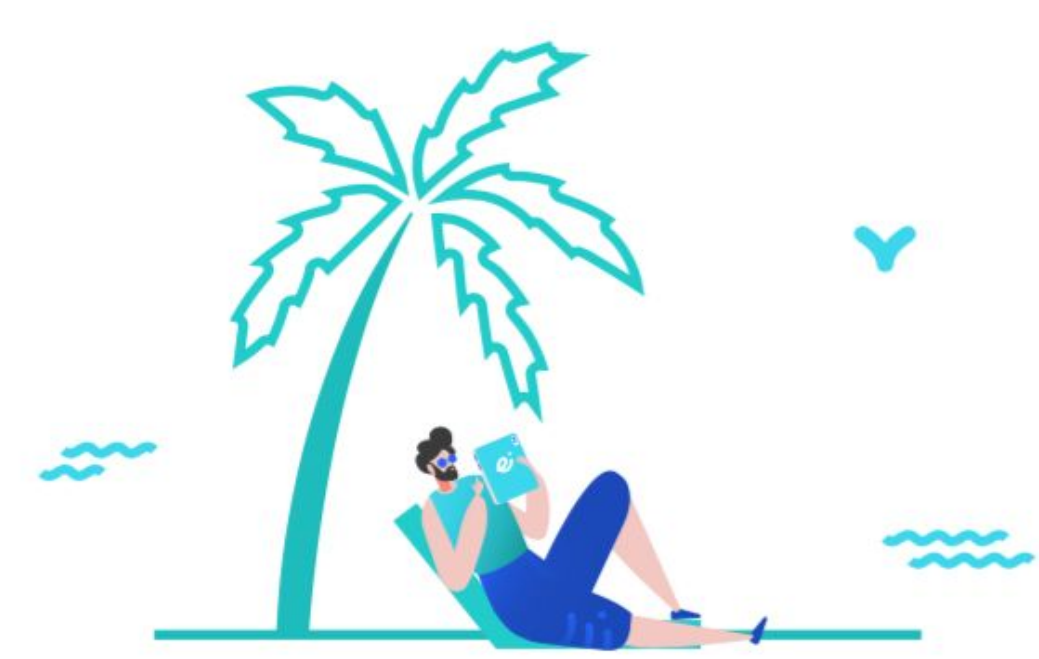




Starting with DIY Customs - It's eezy!

Support guide-Entry Summary filing



Entry Summary eezy guide

For our mobile interface

Press here



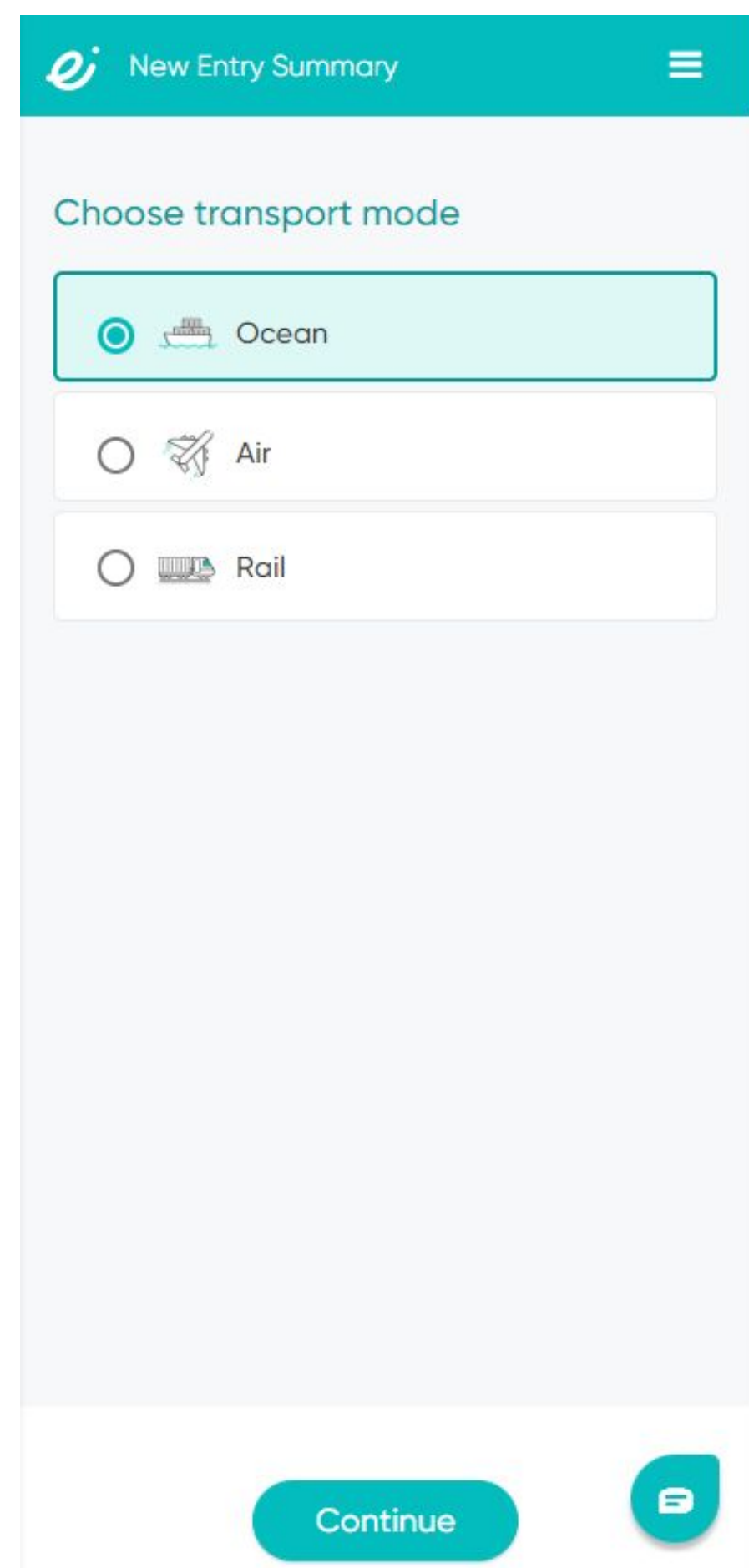
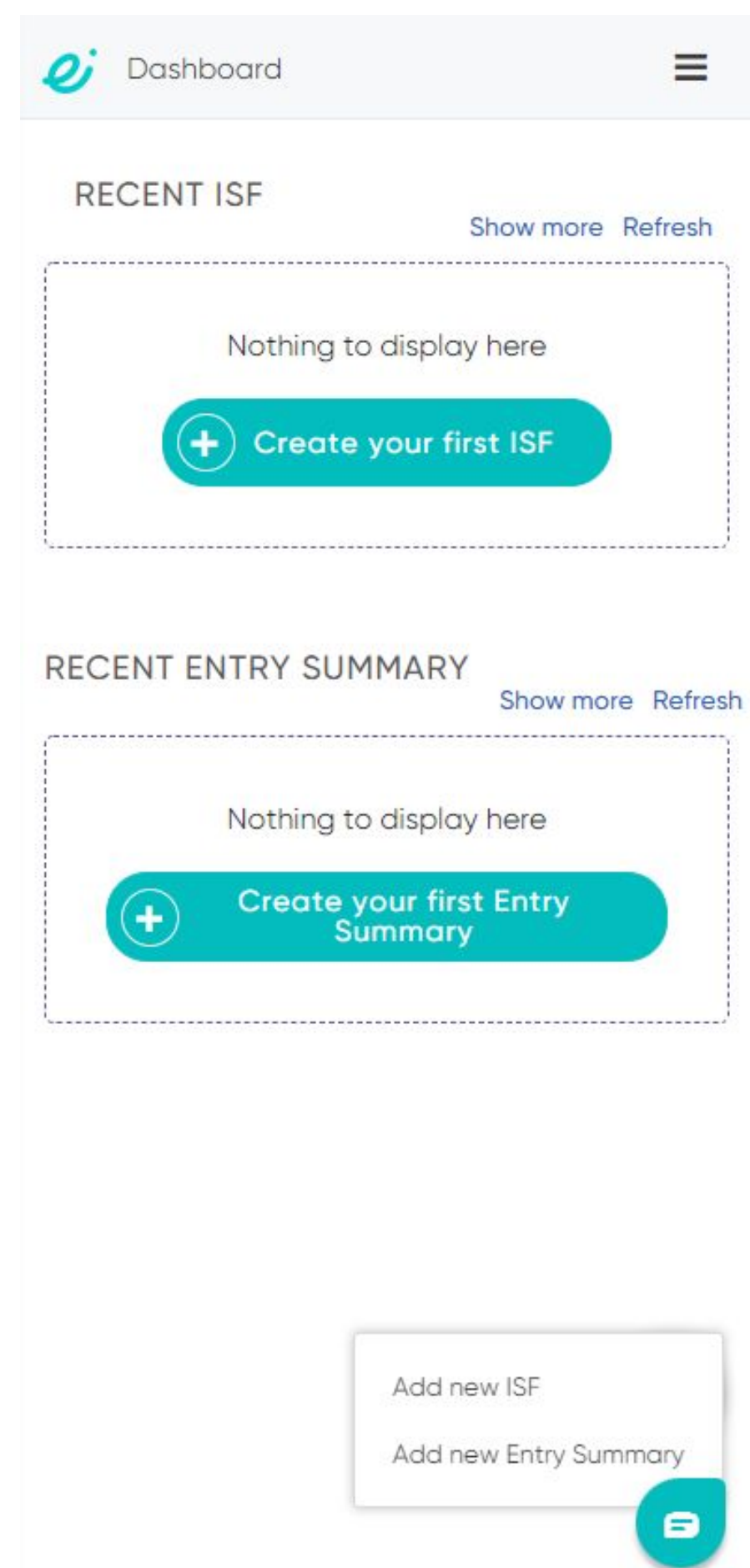
For our computer interface

