

**CORRECT WAY TO FILL OUT THE SHIPPER'S EXPORT DECLARATIONS  
FOR IN-TRANSIT GOODS, FORM 7513**

(Follow carefully to avoid delay at shipping point.)

Note: On September 28, 1998 the Office of Management and Budget (OMB) designated the U.S. Army Corps of Engineers (Corps) as the "central collection agency" for the U.S. Foreign Waterborne Transportation Statistics program effective October 1, 1998. This transfer from the U.S. Bureau of the Census to the Corps also transferred the responsibility for the Form 7513, since shipments moving through the U.S. do not affect the trade balance but do affect transportation.

1. Purpose

The Shipper's Export Declaration (SED) for In-transit Goods (Form 7513) is required to be filed for merchandise destined from one foreign country to another which transits the United States, Puerto Rico or the U.S. Virgin Islands without formal entry being made and exits the U.S. by vessel. If the merchandise arrives by vessel and is not off-loaded (i.e. foreign residual on board) this form is not needed.

The SEDs Form 7513 are used for compiling the official U.S. waterborne outbound in-transit statistics and for export control purposes.

Note: This form is only required for in-transit cargo leaving the U.S. by marine vessel.

2. Information to be Reported on the SED - FORM 7513  
**(Item Number, Title and Description of Data Required)**

- 1 Exporting carrier - the name of the carrier transporting the merchandise out of the United States (include the vessel's flag)
- 2 From (U.S. Customs port of exportation) - the U.S. Customs port (Schedule D) where the merchandise is loaded on the vessel which is taking the merchandise out of the U.S.
- 3 Date filed - the date the SED Form 7513 was filed
- 4 Exporter (Actual shipper or agent) and Address - the name and address of the duly authorized forwarding agent
- 5 For account of (Principal or seller) and Address - the name and address of the U.S. exporter, if applicable - the seller or principal party in interest in the export transaction (i.e. U.S. seller, manufacturer, wholesaler/distributor, or order party). Report only the first five digits of the ZIP Code
- 6 Consignee (Ultimate consignee) and Address - the name and address of the party actually receiving the merchandise for the designated end-use or the party so designated on the validated export license
- 7 Foreign port of unloading - the foreign port and country at which the merchandise will be unladen from the exporting carrier
- 8 Final foreign destination (Country) - the country in which the merchandise is to be consumed, further processed, or manufactured; the final country of destination as known to the exporter at the time of shipment; or the country of ultimate destination as shown on the validated export license

- 9 U.S. port of arrival - the U.S. Customs port (i.e. point of entry into the U.S.; Schedule D) at which the merchandise arrived from a foreign country
  - 10 From (Country from which last shipped) - the foreign country where the merchandise was loaded on the carrier that brought it to the United States
  - 11 Date of arrival into the United States - the date on which the merchandise arrived in the United States
  - 12 Marks and numbers, and origin of merchandise - marks, numbers, or other identification shown on the packages and the country in which the merchandise was mined, grown, manufactured, or substantially transformed. If the country of origin is not known, show the country of shipment as given in Item #10, "From (Country from which last shipped)".
  - 13 Gross weight (kilos) - the gross shipping weight in kilograms for each Schedule B number, including the weight of containers but excluding carrier equipment. Report whole units. (Note: pounds multiplied by 0.4536 = kilograms)
  - 14 Numbers and kinds of packages and description of merchandise and export license number - the numbers and kinds of packages (boxes, barrels, baskets, etc.) and a sufficient description of the commodity to permit verification of the Schedule B Commodity Number or the description shown on the validated export license.
  - 15 Schedule B number - report only the first six digits of the 10-digit commodity number as provided in Schedule B - Statistical Classification of Domestic and Foreign Commodities Exported from the United States
  - 16 Net quantity - report whole unit(s) as specified in Schedule B with unit indicated. Report also the unit specified on the validated export license if the units differ.
  - 17 Value at time and place of export - selling price or cost if not sold, including freight, insurance, and other charges to U.S. port of export, but excluding unconditional discounts and commissions (nearest whole dollar, omit cents) Report one value for each Schedule B number.
  - 18 Signature - signature of exporter or authorized agent certifying the truth and accuracy of the information on the SED
3. Forms (Paper)

