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ISF Questionnaire

Importer Name: _____ Date: _____
 Importer Reference#: _____

Scheduled Vessel Sailing Date (ETD): _____
 Scheduled Vessel Arrival Date at Port of Unloading (ETA): _____

1.) Importer of Record Number: _____

- a. 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

2.) Consignee Number: _____

- a. 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. This element is the same as the "consignee number" on CBP Form 3461.

3.) Seller (Owner): _____

- a. Name and address of the last known entity by whom 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.
- b. The party required for this element is consistent with the information required on the invoice of imported merchandise. See 19 CFS 141.86(a)(2).
- c. A DUNS (Dun & Bradstreet) number is also acceptable

4.) Buyer (Owner): _____

- a. Name and address of the last known entity to whom 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.
- b. The party required for this element is consistent with the information required on the invoice of imported merchandise. See 19 CFS 141.86(a)(2).

5.) Ship to Party: _____

- a. Name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody.
 - i. CBP is looking for the actual deliver to name/address; not the corporate address
 - ii. If unknown, provide the name of the facility where the goods will be unladen.
 - iii. May provide a FIRMS code of a warehouse or terminal if the specific ship to name/address is unknown at the time of filing. For example, a container freight station (CFS) is acceptable.
 - iv. May provide the name and address of an in-land distribution center if the specific ship to name/address is unknown at the time of the ISF filing.
- b. A DUNS (Dun & Bradstreet) number is also acceptable



6.) Manufacturer or Supplier: Name and Address:

Three horizontal lines for text entry.

- a. Name and address of the entity that last manufactures, assembles, produces, or grows the commodity.
b. OR, name and address of the supplier of the finished goods in the country from which the goods are leaving.
c. In the alternative, the name and address of the manufacturer (or supplier) that is currently required by the import laws, rules and regulations of the United States (i.e., entry procedures) may be provided
d. A DUNS (Dun & Bradstreet) number is also acceptable

7.) Country of Origin:

- a. Country of manufacture, production, or growth of the article, based upon the import laws, rules, and regulations of the United States. This element is the same as the "country of origin" on CBP form 3461.

8.) Commodity HTS-6 Number: Please provide a copy of your commercial invoice / packing list / purchase order. We can determine the HTS code for you. If you have your own HTS code that you wish to use, please clearly indicate it on the commercial invoice.

- a. Duty/statistical number under which the article is classified in the Harmonized Tariff Schedule of the United States (HTSUS). The HTSUS number must be provided to the six-digit level.
b. The HTSUS number MAY be provided to the 10-digit level

9.) Container Stuffing Location:

Three horizontal lines for text entry.

- a. 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.
i. The "Scheduled" stuffing location may be provided.
ii. This may be the same name/address as the manufacturer (supplier)
iii. If a "factory load", simply provide the name and address of the factory
b. A DUNS (Dun & Bradstreet) number is also acceptable

10.) Consolidator (Stuffer) Name/Address:

Three horizontal lines for text entry.

- a. 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.
i. If no consolidator is used, e.g. "factory load" shipments, provide the name/address of the manufacturer (supplier)
b. A DUNS (Dun & Bradstreet) number is also acceptable

11.) Bill of Lading Number:

- a. Please ask your carrier or forwarder to provide you with the Bill of Lading number for your shipment. For shipments booked with a forwarder, please provide the SCAC House bill of lading number. For shipments booked directly with a steamship line, please ask the carrier for their bill of lading number.