

Canada Information & Invoice Details

Canada Customs Clearance

Please remember that clearance of dutiable Canada Service shipments at Canadian customs may add 24 hours or more to a delivery schedule.

ICX Fee (International Customs Charge)

Shipments to and from Canada may be assessed an ICX charge for the mandatory use of a bonded warehouse.

How to Prepare a Canada Customs Invoice :

- A Canadian Customs Invoice or "CCI" is required by Canadian Customs for all shipments entering Canada valued over \$900.00 CAD (Canadian Dollars). A standard Commercial Invoice is acceptable on Canadian shipments less than \$900.00 CAD. (See Commercial Invoice in Section VI, World Services.) If possible, please provide one original form and three copies of the "CCI" at time of shipment.
- Vendor - Enter shipper name. Include complete address and zip code.
- Date - Enter the date of shipment is tendered to Lynden.
- Other References (Shipper's Reference) - Enter any invoice or purchase order numbers which identify shipment.
- Consignee - Enter company name of consignee. Include name of recipient plus complete address, zip code and phone or telex number.
- Purchaser's Name and Address - If different from the consignee, enter purchaser's name, company name, complete address and zip code. Enter "SAME" if same as consignee.
- Country of Trans-shipment - Enter "NA".
- Country of Origin of Goods - Enter the country where the goods or most parts of the goods were manufactured. Example: If product is manufactured and imported from England, and sold in Canada. "England" would be entered as the country of origin.
- Transportation - Enter "Lynden International".

- Conditions of Sale and Terms of Payment - Enter your terms of payment, i.e., "FOB your city", "Net 30 Days", "PPD/ADD", etc.
- Currency of Settlement - If final payment for goods is to be made in the United States enter "U.S. Dollars". If final payment for goods will be in currency of another country, enter the name of that country and its respective currency.
- Number of Packages - List the total number of packages being shipped and the type of packages in your shipment such as "cartons", "crates", "skids", etc. Canadian customs will check the actual freight piece count against your invoice to determine complete order is clearing customs. Example: If you have one skid containing 30 cartons, indicate "1" as the number of packages and list "30 cartons strapped or shrink wrapped to one skid".
- Specification of Commodities - Describe the contents of your shipment including any markings on packages. List all commodities or parts separately due to varying duty rates.
- Quantity - Enter the exact number of units contained in each package you are shipping.
- Unit Price - Enter the price per unit.
- Total - Enter the total value of all units. The total value can be calculated by multiplying the number of packages (11) by the number of units per package (13), then multiplying this total by the per unit price (14).
- Total Weight - Enter both the net weight and gross weight of your shipment including packaging.
- Invoice Total - Enter the total price of all figures shown in column 15.
- Attached Commercial Invoice - If you have too many items to list in number 12, check the box to indicate that a complete breakdown of items is attached on a invoice.
- Exporter's Name and Address - Enter complete name, address and zip code if the exporter is different from the vendor.
- Originator - Enter the name of the person completing this form, plus complete company name, address and zip code.
- Department Ruling - Leave blank.
- Check If Applicable - Check this box if applicable.

- Charges - Enter all charges for transportation, insurance, construction or assembly after importation or export packing costs, if not included in the total selling price (15).
- Charges - If more than one item is listed on this invoice, enter all charges for transportation, insurance, construction or assembly after importation or export packing costs, if not included in the total selling price (15).
- Check If Applicable - Check this box if applicable.