


SHIPPER'S LETTER OF INSTRUCTION				 C.H. ROBINSON				C.H. ROBINSON WORLDWIDE, INC. 14701 CHARLSON ROAD EDEN PRAIRIE, MN 55347			
1. USPPI NAME AND ADDRESS				9. FREIGHT LOCATION ADDRESS (IF DIFFERENT THAN BOX #1)				15. FREIGHT CHARGES			
								PREPAID		COLLECT	
								16. INCOTERMS 2020			
								EXW		FCA	
								CPT		FAS	
2. USPPI EIN		3. STATE OF ORIGIN		10. RELATED PARTY INDICATOR				CIP		FOB	
				RELATED		NOT RELATED		CFR		DPU	
4. USPPI CONTACT NAME AND PHONE NUMBER				11. FOREIGN ROUTED TRANSACTION				CIF		DAP	
				YES		NO				DDP	
5. FOREIGN INTERMEDIATE CONSIGNEE NAME AND ADDRESS				12. INSURANCE				17. TYPE OF SERVICE			
				CIF PLUS 10%				AIR		OCEAN	
				OTHER AMOUNT \$ _____ USD				OTHER			
				INSURANCE DECLINED				18. HAZARDOUS MATERIAL			
6. ULTIMATE CONSIGNEE NAME AND ADDRESS				13. ULTIMATE CONSIGNEE TYPE (select one)				YES		NO	
				DIRECT CONSUMER		GOVERNMENT ENTITY		19. USED SELF-PROPELLED VEHICLE(S)			
								YES		NO	
				RESELLER		OTHER/UNKNOWN		20. FORWARDING AGENT			
								C.H. ROBINSON WORLDWIDE, INC.			
7. ULTIMATE CONSIGNEE CONTACT NAME AND PHONE NUMBER				14. SPECIAL INSTRUCTIONS:							
8. COUNTRY OF ULTIMATE DESTINATION											
21. ORIGIN D or F	22. SCHEDULE B NUMBER or HTS CODE	23. QUANTITY SCHEDULE B or HTS UNITS	24. NET WEIGHT (KGS)	25. GROSS SHIPPING WEIGHT (KGS)	26. VALUE AT THE PORT OF EXPORT (USD)	27. ECCN or EAR99	28. USML CAT	29. LICENSE AUTHORIZATION (License number, exception/exemption, or NLR)	30. LICENSE VALUE (If applicable) (USD)		
31. OTHER GOVERNMENT AGENCY AUTHORIZATION											
32. Check here if the USPPI named above authorizes C.H. Robinson Worldwide, Inc. to act as forwarding agent and as its true and lawful agent for purposes of creating and filing Electronic Export Information (EEI) in accordance with the laws and regulations of the United States and for export control purposes.											
USPPI CERTIFICATION AND AUTHORIZATION											
I certify all statements made and all information contained herein are true and correct and where any doubt existed I reviewed the applicable provision found in the Foreign Trade Regulations (15CFR Chapter 30). I understand 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. Export shipments may be subject to inspection by U.S. Customs and Federal Export Enforcement Agencies.											
33. SIGNATURE						The shipper authorizes C.H. Robinson Worldwide, Inc. 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. The shipper guarantees payment of all collect charges in the event the consignee refused payment.					
34. NAME (please print or type)											
35. TITLE											
36. DATE											

# How to Complete the Shipper's Letter of Instruction (SLI)

For more information regarding the Foreign Trade Regulations which mandate filing the Electronic Export Information (EEI) in the Automated Export System (AES) refer to <https://www.census.gov/foreign-trade/regulations/index.html>.

