

# TIPS FOR A SUCCESSFUL CUSTOMS PROCESS



# ShipLilly

WAREHOUSING, TRANSPORTATION + LOGISTICS

## Be aware

Prior to placing your purchase order, determine whether the goods have any restrictions or specific government requirements (marking, labeling).

## Correct Errors

To stay compliant, identify any errors against the original entry and submit adjustments to the Customs authorities within the allowed time frame.

## Be Proactive

Provide shipment details to your broker as early as possible - especially for new products - to ensure that the broker has adequate time to contact you if they have any questions or concerns.

## Be Prepared With Required Permits

If your goods are subject to any other federal government regulations, ensure that the necessary permits and licenses are provided for clearance of your goods prior to importation.

## Take Advantage of Trade Agreements

If your goods qualify for a preferential trade agreement, ensure that you have a valid certificate from your vendor at the time of importation to take advantage of duty reductions or elimination.

## Reconcile

Upon receipt of your shipment, reconcile your goods with the purchase order and the commercial invoice, and be sure to notify your customs broker if there are any overages or shortages.

## Review Your Customs Entries

Identify any errors or discrepancies in your entry to ensure your Customs declaration is accurate. Pay special attention to tariff, value, origin, and pieces/weight.

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## Communicate Invoice Requirements to Vendors

Prior to placing your purchase order, determine whether the goods have any restrictions or specific government requirements (marking, labeling).

## Keep Your Records

Maintain all pertinent books and records - from procurement to payment - for seven years (six years, plus current).



# FREQUENTLY ASKED QUESTIONS

## Why do I need a Customs Broker?

A customs broker is a company licensed by the U.S. Customs and Border Protection (CBP) to legally represent importers in their dealings with Customs. Customs Brokers play a vital role in the importing process by ensuring that your goods are in compliance with government regulations and legislation. A Customs Broker can facilitate an entry on the importer's behalf and classify goods according to the Harmonized Tariff Schedule to apply duties and taxes owing to the department of treasury.

## Is there any way of speeding up customs?

We make every effort to ensure that your customs declaration is prepared and presented on time. A parts database of your products can greatly improve the time it takes to prepare declarations, and once the authorities are familiar with your company this may speed up the clearing process.

## What other services does a Customs Broker provide?

A Customs Broker can also arrange Local Trucking, Warehousing, Customs Bonds and Cargo Insurance. The broker can also provide Trade Consultants to handle more serious issues such as Trademark, IPR, and other Trade issues.

## What are the advantages of using a Customs Broker?

Constant changes in government rules and regulations require constant monitoring. Most companies find it too expensive and time consuming to monitor these changes. We provide individual attention to our customers and our dedicated team will work out any duty and taxes and liaise with Customs to ascertain the speedy transit of your goods. It makes good business sense to hire a customs broker to ensure that the goods are processed in an efficient and cost-effective manner.

## Do other government agencies have import or export requirements?

Some goods are subject to other government department regulations and may require permits or certificates. It is important to determine these specifics prior to importation to ensure that your goods are compliant. In the event of any problems such as awaiting import licenses, we can transfer the goods into our bonded warehouse and reduce any costly storage bills associated with airline/port facilities.

## An urgent shipment is held for release by the local customs authorities. Can you help?

Yes. We can act as an intermediary with other government agencies that have jurisdiction over the importation of goods to find out the cause of your good being held and walk you through the process to get it cleared in the shortest amount of time.

## What duties and taxes are payable?

Unless exempt, all commercial goods imported into the U.S. are subject to customs duty and taxes. In order to determine the applicable duties and taxes payable, you must first determine their tariff classification. In addition to customs duty and taxes, some goods are also assessed in relation to other taxes, including excise duty, excise tax, countervailing duties and anti-dumping duties.

## CONTACT US

Have questions or need help with your shipments? Contact your account executive, write to us at: [solutions@shiplilly.com](mailto:solutions@shiplilly.com) or give us a call at 1-888-464-5459