

ACE AESDirect Sample Shipment

Please use this document as a guide on how to file your shipments in ACE AESDirect. A shipment is defined as goods shipped from one USPPI to one consignee in a single country of destination, on a single carrier, on the same day, valued over \$2500 per Schedule B, or regardless of value when a license is required. This is a sample shipment and the information is fictitious. All guide notes are in blue ink. It will help you to review this document thoroughly, along with the help information, prior to contacting AES Support.

Note: This is just an example. Do not duplicate the information that appears in this document.

Note: To register for ACE, you would need to obtain an Employer Identification Number(EIN). For more information on how to register, please refer to the following [documentation](#). For more information on how to register for ACE, click [here](#).

In order to begin, log in to ACE to access the Main Menu and navigate to the Shipment Manager.

The screenshot shows the ACE secure data portal interface. The top navigation bar includes 'Home', 'Accounts', 'References', and 'Tools'. The 'Accounts' tab is highlighted. Below the navigation bar is the 'Task Selector' panel, which contains a 'Select Account Type' section with a 'View: Exporter' dropdown and a 'GO' button. The 'Submit AESDirect Filings' link is highlighted in blue. Below the 'Task Selector' is the 'Account Selector List' panel, which includes 'View Settings' and a 'View By' section with radio buttons for 'Acct Name' and 'EIN'. The 'Accounts' section at the bottom shows a list of accounts, including 'Census AESDirect Test Account'. Three callout boxes with arrows point to the 'Accounts' tab, the 'View: Exporter' dropdown, and the 'Submit AESDirect Filings' link.

From the ACE Main Menu, select the **Accounts** tab.

In the **Task Selector** panel, Select the **Exporter View** and click on **Go**.

Select **Submit AESDirect Filings**.

NOTE: Please disable or turn off your browser's pop-up blocker in order to access the ACE Filing Portal. If you do not disable your pop-up blocker, the portal will not open when you select **Submit AESDirect Filings**.

Create Export Filing

The first screen in ACE AESDirect is the Shipment Manager. The Shipment Manager will show all of the high level information on previously submitted shipments in ACE. In order to begin filing a shipment, select the green **Create Export Filing** button.

Shipment Manager

+ Create Export Filing
↑ Create from Template
📄 Amend Accepted Filing

Show Filters

Filings Updated in: Last 3 Months

Clear Filters

Showing 1 to 10 of 17 Filings

Search Search Reset

Filer ID	Shipment Ref. # [Count]	Status	Last Action	ITN	Last Updated	Last Updated By	Export Date	USPPI	USPPI ID	Consignee	Destination	Shipment Actions
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Shipment Information – Mandatory Section

Step 1: Shipment
Step 2: Parties
Step 3: Commodities
Step 4: Transportation

Save As Template

Email Response Address(es) *

Mode of Transport (MOT) *

Departure Date *

Inbond Type *

Original ITN ⓘ

Is this a Routed Transaction? ⓘ Yes No

Are USPPI and Ultimate Consignee companies related? ⓘ Yes No

Does shipment contain hazardous material? ⓘ Yes No

Clear Shipment

Shipment Reference Number *

Port of Export *

Origin State *

Foreign Trade Zone ⓘ

Filing Option *

Port of Unlading ⓘ

Country of Destination ⓘ

Import Entry # ⓘ

* Required Field ⓘ Conditional Field

Click the information icon for an explanation of the field.

At any point, you may save as a template for future shipments.

The method by which goods are exported from the United States. You can select Road as the Mode of Transport if you are driving the vehicle through the border to the final destination.

Shipment Reference Number is a unique identification number assigned to the shipment by the filer for reference purposes. The reuse of the SRN is prohibited.

The system will autofill the Filing Option as Predeparture.

Departure Date is date when goods are scheduled to leave the Port of Export

When you begin typing in a field, the system will allow you to choose the selection from a drop-down menu.

The Port of Unlading is the port in a foreign country where the goods are removed from the exporting carrier.

