



## The Steel Import Licensing System: Frequently Asked Questions

*Updated on September 12, 2007*

**What does SIMA stand for:** SIMA is the Steel Import Monitoring and Analysis (SIMA) system. It is made up of the steel import licensing system and the Steel Import monitor. Both portions can be accessed via the website: <http://ia.ita.doc.gov/steel/license>

**Steel Licenses are STILL required:** On December 5, 2005, the Department published the final rule in the Federal Register that extended the Steel Import Monitoring and Analysis (SIMA) system for an additional four years until March 21, 2009. Please refer to the [Federal Register notice](#).

**Which products are covered:** Please refer to the [Steel Mill Products included under SIMA](#) link on SIMA website for the list of products currently subject to steel import monitoring and analysis (SIMA) system.

**Why was the Steel Import License created:** The purpose of the licensing system is to provide statistical data on steel imports entering the United States seven weeks earlier than would otherwise be available. The licenses allow the Department of Commerce to collect early and accurate statistics. The data collected from the licenses is made available to the public in an aggregated form after enough information has been collected and it has been reviewed within the Department of Commerce.

**What do you use this information for:** Once a week the data submitted on the steel licenses are compiled, checked and used in the Steel Import Monitoring and Analysis (SIMA) system public monitor. The SIMA system displays a series of aggregate tables and graphs, which show imports of the steel mill products by country and type of steel product. The SIMA system has close to real-time data available for the public to analyze. Import Administration updates the SIMA system website on Tuesday evenings.

**What is the first step for applying for a license:** First, you need to apply for a user id. Please click on this [link](#) to obtain a USER ID. The applicant employer identification number is also known as the Federal Tax or IRS identification number, and is used to identify a business entity.

**How do I apply for a license:** Once you have a USER ID, you may fill out the license online, please go to '[Use your User Id to Apply..](#)' link.

**Do I need a password to fill out the license:** You will need a user identification number. You may use the same user identification number every time you log onto the system to apply for a license. Although your **user identification number** will remain the same, each separate application will have a different **license number**

**Who is required to fill out the license:** Any business importing steel mill products covered under the licensing program. Importers, importing agents, or brokers may apply for the license. Please ensure that

the contact person named on the license is knowledgeable about the license should we have questions about it.

**What is my user profile:** It is a record of your user id, name, and contact information obtained from your registration. It is used to fill out the top portion of each new license you apply for. Please keep your contact information updated! You may at any time update your profile, by clicking on Modify Profile after logging into the system.

**May foreign filers apply for a license:** Yes, foreign filers may apply for a license as long as they have a valid U.S. street address.

**Is there an application fee:** No, the application is free of charge.

**At what point in the importation process must I fill out the license:** You must fill out the license prior to completing the Customs import summary documentation (CF-7501); you will need the license number (issued by Commerce) to complete the Customs Entry documentation. The license may be filled out up to 60 days prior to the date of importation. You will need a USER ID prior to applying for the license (also issued by Commerce).

**How long do I have to wait to receive my license number:** There is no waiting period; the license number will be generated immediately upon submitting the information. Afterwards you will receive an e-mail confirmation with your license number. Should the Department find an error on your license a SIMA team member will contact you for confirmation and/or correction.

**What do you need to if you get a blank screen applying for a license or if you do not receive your e-mail confirmation:** Please do not click on submit button more than once (this may create duplicates). First, go into 'correct a license' feature to see whether your license has gone through. If you don't see it on your list of licenses, a SIMA team member will be happy to assist you. You may contact SIMA by phone: (202)482-2105 or by e-mail [steel\\_license@ita.doc.gov](mailto:steel_license@ita.doc.gov).

**How long is the license valid:** The license may be filed up to 60 days prior to the expected date of entry and will be valid for 75 days.

**How many digits long is the license number (I need to know to re-program my ABI interface):** The steel license number is 9-characters long. Please refer to the Administrative Message sent by Customs to the Trade.

**In which HTS code would my product be classified:** For classification questions, please contact the Import Specialist in the port where the steel products will arrive. Please refer to [the US Customs & Border Protection](#)'s website for the contact information.

**Which value should I enter under "Customs Value":** As the instructions indicate, that value is to be the customs entered value (which does not include duties, brokerage fees or freight), not the invoice value.

