



HOW TO COMPLETE THE SHIPPER'S LETTER OF INSTRUCTION AND FORWARDER AUTHORIZATION (SLI)

Description	Instructions	Regulatory Citations
U.S. Principal Party in Interest (USPPI)	<p>The USPPI is the party located in the USA that receives the primary benefit, monetary or otherwise, of the export transaction. Generally, that party is the U.S. seller, manufacturer, or order fulfiller. The Freight Forwarder should not be the USPPI.</p> <p>When a foreign entity is present in the United States at the time the items are purchased or obtained for export, the foreign entity may act as the USPPI for filing purposes.</p> <p>Enter full USPPI name and physical address (not a PO box). This must be the same entity whose EIN is being reported. Do not report one party "in care of" another party ("C/O").</p>	15 CFR 30.3
Pick Up Address	<p>If different from the USPPI name and physical address, enter the company name and physical location (not a PO box) where the cargo will begin its journey to the U.S. port of export. Report this location even if the USPPI does not own/lease the pickup facility. For example, goods loaded in a truck at a third-party warehouse in Georgia and transported to an ocean freight terminal in Florida for loading onto the exporting vessel will show the address of the third-party warehouse in Georgia.</p> <p>For export 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 in the state where the commodities are consolidated for export.</p>	15 CFR 30.6(a)(1)(ii)
Ultimate Consignee	<p>Enter the name and address (including country) of the foreign party who will be receiving the export shipment at destination. This party might be the FPPI and/or the end user, but it <u>will not be</u> any party at destination (such as a freight forwarder) who is acting as agent hired to deliver the items to the ultimate consignee (see Intermediate Consignee).</p> <p>The ultimate consignee is the person, party, or designee that is located abroad and actually receives the export shipment. The ultimate consignee as known at the time of export shall be reported. For shipments requiring an export license, the ultimate consignee shall be the person so designated on the export license or authorized to be the Ultimate Consignee under the applicable license exemption in conformance with the EAR or ITAR, as applicable.</p> <p>For items subject to licensing under the ITAR, enter the name and address of the Foreign End User.</p>	15 CFR 30.6(a)(3)
Intermediate Consignee	<p>Enter the <u>foreign</u> Intermediate Consignee name and address, including country, if such a party is present for the shipment.</p> <p>The name and address of the Intermediate Consignee (if any) shall be reported. The Intermediate Consignee acts in a foreign country as an agent for the Principal Party in Interest or the Ultimate Consignee for the purpose of effecting delivery of the export shipment to the Ultimate Consignee. The Intermediate Consignee is the entity named as such on the export license or authorized to act as such under the applicable general license and in conformity with the EAR.</p>	15 CFR 30.6(b)(2)
USPPI's IRS #	<p>Report the 9 digit (numeric) EIN or Federal Tax ID number of the party shown as the USPPI. Include any two-character divisional suffix used (example, 99-999999-AB).</p> <p>When a foreign entity is in the United States at the time the items are purchased or obtained for export, the foreign entity is the USPPI for filing purposes. In such situations, the foreign entity shall report a DUNS, border crossing number, passport number, or any number assigned by CBP.</p> <p>The USPPI shall report its own IRS EIN. If the USPPI has only one EIN, report that EIN. If the USPPI has more than one EIN, report the EIN that the USPPI uses to report employee wages and withholdings, and not the EIN that is used to report only company earnings or receipts. If the USPPI does not have an EIN, the USPPI must obtain an EIN for reporting to AES. Use of another company's or individual's EIN or other identification number is prohibited.</p>	15 CFR 30.6(a)(1)(iii)
Shipper's Reference Number	Enter your shipment internal control / reference number – the number that you want the forwarder to refer to if they have any questions or problems with the cargo.	N/A
Freight Forwarder	Pre-populated with "Lynden Logistics, Inc.". The authorized agent is that person or entity in the United States that is authorized by the USPPI or the FPPI to prepare and file the EEI or the person or entity named on the SLI and export license (if any).	15 CFR 30.6(b)(1)(ii) and (iii)
Buyer and Seller Relationship Indicator	Check "Related" if the USPPI owns (directly or indirectly) 10% or more of the Ultimate Consignee party, or if the Ultimate Consignee owns 10% or more of the USPPI. Otherwise check "Not Related".	15 CFR 30.6(a)(10)

