

CANADA CUSTOMS REQUIREMENTS

Commercial Invoice or the Canada Customs Invoice (CCI)

It is highly important that we provide Canada Customs the necessary information they need to ensure your shipment isn't delayed at the border, costing time and money.

The Commercial Invoice must include:

- Vendor/ Exporter full legal name, address and country (seller of goods)
- Consignee full name and address (recipient of the goods)
- Purchaser full name and address (the billed party, if other than the recipient)
- Detailed description and HS Code of each item being shipped. Must indicate the SKU/ TSC Item No. provided on The Shopping Channel Purchase Order.
- Country of Origin for each item. If a Kit includes items with various countries of origin, a breakdown must be provided.
- Net and gross weight (net weight excludes the packaging)
- Unit price of each item – for Samples, indicate value for customs purposes, items cannot show zero value
- Total value of the goods – for Samples, indicate value for customs purposes, items cannot show zero value
- Currency of settlement – USD or CAD
- Terms of delivery and terms of payment – e.g. DDU, DDP, EXW
- Date on which goods began continuous journey to Canada
- Reference Numbers – The Shopping Channel PO Nos.
- Customs Broker Information – Livingston International

If your commercial invoice can't supply the required information, you must complete a Canada Customs Invoice for your shipments. The CCI contains all the information fields required by Canada Customs.

Following this page, please find a sample invoice for your reference; a blank CCI form you can fill out and print; and a guide on how to fill out your CCI.

Please ensure to send copies of the Commercial Invoice/ CCI to:

1. The Shopping Channel upon booking
2. The driver/ carrier upon pick-up of the goods

Any charges at the border as a result of improper Customs documentation will be your responsibility and a non-compliance charge will be assessed.



SAMPLE FOR YOUR REFERENCE

1. Vendor (name and address) - Vendeur (nom et adresse) SELLING THE GOODS COMPANY 1223 MAIN AVENUE CANOGA PARK, CALIFORNIA, USA 91304		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada yyyy/mm/dd	
4. Consignee (name and address) - Destinataire (nom et adresse) THE SHOPPING CHANNEL NATIONAL DISTRIBUTION CENTER 6885 KENNEDY RD MISSISSAUGA ON CA L5T 2Z2		3. Other references (include purchaser's order No.) Autres références (Inclure le n° de commande de l'acheteur) TSC PO# 841015	
6. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada FOR CUSTOMS CLEARANCE, PLEASE NOTIFY: LIVINGSTON INTERNATIONAL FAX: 1-866-548-4685 / 905-994-9054 EMAIL: cdnimports@livingstonintl.com / EastUS_SC@livingstonintl.com		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) THE SHOPPING CHANNEL, A DIV. OF ROGERS BROADCASTING LIMITED 59 AMBASSADOR DRIVE MISSISSAUGA ON CA L5T 2P9	
8. 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		6. Country of transshipment - Pays de transbordement NOT APPLICABLE	
10. Currency of settlement - Devises du paiement USD		7. Country of origin of goods Pays d'origine des marchandises VARIOUS SEE BELOW	
IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.		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	
11. Number of packages Nombre de colis 5	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité) TSC ITEM# 396593 10K GOLD BRACELET, THAILAND, 7113.19.90.00	13. Quantity (state unit) Quantité (précisez l'unité) 50	14. Unit price Prix unitaire 100.00
1	TSC ITEM# 566870 DRESS, LADIES, 100% POLYESTER, KNIT, CN, 6104.43.00.20	20	10.00
1	TSC ITEM# 461731 EYESHADOW & LIQUID LINER KIT, EYESHADOW: USA, \$21 LIQUID LINER: HONGKONG, \$9 3304.20.00.00	100	30.00
15. Total 5,000.00		15. Total 200.00	
15. Total 3,000.00		15. Total 8,200.00	
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, cochez cette case Commercial Invoice No. - N° de la facture commerciale ▶ INV# 6990 (ATTACHED)		16. Total weight - Poids total Net 5 LBS Gross - Brut 7 LBS	
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur) MANUFACTURING WAREHOUSE INC. 123 FIRST STREET, KOWLOON, HONG KONG		17. Invoice total Total de la facture 8,200.00	
20. Originator (name and address) - Expéditeur d'origine (nom et adresse)		21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu) NOT APPLICABLE	
22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input checked="" type="checkbox"/>		23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (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 (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 (iii) Export packing Le coût de l'emballage d'exportation	
24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (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 (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat (iii) Export packing Le coût de l'emballage d'exportation		25. Check (if applicable): Cochez (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 (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 de ces marchandises	

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada	
4. Consignee (name and address) - Destinataire (nom et adresse)		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)	
		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)	
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		6. Country of transshipment - Pays de transbordement	
		7. Country of origin of goods Pays d'origine des marchandises	<small>IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.</small>
		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.)	
11. Number of packages Nombre de colis		10. Currency of settlement - Devises du paiement	
		12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)
14. Unit price Prix unitaire		15. Total	
		17. Invoice total Total de la facture	
16. Total weight - Poids total		17. Invoice total Total de la facture	
Net			
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, cochez cette case Commercial Invoice No. - N° de la facture commerciale <input type="checkbox"/>		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)	
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input type="checkbox"/>	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		25. Check (if applicable): Cochez (s'il y a lieu):	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (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 _____ (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 _____ (iii) Export packing Le coût de l'emballage d'exportation _____	24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (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 _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat _____ (iii) Export packing Le coût de l'emballage d'exportation _____	(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 de ces marchandises <input type="checkbox"/>	

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.

