


How to generate customs bonds for your entries

Logging in to Web Merlin

[Merlin \(avalonrisk.com\)](http://Merlin.avalonrisk.com) is the website for generating bonds through Avalon Risk Management. If you do not have a login to this site, please see a manager to get set up with one through Avalon.

Go to <https://webmerlin.avalonrisk.com/>.

Log in.



Username
BosquesL

Password
.....

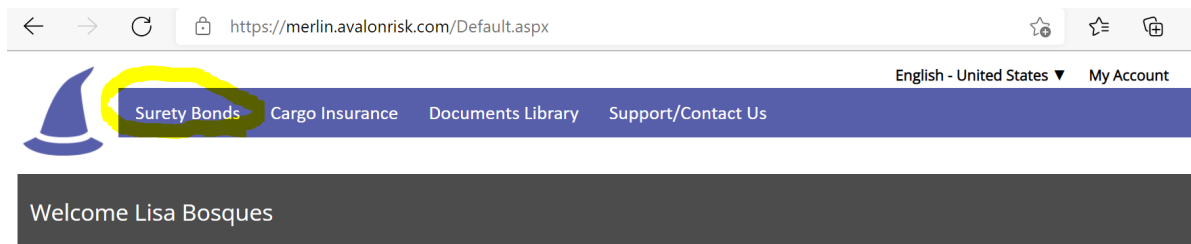
Remember me

[Forgot Password?](#)

Don't have an account yet? [Sign up.](#)

1. Generating a Single Entry (Transaction) Bond for an import shipment

From the top menu bar, select Surety Bonds.



Welcome to Merlin. Avalon exclusively developed this secure Internet portal to support the unique needs of our valued clients. Above, you will see a series of menus. Hover over a menu to see the different functions that you may perform within Merlin. If a visible function is disabled, please contact your Avalon account manager to inquire about establishing access.

On individual pages and in the Documents Library, users will find PDF help files and video tools to assist in using Merlin. We have also included several help files to assist you, such as our product manuals.

Should you have any questions, please contact your local Avalon office by selecting "Support/Contact Us" and viewing your Account

News / Updates

» [Scheduled Reports](#) 5/26/2018

Receive Merlin reports via email. Navigate to your favorite Merlin report page to sign up.

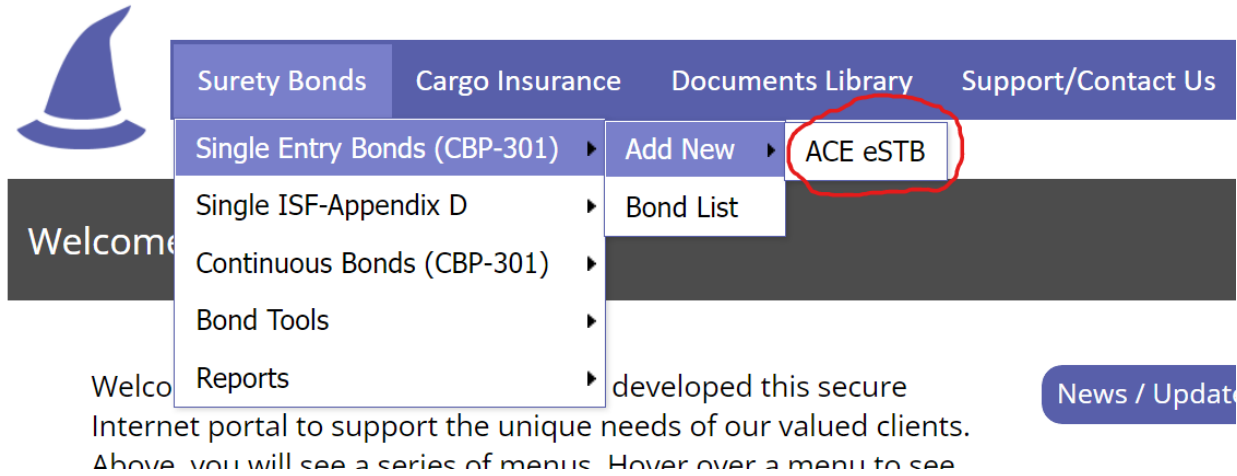
» [Invoices and Statements](#) 5/26/2018

View and reprint previous invoices and statements from Avalon.

» [Cargo en español](#) 5/26/2018

Use the language / region drop down to see cargo insurance pages translated into Spanish.

From the drop-down menu, hover over Single Entry Bonds (CBP-301) -> Add New -> ACE eSTB.



A new page entitled **Single Transaction Bond Detail** appears.

