

Sourcing and Import Checklist for USA-based Entities

Sourcing

Initial considerations

- Identify and classify all items to source
- Set a clear target landing cost per unit
- If importing, classify your items (HTSUS) and review all import duties
- Review regulatory compliance

Manufacturer / supplier search

- Identify all potential sources (use tools like ImportYeti to understand global sources)
- Compile a list of all potential candidates
- Sign an NDA or NNN if required
- Communicate your product requirements, design, etc.
- Prepare and issue an RFQ
- Ask for Bill of Materials, if not provided
- If overseas, verify country of origin
- Clearly communicate regulatory compliance requirements including testing

Manufacturer / supplier selection

- Identify three feasible suppliers (1 preferred, 2 backups)
- Order and review samples
- Determine the Incoterms® 2020 to be used
- Negotiate terms of sales, compliance, and quality control
- Sign a supplier contract

Import

Initial considerations

- List out all products and materials to be imported with detailed descriptions
- Determine who is acting as the importer of record (IOR) in the transaction
- Select a forwarder and customs broker
- Conduct a pre-compliance review (admissibility, agency regulations, etc.)
- Conduct and import cost review (duties including 301, ADD, CVD, etc.)
- Think through the logistics (i.e. destination, warehousing, transit time)

Get set up as an importer

- Apply and obtain a US customs bond appropriate to your planned imports
- Determine your Importer Number (usually your EIN or SSN)
- Determine if other licenses or permits may be required for your specific product

Coordinate the shipment of goods

- Obtain the commercial invoice and packing list and make sure to include all required details for import into the USA
- Obtain other required certifications and testing reports
- Make sure the Incoterms® 2020 on your PO align with forwarder invoicing
- Proactively send documentation to your customs broker in advance of shipment
- Book pickup with forwarder
- Proactively monitor transportation of goods for any exceptions

Questions about the process?

Click below to connect with a senior sourcing and logistics consultant:

▶ Get Started