

IMPORTING AND EXPORTING

SHIPPING TO CANADA CUSTOMS DOCUMENTS SIMPLIFIED

An overview of the documents you
need to export your goods to Canada

Importing and Exporting

Shipping to Canada Customs documents simplified

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Knowing which Customs documents to include with your shipment (and how to fill them out) can be tricky. Getting it wrong can mean lengthy delays at the border and hefty financial penalties.

Here's a brief overview of the key documents you need as well as some additional documents that might be required depending on the type of goods you're shipping.

The four documents you must include with every shipment

Canada Customs Invoice (CCI) or Commercial Invoice
A commercial invoice is the basic document from which the buyer or importer pays the vendor or exporter. On import shipments the commercial invoice generally serves a dual purpose: to enable you, as the exporter, to collect your money, and to assist the importer in clearing goods.

You may provide the required information on either a CCI or a commercial invoice as long as all the prescribed data elements found on the CCI are included.

Check that the following required information is included on the invoice:

- Vendor/exporter full legal name, address, and country
- Consignee full name and address
- Detailed description of each item being shipped

Learn about the key customs documents and document delivery methods required to ship goods into Canada.



- Net and gross weights (net weight excludes packaging)
- Unit price of each item (using the currency of settlement)
- Extended price
- Currency of settlement
- Terms of delivery and terms of payment
- Date on which goods began continuous journey to Canada
- Reference numbers (purchaser's order number)
- Import license (if applicable)
- Freight charges/insurance

If your commercial invoice can't supply the required information, you can complete a CCI for your shipments. The CCI contains all the information fields required by CBSA. You can obtain a copy here:

Bill of Lading (BOL)

The bill of lading (BOL) is issued to a carrier by you, the exporter, and describes the goods to be shipped. The carrier acknowledges their receipt and the BOL states the terms of the contract for their carriage. A copy of the BOL is also forwarded to the importer to arrange for pick-up of the goods, and a third copy is kept for the carrier's records.



Manifest or Cargo Control Document

A manifest is a list of the contents of the shipment prepared by the carrier with information provided by you, the exporter, to be shown to officials for customs clearance. Another name for the manifest is Cargo Control Document (CCD).

A manifest/CCD has its own identifier called the cargo control number. Once submitted and accepted by CBSA, the manifest and cargo control number are monitored by CBSA to ensure the proper clearance and closure of shipment. The most commonly used manifest is a Highway Form A8A.

Shipper's Export Declaration (SED)

A shipper's export declaration (SED) is required if goods are being exported from the U.S. and are controlled exports. To find out if your goods fall under this classification, you must check the commerce control list by contacting the bureau of Export Administration at the U.S. Department of Commerce.

The SED must be prepared in English, and be typed or written in a non-erasable medium. The original should be signed (a signature stamp is acceptable) by the exporter (U.S. principal party of interest), or its authorized forwarding or other agent. If you are using an outside agent to prepare an SED, you must grant the agent formal power of attorney through written authorization.

Documents required in special circumstances:

Packing List

Packing lists are optional and there is no standard format for composing them. The packing list is the detailed list of contents of the shipment. It includes quantities, items, model numbers, dimensions and net gross weights. A packing

list should specify the number and type of units of material inside each carton or crate in the shipment. As the exporter, you complete the packing list at the time the goods are being prepared for shipment. The packing list helps your customs broker gain further information which can help avoid delays caused by trying to find out details about the contents of the shipment.

Import Permits

Import permits are additional documents that may need to be completed if your goods fall under certain categories. These are only necessary if your goods fall under Canadian Other Government Department (OGD) regulations on items such as food, drugs, textiles, etc.

NAFTA Certificate of Origin

A North American Free Trade Agreement (NAFTA) Certificate of Origin is the document that shows where the goods were produced. This is required if your goods have been qualified as NAFTA eligible. To be NAFTA eligible, your goods must have been either produced or substantially manufactured in a member country. To prove that your goods are eligible for preferential tariff treatment, you must produce a country of origin certificate.

You have two options for sending your documents to customs:

Manual document delivery

Exporters can manually complete the documents then print multiple copies (one copy for the carrier and one for the exporter's records).

Electronic document delivery

Many customs brokers offer electronic data delivery and storage services. Moving to an electronic method of delivery is a good way to stay organized and efficient.

Contact Livingston

Have questions or need help with your shipments? Contact your account executive, write to us at: simplify@livingstonintl.com or give us a call at **1-800-837-1063**