Bond Status section:

This will show the Bond Status. When the bond shows New, it is in pre-draft mode. Any entered data will not be saved until you do so by hovering your mouse over the 3 bars at the bottom of the screen and select how you would like to save.

Broker Information section:

- The Account # will auto-populate
- The Requestor should show your name. If not, select your name from the drop down menu.
- CHB/BRN Ref #: This is where you should put the FNA BTUK number.

Importer Information section:

- In the Importer field, enter the US Federal Tax ID / EIN # or Social Security # of the Importer of Record, then click Refresh Data from Customs. (You can find these numbers in their Organization).
 - This queries customs system and will populate your bond with the name of the Importer of Record

Bond Related Information:

- You will need to complete the Bond Amount (\$) field. This amount must be exactly the same amount as was noted on the MISC tab of your customs entry in the Bond section. (To enter the bond amount here, click on the drop down next to Bond Amount, select MAN for 'manual', and enter the amount that the bond should be.
- The entry number needs to be entered. Key the entry number without the Filer Code (BFI).
 - To generate the entry number, save your completed customs entry. On the Declaration tab, right hand side of the entry number field, click the 'Allocate' button. Or, you can go to Brokerage and drop down to Merge Entries to generate the entry number.



Single Transaction Bond Detail
Merlin ID: New



Bond Status

Bond Status: New

Show Event Log

Broker Information

Account #: SEA2213 *

Requestor: Lisa Bosques *

CHB / BRN Ref #:

Importer Information

Importer:

Refresh Data from Customs ✓

Importer #:

Importer Name:

Bond Related Information

Bond Designation Code: B - New Bond *

Bond to be filed for cargo release. If CBP is requesting a substitution, superseding, or additional bond, please use drop down to specify.

Activity Code: 1 - Importer *

Entry Type: 01 - Consumption - Free and Dutiable ✓

Bond Amount (\$):

Filer Code: BFI Entry #:

OW Limit: 350000

Bond #:

Execution Date:

Underwriting Questions

To the best of your knowledge, do any of the following questions apply? *

- Currently On Sanction?
- Filed Bankruptcy?
- Pending Bond Claims?
- Prior Fraud or Negligence?
- Paid Bond Claims?

Are any of the commodities contained in this shipment subject to FDA and restricted? *

Are any of the commodities contained in this shipment a non-conforming vehicle subject to EPA? *

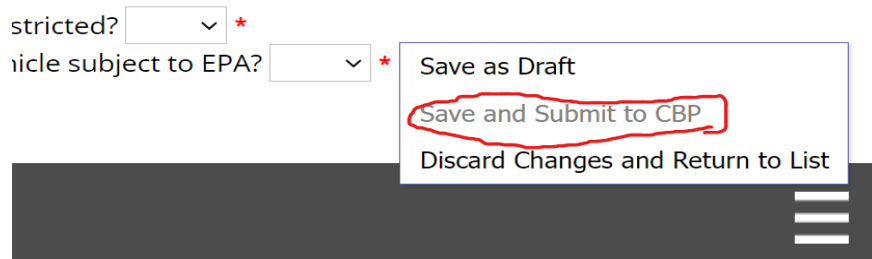
Will this bond cover an ISF-Unified Filing? *



Submitting the bond:

Once all fields have been completed, it's time to submit the Single Transaction Bond.

- Hover your cursor over the Menu icon and select 'Save and Submit to CBP'.
 - Once sent, your Bond Status will change to 'Bond Submitted/Pending Entry Match'.
 - After a few seconds, a link to a 'Confirmation receipt' will appear and you can print the bond. It will also be emailed to you.

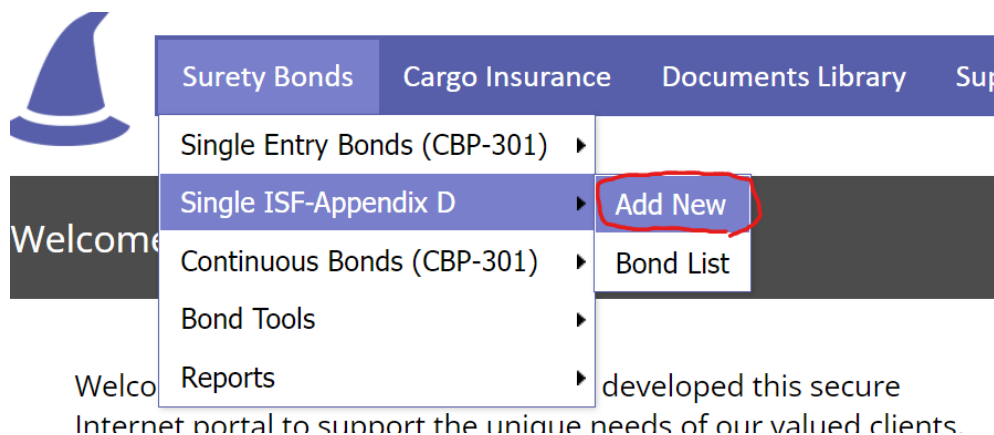


Once the bond is on file with Customs, you will receive your entry responses (selectivity) back from Customs.

