

Introduction

V.1

This manual has been prepared to ensure that our vendors comply with the United States Customs Regulations. By following this manual, Pitney Bowes will be able to import goods into the US without serious delays due to missing or incorrect information. The enclosed data was prepared based on the United States Customs Regulations.

There are four sections to this manual. They are:

- 1) Invoicing Standards for Commercial shipments (page [2](#)), Return shipments (page [5](#)), Test Shipments (page [8](#)) and Sample shipments (page [11](#)). Each standard consists of three pages.
 - a) The first page explains how to prepare the invoice
 - b) The second page provides an example of the invoice
 - c) The third page provides an example of a packing list
- 2) Alphabetized product list which requires that the product net weight be listed on the commercial invoice or packing slip. If part of the product name that you are shipping shows up on the list, you **MUST** indicate the product's net weight (page [14](#)).
- 3) Alphabetized product list, which requires additional information to be noted on the commercial invoice for proper classification to US Customs. You may be requested to answer the questions on section 4 below. If the product name is on the list, you must answer all questions by either sending a copy of the questionnaire with the shipment or by adding the details to the commercial invoice (starts page [15](#)).
- 4) Product specific technical questions, which must be completed to ensure proper classification (starts page 18).

Should there be any questions on this manual, call Robert Emma, 203-426-7328, or send email to robert.emma@pb.com.

COMMERCIAL INVOICE DETAILS

Below you will find a list of items required on the commercial invoice supplied by Pitney Bowes (PB) vendors. If you should require clarity on any item, please contact Robert Emma, 203-426-7328. (NOTE: One invoice should be created for every individual shipment, not each purchase order. A shipment is equal to one bill of lading)

1. Supplier Company Name, Address, Telephone and Fax number
2. Supplier Invoice Number (same number issued for payment)
3. Invoice Date
4. Company Name and Address which the goods were sold to
5. Company Name and Address where the goods are to be shipped to
6. Invoicing Terms (INCO TERMS)
7. Form of Currency which PB is being invoiced
8. Country of Manufacture (origin)
 - a. If more than one origin, list the origin next to the product/component number.
9. Purchase Order Number
 - a. For multiple purchase orders on one invoice, list the purchase order number prior to the part numbers shipped against that purchase order.
10. Product Number / Component Number
 - a. The Pitney Bowes product or component number must be listed. Not the supplier part number
11. Product Description ^(*)
 - a. Finished Goods
 - i. Complete Description of the product – include as much detail as possible
 - b. Parts
 - i. Complete Description of the product/item.
 - ii. Product Content (ie: plastic, Steel, copper)
 - iii. Describe the function of the part
 - iv. List the finished goods or machine the part is made for
 - v. Belts & Bearings require the name of the actual manufacturer and Country where they were made
12. Units Shipped
 - a. List the number of units shipped per part/item number
13. Price Per Unit
14. Net Weight Per Unit
15. Extended Price (Price Per Unit multiplied by the Number of Units Shipped)
16. Total Invoice Value
17. Provide any details pertaining to Assists for the product on the invoice
18. Finished goods where items were supplied or additional payments were made, shall include the details of the transaction. For Example:
 - a. "Materials were supplied free of charge by Pitney Bowes, Inc. Under PO _____ and was valued at \$_____ per unit. These goods were shipped CIF delivered and are not included in the value set forth above. **<OR>**
 - b. **Engineering charges of US \$ ____ were previously paid by Pitney Bowes Inc. under PO Nos. _____ and are not included in the value set forth above.**
19. Provide all Trademark Data
20. Solid Wood Packing Material Statement (SWPM) <or> Certificate
21. HTS number if known (export only)
22. Buying Commissions
23. Selling Commissions
24. Toxic Substance Control Act Statement

^(*) Additional information may be required for certain products. See attachments to find a product/part name that requires additional detail

Commercial Invoice Example

ABC Company
 Unite 1000 13th Floor
 Centre 9 Science Museum Road
 Osaka Japan
 Tel: 215-09999-9999
 Fax: 215-0999-5555

Date: MM/DD/YYYY
Invoice #: abc123456789

Sold To:
 Pitney Bowes Inc.
 11 Edmond Road
 Newtown, CT 06470

Ship To:
 35 Washington Street
 Stamford, CT 06926

| | | | | | |
|--------------------|-------------------|--------------|-----------|------------------|-----|
| Inco Terms: | EXW Osaka Factory | PO #: | See Below | Currency: | USD |
|--------------------|-------------------|--------------|-----------|------------------|-----|

| Product ID | Product Name and Description | Country of Origin | Units | Price Per Unit | Extended Price |
|----------------------|------------------------------|-------------------|-------------|----------------|-----------------|
| PO4500011111 | | | | | |
| J999 | Scale (2lb) | Japan | 50 | \$ 35.00 | \$ 1,750.00 |
| 123456789 | Seal Moistener | China | 200 | \$ 1.25 | \$ 250.00 |
| PO45000012111 | | | | | |
| 9JK9 | Inserting Machine | China | 10 | \$ 125.00 | \$ 1,250.00 |
| 987654 | Steel Screw M 4x16 | Japan | 1000 | \$ 0.10 | \$ 100.00 |
| PO5500002211 | | | | | |
| 321654 | Motor - 32V - 12W | Hong Kong | 25 | \$ 7.25 | \$ 181.25 |
| TOTAL | | | 1285 | \$ | 3,531.25 |

1. Assist Statement if applicable
2. Solid Wood Packing Material Statement (SWPM) <or> Certificate

Commercial Packing List Example

PACKING LIST

ABC Company
Unite 1000 13th Floor
Centre 9 Science Museum Road
Osaka Japan
Tel: 215-09999-9999
Fax: 215-0999-5555

Ship To:

Pitney Bowes Inc.
35 Washington Street
Stamford, CT 06926

PO #: See Below

| Marks and Numbers | Product ID | Product Name and Description | Country of Origin | Units | Net Weight KG | Gross Weight KG |
|----------------------|------------|------------------------------|-------------------|-------------|---------------|-----------------|
| PO4500011111 | | | | | | |
| Carton 1-10 | J999 | Scale (2lb) | Japan | 50 | 100 | 120 |
| Carton 11-13 | 123456789 | Seal Moistener | China | 200 | 45 | 50 |
| PO45000012111 | | | | | | |
| Carton 14-18 | 9JK9 | Inserting Machine | China | 10 | 90.71 | 105 |
| Carton 19 | 987654 | Steel Screw M 4x16 | Japan | 1000 | 22.68 | 24.68 |
| PO5500002211 | | | | | | |
| Carton 20-22 | 321654 | Motor - 32V - 12W | Hong Kong | 25 | 56.7 | 62.5 |
| 22 Cartons | | | | | | |
| TOTAL | | | | 1285 | 315.09 | 362.18 |

RETURN SHIPMENT INVOICE DETAILS

Below you will find a list of items required on the commercial invoice supplied by Pitney Bowes (PB) vendors. If you should require clarity on any item, please contact Robert Emma, 203-426-7328. (NOTE: One invoice should be created for every individual shipment, not each purchase order. A shipment is equal to one bill of lading)

