

HOW TO COMPLETE THE SHIPPER'S LETTER OF INSTRUCTIONS

Note that it is not necessary to complete all sections of the SLI for all modes of transport. The lines below in **BOLD** are required for every shipment.

- 1(a) **U.S. Principal Party in Interest (USPPI)** - Provide the name and address of the U.S. exporter (U.S. principal party in interest). The USPPI is the person in the United States that receives the primary benefit, monetary or otherwise, of the export transaction. Generally that person is the U.S. seller, manufacturer, order party, or foreign entity. The foreign entity must be listed as the USPPI if in the United States when the items are purchased or obtained for export.
- 1(b) **USPPI Employer Identification Number (EIN) or ID Number**- Enter the USPPI's Internal Revenue Service Employer Identification Number (EIN). Report the 9-digit numerical code as reported on your latest Employer's Quarterly Federal Tax Return, Treasury Form 941. If an EIN is not available, one may be obtained from the IRS at www.irs.org or calling 1-800-829-4933. A foreign passport number may be used in lieu of the EIN when a foreign entity is the USPPI and is in the US when items are purchased or obtained for export.
- 1(c) **Parties To Transaction** - Indicate if this is a related or non-related party transaction. A related party transaction is a transaction between a USPPI and a foreign consignee, (e.g., parent company or sister company), where there is at least 10 percent ownership of each by the same U.S. or foreign person or business enterprise.
- 2 Date of Exportation - Enter the date the merchandise is scheduled to leave the United States for all methods of transportation . If the actual date is not known, report the best estimate of departure. The date format should be indicated by MM/DD/YYYY.
- 3 Transportation Reference Number - Report the booking number for ocean shipments. The booking number is the reservation number assigned by the carrier to hold space on the vessel for the cargo being shipped. For air shipments the airway bill number must be reported. For other methods of transportation leave blank.
- 4(a) **Ultimate Consignee** - Enter the name and address of the foreign party actually receiving the merchandise for the designated end-use or the party so designated on the export license.
- 4(b) Intermediate Consignee - Enter the name and address of the party in a foreign country who makes delivery of the merchandise to the ultimate consignee or the party so named on the export license if required.
- 6 Point (State) of Origin or Foreign Trade Zone (FTZ) Number
(a) If from a FTZ enter the FTZ number for exports leaving the FTZ, otherwise enter the: (b) two-digit U.S. Postal Service abbreviation of the state in which the merchandise actually starts its journey to the port of export, or (c) State of the commodity of the greatest value, or (d) State of consolidation.
- 7 **Country of Ultimate Destination** - Enter the country in which the merchandise is to be consumed, further processed, or manufactured; the final country of destination as known to the exporter at the time of shipment; or the country of ultimate destination as shown on the export license. Two-digit (alpha character) International Standards Organization (ISO) codes may also be used.
- 8 Loading Pier - (For vessel shipments only) Enter the number or name of the pier at which the merchandise is laden aboard the exporting vessel.
- 9 Method of Transportation - Enter the method of transportation by which the merchandise is exported (or exits the border of the United States).
- 10 Exporting Carrier - Enter the name of the carrier transporting the merchandise out of the United States
- 11 Port of Export
(a) For Overland Shipments - Enter the name of the U.S. Customs port at which the surface carrier (truck or railcar) crosses the border. (b) For Vessel and Air Shipments - Enter the name of the U.S. Customs port where the merchandise is loaded on the carrier (airplane or ocean vessel) that is taking the merchandise out of the United States.
- 12 Foreign Port of Unloading - For vessel shipments between the United States and foreign countries, enter the foreign port and country at which the merchandise will be unloaded from the exporting carrier.
- 13 Containerized - (For vessel shipments only) Check the YES box for cargo originally booked as containerized cargo and for cargo that has been placed in containers at the vessel operator's option.
- 14 Carrier Identification Code - Enter the 4-character Standard Carrier Alpha Code (SCAC) of the carrier for vessel, rail and truck shipments, or the 2- or 3-character International Air Transport Association (IATA) Code of the carrier for air shipments.
- 15 Shipment Reference Number - Enter the unique reference number assigned by the filer of the SED for identification purposes.
- 17 **Hazardous Materials** - Check the appropriate "Yes" or "No" indicator that identifies the shipment as hazardous as defined by the DOT, IMO, or IATA.
- 18 In Bond Code - Report one of the 2 - character In-Bond codes listed in Part IV of Appendix C of the FTSR (15 CFR Part 30) to include the type of In-Bond or not In-Bond shipment.

