

Instructions for the Completion of the Shippers Letters of Instructions

- 1. USPPI Name** – Enter the full USPPI name. This must not be one entity in care of another entity. It must be the same company whose EIN is being used. The USPPI is the person that receives the primary benefit, monetary or otherwise for the export transaction.
- 2. USPPI Address Including Zip Code** – A P.O. Box is not allowed.
- 3. Freight Location Company Name** – If different from the USPPI name, enter the company name where cargo begins its journey to the port of export.
- 4. Freight Location Address (if different from box #2)** – If different from the USPPI address, enter the street address (a P.O. Box is not allowed) where the cargo begins its journey to the port of export.
- 5. USPPI EIN (IRS) Number** – The USPPI must report their 9 digit (numeric) company EIN. This must be the EIN of the party reported as the USPPI.
- 6. Related Party Indicator** – Check “Related” if the USPPI owns 10% of the ultimate consignee, or if the Ultimate Consignee owns 10% of the USPPI. Otherwise check “Non-Related”.
- 7. USPPI Reference Number** – The USPPI may enter their shipment internal control / reference number. This is the number that the USPPI wants the forwarder to refer to if they have any questions.
- 8. Routed Export Transaction** – If the movement of the cargo out of the U.S. is controlled by the USPPI, check “No”. If the movement of the cargo out of the U.S. is controlled by the foreign buyer, check “Yes”.
- 9. Ultimate Consignee name and address** – Enter the name and address (including country) of the party who will be receiving the export shipment at destination. This party must not be a freight forwarder. A P.O. Box is not allowed.

For items subject to licensing under the ITAR, enter the name and address of the Foreign End User.

- 10. Ultimate Consignee Type** – Select one from the list:

Direct Consumer – A non-government institution, enterprise, or company that will consume or use the exported goods as a consumable, for its own internal processes, as an input to the production of other goods, or as machinery or equipment that is part of a manufacturing process or a provision of services, and will not resell or distribute the goods.

Government Entity – A government-owned or government-controlled agency, institution, enterprise or company.

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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. Do not select “Other/Unknown” unless the ultimate consignee truly does not fit into any of the other categories.

Note: If more than one type applies to the ultimate consignee, report the type that applies most often.

11. Intermediate Consignee name and address – Enter the Intermediate consignee name and address (if there is one), including country. A P.O. Box is not allowed. The intermediate consignee acts in a foreign country as an agent for the USPPI or Ultimate Consignee.

12. State of Origin – Enter the State from which the cargo began its journey to the port of export.

13. Country of Ultimate Destination – Report the country in which the goods are going to be consumed, further processed, stored or manufactured.

In the case of a Department of State license, the country of ultimate destination is the country specified with respect to the end user.

14. Hazardous Material – Check “Yes” if the shipment contains hazardous material. Otherwise check “No”. The hazardous material indicator identifies whether the shipment is hazardous as defined by the U.S. Department of Transportation.

15. Shippers Instructions for Air-Sea Forwarders, Inc. – This is a free-form field where shippers may enter any special instructions to call to the attention of Air-Sea Forwarders, Inc. operations staff.

16. In-Bond Code – If the cargo is moving in-bond, provide the bond type code here. Below are the bond code types:

36 – Warehouse withdrawal for immediate export ("IE");

37 – Warehouse withdrawal for transportation and exportation ("T&E");

67 – I.E. from a Foreign Trade Zone (FTZ); Please also provide FTZ identifier in box #18.

68 – T & E from a Foreign Trade Zone (FTZ). Please also provide the FTZ Identifier in box #18.

Note: If the shipment is moving in-bond, the Entry Number must also be input in box # 17.

17. Entry Number – Enter the “Entry Number” (if required). The entry number is also required for goods imported into the United States temporarily (See also Box # 19 TIB).

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18. FTZ Identifier – If the goods are removed from the FTZ and not entered for consumption, report the [7 Character] FTZ identifier. This is the unique identifier assigned by the Foreign Trade Zone Board that identifies the FTZ, subzone or site from which goods are withdrawn for export.

19. TIB / Carnet? – Check “Yes” if the shipment is moving on a Temporary Import Bond (TIB), or Carnet. Otherwise, check “No”.

