

This document is intended only as a general reference for completion of Expeditors' Shipper's Letter of Instruction (SLI) form, which can be used to provide Expeditors with Electronic Export Information (EEI) filing instructions and/or shipping instructions. For detailed requirements and additional information always consult the [Foreign Trade Regulations](#), located in 15 CFR Part 30, and the regulations of any other applicable government agency.

## 1 U.S. PRINCIPAL PARTY IN INTEREST (USPPI)

The USPPI is defined in 30.1 as the person or legal entity in the United States that receives the primary benefit, monetary or otherwise, from the export transaction. Generally, that person or entity is the U.S. seller, manufacturer, or order party. Complete all applicable fields.

Field Name	Description	Regulatory Citation
Name	Report the name of the USPPI	§ 30.6(a)(1)(i)
EIN	Report the USPPI's IRS Employer Identification Number (EIN): <ul style="list-style-type: none"> <li>• If the USPPI has only one EIN, report that EIN.</li> <li>• If the USPPI has more than one EIN, report an EIN that the USPPI also uses to report employee wages and withholdings, not an EIN used to report only company earnings or receipts.</li> </ul>	§ 30.6(a)(1)(iii)
Address / Cargo Location	Report the address or location (no post office box number) from which the goods actually begin the journey to the port of export, even if the USPPI does not own or lease the facility. <ul style="list-style-type: none"> <li>• For shipments with multiple origins, report the address from which the commodity with the greatest value begins its export journey. If such information is not known, report the address where the commodities are consolidated for export.</li> </ul>	§ 30.6(a)(1)(ii)
State of Origin	If different from the state reported in the Address/Cargo Location, provide the two-character postal code for the state in which the goods begin their journey to the port of export. The state of origin may be different from the U.S. state where the goods were produced, mined, or grown. <ul style="list-style-type: none"> <li>• For shipments of multi-state origin report the U.S. state of the commodity with the greatest value. If unknown, report the state in which the commodities are consolidated for export.</li> </ul>	§ 30.6(a)(4)

## 2 ULTIMATE CONSIGNEE

The ultimate consignee is defined in 30.1 as the person, party, or designee that is located abroad and actually receives the export shipment. This party may be the end user or the FPPI. Complete all applicable fields.

Field Name	Description	Regulatory Citation
Name and Address	Report the name and address of the ultimate consignee, as known at the time of export. <ul style="list-style-type: none"> <li>• For shipments requiring an export license, report the person so designated on the export license or authorized to be the ultimate consignee under the applicable license exemption or exception in conformance with the EAR or ITAR, as applicable.</li> <li>• For goods sold en route, mark the "Sold En Route" checkbox in Section 4 and report actual ultimate consignee information as soon as it is known.</li> </ul>	§ 30.6(a)(3)

Field Name	Description	Regulatory Citation
Consignee Type	<p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Reseller: A non-government reseller, retailer, wholesaler, distributor, distribution center or trading company.</li> <li>• Government Entity: A government-owned or government-controlled agency, institution, enterprise, or company.</li> <li>• Other/Unknown: An entity that is not a Direct Consumer, Government Entity or Reseller, or whose ultimate consignee type is not known at the time of export.</li> </ul>	§ 30.6(a)(28)
Country of Ultimate Destination	<p>If different from the country reported with the ultimate consignee address, provide the country in which goods are to be consumed, further processed, stored, or manufactured as known at the time of export.</p> <ul style="list-style-type: none"> <li>• For shipments under an export license or license exemption/exception report the country of ultimate destination as shown on the license or authorized by the exemption/exception. In the case of a Department of State license, the country of ultimate destination is the country specified with respect to the end user. For goods licensed by other government agencies, refer to their specific requirements concerning providing country of destination information.</li> <li>• For goods to be sold en route, report the country of the first port of call and then report corrected information as soon as it is known.</li> </ul> <p>Note that the country to which the goods are being shipped is not the country of ultimate destination if the USPPI has knowledge at the time the goods leave the United States that they are intended for reexport or transshipment in their present form to another known country.</p>	§ 30.6(a)(5)
FPPI Name	The Foreign Principal Party in Interest (FPPI) is the party abroad who purchases the goods for export or to whom final delivery or end-use of the goods will be made. If the ultimate consignee is not the FPPI, provide the name of the FPPI.	§ 30.1

### 3 Other: Required

Contains miscellaneous fields which are required for all shipments. Complete all fields.

