

Import Entry Review Checklist

Pre-Submission Verification for Customs Entries

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Purpose

Use this checklist before submitting customs entries to CBP. Verify all information is complete, accurate, and compliant. Reduce errors, avoid delays, and minimize penalty risk.

Section 1: Entry Type & Filing Method

Entry Classification

- ☐ Entry type determined (Consumption, T&E, Warehouse, FTZ)
- ☐ Appropriate entry code selected
- ☐ Filing deadline verified (10 days from arrival for consumption)
- ☐ Surety bond confirmed (continuous or single-entry)

Entry Type: ☐ 01 (Consumption) ☐ 02 (Informal) ☐ 03 (Free/Dutiable) ☐ Other: _____

Filing Information

- ☐ Importer of record (IOR) verified
 - ☐ Importer EIN/IRS number confirmed
 - ☐ Consignee information accurate
 - ☐ Port of entry correct
 - ☐ Entry filer identified (self or broker)
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Section 2: Shipment Information

Transportation Details

- ☐ Bill of Lading (ocean) or Air Waybill number
- ☐ Carrier name and SCAC code
- ☐ Vessel name or flight number
- ☐ Voyage/trip number
- ☐ Arrival date confirmed
- ☐ Port of unlading correct

Container/Package Details

- ☐ Number of packages accurate
- ☐ Package type (pallets, cartons, drums, etc.)
- ☐ Gross weight (kg) calculated
- ☐ Container numbers listed (if containerized)
- ☐ Marks and numbers match B/L and invoice

B/L or AWB Number: _____ Arrival Date: _____

Section 3: Commercial Invoice Review

Invoice Completeness

- ☐ Date of invoice
- ☐ Seller name and address (complete)
- ☐ Buyer name and address (complete)
- ☐ Purchase order or reference number
- ☐ Terms of sale (Incoterms: FOB, CIF, etc.)
- ☐ Payment terms stated
- ☐ Currency clearly identified

Product Line Items

- ☐ Detailed product descriptions (not vague)
- ☐ Quantity per item
- ☐ Unit price per item
- ☐ Extended value per line item
- ☐ Total invoice value
- ☐ All items on packing list appear on invoice

Value Elements

- ☐ Merchandise value stated
 - ☐ Freight charges itemized (if applicable)
 - ☐ Insurance charges itemized (if applicable)
 - ☐ Packing charges included (if applicable)
 - ☐ Assists or royalties disclosed (if applicable)
 - ☐ Discounts or rebates disclosed (if applicable)
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Section 4: HTS Classification

Each Line Item Classified

- ☐ 10-digit HTS code assigned
- ☐ Product description supports classification
- ☐ HTS code matches product specifications
- ☐ Duty rate verified from current HTS
- ☐ Special duty rates checked (antidumping, Section 301, etc.)
- ☐ Classification rationale documented

Special Programs

- ☐ GSP eligibility verified (if claiming)
- ☐ USMCA/NAFTA qualification confirmed (if claiming)
- ☐ Other FTA preference validated (if claiming)
- ☐ Special program indicator code added

All HTS codes verified in current year HTS? ☐ Yes ☐ No

Section 5: Country of Origin

Origin Determination

- ☐ Country of origin identified for each product
- ☐ Origin based on substantial transformation (if applicable)
- ☐ USMCA/FTA rules of origin applied (if claiming preference)
- ☐ Certificate of origin obtained from supplier
- ☐ Origin marking on product verified

UFLPA Compliance (if applicable)

- ☐ Products screened for Xinjiang risk
- ☐ High-risk products (cotton, tomatoes, polysilicon) flagged
- ☐ Supply chain documentation ready
- ☐ No XUAR origin or forced labor concerns

Primary Country of Origin: _____

Section 6: Valuation

Transaction Value

- ☐ Price actually paid or payable documented
- ☐ Arms-length transaction (or related party adjustments made)
- ☐ All payments included (including indirect payments)
- ☐ Post-importation adjustments disclosed
- ☐ Valuation method appropriate (usually transaction value)

Dutiable Value Calculation

- ☐ FOB value calculated
- ☐ Freight added (if not included)
- ☐ Insurance added (if not included)
- ☐ Packing costs added (if not included)
- ☐ Assists or royalties added (if applicable)
- ☐ Commissions evaluated (buying vs. selling)

Total Dutiable Value: \$ _____

Section 7: Partner Government Agencies (PGA)

FDA (Food & Drug Administration)

- ☐ Prior notice submitted (if food/drugs/cosmetics)
- ☐ FDA product code assigned
- ☐ Country of production listed
- ☐ Manufacturer identified

- ☐ No FDA holds or refusals

Other PGA Requirements (Check if applicable)

- ☐ USDA permit (meat, plants, animal products)
- ☐ EPA compliance (pesticides, chemicals)
- ☐ CPSC (consumer products)
- ☐ DOT (hazardous materials)
- ☐ FCC (telecommunications)
- ☐ NHTSA (vehicles)
- ☐ ATF (alcohol, tobacco, firearms)