BOX	DESCRIPTION	INSTRUCTIONS
1	USPPI Name and Address	Enter the name and address of the U.S. Principal Party in Interest (USPPI). The USPPI is the party in the U.S. who receives the primary benefit from the export transaction. Generally, this is the U.S. seller or manufacturer.
2	USPPI EIN	Enter the USPPI's 9-digit IRS Employer Identification Number (EIN). If an EIN is not available, one may be obtained from the IRS at no cost by accessing <a href="https://www.irs.gov/">https://www.irs.gov/</a> or 1-800-829-4933.
3	State of Origin	Enter the state from which the goods began their journey to the U.S. port of export. For goods originating from multiple locations, enter the state from which the goods of greatest value originated. If this is unknown, enter the state where the goods will be consolidated.
4	USPPI Contact Name and Telephone Number	Enter the complete first and last name and telephone number of the person with the most knowledge of the export shipment and related controls of the goods.
5	Foreign Intermediate Consignee Name and Address	Enter the name and address of the party in a foreign country who makes or facilitates delivery of the goods to the ultimate consignee.
6	Ultimate Consignee Name and Address	Enter the name and address of the foreign party who will ultimately receive the goods. For overland shipments to Mexico, include the Mexican state.
7	Ultimate Consignee Contact Name and Telephone Number	Enter the complete first and last name and telephone number of the person who will ultimately be receiving the goods.
8	Country of Ultimate Destination	Enter the country of ultimate destination of the party who will ultimately receive the goods, as known at the time of export.
9	Freight Location Address	Enter the address where the goods will begin the journey to the U.S. port of export, even if the USPPI does not own or lease the facility. For goods originating from multiple locations enter the address of the goods with the greatest value or the address where the consolidation will take place.
10	Related Party Indicator	Check the appropriate box to indicate related or non-related. Parties are considered related when either the USPPI or ultimate consignee own (directly or indirectly) 10% or more of the other party.
11	Foreign Routed Transaction	Check the appropriate box to indicate if the transaction is routed by a foreign party. Foreign Routed Transactions are those in which the Foreign Principle Party in Interest (FPPI) authorizes a U.S. agent to facilitate export of goods from the U.S. on its behalf, prepare and file the EEI in the AES.
12	Insurance	Check the appropriate box to indicate if the shipment is to be insured by C.H. Robinson.
13	Ultimate Consignee Type	Check the primary business function of the ultimate consignee. If more than one applies, check the type which most often applies. <ul style="list-style-type: none"> <li>• <i>Direct Consumer</i> – A non-government entity which will use the goods for its own internal manufacturing processes or as an input to the production of another product.</li> <li>• <i>Government Entity</i> – An agency, institution, enterprise or company owned or controlled by a government.</li> <li>• <i>Reseller</i> – A non-government reseller, retailer, wholesaler, distributor, distribution center or trading company which will resell or distribute the goods.</li> <li>• <i>Other or Unknown</i> – An entity which does not fit any of the above descriptions.</li> </ul>
14	Special Instructions	Enter additional handling or processing instructions for C.H. Robinson.
15	Freight Charges	Check the appropriate box to indicate how freight charges will be billed.
16	Incoterms 2020	Check the box to the left of the Incoterm being used for this shipment. Choose from EXW (Ex- Works), FCA (Free Carrier), FAS (Free Alongside Ship), FOB (Free On-Board Vessel), CFR (Cost and Freight), CIF (Cost Insurance and Freight), CPT (Carriage Paid to), CIP (Carriage and Insurance Paid to), DAP (Delivered At Place), DPU (Delivered At Place Unloaded), DDP (Delivered Duty Paid).
17	Type of Service	Check the appropriate box to indicate how goods are to be transported.
18	Hazardous Material	Check Yes or No to indicate if the shipment contains hazardous materials.
19	Used Self-Propelled Vehicle(s)	Check Yes or No to indicate if the shipment contains used self-propelled vehicle(s). For additional information on pre-departure requirements, see <a href="#">19 CFR 192.1 and 192.2</a> .
20	Forwarding Agent	C.H. Robinson Worldwide, Inc.

\* This information is to be used for informational purposes only and should not be construed as legal advice. When in doubt, please contact the appropriate U.S. Federal Agency or consult the applicable Code of Federal Regulations.

