



# **ISF WEB PORTAL MANUAL**

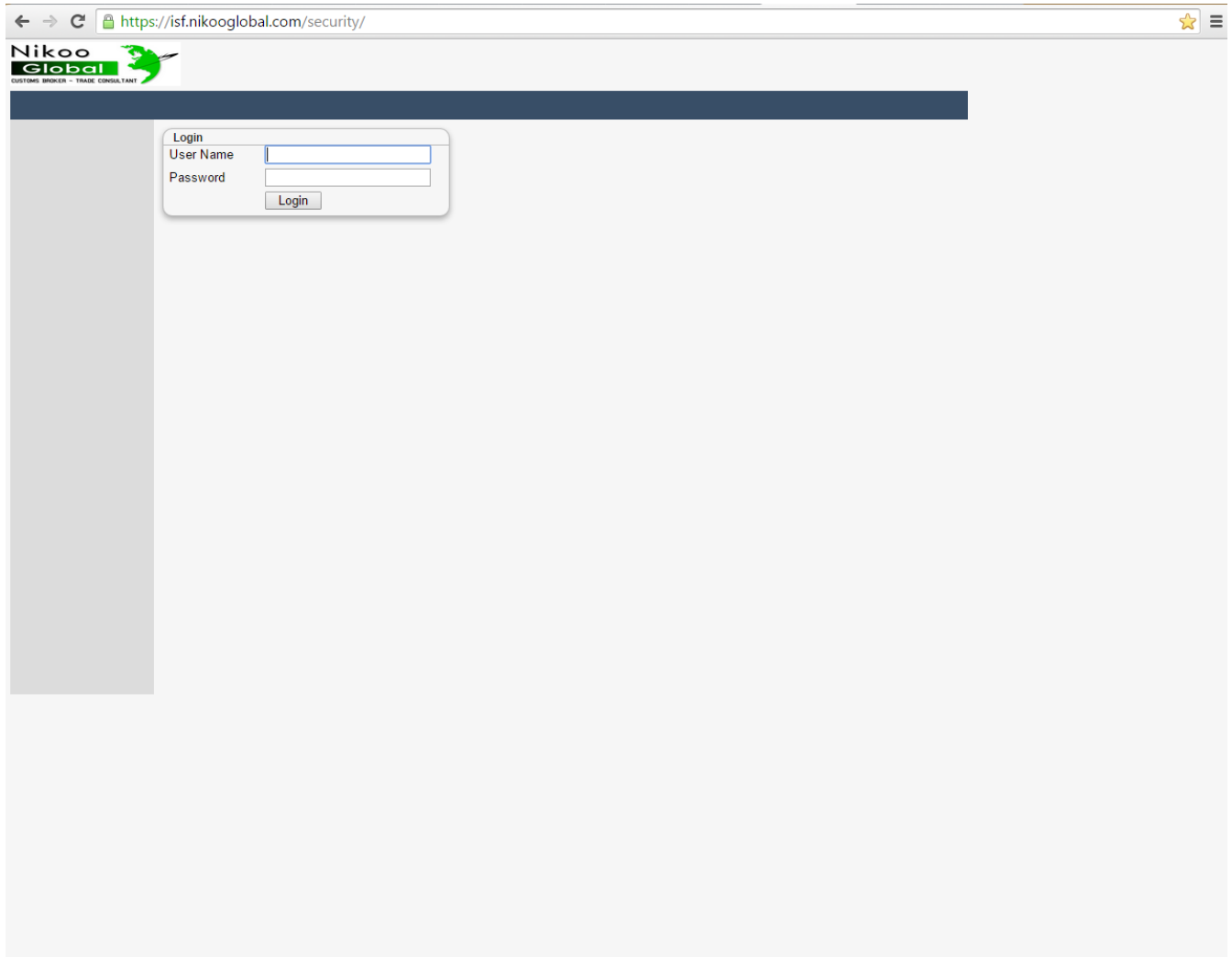
## **FOR**

### **HOUSEHOLD GOODS/PERSONAL EFFECTS**

# I) WEB ADDRESS

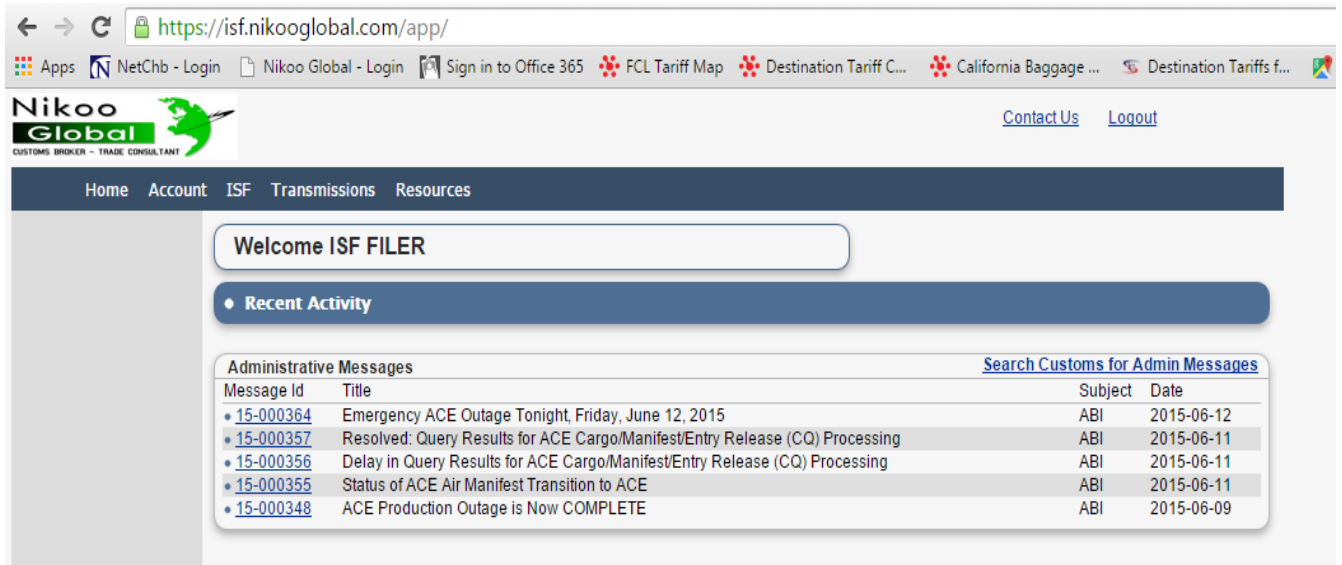
Click on the following link or copy paste it into your browser's address bar:

