

FedEx EEI Filing Options Guide

EEI Self-filing Setup and Instructions

EEI Agent-filing Setup and Instructions

October 2008

Version 2.5

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Important message regarding changes for Electronic Export Information (EEI), formerly Shipper's Export Declaration (SED)

Changes in the Foreign Trade Regulations (FTR), effective July 2, 2008, affect your filing procedures for Electronic Export Information (EEI, formerly Shipper's Export Declaration or SED).

If a shipment requires EEI filing

- By October 1, 2008, if an EEI is required for a shipment from the U.S., Puerto Rico or the U.S. Virgin Islands, the EEI must be electronically filed to the Automated Export System (AES) by the U.S. Principal Party in Interest (USPPI), which is generally the exporter, or their designated agent. Note that an EEI filing may be required for shipments between the U.S. and Puerto Rico and from the U.S. and Puerto Rico to the U.S. Virgin Islands. For details on EEI filing requirements, go to FedEx® Global Trade Manager on **fedex.com** or go to **www.aesdirect.gov**.
- The FTR requires an EEI to be transmitted 2 hours prior to export for most commodities shipped by air.
- For any commodity on the U.S. Munitions List (USML) or International Traffic in Arms Regulations (ITAR), an EEI must be transmitted 8 hours prior to export.
- The Internal Transaction Number (ITN), which is the AES proof of filing citation, is required on the electronic shipping labels prior to tendering the shipment to FedEx. FedEx recommends that you use the latest version of FedEx Ship Manager® Software to ensure that the ITN is on the air waybill.

If a shipment does not require EEI filing

- The FTR exemption must be displayed on the electronic shipping labels. For FedEx Express® shipments, the electronic shipping label serves as the international air waybill.
- The following exemptions are the most common when the shipment is not shipped on an export license or permit, is not subject to ITAR and is not rough diamonds:
 - NO EEI 30.36 - Shipments to Canada.
 - NO EEI 30.37(a) - Commodity value less than \$2,500.

Additional changes

- Foreign Trade Statistics Regulations (FTSR) is renamed Foreign Trade Regulations (FTR).
- Shipper's Export Declaration (SED) is eliminated and FTR requires filing of Electronic Export Information (EEI) to AES.
- The paper SED Commerce Form 7525-V can no longer be used.
- Civil penalties have increased from \$1,000 to \$10,000 per violation.
- New criminal penalties for EEI violations include up to \$10,000 in fines, and 5 years imprisonment, or both, per violation.
- The Option 4 filing program is renamed Postdeparture.

To facilitate compliance with government regulations and reduce the chance of shipping delays and/or penalties, FedEx provides solutions to make EEI filing as quick and easy as possible. Go to **fedex.com/us/eei** to find out how FedEx can help you file your EEI or determine if your shipment requires EEI filing.

Technical Support

- For FedEx International Customer Service, call **1.800.GoFedEx 1.800.463.3339** (say “International services”).
- For technical assistance, call **1.800.GoFedEx 1.800.463.3339** (say “Technical support”).

Online Help

- For help completing the FedEx EEI screens at **fedex.com**, refer to the online help that displays on the right of each screen.

Web sites

- FedEx Export AgentFile® information:
fedex.com/us/eei
- FedEx Export AgentFile homepage:
fedex.com/eei
- AESDirect.
www.aesdirect.gov
- U.S. Census Bureau Foreign Trade Statistics:
www.census.gov/foreign-trade/aes

Connectivity

Connectivity to the Web is a critical issue for the EEI regulations. It is strongly recommended that you investigate ways to avoid dial-up access to improve the speed and efficiency of the EEI features.

FedEx EEI Filing Options

FedEx Ship Manager® v. 2358 includes features that provide Web-based self-filing or agent-filing EEI options. Both self-filing and agent-filing options have setup and registration requirements.

FedEx customers with export shipments that use FedEx Ship Manager need to be on v. 2358 (or higher) to avoid shipping delays or enforcement action from the FTR changes.

Follow three easy steps to make EEI filing fast and efficient:

- 1** Review the contents of this guide.
- 2** Ensure that the FedEx Ship Manager operator has a copy of this guide.
- 3** Review self-filing and agent-filing options and select your preference.
 - **Self-filers:** Start at the *Self-filing Setup Instructions* tab of this guide.
 - **Agent-filers:** Start at the *Agent-filing Setup Instructions* tab of this guide.

Your business is important to us. Thank you for putting your confidence in FedEx. If you have any questions, please go to **fedex.com** or call FedEx International Customer Service at **1.800.GoFedEx 1.800.463.3339**.

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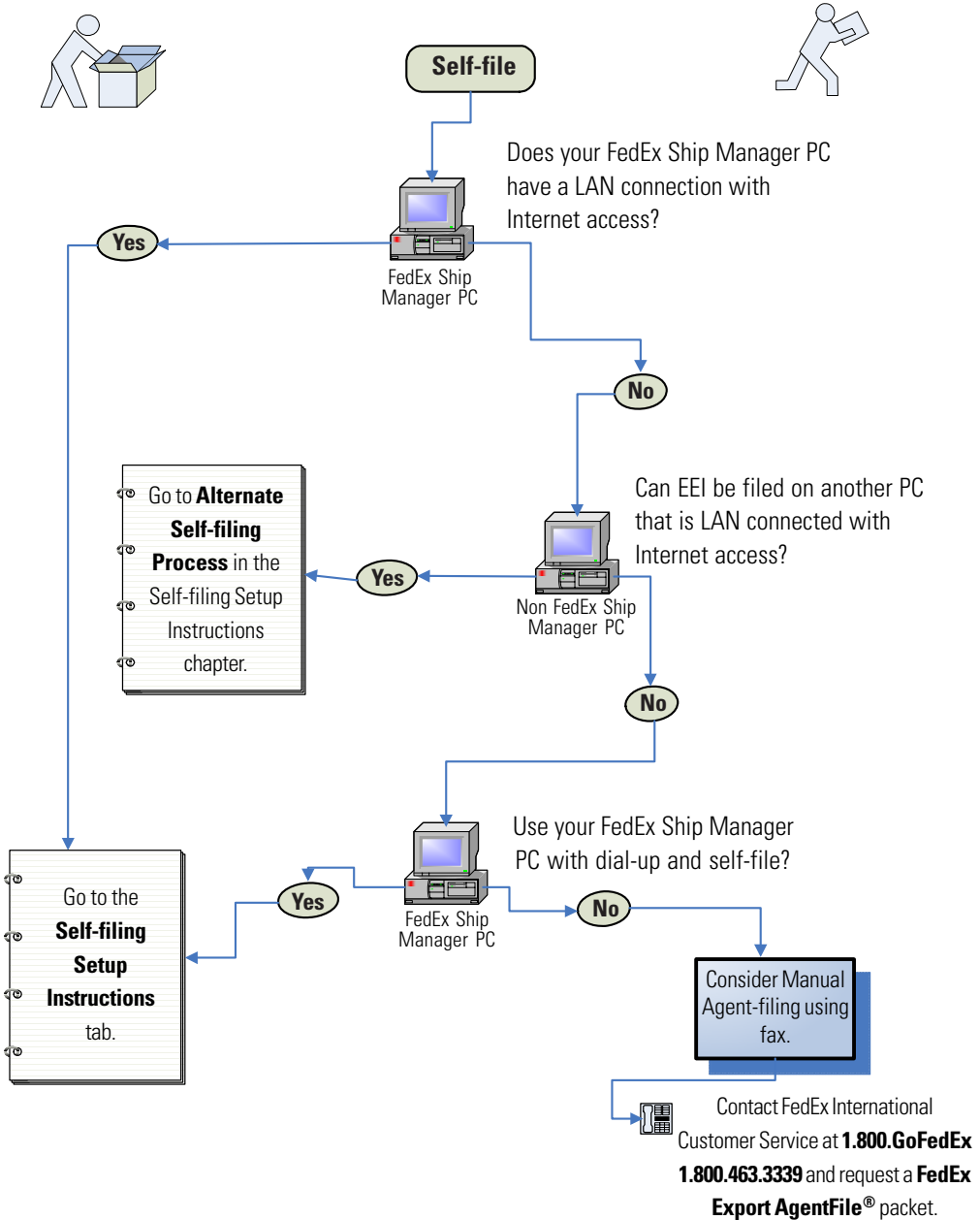
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Self-file Flowchart

**If you want to self-file your EEI,
START HERE and follow this flowchart.**



Recommended Self-filing Process

AESDirectWebLink

With FedEx Ship Manager, you can conveniently self-file an EEI from the *AESDirect* WebLink on the Customs screen while you create a label for your shipment. *AESDirect* verifies EEI data and sends you the Internal Transaction Number (ITN) through e-mail to complete your shipment.

Registration

Complete the online registration at www.aesdirect.gov several days before filing your first EEI. Allow 24 to 48 hours to receive your user name and password, although you may receive it sooner. Refer to following *AESDirect* *Registration* section for more information.

Please check with your Export Compliance Department before registering with *AESDirect*.

User Name and Password

To self-file an EEI, use your pre-registered *AESDirect* user name and password and a valid e-mail address. Go to the *AESDirect* Web site at www.aesdirect.gov for information about user names and passwords.

Regulatory Expertise

To be an EEI self-filer, you must pass the AES online test and maintain regulatory expertise required by the U.S. government.

Need to File Now?

If you need to file an EEI before you receive your user name and password, you can file your EEI using FedEx Export AgentFile from the FedEx Web site at fedex.com/eei.

AESDirect
Reduce Exporting Stress with AES

Log In

- [AESDirect](#)
- [Certification Quizzes](#)

Account Set-up & Management

- [Register New Account](#)
- [Registration Help](#)
- [Re-Activate an Account](#)
- [Terms & Conditions](#)
- [Privacy Policy](#)

Vendor Account Set-up

- [Developers Center](#)
- [Register Vendor Account](#)

Training

- [AESDirect Tutorial](#)
- [User Guides](#)

AESDirect Newsflash Mandatory AES is a reality!