The SED for in-transit goods, Form 7513 may be obtained from local Customs District Directors; the U.S. Army Corps of Engineers at (504) 862-1404 or email [WCSC](#); or privately printed. Privately printed SEDs must conform in every respect to the official forms, including the **use of pink paper.**

4. Preparation and Signature

The SED Form 7513 shall be prepared in English, typewritten or in other non-erasable medium. The original should be signed (signature stamp acceptable) by the exporter or his duly authorized agent. The agent's authority to sign the SED must be executed by a formal power-of-attorney or as authorized on the SED.

5. Requirement for Separate SEDs Form 7513

A shipment is defined as - All merchandise moving from one exporter to one consignee on one exporting carrier.

Separate SEDs Form 7513 are required for each shipment.

Exporters may list more than one general license and validated license or a combination of general and validated licenses on the same SED Form 7513.

Where two or more items are classified under the same Schedule B number, the Schedule B number should appear only once on the SED with a single quantity, shipping weight, and value, unless a validated license requires otherwise or, the shipment consists of a combination of foreign and domestic merchandise classified under the same Schedule B number.

Shipments involving multiple invoices or packages should be reported on the same SED Form 7513.

## 6. Presentation

(a) The SEDs Form 7513 shall be delivered to the exporting carrier with the merchandise.

(b) Exporting carriers are required to file SEDs Form 7513 and manifests with Customs.

The SED Form 7513 may accompany the merchandise or it may be delivered directly to the exporting carrier at the port of exportation.

In cases where a shipment does not require an SED Form 7513 based on the Foreign Trade Statistics Regulations (FTSR), a reference to the applicable section of the FTSR must be noted on the bill of lading or other loading document for verification that no SED Form 7513 is required. See Section 8 below.

## 7. Corrections

Corrections, amendments, or cancellations of data should be made on a copy of the originally filed SED Form 7513 (marked "Correction Copy") and filed with the Customs Director where the declaration was originally presented.

## 8. SEDs Form 7513 are not Required for the following:

(a) Shipments where the value of commodities classified under each individual Schedule B number is \$2,500 or less and for which a validated export license is not required and when shipped to countries in groups T and V as listed in Supplement 1 to Section 770 of the Export Administration Regulations.

If a shipment contains a mixture of individual Schedule B numbers valued \$2,500 or less and individual Schedule B numbers valued over \$2,500, those valued \$2,500 or less should not be reported on the SED.

When either all or part of the shipment does not require an SED Form 7513, one of the following statements must appear on the bill of lading, or other loading documents for carrier use:

- (1) "No SED Form 7513 required, Section 30.55(h), FTSR".
- (2) "No SED Form 7513 required - no individual Schedule B number valued over \$2,500".
- (3) "Remainder of shipment valued \$2,500 or less per individual Schedule B number".

(b) In-transit shipments not requiring a validated export license and leaving for a foreign destination by means other than vessel.

(c) Shipments from one point in the United States to another point in the United States by routes passing through Mexico or by routes passing through Canada.

(d) Shipments to the U.S. Armed Services

- (1) All commodities consigned to the U.S. Armed Services, including exchange systems.
- (2) Department of Defense Military Assistance Program Grant-Aid shipments being transported as Department of Defense cargo.

(e) Shipments to U.S. Government Agencies and Employees for their exclusive use.

(f) Other miscellaneous shipments.

- (1) Diplomatic pouches and their contents.
- (2) Human remains and accompanying receptacles and flowers.
- (3) Shipments of gift parcels moving under General License GIFT.
- (4) Shipments of interplant correspondence and other business records from a U.S. firm to its subsidiary or affiliate.
- (5) Shipments of pets as baggage, accompanying or not accompanying persons leaving the United States.

(g) Merchandise not moving as cargo under a bill of lading and not requiring a validated export license.

- (1) Baggage and household effects and tools of trade of persons leaving the United States when such are owned by the person, in his possession at the time of departure and not intended for sale.
- (2) Carriers' stores, supplies, equipment, bunker fuel, and so forth, when not intended for unloading in a foreign country.
- (3) Usual and reasonable kinds and quantities of dunnage necessary to secure and stow cargo. (For sole use on board the carrier.)