PGA Agencies Involved: _____

Section 8: ISF Compliance (Ocean Shipments Only)

ISF 10+2 Verification

- ☐ ISF filed 24+ hours before loading (at foreign port)
- ☐ Manufacturer name and address accurate
- ☐ Seller name and address accurate
- ☐ Buyer name and address accurate
- ☐ Ship-to name and address accurate
- ☐ Container stuffing location accurate
- ☐ Consolidator name and address (if applicable)
- ☐ HTS codes on ISF match entry
- ☐ Country of origin on ISF matches entry

ISF Confirmation Number: _____

Section 9: Duty & Fee Calculation

Duties

- ☐ Duty rate per HTS code verified
- ☐ Duty calculation: (Dutiable Value × Duty Rate)
- ☐ Antidumping/countervailing duties added (if applicable)
- ☐ Section 301 tariffs added (if applicable)
- ☐ Section 232 tariffs added (if applicable)

Fees

- ☐ Merchandise Processing Fee (MPF) calculated
 - Informal: \$2.22, \$6.66, or \$9.99
 - Formal: 0.3464% (min \$31.67, max \$614.35)
- ☐ Harbor Maintenance Fee (HMF) calculated (0.125% of value)
- ☐ Other fees (APHIS, USDA, FDA, etc.) included

Total Duties: \$ _____ **Total Fees:** \$ _____ **Total Entry Value:** \$ _____

Section 10: Documentation Checklist

Required Documents

- ☐ Commercial invoice (signed/original)
- ☐ Packing list
- ☐ Bill of Lading or Air Waybill
- ☐ Arrival notice from carrier
- ☐ Entry summary (CBP Form 3461/7501)
- ☐ Customs bond (if not on file)
- ☐ Power of attorney (if using broker)

Supporting Documents (if applicable)

- ☐ Certificate of origin (USMCA, FTA, GSP)
- ☐ ISF confirmation
- ☐ FDA prior notice confirmation
- ☐ USDA permits or certificates
- ☐ Binding rulings (HTS or origin)
- ☐ Related party documentation
- ☐ Assist or royalty agreements

Section 11: Data Entry Validation

ACE/ABI System Check

- ☐ All mandatory fields completed
- ☐ No system error messages
- ☐ HTS codes validated in system
- ☐ Duty calculation matches manual calculation
- ☐ PGA messages cleared or acknowledged
- ☐ Entry summary printout reviewed

Cross-Reference Verification

- ☐ Invoice line items match entry line items
- ☐ Quantities on invoice, packing list, and entry match
- ☐ Values on invoice and entry match
- ☐ HTS codes consistent across all documents
- ☐ Country of origin consistent across documents

Section 12: Final Review

Quality Control

- ☐ Second person review completed
- ☐ Math errors checked (quantities, values, duties)
- ☐ Typos and spelling errors corrected

- ☐ Logical consistency verified (e.g., 10,000 units not \$10 total)
- ☐ Entry printout reviewed against source documents

Compliance Check

- ☐ No red flags (unusual values, suspicious origins, etc.)
- ☐ All PGA requirements satisfied
- ☐ Special trade programs properly claimed
- ☐ Prior disclosures filed (if errors discovered)
- ☐ Reasonable care standard met

Reviewed by: _____ Review Date: _____

Section 13: Submission

Filing Preparation

- ☐ Entry ready for electronic submission
- ☐ Payment method confirmed (ACH, check, bond)
- ☐ Estimated duties/fees sufficient to cover
- ☐ Backup documents uploaded or ready to send
- ☐ Entry filer (broker) notified to proceed

Post-Filing

- ☐ Entry confirmation number received
- ☐ Entry number documented
- ☐ Release notification received
- ☐ Liquidation date noted (within 314 days)
- ☐ Entry records filed for retention (5 years)

Entry Number: _____ Release Date: _____ Expected Liquidation Date: _____

Section 14: Certification

Entry Prepared by: _____ Date: _____

Entry Status

- ☐ ☒ **READY TO FILE** - All checks complete, no issues
- ☐  **NEEDS CORRECTION** - Minor issues to resolve before filing
- ☐  **DO NOT FILE** - Major errors, require rework

Action Items (if applicable):

1. _____
2. _____
3. _____

Additional Resources

- **ISF Filing Guide:** strixsmart.com/resources/guides/isf-filing
- **HTS Classification Guide:** strixsmart.com/resources/guides/hts-classification
- **Import Documentation Guide:** strixsmart.com/resources/guides/import-documentation
- **CBP Entry Requirements:** cbp.gov/trade/basic-import-export

Need Entry Filing Assistance?

Strix Smart provides full-service customs brokerage, entry filing, and compliance support to ensure accurate, on-time entries.

Contact us: 📞 (406) 922-6600 ✉️ sales@strixsmart.com 🌐 strixsmart.com/solutions/brokerage

This checklist is provided for informational purposes and does not constitute legal advice. For specific entry questions, consult with a licensed customs broker.

Version 1.0 | January 2025