Customs Clearance and Shipping Services on Amazon



Customs Clearance Guide

When creating your shipment on the Send To Amazon Workflow, you are able to add your customs information directly on Seller Central and send to your Broker for approval.

You will see a 'Customs Compliance' section appear. In step 1, you can see how many SKUs are still needing compliance information adding before you can send to Broker for approval.

If there are still SKUs marked as 'Incomplete', click on 'Edit compliance' and you will be navigated to the manage your compliance (MYC) portal.

hipment #1	View or edit conte	ents
Shipment name: FBA STA (08/04/2024 10:06) Shipment ID: FBA15HYNSFLK Amazon Reference ID: 3NX9ICWJ	-XCD1 Rename	
Ship from: Dong Zhao EU LTL testing, 1 Churc GB	hill Way West, Andover, Hampshire, SP10 3U	JW,
Ship to: SXW2 - Unit A100, Brooklands Busine United Kingdom	ess Park Vickers Drive - KT13 0YU - Weybridg	ge,
Shipment contents: Boxes: 20, SKUs: 2, Units:	20	۲
Fees for shipping your parcels to Amazon's lo	cal facility	۲
Customs compliance		•
Please follow these 3 steps:		
1. Provide compliance information for products	in your shipment	
① Incomplete: 1 SKUs ✓ Complete: 1 Edit compliance	SKUs C Refresh	
 Send the customs information to the broker. preferential-origin status of your SKUs is accutate take up to 48 hours. 	By clicking this button, you are attesting that th urate, to your knowledge. Broker approval can	he
Send to broker		

The MYC portal will enable you to add in customs information either by individual SKU, or Bulk Upload.

Manage Compliance at SKU level:

You can see at the top of the portal how many SKUs have complete information. You will only be able to send this to Broker for approval when your 'Overall compliance status' box is all complete.

hipm	nent ID: FBA15DYCVPD4					Manage your trade co	FAC
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No filte	rs applied (3) Product name ASIN: SKU	Destination HTS code ①	Manufacturer (or supplier) 🛈	Customs value (per unit) ①	Compliance status	Additional information required	
SKUs	rs applied (3) Product tame ASIN: SXU USA Patriotic Sombrero con águila calva – Gorra de béisbol y la bandera americana, talia única , Azul BOTBUALV42: 0V-RSWL-KJOH	Destination HTS code (2) 6507.00.0000 (2) Pending recommendation	Manufacturer (or supplier) () Wan Ling, test, CN v	Customs value (per unit) () Massa raise that the below legal is value per write and near total biggenest value \$ 1,004.00	Compliance status Complete	Additional Information required Edit comp	llance
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You can see a full list of your SKUs in your shipment in the 'SKU' table, and whether their current compliance status. This table does not show all required compliance information. To add this at an individual SKU level, you will need to select 'Edit compliance'.

Overall compliance status incomplete sections Additional requirements Import compliance 0 Enter the information for each SRA					Additional requirements missing Enter the information for each SKU to see if additional require	rements exist	
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ma	(3) Product name ASIN 350/ USA Patiotic Sombrero con águla calva – Gorra de bélébol y la bandera americana, talia única, Atul BOTBUALV42 0V-RSWL-KJOH	Destination HTS code (2) 6507.00.0000 (3) Pending recommendation	Manufacturer (or supplie) () Wan Ling, test, CN v	Customs value (per unit) ③ Please note that the below input is value per unit and not total biointent value \$ 1,004.00	Compliance status Additional Information required	Edit compliance	
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You can now see all required customs information for this SKU. The first step is to provide your manufacturer/supplier name. This is to enable Country of Origin (COO) information. If you already have manufacturer/supplier contacts on your Seller Central account, these will appear as options. If you do not, or you need to add a new manufacturer/supplier, you can select 'Add another manufacturer or supplier'.

USA Patri ASIN: B018	tic Sombrero con águila calva – Garra de bélibol y la bandera america JALV42 - SiCJ: OV-R3WL-CJOH - Import country: US	na, talla única , Azul				All changes automatically paved Save and exit
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	isthis product a part of a set or a kit?					
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	Destination HTS code					
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	O Use system recommended					
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If adding a new manufacturer/supplier you will be navigated to the contact page. Select 'Add contact'.

=	amazon seller central EU-GIFT-TestAC1	United States	Search	٩	🖼 🏟 EN 🕶 Help
	Shipments Manage All Inventory FBA Inventory				Edit
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			test Shanghai ahanghai, Shanghai 200001 China Phone number: 45078508876	Wan Ling test address 204 test, Zhejang 315300 China Phone number: 1029788865	
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When adding you manufacturer/supplier, you will need to provide contact and location details. Once happy with the information, select 'Update address'.

=	amazon seller central EU-OIFT-TestAC1	United States	Search	۹	🖼 💠 EN - Help
	Shipments Manage All Inventory FBA Inventory				Edit
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-					

You can now state whether your product is part of a set or a kit. Only tick this box if your SKU contains multiple items within one unit.

