

Declaration for IMPORTER SECURITY FILING (ISF)  
 US Brokerage - Required by UPS for ISF submission  
 ISF-10



Send completed form to:  
[upsclsif@ups.com](mailto:upsclsif@ups.com), [electro-motive\\_diesel@ups.com](mailto:electro-motive_diesel@ups.com), i

OPTIONAL FIELDS IN ITALICS

ISF Importer Company Name

PART I — ISF 10 DATA

1. Shipment Type  Regular  To Order  Household Goods/Personal Effects  Carnet  Intl Mail  
 Military/Govt  Diplomatic  US Goods Returned  FTZ

2. Will cargo arrive in a container?  Yes

3. Filing Type  Compliant  Flexible Timing  Flexible Range  Flexible Timing & Range

4. Place of Loading:  5. 1st Port of Call:  6. ETD:  MM/DD/YY  
 7. ETA:  MM/DD/YY 8. Importer's Ref #  9. Carnet#

PART II — ISF BL DATA

10. BL DATA (lowest level filed in AMS): SCAC (4 letter)  BL# (up to 12 numbers)   
 11. BL TYPE:  Housebill  Straight / Regular Bill 12.  UPS is booking the transportation for this shipment

PART III — ISF PARTY DATA

13. ISF Importer ID#

14. Consignee ID#:  Same as ISF Importer If not same as ISF Importer, ID#:   
 15. IOR ID#:  Same as ISF Importer If not same as ISF Importer, ID#:

16. SELLER'S NAME & ADDRESS  Multiple Sellers Exist  
 Name   
 Street Address 1   
 Street Address 2   
 City/State/Province   
 Postal Code   
 Country

17. BUYER'S NAME & ADDRESS  Same as Ship To Party  Multiple Buyers Exist  
 Name   
 Street Address 1   
 Street Address 2   
 City/State/Province   
 Postal Code   
 Country

18. CONSOLIDATOR NAME & ADDRESS

Same as Manufacturer  Multiple Consolidators Exist  
 Name   
 Street Address 1   
 Street Address 2   
 City/State/Province   
 Postal Code   
 Country

19. CONTAINER STUFFING LOCATION NAME & ADDRESS

Same as Manufacturer  Multiple Stuffing Locations Exist  
 Name   
 Street Address 1   
 Street Address 2   
 City/State/Province   
 Postal Code   
 Country

20. MANUFACTURER (SUPPLIER) NAME & ADDRESS

Same as Seller  Multiple Manufacturers Exist  
 Name   
 Street Address 1   
 Street Address 2   
 City/State/Province   
 Postal Code   
 Country

21. SHIP TO NAME & ADDRESS

Multiple Ship To Parties Exist  
 Name   
 Street Address 1   
 Street Address 2   
 City/State/Province   
 Postal Code   
 Country

PART IV — INVOICE INFORMATION

Part Number	Item Description	Tariff Code (min. 6 digits)	Quantity	Country of Origin

PART V — EMAIL ADDRESSES FOR ISF ACCEPTANCE MESSAGING

Email Address  Email Address   
 Email Address  Email Address

PART V — NAME OF KNOWLEDGEABLE PARTY

22. Name/ Signature  23. Date

OPTIONAL FIELDS IN ITALICS

LAST UPDATE TIME: 11/20/2015 10:45

**Additional Manufacturers/Suppliers**

<b>Name</b>				
<b>Street Address 1</b>				
Street Address 2				
City				
State/Province				
Postal Code				
Country				
PART NUMBER	ITEM DESCRIPTION	TARIFF CODE (min of 6 digits)	QTY	Country of Origin
<b>Name</b>				
<b>Street Address 1</b>				
Street Address 2				
City				
State/Province				
Postal Code				
Country				
PART NUMBER	ITEM DESCRIPTION	TARIFF CODE (min of 6 digits)	QTY	Country of Origin
<b>Name</b>				
<b>Street Address 1</b>				
Street Address 2				
City				
State/Province				
Postal Code				
Country				
PART NUMBER	ITEM DESCRIPTION	TARIFF CODE (min of 6 digits)	QTY	Country of Origin

