

AES EEI Filing Authorization Instructions

1. **DHL Airway Bill Number:** Required for EEI Shipper's Export Declaration filing
2. **Origin IATA Code:** (not required)
3. **Destination IATA Code:** (not required)
4. **Number of Packages:** Under this airway bill number (if multiple please put how many)
5. **DHL Payer's Account Number:** DHL account number to be used for billing purposes
6. **Shipping Weight:** List the total shipment weight for the package(s)
7. **DHL Shipper's Account Number:** Your DHL account number to be used for reference purposes
8. **Shipper's Reference Number:** (also sometimes called customer or invoice number) Number can be as short as three digits or as long as 35 characters
9. **Complete Name/U.S. Principal Party in Interest (USPPI):** The name of the U.S. Exporter (USPPI). The USPPI is the person in the U.S. that receives the primary benefit, monetary or otherwise, of the export transaction
10. **Contact Person Name:** Will be used to contact you if additional information is required
11. **Thru 14.-U.S. Principle Party in Interest (USPPI) Address:** The address of the U.S. Exporter (USPPI). The USPPI is the person in the U.S. that receives the primary benefit, monetary or otherwise, of the export
15. **Phone Number:** Actual phone number of the USPPI. Will be used to contact if additional information is required
16. **Fax Number:** Actual fax number of the USPPI or third party that is receiving the ITN number. Will be used in the return of the ITN number
17. **Email Address:** Actual email address of the USPPI or third party that is receiving the ITN number. Will be used in the return of the ITN number
18. **Thru 25. - Ultimate Consignee:** The company name, contact person, address, country of destination, and phone number of the party actually receiving the merchandise
26. **Insurance Value:** The total amount of insurance (if any) placed on the package(s)
27. **USPPI EIN (IRS):** Report your Internal Revenue Service (IRS), Employer Identification Number (EIN) NOTE: AFTER Dec. 3, 2009 U.S. CENSUS WILL NO LONGER ACCEPT SOCIAL SECURITY NUMBERS. (Link <http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>)
28. **Parties to Transaction Related:** 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
29. **Intermediate Consignee:** Yes/No ...If Yes, DHLE will contact you for complete intermediate consignee information
30. **Ship Date:** Please enter your anticipated pick up date here
31. **Schedule B/HTS Commodity Number & Description:** Enter the 10-digit commodity number as provided in Schedule B/HTS and report the description of goods in sufficient detail to permit verification of the Schedule B/HTS number
32. **Quantity (Schedule B/HTS Units):** Report whole unit(s) specified in the Schedule B/HTS commodity classification code
33. **Shipping Weight:** List the gross shipping weight for each Schedule B/HTS number in kilograms
34. **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 cost
35. **License Number or Exception Code:** Indicate Yes or No 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 DHLE. Please contact dhlcontrolledexports@dhl.com for further information. If you have an export license or license exception, then DHL needs to know the associated Export Control Classification Number (ECCN).
36. Report the Export Control Classification Number (ECCN) per line item, if applicable
37. **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
38. **Duly Authorized Officer or Employee:** Signature of USPPI 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 email if available
39. **Routed Export Transaction (15 CFR § 30.3(e)):** A traditional routed export transaction is where the foreign principal party in interest (FPPI) authorizes a U.S. forwarding agent or other agent to export the merchandise out of the U.S. DHLE will only assume the role of AES filing agent on behalf of the FPPI. To do this will require a [Written Authorization form](#) from the FPPI executed by an officer of the company or other authorized signatory. If the signatory role is not easily identifiable as an officer of the company, additional documentation may be required. In the United States, commonly recognized officers of the company would be the President, Vice President, Treasurer, Owner, and Corporate Secretary.



AES EEI Filing Authorization

This form is **NOT** to be used by **Approved OFAC/DOS Shippers**

Billing Information				Date for EEI Filing			
1	* Airway Bill Number						
2	Origin IATA Code						
3	Destination IATA Code						
4	* Number of Packages						
5	* Payer Account Number						
6	* Shipment Weight						
7	* Shipper Account Number						
8	Shipper Reference Number						
USPPI Information							
9	* Company Name						
10	* Contact Person						
11	* Street Address						
12	* City						
13	* State						
14	* Zip Code						
15	* Phone Number						
16	* Fax Number						
17	* Email Address						
Ultimate Consignee Information							
18	* Company Name						
19	* Contact Person						
20	* Street Address						
21	* City						
22	* State						
23	* Postal Code						
24	* Phone Number						
25	* Country of Destination						
26	* Insurance Value						
EEI Filing Information							
27	* USPPI EIN						
28	* Parties to Transaction Related Y/N?						
29	* Intermediate Consignee Y/N?						
30	Ship Date						
31	32	33	34	35	36	37	
* Schedule B/HTS Number & Description	* Quantity in Sched B Units	* Wt in KG per Sched B #	* Value	* License Number or Exception Code	* ECCN	* (D)omestic or (F)oreign	
38) Duly Authorized Officer or Employee (Signature, Title, & Date)			The USPPI authorizes DHL Express to act as their forwarding agent for customs and export purposes and to transmit such export information electronically and perform other services as required by law or regulation				
			Questions? Call 1-800-CALL DHL (1-800-225-5345)				
39	* Routed Transaction (15 CFR § 30.3(e)) : where the foreign principal party in interest authorizes DHLE to file the AES EEI on their behalf. If it is a Routed Transaction, please indicated by writing "Written Authorization" here. _____ (eg: Pres., VP, Tres, Corp. Sec)						
Please fax the completed form to 1-866-731-9670 or send via email to: SED.Customer@dhl.com							