

# ACE AESDirect Sample Shipment

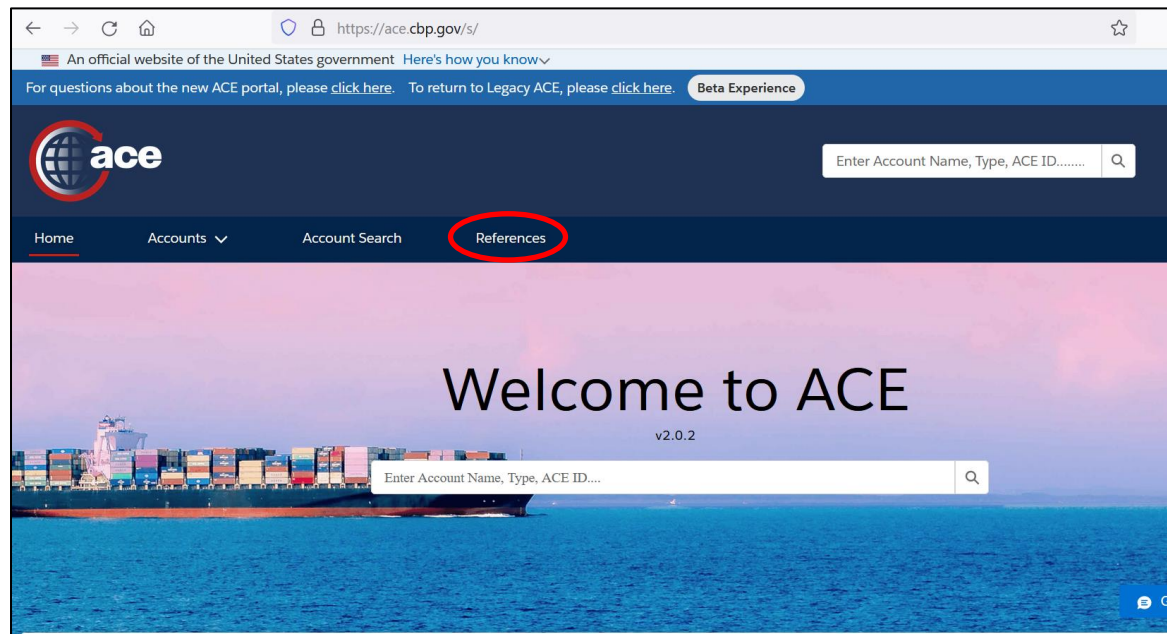
Please use this document as a guide on how to file your shipments in ACE AESDirect. A shipment is defined as goods shipped from one USPPI to one consignee in a single country of destination, on a single carrier, on the same day, valued over \$2500 per Schedule B, or regardless of value when a license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