K USA Patriotic: ASIN: B01BUAL	ombrero con águila calva – Gorra de béisbol y la bandera americana, talla única , Azul All charger automaticully soviel 23 (k): 0V-R3WL-KJ0H Import country: US
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	Is this product a part of a set or a kit? ① □ Yes
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	test descriptiopn
	Customs value for import (per unit) Please note that the below input is value per unit and not total shipment value \$ 1.004.00
	Measurement per sellable unit

You can now provide your HTS code. This is an identifying code related to your product type – for more information on HTS codes click on 'Learn how to classify your product'. The Amazon system may have recommended a code for you based on information already provided on Seller Central. If you don't believe this is the correct code, or you would like to check, select 'Use my own'. You can then use the 'Find tariff code' option to take you to an HTS Code directory where you can search up your product using key words and select the correct code, copy directly from directory and input in HTS code box.

< "	USA Patriotic Sombrero con águila calva – Gorra de béisbol y la bandera americana, talla única , Azul ASIN: BOTBUALVAZ SINI: OV-R3WL-KJXH import country: US	All changes automatically saved	Save and exit
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	Use system recommended Use my own		
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	C Checking for additional information requirements. This may take a few seconds.		
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	Measurement per sellable unit		
FEEDBACK ×	1 Dozen 2 S Kilograms		

For your product description, this may auto populate, but it is recommended to keep this brief and to use less than 25 characters.

 KU: 0V-R3WL-KD0H Import country: US
Is this product a part of a set or a kit? ①
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O The HTS code above requires Section 301 tariff code 99038803 and a 25% additional duty. Destination product description Customs value for import (per unit) Please note: that the below input is value per unit and not total shipment value: \$ 1,004.00 Measurement per sellable unit 1 2 Kitograms
O The HTS code above requires Section 301 tariff code 99035803 and a 25% additional duty. Destination product description

For your Customs value for import (per unit). This is the value of the individual unit you are shipping. Please note the currency this is being requested in.

< "	USA Patriotic Sombrero con águila calva – Gorra de bélsbol y la bandera americana, talla única , Azul ASIN: BOTBUALV42 - SKU: 0V-ASW-KJOH I import country: US	Ol changes automatically saved	Save and exit
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For measurement per sellable unit, depending on your SKU information on Seller Central, you will have different information requested. This is for your entire unit (if you have multiple items within one unit, this is requesting the total measurements).

You can also click on the 'Show optional' option to add in your Rulings number and any comments. This is not required and both can be left blank.

ASIN: BO1BUALV42 SKU	o con aguila calva - Gorra de beisbol y la bandera americana, talla única , Azul :0V-R3WL-KJXH Import country: US	All changes automatically saved	Save and exit
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	Hide optional Remaining characters: 20 Comments (optional) Remaining characters: 250		
	Manufacturer 1: test, shanghai Complete		
	Manufacturer 2: Wan Ling, test Complete		

You may see a number of additional requirements in the blue section at the bottom. These appear based on your SKU's product type as certain product families need extra compliance information. This is done through identifying if the product is eligible for Antidumping Duty (ADD), Countervailing Duty (CVD), or Partner Government Agencies (PGA). You will first be asked if this is needed for your product, and if it is, you will then be required to either provide a document, or a written entry.

In the example below – the system has flagged that this SKU may require Intellectual Property Rights. However, if your product is flagged and this does not apply to you, you can click 'no' and this section will be complete.

USA Patriotic Sombrero con ASIN: B01BUALV42 SKU: 0V-	* A guila calva – Gorra de béisbol y la bandera americana, talla única , Azul RSWL-KX04 Import country: US		All changes automatically saved Save and exit
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	Intellectual Property Rights ①		
	Does the requirement apply to your product?		
	⊖ Yes		
	Add another requirement		
	Manufacturer 2: Wan Ling, test	Complete	~
Help Program Policies English v a	Download the Amazon Seller mobile app		© 1999-2024, Amazon.com, Inc. or its affiliates

If your SKU does need the additional requirements stated. Select 'Yes'. You will be shown the type of documentation needed, and a 'browse' button will appear to upload the document.

\$ 1,004.00	
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Manufacturer 1: test, shanghai	
Intellectual Property Rights 💿	
Intellectual Property Rights O Learn more	
Trade Authorization Letter Browse No file selected. Attention File must be less than 2 MB Upload file above	
O another requirement For apparel, textile, and products that require additional government agency entries, the actual manufacturer must be reported in your customs entry. Ensure the manufacturer provided above is correct	

When you have provided all required information, the icon at the top right of each section will switch from a yellow 'incomplete' to 'complete'. If there are any errors (that would prevent you from submitting to broker), a red banner will appear at the top of the page and indicate what you need to amend. If you scroll down the page, you will find the section needing amending flagged as well.

