

IMPORTER SECURITY FILING (ISF)/10+2 SHAPIRO 360° TUTORIAL

Getting Started

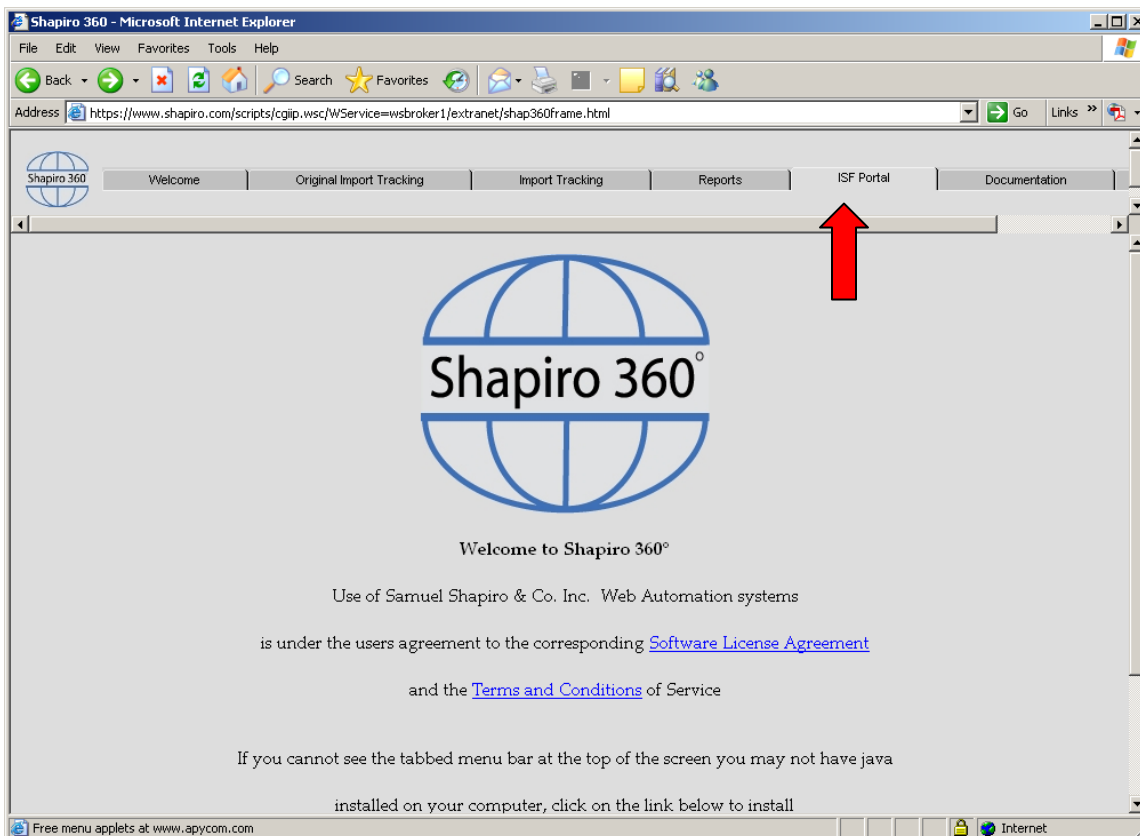
If you are already using our internet tracking system, you will still need to request the ISF Portal so this feature can be added to your Shapiro 360° view. Simply contact your Shapiro representative and we can add this option for you.

If you are not currently using our internet tracking system, please contact your Shapiro representative and we can sign you up!

