



# U.S. IMPORTER SECURITY FILING SUBMISSION FORM

For all ocean bound cargo to the United States

## Summary of Shipment Information

Vessel	<input type="text"/>	Voyage	<input type="text"/>	Vessel Cutoff Date	<input type="text"/>	ISF Cutoff Date	<input type="text"/>
HBL#	<input type="text"/>	or	MBL#	<input type="text"/>	Type:	<input type="text"/>	
BL Issuer:	<input type="text"/>			Origin:	<input type="text"/>		
Shipper:	<input type="text"/>			Destination:	<input type="text"/>		

## 10 Data Elements Required for Importer Security Filing

<b>Seller Name &amp; Address or Dun &amp; Bradstreet Number (DUNS):</b>				Same as the Shipper?			
<small>Definition</small> Name and address of the last known entity <u>by whom</u> the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided.							
Name: <input type="text"/>				DUNS: <input type="text"/>			
Address1: <input type="text"/>							
Address2: <input type="text"/>							
Address3: <input type="text"/>							
City: <input type="text"/>		State: <input type="text"/>		Postal Code: <input type="text"/>		Country: <input type="text"/>	

<b>Buyer Name &amp; Address or DUNS:</b>				Same as the Buyer?			
<small>Definition</small> Name and address of the last known entity <u>to whom</u> the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided.							
Name: <input type="text"/>				DUNS: <input type="text"/>			
Address1: <input type="text"/>							
Address2: <input type="text"/>							
Address3: <input type="text"/>							
City: <input type="text"/>		State: <input type="text"/>		Postal Code: <input type="text"/>		Country: <input type="text"/>	

<b>Importer of Record Name or Number:</b>				Same as the Buyer?			
<small>Definition</small> Importer of record number/FTZ applicant identification number. Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation. 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.							
Name: <input type="text"/>				Number(if known): <input type="text"/>			

<b>Consignee Name or Number:</b>				Same as the Buyer?			
<small>Definition</small> Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the individual(s) or firm(s) in the United States on whose account the merchandise is shipped.							
Name: <input type="text"/>				Number(if known): <input type="text"/>			

<b>Ship To Name &amp; Address or DUNS:</b>				Same as the Buyer?			
<small>Definition</small> Name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody.							
Name: <input type="text"/>				DUNS: <input type="text"/>			
Address1: <input type="text"/>							
Address2: <input type="text"/>							
Address3: <input type="text"/>							
City: <input type="text"/>		State: <input type="text"/>		Postal Code: <input type="text"/>		Country: <input type="text"/>	

<b>Consolidator (Stuffer) Name &amp; Address or DUNS:</b>				Same as the Seller?			
<small>Definition</small> 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.							
Name: <input type="text"/>				DUNS: <input type="text"/>			
Address1: <input type="text"/>							
Address2: <input type="text"/>							
Address3: <input type="text"/>							
City: <input type="text"/>		State: <input type="text"/>		Postal Code: <input type="text"/>		Country: <input type="text"/>	

<b>Container Stuffing Location Name &amp; Address or DUNS:</b>				Same as the Seller?			
<small>Definition</small> 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.							
Name: <input type="text"/>				DUNS: <input type="text"/>			
Address1: <input type="text"/>							
Address2: <input type="text"/>							
Address3: <input type="text"/>							
City: <input type="text"/>		State: <input type="text"/>		Postal Code: <input type="text"/>		Country: <input type="text"/>	