Press here



Entry Summary filing

Create a new Entry Summary by pressing Add new >> Add new Entry Summary, or by adding an entry using the **+** button under the Entry tab on your main eezy menu. Make sure to have the required information and documents, and choose the mode of transport of your shipment.





Entry Summary filing

ES5910787

Shipment details

Use your shipment documents to find the details.

Ship

Vessel name

Enter...

Voyage number

Enter...

Type

☒ Formal

Above \$2500.5 (for all origin countries) or above \$250.5 for China originated goods

☐ Informal

Under \$2500.5 (for all origin countries) or under \$250.5 for China originated goods

Duties payment type

☒ Paypal

☐ ACH Method

ES5910787

Shipment details

To

Place of final destination of the shipment

Location of goods (FIRMS Code)

Usually a warehouse. Find this in your Arrival Notice

Place of delivery (Port of Unlading)

Search code or name...

Code or name of the final destination

Arrival date

Choose...

Estimated arrival date to Port of delivery. The entry should be filed no later than 7 days after arrival to the US.

US State of destination

Via

Please check this box if the port of unlading is different than the port of entry

☐ The port of unlading is different than the port of entry

Fill out the shipment details according to the information in your shipment documents (Bill of Lading, Commercial Invoice, Arrival Notice, etc.).

For an explanation about the ACH please go to [What is ACH payment method?](#)

*For the FIRMS code, please use the information on your Arrival Notice from your freight forwarder/ carrier.

The Via field is only required for shipments where the entrance port is not the final unload port.

For an explanation about the Via field go to [What is an IT number?](#)

For alerts in your Entry Summary relating to the Via field go to [Missing IT information in Entry Summary](#)



Entry Summary filing



Fill out the Bill of Lading Information,
and upload a copy of it for the
broker to review.

ES5910787

← Bill of Lading #1

Bill of lading

SCAC is a Standard Carrier Alpha Code.
Bill of Lading number is a unique identifier assigned to your shipment.
Use your shipment documents to find the details.

Master SCAC

TEST

4 letters of Carrier Code

Master BL

789987789987

Bill of Lading # letters and digits

House SCAC

TEST

4 letters of Carrier Code

House BL

654456654456

Bill of Lading # letters and digits

Total number of packages in BL

Total quantity

10

Unit of Measure

Prepaid

If you paid one of those, they may be deducted according to your Incoterms.

Insurance

USD

Transportation charges

USD

Transportation charges as per incoterms

Freight cost *

650

USD

At least \$1 per HTS code

Collect

Attach documents

Please upload documents : Bill of Lading, Commercial Invoice, Arrival Notice, Other documents - Permits / PGAs

✓ Bill of Lading #1 ISF.pdf



✕


📎 Arrival notice


*Freight charges should be filed according to the party responsible for the freight payment.
If your exporter is responsible for it, choose Prepaid and fill out the freight charge as stated in your commercial invoice.
If you are responsible for paying the freight directly with the freight forwarder, choose Collect and fill out the charges that can be found in the Arrival Notice.



