

Voluntary Report – Voluntary - Public Distribution

Date: March 11, 2020

Report Number: CH2020-0024

Report Name: China Publishes Step-By-Step Tariff Exclusion Guide

Country: China - Peoples Republic of

Post: Beijing

Report Category: FAIRS Subject Report

Prepared By: Abraham Inouye

Approved By: Michael Ward

Report Highlights:

On March 2, 2020, China's State Council Tariff Commission (SCCTC) opened a new tariff exclusion process for Chinese companies impacted by the retaliatory Section 301 tariffs levied by China. To assist applicants, SCCTC recently released a step-by-step guide to the online tariff exclusion application system. Although only China-based enterprises can apply, this guide should help familiarize the U.S. food and agricultural industry with the overall process. This report contains an unofficial translation of the step-by-step guide. For more information about the overall process, please see GAIN Report CH2020-0017.

General Information:

On February 28, 2020, SCCTC announced a new step-by-step guidance document on the tariff exclusion process was available through their website: <https://gszx.mof.gov.cn>. The document can be directly accessed through this link [here](#). For more information about the overall process and an earlier guidance document, please see FAS GAIN Report [CH2020-0017](#). Below is an unofficial translation of the step-by-step document.

(Begin Translation)

Instructions on Application of Exclusion from Additional Tariffs on Market-based Procurement of U.S. Products

Application System for Exclusion from Additional Tariffs on U.S. Products

Table of Contents

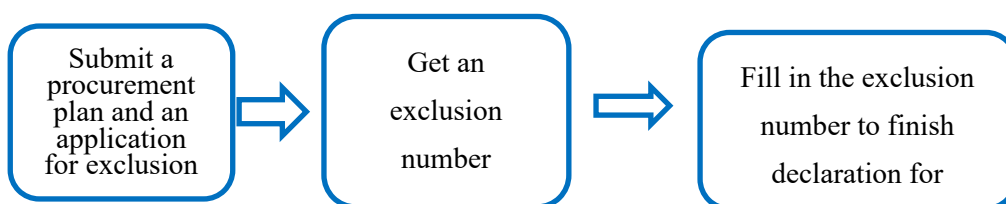
Preface	3
Chapter I User Registration and Login.....	6
1.1 User registration.....	6
1.2 User login.....	6
Chapter II Corporate Information and Legal Statement.....	7
2.1 Corporate information.....	7
2.1.1 Basic corporate information	7
2.1.2 Contact.....	7
2.1.3 Business license	8
2.2 Legal statement	8
2.2.1 A new user uploads a legal statement.....	8
2.2.2 A registered user uploads a legal statement.....	8
Chapter III Procurement Plan.....	9
3.1 Add a new procurement plan	9
3.1.1 Add a new procurement plan for a product included the list.....	10
3.1.2 Add a new procurement plan for a product not included in the list	11
3.2 View the product list.....	12
3.3 View the list of procurement plans	13
Chapter IV Record of Transactions.....	14
4.1 Add a new record of transactions.....	14
4.2 View the record of transactions	16
4.3 Add a new record of excess transactions	17
Chapter V Get an Exclusion Number.....	17
5.1 Add an exclusion number	17
5.1.1 Fill in the information to be declared	17
5.1.2 Confirm the information to be declared.....	18
5.1.3 Submit a self-declaration	19
5.2 View the exclusion number.....	19
Chapter VI Write-off of Exclusion Number.....	20

6.1 View the list of exclusion numbers written-off	20
6.2 Write-off of exclusion number.....	21
Chapter VII Document Download Links	22
7.1 Exclusion related documents	22
7.1.1 Exclusion on market-based procurement.....	22
7.1.2 List of Products Excluded from Additional Tariffs for the First Round or Second Round of U.S. Products	23
7.2 Additional tariff related documents	23
7.2.1 First round of exclusion of additional tariffs	23
7.2.2 Second round of exclusion of additional tariffs.....	23
7.2.3 Third round of exclusion of additional tariffs.....	23
7.3 Other documents	24

Preface

In order to better meet the growing needs of Chinese consumers and expedite the acceptance of the enterprises' applications for exclusions, according to the *Notice of the State Council Tariff Commission on Exclusion from Additional Tariffs for Market-based Procurement of U.S. Products* (SCCTC Notice [2020] No. 2), it is decided to implement exclusion from additional tariffs for market-based procurement of U.S. products. Upon the applications of relevant domestic enterprises, the products that meet relevant conditions and are imported from the U.S. based on the principles of market and commercialization will not be charged with additional tariffs against U.S.-Section 301 measures for a certain period.

On the basis of the exclusion already executed, the exclusion procedure for market-based procurement will be optimized to serve the enterprises and give full play to the role of the market, support the enterprises to independently purchase and import U.S. products in accordance with the principles of market and commercialization. The application for exclusion consists of three steps:



Take an enterprise that intends to purchase and import flight data recorders from the U.S. as an example:

Step 1: Enterprise file a procurement plan and submit an exclusion application.

The flight data recorder is a product under “85437099 Other Equipment and Devices with Independent Functions” in the *List of Commodities Eligible for Exclusion from Additional Tariffs*. The enterprise only needs to select the 8-digit tariff line (HS code) and the proposed procurement month in the Application System for Exclusion from Additional Tariffs on U.S. Products (hereinafter referred to as the exclusion application system), and fill in the quantity and value of the

procurement planned, before submitting an application for exclusion. According to the application submitted by the enterprise, the State Council Tariff Commission, taking into consideration of information of applications for exclusion from additional tariffs for the first round or second round U.S. products, will organize and expedite the review of the valid applications according to relevant review procedures, and provide feedback through the exclusion application system.