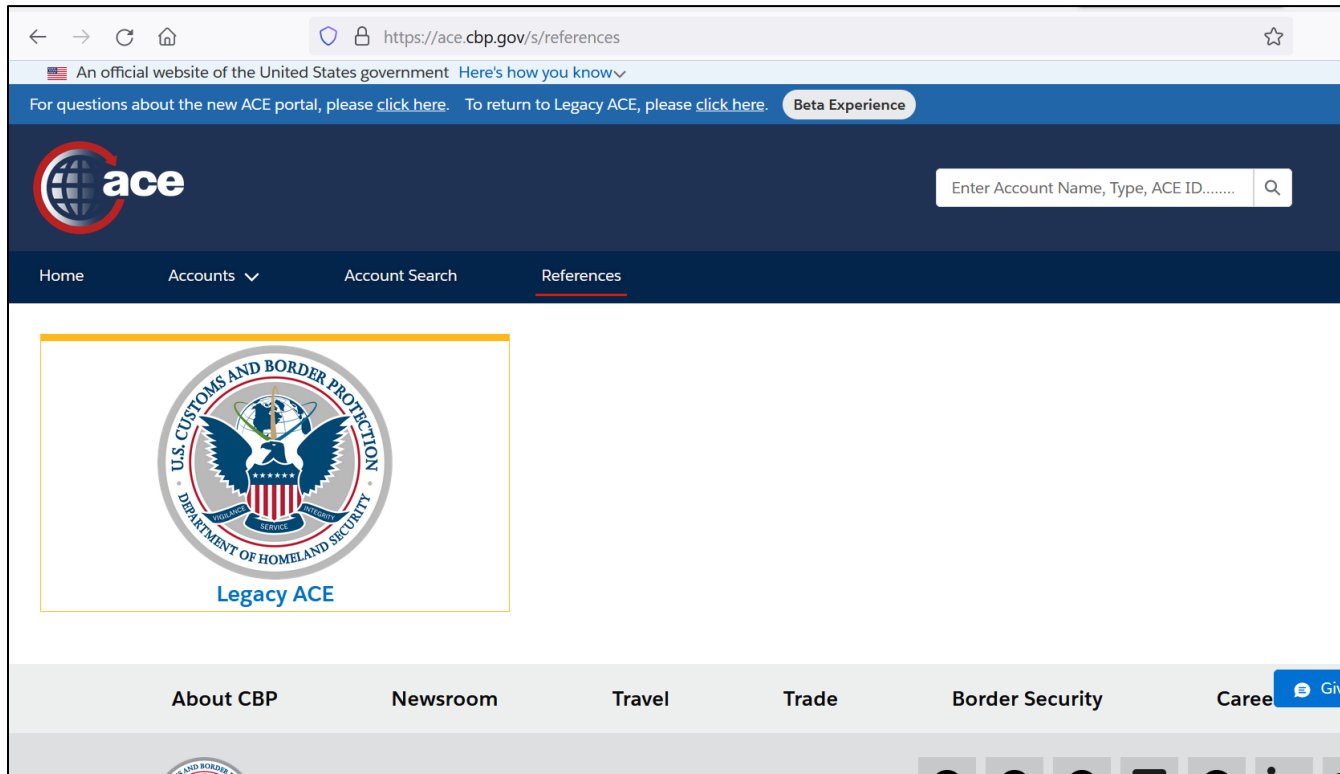
To register for ACE, you would need to obtain an Employer Identification Number (EIN). For more information on how to register, please refer to the following [documentation](#). For more information on how to register for ACE, click [here](#).

In order to begin, 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 new ACE Portal Homepage, select **References** to continue.



Select **Legacy ACE**. This will take you to the previous ACE interface.



Once on the Legacy ACE interface, navigate to the Shipment Manager of the AESDirect portal.

The screenshot shows the 'ace secure data portal' for U.S. Customs and Border Protection. The navigation menu includes 'Home', 'Accounts', 'References', and 'Tools'. The 'Accounts' tab is selected. The 'Task Selector' panel has a 'View' dropdown set to 'Exporter' and a 'GO' button. Under 'Select Task', 'Submit AESDirect Filings' is highlighted. The 'Account Selector List' shows 'View Settings' with 'View By' set to 'Acct Name' and 'Sort by' set to '--Select--'. The 'Accounts' list contains 'Census AESDirect Test Account'. The 'Exporter' panel on the right shows 'No Exporter Account Selected'. Three callout boxes provide instructions: 'From the ACE Main Menu, select the Accounts tab.' (pointing to the Accounts tab), 'In the Task Selector panel, select the Exporter View and click on Go.' (pointing to the View dropdown and GO button), and 'Select Submit AESDirect Filings.' (pointing to the Submit AESDirect Filings link).

**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 Information – Mandatory Section

## 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: 03/16/2022 13:45:48 \* Required Field    ♦ Conditional Field

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

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Load from Profile

USPPI \* ⓘ

ID Number Type \* ⓘ

E - EIN

IRS Number ♦ ⓘ

Phone Number \*

800-549-0595

Postal Code \*

20746

Clear USPPI

ID Number \*

.....

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

**Annotations:**

- 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.
- 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

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

**Annotations:**

- 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.



