

1. U.S. PRINCIPAL PARTY IN INTEREST (USPPI) (Complete name and address)		ZIP CODE
2. USPPI EIN (IRS) NO.	3 PARTIES TO TRANSACTION <input type="checkbox"/> Related <input type="checkbox"/> Non-related	
4 DATE	5. USPPI REFERENCE NO.	
6. ULTIMATE CONSIGNEE (name, address, phone, email)		7. Ultimate Consignee Type Direct Consumer Government Entity Reseller Other/Unknown
8. INTERMEDIATE CONSIGNEE (Complete name and address)		

SHIPPERS LETTER OF INSTRUCTIONS (SLI)



9. FORWARDING AGENT (Complete name and address)	
10. <input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT <input type="checkbox"/> C.O.D. \$ _____	
11. POINT (STATE) OF ORIGIN OR FTZ NO.	12. COUNTRY OF ULTIMATE DESTINATION
13 Freight Location (name, address, phone, email)	14. SHIP VIA <input type="checkbox"/> AIR <input type="checkbox"/> OCEAN
15. IN BOND NUMBER	16. TIB/Carnet? Yes No
17. Service Consolidate Direct	18. ENTRY NUMBER
20. Instructions to Forwarder:	
19. HAZARDOUS MATERIALS <input type="checkbox"/> Yes <input type="checkbox"/> No UN#:	
21. ROUTED EXPORT TRANSACTION <input type="checkbox"/> Yes <input type="checkbox"/> No	

22. Domestic or Foreign (D/F)	23. Schedule B / HTS Number and Commercial Commodity Description. For Vehicles: VIN/Year, Make, Model & Vehicle Title No Required	24. Quantity in Schedule B /HTS Units	25 DDTC Quantity and DDTC Unit of Measure	26. SHIPPING WEIGHT (Kg)	27 ECCN, EAR99 or USML Category No.	28 S M E Y/ N	29. Export License No., License Exception Symbol, DDTC Exemption No., DDTC ACM No. or NLR (No License Required)	30. VALUE (at Port of Export in U.S. Dollars)	31. License Value by item (if applicable in U.S. Dollars)

32. DDTC Registration Number _____
33. DDTC Eligible Party Certification Indication Yes No

34. Check here if there are any remaining non-licensable Schedule B/HTS Numbers that are valued \$2500.00 or less and that do not otherwise require AES filing	
35. Duly authorized officer or employee Printed Name	These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. Law is prohibited.
36. 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).	
37. Signature	Check here to validate Electronic Signature. Electronic signatures must be typed in all capital letters in Box 37 in order to be valid. By checking this box, I certify that I am a duly authorized officer or employee of the USPPI, that all statements made and all information contained herein are true and correct, and that 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).
38. Title	
39. Date	40. AUTHENTICATION (When required)
41. Telephone No. (Include Area Code)	42. E-mail address

Per TSA Regulations, Flexport, Inc must refuse to transport by air or offer for transport to another IAC, aircraft operator, foreign air carrier, all-cargo aircraft operator, all-cargo foreign air carrier, all-cargo twelve-five aircraft operator, or all-cargo twelve-five foreign air carrier any cargo accepted directly from a shipper if the shipper does not consent to a search or inspection of the cargo. By signing this document, shipper grants consent to screen cargo

Are goods considered donated/charity under Flexport.Org
No Yes

W W W . F L E X P O R T . C O M

43. SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVER CONSIGNMENT AS ASSIGNED

Abandon Return to Shipper

Deliver To:

44. SHIPPER REQUESTS INSURANCE: No Yes \$ _____

Enter full amount of insurance requested. Please note insurance may require payment of additional fee. Flexport, Inc. Terms and Conditions of contract as posted on www.Flexport.com applies.

NOTE: The Shipper or his Authorized Agent hereby authorizes the above named Company, in his name and on his behalf to act as its true and lawful agent, 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. Hereunder the sole responsibility of the Company is to use reasonable care in the selection of carriers, forwarders, agents and others to whom it may entrust the shipment.