Logging In

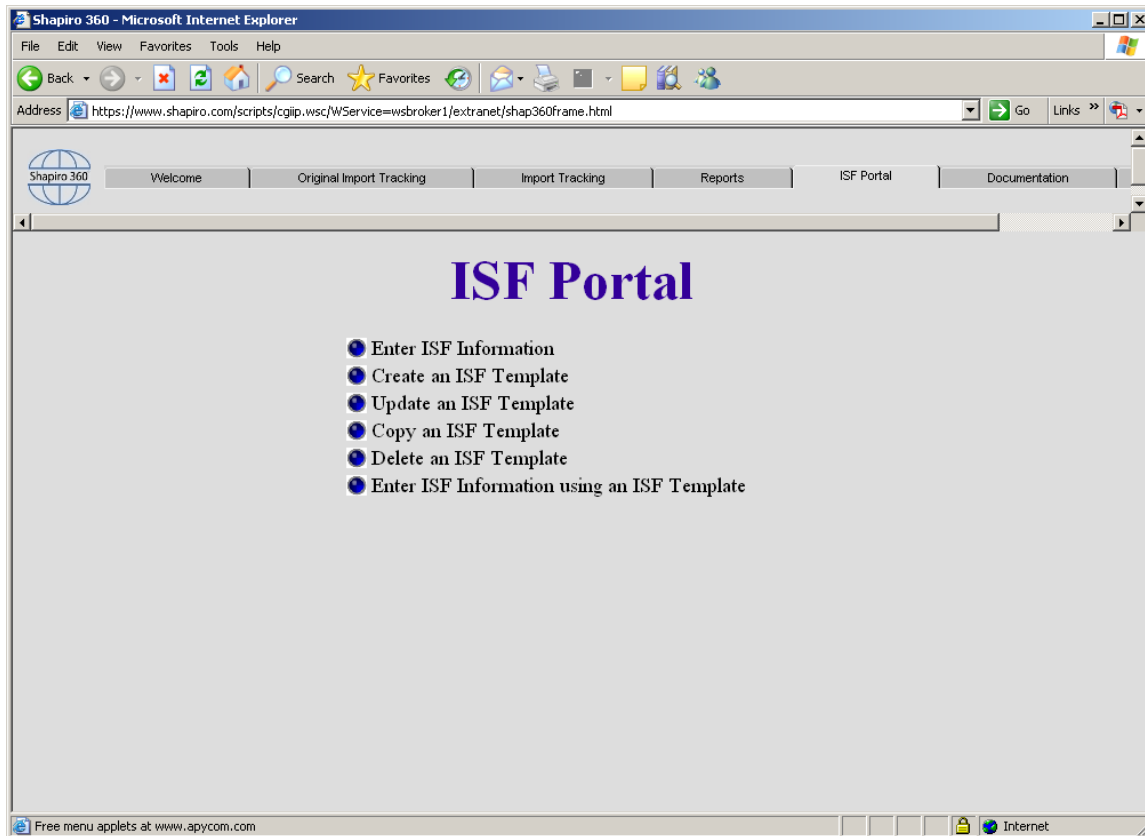
The portal is accessed via the Shapiro website – www.shapiro.com

A user name and password are required (we will assign them to you). Log on just as you do for internet tracking through the Shapiro 360°. There will be a separate tab for the ISF Portal.



Portal Options

Portal users can create a new ISF, create a template, update a template, copy a template, delete a template, or create an ISF using a template.



When you create a template, this template is saved in our system so that your account coordinator can also use it. You will also be able to see any templates we have already created.

Creating an ISF

The portal screen is very similar in layout to our ISF spreadsheet. The only required field on the portal is the bill of lading number. The bill of lading number is the single data element that will link the ISF to the steamship line's manifest as well as to the Customs entry. Customs will not accept an ISF filing without the bill of lading number. All the other fields on our ISF portal are optional, so you can fill in as much information as you have. The portal allows for only single parties for the seller, buyer, ship to, stuffing location, and consolidator. Up to five manufacturers with 12 country of origin and HTS combinations each may be entered. If the ISF has more than these options, the portal cannot be used. We wanted to keep the portal as straightforward as possible and could not accommodate every scenario.

There are drop down options for the entity qualifiers, address qualifiers, countries, and secondary qualifiers. Again – these fields are optional for the ISF portal.

