

## ACE AESDirect Sample Shipment

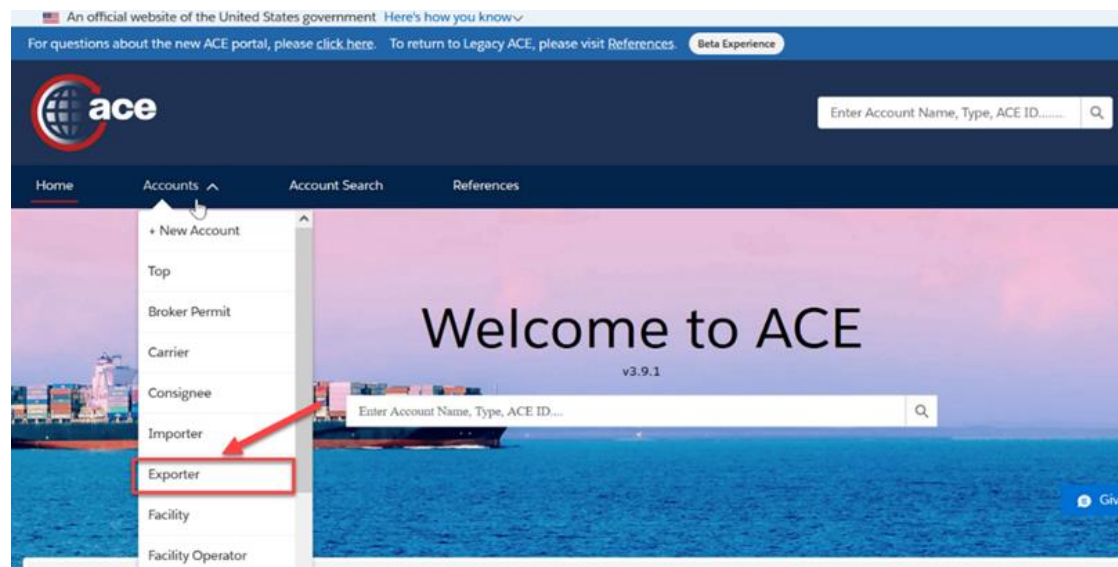
Please use this document as a guide on how to file your shipments in ACE AESDirect. A shipment is defined as goods shipped from one USPPI to one consignee in a single country of destination, on a single carrier, on the same day, valued over \$2500 per Schedule B, or regardless of value when a license 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.**

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

In order to begin, access the modernized ACE Portal at <https://ace.cbp.gov> and follow the indicated steps on the page to log in.

Once you are on the ACE Portal Homepage, select **“Exporter”** under the **“Accounts”** drop-down menu.



Select the appropriate Exporter account by clicking the hyperlink for the account under the **“Account Name”** column.

An official website of the United States government [Here's how you know](#)

For questions about the new ACE portal, please [click here](#). To return to Legacy ACE, please visit [References](#). [Beta Experience](#)

**ace**

Home **Accounts** Account Search References

Exporter Accounts  
Showing 1 / 1 Results

	Account Name	AKA/DBA/...	Identification Ty...	Ic	Status	Ai
1	<a href="#">Census AESDirect Test Account</a>		EIN		EIN Pending	

On the right side of the screen, select **“Submit AES Filing”** to launch AESDirect.

Home Accounts Account Search References

[Back](#)

**Account Navigation**

- ▼ Census AESDirect Test Account  
ACE ID: [redacted]
- ▼ Exporter  
Census AESDirect Test Account  
EIN: [redacted]

**Account Name**  
Census AESDirect Test Account

Record Type Name: Exporter ACE ID: [redacted] EIN: [redacted] Status: EIN Pending

**Submit AES Filing**

**Details** Contacts Addresses

**NOTE:** Please disable or turn off your browser’s pop-up blocker in order to access the ACE AEDirect Filing Portal.

## 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**

Buttons: **Create Export Filing** (highlighted in red), **Create from Template**, **Amend Accepted Filing**

Callout: *Create Export Filing will take you to the Electronic Export Information page to begin a shipment.*

Show Filters

Filings Updated in:  Clear Filters

Showing 1 to 10 of 17 Filings

Search  Search Reset

File 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

Buttons: **Save As Template**

Callouts:

