



How to Enter EEI/SED on fedex.com

➤ Step by Step

1. To begin, determine if your shipment requires an Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption.

The screenshot displays the FedEx shipping interface. At the top, a 'Totals' summary shows 3000 USD, 1 unit, and 10 lbs. Below this is the 'Total Shipment Details' section with input fields for 'Shipment weight' (10.0 lbs) and 'Total carriage value' (3,000 US Dollars). The main content area is divided into several sections:

- 7. Customs Documentation:** Includes a checkbox for 'Create Packing List'.
- 8. Electronic Export Information:** Contains two radio button options. The second option, 'My shipment contents require an Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption?', is selected and highlighted by a purple arrow. Below this is a 'Destination Control Statement' section with a dropdown menu set to 'Department of Commerce'.
- Advisories (optional):** A section for reviewing regulatory advisories.
- 9. Continue your Shipment:** Includes a checkbox for 'Create a Shipment Profile' and buttons for 'Save for later' and 'Ship'.

The browser's address bar at the bottom shows 'Internet'.

2. Indicate if you will file using AES Direct, if you want FedEx as your EEI/SED Agent, or if you have already filed or will file Post Departure.

Note: There will be a demonstration of each EEI/SED filing option. Please click *Next* at the top left of your screen if you wish to move ahead.

The screenshot displays a web-based shipping interface. At the top left, a 'Totals' summary shows 3000 USD, 1 unit, and 10 lbs. Below this is a 'Total Shipment Details' section with input fields for 'Shipment weight' (10.0 lbs) and 'Total carriage value' (3,000 US Dollars). To the right, a 'Calculate' button is available. The main content area is divided into sections: '7. Customs Documentation' with a 'Create Packing List' checkbox, and '8. Electronic Export Information' which is the active section. It contains radio buttons for 'No EEI/SED required' and 'My shipment contents require an Electronic Export Information (EEI) Declaration, US Department of Commerce Export License or an ITAR exemption?'. The second option is selected. Below it is a dropdown menu for '* EEI/SED Filing Option' with a list of choices: 'I will file using AES Direct', 'FedEx is my EEI/SED Agent', and 'I have already filed or will file Post Departure'. A 'Destination Control' section is partially visible. At the bottom, there is an 'Advisories (optional)' section and a '9. Continue your Shipment' button. The browser's address bar shows 'Internet'.



3. Choose *I will file using AES Direct* if you want to self-file the EEI/SED.

Totals 3000 USD 1 10 lbs

Click calculate to get estimated duty and taxes [Calculate](#)

7. Customs Documentation [Help](#) [Hide](#)

Customs documentation may be required for this shipment. You may print the FedEx-generated documentation for Customs Clearance. [?](#)

Create Packing List [?](#)

8. Electronic Export Information [Help](#) [Hide](#)

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required:

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption?**

* EEI/SED Filing Option: [Select](#)

Destination Control

DCS type: [Select](#)

Advisories (optional) [Help](#) [Edit](#)

Review regulatory advisories related to your shipment.

9. Continue your Shipment [Help](#)

4. Click the *Submit EEI to AES Weblink* button to enter the AES government site. (Note: You can skip the next step if your company has been granted Post Departure privileges.)

Totals 3000 USD 1 10 lbs

Click calculate to get estimated duty and taxes [Calculate](#)

7. Customs Documentation [Help](#) [Hide](#)

Customs documentation may be required for this shipment. You may print the FedEx-generated documentation for Customs Clearance. [?](#)

Create Packing List [?](#)

8. Electronic Export Information [Help](#) [Hide](#)

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required:

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption?**

* EEI/SED Filing Option: [I will file using AES Direct](#)

Step 1

[Submit EEI to AES weblink](#)

[AES Direct Homepage](#) | [AES Weblink Login](#) | [Help](#)

Step 2

* AES citation type: [Select](#)

