

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.

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 for U.S. Customs and Border Protection. 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' dropdown set to 'Exporter' and a 'GO' button. Below this is a 'Select Task' section with a tree view showing 'Accounts' expanded, containing 'Change History', 'Submit AESDirect Filings', and 'Reports'. The 'Submit AESDirect Filings' link is highlighted. Below the 'Task Selector' is the 'Account Selector List' panel, which includes 'View Settings' with 'View By' radio buttons for 'Acct Name' and 'EIN', and a 'Sort by' dropdown set to '--Select--' with a 'Go' button. At the bottom, there is a table with one row: 'Census AESDirect Test Account'. To the right of the 'Task Selector' is an 'Exporter' section with the text 'No Exporter Account Selected'. 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**.

Last Updated April 26, 2018

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

Show Filters

Filings Updated in: Clear Filters

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

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

Shipment Information – Mandatory Section

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

* Required Field ♦ Conditional Field Save As Template

Email Response Address(es) * ⓘ

ENTER COMMA (,) SEPARATED ADDRESSES

Mode of Transport (MOT) * ⓘ

40 - AIR

Departure Date * ⓘ

05/15/2018

Inbond Type * ⓘ

70 - MERCHANDISE NOT SHIPPED INBOND

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 * ⓘ

SAMPLESHIPMENT1

Port of Export * ⓘ

1305 - BWI AIRPORT

Origin State * ⓘ

MD - MARYLAND

Foreign Trade Zone ⓘ

Filing Option * ⓘ

2 - PREDEPARTURE

Port of Unlading ⓘ

Country of Destination * ⓘ

JP - JAPAN

Import Entry # ⓘ

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

Close Step 2: Parties → Print View Submit Filing

The method by which goods are exported from the United States. For shipments sent through USPS, the Mode of Transport will be "Mail".

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

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.

Click the information icon for an explanation of the 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.

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

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

The system will autofill the Filing Option as Predeparture.

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

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

Select this button to move to the next step. Alternatively, you may click the tabs above.

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: 04/26/2018 07:55:44 * 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 *
92118

Clear USPPI

ID Number *

First Name * ⓘ
JOHN

Address Line 1 * ⓘ
1123 MAIN STREET

City *
CORONADO

Company Name * ⓘ
123 COMPANY

Last Name * ⓘ
JUBRAN

Address Line 2

State *
CA - CALIFORNIA

Save to 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 USPPI 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. At any point, select **Line Summary** to view the high level information on all of your commodity lines for the shipment.

Draft last saved: 10/21/2016 10:37:13 Required Field ◆ Conditional Field

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.

Quickly navigate to any section of the commodity line.

Additional sections will appear depending on previous selections.

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

Save Line Delete Line Add New Line

Line 1 Details

Department of Commerce License >

Line 1 Details

Export Information Code ◆		Schedule B or HTS Number ◆ [Schedule B Search Engine]		Commodity Description ◆	
OS - ALL OTHER EXPORTS x		1905.31.0000 x		MINIATURE CHOCOLATE CHIP COOKIES	
1st Quantity ◆	1st UOM ◆	2nd Quantity ◆	2nd UOM ◆	Origin of Goods ◆	
840	KG			D - DOMESTIC x	
Value of Goods (whole US Dollars) ◆		Shipping Weight (whole Kilograms) ◆		ECCN ◆	
3500		840			
License Type Code/License Exemption Code ◆					
C33 - NLR NO LICENSE REQUIRED, OR ONLY CO x					
Does this filing require Participating Government agency data? ◆ <input type="radio"/> Yes <input checked="" type="radio"/> No					

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

Exemption Code ◆	License Value ◆
NLR	

Save Line Delete Line Add New Line

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

Line 1 Details

Export Information Code * ⓘ
OS - ALL OTHER EXPORTS

1st Quantity ⓘ
840

1st 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

2nd Quantity ⓘ
[]

2nd UOM ⓘ
[]

Shipping Weight (whole Kilograms) ⓘ
840

Commodity Description * ⓘ
MINIATURE CHOCOLATE CHIP COOKIES

Origin of Goods ⓘ
D - DOMESTIC

ECCN ⓘ
[]

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.

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

2nd Quantity and 2nd 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.

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

Exemption Code ⓘ
NLR

License Value ⓘ
[]

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 ⓘ
[]

Seal Number ⓘ
[]

Actions

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.