The Original ITN is the ITN associated with a previously filed shipment that is replaced or divided and for which additional shipment(s) must be filed.

A field may become greyed out based on previous information reported. This means the field is not required.

Parties Information (USPPI) – Mandatory Section

The USPPI is the person or legal entity in the United States that receives the primary benefit from the export transaction. The **USPPI address** must be the address where goods begin their journey to the Port of Export. It **MUST** be an address located in the United States or Puerto Rico.

Draft last saved: 10/21/2016 09:36:11 * Required Field ♦ Conditional Field

Step 1: Shipment **Step 2: Parties** Step 3: Commodities Step 4: Transportation Save As Template

USPPI * ⓘ

ID Number Type * ⓘ
E - EIN

IRS Number * ⓘ

Phone Number *
800-549-0595

Postal Code *
20746

Clear USPPI

ID Number *
[Blank]

First Name * ⓘ
IAM

Address Line 1 * ⓘ
1 PROFIT PLACE

City *
MARLOW HEIGHTS

Company Name * ⓘ
123 COMPANY

Last Name * ⓘ
SELLING

Address Line 2

State *
MD - MARYLAND

Save to Profile

Load from Profile

Select either Employer Identification Number (EIN), DUNS, or Foreign Entity ID (ex: passport number).

If ID Number Type is EIN, the ID Number will be the Employer Identification Number received from the IRS.

If sending as an individual (not part of a company), the Company Name will be your name.

When you enter the Postal Code, the system will auto-complete the City and State fields.

The address or location (not post office box number) from which the goods actually begin the journey to the port of export.

You may save the party profile and easily retrieve the information in future filings.

Parties Information (Ultimate Consignee) – Mandatory Section

The Ultimate Consignee is the person, party or designee that is located abroad and actually receives the export shipment. This party may be the end-user or Foreign Principal Party in Interest (FPPI).

Ultimate Consignee * ⓘ Load from Profile

Sold En Route? * ⓘ Yes No

ID Number Type ⓘ
Please Select

First Name ⓘ

Address Line 1 * ⓘ
1 PURCHASE PLACE

Postal Code * ⓘ
Please Select

Clear Ultimate Consignee

Consignee Type * ⓘ
D - DIRECT CONSUMER

ID Number ⓘ

Last Name ⓘ

Address Line 2

City * ⓘ
OKINAWA

Company Name *
XYZ COMPANY

Phone Number

Country *
JP - JAPAN

State * ⓘ
Please Select

Save to Profile

ID Number Type and ID Number are optional for Ultimate Consignee. They can be left blank.

Select a Consignee Type from the options. For more details of each option, select the Information button.

You may save the party profile and easily retrieve this information in future filings.



Parties Information (Intermediate Consignee) – Conditional Section

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. This section requires information similar to the “Ultimate Consignee” section.

Parties Information (Freight Forwarder) – Conditional Section

The Freight Forwarder is the person in the United States who is authorized by the principal party in interest to file the EEI. If the USPPPI is filing, there is not a Freight Forwarder. There is only a carrier.

Note: *The Intermediate Consignee and Freight Forwarder are conditional sections. Populate them ONLY if they are applicable.*

Commodities Information – Mandatory section

By default, you will be taken to the **Line 1 Details** tab to enter the information for your commodity, including used vehicles. At any point, select **Line Summary** to view the high level information on all of your commodity lines for the shipment. **Note:** A used vehicle according to [Customs and Border Protection CFR 192.2](#) is defined as “any self-propelled vehicle the equitable or legal title to which has been transferred by a manufacturer, distributor, or dealer to an ultimate purchaser.”

The screenshot shows a multi-step process for entering commodity information. The current step is 'Step 3: Commodities'. The interface includes a navigation bar at the top with steps: Step 1: Shipment, Step 2: Parties, Step 3: Commodities, and Step 4: Transportation. A 'Save As Template' button is located in the top right corner.

