

# **FedEx EEI Filing Options Guide**

**EEI Self-filing Setup and Instructions**

**EEI Agent-filing Setup and Instructions**

**August 2010**

**Version 3.0 or higher**

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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 Oct. 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 in the U.S. and Canada, call **1.877.FDX Assist 1.877.339.2774** (say “**FedEx Ship Manager Software**”).

## Help Links

- Select **Help Topics** from the Help drop-down menu or click underlined (hyperlinked) field names.

## Websites

- 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® Software 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 Software 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 Software 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**.

## Contents

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<b>Self-filing Setup Instructions</b>	<b>7</b>
Self-file Flowchart	8
Recommended Self-filing Process	9
AESDirect Registration	10
Alternate Self-filing Process	11
<b>Self-filing Instructions</b>	<b>13</b>
Step 1: Enter Shipment Information	14
Step 2: Send Information to AESDirect	16
Step 3: Finish Your Shipment	17
<b>Agent-filing Setup Instructions</b>	<b>19</b>
Agent-file Flowchart	20
Recommended Agent-filing Process	21
Step 1: FedEx Online Login Registration	22
Step 2: FedEx Shipping Profile	26
Alternate Agent-filing Process	27
<b>Agent-filing Instructions</b>	<b>29</b>
Step 1: Enter and File EEI Data	30
Log in to FedEx Export AgentFile	30
Shipment Data	32
Products	36
Submit Information	41
Written Authorization	42
Confirmation	43
View EEI Filing Activities	44
Review Filing Status	45
Print EEI Filing Information	46
File Additional EEIs	47
Step 2: Download EEI Data	48
FedEx Ship Manager Software Settings	48
Import EEI Data	49

**Contents**

---

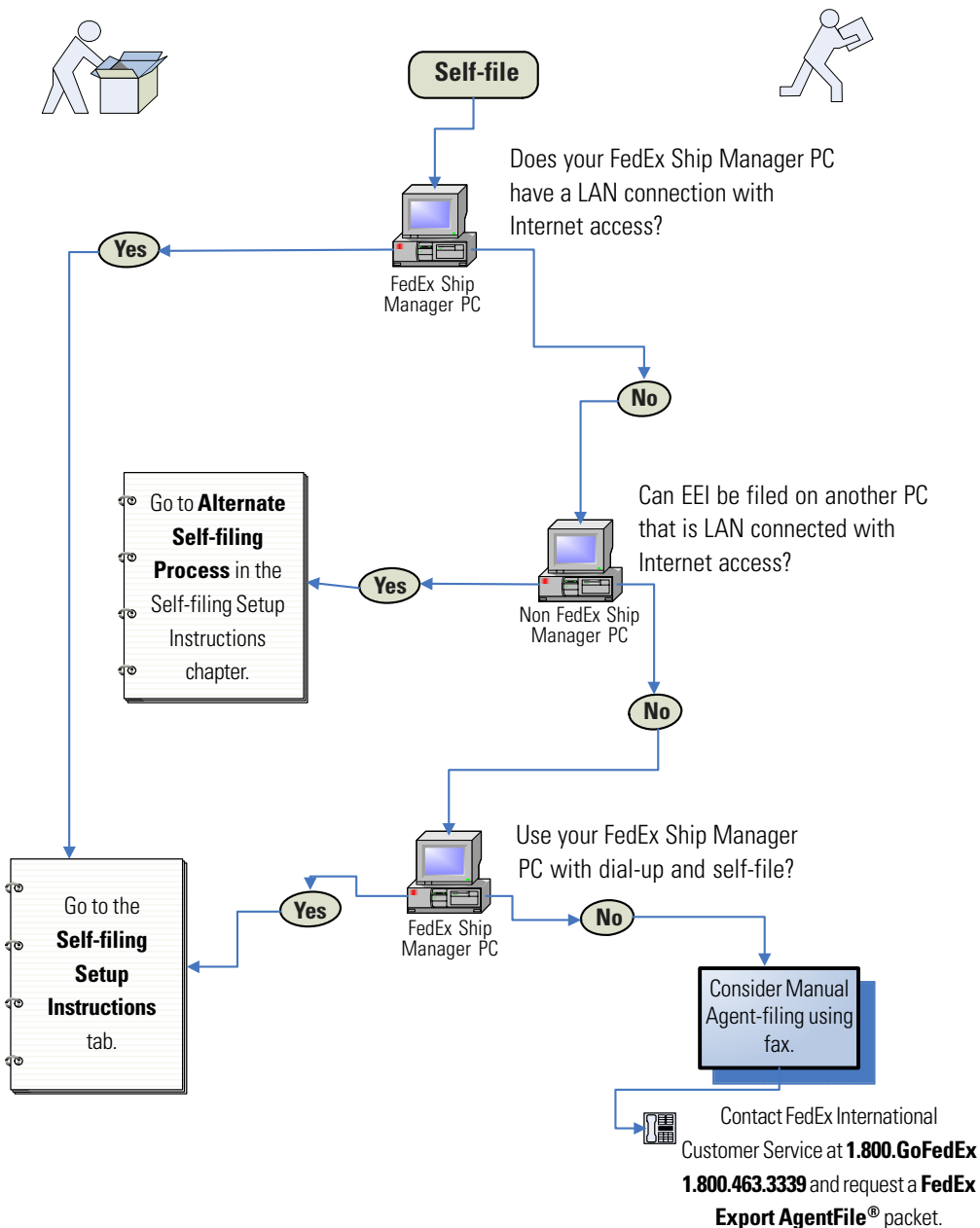
<b>Additional Information</b>	<b>51</b>
EEl Quick Check Tool	52
Mexican States and Codes	53
Acronyms	54
<b>Index</b>	<b>55</b>