- 19 **Routed Export Transaction** - Check the appropriate "Yes" or "No" indicator that identifies the transaction as a routed export transaction. A routed export transaction is where the foreign principal party in interest authorizes a U.S. forwarding or other agent to export the merchandise out of the United States. *SEE BELOW*
- 20 Schedule B Description of Commodities
- 21 **"D" (Domestic), "F" (Foreign) or "M" (Foreign Military Sales)**
Domestic exports (D) - merchandise that is grown, produced, or manufactured in the United States (including imported merchandise which has been enhanced in value or changed from the form in which imported by further manufacture or processing in the United States).
Foreign exports (F) - merchandise that has entered the United States and is being re-exported in the same condition as when imported.
Foreign Military Sales (M) - exports of merchandise that are sold under the foreign military sales program.
- 22 **Schedule B Number** - Enter the commercial description of the commodity being exported and the ten-digit commodity number as provided in Schedule B - Statistical Classification of Domestic and Foreign Commodities Exported from the United States.
NOTE: IF YOU ARE UNCERTAIN OF THE SCHEDULE B COMMODITY NUMBER PLEASE CALL TRANCO GLOBAL. THE NUMBER CAN ALSO BE FOUND ONLINE AT <http://uscensus.prod.3ceonline.com>
- 23 **Quantity (Schedule B Units)** - Report whole unit(s) as specified in the Schedule B commodity classification code. Report also the unit specified on the export license if the units differ.
- 24 **Shipping Weight (kilograms)** - Enter the gross shipping weight in kilograms for each Schedule B number, including the weight of containers but excluding carrier equipment.
- 25 **Value (U.S. dollars)** - Enter the selling price or cost if not sold, including freight, insurance, and other charges to U.S. port of export, but excluding unconditional discounts and commissions (nearest whole dollar, omit cents). The value to be reported on the SED is the exporter's (U.S. principal party in interest) price or cost if not sold, to the foreign principal party in interest. Report one value for each Schedule B number.
- 26 **Shipper Requests Insurance**- Check "Yes" or "No" to indicate if the shipper would like insurance.
- 27 **License No./License Exception Symbol/Authorization** - Whenever a SED or AES record is required:
(a) Enter the license number on the SED or AES record when you are exporting under the authority of a Department of Commerce, Bureau of Export Administration (BXA) license, a Department of State, Office of Defense Trade Controls (ODTC) license, a Department of the Treasury, Office of Foreign Assets Control (OFAC) license (enter either the general or specific OFAC license number), a Department of Justice, Drug Enforcement Agency (DEA) permit, or any other export license number issued by a Federal government agency.
(b) Enter the correct License Exception symbol (e.g. LVS, GBS, CIV) on the SLI record when you are exporting under the authority of a License Exception. See § 740.1, § 740.2, and § 758.1 of the Export Administration Regulations (EAR).
(c) Enter the "No License Required" (NLR) designator when you are exporting items under the NLR provisions of the EAR: (1) When the items being exported are subject to the EAR but not listed on the Commerce Control List (CCL) (i.e. items that are classified as EAR99); and (2) When the items being exported are listed on the CCL but do not require a license.
- 28 **Export Control Classification Number (ECCN)** - Whenever a SED or AES record is required, you must enter the correct Export Control Classification Number (ECCN) on the SED or AES record for all exports authorized under a license or License Exception, and items being exported under the "No License Required" (NLR) provisions of the EAR that are listed on the CCL and have a reason for control other than anti-terrorism (AT).
- 29 **Duly authorized officer or employee** – Print name of the shipper or U.S. principal party in interest authorizing the named forwarding or agent to effect the export when such agent does not have a formal power of attorney or written authorization.

Please remember to sign and date the SLI.

Without a signature we will be unable to process the export documentation and file AES.

Routed Export Transactions

(1) USPPI responsibilities.

In a routed export transaction where the foreign principal party in interest authorizes a U.S. forwarding or other agent to prepare and file the EEI, the USPPI must maintain documentation to support the information provided to the forwarding or other agent for preparing the EEI as specified in Sec. 30.10(b) and provide such forwarding or other agent with the following information to assist in preparing the EEI:

- i. Name and address of the U.S. principal party in interest;
- ii. U.S. principal party in interest's, IRS, EIN;
- iii. Point of origin (State or FTZ);
- iv. Schedule B description of commodities;
- v. Domestic (D), foreign (F), or FMS (M) code;
- vi. Schedule B Number;
- vii. Quantity/unit of measure;
- viii. Value;
- ix. Upon request from the foreign principal party in interest or its agent, the Export Control Classification Number (ECCN) or sufficient technical information to determine the ECCN; and
- x. Any information that it knows will affect the determination of license authority.

Note to above paragraph:

For items in (ix) and (x), where the foreign principal party in interest has assumed responsibility for determining and obtaining license authority, the EAR sets forth the information sharing requirements that apply at 15 CFR 758.3(c) of the EAR.

(2) Forwarding or other agent responsibilities.

In a routed export transaction, the forwarding or other agent is responsible for; obtaining a power of attorney or written authorization from the foreign principal party in interest to prepare and file the EEI on its behalf; preparing, and filing the EEI based on information obtained from the USPPI or other parties involved in the transaction; maintaining documentation to support the information reported on the EEI, and upon request by the USPPI, provide appropriate documentation to the USPPI verifying that the information provided by the USPPI was accurately reported on the EEI. The forwarding or other agent must also provide the following export information on the EEI:

- i. Date of exportation;
- ii. Bill of lading/air waybill number;
- iii. Ultimate consignee;
- iv. Intermediate consignee;
- v. Forwarding or other agent name and address;
- vi. Country of ultimate destination;
- vii. Loading pier;
- viii. Method of transportation;
- ix. Exporting carrier;
- x. Port of export;
- xi. Port of unloading;
- xii. Containerized;
- xiii. Weight;
- xiv. ECCN;
- xv. License Authority;

Note to above paragraph:

For items in (xiv) and, where the foreign principal party in interest has assumed responsibility for determining and obtaining license authority, the EAR sets forth the information sharing requirements that apply at 15 CFR 758.3(c) of the EAR.