Entry Summary filing

 ES5910787 BL TEST789987789987 

 Supplier info



Details of the person or company that sold the goods/products.

☒ Add new Supplier

Name

As appears on your commercial invoice

Street name

As appears on your commercial invoice


Number (optional)

City

As appears on your commercial invoice

Country

Zip/Postal code (optional)



Add your supplier information , and we will save this information for your future filing. That way, next time you file, all you'll have to do is type the first four characters of the supplier name, and we'll autocomplete it for you.







Entry Summary filing





Enter your invoice

information as detailed in the

commercial Invoice from your supplier.

 ES5910787 BL TEST789987789987 


 Commercial Invoice




Find this information in your commercial invoice.

Invoice number

Currency

USD 

Incoterms (optional)

Select 

Commercial terms of the shipment as stated in invoice

Manufacturer info

Details of the company that manufactured, assembled or grew the commodities. If you don't have this information, use your Supplier information.

☒ Use Supplier as Manufacturer info

Name
TEST


Address
1 TEST, TEST
China



☐ Add Manufacturer details


☒ Use Supplier as Manufacturer info


Name
TEST

Address



 ES5910787 BL TEST789987789987 

 Commercial Invoice

Select 

Commercial terms of the shipment as stated in invoice

Manufacturer info


Details of the company that manufactured, assembled or grew the commodities. If you don't have this information, use your Supplier information.

☒ Use Supplier as Manufacturer info

Name
TEST


Address
1 TEST, TEST
China

☐ Add Manufacturer details

 Add product HTS Code #1

Gross weight0 KG

Invoice Entered Value:\$0



Entry Summary filing



Add your products details

You are required to fill in all the HTS lines to the full according to the lines on your commercial invoice. Different items require different HTS codes, and in case you have more than one manufacturer, you will need to fill in a separate line for each manufacturer even if the commodities are identical. If you have more than 5 lines, there will be an additional cost.

In case you have a trade certificate for the shipment, check the Trade Certificate box, and make sure to upload it in the summary page.

If you do not have the full and correct U.S. HTS 10-digit classification number, you can leave it blank and fill in the description as provided in the invoice correctly. Updates and additional fees may be added by the Broker (adding HTS for the current product, extra handling, and PGAs if applicable).

Once you've finished adding the items, press Save and upload the invoice in the next page.

ES5910787 ... Invoice 1

← Add item #1

Fill in the HTS code information from your commercial invoice.

HTS code ⓘ

Complete 10-digit code

Country of Origin

The country of manufacture, production, or growth of the item.

Country of Export

The country from where the goods are shipped.

Item description

As mentioned on the commercial invoice

Gross weight

KG

+ Add new unit

☐ I have a Trade certificate for this item

+ Special Chapter HTS (if you have)

Entered value

ES5910787 BL TEST789987789987

← Invoice 1

Find this information in your commercial invoice.

Invoice number 1

Currency USD

Manufacturer info

If you don't have manufacturer information, use your Supplier.

Name TEST

Address 1 TEST, TEST China

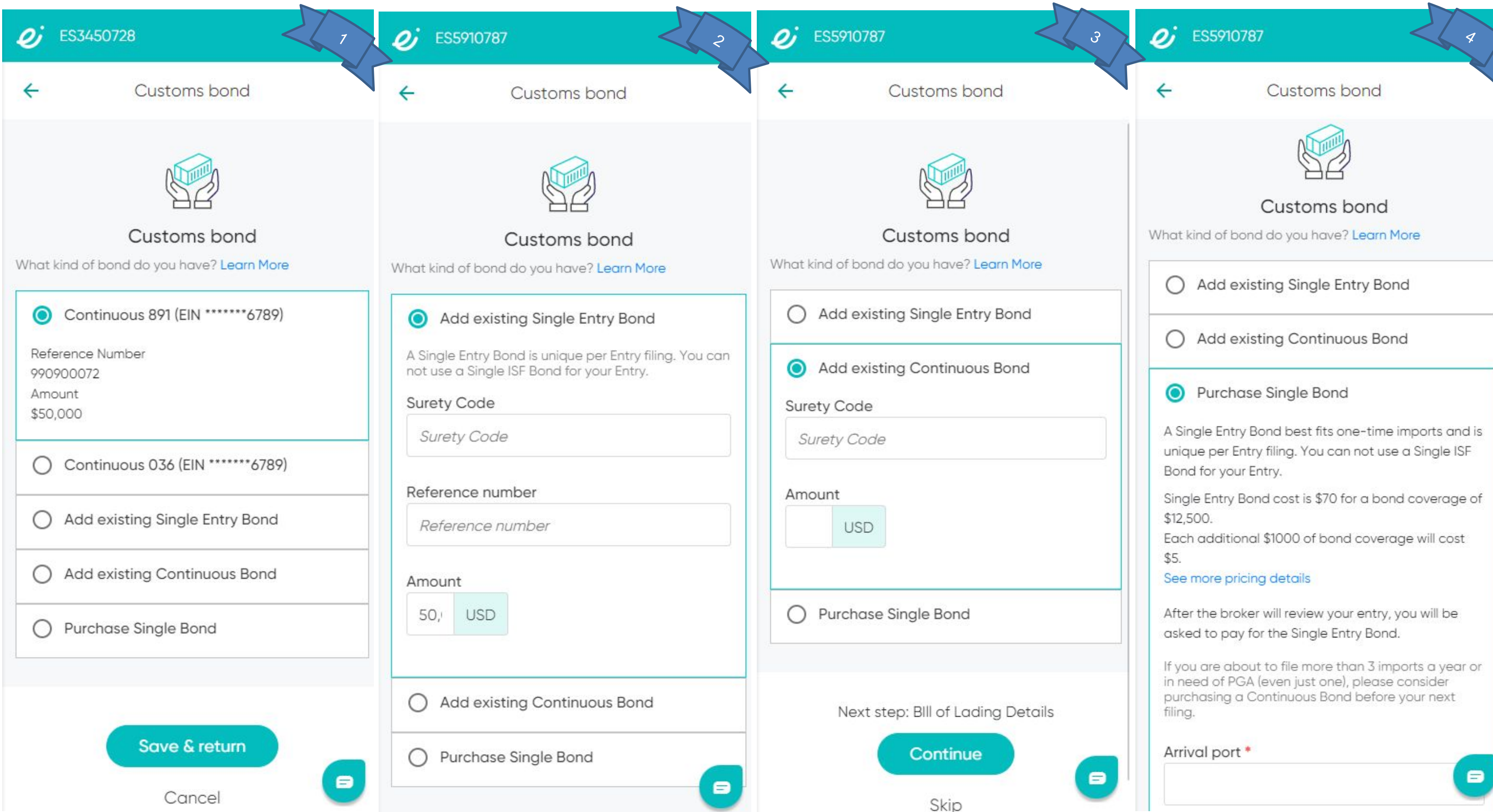
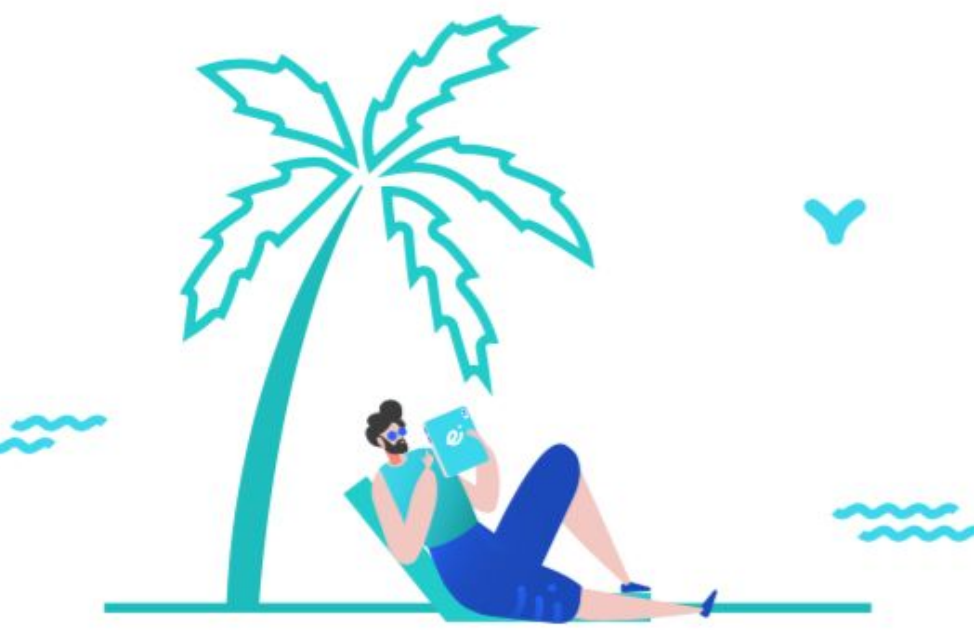
Attach documents