Routed Export Transaction	<p>Check "No" if the USPPI or their forwarder is controlling the movement of the cargo out of the U.S. Check "Yes" if the foreign buyer's forwarder is controlling the movement of the cargo out of the U.S.</p> <p>The Census Bureau recognizes "routed export transactions" as a subset of export transactions. A routed export transaction is a transaction in which the FPPI authorizes a U.S. agent to facilitate the export of items from the United States and to prepare and file EEI.</p>	15 CFR 30.6(a)(24)
Shipment Contains Hazardous Material	<p>Check "Yes" and enter the Hazard Class, UN number, the material's proper Shipping Name, and the appropriate Packing Group if the shipment contains any hazardous cargo.</p> <p>The hazardous material indicator identifies whether the cargo contains any hazardous material as defined by the Department of Transportation. Provide hazmat/DG documentation as necessary. Check "No" if no hazardous materials are present in the shipment.</p>	15 CFR 30.6(a)(21)
Charges	<p>Check "Prepaid" or "Collect" for each transportation charge type.</p> <p>"Prepaid" means the shipper will pay the charge, "Collect" means the consignee will pay the charge.</p>	N/A
Method of Transport	<p>Check either "Air" or "Ocean".</p> <p>Select the transportation mode that will be used for the actual export from the U.S.</p>	N/A
Shipper Requests Insurance	<p>Check "Yes" and enter an insured value if supplemental freight insurance is requested.</p> <p>Your Lynden shipping agent will be able to provide terms, conditions, and the premium cost for any requested freight insurance coverage.</p>	N/A
Country of Ultimate Destination	<p>The country of ultimate destination is the country in which goods are to be consumed, further processed, stored, or manufactured, as known to the USPPI at the time of export. In the case of a Department of State license, the country of ultimate destination is the country specified with respect to the end user.</p>	15 CFR 30.6(a)(5)
Incoterms	<p>Select the appropriate Incoterms 2020 code for the export transaction from the dropdown list. The selected Incoterms should be compatible with the selections made in the Charges box.</p>	N/A
USPPI Files Own AES/EEI	<p>If the USPPI or another agent filed EEI data for the shipment, check "Yes" and enter the associated ITN to appear on the shipping documents.</p> <p>The EEI may be filed by any person with authorized access to AES and with written authorization from the USPPI. Check "No" if Lynden will file the EEI.</p>	N/A
Temporary Export or Carnet	<p>Check Yes or No.</p> <p>The temporary import and export exemptions (including Carnets) have been reinstated for non-licensed transactions.</p>	15 CFR 30.37(q) and (r)
Ultimate Consignee Type	<p>Indicate the business function type of the Ultimate Consignee. If more than one type applies, report the type that applies most often.</p> <ul style="list-style-type: none"> • 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. • Reseller - A non-government reseller, retailer, wholesaler, distributor, distribution center or trading company. • Government Entity - A government-owned or government-controlled agency, institution, enterprise or 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. 	15 CFR 30.6(a)(28)
No. of Cartons	<p>Enter the total number of shipping packages for each commodity line.</p> <p>Report the number of shipment handling units to be manifested on the transport bill of lading, not the number of "pieces" packed within.</p>	N/A

Description	<p>Enter a commercial commodity description that allows:</p> <ol style="list-style-type: none"> 1. Clear identification of the product, 2. Validation that the Schedule B classification entered is accurate, and 3. In the case of export licensed cargo, validation that the product being exported matches the product described on the license. 4. For vehicles, VIN, Year, Make, Model and Vehicle Title Number are required. <p>Report the description of the goods shipped in English in sufficient detail to permit verification of the Schedule B number. Clearly and fully state the name of the commodity in terms that can be identified or associated with the language used in Schedule B (usually the commercial name of the commodity), and any and all characteristics of the commodity that distinguish it from commodities of the same name covered by other Schedule B or HTSUSA classifications. If the shipment requires a license, the description reported in the SLI shall conform to that shown on the license. If the shipment qualifies for a license exemption, the description shall be sufficient to ensure compliance with that license exemption. However, where the description on the license does not state all of the characteristics of the commodity that are needed to completely verify the commodity classification number, as described in this paragraph, report the missing characteristics, as well as the description shown on the license, in the commodity description field of the EEL.</p> <p>Do not copy the Schedule B description into this field.</p> <p>Used Self-Propelled Vehicles (Schedule Bs listed in AESTIR Appendix U): Filing is required for all values (FTR 15 CFR 30.2(a)(1)(iv)(H)) 72 hour prior to export (15 CFR 30.4(b)(5)). For additional information on pre-departure requirements for Used Self Propelled Vehicles, see also 19 CFR 192.1 and 192.2.</p>	15 CFR 30.6(a)(13)
