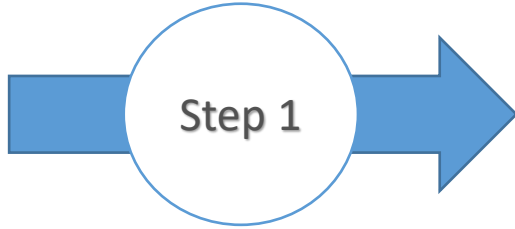


Steps for filing a successful Test Bulk Filing in AESDirect:

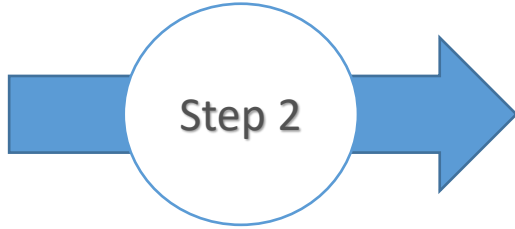
- 1) User must log into AES Direct via the ACE Modernization Portal (i.e., log in to ACE Portal, on ACE Home, Recently Viewed Accounts will be presented, or user can access all accounts from Accounts tab).
ACE Certification can be accessed <https://ace-test.cbp.gov/>
- 2) Then user select Account Name/EIN from Account Navigation to Submit AES Filing.
- 3) User will then be directed to the AESDirect's Shipment Manager showing a list of prior filings created. In the Shipment Manager browser and verify that the orange TRAINING ENVIRONMENT is displayed.
- 4) On the upper-right of the screen under Tools Menu select Bulk Filing Manager.
- 5) To create a Bulk Filing, In the upper-right of the screen under the "TRAINING ENVIORONMENT" select Create Bulk Filing.
- 6) Enter required and optional fields.
 - a) If you only have 1 Filer ID, it will automatically be assigned. However, if assigned multiple you will need select from a dropdown menu.
 - b) An email assigned to you will automatically be entered.
 - c) You have the option to leave a 50-character limit comment. And after the data is entered, select the upload icon.
- 7) After choosing the bulk filing, verify that the Filer ID and Email Address is correct and then Upload.



- ✓ User must login into AESDirect via the ACE
- ✓ After successful login
- ✓ Recently Viewed Accounts will be listed
- ✓ Select the Name of account
- ✓ User can also access all the accounts from Accounts tab
- ✓ Accounts tab select Exporter in the dropdown

The screenshot shows the ACE system interface. At the top left is the ACE logo. To the right is a search bar with the placeholder text "Enter Account Name, Type, ACE ID....." and a magnifying glass icon. Further right is the user name "ANAND BOOMPOG". Below the header is a navigation menu with "Home", "Accounts", "Account Search", and "References". The main content area features a large banner image of a container ship at sea, with the text "Welcome to ACE" and "v3.9.0" overlaid. Below the banner is another search bar with the placeholder text "Enter Account Name, Type, ACE ID..." and a magnifying glass icon. Below the search bar is a section titled "Recently Viewed Accounts" with "2 Records". This section contains a table with the following data:

ACE ID	Name	Account Type	Identification Type	Identification Number
1 0000249722	Anand Exporter	Exporter	EIN	23-3423232
2 0000258650	Maryland Exporter LLC	Exporter	EIN	30-1301301



- ✓ Select Account Name/EIN from Account Navigation
- ✓ Select the "Submit AES Filing"

The screenshot displays the ACE (Automated Commercial Environment) system interface. At the top left is the ACE logo. To the right is a search bar with the placeholder text "Enter Account Name, Type, ACE ID....." and a magnifying glass icon. Further right is a user profile icon labeled "ANAND BOOMPOG". Below the header is a navigation menu with links for "Home", "Accounts", "Account Search", and "References".

The main content area is divided into two columns. The left column, titled "Account Navigation", contains a list of accounts, with "Anand Exporter" (EIN: 23-3423232) selected and highlighted in light blue. A red-bordered button labeled "< Back" is positioned above this list.

The right column displays the details for the selected account, "Anand Exporter". At the top right of this section are two buttons: "Submit AES Filing" and "Reports". Below this, a table lists key information:

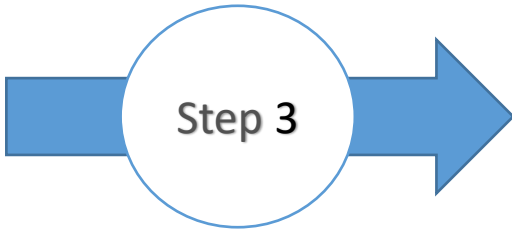
Record Type Name	ACE ID	EIN	Status
Exporter	0000249722	23-3423232	EIN Pending

Below the table are tabs for "Details", "Contacts", and "Addresses". The "Details" tab is active and shows a section for "Exporter Information" with a "Request EIN Reports Authorization" button. The information includes:

- Exporter Name: Anand Exporter
- ACE ID: 0000249722
- EIN: 23-3423232

Below this are expandable sections for "Other Company Name(s)", "Organization", and "Account Status".