新增采购计划

申请主体 (即注册企业) 应与后续报关单上的境内收货人一致, 否则将影响报关进口及排除编号核销。

商品
(可申请排除商品范围)

85437099 其他具有独立功能的设备及装置

进口最惠国税率: 0%

对美301措施反制加征税率: 10%

不在可申请排除商品范围内? 您可以[新增商品](#)并说明申请排除理由。

您可以创建以下月份的采购计划

计划采购月份

* 2020年3月 @ 2020年4月

计划采购数量

3

台

计划采购金额

81000

美元

如采用非美元计价, 请参考[上月美元折算汇率](#)进行折算。

返回列表

提交

Upon approval, the enterprise shall timely transmit the necessary information such as the value of the transaction, and the procurement plan not completed will automatically become invalid. For the transaction completed within the procurement plan, the enterprise can move on to the next step upon submission.

新增成交记录

商品	85437099 其他具有独立功能的设备及装置 进口最惠国税率: 0% 对美301措施反制加征税率: 10%
采购计划	2020年3月, 总金额81000美元, 可用81000美元
成交日期	2020-03-02
供应商名称	Flight Data Recorder Co.,Ltd.
成交数量	2 台
成交金额	54000 美元 如采用非美元计价, 请参考 上月美元折算率表 进行折算。
运输方式	航空运输
起运日期	2020-03-23 起运日期不确定时请填写预计的最早起运日期, 确定后请及时更新, 以便于及时核准和通关。
成交说明文件	<input checked="" type="radio"/> 有 <input type="radio"/> 无 请上传确认成交的相关电子邮件或短信等截图, 支持png、jpg、jpeg和pdf格式, 单个文件最大不超过10M。 
<div>提交</div>	

Step 2: Get an exclusion number.

The enterprise shall select the corresponding record of transactions based on the information to be declared and fill in the product name “flight data recorder”. After confirming the relevant information for the product within the recorded value, an exclusion number will be granted.

编辑排除编号

1

填写拟报关信息

2

确认拟报关信息

3

提交自我声明

序号	商品	拟报关金额（美元）	商品名称	操作
1	85437099 其他具有独立功能的设备及装置	\$54000	飞行数据记录器	修改

返回列表

上一步

下一步

新增排除编号

1

填写拟报关信息

2

确认拟报关信息

3

提交自我声明

排除编号领取自我声明

根据对美加证关税商品市场化采购排除相关规定，大宇文化传播有限公司（913400007117711431）就下列拟进口报关商品领取排除编号，以办理排除进口手续：

序号	税则号列	商品简称	金额（总价）
1	85437099	其他具有独立功能的设备及装置	\$54000

本公司承诺：

1. 上述商品已按照《国务院关税税则委员会关于开展对美加证关税商品市场化采购排除工作的公告》（税委会公告〔2020〕2号）要求，经对美加证关税商品排除申报系统标准，数据真实，程序完备，不存在涂改、伪造、篡改或其他欺瞒手段。

2. 本公司知悉排除编号与报关单号一一对应，上述商品信息与实际报关信息相关内容一致，本公司将在领取排除编号后按此办理排除报关手续。

3. 拟报关信息相关内容如果有变化，本公司将按相关规定及时修改，自我声明以更新信息为准。

4. 上述商品信息如果与实际报关信息相关内容不一致，本公司有义务通过及时提供说明等措施完成后续排除编号的核销工作。

※ 本公司确认上述信息无误，并知悉排除编号领取自我声明纳入法律声明承诺范围。

返回列表

上一步

提交

Step 3: Declare for import.

The enterprise shall fill in the exclusion number on the customs declaration form and proceed with declaration for import in accordance with relevant customs regulations.

Relevant enterprises are suggested to strengthen the organization and management of the exclusion, implement the exclusion in accordance with relevant regulations and procedures, and fill out the application truthfully, which is conducive to approval and timely feedback for the application.

Chapter I User Registration and Login

1.1 User registration

As the applicant, the enterprise can register as a user of the exclusion application system at the website of the Tariff Policy Research Center of the Ministry of Finance (<https://gszx.mof.gov.cn>).

As a newcomer to the exclusion application system, click on “Register” button to enter the registration page.

Tip: The applicant (the registered enterprise) shall be consistent with the domestic consignee indicated on the subsequent customs declaration form, otherwise declaration for import and write-off of the exclusion number will be affected.

Fill in the unified social credit code and mobile phone number on the registration page and click on “Get a Security Code”.

Fill in the security code received by mobile phone correctly and click on “Register”. The system will prompt that the new user has been successfully registered.

The enterprise that has previously registered can use the original user account. No repeated registration is needed.

Tip: In case of any failure to receive a message in time due to weak communication or network signal, try again. If the application is affected due to browser incompatibility, it is recommended to use IE11 or above or a browser based on Chrome kernel (weskit).

Unified Social Credit Code: 18-digit national unified credit codes for legal persons and other organizations.

User Account (Mobile Phone Number): The identity for user login. This mobile phone number is used to receive a security code for each login, as well as the message sent by the system. It is recommended to use the mobile phone number of the specific person who submits the application.

Security Code: It is valid for 5 minutes, after which, a new one is required.

1.2 User login

The user shall fill in the registered mobile phone number, click “Get a Security Code”, check the text message received by the mobile phone, fill in the security code in the system correctly, and click on “Login” to enter the system.

User Account (Mobile Phone Number): The identity for user login. This mobile phone number is used to receive a security code for each login, as well as the text message sent by the system. It is recommended to use the mobile phone number of the specific person who submits the application.

