



Classification Program

June 2022

Table of Contents

HTS codes

Customs Brokers

STAR USA

PIS forms

Submission of forms

Record keeping in eSPS

Contacts and Communication

Harmonized Tariff Schedule “HTS”

Harmonized Tariff Schedule codes are 10-digit codes used by the United States government to track the goods being imported into the country. Each code describes a particular type of product, allowing the government to charge different tariffs for different trade goods. This is a worldwide system for the first 6 digits, and country specific as it relates to the last 4 digits.

In the United States, HTS codes must be determined by a licensed broker who has been trained on the U.S. Customs method of identification. Only a licensed broker is legally allowed to make an entry with customs.

Customs Brokers

US Customs feels the best process is to have separate entities in the entry process. One broker determining the HTS code and one broker making the entry. This creates a “check and balance” between two unrelated parties.

Orchard Brands works with two customs brokers for entry and has always been fortunate to have licensed customs brokers on staff to do the classification.

Previously Bluestem had three licensed customs brokers to do classifications for our two brokers who do entry.

Currently we have only one licensed customs broker. Orchard made the decision to out-source the additional classification work.

STAR USA

Why outsource?

- Free up current resources to work on more strategic work
- Tap into additional expertise and resources a 3rd party can offer
- Less overhead and expense

Our 3rd Party is  Star USA

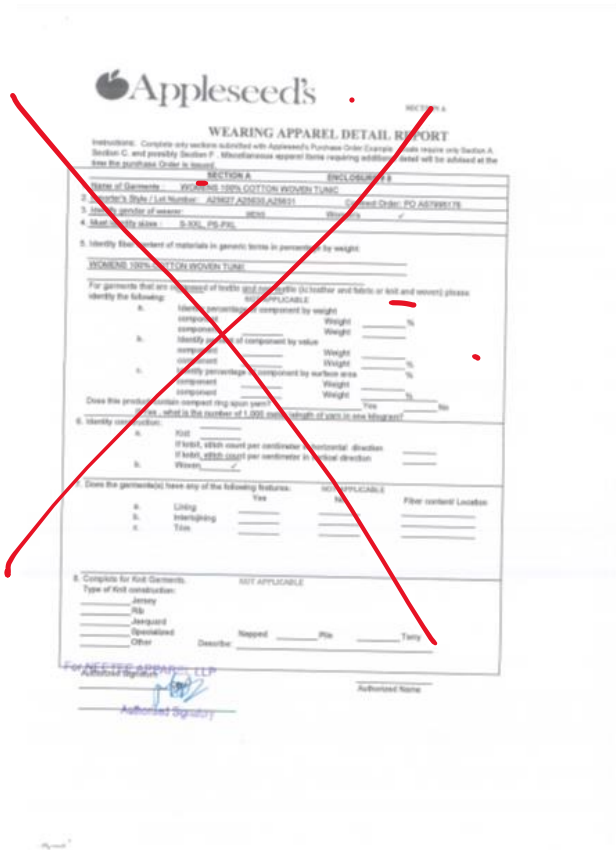
Star USA was founded 25 years ago to assist importers in all aspects of customs compliance. While we will use them for HTS assignment, STAR USA is also a resource for:

- Regulatory issues
- Trade Programs
- Customs Law and Regulations
- Post Entry work
- Government Trade Policy

New Process- The PIS form

We will no longer require any brand specific product information forms

Instead, we will now require a Orchard Brand "PIS" (Product information sheet)



ORCHARD BRANDS		Provide image of style on "PHOTO" tab	
PRODUCT INFORMATION SHEET			
MASTER STYLE	<input type="text"/>	DESCRIPTION	<input type="text"/>
OTHER STYLES	<input type="text"/>	BRAND	<input type="text"/>
COUNTRY OF ASSEMBLY	<input type="text"/>	VENDOR/FACTORY	<input type="text"/>
TEXTILE TYPE & % (% BY WEIGHT)	<input type="text"/>	LENGTH AT CENTER BACK (OR WHERE IT FALLS ON THE BODY)	<input type="text"/>
GENDER & AGE (MEN, WOMEN, BOY, GIRL, INFANT)	<input type="text"/>	CONSTRUCTION (KNIT, CROCHET)	<input type="text"/>
STITCHES PER CM2	<input type="text"/>	STRAP WIDTH (IF SLEEVELESS)	<input type="text"/>
GAUGE	<input type="text"/>	CLOSURE DETAILS (IF ANY)	<input type="text"/>
KNIT TO SHAPE? (YES/NO)	<input type="text"/>	TIGHTENING AT THE WAIST (IF APPLICABLE)	<input type="text"/>
TO BE FILLED OUT BY CLASSIFICATION SPECIALIST			
HTS #1	<input type="text"/>	HTS #2	<input type="text"/>
CAT	<input type="text"/>	CAT	<input type="text"/>
DUTY	<input type="text"/>	DUTY	<input type="text"/>
HTS DESCRIPTION	<input type="text"/>	HTS DESCRIPTION	<input type="text"/>
NOTES:	<input type="text"/>	SPECIALIST INITIALS	<input type="text"/>

New Process- PIS forms

Product areas for the PIS forms:

- Woven Tops
- Woven Bottoms
- Knit Tops and Sweaters
- Knit Bottoms
- Underwear
- Sleepwear
- Winterwear Accessories
- Footwear
- Outerwear
- Dresses

New Process- When to submit a PIS form?