1. Supplier Company Name, Address, Telephone and Fax number
2. Supplier Invoice Number (same number issued for payment)
3. Invoice Date
4. Company Name and Address which the goods were sold to
5. Company Name and Address where the goods are to be shipped to
6. Invoicing Terms (INCO Terms)
7. Form of Currency which PB is being invoiced
8. Country of Manufacture (origin)
 - a. If more than one origin, list the origin next to the product/component number.
9. Purchase Order Number (PO)/Return Authorization Number (RA)/PB Export Number (EN)
 - a. For multiple purchase orders on one invoice, list the PO/RA/EN number prior to the part numbers shipped against that purchase order.
10. Product Number / Component Number
 - a. The Pitney Bowes product or component number must be listed. Not the supplier part number
11. Product Description ^(*)
 - a. Finished Goods
 - i. Complete Description of the product – include as much detail as possible
 - b. Parts
 - i. Complete Description of the product/item.
 - ii. Product Content (ie: plastic, Steel, copper)
 - iii. Describe the function of the part
 - iv. List the finished goods or machine the part is made for
 - v. Belts & Bearings require the name of the actual manufacturer and Country where they were made
12. Units Shipped
 - a. List the number of units shipped per product/component number
13. Price Per Unit NOTE: there will be two values listed for each product if the item is a return after repair
 - a. Price per unit for the value of the machine prior to the repair (original sale value to PB)
 - b. Cost to repair the unit. This must encompass all costs contributing to repairing the item.
14. Net Weight Per Unit
15. Extended Price (Price Per Unit multiplied by the Number of Units Shipped)
16. Total Invoice Value
17. Provide any details pertaining to Assists for the product on the invoice
18. Provide all Trademark Data
19. Solid Wood Packing Material Statement (SWPM) <or> Certificate
20. HTS number if known (export only)
21. Buying Commissions
22. Selling Commissions
23. Toxic Substance Control Act Statement –Chemicals Only (inks, dies etc.)
24. If the repair is FREE OF CHARGE to PB, then the statement “NO CHARGE TO PITNEY BOWES – REPAIR FREE OF CHARGE” must be noted on the invoice.
25. If the return is for other reasons than “ after repair”, please state the reason for the return on the invoice. (ie: incorrect goods shipped, returned from exhibition, defective goods, etc.)

^(*) Additional information may be required for certain products. See attachments to find a product/part name that requires additional detail

Return Shipment Invoice Example

ABC Company
Unite 1000 13th Floor
Centre 9 Science Museum Road
Osaka Japan
Tel: 215-09999-9999
Fax: 215-0999-5555

Date: MM/DD/YYYY

Invoice #: abc123456789

Sold To:

Pitney Bowes Inc.
11 Edmond Road
Newtown, CT 06470

Ship To:

35 Washington Street
Stamford, CT 06926

| | | | |
|--------------------------------------|------------------------|-------------------------------|----------------------|
| Inco Terms: EXW Osaka Factory | PO #: 333355555 | Return ID 333355555 | Currency: USD |
|--------------------------------------|------------------------|-------------------------------|----------------------|

| Product ID | Product Name and Description | Country of Origin | Units | Price Per Unit | Extended Price |
|------------|---|-------------------|-------|----------------|----------------|
| J999 | Scale (2lb) Returned after Repair (*) | China | 50 | \$ 35.00 | \$ 1,750.00 |
| | Repair Value for Customs Purposes Only (**) | Repaired in Japan | | | \$ 148.00 |

NO CHARGE TO PITNEY BOWES - REPAIR FREE OF CHARGE

| | | |
|--------------|-----------|--------------------|
| TOTAL | 50 | \$ 1,898.00 |
|--------------|-----------|--------------------|

1. Assist Statement if applicable
2. Solid Wood Packing Material Statement (SWPM) <or> Certificate

Return Shipment Packing List Example

PACKING LIST

ABC Company
Unite 1000 13th Floor
Centre 9 Science Museum Road
Osaka Japan
Tel: 215-09999-9999
Fax: 215-0999-5555

Ship To:

Pitney Bowes Inc.
35 Washington Street
Stamford, CT 06926

PO #: Return ID 333355555

| Marks and Numbers | Product ID | Product Name and Description | Country of Origin | Units | Net Weight KG | Gross Weight KG |
|-------------------|------------|------------------------------|-------------------|-------|---------------|-----------------|
| Carton 1-10 | J999 | Scale (2lb) | China | 50 | 100 | 120 |

10 Cartons

| | | | |
|--------------|-----------|------------|------------|
| TOTAL | 50 | 100 | 120 |
|--------------|-----------|------------|------------|

TEST EQUIPMENT INVOICE DETAILS

Below you will find a list of items required on the commercial invoice supplied by Pitney Bowes (PB) vendors. If you should require clarity on any item, please contact Robert Emma, 203-426-7328. (NOTE: One invoice should be created for every individual shipment, not each purchase order. A shipment is equal to one bill of lading)

1. Supplier Company Name, Address, Telephone and Fax number
2. Supplier Invoice Number (same number issued for payment)
3. Invoice Date
4. Company Name and Address which the goods were sold to
5. Company Name and Address where the goods are to be shipped to
6. Invoicing Terms (INCO Terms)
7. Form of Currency which PB is being invoiced
8. Country of Manufacture (origin)
 - a. If more than one origin, list the origin next to the product/component number.
9. Purchase Order Number
10. Product Number / Component Number
 - a. The Pitney Bowes product or component number must be listed. Not the supplier part number
11. Product Description ^(*)
 - a. Finished Goods
 - i. Complete Description of the product – include as much detail as possible
 - b. Parts
 - vi. Complete Description of the product/item.
 - vii. Product Content (ie: plastic, Steel, copper)
 - viii. Describe the function of the part
 - ix. List the finished goods or machine the part is made for
 - x. Belts & Bearings require the name of the actual manufacturer and Country where they were made
12. Units Shipped
 - a. List the number of units shipped per product/component number
 - b. Price Per Unit - A price MUST be established for Test items.
13. Net Weight Per Unit
14. Extended Price (Price Per Unit multiplied by the Number of Units Shipped)
15. Total Invoice Value
16. Provide any details pertaining to Assists for the product on the invoice
17. Provide all Trademark Data
18. Solid Wood Packing Material Statement (SWPM) <or> Certificate
19. HTS number if known (export only)
20. Buying Commissions
21. Selling Commissions
22. Toxic Substance Control Act Statement – Chemicals Only (inks, dies etc.)
23. If the test item is FREE OF CHARGE to PB, then the statement “Values are for US Customs Purposes Only. No charge to Importer. Items are for testing purposes only. Not for resale”
24. If the test equipment is to be returned to the vendor, then the following statement must be noted on the invoice “Temporary Import-Te Be Returned After Testing”

^(*) Additional information may be required for certain products. See attachments to find a product/part name that requires additional detail

Test Equipment Invoice Example

ABC Company
Unite 1000 13th Floor
Centre 9 Science Museum Road
Osaka Japan
Tel: 215-09999-9999
Fax: 215-0999-5555

Date: MM/DD/YYYY
Invoice #: abc123456789

Sold To:
Pitney Bowes Inc.
11 Edmond Road
Newtown, CT 06470

Ship To:
35 Washington Street
Stamford, CT 06926
Atten: John Walker

| | | |
|--------------------------------------|----------------------------|----------------------|
| Inco Terms: EXW Osaka Factory | PO #: 4500000000009 | Currency: USD |
|--------------------------------------|----------------------------|----------------------|

| Product ID | Product Name and Description | Country of Origin | Units | Price Per Unit | Extended Price |
|------------|------------------------------|-------------------|-------|----------------|----------------|
| J999 | Scale (2lb) | Japan | 50 | \$ 35.00 | \$ 1,750.00 |
| 9JK9 | Inserting Machine | China | 10 | \$ 125.00 | \$ 1,250.00 |

Values are for US Customs Purposes only. No charge to Importer.

Items are for testing purposes only. Not for resale.

