



g l o b a l t r a d e s o l u t i o n

innovative solutions transforming global supply chain

Lexis Nexis Tariffing Toolkit Manual

May 2019 | V4.2.0



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1. VERSION HISTORY

Version No.	Date	Reason for Change	Revised By
4.2	May 2019	Updated with New V4.2 Functionality	T. LALLA
4.2	17 May 2019	Review	Justin van Zyl

2. TARIFFING OVERVIEW

The Tariffing functionality contained within the Lexis Nexis website which houses the Jacobsen/GTS tariffing toolkit has been rewritten in Angular. This manual is provided as a guide to familiarize the User with the new look and feel and functionality contained in the version 4.2 upgrade of the Jacobsen/GTS tariff book.

The following aspects will be covered in this manual:

- Tariff Browse
- Tariff Search
- Duty Calculator
- Prohibited and Restricted Goods
- Customs Exchange Rates

Note: This manual relates to Tariff Browsing, Research and Simulations. Anything related to item tariffing, kindly refer to the GTS Product Tariffing Manual for guidance.

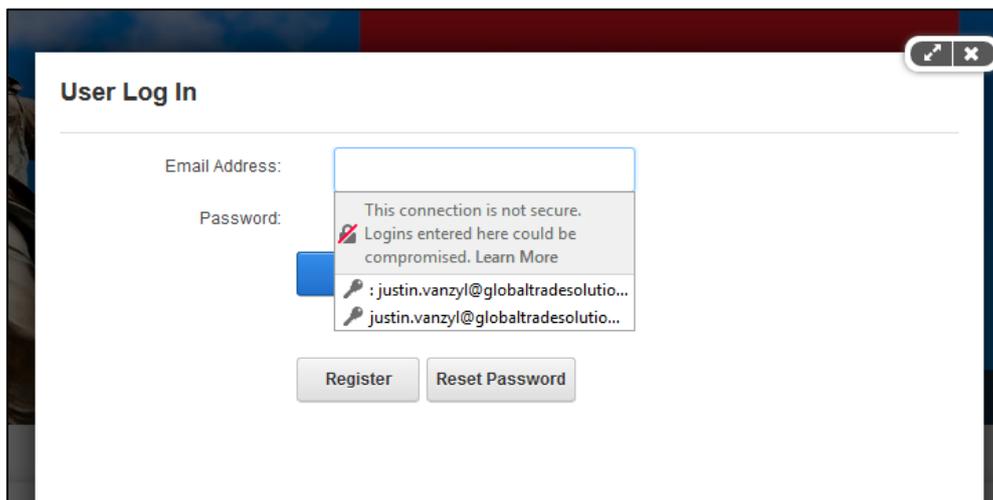
3. LOGGING INTO LEXIS NEXIS WEBSITE

Follow the steps below:

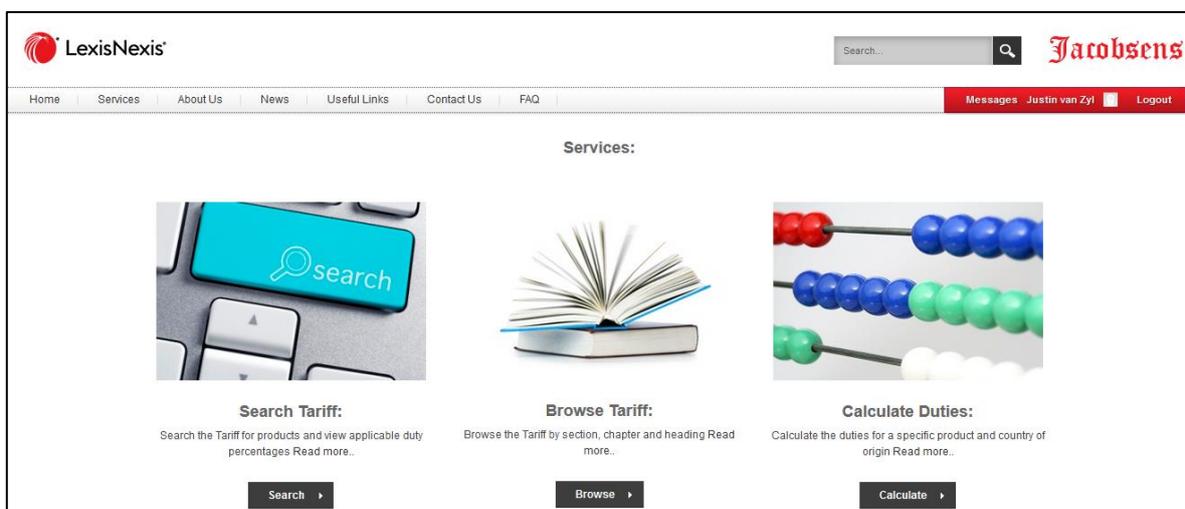
- Login to Jacobsen's as per normal. The below screen will appear.



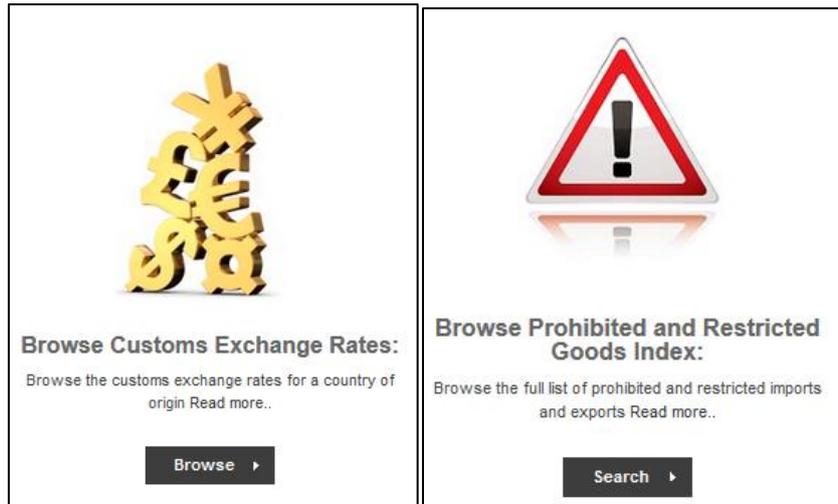
- Click on **Login**, at the top right corner of the screen
- Enter your unique email address and password to access the Jacobsen site.