Security Code: It is valid for 5 minutes, after which, a new one is required.

Chapter II Corporate Information and Legal Statement

2.1 Corporate information

The new user will enter the corporate information page directly at the first login, to fill in the basic corporate information and contact, and upload a scanned copy of the business license.

Tip: When filling in the above information, you can click on “Hold” at any time to save the information filled to avoid any loss of information. A page fault will occur in case of no-operation for 30 minutes, which requires you to log in again.

2.1.1 Basic corporate information

Unified Social Credit Code: Displayed automatically.

Company Name (required): the full name of the company.

Name of Superior Group (required): the name of the superior group. Fill in “N/A” if not any.

Name of Industry Association (required): the name of the industry association. Fill in “N/A” if not applicable.

Main Business Scope (required): the main business scope indicated on the business license.

National Economic Sector Classification (required): Please fill out according to national standards (GBA4754-2017).

Type of Corporate Registration: Required. The type of registration for an enterprise or an establishment according to the type of registration with the industrial and commercial administration.

2.1.2 Contact

Name (required): the name of the corporate contact. It is suggested to provide relevant information of the specific person who submits the application.

Mobile Phone Number (required): It may be different from the user account.

Telephone Number (optional): the telephone number of the corporate contact.

E-mail (required): the e-mail of the corporate contact.

Position (required): the specific position of the corporate contact, as well as the specific department where he/she works.

2.1.3 Business license

Business License: Upload a scanned copy of the original (duplicate) of the business license, or a photocopy with the official seal in format of jpg, jpeg, or png, with maximum file size of 10M.

2.2 Legal statement

2.2.1 A new user uploads a legal statement

After providing the company name on the corporate information page, the new user can click on “Generate Legal Statement” to download a legal statement.

Upload a scanned copy of the legal statement bearing the signature of the legal representative and the official seal to the corporate information page. Formats such as png, jpg, jpeg, and pdf are accepted, with single file size up to 10M.

After uploading, click on “Submit” to submit the corporate information and the legal statement.

After the corporate information and the legal statement are approved, the user can apply for exclusion on market-based procurement.

If the corporate information and the legal statement are rejected, please check based on the feedbacks whether the information provided is consistent with the business license, whether the legal statement is correct, whether the official seal is clear and correct, and submit again accordingly.

2.2.2 A registered user uploads a legal statement

After the exclusion application function is enabled, the registered user will enter the function selection page at the first login.

Click “Application of Exclusion for the First Round or Second Round” to view the results of the applications for exclusion from the additional tariffs for the first round or second round of U.S. products.

Click on “Application for Exclusion on Market-based Procurement” to apply for exclusion on market-based procurement.

After entering “Application for Exclusion on Market-based Procurement”, the system will automatically prompt to download a legal statement.

Download printed legal statement, signed by the legal representative and the official seal to the corporate information page. Formats such as png, jpg, jpeg, and pdf are accepted, with single file size up to 10M.

After uploading, click on “Submit” to submit the legal statement.

After the legal statement is approved, the user can apply for exclusion on market-based procurement.

If the legal statement is rejected, please check based on the feedback whether the legal statement is correct and whether the official seal is clear and correct and submit again accordingly.

Chapter III Procurement Plan

After the user logs in to the system, if the corporate information and the legal statement have been approved, the icon for application for exclusion on market-based procurement will be displayed. Click on “Apply” to enter the product list.

3.1 Add a new procurement plan

Click on “Procurement Plan and Record of Transactions” on the left menu bar to enter the product list.

If you have not created any procurement plan for such product before, click “Add a New Procurement Plan” to enter the new procurement plan page.

If you have previously created a procurement plan for that product, select “Add a Procurement Plan for XX (Month) XX (Year)” under the corresponding product.

The products to be excluded are all represented by 8-digit tariff lines. You can enter the abbreviations or tariff lines of the products in the search box for fuzzy query.

(1) If the product for which you are applying is in the exclusion list¹, upon query, its tariff line and product information will be displayed directly. You can select it and move on to the next step.

If the product in the list is under the same 8-digit tariff line of a product that has been included in the list of exclusion from the first round or second round of U.S. products imposed with additional tariffs, the exclusion information will also be displayed upon query.

For example:

The medical linear accelerator under the 8-digit tariff line 90221400 (10-digit tariff line 9022140010) has been included in the list of exclusion from the first round or second round of U.S. products imposed with additional tariffs. If it will be imported before September 16, 2020, no additional tariffs will be charged against U.S.-Section 301 measures, and no application for exclusion on market-based procurement is required.

Therefore, if the product for which you are applying is a medical linear accelerator under the 8-digit tariff line 90221400, and will be declared for import before September 16, 2020, there is no need to submit an application for exclusion on market-based procurement; it will be excluded within the above-mentioned period.

¹See the Attachment in the *Notice of the Customs Tariff Commission of the State Council on Exclusion from Additional Tariffs on Market-based Procurement of U.S. Products* (Tariff Commission Notice [2020] No. 2, at https://gss.mof.gov.cn/gzdt/zhengcefabu/202002/t20200218_3470901.htm).

If the product for which you are applying is a medical linear accelerator under the 8-digit tariff line 90221400, but will be declared for import after September 16, 2020, you will be required to submit an application for exclusion on market-based procurement.

If the product for which you are applying is a product under the 8-digit tariff line 90221400 (Other Medical, Surgical or Veterinary X-ray Application Equipment), other than a medical linear accelerator, you will be required to submit an application for exclusion on market-based procurement.

(2) If the product for which you are applying is excluded from the list, you can click “Add a New Product” when prompted.