To be returned after testing

| | | |
|--------------|-----------|--------------------|
| TOTAL | 60 | \$ 3,000.00 |
|--------------|-----------|--------------------|

1. Assist Statement if applicable
2. Solid Wood Packing Material Statement (SWPM) <or> Certificate

Test Equipment Packing List Example

PACKING LIST

ABC Company
Unite 1000 13th Floor
Centre 9 Science Museum Road
Osaka Japan
Tel: 215-09999-9999
Fax: 215-0999-5555

Ship To:

Pitney Bowes Inc.
35 Washington Street
Stamford, CT 06926

PO #: 450000000006

| Marks and Numbers | Product ID | Product Name and Description | Country of Origin | Units | Net Weight KG | Gross Weight KG |
|------------------------------|-------------------|---|------------------------------|--------------|--------------------------|--------------------------------|
| Carton 1-10 | J999 | Scale (2lb) | Japan | 50 | 100 | 120 |
| Carton 11-15 | 9JK9 | Inserting Machine | China | 10 | 90.71 | 105 |

15 Cartons

| | | | |
|--------------|-----------|---------------|------------|
| TOTAL | 60 | 190.71 | 225 |
|--------------|-----------|---------------|------------|

SAMPLE SHIPMENT INVOICE DETAILS

Below you will find a list of items required on the commercial invoice supplied by Pitney Bowes (PB) vendors. If you should require clarity on any item, please contact Robert Emma, 203-426-7328. (NOTE: One invoice should be created for every individual shipment, not each purchase order. A shipment is equal to one bill of lading)

1. Supplier Company Name, Address, Telephone and Fax number
2. Supplier Invoice Number (same number issued for payment)
3. Invoice Date
4. Company Name and Address which the goods were sold to
5. Company Name and Address where the goods are to be shipped to
6. Invoicing Terms (INCO Terms)
7. Form of Currency which PB is being invoiced
8. Country of Manufacture (origin)
 - a. If more than one origin, list the origin next to the product/component number.
9. Product Number / Component Number
 - a. Indicate the identification number of the bulk items being shipped (if any)
10. Product Description ^(*)
 - a. Items
 - i. Complete Description each item (i.e.: size of envelope/paper)
 - ii. Product Content (i.e.: wood pulp)
 - iii. Describe the function of the item
11. Units Shipped
 - a. List the number of units shipped for each item
 - b. Price Per Unit - A price MUST be established for Test items.
12. Net Weight Per Unit
13. Extended Price (Price Per Unit multiplied by the Number of Units Shipped)
14. Total Invoice Value
15. Provide any details pertaining to Assists for the product on the invoice
16. Provide all Trademark Data
17. Solid Wood Packing Material Statement (SWPM) <or> Certificate
18. HTS number if known (export only)
19. Buying Commissions
20. Selling Commissions
21. Toxic Substance Control Act Statement - Chemicals Only (inks, dies etc.)
22. If the test item is FREE OF CHARGE to PB, then the statement "Values are for US Customs Purposes Only. No charge to Importer. Samples for testing purposes only. Not for resale" must be noted on the invoice.

^(*) Additional information may be required for certain products. See attachments to find a product/part name that requires additional detail

Sample Shipment Invoice Example

ABC Company
29 London Avenue
United Kingdom

Date: MM/DD/YYYY

Invoice #: abc123456789

Tel: 215-09999-9999
Fax: 215-0999-5555

Sold To:

Pitney Bowes Inc.
11 Edmond Road
Newtown, CT 06470

Ship To:

35 Washington Street
Stamford, CT 06926
Atten: Joe Foster

| | | | | | |
|--------------------|----------------|--------------|---------------|------------------|-----|
| Inco Terms: | EXW UK Factory | PO #: | 4500000000009 | Currency: | USD |
|--------------------|----------------|--------------|---------------|------------------|-----|

| Product ID | Product Name and Description | Country of Origin | Units | Price Per Unit | Extended Price |
|------------|---|-------------------|-------|----------------|----------------|
| J999 | Envelopes - Standard white [net weight 0.2 g] | UK | 200 | \$ 0.15 | \$ 30.00 |
| 9JK9 | Paper - plain 8.5 x 11 inch [net weight 0.3g] | Germany | 200 | \$ 0.10 | \$ 20.00 |

Values are for US Customs Purposes only. No charge to Importer. Not for resale

Samples for testing machines.

| | | |
|--------------|------------|-----------------|
| TOTAL | 400 | \$ 50.00 |
|--------------|------------|-----------------|

1. Solid Wood Packing Material Statement (SWPM) <or>
Certificate

Sample Shipment Packing List Example

PACKING LIST

ABC Company
29 London Avenue
United Kingdom

Tel: 215-09999-9999
Fax: 215-0999-5555

Ship To:

Pitney Bowes Inc.
35 Washington Street
Stamford, CT 06926

PO #: 450000000006

| Marks and Numbers | Product ID | Product Name and Description | Country of Origin | Units | Total Net Weight KG | Total Gross Weight KG |
|--------------------------|-------------------|-------------------------------------|--------------------------|--------------|----------------------------|------------------------------|
| Carton 1 | J999 | Paper - plain 8.5 x 11 inch | UK | 200 | 1.5 | 1.8 |
| Carton 1 | 9JK9 | Paper - plain 8.5 x 11 inch | Germany | 200 | 2 | 2.2 |

1 Cartons

| | | | |
|--------------|------------|------------|----------|
| TOTAL | 400 | 3.5 | 4 |
|--------------|------------|------------|----------|

Alphabetized product list requiring the product net weight .

The following list of items REQUIRES a Net Weight. For each item shipped, you MUST indicate the item net weight on the packing list/commercial invoice. If only part of the item name is in the product being shipped, then you MUST indicate the net weight also.

| | |
|------------------------|-------------------------|
| A4 Sheet | Ink Cartridge |
| Airshaft | Inserts |
| Angle Complete | Keyboard Membrane |
| Anti Static Coating | Knob |
| Axel | Label |
| Bearing | Latch |
| Belt | Leaflets |
| Belt Pulley | Lens Packers |
| Blade | Letters |
| Bolt | Lever |
| Box | Locking Housing |
| Bracket | Moistener |
| Bracket Mounting Pin | Nut |
| Brush | O ring |
| Bushing | Open Ended Ring Spanner |
| Cable Strap | Packing Insert |
| Cap | Paper |
| Cardboard | Paper Retard |
| Castor | Pin |
| C-Clip | Piston |
| Chain | Pivot Insert Frame |
| Cover Lock Assy | Plastic Ball |
| Cutsheets | Pulley |
| Cutter | Roller |
| Damper | Screw |
| Decal | Seal |
| Display Overlay | Sealer |
| Dust Ring | Shaft |
| Eccentric Pillar | Silicon Oil |
| Electrodes | Slide Assy |
| Encoder Mounting Plate | Spindle |
| Envelopes | Spring |
| Fiber Optic Support | Steel Ball |
| Flange | Stud |
| Flexible Cable Wires | Tape Adhesive |
| Forms | Technical Documentation |
| Gear | Torx Head Screw |
| Gearbox | Valve |
| Generator | Washer |
| Glue | Wetting Cloth |
| Grease | Wheel Pivot |
| Ground Braid | Wick Assy |

Product List.

DIRECTIONS: *Simply click on the page number and you will be brought to the form.*

| Product Description | Information Needed for U.S. Classification Assignment | Part also known as | Page # |
|---------------------|---|---|--------------------|
| Assemblies | What are the components and function of the assembly? See Multifunctional Assemblies Guide | fold roller;motor;cup moistener;docu.hopper | 37 |
| Battery | See 'Battery' guide. | | 18 |
| Bearing | See 'Bearing' guide. | | 19 |
| Belts | See 'Belt' guide. | | 20 |
| Bolt | See 'Bolt' guide. | | 23 |
| Bottle/Containers | What is the composition (plastic, glass, etc) and volume (550 ml, etc) of the bottle/container? | | 55 |
| Bracket | What is the purpose and the composition of the bracket? | | 55 |
| Brake | Is the brake electromagnetic or not? | | 55 |
| Brush | What is the use of the brush and its composition? | | 55 |
| Bushing | Confirm this is not a bearing. If a bearing see guide | | 19 |
| Cable | See 'Wire and Cable' guide. | | 54 |
| Capacitor | See 'Capacitor' guide. | | 24 |
| Cardboard | How is the cardboard used and is it corrugated? | | 55 |
| Castor | What is the diameter of the castor with the tyre? | | 55 |
| Chain | See 'Chain' guide. | | 25 |
| Circuit breaker | Is the circuit breaker in a molded case and what is the voltage? | | 55 |
| Circuit, Integrated | See 'Integrated Circuit' Guide (Revision 1) (2 pages) | | 32 |
| Clamp | What is the purpose and the composition of the clamp? | | 55 |
| Clip | What type of clip, ie.circlip? What is the composition of the clip? What is the clip used for? | | 55 |
| Clutch | Is the clutch electromagnetic or not? | | 55 |
| Collar | What is the composition of the collar and how does it function? | | 55 |
| Connectors | See 'Plugs, Sockets And Connectors' guide. | | 43 |
| Contacto | See 'Switch' guide. (2 pages) | | 50 |
| Control panel | Does control panel include the keyboard? | | 55 |
| Cord | See 'Electric Cable' guide. | connector cord; handset cord | 27 |
| C-ring | See 'Pin' guide. | | 42 |
| Documents | See "printed Documents With Text" guide | | 45 |
| E-ring | See 'Pin' guide. | | 42 |
| Fan | See 'Fan' guide. | | 28 |
| Filter | See 'Filter' guide. | | 29 |
| Folder | Is this a table top machine or does it stand on the floor? | | 55 |
| Fuse | See 'Switch' guide. (2 pages) | | 50 |
| Gasket | See 'Gasket' guide. | | 30 |
| Gear | See 'Gear Box' guide. | | 31 |