- The below screen will appear



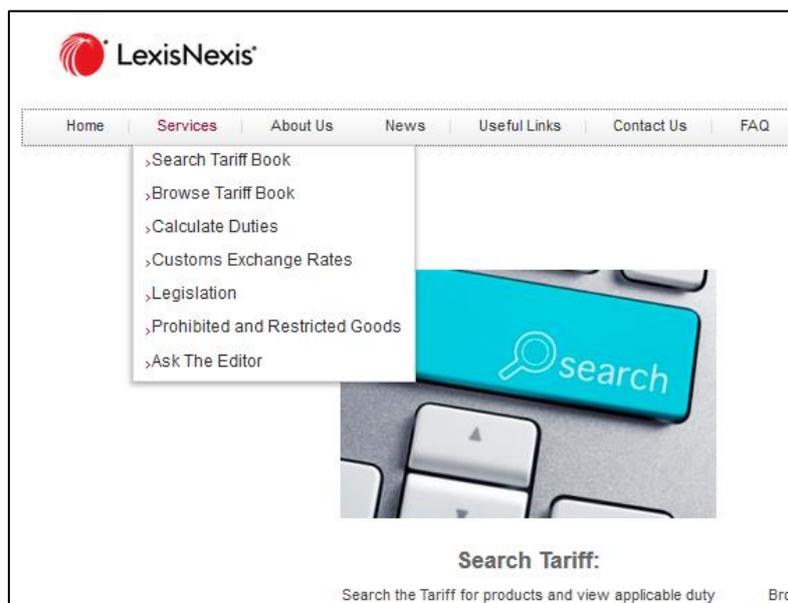
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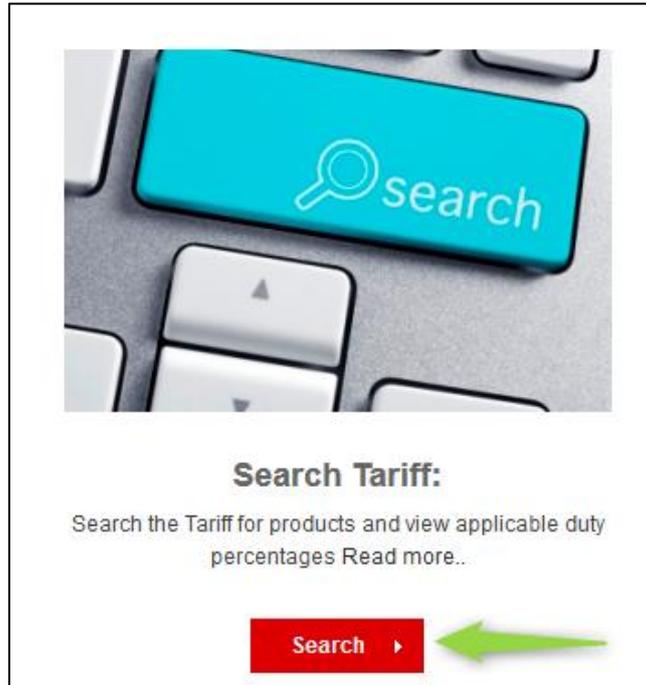
By clicking on **Browse** or **Search** the User will have the Option to:

- Search Tariff
- Browse Tariff
- Calculate Duties
- Browse Customs Exchange Rates
- Browse Prohibited and Restricted Goods Index

Alternatively, the User may access these systems by clicking on the Services menu at the top left corner of the screen. A dropdown will reveal the list of Services provided on this site.



4. SEARCH TARIFF



When searching for a tariff code, click on the  icon below Search Tariff. Alternatively select the Search Tariff from the drop- down services on the top left corner of the screen. The User will be directed to the GTS platform. The below screen will briefly appear, indicating you are accessing the GTS site through the Lexis Nexis portal.



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The Tariff Book Search screen allows the User to search for a tariff code by the following options:

- Commodity Code Type
- Simulation Country
- Simulation Date
- National Measure Code
- Description

LexisNexis South Africa

Search...

Home Services About Us News Useful Links Contact Us FAQ Messages Justin van Zyl Logout

Search the Tariff Book

Search for tariff codes or descriptions in our tariff book.

Advanced Search

* Type: Commodity Code

* Simulation Country: ZA - SOUTH AFRICA

* Simulation Date: 2019/05/13

National Measure Code: [Empty field]

Description: [Empty field]

Apply Exclusions:

Search

By entering the first few numbers or digits in the search field provided, the system will present you with a dropdown of options from which to choose the most appropriate matching tariff.

Selecting Apply Exclusions, the User is able to select the data exclusion rules which apply to the Search

LexisNexis South Africa

Search...

Home Services About Us News Useful Links Contact Us FAQ Messages Justin van Zyl Logout

Search the Tariff Book

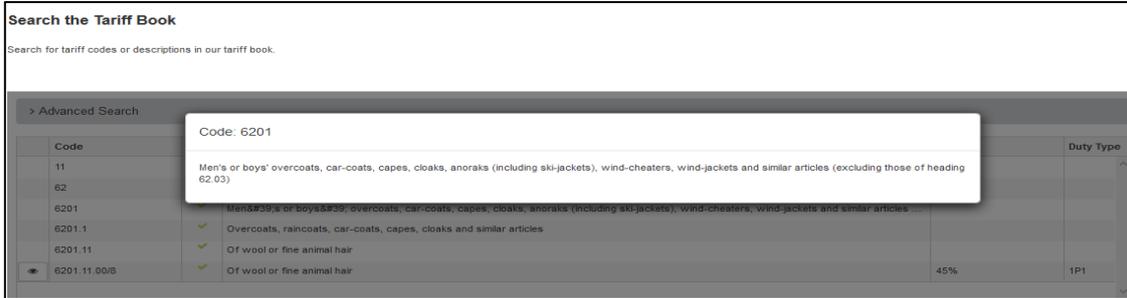
Search for tariff codes or descriptions in our tariff book.

Advanced Search

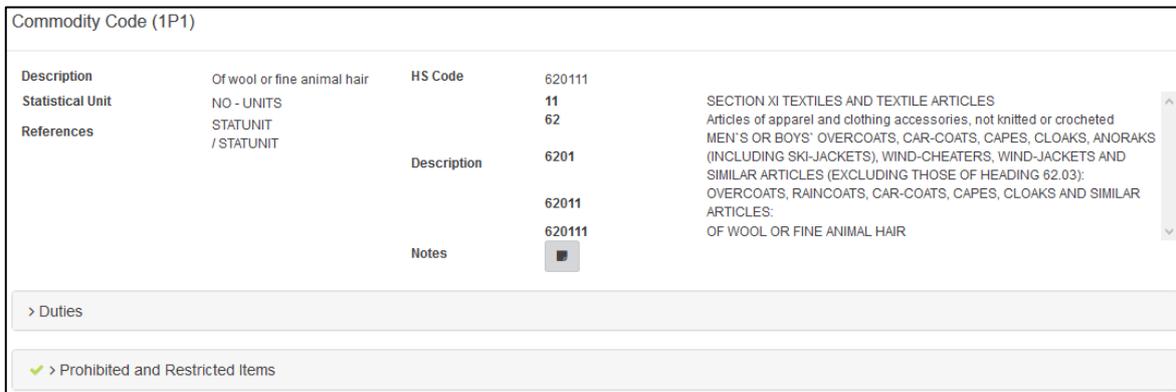
Code	P&R	Description	Duty	Duty Type
11	✓	SECTION XI TEXTILES AND TEXTILE ARTICLES		
62	✓	Articles of apparel and clothing accessories, not knitted or crocheted		
6201	✓	Men's or boys' overcoats, car-coats, capes, cloaks, anoraks (including ski-jackets), wind-cheaters, wind-jackets and similar articles ...		
6201.1	✓	Overcoats, raincoats, car-coats, capes, cloaks and similar articles		
6201.11	✓	Of wool or fine animal hair		
6201.11.00/8	✓	Of wool or fine animal hair	45%	1P1

