



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

The information provided in the Shipper's Letter of Instruction (SLI) is required in order for OCEANAIR to properly process your shipment for export in the most expedited manner possible. The data collected on the SLI will be used as the basis for filing the Electronic Export Information (EEI) in the Automated Export Systems (AES), as required by U.S. Customs and Border Protection (CBP). This form is also used to clearly spell out to your forwarders and carriers exactly how you want your shipment to be processed.

**1. U.S. Principal Party in Interest (USPPI):** Provide the name and address of the USPPI or Shipper of Record. 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.

**1b. USPPI's EIN (IRS) No.:** Enter the USPPI's Internal Revenue Service Employer Identification Number (EIN) or Social Security Account Number (SSAN) if no EIN has been assigned. The EIN number is usually available from your Accounting or Payroll Department. If an EIN or SSAN is not available, a border crossing number, passport number, or a Customs identification number must be reported.

**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% ownership of each by the same U.S. or foreign person or business enterprise.

**2a. Ultimate Consignee Type:** Identify the business function of the ultimate consignee. If more than one type applies, report the type that applies most often to the ultimate consignee. The ultimate consignee is the person, party or designee at your export's final destination that will actually receive your goods. Please refer to the definitions below if you are unsure of which box to check.

**Direct 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.

**2b. 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.

**2c. 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).

**3a. Forwarding Agent:** Enter the name and address of the forwarding or other agent authorized by a principal party in interest.

**3b. Forwarding Agent's EIN (IRS) Number:** Enter the forwarding agent's Internal Revenue Service Employer Identification Number (EIN). You can get this number from your freight forwarder.

**4. Point of Origin or FTZ:** Provide the two-digit state code for the state in which the goods begin their journey to the port of export or the the7-digist Free Trade Zone identifier from which the shipment is originating.

**5. Country of Ultimate Destination:** Enter the country where ultimate consignee resides.

**6. 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.

**7. Mode of Transportation:** Check the box next to the the method of transportation by which the merchandise is exported (or exits the U.S. border).

**8. Exporting Carrier:** Enter the name of the carrier transporting the merchandise out of the United States. For ocean shipments, give the name of the vessel.

**9. Port of Export:** Identify the U.S. port where the goods are loaded on the aircraft or vessel that is taking the goods out of the country.

- 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 Ocean 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.
- c) For U.S. Postal (mail) Shipments, enter the name/location of the Post Office from which the merchandise is being mailed

**10. Port of Unloading:** For shipments between the U.S. and foreign destinations, enter the foreign port or airport and country in which the merchandise will be unloaded from the Exporting Carrier. For shipments between the U.S. and Puerto Rico, enter the Schedule C code (the U.S. Customs District and Port Code).

**11. Containerized:** (For ocean vessel shipments only.) Check the YES box for cargo originally booked as containerized cargo or for cargo that has been placed in containers at the vessel's option.

**12. Shipping Terms:** Identify which party is responsible for the shipping charges. Prepaid means that the shipper is responsible party for freight payment while Collect means that the consignee is responsible.

**13. Documents Enclosed:** Identify which documents are included with your shipment.

**14. Prepare Documents:** If you would like OCEANAIR to prepare documents on your behalf, identify which documents.

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

**16. Insurance:** Check YES if you would like to purchase insurance protection for this shipment and enter the desired amount of insurance coverage you are seeking (in U.S. dollars). If you check NO, your shipment will not be insured!

**17. Dangerous Goods:** Indicate whether or not the shipment contains dangerous goods (hazardous materials) as defined by the Department of Transportation.

**18. Schedule B Descriptions of Commodities:**

- a) **D/F:** Enter D (Domestic Export) or F (Foreign Export) for each of the products listed.
  - **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).
  - **Foreign Exports (F):** Merchandise that has entered the U.S. and is being re-exported in the same condition as when imported.
- b) **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. 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.).

- c) **Quantity (Schedule B Units)**: Report whole unit(s) as specified in the Schedule B commodity classification code. Also report the unit specified on the export license (if applicable) if the units differ.
- d) **Shipping Weight (kilograms)**: 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).

**19. VIN/Product # / Vehicle Title #**: If the shipment contains used vehicles, provide the Vehicle Identification Number (VIN), product ID number, vehicle title number, and the vehicle title state.

**20. Value for Customs**: Customs value is the total value of all items in your shipment, which serves as the basis for customs to impose duties and taxes. This is typically the selling or replacement price for all the items in the shipment.

