

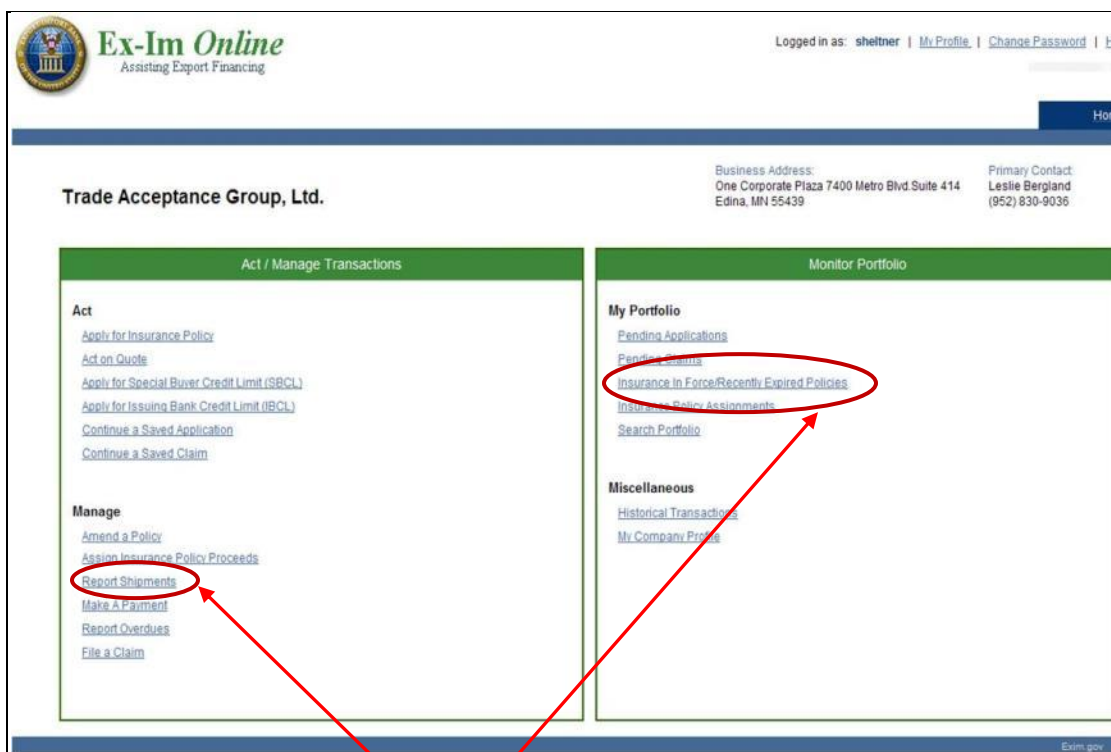
How to File a Shipment Report in Ex-Im Online

In order for coverage to apply, you are required to report all shipments and pay related premiums no later than the last day of the month following shipment. *If you do not report your shipments or pay premiums on time, those shipments are not covered, and you are out of compliance with your policy.* This can result in **CLAIM DENIAL** and non-payment by Ex-Im Bank in the event of a claim situation.

Follow these steps to Report Shipments Online:

1. Log in and view first screen (“Landing Page”).

Here you will see options to “Act/Manage Transactions” and monitor “My Portfolio”:



2. You can access shipment reporting:
 - a. under “Report Shipments” **OR**
 - b. under “Insurance in Force” – then click on your policy number and use “Quick Links” on the right-hand side of the page.
3. Once there, locate and click **“Report/View Shipments”** – You will access this each month to report the previous month’s new shipments and pay premium due; and to view a previous months’ reports



- To enter the shipment reporting module you must first indicate whether there are any overdues to report or update. This step is required of anyone viewing or reporting shipments to Ex-Im Bank. For amounts over \$25,000, you are REQUIRED to report a customer as overdue once they are 90 days BEYOND the due date. By reporting an invoice as overdue, you are NOT filing a claim, only taking a preliminary step in the process. The next time you see this screen, you can 'update' any previously reported overdues, especially once a payment has been received. You would then change the amount to the new balance owed, or type a zero '\$0' if paid in full.

Insured:
US Exporter, Inc.

Shipment Reporting

Add Shipments - Update/Add Overdue Receivables

Policy Information

Policy Number:	441401	Policy Type:	ENB
Policy Period:	10/01/2009 - 10/01/2010	Policy Status:	Issued (on 11/03/2009)
Insured Name:	US Exporter, Inc.		
Broker Name:	Trade Acceptance Group, Ltd.		

Select an option below, then click 'Continue'.

