



Directions for completing the Shipper's Letter of Instructions (SLI)

- 1a. **U.S. Principal Party in Interest (USPPI)** - Provide the name and address of the USPPI. Note: The USPPI is the person/company 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. Zip Code - Report only the first five digits of the ZIP code.
- 1b. **USPPI Employer Identification Number (EIN) or ID Number**- 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.
- 1c. **Parties To 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.
2. **Incoterms 2020** - Check the box to the left of the Incoterm being used for this shipment. Choose from EXW (Ex-Works), FCA (Free Carrier), FAS (Free Alongside Ship), FOB (Free On-Board Vessel), CFR (Cost and Freight), CIF (Cost Insurance and Freight), CPT (Carriage Paid to), CIP (Carriage and Insurance Paid to), DAP (Delivery At Place), DPU (Delivered at Place Unloaded), DDP (Delivered Duty Paid).
3. **Documents Attached** – Indicate any supporting documentation you are providing.
- 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. **EOR/Business Registration** - EORI stands for “**Economic Operators Registration and Identification number**”. Businesses and people wishing to trade must use the EORI number as an identification number in all customs procedures when exchanging information with Customs administrations.
- 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 on the export license (if required).
- 4d. **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. **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 type is not known at the time of export.
5. **Point (State) of Origin or Foreign Trade Zone (FTZ) Number** - 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.
6. **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.
7. **Carrier Identification Code** – Enter SCAC code if ultimate carrier (if known).
8. **Shipper's Reference Number** - Enter the unique reference number assigned by the filer of the SLI for identification purposes. This shipment reference number must be unique for five years. For example, report an invoice number, bill of lading or air waybill number, internal file number or so forth.
9. **Entry Number** - Enter “Entry Number” if required. If the shipment is a TIB, the Customs TIB entry number is required here. If the shipment moved in bond, then show the in bond 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. For goods imported into the United States for export to a third country of ultimate destination, where the importer of record on the entry is a foreign entity, the USPPI will be the authorized agent designated by the foreign importer for service of process. The USPPI, in this circumstance, is required to report the import entry number.
10. **Hazardous Materials** – Check Yes or No to indicate if the shipment contains hazardous materials.
11. **In-Bond Code** - If your cargo is moving in bond, advise the bond type code here. Otherwise indicate “70” - Not In Bond. The code indicating whether [or not] the shipment is being transported under bond. 70 = not in bond; 36 = warehouse withdrawal for immediate export (“IE”); 37 = warehouse withdrawal for transportation and exportation (“T&E”); 67 = IE from a Foreign Trade Zone (FTZ); Please also provide FTZ identifier in box #17. 68 = T&E from a Foreign Trade Zone (FTZ). Please also provide the FTZ Identifier in box #17.
12. **Routed Export Transaction** – Click Yes or No to indicate if the consignment is a routed export shipment.
13. **Freight Charges** – Indicate if the freight will be prepaid (billed to shipper) or collect (billed to consignee) and if the Incoterms are Deliver Duties Unpaid (DDU) or Deliver Duties Paid (DDP).
14. **Type of Service** – Indicate if the shipment should be transported via Air, Ocean, or Other. If the mode of transportation is other, please specify.

15. **Declared Value for Carriage (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).

16. **Shipper Request Insurance** – Check Yes or No. If yes, indicate if you want the value based on the industry standard (CIF plus 10%) or a lump sum (please indicate lump sum value).

Schedule B Description of Commodities – For sections 17-22 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. Include marks, numbers, or other identification shown on the packages and the numbers and kinds of packages (boxes, barrels, baskets, etc.) **Marks, NOS., and kinds of packages** – Use columns 17-22.

17. **"D" (Domestic) or "F" (Foreign) - 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.

18. **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. If necessary, certain Harmonized Tariff Schedule (HTS) numbers can be reported on the SLI.

19. **Quantity (Schedule B Units)** - Report whole unit(s) as specified by the Schedule B commodity classification code. Report also the unit specified on the export license if the units differ.

20. **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 convert pounds to kilograms, divide by 2.2046. (report whole units).

21. **VIN / Product Number Vehicle Title Number** - The car's vehicle identification number (VIN) is the identifying code for a SPECIFIC automobile. A VIN is composed of 17 characters (digits and capital letters) that act as a unique identifier for the vehicle. A VIN displays the car's unique features, specifications and manufacturer. The VIN can be used to track recalls, registrations, warranty claims, thefts and insurance coverage.

22. **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 USPPPI's price or cost if not sold, to the foreign principal party in interest. Report one value for each Schedule B number.

23. **Validated License No./General License Symbol** - Enter the license number on the SLI when you are exporting under the authority of any of the following; Department of the Treasury, Office of Foreign Assets Control (OFAC) license (enter either the general or specific OFAC license number), Department of Justice, Drug Enforcement Agency (DEA) permit, or any other export license number issued by a Federal government agency. Export information for items identified on the Commerce Department Commerce Control List (CCL) or the State Department, Office of Defense Trade Controls, USML, must be filed through the AES. Enter the correct License Exception symbol (e.g. LVS, GBS, CIV) on the SLI when you are exporting under the authority of a License Exception. See § 740.1, § 740.2, and § 758.1 of 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).

24. **Export Control Classification Number (ECCN)** - Whenever an AES record is required, you must enter the correct Export Control Classification Number (ECCN) on the SLI 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).

25. **Duly authorized officer or employee** - Provide the signature of the USPPPI authorizing BTX Global Logistics to effect the export when such agent does not have a formal power of attorney or written authorization.

26. **Signature/Certification Box** - Provide the **Signature** of the USPPPI certifying the truth and accuracy of the information on the SLI. **Title** – Indicate the title of the individual. **Date** - DD-MMM-YY.

27a. **Consignee Contact Information/Special Instructions/Shipper's Reference Numbers - Name** – Print or type the name of the individual in Signature/Certification in box 26. **Special Instructions** – Please document any special handling instructions which pertain to your shipment, including HAZMAT information if applicable.

27b. **Freight information** – please indicate Reference numbers of the shipment in this area.