

Canada Customs Invoice Information

The following information should appear on the commercial invoice or equivalent. It is the minimum amount required, however, your commodity may require more details than what is listed below. You can download a blank copy of a Canada Customs Invoice on the Pacific Customs Brokers website.



Boxes marked with an asterix are mandatory.



Canada Customs Invoice (Public Form)

1. Vendor Name & Address 1				2. Date of Direct shipment: 2		
				3. Other References Container / Railcar PO Number Other 3		
4. Consignee Name & Address 4				5. Purchaser Name & Address 5		
6. Country of transshipment 6				7. Country of Origin 7		
8. Transportation PARS Number: Carrier: Entry Port: Date: Time: 8				9a. Conditions of sale 9		
				9b. Terms of Payment		
				10. Currency of settlement: United States, Dollars 10		
18. If any fields 1 to 17 are included on an attached commercial invoice, check this box <input type="checkbox"/> Commercial Invoice: 18						
11. Number of Packages 11	12. Specification of Commodities 12	12a. Country of Origin	12b. HS Tariff Classification	13. Quantity 13	14. Unit Price 14	15. Total 15
0	Totals	16. Net Weight: LBS 16	Gross Weight: LBS	17. Total 17	0.00 USD	
19. Exporter Name & Address 19				20. Originator Name & Address 20		
21. Agency Ruling 21				22. If fields 23 to 25 are not applicable, check this box <input type="checkbox"/> 22		
23. If included in field 17 indicate amount (i) Transportation charges, expenses and insurance <u>from</u> the place of direct shipment to Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada (iii) Export packing 23		24. If not included in field 17 indicate amount (i) Transportation charges, expenses and insurance <u>to</u> the place of direct shipment to Canada (ii) Amounts for commissions other than buying commissions (iii) Export packing 24		25. Check (if applicable) (i) Royalties <input type="checkbox"/> (ii) Assists <input type="checkbox"/> 25		

1 *Vendor

- Name of the seller or party consigning the goods to Canada
- Complete address
- Not to be confused with the exporter (if different from vendor)

2 Date of Shipment

- Date in which the goods started their travel to Canada

3 *Reference Number

- Importer invoice, purchase order or project number

4 *Consignee

- Name of the party ultimately receiving the goods in Canada
- Complete address

5 *Importer

- The Name of the importing party responsible for payment of duties and taxes
- Complete address
- Not to be confused with the Consignee (if different than the importer)

6 Country of Transshipment

- If the goods must travel through a country to get from the shipping point to the delivery point, list the Country through which it travelled

7 *Country of Manufacture

- Country of manufacture for each item
- Not to be confused with the country where the items are being shipped from (country of export)

8 Transportation

- Carrier name
- Mode of transport
- Routing
- PARS barcode

9 *Conditions of Sale

- Incoterms® being used
- Reason for the shipment (sale, warranty replacement, sample, etc.)
- Any cash or trade related discounts

10 *Currency of Settlement

- Canadian or U.S. funds

Quantity and Weight*11** • Number of Packages**13** • Unit Quantity**16** • Total Weight**12 *Commodities**

- Full description of all items in layman's terms.
- Must reflect all items in shipment including use and composition (steel, plastic, etc.)

Value*14** • Unit Prices and Extensions**15** • Total Value for Each Line**17** • Invoice Total

- No-charge items must have fair market value in the absence of a sale

18 Commercial Invoice Number (if available)

- Attach commercial invoice
- List commercial invoice number
- Check box

19 Exporter

- Name of party exporting the goods if different from the vendor
- Complete address

20 Originator

- Name of the individual party completing the invoice on behalf of the vendor
- Complete address
- Phone number

21 Agency Ruling

- Use if advanced ruling was obtained from CBSA
- Ruling number
- Date of ruling

22 Applicability

- Check box if boxes 23 through 25 are not applicable

23 Deductions

- Indicate amounts for charges relating to transportation, assembly and export packing if included in Box 17

24 Additions

- Indicate amounts for charges relating to transportation, assembly and export packing if not included in Box 17

25 Check if applicable

- Use if royalty payment or proceeds will be paid to the purchaser or if the purchaser has supplied goods or services