# Self-filing Setup Instructions

Self-file Flowchart	8
Recommended Self-filing Process	9
<i>AESDirect</i> Registration	10
Alternate Self-filing Process	11

## 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 Software, 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 email to complete your shipment.

### Registration

Complete the online registration at **[www.aesdirect.gov](http://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 email address. Go to the *AESDirect* website at **[www.aesdirect.gov](http://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 website at **[fedex.com/eei](http://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)

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

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 email 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 email.
- 4 Once you receive your password, you can log in to the AESDirect website from the FedEx Ship Manager Software Customs screen or from the AESDirect website 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 Customs screen. The 'Customs' tab is selected, displaying the 'Electronic Export Information (EEI)' section. Under 'File SED/EEI', the 'AESDirect' option is highlighted, with a button labeled 'Submit SED/EEI to AESWebLink'. Other options include 'Go to FedEx SED/EEI agent filing tool'. The 'Enter SED/EEI Exemption or Proof of Filing Citation' section shows 'FTR exemption' selected with a dropdown menu set to 'NO EEI 30.37(a)'. The 'Customs documentation' section has checkboxes for 'Print Shipment Detail' and 'Print Certificate of Origin'. The bottom status bar shows a rate quote of \$61.87 and a 'Ship # 10' button.

## Alternate Self-filing Process

### Self-file with AES*Direct*

Some FedEx Ship Manager Software customers using a dial-up connection experience problems connecting with AES*Direct*. 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 AES*Direct* outside of FedEx Ship Manager Software. Note that this process requires duplicate data entry: once for AES*Direct* and again in FedEx Ship Manager Software. Go to **www.aesdirect.gov** to file directly with AES*Direct*.

### Carrier Data Elements

Carrier data elements are required when filing your EEI with AES*Direct* outside of FedEx Ship Manager Software.

For easy access to carrier data elements from the FedEx Export AgentFile website, 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.

Type of service and origin	Destination and additional information
<p><b>* Type of Service</b></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><b>* Origin</b></p> <p>All Origins Alabama Alaska Arizona Arkansas</p>	<p><b>* Destination</b></p> <p>(Hold CTRL to select multiple destinations)</p> <p>All Destinations Afghanistan Albania Algeria American Samoa</p> <p>Get notified when carrier data changes</p> <p><b>Your Email</b></p> <p><input type="text"/></p> <p><b>* Access the results</b></p> <p><input checked="" type="radio"/> on screen</p> <p><input type="radio"/> as a comma separated value (.csv) file</p> <p><b>Submit</b></p>

## Notes

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# Self-filing Instructions

Step 1: Enter Shipment Information	14
Step 2: Send Information to AES <i>Direct</i>	16
Step 3: Finish Your Shipment	17

## Step 1: Enter Shipment Information

Begin entering shipment information on your FedEx Ship Manager Software screen.

- 1 Complete the Shipment details screen.
- 2 Click the **Options** tab and select any special services you want to include for your shipment.
- 3 Click the **ShipAlert** tab to select shipment and delivery notifications if you want to send and receive email notifications.

- 4** Click the **Commodity/Merchandise** tab and enter detailed information for each commodity.

After you enter details, click **Add to Shipment** to add each commodity.

### Include *AESDirect* Required Fields

- Total commodity weight
- Harmonized code

### Unit of Measure

If the unit of measure for your commodity is Each, select **PCS - Pieces** instead.

<b>FedEx Ship Manager</b>					
<b>File</b>	<b>Databases</b>	<b>Customize</b>	<b>Utilities</b>	<b>Integration</b>	<b>Inbound</b>
<b>Passport</b>	<b>fedex.com</b>	<b>Help</b>			
<b>Ship<sub>r2</sub></b>	<b>Track<sub>r5</sub></b>	<b>Shipping list</b>	<b>Address Book</b>	<b>Report</b>	<b>Close<sub>r7</sub></b>
<b>fedex.com</b>					
<b>FedEx</b>					
<b>Shipment details</b>	<b>Options</b>	<b>ShipAlert</b>	<b>Return shipment</b>	<b>Document</b>	<b>Commodity/Merchandise</b>
<b>Customs</b>					

**Add a commodity**

Required fields in bold

Commodity ID:

**Commodity description:**

**Country of manufacture:**

**Quantity:**

**Unit of measure:**  PCS - Pieces

**Unit value:**  \$0.000000 USD

**Total customs value:**  \$0.00 USD

---

**Additional commodity information**

**Total commodity weight:**  lbs

**Harmonized code:**

**Part number:**

**Marks/Numbers:**

**SKU/item/UPC:**

**Export license:**  **Exp. Date:**  /  /

**Add to Shipment**

**Commodity summary**

**Additional charges:** \$0.00

[Click to see if your commodity can travel to this country.](#)

Quantity	Unit of...	Commodity...	Country ...	Unit v...	Total cus...