Welcome to **AESDirect**

Use *AESDirect* to file your Shipper's Export Declaration (SED) to the Automated Export System (AES)

<p>New to AESDirect?</p> <ul style="list-style-type: none"> • Get Registration Help • Register 	<p>Already Registered?</p> <ul style="list-style-type: none"> • Log In • Take Certification Quiz 	<p>Need Training?</p> <ul style="list-style-type: none"> • AESDirect Tutorial • User Guide • Online Training • In-person Training
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AESDirect Registration

Follow these steps to register with *AESDirect*:

- 1 Log in to **www.aesdirect.gov** then download and install the tutorial.
- 2 Click **Register New Account**, complete the online form and submit *AESDirect* Registration.
- 3 The Account Administrator identified on the registration form is notified by e-mail that your company's registration has been received and is being processed. When the account has been set up, the Account Administrator receives the user name, password and an administrator code by e-mail.
- 4 Once you receive your password, you can log in to the *AESDirect* Web site from the FedEx Ship Manager Customs screen or from the *AESDirect* Web site at **www.aesdirect.gov**.

Adobe® Reader®

If your system does not have Adobe Reader, you can download Adobe Reader along with the tutorial. Having Adobe Reader will help you print copies of completed EEI records.

AESDirect Weblink on the Customs screen

The screenshot shows the FedEx Ship Manager interface with the Customs tab selected. The main content area is divided into several sections:

- Commercial Invoice/Proforma Invoice information:** Includes a checked option for 'Print Commercial Invoice/Proforma Invoice', a 'Number of copies' dropdown set to 3, and a note that 'BELGIUM' requires a Commercial Invoice. It also has radio buttons for 'Commercial Invoice' (selected) and 'Proforma Invoice', and fields for 'Terms of sale', 'Freight charge', 'Insurance charge', 'Miscellaneous charge', 'Reference', 'Purpose', 'Invoice number', and three 'Comment' fields. There are checkboxes for 'The shipper and recipient are related parties' and 'Include NAFTA statement'.
- Electronic Export Information (EEI):** Contains a note about AES Proof of Filing Citation or SED/EEI Exemption legend. It has a 'File SED/EEI' section with a 'Submit SED/EEI to AESWeblink' button and a 'Go to FedEx SED/EEI agent filing tool' button.
- Enter SED/EEI Exemption or Proof of Filing Citation:** Features a radio button for 'FTR exemption' (selected) with a dropdown menu showing 'NO EEI 30.37(a)', and another radio button for 'Citation Type' with a dropdown menu.
- Customs documentation:** Includes checkboxes for 'Print Shipment Detail' and 'Print Certificate of Origin'.
- Importer information:** A 'View/Edit Importer' button.

The bottom status bar shows 'Rate quote \$61.87' and a 'Ship # 10' button.

Alternate Self-filing Process

Self-file with AESDirect

Some FedEx Ship Manager customers using a dial-up connection experience problems connecting with AESDirect. Two options are

- 1 Consider installing FedEx Ship Manager Software on another PC with a LAN connection. If you would like a copy of the software, go to **fedex.com** or contact your International Sales Professional.
- 2 Use another PC (with a LAN connection) to file an EEI with AESDirect outside of FedEx Ship Manager. Note that this process requires duplicate data entry: once for AESDirect and again in FedEx Ship Manager. Go to **www.aesdirect.gov** to file directly with AESDirect.

Carrier Data Elements

Carrier data elements are required when filing your EEI with AESDirect outside of FedEx Ship Manager.

For easy access to carrier data elements from the FedEx Export AgentFile Web site, follow these steps:

- 1 Go to **fedex.com/us/eei**. The FedEx International Tools screen displays.
- 2 Click the **EEI Carrier Data Info** link on the left. The SED/EEI carrier data info screen displays.
- 3 Provide the required information, select the output for your results and click **Submit**.

International Tools: FedEx Global Trade Manager [Close Window](#)

SED/EEI Tools and Information

- [SED/EEI what's new](#)
- [About SED/EEI](#)
- [SED/EEI changes FAQ](#)
- [SED/EEI quick check](#)
- [SED/EEI carrier data info](#)

SED/EEI carrier data info

The SED/EEI Carrier Data Info will give you the FedEx Carrier Data Elements that are required to file an SED/EEI with AES only for FedEx Express and FedEx Ground shipments.

<div style="background-color: #cccccc; padding: 2px; margin-bottom: 5px;">Type of service and origin</div> <p>* Type of Service</p> <p><input checked="" type="radio"/> FedEx Express</p> <p><input type="radio"/> FedEx Ground</p> <p>(Hold CTRL to select multiple origins)</p> <p>* Origin</p> <div style="border: 1px solid gray; padding: 2px;"> <p>All Origins</p> <p>Alabama</p> <p>Alaska</p> <p>Arizona</p> <p>Arkansas</p> </div>	<div style="background-color: #cccccc; padding: 2px; margin-bottom: 5px;">Destination and additional information</div> <p>(Hold CTRL to select multiple destinations)</p> <p>* Destination</p> <div style="border: 1px solid gray; padding: 2px;"> <p>All Destinations</p> <p>Afghanistan</p> <p>Albania</p> <p>Algeria</p> <p>American Samoa</p> </div> <p>Get notified when carrier data changes</p> <p>Your Email <input style="width: 100%;" type="text"/></p> <p>* Access the results</p> <p><input checked="" type="radio"/> on screen</p> <p><input type="radio"/> as a comma separated value (.csv) file</p> <p style="text-align: right;"><input type="button" value="Submit"/></p>
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Step 1: Enter Shipment Information

- 5 Click the **Customs** tab and review the options on the left side of the screen, including the Commercial/Proforma Invoice and the Importer Information.
- 6 Select the options applicable to your shipment.
- 7 To self-file the EEI, click **Submit SED/EEI to AESWebLink** in the File SED/EEI section. The background color on your screen changes to orange while FedEx Ship Manager connects to *AESDirect*. Once connected, FedEx Ship Manager sends shipment information and commodity details to the *AESDirect* WebLink, so there is *no duplicate data entry*.

It takes a few seconds to a few minutes to connect to *AESDirect*. If you experience connection problems, call the FedEx Ship Manager Technical Support hotline at **1.877.339.2774**.

Weight and Currency Requirements

AES requires the commodity weight in kilograms. Pounds are converted to kilograms when the information is submitted to AES.

AES requires whole dollars only. Cents are removed when the information is submitted to AES.

In either case, no changes occur to your information within FedEx Ship Manager.

The screenshot displays the FedEx Ship Manager software interface, specifically the Customs tab. The interface is organized into several sections:

- Commercial Invoice/Proforma Invoice information:** This section includes a checked option for "Print Commercial Invoice/Proforma Invoice" with a "Number of copies" field set to 3. A note states: "'BELGIUM' requires a Commercial Invoice. You may print the FedEx-generated CI for customs purposes." Below this are radio buttons for "Commercial Invoice" (selected) and "Proforma Invoice". Fields include "Terms of sale" (dropdown), "Freight charge" (\$0.00), "Insurance charge" (\$0.00), "Miscellaneous charge" (\$0.00), "Reference", "Purpose" (dropdown), "Invoice number", and three "Comment" fields. There are also checkboxes for "The shipper and recipient are related parties" and "Include NAFTA statement".
- Electronic Export Information (EEI):** This section contains a note: "An AES Proof of Filing Citation or an SED/EEI Exemption legend is required for your shipment." Under "File SED/EEI", it says "Select an option to file your SED/EEI:" and provides two buttons: "Submit SED/EEI to AESWebLink" and "Go to FedEx SED/EEI agent filing tool". Below this is the "Enter SED/EEI Exemption or Proof of Filing Citation" section, which has a dropdown menu for "FTR exemption" (selected) showing "NO EEI 30.37(a)", and a "Citation Type" dropdown with "Select AES citation type..." and an "AES citation" field.
- Customs documentation:** This section has two checkboxes: "Print Shipment Detail" and "Print Certificate of Origin".

The bottom status bar shows "Clear fields", "Delete/Modify shipment", "Repeat shipment", "Override prefs", "Rate quote" of \$61.87, "Multiple-piece shipment", and a "Ship" button.

Step 2: Send Information to AESDirect

Complete the information requested on the AESDirect Web site.

- 1 Enter your AESDirect user name and password then click **OK**.
- 2 Follow the instructions on the AESDirect Web site to complete the EEI filing.
- 3 When you finish entering the data required for the AESDirect system, click **Check and Send**. If there are no errors, your shipment is submitted, and a message displays confirming that AESDirect has received your EEI record.
- 4 AES issues the ITN once it has approved the shipment for export. The ITN is generally returned by e-mail to the registered user of AESDirect.

The ITN begins with **AES** followed by **X** plus the approval date (YYYYMMDD format) and 6 numeric digits.

For example: **AES X20080902456789**.

Place a Shipment in Hold File

If you need to continue processing other shipments while waiting for your ITN, you can place the shipment in the Hold File.

Enable Hold File

If the Hold File checkbox does not display on the Shipment details screen in the Recipient information section, you must enable it.

- 1 Select **System Settings** from the Customize drop-down menu.
- 2 Select the System # and click **Modify**.
- 3 Click the **2-FedEx Customer Admin** tab.
- 4 Select **Enable Hold File** in the Shipping Screen section.
- 5 Click **OK** then click **Close**.

Put the Shipment on Hold

- 1 Return to the Shipment details screen and check **Hold** in the Recipient information section.
- 2 Click **Hold** at the bottom of the screen.
- 3 To retrieve the shipment, select **Hold File** from the Shipping list tab.
- 4 Select the shipment and click **Edit**.
- 5 Click the **Customs** tab and continue with step 2 on the next page.

Step 3: Finish Your Shipment

Return to FedEx Ship Manager to finish your shipment and print the label.

