


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.
- 1b. **USPPI Employer Identification Number (EIN) or ID Number**- Enter the USPPI's Internal Revenue Service Employer Identification Number (EIN). 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 is not available, one may be obtained from the IRS at no cost by accessing www.irs.org or 1-800-829-4933. The foreign passport number may be used in lieu of the EIN when a foreign entity is the USPPI and is in the US when items are purchased or obtained for export.
- 1c. **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.
- 1d. **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.
- 2a. **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.
- 2b. **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).
3. **Freight Charges** – Indicate if the freight will be prepaid (billed to shipper) or collect (billed to consignee).
4. **Incoterms 2000 or 2010** – 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), DAF (Delivery At Frontier), DAP (Delivered At Place), DAT (Delivered At Terminal), DES (Delivered Ex-SHIP), DEQ (Delivered Ex-Quay), DDU (Delivered Duty Unpaid), DDP (Delivered Duty Paid). Please also include the named place or port related to the Incoterm. For more information on these terms, visit the Interport website at www.interport.us
5. **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).
6. **Routed Export Transaction** – Click Yes or No to indicate if the consignment is a routed export shipment. A Routed Export Transaction is a transaction in which the Foreign Principle Party in Interest (FPPI) authorizes a U.S. agent to facilitate export of items from the United States on its behalf and prepare and file the EEI.
7. **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).
8. **Type of Service** – Indicate if the shipment should be transported via Air, Ocean, or Other. If the mode of transportation is other, please specify.
9. **Shipper's Instructions in case of inability to deliver consignment** – Please indicate your preference; return to shipper, abandon, or specify other instructions.
10. **Hazardous Materials** – Check Yes or No to indicate if the shipment contains hazardous materials.
11. **Forwarding Agent** – Interport Logistics LLC
12. **Marks and Numbers** - Enter the marks and numbers associated with the shipment.
13. **Quantity and Type of Packages** - Enter the quantity of packages as well as the type of packages (cartons, barrels, skids, containers, etc).
14. **"D" (Domestic) or "F" (Foreign) Indicator**
 - 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.
15. **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. Search for Schedule B numbers at <http://www.census.gov/foreign-trade/schedules/b/> Call 800-549-0595 for free assistance from a Census Commodity Specialist.

16. **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. See the Schedule B listing at <http://www.census.gov/foreign-trade/schedules/b/>
17. **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).
18. **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 USPPI's price (or cost if not sold) to the foreign principal party in interest. Report one value for each Schedule B number.
- 19a. **BIS/EAR** - Check the box if the goods are regulated by the Bureau of Industry and Security and the Export Administration Regulations. (Note: the same product will not be regulated by both BIS and DDTC).
- 19b. **ECCN (Export Control Classification Number)** - Enter the applicable ECCN or EAR99 if the product is not shown on the Commerce Control List. For more info on ECCNs, see http://www.bis.doc.gov/licensing/do_i_needaneccn.html or call 202-482-4811.
- 19c. **License/Authorization** - Enter the license number if required or the applicable exception symbol (e.g. LVS, GBS, CIV). If no license is required, enter "NLR" (No License Required). See below for more info on determining licensing requirements for BIS regulated items.
- **Who** is the shipment going to ultimately? Check the consignee on the BIS Lists to Check <http://www.bis.doc.gov/complianceandenforcement/liststocheck.htm>
 - **What** is the commodity? See the Commerce Control List at http://www.access.gpo.gov/bis/ear/ear_data.html#ccl
 - **Where** is the ultimate destination of this shipment? Cross reference the controls of the ECCN and country on the Country Chart at <http://www.access.gpo.gov/bis/ear/pdf/738spir.pdf> (Note: This is not required if classified as EAR99).
 - **How** will this item be used? Does this product have an end use as outlined in section 744 of the EAR? (Certain nuclear end-uses, rocket systems, chemical or biological weapons, maritime nuclear propulsion, certain foreign aircraft or vessels, military end-use to the PRC, microprocessors to Military users/uses, etc).
- 20a. **DDTC/ITAR** - Check the box if the goods are regulated by the Directorate of Defense Trade Controls and the International Traffic in Arms Regulations. DDTC regulates military, defense, and space articles. (Note: the same product will not be regulated by both BIS and DDTC).
- 20b. **USML Category #** - Enter the United States Munitions List category number. USML can be found at http://www.pmdtc.state.gov/regulations_laws/itar_official.html
- 20c. **License/Authorization** - Enter the license number if required or applicable exemption. See DDTC Licensing info at: <http://www.pmdtc.state.gov/licensing/index.html> Check the consignee on the BIS Lists to Check at: <http://www.bis.doc.gov/complianceandenforcement/liststocheck.htm> If no license is required, enter "NLR" (No License Required).
- 21a. **Other** - Check the box if the goods are regulated by other agencies, and please specify the agency.
- 21b. **License/Authorization** - Enter the license number if required or applicable exception. 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.
22. **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
23. **Consignee's Reference Number** - Enter the purchase order number or other reference as indicated by the consignee.
24. **USPPI Power of Attorney for a Single Shipment** - Provide the signature of the USPPI authorizing Interport Logistics LLC to effect the export when such agent does not have a formal power of attorney or written authorization. This is not required for routed export transactions.
25. **Special Instructions** - Please document any special handling instructions which pertain to your shipment, including HAZMAT information if applicable.
26. **Inland Freight information** - If you are forwarding the consignment to Interport Logistics LLC using your own carrier, please indicate the details of that shipment in this area.
- 27a. **Signature/Certification** - Provide the signature of the USPPI certifying the truth and accuracy of the information on the SLI.
- 27b. **Name** - Print or type the name of the individual in box 29a.
- 27c. **Title** - Indicate the title of the individual in box 29a.
28. **Date** - Indicate date of signature DD-MM-YYYY

