



SICOD Constituent Tracing Certificate Supplier FAQs

10/2026

SICOD Constituent Tracing Certificate Solicitation Process

- **Digital Solicitation Process**

- Please avoid paper submissions ☺

- **Simple Participation Requirements**

- Email access
- Acrobat® Reader®

- **Process Overview**

1. Hatz sends a solicitation via Email, including a pre-filled, editable PDF attachment
2. Supplier completes the certificate (bulk data editing supported in PDF)
3. Constituent Tracing Certificates is returned via Email (either triggered by the PDF's built-in "Submit by Email" function or sent to Globaltradedata@hatz.com)
4. Hatz reviews the submission. Upon acceptance a non-editable certificate copy is sent for audit retention.

SICOD Constituent Tracing Certificate

Open the certificate in Acrobat® Reader®

The form provides the following 6 buttons supporting efficiency. Please use them as helpful.

Net weight only required once per item, not repeated within breakdown lines.

Partner: 100067
Certificate No. 9000000131

Request No. 1000000150
Request Date 09/21/2026

Steel Aluminum Copper and Derivative Products Declaration

Item/SKU and Commodity Description Supplier Item/SKU and Commodity Description	US HTS Code	Country of Origin	Weight (KG) Optional	Aluminum				Steel			Copper			
				Weight (KG)	Primary Country of Smelt	Secon. Country of Smelt	Country of Cast	Weight (KG)	Country of Melt & Pour	MTC File Name	Weight (KG)	Primary Country of Smelt	Secon. Country of Smelt	Country of Cast
1 2 Fill All Empty Lines Fill Empty Page Lines Clear All														
			0.02											
2694 CIRCLIP 15X1														

3

4

5

Bulk Copy

+

-

Request No. 1000000150

Request Date 09/21/2026

Importing documents upon CBP request. Material changes will be

IMAGE SIGNATURE

NAME

DATE

COMPANY

TITLE

EMAIL

Primary Country of Smelt - Report the country where the largest volume of new aluminum metal is produced from alumina (or aluminum oxide) by the electrolytic Hall-Héroult process.

Secondary Country of Smelt - Report the country where the second largest volume of new aluminum metal is produced from alumina (or aluminum oxide) by the electrolytic Hall-Héroult process.

If Russia is not the country reported for the country of smelt, and any primary aluminum used in the manufacture of the product was smelted in Russia, report the ISO code for Russia as the secondary country of smelt.

Please leave blank for the primary and secondary country of smelt if the product contains only secondary aluminum and no primary aluminum. Secondary aluminum is defined as aluminum metal that is produced from recycled aluminum scrap through a re-melting process.

Country of Cast - Report the country where the aluminum (with or without alloying elements) was last liquified by heat and cast into a solid state. The final solid state can take the form of either a semi-finished product (slab, billets or ingots) or a finished aluminum product. Products of the U.S. are not covered by the rules of smelt and cast reporting requirements. Until further notice, for products of the U.S., please leave blank for the countries of smelt, and report the ISO code for U.S. as the country of cast.

For copper articles and copper derivative remedies, please report Primary Country of Smelt and Secondary Country of Smelt, and may report the secondary country of smelt, on the entry summary line for the following HTSUS classifications: 8544.42.10, 8544.42.20, 8544.42.90, and 8544.49.10.

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Submit by Email

Frequently Asked Questions

1. Do I need a paid Adobe Editor license to fill out the certificate?

- No. You only need the latest version of Acrobat® Reader®, which is available for free download online.

2. What should I do if I can't edit the PDF file?

- This is usually due to the file not being opened in Acrobat® Reader® or using an outdated version.
- Please save the PDF locally on your computer and open it using the latest Acrobat® Reader® version.
- For Acrobat® Reader® installation support, contact your internal IT department.

3. How can I fill in the HTS Code and/or Origin, Smelt, Cast, Melt & Pour Countries for multiple items at once?

- If multiple or all items share the information, such country of origin or smelt country, you can use the bulk copy function in the PDF to save time:
- Step 1: Navigate to the "Bulk Copy" row in the item table
- Step 2: Enter the HTS Code and/or Origin, Smelt, Cast, Melt & Pour Countries in the relevant fields
- Step 3: Click "Fill All Empty Lines" or "Fill Empty Page Lines"

4. What format should I use for the Country of Origin, Smelt, Cast, Melt & Pour?

- Please select the appropriate ISO code from the drop-down list (e.g., US for the United States, MX for Mexico). When unknown kindly employ appropriate means to identify the information since declaring OTH for "Others" leads to significantly increased duty cost.