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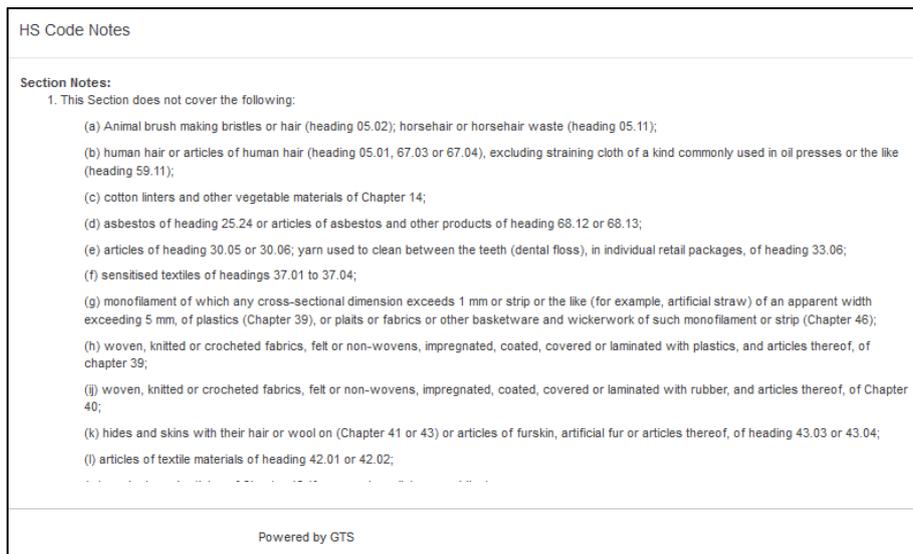
Click on any of the tariff code rows, and the line details become magnified.



By clicking on the  icon on the left of the tariff book, a pop-up screen will appear like below providing the User with more access to details relating to the particular tariff code.



By clicking on the **Notes button**, the User will be provided with even more Commodity Code Section details. In the example below, the reader is provided with the Section exclusions.



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The **Duties** button, directs to a screen which shows all active and relevant duty rates for the Commodity Code under review. Note that the Show All checkbox has moved into the Duties Accordion.

Commodity Code (1P1)

Description	Of wool or fine animal hair	HS Code	620111	
Statistical Unit	NO - UNITS		11	SECTION XI TEXTILES AND TEXTILE ARTICLES Articles of apparel and clothing accessories, not knitted or crocheted MEN'S OR BOYS' OVERCOATS, CAR-COATS, CAPES, CLOAKS, ANORAKS (INCLUDING SKI-JACKETS), WIND-CHEATERS, WIND-JACKETS AND SIMILAR ARTICLES (EXCLUDING THOSE OF HEADING 62.03): OVERCOATS, RAINCOATS, CAR-COATS, CAPES, CLOAKS AND SIMILAR ARTICLES: OF WOOL OR FINE ANIMAL HAIR
References	STATUNIT / STATUNIT	Description	6201	
			620111	
		Notes	620111	

▼ **Duties**

Show All

Country Group	Tax Type	Formula	Type	Preference Code	Start Date	End Date	Exclusions
GEN - General	VAT - Value Added Tax	15%	Insertion	100 - None	2018/03/06		
EFTA - European Free ...	OCD - Ordinary Customs Duty	20%	Import		2016/01/01		
EU - European Union	OCD - Ordinary Customs Dutv	20%	Import		2016/01/01		

by Lexis Nexis Powered by GTS

The **Prohibited and Restricted** button, lists all prohibited and restricted items flagged against the Commodity Code under review.

Commodity Code (1P1)

Description	Of wool or fine animal hair	HS Code	620111	
Statistical Unit	NO - UNITS		11	SECTION XI TEXTILES AND TEXTILE ARTICLES Articles of apparel and clothing accessories, not knitted or crocheted MEN'S OR BOYS' OVERCOATS, CAR-COATS, CAPES, CLOAKS, ANORAKS (INCLUDING SKI-JACKETS), WIND-CHEATERS, WIND-JACKETS AND SIMILAR ARTICLES (EXCLUDING THOSE OF HEADING 62.03): OVERCOATS, RAINCOATS, CAR-COATS, CAPES, CLOAKS AND SIMILAR ARTICLES: OF WOOL OR FINE ANIMAL HAIR
References	STATUNIT / STATUNIT	Description	6201	
			620111	
		Notes	620111	

> Duties

▼ **Prohibited and Restricted Items**

Country Code	Country Group	Restriction Code	Restriction Text	Is Prohibited*	Type	Start Date	End Date	Detail

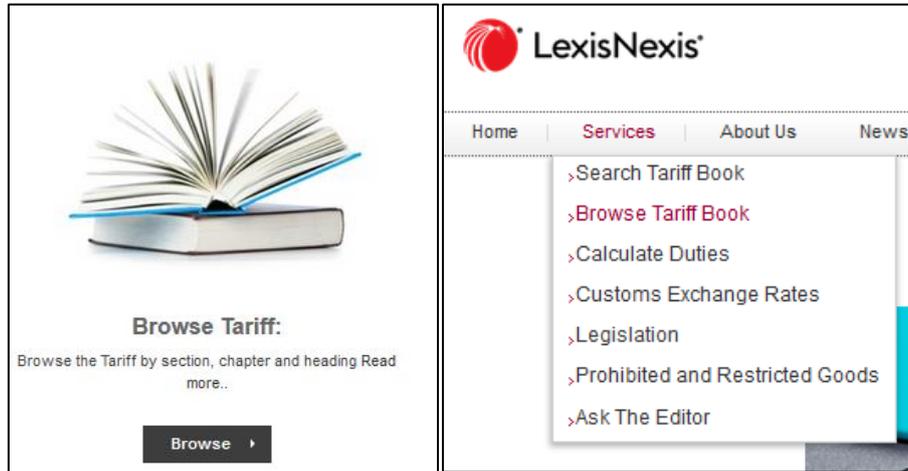
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Even if the Prohibited and Restricted Items Accordion is collapsed it will show whether Restrictions are applicable and on what level. On the grid itself it will display per Country whether the Tariff is Restricted or Prohibited.

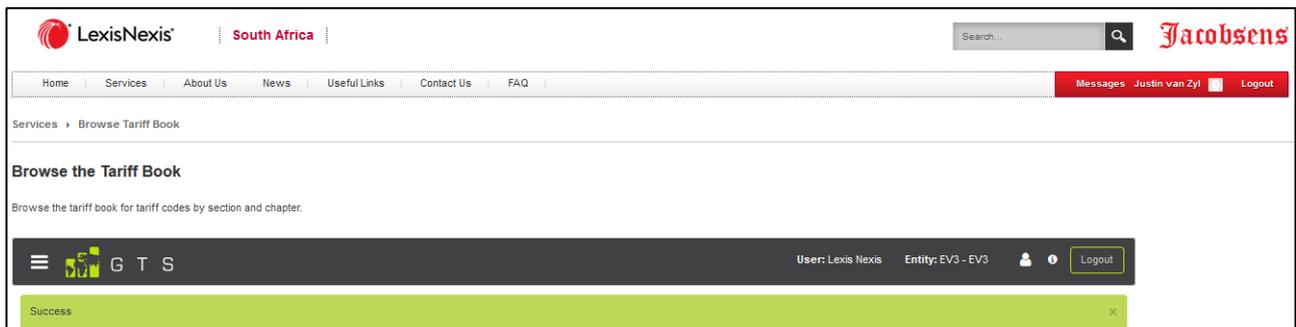
✖ Prohibited and Restricted Items								
Country Code	Country Group	Restriction Code	Restriction Text	Is Prohibited	Type	Start Date	End Date	Detail
ZA	GEN - General	I_STATEVET	Stop for State Vet Meat	Restricted	Import	2017/09/04		
NA	SACU - Southern Africa...	I_NAMMIC	Veterinary Import Permits	Restricted	Import	2000/01/01		
NG	GEN - General	NAFDAC	Food and Drug Health	Prohibited	Import	2000/01/01	2099/01/01	
Total Items: 3								

5. TARIFF BROWSE

The Tariff Browse has been rewritten in Angular.

