Shipper’s Letter of Instruction
(SLI)

2005
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I. Introduction

REQUIRED DOCUMENTS

The Shipper's Letter of Instruction explains how and where to send a shipment from the United States to an international destination. In preparing this form, the Shipper completes most of the information required on the Shipper's Export Declaration, U.S. Customs form 7525V. After the Shipper completes the form, he or she retains the blue shipper's copy and forwards the rest of the form with the shipment to UPS Supply Chain Solutions for completion. This document must be typed. It combines an air waybill and a U.S. Export Declaration for shipments valued over $2,500 (USD).
II. Shipper’s Letter of Instruction

SLI INSTRUCTIONS
1. **Exporter**
To avoid delays, give complete name, address, and ZIP code of shipper.

2. **Shipper Account No.**
If the shipper is to receive and pay the invoice (or if automatic third party billing has been established) the shipper’s account number must appear here.

3. **Consignee Account No.**
If the receiver of the shipment is to receive and pay the invoice (or if the consignee has automatic third party billing established) then the consignee’s account number must appear here.

4. **Date**
The date the shipment is tendered.

5. **Exporter EIN Number**
The shipper’s Federal Employer Identification Number or for personal goods the shipper’s social security number.

6. **Parties to Transaction**
“X” the appropriate box to show if the exporter and the ultimate consignee are economically related.

7. **Ultimate Consignee**
To avoid delays, give complete name, address, and postal code of the shipment recipient.

8. **Intermediate Consignee**
If applicable, type in the complete name and address of your bank, broker, or agent.

9. **Form of Payment**
Please “X” the appropriate box.
- Prepaid - Invoice will be mailed to the shipper.
- Collect - Invoice will be mailed to the package recipient.
- GBL - Shipper or consignee issues Government Bill of Lading.
- Check on pickup - Payment made upon pickup.
- Bill to third party - Check here for third party billing.
- Paying for - Check the appropriate box.
10. **FREE DOMICILE**
If form of payment “Prepaid” is chosen and shipper also wishes to pay for destination fees, please “X” the appropriate box.
- DDU - All destination charges except duties and taxes to be paid by shipper.
- DDP - All destination charges including duties and taxes to be paid by shipper.

11. **CONSIGNEE CONTACT**
A consignee contact name and telephone number is required.

12. **UPS SUPPLY CHAIN SOLUTIONS SERVICE**
“X” box for appropriate service and service options.

13. **POINT OF ORIGIN**
The state in which the shipment is tendered to UPS Supply Chain Solutions.

14. **COUNTRY OF ULTIMATE DESTINATION**
Where the shipment will be delivered.

15. **COUNTRY OF ORIGIN (MANUFACTURE)**
The country in which the shipment was manufactured.

16. **HAZARDOUS MATERIAL**
Does the shipment contain hazardous material? Please check the appropriate box.

17. **SHIPPER REFERENCE NUMBER**
Enter the correct reference number.

18. **CONSIGNEE REFERENCE NUMBER**
The information you enter will be printed on the invoice.

19. **SHIPPER REQUESTS INSURANCE**
“X” the appropriate box, enter the dollar amount if applicable.

20. **DECLARED VALUE**
The liability of UPS Supply Chain Solutions for the shipment is limited to its standard liability coverage unless you declare a higher value by entering such higher value in the
Declared Value box. An additional charge will be assessed. (See Terms and Conditions of Contract as posted on the web at [www.ups-scs.com](http://www.ups-scs.com)).

**21. BILL TO (THIRD PARTY)**
Fill in the complete name and address of the third party. Also “X” the appropriate box.

**22. THIRD PARTY ACCT. NO.**
If third party billing has not been established with us, then their account number must appear in this box.

**23. DESCRIPTIONS OF COMMODITIES**

**PCS**
State the number of packages in the shipment.

**D/F**
If the goods were manufactured in the U.S., enter “D”; if they were manufactured in any other country, enter “F.”

**Schedule B Number**
Refer to the U.S. government “Schedule B Commodity Book” for this information or call 1-800-323-4685.

**Check Digit**
Not required.

**Quantity - Schedule B unit(s)**
Refer to “Schedule B Commodity Book” or call 1-800-323-4685 for information.

**Shipping Weight**
Total weight of shipment using metric kilos.

**Unit Cost**
The cost (in U.S. dollars) of each unit of the package contents.

**ODTC**
Note: Due to the re-naming of the Office of Defense Trade Controls (ODTC) to the Directorate of Defense Trade Controls (DDTC), this document’s reference to “ODTC” has been officially changed to “DDTC”.

- **Directorate of Defense Trade Controls (DDTC) Registration Number** – the 6 character registration identifier assigned by the DDTC to the registered manufacturer or exporter that has authorization from DDTC (through a license or exemption) to export the article.

- **DDTC Significant Military Equipment (SME) Indicator** - USPPI to “X” in the appropriate box (Yes or No). An indication that the articles warrant special export controls because of their capacity for substantial military utility of capability (see 22 CFR 121.1 for SME articles).

- **DDTC Eligible Party Certification Indicator** (required when an exemption is claimed) – USPPI to “X” in the appropriate box (Yes or No). A self-certification by the exporter for the exemption and a self-certification by the exporter that it is an eligible party per 22 CFR 120.1(c).

- **DDTC USML Category Code** – the two (2) digit numeric code (e.g. 01-18, 20 or 21) which indicates the DDTC U.S. Munitions List (USML) category article, service or related technical data as it applies to the article reported.

- **DDTC Unit of Measure** - ULM (as specified in a license, exemption or other authorization) – the number of units that correspond to the DDTC measure reported.

- **DDTC Quantity** (quantity of units in the ULM for the articles being shipped) – the three (3) alpha unit of measurement for the article being shipped. The unit of measure is provided on the export authorization.

### 24. ATTACHMENTS
“X” appropriate boxes for additional documentation attached.

### 25. DOCUMENTS FOR PREPARATION
“X” the appropriate boxes for documents you would like us to prepare at additional cost.

### 26. VALUE
Selling price or replacement cost amount must be equal to or greater than Declared Value (see 20) or insured value.

### 27. DIMENSIONS
Shipments that exceed certain dimensions may be rated by dimensional weight rather
than actual weight (see Terms and Conditions of Contract.) State number of pieces of each size and length (L), width (W), and height (H) in inches.

28. **Validated License Number**
Export license number or symbol for the commodity you are shipping.

29. **ECCN**
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.

30. **Duly Authorized Officer or Employer**
Name of the shipper.

31. **Shipper's Special Instructions**

32. **Signature, Title, Date**
Signature and title of shipper and the date the shipment is tendered.

33. **Authentication**
If applicable.