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

1. 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. In general, the Freight Forwarder cannot be the USPPI. 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. (see 15 CFR § 30.3). Enter the USPPI address to be used for documentation (a P.O. Box is not allowed). If the cargo begins its journey to the port of export from a different address, please report that address in box number 13.
2. USPPI Employer Identification Number (EIN) - FTR 15 CFR 30.6(a)(1)(iii) - Report your 9 digit (numeric) company EIN. This must be the EIN of the party reported as the USPPI. If your company utilizes a 2-character suffix (alpha-numeric) that you want reported, please include those character (Example 951234567AB). 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. If the USPPI does not have an EIN, the USPPI must obtain an EIN for reporting to the AES. Use of another company's or individual's EIN or other identification number is prohibited.
3. Parties to Transaction - Indicate if this is a related or non-related party transaction as stated in FTR 15 CFR 30.6(a)(10). Check "related" if you own 10% of the ultimate consignee or if they own 10% of your company. Otherwise check "Non-Related".
4. Date of Exportation - Enter the date the merchandise is scheduled to leave the United States for all methods of transportation.
5. USPPI Reference Number - Enter the reference number for the USPPI. Enter your shipment internal control / reference number - the number that you want the forwarder to refer to in any communication.
6. Ultimate Consignee Name and Address - Enter the name and address (including country) of the foreign party who will be receiving the export shipment at destination. This party may be the FPPI and/or the end user, but it will not be the party at destination that is acting as agent (intermediate consignee) hired to deliver the items to the ultimate consignee. For items subject to licensing under ITAR, enter the name and address of the Foreign End User.
7. Intermediate Consignee - Enter the intermediate consignee name and address (if applicable) including country.
8. Ultimate Consignee Type - Select one from the list provided. Do not select "Other/Unknown" unless the ultimate consignee truly does not fit into any of the other categories.
 - 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.
 - Government Entity - A government-owned or government-controlled agency, institution, enterprise or company.
 - 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
9. **Forwarding Agent** - Enter the name and address of the forwarding or other agent authorized by a principal party in interest.
10. **Freight Charges** - Please check if the freight charges are prepaid to the shipper, collect to the consignee or of a COD (Cash on Delivery) is required and the amount of COD if applicable.
11. Point of Origin or FTZ Number- Enter the 7 character Foreign Trade Zone identifier if the goods are removed from the FTZ and not entered for consumption.
12. 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 for the end user as shown on the export license. Two-digit (alpha character) International Standards Organization (ISO) codes may also be used.
13. Freight Location - If different from the USPPI name, enter the company name and physical address (PO box is not allowed) where the cargo is picked up.
14. Ship Via - Indicate if this shipment is to be transported via Air or Ocean services.
15. In Bond Number - If the cargo is moving in bond, enter the bond type code here. Otherwise, enter "70" not in bond'.
16. TIB/Carnet? Check "Y" if the shipment is moving on TIB/Carnet or check "N" if it is not. EEI filing is required for all transactions over \$2500.00 by Schedule B/HTS and for licensed transactions even when being transported on a Carnet. .
17. Service Requested: Check if shipment will be consolidated or moved directly.
18. Entry Number - Enter the Import Entry Number FTR 15 CFR 30.6(b)(13): The entry number must be reported for goods that are entered in lieu of being transported under bond for which the importer of record is a foreign entity or, for re-exports of goods withdrawn from a FTZ for which a NAFTA deferred duty claim (entry type 08) could have been made, but that the importer elected to enter for consumption under CBP entry type 06. For goods imported into the United States for export to a third country of ultimate destination, where the importer of record on the entry is a foreign entity, the USPPI will be the authorized agent designated by the foreign importer for service of process. The USPPI, in this circumstance, is required to report the import entry number.
19. Hazardous Materials - Check the appropriate "Yes" or "No" indicator that identifies the shipment as hazardous as defined by the Department of Transportation, IATA or IMO. Enter the United Nations (UN) Classification number.
20. Instructions to Forwarder: Enter any special instructions for the freight forwarder.
21. Routed Export Transaction - Check the appropriate "Yes" or "No" indicator that identifies the transaction as a routed export transaction. Check yes if it is a routed export transaction where the foreign principal party in interest controls the export of the merchandise out of the United States.
