What to Enter for Customs Descriptions

Categories are in alphabetical order

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General Guidelines

- Please include *all* bullet point requirements for your specified item in the list below

- Please refrain from using special characters such as ", !, @, #, /

- Please refrain from using brand name fabrics, please use the generic fabric name.
  - Example: Instead of Spandex, Lycra – please use ELASTANE

- Please do not use abbreviations – enter the full name of fabrics
  - Example: Polyester instead of PES, Elastane instead of EL

- Please enter the percentage sign (%) after a number.
  - Example: 100% instead of %100

- For Sets, please refer to the specific sections below.

Apparel

- Gender (LADIES, MENS, UNISEX)
- Type of material (KNIT, WOVEN, COATED WITH POLYURETHANE, ETC.)
    - If the fabric is **fleeced**, please add that to the customs description
    - If the garment is of **coated polyurethane** fabric, please specify whether the backing of the fabric is knit or woven and include % weight of fiber contents.
        - Example: LADIES WOVEN JACKET 100% POLYESTER COATED WITH POLYURETHANE
    - If the garment is a composite good **made up of various fabrics**, please specify where that fabric is used in the composition of the good.
        - Example: LADIES DRESS WITH KNIT BODICE 100% COTTON AND WOVEN SKIRT 100% POLYESTER
        - When entering Shell A, Shell B, Shell C. it is not clear where that is located on the garment and can cause challenges in our HTS code analysis.
- If fabric is denim, please make note of that in the customs description and specify what color denim
- Item Type
    - Please use the word "**TROUSERS**" instead of "**PANTS**"
    - If garment is a **coat** or **jacket**, list weight per garment in kgs
    - If garment is **woven dress or blouse**, specify if 2 or more yarns are used in the warp filing
- Fiber contents (including weight % of fibers)
    - What is the garment made of?
    - This is typically what is listed on the care label

> Example 1: LDS KNIT BLOUSE 100% POLYESTER
>
> Example 2: MENS WOVEN BLUE DENIM TROUSERS 100% COTTON

Apparel sets - *Import Vendors Only*

- If your style is a set or has multiple items/components (i.e. dress and separate slip), *please include the cost breakdown* by providing the cost of each piece in the set. This should add up to the total FOB of the purchase order.
    - **Market Vendors**: please include the cost breakdown in the customs description
        - Example: LADIES WOVEN SET 100% COTTON; CONSISTING OF BLOUSE AND SKIRT; BLOUSE = $10, SKIRT = $5, TOTAL FOB = $15
    - **US Ownbrand Vendors**: please enter the cost breakdown in the "Multi Item Cost Breakdown" field on the style page.

Bags, Wallets, & Keychains

- Item type (i.e., handbag, wallet, suitcase, tote, travel bag, etc.)

- Material content (with % breakouts)

- If covered with beads, include material of beads

- Dimension Length + Width + Height in <u>CM</u>

- For plastic/polyurethane wallets or coin purses, include whether reinforced or not

- For Keychains, include type of metal of keyring in addition to material of keychain

<u>Example 1</u>: 100% COTTON HANDBAG COVERED WITH GLASS BEADS 25 CM LENGTH, 20 CM HEIGHT, 5 CM WIDTH

<u>Example 2</u>: 100% LEATHER TOTE BAG 35 CM LENGTH, 30 CM HEIGHT, 5 CM WIDTH

<u>Example 3</u>: 100% POLYURETHANE WALLET, REINFORCED

<u>Example 4</u>: WOVEN COTTON KEYCHAIN ON ZINC KEYRING

Beauty/Cosmetic Products

- Item Type
- Form of the actual product (i.e., cream, gel, liquid, oil, etc.)
- Type of container product is sold in & what it is made of (i.e., glass bottle, plastic tube, etc.)
- Net quantity of product in each unit
- Contains alcohol, or no?