SHIPPER'S LETTER OF INSTRUCTION

1a. USPPI (Name and address including ZIP Code) 1b. USPPI EIN (IRS) NO. _____ 1c. POINT (STATE) OF ORIGIN _____ 1d. PARTIES TO TRANSACTION RELATED _____ NON-RELATED _____ 2a. ULTIMATE CONSIGNEE 2b. INTERMEDIATE CONSIGNEE 11. FORWARDING AGENT Interport Logistics LLC			3. FREIGHT CHARGES PREPAID COLLECT 4. INCOTERMS: 2000 2010 EXW DAF FCA DAP FAS DAT FOB DES CFR DEQ CIF DDU CPT DDP CIP NAMED PLACE/PORT: _____ 5. DECLARED VALUE FOR CARRIAGE _____ 6. ROUTED EXPORT TRANSACTION? YES NO 7. SHIPPER REQUESTS INSURANCE YES NO CIF PLUS 10% _____ OTHER AMOUNT: _____ 8. TYPE OF SERVICE AIR _____ OCEAN _____ OTHER (specify): _____ 9. SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVER CONSIGNMENT ABANDON _____ RETURN TO SHIPPER _____ OTHER (specify): _____ 10. SHPMT INCLUDES HAZARDOUS MATERIAL YES NO		 INTERPORT LOGISTICS Interport Logistics LLC 12950 NW 25 St Miami FL 33182											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12%;">12. MARKS AND NUMBERS</th> <th style="width: 12%;">13. QUANTITY & TYPE OF PACKAGES</th> <th style="width: 12%;">14. DOMESTIC/ FOREIGN INDICATOR</th> <th style="width: 44%;">15. SCHEDULE B NUMBER AND DESCRIPTION</th> <th style="width: 10%;">16. QUANTITY SCHEDULE B UNITS</th> <th style="width: 10%;">17. SHIPPING WEIGHT (Kilos)</th> <th style="width: 10%;">18. VALUE (U.S. dollars, omit cents)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			12. MARKS AND NUMBERS	13. QUANTITY & TYPE OF PACKAGES		14. DOMESTIC/ FOREIGN INDICATOR	15. SCHEDULE B NUMBER AND DESCRIPTION	16. QUANTITY SCHEDULE B UNITS	17. SHIPPING WEIGHT (Kilos)	18. VALUE (U.S. dollars, omit cents)						
12. MARKS AND NUMBERS	13. QUANTITY & TYPE OF PACKAGES	14. DOMESTIC/ FOREIGN INDICATOR	15. SCHEDULE B NUMBER AND DESCRIPTION	16. QUANTITY SCHEDULE B UNITS	17. SHIPPING WEIGHT (Kilos)	18. VALUE (U.S. dollars, omit cents)										
AGENCY JURISDICTION AND AUTHORIZATION TO EXPORT 19a. BIS/EAR 19b. ECCN: 19c. LICENSE/AUTHORIZATION: _____ 20a. DDTC/ITAR 20b. USML CATEGORY # 20c. LICENSE/AUTHORIZATION: _____ 21a. OTHER: 21b. LICENSE/AUTHORIZATION: _____					22. SHIPPER'S REF. NO. _____ 23. CONSIGNEE'S REF. NO. _____											
USPPI POA FOR SINGLE SHIPMENT (NOT APPLICABLE FOR ROUTED EXPORT SHIPMENTS) 24. Duly authorized officer or employee signature _____ The USPPI authorizes the forwarder named above to act as forwarding agent for export control and customs purposes. USPPI CERTIFICATION I certify that all statements made and all information contained herein are true and correct and that I have read and understand the instructions for preparation of this document, set forth in the "Correct Way to Fill Out the Shipper's Letter of Instructions." I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. laws on exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec. 1001; 50 U.S.C. App. 2410).			25. SPECIAL INSTRUCTIONS (Include Hazmat information if applicable): 26. WE HAVE FORWARDED TO YOU, THE SHIPMENT DESCRIBED ABOVE VIA: YOUR TRUCK _____ OTHER CARRIER _____ CARRIER NAME: _____ DRIVER SIGNATURE: _____ DATE: _____ TIME: _____													
27a. Signature _____ 27b. Name (please type or print) _____ 27c. Title _____			Export shipments are subject to inspection by U.S. Customs Service and/or Office of Export Enforcement and/or Interport Logistics LLC. 28. Date _____													