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TO:
VENDOR

Re: Assignment of UPS as Importer Security Filing (ISF) Agent

Overview

U.S. Customs Border and Protection (CBP) implemented an interim final rule (IFR) for Importer Security Filing (ISF) also known as "10+2." The IFR will take effect 60 days after publication, January 26, 2009. **This affects ocean freight only** destined to the United States. Bulk cargo is exempted from ISF requirements.

10+2 refers to ten (10) pieces of information required to be electronically submitted to U.S. Customs and Border Protection (CBP) by the importer and two (2) pieces of information required to be separately electronically submitted to CBP by the ocean carrier. The lowest level bill of lading must also be submitted in order for CBP to link the ISF data to AMS data.

Based on the interim final rule, required ISF data must be submitted electronically to CBP 24 hours **prior to loading ocean freight on vessels** destined for the U.S. **Information is requested to be submitted to UPS 72 hours prior to loading.**

For additional information on ISF requirements, please visit the following web site:
http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/

Importer Security Filing requires 10 data elements to be submitted by UPS, as our ISF agent.

What this means for our shippers/suppliers/vendors

The required ISF information must be provided to UPS at the time of booking request. There are multiple ways to provide this information, such as including on a Shipper's Letter of Instruction document, or ensuring the information is contained on the commercial invoice.

Below in more detail are the pieces of information that UPS, as our ISF agent, will require from shippers on our behalf:

- Manufacturer (or supplier) name and address – this is the actual manufacturer of the merchandise being shipped; except for textile goods, if the manufacturer isn't known, the supplier name and address may be provided
- Seller (or owner) name and address – this is the seller's address that typically appears on the commercial invoice
- Buyer (or owner) name and address – this is the buyer's address that typically appears on the commercial invoice
- Ship-to name and address – this is the name and address that typically appear on the HBL and reflect where the freight will be delivered after release by CBP at destination
- Container stuffing location – **(NEW)** this is the name and address of the location at which the container is stuffed; for factory-loaded containers, this will be the factory location
- Consolidator (stuffer) name and address – **(NEW)** this is the party who is responsible for the stuffing of the container; for factory-loaded containers, this will likely be the factory name and address; for LCL shipments, this will likely be the name and address of the forwarder
- Importer of record's name and U.S. Internal Revenue Service (IRS) number/foreign trade zone applicant identification number – **(NEW)** this number will be on file with UPS, but it's critical for UPS to know the importer name at time of booking or earlier in order to correctly create the ISF record
- Consignee name(s) and U.S. IRS number(s) – **(NEW)** this number will be on file with UPS, but it's important for UPS to know the consignee name(s). CBP defines 'consignee' for ISF purposes as the party 'on whose account the goods are being shipped'. *This consignee is not necessarily the same as the Ship-To party or HBL consignee*

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for ISF purposes. The consignee for ISF purposes is typically the same as the importer of record, except for DDP (Delivered Duty Paid) shipments for which the importer is typically the party at origin and the consignee is the party at destination.

- Country of origin – this is the country in which the goods were manufactured, grown, or produced which typically appears on the commercial invoice
- The six-digit Commodity HTSUS number – (**NEW**) this number can be obtained from the buyer, who is typically also the importer of record of the shipment

The manufacturer, the HTSUS number, and the country of origin must be linked and provided at the item level.

What this means for our forwarders/carriers

At time of booking request, our forwarder or carrier is required to provide our UPS broker with the bill of lading number, a completed UPS ISF Information Transmittal Document form and commercial documents received from the shipper. Our forwarders or carriers must wait for the ISF acceptance before providing booking details to our shipper. **Importer must decide whether to instruct the forwarder/carrier to hold the container or not for the ISF acceptance during the initial 12-month period prior to enforcement).**

If you have any questions or concerns about meeting these requirements, please contact (*insert importer contact name and contact information*).

Thank you in advance for your cooperation in meeting these requirements.

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