The main content area is divided into two sections: 'Line 1 Details' and 'Used Vehicles'. The 'Line 1 Details' section contains the following fields and callouts:

- Line Summary:** A callout box states, "Line Summary will show you all commodity lines that have been created."
- Line 1 Details:** A callout box says, "Quickly navigate to any section of the commodity line."
- Export Information Code:** A dropdown menu with the selected value "OS - ALL OTHER EXPORTS".
- Schedule B or HTS Number:** A dropdown menu with the value "8703.23.0190". A callout box explains: "1st UOM will autofill based on the Schedule B or HTS Number. If UOM is 'X' then no units are required so leave 1st Quantity blank."
- Schedule B Search Engine:** A callout box states, "The Schedule B Search Engine will help you correctly classify the commodity."
- Commodity Description:** A dropdown menu with the value "YEAR/MAKE/MODEL". A callout box says, "Enter your vehicle's year, make and model."
- 1st Quantity:** An empty input field.
- 1st UOM:** A dropdown menu with the value "NO".
- 2nd Quantity:** An empty input field.
- 2nd UOM:** A dropdown menu. A callout box notes: "2nd Quantity and 2nd UOM may become required depending on the Schedule B/HTS selected."
- Origin of Goods:** A dropdown menu with the value "DOMESTIC".
- Value of Goods (whole US Dollars):** An input field with the value "17000".
- Shipping Weight (whole Kilograms):** An empty input field. A callout box states: "Shipping Weight may be required or optional depending on the Mode of Transport. Must be in KG."
- License Type Code/License Exemption Code:** A dropdown menu with the value "C33 - NLR NO LICENSE REQUIRED, OR ONLY CONTROLLED...".
- Does this filing require Participating Government agency data?** Radio buttons for "Yes" and "No".

The 'Used Vehicles' section includes a mandatory note: "Mandatory: If you are exporting a used vehicle, CBP regulations require the used vehicle information to be provided 72 hours before date of export." Below this is an 'Add VIN' button and a confirmation message: "Please confirm that vehicle count matches what was entered into the Quantity field." The table below contains the following data:

VIN/PIN *	VIN/PIN Number *	Vehicle Title Number	Vehicle Title State	Actions
VIN	ABCDE123456	12345678ABCDEF	DC - DISTRICT OF COLUMBIA	Save Cancel

Additional callouts include: "If you have additional commodities, click 'Add New Line' and complete Line 2 Details." and "For the Used Vehicles section, please enter information directly from your vehicle's title. You are required to provide the VIN Number, Vehicle Title Number, and the Title State. Note: this section will only appear after entering a Schedule B/HTS number for a Used Vehicle. A list of proper commodity codes can be found on Appendix U of the Automated Export System Trade Interface Requirements (AESTIR)."

Transportation Information – Conditional section (Required when the Mode of Transport is Vessel, Rail, Truck, or Air)

Step 1: Shipment Step 2: Parties Step 3: Commodities **Step 4: Transportation** Save As Template

Carrier SCAC/IATA **SCAC code required for vessel, rail, and truck shipments. IATA code required for air shipments. Not allowed for other modes of transport.**

Conveyance Name/Carrier Name **Vessel name for vessel shipments. Carrier name for truck, rail, or air shipments. Not allowed for other modes of transport.**

Transportation Reference Number **Transportation Reference Number is required for vessel shipments. Report the reservation number or booking number. Optional for air, truck, and rail shipments. Not allowed for other modes of transport.**

 Contact the carrier directly or perform a web search for to retrieve the Carrier SCAC/IATA code.

Show entries Search:

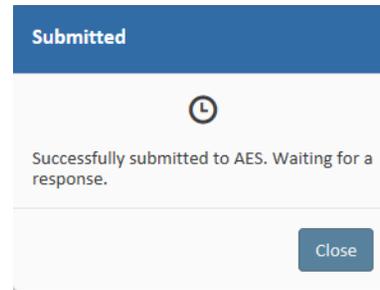
Index	Equipment Number	Seal Number	Actions
No data available in table			

Showing 0 to 0 of 0 entries
[Clear Transportation](#)

Print View will show all of the Electronic Export Information. You may view the shipment for accuracy before submitting.

