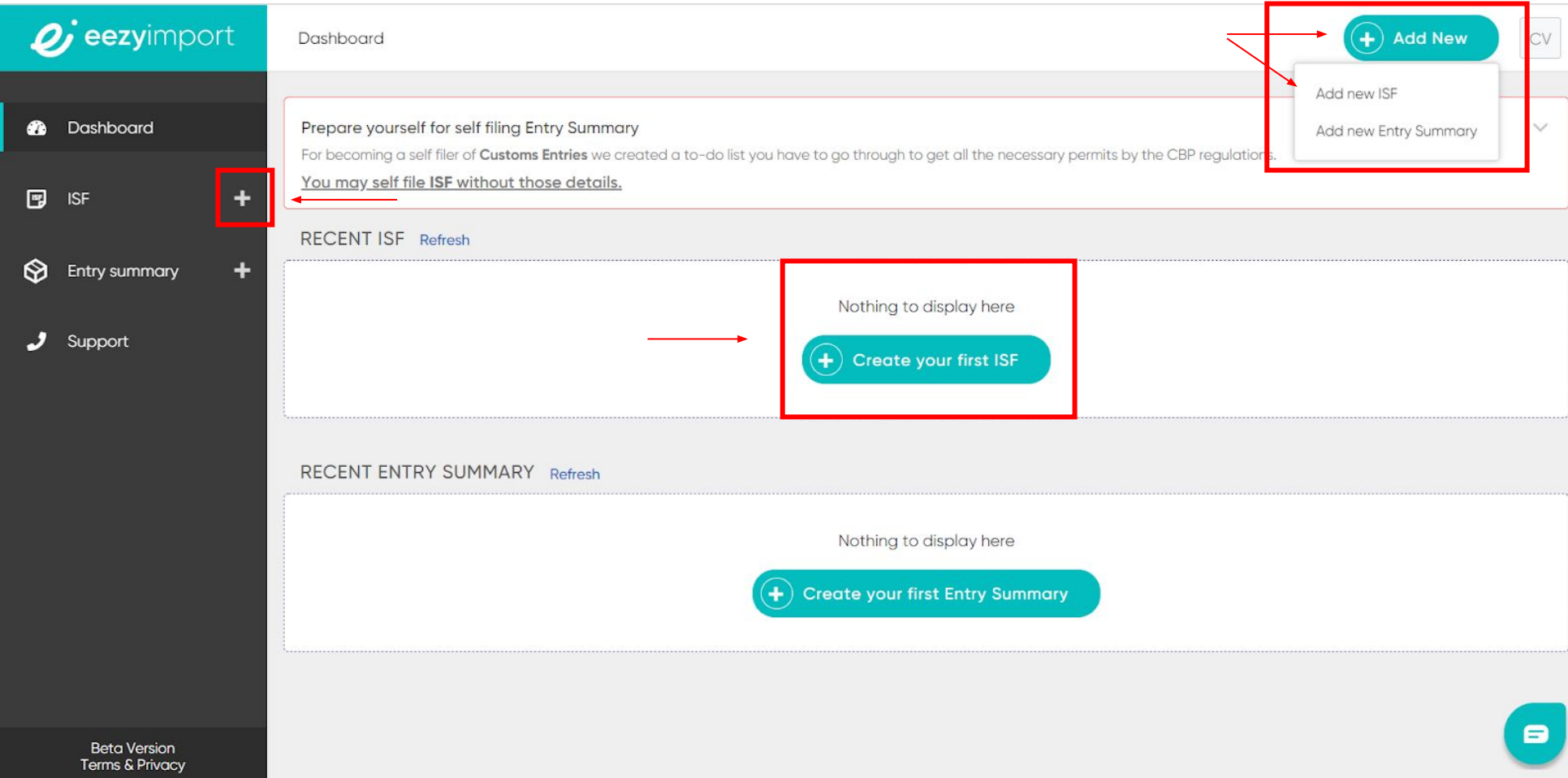# Support guide-ISF filing

ISF filing

In order to create a new ISF filing, choose "Add new ISF" or press + in the ISF menu

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Requirements for eezy™ ISF   ✕

- Complete ISF filing at least 24 hours prior to vessel departure
- U.S. Legal Entity
- Bill of lading and Commercial Invoice
- International classification HTS 6-digit numbers for your products
- Customs Bond needed only if above $2500 (for all origin countries) or above $250 for China originated goods

Continue

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Importer info

Details of the person or business that is responsible for importing the products.

◉ Importer Info is taken from your Company

ID number	EIN 57123456789
Name	Chen Vov
Address	101W Cuttilng blvd, Rivhmond United States, California

✎ Edit Company

◯ Add Importer details

Next step: Consignee info   **Continue**

ISF filing – Importer info

Every ISF creating begins with the requirements for filing with eezyimport.

Moving on to filing, you will be able to see that the system automatically fills in the company information according to your company profile.
You may continue with this company information, edit the information or change it to another company.
The same goes to Consignee, Buyer, and Ship to info.

When done press "Continue".