Total customs value: \$0.00  
Total commodities: 0  
Total shipment weight: 0.0

A commercial invoice must accompany this shipment.

## 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 Software connects to *AESDirect*. Once connected, FedEx Ship Manager Software 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 Software 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 Software.

**FedEx Ship Manager**

File Databases Customize Utilities Integration Inbound Passport fedex.com Help

Ship<sub>v2</sub> Track<sub>FS</sub> Shipping list Address Book Report Close<sub>7</sub> fedex.com

Shipment details Options ShipAlert Return shipment Document Commodity/Merchandise Customs

**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: [dropdown]

Purpose: [dropdown]

Invoice number: [text]

Comment 1: [text]

Comment 2: [text]

Comment 3: [text]

☐ 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 NO EEI 30.37(a)

☐ Citation Type Select AES citation type...

AES citation: [text]

**Customs documentation**

☐ Print Shipment Detail

☐ Print Certificate of Origin

Clear fields Delete/Modify shipment Repeat shipment Override pref<sub>811</sub> Rate quote **\$61.87** Multiple-piece shipment **Ship**

## Step 2: Send Information to AES*Direct*

Complete the information requested on the AES*Direct* website.

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

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 men.
- 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 Software 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.

**FedEx Ship Manager**

File Databases Customize Utilities Integration Inbound Passport fedex.com Help

Ship<sub>F2</sub> Track<sub>F5</sub> Shipping list Address Book Report Close<sub>F7</sub> fedex.com

Shipment details Options ShipAlert Return shipment Document Commodity/Merchandise Customs

**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 Select exemption...

☒ Citation Type Pre Departure ITN

AES citation AES X20080902456789

**Customs documentation**

☐ Print Shipment Detail

☐ Print Certificate of Origin

Clear fields Delete/Modify shipment Repeat shipment Override prefs<sub>F11</sub> Rate quote **\$61.87** Multiple-piece shipment **Ship<sub>F10</sub>**

## Notes

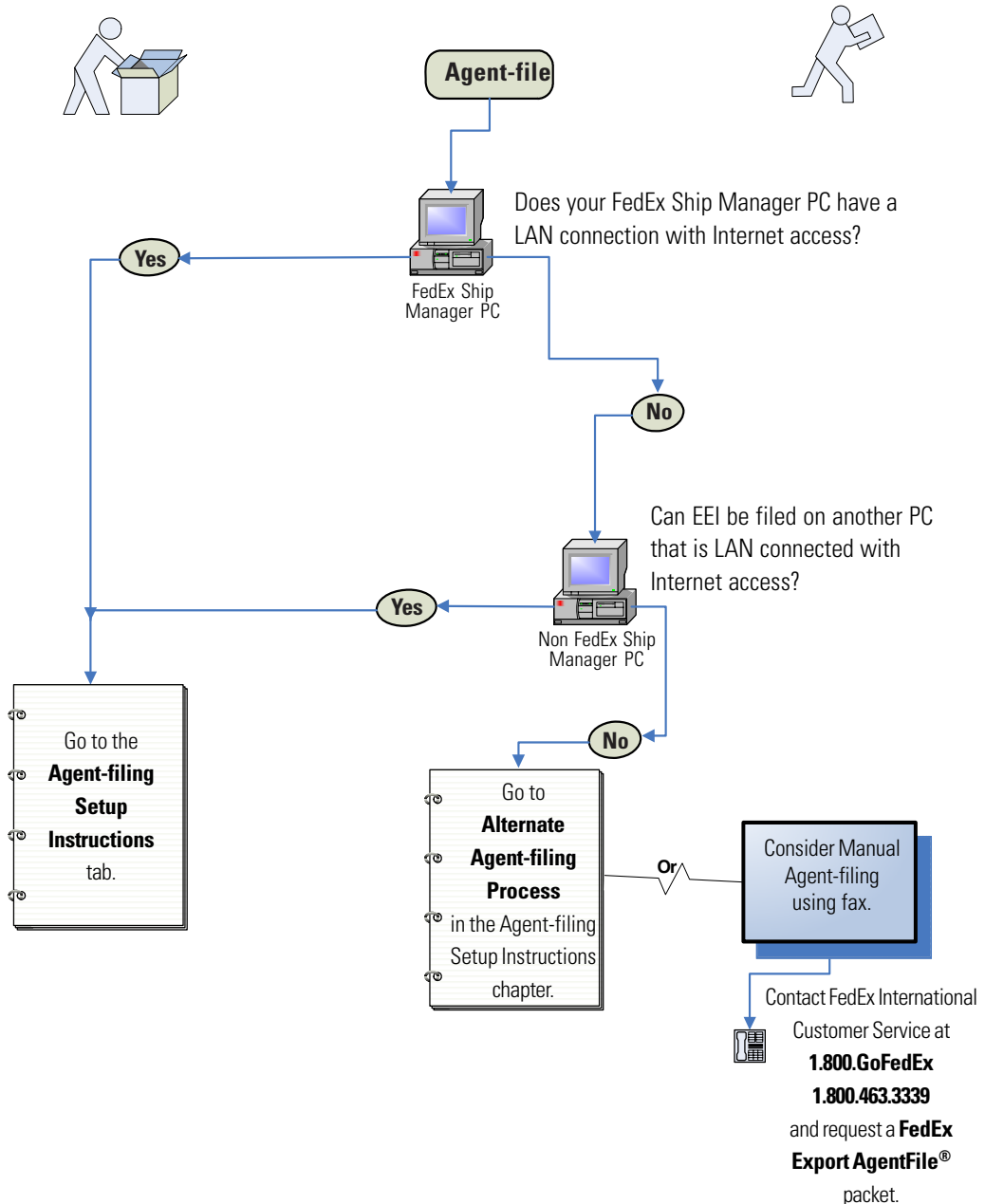
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# Agent-filing Setup Instructions

