

# CROWLEY®

## SED LETTER OF INSTRUCTIONS

In order to have Crowley Logistics, Inc filing a SED on your behalf please follow the instructions below.

- ❑ A signed **SED LETTER OF AUTHORIZATION** with valid FED TAX ID number of U.S. Principal Party Of Interest (USPPI) must be sent to Crowley Logistics, Inc.

If shipment is qualified as a **Routed Export** <sup>(1)</sup> 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 Crowley Logistics a **SED 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 <sup>(2)</sup>
  - Country of Ultimate Destination
  - Ultimate Consignee Name, Address.
  - Hazardous: YES / NO
  - Schedule B <sup>(3)</sup> 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

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### RULES

- It is the primary responsibility of the USPPI or FPPI to submit information to CLI before 3:00 PM EST (1) business day prior to vessel sail date before 3:00pm EST. **For Saturday and Sunday Sailings cut-off will be 3:00PM on Friday prior to sailing.**

- Documents are faxed or e-mailed to:

**Attention: SED CLERK FAX: 904-805-1650**

**E-Mail: [SEDCLERK@CROWLEY.COM](mailto:SEDCLERK@CROWLEY.COM)**

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<sup>(1)</sup> 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.

<sup>(2)</sup> 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).

<sup>(3)</sup> A Schedule B Number is a Statistical Classification of Domestic and Foreign Commodities Exported from the U.S. Search for Schedule B numbers at: <http://www.census.gov/foreign-trade/schedules/b/> - search