



Shipper's Letter of Instruction (SLI)

Reference Guide


Summary:

International shipments valued at \$2,500 or more, require US customs documentation via the AES online system. NGL can complete the required documentation on the shipper's behalf if requested. To do this, NGL requires a completed SLI (Shipper's Letter of Instruction) which details how and where to send a shipment from the United States to an international destination.

This guide outlines how to complete the SLI form fields; a blank SLI is included at the end of this guide.


To place an international shipment order, contact NGL directly via telephone at (800) 938-1809 or via email at intl@nglog.com.

Example

U.S. PRINCIPAL PARTY OF INTEREST (USPPI) (Complete name and address) XYZ Company 3535 Flower St, Ste 354 Anytown, ST		INLAND CARRIER (See Note #2 Below) ReddCarr, Inc		SHIP DATE Apr 3, 2010	PRO NO. 789876	
ZIP CODE 67980						
USPPI EIN (IRS) NO.	PARTIES TO TRANSACTION					
CD IRS NO.	<input type="checkbox"/> Related <input type="checkbox"/> Non Related					
ULTIMATE CONSIGNEE (Complete name and address) NEWCo Inc 3345 W King Rd, Altown, ST CNTRY		INTERMEDIATE CONSIGNEE (Complete name and address)				
FORWARDING AGENT Network Global Logistics, LLC 320 Interlocken Parkway, Ste 100 Broomfield, CO 80021		POINT (STATE) OF ORIGIN OR FTZ NO. State name here	COUNTRY OF ULTIMATE DESTINATION Country Name			
SHIPPER'S LETTER OF INSTRUCTIONS						
NOTE: <input type="radio"/> IF YOU ARE UNCERTAIN OF THE SCHEDULE B COMMODITY NO. GO TO http://www.census.gov/foreign-trade/schedules/b/index.html TO SEARCH						
<input type="radio"/> IF YOU HAVE SHIPPED THIS MATERIAL TO US VIA AN INLAND CARRIER - PLEASE GIVE US THE INLAND CARRIER'S NAME, SHIPPING DATE, AND RECEIPT OR PRO. NO. (IF AVAILABLE). THIS WILL HELP US EXPEDITE YOUR SHIPMENT WITH THE INLAND CARRIER						
SHIPPER'S REF. NO. ref2993		DATE Apr 3, 2010				
SCHEDULE B DESCRIPTION OF COMMODITIES						
D/F	MARKS, NOS., AND KIND OF PKGS SCHEDULE B NUMBER	QUANTITY - SCHEDULE B UNIT(S)	SHIPPING WEIGHT (KILOS)	SHIPPING WEIGHT (POUNDS)	VALUE (U.S. dollars, or in cents) (Selling price or cost if not sold)	
D	100002222.67	10	1,000K	2,204.61	3,000.00	
VALIDATED LICENSE NO./GENERAL LICENSE SYMBOL N/A		ECCN (WHEN REQUIRED) N/A				
DULY AUTHORIZED OFFICER OR EMPLOYEE John Author		The exporter authorizes the forwarder named above to act as forwarding agent for export control and customs purposes.				
SPECIAL INSTRUCTIONS SHIP MATERIAL NEXT FLIGHT AVAILABLE						
I certify that all statements made and all information contained herein are true and correct and that I have read and understand the instructions for preparation of the SED, set forth in the "Instructions to Fill Out the Shipper's Letter of Instructions." 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 of exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec. 101; 50 U.S.C. App. 2410)			SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVER CONSIGNMENT AS CONSIGNED: <input type="checkbox"/> ABANDON <input type="checkbox"/> RETURN TO SHIPPER DELIVER TO: Hold for re-attempt			
SHIPPER'S REQUESTS <input type="checkbox"/> NO INSURANCE <input checked="" type="checkbox"/> YES \$5,000.00			If Shipper has requested insurance as provided for at the left hereof, shipment is insured in the amount indicated (recovery is limited to actual loss) in accordance with the provisions as specified in the Carrier's Tariffs. Insurance is payable to Shipper unless payee is designated in writing by the shipper.			
PRINT Jane Shipper	DATE (mm/dd/yyyy) Apr 3, 2010	SIGNATURE (SHIPPER SIGNATURE) 353-555-6767		CONFIDENTIAL-For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301 (g)).		
TITLE Shipping Clerk	E-mail Address jshipper@email.com	Export shipments are subject to inspection by U.S. Customs Service and/or Office of Export Enforcement.				
NGL COPY - VERSION 1.4.23.2010						

