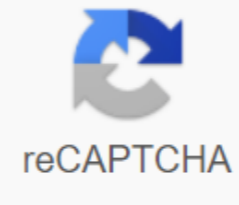


Shipper's letter of instruction pdf



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The Sender's Letter of Instruction (SLI) is an essential legal document/contract created between the sender and the shipper (or third party) that organizes the export of a shipment. This is a detailed document used in international trade that provides logistical instructions regarding the export of a shipment. The shipper will use this letter of instruction for shippers to properly organize the transport and logistics of the export shipment. What details are required on the sender's instruction letter template: Consignor and Consignor The sender will confirm the details of the exporting company (courier) and the company abroad that receives the cargo (the sender). This requires the company name, address, contact phone number, email address etc. Notify the party If the consignee works with another third party in the importing country, the details of that company may be added as a notified party. Again, the notification part will also include the company name, address, contact phone number, email address etc. Forwarding Agent The shipping agent is the transport company that is named to organize the shipping logistics. The transport company will request business details, logo and their specific terms and conditions. Cargo & Product Details and Descriptions SLI will require detailed fields on products and packaging details. These details include the description of the goods, number and type of packages, gross weights (kg), measurements (m3), shipping marks and numbers. Shippers must declare whether the shipment includes dangerous/dangerous goods and whether the shipment is under a letter of credit contract. In addition, you can add other special instructions or additional information. Departure and destination details The port of loading and the port of unloading for shipping (airport or seaport). Shipping type and pick-up details The shipping method (Sea, Air, Road, Railway), Shipping Type (FCL, LCL, Breakbulk etc.). Confirms whether the transport should be picked up from the sender's address. Freight charges The freight forwarder will declare which party is paying for the freight collect or freight prepaid. This depends on the IncoTerm which is agreed between the buyer and the seller. In addition, it will detail the instructions of the document. Signatory Company The sender must declare the signatory company, name, and date of the authorized signer to complete the document. Shipper's Reference Number Shipment Type Requires pickup IncoTerm Port of Loading Port of Discharge Vessel Name Voyage Numbers PM Packing details Country and State of Origin (product) Value of goods sold Currency Hazardous Cargo – if Yes, UN, Class, Packing Group Shipment under Letter of Credit Shipment insured Shipping Marks Documentation Marks Documentation Number of packets Stotal Gross weight (kgs/lbs) Total packing size (cbm/cuft) Commodity / Nature of special instructions Signed Declaration – Signatory company, name and date of the model letter of instruction of the authorized signatory created using IncoDocs How to create a sender instruction letter template for multiple transport companies. When shippers take care of multiple shipping companies, they must fill out a letter of instruction document for each transport company. Each of these transport companies will require shippers to complete an SLI document to their specific layout or template that specifically includes their logo and terms and conditions. What's more, each transport company will have its own unique layout for the SLI, which takes time to complete each time. At IncoDocs, we've created a Universal SLI that can be used for all shipping companies. Use a universal template that allows you to save a shipper's details (including the logo and terms and conditions). This allows shippers to simply select a shipper from the list and complete the SLI document. Create the SLI document here. What is a forwarding statement? A forwarding instruction document is similar to the sender's letter of instruction. This is used when the sender deals directly with the actual shipping line, to give instructions to properly organize the shipment. Are you involved in global trade? Our team created IncoDocs to simplify global trade. We are proud to enable companies in over 100 countries to simplify the process of shipping documents. Try it for you today. If you need more information click here to talk to one of our trade specialists, we will be happy to answer one of your questions. What is sender's Instruction Letter? The consignor's letter of instruction (SLI), also known as the consignor's export declaration, is an authorization document issued by the exporter to his agents or forwarders. The SLI document mainly contains details of the shipping conditions, allowing the transport company to issue an air waybill or bill of Lading (BOL) on behalf of the exporter. It also establishes indications for the carrier on how to manage, store, load and unload the shipment effectively or without any physical damage to the products. In addition to providing transport instructions and documentation, an SLI also facilitates export control, information reporting, while allowing the agent to present electronic export information (EEI) and send it to the Automated Export System (ESA). Who the sender's letter of instructions? It is the duty of the exporter or consignor to sign the sender's letter of instructions with all important information and detailed instructions on how to process the order. The letter will act as a so that the freight forwarder/transport agent and his processes according to the agreed terms and conditions of the shipping period, with an easy movement of the goods. Is SLI necessary for export? All export shipments require a full SLI. The export shipping instruction acts as a way to formalize how and where to handle export shipping. It also grants permission to the forwarder to act as an authorized forwarding agent for export control and customs processes. An SLI is not a mandatory or legally binding requirement. However, dependence can vary from country to country, determining country-specific rules and foreign trade regulations. It serves as an order form, as well as proof of purchase from the forwarder. Exporters must complete the document before sending the goods. Why complete an SLI? By industry standards, the sender's letter of instruction is one of the safest ways to share shipping information with the shipper, leaving almost room for incorrect communication between the exporter and the agent. So, it's one of the most followed practices in the business community. How to complete a carrier's letter of instructions? The SLI is an obligation to be fulfilled by the exporter. The procedure as such must be completed in advance, so that the guidelines indicated are followed by the freight forwarding agent. Sender's Letter of Instructions - Format/Model Details required in an SLI form:- The Sender's Letter of Instructions form must include the contact details of the following parts: The exporter or seller of the goods Intermediate Consignee Ultimate Consignee Forwarding agent's details The person/entity acting as an agent for the participating party, typically being a bank or shipping agent subject to delivery of the goods to the importer. They take full responsibility for the party dealing in the interest and possession of objects with the ultimate intention of delivering effectively to the final beneficiary. Ultimate Consignee The final consignee acts as the end user for goods/products, a company or a person who accepts the goods in the foreign nation. It can be any person, party, dealer, a real owner of goods that receive an export shipment. Agent Submission A person to manage and organize the shipment/process on behalf of the importer/exporter. An industry expert who can handle operations seamlessly. Inland Carrier Typically, a company that offers services to or from an export point of view. A transport line that transports export/import between ports and inland points. The SLI module also contains details about shipping and supporting documents. Some of the main shipping documents mentioned in the form are listed below: Read also: Ocean shipping on international shipping While each country has some requirements that an exporter must meet, here are some details that the U.S. government expects: This is an export license number for the goods you are shipping. The specific section contains the details used for mail shipments. It authorizes exports without application by the exporter to the Office of Export Administration. Each license has a designated symbol, such as LVS, GBS, CIV, GIFT etc., which is operated by the Export Administration Office (i.e. the U.S. Department of Commerce - which controls all exports except for certain licensed raw materials and technical export data). Export Control Classification Number (ECCN) The classification number of export raw materials control is given by the U.S. Department of Commerce. It is used whenever an exporter/importer has a mention of the SED/AES record. Note: We recommend that you review the model and see if the SLI module meets country guidelines and minimum requirements to avoid last-minute issues. One of the many documents you may need to organize when arranging a shipment of goods abroad or exporting is the sender's letter of instruction, instruction letter, or simply SLI. Read on to find out why this document is so important and how to fill it out. What is sender's Instruction Letter? You have been asked to issue an SLI, but now you are wondering what the sender's letter of instruction in freight transport (SLI) actually is? The sender's letter of instruction is a document that the sender (person or company sending the goods) provides to the shipper (the company transporting the goods) if the characteristics and requirements of the cargo are indicated, the contact person for any questions regarding the cargo or export itself and the reason for export. What is the sender's letter of instruction used for? Have all the information in one place. The SLI contains all shipping information from collection to delivery in a single document that makes it easier for a shipper to process the shipment. Issuance of export documents. If you are not familiar with the export and import requirements, issuing a sender's letter of instructions is the best way to ensure that the shipper has all the information necessary to issue other required export documents, such as the loading slip and electron export information extract. Proof of the instructions provided. When providing an SLI to the carrier, the sender has written confirmation that all specifications, requirements and special needs regarding their have been transmitted to the carrier. Allows the shipper to act on behalf of the sender. When it comes with an SLI and written power of lawyer, the carrier can handle the cargo and supervise the transport on behalf of the sender. Who fills out the sender's letter of instructions? The exporter or fill in or complete the SLI in advance in order to provide it to the shipper. By filling in the SLI, the exporter can ensure that all correct data and instructions are provided directly to the carrier and that the load is properly handled, stored and loaded/unloaded during transit. Is the sender's letter of instruction mandatory? It depends on the country of collection and delivery, but, in general, the sender's letter of instruction is not mandatory. However, in countries such as the United States, a full sender instruction letter is required for all exports. Although there is no warrant on issuing a sender's letter of instruction for any type of shipment, many still decide to send their carrier's letter of instruction to their shipper. In this way the sender can grant permission to the shipper to act as an authorized figure to manage customs and export control. The carrier is, therefore, the representative of the sender and can supervise the transport operations on their behalf. What types of shipments need an SLI? Exports from the United States always require the sender to issue this document. This way, shippers can access a standardized file with all the relevant information they need on a specific shipment. Most sea transport services will require an SLI. Due to the nature of freight transport, the cargo ship will stop at multiple ports during transit. Issuing an SLI is an effective way to ensure that the load remains safe and is handled correctly throughout the entire process. How do I fill out a carrier's letter of instructions? It won't take long to complete a carrier's instruction letter and you can also find many online templates that you can simply fill in with the necessary information. These models guide the user through the process of issuing an SLI and refer to the applicable legislation to be followed. Most models ask to provide information such as: The name and contact information of the shipper The name and contact information of the exporter Information about the products shipped What is shipped Weight and size. Quantity How is special handling requirements packed If there are export restrictions Who is paying for the type of freight transport (road, air, sea, rail) If the goods are to be shipped alone or consolidated with other freight insurance information Documents accompanying the shipment Special instructions to the shipper or carrier Do you want to ship goods internationally? Rely on Eurosender to book an international freight service. You more information about what a sender's letter of instruction is and why is it important? Not sure how to write the sender's instruction letter to the shipper? Contact our Eurosender experts and and you sail in the complex world of logistics! Last modified: October 9, 2020 2020

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