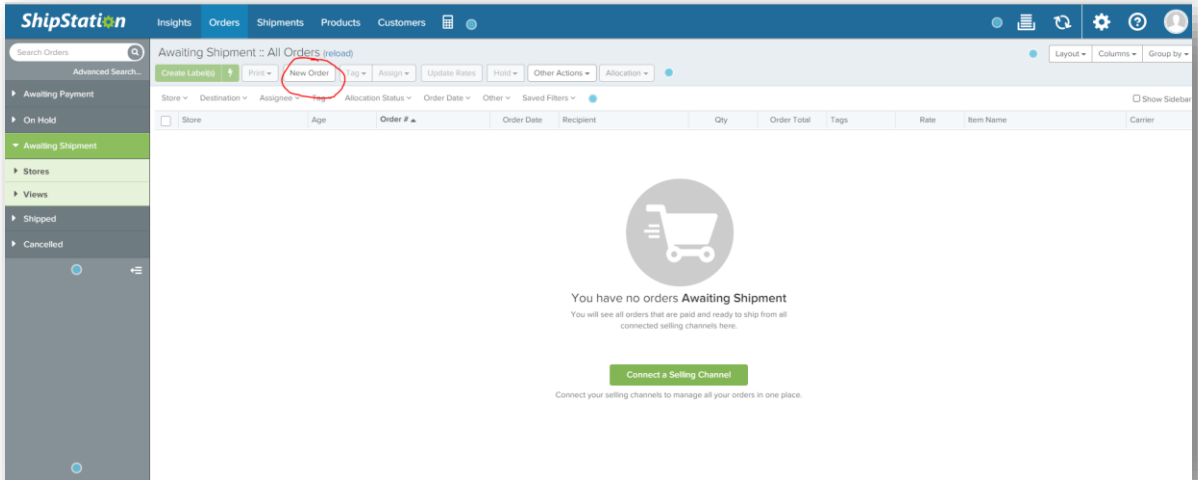


Including HTS Codes in ShipStation

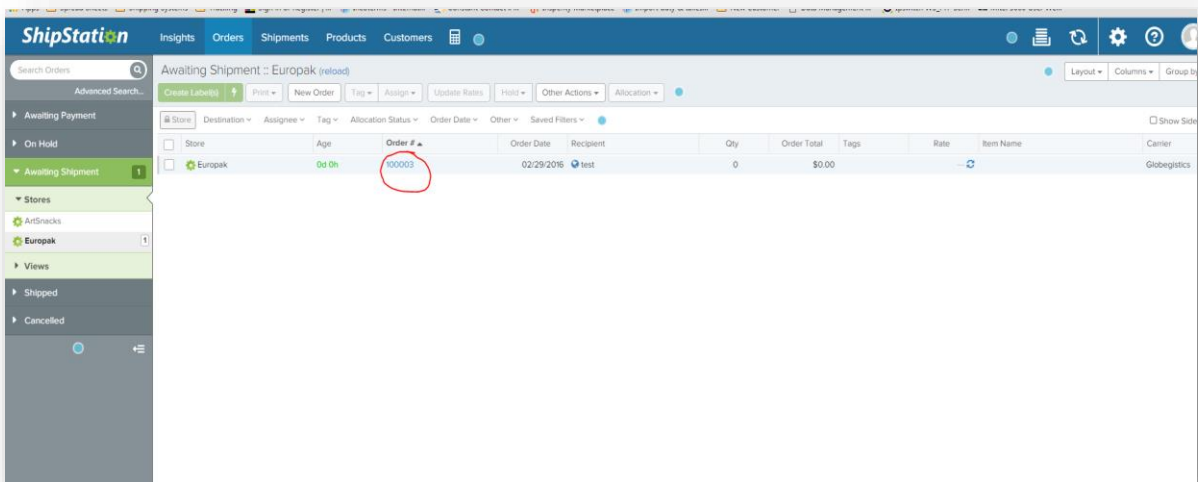
Within Shipstation there are **two** options to include HTS Codes.

For a **MANUAL** order:

1. On the **“Orders”** page, click **New Order**



2. Fill out information and click **SAVE**.
3. Then click the order number on the **“Awaiting Shipments”** page and **add HTS Code** to the **“Customs Declaration”** section.



Order: 100003
Status: Awaiting Shipment

Allocate Print Add to Batch X

Ship-By Date Tax Paid \$0.00
Total Order \$0.00
Total Paid \$0.00

Tags Add Tags...

Tornimäe 3
Tallinn, 10145 EE
Non-US addresses cannot be verified

Requested *Not specified*

Ship from Globegistics, Inc

Weight 0 lb 0 oz

Service Globegistics eCom Packet

Package Package

Size L W H (in)

Confirm

Insurance None

Rate [Get Rate...](#)

Delivery Time

[Create Label](#)

Order Items Edit

This order has no line items.

Order Notes

Customer: None
To Buyer: None
Internal: None

This is a gift: *No Gift Message*

Custom Field 1: None
Custom Field 2: None
Custom Field 3: None

Customs Declarations

Package Contents Gift If Non-Delivery Return to sender

| Description | Qty | Value | Total | Harmonization Co... | Origin |
|--------------|-----|-------|-------|---------------------|---------------|
| Art Supplies | 1 | 20 | 20 | | United States |

Add Declaration

Other Shipping Options

Print postage on the shipping label for this order
 This order is non-machinable
 Do not notify marketplace when shipped

Order Templates

Packing Slip (Default) Default 8.5" x 11"

Shipment Notification (Default) (don't send email)

Delivery Notification (Default) (don't send email)

4. Then click **“Create Label”**.

For an **Imported File** you will have to create a **“Product Default”**.

For help, click for further information:

<https://help.shipstation.com/hc/en-us/articles/206639227-What-are-Product-Defaults->