- 1 Click the **Ship** button at the top of the screen to return to the Customs screen.
- 2 Enter the ITN as follows:
 - Click **Citation Type** in the Enter SED/EEI Exemption or Proof of Filing Citation section.
 - Select **Predeparture ITN** from the drop-down menu.
 - Enter the ITN in the AES citation field.
- 3 Click **Ship** at the bottom of the screen to process the shipment.

Commercial Invoice/Proforma Invoice information

Print Commercial Invoice/Proforma Invoice Number of copies: 3

"BELGIUM" requires a Commercial Invoice. You may print the FedEx-generated CI for customs purposes.

Commercial Invoice Proforma Invoice

Terms of sale: [dropdown]

Freight charge: \$0.00 Insurance charge: \$0.00

Miscellaneous charge: \$0.00 [dropdown]

Reference: [text field]

Purpose: [dropdown]

Invoice number: [text field]

Comment 1: [text field]

Comment 2: [text field]

Comment 3: [text field]

The shipper and recipient are related parties

Include NAFTA statement

Importer information View/Edit Importer

Electronic Export Information (EEI)

An AES Proof of Filing Citation or an SED/EEI Exemption legend is required for your shipment.

File SED/EEI

Select an option to file your SED/EEI:

AESDirect Submit SED/EEI to AESWebLink

FedEx Go to FedEx SED/EEI agent filing tool

Enter SED/EEI Exemption or Proof of Filing Citation

FTR exemption [dropdown]

Citation Type Pre departure ITN

AES citation: AES X20080902456783

Customs documentation

Print Shipment Detail

Print Certificate of Origin

Clear fields Delete/Modify shipment Repeat shipment Override prefsr11 Rate quote **\$61.87** Multiple-piece shipment **Ship r10**

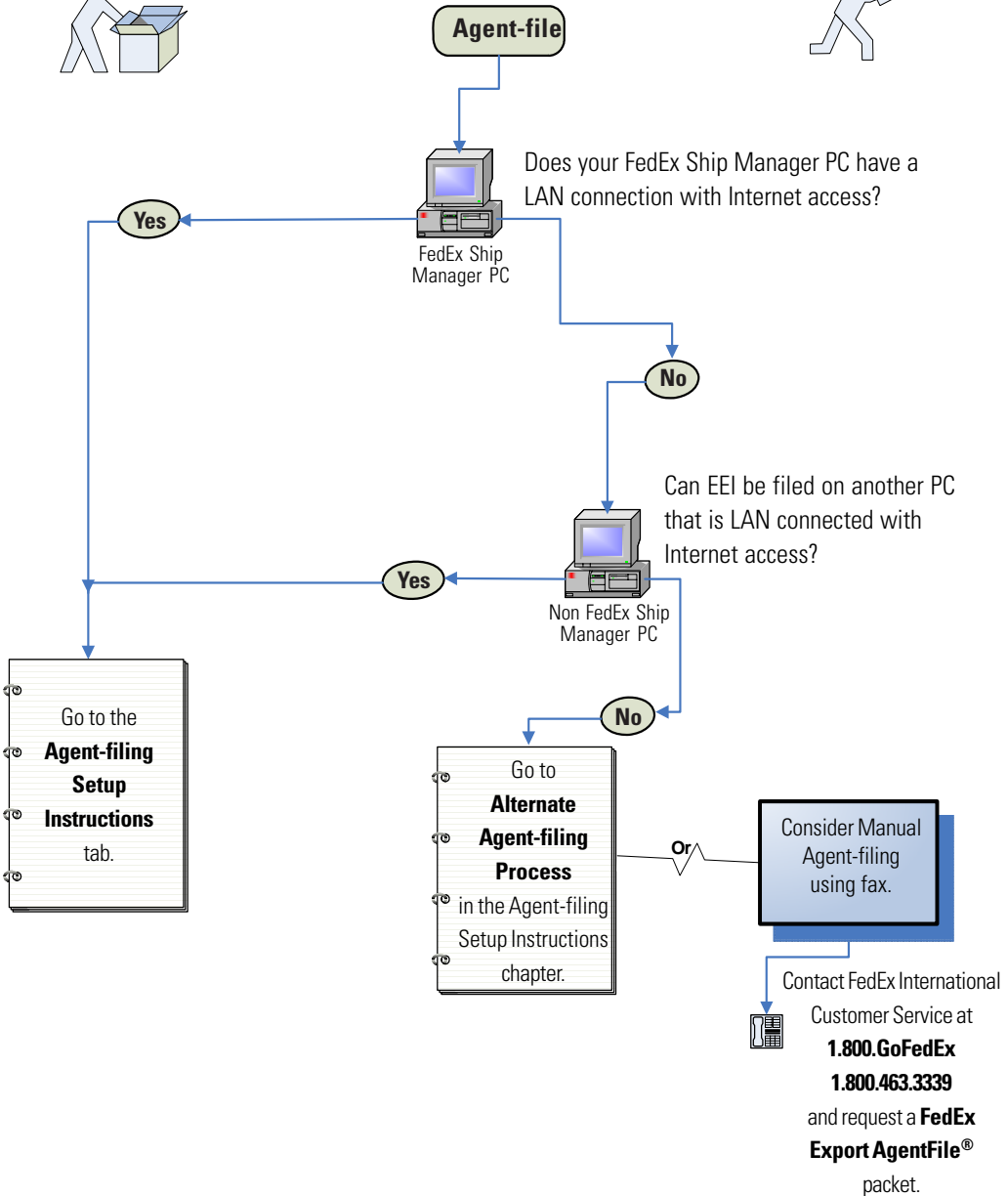
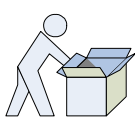
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Agent-file Flowchart

If you want to authorize FedEx as your agent to file your EEI, START HERE and follow this flowchart.



Agent-filing Setup

Recommended Agent-filing Process

FedEx Export AgentFile

FedEx Export AgentFile is the recommended tool for agent-filing and is integrated with FedEx Ship Manager. Use this tool when you want FedEx to file an EEI as your agent, and provide the EEI information on our FedEx Export AgentFile Web site.

After you provide us with EEI data and FedEx files the EEI, you can easily print the label by downloading the EEI data into FedEx Ship Manager.

Eligible Shipments

Only FedEx Express EEI shipments are eligible for online agent-filing. If you are processing FedEx Ground® EEI shipments, use the manual agent-filing process.

FedEx Export AgentFile Benefits

- Look up Schedule B commodity codes and descriptions.
- View EEI filing activities for the past 45 days.
- Import shipping information from FedEx Export AgentFile to your FedEx Ship Manager shipping screen.
- Save names and addresses in the FedEx Export AgentFile address book for future use.
- Create product profiles in FedEx Export AgentFile to save commodity details for future use.

Manual Backup Process

If you cannot file your EEI using FedEx Export AgentFile, use the manual agent-filing process as a backup. Contact FedEx International Customer Service at **1.800.GoFedEx 1.800.463.3339** and request a FedEx Export AgentFile packet.

Do this first	Then continue
<p>Agent-filing Setup Instructions</p> <p>Before using FedEx Export AgentFile, complete the setup instructions. Each user should create their own user ID and password.</p> <p>Step 1: FedEx Online Login Registration</p> <p>Complete the one time only registration to create a user ID and password and to establish contact information.</p> <p>Step 2: FedEx Shipping Profile</p> <p>Build a shipping profile on FedEx Export AgentFile, and identify the shipping system that will receive EEI data when you ship your packages.</p>	<p>Agent-filing Instructions</p> <p>After you complete the setup instructions, follow this two-step process to submit EEI data and ship your package.</p> <p>Step 1: Enter and file EEI Data</p> <p>Enter and file EEI data using FedEx Export AgentFile.</p> <p>Step 2: Download EEI Data</p> <p>Import EEI data from FedEx Export AgentFile into FedEx Ship Manager when you ship your package.</p>

Step 1: FedEx Online Login Registration

Registered fedex.com Users

If you already have a **fedex.com** user ID and password, follow these steps:

- 1 Go to **fedex.com/eei**.
- 2 Log in with your **fedex.com** user ID and password.
- 3 Follow the instructions for setting up a FedEx shipping profile in *Step 2: FedEx Shipping Profile*.

Browser Requirement

If you are not using shipping hardware supplied by FedEx to enter EEI data, Internet Explorer version 6.0 or higher is recommended.

New fedex.com Users

If you are not currently registered as a **fedex.com** user, you need your FedEx account number, the company name and address for your account number and your FedEx Ship Manager PC meter number/system ID to register.

- 1 Go to **fedex.com/eei**.
- 2 Click **Sign Up Now!** and follow the registration instructions on the following pages.

Security Alert

A Security Alert or Security Information window may display while registering for your login. To proceed, click **OK** or **Yes** when prompted.

Secure/Unsecure messages are due to your browser security settings. Using the Back button during these processes is not recommended.

fedex.com Login
for access to Export Agent Filing

Registered fedex.com Users	New fedex.com Users
<p>IMPORTANT</p> <p>For best results, please disable your pop-up blocker.</p> <p>Enter your user ID and password to login</p> <p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="checkbox"/> Remember my user ID on this computer.</p> <p>Login Help Forgot your password or user ID? <input type="button" value="Login"/></p>	<p>Sign Up Now!</p> <p>Access and customize many fedex.com online services with a single user ID and password.</p>

Step 1: FedEx Online Login Registration

Contact Information

Your Login Information

- 1 Enter a user ID with at least 6 characters.
- 2 Enter a password with at least 6 characters. Your password must include at least one letter and one number. It cannot contain your full company name or e-mail address.
- 3 Retype your password for confirmation.

Your Secret Question

- 1 Select a secret question, such as your mother's first name.
- 2 Enter your secret answer.

United States Home

FedEx

fedex.com Login Registration

1 Contact Info 2 Account Info 3 Confirmation

* Required fields are in bold.

Your Login Information

* **User ID**
• User ID is at least 6 characters.

* **Password**
• Password is at least 6 characters.
• Password must contain at least one letter and one number.

* **Retype Password**

Your Secret Question

This question is an extra security measure used to access your profile or to confirm your identity in case you forget your password.

