

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) 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. **Zip Code** - Report only the first five digits of the ZIP code.
- 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.
2. **Freight Charges** – Indicate if the freight will be prepaid (billed to shipper) or collect (billed to consignee) and if the INCO terms are Deliver Duties Unpaid (DDU) or Deliver Duties Paid (DDP).
3. **Incoterms 2000** - 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), DES (Delivered Ex-Ship), DEQ (Delivered Ex-Quay), DDU (Delivered Duty Unpaid), DDP (Delivered Duty Paid). For more information on these terms visit the Amber Freight website at www.amberfreight.com.
- 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 (if required).
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.
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. **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.
9. **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.
10. **Type of Service** – Indicate if the shipment should be transported via Air, Ocean, or Other. If the mode of transportation is other, please specify.
11. **Shipper's Instructions in case of inability to deliver consignment** – Please indicated your preference; as consigned, return to shipper, or abandon.
12. **Forwarding Agent** – Amber Freight Shipping Lines
13. **Schedule B Description of Commodities** – Use columns 14-18 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.)
14. **Marks, NOS., and kinds of packages** – Use column 14-18.

15. **"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.
16. **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.
17. **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.
18. **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)
19. **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.
20. **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.
21. **Consignee's Reference Number** - Enter the purchase order number or other reference as indicated by the consignee.
22. **Documents Attached** - Indicate any supporting documentation you are providing, or those documents that you would like Amber Freight Shipping Lines to complete on your behalf. (e.g., Commercial Invoice, Pro forma Invoice, Certificate of Origin, SED, etcetera)
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 SED or 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. **Hazardous Materials** - Check Yes or No to indicate if the shipment contains hazardous materials.
26. **Duly authorized officer or employee** - Provide the signature of the USPPPI authorizing Amber Freight Shipping Lines to effect the export when such agent does not have a formal power of attorney or written authorization.
27. **Special Instructions** - Please document any special handling instructions which pertain to your shipment, including HAZMAT information if applicable.
- 28a. **Signature/Certification** - Provide the signature of the USPPPI certifying the truth and accuracy of the information on the SLI.
- 28b. **Name** - Print or type the name of the individual in box 27a.
- 28c. **Title** - Indicate the title of the individual in box 29.
29. **Inland Freight information** - If you are forwarding the consignment to Amber Freight using your own carrier, please indicate the details of that shipment in this area.
30. **Date** - DD-MMM-YY

