

Plant and Plant Product Import Declaration Instructions

Form must be filled out electronically (not handwritten) in English
Form must be completed for each shipment and destination

- 1. Description of the Merchandise:** Enter the name of the plant or plant product, and its use (example: floral arrangement for decorative purposes).
- 2. SKU Number(s):** Provide the SKU numbers as indicated on the Family Dollar Purchase Order and Letter of Credit.
- 3. Purchase Order / LC Number:** Provide the Family Dollar Purchase Order and Letter of Credit number.
- 4. Harmonized Tariff Number:** Enter the Harmonized Tariff Number for the merchandise described in #1. See Family Dollar Quote Sheet for Harmonized Tariff Number.
- 5. Entered Value (in U.S. Dollars):** Write the total entered value (FOB \$) of the imported merchandise described in #1.
- 6. Article/Component of Article and SKU Number:** Enter a brief description of each article, or component of an article, that is manufactured from plant or plant parts and their associated Family Dollar SKU number. (Example: A decorative item including a wood frame and 100% paperboard – enter the frame as a line item, and record the percent recycled material in the paperboard in section #11.)
- 7. Plant Scientific Name:** For each article/component in #6 enter the scientific name. If the species of plant used to produce the product varies, and the species used to produce the product is unknown, enter each species that may have been used to produce the product.
- 8. Country of Harvest:** Enter the country of origin (where the plant was harvested). If the country of harvest varies, and is unknown, enter all countries from which the plant material in the product may have been harvested.
- 9. Quantity of Material:** How much product/merchandise is in the shipment.
- 10. Metric Unit of Measure (UOM):** Enter the metric unit measurement for quantity stated in #9. The only units of measurement accepted are: kilograms (kg), meters (m), meters squared (m²), meters cubed (m³).
- 11. % Recycled Material:** If the product is paper or paperboard, enter the percentage of recycled material it contains (0-100%). If the percentage of recycled material varies, enter the average percentage of recycled material used in the product (example: If the percentage of recycled material used is between 25% and 45%, enter 35%).