

# LIVINGSTON RESOURCE GUIDE

A guide to get started with  
Livingston International.

# WELCOME TO LIVINGSTON

We are thrilled to welcome you to the Livingston family. We understand that running your business is your number one priority, which is why we strive to make your onboarding as seamless as possible. As we move the former P. Mines resources under the Livingston umbrella, you will notice a few small changes, including a new Livingston invoice with new billing codes and remittance information.

To make your transition easier, we have put together this reference guide to help you. This overview will help you discover some of the tools and resources available to you as a Livingston client. This guide will also help explain your new Livingston invoice, including a breakdown of fields and payment options.

Please note that your P. Mines invoices should continue to be paid as usual. This includes any unpaid invoices already received by you, and any work in progress that has already been initiated on P. Mines system for which you will receive an P. Mines invoice.

The payment options contained in this reference guide apply for your new Livingston invoices only. Please set up Livingston as a new vendor in your system, while keeping P. Mines as an open vendor until your balance owed to P. Mines is resolved, and all the work in progress is finalized, billed and paid.

As there are no changes to your service structure at this time, you can continue to depend on the same contacts you have come to know as an P. Mines client.

Please take a moment to review the guide, visit the links and bookmark them for future reference. If you have any additional questions about Livingston, your new invoice, or how you can best make use of our resources, please don't hesitate to contact your local representative.

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# ABOUT LIVINGSTON

Livingston is North America's number one company focused on customs brokerage and compliance. We also offer consulting and global trade management services, as well as international freight forwarding, across North America and around the globe.

We help our clients manage the complex and constantly evolving world of international trade by offering multiple business solutions and delivering them in a timely, seamless and cost-effective manner.

The following are our main service offerings:



#### Customs brokerage

Our experienced customs professionals, supported by a full suite of advanced technology solutions, are available to help you manage your imports and compliance processes every step of the way. We can help you improve your compliance with Customs, reduce your risk, and improve your visibility into the customs process.



#### Trade software

TradeSphere, preferred global trade management software, for many leading multinational companies. Scalable and automated, it simplifies the complexities of global trade.



#### Global trade management

Our tailored services provide long-term management of all aspects of your global trade operations and compliance. We offer end-to-end customized solutions as well as components that address specific areas of global trade management.



#### Freight forwarding

We arrange efficient transportation by air, ocean, rail, truck or intermodal, from point of origin through to final destination.



#### Trade consulting

For larger companies our customs, regulatory and financial experts help companies implement compliance programs, manage NAFTA certificates, meet audit requirements, recover duties and taxes and manage border security.



#### Business process outsourcing

We help you streamline your business by designing and delivering program management, information management and contact center services.

# YOUR CUSTOMS BROKERAGE INVOICE

# Canadian Customs Brokerage Invoice



## Invoice/Facture

Livingston International Inc.

Date **21/01/17**

Invoice No./N° de facture

**123-456789**

Client Account/Compte du client

**123456/012**

**ABC Company**  
123 First Street  
Anytown, NY 12345

Please remit to/Veuillez faire parvenir votre paiement à :

**P.O. BOX 5640**  
**TERMINAL A**  
**TORONTO ON M5W 1P1**

Questions? :  
**John Smith**  
**clientservicecanada@livingstonintl.com**  
**1-855-CALL L11 or 1-855-225-5544**

GST Registration No./N° d'inscription  
TPS

Importer No./N° d'importateur

**123456789RM0001** CUSTOMS PORT: **123**

**R123456789/CLIENT**

Your Order No./Votre n° de comm. Vendor Name/Nom du vendeur

Port of Unloading/Port de Débarq.

Transaction No./N° de transaction

**123/BIS**

**ABC Company**

**12345678987654**

Shipped via/Expédier par Location/Emplacement

Cargo Control No./N° de contrôle du fret

Car Cont./Trailer No./N° cont./remorque

Bill of Lading/HWB No./N° de connaisse/Bord. d'exp.

