




WORKFLOW: ISF FILING

STEP 1: INFORMATION GATHERING

Flag for follow up. Completed on 05/10/2021.

TC isfrequestor42@thisisafakedomain.com
Tue 05/10/2021 04:38
To: Frontier North America

 TPE35202678 HSIANG L...
266 KB

CAUTION: This email originated from outside of the organization

Good morning,

Please see attached ISF

An ISF (Importer Security Filing) is documentation that cargo is going to be expected to arrive at a USA seaport.

A client or their agent will present you with documentation to file an ISF. Your first action should be to look over the given information and make sure it is complete. If anything is missing, use the 'reply all' email function to send a request for the missing parts.

WHAT IS REQUIRED TO FILE AN ISF?

These 11 data points:

1. Importer of Record name; identification number if it is a new customer(allow more time for set up with CBP)
2. Consignee name and address; local phone number if available
3. Seller name and address
4. Buyer name and address
5. Ship-to party name and address
6. Manufacturer/supplier name and address
7. Country of origin
8. Precise description of Commodity and, if possible, Harmonized Tariff Code to the 6-digit level
9. Container Stuffing Location
10. Freight Consolidator
11. Bill of lading number – ISFs must contain the lowest bill of lading number (i.e. master or house/AMS bill of lading).

Now let's take a closer look at each of these data points...

Common Problems are:

Common errors that may delay ISF filing or cause an inaccurate ISF to be filed:

- Missing bill of lading number
- Missing 4-letter SCAC code for master b/l or AMS; **ISF cannot be filed if no SCAC code is provided**
- Missing shipper/manufacturer information|
- No commodity provided at time of ISF filing

DEFINITIONS OF ISF DATA POINTS

1. Importer of Record:

The owner or purchaser of the goods, or their lawful agent.

2. Consignee:

Party financially responsible for the receipt of a shipment.

3. Seller:

Responsible for delivering the goods to the vessel of transport.

4. Buyer:

Party who paid for the goods. Usually the consignee but not always!

5. Ship-To Party:

Location or branch the goods are being delivered to.

6. Manufacturer:

Party that made or assembled the product.

7. Country of Origin:

Country the product was originally made or assembled in.

8. Product Description/Tariff:

Description, or tariff code to the six digit universal level.

9. Stuffing Location:

Where the container was filled and sealed.

10. Freight Consolidator:

Combines less-than-container loads, usually also the stuffing location for LCL.

11. Bill of Lading Number:

Essentially the title of the goods. Four letter SCAC code plus up to 12 characters.

TRACKING WITH THE STEAMSHIP LINE

Once you have your data in hand, we'll use the Bill of Lading to gather a few more pieces of information. We'll use the SSL ONE as an example. (It's extremely helpful to bookmark SSL websites as you come across them.)

Enter your Bill of Lading into the field and click Search/Enter. You're going to be looking for the container number (formatted ABCD1234567), the ship name and voyage number, the port of loading, and port of discharge, as well as estimate/actual times of departure and arrival.

ONE
Support Service Provider EN

Home Schedule Outbound Track & Trace Report Rate & Tariff e-Subscription VGM

Track & Trace Cargo Tracking User Guide

Cargo Tracking

BL No. or Booking No.

Please enter only the last 12 characters of ONE BL number, without the prefix "ONEY". Our system does not accept House BL number assigned by NVOCC or Freight Forwarder. Search

Mail Tracking

My Tracking

Visibility Service +

	Booking No.	Container No.	S.O.C	Seal No.	Size	Event Date / Time	Total : 1
	GOAB47093700	TLLU5601130	<input type="checkbox"/>	152883, 152883/001	40'DRY HC.	2021-10-30 13:49	

9	'VIENNA EXPRESS 079W' Departure from Port of Loading VIENNA EXPRESS 079W	GENOVA, ITALY VTE (VOLTRI TERMINAL EUROPE)	Actual 2021-10-30 13:49
10	'VIENNA EXPRESS 079W' Arrival at Port of Discharging VIENNA EXPRESS 079W	NEW YORK, NY, UNITED STATES MAHER NEWARK	Estimate 2021-11-14 02:30

WORKING YOUR ISF IN CARGOWISE

Now that everything we need has been found, we can start processing our ISF!

Navigate to the “US Importer Security Filing” module of CargoWise by selecting:

Operate > Customs > Customs Global > US Importer Security Filing

(You can set this as a favorite module from the Recent Modules section on the Jump menu.)

Select the NEW button at the top of the module. From here, let’s go left to right to fill in the form.

You’ll notice that a few items have auto-populated already. Skipping those, we’ll select a shipment type of 01 as this is the most common. The Carrier SCAC in our case would be ONEY for the SSL ONE. We’ll also input our Importer of Record and a reference for their shipment if we have one.

