



Documents Required for Canada Customs

All goods shipped into Canada from the United States require the following documents:

Canada Customs Invoice – CCI [Appendix A](#).

- The CCI will include the incoterms specific to the shipment. Incoterms are recognized standards of trade and transportation used in international trade. DDU – Delivered Duty Unpaid – is an incoterm.

Note: Suppliers must indicate on the CCI the Terms of Sale as- *Freight Prepaid* – Column 8,
DDU Destination - Column 9.

The CCI must include all the ASN numbers and the new Canadian government regulation to have the 10-digit Harmonized System (HS) code displayed for each line item, see the letter in Business News > Business Alerts..

- Commercial Invoices – The Commercial Invoice I must include all the ASN numbers and the new Canadian government regulation to have the 10-digit Harmonized System (HS) code displayed for each line item, see [box #18](#) on the CCI.
- Straight / Master Bill of Lading – [Appendix B](#).
- NAFTA certificate, [Appendix C](#), for qualifying goods must be mailed to Sears Canada and must accompany the goods – if – a blanket NAFTA certificate is not used.

Copies of these documents must be distributed to *each* of the following:

- the driver,
- SLH via fax: 613-384-7704
or carrier of choice (if required by the carrier)

and • Sears Canada by mail: Sears Canada Merchandising Services
Customs Department D/705C
222 Jarvis St.
Toronto, Ontario M5B 2B8
Canada

For further information, please contact Kala Trivedi, Customs Department D/705C
Phone 416-941-3091; fax 416-941-2317



Appendix A – Canada Customs Invoice CCI (Incoterms= DDU Delivered Duty Unpaid*)

* Customs Clearance by Sears – freight up to destination pre-paid by supplier.

Revenue Canada Customs and Excise		Revenu Canada Douanes et Accise		CANADA CUSTOMS INVOICE FACTURE DES DOUANES CANADIENNES			Page 1 of 1		
1. Vendor (Name and Address) / Vendeur (Nom et adresse) ABC Company Limited 85 Valuation Street LOS ANGELES, California				2. Date of Direct Shipment to Canada / Date d'expédition directe vers le Canada November 20/03				ALWAYS COMPLETE	
4. Consignee (Name and Address) / Destinataire (Nom et adresse) Sears Canada 9501 Highway 50 VAUGHAN, Ontario CANADA				3. Other References (Include Purchaser's Order No.) Autres références (Inclure le n° de commande de l'acheteur) SEARS P.O. No.:					
5. Purchaser's Name and Address (if other than Consignee) Nom et adresse de l'acheteur (S'il diffère du destinataire) SCMS 222 Jarvis St Toronto, Ont N5S 2B8 CANADA				6. Country of Transhipment / Pays de transbordement					
7. Country of Origin of Goods Pays d'origine des marchandises U.S. ALWAYS COMPLETE				IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISER LEUR PROVENANCE EN 12.					
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et point d'expédition directe vers le Canada Roadway from Los Angeles Specify complete routing Notify PBB Global Logistics for Customs Clearance				9. Conditions of Sale and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.) DDU (Delivered Duty Unpaid) destination				e.g. destination from the Master B/L	
10. Currency of Settlement / Devises du paiement U.S. Dollars									
11. No. of Pkgs. / N° de colis	12. Specification of Commodities (Kind of Packages, Marks and Numbers, General Description and Characteristics, i.e. Grade, Quality) Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)			13. Quantity (State Unit) / Quantité (Préciser l'unité)	14. Unit Price / Prix unitaire	15. Total			
5	Item #	Style #	Description	HS#	Origin				
	94463	48D8F	Television sets	8540.11.11.00	USA				
8 ctns * Where the customs invoice is completed by someone other than the "originator" identified in Field 20, the person/firm must be identified in Field 12 of the invoice.				Show unit of sale for each type of article	Always show unit of sale and unit price	Sale price in currency of settlement	2,000.00		
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cocher cette case Commercial Invoice No. / N° de la facture commerciale or ASN #				16. Total Weight / Poids Total Net	17. Invoice Total / Total de la facture				
				100K	110K	2,070.00			
19. Exporter's Name and Address (if other than Vendor) Complete only if goods are exported from other than vendor's premises				20. Originator (Name and Address) / Expéditeur d'origine (Nom et adresse) TRAFFIC MANAGER Phone: 555-555-5555 Fax: 555-555-5551				Name of a responsible individual in the supplier's organization who has knowledge of the transaction.	
21. Departmental Ruling (if applicable) / Décision du Ministère (S'il y a lieu) * always complete				25 are not applicable, check this box S'il les zones 23 à 25 sont sans objet, cocher cette case				2300.00	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, préciser. (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada 326.50 (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada Applicable only if included in selling price Include the cost of transportation Le coût de l'emballage d'exportation Applicable only if included in selling price				24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, préciser: (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada Applicable only if charges incurred prior to direct shpt. to Canada (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat Applicable only if charges incurred prior to direct shpt. to Canada (iii) Export packing Le coût de l'emballage d'exportation Applicable only if charges incurred prior to direct shpt. to Canada				25. Check (if applicable): Cocher (S'il y a lieu): (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production des marchandises <input type="checkbox"/>	

Applicable only of included in the selling price.

For DDU terms show actual prepaid freight up to destination



Appendix B – Master/ Straight Bill of Lading

Please complete this Bill of Lading including all areas listed.

Contact SLH at 1-800-661-2146 or the carrier of choice for lank copies of a Bill of Lading.

