User Guide

AES*Direct*

The complete guide on how to file Electronic Export Information (EEI) to the Automated Export System

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General Information on Shipments

The Census Bureau requires mandatory filing of Electronic Export Information (EEI) to the Automated Export System (AES) where a Shipper's Export Declaration (SED) was previously required. You can file through AESDirect, a free filing software. Before learning to file Electronic Export Information (EEI) using AES*Direct*, here is some general information.

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.

- **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.

- **Ultimate Consignee**
  This section is to be filled out with 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.

- **Intermediate Consignee**
  This section will contain information about the intermediate consignee. This section is conditional based on how the transaction is delivered to the Ultimate Consignee.

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

Special Shipments

- **Routed export transactions** - A transaction in which 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 prepare and file the EEI.

- **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

- **Sold en Route** – If the Ultimate Consignee is unknown at the time of export because your cargo will be sold while at sea or in the 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 -** 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 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*Direct* has 3 different account types to facilitate maintenance for companies. Below is an overview of all account types and the roles of each user. AES*Direct* has 3 different account types to facilitate maintenance for companies. For a comprehensive list of responsibilities, see the Account Administrator User Guide located in the Support Center of www.aesdirect.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.

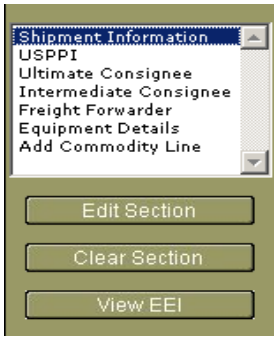
User Role

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, including User Managers and Account Administrators 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.

AESDirect Interface

- Scroll to the bottom of each page to fill out all required fields.



- To enter your information, use the white navigation box in the upper left hand corner.

- To edit sections, highlight the section needed and click "**Edit Section"**

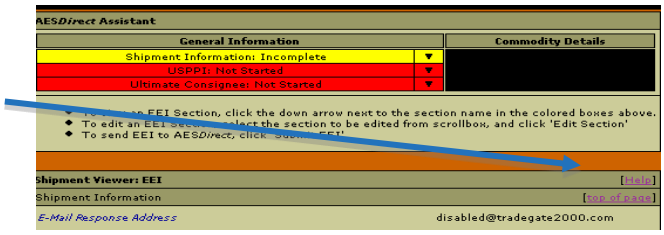
- To return to the "Shipment Viewer**"**, click "**View EEI**".
- To Delete a section, Click "**Clear Section**".

- AESDirect cannot temporarily save the EEI to continue working with it before submitting the data. Closing the browser session or clicking on the "back" icon before submission will delete entries.

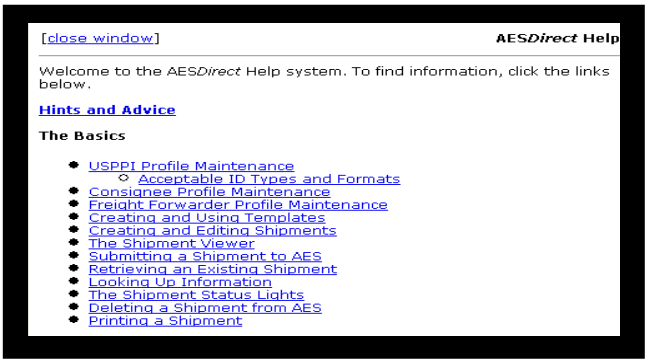
- **Colors and Symbols**
  AES*Direct* uses the following color-code and symbol system for data entry fields:

  - A **RED 'diamond'** indicates a mandatory field (Required)
  - A **BLUE 'square'** indicates a conditional field (May be required)
  - A **BLACK 'circle'** indicates an optional field (Not required)

- **Help**
  Help is available in each section. Click the "**Help**" link in the upper right corner to:



  - Determine what is needed for each field
  - Determine when the fields are required

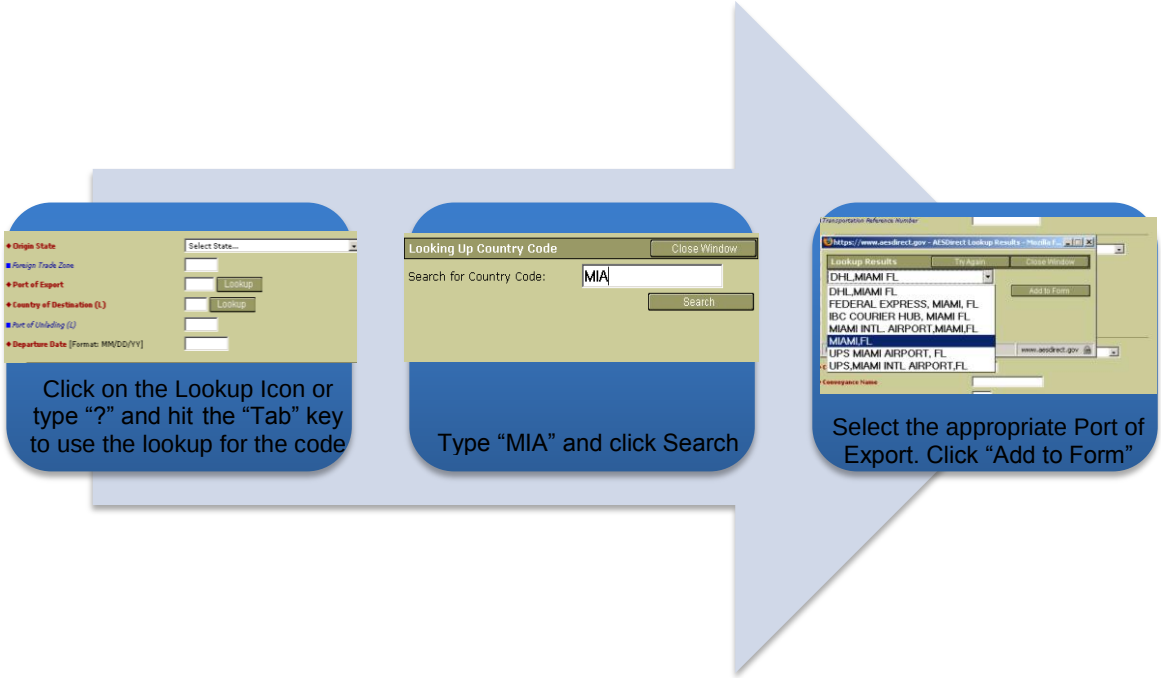


- **Lookup**
  A “Lookup” menu is available to help filers search for codes required in some fields. Fields that require a code are marked with an “(L)” next to it. To use the search:

  1. Click on the Lookup icon next to the respective field to pull up the lookup window.
  2. Enter at least 3 characters of the name of the desired code; click **Search**.
  3. Highlight the desired item and click **“Add to Form”**. The code for that item will be added to the EEI form and the lookup window will close.

  Example:

  1. In the Port of Export field, click on the **“Lookup”** icon located next to it.
  2. Enter “MIA” to bring up the list of port names with “MIA” in the description. Click on the “**Search”** button.
  3. Click on the Drop down arrow to find the listings that contain “MIA”. Find the Port of Export needed, highlight and click **“Add to Form”**.



The code will be automatically be added to the EEI form and the lookup window will close.

Getting Started with AESDirect

1. Go to www.aesdirect.gov. There are two ways to log in:

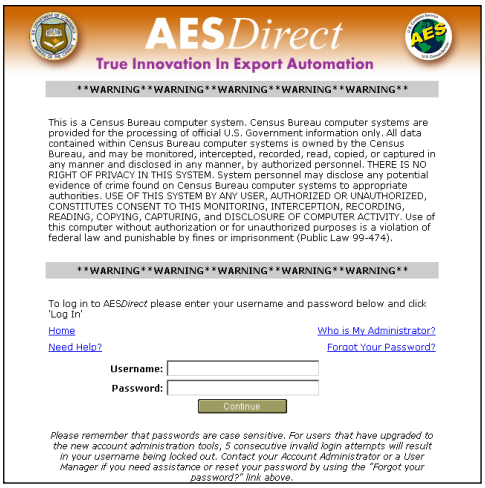
On the left hand column, under "Log In", click **"AES*Direct*"**.

or

Look under "Already Registered?" in the center of the page, click **"Log In"**.

2. Enter Username and Password; click **"Continue"** to enter AES*Direct.*
3. The next screen will indicate when the password is set to expire, and the Account Administrator and User Managers listed for the company's Account. Click **"Continue"** to go to the "Main Menu".

AES*Direct* Homepage



AES*Direct* Login Screen

Main Menu

All functions for AES*Direct* accounts are located on the Main Menu.

Account Summary

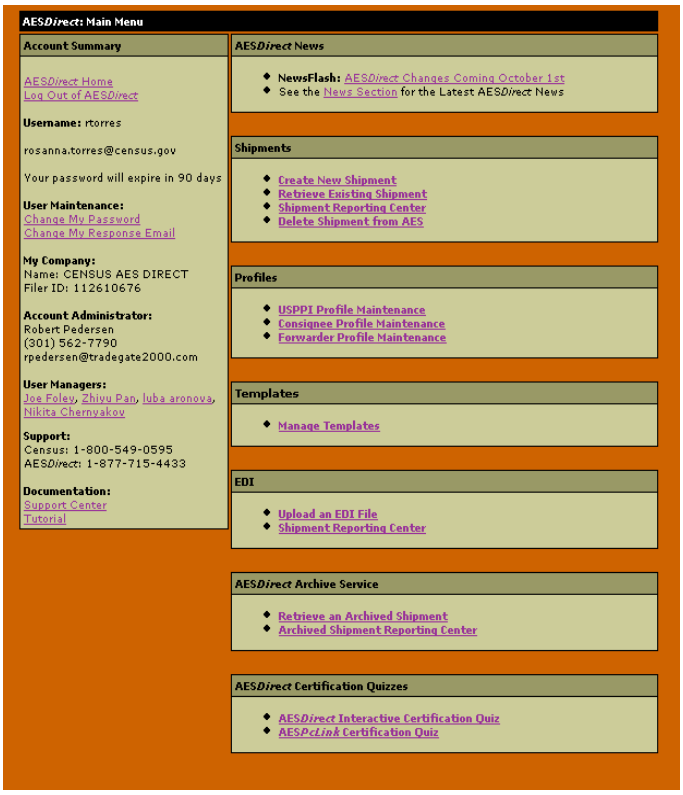
An Account Summary is located on the left side of the Main Menu. This provides detail regarding a company's account as registered in AES*Direct*, including a password expiration counter, the company's name, filer ID, Account Administrator and User Managers.