The screenshot shows the 'New Importer Security Filing' form in the CargoWise system. The title bar indicates 'Production - Branch: Frontier N'. The menu bar includes 'File', 'Edit', 'Actions', 'Messaging', 'Job Invoicing', and 'Documents'. Below the menu is a tabbed interface with 'Details', 'Lines', 'Containers', 'Routing', 'Messages', and 'Workflow & Tracking'. The 'Main Details' section contains the following fields:

Entry Type	1	ISF 10
Shipment Type	01	Standard/Regular filings
Transport Mode	11	Ocean Vessel Containerized
Branch	TUK	Carrier SCAC ONEY
Importer	SIEINTUS	SIERRA INTERNATIONAL LLC
Owner Ref.	REFERENCE IDK42	
Act Reason	CT	Compliant Transaction

NEW ISF - DETAILS TAB

SF 10 Custom

Importer Details
Importer ID Type EIN 36-264358600
Full Legal Name
DOB Issue Ctry.

Consignee Details
Consignee ID Type EIN 36-264358600
Full Legal Name
DOB Issue Ctry.

Bond Details
Bond Holder 36-264358600
Bond Activity Code 01 Importer or Broker
Bond Type 8 Surety Code

If the Importer we entered is fully programmed in, tax and bond related information will populate in the fields above, located on the lower left of the Details tab.

Customs Details
Customs Ref
Status NOT SENT
First Accepted Last Accepted

References
Ocean Bill
House Bill
Master Bill

Ship To Party Override
Address Contact

Here we can see the ISF status field on top, and the BoL fields underneath.

We'll also fill in the ship to party in the upper right of the Details tab.

Buying Party
Address Contact
* NO ORGANIZATION IS SELECTED

Selling Party
Address Contact
* NO ORGANIZATION

Container Stuffing Location
Address Contact
* NO ORGANIZATION IS SELECTED

Consolidator
Address Contact
* NO ORGANIZATION

We also need to fill in the buying, selling, stuffing, and consolidator parties.

NEW ISF – LINES, CONTAINERS, ROUTING TABS

Override	Manufacturer	Address
<input type="checkbox"/>		

Product	Origin	Tariff	Ma
*			

Lines Tab:

Enter the manufacturer party in the grid on top, and the tariff numbers in the grid on the bottom.

(To clear the blue error that occurs in the “No. Of HTS Digits” field, click into it and tab out again.)

Desc. Code	Container Number
CL	ABCD1234567

Containers Tab:

There are many description codes to choose from, but generally speaking you want the most generic yet accurate code possible. In this case we’re assuming we have a standard freight container, so we’ll use CL for “closed container”.

The container number itself goes into the grid here as well.

Is Linked	Leg	Mode	Type	Status	Vessel	Voyage/f
<input checked="" type="checkbox"/>	0	SEA	MAI	CNF	MSC FAITH	123N

Voyage/Flight	Load	Discharge
123N	CNNBO	USLGB

ETD	ETA
01-JAN-21 00:00	02-JAN-21 00:00

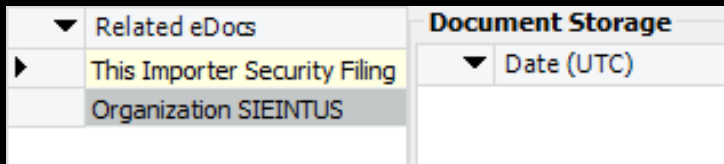
Routing Tab:

The order of your columns in any of these grids may look different, but the information needed remains the same. Here, we’ll need to click the “Is Linked” box, then fill in the vessel name, voyage number, loading port, discharge port, and ETD/ETA information that we retrieved from the SSL tracking website.

If you don’t have this information, don’t worry, you can always add it in later. In that case, leave the “Is Linked box” unticked.

FINISHING UP YOUR ISF

eDocs Tab:



Here, we can drag and drop documents to upload. Upload the ISF form and any other documentation you received. You'll use either MSC with the description ISF Form, or the code ISF.

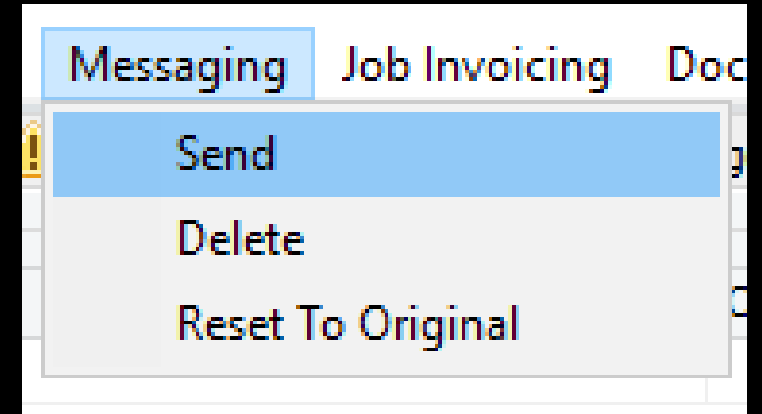
The standard document types we use are:

CIV: Commercial Invoice
PKL: Packing List
HBL: House Bill of Lading
MBL: Master Bill of Lading
ARN: Arrival Notice
COO: Certificate of Origin
MSC: Anything else/free text

Always keep receipts!