[ISF.NIKOOGLOBAL.COM](https://isf.nikooglobal.com)



## II) Navigating through tabs

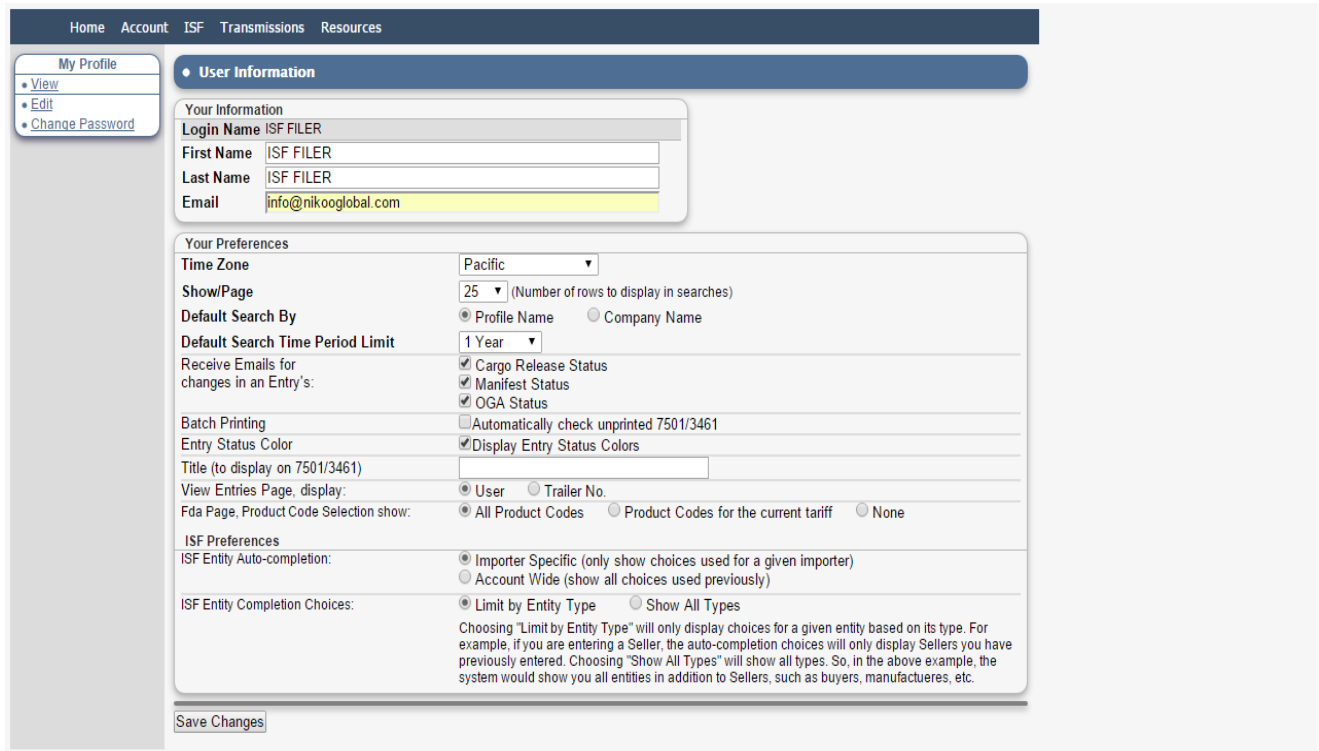
- 1) **Home:** On this page you will have access to U.S. Customs Administrative Messages that can be of interest to Customs Brokers and ABI users. It shows the most recent published messages.



The screenshot shows the home page of the Nikoo Global ISF FILER application. The browser address bar displays <https://isf.nikooglobal.com/app/>. The page features a navigation menu with links for Home, Account, ISF, Transmissions, and Resources. A "Welcome ISF FILER" message is displayed at the top. Below it, a "Recent Activity" section highlights "Administrative Messages". A table lists the most recent messages:

Message Id	Title	Subject	Date
<a href="#">15-000364</a>	Emergency ACE Outage Tonight, Friday, June 12, 2015	ABI	2015-06-12
<a href="#">15-000357</a>	Resolved: Query Results for ACE Cargo/Manifest/Entry Release (CQ) Processing	ABI	2015-06-11
<a href="#">15-000356</a>	Delay in Query Results for ACE Cargo/Manifest/Entry Release (CQ) Processing	ABI	2015-06-11
<a href="#">15-000355</a>	Status of ACE Air Manifest Transition to ACE	ABI	2015-06-11
<a href="#">15-000348</a>	ACE Production Outage is Now COMPLETE	ABI	2015-06-09

- 2) **Account:** View, Change your Name, Email Address and password here



The screenshot shows the "Account" page of the Nikoo Global ISF FILER application. The page is titled "User Information" and contains the following sections:

- My Profile:** View, Edit, Change Password
- Your Information:** Login Name (ISF FILER), First Name (ISF FILER), Last Name (ISF FILER), Email (info@nikooglobal.com)
- Your Preferences:**
  - Time Zone: Pacific
  - Show/Page: 25 (Number of rows to display in searches)
  - Default Search By: Profile Name (selected), Company Name
  - Default Search Time Period Limit: 1 Year
  - Receive Emails for changes in an Entry's: Cargo Release Status (checked), Manifest Status (checked), OGA Status (checked)
  - Batch Printing: Automatically check unprinted 7501/3461 (unchecked)
  - Entry Status Color: Display Entry Status Colors (checked)
  - Title (to display on 7501/3461):
  - View Entries Page, display: User (selected), Trailer No.
  - Fda Page, Product Code Selection show: All Product Codes (selected), Product Codes for the current tariff, None
  - ISF Preferences: ISF Entity Auto-completion: Importer Specific (selected), Account Wide (show all choices used previously)
  - ISF Entity Completion Choices: Limit by Entity Type (selected), Show All Types

A "Save Changes" button is located at the bottom of the page.