22. Report Domestic (D) and Foreign (F) origin goods separately. In other words, If you have a single Schedule B and part of the value is domestic, part foreign, you must report the Schedule B twice, once with the domestic value and once with the foreign value.
23. Schedule B Number - Enter all of the 10 digit Schedule B or HTSUSA numbers that apply to your shipment here. Report a commercial / generic commodity description that will allow CBP and other government agencies to recognize the product, to identify that it falls into the Schedule B classification, and in the case of licensed cargo, to identify that the product is clearly the product described on the license. For Used Self Propelled Vehicles (as described in the CBP regulations part 192.1 and listed on AESTIR Appendix U, filing is required for all values (even those \$2500.00 or less) 72 hours prior to export.
24. Quantity - 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 shipped for that Schedule B. If the Schedule B unit is kgs., you must report the weight in kilos for that Schedule B. Some commodities have a second Schedule B unit (secondary). If that is the case, you must also report that secondary quantity.
25. DDTC Quantity and UOM - 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. Report the quantity being shipped in terms of the DDTC units of measure.
26. Shipping Weight (kilograms) - 15 CFR 30.6(a)(16): 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.
27. Export Control Classification Number (ECCN) - Report the 5-character ECCN or EAR99 if your product is not on the Commerce Control List (CCL), or for products controlled under the International Traffic in Arms Regulations (ITAR), report the 2-digit U.S. Munitions List 2 category code. Note: A product is only EAR99 if it is not controlled under the ITAR and is not on the Commerce Control List: Commerce Control List-Alphabetical Index.
28. SME Indicator - Place a "Y" in this column for ITAR items designated 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 (*).
29. License No./License Exception Symbol/Authorization - On each Schedule B line, enter the license number, license exception code, DDTC exemption number, or "No License Required" (NLR) code. If the license determination applies to all lines, clearly indicate that on the form. **Note: EAR99 products are not always "NLR" and all products that qualify for "NLR" are not necessarily EAR99.
30. Value (U.S. dollars) - For each Schedule B, report the value in U.S. Dollars including U.S. inland freight and insurance to the port of export. If you commercial invoice value includes international transportation cost, deduct that to get the value at the port of Export.
31. License Value by Item (if applicable in U.S. Dollars) - required for all licensed shipments: Enter the license value for each line item being shipped under the license.
32. **DDTC Registration Number** - For Department of State, DDTC licensed transactions: Enter your Directorate of Defense Trade Controls (DDTC) Registration Number (also referred to as the Registration Code.) DDTC Registration Numbers must always be shown in exactly six characters. Examples of acceptable registration number formats: M-1234 or M12345.
33. **DDTC Eligible Party** - Certification by the U.S. exporter that the exporter is an eligible party to participate in defense trade. See 22 CFR 120.1(c). This certification is required only when an ITAR exemption is claimed.
34. If your shipment includes Schedule B / HTS items of "\$2500.00 or less" that you have not listed on the SLI and that do not otherwise require AES filing, please check this box. **Note: Examples that require AES filing for all values: Licensed cargo, "600 Series" a-x, Used Self-Propelled Vehicles. (You must check the requirements for your commodity).
35. **Duly authorized officer or employee** - Insert the name of the individual in your (USPPI) company that is authorized to act in this capacity on your behalf, and who is authorized to speak to CBP or other US Government Agency who might have reason to reach out to them on the transaction. Sign For electronic signature validation, type in UPPERCASE letters.
36. **Certification** to truth and accuracy of information provided.
37. **Signature:** Duly authorized officer or employee as listed in box 35 must Sign -
38. **Title** - enter the title of the duly authorized officer or employee as listed in box 35.
39. **Date** - enter date of signature
40. **Authentication** (when required)
41. **Telephone number** of duly authorized officer or employee as listed in box 35.
42. **Email Address** of duly authorized officer or employee as listed in box 35.
43. **Shippers instructions** in case of inability to deliver consignment as assigned.
44. **Shipper requests insurance.** If shipper requires all risk insurance coverage, the Yes box must be checked and the amount of insurance requested must be entered. Insurance approval may require written approval and may require payment of an additional fee. Flexport, Inc. Terms and Conditions of contract as posted on www.Flexport.com applies.