2. Generating an Importer Security Filing (ISF) Bond for an import shipment

From the top menu bar, select Surety Bonds.

From the drop-down menu, hover over Single ISF-Appendix D -> Add New -> Add New.



A new page entitled **Single Entry Bond (ISF Appendix D) Detail** appears.

Broker Information section:

- All data in this section will auto populate. You should check to make sure that either your name, or that of a manager/team lead, populates in the Atty-In-Fact, Requestor and Printed Name field.

Principal Information section:

- The Principal is the importer.
- In the Importer field, enter the US Federal Tax ID / EIN # or Social Security # of the Importer of Record, then click Refresh Data from Customs. (You can find these numbers in their Organization).
 - You will need to ensure that any field with a red asterisk is completed.
 - Only one of the 3 following fields is required: Importer Phone OR Fax OR E-mail
 - Sometimes the Legal Entity will populate incorrectly, please refer to the importer's organization (Customs messaging tab) to determine their legal entity.

Bond Related Information:

- The Bond Amount (\$) field auto-populates, because the bond is always for \$10,000.
- The entry number does not need to be entered at this point. In the CHB/BRN Ref # field, enter the ISFTUK # that generates once you save your ISF in CargoWise.
- Enter 1st port of entry.
 - You can either enter the Port Code or the name of the port, and it will bring up options for you to select the correct port code.
- In the Merchandise Description field, enter the type of merchandise being sent. If you only have an HTS number you'll need to find out from the importer what type of goods are being shipped.
- Enter Country of Origin
- Answer the last 3 questions: Vessel Departure Date, ISF Transaction Date, and Has Shipment Arrived at US Port?

Underwriting Information section:

We are required to ask customers with no continuous customs bond the questions below. This should be done before generating the bond, otherwise you can save your progress as a Draft, send these questions to the importer, and go back and finish the bond once you receive the answers back from them.

To the best of your knowledge, do any of the following questions apply?

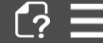
- Currently On Sanction?
- Filed Bankruptcy?
- Pending Bond Claims?
- Prior Fraud or Negligence?
- Paid Bond Claims?

The other required questions are:

- *Is the importer CTPAT certified Tier 2 or Tier 3?*
 - The answer as of this writing is no, since we do not have any importers that have been CTPAT certified.
- *Is this a flexible filing?*
 - We do not file flexible filings so the answer is always 'no'.
- *Has the importer filed previous single ISFs?*
 - You can get the answer to how many single ISF's have been filed through FNA by going to CargoWise US Importer Security Filing, searching by importer, customizing columns to include 'Bond Type' and clicking 'Find'. Count the number of Bond Type 16 – ISF bonds.
 - If more than 5 ISF bonds have been filed, the bond will automatically go to Underwriter Review and you will have to wait for a reply from Avalon.
- *How many single ISF Appendix D bonds do you anticipate filing in the next 12 months for this importer?*
 - Answer '1', because it's always our goal to try to get the importers to buy a continuous bond for their convenience.



Single Entry Bond (ISF Appendix D) Detail



Broker Information

Account #: SEA2213 * Atty-In-Fact: Lisa Bosques (B) *
Filer Code: BFI * Printed Name: Lisa Bosques *
Requestor: Lisa Bosques * Printed Title: Atty-In-Fact *

Principal Information

Importer: * Refresh data from Customs ✓
CBP Query Status:

Note: The maximum ISF liability per importer is \$50,000. Submissions with aggregates over the limit will: 1) Be subject to review by U/W, 2) Require Financials, or 3) Considered a candidate for a Continuous Bond.

