

Shipper's Export Declaration Filing Options with UPS



Accurate and complete documentation is a critical component of international shipping. Use the following information to help ensure your SED is filed correctly.

Export shipments in which a single commodity's value exceeds \$2,500 generally require a Shipper's Export Declaration (SED). The SED information now must be provided to the U.S. Census Bureau and is used for export compliance and governmental reporting. The U.S. Census Bureau requires the filing of a SED before a SED shipment can leave the U.S.

With UPS, you have multiple options for filing a SED with your export shipment. This guide will help familiarize you with the following options:

- **Self-file at AESDirect.** File at AESDirect.gov and provide your Internal Transaction Number (ITN) to UPS as proof of filing.
- **Create a SED from UPS shipping system.** UPS will file it electronically on your behalf.
- **Provide your company's printed SED.** UPS will accept your paper SED form and file electronically on your behalf.
- **Provide a complete commercial invoice.** If there is sufficient detail, UPS can electronically file a SED for you.

Terminology

AES Direct: a free website managed by the U.S. Census Bureau that allows exporters to file their SEDs online at no charge

EEI: Electronic Export Information, the electronic data about a U.S. export reported on a SED form

ITN: Internal Transaction Number, a number issued by the U.S. Census Bureau's AES system after they have received EEI data about a shipment, and have approved the shipment for export

SED: Shipper's Export Declaration, a document informing the U.S. Census Bureau what is being exported from the United States

Quick comparison of SED filing options

There are many options for filing a SED. For companies that do not already self-file at AESDirect, creating a SED from your UPS shipping system is an easy option.

	OPTION 1: Self-file at AESDirect	OPTION 2: Create a SED from UPS Shipping System	OPTION 3: Provide Own Paper SED	OPTION 4: Provide Commercial Invoice
Prerequisite	An AESDirect User ID	A UPS Power of Attorney*	A UPS Power of Attorney*	A UPS Power of Attorney*
Cost	\$0	\$10	\$10	\$10
Ease of Use	Low: site is difficult to use and confusing.	High: fewer data elements required; help screens to guide you. Ensures all data is provided.	Depends	High: need to ensure complete information or shipment may be held.
Shipper-provided ITN	Yes: if the ITN is not on the Commercial Invoice or on the label, UPS will file the SED on your behalf (\$10), and shipment is subject to an export hold for missing SED information.	No	No	No
Export Compliance Quality	High: Your company-filed information completely and accurately with the U.S. Census Bureau.	Moderate: UPS may need to add information to the SED to successfully file.	Moderate: UPS may need to add information to the SED to successfully file.	Low: You are requiring UPS to make judgments to file a SED as your agent.

*A UPS Power of Attorney (POA) form can be downloaded [here](#). You can also obtain a Power of Attorney form by contacting International Customer Service at 1-800-782-7892.

Confirmation of SED filing — viewing your ITN

Regardless of the SED filing option used, UPS stores the ITN for all your SED shipments. To view ITNs for SED shipments filed by you, or by UPS on your behalf, contact your salesperson to enroll in UPS Quantum View Manage. The ITN is stored in Package Reference No. 5, and the information is available for 45 days. You may want to create a custom view showing all ITN shipments and periodically download the shipment data as part of your export compliance procedures.

Detail for Outbound Shipments
To sort the detail information below, select the applicable column header link. To see a detailed view for each shipment, select the Lead Tracking Number.
[Download](#) [Email](#)

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Custom Views can be created to display the Package Reference Number 5 field, which will display AES Internal Transaction Numbers.

Tracking Number	Service	Package Reference No. 1	Package Reference No. 5	Package Reference No. Type 5	Status	Manifest Date	Scheduled Delivery Date	Ship To Name	Ship To City
1ZAE65736745146958	UPS Worldwide Expedited	334763	ITN-X00081113000034	Transaction Reference Number	In Transit	11/05/2008	11/19/2008	TOLSTONE PTY LTD	HORNSBY

Option 1: Self-filing a SED at AESDirect

AESDirect.gov is a website maintained by the U.S. Census Bureau to allow companies to independently file their SEDs. You can register at www.aesdirect.gov.