Close Step 3: Commodities Print View Submit Filing

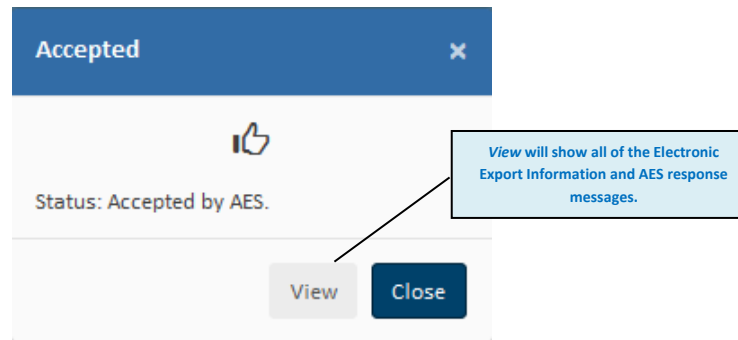
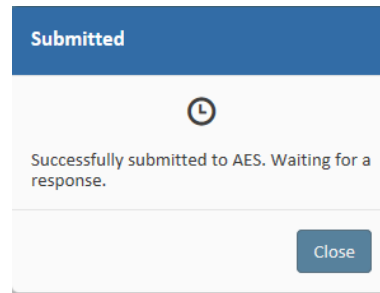
SCAC code required for vessel, rail, and truck shipments. IATA code required for air shipments. Not allowed for other modes of transport.

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.

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

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: X20180426506889

XTN: ██████████-SAMPLESHIPMENT1

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.

NOTIFICATION:974-SHIPMENT ADDED

<p>1a. U.S. PRINCIPAL PARTY (USPPI) 123 COMPANY 1123 MAIN STREET, CORONADO, CA 92118, US</p>	<p>b. USPPI EIN (IRS) or ID Number ██████████ 00</p>														
<p>c. RELATED PARTIES TO TRANSACTION Non-Related</p>	<p>2a. DATE OF EXPORTATION 2018-05-15</p>														
<p>b. ITN CREATED 2018-04-26</p>	<p>c. ITN LAST UPDATED 2018-04-26</p>														
<p>3. TRANSPORTATION REFERENCE NO.</p>	<p>EQUIPMENT NUMBER(S) SEAL NUMBER(S)</p>														
<p>4a. ULTIMATE CONSIGNEE NAME, ADDRESS AND TYPE XYZ COMPANY 1 PURCHASE PLACE, OKINAWA, JP ULTIMATE CONSIGNEE TYPE: D - DIRECT CONSUMER</p>	<p>5a. FORWARDING AGENT NAME AND ADDRESS</p>														
<p>b. INTERMEDIATE CONSIGNEE NAME AND ADDRESS</p>	<p>b. FILER NAME AND ADDRESS CENSUS AESDIRECT TEST ACCOUNT 4600 SILVER HILL RD SUITLAND, MD 20746, US</p>														
<p>6. STATE OF ORIGIN/FTZ NO. MD - MARYLAND</p>	<p>7. COUNTRY OF ULTIMATE DESTINATION JP - JAPAN</p>														
<p>8. METHOD OF TRANSPORTATION 40 - AIR</p>	<p>9. EXPORTING CARRIER/CONVEYANCE NAME AC AIRLINES</p>														
<p>10. PORT OF EXPORT 1305 - BWI AIRPORT</p>	<p>11. PORT OF UNLADING</p>														
<p>12. CONTAINERIZED (Vessel Only)</p>															
<p>13. CARRIER IDENTIFICATION CODE AC</p>	<p>14. SHIPMENT REFERENCE NO. SAMPLESHIPMENT1</p>														
<p>15. ENTRY NUMBER</p>	<p>16. HAZARDOUS MATERIALS NO</p>														
<p>17. IN BOND CODE 70 - MERCHANDISE NOT SHIPPED INBOND</p>	<p>18. ORIGINAL ITN</p>														
<p>19. ROUTED EXPORT TRANSACTION NO</p>															
<p>20. SCH B/HTS DESCRIPTION of COMMODITIES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">a. LINE SEQ. NBR</th> <th style="width: 5%;">b. D/P</th> <th style="width: 45%;">c. SCHEDULE B/HTS NUMBER</th> <th style="width: 10%;">d. QUANTITY - UNIT(S)</th> <th style="width: 10%;">e. SHIPPING WEIGHT (KG)</th> <th style="width: 15%;">f. VIN/PRODUCT NUMBER/VEHICLE TITLE NUMBER</th> <th style="width: 15%;">g. VALUE (U.S. Dollars, omit cents) Selling price or cost if not sold</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">D</td> <td>MINIATUE CHOCOLATE CHIPS EXPORT INFO CODE: 05 HTS: 1905.31.0000 LICENSE NUMBER: NLR LICENSE CODE: C33</td> <td style="text-align: center;">840 KG</td> <td style="text-align: center;">840</td> <td></td> <td style="text-align: center;">3500</td> </tr> </tbody> </table>		a. LINE SEQ. NBR	b. D/P	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	MINIATUE CHOCOLATE CHIPS EXPORT INFO CODE: 05 HTS: 1905.31.0000 LICENSE NUMBER: NLR LICENSE CODE: C33	840 KG	840		3500
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Sensitive Information

Do not submit printout to Customs

Amend Print **Close**