Tip: The products imported from the U.S. that are under tariff exemption/reduction policies and products imported through express services will be automatically excluded without application. For details about customs clearance, please refer to General Administration of Customs Notice [2020] No. 36² (*Notice on Customs Clearance of Exclusion from Additional Tariffs for Market-based Procurement of U.S. Products*).

Tip: The 8-digit tariff lines are the tariff lines listed in the *Customs Tariff of the People’s Republic of China (2020)*³ (SCCTC Notice [2019] No. 9).

3.1.1 Add a new procurement plan for a product included in the list of the Notice

You can select the proposed procurement month and fill in the quantity and value of the procurement planned in the new procurement plan page.

(1) Proposed procurement month

You can submit the procurement plan for the following month in current month. Take March as an example. You can submit the procurement plan for April between March 1 and 31 (applications will be accepted from March 2, 2020, so the procurement plan for April 2020 can only be submitted between March 2 and 31, the same below).

If it is the first submission, the procurement plan for the current month, as well as the information of the procurement that has been completed but has not yet been declared for import, can be submitted, by selecting the current month as the proposed procurement month. For example, if it is the first submission in March, you can submit the information of the procurement to be completed in March, as well as the information of the procurement that has been completed but has not yet been declared for import between March 1 and 31, by selecting March as the proposed procurement month.

Tip: The proposed procurement month refers to the month in which the enterprise intends to trade the product. The “trade” here refers to the establishment of a buyer-seller relationship with the supplier via e-mail, text message, or by other means, to purchase a product in a certain quantity/value from the supplier (possibly before signing a formal contract).

² <https://www.customs.gov.cn/customs/302249/2480148/2868140/index.html?from=timeline&isappinstalled=0>

³ https://gss.mof.gov.cn/gzdt/zhengcefabu/201912/t20191230_3452186.htm

Tip: The procurement plan for each 8-digit tariff line can be submitted once a month, and no modification will be allowed after approval. In the month of the first submission, it is recommended to summarize the procurement information of the products under the tariff line that have been traded but have not yet been declared for import, and prepare and submit the procurement plans for all such products for that month.

(2) Quantity to be purchased

Please fill in the quantity to be purchased, which will serve as an important reference for the review and the subsequent procedures.

The quantity will be provided in a common unit, or you can select “Other” in the drop-down list and specify the specific unit.

(3) Value of procurement

Please fill in the planned procurement in value term, which will serve as a criterion for all aspects in the application for exclusion, as well as for the declaration for import and write-off. The value of procurement will be provided in USD by default. To use any other currency, please fill in the equivalent value in USD converted at the rate of last month issued by the State Administration of Foreign Exchange.

Tip: Please fill in the quantity and value truthfully according to the procurement plan. If the approved procurement plan deviates significantly from the actual transactions or imports, the enterprise may provide an explanation. Failure to do so or provision of false transaction information will lead to measures such as a suspension of accepting applications.

Tip: If the actual transaction in that month exceeds the value of procurement planned, please proceed according to Paragraph 4.3.

After clicking on “Submit” button and confirming the submission, you will see a prompt “Submitted for Review”. The result of the review will be sent to the registered mobile phone number through text message. The enterprise can also log in to the system to view the result at any time.

3.1.2 Add a new procurement plan for a product not included in the list of the Notice

Click on “Add a New Product” to enter the new product page.

After entering the 8-digit tariff line of the product, click on “Next”, and you will see a prompt depending on the condition of the product.

(1) Enter the new product and procurement plan creation page.

Please fill in the reasons for application for the new product, such as the impact of the additional tariffs on the applicant, with no more than 400 words.

Fill in the proposed procurement month, quantity and value according to Para. 3.1.1.

(2) If you have already created that product, you will see a prompt “Product XX has been created and cannot be re-created”. You can return to the procurement plan list page and add a procurement plan under the record of that product.

(3) If the product is included in the list and under the same 8-digit tariff line of a product that has been included in the list of products excluded from additional tariffs in the first round or second round of the U.S. products, you will see a prompt “some products XX under the 8-digit tariff line XX (the 10-digit tariff line XX) have been included in the list of exclusion from additional tariffs for the first round or second round of U.S. products. If it is to be imported before XX XX, XX, no additional tariffs will be charged against U.S.-Section 301 measures, and no application for exclusion is required.”

Please refer to Paragraph 3.1(1) to determine whether you need to submit an application for exclusion.

If an application is required, click on “understood, continue to apply” to enter the procurement plan creation page. Please fill out according to Para. 3.1.1(1).

(4) If the product is excluded from the list and under the same 8-digit tariff line with a product that has been included in the list of exclusion from additional tariffs for the first round or second round of U.S. products, you will see a prompt “Some products XX under the 8-digit tariff line XX (the 10-digit tariff line XX) have been included in the list of exclusion from the first round or second round of additional tariffs on U.S. products. If it is to be imported before XX XX, XX, no additional tariffs will be charged against U.S.-Section 301 measures, and no application for exclusion is required.”

Please refer to Para. 3.1(1) to determine whether you need to submit an application for exclusion.

If an application is required, click “understood, continue to apply” to enter the new product and procurement plan creation page. Please fill out according to Para. 3.1.2(1).

(5) If the entered product is not subject to additional tariffs against U.S.-Section 301 measures, you will see a prompt “This product is not subject to the additional tariffs against U.S.-Section 301 measures so you do not need to submit an application.”

(6) If the tariff line is incorrectly entered, you will see a prompt “Wrong tariff line, please check and submit the correct 8-digit tariff line.”

