

# SHIPPER'S LETTER OF INSTRUCTIONS

**SHIPPER: PLEASE BE SURE TO COMPLETE ALL BLUE SHADED AREAS.**

**Reset Form**

**SAVE**



**Legend Express Co.**

**WWW.LEGENDEXPRESS.COM**

**SHIPPER MUST CHECK**

# PREPAID # COLLECT # C.O.D. \$

1a. U.S. PRINCIPAL PARTY IN INTEREST (USPPI) (Complete name and address)		ZIP CODE
b. USPPI EIN (IRS) NO. OR ID NO.	c. PARTIES TO TRANSACTION # Related # Non-related	
2. DATE OF EXPORTATION	3. TRANSPORTATION REFERENCE NO.	
4a. ULTIMATE CONSIGNEE (Complete name and address)		TELEPHONE NO.
b. INTERMEDIATE CONSIGNEE (Complete name and address)		
5. FORWARDING AGENT (Complete name and address)		
8. LOADING PIER (Vessel only)	9. METHOD OF TRANSPORTATION (Specify)	
10. EXPORTING CARRIER	11. PORT OF EXPORT	
12. PORT OF UNLOADING (Vessel and air only)	13. CONTAINERIZED (Vessel only) # Yes # No	
SHIPPER'S REFERENCE NO.	DATE	SHIP VIA # AIR # OCEAN

6. POINT (STATE) OF ORIGIN OR FTZ NO.	7. COUNTRY OF ULTIMATE DESTINATION
14. CARRIER IDENTIFICATION CODE	15. SHIPMENT REFERENCE NO.
16. ENTRY NUMBER	17. HAZARDOUS MATERIALS # Yes # No
18. IN BOND NUMBER	19. ROUTED EXPORT TRANSACTION # Yes # No
# CONSOLIDATE # DIRECT	

20. SCHEDULE B DESCRIPTION OF COMMODITIES				25. VIN / PRODUCT NUMBER / VEHICLE TITLE NUMBER	26. VALUE (U.S. dollars, omit cents) (Selling price or cost if not sold)
21. D/F or M	22. SCHEDULE B NUMBER	23. QUANTITY - SCHEDULE B UNIT(S)	24. SHIPPING WEIGHT (Kilograms)		

# As directed by the TSA, all cargo tendered for air transport is subject to inspection. I hereby consent to screen all cargo tendered by our company to A.N. Deringer, Inc.  
 # These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited.  
 # These commodities are authorized by the U.S. Government for export only to the country of ultimate destination named above for use by ultimate consignee named above. They may not be transferred, transhipped on a non-continuous voyage, or otherwise be disposed of in any other country either in their original form or after being incorporated into other end items, without the prior written approval of the U.S. Department of State.

DDTC Registration Number \_\_\_\_\_ DDTCC Eligible Party Certification Indication # Yes # No DDTCC USML Category Code \_\_\_\_\_  
 DDTC Significant Military Equipment (SME) # Yes # No DDTCC Export License Line Number \_\_\_\_\_ DDTCC Unit of Measure (UOM) \_\_\_\_\_ DDTC Quantity \_\_\_\_\_

27. LICENSE NO. / LICENSE EXCEPTION SYMBOL / AUTHORIZATION	28. ECCN (When required)
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**DOCUMENTS ATTACHED:**

# Commercial Invoice	# Letter of Credit
# Certificate of Origin	# Dangerous Goods Statement
# Packing List	# Other _____
# Bank Draft	
# Export License	

29. Duly authorized officer or employee \_\_\_\_\_  
The USPPI (or FPPI in a routed export transaction) authorizes A.N. Deringer, Inc. to act as its true and lawful agent for the purpose of preparing and filing the electronic export information (or EEI) through AES and for all other export control and customs purposes.

30. I certify that all statements made and all information contained herein are true and correct. I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. laws on exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec. 1001; 50 U.S.C. App. 2410).

