# 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 to declare offshore treatment information.

Note: The screen shots used in this reference guide are from the Customs Connect Facility. If using 3rd party software, the relevant screen may appear visually different however the field titles should be the same.

## Step 1

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

# Step 2

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



# Step 3

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 required to complete for your import declaration as per Department of Home Affairs/Department of Agriculture, Fisheries and Forestry requirements.

If you are having problems entering an AEI or require further assistance email:
For general offshore treatment enquiries: Offshore Treatments
For BMSB treatments: BMSB treatments
For AEP-related enquiries: AEP Support

Or call 1800 900 090