* **Secret Question** Please select a secret question

* **Secret Answer**

Important Information

Password cannot contain your full Company Name or Email Address

[Password help](#)

[Why do I need to sign up?](#)

[Login Help](#)

Step 1: FedEx Online Login Registration

Contact Information

Your Contact Information

- 1 Enter your first name, initials and last name.
- 2 Enter your company name and address information.
Important: Your company name and address must match your FedEx account information on file with FedEx.
- 3 Enter your e-mail address once. Then retype your e-mail address for confirmation.
- 4 Enter your phone number. Do not include dashes, spaces or other special characters.

Terms and Conditions

- 1 Click **fedex.com Terms of Use** and read the explanation. Close this window to continue.
- 2 Click **Privacy Policy** and read the explanation. Close this window to continue.
- 3 Click **I Accept** to agree to the Terms and Conditions.
- 4 Click **I Do Not Accept** if you do not agree to the Terms and Conditions.
- 5 If there are any discrepancies in the contact information, reenter the information requested on your screen. Then enter the Account Information on the following page.

The screenshot displays a web form titled "Your Contact Information" with the following fields and sections:

- First Name:** Text input field.
- Initials:** Small text input field.
- Last Name:** Text input field.
- Company:** Text input field with a note: "Please enter your company name (if applicable) and address to facilitate package pickup."
- Country:** Dropdown menu set to "U.S.A."
- ZIP/Postal code:** Text input field with a note: "Required for some countries"
- Address 1:** Text input field.
- Address 2:** Text input field.
- City:** Text input field.
- State/Province:** Text input field with a note: "Required for US, Canada, and Puerto Rico"
- Email:** Text input field.
- Retype Email:** Text input field.
- Phone #:** Text input field.
- Fax #:** Text input field.

Below the contact information is a section titled "Terms and Conditions" containing the text: "I have read, understood and agree to be bound by the following. I also understand how FedEx intends to use my information." It includes two links: [fedex.com Terms of Use](#) and [Privacy Policy](#).

At the bottom of the form are two buttons: "I Do Not Accept" and "I Accept >>". A note below the buttons reads: "**Please complete all required fields above"

Step 1: FedEx Online Login Registration

Account Information

- 1 Enter the 9-digit FedEx U.S.-based payor account number you want to use.
- 2 Enter an account nickname that identifies the computer where you ship packages with FedEx Ship Manager.
- 3 Click **Continue**.

Confirmation

The Confirmation screen displays when your registration is complete. Please note your **fedex.com** user ID.

Continue on the next page to set up a shipping profile.

The screenshot shows the 'fedex.com Login Registration' page at the 'Account Info' step. A progress bar at the top indicates the current step. Below the progress bar, a message states: 'This fedex.com service requires a nine-digit FedEx account number. Please indicate which FedEx account you would like to use with this service.' Under the heading 'Your FedEx account', there are two radio button options: 'Enter a nine-digit FedEx account number:' followed by a text input field, and 'Nickname this account (optional):' followed by a text input field labeled 'Enter Account Nickname'. At the bottom right, there are 'Cancel' and 'Continue >>' buttons. On the right side of the page, there is an 'Important Information' section with a warning icon and a link that says 'Why do I need an account number?'.

The screenshot shows the 'fedex.com Login Registration' page at the 'Confirmation' step. The progress bar at the top is now on the 'Confirmation' step. The main message reads: 'Your Registration is Complete! Thank you for registering an account with FedEx Ship Manager on fedex.com.' Below this message, there are two boxes: one for 'User ID' containing the text 'eeiexport008' and another for 'Account Number'. To the right of these boxes is a button that says 'Start Using FedEx Ship Manager' with a right-pointing arrow. The top of the page features the FedEx logo, a search bar, and navigation links for 'Package Envelope', 'Freight', 'Expedited', and 'Office Print Services'. Below these are links for 'Ship', 'Track', 'Manage', and 'Business Solutions'.

Step 2: FedEx Shipping Profile

Create a Shipping Profile

Scroll down to the Shipping solution profile section.

- 1 In the Nickname column, enter a nickname that is easy to recognize, for example "Intl Shipping."

Your nickname/user name cannot be the same as the user name that displays on your screen.

- 2 In the System ID column, enter the FedEx Ship Manager system ID or meter number of the computer you will use to complete the shipment.

The system ID or meter number should be a FedEx Ship Manager system using v. 2358 or higher.

- 3 Repeat this process for each FedEx Ship Manager system you want to use with FedEx Export AgentFile.
- 4 Click the **Default** radial button for the shipping solution profile that you use most often.
- 5 Click **Update profiles**. Your shipping solution profile(s) will be updated and the same screen will display.

International Tools: FedEx Export AgentFileSM [Logout](#)
[Printable Version](#)

Connect with your FedEx shipping solution and use your EEI filing information for your shipping label.
[View the demo.](#)

To complete the shipment using FedEx Ship Manager Software (Release 2240 or later), please provide the associated System ID. You can specify up to nine different System IDs.

The AES exemption and the associated information can also be retrieved in [FedEx Ship Manager at fedex.com](#) under your user name. If you are using any other way to prepare your shipping label, please remember that you can enter the AES exemption in the respective field.

Please note that the FedEx Ship Manager at fedex.com currently supports multiple-piece shipments for up to ten packages in a shipment. All commodities shipped on the same day, to the same consignee, from the same US Principal Party in Interest may be included in the same EEI filing with AES. When one AES exemption is used for multiple shipments, please ensure that the correct commodity information is entered in your shipping transaction for the appropriate shipment.

You can always retrieve your AES exemption from the [Your EEI filing activities screen](#).

Shipping solution profile				
	Type	Nickname	System ID	Default
1	fedex.com	User name: L3B4Sedjul23S	n/a	<input checked="" type="radio"/>
2	<input type="checkbox"/> Ship Manager Software	FEDEX	1235467	<input type="radio"/>
3	<input type="checkbox"/> Ship Manager Software	Mphasis12	0036985	<input type="radio"/>
4	<input type="checkbox"/> Ship Manager Software	fgfg	0012345	<input type="radio"/>
5	<input type="checkbox"/> Ship Manager Software	nrmnm	0055112	<input type="radio"/>
6	<input type="checkbox"/> Ship Manager Software	sa	3698521	<input type="radio"/>
7	<input type="checkbox"/> Ship Manager Software	<input type="text"/>	<input type="text"/>	<input type="radio"/>
8	<input type="checkbox"/> Ship Manager Software	<input type="text"/>	<input type="text"/>	<input type="radio"/>
9	<input type="checkbox"/> Ship Manager Software	<input type="text"/>	<input type="text"/>	<input type="radio"/>
10	<input type="checkbox"/> Ship Manager Software	<input type="text"/>	<input type="text"/>	<input type="radio"/>

<< Back to previous screen Delete selected profile **Update profiles**

Alternate Agent-filing Process

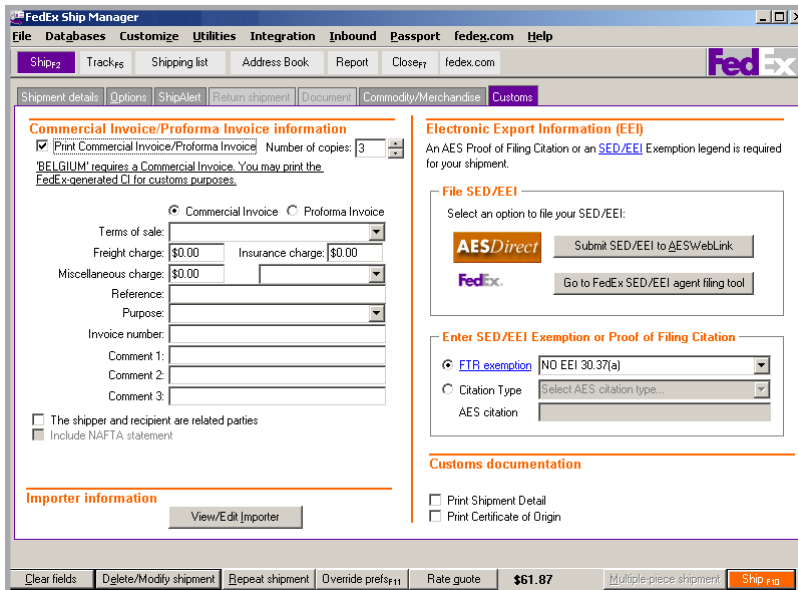
Agent-file from FedEx Ship Manager

Although FedEx recommends that most exporters start at FedEx Export AgentFile and enter EEI data there, some customers may see a benefit from entering EEI shipment data in FedEx Ship Manager and transferring data to FedEx Export AgentFile. For example:

- Customers whose FedEx Ship Manager computers only have a dial-up connection to the Internet.
- Integrated customers who do not use the FedEx Export AgentFile XML solution.

If you choose this process

- 1 Update your FedEx Ship Manager settings to support agent-filing and display the Get SED/EEI Data button on the shipping screen. Refer to *Step 2: Download EEI Data* in the following Agent-filing Instructions chapter. Once you have modified your system settings, you will be able to select **Go to FedEx SED/EEI agent filing tool** on the Customs screen.
- 2 Enter your shipment data as you would any international shipment.
- 3 When prompted for an SED/EEI, select the **Customs** tab.
- 4 In the Electronic Export Information (EEI) section, click **Go to FedEx SED/EEI agent filing tool**.



Notes

Agent-filing Instructions

Step 1: Enter and File EEI Data	30
Step 2: Download EEI Data	48

Step 1: Enter and File EEI Data

Log in to FedEx Export AgentFile

- 1 Go to **fedex.com/eei**.
- 2 Enter your **fedex.com** user ID and password.
- 3 Select the FedEx account number for billing the EEI filing charge.
- 4 Select the shipping solution profile for your FedEx Ship Manager system. This is where the EEI filing information and the ITN are available after the EEI is filed.
- 5 Enter the e-mail address where you want FedEx to send the AES Proof of Filing citation and other EEI filing information. You may enter up to 2 additional e-mails.