20. Shipper Must Check – If the freight and other transportation related charges and fees will be paid by the USPPI, check “Prepaid”. If the freight and other transportation related charges and fees will be paid by the Consignee, check “Collect”. If an Incoterm is being used to determine the billing party, the Incoterm type must be input in box # 23.

21. Shipper Requests Insurance – If cargo insurance is requested, check “Yes” for Air-Sea Forwarders, Inc. to issue cargo insurance coverage for the shipment. If cargo insurance coverage is declined, check “No”.

If “Yes” is selected, input the amount of coverage in the appropriate field.

Air-Sea Forwarders, Inc. highly recommends that all cargo is covered against loss and/or damage. Most commodities can be covered under our no-deductible policy. For more information about cargo insurance coverage, including acquiring a quote for coverage, please contact your local Air- Sea Forwarders, Inc. customer service representative.

22. Ship via – Check the appropriate box, indicating whether the USPPI or Foreign buyer has requested the shipment to shipped by Air or Ocean.

23. Incoterm – If an Incoterm has been agreed upon between the buyer and seller for the export transaction, input the appropriate Incoterm code. For more information on Incoterms, please refer to the International Chamber of Commerce website at: www.iccwbo.org

24. Domestic or Foreign (D/F) – Report “Domestic” and “Foreign” origin goods separately. If the USPPI has a single Schedule B where part of the value is domestic, and the other part is foreign, the USPPI must report the Schedule B twice, once with the domestic value and once with the foreign value.

Domestic origin goods include: Those commodities that are grown, produced, or manufactured (including commodities incorporating foreign components) in the United States, including goods exported from U.S. FTZs, Puerto Rico, or the U.S. Virgin Islands; and those articles of foreign origin that have been enhanced in value or changed from the form in which they were originally imported by further manufacture or processing in the United States, including goods exported from U.S. FTZs, Puerto Rico, or the U.S. Virgin Islands.

Foreign origin goods include: Those commodities that are grown, produced, or manufactured in foreign countries that entered the United States including goods admitted to U.S. FTZs as imports and that, at the time of exportation, have undergone no change in form or condition or enhancement in value by further manufacture in the United States, in U.S. FTZs, in Puerto Rico, or in the U.S. Virgin Islands.

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25. Schedule B / HTS Number and Commercial Commodity Description – Enter the 10 digit Schedule B or HTSUSA classification number(s) that apply to the shipment here. Schedule B classification numbers are administered by the U.S. Census Bureau. To find a Schedule B number, please refer to the Schedule B Search Engine found at: www.census.gov/foreign-trade/schedules/b/index.html.

If additional assistance is needed, please call the Commodity Analysis Branch, Foreign Trade Division, Census Bureau at (800) 549-0595, option 2.

Note: For Vehicles, the VIN/Year, Make, Model and Vehicle Title Number are required.

26. Quantity in Schedule B / HTS Units – Report the quantity as provided for the specific classification number used. For example, the USPPI may be shipping 5 cartons, but if the Schedule B/HTS classification unit is doz. (dozens), the USPPI must report the number of dozens being shipping for that Schedule B. If the Schedule B unit is kgs. (kilograms), the USPPI must report the weight in kilograms for that Schedule B/HTS.

Some commodities have two (2) classification units. If that is the case, the USPPI must report both the first and secondary quantity.

Where the unit of measure is in terms of weight (grams, kilograms, metric tons, etc.), the quantity input must be the net weight, not including the weight of barrels, boxes, or other bulky coverings.

The quantity is reported as a whole unit only, without commas or decimals. If the quantity contains a fraction of a whole unit, round fractions of one-half unit or more up to one (1) whole unit; Where fractions are less than one-half unit, round down to the nearest whole unit. The minimum unit is one (1).

27. DDTC Quantity and DDTC Unit of Measure – Department of State/DDTC controlled transactions require additional reporting. The DDTC Unit of Measure (UOM) is separate and distinct from the Schedule B UOM. Refer to the license for the DDTC UOM.

28. Shipping Weight (in Kilos) – Report the weight in kilos for each Schedule B. The shipping weight is the weight in kilograms, which includes the weight of the commodity, as well as the weight of normal packaging, such as boxes, crates, barrels, etc.

