

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. Often this document will include billing terms regarding the freight and other charges.

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. U.S. Principal Party in Interest

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.

2. Inland Carrier

Provide the name of the trucking company nominated to pick up goods for export from U.S. Exporter facility.

3. Exporter 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>.

4. 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.

5. 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.

How to Complete the Shipper's Letter of Instruction

6. **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.
7. **Forwarding Agent**
The name and address of the duly authorized forwarder acting as agent for either the USPPPI or FPPI.
8. **Point (State) of Origin or FTZ No.**
Provide the 2-digit U.S. Postal Service abbreviation of the state in which the merchandise actually starts its journey to the port of export, or (b) the state of origin of the commodity of greatest value, or (c) the state of consolidation, or (d) the Foreign Trade Zone Number for exports leaving an FTZ.
9. **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.
10. **Shipper's Ref. No.**
Provide shipper's reference with freight forwarder.
11. **Date**
Provide date shipment sent to forwarder.
12. **Hazardous Material**
NEW Check "YES" if the shipment contains hazardous cargo. Otherwise check "NO".
13. **Ship Via**
Provide method of shipment
Release Type
NEW For Ocean shipments indicate if a Express Bill of Lading or Original Bill of Lading is required.
Container Size
For Ocean shipments indicate the equipment size required
14. **Terms of Shipping**
Specify whether shipper (prepaid) or consignee (collect) will pay freight charges. If shipment is to be paid for C.O.D. by consignee, specify amount in C.O.D. AMOUNT field
15. **Gross Weight**
NEW Indicate the Gross Weight of the cargo (including packing materials, skids)
16. **SOLAS Certification**
NEW Confirm by checking this box that the weight is box 15 is accurate.
17. **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

How to Complete the Shipper's Letter of Instruction

- 18. Schedule B / HTS Number & Commercial Commodity Description**
Indicate the numbers and kinds of packages (boxes, barrels, cases) and any descriptive marks, numbers, or other identification shown on the packages. Such marks and numbers are required to be placed on the outside of all packaged goods whenever feasible. 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. The eleventh digit should be typed in the Check Digit column
If you are looking for a Schedule B code, please use this new Search Engine to help you:
<https://uscensus.prod.3ceonline.com/>
- 19. 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
- 20. DDTC Quantity & DDTC Unit of Measure**
NEW Indicate the number of pieces and unit of measure
- 21. 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 kilograms use pounds (lbs.) multiplied by 0.4536 = kilograms (report whole units)
- 22. Cubic Meters**
Provide length X width X height in meters, not required, but helpful
- 23. ECCN, EAR99 or USML Category No.**
NEW Indicate the ECCN or USML number is applicable
- 24. Export License No., License Exception Symbol, DDTC Exemption No., DDTC AMC No. or NLR**
NEW Enter the license number if applicable.
- 25. 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
- 26. 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.
- 27. C.O.D. Amount**
Cash on Delivery – specify amount that needs to be collected from the consignee before releasing the cargo overseas
- 28. Name of duly Authorized Officer or Employee of USPPI or Exporter**
Name of authorized employee authorizing the named agent to effect the export when such agent does not have the formal power of attorney
- 29. Authentication (when required)**
Signature of authorized employee. This certifies to the U.S. government that all information on the form is true and correct

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.

SHIPPER'S INSTRUCTIONS - instructs the forwarder how to dispose of the shipment in the event it proves to be undeliverable abroad

INSURANCE - used when insurance is required, and the shipper wishes to use an insurer chosen by the Forwarder. The amount is usually 110% of the shipment CIF value. We strongly suggest getting your goods transport insured – further details available upon request from your local Rohlig USA, LLC representative

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

Sincerely,

Rohlig USA, LLC