Agent-file Flowchart	20
Recommended Agent-filing Process	21
Step 1: FedEx Online Login Registration	22
Step 2: FedEx Shipping Profile	26
Alternate Agent-Filing Process	27

## Agent-file Flowchart

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



# Recommended Agent-filing Process

## FedEx Export AgentFile

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

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 Software.

## Eligible Shipments

Only FedEx Express EEI shipments are eligible for online agent-filing.

## 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 Software 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><b>Agent-filing Setup Instructions</b></p> <p>Before using FedEx Export AgentFile, complete the setup instructions. Each user should create their own user ID and password.</p> <p><b>Step 1: FedEx Online Login Registration</b></p> <p>Complete the one time only registration to create a user ID and password and to establish contact information.</p> <p><b>Step 2: FedEx Shipping Profile</b></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><b>Agent-filing Instructions</b></p> <p>After you complete the setup instructions, follow this two-step process to submit EEI data and ship your package.</p> <p><b>Step 1: Enter and file EEI Data</b></p> <p>Enter and file EEI data using FedEx Export AgentFile.</p> <p><b>Step 2: Download EEI Data</b></p> <p>Import EEI data from FedEx Export AgentFile into FedEx Ship Manager Software 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 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 Software 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><b>IMPORTANT</b></p> <p>For best results, please disable your pop-up blocker.</p> <p>Enter your user ID and password to login</p> <p><b>User ID:</b> <input type="text"/></p> <p><b>Password:</b> <input type="password"/></p> <p><input type="checkbox"/> Remember my user ID on this computer.</p> <p><a href="#">Login Help</a> <a href="#">Forgot your password or user ID?</a> <a href="#">Login</a></p>	<p><a href="#">Sign Up Now!</a></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 email 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 email address once. Then retype your email 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 shows a web form titled "Your Contact Information". It contains several input fields: "First Name", "Initials", "Last Name", "Company", "Country" (a dropdown menu showing "U.S.A."), "ZIP/Postal code" (with a note "Required for some countries"), "Address 1", "Address 2", "City", "State/Province" (with a note "Required for US, Canada, and Puerto Rico"), "Email", "Retype Email", "Phone #", and "Fax #". Below the form is a section titled "Terms and Conditions" with a paragraph of text and two links: "fedex.com Terms of Use" and "Privacy Policy". At the bottom right of the form are two buttons: "I Do Not Accept" and "I Accept >>". A small note at the very bottom says "\*\*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 Software.
- 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 'Account Info' step of the registration process. At the top, there are three tabs: '1 Contact Info', '2 Account Info' (which is selected), and '3 Confirmation'. Below the tabs, 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 is a radio button next to the text 'Enter a nine-digit FedEx account number:' followed by a text input field. Below this, there is a label 'Nickname this account (optional):' followed by a text input field labeled 'Enter Account Nickname'. At the bottom right, there are two buttons: 'Cancel' and 'Continue >>'. On the right side of the form, there is a section titled 'Important Information' with an exclamation mark icon and a link that says 'Why do I need an account number?'.

The screenshot shows the 'Confirmation' step of the registration process. At the top, there is a header with the FedEx logo, a search bar, and links for 'Español | Customer Support | FedEx Locations'. Below the header, there are four tabs: 'Package/Envelope', 'Freight', 'Expedited', and 'Office/Print Services'. Under these tabs, there are four links: 'Ship', 'Track', 'Manage', and 'Business Solutions'. The main heading is 'fedex.com Login Registration'. Below this, there are three tabs: '1 Contact Info', '2 Account Info', and '3 Confirmation' (which is selected). A message states: 'Your Registration is Complete! Thank you for registering an account with FedEx Ship Manager on fedex.com.' Below this message, there are two boxes. The first box is labeled 'User ID' and contains the text 'eeiexport008'. The second box is labeled 'Account Number' and is empty. To the right of these boxes, there is a button that says 'Start Using FedEx Ship Manager' with a right-pointing arrow.

