



1615 W NASA Blvd | Melbourne, FL 32901-2613

INSTRUCTIONS FOR COMPLETING END USER STATEMENT

1. Copy the document to consignee/end user letterhead.
2. Depending on letterhead formatting controls, you may need to complete the form fields first.
3. Form fields appear in light gray text until you enter data. They will show as one of the following:
 - a. Click or tap to enter a date. *A calendar will appear for selecting the date.*
 - b. Click or tap here to enter text. *Type or paste text in this area.*
 - c. Choose an item. *A drop-down selection will appear.*
 - d.  *Appears when you select a row on a table.
Click the + symbol to add a row to a table.*
4. When you select a form field, its description will appear.
5. In two places, the word "We" is a pre-selected choice in a drop-down box. You may change this to "I" if you are completing the form as an individual.
6. Form fields for standard End User Statements:
 - a. Date *Enter date EUS is valid (you may click Today)*
 - b. Consignee Legal Name *Full legal name, not Doing Business As name*
 - c. Consignee Full Address *Street address, not post office box*
 - d. Exporter Legal Name *Full legal name, not Doing Business As name*
 - e. Exporter Full Address *Street address, not post office box*
 - f. Where Items Listed *Select "listed below in accordance with" if you will enter the items on the EUS form.
Select "identified in" if the order documents list the items (when such reference is allowed).*
 - g. Contract/PO reference number(s) *References to order documents. If the EUS does not list the items, these must be dated.*
 - h. End User Legal Name *Full legal name, not Doing Business As name*
 - i. End User Full Address *Street address, not post office box*
 - j. Currency code *Enter ISO currency Street address, not post office box
code for item values*
 - k. Quantity *By line item: enter item quantity*
 - l. Part Number or Model *By line item: enter item part or model no.*
 - m. Description *By line item: enter item description*
 - n. Total Value *By line item: enter item total value
(unit value X quantity)*
 - o. Add row *If needed the + symbol to add a row for an item*
 - p. Specific end use for items *Enter description of end use*
 - q. Civil end use choice *Select "will not" or "will" as appropriate*
 - r. Exporting country *Select the exporters country for which sanctions and embargoes must be respected; may be completed by exporter*
 - s. Printed name *Enter name of Consignee employee authorizing this EUS*
 - t. Title *Enter title of this employee*

- u. Attachment: Role of Party *Enter role of each additional party, if needed*
 - v. Attachment: Party Legal Name *Full legal name, not Doing Business As name*
 - w. Attachment: Party Full Address *Full legal name, not Doing Business As name*
 - x. Add row *If needed the + symbol to add a row for a party*
7. Form field differences for distributor or stockiest End User Statements:
- a. End User Legal Name and End User Full Address are not included.
 - b. List of territories and markets replaces Specific end use for items.
 - c. Civil end use choice is not included.
 - d. State frequency for point of sale reports added.
8. Review the declarations and approve the End User Statement.
- a. Please do not have an outside representative approve the form. An authorized employee of the consignee or end user should approve it.
 - b. Unless a government requirement states otherwise, we accept hand signatures, digital signatures, or signature seals (chops).
9. Return form to exporter.
- a. PDF files are usually accepted. We will advise if an original signed form is needed.