| Product Description | Information Needed for U.S. Classification Assignment | Part also known as | Page # |
|----------------------------|---|---------------------------|--------------------|
| General Goods | See 'General Goods' guide | | 55 |
| Handles & knobs | What is the composition (plastic, metal, etc)? | | 55 |
| Harness | See 'Electric Cable' guide. | wiring harness | 27 |
| Hinge | What is the composition? | | 55 |
| Holder | What is the function? | | 55 |
| Hook | See 'Screw' guide. | | 47 |
| IC | See 'Integrated Circuit' guide. (Revision 1) (2 pages) | | 32 |
| Indicator Panel | See 'Indicator Panel' guide. | | 56 |
| Ink | See 'INK' guide | | 57 |
| Insertter | Is this a table top machine or does it stand on the floor? | | 55 |
| Instruction sheet | What is the composition and how many pages? | | 55 |
| Inverter | See 'Power Supply' guide. | | 44 |
| Kits | See 'Kit' guide. | | 34 |
| Label | What is the composition; dimensions and does it contain adhesive? | | 55 |
| Lamp | See 'Lamp' guide. | | 35 |
| Latch | What is the composition and function? | | 55 |
| LED | See 'Diodes, Transistors' guide. | | 26 |
| Lens | Is this optically worked and is it mounted? | | 55 |
| Lever | What is the composition and use? | | 55 |
| Magnet | Is this made of metal? | | 55 |
| Memory | See 'Integrated Circuit' guide. (Revision 1) (2 pages) | memory cards | 32 |
| Mirror | Is this optically worked and is it mounted? | | 55 |
| Motor | See 'Motor' guide. | | 36 |
| Nut | See 'Nut' guide. | | 38 |
| O-ring | See 'O-ring' guide. | | 39 |
| Paper (blank) | See "Blank Paper" guide (2 pages) | | 21 |
| Paper with Text | See "Printed Documents with Text" guide | | 45 |
| Pawl | What is the composition and use? | | 55 |
| Pin | See 'Pin' guide. | | 42 |
| Plug | See 'Plugs, Sockets, Connectors' guide. | | 43 |
| Potentiometer | Is this wire wound or variable; what is the wattage? | | 55 |
| Power supply | See 'Power Supply' guide. | | 44 |
| Printed Circuit | See 'Printed Circuit' guide | | 58 |
| Printed circuit board | Does it contain relays, circuit breakers, fuses, or switches? | PCB; P C Board | 55 |
| Printed wiring board | Does it contain relays, circuit breakers, fuses, or switches? | PWB; P W board | 55 |
| Printer | See 'Printer' guide. | | 59 |
| Pulley | Is this a grooved pulley? | | 55 |
| Rectifier | See 'Power Supply' guide. | | 44 |
| Relay | See 'Switch' guide. (2 pages) | | 50 |

| Product Description | Information Needed for U.S. Classification Assignment | Part also known as | Page # |
|-------------------------------|--|---------------------------|--------------------|
| Resistor | See 'Resistor' guide. | | 46 |
| Ring | What is the composition? | | 55 |
| | | | |
| Scale | See 'Scale' guide. | | 60 |
| Screws | See 'Screw' guide. | | 47 |
| Seal | See 'Seal' guide. | | 48 |
| Sensors | Is this a photo sensor, optical coupled sensor, safety light curtain, or a solid-state switch? | | 55 |
| Shaft | See 'Transmission' guide. | | 52 |
| Sheet | What is the composition; dimensions and does it contain adhesive? | | 55 |
| Socket | See 'Plugs, Sockets, Connectors' guide | | 43 |
| Solenoid | Is this electromagnetic? | | 55 |
| Spacer | What is the composition and use? | | 55 |
| Sponge | What is the composition and use? | | 55 |
| Spring | See 'Spring' guide. | | 49 |
| Stopper | What is the composition and use? | | 55 |
| Stud | What is the composition and is it threaded? | | 55 |
| Switch | See 'Switch' guide. (2 pages) | | 50 |
| Terminal | See 'Plugs, Sockets, Connectors' guide. | | 55 |
| Tool | How is the tool used? | | 55 |
| Transformer | Is this a liquid transformer? What is the kVA rating? If less than 1kVA what is the VA rating? | | 55 |
| Washer | See 'Washer' guide. | | 53 |
| Wire | See 'Wire and Cable' guide; See 'Electric Cable' guide. | | 54 |
| ANY PRODUCT NOT LISTED | See 'General Goods' guide | | 55 |

CLASSIFICATION GUIDE FOR BATTERIES

Please answer the following questions regarding BATTERIES (choose 1. Primary OR 2. Electric storage and then the appropriate details):

Part# _____

1. If PRIMARY Cells or Batteries(Circle a, b, c, d, e, or, f, and appropriate details as necessary):
 - a. Manganese dioxide
 - b. Mercuric oxide
 - i. Having an external volume not exceeding 300 cm³
 - ii. Other
 - c. Silver oxide
 - i. Having an external volume not exceeding 300 cm³
 - ii. Other
 - d. Lithium
 - e. Air-zinc
 - f. Other
2. If ELECTRIC STORAGE BATTERIES (Circle a, b, c, d, or, e, and appropriate details as necessary):
 - a. Lead-acid storage batteries, of a kind used for starting piston engines
 - i. 12V batteries
 1. NOT exceeding 6 kg in weight
 2. exceeding 6 kg in weight
 - ii. Other
 - b. Other lead-acid storage batteries
 - i. Used as the primary source for electrically powered vehicles
 - ii. 6 V batteries
 - iii. 12 V batteries
 - iv. 36 V batteries
 - v. Other
 - c. Nickel-cadmium storage batteries
 - i. Used as the primary source for electrically powered vehicles
 - ii. Sealed
 - iii. Other
 - d. Nickel-iron storage batteries
 - i. Used as the primary source for electrically powered vehicles
 - ii. Other
 - e. Other storage batteries
 - i. Used as the primary source of electrically powered vehicles
 - ii. Other

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: BEARINGS

I). Please answer the following questions regarding this product line:

- 1) Is the item a ball bearing, roller bearing or combined ball/roller bearing (circle one)?
- 2) Who is the actual manufacturer of the item? _____
- 3) What is the country of manufacture of the item? _____

II). If the bearing is a **ball bearing**, answer the following:

- 1) Does the bearing have an integral shaft (yes or no)?
A) If it **does** have an **integral shaft**, is the outside diameter more or less (circle one) than 30 mm?
- 2) If the ball bearing does **not** have an integral shaft, please indicate the specific type:
 - a) ___ Thrust bearing
 - b) ___ Linear bearing
 - c) ___ Angular contact bearing
 - d) ___ Radial bearing ****see 3 & 4 below**
 - e) ___ Ball bearing other than above options
- 3) If the ball bearing is a **radial bearing**, does it contain single or double (circle one) ball bearings?
- 4) If the **radial** ball bearing is a **single row bearing**,
 - a) Is it maximum or full capacity type?
 - b) Please indicate outside diameter _____ mm

III). If the bearing is a **roller bearing**, please indicate the specific type:

- a) ___ Tapered roller bearing, with cup and cone assemblies entered as a set
- b) ___ Tapered roller bearing, with cone assemblies entered separately
- c) ___ Spherical roller bearing, single row
- d) ___ Spherical roller bearing, double or more rows
- e) ___ Needle roller bearing, please indicate **roller** length _____ mm & diameter _____ mm
- f) ___ Cylindrical roller bearing
- g) ___ Roller bearings other than above options

IV). If bearing is a **combination ball/roller bearing**, please indicate specific type:

- a) ___ Combined ball and spherical roller bearing
- b) ___ Combined ball and needle roller bearing
- c) ___ Combined ball and cylindrical roller bearing
- d) ___ Combined ball/roller bearing other than above options

V). If the bearing is a **plain shaft bearing** is it in a housing (yes / no)?