Value (US Dollars)	<p>For each commodity line, report the transaction value, including U.S. inland freight and insurance to the U.S. port of export.</p> <p>If your commercial invoice value includes international transportation costs, deduct those costs to arrive back at a value at the U.S. port of export.</p> <p>In general, the value to be reported on the SLI will be the value of the goods at the U.S. port of export in U.S. dollars. This value is typically the selling price plus any inland or domestic freight, insurance, and other charges to the U.S. seaport, airport, or land border port of export. Report the value to the nearest whole dollar, omitting cents.</p> <p>If the goods are not being exported pursuant to a sale, enter the cost of production or acquisition of the goods or, alternatively, the fair market value of the goods at the time & place at the U.S. port of export.</p>	15 CFR 30.6(a)(17)
Shipping Weight (kg)	<p>Report the weight in kilos for each Schedule B.</p> <p>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. The shipping weight is required for exports by air, vessel, rail, and truck, and required for exports of household goods transported by all methods. For containerized cargo in lift vans, cargo vans, or similar substantial outer containers, the weight of such containers is not included in the shipping weight. If the shipping weight is not available for each Schedule B or HTSUSA item included in one or more containers, the approximate shipping weight for each item is estimated and reported. The total of these estimated weights equals the actual shipping weight of the entire container or containers.</p>	15 CFR 30.6(a)(16)
D or F	<p>Report the commodities of Domestic origin (D) and Foreign origin (F).</p> <p>The domestic or foreign indicator indicates if the goods exported 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>(i) Domestic. Exports of domestic 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.</p> <p>(ii) Foreign. Exports of foreign 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.</p>	15 CFR 30.6(a)(11)

Schedule B Number	<p>Enter all of the 10 digit Schedule B or HTSUS numbers that apply to your shipment here.</p> <p>The Statistical Classification of Domestic and Foreign Commodities exported from the United States. The 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 http://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 on (800) 549-0595, option 2.</p> <p>Used Self-Propelled Vehicles (Schedule Bs listed in AESTIR Appendix U): Filing is required for all values (FTR 15 CFR 30.2(a)(1)(iv)(H)) 72 hour prior to export (15 CFR 30.4(b)(5)). For additional information on pre-departure requirements for Used Self Propelled Vehicles, see also 19 CFR 192.1 and 192.2.</p>	15 CFR 30.1(c)
Schedule B Quantity	<p>Report the quantity for each Schedule B in Schedule B Units. For example, you may be shipping 5 cartons, but if the Schedule B unit is doz., you must report the number of dozens being shipping for that Schedule B. If the Schedule B unit is kgs., you must report the weight in kilos for that Schedule B.</p> <p>Some commodities have more than one Schedule B unit of measure. Report all required quantities.</p> <p>Primary quantity: The quantity is the total number of units that correspond to the first unit of measure specified in the Schedule B or HTSUSA. Where the unit of measure is in terms of weight (grams, kilograms, metric tons, etc.), the quantity reflects the net weight, not including the weight of barrels, boxes, or other bulky coverings, and not including salt or pickle in the case of salted or pickled fish or meats. For a few commodities where "content grams" or "content kilograms" or some similar weight unit is specified in Schedule B or HTSUSA, the quantity may be less than the net weight. 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 and fractions of less than one-half unit down to the nearest whole unit. (For example, where the unit for a given commodity is in terms of "tons," a net quantity of 8.4 tons would be reported as 8 for the quantity. If the quantity is less than one unit, the quantity is 1.)</p>	15 CFR 30.6(a)(15)