Shipments

All AES*Direct* functions are located in this section. Options to create, retrieve, delete shipments or view shipment responses are available.

Profiles

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



AES*Direct* Main Menu

Templates

The Template Manager enables users to search, create, update, copy, and delete templates. It has the capacity to store up to 100 templates company-wide and allow for the sharing of templates between all users registered under the same EIN. See "Template Manager" section.

AES*Direct* Archive Service

AES*Direct* Accounts provide a free retention service of up to 5 years of EEI. Shipments a year or older can be accessed through this database. The same process as "Retrieve an Existing Shipment" should be followed.

Create a New Shipment

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

Shipment Information

Filling in the Fields

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

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

- **Shipment Reference Number (SRN)** – This is a unique 17 alphanumeric identification number for each shipment. Filers create an SRN to identify each EEI filed. 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. Required for all EEI filings.

- **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 Customs 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.

Remember you can use the Lookup feature for any field marked with an "L" next to the field.

If the SCAC/IATA code for your carrier is not retrieved in the search, load the complete SCAC and IATA code tables. A link displayed on the webpage will redirect you to the Code Tables. Once there, locate the code by using the "Find" feature on your browser. In most cases, this is: "Control F".

- **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

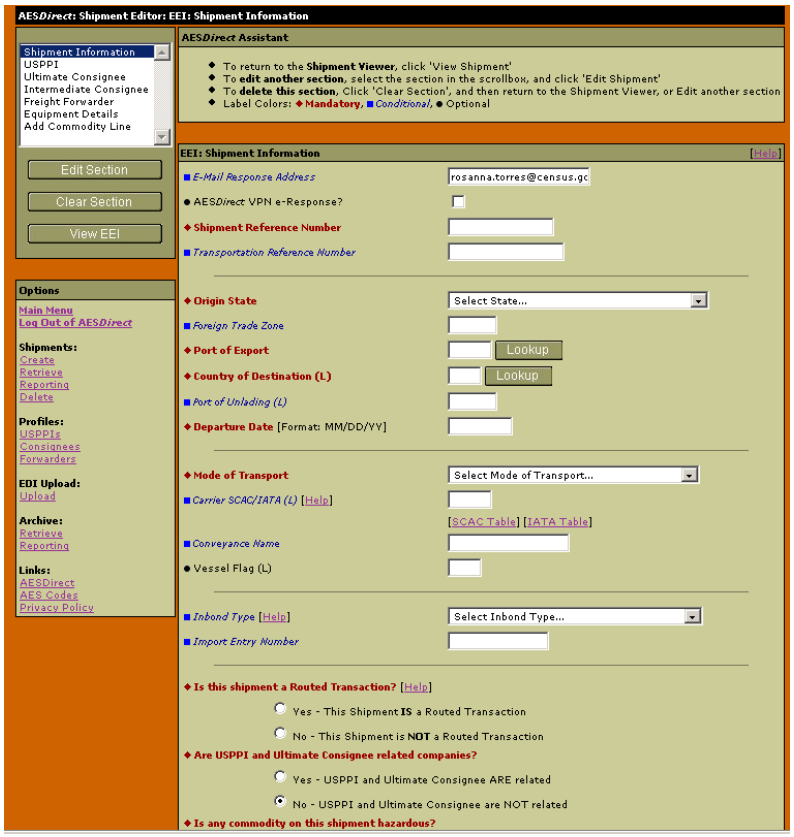
may be filed in AES for informational purposes only. Conditional field; Inbond shipments are NOT required to be filed in AES per FTR 30.37(e).

- **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.



Shipment Information Section

USPPI / Freight Forwarder

Highlight “USPPI” or “Freight Forwarder” in the white navigation box, click “**Edit Section**”.
Complete each field as required. The same information is required for the Freight Forwarder.

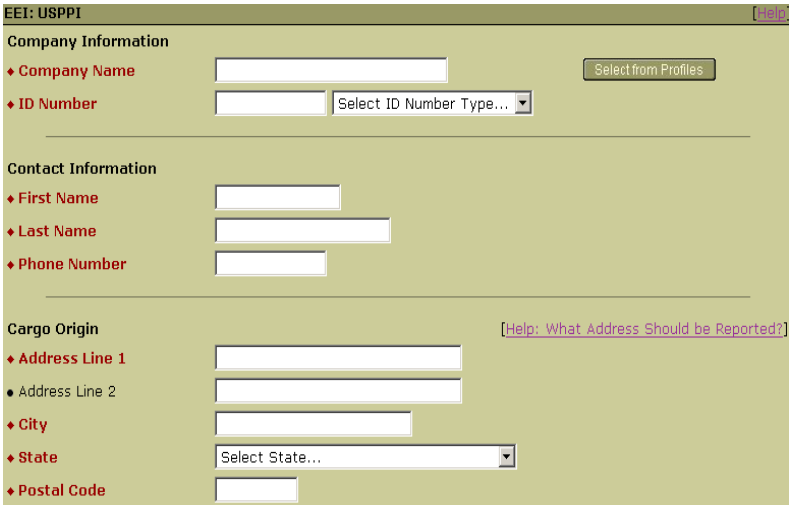
Filling in the Fields

- **Company Information-** Indicate 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). If using a foreign passport number, backfill with zeroes to reach 11 digits.
    - **Freight Forwarder ID** – AES allows for EIN, or Dun and Bradstreet Number (DUNS)

- **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.

- **Cargo Origin-** 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.



USPPI Section

Ultimate Consignee / Intermediate Consignee

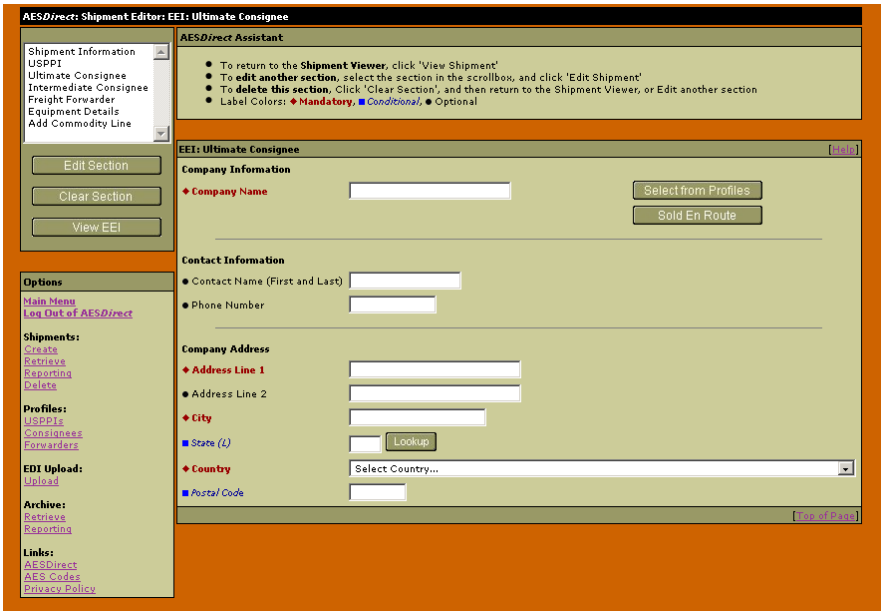
Highlight "Ultimate Consignee". Click "**Edit Section**". Complete each field as required. The same information will be required for the "Intermediate Consignee".

Filling in the Fields

- **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.

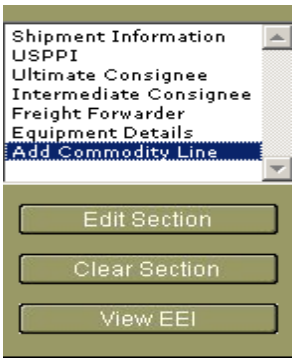
- **Contact Information-** If you provide a first and last name, do not include any special characters. The phone number must be provided in the correct format (NNNNNNNNNN). Optional section.

- **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 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.



Ultimate Consignee Section

Add a Commodity Line



Highlight "Add Commodity Line". Click "**Edit Section**". Complete each field as required.

Filling in the Fields

- Schedule B or HTS Number – Both Schedule B and HTS commodity classification codes can be reported in AES*Direct*. Some HTS Numbers are not valid for Export (see "Invalid HTS" link or access the AES*Direct* Codes in the Support Center section of www.aesdirect.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 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 for record-keeping purposes only. This is an optional field.

- **1st and 2nd Quantity-** Report the total quantity of the commodity being exported per commodity code classification. Report in the unit of measure as required by the system. Conditional field. Not required if Export Code HH (Personal and household effects and tools of the trade) is selected.
  Exporters must comply with specific quantities issued by governmental agencies.

