

General Exporting Guidelines

WHAT is Involved

Preparing Customs Documentation

Bill of Lading

- **Mandatory**; issued by Exporter
- Describes goods to be shipped, provides shipper and consignee information
- Issued to Carrier

Manifest or Cargo Control Document

- **Mandatory**; issued and prepared by Carrier based on information from Exporter
- Itemized list of the contents of the shipment, to be shown to officials for customs clearance
- Identified by Cargo Control Number, which is monitored by Canada Customs
- See example of form here: <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/a8a-b.pdf>

Canada Customs Invoice or Commercial Invoice

- **Mandatory**; issued by Exporter
- Basic document from which the buyer or importer pays the vendor or exporter
- This form from CBSA can be used but is not mandatory: a company is free to create its own Commercial Invoice
<http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>

Import Permits

- **Mandatory**; issued by Importer or Broker
- Required if good falls under Canadian Other Government Departments (OGD); Administered by CBSA
- Certain goods may require: additional certificates, permits, examination or inspection prior to release
- Examples of industries subject to OGDs are:

Industry	Other Government Department	Website
Food and food-related products	Canadian Food Inspection Agency	www.inspection.gc.ca
Apparel goods, textile articles, steel products	Foreign Affairs, Trade and Development Canada	www.international.gc.ca
Animals, plants and certain wood products	Environment Canada	www.ec.gc.ca
Energy-consuming products	Natural Energy Board	www.neb.gc.ca
Pre-packaged consumer products	Industry Canada	
Motor vehicles and tires	Transport Canada	www.tc.gc.ca
Drugs, medical devices, hazardous products	Health Canada	www.hc-sc.gc.ca



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Certificate of Origin

- **Mandatory**; issued by Exporter
- Required in order to receive preferential tariff treatment based on trade agreements in place (CETA in the near future)
- Must accompany the goods and a copy must be provided to the Importer
- Example of form for Certificate of Origin: <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/b239-eng.pdf>

Shipper's Export Declaration

- **Mandatory**; issued by Exporter / Broker
- Form required by the government from the country of Origin (i.e. Poland)

Packing List

- **Optional**; issued by Shipper / Exporter
- Detailed list of contents of the shipment, including quantities, items, model numbers, dimensions and net and gross weights



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