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CDM WinISF User Guide

GETTING STARTED

<p>Step 1</p> <p>Define HTS Code</p>	<p>You must define HTS codes prior to any ISF submission</p> <p>Valid HTS (HS) codes can be found at http://hts.usitc.gov/</p>
<p>Step 2</p> <p>Define Parties</p>	<p>Defining party details is optional, but highly recommended for frequently used parties</p>
<p>ISF Submission</p>	<p>Every ISF submission requires at the minimum a Manufacturer, Consignee, Ship To Party, Consolidator, Cargo Stuff Location, Buying Party, Selling Party</p>
<p>NOTES</p>	



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ISF Submission

-  [Add, Delete, Replace ISF](#)
-  [Pending ISF Report](#)

ISF Data Definitions

-  [Parties](#)
-  [HTS Codes](#)

ISF Reports

-  [ISF Receipt](#)
-  [ISF BOL Log](#)
-  [Transmission Log](#)
-  [ISF Download](#)

ISF Profile

-  [ISF Profile Update](#)

ISF Submission	<ul style="list-style-type: none">• Add, Delete, Replace ISF - Allows user to create, update or delete an ISF shipment• Pending ISF Report – This is a valuable tool for tracking ISF shipments that were not accepted by U.S. Customs
ISF Data Definitions	<p>Allows user to setup frequently used parties and HTS Codes</p> <p>Parties</p> <ul style="list-style-type: none">▪ Manufacturers▪ Selling Party▪ Buying Party▪ Ship To Party▪ Container Stuffing Location▪ Consolidator▪ Consignee▪ Booking Party (only for FROB, TE, IE) <p>HTS Codes</p> <ul style="list-style-type: none">▪ Must be valid HTS code, the link below provides a list of valid HTS codes <p>http://hts.usitc.gov/</p>



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ISF Receipt	Allows user to create a report with key ISF details that can be sent to parties related to ISF submission, report includes ISF transaction number provided by U.S. Customs, if the ISF shipment was ACCEPTED
ISF BOL Log	Allows user to review a complete history of U.S. Customs response(s) for an ISF shipment
Transmission Log	Allows user to create a ISF transmission report within a given date range
Download ISF	Allows user to retrieve ISF responses based on date range



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PARTIES

Add

Main Menu

Type	Name	Id	City	Country	Action
MF	ABC MANUFACTURING		KOWLOON, HONG KONG	<input type="checkbox"/> K <input type="checkbox"/> NA	<p>Edit Delete</p>

Add

Main Menu

Add	Allows user to create new party information
Edit	Allows user to modify existing party information
Delete	Allows user to delete (remove) existing party information
Main Menu	Returns user to ISF Main Menu



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PARTY DETAIL

Action	ADD		
Type	Manufacturer/Supplier <input type="button" value="v"/>		
Name	<input type="text"/>		
Secondary Name	<input type="text"/>	Alternative Addressee <input type="button" value="v"/>	
Identifier Number	<input type="text"/>	Identifier Code	N/A <input type="button" value="v"/>
Address	<input type="text"/>		
City	<input type="text"/>		
Postal Code	<input type="text"/>		
Country	--- Select From List --- <input type="button" value="v"/>		
Country Sub Code (State,Province)	<input type="text"/>		
Custom Code	<input type="text"/>		

Type	Select the appropriate type from the drop down list
Name	Enter complete name of party, maximum 35 characters
Secondary Name	Enter secondary name if applicable, if secondary name is entered, the secondary name type must be defined
Identifier Number	<p>Required only for Consignee. Recommended to be blank for all other Party Types.</p> <p>Valid Formats</p> <p>EIN (IRS No.)..... NN-NNNNNNN CBP Assigned Number..... YYDDPP-NNNNN Social Security Number..... NNN-NN-NNNN Encrypted Number (Ultimate Consignee Only)..... -CCCCCCCCC</p> <p>Where N=Number, X=Alphanumeric, YY=Last two digits of the calendar year when the number is assigned, DDPP=district/port code where the number is assigned, C=Character</p>



