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## Entering an Entity Identifier (AEI) into the Integrated Cargo System

This help card provides a guide on how to search and enter an Entity Identifier (AEI) when lodging an import declaration in the Integrated Cargo System (ICS). The AEI is used to track and manage offshore treatment certification that accompanies consignments entering Australia.

The screen shots used in this help card are from the Customs Connect Facility. If using 3rd party software, the screens may appear visually different however the field titles should be the same.

### Step 1

When adding tariff line information click the 'Add AQIS Information' button.

The screenshot shows the 'Import Declaration (N10) Tariff Line Create' web form. The form is titled 'Incomplete' in red. It contains several sections:

- Declaration Details:** Includes fields for Temporary Declaration ID (AAAKR3MGH), Importer Reference (20000028982), Broker Reference, Supplier ID (0000000000), Supplier TIN, and Vendor ID.
- Tariff Information:** Includes fields for Tariff Classification No (21069090), Statistical Code (43), Valuation Basis Type (CV), Treatment Code, GST Exemption Code, Establishment Code, Goods Description (GUMMY LOLLIES), Quantity, Unit, and Permit No (1).
- Valuation Elements:** Includes a table with columns for Type, Amount, and Currency. The table shows a single row with Type 'Price', Amount '10000', and Currency 'AUD'.
- Origin/Preference:** Includes fields for Origin Country Code (FR), Preference Origin Country Code, Preference Scheme Type, and Preference Rule Type.
- 1st Treatment Instruments:** Includes a table with columns for Instrument Type, Instrument No, and Remove Line.
- Tariff Classification Instruments:** Includes a table with columns for Instrument Type, Instrument No, and Remove Line.
- Dumping Details:** Includes fields for Export Country Code, Exchange Rate, Exemption Type, and Specification No.

At the bottom of the form, there are buttons for 'Save', 'Cancel', 'Additional Line Information', 'Add More Line(s)', and 'Add AQIS Information'. The 'Add AQIS Information' button is highlighted with a red rectangle.

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## Step 2

Click the **book icon** next to the 'AQIS Entity ID' field.

## Step 3

Select the AEI(s) for the offshore treatment provider(s) and click the 'OK' button. Multiple AEIs can be selected.

## Step 4

Complete all other required fields of the import declaration.

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Note: AQIS Entity Identifier continues to be used in the ICS environment as it has been hard coded in the system and is unable to be changed.

## More information

For further information and contact details visit the [Entity Identifier \(AEI\)](#) webpage.

### Acknowledgement of Country

We acknowledge the continuous connection of First Nations Traditional Owners and Custodians to the lands, seas and waters of Australia. We recognise their care for and cultivation of Country. We pay respect to Elders past and present, and recognise their knowledge and contribution to the productivity, innovation and sustainability of Australia's agriculture, fisheries and forestry industries.

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