- Click the information icon for an explanation of the field.** (points to information icons)
- At any point, you may save as a template for future shipments.** (points to Save As Template button)
- Required Field** (points to asterisk icon)
- Conditional Field** (points to plus icon)
- The method by which goods are exported from the United States. For shipments sent through USPS, the Mode of Transport will be "Mail".** (points to Mode of Transport field)
- Departure Date is date when goods are scheduled to leave the Port of Export.** (points to Departure Date field)
- 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.** (points to Original ITN field)
- 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.** (points to Shipment Reference Number field)
- Indicate where the goods begin their journey to the port of export.** (points to Origin State field)
- The system will autofill the Filing Option as Predeparture.** (points to Filing Option field)
- The Port of Unloading is the port in a foreign country where the goods are removed from the exporting carrier.** (points to Port of Unloading field)
- A field may become greyed out based on previous information reported. This means the field is not required.** (points to greyed-out Country of Destination field)
- Select this button to move to the next step. Alternatively, you may click the tabs above.** (points to Step 2: Parties button)

Fields and Options:

- 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 Unloading
- Country of Destination
- Import Entry #

Buttons: **Close** **Step 2: Parties** **Print View** **Submit Filing**

## 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.

This screenshot shows the 'Parties Information (USPPI) – Mandatory Section' form. It includes fields for ID Number Type (E - EIN), ID Number, Company Name (123 COMPANY), IRS Number, First Name (IAM), Last Name (SELLING), Phone Number (800-549-0595), Address of Origin - Line 1 (1 PROFIT PLACE), Address of Origin - Line 2, Postal Code of Origin (20746), City of Origin (MARLOW HEIGHTS), and State of Origin (MD - MARYLAND). Callouts provide instructions: 'Select either Employer Identification Number (EIN), DUNS, or Foreign Entity ID (ex: passport number). Select the Information button for more details of when to use Foreign Entity.'; '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.'; and 'You may save the party profile and easily retrieve the information in future filings.' The form also has 'Load from Profile', 'Clear USPPI', and 'Save to Profile' buttons.

## 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).

This screenshot shows the 'Parties Information (Ultimate Consignee) – Mandatory Section' form. It includes fields for Sold En Route? (Yes/No), Consignee Type (D - DIRECT CONSUMER), ID Number Type (Please Select), ID Number, Company Name (XYZ COMPANY), First Name, Last Name, Address Line 1 (1 PURCHASE PLACE), Address Line 2, Postal Code (Please Select), City (OKINAWA), Country (JP - JAPAN), and State (Please Select). Callouts provide instructions: 'Select a Consignee Type from the options. For more details of each option, select the Information button.'; 'ID Number Type and ID Number are optional for Ultimate Consignee. They can be left blank.'; and 'You may save the party profile and easily retrieve this information in future filings.' The form also has 'Load from Profile', 'Clear Ultimate Consignee', and 'Save to Profile' buttons.

### sParties 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 (Authorized Agent) – Conditional Section

The Authorized Agent is the person in the United States who is authorized by the principal party in interest to file the EEI. If the USPPI is filing, there is not an Authorized Agent; there is only a carrier.

**Note: *The Intermediate Consignee and Authorized Agent 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. At any point, select **Line Summary** to view the high-level information of all of the created commodity lines for the shipment.

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

Line Summary **Line 1 Details**

*Line Summary will show you all commodity lines that have been created.*

**Line 1 Details** >

Department of Commerce License >

*Quickly navigate to any created commodity line.*

*Additional sections will appear depending on previous selections.*

**Line 1 Details**

Export Information Code \* ⓘ OS - ALL OTHER EXPORTS

Schedule B or HTS Number \* ⓘ [Schedule B Search Engine] 1905.31.0000

Commodity Description \* ⓘ MINIATURE CHOCOLATE CHIP COOKIES

1st Quantity \* ⓘ 840 1st UOM \* ⓘ KG 2nd Quantity \* ⓘ 2nd UOM \* ⓘ

Value of Goods (whole US Dollars) \* ⓘ 3500 Shipping Weight (whole Kilograms) \* ⓘ 840

Origin of Goods \* ⓘ D - DOMESTIC

ECCN \* ⓘ

License Type Code/License Exemption Code \* ⓘ C33 - NLR NO LICENSE REQUIRED, OR ONLY CONTROLLE...

Does this filing require Participating Government agency data? ⓘ ☐ Yes ☒ No

Department of Commerce License - NLR NO LICENSE REQUIRED, OR ONLY CONTROLLED FOR

Exemption Code \* ⓘ NLR License Value \* ⓘ

Save Line Delete Line + Add New Line

Close ← Step 2: Parties Step 4: Transportation → Print View Submit Filing

*If you have additional commodities, click "Add New Line" and complete Line 2 Details.*

**Line 1 Details**

Export Information Code OS - ALL OTHER EXPORTS

1<sup>st</sup> Quantity 840

1<sup>st</sup> UOM KG

Value of Goods (whole US Dollars) 3500

License Type Code/License Exemption Code C33 - NLR NO LICENSE REQUIRED, OR ONLY CO