Please upload or drag-and-drop documents : Bill of Lading, Commercial Invoice, Arrival Notice, Other documents - Permits / PGAs

Invoice 1

Line #1 8422.30.9180

Entry Summary filing



ES3450728

Customs bond

Continuous bond

What kind of bond do you have? [Learn More](#)

☒ Continuous 891 (EIN *****6789)

Reference Number
990900072
Amount
\$50,000

☐ Continuous 036 (EIN *****6789)

☐ Add existing Single Entry Bond

☐ Add existing Continuous Bond

☐ Purchase Single Bond

Save & return

Cancel

ES5910787

Customs bond

Customs bond

What kind of bond do you have? [Learn More](#)

☒ Add existing Single Entry Bond

A Single Entry Bond is unique per Entry filing. You can not use a Single ISF Bond for your Entry.

Surety Code

Reference number

Amount

50, USD

☐ Add existing Continuous Bond

☐ Purchase Single Bond

Continue

ES5910787

Customs bond

Customs bond

What kind of bond do you have? [Learn More](#)

☐ Add existing Single Entry Bond

☒ Add existing Continuous Bond

Surety Code

Amount

USD

☐ Purchase Single Bond

Next step: Bill of Lading Details

Skip

ES5910787

Customs bond

Customs bond

What kind of bond do you have? [Learn More](#)

☐ Add existing Single Entry Bond

☐ Add existing Continuous Bond

☒ Purchase Single Bond

A Single Entry Bond best fits one-time imports and is unique per Entry filing. You can not use a Single ISF Bond for your Entry.

Single Entry Bond cost is \$70 for a bond coverage of \$12,500.
Each additional \$1000 of bond coverage will cost \$5.
[See more pricing details](#)

After the broker will review your entry, you will be asked to pay for the Single Entry Bond.

If you are about to file more than 3 imports a year or in need of PGA (even just one), please consider purchasing a Continuous Bond before your next filing.

Arrival port *

1. If you have a continuous bond on File, you will be able to choose it in the Bond page.

2+3. You can use external bonds in case you have a single or continuous bond that has been purchased with another agent.

4. If you wish to purchase a single bond with eezyimport, choose the Purchase Single Bond option, and fill out the Arrival port.


*** Note that you will not pay for the single bond while paying for the entry filing, but only after the broker will review your entry and check for any PGA requirements that may effect the bond value. You can see our price list here - <https://www.eezyimport.com/price/>




Once finished, you will see the summary of your filing. In case you have skipped any steps or just need to edit some of the information, you will be able to do so before paying for the entry and sending it to the broker for review.



Entry Summary filing

 ES5910787



Shipment details

Vessel name

TEST

Voyage number

123

Type

Formal

Module

Broker entry

Duties payment type

Paypal

Foreign port of lading

57035 Shang hai CH

Export date

10/11/2021

Place of delivery (Port of Unlading)

4601 New York/Newark Area, New Jersey

Arrival date

11/08/2021

Location of goods (FIRMS Code)

E416 MAHER TERM BLDG 2180 CDS

US State of destination

New York

Importer info

ID number

EIN *****9874

Name

dtjffghn

Address

5 dtfbcv, fhbgfg





You can monitor the status of your Entry from within your eezy dashboard, and please pay attention to the notifications we'll send.



