

What information do you need to classify a product?

A structured product-information sheet for businesses, suppliers and customs advisers preparing or reviewing a commodity classification.

Why this matters

Commodity classification depends on the objective characteristics of the goods. A short invoice description is rarely enough. Function, materials, composition, construction, presentation and technical specifications can all affect the correct tariff heading.

Document control

Business:

Product reference:

Prepared by:

Date:

Version:

Collect the facts

Support the decision

Create an audit trail

How to use this sheet

Complete as much detail as possible and attach technical documents, photographs, drawings or samples where available. Do not rely only on a supplier commodity code. The classification should be based on the product as presented at import or export and supported by current tariff rules and explanatory material.

Important

This form gathers the facts needed for classification but does not itself determine the commodity code. Where the position is uncertain or commercially significant, consider specialist review or an Advance Tariff Ruling.

DS4 Product Classification Information Sheet

Capture the technical facts needed to support commodity classification



SECTION 1

Product identity and commercial context

Product name / model		SKU / part number	
Manufacturer		Supplier	
Country of manufacture		Brand / trade name	
Current commodity code (if any)		Source of current code	
Import or export		Typical annual volume / value	

SECTION 2

Plain-language product description

What is the product?	
What does it do?	
Who normally uses it?	
How and where is it used?	

Additional commercial names, catalogue references or related products

DS4 Product Classification Information Sheet

Capture the technical facts needed to support commodity classification



SECTION 3

Function, operation and essential character

Information required	Provided	To follow	N/A
Primary function and any secondary functions	■	■	■
How the product operates or performs its function	■	■	■
Principal component or feature giving the product its essential character	■	■	■
Whether it is a complete article, unfinished article, part, accessory, set or composite good	■	■	■
Whether it is designed solely or principally for use with another product	■	■	■
Whether it is supplied assembled, unassembled or disassembled	■	■	■
Power source, voltage, output, capacity or operating range where relevant	■	■	■
Software, connectivity, sensing or control functions where relevant	■	■	■

Detailed explanation of operation

What distinguishes this product from similar products?

DS4 Product Classification Information Sheet

Capture the technical facts needed to support commodity classification



SECTION 4

Materials, composition and construction

Information required	Provided	To follow	N/A
Full material composition by percentage, weight or value where available	■	■	■
Material of the outer surface, body, frame, lining, coating or substrate	■	■	■
Whether materials are natural, synthetic, recycled, plated, coated, laminated or reinforced	■	■	■
Manufacturing or production process	■	■	■
How components are joined, fixed or assembled	■	■	■
Whether the product contains food ingredients, chemicals, fibres, metals, plastics, wood or animal products	■	■	■
Net weight, gross weight and dimensions	■	■	■
Any tolerances, grades, standards or purity levels relevant to the product	■	■	■

Composition breakdown

Manufacturing process / construction notes

SECTION 5

Presentation, packaging and condition at the border

Information required	Provided	To follow	N/A
How the product is packaged for sale or transport	■	■	■
Whether packaging is ordinary transport packaging or has an independent function	■	■	■
Items supplied together in the same retail pack	■	■	■
Whether spare parts, accessories, tools, batteries, cables or manuals are included	■	■	■
Unit quantity, pack size, concentration, dosage or net content	■	■	■
Whether the goods are new, used, refurbished, waste, scrap or returned goods	■	■	■
Condition at import/export: complete, incomplete, unfinished or unassembled	■	■	■
Photographs showing the product, packaging, labels and components	■	■	■

SECTION 6

Supporting documents

Information required	Provided	To follow	N/A
Product specification or technical data sheet	■	■	■
User manual, installation guide or operating instructions	■	■	■
Material safety data sheet or chemical composition certificate	■	■	■
Bill of materials or component list	■	■	■
Photographs, diagrams, drawings or cross-sections	■	■	■
Supplier declaration or manufacturer statement	■	■	■
Website or catalogue page	■	■	■
Laboratory report, sample or test result	■	■	■

SECTION 7

Existing classification evidence and review history

Commodity code currently used	
Jurisdiction and tariff version	
Who selected the code and when?	
Reasoning or legal basis previously recorded	
Previous customs ruling, audit or query	
Alternative headings considered	

SECTION 8

Classification review outcome

Proposed commodity code		Date reviewed	
Classification rationale		Reviewer	

Contact

Darren Welsh
 Founder, DS4 Trade & Customs Advisory
 Email: contact@ds4trade.com
 Phone: 07784 802655
 Web: www.ds4trade.com
 Location: Glasgow, Scotland

Version 1.0 | July 2026

DS4 Trade & Customs Advisory can support product-classification reviews, commodity-code validation, classification evidence files and preparation for Advance Tariff Ruling applications.