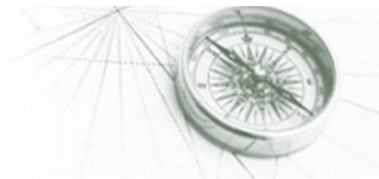
Update overdue receivables

Add overdue receivables

No overdues to report or update



5. Next, you should next be directed to the Shipment Reporting screen. Here, you have several options:
- i) If you have no shipments in the prior month, you must still **“Report No Shipments”** — (See **[A]** in the screen shot below).
 - ii) If you do have export shipments to report for the prior month, locate the section **“Select Buyers”** and follow these steps:
 - ✓ **Step 1 – Select the Buyer**
Select a buyer either from the pre-populated buyer list by clicking on the radio button next to that buyer; **OR** use the search functionality to search Ex-Im’s database for a particular buyer. Note: SBCL approved buyers automatically populate the buyer list. You may need to expand the number of items per page to see your full list of buyers. — (See **[B]** in the screen shot below). If your new buyer doesn’t appear here or in Ex-Im’s database, you will need to ‘Add’ it manually (see Step 2 below).
 - ✓ **Step 2 – Add/Manage Buyers** — (See **[C]** in the screen shot below)
Using the Add/Manage Buyer link you can add new Discretionary Credit Authority (DCL) buyers and manage the pre-populated buyer list. However, Ex-Im Online only saves a new buyer after you immediately report a new shipment. New buyer records created with no shipments reported will not be saved for use in future shipment reports.
 - ✓ **Step 3 – Add Shipments – Detail**
Once the buyer has been selected complete the shipment details. All invoices for a particular month may be reported as a total per buyer or reported on a shipment-by-shipment basis. The system will not accept shipment reports with future dates.
 - ✓ **Step 4 – Review / Update / Remove Saved Shipments**
You can review, update or remove shipments as necessary.
 - ✓ **Step 5 – Validation Results**
Once the shipment report is ready for submission, click on the **“Validate Shipment”** button (this is your last chance to make any corrections online). The shipments are compared against basic policy parameters, and the results are displayed for review. Pay close attention to the **“Validation Message”** noted for each shipment. This will provide an indication of coverage applicability.
 - ✓ **Step 6 – Submit Shipment Report and Pay Premiums**
Finally, **“Submit”** the Shipment Report and follow the prompts to pay the associated premiums due. Premiums may be paid via wire, ACH, credit card, or mail a check (funds must be *received* at Ex-Im Bank before the end of the month). Funds are not applied until the check clears your bank account. We highly recommend payment by credit card to avoid any processing delays.
 - ✓ **Are you Insured?**
If a “\$0” balance appears in the “Premium Paid” column, Ex-Im Bank has not received your payment and you probably are not insured for shipments included in that report. Call us!!
 - i) You may also wish to visit the link to **“View Reports”** — (See **[D]** in the screen shot below). This will allow you to view historical shipments reported and premiums paid. Shipment reports can be



viewed according to the month in which the shipments occurred. The system provides total shipment amount, premium amount, and any payments that have been applied.

www.exim.gov

Insured:
US Exporter, Inc.

Shipment Reporting

Add Shipment

To enter a shipment, select your Buyer from the list below, enter details and select "Add Shipment". Saved shipments are available below for update or removal prior to submission. To submit shipments, click on "Validate Shipment". To add or remove a Buyer from the list, select "Add/Manage Buyers".

Policy Information

Policy Number: 441401 Policy Type: ENB
 Policy Period: 10/01/2009 - 10/01/2010 Policy Status: Issued (on 11/03/2009)
 Insured Name: US Exporter, Inc.
 Broker Name: Trade Acceptance Group, Ltd.

Select Buyer

Name: City: Country:

3 items found, displaying all items. Items per page: 10 25 50 100 (B)

Select	Name	City	Country
<input checked="" type="radio"/>	Best Baby Clothes of Florence	Florence	ITALY
<input type="radio"/>	Best Baby Clothes of France	Paris	FRANCE
<input type="radio"/>	Best Baby Clothes of Italy	Roma	ITALY

* Coverage Type:

* Risk Category Type:

* Transaction Type:

* Month-end Date: (mm/dd/yyyy)

* Amount: \$

* Payment Term:

(A) [New/Saved Shipments](#)
(A) [Report No Shipments](#)
[View Pending RM Shipments](#)
[View Rejected Shipments](#)
[View Late Shipments](#)
(D) [View Reports](#)
[Add Overdues](#)
[View/Update Overdues](#)