

# ISF Data Worksheet

rev 12/30/13

IMPORTER: (IM)		E-mail:	
IMPORTER IRS#:	(leave blank)	< (EIN, S/S, Federal Tax ID, etc.)	
CONTACT NAME:		E-mail:	
ISF FILER: (if o/t Broker)		E-mail:	
Do you authorize S. Kido & Co., Inc. to submit ISF data on your behalf?		Yes >	No >
	Name	Telephone	e-mail:
ISF Data Provided by:			
BILL OF LADING, BOOKING, OR PURCHASE ORDER NUMBER:			
OCEAN CARRIER/ NVOCC SCAC CODE#: (NYKS, MAEU, SUDU, etc.)			
INTENDED VESSEL NAME & VOYAGE#:		ETD	
CONTAINER NUMBER:			
CONTAINER SIZE:	20' >	40' >	< (indicate container size with an "x")
CONTAINER TYPE:	DRY >	REFER >	< (indicate container type with an "x")
<i>Name and Address of Location/Facility</i>			
Manufacturer (Name & Address): (MF)			
Seller (Name & Address): (SE)			
Container Stuffing Location: (LG) (Name & Address)			
Consolidator (Name and Address): (CS)			
Booking Party (Name & Address): (BKP)			
Buyer (Name & Address): (BY)			
Ship-to Party (Name & Address): (ST)			
Consignee: (if other than importer) (CN)			
Consignee Number: (if other than importer #)	(leave blank)		
Commodity HTS No. (6 or 10 - digit):			
Country of Origin:			
(Note: if submitting multiple HTS, Country of Origin, and/or Manufacturers, please provide an itemized list on a separate sheet.)			

*Please provide most accurate information known at the time of data submission for ISF filing.*

*All items must be completed in order to generate the ISF Filing in lieu of actual shipping documents.*

*Save the above data (in Excel format) and send a completed copy to [nicky.skido@hawaiiintel.net](mailto:nicky.skido@hawaiiintel.net) as an attachment to your email.*

## Definitions of the ISF 10 Data Elements

### 1. **Manufacturer (or supplier) name and address**

Name and address of the entity that last manufacturers, assembles, produces, or grows the commodity or name and address of the supplier of the finished goods in the country from which the goods are leaving. 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 (this is the information that is used to create the existing manufacturer identification (MID) number for entry purposes).

### 2. **Seller name and address:**

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. (DOES NOT NECESSARILY NEED TO BE THE MANUFACTURER).

### 3. **Container stuffing location:**

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 ready "ship ready" must be provided.

### 4. **Consolidator (stuffer) name and address:**

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. (FORWARDER AND APPLICABLE HANDLING BRANCH OFFICE or SHIPPER IF FCL BOOKED DIRECT WITH SS CO.)

### 5. **Buyer name and address:**

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. (USUALLY TAC CLIENT/IMPORTER OF RECORD unless IOR is acting as a servicing entity)

### 6. **Ship to name and address:**

Name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody. (Delivery Address on TAC Delivery Order).

### 8. **Importer of record number/FTZ applicant identification number:**

MUST BE PRE-LOADED IN TAC SYSTEM PRIOR TO FILING ISF. 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 FTZ, the IRS number, EIN, SSN, or CBP assigned number of the party filing the FTZ documentation with CBP must be provided. The importer of record number for the Importer Security Filing purposes is the same as "importer number" on CBP Form 3461. This data element must be input into the system prior to filing the ISF.

**8. Consignee number(s):**

MUST BE PRE-LOADED IN TAC SYSTEM PRIOR TO FILING ISF. 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. (FORWARDER AND APPLICABLE HANDLING BRANCH OFFICE or SHIPPER IF FCL BOOKED DIRECT WITH SS CO.) This data element must be input into the system prior to filing the ISF.

**9. Commodity HTSUS number:**

MUST BE PRE-LOADED IN TAC SYSTEM PRIOR TO FILING ISF. Duty/statistical reporting number under which the article is classified in the harmonized Tariff Schedule of the United States (HTSUS). The HTSUS number is required to be provided to the 6 digit level. The HTSUS number may be provided up to the 10 digit level. This element is the same as the "HTS number" on CBP Form 3461 and can only be used for entry purposes, if it is provided at the 10 digit level or greater. This data element must be input into the TAC system along with its associated product code or SKU prior to filing the ISF.

**10. Country of origin:**

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