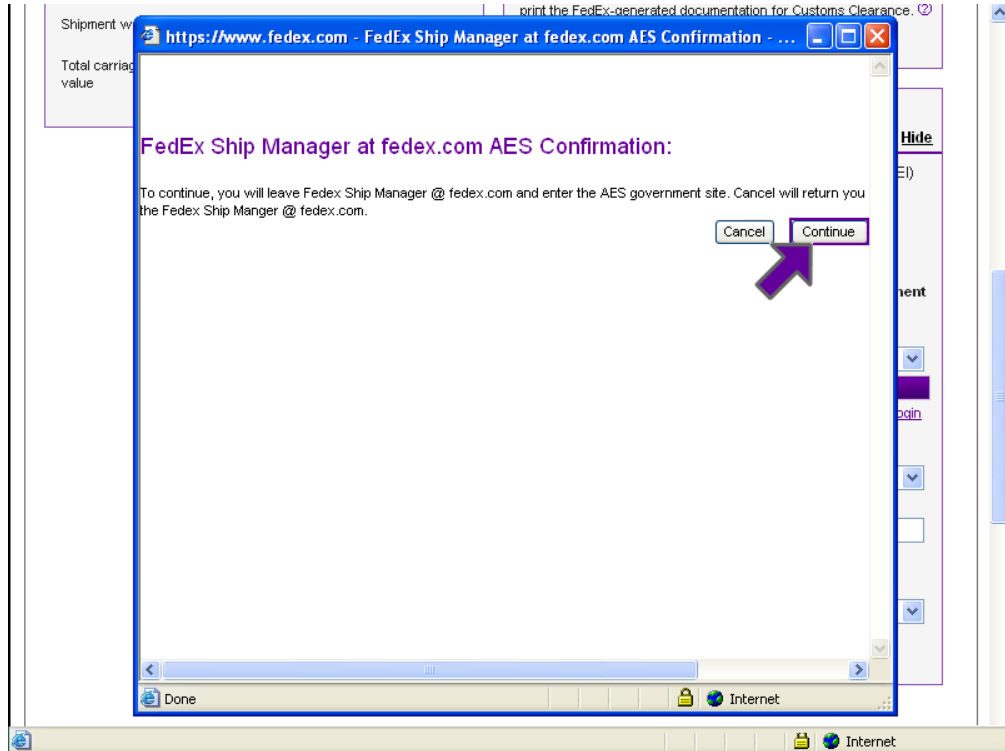
Step 3

* AES citation: AES

Destination Control Statement

DCS type: [Department of Commerce](#)

5. You will now be transferred to the AES government site. Click the **Continue** button to access the web-based AES Direct application. Enter your user ID and password to gain access to the AES Direct application. The sender, recipient and commodity information transfers from FedEx Ship Manager into AES Direct. Complete the other required information and then click **Check and Send**. A “SUCCESS” message will pop up when the EEI/SED has is successfully submitted. Then wait for AES to return the Internal Transaction Number (ITN) before returning to FedEx Ship Manager. The ITN will be returned via email or you can use the RETRIEVE feature in AES Direct to get the ITN.



- Once you received the ITN, return to FedEx Ship Manager and select **Pre-Departure ITN** in the **AES citation type** dropdown.

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required:

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption?**

* EEI/SED Filing Option: I will file using AES Direct

Step 1 Submit EEI to AES weblink
[AES Direct Homepage](#) | [AES Weblink Login](#) | [Help](#)

Step 2 * AES citation type: Select

Step 3 * AES citation: AES
 Pre-Departure ITN (selected)
 Post-Departure
 AES Direct

Destination Control Statement
 DCS type: Department of Commerce

Advisories (optional) Help Edit
 Review regulatory advisories related to your shipment.

9. Continue your Shipment Help

- Select **Post Departure** if your company has been granted Post Departure privileges.

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required:

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption?**

* EEI/SED Filing Option: I will file using AES Direct

Step 1 Submit EEI to AES weblink
[AES Direct Homepage](#) | [AES Weblink Login](#) | [Help](#)

Step 2 * AES citation type: Pre-Departure ITN

Step 3 * AES citation: AES
 Pre-Departure ITN (selected)
 Post-Departure
 AES Direct

Destination Control Statement
 DCS type: Department of State

* DOS recipient: Robert Erikson

* DOS country: Austria (selected)
 Azerbaijan
 Bahamas
 Bahrain
 Bangladesh
 Barbados
 Barbuda(Antigua)
 Belarus
 Belgium
 Benin

8. If in the rare event that the government’s AES system is down for any extended period of time, and you are unable to receive your ITN in a timely manner to complete your shipping transaction and AES has advised that the Downtime citations can be used, you may select **AES Downtime** in the **AES citation type** dropdown and enter the AES Downtime Citation instead of the Pre-Departure ITN in the **AES citation** field. However, the SED/EEI filing must be completed and an ITN returned as soon as AES is up and running again. The AES Downtime Citation is entered in this format “AESDOWN NNNNNNNNNXXX MM/DD/YYYY” (NNNNNNNNNNXXX = EIN + suffix , MM/DD/YYYY = Date of Departure)

Total carriage value: 3,000 US Dollars

8. Electronic Export Information [Help](#) [Hide](#)

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required:

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption?**

* EEI/SED Filing Option: I will file using AES Direct

Step 1 [Submit EEI to AES weblink](#)
[AES Direct Homepage](#) | [AES Weblink Login Help](#)

Step 2

* AES citation type: Pre-Departure ITN

Step 3

* AES citation: **AES Downtime**

Destination Control Statement

DCS type: Department of State

* DOS recipient: Robert Erikson

* DOS country: Austria

9. Enter your Pre-Departure ITN in the *AES citation* field.

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required.

