

ACE AESDirect Sample Shipment (Sending Packages to Iran)

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. **This document contains the Electronic Export Information (EII) that pertain to sending a shipment to Iran with the Mode of Transportation "Mail"**. 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 AESDirect 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 'Select Task' section is expanded to show 'Accounts', 'Change History', 'Submit AESDirect Filings', and 'Reports'. The 'Submit AESDirect Filings' option is highlighted. Below the 'Task Selector' is the 'Account Selector List' panel, which includes 'View Settings' with 'View By' options (Acct Name, EIN) and a 'Sort by' dropdown. 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 'Submit AESDirect Filings' option, and the 'GO' button.

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

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

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 AESDirect. In order to begin filing a shipment, select the green **Create Export Filing** button.

Shipment Manager

Show Filters

Filings Updated in: Clear Filters

Showing 1 to 10 of 17 Filings

Search

| Filer ID | Shipment Ref. # [Count] | Status | Last Action | ITN | Last Updated | Last Updated By | Export Date | USPPI | USPPI ID | Consignee | Destination | Shipment Actions |
|----------|----------------------------|--------|-------------|-----|--------------|-----------------|-------------|-------|----------|-----------|-------------|------------------|
|----------|----------------------------|--------|-------------|-----|--------------|-----------------|-------------|-------|----------|-----------|-------------|------------------|

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

Shipment Information – Mandatory Section

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

Click the information icon for an explanation of the field.

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

Email Response Address(es)

Mode of Transport (MOT) *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 *Departure Date is date when goods are scheduled to leave the Port of Export.*

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

Shipment Reference Number *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.*

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

Origin State

Foreign Trade Zone

Filing Option *The system will autofill the Filing Option as Predeparture.*

Port of Unlading

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

Import Entry #

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: 03/01/2018 07:38:11 * Required Field ♦ Conditional Field

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

USPPI * ⓘ
Load from Profile

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>ID Number Type * ⓘ</p> <p>E - EIN</p> <p>IRS Number * ⓘ</p> <p>Phone Number *</p> <p>858-555-5566</p> <p>Postal Code *</p> <p>92128</p> <p>Clear USPPI</p> | <p>ID Number *</p> <p>First Name * ⓘ</p> <p>JOHN</p> <p>Address Line 1 * ⓘ</p> <p>1123 MAIN STREET</p> <p>City *</p> <p>RANCHO BERNARDO</p> | <p>Company Name * ⓘ</p> <p>JUBRAN EXPORTS</p> <p>Last Name * ⓘ</p> <p>JUBRAN</p> <p>Address Line 2</p> <p>State *</p> <p>CA - CALIFORNIA</p> <p>Save to Profile</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 this 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

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Sold En Route? * ⓘ <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>ID Number Type ⓘ</p> <p>Please Select</p> <p>First Name ⓘ</p> <p>Address Line 1 * ⓘ</p> <p>1123 CENTRE DR</p> <p>Postal Code * ⓘ</p> <p>Please Select</p> <p>Clear Ultimate Consignee</p> | <p>Consignee Type * ⓘ</p> <p>D - DIRECT CONSUMER</p> <p>ID Number ⓘ</p> <p>Last Name ⓘ</p> <p>Address Line 2</p> <p>City * ⓘ</p> <p>TEHRAN</p> | <p>Company Name *</p> <p>123 COMPANY</p> <p>Phone Number</p> <p>Country *</p> <p>IR - IRAN</p> <p>State * ⓘ</p> <p>Please Select</p> <p>Save to Profile</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

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.

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.

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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.

Line 1 Details

Save Line Delete Line Add New Line

| | | |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------|
| Export Information Code ♦ | Schedule B or HTS Number ♦ [Schedule B Search Engine] | Commodity Description ♦ |
| OS - ALL OTHER EXPORTS ✕ | 6309.00.0000 ✕ | CLOTHES |
| 1st Quantity ♦ | 1st UOM ♦ | 2nd Quantity ♦ |
| 1 | KG | |
| Value of Goods (whole US Dollars) ♦ | Shipping Weight (whole Kilograms) ♦ | Origin of Goods ♦ |
| 50 | | D - DOMESTIC ✕ |
| License Type Code/License Exemption Code ♦ | ECCN ♦ | |
| Please Select ✕ | | |
| Does this filing require Participating Government agency data? <input type="radio"/> Yes <input checked="" type="radio"/> No | | |