## 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 Software 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 Software system using v. 2358 or higher.

- 3 Repeat this process for each FedEx Ship Manager Software 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.

Español | Customer Support | FedEx Locations



International Tools: FedEx Export AgentFile <sup>SM</sup>

**Electronic Export Information**

**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	nmnm	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"/>

## Alternate Agent-filing Process

### Agent-file from FedEx Ship Manager Software

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 Software and transferring data to FedEx Export AgentFile. For example:

- Customers whose FedEx Ship Manager Software 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 Software 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**.

**FedEx Ship Manager**

File Databases Customize Utilities Integration Inbound Passport fedex.com Help

Shipper Trackers Shipping list Address Book Report Close fedex.com

Shipment details Options ShipAlert Return shipment Document Commodity/Merchandise **Customs**

**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: [dropdown]  
Purpose: [dropdown]  
Invoice number: [text]  
Comment 1: [text]  
Comment 2: [text]  
Comment 3: [text]

☐ 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 NO EEI 30.37(a)  
☐ Citation Type Select AES citation type...  
AES citation [text]

**Customs documentation**

☐ Print Shipment Detail  
☐ Print Certificate of Origin

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

## 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 Software system. This is where the EEI filing information and the ITN are available after the EEI is filed.
- 5 Enter the email 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 emails.

#### Helpful Hint

Bookmark the FedEx Export AgentFile website 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 <sup>SM</sup>

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**  
0 New AES exemptions available  
0 Errors were received  
0 Pending  
0 Canceled  
0 No EEI Required  
0 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 number123456789

Add an account

\* Shipping solution profilefedex.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 emailraju.balgola@mphasis.com

Additional email 1raju.balgola@mphasis.com

Additional email 2raju.balgola@mphasis.com

\* Employer ID Number (EIN)123456789

Continue >>

**Help**

**Your email**  
Enter an email address where FedEx can send the AES exemption and other updates regarding this EEI filing.

30 FedEx EEI Filing Options Guide

Agent-filing

## 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).
- 7 Enter the IRS EIN of the USPPI 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.

#### Obtain EIN

You can obtain an EIN by registering with the Internal Revenue Service (IRS). If you have any questions about EINs, please call the IRS at **1.800.829.4933**.

**Prepare an EEI filing using FedEx**

Asterisk(\*) indicates required fields.

\* FedEx account number: 123456789 [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.baligola@mphasis.com

Additional email 1: raju.baligola@mphasis.com

Additional email 2: raju.baligola@mphasis.com

\* Employer ID Number (EIN): 123456789

[Continue >>](#)

**Help**

**Your email**

Enter an email address where FedEx can send the AES exemption and other updates regarding this EEI filing.

Do not enter dashes for the Tax ID/EIN.

## Step 1: Enter and File EEI Data

### Shipment Data

#### Exporter USPPI 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 (USPPI). The shipper is not always the exporter. For clarification of Exporter or USPPI, 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 Software 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 website.

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

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

Asterisk(\*) indicates required fields.

Exporter USPPI information

Exporter profile Select Exporter from my Address Book

Exporter company name (USPPI)

\* Exporter contact name (USPPI)

\* Address 1

Address 2

\* City

\* State Please Select

\* ZIP

\* Telephone number

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

Help

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

**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.

This shipment will be received by an intermediate consignee

☐ Yes ☒ No

The USPPI and ultimate consignee are related parties

☐ Yes ☒ No

State of origin

Please Select

Country of ultimate destination

Please Select

Intended ship date

July232008

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.

Continue >>

## 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.

The screenshot shows a web form titled "Additional information". It contains several fields with radio buttons for "Yes" and "No":

- "This shipment will be received by an intermediate consignee" (Yes/No)
- "The USPP and ultimate consignee are related parties" (Yes/No)
- "State of origin" (Please Select dropdown)
- "Country of ultimate destination" (Please Select dropdown)
- "Intended ship date" (Month: July, Day: 23, Year: 2008)
- "Hazardous materials" (Yes/No)
- "FedEx International Controlled Export (FICE)" (Yes/No)
- "FICE Type" (Please select dropdown menu)

The "FICE Type" dropdown menu is open, showing a list of options: Please select, DEA-36, DEA-236, DEA-486, DSP-5, DSP-61, DSP-73, DSP-85, and DSP-94.

On the right side of the form, there is a section titled "FedEx International Controlled Export (FICE) Type" with the following text: "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.)."

At the bottom of the form, there are links for "Global Home", "Service Info", "About FedEx", and "Policy". A copyright notice "© 1995-2007 FedEx" is also visible.

