



USING ACE EXPORT REPORTS TO MANAGE EXPORT FILING COMPLIANCE

An Automated Commercial Environment (ACE) account provides Exporters with access to all export filing data where the Exporter, or U.S. Principal Party in Interest (USPPI), is listed in the export filing. Exporters should have an ACE account to manage and audit the Electronic Export Information (EEI) filed in the Automated Export System (AES) through ACE to ensure timely and accurate filings and to maintain compliance with Export Administration Regulations (EAR).

SETTING UP AN ACE ACCOUNT

The EEI can be filed by the USPPI, the Freight forwarder, or the authorized agent of the Foreign Principal Party in Interest (FPPI). Regardless of who filed the EEI, it is the USPPI's responsibility to ensure compliance. ACE reports provide visibility to all EEI filed where the USPPI's tax ID number is listed.

1. Apply for an ACE Data Portal Account [here](#).
2. Complete and submit the ACE Exporter Account form online. (see [video](#))
3. Once CBP has accepted the application, an email will be sent to the ACE Account Owner email listed in the application.
 - a. The email will include an "Owner Name" (Shared Secret) and "Account ID".
 - b. Log in and set account password.
4. The ACE Account Owner must complete the process of setting up the account:
 - a. Add accounts (Sub-accounts)
 - b. Add and manage all account users
 - c. Maintain Account

ACCESS TO ACE EXPORT REPORTS

To run ACE export reports, the Account Owner must first request authorization.

1. Log in to your ACE Exporter Account.



2. Select the **Accounts** tab and select your account located in the bottom left, by clicking the expand button (+ sign) then select the Account you wish to run reports from (specific EIN or Account Name).
3. Select "Request EIN Reports Authorization" button from the top right hand of the page.
4. Click on the **Certification of Authority** link and complete the form.
5. Send the completed form to the U.S. Census Bureau: exportreports@census.gov

RUNNING ACE EXPORT REPORTS

There are three standard export transaction reports available in ACE. The reports can be customized, or you can create Ad Hoc reports to your specific needs. These reports can be run by the Authorized Agent (Filer) or the USPPI and provides information related to the specific EEI filed.

Standard reports:

- **AES-201 Filer Transactions** – reports requested by the "filer" and shows all export transactions where the Filer's name is listed as the filing party.
- **AES-202 USPPI Transactions** – reports requested by the USPPI and shows all export transactions submitted on behalf of the USPPI.
- **AES-203 USPPI Agent-Filed Routed Transactions** – shows shipments that were flagged as "routed" export transactions and filed on behalf of the USPPI.

To run reports:

1. Log in to your ACE Exporter Account.
2. Select the **Accounts** tab and select your account located in the bottom left, by clicking the expand button (+ sign) then select the Account you wish to run reports from (specific EIN or Account Name).
3. Select **Exporter** in the Select Account Type box.
4. Select the **Reports** option from the Select Task menu.
5. Select **Launch Reports** button from the Launch Reports and Quick view tool. This will launch the reports landing page.
6. Select **Exporter** from the Available Workspaces menu.
7. Select either Filer or USPPI tab to access the available reports.



USING ACE REPORTS

ACE reports should be used to target export compliance issues and to validate the accuracy of the information submitted in the EEI, particularly when a freight forwarder or the Authorized Agent of the FPPI, submitted the EEI information on behalf of your company. The USPPPI has ultimate responsibility for the accuracy of the EEI filing, even in Routed Export transactions.

The ACE Export Reports list shipments by the Internal Transaction Number (ITN), assigned to each EEI filing. This number should be retained with export files and held for the five (5) years per the export recordkeeping requirements of the EAR.

The ACE reports should be used to ensure that the filer or forwarder properly filed the required EEI data elements as per instructions provided on the Shipper's Letter of Instruction (SLI) and related commercial documents.

Use the ACE report information to validate the export filing. Depending on your export transaction volume, select an audit sample based on destination, volume, value, classification, and applicable export controls. Include the following in the transaction compliance audit:

- The export shipment ITN#
- Authorized "filer"
- Late File Indicator
- Proper name, address, and Tax ID# of the USPPPI
 - Ensure no exports were erroneously filled under the USPPPI Tax ID#
 - Identify if Corporate or Subsidiary Tax ID was filed
- Shipment Value
 - Ensure total shipment value is declared, over/under declared value with multiple invoices
- Proper Schedule B/HTS#, ECCN# and product description
 - Separate lines filled by Schedule B/HTS where value is \$2500 or greater
- **Export License#** or No License Required (NLR)
- Country of Destination and Consignee information



- Shipment origin and Domestic (D) or Foreign (F) indicator
- Whether the USPPI and FPPI are “Related”
- Properly state if the shipment is a **Routed or Non-Routed** transaction
 - This is a common error when an Agent files the EEI.
 - Incoterm EXW should indicate Routed but can be missed by the filer.
- Confirm the expected ship dates and quoted/booked carrier information.
 - Ensure that the forwarder following expectations.
- Quantities, weights, and measures accurately listed.

Any identified discrepancies should be corrected through the [Voluntary Self-Disclosure](#) process and a corrective action internally and with the forwarder implemented.

ADDITIONAL INFORMATION AND RESOURCES

Ace Accounts and Reports:

- CBP Account Service Desk: 1-866-530-4172, option 1, option 2 or [Email](#)

CBP ACE Reports [Home Page](#)

- ACE report questions - Send Email to: ace.reports@cbp.dhs.gov
- ACE Portal Training
- ACE Reports Training Guides and Videos

U.S. Census Bureau

EEI Report Support requests: (800) 549-0595 Option 5

- Certificates Of Authority (COA) or Export Reports
- Receiving access to Export Reports (new data request function)
- Running Export Reports in ACE
- ACE Report training videos

Electronic Export Information (EEI):

- How to Submit your EEI [information](#)