Entry Type/Type de décl. B3 Lines/Lignes B3

**DHL INTERNATIONAL**

**HAMILTON**

**1234567890987**

**0123456789**

**AB 1**

Entry Summary/Sommaire de la déclaration

=====

| S E E A T T A C H E D |

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Description of charges/Description des frais

Code

PST Amount/Montant de TVP

GST Amount/Montant de TPS

Amount/Montant

**DUTY**  
**GST - CUSTOMS**  
**BROKERAGE-CHARGED**  
**ADD/CHANGE OGD DATA**

**DROITS**  
**TPS-DOUANES**  
**CTGE FACTURÉ**  
**AJOUTER/CHANGER AMG**

**106**  
**109**  
**BAA**  
**BG2**

**0.00**  
**0.00**  
**14.03**  
**0.99**

**HON**  
**HON**

**1.71**  
**0.00**  
**107.90**  
**7.60**

PST Total/Total TVP

GST Total/Total TPS

Sub Total/Sous-total

Invoice Due Date/Date d'échéance de la facture

Funds/Devises

Total Due/Total à payer

**As Negotiated**

**CAD**

**132.23**

Release Date/Date de mainlevée: **14/01/17**

**LVS ENTRIES ARE RATED W/AVAILABLE INFO. PLS REPORT ALL ERRORS OR OMISSIONS TO YR SERV CTR BY 15TH.**

GST Registration No./N° d'inscription TPS: **123456789**

SUS invoice amount calculated using commercial bank daily buying rate plus a margin to mitigate our currency fluctuation risk.  
LVS (entry type "F") are rated using information reported by courier. Please advise any errors/omissions to your client service centre no later than the 15th.

Important: Written notification of errors, omissions, shortages, and/or damage must be received by us within 30 days of release date.

**CCST: 492-12 492**

Montant du paiement en \$US sur facture calculé avec cours acheteur quotidien de banque commerciale plus une marge limitant nos risques de fluctuation monétaire.  
EFV (décl. type "F") tarifées en fonction des données fournies par messagerie. Veuillez signaler toute erreur ou tout oubli à votre centre de service à la clientèle au plus tard le 15 du mois.

Important: Nous devons recevoir un avis écrit concernant toute erreur, omission, avarie ou tout manquant dans les 30 jours suivant la date de la mainlevée.

L10014 (03/2006)

# Canadian Customs Brokerage Invoice fields

Field Name	Description
1 <b>Date</b>	The date the invoice was issued.
2 <b>Invoice Number</b>	A unique number assigned by Livingston to all entries. This is the reference number to use when inquiring about a specific invoice.
3 <b>Bill To</b>	The name and address of the company Livingston is billing for services provided.
4 <b>Remit To</b>	The address payment for services should be sent to.
5 <b>Client Account</b>	Each client is assigned a unique six-digit account number with a three-digit caption.
6 <b>Service Team Information</b>	The contact information for the team servicing your account. You should contact this team if you have any questions about your invoice.
7 <b>GST Registration Number</b>	The GST registration number assigned to the importer.
8 <b>Importer Number</b>	The importer number assigned to the importer.
9 <b>Your order Number</b>	Your order number as shown on the shipper's paperwork.
10 <b>Vendor Name</b>	The vendor name from the commercial invoice.
11 <b>Port of Unlading</b>	The Canada Border Services Agency (CBSA) office code for marine shipments exported from the U.S. or U.S. territories.
12 <b>Transaction Number</b>	A unique 14-digit number assigned to a shipment used by CBSA for record retention or inquiries.
13 <b>Shipped Via</b>	The name of the carrier transporting the product into Canada.
14 <b>Location</b>	Customs office of clearance.
15 <b>Cargo Control Number</b>	The unique shipment control number assigned by the carrier for your shipment being imported into Canada.
16 <b>Car Cont/Trailer Number</b>	Container/rail car/trailer number, where applicable.
17 <b>Bill of Lading/HWB</b>	The House Bill of Lading number assigned by the carrier.

