Steps for filing a successful Test Bulk Filing in AESDirect:
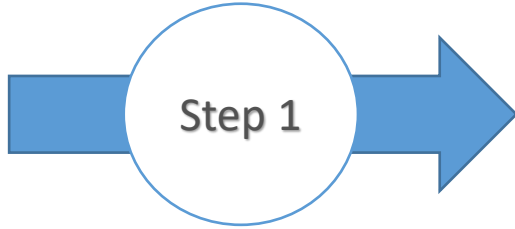
1) User must log into AES Direct via the ACE Modernization Portal (i.e., log in to ACE Portal, on ACE Home, Recently Viewed

   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.

Step 1 →

- ✓ 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

| | | | | Home | Accounts ∨ | Account Search | References | | |

Welcome to ACE
v3.9.0

Enter Account Name, Type, ACE ID....

Recently Viewed Accounts
2 Records

	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	

Step 2
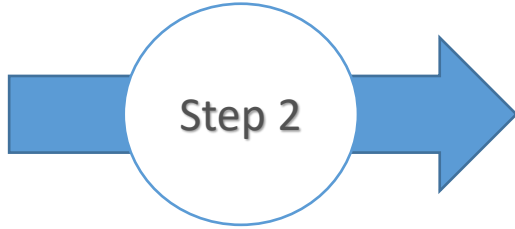
✓ Select Account Name/EIN from Account Navigation
✓ Select the "Submit AES Filing"

ace

Enter Account Name, Type, ACE ID.......   ANAND BOOMPOG

Home   Accounts ∨   Account Search   References

‹ Back

Account Navigation

Anand Exporter
EIN: 23-3423232

Account Name
Anand Exporter

Submit AES Filing   Reports

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

Details   Contacts   Addresses

∨ Exporter Information   Request EIN Reports Authorization

Exporter Name
Anand Exporter

ACE ID
0000249722

EIN
23-3423232

› Other Company Name(s)

› Organization

› Account Status

About CBP   Newsroom   Travel   Trade   Border Security   Careers

💬 Give Us Feedback

Step 3
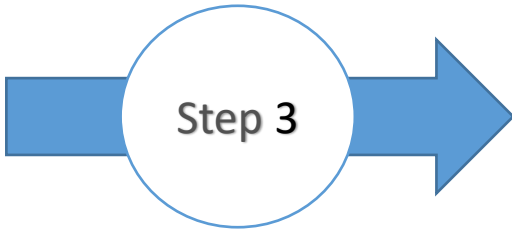
User will then be directed to the AESDirect's Shipment Manager.
In the Shipment Manager browser.
Verify that the orange TRAINING ENVIRONMENT is displayed.

https://trade-test.cbp.dhs.gov/ace/aes/aesdirect-ui/secured/home

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

Shipment Manager

➕ Create Export Filing   ⬆ Create from Template   📋 Amend Accepted Filing

Show Filters

Filings Updated in: Last 3 Months

Clear Filters

Showing 1 to 10 of 10 Filings

Search ❶ [   ]   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
	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
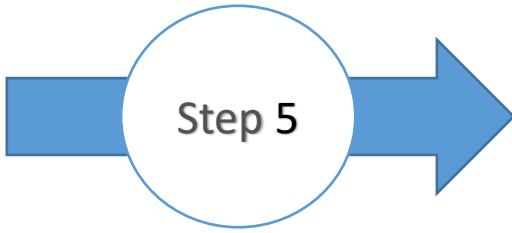
Step 4

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

Step 5

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 ENVIORONMENT" select Create Bulk Filing.

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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   Reset

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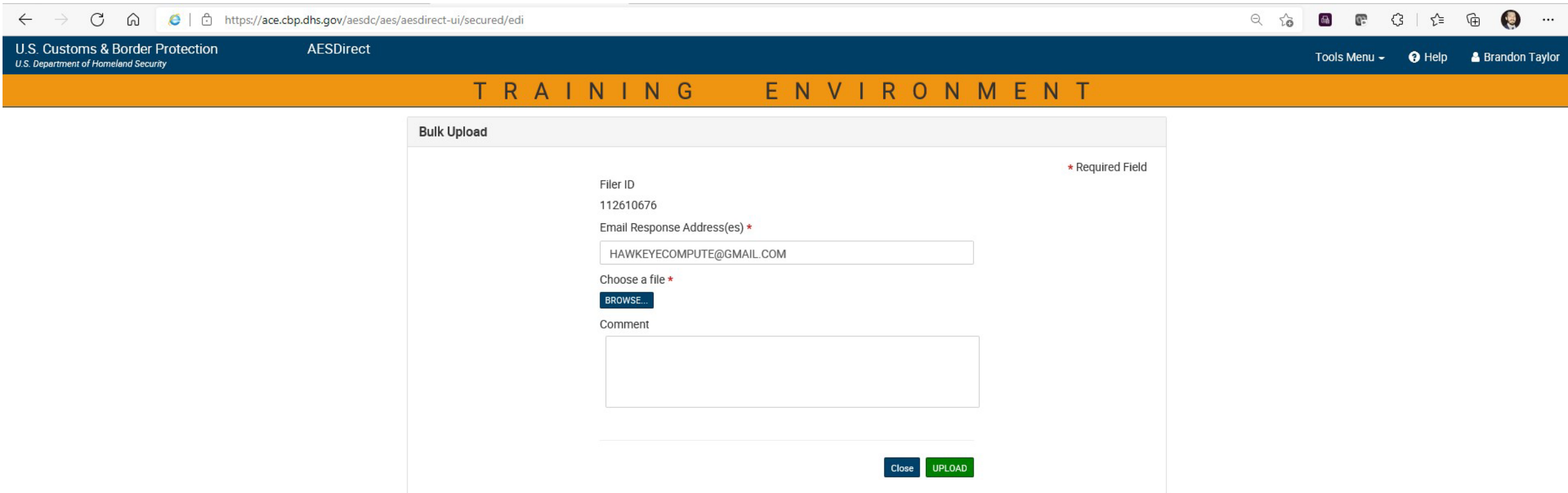
User ID	Account ID	File Name	File Comment	Status Code	Total Filings	Create Date	Process Complete Time	Actions
Adam Nave	112610676	test bulk.txt		Complete	1	09/12/2018 14:41:03	09/12/2018 14:41:04	View Filings

Show [10] 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.

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

Bulk Upload

* Required Field

Filer ID
112610676
Email Response Address(es) *

HAWKEYECOMPUTE@GMAIL.COM

Choose a file *
BROWSE...

Comment

Close   UPLOAD

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

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

Bulk Upload

* Required Field

Filer ID

112610676

Email Response Address(es) *

HAWKEYECOMPUTE@GMAIL.COM

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