

ESTONIA





# KEY ASPECTS OF SHIPPING TO THE US

## TOPIC:

- \* How to Enter Invoice Data and Upload the Shipper's Own Commercial Invoice Form into the UPS System
- \* Checklist for Shipping to US
- \* Update on US Customs Regulations: Suspension of De Minimis Exemption

## TARGET AUDIENCE:

Customers who create shipments in UPS Internet Shipping ([ups.com](http://ups.com)) and wish to avoid issues with customs clearance



## Important Reminder: U.S. Customs Clearance Requirements

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Please be aware that U.S. Customs has recently tightened procedures for shipments that were previously exempt under the \$800 de minimis rule.

As a result:

- If there are discrepancies or missing required information on the commercial invoice, the shipment may be subject to **return or even destruction**.
- For goods regulated by the FDA, a **Prior Notice** is mandatory. Customers are responsible for knowing whether their products fall under FDA regulations and ensuring that the proper documentation is submitted.
- U.S. Customs is dealing with a significantly increased volume of shipments requiring FDA check and declarations.
- **The clearance process is now highly automated, and if the product description and HS code do not match the HTSUS classification, this can lead to maximum duties, return, or destruction of the goods.**

To avoid issues, we strongly recommend ensuring that your commercial invoice is **accurate, complete, and aligned with HS codes**, and that all regulatory requirements (such as FDA Prior Notice) are fulfilled before shipping.

# ISSUE: Missing or Incorrect Data in UPS System May Cause Export Refusal and Delivery Delays

To ensure smooth customs clearance and avoid delays, make sure your shipments to the US include accurate and complete documentation.

**RISKS if invoice data is missing or incorrect:**

- Shipment may not be exported from the country
- Possible delivery delays
- Higher import duties due to incomplete or incorrect data
- the shipment may be subject to **RETURN or even DESTRUCTION**

**Required Invoice Data:**

- Accurate product description - The product description must **match the HS code** closely enough for **automated customs processing** to recognize the correlation
- Correct HTSUS Code
- Country of Origin
- Terms of Delivery
- Reason for Export

**Special Cases:**

- Perishable goods regulated by FDA → *Prior Notice* must be submitted, otherwise goods may be **rejected or destroyed**
- Products containing steel or aluminum → *Section 232 Form* is mandatory, otherwise **maximum tariffs will be applied**

# How to Match EU HS Codes with U.S. HTSUS Codes

## How to Match EU HS Codes with U.S. HTSUS Codes (Example: Car bumper)

1 Check your EU HS code - Example: 8708101010 (EU CN/TARIC code for bumpers).

2 Use only the first 6 digits

Global HS base = 8708.10 → *Bumpers and parts thereof.*

These 6 digits are the same worldwide.

