



IMPORT CHECKLIST



For more information please see: <http://trade.gov/faq.asp>



STEP 1: GETTING STARTED / GETTING A QUOTE

- 1. Are you a business entity? Are you registered as one of the following? Individual, Partnership, Corporation, Sole Proprietorship, Limited Liability Company?**
- 2. This shipment's mode of travel: Ocean or Air?**
- 3. Starting location in origin country - Port/Airport/Factory?**
- 4. If starting at the factory, do you have the factory address?**
- 5. Terms of the Shipment. The most common are:**
 - **EXWORKS: BGI picks up from factory — (We'll need the factory address).**
 - **FOB: The factory will deliver to the origin warehouse or port and pays the associated origin fees.**
 - **CFR/CIF: Factory pays for and arranges shipment up to the destination port/terminal in the U.S.**
- 6. Cargo Specifications**
 - **Number of cartons/pallets.**
 - **Length x Width x Height of each carton/pallet (inches or centimeters).**
 - **Weight of each carton/pallet (pounds or kilograms).**
- 7. The commodity you are bringing in: (i.e. soccer balls, shower curtains, bicycles...etc.).**



9. If the product is hazardous, we will need the MSDS, Material Safety Data Sheet, – (How do I know)?
<http://www.ilpi.com/msds/faq/parta.html#where>
10. For insurance and customs clearance you will need the commercial invoice value of your shipment (i.e. the price you paid to the factory in the origin country).
11. What type of U.S. Customs Bond do you need?
 - Continuous Bond – Lets you import multiple shipments for one year.
 - Single Entry Bond – Clears customs on a one-time basis
12. Destination / Delivery location.
 - Is this a commercial or residential address?
 - Is there a forklift / loading dock available?
 - Is a lift gate needed?
13. Are any special requirements needed, such as:
 - Warehousing
 - Repacking
 - Inspection
 - Labeling
 - Storage
 - Other services



STEP 2: WHEN YOU ARE READY TO MAKE A SHIPMENT

14. WHEN YOU ARE READY TO BOOK/CONFIRM A SHIPMENT, WE WILL NEED THE FOLLOWING:

- **Company name, address and contact information of supplier.**
- **Name, address and contact information of destination /delivery location.**
- **Completed Power of Attorney form (we will supply the form to you for completion).**
- **Any special instructions for delivery, warehousing, repacking, inspection, labeling, etc.**

STEP 3: The Shipment in Motion

15. THE FOLLOWING STEPS WILL OCCUR WHEN YOUR SHIPMENT IS PLACED

- A. With the supplier's information provided, BGI's partner agent will contact your supplier and make a determination when the goods will be ready.**
- B. BGI's partner agent will make a booking with the air/ocean carrier and advise a transit schedule.**
- C. All necessary US customs filings will be completed and a bill of lading will be provided as proof your shipment made it on a specified airplane/vessel.**
- D. Your shipment will transit to the U.S. Your supplier will provide a commercial invoice and packing list to you. Please forward these documents to BGI as soon as you have them. They are needed for customs clearance.**
- E. On arrival in the U.S., BGI will clear U.S. customs through a licensed broker.**
- F. BGI will coordinate with ocean/air carrier on a release date of cargo and schedule delivery to their final destination.**



BELOW IS AN EXPLANATION/DEFINITION OF CHARGES THAT MAY APPEAR ON IMPORT SHIPMENTS:

EX WORKS – Charges to pick up shipment from factory/supplier

- Warehouse fees – Labor charges to load the container in the origin country
- Customs clearance – Filing with origin country's customs
- Handling Charges – Origin freight company's charges to arrange shipment
- Documentation – Charges by the origin freight company to create the ocean/air bill of lading

FOB – The factory/supplier assumes trucking, warehouse and customs fees. Buyer is still responsible for documentation/handling.

CIF/CFR – Factory pays for shipping services up to the nearest port/terminal of the receiver. Receiver is responsible for destination charges, customs clearance, duties, taxes and delivery.

LCL – Less than Container Load – Shared space in a container (Normally based on the space used inside the container- based on weight for very heavy products).

FCL – Full Container Load. Exclusive use of 20'/40'/40'HC/45'HC container

Airfreight – Based on actual weight or dimensional weight of the shipment, whichever is greater. Pricing is calculated in Kilograms.

AMS (Automated Manifest System) – Filing fee in origin country. It tells U.S. Customs what is destined for the United States. Used for both Ocean and Air shipments.



Handling Charges – BGI's charges for arranging a shipment

ISF Filing – The Importer Security Filing (ISF) is a U.S. Customs and Border Protection (CBP) regulation requiring importers and vessel carriers to provide data electronically to CBP for in-bound ocean shipments.

Continuous Bond – A U.S. Customs bond that allows an importer to import multiple shipments throughout a year. Must be renewed annually.

Single Entry Bond – Allows an Importer to bring a shipment into the U.S. on a one-time basis. Price is based on a percentage of the commercial invoice value paid to the supplier/manufacturer in origin country.

ISF Bond – Used with Single Entry Bonds, a \$10,000.00 surety bond.

Customs Brokerage – "Clearing" of goods through U.S. customs, which involves the preparation of documents and/or electronic submissions, the calculation and payment of taxes and duties.

Destination Charges – Charges by the ocean freight carriers that occur at destination.

Forklift/Warehouse charges – Labor/trucking charges incurred at the destination port or terminal.

Duties and Taxes – Levied on imported goods under authority of the Customs Tariff Act, or any other law relating to Customs. Based on the HTS (Harmonized Tariff Schedule) code for the commodity imported - more information can be found at:
<http://www.hts.usitc.gov/>.

**Pier Pass / Green truck fees / Harbor Maintenance fees /
Merchandise Processing fees / Telex release/Chassis Fees** –
Ancillary taxes / fees associated with freight services.



Delivery – Charges associated with getting the product from the port/terminal/warehouse to the final destination.

Value Added Tax (VAT) – Some countries charge additional taxes on the services of freight agents.

***PLEASE NOTE THIS LIST IS NOT TO BE CONSIDERED ALL INCLUSIVE. OTHER FEES/SERVICES MAY BE INCURRED BASED ON THE REQUIREMENTS OF THE SHIPMENT.**

*****If you have any questions and would like to speak with a customer service representative, please call (800) 987-4244*****

Or

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