

Shipper's Letter of Instruction

1(a) Exporter - Provide the name and address of the exporter. The Exporter is the person that receives the primary benefit, monetary or otherwise, of the export transaction. Generally that person is the seller, manufacturer, order party, or foreign entity. Report only the first five digits of the ZIP code.

1(b) Exporter EIN (Employer Identification Number) No.- Enter the Exporter's Internal Revenue Service Employer Identification Number (EIN) or Social Security Number (SSN) if no EIN has been assigned. 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 or SSN is not available a border crossing number, passport number, or a Customs identification number must be reported. (See Section number 30.7(d)(2))

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 Exporter 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.

5(a) Forwarding Agent - Enter the name and address of the forwarding or other agent authorized by a principal party in interest.

5(b) Documents – Check the appropriate “Attached” or “Prepare” indicator that identifies if the listed document has been completed and is attached or still needs to be prepared. This is not a required section just informational in nature.

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 / Terminal - Enter the number or name of the pier (vessel shipments) or terminal (air shipments) at which the merchandise is laden aboard.

9(a) Mode of Transport (Specify) - Enter the method of transportation by which the merchandise is exported. Specify the method of transportation by name, such as, vessel, air, rail, truck, etc. Specify "own power" if applicable.

9(b) Date – Enter the date, MM/DD/YYYY, in which this document (Shipper's Letter of Instruction) is completed.

9(c) Value of Carriage and Insurance Requested – Enter the dollar value of the shipment. Check the appropriate “Yes” or “No” indicating if insurance has been requested for this shipment. Enter the dollar amount of the insurance for this shipment.

10 Exporting Carrier - Enter the name of the carrier transporting the merchandise out of the United States. For vessel shipments, give the name of the vessel.

11(a) Port of Export

- (1) For Overland Shipments - Enter the name of the U.S. Customs port at which the surface carrier (truck or railcar) crosses the border.
- (2) 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.
- (3) For Postal (mail) Shipments - Enter the U.S. Post Office from which the merchandise is mailed.

11(b) Shipment Reference Number - Enter the unique reference number assigned by the filer of the SED for identification purposes. This shipment reference number must be unique for five years. For example, report an invoice number, bill of lading or airway bill number, internal file number or so forth

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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. For vessel and air shipments between the United States and Puerto Rico, enter the Schedule C code, "U.S. Customs District and Port Code".

13(a) 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.

13(b) Consignee Ref. No. – Enter the unique reference number assigned by the consignee for identification purposes. This shipment reference number must be unique for five years. For example, report an invoice number, bill of lading or airway bill number, internal file number or so forth

13(c) Who Pays – Check the appropriate "Prepaid", "Collect" or "C.O.D. \$" indicator to identify the party responsible for paying for this shipment. "Prepaid" indicates the shipper is the paying party, "Collect" indicates the consignee is the paying party, and "C.O.D. \$" indicates that the consignee needs to give the delivery driver a check for the indicated amount (be sure to fill in the amount due if this method of payment is indicated).

14 Schedule B Description of Commodities - Use columns 17 - 19 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.

15(a) Marks, Nos, and Kinds of Packages - Use columns 17 - 19 to enter the marks, numbers, or other identification shown on the packages and the numbers and kinds of packages (boxes, barrels, baskets, etc.) of the commodity being exported. Enter sufficient information to permit verification.

15(b) Shipper's Instruction in Case of Inability to Deliver – Check the appropriate "Abandon", "Return to Shipper" or "Deliver to" indicator that identifies what action the delivery driver is to take if the consignee is not available during the delivery attempt. "Abandon" indicates the shipment can be left at the original site of delivery without someone being there, "Return to Shipper" indicates that the shipment MUST be returned to the shipper if the consignee is not available during the delivery attempt, and "Deliver to" indicates that there is an alternative delivery option (be sure to indicate who or where the alternate is next to deliver to if this option is checked).

16 "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.

17 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. See item 5 (page 2) for a discussion of not repeating the same Schedule B numbers on the SED. If necessary, the Harmonized Tariff Schedule (HTS) number can be reported on the SED. See the Appendix showing a list of telephone numbers for assistance with Schedule B numbers.

18 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. See the Appendix showing a list of telephone numbers for assistance with units of quantity.

19 Shipping Weight (kilograms) - (For vessel and air shipment only) 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.)

20 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.

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21 Validated License No./General License Symbol - 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. For the BXA license the expiration date of the license must be entered on the paper version of the SED only.
- (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 Section numbers: 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.

22(a) 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).

22(b) Special Instructions – Indicate if there are any special instructions associated with this shipment that need to be taken into consideration.

23 Duly authorized officer or employee - Provide the signature of the exporter (U.S. principal party in interest) authorizing the named forwarding or agent to affect the export when such agent does not have a formal power of attorney or written authorization.

24 Signature/Certification - Provide the signature of the exporter (U.S. principal party in interest) or authorized forwarding or other agent certifying the truth and accuracy of the information on the SED, the title of exporter (U.S. principal party in interest) or authorized agent, the date of signature, the telephone number of the exporter (U.S. principal party in interest) or authorized agent preparing the SED and who can best answer questions for resolving problems on the SED, and the email address of the exporter (U.S. principal party in interest) or authorized agent.

25 Authentication - For Customs use only.