- The website provides a variety of training to learn more about SEDs and how to file with AES
- A certification quiz must be passed prior to obtaining a user ID and password

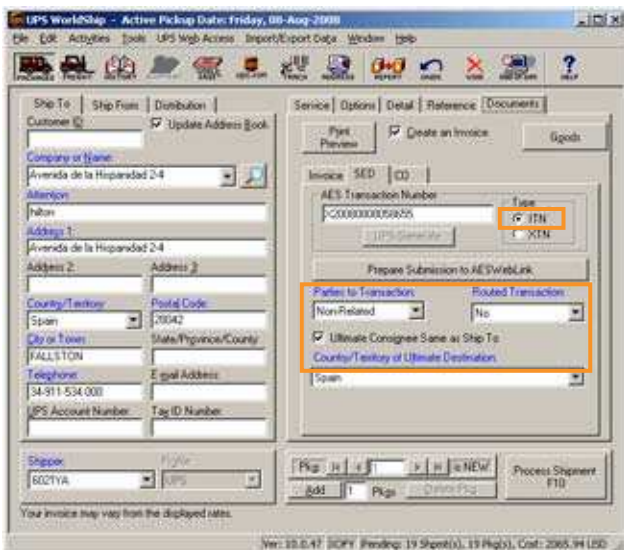
When you file a SED shipment with AESDirect, you will be emailed the ITN once the U.S. Census Bureau approves your shipment for export

- It is critical UPS have your ITN so we know the SED has been filed, and to avoid duplicate filing. Ways to provide the ITN are described for a variety of UPS shipping methods below and on the following pages.



Informing UPS that the SED has been filed

How to provide the ITN in UPS WorldShip®



First-Time Setup (one time only)

1. From the Tools menu, click **Shipper Editor**
2. Select the **Shipper Number** and click **Modify**
3. Click the **International** tab
4. Under **Shipper's Export Declaration**, select **AES Option 2 Pre Departure**

Each SED Shipment

1. After entering shipment information, select the **Documents** tab
2. Click the **SED** tab, enter the ITN number for the shipment in the **AES Transaction Number** box, and select **ITN** as the type
3. The ITN will print on the UPS shipping label, and is sent electronically to UPS

Informing UPS the SED has been filed (continued)

How to provide the ITN in UPS Internet Shipping/UPS CampusShip®

Package **Freight**

Select Export Forms

You can complete the export forms online or let UPS help you decide which export forms you need by answering a few questions. You can also review your forms history and reuse previously completed forms for your current shipment.

Complete selected export forms online

- Commercial Invoice [View Sample](#) [Print Blank](#)
- U.S. Certificate of Origin [View Sample](#) [Print Blank](#)
- NAFTA Certificate of Origin [View Sample](#) [Print Blank](#)
- U.S. Shipper's Export Declaration (SED) [View Sample](#) [Print Blank](#)

Select SED filing method: Print and attach my SED

File online with AESDirect

If you elect to have UPS file your SED, a USD \$10 fee will appear on your shipment charges.

Let UPS suggest which export forms you should use

Reuse forms from your forms history

Ship now with no Export Documents or with documents you supply

Shipper Export Declaration

Electronic SED Filing Options

You are preparing an international shipment that requires export documentation. UPS can help you prepare typical export documentation, such as a Commercial Invoice, with links to export documents after you print shipping labels.

A Shipper's Export Declaration (SED) may be required if any schedule B commodity within your shipment exceeds USD 2,500. This page can help you file an electronic SED, if one is required for your shipment.

[Modify Export Documents](#)

Please choose one of the following options related to your shipment:

SED Filing Options

SED Option 2 Filer

The Automated Export System (AES) on the AESDirect Web site will use your AESDirect File ID Number and an Export Reference Number for this shipment to create your AES Transaction Number.

For more information about AESDirect, go to www.aesdirect.gov

Export Identification Number:
85478907E EIN

Export Reference Number: FC000000066655 **Reference Number Type:** Customs generated number (ITN)

Note: If you file electronically by a different method, you must provide the Internal Transaction Number (ITN) generated by U.S. Customs Service in the Export Reference field.

Instructions

1. Self-file SED at AESDirect. Go to Internet Shipping or CampusShip
2. After entering shipment information and clicking **Ship Now** you'll be asked to select export forms for the shipment
3. Check the export forms options you need, including the **U.S. Shipper's Export Declaration (SED)** box
4. To provide the ITN you received from AESDirect, choose the **File online with AESDirect** SED filing method
5. Select **SED Option 2 Filer** as the Filing Option, enter your Tax ID in the **Export Identification Number**, and the ITN in the **Export Reference Number** field

