

Instructions

The following information is required for reporting EEI/SED details:

- 1) NEX Account No. – Your NEX account number for billing and reference purposes
- 2) USPPPI EIN (IRS) or SSN: Report your Internal Revenue Service, Employer Identification Number (EIN) or Social Security Number (SSN).
- 3) Complete Name / U.S. Principal Party in Interest (USPPPI): The name and address of the U.S. exporter (USPPPI). The USPPPI is the person in the U.S. that receives the primary benefit, monetary or otherwise, of the export transaction.
- 4) Contact Name: Will be used to contact you if additional information is required.
- 5) Street Address: Actual street address of the USPPPI or exporter (Note: P.O. Box is not acceptable)
- 6) City, ST, Zip Code: Actual city, state and zip code of the USPPPI or exporter. Report only the first five digits of the ZIP code.
- 7) Phone: Actual phone number of the USPPPI. Will be used to contact if additional information is required.
- 8) Fax: Fax number that will receive the ITN information.
- 9) Email Address (if available)
- 10 - 16) Ultimate Consignee: The name, address, country of destination and phone number of the party actually receiving the merchandise.
- 17) License Required? Indicate Yes or No here to verify if the shipment requires an export license or not. If ITAR controlled, do not use this form, as you must be pre-approved by DHL. Please contact DHL for further information.
- 18) Export License No. /License Exception Symbol/Authorization: If you are exporting under the authority of a Commerce-controlled license or license exception, enter it here.
- 19) Ship Date: Please enter your anticipated pick up date here.
- 20) Entry Number: As applicable, enter the Import Entry Number when the export transaction is to be used as proof of export for import transactions, such as InBond, Temporary Import Bond or Drawback's.
- 21) Air Waybill Number: Required for EEI (SED) filing.
- 22) Intermediate Consignee Yes/No: If Yes, NEX will contact you for complete intermediate consignee information.
- 23) Parties to Transaction: The parties to the transaction are the shipper and consignee. They would be considered "Related" when they have the same company name or when one is a parent, subsidiary or affiliate of the other company. There must be at least 10 percent ownership of each by the same U.S. or foreign person or business enterprise.
- 24) Routed Export Transaction: Indicate if the shipment is a routed transaction export. A routed export transaction is where the foreign principal party in interest authorizes a U.S. forwarding or other agent to export the merchandise out of the U.S. NEX must be authorized by the U.S. exporter (signed air waybill), or in the case of a routed export transaction, the foreign PPI (signed power of attorney), to prepare and file the EEI (SED).
- 25) Domestic/Foreign: If the goods were manufactured in the United States, enter "D" for Domestic. If they were manufactured in another country, enter "F" for Foreign.
- 26) Schedule B/HTS Commodity Number: Enter the 10-digit commodity number as provided in Schedule B/HTS.
- 27) Quantity (Schedule B/HTS Units): Report whole unit(s) as specified in the Schedule B/HTS commodity classification code.
- 28) Detailed Description of Commodities: Report the description of goods in sufficient detail to permit verification of the Schedule B/HTS number. Report the Export Control Classification Number (ECCN) per line item, if applicable.
- 29) Shipping Weight: List the gross shipping weight for each Schedule B/HTS number in kilograms.
- 30) Value: Report the U.S. dollar value at time and place of export. Round off to the nearest dollar. Enter the selling price or cost if not sold. Where goods are sold at a point other than port of export, freight, insurance and other charges required in moving the goods from their U.S. point of origin to the port of export shall be included in the line item value. Do not include overseas transportation or insurance costs.
- 31) Duty Authorized Officer or Employee: Signature of USPPPI authorizing DHL Express to affect the export. Provide the signature of the duly authorized officer or employee and the date signed. Enter the duly authorized officer's or employee's title, telephone number with area code and e-mail if available.