



# 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”.

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

- Declaration Details:** Includes fields for Temporary Declaration ID (AAAKR3MGH), Importer Reference (20000028982), Broker Reference, Supplier ID (00000000000), Supplier TIN, and Vendor ID.
- Tariff Information:** Includes Tariff Classification No (21069090), Statistical Code (43), Valuation Basis Type (CV), Treatment Code, GST Exemption Code, Establishment Code, Goods Description (GUMMY LOLLIES), Quantity, and Unit.
- Valuation Elements:** Includes Price (10000) and Currency (AUD).
- Origin/Preference:** Includes Origin Country Code (FR), Preference Origin Country Code, Preference Scheme Type, and Preference Rule Type.
- 1st Treatment Instruments:** A table with columns for Instrument Type, Instrument No, and Remove Line.
- Tariff Classification Instruments:** A table with columns for Instrument Type, Instrument No, and Remove Line.
- Dumping Details:** Includes 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'.

## Step 2


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

**Import Declaration (N10) AQIS Line Create**

**Incomplete**

Declaration Details  
 Temporary Declaration ID AAAKR3MGH  
 Importer Reference 20000028982  
 Broker Reference

Goods Description: GUMMY LOLLIES

AQIS Processing Type: [Dropdown]  
 AQIS Premises ID: [Dropdown]  
 AQIS Producer Code: [Dropdown]  
 AQIS Commodity Code: [Dropdown]  
 AQIS Entity ID: [Dropdown]   
 AQIS Permit No: [Text Area]

Container Details  
 Type | Container No | Select

AQIS Document Details  
 Type | No | Remove | Add

AQIS Package Details  
 Type | No of Packages | Remove | Add

OK Cancel

## 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.

**Shared Select**

**AQIS Entity ID**

- IN0013MB - M/S PCI PEST CONTROL PRIVATE LIMITED
- IN0014MB - M/S PEST MORTEM (INDIA ) PV
- IN0049MB - M/S FUMIGATION SERVICES PRIVATE (PVT.) LIMITED (LTD.)
- IN0095MB - M/S FUMIGATION SERVICES PRIVATE (PVT.) LIMITED (LTD.)
- IN0109MB - M/S FUMIGATION SERVICES PRIVATE (PVT.) LIMITED (LTD.)
- IN0122MB - M/S FUMIGATION SERVICES PRIVATE (PVT.) LIMITED (LTD.)
- IN0139MB - M/S PEST KARE (INDIA) PVT. LTD., GURGAON
- IN0150MB - M/S ELITE CORPORATION**
- IN0235MB - M/S FUMIGATION SERVICES PRIVATE (PVT.) LIMITED (LTD.)
- IN0235MB - M/S FUMIGATION SERVICES PRIVATE (PVT.) LIMITED (LTD.)
- IN0241MB - M/S FUMIGATION SERVICES PRIVATE (PVT.) LIMITED (LTD.)
- IN0261MB - M/S SHREE SAI PEST CONTROL
- IN0301MB - M/S. PEST MORTEM (INDIA) PVT. LTD., JAIPUR
- IN0327MB - M/S FUMIGATION SERVICES PRIVATE (PVT.) LIMITED (LTD.)
- IN0386MB - M/S SHRI SAI PEST CONTROL

**Selected**

- IN0150MB - M/S ELITE CORPORATION

OK Cancel

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