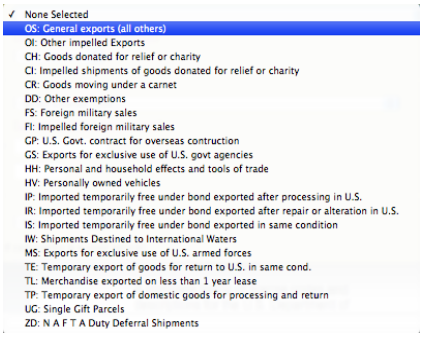
- **Unit for 1st and 2nd Quantity-** The Unit of Measure is determined by the Schedule B or HTS number entered. When a valid Schedule B or Harmonized Tariff number is entered, the unit of measure required will automatically populate. Do *not* change the Unit(s) of Measure. Conditional field. Not required if Export Code 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.

- **Value-** Report the value of the goods at the U.S. port of export. The value shall be the selling price of the goods including inland or domestic freight, insurance, and other charges to the U.S. For more details, see Foreign Trade Regulations FTR 30.6 (a)(17). Required for all EEI filings.

- **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).

> You must use **whole** numbers for the Quantity, Value and Weight fields. Do not use symbols.

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



Export Code drop down Menu

- **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 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.

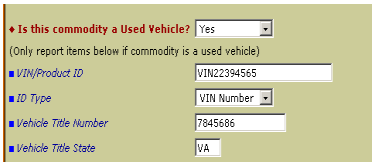
  - **Export License Number**- This would be the license number, permit number or authorization number assigned by the agency issuing the export license. Conditional field. Only required for shipments requiring an export license.

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

License Type drop down menu

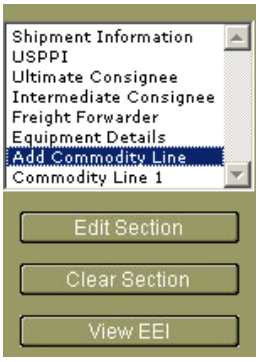
A complete listing of license codes and descriptions for the U.S. Department of Commerce, Office of Foreign Assets Control (OFAC), Nuclear Regulatory Commission, U.S. Department of State and other Partnership Agency licenses, can be found under **Appendix F** of the AES Trade Interface Requirements (AESTIR).
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.



- **Vehicle Information-** Used vehicle exports require vehicle information to be filled in the EEI. Conditional fields. Only complete if you selected 'yes" to previous question. A separate commodity line is needed for each used vehicle reported.

Adding more than one commodity

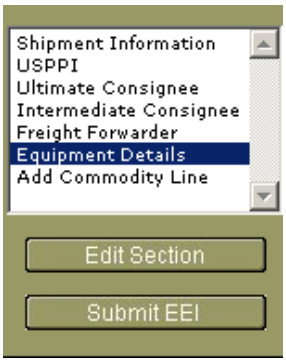


Separate commodity lines will distinguish merchandise valued over $2500 or requiring an export license per commodity classification code.

After entering all the required fields for the first commodity; highlight “Add Commodity Line”; click “**Edit Section**”. This will save your first line item and open a new commodity screen. Complete each field as required.

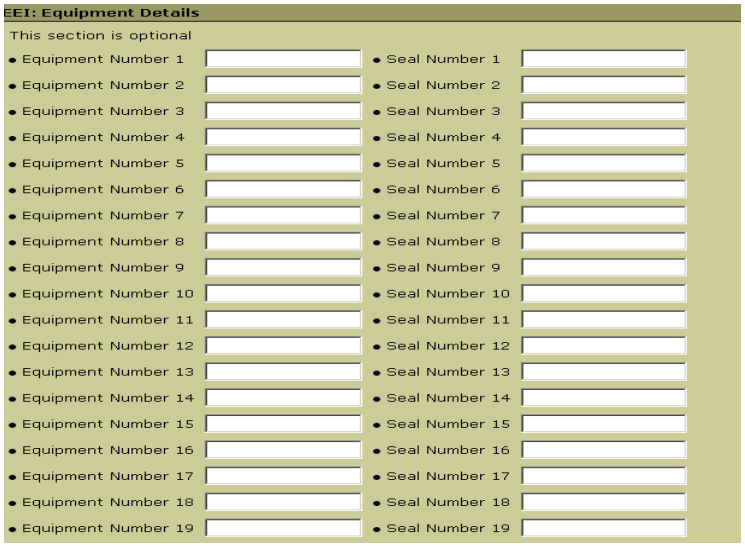
The website allows up to 99 commodity lines per EEI. Any export shipments with more than 99 line items must be filed in more than one shipment.

Equipment Details



This is an optional section. If a Seal Number is submitted, a corresponding Equipment Number must also be submitted.

Highlight “Equipment Details”. Click “**Edit Section**”.



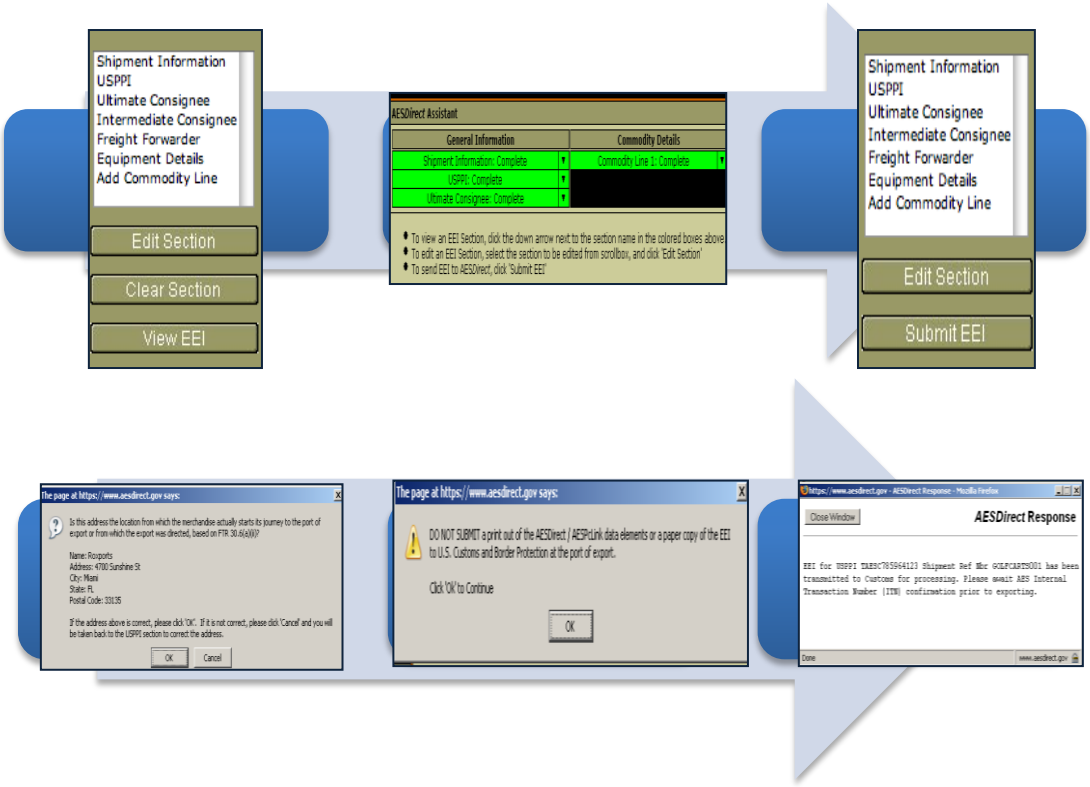
Equipment Details Section

Send Shipment to AES

Make sure all pop-up blockers are turned off to submit EEI to AES.
If pop-blockers are not disabled, the shipment will not be properly transmitted.

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



Shipment Manager

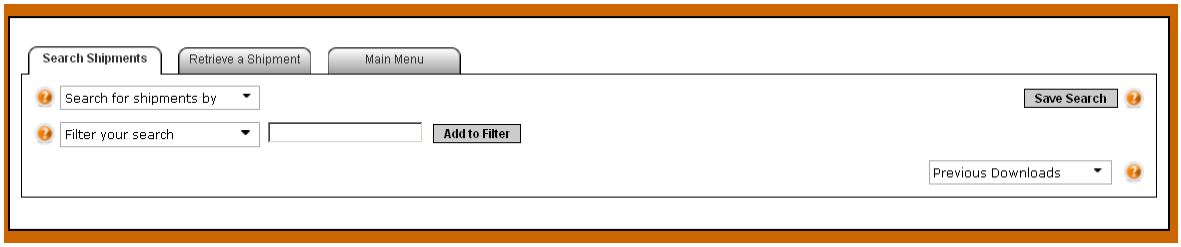
What you can do with the Shipment Manager!

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

Manage your filings, improve your export filing compliance and learn how to make the most of your AESDirect account!
To access the Shipment Manager, click on the "Shipment Manager" link from the Main Menu. Once there, the screen below will appear.