USA Patriotic So ASIN: BO1BUALVA	mbrero con águila calva - Gorra de béisbol y la bandera americana, talla única , Azul 2 SRU: OV-R3WL-KJ0H Import country: US		X	All changes automatically streed Save and
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	Add another manufacturer or supplier			
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Yease fix the errors on this USA Patriotic So ASIN: BOTBUALVA	Add another requirement	agency entries, the actual manufacturer must be r	eported in your customs	All changes assumativally saved Save and

Once everything required is filled in, the top of he page will switch to saying 'complete'. You can now click 'Save and exit' on the top right and be taken back to the main dashboard.

ASIN: B01BUALV42	brero con aguita calva – Gorra de beisbol y la bandera america SICU: OV-R3WL-KJXH Import country: US	1a, talla única , Azul				All changes	automatically save Save and exit	
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	Wan Ling, test	*	China	~	۲			
	Add another manufacturer or supplier							
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	to classify your product [2]							

You will see the 'compliance status' column change to 'Complete' in the SKU table, and the number of ASINs in 'Overall compliance status' increase.

port cour	nent ID: FBA15DYCVPD4					Manage your trade compliance
anage o	compliance Upload file for compliance Upload file for addit	tional requirements Support	ng documents			
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JKUS	Product name ASIN SKU	Destination HTS code ①	Manufacturer (or supplier)	Customs value (per unit) ①	Compliance status	Additional information required
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You can repeat this process for every SKU you are shipping to complete the compliance section.

Manage compliance with Bulk Upload:

Alternatively, you can complete this information in a Bulk Upload (recommended for shipments with >7 SKUs). To upload compliance information in Bulk, click on the 'Upload file for compliance' option from the main dashboard.

Shipm	ent ID: FBA15DYCVPD4					FAQ Manage your trade compliance
Manage ci	ompliance Upload file for compliance Upload file for addit	ional requirements Support	ing documents			
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No filte	s applied (3)					
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*	huiyuzhi sandália anabela feminina tira no tornozelo bico espadrille Cherlin B07BQRNG3T - GSS_SKU	5207.90.0000 ③ Pending recommendation	Wan Ling, test, CN	Please note that the below input is value per unit and not total shipment value \$ 1,001.00	Complete	Edit compliance
	Mega Bloks First Builders Big Building Bag, 80-Piece (Classic)	5207.90.0000		Please note that the below input	Complete	Calls consolitores

You can now download a template to fill in compliance information for each of your ASINs. You also have a link here to the HTS search tool which allows you to find the correct HTS code for your SKU.

nage compliance Upload file for compliance Uploa	ad file for additional requirements Supporting documents		
O Download template For selected ASINs, you can download your product compliance template. To find the Harmonized Tariff Schedule (HTS) code, see the following: HTS search tool Generate template	© Upload file Upload the file after updating product compliance information such as tariff code, product description, and customs value. By clicking Upload, you confirm that the information may be used for current and future customs clearances. Supported formats: .alsc Upload	Monitor status Your processed file will appear in the submission history section below.	
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An example template can be found <u>here</u>.

The rows will be auto populated with all information that can be pulled directly from Seller Central. Please note that if you do not have a manufacturer contact on Seller Central, you will need to follow the previous steps to add this before completing your Bulk Upload. There is an Instructions, Data Definitions and Example tab to support you using this template. The tab you should input information into is the 'Template' tab (please refer to the 'Data Definitions' tab to see which columns are required).

You are also able to change the name of the file for your own tracking purposes if needed. But do not change the file type or add/remove rows or columns.

Once completed, you can upload the file on the dashboard by clicking on the upload button. After uploading your file, you can download a processing report to see any errors in your submission. You can download this report from the Submission history section of Upload file for compliance.

Please note that if you need to re-upload after errors, you will need to do so on the normal template file and not the error template.

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O Download template For selected ASNs, you can download your product compliance template. To find the Harmonized Tariff Schedule (HTS) code, see the following: HTS search tool Generate template Submission history	Depart Rie Upload the file after updating product compliance information such as tariff code, product description, and customs value. By clicking Upload, you confirm that the information may be used for current and future customs clearances. Supported format: .utes Upload	Monitor status Your processed file will appear in the submission history section below.	
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If you have any product specific requirements, you can also upload these in Bulk. To do so, navigate to the select 'Upload file for additional requirements' tab. When you generate this template, you will be able to see which supporting documents have been requested.

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To enable drop down list on the bulk file, you can upload your documents on the 'Supporting documents' tab first, and then re-generate your additional requirements template.

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Once completed, you can return to your Send To Amazon Workflow. In your 'Step 3 – Print box labels section, under customs compliance, all SKUs should say 'Complete'. And you are now able to click on the blue Send to broker button. Click on this to send customs compliance information to the broker, and wait to see broker approval before continuing for your shipment.

If the broker has any comments, this will be flagged and you will be able to go in and make suggested edits via the 'View/edit compliance link' again. And can re-submit to broker using the same blue button.

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To continue with your shipment please continue to follow the relevant guide:

- 1. ATS AVASK
- 2. UPS AVASK



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