Instructions by Section


1. **Exporter / USPPI:** To avoid delays, give complete name and address of shipper.
2. **Zip Code:** To avoid delays, include zip code of shipper.
3. **Inland Carrier:** If you have shipped this material to us via an inland carrier- include the inland carrier's name.
4. **Ship Date:** Please provide the shipping date if you have shipped to us via an inland carrier.
5. **PRO No.:** Please provide the receipt or PRO No. if available. This will help us expedite your shipment with the inland carrier.
6. **USPPI EIN (IRS) No.:** The shipper's Federal Employer Identification Number
7. **Parties to Transaction:** "X" the appropriate box to show if the exporter and the ultimate consignee are economically related.
8. **Ultimate Consignee:** To avoid delays, give complete name, address, and postal code of the shipment recipient.
9. **Intermediate Consignee:** If applicable, type in the complete name and address of your bank, broker, or agent.
10. **Forwarding Agent: Network Global Logistics, LLC**
11. **Point (State) of Origin or FTZ No.:** The state in which the shipment is tendered to Network Global Logistics.
12. **Country of Ultimate Destination:** Where the shipment will be delivered.
13. **Shipper's Ref. No.:** Enter the correct reference number.
14. **Date:** Enter the correct ship date.

U.S. PRINCIPAL PARTY OF INTEREST (USPPI) <i>(Complete name and address)</i>		INLAND CARRIER <i>(See Note #2 Below)</i>	SHIP DATE	PRO NO.	
1		3	4	5	
					
					2
USPPI EIN (IRS) NO. 6	PARTIES TO TRANSACTION 7 <input type="checkbox"/> Related <input type="checkbox"/> Non Related				
ULTIMATE CONSIGNEE <i>(Complete name and address)</i>					
8					
INTERMEDIATE CONSIGNEE <i>(Complete name and address)</i>					
9					
FORWARDING AGENT Network Global Logistics, LLC 320 Interlocken Parkway, Ste 100 Broomfield, CO 80021		POINT (STATE) OF ORIGIN OR FTZ NO.	COUNTRY OF ULTIMATE DESTINATION		
10		11	12		
SHIPPER'S LETTER OF INSTRUCTIONS					
NOTE: ① IF YOU ARE UNCERTAIN OF THE SCHEDULE B COMMODITY NO. GO TO http://www.census.gov/foreign-trade/schedules/b/index.html TO SEARCH					
② IF YOU HAVE SHIPPED THIS MATERIAL TO US VIA AN INLAND CARRIER - PLEASE GIVE US THE INLAND CARRIER'S NAME, SHIPPING DATE, AND RECEIPT OR PRO. NO. (IF AVAILABLE). THIS WILL HELP US EXPEDITE YOUR SHIPMENT WITH THE INLAND CARRIER					
SHIPPER'S REF. NO. 13	DATE		14		
SCHEDULE B DESCRIPTION OF COMMODITIES					

15. **D/F:** If the goods were manufactured in the U.S., enter "D"; if they were manufactured in any other country, enter "F".
16. **Marks, Nos. and kind of Pkgs. Schedule B Number:** Refer to the U.S. government "Schedule B Commodity Book" for this information
17. **Quantity- Schedule B Unit(s):** Refer to "Schedule B Commodity Book"
18. **Shipping Weight (kilos):** Total weight of shipment using metric kilos.
19. **Shipping Weight (Lbs.):** Total weight of shipment using pounds.
20. **Value:** Enter the total value of the package(s) in U.S. Dollars, omit cents.
21. **Validated License No./General License Symbol:** Export license number or symbol for the commodity you are shipping.
22. **ECCN (When Required):** Export Commodity Control number given by the U.S. Department of Commerce. Call 1-800-323-4685 for information or consult the U.S. Export Administration Regulations.
23. **Duly Authorized Officer or Employee:** Name of the shipper.
24. **Special Instructions:** Enter any special instructions as applicable.
25. **Shipper's Instructions in case of inability to deliver:** "X" the appropriate box to show if the export should be abandoned, returned to shipper or delivered to an alternative address.
26. **Shipper's Request Insurance:** Indicate shipper's request for insurance.

27. **Print:** Enter your name.
28. **Signature:** Write your signature.
29. **Title:** Enter your title.
30. **Date:** Enter the date the SLI was filled out.
31. **Telephone No.:** Enter your telephone number.
32. **E-mail Address:** Enter your e-mail address.