Main Menu



Shipment Manager Home

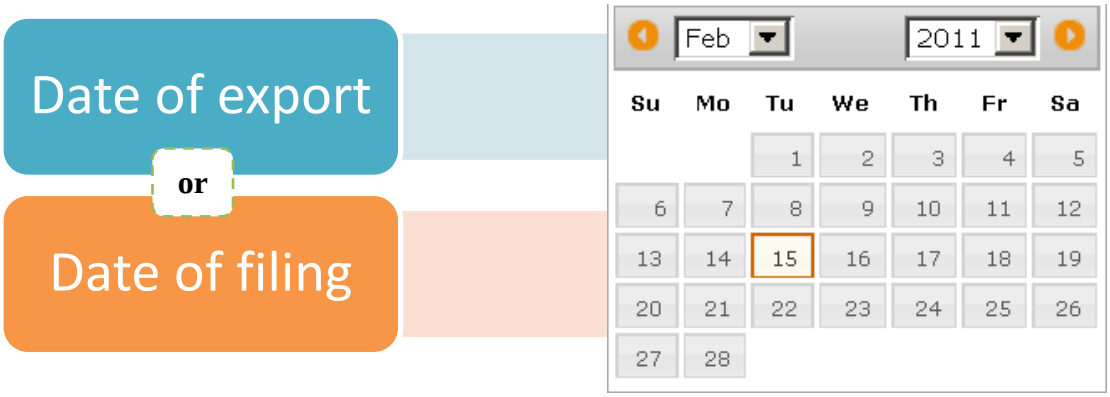
Search for Shipments

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

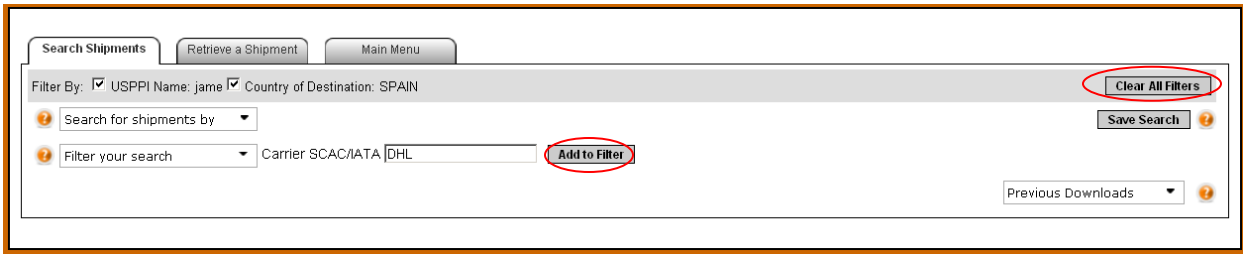
If you prefer to search by specific criteria such as **License Type**, **Username**, **Carrier SCAC/IATA**, etc.), you must enter a timeframe to search by. Searches can be done by date of export for the shipment or by the date the shipment was filed.



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 pg. 22. 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

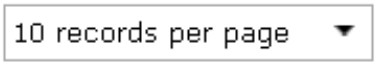
By default, the Shipment Manager will provide search results with the **Shipment Reference Number, Status of the Shipment**, the **AES ITN**, the **Date of Filing** and the **Date of Export**. If you want to see more details, click on the "Show More Shipment Details" link.

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

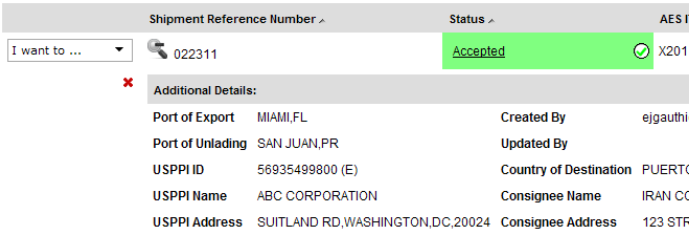
You can sort the output by any of the columns with a triangle next to it. To identify how the output is being sorted, the column that is sorted will highlight the triangle in orange.

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

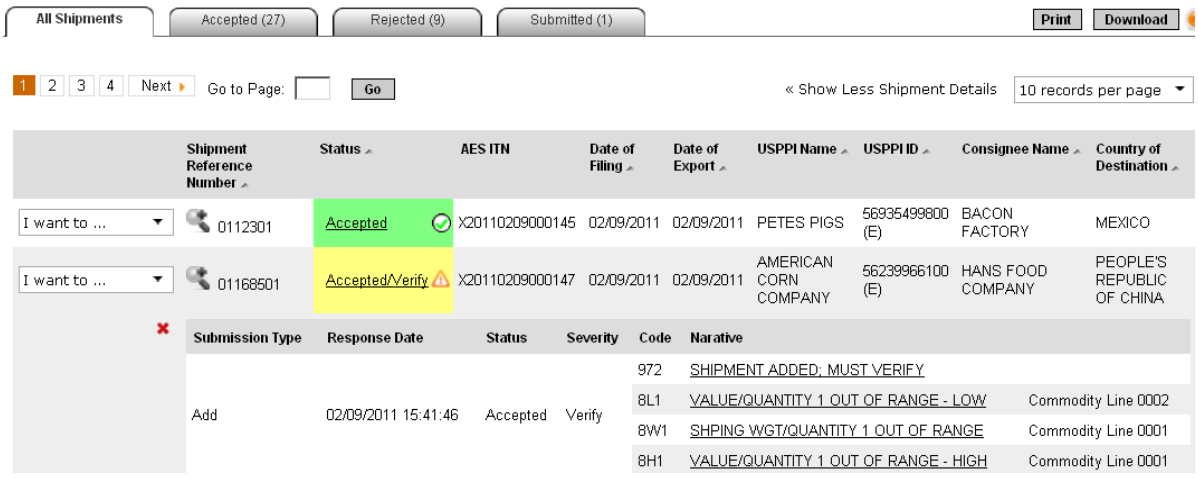


Additional Details

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

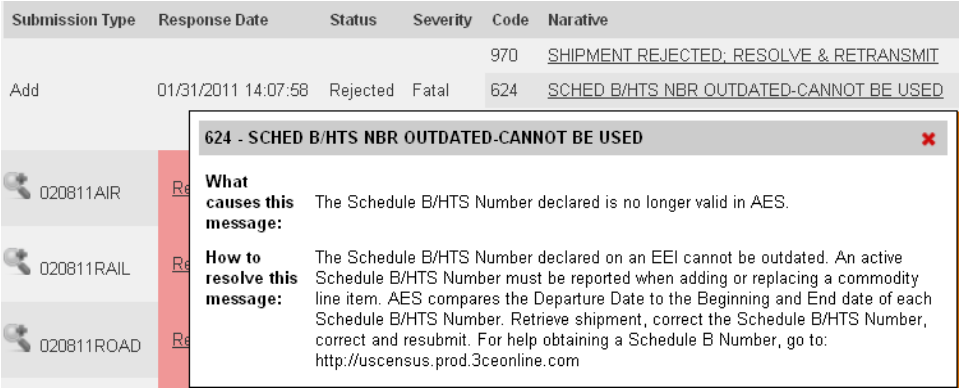
Shipment Status - View Detailed AES Response Messages

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



AES Responses

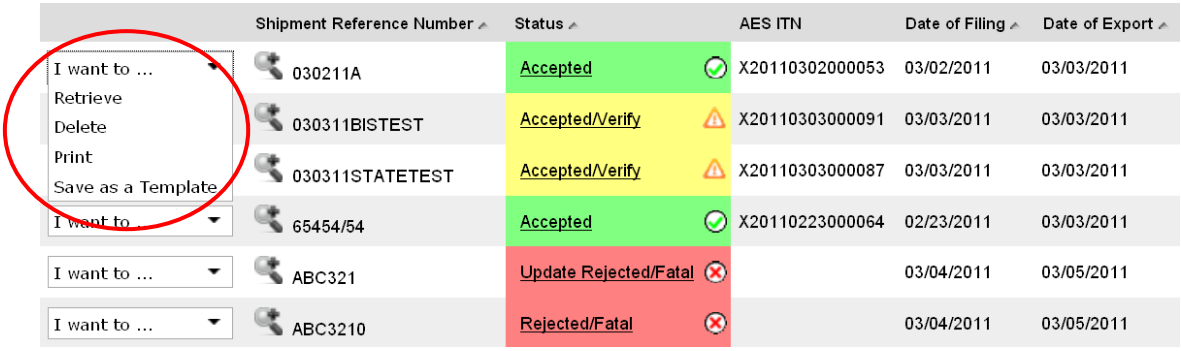
2) Click on each narrative to find out what caused the message and how to correct it (if necessary).



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**.



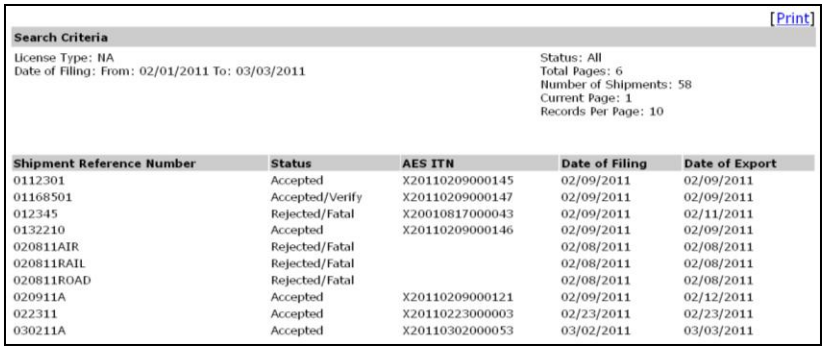
"I want to…" Menu

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

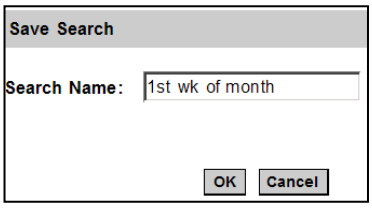
Example of Print Page

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.



