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Shipper letter of instruction word format

Shipper letter of instruction. Shipper letter of instruction sample.

It is required for almost all export shipments to have a completed SLI. The shipper's letter of instruction details how and where to handle your export shipment and also grants permission to your forwarder to act as the authorized forwarding agent for export control and customs. Open IncoDocs in your browser and navigate to the "Export Docs" section. Click on 'New document set' and select the Shipper's Letter of Instruction (SLI) template along with any other export documents you wish to create. Fill out the document, customize template fields to your needs and add your company letterhead. To save time and prevent re-entry errors, enter key shipment data into the Master File to have it sync across all other documents in your set automatically. Click on the signature box at the bottom of your document to create and place a digital signature then hit "Save & Quit". On the document preview screen, click on the 'More' dropdown button and select "Add company seal" to place a digital stamp. Download or share documents from IncoDocs in 1-click. Documents can be downloaded as PDF or CSV which can be imported into other systems without manual re-entry. Your questions, answered. What information is included on a Shipper's Letter of Instruction Document? Shipper and Consignee - The shipper will confirm the details of the exporting company (shipper) and the company overseas that is receiving the cargo (the consignee). This requires the company name, address, contact phone number, email address etc. Notify Party - If the consignee works with another 3rd party in the country of import, that company's details can be added as a Notify Party. Again, the notify party will also include company name, address, contact phone number, email address etc. Forwarding Agent - The forwarding agent is the freight company that is nominated to arrange the logistics of the shipment. The freight company will require their company details, logo and their specific terms and conditions. Cargo & Product details and descriptions - The SLI will require detailed fields on the products and packaging details. These details include description of goods, number and kind of packages, Gross weights (kg), measurements (m3), shipping marks & numbers.

Alliance Air Freight's Shipper Letter of Instruction

Shipper Information Alliance Air Freight, Inc. 9622 Glenview Rd. #6 Rose Valley, CA 91352	Ultimate Consignee (Blank field)	Consignee's Name Exporter's Name Consignee's Office Street No. Date Confirmed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No										
Incoterms (Blank field)	Intermediate Consignee (Blank field)											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Shipment Number</th> <th style="width: 15%;">PI#</th> <th style="width: 40%;">Description of Goods</th> <th style="width: 15%;">Weight</th> <th style="width: 15%;">Measurement</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Shipment Number	PI#	Description of Goods	Weight	Measurement							
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Freight Charge Code Consignee Code Handling Fee Insurance Code Customs Fee Additional Charges Save Print Submit	<input type="checkbox"/> IRL, I would like a quote on these charges. <input type="checkbox"/> IRL Please attach invoice with these charges. (Please respond with IRL records by)	Problem Location How do you want to receive label? Shipping Class: <input type="radio"/> People <input type="radio"/> Collect <input type="radio"/> Shipping Class <input type="radio"/> Consignment <input type="radio"/> Other
Special Instructions (Blank field)	Do you require additional? <input type="radio"/> Yes <input checked="" type="radio"/> No Type of Insurance: <input type="text"/> Insurance Carrier: <input type="text"/> Amount Insured: <input type="text"/>	These documents are attached to this Shipper's Letter of Instruction: <input type="checkbox"/> Invoice <input type="checkbox"/> P. List <input type="checkbox"/> Commercial Invoice <input type="checkbox"/> Bill of Lading <input type="checkbox"/> Manifest <input type="checkbox"/> Packing Slip <input type="checkbox"/> Other (see special instructions)
Title _____ Signature _____ Page 1 of 1		

This way of doing things is long gone! If you are still using a SED, please stop using it immediately. The SED doesn't include all the data fields required under the current Foreign Trade Regulations (FTR), and the forwarder must contact you for the additional details that are required as part of the electronic export information (EEI) filing.