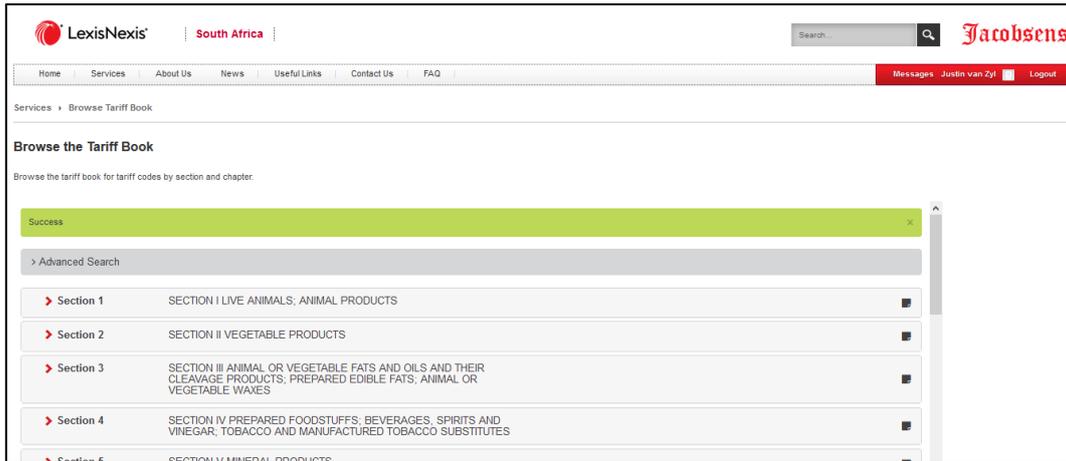


Browse the tariff book by clicking on the **Browse** button, or selecting to Browse from the Services dropdown menu. You will be directed to the GTS Tariff book browse site.

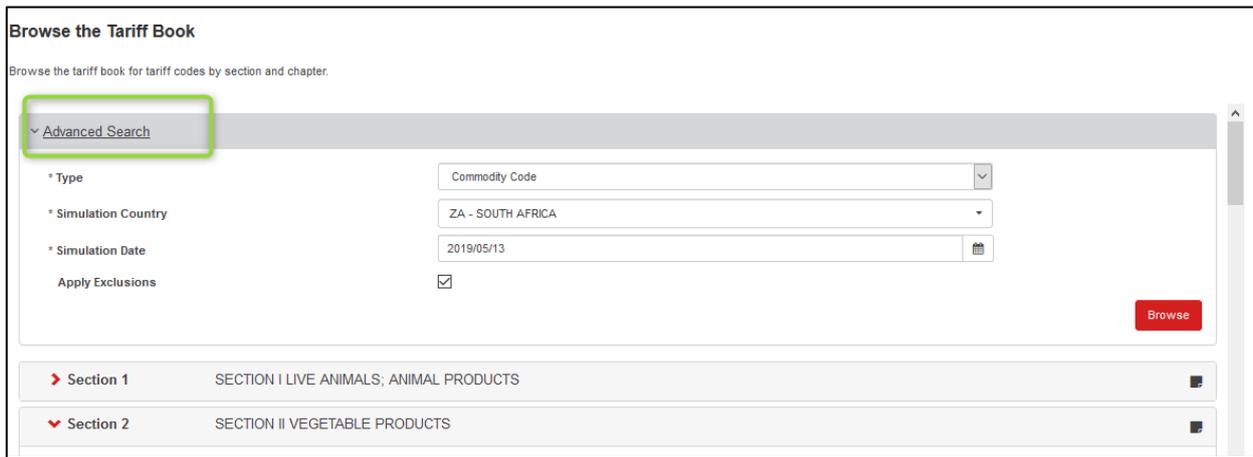


Thereafter the tariff book will appear and be ready for Browsing. Browse the tariff book for tariff codes by section and chapter.

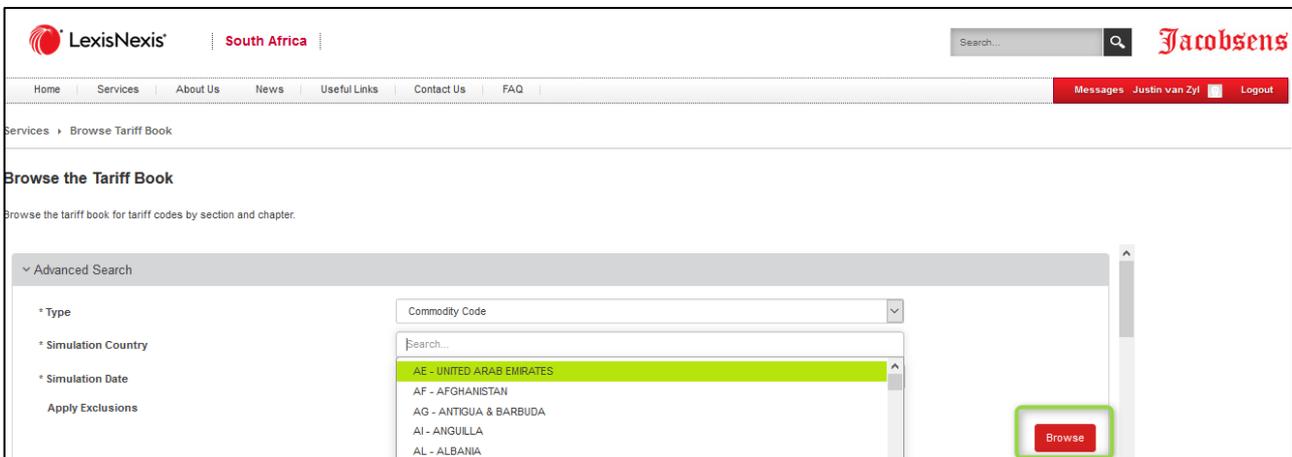
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On the Advanced Search Option in the Tariff Book Browse, the User can streamline the commodity code search, by Commodity type, Simulation Country or Simulation date.



