Automated Commercial Environment (ACE)/Automated Export System (AES)

Export Accounts and Reports Webinar

September 17, 2015
Today’s Presenters

Theresa L. Gordon, Trade Ombudsman
International Trade Management Division, U.S. Census Bureau

Ashley Lofton, Instructional System Designer, ABO Training Team
Office of International Trade, U.S. Customs and Border Protection

Rich Hinkle, Project Manager, ABO Training Team
Office of International Trade, U.S. Customs and Border Protection

William Delansky, Director/Product Owner, ACE Business Office
Office of International Trade, U.S. Customs and Border Protection
Today’s Topics

- Overview of ACE Exporter Accounts/Export Reports – Theresa Gordon
- Applying for an ACE Exporter Account – Ashley Lofton
- ACE Trade Export Report Capabilities – Rich Hinkle
- Best Practices: Reports Access/Vetting – Theresa Gordon
- Refactored AESDirect Update – Bill Delansky
- Q&A
Overview of ACE Exporter
Accounts/Export Reports
ACE Accounts

- Exporter Role Deployed June 27, 2015

- For access to ACE Portal:
  - If you have an Import ACE Account
    - Trade Account Owner (TAO) requests export functionality within account for relevant EIN(s)
    - ACE Export Reports access for existing EIN(s) are enabled without further vetting by the Census Bureau
  - To add new EIN(s) to existing account, TAO adds them to the Top Account and requests ACE Export Reports access for additional EIN(s)
  - New EIN(s) are vetted by Census Bureau
ACE Accounts

- **If you do not have an Import ACE Account**
  - Establish new account at [www.cbp.gov/ACE](http://www.cbp.gov/ACE) by completing the ACE Exporter Account registration
  - Single EIN: Register for an ACE account, then a Top Account with a TAO will be created
  - Multiple EINs: TAO must add additional EIN(s) after registration
  - If ACE Export Reports authorization is desired, it must be requested for all EIN(s) associated with new account. EIN(s) will be vetted by the Census Bureau
ACE Export Reports

- **ACE Export Reports Deployed on June 27, 2015**
- **Access to ACE Export Reports**
  - EIN(s) associated with existing ACE Import Accounts are automatically enabled (no vetting by Census Bureau required)
  - New EIN(s) added to existing ACE Import Accounts and EIN(s) of newly established ACE Exporter Accounts must be vetted
    - Click on “Request EIN Reports Authorization”
    - Select the link provided: [www.census.gov/trade/compliance/aesvetting.html](http://www.census.gov/trade/compliance/aesvetting.html)
    - Follow link and complete/submit Certificate of Authority (COA) and email to Census Bureau at [exportreports@census.gov](mailto:exportreports@census.gov)
    - For security purposes, additional information regarding previously filed AES shipments may be requested
    - Census Bureau will vet and determine authorization for each EIN requested
ACE Export Reports

Three ACE Export Reports are available:

- Filers can view all information they have filed
- USPPIs can view
  - All information filed where their EIN is listed as the USPPI ID
  - Those elements they provided for Routed Export Transactions

Free with no limitation on how often you can obtain them

Data available for 5 years plus current year

On demand and scheduled reports available with customizable features
Applying for an ACE Exporter Account

Ashley Lofton
System Requirements

- To view the systems required to log on to legacy ACE, click on the link below and scroll to the bottom of the page.


- Legacy ACE users can use other operating systems. However, ACE does not test fully with these systems for Accounts. The new AESDirect is fully tested on all current operating systems.
Objectives

- Applying for an ACE Exporter Account for Non-ACE Account Users
- Initial Login Procedures for Current ACE Portal Users
- Creating an Exporter Account for Current ACE Users
- Requesting Access to EIN Data for Exports Reports
To access the CBP.GOV Home page:

- Launch Internet Explorer
- Type: [http://www.cbp.gov](http://www.cbp.gov/)
Accessing ACE and Automated Systems

Basic Importing and Exporting

Both CBP and the importing/exporting community have a shared responsibility to maximize compliance with laws and regulations. In carrying out this task, it encourages importers/exporters to become familiar with applicable laws and regulations.

The information on this page promotes the understanding of this responsibility, as there may be specific requirements related to a particular commodity, such as those set by Partner Government Agencies (PGA).

Tips for New Importers and Exporters

- Importing Into the United States
- Information on Centers of Excellence and Expertise
- Internet Purchases
- Non-Resident, Returning Military and Returning Official Government Employee Importations of Personal Vehicle for Personal Use
- Change in Non-Compliant Mini-Truck Importations
- Importing a New Vehicle
Using the ACE Secure Data Portal

Select “Apply for an Account” link

ACE and Automated Systems

CBP automated systems electronically support the facilitation of importing and exporting goods. By the end of 2016, the Automated Commercial Environment (ACE) will become the Single Window - the primary system through which the trade community will report imports and exports and the government will determine admissibility. Through ACE as the Single Window, manual processes will be streamlined and automated, paper will be eliminated, and the international trade community will be able to more easily and efficiently comply with U.S. laws and regulations.

