

## 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 straight, simple 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** - The entity that last manufactures, assembles, produces or grows the commodity.

\*\*Postal Code information is required if the country of the seller uses one. (China uses postal codes.)

**Seller/Owner** - The last known entity by which the goods are sold or agreed to be sold. 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. (China uses postal codes.)

**Importer of Record/Buyer** - The last known entity to which the goods are sold or agreed to be sold. For goods intended to be delivered to an FTZ, the IRS number, EIN, SSN, or CBP assigned number of the party filing the FTZ documentation with CBP must be provided.

**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 a R. L. Swearer customer your EIN number is already on file and does not need to be included on the worksheet.

**Ship To/Ultimate Consignee** - The first delivery-to party scheduled to physically receive the goods after release 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 entity on whose account the merchandise is shipped. If this number is already on file with R. L. Swearer you may leave this number out for privacy.

**Container Stuffing Location** - Name and address of the physical location(s) where the goods were stuffed into the container. For Break-bulk – where the goods were made “ship ready”.

“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 stuffing of the container. For Break-bulk – location where the goods were made “ship ready”.

If no consolidator is used (“factory load” shipments) provide name and address of the manufacturer (supplier).

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

**Country of Origin** - Clarified to include the country of manufacture, production, or growth, based upon the import laws, rules and regulations of the US.

**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.