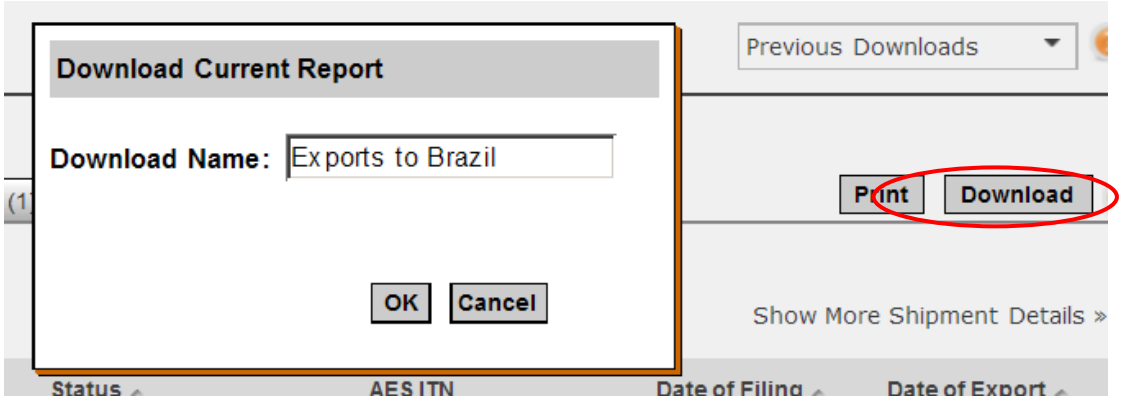
3) Next time you want to search for a shipment, simply select the search you want to use.

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

Export to a Spreadsheet File

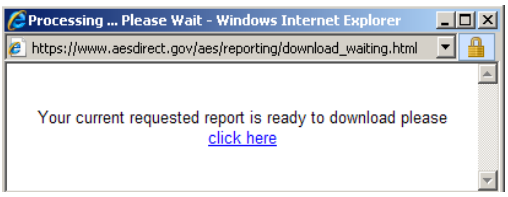
You can export search outputs into a spreadsheet format. This serves as a tool to assist your company achieve full compliance. All the criteria displayed on your screen will be exported to the spreadsheet.

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.

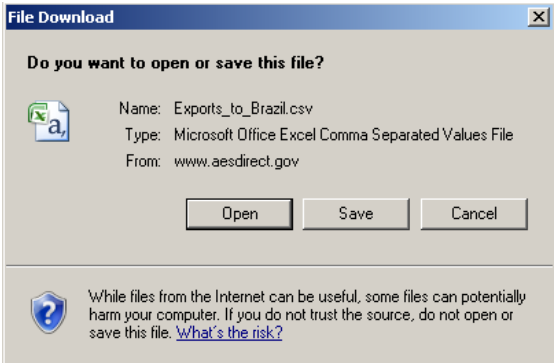


Exporting a Report to Spreadsheet

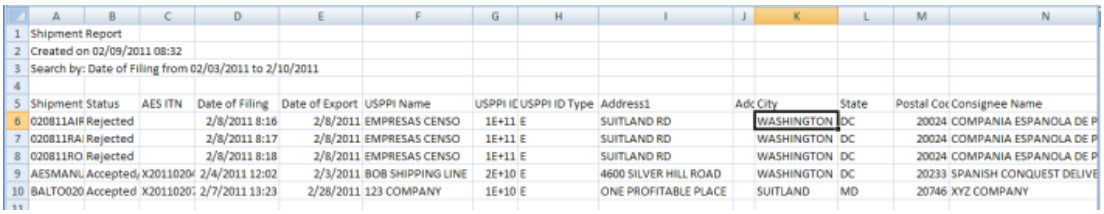
2) You will receive a pop-up indicating the report is being processed. A second pop-up will indicate your report is ready for download.



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. See next an example of the file opened with Microsoft Excel 2007.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Shipment Report													
2	Created on 02/09/2011 08:32													
3	Search by: Date of Filing from 02/03/2011 to 2/10/2011													
4														
5	Shipment	Status	AES ITN	Date of Filing	Date of Export	USPPI Name	USPPI IC	USPPI ID Type	Address1	Adc	City	State	Postal Coc	Consignee Name
6	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	X2011020	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	X2011020	2/7/2011 13:23	2/28/2011	123 COMPANY	1E+10	E	ONE PROFITABLE PLACE		SUITLAND	MD	20746	XYZ COMPANY

Example of Spreadsheet

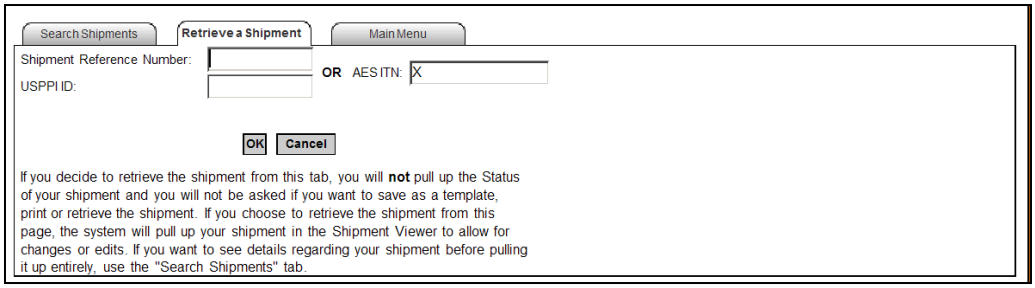
Search for Previous Downloads

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, Amend/Correct, Print, and Delete 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). Once the shipment is retrieved, the options of verifying, printing or using the shipment as a template become available.

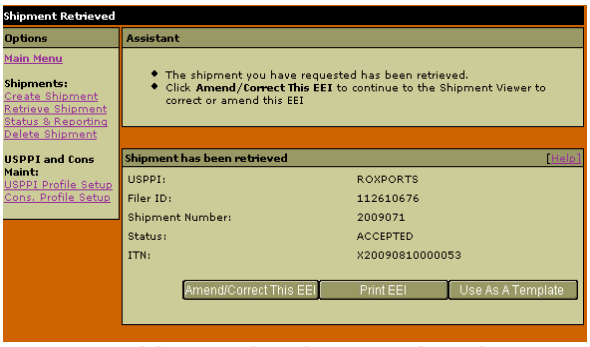
Retrieve a Shipment

1. From the Main Menu under the "Shipments" section, click "**Retrieve Existing Shipment**".

2. Click "**Retrieve Shipments**" tab to retrieve by SRN/USPPI ID or "**Retrieve Shipments by ITN**" tab to retrieve the shipment by ITN.

3. After entering the SRN/USPPI ID or ITN, click "**Retrieve Shipment**".

Shipment Reporting Center Screen



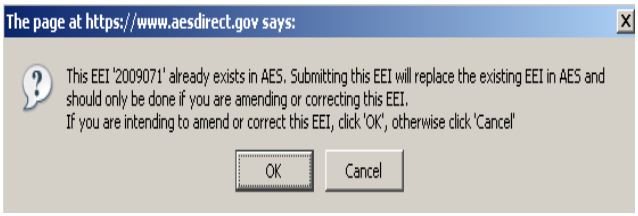
Shipment has been retrieved

Amend/Correct a Shipment

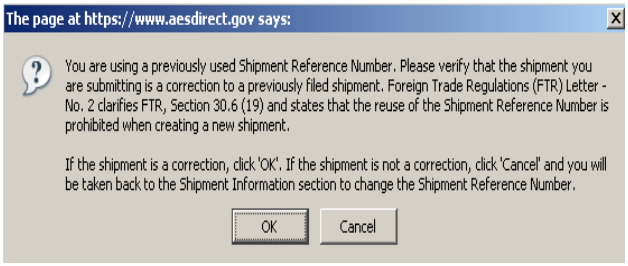
Information pertinent to an EEI may change during export process. When information regarding an export transaction changes, it must be updated in the EEI. AES*Direct* provides the option of replacing existing shipments with new information without changing the ITN that was originally received.

1. From the Main Menu, under the “Shipments” section, select “Retrieve Existing Shipment”.
2. If updates are needed, click “**Amend/Correct This EEI**”.
    a. Highlight the section that needs correction, click “**Edit Section**”.
    b. Make the corrections, click “**View EEI**”.
    c. Click “**Submit EEI**” to send to AES for processing.

After making necessary changes, 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”.

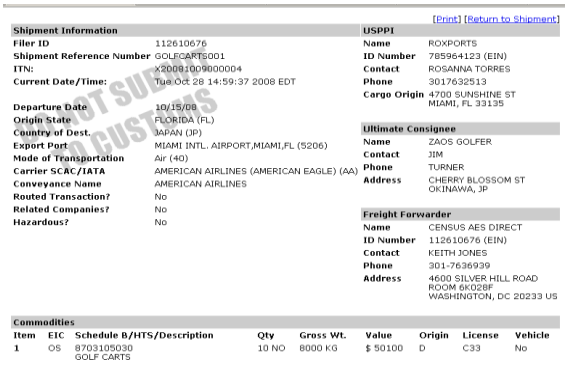


Another confirmation message will appear to ensure that you would like to correct information to the existing shipment.

Print a Shipment

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

    Only print the shipment for your records. Do not to submit a paper copy to U.S. Customs and Border Protection, as it would be a violation to the Foreign Trade Regulations.