Field Name	Description	Regulatory Citation
Related Parties?	<p>Indicate whether the USPPI and ultimate consignee are related.</p> <ul style="list-style-type: none"> <li>• Either party owns directly or indirectly 10 percent or more of the other party.</li> </ul>	§ 30.6(a)(10)
Routed Export Transaction?	<p>Indicate whether or not the shipment is a routed export transaction.</p> <ul style="list-style-type: none"> <li>• Routed Export Transaction: A transaction in which the FPPI authorizes a U.S. agent to facilitate export of items from the United States on its behalf and prepare and file the EEI.</li> </ul>	§ 30.3(e) & § 30.6(a)(24)
Hazardous Materials?	Indicate whether or not the shipment contains hazardous materials (dangerous goods) as defined by the Department of Transportation.	§ 30.6(a)(21) & 49 CFR Parts 100-180 [DOT]

## 4 Other: Conditional

Contains miscellaneous fields that are conditional and therefore may be required dependent on the particular shipment. Complete those fields that apply.

Field Name	Description	Regulatory Citation
Intermediate Consignee Name and Address	Report the name and address of the intermediate consignee: <ul style="list-style-type: none"> <li>Intermediate Consignee: The person or entity in the foreign country who acts as an agent for the principal party in interest or ultimate consignee with the purpose of effecting delivery of items to the ultimate consignee.</li> <li>For shipments under an export license, the intermediate consignee is the person named as such on the export license or authorized to act as such under the applicable general license and in conformity with the Export Administration Regulations (EAR).</li> </ul>	§ 30.6(b)(2)
FTZ Identifier	If the goods are removed from a Foreign Trade Zone (FTZ) and not entered for consumption, report the unique 7-digit alphanumeric identifier assigned by the Foreign Trade Zone Board that identifies the FTZ, subzone and site from which goods are withdrawn for export. <ul style="list-style-type: none"> <li>The first 3 positions must be numeric and represent the general purpose zone (i.e., 124 or 022)</li> <li>The next 2 positions are alphanumeric and represent the subzone (i.e., 0G)</li> <li>The last 2 positions are alphanumeric and represent the site (i.e., 01)</li> </ul>	§ 30.6(b)(3)
Entry Number	Provide the import entry number when the export transaction is used as proof of export for import transactions; e.g. Drawbacks, Temporary Import Under Bond (TIB), ITAR license exemption 123.4(a); or, provide the inbond entry number when goods are withdrawn from a bonded warehouse or FTZ for export.	§ 30.6(b)(13)
Used Vehicle(s)	Indicate if the export shipment contains used vehicles. <ul style="list-style-type: none"> <li>Used Vehicle: Any self-propelled vehicle where the equitable or legal title to which has been transferred by a manufacturer, distributor, or dealer to an ultimate purchaser.</li> <li>If the shipment contains used vehicles, provide the Vehicle Identification Number (VIN)/Product ID, vehicle title number, and vehicle title state code separately.</li> </ul> <p>*Note that exports of used vehicles have additional documentation and inspection requirements. See CBP's <a href="#">Exporting a Motor Vehicle</a> guide for additional information.</p>	§ 30.6(b)(9)-(12) & 19 CFR Parts 192.1-192.4
Sold En Route	Indicate if the goods are to be sold en route to their destination and the Ultimate Consignee is unknown. Note that the actual ultimate consignee name and address must be provided within four (4) days of EEI transmission in order to amend the EEI timely.	§ 30.6(a)(3)

## 5 License Determination

Dependent on a number of factors, including the destination and type of commodities, an export shipment may or may not require a license. A license determination is required for all exports. If a license or license exception/exemption applies, additional related fields may become available in section 3 and 7 and are also required, where applicable.