- 3) **Trade Partners:** Disregard, This section is for Commercial Importers.
- 4) **ISF:** This is your ISF dashboard. There are three general parts of this screen, the left side bar, the Search Area and the Main Section below the search area. Will be explained thoroughly further on.

**ISF Entries**

- View ISF Entries
- Create ISF Entry
- Upload ISF Entry
- ISF Activity Report

**ISF Templates**

- View ISF Templates
- Add Template

• ISF Entries
Create ISF Entry

**Search By**

Reference No.  ISF Number  Carrier  Container No.  Master Bill  House/Straight Bill  Show/Page  Update

Begin Date  End Date  Begin Date  End Date  Importer  Party Name  Party ID

ETA between:  ETA between:  Search

Profile Name  Company Name

ISF Created Between:  Limit to ISFs created in the last  Booking Confirmation No.  User  Location

1 Year  Bill On File  Customs Status  ISF Complete  Status Color

Reference No.	ISF Number	Importer	ETD	ETA	Carrier	Master Bill	House/Straight Bill	Transaction Type	Created Time	ISF Complete	Bill On File	Customs Status	Time Accepted	Print ISF
• 2501599			6/17/15	7/11/15	HLCU	SYD150514830	SYDFE14830AC	CT	6/22/15 1:20 PM	No	Yes	Not Transmitted		<input type="checkbox"/>
• 2501548	9FM-37016733559		6/17/15	7/11/15	HLCU	SYD150514830	SYDFE14830AA	CT	6/22/15 1:03 PM	Yes	Yes	Accepted	6/22/15 1:08 PM	<input type="checkbox"/>
• 2501538	9FM-18163138306		6/17/15	7/11/15	HLCU	SYD150514830	SYDFE14830AE	CT	6/22/15 1:00 PM	Yes	Yes	Accepted	6/22/15 1:01 PM	<input type="checkbox"/>
• 2501517	9FM-13501827638		6/17/15	7/11/15	HLCU	SYD150514830	SYDFE14830AF	CT	6/22/15 12:53 PM	Yes	Yes	Accepted	6/22/15 12:57 PM	<input type="checkbox"/>
• 2500525	9FM-54758614761		6/16/15	6/9/15	HLCU	SYD150419507	SYDFD19507AI	CT	6/19/15 8:55 PM	Yes	Yes	Accepted	6/19/15 8:56 PM	<input type="checkbox"/>
• 2500513	9FM-31634616849		7/2/15	7/30/15			RF625835	CT	6/19/15 8:40 PM	Yes	No	Accepted	6/19/15 8:50 PM	<input type="checkbox"/>
• 2500501	9FM-66780450981		6/14/15	7/6/15	MAEU	953971844	NYC29102790	CT	6/19/15 8:30 PM	Yes	Yes	Accepted	6/19/15 8:33 PM	<input type="checkbox"/>
• 2500275	9FM-83345066516		6/20/15	7/1/15	NYKS	0128698420	6230150	CT	6/19/15 6:50 PM	Yes	Yes	Accepted	6/19/15 6:53 PM	<input type="checkbox"/>
• 2500251	9FM-57280965253		6/19/15	7/7/15	HLCU	LIV150548823	LIVFE48823AA	CT	6/19/15 6:39 PM	Yes	Yes	Accepted	6/19/15 6:44 PM	<input type="checkbox"/>
• 2499611	9FM-57432850714		6/21/15	6/29/15			540500094358	CT	6/19/15 3:48 PM	Yes	No	Accepted	6/19/15 3:49 PM	<input type="checkbox"/>
• 2499599	9FM-97351969348		6/21/15	6/29/15			540500094391	CT	6/19/15 3:46 PM	Yes	No	Accepted	6/19/15 3:47 PM	<input type="checkbox"/>

- 5) **Transmissions:** All Cargo Manifest Queries, ISF transmissions and customs responses can be accessed under this tab.

• Transmissions

**Search By**

Users  Types  Limit to Transmissions sent in the last  Show/Page  Update

Nikooint2  All Types  1 Day  100

Type	User	Transmitted	Response	Check for Responses	Received
• ISF Status Advisory 2501599	Nikooint2	06/22/15 10:25 AM	Bill on file	<input type="button" value="Check for Responses"/>	06/22/15 10:25 AM
• Importer Security Filing 2501599	Nikooint2	06/22/15 10:25 AM	Accepted		06/22/15 10:25 AM
• ACE Cargo/Manifest Query	Nikooint2	06/22/15 10:20 AM	Results Received		06/22/15 10:20 AM
• ISF Status Advisory 2501548	Nikooint2	06/22/15 10:08 AM	Bill on file		06/22/15 10:08 AM
• Importer Security Filing 2501548	Nikooint2	06/22/15 10:08 AM	Accepted		06/22/15 10:08 AM
• ACE Cargo/Manifest Query	Nikooint2	06/22/15 10:03 AM	Results Received		06/22/15 10:03 AM
• ISF Status Advisory 2501538	Nikooint2	06/22/15 10:01 AM	Bill on file		06/22/15 10:01 AM
• Importer Security Filing 2501538	Nikooint2	06/22/15 10:01 AM	Accepted		06/22/15 10:01 AM
• ACE Cargo/Manifest Query	Nikooint2	06/22/15 10:00 AM	Results Received		06/22/15 10:00 AM
• ISF Status Advisory 2501517	Nikooint2	06/22/15 9:57 AM	Bill on file		06/22/15 9:57 AM
• Importer Security Filing 2501517	Nikooint2	06/22/15 9:56 AM	Accepted		06/22/15 9:57 AM
• ACE Cargo/Manifest Query	Nikooint2	06/22/15 9:53 AM	Results Received		06/22/15 9:53 AM