![eezyimport logo]

Seller info

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

● Add new Address

Name

_____

As appears on your commercial invoice

Street name   Number (optional)

_____   _____

As appears on your commercial invoice

City

_____

As appears on your commercial invoice

Country

_____ ▼

Zip/Postal code (optional)

_____

Numbers only

Halfway there! Next step: Manufacturer info   Continue

ISF filing – Seller info

In the seller info section you are required to fill in your seller information.
For future filings, the system will autofill the seller information after inserting the first 4 digits of the seller name.
After filing in the information press "Continue".

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Manufacturer info

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

◉ Use Seller as Manufacturer info

| Name | best products |
| Address | 1 diuh, Haifa Israel |

○ Add Manufacturer details

+ Add another Manufacturer
(if there is more than 1 for this shipment)

Next step: Consolidator info   **Continue**

ISF filing – Manufacturer info

In the manufacturer info section you are required to fill in your manufacturer information.
The system automatically fills in the seller information, and you may continue with this company information or change it to another company.
The same goes to Consolidator info/ Container Stuffing Location.

After filing in the information press "Continue".

ISF filing – Consolidator info

The system automatically fills in the seller information. In case you added a different company as the manufacturer, the system will allow you to choose the Seller/ Manufacturer.
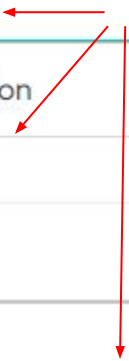You may continue with this company information or change it to a different company.

Container Stuffing Location

Physical location where the products were loaded and arranged in the shipping container. If you don't have these details, skip this step. You must complete this information at least 24 hours before the shipment arrives at the US port.

⦿ Use Seller as Container Stuffing Location

| Name | test company |
| Address | 1 test, London United Kingdom |

◯ Use Manufacturer as Container Stuffing Location

| Name | Test seller |
| Address | 1 test, London United Kingdom |

◯ Add Container Stuffing Location

ISF filing – Container stuffing location info

The system automatically fills in the seller information. In case you added a different company as the manufacturer, the system will allow you to choose the Seller/ Manufacturer.
You may continue with this company information or change it to another company.

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International HTS code

The HTS code is usually provided by your supplier. Fill in only the first 6 digits here. That's the International HTS code for your product.

Manufacturer# best products

International HTS code   Country Of Origin

Next step: Shipment info   Continue

ISF filing – International HTS code

You are required to fill in the International HTS code and Country of origin for the items in your shipment.

Make sure to insert the first 6 digits of the HTS code.

For each existing Manufacturer in the ISF there is a need for at least one HTS number. That means that even if you're importing two identical items that were manufactured by different manufacturers, you will need to insert two separate HTS codes lines to your ISF.

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Shipment details

Find those details on your AMS Arrival notice or Bill of Lading form.

◉ Formal

Above $2500 (for all origin countries) **or** above $250 for China originated goods

○ Informal

Under $2500 (for all origin countries) **or** under $250 for China originated goods

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Under one Master BL there can be Multiple House BLs.
Use the House BL if possible – the BL must be matched with Carrier AMS details. Learn more

○ Master

◉ House

In case your documents state AMS Number please use this number using the first 4 letters as SCAS and the rest of the letters/digits as BL.
SCAC is a Standard Carrier Alpha Code.
Bill of Lading number is a unique identifier assigned to your shipment.

SCAC	BL
SCAC – Carrier code	Bill of Lading number
4 letters of Carrier Code	Bill of Lading # letters and digits

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ISF filing – Shipment details

Please mark your shipment as Formal (For shipments with the value of over 2500$ or over 250$ for Chinese goods), or Informal (For shipments with the value of under 2500$ or under 250$ for Chinese goods).

Do note that Formal shipments require a customs bond.

After marking the shipment type, you will need to update the BL information starting from BL type.

For the SCAC and BL number, make sure to choose the lowest BL possible. Since your filing has to match the carrier's, we suggest looking for the AMS number in your ISF form/ Arrival Notice/ BL.
When you'll find that number, fill it in as the BL.

ISF filing – Customs bond

Shipments marked as Formal will require a customs bond for filing the ISF.
The options for customs bond are:

- Continuous bond – for companies with an annual customs bond on file with CBP.
- Add new bond – in case a customs bond has been purchased outside the eezy system.
- Purchase bond – for purchasing a single customs bond directly from eezyimport.

If you choose to add a new single bond purchased outside of eezy, you will be asked to fill in the bond Surety code and Reference number.

If you choose to purchase a single bond with eezy, you will be asked to fill in your arrival port, and within 48 hours a bond will be purchased on your behalf.

ISF filing – Summary

In the Summary section you will be able to overview your ISF and in case there is a need to change any of the information, you may press the "Edit" button and easily make the change.

At the bottom of the summary you will find your payment breakdown and will be able to finalize the filing by paying for the ISF.

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Your Isf was sent successfully.

REFERENCE #ISF9726914

You can see the status of your Isf in your Dashboard at any time.

Create Entry Draft right away from your ISF.
Details such as Importer/Seller/HTS codes and BL
will be transferred into Entry Draft automatically by
pressing the button below.

Create Entry

After finalizing the payment you will receive
your ISF reference number.
You can immediately create an Entry
Summary based on the ISF information, to
save you time with some of the required
information fields inside the entry.