URBN

What to Enter for Customs Descriptions

Categories are in alphabetical order

Apparel & Textile Accessories

- Gender (LDS or MENS)
- KNIT or WOVEN
  - If knit garment is fleeced, add to the description
  - If garment is of coated polyurethane fabric, specify knit or woven backing of coated fabric and include fiber contents. (i.e., LDS WOVEN JACKET 100% POLYESTER COATED WITH POLYURETHANE)
- Item Type
  - Must use the word "TROUSERS" not "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)

Example 1: LDS KNIT BLOUSE 100% POLYESTER

Example 2: MENS WOVEN SCARF 100% COTTON

Bags & Wallets

- Item type (i.e., handbag, wallet, suitcase, tote, travel bag, etc.)
- Material content (with % breakouts)
- Dimension Length + Width + Height in CM

Example 1: HANDBAG 100% COTTON WITH LEATHER TRIM 25 cm length, 20 cm width, 5 cm

Example 2: TOTE BAG 100% LEATHER

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?

Example 1: PERFUME IN GLASS BOTTLE; CONTAINS ALCOHOL, 10 GRAMS

Example 2: HAND LOTION IN PLASTIC TUBE; DOES NOT CONTAIN ALCOHOL; 30 GRAMS

Example 3: 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

Example 1: BELT 100% LEATHER INSIDE AND 100% POLYESTER KNIT OUTSIDE

Example 2: 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
- Vessel Type
    - Add material content of Vessel

Example 1: CANDLE IN GLASS VESSEL

Example 2: CANDLE STICK

Curtains/Window Panels

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

Example: WINDOW CURTAINS WOVEN 100% COTTON 18cm x 33cm

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

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
- Indicate whether it is food/drink safe
- Include whether it comes in a set
- 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.)
- Indicate if no wires are included
- If lightbulb is included, advise if bulb is LED
- Include whether socket is for LED bulbs only
- If made of any amount of wood, include type of wood

Example 1: IRON TABLE LAMP

Example 2: MANGO WOOD FLOOR LAMP WITH LED ONLY SOCKET

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: 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

- Item Type
- KNIT OR WOVEN
- Material content (including weight %)
- 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

Sets of Apparel

- **Import Vendors Only**
- If your style is a set or has multiple items/components (i.e. trousers and a blazer jacket), please include the cost breakdown (enter the cost of each piece plus the total FOB).

- **Market Vendors**: please include the cost breakdown in the customs description box following the customs description.

  For example, after the customs description, for a top and trouser set, enter "Top:" with the cost of the top + total FOB, then "Trousers:" with the cost of the trousers + total FOB.

- **Ownbrand Vendors**: please enter the cost breakdown in the "Multi Item Cost Breakdown" field on the style record in TradeStone.

  For example, for a top and trouser set, enter "Top:" with the cost of the top + total FOB, then "Trousers:" with the cost of the trousers + total FOB.

Shoes

- Gender (LDS 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: LDS SANDAL, POLYESTER UPPER, RUBBER OUTSOLE; DOES NOT COVER ANKLE

Example 2: LDS 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

- Dimensions of composition books and notebooks

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: BASE METAL SUNGLASSES WITH PLASTIC LENS

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.)

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
- Framed or not framed
- If made of any amount of wood, include type of wood
- If made of textile, include whether knit or woven

Example: 100% COTTON WOVEN WALL HANGING

Wallpaper

- Item Type
- Coated or non-coated with plastic

Example: WALLPAPER 100% COATED 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.