MTB Petition Submission Process Flow

1 — Enter Petitioner Information:
- Company name
- Address
- Contact individual
- Contact title
- Contact phone
- Contact email

2 — Ind. Rep.? Y/N

— YES →

2 — Independent Representative Information:
- Name
- Company
- Phone
- Email

— NO →

3 — Enter applicable HTS number (LEG. TEXT PIECE)

4 — Suspension or Reduction?

— SUSPENSION →

4 — System sets proposed rate = 0 (Must display as "Free" in the LEG. TEXT PIECE)

— REDUCTION →

4 — User enters proposed rate (Ad valorem) (LEG. TEXT PIECE)

5 — Does an expired provision in Ch. 99 apply? Y/N

— YES →

5 — Enter the 8 digit Ch. 99 number

6 — Enter ARTICLE DESCRIPTION (LEG. TEXT PIECE)

7 — Multiple HTS? Y/N

7 — List any additional HTS subheadings that cover goods in your article description (LEG. TEXT PIECE)

8 — User enter: Chemical? Y/N

— YES →

8 — Enter:
- CAS Number
- IUPAC/systematic name
- INN
- Colour Index number (LEG. TEXT PIECE)

30 — Preview and confirm legislative text

— NO (from box 5) →

9 — Customs Ruling? Y/N

— Yes →

9 — Published/ Private?

— Published →

9 — Require upload

— Private →

9 — Require upload

— NO →

10 — Previously Imported? Y/N

— YES →

10 — Require upload

— NO →

11 — Product Information
- Short Product Name
- Product Description
- Product Use
- Intermediate product?
- Industry Description

12 — U.S Imports Information
- Country(s)
- Import Data Tables
- Other Importers?
- Other Beneficiaries?
- Other Duties?

13 — US Production Information
- Made (planned) in U.S.?
- Like or Competitive?
- Commercially Available?
- U.S. Producers
- Description of Planned Production

Attach other supporting documentation

14 15 — Certifications:
- Petitioner is a likely beneficiary
- Suspension/reduction is available to anyone