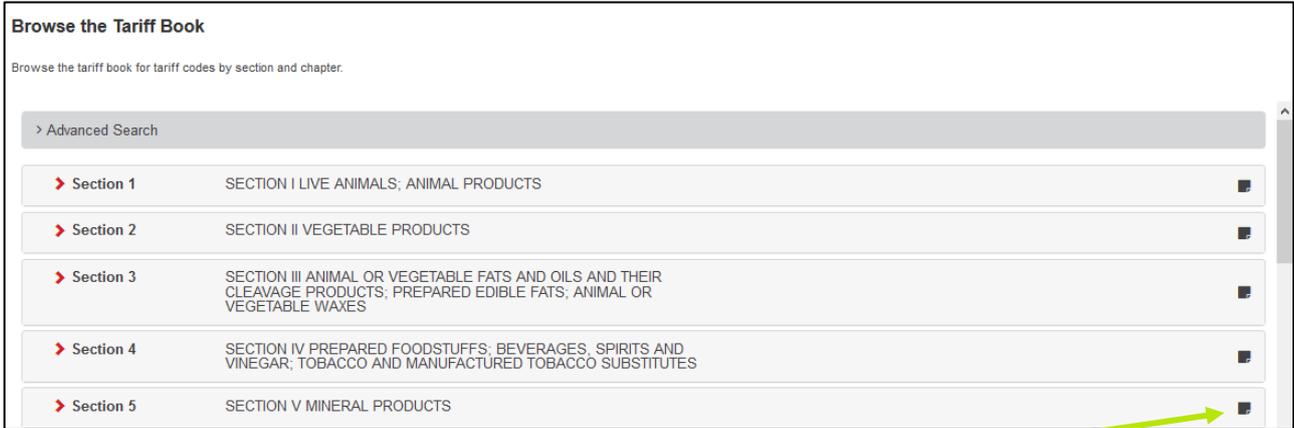
Select from the dropdowns provided and click on 



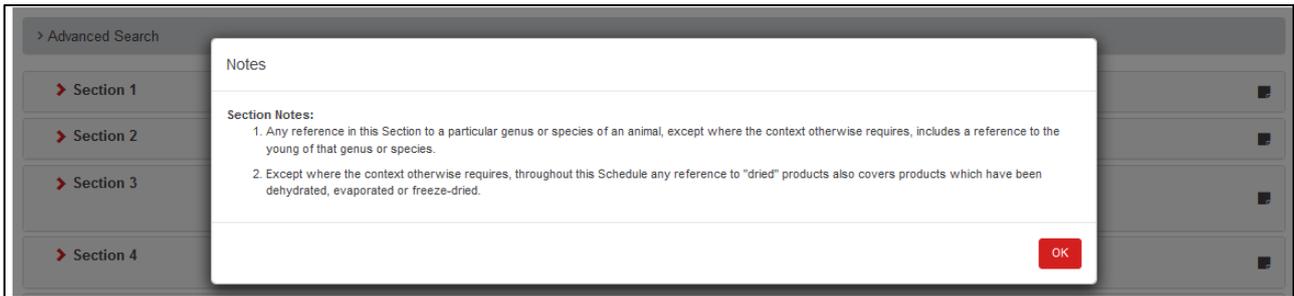
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5.1 TARIFF BROWSE DETAILS

The below screen will appear with a list of all the tariff book Sections.



When the user clicks on the notes icon on the right of the screen, the Section Notes will pop up as per below.



The Users are able to drill down from the Section >> Chapter >> Code

When the User clicks on the  icon next to the Section , the Chapters of the Sections will appear on the screen, which can be browsed through in more detail by the breakdown of the Chapter Codes and their detail.

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Browse the Tariff Book

Browse the tariff book for tariff codes by section and chapter.

> Advanced Search

▶ Section 1 SECTION I LIVE ANIMALS; ANIMAL PRODUCTS

▼ Section 2 SECTION II VEGETABLE PRODUCTS

▼ Chapter 06 - Live trees and other plants; bulbs, roots and the like; cut flowers and ornamental foliage

Code	P&R	Description	Duty	Duty Type	UoM	Notes
2	✓	SECTION II VEGETABLE PRODUCTS				
06	✓	Live trees and other plants; bulbs, roots and the like; cut flowers and ornamental foliage				
0601	✓	Bulbs, Tubers, Tuberous Roots, Corms, Crowns and Rhizomes, Dormant, in Growth or in Flower; Chicory P...				
0601.10	✓	Bulbs, tubers, tuberous roots, corms, crowns and rhizomes, dormant				

5.2 TARIFF BROWSE GRID

The tariff Browse Grid contains the following information:

- Tariff Code
- Prohibited and Restricted indicators (P&R)
- Tariff Code Description
- Duty Percentage Applicable to the tariff code
- Duty Type associated with the tariff code
- Notes relating to the tariff code

	Code	P&R	Description	Duty	Duty Type	UoM	Notes
👁	0405.90.00/7	✓	OTHER	15%	1P1	KG	
	0406	⚠	Cheese and Curd				
	0406.10	⚠	Fresh (unripened or uncured) cheese, including whey cheese, and curd				
👁	0406.10.00/4	⚠	FRESH (UNRIPENED OR UNCURED) CHEESE, INCLUDING WHEY CHEESE, AND CURD	15%	1P1	KG	
	0406.20	⚠	Grated or powdered cheese, of all kinds				
👁	0406.20.00/9	⚠	GRATED OR POWDERED CHEESE, OF ALL KINDS	15%	1P1	KG	
	0406.30	⚠	Processed cheese, not grated or powdered				
👁	0406.30.00/3	⚠	PROCESSED CHEESE, NOT GRATED OR POWDERED	15%	1P1	KG	
	0406.40	⚠	Blue-veined cheese and other cheese containing veins produced by <i>Penicillium roqueforti</i>				

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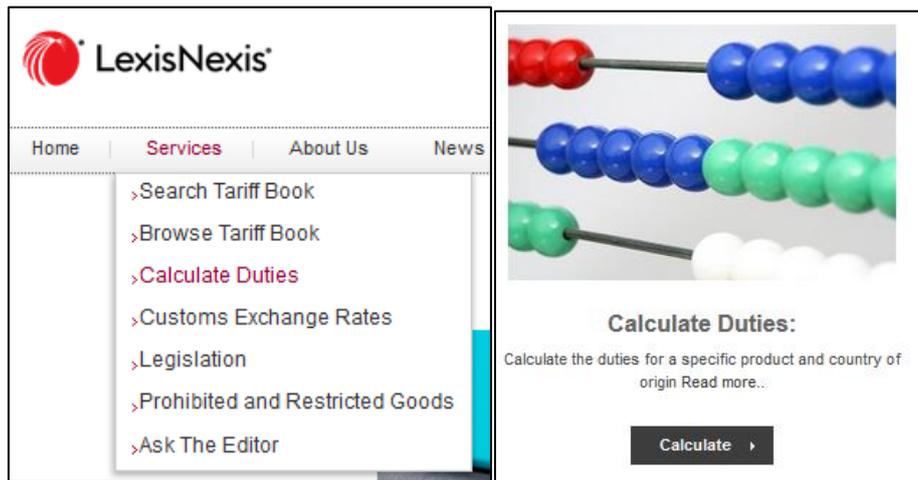
To view the full Tariff Description, click on the description.

The icons in the P&R (Prohibited and Restricted) column indicates whether Restrictions have been loaded against the Tariff.

-  No Restrictions applicable;
-  Restrictions have been loaded;
-  Prohibited

6. DUTY CALCULATOR

The Tariff | Duty Calculator has been rewritten in Angular. The Duty Calculator can be accessed through the Jacobsen's Services drop down menu or by clicking on the **Calculate** button under Calculate Duties.