- All new styles- once confirmed with a style number
- Any re-list styles when there is a change in fabric or styling. Please indicate the change on the PIS form.

Don't send repeat styles, or development. If you have any questions on the classification or duty on these, please address these questions to Alan

Alan.Woodruff@Bluestem.com

New Process- The PIS form

The PIS form:

- Contains all product specific features needed to classify a product
- There are “help” boxes attached to each entry field in case you are not clear on what is required in that entry:

LENGTH AT CENTER BACK (OR WHERE IT FALLS ON THE BODY)			
CONSTRUCTION (KNIT, CROCHET)			Length at Center Back Include unit of measure
STRAP WIDTH (IF SLEEVELESS)			

- The PIS may be filled out by anyone with knowledge of the product at the factory, vendor or agent.
- All fields must be filled out, if the box does not pertain to the product, please indicate “N/A” or “Not Applicable”

New Process- A filled in PIS form

MASTER STYLE	B4010	DESCRIPTION	Terrific Tunic
OTHER STYLES	B4011 (Petite) B4012 (Womens)	BRAND	Blair Womens
COUNTRY OF ASSEMBLY	Japan	VENDOR/FACTORY	High Quality Garment LLC
TEXTILE TYPE & % (% BY WEIGHT)	60% Cotton/40% Polyester	LENGTH AT CENTER BACK (OR WHERE IT FALLS ON THE BODY)	40 inches
GENDER & AGE (MEN, WOMEN, BOY, GIRL, INFANT)	Women	CONSTRUCTION (KNIT, CROCHET)	Knit
STITCHES PER CM2	9 x 10	STRAP WIDTH (IF SLEEVELESS)	n/a
GAUGE	12	CLOSURE DETAILS (IF ANY)	n/a
KNIT TO SHAPE?	no	TIGHTENING AT THE WAIST	no

- All fields filled out
- English language
- Save file with this name format:

↑ Documents > HTS > STAR

PIS SHEET-KNIT TOPS-SWEATERS-B4010 Terrific Tunic

Excel Workbook (*.xlsx)

Save

[More options...](#)

New Process- PIS submission

PIS forms can be found:

In our vendor manual:

http://www.habandapparel.com/edi/spec_manual.html

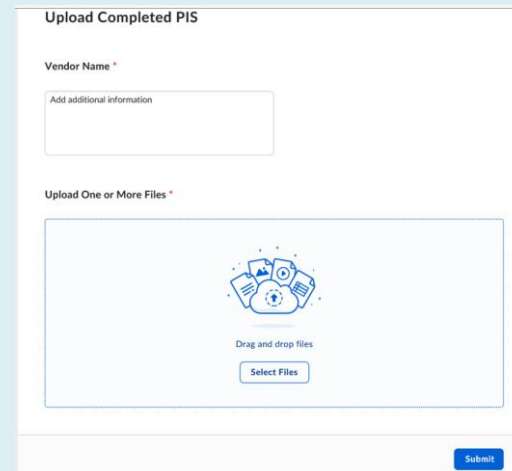
Under “Direct Import Vendor and Shipment Information section:

Direct Import Vendor and Shipment Information

- Global Sourcing Vendor Manual MASTER
- Wire Transfer Form
- General Certificate of Conformity GCC
- NGC eSPS V14 Bluestem Vendor User Manual v5.4
- eSPS Training Update - Tracking and Updating Samples
- Easy Reference Guide Carton Labels
- Easy Reference Guide Carton Listing Changes - Examples
- e-SPS Carton Listing-Labels Packaging Information Request - Apparel
- e-SPS Carton Listing-Labels Packaging Information Request - Non Apparel

PIS forms are to be submitted:

<https://starusa.app.box.com/f/c0619470ea5c4f0ca3110ac5a6b6ec9a>



The screenshot shows a web form titled "Upload Completed PIS". It includes a "Vendor Name *" field with a sub-label "Add additional information" and a text input box. Below this is an "Upload One or More Files *" section with a large dashed border containing a file upload icon and the text "Drag and drop files" and "Select Files". A "Submit" button is located at the bottom right of the form.

