

## **Instructions for the Completion of the Shipper's Letter of Instructions**

**1(a) U.S. Principal Party In Interest (USPPI)** - Provide the name and address of the USPPI. The USPPI is the person in the United States that receives the primary benefit, monetary or otherwise, for the export transaction. Generally that person is the U.S. seller, manufacturer, or supplier.

**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. The EIN is usually available from your accounting or payroll department. If an EIN is not available, one will need to be applied for through the IRS using form SS-4.

**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.

**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. For overland shipments to Mexico, also include the Mexican state in the address.

**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.

### **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.

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**16 Entry Number** - Enter the Import Entry Number when the export transaction is used as proof of export for import transactions, such as In-Bond, Temporary Import Bond or Drawback's and so forth. Also, an Entry Number is required for merchandise that is entered as an import (CF 7501 or Automated Broker Interface (ABI) entries) and is then being exported out of the United States.

**17 Hazardous Materials** - Check the appropriate "Yes" or "No" indicator that identifies the shipment as hazardous as defined by the Department of Transportation.

**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 indicate whether the shipment is being transported under bond.

**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 on behalf of the USPPI.

**20 Schedule B Description of Commodities** - Use columns 22 - 24 to enter the commercial description of the commodity being exported, its schedule B number, the quantity in schedule B units, and the shipping weight in kilograms. Enter a sufficient description of the commodity as to permit verification of the Schedule B Commodity Number or the commodity description as shown on the validated export license. Include marks, numbers, or other identification shown on the packages and the numbers and kinds of packages (boxes, barrels, baskets, etc.)

**21 "D" (Domestic) , "F" (Foreign) or M (Foreign Military Sales)**

(a) 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).

(b) Foreign exports (F) - merchandise that has entered the United States and is being re-exported in the same condition as when imported.

(c) 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.

**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.

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**24 Shipping Weight** (kilograms) - (For all methods of transportation) Enter the gross shipping weight in kilograms for each Schedule B number, including the weight of containers but excluding carrier equipment. To determine kilograms use pounds (lbs) Multiplied by 0.4536 = kilograms (report whole units.)

**25 VIN/Product Number/Vehicle Title Number** - (For used self-propelled vehicles only). Report the following items of information for used self-propelled vehicles as defined in Customs regulations 19 CFR 192.1: (1) Report the unique Vehicle Identification Number (VIN) in the proper format; (2) Report the Product Identification Number (PIN) for those used self propelled vehicles for which there are no VINs; and (3) the Vehicle Title Number.

**26 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 USPPI's price or cost if not sold, to the foreign principal party in interest. Report one value for each Schedule B number.

**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 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. Export information for items identified on the Commerce Department' CCL or the State Department, Office of Defense Trade Controls, USML , must be filed through the AES.

(b) Enter the correct License Exception symbol (e.g. LVS, GBS, CIV) on the SED or AES record when you are exporting under the authority of a License Exception. See 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 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).

**28 Export Control Classification Number (ECCN)** - Whenever 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).

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**29 Duly authorized officer or employee** - Provide the signature of the USPPI authorizing the named forwarding or agent to effect the export when such agent does not have a formal power of attorney or written authorization.

**30 Signature/Certification** - Provide the signature of the USPPI certifying the truth and accuracy of the information on the SED, the title of USPPI, the date of signature, the telephone number of the USPPI preparing the SED and who can best answer questions for resolving problems on the SED, and the email address of the USPPI.

**32 Shippers Instructions** – Check or complete the appropriate fields to indicate the following:

- (a) Prepaid or Collect – Identify if the freight charges are to be paid for by the USPPI, or will be paid by the consignee.
- (b) Insurance – Identify if the USPPI is requesting the product to be insured, or not. If the ‘Collect’ box is checked ‘Yes’ for the freight charges to be collected from the consignee, the USPPI must receive prior approval from the consignee in order to request the cargo to be insured at their expense. If the USPPI does not have prior approval from the consignee to insure a ‘Collect’ shipment, the USPPI may request insurance through Air-Sea Forwarders. In order to do so, the USPPI must advise Air-Sea Forwarders in advance of shipping, and in writing, to request insurance to be billed to the USPPI, instead of to the consignee.
- (c) Air or Ocean – Identify if the shipment is to be shipped by air or by ocean.
- (d) Consolidated or Direct – Identify if the shipment may be consolidated with other cargo to the same destination, or if the cargo must be sent direct, without having been consolidated with other cargo.
- (e) Special Instructions – Indicate any special instructions for the cargo.

If you have any questions concerning the completion of the Shipper’s Letter of Instructions, please contact the local Air-Sea Forwarders station for more information.

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