



Sefco Export Management Company, Inc.

Worldwide Shipping Services - New York City USA - Over 30 years experience
www.sefco-export.com



E EI LETTER OF INSTRUCTIONS

In order to have Sefco Export Management Company, Inc. file an EEI on your behalf please follow the instructions below.

[] A signed EEI LETTER OF AUTHORIZATION with valid FED TAX ID number of U.S. Principal Party Of Interest (USPPI) must be sent to Sefco Export Management Company, Inc.

If shipment is qualified as a Routed Export (1) transaction, the foreign principal party must provide contact information of the U.S. principal party including U.S. Shipper Fed Tax ID Number.

[] FOR EACH SHIPMENT, the Responsible Party must send to Sefco Export Management Company, Inc. an EEI Information Form or Shippers own document containing, at a minimum, the information listed below:

Ocean Carrier Booking Number,
Ocean Carrier Name
Date of Exportation
Date scheduled to leave the U.S.
Port Of Export - Name of U.S. Port of Export.
Port of Unloading - Foreign Port of Discharge.
Shipper or Exporter Name, Address (2)
Country of Ultimate Destination
Ultimate Consignee Name, Address.
Hazardous: YES / NO
Schedule B (3) Number or Description of commodity being exported.
Weight and/or Quantity as required per Schedule B
\$ Value of each Schedule B Grouping
Origin of Goods:
D- (Domestic): Merchandise grown, produced or manufactured in the U.S.
F- (Foreign): Merchandise that has entered the U.S. and is being re-exported in the same condition.

LICENSED CARGO: License Number

Items subjected to Export Administration Regulations (EAR) will need the EAR Number.

Export Control Classification Number (ECCN).

SELF PROPELLED VEHICLES (Autos, Buses, Agriculture or Construction Equipment, Etc.)

COPY of TITLE

Vehicle Identification Number (VIN)

Product Identification Number (PIN) for the self-propelled items with no VIN

VALUE of each vehicle rounded to nearest \$

Vehicle U.S.ED or NEW

RULES

It is the primary responsibility of the USPPI or FPPI to submit information to SEFCO before 3:00 PM EST (2) business days prior to vessel sail date before 3:00 pm EST.

Documents are faxed or e-mailed to:

Attention: EEI Submission FAX: 718-732-2863

E-Mail: info@sefco-export.com

(1) A routed Export is when the Foreign Principal Party (FPPI) authorizes a U.S. Forwarding Agent to export merchandise out of the U.S. on their behalf.

(2) Location from which the merchandise actually starts its journey to the port of export or from which the export was directed, based on FTSR 30.7(d)(3).

(3) A Schedule B Number is a Statistical Classification of Domestic and Foreign Commodities Exported from the U.S.

Search for Schedule B numbers at: <https://uscensus.prod.3ceonline.com>

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