

# Shipper's Letter of Instructions Form

## What is Shipper's Letter of Instructions?

Shipper's Letter of Instructions is a document, which provides shipping instructions to the shipper's freight forwarder to ensure accurate and correct movement of their products across borders. Often this document will include billing terms regarding the freight and other charges as well as documentation preparation instructions in cases where the shipper is not providing those documents. In some cases product distribution instructions are also included.

## Essential Information

The following items below are considered essential. Any required information that is left out may result in a delay in processing the consignment for Export

- ✓ **1b. USPPI EIN (IRS) NO. or ID NO.**
- ✓ **FREIGHT CHARGES (IN "CHECK APPLICABLE BOX" AREA)**  
Select either "Prepaid" or "Collect".
- ✓ **21. Schedule B Number**
- ✓ **25. Value in U.S. Dollars**
- ✓ **30. SIGNATURE**

## Detailed Instructions

Please read the definitions below to guide you in filling out the necessary fields.

**1a. 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 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 United States when the items are purchased or obtained for export. Report only the first five digits of the ZIP code.

**1b. USPPI EIN (IRS) NO. or ID NO.** – Enter the USPPI'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.

**1c. PARTIES TO TRANSACTION** – Indicate if this is a RELATED or NON-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.

**2. DATE OF EXPORTATION** – Enter the date the merchandise is scheduled to leave the United States for all methods of transportation. If the actual date is not known, report the best estimate of departure. The date format should be indicated by MM/DD/YYYY.

**3. TRANSPORTATION REFERENCE NO.** – Report the booking number for ocean shipments. The booking number is the reservation number assigned by the carrier to hold space on the vessel for the cargo being shipped. For air shipments the airway bill number must be reported. For other methods of transportation leave blank.

**4a. 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.

**4b. 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.

**5a. FORWARDING AGENT** – Enter the name and address of the forwarding or other agent authorized by a principal party in interest.

**5b. FORWARDING AGENT'S EIN (IRS) NO.** – Enter the Forwarding Agent's (EIN) or Social Security Number (SSN). Report the 9-digit numerical code.

**6. POINT OF ORIGIN OR FTZ NO.** – If from a FTZ enter the FTZ number for exports leaving the FTZ, otherwise enter the: two-digit U.S. Postal Service abbreviation of the state in which the merchandise actually starts its journey to the port of export, or State of the commodity of the greatest value, or 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 (Vessel only)** – (For vessel shipments only) Enter the number or name of the pier at which the merchandise is laden aboard the exporting vessel.

**9. METHOD OF TRANSPORTATION** – Enter the method of transportation by which the merchandise is exported (or exits the border of the United States). Specify the method of transportation by name such as: vessel, air, rail, truck, etc. Specify "own power" if applicable.

**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. PORT OF EXPORT** – (a) For Overland Shipments: Enter the name of the U.S. Customs port at which the surface carrier (truck or railcar) 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 (airplane or ocean vessel) that is taking the merchandise out of the United States. (c) For Postal (mail) Shipments: Enter the U.S. Post Office from which the merchandise is mailed.

**12. 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. 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.

**14. CARRIER IDENTIFICATION CODE** – Enter the 4-character Standard Carrier Alpha Code (SCAC) of the carrier for vessel, rail and truck shipments, or the 2- or 3-character International Air

Transport Association (IATA) Code of the carrier for air shipments. In a consolidated shipment, if the ultimate carrier is unknown, the consolidator's carrier ID code may be reported. The National Motor Freight Traffic Association (703) 838-1831 or [www.nmfta.org](http://www.nmfta.org) issues the SCAC's for ocean carriers, trucking companies and consolidators. The International Air Transportation Association (IATA) issues the air carrier codes.

**15. SHIPMENT REFERENCE NO.** – 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.

**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.

**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 NUMBER** – Report one of the 2- character In-Bond codes listed in Part IV of Appendix C of the FTSR (15 CFR Part 30) to include the type of In-Bond or not In-Bond shipment.

**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.

**20. D/F OR M – 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). **FOREIGN EXPORTS (F):** merchandise that has entered the United States and is being re-exported in the same condition as when imported. **FOREIGN MILITARY SALES (M):** exports of merchandise that are sold under the foreign military sales program.

**21. 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.

**22. 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.

**23. SHIPPING WEIGHT (kilograms)** – (For vessel and air shipment only) Enter the gross shipping weight in kilograms or 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).

**24. DESCRIPTION/VIN/PRODUCT NUMBER/ VEHICLE NUMBER** – Enter a detailed description of the commodity being shipped. For used self-propelled vehicles report the following items of information 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.

**25. 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 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.

**26. LICENSE NO. /LICENCE EXCEPTION SYMBOL/AUTHORIZATION** – Whenever a Shipper's Export Declaration (SED) or Automated Export System (AES) record is required:

- ✓ Enter the license number of 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 OCAC 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.
- ✓ 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. You may refer to the Export Administration Regulations (EAR).
- ✓ 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); and When the items being exported are listed on the CCL but do not require a license.

**27. EXPORT CONTROL CLASSIFICATION NUMBER (ECCN)** – You must enter the correct Export Control Classification Number (ECCN) on 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).

**28. DULY AUTHORIZED OFFICER OR EMPLOYEE** – Provide the signature of the exporter (U.S. principal party in interest) authorizing the named forwarding or agent to effect the export when such agent does not have a formal power of attorney or written authorization.

**29. 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 Shipper's Export Declaration (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.

**30. AUTHENTICATION** – For Customs Use Only.