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Identifier Code	<p>Valid Party Identifier Qualifiers.</p> <p>EI EIN (IRS number)</p> <p>EI EIN (IRS number)</p> <p>NI CBP-assigned Number for Consignee</p> <p>CIN..... CBP encrypted Consignee ID</p> <p>34..... Social Security Number</p> <p>DUN..... DUNS Number</p> <p>DNS..... DUNS+ 4 Number</p> <p>FR..... FIRMS code</p> <p>N/A..... Required for Blank Identifier Number</p>
Address	Please note the first line of the address must be completed, maximum 35 characters per line
City	City name is required, maximum 35 characters
Postal Code	Leave blank if no postal code is available, maximum 15 characters
Country	Select country from drop down list
County Sub Code	<p>State for United States, Province for Canada, Mexico, etc.</p> <p>Valid Sub Codes Available At:</p> <p>http://www.unece.org/cefact/locode/service/sublocat.htm</p>



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HTS CODES

HTS Code	Description	Product ID	Action
151530	CASTOR OIL		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Search Capability	Select one of the following search options: HTS code, Description or Product ID then enter all or part of the search criteria then click SEARCH
Add	Allows user to create new HTS code
Edit	Allows user to modify existing HTS code
Delete	Allows user to delete (remove) existing HTS code
Main Menu	Returns user to ISF Main Menu



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HTS CODE DETAIL

Action	DD
HTS Code	<input type="text"/> HTS LOOK-UP
Description (If Blank, HTS Master description will be used)	<input type="text"/>
Product ID	<input type="text"/>

HTS Code	Enter 6 digit HTS Code, click red HTS LOOK-UP get valid HTS codes http://hts.usitc.gov/
Description	Enter description for HTS code, does not have to be technical and is not transmitted to U.S. Customs
Product ID	Enter your product ID reference for the HTS code, this information is not transmitted to U.S. Customs
Main Menu	Returns user to ISF Main Menu



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ISF SUBMISSION – BILL OF LADING DEFINITION/SELECTION

Action	<input type="text" value="New ISF Shipment"/>
Bill of Lading (Must include SCAC)	<input type="text"/>
Copy from Bill of Lading or Our Reference (Optional)	<input type="text"/>

Action	<p>Options</p> <ul style="list-style-type: none"> • New ISF Shipment – create a new ISF shipment, the bill of lading number must NOT exist in system. • Replace Existing ISF Shipment – Modify or View an existing ISF shipment • Deactivate Existing ISF Shipment – Cancel an existing ISF shipment. Deactivated ISF shipments will not be removed from the system.
Bill of Lading	Enter master or house bill of lading number, no spaces or special characters. Remember to include SCAC code at the beginning of the bill of lading number, the SCAC code is usually four characters. If you are not sure if the bill of lading number includes the SCAC code, contact the carrier or NVOCC and ask them “does bill of lading number include SCAC?”
Copy from Bill of Lading	Enter existing bill of lading number to use as a template, the header details, additional reference(s), container(s), parties and HTS code details will automatically be copied to the new ISF shipment. The user can make any necessary changes to the new ISF shipment without affecting the old ISF shipment.



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ISF SUBMISSION – HEADER

Action	Replace ISF
Bill of Lading	SWIJMSXNYK9DL026804
Bill of Lading Type *	Ocean Bill of Lading - used for Regular Bills
Shipment Type *	Standard Filing
Transaction Type *	Complete Transaction
ISF Importer Code *	EIN (IRS No.) - (NN-NNNNNN)
ISF Importer No. *	11-239716700 Valid Formats = NN-NNNNNN00, YYDDPP-NNNNN, NNN-NN-NNNN
Passport DOB (mm/dd/yyyy) (C)	
Passport Country (C)	--- Select from List ---
Carrier Code (O)	CHHK (SCAC)
Use Third Party ISF Bond	No If YES , ISF Bond Holder must be blank and Surety Code required on Next Page If NO , ISF Bond Holder must be entered and is usually the same as the ISF Importer No. entered above
ISF Bond Holder	11-239716700 Valid Formats = NN-NNNNNN00, YYDDPP-NNNNN, NNN-NN-NNNN
ISF Bond Holder Activity Code	Importer or Broker
ISF Bond Type	Continuous
Master Bill of Lading (O)	CHHKXMNNY C901827
Our Reference No. (O)	
Additional References (O)	0
Number of Container(s) (O)	0



