

ESSENTIAL ELEMENTS OF A CLASSIFICATION DATABASE

Field Name	Description	Suggested Number of Characters	Common mistakes
Exporting Purposes			
Part number or Sku	Unique number that is used by your company to identify the product	This depends on what your company uses in their ERP system.	1. Not having a unique set of numbers.
ECCN/USML	Export Control Classification Number or USML Category	10 characters-Alpha and Numerical. It is not essential to have the periods, but is useful.	1. Not using subparagraphs. Make sure that you have enough characters to a lot for subparagraphs. Licensing requirements change for different ECCN subparagraphs. 2. Not having a standard list of ECCN/USML codes to choose from. If you don't have a standard list (pull down or look-up tool) the database is prone to user error.
Country of Origin	Country of manufacturer.	Use 2 or 3 letter ISO codes.	1. Use the codes that your other systems are using (e.g. ERP or Shipping documentation system). Otherwise you will have to have a conversion tool created during integration. 2. Stay away from Foreign or Domestic only field. You should create another field for this if you are integrating directly with AES.
Schedule B/HTS	Schedule B code or US Harmonized Tariff Schedule Number	10 characters-numerical. If wanting the periods, make it 12 digits. Note: AES uses 10 digits <u>without</u> periods.	1. Use the same format as your shipping system, AES or ERP system. 2. Using HTS codes that can be used in AES. Should have a complete list of valid HTS codes that can be used in AES filings to choose from.
Units of Measure per Schedule B vs. HTS code	Unit of measurement used by Customs for the HTS Code. This may be different than what your company uses to sell the item.	Use a standard pull down of units that listed in AES.	<ul style="list-style-type: none"> Companies will automatically feed the number of used to sell the items vs. the unit of measurement required per HTS code or what is on the license. Example- Company may sell a 12oz bottle of chemical as one bottle but HTS code is measured in ml.
Date and time of classification	Date and time of when the classification was assigned	Minimum of 20 alpha characters for name. Choose a standard date format (e.g. MM/DD/YYYY) for +date and/or time and date. This could be a drop down of individuals who have authority to assign classifications or free text or identified by individual log in information.	<ul style="list-style-type: none"> Keep a log of all changes to the classification. Not just the latest. If you are using an spreadsheet as your database, add a comments section and have the employees add their name and dates and reason for change.
Description	This is a "Customs Friendly" Description of the product	To be consistent with the AES system. This should be no more than 45 (Alpha and numeric) characters.	1. Using the ERP description. This description not describe the product in an understandably way to Customs officials. Remember Customs will review the document for exporting purposes and well as foreign customs for importing purposes.

Field Name	Description	Suggested Number of Characters	Common mistakes
CCATS or CJ numbers	Commodity Classification Automated Tracking System number issued by BIS or the Commodity Jurisdiction Number issued by DDTC.	Leave at least 10 digits. CCATS format is GNNNNNN CJ format is CJ NNN-NN	
Comments Field	Allows for any additional information to be added regarding the way the classification was written	Can be unlimited characters, but I would start with a minimum of 250 alpha or numeric characters (Number of characters is based on the technical description requirements in SNAP-R).	1. Not using this field will be detrimental if you ever get an inquiry from the U.S. government as to why you classified an item the way you did. Sometimes turnover is high with the classification team and the original classifier may no longer be working for your company.
Importing Purposes			
HTS Codes	Harmonized Tariff Schedule	10 digit numeric number. If wanting to add the period, the this would be a 12 digit format such as XXXX.XX.XXXX	1. Using the same HTS code for Schedule B's or including the chapter 98 codes as the main HTS code. Chapter 98 code 2. Not having a standard list of HTS codes to choose from. If you don't have a standard list (pull down or look-up tool) the database is prone to user error.
Other Country HTS Codes	Harmonized Tariff schedules for other countries	This will vary depending on the country. You may have 6-14 digits for country specific HTS codes.	1. Importers use a one-to-one match with the U.S. regulations. You may have to assess each product as there could be a one-to-many ratio (the U.S. HTS may have several HTS codes in another country. Remember these are also used for statistical purposes in many countries.)
Country of origin	Country of manufacture	2 alpha ISO country code Note: you may want to correspond with whatever your ERP system is using. This was chosen to be in sync with ABI (CATAIR) requirements.	1. Make sure that you have differentiated between states and countries.
Units of Measure (UOM) based on HTS code	Unit of measure as defined in the Harmonized Tariff Schedule by each code.	5 alpha or numeric characters (this is to be in sync with the ABI(CATAIR) requirements.	1. Companies will automatically feed the number of used to sell the items vs. the unit of measurement required per HTS code or what is on the license. Example- Company may sell a 12oz bottle of chemical as one bottle but HTS code is measured in ml.
"Customs Friendly" Description	Description of products	The standard definitions from the CBP HTS database are acceptable for this requirement. The ABI CATAIR limit is 70 alpha or numeric characters. You may be limited to the characters in one you're your systems.	1. Using the description in the ERP system that is not understandable to anyone outside the company.
Customs Ruling Numbers	Number assigned by Customs to a formal classification	6 digit alpha and numeric number.	1. Not adding this information. Adding the ruling number is part of the back-up if there is ever a question as to why you classified a part the way you did. Remember you can use

	ruling		other company rulings if they are similar to your product.
FTA Flags	Free Trade Agreement edibility (e.g. NAFTA, GSP, CAFTA, etc.)	I suggest using a flag. Check if it is eligible and not checked if it isn't. This cuts down on the number fields you need if uploading to your ERP system.	1. Using a default check of "yes, it's eligible". You should always start with not being eligible until it's proven that it is eligible.
Field Name	Description	Suggested Number of Characters	Common mistakes
OGA Flags	There could be several of these. This is for FDA, FCC, BATFE, etc.	This will vary depending on different government agency criteria. For example, you may have an FCC certification number, or a CAS number for chemicals.	1. Sometimes adding a yes or no is not enough information.
Other Information You May Want to Add (Not considered Critical for a Database)			
Encryption Status	For products containing encryption this would help with one time reviews and where the product falls under- Restricted, Unrestricted (Part 740.17 of the EAR)	Usually just a pull down of Restricted or Unrestricted is enough.	1. Not using this field for encryption may make the compliance team look up each part against a CCATS to determine if the product can be shipped to government end-users in certain countries.
Hazmat	Hazardous Material	You can either put Yes or No or the HAZMAT class.	1. Generally companies that do not add this to their database rely on their shipping department to look at each shipment individually. By adding this into the compliance database, the IT Department can integrate this in the ERP system as a pre-alert to your shipping department or have statement automatically print on the commercial invoice.
RoHS	Lead Free Status	Suggest a Check box. Checked = RoHS Compliance. Not Checked means it is not RoHS Compliant.	1. Only allow those individuals allowed to make the ROHS determination to complete this field. 2. Make sure to default to "No". There are special testing requirements to ensure something is RoHS compliant.