<b>Name</b>				
<b>Street Address 1</b>				
Street Address 2				
<b>City</b>				
<b>State/Province</b>				
<b>Postal Code</b>				
<b>Country</b>				
<b>PART NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>TARIFF CODE (min of 6 digits)</b>	<b>QTY</b>	<b>Country of Origin</b>
<b>Name</b>				
<b>Street Address 1</b>				
Street Address 2				
<b>City</b>				
<b>State/Province</b>				
<b>Postal Code</b>				
<b>Country</b>				
<b>PART NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>TARIFF CODE (min of 6 digits)</b>	<b>QTY</b>	<b>Country of Origin</b>
<b>Name</b>				
<b>Street Address 1</b>				
Street Address 2				
<b>City</b>				
<b>State/Province</b>				
<b>Postal Code</b>				
<b>Country</b>				
<b>PART NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>TARIFF CODE (min of 6 digits)</b>	<b>QTY</b>	<b>Country of Origin</b>





## IMPORTER SECURITY FILING (ISF) 10 DECLARATION INSTRUCTIONS

Note: Completed ISF Transmittal Form is required by UPS Brokerage for all ocean shipments with a US destination **72 hours prior to vessel lading.**

Items highlighted in yellow are typically obtained by the importer from the forwarder.

**! Best Practice: Complete all elements that will be repeatable, then save the partially completed form to be used as a template. For future shipments, open the template form, and complete only new data.**

BOX	SECTION	INSTRUCTIONS
	ISF Importer Name	Please provide your company name (company name of ISF Importer)
<b>PART I — ISF 10 DATA</b>		
1 (Choose One)	ISF Shipment Type	1-Regular Filing: This transaction type covers the vast majority of commercial shipments 2-To Order Shipments: Should be used for shipments that have not yet been sold to a buyer in the U.S.; typically used for commodities shipments (e.g., coffee beans, cocoa, etc.) 3-HHG / PE: Should be used for all household goods & personal effects shipments; this includes shipments for returning military members, other U.S. governmental personnel and their families; no bond is required (UPS SCS Terms and Conditions and pre-approvals must be followed) 4-Military / Government: Only to be used for actual government or military shipments and not the personal effects or household goods of individual government personnel; no bond is required 5-Diplomatic Shipment: Only to be used by foreign entities entitled to diplomatic immunity; returning U.S. diplomatic personnel are not entitled to use this transaction type; no bond is required 6-Carnet: Covers shipments arriving under a carnet; no bond is required 7-US Return Goods: Reserved for shipments containing only goods manufactured in the U.S. (if a shipment contains both US goods and non-US goods requiring Regular Filing, then the Regular Filing type must be used) 8-FTZ Shipments: Reserved for shipments going into a Foreign Trade Zone 9-International Mail Shipments: Reserved for USPS mail shipments; no bond is required
2	Will cargo arrive in the US in a container?	Check the box to indicate that the cargo will arrive in the US in a container; leave blank if cargo will not move in a container.
3	Filing Type	Mark the appropriate box based on types below.
Choose One	Compliant	Select if all ISF data is complete and accurate.
	Flexible Timing	Select if all ISF data is complete and accurate, but the Container Stuffing Location and/or Consolidator (Stuffer) will be provided to UPS for amendment of this ISF record at least 24 hours prior to US arrival.
	Flexible Range	Select if exact data is not known for any of the following elements, and a range of data is being provided which will later be corrected upon notification of UPS brokerage at least 24 hours prior to US arrival: manufacturer/supplier, ship to party, country of origin, and/or commodity HTSUS number(s)
	Flexible Timing & Range	Select if both Flexible Timing and Flexible Range applies
4	Place of Loading	Load port of mother vessel (vessel that moves cargo to the US)
5	1st Port of Call	First port of call in the US
6	ETD	Vessel departure date from foreign port of lading at which goods were laden onboard the mother vessel (vessel that moves cargo to the US)
7	ETA	Vessel arrival date at first U.S. port of unloading
8	Importer's Reference #	Importer reference number (optional)

