

Toll Free North American Hotline 1 800 818 5714

Page \_\_\_\_\_  
of \_\_\_\_\_

1 Vendor (Name and Address)		2 Date of Direct Shipment to Canada  3 Other References (Include Purchaser's Order No.)								
4 Consignee (Name and Address)		5 Purchaser's Name and Address (If other than Consignee)								
		6 Country of Transhipment								
		7 Country of Origin of Goods	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12.							
8 Transportation: Give Mode and Place of Direct Shipment to Canada <b>For Canadian Customs Clearance notify:</b>  <b>Expert Customs Brokers</b> <b>Toll Free PARS FAX 1 888 849 0031</b> <b>To confirm PARS call: 1 800 818 5714</b>		9 Conditions of Sale and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.)								
		10 Currency of Settlement								
11	12	Specification of Commodities (Kind of Packages, Marks and Numbers, General Description and Characteristics, i.e. Grade, Quality)	13	Quantity (State Unit)						
No of Pkgs				<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Selling Price</th> </tr> <tr> <th style="width:50%;">14 Unit Price</th> <th style="width:50%;">15 Total</th> </tr> </thead> <tbody> <tr> <td style="height: 200px;"> </td> <td> </td> </tr> </tbody> </table>	Selling Price		14 Unit Price	15 Total		
Selling Price										
14 Unit Price	15 Total									
18 If any of fields 1 to 17 are included on an attached commercial invoice, check this box <input type="checkbox"/>			16 Total Weight Net _____ Gross _____	17 Invoice Total						
Commercial Invoice No. _____										
19 Exporter's Name and Address (If other than Vendor)		20 Originator (Name and Address)								
21 Departmental Ruling (If applicable)		22 If fields 23 to 25 are not applicable, check this box <input type="checkbox"/>								
23 If included in field 17 indicate a (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada  _____ (ii) Costs for construction, erection and assembly incurred after importation into Canada  _____ (iii) Export packing  _____		24 If not included in field 17 indicate amount (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada  _____ (ii) Amounts for commissions other than buying commissions  _____ (iii) Export packing  _____		25 Check (if applicable) (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser  <input type="checkbox"/>  (ii) The purchaser has supplied goods or services for use in the production of these goods  <input type="checkbox"/>						

## **HOW TO FILL OUT THE BLANK FORMS PROVIDED**

### Canada Customs Invoice (CCI)

This form you can fill out and print. Fill out all the fields necessary. All the information filled must be accurate to avoid penalties from Canadian Customs.

The most important fields are:

- **1. Vendor Name & Address** (shipper/ seller of the product)
- **2. Date of direct shipment** (date the shipment left the shipper for Canada)
- **3. Reference number** (this is usually a purchase order number) It is good to fill this field in using whatever number you use to keep track of your invoices and shipments. It makes it a lot easier on both you (client) and us (Expert) as your broker to pull it up later on if no other information about the shipment is available.

### **Field # on CCI**

### **Description**

- 4. **Consignee** (who the load is being delivered to)
- 5. **Purchaser** (Company that is responsible for paying the duties, taxes and brokerage fees to clear the load into Canada) If this is the same consignee you can put "same as 4" or you can enter in the information again if you like.
- 7. **Country of Origin of goods** (this is where the goods were manufactured) If there is more than one item and each item was manufactured in a different country type "See below" in this field.  
There will be an area to specify origins in the body of the customs invoice.
- 10. **Currency of settlement** (was the invoice issued in US dollars or Canadian dollars)

### **Body of the Invoice:**

- **Fill in the number of packages**  
**Part number** (SKU)
- **Country (origin)** for each line if origin was not specified in field 7. If all items were manufactured in one country it is acceptable to list the origin once (ex. China) in field 7.
- **Customs tariff classification** (customs 10 digit code for the specific commodity). This is not mandatory. If you do not know this information you can leave it blank or consult Expert for help.
- **Qty** (number of pieces for each different item listen)
- **Price** (unit price and total for each line item)

- 16 **Net weight in kilograms.** If you don't have this weight it can be converted.
  - to convert from lbs to kg divide the lbs by 2.2046 and this will give you kgs. Example: 40,000 lbs divided by 2.2046 = 18,143.88 kgs . Gross weight is not mandatory.
- 17. **Invoice total** (total cost of everything added up from the body of the invoice)
- 18. This box will be checked off if you have a commercial invoice or breakdown invoice(s) to back up the information you have filled out. This invoice should accompany the CCI when sent to the broker for clearance.
- 19. **Exporter's name and address** (you only need to fill this out if it is different than the vendor.
- 20. Originator (This is where the shipment left from to come into Canada) An example would be a warehouse where the vendor keeps all their products and they get shipped from there.
- 23. Freight charge etc. – it is important to fill this out if there is a freight charge or insurance charge included in the total value of the products. This will be deducted so duties and taxes are not calculated on this portion of the invoice.

Once completed the CCI can be printed off and sent to the broker.