



HOW TO COMPLETE THE ISF5 FORM

Click any of the items below to view directions for completing that section of the ISF5 form:

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Bill of Lading:

Customer enters Tropical Shipping Booking or Job number.

Foreign Port of Unlading:

Port code for the foreign port of unlading at the intended final destination. CBP will accept the Bureau of Census "Schedule K" codes. The foreign port codes or **schedule K** codes are maintained by the [DOT/ Maritime Administration \(MARAD\)](#).

Place of Delivery:

City code for the place of delivery. Foreign location where the carrier's responsibility for the transport of the goods terminates. UN LOC codes and Bureau of Census "Schedule K" codes are acceptable.

Booking Party:

Name and address of the party who initiates the reservation of the cargo space for the shipments.

Company Name & Address	Physical Address Required – P.O. Box is not allowed
Phone Number	Required

Ship to Party:

Name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody.

CBP is looking for the actual deliver to name/address; not the corporate address. If unknown, provide the name of the facility

Product Information:

Duty/statistical reporting number under which the article is classified in the Harmonized Tariff Schedule of the United States (HTSUS). The HTSUS number must be provided to the six-digit level.

The HTSUS number may be provided to the 10-digit level.

Cargo Description or HTSUS-6 to 10 Code	Visit http://hts.usitc.gov for tariff harmonization codes User will be required to add more line items if more are needed.
Piece Count	Piece count required for AMS Manifest and ISF process . Pallets are not an acceptable count.
Net Weight	Net weight should be provided per piece count.

Company & Name:

Company Name and printed name of signature

Signature:

Signature is required by the **owner of record**.

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