[Print] [Return to Shipment]

Shipment Information

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

USPPI

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

Ultimate Consignee

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

Freight Forwarder

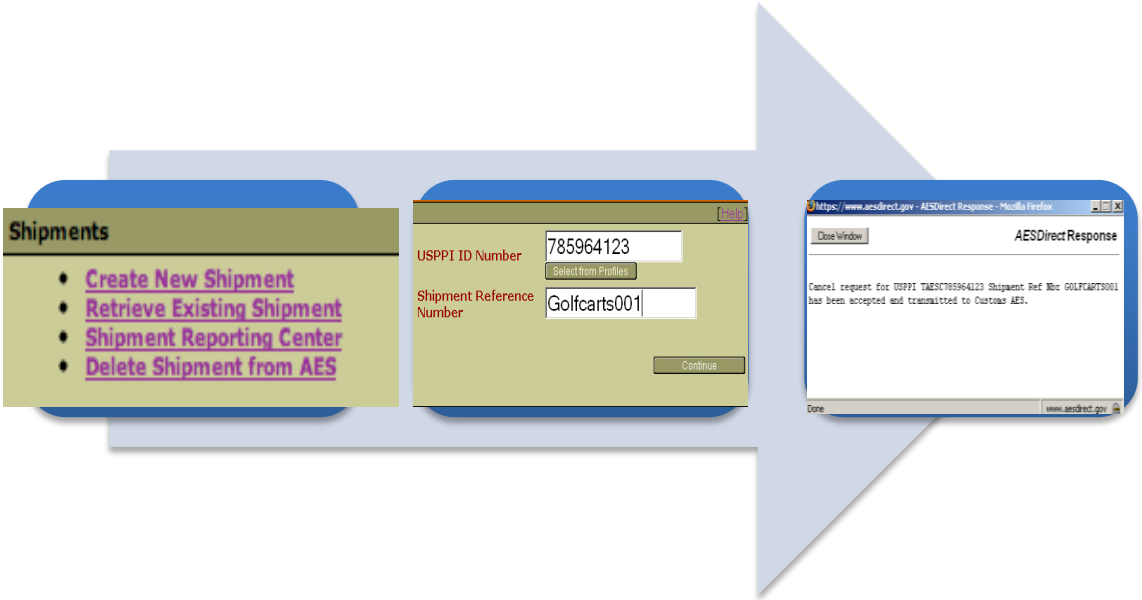
Name	CENSUS AES DIRECT
ID Number	112610676 (EIN)
Contact	KEITH JONES
Phone	301-7636939
Address	4600 SILVER HILL ROAD ROOM 6K028F WASHINGTON, DC 20233 US

Commodities

Item	EIC	Schedule B/HTS/Description	Qty	Gross Wt.	Value	Origin	License	Vehicle
1	OS	8703105030 GOLF CARTS	10 NO	8000 KG	$ 50100	D	C33	No

Delete a Shipment

1. From the Main Menu, under “Shipments” section, click **“Delete Shipment from AES”**
2. Enter USPPI ID Number and Shipment Reference Number
3. Click **“Continue”.** This will send a message to delete the shipment from AES. Do not delete twice; this action will generate a Fatal Error.



Process Flow of Deleting a Shipment

Template Manager

Templates of recurring shipments may be created in AES*Direct*. This feature will save time for frequent shipments from the same USPPI to the same Ultimate Consignee. All fields will be saved except: Shipment Reference Number, Transportation Reference Number, Origin State, Departure Date, 1st and 2nd Quantity, Value, and Gross Weight. There is also an option of creating templates from previously submitted shipments (see Retrieve a Shipment section). All users have access to templates associated with their company's account. As many as 100 templates can be stored per account.

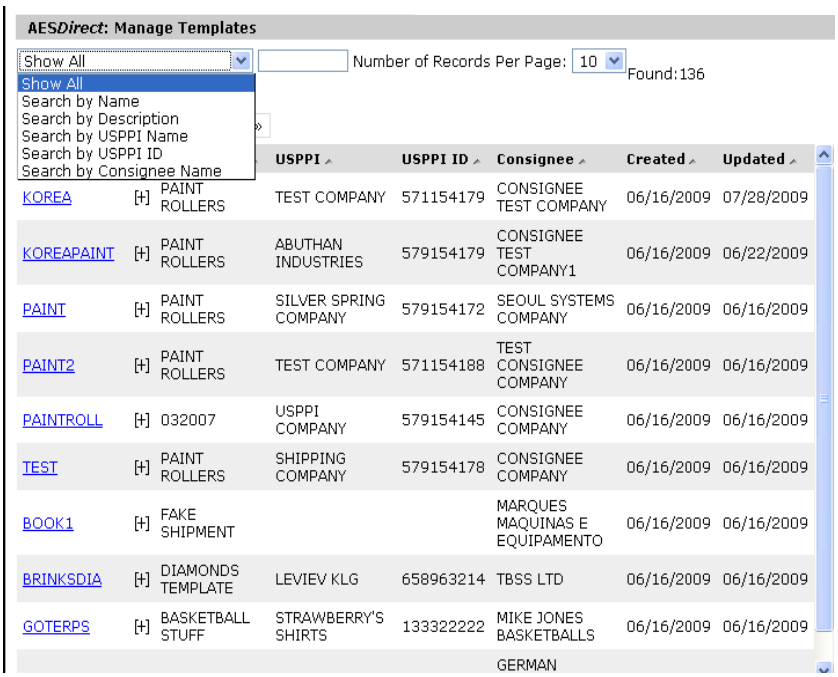
To access the Template Manager, click "Manage Templates from the AES*Direct* Main Menu. All 100 templates are stored and displayed here.

Templates may be **sorted** by clicking on the triangle beside the desired sort field according to:

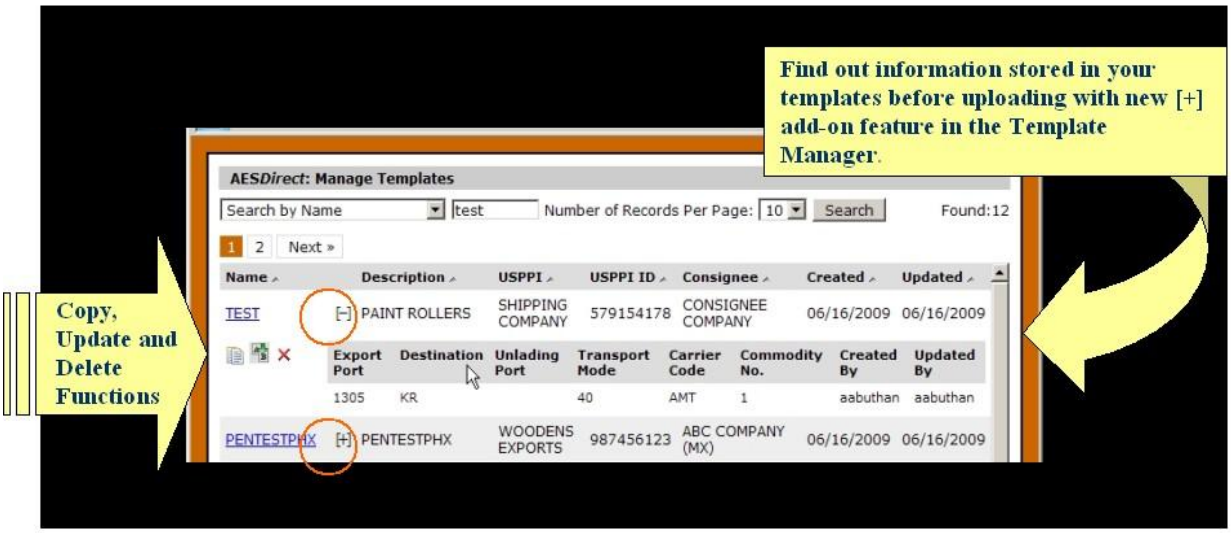
- Name
- Description
- USPPI Name
- USPPI ID
- Consignee
- Date created
- Date updated

Templates can also be **searched** for by a variety of criteria, including:

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



Manage Your Templates: Copy, Rename and Delete

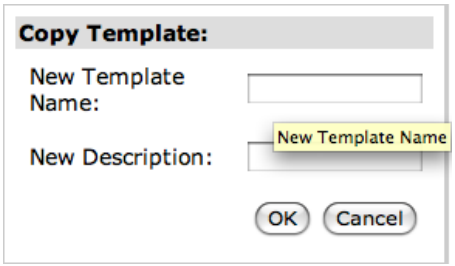


Template Manager

The Template Manager has the capacity to show a preview of the information stored on each template before loading. To use this feature, click on the **[+]** beside the template name. The "Copy", "Rename" and "Delete" functions will be displayed.

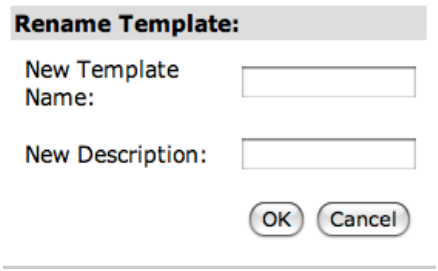
Copy:

1. To copy a template, click on the "**Duplicate paper**" icon under the template name.
2. Enter a New Template Name and a New Description. Click "**Ok**".
   The New Template will automatically load to the Template Manager.



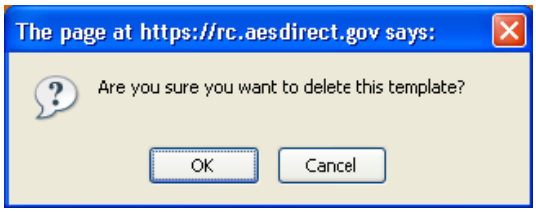
Rename:

1. To rename a template, click on the icon with "**A document being updated into a B document**" under the template name.
2. Enter a new Template Name and a New Description. Click "**Ok**"
3. The renamed template will automatically load to the Template Manager.



