

FILE HANDLER – POST ENTRY CLERK

Employee:

Classification: Internal Operations (Data Entry)
Part Time: Monday to Friday 9:00am to 1:00pm
Company: American Shipping Company (ASC)

JOB SUMMARY

This role is to handle the post process of the customs entry file in the operations system which will involve data entry input of information and external communications with vendors and internal communication with both Entry Processors and Customer Service.

CORE RESPONSIBILITIES

- 1) To make up 3 packets as outlined at least 45 minutes prior to each Customs messenger run 3 packets where entry documents are required, all paperless to be done after documentation requiring input is completed.
 - a) Billing packet (mark a B in the upper right corner)
 - File packet (mark a F in the upper right corner)
 - (1) Arrival notice (if available)
 - (2) Bill of lading (copy of MBL front and back that was surrendered) – any additional original or copies are stapled to back right side of folder
 - (3) Rated commercial invoice
 - (4) packing list
 - (5) if quota, visa, quota statement, etc.
 - (6) any other documentation necessary for entry purposes
 - (7) all other documentation not necessary for entry purposes stapled to inside back right side of folder – ONE COPY ONLY, if any document is an original and not needed for entry purposes, through out the copies. PLEASE ENSURE YOU DO NOT THROW OUT ANY ORIGINAL BILLS OF LADING EVER!!!!
 - b) Customs Entry packet (mark a C in upper right corner)
 - (1) Rated commercial invoice (original rated with ink)
 - (2) packing list
 - (3) any other documents required for entry including visa, country of origin documents, statements regarding entry, etc. (Customs Entry Processor to make final determination of what is required)
 - (4) bill of lading / arrival notice
- 2) copy of 3461 is stapled to inside left side of folder above checks and OGA releases (if released place no more than a couple of copies here with tabs removed)
- 3) Handling of 7501 and 3461 forms:
 - a) Entries to customs: attach 3461 and entry document package (indicated with E in upper right corner)
 - b) Where entry to be sent to Customs pass package back to entry processor so they can take a final look prior to submission to Customs with proper notations (as indicated in # 1 above)
 - c) totally paperless entries (both 3461 and 7501) handling
 - i) Staple clock copy of 7501,
 - ii) Original 7501
 - iii) Yellow 3461
 - iv) Entry package (indicated with E in upper right corner)
- 4) Send out ocean freight checks as needed
- 5) Finalize billing packet for audit
- 6) If entry is paperless, or once clearance received
 - a) File to Customer Service traffic clerk for processing of Delivery Order

FILE HANDLER – POST ENTRY Cont'd.

- 7) Ensure documentation is in proper order
- 8) Place file in 10th day file rack
- 9) Files to be filed away once paid in

IT IS KEY THAT PROPER NOTATIONS ARE MADE IN THE SYSTEM TO ASSIST THE CUSTOMER SERVICE REPRESENTATIVES OF STATUS OF SHIPMENTS (AND TO ASSIST TO LOCATE FILES)

NO CUSTOMER CONTACT

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