3.2 View the product list

Click on “Procurement Plan and Record of Transactions” on the left menu bar to view the product list.

Serial Number: Sorted by products for easy viewing.

Product: The 8-digit tariff line and the abbreviation of the product.

Time of Creation: The time when the first procurement plan for that product is created.

Procurement Plan: The monthly value and review status of the product's procurement plans for the past two months. The review status includes:

In Review: The procurement plan has been submitted and is in review.

Approved: The procurement plan has been approved. Please fill out the record of transactions according to Para. 4.1 after the transaction is completed.

Rejected: The procurement plan has been rejected, and the system will display the reasons for the rejection.

Value (USD): The total value of all the monthly procurement plans since the first submission for that product, and the total value of the completed transactions.

Operation: If you still have additional procurement plans to be created, you can click on “Add a Procurement Plan for XX (Month) XX (Year)” to add a new procurement plan.

If there is no procurement plan to be created, only the procurement plans and the record of transactions will be displayed.

3.3 View the list of procurement plans

Click on “Procurement Plan and Record of Transactions” on the left menu bar and click “Procurement Plan and Record of Transactions” under “Operation” on the right of the application list page to enter the procurement plan list page.

Monthly Procurement Plan: The month of the procurement plan is displayed.

Procurement quantity: The quantity to be purchased in that month.

Value (USD): The value of procurement to be completed in that month, as well as the total value of the transactions completed within the planned value.

Time of Submission: The specific time of submitting the procurement plan.

Exclusion Period: The exclusion period will be displayed after the procurement plan is approved.

Tip: The exclusion period refers to the period of customs clearance for import to which the exclusion measures apply. The products within the above-mentioned value of procurement will be excluded from the additional tariffs in the customs clearance for import within such period. If the products for which you are applying cannot be cleared for import within the exclusion period, please contact customer service online or via telephone.

Review Status: The review status of the procurement plan, and the time when it is approved or rejected. The review status includes “In Review”, “Approved” and “Rejected”.

In review: The procurement plan has been submitted and is in review.

Approved: The procurement plan has been approved.

Rejected: The procurement plan has been rejected, and the system will display the reasons for the rejection.

Operation:

If it is in review, no operation can be done, and you will see a prompt “You can add a new record of transactions upon approval.”

If it has been approved, please add a new record of transactions according to Para. 4.1 after the transaction is completed.

If it has been rejected, you can click “Modify” to change the quantity, value or other information of the procurement and resubmit.

Click “Back to Product List” in the lower left to return to the product list page.

Chapter IV Record of Transactions

4.1 Add a new record of transactions

Click on “Procurement Plan and Record of Transactions” on the left menu bar, click “Procurement Plan and Record of Transactions” under “Operation” on the right of the product list page to enter the procurement plan list page, and click “Add a New Record of Transactions” on the right of the procurement plan of specific month to enter the new record of transactions page.

Tip: The “transaction” here refers to the establishment of a buyer-seller relationship with the supplier via e-mail, text messages or by other means, to purchase a product in a certain quantity/value from the supplier (possibly before signing a formal contract). For one 8-digit tariff line, one transaction completed may correspond to several subsequent contracts. Such contracts can be totaled up for submission, rather than one by one.

If no procurement plan has been created before, please submit a procurement plan according to Para. 3.1 before adding a new record of transactions; if the procurement plan has not been approved, please add a new record of transactions after approval.

For the procurement plan for the current month, the record of transactions shall be transmitted before the 10th day of the next month, and the transactions not completed will automatically become invalid. For example: the approved procurement plan for March is USD 1 million; according to the feedback provided by the enterprise through the exclusion application system, the transactions completed between March 1 and April 10 is USD 0.6 million; on April 11, the uncompleted USD 0.4 million will become invalid, so the enterprise’s approved procurement plan for March is actually USD 0.6 million.

Date of Transaction (required): Please fill in the date of transaction (in Beijing time), agreed with the supplier which can only be a date in the month of the procurement plan. For example: the procurement plan is for March, and the date of transaction can only be selected between March 1 and the date of submission. If it is the first submission, the information of the procurement that has been completed but has not yet been declared for import can be submitted.

For example: If it is the first submission in March, for the record of transactions corresponding to the procurement plan for March, the date of transaction can be selected between a certain day before and the date of submission.

Supplier Name (required): Please fill in the name of the supplier with whom the negotiation is conducted. If there are several suppliers, all of them shall be filled in, separated by semicolons “;”.

Quantity of Transaction (required): Please fill in truthfully the total quantity of products to be traded as agreed, which will serve as an important basis for comparison and verification. The quantity of transaction contains up to 4 digits after the decimal point.

Value of Transaction (required): Please fill in truthfully the total value of the products to be traded as agreed, which will serve as a criterion for all aspects in the application for exclusion, as well as for the declaration for import and write-off. The value of transaction contains up to 2 digits after the decimal point and is in USD by default. To use any other currency, please fill in the equivalent value in USD converted at the rate of last month issued by the State Administration of Foreign Exchange.

Mode of Transport (required): Please fill in the main mode of transport for delivering the products to China. You can choose any one in the drop-down list, including water way, railway, automobile, air, mail, or other means.

Date of Shipment (required): Please fill in the estimated date of shipment for the products. If several dates are involved, please fill in the earliest one.

Tip: If there is any change in the date of shipment, please update it in time to connect with the subsequent declaration for import.

Transaction Documentation: It usually refers to the relevant document for confirming a transaction with a supplier such as a contract, an e-mail or other means, which can serve as a transaction description. The user shall upload the contract, e-mail, text messages, and other documents or related screenshots to confirm the transaction as appropriate. Formats of png, jpg, jpeg, and pdf are accepted, with maximum file size of 10M. If there are several files, the one with the largest value shall be uploaded.