Shapiro 360 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://www.shapiro.com/scripts/cgiip.wsc/WService=wsbroker1/extranet/shap360frame.html> Go Links

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ISF Information

GENERAL INFORMATION

Bill of Lading Number (REQUIRED): Importer of Record Number:
Sailing Date: Consignee Number:

PARTIES INFORMATION

SELLER		BUYER	
Entity ID:	<input type="text"/>	Entity ID:	<input type="text"/>
Entity Qualifier:	<input type="text"/>	Entity Qualifier:	<input type="text"/>
Entity Name:	<input type="text"/>	Entity Name:	<input type="text"/>
Address #1:	<input type="text"/>	Address #1:	<input type="text"/>
Address #1 Qualifier:	<input type="text"/>	Address #1 Qualifier:	<input type="text"/>
Address #2:	<input type="text"/>	Address #2:	<input type="text"/>
Address #2 Qualifier:	<input type="text"/>	Address #2 Qualifier:	<input type="text"/>

Free menu applets at www.apycom.com Internet

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SHIP-TO		STUFFING LOCATION	
Entity ID:	<input type="text"/>	Entity ID:	<input type="text"/>
Entity Qualifier:	<input type="text"/>	Entity Qualifier:	<input type="text"/>
Entity Name:	<input type="text"/>	Entity Name:	<input type="text"/>
Address #1:	<input type="text"/>	Address #1:	<input type="text"/>
Address #1 Qualifier:	<input type="text"/>	Address #1 Qualifier:	<input type="text"/>
Address #2:	<input type="text"/>	Address #2:	<input type="text"/>
Address #2 Qualifier:	<input type="text"/>	Address #2 Qualifier:	<input type="text"/>
City:	<input type="text"/>	City:	<input type="text"/>
Country Sub Entity:	<input type="text"/>	Country Sub Entity:	<input type="text"/>
Country:	<input type="text"/>	Country:	<input type="text"/>
Postal Code:	<input type="text"/>	Postal Code:	<input type="text"/>
Secondary Name:	<input type="text"/>	Secondary Name:	<input type="text"/>
Secondary Name Qual:	<input type="text"/>	Secondary Name Qual:	<input type="text"/>

CONSOLIDATOR

Entity ID:

Error on page. Internet

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CONSOLIDATOR

Entity ID:

Entity Qualifier:

Entity Name:

Address #1:

Address #1 Qualifier:

Address #2:

Address #2 Qualifier:

City:

Country Sub Entity:

Country:

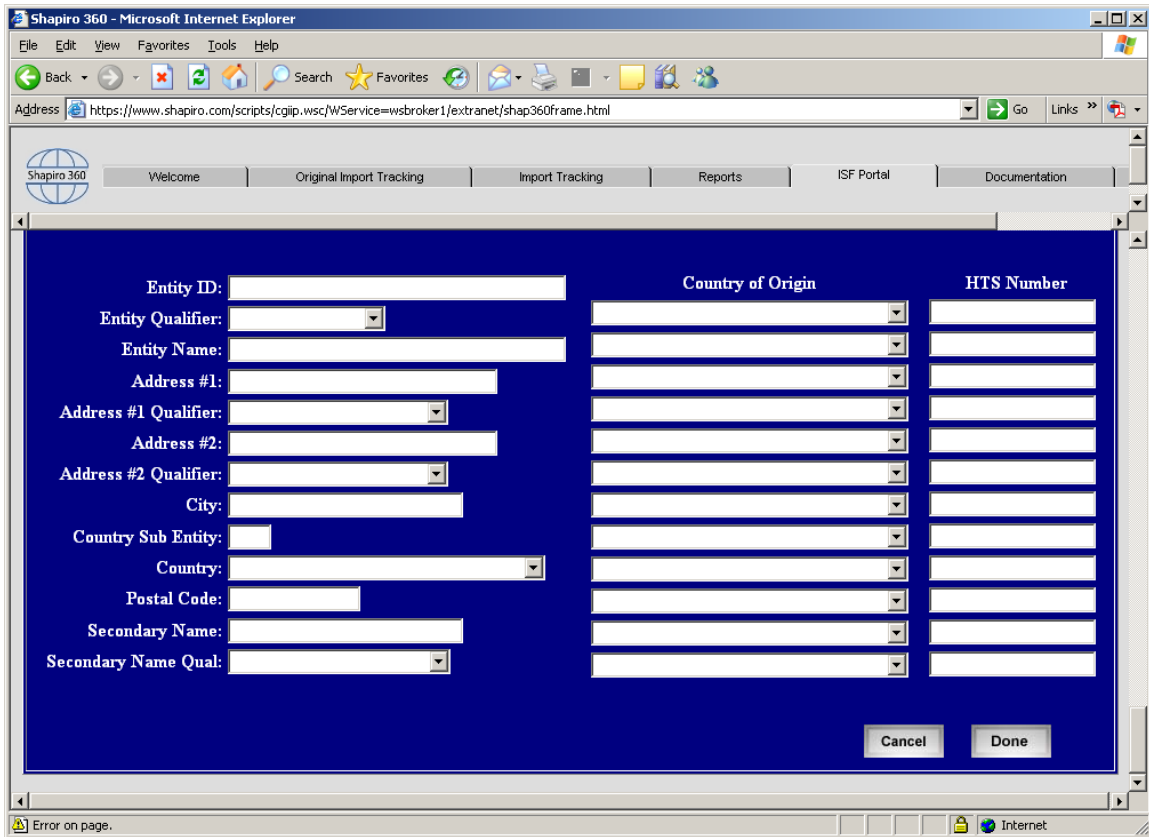
Postal Code:

Secondary Name:

Secondary Name Qual:

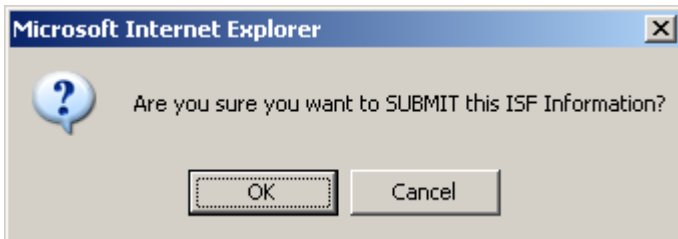
MANUFACTURER INFORMATION

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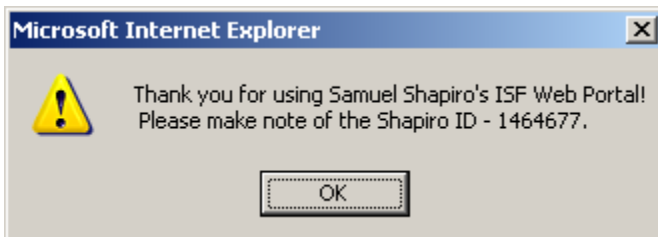


Once you have entered all the information, hit the Done button at the bottom of the screen. You also have the option to cancel, if necessary. When you hit the Done button, you will get a new screen with all the information laid out for you. If need be, you can go back and edit any of the data elements.

When you click Submit, you will get a first pop up:



When you hit OK, you get another message with the Shapiro file number:



The file number is based on the bill of lading number. The portal will look for the bill of lading number in Shapiro's system. If there is a match, you will get the pop up with the existing file number. If there is not a match, the system will create a new file. The Shapiro e-mail group assigned to your account for ISF purposes will receive an automated e-mail alerting them that a new file has been created.

From: shapiroautomation@shapiro.com
To: Your Account Coordinator
Subject: FILE OPENED VIA ISF WEB PORTAL - ID 01-02-1464677

NEW FILE CREATED IN SHAPIRO AUTOMATION FROM ISF WEB PORTAL:

Branch: Baltimore (01)
Dept: Ocean Import
ID: 1464677
Customer: OUR FAVORITE IMPORTER, INC.

ISF Information ALSO ENTERED FOR THIS FILE.

