



ISF Letter of Instruction

Please fill out and E-mail back to Bruning International at Imports@bruninginternational.com

In order to comply with the January 26th 2008 Federal Register interim rule, all imports must have an Importer Security Filing (ISF), The ISF must be filed 24 hours prior to laden on board with the Vessel. The carrier will require to receive the information at least four days prior to laden on board in order to stage cargo. It is recommended to provide the ISF filing details after the booking has been mad with the carrier. A booking should be made 2 weeks prior to laden on board in order to ensure that all documentation is received and properly filed for 10+2 / ISF

Please provide the following details on each shipment for the ISF filing. This information sheet IS NOT the ISF filing but a form to provide the data elements in order to input and send the ISF filing timely. It must be completed entirely and accurately.

Any errors in the data provided may result in a \$5000 per each violation in 2010 to the bonded party responsible for the ISF filing as per the Federal Register.

The below 11 POINTS of information must be provided PRIOR to lading on board.

Note: Throughout this form BIC = Bruning International Corporation

1. AMS BILL OF LADING NUMBER & Loading info

The bill of lading number required to enter with the ISF is the b/l number that has been transmitted as the lowest level BL number. Thus if you are shipping direct on the ocean vessel line the ocean line bill of lading. If the shipment is routed through BIC from origin, we will obtain the AMS b/l number. If the shipment is routed via another carrier and controlled by the shipper then the shipper has to provide the b/l info.

****load date is needed so that we know we are filing timely.***

Bill of Lading#:	
SCAC CODE	
AMS Number	
SCAC CODE	
Cntr Loading Date:	
Vessel ETS:	

2. 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.

Name:	
Address:	
City, State, Zip:	
Country:	
Duns # if available:	

3. 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 the be imported otherwise than in pursuance of a purchase the name and the address of the owner of the goods must be provided.

Name:	
Address:	
City, State, Zip:	
Country:	
Duns # if available:	

4. 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 the address of the owner of the goods must be provided.

Name:	
Address:	
City, State, Zip:	
Country:	
Duns # if available:	

5. 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.

If the Ship to is different from the importer of record. This address must be provided. If the shipper can not provide this information then the importer must provide it prior to departure of the cargo. Addl fees may apply for searching for this information.

Name:	
Address:	
City, State, Zip:	
Country:	
Duns # if available:	

6. Container stuffing location name and address

Name and address of the physical location(s) where the goods were stuffed into the container.

(Cargo loaded by a separate party hired by the Manufacturer, Seller or Supplier has to disclosed in this location.

Cargo location loaded by BIC'S agent may be provided by BIC's designated agent.

Cargo loaded by an unknown forwarder to BIC and is not BIC's designated agent must be provided by the Manufacturer, Seller or Supplier.

Name:	
Address:	
City, State, Zip:	
Country:	
Duns # if available:	

7. 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.

Cargo location loaded by BIC'S agent may be provided by BIC's designated agent.

Cargo loaded by an unknown forwarder to BIC and is not BIC's designated agent must be provided by the Manufacturer, Seller or Supplier.

Name:	
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Address:	
City, State, Zip:	
Country:	
Duns # if available:	

8. Importer of record number

The IRS (Internal Revenue Service Number), EIN (Employer Identification Number), or SSN (Social Security Number), or CBP assign number In order to confirm of the importer of record is different from the ship to please provide the full name and address of the importer.

IRS/EIN/CBP Number:	
Name:	
Address:	
City, State, Zip:	
Country:	
Duns # if available:	

9. Consignee number

The IRS (Internal Revenue Service Number), EIN (Employer Identification Number), or SSN (Social Security Number), or CBP assign number In order to confirm of the importer of record is different from the CONSIGNEE please provide the full name and address of the importer.

IRS/EIN/CBP Number:	
Name:	
Address:	
City, State, Zip:	
Country:	
Duns # if available:	

10-11 Country of origin & Htsus number

Each item must show the country of manufacture, production or growth of the article, based upon the USA import laws. Duty / statistical reporting number under which the article is classified in the Harmonized Tariff Schedule of the United States (HTSUS). 6 digit number is required, but 10 digit Htsus number is acceptable.

Item Number:	
Commodity Name:	
Country of Origin:	
Htsus number:	

I hereby certify that this information is true and correct.

Signature:	
Company name:	
Contact:	
Title:	
Date:	