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# How to Complete the Shipper's Letter of Instruction (SLI)

BOX	DESCRIPTION	INSTRUCTIONS
21	Origin D or F	<p>Enter the commodity origin, either Domestic (D) or Foreign (F).</p> <ul style="list-style-type: none"> <li><i>Domestic</i> – Commodities grown, produced or manufactured in the U.S. This includes previously imported goods which have been further manufactured and have been enhanced in value or changed from its original form while in the U.S.</li> <li><i>Foreign</i> – Commodities grown, produced or manufactured in foreign countries and have not undergone any changes to enhance value by further manufacturing in the U.S. This includes goods which have entered the U.S. and are being re-exported in the same condition as when imported.</li> </ul> <p>Note: Domestic and Foreign Origin commodities sharing the same Schedule B Number or HTS Code, must be listed separately.</p>
22	Schedule B Number or HTS Code	Enter a valid ten-digit Schedule B number or HTS Code for each commodity in the shipment. Search for Schedule B numbers at <a href="https://www.census.gov/foreign-trade/schedules/b/index.html">https://www.census.gov/foreign-trade/schedules/b/index.html</a> or Call 1-800-549-0595 opt. 2 for assistance from a Census Commodity Specialist.
23	Quantity Schedule B Units	Enter whole unit(s) of the Unit of Measure specified by the Schedule B Number or HTS Code. See the Schedule B listing at <a href="http://www.census.gov/foreign-trade/schedules/b/index.html">http://www.census.gov/foreign-trade/schedules/b/index.html</a> .
24	Net KGS	Enter the net weight in kilograms for each Schedule B Number or HTS Code. The net weight does not include the weight of pallets, barrels, crates, boxes or other packaging.
25	Gross KGS Shipping Weight	Enter the gross shipping weight in kilograms for each Schedule B Number or HTS Code including the weight of all packaging. To convert pounds to kilograms, multiple by .4536 (Report whole units).
26	Value (USD) at the Port of Export	For each Schedule B Number or HTS Code, enter the selling price or cost if not sold, including freight, insurance, and all other charges up to the U.S. port of export. (nearest whole dollar).
27	ECCN or EAR99	For commodities under the jurisdiction of the Department of Commerce, enter the ECCN (Export Control Classification Number) if applicable or EAR99 if the commodity is not on the Commerce Control List. For more information: <a href="https://www.bis.doc.gov/index.php/licensing/commerce-control-list-classification/export-control-classification-number-eccn">https://www.bis.doc.gov/index.php/licensing/commerce-control-list-classification/export-control-classification-number-eccn</a> or call 202-482-4811.
28	USML Category	For commodities under the jurisdiction of the Department of State, enter the U.S. Munitions List (USML) Category Number. Department of State only regulates commodities specifically designed or modified for military or defense applications.
29	License Authorization	<p>Enter one of the following for each Schedule B Number or HTS Code:</p> <p><b>Department of Commerce License Authorizations</b> (<a href="#">Department of Commerce BIS Website</a>)</p> <ul style="list-style-type: none"> <li><i>NLR</i> - No License Required</li> <li><i>Department of Commerce License Number</i></li> <li><i>Department of Commerce License Exception Symbol</i></li> </ul> <p><b>Department of State License Authorizations</b> (<a href="#">Department of State DDTC Website</a>)</p> <ul style="list-style-type: none"> <li><i>Department of State License Number</i></li> <li><i>Department of State Exemption Number (and ACM Number, if applicable)</i></li> </ul>
30	License Value (USD)	Applicable only for commodities being exported on a license issued by the Department of State, Department of Commerce or Department of Treasury. Enter the U.S. Dollar value of the commodities <b>contained in the shipment</b> , not including the cost of freight, insurance or other charges.
31	Other Government Agency Authorization	Enter the relevant other government agency name and license number, permit number or applicable exception. <b>Examples:</b> Department of the Treasury, Office of Foreign Assets Control (OFAC) general or specific license number, Drug Enforcement Agency (DEA) permit number, or specific license number or any other export license or permit number issued by a Federal government agency.
32	Authorization to File EEI in the AES	Check this box if the USPPi authorizes C.H. Robinson Worldwide, Inc. to act as forwarder and authorized agent for filing in the AES and export control purposes.
33	Signature/Certification	The signature of the USPPi employee who is certifying the information provided on the Shipper's Letter of Instruction (SLI) is true and accurate.
34	Name	Print or type the name of the individual signing box 33.
35	Title	Enter the title of the individual in box 34.
36	Date	Enter date of signature.

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