

EXIM BANK FORM F Instructions

- **System Requirements**

- Pentium processor recommended 166 MHz with 32 MB of RAM.
- MS Windows 95, WS 98, MS Windows NT 4.0, MS Windows 2000 or MS Windows XP
- Color graphics monitor with a video card supported by Microsoft Window 95, Windows 98 , Windows NT or Windows XP
- Free space required on hard disk: 100MB
- End-users require Internet browser software such as Microsoft Internet Explorer 4.x and an application such as MS Office 97 to View/Print the Exim Bank Form F Instruction.

- **User Login/Password**

- User does not require a username and password to gain access.

FORM F/EXIM BANK INSTRUCTIONS

- **EXIM BANK FORM F Environments**

- User can access Form F by typing <http://www.marad.dot.gov/exim/> at the Address box on his/her web browser.
- In order to submit Form F, all the fields must be completed and the ocean bill of lading(s), which supports the information, must be scanned and attached to the file.
- On the main page (**Figure 1**) of the EXIM BANK FORM F System, there are two links – one is for instructions the other is for filling out Form F.

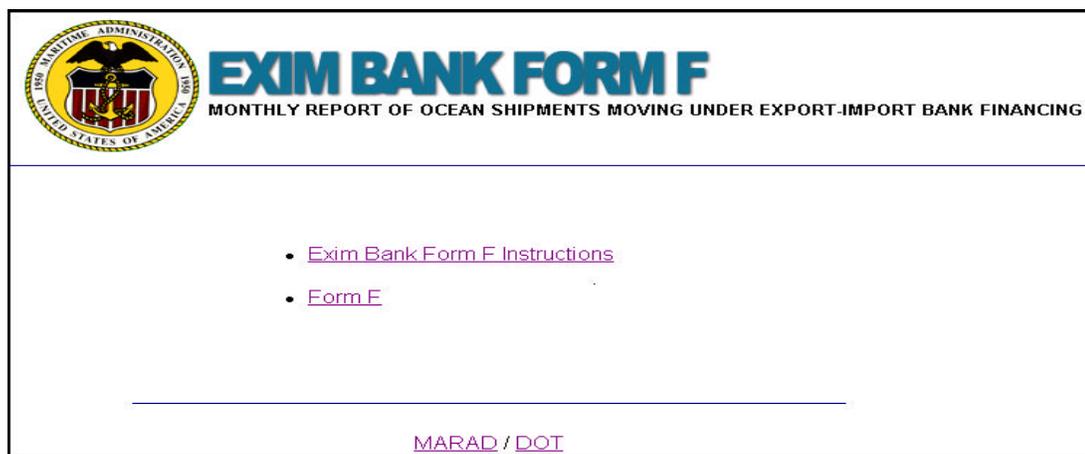


Figure 1

- Clicking “Exim Bank Form F Instructions” link allows you to view/print the instruction document prior to filling out the form.
- Clicking “Form F” link allows you to fill out Form F. NOTE. All fields must be filled out prior to submitting (**Figure 2 & Figure 3a&3b & Figure 4**),

SHIPMENT DURING MONTH OF	<input type="text"/>
SHIPMENT TO (Name of Country)	<input type="text"/>
EXPORT-IMPORT CREDIT NO.	AP <input type="text"/>
DATE OF THIS REPORT	<input type="text"/>
FROM (Company Name)	<input type="text"/>
DATE SUBMITTED	<input type="text"/>

Figure 2

LOADING DATE	LOAD PORT	DISCHARGE PORT	NAME OF VESSEL	REGISTRY	VESSEL TYPE	DESCRIPTION OF CARGO
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	U.S.	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	Please select one	<input type="text"/>

Figure 3a

VALUE OF CARGO	METRIC TONS (2204 LBS)	CUBIC METERS	REVENUE TONS	OCEAN FREIGHT CHARGES	CARRIER	WAIVER	BL NUM
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select one	<input type="text"/>

Figure 3b

STATUS OF SHIPMENTS TO DATE

	UNITED STATES FLAG			RECIPIENT FLAG			THIRD FLAG		
	Value of Cargo	Revenue Tons	Ocean freight charges	Value of Cargo	Revenue Tons	Ocean freight charges	Value of Cargo	Revenue Tons	Ocean freight charges
PRIOR TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIS REPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Figure 4

