

Importer Security Filing Information Form



Email to: isf@rsexpress.com
 or Fax to: 630 350 9484 for Chicago Office
 650 204 6015 for San Francisco Office

Master Bill of Lading:	
Carrier Name:	
Port of Loading:	
Port of Destination	

Purchase Order No:	
House Bill of Lading:	
Vessel / Voyage:	
Loading Date:	
Arrival Date:	

Manufacturer/Supplier name and address

Seller name and address

Importer/Buyer name and address
EIN Number (on file @ RS Express)

Ship To/Consignee name and address
Consignee EIN Number (on file @ RS Express)

Container Stuffing Location name and address

Consolidator/Loader name and address

Itemized Description of Cargo

Country of Origin	Harmonized Tariff Number

Instructions for completing the ISF Information Form are attached.
 Shipper, importer, or their forwarding agent must provide completed ISF Filing Form no less than 72 hours prior to vessel loading to ensure timely filing of ISF.
 Provide Harmonized Tariff Numbers if known, but leave blank if not known.
 Any changes to ISF information must be reported immediately so corrections may be transmitted to Customs no later than 24 hours prior to vessel arrival in the USA.

ISF Filing Information Data Sheet Instructions

***Bill of Lading** - SCAC and Bill number at the "lowest" bill of lading level (Customs defines lowest level as the SCAC code and the house bill of lading.). This is also known as the AMS House Bill of Lading. No Sub House Bills of Lading are to be used. A master bill of lading is acceptable if no House Bill has been issued.

***Loading Date and Time** – Date and time that the container will load onto the sailing vessel. This will need to be in the following format: mm/dd/yy 2400hr, or 01-26-09 1600. The form will need to be submitted no later than 72 hours prior to this time in order to allow proper filing.

***Manufacturer/Supplier** - Name and address of the entity that last manufactures, assembles, produces or grows the commodity or the name and address of the supplier of the finished goods in the country from which the goods are leaving. **Postal Code information is required if the country of the seller uses one.

***Seller/Owner** - Name and address of the last known entity by whom the goods are sold or agreed to be sold. The party required for this element is consistent with the information required on the invoice of imported merchandise. If not sold the owner is to be reported. A DUNS Number will be commercially accepted in lieu of the name and address. **Postal Code information is required if the country of the seller used one.

***Importer of Record/Buyer** - Name and address of the last known entity to whom the goods are sold or agreed to be sold. For goods intended to be delivered to a Foreign Trade Zone (FTZ), the IRS number, EIN, SSN, or CBP assigned number of the party filing the FTZ documentation with CBP must be provided. A DUNS Number will be commercially accepted in lieu of the name and address.

***Importer of Record/Buyer EIN Number** - For Importer of Record, the IRS, EIN, SSN or CBP assigned number of the entity liable for payment of duties and responsible for meeting all requirements as a result of importation. If you are already an R. S. Express, Inc customer your EIN number is already on file and does not need to be included on the worksheet.

***Ship To/Ultimate Consignee** - Name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody. This may be the same as the Importer of Record. This must be the ACTUAL address where the cargo is delivering, NOT a corporate address.

***Ship To/Ultimate Consignee EIN Number** - The IRS, EIN, SSN or CBP assigned number of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody. If this number is already on file with R.E. Express, Inc, you may leave this number out for privacy.

***Container Stuffing Location** - Name and address(es) of the physical location(s) where the goods were stuffed into the container. For break bulk shipments, the name and address(es) of the physical location(s) where the goods were made "ship ready" must be provided. "Scheduled" stuffing location maybe provided. This may also be the same as the manufacturer/supplier. If a "factory load," provide name and address of the factory. DUNS number will be accepted.

***Consolidator/Stuffer** - Name and address of the party who stuffed the container or arranged for the stuffing of the container. For break bulk shipments, the name and address of the party who made the goods "ship ready" or the party who arranged for the goods to be made "ship ready" must be provided. If no consolidator is used ("factory load" shipments) provide name and address of the manufacturer (supplier). A DUNS number will be accepted in lieu of name and address.

***Description/Part Number** - Description of the goods and/or your part number.

***Country of Origin** - Country of manufacture, production, or growth of the article, based upon the import laws, rules and regulations of the United States.

***Harmonized Tariff Schedule of the United States** - Required to the six-digit level, but allowed to be reported to the 8 or 10-digit level. Same as the HTS number on the Entry (3461)/Entry Summary (7501). All HTS Numbers associated with the shipment will need to be reported.