How to Fill Out the CCI

Field No.

- 1. Vendor**
Indicate your company's complete name and address, including ZIP Code, being the seller of the goods.
- 2. Date**
Indicate the date the goods began their continuous journey to Canada.
- 3. Other References**
Indicate The Shopping Channel's Purchase Order No. (TSC PO#)
- 4. Consignee**
Indicate full name and address of TSC National Distribution Center. If shipping directly to the customer, indicate full name and address of recipient.
Please include all contact details – suite numbers, phone, postal codes
- 5. Purchaser's Name & Address**
Indicate The Shopping Channel with complete address
Indicate "same" if Field # 4 is The Shopping Channel
- 6. Country of Transshipment**
Indicate country through which the goods were shipped en route to Canada.
Indicate "Not Applicable" if goods were shipped directly to Canada.
- 7. Country of Origin of Goods**
Indicate the country in which the goods were originally produced / manufactured.
If more than one item with different country of origins, indicate "Various" and specify the origins per item on the body of the CCI.
- 8. Transportation**
Indicate Customs broker info – Livingston International
For DDP shipments, indicate **your** customs broker info.
- 9. Conditions of Sale and Terms of Payment**
Indicate nature of sale (direct, sale, consignment, lease, etc.) and terms of payment – DDP, DDU, EXW

10. Currency of Settlement

Indicate the currency used to settle payment – USD, CAD, EUR

11. Number of Packages

Simply indicate, as requested, the total number of packages/ cartons.

12. Specification of Commodities

Indicate full information per item:

- TSC Item No. / SKU No. as indicated on the TSC PO
- Detailed description of the goods

For jewellery – indicate whether fine or costume jewellery; and specify precious metal components

e.g. 10K Gold Bracelet
Ring, Costume Jewellery

For textile – always indicate the fabric content, knit or woven, and if gender specific

e.g. Dress, Ladies, Knit, 90% Polyester 10% Spandex

- Country of origin per line if not indicated in Field # 7
- Customs tariff information – if you don't have this information, consult TSC contact for help.

13. Quantity (state unit)

Indicate the exact number of pieces per item listed

14. Selling Price/Unit Price

Indicate unit price for each item. All items must show a value for customs purposes. Items cannot show zero values.

For kits with items having various countries of origin, a breakdown of the value per item must be provided.

15. Selling Price/Total

Indicate the total selling price per line item.
Quantity multiplied by the Unit Price

16. Total Weight

Indicate total weight (both gross and net weight) of shipment.

17. Invoice Total

Indicate the total price of all products in your shipment.
(Everything added up from Field # 15)

For samples, indicate the selling value of the goods. You may note on your CCI: "For customs purposes only." Invoice total cannot show zero value.

18. Commercial Invoice Number

Check box if a Commercial Invoice is used to back up the information filled out in the CCI. The commercial invoice must accompany the CCI sent to broker for clearance.
Indicate Commercial Invoice number.

19. Exporter's Name & Address

If the exporter is other than the Vendor (Field # 1), enter the complete company name and address.
This is the company shipping the goods to the consignee/purchaser.

20. Originator

Indicate the complete company name and address if other than Vendor (Field # 1) or Exporter (Field # 19).
This is the company who's completing the invoice in behalf of the Vendor.

21. Departmental Ruling

Leave blank. Do not fill in.

22. Charges Not Applicable

Check this box, if charges found in items 23-25 are not applicable.

23. Charges/Costs

Indicate all costs of transportation, expenses, insurance, construction, assembly, and/or packing IF these costs or charges from the place of direct shipment to Canada are included in the Selling Price/Total (Field # 15).

24. Charges/Costs

Indicate all costs of transportation, expenses, insurance, construction, assembly, and/or packing if these costs or charges to the place of direct shipment to Canada are not included in the Selling Price/Total (Item 15).

25. Royalty Payments

Check this box if royalty payments or subsequent proceeds are paid or will be paid by purchaser.

Goods/Services

Check this box if the purchaser supplied goods or services in the production of these goods.

If you have questions in filling out the CCI, please contact:

Erika Serino, CCS
The Shopping Channel
Phone: 905-364-5484
Email: erika.serino@tsc.rogers.com