If the above shipments are moving under a bill of lading an SED Form 7513 is required, but Schedule B numbers should not be shown and the SED should include a statement that the shipment consists of baggage, personal effects, and so forth.

If these shipments require a validated export license, the SED Form 7513 must identify the shipment as baggage, personal effects, and so forth, and must contain all of the information required on the SED.

## 9. Retention of Shipping Documents

Exporters or their agents must maintain copies of shipping documents for 3 years after exportation. Additional requirements for licensed shipments appear in the Export Administration Regulations.

## 10. Administrative Provisions

The SEDs Form 7513 are exempt from public disclosure by statute [Section 301(g) Chapter 9, Title 13, U.S.C.] and Exemptions (b) (3) and (b) (4) of the Freedom of Information Act (Title 5, U.S.C., Sections 552 (b) (3) and (b) (4)]. Public Law 96-275 amended Section 301 by adding Paragraph (g) to provide that "Shipper's Export Declarations (or any successor document), wherever located, shall be exempt from public disclosure unless the Secretary determines that such exemption would be contrary to the national interest." Department Organization Order 35-2A, Section 3.01a, delegated the authority to make the national interest determination to the Director, the Census Bureau.

Information from SEDs Form 7513 (except common information) may not be copied to manifests or other shipping documents. Exporters may not furnish SEDs Form 7513 or their information to anyone for unofficial purposes.

Copies of the SEDs Form 7513 may be supplied to exporters or their agents when such copies are needed to comply with official U.S. Government requirements.

An SED Form 7513 presented for export constitutes a representation by the exporter that all statements and information are in accordance with the export control regulations. The commodity described on the declaration is authorized under the particular license as identified on the declaration, all statements conform to the applicable licenses, and all conditions of the export control regulations have been met.

The filing of complete and accurate SEDs Form 7513 is mandatory under Chapter 9, Title 13, U.S.C. In addition, the preparer of the SED Form 7513 signs the statement on the document certifying that the information is true and correct and that the penalty provisions for violations of the U.S. laws relating to exportation are understood.

Commodities that have been, are being, or for which there is probable cause to believe they are intended to be exported in violation of laws or regulations are subject to seizure, detention, condemnation, or sale under 22 U.S.C. Section 401.

To knowingly make false or misleading statements relating to information on the SED is a criminal offense subject to penalties as provided for in 18 U.S.C. Section 1001.

Violations of the Foreign Trade Statistics Regulations are subject to civil penalties as authorized by 13 U.S.C. Section 305.

#### 11. Office of Management and Budget response burden paragraph

Public reporting burden for this collection of information is estimated to average slightly more than 11 minutes (.186 hour) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302; and to the Office of Management and Budget, Paperwork Reduction Project (0710-009), Washington, DC 20503.

#### References

Schedule B - Statistical Classification of Domestic and Foreign Commodities Exported from the United States. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402 and local U.S. Customs District Directors. Available on the Web at: [www.census.gov/foreign-trade/www/information.html](http://www.census.gov/foreign-trade/www/information.html).

Schedule C - Classification of Country and Territory Designations for U.S. Foreign Trade Statistics. Free from the Bureau of the Census, Washington, DC 20233-0001. Also included as part of Schedule B. Available on the Web at: [www.census.gov/foreign-trade/www/information.html](http://www.census.gov/foreign-trade/www/information.html).

Schedule D - Classification of Customs Districts and Ports for U.S. Foreign Trade Statistics. Free from the Bureau of the Census, Washington, DC 20233-0001. Also included as part of Schedule B. Available on the Web at: [www.census.gov/foreign-trade/www/information.html](http://www.census.gov/foreign-trade/www/information.html).

Foreign Trade Statistics Regulations. For sale by the Bureau of the Census, Washington, DC 20233-0001.

Export Administration Regulations. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402 and U.S. Department of Commerce District Offices.

NOTE: This is an instructional pamphlet summarizing the preparation of the SED. It is in no way intended as a substitute for either the Foreign Trade Statistics Regulations, the Export Administration Regulations, or the regulations of any other agency.

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