

CBP REQUEST READINESS CHECKLIST

What Importers May Want Ready Before CBP Asks Questions

Helpful questions and document areas to review before cargo moves

A CBP request can be easier to manage when entry records, product details, and broker visibility are already organized. This checklist highlights practical areas importers may want to review before questions arise.



Quick note: A CBP Form 28 is a Request for Information. A CBP Form 29 is a Notice of Action.

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ENTRY DOCUMENTS

- ✓ Commercial invoice and packing list
- ✓ Bill of lading / arrival records
- ✓ Entry summary and broker file copies
- ✓ Duty, tariff, and fee support

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CLASSIFICATION SUPPORT

- ✓ HTS code used for entry
- ✓ Product description and intended use
- ✓ Material, composition, or specifications
- ✓ Any rulings or prior support, if applicable

3



VALUATION SUPPORT

- ✓ Purchase order and pricing support
- ✓ Payment records, assists, or additions
- ✓ Freight / insurance treatment
- ✓ Discounts or related-party considerations

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ORIGIN AND TARIFF REVIEW

- ✓ Country of origin support
- ✓ Manufacturer or supplier details
- ✓ Section 232 / 301 or AD/CVD exposure
- ✓ Any special program or Chapter 98 claims

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BROKER AND IOR VISIBILITY

- ✓ Who filed the entry
- ✓ Who is acting as Importer of Record
- ✓ Who receives CBP questions
- ✓ Whether the importer can quickly access records

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BEFORE CARGO MOVES

- ✓ Are product details complete and consistent?
- ✓ Does the buyer understand the filing setup?
- ✓ Are responsibilities clear if CBP asks questions?
- ✓ Is there a plan if documents are needed quickly?



2-MINUTE READINESS TEST

- Could we locate the full entry file quickly? ☐ YES ☐ NO
- Do we know who would respond first if CBP asks questions? ☐ YES ☐ NO
- Can we support classification, value, and origin? ☐ YES ☐ NO
- Do we have visibility before cargo moves? ☐ YES ☐ NO

If any answer is no, the process may be worth reviewing now.

HOW SOUTHERN STAR NAVIGATION CAN HELP



International ocean, air, truck, and rail shipment support



Customs brokerage coordination and shipment readiness



Documentation visibility and communication before cargo moves



Cross-border and import process support



QUESTIONS ABOUT YOUR IMPORT PROCESS?
Call Bethany 833-782-7628 Ext. 1