

SHIPPING

PREPARING YOUR CUSTOMS DOCUMENTS FOR SHIPPING INTO CANADA

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Customs documents are the set of paperwork required by the Canada Border Services Agency to accurately and completely identify goods that are being imported. The description, values and quantities you're shipping will be recorded and reported to Customs.

Documents for clearance

If you're shipping goods into Canada, the checklist below will help you gather all the right documents that must accompany each shipment.

Document*	Issued by	
PARS Notification cover sheet	Exporter/Carrier	
Canada Customs Invoice	Exporter/Vendor	
e-Manifest or Cargo Control Department	Carrier	
Bill of Lading	Exporter/Carrier	
Other Government Departments (OGD) documents, if applicable	Importer/Broker	
Certificates of Origin (if goods are qualified)	Exporter/Vendor	
Shipper's Export Declaration (if goods are deemed as controlled imports)	Exporter/Vendor	

*Other documents may be required depending on the nature of the goods imported.

Information you'll need to complete the documents

- Name of Canadian customs broker, phone and fax
- Consignee name and address or Importer of Record and address, if different than consignee
- Date of direct shipment
- Specification of commodities/description of goods:
 - Product/part number and description ● What material the product is made from
 - Product use ● Number of packages and weight
- Conditions of sale/terms of payment/currency
- Selling price – Total price of goods sold
- Declared value – Value of goods only, not including packaging, freight or licensing charges Freight charges/insurance
- Freight charges/Insurance
- Classification number (10-digit) – All goods that enter Canada are categorized according to the Harmonized System Classification (HS). Classification determines the rate of duty and any special requirements your product would be subject to upon import. Contact your broker for assistance with the classification of your goods.
- Restricted merchandise permits/licenses, if applicable

For more information on customs documentation or any other customs related inquiries, contact Livingston.

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**