9	Carnet #	If ISF Shipment Type is Carnet, provide the 2-letter country code of the country that issued the carnet and the carnet number
<b>PART II — ISF BL DATA</b>		
10	BL SCAC & Number	SCAC (4-letter Standard Container Alpha Code) of the filer (automated NVOCC or carrier) of the BL in CBP's Automated Manifest System (AMS), and the lowest BL number filed in AMS. Master BL#s and sub-HBs must not be reported. The BL# must have 12 or fewer numbers and no punctuation.
11	BL Type	Select Regular/Straight Bill if the BL was issued by a carrier (a Regular/Straight BL will have no underlying HBLs) or House Bill if the BL was issued by a forwarder
12	UPS as Booking Party	Select if UPS is booking the transportation for this shipment at origin
<b>PART III— SUPPLY CHAIN PARTIES</b>		
13	ISF Importer ID#	Provide the ID# (EIN/IRS#, SS#, or CBP assigned#) of the ISF Importer
14	Consignee ID#	Check box to indicate if same as ISF Importer ID#, or provide ID# (EIN/IRS#, SS#, or CBP assigned#) of the party on whose account the goods are being shipped; this is typically the same party as the importer of record on the customs entry. A U.S. consignee ID# must be reported in the case of a DDP shipment having a non-US ISF importer.
15	IOR (Importer of Record) ID#	Check box to indicate if same as ISF Importer ID#, or provide ID# (EIN/IRS#, SS#, or CBP assigned#) of the importer that will be reported on the US customs entry.
16	Seller's 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 to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided. (The party required for this element is consistent with the information required on the invoice of imported merchandise to the U.S.)
17	Buyer's 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 address of the owner of the goods must be provided. (The party required for this element is consistent with the information required on the invoice of imported merchandise to the U.S.) Mark box if Buyer name and address is the same as the Ship To name and address.
18	Consolidator Name and Address	Name and address of the last party who stuffed the container or arranged for the last stuffing of the container. For break bulk shipments, the name and address 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. Mark box if the Consolidator name and address is the same as the manufacturer/supplier name and address.
19	Container Stuffing Location Name and Address	Name and address of the last physical location where goods were stuffed into the container. For break bulk shipments, the name and address of the physical location where the goods were made "ship ready" must be provided. Mark box if the Container Stuffing Location name and address is the same as the manufacturer/supplier name and address.
20	Manufacturer's Name and Address	Name and address of the entity that last manufactures, assembles, produces, or grows the commodity <u>or</u> name and address of the supplier of the finished goods in the country from which they are leaving. <u>In the alternative</u> , the name and address of the manufacturer (or supplier) that is currently required by the import laws, rules and regulations of the US (i.e. entry procedures) may be provided (this is the information that is used to create the existing manufacturer identification (MID) number for entry purposes). Manufacturer information is required for each line item shipper references in Part III. If there are multiple manufacturers, use the ADDL MANUFACTURERS worksheet to insert additional names and address. Insert additional fields as needed. Alternatively, shipper can provide scanned commercial invoice only if many items or invoices exist.
21	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.
<b>PART IV — INVOICE INFORMATION</b> - Use ADDL MANUFACTURERS worksheet for additional line items.		
	Part Number	Part number of each type of commodity.

	Item Description	Product description used to apply the Harmonized Tariff Code if one has not been provided. To avoid questions and delays, a clear description of the goods must be provided so the ISF agent can apply the proper Harmonized Tariff Code to the commodity.
	Tariff Code	Duty/statistical reporting number under which the article is classified in the HTSUS. The HTSUS number is required to be provided to at least the 6 digit level and may be provided to the 10 digit level. This element is the same as the "H.S. Number" on the customs entry.
	Qty	Item quantity.
	Country of Origin	Country of manufacture, production, or growth of the article, based upon import laws, rules, and regulations of the United States. This element is the same as the "country of origin" on the customs entry.
<b>PART V — EMAIL ADDRESSES FOR ISF ACCEPTANCE MESSAGING</b>		
	Email Addresses	Provide email address of importer, forwarder, and/or shipper who require receipt of the ISF acceptance.
<b>PART V — NAME OF KNOWLEDGEABLE PARTY</b>		
22	Name/Signature	Name and signature of the person completing the declaration.
23	Date	Date form was completed.