	DATE: April 1, 2019 REV: Original	PAGE: 1 of 3	NUMBER: ASC-WDL-WI-SHIP-EXPORT
<i>WORK INSTRUCTION</i>	SUBJECT: Export Shipping – Electronic Export Information (EEI) AES & SLI Work Instruction		

1.0 Purpose:

This work instruction is to define the requirements for Electronic Export Information (EEI) AES and Shipper's Letter of Instruction (SLI) for export shipments.

2.0 Scope:

This work instruction applies both Commercial and Defense Packaging and Shipping personnel at the Wood Dale, IL facility.


3.0 Responsibility and Authority:

The responsibility and authority for the administration, implementation and maintenance of this work instruction has been assigned to the Sr. Operations Manager and / or his / her designee(s).

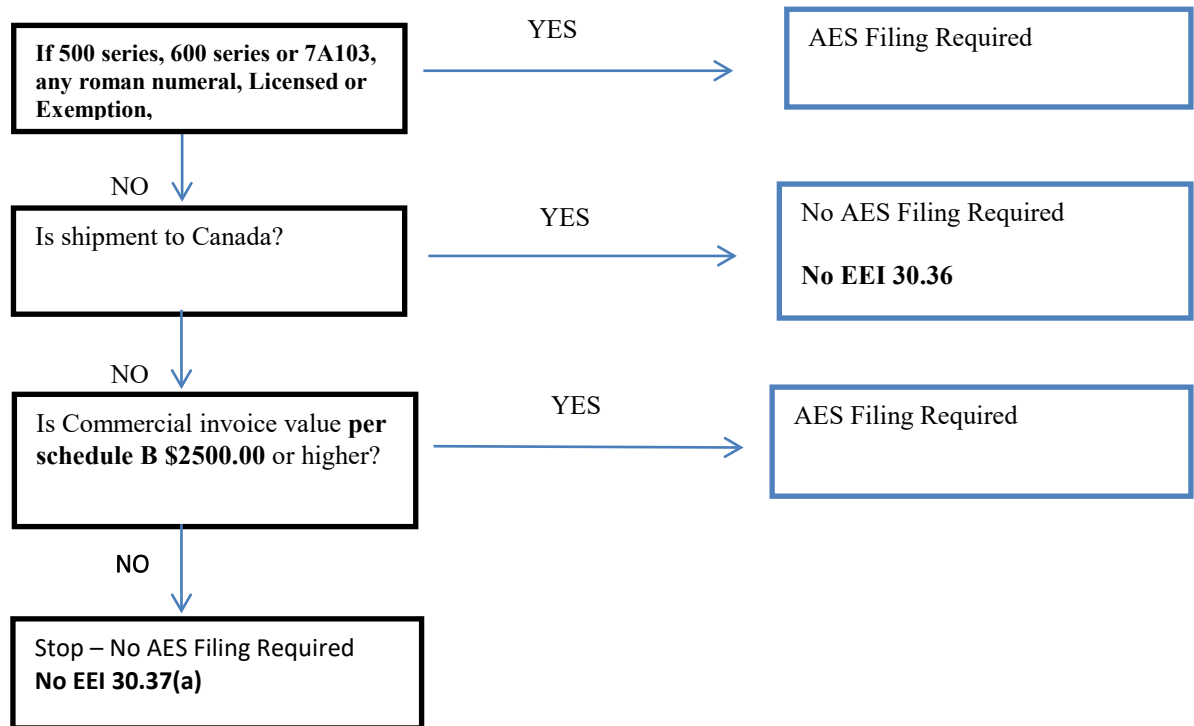
4.0 Process:

4.1 AES & SLI:

- 4.1.1 In accordance with Trade Compliance's [Policy Number 5.1](#), when an international shipment has a controlled ECCN, (example, **9A610** or **9A619**), **or** is over \$2500 in total value for a single Schedule-B number, an AES has to be filed for each shipment. If a shipment has an ultimate destination outside of the U.S. and AAR will be utilizing a freight forwarder to facilitate the shipment, an **SLI (Shipper's Letter of Instruction)** must be filled out which uses the same information for an AES filing. The freight forwarder will then file the AES.
- 4.1.2 AES filings now use the newly intergraded ACE system. To gain access to this system, AES training must be completed, and an ACE account will be granted by AAR's Trade Compliance Officer upon completion of the required training. Please send requests to dplalert@aarcorp.com.

	DATE: April 1, 2019 REV: Original	PAGE: 2 of 3	NUMBER: ASC-WDL-WI-SHIP-EXPORT
WORK INSTRUCTION	SUBJECT: Export Shipping – Electronic Export Information (EEI) AES & SLI Work Instruction		

4.2 Do I Need an AES Filing? (Quick Glance)



Warning – All shipments requiring an AES or SLI shall be verified by the Manager or his authorized designee prior to being released for shipment. Any questions please contact your supervisor/manager or dplalert@aarcorp.com (Trade Compliance Department).

4.3 ACE AES EEI Filing Instructions:


- 4.3.1 Login into ACE portal - <https://ace.cbp.dhs.gov/>
- 4.3.2 Screen should be on the “ACCOUNTS” tab – view “EXPORTER”
- 4.3.3 On left hand center of screen click on “Submit AESDirect filings”
- 4.3.4 Click on “Create Export Filing” in upper right corner of the screen:

4.3.4.1 Step 1: Shipment – All Cells with red * are required fields

- a. Click the arrow to select your businesses Tax Id.
- b. Provide your email address for ITN# response to be sent to.
- c. Enter Shipment Reference Number (RO#, PO#, Shipper#, Requisition #)
- d. Filing option will always be 2-Predeparture
- e. Fill in all red * fields with requested data

4.3.4.2 Step 2: Parties – All Cells with Red * are required fields

“For Reference Only, When Printed”

	DATE: April 1, 2019 REV: Original	PAGE: 3 of 3	NUMBER: ASC-WDL-WI-SHIP-EXPORT
WORK INSTRUCTION	SUBJECT: Export Shipping – Electronic Export Information (EEI) AES & SLI Work Instruction		

- a. ID Number Type = “EIN#”
- b. ID Number = Business Tax ID from drop down in Step 1. If AAR is the USSPI (Bill To on shipper = foreign party if Bill To is a US Company, they are the USPPI and AAR is the Freight Forwarder)
- c. Ultimate Consignee is the ship to on your shipper.
- d. If you are shipping on behalf of US Customer on their Business Tax ID# - you, AAR becomes the freight forwarder.

4.3.4.2 Step 3: Commodities – Fields with Red * are required. Diamonds are conditional

4.3.4.3 Step 4: Transportation – All required – SCAC / IATA codes from carrier website or MyConnection.com – International Compliance Page – AES

- 4.3.5 Detailed [ACE-AES power point](#) available with instructions can be found on myconnection – International Trade Compliance – AES.
- 4.3.6 Once shipment info is sent – email will be sent with ITN# for approved shipment. Provide this ITN# on Shipping Label/AWB (FedEX, UPS, DHL).

Warning – All shipments requiring an AES or SLI shall be verified by the Manager or his authorized designee prior to being released for shipment. Any questions please contact your supervisor/manager or dplalert@aarcorp.com (Trade Compliance Department)

Revision History:

Revision Date:	Revision:	Sections / Page Revised:	Description / Reason for Revision:	Approved by:
4/1/19	Original	All	New Procedure	Keenan Keen