Delete:

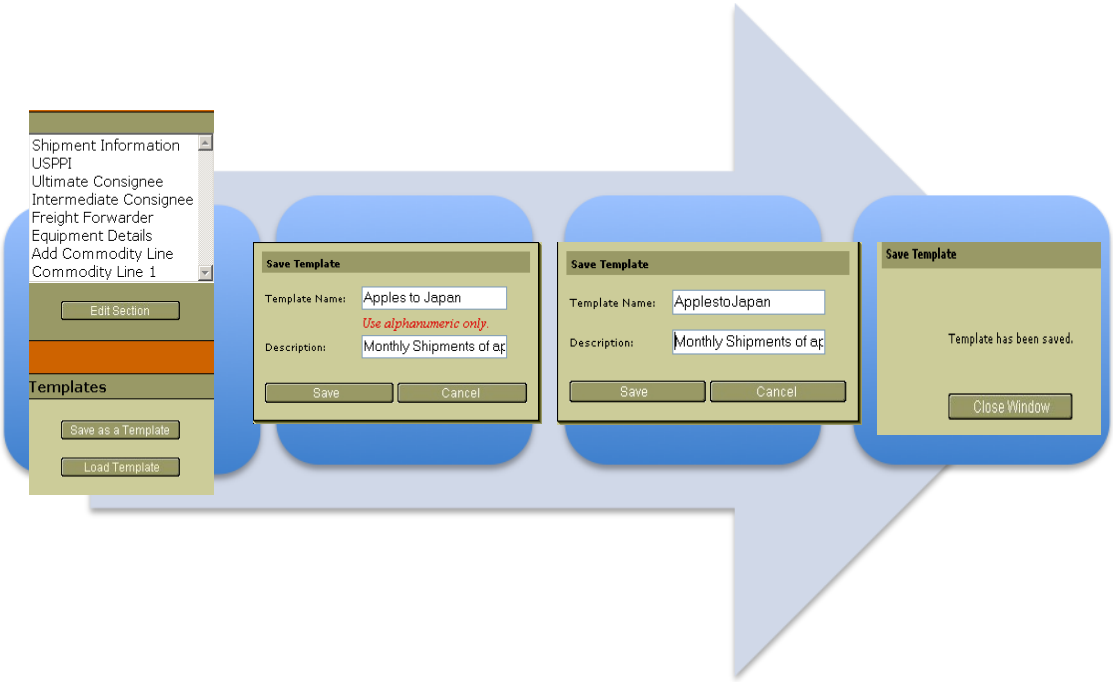
1. To delete a template, click on the [+] sign underneath the Template Name.
2. Click on the "**X**" under the Template Name.
3. A message will be prompted before deleting the selected template. To delete, click, "**Ok**".



Create a New Template

Complete an EEI. Once all desired sections are complete, click "**View EEI**" on the left side of the screen.

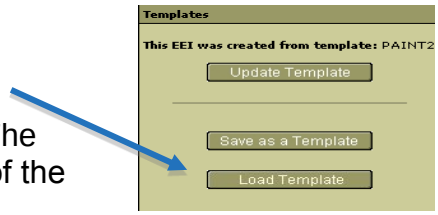
1. In the "Shipment Viewer" screen, click "**Save as a Template**".
2. Enter a name and description for the template. Use only alphanumeric characters; no spaces are allowed in the template name.
3. Click "**Save**". A skeleton of the shipment will be saved.



Process Flow of Saving a Shipment

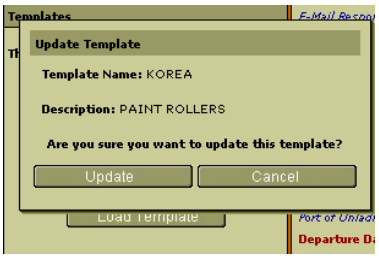
Load an Existing Template

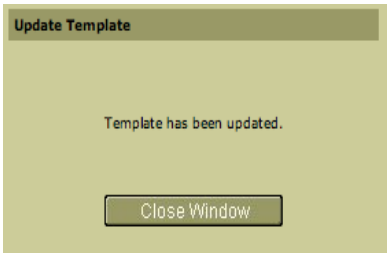
1. In the **"**Shipment Viewer**"** screen, click "**Load Template**"
2. Locate desired template
3. Click the template name to load the template. The "Shipment Viewer" screen indicates the name of the template loaded.
4. Complete the empty fields prior to submitting EEI.



Update a Template in the Shipment Viewer

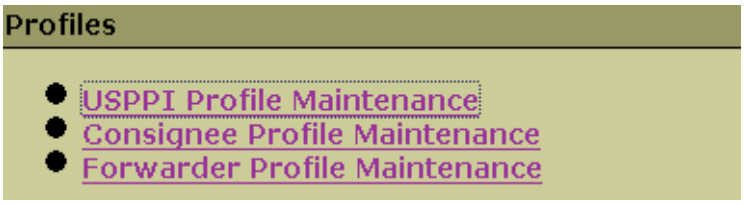
1. Load an existing template as instructed above.
2. Make any desired changes to the template.
3. Click "**View EEI**". Once in the "Shipment Viewer" screen, click "**Update Template**".
4. A message will be prompted to confirm the Template update. Click "**Update**".





Profiles

AES*Direct* provides the benefit of creating profiles of recurring companies for your export transactions. This feature saves time of re entering company information for frequent USPPI, Freight Forwarder and/or Ultimate Consignee profiles.

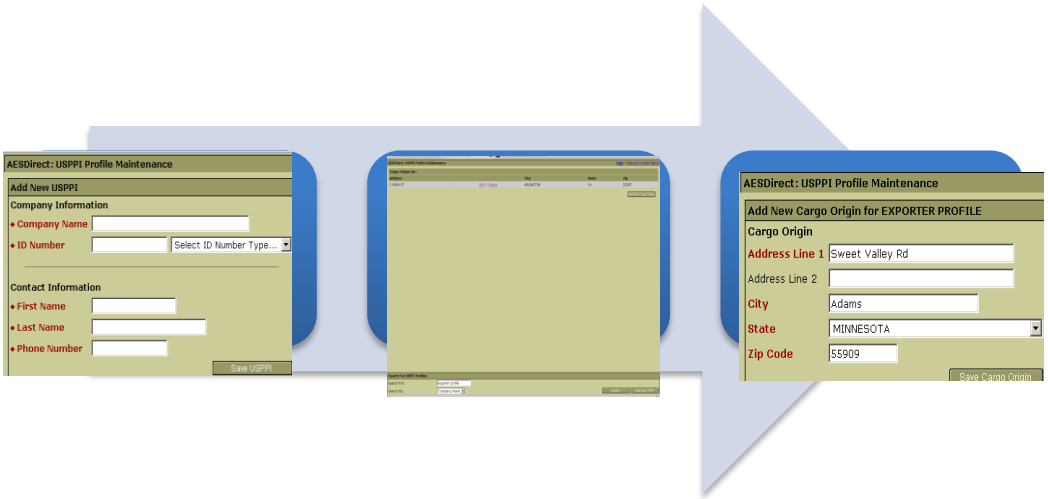


Main Menu

Create USPPI Profile

1. On the AES*Direct* Main Menu, under "Profiles", click "**USPPI Profile Maintenance**".
2. Click "**Add New USPPI**" in the lower right corner.
3. Enter the required information. Click "**Save USPPI**".
4. To add the USPPI address, click "**View Cargo Origins**".
5. Click "**Add New Cargo Origin**".
6. Enter the Cargo Origin. Click "**Save Cargo Origin**".
   Once the Cargo Origin has been saved, you will be brought back to Step 5. Add more cargo origins if needed for the specified USPPI.

- To return to the Main Menu, click the link in the upper right corner.
- To add another new USPPI, click the "**Add New USPPI**" button in the lower right corner in the USPPI Profile Maintenance screen.

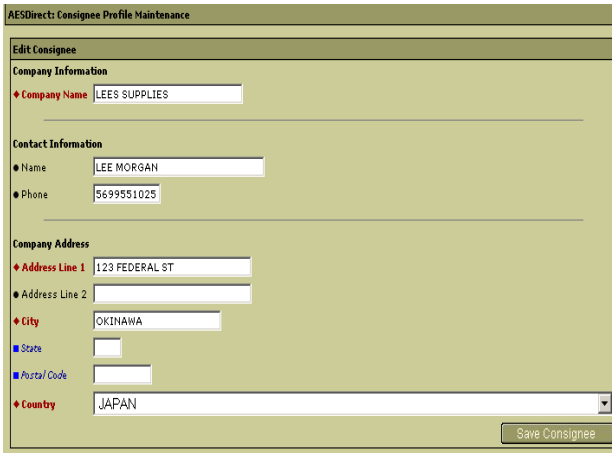


Process Flow of Creating a USPPI Profile

Create Freight Forwarder or Consignee Profile

The process below applies for both Freight Forwarder and Consignee Profiles.

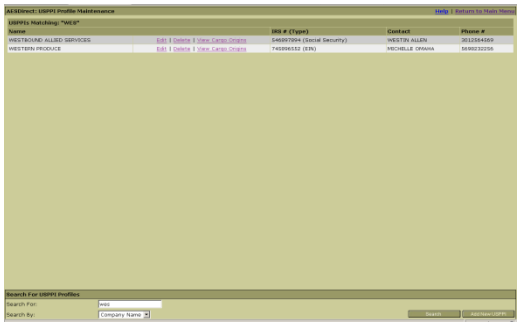
1. On the AES*Direct* Main Menu, under "Profiles", click "**Forwarder Profile Maintenance**" or "**Consignee Profile Maintenance**".
2. Click "**Add New Consignee**" or "**Add New Forwarder**" in the lower right corner.
3. Enter the required information; click "**Save Consignee**" or "**Save Forwarder**".
4. To return to the Main Menu, click the link in the upper right corner.
5. To add a new forwarder or consignee, click the "**Add New Forwarder**" or "**Add New Consignee**" button in the lower right corner.