SHIPPER'S LETTER OF INSTRUCTION (Logo: GLOBAL LOGISTICS ALLIANCE)	SHIPPER'S LETTER OF INSTRUCTION A letter certifies that the particulars shown herein are correct and signed by the shipper. SIGNATURE OF SHIPPER: _____ NAME: _____ DATE: _____
Please Note: If Payment of Charges Section is not completed freight will be charged to your account. PAYMENT METHOD: <input type="checkbox"/> Freight Prepaid <input type="checkbox"/> Freight Collect FREIGHT PAID BY SHIPPER: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No FREIGHT COLLECT BY SHIPPER: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	TYPE OF SHIPMENT: <input type="checkbox"/> General <input type="checkbox"/> Hazardous MODE OF TRANSPORT: <input type="checkbox"/> Air <input type="checkbox"/> Sea <input type="checkbox"/> Road <input type="checkbox"/> Rail ORIGIN: <input type="text"/> DESTINATION: <input type="text"/>
WEIGHT AND MEASUREMENTS GROSS WEIGHT: _____ NET WEIGHT: _____ VOLUME: _____	DESCRIPTION OF GOODS: _____ HS CODE: _____ EXPORT PERMIT: _____
CONFIRMATION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ALL INFORMATION GIVEN IS THE BEST OF THE SHIPPER'S KNOWLEDGE: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CUSTOMS ENTRY INFORMATION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

The shipper's letter of instruction details how and where to handle your export shipment and also grants permission to your forwarder to act as the authorized forwarding agent for export control and customs. Open IncoDocs in your browser and navigate to the "Export Docs" section. Click on 'New document set' and select the Shipper's Letter of Instruction (SLI) template along with any other export documents you wish to create. Fill out the document, customize template fields to your needs and add your company letterhead. To save time and prevent re-entry errors, enter key shipment data into the Master File to have it sync across all other documents in your set automatically. Click on the signature box at the bottom of your document to create and place a digital signature then hit "Save & Quit". On the document preview screen, click on the 'More' dropdown button and select "Add company seal" to place a digital stamp. Download or share documents from IncoDocs in 1-click. Documents can be downloaded as PDF or CSV which can be imported into other systems without manual re-entry. Your questions, answered. What information is included on a Shipper's Letter of Instruction Document? Shipper and Consignee - The shipper will confirm the details of the exporting company (shipper) and the company overseas that is receiving the cargo (the consignee). This requires the company name, address, contact phone number, email address etc. Notify Party - If the consignee works with another 3rd party in the country of import, that company's details can be added as a Notify Party. Again, the notify party will also include company name, address, contact phone number, email address etc. Forwarding Agent - The forwarding agent is the freight company that is nominated to arrange the logistics of the shipment. The freight company will require their company details, logo and their specific terms and conditions. Cargo & Product details and descriptions - The SLI will require detailed fields on the products and packaging details. These details include description of goods, number and kind of packages, Gross weights (kg), measurements (m3), shipping marks & numbers. Shippers must declare if the shipment includes any Hazardous / Dangerous goods and if the shipment is under a Letter of Credit contract. In addition, any other special instructions or additional information can be added. Departure and Destination details - The port of loading and port of discharge for the shipment (airport or seaport). Shipment Type & Pickup Details - The Method of Dispatch (Sea, Air, Road, Rail), Type of shipment (FCL, LCL, Breakbulk etc). Confirmation if the freight is required to be picked up from the shipper's address. Freight Charges - The shipper will declare which party is paying for the freight charges (Freight Collect, or Freight Prepaid). This depends on the Incoterm® that is agreed between the buyer and seller. It will also detail document instructions. Signatory Company - To finalize the document, the shipper can add their signatory details: Signatory Company Name of Authorized Signatory Digital Signature (using IncoDocs, sellers can draw or upload their digital signature) Digital Company Stamp (using IncoDocs, sellers can create or upload their digital company stamp or seal) Because it has some unique aspects, the Shipper's Letter of Instruction (SLI) is one exporting form some exporters can be reluctant to use—but they shouldn't be! In this post we'll cover the importance of correctly completing an SLI and outline the 10 steps required to do so.

This way of doing things is long gone! If you are still using an SED, please stop using it immediately. The SED doesn't include all the data fields required under the current Foreign Trade Regulations (FTR), and the forwarder must contact you for the additional details that are required as part of the electronic export information (EEI) filing. This means your shipment will be delayed! The better way? The National Customs Broker and Forwarders Association of America (NCBFAA) issued an SLI form that includes the level of detail required to file through AES, including the additional data fields required by changes to the FTR that went into effect in 2014 and, more recently, in 2022. You can download a free Shipper's Letter of Instruction form in the NCBFAA format right here. Why You Should Complete an SLI The purpose of the SLI is right in its name; it allows an exporter to provide instructions for the shipment to their freight forwarder.

