



Export Control Travel Filing

Job Aid

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Who needs to submit this form?

In accordance with U.S. federal policy, all WCM employees and students who are planning personal or business travel to the countries listed below need to complete the Electronic Export Information (EEI) filing.

- China
- Russia
- Venezuela

Apply for an Automated Commercial Environment (ACE) Exporter Account

In order to complete the Export Control Travel Filing process, you will need to first apply for an ACE account.

1. Gather the required information for this application:
 - a. To apply, you will need to provide an Employer Identification Number (EIN):
 - i. If you are a US citizen traveling on personal business, you can use your Social Security Number as the EIN.
 - ii. If you are a non-U.S. national, you can use your passport number.

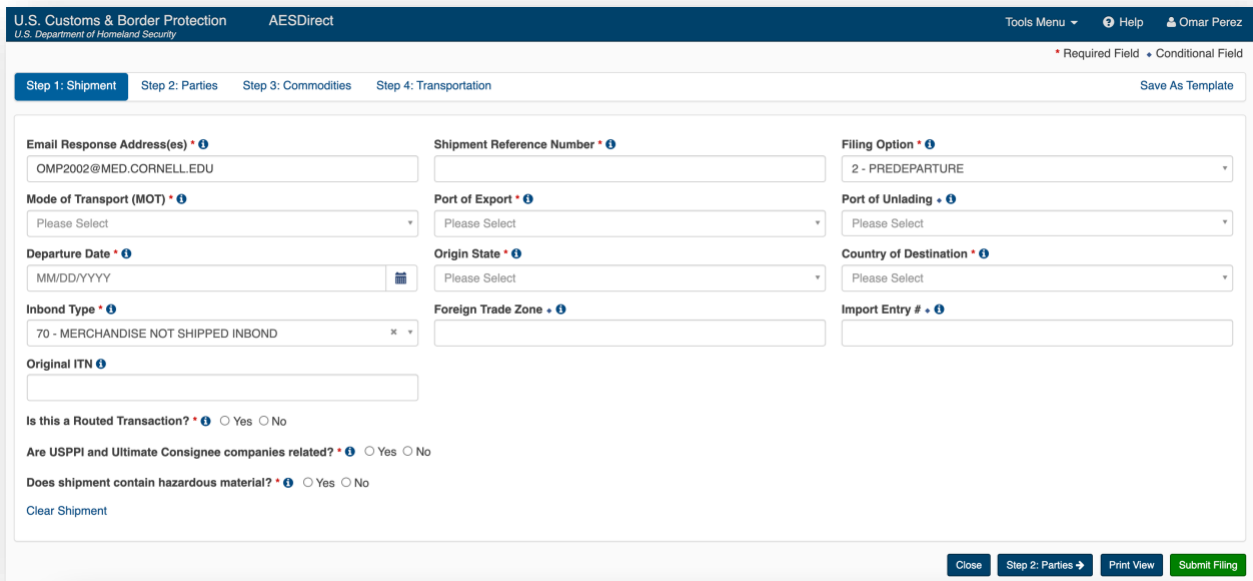
- iii. All others, you will need to obtain an EIN by following the guidance provided by Census.gov: ([https://www.census.gov/foreign-trade/regulations/How to Obtain an EIN COMBINED.pdf](https://www.census.gov/foreign-trade/regulations/How%20to%20Obtain%20an%20EIN%20COMBINED.pdf))
 - iv. **Note:** The EIN is for a specific individual. This filing was originally meant to be used by companies to ship materials abroad, and was recently expanded to individuals traveling to China, Russia, and Venezuela. This is why the individual must register as a sole proprietor. If an individual from WCM does the filing on behalf of a colleague, then WCM's EIN can be used.
2. To apply for the ACE Exporter Account, click or copy and paste the URL below to access the application, which is found on the U.S. Customs and Border Protection site.
 - a. https://ace.cbp.dhs.gov/acexpub/acexpub_Apps/ExporterAccountApplication/expForm.php
 3. Enter the required fields.
 4. Submit the form.
 - a. Your application will take approximately 24 hours to process and you will be notified via email.

Log in to your ACE Exporter account to create an Export Filing

Once your ACE Exporter account has been created, the next steps are to log into the site to create an Export Filing.