- 6) **Resources:** These tools are mainly for customs brokers. The only one that is useful for ISF filing is Cargo Manifest Query. By querying the Ocean or Air Bill of lading number, you can get check if the Bill of Lading has been already filed in AMS. If it has not, you will get a yellow “No Bill on file” response on your ISF filing. You can also submit the Cargo Manifest Query from the ISF Entry.

**Resources**

- [Admin Messages](#)
- [Cargo Manifest Query](#)
- [Customs Rulings Search \(CROSS\)](#)
- [Entry Number Generator](#)
- [Exchange Rates Table](#)
- [Exchange Rate Query](#)
- [FIRMS Code Table](#)
- [FIRMS Code Query](#)
- [HTS Table](#)
- [HTS Query](#)
- [HTS Usage Report](#)
- [Ports\\_Domestic](#)
- [Ports\\_Foreign](#)

• **Cargo/Manifest Query**

Query By: Master Bill (Ocean, Rail, Truck) ▼  Via ACE

File Code	Entry Number	Inbond No	SCAC	Master Bill	Airway Bill	House Airway Bill
9FM						

Result Options

Return All Notifications ▼

Additional Query Record

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Transmit Cargo/Manifest Query

**Upload Cargo Manifest Queries**

Please select the excel document that contains the queries to upload:

No file chosen

This upload should be an excel spreadsheet with one cargo manifest query per row. Each row can be used to query different information, such as entry summaries, inbonds, master bills or air waybills.

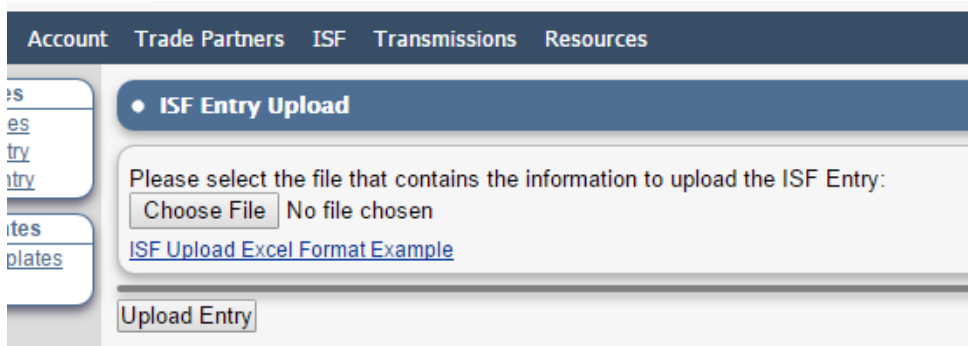
To query an entry, enter the entry number (XXX-XXXXXXX-X) in column A.  
 To query an inbond, enter the inbond number in column B.  
 To query an Ocean Master Bill, enter the SCAC code in column C, and the bill number in column D.  
 To query an Air Waybill, enter the Master Air Waybill in Column E, and House Air Waybill (optional) in column F.

### III) ISF Dashboard

There are three general parts of this screen, the left side bar, the Search Area and the Main Section below the search area.

- **Left Side**

- 1) **View ISF Entries:** This will show you all the ISF entries you have filed or in process.
- 2) **Create ISF Entry:** This is self-evident and does the same as the button on the top of the ISF dashboard.
- 3) **Upload ISF:** You can use an excel spreadsheet to upload the ISF information directly into the system. There is an example of the Excel Format that can be downloaded for your reference.



#### 4) ISF Templates

You are able to add templates to avoid entering repetitive ISF Entities such as Consolidator, Stuffing Location or Ship to Party.

We have already added a template/Templates to your account for your ISF filing.

Should you require more templates for different location, you can add them by clicking on "Add Template" on the left side bar;

- 1) **Template Name:** This is the name you type in your entry in order to access you template.



- 2) Description: A memo for your reference only.
- 3) Always make sure that template is NOT Importer Specific:

**ISF Template**

**Template Name**  
 Glasgow Location

**Make Template Importer Specific:**  Yes  No

**Selling Party**  
 MID:  Name:

- 4) Add all the parties that you would like this template populates into the ISF entry each time. For Household Shipments ;

**Address Form**  
 Street Number:  Street Name:  Add Address Part  
 City:  State/Province:  Postal Code:  Country:   
 Email:   Email Status Updates  Email Copy of ISF [Clear](#)

**Ship to Party** Copy From:

Name: SCHUMACHER CARGO LOGISTICS INC FIRMS Code or DUNS/DUNS+4:   
 Secondary Name Type:  Secondary Name:   
 Address Part 1: Street Number: 550 W 135TH ST Street Name: 550 W 135TH ST Add Address Part  
 City: GARDENA State/Province: CAL Postal Code: 90248-1506 Country: US  
 Email:   Email Status Updates  Email Copy of ISF [Clear](#)

