**Bina D Shah**

**Licensed Customs Broker**

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**INSTRUCTIONS:**

* E-mail this fully completed coversheet and / or supporting U.S. Customs and Border Protection (CBP) documents to the **bshah@advanceimportexport.com.** E-mail address listed above at least **72 hours** prior to vessel loading.
* **E-mail attachments must be in TIFF or PDF format. Non-TIFF or PDF formats cannot be processed via e-mail**. **File name cannot contain special characters – only alpha/numeric characters.**
* For multiple shipments you must provide a separate coversheet per shipment and include this coversheet as the separator for the documents for each shipment.
* **It is the importer’s responsibility to verify, prior to loading at the foreign port, that your ISF has been accepted by CBP.**

**REQUIRED SHIPMENT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Number of pages (including coversheet): | Port of arrival: | Estimated time of departure  (MMDDYY): |

**New ISF**  **Update to existing ISF**  **Convert existing ISF to FROB**

**Delete existing ISF, no longer destined for U.S.**

**Person to contact if there are problems with the fax or e-mail:**

|  |  |  |
| --- | --- | --- |
| Name: | Company: | E-mail address:  Phone: |

**Importer Security Filing – Shipment Header Information:**

|  |  |
| --- | --- |
| PO/customer reference/invoice number: |  |
| Vessel/voyage/port of loading: |  |
| Container number(s) – CY/CY Cargo (optional): |  |
| Booking number: |  |
| Master/house/sub-house bill of lading number:  ***SCAC CODE IS MANDATORY*** | AMS MBL (include SCAC) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  AMS HBL (include SCAC)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  AMS SubHBL (include SCAC)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Type of Filing – indicate by placing an “X” in the appropriate field** | CT Compliant Transaction - \_\_\_\_  FR Flexible Range of Data - \_\_\_\_  FT – Flexible Timing - \_\_\_\_ |
| **Shipment type** | 01/Standard - \_\_\_\_, 02/To Order of Shipper - \_\_\_\_, 03/Personal - \_\_\_\_, 04/Military/Govt - \_\_\_\_, 06/Carnet - \_\_\_\_, 07/US Goods - \_\_\_\_ |
| **Entry Summary – Importer of Record Number (EIN, IRS, SSN)** |  |

**Importer Security Filing – Ten (10) Data Elements:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Seller name: |  | Seller address: |  |
| 2. Buyer name: |  | Buyer address: |  |
| 3. Importer of record  number: |  | Importer of record address: |  |
| Importer of record name: |  |  |  |
| 4. Consignee number(s): |  | | |
| 5. Manufacturer name: |  | Manufacturer address |  |
| 6. Ship to party  name: |  | Ship to party address: |  |
| 7. Country of origin: |  | | |
| 8. HTS number(s): |  | | |
| 9. Container stuffing  location name: |  | Container stuffing location address: |  |
| 10. Consolidator name: |  | Consolidator address: |  |

**Importer Security Filing - Foreign Remaining on Board (FROB) Five (5) Data Elements:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Booking party  name: |  | Booking party address: |  |
| 2. Foreign port of unlading: |  | 3. Place of delivery: |  |
| 4. Ship to party name: |  | Ship to party address: |  |
| 5. HTS number(s): |  | | |