3 Search in the U.S. HTSUS - Go to [hts.usitc.gov](https://hts.usitc.gov) - Enter 8708.10.

4 Select the correct U.S. subheading

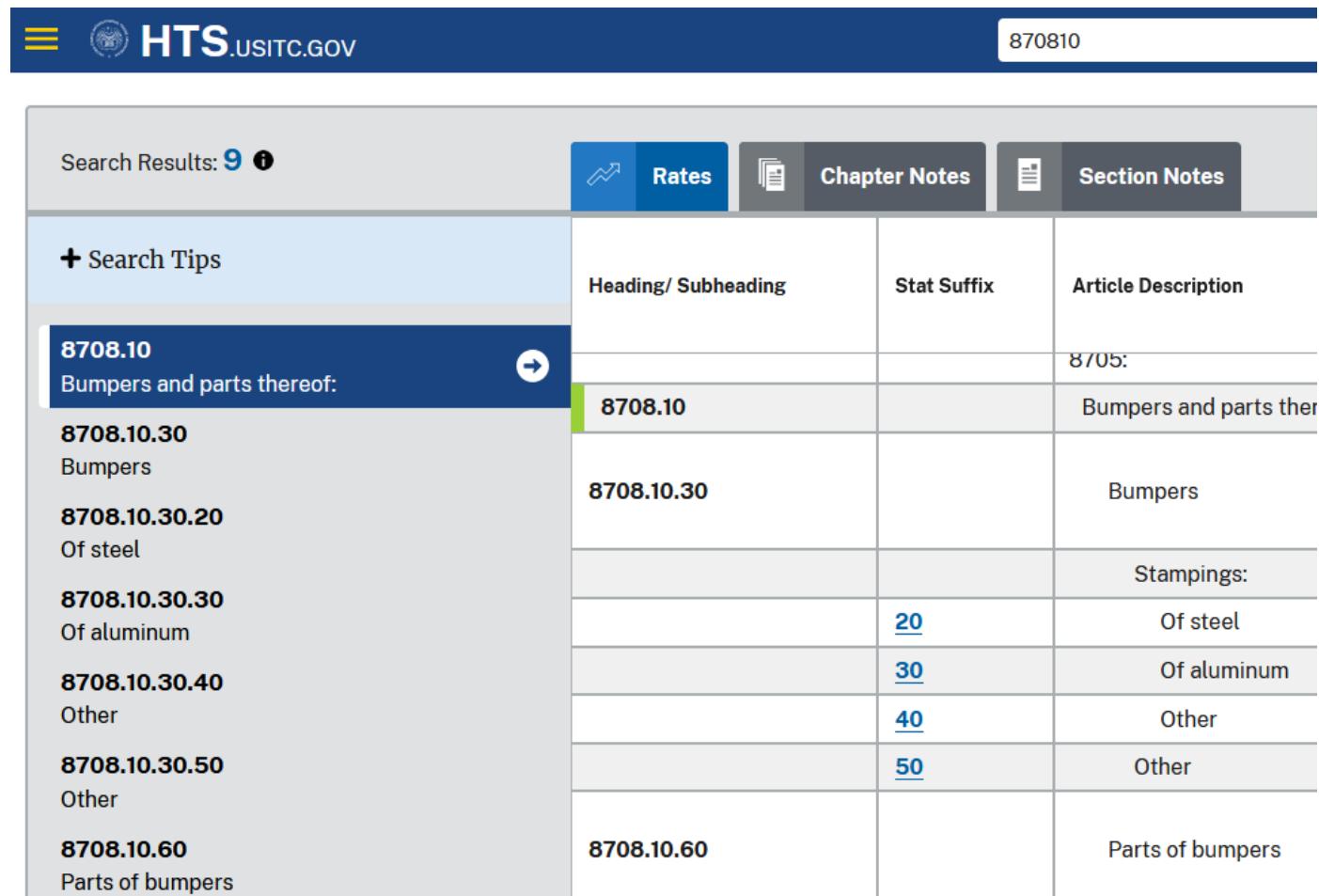
In the U.S. system, EU code 8708101010 does not exist.

Instead, you must choose between:

- 8708.10.30.00 – Bumpers
- 8708.10.60.00 – Parts of bumpers

5 Match description, the full 10-digit code

- Always ensure the **product description** in the HTSUS matches your goods.
- The last 4 digits differ between EU and U.S. systems.



Heading/ Subheading	Stat Suffix	Article Description
8708.10		8705: Bumpers and parts thereof
8708.10.30		Bumpers
8708.10.30.20		Of steel
8708.10.30.30		Of aluminum
8708.10.30.40		Other
8708.10.30.50		Other
8708.10.60		Parts of bumpers

# How to Enter Invoice Data In UPS INTERNET SHIPPING (ups.com)

Shippers must enter invoice data and upload his own invoice form (if such used).  
Saved information can be reused.