5. What is the correct format for the US HS code?

- Please provide the complete 10-digit U.S. HTSUS classification without dots, spaces, commas or other delimiters.

6. Will I receive a retainable copy of the constituent tracing certificate?

- Yes. After review and approval by Hatz, you will receive a confirmation email containing a non-editable copy of the processed data for your records.

7. How can I update my organization's email contact for global trade data requests?

- Kindly send an e-mail with subject "Global Trade Contact Data" to Globaltradedata@hatz.com stating to which new e-mail you would like to receive global trade data requests. The first e-mail address stated in the e-mail body will be utilized.

Frequently Asked Questions

8. What's the difference between the two bulk copy buttons?

- **"Fill Empty Page Lines"**: Applies changes only to the empty lines on the current page.
- **"Fill All Empty Lines"**: Applies changes to all empty lines across all pages
- No difference if the form includes only one page of items/SKUs.

9. Will existing values (e.g., the HTS Code and/or Origin, Smelt, Cast, Melt & Pour Countries) be overwritten by bulk copy?

- No. **Bulk Copy** only fills empty fields. Existing entries remain unchanged and are not overwritten.

10. To which Email address should I send the completed certificate?

- Please use the "Submit by Email" button in the PDF form. The E-Mail will be addressed automatically to Globaltradedata@hatz.com.

11. Do I need to print, sign and scan the completed certificate

- Kindly only send the digital version. You can upload a scanned signature. Scanned PDF file is not accepted

12. What should I document if a product does not contain any requested metal content?

- If an item does not contain any requested metal content, kindly clearly document zero weight for aluminum, steel and copper, country of origin and HS code. This information is essential for Constituent Tracing processing. A window will pop up when you click "Submit by Email" button, click yes if you confirm item does not contain any requested metal content.

13. Whom should I contact if I have questions incl. an item being requested which is not delivered to Hatz?

- Please reach out to your designated purchaser.

14. Can I submit the completed certificate without a signature?

- A valid signature is mandatory to submit a valid certificate. In addition to the signature, all mandatory fields in the signature section (Company, Name, Date and Email) must be completed before submitting the form.

15. How do I sign the form?

- Upload an image of your signature from your local device. For better visibility, we recommend using a broad tipped pen when signing.

Frequently Asked Questions

16. When is the deadline for submitting the certificate?

- Please submit the completed certificate within 14 calendar days after receiving the request. Given the importance of tariff mitigation, your timely cooperation is highly appreciated.

17. How frequently do I need to provide the certificate?

- When previously certified information changes, please notify Hatz without avoidable delay via email which material numbers require updated information. Keeping the certificate information accurate and up to date is essential to ensuring customs compliance and minimizing the risk of additional duties and penalties. You will receive a new request for the specified items.

18. What if I cannot determine the constituent content or metal production countries?

- If you're unsure whether your goods **contain** requested metal content or are unsure the metal production countries, please confirm with engineering or purchasing before completing a certificate. You are taking responsibility for the certified information.

19. How do I issue a constituent certificate?

- Hatz will send you a solicitation request by E-mail, including an editable PDF form. Please complete and return the certificate in the original digital PDF format provided by Hatz. The form must be returned from your company E-mail account, not from a private E-mail address.

20. Is submitting a Mill Test Certificate (MTC) mandatory?

- For relevant steel products and derivatives, US CBP and EU Customs authorities require evidence of the country of melt & pour, depending on the applicable trade measures, product classification and reporting requirements. This is done by providing an MTC with heat number and indicate the applicable MTC file name on item level. We ask you to include MTCs as attachment directly within your response email to support the declared production information.

21. Which file formats are accepted for an MTC?

- You may attach MTCs in PDF format (preferred) or as image file (.jpg)

22. May I use the furnished Hatz certificate for other clients?

- No. This certificate is intended solely for use in response to requests from Hatz and should not be submitted to other clients.

Contact

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Global
Trade

Digitalization

SICOD



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