



## Importer Security Filing Instruction Manual

**IF YOUR FACILITY IMPORTS INTO THE UNITED STATES OR EXPORTS TO THE UNITED STATES YOU NEED TO READ THIS NOTICE OR FACE THE POSSIBILITY OF PENALTIES AND ADDITIONAL CHARGES UPWARDS OF \$5,000. THIS APPLIES TO SHIPMENTS MADE BY OCEAN CARRIER TO US ONLY.**

The Importer Security Filing initiative (also known as ISF or 10+2) is a U.S. Customs & Border Protection regulation that requires the electronic transmission of certain data elements for cargo shipped to the United States by ocean vessel. The regulation went into effect January 26, 2009.

The information entered in the ISF filing must be accurate as it will be matched with the information entered when the formal entry is made at the destination. Penalties for incorrect filings can be as high as USD **\$5,000** per incident.

**Please refer to <https://supplier.goodyear.com>. Go into Resource Library and then select Shipping & U.S. Customs Requirements for full International Shipping Instructions**

### Importer Security Filing Template Forms

Goodyear imports under 1 IRS number. The entity is listed below, and the template is at [supplier.goodyear.com](https://supplier.goodyear.com) (link directly above). If you have any questions concerning the importer, please email [ddhowsare@goodyear.com](mailto:ddhowsare@goodyear.com).

Goodyear Tire & Rubber Company

### Goodyear ISF Process Requirements

1. Complete the ISF form and all fields (field definitions below)
2. The form must be completed and emailed to both Expeditors International of Washington, Inc. at [goodyearisf@expeditors.com](mailto:goodyearisf@expeditors.com) and The Goodyear Tire & Rubber Company at [isf\\_tires@goodyear.com](mailto:isf_tires@goodyear.com). This must be done no later than 96 hours prior to vessel cut-off.
3. The email subject line should read as follows: Bill of Lading # / ISF Cut-off / Shipper Name
4. Any questions concerning the preparation of the U.S. Importer Security Filing Submission Form should be emailed to [goodyearisf@expeditors.com](mailto:goodyearisf@expeditors.com).
5. **Your failure to provide timely ISF or respond to our inquiry for more information which produces demurrage/detention charges and/or penalties by U.S. Customs & Border Protection will be debited to your account.**

### Instructions for Completing ISF Submission Form

To complete the U.S. Importer Security Filing Submission Form, please enter all the required fields (bolded) listed below. DO NOT COMPLETE OR CHANGE AREAS SHADED IN GRAY. The form for Goodyear Tire & Rubber Company is located at <http://supplier.goodyear.com>

#### Header Entry Tab

**Importer** – U.S. Party that purchased the freight.

**Vendor** – Foreign Party that sold the freight to the U.S. Importer.

**Move Type** – Full Container Load, Less than Container Load or Bulk.

**ISF Cutoff Date** - Date and time (at origin) by which the file must be submitted to U.S. This will be 48 hours prior to the scheduled departure from foreign port.

**Vessel** - Name of the vessel that will transport the goods to the United States.

**Origin** - 3-letter port code or city name where the shipment actually originated (or will originate).

**Vessel Sailing Date** - The date the vessel will physically depart from foreign port of loading.

**Voyage** - Unique voyage number that identifies the particular voyage of the vessel.

**Destination** - U.S. port at which the shipment will be unloaded.

**HBL SCAC** - 4-digit code for the freight forwarder that is acting as agent at origin to clear export customs from origin country. Not every shipment will have an HBL, for example, shipments that move on the exporter or importers direct contracts with the vessel operating carrier. However, if an HBL is issued, we must file ISF under the HBL.

**HBL Number** - The reference number of the freight forwarder bill of lading.

**MBL SCAC** - 4 letter/digit code for the vessel operating carrier that the freight will move on

Example: MAEU – Maersk, HLCU – Hapag Lloyd

**MBL Number** - The reference number of the carrier's bill of lading which appears in the top right corner of the BL.

**Seller Name & Address** - Last known entity by whom the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided.

**Buyer Name & Address** - Full legal name and address of the U.S. company which purchased the goods (Often times the Buyer, Importer, Ship To, and Consignee are the same party, but can also be different entities).

**Importer of Record** - Full legal name of the U.S. company that will be entering the goods into the commerce of the United States, may also provide the company IRS ID or EIN number (Often times the Buyer, Importer, Ship To, and Consignee are the same party, but can also be different entities).

**Consignee Name or Number** - Full legal name of the U.S. company that is named on the Master Bill of Lading, may also provide the company IRS ID or EIN number (Often times the Buyer, Importer, Ship To, and Consignee are the same party, but can also be different entities).

**Consolidator Name & Address** - The party who stuffed the container or arranged for the stuffing of the container. For break bulk shipments, the name and address of the party who made the goods "ship ready" or the party who arranged for the goods to be made "ship ready" must be provided.

**Container Stuffing Name & Address** - The physical location(s) where the goods were stuffed into the container. For break bulk shipments, the name and address(s) of the physical location(s) where the goods were made "ship ready" must be provided.

### **Item Details Tab**

**Manufacturer Name & Address** - The entity that last manufactures, assembles, produces, or grows the commodity or name and address of the party supplying the finished goods in the country from which the goods are leaving.

**Item, HTS, C/O, P/O Number** – For every commodity that was purchased, you must provide the internal item number, reference, description, or SKU, the Harmonized Tariff Schedule number, the country of origin for that product, and the internal purchase order reference if one was assigned. For HTS, the full 10-digit U.S. commodity code (ex. 1202.30.9990) is preferred, but CBP will also accept the universal 6-digit commodity code (ex. 1202.30).

Please refer to <https://supplier.goodyear.com>. Go into Resource Library and then select Shipping & U.S. Customs Requirements for full International Shipping Instructions.