

# Customs Entry & Recordkeeping Checklist

\_\_\_\_\_  
Customs Entry Number

\_\_\_\_\_  
Date

## Are the following documents included in the entry file?

Write one of the following three letters next to each item below: **Y**-Yes **N**-No **D**-Does not apply

- |                                                                   |                                                                      |
|-------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Entry Summary (CBP Form 7501)            | <input type="checkbox"/> Bill of Lading or Air Waybill               |
| <input type="checkbox"/> Entry/Immediate Delivery (CBP Form 3461) | <input type="checkbox"/> Free Trade Agreement (supporting docs)      |
| <input type="checkbox"/> Commercial Invoice                       | <input type="checkbox"/> Importer Declaration (TSCA, Footwear, etc.) |
| <input type="checkbox"/> Packing List                             | <input type="checkbox"/> US Goods Returned: Shipper's Declaration    |
| <input type="checkbox"/> Receiving Record                         | <input type="checkbox"/> US Goods Returned: Manufacturer's Affidavit |
| <input type="checkbox"/> Antidumping Certificate                  | <input type="checkbox"/> Accounts Payable Record                     |

## Write one of the three letters from above next to each item for the following documents.

### ENTRY SUMMARY (CBP FORM 7501)

- Was the correct HTS Classification(s) used?
- Were deductions/additions taken (based on INCOTERM)?
- Are all assists declared?
- Are there any buying/selling commissions?
- Has the relationship between buyer and seller been properly declared?

### COMMERCIAL INVOICE

- Is the correct part number used?
- Is the description adequate and correct?
- Is the correct country of origin indicated?
- Is the correct quantity indicated? (verify against block 31 on CBP Form 7501, Entry Summary)
- Is the correct unit value and total value indicated?
- Is the currency of transaction indicated?
- Is the term of sale (INCOTERM) indicated?

### RECEIVING RECORD

- Do the quantities received match the Customs entry & packing list?

### ACCOUNTS PAYABLE RECORD

- Is a Letter of Credit Draft included?
- Does the AP Record match the entered value?
- Is there proof of payment? (disbursement, check number, wire transfer, etc.)

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date