

Reporting Shipments in EXIM Online (EOL)

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Shipment Reporting Best Practices – Before Shipping



› Make sure the shipment is eligible

- Check the Country Limitations Schedule (CLS) before shipping, and sign up for automatic email notification of CLS changes
 - <https://public.govdelivery.com/accounts/USEXIM/subscriber/new>
- Check the insurance policy parameters to make sure the shipment is within the authorized amounts (SBCL, DCL) and payment terms.
 - EOL will let the exporter report certain shipments even if the shipment is not fully eligible
- Review Article 3 of the insurance policy describing what constitutes an insured transaction
- Review the definition of a “buyer obligation” in the Definitions section of the insurance policy

Shipment Reporting Best Practices – Reporting



- Submit shipment reports monthly no later than the end of the month following the month of shipment
- Report shipments as they are made, or all at once after the end of the shipment month
 - Cannot report a shipment date in the future
- If there are no shipments for a month, affirmatively report no shipments in EOL; do not skip reporting for that month
- Exporter may bundle multiple invoices to the same buyer together
 - Does not have to report and submit separately for each individual invoice to the same buyer
- Exporter can only add a new buyer to its buyer list when you first go to ship to that buyer
 - Cannot add a buyer unless you are reporting a shipment too

Shipment Reporting Best Practices – Reporting (cont.)

- The appearance of a buyer on the exporter’s buyer list does not automatically mean a shipment will be eligible (refer to “Before Shipping” on slide 2)
- Enter the buyer’s correct legal name and use it consistently
- Report overdues (if any) at the time you report shipments
 - Only required to report overdues of \$25,000 or more AND that are more than 90 days past due
 - Update any previously-reported overdues at the time you report shipments
 - Stop shipment clause requires exporter to stop shipping if buyer is past due by \$2,000 or more and more than 90 days past due
- Exporter should open the link to the certification at the end of the shipment report and read it before submitting the shipment report
- Brokers can help the exporter complete shipment reporting in EOL, but the exporter should make the final submission

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