



# World Exchange, Inc.

## ISF-10 WORKSHEET INSTRUCTIONS

- A. **DATE:** Enter today's date
- B. **REF/PO #:** Enter your reference number for this shipment, if any.
- \* C. **U.S.-BOUND VESSEL NAME & VOYAGE #:** Enter the name of the vessel *arriving in the U.S.* with correct voyage number.
- D. **FOREIGN PORT OF LADING:** Enter the foreign city name for the foreign port of departure
- E. **ARRIVAL PORT IN U.S.:** Enter the U.S. city name for the port of arrival
- \* F. **AMS BL#:** Enter the bill of lading number (with SCAC code) of the "lowest" bill of lading. That is, the house bill of lading or regular (i.e. simple, straight) bill of lading. You **must** include the SCAC code of the party who transmitted the BL to AMS.
- \* G. **LADING DATE:** Enter the date the container was loaded on board the U.S.-bound vessel.
- H. **TIME OF LADING:** Enter the time the container was loaded on board the U.S.-bound vessel.
- \* I. **ETD:** Enter the estimated date of departure of the vessel arriving in the U.S.
- J. **TIME OF DEPARTURE:** Enter the time the U.S.-bound vessel departs the foreign port.
- \* K. **ETA:** Enter the estimated date of arrival at the U.S. port of arrival
- \* L. **TYPE OF SHIPMENT:** If these goods are of a type listed, please identify by highlighting, circling, etc. If none of these types of shipments apply, do not identify any of the options.
- \* M. **ENTRY FILING:** Please advise whether World Exchange, Inc. will be filing the entry at the time of importation. This is to help us internally with our filing and accounting.

### The Following Information Must Be Provided No Later Than 48 Hours Prior to Foreign Lading:

- \* 1. **IMPORTER IRS #:** Enter the taxpayer ID number of the entity liable for payment of the duties and responsible for meeting statutory/regulatory requirements as a result of the importation
- \* 2. **MANUFACTURER (SUPPLIER):** Enter the name and address (*with postal code*) of one of the following:
  - 1. Entity that last manufactured, assembled, produced, or grew the commodity; or
  - 2. Supplier of the finished goods in the country from which the goods are leaving
- \* 3. **COMMODITY HTS#(S):** Enter the Classification number(s), provided at least to the six-digit level, of the commodity, as listed in the Harmonized Tariff Schedule of the United States (HTSUS). If you do not know the HTS #, provide us with a description of the merchandise.
- \* 4. **COUNTRY OF ORIGIN:** Enter the country of manufacture, production, or growth of the commodity or commodities
- \* 5. **SELLER:** Enter the name and address (*with postal code*) of the last known entity by whom the goods are sold or agreed to be sold
- \* 6. **BUYER:** Enter the name and address of the last known entity for whom the goods are sold or agreed to be sold
- \* 7. **SHIP TO PARTY:** Enter the name and address of the first deliver-to location scheduled to physically receive the goods after the goods have been released from Customs' custody.

**The Following Information Must Be Updated No Later Than 48 Hours Prior to Arrival in the U.S.:**

- \* 8. **CONTAINER STUFFING LOCATION:** Enter the name and address(es) (*with postal code*) of the physical location(s) where the goods were loaded into the container. The "scheduled" stuffing location may be provided.
  - \* 9. **CONSOLIDATOR (STUFFER):** Enter the name and address (*with postal code*) of the party who stuffed the container or who arranged for the stuffing of the container.
  - \* 10. **CONSIGNEE IRS #:** Enter the taxpayer ID number of the entity in the U.S. on whose account the merchandise was shipped
- \* *Required field*