If there is no transaction documentation, please select “N/A” under “Transaction Documentation” and describe with words the specific transaction process in detail. For example: it was notified by XX at XX (time) on XX (month) XX (day) that, manager XX of XX department communicated with XX of XX company to confirm the above procurement.

Tip: Please fill in truthfully the actual transaction information of the enterprise. False transaction information will lead to measures such as suspension of acceptance of the application.

Click “Submit” below to complete the transaction information feedback.

If the provided transaction value exceeds the value in the procurement plan for that month, please make an explanation for the excess according to Para. 4.3.

4.2 View the record of transactions

Click on “Procurement Plan and Record of Transactions” on the left menu bar, click on “Procurement Plan and Record of Transactions” under “Operation” on the right of the product list page to enter the procurement plan list page, and click on “View Record of Transactions” on the right of the procurement plan of specific month to enter the record of transactions list page of that month.

Transaction Number: After the record of transactions is approved, transaction numbers will be displayed, which are automatically generated by the system.

Exclusion Period: The exclusion period will be displayed after the record of transactions is approved. It refers to the period of declaration for import to which the exclusion measures apply. The products within the above-mentioned procurement value will be excluded from the additional tariffs in the declaration for import within such period.

Tip: If the products for which you are applying cannot be declared for import within the exclusion period, please contact customer service online or via telephone.

Date of Transaction: The date of transaction agreed with the supplier.

Date of Shipment: The earliest date of shipment estimated for the products.

Value (USD): The total value for which an exclusion number has been granted within the value of the transaction record as well as the value of the transaction record.

Time of Submission: The specific time when the transaction record is submitted.

Status: The review status of that record of transactions, including:

In Review: The record of transactions has been submitted and is in review.

Approved: The record of transactions has been approved.

Rejected: The record of transactions has been rejected. You can view the reasons by hovering the mouse over “Rejected”.

Operation: When in review or approved, you can either update the date of shipment or view the details. When rejected, you can click “Modify” to change the record of transactions and resubmit.

4.3 Add a new record of excess transactions

If the actual value of transactions for the current month exceeds the total value of the procurement plan for that month, please add a new record of transactions according to Para. 4.1. After submission, the system will prompt you to fill in the description of the excess transactions.

Please provide the words about the excess transactions.

After approval, a new record of transactions will be added, and a record of the new procurement plan will be generated in the month of the transaction.

When rejected, you can click “Modify” to change the record of transactions and resubmit.

Chapter V Get an Exclusion Number


5.1 Add an exclusion number

Click on “Get an Exclusion Number” on the left menu bar and click “Add an Exclusion Number” on the right of the exclusion number list page to enter the new exclusion number page.

Tip: Each exclusion number corresponds to one customs declaration number, i.e., one exclusion number can be filled in on one customs declaration form only, and one customs declaration form can have only one exclusion number at most. Please confirm before submission all excluded products to be declared for import on one customs declaration form. They shall be all included in the “Products Selected” under “Add an Exclusion Number” at one time to get one exclusion number.

5.1.1 Fill in the information to be declared

(1) **Select the products to be declared for import:** The products that have valid records of transactions will all be displayed. If there are too many products, you can search a specific product by abbreviation or tariff line.

(2) **Select a record of transactions:** Click “

After ticking the box associated with a record of transactions on the left, you can fill in the value used this time on the right, which is the value to be declared for import this time; you can tick “All” if the value is to be used in full. If several records of transactions are involved, you may choose more than one.

Tip: For several records of transactions with different exclusion periods, the exclusion period will start on the latest start date, and end on the earliest deadline. For example: the exclusion period of transaction record A is from March 2, 2020 to March 1, 2021, and that of transaction record B is from April 1, 2020 to March 31, 2021. If the above two records are involved when getting an exclusion number, the exclusion period for the product is from April 1, 2020 to March 1, 2021.

If the value of the product to be declared exceeds the approved value, the system will prompt accordingly. Please choose from the following options as appropriate:

- a. Select additional records of transactions. The product that has two or more records of transactions will be included in one customs declaration form. If the records of transactions have been transmitted, choose both or all the records of transactions and fill in the corresponding values.
- b. Add a record of transactions. The product that has two or more records of transactions will be included in one customs declaration form. However only one transaction has been transmitted but the other one has not. If the transaction is completed in the current month, or it is in the month of the first submission, you can choose to add new records after new transaction records have been approved. If it is not in the month of the first submission and the transaction is completed in a previous month, please contact customer service online or via telephone.
- c. Reasons such as exchange rate fluctuations that result in short or excessive shipment: In case of a short or excess shipment value within 10 percent due to fluctuations of exchange rate or supplementary agreements, please provide a supplementary description on the right of the record of transactions.

(3) **Include in the exclusion number:** Click “Done” button and click “Include in the Exclusion Number” to include the product and return to the new exclusion number page.

Tip: If a customs declaration involves several products excluded, please proceed according to (1)-(3) above to include other products excluded into the exclusion number.

(4) **View the selected products:** Click “Selected Products” at the bottom of the page to view the tariff lines and abbreviations of the products selected. You can delete the wrong products, if any; in case of any omission, you can proceed to include other products.

Click “Next” to enter the declaration information confirmation page.

5.1.2 Confirm the information to be declared

The information of the products to be declared is displayed on this page, including the serial numbers, the products, the values to be declared, the exclusion periods, and supplementary descriptions, if any.

