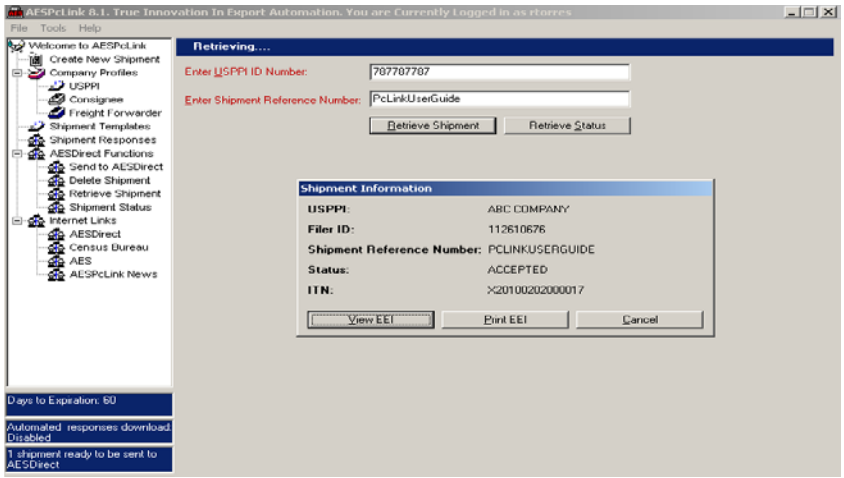
For help, click the **question mark** icon. This gives you hints on the purpose of each function.

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**.
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 shipment.

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	271134907
Shipment Reference Number	040214
ITN:	X20140403199375
Filing Option:	Option 2 - Predeparture Filing Option
Current Date/Time:	Thu Apr 3 17:46:04 2014 EDT
Departure Date	04/03/14
Origin State	ARIZONA (AZ)
Country of Dest.	MEXICO (MX)
Export Port	LAREDO, TX (2304)
Mode of Transportation	TRUCK (30)
Carrier SCAC/IATA	UNKNOWN CARRIER(FOR SEA,RAIL,TRUCK) (UNKN)
Conveyance Name	TEST CARRIER
Routed Transaction?	No
Related Companies?	No
Hazardous?	No

USPPI	
Name	CENSUS TESTING
ID Number	895623568 (EIN)
Contact	ERIC G GAUTHIER
Phone	3017631391
Cargo Origin	CENSUS ADDRESS WASHINGTON, DC 20024

Ultimate Consignee	
Name	CONSIGNEE TEST
Consignee Type	DIRECT CONSUMER (D)
Contact	
Phone	
Address	TEST ADDRESS MEXICO CITY, DF MX

Freight Forwarder	
Name	CENSUS TEST MQ ACCOUNT
ID Number	271134907 (EIN)
Contact	JOE FILER
Phone	3014343313
Address	1010 WAYNE AVENUE SILVER SPRING, MD 20910 US

Commodities

Item	EIC	Schedule B/HTS/Description	Qty	Gross Wt.	Value	Origin	License	Vehicle
1	OS	0808100045 APPLES	500 KG	500 KG	$ 500	D	C33	No

License Details
License Type: NLR NO LICENSE REQUIRED, OR ONLY CONTROLLED FOR ANTI-TERRORISM (AT) (C33)

DO NOT SUBMIT TO CUSTOMS

Sample of Shipment Printout

Delete a Shipment

1. In the navigation bar under AESDirect Functions, click **Delete Shipment**.
2. Enter the Shipment Reference Number and click **Delete**.

AES Responses

The Automated Export System (AES) generates response messages to indicate the status of each shipment.

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).