- a) If **housed**, is it a rod end bearing (yes / no)?
- b) If **not** housed, is it spherical (yes / no)?

If other than any of the above please describe, including such items as **bushings**, **bearing housings** for ball, roller or other (*please specify*), **flange**, **take-up cartridge**, & **hanger units**, or other (*please specify*) **and** housed bearings incorporating ball or roller bearings (*please specify or describe below*)

Part or Item numbers this would apply to:

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: BELTS

Please answer the following questions about **BELTS**:

1) **Type** of belt: (Choose one)

- a. Conveyor
- b. V-belt
- c. Synchronous
- d. Other

2) **Material: (Choose one)** a)plastic, b)rubber, **or** c)textile **and** the appropriate additional information as applicable)

A)If Plastic:

1) Does the belt contain textile fibers? Please specify textile component that ***predominates*** by weight over any other textile fiber.

2) Other

B) If Vulcanized Rubber: (please provide details for 1,2 &3)

1) Circumference of belt in cm.

2) Width of belt in cm

3) Please specify if the belt is **reinforced** with ***any or all*** of the following components:

a) Metal

b) Plastics

c) Textile materials—***please specify*** the **textile component** that **predominates by weight**

d) Not reinforced

C) If Textile Material: (choose one)

1) Man-made fibers

2) Other

3) Name of **Actual Manufacturer** of the belt:

4) **Country of Origin** of the belt:

Part number:_____

PRODUCT GUIDE FOR BLANK PAPER

Please choose the appropriate type of paper and answer the corresponding questions.

What **type** of paper is this:

A) Newsprint

- 1) Standard newsprint in rolls or sheets?
- 2) Other newsprint in rolls or sheets?

B) Is this paper & paperboard of a kind used for Writing, printing, or other graphic purposes?

- 1) Is paper coated or uncoated? _____
- 2) If coated, what is it coated with? _____
- 3) If coated, One or both sides? _____
- 4) Handmade paper & paperboard
- 5) Paper & paperboard of a kind used as a base for photosensitive, heat-sensitive or electro sensitive paper or paperboard.
 - a) Provide dimensions of this type of paper _____ cm X _____ cm
 - b) Basic paper to be sensitized for use in photography
 - c) What is the % of cotton fiber in this paper? _____ %
- 6) Is this carbonizing base paper?
 - a) Please provide dimensions
 - b) What is the weight of this paper _____ g/m²?
 - c) What is the % of cotton fiber in this paper? _____ %
- 7) Other paper or paperboard
 - a) Is the content of fiber obtained by a mechanical or chemi-mechanical process? _____ If yes, more than 10% of weight **OR** less than 10% of weight _____
 - b) What is the weight of this paper _____ g/m²?
 - c) Is this writing paper?
 - d) Is this India & bible paper?
 - e) Is it strips, rolls, sheets, or other _____ (please specify) _____
 - f) Is this printed*, embossed, or perforated?
 - g) Is this drawing paper?
 - h) Is this hole-punched loose leaf paper?
 - i) Basic paper to be sensitized for use in photography?
 - j) What is the cotton fiber content weight of this paper?
 - k) What are the dimensions of this paper _____ cm X _____ cm? (IF folded, measure in unfolded state)

C) Kraft paper & paperboard other than above

- a) Is it coated or uncoated? _____
- b) Is this Kraftliner, Sack kraft paper or other kraft paper (please specify)? _____
- c) Is this unbleached?
- d) Is it strips, rolls or sheets (please specify) _____
- e) What are the dimensions _____ cm x _____ cm.
- f) Is it condenser paper?

- g) Is it wrapping paper?
- h) Is it cards or card material, not punched, for punchcard machines? _____
- i) What is the weight of this Kraft paper _____g/m²?

D) Other paper

- 1) Is this vegetable parchment, greaseproof paper, tracing paper and glassine and other glazed transparent or translucent paper?
- 2) Is this paper in rolls or sheets?

E) Is this Composite paper & paperboard

- 1) Is this paper laminated internally with bitumen, tar or asphalt?
- 2) Is this straw paper & paperboard?
- 3) Is this cloth lined or reinforced paper?
- 4) Is this any other type of composite paper & paperboard?

F) Is this corrugated paper or paperboard; creped, crinkled, embossed or perforated in rolls or sheets (please specify type)?

G) Is this carbon, self copy, and other copying , or transfer paper (please specify type)?

- 1) What is the weight of this paper _____g/m²?
- 2) Are these rolls or sheets? _____
- 3) What are the dimensions _____cm x _____cm?

* Printed is defined as: colored, marbled, designed or motif print incidental to primary use. Does NOT include text or printing for primary use of paper.

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: BOLTS

Please answer the following questions regarding this product line:

- 1) Does the bolt have shanks or threads with a diameter of more or less (circle one) than 6 mm?
- 2) What material is bolt made of (circle **one**): iron, steel, aluminum, copper, brass,
other _____ (please specify)?
- 3) What kind of head does the bolt have:
☐ round head
☐ hexagonal head
☐ head other than round or hexagonal
- 4) Please specify type of bolt this is:
☐ track bolt
☐ structural bolt
☐ bent bolt
☐ bolt other than above options

Part or Item numbers this would apply to:

Product Classification Guide for Capacitors

Please answer the following questions for capacitors: (choose fixed or variable):

1. **Fixed Capacitors** (circle one letter & its appropriate details)
 - a) If **Designed for use in 50/60Hz** circuits & having a reactive power handling capacity of not less than 0.5 kvar.(power capacitors)
 - b) If **Tantalum** (choose one)
 - 1.Metal case
 - 2.Dipped
 - 3.Designed for surface mounting (SMD) by contact
 - 4.other
 - c) If **Aluminum** electrolytic
 - 1.Please provide diameter
 - d) If **Ceramic dielectric**, single layer **OR** multi-layer (circle one), **AND** choose 1,2, or 3:
 - 1.Chips
 - 2.Axial leads
 - 3 Radial leads
 - e) If **Dielectric of paper or plastics** (choose one)
 - 1.Alternating current-please specify voltage
 2. Other—Please circle type of leads: Leadless, Axial , Radial, or Other
 - f) If **Other** (choose one)
 - 1.Mica dielectric
 2. Other
2. **Variable or adjustable (pre-set) capacitors (choose one)**
 - a) Mica, ceramic or glass dielectric
 - b) Other

Part# _____

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: CHAIN

Please answer the following questions regarding this product line:

1) Is the chain made of iron, steel or copper (circle one)?

If chain is made of copper, **stop!** If chain is made of iron or steel, **proceed.**

2) What is the diameter of the chain – less than 8 mm, 8-10 mm, over 10 mm (circle one)?

3) Please specify the type of chain:

___ articulated link roller chain

___ articulated link welded steel chain

___ articulated link cast and combination chain

___ other type of articulated link chain

___ skid chain

___ stud chain

___ welded link, other than articulated or skid, of alloy steel

___ welded link, other than articulated or skid, of iron or non alloy steel

___ chain, other than all above options, with essentially round cross sections

___ chain, other than all above options

Part or Item numbers this would apply to:

PRODUCT FAMILY GUIDE SHEET FOR:

A. DIODES

B. TRANSISTORS

C. THYRISTORS

d. PHOTSENSITIVE SEMICONDUCTORS, ETC...