STEP 1: Start with “Create a Shipment” and **TURN OFF** guided Steps

STEP 2: **FILL IN** “Ship to” information and **CHOOSE SERVICE**

STEP 3: Go to **International forms**

- \* In the menu “What best describes this shipment?”, select the appropriate option
- \* In the field “What are you shipping?”, enter the exact description of the item you are sending
- \* Under the Commercial Invoice section, click “**Get Started**” to continue with your invoice information

STEP 4: **FILL IN** Invoice information (should be filled per product)

**List Products By** – choose how to identify your products in the system:

- \* ASIN (Amazon Standard Identification Number)
- \* UPC/EAN (Universal Product Code / European Article Number)

**Harmonized Tariff Code Number : Very Important – NOT OPTIONAL**

**Finding the Correct HS Code**

The best solution is to use the official site [hts.usitc.gov](http://hts.usitc.gov) to find the exact description for your code.

If the code is not found directly, enter the first 6 digits and then select based on the suffix.

The product description obtained must match the **Description of Goods** in current shipping form

**Unit Value** – you can insert total value per each product /HTSUS code

**Country of Origin: Very Important**

Use **ADD ADDITIONAL PRODUCT** option in case of more than one products in your shipment

## Product Details

### Description of Goods \*

For customs declaration be as specific as possible (105 max characters).

Bumper, plastic detail for vehicle

### Harmonized Tariff Code Number

Optional

8708101010

### Unit of Measure \*

How is this product packaged or sold?

Each

### Unit Value \*

Help 

Value of a single unit, as packaged.

5000

E

### Country of Origin \*

Where was this product made or assembled?

Estonia

[Cancel](#)



**Ship Tip:** The Harmonized Tariff Schedule (HTS) is a global standard for import and export processing. It helps expedite customs clearance of your shipment and ensure duties and taxes are calculated accurately. The first six digits are standardized globally, while additional digits (up to 13) are country specific.

If you know the tariff code specific to your item, please provide it. Otherwise, UPS can use your detailed product description to determine the tariff code, potentially supported by Artificial Intelligence.

# How to Enter Invoice Data In UPS INTERNET SHIPPING (ups.com)

STEP 5: Once your invoice information has been keyed in, please scroll down and tick “Upload Completed Export Forms” (if applicable).

When uploading completed export forms, the system requires you to specify the number of forms included in the file. Then, for each form, you must select the appropriate Form Type from the dropdown list (e.g., Export Accompanying Document, etc.).

You must attach the appropriate completed form depending on the shipment content (such as TSCA form, Section 232 form, etc):

- Commercial Invoice – for all non-document shipments (if you use your own invoice form)
- TSCA form – if chemicals are included
- Section 232 form – if steel or aluminum articles are included

## STEP 6: Compliance Information

### Providing a valid Tax ID is mandatory

For shipments requiring formal entry, an Importer Tax ID with Employer Identification Number (EIN) or Social Security Number (SSN) is required

- For private individuals, an **SSN (Social Security Number)** is required.
- For companies, an **EIN (Employer Identification Number)** is required.

The image shows a screenshot of a web form for entering compliance information. At the top, there is a checked checkbox labeled "Upload Completed Export Forms" next to a file name "Scan.pdf". Below this, a dropdown menu is open, asking "How many forms does this file include?", with the value "1" selected. The dropdown has a red border around it. Below the dropdown, a section titled "1. Form Type \*" is shown, with a red border around the "Select" button. A dropdown menu for "Form Type" is open, listing various options: "Select One", "Authorization Form", "Certificate of Origin", "Export Accompanying Document", "Export License", "Import Permit", "Other Document", "Power of Attorney", "Packing List", "EEI Document", "Declaration", and "Shipper's Letter of Instruction". The "Select One" option is highlighted with a red border.

# CHECKLIST FOR SHIPPING TO US

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To ensure smooth customs clearance and avoid delays, make sure your shipments to US includes **accurate and complete documentation**

## **Correct HS Code for Each Product**

Assign the appropriate 10-digit Harmonized Tariff Schedule of United States (HTSUS) that reflects the product's material and intended use. This helps customs authorities classify your goods correctly.