Field Name	Description
18 <b>Entry Type</b>	Customs entry type.
19 <b>Transactional Detail</b>	Details information on the lines of the B3 entry, description, gross weight., reported quantity, line value, entered value, country of origin, HS, duty rate. If your shipment contains more than five B3 lines a message will be displayed "See Attached" and an Entry Summary will be provided.
20 <b>Description of Charges</b>	Details the service(s) provided by Livingston related to your shipment.
21 <b>Code</b>	For internal purposes Livingston assigns a numeric code for each service description itemized in field 20.
22 <b>GST Amount</b>	The GST applied to each fee.
23 <b>Amount</b>	The dollar amount payable for each of the services provided by Livingston.
24 <b>GST Total</b>	The total GST payable to Livingston.
25 <b>Subtotal</b>	The subtotal payable for the services performed by Livingston.
26 <b>Invoice Due Date</b>	The date that the payment for the invoice is due.
27 <b>Funds</b>	The currency in which the funds are payable.
28 <b>Total Due</b>	The total amount payable on the invoice.
29 <b>Message/Information</b>	The section is used to relay important messages to our clients.

**Note to importers, including non-resident importers, who have opted to pay in U.S. dollars**

As a Livingston client, you have the option to pay your invoice in Canadian or U.S. currency. If you prefer to pay in U.S. currency, please remit the \$US amount indicated. If you choose to pay in Canadian dollars, please remit the CAD amount shown under Total Due.

Note, the U.S. dollar amount is calculated using commercial bank daily buying rate plus a margin to account for currency fluctuation risk.

	PST Total / Total TP	GST Total / Total TPS	Sub Total / Sous-total
<b>\$US - See Terms</b> 506.35		328.38	293.62
Invoice Due Date / Date d'échéance de la facture	Funds / Devises	Total Due / Total à payer	
09/02/17	CAD	622.00	
Release Date / Date de mainlevée: 15/01/17		GST Registration No. / N° d'inscription TPS: 887919538	
Please be advised a general rate increase			



Invoice/Facture

Livingston International Inc.

Q123 Date **21/01/17**

Invoice No./N° de facture  
**123-456789**

Client Account/Compte du client  
**123456/012**

**ABC Company**  
123 First Street  
Anytown, NY 12345

Please remit to/Veuillez faire parvenir votre paiement à :

**P.O. BOX 5640**  
**TERMINAL A**  
**TORONTO ON M5W 1P1**

Questions? :  
**John Smith**  
**clientservicecanada@livingstonintl.com**  
**1-855-CALL LII or 1-855-225-5544**

GST Registration No./N° d'inscription TPS <b>R123456789/CLIENT</b>		Importer No./N° d'importateur <b>123456789RM0001 CUSTOMS PORT: 123</b>	
Your Order No./Votre n° de comm. <b>123/BIS</b>	Your Order No./Votre n° de comm.	Vendor Name/Nom du vendeur <b>ABC Company</b>	Transaction No./N° de transaction <b>12345678987654</b>
Shipped via/Expédier par <b>DHL INTERNATIONAL</b>	Location/Emplacement <b>HAMILTON</b>	Cargo Control No./N° de contrôle du fret <b>1234567890987</b>	Entry Type/Type de décl. B3 Lines/Lignes B3 <b>AB 1</b>

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| S E E   A T T A C H E D |

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Description of charges/Description des frais	Code	PST Amount/Montant de TVP	GST Amount/Montant de TPS	Amount/Montant
DUTY	106		0.00	1.71
GST - CUSTOMS	109		0.00	0.00
BROKERAGE-CHARGED	BAA		14.03 HON	107.90
ADD/CHANGE OGD DATA	BG2		0.99 HON	7.60

	PST Total/Total TVP	GST Total/Total TPS	Sub Total/Sous-total
		<b>15.02</b>	<b>117.21</b>
Invoice Due Date/Date d'échéance de la facture	Funds/Devises	Total Due/Total à payer	
<b>As Negotiated</b>	<b>CAD</b>	<b>132.23</b>	

Release Date/Date de mainlevée: **14/01/17**  
**LVS ENTRIES ARE RATED W/AVAILABLE INFO. PLS REPORT ALL ERRORS OR OMISSIONS TO YR SERV CTR BY 15TH.**

GST Registration No./N° d'inscription TPS: **123456789**

\$US invoice amount calculated using commercial bank daily buying rate plus a margin to mitigate our currency fluctuation risk.  
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**Important:** Written notification of errors, omissions, shortages, and/or damage must be received by us within 30 days of release date.