Entry Summary filing

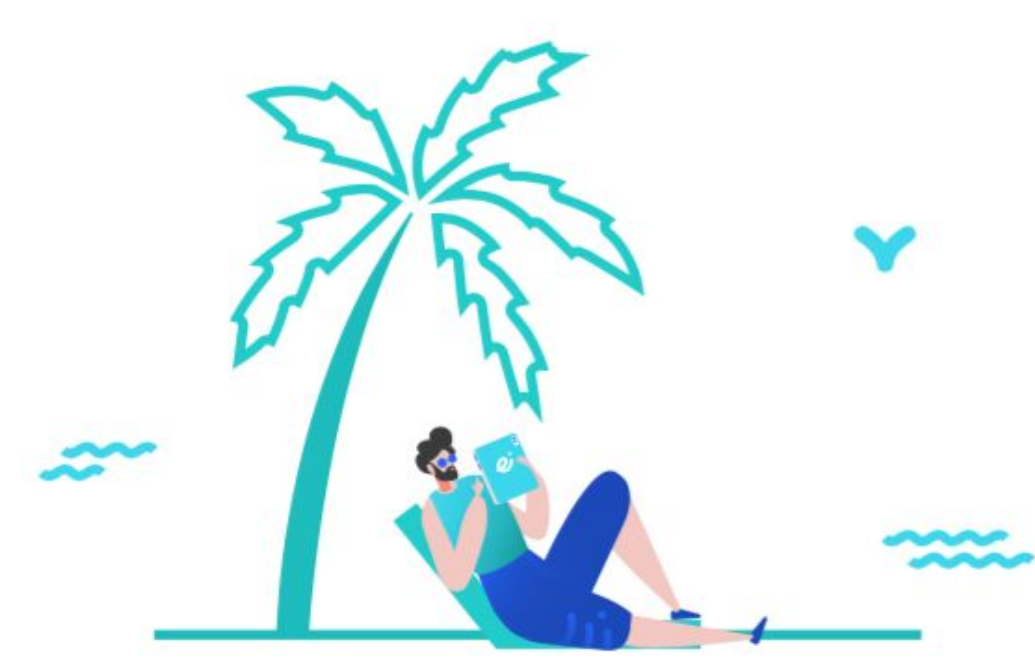
Dashboard	
DRAFT Ready for sending	
RECENT ENTRY SUMMARY (3/98) Show more Refresh	
Eezyimport ES3450728 ✉ 🚚 ⋮	
Arrival date	11/15/2021
Trip#	123
From	CH
DRAFT	
Eezyimport ES6884685 ✉ 🚚 ⋮	
Arrival date	10/27/2021
Trip#	852
From	IL
DRAFT	
Eezyimport ES9156393 ✉ 🚚 ⋮	
Arrival date	10/26/2021
Trip#	452
From	IL
DRAFT	
+	
📧	



eezyimport

Join us. It's eezy!

Thank You



Entry Summary filing



Create a new Entry Summary by pressing Add new >> Add new Entry Summary, or by adding an entry using the **+** button under the Entry tab on your main eezy menu.

The screenshot shows the eezyimport dashboard. The left sidebar contains the following menu items: Dashboard, ISF, Entry summary (highlighted with a red box and a red arrow), and Support. The main content area is divided into two sections: 'RECENT ISF' and 'RECENT ENTRY SUMMARY'. Both sections display 'Nothing to display here' and a button to 'Create your first [ISF/Entry Summary]'. A red box highlights the 'Add New' button in the top right corner, which opens a dropdown menu with options 'Add new ISF' and 'Add new Entry Summary'. A red arrow points from the 'Add New' button to the 'Add new Entry Summary' option. Another red arrow points from the 'Entry summary' tab in the sidebar to the 'Create your first Entry Summary' button in the 'RECENT ENTRY SUMMARY' section. A third red arrow points from the 'Add New' button to the 'Add new Entry Summary' option in the dropdown menu. The footer contains login information, a beta version notice, and a privacy policy link.



Entry Summary filing

Make sure to have the required information and documents, and choose the mode of transport of your shipment.

eezyimport

Dashboard

ISF

Entry summary

Support

Last login attempt:
03/09/2021 1:02 AM - IP: 77.137.113.216
If you think it wasn't you
[Contact us](#) and [Reset password](#)
Beta Version
[Terms & Privacy](#)

New Entry Summary

Choose transport mode

Air

Ocean

Rail

Continue



Entry Summary filing

Fill out the shipment details according to the information in your shipment documents (Bill of Lading, Commercial Invoice, Arrival Notice, etc.).


For an explanation about the ACH please go to [What is ACH payment method?](#)

*For the FIRMS code, please use the information on your Arrival Notice from your freight forwarder/ carrier.

The Via field is only required for shipments where the entrance port is not the final unload port.

For an explanation about the Via field go to [What is an IT number?](#)

For alerts in your Entry Summary relating to the Via field go to [Missing IT information in Entry Summary](#)


Shipment details 

Vessel name

Enter...

Voyage number

Enter...

From 

Place of origin of the shipment.

Foreign port of lading


Search code or name...

Code or name of port where the goods were loaded to the ship.

Export date

Choose date

Date of ship leaving the port of loading. The entry should be filed no later than 7 days after arrival to the US.

To 

Place of final destination of the shipment

Location of goods (FIRMS Code)

Usually a warehouse. Find this in your Arrival Notice

Arrival date

Choose date


Estimated arrival date to Port of delivery. The entry should be filed no later than 7 days after arrival to the US.

Place of delivery (Port of Unloading)

Search code or name...

Code or name of the final destination

US State of destination

Via 


☐ Please check this box if the port of unloading is different than the port of entry



Entry Summary filing

Fill out the Bill of Lading Information, and upload a copy of it for the broker to review.

Shipment details



Vessel name
TEST


Voyage number
123

Edit

Bill of Lading

SCAC is a Standard Carrier Alpha Code. Bill of Lading number is a unique identifier assigned to your shipment. Use your shipment documents to find the details.

Bill of Lading Details



SCAC is a Standard Carrier Alpha Code. Bill of Lading number is a unique identifier assigned to your shipment. Use your shipment documents to find the details.

Master SCAC

4 letters Standard Carrier Alpha Code

Master BL

AMS BL number

House SCAC

4 letters Standard Carrier Alpha Code

House BL

AMS BL number


Fill in the total quantity of packages in your Bill of Lading

Total quantity

Unit of Measure

Bill Of Lading

REQUIRED

 As received from your seller. Will include all details of the business transaction between the seller and you.

Drag & Drop or [browse](#) for upload


eezyimport

Confidential and Proprietary. Copyright © by EezyImport.com All Rights Reserved

16




Entry Summary filing



Add your supplier information, and we will save this information for your future filing. That way, next time you file, all you'll have to do is type the first four characters of the supplier name, and we'll autocomplete it for you.