Please choose the correct heading and applicable details that follow

1) Diodes:

- i) Light Emitting Diodes
- ii) Photosensitive Diodes
 - (a) Unmounted chips, dice and wafers
 - (b) Solar cells
 - 1. Assembled into modules or made up into panels
 - 2. Other
 - (c) Other photosensitive diodes
- iii) Other diodes (**NOT** photosensitive or light emitting)
 - (a) Unmounted chips , dice, and wafers
 - (b) Zener
 - (c) Microwave
 - (d) Other with a maximum current of 0.5 A or LESS

2) Transistors:

- i) Photosensitive transistors
 - (a) Unmounted chips, dice and wafers
 - (b) Other photosensitive transistors
- ii) Transistors , **OTHER** than photosensitive
 - (a) With a dissipation rate of less than 1 W
 - 1. Unmounted chips, dice and wafers
 - 2. With an operating frequency not less than 100 MHz
 - 3. With an operating frequency not less than 30 MHz

3) Thyristers, diacs, and triacs **NOT** photosensitive:

- i) Unmounted chips, dice, and wafers
- ii) Other

4) Other semiconductor devices not included above:

- i) Unmounted dice , chips and wafers

5) Mounted Piezoelectric crystals

- i) Quartz designed for operating frequencies of:
 - (a) 32.768 kHz
 - (b) NOT exceeding 1 MHz , except 32.768kHz
 - (c) Exceeding 1 MHz but not exceeding 5 MHz
 - (d) Exceeding 5 MHz but not exceeding 20MHz
 - (e) Exceeding 20 MHz
- ii) Piezoelectric crystals OTHER than quartz

Part# _____

Product classification guide for:
*** Insulated wire, cable & other electrical conductors:**

Please answer the following questions regarding this product line:

1. Is the cable coaxial?
2. Is it fitted with connectors?
3. Is it made of copper?
4. Is it Optical fiber cable? If Optical Fiber, please provide length in meters.
5. Please specify voltage.
6. Is the cable of a kind used for telecommunications?
7. What is the Net weight?

Part# _____

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: FANS

Please answer the following questions regarding this product line:

1) Is the fan suitable for use with motor vehicles (yes or no)?

2) Please specify type of fan:

___ Centrifugal fan

___ Axial fan

___ Fan, other than centrifugal or axial

Part or Item numbers this would apply to:

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: FILTERS

Please answer the following questions regarding this product line:

1) If this filter used for liquids or gases? (Circle one)

If for **liquids**, what type of liquid does it filter (check one)

- ☐ Water
- ☐ Beverages other than water
- ☐ Oil or fuel, used in internal combustion engines
- ☐ Filter other than above options

If for **gases**, what type of application would apply (check one)

- ☐ Intake air filters for internal combustion engines
- ☐ Catalytic converters
- ☐ Dust collection and air purification for machine tools
- ☐ Dust collection and air purification for other than machine tools
- ☐ Gas separation equipment
- ☐ Pneumatic fluid power filters, rated at 550 kPa or greater
- ☐ Filter other than all above options

2) Is this item a complete filter or a part of one of the above (please specify) type of filters?

Part or Item numbers this would apply to:

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: GASKETS

Please answer the following questions regarding this product line:

1) Please specify what the gasket is made of:

___ metal sheeting, with two or more layers of metal

___ metal sheeting, combined with other materials (i.e. paper, rubber, textile)

___ textile material

___ paper or paperboard

___ vulcanized rubber

___ hard rubber

___ plastic (any kind of plastic)

****note:** if the gasket is made of more than one material, specify the ***predominate*** material above.

Part or Item numbers this would apply to:

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: GEAR BOXES

Please answer the following questions regarding this product line:

- 1) Is the product gears and gearing, **or** a complete gear box (circle one)?
- 2) If gears & gearing, is the product a toothed wheel only?
- 3) If the item is a gear box, specify type:

___ fixed ratio speed changer

___ multiple and variable speed changer, each ratio of which is selected by manual manipulation

___ speed changer, other than above two options

Part or Item numbers this would apply to:

INTEGRATED CIRCUITS

Revised 2/21/03

*****The questions below must be answered for ALL integrated circuits and micro assemblies:
Please see further definition at bottom**

A) Country of Origin _____

B)If IC is an **SRAM**, please provide the name of the **DESIGN HOUSE** (*not* the foundry).

C) Are the integrated circuits made exclusively with passive elements? Yes or no

D) Are the integrated circuits mounted onto a circuit board? Yes or no

E) Does the assembly consist of a number of electronic microcircuits mounted on an appropriate shaped carrier and designed as a part of digital data processing machine storage? Yes or no

F) Part# _____

G)Model# _____

TYPE OF IC:

- 1) Cards incorporating electronic integrated circuits (smart cards)
- 2) Monolithic digital integrated circuits (Digital)
 - i) Unmounted chips, dice and wafers:
 - (a) Silicon
 - (b) Other
 - ii) Other, Silicon
 - (a) Dynamic read write random access (DRAM)
 1. Need to know the number of **mega** bits _____
 - (b) Static read write random access (SRAM)
 1. Need to know the number of **kilo** bits _____
 - (c) Electrically erasable programmable read only memory (EEPROM)
 1. Need to know the number of **kilo** bits _____
 - (d) Erasable (except electrically) programmable read only memory (EPROM)
 1. Need to know the number of **kilo** bits _____
 - (e) Other memory
 - iii) Other, Silicon including microprocessors, controllers, application specific integrated(ASIC) and programmable logic arrays (PLA):
 - (a) Microprocessors having an internal data bus of:
 - (i) Need to know the number of bits _____
 - (b) Other, Transistor-transistor logic(TTL)_____
 - (c) Other, Emitter-coupled logic(ECL)_____
 - (d) Other Logic_____
 - iv) Monolithic Integrated Circuit, Digital, Other than Silicon
 - (a) Memory, _____
 - (b) Other, including logic

- 3) Other monolithic integrated circuits, Not Digital
 - i) Unmounted chips, dice and wafers
 - ii) Other:
 - (a) With an operating frequency not less than 100 MHZ
 - (b) Other:
 - 1. Other, including mixed signal (analog/digital):
 - i. Logic
 - ii. Other
 - 2. Other_____
- 4) Hybrid integrated circuits:
 - i) With an operating frequency not less than 30 MHZ
 - ii) Other
- 5) Electronic microassemblies
- 6) Parts

ELECTRONIC INTEGRATED CIRCUITS AND MICROASSEMBLIES ARE:

- 1) Monolithic integrated circuits in which the circuit elements (diodes, transistors, resistors, capacitors, interconnections, etc.) are created in the mass (essentially) and on the surface of a semiconductor material (doped silicon, for example) and are inseparably associated.
- 2) Hybrid integrated circuits in which passive elements (resistors, capacitors, interconnections, etc.) obtained by thin- or thick-film technology and active elements (diodes, transistors, monolithic integrated circuits, etc.) obtained by semiconductor technology, are combined to all intents and purposes indivisibly, on a single insulating substrate (glass, ceramic, etc.). These circuits may also include discrete components.
- 3) Microassemblies of the molded module, micromodule or similar types, consisting of discrete, active or both active and passive, components which are combined and interconnected.

Product Guide for Kits

Please answer the following questions for Kits:

Part# _____

What is the purpose of this kit?

Please list the components & the value of each component in this kit:

Product Guide for Lamps

Please choose the appropriate **type** of lamp, and answer the question accordingly:

A) Sealed beam lamp units

- 1) Is the sealed beam lamp unit under 15.24cm?
- 2) Is the sealed beam lamp unit for a vehicle?
 - a) If so, what type of vehicle?

B) Ultraviolet or Infrared lamps & arc lamps:

- 1) Is this an Ultraviolet lamp?
- 2) Is this an Infrared lamp?
- 3) Is this an arc lamp?

C) Other filament lamps (**EXCLUDING** ultraviolet or infrared)

- 1) If Tungsten Halogen:
 - a) What is the voltage?
 - b) Is it designed for a vehicle?
 - 1) If so, what type of vehicle?
- 2) Other filament lamps:
 - a) What is the Voltage?
 - b) What is the Wattage?
 - c) Is it a Christmas tree lamp?
 - d) Is it a 3-way lamp?
 - e) Is it a decorative lamp?
 - f) Is it used in cystoscopes or other surgical instruments?
 - g) Is it a Flashlight lamp?

D) Dishcharge lamps, (**OTHER THAN** ultraviolet)

Answer for **ALL** discharge lamps:

What is the Wattage?

