

PROCEDURES TO MAKE ENTRY

1. To make or file a customs entry you would need the following documents:
 - A. A bill of lading, airway bill as evidence of the consignee's right to make entry.
 - B. A commercial invoice, obtained from the shipper, which shows the description of the merchandise, country of origin, if merchandise is being returned after repairs or being returned after being used abroad.
2. When the entry is filed, the customhouse broker indicates the tariff classification and pays any estimated duties along with the merchandise processing fees and or harbor maintenance fees, depending on what type of entry is made.
3. We then send the entry through our Automated Broker Interface System, which is connected directly to U.S. Customs, which receives and processes our entry documentation electronically. This reduces clearance time from days to hours even minutes when we receive an electronic paperless release, which means the entry is automatically released thru the Automated Broker Interface System.
4. In some cases customs may want to examine the merchandise. The examination of goods is to determine if the merchandise is legally marked with the country of origin, whether the merchandise has been properly invoiced and whether requirements of other federal agencies have been met such as the Food & Drug Administration, U.S. Fish & Wildlife Service, Animal & Plant Health Inspection Service, which as your customhouse broker, would take care of the documentation required by these agencies.
5. After U.S. Customs has examined the merchandise and the merchandise and documentation are in order they will then release the shipment. When the release is received from the broker, then the merchandise can be picked up and delivered to its final destination.