The footer contains a navigation bar with links for "About CBP", "Newsroom", "Travel", "Trade", "Border Security", and "Careers". A blue button labeled "Give Us Feedback" is located in the bottom right corner.



User will then be directed to the AESDirect's Shipment Manager.
 In the Shipment Manager browser.
 Verify that the orange TRAINING ENVIRONMENT is displayed.

U.S. Customs & Border Protection
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AESDirect

Tools Menu ▾ Help Brandon Taylor

TRAINING ENVIRONMENT

Shipment Manager
[+ Create Export Filing](#)
[Create from Template](#)
[Amend Accepted Filing](#)

Show Filters

Filings Updated in: [Clear Filters](#)

Showing 1 to 10 of 10 Filings
 Search [Search](#) [Reset](#)

File ID	Shipment Ref. # [Count]	Status	Last Action	ITN	Last Updated	Last Updated By	Export Date	USPPI	USPPI ID	Consignee	Destination	Shipment Actions
	REGBGT12162021807	Accepted	Add	X20220311569107	03/11/2022 07:57:36		10/31/2019	MURAT TEST DATA CO		VAN CONSIGNEE	US 🇺🇸	Amend Print Cancel EEI
	WL_2021221-TST-4Z / [7]	Accepted	Replace	X20220217564321	03/04/2022 13:32:52		03/04/2022	WL BLAH USSPI		WL BLAH CONSIGNEE	PK 🇸🇬	Amend Print Cancel EEI
	WL_2021221-TST-2	Draft	Add		03/03/2022 10:58:21		03/09/2022	WL BLAH USSPI		WL BLAH CONSIGNEE	PK 🇸🇬	Edit Print Delete

Step 4

- 1) Check the URL is <https://trade-test.cbp.dhs.gov/ace/aes/aesdirect-ui/secured/home>
- 2) Make sure that the orange banner that says "TRAINING ENVIRONMENT" is displayed.
- 3) On the upper-right of the screen under Tools Menu select Bulk Filing Manager

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AEEDirect

Tools Menu - Help Brandon Taylor

T R A I N I N G E N V I R O N M E N T

Shipment Manager

+ Create Export + Create Import + Amend Accepted Filing

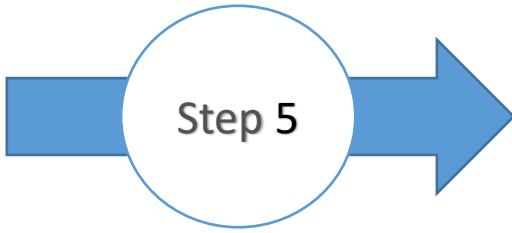
Shipment Manager
Party Profile Manager
Template Manager
Bulk Filing Manager

Show Filters

Filings Updated in: Last 3 Months Clear Filters

Showing 1 to 9 of 9 Filings Search Search Reset

Filer ID	Shipment Ref. # [Count]	Status	Last Action	ITN	Last Updated	Last Updated By	Export Date	USPPI	USPPI ID	Consignee	Destination	Shipment Actions
112610676	WL_2021221-TST-4Z / [7]	Accepted	Replace	X20220217564321	03/04/2022 13:32:52	EG3444CA	03/04/2022	WL BLAH USSPI	11261067600	WL BLAH CONSIGNEE	PK	Amend Print Cancel EEI



- 1) Check the URL is <https://trade-test.cbp.dhs.gov/ace/aes/aesdirect-ui/secured/home>
- 2) Make sure that the orange banner that says "TRAINING ENVIRONMENT" is displayed.
- 3) To create a Bulk Filing. In the upper-right of the screen under the "TRAINING ENVIRONMENT" select Create Bulk Filing.