What is the Voltage?

- 1) Fluorescent, hot cathode?
 - a) Is the straight tube over 1.2 m?
 - b) What type of base does lamp have:(choose one)
 - 1) Plug-in
 - 2) Screw-in
 - 3) Other
- 2) Mercury vapor lamp?
- 3) Sodium vapor lamp?
- 4) Metal halide lamp?

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: MOTORS

Please answer the following questions regarding this product line:

1) What is the output wattage?

2) Please specify if the motor is:

___ Universal AC/DC motor

___ DC motor

___ AC motor, single-phase

___ AC motor, single-phase, gear motor

___ AC motor, multi-phase

___ AC motor, multi-phase, gear motor

3) If the motor is under 18.65 watts, is the motor synchronous?

4) If a DC motor not exceeding 37.50 watts, is it a brushless motor?

5) What is the Country of Origin of the motor?

Part or Item numbers this would apply to:

Product Guide for Multifunctional Assemblies
(Addl.U.S.note 2, HTS)

Please note: to be considered here, a unit must contain at least 2 of the items listed in the applicable assembly.

- a) **Control or command assemblies**, incorporating ***MORE*** than one of the following: printed circuit assembly, hard or flexible(floppy) disk drive, keyboard, user interface;
- b) **Light source assemblies**, incorporating ***MORE*** than one of the following: light emitting diode assembly, gas laser, mirror polygon assembly, base casting;
- c) **Laser imaging assemblies**, incorporating ***MORE*** than one of the following: photoreceptor belt or cylinder, toner receptacle unit, toner developing unit, charge/discharge units, cleaning unit;
- d) **Image fixing assemblies**, incorporating ***MORE*** than one of the following: fuser, pressure roller, heating element, release oil dispenser, cleaning unit, electrical control;
- e) **Ink jet marking assemblies**, incorporating ***MORE*** than one of the following: thermal print head, ink dispensing unit, nozzle and reservoir unit, ink heater;
- f) **Maintenance/sealing assemblies**, incorporating ***MORE*** than one of the following: vacuum unit, ink jet covering unit, sealing unit, purging unit;
- g) **Paper handling assemblies**, incorporating ***MORE*** than one of the following: paper transport belt, roller, print bar, carriage, gripper roller, paper storage unit, exit tray;
- h) **Thermal transfer imaging assemblies**, incorporating ***MORE*** than one of the following: thermal print head, cleaning unit, supply or take-up roller;
- i) **Ionographic imaging assemblies**, incorporating ***MORE*** than one of the following: ion generation and emitting unit, air assist unit, printed circuit assembly, charge receptor belt or cylinder, toner receptacle unit, toner distribution unit, developer receptacle and distribution unit, developing unit, charge/discharge unit, cleaning unit;
- j) **Combinations** of the above specified assemblies.

Part#_____

Model#_____

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: NUTS

Please answer the following questions regarding this product line:

1) Please specify what material nut is made of (ie.steel, stainless steel, iron, aluminum, etc.)?

2) Are these **lugnuts** (yes or no)?

3) If the nut is a **lugnut**, please specify type:

___ non-locking chrome-plated nut

___ locking nut

___ nut other than above options

Part or Item numbers this would apply to:

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: O-RINGS

Please answer the following questions regarding this product line:

1) Please specify what the gasket is made of:

___ metal sheeting, with two or more layers of metal

___ metal sheeting, combined with other materials (i.e. paper, rubber, textile)

___ textile material

___ paper or paperboard

___ vulcanized rubber

___ hard rubber

___ plastic (any kind of plastic)

****note:** if the o-ring is made of more than one material, specify the ***predominate*** material above.

Part or Item numbers this would apply to:

DELETED

DELETED

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: PINS

Please answer the following questions regarding this product line:

- 1) Is the pin considered a cotter or cotter pin (circle one)?
- 2) If not a cotter pin, would it be considered another type of non-threaded fastener (yes or no)?
- 3) Please specify what the pin is made of:

___ iron or steel

___ aluminum

___ copper (brass)

___ plastic

___ material other than above options

Part or Item numbers this would apply to:

Product Family Classification Guide for : Plugs, Sockets, Terminals, Connectors, etc.

Choose proper voltage: (1 or 2)

1. For a voltage **exceeding** 1000 V: (choose one)
 - a. Terminals, electrical splices & electrical couplings
 - b. Other connectors
 - c. Other
2. For a voltage **under** 1000 V: (choose one)
 - a. Coaxial connectors
 - b. Cylindrical multicontact connectors
 - c. Rack & panel connectors
 - d. Printed circuit connectors
 - e. Ribbon or flat cable connectors
 - f. Other connectors

Part# _____

Product Guide for Power Supplies

Please answer the following questions on Static Converters:

Part# _____

What is the wattage of this part? _____

Please choose the appropriate letter & its corresponding questions:

- A) Is this a **speed drive controller** for an electric motor?
- B) Is this **power supply for a dataprocessing machine**?
If so, is it suitable for physical incorporation into an automatic data processing machine?
- C) Is this a **static converter** for telecommunication apparatus?
- D) Is this a **rectifier or rectifying apparatus**?
1) If so, is it a power supply?
- E) Is this an **inverter**?
- F) Is it another type of **inductor**?
1) What type of machine is this inductor for?

PRINTED DOCUMENTS w/Text

Include net kg per unit of measure

Printed Books/Brochures/Leaflets

Single Sheet whether or not Folded_____

Provide Net Kg_____

Other

Technical/Professional book_____

Other - # of pages(excluding cover)_____

Other Printed Matter

Trade Advertising Material, Commercial catalog and the like

Printed catalogs of items for sale in US_____

Printed catalogs of items for sale in Foreign country_____

Other_____, Net Weight in Kg_____

Other_____

Product Guide for Resistor's
Is the resistor fixed or variable (circle one)?

Part Number: _____

Description: _____

IF FIXED....

- **Can the resistor be described as a fixed carbon resistor, a composition resistor or film type resistor (circle one)?** ☐ Yes ☐ No

If YES, complete the following...

- Is the resistor designed for surface mounting (SMD) by contact? ☐ Yes ☐ No
- If YES, does the resistor have more than two terminals? ☐ Yes ☐ No
- If NOT designed for surface mounting does the resistor have more than two leads? ☐ Yes ☐ No
- Is the carbon, composition or film type resistor other than described above? ☐ Yes ☐ No

- **Is the resistor a fixed resistor other than a carbon, composition or film type?**
 ☐ Yes ☐ No

If YES, complete the following...

- Is the resistor for a power handling capacity NOT exceeding 20 W? ☐ Yes ☐ No
- Is the resistor for a power handling capacity exceeding 20 W? ☐ Yes ☐ No
- Is the resistor designed for surface mounting (SMD) by contact? ☐ Yes ☐ No
- Does the resistor have two or more than two terminals (circle one)?
- If two terminals check which applies.
 - ☐ Flat resistor chip
 - ☐ Cylindrical leadless resistor
- If more than two terminals check which applies.
 - ☐ Dual-in-line package
 - ☐ Flat packs
 - ☐ Other than the above
- Does the resistor have MORE than two leads? ☐ Yes ☐ No
- If more than two leads check which applies.
 - ☐ Single-in-line
 - ☐ Dual-in-line
 - ☐ Other than Single-in-line or Dual-in-line

IF VARIABLE...