**Stuffing Location** Copy From:

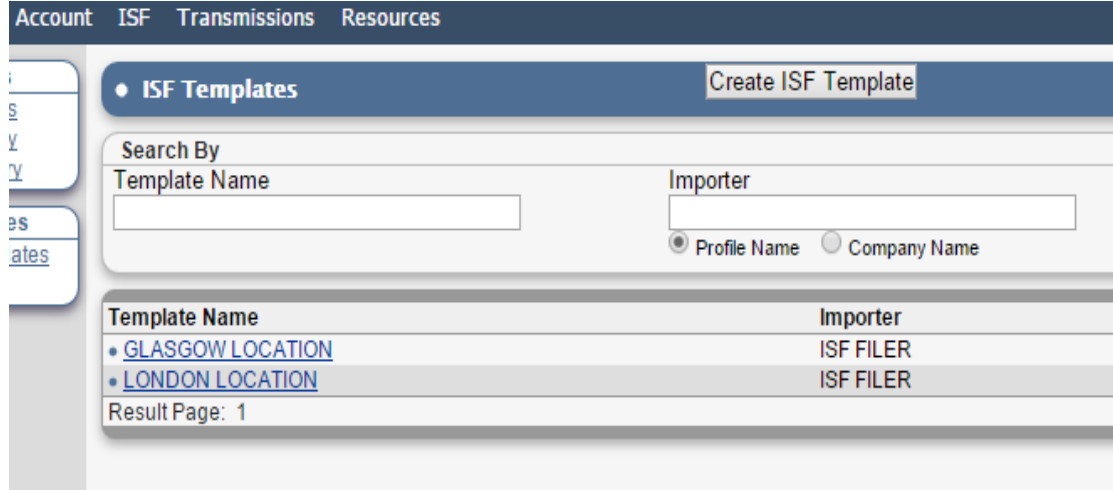
Name: ISF FILER COMPANY DUNS/DUNS+4:   
 Secondary Name Type:  Secondary Name:   
 Address Part 1: Unstructured Street Address: 1234 ABC STREET Add Address Part  
 City: GLASGOW State/Province:  Postal Code: 12SD21SD Country: GB  
 Email:   Email Status Updates  Email Copy of ISF [Clear](#)

**Consolidator** Copy From:

Name: ISF FILER COMPANY DUNS/DUNS+4:   
 Secondary Name Type:  Secondary Name:   
 Address Part 1: Unstructured Street Address: 1234 ABC STREET Add Address Part  
 City: GLASGOW State/Province:  Postal Code: 12SD21SD Country: GB  
 Email:   Email Status Updates  Email Copy of ISF [Clear](#)

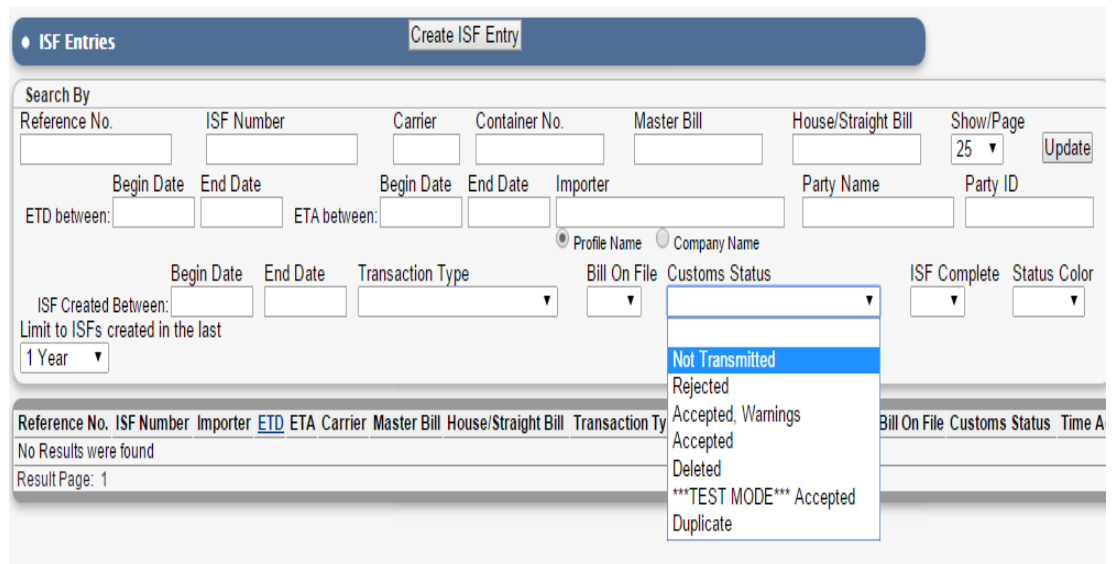
5) Click on Save Changes.

Your new template has been added to your template database.



- **Search Area**

The top portion contains various search criteria such as Bill of Lading number. Note as a management tool, you can select and view ones where the Bill of Lading is not on file, where the Customs Status is Not Transmitted, or the ISF is Incomplete, and etc.





The bottom portion contains as follows:

Reference No.	ISF Number	Importer	ETD	ETA	Carrier Master Bill	House/Straight Bill	Transaction Type	Created Time	ISF Complete	Bill On File	Customs Status	Time Accepted	Print ISF
• <a href="#">2501919</a>			6/24/15	7/10/15		520001554	CT	6/22/15 3:07 PM	No		Not Transmitted		<input type="checkbox"/>
• <a href="#">2501878</a>	9FM-22143893948		6/19/15	7/1/15		RTM110100965	CT	6/22/15 2:54 PM	Yes	No	Accepted	6/22/15 2:55 PM	<input type="checkbox"/>
• <a href="#">2501856</a>	9FM-64160120876		6/19/15	7/1/15		RTM110100965	CT	6/22/15 2:44 PM	Yes	No	Accepted	6/22/15 2:53 PM	<input type="checkbox"/>
• <a href="#">2501850</a>	9FM-58631289122		6/19/15	7/1/15		RTM110100965	CT	6/22/15 2:42 PM	Yes	No	Accepted	6/22/15 2:44 PM	<input type="checkbox"/>
• <a href="#">2501845</a>	9FM-63754383558		6/19/15	7/1/15		RTM110100965	CT	6/22/15 2:40 PM	Yes	No	Accepted	6/22/15 2:42 PM	<input type="checkbox"/>
• <a href="#">2501839</a>	9FM-55650131498		6/19/15	7/1/15		RTM110100965	CT	6/22/15 2:38 PM	Yes	No	Accepted	6/22/15 2:39 PM	<input type="checkbox"/>

