



# INSTRUCTIONS ON HOW TO COMPLETE THE CANADA CUSTOMS INVOICE

## Field - Description

- 1 - Vendor - (seller, sold by, remit to, consignor, shipper) - Must indicate the name and address of:
  - (a) the person selling the goods to the purchaser, or
  - (b) the person consigning the goods to Canada.
- 2 - Date of Direct Shipment to Canada - Must display the date on which the goods began their continuous journey to Canada.
- 3 - Other References - May be used to record other useful information e.g., the commercial invoice number, the purchaser's order number).
- 4 - Consignee - (ship to, deliver to) - Must indicate the name and address of the person (company) in Canada to whom the goods are shipped.
- 4a - Importer - Must indicate the name and address of the person (company) in Canada in who's name goods are imported. (if other than consignee or purchaser)
- 5 - Purchaser (if other than consignee) - (sold to, buyer) - The person to whom the goods are sold by the vendor.
- 6 - Country of Transshipment - The country through which the goods were shipped in transit to Canada under Customs control.
- 7 - Country of Origin - For Customs purposes, the country of origin of invoiced goods is the country where the goods are grown, produced or manufactured. Each manufactured article on the invoice must have been substantially transformed in the country specified as the country of origin to its present form ready for export to Canada. Certain operations such as packaging, splitting and sorting may not be considered as sufficient operations to confer origin.
- 8 - Transportation: Give Mode and Place of Direct Shipment to Canada - Indicate the mode of transportation used and the place from which the goods began their uninterrupted journey to Canada, as well as responsible Customs Broker i.e. Notify W.G. McKay Customs Brokers.
- 9 - Conditions of Sale and Terms of Payment - Must describe the terms and the conditions agreed upon by the vendor and the purchaser.
- 10 - Currency of Settlement - Indicate the currency in which the vendor's demand for payment is made.
- 11 - Number of Packages - Indicate the number of packages. Should match Bill of Lading / cargo manifest.
- 12 - Specification of Commodities - The following information must be provided:
  - (a) Kind of Packages - Indicate the nature of the packages (e.g., cases, cartons, etc.).
  - (b) Marks and Numbers - Indicate the descriptive marks and numbers imprinted upon the packaged goods.
  - (c) General Description and Characteristics - Give in general terms, description of the merchandise (e.g., textiles auto parts, etc.)
  - (d) Commercial description - Show a proper identifying description in commercial terms (i.e., style or code numbers, size and dimensions) as known in the country of production or exportation. The condition of the goods, if other than new, must be stated on the invoice, and the following information, if applicable, is to be shown:
    - a. other than prime quality goods,
    - b. remnants,
    - c. job lots,
    - d. close-outs
    - e. discontinued lines,
    - f. obsolete goods, and
    - g. used goods.

## **Whenever possible, an HS code (minimum 6 digits) as well.**

- 13 - Quantity - The quantity of each item included in the description field must be indicated in the appropriate unit of measure.
- 14 - Unit Price - (price per article, item amount) - Must provide a value in the currency of settlement (as defined under Field 10) for each item described in the description field.
- 15 - Total - Indicate the price paid or payable in the currency of settlement (as defined under Field 10) for the number of items recorded in the quantity field when they were sold by the vendor to the purchaser.
- 16 - Total Weight - Show both net and gross weight.
- 17 - Invoice Total - (total value, pay this amount) - The total price paid or payable for goods described on the invoice and/or continuation sheet(s) if used.
- 18 - Self-explanatory
- 19 - Exporter (name and address), if other than vendor - Indicate the name and address of the person or organization shipping the goods to the consignee/purchaser.
- 20 - Originator (name and address) - Where the invoice is completed on behalf of a company, the name and address of the company must be indicated. The name of the person completing the invoice may also be indicated. Invoices completed on behalf of individuals must indicate the name and address of the person completing the invoice. This field may be left blank if this information is provided elsewhere on the invoice.
- 21 - Departmental Ruling - Give the number and date of any departmental ruling applicable to the shipment.
- 22-25 - The actual completion of Fields 22 to 25 is self-explanatory with the exception of export packing. The amount of export packing must be indicated if additional packing was required solely for the overseas transportation of goods.