29. ECCN, EAR99 or USML Category Number – Report the 5-character ECCN, or EAR99 if the product is not on the Commerce Control List (CCL). The CCL is accessible online at: www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear

For guidance on how to use the CCL and to determine your ECCN, contact the Bureau of Industry and Security's (BIS) Office of Exporter Services in Washington, DC Headquarters at (202) 482-4811, or in their Western Regional Offices in California on (949) 660-0144 or (408) 998-8806.

For products controlled under the International Traffic in Arms Regulations (ITAR), report the 2-digit U.S. Munitions List 2 category code.

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30. SME Indicator (Y/N) – Place a “Y” in this column for ITAR items designated as Significant Military Equipment (“SME”). If the ITAR item is not SME, place an “N”.

Note: SME items on the USML are designated with an asterisk (*).

31. Export License No., License Exception Symbol, DDTC Exemption No., DDTC ACM No. or NLR – For each Schedule B line, enter the license number, license exception code, DDTC exemption number, or “No License Required” (NLR).

For guidance on whether the commodity being shipped requires a license or license exception, contact the Bureau of Industry and Security’s (BIS) Office of Exporter Services in Washington, DC Headquarters at (202) 482-4811, or in their Western Regional Offices in California on (949) 660-0144 or (408) 998-8806.

Note: If an Approved Community Member Number (ACM #), if your ITAR license exemption is pursuant to the Defense Trade Cooperation Treaties between the U.S. and the United Kingdom or Australia. The ACM# format for the United Kingdom must begin with UK followed by 9 numbers. The ACM# format for Australia must begin with DTT followed by 8 numbers.

32. Value at the Port of Export (US Dollars) – For each Schedule B or HTS number, report the commercial value in U.S. Dollars.

Note: Report the value to the nearest dollar, omit cents. Fractions 50 cents or more should be rounded up to the next dollar. Fractions 49 cents or less should be rounded down.

33. License Value by item (if applicable)(US Dollars) – Enter the license value for each line item being shipped under a license. Report the value designated on the export license that corresponds to the commodity [for the line item / quantity] being exported.

34. DDTC Applicant Registration Number – For Department of State, DDTC licensed transactions enter the USPPI’s Directorate of Defense Trade Controls (DDTC) Registration Number (also referred to as the Registration Code.)

Note: DDTC Registration Numbers must always be shown in exactly six characters.

35. Eligible Party Certification – If cargo is moving against an ITAR exemption, the USPPI must select “Yes” or “No” to certify eligibility.

36. Check here if there are any remaining non-licensable Schedule B / HTS Numbers that are valued \$2500.00 or less and that do not require an AES filing – If the shipment includes Schedule B / HTS items of “\$2500.00 or less”, that have not been listed on the SLI and do not require an AES filing, please check this box.

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37. Check here if the USPPI authorizes the above named forwarder to act as its true and lawful agent for purposes of preparing and filing the Electronic Export Information (EEI) in accordance with the laws and regulations of the United States – Check this box if the USPPI is authorizing the named forwarder to file the EEI on the USPPI's behalf.

38. USPPI E-mail Address – Insert the email address of the authorized USPPI contact.

39. USPPI Telephone Number – Insert the telephone number of the authorized USPPI contact.

40. Printed Name of Duly authorized officer or employee – Insert the name of the individual of the USPPI that is an officer of the USPPI, or is otherwise empowered by the USPPI to speak to U.S. Customs and Border Protection, or any other US Government Agency who might have reason to reach out to them regarding the export transaction.

41. Signature – The individual named in box 40, must sign.

Note: Air-Sea Forwarders, Inc. authorizes electronic signatures. If the USPPI chooses to use an electronic signature, the USPPI must check box # 44, **AND** must type/print the individual name in all capital letters (Uppercase) in box # 41.

42. Title – Enter the title of the USPPI contact.

43. Date – Enter the date that the USPPI is signing the Shippers Letter of Instructions form.

44. Check here to validate Electronic Signature. Electronic signatures must be typed in all capital letters in Box 41 in order to be valid – This box must be checked off in order to validate an electronic signature used in Box # 41.

Note: An electronic signature will not be accepted unless the signature field contains the individual name in all capital letters (Uppercase).

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