- **Reference Number:** This is YOUR reference number as entered in the Header information of your ISF Filing If you leave it blank, system will generate a number for you.
- **ISF Number:** This is the number that customs returns to you after your filing is accepted by them.
- **Importer:** The importer you selected for the filing. For household goods/Personal Effects it will be left blank.
- **ETD:** This is the Estimated Date of Departure. This is NOT a required field, however, as CBP will be using it to determine if you filed in a timely fashion, it is clearly relevant. Generally, Lading has to take place 2 days prior departure. We will warn you via email if there is no ISF on file 2 days prior to departure. It is also useful as you can sort your ISF's by ETD and make sure that the ones leaving soon are on file.
- **ETA:** This is the Estimated Date of Arrival in the first US port. This is another relevant date as the Container Stuffing Location and the Consolidator must be entered 24 hrs prior to the arrival at the first US port. We will email you a warning if you updated your info based on this date.
- **Carrier/Master Bill/House Bill:** Self-evident
- **Created Time:** This is the time the file was Created. You can sort on this from most recent going backward. This is useful if you have people overseas doing data input, and you want to see what was created most recently.

- **ISF Complete:** This indicates if all of the fields in the ISF have been filled out sufficiently to transmit the filing.
- **Bill on File:** If you have sent an ISF, you should match a Bill of Lading in AMS. If your response shows “No Bill on File”, it means Customs do not see this ISF as filed. You have to make sure ISF is filed and updated with all house bill of ladings.
- **Customs Status:** If you have had a rejection or a problem with a bill, you will be able to see that from this main screen

### VERY IMPORTANT

**“No Bill on File” means ISF entry is not filed with U.S. Customs because your entered Bill of Lading cannot be matched with any Bill Of Lading in the AMS system. There are a couple of different scenarios causing this error message. One could be the Steamship line or the NVOCC. If they have not entered the bill of lading in the AMS system when you submit your ISF filing, there will be no Bill of file. The other possible scenario is that you might have chosen wrong type of bill lading, Straight BL instead of Master/House or vice versa.**

**For groupage shipment, each individual shipment must be filed with its assigned house bill of lading issued by the steamship line. Any unfiled House bill of lading will result in an ISF Hold by US customs, and possibly a (minimum) \$5000 penalty.**

# IV) ISF Entry

There are two ways of filing your ISF. One is uploading an excel sheet and the other option is simply entering the data into the system.

## 1) Data Entry

You can start a new ISF by clicking on “Create ISF Entry” on the top of the page or the left side bar. The data entry is divided into two primary parts, the header information and the entity/party information.

### Header Information

- 1) **Reference Number:** You can enter your own preferred reference number or leave blank for a system generated number.
- 2) **ISF Type:** Always leave it as ISF-10. ISF 5 is for NOVCCs.
- 3) **Shipment type:** Select number #3 for personal shipments and #5 for diplomatic shipments.

The screenshot shows a web-based form titled "ISF Entry". It contains several sections:

- Reference No.:** A text input field.
- ISF Type:** A dropdown menu with "ISF-10" selected.
- Shipment Type:** A dropdown menu with "03 - Household Goods / Personal Effects" selected. A list of options is visible: 01 - Standard or regular filings, 02 - To Order Shipments, 03 - Household Goods / Personal Effects, 04 - Military, Government, 05 - Diplomatic Shipment, 06 - Carnet, 07 - US Returned Goods, 08 - FTZ Shipments, 09 - International Mail Shipments, 10 - Outer Continental Shelf Shipments, 11 - Informal.
- Select Importer:** Radio buttons for "Profile Name" (selected) and "Company Name". A "Search" button is next to the "Profile Name" option.
- Passport Number:** A text input field with "or Enter Importer Passport Number" above it.
- Issuing Country of Passport:** A text input field.
- Importer Tax ID:** A text input field with "or Enter Importer Tax ID" above it.
- Freight Forwarder:** A text input field with a "Search" button.
- Additional Email Parties:** A text input field.
- Ref. No. Descriptor:** A text input field.
- Booking Confirmation No.:** A text input field.
- Estimated Departure Date (Optional):** A date input field in MMDDYY format.
- Estimated Arrival Date (Optional):** A date input field in MMDDYY format.
- Bills of Lading:** A table with columns: Carrier, Mode of Transportation, Bill Number Type, SCAC, Bill Number, and Bill On File. It includes fields for "Master SCAC", "Master Bill", and "Add Bill Number".
- Containers (Optional):** A section with a "Show" link.
- Save Changes:** A button at the bottom left.

- 4) **Select Importer:** Leave blank for Personal Effect shipments
- 5) **Passport Number:** For NON-U.S. Residents enter their Passport number, Issuing Country,
- 6) **Importer Tax ID:** For U.S. Residents entry their Social Security Number and
- 7) **Importer’s name:** ((Last Name), (First Name) (Middle Initial), and Date of Birth

- 8) **Freight forwarder:** Leave Blank
- 9) **Transaction type:** Always choose Compliant transaction, which means you have all 10 elements + bill of number
- 10) **Estimated Departure and Arrival date:** These are optional, however you will NOT get notification emails from our system, if you do not enter these dates
- 11) **Bill of lading type:** Entry MBL & HBL or Straight BL for direct shipments with no HBL.
- 12) The rest of the fields on this page are optional, such as Booking Confirmation No., Container number, Customer Reference No., ...

**Note:** The Bill of Lading is essentially the “Eleventh” element. A Filing is essentially defined by the Importer and the appropriate bill of lading! If your bill of lading turns out to be wrong, you will have to correct it and retransmit the latest update should be no later than 3 days prior to arrival. We highly recommend to do your latest update 5 days prior to arrival to avoid ISF holds and penalties.

