

MANAGING COMPLIANCE AND RISK

# CUSTOMS COMPLIANCE 10 TIPS TO A SUCCESSFUL CUSTOMS PROCESS

Learn the best tips to ensuring smooth, delay-free customs clearance.

## Managing Compliance and Risk

# Customs compliance 10 tips to a successful customs process

Under today's strict customs environment, compliance and accurate information remain the key elements of a successful importing profile. Remaining diligent, taking reasonable care, and being accountable are crucial to developing a trouble-free customs process. Here are 10 tips that will help ensure you remain compliant.

### 1 Be aware

Prior to placing your purchase order, determine whether the goods have any restrictions or specific government requirements (marking, labeling).

### 2 Communicate invoice requirements to vendors

Provide your vendor with clear instructions on how to prepare customs paperwork to ensure your documentation consistently includes a clear description of all shipped goods, part number/SKU number, verified tariff classification number, and applicable terms of sale.

### 3 Be proactive

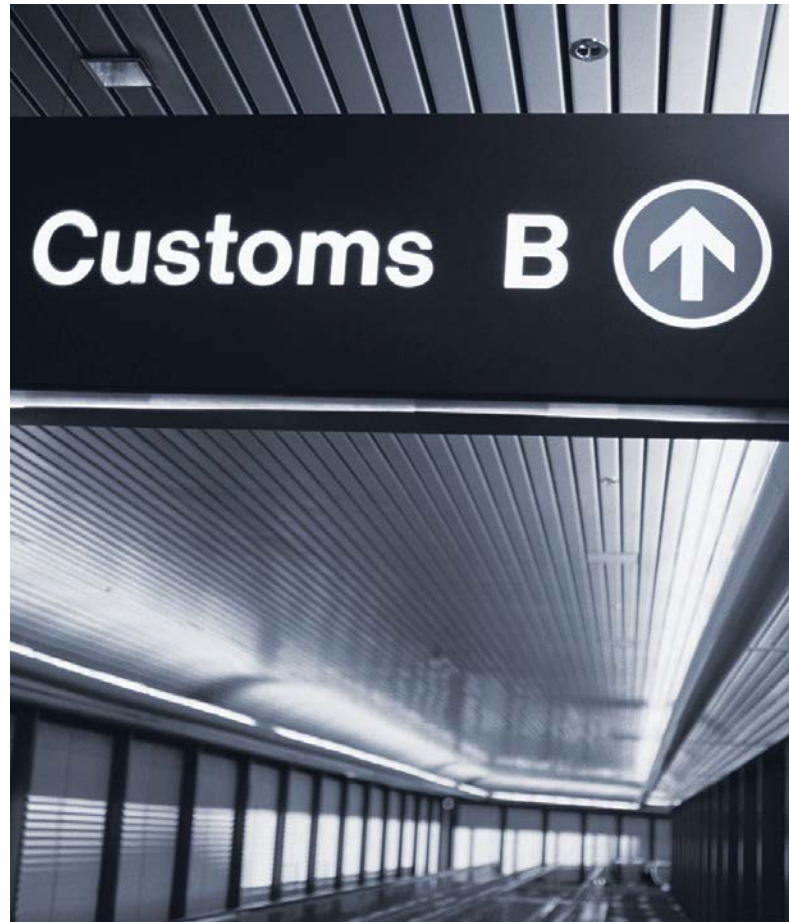
Provide shipment details to your broker as early as possible - especially for new products - to ensure that the broker has adequate time to contact you if they have any questions or concerns.

### 4 Be prepared with required permits

If your goods are subject to any other federal government regulations, ensure that the necessary permits and licenses are provided for clearance of your goods prior to importation.

### 5 Take advantage of trade agreements and reduce duties

If your goods qualify for a preferential trade agreement, ensure that you have a valid certificate from your vendor at the time of importation to take advantage of duty reductions or elimination.



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### 6 Reconcile

Upon receipt of your shipment, reconcile your goods with the purchase order and the commercial invoice, and be sure to notify your customs broker if there are any overages or shortages.

### 7 Review your customs entries

Identify any errors or discrepancies in your entry to ensure your Customs declaration is accurate. Pay special attention to tariff, value, origin, and pieces/weight.



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### Conduct internal audits

Verify whether all receipts have been customs-cleared and pay particular attention to courier shipments that are often received at reception rather than receiving.

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### Correct errors

To stay compliant, identify any errors against the original entry and submit adjustments to the Customs authorities within 90 days.

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### Keep your records

Maintain all pertinent books and records - from procurement to payment - for seven years (six years, plus current).

## Contact Livingston

**Have questions or need help with your shipments?** Contact your account executive, write to us at: [simplify@livingstonintl.com](mailto:simplify@livingstonintl.com) or give us a call at **1-800-837-1063**