Elements needed to create Freight Forwarder and Ultimate Consignee Profiles

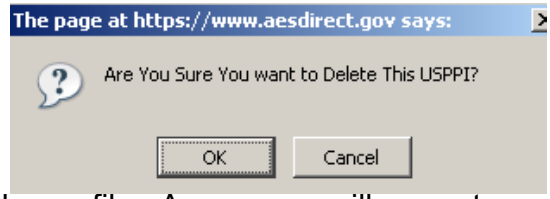
Editing/Searching All Profiles

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



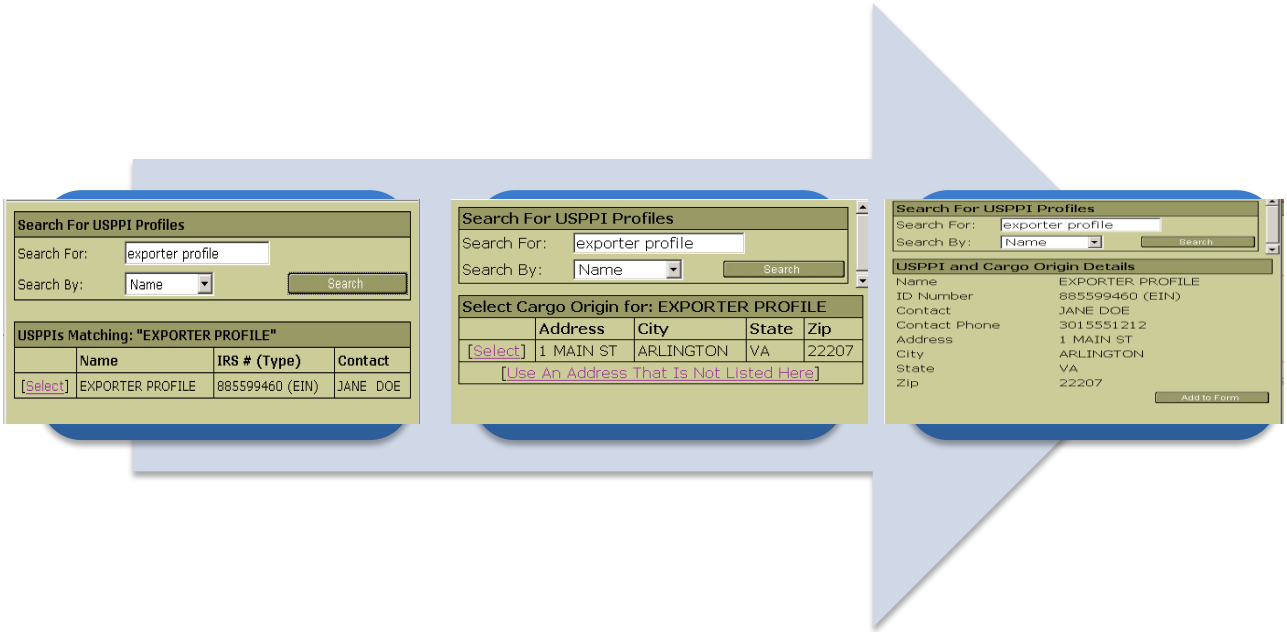
Deleting Profiles

1. On the AES*Direct* Main Menu, under “Profiles”, click “**USPPI Profile Maintenance**”, “**Forwarder Profile Maintenance**” or “**Consignee Profile Maintenance**”.
2. On the lower left corner of the screen, enter the name of profile you wish to delete and click “**Search**”.
3. In the results, locate the profile you want to delete. Click on the “**Delete**” link next to the profile. A message will prompt you to confirm the deletion of the profile. Click “Ok”.



Loading Profiles

1. From the appropriate section in the EEI, click “**Select from Profiles**”. Enter at least 3 characters from the profile Name or ID Number. Click “**Search**”.
2. Click “**Select**” next to the Company profile desired. Choose the appropriate address for your USPPI, click “**Select**”
3. Review the profile; click “**Add to Form**”.



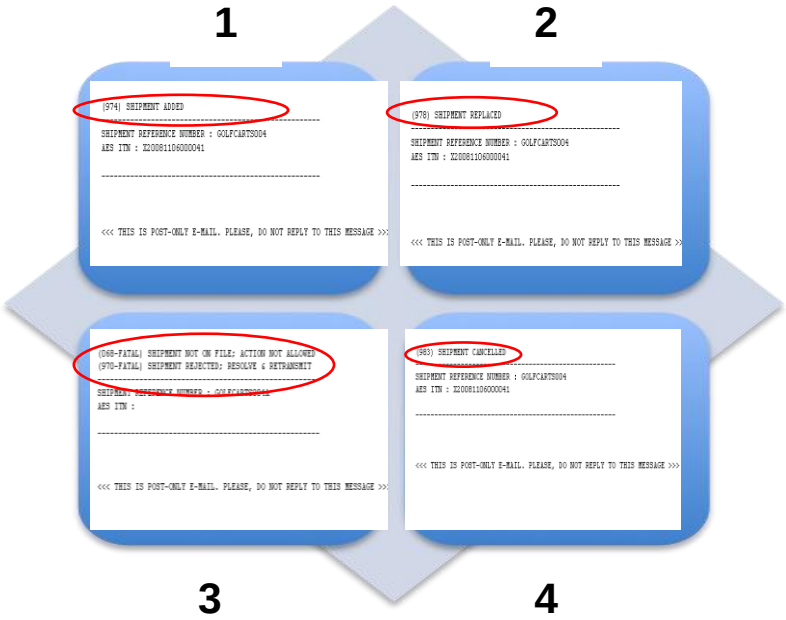
Process Flow to Load Profiles

AES Responses

Once shipments are processed by the Automated Export System (AES), a response message 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 Reporting Center** within AES*Direct*.

Response E-mail

E-mail messages will be sent to the address listed in the Shipment Information section. Messages will indicate if the shipment has been Accepted (1), Replaced (2), Rejected (3), or Deleted (4). Do not depend solely on the e-mail responses to retrieve ITN. Always verify the Shipment Reporting Center for all response messages from AES.



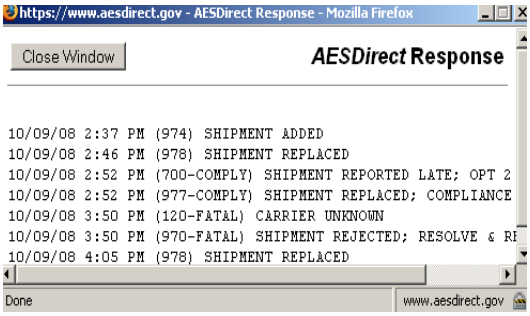
Shipment Reporting Center

1. On the Main Menu under “Shipments,” click “**Shipment Reporting Center**”. A black screen will appear.
2. There are 3 options currently available (see lower left corner of screenshot):
    - View Responses
    - Retrieve Shipments
    - Retrieve Shipments by ITN

View Responses

The tab to “View Responses” allows for AES generated responses to be retrieved for shipments sent to AES.

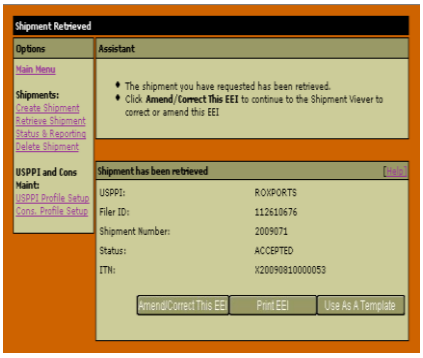
1. From the Shipment Reporting Center, click “**View Responses**” in the lower left hand corner.
2. Enter the USPPI ID number and Shipment Reference Number.
3. Click “**Get Responses**”.
4. The AES Responses messages will appear in a pop-up window.



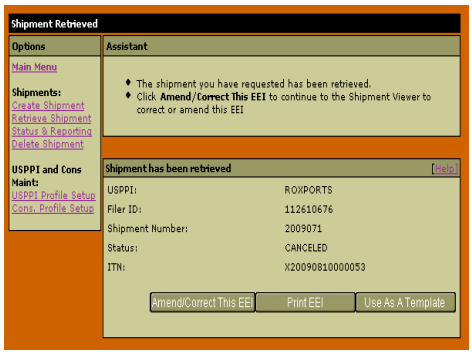
AES Response Window

Retrieving Shipment Status

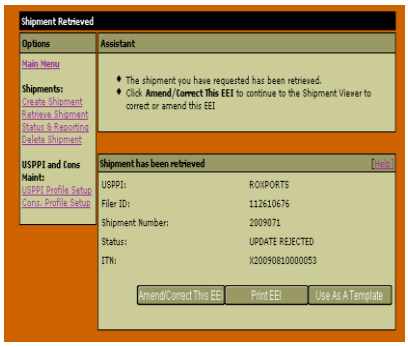
Once a shipment is submitted, its status may be verified by retrieving the shipment (see Retrieve a Shipment). A response will indicate if your shipment has been accepted, rejected, or canceled. The shipments below show examples of different AES Responses.



Example of an accepted shipment. The ITN should be placed on loading documents.



Example of a cancelled shipment. It is retrievable in AES*Direct* but the ITN and shipment are not active in the AES mainframe.



Example of a rejected shipment. This occurs when an existing shipment with an ITN receives a Fatal Error after an update has been made. Shipment must be corrected and resubmitted.

AES Proof of Filing Citations

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

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.

Note: The XTN (Filer ID – Shipment Reference Number) is NOT accepted as an AES Proof of Filing Citation.

Predeparture Citations

- AES ITN
  - Example: AES X20091101000001

Postdeparture Citations

- If Authorized Agent files on behalf of the approved USPPI
  - AESPOST USPPI ID FILER ID Date of Export
  - Example: AESPOST 12345678900 987654321 11/01/2009

- If USPPI files EEI directly to AES
  - AESPOST USPPI ID – Date of Export
  - Example: AESPOST 23456789000 11/01/2009

Additional Resources

On the AES*Direct* Homepage, under the "Related Sites" section, you can find useful links to Government Sites and Partner Agency Websites.

Government Websites

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

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

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

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