

CROWLEY[®]

EEI LETTER OF INSTRUCTIONS

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

-
- (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>**