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Bill of Lading Type	<input type="checkbox"/> Options <ul style="list-style-type: none"> • Ocean Bill of Lading – used for master or regular bills of lading • House Bill of Lading – used for house bill of lading, house bill of lading is usually provided by a NVOCC or Co-Loader
Shipment Type	Options <ul style="list-style-type: none"> • Standard Filing • To Order Shipments • Household Goods/Personal Affects • Military, Government • Diplomatic Shipment • Carnet • US Goods Returned • FTZ Shipments • International Mail Shipment
Transaction Type	Options <ul style="list-style-type: none"> • Complete Transaction (CT) – all data is present, no special flexibility rules apply. If CT is used, the ISF can be updated if necessary, but U.S. Customs does not require the ISF to be updated. • Flexible Range (FR) – a range of data for the Manufacturer, Ship To party, Country of Origin, or HTS number has been provided. The ISF MUST be updated as soon as better information becomes available, but never later than 24 hours prior to arrival. If FR is used, U.S. Customs expects to receive a timely update. • Flexible Timing (FT) – the Consolidator and/or Container Stuffing Location has not been provided. The ISF MUST be updated as soon as better information becomes available, but never later than 24 hours prior to arrival. If FT is used, U.S. Customs expects to receive a timely update. • Flexible Range and Timing (FX) - the rules of Flexible Range and Flexible Timing listed above are applied to ISF shipment.



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ISF Importer Code	<p>Options</p> <ul style="list-style-type: none"> • EIN (IRS No.) • hBP Assigned Number • Social Security Number • Passport Number – when selecting this code user must enter additional information: Date of Birth on Passport, Passport Issuing Country
ISF Importer No.	<p>Valid Formats</p> <p>EIN (IRS No.)..... NN-NNNNNNNN</p> <p>CBP Assigned Number..... YYDDPP-NNNNN</p> <p>Social Security Number..... NNN-NN-NNNN</p> <p>Passport.....</p>
DOB (mm/dd/yyyy)	Required if ISF Import Code equals Passport
Passport Country	Required if ISF Import Code equals Passport
Carrier Code	Enter valid carrier SCAC code, this field is optional
Use ISF Bond	<p>If value = 'Yes', the ISF Bond Holder must be blank and Surety Code is required in Additional References</p> <p>If value = "No", the ISF Bond Holder must be entered.</p>
ISF Bond Holder	This field is required if the Use ISF Bond field equals "No". The ISF Bonder is usually the same value as the ISF Importer No.
ISF Bond Holder Activity Code	<p>Options</p> <ul style="list-style-type: none"> • Importer or Broker • Custodian of Bonded Merchandise • International Carrier • Foreign Trade Zone Operator • ISF Bond
ISF Bond Type	<p>Options</p> <ul style="list-style-type: none"> • Continuous • Single Transaction



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Master Bill of Lading	Enter carrier master bill of lading number, this field is optional
Our Reference No.	Enter your reference number, this field is optional
Additional References	Enter number of additional references to be defined, if USE ISF Bond = 'Yes', then minimum value must be one, zero is a valid value
Number of Container(s)	Enter number of containers to be defined, zero is a valid value, this field is optional



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ISF SUBMISSION – REFERENCE & EQUIPMENT

Bill of Lading	TEST01						
REFERENCE				EQUIPMENT			
Code	Number	Delete	Code	Prefix	Number	Check Digit	Delete
Surety Code	v12345678	<input type="checkbox"/>	40' (CLOSED TOP)	<input type="checkbox"/>	123456	7	<input type="checkbox"/>