SCHEDULE B DESCRIPTION OF COMMODITIES					VALUE (U.S. dollars, omit cents) (Selling price or cost if not sold)
D/F	MARKS, NOS., AND KIND OF PKGS SCHEDULE B NUMBER	QUANTITY - SCHEDULE B UNIT(S)	SHIPPING WEIGHT (KILOS)	SHIPPING WEIGHT (POUNDS)	
15	16	17	18	19	20
VALIDATED LICENSE NO./GENERAL LICENSE SYMBOL		21	ECCN (WHEN REQUIRED)		22
DULY AUTHORIZED OFFICER OR EMPLOYEE 23 Enter authorizes the forwarder named above to act as shipping agent for export control and customs purposes.					
SPECIAL INSTRUCTIONS 24					
I certify that all statements made and all information contained herein are true and correct and that I have read and understand the instructions for preparation of the SED, set forth in the "Instructions to Fill Out the Shipper's Letter of Instructions." 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 of exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec. 101; 50 U.S.C. App. 2410)			SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVER CONSIGNMENT AS CONSIGNED: <input type="checkbox"/> ABANDON <input type="checkbox"/> RETURN TO SHIPPER 25 DELIVER TO: SHIPPER'S REQUESTS <input type="checkbox"/> NO INSURANCE 26 <input type="checkbox"/> YES \$ _____ <small>If shipper has requested insurance as provided for at the left hereof, shipment is insured in the amount indicated (recovery is limited to actual loss) in accordance with the provisions as specified in the Carrier's Tariffs. Insurance is payable to shipper unless payee is designated in writing by the shipper.</small>		
PRINT 27	DATE (mm/dd/yyyy) 30		CONFIDENTIAL-For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301 (g)). Export shipments are subject to inspection by U.S. Customs Service and/or Office of Export Enforcement		
Signature 28	Telephone No. (Include Area Code) 31				
TITLE 29	E-mail Address 32				
NGL COPY - VERSION 1.4.23.2010					

U.S. PRINCIPAL PARTY OF INTEREST (USPPI) <i>(Complete name and address)</i>		INLAND CARRIER <i>(See Note #2 Below)</i>	SHIP DATE	PRO NO.
ZIP CODE				
USPPI EIN (IRS) NO.	PARTIES TO TRANSACTION <input type="checkbox"/> Related <input type="checkbox"/> Non Related			
ULTIMATE CONSIGNEE <i>(Complete name and address)</i>				
INTERMEDIATE CONSIGNEE <i>(Complete name and address)</i>				
FORWARDING AGENT Network Global Logistics, LLC 320 Interlocken Parkway, Ste 100 Broomfield, CO 80021		POINT (STATE) OF ORIGIN OR FTZ NO.	COUNTRY OF ULTIMATE DESTINATION	

SHIPPER'S LETTER OF INSTRUCTIONS

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SHIPPER'S REF. NO.	DATE
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SCHEDULE B DESCRIPTION OF COMMODITIES						VALUE (U.S. dollars, omit cents) (Selling price or cost if not sold)
D/F	MARKS, NOS., AND KIND OF PKGS SCHEDULE B NUMBER	QUANTITY - SCHEDULE B UNIT(S)	SHIPPING WEIGHT (KILOS)	SHIPPING WEIGHT (POUNDS)		

VALIDATED LICENSE NO./GENERAL LICENSE SYMBOL	ECCN <i>(WHEN REQUIRED)</i>
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DULY AUTHORIZED OFFICER OR EMPLOYEE	The exporter authorizes the forwarder named above to act as forwarding agent for export control and customs purposes.
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SPECIAL INSTRUCTIONS

I certify that all statements made and all information contained herein are true and correct and that I have read and understand the instructions for preparation of the SED, set forth in the "Instructions to Fill Out the Shipper's Letter of Instructions." 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 of exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec. 101; 50 U.S.C. App. 2410)	SHIPPER'S INSTRUCTIONS IN CASE OF INABILITY TO DELIVER CONSIGNMENT AS CONSIGNED: <input type="checkbox"/> ABANDON <input type="checkbox"/> RETURN TO SHIPPER DELIVER TO: _____
	SHIPPER'S REQUESTS <input type="checkbox"/> NO INSURANCE <input type="checkbox"/> YES \$ _____

PRINT	DATE (mm/dd/yyyy)	CONFIDENTIAL-For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301 (g)). Export shipments are subject to inspection by U.S. Customs Service and/or Office of Export Enforcement
Signature	Telephone No. (Include Area Code)	
TITLE	E-mail Address	