



ISF must be submitted at least 24 hours prior to vessel departure as per CBP requirements. In order to process with CBP, we require it to be sent 96 hours before loading. The template must be complete and contain the 10 data elements mentioned below so it can be filed timely. The template should be emailed or faxed for filing and indicate either "ISF" or "10+2", with your company name in the subject line.

DEFINITIONS:

- **Manufacturer** (or supplier name): This is currently defined as the entity that last manufactures, assembles, produces, or grows the commodity or the suppliers of the finished goods in the country from which they are leaving. This currently is reported in the entry process as the manufacturer identification number (MID).
- **Seller Name and Address:** This is defined as the last known entity from whom the goods were sold.
- **Buyer Name and Address:** This is defined as the last known entity to whom the goods were sold or agreed to be sold.
- **Ship to Name and Address:** This is defined as the first known location or deliver to-party scheduled to physically receive the goods after the goods have been released from US CBP.
- **Container Stuffing Location:** This is defined as the name and address of the "physical" location where the goods were loaded into a container for shipping.
- **Consolidator Name and Address:** This is defined as the name and address of the party that loaded the container or arranged for the loading of the container.
- **Importer of Record Number:** This is defined as the importer identification as listed on the entry summary. If the shipment is destined for a foreign trade zone, the identification number of the party filing the zone entry must be provided.
- **Consignee Number:** This is defined as the importer identification number that is currently reported as the ultimate consignee on the entry summary.
- **Country of Origin:** This is defined as the same country of origin as reported on the entry summary.
- **Commodity / HTS Number:** This is defined as the current HTS number, 10 digits, for each commodity contained in the shipment.
- **Lowest AMS Bill of Lading:** AMS HB or MBL if AMS HB does not exist.

The other two elements making up the latter part of the working name "10+2" are:

- Vessel stow plan (container location) of the actual carrier
- Container event messages supplied by the carrier

IMPORTANT: All ISFs be filed in a timely manner and contain accurate information or CBP may assess Importers a \$5,000.00 penalty per ISF violation. Since an ISF could have multiple violations, CBP is able to issue multiple penalties on a single ISF transmission. For additional information, please see CBP's website at http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/.