## 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 Software. 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 AgentFile <sup>SM</sup>  
**Electronic Export Information** [Logout](#)

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

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

Please Select

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.

84073

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
<a href="#">8407310000</a>	SPARK-IGNITION RECIPROCATING PISTON ENGINES OF A KIND USED FOR THE PROPULSION OF VEHICLES OF CHAPTER
<a href="#">8407310040</a>	SPARK-IGNITION RECIPROCATING PISTON ENGINES FOR THE PROPULSION OF VEHICLES OF CHAPTER 87, NOT EXCEED
<a href="#">8407310080</a>	SPARK-IGNITION RECIPROCATING PISTON ENGINES FOR THE PROPULSION OF VEHICLES OF CHAPTER 87, NOT EXCEED
<a href="#">8407321000</a>	SPARK-IGNITION RECIPROCATING PISTON ENGINES EXCEEDING 50 CC BUT NOT EXCEEDING 250 CC, TO BE INSTALLE
<a href="#">8407322000</a>	SPARK-IGNITION PISTON ENGINES EXCEEDING 50 CC BUT NOT EXCEEDING 250 CC, TO BE INSTALLED IN ROAD TRACT
<a href="#">8407322040</a>	SPARK-IGNITION RECIPROCATING PISTON ENGINES EXCEEDING 50 NOT EXCEEDING 250CC, TO BE INSTALLED IN ROAD
<a href="#">8407322080</a>	SPARK-IGNITION RECIPROCATING PISTON ENGINES EXCEEDING 50 NOT EXCEEDING 250CC, TO BE INSTALLED IN ROA
<a href="#">8407325000</a>	SPARK-IGNITION RECIPROCATING PISTON ENGINES EXCEEDING 50 CC BUT NOT EXCEEDING 250 CC, FOR VEHICLES O
<a href="#">8407329040</a>	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". It contains the following fields and controls:

- Product profile:** A dropdown menu with "Please select" as the current value.
- \* 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 value.
- \* Weight and value are both specified:** Two radio buttons labeled "as totals" (which is selected) and "per unit".
- \* Shipping weight:** A text input field followed by a dropdown menu showing "lbs.".
- Total shipping weight:** A text input field followed by a dropdown menu showing "lbs.".
- \* Commodity value:** A text input field followed by a dropdown menu showing "USD".
- Total value for customs:** A text input field followed by a dropdown menu showing "USD".
- \* Country of manufacture:** A dropdown menu showing "UNITED STATES".

## 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.

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

License exception symbol

\* License exception symbol

ECCN

\* Export information code

Save/update product profile ☒ as

## 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 Software 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

<sup>\*</sup> DDTc ITAR exemption number

<sup>\*</sup> DDTc registration number

<sup>\*</sup> DDTc significant military equipment (SME) indicator ☐ Yes ☒ No

<sup>\*</sup> DDTc USML category code

<sup>\*</sup> DDTc unit of measure

<sup>\*</sup> DDTc quantity

<sup>\*</sup> DDTc eligible party certification indicator ☐ Yes ☒ No

<sup>\*</sup> 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 AgentFile<sup>SM</sup>

Electronic Export Information

Logout

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

Your FedEx account

410219565

Shipping solution profile

fedex.com - username: L3B4Sedju1238

Your email address

raju.baligolla@mphasis.com

Additional email 1

raju.baligolla@mphasis.com

Additional email 2

raju.baligolla@mphasis.com

Tax ID/EIN

123654789

Edit

Carrier data

Port of export code

2095

Mode of transportation

40

Conveyance name

FEDEX

Carrier identification

FX

Foreign port of unloading

Date of export

Sep/16/2008

Sender information

Exporter company name

ANITHA

Exporter contact name

ANITHA

Address 1

ANITHA

Address 2

ANITHA

City

ANITHA

State

TN

ZIP

38017

Telephone number

9823456789

Edit

Recipient information

Ultimate consignee company name

456

Ultimate consignee contact name

456

Address 1

456

Address 2

456

City

456

State/Province

ZIP/Postal Code

Country

AFGHANISTAN

Telephone number

2583698740

Edit

Commodity information 1

Schedule B commodity code

2007911000

Schedule B description

CITRUS FRUIT PASTES AND PUREES, COOKED PREPARATION, WHETHER OR NOT SWEETENED

Quantity

2

Unit of measure

Kilograms

Shipping weight

90 kg (per unit)

Delete

Edit

Value for customs

USD 2600 (per unit)

Country of manufacture

UNITED STATES

Export Information Code

OS

AES License Type

C35

Export Class Control Number

1A234

(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.

Agent-filing

FedEx EEI Filing Options Guide 41

## 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 AgentFile<sup>SM</sup>

**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 this is the title 'Electronic Export Information' with a 'Logout' link. A 'Printable Version' link is also present. A purple 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 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, the 'Shipment Reference Number: 08090230010' is displayed. 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'.

