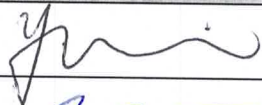
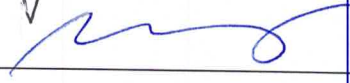
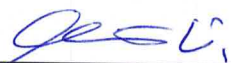



**Document Authorization:**

	Name	Date	Signature
Owner	Xuejiao Liu	20Aug2023	
Operation Management	Baozhong Zhao	20Aug2023	
Quality Assurance	Xibo Li	20Aug2023	

**Changes from previous version:**

Section	Summary of Changes	Change Control Number
ALL	1. New document	

	<p style="text-align: center;">STANDARD OPERATING PROCEDURE</p> <p style="text-align: center;">Electronic Export Information: Shippers' Export Declaration Filing</p>	<p>Document: SC001-1 Effective Date: 20Aug2023 Status: Effective Page 2 of 4</p>
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## 1. PURPOSE

This document describes the process for filing a Shippers' Export Declaration (SED) via AESDirect online. It applies to international orders.

## 2. SCOPE

EEI applies to all international shipment.

- Under the same Schedule B or harmonized tariff number valued at more than US \$2,500 and are sent from the same exporter to the same recipient on the same day (Note: Shipments to Canada from the U.S. may be exempt from this requirement. See list of exemptions below.),
- That are rough diamonds classified under harmonized tariff schedule 7102.10, 7102.21 and 7102.31.
- Requiring an U.S. government export license or permit,
- Subject to the U.S. International Traffic in Arms Regulations (ITAR) or
- Subject to commodity, end user or destination requirements listed in the U.S. Foreign Trade Regulations.

EEI is not needed for shipment to Canada unless

- Is subject to the Department of State's International Traffic In Arms Regulations (ITAR),
- Requires an export license or permit, or
- Includes rough diamonds or is transiting Canada.

**For Synoligo's oligo product, it does not require EEI for shipment to Canada. Shipment to all other countries require EEI filing.**

## 3. INTERNAL REFERENCES

Document ID	Title
QA001	Quality Policy

## 4. EXTERNAL REFERENCES

Document ID	Title

## 5. RESPONSIBILITIES

Job Function and/or Department	Responsibility
All Personnel	

## 6. DEFINITION

Term	Definition
AESDirect	(U.S. Census Bureau) Automated Export System
EEI	Electronic Export Information
Harmonized Code	An internationally standardized system of names and numbers for classifying traded
ITN	Internal Transaction Number
SED	Shipper's Export Declaration


## 7. PROCEDURE

7.1. Prepare to file SED for any order over \$2,500.

7.1.1. This step must be done before creating FedEx label.

7.1.2. The SED must be filed the day the order is being shipped so it is important the order is complete and ready to ship prior to filing the SED. Additionally, the SED needs to be filed online no later than 4:30pm EST as the AESDirect closes at 5pm EST.



	<p style="text-align: center;">STANDARD OPERATING PROCEDURE</p> <p style="text-align: center;">Electronic Export Information: Shippers' Export Declaration Filing</p>	<p>Document: SC001-1 Effective Date: 20Aug2023 Status: Effective Page 4 of 4</p>
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- 7.3.21. Fill your first and last name
- 7.3.22. Fill Phone Number with 9196501014
- 7.3.23. Fill Address Line 1 with 101 Southcenter Ct
- 7.3.24. Fill Address Line 2 with Ste 800
- 7.3.25. Fill Postal Code with 27560
- 7.3.26. Fill City with Morrisville
- 7.3.27. Select State as NC
- 7.3.28. For Ultimate Consignee
- 7.3.29. Select Sold En Route as No
- 7.3.30. Select Consignee Type as D – Direct Consumer
- 7.3.31. Fill Company Name with customer name on the packing list
- 7.3.32. Fill Address Line 1 with customer address on the packing list
- 7.3.33. Fill Country with customer country on the packing list
- 7.3.34. Fill City with customer city on the packing list
- 7.3.35. Click save to Profile if this is new customer/ultimate consignee and fill in using customer name
- 7.3.36. Click Step 3
- 7.3.37. Click Add New Line
- 7.3.38. Select Export Information Code as OS or ZD
- 7.3.39. Fill Schedule B or HTS Number with 3822.19.0000
- 7.3.40. Fill Commodity Description with “synthetic oligonucleotide product for R&D use only”
- 7.3.41. Fill 1<sup>st</sup> Quantity with actual weight
- 7.3.42. Select Origin of Goods as D - Domestic
- 7.3.43. Fill Value of Goods with actual order dollar amount
- 7.3.44. Fill Shipping Weight with actual weight in kg
- 7.3.45. Select License Type Code as C33
- 7.3.46. Click Step 4
- 7.3.47. Fill Carrier SCAC/IATA with FX
- 7.3.48. Fill Conveyance Name/Carrier Name with Fedex
- 7.3.49. Click Submit Filing
- 7.3.50. Print a copy of the EEI and save it in the order shipping folder.
- 7.3.51. Record ITN for FedEx label creating purpose.
- 7.4. Amend or cancel export filing
  - 7.4.1. If there is error in the filing, click Amend or Cancel to amend or cancel EEI.