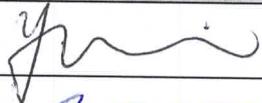
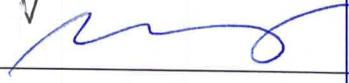


## Document Authorization:

	Name	Date	Signature
Owner	Yuejiao 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	

## 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.

7.1.3. Determine the weight of the package (must be in kg). For most orders, it will be 1kg-commodity/1kg-total pkg. If a package weighs less than kg, it is still processed as weighing 1kg

7.2. Log onto AESDirect and file SED

7.2.1. Log onto [https://login.cbp.gov/s/login/?startURL=%2FLGN\\_2FA](https://login.cbp.gov/s/login/?startURL=%2FLGN_2FA). If a token is required, get it from management.

7.2.2. Click ACE portal (Automated Commercial Environment) icon

7.2.3. Click Synoligo account (ACE ID 0014546766)

7.2.4. Click "Submit AES Filing" on the top right corner

7.3. Create export filing

7.3.1. One can create export filing from scratch or from a saved template using the green buttons in the top right corner.

The screenshot shows the AESDirect Shipment Manager interface. At the top, there's a header bar with the U.S. Customs & Border Protection logo, the AESDirect logo, and various menu options like Tools Menu, Help, and XIBO LI. Below the header is a search bar labeled 'Show Filters' and a button 'Clear Filters'. A message 'Filings Updated in: Last 3 Months' is displayed. The main area shows a table of 'Showing 1 to 2 of 2 Filings'. The columns include: Filer ID, Shipment Ref. # [Count], Status, Last Action, ITN, Last Updated, Last Updated By, Export Date, USPPI, USPPI ID, Consignee, Destination, and Shipment Actions. Two rows of data are listed:

Filer ID	Shipment Ref. # [Count]	Status	Last Action	ITN	Last Updated	Last Updated By	Export Date	USPPI	USPPI ID	Consignee	Destination	Shipment Actions
883196281	S2095-1	Accepted	Add	X20230809374532	08/09/2023 14:53:29	XL550A28	08/09/2023	SYNOLIGO BIOTECHNOLOGIES, INC.	883196281	CA	Amend   Print   Cancel EEI	
883196281	S2088/1 / [2]	Accepted	Add	X20230720295324	07/20/2023 16:31:02	XL550A28	07/21/2023	SYNOLIGO BIOTECHNOLOGIES, INC.	883196281	IL	Edit   Print   Cancel EEI	

At the bottom left, there's a 'Show' dropdown set to '10 Filings'.

7.3.2. Click Create Export Filing

7.3.3. Select Filer ID as 883196281

7.3.4. Fill Email Response Addresses with [shipping@synoligo.com](mailto:shipping@synoligo.com)

7.3.5. Fill Shipment Reference Number with order number

7.3.6. Fill Filing Option as 2 – Predeparture

7.3.7. Fill Mode of Transport with 40 – Air

7.3.8. Fill Port of Export with 1503 – Durham, NC

7.3.9. Fill Departure Date with today's date

7.3.10. Fill Origin State with NC – North Carolina

7.3.11. Fill Country of Destination with customer shipping to country

7.3.12. Fill Inbond Type with 70 – Merchandise Not Shipped Inbond

7.3.13. Select Routed Transaction as No

7.3.14. Select USPPI and Ultimate Consignee companies related as No

7.3.15. Select Shipment contain hazardous material as No

7.3.16. Click Step 2. In lieu of filling manually in this step, click load from Profile and select Synoligo for USPPI and customer name for Ultimate Consignee. If this is the first time ship to this customer, fill the ultimate consignee information manually.

7.3.17. For USPPI

7.3.18. Select ID Number Type as E – EIN

7.3.19. Fill ID Number with 883196281

7.3.20. Fill Company Name with Synoligo Biotechnologies, Inc.

- 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.