PROCESS FOR IMPORTING GOODS INTO CANADA

The Short Version

1. Place the order using a University of Regina Purchase Order or by BMO Purchasing Card.
2. If ordered by purchasing card, advise the supplier of the University’s designated custom broker, Thompson, Ahern & Co. Ltd.; telephone number 905-677-3471.
3. When the goods or services arrive, ensure the accuracy of all documentation. The quantity received and the value should match the shipping documents.
4. If you have any problems, or questions, please contact Supply Management Services at 5003.

General Information/Overview

1. All shipments entering Canada must be cleared through Canada Customs and Revenue Agency prior to their delivery to the University. Shipments that are valued at $20.00 Canadian or greater are subject to duties and/or taxes and require a formal release entry to clear Customs.
2. Thompson, Ahern & Co. Ltd. is the contracted customs broker for the University, and they clear shipments on our behalf.
3. For customs purposes, a Canada Customs Invoice or Commercial invoice is to be attached to the carrier’s waybill. The vendor must reference the University’s purchase order number on the invoice, along with the Country of Origin for each item. The vendor must also indicate that customs clearance is provided by the University of Regina’s designated custom broker, Thompson, Ahern & Co. Ltd.
4. To qualify for the lower rate of duty, a NAFTA “Certificate of Origin” must be accurately completed and signed by the vendor and attached with the customs documents. Keep in mind NAFTA applies only to U.S. or Mexican made goods. 
   Note: The University is exempt from duty on goods coming to the University that are for research and teaching purposes.
5. Shipments from countries other than the U.S. or Mexico are dutiable, and duty rates vary, depending on the commodity.
6. Should you have a "RUSH" Shipment (perishable items), please notify Supply Management Services of the details. Detailed descriptions of the goods being ordered (when ordering by Purchase Order) and advise your suppliers, especially when ordering by purchasing card, of the Advanced Commercial Information (ACI) requirements. http://www.cbsa-asfc.gc.ca/prog/aci-ipec/menu-eng.html
7. For all shipments it is mandatory for the carrier provider to transmit cargo, conveyance and supplementary data (Advanced Commercial Information, or ACI) electronically to the CBSA a minimum of one hour prior to arriving in Canada. Failing this, additional delays in the customs release process will result. The type of purchases most likely affected by these requirements are those containing biological substances with an extremely short life span, live animals, and other perishable or rush shipments. Thompson should be notified prior to arrival of the shipment, name and number of new suppliers and/or products to reduce changes or delay due to classification.
Imported Parcel Post Shipments to the University Under $1600.00 Cdn. are delivered to Campus Mailing Services. These shipments have a "Customs Postal Import Form" (E-14) issued by Canada Post with applicable duties, taxes, and Canada Post Handling Fee assessed. These E-14’s are sent directly to Accounts Payable and charged against the departmental account.

Valuation is a huge area of concern in that there are many shipments that may be purposely undervalued by the shipper. These can include materials for review such as, books, manuscripts, x-rays, gifts, awards, software, sample shipments and unsolicited shipments.

Sample shipments and unsolicited shipments are difficult to monitor and control. Frequently these shipments are undervalued and do not include sufficient data on Canadian and U.S. Customs documentation.

These are the essential pieces of information necessary to clear shipments into Canada:

i. Shipper’s full name and address
ii. Consignee’s full name and address
iii. Importer’s full name and address (if different than consignee)
iv. Shipping date
v. Number of packages (1 skid, 3 cartons, 2 crates, 1 piece, etc.)
vi. Total weight of shipment, stating whether in pounds or kilograms
vii. Country of manufacture/origin for each item in the shipment. If the goods qualify for NAFTA, a valid Certificate of Origin must be provided in order for you to receive the duty free rates offered under NAFTA. For example, goods manufactured in Malaysia but shipped from the U.S., means that the country of origin is Malaysia and NAFTA does not apply.
viii. If NAFTA does not apply, there is another set of rules which may apply, where a description of the goods (see below) and the end-use of those goods must be communicated, to Supply Management Services, when they are ordered.
ix. Complete description of each item in the shipment, including part numbers, model numbers, serial numbers and/or sizes as applicable. Be as specific as possible. An abbreviated description or part number alone is not sufficient detail.
x. Unit value and extended value for each item in the shipment, plus a total value for the entire shipment, stating the currency used. Please note that items sent at “no charge” must also have a realistic value declared for Customs purposes.

This is the minimum requirement for clearance into Canada. Some commodities may require additional information. The data may be provided in the form of a Canada Customs Invoice, a commercial invoice, or a pro-forma invoice, etc., and should accompany the shipment.