The “Product Name” shall be provided, which may be the product name in the customs declaration and the name commonly used during the procurement. For example: an enterprise purchases a flight data recorder, which is under the 8-digit tariff line “85437099 Other Equipment and Devices with Independent Functions”. After selecting the specific record of transactions for product 85437099, you need to add the product name “Flight Data Recorder”.

In case of incorrect value of the product, you can click “Modify” on the right to return to the record of transactions selection page of such product for modification.

If you need to add other products, or delete a certain product, you can click “Back” to return to the declaration information page.

If you have included all the products to be excluded, click “Next” to go to the self-declaration submission page.

5.1.3 Submit a self-declaration

The system will automatically generate a self-declaration to get an exclusion number based on the information provided by the enterprise.

After the enterprise confirms that the information in the self-declaration is correct and acknowledges the relevant commitments, check the box below “We confirm that the above information is correct and acknowledge that the self-declaration will be included in the scope of the commitment as a legal statement”, and click “Submit Exclusion Number”.

After the submission, you can view the status of the exclusion number on the exclusion number list page.

5.2 View the exclusion number

Click “Get an Exclusion Number” on the left menu bar to enter the exclusion number list page, and you can view the basic information of the exclusion number.

Serial Number: Sorted by exclusion numbers for easy viewing.

Exclusion Number: A unique exclusion number will be generated by the system based on the self-declaration submitted by the enterprise. The exclusion number will be displayed when approved.

Product: The 8-digit tariff line and abbreviation of the product to be declared.

Value (USD): The value of the product to be declared.

Exclusion Period: The exclusion period of the exclusion number.

Tip: The exclusion period refers to the period of declaration for import to which the exclusion measures apply. The products under the above-mentioned exclusion number will be excluded from the additional tariffs in the declaration for import within such period. If the products for which you are applying cannot be declared for import within the exclusion period, please contact customer service online or via telephone.

Tip: If the exclusion number corresponds to several products, the exclusion period will start on the latest start date, and end on the earliest deadline. For example: the exclusion period of product A is from March 2, 2020 to March 1, 2021, and that of product B is from April 1, 2020 to March 31, 2021. If the above two products are involved when getting an exclusion number, the exclusion period for such exclusion number is from April 1, 2020 to March 1, 2021.

Time of Creation: The time when an exclusion number is created.

Status: The status of the exclusion number, including:

In progress: The information related to the exclusion number is being filled in and has not been submitted.

In Review: The information related to the exclusion number has been submitted and is in review.

Approved: The exclusion number has been approved.

Rejected: The exclusion number has been rejected. You can view the reasons by hovering the mouse over “Rejected”.

Operation: There are mainly 2 functions:

Details: Click on “Details” to view the details of the products and records of transactions involved in the exclusion number.

View self-declaration: Click on “View Self-declaration” to view and print the self-declaration to get an exclusion number.



Tip: After getting an exclusion number, it is not allowed to modify the information to be declared. It is recommended to confirm the information to be declared before getting an exclusion number.

Chapter VI Write-off of Exclusion Number

6.1 View the list of exclusion numbers written-off

If the exclusion number information is consistent with the relevant import data in the customs declaration, the exclusion application system will automatically write it off. The enterprise may click “Write-off Exclusion Number” menu on the left, and then click “List of Exclusion Numbers Written-off” in the upper right to view the information written off.

If the exclusion number information is inconsistent with the data declared for import, the enterprise shall assist in the write-off of the exclusion number. Click “Write-off Exclusion Number” menu on the left, defaulting to the list of the exclusion numbers to be written off, where the basic information of the exclusion numbers to be written off and the current status of write-off are displayed.

The items of which the exclusion number information is consistent with the relevant data in the customs declaration will be displayed with , while the inconsistent information will be displayed with . You can view the reasons for inconsistency by hovering the mouse over it.

Serial Number: Sorted by exclusion numbers for easy viewing.

Exclusion Number/Customs Declaration Number: The exclusion number and the customs declaration number will be displayed according to the exclusion number filled in on the customs declaration.

Applicant/Domestic Consignee: Name of the applicant will be displayed according to the exclusion number, and the domestic consignee indicated on the customs declaration will be displayed according to the customs declaration number.

Exclusion Period/Date of Declaration: The exclusion period will be displayed according to the exclusion number, and the time of declaration indicated on the customs declaration will be displayed according to the customs declaration number.

Product: The tariff line of the product to be written off. You can view the reasons for inconsistency by hovering the mouse over it.

Operation: Click on “View and Write off” to enter the write-off page and write off the specific item with inconsistency.

6.2 Write-off of the exclusion number

Click “Write-off Exclusion Number” menu on the left to enter the list of exclusion numbers to be written off. Click “View and Write off” under “Operation” on the right to enter the exclusion number write-off page.

Exclusion Number: The exclusion number that has been used for declaration for import.

Customs Declaration Number: The customs declaration number on which the above exclusion number has been filled in.

Time of Creation: The time when the exclusion number is created.

Exclusion Period/Date of Declaration: The exclusion period will be displayed according to the exclusion number, and the time of declaration indicated on the customs declaration will be displayed according to the customs declaration number. Click “Exclusion Period/Date of Declaration”, and then “Write off” to enter the specific write-off page. Please write off as prompted.

Applicant/Domestic Consignee: Name of the applicant will be displayed according to the exclusion number, and the domestic consignee indicated on the customs declaration will be displayed according to the customs declaration number. Click “Applicant/Domestic Consignee”, and then “Write off” to enter the specific write-off page. Please write off as prompted.

Product: The exclusion number as well as the 8-digit tariff line and the abbreviation of the product to be excluded from additional tariffs on the customs declaration.