After saving the changes, you will be taken to the second page which only comes up for personal shipments. On this page, you enter the owner’s name and foreign and U.S. address, which will be automatically populated into the entity page.

The screenshot shows a web form with a sidebar on the left containing links: 'tries', 'tries', 'Entry', 'Entry', 'updates', 'emplates', 'ate'. The main form area contains two sections:

**Last Foreign Address**

Name: John Test      DUNS/DUNS+4: [ ]  
 Secondary Name Type [ ]      Secondary Name [ ]  
 Address Part 1 [ Unstructured Street Address ] 123 Test St      Address Part 2 [ ] [ Add Address Part ]  
 City: London      State/Province [ ]      Postal Code: 111xx111      Country: GB  
 Email: [ ]       Email Status Updates       Email Copy of ISF

**Owner's U.S. Address**

Name: John Test      DUNS/DUNS+4: [ ]  
 Secondary Name Type [ ]      Secondary Name [ ]  
 Address Part 1 [ Unstructured Street Address ] 123 XXX Ave      Address Part 2 [ ] [ Add Address Part ]  
 City: Los Angeles      State/Province: CA      Postal Code: 90025      Country: US  
 Email: [ ]       Email Status Updates       Email Copy of ISF

Continue

## Entity Information

On this page, you have to enter all the remaining elements of ISF filing. As you see the selling party, Buying Party and Manufacturer has already been populated. All you need to do, is completing the rest. Here are the ISF elements for your reference;

- Selling Party: Owner's (Shipper) Name, Last Foreign Address
  - Buying party: Owner's (Consignee) Name, New U.S. Address
  - Ship to Party: U.S. agent's address or Owner's New U.S. Address **(Copy from Buying Party)**
  - Stuffing Location: Location of container loading
  - Consolidator: Name and address of company in charge of loading the container
  - Consignee: Name, Date of Birth, SS# or Passport# **(Copy from Importer)**
  - Manufacturer: Owner's (Shipper) Name, Last Foreign Address **(Copy from Selling party)**
- Note: The USHTS Code for personal shipments: 980400

After entering all the entities, save the changes and you will go the "Main Menu" page to transmit your entry.

**Note:** You can copy each entity information by simply clicking on "Copy From" box

Consolidator Copy From: Selling Party ▼

Name: ISF FILER Company DUNS/DUNS+4:

Secondary Name Type  Secondary Name

Address Part 1 Address Part 2

Unstructured Street Address  2, TESTSTREET

City LONDON State/Province  Postal Code LL22XX

Email:   Email Status Updates  Email Copy

• Consignees

Consignee [Copy From Importer](#)

**Note:** You can simply upload a saved template instead of typing repetitive entities. Type the template name in "Select Template" box, choose the desired template from the drop down list, and then click "Select Template". The template only bring the save entities (Such as Stuffing Location, or Consolidator) and do not alter or erase other entities.

• ISF Entry 2503742

Select Template: GLASGOW LOCATION  (Optional)

Template	Description
GLASGOW LOCATION	

Selling Party Copy From:

MID:  Name: JOHN TEST DUNS/DUNS+4:

Secondary Name Type  Secondary Name

Address Part 1 Address Part 2

Unstructured Street Address  123 TEST ST

City  State/Province  Postal Code  Country

## V) ISF Transmit

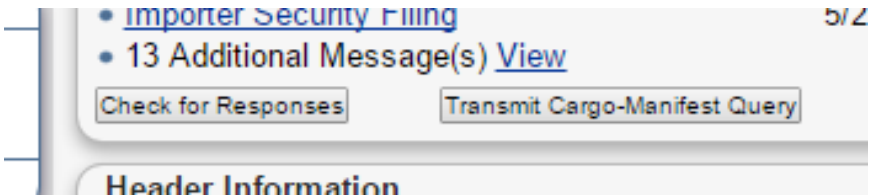
On this page, you can transmit, delete and navigate through your ISF entry such as Header and Entity information and make any necessary changes.

The last step is to transmit the ISF entry to customs by clicking on “Transmit ISF”. If all the elements were accurate and entered properly, you should receive back “Accepted” and “Bill on File” messages from customs.

It normally takes about 5 seconds to get a response back.

● ISF Entry 2434928 , ISF No. 9FM-41447147258				
Customs Status				
Customs Status	<input type="button" value="Transmit ISF"/>	<input type="button" value="Delete from Customs"/>		
Accepted				
Communication Type	Sent	Message	Received	
• <a href="#">ISF Status Advisory</a>	5/29/15 12:39:07 PM	Bill on file	5/29/15 12:39:07 PM	
• <a href="#">Importer Security Filing</a>	5/29/15 12:39:02 PM	Accepted	5/29/15 12:39:05 PM	
• <a href="#">ISF Status Advisory</a>	5/29/15 12:36:01 PM	Bill NOT on file	5/29/15 12:36:01 PM	
• <a href="#">Importer Security Filing</a>	5/29/15 12:35:56 PM	Accepted	5/29/15 12:35:59 PM	
• <a href="#">ISF Status Advisory</a>	5/23/15 6:12:23 PM	Bill NOT on file	5/23/15 6:12:23 PM	

If you see no response, click on “Check for Responses” later on. There is also the option of “Transmit Cargo Manifest Query” here, which is the same as the one under the “Resources” tab.



For looking at the complete response you can click on “ISF Status Advisory” or “ACE Cargo/Manifest Manifest”

Customs Status			
Accepted	<input type="button" value="Transmit ISF"/>	<input type="button" value="Delete from Customs"/>	
Communication Type	Sent		
• <a href="#">ACE Cargo/Manifest Query</a>	6/23/15 4:35:33 PM		N
• <a href="#">ISF Status Advisory</a>	6/23/15 4:27:03 PM		R
• <a href="#">Importer Security Filing</a>	6/23/15 4:26:56 PM		B
• <a href="#">ISF Status Advisory</a>	5/29/15 12:39:07 PM		A
• <a href="#">Importer Security Filing</a>	5/29/15 12:39:02 PM		B
• 13 Additional Message(s) <a href="#">View</a>			A
<input type="button" value="Check for Responses"/> <input type="button" value="Transmit Cargo-Manifest Query"/>			

Here are a few examples of Cargo Manifest Query response:

- 1) No Bill on file: Which means either the BL number is wrong, or the steamship line has not entered it in AMS yet.

