

Importer Security Filing Information Form



Email to: dperez@mpechicago.com
 or Fax to: 773-242-2911

Master Bill of Lading:	
Carrier Name:	
Port of Loading:	
Port of Destination:	

Purchase Order No:	
House Bill of Lading:	
Vessel / Voyage:	
Loading Date:	
Arrival Date:	

Exporter/Shipper/Supplier name and address

Importer/Ship To/Consignee name and address
Modern Process Equipment, Inc.
3125 S. Kolin Ave.
Chicago, IL 60623

Exporter's Freight Forwarder/Customs Broker name and address
Tax ID No.

Importer's Freight Forwarder/Customs Broker name and address
RS Express
1330 Mark St.
Elk Grove Village, IL 60007
Attn: Ted Schueneman
Phone: 630-350-9111 e-mail: ted@rsexpress.com
Consignee EIN Number (on file @ RS Express)

Container Stuffing Location name and address

Consolidator/Loader name and address

Itemized Description of Cargo

Country of Origin	Harmonized Tariff Number

Instructions for completing the ISF Information Form are attached.

Shipper, importer, or their forwarding agent must provide completed cover sheet no less than **72 hours prior to vessel loading** to ensure timely filing of ISF.

Provide Harmonized Tariff Numbers if known, but leave blank if not known.

Any changes to ISF information must be reported immediately so corrections may be transmitted to Customs no later than 24 hours prior to vessel arrival in the USA.

ISF Filing Information Data Sheet Instructions

Bill of Lading – This is also known as the AMS House Bill of Lading. No Sub House Bills of Lading are to be used. A master bill of lading is acceptable if no House Bill has been issued.

Carrier Name/Port of Loading/Port of Destination: You will be able to obtain this information from the freight company that is handling your shipment.

Vessel/Voyage: You will be able to obtain this information from the freight company that is handling your shipment.

Loading Date and Time – Date and time that the container will load onto the sailing vessel. This will need to be in the following format: mm/dd/yy 2400hr, or 01-26-09 1600. ***The form will need to be submitted no later than 72 hours prior to this time in order to allow proper filing.***

Exporter/Shipper/Supplier – Name and address of the entity that is shipping the commodity or the name and address of the supplier of the finished goods in the country from which the goods are leaving. **Postal code information is required if the country of the seller uses one.

Importer/Ship To/Ultimate Consignee – Name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody. This may be the same as the Importer of Record. This must be the ACTUAL address where the cargo is delivering, NOT a corporate address.

Container Stuffing Location – Name and address(es) of the physical location(s) where the goods were stuffed into the container. For break bulk shipments, the name and address(es) of the physical location(s) where the goods were made “ship ready” must be provided. “Scheduled” stuffing location may be provided. This may also be the same as the manufacturer/supplier. If a “factory load,” provide name and address of the factory. DUNS number will be accepted.

Consolidator/Loader – 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” or the party who arranged for the goods to be made “ship ready” must be provided. If no consolidator is used (“factory load” shipments) provide name and address of the exporter/shipper/supplier. A DUNS number will be accepted in lieu of name and address.

Description/Part Number – Description of the goods and/or your part number.

Country of Origin – Country of manufacture, production, or growth of the article, based upon the import laws, rules and regulations of the United States. For items originally purchased from MPE and being returned to MPE for rework the country of origin will be USA.

Harmonized Tariff Schedule of the United States – Required to the six-digit level, but allowed to be reported to the 8 or 10-digit level. Same as the HTS number on the Entry (3461)/Entry Summary (7501). All HTS Numbers associated with the shipment will need to be reported.

Any questions, please contact Debra Perez at 773-254-3929, e-mail dperez@mpechicago.com