A screenshot of a dialog box titled 'Edit ISF FORM.pdf - Production - Bra...'. It contains several fields: 'File Name' (ISF FORM.pdf), 'Document Type' (ISF), 'Description' (Importer Security Filing), and 'Document Source'. There are also checkboxes for 'Publish Document' and 'Is Visibility Specific', and dropdown menus for 'Company', 'Branch', and 'Department'. At the bottom, there are 'OK' and 'Cancel' buttons.

Send to Customs!



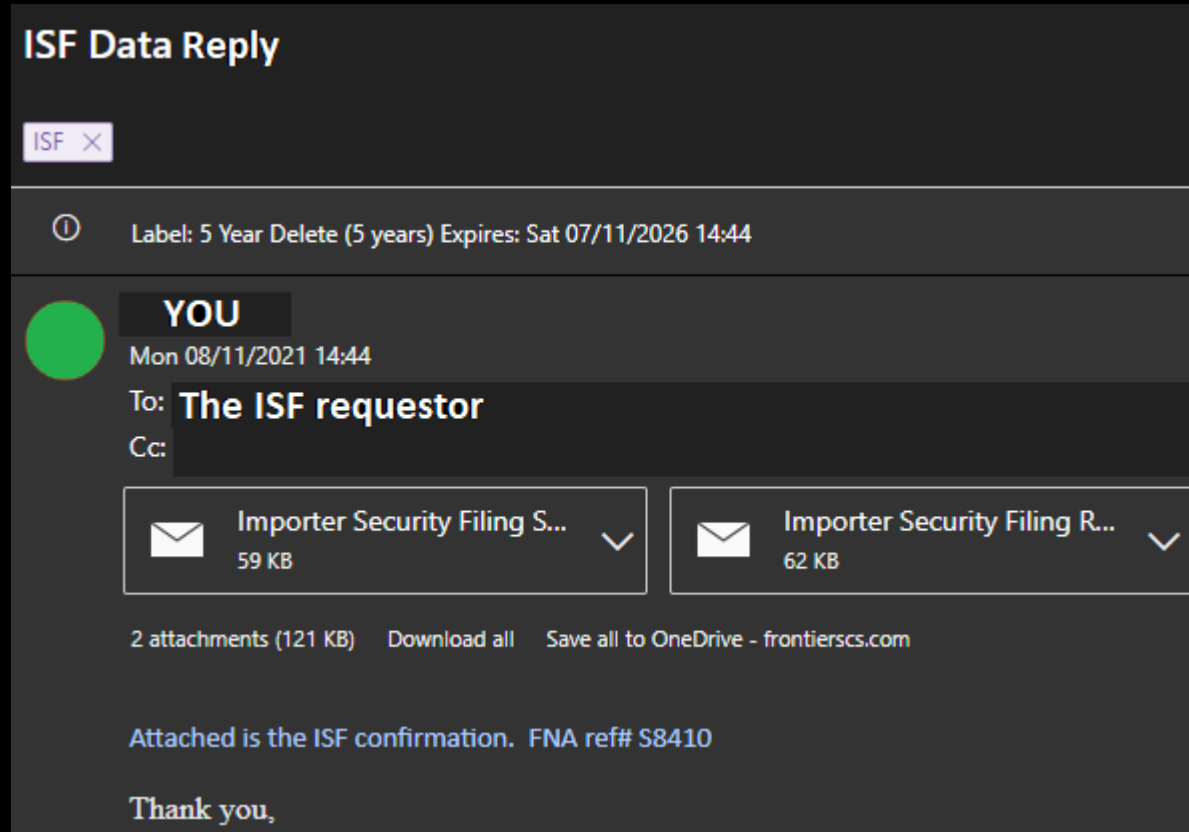
Almost done!

Once you send this form to Customs, you'll get two emails from ABI confirming that the ISF is on file. Pay attention to the status in the second email. Ideally the status will say "Matched", but if it doesn't, consult your supervisor on next steps to take.

ISF COMPLETED!

Once you have the confirmation emails, attach them to a reply to the requestor. Make sure to give them our file reference number as well.

After this, if you search for the ISF in the ISF module, you can highlight it in the grid and use the Actions menu to make a Customs Declaration pre-loaded with all of the information you just collected.



ISF Data Reply

ISF ×

Label: 5 Year Delete (5 years) Expires: Sat 07/11/2026 14:44

YOU
Mon 08/11/2021 14:44

To: **The ISF requestor**
Cc:

Importer Security Filing S... 59 KB
Importer Security Filing R... 62 KB

2 attachments (121 KB) Download all Save all to OneDrive - frontierscs.com

Attached is the ISF confirmation. FNA ref# S8410

Thank you,

**ISF COMPLETED!
WELL DONE!**