Does this filing require Participating Government agency data? ☐ Yes ☒ No

Schedule B or HTS Number [Schedule B Search Engine] 1905.31.0000

Commodity Description MINIATURE CHOCOLATE CHIP COOKIES

Origin of Goods D - DOMESTIC

CCN

2<sup>nd</sup> Quantity

2<sup>nd</sup> UOM

Shipping Weight (whole Kilograms) 840

Department of Commerce License - NLR NO LICENSE REQUIRED, OR ONLY CO

Exemption Code NLR

License Value

*1<sup>st</sup> UOM will autofill based on the Schedule B or HTS Number. If UOM is "X" then no units are required so leave 1<sup>st</sup> Quantity blank.*

*The Schedule B Search Engine will help you correctly classify the commodity.*

*2<sup>nd</sup> Quantity and 2<sup>nd</sup> UOM may become required depending on the Schedule B/HTS selected.*

*Shipping Weight may be required or optional depending on the Mode of Transport. Must be in KG.*

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

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

Carrier SCAC/IATA AC

Conveyance Name/Carrier Name AC AIRLINES

Transportation Reference Number

Add Equipment Line

Line No. Equipment Number

Sea Number

Actions

Clear Transportation

No data available in table

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

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

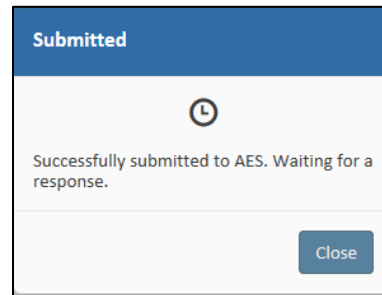
Close Step 3: Commodities Print View Submit Filing

*SCAC code required for vessel, rail, and truck shipments. IATA code required for air 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.*

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

*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.*

## 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

Sensitive Information						
<b>Electronic Export Information</b> ITN: X20250606824915 XTN: -SAMPLESHIPMENT25 Status: Accepted Filing Option: 2 - PREDEPARTURE						
If the EEI is Accepted, the ITN will be listed here. The ITN must be listed on the bill of lading, air waybill, or other commercial loading documents. For Mail shipments, provide the ITN to USPS.						
<b>NOTIFICATION:978:SHIPMENT REPLACED</b>						
1a. U.S. PRINCIPAL PARTY (USPPi) 123 COMPANY 1 PROFIT PLACE, MARLOW HEIGHTS, MD 20746, US	b. USPPi EIN (IRS) or ID Number 000					
c. RELATED PARTIES TO TRANSACTION Non-Related	2a. DATE OF EXPORTATION 2025-06-30					
b. ITN CREATED 2025-06-06	c. ITN LAST UPDATED 2025-08-15					
3. TRANSPORTATION REFERENCE NO.	EQUIPMENT NUMBER(S) SEAL NUMBER(S)					
4a. ULTIMATE CONSIGNEE NAME, ADDRESS AND TYPE CILLIANS CARS 45 SHAPIRO WAY, OKINAWA, JP ULTIMATE CONSIGNEE TYPE: R - RESELLER	5a. AUTHORIZED AGENT NAME AND ADDRESS					
b. INTERMEDIATE CONSIGNEE NAME AND ADDRESS						
6. STATE OF ORIGIN/FTZ NO. MD - MARYLAND	7. COUNTRY OF ULTIMATE DESTINATION JP - JAPAN					
8. METHOD OF TRANSPORTATION 40 - AIR	9. EXPORTING CARRIER/CONVEYANCE NAME AC AIRLINES					
10. PORT OF EXPORT 1001 - NEW YORK, NY	11. PORT OF UNLOADING 12. CONTAINERIZED (Vessel Only)					
13. CARRIER IDENTIFICATION CODE AC	14. SHIPMENT REFERENCE NO. SAMPLESHIPMENT25					
15. ENTRY NUMBER	16. HAZARDOUS MATERIALS NO					
17. IN BOND CODE 70 - MERCHANDISE NOT SHIPPED INBOND	18. ORIGINAL ITN					
19. ROUTED EXPORT TRANSACTION NO						
20. SCH B/HTS DESCRIPTION of COMMODITIES						
a. LINE SEQ NBR	b. D/F	c. SCHEDULE B/HTS NUMBER	d. QUANTITY - UNIT(S)	e. SHIPPING WEIGHT (KG)	f. VIN/PRODUCT NUMBER/VEHICLE TITLE NUMBER	g. VALUE (U.S. Dollars, omit cents) Selling price or cost if not sold
1	D	MINIATURE CHOCOLATE CHIP COOKIES EXPORT INFO CODE: OS HTS: 1905.31.0000 LICENSE NUMBER: NLR LICENSE CODE: CS3	840 KG	840		3500
Sensitive Information						
Do not submit printout to Customs						