In order to have Crowley Logistics, 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 Crowley Logistics, 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 Crowley Logistics 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 USED or NEW

**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 must be e-mailed to: 
   
   Mail: **DOCUMENTATION@CROWLEY.COM**

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(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 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: http://www.census.gov/foreign-trade/schedules/b/ - search