SLI in NCBFAA Format Exporters used to fill out a paper Shipper's Export Declaration (SED), which was often used as a quasi-SLI and given to the freight forwarder. This way of doing things is long gone! If you are still using an SED, please stop using it immediately. The SED doesn't include all the data fields required under the current Foreign Trade Regulations (FTR), and the forwarder must contact you for the additional details that are required as part of the electronic export information (EEI) filing. This means your shipment will be delayed! The better way? The National Customs Broker and Forwarders Association of America (NCBFAA) issued an SLI form that includes the level of detail required to file through AES, including the additional data fields required by changes to the FTR that went into effect in 2014 and, more recently, in 2022. You can download a free Shipper's Letter of Instruction form in the NCBFAA format right here. Why You Should Complete an SLI The purpose of the SLI is right in its name; it allows an exporter to provide instructions for the shipment to their freight forwarder. It includes the details the forwarder needs to make sure your goods arrive in the right place and at the right time. And it provides a record of the information that the exporter provided. With an SLI in the NCBFAA format, it also provides a forwarder with all the necessary data to complete an AES filing. And it allows exporters to check a box granting the forwarder a limited Power of Attorney statement to do that filing. Even in a routed export transaction where the buyer, referred to in the FTR as the Foreign Principal Party in Interest (FPPI), selects the freight forwarder and chooses who will do the EEI filing when required, the SLI is important because it provides the 10 data elements the exporter (also known as the U.S. Principal Party in Interest or USPPI) is required to provide. How to Correctly Complete the Shipper's Letter of Instruction Here are the things you need to identify in order to correctly complete your SLI: 1. How the goods are shipping. This includes the method of transportation, freight location, carriers, point of origin, and the ultimate destination. You should also identify whether or not the goods should be shipped directly or consolidated with other freight, which may reduce the cost of the shipping. 2. The correct contact information on your SLI. This includes accurate information for the name and contact information of the freight forwarder, exporter/USPPI, ultimate consignee and intermediate consignee. 3. Who's filing through AES. Whether you or your freight forwarder files the electronic export information (EEI) through AESDirect is your decision; however, I strongly suggest you do it. Why? Because you can outsource the responsibility for your AES filings, but not the liability. If you do choose to have someone else file for you, you should always request a copy of the AES filing from your forwarder to confirm its accuracy.

To save time and prevent re-entry errors, enter key shipment data into the Master File to have it sync across all other documents in your set automatically. Click on the signature box at the bottom of your document to create and place a digital signature then hit "Save & Quit". On the document preview screen, click on the "More" dropdown button and select "Add company seal" to place a digital stamp. Download or share documents from IncoDocs in 1-click. Documents can be downloaded as PDF or CSV which can be imported into other systems without manual re-entry. Your questions, answered. What information is included on a Shipper's Letter of Instruction Document? Shipper and Consignee - The shipper will confirm the details of the exporting company (shipper) and the company overseas that is receiving the cargo (the consignee). This requires the company name, address, contact phone number, email address etc. Notify Party - If the consignee works with another 3rd party in the country of import, that company's details can be added as a Notify Party. Again, the notify party will also include company name, address, contact phone number, email address etc. Forwarding Agent - The forwarding agent is the freight company that is nominated to arrange the logistics of the shipment. The freight company will require their company details, logo and their specific terms and conditions. Cargo & Product details and descriptions - The SLI will require detailed fields on the products and packaging details. These details include description of goods, number and kind of packages, Gross weights (kg), measurements (m3), shipping marks & numbers. Shippers must declare if the shipment includes any Hazardous / Dangerous goods and if the shipment is under a Letter of Credit contract. In addition, any other special instructions or additional information can be added. Departure and Destination details - The port of loading and port of discharge for the shipment (airport or seaport). Shipment Type & Pickup Details - The Method of Dispatch (Sea, Air, Road, Rail), Type of shipment (FCL, LCL, Breakbulk etc). Confirmation if the freight is required to be picked up from the shipper's address. Freight Charges - The shipper will declare which party is paying for the freight charges (Freight Collect, or Freight Prepaid). This depends on the Incoterms that is agreed between the buyer and seller. It will also detail document instructions. Signatory Company - To finalize the document, the shipper can add their signatory details. Signatory Company Name of Authorized Signatory Digital Signature (using IncoDocs, sellers can draw or upload their digital signature) Digital Company Stamp (using IncoDocs, sellers can create or upload their digital company stamp or seal) Because it has some unique aspects, the Shipper's Letter of Instruction (SLI) is one exporting form some exporters can be reluctant to use—but they shouldn't be! In this post we'll cover the importance of correctly completing an SLI and outline the 10 steps required to do so. The Importance of Correctly Completing a Shipper's Letter of Instruction SED vs. SLI in NCBFAA Format Exporters used to fill out a paper Shipper's Export Declaration (SED), which was often used as a quasi-SLI and given to the freight forwarder. This way of doing things is long gone! If you are still using an SED, please stop using it immediately. The SED doesn't include all the data fields required under the current Foreign Trade Regulations (FTR), and the forwarder must contact you for the additional details that are required as part of the electronic export information (EEI) filing. This means your shipment will be delayed! The better way? The National Customs Broker and Forwarders Association of America (NCBFAA) issued an SLI form that includes the level of detail required to file through AES, including the additional data fields required by changes to the FTR that went into effect in 2014 and, more recently, in 2022.