<u>Example 1</u>: PERFUME IN GLASS BOTTLE; CONTAINS ALCOHOL, 10 GRAMS

<u>Example 2</u>: HAND LOTION IN PLASTIC TUBE; DOES NOT CONTAIN ALCOHOL; 30 GRAMS

<u>Example 3</u>: FACE SERUM, OIL; IN GLASS BOTTLE; DOES NOT CONTAIN ALCOHOL; 3 OZ

Belts

- Item type
- Material content (including weight % of fibers) for the INSIDE (hugs the waist) and OUTSIDE of the belt
- If TEXTILE: KNIT OR WOVEN

<u>Example 1</u>: BELT 100% LEATHER INSIDE AND 100% POLYESTER KNIT OUTSIDE

<u>Example 2</u>: BELT 100% POLYURETHANE INSIDE, 50% COTTON 50% POLYESER WOVEN OUTSIDE BELT

Books

- HARDCOVER or PAPERBACK
- Number # of pages

Example: HARDCOVER BOOK WITH 350 PAGES

Candles & Tapers

- Item Type
- Please indicate whether the item includes citronella
- Vessel Type
  - Add material content of Vessel

Example 1: CANDLE IN GLASS VESSEL WITH CITRONELLA

Example 2: CANDLE STICK

Curtains/Window Panels

- Item type
- KNIT OR WOVEN
- Material content (including weight % of fibers)
- Dimensions in CM or M2

Example: 100% COTTON WOVEN WINDOW CURTAINS 195 CM x 150 CM

Electronic Accessories

- Item type
- Material content
- Number of speakers (if applicable)
- Whether it emits radio frequency
- Whether it includes any batteries, or not

Example: PLASTIC FM RADIO BLUETOOTH SPEAKER; WITH 2 SPEAKERS, BATTERY NOT INCLUDED

Food/Beverages

- Item Type
- Ingredients List (Only include main ingredients)

Furniture

- Item Type (i.e., chair, sofa, table, etc.)
- Material content (including weight %)
- If made of wood, include type of wood
- Upholstered or NOT upholstered (for chairs and sofas only)
- For indoor or outdoor use

Example: UPHOLSTERED INDOOR CHAIR WITH MANGO WOOD FRAME

Greeting Cards

- Item Type (i.e., paper greeting cards)
- If includes greetings, messages, or announcements on front or inside.

Example 1: PAPER GREETING CARDS WITH WRITTEN MESSAGE ON FRONT OR INSIDE

Example 2: PAPER GREETING CARDS, WITH NO MESSAGE ON FRONT OR INSIDE

Hair Accessories

- Item Type (i.e., headband, barrette, comb, etc.)
- Material content (with % breakouts)
- If textile is included, include whether knit or woven

Example 1: PLASTIC HEADBAND COVERED IN WOVEN POLYESTER FABRIC

Example 2: BASE METAL BARRETTE WITH ACRYLIC DECORATION

Hats

- Item Type (i.e., hat, visor, beret, etc.)
- KNIT OR WOVEN
- Material content (including weight % of fibers)
- If made of straw, include whether sewed or not sewed

Example 1: WOVEN HAT 100% COTTON

Example 2: VISOR 100% POLYURETHANE

Hardware

- Item Type (i.e., cabinet knob, towel ring, hook, toilet paper holder)
- Material content (with % breakouts) of all parts
- If item is made of wood, include type of wood
- For doorstops, include material of wedge and decoration

Example 1: 100% STONEWARE KNOB WITH 100% BRASS SCREW AND BACKPLATE

Example 2: 100% ALUMINUM TOWEL RING

Example 3: BRASS HOOKRACK WITH MANGO WOOD BASE

Example 4: DOORSTOP WITH 100% ALUMINUM DECORATION AND 100% BRASS WEDGE

Home Décor

- Item Type (i.e., picture frame, storage basket, wall shelf)
- Material content (with % breakouts)
- If item is made of wood, include type of wood