Please note that in the Shipping terms section, the Freight charges should be filed according to the party responsible for the freight payment. If your exporter is responsible for it, choose Exporter and fill out the freight charge as stated in your commercial invoice. If you are responsible for paying the freight directly with the freight forwarder, choose Importer and fill out the charges that can be found in the Arrival Notice.

Supplier info




Details of the person or company that sold the goods/products.

Shipping terms of sale ?

Which party is responsible for the freight payment?

☐ Importer
Freight Collect terms

☒ Exporter
Freight Prepaid terms



Please fill in the freight, transportation, and insurance total charges according to the details in your Arrival Notice.

Freight cost ^{*}

Insurance

Transportation charges

USD USD USD

At least \$1 per HTS code

If you paid for one of those, they may be deducted from your duties calculation according to your Incoterms.

Continue



Entry Summary filing

Enter your invoice information as detailed in the commercial Invoice from your supplier.

Once you've finished adding the Invoice and Manufacturer details, save the information and start adding your products details by pressing the Add item details.

Add new invoice

Commercial Invoice details

Invoice number

Currency

Incoterms (optional)

USD

Select

Manufacturer

Add Details of the company that manufacturers, assembles or grows the product.
If you don't have the manufacturer information, use your Supplier information.

Commercial invoice

REQUIRED

As received from your seller. Will include all details of the business transaction between the seller and you.

Drag & Drop or [browse](#) for upload

Save

Invoice number

Currency

50

USD

Close

Manufacturer

Name

TEST SELLER

Address

7 TEST STREET, brussels

Belgium

Num of lines

0

Entered Value

\$0.00

Gross weight

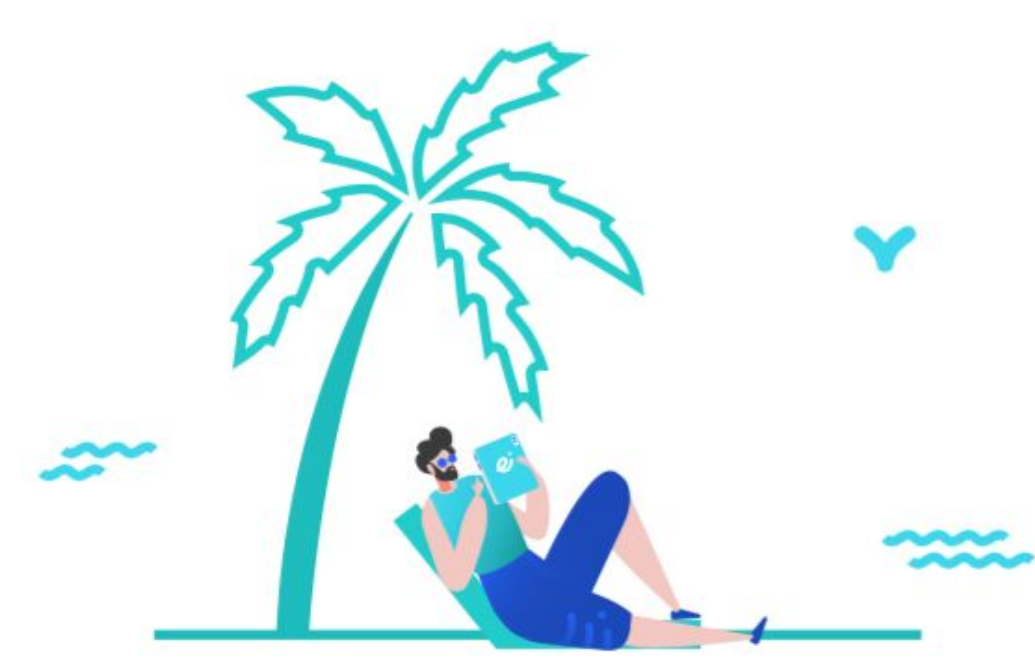
0 kg

Commercial invoice

ArrivalNotice_IM... (2).pdf

HTS CODE	COUNTRY OF ORIGIN	COUNTRY OF EXPORT	GROSS WEIGHT	QUANTITY	ENTERED VALUE	TRADE CERTIFICATES
Create your customs invoice line by line. Make sure to add a line per HTS code, and that your total matches the invoice you are referring to.						

+ Add item details



Entry Summary filing

11/15/2021

Bill of Lading

Total quantity
10 PKG

Invoices
1

BL Entered Value
\$0

Bill of Lading Details

Master Bill of Lading
TEST

BL number
123321123321

House Bill of Lading
TEST

BL number
45665445664

Bill Of Lading

ArrivalNotice_IM...
(2).pdf

Seller

Name
TEST SELLER

Address
7 TEST STREET, brussels
Belgium

Consignee

ID number
EIN *****6789

Name
Test

Address
101W Cutting blvd, Rivhmond
United States, California

Same as Importer

Shipping terms of sale

Freight charges responsibility
Freight cost
Transportation charges
Insurance

Prepaid
\$450
\$0
\$0

Invoice number
50

Currency
USD

Close

Manufacturer

Name
TEST SELLER

Address
7 TEST STREET, brussels
Belgium

Num of lines
0

Entered Value
\$0.00

Gross weight
0 kg

Commercial invoice

ArrivalNotice_IM...
(2).pdf

HTS CODE

COUNTRY OF ORIGIN

COUNTRY OF EXPORT

GROSS WEIGHT

QUANTITY

ENTERED VALUE

TRADE CERTIFICATES

Create your customs invoice line by line.
Make sure to add a line per HTS code, and that your total matches the invoice you are referring to.

+ Add item details

Continue

HTS code - Line item

×

Fill in the HTS code information from your commercial invoice.

HTS code

Complete 10-digit code

Country of Origin

The country of manufacture, production, or growth of the item.

Country of Export

The country from where the goods are shipped.

Gross weight

Entered value

KG

USD

Item description

I have a Trade certificate for this item

Clear form

Save



Adding items details



You are required to fill in all the HTS lines to the full according to the lines on your commercial invoice. Different items require different HTS codes, and in case you have more than one manufacturer, you will need to fill in a separate line for each manufacturer even if the commodities are identical. If you have more than 5 lines, there will be an additional cost.

In case you have a trade certificate for the shipment, check the Trade Certificate box, and make sure to upload it in the summary page.