Importer #: *
Importer Name: *
Legal Status: * State of Inc: Prev. Importer #:
Importer Address: *
Importer City: * Importer State: * Importer Zip: *
Importer Contact Name: * Contact Title: Importer Country: United States *
Has the importer been in business for less than 1 year? *
Is this a new import client to CHB? *
(Importer Phone: OR Importer Email: OR Importer Fax:) *

Bond-Related Information

Activity Code: 16 - ISF * Entry Type: 8 - General *
Bond Amount(\$): 10,000.00 Entry/Transaction Date: 12/22/2021 *
Entry Number: BFI * Execution Date: 12/22/2021 *
CHB / BRN Ref #: * First Port of Entry: *
Merchandise Desc: *
Country of Origin: *
Vessel Departure Date: MM/DD/YYYY * ISF Transaction Date: MM/DD/YYYY *
Has shipment arrived at the US port? *

Underwriting Information

Is the importer C-TPAT Certified Tier 2 or Tier 3? *
Is this a flexible filing? *
Has the importer filed previous single ISFs? *
How many single ISF Appendix D bonds do you anticipate filing in the next 12 months for this importer? *
To the best of your knowledge, do any of the following questions apply *

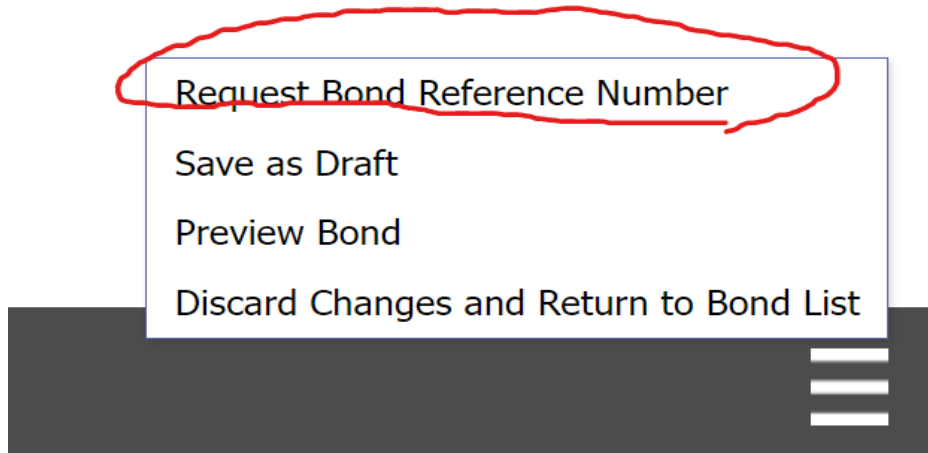
- Currently On Sanction?
- Filed Bankruptcy?
- Pending Bond Claims?
- Prior Fraud or Negligence?
- Paid Bond Claims?




Submitting the bond:

Once all fields have been completed, it's time to submit the Single Entry ISF Bond.

- Hover your cursor over the Menu icon and select '**Request Bond Reference Number**'.
 - Once sent, your Bond Status will change to **Approved/Ready For Submission**. This means that the Bond Reference number is available for you to paste into your ISF filing and transmit.



- Your Bond Reference Number will appear in a green box. **Copy the Bond Reference number and go back to your ISF in CargoWise.**

Bond Status: Approved/Ready for Submission 

Bond Sent to Customs:

Information Required to Submit the Bond

Bond Reference No:

Note: You will need to transmit the surety's bond reference number to obtain your ISF Transaction number. Once you obtain your ISF Transaction number then you will need to enter it below prior to submitting your bond to CBP. This is a one-time unique reference number, which is unique to this ISF bond.

ABI AMS

ISF Transaction Number: * Format: "FFF-NNNNNNNNNN", where "FFF" is your filer code and "NNNNNNNNNN" is the unique 11 digit ISF numeric code received from CBP when an ISF is accepted.

Vessel Departure Date: *

ISF Transaction Date: *

Was Bill of Lading on file in AMS (valid in ABI manifest query)?

- On the Details tab under Bond Details, paste the Bond Reference number.

- Once the ISF is ready to send, go to Messaging ->Send.
- When your two ABI messages come back through your email, one will have the ISF Transaction number. It will also populate in the Details tab of the ISF, right at the top middle of the screen.
 - Copy the ISF Transaction number, go back to the ISF bond in Web Merlin and paste that number in the 'ISF Transaction Number' field.
- Answer the remaining questions in the **Information Required to Submit the Bond** section.
- Click 'Save & Submit to CBP'
- The Bond Status will then show **Bond on File/Billing Pending**.
- Click 'Reprint Bond' to print the bond. It will not be emailed to you.

You have completed the ISF bond and filing!

Bond Status: Bond on File/Billing Pending

Bond Sent to Customs: 12/14/2021

Bond Copy

Reprint Bond

Information Required to Submit the Bond

Bond Reference No: 05420211272130

ISF Transaction Number: BFI-52973255675

ISF Transaction Date: 12/14/2021

Was Bill of Lading on file in AMS (valid in ABI manifest query)? **Yes**

Save & Submit to CBP