OFAC License - OFAC GENERAL EXPORT LICENSE

| | |
|--------------------------------|------------------------|
| Export License Number ♦ | License Value ♦ |
| ***** | |

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

Schedule B or HTS Number * ⓘ [Schedule B Search Engine]
6309.00.0000

Commodity Description * ⓘ
CLOTHES

1st Quantity * ⓘ: 1 **1st UOM** * ⓘ: KG

2nd Quantity * ⓘ: **2nd UOM** * ⓘ:

Value of Goods (whole US Dollars) * ⓘ: 50

Shipping Weight (whole Kilograms) * ⓘ:

Origin of Goods * ⓘ: D - DOMESTIC

ECCN * ⓘ:

License Type Code/License Exemption Code * ⓘ: Please Select

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

OFAC License - OFAC GENERAL EXPORT LICENSE

Export License Number * ⓘ: *****

License Value * ⓘ:

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.

For shipments to Iran, please contact the Office of Foreign Assets Control (OFAC). They will provide the required License Type Code and Export License Number.

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 * ⓘ

Conveyance Name/Carrier Name * ⓘ

Transportation Reference Number * ⓘ

Transportation Reference Number, Equipment Number, and Seal Number can only be added for the following modes of transport:
 Air
 Rail
 Vessel
 Truck

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.

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.

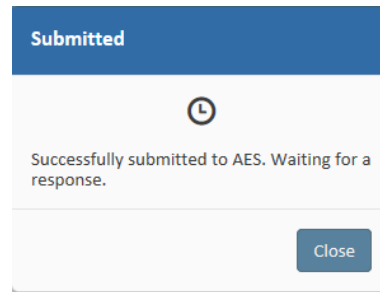
Vessel name for vessel shipments. Carrier name for truck, rail, or air shipments. Not allowed for other modes of transport.

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.

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: X201803011335031

XTN: -IRANSHIPMENT

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.

VERIFY:972-SHIPMENT ADDED; MUST VERIFY

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <p>1a. U.S. PRINCIPAL PARTY (USPPI) JUBRAN EXPORTS 1123 MAIN STREET, RANCHO BERNARDO, CA 92128, 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 2018-03-15</p> |
| <p>b. ITN CREATED 2018-03-01</p> | <p>c. ITN LAST UPDATED 2018-03-01</p> |
| <p>3. TRANSPORTATION REFERENCE NO.</p> | <p>EQUIPMENT NUMBER(S) SEAL NUMBER(S)</p> |
| <p>4a. ULTIMATE CONSIGNEE NAME, ADDRESS AND TYPE 123 COMPANY 1123 CENTRE DR, TEHRAN, IR 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 4600SILVER HILL RD SUITLAND, MD 20746, US</p> |
| <p>6. STATE OF ORIGIN/FTZ NO. CA - CALIFORNIA</p> | <p>7. COUNTRY OF ULTIMATE DESTINATION VERIFY:856-IMPROBABLE ISO X IR - IRAN</p> |
| <p>8. METHOD OF TRANSPORTATION 50 - MAIL</p> | <p>9. EXPORTING CARRIER/CONVEYANCE NAME</p> |
| <p>10. PORT OF EXPORT 8000 - US MAIL EEI PORT CODE</p> | <p>11. PORT OF UNLADING 12. CONTAINERIZED (Vessel Only)</p> |
| <p>13. CARRIER IDENTIFICATION CODE</p> | <p>14. SHIPMENT REFERENCE NO. IRANSHIPMENT</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> | |

If you received a Verify Message, please verify the information reported was correct. Verify 856: Improbable ISO means the filer should verify the correct Country of Destination was entered. If correct, the filer can use the ITN provided. If incorrect, correct the information and retransmit.

| # | 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) <i>Selling price or cost if not sold</i> |
|---|--------------|--------|----------------------------------------------------------------------------------------------------|-----------------------|-------------------------|--------------------------------------------|------------------------------------------------------------------------------|
| | 1 | D | CLOTHES EXPORT INFO CODE: OS HTS: 6309.00.0000 LICENSE NUMBER: ***** LICENSE CODE: *** | 1 KG | | | 50 |

Sensitive Information

Do not submit printout to Customs

Amend Print Close