

# First Time Shipper Resource Guide

---

## Importing into the USA

All goods coming into the USA must clear U.S. Customs and Border Protection and are subject to Customs duty/taxes/fees. The clearance process involves: entry, inspection, appraisement, classification, and liquidation. You will need to declare a value for the merchandise and determine the classification number of the merchandise being shipped.

U.S. Customs and Border Protection recommends using a Customs House Broker. Customs House Brokers are licensed by Customs. They are hired by the client to transact Customs business on their behalf in the importation or exportation of merchandise.

### **A Customs House Broker will:**

- Help you determine the correct way to classify your shipment
- Calculate estimated Customs duties and taxes
- Complete/Submit Customs paperwork
- Act as your agent with transportation providers and Customs
- Require a Power of Attorney to transact Customs business on your behalf
- Arrange delivery (upon arrival)

### **To clear your goods with Customs you will need to provide:**

- Arrival notice from shipping company who issued your bill of lading
- Bill of lading (can be "original," "seaway," or "express"), airway bill, or carrier's certificate (naming you as consignee)
- Commercial invoice (should show value and description of goods)
- Entry manifest, Entry/Immediate Delivery, or other required Customs forms
- Packing list and other supporting documents which will be used by Customs to determine whether merchandise should be admitted into the USA

For more information on importing into the USA visit U.S. Customs and Border Protection:

- Home Page: [www.cbp.gov](http://www.cbp.gov)
- Basic Importing (and Exporting): [www.cbp.gov/xp/cgov/trade/basic\\_trade/](http://www.cbp.gov/xp/cgov/trade/basic_trade/)
- Questions: <https://help.cbp.gov>

If you need assistance determining your classification number, please call U.S. Customs and Border Protection at **(206) 553-0203** and ask to speak to an Entry Specialist.



# First Time Shipper Resource Guide

---

## Exporting from the USA

If you are exporting from the USA to a foreign country, we suggest the use of a Freight Forwarder.

### **A Freight Forwarder will:**

- Arrange booking with ocean carrier (you may choose to do this yourself)
- Arrange drayage of shipment to terminal (you may also do this yourself)
- Complete Customs Paperwork (Export declarations, export licenses, etc.)
- Act as your agent with transportation providers
- Require Power of Attorney to transact Customs business on your behalf

### **Useful Sites for Finding a Broker or Forwarder:**

Better Business Bureau

[lookup.bbb.org](http://lookup.bbb.org)

National Customs Brokers & Forwarders Association of America, Inc.

[www.ncbfaa.org](http://www.ncbfaa.org)

International Federation of Customs Brokers Associations

[www.ifcba.org](http://www.ifcba.org)

International Federation of Freight Forwarders Associations

[www.fiata.com](http://www.fiata.com)

## Ocean Carriers

You should discuss with your Customs House Broker or Freight Forwarder their suggestions for an Ocean Carrier. You may need to contact a carrier yourself to establish rates for your shipment. A list of Ocean Carriers calling the Port of Seattle may be found at:

[www.portseattle.org/Cargo/SeaCargo/Pages/Ocean-Carriers.aspx](http://www.portseattle.org/Cargo/SeaCargo/Pages/Ocean-Carriers.aspx)

*For more information contact us at (206) 787-3000 or [terminals@portseattle.org](mailto:terminals@portseattle.org)*

[www.portseattle.org](http://www.portseattle.org)

Updated 06/09/15

# First Time Shipper Resource Guide

---

## List of Resources

*This list is provided as a resource. It is not an endorsement of any companies listed. If your company provides a service and would like to be added, please contact the Port of Seattle at [terminals@portseattle.org](mailto:terminals@portseattle.org). Please see **Yellow Pages** for a complete listing of companies*

### Local Customs House Brokers (CHB) and Freight Forwarders (FF)

Companies with asterisks (\*) have been identified by CBP as working well with small, first-time importers.

#### **Accelerated Global Logistics, LLC**

(206) 418-6713

[www.agl-forwarding.com](http://www.agl-forwarding.com)

(FF)

#### **AIT Worldwide**

(253) 926-8326

[www.aitworldwide.com](http://www.aitworldwide.com)

(CHB & FF)

#### **\*Airport Brokers Corporation**

(206) 246-6580

[www.airportbrokers.com](http://www.airportbrokers.com)

(CHB & FF)

#### **\*All Freight International, Inc.**

(206) 244-2646

[www.allfreightintl.com](http://www.allfreightintl.com)

(CHB & FF)

#### **Barthco International, division of Ozburn-Hessey Logistics**

(425) 656-5710

[www.barthco.com](http://www.barthco.com)

(CHB)

#### **Carmichael International**

(213) 353-0800

[www.carmnet.com/default.asp](http://www.carmnet.com/default.asp)

(CHB & FF)