How to provide the ITN with UPS Waybill/UPS Ready® Systems

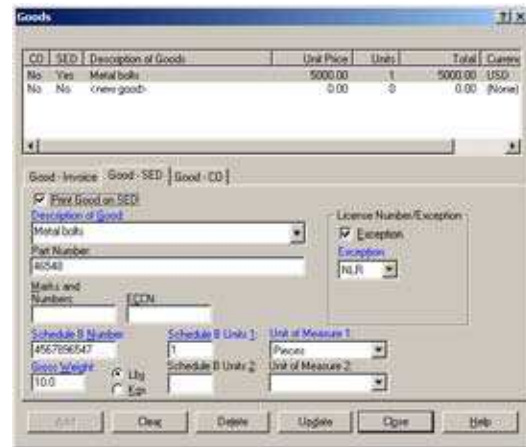
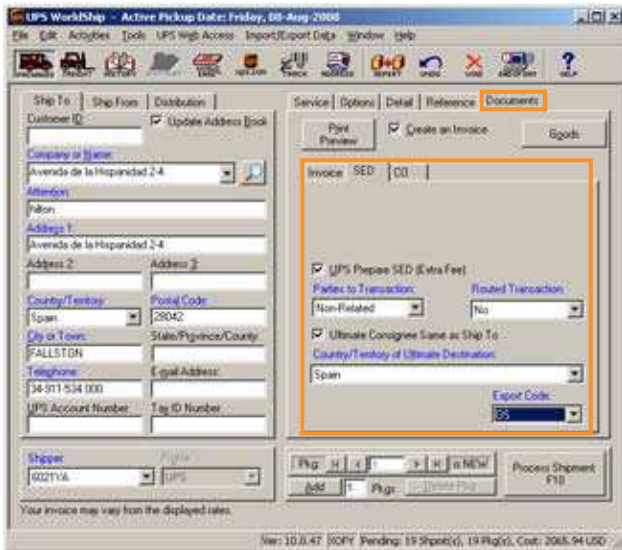
When shipping with UPS waybills or other shipping methods, record the ITN number on the Commercial Invoice

- A printed ITN number on your invoice is preferred to a hand-written ITN
- Provide a copy of the ITN confirmation email from the U.S. Census Bureau with other export documentation or hand-write **SED filed, ITN Number: _____** on the Commercial Invoice to ensure UPS is aware you have self-filed your SED

Option 2: Create a SED in your UPS Shipping System

Creating a SED in your UPS shipping system ensures that the mandatory data elements are completed. This reduces the risk that your shipment will be held due to insufficient information.

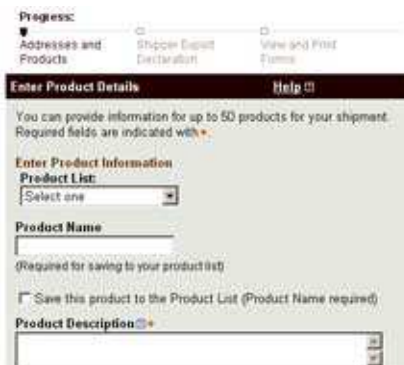
How to create an SED in UPS WorldShip®



Instructions

1. Complete shipment information and click the **Documents** tab
2. Click the **SED** tab and check **UPS Prepare SED (Extra Fee)**
3. Click the **Goods** button to enter goods information. Click on the **Good - SED** tab to enter information specific to the SED
4. Help is available to define the fields by clicking the **Help** button
5. The SED information will be electronically submitted to UPS when an “End of Day” upload occurs. UPS WorldShip will print the Power of Attorney form, if you don’t already have one on file with UPS.

How to create a SED with UPS Internet Shipping/UPS CampusShip®



Instructions

- After entering shipment information and clicking **Ship Now** you’ll be asked to select export forms for the shipment
- Check the export forms you need, including the **U.S. Shippers Export Declaration (SED)** box. Choose the **Print and attach my SED** filing method
- You will be guided through providing the information required for UPS to file your SED
- Print the SED and provide one copy in the documentation pouch on your shipment
- Be sure to provide a [UPS Power of Attorney form](#)

Option 3: Provide your company's printed SED

Your company may already prepare paper SEDs as part of your business process. UPS will accept your paper SED forms and use the information to file electronically on your behalf with AES. Be sure to include a UPS Power of Attorney form.

Ensure the following information is provided on your SED

- The Tax ID number, typically an Employer Identification Number (EIN)
- A detailed description of goods
A good description should include the type of item (e.g. bolt, pipe), what the item is made of (e.g. plastic, steel), and what the item is used for (e.g. for sewing machines, for air compressors)
- The Schedule B number for the goods (available [here](#))
- License / License Exception / License Exemption
While most shipments are NLR (No License Required), you should verify the appropriate export type based on the goods being shipped and the receiver of the shipment.
- Your signature

Option 4: Provide a complete commercial invoice

If your Commercial Invoice provides sufficient detail, UPS can electronically file a SED for you. UPS needs to have Power of Attorney allowing UPS to file the SED on your behalf.

A UPS Power of Attorney (POA) form can be downloaded [here](#). You can also obtain a Power of Attorney form by contacting International Customer Service at 1-800-782-7892.

Ensure your Commercial Invoice contains the following items

- The Tax ID number, typically an Employer Identification Number (EIN)
- A detailed description of goods
A good description should include the type of item (e.g. bolt, pipe), what the item is made of (e.g. plastic, steel), and what the item is used for (e.g. for sewing machines, for air compressors)
- The Schedule B number for the goods (available [here](#))
- License / License Exception / License Exemption
While most shipments are NLR (No License Required), you should verify the appropriate export type based on the goods being shipped and the receiver of the shipment.
- Your signature