Transmission	
Transmission Type	ACE Cargo/Manifest Query
Transmitted By	Nikoointl2
Transmitted	Tue, 06/23/15 10:31 AM PDT
Response	Received: Tue, 06/23/15 10:31 AM PDT
[Master B/L: ZIMUASH312124] 122: BILL NBR NOT ON FILE	

- 2) Full Bill of Lading report, including all houses.

Transmission	
Transmission Type	ACE Cargo/Manifest Query 2501675
Transmitted By	NikooGlobal
Transmitted	Tue, 06/23/15 4:57 PM PDT
Response	Received: Tue, 06/23/15 4:57 PM PDT
Carrier: HLCU Vessel: ANL BAREGA Voyage/Flight No: 432N Arrival Date: 7/11/15 [Master B/L: HLCU SYD150514830] Quantity: 436 PCS Bill Type: Master ISF on File: Yes MOT: Ocean [6/14/15 20:43] Quantity 436: 69 - BILL ON FILE [6/22/15 12:57] Quantity 0: 3Z - BOL MATCHED TO ISF [6/22/15 13:01] Quantity 0: 3Z - BOL MATCHED TO ISF [6/22/15 13:08] Quantity 0: 3Z - BOL MATCHED TO ISF [6/22/15 13:25] Quantity 0: 3Z - BOL MATCHED TO ISF [6/22/15 13:28] Quantity 0: 3Z - BOL MATCHED TO ISF [6/22/15 13:32] Quantity 0: 3Z - BOL MATCHED TO ISF [6/22/15 13:32] Quantity 0: 3U - ISF BOL REFERENCE REMOVED [6/22/15 13:33] Quantity 0: 3Z - BOL MATCHED TO ISF [6/22/15 13:38] Quantity 0: 3Z - BOL MATCHED TO ISF [6/22/15 13:42] Quantity 0: 3Z - BOL MATCHED TO ISF [6/22/15 14:04] Quantity 0: 3Z - BOL MATCHED TO ISF [6/22/15 14:07] Quantity 0: 3Z - BOL MATCHED TO ISF Manifested Port of Unlading/Import: 2709 Manifested Port of Unlading/Import: 2811 ----- Carrier: HLCU Vessel: ANL BAREGA Voyage/Flight No: 432N Arrival Date: 7/11/15 [Master B/L: HLCU SYD150514830 House B/L: HLCU SYDFE14830AA] Quantity: 69 PCS Bill Type: House ISF on File: Yes MOT: Ocean [6/14/15 20:43] Quantity 69: 69 - BILL ON FILE [6/14/15 20:43] Quantity 69: 1Y - MVOC-MVOCC BILL OF LADING MATCH [6/22/15 13:08] Quantity 69: 3Z - BOL MATCHED TO ISF [6/22/15 13:32] Quantity 69: 3U - ISF BOL REFERENCE REMOVED [6/22/15 13:33] Quantity 69: 3Z - BOL MATCHED TO ISF ----- Carrier: HLCU Vessel: ANL BAREGA Voyage/Flight No: 432N Arrival Date: 7/11/15 [Master B/L: HLCU SYD150514830 House B/L: HLCU SYDFE14830AB] Quantity: 24 PCS Bill Type: House ISF on File: Yes MOT: Ocean [6/14/15 20:43] Quantity 24: 69 - BILL ON FILE [6/14/15 20:43] Quantity 24: 1Y - MVOC-MVOCC BILL OF LADING MATCH	

If for any reason, you would like to cancel the ISF entry, you should transmit a Deletion request to us customs.

● ISF Entry 2434928 , ISF No. 9FM-41447147258

Customs Status

Customs Status

Accepted

Communication Type	Sent	Message	Received
• <a href="#">ISF Status Advisory</a>	5/29/15 12:39:07 PM	Bill on file	5/29/15 12:39:07 PM
• <a href="#">Importer Security Filing</a>	5/29/15 12:39:02 PM	Accepted	5/29/15 12:39:05 PM
• <a href="#">ISF Status Advisory</a>	5/29/15 12:36:01 PM	Bill NOT on file	5/29/15 12:36:01 PM
• <a href="#">Importer Security Filing</a>	5/29/15 12:35:56 PM	Accepted	5/29/15 12:35:59 PM
• <a href="#">ISF Status Advisory</a>	5/23/15 6:12:23 PM	Bill NOT on file	5/23/15 6:12:23 PM

You can also use “Delete ISF” on the left side bar, to delete your entry from your ISF dashboard. If you are deleting a transmitted ISF, Make sure it has been deleted from customs, before deleting it from your ISF Dashboard. There is no way of retrieving it, after deletion.

**Note:** On the main menu page, you can add internal notes for your future reference.

Stuffing Location: GCT TERMINAL DEURNE  
Consolidator: GCT TERMINAL DEURNE

Notes

HOUSE BILL OF LADING MISSING...CONTACTED NYK. 06/22

**Note:** You can also set reminders for Incomplete ISFs by check marking “Email reminder if ISF not timely filed” and “Email Creating USER”. For more information on how to add different parties to the reminders, click on [What's this?](#)

Incomplete ISF Email Settings [What's this?](#)

Email reminder if ISF not timely filed  Do not send email reminder if ISF not timely filed

Email Broker  Email Creating User  Email all ISF parties with email addresses

Email Importer Additional Parties to Notify

Separate email addresses with a comma ( , )

**Note:** There is an option of Printing the ISF or email it at the bottom of the page.

Include ISF Status on Form