

## ISF Completion Guide

SHIPMENT DATA FOR IMPORTER SECURITY FILING (ISF)	
Importer Security Filing (ISF) / Required Elements Worksheet	
<p><b>1 Shipper/Supplier:</b> The name and address of the supplier of the finished goods in the country from which the goods are leaving.</p> <p>Name: _____ Street Address: _____ City: _____ Postal Code: _____ Country: _____</p>	<p><b>1a Manufacturer:</b> The entity that last manufactures, assembles, produces or grows the commodity. (Identified to the Item # level. If different from the shipper.) (Mandatory for textile and FDA shipments)</p> <p>Name: _____ Street Address: _____ City: _____ Postal Code: _____ Country: _____</p>
<p><b>2 Seller:</b> The last known entity by whom the goods are sold or agreed to be sold.</p> <p>Name: _____ Street Address: _____ City: _____ Postal Code: _____ Country: _____</p>	<p><b>3 Buyer:</b> The last known entity to whom the goods are sold or agreed to be sold.</p> <p>Name: Bluestem Brands, Inc. Street Address: 6509 Flying Cloud Drive City: Eden Prairie, MN Postal Code: 55344 Country: USA</p>
<p><b>4 Ship To:</b> The first delivery to party scheduled to physically receive the goods after the goods have been released from customs custody.</p> <p>Name: Bluestem Fulfillment, Inc. Street Address: 6250 Ridgewood Rd. City: St. Cloud, MN Postal Code: 56303 Country: USA</p>	<p><b>5 Container Stuffing Location:</b> For full containers, the physical location where the goods were stuffed into the container. For break bulk shipments, the physical location where the goods were made "ship ready" must be provided.</p> <p>Name: _____ Street Address: _____ City: _____ Postal Code: _____ Country: _____</p>
<p><b>6 Consolidator:</b> The party who stuffed the container or arranged for the stuffing of the container.</p> <p>Name: _____ Street Address: _____ City: _____ Postal Code: _____ Country: _____</p>	<p><b>8 Consignee number:</b> IRS number, EIN, SSN, or CBP assigned number of the individual or firm in the US on whose account the merchandise is shipped.</p> <p>IRS, Custom Assigned Number: On record with Broker EIN or Social Security Number: On record with Broker (Please complete only one of the above)</p>
<p><b>7 Importer of record number:</b> On record with Broker</p>	<p><b>10 Commodity HTS number(s):</b> Harmonized number(s) to be provided to the 10 digit level.</p> <p>(Identified to the Item # level.)</p> <p>Number: _____ Number: _____ Number: _____ Number: _____ Number: _____</p>
<p><b>9 Country of origin:</b> Country of manufacture, production or growth of the article. (Identified to the HTS # level)</p> <p>Country: _____ Country: _____ Country: _____ Country: _____</p>	
<p><b>Shipping Details</b></p> <p>Vessel: _____ House Bill of Lading #: _____ Date of Departure: _____ Container #: _____ Master Bill of Lading #: _____ Full 14 Digit Bluestem PO #: _____</p>	
<p>This document must be received at least 96 hours prior to shipment departure from origin port to ensure timely ISF submission. This documents should be sent via e-mail to ISFMSP@CHROBINSON.COM. The subject line on the email must read Importer of Record Name and bill of lading number (i.e. ABC Importer, CHSL8720006201)</p>	
<p>C.H. ROBINSON CONFIDENTIAL Last updated: January 21, 2009 1</p>	

1: Vendor Address in Country of Manufacture

2: Vendor Name/Address on Purchase Order

4: Bluestem Brands Warehouse

6: Consolidator/Stuffer Address

7: Bluestem Brands Importer Number

9: Country of Manufacture

1A: Factory Address

3: Bluestem Corporate Address

5: Stuffing Address

8: CH Robinson has information on file.

10: Bluestem 13-digit SKU and 10-digit HTS Code

Bluestem Brands 14-digit Purchase Order (PO) Number

### Common Mistakes:

- #6 Consolidator field must be completed (the party who stuffed the container or arranged for the stuffing of the container)
- #10 Harmonized Tariff Schedule (HTS) Codes must be included to 10 digits
- #3 and #4 Buyer & Ship To must be Bluestem Brands/Fulfillment NOT Fingerhut
- **Postal codes must be included on all addresses (both Domestic and International)**
- Bluestem Brands 14-digit PO number must be included