Field Name	Description	Regulatory Citation
License or License Exception/Exemption Type	<p>Indicate if the shipment does not require a license or, if the shipment is exporting under the authority of a government agency license or license exception/exemption, indicate which type applies.</p> <p><b>NLR:</b> No License Required.</p> <p><b>BIS:</b> Bureau of Industry and Security, Dept. of Commerce. Select if the goods are subject to the Export Administration Regulations (EAR) and a license or license exception applies.</p> <p><b>DDTC:</b> Directorate of Defense Trade Controls, Dept. of State. Select if the goods are subject to the International Traffic in Arms Regulations (ITAR) and a license or license exemption applies.</p> <p><b>OFAC:</b> Office of Foreign Assets Control, Dept. of Treasury. Select if an OFAC specific or general license applies.</p> <p><b>NRC:</b> Nuclear Regulatory Commission. Select if an NRC specific license (Form 250/250A) or general license applies.</p> <p><b>Other:</b> Select if a license or license exception/exemption not covered above applies, for example Drug Enforcement Administration (DEA) or Dept. of Energy. Also referred to as Other Partnership Agency (OPA).</p> <p><b>Multiple:</b> Select if multiple license or license exception/exemption types apply to the shipment. Provide the applicable license information for each commodity in section 7.</p>	<p>§ 30.6(a)(23) &amp; § 30.6(b)(5)</p> <p>See also the laws and regulations of the relevant export control agency</p>
License Number or CFR Citation	If a license or license exception/exemption applies, provide the license number, permit number, or CFR citation under which the shipment is authorized to export.	§ 30.6(b)(5)
DDTC Registration number	If a DDTC license or license exemption applies, provide the registration number assigned to the exporter by the DDTC.	§ 30.6(b)(15)(i) & 22 CFR Part 122
DDTC Eligible Party Certification Indicator	If a DDTC license exemption applies, certify whether the U.S. exporter is an eligible party to participate in defense trade. If the exporter is not eligible, the shipment cannot be exported without such authorization.	§ 30.6(b)(15)(iii) & 22 CFR Part 120.1(c)

## 6 Special Instructions

Provide any special instructions or additional information as needed.

## 7 Commodity Information

Provide the applicable commodity line-level information. Up to six commodity lines may be reported on one SLI. Use additional SLI pages if more commodity lines apply, or provide the information separately.

Field Name	Description	Regulatory Citation
Origin	<p>Indicate if the goods are of domestic or foreign origin. Report foreign goods separately from goods of domestic production even if the commodity classification number is the same.</p> <p><b>D:</b> Domestic - Commodities that are grown, produced, or manufactured (including commodities incorporating foreign components) in the United States 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.</p> <p><b>F:</b> Foreign - Commodities that are grown, produced, or manufactured in foreign countries that entered the United States and that have undergone no change in form or condition or enhancement in value by further manufacture in the United States.</p>	§ 30.6(a)(11)