1. Click or copy and paste the URL below to log into your ACE Exporter account:
 - a. <https://www.cbp.gov/trade/automated>
2. Select the **Accounts** tab
3. Then select **Exporter** from the dropdown menu on the left hand side. Select **GO**.
4. Select Submit **AESDirect Filings**.
 - a. Your pop-up blocker must be turned off to access the ACE Filing Portal.
 - i. If you need help disabling your browser's popup blocker, consult our [KB article](#) on myHelpdesk.
5. Read and Check all Certification Statement boxes & click **Submit**.

6. On the top right side of the page, click **Create Export Filing**.
7. Enter the necessary information to file:
 - a. Name and address both locally and in China/Russia/Venezuela
 - b. Date and airport of departure from the U.S.
 - c. Date and airport of arrival in China/Russia/Venezuela
 - d. Date of return to the U.S. (if available)
 - e. Airline
 - f. List of items you plan to carry with you including:
 - i. The make and model of your loaner device
 - ii. The country of origin
 - iii. Approximate value (this includes computers, software installed on computers and cell phones but does not include things like clothing and toiletries or published books). **Note:** Approximate value of ITS loaner laptops is \$750.



U.S. Customs & Border Protection
U.S. Department of Homeland Security

AESDirect

Tools Menu Help Omar Perez

Required Field Conditional Field

Step 1: Shipment Step 2: Parties Step 3: Commodities Step 4: Transportation Save As Template

Email Response Address(es) *

Shipment Reference Number *

Filing Option *

Mode of Transport (MOT) *

Port of Export *

Port of Unloading *

Departure Date *

Origin State *

Country of Destination *

Inbond Type *

Foreign Trade Zone *

Import Entry # *

Original ITN

Is this a Routed Transaction? * Yes No

Are USPPi and Ultimate Consignee companies related? * Yes No

Does shipment contain hazardous material? * Yes No

Clear Shipment

Close Step 2: Parties Print View Submit Filing

8. Below are the codes needed to complete the filing:
 - a. Mode of Transport: “60 – passenger, hand-carried”
 - b. Inbond type: “70 – merchandise not shipped inbond”

- c. ID Number Type: foreign nationals select “T – Foreign Entity” and input their Chinese/Venezuelan/Russian passport #. US Citizens select “E – EIN” and input the number obtained from step 1.
 - d. Consignee Type (Ultimate Consignee section): “D – Direct Consumer”
 - e. Intermediate Consignee: only include this information if another person completing the filing on behalf of the traveler
 - f. Export Information Code: “OS – All other exports”
 - g. Schedule B or HTS Number: the filing contains a search engine for this number
 - h. Export Control Classification Numbers (ECCN)
 - i. ECCN’s are provided in [Appendix 1](#) below.
 - i. License Type Code/License Exemption Code: usually “C33 – NLR No License Required”
9. After all the required information is completed, click **Submit Filing**.
10. You will receive an Internal Transaction Number (ITN). This is the number provided to Customs for reference to the filing.

Appendix 1: Export Control Classification Numbers (ECCN)

Computers:

Dell Latitude 7280 – ECCN 5A992.c, <http://i.dell.com/sites/doccontent/shared-content/solutions/en/Documents/hts-eccn-ccats-ref-table-2017-05.pdf>

Apple MacBook Pro – ECCN 5A992.c, <https://www.apple.com/legal/more-resources/gtc.html>

Apple iMac – ECCN 5A992.c, <https://www.apple.com/legal/more-resources/gtc.html>

Software:

Windows 10 – ECCN 5D992.c, <https://www.microsoft.com/en-us/exporting/exporting-information.aspxv>

Mac OS X – ECCN 5D992.c, <https://www.apple.com/legal/more-resources/gtc.html>

Acrobat Pro DC – ECCN 5D992, <http://www.adobe.com/legal/compliance.html>

Adobe Flash – ECCN EAR99, <http://www.adobe.com/legal/compliance.html>

Cisco AnyConnect VPN – ECCN ,
5D992, <https://www.cisco.com/c/en/us/support/docs/security/anyconnect-secure-mobility-client/200191-AnyConnect-Licensing-Frequently-Asked-Qu.html>

Identity Finder – 5D992

Java JRE – ECCN 5D992.c, <http://www.oracle.com/us/products/export/eccn-matrix-software-412042.pdf>

Microsoft Office – ECCN 5D992.c, <https://www.microsoft.com/en-us/exporting/exporting-information.aspx>

Zoom Client for Meetings – 5D992

Misc:

iPhone: 5A992