



# SHIPPERS LETTER OF INSTRUCTIONS (SLI) INSTRUCTIONS

\*Mandatory Field

## 1. \*SHIPPER/USPPI

Provide the Company name and address of the U.S. Principal Party in Interest, as well as, a Contact Name and Phone Number. The USPPI is the person in the United States that receives the primary benefit, monetary or otherwise, of the export transaction.

- **Acct. No.:** Please enter the USPPI's Account Number with Schenker, Inc., if known.
- **Related Parties:** Mark this box when there's at least ten (10) percent ownership between the USPPI and the foreign consignee (i.e., parent company or sister company).
- **\*USPPI EIN:** Provide 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, a border number, passport number, or a Customs identification number must be reported.
- **Shipper's Reference No.:** Enter the unique Shipper's Reference Number for shipment identification purposes. For example, report an invoice number, purchase order number, internal file number, etc.

## 2. \*ULTIMATE CONSIGNEE

Provide the Company name and address of the foreign party actually receiving the merchandise for the designated end-use. If a license/permit is involved, the party so designated as the end-user on the export license/permit must be entered with the consignee as intermediate, if not the same party. Also, provide a Contact Name and Phone Number.

- **Acct. No.:** Please enter the Ultimate Consignee's Account Number with Schenker, Inc., if known.
- **Mandatory Field: (must be marked).** Select the appropriate box that describes your consignee; Direct Consumer, Reseller, Gov't or Other (unknown).
- **Consignee's Reference No.:** Enter the unique Consignee's Reference Number for identification purposes. For example, report an invoice number, purchase order number, internal file number, etc.

## 3. \*INTERMEDIATE CONSIGNEE

**Must be marked if applicable.** Check the "Intermediate Consignee" box if a foreign entity makes the delivery of the merchandise to the Ultimate Consignee, or the party so named in the export license.

- Provide the Company name and address, as well as, a Contact Name and Phone Number.
- Check the "Also Notify Party" box if a notification is required to be sent to the intermediate consignee.

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- **Acct. No.:** Please enter the Intermediate Consignee's Account Number with Schenker, Inc., if known.

### 4. \*SERVICE REQUESTED

- Enter the "Quote #," if applicable
- Select the appropriate box for either:
  - AIR SERVICES
  - OCEAN SERVICES
  - OTHER \_\_\_\_\_
- Then select the appropriate box for either:
  - PORT-TO-PORT
  - DOOR-TO-PORT
  - PORT-TO-DOOR
  - DOOR-TO-DOOR
- Please note that "Not all options are available for all services" and "Standard Port-to-Port service will apply unless specified."

### 5. \*INCOTERM (please check only one)

- For Ocean/Waterway the options are:
  - **FAS (Free Alongside Ship):** Seller is responsible for delivery of the shipment when placed alongside the vessel at the named port of shipment. At this point, the buyer bears all risk of loss or damage.
  - **FOB (Free On Board):** Seller is responsible for delivery of the shipment on board the vessel named by the buyer in the agreed port of shipment. Risk is transferred to the buyer from then onwards.
  - **CFR (Cost and Freight):** The seller pays for the cost of freight, duty unpaid, to the named port of delivery. Risk is transferred to the buyer from that point on.
  - **CIF (Cost, Insurance, and Freight):** The seller delivers the shipment on board the vessel. The seller must contract for an cover the cost of freight and insurance (minimum coverage required) to cover the buyers risk of loss or damage to the shipment during carriage.
- For "Any Mode," the options are:
  - **CPT (Carriage Paid To):** The seller delivers the shipment to the carrier or the carrier's designated representative at the seller's location or another agreed to destination. The seller pays the transportation costs to deliver the shipment to the named destination.
  - **CIP (Carriage and Insurance Paid to):** The seller delivers the shipment to the carrier at an agreed place of delivery and pays for the transport and all associated insurance to the named destination. The risk is transferred to the buyer when delivered.