Field Name	Description	Regulatory Citation
Commodity Description	A description of the goods shipped in sufficient detail to permit verification of the Schedule B or HTSUSA number, including any characteristics that distinguish it from commodities of the same name covered by other classifications. <ul style="list-style-type: none"> <li>If authorized by an export license, the description reported in the EEI should conform with that shown on the license.</li> </ul>	§ 30.6(a)(13)
Schedule B or HTS	Report the 10-digit commodity classification number as provided in the Schedule B or the Harmonized Tariff Schedule of the United States (HTSUSA).	§ 30.6(a)(12)
ECCN or USML Category	For commodities subject to the EAR, advise if EAR99 or report the Export Control Classification Number (ECCN) used to identify items on the Commerce Control List (CCL), Supplement No. 1 to Part 774. The ECCN is required if: <ul style="list-style-type: none"> <li>Goods are being exported under a BIS license or license exception; or</li> <li>Goods are classified on the CCL, have a reason for control other than Anti-Terrorism (AT) and are being exported as NLR.</li> </ul> For commodities subject to the ITAR, report the U.S. Munitions List (USML) category.	§ 30.6(b)(6) Or § 30.6(b)(15)(iv) & 22 CFR Part 121
Quantity / UOM	Report the total quantity and corresponding unit of measure (UOM) specified in the Schedule B or HTSUSA. Where the unit of measure is in terms of weight (grams, kilograms, etc...), the quantity should reflect the net weight.	§ 30.6(a)(14)-(15) & § 30.6(b)(7)-(8)
Gross Weight	Report the gross weight, which includes the weight of the commodity as well as the weight of normal packaging, such as boxes, crates, barrels, etc... Also specify if the weight is in kilograms (KG) or pounds (LBS). <ul style="list-style-type: none"> <li>If the gross weight is not available for each item, report the approximate weight for each item where the total of these estimated weights equals the actual gross weight of the entire shipment.</li> </ul>	§ 30.6(a)(16)
Export Value	Generally, the value to be reported is the selling price (or the cost, if the goods are not sold), plus inland or domestic freight, insurance, and other charges to the U.S. seaport, airport, or land border port of export. Cost of goods is the sum of expenses incurred in the acquisition or production of the goods. Consult the regulations for additional information.	§ 30.6(a)(17)
Lic# / CFR	If the <i>Multiple</i> license or license exception/exemption type was selected, provide the license number, permit number, or CFR citation under which the commodity is authorized to export.	§ 30.6(b)(5)
SME	If the <i>DDTC</i> license or license exemption type was selected, indicate if the commodity is considered Significant Military Equipment. <ul style="list-style-type: none"> <li>SME: A term used to designate articles on the USML for which special export controls are warranted because of their capacity for substantial military utility or capability.</li> </ul>	§ 30.6(b)(15)(ii), 22 CFR Parts 120.7 & 121.1
DDTC Qty/UOM	If the <i>DDTC</i> license or license exemption type was selected, report the total number of units being shipped and the corresponding UOM code, as described on the export authorization or declared under an ITAR exemption.	§ 30.6(b)(15)(v)-(vi)
License Value	If the commodity requires a BIS Export License or DDTC License, provide its license value. The license value is the value that corresponds to the commodity being exported, not including any overhead like domestic freight, insurance or other charges.	§ 30.6(a)(28)

## 8 Transportation

If Expeditors *is not* acting as the U.S. forwarding agent responsible for export transportation, provide the required transportation data elements in the fields located on the left side of this section. If Expeditors *is* acting as the U.S. forwarding agent, shipping instructions can be provided via the fields on the left and right side of this section.