Helpful Hint

Bookmark the FedEx Export AgentFile Web site and name it **EEI Start** so you will always know to start here when you have an international shipment that requires an EEI.

International Tools: FedEx Export AgentFile SM

Electronic Export Information [Logout](#)

FedEx now provides additional EEI filing services to assist you with your international shipping documentation. Use the links on this page to explore the changes to EEI filing requirements, or use the form below to file your EEI now using FedEx as your agent.

[Check to see if your shipment needs an EEI](#)

Your EEI filing activities
20 New AES exemptions available
19 Errors were received
28 Pending
6 Canceled
53 No EEI Required
48 No EEI Filed
[View all filings](#)

Please note: A charge of \$10 per shipment will be applied to the FedEx account you specify. This service is only available for shipments tendered to FedEx Express.

Prepare an EEI filing using FedEx

Asterisk(*) indicates required fields.

* **FedEx account number** [Add an account](#)

* **Shipping solution profile** [View/Edit settings](#)

When the AES exemption is received from the US Government's Automated Export System, FedEx will send a notification to the following email addresses:

* **Your email**

Additional email 1

Additional email 2

* **Tax ID/EIN type**

* **Tax ID/EIN**

[Continue >>](#)

Help

If you're not sure about any of the areas on this page, roll over the title and get a quick explanation.

Step 1: Enter and File EEI Data

Log in to FedEx Export AgentFile

- 6 Select **Employer ID number (EIN)** as the Tax ID/EIN type for the U.S. Principal Party in Interest (USPPI). If an IRS EIN has not been assigned, select **Social Security Number**.
- 7 Enter the IRS EIN of the USPPI or the Social Security number as the Tax ID/EIN if an EIN has not been assigned. Be sure not to include dashes.

Steps 3-7 are performed on initial setup. When you subsequently log in, the data you entered will display and you can simply click **Continue** to enter your shipment data.

Important: When you finish this screen and click **Continue**, you can change the shipping profile that will receive the ITN by editing the profile selection on the Shipment Details screen. Refer to *Submit Information* later in this section for more information.

Prepare an EEI filing using FedEx

Asterisk(*) indicates required fields.

* **FedEx account number** 410219565 [Add an account](#)

* **Shipping solution profile** fedex.com - username: L3B4Sedjul23S [View/Edit settings](#)

When the AES exemption is received from the US Government's Automated Export System, FedEx will send a notification to the following email addresses:

* **Your email** raju.balgolla@mphasis.com

Additional email 1 raju.balgolla@mphasis.com

Additional email 2 raju.balgolla@mphasis.com

* **Tax ID/EIN type** Social Security Number

* **Tax ID/EIN** 123654789

[Continue >>](#)

Help

If you're not sure about any of the areas on this page, roll over the title and get a quick explanation.

Do not enter dashes for the Tax ID/EIN.

Step 1: Enter and File EEI Data

Shipment Data

Exporter USPPPI Information

1 Exporter Profile

Enter the Exporter company name and additional required fields.

If you have previously entered an Exporter's profile, select **Select Exporter from my Address Book** from the drop-down menu. Then click **Click here** to open your address book in the Exporter profile help text on the right.

The exporter is usually the shipper and is also referred to as the U.S. Principal Party In Interest (USPPPI). The shipper is not always the exporter. For clarification of Exporter or USPPPI, please use the online help by rolling the cursor over the field name.

2 Manage My Address Book Entries

Click this link if you want to open and modify the address book. To access the site wide address book, you must log into **fedex.com** again. This is a security feature.

The address book on **fedex.com** is separate from your FedEx Ship Manager address book.

3 Save in/Update My Address Book

Check this option if you want to save the exporter's information in the address book on the FedEx Web site.

There are 5 steps to entering EEI information. The current step is highlighted.

The screenshot shows a web form titled "Exporter USPPPI information". At the top, there is a navigation bar with five steps: 1 Start filing, 2 Shipment Data, 3 Products, 4 Submit information, and 5 Confirmation. Step 2 is highlighted. Below the navigation bar, there is a "Help" button. The form fields are: "Exporter profile" (a dropdown menu with "Select Exporter from my Address Book" selected), "Exporter company name (USPPPI)", "Exporter contact name (USPPPI)", "Address 1", "Address 2", "City", "State" (a dropdown menu with "Please Select" selected), "ZIP", and "Telephone number". There is a checkbox labeled "Save in/update my address book" and a link "Manage my address book entries".

State Shipments from the U.S. to Puerto Rico require **PR** in the State/Province field and **U.S.** in the country field. Shipments from the U.S. and Puerto Rico to Mexico require a state code in the State/Province field. Refer to *Mexican States and Codes* in the Additional Information chapter.

Step 1: Enter and File EEI Data

Shipment Data

Ultimate Consignee Information

The ultimate consignee is the final recipient of the shipment.

1 Ultimate Consignee

Scroll down to see the Ultimate Consignee section and select the consignee company from the drop-down menu.

If the consignee company is not in the address book, you can add the consignee to the address book while you complete the consignee information on your screen.

2 Add Consignee to the Address Book:

- Select **Add a new contact name** and enter the consignee name.
- Complete the consignee information.

3 Save in/Update My Address Book

Check this option to save new and modified consignee information.

4 Manage My Address Book Entries

Click this link to open and modify the address book as needed.

Helpful Hint

The first time you process an EEI to an ultimate consignee, select a consignee from your address book or add a consignee by using the drop-down menu.

Ultimate consignee information

Ultimate consignee company name

* Ultimate consignee contact name

* Address 1

Address 2

* City

State/Province

ZIP/Postal code

* Country

* Telephone number

Save in/update my address book [Manage my address book entries](#)

Ultimate consignee company name

Enter the company name of the foreign party actually receiving the shipment for the designated end-user, or the party so designated on the export license.

Enter a valid international telephone number without dashes, spaces or other special characters. Enter a minimum of eight digits and a maximum of 13 digits.

Step 1: Enter and File EEI Data

Shipment Data

Additional Information

1 Intermediate Consignee

Select **Yes** if a party in a foreign country will deliver the contents of the shipment to the ultimate consignee or the party named on the export license. If not, select **No**.

Please note that FedEx is not the Intermediate Consignee.

2 Related parties

Select **Yes** if the USPPI and the ultimate consignee are related, such as subsidiaries or holding companies. If not, select **No**.

3 State of Origin

The state of origin fills in from the Export USPPI state field. It should meet one of these criteria. Choose the state in which:

- The merchandise actually starts its journey to the port of export.
- The commodity that has the highest value originates.
- The commodities are consolidated.

4 Enter the Country of ultimate destination.

5 Enter the Intended ship date.

6 Select **Yes** or **No** for Hazardous Materials.

Additional information

^ This shipment will be received by an intermediate consignee Yes No

^ The USPPI and ultimate consignee are related parties Yes No

^ State of origin

^ Country of ultimate destination

^ Intended ship date

Hazardous materials Yes No

FedEx International Controlled Export (FICE) Yes No

This shipment will be received by an intermediate consignee

Select if a party in a foreign country makes delivery of the merchandise to the Ultimate consignee or the party so named on the export license.

Step 1: Enter and File EEI Data

Shipment Data

Additional Information

7 FedEx International Controlled Export (FICE)

If the shipment is not a FedEx International Controlled Export (FICE) shipment, select **No** and proceed to step 8.

If the shipment is an FICE shipment, click **Yes**. The FICE Type field displays.

Select the FICE type for your shipment from the drop-down menu.

8 Click **Continue** at the bottom of the screen.

Additional information

[^] This shipment will be received by an intermediate consignee Yes No

[^] The USPP1 and ultimate consignee are related parties Yes No

[^] State of origin Please Select

[^] Country of ultimate destination Please Select

[^] Intended ship date July 23 2008

Hazardous materials Yes No

FedEx International Controlled Export (FICE) Yes No

FICE Type Please select

- Please select
- DEA-36
- DEA-236
- DEA-486
- DSP-5
- DSP-61
- DSP-73
- DSP-85
- DSP-94

FedEx International Controlled Export (FICE) Type

Select the type of FedEx International Controlled Export you are using for this shipment. A FICE shipment requires additional/special handling by US Customs & Border Protection (CBP) in order to process the shipment (e.g. Department of State licenses, DEA Permits, in-bond shipments, etc.).

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Step 1: Enter and File EEI Data

Products

1 Product Profile

Select a product profile from the drop-down menu. If you do not have a profile for this type of commodity, follow the instructions starting on the next page.

Be sure to save the product by selecting the **Save/update product profile** checkbox and entering a name for the profile.

Helpful Hint

A product profile in FedEx Export AgentFile is similar to the commodity database function in FedEx Ship Manager. As you build your product profiles, save the profile to streamline future EEI filings.

Remember: To save product profiles, ensure that you have a **fedex.com** shipping profile.

International Tools: FedEx Export AgentFileSM
Electronic Export Information [Logout](#)

① Start filing ② Shipment Data ③ Products ④ Submit information ⑤ Confirmation **Help**

Asterisk(*) indicates required fields.
Please note: For shipping labels that are prepared online using FedEx Ship Manager at fedex.com, the number of commodities cannot exceed 99.

Product 1

Commodity information

Product profile: Please select

* Schedule B commodity code:

* Schedule B description:

* Quantity:

* Unit of measure: Please select

* Weight and value are both specified: as totals per unit

* Shipping weight: lbs.

Total shipping weight: lbs.

* Commodity value: USD

Total value for customs: USD

* Country of manufacture: UNITED STATES

This commodity is traveling on a license exception or a license issued by the Department of Commerce: Yes No

This commodity is subject to ITAR and exempt from licensing requirements: Yes No

Save/update product profile: as

Step 1: Enter and File EEI Data

Products

2 Schedule B Commodity Code

- Click **Get code**.
- Enter the code or description that is available, such as the first 5 digits of the code.
- Click **Search**.