Signature	Confidential - For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301 (g)).
Title	Export shipments are subject to inspection by U.S. Customs Service and/or Office of Export Enforcement
Date	31. AUTHENTICATION (When required)
Telephone No. (Include Area Code)	E-mail address

**FOR TRACKING AND TRACING OF SHIPMENT, PLEASE VISIT OUR WEBSITE AT:**  
**WWW.LEGENDEXPRESS.COM**  
 SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVER CONSIGNMENT AS ASSIGNED  
 # Abandon # Return to Shipper  
 # Deliver To:

SHIPPER REQUESTS INSURANCE: # No # Yes \$ \_\_\_\_\_  
 WE (THE SHIPPER) HAVE FORWARDED TO YOU THE SHIPMENT DESCRIBED ABOVE VIA: # YOUR TRUCK # OTHER:  
 CARRIER: \_\_\_\_\_ PRO # \_\_\_\_\_

**NOTE:** The Shipper or his Authorized Agent hereby authorizes the above named Company, in his name and on his behalf, to prepare any export documents, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage and the tariffs of the carriers employed. The shipper guarantees payment of all collect charges in the event the consignee refuses payment. The services provided by Legend Express Co. in connection with this transaction are subject to its standard terms and conditions of service, which are specifically incorporated herein by reference, and a copy of which will be provided on request. (01/11)

