

## How to Complete the Classification Worksheet for Footwear

The Classification worksheet for imported Footwear provides the necessary information for Kohl's to determine the proper harmonized tariff schedule code (HTS#) and duty rate according to the Harmonized Tariff Schedule of the United States (HTSUS). The HTS code and duty must be properly declared to US Customs and Border Protection by our import broker in order to load and ship the goods from the foreign port and also to enter the imported merchandise into the United States of America.

### A. Kohl's and Vendor's Product Info:

- **Questions 1 – 4:** Accurately list Kohl's style name(s) [i.e. Sabrina White, SOJOEYBROWN] and vendor/manufacturer's style number along with vendor's anticipated HTS# and quoted duty rate. Accurate size ranges and gender should must also be listed.
  - Text/wording of "Small, Medium, Large" for footwear sizes is **not acceptable**; you **must** include actual American footwear numbered sizes.
- **Question 5-6:** Accurately list percentages of External Surface Area of **Upper** along with Material Type and percentages of Reinforcements and Accessories. This should total to **100%** (ex. Polyester 67%, Rubber Plastic 31%, 2% metal).
  - Writing "textile" as a material content is **not acceptable**. Must be actual material content.
  - You will also need to provide the % of Reinforcements and Accessories separately (ex. 2% metal).
- **Question 7:** Accurately list complete percentages of External Surface area of **Outer Sole** and Material Type. This should total to **100%** (ex. Polyester 55% /Rubber Plastic 45%).
- **Question 8:** Answer Yes or No does the shoe cover the Ankle Bone.
  - If the shoe upper covers at least half of the lateral (outside) ankle bone, the shoe **covers** the ankle.
  - If the shoe upper does not cover at least half of the lateral ankle bone, the shoe **does not** cover the ankle.
    - Footwear with ankle straps, laces or ties that extend up the leg and do not obscure from view at least half of the ankle bone **do not cover the ankle**, even though they extend above the ankle (Per the Informed Compliance Publications). Make sure IFI's are completed the same.
- **Question 9:** Please answer accurately. If the footwear is designed for this activity, list the type of attachments (spikes, cleats, etc.)

### B. Complete Sections A through F as required:

**Section A: Complete only if the uppers are rubber or plastic:**

- Complete this section if the external surface area of the upper answered in question #5 is predominately rubber/plastic.

**Section B: Complete only if the uppers are leather:**

- Complete this section if the external surface area of the upper answered in question #5 is predominately leather.

**Section C: Complete only if the uppers are textile materials:**

- Complete this section if the external surface area of the upper answered in question #5 is predominately textile.

**Section D: Complete only if outer sole has a layer (Textile or Leather):**

- Complete this section if the outer sole answered in question #7 is predominately textile or leather.

**Section E: Complete if outer sole has rubber/plastic traction dots/wording/designs on external surface area:**

- Complete this section only if footwear (usually slippers) has rubber/plastic traction dots/wording/designs on the external surface area of the outer sole.

**Section F: Complete only for Slippers**

- C. **Other General Product Info:** Provide additional information if footwear is packaged, imported and retailed with other items as a 'set'.

Information provided on the Classification Worksheet for Footwear **must** be accurate, complete and represent the imported footwear that will ship and retail in our stores to our customers.