- **Is the resistor a wirewound variable resistor (including rheostats and potentiometers)?**
 ☐ Yes ☐ No
- Is the resistor for a power handling capacity exceeding 20 W? ☐ Yes ☐ No
- What is the designation of the variable resistor?
 - ☐ Dimmer
 - ☐ Metal oxide varistor
 - ☐ Rheostat and resistor type motor starter and controller
 - ☐ Cerment
 - ☐ Metal glaze
 - ☐ Other than the types listed above

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: SCREWS

Please answer the following questions regarding this product line:

- 1) What material is the screw made of? Please specify ie. iron, steel, stainless steel, aluminum etc.
- 2) What is the diameter of the shank or thread?
- 3) What is the length of the screw?
- 4) Does the screw have a hexagonal head (yes or no)?
- 5) Does screw have round head (yes or no) ?
- 6) Please specify the type of screw:

___ coach screw

___ wood screw

___ screw hook or screw ring

___ self –tapping

___ machine screw, 9.5 mm or more in length and 3.2 mm or more in diameter

___ set screws

___ socket screws

___ cap screws

___ screw, other than above options

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: SEALS

Please answer the following questions regarding this product line:

2) Please specify what the seal is made of:

___ base metal

___ textile material

___ paper or paperboard

___ vulcanized rubber

___ hard rubber

___ plastic (any kind of plastic)

****note:** if the seal is made of more than one material, specify the ***predominate*** material above.

Part or Item numbers this would apply to:

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: SPRINGS

Please answer the following questions regarding this product line:

1) Specify what the spring is made of:

___ iron or steel

___ copper (brass)

___ aluminum

___ plastic

___ material other than above options – specify: _____

2) If springs is made of **iron or steel**, please specify what type:

___ leaf springs, suitable for motor vehicle suspension

___ leaf springs, other than above*

*Please provide thickness of leaves: _____mm

___ helical springs, suitable for motor vehicle suspension

___ helical springs**, other than above

Please provide the **cross sectional dimension of the WIRE, (*not* the spring) _____mm

___ hairsprings

___ springs, other than all of the above options

Net weight in Kg per unit of measure: _____

Part or Item numbers this would apply to:

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: SWITCHES

Please answer the following questions regarding this product line:

1) Please specify VOLTAGE :_____Volts

A) For a voltage over 1,000 V, please indicate what kind of switch this is:

___ **Fuses**

___ fuse of 2300 v or more

___ fuse of less than 2300 V

___ **Automatic Circuit breaker**

___ for a voltage less than 72.5 kV

___ in circuits of 345 kV or more

___ **Isolating switch**

___ **Made-and-break switch**

___ **Switch other than above options**

B) For a voltage under 1,000 V, please choose ONE of the following:

___ **Fuse**

___ fuse in glass cartridge

___ fuse not in glass cartridge

___ **Automatic Circuit breaker**

a) molded case

b) other

___ **Relay switch, for a voltage not exceeding 60V**see below:**

___ **Relay switch, for a voltage exceeding 60V**see below:**

**Please provide the following for ALL RELAY switches:

1) Contact rating: _____Amps

2) Circle one: a) Electromechanical

b) Contactors

c) Other

___ **Electronic AC switch** (insulated thyristor, chip-on-chip,
electromechanical snap-action for a current not exceeding 11 amps)

___ **Rotary switch, rated at not over 5 A**

___ **Rotary switch, rated at over 5 A**

___ **Push-button, rated at not over 5 A**

___ **Push-button, rated at over 5 A**

___ **Snap-action switch, other than limit switches**

___ **Knife switch**

___ **Slide switch**

___ **Limit switch**

___ **Switches other than above options**

Part or Item numbers this would apply to:

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: TRANSMISSIONS

Please answer the following questions regarding this product line:

1) Specify type:

___ Camshaft

___ Crankshaft

___ Transmission shaft, other than camshafts or crankshafts

2) Is it designed for use principally with spark-ignition internal combustion piston or rotary engines (yes or no)?

3) Net weight in Kg per piece _____

Part or Item numbers this would apply to:

PRODUCT FAMILY CLASSIFICATION GUIDE FOR: WASHERS

Please answer the following questions regarding this product line:

1) Please specify type of washer:

___ spring washer

___ helical spring lock washer

___ lock washer, other than helical spring

___ washer, other than options listed above

2) Please specify **which** material washer is made of:

___ agglomerated cork

___ aluminum

___ copper

___ iron/steel

___ natural cork

___ plastics

___ vulcanized rubber

___ other, please specify

3) Net weight in Kg per unit of measure: _____

Part or Item numbers this would apply to:

**PRODUCT GUIDE SHEET FOR STRANDED WIRE ,CABLES,
PLAITED BANDS, ETC. NOT ELECTRICALLY INSULATED.**

Please choose the proper component of the wire, cable etc. and answer yes or no to the questions that follow that component:

1. If the wire, cable, etc. is made of **ALUMINUM**:
 - a. Is it fitted with fittings and made up into articles?
 - b. Does it have a steel core?
 - c. Is it an electrical conductor?
2. If the wire, cable etc. is made of **COPPER**:
 - a. Is it fitted with fittings *or* made up into articles?
 - b. Is it stranded wire?
 - c. Is it a sling?
3. If the wire , cable etc. is made of **IRON or STEEL**:
 - a. Is it stranded wire?
 - b. Is it made of stainless steel?
 - c. Is it fitted with fittings or made up into articles ?
 - d. Is it tire cord?
 - e. Does it have a lay or twist of not more than 1 revolution for a length equal to the stand diameter multiplied by 8.5?
 - f. If **other than stainless steel** , also answer the following:
 - i. Is it for prestressing concrete?
 - ii. Is it covered with textile or other nonmetallic material?
 - iii. Is it brass plated?
 - iv. Is it galvanized?
 - v. Is it ACSR core strand?
 - g. If **other than stranded wire** ,also answer the following:
 - i. Does the diameter exceed 9.5 mm?
 - ii. Is it galvanized?
 - iii. Is it brass plated?

Part# _____

GENERAL GOODS

The following information is for part number:

- 1) What material is it made of?
- 2) What is the Net weight in Kg?
- 3) What machine is this a part of?
- 4) Can this item function without the machine it is a part of?
- 5) Can the machine run without this part?
- 6) What is the function of this item?
- 7) What are the components that make up this unit?

INDICATOR PANELS – and parts of

- 1) Does this panel incorporate LCD (liquid crystal devices)? _____
- 2) Does this panel incorporate LED (light emitting diodes)? _____
- 3) Does this panel incorporate electric discharge (fluorescent devices)? _____
- 4) Does this panel incorporate horns? _____ -
- 5) Does this panel incorporate other sound signaling apparatus? _____
- 6) What other type of indicators are used? _____
- 7) Is this a printed circuit assembly for an indicator panel? If yes, what type panel above is it a part of (1-6) _____
- 8) If this a part of an indicator panel, what part is it & what type panel above is it a part of (1-6) _____
- 9) What machine is this a Panel of part of panel for (mailing machine, meter...) _____
- 10) What is this item's part number? _____

INK – Guide Sheet

1) What is the Net Weight in kg _____

Complete and submit TSCA form

2) What Color _____

3) If Printing Ink please specify type a-f

- a) News
- b) Flexographic
- c) Gravure
- d) Letterpress
- e) Offset lithographic
- f) Other

4) Is it drawing Ink _____

5) Other than Printing or drawing Ink _____

PRINTED CIRCUITS

- 1) What does the assembly consist of? List all electronic component, connectors, switches, and other items.
- 2) Describe function of each component?
- 3) In what device will this be used?
- 4) What role will the printed circuit assembly play within the device it gets assembled into?
- 5) If this is a speed drive controller, where will it be used? What is the role or function of the speed drive controller?
- 6) Is it a power board? If so what is it powering?
- 7) What is the voltage capacity?

PRINTERS

- 1) Is this an assembled unit with at least the media transport control and print mechanism? _____
- 2) What type of print mechanism?
 - a) Laser – How many pages per minute _____
 - b) Light bar – electronic type _____
 - c) Ink Jet _____
 - d) Thermal Transfer _____
 - e) Ionographic _____
 - f) Other
Daisy Wheel _____
Dot Matrix _____
Other _____
- 3) What is the part number for this information? _____

SCALES

- 1) What is the Max capacity in Kg?_____
- 2) Is this a continuous weighing scale on a convetor?_____
- 3) Is this a Constant weight scale for discharging a predetermined weight of material into a container or bag (including hopper style)?_____
- 4) Is this a Digital Scale?_____
 - If Digital
 - i. Is it for counting?_____
 - ii. Retail Scale, non computing?_____
 - iii. Retail Scale, computing?_____
 - iv. Other Digital Scale_____
- 5) Other type Non-Digital Scale?_____
- 6) This information pertains to Part number_____