If the file already exists in our system and the ISF Portal finds a match based on the bill of lading number, the following message is sent:

From: shapiroautomation@shapiro.com
To: Your Account Coordinator
Subject: SHAPIRO ISF WEB PORTAL - ISF INFORMATION UPDATED FOR ID 01-02-1462630

ISF INFORMATION UPDATED IN SHAPIRO AUTOMATION FROM ISF WEB PORTAL:

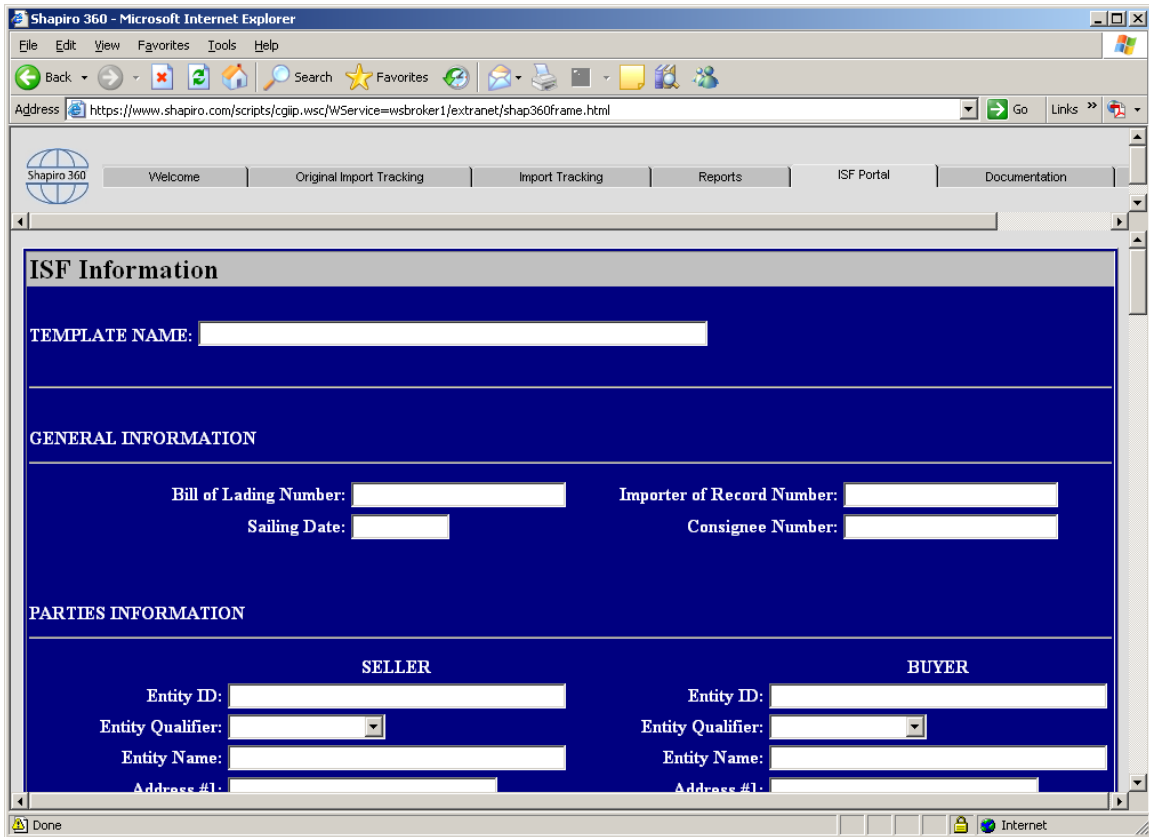
Branch: Baltimore (01)
Dept: Ocean Import
ID: 1462630
Customer: OUR FAVORITE IMPORTER, INC.