ECCN	<p>Report the 5-character ECCN, EAR99 if your product is not on the Commerce Control List (CCL). Note: A product is only EAR99 if it is not controlled under the ITAR and is not on the Commerce Control List.</p> <p>Report the 5-character ECCN, EAR99 if your product is not on the Commerce Control List (CCL).</p> <p>ECCN: FTR 15 CFR 30.6(b)(6): Export Control Classification Number (ECCN): The number used to identify items on the Commerce Control List (CCL), (15 CFR) Supplement No. 1 to Part 774 of the EAR. The ECCN consists of a set of digits and a letter.</p> <p>The CCL is also accessible on line at http://www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear Guidance on how to use the CCL and determine your ECCN is provided by the Bureau of Industry and Security's (BIS) Office of Exporter Services in Washington, DC Headquarters at (202) 482-4811 and in their Western Regional Offices in California on (949) 660-0144 or (408) 998-8806.</p> <p>EAR99: Items that are not classified under an ECCN and that are not controlled by the Department of State are designated "EAR99". EAR99 items generally consist of low-technology consumer goods and do not require a license in many situations. However, if your proposed export of an EAR99 item is to an embargoed country, to an end-user of concern or in support of a prohibited end-use, you may be required to obtain a license if it is not subject to a General License.</p>	15 CFR 30.6(b)(6)
Export License No., Exception Symbol, or Other Authorization	<p>On each Schedule B line, enter the license number, license exception code, DDTC exemption number, or "No License Required" (NLR) code.</p> <p>If the license determination applies to all lines, clearly indicate that on the form.</p> <p>Note: EAR99 products are not always "NLR" and all products that qualify for "NLR" are not necessarily EAR99.</p> <p>For each item on the AES record, you must show the license authority (License number, License Exception, or No License Required (NLR)).</p> <p>Export license number/CFR citation/KPC number. License number, permit number, citation, or authorization number assigned by the Department of Commerce, BIS; Department of State, DDTC; Department of the Treasury, OFAC; Department of Justice, DEA; Nuclear Regulatory Commission; or any other federal government agency.</p>	15 CFR 758.1(g)
DDTC Registrant Number	<p>For Department of State, DDTC licensed transactions: Enter your Directorate of Defense Trade Controls (DDTC) Registration Number (also referred to as the Registration Code.)</p> <p>DDTC Registration Numbers must always be shown in exactly six characters. Examples of acceptable registration number formats: M-1234 or M12345.</p> <p>The DDTC Registration Number assigned by the DDTC to persons who are required to register per part 122 of the ITAR (22 CFR parts 120 through 130), and have an authorization (license or exemption) from DDTC to export the article.</p>	15 CFR 30.6(b)(16)(i)

USML Category	<p>For products controlled under the International Traffic in Arms Regulations (ITAR), report the 2-digit U.S. Munitions List 2 category code.</p> <p>For items controlled by the Department of State, report the DDTC U.S. Munitions List (USML) category number of the articles, service or technical data being exported (22 CFR 121).</p>	15 CFR 30.6(b)(16)(iv)
Significant Military Equipment	<p>Place a "Y" in this column for ITAR items designated Significant Military Equipment ("SME"). If the ITAR item is not SME, place an "N".</p> <p>Note: SME items on the USML are designated with an asterisk (*).</p> <p>DDTC Significant Military Equipment (SME) indicator. A term used to designate articles on the USML (22 CFR 121) for which special export controls are warranted because of their capacity for substantial military utility or capability. See § 120.7 of the ITAR 22 CFR 120 through 130 for a definition of SME and § 121.1 for items designated as SME articles.</p>	15 CFR 30.6(b)(16)(ii)
DDTC Quantity and DDTC Unit of Measure	<p>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.</p> <p>Report the quantity being shipped in terms of the DDTC units of measure.</p> <p>FTR 15 CFR 30.6(b)(16)(v) and (vi): This quantity is for the article being shipped. The quantity is the total number of units that corresponds to the DDTC UOM code.</p> <p>DDTC Unit of Measure (UOM) is the UOM covering the article being shipped as described on the export authorization (license) or declared under an ITAR exemption.</p>	15 CFR 30.6(b)(16)(v) and (vi)
Signature and Identification	<p>The person signing the form must be an officer or duly authorized employee of the USPPI.</p> <p>The signor certifies the truth and accuracy of the information they provided and acknowledges the federal penalties for false, fraudulent, or missing export information.</p>	15 CFR 30.6(a)(1)(iv)