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License** or an **ITAR exemption?**

* EEI/SED Filing Option: I will file using AES Direct

Step 1 Submit EEI to AES weblink
[AES Direct Homepage](#) | [AES Weblink Login Help](#)

Step 2 * AES citation type: Pre-Departure ITN

Step 3 * AES citation: AES

Destination Control Statement

DCS type: Department of State

* DOS recipient: Robert Erikson

* DOS country: Austria

10. Choose **FedEx as your EEI/SED Agent** if you want FedEx to file the EEI/SED for you.

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required.

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License** or an **ITAR exemption?**

* EEI/SED Filing Option: Select

Destination Control Statement

DCS type: Department of State

* DOS recipient: Robert Erikson

* DOS country: Austria

Advisories (optional) [Help](#) [Edit](#)
Review regulatory advisories related to your shipment.

9. Continue your Shipment

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

[Save for later](#) [Ship](#)

11. Click the **Go to FedEx Agent Filing Tool** button.

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required.

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption?**

* EEI/SED Filing Option: FedEx is my EEI/SED Agent

Step 1

Go to FedEx Agent Filing Tool

Step 2

* AES citation type: Pre-Departure ITN

Step 3

* AES citation: AES

Destination Control Statement

DCS type: Department of Commerce

Advisories (optional)

Review regulatory advisories related to your shipment.

9. Continue your Shipment

12. You will now be transferred to the FedEx EEI page on fedex.com. Complete and submit the required information. You will then receive two emails. One email confirms that FedEx has received your EEI/SED record and provides a Reference # for that submission. A second email with the ITN will be sent later after the record is submitted from FedEx to AES and FedEx receives back the ITN from AES.

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required.

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption?**

* EEI/SED Filing Option: FedEx is my EEI/SED Agent

Step 1

Go to FedEx Agent Filing Tool

Step 2

* AES citation type: Pre-Departure ITN

Step 3

* AES citation: AES

Destination Control Statement

DCS type: Department of Commerce

Advisories (optional)

Review regulatory advisories related to your shipment.

9. Continue your Shipment

13. When you have the ITN, return back to FedEx Ship Manager and select *Pre-Departure ITN* in the *AES citation type* dropdown.

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required:

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License** or an **ITAR exemption?**

* EEI/SED Filing Option: FedEx is my EEI/SED Agent

Step 1
[Go to FedEx Agent Filing Tool](#)

Step 2
* AES citation type: Pre-Departure ITN

Step 3
* AES citation: AES

Destination Control Statement
DCS type: Department of Commerce

Advisories (optional)
Review regulatory advisories related to your shipment.

9. Continue your Shipment

14. Enter your Pre-Departure ITN in the *AES citation* field.

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required:

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License** or an **ITAR exemption?**

* EEI/SED Filing Option: FedEx is my EEI/SED Agent

Step 1
[Go to FedEx Agent Filing Tool](#)

Step 2
* AES citation type: Pre-Departure ITN

Step 3
* AES citation: AES

Destination Control Statement
DCS type: Department of Commerce

Advisories (optional)
Review regulatory advisories related to your shipment.

9. Continue your Shipment

15. Choose ***I have already filed or will file Post Departure*** if you have already filed and have a Pre-Departure ITN or if you have been granted Post Departure privileges and will file later within the allotted timeframe.

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required:

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption?**

* EEI/SED Filing Option: Select

- Select
- I will file using AES Direct
- FedEx is my EEI/SED Agent
- I have already filed or will file Post Departure**

Destination Control Statement
DCS type: Department of Commerce

Advisories (optional)
Review regulatory advisories related to your shipment.

9. Continue your Shipment

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

Save for later Ship

16. Select ***Pre-Departure ITN*** in the **AES citation type** if you have already filed.

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required:

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption?**

* EEI/SED Filing Option: I have already filed or will file Post Depa

Step 1

* AES citation type: Select

Step 2

* AES citation: Pre-Departure ITN

Destination Control Statement
DCS type: Department of Commerce

Advisories (optional)
Review regulatory advisories related to your shipment.

9. Continue your Shipment

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

Save for later Ship

17. Or choose **Post Departure** in the **AES citation type** if your company has been granted Post Departure privileges and will file later within the allotted timeframe.

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required:

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption?**

* EEI/SED Filing Option: I have already filed or will file Post Depts

Step 1

* AES citation type: Select

Step 2

* AES citation: AES

Destination Control Statement

DCS type: Department of Commerce

Advisories (optional)

Review regulatory advisories related to your shipment.

9. Continue your Shipment

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

Save for later Ship

18. Enter your Pre-Departure ITN in the **AES citation** field.

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required:

My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption?**

* EEI/SED Filing Option: I have already filed or will file Post Depts

Step 1

* AES citation type: Pre-Departure ITN

Step 2

* AES citation: AES

Destination Control Statement

DCS type: Department of State

* DOS recipient: Robert Erikson

* DOS country: Austria

Austria
Azerbaijan
Bahamas
Bahrain
Bangladesh
Barbados
Barbuda(Antigua)
Belarus
Belgium
Benin



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