Shipment Reference: P.O. 12345

Creating an ISF Template

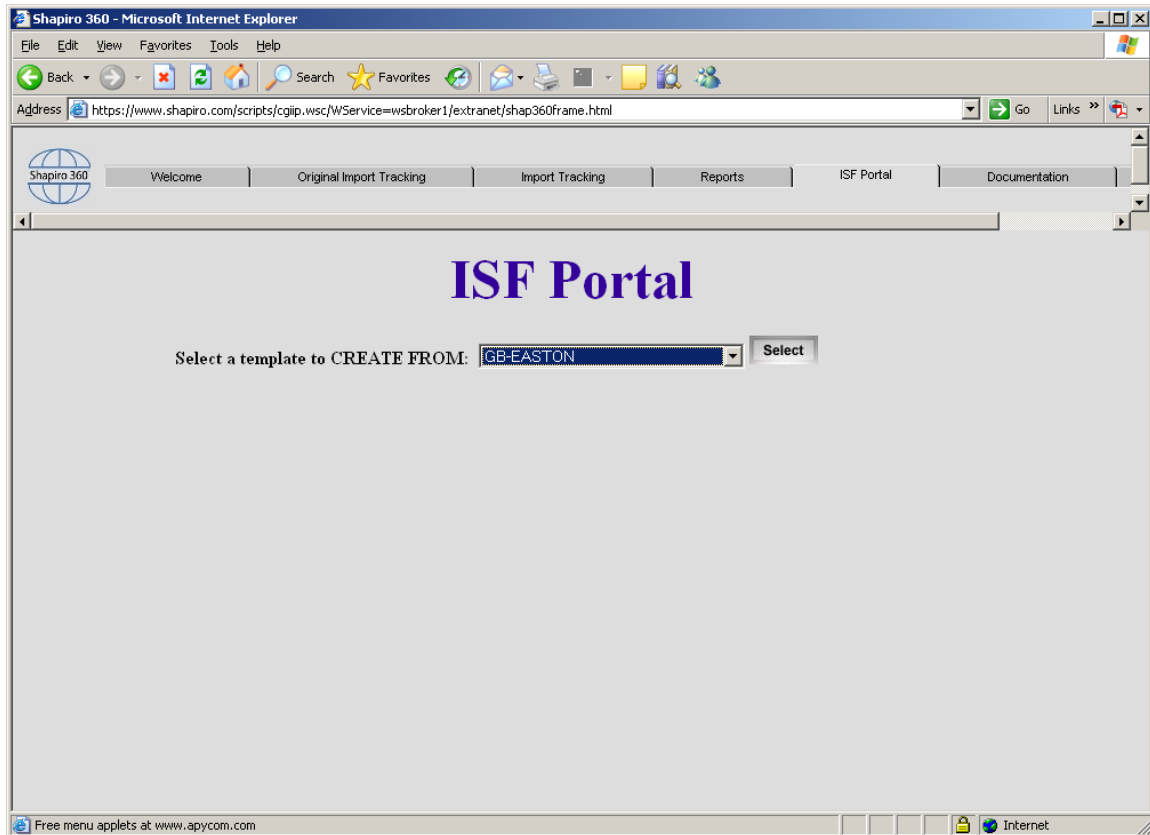
You can create templates for shipments that may be repetitive or where only certain information changes. Once the template is created, you can create a new ISF from the template and make changes as needed, or simply add just the bill of lading number.

This screen looks just like the ISF screen, except there is a space at the top for the template name. Also, the bill of lading number is not a required field when creating a template.



Creating an ISF from a Template

You will have a drop down list of existing templates to select from. You pick the template, hit Select, and the system will pull all the template information into the ISF portal screen.



Transmitting the ISF to Customs

When your Shapiro account coordinator receives the e-mail alert, he or she will go into our system to review your information and then transmit the data to Customs. Upon a successful transmission, you will be able to view the ISF confirmation number and bill of lading AMS match results in the internet tracking screen.

Qualified customers may also have the option of transmitting the ISF information directly to Customs. For more information, please contact us at compliance@shapiro.com.

Please contact us for a quote for the ISF Portal, your most cost effective method for complying with 10+2.