CBP has established the following mandatory use dates for transitioning to ACE:

ACE Secure Data Portal

Log In

Apply for an Account

Stay Informed

Sign Up for Email Messages

Find an
Using the ACE Secure Data Portal (Con’t)

Under “How to apply” select “Fill out Online Application”
ACE Exporter Account Form Submitted
Receive Account ID email Confirmation

<table>
<thead>
<tr>
<th>ACE Email Notification (CT1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following new Other_TAM_Users [itamprofile] account has been created for you:</td>
</tr>
<tr>
<td>Owner Name: Mary Lamb</td>
</tr>
<tr>
<td>Account ID: ML52746</td>
</tr>
<tr>
<td>Transaction ID: 7168388228821304487</td>
</tr>
<tr>
<td>Password Retrieval Expiration (Hours): 504</td>
</tr>
<tr>
<td>Time of service provision: Jun 11, 2015 12:36:53 EDT</td>
</tr>
</tbody>
</table>

In order to retrieve your password from the Retrieve Password page, you will need to enter your shared secret value. If you do not know this value please contact an administrator for assistance.

ACE Secure Data Portal, U.S. Customs and Border Protection
Shared Secret

Your Account ID is the same as your shared secret
Retrieve Password

After you click Done, you will not be able to retrieve your password from this page.

Service Name
TAM_TDI_Accounts

Service Description
TAM 5.1 Adapter

User ID
LL52820

Password
1:__+x=Ay

Done
ACE Initial Login Procedures for Non-ACE Account Users
To access the ACE Secure Data Portal Home Page:

- Launch Internet Explorer
- Type: https://ace.cbp.dhs.gov/
Reset Password - Challenge Questions

You will need to select 5 challenge questions and enter the answers to those questions. These questions will be used to validate your identity should you forget your password.

Question 1: -- Select --

Question 2: -- Select --

Question 3: -- Select --

Question 4: -- Select --

Question 5: -- Select --

Submit Questions  Cancel
Password Policy

Select “Password Policy” link

User LL52820's password has expired
To change your password, please provide the following information. Your new password must adhere to the rules and will become effective immediately.

*New Password
*Retype new Password

Continue
Cancel

ACE Password Policy
All ACE passwords must:

- Contain at least 8 characters.
- Contain a combination of uppercase letters, lowercase letters, and numbers.
- Contain at least one of the following symbols: ! " # $ % & ' ( ) * , + , . / ; : < = > ? [ ] ^ _ ` { } | ~
- Not contain any consecutively repeated characters.

Note that your new password:
- Cannot contain your userid.
- Cannot contain your name.
- Cannot be the same as a previously used password.
- Cannot be the reverse of a previously used password.
Reset Password Successful

Reset Password
Your password change was successful. Please close all browser sessions, and load a new browser session to log in.
To access the ACE Secure Data Portal Home Page:

- Launch Internet Explorer
- Type: https://ace.cbp.dhs.gov/
Exporter Account Page

- View Trade Export information
- Request the ability to view Trade Export data in Reports
Creating an Exporter Account for Current ACE Users
Accounts

Select “Exporter”
Accounts

Select “Create Exporter”
Accounts
Accounts

[Image of an account management interface from the ACE Secure Data Portal, showing a task selector, an account selector list, and details for a selected exporter named Little Mermaid Ashley with contact information.]
Requesting Access to EIN Data for Export Reports
# Request EIN Reports Authorization

![Image of EIN Reports Authorization](image_url)

## Exporter Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exporter Name</td>
<td>Little Mermaid</td>
</tr>
<tr>
<td></td>
<td>Ashley</td>
</tr>
<tr>
<td>ACE ID</td>
<td>0000213055</td>
</tr>
<tr>
<td>EIN</td>
<td>09-5876545</td>
</tr>
<tr>
<td>AKA</td>
<td></td>
</tr>
<tr>
<td>DBA</td>
<td></td>
</tr>
<tr>
<td>DIV</td>
<td></td>
</tr>
</tbody>
</table>

**Organizational Structure:** Corporation

**DUNS #:**

**Account Status:** EIN Pending

**Authorization for Reports:** Not Authorized

### Contacts

<table>
<thead>
<tr>
<th>Type</th>
<th>Last Name</th>
<th>First Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Point of Contact</td>
<td>Ocean</td>
<td>Ashley</td>
<td>571-468-5512</td>
<td><a href="mailto:ashley.d.lofton@cbp.dhs.gov">ashley.d.lofton@cbp.dhs.gov</a></td>
</tr>
</tbody>
</table>
Select Link