## 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"/>	<a href="#">Filing Canceled</a>	Sep/11/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAA'YN CIBLE IND PARK, 48091, IL	080911317	087004
<input type="radio"/>	<a href="#">Filing Canceled</a>	Sep/10/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAA'YN CIBLE IND PARK, 48091, IL	0809101036	087004
<input type="radio"/>	<a href="#">Filing Canceled</a>	Sep/09/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAA'YN CIBLE IND PARK, 48091, IL	0809092513	087004
<< Previous 1 Next >>						
<div>Cancel This FilingView Filing Details</div>						

## 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"/>	<a href="#">Filing Canceled</a>	Sep/11/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAAYN CIBLE IND PARK, 48091, IL	080911317	087004
<input type="radio"/>	<a href="#">Filing Canceled</a>	Sep/10/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAAYN CIBLE IND PARK, 48091, IL	0809101036	087004
<input type="radio"/>	<a href="#">Filing Canceled</a>	Sep/09/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAAYN CIBLE IND PARK, 48091, IL	0809092513	087004
<< Previous 1 Next >>						
<div>Cancel This FilingView Filing Details</div>						

## 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 <sup>SM</sup>

**Electronic Export Information**

[Logout](#)

[File a new EEI](#)

 [Printable Version](#)

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**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"/>	<a href="#">Filing Canceled</a>	Sep/11/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAA'YN CIBLE IND PARK, 48091, IL	080911317	087004
<input type="radio"/>	<a href="#">Filing Canceled</a>	Sep/10/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAA'YN CIBLE IND PARK, 48091, IL	0809101036	087004
<input type="radio"/>	<a href="#">Filing Canceled</a>	Sep/09/2008	TEST SHIPMENT TLV	22 HAMELAHA ST., BLDG 4, P O BOX 11387, ROSH HAA'YN CIBLE IND PARK, 48091, IL	0809092513	087004

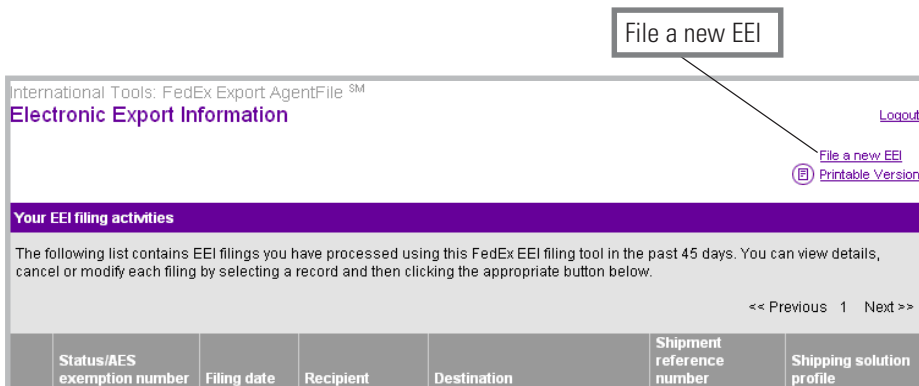
<< Previous 1 Next >>

[Cancel This Filing](#) [View Filing Details](#)

## 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 <sup>SM</sup>

Electronic Export Information [Logout](#)

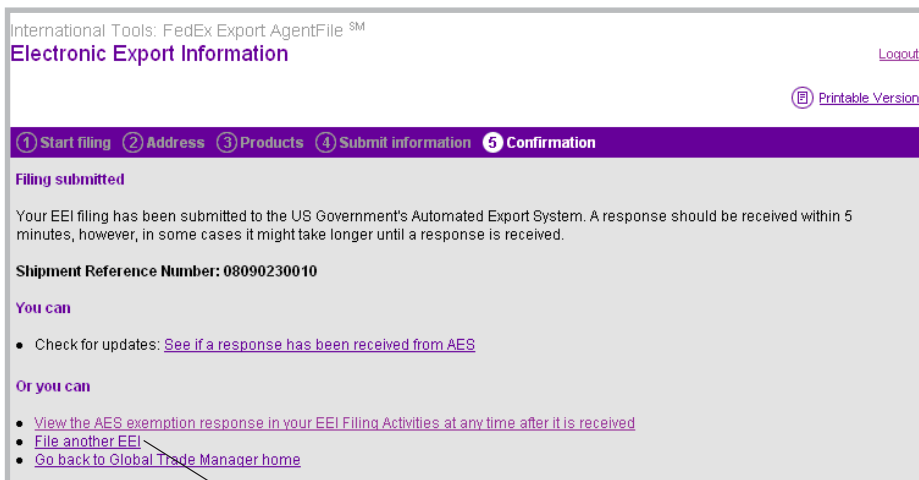
[File a new EEI](#) [Printable Version](#)

**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 <sup>SM</sup>

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 Software Settings

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

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

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

Ship<sub>F2</sub>

- 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.