Value of Exclusion Number (USD): The approved value of exclusion for the product under the exclusion number.

Declared value (USD): The value of exclusion for the product that has actually been declared for import.

Inconsistency: You can view the specific inconsistency between the product under the exclusion number and the product declared for import.

Operation: Click “Write off” to enter the specific write-off page. Please write off as prompted.

Chapter VII Document Download Links

7.1 Exclusion related documents

7.1.1 Exclusion on market-based procurement

(1) *Notice of the State Council Tariff Commission on the Exclusion from Additional Tariffs on Market-based Procurement of U.S. Products* (Tariff Commission Notice [2020] No. 2)

http://gss.mof.gov.cn/gzdt/zhengcefabu/202002/t20200218_3470901.htm

(2) *Answers to Questions Related to the Exclusion from Additional Tariffs on Market-based Procurement of U.S. Products*

<https://accounts.ccpit.org/static/%E5%85%B3%E4%BA%8E%E5%AF%B9%E7%BE%8E%E5%8A%A0%E5%BE%81%E5%85%B3%E7%A8%8E%E5%95%86%E5%93%81%E5%B8%82%E5%9C%BA%E5%8C%96%E9%87%87%E8%B4%AD%E6%8E%92%E9%99%A4%E5%B7%A5%E4%BD%9C%E6%9C%89%E5%85%B3%E9%97%AE%E9%A2%98%E7%9A%84%E8%A7%A3%E7%AD%94.pdf>

(3) *Guideline on Application for the Exclusion from Additional Tariffs on Market-based Procurement of U.S. Products* (including *List of Commodities Eligible for Exclusion from Additional Tariffs*)

<https://accounts.ccpit.org/static/%E5%A1%AB%E6%8A%A5%E8%AF%B4%E6%98%8E.zip>

(4) General Administration of Customs Notice [2020] No. 36 (*Notice on Customs Clearance for the Exclusion from Additional Tariffs on Market-based Procurement of U.S. Products*)

http://hefei.customs.gov.cn/hefei_customs/479578/479580/479581/2868933/index.html

(5) *Guidance on Declaration of Exclusion from Additional Tariffs on Market-based Procurement* (for import customs clearance)

<https://mp.weixin.qq.com/s/KN7rQKEWiPMVfXzgS594PA>

7.1.2 List of Products Excluded from the Additional Tariffs for the First Round or Second Round of U.S. Products

(1) *Notice of the State Council Tariff Commission on the First List of the First Round of U.S. Products Excluded from Additional Tariffs* (SCTC Notice [2019] No. 6)

http://gss.mof.gov.cn/zhengwuxinxi/zhengcefabu/201909/t20190911_3384638.html

(2) *Notice of the State Council Tariff Commission on the Second List of the First Round of U.S. Products Excluded from Additional Tariffs* (SCTC Notice [2019] No. 8)

http://www.mof.gov.cn/zhengwuxinxi/zhengcefabu/201912/t20191219_3444518.htm

(3) *Notice of the State Council Tariff Commission on the First List of the Second Round of U.S. Products Excluded from Additional Tariffs* (SCTC Notice [2020] No. 3)

http://gss.mof.gov.cn/gzdt/zhengcefabu/202002/t20200221_3472600.htm

7.2 Additional tariff related documents

7.2.1 First round of additional tariffs

(1) *Notice of the State Council Tariff Commission on Imposing Additional Tariffs on USD 50 Billion Worth of the U.S. Products* (SCTC Notice [2018] No. 5)

http://gss.mof.gov.cn/zhengwuxinxi/zhengcefabu/201806/t20180616_2930325.html

(2) *Notice of the State Council Tariff Commission on Imposing Additional Tariffs on USD 16 Billion Worth of U.S. Products* (SCTC Notice [2018] No. 7)

http://gss.mof.gov.cn/zhengwuxinxi/zhengcefabu/201808/t20180808_2983770.html

7.2.2 Second round of additional tariffs

(1) *Notice of the State Council Tariff Commission on Raising Additional Tariff Rate for Certain U.S. Products* (SCTC Notice [2019] No. 3)

http://gss.mof.gov.cn/zhengwuxinxi/zhengcefabu/201905/t20190513_3256788.html

7.2.3 Third round of additional tariffs

(1) *Notice of the State Council Tariff Commission on Imposing Additional Tariffs on Certain U.S. Products (3rd round)* (SCTC Notice [2019] No. 4)

http://gss.mof.gov.cn/gzdt/zhengcefabu/201908/t20190823_3372928.htm

(2) *Notice of the State Council Tariff Commission on Suspension of Additional Tariff Measures on Certain U.S. Products* (SCTC Notice [2019] No. 7)

http://gss.mof.gov.cn/gzdt/zhengcefabu/201912/t20191215_3441954.htm

(3) *Notice of the State Council Tariff Commission on Adjusting Additional Tariff Measures on Certain U.S. Products* (SCTC Notice [2020] No. 1)

http://gss.mof.gov.cn/gzdt/zhengcefabu/202002/t20200206_3466540.htm

7.3 Other documents

Notice of the State Council Tariff Commission on Issuing “the Import and Export Tariffs of the People’s Republic of China (2020)” (SCTC Notice [2019] No. 9)

http://gss.mof.gov.cn/gzdt/zhengcefabu/201912/t20191230_3452186.htm

These instructions are subject to change in case of system upgrade without prior notice. Please log in to the Application System on Exclusion from Additional Tariffs on U.S. Products to download the latest version in a timely manner.

(End translation)

Attachments:

No Attachments.