U.S. Customs & Border Protection
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AESDirect

Tools Menu - ? Help Brandon Taylor

T R A I N I N G E N V I R O N M E N T

Create Bulk Filing

Bulk Filings » All

Showing 1 to 1 of 1 entries

Search Search Reset

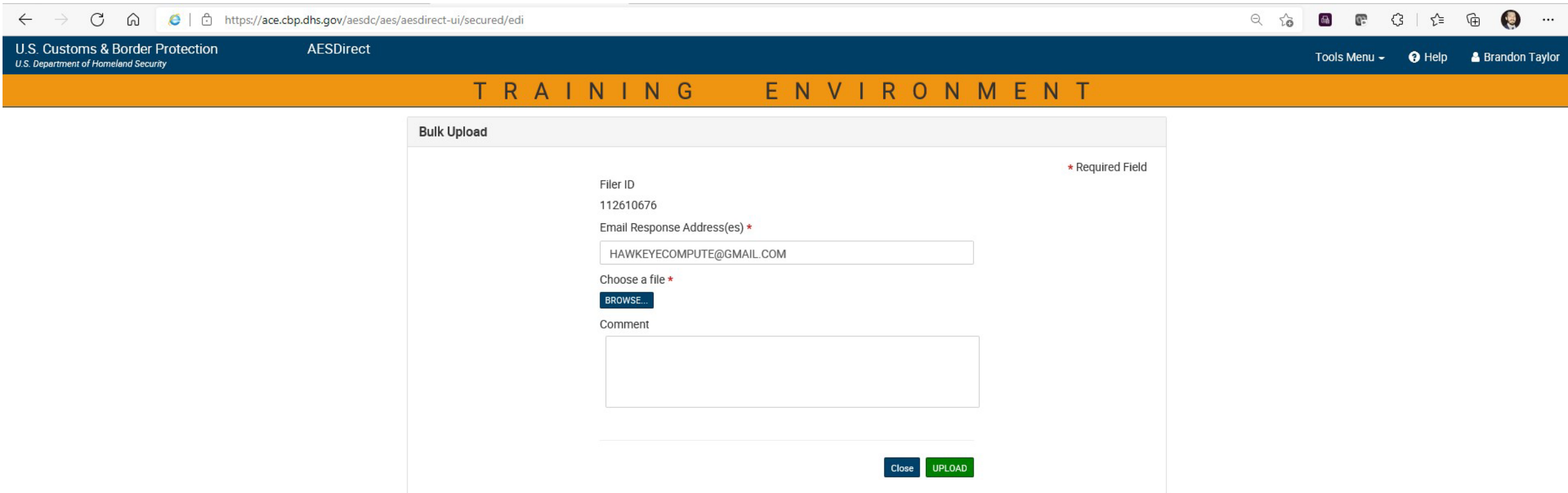
User ID	Account ID	File Name	File Comment	Status Code	Total Filings	Create Date	Process Complete Time	Actions
Adam Nave	112610676	test bulk.txt		Complete	1	09/12/2018 14:41:03	09/12/2018 14:41:04	View Filings

Show entries



Step 6

- 1) Check the URL is <https://trade-test.cbp.dhs.gov/ace/aes/aesdirect-ui/secured/home>
- 2) Make sure that the orange banner that says “TRAINING ENVIRONMENT” is displayed.
- 3) After selecting “Create Bulk Filing” you will have three required and one optional. If you only have 1 Filer ID, it will automatically be assigned. However, if assigned multiple you will need select from a dropdown menu. An email assigned to you will automatically be entered and you have the option to leave a 50-character limit comment.
- 4) After the data is entered, select the upload icon.



The screenshot shows a web browser window with the URL <https://ace.cbp.dhs.gov/aesdc/aes/aesdirect-ui/secured/edi>. The page header includes "U.S. Customs & Border Protection" and "AESDirect". A prominent orange banner across the top reads "TRAINING ENVIRONMENT". The main content area is a "Bulk Upload" form with the following fields:

- Filer ID**: 112610676
- Email Response Address(es) ***: HAWKEYECOMPUTE@GMAIL.COM
- Choose a file ***: BROWSE...
- Comment**: (empty text area)

At the bottom right of the form are "Close" and "UPLOAD" buttons. A red asterisk indicates required fields.

Step 7

- 1) Check the URL is <https://ace-test.cbp.dhs.gov/ace/aes/aesdirect-ui/secured/home>
- 2) Make sure that the orange banner that says "TRAINING ENVIRONMENT" is displayed.
- 3) After choosing the bulk filing, verify that the Filer ID and Email Address is correct and then Upload

T R A I N I N G E N V I R O N M E N T

Bulk Upload

Filer ID
112610676

Email Response Address(es) *

Choose a file *
BROWSE...
C:\Users\BBGDBKN\OneDrive - US Customs and Border Protection\Desktop\Bulk Filing Regression\Aestir_Valid_63A_PR_STATE_A_1.txt

Comment

Close **UPLOAD**

* Required Field