**21. Shipper's Reference #**: The number used on your documents that help to easily identify your shipment.

**22. Consignee P.O. #**: The purchase order number or other identification number used by the consignee.

**23a. Declared Value for Carriage**: If you do not wish to accept the carrier's legal limits of liability, set a higher value for carriage for this shipment. The Carriage Value is the selling price or replacement cost of your shipment's contents, which is the maximum liability in connection with a shipment of that package including, but not limited to, any loss, damage, delay, misdelivery, nondelivery, misinformation, failure to provide information or misdelivery of information relating to the shipment. *By selecting a higher value to carriage for this shipment, you are thereby agreeing to pay the applicable additional cost of transportation. Declaring a higher value is not the same as purchasing all risk insurance. If you wish to have the ability to be made financially whole, please purchase "all-risk" insurance coverage for your shipment.*

**23b. Shipment Value**: Enter the selling price or cost if not sold in U.S. Dollars, 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.

**23c. License Value**: Enter the dollar value (in U.S. Dollars) of any export licenses included in the shipment.

**24. Air Cargo Screening Consent**: 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 the shipment will be refused.

**25. Validated License No./License Exemption Symbol/Authorization**: Enter the license number required to ship your commodity. If the shipment is exporting under the authority of a government

agency license exemption, indicate which of the following designators applies (see parts 740.1, 740.2, and 758.1 of the Export Administration Regulations (EAR) for more details):

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|-----------------|--|
| <b>NLR</b>      | A No license required (NLR) designator should be used if 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). |
| <b>BIS</b>      | Use this designator if goods are subject to the control of the Bureau of Industry and Security (BIS).  |
| <b>DDTC</b>     | Directorate of Defense Trade Controls. Use this designator if the goods are subject to the International Traffic in Arms Regulations (ITAR) and a license or license exemption applies.  |
| <b>OFAC</b>     | Select this designator if an Office of Foreign Assets Control (OFAC) specific or general license applies.  |
| <b>NRC</b>      | Select this option if a Nuclear Regulatory Commission (NRC) specific license (Form 250/250A) or general license applies.   |
| <b>Other</b>    | Choose this designator if a license of license exemption applies but is not covered under any of the designators listed above, (e.g., Drug Enforcement Administration (DEA) or Department of Energy). Also referred to as Other Partnership Agency (OPA).                                |
| <b>Multiple</b> | Select this designator if multiple license or license exemption types apply to the shipment. Provide the applicable license information for each commodity in the Schedule B Description of Commodities section.   |

**26. ECCN, if required:** Enter the five character alpha-numeric Export Control Classification Number (ECCN). The ECCN must be reported if the product appears on the Commerce Control List (CCL) and falls under the jurisdiction of the Bureau of Industry and Security (BIS). Items that are not classified under an ECCN should be designated as "EAR99".

**27. DDTC Registration #:** If a DDTC license or license exemption applies to your shipment, provide the registration number assigned by the DDTC to the exporter.

**DDTC Export License #:** If a DDTC license or license exemption applies, provide the license number, permit number, or CFR citation that authorizes the shipment to export.

**DDTC Significant Military Equipment:** If the DDTC license of license exemption type was selected, indicate if the commodity is considered Significant Military Equipment (SME). An SEM is a term used to designate articles listed on the USML for which special export controls are warranted due to their capacity for substantial military utility.

**DDTC USML Category Code:** For products controlled under the ITAR, report the 2-digit U.S. Munitions List 2 category code. The USML is found in Part 121 of Title 22, Foreign Relations, of the Code of Federal Regulations (CFR).

**28. Special Instructions:** List any special instructions you may have, such as special handling requirements, temperature controls, delivery deadline, or if you have any particular courier you would like us to use.

**29a. Signature:** Signature of the individual agreeing with the certification above it. This also acts a one-time Power of Attorney, applied only to this shipment. As this SLI form authorizes OCEANAIR to act on your behalf and is considered legal instruction, it must be SIGNED in pen and ink to be valid.

**29b. Date:** List the date in which this Shipper's Letter of Instruction was prepared.

**29c. Duly Authorized Officer or Employee:** Provide the name of the USPPI's Officer or Employee who is authorizing the named forwarding agent to affect the export when such agent does not have a formal Power of Attorney (POA) or written authorization.

**29d. Phone:** Provide the phone number of the Duly Authorized Officer or Employee signing this SLI.

**29e Title:** Provide the title of the Duly Authorized Officer or Employee signing this SLI.

**29f. Email:** Provide the title of the Duly Authorized Officer or Employee signing this SLI.

**30. Authentication (when required):** Provide the signature of the USPPI or authorized forwarding agent certifying the truth and accuracy of the information provided 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.