
Importer Security Filing (ISF) 10+2 Program

The Importer Security Filing (ISF) program, also referred to as 10+2, is a new process being implemented by the Customs and Border Protection (CBP), a Department of Homeland Security. As of 1/1/2009 the regulation requires importers and vessel operating carriers to provide additional advance trade data to CBP pursuant to the SAFE Port Act of 2006 and Trade Act of 2002 for non-bulk cargo shipments arriving into the United States by vessel.

The data requested by this program is required to be submitted 24 hrs prior to the cargo loading on board of the carrier vessel.

Penalties are associated with noncompliance of the mandatory ISF filing and will be reviewed later in this document.

Requirements:

The below listed data elements should be sent in accordance with the below guidelines for GLBS customers:

- Within 24 hours of container stuffing no later than 48 hours before container loading to the vessel
- Incomplete ISF documents will not be acknowledged as received until all corrections have been made. Once corrections have been made receipt will be acknowledged. Any delays due to incorrect documents will be the responsibility of the IOR, shipper or agent.

Anything received after the 48 hour period will be handled with urgent care and expedited however if filing is unable to be submitted due to delay or erroneous information IOR/Shipper accepts all responsibility and penalties

The ISF blanket form can be found at:

www.globallinklogistics.com/isf

All documents should be sent to:

customsdocs@globallinklogistics.com

***Freehand non-GLBS Customers**

- ISF Filing for any non-GLBS customers will be the responsibility of the agent or Importer of Record. GLBS will bear no responsibility for filing or subsequent penalties for non-filing or late filing of ISF information.

Examples: Attached are examples of completed and incomplete ISF documents.
(Attachment C..)

AGENT REQUIREMENTS

- 1) Send ISF 10+2 Form to Vendor/Supplier with House Bill and Booking information immediately upon receiving booking confirmation
- 2) Update DBS with house bill once issued and return to GLL
- 3) Forward completed 10+2 ISF form from vendor/supplier to GLL within 24 hours of container stuffing at warehouse
 - a. This must be done NO later than 48 hours before container loading onto vessel
- 4) Make any requested corrections to ISF 10+2 Form within 24 hours of request
- 5) Notify GLL of changes in cargo handling (i.e. change of routing, shipped goods or cancelled shipments) within 24 hours of event

INFORMATION REQUIRED BY SUPPLIER/VENDOR ON ISF 10+2 FORM

- Importer of Record
 - The bond holder who will act as the importer of record when entry is filed with U.S. Customs.
- Seller
 - Transaction party that initiated and finalized the sale of the goods to the buyer party (Name/Address)
- Buyer
 - The party that initiated the order and payment to the Seller (Name/Address)
- Consignee
 - The U.S. party who will take responsibility for the goods upon entering the U.S.
- Manufacturer
 - Suppliers/manufacturer of the goods.
 - In the case of multiple manufacturers each manufacturer must be listed along with any applicable HTS codes that originated from that manufacturer. (Please see attachment B)
- Ship to Party
 - The final delivery location in the U.S. (Name/Address)
- Country of Origin
 - Country in which the goods were manufactured to completion
- Commodity HTS-6
 - The first 6 digit classification found in the Harmonized Tariff Code
- Stuffing location
 - Facility in which the container was loaded (Name/Address)
 - If container was loaded at multiple facilities (LCL, Coload, Flex shipments) each facility must be listed
- Consolidator
 - The agent who initiated the loading of the container (Name/Address) could be manufacturer or agent on their behalf

FINES AND PENALTIES

It is a violation to fail to submit an ISF when one is required, to submit a late ISF, or to submit an inaccurate ISF. It is a violation to submit an inaccurate update pursuant to 19 CR 149.2(d) or to fail to withdraw an ISF pursuant to 19 CFR 149.2(e).

1. **Failure to file.** CBP may chose to follow one of the following:
 - CBP may asses a claim for liquidated damages against the party in the amount of \$5,000 for any shipment that requires an ISF filing for which there has been no submission of accurate ISF data.
 - CBP may issue a Do Not Load (DNL) message to the carrier at the port of lading.
 - If goods for which an ISF has not been filed arrive in the United States, CBP shall withhold the release or transfer of the cargo until CBP receives the required ISF information and has the opportunity to review the documentation and conduct any necessary examination
 - CBP also reserves the right to limit the permit to unlade as to not permit the unloading of the merchandise for which no ISF has been filed, and, if such cargo is unladen without permission, it may be subject to seizure. All seizures will be approved by CBP Headquarters.

2. **Inaccurate submission.** If an ISF importer submits an inaccurate ISF, Port Directors may asses a claim for liquidated damages against the party in the amount of \$5,000 per inaccurate ISF under 19 CFR 113.62(j), 113.63(g), 113.64(e) or 113.73(c) for violation of 19 CFR 149.2.

When there are successive filings of the ISF data, CBP will consider the transmission closest in time to, but prior to, 24 hours prior to lading or 24 hours prior to arrival, whichever is applicable.

3. **Updates.** If an ISF importer submits an inaccurate ISF update port Directors may assess a claim for damages against the party for the first inaccurate ISF update in the amount of \$5,000.

4. **Late submission.** If an ISF importer submits a late ISF, Port Directors may assess a claim for liquidated damages against the party in the amount of \$5,000 per late ISF under 19 CFR 113.62(j), 113.63(g), 113.64(e) or 113.73(c) for violation of 19 CFR 149.2.

5. **Failure to withdraw a filing.** A claim for liquidated damages will be issued in the amount of \$5,000. Importers must be aware of the significance of withdrawing a filing during the cancellation of an order, major changes in the information regarding the shipment or a complete change in routing.

TIMELINE

- 1) Supplier/vendor requests booking
- 2) Origin office adds booking request to DBS
- 3) GLL routes and returns DBS
- 4) Origin office issues booking confirmation/house bill
- 5) Origin office sends ISF 10+2 form to vendor/supplier for completion
- 6) House bill number will be added to DBS for every shipment and returned next day
- 7) Empty container is routed to stuffing location
- 8) Once container is loaded at stuffing location ISF 10+2 form should be sent within 24 hours
 - a. ISF 10+2 form MUST be sent no later than 48 hours before container loading at port
 - b. Any ISF forms with incorrect information will be returned to origin office for correction, must be returned overnight with corrections
- 9) Once ISF is filed DBS will be updated to reflect ISF filing
- 10) If any information changes GLL/GLBS must be notified immediately to update ISF filings
 - a. This includes changes in routing, merchandise loaded, cancelled booking or change in sell to/ship to parties

