

## Instructions for Completing a Shipper's Letter of Instruction

These instructions refer to the corresponding field numbers on the OCEANAIR Shipper's Letter of Instruction. This information is required in order for OCEANAIR to properly process your shipment for export. This form is used to spell out clearly to your forwarders and carriers exactly how you want the shipment to be processed.

**Field # 1a: U.S. Principal Party in Interest (Shipper of Record).** Provide the name and address of the USPPI. The USPPI is the person (or entity) 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 U.S. when the items are purchased or obtained for export.

**Field # 1b: USPPI's EIN (Export Identification Number):** Enter the USPPI's Internal Revenue Service Employer Identification Number (EIN) or Social Security Number (SSN) if no EIN has been assigned. The EIN number is usually available from your accounting or payroll dept. If an EIN or SSN is not available, a border crossing number, passport number, or a Customs identification number must be reported.

**Field # 1c: Parties to the 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.

The form then skips to Field #4a:

**Field #4a: Ultimate Consignee Type:** Check "Consumer", "Gov't", "Reseller", or "Other/Unknown".

**Consumer:** a non-government institution, enterprise, or company that will consume or use the exported good as a consumable, for its own internal processes.

**Government Entity:** a government-owned or government-controlled agency, institution, enterprise, or company.

**Reseller**: a non-government reseller, retailer, wholesaler, distributor, distribution center, or trading company.

**Other/Unknown**: an entity that is not a Direct Consumer, Gov't Entity, or Reseller, as defined above, or whose ultimate consignee type is not known at the time of export.

**Field # 4b: 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 (if applicable). For overland shipments to Mexico, also include the Mexican state in the address.

**Field # 4c: 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 in the export license (if applicable).

**Field # 5a: Forwarding Agent**. Enter the name and address of the forwarding or other agent authorized by a principal party in interest.

**Field # 5b: Forwarding Agent's EIN (IRS) Number**: Enter the forwarding agent's Internal Revenue Service Employer Identification Number (EIN). You can get this number from the forwarder you are using on a given shipment.

**Field # 6: State of Origin or FTZ**: Enter the United States state or Free Trade Zone identifier (7 – digits) from which the shipment is originating.

**Field # 7: Country of Ultimate Destination**: Enter the country where ultimate consignee resides.

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**Field # 8: Port of Unloading:** For vessel shipments or air shipments between the United States and foreign countries, enter the foreign port or airport and country at which the merchandise will be unloaded from the exporting carrier. For vessel and air shipments between the United States and Puerto Rico, enter the Schedule C code, "U.S. Customs District and Port Code".

**Field # 9: Carrier Identification Code:** The carrier identification specifies the carrier that transports the goods out of the United States. The carrier identification is the Standard Carrier Alpha Code (SCAC) for vessel, rail, and truck shipments or the International Air Transport Association (IATA) code for air shipments.

**Field # 10: Entry number:** The entry number must be reported for goods that are entered in lieu of being transported under bond for which the importer of record is a foreign entity or, for re-exports of goods withdrawn from a FTZ for which a NAFTA deferred duty claim (entry type 08) could have been made, but that the importer elected to enter for consumption under CBP entry type 06.

**Field # 11: In Bond Code:** The code indicating whether the shipment is being transported under bond.

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**Field # 12: Routed Export Transaction:** An indicator that identifies that the shipment is a routed export transaction as defined in Sec.30.3. (A transaction in which the FPPI authorizes a U.S. agent to facilitate export of items from the United States on its behalf and prepare and file the EEI.

**Field # 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's option.

**Field # 14: Shipper Must Check:** This is where you give more detailed information to the forwarder about how you want the cargo shipped.

**Field # 15: INCOTERMS:** Enter this information to specify which Incoterms you are using for this transaction. You must indicate named Place/Port.