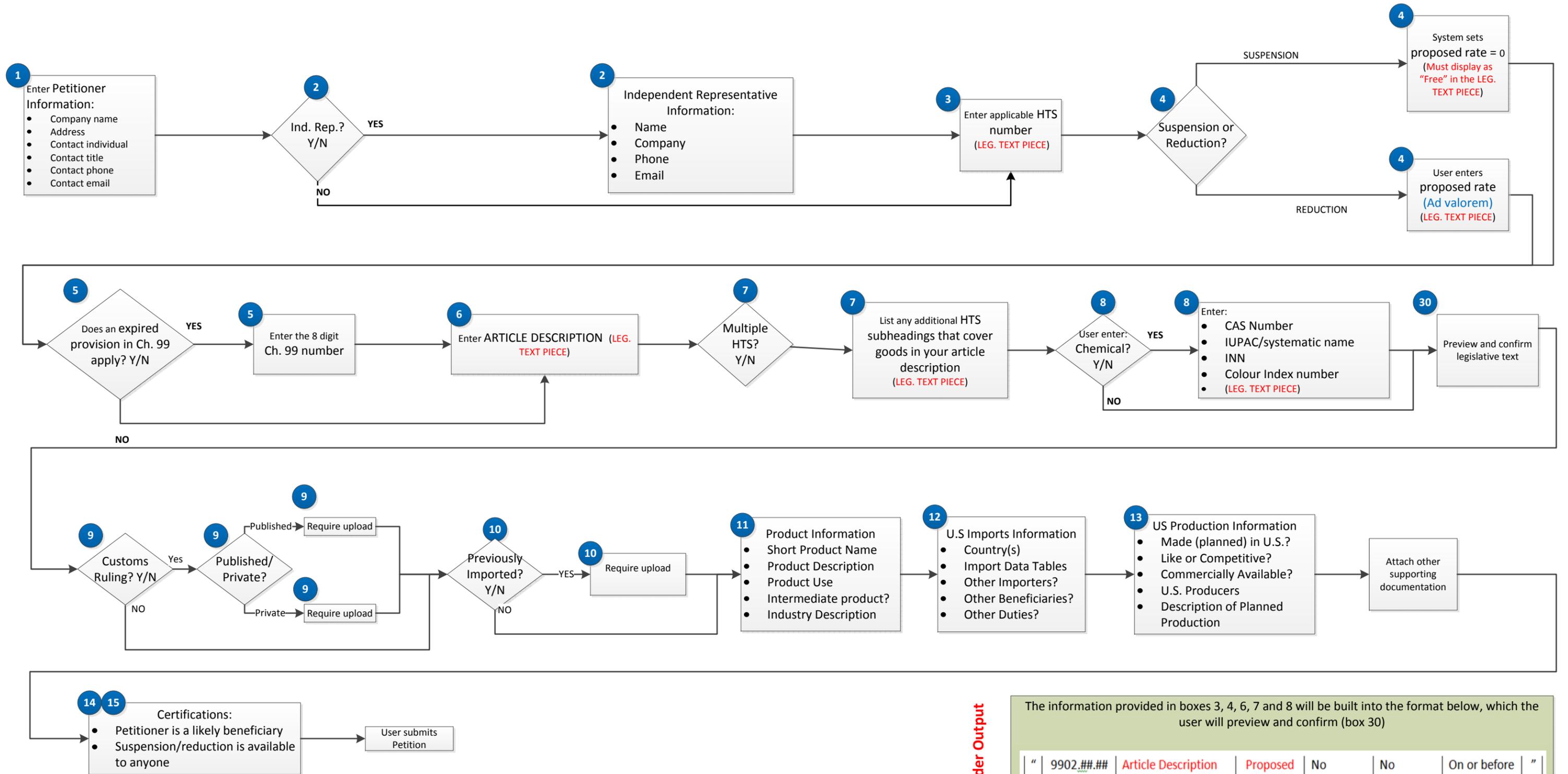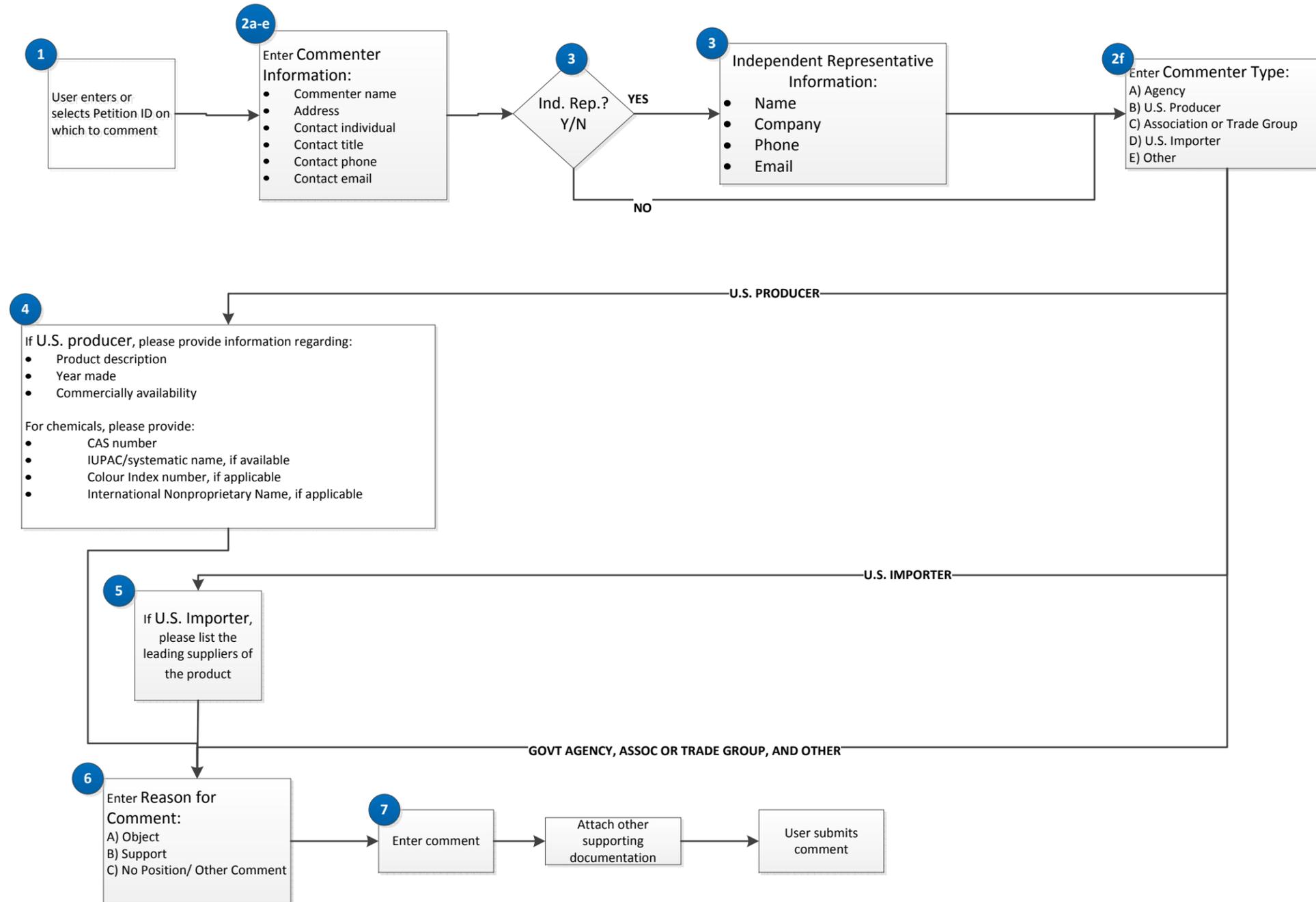User submits Petition

