



# Task card: Entering an AEI into the Integrated Cargo System (ICS)



This task card provides a guide on how to search and enter an AEI in the ICS in order to declare offshore treatment information.

Note: The screen shots used in this reference guide are from the ICS. If you are using 3rd party software, the fields names may differ.

## Step 1

When adding tariff line information make sure you select the “Add AQIS Information”.

Import Declaration (N10) Tariff Line Create - Internet Explorer

ICS UAT\_EXTERNAL HELP Import Declaration (N10) Tariff Line Create

**Incomplete**

**Declaration Details**

Temporary Declaration ID AAAKR3MGH  
Importer Reference 20000028982  
Broker Reference

Supplier ID 00000000000 find  
Supplier TIN  
Vendor ID

**Tariff Information**

Tariff Classification No 21069090  
Statistical Code 43  
Related Transaction Ind   
Valuation Basis Type CV  
Treatment Code  
GST Exemption Code  
Establishment Code  
Goods Description GUMMY LOLLIES  
Quantity  
Unit  
Permit No 1  
Add

**Valuation Elements**

Type	Amount	Currency
Price	10000	AUD find

**Origin/Preference**

Origin Country Code FR  
Preference Origin Country Code find  
Preference Scheme Type  
Preference Rule Type

**1st Treatment Instruments**

Instrument Type	Instrument No	Remove Line

Add

**Tariff Classification Instruments**

Instrument Type	Instrument No	Remove Line

Add

**Dumping Details**

Export Country Code find  
Exchange Rate  
Exemption Type  
Specification No

Save Cancel Additional Line Information Add More Line(s) **Add AQIS Information**

## Step 2

On the next screen find the “AQIS Entity ID” field and select the little book icon.

The screenshot shows a web application window titled "Import Declaration (N10) AQIS Line Create - Internet Explorer". The page header includes "ICS UAT\_EXTERNAL HELP" and "Import Declaration (N10) AQIS Line Create". A prominent red "Incomplete" status message is displayed at the top. The form is divided into several sections:

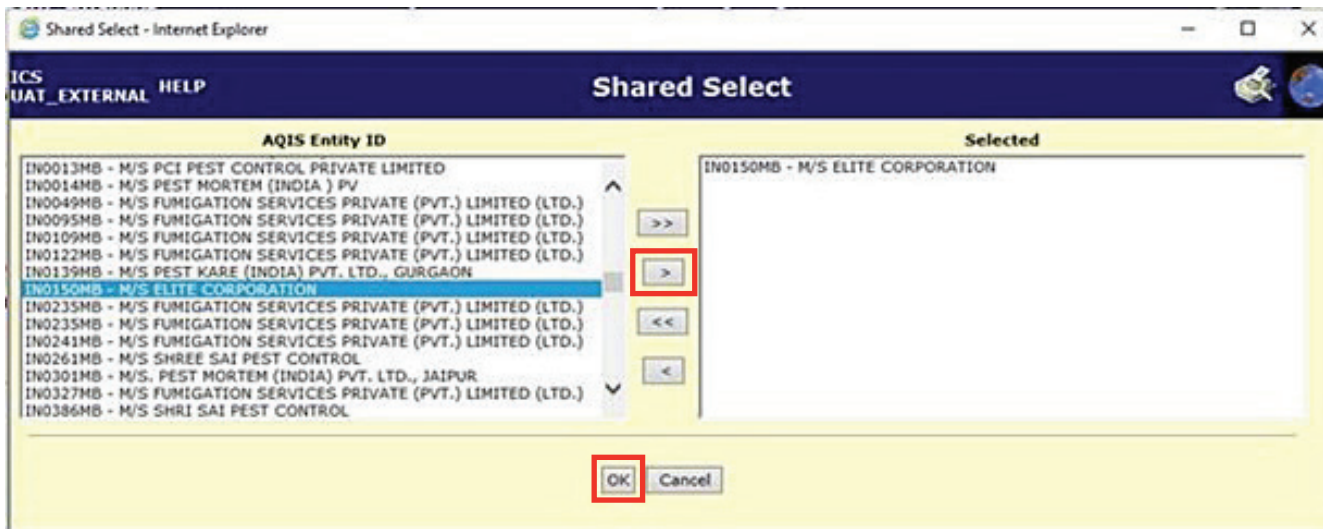
- Declaration Details:** Includes fields for "Temporary Declaration ID AAAKR3MGH", "Importer Reference 20000028982", and "Broker Reference".
- Goods Description:** A dropdown menu currently showing "GUMMY LOLLIES".
- AQIS Processing Type:** A dropdown menu.
- AQIS Premises ID:** A dropdown menu.
- AQIS Producer Code:** A dropdown menu.
- AQIS Commodity Code:** A dropdown menu.
- AQIS Entity ID:** A dropdown menu, highlighted with a red box. A small book icon is visible to its right.
- AQIS Permit No:** A text input field with an "Add" button below it.
- Container Details:** A table with columns "Type", "Container No", and "Select".
- AQIS Document Details:** A table with columns "Type", "No", "Remove", and "Add".
- AQIS Package Details:** A table with columns "Type", "No of Packages", "Remove", and "Add".

At the bottom of the form, there are "OK" and "Cancel" buttons.

### Step 3

Next find the AEI(s) you are looking for. If using the Customs Connect Facility this means scrolling through the alphabetical list and selecting the correct entity/ies.

Note: your 3rd party software may have a different mechanism for selection.



Once the AEI(s) have all been selected then click 'OK'. Now finish all other reporting that you need to complete for your declaration as per Department of Home Affairs/Department of Agriculture, Water and the Environment requirements.

If you are having problems entering an AEI or require further assistance email:  
 For AFAS and non-AFAS treatments: [AFAS](#)  
 For BMSB treatments: [BMSB treatments](#)  
 For AEP-related enquiries: [AEP Support](#)  
 Or call 1800 900 090



Phone 1800 900 090



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[agriculture.gov.au/aep](http://agriculture.gov.au/aep)