

How to Enter EEI/SED on fedex.com

➤ Step by Step

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

Totals 3000 USD 1 10 lbs

Total Shipment Details [Edit](#) [Delete](#)

Shipment weight lbs

Total carriage value US Dollars

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

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

Create Packing List [?](#)

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

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

No EEI/SED required:

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

Destination Control Statement

DCS type

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

Review regulatory advisories related to your shipment.

9. Continue your Shipment [Help](#)

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

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

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

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

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

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

Totals 3000 USD 1 10 lbs

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

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

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

Create Packing List [?](#)

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

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

No EEI/SED required:

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

* EEI/SED Filing Option: Select

Destination Control

DCS type

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

Review regulatory advisories related to your shipment.

9. Continue your Shipment [Help](#)

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

Totals 3000 USD 1 10 lbs

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

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

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

Create Packing List [?](#)

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

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

No EEI/SED required:

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

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

Step 1

Submit EEI to AES weblink

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

Step 2

* AES citation type: Select

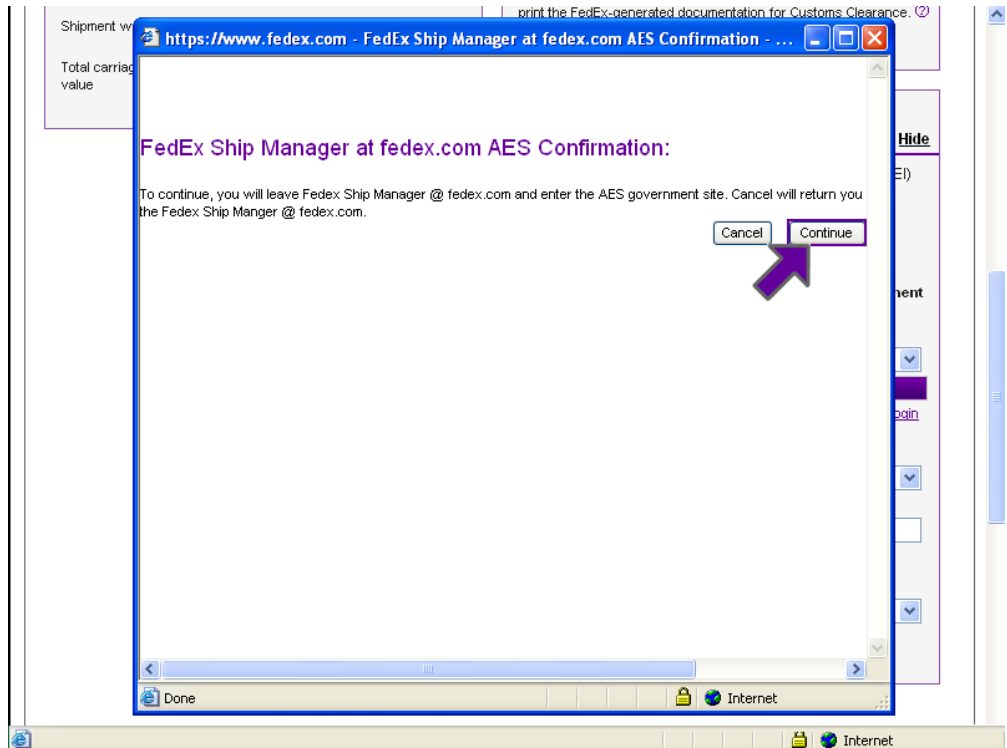
Step 3

* AES citation: AES

Destination Control of Statement

DCS type: Department of Commerce

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



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

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

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

No EEI/SED required

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

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

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

Step 2 * AES citation type: Select

Step 3 * AES citation: AES
 Select
 Pre-Departure ITN
 Post-Departure
 AES Direct
 AES Exemption

Destination Control Statement
 DCS type: Department of Commerce

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

9. Continue your Shipment

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

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

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

No EEI/SED required

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

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

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

Step 2 * AES citation type: Pre-Departure ITN

Step 3 * AES citation: AES
 Select
 Pre-Departure ITN
 Post-Departure
 AES Direct
 AES Exemption

Destination Control Statement
 DCS type: Department of State

* DOS recipient: Robert Erikson

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

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

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

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

No EEI/SED required:

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

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

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

Step 2

* AES citation type: Pre-Departure ITN

Step 3

* AES citation: **Pre-Departure ITN**, Post-Departure, AES Downtime

Destination Control Statement

DCS type: Department of State

* DOS recipient: Robert Erikson

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

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

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

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

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

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

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

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

No EEI/SED required:

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

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

Step 1
Go to FedEx Agent Filing Tool

Step 2
* AES citation type: Pre-Departure ITN

Step 3
* AES citation: AES

Destination Control Statement
DCS type: Department of Commerce

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

9. Continue your Shipment

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

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

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

No EEI/SED required:

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

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

Step 1
Go to FedEx Agent Filing Tool

Step 2
* AES citation type: Pre-Departure ITN

Step 3
* AES citation: AES

Destination Control Statement
DCS type: Department of Commerce

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

9. Continue your Shipment

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

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

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

No EEI/SED required.

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

* EEI/SED Filing Option: Select

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

Destination Control Statement
DCS type: Department of Commerce

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

9. Continue your Shipment

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

Save for later Ship

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

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

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

No EEI/SED required.

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

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

Step 1

* AES citation type: Select

Step 2

- Select
- Pre-Departure ITN**
- Post-Departure

* AES citation: AES

Destination Control Statement
DCS type: Department of Commerce

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

9. Continue your Shipment

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

Save for later Ship

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

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

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

No EEI/SED required:

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

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

Step 1

* AES citation type: Select

Step 2

* AES citation: AES

Destination Country of Statement

DCS type: Department of Commerce

Advisories (optional)

Review regulatory advisories related to your shipment.

9. Continue your Shipment

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

Save for later Ship

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

Total carriage value: 3,000 US Dollars

8. Electronic Export Information

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

No EEI/SED required:

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

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

Step 1

* AES citation type: Pre-Departure ITN

Step 2

* AES citation: AES

Destination Country of Statement

DCS type: Department of State

* DOS recipient: Robert Erikson

* DOS country:

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



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