#### **CH Robinson**

(425) 603 9800 [www.chrobinson.com](http://www.chrobinson.com)

(CHB & FF)

#### **\*Coppersmith**

(206) 242-6181

[www.coppersmith.com/](http://www.coppersmith.com/)

(CHB & FF)

#### **DB Schenker, Inc.**

(800) 562-5228

[www.dbschenkerusa.com](http://www.dbschenkerusa.com)

(CHB & FF)

#### **DHL Global Forwarding**

(206) 835-7193

[www.dhl.com/en/about\\_us/forwarding\\_eight.html](http://www.dhl.com/en/about_us/forwarding_eight.html)

(CHB & FF)

#### **Expeditors International**

(206) 826-4100

[www.expd.com](http://www.expd.com)

(CHB & FF)

#### **FedEx Trade Networks**

(253) 561-0561

[www.ftn.fedex.com](http://www.ftn.fedex.com)

(CHB & FF)

For more information contact us at (206) 787-3000 or [terminals@portseattle.org](mailto:terminals@portseattle.org)

[www.portseattle.org](http://www.portseattle.org)

Updated 06/09/15

## First Time Shipper Resource Guide

---

### **Flexport**

(415) 231-5252  
[www.flexport.com](http://www.flexport.com)  
(CHB & FF)

### **Global Transportation Services**

(206) 624-4354  
[www.shipglobal.com](http://www.shipglobal.com)  
(CHB & FF)

### **Heavy Logistics International, Inc.**

(503) 389-1515  
<http://www.hl-usa.com/>  
(FF)

### **\*Hellmann Worldwide Logistics**

(425) 251-1550  
[www.hellmann.net/](http://www.hellmann.net/)  
(CHB & FF)

### **JAS Forwarding (USA), Inc.**

(206) 433-8822  
[www.jasusa.com](http://www.jasusa.com)  
(FF)

### **\*Laufer Group Int'l**

(425) 656-4485  
[www.laufer.com](http://www.laufer.com)  
(CHB & FF)

### **Lynden International**

(800) 825-3255  
[www.lynden.com](http://www.lynden.com)  
(CHB & FF)

### **Mares-Shreve & Associates, Inc.**

(206) 575-9077  
(CHB & FF)

### **\*Norman G. Jensen, Inc.**

(206) 248-0506  
[www.ngjensen.com](http://www.ngjensen.com)  
(CHB & FF)

### **Norvanco International, Inc.**

(253) 987-4031  
[www.norvanco.com](http://www.norvanco.com)  
(CHB)

### **NNR Global Logistics**

(253) 395-3885  
<http://www.nnrusa.com/>  
(CHB & FF)

### **Panalpina**

(253) 518-2200  
[www.panalpina.com](http://www.panalpina.com)  
(CHB & FF)

### **\*Robert E. Landweer & Co.**

(206) 623-5335  
[www.relandweer.com](http://www.relandweer.com)  
(CHB & FF)

### **Sprint Forwarders, Inc.**

(206) 624-2554  
[www.sprintforwarders.com](http://www.sprintforwarders.com)  
(FF)

### **\*Sound Brokerage International**

(253) 922-7718  
[soundbrokerage.com/Welcome.html](http://soundbrokerage.com/Welcome.html)  
(CHB & FF)

### **Unitrans International Corporation**

(206) 420-2752  
<http://www.unitrans-us.com/>  
(CHB & FF)

### **\*Universal Freight Forwarders**

(206) 575-1700  
(FF)

*For more information contact us at (206) 787-3000 or [terminals@portseattle.org](mailto:terminals@portseattle.org)*

[www.portseattle.org](http://www.portseattle.org)

Updated 06/09/15



# First Time Shipper Resource Guide

---

## UPS

(253) 872-4200  
[www.ups.com/content/us/en/index.jsx](http://www.ups.com/content/us/en/index.jsx)  
(CHB & FF)

**William H. Campbell Co**  
(206) 682-0830  
(CHB & FF)

## Truckers

A list of truckers calling the Port of Seattle may be found at  
[www.portseattle.org/Cargo/SeaCargo/Documents/Trucking\\_Resources.pdf](http://www.portseattle.org/Cargo/SeaCargo/Documents/Trucking_Resources.pdf)

## Warehouse and Distribution Centers

A list of warehouse and distributions in the area may be found at  
[http://www.portseattle.org/Cargo/SeaCargo/Documents/Warehouse\\_Distribution.pdf](http://www.portseattle.org/Cargo/SeaCargo/Documents/Warehouse_Distribution.pdf)

## Transload Facilities

MacMillan Piper  
(206) 340-2832  
[www.macpiper.com](http://www.macpiper.com)

PCC Logistics  
(206) 622-4030  
[www.pcclogistics.com](http://www.pcclogistics.com)

