

## ***I'm an importer of record...what are my responsibilities?***

When you purchase foreign manufactured items and begin the process of importing into the United States, you are acting as an **importer of record**. In order to do so, you must act in compliance with US Customs rules and regulations. In order to engage in this process you must be organized, on schedule and frequently available via phone, text or preferably, email. Completing tasks and submitting documents on time is of the utmost importance to your success. *We do the hard stuff...but we can't do it without your help.*

## ***Stay organized and on schedule***

Whether you are importing as an individual using your Social Security # or as an officer of a company using an EIN#, you are responsible for collecting and distributing the required documents in a timely fashion. In order to avoid delays, penalties and devastating warehouse detention fees, it is the importer of records job to make sure all documents are in the hand of the licensed US Customs Broker ( WCS/Cleared and Delivered ) as early as possible.

## ***Communication is key***

Once the required documents are in the hands of your forwarder/broker, the importer of record must be available on a frequent basis in case any issues arise. This line of communication must be reliable & constant till the cargo reaches port and is delivered to your door.

## ***How does WCS/Cleared and Delivered make my job easier?***

We provide the tools, resources, and a dedicated team, for you to get your tasks done as quickly as possible. Our job is to make the import process as seamless and painless as possible, saving you time, worry and ultimately, lots of money along the way.

## ***What is on the next page?***

The second page of this document is your importer of record tracking sheet. It is a helpful tool to organize and track the progress of your upcoming import from origin, all the way to destination. We highly recommend all first time/novice importers use the worksheet as a helpful guide during the import process.

This worksheet will assist you in understanding what our team expects of you from beginning to end. Print it out and mark it up as you wish. We encourage you to stay engaged as we do the heavy lifting.

***Good Luck!***



# USA Importer Worksheet

TRACK IMPORT DOCUMENTS AND MILESTONES

Quote/Ref#:	Sail/Flt Date:	ETA Date:
<b>DOCUMENTS</b> <i>(sent to WCS)</i>		
Bill of Lading ( Ocean only )	<input type="checkbox"/>	Packing List <input type="checkbox"/>
Airway Bill ( Air only )	<input type="checkbox"/>	Arrival Notice <input type="checkbox"/>
ISF Data Sheet ( Ocean only )	<input type="checkbox"/>	FDA/EPA/USDA/DOT ( if applicable) <input type="checkbox"/>
Commercial Invoice	<input type="checkbox"/>	<i>* All importers of record must have a valid SS# or US Incorporated Tax ID EIN#</i>
Power of Attorney	<input type="checkbox"/>	

<b>Forms of ID</b> <i>(sent to WCS)</i>	Drivers License	<input type="checkbox"/>	IRS Backup Letter	<input type="checkbox"/>
	Passport	<input type="checkbox"/>	(Corporations Only)	

**OCEAN FREIGHT IMPORT INSTRUCTIONS**

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1. ISF Filing first requirement as vessel leaves port. Freight must be booked and Bill of Lading must be issued prior. DOCS: ISF DATA SHEET + BILL OF LADING + ID + POWER OF ATTORNEY

2. CUSTOMS CLEARANCE - Prepare for Clearance, Customs Entries, Paying Duties  
DOCS: COMMERCIAL INVOICE + PACKING LIST + ARRIVAL NOTICE

**AIR FREIGHT IMPORT INSTRUCTIONS**

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1. CALL WCS AT LEAST 1 WEEK BEFORE FLIGHT IS BOOKED/FLIGHT LEAVES ORIGIN AIRPORT.  
DOCS: ID + POA + AIRWAY BILL + ARRIVAL NOTICE + COMMERCIAL INVOICE + PACKING LIST

TASKS		DATE			DATE
ISF Completed/Paid			Port to Door Delivery Paid		
Paid Clearance Fees + Duty			Arranged Self Pickup/Transport		
Paid Port/Warehouse Fee			Other/Misc:		