**How exactly is manufacturer defined:** Manufacturer refers to the producer of the steel product. The license requires only the name of the manufacturer; no manufacturer identification codes are required. The Customs MID refers to the manufacturer or shipper.

**What if I am unsure as to the manufacturer or origin of the steel I would like to import:** Filers must provide the country of origin/exporting country information when filling out the license form; however, filers may mark "unknown" in the manufacturer field.

**May I fill out one license application for multiple covered products:** A single license application may contain multiple products if the importer, exporter, manufacturer and the country of origin and exportation are all of the same; however, if any of the above information differs, separate license applications must be used.

**Do products entering into a Foreign Trade Zone (FTZ) require a license:** Yes, products entering an FTZ will require a license, but they do not need an additional license when leaving the FTZ for consumption in the US market.

**Does a license for products entering into an FTZ zone expire:** No, the licenses used for products entering into an FTZ do not expire.

**Do U.S.-origin goods processed in a foreign country need a license when reentered into the United States:** This is a very complex issue that is dependent upon the good and the extent to which it undergoes further processing. All questions regarding U.S. goods returned and country-of-origin designation should be raised with your local Customs import specialist.

**The ruling states that informal entries will not require a license. On what basis is "informal entry" defined:** Informal entry as defined by Customs: see 19 CFR 143.21-143.28. The general value limit for informal entries is \$2,000, but may be less in certain instances. If you have specific questions, you should contact your local Customs import specialist.

**I import or assist with the importation of steel on a regular basis. How can I create templates so that I will not fill in the same information each time:** Compliance with the import license program is extremely important and everyone importing covered products must, by law, fill out a license. We would like to make the process as convenient as possible. If you find yourself repeatedly filling out license, we will recommend you to use the template feature in our system. Please refer to this page for instructions: [http://ia.ita.doc.gov/steel/license/template\\_020303.ppt](http://ia.ita.doc.gov/steel/license/template_020303.ppt)

**What if I discover an error after I submit the license:** An option to correct the license is available on the same page where you apply for the license. Simply click on the link "**Correct License**" and follow the instructions. You will need the license number and the quantity of "Product One" on the original license to proceed. (This is a security feature so that only you are able to make changes to the license.). The information on the license should match the information presented on the CF-7501 as closely as possible; this includes the value and volume of the shipment, the expected date of importation, and the customs district of entry. You will receive an email showing the corrected information.

**How exactly do I cancel my license:** Go to the same page you visited for registered user, after you log in with your user id, on the left side of the screen is an option to cancel licenses. Just click on that hyperlink and select the license number of the license you want to cancel. You will receive an email confirming that cancelation.

**How do I obtain a Re-Usable Low Value License Number:** If you have a shipment in which the portion covered by the steel licensing requirement is less than \$250, then you are eligible to use a Low Value License Number for that entry. Please refer to our main page for a copy of the low value license form. Please fill out this form to obtain a low-value license number and fax (202-501-1377) or e-mail it to us. If you would like further information on this option, please contact us.

**What should I do when contacted about a steel license:** If you are contacted by the SIMA team regarding duplicate licenses or possible errors in the license it is critical that you respond immediately so that SIMA keeps its data as up to date as possible. Please respond to any correspondence to indicate if there was a correction or if the license is accurate.

**What should I do if I need to fill out a license urgently and there is a problem with the Internet:** Please contact us first if you are having trouble accessing our site. In instances where the system has gone down the Department is usually able to get the site running within the same business day, so we ask that you remain patient. However, in **emergency situations**, you may print out the PDF license application form available online and fax it to: (202) 501-1377. Please make sure all forms are typed. Please refer to our main page for a copy of the license form in PDF format.

Please continue to refer to the website for upcoming announcements about the SIMA system.

**Who should we contact with additional questions:** The steel licensing team is happy to answer your questions: (202) 482-2105 or by email: [steel\\_license@ita.doc.gov](mailto:steel_license@ita.doc.gov). Additionally, there are updated instructions available once you log on as a registered user and are prepared to fill out a license. Please refer to this [page](#) for instructions on how to fill out the form.

**Any suggestions:** As always the SIMA team is happy to hear from you. Please feel free to e-mail us any comments/suggestion you may have regarding the SIMA license system or monitor. The office is staffed during normal business hours (Monday-Friday, 9am-5pm EST).