The User will be re-directed to the GTS Duty Calculator. The below screen will appear



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Immediately thereafter, the below Duty Calculator screen will open up.

Services > Calculate Duties

Calculate Duties

Search for a tariff code and calculate the duties for a specific customs value and origin.

▼ Tariff Details

Search for a tariff code and calculate the duties for a specific customs value and origin.

* Tariff Code Search

Description

Reference

* Country of Declaration

* Simulation Date

* Country of Origin

* Customs Value

Calculate Reset

Mandatory fields indicated with an asterisk (*) need to be populated to be able to Calculate the Duties.

To clear captured information, use the Reset button. To Search for a tariff code, input the first few digits of the national measure code or the first few letters of the description and click on Search. The below screen will appear.

Tariff Lookup

▼ Advanced Search

* Type

* Simulation Country

* Simulation Date

National Measure Code

Description

Apply Exclusions

Search Close

The User needs to click on Search again to see a list of codes from which a selection can be made.

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Tariff Lookup

> Advanced Search

View	Code	P&R	Description	Duty
	11	✓	SECTION XI TEXTILES AND TEXTILE ARTICLES	
	62	✓	Articles of apparel and clothing accessories, not knitted or crocheted	
	6201	✓	Men's or boys' overcoats, car-coats, capes, cloaks, anoraks (including ski-j...	
	6201.1	✓	Overcoats, raincoats, car-coats, capes, cloaks and similar articles	
	6201.11	✓	Of wool or fine animal hair	
<input checked="" type="checkbox"/>	6201.11.00/8	✓	Of wool or fine animal hair	45%
<input type="checkbox"/>	6201.12	✓	Of cotton	

Close

After selecting your code, input data into the Mandatory fields and click on **Calculate**. The Duty Calculation percentage will display including the ZAR Value.

Calculate Duties

Search for a tariff code and calculate the duties for a specific customs value and origin.

Duty Calculator

> Tariff Details

Print

Duties

Description	Formula	Tax (ZAR)
Ordinary Customs Duty	20%	20.00
Value Added Tax	15%	19.50

By clicking on **Print**, the following pop up will appear.

Duty Calculator

> Tariff Details

Print

Duties

Tax Type	Description	Form
OCD	Ordinary Customs Duty	20%
VAT	Value Added Tax	15%

Opening DutyCalculation.pdf

You have chosen to open:

DutyCalculation.pdf
which is: PDF file (4,2 KB)
from: blob:

What should Firefox do with this file?

Open with TWINUI (default)

Save File

Do this automatically for files like this from now on.

OK **Cancel**

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Click OK, and the document with the Duty Calculation details will appear as per below.

Duty Calculation			
Simulation Date	2019/05/13		
Country of Declaration	ZA - SOUTH AFRICA		
Tarrif Code	62111100		
Description	11 SECTION XI TEXTILES AND TEXTILE ARTICLES 62 Articles of apparel and clothing accessories, not knitted or crocheted 6211 Tracksuits, Ski Suits and Swimwear, Other Garments 62111 Swimwear 621111 Men's or boys' 62111100 Men's or boys'		
Country of Origin	GB - UNITED KINGDOM		
Customs Value	200.00 ZAR		
Reference			
Tax Type	Description	Formula	Tax (ZAR)
OCD	Ordinary Customs Duty	20%	40.00
VAT	Value Added Tax	15%	39.00
Disclaimer			
Whilst every effort has been made to ensure that the information published is accurate, the editors and publishers take no responsibility for any loss or damage suffered by any person as a result of the reliance upon the information contained therein.			

6.1 WHEN DUTIES ARE NOT A PERCENTAGE

Where the Duties are Non - ad valorem (not a Percentage), additional information is required before the Duties can be calculated.

Tariff Lookup					
> Advanced Search					
&R	Description	Duty	Duty Type	UoM	Notes
✓	Undenatured Ethyl Alcohol of an Alcoholic Strength by Volume of 80 per cent ...				■
✓	Undenatured ethyl alcohol of an alcoholic strength by volume of 80 per cent vo...				■
✓	UNDENATURED ETHYL ALCOHOL OF AN ALCOHOLIC STRENGTH BY VOLU...	317C/LAA	1P1	LI	
✓	Ethyl alcohol and other spirits, denatured, of any strength				
✓	ETHYL ALCOHOL AND OTHER SPIRITS, DENATURED, OF ANY STRENGTH	317C/LAA	1P1	LI	
✓	Undenatured Ethyl Alcohol of an Alcoholic Strength by Volume of Less than 80...				■

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A validation error will display when these values are not maintained.

Calculate Duties

Search for a tariff code and calculate the duties for a specific customs value and origin.

The value for the VOLUME AA (L) (LA) unit of measure must be greater than 0

Below this, is a grid where the necessary Duty Unit of Measure quantity needs to be captured for the duty calculation to occur. The user needs to input the UOM quantity. Capture the Value and Calculate again to display the correct duty value.

Calculate Duties

Search for a tariff code and calculate the duties for a specific customs value and origin.

Calculate
Print

Additional Codes

National Measure	Description
1042101	Specific Excise Duties

Duty Unit of Measure

Unit of Measure	Quantity
LA - VOLUME AA (L)	10

Duties

Tax Type	Description	Formula	Tax (ZAR)
OCD	Ordinary Customs Duty	FREE	
VAT	Value Added Tax	15%	
EXC_LCL	Specific Excise Duties	R204.15/LA	

The Duty Calculator will run through you inputs and calculate the Duty Value on ZAR currency.

* Customs Value

Calculate
Reset

Calculate
Print

Duty Unit of Measure

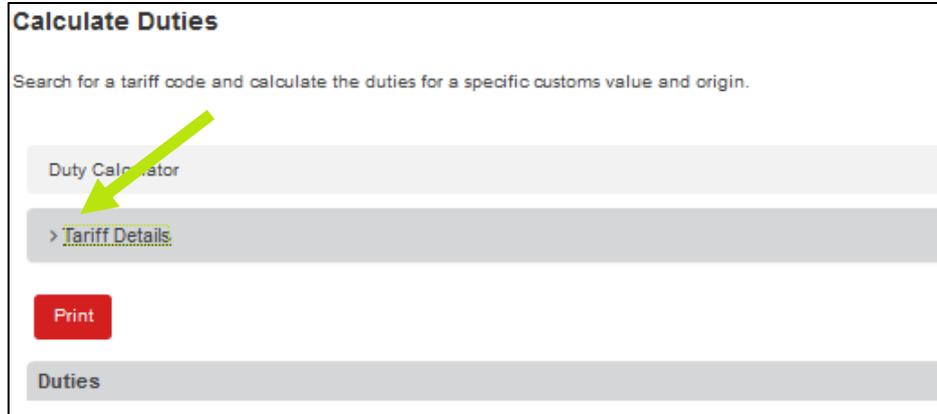
Unit of Measure	Quantity
KG - KILOGRAMS	100

Duties

Tax Type	Description	Formula	Tax (ZAR)
OCD	Ordinary Customs Duty	860C/KG LESS 85% WITH A MA...	859.99
VAT	Value Added Tax	15%	145.50

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The **Tariff Details** accordion displays all the captured information for reference purposes.



