



September 2025

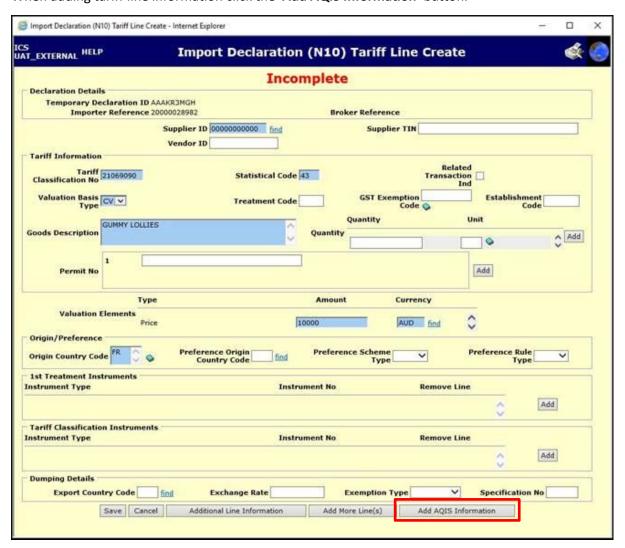
Entering an Entity Identifier (AEI) into the Integrated Cargo System

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

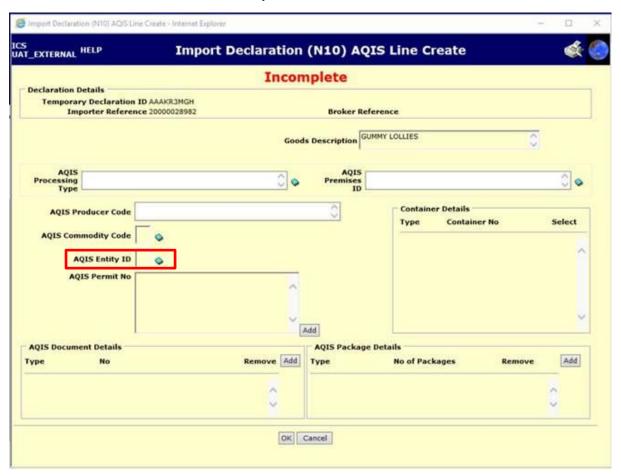
When adding tariff line information click the 'Add AQIS Information' button.



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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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