Other items to be aware of:

 Identify if there are intellectual property considerations or specify the nature of the material i.e. ‘not for re-sale’ or ‘for testing purposes only’. Intellectual property is a vague descriptor, but zero value or $1 is not acceptable.

All import and export shipment entries must be 100% accurate. If not, the entry needs to be amended. Accuracy is required for all aspects of the shipment, including the quantity, description, classification, valuation, quantity and indication of whether the shipment has been damaged. All discrepancies related to goods received should be reported to Supply Management Services.

When utilizing a purchasing card for purchasing goods from outside of Canada, request a NAFTA Certificate of Origin if there is a chance that the goods being ordered qualify under NAFTA rules. Supply the following shipping details to the supplier and request that they be transferred to all documentation included with the shipment.
Ensure departmental staff is clear about procedures for accepting shipments. Signing and acceptance for courier shipments should only occur if you are 100% certain the goods were ordered, and the department will accept total liability for all potential related charges including taxes, duty and brokerage fees. All courier requests for clearance privileges must be directed to our custom broker.

13 If data is missing the University of Regina is required to obtain it, and keep it on file for 6 plus the current year (7 years).

14 If you receive a call from a shipper, courier, or any other person in regards to clearing a shipment, please advise them to contact the University’s broker, Thompson, Ahern & Co. Ltd., at 905-677-3471.

15 As well as the above information required by Customs, each shipment must have the associated Purchase Order Number on the shipping label and on all invoices. If a VISA purchase is made, please ensure that your name is on all packages and documents.

16 **Import Permits**: This applies to all materials imported to the University of Regina that require a permit to be issued prior to entering Canada.

It is the responsibility of the end user to ensure that the permits have been obtained prior to importation. It is also the responsibility of the department or end-user to advise SMS when shipments are expected that are not covered by a purchase order.

16.1 Guidelines for importing human pathogens:

Import permits are required by Health Canada for the importation of human pathogens. Prior to shipment of the Human Pathogens described on the Import Permit, the importer must:

a) Provide a copy of the importation permit to the supplier and notify the supplier that a copy of the importation permit accompany the shipment.

b) Notify the supplier that the outer shipping container in which the human pathogen is transported in must clearly display on the outside of the container, the importation permit number and the following statement: "Human Pathogen - Importation Permit Number"

Failure to have proper authorization prior to import may result in the seizure and confiscation of materials by Health Canada.

To facilitate customs clearance, a copy of the importation permit is to be forwarded to SMS at Fax Number 4985.

To obtain a Health Canada permit application, please direct inquiries to Health Canada at: (613) 957-2991.

Permits must be in place before you can import human pathogens.

16.2 Guidelines for importing animal products and by-products:

Samples which are accompanied by required documentation specifying the origin or treatment as indicated in the general directories, **Do Not Require A Permit**.

Animal pathogens for any use from any country require an import permit prior to importation.
Imported products are subject to inspection fees except the U.S.A. whereby no inspection fees are applicable.

To obtain a Canadian Food Inspection Agency Import Permit call the Canadian Food Inspection Agency at Telephone number 306-780-5220.

http://www.inspection.gc.ca/animals/terrestrialanimals/imports/permitapplication/eng/1374511671189/1374511696513

16.3 It is your responsibility to keep records on the following:

i. Permit number
ii. Type of material imported
iii. Quantity
iv. Purpose of Importation
v. The date it was imported
vi. Name and signature of supervisor of record keeping
vii. Where it is stored
viii. Date and location of incineration and / or disposal

These records are to be kept for 6 years.

17 It is very important for all departments to assist with compliance efforts. Effective management of the Customs function is everybody’s responsibility.

18 If the goods are replacement or repaired items, a statement indicating whether the repair or replacement is chargeable or under warranty must be shown on all paperwork. A realistic value for chargeable items must be declared.

19 Proof of export must always be provided in the case of goods returning to Canada. This proof may be in the form of outward bills of lading, export documents, foreign consumption entries, etc.

20 Personal shipments should never be addressed to the University.

Implications for the University are as follows:
• These shipments are considered the University’s responsibility by CBSA, until all applicable duties and taxes have been paid.
• Failure to pay duties and taxes on these shipments could result in a suspension of the University’s import privileges by CBSA.
• Failure to file appropriate paperwork and pay duties and taxes could lead to fines against the University. Fines vary up to $25,000 depending on the nature of the import/offense.

21 Simply put, CBSA wants to see that what was ordered is what was declared to Customs, and is what was received and paid for. Improved processes will result in decreased corporate risk, accelerated cross-border traffic and compliance. Compliance is a shared responsibility.