

College West Bldg., Rm 146
Regina, Saskatchewan, Canada S4S 0A2
Phone: 306.585.5003 Fax: 306.585.4985
email: purchase@uregina.ca

PROCESS FOR EXPORTING GOODS FROM CANADA

The Short Version

If you are preparing Export documentation yourself, please note the following.

1. The documents required by U.S. Customs are as follows:
 - a) Proforma invoice or Commercial Invoice (including IRS number, HS codes, complete and accurate description and unit cost, extended cost,)
 - b) NAFTA Certificate of Origin where applicable.
 - c) Other Government department forms if applicable.
 - FDA for goods for human or animal consumption.
 - Textile declaration for anything made of fabric.
 - TSCA form for any toxic substance.
 - Hazardous goods declaration.
 - FCC for computer monitors.

These export documents must reach the border crossing a minimum of one hour prior to the goods.

Alternatively you can contact the University's customs broker directly or through Supply Management Services to prepare the documents on your behalf. Note there is a charge for this service which will be billed back to the end user.

2. Arrange shipping. The user can arrange this through any shipping company
3. If the goods are replacement or repaired items, a statement indicating whether the repair or replacement is chargeable or under warranty must be shown on all paperwork. A realistic value for chargeable items must be declared.

Proof of export must always be provided in the case of goods returning to Canada. This proof may be in the form of outward bills of lading, export documents, foreign consumption entries, etc.

General Information/Overview

Small letters and envelopes do not require export documentation unless they contain manuscripts, material or parts. However, a description of the goods should be noted on the Air Waybill or Bill of Lading.

Shipments being sent via Canada Post require a Customs Document Form, for U.S. shipments over 500 grams or a Customs Declaration Dispatch Note for international shipments over 500 grams or where the goods cannot be easily identified.

Packaging and labeling is the responsibility of the department to ensure that the package is fully protected; properly labeled with a name, address, postal code, attention line, and phone number; and identified with a return address. Supply Management Services should be contacted to supply export documentation to be attached with shipment and then the department can arrange to have the package picked up by one of our contracted carriers.



SUPPLY MANAGEMENT SERVICES

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Supply Management Services must be contacted on exports for repair and return for proper export documentation prior to export and must be used to establish proof of export when the shipment re-enters Canada. Shipments re-entering Canada without proper export documentation will be assessed full duty (if applicable) and taxes.

Dangerous goods and dry ice shipments must be accompanied by a Dangerous Goods Certificate. Information regarding labels and completion of this certificate is available through Supply Management Services.

For University employees traveling to the U.S. it is recommended that employees travel with personal goods only, which can include luggage and a laptop computer. Any other goods/equipment that will be used for your work in the U.S. should be shipped by a transportation company (carrier) ahead of time. If you must temporarily export University equipment, hand carried or in your own vehicle, appropriate documentation is to be completed prior to your departure and sent to your border crossing a minimum of one hour prior to your arrival. All goods must be bar coded to match bar codes on the export documents. Contact Supply Management Services, at 5003.

Failure to comply with these instructions could result in penalties or in the case of University goods returning, duplicate payment of duties and/or taxes.