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- **DPU (Delivered At Place Unloaded):** The term replaced DAT (Delivered at Terminal) as buyers and sellers sometime want the shipment delivered somewhere other than a terminal. This terms tasks the seller with unloading the goods at delivery.
- **DAP (Delivered At Place):** Seller delivers the goods when placed at the disposal of the buyer on the arriving means of transport ready for unloading at the agreed destination. The seller assumes all risk involved in bringing the goods to the named location.
- **DDP (Delivered Duty Paid):** The seller delivers the goods cleared for import on the provided transportation and ready for unloading at the named location. The seller is responsible for all costs and risks involved with the final delivery including customs formalities as well as any export or import duty.
- **EXW (Ex Works):** The seller is only responsible for having the shipment available at the seller’s location. Once picked up, the buyer assumes full risk for the shipment to the final destination.
- **FCA (Free Carrier):** The seller is responsible for delivering the shipment to the carrier or the carrier’s designated representative at the seller’s location or another agreed to destination.

### 6. \*BILLING AND TRANSPORTATION COSTS

Please make a selection from the following:

- **Freight Charges:** Please make a selection
  - PREPAID
  - COLLECT
  - 3<sup>RD</sup> PARTY ACCT. # \_\_\_\_\_ (Enter the Schenker Account #)
- **Destination Charges:** To the consignee if not specified
  - PREPAID (SHIPPER)
  - 3<sup>RD</sup> PARTY ACCT. # \_\_\_\_\_ (Enter the Schenker Account #)
- **Duties & Taxes:** To the consignee if not specified:
  - PREPAID- Duties & Taxes
  - PREPAID- Duties, but not Taxes
  - 3<sup>rd</sup> PARTY- Duties & Taxes to U.S. or Canadian  
ACCT. # \_\_\_\_\_ (Enter the Schenker Account #)
  - 3<sup>rd</sup> PARTY- Duties, but not Taxes to U.S. or Canadian  
ACCT. # \_\_\_\_\_ (Enter the Schenker Account #)

### 7. SPECIAL INSTRUCTIONS

In this section, please enter any special instructions for Schenker, Inc. to follow when handling your shipment. **Please review the notation in this box.**

- **\*Shipper Requests Insurance:** Circle the appropriate indicator, “Yes” or “No,” declaring if insurance is required. If required, declare the insured value. All shipments will default to “No” insurance in the event this field is left blank.



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## 8. \*CARGO DETAILS

In this section there are two (2) sets of cargo details. If your details exceed two (2) sets, please use a Continuation Sheet to itemize the complete set of cargo details.

- **Shipment Type:** Please check the appropriate box:
  - Pallet
  - ULD
  - Ctn
  - Other, fill in description
- **No. of Pieces:** Enter the total number of pieces according to the shipment type.
- **Weight:**
  - Check box for KGS or LBS
    - Length, Width and Height: Enter these dimensions in inches for each Schedule B number.
- **Total Shipment Value for Customs (USD):** Enter the value in USA dollars.

## 9. \*SHIPMENT AND ELECTRONIC INFORMATION (EEI)

- Please check the below boxes, if applicable:
  - **Routed Shipment:** Mark this box if the shipment is Routed, which means the Foreign Principal Party of Interest (FPPI) authorizes Schenker, Inc. to export the merchandise out of the United States.
  - **Hazardous Materials:** Mark this box if there are any Dangerous Goods in this shipment, as a Shipper's Declaration of Dangerous Goods must accompany the shipment when required.
- Please check the appropriate box(s) from the following:
  - AES filer's citation: \_\_\_\_\_ (when self-filing)
  - AES exemption. Citation: \_\_\_\_\_
  - Schenker, Inc. to file the Electronic Export Information (EEI) data to AES (**Mark if Non-Routed, as Schenker is processing shipment on USPPI's behalf. DO NOT mark if shipment is Routed as Schenker is processing shipment, but on FPPI's behalf.**)
- **\*Commodity Line Item Details (Per Schedule B):** The following information must be included in the SLI if the commodity is under any U.S. Government Agency jurisdiction (i.e., the U.S. Department of State, Directorate of Defense Trade Controls (DDTC)). **Please note that the below information must match information on accompanying Commercial Invoice and it must be completed for each Schedule B number:**
  - **LINE 1:**
    - **\*Census Schedule B or HTS Tariff Number:** Enter the 10-digit commodity number of the commodity being exported as provided in Schedule B- Statistical Classification of

