

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
- Basic Importing (and Exporting): 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.

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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

National Customs Brokers & Forwarders Association of America, Inc.

www.ncbfaa.org

International Federation of Customs Brokers Associations

www.ifcba.org

International Federation of Freight Forwarders Associations

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

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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. 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

(FF)

AIT Worldwide

(253) 926-8326

www.aitworldwide.com

(CHB & FF)

***Airport Brokers Corporation**

(206) 246-6580

www.airportbrokers.com

(CHB & FF)

***All Freight International, Inc.**

(206) 244-2646

www.allfreightintl.com

(CHB & FF)

Barthco International, division of Ozburn-Hessey Logistics

(425) 656-5710

www.barthco.com

(CHB)

Carmichael International

(213) 353-0800

www.carmnet.com/default.asp

(CHB & FF)

CH Robinson

(425) 603 9800 www.chrobinson.com

(CHB & FF)

***Coppersmith**

(206) 242-6181

www.coppersmith.com/

(CHB & FF)

DB Schenker, Inc.

(800) 562-5228

www.dbschenkerusa.com

(CHB & FF)

DHL Global Forwarding

(206) 835-7193

www.dhl.com/en/about_us/forwarding_eight.html

(CHB & FF)

Expeditors International

(206) 826-4100

www.expd.com

(CHB & FF)

FedEx Trade Networks

(253) 561-0561

www.ftn.fedex.com

(CHB & FF)

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

www.portseattle.org

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Flexport

(415) 231-5252
www.flexport.com
(CHB & FF)

Global Transportation Services

(206) 624-4354
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/
(CHB & FF)

JAS Forwarding (USA), Inc.

(206) 433-8822
www.jasusa.com
(FF)

***Laufer Group Int'l**

(425) 656-4485
www.laufer.com
(CHB & FF)

Lynden International

(800) 825-3255
www.lynden.com
(CHB & FF)

Mares-Shreve & Associates, Inc.

(206) 575-9077
(CHB & FF)

***Norman G. Jensen, Inc.**

(206) 248-0506
www.ngjensen.com
(CHB & FF)

Norvanco International, Inc.

(253) 987-4031
www.norvanco.com
(CHB)

NNR Global Logistics

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

Panalpina

(253) 518-2200
www.panalpina.com
(CHB & FF)

***Robert E. Landweer & Co.**

(206) 623-5335
www.relandweer.com
(CHB & FF)

Sprint Forwarders, Inc.

(206) 624-2554
www.sprintforwarders.com
(FF)

***Sound Brokerage International**

(253) 922-7718
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)

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www.portseattle.org

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UPS

(253) 872-4200

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

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

Transload Facilities

MacMillan Piper

(206) 340-2832

www.macpiper.com

PCC Logistics

(206) 622-4030

www.pcclogistics.com

Elliot Bay Transfer

(206) 575-9187

elliottbaytransfer.com/

Personal Effects

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

Northland Services

(206) 763-3000

www.northlandservicesinc.com

Alaska Marine Lines

(206) 763-4244

www.aml.lynden.com

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

Matson Navigation

(206) 461-9230

www.matson.com

Aloha Marine Lines

(206) 762-5955

www.northlandservicesinc.com/ACTHome.aspx

Honolulu Freight

Service

(206) 622-0955

www.hfsnet.com

Shipping Personal Effects/Household Goods **to Domestic/International Destinations**

Customer completes Custom paperwork

Air Van Lines Movers

www.airvanmoving.com

m

(425) 310-5885

American Red Ball

International

(800) 669-6424

Continental Van Lines

www.continentalvan.com

om

(253) 922-5862

Container Sales/Leasing

ConGlobal Industries

(206) 624-0076

<http://cgini.com/>

Northwest Container Services, Inc.

(206) 764-4500

www.nwcontainer.com

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www.portseattle.org

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

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://aadasystems.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

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/

Seattle U.S. Export Assistance Center
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

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

Other Miscellaneous Contacts/Resources

Alaska State Ferry operated by Alaska Marine Highway
(800) 642-0066 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

www.portseattle.org

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

Emails: directories@cargobusinessnews.com

Website: 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/

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

www.portseattle.org

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