If you do not have the full and correct U.S. HTS 10-digit classification number, you can leave it blank and fill in the description as provided in the invoice correctly.

Updates and additional fees may be added by the Broker (adding HTS for the current product, extra handling, and PGAs if applicable).

Once you've finished adding the items, press Save Invoice to add another invoice or continue with your filing.



Entry Summary filing

For the importer, we will automatically

Fill out your company details.

If this information is incorrect for this

Entry, you can change it by using a

different importer information.

✓ Importer ?

Edit



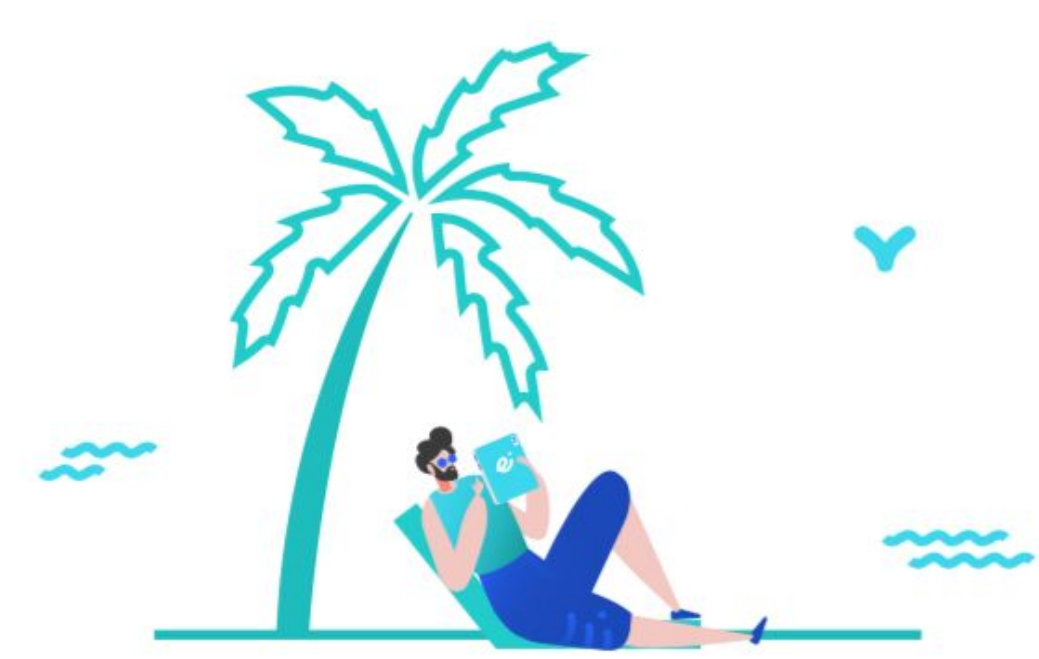
Details of the Importer Of Record held responsible for the import of the shipment to the US.
Make sure this is the correct information for the Entry filing.

Automatically taken from your company profile.

ID number	EIN *****6789
Name	Test
Address	101W Cuttling blvd, Rivhmond United States, California

+

 Use a different importer information



Entry Summary filing



1. If you have a continuous bond on file, you will be able to choose it in the Bond page.

2+3. You can use external bonds in case you have a single or continuous bond that has been purchased with another agent.

4. If you wish to purchase a single bond with eezyimport, choose the Purchase Single Bond option, and fill out the Arrival port.

*** Note that you will not pay for the single bond while paying for the entry filing, but only after the broker will review your entry and check for any PGA requirements that may effect the bond value. You can see our price list here - <https://www.eezyimport.com/price/>

Shipment type

Please choose the type according to your goods value.
Goods value refers to the commodities value only \$4500, without additional payments such as freight, or insurance.

☒ Formal ⓘ
Above \$2500.5 (for all origin countries)
or above \$250.5 for China originated goods

☐ Informal ⓘ
Under \$2500.5 (for all origin countries)
or under \$250.5 for China originated goods

☒ Continuous 891 (EIN *****6789)
Reference Number
Amount
990900072
\$50,000

☐ Continuous 036 (EIN *****6789)

☐ Add existing Single Entry Bond

☐ Add existing Continuous Bond

☐ Purchase Single Bond

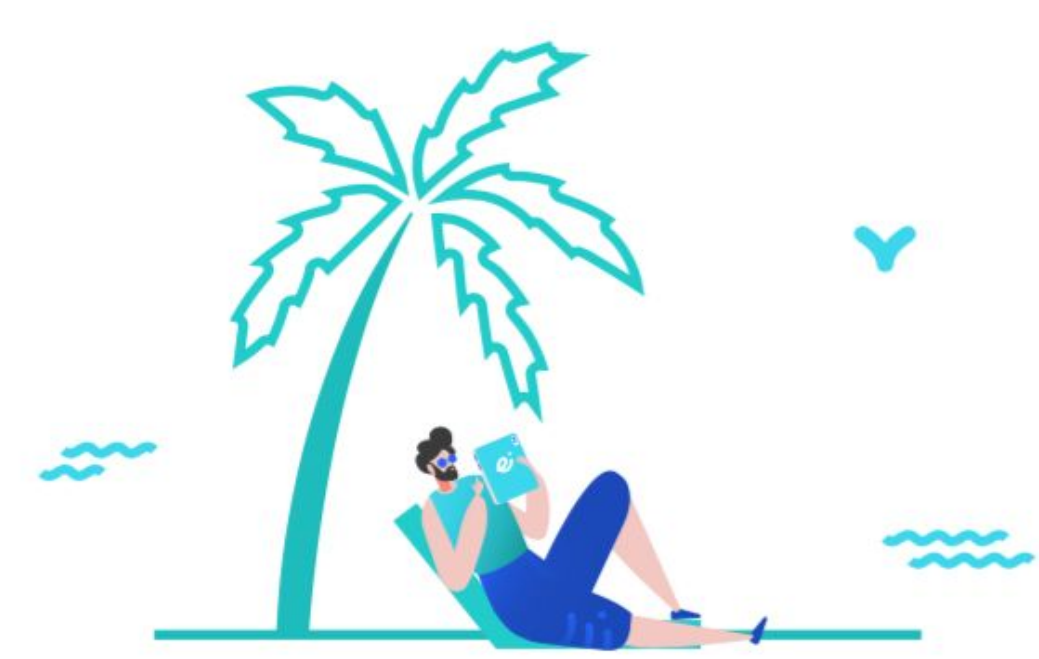
☒ Add existing Single Entry Bond
A Single Entry Bond is unique per Entry filing. You can not use a Single ISF Bond for your Entry.
Surety Code
Reference number
Amount
USD

