

# Documentation Guide for Duty Drawback Claims

This guide explains the documentation required to support your duty drawback claim. Having these documents properly prepared before submitting your claim will speed up processing and increase your chances of approval.

## Required Documentation

### 1. CBP Form 7501 (Entry Summary)

The official customs entry document that shows duties paid on imported merchandise.

- Must clearly show the Entry Number and date
- Must show the duty amount paid
- Should include HTS codes for the imported merchandise

### 2. Commercial Invoice (Import)

The invoice from your supplier for the imported goods.

- Should include detailed product descriptions
- Must show product values and quantities
- Should reference the import shipment if possible

### 3. Bill of Lading (Import)

The transport document for the imported goods.

- Shows proof that the goods were transported to the US
- Should identify shipper, consignee, and carrier
- May reference the entry number

### 4. Proof of Export Documentation

Documentation showing that the same or similar merchandise was later exported.

- Can include export bills of lading
- Shipper's Export Declarations (SEDs)
- Certificates of Origin for exported goods
- Must clearly show the exported products and quantities

## Best Practices for Document Preparation

1	Ensure Legibility	All documents should be clearly legible. Scan at 300 DPI or higher.
2	Use PDF Format	Convert all documents to PDF format for consistency.
3	Highlight Key Information	Consider highlighting key information like duty amounts and entry numbers.

4	Organize by Entry	Keep documents organized by entry number for easier reference.
5	Verify Completeness	Check that all pages of multi-page documents are included.

## Document Submission Process

After analyzing your transaction data in DutyFlow, you'll be prompted to upload these supporting documents for each eligible transaction. The system will guide you through matching documents to the appropriate entries and verify that all required documentation is provided before submission.