Example 1: 100% RATTAN STORAGE BASKET

Example 2: 100% MDF WALL HANGING SHELF

Example 3: 100% STONEWARE PICTURE FRAME WITH MDF BACK

Jewelry

- Item Type (i.e., bracelet, necklace, ring, etc.)
- Material content (with % breakouts)
- If made of textile, please specify if KNIT or WOVEN
- Specify if item is made of precious metal (plated or clad), precious stones, semi-precious stones, pearl, genuine shell, horn, or bone.
  - If pearl, list whether it is glass pearl, plastic pearl, natural pearl, or cultured pearl.
  - Weight in grams

Example 1: EARRINGS BASE METAL

Example 2: NECKLACE CULTURED PEARL, 3G

Example 3: RING ROSE QUARTZ, 2G

Kitchenware

- Item Type (i.e., serving tray, pitcher, soup bowl, etc.)
- Material content (plastic, glass, stainless steel, etc.)
- If drinking glass, has stem or stemless
- If it has etched/engraved glass
- For plates, include diameter in cm
- For bowls, include type of bowl whether soup/cereal, nut, serving, grain
- Indicate whether it is food/drink safe
- Include whether it comes in a set
    - If it is a set of different items, include cost breakdown
- If made of any amount of wood, include type of wood

Example 1: GLASS STEM DRINKING GLASS, ENGRAVED, FOOD SAFE

Example 2: SET OF FOUR 100% STONEWARE MUGS, FOOD SAFE

Example 3: STAINLESS STEEL COCKTAIL SHAKER, FOODSAFE

Lighting

- Item Type (i.e., chandelier, table lamp, wall sconce, etc.)
- Material content (iron, rattan, plastic, etc.)
    - If made of metal, must include type of metal
- Indicate if no wires are included
- If lightbulb is included, advise if bulb is LED
- Include whether lighting fixture is for the use of LED bulbs only
- If made of any amount of wood, include type of wood

Example 1: IRON TABLE LAMP

Example 2: MANGO WOOD LED FLOOR LAMP

Mirrors

- Item Type
- Framed or unframed
- Material of backing
- If it includes LED lights add to description
- If it is meant to hang over the door add to description

- If made of any amount of wood, include type of wood
- Reflective surface dimensions in cm2

Example: MANGO WOOD FRAMED MIRROR WITH MDF BACK, 950 CM2

Pillows

- Item Type
- Fiber contents (including weight %)
- Include front material and back material
- Type of fill (i.e., polyester fill, down, faux feathers)

Example 1: PILLOW 100% COTTON WOVEN PILLOW WITH 100% POLYESTER FILL

Example 2: PILLOW 100% COTTON FRONT AND 100% POLYESTER BACK WITH 100% POLYSTER FILL

Rugs and Bathmats

- Item Type
- Material content (including weight %)
- WOVEN OR NON-WOVEN
- Include 100% Coir if it is made of Coir/Coconut Fiber
- Tufted or NOT tufted. If tufted, include if hand tufted or machine tufted.
- Knotted or NOT knotted
- Pile construction or non-pile construction
- Dimensions Length X Width in CM or M2
- If rug has tiles, surface area of the tiles

Example: RUG WOVEN 100% COTTON, NON-PILE CONSTRUCTION, NOT TUFTED, 100 CM x 100 CM

Shoes

- Gender (LADIES or MENS)
- Item Type (i.e., boot, slipper, sneaker)
- Content of upper
- Content of outsole
- Include whether outsole is flocked with textile flocking or not flocked

- Include whether open toe, open heel, or slip on

- Covers ankle, covers calf, or DOES NOT cover ankle

- Is the vamp made of straps? Or is one of several pieces cut out? – If vamp has straps or cut outs, is the sole & heel combined have a height of more than 3 cm?