— The numbers in blue circles correspond to the numbered questions on the MTB Petition System: Information for Petitions form.

Legislative Text Builder Output

The information provided in boxes 3, 4, 6, 7 and 8 will be built into the format below, which the user will preview and confirm (box 30)

"	9902.##.##	Article Description (6) (CAS No. CAS Number (8)) (provided for in subheading HTS Numbers (3 and 7) separated by commas)	Proposed rate (4)	No change*	No change*	On or before mm/dd/yyyy	"

MTB Comment Submission Process Flow

1 — User enters or selects Petition ID on which to comment

2a-e — Enter Commenter Information:
- Commenter name
- Address
- Contact individual
- Contact title
- Contact phone
- Contact email

3 — Ind. Rep.? Y/N

YES

3 — Independent Representative Information:
- Name
- Company
- Phone
- Email

NO

2f — Enter Commenter Type:
A) Agency
B) U.S. Producer
C) Association or Trade Group
D) U.S. Importer
E) Other

U.S. PRODUCER

4 — If U.S. producer, please provide information regarding:
- Product description
- Year made
- Commercially availability

For chemicals, please provide:
- CAS number
- IUPAC/systematic name, if available
- Colour Index number, if applicable
- International Nonproprietary Name, if applicable

U.S. IMPORTER

5 — If U.S. Importer, please list the leading suppliers of the product

GOVT AGENCY, ASSOC OR TRADE GROUP, AND OTHER

6 — Enter Reason for Comment:
A) Object
B) Support
C) No Position/ Other Comment

7 — Enter comment

Attach other supporting documentation

User submits comment

— The numbers in blue circles correspond to the numbered questions on the MTB Petition System: Information for Comments form.