Filing Your Export Shipments through AES
Federal law requires that prior to international shipment, you may need to file your export transaction electronically.

# Filing Your Export Shipments through the Automated Export System (AES)

This electronic filing is referred to as Electronic Export Information (EEI) filing and is required when the value of the commodity classified under each individual Schedule B number is over $2,500, or if there exists a mandatory filing requirement, i.e., an export license is required. See Foreign Trade Regulation 30.2(a)(1)(iv)* The EEI is submitted to the Automated Export System (AESDirect) hosted on the Automated Commercial Environment (ACE) platform.

For information on how to register and access the ACE AESDirect filing portal, please refer to the following document.

**Tips**

Prior to exporting, you should acquire the Schedule B/HTS number for the commodity to be exported. This number can be obtained from the U.S. Census Bureau at 1-800-549-0595, option 2 or by visiting our webpage for the Schedule B search tool and steps.

## EEI Filing Requirements

Filing of the EEI is required regardless of value or destination for the following shipments:

- valued over $2,500 per Schedule B number and is sent from one exporter to one buyer on one calendar day on one carrier; (According to the FTR Section 30.1(c), value is defined as the selling price in U.S. dollars plus inland and domestic freight, insurance, and other charges to the U.S. seaport, airport, or land border port of export);
- requiring an export license, regardless of value or destination;
- subject to the ITAR even if they are exempt from export licensing requirements regardless of value or destination;
- falling under “600 series” of the Export Control Classification Number (ECCN) for items enumerated in paragraphs “a to x”;
- requiring license exception-Strategic Trade Authorization (STA);
- destined for Cuba, Iran, North Korea, Sudan, or Syria (regardless of value);
- rough diamonds, regardless of value (HTS 7102.10, 7102.21 and 7102.31) and destination;
- used self-propelled vehicles;

**Tips**

If the exporter is sending baggage or containers with their personal or household goods valued over $2,500 to a foreign destination, other than Canada, they must file the EEI and provide the ITN to the carrier in accordance with the timeline.

If the exporter is sending goods through the U.S. Postal Service, they are required to file the EEI when the value of the commodity classified under each individual Schedule B number is over $2,500, or if the export requires a mandatory EEI filing requirement (see above). The exporter should submit the ITN or EEI filing exemption citation to the post office, if applicable.

## EEI Filing Exemptions

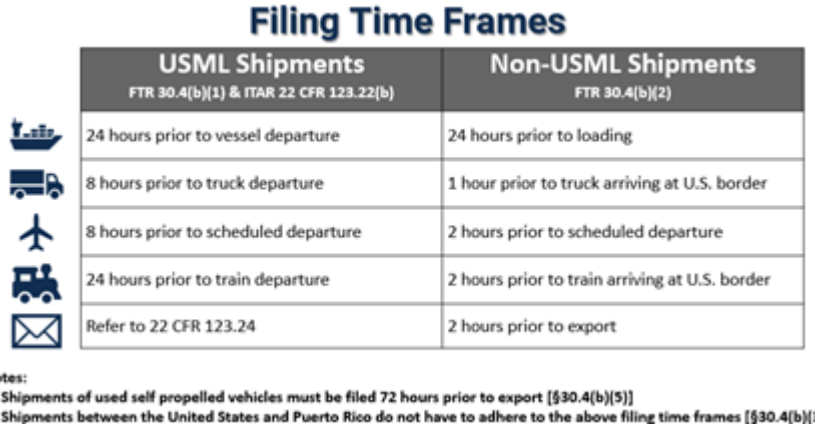
- When the value of the commodity classified under each individual Schedule B number is $2,500 or less and mandatory EEI filing is not required.
- Shipments FROM the U.S. to Canada of ANY amount and mandatory EEI filing are not required.
- Shipments TO U.S. possessions, except those territories where EEI filing is required, i.e., between the US and Puerto Rico and from the US to the US Virgin Islands).