---

**Exporter Information**

- **Exporter Name:** Little Mermaid Ashley
- **ACE ID:** 0000213055
- **EIN:** 09-9876549

**Other Company Name**

- **AKA:**
- **DBA:**
- **DIV:**

**Organization**

- **Organizational Structure:** Corporation
- **DUNS #:**

**Account Status**

- **Account Status:** EIN Pending
- **Authorization for Reports:** Pending

**Contacts**

- **Primary Point of Contact**
  - **Type:**
  - **Last Name:** Oceane
  - **First Name:** Ashley
  - **Phone:** 571-458-5512
  - **Email:** ashley.d.lofton@cbp.dhs.gov

---

*US Census requires additional information before they will approve exporter access to data in ACE reports. Please go to [https://www.census.gov/ceec/compliance/assettdeg.htm](https://www.census.gov/ceec/compliance/assettdeg.htm) and follow the instructions. The exporter EIN will not be approved until these steps are completed.*
ACE Trade Export Report
Capabilities

Rich Hinkle
Export Reports
Export Reports
Trade Export Reports

These reports contain transactional export data from the Automated Export System (AES) that are confidential and should not be disclosed for nonofficial purposes per the Foreign Trade Regulations, Section 30.60 Electronic Export Information Confidential under 15 CFR 30.60. Emailing confidential information unencrypted is not recommended.

AES-201 Filer Transactions
Provides export transactions where the Filer ID matches the EIN associated with this account. The report will initially display a subset of data elements; however, the user may add or remove data elements as needed.

AES-202 USPPI Transactions
Provides export transactions where the USPPI ID matches the EIN associated with this account (self-filed or agent-filed). Routed export transactions filed by an authorized agent will only populate in the report if no date parameters are used and will include the 16 data elements provided by the USPPI to the authorized agent. All other data elements will be blank. These types of transactions will have a Routed Transaction Indicator equal to "Y" and the Filer Type Code equal to "F" (Forwarder Filed). The report will initially display a subset of data elements; however, the user may add or remove data elements as needed.

AES-203 USPPI Agent Filed Routed Transactions
Provides routed export transactions where an authorized agent completed the filing. This report will produce a historical list of all such transactions that exist in the database for the USPPI ID EIN associated with this account (dating back 5+ years) and will only display the 16 data elements that the USPPI provided to the authorized agent.

Note: For all reports there may be blank fields that represent optional or conditional fields where no data was reported.
Export Reports

Displays a module selected from a navigation list or from an openAnalytic link. To define the default document for display, use the Edit button in the Viewer toolbar to select the document.
Export Reports
Export Reports
Export Reports
Export Reports
Export Reports

![Image of Export Reports interface]

### AES-201 Filer Transactions

**Report Parameters:**
- Export Dates Between: ALL to ALL
- Filing Dates Between: 08/05/2013 to 08/06/2013
- Filer ID Number: ALL
- License Number: ALL

### Rows Returned:

<table>
<thead>
<tr>
<th>ITN</th>
<th>Filing Option Type</th>
<th>EEI Filing Date</th>
<th>Export Date</th>
<th>USPPI ID Number</th>
<th>USPPI Contact Name</th>
<th>Filer Name</th>
<th>Ultimate Consignee Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NonAES</td>
<td>02/19/2013</td>
<td>01/01/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NonAES</td>
<td>03/19/2013</td>
<td>01/01/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NonAES</td>
<td>04/19/2013</td>
<td>01/01/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NonAES</td>
<td>05/22/2013</td>
<td>01/01/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NonAES</td>
<td>06/22/2013</td>
<td>01/01/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NonAES</td>
<td>07/22/2013</td>
<td>01/01/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Export Reports
Export Reports
Export Reports

Displays a module selected from a navigation list or from an openAnalytic link. To define the default document for display, use the Edit button in the Viewer toolbar to select the document.
Export Reports
Export Reports
Export Reports
Accounts/Reports Best Practices

- If you are new to ACE and have multiple related EINs, it is not necessary to create multiple accounts. Create your top level account and add additional EINs once established.

- Once you request reports access in ACE, immediately complete the COA, have a company official sign it and submit directly to Census (exportreports@census.gov).

- If you have multiple EINs associated with an account, request access for each EIN and submit a comprehensive COA request for access if possible.

- Be prepared to provide requested shipment information to Census for each EIN you request reports access to.
Accounts/Reports Best Practices

- Respond to all requests in a timely fashion to avoid delays and backlogs.

- Newly established exporter accounts without prior filing history will not be authorized to access reports.

- EINs associated with established ACE Importer Accounts do not require further vetting.
Refactored AESDirect Update

William Delansky
AESDirect Changes and Upcoming Functionality

The AESDirect modernization effort began in August 2014 and will continue throughout 2016.