Calculate Duties

Search for a tariff code and calculate the duties for a specific customs value and origin.

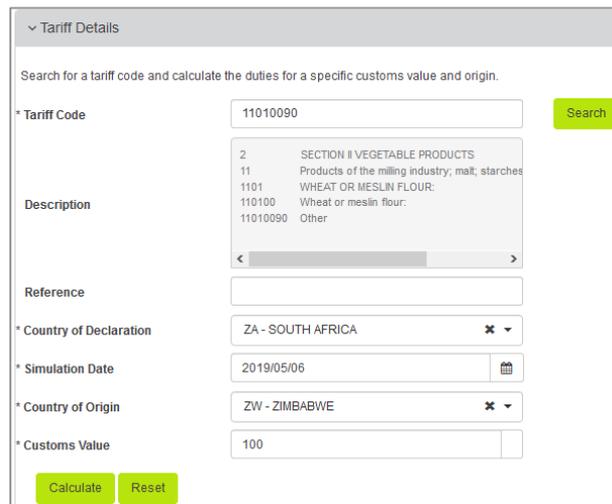
Duty Calculator

> **Tariff Details**

Print

Duties

A view of exposed accordion can be found below



▼ Tariff Details

Search for a tariff code and calculate the duties for a specific customs value and origin.

* Tariff Code

Description

2 SECTION II VEGETABLE PRODUCTS

11 Products of the milling industry, malt, starches

1101 WHEAT OR MESLIN FLOUR:

110100 Wheat or meslin flour:

11010090 Other

Reference

* Country of Declaration

* Simulation Date

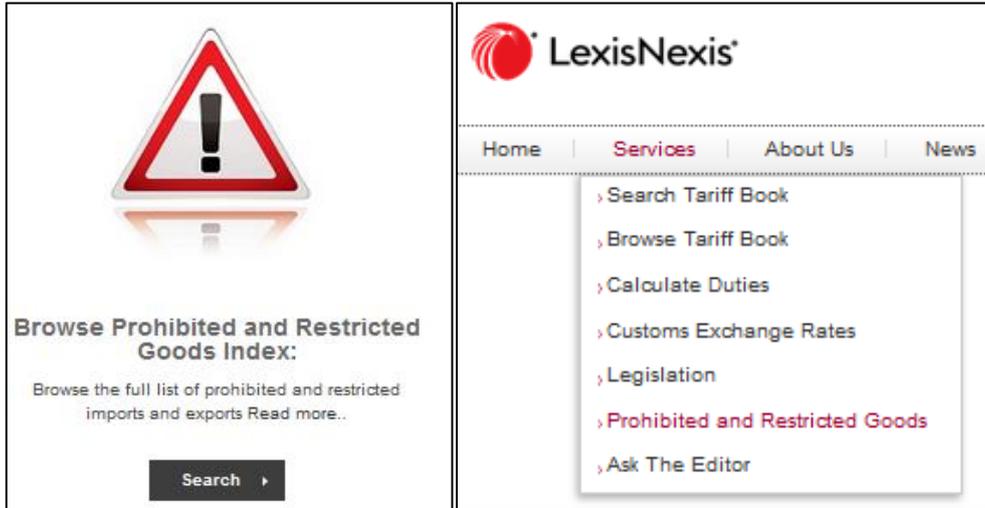
* Country of Origin

* Customs Value

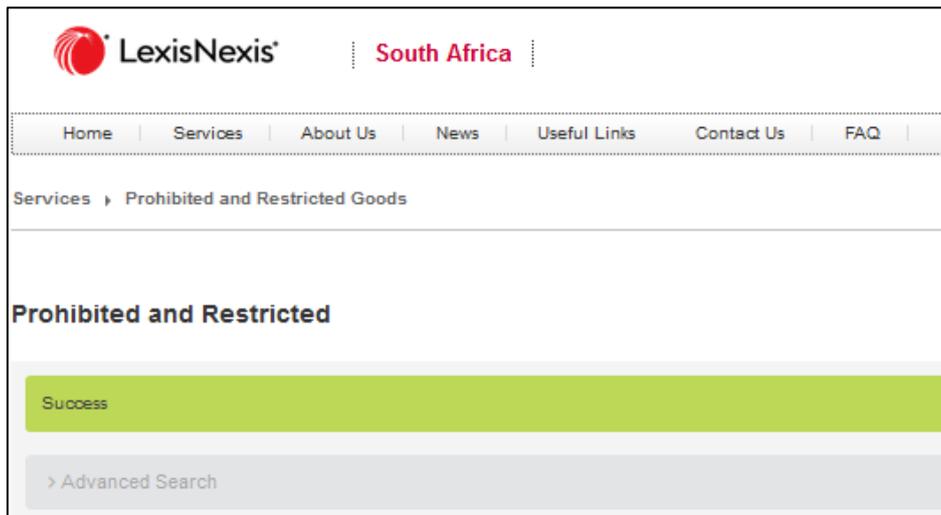
7. PROHIBITED AND RESTRICTED GOODS

The existing Prohibited and Restricted List was adapted to work in Angular.

The list of Prohibited and Restricted goods can be accessed through the Jacobsen's Services drop down menu or by clicking on the  button under Browse Prohibited and Restricted Goods Index.



You will be directed to the GTS Tariff book browse site. The existing Prohibited and Restricted List was adapted to work in Angular. All the standard grid functionality has been incorporated i.e. Sort, filter, download to excel.



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The User will have an Advanced Search option available to click on to search for specific P&R requirements.

Prohibited and Restricted

> Advanced Search

Country	Code	Description	Type	Quota Type	Group Country	Agency	Prohibited
ZA	CT	Cigarettes&Cigars	Import	No Quota	GEN	Port Health	Restricted
ZA	E_APIS	Export Quotas on Meat Products	Export	Quota on Unit of Meas...	GEN	Directorate: APIS, Department of Agricu...	Restricted
ZA	ELEC	Electrical Machinery and Equipment	Import	No Quota	GEN	The South African Council for the Non-...	Restricted
ZA	I_APIS	Permit required from Directorate: APIS	Import	No Quota	GEN	Directorate: APIS, Department of Agricu...	Restricted

1 / 1 items per page 25 items per page 1 - 10 of 10 items

By clicking on the Advanced Search option, the User will find the below Advance Search criteria:

Prohibited and Restricted

> Advanced Search

* Country: ZA - SOUTH AFRICA

* Simulation Date: 14/05/2019

Description: [Text Box]

* Type: All

Tariff Code: [Text Box]

Search

Country	Code	Description	Type	Quota Type	Group Country	Agency	Prohibited
ZA	CT	Cigarettes&Cigars	Import	No Quota	GEN	Port Health	Restricted

- **Country:** Mandatory and defaults to the Entities home Country. The dropdown has been filtered to only show Countries with active Restrictions.
- **Simulation Date:** Mandatory and will default to 'Today'.
- **Description:** Text Box. Like search.
- **Tariff Code:** Text Box search.
- **Type:** Mandatory and defaults on all, but can filter on specific type as well. (Export, Import, Transit, etc.)

Once the User clicks on **Search**, a list of P&R goods falling within the search criteria will appear on the screen.