**Tips**

If your shipment is exempt from the EEI filing requirements, you must annotate the commercial document, i.e., air waybill, bill of loading, and invoice with the exemption citation. Annotate “NOEEI” followed by the Foreign Trade Regulation citation, i.e., “NOEEI 30.37(a)” for shipments when the value of each individual Schedule B number is $2,500 or less; “NOEEI; 30.36” for shipments to Canada, etc.

## When to File

In most cases, the EEI filing must be made successfully prior to departure.

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## Who can do the EEI Filing

The filer of EEI for export transactions is either the USPPI, or the U.S. authorized agent. All EEI submitted to the AES shall be complete, correct, and based on personal knowledge of the facts stated or on information furnished by the parties to the export transaction. The filer shall be physically located in the United States at the time of filing, have an EIN or DUNS and be certified to report in the AES. In the event that the filer does not have an EIN or DUNS, the filer must obtain an EIN from the Internal Revenue Service.

You may file your EEI for your export transaction by accessing the ACE secure data portal located on the U.S. Customs and Border Protection's website. First-time users will need to create an account and obtain a username and password prior to filing.

To learn more about the EEI filing in the AES, note these resources:

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### To learn more about the EEI filing in the AES, note these resources:

- VIDEO series on the AESDirect system. These videos will help exporters to better understand the legal requirements for filing an AES, steps for submitting your Electronic Export Information (EEI) to AES, and the use of authorized agents as an option to filing the EEI;
- ACE AESDirect Resources, and the U.S. Census Bureau website;
- AESDirect User Guide for filing Electronic Export Information;
- For questions about your ACE account, call the ACE Account Service Desk at (866) 530-4172, option 1;
- General questions about EEI filings can be directed to the U.S. Census Bureau's Trade Data Collection Branch at (800) 549-0595, option 1 or by email at askaes@census.gov;
- For questions about EEI Filing Requirements, call the U.S. Census Bureau's Trade Regulations Branch at (800) 549-0595, option 3 or by email; at emd.askregs@census.gov;
- Learn more about the steps involved in AES Filing.

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## Global Business Navigator Chatbot Beta

Welcome to the Global Business Navigator, an artificial intelligence (AI) Chatbot from the International Trade Administration (ITA). This tool, currently in beta version testing, is designed to provide general information on the exporting process and the resources available to assist new and experienced U.S. exporters. The Chatbot, developed using Microsoft's Azure AI services, is trained on ITA's export-related content and aims to quickly get users the information they need. The Chatbot is intended to make the benefits of exporting more accessible by understanding non-expert language, idiomatic expressions, and foreign languages.

## Limitations

As a beta product, the Chatbot is currently being tested and its responses may occasionally produce inaccurate or incomplete information. The Chatbot is trained to decline out of scope or inappropriate requests. The Chatbot's knowledge is limited to the public information on the Export Solutions web pages of Trade.gov, which covers a wide range of topics on exporting. While it cannot provide responses specific to a company's product or a specific foreign market, its reference pages will guide you to other relevant government resources and market research. Always double-check the Chatbot's responses using the provided references or by visiting the Export Solutions web pages on Trade.gov. Do not use its responses as legal or professional advice. Inaccurate advice from the Chatbot would not be a defense to violating any export rules or regulations.

## Privacy

The Chatbot does not collect information about users and does not use the contents of users' chat history to learn new information. All feedback is anonymous. Please do not enter personally identifiable information (PII), sensitive, or proprietary information into the Chatbot. Your conversations will not be connected to other interactions or accounts with ITA. Conversations with the Chatbot may be reviewed to help ITA improve the tool and address harmful, illegal, or otherwise inappropriate questions.

## Translation

The Chatbot supports a wide range of languages. Because the Chatbot is trained in English and responses are translated, you should verify the translation. For example, the Chatbot may have difficulty with acronyms, abbreviations, and nuances in a language other than English.