Field Name	Description	Regulatory Citation
Method of Transportation	Report the means by which the goods are to be exported from the United States (Air, Ocean, Truck or Rail). <ul style="list-style-type: none"> <li>For transshipments through Canada or Mexico, the mode of transportation is the mode of the carrier transporting the goods out of the United States.</li> </ul>	§ 30.6(a)(6)
Date of Export	Report the date when the shipment is scheduled to leave the port of export on the exporting carrier that is taking the goods out of the United States.	§ 30.6(a)(2)
Inbond Code	Provide the applicable code indicating whether the shipment is being transported under bond. <p><b>70:</b> Merchandise NOT shipped inbond  <b>36:</b> Warehouse withdrawal for Immediate Export (IE)  <b>37:</b> Warehouse withdrawal for Transportation and Export (TE)  <b>67:</b> Foreign Trade Zone withdrawal for Immediate Export (IE)  <b>68:</b> Foreign Trade Zone withdrawal for Transportation and Export (TE)</p> <ul style="list-style-type: none"> <li>An Entry Number MUST be reported in section 4 if an Inbond Code of other than 70 is claimed.</li> <li>An FTZ Identifier MUST be reported in section 4 if Inbond Code 67 or 68 is claimed.</li> </ul>	§ 30.6(a)(22)
Transportation Reference Number	If required, report the reservation number assigned by the carrier to hold space on the conveyance for the cargo being export. <ul style="list-style-type: none"> <li>Ocean: Report the booking number (Required).</li> <li>Air: Report the air waybill number (Optional).</li> <li>Truck: Report the freight or pro bill number. For multimodal shipments, the freight or pro bill number correlates to a bill of lading number, air waybill number or trip number (Optional).</li> <li>Rail: Report the bill of lading (BL) number (Optional).</li> </ul>	§ 30.6(b)(14)
Exporting Carrier	Report the name of the carrier transporting the goods out of the United States as known at the time of exportation. Alternatively, provide their Standard Carrier Alpha Code (SCAC) for ocean, truck and rail shipments or the International Air Transport Association (IATA) designator code for air shipments.	§ 30.6(a)(7)-(8)
Port of Export	Provide the U.S. Customs and Border Protection (CBP) port of export. <ul style="list-style-type: none"> <li>Ocean/Air: The port where the goods are loaded on the carrier transporting them out of the United States. For goods off-loaded from the original conveyance to another conveyance (even if the aircraft or vessel belongs to the same carrier), the port where the goods were loaded on the last conveyance before going foreign is the port of export.</li> <li>Truck/Rail: The port where the shipment crosses the U.S. border into Canada or Mexico.</li> </ul>	§ 30.6(a)(9)
Port of Unlading	If required, provide the foreign port of unlading. <ul style="list-style-type: none"> <li>Ocean shipments between the U.S. and foreign countries: Foreign port at which the goods will be unloaded from the exporting carrier.</li> <li>Ocean and air shipments between the U.S. and Puerto Rico: Port at which the goods will be unloaded from the exporting carrier.</li> <li>All other: Not applicable.</li> </ul>	§ 30.6(b)(4)
Vessel Name	Report the name of the vessel transporting the goods out of the United States.	§ 30.6(a)(7)
Charges	Indicate which charges (Freight, Origin Cost, Duty, Tax and Customs) are to be prepaid by the shipper and which are to be collected from the consignee. Note that shipper is liable for payment of collect freight charges in the event that a shipment cannot be delivered as addressed or in the event that the consignee shall refuse to accept delivery.	
Mode	Indicate whether the shipment can be consolidated under a House Air Waybill/Bill of Lading or should be shipped direct under a Air Waybill/Bill of Lading issued by the carrier.	
Service Type	Indicate the transportation service type being requested (Port to Port, Port to Door, Door to Port or Door to Door).	

Field Name	Description	Regulatory Citation
Bill of Lading Type	For Ocean exports only, indicate whether an original bill of lading or a sea waybill should be issued.	
In Case of Inability to Deliver	Indicate what should be done in case of inability to deliver to the intended consignee.	

## 9 Insurance

If you want to purchase insurance for this shipment, you may do so here. Additionally, if you do not wish to accept the limits on the carrier's legal liability, you also have the opportunity to set a higher declared value for carriage.

Field Name	Description	Regulatory Citation
Insurance Requested	Indicate whether you wish to purchase insurance protection for this shipment.	
Amount of Insurance	If you wish to purchase insurance, enter the amount of insurance coverage you are seeking. An additional charge applies for this insurance coverage. Quotations and policy language are available upon request.	
Declared Value for Carriage	If you do not wish to accept the limits on the carrier's legal liability, you have the opportunity to set a higher value for carriage and thereby agreeing to pay the applicable additional cost of transportation. Declaring a higher value is not the same as purchasing all risk insurance. If you wish to have the ability to be made financially whole, please purchase "all-risk" insurance coverage for your shipment.	

## 10 Authorization

The SLI must be signed by a duly authorized representative of the USPPI/shipper if either of the below conditions apply:

- A separate Power of Attorney (POA) has not been provided and you wish to give Expeditors the authority to prepare and complete any export documents or submit Electronic Export Information (EEI) that may be required in connection with this shipment.
- The shipment contains air cargo and Expeditors is responsible for transportation. Per TSA regulations, screening is required for all air cargo moving on passenger planes originating from United States airports.

By signing the SLI you are agreeing only to the statement(s) which apply to your shipment.