**Important:** Nous devons recevoir un avis écrit concernant toute erreur, omission, avarie ou tout manquant dans les 30 jours suivant la date de la mainlevée.

CCST: 492-12                      492

L10014-03/06/06

# Canadian Customs Brokerage Charge codes

Bill code	P.Mines description	Livingston charge code	Livingston description
0039	Temp/OIC Brokerage	BAA	Depending on application
0040	Brokerage	BAE	
0053	Elect Processing Fee	BRZ	Electronic Proc Fee
0041	Paying Charge	300	Disbursement Fee
0023	Disbursement Fee	BOV	Duty/Tax Disbursement
0084	E.C.I.	BAV	NRI Bond Fee
0020	RMD/ACE/EDI Release	BUN	ACI Phase 2
0058	CFIA	BPS	AGRIC/HEALTH Release
0037	After Hours Call Out	BPA	Emergency Call Out
0043	Bill of Lading	B48	Manifest/Airwaybill
0059	OGD Transmission	BUG	OGD Services
		BG2	Add/Change OGD Data
0042	Outport Service	BRS	Remote Release
0062	Form B3B	B06	B3B Continuation Sheet
0017	IRV Form 1 Prep	B28	Vehicle Import Form
0024	O.I.C	BAG	Postal Courier Rem.
0013	Ocean Handling	B36	LCL Handling
		B37	Ocean Handling
0018	Air Handling	B35	Handling/Forwarding
0044	Import Permit	BBBt	Import Permit

# HELPING YOU TRADE BETTER. SIMPLER.

Our website offers a wide range of tools and resources to help you learn more about customs and trade compliance.

# RESOURCES & ONLINE TOOLS

Our website offers a wide range of tools and resources to help you learn more about virtually all aspects of customs and trade compliance.

## Resources

To access our extensive database, go to [www.livingstonintl.com](http://www.livingstonintl.com), where you will find:

- Useful resources for importers/exporters
  - Guides for importing and exporting
  - Commonly used forms  
<http://www.livingstonintl.com/form-category/u-s/>
  - Guide to government regulations and customs requirements
  - Shipment tracking
  - Industry news and advisories
- List of upcoming webinars

For instant access to our best content and insights, follow us on [LinkedIn](#), [Facebook](#), or [Twitter](#).

## Shipment tracking

Track your shipments on the go. The Livingston Shipment Tracker App lets you quickly and easily check the clearance status of your shipments through the U.S. and Canadian borders on the go, keeping you informed of your shipment's status no matter where you are. The Livingston Shipment Tracker App can be downloaded from the App Store, Google Play, or Blackberry World

