Subject: Important Notice – Commercial Invoice Requirements

Dear Customers,

With Customs becoming increasingly strict, it is essential that every **Commercial Invoice** is completed with clear and detailed information. This ensures Customs understands exactly what is being imported to the US and avoids delays.

Please follow the guidelines below when preparing your Commercial Invoice:

- **Item Description:** Use descriptive wording such as: ***"Used oil samples** – **Name of lubricant** (e.g., Mobile DTE) – **Intended for laboratory testing purposes**."* Always use the correct product name as per the SDS.
- **HTS Code:** Include the Harmonized Tariff Schedule (HTS) code provided by the lubricant manufacturer. This is critical for Customs clearance.
- **If HTS Code is unavailable:** You may use **2710.19.99**. Products classified under 2710.19.99 include:
    - Lubricating oils and heavy oils containing ≥70% petroleum or bituminous mineral oils by weight
    - Industrial lubricants for machinery
    - Marine engine oils
    - Automotive lubricants
    - Hydraulic system oils, Motor fuel blending stocks
    - Petrochemical feedstocks (excluding gases)
    - Renewable diesel blends (HDRD) , Fuel oils (Nos. 1–6), depending on sulfur content
- **Country of Manufacture:** This must be indicated. If unsure, please confirm with the manufacturer.
- **INCO TERMS:** Please use "**DDP**" as the payment term as shipper is responsible for the payment of duty and taxes.

By ensuring all details are filled in correctly, Customs should be releasing the packages without issue. Please note that global supply chain regulations are evolving rapidly, so accuracy is more important than ever.

As the consignee/ receiver, we have no visibility into the specific samples being sent. Without this information, it is difficult to complete a TSCA form on behalf of the sender. Therefore, it is essential that customers provide a **fully descriptive Commercial Invoice** to avoid additional documentation requirements.

Thank you for your cooperation.