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## 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, including used vehicles. At any point, select **Line Summary** to view the high-level information of all of the created 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 the 'Step 3: Commodities' section of a web application. It features a navigation bar with 'Step 1: Shipment', 'Step 2: Parties', 'Step 3: Commodities', and 'Step 4: Transportation'. Below this is a 'Line Summary' tab and a 'Line 1 Details' tab. The 'Line 1 Details' form includes fields for 'Export Information Code', 'Schedule B or HTS Number', 'Commodity Description', '1st Quantity', '1st UOM', '2nd Quantity', '2nd UOM', 'Value of Goods', 'Shipping Weight', 'License Type Code', and 'Origin of Goods'. A 'Used Vehicles' section is also present, with fields for 'VIN/PIN', 'VIN/PIN Number', 'Vehicle Title Number', and 'Vehicle Title State'. Callouts provide instructions and notes for various fields, such as '1st UOM will autofill based on the Schedule B or HTS Number' and 'The Schedule B Search Engine will help you correctly classify your used vehicle(s)'. A 'Save Line' and 'Delete Line' button are visible at the top right of the form area.

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

Quickly navigate to any created commodity line.

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 your used vehicle(s).

Enter your vehicle's year, make and model.

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.

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 \(AESTIR\)](#).

**Used Vehicles** Mandatory: If you are exporting a used vehicle, CBP regulations require the used vehicle information to be provided 72 hours before date of export.

Add VIN Please confirm that vehicle count matches what was entered into the Quantity field.

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

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

## 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 ◆

Conveyance Name/Carrier Name ◆

Transportation Reference Number ◆

**Add Equipment Line**

Show  entries

Search:

Index	Line No.	Equipment Number	Seal Number	Actions
No data available in table				

Showing 0 to 0 of 0 entries

[Clear Transportation](#)

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.

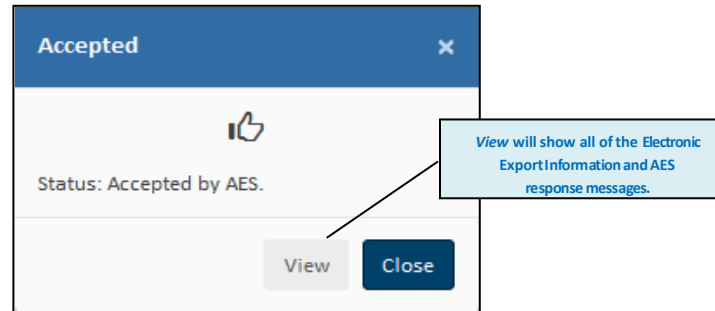
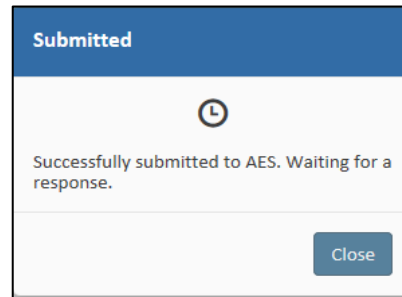
Transportation Reference Number is required for vessel shipments. Report the reservation number or booking number. Optional for air, truck, and rail shipments. Not allowed for other modes of transport.

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.



## 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.

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## View Electronic Export Information

Sensitive Information						
<b>Electronic Export Information</b>						
ITN: X20220316570182						
XTN: [REDACTED]-USEDVEHICLESEX						
Status: Accepted						
Filing Option: 2 - PREDEPARTURE						
<b>VERIFY:072:SHIPMENT ADDED; MUST VERIFY</b>						
1a. U.S. PRINCIPAL PARTY (USPPI) 123 COMPANY 1 PROFIT PLACE, MARLOW HEIGHTS, MD 20746, US			b. USPPI EIN (IRS) or ID Number [REDACTED]			
c. RELATED PARTIES TO TRANSACTION Non-Related			2a. DATE OF EXPORTATION 2022-03-21			
d. ITN CREATED 2022-03-16			e. ITN LAST UPDATED 2022-03-16			
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			5a. FORWARDING AGENT NAME AND ADDRESS			
b. INTERMEDIATE CONSIGNEE NAME AND ADDRESS						
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		12. CONTAINERIZED (Yes/No/Only)	
13. CARRIER IDENTIFICATION CODE			14. SHIPMENT REFERENCE NO. USEDVEHICLESEX			
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	YEAR/MAKE/MODEL EXPORT INFO CODE: 08 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						

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



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