## **Accurate Country of Origin & Manufacture Identification Number**

Clearly state the country where the product was manufactured. This may differ from the country it's shipped from.

## **Matching Manufacturing Invoice - mandatory for shipments containing FDA-regulated goods or products with steel/aluminum content.**

Provide an invoice from the manufacturer to the buyer.

It should include:

Provide accurate product descriptions and MIP code,

Quantities and value of the items in the shipment

Payment terms

For shipments requiring formal entry, an Importer Tax ID with Employer Identification Number (EIS) or Social Security Number (SSN) is required

## **Certificate of Origin**

This document verifies where the goods were produced, manufactured, or grown. It's often required for customs clearance and trade agreements.

## **Additional Licenses or Permits**

Check if your product requires any special licenses, certificates, or permits before shipping.

**Include the recipient's email and contact information** to ensure UPS can contact the recipient for collection of duties and taxes or additional forms if necessary.

## **Early Filing of Customs Documents**

Submit your customs paperwork in advance to reduce the risk of inspections and delays.

# Update on U.S. Customs Regulations: Suspension of De Minimis Exemption

This memo provides an important update regarding **the suspension of the de minimis exemption for low-value shipments** (under \$800 USD) to the United States starting August 29, 2025. This change has resulted in more shipments requiring formal customs clearances, which has led to increased processing times and the potential for returned shipments.

## 1. Why is UPS returning my package?

- **If required customs documentation is missing:** Your shipment was returned because it was missing required documentation for the package to clear customs in the U.S.
- **Packages returned due to processing delays/shipper not contacted prior to RTS:** The suspension of de minimis exemption for low-value shipments (under \$800 USD) has resulted in more shipments requiring formal customs clearances, which has led to increased processing times. Our goal is to get all packages to their destination as quickly as possible, while complying with U.S. customs regulations. To avoid backlogs in our network and continue to deliver efficiently, we are returning packages that can't be automatically processed or clear customs in a timely manner. This will ensure that we continue to maintain a high level of service for shipments that comply with required customs regulations.

**2. Why was the shipper not contacted before the shipment was returned?** Due to the significant increase in shipments requiring customs clearance, we are unable to personally contact each customer. To avoid backlogs and continue to move packages through our network efficiently, all packages that can't clear customs in a timely manner, due to errors in paperwork or the need for manual review, are automatically returned to sender.

**3. When will this situation be resolved?** UPS is working quickly to minimize processing delays and ensure all packages are delivered in accordance with our level of service. We're also investing in training our customers and employees on the complex process of customs clearance to mitigate future delays. To ensure a smooth and efficient shipping process, it is crucial that all customers accurately complete their shipping paperwork.

## 4. Can the return shipment charge be waived or refunded?

- **Customer was contacted prior to RTS:** We are unable to refund these charges if we tried to contact the customer to request the missing documentation but were unable to reach them and followed our standard Return to Shipper procedures in returning the shipment.
- **Customer was not contacted prior to RTS:** We will request a refund following our standard refund and goodwill adjustment request processes.

**5. How do customers avoid shipments being returned in the future?** With the de minimis changes to U.S. import laws, please remember the following:

- Ensure complete and accurate commercial invoice information, including product details, country of origin, HTSUS code, quantity, and value.
- For shipments requiring formal entries, provide an Importer Tax ID with EIN or SSN.
- Include the recipient's email and contact information for duty and tax collection.
- UPS now requires all US-bound shipments to include country of origin in the commercial invoice for each commodity line to ensure correct duty assessment and avoid delays.

For more information on tariff updates and FAQs, please visit the [tariff page on ups.com](#) and the [U.S. Trade and Tariff Regulatory Update](#). Please see [How to Complete a Commercial Invoice for Exports](#) for additional support regarding commercial invoices.



**Thank You**