

CANADA CUSTOMS INVOICE INSTRUCTIONS

The exporter's commercial invoice may be used to replace the Canada Customs Invoice, provided that all the required information is included on the invoice.

- Field 1:** State the legal name and address (including country) of the exporter
- Field 2:** Show the date on which the goods began their direct (continuous) journey to Canada.
- Field 3:** Optional – show any useful reference, such as the number of the commercial invoice or purchase order.
- Field 4:** State the name and address of the person or company in Canada to which the goods are shipped.
- Field 5:** If other than the consignee, show the person to whom the goods are sold by the vendor.
- Field 6:** Show the country, if any through which the goods were shipped in transit under Customs control to Canada.
- Field 7:** For goods covered by NAFTA, show the country of origin according to NAFTA rules. For goods from other Countries, show the country in which the goods were grown, produced or manufactured, i.e. Substantially Transformed. To their present form, ready for export to Canada.
- Field 8:** State the mode of transportation used, and the city and country from which the goods began their uninterrupted journey to Canada.
- Field 9:** Show the conditions of sale, e.g. FOB, CIF, etc., and the terms of payment. e.g. 2%-10, net 30.
- Field 10:** Show the currency in which the vendor's demand for payment is made.
- Field 11:** Indicate the number of individual packages (or pieces, bundles, etc.) covered by the invoice.
- Field 12:** Show the kind of packages, i.e. cases, cartons, etc., and the descriptive markings and numbers on the packages. A general description of the goods must be shown, along with the commercial description, i.e. part numbers, size and dimensions, etc. Also state if the goods are used, obsolete, discontinued, closed-out, job lots, remnants, or other than prime quality.
- Field 13:** For each item in the description field, show the quantity using the appropriate unit of measure.
- Field 14:** Provide the price in the currency of settlement for each item.
- Field 15:** Show the extension of the price times the units, in the currency of settlement.
- Field 16:** Show both the net weight and the gross weight.
- Field 17:** Show the total price paid or payable for the goods described on the invoice and on any continuation pages.
- Field 18:** State the number of any commercial invoice attached to the customs invoice.
- Field 19:** If the exporter is not the vendor named in Field 1, show the exporter's name and complete address.
- Field 20:** Indicate the name of a responsible individual in the vendor's organization who has knowledge of the transaction covered by the invoice.
- Field 21:** Show the number and date of any ruling by Canada Customs applicable to the shipment.
- Fields 22-25:** Show in these fields the amounts of transportation charges, export packing and other amounts, as required.