

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