



Importing into Canada

Basic Steps

1. The Purchase Order is issued for the goods to the supplier.
2. On the purchase order the supplier is instructed to deliver the goods to Valiant's Troy, MI location or directly to one of Valiant's Canadian locations. In either case, the following applies.
3. The supplier readies the order for shipping and prepares the following documents.
 - a. Canada Customs Invoice (CCI) or Commercial Invoice - the invoice must show the purchase price of the goods. To avoid customs clearance delays, make sure the description of goods and country of origin is shown.
 - b. NAFTA Certificate - this is required for goods which qualify. The NAFTA will help eliminate any duties that may be applied. All fields should be completed and the format of the description and/or part number should match the invoice.
 - c. Bill of Lading or Way Bill - is prepared depending on the method of shipping (courier or LTL). This is a contract of carriage for the carrier. The customs broker R.A. Farrow should be indicated as the broker for the customs clearance.
4. The supplier will give the Customs Invoice and NAFTA Certificate to the carrier along with the Bill of Lading when the shipment is picked up.
5. The shipment is delivered to Valiant's Troy, MI location or the carrier follows the below procedures when shipping into Canada.
6. Customs clearance is set up at least 2 hours prior to the shipment crossing the border.
 - a. The carrier will transmit ACI or E Mfst to Canada Customs (CBSA) with their advanced cargo data.
 - b. The carrier will fax the Customs Invoice and NAFTA to the customs broker, R.A. Farrow with the carriers PARS (Pre Arrival Review System) bar code. The PARS bar code must be affixed to the invoice.
7. Before arrival into Canada, the customs broker will prepare the customs release by transmitting the B3 Customs Entry to CBSA (Canada Border Services Agency).



8. When the carrier arrives at the border, they present the customs documents to the officer with the original PARS bar code. CBSA then determines if the shipment is to be inspected or is released.
9. Once the shipment is released, the carrier can deliver the goods.
10. The shipment is then delivered. The receiver then verifies the quantities and inspects the product. The bill of lading is then signed as received.
11. If there are any discrepancies, the supplier is then contacted.

Note - this is a brief outline of the procedures involved. There are many regulations that can be reviewed on the Canada Customs website, <http://www.cbsa-asfc.gc.ca>