Example 1: LADIES OPEN TOE SANDAL, POLYESTER UPPER, RUBBER OUTSOLE; DOES NOT COVER ANKLE

Example 2: LADIES HEELS, LEATHER UPPER, RUBBER OUTSOLE; DOES NOT COVER ANKLE, HAS VAMP CUT OUTS WITH HEEL GREATER THAN 3 CM

Example 3: MENS BOOTS, LEATHER UPPER, RUBBER OUTSOLE; COVERS ANKLE AND CALF

Stationary

- Item Type (i.e., diaries, journals, notebooks, note pads, composition books, binders & folders)
  - Stationary Kits, list each item that is included and enter cost breakdown
- Dimensions of paper for composition books and notebooks
  - o   Include whether paper is lined or unlined

Example 1: LEATHER COVER NOTEBOOK WITH UNLINED PAPER, 6 INCHES X 8.5 INCHES

Example 2: PAPER JOURNAL

Sunglasses & Readers

- Item Type (i.e., sunglasses, prismatic readers, non-prismatic readers)
- Material of lens

Example 1: BASE METAL SUNGLASSES WITH PLASTIC LENS

Example 2: PLASTIC READER GLASSES WITH NON-PRISMATIC LENSES

Textile Accessories (Scarves, Bandanas, Gloves, etc)

- Item Type
- Gender (LADIES or MENS)
- KNIT or WOVEN
- Fiber contents (including weight % of fibers)
- For scarves and bandanas, list length and width dimensions in cm
  - For bandanas, include whether hemmed and contains lace and/or embroidery
- For gloves:
  - If leather or textile covered in rubber, include whether has fourchettes or does not have fourchettes (finger side panels),
  - If cotton, whether made from pre-existing machine knit fabric or not
  - If plastic/polyurethane, has seams or does not have seams
  - If textile, whether covered in rubber or not

Textile Home Products

- Item Type
- KNIT or WOVEN
- Material content (including weight % of fibers)
- Printed or not printed
- If bedding, include if quilted or not quilted, embellished, or not embellished, and embroidered or not embroidered
- If filled, include what it's filled with (i.e., animal feathers, faux feathers, down, polyester, etc.)
- For sheet sets, enter the cost breakdown in the "Multi Item Cost Breakdown" field on the style record in Tradestone
- If towels, include if terry or not terry

Example 1: 100% COTTON WOVEN TABLECLOTH

Example 2: 100% COTTON WOVEN DUVET, NOT QUILTED, NOT PRINTED

Toys & Novelty Items

- Item Type
- Material content
- For stuffed toys, indicate if "plush-covered"
- If made of any amount of wood, include type of wood

Example: POLYESTER STUFFED ANIMAL TOY

Umbrellas

- Item Type (i.e., handheld or garden)
- Material content
- Telescoping shaft or non-telescoping shaft
- If made of any amount of wood, include type of wood

Example: HANDHELD UMBRELLA WITH TELESCOPING SHAFT

Wall Art

- Item Type
- Material content
- Whether image is printed or embroidered
- Framed or not framed
- If made of any amount of wood, include type of wood

Example: PRINTED MANGO WOOD WALL ART WITH OAK WOOD FRAME

Wall Hangings

- Item Type
- Material content
- If made of textile, include whether knit or woven
  - For wool/fine animal hair woven wall hangings, include dimensions in meters
- Framed or not framed
- If made of any amount of wood, include type of wood

Example: 100% COTTON WOVEN WALL HANGING

Wallpaper

- Item Type
- Coated or non-coated with plastic

Example: 100% PAPER WALLPAPER COATED WITH PLASTIC

Watches & Clocks

- Item Type (wristwatch, alarm clock, wall clock, clock with watch movements, etc.)
- Electrically operated or not
- Display type (Mechanical Display or Opto-Electronic Display or both)
- Whether it has stopwatch capabilities or not

Example 1: ALARM CLOCK, BATTERY OPERATED

Example 2: WRISTWATCH, ELECTRICALLY OPERATED WITH MECHANICAL DISPLAY ONLY, DOES NOT HAVE STOPWATCH

Miscellaneous

- If your product is not listed above, please indicate material contents, intended use and item description

Additional Questions?

- Please contact CustomsDescription@urbn.com if you have any questions on what to enter for your product.