- **June 2015:** ACE Exporter Account and ACE Exporter Reports functionality deployed
- **October 2015:** Further enhancements will include the rollout of AESDirect portal filing ability within ACE and bulk uploads of EDI files for EEI filings
  - This will start a transition period where current AESDirect portal and upload filers can file in ACE and legacy AESDirect
  - Additional functionality to support the AESDirect Weblink will be delivered by early 2016

**Benefits of incorporating AESDirect into ACE:**

- Lower costs to Government
- Provides additional agencies with functionality in the Electronic Export Information (EII)
- Modernizes the AESDirect application
# AESDirect Functionality

## AESDirect Online Internet Filing System
- Will be provided in ACE in late October 2015 and will run concurrently with the legacy Census AESDirect portal to allow time for users to transition to ACE
- Accounts are now available. Prior to the retirement of the legacy Census AESDirect application, all Legacy Census AESDirect users will have to create an ACE Exporter account for their company and all users who need access to the system.

## AESDirect EDI Upload
- Will be provided in ACE starting in October 2015 and will run concurrently with legacy Census AESDirect EDI Upload to allow users time to transition to ACE
- Users of EDI upload in legacy or those needing access to this functionality will need to create an account in ACE. All formats will remain the same as those currently used in AESDirect.

## AESDirect Weblink
- Will be provided for in ACE by the early 2016
- Companies will have to establish the link with ACE and transition to new interface at one time
- Will require current Weblink users to change the URL and end users to first login to the ACE AESDirect portal before selecting the Weblink option in their proprietary system.
### AESDirect Functionality (Con’t)

| AESDirect Web Automation Service       | - This function allows direct internet filing utilizing a VPN connection that is provided from legacy AESDirect  
                                      | - ACE cannot support this private VPN service and current users will need to begin using the DHS approved VPN process or convert to using a traditional EDI connection or the portal or the EDI upload as a replacement for the current legacy VPN connection. |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------|
| AESPcLink                             | - This functionality has provided users with software that could be downloaded to their PC and file EEIs.  
                                      | - The key features of AESPcLink have been integrated into the ACE AESDirect Portal and there will no longer be a need for stand alone software.  
                                      | - The Portal allows for the saving of full and partial shipments and will eventually allow for Spanish text |
AESDirect Resources

Please direct **technical questions** to ACE.support@cbp.dhs.gov.

**General questions** on ACE Trade Export Reports should be directed to Census at 800-549-0595, Option 5.

Materials on how to set up an ACE exporter account and ACE Exporter Reports can be found on CBP.gov at: [http://www.cbp.gov/trade/ace/reports-training-and-user-guides](http://www.cbp.gov/trade/ace/reports-training-and-user-guides)

---

**ADDITIONAL RESOURCES**

- **Outreach**
  - Stay up-to-date on community events and webinars.
- **Training**
  - Find user guides and online courses on the ACE Portal and system functions.
- **Email Alerts (CSMS)**
  - Receive automatic updates on ACE on: system outages, new capabilities, technical documentation and more.
- **FAQs**
  - Answers to some of our most frequent questions on: ACE Portal, manifest filings, reports, and more.
Want to Learn More?

- **AES Broadcast Messages**
  - Go to [www.census.gov/aes](http://www.census.gov/aes) and click on “Get Email Updates”
  - Sign up to receive AES Broadcast Messages, Global Reach Blogs, TradeSource Newsletters, Information on training and other resources

- **Cargo System Messaging Service (CSMS)**
  - Receive updates on ACE system outages, new capabilities, technical documentation and more.

- **Educational Videos – Using the ACE Secure Data Portal**
    - How to Request a New Account
    - Requesting an ACE Portal Exporter Account for Existing Users
    - Requesting Access to EIN data for ACE Export Accounts
Want to Learn More?

- **ACE Exports Data Dictionary:**

- **A Quick Reference Guide (QRG) is available at**
  [www.cbp.gov/document/guides/ace-account-creation-exporter-accounts-qrg](www.cbp.gov/document/guides/ace-account-creation-exporter-accounts-qrg) and the topics are:
  - Apply for an ACE Exporter Account for new ACE users
  - How to login for the first time as an ACE Portal user
  - How to create an Exporter Account for current ACE Portal users
  - How to request EIN data on AES Export Reports

- **ACE Reports Manual:**
Contact Information

• General questions about AES and AESDirect
  Data Collection Branch
  1-800-549-0595 option 1
  askaes@census.gov

• General questions about vetting process & COA
  Trade Outreach Branch
  1-800-549-0595 option 5
  exportreports@census.gov

• Technical questions about ACE Accounts and Reports
  CBP Account Service Desk
  1-866-530-4172, option 1, then option 2
  ACE.Support@cbp.dhs.gov