☐ Add existing Continuous Bond

☐ Purchase Single Bond

☒ Add existing Continuous Bond
Surety Code
Amount
USD

☒ Purchase Single Bond
A Single Entry Bond best fits one-time imports and is unique per Entry filing. You can not use a Single ISF Bond for your Entry.
Single Entry Bond cost is \$70 for a bond coverage of \$12,500.
Each additional \$1000 of bond coverage will cost \$5.
[See more pricing details](#)
After the broker will review your entry, you will be asked to pay for the Single Entry Bond.
If you are about to file more than 3 imports a year or in need of PGA (even just one), please consider purchasing a Continuous Bond before your next filing.
Arrival port *
Arrival port



Entry Summary filing



Once finished, you will see the summary of your filing. In case you have skipped any steps or just need to edit some of the information, you will be able to do so before paying for the entry and sending it to the broker for review.

eezyimport

Entry Summary ES3450728 DRAFT

11/01/2021 2:44 AM (-07:00) CV

Dashboard

ISF

Entry summary

LCL Shipping

Support

Great job!

Please finalize the filing by paying for your Entry.

Next step - after the payment is complete, the broker will review your filing and will update you with any news or in case there will be questions, via Broker Chat.

Stay tuned!

You may also pay via PayPal with

PayPal Checkout

Payment breakdown

Broker Entry	\$65
Total payment for you	\$65

Shipment details

Vessel name
TEST

Voyage number
123

Type
Formal

Edit

Importer

Name
Test

Address
101W Cuttling blvd, Rlvhmond
United States, California

Same as Company

Shipment Details

Type
Formal

Goods value
\$4,500

Bond type
Continuous customs bond

Surety Code
891

Amount
\$50,000

Duties payment type

Duties payment type
Paypal

From

Foreign port of lading
57035 Shang hai CH

Export date
10/11/2021

To

Location of goods (FIRMS Code)
E416 MAHER TERM BLDG 2180 CDS

Place of delivery (Port of Unloading)
4601 New York/Newark Area, New Jersey

US State of destination
New York

Arrival date
11/15/2021

✓ Add documents

Add other document

Make sure to upload the following documents for the broker to review your filing.

Power of Attorney

MSSHE2004286....

Arrival notice

OPTIONAL

Arrival notice is a document sent by ocean carriers that indicates the shipment's arrival date at destination.

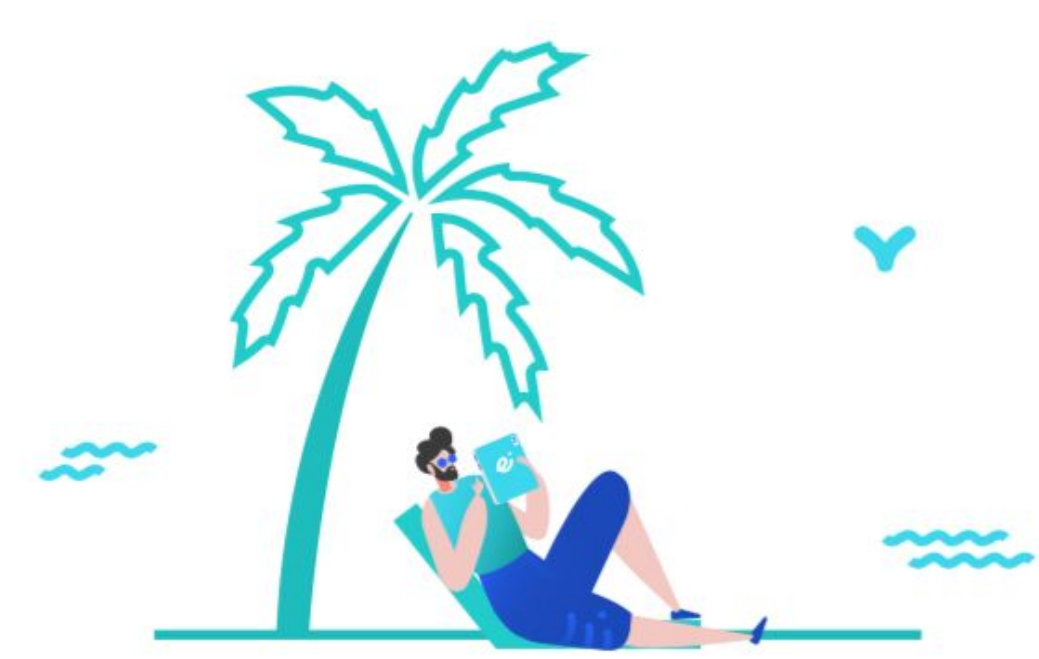
Packing list

OPTIONAL

As received from your seller. Will include the shipment information - how it's packed, the dimensions and weight of each package, and the marks and numbers that are noted on the outside of the boxes.

Last login attempt:
10/26/2021 11:18 AM - IP: 2.53.134.189
If you think it wasn't you
Contact us and Reset password

Beta Version
a4cd7d5f4 (10/29/2021 09:01)
Terms & Privacy



Entry Summary filing



eezyimport

Dashboard

ISF

Entry summary

Support

Entry Summary

+ Add New Entry Summary

eezyimport

RECENT ENTRY SUMMARY (11/11) Refresh

Eezyimport / CBP	Arrival date	Trip#	From	Estimated fee	Status	Actions
<div><div></div><div>ES7104951</div></div>	07/20/2021	555	IL		<div>BROKER</div> Duties Calculated	<div></div> <div></div> <div>...</div>
<div><div></div><div>ES1776263</div></div>	07/20/2021	11253	IL		<div>BROKER</div> Awaiting response	<div></div> <div></div> <div>...</div>
<div><div></div><div>ES3362540</div></div>	07/14/2021	56546	IL		<div>BROKER</div> RELEASED BY CBP	<div></div> <div></div> <div>...</div>
<div><div></div><div>ES1314343</div></div>	07/14/2021	12353	IL		<div>BROKER</div> RELEASED BY CBP	<div></div> <div></div> <div>...</div>

You can monitor the status of your Entry from within your eezy dashboard, and please pay attention to the notifications we'll send.