**Get SED/EEI Data**

**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.

**System Settings**

System #: 445554 Description: [Redacted]

1 - Your System Settings 2 - FedEx Customer Admin 3 - Logging 4 - FedEx Express Admin 5 - FedEx Ground Admin 6 - Integration

**System Settings**

- ☐ Require Login
- ☐ Scale Is Attached
- ☐ SuperTracker IR Is Attached Port: [Dropdown]
- ☐ Display Communications Status
- ☐ Auto Tab
- Date format: mm/dd/yyyy [Dropdown]

**FedEx Express International Settings**

- ☐ I want to select my shipping currency
- ☒ I want to download from FedEx SED/EEI tool

**Communications Override**

Override Code: [Text Box]

**FedEx Ground International Settings**

Auto close time: 05:20 PM

**Ship Database Purge**

Current - Minimum: 30 Maximum: 45  
History - Minimum: 90 Maximum: 120

**Language Preference**

English [Dropdown]

**Field Color**

Blue [Dropdown]

**Label Information**

☐ Remove account number from label

**FedEx Ground International Settings**

Auto close time: 05:20 PM

OK Cancel

Select **I want to download from FedEx SED/EEI tool** so your system can import EEI data from FedEx Export AgentFile.



## Step 2: Download EEI Data

### Import EEI Data

Once the Get SED/EEI Data button displays on your FedEx Ship Manager Software 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 Software.

- 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 software interface. The main window has a menu bar (File, Databases, Customize, Utilities, Integration, Inbound, Passport, fedex.com, Help) and a toolbar (Ship, Track, Shipping list, Address Book, Report, Close, fedex.com). The 'Shipment details' tab is active, showing fields for Recipient information (Recipient ID, Country, Contact name, Company name, Address 1, Address 2, Zip, City, Telephone, Location B) and Sender information (Current sender, Change sender, Change return address). A 'Get SED/EEI Data' button is visible in the 'Package and shipment details' section. An 'SED Information' dialog box is open, displaying a table with columns: Create date/time, Modify date/time, SRN, ITN, Recipient name, Recipient Country, and Commodity. Below the table are sections for 'Recipient details' (Company name, Address 1, Address 2, City, State, Postal code, Phone) and 'Commodity details' (Number of units, Unit of measure, Unit value, Total customs value, Total commodity weight, Country of manufacture, Harmonized code, Total number of commodities). At the bottom of the dialog are buttons for 'Select', 'Download SED data now', 'Delete', and 'Cancel'.

## Notes

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# Additional Information

EEl Quick Check Tool	52
Mexican States and Codes	53
Acronyms	54

# EEI Quick Check Tool

## Do I need an EEI?

To help determine if your shipment requires an EEI, 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 **EEI 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 EEI** to access the EEI Quick Check tool.

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

Quick Check results

International Tools: FedEx Export AgentFile<sup>SM</sup>

EEI Tools and Information

EEI what's new

EEI changes to FAQ

EEI carrier data info

About EEI

EEI quick check

EEI quick check

Use this tool to quickly check whether an EEI 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

Results

It is likely that this shipment will require an EEI .  
[File the EEI with FedEx as your agent.](#)

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 EEI 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.,

52 FedEx EEI Filing Options Guide

Additional Information

## Mexican States and Codes

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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

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

## Index

---

### A

- Acronyms 54
- Additional information 51
- AESDirect
  - registration 10
  - user name and password 9
  - WebLink 9
- Agent-filing instructions 29
  - Step 1: Enter and file EEI data 30
    - additional information 34
    - exporter USPPi information 32
    - FICE 35
    - file additional EEIs 47
    - log in to FedEx Export AgentFile 30
    - print EEI filing information 46
    - products 36
    - review filing status 45
    - Schedule B commodity code 37
    - shipment data 32
    - ultimate consignee information 33
    - view EEI filing activities 44
    - written authorization 42
  - Step 2: Download EEI data 48
    - FedEx Ship Manager Software settings 48
    - import EEI data 49
- Agent-filing setup instructions 19
  - alternate agent-filing process 27
  - backup process 21
  - FedEx Export AgentFile 21
  - flowchart 20
  - recommended agent-filing process 20, 21
  - Step 1: FedEx online login registration 22
    - account information 25
    - confirmation 25
    - contact information 23
    - new fedex.com users 22
    - registered fedex.com users 22
  - Step 2: FedEx shipping profile 26
- Alternate filing process
  - agent-filing 27
  - self-filing 11

### C

- Connectivity 4

### E

- EEI carrier data elements 11
- EEI filing activities 44
- EEI quick check tool 52

### F

- FedEx Export AgentFile 21
- Filing options 4
- Foreign Trade Regulations (FTR) 3

### M

- Mexican states and codes 53

### P

- Print EEI filing information 46

### S

- Self-filing instructions 13
  - Step 1: Enter shipment information 14
  - Step 2: Send information to AESDirect 16
  - Step 3: Finish your shipment 17
- Self-filing setup instructions 7
  - AESDirect registration 10
  - alternate self-filing process 11
  - flowchart 8
  - recommended self-filing process 9
- Shipping profile 26

### T

- Technical support 4

### W

- Websites 4

## Notes

---