**Field # 16: Insurance requested** and amount must be noted, or your shipment will not be insured!

**Field # 17: Hazardous Materials:** An indicator that identifies whether the shipment is hazardous as defined by the Department of Transportation

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**Field # 18: Loading Pier:** This field is only required when you have an Ocean shipment. Enter the number or name of the pier at which the merchandise is laden aboard the exporting vessel.

**Field # 19: Exporting Carrier:** If you choose, you can specify a specific carrier within the mode you have designated. Enter the name of the carrier transporting the merchandise out of the United States. For ocean shipments, give the name of the vessel.

**Field # 20: Method of Transportation:** This how you tell the agent how you want the shipment to be shipped. Enter the method of transportation by which the merchandise is exported (or exits the border of the U.S.). Specify the method of transportation by name, such as vessel, air, rail, truck, etc. Specify "own power" if applicable.

**Field # 21: Port of Export:**

- a) For overland shipments – Enter the name of the U.S. Customs port at which the surface carrier (truck or rail line) 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 (plane or ocean vessel) that is taking the merchandise out of the U.S.

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- c) For Postal (mail) Shipments – Enter the Post Office from which the merchandise is mailed.

**Field # 22: Schedule B Descriptions of Commodities.** Use fields 23-26 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 (if applicable). Include marks, numbers, or other identification shown on the packages and the numbers and kinds of packages (boxes, barrels, baskets, etc.).

**Field # 23: D (Domestic) or F (Foreign).**

- a) Domestic Exports (D) – Merchandise that is grown, produced, or manufactured in the United States (includes imported merchandise which has been enhanced in value or changed from the form in which in which imported by further manufacture or processing in the United States).

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b) Foreign Exports (F) – Merchandise that has entered the U.S. and is being re-exported in the same condition as when imported.

**Field # 24: Schedule B Number and Description:** Enter the commercial description of the commodity being exported and the ten-digit number as provided in Schedule B – Statistical Classification of Domestic and Foreign Commodities Exported from the United States.

**Field # 25: 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 applicable) if the units differ.

**Field # 26: 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).

**Field # 27: Shipment 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 SLI 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.

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**Field # 28: License Value** (US Dollars) Enter the dollar value of any export licenses included in the shipment.

**Field 29: Consent to Search Statement:**

TSA requires all freight shipped on a passenger airplane to be 100% screened for explosive devices. You must confirm your consent to have the freight searched, or it will be refused.

**Field # 30: License No. /License Exception Symbol/Authorization:**

- a) Enter the license number on the SLI when you are exporting under the authority of a Dept. of Treasury, Office of Foreign Assets Control (OFAC) license, a Dept. of Justice, Drug Enforcement Agency (DEA), or Commerce Dept. export license.
- b) Enter the correct License Exception symbol (e.g., LVS, GBS, CIV, ENC) on the SLI when you are exporting under the authority of a License Exception (see parts 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 when the items being exported are subject to the EAR but are not listed specifically on the Commerce Control List (CCL) (i.e., items that are classified as EAR99).

**Field # 31: Export Control Classification Number (ECCN)** – The number used to identify items on the CCL, Supplement No. 1 to Part 774 of the EAR. The ECCN consists of a set of digits and a letter. Items that are not classified under an ECCN are designated "EAR99".

**Field # 32:** If you have shipment that requires an ITAR export license, this where you enter your DDTC Registration Number, the USML Category Code, and the License Number.

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**Field # 33: Duly Authorized Officer or Employee:** Provide the signature of the USPPI authorizing the named forwarding agent to effect the export when such agent does not have a formal Power of Attorney (POA) or written authorization.

**Field # 34: Certification:** Provide the signature of the USPPI or authorized forwarding agent certifying the truth and accuracy of the information on the SLI, the title of the USPPI or authorized agent, the date of signature, the telephone number of the USPPI or authorized agent preparing the SLI and who can best answer questions for resolving problems on the SLI, and the e-mail address of the USPPI or authorized agent.

**Field # 35:** Signature (agreeing with the certification above it). This also acts a one-time Power of Attorney, applied only to this shipment.

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