



Introduction to the Shipper Letter of Instruction

The "Shipper Letter of Instruction" (SLI) is provided for the swift handling and movement of your shipments. It communicates to DHL Global Forwarding your requirements and gives us the details we need to service you – our customer. This SLI is designed to:

- Reduce Email and Telephone correspondence
- Improve Efficiencies
- Improve Communication
- Improve Accuracy
- Avoid Delays in Processing
- Specify Selling Terms
- Specify Mode of Transportation
- Specify Level of Service

In our continuing effort to assist you, our customer, when DHL Global Forwarding files the Shippers Export Declaration (AES Transmission), the data to do so comes from this SLI. The following information is necessary to process your shipments in the most expedited manner possible.

In the FTSR (Foreign Trade Statistics Regulations) it states in Section 30.4(c)(1):

"Exporter (U.S. Principal Party in Interest) responsibilities. In a routed export transaction where the foreign principal party in interest authorizes a U.S. forwarding or other agent to prepare and file the SED or AES record, the exporter (U.S. Principal Party in Interest) must maintain documentation to support the information provided to the forwarding or other agent for preparing the SED or AES record as specified in 30.11, and **provide such forwarding or other agent with the following information to assist in preparing the SED or AES record.**"

For all freight shipments, DHL Global Forwarding requires the U.S. Principal Party in Interest (USPPI) to provide all of the following:

- SLI Section 1a Name, address, telephone number and contact person of the USPPI
- SLI Section 1b The IRS/EIN of the USPPI
- SLI Section 13 Schedule B description of commodities¹
- SLI Section 14 Domestic (D), Foreign (F), or FMS (M) code²
- SLI Section 15 Schedule B number
- SLI Section 16 Quantity / unit of measure³
- SLI Section 18 Value⁴
- SLI Section 19 Any information regarding the license authority⁵
- SLI Section 20 Point of origin⁶
- SLI Section 22 The ECCN⁷

The DHL Global Forwarding SLI is specially designed to also integrate the growing concern in the government and industry over safety and security. Please fill out the SLI completely as it will prevent our agents from the need to contact you to verify details about your shipment.

For more on general information and educational purposes:

- **Customs and Border Protection** <http://www.cbp.gov>
- **OFAC (Office of Foreign Asset Controls)** www.treas.gov/offices/eotffc/ofac
- **The DDTC (Directorate of Defense Trade Controls) for Licenses** <http://www.pmdtc.org>
- **BIS (Bureau of Industry and Security) for ECCN #'s:** <http://www.bis.doc.gov>
- **Incoterms:** <http://www.iccwbo.org/incoterms/preambles.asp>
- **Schedule B #:** <http://www.census.gov/foreign-trade/schedules/b/index.html>
For additional help with Schedule B #'s, call the "Commodity and Analysis Branch"⁸
 - For Durable goods: 1-301-763-3259
 - For Non-Durable goods: 1-301-763-3484

NOTE: In the Shipper Letter of Instruction electronic form, use 'F1' on any field for a HELP message.

¹ In as plain terms as possible

² Are the goods U.S. made, foreign made, or part of a FMS (Foreign Military Sales) program

³ In terms of what the Schedule B quantity requirements are

⁴ Value as sold from the USPPI to the Foreign PPI

⁵ If it's ITAR controlled, DEA controlled, etc. then the USPPI must tell us so

⁶ Where the shipment started its international journey

⁷ If no ECCN applies then the EAR99 notation should be provided

⁸ The Commodity and Analysis Branch of the Foreign Trade Division of the U.S. Census Bureau