Note: Only click **Search** one time. There may be a slight delay before the results display.

3 Schedule B Commodity Description

When you receive the code results, click the appropriate Schedule B code to automatically populate the Schedule B description, Schedule B commodity code and Unit of Measure.

4 Quantity

Specify the total number of units you are shipping of this commodity. The number of units should correspond to the unit of measure, such as 1 dozen or 5 liters.

5 Unit of Measure

Unit of Measure is filled in from the Schedule B lookup.

Did You Know?

Shipment delays result from customs stopping a shipment because the commodity description does not match the Schedule B code. This lookup tool eliminates the risks of those delays!

Schedule B Code Search

Schedule B Code Search

Schedule B codes are used in the US to catalog and describe export products for tariff and regulatory purposes.

Enter a product description or Schedule B number for which to search.

Schedule B Code Results

Schedule B codes are used in the US to catalog and describe export products for tariff and regulatory purposes.

36 results returned for 84073

To continue, click the Schedule B Number that best matches your commodity.

Schedule B code	Description
8407310000	SPARK-IGNITION RECIPROCATING PISTON ENGINES OF A KIND USED FOR THE PROPULSION OF VEHICLES OF CHAPTER
8407310040	SPARK-IGNITION RECIPROCATING PISTON ENGINES FOR THE PROPULSION OF VEHICLES OF CHAPTER 87, NOT EXCEED
8407310080	SPARK-IGNITION RECIPROCATING PISTON ENGINES FOR THE PROPULSION OF VEHICLES OF CHAPTER 87, NOT EXCEED
8407321000	SPARK-IGNITION RECIPROCATING PISTON ENGINES EXCEEDING 50 CC BUT NOT EXCEEDING 250 CC, TO BE INSTALLE
8407322000	SPARK-IGNITION PISTON ENGINES EXCEEDING 50 CC BUT NOT EXCEEDING 250 CC, TO BE INSTALLED IN ROAD TRACT
8407322040	SPARK-IGNITION RECIPROCATING PISTON ENGINES EXCEEDING 50 NOT EXCEEDING 250CC, TO BE INSTALLED IN ROAD
8407322080	SPARK-IGNITION RECIPROCATING PISTON ENGINES EXCEEDING 50 NOT EXCEEDING 250CC, TO BE INSTALLED IN ROA
8407325000	SPARK-IGNITION RECIPROCATING PISTON ENGINES EXCEEDING 50 CC BUT NOT EXCEEDING 250 CC, FOR VEHICLES O
8407329040	SPARK-IGNITION RECIPROCATING PISTON ENGINES FOR PROPLUSION OF VEHICLES OF CHAPTER 87, NESOI, EXCEEDI

Step 1: Enter and File EEI Data

Products

6 Weight and Value radial buttons

Indicate whether the weight and value for this commodity is provided as a **total** for this shipment or on a **per unit** basis.

If you select the **as totals** radial button, the product profile is saved as per unit when the shipment weight is converted from lbs to kgs.

7 Shipment Weight

Enter the gross shipping weight for this commodity, including the weight of the packaging. Then select the weight type.

If you select **lbs** as the weight type, the shipment weight is converted to **kgs** when the shipment is submitted for EEI filing. It is also saved in the product profile as kgs.

8 Commodity Value

Enter the selling price or cost (if not sold), including freight, insurance and other charges to U.S. port of export, excluding unconditional discounts and commissions.

Note: Enter the value in whole dollars only.

9 Total Value for Customs

Confirm that the Total value for customs is correct. If this field is not correct, you can adjust your entries in the Quantity or Commodity value fields, or you can select an alternate choice for as totals/per unit in the Weight and value are both specified fields.

10 Country of Manufacture

Select the country where the commodity was originally produced or manufactured.

Since AES only needs to know if the commodities/products were domestic-made or foreign-made, it does not require specific country of manufacture information. For multiple commodities/products, enter the most predominant country of manufacture. FedEx Export AgentFile converts it to the appropriate designation when submitting to AES.

The screenshot shows a web form titled "Commodity information". The form contains the following fields and options:

- Product profile:** A dropdown menu with "Please select" as the current selection.
- Schedule B commodity code:** A text input field with a "Get code" button to its right.
- Schedule B description:** A text input field with up and down arrow buttons on its right side.
- Quantity:** A text input field.
- Unit of measure:** A dropdown menu with "Please select" as the current selection.
- Weight and value are both specified:** Two radio buttons, "as totals" (which is selected) and "per unit".
- Shipping weight:** A text input field followed by a dropdown menu with "lbs." selected.
- Total shipping weight:** A text input field followed by a dropdown menu with "lbs." selected.
- Commodity value:** A text input field followed by "USD".
- Total value for customs:** A text input field followed by "USD".
- Country of manufacture:** A dropdown menu with "UNITED STATES" selected.

Step 1: Enter and File EEI Data

Products

11 License Exception

Since most shipments are usually under a license exception, no license required indicator or on a Commerce license, the default selection is **Yes**.

For example, Yes is appropriate if the commodity is traveling:

- Under the No License Required (NLR) designator.
- On a type of license exception.
- On a license issued by the Department of Commerce, Bureau of Industry and Security (BIS).

If Yes is not correct, select **No**.

12 Complete the ECCN and Export Information code.

The sample screen below shows a typical shipment where the license exception is the NLR indicator and EAR99, which indicates items are subject to the Export Administration Regulations (EAR) but not listed on the Commerce Control List (CCL). The Export Information Code of OS-General Exports is what most commodities fall under.

The screenshot displays a form for entering EEI data. At the top, it asks "This commodity is traveling on a license exception or a license issued by the Department of Commerce" with radio buttons for "Yes" (selected) and "No". Below this are several fields: "License exception symbol" (dropdown menu), "* License exception symbol" (dropdown menu showing "NLR - No License Required"), "ECCN" (text field showing "EAR99"), "* Export information code" (dropdown menu showing "OS - General exports (all others)"), and "Save/update product profile" (checkbox checked) followed by a text field containing "INTEGRATED CIRCUITS". At the bottom, there are three buttons: "Add another product", "Done", and "Cancel product".

Step 1: Enter and File EEI Data

Products

13 ITAR Exemption

If the commodity is subject to the International Traffic in Arms Regulations (ITAR) but does not require a Department of State license, an ITAR exemption citation from the regulations is required.

If you click **Yes**, additional required fields display.

- 14 If your shipment includes additional commodities, click **Add another product** and complete the commodity details.

15 Save/Update Product Profile

Check **Save/update product profile** to save new or modified profiles.

- 16 When you finish entering product profiles for the shipment, click **Done**.

Helpful Hint

Enter all commodities for the shipment. Commodity information can be passed to FedEx Ship Manager so you do not have to enter it twice.

This commodity is traveling on a license exception or a license issued by the Department of Commerce Yes No

This commodity is subject to ITAR and exempt from licensing requirements Yes No

[^] DDTC ITAR exemption number

[^] DDTC registration number

[^] DDTC significant military equipment (SME) indicator Yes No

[^] DDTC USML category code

[^] DDTC unit of measure

[^] DDTC quantity

[^] DDTC eligible party certification indicator Yes No

[^] Export information code

ECCN

Save/update product profile as

Step 1: Enter and File EEI Data

Submit Information

- 1 Review your shipment details before submitting the EEI for FedEx to file.
- 2 To modify information, click **Edit** and enter your changes in the applicable section.
- 3 To delete a commodity, click **Delete**.
- 4 If you do not want to submit the shipment contents, click **Cancel this filing** at the bottom of the screen.
- 5 To submit the data to FedEx so that FedEx files the EEI for you, click **File My EEI**.

File My EEI

If you do not click **File My EEI**, your filing process is stopped.

International Tools: FedEx Export AgentFileSM Logout
Electronic Export Information Printable Version

① Start filing ② Shipment data ③ Products ④ **Submit information** ⑤ Confirmation

Please review the information below which you have provided for your shipment.

(A charge of \$10 will be applied to your FedEx account) **File My EEI** **Cancel this filing**

Shipment Details

Your profile information		Carrier data	
Your FedEx account	410219565	Port of export code	2095
Shipping solution profile	fedex.com - username: L3B43edjul236	Mode of transportation	40
Your email address	raju.baligolla@mphasis.com	Conveyance name	FEDEX
Additional email 1	raju.baligolla@mphasis.com	Carrier identification	FX
Additional email 2	raju.baligolla@mphasis.com	Foreign port of unloading	
Tax ID/EIN	123654789	Date of export	Sep/16/2008

Edit

Sender information		Recipient information	
Exporter company name	ANITHA	Ultimate consignee company name	456
Exporter contact name	ANITHA	Ultimate consignee contact name	456
Address 1	ANITHA	Address 1	456
Address 2	ANITHA	Address 2	456
City	ANITHA	City	456
State	TN	State/Province	
ZIP	38017	ZIP/Postal Code	
Telephone number	9823456789	Country	AFGHANISTAN
		Telephone number	2583698740

Edit

Commodity information 1			
Schedule B commodity code	2007911000	Value for customs	USD 2800 (per unit)
Schedule B description	CITRUS FRUIT PASTES AND PUREES, COOKED PREPARATION, WHETHER OR NOT SWEETENED	Country of manufacture	UNITED STATES
Quantity	2	Export Information Code	OS
Unit of measure	Kilograms	AES License Type	C35
Shipping weight	90 kg (per unit)	Export Class Control Number	1A234

Delete **Edit**

(A charge of \$10 will be applied to your FedEx account) **File My EEI**

The shipping weight is converted to kgs because the government's system requires kgs.

Step 1: Enter and File EEI Data

Written Authorization

Next, authorize FedEx Express to act as your EEI filing agent.

- 1 Read the EEI Agent Filing Terms and Conditions on your screen then click **I accept**. The Confirmation screen displays.
- 2 If you do not agree to the Terms and Conditions, click **I decline**. You return to the FedEx Export AgentFile homepage, and all shipment data is lost for this shipment.