When the EEI is complete, submit the filing for an ITN.

Submitting the Filing



Your shipment has been submitted and accepted by AES. Select **View** for the full Electronic Export Information including the assigned Internal Transaction Number (ITN). The ITN will also appear in the Shipment Manager.

You will receive a confirmation e-mail with either your ITN or Fatal Error(s).

If you receive a Fatal Error(s), your shipment has not been accepted and you will not receive the ITN. You cannot move your export until you obtain an ITN. Please fix all errors and re-submit the filing. Utilize Appendix A of the Automated Export System Trade Interface Requirements (AESTIR) located at <https://www.cbp.gov/trade/aes/aestir/appendices> to correct your error(s). Once your error(s) have been corrected, resubmit the shipment and an ITN will be assigned.

View Electronic Export Information

View Export Filing
✕

Sensitive Information

Electronic Export Information

ITN: XZ0180621698215

XTN: [REDACTED] - CAISAMPESHIPMENT

Status: Accepted

Filing Option: 2 - PREDEPARTURE

If the EEI is Accepted, the ITN will be listed here.

VERIFY:972:SHIPMENT ADDED; MUST VERIFY

1a. U.S. PRINCIPAL PARTY (USPP) 123 COMPANY 1 PROFIT PLACE, MARLOW HEIGHTS, MD 20746, US	b. USPP EIN (IRS) or ID Number [REDACTED]
c. RELATED PARTIES TO TRANSACTION Non-Related	2a. DATE OF EXPORTATION 2018-06-30
b. ITN CREATED 2018-06-21	c. ITN LAST UPDATED 2018-06-21
3. TRANSPORTATION REFERENCE NO.	EQUIPMENT NUMBER(S) SEAL NUMBER(S)
4a. ULTIMATE CONSIGNEE NAME, ADDRESS AND TYPE XYZ COMPANY 1 PURCHASE PLACE, MONTREAL, CA ULTIMATE CONSIGNEE TYPE: D - DIRECT CONSUMER b. INTERMEDIATE CONSIGNEE NAME AND ADDRESS	5a. FORWARDING AGENT NAME AND ADDRESS b. FILER NAME AND ADDRESS CENSUS AERODIRECT TEST ACCOUNT 4600 SILVER HILL RD SUTTLAND, MD 20746, US
6. STATE OF ORIGIN/FTZ NO. DC - DISTRICT OF COLUMBIA	7. COUNTRY OF ULTIMATE DESTINATION CA - CANADA
8. METHOD OF TRANSPORTATION 32 - AUTO	9. EXPORTING CARRIER/CONVEYANCE NAME
10. PORT OF EXPORT 0901 - BUFFALO-NIAGARA FALLS	11. PORT OF UNLADING
13. CARRIER IDENTIFICATION CODE	12. CONTAINERIZED (Vessel Only)
15. ENTRY NUMBER	14. SHIPMENT REFERENCE NO. CAISAMPESHIPMENT
17. IN BOND CODE 70 - MERCHANDISE NOT SHIPPED INBOND	16. HAZARDOUS MATERIALS NO
19. ROUTED EXPORT TRANSACTION NO	18. ORIGINAL ITN

20. SCH B/HITS DESCRIPTION of COMMODITIES						
a. LINE SEQ NBR	b. D/F	c. SCHEDULE B/HITS NUMBER	d. QUANTITY - UNIT(S)	e. SHIPPING WEIGHT (KG)	f. VIN/PRODUCT NUMBER/VEHICLE TITLE NUMBER	g. VALUE (U.S. Dollars, cents, cents) Selling price or cost if not sold
1	D	YEAR/MAKE/MODEL EXPORT INFO CODE: 05 HTS: 8703.23.0190 LICENSE NUMBER: NLR LICENSE CODE: C33	1	NO	VERIFY:609:VIN IS TOO SHORT ABCDE123456 / 12345678ABCDEF / DC	17000

Sensitive Information

Do not submit printout to Customs

Amend Print Close