



U.S. Importer Security Filing Submission Form (SLI) Job Aid

To complete the U.S. Importer Security Filing Submission Form (SLI), please enter all the required fields (bolded) listed below. This information is required by U.S. Customs before the goods can be shipped to the United States. If the provided information is incomplete or inaccurate, the shipment may be delayed.

Header Entry

Shipper (required): Name of the party that arranged for the transportation of the goods. 35 characters max.

ISF Cutoff Date and Time (required): Date and the time (at origin) by which the file must be submitted to U.S. Customs in order to be filed on time.

Origin (required): 3-letter port code where the shipment actually originated (or will originate). Generally the IATA airport code of the city.

Destination (required): 3-letter port code where the shipment is intended to arrive. Generally the IATA airport code of the city.

SCAC (required): 4-letter Standard Carrier Alpha Code (SCAC) of the party that issued the bill of lading.

BOL Number (required): Bill of Lading Number. Must be the "lowest" bill of lading level that has been (or will be) recorded in the vessel AMS system. **Must be 12 characters or less.** If the carrier includes the SCAC carrier code, it should be removed and included in the previous field.

BOL Type (required): Bill of Lading Type. Select house, master, or draft (if the bill of lading is not known yet).

Move Type (required): Select CY (if a full container load), or CFS (if less than container load).

Customer Reference (optional): Importer reference number. Note: This is informational only and not transmitted to Customs.

Vessel (optional): Name of the vessel that will transport the goods to the United States. Note: This is informational only and not transmitted to Customs.

Voyage (optional): Unique voyage number that identifies the particular voyage of the vessel. Note: This is informational only and not transmitted to Customs.

Seller (required): **Name and address¹ or DUNS²** 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 or DUNS of the owner of the goods must be provided.

Buyer (required): **Name and address or DUNS** 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 or DUNS of the owner of the goods must be provided.

Importer of Record (required): **Importer of record number/FTZ applicant identification number.** 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

¹ Name and address fields for all ISF parties are generally 35 characters long per CBP requirements. If address lines are longer than 35 characters, they should be broken up into the multiple address lines (address 1, address 2, etc.). Please note that State/province codes must be UN subdivision code (1-3 digits). Country must be ISO 3166 alpha-2 code (e.g., CN for China). Postal code must match local country format requirements. State, Postal code and Country will all validate in the Customs system.

² A **DUNS number**, a widely recognized commercially accepted identification number, may be provided in lieu of the name and address for the following elements: Seller, Buyer, Manufacturer, Ship To, Container Stuffing Location, Consolidator, and Booking Party.

importation. EIN and IRS numbers do require suffixes. For goods intended to be delivered to a Foreign Trade Zone (FTZ), the IRS number, EIN, SSN, or CBP assigned number of the party filing the FTZ documentation with CBP must be provided. **If the number is not known, please provide the name of the entity.**

Consignee (required): 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. **If the number is not known, please provide the name of the entity.**

Ship To (required): Name and address or DUNS of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody.

Consolidator (required): Name and address or DUNS of the party who stuffed the container or arranged for the stuffing of the container. For break bulk shipments, the name and address or DUNS 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.

Container Stuffing Location (required): Name and address(es) or DUNS of the physical location(s) where the goods were stuffed into the container. For break bulk shipments, the name and address(es) or DUNS of the physical location(s) where the goods were made "ship ready" must be provided.

Item Entry

Manufacturer (required): Name and address or DUNS of the entity that last manufactures, assembles, produces, or grows the commodity or name and address of the party supplying the finished goods in the country from which the goods are leaving. In the alternative the name and address or DUNS 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 manufacture (MID) number for entry purposes).

Country of Origin (required): Country of manufacture, production, or growth of the article(s), based upon the import laws, rules and regulations of the United States. **Must be a valid ISO 3166 alpha-2 (2 letter) country code.**

Commodity HTSUS Number (required): Duty/statistical reporting number under which the article is classified in the Harmonized Tariff Schedule of the United States (HTSUS). **Must be 6 to 10 digits.** Periods are optional. Note: only the first 6 digits will be transmitted to Customs.

Item (optional): Item number(s) of the goods being shipped. Note: This is informational only and not transmitted to Customs. This is required if you have provided a parts database to Expeditors and want the system to grab the HS code and/or country of origin from there.

Description (optional): Description of the item (s) being shipped. Note: This is informational only and not transmitted to Customs.

P.O. Number (optional): Purchase Order Number(s) associated with the items being shipped. Note: This is informational only and not transmitted to Customs.

FAQs

Customs has published a number of FAQs (Frequently Asked Questions) regarding ISF:

http://www.cbp.gov/linkhandler/cgov/trade/cargo_security/carriers/security_filing/10_2faq.ctt/10_2faq.doc

Here are a few more specifically related to the form:

What if my address lines or company name is greater than 35 characters?

Please truncate and continue on the next address line. Customs will accept name and up to 6 additional address lines 35 characters each.

Where can I find valid codes?

Valid codes can be viewed inside the exp.o ISF system but are also generally available on the internet. Codes like the carrier SCAC should be provided during the booking process.

ISO Country Codes: http://en.wikipedia.org/wiki/ISO_3166-1_alpha-2

UN Subdivision: <http://www.unece.org/cefact/locode/service/location.htm>

Postal Code formats: http://en.wikipedia.org/wiki/List_of_postal_codes

Can I provide DUNS and the Name and Address?

Yes, both can be provided but at least one or the other must be there for all addresses.

What if I have multiple sellers, buyers, etc. on the Header Entry?

The simple spreadsheet form only supports a single address for each ISF associate type. Please fill out multiple forms and provide those to your Expeditors representative using a new clean template each time (do not copy the data entry form as a new sheet in the same workbook).

What if there are multiple manufacturers?

The simple spreadsheet form only supports a single address for each ISF associate type. Please create a separate workbook with the parts provided by each manufacturer in a separate workbook. You can leave the other header parties blank, but please provide the Bill of Lading and other high level details as well as instructions to your Expeditors representative letting them know to group those items.

What if I make a mistake after sending?

Please contact your Expeditors representative. Customs allows for amendments up until 24 hours prior to the arrival of the vessel into the United States and this can be corrected.

Can I fax this to my local Expeditors office?

Please send this form via email in Excel if possible as the data can be automatically loaded into our system.

Can I change the format or type outside the boxes provided?

Please try and keep all ISF required data input to the fields allowed as the form is set up to allow for automatic loading into our system. If you change the format or type outside the boxes, some of that data may not be loaded correctly.