FedEx.

International Tools: FedEx Export AgentFileSM
Electronic Export Information

Written authorization

In order to authorize FedEx Express to act as your EEI filing agent, please read the following Terms and Conditions.

Avoid this step in the future by giving FedEx [Power of Attorney](#).

Electronic Export Information (EEI) Agent Filing - Terms and Conditions Section 1. EEI Preparation and Filing. a) In accordance with the EEI Shipper's Letter of Instruction (SLI), Customer, as the U.S. Principal Party in Interest (USPPI) authorizes FedEx to prepare and file the EEI and/or electronic equivalents with the U.S. Government's Automated Entry System (AES) as required by applicable U.S. laws and regulations. Such preparation and filing shall be based solely on information that the customer provides, with the exception of the following data elements which shall be provided by FedEx:

I certify that all statements and information contained are true and correct, authorize FedEx Express to act as our agent for the purpose of filing the Electronic Export Information information to the AES, and agree to the Electronic Export Information Agent Filing Terms and Conditions.

Print

Step 1: Enter and File EEI Data

Confirmation

The Confirmation screen confirms that your EEI filing has been submitted to the U.S. Government's Automated Export System (AES).

- 1 Note the Shipment Reference Number (SRN) for future reference.
- 2 If you have additional EEIs to file, click **File another EEI**.
- 3 Continue on the following page of this guide to receive the ITN for your shipment.

From the Confirmation screen, you can:

- Check for updates.
- View your EEI Filing Activities.
- File another EEI.
- Go back to Global Trade Manager home.

The screenshot shows the 'Electronic Export Information' confirmation page. At the top, it says 'International Tools: FedEx Export AgentFile SM'. Below that is the title 'Electronic Export Information' and a 'Logout' link. A navigation bar contains five steps: 1 Start filing, 2 Address, 3 Products, 4 Submit information, and 5 Confirmation (which is highlighted). The main content area is titled 'Filing submitted' and contains the following text: 'Your EEI filing has been submitted to the US Government's Automated Export System. A response should be received within 5 minutes, however, in some cases it might take longer until a response is received.' Below this is the 'Shipment Reference Number: 08090230010'. Under the heading 'You can', there is a bullet point: 'Check for updates: [See if a response has been received from AES](#)'. Under the heading 'Or you can', there are three bullet points: 'View the AES exemption response in your EEI Filing Activities at any time after it is received', 'File another EEI', and 'Go back to Global Trade Manager home'. A 'Printable Version' link is also visible in the top right corner.

Step 1: Enter and File EEI Data

View EEI Filing Activities

- 1 To view the status of the EEI, click the **View the AES exemption response in your EEI Filing Activities at any time after it is received** link at the bottom of the Confirmation screen.
- 2 Check the status of an EEI that you have already submitted by looking under the Status/AES exemption number column.
- 3 If you have completed filing your EEIs and have received an ITN for each EEI filed, proceed to *Step 2: Download EEI Data*.

EEIs Filed in the Past 45 Days

The Your EEI filing activities screen displays EEIs filed within the past 45 days.

The status of the filing appears in the Status/AES exemption number column. If an ITN has been assigned, the ITN displays in the Status column.

You can

- Check for updates: [See if a response has been received from AES](#)

Or you can

- [View the AES exemption response in your EEI Filing Activities at any time after it is received](#)
- [File another EEI](#)
- [Go back to Global Trade Manager home](#)

Your EEI filing activities						
The following list contains EEI filings you have processed using this FedEx EEI filing tool in the past 45 days. You can view details, cancel or modify each filing by selecting a record and then clicking the appropriate button below.						
						<< Previous 1 Next >>
	Status/AES exemption number	Filing date	Recipient	Destination	Shipment reference number	Shipping solution profile
<input type="radio"/>	Filing Canceled	Sep/11/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAAAYN CIBLE IND PARK, 48091, IL	080911317	087004
<input type="radio"/>	Filing Canceled	Sep/10/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAAAYN CIBLE IND PARK, 48091, IL	0809101036	087004
<input type="radio"/>	Filing Canceled	Sep/09/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAAAYN CIBLE IND PARK, 48091, IL	0809092513	087004
						<< Previous 1 Next >>
					<input type="button" value="Cancel This Filing"/> <input type="button" value="View Filing Details"/>	

Step 1: Enter and File EEI Data

Review Filing Status

You can cancel or modify an EEI filing from the Your EEI filing activities screen.

- 1 Click the radial button to select the entry.
- 2 To cancel the filing, click **Cancel This Filing**.

Errors Received

If the status is Errors Received, click **Errors Received**. Review the error(s), make corrections and resubmit the filing.

Pending Status

To receive the latest status from AES, click your browser refresh icon to refresh the screen.

If you have been in Pending status for 15 minutes, call FedEx International Customer Service at **1.800.GoFedEx 1.800.463.3339**.

When you call, have your shipment reference number available. Inform the agent that you are using the FedEx Export AgentFile EEI process and that you need to check the status of an EEI filing.

A Pending status may mean one of the following:

- Delay in AES processing.
- Data error that needs your correction before submitting to AES.
- FedEx is correcting data errors before submitting to AES.
- Denied or restricted party screening is in process.
- Record was corrected but **File My SED** was not clicked.

Your EEI filing activities						
The following list contains EEI filings you have processed using this FedEx EEI filing tool in the past 45 days. You can view details, cancel or modify each filing by selecting a record and then clicking the appropriate button below.						
<< Previous 1 Next >>						
	Status/AES exemption number	Filing date	Recipient	Destination	Shipment reference number	Shipping solution profile
<input type="radio"/>	Filing_Canceled	Sep/11/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAA'YIN CIBLE IND PARK, 48091, IL	080911317	087004
<input type="radio"/>	Filing_Canceled	Sep/10/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAA'YIN CIBLE IND PARK, 48091, IL	0809101036	087004
<input type="radio"/>	Filing_Canceled	Sep/09/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAA'YIN CIBLE IND PARK, 48091, IL	0809092513	087004
<< Previous 1 Next >>						
				<input type="button" value="Cancel This Filing"/>	<input type="button" value="View Filing Details"/>	

Step 1: Enter and File EEI Data

Print EEI Filing Information

It is recommended that you print a copy of your EEI filing. To print a copy, follow these steps:

- 1 Click the radial button.
- 2 Click **View Filing Details**.
- 3 Click **Printable Version** located in the upper right of the screen.
- 4 Click the browser printer icon.


FedEx Export AgentFile displays information for all EEIs filed in the past 45 days. There is an additional charge if you request a report of EEI data older than 45 days. Please retain a copy for your records before the 45-day deadline.

If you need additional reporting help, call FedEx International Customer Service at **1.800.GoFedEx 1.800.463.3339**. When you call, have your shipment reference number available and inform the agent that you are using the FedEx Export AgentFile EEI process.

Click **Printable Version** to print a copy of the EEI filing activities.

International Tools: FedEx Export AgentFile SM

Electronic Export Information [Logout](#)

[File a new EEI](#)
 [Printable Version](#)

Your EEI filing activities

The following list contains EEI filings you have processed using this FedEx EEI filing tool in the past 45 days. You can view details, cancel or modify each filing by selecting a record and then clicking the appropriate button below.

<< Previous 1 Next >>

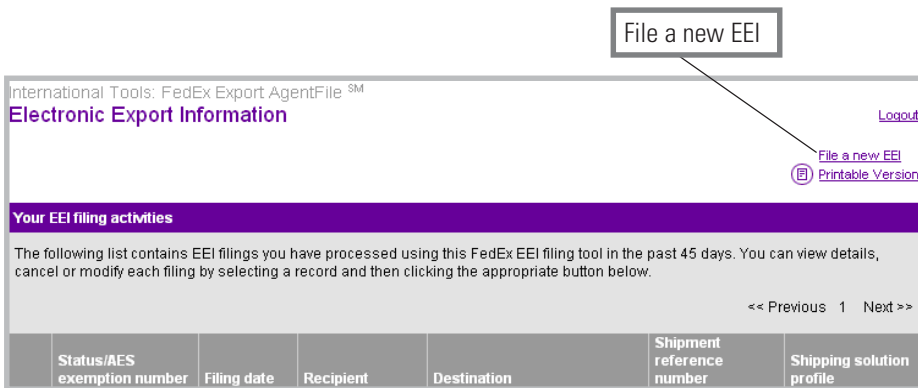
	Status/AES exemption number	Filing date	Recipient	Destination	Shipment reference number	Shipping solution profile
<input type="radio"/>	Filing Canceled	Sep/11/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAAAYN CIBLE IND PARK, 48091, IL	080911317	087004
<input type="radio"/>	Filing Canceled	Sep/10/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAAAYN CIBLE IND PARK, 48091, IL	0809101036	087004
<input type="radio"/>	Filing Canceled	Sep/09/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAAAYN CIBLE IND PARK, 48091, IL	0809092513	087004

<< Previous 1 Next >>

Step 1: Enter and File EEI Data

File Additional EEIs

- If you are on the Your EEI filing activities screen and want to file additional EEIs, click **File a new EEI**.
- If you are on the Confirmation screen, click **File another EEI**.



