



SHIPPER'S LETTER OF INSTRUCTION – GENERAL TRANSACTION

DO NOT USE THIS FORM IF YOU ARE EXPORTING SELF-PROPELLED VEHICLES – Fields marked with ♦ are REQUIRED. Fields marked with ● are Conditional - Please TYPE or Print Legibly

1. Shipment & Transport Information

Mode of Transport ♦ _____	Export Date ♦ _____	Routed ♦ _____ YES _____ NO	Bill of Lading# ● _____
Port of Export ♦ _____	U.S. Origin State ♦ _____	Related ♦ _____ YES _____ NO	Exp. Truck# ● _____
Carrier Name ♦ _____	Carrier SCAC Code ● _____	Hazardous ♦ _____ YES _____ NO	

2. U.S. Principal Party In Interest (USPPI)

3. Ultimate Consignee (FPPI)

4. U.S. Freight Forwarder

Name ♦ _____	Name ♦ _____	Name Affiliated Customs Brokers USA Inc
EIN or Foreign Passport Number ♦ _____	Consignee Type ♦ <i>(Direct Consumer, Reseller, Govt Entity, Other)</i>	EIN XX-XXXXXXX
U.S. Street Address ♦ _____	Street Address ♦ _____	U.S. Street Address 193 West Service Road
U.S. City ♦ _____	City ♦ _____	U.S. City Champlain
U.S. State ♦ _____	State/Province ♦ _____	U.S. State New York
U.S. Zip Code ♦ _____	Country ♦ <i>(Cannot be United States)</i>	U.S. Zip Code 12919
U.S. Contact Name (First/Last) ♦ _____	Contact Name (First/Last) ♦ _____	Contact Name (First/Last) Anthony Barron
Telephone Number ♦ _____	Telephone Number ♦ _____	Telephone Number 915-592-3000

5. Commodity Information

	Description ♦	Schedule B Number ♦	EC ♦	LC ♦	Weight KG ♦	Qty 1 ♦	Qty 2 ●	USD Value ♦	D/F ♦	ECCN ♦	License Number ●	License Value in USD ●
1												
2												
3												
4												
5												

Prepared by _____

Name (First/Last) ♦ _____

Date ♦ _____

5a. Additional Commodity Information*

	Description ♦	Schedule B Number ♦	EC ♦	LC ♦	Weight KG ♦	Qty 1 ♦	Qty 2 ●	USD Value ♦	D/F ♦	ECCN ♦	License Number ●	License Value in USD ●
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
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* Additional charges may apply for 6 or more line items

Shipper's Letter of Instructions - Form Directions

- 🔴 All fields marked with a red diamond ♦ are required.
- 🔴 Please ensure that you have filled in all required fields before sending the form to our AES team.
- 🔴 Please send the completed form to aes@affiliatedcb.com for processing
- 🔴 If you decide to cancel your AES transaction please let us know immediately. Our fees are not refundable.

Section 1 Shipment & Transportation Information

Mode of Transport is how your shipment is being transported across the U.S. Border at the time of export.

Port of Export is the port/city at which your shipment will exit the United States. This must be a valid [U.S. Customs Commercial Port](#).

Carrier Name is the name of the transport company.

Export Date is the tentative date of export from the United States. Cannot be a past date.

U.S. Origin State is the state from which your shipment began its journey to the Port of Export.

Carrier SCAC Code is a 4-digit alphanumeric code assigned to the exporting transport company carrier by the NMFTA.

Routed Transaction, if the FPPI has authorized Affiliated USA to file the AES the shipment, or if you have provided a "Routed Power of Attorney" please indicate "Yes".

Related Parties, if the USPPPI and FPPI are related companies, please indicate "Yes".

Hazardous Material should be indicated if any part of your shipment is hazardous as defined by the U.S. Department of Transportation (49CFR)

Bill of Lading# provide the bill of lading number assigned by the exporting carrier. (Master AWB, Master BL, etc)

Exp Truck# is the identifying number of the exporting truck/conveyance. If your shipment is moving via Air, this should be the Flight Number.

Section 2 U.S. Principal Party In Interest (USPPI)

For purposes of filing the EEI, the USPPI is the person or legal entity in the United States that receives the primary benefit, monetary or otherwise, from the transaction. Generally, that person or entity is the U.S. seller, manufacturer, order party, or foreign entity purchasing or obtaining goods for export.

The foreign entity shall be listed as the USPPI *if it is in the United States when the items are purchased or obtained for export*. The foreign entity shall then follow the provisions for filing the EEI specified in § 30.3 and § 30.6 pertaining to the USPPI. This means that you will report your name and passport number, but the actual address from where the shipment originated.

Section 3 Ultimate Consignee (FPPI)

The ultimate consignee is the person, party, or consignee that is located abroad and actually receives the export shipment. The ultimate consignee as known at the time of export shall be reported. For shipments requiring an export license, the ultimate consignee shall be the person so designated on the export license or authorized to be the ultimate consignee under the applicable license exemption in conformance with the EAR or ITAR, as applicable.

Please confirm and indicate the Consignee Type as either a: Direct Consumer, Reseller, Government Entity, or Other/Unknown. We will ask you to explain if you choose "Other/Unknown".

Section 4 Freight Forwarder

This automatically defaults to Affiliated USA. Please let us know if you have hired or designated your own freight forwarder.

Section 5 Commodity Information

Combine "like" line items whenever possible.

Description commercial description of the line item.

Schedule B Number is the 10-digit classification for your this line item. For a complete list of Schedule B Numbers [click here](#).

EC is the export code for this line item. For more info on Export Codes [click here](#).

LC is the license code for this line item. If you choose a code which requires a license you must provide the license number and value. For more info on License Codes [click here](#).

Weight KG is the weight of the line item in kilograms. This is not required when the Mode of Transport is "Road,Other".

Qty 1 is the primary unit of measure as indicated by the Schedule B Number.

Qty 2 is the primary unit of measure as indicated by the Schedule B Number. This field does not always apply.

USD Value is the US Dollar value of this line item.

D/F please indicate if your item was manufactured in the United States (D) or outside of the United States (F).

ECCN is the Export Classification Control Number. For more information on ECCN [click here](#).

License Number if you indicated a License Code which requires a license provide the license number here.

License Value if you indicated a License Code which requires a license provide the value of this line item.

Prepared By, please fill in your name and date.

Section 5a Additional Commodity Information

If you plan on exporting more than 5 line items on the same AES declaration, please use the additional form to provide the commodity information. Please note there may be additional fees for processing more than 5 line items.