**At your desk?** Get real-time status updates of your shipments with Import Tracker:

<http://www.livingstontracker.com>

## Webinars

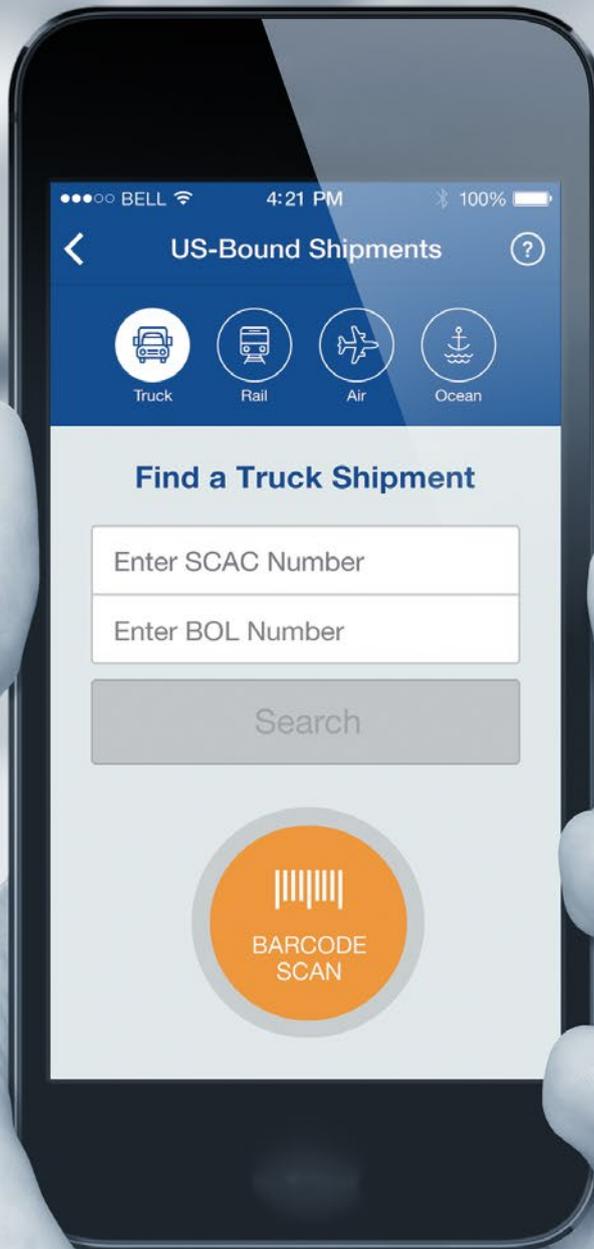
Livingston offers a number of live and on-demand webinars, free of charge, every month. You can find a list of upcoming webinars at <http://www.livingstonintl.com/webinars>.

Our webinars are hosted by Livingston's subject matter experts, who have the knowledge and experience to answer all of your trade and compliance questions.

### Topics include:

- Importing to Canada
- Importing to the U.S.
- NAFTA compliance
- Canadian sales tax
- Valuation (U.S. and Canada)
- And many more

To attend, simply click on the session date and fill in the registration form. Be sure to check back often to see what new and exciting webinars we have coming up.



# TECHNOLOGY SOLUTIONS

**Powerful new tools at your disposal.** Now have access to a robust suite of solutions that will help to simplify trade for your business.

## Insight<sup>®</sup> Compliance Center

Our Insight<sup>®</sup> Compliance Center will allow you to access real-time trade information. You can view, analyze and download information about your company's importing activity. With Insight Compliance Center's reporting ability, you can use this information to improve your competitiveness. Insight is also a critical tool for ensuring compliance with Customs, by giving departments related to the customs process access to this information.

## Insight<sup>®</sup> e-Vent

Insight e-Vent is an automatic e-mail system that will track certain shipment events and e-mail you when the event is triggered. This allows you to always know the exact customs status of your U.S. brokerage shipments without having to log into any program. When a problem occurs, or when the shipment has arrived, you will automatically receive an e-mail. Available for U.S. customs brokerage services only. To set up this free service, contact your Client Services Manager. In your request make sure to specify what type of event you would like to be notified of, where the e-mail should be sent to, and all applicable client numbers.

## Insight<sup>®</sup> Docs

Available for both U.S. and Canadian suppliers, this online tool allows companies to quickly and easily create shipping documentation. Designed primarily for the fast pace of border shipments, this software can even send the document information electronically via Insight e-Link saving you time and money.

## My Livingston

Everything in one place. My Livingston simplifies importing and exporting and keeps you informed every step of the way. It is designed to deliver better business intelligence through a modern reporting tool and enhanced shipment visibility to ensure there are no surprises.

Quickly see items that require attention. Gain valuable insights on your vendor, carrier and business performance through enhanced reporting. Manage your customs activities online and store your entries electronically to meet government agencies record-keeping requirements. Leverage other trade help tools and Livingston solutions such as Freight Tracker, Livingston Express and Document Creation through a single sign-on.