## INSTRUCTIONS FOR COMPLETING THE SHIPPER'S LETTER OF INSTRUCTION (SLI)

- 1(a). **U.S. Principal Party In Interest (USPPI)** - Provide the name and address of the U.S. exporter (U.S. principal party in interest). The USPPI is the person 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. Report only the first five digits of the ZIP code (see 15 CFR § 30.1, 30.3).
- 1(b). **USPPI Employer Identification Number (EIN) or ID Number** - Enter 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 the USPPI must obtain one. (see 15 CFR § 30.6(1)(iii)).
- 1(c). **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 an ultimate consignee where either party owns directly or indirectly 10 percent or more of the other party.
2. **Date of Exportation** - Enter the date the merchandise is scheduled to leave the United States for all methods of transportation.
3. **Transportation Reference Number** - Report the booking number for ocean shipments. The booking number is the reservation number assigned by the carrier to hold space on the vessel for the cargo being shipped. For air shipments the airway bill number must be reported. For rail shipments report the bill of lading number. For truck shipments report the freight or pro-bill number.
- 4(a). **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.
- 4(b). **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.
5. **Forwarding Agent** - Enter the name and address of the forwarding or other agent authorized by a principal party in interest.
6. **Point (State) of Origin or Foreign Trade Zone (FTZ) Number**
  - a. If from a FTZ enter the FTZ number for exports leaving the FTZ, otherwise enter the:
  - b. Two-digit U.S. Postal Service abbreviation of the state in which the merchandise actually starts its journey to the port of export, or
  - c. State of the commodity of the greatest value, or
  - d. State of consolidation.
7. **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.
8. **Loading Pier** - (For vessel shipments only) Enter the number or name of the pier at which the merchandise is laden aboard the exporting vessel.
9. **Method of Transportation** - Enter the method of transportation by which the merchandise is exported (or exits the border of the United States). Specify the method of transportation by name, such as, vessel, air, rail, truck, etc. Specify "own power" if applicable.
10. **Exporting Carrier** - Enter the name of the carrier transporting the merchandise out of the United States. For vessel shipment, give the name of the vessel.
11. **Port of Export**
  - a. **For Overland Shipments** - Enter the name of the U.S. Customs port at which the surface carrier (truck or railcar) crosses the border.
  - b. **For Vessel and Air Shipments** - Enter the name of the U.S. Customs port where the merchandise is loaded on the carrier (airplane or ocean vessel) that is taking the merchandise out of the United States.
  - c. **For Postal (mail) Shipments** - Enter port code 8000 for shipments by mail.
12. **Foreign Port of Unloading** - For vessel shipments between the United States and foreign countries, enter the foreign port and country at which the merchandise will be unloaded from the exporting carrier. For vessel and air shipments between the United States and Puerto Rico, enter the Schedule D code, "U.S. Customs District and Port Code".
13. **Containerized** - (For vessel shipments only) Check the YES box for cargo originally booked as containerized cargo and for cargo that has been placed in containers at the vessel operator's option.
14. **Carrier Identification Code** - Enter the 4-character Standard Carrier Alpha Code (SCAC) of the carrier for vessel, rail and truck shipments, or the 2- or 3-character International Air Transport Association (IATA) Code of the carrier for air shipments. In a consolidated shipment, if the ultimate carrier is unknown, the consolidator's carrier ID code may be reported. The National Motor Freight Traffic Association <http://www.nmfta.org> issues and maintains the SCAC. The International Air Transportation Association (IATA) issues the air carrier codes. The IATA codes are available on the Foreign Trade Division web site under "Air Carrier Codes" at <http://www.census.gov/trade>.
15. **Shipment Reference Number** - Enter the unique reference number assigned by the filer for identification purposes. The reuse of a shipment reference number is prohibited. For example, report an invoice number, bill of lading or airway bill number, internal file number or so forth.
16. **Entry Number** - Enter the Import Entry Number when the export transaction is used as proof of export for import transactions, such as In-Bond, Temporary Import Bond or Drawback's and so forth. Also, an Entry Number is required for merchandise that is entered as an import (CF 7501 or automated Broker Interface (ABI) entries) and is then being exported out of the United States.
17. **Hazardous Materials** - Check the appropriate "Yes" or "No" indicator that identifies the shipment as hazardous as defined by the Department of Transportation.
18. **In Bond Number** - Report one of the 2 - character In-Bond codes listed in Part IV of Appendix B of FTR (15 CFR Part 30) to include the type of In-Bond or Not In-Bond shipment.
19. **Routed Export Transaction** - Check the appropriate "Yes" or "No" indicator that identifies the transaction as a routed export transaction. A routed export transaction is where the foreign principal party in interest authorizes a U.S. forwarding or other agent to export the merchandise out of the United States.
20. **Schedule B Description of Commodities** - Use columns 22 -24 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.)
21. **"D" (Domestic), "F" (Foreign) or "M" (Foreign Military Sales)**
  - a. **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).
  - b. **Foreign exports (F)** - merchandise that has entered the United States and is being re-exported in the same condition as when imported.
22. **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.
23. **Quantity (Schedule B Units)** - Report whole unit (s) as specified in the Schedule B commodity classification code. Report also the unit specified on the export license if the units differ.
24. **Shipping Weight (kilograms)** - 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 (report whole units).
25. **VIN/Product Number/Vehicle Title Number** - (For used self-propelled vehicles only) Report the following items of information for used self-propelled vehicles as defined in Customs regulations 19 CFR 192.1: (1) Report the unique Vehicle Identification Number (VIN) in the proper format; (2) Report the Product Identification Number (PIN) for those used self-propelled vehicles for which there are no VINs; and (3) the Vehicle Title Number.
26. **Value (U.S. dollars)** - Enter the selling price or cost if not sold, including inland or domestic 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 in the AES 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.
27. **License No./License Exception Symbol/Authorization** - Whenever an AES record is required:
  - a. Enter the license number in the AES record when you are exporting under the authority of a Department of Commerce, Bureau of Industry and Security (BIS) license; a Department of State, Directorate of Defense Trade Controls (DDTC) license; a Department of the Treasury, Office of Foreign Assets Control (OFAC) license (enter either the general or specific OFAC license number); a Department of Justice, Drug Enforcement Agency (DEA) permit; or any other export license number issued by a Federal government agency.
  - b. Enter the correct License Exception symbol (e.g. LVS, GBS, CIV) in the AES record 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).
  - c. Enter the "No License Required" (NLR) designator when you are exporting items under the NLR provisions of the EAR:
    - i. 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); and
    - ii. When the items being exported are listed on the CCL but do not require a license.
28. **Export Control Classification Number (ECCN)** - Whenever an AES record is required, you must enter the correct Export Control Classification Number (ECCN) in the AES record 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).
29. **Duly authorized officer or employee** - Provide the signature of the exporter (U.S. principal party in interest) authorizing the named forwarding or agent to effect the export when such agent does not have a formal power of attorney or written authorization.
30. **Signature/Certification** - Provide the signature of the exporter (USPPI) or authorized forwarding or other agent certifying the truth and accuracy of the information on the SLI, the title of the exporter (USPPI) or authorized agent, the date of signature, the telephone number of the exporter (USPPI) or authorized agent preparing the SLI and who can best answer questions for resolving problems on the SLI, and the email address of the exporter (USPPI) or authorized agent.
31. **Authentication** - For Customs use only.