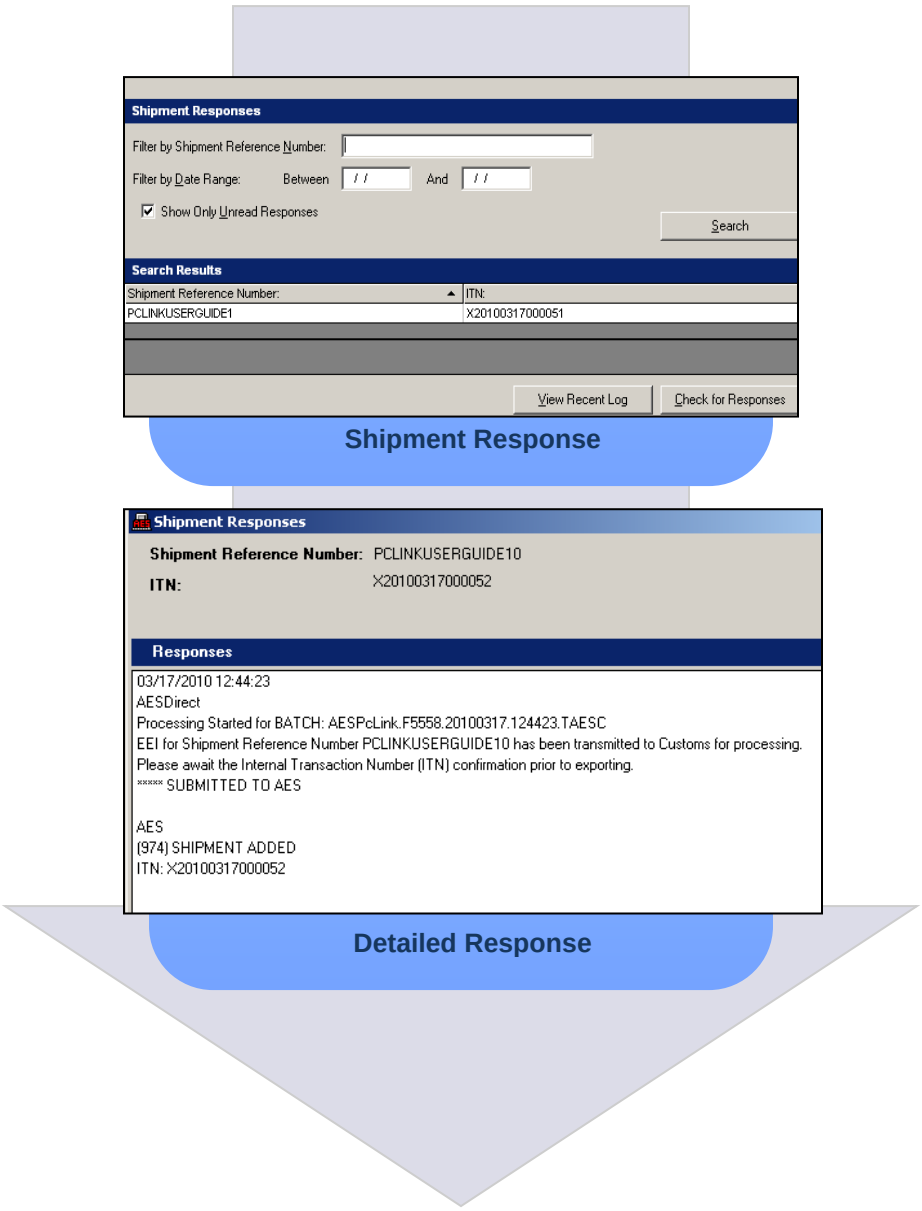
Do not depend solely on the e-mail response to receive your ITN. You can also check the Shipment Responses function within AES*PcLink*.

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**.

    - Double click the shipment to see the response.
    - If you do not see the Shipment Reference Number you are searching for, 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. You **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
  - AESPOST USPPI ID FILER ID Date of Export
    Example: AESPOST 12345678900 987654321 11/20/2013

- If USPPI files
  - AESPOST USPPI ID – Date of Export
    Example: AESPOST 23456789000 11/20/2013

Additional Resources

Government Websites

Census Bureau – International Trade Management Division (ITMD)
http://www.census.gov/trade
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 on 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: eid.scheduleb@census.gov

- Schedule B Classification Assistance
- Commodity related reporting issues
- Parameter Change Requests

Regulations on Filing Export Data
Toll Free: 800-549-0595- **Option 3**
Hours: M – F: 7:30 AM - 6:30 PM, EST
E-mail: 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.