STRAIGHT BILL OF LADING - NOT NEGOTIABLE / CONNAISSANCE SIMPLE - NON NÉGOCIABLE

DATE: 11/20/03 / MO/MOIS: 11 / DAY/JOUR: 20 / YR/AN: 03

POINT OF ORIGIN/DEPART: ABC Company Limited, 88 Valuation St, LOS ANGELES, California

POINT OF DESTINATION/DESTINATION: Sears Canada Merchandising Services (SCMS), Vaughan SC, 9501 Hwy 50

VIA CARRIER PAR TRANSPORTEUR: SLH

ROUTED VIA TRANSPORTÉ VIA: SLH

OR AGENT

IF ROUTED VIA SEARS PRIVATE CARRIAGE SI TRANSPORTÉ PAR UN VÉHICULE SEARS

VAN NO. N° REMORQUE: 123

SEAL NO(S) N° SCEAU(X)

SEAL(S) APPLIED BY SCEAU(X) APPOSE(S) PAR

Trailer No.

CONDITIONS: Received at point of origin on this date from the shipper, the goods herein described, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and delivered to the consignee at the destination if on its own route, otherwise to deliver to another carrier on the route to the destination.

CONDITIONS: Règles au point de départ, à cette date, les marchandises décrites sur la présente, apparemment en bon état, sauf les remarques contenues aux présentes (le contenu et l'état du contenu des colis étant inconnus), marquées et consignées tel qu'indiqué ci-dessous, et que le transporteur s'engage à transporter et livrer au destinataire pourvu que telle destination soit sur son parcours, sinon à livrer à un autre voiturier faisant route vers cette destination.

# OF PIECES / NOMBRE PIÈCES	DESCRIPTION	FAC	JIT	QR	CAT	XD	FH	ASN #	SUPPLIER # / N° FOURN.	WEIGHT / POIDS
1	JIT		X					0000104	666666	50
2	General product description			X				0000105	666666	75
3				X				0000107	666666	100
4				X				0000108	666666	100
TOTAL									10	325

Notify: **PBB Global Logistics** for Customs Clearance

Freight Prepaid

Same supplier, possible different numbers if different Distribution methods

Must be completed

Distribution Method

Facility: Vaughan - 5303, Montreal - 5056, Calgary - 5402

FEE PREPAID / PAYÉS: FREIGHT CHARGES / FRAIS DE TRANSPORT WILL BE COLLECT UNLESS MARKED PREPAID / LES FRAIS DE TRANSPORT SERONT PERÇUS SAUF S'ILS SONT PAYÉS

FEE COLLECT A PERCEVOIR

TRAILER UTILIZATION / CHARGEMENT REMORQUE

SHIPPER EXPÉDITEUR - SEARS CANADA INC. OR AS OTHERWISE INDICATED / OU COMME INDIQUE

PER/PAR SIGNATURE DATE MO/MOIS DAY/JOUR

CARRIERS AGENT / AGENT TRANSPORTEUR

PER/PAR SIGNATURE DATE MO/MOIS DAY/JOUR

AT ORIGIN - CHECK ONE / AU DÉPART COCHEZ L'UN OU L'AUTRE

SHIPPER'S LOAD & COUNT / VÉRIFICATION EXPÉDITEUR

DRIVER'S COUNT / VÉRIFICATION CHAUFFEUR

#

MUST select one

BOS NO. OR PIECE NUMBERS OF / NUMÉROS DE COLIS OU PIÈCES:

PIECES SHORT / PIÈCES EN MOINS

PIECES OVER / PIÈCES EN PLUS

PIECES DAMAGED / PIÈCES ENDOMMAGÉES

DELIVERY AT DESTINATION / LIVRAISON À DESTINATION

DATE REC'D / DATE REÇU

RECEIPT SIGNATURE / SIGNATURE RECEPTION

CONSIGNEE / DESTINATAIRE

FORM 11135 REV 07/00

1 SHIPPER'S COPY / COPIE DE L'EXPÉDITEUR



Appendix C – NAFTA Certificate

Revenue Canada
 Customs, Excise and Taxation

Revenu Canada
 Accise, Douanes et Impôt

PROTECTED (when completed)

**North American Free Trade Agreement
CERTIFICATE OF ORIGIN**
(Instructions Attached)

Please Print or Type

1 Exporter's Name and Address: Tax Identification Number: ▶	2 Blanket Period: From <table style="display: inline-table; border: 1px solid black; text-align: center; width: 60px;"> <tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr> </table> To <table style="display: inline-table; border: 1px solid black; text-align: center; width: 60px;"> <tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr> </table>	D	D	M	M	Y	Y	D	D	M	M	Y	Y
D	D	M	M	Y	Y								
D	D	M	M	Y	Y								
3 Producer's Name and Address: Tax Identification Number: ▶	4 Importer's Name and Address: Tax Identification Number: ▶												

5 Description of Good(s)	6	6 HS Tariff Classification Number	7	7 Preference Criterion	8	8 Producer	9	9 Net Cost	10	10 Country of Origin

11 I certify that:

- the information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document;
- I agree to maintain, and present upon request, documentation necessary to support this Certificate, and to inform, in writing, all persons to whom the Certificate was given of any changes that would affect the accuracy or validity of this Certificate;
- the goods originated in the territory of one or more of the Parties, and comply with the origin requirements specified for those goods in the North American Free Trade Agreement, and unless specifically exempted in Article 411 or Annex 401, there has been no further production or any other operation outside the territories of the Parties; and
- this Certificate consists of _____ pages, including all attachments.

Authorized Signature:	Company:
Name:	Title:
Date (DD / MM / YY):	Telephone:
	FAX:

B 232E (93/12) Printed in Canada

Canada