- This is an example of the data format of Exim Bank Form F:**

SHIPMENT DURING MONTH OF:	JANUARY 2002 (MAXIMUM 20 CHARACTERS/NUMBERS)
SHIPMENT TO (COUNTRY):	VENEZUELA (MAXIMUM 20 CHARACTERS/NUMBERS)
EXPORT-IMPORT CREDIT NO:	067280 (MAXIMUM 8 NUMBERS)
DATE OF THIS REPORT:	2/22/2002 (MM/DD/YYYY)
FROM (COMPANY):	Ace Construction Co. Inc. (MAXIMUM 50 CHARACTERS)
DATE SUBMITTED:	2/25/2002 (MM/DD/YYYY)
LOADING DATE:	01/01/2002 (MM/DD/YYYY)
LOAD PORT:	HOUSTON (MAXIMUM 20 CHARACTERS)
DISCHARGE PORT:	ST. PETERSBURG (MAXIMUM 20 CHARACTERS)
NAME OF VESSEL:	Independence (MAXIMUM 25 CHARACTERS)
REGISTRY:	DROP DOWN WINDOW (SELECT ONE) U.S. RECIPIENT COUNTRY THIRD COUNTRY
VESSEL TYPE:	DROP DOWN WINDOW (SELECT ONE) LINER TANKER BULK
DESCRIPTION OF CARGO:	CONSTRUCTION MATERIAL (MAXIMUM 25 CHARACTERS)
VALUE OF CARGO:	148658.00 (NO COMMAS)
METRIC TONS:	1113.07 (NO COMMAS)
CUBIC METERS:	1201.1 (NO COMMAS)
REVENUE TONS:	1201.1 (NO COMMAS)
OCEAN FREIGHT CHARGES:	270225.00 (NO COMMAS)
CARRIER:	MARITIME SHIPPING CO., INC. (MAXIMUM 30 CHARACTERS)
WAIVER:	DROP DOWN WINDOW (SELECT ONE) MOVED U.S. FLAG GENERAL STATUTORY CONDITIONAL COMPENSATORY UNKNOWN
BL_NUMBER:	W0F021164 (MAXIMUM 25 CHARACTERS/NUMBERS)

- **FORM F (Supporting Document – Required Field)**

- The supporting document(s), i.e. ocean bills of lading must be attached to Form F when it is submitted. (This will require a scanner). In order to do this a single file must first be created into which this information will be deposited.
- The two file extensions that Form F will accept are MS word document (*.DOC) and Adobe document (*.PDF). Deposit your support document(s) into a file name using the following numbering sequence: creditnumber_datesubmitted. For example, typical file names might look as follows: 012345_mmddyyyy.pdf or 012345_mmddyyyy.doc.
- Please note if you have bills of lading consisting of multiple pages, all should be combined (scanned) into one file, then saved. It may be saved to any location on your computer but remember where it was placed and the file name, so it can be easily retrieved later.
- Once this file has been created and saved, then you are ready to proceed with submitting Form F. In order to attach your supporting document, click browser button (Figure 5) located at the bottom of Form F to open your workstation.

* Please attach your support document by following format (creditnumber_datesubmitted). For example: 012345_01012002.pdf



Figure 5

- The “Choose File” window will be displayed which will allow you to see the drives on your workstation (**Figure 6**). Select the location where you saved the supporting document by highlighting that file and click “Open” button (**Figures 6&7**). Your supporting document will be loaded into that “Browser” box

Select any driver to go to the location where you save your supporting document.



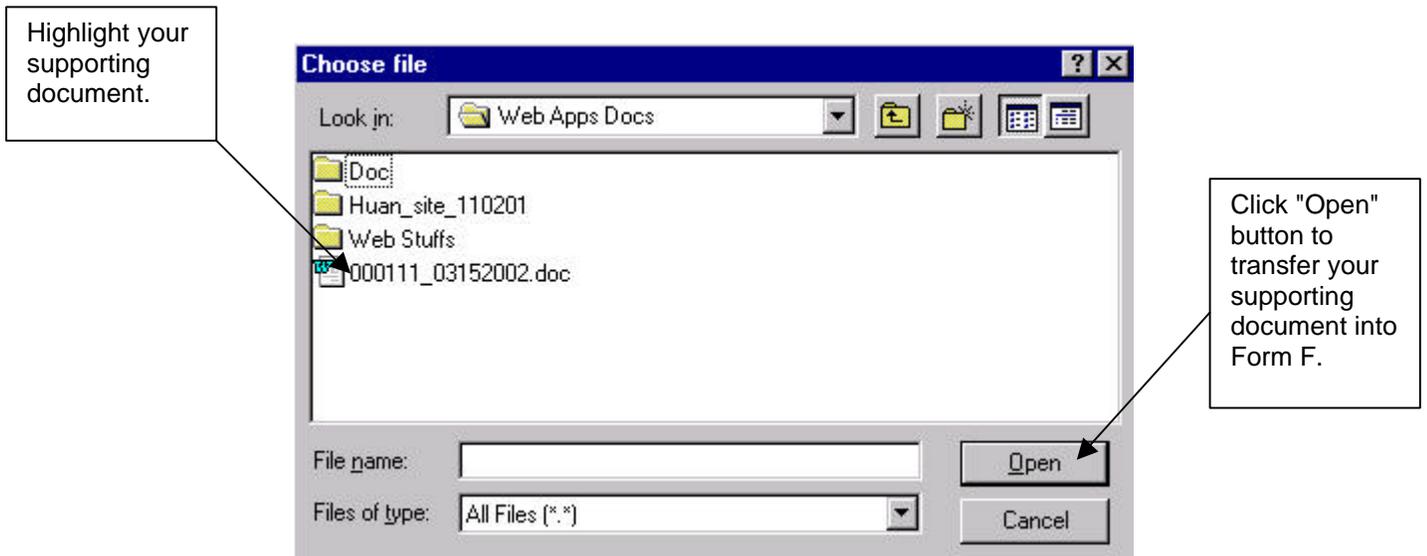


Figure 7

- Now click the “Submit” button on the Form F, your data and supporting document will be loaded into our Exim Bank database.

Thank you for using our electronic website to submit your documents.

If you have any questions, please contact us at: **1-800-9US-FLAG**