

Required Client Information

To Export



Supply Chain Solutions

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SHIPPER'S RESPONSIBILITY

Export POA	Complete POA
SLI	Shipper provide and sign SLI
Schedule B#	Determine correct Schedule B# http://www.census.gov/foreign-trade/schedules/b/index.html
ECCN	Determine what ECCN# (Export Control Classification #) from Commerce Control List http://www.bis.doc.gov/index.php/licensing/commerce-control-list-classification If not on list, designate as an EAR99
License	<ul style="list-style-type: none"> • Determine if Export License is required (permission to send). License requirements are based on who are the parties to an export transaction, how is the item being used, what is the item and where is the export destined to? • Compare ECCN# with Country of Destination Chart • Code of Federal Regulations www.ecfr.gpoaccess.gov • Select Title 15 / Go To Part 738 • If needed, Shipper applies for license with Bureau of Industry and Security http://www.bis.doc.gov/index.php/licensing
Denied Party Listing	Check Denied Party Listing. Check the "Lists of Parties of Concern," there are several things to check. http://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern
Documentation	<ul style="list-style-type: none"> • Commercial Invoice • Packing List (could be optional) • Booking Sheet • License Copies, if Licensed Shipment • Contact Name for Importer • Contact Name for Exporter • If more than one Schedule B, need breakdown of weights and pieces and value
Commercial Invoice Checklist	<p>Create a Commercial Invoice (for actual monetary transaction) or Pro-Forma Invoice (no monetary transaction-value for customs purposes only) that reflects the export transaction and allows for proper Export Clearance of the goods out of the US and Import Clearance into the country of destination:</p> <ul style="list-style-type: none"> ▶ Seller (Typically letterhead) ▶ Buyer (or Sold To) ▶ Consignee (or Ship To) ▶ Precise Product Description with Schedule B numbers ▶ Dims and Weight ▶ Transaction Value with currency ▶ Payment Terms (optional) ▶ Incoterms 2010 + Named Place ▶ Country of Origin(s) ▶ Destination Control Statement
Shipment	<ul style="list-style-type: none"> • 72 hour notice prior to pick up request • AES Request 72 hours prior to documentation cutoff • Wood pallets or crating must be IPPC stamped and heat treated