New Process- Submitting the PIS

1. Go to: <https://starusa.app.box.com/f/c0619470ea5c4f0ca3110ac5a6b6ec9a>


2. This screen will open:

Upload Completed PIS

Vendor Name *

Add additional information

Upload One or More Files *



Drag and drop files

Select Files

Submit

New Process-Submitting the PIS

3. Type in your company name:

Upload Completed PIS

Vendor Name *

High Quality Vendor, LLC

4. Click on "Select Files"




Upload One or More Files *



Drag and drop files

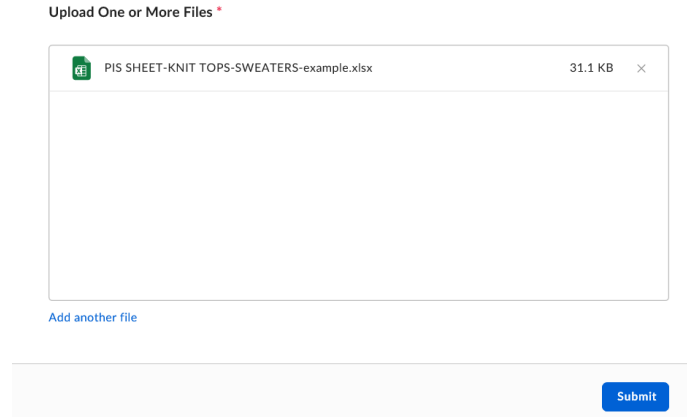
Select Files

5. Pull in the PIS forms you want to submit

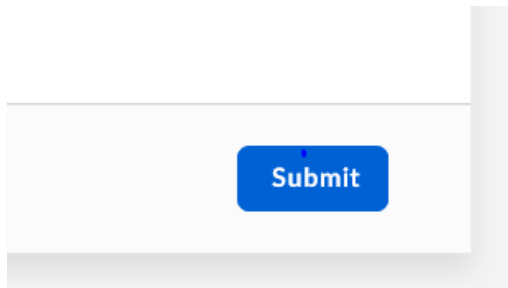
Name	Date modified	Type	Size
 PIS SHEET-KNIT TOPS-SWEATERS-example	6/22/2022 11:02 AM	Microsoft Excel Work...	
 PRECLASS PROGRAM-TOWN HALL PRES JUNE ...	6/22/2022 10:21 AM	Microsoft PowerPoint...	
 PIS SHEET-FOOTWEAR	4/13/2022 3:27 PM	Microsoft Excel Work...	

New Process- Submitting the PIS

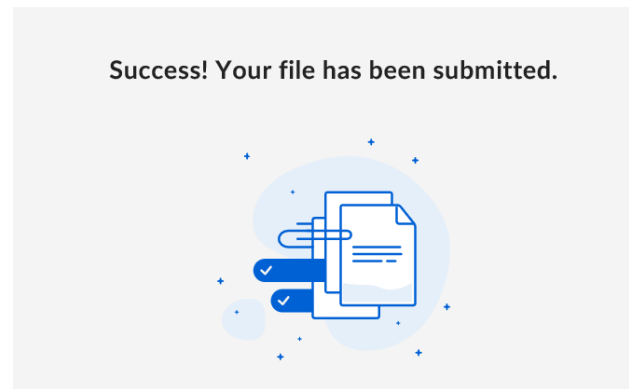
5. Your PIS will appear in the box



6. Hit submit button



7. Your PIS has been submitted!



New Process-HTS code assigned



Will enter assigned HTS number, Quota Category, duty and commercial invoice description into eSPS

CDFs	Carton Options	PO Cost Sheet	Item Testing
Production Styles Company Defined Fields			
CATEGORY	WKT WOMENS - KNIT TOPS		SUB CATEGORY 0218-Tee
VENDOR	OB0016654		COMPANY 002-DND <input type="checkbox"/>
KNIT OR WOVEN	KNIT <input type="checkbox"/>		PRODUCT CODE D44976
HTSUS1	6110.20.2079		HTSUS1 CAT/DUTY CAT 339 16.5%
HTSUS1 DESCRIPTION	Wmns 100% Cotton Top w/trim		HTSUS 2;3
HTSUS 2;3 CAT/DUTY			HTSUS 2;3 DESCRIPTION

And the completed PIS will be attached in eSPS

Communication for Classification

All Communication will continue to go to Alan Woodruff
Alan.Woodruff@bluestem.com

Including:

- 1) Issues downloading PIS forms
- 2) Questions on correct PIS form to use
- 3) Clarity of requested information on PIS form
- 4) Issue uploading completed PIS form
- 5) Status on submitted PIS form
- 6) Any general inquiries on correct classification and duty