Reference Code	<p>Valid Selections</p> <ul style="list-style-type: none"> ▪ US CBP Entry Number ▪ Master Bill of Lading Number ▪ ISF Bond Number ▪ Surety Code
Reference Number	Enter valid reference number related to reference code
Reference Delete	By checking delete and clicking Next button reference record will be removed
Equipment Code	<p>Valid Selections (Other codes can be added upon request)</p> <ul style="list-style-type: none"> ▪ 20' (OPEN TOP) ▪ 20' (CLOSED TOP) ▪ 40' (OPEN TOP) ▪ 40' (CLOSED TOP) ▪ OTHER CONTAINER ▪ FLAT BED TRAILER
Equipment Prefix	Enter first four characters of the container number, this is usually the carrier SCAC code
Equipment Number	Enter container serial number
Equipment Check Digit	Enter container check digit, if applicable
Equipment Delete	By checking delete and clicking Next button equipment record will be removed



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ISF SUBMISSION – PARTIES

Bill of Lading		TEST01		
Type	Name	City	Country	Action
MF	ABC MANUFACTURING	KOWLOON, HONG KONG	CHINA	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
ST	ARIZONA RETAILERS	TEMPE	UNITED STATES	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
CS	CARGO CONSOLIDATORS	HONG KONG	CHINA	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
LG	CSL CARGO	HONG KONG	CHINA	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
BY	LMN BUYING PARTY	SCOTTSDALE	UNITED STATES	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
CN	LONGHORN DIVISION	AUSTIN	UNITED STATES	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
SE	XYZ SELLING PARTY	HONG KONG	CHINA	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Add Party	Add party information to ISF submission
Next	Move to HS code section
Edit	Edit party information related to ISF submission
Delete	Delete (remove) party from ISF submission



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Main Menu	Returns user to ISF Main Menu
IMPORTANT NOTES	Every ISF submission requires at the minimum <ul style="list-style-type: none"> ▪ Manufacturer ▪ Consignee ▪ Ship To Party ▪ Consolidator ▪ Cargo Stuff Location ▪ Buying Party ▪ Selling Party
NOTES	



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ISF SUBMISSION – PARTY DETAIL

Action	ADD
Bill of Lading	SWIJMSXNYK9DL026804
Search By Party Name	<input type="text"/> Search ISF Party Database
Existing Parties	<input type="text" value="--- Select from list ---"/> You can select an Existing Party then Change Type Below To Copy Details (Except Type) From That Party Please Note if Type Selected Below is Consignee, Identifier Number and Code is Required
Also Create	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Seller <input type="checkbox"/> Consolidator <input type="checkbox"/> Container Stuffing Location <input type="checkbox"/> Buyer <input type="checkbox"/> Ship To
Type	<input type="text" value="-- Select From List --"/>
Name	<input type="text"/>
Secondary Name	<input type="text"/> Alternative Addressee
Identifier Number	<input type="text"/> Identifier Code <input type="text" value="N/A"/>
*** TIP DEFINITION *** Identifier Number and Identifier Code should ONLY be defined for CONSIGNEE All other types should have BLANK Identifier Number and N/A Identifier Code EXCEPTION: Manufacturer defined ONLY by DUNS or DUNS+4 Identifier Number	
Address	<input type="text"/> <input type="text"/>
City	<input type="text"/>
Postal Code	<input type="text"/>



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Country	<input type="text" value="--- Select from list ---"/>
Country Sub Code (State, Province)	<input type="text"/>
Search By	Search criteria options include party name or party custom code then enter all or part of the search data then click SEARCH ISF PARTY DATABASE to populate Existing Parties with search criteria. If the user clicks the SEARCH button with no value in the search field, the Existing Parties list will display all available Party details
Existing Parties	Select from list of pre-defined parties to eliminate additional data entry
Also Create	This row ONLY displays when ADDING a party and allows the user to create additional Party records for the selected EXISTING PARTY thus eliminating the new to click ADD PARTY again. For example, if the user selects a CONSIGNEE from the Existing Parties and clicks BUYER and SHIP TO and clicks SAVE, the system will automatically create THREE records.
Type	Options <ul style="list-style-type: none"> • Manufacturer • Seller • Consolidator • Container Stuffing Location • Consignee • Buyer • Ship To
Name	Enter complete name of party, maximum 35 characters
Secondary Name	Enter secondary name if applicable, if secondary name is entered, the secondary name type must be defined
Identifier Number	Required only for Consignee type, other types should be BLANK Valid Formats EIN (IRS No.)..... NN-NNNNNNN CBP Assigned Number..... YYDDPP-NNNNN



