

How to Complete the Shipper's Letter of Instruction

A Shipper's Letter of Instruction (SLI) is a document which provides shipping instructions to the freight forwarder to ensure accurate and correct movement of the products across borders.

REQUIRED INFORMATION

The following columns are required to be completed. Any required information that is left out may result in a delay in processing the form.

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/company in the US that receives the primary benefit, monetary or otherwise, of the export transaction. Generally, that person/company is the U.S. seller, manufacturer, order party, or foreign entity. The foreign entity must be listed as USPPI if in the United States when the items are purchased or obtained for export. Report only the first 5 digits of the Zip Code.

b. USPPI Contact Name

Provide the first and last name of the USPPI's contact person who is handling the shipment.

c. USPPI Phone Number

Provide a phone number for the USPPI contact who is handling the shipment.

2. USPPI EIN (IRS) No

Provide the USPPI Internal Revenue Service Employer Identification Number (also called Tax ID#). Report the 9-digit numerical code. The EIN is usually available from your accounting or payroll department. If an EIN is not available, a border crossing number, passport number, or a Customs Identification number must be reported, or you need to apply for an EIN number. Details on how to apply can be found at: <https://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN>.

3. Parties to Transaction

When either the U.S. exporter or the foreign consignee owns (directly or indirectly), at any time during the fiscal year, 10% or more of the voting securities of the incorporated business, or an equivalent interest if an unincorporated business enterprise, including a branch, the transaction is between RELATED parties. Otherwise, the transaction is between UNRELATED parties.

4. Shipper's Ref. No.

Provide shipper's reference number for the shipment.

5. a. Shipment ORIGIN LOCATION (if different than USPPI in field 1)

If the shipment does not originate at the USPPI location listed in field 1, then the actual origin location MUST be provided in this field. Please include full company name and address with 5 digit Zip Code.

b. Origin Contact Name

Provide the first and last name of the contact at the origin location who is handling the shipment.

c. Origin Contact Phone Number

Provide the phone number for the contact at the shipment origin location.

How to Complete the Shipper's Letter of Instruction

6. a. Ultimate Consignee

Provide the name and address of the person/company to whom the goods are shipped for the designated end use, or the party so designated on the Export License.

b. Ultimate Consignee Type

Provide the business function of the ultimate consignee that most often applies. If more than one type applies to the ultimate consignee, report the type that applies most often. Please do not select "Other/Unknown" unless the ultimate consignee truly does not fit into any of the other categories.

- **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, as an input to the production of another good or as machinery or equipment that is part of a manufacturing process or a provision of services and will not resell or distribute the good.
- **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, Government Entity or Reseller, as defined above, or whose ultimate consignee.

7. Intermediate Consignee

Provide the name and address of the party who effects delivery of the merchandise to the ultimate consignee, or the party so named on the export license.

8. Forwarding Agent

The name and address of the duly authorized forwarder acting as agent for either the USPPI or FPPI.

9. State of Origin or FTZ No.

Provide the 2-digit U.S. Postal Service abbreviation of the state from which the merchandise:

- Actually starts its journey to the port of export.
- For consolidated cargo:
 - State of origin for the commodity of greatest value
 - State of consolidation.
- The Foreign Trade Zone Number for exports leaving an FTZ.

10. Country of Ultimate Destination

Provide 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 country of ultimate destination, as shown on the validated export license. Two-digit (alpha character) International Standards Organization (ISO) codes may also be used.

11. Ship Via

Provide check the method of transportation for the shipment.

12. Hazardous Material

Check "YES" if the shipment contains hazardous cargo. Otherwise check "NO".

13. Routed Export Transaction

Check "YES" if the shipment is routed. A routed export transaction is where the Foreign Principal Party in Interest (FPPI) facilitates the export of the items from the U.S. and authorizes an agent (forwarder) to file the export clearance on their behalf. Otherwise, check "NO".

How to Complete the Shipper's Letter of Instruction

14. **D/F**
D (domestic exports) - merchandise grown, produced, or manufactured (including imported merchandise which has been enhanced in value) in the United States.
F (foreign exports) - merchandise that has entered the United States and is being re-exported in the same condition as when it entered

15. **Schedule B / HTS Number & Commercial Commodity Description**
Provide a proper identifying description of the commodity as known in the country of production or exportation. This should be sufficient to permit verification of the Harmonized Schedule B Commodity Number, or the description shown on the export license.
SCHEDULE B NUMBER - the 11 digit commodity number as provided in the Harmonized Schedule B - Statistical Classification of Domestic and Foreign Commodities Exported from the United States.
Schedule B numbers can be found using the US Census Search Engine via the below:
<https://uscensus.prod.3ceonline.com/>

16. **Quantity in Schedule B / HTS Units**
The unit(s) specified in the Harmonized Schedule B with the unit indicated, or the unit as specified on the validated export license. Where the unit is KG, please provide the NET weight of the goods without export packaging.

17. **Gross Shipping Weight (Kilos)**
Provide (for vessel and air shipments) the gross shipping weight in kilos, including the weight of containers but excluding carrier equipment. To determine kilos, take pounds (LBS) and multiply by 0.4536.
(report whole units, no decimals)

18. **Value (U.S. Dollars, omit cents) (selling price or cost if not sold)**
Provide the selling price, or cost if not sold, for the number of items recorded in the quantity field when they were sold by the vendor to the purchaser.

19. **ECCN, EAR99 or USML Category No.**
Indicate the ECCN or USML number if applicable.

20. **Export License No., License Exception Symbol, DDTC Exemption No., DDTC AMC No. or NLR**
Enter the license, DDTC, or exemption number/symbol, if applicable, or NLR (No License Required).

21. **DDTC Quantity & DDTC Unit of Measure (if applicable)**
Indicate the number of pieces and unit of measure, if applicable.

22. **License Value by item (if applicable) (US Dollars)**
Required for all licensed transactions.
Enter the license value for each item being shipped under the license here. For shipments requiring an export license, report the value designated on the export license that corresponds to the commodity [**for the line item / quantity**] being exported.

23. **a. Name of Employee of USPPI or Exporter**
Name of employee who completed the SLI, confirming all information is correct.

b. Title
Title of employee who completed the SLI.

c. Signature
Signature of employee who completed the SLI.

d. Date
Date the SLI was completed and provided to the forwarder.



How to Complete the Shipper's Letter of Instruction

SPECIAL INSTRUCTIONS - used to inform forwarder of any special instructions, such as a specific carrier to be used, special telex notification, required certifications, etc.

If you have any questions, please do not hesitate to contact your local Ligentia USA, Inc representative.