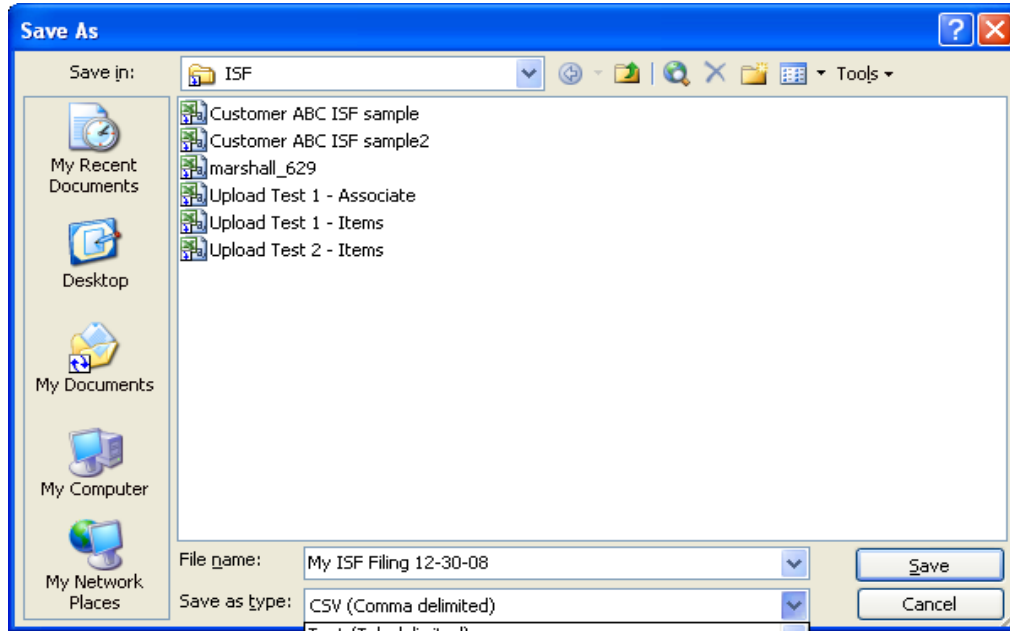
# INSTRUCTIONS FOR IMPORTER SECURITY FILING SUBMISSION FORM

## Fill in the data:

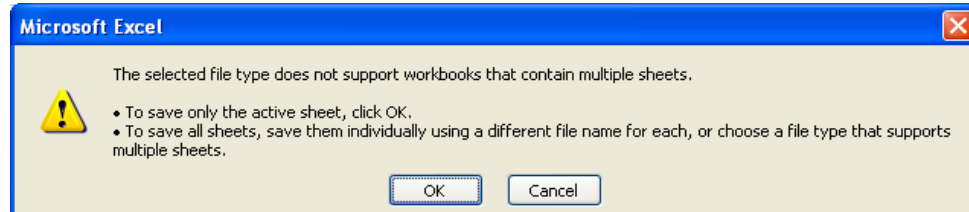
1. Complete the "Header Entry" worksheet with associate information
2. Complete the "Item Entry" worksheet with manufacturer and item information
3. Save the Excel File with a new name to your hard drive.

## Save as CSV (Comma delimited) file:

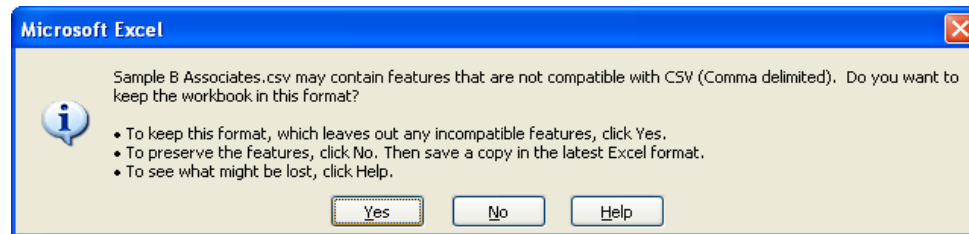
1. Select the "Associates" worksheet
2. Select from the menu bar "File" - "Save As...."



3. Give the file a new name and Save as type: "CSV (Comma delimited)" - see sample A below, this will be your Associates upload (WARNING - If you do not save as a different file name you may lose entered data!!)
4. You will receive the following warning message - select "OK"



5. You will receive the following warning message - select "Yes"



6. Return to your saved Excel file with all data input and select the "Lines" worksheet
7. Repeat steps 2 through 5 to create your Items upload

## Use the saved csv files to upload data to exp.o ISF:

1. Create a new filing in exp.o ISF
2. From the Associates tab upload the saved Associates csv file
3. From the Items tab upload the saved Items csv file






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