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Advanced Search

Country: ZA - SOUTH AFRICA Simulation Date: 14/05/2019

Description: Tariff Code:

Type: All

Search

Country	Code	Description	Type	Quota Type	Group Cou...	Agency	Prohibited	Start Date	End D...	Notes
ZA	PHC	Port Health - Cheese	Import	Quota on Value	GEN	Port Health	<input type="checkbox"/>	2019/01/01		
ZA	PortH	Detain for Port Health Inspec...	Import	No Quota	ZA	Port Health	<input type="checkbox"/>	2017/01/01		

7.1 P&R LIST SCREEN DETAILS

The following information is contained on the Prohibited and Restricted list screen.

- Country
- Code
- Description
- Type
- Quota Type
- Group Country
- Agency
- Prohibited
- Start Date
- End Date
- Notes

When the User stands on a line and clicks on the  icon, the below P&R Summary window will appear with a P&R information tab and a Tariff Codes tab.

7.1.1 The P&R Summary Accordion

By clicking on the P&R Summary, the following information will become visible to the User

- Country of Application
- Description of Permit
- Effective date of permit
- Permit restriction type
- Permit Quota Type
- Quota statistical Unit

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Prohibited And Restricted - Restriction Detail			
Prohibited And Restricted Summary			
Country of Application	ZA - SOUTH AFRICA	Restriction	 Restricted
Description	Port Health - Cheese	Quota Type	Quota on Value
Effective Date	2019/01/01 -	Quota Statistical Unit	-
P&R Information Tariff Codes			
Controlling Agency	Port Health - https://www.westerncape.gov.za/service/port-health		
Countries	GEN - General		
Type	Import	Law	Customs and Excise Act 91/1964
Restriction	 Restricted		

7.1.2 The P&R Tab

Prohibited And Restricted - Restriction Detail			
Prohibited And Restricted Summary			
P&R Information Tariff Codes			
Controlling Agency	Port Health - https://www.westerncape.gov.za/service/port-health		
Countries	GEN - General		
Type	Import	Law	Customs and Excise Act 91/1964
Restriction	 Restricted		
<small>(1) Refer to notes 4.1 to 4.4 (2) An MMA-permit is required from the Director-General: Dept. of Agriculture Marketing Administration in respect of Cheese imported from Zimbabwe or Malawi (otherwise prohibited) (excl. Cheddar cheese and</small>			

This tab contains information relating to the Controlling Agency who issued the permit or restriction, including a link providing the User with direct access to this Agencies site. The Countries impacted by the P&R are listed, the P&R type is mentioned and the level of restriction, including the reference to the Customs and Excise Act to which the P&R relates.

7.1.3 The Procedure Tab

If there are Procedures captured for the Restriction, this will be displayed in the Procedures Tab:

Prohibited And Restricted - Restriction Detail	
Prohibited And Restricted Summary	
P&R Information Procedures Tariff Codes	
Code	CC
Description	Cig Products Procedures
Controlling Agency	Port Health - https://www.westerncape.gov.za/service/port-health
View Full Text	

View Full Text link will open the following modal with the full description of the procedure:

Full Text

(a) Cigarettes with a mass of more than 2kg per 1000 cigarettes
(b) Cigarettes must be securely enclosed in an unbroken and unopened container which contains 10, 20 and 30 cigarettes and which bears a stamp impression as determined by the Commissioner for Customs and Excise, otherwise prohibited
(c) All goods imported under this heading must comply with the labeling regulations
Endorse Permit

7.1.4 The Tariff Code Tab

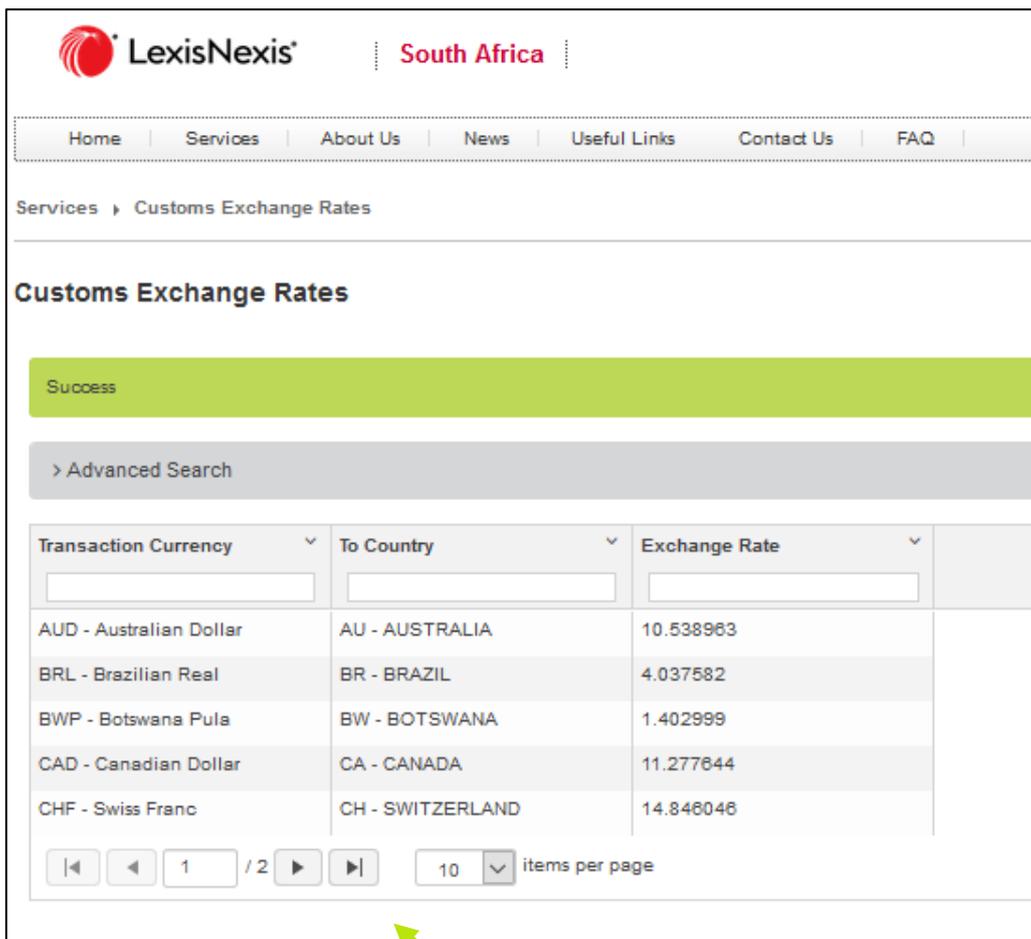
Prohibited And Restricted - Restriction Detail		
> Prohibited And Restricted Summary		
P&R Information		Tariff Codes
Tariff Code	Exceptions	Notes
0406	No	

This tab, includes information relating to the Tariff Code, Exceptions and any related notes. The formatting of the Tariff Codes grid has been improved.

8. BROWSE CUSTOMS EXCHANGE RATES



Browse the Customs Exchange Rates by clicking on the Browse button, or selecting to Browse from the Services dropdown menu. You will be directed to the GTS Exchange Rate browse site.



The User may choose to see 10 items or up to 50 items per page by selecting from the dropdown provided