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Domestic and Foreign Commodities Exported from the United States. If necessary, the 10-digit Harmonized Tariff Schedule (HTS) number can be reported.

- **\*Description:** Enter a sufficient commercial description of the commodity being exported 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.).
  - **ECCN (Export Control Classification Number):** You must enter the correct ECCN for all exports authorized under a license or License Exemption, and items being exported under the “No License Required (NLR)” provisions of the EAR (Export Administration Regulations) that are listed on the CCL (Commerce Control List) and have a reason for control other than anti-terrorism (AT).
  - **\*UOM #1:** Report the primary unit of measure for each Schedule B number.
  - **\*Quantity #1:** Report the primary number of units by Schedule B number (Shipper’s Load & Count)
  - **\*UOM #2:** Report the secondary unit of measure for each Schedule B number.
  - **\*Quantity #2:** Report the secondary number of units by Schedule B number (Shipper’s Load & Count)
  - **\*Gross Weight (Kgs):** 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 (kg). Report whole units.
  - **\*Country of Manufacturer:** ISO Country Code for the manufacturer of the commodity.
  - **\*Value for Customs (in USD):** 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 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.
- **LINE 2:**
- **Gov’t Control Agency:** If applicable for a Schedule B number, enter the government agency that has jurisdiction over this commodity. For example:
    - U.S. Department of State (DOS)
    - U.S. Department of State Directorate of Defense Trade Controls (DDTC)
    - U.S. Department of Commerce (DOC)
    - Bureau of Industry and Security (BIS)
    - Office of Foreign Assets Control (OFAC)
  - **Export License, Permit, or Exemption No.:** Please enter the Export License, Permit, or Exemption Code.
  - **Expiration Date:** In this section, please enter the Expiration Date of the Export License or Permit.
  - **SME (Significant Military Equipment) Indicator (Y/N):** When applicable, enter the appropriate “Yes” or “No” indicator that identifies the shipment as SME. SME is a term used to designate articles on the USML (U.S. Munitions List) for which special export controls are warranted because of their capacity for substantial military utility or capability.
  - **Eligible Party Certification Indicator (Y/N):** Enter the appropriate “Yes” or “No” indicator to certify that the U.S. exporter is an eligible party to participate in defense trade. This certification is required only when an ITAR exemption is declared.



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Schenker, Inc. will not be permitted to forward any shipment (license or exemption) when “No” is indicated in this field.

- USML Category Code: Report the appropriate USML category code of the article being exported. The USML category code can be found on the export license in Roman numeral form.
- DDTC Registration #: Report the appropriate DDTC Registration number. This number is assigned to the license by the DDTC to persons who are authorized to export U.S. Munitions (license or exemption).
- Commodity License Value: For shipments requiring an export license, the value on the license that corresponds to the commodity being exported must be reported. The value of the item(s) should reflect the selling price for each line item without supplementary costs such as packing and freight.

### 10. \*SIGNATURE

This document must be signed by the Authorized Representative of the USPPI, certifying the truth and accuracy of the information on the SLI. **Please note that Schenker is processing the shipment on behalf of the USPPI, only when the “Schenker, Inc. to file the Electronic Export Information (EEI) data to AES” box in Section 9 (Shipment and Electronic Information (EEI)) is marked.**

- After signing, the Representative needs to print his/her name and then date the document for completion.