**Office of Procurement Services Process Memorandum**

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| **Subject:** | **Tariffs** | | |
| **Effective Date:** | **June 2025** | **Revision No:** | **1** |

Process for the Executive Branch Cabinets to follow when a Vendor submits a request for reimbursement of tariff charges.

1. A justification shall be submitted by vendor that includes, but not limited to the following information:
   1. Request shall be received on company letterhead
      1. Contact information:
      2. Contact name
      3. Contact address
      4. Contact email address
      5. Contact phone number
   2. Justification reason:
      1. Percentage requested
      2. Country of origin
      3. Reason for reimbursement
2. Justification provided by the Vendor must be reviewed and approved by Management within the requesting Cabinet and the Finance Cabinet, if required.

3. To properly identify all tariffs the Agencies must use the following codes:

a. Commodity code 96339

b. Accounting line use object code E303 for payments.

***See page 2 for helpful information when reviewing tariff cost.***

**Additional information that will assist in the reviews of tariff cost.**

**Look for:**

1. Duty or tariff amounts listed
2. Supplier name as importer of record or a third-party customs broker
3. Copy of the official tariff schedule or notice (e.g., from the U.S. International Trade Commission, or Customs and Border Protection (CBP)
4. Federal Register notice showing the imposition of the tariff with effective dates and Harmonized Tariff Schedule (HTS codes)
5. Reference to the Harmonized Tariff Schedule (HTS) number for the product
6. Commercial invoice showing the importation of goods
7. Bill of lading or shipping documents indicating international sourcing

**Examples:**

1. **Product Classification (HTS Code)**
2. Request the **Harmonized Tariff Schedule (HTS) code** used for the product being imported.
3. Harmonized Tariff Schedule Information

**Customs Entry Forms or Import Documentation**

1. This is your best proof that the supplier **actually paid the tariff**.
2. Key documents include:
3. **CBP Form 7501 (Entry Summary)**: This shows tariff duties paid upon entry to the U.S.