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	<p>Social Security Number..... NNN-NN-NNNN Encrypted Number (Ultimate Consignee Only)..... -CCCCCCCCCCC</p> <p>Where N=Number, X=Alphanumeric, YY=Last two digits of the calendar year when the number is assigned, DDPP=district/port code where the number is assigned, C=Character</p>
Identifier Type	<p>Valid Party Identifier Qualifiers. Types, EXCEPT Consignee, should be N/A unless defining by DUNS or DUNS+4 number</p> <p>EI..... EIN (IRS number) ANI..... CBP-assigned Number for Consignee CIN..... CBP encrypted Consignee ID 34..... Social Security Number DUN..... DUNS Number DNS..... DUNS+ 4 Number FR..... FIRMS code N/A..... Not Applicable</p>
Address	Please note the first line of the address must be completed, maximum 35 characters per line
City	City name is required, maximum 35 characters
Postal Code	Leave blank if no postal code is available, maximum 15 characters
Country	Select country from drop down list
County Sub Code	<p>State for United States, Province for Canada, Mexico, etc.</p> <p>Valid Sub Codes Available At: http://www.unece.org/cefact/locode/service/sublocat.htm</p>



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ISF SUBMISSION – HS CODES

Bill of Lading	TEST01		
HTS Code	Manufacturer	Country	Action
1003004010	ABC MANUFACTURING	CHINA	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

<input type="button" value="Add HS Code"/>	<input type="button" value="Transmit to CBP"/>	<input type="button" value="Main Menu"/>
--	--	--

Add HS Code	Add HS code details to ISF submission
Transmit to CBP	Move to CBP Transmission Confirmation
Main Menu	Returns user to ISF Main Menu
NOTES	



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ISF SUBMISSION – HS CODE DETAIL

Action	EDIT
Bill of Lading	TEST01
HS Code	1003004010 - BARLEY SEED
Manufacturer	ABC MANUFACTURING
Country	CN - CHINA

HS Code	Select from pre-defined HS code list
Manufacturer	Select from available Manufacturers defined in ISF submission
Country	Select country from drop down list
NOTES	



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ISF SUBMISSION – CONFIRM TRANSMISSION

Bill of Lading	TEST01
Action	Update ISF

Confirm Transmission	Click Confirm Transmission to transmit ISF to CBP and receive internal control number
NOTES	



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ISF SUBMISSION – CONFIRM TRANSMISSION

Bill of Lading	TEST01
Internal Reference	ISF1383019
Status	Transmission Completed!

[Return to ISF Submission](#)

[Main Menu](#)

Confirmation	
Internal Reference	CDM's internal transaction number, not to be confused with ISF Transaction Number
Status	Either Transmission Completed! -or- Transmission Failed!
NOTES	



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ISF STATUS

Bill of Lading	<input type="text"/>
----------------	----------------------

Continue

Main Menu

Bill of Lading	Enter bill of lading number to check ISF status
NOTES	

Bill of Lading	X20090020427
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ISF No.	Date	Time	Type	Code	Response
7CDM20090344513	02/12/2009	11:47	02		ISF ACCEPTED

Return to ISF Status

Main Menu

ISF No.	The is the acceptance confirmation number received from CBP that you will provide as proof of submission and acceptance
NOTES	



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ISF DOWNLOAD

Beginning Date	<input type="text" value="01/13/2009"/> (mm/dd/yyyy)
Ending Date	<input type="text" value="02/12/2009"/> (mm/dd/yyyy)

Continue

Main Menu

Beginning Date	Enter beginning date
Ending Date	Enter ending date
NOTES	<p>System will pull the following details based on CBP response date</p> <ul style="list-style-type: none">▪ Bill of Lading▪ ISF Transaction Number▪ Response Date▪ Response Time▪ Type<ul style="list-style-type: none">- 01 = Data Rejected with error(s)- 02 = Data Accepted (error free)- 03 = Data Accepted with Warning▪ Code▪ Message