

## **Importer Security Filing (ISF)**

### *Mandatory Information Required*

*The below list is the required information that CBI will need to know in order to process the ISF on your behalf and comply with the ISF regulations in a timely manner.*

*We recommend that you send this to each supplier/vendor at the time of ordering your product(s) as part of your purchasing/ordering procedures.<sup>1</sup>*

- 1. Manufacturer(s)/Supplier(s) Name and Address*
- 2. Seller Name and Address*
- 3. Buyer Name and Address*
- 4. Ship To Name and Address*
- 5. Container or LCL Stuffing Location (Name and Address)*
- 6. Consolidator (Stuffer) Name and Address*

*Please ensure that along with the above information we receive a copy of all shipping documents that include, but are not limited to:*

- Commercial Invoice*
- Packing List*
- Master Bill of Lading*
- House Bill of Lading*
- Arrival Notice*

*Please note that if Cargo Brokers International, Inc. does not receive the full required information as requested above 2 business days prior to your shipment being loaded onto an ocean vessel, we will not be held liable nor responsible for penalties resulting in a late ISF submission.<sup>2</sup>*

<sup>1</sup> *Need to streamline your ordering process? Contact your local CBI representative to inquire about our POET system.*

<sup>2</sup> *Don't want to have to send this with each shipment? Contact your local CBI representative and find out how our parts dictionary can help save you time and prevent late filings.*