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However, in a routed export transaction, the foreign buyer of the goods contracts with a freight forwarder or other agent to export the merchandise from the United States. This impacts who is required to file EEI through AES when required by the FTR, although the buyer can also grant permission to the USPPI to do the EEI filing (see #3 above). 5. The Incoterms you're using. The Incoterms you choose may affect some of the requirements for shipping your goods, those requirements may be identified on your SLI (see #4 above). 6. The proper classification of your product. Your SLI will include components created using the following information: The appropriate Schedule B number; The appropriate Schedule B description of commodities; The appropriate quantity and unit of measure; The appropriate export control classification number (ECCN) or U.S. Munitions List (USML) category number if there is one. 7. Whether or not your product requires an export license. Before exporting your goods, you must ensure compliance information is transmitted to U.S. Customs and Border Protection (CBP) on your behalf, including information about export licensing. Your SLI needs to provide that information. You can learn more about how to determine if you need an export license in our free whitepaper. 8.

The pickup location of the freight. If the location of your freight is different than the address of the U.S. Principal Party in Interest, the name and address of the pick-up location are imperative and should be indicated on your SLI. 9. The value of your goods. At first glance, this seems rather straightforward. Most of the time, the selling price of the goods is the same as the value of the goods. However, the FTR indicates the value of the goods that is to be reported through AESDirect is the value of the goods plus the cost of moving the goods to the port of export. This may include freight, handling, insurance and any other expenses you incur. 10. Whether or not your goods are hazardous. The answer to this question will impact how you ship your goods, and thus complete your SLI. To learn more about the basics of shipping hazardous materials and dangerous goods, check out our free webinar: An Introduction to Shipping Dangerous Goods. The Best Method for Completing an SLI Using the right version of the SLI isn't helpful if you are entering the wrong information. Shipping Solutions export software guides you through the process of completing an SLI along with all the other export documents you may need. And it does it efficiently, so you never have to enter the same information over and over again as you complete the various forms. With Shipping Solutions database, you can store the information about your customers and products so you don't have to look it up every time you complete a form. Plus, the information fills automatically for products and pricing, helping ensure the accuracy of your documents. The less data entry you have to do, the fewer problems you'll likely run into. To see how it works, check out this video: How to Complete a Shipper's Letter of Instruction. Additional Resources If you're looking for a faster and easier way to create accurate export forms including a Shipper's Letter of Instruction, register for a free online demo of the software so we can show you how it works and answer any questions you might have.

Like what you read? Join thousands of exporters and importers who subscribe to Passages: The International Trade Blog. You'll get the latest news and tips for exporters and importers delivered right to your inbox. This article was first published in March 2019 and has been updated to include current information, links and formatting. What is a Shipper's Letter of Instruction? The Shipper's Letter of Instruction (SLI), while not required by any regulatory agency, serves a very important function. Its purpose is to convey specific instructions from the exporter to his agent, usually an international freight forwarder. An SLI also typically includes a limited Power of Attorney statement that gives the freight forwarder the authority to sign documents on behalf of the exporter. Preparing and submitting an SLI provides your company with a written record of who received the shipping documents, who to contact for questions, who to contact for proof of export, and who issued the export control information that was used to support the decision to export the goods. Create Accurate Export Forms Reduce the time it takes to complete the Shipper's Letter of Instruction by up to 80%. Shipping Solutions export documentation software makes it easy to create more than two dozen standard export forms. Register now for a free demo. There's absolutely no obligation. Like what you see? Share Shipping Solutions now.