International Tools: FedEx Export AgentFile SM

Electronic Export Information [Logout](#)

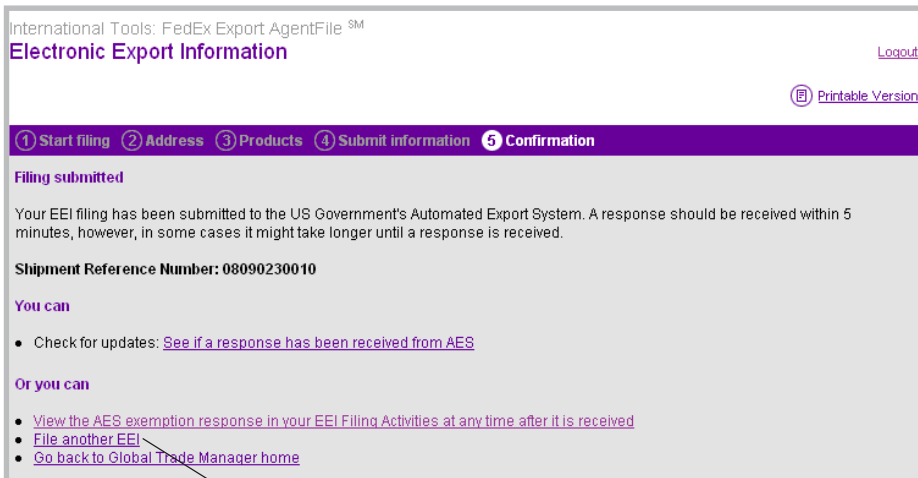
[File a new EEI](#)
[Printable Version](#)

Your EEI filing activities

The following list contains EEI filings you have processed using this FedEx EEI filing tool in the past 45 days. You can view details, cancel or modify each filing by selecting a record and then clicking the appropriate button below.

<< Previous 1 Next >>

Status/AES exemption number	Filing date	Recipient	Destination	Shipment reference number	Shipping solution profile
-----------------------------	-------------	-----------	-------------	---------------------------	---------------------------



International Tools: FedEx Export AgentFile SM

Electronic Export Information [Logout](#)

[Printable Version](#)

1 Start filing 2 Address 3 Products 4 Submit information 5 Confirmation

Filing submitted

Your EEI filing has been submitted to the US Government's Automated Export System. A response should be received within 5 minutes, however, in some cases it might take longer until a response is received.

Shipment Reference Number: 08090230010

You can

- Check for updates: [See if a response has been received from AES](#)

Or you can

- [View the AES exemption response in your EEI Filing Activities at any time after it is received](#)
- [File another EEI](#)
- [Go back to Global Trade Manager home](#)

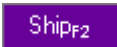
Step 2: Download EEI Data

FedEx Ship Manager Settings

FedEx Export AgentFile works seamlessly with FedEx Ship Manager by downloading the EEI needed for your shipment.

To download information, first you must update the FedEx Ship Manager settings. You only need to do this once.

- 1 If you are logged into FedEx Ship Manager, click the **Ship** button at the top of the screen. If not, launch FedEx Ship Manager.



- 2 Select **System Settings** from the Customize menu.
- 3 Select your system number and click **Modify**.

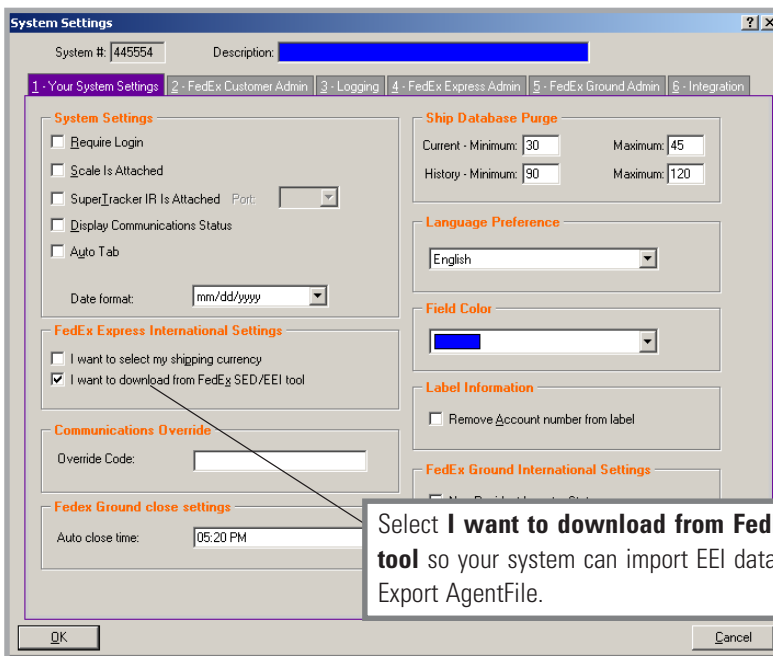
- 4 On the first tab, 1-Your System Settings, select **I want to download from FedEx SED/EEI tool**. Click **OK**. Then click **Close** on the System/Account screen.

When you finish updating System Settings, the Get SED/EEI Data button displays at the top of the Shipment details screen.



Important: If you are using a dial-up connection for Internet access, you must disconnect from **fedex.com** before attempting to download your EEI data.

- 5 If you are connected to **fedex.com**, select **fedex.com** from the main menu.
- 6 Select **Disconnect** from the drop-down menu.



Step 2: Download EEI Data

Import EEI Data

Once the Get SED/EEI Data button displays on your FedEx Ship Manager screen and the ITN is ready to download from FedEx Export AgentFile, you are ready to print the shipping label.

Follow these steps to import the ITN and all shipment information to FedEx Ship Manager.

- 1 Click the **Get SED/EEI Data** button on the Shipment details screen.
- 2 If the ITN appears on the SED Information screen, highlight the ITN and click **Select**. Then go to step 5.
- 3 If the ITN does not appear on the SED Information screen, click **Download SED data now**. If you receive a message stating no information is available, your EEI record may still be pending.

- 4 Highlight the ITN on the SED Information screen and click **Select**.
- 5 Select the Service type and enter the remaining information that was not downloaded to your shipping screen.
- 6 Enter the Bill Duties/Taxes information when prompted.
- 7 If a date displays in the License Expiration date field and the shipment does not require a license, delete this date.
- 8 Click **Ship** to complete your shipment.

The screenshot shows the FedEx Ship Manager interface. The 'Get SED/EEI Data' dialog box is open, displaying the 'SED Information' window. The 'SED Information' window contains a table with the following columns: Create date/Time, Modify date/Time, SRN, ITN, Recipient name, Recipient Country, and Commodity. Below the table are sections for 'Recipient details' and 'Commodity details'. The 'Recipient details' section includes fields for Company name, Address 1, Address 2, City, State, Postal code, and Phone. The 'Commodity details' section includes fields for Number of units, Unit of measure, Unit value, Total customs value, Total commodity weight, Country of manufacture, Harmonized code, and Total number of commodities. At the bottom of the 'SED Information' window are buttons for 'Select', 'Download SED data now', 'Delete', and 'Cancel'.

Notes

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EEl Quick Check Tool

Do I need an EEl?

To help determine if your shipment requires an EEl, follow the steps below. Please note that this quick determination tool is provided for your convenience and accuracy cannot be guaranteed.

- 1 Go to **fedex.com/us/eei**. The FedEx International Tools screen displays.
- 2 Click the **EEl Quick Check** link on the left.

Note that if you are not logged in to FedEx Export AgentFile, enter your user ID and password, then click **Check to see if your shipment needs an EEl** to access the EEl Quick Check tool.

- 3 Complete the information and click **Submit**. The results display on the right.

Quick Check results

International Tools: FedEx Export AgentFileSM

EEl Tools and Information

- [EEl what's new](#)
- [EEl changes to FAQ](#)
- [EEl carrier data info](#)
- [About EEl](#)
- [EEl quick check](#)

EEl quick check

Use this tool to quickly check whether an EEl might be required for a particular shipment.

Origin country: UNITED STATES

Destination country: CANADA

Total value of highest-valued commodity shipped to the same recipient on the same day: 3200 US\$

Commodity requires an export license or permit or is subject to an ITAR: Yes No

[Submit](#)

Please note that this is only a quick determination tool provided for your convenience, and accuracy cannot be guaranteed. For the most common additional requirements see below or [click here](#).

An EEl might also be required for shipments

From	To	When
Puerto Rico or the U.S. or the U.S. Virgin Islands	Canada	The shipment is for storage in Canada but ultimately destined for third countries and the specific country of destination being unknown at the time of export to Canada if any single HS/Schedule B commodity number is greater than \$2500 and sent from one USPPI to one consignee on the same day.
Puerto Rico or the U.S.	Foreign countries	Commodity requires an export license or permit (e.g.

Mexican States and Codes

Aguascalientes - **AG**
Baja California - **BC**
Baja California Sur - **BS**
Campeche - **CM**
Chiapas - **CS**
Chihuahua - **CH**
Coahuila - **CO**
Colima - **CL**
Distrito Federal- **DF**
Durango - **DG**
Guanajuato - **GT**
Guerrero - **GR**
Hidalgo - **HG**
Jalisco - **JA**
Mexico - **MX**
Michoacan - **MI**
Morelos - **MO**
Nayarit - **NA**
Nuevo Leon - **NL**
Oaxaca - **OA**
Puebla - **PU**
Queretaro - **QT**
Quintana Roo - **QR**
San Luis Potosi - **SL**
Sinaloa - **SI**
Sonora - **SO**
Tabasco - **TB**
Tamaulipas - **TM**
Tlaxcala - **TL**
Veracruz - **VE**
Yucatan - **YU**
Zacatecas - **ZA**

Acronyms

AES	Automated Export System	POE	Port of Export
AWB	Air waybill	POF	Proof of Filing
BIS	Bureau of Industry and Security	SED	Shipper's Export Declaration
CCL	Commerce Control List	SME	Significant Military Equipment
DDTC	Directorate of Defense Trade Controls	SRN	Shipment Reference Number
DEA	Drug Enforcement Administration	SSN	Social Security Number
EAR	Export Administration Regulations	USPPI	United States Principal Party in Interest
ECCN	Export Control Classification Number		
EI	Electronic Export Information		
EIN	Employer Identification Number		
FICE	FedEx International Controlled Export		
FPPI	Foreign Principal Party in Interest		
FTR	Foreign Trade Regulations		
FTZ	Foreign Trade Zone		
HTS	Harmonized Tariff Schedule		
IATA	International Air Transport Association		
ITAR	International Traffic in Arms Regulations		
ITN	Internal Transaction Number		
LAN	Local Area Network		
NLR	No License Required		
ODTC	Office of Defense Trade Controls		
OEE	Office of Export Enforcement		
OFAC	Office of Foreign Assets Control		

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