



Allocca
Enterprises, Inc.

Importing Roles and Responsibilities

Role of the Freight Forwarder

The freight forwarder assists in not only moving your goods from point a to point b. They assist in coordinating the pick-up of goods in the foreign country; they should be in contact locally with your supplier to verify when and where the goods will be available. They will then book the goods for transport via air/sea/ground and communicate those details to you directly. In many cases you can also contract with them to handle the US customs clearance entry and then delivery to your location.

What they will not be responsible for: Verifying the quality of the goods themselves. Determining what the incoterms for the shipment are, deciding which mode to ship via air/sea/ground without importers consent or creating the commercial invoice. .

Role of the Customs Broker

A U.S. customs broker will make entry to U.S. Customs and border patrol as well as any other US govt agency (I.e. USDA, FDA) on behalf of the importer. They will work with the importer of record to determine the correct classification, submit the entry to customs, assist in answering specific questions if any from customs regarding the entry and then submit cleared documents to the carrier once the goods are cleared and ready for US customs release.

What they are not responsible for: verifying the true country of origin of the goods, determining the classification of the goods without a detailed description or without help from the importer, creating a commercial invoice, duties/taxes.

Role of the Importer of Record

To determine what the incoterms of shipment are, depending on those terms contract with a freight forwarder to ship the goods into the USA, choose a customs broker, then make arrangements for delivery of the goods once cleared through US customs and all government agencies. They must be aware of and responsible for the classification being used by the customs broker on their behalf. They must verify the country of origin of the goods with the supplier. They take on all responsibilities with US customs to pay any duties and taxes that apply to the shipment, at the time of import and until liquidation. They, or their customs broker on their behalf, must have a single entry or continuous surety bond. They must be a valid US corporation with a valid Tax ID or EIN number (there are exceptions for non-resident importers). They take full responsibility for the accuracy of the description of the goods on the invoice, that the quantity shipped is accurate and true and that the classification used is the most accurate. They are responsible for all record keeping requirements from the AIA list. They are also responsible for all items on the reasonable care checklist 62 FR 48340 (Sept 15, 1997).

What they are not responsible for: creating the commercial invoice (this is done solely by the exporter of the goods which in many cases is the supplier/manufacturer of the goods in the foreign country).

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