

File and Validate EEI for Exports

This how-to article explains how to file the Electronic Export Information required for all exports from the United States. The EEI was formerly called the Shipper's Export Declaration (SED). It is sent to Customs using the shipment information entered in your Magaya software.

File the Electronic Export Information (EEI)

1) Go to the Shipment in Magaya Explorer that needs the EEI filed. If the Shipment has more than one House, file one EEI per House. If the House has more than one Shipper, file one EEI per Shipper.

2) Click on the Customs button on the Shipment Toolbar and select "Send EEI to AES".

Validate the EEI

When you file the EEI, Magaya software validates all the fields in the EEI form. If a required field is empty, the validation screen identifies the field.

AESDirect [AESDirect Homepage](#) [AESWebLink Login Help](#)

General Information - Required By AES

Shipment Number:	(A required field can not be empty)
Booking Number:	(A required field can not be empty)
State of Origin:	FL
Foreign Trade Zone:	
Port of Export:	Port Everglades (The schedule D or K code for this port is empty.)
Country of Destination:	JAPAN
Departure Date:	Fri Jan 22 2010
Port of Unlading:	Tokyo (The schedule D or K code for this port is empty.)
Mode of Transport:	Vessel
Carrier:	Japan Shipping (The code SCAC or IATA for this carrier is empty.)

To make corrections to fields in the "General Information" section of the AES validation screen, see the following table for the location of each field in Magaya Explorer shipment tabs:

Field	Location
Shipment Number	General tab: AWB or BL
Booking Number	General tab: Booking Number
State of Origin	General tab: Executed Place
Foreign Trade Zone	Routing tab: Point of Origin or FTZ
Port of Export	Routing tab: Port of Loading with Schedule D code
Country of Destination	Routing tab: Port of Unlading

Field	Location
Departure Date	General tab
Port of Unlading	Routing tab: Port of unloading with Schedule K code
Mode of Transport	Routing tab
Carrier	Routing tab: Exporting carrier (ocean) or the General tab: Carrier (air)
Conveyance Name	Routing tab: Flight number or Vessel name
Vessel Flag	Routing tab: (ocean only)
Related Companies	Entities tab and Routing tab
Hazardous Cargo	Commodity dialog box
Routed Transaction	Routing tab: checkbox

The information that is gathered in the fields of the "US Principal Party of Interest" section of the AES validation screen can be found in the following locations:

- **Name:** This is gathered from the Shipper field on the Entities tab of the Shipment.
- **ID Number:** The Identification number of the shipper, found on the General tab of the Customer's profile
- **ID Type:** The type of identification number such as EIN, DUNS, SSN, or other type of number. This field is next to the ID number field on the General tab of the Customer's profile
- **Address:** All the address information about shipper is gathered from the Customer's profile in the Maintenance folder. This information is displayed in the Entities tab of the Shipment.
- **Contact first and last name and contact phone number:** These are from the General tab of the Customer's profile (not the Contact tab).

The "Ultimate Consignee" section of the EEI

- **Name:** The name of the company (a business name, an agent or other person) receiving the shipment is found on the Entities tab of the Shipment.
- **Contact Name (first and last):** These fields are found on the ultimate consignee's profile. Access it via the dropdown menu on the Entities tab. This contact name is from the General tab of their profile, not the Contacts tab.
- **Address fields:** These are also found in the ultimate consignee's profile.

Intermediate Consignee: The person or entity in the foreign country that acts as an agent for the principal party in interest with the purpose of effecting delivery of items to the ultimate consignee. This section is conditional (optional) based on how the transaction is delivered to the Ultimate Consignee.

Freight Forwarder: This section is only included in the EEI if you are a freight forwarder and enter a company other than your own in the Freight Forwarder field on the Entities tab for the shipment.

The Freight Forwarder is the person in the United States who is authorized by the principal party in interest to facilitate the movement of the cargo from the United States to the foreign destination and/or prepare and file the required documentation.

All the fields for the Freight Forwarder are found on the Entities tab in the Shipment.

Items (or Commodities): This section of the AES validation screen shows the items in the shipment that have a checkmark in the EEI tab of the Commodity dialog box to include the commodity in the EEI.

For explanation of the EEI tab, see Chapter 6 in the *Magaya Cargo System Operations Manual*.

The information about each line item is displayed in a table in three rows on the AES form. This illustration shows a portion of the table and how the headings correspond with the information. If any required information is missing, it will be marked in red:

Line Items				
Number	Export Code	US Dollars	First Unit	First Quantity
Gross Weight (Kg)	License Type	License Number	Description	
Vehicle	Vehicle ID Type	Vehicle ID	Vehicle Title	Vehicle Title State
1	OS	(A required field can not be empty)	X	
501 Kg	S00	345	CUT FLOWERS AND FLOWER BUDS OF A KIND SUITABLE	
No				

Most of the information in the Line Items section of the AES form is found on the EEI tab of the Commodity dialog box. Other details are drawn from the shipment data such as the weight of each item (displayed in kilograms for Customs purposes), the line item number, the value of the line item in US dollars (for Customs)

Additional item information will display if it is required by Customs. The following explains some of these fields:

- **First Unit** - If a unit is required by the commodity, it will display on the EEI tab of the Commodity dialog box. A unit such as "KG" will appear in the dialog box next to the field "Quantity 1" and/or "Quantity 2". If the Schedule B does not specify a unit, then an "X" must appear in the field as the unit:

- **First Quantity** - This is the number from the Quantity 1 field on the EEI tab of the Commodity dialog box. The Quantity 1 and 2 can also be seen on the Schedule B code list:
- **Description** - This is a description of the item based on the Schedule B description found on the EEI tab of the Commodity dialog box.
- **Second Unit** - If the item has a second unit, it will be displayed here.
- **Second Quantity** - If the item has a second quantity, it will be displayed here.
- **Commodity Code** - This is the Schedule B code. This field is required depending on the export code used.

- ECCN - The Export Control Classification Number is 5 characters, alpha-numeric, and is used to identify items for export control purposes. (ECCN's are on the Commerce Control List, which is found in Supplement 1 to Part 774 of the Export Administration Regulations (EAR).)

Code	Description	Quantity 1	Quantity 2
<input type="checkbox"/> 8481302090	CHECK VALVES OF STEEL	NO	K
<input type="checkbox"/> 8455300050	ROLLS FOR ROLLING MILLS, CAST STEEL	KG	
<input type="checkbox"/> 8454200010	INGOT MOLDS FOR STEEL INGOTS	NO	K

- Marks and Numbers - This is an optional number that identifies the boxes or packages of the cargo. It can be the number of the Pickup Order or Warehouse Receipt. The number is in the Cargo List next to the item description, depending on the columns you have selected in your Cargo List. To change columns, use the Commodities button.

After sending the EEI to Customs, you will receive an XTN number in your Magaya system. An ITN number will be emailed to you from Customs so you can export the cargo.

Full details about the AES screen are available in Chapter 3 of the *Magaya Software Communications Manual*. ■