Elliot Bay Transfer  
(206) 575-9187  
[elliottbaytransfer.com/](http://elliottbaytransfer.com/)

## Personal Effects

### Shipping Personal Effects/Household Goods/Commercial Shipments to Alaska

Northland Services  
(206) 763-3000  
[www.northlandservicesinc.com](http://www.northlandservicesinc.com)

Alaska Marine Lines  
(206) 763-4244  
[www.aml.lynden.com](http://www.aml.lynden.com)

### Shipping Personal Effects/Household Goods/Commercial Shipments to Hawaii

Matson Navigation  
(206) 461-9230  
[www.matson.com](http://www.matson.com)

Aloha Marine Lines  
(206) 762-5955  
[www.northlandservicesinc.com/ACTHome.aspx](http://www.northlandservicesinc.com/ACTHome.aspx)

Honolulu Freight Service  
(206) 622-0955  
[www.hfsnet.com](http://www.hfsnet.com)

### Shipping Personal Effects/Household Goods to Domestic/International Destinations *Customer completes Custom paperwork*

Air Van Lines Movers  
[www.airvanmoving.com](http://www.airvanmoving.com)  
(425) 310-5885

American Red Ball International  
(800) 669-6424

Continental Van Lines  
[www.continentalvan.com](http://www.continentalvan.com)  
(253) 922-5862

## Container Sales/Leasing

ConGlobal Industries  
(206) 624-0076  
<http://cgini.com/>

Northwest Container Services, Inc.  
(206) 764-4500  
[www.nwcontainer.com](http://www.nwcontainer.com)

For more information contact us at (206) 787-3000 or [terminals@portseattle.org](mailto:terminals@portseattle.org)  
[www.portseattle.org](http://www.portseattle.org)

Updated 06/09/15



# First Time Shipper Resource Guide

---

Pacific Northwest Equipment, Inc.  
(253) 872-7474

[www.pnwgroup.com/](http://www.pnwgroup.com/)

## Car Shippers

Selland Auto Transport  
<http://sellandautotransport.com/>  
(800) 579-1523

United Road  
<http://unitedroad.com/>  
(734) 947-7900

AADA Systems  
<http://aadasytems.com/index.php>  
(800) 579-1523

Alaska Vehicle Transport  
<http://www.alaskavehicletransport.com/index.htm>  
(800) 422-7925

## Export Assist

**Washington State Department of Commerce** offers free international trade assistance to Washington companies. [www.choosewashington.com/business/export/Pages/default.aspx](http://www.choosewashington.com/business/export/Pages/default.aspx)

**Export.gov** brings together resources from across the U.S. Government to assist American businesses in planning their international sales strategies and succeed in today's global marketplace. [www.export.gov/](http://www.export.gov/)

### Seattle U.S. Export Assistance Center

[www.export.gov/eac/dom\\_staff\\_list.asp?PostName=Seattle](http://www.export.gov/eac/dom_staff_list.asp?PostName=Seattle)

### Spokane U.S. Export Assistance Center

[www.export.gov/eac/dom\\_staff\\_list.asp?PostName=Spokane](http://www.export.gov/eac/dom_staff_list.asp?PostName=Spokane)

The **Export-Import Bank of the United States (Ex-Im Bank)** is the official export credit agency of the United States. Ex-Im Bank's mission is to assist in financing the export of U.S. goods and services to international markets. [www.exim.gov](http://www.exim.gov)

## Other Miscellaneous Contacts/Resources

**Alaska State Ferry** operated by Alaska Marine Highway  
(800) 642-0066 [www.dot.state.ak.us/amhs/index.shtml](http://www.dot.state.ak.us/amhs/index.shtml)

### Canadian Coast Guard

(604) 631-3800

### Hiram M. Chittenden Locks (Ballard Locks)

(206) 783-7059

### Naval Station Everett

(425) 304-3366

*For more information contact us at (206) 787-3000 or [terminals@portseattle.org](mailto:terminals@portseattle.org)*

[www.portseattle.org](http://www.portseattle.org)

Updated 06/09/15



## First Time Shipper Resource Guide

---

***Pacific Northwest Ports Handbook*** published by *Cargo Business News*, sponsored by Marine Exchange of Puget Sound

Emails: [directories@cargobusinessnews.com](mailto:directories@cargobusinessnews.com)

Website: [www.cargobusinessnews.com](http://www.cargobusinessnews.com)

### **Puget Sound Vessel Traffic**

(206) 217-6052

**Washington State Ferries** operated by Washington State Department of Transportation

(888) 808-7977

[www.wsdot.wa.gov/ferries/](http://www.wsdot.wa.gov/ferries/)

*For more information contact us at (206) 787-3000 or [terminals@portseattle.org](mailto:terminals@portseattle.org)*

*[www.portseattle.org](http://www.portseattle.org)*

Updated 07/25/12